

**MINUTES**  
Planning Commission  
County of Prince George, Virginia

June 24, 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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**MEETING CONVENED.** The Regular Meeting of the Prince George County Planning Commission was called to order at 6:30 p.m. on Thursday, June 24, 2021 in the Board Room, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Mr. Floyd Brown, Sr., Chairman.

**ATTENDANCE.** The following members responded to Roll Call:

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

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

**INVOCATION.** Mr. Easter provided the Invocation.

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

**ADOPTION OF MEETING AGENDA.** Mr. Brown asked the Commissioners for a motion to approve the meeting Agenda for the June 24, 2021 Planning Commission. Mr. Bresko made a motion to approve the meeting Agenda and Mr. Joyner seconded the motion. Roll was called on the motion.

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

Opposed: (0)

Absent: (1) Brockwell

**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.

With no one present or on Zoom indicating they wished to speak, the Public Comment Period was closed at 6:34 p.m.

**OLD BUSINESS.**

A-1. **APPROVAL OF THE MEETING MINUTES.** Mr. Brown asked the Commissioners to review the March 25, 2021 Minutes of the Planning Commission for approval. Mr. Bresko made a motion to approve the March 25, 2021 Minutes as presented and Mr. Joyner seconded the motion. Roll was called on the motion.

In favor: (5) Simmons, Brown, Joyner, Bresko. Easter

Abstain: (1) Elder

Absent: (1) Brockwell

A-2. **APPOINTMENT OF CHAIR AND VICE-CHAIR FOR CIP COMMITTEE.** Mrs. Walton, Director of Community Development & Code Compliance, presented to the Commissioners additional information regarding the Capital Improvement Plan (CIP) committee. She explained that typically the Planning Commission appoints the Chair and Vice-Chair for this committee and Betsy Drewry, Director of Finance, coordinates the additional citizen appointments with the BOS. In addition to the two (2) Planning Commissioners, the CIP committee consist of a member of the BOS, a representative from the School Board, a representative from the Fire Chief's Committee and three (3) citizens. The CIP committee did not meet last year.

Mr. Brown asked Mr. Simmons if he would consider serving on the committee again. Mr. Simmons asked if someone else wanted a turn since he had already served. Mrs. Walton recommended Mrs. Elder. She declined due to current health issues. Mr. Easter stated he would volunteer and Mr. Simmons agreed to participate on the committee once again. The Commissioners came to an agreement that Mr. Easter would be the Chair and Mr. Simmons would be the Vice-Chair of the CIP committee.

## **NEW BUSINESS.**

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 (4), including bed and board. The applicants are also requesting an exception to the five (5) 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.

Mr. Graves included in this presentation some background information:

- May 13, 2008:
  - SE-08-02 was 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 request required
  - “Bed & breakfast” is no longer a permitted use in the ordinance, and the current equivalent requires a minimum of 5 acres

Mr. Graves explained the additional request for the exception of the five (5) acres requirement and detailed how the previous zoning ordinance had been repealed. The business had been closed for over two years, which would require a new request be made.

The applicants’ goals are to reopen the property for events and overnight guests. The two uses and exception they are requesting consist of the following:

- Special Exception for two uses:
  1. “Assembly hall”
  2. “Cottage industry home occupation on a parcel of five (5) acres or more in area” specially for the “rental of rooms not to exceed four, including bed and board”
- Exception to the “five acres or more in area” requirement of Section 90-103(52). The requested property is approximately 2.5 acres total.

The Planning Division, along with review team, reviewed the request and submitted the following comments:

- Both requested uses were previously approved by the County and in were operational 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.
- Planning & Zoning staff support the 5-acre exception based on history of the property, existing separation from neighboring uses and potential for future expansion.
- Virginia Department of Health (VDH) requested information to confirm suitability of existing well and septic system, and is awaiting a response.
- The Building Official stated that there are no new structures proposed at this time. All new structures will be required to meet applicable building code provisions.
- Virginia Department of Transportation (VDOT) stated the existing low volume commercial entrance appears to meet VDOT requirements.

Mr. Graves highlighted the recommended conditions staff provided, noting the full list of recommended conditions are provided 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 (this was presented incorrectly – Staff Report shows correct days/hours as Monday-Sunday 11am to 10pm)
- Obtain certification of well and septic system suitability for proposed uses.

Staff recommends approval, subject to recommended conditions. The basis of the recommendation approval are:

- 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

Mr. Graves invited the applicants, Christopher & Marisela Clark, to present to the Commissioners their vision for Chester Plantation. Mr. Clark briefly discussed the history of the property and shared photos of before and during the renovations. They are still in the process of renovating the three story - 8500 square foot home. The Clarks are also requesting an exception to the five (5) acres minimum requirement for their business.

Mr. Bresko asked the applicants if there is a limit to the number of people that can stay in the four (4) bedrooms. Mr. Clark stated they would only be using three (3) of the bedrooms for rentals. One bedroom has two (2) double beds and the other two (2) bedrooms have queen size beds. He also clarified that they are not interested in hosting a large number of guests overnight.

Mr. Brown complimented the applicants for all the hard work they had done. Mr. Brown asked a question in reference to parking for large events. Mr. Clark stated they have deeded rights to part of the parking area shared with the Prince George Golf Course. They coordinate with the other owners and have someone managing the parking during large events.

Mr. Simmons asked Mr. Graves if the hours of operation are the same as the applicants from the Barns of Kanak. Mr. Graves explained the hours of operations were discussed individually with each applicant to reflect what works best for their business. Mr. Graves confirmed the applicant is satisfied with the proposed hours.

Mr. Simmons asked for clarification of “bed and board” and “bed and breakfast” and if they had interchangeable meanings. Mr. Graves confirmed that they mean the same thing. “Bed and board” is the ordinance language and “bed and breakfast” is a more general term.

At 7:13 p.m., Mr. Brown opened the Public Hearing to anyone who wished to speak for or against SE-21-02. Citizens were asked to limit their comments to three (3) minutes.

William Price, 8316 King Drive, Disputanta, stated he lives on the 17<sup>th</sup> fairway of the golf course. Mr. Price stated the letter he received pictured the entire golf course being involved with this request and wanted some clarification. He also asked if the golf course had been sold.

Mr. Graves explained that the map that was included in letter was an overview of the total area. The slides that he presented earlier in the presentation showed the shared parking area with the golf course. The two owners share deeded access to the parking area only.

Tammy Anderson 8620 King Drive, Disputanta, sent in a Public Comment statement electronically on June 23, 2021 and she was present in the audience. Mr. Graves read her questions/concerns to the Commissioners regarding Special Exception SE-21-02.

- The notice states this request is for an exception for the approximate 2.5 acres owned by Christopher and Marisela Clark but the map legend reflects the impacted area to be within the red boarder which includes the entire golf course, not only those 2 acres. Will any part of this exception impact the golf course property also or set a precedence for current golf course property?
- I would also like clarification if this zoning change would permit the owners to rent rooms as long term/permanent residencies, be converted to apartments or used only for short term rentals such as a bed and breakfast.
- Since this property was formally used as a Bed and Breakfast, it's not clear why an exception is required now but not before.

Answers from Planning & Zoning Division

- The request is for a total of 2.5 acres, and only the parking area of the golf course property is part of this request. The rest of the golf course property is not under consideration for any changes at this time.
- The recommended conditions for this request, if approved, would limit guests to a maximum of seven (7) consecutive nights, so short-term rental only.

- The previous owners had a similar special exception for this property, but due to inactivity, the special exception expired and the new owners are applying for their own special exception.

Mr. Graves asked Ms. Anderson if she had any additional questions or comments and she stated she was satisfied with the responses.

With no one else coming forward and no one on Zoom indicating they wished to speak, the Public Hearing closed at 7:17 p.m.

Mr. Brown asked the Commissioners if they had any additional questions or comments. Mr. Brown asked for a motion to be presented.

Mr. Simmons made a motion to forward request SE-21-02, a request from Christopher and Marisela Clark, 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. This motion is to the Board of Supervisors with the Planning Commission's recommendation for approval, subject to the recommended conditions in the Staff Report. The motion was seconded by Mr. Bresko. Roll was called on motion:

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

Opposed: (0)

Absent: (1) Brockwell

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

1. Actions of the Board of Zoning Appeals
  - a. No cases for June but a scheduled training session in reference to the Chesapeake Bay Act will be conducted on June 28<sup>th</sup>.
  - b. The BZA does have a case scheduled for July 26<sup>th</sup>.
2. Actions of the Board of Supervisors (BOS)
  - a. Recaps from the April 13<sup>th</sup>, April 27<sup>th</sup>, May 11<sup>th</sup>, May 25<sup>th</sup>, and June 8<sup>th</sup> meetings provided in the packet.
    - i. April 27<sup>th</sup> BOS approved SE-20-03 Barns of Kanak

**ADJOURNMENT.** At 7:23 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. Joyner seconded the motion. Roll was called on the motion.

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

Absent: (1) Brockwell