



Planning Commission

County of Prince George, Virginia

Meeting Minutes

July 25, 2019

I. CALL TO ORDER

A regular meeting of the Planning Commission of the County of Prince George, Virginia was called to order at 6:30 p.m. on Thursday, July 25, 2019 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Joseph E. Simmons, Chairman.

II. ATTENDANCE

The following members responded to Roll Call:

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

Also present was: Julie C. Walton, Director of CDCC, Horace Wade, Planner, Tim Graves, Prince George Planning Department and Missy Greaves-Smith, Administrative Support Specialist.

III. INVOCATION

Mr. Floyd Brown provided the Planning Commission's Invocation.

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

Mr. Clarence Joyner led the Pledge of Allegiance to the United States Flag.

V. APPROVAL OF THE MEETING MINUTES

Chairman Simmons asked for the Approval of the Minutes for the June 27, 2019 Planning Commission Meeting. A motion was made by Mr. Joyner and it was seconded by Mr. Brown and the minutes were adopted, as written.
Roll was called on the motion.

Roll Call vote on the Motion:

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

Opposed: (0)

Absent: (1) Easter

Abstain: (0)

VI. CITIZEN COMMENT PERIOD

At 6:32 p.m. Chairman Simmons opened the Citizen Comments Period to anyone who wished to speak on any subject not on the agenda. He asked that persons limit their remarks to three (3) minutes. With no one coming forward to speak, Chairman Simmons closed the Citizen Comments Period at 6:33 p.m.

VII. PUBLIC HEARINGS

SPECIAL EXCEPTION SE-19-04 Request of Judy Bland, Pamela Bland, and Stephanie Bland Harris, pursuant to § 90-103 (9) to permit an assembly hall use to be located east of 2815 Tavern Road and known as Tax Maps 430(0A)00-033-C and 430(0A)00-035-B in a R-A, Residential – Agricultural District. The Comprehensive Plan calls for residential use.

Mr. Wade stated the applicant wished to continue the case until the August 22, 2019 meeting of the Planning Commission due to her being out of the country for this meeting.

Chairman Simmons asked the Commissioners if they had any questions or discussion and if not he would entertain a motion. Vice-Chairman Bresko made a motion to continue SE-19-04 until the August 22nd meeting and the motion was seconded by Mr. Brown. Roll was called on the motion.

Roll Call vote on the Motion:

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

Opposed: (0)

Absent: (1) Easter

Abstain: (0)

VIII. NEW BUSINESS

Progress Report on Food Truck Operations

Tim Graves, Planner, presented an update to the Commissioners on the Prince George County's Food Truck regulations and possible suggestions for changes; this research was requested by the Commission in the June Planning Commission meeting.

Mr. Graves gave a summary of the research completed by staff including a review and analysis of:

- Permitting/zoning in Prince George County and in other localities in Virginia
- Best practices according to the American Planning Association
- Key considerations addressed in other communities

Some key opportunities for the County that were found in his research included the following: increasing flexibility for business in the County, food trucks paying sales taxes and creating jobs, increasing the level of uses of properties/activate a vacant commercial property, and providing additional food choices not currently available to residents and visitors.

There were four (4) key Policy Considerations for Ordinances presented. The first was Location. Examples of location considerations provided were: permitted by right vs. special exception, parking considerations, multiple units per lot, and proximity to adjacent lots. The second policy consideration was Health and Safety. Examples of Health and Safety considerations were: access to restrooms, waste and recycling, VDH compliance, fire safety and liquid waste. The third policy consideration was Operations. Some examples of Operations were: hours of operation, time limits, noise, outdoor lighting and signage to name a few. The fourth and final key policy consideration for ordinances was Administration and Enforcement. Some examples given were: permitting process, inspections, and display of permits.

Prince George County currently allows food trucks in M-1 and M-2 Zoning Districts and at special events by permit. Only prepared food and beverage sales as licensed by county, state and/or federal government requirements shall be sold from self-contained food trucks with the owner or agent's written permission and county zoning approval for the food and beverage sales on the premises. There must also be a sufficient area set aside to provide a minimum of five temporary parking spaces. If the sales are conducted on the same lot with an existing use, the required existing use shall not be used for prepared food and beverage sales.

Mr. Graves offered to the Commissioners the following Staff Recommendations:

1. Recommend BOS consider PUD-19-01 with original PC Recommendation with Proffer Letter dated March 23, 2019 with no Public comments provided
2. Authorize staff to draft a Zoning Ordinance Amendment to:
 - a. Update the name and definition of use encompassing "food trucks"
 - b. Continue to Permit the use By-Right in M-1 and M-2 districts, subject to provisions
 - c. Permit By-Right in B-1 General Business District, subject to provisions
 - i. Property owner permission (existing requirement)
 - ii. Minimum parking requirements (existing requirements)
 - iii. 1-year renewal period for zoning permit
 - iv. Appropriate setbacks from roads and other uses and structures
 - v. Site Sketch requirement
 - vi. No overtime parking units
 - vii. Operation during daylight hours only, except during Special Events
 - viii. Waste containers provided for customers and all waste cleaned up before leaving

3. Hold a community meeting on proposed changes
4. Planning Commission review draft ordinance amendment
5. Planning Commission hold a Public Hearing on proposed amendment

Mr. Simmons asked if the parcel Standard Motor Products (SMP) owned is zoned M-1. According to the map Mr. Graves presented, Mr. Graves confirmed that SMP is currently zoned M-1.

Mr. Brown had concerns for the people who have tried to have food trucks in the County in the past and have been turned down due to the locations in which they were requesting to be located. He wanted to be sure that the public will have a chance to review the proposed ordinance changes before they are approved and to make sure they are invited to attend any community meetings that are scheduled.

Mr. Simmons thanked staff for working on this much needed improvement to the food truck process and moving toward a possible ordinance amendment. Mrs. Walton assured the Commission that Planning staff is committed to working on the ordinance change and the PUD case would be returned to the BOS for their consideration along with the recommendations that Planning is working on this ordinance to address the food trucks throughout the County.

Vice-Chairman Bresko inquired to the length of time it is going to take before we would hold a community meeting. Mrs. Walton stated that the staff would need time draft the ordinance and time to complete their research. Her expectation is to have this prepared in approximately six (6) weeks.

Chairman Simmons asked the Commissioners if they have seen or heard anything in staff's work that they could not support. With no further comments or questions their discussion concluded.

Upcoming Public Hearings

Mr. Wade updated the Commissioners on the cases that will be heard at the August 22, 2019 Planning Commission meeting.

- M-3 Ordinance Amendment
- Service Center Metals M-3 Rezoning Case

Selection of two Planning Commission CIP Committee Members

Chairman Simmons asked for recommendations for Planning Commission members to service on the CIP committee. Mr. Brown recommended a change since several have served on the committee for a long period of time. Therefore he made a motion to appoint Mrs. Elder and Mr. Joyner; this was seconded by Mr. Brockwell. Chairman Simmons asked if there were any other nominations and with no other discussion roll call was requested on the motion.

Roll Call vote on the Motion:

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

Opposed: (0)
Absent: (1) Easter
Abstain: (0)

IX. OLD BUSINESS

PUD Discussion

Mr. Wade presented to the Commissioners the PUD section of the Zoning Ordinance and with an explanation that was requested by Chairman Simmons from the last Planning Commission meeting in June. Chairman Simmons thanked staff for this reference material so they could have a better understanding for this rare zoning type.

X. COMMUNICATIONS TO THE COMMISSION

Mr. Wade provided the following updates:

a. Actions of the Board of Zoning Appeals

The August 19, 2019 BZA Meeting has been cancelled.

b. Actions of the Board of Supervisors

The proposed sign ordinance would be a content neutral ordinance that prohibits all new billboards and further encourage the existing billboards to be refaced as either static sign faces or preferably electronic message display sign faces. There would also be an ordinance requirement to reface all other building mounted and freestanding signs within ninety (90) days with property managers and owners working with sign consultants to upgrade new business tenants' signage along with the use of Grand Opening banners. Attention getting devices or other unique signage would not be permitted such as people and vehicles used as signs in or near the right-of-way.

The Board took exception to prohibited commercial signs on a parked automobile, motor vehicle, tractor trailer or trailer and limited duration signs on occupied property.

c. General Comments to the Commission

The sub-committees (Transportation, Housing and Land-Use) for the Comprehensive Plan met Monday evening at the PC Work Session. Staff is recommending that the sub-committees work is complete and staff will be preparing a report for the Commissioners and staff will provide a schedule on how this will proceed.

XI. ADJOURNMENT

A Motion was made by Mr. Joyner, seconded by Mr. Brockwell to adjourn the meeting at 7:27 p.m. until Thursday, August 22, 2019 at 6:30 p.m.

Roll Call vote on the Motion:

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

Opposed: (0)

Absent: (1) Easter

Abstain: (0)