



Planning Commission
County of Prince George, Virginia

Regular Meeting
August 23, 2018
6:30 p.m.

I. CALL TO ORDER

Chairman Easter called to order the August 23, 2018 meeting of the Prince George County Planning Commission at 6:30 p.m. in the Board Room of the County Administration Building, 6602 Courts Drive, Prince George, Virginia.

II. ATTENDANCE

The following members responded to Roll Call:

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

Also present were: Mrs. Marlene Waymack, Board of Supervisors Member, Mrs. Erma Brown, Chairwoman of the BZA, Keith Rotzoll, Director of Parks and Recreation, Douglas Miles, Planning Manager, Horace Wade, Planner, Tim Graves, Part-Time Planner and Missy Greaves-Smith, Administrative Support Specialist II.

III. INVOCATION

Mr. Joyner provided the Planning Commission's invocation.

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

Mr. Brown led in the Pledge of Allegiance to the United States Flag.

V. APPROVAL OF MINUTES

Chairman Easter asked for the approval of the July 26, 2018 meeting minutes. A motion was made by Vice-Chairman Simmons and seconded by Mrs. Elder and the minutes were adopted as written. Roll was called on the motion.

Roll call vote on the motion:

In Favor: (5) Elder, Bresko, Brown, Simmons, Joyner
Opposed: (0) Absent: (1) Brockwell Abstain: (1) Easter

VI. CITIZENS COMMENTS PERIOD

At 6:32 p.m. Chairman Easter 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, Chairman Easter closed the citizen comments period at 6:33 p.m.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Public Hearings:

SPECIAL EXCEPTION SE-18-02 Request of Prince George Ruritan Club LLC, pursuant to § 90-103 (9) to permit an assembly hall use to be located west of 4620 Melfore Drive and along Ruffin Road and is known as Tax Map 240(0A)00-114-N in an R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses.

Mr. Wade presented to the Planning Commission members a Special Exception for the Prince George Ruritan Club Assembly Hall case. He stated that the Planning Staff recommends Approval of their assembly hall request along with conditions:

1. This Special Exception is granted for an Assembly Hall use to Prince George Ruritan Club, LLC and is not transferable and it does not run with the land on Tax Map 240(0A)00-114-N.
2. The applicants will be 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 expected to exceed 150 event attendees.
3. 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.
4. The Assembly Hall days and hours of operation shall be Monday through Sundays 8:00 am until 11:00 pm.
5. One (1) internally illuminated, freestanding sign no greater than sixty (60) square feet may be placed for directional purposes near the main entrance located outside of the VDOT right-of-way and meeting a twenty (20) foot setback. The sign shall have a monument style base or include lattice, and shall include plantings as approved by Planning during the sign permit review process. All other temporary signs shall be removed from the premises once the permanent freestanding sign has been erected on the premises.

6. Portable signs, to include flashing arrow signs, shall not be permitted on the premises once the permanent freestanding signage has been approved and erected on the premises for this land use.
7. The applicants shall take the 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.
8. The applicants shall have all required State permit approvals that may include a VDOT Commercial Entrance Permit, a Virginia Department of Health – Office of Drinking Water (ODW) permit and all local permits before the use of the assembly hall building.
9. This Special Exception shall become null and void if the use of an assembly hall is abandoned for a period of twenty-four (24) consecutive months.
10. 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.

Mr. Brown asked Mr. Wade if he had received any positive or negative comments from any adjacent property owners. Mr. Wade indicated that Planning Staff had not received any public comments for or against this request.

Vice-Chairman Simmons asked for clarification on the statement referencing the Prince George Police Department (PGPD) needing to be notified for each event. Mr. Wade explained that the condition was changed that the PGPD would only need to be notified for events having over 150 persons.

Mr. Kevin Winfree, Prince George Ruritan Club President, introduced himself to the Commission and commenting that he was available to answer any questions. He also stated that the Prince George Ruritan Club had reviewed all the conditions and they found them to be acceptable. Mr. Winfree also confirmed that the parking lot for the assembly hall would be paved through the Site Plan process.

Chairman Easter opened the Public Hearing for public comments at 6:40 p.m. to anyone wishing to speak for or against this Special Exception. With no one coming forward, Chairman Easter closed the Public Hearing at 6:41 p.m.

Mr. Brown made a motion for the Planning Commission to recommend Approval and to forward Special Exception SE-18-02 onto the Board of Supervisors to their September 25th meeting. Mr. Bresko seconded the motion. Roll was called on the motion.

Roll call vote on the motion:

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

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

SPECIAL EXCEPTION SE-18-03 Request of Living Well LLC, pursuant to § 90-103 (9) to permit an assembly hall use located at 5503 Ruffin Road and is known as Tax Map 240(0A)00-115-A in an R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses.

Mr. Miles presented this request to the Planning Commission, and he stated that on May 23, 2017 the Board of Supervisors had approved a Special Exception request by Ambrusta Development, LLC (Terri and Mark Perkinson) for an assembly hall.

The applicants, Living Well LLC (Diane and Tom McCormick) are requesting a similar Special Exception for an assembly hall use and the surrounding farm land is not a part of their requested Special Exception. The Building Official has worked with the applicants on occupancy limitations and the VDH had indicated to them that they needed to meet with the Office of Drinking Water for well water usage.

Mr. Miles concluded by stating that the Planning Staff recommends Approval of this Special Exception request along with the following conditions with changes shown in bold from the originally approved conditions for the assembly hall use:

1. This Special Exception is granted for an Assembly Hall use to **Living Well, LLC (Diane and Tom McCormick) dba The Barns of Kanak** and is not transferable and it does not run with the land on Tax Map 240(0A)00-**115-A**.
2. The applicants will be 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 expected **to exceed 150 event attendees**.
3. 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.
4. **Assembly Hall land use days and hours of operation shall be Monday through Thursday from 9:00 am to 9:00 pm; Friday through Saturday from 9:00 am to 11:00 pm and Sundays from 9:00 am to 10:00 pm.**
5. **One (1) internally illuminated, freestanding sign no greater than sixty (60) square feet should be placed for directional purposes near the main entrance located outside of the VDOT right-of-way and meeting a twenty (20) foot setback. It may be of a monument type base or shall include lattice screening and plantings around it as approved by Planning during the sign permit review process. All other temporary signs shall be removed from the premises once the permanent freestanding sign has been erected on premises.**
6. **Portable signs, to include flashing arrow signs, shall not be permitted on the premises once the permanent freestanding signage has been approved and erected on the premises.**

7. The applicants shall take the 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.
8. The applicants shall have all required State permit approvals that may include a VDOT Commercial Entrance Permit, a Virginia Department of Health – Office of Drinking Water (ODW) permit and all local permits before the use of the assembly hall building **and all other buildings**.
9. This Special Exception shall become null and void if the use of an assembly hall is abandoned for a period of twenty-four (24) consecutive months.
10. 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.

Mrs. Elder inquired about Dean Simmons, Building Official's review comments. Mr. Miles explained the original Special Exception allowed land uses of a Single Family Dwelling and an Assembly Hall. Mr. Simmons had commented that this would not allow transient, overnight accommodations in any building on the site.

Mr. Bresko asked if there was going to be any fencing between the parking area and the farm land. Mr. Miles responded stating that there would not be fencing installed as there are designated parking areas and there is valet parking available at events.

Mr. Tom McCormick introduced himself to the Planning Commission members and he asked the Planning Commission if they had any questions and he stated that they accepted the recommended conditions.

With no further discussion, the Public Hearing was opened at 6:55 p.m. with no one coming forward to speak Chairman Easter closed the Public Hearing at 6:56 p.m.

Mr. Bresko made a motion for the Planning Commission to recommend Approval and to forward Special Exception SE-18-03 onto the Board of Supervisors to their September 25th meeting. Mrs. Elder seconded the motion. Roll was called on the motion.

Roll call vote on the motion:

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

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

SPECIAL EXCEPTION SE-18-04 Request of Tree Time Adventures Inc., pursuant to § 90-103 (22) to permit the use of recreation structures and outdoor recreation uses at 6000 Scott Memorial Park Road and is known as Tax Map 240(OA)00-011-0 in an R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses.

Mr. Wade presented the Special Exception of Tree Time Adventures, Inc. to the Planning Commission members. He stated the applicant is proposing to construct an outdoor adventure and fitness park. Phase One of this project would occupy approximately 30 acres of the 130 acres unused County property inside Scott Park. The requested use would consist of obstacles located in the tree canopy with zip lines, jungle bridges, tightropes, moving platforms, crab walks and Tarzan ropes. Although, the adventure park will require an entrance fee, Tree Time Adventures, Inc. will also create trails for walking, jogging, and biking throughout the 130 acres for the general public to use within Scott Park.

He stated that the outdoor recreational use would be consistent with the Prince George County Comprehensive Plan relative to a mix of uses in the area next to the Government Complex and within the existing Scott Park area as a Village Center.

Mr. Wade also stated that due to the concerns of the community relative to owner privacy and potential noise, a buffer width of at least 100 feet from the boundary of the park property line to any improvements in the planned adventure park would be appropriate. Additionally, limiting the hours of operation and construction should be considered as part of the recommended conditions:

1. This Special Exception is granted for recreation structures and outdoor recreation uses to Tree Time Adventures Inc. located on Tax Map 240(0A)00-011-0. This Special Exception may not be transferred to future property owners and it does not run with the land.
2. All site activity required for the construction and expansion of the recreation structures and uses shall be limited to sunrise to sunset Monday through Saturday. Construction of the site shall not occur on Sunday.
3. Hours of operation shall be limited to sunrise to sunset 7 days a week.
4. A detailed site plan will be required to show all improvements.
5. A buffer required adjacent to residential uses shall be 100 feet from residential lot lines.
6. As accessory to the use, a concession stand will be permitted to sell related merchandise, equipment, and food items.
7. This Special Exception shall become null and void if the use of an outdoor recreational use is abandoned for a period of twenty-four (24) consecutive months.
8. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant or operator to comply with any of the listed conditions or any provision of federal, state or local regulations.

Mr. Brown asked Mr. Wade if there would be any site construction taking place on Sundays. Mr. Wade stated that during the construction process they would not be allowed to perform construction work on Sundays.

Mr. John Bogue, President of Tree Time Adventures Inc, provided a Power Point presentation to the Planning Commission and he discussed his proposed adventure park use. Mr. Bogue explained that the proposed access road to the park would be an extension of the existing park access road and would be at no cost to the County.

Mrs. Elder asked Mr. Bogue what the entry fee would be for this adventure park. He stated the fees for a similar park located in Williamsburg are approximately \$50 for adults and \$40-45 for children. Mr. Bogue also stated that this would be his first attempt at developing a park of this kind and he had researched and obtained all the safety regulations and guidelines needed to construct the proposed adventure park.

Chairman Easter asked if the park would have its own emergency services onsite. Mr. Bogue then responded by assuring the Planning Commission that the park staff would be trained to assist but would contact the local emergency services if needed.

Chairman Easter inquired about the length of the construction. Mr. Bogue stated they would like to start construction at the end of September 2018 and be completed by the end of February 2019. He also stated that the County lease states that the completion of the park must be done within 12 months of the lease being signed.

Chairman Easter opened the public hearing at 7:28 to any one that wished to speak for or against this request and there were three adjacent property owners who spoke:

Lisa Taylor, 5512 Willow Oak Drive, in Brancaster Lakes Subdivision stated she was concerned with the potential noise and how close the 30 acre area of proposed lease area would be to her property line especially with the hours of operation being projected to be from sunrise to sunset and seven days a week.

Chairman Easter asked Mr. Wade for further clarification on the distance from Ms. Taylor's property and other adjacent residential properties, including the buffer, to the proposed lease area for the adventure park use.

Mr. Wade explained that there would be at least a 100-foot buffer installed, which is appropriate for recreational use buffer areas. He stated the exact lease area will not be determined until a comprehensive tree study has been completed by the applicant and his consultants. He stated the exact location will be determined on a future site plan submittal after the Special Exception is approved by Prince George County.

Jeffrey Vigeant, spoke on behalf of Rose Dyer, property owner of 615 Hidden Oaks Place in Hidden Oaks Subdivision. He stated that they thought that this was a very good project yet the 100-foot buffer does not seem to be large enough to be away from all of the existing homes surrounding Scott Park.

Jere Amidei, 5516 Willow Oak Court, located in Branchester Lakes Subdivision expressed concerns about the noise, potential bright lights and asked if there were plans for perimeter fencing to keep people out of his yard and his neighborhood.

Chairman Easter closed the public hearing at 7:48 p.m. and he asked the Planning Commission if they had any further questions or comments.

Vice-Chairman Simmons asked Mr. Wade if there was a 100-foot buffer at any of the other County parks now. Mr. Wade then referred the question to Keith Rotzoll, Parks and Recreation Director. Mr. Rotzoll was unsure of any existing buffers due to the fact that they were developed prior to him being employed in Prince George County.

Mr. Bresko asked Mr. Wade if there were any plans for fencing along the property lines. Mr. Wade stated that it is not required and it would not be cost effective and stated any fencing would prohibit community site access to the new walking trails from the adjoining subdivisions and from the existing Branchester Lakes Park.

Mr. Brown made a motion for the Planning Commission to recommend Approval and to forward Special Exception SE-18-04 onto the Board of Supervisors to their September 25th meeting. Mr. Bresko seconded the motion. Roll was called on the motion.

Roll call vote on the motion:

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

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

IX: 2020 Comprehensive Plan Subcommittees Update:

Mr. Miles stated that Chairman Easter had appointed both Mr. Bresko and Mr. Brown to serve on the Transportation sub-committee; and appointed Mr. Joyner and Mrs. Elder to serve on the Housing sub-committee; and that both he and Vice-Chairman Simmons will be serving on the CIP sub-committee this Fall.

X: Planning Manager Communications to the Commission:

Mr. Miles provided these communication updates to the Planning Commission:

Actions of the Board of Zoning Appeals:

There was a cancellation of the BZA Meeting scheduled for August 27th as there were no Appeal or Variance cases filed for their August 27th docket.

Actions of the Board of Supervisors:

On August 14th, the Board approved 3-2, the South 40 RV Park PUD Rezoning that increased the length of transient stays from 30 days to 60 or up to 90 days in three phases of the RV park property and the unit spaces had remained the same.

Comments to the Planning Commission:

There are no Public Hearings scheduled for the September 27th meeting but the Planning Commission members will start serving on the Housing and Transportation Sub-committees on Monday, September 24th with Planning Staff providing additional information within your packets for our discussion.

X. ADJOURNMENT

A motion was made by Mr. Bresko, seconded by Vice-Chairman Simmons, to adjourn the Planning Commission meeting at 8:02 pm until Thursday, September 27, 2018 at 6:30 pm. Roll was called on the motion.

Roll call vote on the motion:

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

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