



Prince George County Department Of Community Development and Code Compliance

2013 Annual Report



Building for Today

*Planning for
Tomorrow*



Department Divisions:

Building Inspections
Code Compliance

Planning & Zoning
Environmental

2013 Annual Department Report Submitted by Julie C. Walton, Director
January 31, 2014

Table of Contents

1.0 DEPARTMENT INFORMATION	3
1.1 STAFF	3
1.2 2013 DEPARTMENT ACCOMPLISHMENTS	3
1.3 DEPARTMENT TRAINING	6
2.0 PLANNING AND ZONING DIVISION	7
2.1 2013 Statistics.....	7
2.2 PLANNING COMMISSION	7
2.2.1 Members.....	8
2.2.2 Planning Commission and Staff Updates.....	8
2.2.3 Planning Commission Case Summaries	9
2.3 BOARD OF ZONING APPEALS.....	11
2.3.1 Members.....	11
2.3.2 BZA Meetings and Case Summary.....	11
3.0 BUILDING INSPECTIONS DIVISION	12
3.1 REVENUES.....	12
3.2 2013 NOTABLE PROJECT SUBMISSIONS	13
3.3 CERTIFICATES OF OCCUPANCY	14
3.4 2011 - 2013 BUILDING PERMIT AND INSPECTION STATISTICS	15
4.0 ENVIRONMENTAL DIVISION	17
4.1 2013 STATISTICS.....	18
5.0 CODE COMPLIANCE DIVISION	19
5.1 2013 STATISTICS.....	19
5.2 Three Year Comparison	19
6.0 DEPARTMENT ACTIVITY SUMMARY.....	20
6.1 INSPECTIONS	20
6.2 APPLICATIONS AND APPROVALS.....	20

1.0 DEPARTMENT INFORMATION

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

1.1 STAFF

During 2013, the staffing level of the department remained the same as 2012. Staffing for 2013 included the following:

Full time employees:

Julie C. Walton, Director

Jeff Brown, Building Official

Douglas Miles, Planning Manager/Zoning Administrator

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

Charles Harrison, Permit Technician I

Part time employee:

Planning Division Administrative Assistant

1.2 2013 DEPARTMENT ACCOMPLISHMENTS

The department showed a marked increase in all service delivery areas in 2013, including number of permits issued, inspections performed, applications received and total revenues collected. 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 additional activities included:

- The Planning Manager participated with the Fort Lee Joint Land Use Study (JLUS) Technical Committee and the consultant to produce the 2013 JLUS Study and Recommendations.
- Staff completed the Comprehensive Plan Update and Implementation Matrix.

- The Director, Building Official, Planning Manager and Sr. Inspector, along with Police and the County Attorney, planned and developed new strategies for the enforcing the property maintenance program.
- The Building Official participated in the newly formed Richmond Regional Building Officials association, created with the goal of providing uniform, consistent code interpretation and enforcement across the region.
- The Director facilitated the public comment period for citizens to provide input on field locations and planned recreational activities at the Buren /Tacon property.
- The Director participated in the County's meetings with the Rt. 460 contractors and VDOT representatives to relocate the western terminus.
- The Director and Planning Manager worked with the County Attorney to develop new private road provisions and design standards for the County.
- The Director facilitated final designs and temporary easements for the Laurel Spring Road/Rt. 156 Intersection project.
- The Director participated on the MPO's Technical Committee to support regional transportation issues, funding, and project rankings.
- The department developed the first quarterly e-newsletter on March 1, 2013.
- The Director attended the Certified Planning Commissioner Program provided by CPEAV. Mrs. Jean Elder, Planning Commissioner, attended the training as well. The course is a 10-week program.
- The Planning Manager and the Ashland Planning Director held a regional Virginia Association of Zoning Officials (VAZO) Training Workshop at the Chesterfield County Training Center. Topics included the Group Home zoning review process and a VA General Assembly update by Martha Burton.
- Staff attended the 2013 Virginia Farmers Market Managers Conference "Building Better Markets Through Better Managers" on April 3rd in Waynesboro, VA.
- The Director, Building Official and inspections staff attended the free VBCOA Mid-Year Conference in Charlottesville on April 8th. The conference included a General Membership Meeting followed by breakout sessions on various topics and three classroom hours of fire safety related code training tracks.
- The Building Official and Code Compliance Inspector participated in training provided by the International Code Council (ICC) and U.S. Department of Housing and Urban Development (HUD) on utilizing Community Development Block Grant (CDBG) resources to support local code enforcement programs.
- The Department participated in the Government Day Open House in April.

- The Community Development Customer Software Open House was held on May 30th. Staff introduced to customers the online features of the INKforce software, including applying for permits, paying fees, searching records and scheduling inspections.
- Staff visited the Chesterfield County Community Development departments and met with Chesterfield staff members to discuss customer service, workflows and departmental operations relative to Environmental Engineering, Inspections and Planning.
- The Planning Manager attended the Plan Virginia Legal Training Seminar in Staunton on May 30; sessions included a 2013 General Assembly Update, COIA and FOIA Legal Updates and an extended session on Growth Management in Virginia.
- The Planning Division utilized a Summer Intern from VCU with a degree in Urban and Regional Planning. He assisted with the Comprehensive Plan Implementation Matrix and other Planning and GIS related tasks.
- The Building Official and Inspections staff reported to the EOC after the storm/wind event on June 13th. Inspections staff conducted damage assessment on approximately 15 structures that sustained damage as a result of the storm.
- The Planning Manager and Planning Intern conducted fieldwork along Courthouse Road (SR 106) from Beazley Elementary to Redwood Lane. Existing sidewalk conditions and site connectivity were evaluated for possible improvements (lighting, landscaping, benches, and connected sidewalks) through a VDOT grant.
- The Director was appointed to the Virginia Building & Code Officials Association's Board of Directors for 2013, and serves as a Legislative Chair.
- The Director prepared Candidate Project Requests for the MPO SYIP Regional Transportation Prioritization submittal.
- The Planning Manager worked with the Deputy County Administrator, Fire and EMS Director and GIS Coordinator on the proposed future location of volunteer fire stations and substations.
- The Office Manager attended the Coalitions Collaboration leadership workshop in the City of Hopewell on Sept. 26th.
- The Director and Senior Inspector Estep attended the International Code Council Public Comment Hearings on proposed changes to the 2015 I-Codes in New Jersey. The hearings determine the final language for the 2015 building codes. Both Mrs. Walton and Mr. Estep applied for and received scholarship/grant awards from VBCOA to attend the Code Hearings.
- The Director and Chairman Robertson participated in the Commonwealth Transportation Board's November 6th public hearing related to the Six-Year Transportation Improvement Plan for fiscal years 2015-2020.

- The Director and the Finance Director facilitated the County Capital Improvement Plan meetings and Plan development.
- The Building Official, Residential Plans Examiner and Sr. Building Inspector attended the VBCOA Annual School and Conference in Front Royal, VA November 3-5. Training topics included: Damage Assessments, Career Development, Means of Egress, the Legislative Process, and Code Development Processes.
- The Planning Manager, Sr. Building Inspector, and Erosion and Sediment Control Inspector facilitated the Joint Locality FEMA Coastal Flood Risk Study Outreach Meeting. The meeting, hosted by Prince George County, was attended by staff from various County departments as well as staff from the City of Hopewell.
- The Department hosted the annual meeting and picnic for Region 6 of the Virginia Building and Code Officials Association in Oct. Staff cooked stew for lunch for everyone attending, and sold additional stew for a scholarship fundraiser.



1.3 **DEPARTMENT TRAINING**

Staff in the Community Development & Code Compliance department completed a total of 483.5 training hours during 2013. 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 covering topics such as Think Like A Politician, Domestic Violence in the Workplace, Leadership, FOIA and Stress Management.

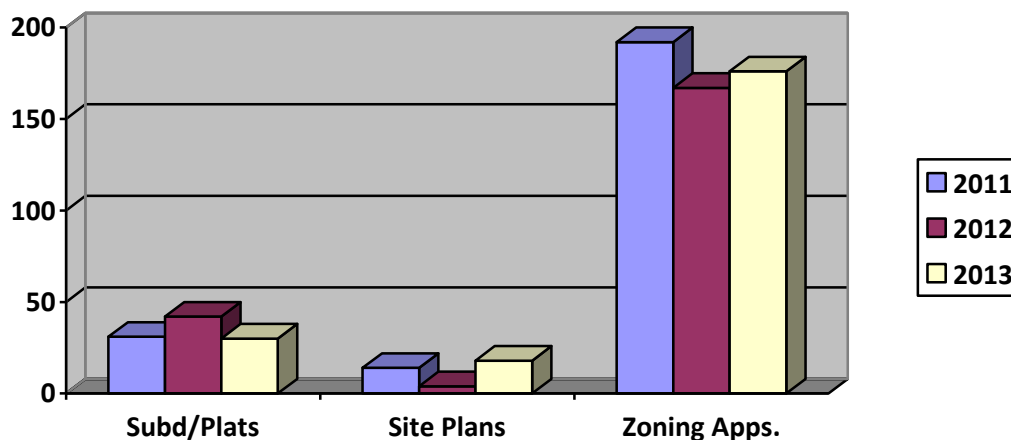


2.0 PLANNING AND ZONING DIVISION

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 2013 Statistics

The Planning and Zoning Division received thirty (30) new applications for Subdivisions, Boundary Line Adjustments and Lot Consolidations in 2013, down from a total of 42 in 2012. The division received eighteen (18) Site Plan applications, up from four (4) in 2012. They also issued one hundred seventy-six (176) zoning approvals for new professional businesses and home occupations. Zoning personnel reviewed 465 building permit applications for conformance with the Zoning Ordinance and regulations, up from 301 in 2012. The three-year history for submittals is shown below:



Also in 2013, 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 48 site inspections during 2013.

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 2013 Planning Commission included the following members:

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

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

2.2.2 Planning Commission and Staff Updates

In 2013, the Planning Commission reviewed the Comprehensive Plan Update and the Comprehensive Plan Matrix. 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.

In 2013, two (2) applications for rezoning were submitted and heard before the Planning Commission. There were ten (10) Special Exception requests submitted and heard before the Planning Commission. One (1) Planned Unit Development was submitted and was heard before the Planning Commission for the former Comfort Inn to be converted into one bedroom apartments.

In 2013, four (4) Zoning Ordinance Amendments were heard before the Planning Commission including: Floodplain violation penalties, private roads, vehicle impound facility uses and text amendments to the Horses, Small Livestock, Poultry and Bees requirements found within the Zoning Ordinance.

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.

2.2.3 Planning Commission Case Summaries

The 2013 Planning Commission cases and actions are summarized below:

2013 Applicant	Case #	Application Type	Commission Action	Zoning Case Summary
Erle P. Anderson	SE-13-01	Special Exception	03/28/13 Approved 6 to 0	SPECIAL EXCEPTION: Request of Erle P. Anderson to add Erle D. Anderson and M. Garland Anderson II as operators for previous SE, pursuant to § 90-53 (11) (13) and (14) of the Zoning Ordinance
Charles F. Skalsky	SE-13-02	Special Exception	03/28/13 Approved 6 to 0	SPECIAL EXCEPTION: Renewal Request of Charles F. Skalsky, to permit the extraction of natural resources (borrow pit), located on West Quaker Road
Prince George County	OA-13-01	Ordinance Amendment to the Code of Prince George	03/28/13 Approved 6 to 0	ORDINANCE: An Ordinance to Amend The Code of the County of Prince George, Virginia, 2005, as Amended, by amending Article XV. Floodplain Penalty for violations, to further define violations and to give notice in writing of such Floodplain violations.
Evelyn H. and Jack Jones, Jr.	SE-13-03	Special Exception	04/25/13 Approved 6 to 0	SPECIAL EXCEPTION: Request of Evelyn H. and Jack Jones Jr. to permit a Family Day Care Home, located at 5100 Heritage Road
Summit Investments II	RZ-13-01	Conditional Rezoning	04/25/13 Approved 6 to 0	CONDITIONAL REZONING: Request of Summit Investments II to conditionally rezone 15 +/- acres from M-1, Limited Industrial to M-3 Heavy Industrial.
Prince George County	OA-13-02	Ordinance Amendment to the Code of Prince George	04/25/13 Approved 6 to 0	ORDINANCE: An Ordinance to Amend The Code of The County of Prince George, Virginia, 2005, providing requirements for road construction and right of way dedication for residential development and for approval of subdivisions and family divisions and to change certain definitions related to roads
James C. Justice Co., Inc.	SE-13-04	Special Exception	06/27/13 Approved 7 to 0	SPECIAL EXCEPTION: Request of James C. Justice Co., Inc. to authorize a corporate training facility with overnight accommodations
Worden Enterprises, LLC	SE-13-05	Special Exception	06/27/13 Approved 7 to 0	SPECIAL EXCEPTION: Request of Worden Enterprises, LLC to authorize recreation structures and uses related to outdoor recreation, commercial and non-commercial recreational vehicle park (RV campground and storage) located at 2809 Courtland Road
CI Associates LP and Anita Salomonsky	PUD-13- 01	Planned Unit Development	06/27/13 Approved 7 to 0	PLANNED UNIT DEVELOPMENT- PUD-13-01 Request of CI Associates L P and Anita B. Salomonsky, to permit multi-family residential, convenience retail business, neighborhood business, community business and office type uses; by rezoning from B-1, General Business to PUD, Planned Unit Development, with certain PUD exception requests, located at 5380 Oaklawn Boulevard

Robert A. Talmage	S-13-13	Subdivision Waiver	06/27/13 Approved 7 to 0	SUBDIVISION WAIVER: Request of Robert A. Talmage, for a Waiver to allow for a fourth (4) parcel on a private road easement known as Branielle Lane. The Ordinance requires that no more than three (3) single-family parcels shall be located on a private road easement in an R-A, Residential – Agricultural Zoning District.
Prince George County	OA-13--3	Ordinance Amendment to the Code of Prince George	07/25/13 Approved 7 to 0	ORDINANCE: OA-13-03 ORDINANCE TO AMEND THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA, 2005, TO PERMIT A VEHICLE IMPOUND FACILITY BY RIGHT OR BY SPECIAL EXCEPTION.
Matthew W. Scott	SE-13-06	Special Exception	09/26/13 Approved 6 to 0	SPECIAL EXCEPTION: Request of Matthew W. Scott to permit a home occupation within an accessory building as a welding shop
Kinny Rice	SE-13-07	Special Exception	09/26/13 Approved 6 to 0	SPECIAL EXCEPTION: Request of Kinny A. Rice to permit a home occupation within an accessory building as a taxidermy and decoy workshop
Prince George County	SE-13-08	Special Exception	09/26/13 Approved 6 to 0	SPECIAL EXCEPTION: Request of the County of Prince George to permit a vehicle impound facility in a B-1, General Business District
Prince George County	SE-13-09	Special Exception	09/26/13 Approved 6 to 0	SPECIAL EXCEPTION: Request of the County of Prince George pursuant to permit a vehicle impound facility in an R-A, Residential - Agricultural District
Prince George County	OA-13-04	Ordinance Amendment of the Code of Prince George	11/21/13 Approved 7 to 0	ORDINANCE: Ordinance to Amend the Code of the County of Prince George, Virginia, 2005, as amended, to permit by right or as an accessory use horses, ponies, chickens and other poultry, small livestock, and bees with certain acreage requirements and conditions.
Prince George County		Adoption of the Comprehensive Plan	10/24/13 Approved 7 to 0	AMENDMENT AND ADOPTION OF THE COMPREHENSIVE PLAN: THE CONSIDERATION OF AN IMPLEMENTATION MATRIX AND TO READOPT THE COMPREHENSIVE PLAN.
Joseph A. McRae	SE-13-10	Special Exception	11/21/13 Approved 7 to 0	SPECIAL EXCEPTION: Request of Joseph A. McRae to permit a vehicle impound facility in a B-1, General Business District



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 2013 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 BZA Meetings and Case Summary

In January, the Board of Zoning Appeals elected William D. Kreider as Chairman and Erma R. Brown as Vice-Chairwoman for 2013. They approved the 2013 Board of Zoning Appeals Meeting dates and approved the 2012 BZA Annual Report.

In October, the Board of Zoning Appeals conducted a Work Session Meeting to discuss the 2013 Virginia General Assembly session results and other general communication topics.



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.

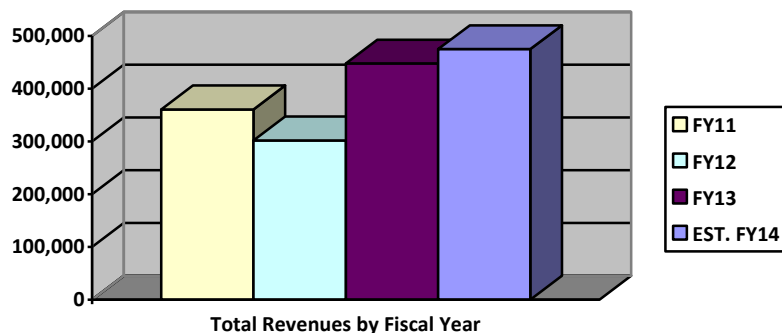
Issuing building permits is the means to accomplish the goals of the building code; namely, to establish minimum requirements to safeguard the public health, safety, and general welfare from fire and other hazards in the built environment. Building code compliance enforcement is comprised of education, 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

The revenue history for the department, shown by fiscal year, is represented in the following chart:



3.2 2013 NOTABLE PROJECT SUBMISSIONS

- AmeriGas Expansion (CO)
- Food Lion Distribution Addition/Renovation (UC)
- Baymont Inn Hotel to Apartment Conversions (UC)
- Human Services Building Renovations (Phase II UC)
- PG Cleaners Expansion
- Puddledock Place Apartments (UC)
- Puddledock Medical Offices West

BetterMed Urgent Care (CO Jan 2014)

Dr. Baxter Perkinson & Associates

Ortho Virginia

Virginia Cardio

Prime Care (CO Feb 2014)

Lab Corp

Virginia ENT

- Read's Moving Upfit @ Southpoint
- Rolls Royce AAMF Addition
- SCM Batch House
- Strosnider Chevrolet Renovations
- Tractor Supply Company
- Pit Crew Equipment Storage Building
- Branchester Lakes Apartments Storage Buildings
- Destination Church Theater Renovation
- Old Clerk's Office Renovations (UC)
- Middle Road Substation



3.3 **CERTIFICATES OF OCCUPANCY**

A total of 218 Certificates of Occupancy were issued in 2013 for both residential and commercial projects. Notable Commercial CO's issued this year include:

- Burrowsville Ruritan Club New Building (started in 2012)
- PG Cleaners Expansion
- Phase I Human Services Building
- Dr. Baxter Perkinson & Associates
- Ortho Virginia
- Virginia Cardio
- Lab Corp
- Virginia ENT
- Rolls Royce AAMF Addition
- Strosnider Chevrolet Renovations
- Tractor Supply Company
- Pit Crew Equipment Storage Building
- Branchester Lakes Apartments Storage Buildings
- Destination Church Theater Renovation



3.4 2011 - 2013 BUILDING PERMIT AND INSPECTION STATISTICS

2011-2013 Building Permits and Inspections

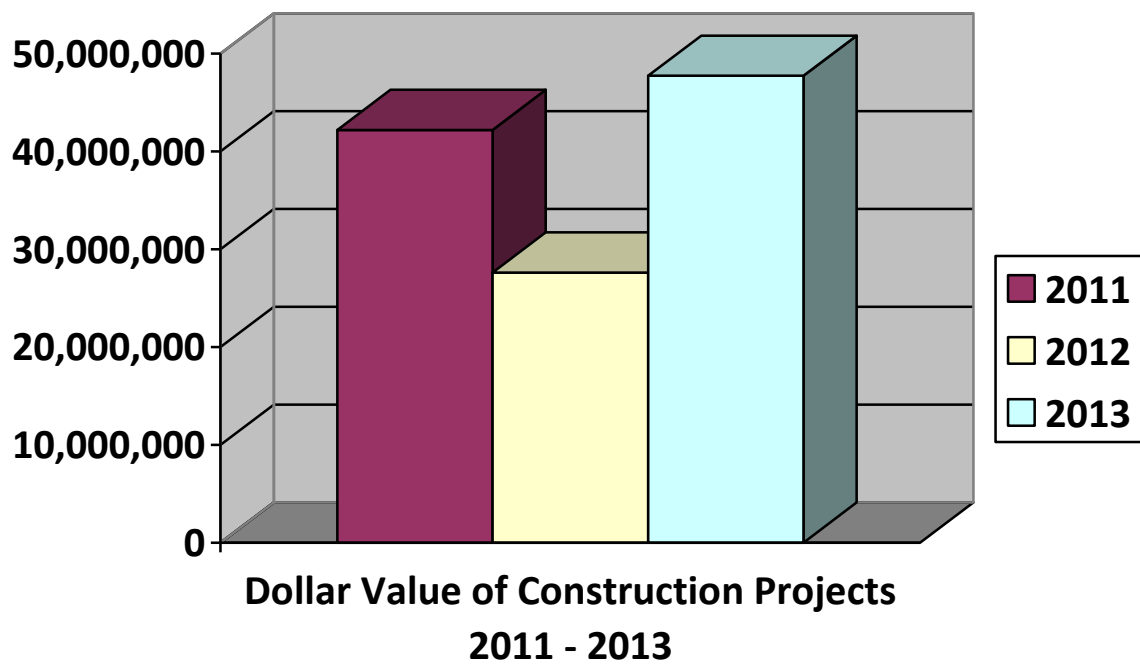
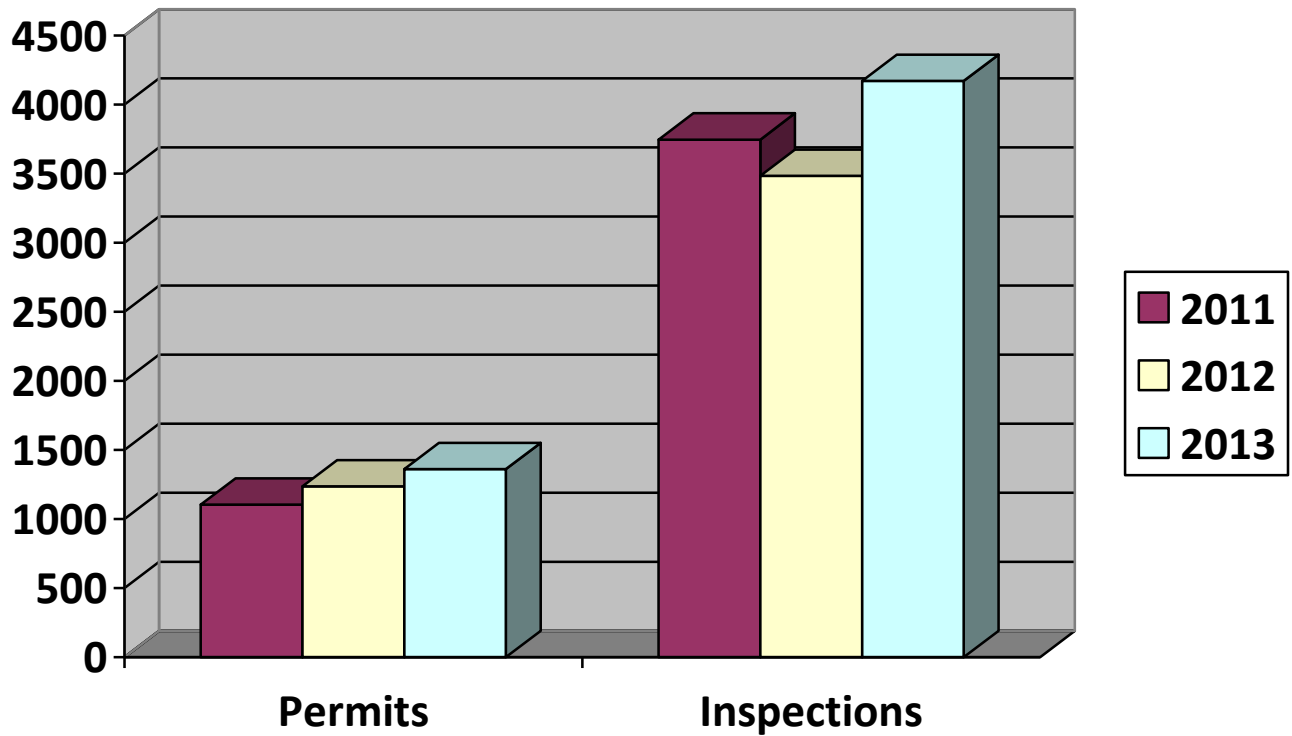
PERMITS ISSUED		2013		2012		2011	
		Number	Dollar Value	Number	Dollar Value	Number	Dollar Value
SECTION 1 - RESIDENTIAL BUILDING PERMITS	ONE & TWO FAMILY	60	\$8,132,944	39	\$5,140,717	33	\$4,842,530
	MANUFACTURED HOUSING	5	\$169,574	14	\$572,082	15	\$253,450
	DETACHED ACCESSORY STRUCTURES	84	\$951,102	55	\$748,723	75	\$934,898
	AGREEMENT IN LIEU	53	\$97,975	49	\$264,585	48	\$763,275
SECTION 2 - DEMOLITIONS	RESIDENTIAL	17	\$66,400	7	\$24,300	11	\$29,425
	COMMERCIAL	6	\$119,000	1	\$9,500	2	\$3,500
SECTION 3 - COMMERCIAL BUILDING PERMITS	MULTI FAMILY	8	\$9,346,720	0	\$0	1	\$31,568
	CHURCHES/RESTAURANTS/ASSEMBLY/HOTELS	2	\$14,050	0	\$0	2	\$121,700
	BUSINESS/OFFICE/PROFESSIONAL	7	\$4,893,653	19	\$543,220	6	\$21,060,203
	EDUCATIONAL	4	\$44,452	0	\$0	0	\$0
	FACTORY/INDUSTRIAL	0	\$0				
	STORAGE/WAREHOUSE	0	\$0				
	UTILITY & MISCELLANEOUS	45	\$1,004,202	3	\$124,815	4	\$202,500
	AMUSEMENT/RECREATION	0	\$0	0	\$0	1	\$2,000
SECTION 4 - ADDITIONS/ALTERATIONS/RENOVATIONS	RESIDENTIAL	106	\$1,710,587	96	\$1,516,598	121	\$1,776,317
	COMMERCIAL	57	\$6,198,793	67	\$11,682,898	91	\$3,209,263
	COMMERCIAL DETACHED ACCESSORY STRUCTURES	27	\$375,591	8	\$67,309	5	\$76,080
SECTION 5 - TRADE PERMITS	ELECTRICAL	368	\$5,886,249	336	\$3,108,887	293	\$3,428,533
	PLUMBING	136	\$2,249,813	94	\$302,496	117	\$1,314,425
	MECHANICAL	127	\$4,938,331	160	\$950,164	146	\$3,378,109
	GAS	140	\$168,397	256	\$759,951	68	\$233,593
	FIRE	40	\$826,622	11	\$313,602	29	\$220,306
	WATER/SEWER	33	\$507,120	15	\$227,825	24	\$47,570
	ENVIRONMENTAL	0	\$0	7	\$1,261,077	8	\$228,381
	MISC.BUILDING	8	\$15,874				
	SPECIAL PERMITS	29	\$19,900				
	OTHER TRADES	0	\$0	0	\$0	4	\$34,545
TOTALS		1362	\$47,737,348	1237	\$27,618,749	1104	\$42,192,171

Inspections: BI, PM, ES & PNZ

INSPECTIONS COMPLETED	4170	3484	3746
OCCUPANCY PERMITS ISSUED	218	174	264



3 Year Permit and Inspection Comparison (2011-2013)



4.0 ENVIRONMENTAL DIVISION

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.

In addition to her normal duties, Mrs. Cook assisted with the following County programs and projects in 2013:

- Participated in two Farmer's Market Educational programs through the Extension Service Master Gardener program
- Participated in the Community Clean Up day
- Participated in Library Landscape Clean Up day
- Participated in drafting new stormwater management ordinance
- Drafted new policies and procedures for administration, inspections, and enforcement of new stormwater management program
- Educational accomplishments include: Environmental Education workshop, Pollution Prevention, Urban Pollution Control Measures, Basic Stormwater Management, Floodplain Risk and Resilience, and Leadership training.

4.1 2013 STATISTICS

The following activity totals were recorded in 2013 for the Environmental division:

- 11 full site Land Disturbance Permits were issued
- 49 E&SC Agreement in lieu of plans were issued
- 400 Building Permits were reviewed
- 7 enforcement cases were processed
- Surety for new projects: 10
- 423 Inspections performed
- 27 Full site plans were reviewed
- 1 Water Quality Impact Assessment was reviewed
- 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 DEQ
- Participated in department website updates and re-design of the webpage



5.0 CODE COMPLIANCE DIVISION

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.

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.

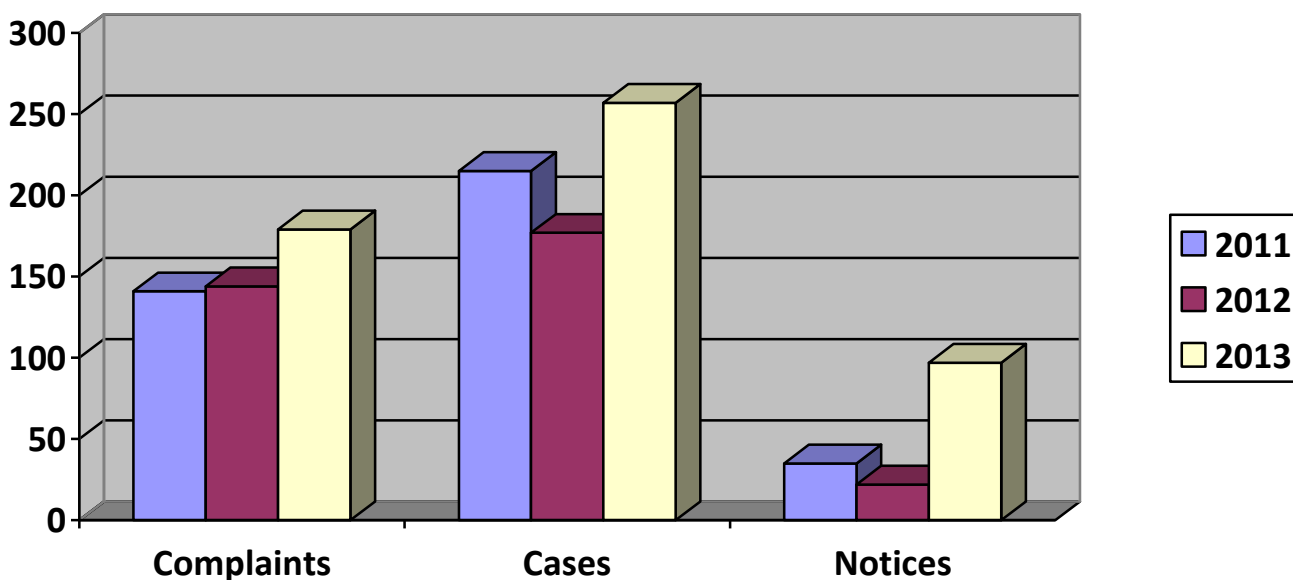
5.1 2013 STATISTICS

The Code Compliance Division opened 257 new enforcement cases during 2013 and, to date, 245 of the 257 cases have been resolved and closed. The division produced 177 enforcement documents and violation notices related to these cases.

While not all complaints received resulted in violation notices, investigations of these complaints did result in the issuance of the following enforcement documents in 2013:

- 80 Notices of Violations
- 80 Correction Notices
- 17 Unsafe Structure Notices

5.2 Three Year Comparison



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, 2013 to December 31, 2013, is **4,170** inspections. The breakdown of type and number of inspections is as follows:

- 3,344 Building Inspections
- 355 Code Compliance/Zoning/Property Maintenance Inspections
- 423 Erosion and Sediment Control Inspections
- 48 Planning Inspections

6.2 APPLICATIONS AND APPROVALS

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

- 1362 Building and Trade Permits
- 176 Zoning approval requests (businesses)
- 465 Zoning Certificates issued
- 30 Plats
- 18 Major Site Plans
- 2 Rezoning cases
- 4 Zoning Ordinances developed
- 10 Special Exceptions
- 1 Subdivision Waiver Request
- 1 PUD (Planned Unit Development)
- 38 LD/E&SC submissions

The Department also issued 218 Certificates of Occupancy and opened 257 new Code Enforcement Cases.