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DRAFT AGENDA
Planning Commission
County of Prince George, Virginia
Business Meeting: Thursday, December 16, 2021
County Administration Bldg. Boardroom, Third Floor
6602 Courts Drive, Prince George, Virginia

Business Meeting
6:30 p.m.

This meeting is being held electronically in accord with Virginia Code Section 15.2-1413. The meeting is accessible by:

If you would like to participate in the meeting via Zoom –

<https://zoom.us/j/5053851421?pwd=V2pjSHFneFRUUE2bjNqQnR3emZoUT09>

Meeting ID: 505 385 1421

Password: 200726

One tap mobile

+19294362866,,5053851421#,,1#,200726# US (New York)

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Dial by your location

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During the public comment period you may raise your hand using the Zoom controls on your screen or press *9 on your phone. Visit the Zoom Help Center for more information. If you would like to view the meeting in real time use this link:

https://www.princegeorgecountyva.gov/live_stream/

Public comments may be made in person during any meeting. You may also submit any public comments on our website at

https://www.princegeorgecountyva.gov/departments/board_of_supervisors/public_comment_for_m.php.

Any public comments received via Zoom, in person or by the website form up until the public comment section is closed by the Chairman of the Planning Commission on December 16, 2021 shall be entered into the meeting minutes.

CALL TO ORDER - Chairman Brown

Roll Call - Clerk

INVOCATION

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

PUBLIC COMMENTS - Chairman Brown

ADOPTION OF AGENDA [1] Chairman Brown

ORDER OF BUSINESS - Chairman Brown

A-1. Approval of Meeting Minutes – November 18, 2021[2]

A-2. Bylaws Discussion [3] **Dan Whitten**

PUBLIC HEARING - Chairman Brown

P-1. Ordinance Amendment OA-21-01: Ordinance to amend The Code of the County of Prince George, Virginia, by amending §§ 90-1, 90-3, 90-201, 90-241, 90-291 and Chapter 90, Article XIII to define the term “Townhouse”, to establish a zoning district known as “R-TH Residential Townhouse” where townhouses are permitted, to distinguish the intent of the new district from that of the existing residential zoning districts (R-1, R-2, R-3), and to define the intent and requirements for the new R-TH zoning district. The purpose of the proposed amendment is to permit attached townhouses with each unit on its own lot, subject to appropriate development standards and reviews by the Planning Commission and the Board of Supervisors. [4] **Tim Graves, Planner**

COMMUNICATIONS [5] Tim Graves, Planner

- A. Actions of the Board of Zoning Appeals
- B. Actions of the Board of Supervisors
- C. Upcoming Cases

ADJOURNMENT - Chairman Brown

DRAFT MINUTES
Planning Commission
County of Prince George, Virginia

November 18, 2021

County Administration Building, Board Room, Third Floor
6602 Courts Drive, Prince George, Virginia 23875

This meeting was held electronically in accord with Virginia Code Section 15.2-1413. The meeting was accessible by:

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+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

MEETING CONVENED. The Regular Meeting of the Prince George County Planning Commission was called to order at 6:30 p.m. on Thursday, November 18, 2021 in the Board Room, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Mr. Floyd Brown, Sr., Chairman.

ATTENDANCE. The following members responded to Roll Call:

Mr. Simmons	Present
Mrs. Elder	Present (via phone from 10409 Old Stage Road)
Mr. Bresko	Absent
Mr. Joyner	Absent
Mr. Easter	Present
Mr. Brown	Present
Mr. Brockwell	Present

Also present: Julie C. Walton, Director, Dan Whitten, County Attorney, Andre Greene, Planner II, Tim Graves, Planner I and Missy Greaves-Smith, Administrative Support Specialist II

INVOCATION. Mr. Simmons provided the Invocation.

PLEDGE OF ALLEGIANCE TO THE FLAG. Mr. Brockwell led in the Pledge of Allegiance to the United States flag.

PUBLIC COMMENT PERIOD. At 6:33 p.m., Mr. Brown opened the Public Comment Period to anyone who wished to come forward to speak to the Commissioners on only topics that were not on the agenda. Citizens were asked to limit their comments to three (3) minutes.

With no one present or on Zoom indicating they wished to speak, the Public Comment Period was closed at 6:33 p.m.

ADOPTION OF THE AMENDED MEETING AGENDA. Mr. Brown asked the Commissioners for a motion to approve the amended meeting Agenda for the November 18, 2021 Planning Commission. Mrs. Elder made a motion to approve the amended meeting Agenda and Mr. Brockwell seconded the motion.

Roll Call:

In favor: (5) Simmons, Brown, Elder, Easter, Brockwell

Opposed: (0)

Absent: (2) Joyner, Bresko

OLD BUSINESS.

- A-1. **APPROVAL OF THE MEETING MINUTES.** Mr. Brown asked the Commissioners to review the October 28, 2021 Minutes of the Planning Commission for approval. Mr. Simmons made a motion to approve the October 28, 2021 Minutes as presented and Mr. Easter seconded the motion.

Roll Call:

In favor: (5) Simmons, Brown, Elder, Easter, Brockwell

Opposed: (0)

Absent: (2) Joyner, Bresko

- A-2. **SUBDIVISION WAIVER SW-21-01:** Request of Timothy and Taira Cibula for a minor subdivision exception as set out in § 82-31 and § 82-351 and authorized under § 70-208, to permit a minor subdivision creating one additional lot of no less than five acres without connecting to public water and sewer systems, from a parcel located in the Prince George Planning Area and within a R-A zoning district, and with the remainder tract meeting applicable zoning requirements. The subject property is known as tax map 150(0A)00-031-0 and is located at 11201 Merchants Hope Road.

Mr. Graves presented the request for a subdivision waiver for Mr. & Mrs. Cibula. He provided the following background information:

- The applicants want to divide off 30 acres from 240.5 acres to build a house to live in while running a farm business on the surrounding farm property
- The applicants submitted a subdivision plat showing the desired division
- The County Code requires all development (including subdivisions of 1 or more lots) within the Prince George Planning Area to connect to the County's public water and sewer systems at the developer's expense. (More detail in Staff Report)

- Existing public water infrastructure is approx. 4 miles away
- Existing public sewer infrastructure is approx. 2.5 miles away

There are two exceptions to the public utilities connection requirement:

- A. Family tract divisions
- B. “Minor subdivision” creating one additional lot of no less than five acres.

Requirements:

- A. Located in the Prince George Planning Area
- B. Zoned R-A or A-1
- C. Remainder tract meets applicable requirements
- D. Authorized under Section 70-208 (= requires approval from the Planning Commission)

Mr. Graves explained that neither of these exceptions would allow a new parcel to be served by private well and septic, however, the division does not qualify as a family division. The Comprehensive Plan for Prince George County designates the Prince George Planning Area as the planned growth area for dense, suburban type development and states that it will be necessary to have water and wastewater infrastructure installed in the PGPA to provide for the anticipated commercial, industrial and residential growth.

Request Summary:

The applicants have requested the “minor subdivision” waiver because:

- Their plans do not qualify for family subdivision
- They want to live on the farm
- They wish to have a house on a separate parcel because they plan to use the farm property (210.5 acres) as collateral for their business loan and do not want to risk their home as part of the collateral
- They do not want to extend public water 4 miles and sewer 2.5 miles to serve the development (subdivision creating one new lot)

Mr. Simmons asked for clarification on the difference of a family division and a minor subdivision. Mr. Graves explained a family division is a division of land from one family member to another and that does not apply in this case. The Cibula’s are dividing the house from the farm so they can use the farmland for collateral for a business loan.

Staff Review Comments:

Planning & Zoning Comments

- [Trail of ordinance requirements provided]
- Subdivision Plat S-21-26 under review
- Comments to surveyor are forthcoming after a decision on this waiver request
- Plat will need to meet other applicable requirements

Utilities department comments:

- If public utilities are extended in the future, the new parcel would be required to connect
- Any further development would require connection to public utilities

Recommended Conditions:

The following conditions are in the draft resolution:

1. Private water and septic are permitted, with Virginia Department of Health approval, on the newly divided parcel to serve permitted uses.
2. Any further development will require connection to the public utilities in accordance with the County Code.
3. Should public utilities be extended in the future, the newly divided parcel will be required to connect to the public utilities at that time and pay all associated connection fees, in accordance with applicable County Code requirements.
4. The subdivision plat that may be approved with this waiver, shall meet all other applicable requirements as approved by the Subdivision Agent.

Recommendation / Decision Criteria:

Staff Recommendation:

- None provided (similar to a variance request).
- Commission should use criteria from ordinance to make decision.

Criteria provided in the ordinance for the Commission's consideration:

- "In cases of unusual situations or where strict adherence to the general regulations in this ordinance would result in substantial injustice or hardship [to the applicant]..."
- "No waiver shall be granted which is illegal or which would prejudice the health and safety of citizens of the county."
- "any remainder tract meets applicable zoning requirements"

Mr. Simmons asked if they would be able to subdivide their 30 acres in the future. Mr. Graves explained that in the future, any divisions made would be required to connect to County water and sewer.

Mr. Easter asked Mr. Graves if he knew the cost to connect to water and sewer since it was approximately 4 miles away. Mrs. Walton referenced a project ten years ago when the County ran water and sewer lines approximately 3 miles down Sandy Ridge Road and it cost \$3 million. The basis for this waiver request for a one-time lot division is based on the economic infeasibility of connecting to public water and sewer.

Mr. Cibula asked if he wanted to do a family division to his kids, would they need to connect to water and sewer. Mr. Graves stated that connecting to water and sewer is not required with a family division.

Mr. Simmons made a motion to adopt Resolution R-21-01 as presented and approve the minor subdivision request identified as SW-21-01. This motion was seconded by Mr. Brockwell.

Roll Call:

In favor: (5) Simmons, Brown, Elder, Easter, Brockwell

Opposed: (0)

Absent: (2) Joyner, Bresko

REPORTS.

Battery Storage Facilities – Julie Walton, Director

Ms. Julie Walton, Deputy County Administrator and Director of Community Development, presented to the Commissioners the updated information on the Battery Storage Facilities Ordinance Amendment. She asked the Commissioners if they had any additional comments or revision requests.

Mrs. Walton gave the Commissions options of January or February as a possible Public Hearing date. The Commissioners agreed to schedule the Public Hearing at the January 27, 2022 Planning Commission meeting.

Mrs. Walton clarified that these battery facilities are designed to provide backup for emergencies and the power companies are required by law to design these systems for backup. In the County Ordinance, this use is not defined and when it is not defined, it is not allowed. We want to make sure that our ordinances addresses them and provides guidance with policies and regulations on where they are installed, what type of acres they are on and the protective measures for firefighting and hazards.

PLANNER'S COMMUNICATION TO THE COMMISSION. Mr. Graves presented to the Commissioners the following updates:

1. Actions of the Board of Zoning Appeals (BZA)
 - a. November and December BZA meetings have been cancelled due to no cases
2. Actions of the Board of Supervisors (BOS)
 - a. November 23rd they will consider the Home Occupation in an Accessory Building for a Massage Therapy business
 - b. November 23rd they will consider the rezoning case for New Visions
3. Upcoming cases to the Planning Commission
 - a. December 16th Ordinance Amendment for Townhouses

County Attorney Dan Whitten announced that County Administrator Percy Ashcraft's, last day will be Friday, December 3rd. The BOS has appointed Jeff Stoke as Interim County Administrator. His appointment will begin December 4, 2021.

ADJOURNMENT. At 7:07 p.m., Mr. Brown asked the Commissioners if they had any additional questions. If not, he would entertain a motion to adjourn. Mr. Brockwell made a motion to adjourn and Mr. Simmons seconded the motion. Roll was called on the motion.

Roll Call:

In favor: (5) Simmons, Brown, Elder, Easter, Brockwell

Opposed: (0)

Absent: (2) Joyner, Bresko



**BYLAWS AND RULES OF PROCEDURE
FOR THE
PLANNING COMMISSION
OF THE
COUNTY OF PRINCE GEORGE, VIRGINIA**

Effective: ~~February 25, 2021~~ January 27, 2022 (To be confirmed)

**COUNTY OF PRINCE GEORGE
PLANNING COMMISSION**

PRINCE GEORGE, VIRGINIA 23875

**BYLAWS AND RULES OF PROCEDURE FOR
THE PLANNING COMMISSION OF THE
COUNTY OF PRINCE GEORGE, VIRGINIA**

PREAMBLE

The goals of the Planning Commission of Prince George County are as follows:

- to improve public health, safety, convenience and the welfare of its citizens;
- to plan for the future development of communities to the end that transportation systems be carefully planned;
- that new community centers be developed with adequate highway, utility, health, educational, and recreational facilities;
- that the need for mineral resources and the needs of agriculture, industry and business be recognized in future growth;
- that residential areas be provided with healthy surroundings for family life;
- that agricultural and forestal land be preserved; and
- that the growth of the community shall be consonant with the efficient and economical use of public funds.

ARTICLE I. OBJECTIVES

The objectives and purposes of the Planning Commission of the County of Prince George, Virginia are those set forth in Section 15.2-2200 and 15.2-2210 of the Code of Virginia (1950, as amended) and those powers and duties delegated to the Planning Commission by the Board of Supervisors of the County of Prince George by Chapter 62, Article II of the County Code adopted in accordance with the enabling laws and all amendments and changes thereto.

ARTICLE II. MEETINGS

1. All meetings of the Commission shall be open to the public, and all persons shall be encouraged to attend any meeting of said Commission except as otherwise provided in these by-laws or by statute.
2. Regular meetings of the Commission are held on the fourth Thursday of each month at 6:30 p.m. in the Public Meeting Room, Third Floor of the County Administration Building, 6602 Courts Drive, Prince George, Virginia located at the intersection of Laurel Springs Road and Courts Drive in the County Government Complex or at such location as designated by the Commission. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on a date as determined by the Commission. The Commission, by resolution adopted at a regular meeting, may also fix the day or days to

which any meeting shall be continued. If County Government operations are deemed to be closed by the County Administrator or his designee the day of a scheduled meeting due to inclement weather or other unforeseen instances then the meeting shall be cancelled and rescheduled to the next available meeting date. Such cancellation shall be communicated to the members and to the press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The Commission shall cause a copy of such resolution to be inserted in a qualified newspaper having general circulation in the locality at least seven days prior to the first meeting held pursuant to the adopted schedule. Workshops will be held on that Monday prior to the regular meeting date or as otherwise determined by the Commission. The Workshops will be held in the Planning Conference Room on the first floor of the County Administration Building at the address above or at a location as determined by the Commission.

3. The Planning Commission may adjourn any meeting to a time and place specified. If all members are absent from any regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and he shall cause a written notice of the adjournment to be given in the same manner as provided in the following section for special meetings, unless such notice is waived as provided for special meetings. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

4. Special meetings of the Commission may be called by the Chair or by two members upon written request to the Secretary. The Secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof.

Written notice to members of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice. No other business shall be considered at such special meetings by the Planning Commission than that for which the special meeting was called.

5. The annual meeting for the election of officers for Chair and Vice-Chair shall be held on the regular meeting date in January of each year, under the order of New Business and the newly elected officers shall immediately preside upon election.
6. A quorum is a majority of all members. A quorum must be present at all meetings. A majority vote of those members present and voting is necessary to take any official action including, but not limited to rezonings, reclassifications, special exception uses, amendments to the zoning regulations or official map, subdivision plats, site plans, general plan, and these by-laws. In case of a tie vote, or deadlock, the chair shall have the item of business placed on the next agenda of the Commission as a matter under old business for reconsideration and vote, but not for rehearing. If the returned matter again results in a tied vote it will be forwarded to the Board of Supervisors with no recommendation.
7. The Secretary shall keep minutes and records of all its meetings, resolutions, transactions, findings and determinations, and the vote of each member present shall be recorded with each motion, order or resolution and the minutes, records, resolutions, transactions, findings and determinations shall be of public record.

ARTICLE III. OFFICERS, DUTIES OF

1. The officers of the Commission shall consist of a Chair, a Vice-Chair and a Secretary.
2. Chair.

The Chair shall have the following duties:

- a. The Chair shall preside at meetings of the Commission.
- b. When authorized by the Commission, The Chair shall execute in its name all contracts, bonds, and other obligations.
- c. The Chair shall appoint all committees and subcommittees.
- d. The Chair shall have general supervision of the conduct of the affairs of the Commission and shall instruct the Secretary in conducting Commission business.
- e. The Chair shall perform such other duties as are usually exercised by the Chair of a Commission or a Chief Officer of a corporation.
- f. The Chair shall sign all communications of the Commission and all recommendations to the Board of Supervisors of Prince George County unless otherwise authorized by the Chair. The Chair may authorize the Secretary to sign official Commission communications.
- g. The Chair shall have the discretion to set time limits on public speakers, not to exceed 3 minutes. Those matters raised by citizens not set for public hearing shall be included only in the Citizens Comment Period or by discretion of the Chair for additional public comments.

3. Vice-Chair.

The Vice-Chair shall have the following duties:

The Vice-Chair shall perform the duties of the Chair during the absence or disability of the Chair.

4. Temporary Chair.

- a. In the absence or disability of the Chair and Vice-Chair at any regular or regular adjourned meeting where a quorum of the membership is present, the most senior member alphabetically shall preside at said meeting until the Chair or Vice-Chair is present.
- b. The Temporary Chair shall perform the duties of the Chair during the absence or disability of the Chair or Vice-Chair.

5. Secretary.

The Secretary or the Secretary's designee shall have the following duties:

- a. The Secretary shall attend all regular, regular adjourned, special adjourned meetings and public hearings, and keep or supervise the keeping of a record of same and transcribe same properly in the minute books of the Commission.
- b. The Secretary shall send all notices of all meetings of the Commission required to be sent under these bylaws, State law, zoning ordinance or subdivision ordinance or as directed by the Chair.
- c. The Secretary shall have charge of all official books, papers, maps, and records of the Commission and shall conduct all official correspondence relative to hearings, meetings, decisions, and other business of the Commission.
- d. The Secretary or his assigned staff personnel, unless otherwise directed, shall attend meetings of the committees and, when directed, transcribe and preserve the records thereof.
- e. The Secretary shall prepare the agenda and staff reports for items of business on the Commission's agenda. The reports must contain factual background information and professional planning guidelines to guide the Commission in its actions.
- f. The Secretary shall notify the Vice-Chair, by phoning or in person, on the day the Chair informs the Secretary that he will not attend a future Commission meeting.

ARTICLE IV. COMMITTEES

1. Committees shall be appointed by the Chair at the time deemed necessary or advisable by him so as to conduct Commission business properly.
2. Each committee shall consist of no fewer than two (2) and no more than three (3) Commission members.
3. Subcommittees may be appointed by the Chair of any committee and may consist of non-members of the Commission and shall be advisory to the entire committee.
4. The Chair of the Commission shall appoint one (1) member of each committee as the Chair and the committee shall meet at such time and place as directed by the Chair of the committee. The Chair of the Commission shall serve as an ex-officio member of all standing or temporary committees.
5. The members of committees shall serve for the duration of the committee unless a reassignment is made of the committee personnel by the Commission Chair, in which case they shall serve until their successors are appointed. The Commission Chair shall fill any vacancy in committees.
6. All reports of committees shall be made at the direction of the Chair of the Commission; however, no committee shall be required to make a formal report prior to the next regular Commission meeting following that meeting at which the committee was directed by the Chair of the Commission to report on the matter of business referred to such committee.
7. Reports of subcommittees shall be made orally or in writing at the request of the Committee related to the subcommittee or by the Chair of the Commission, and if in writing, the original copy thereof shall be filed with the Secretary and become a part of the records of the committee.

ARTICLE V. ELECTIONS AND APPOINTMENTS

1. The Chair of the Commission shall be elected by the members of the Commission at each annual meeting thereof and shall hold office for one (1) year.
2. The Vice-Chair shall be elected by the members of the Commission at each Annual meeting of the Commission, immediately after the election of the Chair, and shall hold office for one (1) year.
3. Any vacancy in the office of Chair or Vice-Chair of the Commission may be filled by the members of the Commission at any meeting called for such purpose after such vacancy has occurred in a manner prescribed in Article II, Section 3 of these bylaws.
4. The Director of Planning or the person acting in this capacity shall serve as Secretary of the Commission.
5. No later than the next regular meeting after the January meeting, the Chair of the Commission, elected at the annual meeting in January, shall appoint members to standing committees and the Chair thereof. Such appointments may be made before this meeting if the Chair so desires.

ARTICLE VI. ORDER OF BUSINESS

The order of business at regular meetings shall be as follows:

1. Call to Order
2. Roll Call
2. Planning Commission Invocation
3. Pledge of Allegiance
4. Adoption of Meeting Agenda
5. Approval of Draft Minutes
6. Citizen Comment Period
7. Old Business
8. New Business – Public Hearings
9. PC Secretary Communications
10. Adjournment

ARTICLE VII. MATTERS PENDING BEFORE THE COMMISSION

1. Every matter on which the Commission is authorized or required to act or brought before the Commission by any person, official, organization or agency, shall be presented in

writing or on forms provided by the Commission for a specific presentation and shall include all information necessary for a clear understanding and informed action by the Commission. Such information, when requested by the Commission, shall include maps, surveys, drawings, plans, charts, and descriptive information.

2. All matters for Commission consideration and recommendation shall be filed in the Planning Office with the Secretary at least twenty-one (21) days prior to a meeting of the Commission at which the item is to be on the agenda. Final revised proffers shall be submitted ten (10) days prior to the Planning Commission Meeting on which the matter is to be on the agenda. The time limits provided for in this section may be waived if the Commission, by unanimous vote of those present, suspends the application of this section for a specific case. All proffers must be signed by the owner, or a representative of the owner authorized by a valid power of attorney, and by a Notary Public. A proffer statement submitted by an attorney representing the owner is not sufficient. Deferral is appropriate to resolve late submittals and other inadequacies under this policy. The Secretary shall not accept presentations unless they are properly made, or on prescribed forms properly filled out and with all required information attached.

ARTICLE VIII. THE DOCKET AND AGENDA

1. Each matter or presentation shall be filed under the proper heading and shall be placed upon the docket and remain upon the docket until placed upon the agenda or withdrawn by the applicant, presenter, sponsor, or other duly authorized agent or attorney.
2. All matters docketed at least ten (10) days prior to a meeting of the Commission shall appear on the agenda at that meeting unless regulations or requirements necessitate a greater length of time between the date of filing a matter and the date it appears on the agenda.
3. The agenda shall consist of all those cases which, by reason of time of filing or continuation or other order of the Commission, are to be heard at subject meeting of the Commission and the Agenda shall state that it is the agenda for the (date) _____ day of (month) and the year.
4. All matters where a publication of notice is required by law, shall be docketed for the next regular meeting in accordance with the notice of hearing following the publication of notice thereof.
5. When all matters cannot be disposed of on the date set, the Commission may adjourn from day to day, or until the next regular meeting as it may order.
6. The agenda of cases to be heard shall be posted in the Planning Office not less than four (4) days before each regular meeting, and the agenda of cases to be heard at a special meeting shall be posted in the Planning Office and on the door of the meeting place not less than twenty-four (24) hours before such special meeting.
7. Any matter that comes before the Commission orally, except Secretary reports, which would not be shown on the posted agenda shall not be acted upon by the Commission until it is placed on the agenda of the next regular or special meeting.

ARTICLE IX. HEARINGS

1. Hearings shall be held in the Public Meeting Room, Third Floor of the County Administration Building, 6602 Courts Drive, Prince George, Virginia located at the intersection of Laurel Spring Road and Courts Drive in the County Government Complex or at such location as designated by the Commission.
2. Only those cases set for hearing on a given date will be heard and they shall be heard in the order in which they appear on the agenda unless otherwise directed by the Chair.
3. When a matter is set for a public hearing pursuant to advertisement the matter shall be heard even though no one in favor of or in opposition to the application appears at the hearing, unless the Commission, for good and sufficient reason, directs otherwise.
4. Each person who speaks at the public hearing shall furnish his name and address to the Commission and shall thereby become a party of record; however, a member of the public shall not be required, as a condition to attendance at a meeting of the Commission, to register his name and other information, to complete a questionnaire, or otherwise fulfill any condition precedent to his attendance.
5. Each zoning matter in the public hearing shall be heard in the following order:
 - a. The Chair of the Commission, the Secretary or a designated person shall read the notice of hearing, agenda reports, and the findings of the planning staff.
 - b. The applicant, or his representative, may make a statement in support of the application.
 - c. Other persons in favor of the application shall be heard.
 - d. Those persons opposed to the application shall be heard.
 - e. The applicant or his representative may be heard in rebuttal.
 - f. The Secretary or other staff member may summarize pertinent information and present the recommendation of the staff.
6. After the close of the public hearing, no person shall testify before the Commission and no other new evidence shall be received by it; provided, however, this rule shall not prohibit the members of the Commission from examining:
 - a. The subject land and its surroundings, either before or after the public hearing, and reporting to other members of the Commission.
 - b. Any part of the Comprehensive Plan previously adopted or being considered.
 - c. Any public record.
 - d. Any file, report or map already in the Planning Office.
 - e. Or requesting additional information from staff.
7. Any applicant may voluntarily submit restrictive covenants with respect to the use of land in question. The applicant may impose conditions on the use and effectiveness of said restrictive covenants. Any restrictive covenants or conditions must comport with the same requirements as to form, signature and timing of submission for proffers in Section VII, paragraph 2 above.

8. The applicant may withdraw any matter pending before the Commission at any time prior to the Commission acting on such matter.
9. Within sixty-five (65) days following the closing of a public hearing, the Commission shall make a specific finding as to whether the change is consistent with the "Purpose of Chapter" of the zoning regulations prescribed in Chapter 90 of the County Code, or any subsequent amendments of the County Code and shall recommend that the application be granted, granted in modified form, or rejected.
10. No Commissioner shall participate, as a Commissioner, in any discussion or voting if his participation would violate the Virginia Conflict of Interest Act.
11. Within fourteen (14) working days following the date of a decision, the Secretary shall transmit a written notice of the decision and the entire record to the Board of Supervisors, via the County Administrator's Office.
12. The Commission shall be allowed to table a request for up to 65 days from the meeting date of the public hearing so long as the Commission will hear such matter within applicable time limits.

ARTICLE X. PARTICIPATION OF COMMISSION MEMBERS BY ELECTRONIC COMMUNICATION MEANS

The Planning Commission may conduct any meeting wherein the public business is discussed or transacted through electronic communication means as provided in Code of Virginia Section 2.2-3708.2 **(1950), as amended**, subject to the following requirements:

1. A member of the Commission must notify the Chairman that the member is unable to attend the meeting due to either (a) a temporary or permanent disability or other medical condition that prevents the member's physical attendance; **(b) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance;** or (c) a personal matter and the member identifies with the specificity the nature of the personal matter. Participation by a member due to a personal matter is limited to two meetings per calendar year **or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.**
2. A quorum of the Commission must be physically assembled at one primary or central meeting location.
3. The Commission must make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
4. The Commission shall record in its minutes the remote location from which the member participated but the location does not have to be open to the public.
5. The Commission shall record in its minutes that the member participated through electronic communications due to either (a) a temporary or permanent disability or other medical condition; **(b) a family member's medical condition that required the member to provide care for such family member;** or (c) a personal matter and the minutes shall include the specific nature of the personal matter.

6. If a member's participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
7. The policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Commission may meet by electronic communication means without a quorum of the Commission physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code Section 44-146.17 (1950), as amended, or Prince George County has declared a local state of emergency pursuant to Section 44-146.21 (1950), as amended, provided that (a) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and (b) the purpose of the meeting is to address the emergency provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The Commission convening such a meeting shall (a) give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Commission; (b) make arrangements for public access to the meeting through electronic communication means, including videoconferencing; (c) provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and (d) otherwise comply with the provisions of Virginia Code Title 2.2 Chapter 37 (1950), as amended Section 2.2-3708.2. The nature of the emergency, the fact the meeting was held by electronic communication means, and the type of electronic communications means by which the meeting was held shall be stated in the minutes.

ARTICLE XI. AMENDMENT OF BYLAWS AND RULES OF PROCEDURE

The foregoing bylaws and rules of procedure, or any part thereof, may be amended at any Meeting of the Commission after not less than twenty-four (24) hours notice has been given to all members of the Commission and a copy of the proposed amendment sent with the notice; provided, however, it shall require the concurring vote of a majority of the entire membership.

Effective January 27, 2022 (To be confirmed)

ORDINANCE AMENDMENT REQUEST – OA-21-01
PLANNING COMMISSION STAFF REPORT – DECEMBER 16, 2021

RESUME

APPLICANT/PROPERTY OWNER:

Dino Lunsford

SUMMARY:

The Applicant requested to amend the zoning ordinance to permit townhouses on individually owned lots, originally requesting for this to be a Special Exception use in the R-2 zoning district. For reasons specified in the Staff Report, Staff has prepared a draft amendment that would create a new zoning district specifically for townhouse developments.

STAFF RECOMMENDATION:

Staff recommends Approval of the draft ordinance as proposed

STAFF REPORT CONTENTS:

1. Resume
2. Sample Motions
3. Draft Ordinance Amendment
4. Staff Report
5. Legal newspaper ad
6. Powerpoint Presentation

Sample Motions

APPROVE:

I move to forward Ordinance Amendment OA-21-01 to the Board with a recommendation for APPROVAL.”

APPROVE WITH CHANGES:

I move to forward Ordinance Amendment OA-21-01 to the Board with a recommendation for APPROVAL, subject to the following changes:

DENY:

I move to forward Ordinance Amendment OA-21-01 to the Board with a recommendation for DENIAL and the reason(s) for this recommendation are:

POSTPONE:

I move to POSTPONE Ordinance Amendment OA-21-01 until _____ to allow time for
(DATE OR MONTH)

(ACTION/EVENT)

GUIDE:

Red text indicates proposed changes

CHAPTER 90 - ZONING

ARTICLE I. – IN GENERAL

Sec. 90-1. Definitions

Dwelling means any structure which is designed for use for residential purposes, except hotels, boardinghouses, lodginghouses, tourist cabins, apartments and automobile trailers.

Dwelling, attached, means one of not less than three nor more than ten attached dwelling units forming a continuous structure, each being separated by common or party walls of masonry construction void of fenestration or means of ingress or egress from the basement to the roof, with individual exterior entrances at grade, and with not more than three of such abutting dwelling units having the same front yard setback.

Dwelling, multiple-family, means a structure arranged or designed to be occupied by more than one family.

Dwelling, single-family, means a structure 19 or more feet in width arranged or designed to be occupied by one family, the structure having only one dwelling unit.

Dwelling, two-family, means a structure arranged or designed to be occupied by two families, the structure having only two dwellings units.

Dwelling unit means one or more rooms in a dwelling designed for living or sleeping purposes, having at least one kitchen.

Lot means a parcel of land occupied or to be occupied by a main structure or group of main structures and accessory structures, together with such yards, open spaces, lot width and lot areas as are required by this chapter, having frontage upon a street, either shown on a plat of record or considered as a unit of property and described by metes and bounds.

Townhouse means an attached single-family dwelling unit located on an individual lot with an individual entry, constructed in a group of attached units. Individual units shall be separated from other units by party walls extending from basement to roof, without doors, windows or other provisions for human passage or visibility.

OA-21-01**DRAFT ORDINANCE AMENDMENT TO PERMIT TOWNHOMES ON INDIVIDUALLY-OWNED LOTS/PARCELS
IN A DEDICATED TOWNHOUSE ZONING DISTRICT**

Sec. 90-3. - County divided into districts.

For the purpose of this chapter, the unincorporated areas of the county are hereby divided into the following districts:

A-1	General agricultural
R-A	Residential agricultural
R-E	Residential estate
R-1	Limited residential
R-2	Limited residential
R-3	General residential
MHR	Mobile home residential
B-1	General business
M-1	Limited industrial
M-2	General industrial
M-3	Heavy industrial
RPA	Resource protection area
RMA	Resource management area
R-TH	Residential townhouse

ARTICLE V. - R-1 LIMITED RESIDENTIAL DISTRICT

Sec. 90-201. - General description; intent.

The R-1 limited residential district is composed of certain quiet, low-density residential areas plus certain open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children and to prohibit all activities of a commercial nature. To these ends, development is limited to relatively low concentration, and permitted uses are limited ~~basically-primarily~~ to single-~~unit~~family dwellings providing homes for ~~the~~ residents plus certain additional uses, such as schools, parks, churches and certain public facilities that serve the residents of the district.

ARTICLE VI. - R-2 LIMITED RESIDENTIAL DISTRICT

Sec. 90-241. General description; intent.

The R-2 limited residential district is composed of certain quiet, low-density ~~and medium-density~~ residential areas plus certain open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children and to ~~generally~~ prohibit ~~all~~ activities of a commercial nature. To these ends, development is limited to relatively low concentration, and permitted uses are limited ~~basically-primarily~~ to single-~~unit~~family dwellings providing homes for ~~the~~ residents plus certain additional uses, such as schools, parks, churches and certain public facilities that serve the residents of the district. Multiple-~~unit~~family dwellings are permitted in accordance with a ~~conditional use permit~~ special exception.

ARTICLE VII. - R-3 GENERAL RESIDENTIAL DISTRICT

Sec. 90-291. General description; intent.

The R-3 general residential district is composed of certain quiet, low-density, ~~medium-density, and high density~~ residential uses plus certain open areas where similar development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children and to ~~generally~~ prohibit ~~all~~ activities of a commercial nature. To these ends, development is limited to relatively low concentration, and permitted uses are limited to ~~basically-primarily~~ single-family dwellings plus ~~attendant-accessory~~ uses ~~and certain multiple-family dwelling uses~~. This district is not completely residential as it includes public and semipublic, institutional and other related uses.

ARTICLE XIII. ~~RESERVED R-TH RESIDENTIAL TOWNHOUSE DISTRICT~~

~~Secs. 90-591—90-640. —Reserved.~~

Sec. 90-591. General description; intent.

The R-TH residential townhouse district is composed of primarily townhouses uses, with a generally lower density in comparison to multiple-family dwelling developments on the same acreage. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children and to generally prohibit activities of a commercial nature. To these ends, development is limited to primarily townhouses and accessory uses, with appropriate design standards and common areas set aside for recreational or other public use. This district is not completely residential as it includes public and semipublic, institutional and other related uses. Townhouse districts may be appropriately located near or intermingled with other compatible types of housing.

Sec. 90-592. Permitted uses.

In the R-TH district, structures to be erected or land to be used shall be for one or more of the following uses:

- (1) Townhouses.
- (2) Schools.
- (3) Churches.
- (4) Rest homes.
- (5) Parks, playgrounds and other community or public (non-commercial) recreational uses and structures.
- (6) Home occupations:
 - a. Office.
 - b. Home occupation child care.
- (7) Offstreet parking as required by this chapter.
- (8) Public utilities such as poles, lines, distribution, transformers, pipes, meters and other facilities necessary for the provision and maintenance of public utilities, including water and sewer facilities, in accordance with a conditional use permit and with other provisions contained in this chapter.

Sec. 90-593. Uses and structures permitted by special exception.

The following uses and structures are permitted by special exception in the R-TH district:

- (1) General hospitals.
- (2) Family day care home (large).
- (3) Home professional and trade offices.
- (4) Home occupation in an accessory building.

Sec. 90-594. Minimum lot areas in the R-TH district.

- (a) For lots containing or intended to contain a townhouse use, the minimum lot area shall be 1,500 square feet for an internal lot and 2,250 square feet for an end lot in a row of townhouse units.
- (b) For all other lots other than common areas, the minimum lot area shall be 10,000 square feet.

Sec. 90-595. Setbacks and Yards in the R-TH district.

- (a) Minimum front yard setbacks for all structures:
 - (1) On arterial roads: 35 feet from the edge of any street right-of-way which is 50 feet or greater in width or 60 feet from the centerline of any street right-of-way less than 50 feet in width. This shall be known as the setback line.
 - (2) On collector roads: 25 feet from the edge of any street right-of-way which is 50 feet or greater in width or 50 feet from the centerline of any street right-of-way less than 50 feet in width. This shall be known as the setback line.
 - (3) On local roads: 15 feet from the edge of any street right-of-way which is 50 feet or greater in width or 40 feet from the centerline of any street right-of-way less than 50 feet in width. This shall be known as the setback line.
- (b) Minimum corner side yard setbacks for all structures:
 - (1) On arterial and collector roads: 25 feet.
 - (2) On local roads: 15 feet.
- (c) Minimum side yard setbacks for main structures except interior townhouse units: 10 feet, with 25 feet for the total width of the two required side yards.
- (d) Rear yards:
 - (1) Minimum rear yard setback of 25 feet for main structures.
 - (2) Alleys within common areas maintained by the home owners' association may be provided in place of the minimum rear yard setback. The standards of Section 70-766 shall apply.
- (e) No common parking area shall be permitted within the minimum required front yard setback area.
- (f) The minimum separation between any building containing a group of five (5) or more townhouse units and any other townhouse building shall be 30 feet.
- (g) Only one yard, either the front yard or the rear yard, or in the case of an end unit, the side yard, may be improved with a driveway or other impermeable surface intended for parking or for access to a garage or other parking areas.
- (h) Signs advertising the sale or rental of property may be erected up to the property line.

Sec. 90-596. Frontage and Lot Width

- (a) Minimum frontage for a townhouse lot: 20 feet.
- (b) Minimum lot width at the setback line:
 - (1) For an internal townhouse lot: 20 feet.
 - (2) For an end lot in a row of townhouse lots: 30 feet.
 - (3) For all other permitted uses other than common areas: 75 feet, with at least 10 feet of additional lot width at the setback line for each additional permitted use.
- (c) Common areas shall be at least 5 feet in width, with reasonable exceptions allowed by the agent.

Sec. 90-597. – General standards for townhouse developments.

The following standards apply to all townhouses developments:

- (a) A Site Plan is required.
- (b) Developments shall be served by public water and sewer.
- (c) A homeowners' association shall be created to own and operate the common elements of the development.
- (d) Minimum total acreage of development zoned R-TH including lots for principal uses and common areas: 10 acres.
- (e) Developments shall consist of at least 24 townhouse units.
- (f) Townhouses shall be constructed in a group of at least three (3) and no more than 8 attached units.
- (g) Townhouses in a group shall have varied front setbacks so that no more than three (3) abutting townhouses have the same front yard setback.
- (h) Townhouse lots shall front on public rights-of-way dedicated for public use.
- (i) Provisions shall be made for vehicular access and turn around for emergency vehicles and regularly scheduled public service vehicles such as trash collection.
- (j) A common area shall be provided, equivalent to at least 30% of subdivision acreage. Common areas shall not include private roads, alleys, parking areas, and public rights-of-way, except that pedestrian travelways such as sidewalks inside or outside of public rights-of-way may be counted toward required acreage for common areas.
- (k) Within required common areas, a minimum of 10% of the subdivision acreage, but in no case less than 1.5 acres, shall be provided for recreational facilities, including active recreation, passive recreation, and community buildings, as deemed appropriate during plan review. Unless a phasing plan is approved through preliminary plat review, construction of common areas shall be completed according to the approved plan prior to issuance of building permits for individual townhouse units. An approved phasing plan may include limitations on the issuance of building permits for individual townhouse units.

Sec. 90-598. Building heights.

Buildings in a R-TH district may be erected up to 35 feet in height from grade, except that:

- (1) The height limit for a group of townhouses may be increased up to a limit of 45 feet and three stories, provided that there are two side yards for each townhouse structure, with one foot or more of additional side yard added to each side yard for each additional foot of building height over 35 feet.
- (2) A public or semipublic building such as a school, church, library or hospital may be erected to a height of 60 feet from grade, provided that the required front, side and rear yards shall be increased one foot for each foot in height over 35 feet.
- (3) Church spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennae and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.
- (4) All accessory buildings shall be less than the main building on the lot in height.
- (5) Accessory buildings on townhouse lots shall not exceed 15 feet in height.

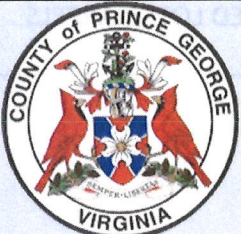
Sec. 90-599. – Reserved.

Sec. 90-600. - Accessory uses and structures permitted.

Accessory uses and structures are permitted as defined, provided that:

- (a) No accessory structure may be closer than five feet to any property line, and shall not be located within a front setback or corner side setback area established for a main structure.
- (b) Accessory structures on townhouse lots shall be permitted only in rear yard areas and shall be no larger than 10 feet by 10 feet in area.
- (c) Accessory buildings attached to a main building shall be considered part of the main building.
- (d) Roof- or ground-mounted small solar energy facilities are considered accessory uses, provided that the solar facility only generates energy for that structure.

Secs. 90-601—90-640. - Reserved.

	PLANNING COMMISSION STAFF REPORT
	Public Hearing December 16, 2021
	OA-21-01 – Townhouses Ordinance Amendment
	Applicant: Dino Lunsford
	Case Manager: Tim Graves - (804)722-8678

I. Request Summary

The applicant, a property owner in the County, has requested to amend the zoning ordinance with a primary goal of enabling townhouses to be constructed and sold on individually owned lots.

Following several revisions and working with the applicant team, Staff has prepared a draft ordinance amendment which would create a new zoning district dedicated to townhouse development, thereby enabling the land use requested by the applicant, with setbacks and other development standards specific to that zoning district.

Staff recommends approval of the ordinance amendment as proposed.

II. Meeting Information

Planning Commission Public Hearing: September 23, 2021 (Meeting cancelled)

Planning Commission Public Hearing: October 28, 2021 (Item withdrawn from the agenda)

Planning Commission Public Hearing: December 16, 2021

Board of Supervisors Public Hearing: January 2022 (Tentative)

III. Background

The applicant is working with D.R. Horton, the largest U.S. homebuilder, to develop approximately 51 townhouses on a property located on Prince George Drive. Staff and the development team held a pre-application meeting on July 22, 2021, during which Staff informed the applicant that the intended development plan of attached townhouses on lots under individual (fee-simple) ownership is not currently addressed by the zoning ordinance, and therefore not permitted.

Staff informed the applicant that they could either revise their plans so that the development consists of multiple-family structures under single ownership, or they could request a zoning ordinance amendment to permit townhouses on individual lots as they had envisioned. The applicant elected to request a zoning ordinance amendment, with the intent to bring forward a rezoning and special exception case if and when the use is added to the zoning ordinance.

With their initial application, the applicant provided draft language for an amendment which would have defined the term “townhouse”, added the new land use under the special exception uses in the R-2 zoning district, and provided new setbacks and area requirements for townhouse lots. Staff reviewed the draft to confirm if it would be compatible with the zoning ordinance and found several details which would need to be addressed. Staff then prepared an updated draft to bring forward for public hearing, however Staff and the applicant could not reach full agreement on the appropriate setback requirements. This topic would have been discussed at the September 23, 2021 meeting, however the meeting was cancelled due to a water main break affecting the administration building.

The hearing was rescheduled for the October 28, 2021 Planning Commission meeting, however prior the meeting, Staff discussed the possibility of creating a new zoning district for townhouse developments, which

would allow the setbacks desired by the applicant without affecting the established standards for existing residential zoning districts. The applicant supported this idea and subsequently requested to withdraw the item from the agenda to allow Staff time to produce a new draft ordinance.

At this time Staff is bringing forward the proposed draft ordinance amendment for the Planning Commission to consider. If the amendment is approved, the applicant's rezoning request for the planned development will follow at a subsequent meeting, likely in January 2022.

IV. Exhibits

Exhibit A – Example depiction of townhouse structure with front entrances for each unit



Exhibit B – Example site layout of townhouse structures with individual attached units on individual lots

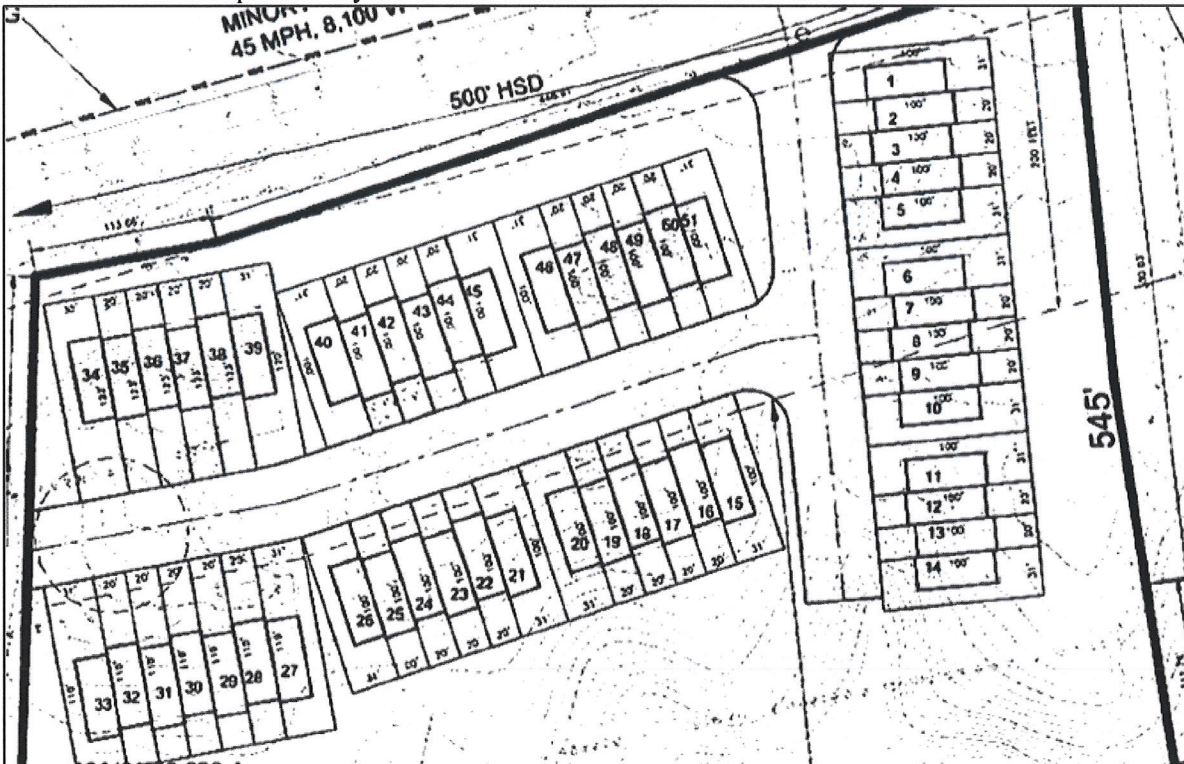


Exhibit C – Example floorplan for a townhouse unit

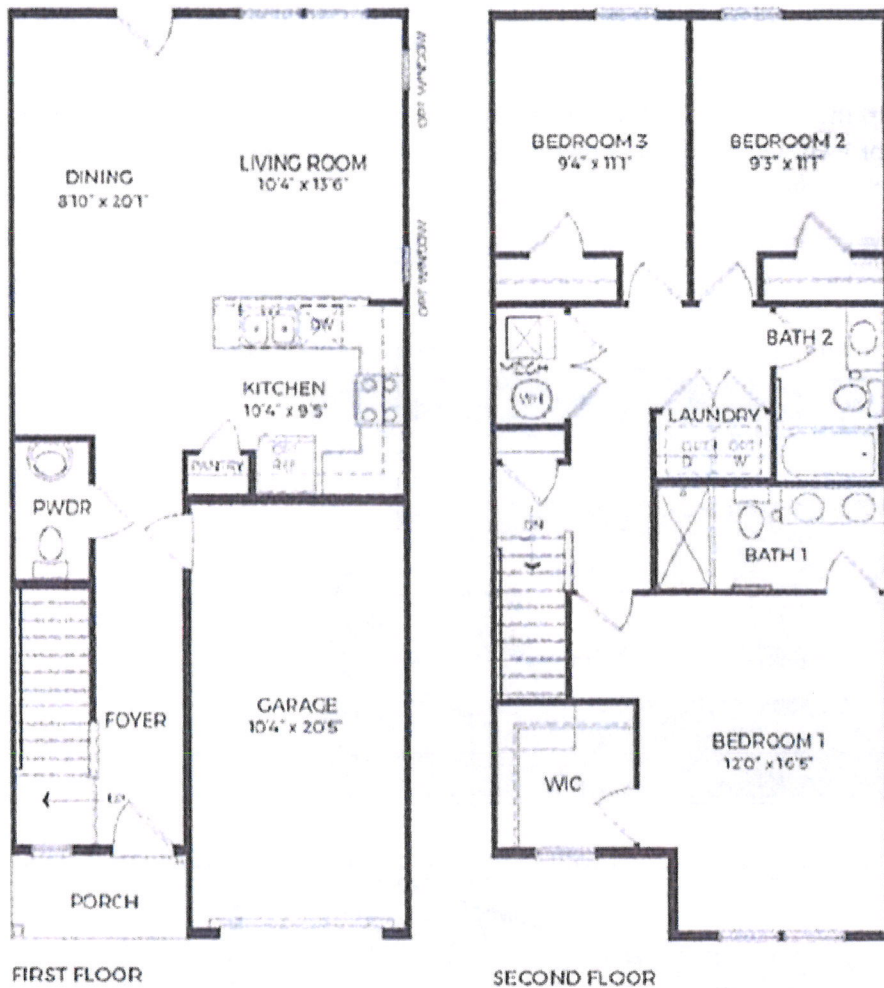


Exhibit D – Example of townhouses without a front garage



V. Planning and Zoning Review Comments

Comments on the proposed land use(s):

1. Staff considered other similar permitted uses in the zoning ordinance, and other possible paths forward for the applicants:
 - a. Existing land uses permitted in R-2 or R-3 zoning districts:
 - i. “Two-family dwelling”: Permitted by-right in R-2 and R-3 and limited to two units in one structure on one lot. This option does not match applicant’s goals.
 - ii. “Multiple-family dwelling”: Permitted by special exception in R-2 with public utilities and minimum 24 units. Permitted by-right in R-3. Can exist with apartments and/or condominium units. Condominium units are individually-owned, but exist within a structure containing other units, with the underlying lot under separate ownership. This option does not match the applicant’s goals.
 - iii. Attached dwellings: Permitted by special exception only within an age-restricted community in the R-3 zoning district, and with additional requirements. This option does not match the applicant’s goals. For the ordinance amendment, Staff considered adding the word “townhouse” to the “attached dwelling” definition, but decided to keep the terms separate, primarily to ensure the term aligns with the building code term, is easily recognizable and searchable, and so as to not modify the existing requirements for attached dwellings in age-restricted communities.
 - b. Planned Unit Development (PUD) zoning district: A townhouse development could also be part of a Planned Unit Development (rezoning) on a minimum of 25 acres. A PUD rezoning would allow for the most flexibility of setbacks, lot dimensions, and land uses. This option was not available on the applicant’s 15-acre parcel planned for development and would not be the most appropriate solution since the development plan does not include mixed land uses.
 - c. Adding townhouses as a special exception use in the R-2 and R-3 zoning district:
 - i. This option would not have allowed for the type of townhouse developments that are most typically on the market because the setbacks in these districts are designed for primarily single-family houses and apartment/condo buildings. Staff felt that any changes to setbacks for all structures could change the built form and densities of the districts and any changes to setbacks just for townhouses could favor that type of housing over others.
 - ii. The cash proffer policy would only apply to new townhouse developments if they first required rezoning.
 - d. Adding a new zoning district specifically for townhouse developments:
 - i. This option offers the greatest flexibility for both the County and the applicant since new standards are created specifically to accommodate townhouse developments.
 - ii. This option ensures all townhouse developments will be subject to the cash proffer policy, which is appropriate since townhouse developments will in most cases represent an increase in residential density over what is allowed by right. Cash proffers allow the developer to offset the impacts of the development, i.e. increased demand on public resources such as schools, public safety, etc.
 - iii. This is the option used for the ordinance amendment as proposed.
2. This ordinance amendment has been prepared to allow townhouses with market-driven designs and layouts, after rezoning. If desired, additional provisions could be considered and added in future ordinance amendments.
3. Proposed development standards are based on a review of several similar ordinances, including:
 - a. Prince George County’s 2007 Zoning Ordinance included townhouses as a use permitted by Special Exception in R-2 and by-right in the R-3 district.
 - b. Chesterfield County: Residential-Townhouse zoning district

- c. New Kent County: Defined in the ordinance but permitted only in Planned Unit Developments.
 - d. Hanover County: Permitted as a type of attached housing in certain zoning districts. Development standards may apply.
 - e. Henrico County: Several townhouse zoning districts exist, with development standards.
4. The draft amendment defines development standards for townhouse developments, including:
 - a. Lower setback requirements than other zoning districts in order to enable a more compact neighborhood feel consistent with townhouse communities on the market
 - b. Served by public water and sewer
 - c. A homeowners association shall own and operate all of the common elements of the development
 - d. Minimum development size of 10 acres and 24 units
 - e. Requirements for common areas and recreation space or facilities
 - f. Lots shall front on public rights-of-way
 5. Private roads are allowed within townhouse developments to serve as access to parking areas, per Section 70-724(d)(2).
 6. Additional development standards may be established during individual zoning cases.
 7. This type of development would have similar residential density and demands on community resources as multi-family structures. Multi-family structures are permitted by-right in R-3 zoning districts and by Special Exception in R-2 zoning districts.
 8. Staff has included requirements for a minimum total acreage size (10 acres) and a minimum area provided for common areas (30% of subdivision acreage) in order to limit the maximum density of townhouse developments.
 9. Any cash proffers should be proportional to the proposed increase in density in comparison to the density allowable by-right prior to rezoning.
 10. In addition to rezoning, townhouse developments will require subdivision plat review and Site Plan review. This will generally occur as part of the Engineering Plan before a Final Plat may be approved.

Comments on the request's compatibility with the Comprehensive Plan:

1. Housing Goal #1 - Objective #1 – Strategy #1 states "Amend the zoning ordinance to allow a full range of housing choice options in the County including multifamily, townhouses and condominiums." – This supports the requested the zoning ordinance amendment.
2. The Future Land Use Map contains several future land use categories in which townhouses would be an appropriate housing type:
 - o Residential-Multi-Family: This category identifies "town homes" as suitable in these areas.
 - o Residential: These are areas where small lot residential development is encouraged. Staff could support townhouse developments in these areas if a townhouse development's overall density is compatible with the surrounding area and infrastructure.
 - o Village Center: These areas are designated for a mix of residential and commercial uses, which could include townhouses.

<p>VI. Supplemental Staff Review Comments</p>
--

The departments below reviewed the proposed ordinance amendment and had no comments.

Utilities Department - *Frank Haltom, Director of Engineering and Utilities*

Building Inspections Division – *Charles Harrison, Interim Building Official*

Virginia Department of Transportation (VDOT) - *Paul Hinson, Area Land Use Engineer*

Virginia Department of Health - *Alice Weathers, Environmental Health Specialist*

Economic Development – *Stacey English, Economic Development Specialist*

Real Estate Assessor – *Donna Prince, Real Estate Assessor*

Fire & EMS Department – *Shawn Jones*

VII. Applicant Review

Staff from Prince George County and Balzer & Associates (part of the applicant team) have worked together over time and come to general agreement on the proposed draft ordinance. The ordinance as proposed would allow the applicant's development to proceed generally as envisioned (if the rezoning is approved), and would enable future developers to have the same opportunities.

VIII. Public Notice and Community Feedback

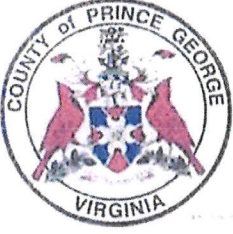
- Staff ran a legal ad ran for this request in the *Progress-Index* prior to the public hearing.
- No comments from the community were received prior to finalizing this report.
- The applicant team reviewed a copy of this report prior to each Planning Commission date.

IX. Staff Recommendation (See Sample Motions)

Staff recommends Approval of the ordinance amendment as proposed, based on the following reasoning:

- It was prepared by Staff with the applicant team's input and agreement.
- It will permit a housing type which is popular in the current housing market.
- The housing type is supported by the comprehensive plan.

0A-21-0001

	<h2 style="margin: 0;">ZONING ORDINANCE AMENDMENT APPLICATION</h2> <p style="margin: 0;">Department of Community Development and Code Compliance Planning & Zoning Division 6602 Courts Drive, Prince George, VA 23875 (804) 722-8678 www.princegeorgecountyva.gov</p>		<div style="border: 1px solid black; padding: 2px;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px;">APPLICATION #:</div> <div style="border: 1px solid black; padding: 2px;">0A-21-01</div> <div style="border: 1px solid black; padding: 2px;">DATE SUBMITTED</div> <div style="border: 1px solid black; padding: 2px; color: red; font-weight: bold;">AUG 05 2021</div> <div style="border: 1px solid black; padding: 2px;">BY: TWG</div>
	<p>APPLICANT FILL-IN ALL BLANKS BELOW</p>		
REQUEST DETAILS	<p>IS THIS REQUEST RELATED TO A CURRENT ZONING APPLICATION? (If so, specify Application #): Yes/ PSE-21-07 SE-TBD</p>		
	<p>TYPE OF ZONING ORDINANCE AMENDMENT REQUESTED: (Check One)</p> <p><input checked="" type="checkbox"/> New Use in Districts (per Sec. 90-4) <input type="checkbox"/> Other (Attach details)</p>		
	<p>REQUEST: (attach additional document(s) if more space is needed)</p> <p style="margin-left: 20px;">To amend Article VI, R-2 Limited Residential District</p> <p style="margin-left: 20px;">(Proposed revisions attached as Exhibit A and outlined in red)</p>		
	<p>WHY SHOULD THE REQUEST BE CONSIDERED? (attach additional document(s) if more space is needed)</p> <p style="margin-left: 20px;">To allow in the R-2 (Limited Residential District) multiple-family dwellings and single-family attached townhouses with a special exception or conditional use permit provided the development consists of at least 24 dwelling units and public water and sewer service are available.</p> <p style="margin-left: 20px;">Townhouses are defined as individually owned, multi-floor, single-family dwelling units that share one to two walls with adjacent properties each having its own entrance.</p>		
	<p>CODE SECTION(S) REQUESTED TO BE CHANGED: (or indicate "N/A" if unknown)</p> <p style="margin-left: 20px;">90-243; 90-244; 90-245; 90-246; 90-247; 90-248; 90-249</p>		
<p>REQUEST PROPERTY INFORMATION (If the request is for a new permitted use)</p>			
<p>TAX MAP PIN(S): 13A(01)00-026-A</p>			
<p>LEGAL OWNER NAME(S): Dino F. Lunsford</p>			
<p>OWNER MAILING ADDRESS (Incl. City, State, Zip)</p> <p style="text-align: right;">4017 Birchett Place, Prince George, VA 23875</p>			
<p>E-MAIL: dino@dfllunsford.com</p>		<p>PHONE: (804)731-5709</p> <p style="text-align: right;">(804)203-5216</p>	
<p>APPLICANT CONTACT INFORMATION (If different from legal property owner)</p>			
<p>APPLICANT NAME(S): Lewis Wyche</p>			
<p>RELATION TO OWNER:</p>			
<p>MAILING ADDRESS: (Incl. City, State, Zip)</p>			
<p>E-MAIL:</p>		<p>PHONE:</p>	

OWNER AFFIDAVIT (If the request is for a new permitted use on a property in the County)

The undersigned Property Owner(s) or duly authorized Agent or Representative certifies that this petition and the foregoing answers, statement, and other information herewith submitted are in all respect true and correct to the best of their knowledge and belief.

NAME:

Dino F. Lunsford

NAME:

SIGNED:

[Signature]

SIGNED:

DATE: 8/5/21

DATE: _____

NOTARIZATION:

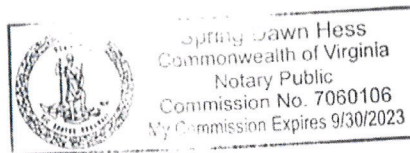
STATE OF VIRGINIA

COUNTY OF: Prince George

Subscribed and sworn before me this 5th day of August, 20 21.

Spring Dawn Hess
Notary Public

My Commission expires: Sept. 30, 20 23



OFFICE USE ONLY

PRE-APPLICATION MEETING REQUIRED? (CIRCLE ONE)

Y / N / TBD / Held: ✓

COMMUNITY MEETING REQUIRED? (CIRCLE ONE)

Y / N / TBD / Held: _____

COMMENTS:

PAYMENT

FEE DUE:

ZONING ORDINANCE CHANGE: \$700

FEE PAID:

\$700.00

PAYMENT TYPE:

CHECK / CASH / CREDIT / DEBIT

CHECK # / TRANSACTION #:

1667

DATE RECEIVED:

8/5 / processed 8/9

RECEIVED BY:

Tim

INV: 00000274

COUNTY OF PRINCE GEORGE
COMM DEV & CODE COMPLIANCE
PO BOX 156
6602 COURTS DR
PRINCE GEORGE, VA 23875-0156
(804) 722-8750
Welcome

19995722-0004 Missy G.08/09/2021 01:23PM

EG INVOICE

Lunsford, Dino

2021 Item: INV-00000274

Amend Comprehensive

Plan 700.00

700.00

Subtotal 700.00

Total 700.00

CHECK 700.00

Check Number 01667

Change due 0.00

Paid by: Lunsford, Dino

Thank you for your payment

CUSTOMER COPY

Dino F. Lunsford
4017 Birchett Place
Prince George, VA 23875
dino@dfunsford.com/ 804-731-5709

August 5, 2021

Community Development and Code Compliance
6602 Courts Drive
Prince George, Virginia 23875
Attn: Julie C. Walton, Director and Staff

RE: Zoning Ordinance Amendment Application
R-2 Limited Residential District
Prince George County Tax Map # 13A(01)00-026-A

I am the owner of 15.483 acres, Tax Map # 13A(01)00-026-A, in Bland Magisterial District, Prince George County, Virginia, fronting on the west boundary of Rt. 156, (Prince George Drive). I am a lifelong resident of the County and I have been in the construction business for 35 years.

I propose to develop 7.96± acres of the above referenced parcel, which has been in my family for almost 40 years.

I attach a "Conceptual Site Plan" for Lakewood Townhomes, prepared by Balzer and Associates, Planners, Architects, Engineers, and Surveyors showing the proposed layout of the lots on the subject 7.96 acres of Tax Map # 13A(01)00-026-A, marked Exhibit B.

The project will be fifty± (50) pad ready townhouse sites which, when completed, D.R. Horton, "America's Builder" has contracted to purchase. D. R. Horton will construct on each site, a high quality townhouse unit for sale to individual, private owners. Each proposed townhouse unit will be an individually owned, multi-floor, single family dwelling unit that shares one to two walls with adjacent properties, each having its own entrance.

I also attach a D. R. Horton rendering of single family attached dwelling units and floor plans similar units to be constructed on the proposed project sites, marked Exhibit C.

Attached to my Zoning Ordinance Amendment Application is a redlined version of proposed changes to the current R-2 Limited Residential District, marked Exhibit A.

I enclose my check in the amount of \$700.00 payable to Treasurer, County of Prince George, in payment of the fee for the attached application.

Yours very truly,



Dino F. Lunsford

- CODE OF ORDINANCES
Chapter 90 - ZONING
ARTICLE VI. R-2 LIMITED RESIDENTIAL DISTRICT
Revised August 3, 2021

ARTICLE VI. R-2 LIMITED RESIDENTIAL DISTRICT

Sec. 90-241. General description; intent.

The R-2 limited residential district is composed of certain quiet, low-density residential areas plus certain open areas where similar residential development appears likely to occur. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children and to prohibit all activities of a commercial nature. To these ends, development is limited to relatively low concentration, and permitted uses are limited basically to single-unit dwellings providing homes for the residents plus certain additional uses, such as schools, parks, churches and certain public facilities that serve the residents of the district. Multiple-unit dwellings are permitted in accordance with a conditional use permit.

(Code 1988, § 17-106; Ord. No. O-13-01 (01-14-2014), § 1, 1-14-2014; Ord. No. O-13-04, § 1, 1-14-2014; Ord. No. O-13-04, § 1, 1-14-2014)

Sec. 90-242. Permitted uses.

In the R-2 limited residential district, structures to be erected or land to be used shall be for one or more of the following uses:

- (1) Single-family dwellings.
- (2) Two-family dwellings.
- (3) Schools.
- (4) Churches.
- (5) Parks and playgrounds.
- (6) Offstreet parking as required by this chapter.
- (7) Public utilities such as poles, lines, distribution transformers, pipes, meters, or other facilities necessary for the provision and maintenance, including water and sewer facilities.
- (8) Business signs only to advertise the sale or rent of the premises upon which erected.
- (9) Church bulletin boards and identification signs.
- (10) Nonbusiness directional signs.
- (11) Home occupations:
 - a. Office.
 - b. Home occupation child care.
- (12) Maintaining horses, mules, donkeys and ponies as defined in 90-1035.
- (13) Maintaining poultry and bees as defined in 90-1035.1.

(Code 1988, § 17-107; Ord. No. O-02-012, 10-22-2002; Ord. No. O-17-04, § 1, 4-25-2017; Ord. No. O-13-01 (01-14-2014), § 1, 1-14-2014; Ord. No. O-13-04, § 1, 1-14-2014)

Sec. 90-243. Uses and structures permitted by special exception.

The following uses and structures are permitted by special exception in the R-2 limited residential district:

- (1) Removal of topsoil, in accordance with the requirements of section 54-6.
- (2) Multiple-family dwellings and single-family attached townhouses with a special exception or conditional use permit provided the development consists of at least 24 dwelling units and public water and sewer service are available.

Townhouses are defined as individually owned, multi-floor, single-family dwelling units that share one to two walls with adjacent properties each having its own entrance.
- (3) Tree stump landfills. Stumps and other natural vegetation may be buried in designated areas, provided:
 - a. A surveyed plat of the landfilling site so designated is recorded in the clerk of the circuit court's office;
 - b. All county erosion control and reclamation ordinances are adhered to; and
 - c. Such other conditions as required by the board that are deemed appropriate.
- (4) Family day care home (large).
- (5) Home professional and trade offices.
- (6) Home occupation in an accessory building.

(Code 1988, § 17-108; Ord. No. O-02-012, 10-22-2002)

Sec. 90-243.1. Uses and structures permitted by special exception granted by the board of zoning appeals.

- (1) Animal boarding place, private.

(Ord. No. O-12-37, § 1, 11-27-2012)

Sec. 90-244. Minimum lot areas.

- (a) For lots in an R-2 limited residential district containing or intended to contain a single permitted use served by public water and sewage disposal systems, the minimum lot area shall be 12,000 square feet.

For a lot intended to contain a townhouse use served by public water and sewage disposal systems, the minimum lot area shall be 1,800 square feet for an internal lot and 2,700 square feet for an end lot in a row of townhouse units.

- (b) For lots containing or intended to contain a single permitted use served by either public water or sewage disposal systems but not by both, the minimum lot area shall be 15,000 square feet.
- (c) For lots containing or intended to contain a single permitted use served by individual water and sewage disposal systems, the minimum lot area shall be 20,000 square feet.
- (d) For lots containing or intended to contain more than a single permitted use served by public water and sewage disposal systems, the minimum lot area shall be:
 - (1) For two units, 15,000 square feet or more;

-
- (2) For three units, 17,500 square feet or more; and
 - (3) For each additional unit above three, 1,000 square feet.
- (e) For lots containing or intended to contain more than a single permitted use served by either public water or public sewage disposal systems, but not both, the minimum lot area shall be:
- (1) For two units, 18,000 square feet or more;
 - (2) For three units, 20,000 square feet or more; and
 - (3) For each additional unit above three, 1,000 square feet.
- (f) For lots containing or intended to contain more than a single permitted use served by individual water and sewage disposal systems, the minimum lot area shall be:
- (1) For two units, 24,000 square feet or more; and
 - (2) For each additional unit above three, 1,000 square feet.
- (g) For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the health official. The administrator may require greater area if considered necessary by the health officer.
- (Code 1988, § 17-109)

Sec. 90-245. Setbacks.

Structures in an R-2 limited residential district shall be located 35 feet or more from any street right-of-way which is 50 feet or greater in width or 60 feet or more from the centerline of any street right-of-way less than 50 feet in width. A townhouse structure shall be located 25 feet or more from any street right-of-way which is 50 feet or greater in width or 50 feet or more from the centerline of any street right-of-way less than 50 feet in width. This shall be known as the setback line.

(Code 1988, § 17-110)

Sec. 90-246. Frontage.

- (a) For a single permitted use in an R-2 limited residential district served by both public water and sewage disposal systems, the minimum lot width at the setback line shall be 80 feet, and for each additional permitted use there shall be at least ten feet additional lot width at the setback line.
- (b) For a single permitted use served by either or both individual water or sewage disposal systems, the minimum width at the setback line shall be 100 feet with ten additional feet of front width for each additional permitted use.
- (c) For a townhouse use in an R-2 limited residential district served by both public water and sewage disposal systems, the minimum lot width for an internal lot shall be 20 feet and the minimum lot width for an end lot shall be 30 feet in a row of townhouse units.

(Code 1988, § 17-111)

Sec. 90-247. Yards.

- (a) The minimum side yard in an R-2 limited residential district for each main structure shall be ten feet or more, and the total width of the two required side yards shall be 25 feet or more.

(Supp. No. 18)

Created: 2021-07-20 10:10:50 [EST]

EXISTING POND

PROPOSED R-2 ZONING

PRINCE GEORGE DRIVE RTE 156
TIE TO EXISTING PUBLIC SEWER
500 HSD
45 MPH, 8,100 VPD

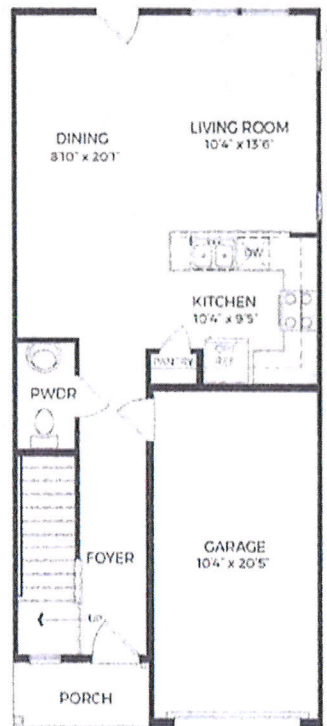
545'

EX R-2 ZONING
EX R-A ZONING

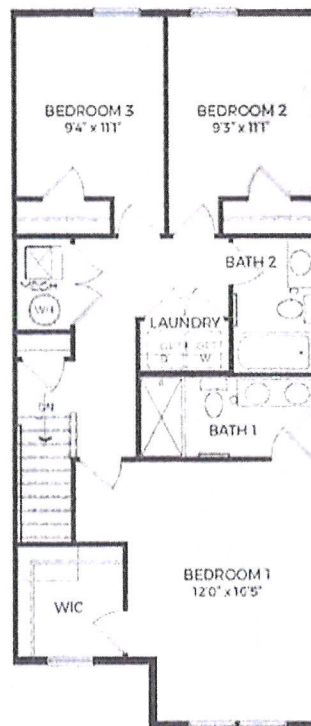
OVERHEAD POWER

500 HSD

1" = 40'

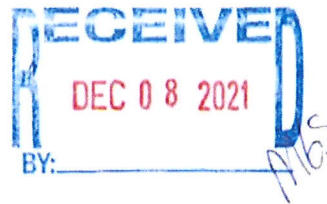
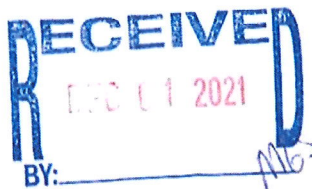


FIRST FLOOR



SECOND FLOOR

D.R. Horton is equal housing opportunity builder. With basement foundations, water heaters and HVAC systems will be relocated from the first or second floors, as specified per plan. All pricing, included features, terms, availability and amenities, are subject to change at any time without notice or obligation. Elevations and exterior materials may vary. Square footages, measurements and dimensions are approximate and will vary based on foundation type and options selected. Pictures, artist renderings, photographs, colors, features, and sizes are for illustration purposes only and will vary from the homes as built. Options and upgrades are available at an additional cost and are subject to availability and construction cut-off dates. DT03-24/40-2343-082420



Legal Notices

PUBLIC NOTICE COUNTY OF PRINCE GEORGE

Public Notice is hereby given to all interested persons regarding the following public meeting:

The Prince George County Planning Commission will hold a public hearing on Thursday, December 16, 2021 beginning at 6:30 p.m. concerning the following request:

Ordinance Amendment OA-21-01: Ordinance to amend The Code of the County of Prince George, Virginia, by amending §§ 90-1, 90-3, 90-201, 90-241, 90-291 and Chapter 90, Article XIII to define the term "Townhouse", to establish a zoning district known as "R-TH Residential Townhouse" where townhouses are permitted, to distinguish the intent of the new district from that of the existing residential zoning districts (R-1, R-2, R-3), and to define the intent and requirements for the new R-TH zoning district. The purpose of the proposed amendment is to permit attached townhouses with each unit on its own lot, subject to appropriate development standards and reviews by the Planning Commission and the Board of Supervisors.

The public hearing will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday-Friday. All interested persons are invited to participate in the public hearings in person or electronically by Zoom. A live video stream will be available via Swagit at https://www.princegeorge-countyva.gov/live_stream/. Public comments can be submitted prior to 5:00 p.m. on December 16, 2021. Public Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorge-countyva.gov>.

Tim Graves
Planner
(804) 722-8678

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Background Information

- Applicant working with D.R. Horton on a potential townhouse development
- Primary goal/request: *Townhouses on individually-owned lots*
- *Townhouses on individually-owned lots* not permitted by Ordinance
- Options to proceed included:
 - Revise plans to replace with multi-family structures (single ownership of entire building on one lot)
 - Planned Unit Development Rezoning (requires 25+ acres)
 - Request ordinance amendment
- Applicant requested Ordinance Amendment and provided a draft ordinance which added townhouses as a Special Exception in the R-2 zoning district

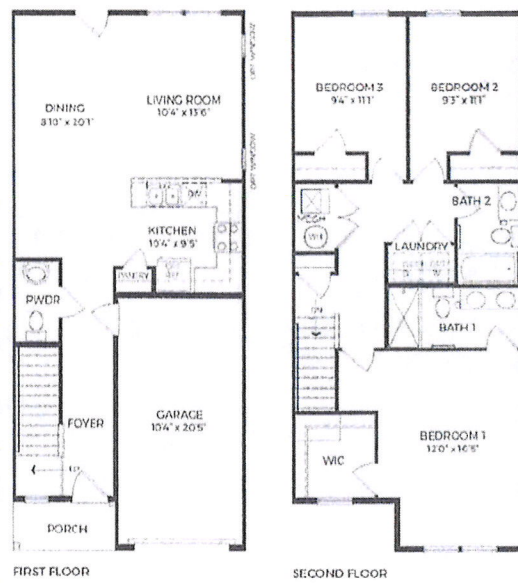
Background (continued)

- Staff modified the draft submitted by applicant and scheduled public hearing. Staff did not support lowering setbacks within existing zoning districts (from 35').
- Planning Commission Public Hearing: September 23, 2021 (Meeting cancelled)
- Staff and the applicant discussed potential for a new zoning district for townhouses with shorter setbacks
- Planning Commission Public Hearing: October 28, 2021 (Item withdrawn from the agenda to allow Staff time to update draft)
- Staff updated draft ordinance and reviewed with applicant

Example of multi-family structures that look like townhouses (but are apartments)

Prince George Drive (near Hopewell)

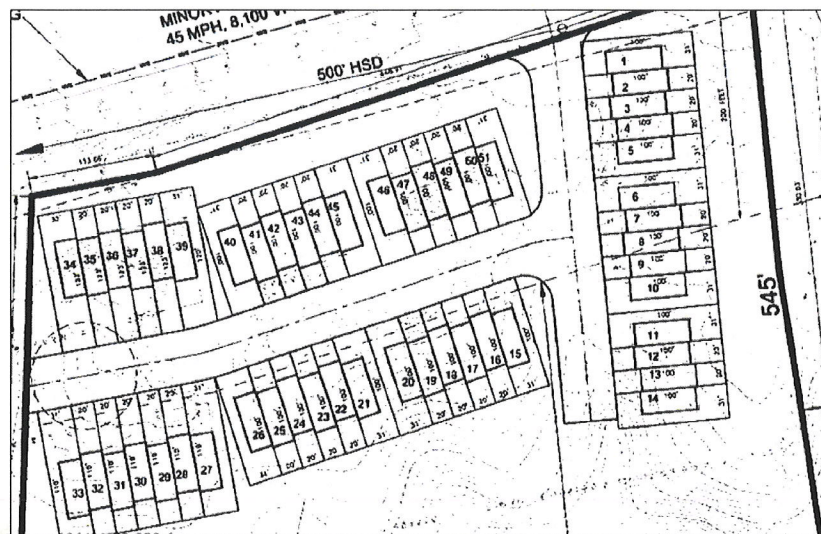




Example Site for Townhomes (owned by the Applicant)



Example Conceptual Plan for Townhouse development (Applicant's project)



Planning & Zoning Staff Review Comments

- Similar uses permitted by the current ordinance:
 - Two-family dwellings (doesn't match applicant goals)
 - Multiple-family dwellings (doesn't match applicant goals)
 - Attached dwellings (doesn't match applicant goals)
 - Planned Unit Development (requires 25+ acres)
- Staff reviewed townhouse requirements in other localities:
 - Chesterfield County – Dedicated zoning district for townhouses
 - Henrico County – Dedicated zoning districts for townhouses
 - New Kent County – permitted by PUD only
 - Hanover County – permitted as a type of “attached housing” in certain zoning districts

Planning & Zoning Staff Review Comments (continued)

- Prince George County's 2007 Zoning Ordinance permitted townhouses on individual lots (before the entire ordinance was repealed for unrelated reasons)
- Cash proffers are required for rezonings in order to off-set impacts on County resources
- Townhouse developments will require Subdivision Plat review and Site Plan review
- The request is compatible with the Comprehensive Plan:
 - Townhouses specified as a type of housing which should be included in the ordinance
 - Fits future land use map categories

**Planning & Zoning Staff Review Comments
(continued)**

- Development standards to include:
 - Lower setback requirements than other zoning districts (compact neighborhood feel)
 - Served by public water and sewer
 - Lots shall front on public rights-of-way
 - Minimum development size of 10 acres and 24 units
 - Requirements for common areas and recreation space or facilities
 - A homeowners association shall own and operate all of the common elements of the development
- Additional development standards may be established during individual zoning cases

Other Departments' Review Comments

- No comments on the ordinance as proposed

Staff Recommendation

Staff recommends Approval of the ordinance amendment as proposed.

Basis:

- It was prepared by Staff with the applicant team's input and agreement.
- It will permit a housing type which is popular in the current housing market.
- The housing type is supported by the comprehensive plan.

Questions?

See Staff Report for Sample Motions



November 23 Meeting Recap

BOS Recognizes County Administrator Percy C. Ashcraft for his Service to Prince George County

At its November 23 meeting, the Prince George County Board of Supervisors presented to County Administrator Percy C. Ashcraft a commendation and a plaque for his service to Prince George County. Mr. Ashcraft is resigning from his position to take a similar post in King William County and his last day will be on December 3, 2021. Mr. Ashcraft has been with Prince George County since March 2011. He previously held Government Management positions in Caroline County, VA and prior to that in his hometown of Clarksburg, West Virginia. Mr. Ashcraft has over 40 years of Government experience. He served 12 years in the West Virginia State Legislature before turning to a career of professional government management that brought him and his family to Virginia in 1999. Mr. Ashcraft will begin his tenure in King William County on December 6, 2021.

Mr. Ashcraft's vision for the future lead the County to be the fifth fastest growing County in the Commonwealth and the Best Community to Live In for the past three years in the Tri-Cities area. His dedicated service to the County quickly earned him the respect of the members of the Board of Supervisors, County employees, County citizens, and surrounding localities.

Other matters that came before the BOS at its meeting and work session:

- Received a report on proposed policy changes to the Personnel Policy regarding hours of work and remote work.
- Received a report regarding the parking policy for shelter use.
- Approved on consent a proclamation for Small Business Saturday on November 27, 2021.
- Received an update on the real estate tax mortgage escrow issue.
- Received an update on the election recount.
- Unanimously approved proposed revisions to the Prince George County Personnel Policy regarding Equal Employment Opportunity/ADA Statement, employee grievance procedures, leave, and definitions.
- Unanimously approved an award of contract in the amount of \$26,900 for implementation services for the Assessor's Vision Software.

- Unanimously approved an award of contract in the amount of \$146,449 for Appomattox River waterline crossing engineering services.
- Unanimously approved a budget amendment in the amount of \$106,500 and revisions to the FY2021-2022 Position Control Chart for Fire and EMS.
- Unanimously approved revisions to the FY2021-2022 Position Control Chart for the Police Department.
- Unanimously authorized the extension of time for completion of the 2023 General Reassessment.
- Unanimously approved the advertisement of a public hearing for December 14 to lease a portion of the Central Wellness Center to the Prince George Democratic Committee.
- Unanimously appointed Mr. Jeff Stoke to the Appomattox River Water Authority Board for a four-year term.
- Unanimously appointed Mr. Jeff Stoke as an alternate member to the Central Virginia Waste Management Authority for a four-year term.
- Unanimously appointed Mr. Jeff Stoke to the Riverside Regional Jail Authority for a four-year term.
- Unanimously appointed Mr. Jeff Stoke to the South Central Wastewater Authority for a four-year term.
- Held a public hearing and unanimously approved a rezoning request of Dwight Nelson Cunningham to rezone 6.8 acres from M-1, Limited Industrial to M-2, General Industrial.
- Held a public hearing and unanimously approved a special exception request of Jaime Pennington to permit a home occupation in an accessory building in an R-2, Limited Residential District, for the purpose of conducting a therapeutic massage business in an existing accessory building.
- Held a public hearing and unanimously approved an Ordinance amendment to state that Officers of Election shall be retained by the County as independent contractors.
- Held a public hearing and unanimously approved a lease agreement for use of a portion of the Prince George Central Wellness Center between the County of Prince George and American Legion Post 1703.

- Held a public hearing and unanimously approved an Ordinance amendment to authorize the Board of Supervisors to approve the schedule of charges for animals confined at the Animal Shelter on an annual basis.