



**County of Prince George
Planning Commission**

**2018 Annual Report
January – December 2018**

Adopted by the Planning Commission:

2018 Planning Commission Members

James A. Easter, Chairman
Joseph E. Simmons, Vice-Chairman
Alex W. Bresko, Jr.
Floyd M. Brown
R. Stephen Brockwell
Imogene S. Elder
V. Clarence Joyner, Jr.

Planning Division Staff Members

Douglas Miles, AICP, CZA, Planning Manager / Zoning Administrator
Horace Wade, III, CFM, Planner / Timothy Graves, Part-Time Planner
Missy Greaves-Smith, Administrative Support Specialist II

Planning Commission Officers and Appointments

The Planning Commission elected James A. Easter as its Chairman, and they elected, Joseph E. Simmons as its Vice-Chairman, for the 2018 calendar year.

Introduction

Section 15.2-221, of the Code of Virginia, as amended, prescribes the duties of the local planning commission. Among other things, these duties include a requirement to make recommendations and to provide an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction. This document seeks to meet this Virginia State Code requirement by providing a direct linkage between the Prince George County Planning Commission and Prince George County Board of Supervisors.

Planning Administrative Review Summary

The Planning Division received twenty-eight (28) applications for Subdivisions, Boundary Line Adjustments and Parcel Consolidations; nine (9) new Site Plan applications, nine (9) Administrative Second Dwelling renewals, and two (2) new Administrative Second Dwellings. They issued one hundred and fifty-five (155) zoning approvals for both new professional business uses and home occupation business uses within Prince George County.

The Planning Division reviewed nine (9) new site plan submittals which included: Pleasant Grove Baptist Church Addition, Service Center Metals Expansion, Virginia Physicians for Women Medical Building, Exit 45 C-Store, Sheetz C-Store and Car Wash, Sandy Hill Subdivision Site Plan, Blueridge Films Addition, NVR

Builders Supply Center located on Quality Way, and the Davita Medical Building under construction next to the Better Med medical facility on Puddledock Road.

Planning Division: Special Projects

The Planning Division was tasked with and completed various special projects. (1) The Planning Division assisted the Board of Supervisors and Administration with understanding costs, the process and possible sites for establishing a new location for residents to drop off household waste and recycling in District 2. (2) The Planning Division was also tasked with developing a "Streetlight Policy" for Prince George County to be utilized and implemented by the Department of General Services and it was approved by the Board of Supervisors on October 9, 2018. (3) The Planning Division was tasked with identifying, photographing and placing all billboard sign locations along the major corridors in the County in the County's GIS mapping system. This research will allow for the County to work with billboard owners to upgrade existing signage at some of our gateway areas.

Please Note that a large percentage of this Planning research was conducted by the Part-Time Planner between August and December 2018 with Planning Staff.

Planning Commission Case Summary

In 2018, four (4) new Special Exception cases were submitted and heard before the Planning Commission. These Special Exception (SE) cases included: (1) Fort Powhatan Solar for a large solar energy facility on Wards Creek Road; (2) Prince George Ruritan Assembly Hall on Ruffin Road; (3) McCormick Assembly Hall (The Barns of Kanak) located on Ruffin Road; and (4) Tree Time Adventures for a commercial outdoor recreational use to be located within the rear of Scott Park.

In total, six (6) Conditional Rezoning cases were submitted and heard before the Planning Commission and these cases included: (1) the Prince George County Conditional Rezoning of the Central Wellness Center from R-A to B-1 with certain uses on Prince George Drive; (2) Worden Enterprises LLC from R-A to PUD to permit recreational vehicle park unit spaces to be rented longer than 30 days in defined areas of the park for transient use along Courtland Road; (3) Nathaniel Dozier Jr conditional rezoning from R-A to B-1 with certain restrictions along Route 460; (4) Breez-In Associates LC rezoning one acre from R-A to B-1 along James River Drive; (5) Mitchell Homes Inc. rezoning 21 acres from R-E to R-2 to permit the reduction of front yard setbacks from 75 feet to 35 feet as the R-E front yard setback creates a hardship for buildable lots due to steep slopes and environmental features; (6) Par 5 Development Group LLC conditional rezoning from R-A to B-1 with certain restrictions along James River Drive for a retail use.

The Planning Commission held public hearings to recommend three (3) Zoning Ordinance Amendments, and two (2) Subdivision Ordinance Amendments onto the Board of Supervisors. Those amendments were: (1) Amending the Zoning

Ordinance to add requirements for notations pertinent to Chesapeake Bay Preservation Areas and the Resource Protection Area relative to Site Plans; (2) Amending the Zoning Ordinance by adding certain penalties for violations of the Chesapeake Bay Protection Preservation Areas; (3) Amending the Subdivision Ordinance by adding certain requirements for notations pertinent to the Chesapeake Bay Preservation Areas under the Preliminary Plats, the Engineering Plan Specifications, and the Elements of Final Plats sections. These amendments brought Prince George County into complete DEQ environmental compliance; (4) Amending the Zoning Ordinance to consolidate and revise local Sign requirements to be consistent with current law and create a clear and consistent set of regulations pertaining to signs; and (5) Amending the Subdivision Ordinance by adding Effect of approval of final plat, adding Coordination of Streets with existing streets, and Street construction to allow for coordination with VDOT subdivision street acceptance for maintenance purposes through the Subdivision Ordinance.

Planning Commission Subcommittee:

The 2018 Capital Improvements Plan (CIP) subcommittee was led by Chairman Easter and Vice Chairman Simmons, and the Planning Manager, the Finance Director and the Financial Reporting Accountant provided staff support to the subcommittee for its recommendations to the County Administrator and onto the Board of Supervisors for their approval. The Planning Commission acted upon it on December 20, 2018 and forwarded the CIP recommendations onto the Board.

Planning Division Staff Continued Education:

Douglas Miles, AICP, CZA, Secretary to the Planning Commission, continues to serve on the Virginia Association of Zoning Officials (VAZO) Executive Committee as the Regional Director for the Richmond and Tri-Cities Area. In order to assist area zoning staff members with educational credits to maintain a CZO, Certified Zoning Official or a CZA, Certified Zoning Administrator state certification. VAZO Legal and Planning training sessions keep all area staff members current on Virginia State Code requirements and any changes as they relate to both the BZA and to the Planning Commission for cases.

The Planning Manager achieved in July of 2018 American Institute of Certified Planners (AICP) designation and which is a national certification program conducted through the American Planning Association. "AICP" is shorthand for education, experience, breadth of knowledge, ethical practice and commitment to the planning profession. He also was recertified as a Certified Zoning Administrator (CZA) for an additional three (3) years until December 2021. The Planner was recertified as a Certified Floodplain Manager (CFM) for an additional two (2) years until December 2020 and the certification is also a national certification program that includes local, state, federal and private sector CFMs.

Planning Division Staff attended County, State and Federal level education programs such as Human Resources Training on dealing with the general public better, security awareness, disaster and emergency preparedness and specialized training in planning, transportation, and infrastructure improvements such as broadband and solar energy.

