

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

January 27, 2022

County Administration Building, Board Room, Third Floor  
6602 Courts Drive, Prince George, Virginia 23875

This meeting was held in person and 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, January 27, 2022 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
Mr. Bresko	Present
Mr. Joyner	Present
Mrs. Anderson	Present
Mr. Brown	Present
Mr. Brockwell	Present

Also present: Dan Whitten, County Attorney, Andre Greene, Planner II, Tim Graves, Planner I and Missy Greaves-Smith, Administrative Support Specialist II

**INVOCATION.** Mr. Simmons provided the Invocation.

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

**ADOPTION OF THE AGENDA.** Mr. Brown asked the Commissioners for a motion to approve the meeting Agenda for the January 27, 2022 Planning Commission. Mr. Bresko made a motion to approve the meeting Agenda and Mr. Joyner seconded the motion.

Roll Call:

In favor: (7) Simmons, Brown, Elder, Anderson, Brockwell, Bresko, Joyner

Opposed: (0)

Absent: (0)

**ORGANIZATIONAL MEETING.** Mr. Brown asked for nominees for Chairman of the 2022 Planning Commission. Mr. Joyner nominated Mr. Bresko for Chairman. With no other nominees, the Commission unanimously voted to appoint Mr. Bresko as Chairman.

Roll Call:

In favor: (7) Simmons, Brown, Elder, Anderson, Brockwell, Bresko, Joyner

Opposed: (0)

Absent: (0)

Mr. Bresko asked for nominees for Vice-Chairman of the 2022 Planning Commission. Mr. Joyner nominated Mr. Brockwell for Vice-Chairman. With no other nominees, the Commission unanimously voted to appoint Mr. Brockwell as Vice-Chairman.

Roll Call:

In favor: (7) Simmons, Brown, Elder, Anderson, Brockwell, Bresko, Joyner

Opposed: (0)

Absent: (0)

Mr. Bresko asked the Commissioners to review the 2022 Meeting Schedule for the Planning Commission. Mr. Bresko asked if there were any questions or comments. Mr. Simmons made a motion to approve the meeting dates as presented and the motion was seconded by Mr. Brown.

Roll Call:

In favor: (7) Simmons, Brown, Elder, Anderson, Brockwell, Bresko, Joyner

Opposed: (0)

Absent: (0)

Mr. Bresko asked the Commissioners to review the amended Planning Commission Bylaws. Dan Whitten, County Attorney, reviewed the proposed changes and highlighted the following amendments:

- Article II. Meetings - Section 2 – “Workshops will be held in the Planning Conference Room” - changed to “Work Sessions will be held in the same location as regular meetings as identified above...” (Board Room)
- Article IX. Hearings – Section 12 – “table a request” changed to “postpone a request”

- Article X. Participation of Commission Members by Electronic Communication Means – Section 1 – Virginia State Code was changed to now allow a member to attend remotely subject to the following requirements:
  1. A member of the Commission must notify the Chairman that the member is unable to attend the meeting due to either:
    - (a) a temporary or permanent disability or other medical condition that prevents the member’s physical attendance;
    - (b) a family member’s medical condition that requires the member to provide care for such family member, thereby preventing the member’s physical attendance; or
    - (c) a personal matter and the member identifies with the specificity the nature of the personal matter.

Participation by a member due to a personal matter is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

2. A quorum of the Commission must be physically assembled at one primary or central meeting location.
3. The Commission must make arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.
4. The Commission shall record in its minutes the remote location from which the member participated but the location does not have to be open to the public.
5. The Commission shall record in its minutes that the member participated through electronic communications due to either
  - (a) a temporary or permanent disability or other medical condition;
  - (b) a family member’s medical condition that required the member to provide care for such family member; or
  - (c) a personal matter and the minutes shall include the specific nature of the personal matter.
6. If a member’s participation from a remote location is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.
7. The policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Commission may meet by electronic communication means without a quorum of the Commission physically assembled at one location when the Governor has declared a state of emergency pursuant to Virginia Code Section 44-146.17 (1950), as amended, or Prince George County has declared a local state of emergency pursuant to Section 44-146.21 (1950), as amended, provided that:

- (a) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- (b) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities.

The Commission convening such a meeting shall:

- (a) give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the Commission;
- (b) make arrangements for public access to the meeting through electronic communication means including videoconferencing;
- (c) provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
- (d) otherwise comply with the provisions of Virginia Code Title 2.2 Chapter 37 (1950), as amended.

The nature of the emergency, the fact the meeting was held by electronic communication means, and the type of electronic communications means by which the meeting was held shall be stated in the minutes.

Mrs. Elder made a motion to approve the Planning Commission Bylaws as presented. Mr. Brockwell seconded the motion.

Roll Call:

In favor: (7) Simmons, Brown, Elder, Anderson, Brockwell, Bresko, Joyner

Opposed: (0)

Absent: (0)

**ORDER OF BUSINESS.** Mr. Bresko asked the Commissioners to review the Minutes of the December 13, 2021 Work Session of the Planning Commission. Mr. Brown made a motion to approve the December 13, 2021 Work Session Minutes. The motion was seconded by Mrs. Elder.

Roll Call:

In favor: (4) Simmons, Brown, Elder, Bresko

Opposed: (0)

Abstain: (3) Anderson, Brockwell, Joyner

Mr. Bresko asked the Commissioners to review the Minutes of the December 16, 2021 Planning Commission meeting. Mr. Simmons made a motion to approve the meeting Minutes of the December 16, 2021 meeting. The motion to approve the Minutes was seconded by Mr. Brockwell.

Roll Call:

In favor: (5) Simmons, Brown, Elder, Bresko, Brockwell

Opposed: (0)

Abstain: (2) Anderson, Joyner

**PUBLIC COMMENT PERIOD.** At 6:44 p.m., Mr. Bresko opened the Public Comment Period to anyone who wished to come forward to speak to the Commissioners on 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 6:45 p.m.

## **PUBLIC HEARING.**

**P-1.** REZONING RZ-21-03: Request of Dino Lunsford to conditionally rezone a 10.5-acre portion out of a total of 15.483 acres on Tax Map 13A(01)00-026-A from R-2 Limited Residential District and R-A Residential Agricultural District to R-TH Residential Townhouse District, and subject to the proffered conditions. The subject property is located approximately 400 feet north of Forbes Drive on the west side of Prince George Drive.

Mr. Graves began the presentation by explaining the revised proffer statement was submitted on January 25, 2022, two days prior to the meeting. The Bylaws state the following: “Final revised proffers shall be submitted ten (10) days prior to the Planning Commission Meeting on which the matter is to be on the agenda. The time limits provided for in this section may be waived if the Commission, by unanimous vote of those present, suspends the application of this section for a specific case. All proffers must be signed by the owner, or a representative of the owner authorized by a valid power of attorney, and by a Notary Public.”

Mr. Graves suggested that the Commissioners waive the (10) ten day submittal requirement due to the time limitations with staff’s prior response to the applicant.

Mr. Bresko asked if any of the Commissioners had any questions. Mr. Simmons asked Mr. Graves to review the changes that were made from the original proffer statement. Mr. Graves explained that the applicant had been working with staff on the proffer statement submitted in December, specifically the cash proffer per unit. The applicant submitted a revised proffer statement on January 20, 2022, which was delayed being reviewed by staff. The only changes between the January 20, 2022 and January 25, 2022 submittal included: date change (at the top), owner signature and date change for the Conceptual Plan.

Dan Whitten, County Attorney, advised the Chairman to postpone the vote on the waiving of the received date of the submittal until after the Public Hearing.

Mr. Graves presented the request to the Commissioners.

### Background Information:

- This request contingent upon BOS approval of OA-21-01 on 1-25-22 to establish the R-TH district
- Applicant working with national homebuilder D.R. Horton and planning advisory firm Balzer & Associates
- B&A also provided feedback on OA-21-01
- First proposed townhouse development in Prince George County

### Summary:

#### Applicants’ Goal:

- Build 51 townhouse units on individual lots

#### Applicants’ Request:

- Rezone 10.5-acre portion of 15.483 acres to R-TH for a townhouse development, featuring:
  - 51 units, minimum 1,200 SF, multi-floor, individually-owned
  - Amenities: Walking trail, playground, 1,200 SF pavilion
  - Served by public water and sewer
  - Front on state-maintained roads
  - Off-street parking provided
  - Homeowners association to be created to maintain common areas

Proffers:

- Generally conform to conceptual plan
- Minimum dwelling size of 1,200 SF gross finished floor area
- Minimum of 2 offstreet parking spaces per unit
- 3.5 acres common area, including pavilion, walking trail and playground
- Entrance monument feature
- HOA (Home Owners Association)
- Cash proffer of \$3,443.01 per unit

Definition of Townhouses:

Townhouse means an attached single-family dwelling unit located on an individual lot with an individual entry, constructed in a group of attached units. Individual units shall be separated from other units by party walls extending from basement to roof, without doors, windows or other provisions for human passage or visibility.

Planning & Zoning Staff Review Comments:

- Intended land use is permitted in the R-TH zoning district only
- Conceptual plans appear to meet standards of the R-TH zoning district
- All applicable standards to be reviewed during Subdivision review and Site Plan review
- Building scale appears compatible with the surrounding area
- Additional traffic generation expected
  - Compare to existing Forbes Drive entrance (70+ lots)
  - VDOT has reviewed this request and provided comments

Comprehensive Plan Comments:

- Future Land Use Map calls for Residential and Multi-Family in this area
- Future Land Use Map is a generalized map, not parcel specific
- Multi-family buildings exist across the street

Proposed R-TH density: 4.86 units/acre

Comparison if rezoned to R-2 or R-3: 3.24 to 6.48 units/acre

Staff finds this request overall compatible with the Comprehensive Plan.

Planning & Zoning comments to the proposed proffers:

- Final revised proffer statement dated 1-25-22
- Maximum per the policy: \$14,240.54
- Minus Reductions per-unit for:
  - Adjusted student generation calculations

- Housing allowed by-right without rezoning
- Value of amenities provided
- Proposed per-unit cash proffer: \$3,443.01
- Rationale for reductions and the proposed amount generally conform to the County's Cash Proffer Policy

VDOT Key Comments:

- A Chapter 527 TIA is not required
- Turn lanes are not required
- Proposed roads to be designed and constructed to VDOT standards
- Proposed entrance must be 470'+ from the next commercial entrance or intersection

Staff Recommendation:

Approval, subject to the proffered conditions

Basis:

- Compatible with surrounding uses and density
- Quality of housing product and amenities package
- No negative feedback from the surrounding community
- Proposed cash proffer conforms to County policy

Mr. Joyner asked if the County is setting a time limit on construction/completion of the common areas. Mr. Graves explained that during the Site Plan review process, common areas such as playgrounds and walking trails will be indicated on the plan. These areas will be required to be completed prior to final approvals during construction.

Mr. Bresko opened the Public Hearing at 7:05 p.m. to anyone wishing to speak for or against this case.

Erma Brown, 10621 Lamore Drive, stated her concerns are to the County in reference to the water and sewer being sent into Hopewell. She stated she felt that the water and sewer connection should continue past the school (J.E.J. Moore) near her. She also expressed her concern with the current overcrowding of the schools.

Andy Scherzer, Landscape Architect with Balzer & Associates, stated he is currently working with Mr. Lunsford and the Planning staff on this project. They are crafting a planned community to offer people a new alternative to home ownership in a townhome. He reassured the Commissioners that all the roads within the development will be State maintained roads and built to their standards.

Mr. Joyner asked Mr. Scherzer what the average cost of the townhomes will be. He replied that D.R. Horton, the builder, has estimated the cost at \$290,000-\$300,00 per unit.

Mrs. Elder inquired about the pond behind the development. Mr. Lunsford stated there is a heavy wooded area between the water and the common area. Mr. Scherzer added that during the site plan process, any erosion and settlement plans required by the County, will be followed.

Mrs. Elder stated she contacted the Prince George County School Board and they could not indicate which elementary school children in this development would attend. The School Board is in the process of redistricting for the new elementary school.

Mrs. Elder asked if she could purchase these units as rental property. Mr. Scherzer stated it could be something the HOA could regulate, but stated each unit would be individually owned.

Mrs. Anderson shared comments from a recent community meeting where citizens expressed the lack of properties available in the County to purchase. This project could help with the need of housing under \$500,000. She added that the new elementary school should be completed within the same time frame of this project.

With no one else coming forward in person or via Zoom, the Public Hearing was closed at 7:23 p.m.

Mr. Mitchell was present on Zoom and Mr. Graves was unable to get his audio to transmit.

Mr. Bresko asked for a motion for the waiving of the submittal of the revised Proffer Statement. Mr. Brown made a motion to waive the (10) ten day notice. Mrs. Elder seconded the motion and roll was called.

Roll Call:

In favor: (7) Simmons, Brown, Elder, Anderson, Brockwell, Bresko, Joyner

Opposed: (0)

Absent: (0)

Mr. Bresko asked the Commissioners if they had any additional questions. Mr. Brown made a motion to forward the request to the BOS with the recommendation of approval from the Planning Commission. The motion was seconded by Mr. Brockwell.

Roll Call:

In favor: (6) Simmons, Brown, Anderson, Brockwell, Bresko, Joyner

Opposed: (1) Elder

Absent: (0)

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

1. Actions of the Board of Zoning Appeals (BZA)
  - a. Organization & Business Meeting was held on Monday, January 24, 2022 – Mrs. McAllister was re-elected Chair and Mrs. Woodward was elected Vice-Chair
  - b. Approved a Variance case for property near the Petersburg Country Club
2. Actions of the Board of Supervisors (BOS)
  - a. January 25, 2022 - approved the ordinance to create the new townhouse district
3. Planning Commission Communications



- a. Upcoming Cases
  - i. Industrial Rezoning Amendment
  - ii. Special Exception for a special care hospital
  - iii. Special Exception for an assembly hall
  - iv. Battery Storage – Ordinance Amendment
- b. Planning Commissioner Training
  - i. An afternoon training session will be scheduled
- c. Survey for the Strategic Plan from Mrs. Walton

**ADJOURNMENT.** At 7:32 p.m., Mr. Bresko asked the Commissioners if they had any additional questions. If not, he would entertain a motion to adjourn. Mrs. Elder made a motion to adjourn and Mr. Simmons seconded the motion. Roll was called on the motion.

Roll Call:

In favor: (7) Simmons, Brown, Elder, Anderson, Brockwell, Bresko, Joyner

Opposed: (0)

Absent: (0)