



# Prince George County Department of Community Development and Code Compliance

## 2012 Annual Report



**Building for Today**

**Planning for  
Tomorrow**



### Divisions:

Building Inspections  
Code Compliance

Planning & Zoning  
Environmental

2012 Annual Department Report Submitted by Julie C. Walton, Director  
January 31, 2013

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## **1.0 DEPARTMENT INFORMATION**

### **1.1 INTRODUCTION**

The Department of Community Development & Code Compliance was formed this year by the merging of the Building Inspections & Code Compliance department with the Planning & Zoning department. The department consists of four main divisions: Planning & Zoning, Building Inspections, Code Compliance and Environmental. This annual report details the department's activities over the past year, major accomplishments in each division, and advances made in service delivery.

### **1.2 STAFF**

During 2012, staff reductions occurred resulting in new leadership for the department, new assignments for existing staff, and consolidation of duties and assignments. Three full time positions were eliminated; one was replaced with a part time position. The goal of merging the departments is to provide efficient, timely, streamlined services for our customers while maximizing resources and eliminating duplication of efforts. Cross training has occurred between inspections, zoning, environmental, administrative and code compliance personnel in order to provide adequate services in all divisions with existing personnel.

Staffing for 2012 included the following:

#### Full time employees:

Julie C. Walton, Director

Douglas Miles, Planning Manager/Zoning Administrator

Jeff Brown, Building Official

Brenda Jones, Office Manager

Everett Outland, Plans Reviewer

W. Reed Martin, Building Inspector

Mark Pond, Building Inspector

Brian Estep, Building Inspector, Zoning Enforcement

Diane Cook, Erosion & Sediment Control Inspector

Cathi Cleveland, Permit Technician II

Sylvia Davis, Permit Technician I

#### Part time employees:

Christopher Nicholas, Planning Intern, VCU Master's Degree Program

Administrative Assistant

### **1.3 2012 DEPARTMENT ACCOMPLISHMENTS**

In 2012, in addition to providing services to our customers and citizens, Department staff worked on numerous projects, goals and assignments within our department as well as with other County agencies and departments.

These activities included:

- The Director facilitated community input and development of Master Plan for the former Carson Elementary School site
- Adoption of all chapters of the Property Maintenance Code
- The Director assisted with space allocation planning for various County departments and assisted with the procurement of design and engineering services for several projects, including the Human Services Building and the new Recreational Center at the Old North School site
- Staff assisted with the development and presentation of the new Special Event Ordinance, adopted by the BOS. New forms, policies, procedures were implemented by staff. Twelve (12) Special Event Permits were issued during 2012
- The Planning Manager facilitated the FEMA Flood Map Updates, Ordinance update and citizen assistance
- The Director facilitated the design phase completion and public comment period for the Laurel Springs Road Intersection Improvement Project
- The Department worked with Public Safety personnel on the planning and staffing of the POTUS visit to Rolls Royce in March. Staff assisted with building and fire code requirements for the event, and provided manpower for the fire watch at the facility during the event
- Fire Code Ordinance amendment was drafted, presented and adopted by the BOS
- The Planning Manager facilitated the review, revision and update of the Comprehensive Plan
- Completed web page consolidation
- The Director assisted with the monitoring of the proposed Route 460 design, and provided testimony on the behalf of the County at the Public Hearing held by the Commonwealth's Transportation Board
- Developed new forms, applications, handouts etc. for all divisions within the department

- Participated in the County's Business Fair
- Developed and presented new Fee Schedule for BOS adoption
- Participated in the County's Uniform Fair, developed a departmental policy on uniforms, provided uniforms for inspection staff
- Developed Draft Stormwater Ordinance in anticipation of 2013 adoption requirement
- The Planning Manager attended a statewide planning and administrative law seminar that included a 2012 General Assembly update and VDOT's new mandate to coordinate local transportation plans with VDOT and Crater Planning
- The Director developed and submitted transportation improvement projects to the Tri-Cities MPO for consideration of CMAQ funding
- The Director assisted with developing bill language for proposed occupancy limitation legislation to be considered by the Virginia General Assembly during the 2013 session
- The Planning Manager continued service on the Virginia Association of Zoning Officials (VAZO) Executive Committee as the Regional Director for the Richmond and Tri-Cities Area
- The Director completed negotiations with the LDPA of Charlottesville for planning work related to development of the Buren and Tacon properties
- The Director continued her role in 2012 as the Virginia Building and Code Officials' legislative co-chair and General Assembly liaison, and served on the Board of Directors for the organization
- Staff worked on the Special Exception cases and building modifications for several area hotels to change use from transient to extended stay lodging in response to concerns for military housing needs
- Facilitated the Camp Happy Acres change to YMCA Daycare (Special Exception and permitting)
- The Director and the Planning Manager served as staff liaisons to the Capital Improvement Plan Committee (CIP)
- Developed new County grass cutting Ordinance and solicited contractors for on-call services for violations

- Applied and was awarded a grant for public awareness program relating to stormwater management
- The Director and Planning Manager assisted the County Attorney with the draft Private Roads provisions presented to the BOS. Ordinance development is underway
- Monitor group home applications
- The Director participated in a 3-day workshop sponsored by VDOT for administrating transportation projects
- Applied for grants related to site development at the former Carson Elementary School site

## **1.4 EQUIPMENT AND SOFTWARE UPDATES**

### **1.4.1 *InkForce Software***

The Point of Sales module installation was completed in 2012. Customers are now able to pay fees by electronic check, debit card or credit card. New cash handling procedures were initiated at the Auditor's recommendation. Individual cash drawers are now installed, and a new, secure location installed for cash deposits.

The Code Enforcement Tracking System was fully implemented and will assist in monitoring and tracking violations and complaints.

### **1.4.2 *Mobile Data Terminals***

All inspections vehicles have been up fitted with mobile data terminals and portable printers. These features allow the inspectors to have access to the databases for permits and enforcement cases, as well as the ability to input and print inspections results on site. Inspection tickets do not have to be printed in the office each day. In addition, inspection results can be uploaded to the databases from job sites for customer review.

## **1.5 WEBSITE UPGRADES**

### **1.5.1 *Division Webpages***

A new Community Development & Code Compliance web page was created with individual division links for Building Inspections, Planning & Zoning, Environmental and Code Compliance. This feature allows citizens and customers to quickly access information in their specific area of interest.

### **1.5.2 *Monthly Reports***

The monthly reports of construction activity and permits issued are now posted on the website. This feature complements the inspection result reports previously available on the website.

### **1.5.3 Citizen Property Complaint Web Link (Property Maintenance/Zoning)**

A new Citizen Property Complaint email link was incorporated into the department's web page that allows citizens to submit property complaints over the web. In addition to the Citizen Complaint link, complaints and inquiries are received through both the Building Inspections web page and the Planning web page. Over 60 property complaints and zoning concerns were received and investigated in 2012 through these web pages.

### **1.5.4 Comprehensive Plan Updates On-line**

The Planning and Zoning Division posted working documents on their web page for public review during the Comprehensive Plan Update process. The documents were updated and re-posted as input was received and revisions made. The 2007 document was posted as well, for reference.

## **1.6 DEPARTMENT TRAINING**

Staff in the Community Development & Code Compliance department completed 410 training hours during 2012. Most employees of the department have required CEUs for certification maintenance and these requirements make up the majority of the training hours. However, all employees also participated in non-certification training such as Ethics, Customer Service, Microsoft Office, Project Management and VDOT sponsored training.

In May of 2012, Jeff Brown completed his training and testing for the Master Code Professional certification. As part of this certification process, he also obtained his Building Official, Fire Official and Fire Marshall Certifications.

Mark Pond and Jeff Brown completed their certification training through DCR for E&SC inspectors. Brian Estep completed his Zoning Administrator training and Building Maintenance Official training. Certification testing in these areas are scheduled for spring of 2013. Douglas Miles was recertified as a Certified Zoning Administrator.

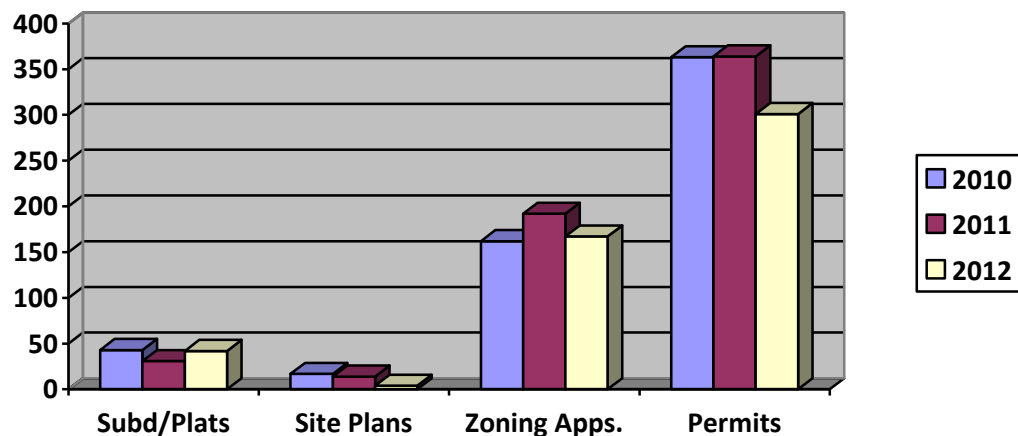


## 2.0 **PLANNING AND ZONING DIVISION**

The Planning and Zoning Division provides staff support for the Planning Commission and the Board of Zoning Appeals, evaluates zoning changes, performs site plan review, subdivision plat reviews, enforces County Ordinances related to land use, serves as advisory staff to the Board of Supervisors and facilitates the update and implementation of the Comprehensive Plan. The Planning and Zoning Division can assist with questions regarding new development, subdivision of land, and topics ranging from rezonings to variances.

### 2.1 **2012 Statistics**

The Planning and Zoning Division received forty-two (42) new applications for Subdivisions, Boundary Line Adjustments and Lot Consolidations in 2012, up from a total of 31 in 2011. Of the 42 submittals, 26 were completed as of December 2012. They received four (4) Major Site Plan applications. They also issued one hundred sixty-seven (167) zoning approvals for new professional businesses and home occupations. Zoning personnel reviewed 301 building permit applications for conformance with the Zoning Ordinance and regulations. The three-year history for submittals is shown below:



In 2012, the Planning Commission and County staff members updated the 2007 Comprehensive Plan. Staff continued to work on ordinance amendments in order to comply with newly adopted legislation by the General Assembly and work continued on updates to the Zoning Ordinance.

Also in 2012, the Community Development and Code Compliance Department continued to work to abate zoning violations such as inoperable vehicles, tall grass, trash and debris and certain businesses operating outside of their approved zoning case conditions. Planning and Zoning Division staff performed 68 site inspections during 2012.



## **2.2 PLANNING COMMISSION**

The adopted goals of the Prince George County Planning Commission include:

- To promote the public health, safety and welfare of all residents and business owners
- To properly plan for future development, and to provide proper transportation systems in the County
- Ensure that new community centers be developed to provide for proper educational and recreational needs of all age levels in the County
- Help to preserve agricultural farmland, provide for proper places for business and industry to thrive and make sure that residential areas be provided with healthy surroundings for family and social life.

### **2.2.1 *Members***

The 2012 Planning Commission included the following members:

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

The Secretary and staff liaison to the Planning Commission is Douglas Miles, CZA, Planning Manager.

### **2.2.2 *Planning Commission and Staff Updates***

The Planning Commission elected V. Clarence Joyner, Jr., as its Chairman, and James A. Easter as its Vice-Chairman, for 2012.

The Prince George County Board of Supervisors re-appointed Alex W. Bresko, Jr. and Imogene S. Elder to the Planning Commission.

Douglas Miles, CZA, Planning Manager, was recertified as a Certified Zoning Administrator through the Virginia Association of Zoning Officials until December 31, 2015.

### **2.2.3 *Planning Commission 2012 Statistics***

In 2012, one (1) application for rezoning was submitted and was heard before the Planning Commission. There were seven (7) Special Exception requests submitted and heard before the Planning Commission.

### 2.2.4 Planning Commission Case Summaries

The 2012 Planning Commission cases and actions are provided below:

2012 Applicant	Case Number	Tax Map Number	Type	Commission Action	Zoning Case Summary
Hopewell Dementia, LLC, dba Sunflower Gardens	SE-12-01	120(0A)00-001-A	Special Exception	1/26/2012 Approved 5 to 0	Request for a Special Exception to construct a special care hospital zoned B-1, General Business Tax IDs 120(0A)00-001-A, 5301 Plaza Drive
Prince George County	Ordinance to Amend OA-12-01	The Code of The County of Prince George, Virginia	Ordinance To Amend County Code	3/22/2012 Approved 6 to 0	ORDINANCE TO AMEND – Chapter 90 by repealing Article XV. Floodplain of the Zoning Ordinance, in its entirety and readopting Article XV. Floodplain. The County is adopting new FIRM (Flood Insurance Rate Map) Maps as mandated by the Federal Emergency Management Agency (FEMA)
Prince George County	Ordinance to Amend OA-12-02	The Code of The County of Prince George, Virginia	Ordinance To Amend County Code	4/26/2012 Approved 7 to 0	ORDINANCE TO AMEND – Chapter 90, Zoning, by amending §§ 90-1 and 90-393 (7) to define extended stay lodging, to add extended stay lodging as a potential use permitted by Special Exception in the B-1 district and to change certain definitions related to hotels and motels
Deloris Lewis	S-12-13		Subdivision Waiver	6/28/2012 Approved 7 to 0	SUBDIVISION WAIVER – Request pursuant to § 70-208 of the Subdivision Ordinance and § 82-31 and § 82-351 of the County Code, for a waiver to allow a minor subdivision of one (1) lot, with a minimum size of five (5) acres, without public water and sewer, in the Prince George Planning Area
James R. Jones	RZ-12-01	12A(0A)00-044-0, 12A(0A)00-043-0, 120(0A)00-007-E and part of 120(0A)00-007-0	Rezoning Case Amendment	6/28/2012 Deferral for 30 days Vote: 7 to 0  7/26/2012 Approved 7 to 0	Request to amend an existing proffered condition of RZ-11-06, relative to the location of a future fire station and associated uses. The properties are zoned B-1. Located off of Jefferson Park Road at Brandywine Drive

James R. Jones	SE-12-01	120(OA)00-007-0	Special Exception	6/28/2012 Deferral for 30 days Vote: 7 to 0  7/26/2012 Approved 7 to 0	Request pursuant to § 90-243(2) of the Zoning Ordinance to permit multiple family dwellings in an R-3, Limited Residential District. The property is located on Brandywine Drive
CI Associates, LP (Baymont Inn & Suites)	SE-12-02	120(OA)00-003-D	Special Exception	7/26/2012 Approved 7 to 0	Request pursuant to § 90-393 (7) of the Zoning Ordinance to permit extended stay lodging in a B-1 District, located at 5380 Oaklawn Blvd
Kaylan II, Inc. (Holiday Inn Express)	SE-12-03	430(06)00-00A-2	Special Exception	7/26/2012 Approved 7 to 0	Request pursuant to § 90-393 (7) of the Zoning Ordinance to permit extended stay lodging in a B-1 District, located at 11979 South Crater Rd.
Horizon Partners II, LLC (Hampton Inn)	SE-12-04	430(06)00-001-0	Special Exception	7/26/2012 Approved 7 to 0	Request pursuant to § 90-393 (7) of the Zoning Ordinance to permit extended stay lodging in a B-1 District, located at 11909 South Crater Rd.
Horizon Partners, LLC (Comfort Inn)	SE-12-05	430(06)00-00A-0	Special Exception	7/26/2012 Approved 6 to 1	Request pursuant to § 90-393 (7) of the Zoning Ordinance to permit extended stay lodging in a B-1 District, located at 12001 South Crater Rd.
Prince George County			Ordinance to Amend County Code	8/23/2012 Approved 6 to 0	ORDINANCE TO AMEND §90-8 to require payment of all taxes and fees owed the county prior to the approval of various zoning or permit requests
YMCA of Greater Richmond	SE-12-06	140(OA)00-011-0	Special Exception	9/27/2012 Deferral for 30 days Vote: 6 to 0 10-25-2012 Approval 5 to 0	Request pursuant to Sections 90-103(29) and (34) of the Zoning Ordinance to permit a commercial child care center and day camp in a R-A District, located at 3801 Ruffin Rd.
Prince George County	Ordinance to Amend OA-12-03		Ordinance to Amend County Code	9/27/2012 Approved 6 to 0	An Ordinance to Amend The Code of the County of Prince George by adding Section 90-13.1 to define minimum maintenance standards for lots and parcels and providing for a penalty
Prince George County	Ordinance to Amend OA-12-04		Ordinance to Amend County Code	10/25/2012 Approved 5 to 0	ORDINANCE TO AMEND Chapter 90, Zoning, to add private animal boarding place as a potential use permitted by Special Exception by the Board of Zoning Appeals in the A-1, R-A, R-E, R-1, R-2, R-3, B-1, M-1, M-2, and M-3 Districts and to change certain definitions related to animals and by adding an application fee

Prince George County	Ordinance to Amend #OA-12-06		Ordinance to Amend County Code	10/25/2012 Approved 5 to 0	ORDINANCE TO AMEND § 90-985 to add Special Exceptions for dog ownership on residentially zoned parcels, business zoned parcels that allow residential uses and residentially used parcels of an acre or less
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## 2.3 **BOARD OF ZONING APPEALS**

The Prince George County Board of Zoning Appeals hears and decides general Appeals, acts upon Variance and certain Special Exception requests as determined by the Board of Supervisors, and hears and decides on appeals based upon decisions of the Zoning Administrator. The Board of Zoning Appeals is not authorized the power to rezone property, which can only be performed by the Board of Supervisors. Prince George County has authorized the Zoning Administrator to grant Administrative Variances for certain setback requirements, provided that the request does not exceed fifty (50) percent of the required setback and the adjacent owners do not object to the proposed variance request amount.

### **2.3.1 Members**

The 2012 Board of Zoning Appeals included the following members:

William D. Kreider, Chairman  
 Erma R. Brown, Vice Chairwoman  
 Charles G. Leonard  
 Linda E. McAllister  
 Carol Dois Woodward

Secretary to the Board of Zoning Appeals: Douglas Miles, CZA, Zoning Administrator

### **2.3.2 2012 Meetings and Case Summary**

January 23, 2012 – The Board of Zoning Appeals held their 2012 Organizational Meeting and elected William D. Kreider as Chairman and Erma R. Brown as Vice-Chairwoman for 2012. They also welcomed a new BZA member, Charles G. Leonard, to fill the BZA term of Holman P. Britt, who passed away on December 3, 2011. Mr. Britt served the Board of Zoning Appeals for nearly thirty (30) years as a dedicated Member and as Vice-Chairman of the Board of Zoning Appeals.

April 23, 2012 – An Administrative Variance request of Lossie M. Williams, at 10918 Old Stage Road was reviewed and approved by the Zoning Administrator to permit a variance to the side yard setbacks for the replacement of a single-family dwelling. The parcel was created in 1953 and it was very narrow and could not be re-subdivided with the adjoining parcels to meet the required side yard setbacks.

Staff was able to positively assist this long time County resident and to allow her to move into a modern single-family home.

October 22, 2012 - The Board of Zoning Appeals conducted a Work Session Meeting to discuss the 2012 Virginia General Assembly session results and to discuss the 2012 County Code and Zoning Ordinance Amendments, to include the limitations on the number of dogs in the County.

### **2.3.3 2012 County Code and Ordinance Amendments**

The Board of Supervisors adopted an Ordinance To Amend – #OA-12-04, The Code Of The County of Prince George, Virginia, 2005, As Amended, Chapter 90, Zoning, by amending § 90-1, amending § 2-2, and by adding §§ 90-53.1 (1), 90-103.1 (1), 90-153.1 (1), 90-203.1 (1), 90-243.1 (1), 90-293.1 (1), 90-393.1 (1), 90-443.1 (1), 90-493.1 (1) and 90-543.1 (1) to add Private Animal Boarding Place as a potential use permitted by Special Exception by the Board Of Zoning Appeals in the A-1, General Agricultural District; R-A, Residential Agricultural District; R-E, Residential Estate District; R-1, Limited Residential District; R-2, Limited Residential District; R-3, General Residential District; B-1, General Business District; M-1, Limited Industrial District; M-2, General Industrial District; and, M-3, Heavy Industrial District, and to change certain definitions related to animals and by adding an Application Fee to the Board Of Zoning Appeals.

Ordinance To Amend - #OA-12-06, The Code Of The County Of Prince George, Virginia, 2005, As Amended, by amending § 90-985 (BZA) to add Special Exceptions for dog ownership on residentially zoning parcels, business zoned parcels that allow residential uses and residentially used parcels of an acre of less.

### **2.3.4 Board of Zoning Appeals Communications**

Douglas Miles, CZA, Secretary to the BZA, continues to serve on the Virginia Association of Zoning Officials (VAZO) Executive Committee as the Regional Director for the Richmond and Tri-Cities Area. VAZO Legal training sessions keep area staff members current on Virginia State Code requirements and any changes as they relate to both the BZA and to the Planning Commission.

### **3.0 BUILDING INSPECTIONS DIVISION**

The Building Inspections Division is comprised of a staff of eight: three Combination Inspectors, one Residential Plans Examiner, two Permit Technicians, an Office Manager and a Building Official.

The Building Inspections Division is responsible for issuing permits, and conducting inspections for all new construction, alterations and repairs to existing structures, removal or demolition of structures and other building operations to ensure that the proposed construction will comply with the provisions of the Virginia Uniform Statewide Building Code. The Virginia Uniform Statewide Building Code is a minimum standard for construction applicable to all jurisdictions within the Commonwealth of Virginia. The Inspections staff works closely with property owners, developers, architects, engineers and all other parties involved in construction projects from the conceptual phase of the project through construction and completion of the project.

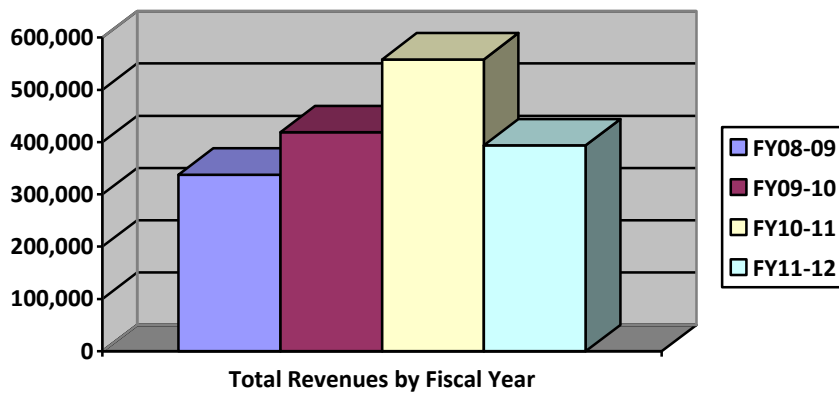
Issuing building permits is the means to accomplish the goals of the building code; namely, to establish minimum requirements to safeguard the public health, safety, and general welfare from fire and other hazards in the built environment. Building code compliance enforcement is comprised of education, plan reviews, permit administration, inspections and enforcement of code requirements. Plan reviews are used to verify that submitted building plans comply with the requirements of the code. Building inspections are necessary to verify the intent of the code and the requirements of the reviewed/approved plans are carried out on site. The types of required inspections vary with the type of project being completed. The total number of inspections also varies with the project type, the complexity of the project, and the number of re-inspections required due to correction orders issued.

Inspections staff regularly fields complaints regarding nuisances such as discarded materials, tall grass, outdoor storage, housing conditions, and problems with the condition of rental units. Inspections staff work closely with the Zoning staff and the Police Department to achieve compliance with the Virginia Maintenance Code and the Code of the County of Prince George.

The Building Inspections Division also enforces the provisions of the Statewide Fire Protection Code, based upon receiving documented complaints of violations.

#### **3.1 REVENUES**

Revenues showed a strong increase in fiscal year 10-11 (a three year high), with a total of \$558,140 collected. Revenues for FY 11-12 stood at approximately \$400,000. Year to date revenues for this fiscal year are over \$125,000 through January 2013. Collections typically run higher in the second half of a FY (spring and summer), and expectations are that this year's totals will be similar to last year. The revenue history for the department, shown by fiscal year, is represented in the following chart:



### 3.2 **2012 NOTABLE PROJECT SUBMISSIONS**

- Rolls Royce AAMF (under construction)
- Puddledock Medical Office Buildings West (under construction)
- Tractor Supply (approved site plan)
- Puddledock Place Apartments (site plan under review)
- Burrowsville Ruritan Club Facility (Phase I under construction)
- PG Cleaners Dry-Cleaning Expansion (under construction)
- County Projects including the Human Services Building Accessibility upgrades (parking/entrance), Courtroom expansion, Fire station upgrades/repairs, Old Recreation Cottage, Old North Upgrades and Scott Park Restrooms

### 3.3 **CERTIFICATES OF OCCUPANCY**

A total of 174 Certificates of Occupancy were issued in 2012 for both residential and commercial projects. Notable Commercial CO's issued this year include:

Oakland Baptist Church  
 Hokkaido Japanese Steakhouse  
 Prince George Library  
 Crafty's Market  
 Huffy's Subs  
 Tilted Kilt Restaurant and Pub  
 Dollar Tree (Crossings)  
 Animal Services Building  
 CCAM

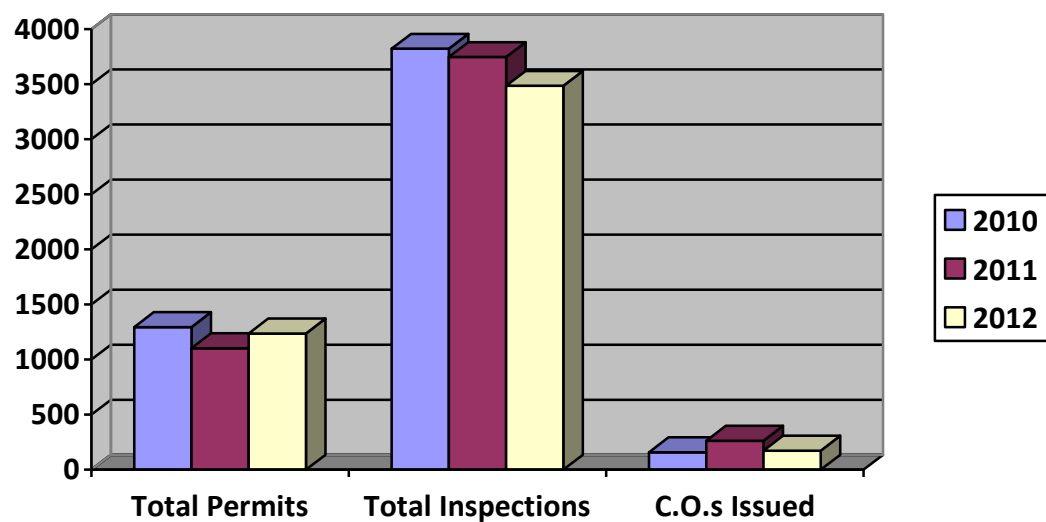
### 3.4 2010 - 2012 BUILDING PERMIT AND INSPECTION STATISTICS

2010-2012 Building Construction and Inspections							
		2012		2011		2010	
PERMITS ISSUED		Number	Dollar Value	Number	Dollar Value	Number	Dollar Value
SECTION 1 - RESIDENTIAL BUILDING PERMITS	ONE & TWO FAMILY	39	\$5,140,717	33	\$4,842,530	54	\$9,839,348
	MANUFACTURED HOUSING	14	\$572,082	15	\$253,450	29	\$1,035,401
	DETACHED ACCESSORY STRUCTURES	55	\$748,723	75	\$934,898	78	\$943,245
	AGREEMENT IN LIEU	49	\$264,585	48	\$763,275	14	\$17,000
SECTION 2 - DEMOLITIONS	RESIDENTIAL	7	\$24,300	11	\$29,425	3	\$6,000
	COMMERCIAL	1	\$9,500	2	\$3,500	5	\$75,000
SECTION 3 - COMMERCIAL BUILDING PERMITS	MULTI FAMILY	0	\$0	1	\$31,568	6	\$555,363
	CHURCHES/RESTAURANTS /ASSEMBLY/HOTELS	0	\$0	2	\$121,700	4	\$55,876
	BUSINESS/OFFICE/PROFES SIONAL	19	\$543,220	6	\$21,060,203	17	\$4,465,527
	EDUCATIONAL	0	\$0	0	\$0	1	\$400
	UTILITY & MISCELLANEOUS	3	\$124,815	4	\$202,500	7	\$243,210
	AMUSEMENT/RECREATION	0	\$0	1	\$2,000	0	\$0
SECTION 4 - ADDITIONS/ ALTERATIONS/ RENOVATIONS	RESIDENTIAL	96	\$1,516,598	121	\$1,776,317	130	\$1,282,037
	COMMERCIAL	67	\$11,682,898	91	\$3,209,263	49	\$2,557,039
	DETACHED ACCESSORY STRUCTURES	8	\$67,309	5	\$76,080	7	\$29,334
SECTION 5 - TRADE PERMITS	ELECTRICAL	336	\$3,108,887	293	\$3,428,533	331	\$22,153,543
	PLUMBING	94	\$302,496	117	\$1,314,425	185	\$3,812,111
	MECHANICAL	160	\$950,164	146	\$3,378,109	208	\$6,263,750
	GAS	256	\$759,951	68	\$233,593	75	\$76,764
	FIRE	11	\$313,602	29	\$220,306	37	\$542,351
	WATER/SEWER	15	\$227,825	24	\$47,570	40	\$8,326,347
	ENVIRONMENTAL	7	\$1,261,077	8	\$228,381	5	\$30,375
	OTHER TRADES	0	\$0	4	\$34,545	10	\$3,788,909
TOTALS		1237	\$27,618,749	1104	\$42,192,171	1295	\$66,098,930
Inspections							
INSPECTIONS COMPLETED		3484		3746		3821	
OCCUPANCY PERMITS ISSUED		174		264		159	





### 3 Year Permit and Inspection Comparison (2010-2012)



## 4.0 **ENVIRONMENTAL DIVISION**

### 4.1 **SERVICES**

The Environmental Division performs plan reviews and inspections to ensure project compliance with federal, state and local laws pertaining to erosion and sediment control, stormwater management and the Chesapeake Bay Preservation Act.



The Erosion & Sediment Control Inspector, Mrs. Diane Cook, performs all activities needed to support the administration, plan reviews, inspections, and enforcement of the Erosion and Sediment Control Ordinance for Prince George County and the Chesapeake Bay Protection Ordinance. She is also involved in activities to develop the new stormwater management program as required by the state. In addition to the required program activities, Mrs. Cook is involved in a variety of additional roles for the County, including landscape programming, wetland monitoring, Resource Protection & Management Area reviews, and assisting with construction oversight for County development projects.

Mrs. Cook's knowledge and skills have benefited the County in numerous projects in 2012 that were outside the normal scope of the E&SC program. Mrs. Cook assisted with the following programs and projects in 2012:

- Prepared successful County response to state enforcement action on sewer line repairs to Bailey Creek and Southerly Run crossings (through the County's Utility Department)
- Prepared a winning grant application for funds to be used to paint an educational message on curb inlets in areas draining to the James River (waiting for 2013 General Assembly to allocate funds)
- Designed, planted, and maintained landscape at new Animal Services Building
- Designed and assisted with the planting of the landscaping at the new Parks & Recreation facility

- Reviewed and prepared comments on relevant portions of the Prince George Comprehensive Plan
- Assisted with development of Department's brochure for Prince George Business Fair
- Developed Draft Roundabout Landscape Policy
- Prince George Master Gardener programs at Farmer's Market
- Assisted Eagle Scout Henry Fisher with his project at Tri-Centennial Park at the Courthouse
- Maintained the perennial garden at Administration Building
- Maintained the annual garden at new Library
- Repaired and replanted flower bed at Scott Park
- Participated in Community Clean-Up Day

#### **4.2 2012 E&SC PROGRAM TRAINING**

Mrs. Cook has participated in the following training events and programs during 2012:

- Va. Dept. of Conservation and Recreation (DCR) training
- Va. Dept. Environmental Quality (DEQ) training
- Center for Watershed Protection
- Crater Planning District
- Filterra
- Middle James River Association
- Prince George County Ethics Training
- Spanish lessons
- WOW Lunch and Learn sessions

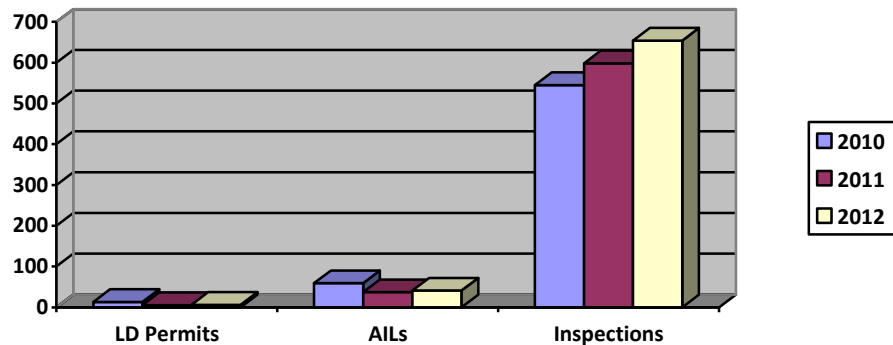
#### **4.3 2012 STATISTICS**

The following activity totals were recorded in 2012 for the Environmental division:

- 6 full site Land Disturbance Permits were issued
- 41 E&SC Agreements in lieu of plans were reviewed and issued
- 49 Building Permits were reviewed
- 10 Enforcement cases were processed
- 21 surety reviewed or received for new projects/project close-outs
- 654 Inspections performed
- 11 Full site plan reviews
- 2 Water Quality Impact Assessments
- Prepared and submitted 4 reports of wetland impacts on the Crosspointe Centre Roadways to DEQ

- Prepared and submitted 12 reports of land disturbing activities to DCR
- Prepared and submitted annual report of Chesapeake Bay activities to DCR
- Submitted a necessary revision to E&SC ordinance for review
- Submitted a draft stormwater management ordinance for review
- Prepared and submitted E&SC program permit fees for review and adoption by the Board of Supervisors
- Participated in department website development

Following is a three-year summary of permits and inspections for the Environment Division:



Following are photos of typical E&SC projects in the County:



Parking and drainage at the CCAM facility



Route 460 work at Wells Station Road

## **5.0 CODE COMPLIANCE DIVISION**

### **5.1 SERVICES**

The Code Compliance Division investigates complaints and performs inspections to ensure compliance with the Virginia Maintenance Code and the Code of the County of Prince George related to property maintenance, tall grass and discarded materials.

#### **5.1.1 *Property Maintenance***

The County of Prince George has adopted Part III, Virginia Maintenance Code of the Virginia Uniform Statewide Building Code. The provisions of this part of the USBC prescribe building maintenance regulations for the maintenance and repair of existing structures and equipment.

### **5.2 2012 STATISTICS**

The Code Compliance Division opened 91 new enforcement cases during 2012 and, to date, 47 of the 91 cases have been resolved and closed. The division produced 156 enforcement documents and violation notices related to these cases.

A total of 144 complaints were received and investigated by the department in 2012.

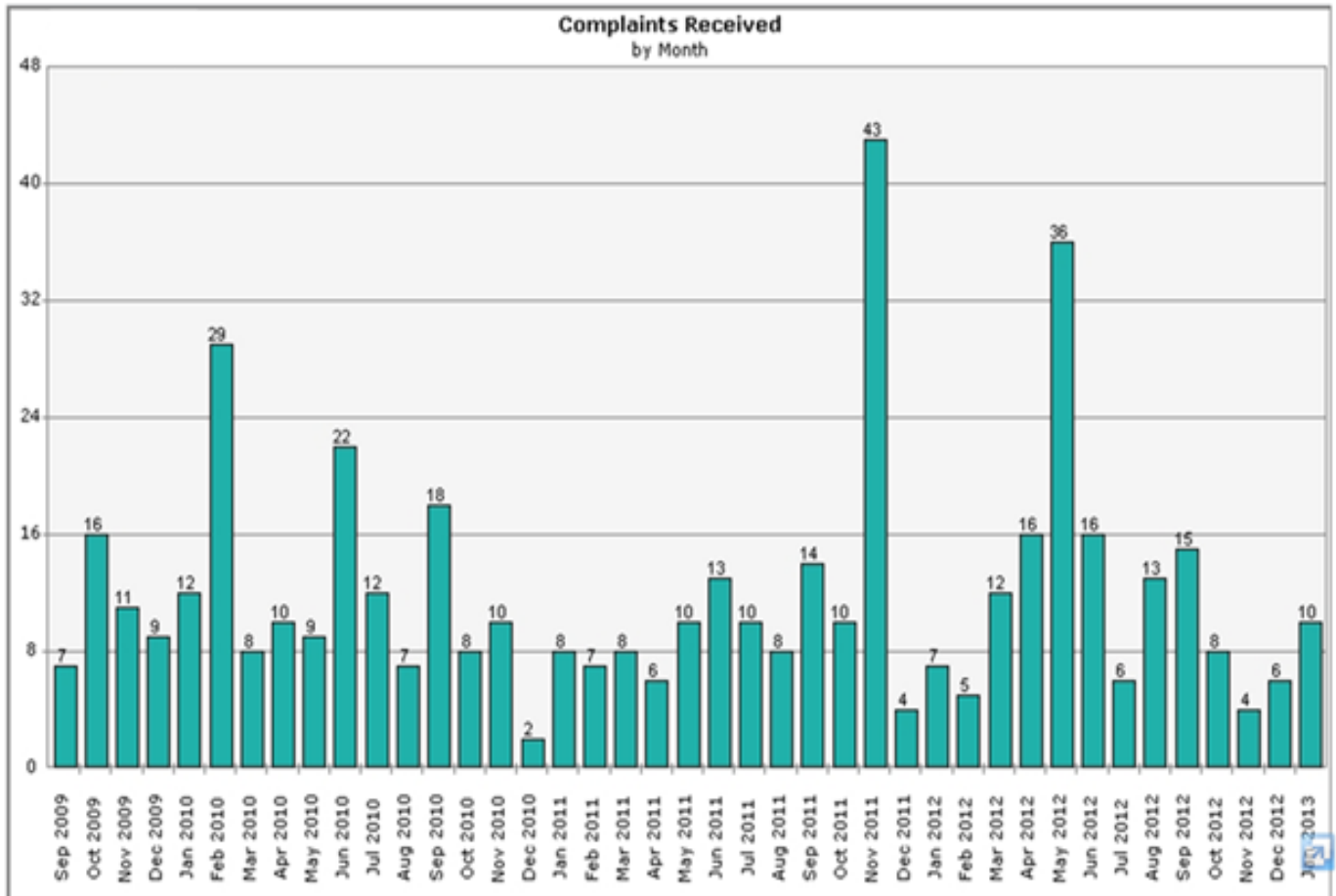
While not all complaints received resulted in violation notices, investigations of these complaints did result in the issuance of the following enforcement documents in 2012:

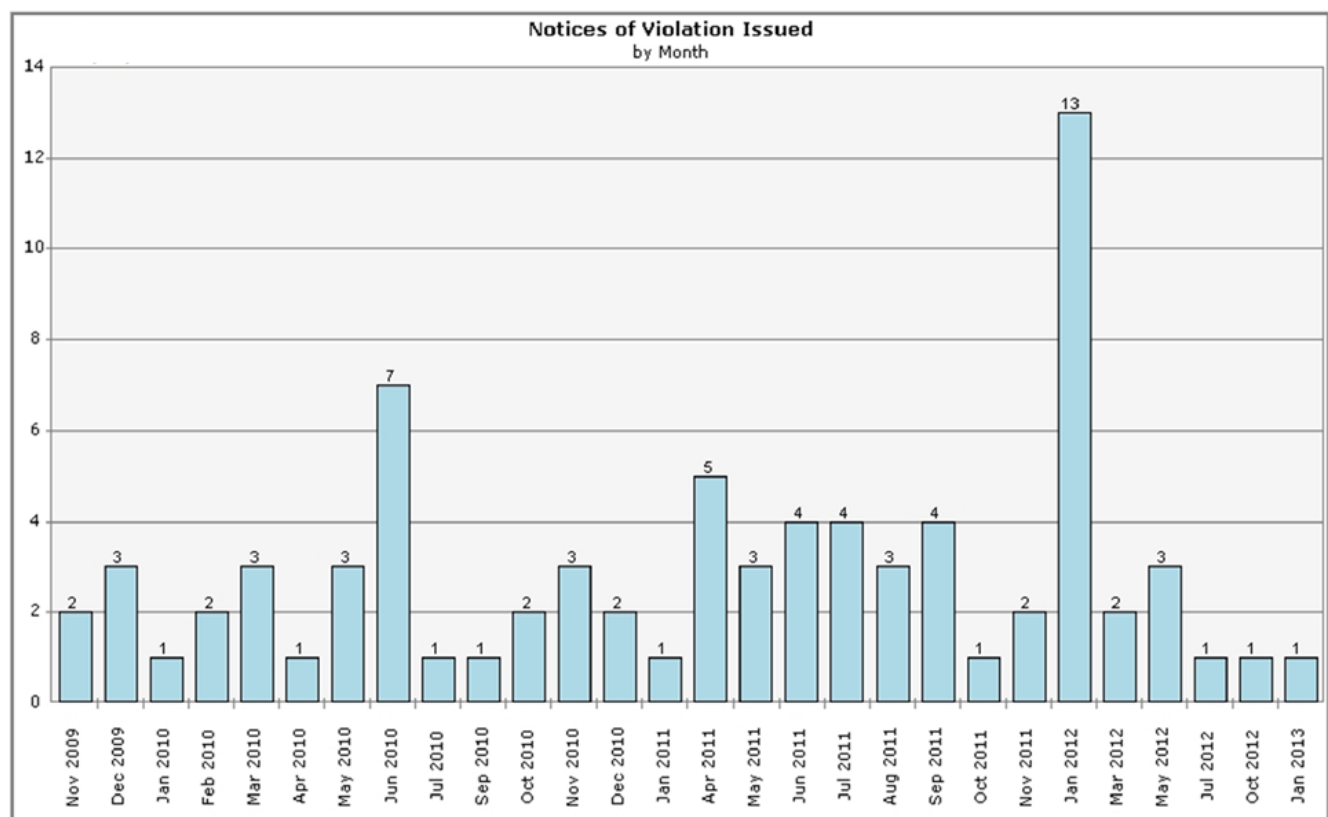
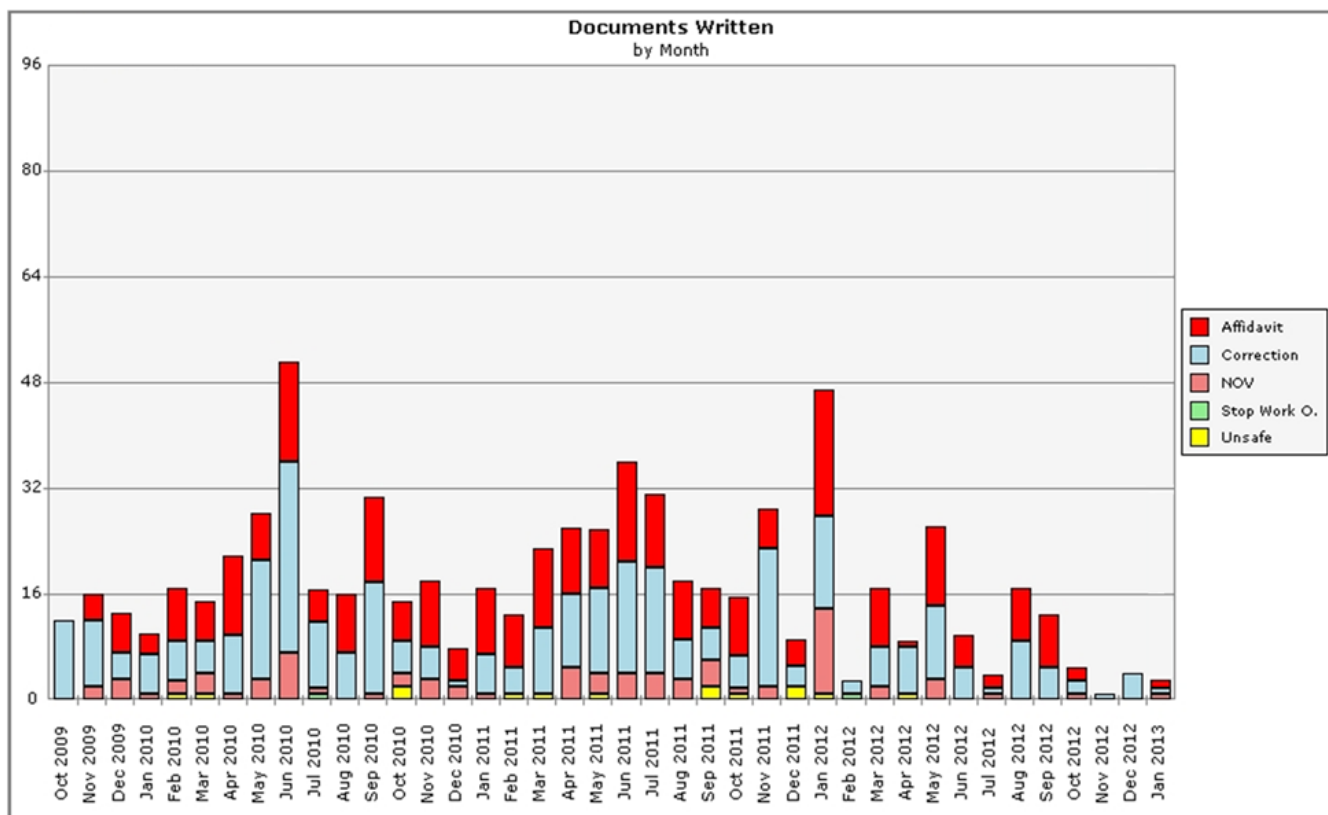
- 20 Notices of Violations
- 67 Correction Notices
- 2 Unsafe Structure Notices
- 89 total Violation Notices issued
- 79 total enforcement cases were closed (cases opened 2011-2012)





Following are charts documenting the history of code compliance activities over the past 3 years:





## **6.0 DEPARTMENT ACTIVITY SUMMARY**

The Department performs a variety of permitting, inspections and enforcement actions in each division. While activities have been detailed for each division individually, below is a brief summary of activity totals across the entire department.

### **6.1 INSPECTIONS**

The total number of inspections performed for the department from January 1, 2012 to December 31, 2012, is **6,884** inspections. The breakdown of type and number of inspections is as follows:

- 3,484 Building Inspections
- 2,678 Code Compliance/Property Maintenance Inspections
- 654 Erosion and Sediment Control Inspections
- 68 Zoning Inspections

### **6.2 APPLICATIONS AND APPROVALS**

The Department received a total of **1,810** applications, cases and submissions in 2012. These included:

1237 Building and Trade Permits  
162 Zoning approval requests (businesses)  
301 Zoning Certificates  
42 Plats  
4 Major Site Plans  
7 Minor Site Plans  
1 Rezoning  
7 Special Exceptions  
1 Subdivision Waiver Request  
1 Administrative Variance Request  
47 LD/E&SC submissions

The Department also issued 174 Certificates of Occupancy and opened 91 Code Enforcement Cases.