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AGENDA
Planning Commission
County of Prince George, Virginia
Business Meeting: Thursday, June 24, 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

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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.youtube.com/c/princegeorgevirginia>

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_form.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 March 25, 2021 shall be entered into the meeting minutes.

CALL TO ORDER

Roll Call

INVOCATION

PLEDGE OF ALLEGIANCE TO THE U.S. FLAG

PUBLIC COMMENTS

ADOPTION OF AGENDA [1]

ORDER OF BUSINESS

A-1. Approval of Meeting Minutes – March 25, 2021 [2]

PUBLIC HEARING

P-1. PUBLIC HEARING; SPECIAL EXCEPTION SE-21-02: Request of Christopher and Marisela Clark pursuant to Prince George County Zoning Ordinance Sections 90-103(9) and 90-103(52) to permit an Assembly Hall and a Cottage industry home occupation within a R-A, Residential Agricultural District, for the purpose of hosting indoor/outdoor events and the rental of rooms not to exceed four, including bed and board. The applicants are also requesting an exception to the five acres requirement of Section 90-103(52). The requested property is approximately 2.5 acres in size, located at 8401 Golf Course Drive and is identified as Tax Map 450(06)00-00A-2 and a portion of 450(06)00-00A-0. The Comprehensive Plan indicates the property is suitable for agricultural uses. [3]

COMMUNICATIONS [4]

- A. Actions of the Board of Zoning Appeals
- B. Actions of the Board of Supervisors

ADJOURNMENT

DRAFT MINUTES
Planning Commission
County of Prince George, Virginia

March 25, 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, March 25, 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	Absent
Mr. Bresko	Present
Mr. Joyner	Present
Mr. Easter	Present
Mr. Brown	Present
Mr. Brockwell	Present

Also present: Julie C. Walton, Director (via Zoom), Dan Whitten, County Attorney, Cliff Young, Director of IT, Horace Wade, Planner II, Tim Graves, Planner I and Missy Greaves-Smith, Administrative Support Specialist II

INVOCATION. Mr. Bresko provided the Invocation.

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

PUBLIC COMMENT PERIOD. At 6:34 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.

Larry Mitchell, 16200 Arwood Road, Disputanta spoke via Zoom and expressed his concerns in reference to the battery storage facilities that were discussed at the previous Planning Commission meeting in February. Mr. Mitchell stated the citizens living on Arwood Road are monitoring the progress of this project and are working with VDOT and the Board of Supervisors. He also wanted to offer his support for the Barns of Kanak's request for a special exception on Ruffin Road.

With no one else present or on Zoom indicating they wished to speak, the Public Comment Period was closed at 6:39 p.m.

ADOPTION OF MEETING AGENDA. Mr. Brown asked the Commissioners for a motion to approve the meeting Agenda for the March 25, 2021 Planning Commission. Mr. Bresko made a motion to approve the meeting Agenda and Mr. Brockwell seconded the motion. Roll was called on the motion.

In favor: (6) Simmons, Brown, Brockwell, Joyner, Bresko, Easter
Abstain: (0)
Absent: (1) Elder

APPROVAL OF THE MEETING MINUTES. Mr. Brown asked the Commissioners to review the February 25, 2021 Minutes of the Planning Commission for approval. Mr. Simmons made a motion to approve the February 25, 2021 Minutes as presented and Mr. Bresko seconded the motion. Roll was called on the motion.

In favor: (5) Simmons, Brown, Brockwell, Joyner, Bresko
Abstain: (1) Easter
Absent: (1) Elder

OLD BUSINESS.

SPECIAL EXCEPTION SE-20-03: Request of Tom and Diane McCormick, pursuant to § 90-103 (52) and (53), to permit a cottage industry home occupation on a parcel of five acres or more for bed and board in an accessory building, and sales/rental of formalwear in a single-family residence in a R-A, Residential-Agricultural, Zoning District. The subject property is located at 5503 Ruffin Road and is known as Tax Map 240(0A)00-115-A. The Comprehensive Plan indicates the property is suitable for commercial or village center uses.

Mr. Graves presented to the Commissioners the Special Exception case SE-20-03. The Public Hearing for this case was presented to the Planning Commission on February 24th. During the Public Hearing there were no public comments received.

He began with the property history. In 2017, Ambrusta Development, LLC was granted a special exception on approximately 200 acres for an Assembly Hall use with the business operator to live on the property. In 2018, Living Well, LLC was granted a similar special exception request for 13.468 acres which was divided into a new parcel. The current owners are requesting to add a small scale over-night accommodations for their guests. They would also like to have an office on-site for the rental and sales of formalwear.

Mr. Graves highlighted a few conditions from the Staff Report:

1. This Special Exception for a “Cottage industry home occupation” on a parcel of five acres or more for a bed and board in an accessory building, and sales/rental of formalwear in a single-family residence on Tax Map 240(0A)00-115-A.
2. During any period in which the property is used for the permitted Cottage industry home occupation uses, either the property owner or business operator shall live in the permitted dwelling unit on the property.
3. Structures related to special exception uses shall be constructed in the R-A portion of the property.
4. Days and hours of operation for the formalwear sales and rental shall be Monday through Sunday between the hours of 9:00 a.m. and 8:00 p.m., by appointment only.
5. Applicant added an additional condition: Limit the overnight stays to four (4) guests at one time.

Mr. Graves reviewed the outcome of the February Planning Commission meeting when staff recommended approval and the Commissioners had a 3-3 tied vote on this case. Staff reached out to the Commissioners for concerns and feedback following the meeting.

- Concern: The number of special exceptions on one property
 - Staff comment: This is the second special exception request for this property.
- Concern: Possible future growth of the business requiring additional special exceptions
 - Staff comment: This would be addressed on a case-by-case bases if a special exception is required. The applicant stated in the Work Session on Monday, March 22nd, that there were no additional plans for business growth at this time.
- Concern: Rezoning the property to B-1-Business to be more appropriate
 - Staff comment: Staff did explore this option at submittal and a rezoning case and two (2) special exception cases would still be needed to comply.
- Concern: Having two (2) residential properties on the property
 - Staff comment: The structure on the property that is currently used as an accessory building (the farmhouse), would become the lodging place for overnight guest. The kitchen would need to be removed. The proposed new structure would become the new single-family dwelling. Therefore, there would only be one (1) single-family dwelling on the property.

In response to these concerns, the applicant submitted the additional condition limiting the number of overnight accommodations to four (4) guests at a time.

Staff recommended approval with the recommended conditions listed in the Staff Report. Mr. Graves also stated there were no negative public comments or feedback received after the notices were sent out to adjacent property owners or by the public.

Mr. Brown stated he had previously looked at this case in a “different category than he was use to”. Therefore, he wished to change his vote from the previous “no” to a “yes”.

Mr. Bresko asked if a parcel is zoned business, would it need a special exception to have a hotel on it? Mr. Graves explained, a parcel would need a special exception for a hotel even if it was already located in the B-1 Business zoning area.

Mr. Brown asked for a motion on SE-20-03. Mr. Simmons made a motion that SE-20-03 be forwarded to the Board of Supervisors with the recommendation of approval with the conditions listed in the Staff Report. Mr. Brockwell seconded the motion. Roll was called on the motion.

In favor: (4) Simmons, Brown, Brockwell, Easter
Opposed: (2) Bresko, Joyner
Absent: (1) Elder

Mr. Wade stated this cases would be forwarded to the Board of Supervisors on April 27th.

PLANNER’S COMMUNICATION TO THE COMMISSION. Mr. Wade presented to the Commissioners the following updates:

1. Actions of the Board of Zoning Appeals
 - a. No cases for March or April
2. Actions of the Board of Supervisors (BOS)
 - a. Recaps from the March 9th and 23rd meetings were provided
 - i. March 9th Resolution for a self-storage was approved

ADJOURNMENT. At 6:58 p.m., Mr. Brown asked the Commissioners if they had any additional questions. If not, he would entertain a motion to adjourn. Mr. Bresko made a motion to adjourn and Mr. Brockwell seconded the motion. Roll was called on the motion.

In favor: (6) Simmons, Brown, Brockwell, Joyner, Bresko, Easter
Absent: (1) Elder

SPECIAL EXCEPTION REQUEST -- SE-21-02
PLANNING COMMISSION STAFF REPORT – JUNE 24, 2021

RESUME

APPLICANTS:

Christopher & Marisela Clark

REQUEST:

The applicants would like to reopen a wedding and events venue with overnight stays at their home on the Chester Plantation historic property. In order for this to be permitted, they are requesting a Special Exception for an Assembly Hall and a Bed & Breakfast (Cottage industry home occupation for the rental of rooms).

The applicants are also requesting an exception to the 5-acre requirement that applies by default to cottage industry home occupations.

STAFF RECOMMENDATION:

Staff recommends Approval of this request, subject to recommended conditions.

Sample Motions

Sample APPROVAL Motion:

I move to forward request _____ to the Board with a recommendation for APPROVAL, subject to the recommended conditions in the Staff Report, and the reason(s) for this recommendation are:

(EXAMPLES):

- It is compatible with the Comprehensive Plan and current surrounding uses and zoning districts
- It is expected to benefit the general welfare of the community
- The expected off-site impacts appear to be adequately addressed by the conditions
- Other _____

(OPTIONAL): I would recommend approval if the following items are addressed / conditions are added:

Sample DENIAL Motion:

I move to forward request _____ to the Board with a recommendation for DENIAL and the reason(s) for this recommendation are:

Sample Motion to POSTPONE:

I move to POSTPONE request _____ until _____.

(DATE)

County of Prince George, Virginia

DRAFT Ordinance

SPECIAL EXCEPTION SE-21-02: Request of Christopher and Marisela Clark pursuant to Prince George County Zoning Ordinance Sections 90-103(9) and 90-103(52) to permit an Assembly Hall and a Cottage industry home occupation within a R-A, Residential Agricultural District, for the purpose of hosting indoor/outdoor events and the rental of rooms not to exceed four, including bed and board. The applicants are also requesting an exception to the five acres requirement of Section 90-103(52). The requested property is approximately 2.5 acres in size, located at 8401 Golf Course Drive and is identified as Tax Map 450(06)00-00A-2 and a portion of 450(06)00-00A-0. The Comprehensive Plan indicates the property is suitable for agricultural uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-21-02 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for the following uses on Tax Map 450(06)00-00A-2 and 450(06)00-00A-0 (part of):
 - A. Assembly hall;
 - B. Cottage industry home occupation on a parcel of less than five acres in size, for the rental of rooms not to exceed four, including bed and board.
2. The use of Parcel 450(06)00-00A-0 (part of) for this special exception is limited to parking only.
3. Unless otherwise permitted by law, only one single-family dwelling use is permitted on the property.
4. The assembly hall use is subject to the following provisions:
 - A. Hours and days of operation for the Assembly hall use shall be Monday through Sunday from 11:00am to 10:00pm.
 - B. Employees are permitted on the property during business hours of the Assembly hall use.
 - C. The applicants are required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as "Event Staff" for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each Assembly Hall event that is expected to exceed 150 event attendees.
 - D. Any temporary food service carts, portable toilets and hand washing stations that may be used for events shall be approved by the State Health Department for the assembly hall events. Proper litter control measures shall be put in place at the assembly hall events with the use of both trash containers and recycling bins.

5. The cottage industry home occupation (bed and breakfast) use is subject to the following conditions:
 - A. Overnight stays shall not exceed four (4) bedrooms including bed and board (food).
 - B. The term of overnight stays shall be limited to seven (7) consecutive nights and occupants may only rent again after a seven (7) night absence.
 - C. The owner or operator shall maintain records to uniquely identify occupants and length of stay which shall be provided to the County upon written request.
 - D. The owner or operator shall collect transient lodging tax which shall be reported and submitted to the Commissioner of Revenue office on a schedule as required by law.
 - E. During any period in which the property is used for the permitted Cottage industry home occupation use, either the property owner or business operator shall live in the permitted dwelling unit on the property.
6. The applicants shall provide adequate parking, either on-site or off-site with a recorded easement.
7. Signage for the business uses on the property shall be limited to one on-site freestanding sign no greater than sixty (60) square feet located outside of the VDOT right-of-way and meeting setback requirements in the ordinance for business signs. At the time of this special exception request, there is an existing sign which may continue, and any future business sign changes on the property are subject to the sign permit review process.
8. The applicants shall take appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department.
9. The applicants shall obtain certification from an Authorized Onsite Soil Evaluator or Professional Engineer indicating the sewage disposal system and water well have been evaluated to support their proposed usage, with review and approval by the Health Department prior to the granting of a business license.
10. The applicants shall obtain and hold all required State and County permit or license approvals, which may include: Drinking water permit from the Virginia Department of Health; Entrance permit from the Virginia Department of Transportation; Compliance with applicable building codes; Permits as required for any on-site or off-site food preparation; Business licenses from the Commissioner of Revenue.
11. This Special Exception is transferrable to future owners without additional approval from the Board of Supervisors so long as there are no deviations from the expressed conditions and the scope of activities described in the Application and Staff Report.
12. This Special Exception shall become null and void if both special exception uses are abandoned for a period of twenty-four (24) consecutive months.
13. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations.

Adopted on _____, 2021 and becoming effective immediately.



PLANNING COMMISSION STAFF REPORT

Public Hearing June 24, 2021

SE-21-02 – Assembly Hall and Rental of rooms

Applicant: Christopher & Marisela Clark

Case Manager: Tim Graves - (804)722-8678

Request

The applicants would like to reopen a wedding and events venue with overnight stays at their home on the Chester Plantation historic property. In order for this to be permitted, they are requesting a Special Exception for an Assembly Hall and a Bed & Breakfast (Cottage industry home occupation for the rental of rooms). The applicants are also requesting an exception to the 5-acre requirement that applies by default to cottage industry home occupations.

Property

Address: 8401 Golf Course Drive

Tax Map: 450(06)00-00A-2 and
450(06)00-00A-0 (part of)

Site Size: Approx. 2.5 acres

Legal Owner: Christopher &
Marisela Clark

RE Taxes Paid?: Yes for 2021

Zoning District: R-A Residential
Agricultural

Current Use: Single-family residential

Comp Plan Land Use: Agriculture

Planning Area: Rural Conservation Area

Previous Zoning Cases: SE-08-02

Figure 1: Aerial view of request area



Figure 2: Front view of main structure



Meeting Information

Planning Commission Public Hearing: June 24, 2021

Staff Recommendation

Approval, subject to the recommended conditions.

Background

- On May 13, 2008, the Board of Supervisors approved Special Exception SE-08-02, request of John and Brenda Gilliam to allow operation of a bed and breakfast and assembly hall, on parcel 450(06)00-00A-2. At the time of approval, the zoning ordinance did not have a minimum acreage requirement for a bed and breakfast. (a copy of the resolution is attached)
- The property owners operated the assembly hall and bed and breakfast for a period of time until approximately late 2017, when the applicants Christopher and Marisela Clark purchased the property.
- During the intervening time between the change of ownership and the present request, certain factors prompted the new owners to begin conversations with the County about transferring or requesting a new special exception:
 - The special exception uses ceased for a period of at least two (2) years.
 - The conditions of SE-08-02 state that the Special Exception was not transferable to new owners. (NOTE: Such a condition is no longer valid.)
- Upon the consideration of a new special exception request, the applicants were confronted with a new challenge: The County zoning ordinance under which the previous special exception was approved, was repealed January 27, 2009, and the present zoning ordinance does not provide for a “bed & breakfast”. The present ordinance does provide for a “Cottage industry home occupation on a parcel of five acres or more in area”, however the request property is less than 5 acres in size.
- The applicants currently live on the property and plan to continue to live on the property while running the requested business uses.

Applicant Proposal

In order to accomplish their goal of reopening the property for weddings and other events, with overnight stays, and in light of the Background information detailed above, the applicants are requesting:

1. A Special Exception for two uses which are provided for in the County Zoning Ordinance:
 - a. “Assembly hall” pursuant to Section 90-103(9)
 - b. “Cottage industry home occupation on a parcel of five acres or more in area”, pursuant to Section 90-103(52), specifically for the “the rental of rooms not to exceed four, including bed and board”
2. An exception to the “five acres or more in area” requirement of Section 90-103(52), due to the fact that the effective request property is approximately 2.5 acres in total size, which includes all 1.261 acres of Tax Parcel 450(06)00-00A-2 and the 175’x300’ (1.205 ac) parking area on parcel 450(06)00-00A-0, on which the applicants have a deeded easement for parking.

The applicants have not proposed any conditions for the special exception uses, therefore County staff has recommended conditions appropriate for the uses, based on conditions from previous cases approved in the County.

Planning and Zoning Review Comments

Comments on the proposed Assembly Hall land use:

- Zoning Ordinance review:
 - Permitted by Special Exception - Section 90-103(9)
 - Zoning Ordinance Definition: The use is not defined under Section 90-1 Definitions.

- This use is similar to previous assembly halls approved in Prince George County.
- The 2007 Zoning Ordinance under which SE-08-02 was granted defined assembly hall as “A building designed and used primarily for the meeting or the assembly of a large group of people for a common purpose. Typical uses shall include meeting halls, union halls, bingo halls, and catering or banquet facilities.”
- This use is not defined in the zoning ordinance. Best planning practices suggest that each enumerated use should be defined in the ordinance. The County should consider defining this use to align with best practices and Assembly hall uses previously approved by the County, and [separately from the definition] specify standard provisions based on best practices and the conditions of previous approved assembly halls.
- This use was previously approved by the County on this property in 2008 and in operation through approximately 2017.
- Expected impacts of proposed uses on adjacent properties and roadways include: Traffic and potential noise from guests using outdoor areas during booked events.
- Expected impacts are currently mitigated by:
 - Recommended conditions
 - The public road entrance meets VDOT requirements.
 - The property is separated from other dwellings by distance and obstructions, including features such as a pond, field, golf course, and rights-of-way.
 - County Noise Ordinance
 - Guests are expected to be gathered indoors or close to the main structure during events, due to the compact boundaries of the existing lot.
- Additional possible mitigation measures could include: Conditions limiting quantity of events, hours of events, volume of guests, distance buffers, screening i.e. fencing or trees.

Comments on the proposed Cottage industry home occupation / Bed and breakfast land use:

- Zoning Ordinance review:
 - Definition of Cottage industry per Section 90-1: “Cottage industry, in addition to those uses permitted under subsections (1) and (2) of this definition, means a home occupation which shall permit the preparation of food products for sale; **the rental of rooms not to exceed four, including bed and board**; arts and crafts; construction of wood, leather goods, saddles, clothing and other similar products; and lawn care and landscaping businesses with outside storage or the storage or parking of more than one vehicle and one trailer used in association with the business.”
 - The above definition specifically provides for the rental of rooms, not to exceed four, including bed and board. The applicants’ request does not include the other cottage industry uses specified in the definition.
 - For a home occupation use, the owner or operator is required to live on the property.
- This use was previously approved by the County on this property in 2008 and in operation through approximately 2017.
- Expected impacts of proposed uses on adjacent properties and roadways include: Limited traffic and noise outside of the hours of booked events.
- Currently mitigated by: Recommended conditions; Limitation on number of rooms (four); distance from adjacent dwellings; County Noise Ordinance
- Additional possible mitigation measures could include: Conditions limiting volume of guests, screening i.e. fencing or trees.

Other planning and zoning comments:

- Current land uses on adjacent properties:

- North: Golf Course Dr (Route 630) and railroad right-of way; with commercial/industrial and vacant land uses north of the railroad.
- West and South: A large lot (32 acres) with a pond and a single family residential use; A residential subdivision (Prince George County Club Estates) borders the large lot.
- East: Prince George Golf Course.
- Other zoning approvals required:
 - Business Zoning Approval: The applicants will need to submit a Professional Business Zoning Approval application as part of a business license application, if the Special Exception is approved.

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

- The Comprehensive Plan Generalized Future Land Use Plan shows the request property is located near the border of Residential and Agricultural land use designations.
- The Assembly Hall use, if conditioned properly, can be considered in harmony with the current adjacent mixed uses which include small-lot residential, large-lot residential, golf course, and commercial/industrial uses.
- The proposed bed and breakfast use would not add to the intensity of use beyond what the proposed assembly hall use.
- The request property has a history of assembly hall and bed and breakfast uses, including the 2008 County approval, and there are existing non-agriculture uses surrounding the property.
- The Future Land Use Map is due for revision within the next several years, at which point the future land use designations may be subject to change in light of the current uses in this part of the County.

Comments on the applicants' request for exception to the 5-acre requirement:

Staff supports this request based on the following considerations:

- The 5-acre requirement is intended to ensure a cottage industry home occupation (which encompasses various uses) has limited conflict with adjacent residences. At the time of this review, the closest dwelling is located on Powell Lane, at least 300 feet from the request property which is consistent with a property that is at least 5 acres in size.
- An assembly hall, which does not have a 5-acre requirement, is a higher-intensity use than a bed and breakfast, with dozens of visitors during a booked event. Staff
- Staff finds it reasonable to accept a bed and breakfast use on less than 5 acres, if conditioned properly, because the activities associated with the bed and breakfast use would be no more intense than the assembly hall activities.
- The applicants have stated in conversations with Staff that they intend to pursue the use of additional acreage, through either easements or purchase of land from adjacent property owners.

Supplemental Staff Review Comments

Building Inspections Division - Dean Simmons, Building Official

1. This request has not been evaluated under the provisions of the 2015 Virginia USBC and the 2015 Virginia SFPC because it is special exception for land use with no proposed structures to be built at this time.
2. Please note all structure built on this property not meeting Section 108.2 Exemptions for application for permit will be required to be permitted and meet all provisions of the Virginia USBC and the Virginia SFPC.
3. If a site plan is required by the planning office, a review will be done at that time to insure ADA parking requirements are met.

Virginia Department of Health - Alice Weathers, Environmental Health Specialist

1. Information for this project was sent to Steve Elgin, VDH Engineer and Brent Johnson, PE for comment. Final comments have not been received at this time. (Comment dated 5-6-21)

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

1. The proposed use will require a low volume commercial entrance to provide access. The existing entrance from SR 630 appears to meet VDOT's requirements for a low volume commercial entrance.
2. VDOT has no objection to the submitted special exception application.

Commissioner of Revenue – Linda Howard, Deputy License Inspector

1. This business will require a license for an Assembly Hall and one for Bed and Breakfast to include Lodging Tax.

Economic Development – Stacey English, Economic Development Specialist

Utilities Department - Frank Haltom, Director of Engineering and Utilities

Real Estate Assessor - Carol Crawford, Real Estate Operations Coordinator

Fire & EMS Department – Shawn Jones

Environmental Division - Angela Blount, Environmental Program Coordinator

Police Department / Sheriff's Department - Chris Douglas

The above departments reviewed this request and had no comments.

Public Notice and Community Feedback

- Staff notified 23 adjacent property by mailing on 6/14/21.
- Staff ran a legal ad ran for this request in the *Progress-Index* on 6/9/21 and 6/16/21.
- The applicant reviewed a copy of this report prior to the Planning Commission hearing date.
- No comments from the community were received as of 6/17/21.
- The applicants submitted letters of agreement from two (2) property owners that are subject to easements for parking and road access, located at 8399 Golf Course Drive and 8402 Golf Course Drive, respectively.

Staff Recommendation

Approval, subject to the recommended conditions in the section below.

This recommendation is based on the following considerations:

1. The applicant's request appears to be compatible with current and future surrounding land uses.
2. The County previously approved a similar special exception on the request property in 2008.
3. No negative feedback has been received from adjacent property owners and community.
4. Staff has recommended the below conditions to accompany this Special Exception which are intended to ensure applicable code requirements are met and limit any expected impacts on adjacent property owners and the surrounding community. The Applicant has reviewed and supports these conditions.

Recommended Conditions

1. This Special Exception is granted for the following uses on Tax Map 450(06)00-00A-2 and 450(06)00-00A-0 (part of):
 - A. Assembly hall;


- B. Cottage industry home occupation on a parcel of less than five acres in size, for the rental of rooms not to exceed four, including bed and board.
- 2. The use of Parcel 450(06)00-00A-0 (part of) for this special exception is limited to parking only.
- 3. Unless otherwise permitted by law, only one single-family dwelling use is permitted on the property.
- 4. The assembly hall use is subject to the following provisions:
 - A. Hours and days of operation for the Assembly hall use shall be Monday through Sunday from 11:00am to 10:00pm.
 - B. Employees are permitted on the property during business hours of the Assembly hall use.
 - C. The applicants are required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as “Event Staff” for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each Assembly Hall event that is expected to exceed 150 event attendees.
 - D. Any temporary food service carts, portable toilets and hand washing stations that may be used for events shall be approved by the State Health Department for the assembly hall events. Proper litter control measures shall be put in place at the assembly hall events with the use of both trash containers and recycling bins.
- 5. The cottage industry home occupation (bed and breakfast) use is subject to the following conditions:
 - A. Overnight stays shall not exceed four (4) bedrooms including bed and board (food).
 - B. The term of overnight stays shall be limited to seven (7) consecutive nights and occupants may only rent again after a seven (7) night absence.
 - C. The owner or operator shall maintain records to uniquely identify occupants and length of stay which shall be provided to the County upon written request.
 - D. The owner or operator shall collect transient lodging tax which shall be reported and submitted to the Commissioner of Revenue office on a schedule as required by law.
 - E. During any period in which the property is used for the permitted Cottage industry home occupation use, either the property owner or business operator shall live in the permitted dwelling unit on the property.
- 6. The applicants shall provide adequate parking, either on-site or off-site with a recorded easement.
- 7. Signage for the business uses on the property shall be limited to one on-site freestanding sign no greater than sixty (60) square feet located outside of the VDOT right-of-way and meeting setback requirements in the ordinance for business signs. At the time of this special exception request, there is an existing sign which may continue, and any future business sign changes on the property are subject to the sign permit review process.
- 8. The applicants shall take appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department.
- 9. The applicants shall obtain certification from an Authorized Onsite Soil Evaluator or Professional Engineer indicating the sewage disposal system and water well have been evaluated to support their proposed usage, with review and approval by the Health Department prior to the granting of a business license.
- 10. The applicants shall obtain and hold all required State and County permit or license approvals, which may include: Drinking water permit from the Virginia Department of Health; Entrance permit from the Virginia Department of Transportation; Compliance with applicable building codes; Permits as required for any on-site or off-site food preparation; Business licenses from the Commissioner of Revenue.
- 11. This Special Exception is transferrable to future owners without additional approval from the Board of Supervisors so long as there are no deviations from the expressed conditions and the scope of activities described in the Application and Staff Report.
- 12. This Special Exception shall become null and void if both special exception uses are abandoned for a period of twenty-four (24) consecutive months.

13. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations.

Attachments

1. Application with application attachments
2. Approved BOS Resolution for previous Special Exception on the property (SE-08-02), with plat of parcel 450(06)00-00A-2
3. APO letter, map, list, newspaper ad
4. Powerpoint Presentation

Amended Application 6-7-21 (added TEN)

	<h2 style="text-align: center;">SPECIAL EXCEPTION FINAL APPLICATION</h2> <p style="text-align: center;">Department of Community Development and Code Compliance Planning & Zoning Division 6602 Courts Drive, Prince George, VA 23875 (804) 722-8678 www.princegeorgecountyva.gov</p>		<p>OFFICE USE ONLY</p> <p>APPLICATION #: SE-21-02</p> <p>DATE SUBMITTED: RECEIVED APR 16 2021</p>
APPLICANT FILL-IN ALL BLANKS			
REQUEST	<p>REQUEST: Receive a permit to operate an Assembly Hall with a special exception to also operate a Bed & Breakfast.</p>	BY: <i>ALB</i>	
	<p>REQUEST PROPERTY ADDRESS / LOCATION: 8401 Golf Course Drive, Disputanta, Va 23842</p>		
	<p>REQUEST TAX MAP(S): (LIST ALL) 450(06)00-00A-0 450(06)00-00A-2</p>	<p>AFFECTED ACREAGE: 1.2 1.3 acres</p>	<p>ENTIRE PARCEL (Y / N): No cpe Yes</p>
	<p>REQUIRED ATTACHMENTS (CHECK ATTACHED):</p> <p><input checked="" type="checkbox"/> PROJECT DETAILS</p> <p><input checked="" type="checkbox"/> PROPOSED CONDITIONS</p> <p><input checked="" type="checkbox"/> CONCEPTUAL SITE PLAN (USE GIS OR ENGINEER DRAWING)</p> <p><input checked="" type="checkbox"/> COMMUNITY MEETING SUMMARY</p> <p><input type="checkbox"/> ADDITIONAL ATTACHMENTS:</p>		
LEGAL OWNER	<p>NAME(S): Christopher P. Clark & Marisela B. Clark</p>		
	<p>MAILING ADDRESS (INCL. CITY, STATE, ZIP): 8401 Golf Course Drive, Disputanta, Va 23842</p>		
	<p>E-MAIL: cp.clark1@verizon.net</p>	<p>PHONE: 804 350 3726</p>	
APPLICANT CONTACT	<p>NAME(S) (IF DIFFERENT THAN OWNER): Same</p>		
	<p>RELATION TO OWNER: Owner</p>		
	<p>MAILING ADDRESS (INCL. CITY, STATE, ZIP): Same</p>		
	<p>E-MAIL: Same</p>	<p>PHONE: Same</p>	

6/7/21
TWG
6/7/21

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:

Christopher B. Clark

NAME:

Marisela B. Clark

SIGNED:

Christopher B. Clark

SIGNED:

Marisela B. Clark

DATE:

4/13/2021

DATE:

4/13/2021

NOTARIZATION:

STATE OF VIRGINIA

COUNTY OF:

PETERSBURG

Subscribed and sworn before me this

13th

day of

APRIL

20 21

Notary Public

My Commission expires:

7/31/23

THERESA LYNN BAILEY
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES JULY 31, 2023
COMMISSION # 7132523

OFFICE USE ONLY (COMPLETED AT TIME OF APPLICATION)

REQUEST LAND USE(S) CODE REFERENCE(S):

ZONING INQUIRY #:

DEED REFERENCE:

APPLICABLE CASES:

CURRENT ZONING DISTRICT(S):

SURROUNDING ZONING DISTRICT(S):

CURRENT LAND USE(S):

SURROUNDING LAND USE(S):

COMP PLAN FUTURE LAND USE:

SURROUNDING FUTURE LAND USE:

PRE-APPLICATION MEETING REQUIRED?

Y / N

DATE:

TIME:

COMMUNITY MEETING REQUIRED?

Y / N

DATE:

TIME:

FEE DUE:

Special Exception: \$700

Special Exception Home Occ: \$350

CHECK # / TRANSACTION #:

FEE PAID:

350.00

DATE RECEIVED:

4/16/2021

PAYMENT TYPE:

CHECK / CASH / CREDIT / DEBIT

RECEIVED BY:

MBS

SALES RECEIPT

Prince George County

The Department of Community

Development & Code Compliance

Phone (804) 722-8659

Fax (804) 722-0702

Sold To **CHRISTOPHER CLARK**

8401 GOLF COURSE DRIVE

DISPUTANTA, VA 23842

Phone 8043503726

Transaction #	Payment Method	Account	Sale Date
29658	Manual Credit Card Entry	4147....6422	4/16/2021 3:46:43 PM

Trace #	Approval Code
---------	---------------

Application #	Qty	Item	
AP-33875	1.00	Special Exception Home Occupation	\$350.00
Total			350.00

I acknowledge receipt of goods and/or services in the amount of the total shown herein. When you provide a check as payment, you authorize us to use information from your check to process a one-time Electronic Funds Transfer (EFT) or draft drawn from your account, or process the payment as a check transaction. You also authorize us to process credit adjustments, if applicable. If your payment is returned unpaid, you authorize us to collect your payment and the Return Fee amount below by EFT(s) or draft(s) from your account. If you are presenting a corporate check, you make these representations as an authorized corporate representative. Please note that any returned check is subject to a charge and Questions? Call 1-800-366-2425.

**Christopher and Marisela Clark
Chester Plantation Inn and Events
8401 Golf Course Road
Disputanta, Va 23842
804-350-3726**

**Ms. Julie C. Walton, Director
Department of Community Development & Code Compliance
Prince George County
6602 Courts Drive
Prince George, VA 23875**

Dear Ms. Walton and PGC Planners

April 14, 2021

The Chester Plantation is a historic plantation house located in Prince George County, Va. built in 1845 by Colonel Williamson Simmons and added to in 1949 by Remmie Arnold, a Petersburg politician, businessman and owner of the Arnold Pen factory. From the 60s the location has been a Golf Club House, a restaurant, a bed and breakfast and assembly hall under different ownerships. The Chester Plantation is listed on both the Virginia and Federal Registry of historically significant buildings.

We, Christopher and Marisela Clark, purchased the location in November of 2017 with the intention of restoring the home and continuing in the same Inn and Events tradition.

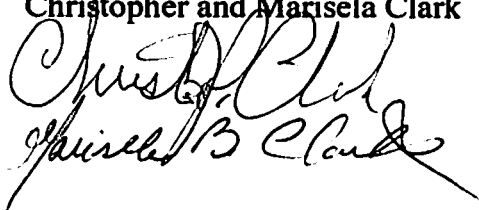
Our goal for the Chester Plantation is to become a destination location in Prince George County as a convention center hosting indoor/outdoor weddings, showers, parties, wine tastings, holiday events, corporate events, family reunions, golf packages in partnership with Prince George Golf Course, a Bed and Breakfast and etc.

We are writing this letter to discuss how the 2008 Special Exception for assembly hall and Bed and Breakfast use did not require 5 acres. Due to the lapse of more than 2 years of not using the special exception, it has expired. Since the last Special Exception in 2008, the Zoning Ordinance was replaced and now has a requirement of 5 acres for a bed and breakfast. We are considering pursuing this thru an exception given the Historical nature of the location and the past history of the permitted use granted to the previous owners in 2008. Furthermore, prior to purchasing in 2017, we were in contact with Mr. Miles, who made no mention of the change in zoning.

In a recent phone call from Mr. Wade, he conveyed that the PGC Lawyer found that we will be able to pursue the exception after all without the 5 acre requirement. Please consider this our petition for exception.

Best Regards.

Christopher and Marisela Clark

Handwritten signatures of Christopher and Marisela Clark in black ink. The signature of Christopher Clark is on top, and the signature of Marisela B. Clark is below it.

Christopher and Marisela Clark
8401 Golf Course Drive
Disputanta, Va 23842
804-350-3726

Mr. Michael Dobogai
8402 Golf Course Drive
Disputanta, Va 23842

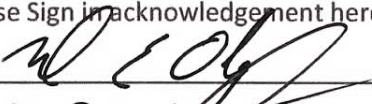
7/07/2020

Subject: Shared Use Entrance

Mike,

We purchased Chester Plantation in November 2017 with the intention of reopening as a Bed and Breakfast and Assembly Hall that will require public use of the shared access at the entrance to the Golf Course parking lot. The deed for our property at 8401 Golf Course Drive states shared access privileges. I am writing this letter because we are in the application process with the PGC board and your acknowledgment of the shared access, according to the attached Survey and Deed, is requested.

Please Sign in acknowledgement here:



Mike Dobogai

Christopher P. Clark



TO NORFOLK

BAXTER ROAD

STATE ROUTE 630

**32.213
ACRES**

PRINCE GEORGE
COUNTRY CLUB
1.261 ACRES

LAKE

01.35.00

27351
N1001830 F

DE. 44

3' 12.50'

附录

209

FROM
FD
239.38

PIPE
FD.

54901

#3360
10-3-95

Mailed 12-14-95
C. Gayles Esq.
357 W. Main St.
Waverly Va 23090

BOOK 408 PAGE 130

THIS DEED, made this 31st day of August, 1995 by and between PRINCE GEORGE GOLF CLUB, INC., a Virginia corporation, party of the first part and hereinafter known as GRANTOR, and Arthur J. CARPENTER, of Post Office Box 7035, Richmond, Virginia 23221, party of the second part and hereinafter known as GRANTEE.

WITNESSETH:

That for and in consideration of the sum of TEN (\$10.00) DOLLARS, and other good and valuable consideration, cash in hand paid by the party of the second part to the party of the first part, the receipt of which is hereby acknowledged, the said party of the first part doth hereby bargain, sell, grant and convey, unto the said Arthur J. Carpenter, with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE, but subject to easements and restrictions as set out herein, all of the following described real estate, to-wit:

All that certain lot, piece or parcel of land lying and being situate in Templeton Magisterial District, Prince George County, Virginia, containing 1.261 acres, as shown and designated as "PRINCE GEORGE COUNTRY CLUB 1.261 ACRES" on that certain plat of survey entitled "PLAT OF 33.474 ACRES OF LAND SITUATED ON BAXTER ROAD-STATE ROUTE 630 TEMPLETON DISTRICT PRINCE GEORGE COUNTY, VIRGINIA", made by Charles C. Townes & Associates, P. C., dated September 6, 1995, revised on September 14, 1995 and September 20, 1995, a copy of which said plat of survey is hereto attached and made a part hereof, and which is incorporated herewith by reference, and to which reference is made for a more complete and perfect description of the property herein conveyed TOGETHER WITH a perpetual, non-exclusive easement of ingress and egress fifty (50) feet in width to the aforesaid 1.261 acre tract of property herein conveyed from State *

Route 630 (Baxter Road), as shown and described on the
aforesaid plat of survey, and TOGETHER with a perpetual, non-
exclusive easement of ingress and egress along that driveway
from Route 460 to Baxter Road as described on the aforesaid
plat of survey as "0.55 ACRE R/W", said easements to run with
the land. *

THAT IN AND FOR THE SAME CONSIDERATION, Grantor hereby conveys
to Grantee an easement to use the existing drainfields of the Grantor until such time as
Prince George County makes a sewer connection available, at which time this
easement shall terminate.

THAT IN AND FOR THE SAME CONSIDERATION, Grantor grants to
Grantee a permanent, non-exclusive easement to use the existing parking lot for its
patrons and employees, in common with Grantor, its customers, agents, employees and
visitors.

GRANTOR hereby reserves unto itself and its assigns the right to use the
existing deep well on the property herein conveyed, and Grantor and Grantee shall
share equally the cost of maintenance and/or repairs or replacement of the well and/or
pump, provided that upon discontinuance of use, or by written termination, by Grantor,
Grantor's obligations herein for maintenance, repairs, and replacement shall cease.
Upon written termination by Grantor, this right granted hereby shall forever cease.

IT BEING a small portion of the real estate conveyed from
Prince George Development Corporation to Prince George Golf
Club, Inc. by deed dated 25 May, 1981, which said deed is duly
of record in the Clerk's Office of the Circuit Court of Prince
George County, Virginia in Deed Book 252 at page 576.

THIS CONVEYANCE is made subject to the restriction that the property is to

be used only as a restaurant for a period of fifteen (15) years from the date of this deed, provided however, that such restriction shall not apply to deed of trust foreclosure sales and provided that Grantor has the option, by an agreement in writing, to terminate this restriction.

THIS CONVEYANCE is made subject to such conditions, restrictions and easements of record, to the extent that they may lawfully apply to the property hereby conveyed.

WITNESS the following signature and seal:

PRINCE GEORGE GOLF CLUB, INC.

By *Ronald K. Kelley* (SEAL)
Name, Title

COMMONWEALTH OF VIRGINIA

County/City of Sussex to-wit:

The foregoing instrument was acknowledged before me this 27 day of September 1995, by Ronald K. Kelley
President on behalf of Prince George Golf Club, Inc.

My Commission Expires: 11/30/99

Rebekah W. Ennis
Notary Public

(Please affix seal)

\$550,000.00

c:\wpwin\real\est\pggc.d\

VIRGINIA: Clerk's Office of the Circuit Court of Prince George County
McIntosh 51 19 95 at 2:59 o'clock P.M.
3 The foregoing instrument was received and with the certificate enclosed admitted to record.

TESTE: *Philip Knott* CLERK

Christopher and Marisela Clark
8401 Golf Course Drive
Disputanta, Va 23842
804-350-3726

Mr. George Emmerson
Prince George County Golf Course
8399 Golf Course Drive
Disputanta, Va 23842

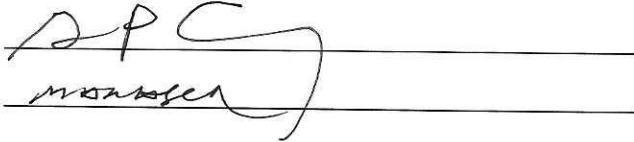
7/01/2020

Subject: Golf Course Parking Lot Use

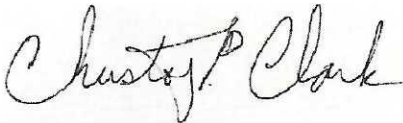
Mr. George Emmerson,

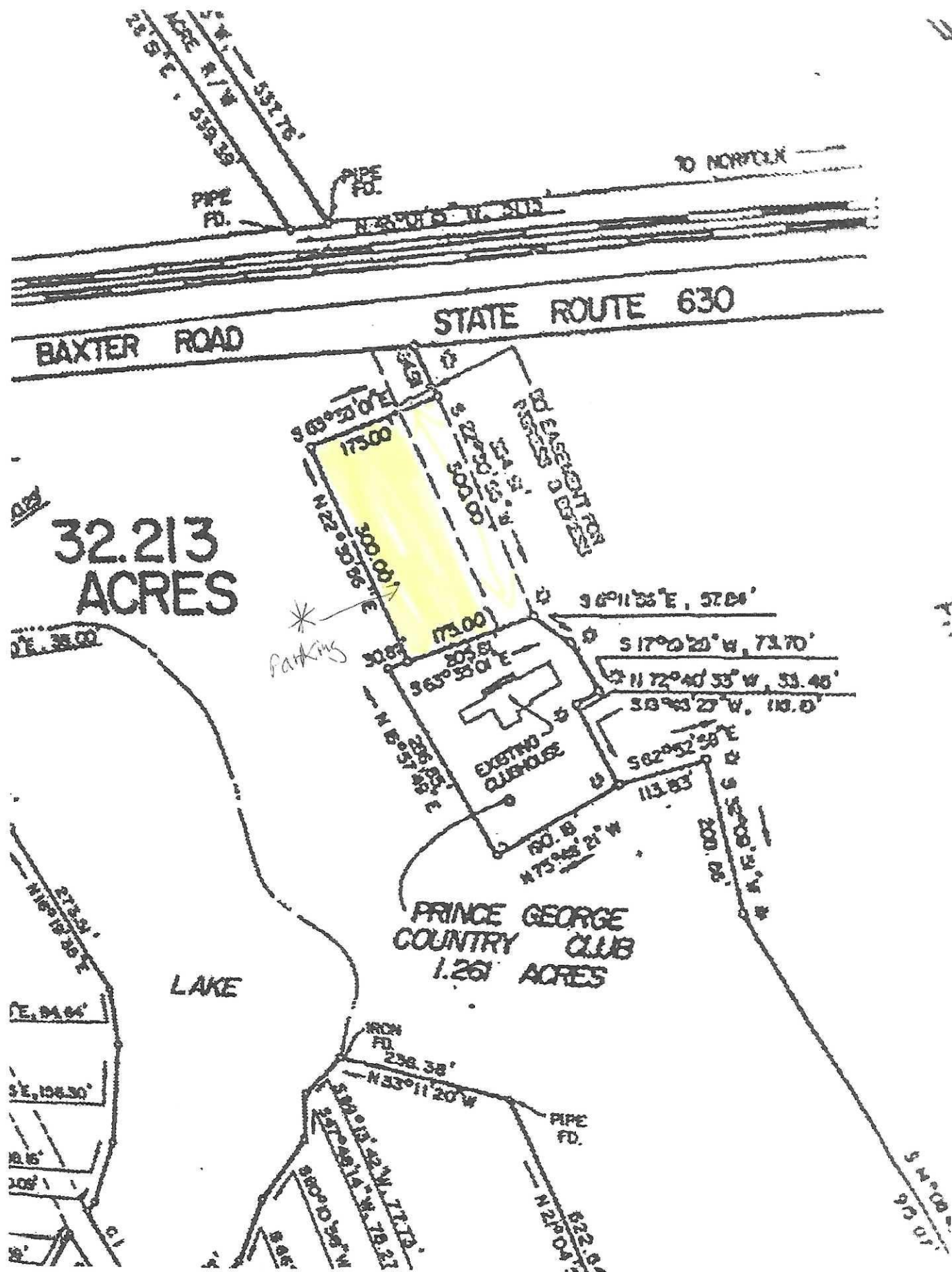
We purchased Chester Plantation in November of 2017 with the intention of reopening as a Bed and Breakfast and Assembly Hall. The deed for our property at 8401 Golf Course Drive states shared parking lot privileges with the Prince George Golf Course. I am writing this letter because we are in the application process with the PGC board for our permit, and your signature is a requirement in acknowledgment of the shared parking lot privileges, according to the attached Survey and Deed.

Requesting to print and sign your acknowledgement here:



Christopher P Clark





BOOK 408 PAGE 131

Route 630 (Baxter Road), as shown and described on the aforesaid plat of survey, and TOGETHER with a perpetual, non-exclusive easement of ingress and egress along that driveway from Route 460 to Baxter Road as described on the aforesaid plat of survey as "0.55 ACRE R/W", said easements to run with the land.

THAT IN AND FOR THE SAME CONSIDERATION, Grantor hereby conveys to Grantee an easement to use the existing drainfields of the Grantor until such time as Prince George County makes a sewer connection available, at which time this easement shall terminate.

*
THAT IN AND FOR THE SAME CONSIDERATION, Grantor grants to Grantee a permanent, non-exclusive easement to use the existing parking lot for its patrons and employees, in common with Grantor, its customers, agents, employees and visitors.

Parking
GRANTOR hereby reserves unto itself and its assigns the right to use the existing deep well on the property herein conveyed, and Grantor and Grantee shall share equally the cost of maintenance and/or repairs or replacement of the well and/or pump, provided that upon discontinuance of use, or by written termination, by Grantor, Grantor's obligations herein for maintenance, repairs, and replacement shall cease. Upon written termination by Grantor, this right granted hereby shall forever cease.

IT BEING a small portion of the real estate conveyed from Prince George Development Corporation to Prince George Golf Club, Inc. by deed dated 25 May, 1981, which said deed is duly of record in the Clerk's Office of the Circuit Court of Prince George County, Virginia in Deed Book 252 at page 576.

THIS CONVEYANCE is made subject to the restriction that the property is to

be used only as a restaurant for a period of fifteen (15) years from the date of this deed, provided however, that such restriction shall not apply to deed of trust foreclosure sales and provided that Grantor has the option, by an agreement in writing, to terminate this restriction.

THIS CONVEYANCE is made subject to such conditions, restrictions and easements of record, to the extent that they may lawfully apply to the property hereby conveyed.

WITNESS the following signature and seal:

PRINCE GEORGE GOLF CLUB, INC.

By *Ronald K. Kelley* (SEAL)
Name, Title

COMMONWEALTH OF VIRGINIA

County/City of Sussex to-wit:

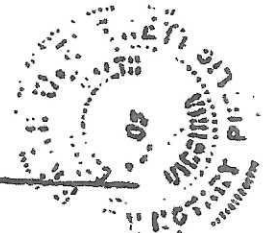
The foregoing instrument was acknowledged before me this 27 day of September 1995, by Ronald K. Kelley President on behalf of Prince George Golf Club, Inc.

My Commission Expires: 11/30/99

Rebecca W. Ewald
Notary Public

(Please affix seal)

\$550,000.00



c:\wpwin\real\est\pggc.dl

VIRGINIA: Clerk's Office of the Circuit Court of Prince George County

11/30/95 12:59 at clock P.M.

The foregoing instrument was received and with the certificate enclosed admitted to record.

TESTE: *Philip Knott Jr.* CLERK

#3360
10-3-95

Mailed 12-19-95
L. Ogden Everett
357 W. Main St
Charlottesville VA 22902

BOOK 408 PAGE 130

THIS DEED, made this 31st day of August, 1995 by and between PRINCE

GEORGE GOLF CLUB, INC., a Virginia corporation, party of the first part and

hereinafter known as GRANTOR, and Arthur I. CARPENTER, of Post Office Box

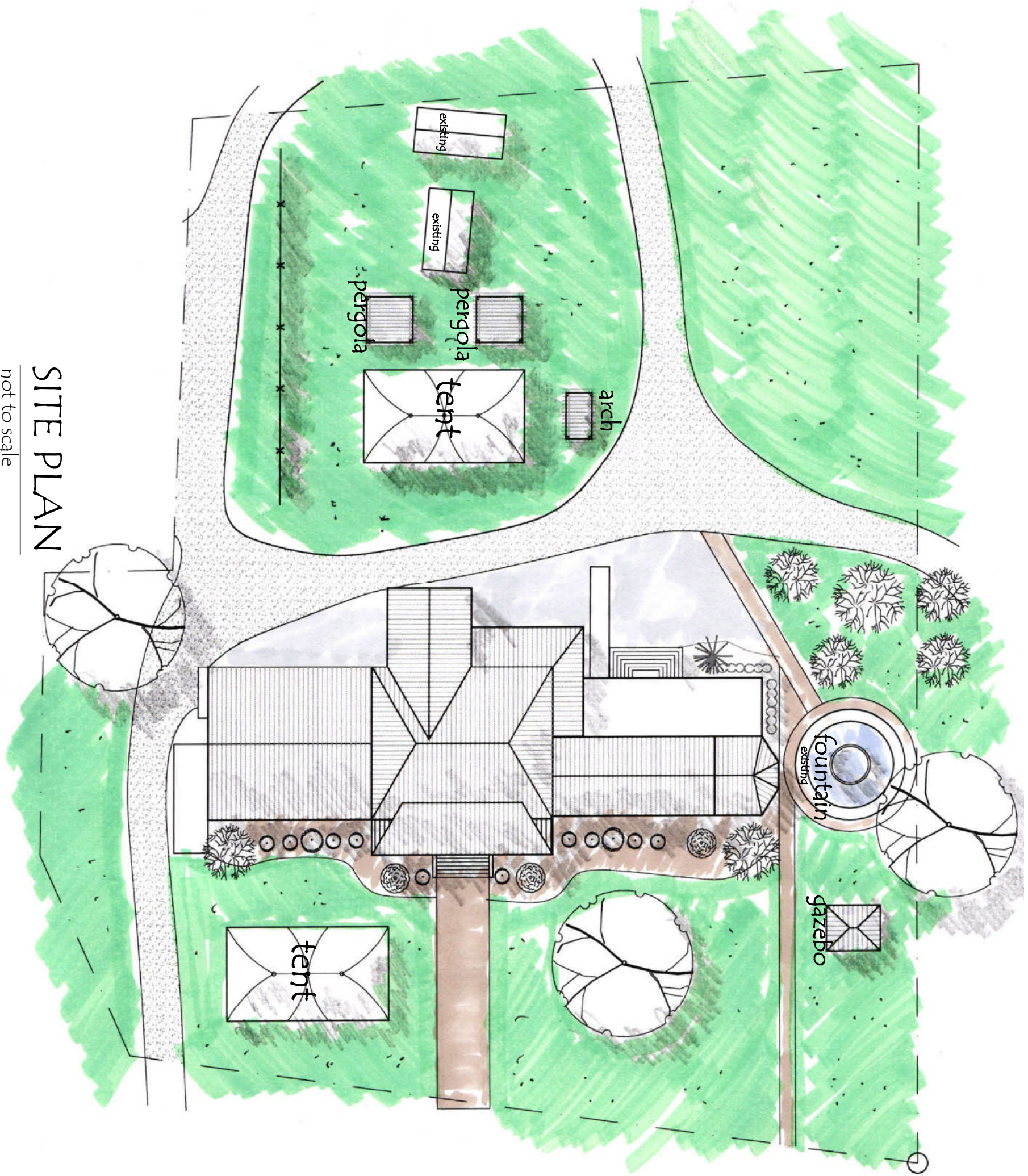
7035, Richmond, Virginia 23221, party of the second part and hereinafter known as

GRANTEE.

WITNESSETH:

That for and in consideration of the sum of TEN (\$10.00) DOLLARS, and other good and valuable consideration, cash in hand paid by the party of the second part to the party of the first part, the receipt of which is hereby acknowledged, the said party of the first part doth hereby bargain, sell, grant and convey, unto the said Arthur I. Carpenter, with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE, but subject to easements and restrictions as set out herein, all of the following described real estate, to-wit:

All that certain lot, piece or parcel of land lying and being situate in Templeton Magisterial District, Prince George County, Virginia, containing 1.261 acres, as shown and designated as "PRINCE GEORGE COUNTRY CLUB 1.261 ACRES" on that certain plat of survey entitled "PLAT OF 33.474 ACRES OF LAND SITUATED ON BAXTER ROAD-STATE ROUTE 630 TEMPLETON DISTRICT PRINCE GEORGE COUNTY, VIRGINIA", made by Charles C. Townes & Associates, P. C., dated September 6, 1995, revised on September 14, 1995 and September 20, 1995, a copy of which said plat of survey is hereto attached and made a part hereof, and which is incorporated herewith by reference, and to which reference is made for a more complete and perfect description of the property herein conveyed TOGETHER WITH a perpetual, non-exclusive easement of ingress and egress fifty (50) feet in width to the aforesaid 1.261 acre tract of property herein conveyed from State



SITE PLAN

not to scale



Chester Plantation
8401 Golf Course Plantation
Disputanta, Virginia 23842



Concept

L1

CONCEPT 07_20_2020
copyright © 2020
all rights reserved

SITE PLAN

not to scale



Chester Plantation
8401 Golf Course Plantation
Disputanta, Virginia 23842



Concept

L1

CONCEPT 08-04-2020
copyright © 2020
all rights reserved

COUNTY OF PRINCE GEORGE, VIRGINIA

John G. Kines, Jr.
County Administrator
Phone: (804) 722-8600
Facsimile: (804) 732-3604



BOARD OF SUPERVISORS
Henry D. Parker, Jr., Chairman
Jerry J. Skalsky, Vice-Chairman
Alan R. Carmichael
G. Reid Foster, Jr.
William A. Robertson, Jr.

June 2, 2008

John L. & Brenda J. Gilliam
8401 Golf Course Drive
Disputanta, VA 23842

RE: R-08-060
8401 Golf Course Drive
A. P. No. 450(06)00-00A-0

Dear Mr. & Mrs. Gilliam:

This is notification that on May 13, 2008 the Prince George County Board of Supervisors approved your Special Exception to allow operation of a Bed and Breakfast and Assembly Hall in an existing dwelling with conditions. A copy of the Resolution is attached. This approval letter does not authorize the beginning of land disturbing activities or building modifications. A site plan must be approved by the County prior to the commencement of land disturbing activities. A building permit must be approved by the County prior to the commencement of any building modifications.

If you have any questions regarding this matter, please feel free to contact the Planning Department at (804) 722-8678.

Sincerely,

A handwritten signature in black ink, appearing to read "John G. Kines, Jr.", is written over a horizontal line.

John G. Kines, Jr.
County Administrator

Attachment

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13th day of May, 2008:

<u>Present:</u>	<u>Vote:</u>
Henry D. Parker, Jr., Chairman	Aye
Jerry J. Skalsky, Vice Chairman	Aye
Alan R. Carmichael	Aye
G. Reid Foster, Jr.	Aye
William A. Robertson, Jr.	Aye

P-1

On motion of Mr. Foster, seconded by Mr. Skalsky, which carried unanimously, the following resolution was adopted:

RESOLUTION; REQUEST OF JOHN L. AND BRENDA J. GILLIAM FOR A SPECIAL EXCEPTION TO ALLOW OPERATION OF A BED AND BREAKFAST AND ASSEMBLY HALL IN AN EXISTING DWELLING LOCATED AT 8401 GOLF COURSE DRIVE, IN THE R-A, RESIDENTIAL AGRICULTURAL DISTRICT

WHEREAS, John L. & Brenda J. Gilliam, applicants, did on February 20, 2008 make application identified as S.E. 0-02, to the Board of Supervisors of the County of Prince George for issuance of a Special Exception pursuant to Section 90-303.4 (B) 5 of the Zoning Ordinance entitled "Uses and structures permitted by Special Exception The Code of the County of Prince George, Virginia"; and

WHEREAS, said application requests a Special Exception to allow operation of a Bed and Breakfast and Assembly Hall in an existing dwelling located at 8401 Golf Course Drive and identified by Assessor's Parcel Number 450(06)00-00A-0; Templeton District; and

WHEREAS, the subject property is zoned R-A, Residential Agricultural; and

WHEREAS, the Board of Supervisors has given due consideration to all of the factors as set forth in Section 90-2 of the County Code; and

WHEREAS, the notice and hearing requirements of Section 15.2-2204, The Code of Virginia (1950, as amended) have been observed; and

WHEREAS, The Prince George County Planning Commission held a public hearing on April 24, 2008 concerning this request and after careful consideration of all the factors concerning this request, did vote 7 to 0, to forward this request to the Board of Supervisors, with a recommendation of approval with recommended conditions.

WHEREAS, the Board of Supervisors finds that it is empowered by the Zoning Ordinance to grant or to deny the Special Exception for which application is made by John L. and Brenda J. Gilliam; and

WHEREAS, the Board of Supervisors has given due consideration to the interests of the adjacent properties and to the interests of the general public; and

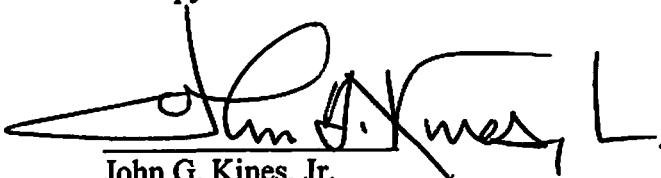
WHEREAS, the Board of Supervisors has found that the interests of the adjacent properties and the interests of the general public would not be adversely affected by the granting of the Special Exception for which application is made provided appropriate conditions are applied and observed; and

WHEREAS, the Board of Supervisors is of the opinion that approval of this request is in the best interests of public necessity, convenience and good zoning practices;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 13th day of May, 2008 that it is hereby granted to John L. & Brenda J. Gilliam the Special Exception for which application is made with the following conditions:

1. The Special Exception shall be for the applicants only and is not transferable to future Property owners.
2. The applicants shall comply with the Health Department on the food service preparation and the proper routine maintenance of the private well and septic service located on the premises to serve the use.
3. The Assembly Hall use shall be operated Monday through Saturday from 11:00 am to 10:pm.
4. Any live or recorded music at the outdoor events will not exceed 70 dBA between the hours of 11:00 am and 10:00 pm to be in compliance with the County Noise Ordinance.

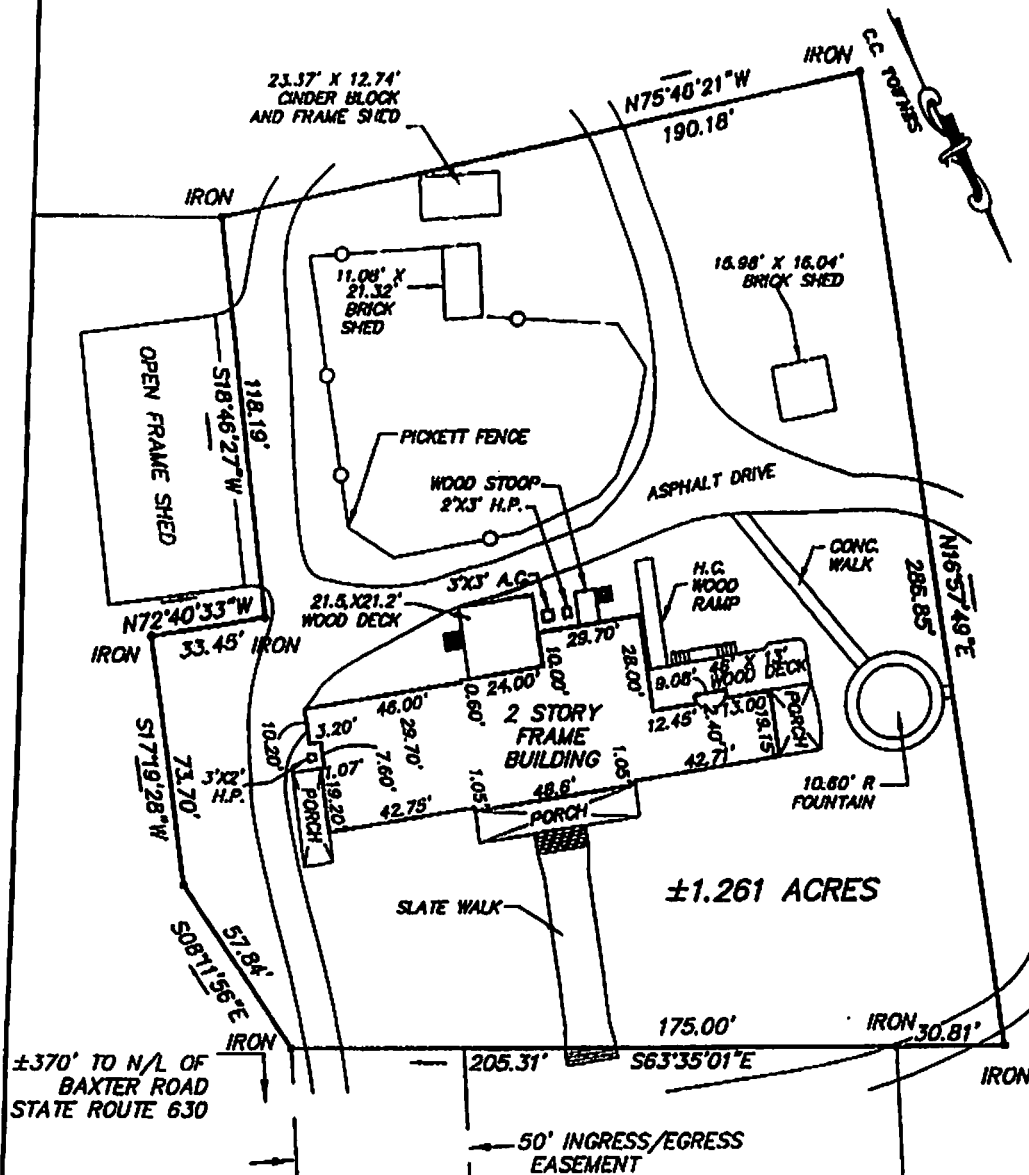
A Copy Teste:

A handwritten signature in black ink, appearing to read "John G. Kines, Jr.", with a stylized flourish at the end.

John G. Kines, Jr.
County Administrator

NOTE: THIS PROPERTY IS NOT WITHIN
A FEMA DEFINED FLOOD PLAIN
(FLOOD ZONE C)
PANEL NO. S10204 0075 A
EFFECTIVE DATE: MAY 1, 1980

THIS SURVEY IS SUBJECT TO ANY
CASEMENT OF RECORD AND OTHER
PERTINENT FACTS WHICH A TITLE
STARCH MIGHT DISCLOSE.



THIS SURVEY WAS MADE FOR THE PURPOSE
OF IDENTIFYING LEGAL BOUNDARIES. THIS
SURVEY DOES NOT PURPORT TO IDENTIFY
ENVIRONMENTAL FEATURES SUCH AS WETLANDS
OR POLLUTANTS WHICH AN ENVIRONMENTAL
ASSESSMENT WOULD IDENTIFY.

THIS IS TO CERTIFY THAT ON THE 25TH DAY
OF JUNE, 2004, I SURVEYED THE
PROPERTY SHOWN ON THIS PLAT. THE TITLE
LINES AND WALLS OF THE BUILDINGS ARE AS
SHOWN ON THIS PLAT. THE BUILDINGS ARE
STRICTLY WITHIN THE TITLE LINES AND THERE
ARE NO ENCROACHMENTS OF OTHER BUILD-
INGS ON THIS PROPERTY.

PLAT
of
1.261 ACRES OF LAND
SITUATED OFF OF BAXTER ROAD -
STATE ROUTE 630
TEMPLETON DISTRICT
PRINCE GEORGE COUNTY, VIRGINIA
FOR
COLDWELL BANKER
RESIDENTIAL DIVISION
SCALE: 1" = 50'
JUNE 25, 2004

Townes
SITE ENGINEERING
9850 LORI ROAD, SUITE 201
CHESTERFIELD, VIRGINIA 23832
PHONE (804) 748-9011 FAX: (804) 748-2590
Email: townes@ccctownes.com

ATTN: DAVID LIGAN NO. 1870

DRAWN BY: HRC
APPROVED BY: [Signature]

FB: 2004-16-21 & 22
FB: 1993-39-22 & 23

Surveyed 2004-06-25 08:46:55 AM 1:1:04884

DAVID LIGAN
JUL 01 2004
LAND SURVEYOR



County of Prince George, Virginia

"A global community where families thrive and businesses prosper"

June 14, 2021

PLANNING COMMISSION - NOTICE OF PUBLIC HEARING

Dear owner, agent or occupant of each parcel that is abutting, immediately across the street or road, or within close proximity of the property affected:

This is notification that the Prince George County Planning Commission will hold a public hearing on **Thursday, June 24, 2021 beginning at 6:30 pm** in the Board Room, located on the third floor of the County Administration Building, 6602 Courts Drive, Prince George, Virginia, to consider the following request that involves the Prince George County Zoning Ordinance:

SPECIAL EXCEPTION SE-21-02: Request of Christopher and Marisela Clark pursuant to Prince George County Zoning Ordinance Sections 90-103(9) and 90-103(52) to permit an Assembly Hall and a Cottage industry home occupation within a R-A, Residential Agricultural District, for the purpose of hosting indoor/outdoor events and the rental of rooms not to exceed four, including bed and board. The applicants are also requesting an exception to the five acres requirement of Section 90-103(52). The requested property is approximately 2.5 acres in size, located at 8401 Golf Course Drive and is identified as Tax Map 450(06)00-00A-2 and a portion of 450(06)00-00A-0. The Comprehensive Plan indicates the property is suitable for agricultural uses.

Due to the COVID-19 pandemic, Prince George County's June 24 Planning Commission meeting will be held electronically and in person. The changes are designed to accommodate public input while encouraging the public to practice social distancing as recommended by health officials. If you wish to make comments prior to meeting, you are encouraged to do so via the Public Comment Form on the County website at

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

The meeting will also be accessible by Zoom or YouTube. Information on accessing this meeting electronically is available at <https://www.princegeorgecountyva.gov/>.

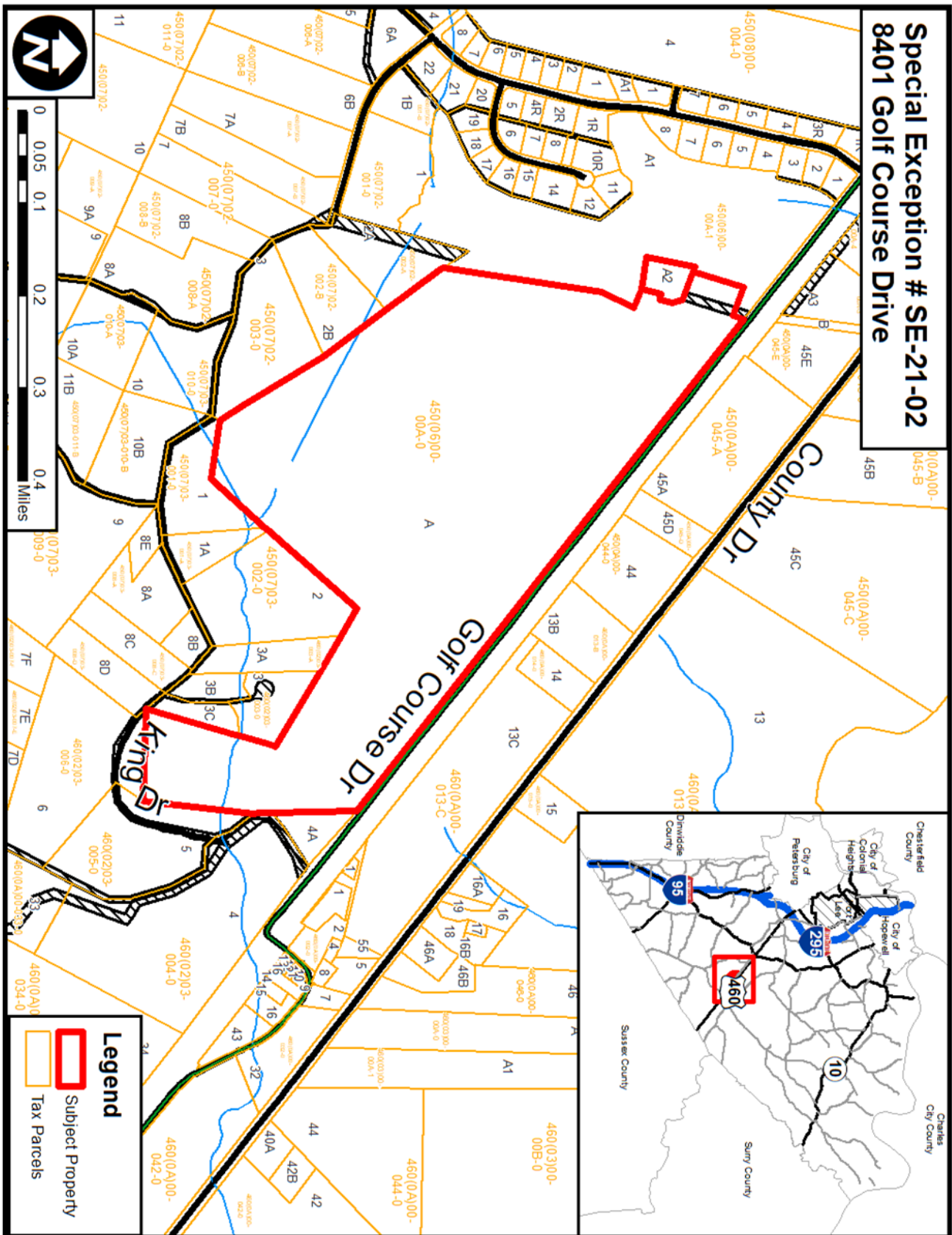
You may also contact Planning and Zoning Division at (804)722-8678 or by e-mail at planning@princegeorgecountyva.gov with any questions prior to the scheduled meeting. We have included a GIS Map showing the general location of the request.

Sincerely,

A handwritten signature in blue ink that reads "Tim Graves".

Tim Graves
Planner

Special Exception # SE-21-02 8401 Golf Course Drive



PRINCE GEORGE GOLF COURSE LLC
7319 ROSEMEAD LN
CHESTERFIELD, VA 23838

GOLF COURSE DRIVE LLC
7619 ROCK FALLS DR
RICHMOND, VA 23225

CLARK CHRISTOPHER P & MARISELA B
8401 GOLF COURSE DR
DISPUTANTA, VA 23842

CONNER JACQUELINE L
8308 KING DR
DISPUTANTA, VA 23842

PRICE WILLIAM M
8316 KING DR
DISPUTANTA, VA 23842

COCHRAN KIMBERLIE R & JAMES B
8440 KING DR
DISPUTANTA, VA 23842

ANDERSON TAMMY E
8620 KING DR
DISPUTANTA, VA 23842

KNICK NICOLE L
8690 KING DR
DISPUTANTA, VA 23842

FRENCH UDOXIE
CMR 480 BOX 1869
APO, AE 09128

LIVING TRUST(S) DAWSON JAMES C /
SHARON H
8827 KING DRIVE
DISPUTANTA, VA 23842

PLEASANT MERVIN III & TOMMY C
4219 BERRY SQ
WILLIAMSBURG, VA 23188

HEARTWOOD ENTERPRISES LLC
PO BOX 29
DISPUTANTA, VA 23842

HENSHAW SONYA M
8200 RAVENNA TER
CHESTERFIELD, VA 23838

DIMBERG LYNN L
11255 HITCHCOCK RD
DISPUTANTA, VA 23842

NEAL WESLEY R & MICHELE E
8824 KING DR
DISPUTANTA, VA 23842

BUHI SONDRAY
8802 KING DR
DISPUTANTA, VA 23842

PRINCIPE JOSEPH J JR
6571 W QUAKER RD
DISPUTANTA, VA 23842

MCCOMBER CLAYTON WAYDE &
HERETICK SARAH L
9095 GOLF COURSE
DISPUTANTA, VA 23842

MASONIC HOME OF VIRGINIA
PO BOX 7866
RICHMOND, VA 23231

HOLDEN ROBERT A & NANCY M
8851 KING DR
DISPUTANTA, VA 23842

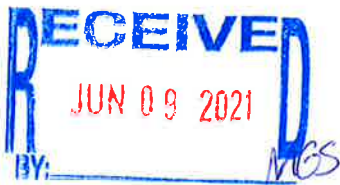
BISHOP GEORGE C & SUSAN R
5308 MICA DR
PRINCE GEORGE, VA 23875

BINFORD J H FARMS INC C/O JOHN R
THOMPSON
4007 W FRANKLIN ST
RICHMOND, VA 23221

ETHRIDGE CHARLES R & SUSAN H
8821 COUNTY DR
DISPUTANTA, VA 23842

EATON LLC
8401 COUNTY DR
DISPUTANTA, VA 23842

HAYES BRIAN K & TRUDY G
9005 GOLF COURSE DR
DISPUTANTA, VA 23842



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, June 24, 2021 beginning at 6:30 p.m. concerning the following request:

SPECIAL EXCEPTION SE-21-02: Request of Christopher and Marisela Clark pursuant to Prince George County Zoning Ordinance Sections 90-103(9) and 90-103(52) to permit an Assembly Hall and a Cottage industry home occupation within a R-A, Residential Agricultural District, for the purpose of hosting indoor/outdoor events and the rental of rooms not to exceed four, including bed and board. The applicants are also requesting an exception to the five acres requirement of Section 90-103(52). The requested property is approximately 2.5 acres in size, located at 8401 Golf Course Drive and is identified as Tax Map 450(06)00-00A-2 and a portion of 450(06)00-00A-0. The Comprehensive Plan indicates the property is suitable for agricultural uses.

In accordance with the Local State of Emergency, declared on March 16, 2020 and ratified by the Prince George County Board of Supervisors on April 9, 2020, and in accordance with the Continuity Ordinance readopted by the Prince George County Board of Supervisors on June 8, 2021, the meeting is being held on Zoom without a physical quorum present in the Board Room in order to reduce the likely spread of the coronavirus. The public hearings 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 hearing in person or electronically by Zoom.

This meeting is being held electronically in accordance with §15.2-1413. The meeting is accessible by Zoom or YouTube. Public comments can be submitted prior to 5:00 p.m. June 24, 2021. Information on accessing this meeting electronically and Public Comment submittal forms are available at <https://www.princegeorge-countyva.gov/>.

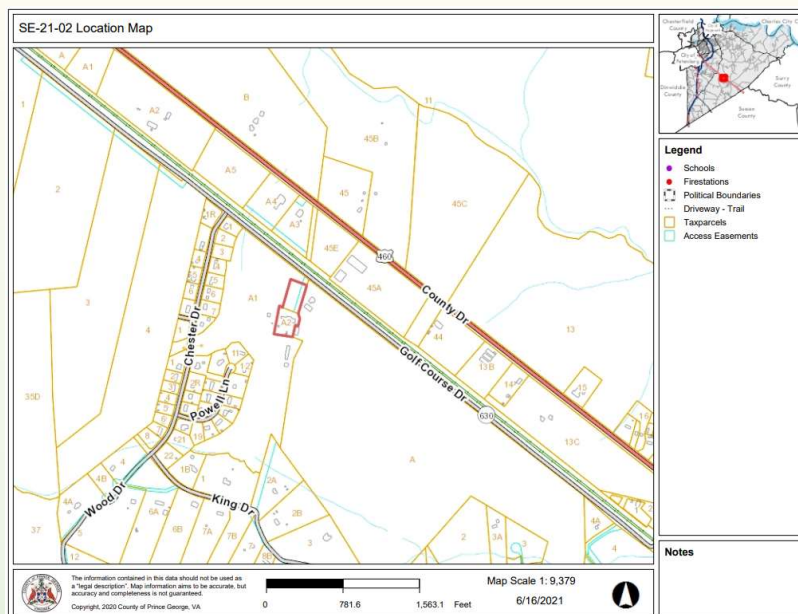
Tim Graves
Planner
(804) 722-8678

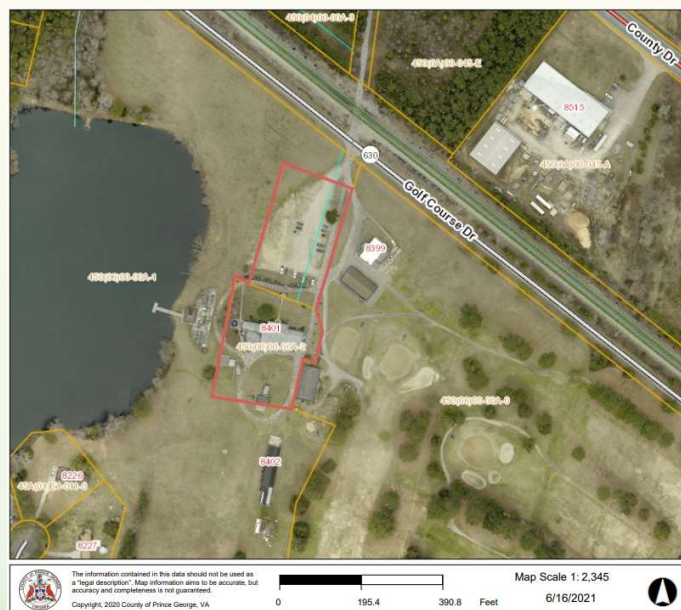
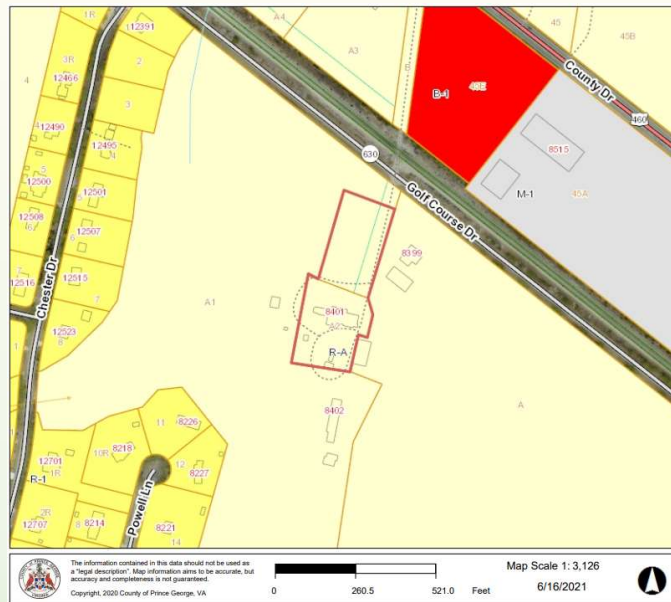
SPECIAL EXCEPTION SE-21-02:

Request of Christopher and Marisela Clark pursuant to Prince George County Zoning Ordinance Sections 90-103(9) and 90-103(52) to permit an Assembly Hall and a Cottage industry home occupation within a R-A, Residential Agricultural District, for the purpose of hosting indoor/outdoor events and the rental of rooms not to exceed four, including bed and board. The applicants are also requesting an exception to the five acres requirement of Section 90-103(52). The requested property is approximately 2.5 acres in size, located at 8401 Golf Course Drive and is identified as Tax Map 450(06)00-00A-2 and a portion of 450(06)00-00A-0. The Comprehensive Plan indicates the property is suitable for agricultural uses.

SE-21-02 | Christopher & Marisela Clark

Planning Commission Meeting
June 24, 2021





Background

May 13, 2008

- SE-08-02 approved to allow assembly hall and “bed & breakfast” under the 2007 Zoning Ordinance

2008-2017

- Business in operation through 2017
- New property owners in 2017 (the applicants)
- County repealed the 2007 Zoning Ordinance

2020-2021

- Applicants contacted the County to reopen similar business activities on the property
- New special exception required
- “Bed & breakfast” is no longer a permitted use in the ordinance, and the current equivalent requires a minimum of 5 acres

Request Summary

Applicants’ Goals:

- Reopen the property for events and overnight guests

Applicants’ Request:

- A. Special Exception for two uses:
 1. “Assembly hall” pursuant to Section 90-103(9)
 2. “Cottage industry home occupation on a parcel of five acres or more in area”, pursuant to Section 90-103(52), specifically for the “the rental of rooms not to exceed four, including bed and board”
- B. Exception to the “five acres or more in area” requirement of Section 90-103(52). The request property is approx. 2.5 acres total:
 - A. 1.261 acres on Tax Parcel 450(06)00-00A-2
 - B. 175’x300’ (1.205 ac) parking area on parcel 450(06)00-00A-0 (deeded easement for parking)

Planning & Zoning Staff Review Comments

- Both requested uses were previously approved by the County and in operation on this property
- “Assembly hall”
 - This use is permitted by Special Exception, however it is not defined.
- “Cottage industry home occupation on a parcel of five acres or more in area” for the “the rental of rooms not to exceed four, including bed and board”
 - This use is permitted by Special Exception, however it is not defined.
- The applicants’ request can be considered in harmony with the Comprehensive Plan.
- P&Z Staff support the 5-acre exception based on history of the property, existing separation from neighboring uses, and potential for future expansion.

Other Staff Review Comments

Health Department

- VDH requested information to confirm suitability of existing well and septic system, and is awaiting response.

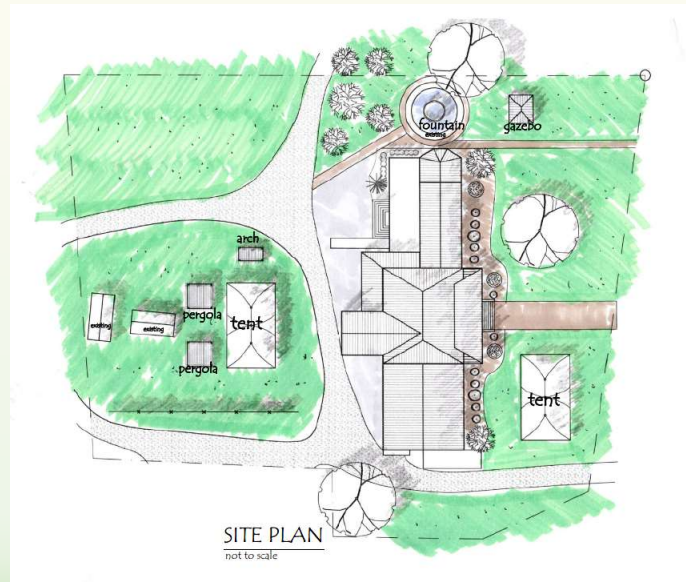
Building Official

- No new structures are proposed at this time. All new structures will be required to meet applicable building code provisions.

VDOT

- The existing low volume commercial entrance appears to meet VDOT requirements.

Conceptual Plan



Recommended Conditions

(The full list of recommended conditions is in the Staff Report.)

Highlights:

- Parcel 450(06)00-00A-0 (part of) is limited to parking only.
- Overnight guests limited to four (4) bedrooms, seven (7) nights.
- Cottage industry use is permitted on less than 5 acres.
- Notify county of any events expected to exceed 150 attendees.
- Hours and days of operation for Assembly Hall: M-F 11am to 10pm
- Obtain certification of well and septic system suitability for proposed uses.

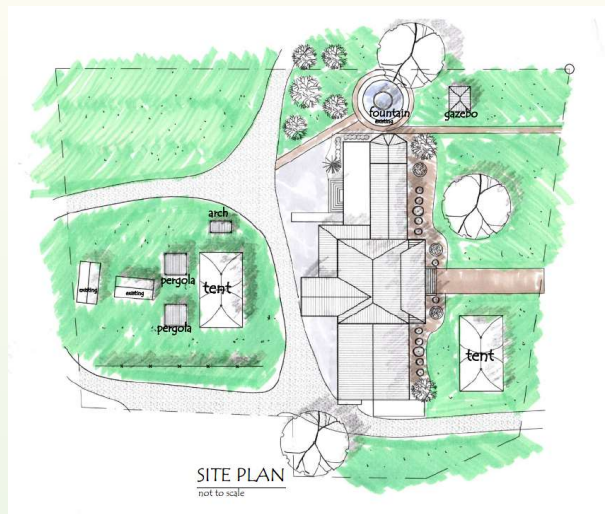
Recommendation

Staff Recommendation:

Approval, subject to recommended conditions

Basis:

- The County previously approved a similar special exception on the request property in 2008.
- Compatible with current land uses, zoning districts, and Comprehensive Plan
- No negative public feedback received
- Conditions are recommended to ensure impacts are minimal and requirements are met



Sample Motions: See Staff Report

April 13 Meeting Recap

BOS Approves to Keep the 2021 Tax Levies for Real Property, Tangible Personal Property, Mobile Homes, and Machinery and Tools at Existing Rate

The Board of Supervisors at its April 13 meeting held a public hearing for the establishment of the 2021 tax levies for real property, tangible personal property, mobile homes, and machinery and tools. After the public hearing was heard, the Board voted 4-0 (Mr. Carmichael was absent), to keep the tax rates the same with no increase or decrease. Therefore, personal property will remain at \$4.25, mobile homes and real property at \$.86, and machinery and tools at \$1.50.

The County Administrator's proposed budget recommended no increase in the Real Property, Personal Property, Machinery & Tools or the Mobile Home tax rates for FY2021-22. The increase in the assessed real property values amounts to less than 1% net of new construction and improvements, so there is no effective tax increase resulting from the increase in assessed values.

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

- Received an update from the Tri-Cities Area MPO.
- Received an update on the Station 5 renovations.
- Approved on consent an appropriation in the amount of \$7,236.10 for insurance recoveries for Sheriff's vehicle repair.
- Approved on consent a resolution to set a percentage of tax relief for the 2021 Tax Year at a level that is anticipated to exhaust personal property tax relief funds provided to the County of Prince George by the Commonwealth of Virginia as authorized by County Code Section 74-3.
- Approved on consent an appropriation in the amount of \$25,500 for the surplus property sale of a utilities vehicle.
- Received a maintenance report from the Virginia Department of Transportation.
- Unanimously approved a budget amendment and appropriation in the amount of \$136,148 for Fire Program funds.

- Unanimously approved the recommended FY2022 health, dental and vision insurance renewals with recommended rates.
- Unanimously approved an award of contract to Waco, Inc. and appropriation for the Food Lion Water System upgrades in the amount of \$973,270; \$90,270.99 for the appropriation of additional funds.
- Unanimously approved an award of contract to Causey Construction for lower Scott Park access paths in the amount of \$73,055 and appropriation of SNAP investment proceeds in the amount of \$34,546.19.
- Discussed the Old Dominion Electric Cooperative order regarding battery energy storage systems and agreed to send a letter of support to the SCC with Board recommendations regarding items of concern.
- Unanimously authorized the advertisement of a public hearing on May 11 to approve a deed for property on Middle Road to the Prince George School Board for Walton Elementary School.
- Unanimously authorized the advertisement of a public hearing on May 11 for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending §74-434 to allow a motor vehicle owned by a disabled veteran to be exempt from personal property tax.
- Unanimously approved a resolution establishing the Prince George Pastors Council.
- Unanimously authorized the advertisement of a public hearing on May 11 for an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending and re-enacting §10-2 relating to fee schedules for buildings and building regulations.
- Unanimously approved the submittal of a Prince George County project to Congressman A. Donald McEachin for FY2022 federal budget surface transportation project funding.
- Unanimously reappointed Mr. Percy Ashcraft, County Administrator, and Mr. Frank Haltom, Director of Utilities, to the South Central Wastewater Authority.
- Held a public hearing and unanimously approved the Virginia Department of Transportation Six-Year Plan for Prince George County Secondary Roads Improvement for Fiscal Years 2022 through 2027 and Secondary Roads Construction Budget for Fiscal Year 2022 for Prince George County.

- Held a public hearing and unanimously approved an ordinance for a one-time waiver of Section 82-541(C) of the Code of the County of Prince George, Virginia to allow an adjustment for Loves Travel Center, Inc.'s sewer charges.
- Held a public hearing and unanimously approved a budget amendment and appropriation in the amount of \$27,944,000 of debt proceeds for the new Walton Elementary School.

April 27 Meeting Recap

BOS Approves Hunting Big Game with a Rifle in Prince George County

The Board of Supervisors at its April 27 meeting held a public hearing and received comments from citizens both for and against hunting deer and bear in Prince George County with a rifle. After listening to both sides and receiving comments from Tom Guess of the Virginia Department of Wildlife Resources regarding the safety and statistics of hunting big game such as deer and bear with a rifle in the State of Virginia, the Board approved amending the County Code to include hunting big game during regular hunting season with a rifle 0.23 caliber or larger on a 4-1 vote with Mrs. Waymack abstaining.

The hunter would have to be in an elevated stand at least ten feet above the ground, unless they have the disabled hunter exemption. The rifle may only have a round in chamber when on elevated stand, and hunter must obtain permission from landowner. The disabled hunter exemption states while hunting during any established open hunting season and in accordance with other laws and regulations, a hunter shall be exempt from any local ordinance requiring hunting from an elevated platform or tree stand if he (i) possesses a valid hunting license and is permanently disabled, as defined in § 58.1-3217 and as attested to by a licensed physician on a form provided by the Department and carried on the hunter's person while hunting, or (ii) holds a lifetime disabled or disabled veterans license under § 29.1-302, 29.1-302.02, or 29.1-302.03 or subsection C of § 29.1-302.1. Another exemption is that a landowner may kill deer, elk or bear that is damaging fruit trees, crops, livestock or personal property utilized for commercial agricultural production and long as the owner or lessee complies with Virginia Code Section 29.1-529 and other applicable state law.

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

- Received a report on the upcoming Farmer's Market.
- Received a report on a Battery Energy Storage policy.
- Approved on consent and presented a proclamation for IIMC Municipal Clerks Week May 2-8, 2021.
- Approved on consent an appropriation in the amount of \$6,908.22 for donations to Animal Services.
- Approved on consent a Deed of Dedication Right-of-Way located on Parcel ID: 120(07)00-00A-0 for State Route 646/Middle Road improvements.

- Approved on consent an authorization of Board Chairman, County Administrator and Deputy County Administrator (Finance), to execute and submit any necessary certifications and documents to receive American Rescue Plan Act (ARPA) funds.
- Received a Quarterly Financial Report.
- Held a public hearing and unanimously approved a Special Exception request of Tom and Diane McCormick to permit a cottage industry home occupation on a parcel of five acres or more for fed and board in an accessory building, and sales/rental of formal wear in a single-family residence in a R-A, Residential-Agricultural, Zoning District.
- Held a public hearing and unanimously approved a resolution authorizing the repurposing of unspent funds from the County's \$9,450,000 general obligation bond (public facilities improvements projects) Series 2019 for various public safety projects in an amount not to exceed \$3,150,000.
- Held a public hearing and unanimously approved an Ordinance to Amend "The Code of the County of Prince George, Virginia", 2005, as amended, by amending § 2-731 to require when the County Treasurer or County Departments accept a payment by credit or debit card, the County Treasurer and County Departments shall add a sum not to exceed the amount charged to the County for processing the credit or debit card payment.
- Held a public hearing for the FY22 Budget.

May 11 Meeting Recap

BOS Approves FY '22 Budget

The Board of Supervisors at its May 11 meeting gave its approval to the FY '22 Budget.

By unanimous vote, the BOS gave the nod to the spending plan that will guide County Government through June 30, 2022. The plan goes into effect July 1.

The total Budget approved was \$134,390,462. It includes no increases in the real estate tax rate, machinery and tools rate, the personal property tax rate, water fees, or wastewater fees.

The Budget also includes General Fund expenditures of \$62,590,694. That includes a contribution to the Public School Division of \$17,056,643.

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

- Received an update from District 19 Community Services Board.
- Received a report on the recent ice storm and restoration efforts by Southside Electric Cooperative.
- Received a General Assembly update.
- Approved on consent and presented a commendation to Eagle Scout Isaiah Joel Brendel.
- Approved on consent an appropriation in the amount of \$14,101 for State Library of Virginia records preservation grant.
- Approved on consent an appropriation in the amount of up to \$15,000 for State Non-Arbitrage Program (SNAP) investment interest proceeds.
- Approved on consent an appropriation in the amount of \$11,993 for home electronic monitoring excess collections over budgeted amounts.
- Approved on consent a budget transfer in the amount of \$1,732.21 for the Capital Improvement Project Fund for transfer from multiple school CIP projects to School – Walton/Other HVAC.
- Approved on consent a Comcast access easement located on property at 6380 Scott Memorial Park Road.

- Approved on consent a deed of dedication of right-of-way and easements located on Parcel ID: 120(07)00-00A-0 for State Route 646/Middle Road and Roman Road improvements and the construction of the new Walton Elementary School.
- Approved on consent an authorization to execute a lease agreement with Prince George Xtreme Soccer Club for Scott Park Soccerplex Concession Stand and field use.
- Approved on consent a resolution in support of continuing operations at the Riverside Regional Jail.
- Received a road maintenance report from VDOT.
- Received a report on personal property vehicles valuations of 2021.
- Received an update on the MUNIS upgrade.
- Unanimously approved an appropriation in the amount of \$75,480 for the Virginia Department of Emergency Management Shelter Upgrade Assistance Funds.
- Unanimously approved an award of contract and appropriation in the amount of \$27,330 for the replacement of a cooling tower in the County Administration Information Technology server room.
- Unanimously approved a budget transfer and purchase of a Police vehicle.
- Unanimously approved an emergency ordinance to waive penalty and interest until August 31, 2021 for personal property and real property taxes and stormwater fees due June 5, 2021 and authorized a public hearing for June 8.
- Unanimously approved an emergency continuity ordinance to effectuate temporary changed in certain deadlines and to modify public meeting and public hearing practices and procedures to address continuity of operations associated with pandemic disaster and authorized a public hearing for June 8.
- Discussed upcoming meeting dates for June 9, July 21, and August 18.
- Unanimously appointed Percy Ashcraft, County Administrator, to the Advanced Manufactured Education (FAME) Advisory Board.
- Unanimously appointed Pete Washington to the Prince George Industrial Development Authority.

- Held a public hearing and unanimously postponed to May 25, 2021 a conveyance of property for the new Walton Elementary School by deed.
- Held a public hearing and unanimously approved an Ordinance to Amend ‘The Code of the County of Prince George, Virginia’, 2005, as amended, by amending Section 74-434 to authorize a motor vehicle owned by a disabled veteran to either qualify as a separate classification of tangible personal property or to be exempt from personal property taxation.
- Held a public hearing and unanimously approved an Ordinance to amend “The Code of the County of Prince George, Virginia”, 2005, as amended, by amending and re-enacting § 10-2 relating to fee schedules for buildings and building regulations.

May 25 Meeting Recap

BOS Revisit a Feasibility Study for Prince George Volunteer Fire Department

The County Administrator presented to the Board of Supervisors at its May 25 meeting a more detailed proposal for a feasibility study for renovations to the Prince George Volunteer Fire Station (Company One). The study would be done in two phases to define the needs and outcomes for a renovated and expanded Station One. The cost of this study would be \$35,584.50. This project is currently on the CIP for FY22 for \$2.5 million.

In light of the uncertainty on the Jefferson Park Volunteer Fire Station (Company 5) renovations, the Crew Building electrical upgrades (Company 8), and the new incoming Director of Fire and EMS, the Board agreed to revisit this matter at its July 13 meeting so that they can consider the new Director's input. The new Director of Fire and EMS starts on June 16.

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

- Received a report on American Rescue Plan Act funds.
- Approved on consent and presented a proclamation for Older Americans Month to the Crater District Area Agency on Aging.
- Approved on consent an appropriation in the amount of \$35,562.80 for Four-For-Life funds for Fire and EMS.
- Approved on consent an appropriation in the amount of \$19,575 for insurance recoveries for a Police vehicle replacement.
- Approved on consent a resolution proclaiming June 1 as Rotary Day in Prince George County.
- Received a report on the electrical upgrades at Station 8.
- Unanimously approved a deed for property on Middle Road to the Prince George School Board for Walton Elementary School.
- Unanimously authorized the advertisement of a public hearing on June 8 for the appropriation of \$3,724,810.50 in Coronavirus State and Local Fiscal Recovery funds to a new special revenue fund (budget amendment).

- Unanimously approved an award of contract to DemTech and transfer from General Fund Contingency for the purchase of electronic poll books in the amount of \$41,639.
- Unanimously approved an award of annual services contract for routine and emergency utility repairs – secondary.
- Unanimously approved a resolution in support of waiver to administer an existing split precinct.
- Unanimously approved a resolution for the establishment of a Youth Task Force.
- Unanimously approved a resolution for the approval of a Prince George County project submitted to Senators Mark Warner and Tim Kaine for FY2022 Federal Budget Surface Transportation Project Funding.
- Unanimously approved a modification to FY2020-2021 Position Control Chart for Information Technology.

June 8 Meeting Recap

BOS Approve Two Petitions to Circuit Court for Writ of Election for Sheriff and Clerk of Circuit Court

On June 1, 2021, C. Bishop Knott, Jr., Clerk of Circuit Court, and Sheriff Harold Earl (Bucky) Allin issued their letters of intent to retire from office effective December 31, 2021. Both of their current terms do not end until December 31, 2023. Virginia Code § 24.2-228.1(C) states the Board of Supervisors can immediately file a Petition in the Circuit Court requesting the Court to order a special election to fill the vacancy in accordance with the requirements of state law.

A special election held at the same time as the general election scheduled for November 2, 2021, allows 81 days prior to an election (Virginia Code § 24.2-507) for candidates to qualify to be on the ballot. A special election not held in conjunction with a general election would cost approximately \$51,645 in local taxpayer dollars and would likely result in a lower voter turnout.

Mr. Knott has served with the County for nearly 45 years, with 23 as Clerk of Circuit Court. Sheriff Allin has served with the County for 35 years, with 17 as Sheriff. Chairman Brown stated that these two gentlemen have had exceptional careers with Prince George County will certainly be missed.

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

- Approved on consent and presented a commendation to Benefit Program Supervisor Tina A. Dixon for her service to Prince George County.
- Approved on consent and presented a proclamation for Elder Abuse Awareness Day for June 15, 2021.
- Approved on consent a commendation to Girl Scout Lisa Parker for her attainment of the Girl Scouts Gold Award.
- Approved on consent an appropriation in the amount of \$21,172 for the Virginia Department of Emergency Management Next-Gen 911 Grant Funds.
- Approved on consent a resolution for a modification to the FY2020-2021 Position Control Chart for Information Technology for reclassification of Information Systems Specialist-Applications to Information Systems Technician.

- Received a roads maintenance report from the Virginia Department of Transportation.
- Unanimously approved an appropriation of funds for Fiscal Year 2021-2022 for Prince George County.
- Unanimously approved an award of contract and appropriation in the amount of \$39,200 from debt proceeds for site plan and testing services for the County Garage expansion.
- Unanimously approved a budget amendment and appropriation in the amount of \$419,916 for Children's Services Act end of year; State funding of \$260,600; transfer from General Fund Contingency of \$159,316.
- Unanimously approved a resolution authorizing the advertisement of a public hearing on July 13 for an Ordinance to Amend "The Code of the County of Prince George, Virginia," as Amended, by Amending §6-17 to Allow the Board of Zoning Appeals to Grant a Special Exception for a Private Animal Boarding Place, Defined as Keeping More than Three Dogs over Four Months Old, on Parcels of an Acre or Less in Size in Designated Zoning Districts.
- Unanimously approved an emergency ordinance to delay the implementation of the credit card convenience fee to September 1, 2021.
- Unanimously reappointed Mr. Emmett T. Drewry and Mr. Keith Brown to the Recreation Advisory Commission.
- Unanimously reappointed Ms. Carol Bowman to the Petersburg Area Regional Tourism, Inc.
- Unanimously approved the appointment of Comprehensive Services Community Policy and Management Team Members.
- Unanimously postponed an appointment to the Appomattox Regional Library Board.
- Unanimously appointed Mr. John Greaves to the Senior Task Force.
- Approved by a 3-2 vote (Waymack, Carmichael and Hunter in favor with Webb and Brown opposed) to move forward with Feasibility Study for Prince George Volunteer Fire Department.
- Held a public hearing and unanimously approved an appropriation in the amount of \$3,724,810.50 for American Rescue Plan Act Coronavirus State and Local Fiscal Recovery fund.

- Held a public hearing and unanimously approved an Emergency Ordinance to Waive Penalty and Interest until August 31, 2021 for Personal Property Taxes, Real Estate Taxes, Stormwater Utility Fees and Public Services Taxes Due June 5, 2021.
- Held a public hearing and unanimously approved an Emergency Continuity Ordinance to Effectuate Temporary Changes in Certain Deadlines and to Modify Public Meeting and Public Hearing Practices and Procedures to Address Continuity of Operations Associated with Pandemic Disaster.