

Department of
Community Development &
Code Compliance



PLANNING COMMISSION

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

County of Prince George, Virginia

“A global community where families thrive and businesses prosper”

Planning Commission

Meeting Minutes

December 19, 2019

I. CALL TO ORDER

A regular meeting of the Planning Commission of the County of Prince George, Virginia was called to order at 6:30 p.m. on Thursday, December 19, 2019 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Joseph E. Simmons, Chairman.

II. ATTENDANCE

The following members responded to Roll Call:

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

Also present: Horace Wade, Planner; Tim Graves, Planner; Missy Greaves-Smith, Administrative Support Specialist

III. INVOCATION

Mr. Joyner provided the Planning Commission’s Invocation.

IV. PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

Vice-Chairman Bresko led the Pledge of Allegiance to the United States Flag.

V. APPROVAL OF THE MEETING MINUTES

Chairman Simmons asked for the Approval of the Minutes for the November 21, 2019 Planning Commission Meeting. A motion was made by Vice-Chairman Bresko and it was seconded by Mrs. Elder and the minutes were adopted as presented. Roll was called on the motion.

Roll Call vote on the Motion:

In Favor: (6) Simmons, Bresko, Brown, Elder, Joyner, Easter

Opposed: (0)

Absent: (1) Brockwell

Abstain: (0)

VI. CITIZEN COMMENT PERIOD

At 6:33 p.m. Chairman Simmons opened the Citizen Comments Period to anyone who wished to speak on any subject not on the agenda. He asked that persons limit their remarks to three (3) minutes. With no one coming forward to speak, Chairman Simmons closed the Citizen Comments Period at 6:34 p.m.

VII. CIP PRESENTATION

Betsy Drewry, Deputy County Administrator, Finance presented to the Commissioners the CIP report prepared by Davenport & Company. The CIP Committee Members consist of Imogene Elder (CIP Chairwoman) and Clarence Joyner (CIP Vice-Chairman) both Planning Commission members, T.J. Webb the representative from the BOS, Rob Eley representative from the School Board, Brad Owens representing the Fire Chief's Committee, and the citizen representatives are Andrew Petik, Donald Vtipil and Larry Barnett. The County's Multi-Year Capital Improvement Plan looks at proposed capital needs from fiscal years 2021-2030. The County has identified \$142,254,981 in the future CIP needs assumed to be funded through the issuance of debt in the short-term and long-term.

The CIP Committee has ranked the projects and Mrs. Drewry and her staff prepared a presentation with their findings. The Planning Commission is asked to review the report and make a recommendation to the County Administrator.

Mr. Brown made a motion to forward the CIP report and recommendation to the County Administrator for his review. This motion was seconded by Mr. Joyner and roll was called on this motion.

Roll Call vote on the Motion:

In Favor: (6) Simmons, Bresko, Brown, Elder, Joyner, Easter

Opposed: (0)

Absent: (1) Brockwell

Abstain: (0)

VIII. PUBLIC HEARINGS

SPECIAL EXCEPTION SE-19-08: Request of Alexander Olivieri-Rodriguez pursuant to Prince George County Zoning Ordinance Sections 90-53(53), and (55) to permit a Cottage Industry Home Occupation on a parcel of five acres or more in area and a Home Occupation in an accessory building within an A-1, General Agricultural District, for the purpose of operating an embroidery and printing business. The request property is located at 6419 Tradewinds Drive and is identified as Tax Map 250(05)00-007-0. The Comprehensive Plan indicates the property is suitable for agricultural uses.

Mr. Wade presented to the Commissioners an overview of the Special Exception request. He stated that the applicant is requesting a Special Exception for a Cottage industry home occupation on a parcel of five acres or more in area, occurring within an accessory building. The specific type of cottage industry involves the customization of apparel and gifts by operating an embroidery and printing business.

Mr. Wade stated that the applicant's request is to use the current detached garage to run the business. The business consists of customization of apparel and gifts. The business involves embroidery and printing on all types of garments (shirts, hats, jackets, bags, etc.) and engraving of plaques, glasses and many other items. He also stated that the business has the potential to grow and would need to add employees in the future (2-3 employees). There is ample parking area. The hours for employees would normally be 9am-5pm, Monday to Friday with some weekend work.

Mr. Wade reviewed the proposed use, as allowed in Section 90-53(53) & (55) as a Special Exception, in the Prince George County Zoning Ordinance, and provided a summary of staff review comments.

Mr. Wade stated that there were six adjacent property owners notified by mail on December 9, 2019 and a legal ad was run for the request on December 4, 2019 and December 11, 2019.

Mr. Wade indicated that staff recommends approval with the five (5) conditions listed in the staff report.

Chairman Simmons asked Mr. Wade to explain why staff did not grant the applicant what he had originally asked for in terms of the number of employees. The applicant asked for 2-3 employees and staff recommended two (2).

Mr. Wade explained that staff recommended two (2) employees based on the property being on a private road. Mr. Wade stated that the business could employ more than two employees, but only two could be there at a time.

Chairman Simmons opened the Public Hearing at 7:04 p.m. to anyone who wished to speak for or against the Special Exception SE-19-08 Home Occupation - Cottage Industry.

Alexander Olivieri-Rodriguez, applicant and owner of Woodpeckers Crafts of 6419 Tradewinds Drive, spoke to the Commission about his business background. He stated Woodpeckers Craft

is a family and veteran owned business and approximately 75% of company's business sales come from online sales. Customers will not be coming to his home because he would like to keep his residence private. Mr. Olivieri-Rodriguez stated that most of the employees he would employ would be family members.

Chairman Simmons asked Mr. Olivieri-Rodriguez if any of his products he uses for his business were flammable liquids. The applicant explained that his business is primarily embroidery, and the majority of the products are garments, for example: hats and shirts.

Chairman Simmons closed the Public Hearing at 7:08 p.m.

Mr. Brown asked staff if there were any comments received by the adjacent property owners that had been notified. Mr. Wade stated that the Planning Department had not received any citizen comments.

Vice-Chairman Bresko made a motion to forward SE-19-08, with the following conditions, to the Board of Supervisors for their consideration with the Planning Commission's recommendation of approval. The motion was seconded by Mr. Brown. This Special Exception request is granted to Alexander Olivieri-Rodriguez for Cottage industry home occupation on a parcel of five acres or more in area and Home occupation within an accessory building on Tax Map 250(05)00-007-0 for the purpose of operating an embroidery and printing business which customizes apparel and gifts.

1. A maximum of two (2) employees other than those who are family and live on the premises may be present on the premises in conjunction with the use.
2. Hours of operation for employees shall be limited to Monday – Friday, 8:00 am – 6:00 p.m., and Saturdays 10:00 a.m. – 4:00 p.m.
3. There shall be no outside storage of materials associated with the home occupation.
4. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
5. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations.

Roll was called on the motion.

Roll Call vote on the Motion:

In Favor: (6) Simmons, Bresko, Brown, Elder, Joyner, Easter

Opposed: (0)

Absent: (1) Brockwell

Abstain: (0)

SPECIAL EXCEPTION SE-19-09: Request of Shari and Roger Boisclair pursuant to Prince George County Zoning Ordinance Sections 90-103(52), and (53) to permit a Cottage Industry

Home Occupation on a parcel of five acres or more in area and a Home Occupation in an accessory building within an R-A, Residential-Agricultural District, for the purpose of operating a business producing wood craft products. The request property is located at 18360 Loving Union Road and is identified as Tax Map 600(05)00-004-0. The Comprehensive Plan indicates the property is suitable for agricultural uses.

Mr. Graves presented to the Commissioners an overview of the Special Exception request. He stated that the applicant is requesting a Special Exception for a Cottage industry home occupation on a parcel of five acres or more in area, occurring within an accessory building. The specific type of cottage industry involves woodturning to create various wood and acrylic products to be sold at off-site locations such as craft shows and flea markets.

Mr. Graves stated the applicant's request is to use their 2-car garage to produce products to sell at different venues. They started their business, Bo's Wooden Antics, LLC, in order to sell products in a legal manner. The applicants indicated that they will not be opening a retail store on the premises, and will not have any additional employees other than themselves.

The applicant's request further stated that woodturning is a hobby. They produce wooden pens, bottle stoppers, bowls, kaleidoscopes and other miscellaneous woodturning products. In order to continue to work on their hobby, they will sell the items they make at craft shows and flea markets.

Mr. Graves reviewed the proposed use, as allowed in Section 90-103(52) & (53) as a Special Exception in the Prince George County Zoning Ordinance, and provided a summary of staff review comments.

Mr. Graves stated that County Staff recommends approval of the request, subject to the following conditions intended to minimize the impact on surrounding property owners and ensure that this use complies with all applicable local, state and federal requirements:

1. This Special Exception request is granted to Shari and Roger Boisclair for a Cottage industry home occupation on a parcel of five acres or more in area and Home occupation within an accessory building on Tax Map 600(05)00-004-0, for the purpose of operating a business producing wood craft products.
2. At the end of each day, the applicants shall remove all sawdust, wood shavings, wood chips, etc. to an outside trash can, for the purposes of fire prevention.
3. The applicants shall take appropriate measures to ensure compliance with the County's Noise Ordinance (Section 54-23.1).
4. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
5. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations.

Mr. Graves also stated that seven adjacent property owners were notified about the public hearing by mail on December 9, 2019. A legal ad was run for the Planning Commission hearing on December 4, 2019 and December 11, 2019. No comments were received.

Chairman Simmons opened the Public Hearing for SE-19-09 at 7:17 p.m. to anyone who wished to speak for or against the proposed special exception.

The applicant, Roger Boisclair of 18360 Loving Union Road, addressed the Commission stating he and his wife (Shari) operate this business as a hobby. He stated they sell items online, at flea markets, and at craft shows.

Mr. Brown asked the applicant if he would be selling his items on the property. The applicant stated there would be no sales of products to customers from his property. The applicant brought samples of their work to share with the Commissioners.

Chairman Simmons asked for confirmation in reference to some of the products were being made out of acrylic material. The applicant confirmed that he uses wood and acrylic in the manufacturing of his items. Chairman Simmons' concern would be the way the staff conditions were presented, the applicant would only be able to use wood products.

Mr. Wade added that staff had a suggestion to adjust the statement to say "wood and acrylic craft products."

Chairman Simmons asked the Commissioners if they had any additional questions. With no other questions, the Public Hearing was closed at 7:28 p.m. The Chairman asked for the wishes of the Commission.

Mr. Brown made a motion to forward SE-19-09, with the following conditions, to the Board of Supervisors for their consideration with the Planning Commission's recommendation of approval. The motion was seconded by Vice-Chairman Bresko.

1. This Special Exception request is granted to Shari and Roger Boisclair for a Cottage industry home occupation on a parcel of five acres or more in area and Home occupation within an accessory building on Tax Map 600(05)00-004-0, for the purpose of operating a business producing wood and acrylic craft products.
2. At the end of each day, the applicants shall remove all sawdust, wood shavings, wood chips, etc. to an outside trash can, for the purposes of fire prevention.
3. The applicants shall take appropriate measures to ensure compliance with the County's Noise Ordinance.
4. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
5. This permit may be revoked by the County of Prince George or its designated agent for failure by the applicants to comply with any of the listed conditions or any provision of Federal, State or County regulations.

Roll was called on the motion.

Roll Call vote on the Motion:

In Favor: (6) Simmons, Bresko, Brown, Elder, Joyner, Easter

Opposed: (0)

Absent: (1) Brockwell

Abstain: (0)

IX. COMMUNICATIONS TO THE COMMISSION

Mr. Wade provided the following updates:

a. Actions of the Board of Zoning Appeals

- January's Organizational meeting of the BZA – proposed change - meeting dates be moved to the third Wednesday of each month

b. Actions of the Board of Supervisor

- 12/10/19 SE-19-06 Hamlin Horse Therapy case was approved by the BOS
- BOS Appointed Mr. Joyner for another 4 year term to the Planning Commission

c. General Comments to the Commission

- Food Truck Ordinance – Commissioners to provide any comments by the January Planning Commission meeting – Ordinance scheduled to be presented at the February meeting.
- The 2020 proposed calendar for the Planning Commission meeting dates were distributed for review.

X. ADJOURNMENT

A motion was made by Mr. Joyner, seconded by Mrs. Elder to adjourn the meeting at 7:38 p.m. until Thursday, January 23, 2020 at 6:30 p.m.

Roll Call vote on the Motion:

In Favor: (6) Simmons, Bresko, Elder, Joyner, Brown, Easter

Opposed: (0)

Absent: (1) Brockwell

Abstain: (0)