

2014 Annual Report

COMMUNITY DEVELOPMENT & CODE COMPLIANCE

Prince George
County, VA



2014 DEPARTMENT OVERVIEW

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CDCC Department

Divisions:

- Building Inspections
- Planning & Zoning
- Environmental
- Code Compliance

The Community Development & Code Compliance Department 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.



Diane Cook assists the County with landscaping projects

Staffing: During 2014, the staffing level of the department remained the same as in previous years. Staff members include:

Julie C. Walton
Director

Jeff Brown
Deputy Director/Building Official

Brenda Jones
Office Manager

Douglas Miles
Planning Manager/Zoning Administrator

Everett Outland
Plans Reviewer

W. Reed Martin
Building Inspector

Mark Pond
Building Inspector

Brian Estep
Building Inspector, Zoning Enforcement

Cathi Cleveland
Permit Technician II

Diane Cook
Erosion & Sediment Control Inspector

Charles Harrison
Permit Technician I

Charles Brown
Planning Division Administrative Assistant



Planning & Building A Better Community

Member:



2014 Notable Projects

16 Subdivision Plats

5 Family Division Plats

18 Boundary Line Adjustment Plats

10 Site Plans

3 Multi-lot Residential Subdivisions

1 Private Road Plan

135 Home Occupation / Professional Business zoning approvals

4 Special Exception Cases

2 Rezoning Cases

1 BZA Case

1 Comp Plan Amendment

4 Second Dwelling Cases

2 Ordinance Amendments

283 Zoning Certificates issued

33 Inspections

Member:



American Planning Association

PLANNING & ZONING DIVISION



2014 Planning Commission

The Planning and Zoning Division provides staff support for the Planning Commission and the Board of Zoning Appeals, evaluates zoning changes, performs site plan reviews,

subdivision plat reviews, enforces County Ordinances related to land use, serves as advisory staff to the Board of Supervisors and facilitates the update and implementa-

tion 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.

Also in 2014, 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 33 zoning site inspections during 2014.

PLANNING DIVISION 2014 HIGHLIGHTS

Hosted the Virginia Association of Zoning Officials (VAZO) Region 6 Spring Training Seminar held in Prince George on March 7th

The Director and Planning Manager participated in the Economic Development Planning Work Session with the Board of Supervisors and County Administration

Provided zoning and land use information to VDOT on the US Route 460 – Commonwealth Connector Project to support the construction of CBA-1, the Southern Route

The Planning Manager attended GIS Training at Crater Planning for work on the VDOT Rural Transportation Plan

Assisted DCR floodplain officials who conducted a Community Assistance visit to review the County floodplain management program

The Planning Manager and GIS Coordinator worked on FEMA Inland and Coastal Flood Risk Maps and prepared a roster of affected property owners along the James River

Attended the Comprehensive Economic Development Committee Meeting

The Director, Planning Manager and Building Official presented Community Development and Code Compliance training at the first Citizens Training Academy session

The Planning Division hosted a Joint Community Open House FEMA event at the Beacon Theatre

The Planning Manager and Parks and Recreation Director attended the Crater Planning Quarterly Meeting where DCR presented their new Virginia Outdoors Plan

Participated in the Utilities Department's water and wastewater master plan and demand projections planning sessions

The Planning Manager attended the Virginia Association of Zoning Officials (VAZO) Fall Conference in Roanoke

Completed the final Development Standards Zoning Ordinance Amendment

The Planning Manager and the Town of Ashland Planning Director hosted VAZO Regional Training on October 3rd at Randolph-Macon College

Attended the Rt.460 Corridor Improvements Project public hearing at JEJ Moore Middle School

Chuck Brown, Office Associate II, started on December 1st in the Planning Division

The Fort Lee Joint Land Use Study (JLUS) was adopted into the 2012 Comprehensive Plan by the Board of Supervisors

PLANNING COMMISSION

In 2014, the Planning Commission reviewed the 2012 Comprehensive Plan Update and the 2012 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 2014, two applications for rezoning were submitted and heard before the Planning Commission, Hill-Dollar General and Stay Over Storage II. There were four Special Exception requests submitted and heard before the Planning Commission:

- ◆ Nobles Vehicle Impound Facility

- ◆ Field Horse Riding School
- ◆ Stay Over Storage II
- ◆ Quality Inn at I-95 exit 45.

In 2014, two Zoning Ordinance Amendments were heard before the Planning Commission:

- ◆ Development Standards Ordinance Amendment
- ◆ Ordinance Amendments to the Horses, Small Livestock, Poultry and Bees requirements

The Planning Manager worked with Crater Planning District Commission staff and

Benchmark Planning Consultants throughout 2014 on the Fort Lee Joint Land Use Study (JLUS). The JLUS was a planning process that identified locations where land use conflicts between the civilian population and the military installation are occurring or are likely to occur in the future if not addressed properly. The Board of Supervisors adopted the JLUS on December 9, 2014 into the Comprehensive Plan.



2014 New County businesses included:

Divine Spine Chiropractic

Prime Care Family Practice

HCC Personal Care, Inc.

Livingston & Walsh, PLLC

Teriyaki Grill Restaurant

Macroseal

Destination Theatre

BetterMed Urgent Care

Puddledock Place

FEMA COMMUNITY OPEN HOUSES HOSTED BY PRINCE GEORGE COUNTY

The department organized and hosted two Open Houses for citizens to learn about and ask questions concerning the new flood risks maps developed by FEMA in 2014. The department held an informal Open House at the Prince George Library, and hosted a joint Open House with the City of Hopewell and FEMA at the Beacon Theatre in Hopewell.

Potentially affected property owners along the James River were especially encouraged to attend. Inland Coastal Flooding affects properties along our rivers, particularly the James and Appomattox Rivers.

Representatives from FEMA, Prince George County,

Hopewell and DCR were available for map reviews and to answer any questions.



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 minor setback requirements, which reduces the BZA caseload.



The 2014 Board of Zoning Appeals members:

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



2014 Notable Projects

*Human Services Building
Renovations Phase II*

*Puddledock Place Apartments
Phase I and II*

*Burrowsville Community Center
Renovations*

Old Clerk's Office Renovations

*Food Lion Distribution Exterior
Upgrades*

PGHS Tennis Court Renovations

*Disputanta Fire Station
Renovations*

Baymont Inn Change of Use

Macroseal Tenant-Upfit

School Transportation Building

Carson Substation Bunk House

Teriyaki Grill

*Food Lion Distr. Center New
Shipping/Receiving Offices*

Royal Cuts Tenant-Upfit

*Sunflower Gardens Assisted Living
Facility*

New Life Church

Studio M Tenant-Upfit

Eagle Preserve Subdivision

*Puddledock Medical Offices
Buildings 3-6*

Crop Production T-Gold Building

Southpoint Business Park Lot 12

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 goal 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 construction 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 investigates 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 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, whenever inspections are requested or complaints of violations are received.



VIRGINIA BUILDING & CODE OFFICIALS ASSOCIATION

INSPECTIONS DIVISION'S ISO RATING IMPROVES

In 2014, Prince George County participated in a Building Code Effectiveness Grading Schedule (BCEGS) conducted by Insurance Services Office (ISO). ISO is an independent statistical, rating, and advisory

organization that serves the property/casualty insurance industry. ISO collects information on a community's building-code adoption and enforcement services, analyzes the data, and then assigns a Building Code Effectiveness Classification from 1 to 10. Class 1 represents exemplary commitment to building-code enforcement. The Prince George County survey resulted in a BCEGS class of "3" for 1 and 2 family dwellings and a class of "2" for commercial construction.

The effectiveness of local building codes can have a profound effect on how the structures in the County will fare in a hurricane, fire, earthquake, or other natural disaster. Municipalities with well-enforced, up-to-date codes demonstrate better loss experience, and their citizens' insurance rates can reflect that. The prospect of minimizing catastrophe-related damage and ultimately lowering insurance costs is one of the many reasons Prince George County Building Inspections rigorously enforces building codes.



2014 PERMIT TOTALS

2104 PERMIT APPLICATIONS

CATEGORY	PERMIT TYPE	NO.	JOB VALUE
RESIDENTIAL PERMITS	NEW SINGLE FAMILY DWELLINGS	39	\$5,140,717
	MODULAR SINGLE FAMILY DWELLINGS	4	\$407,595
	MANUFACTURED HOMES	9	\$164,487
	APARTMENT BUILDINGS/MULTI-FAMILY	0	\$0
	RESIDENTIAL ADDITIONS	38	\$951,599
	RESIDENTIAL RENOVATIONS	28	\$273,224
	RESIDENTIAL ACCESSORY STRUCTURES	87	\$1,041,998
COMMERCIAL PERMITS	COMMERCIAL NEW BUILDINGS	2	\$533,000
	COMMERCIAL ADDITIONS	4	\$10,542,500
	COMMERCIAL RENOVATIONS/ALTERATIONS	31	\$745,593
	COMMERCIAL ACCESSORY STRUCTURES	39	\$575,579
TEMPORARY STRUCTURES	TEMPORARY STRUCTURES	8	\$14,800
DEMOLITION PERMITS	COMMERCIAL DEMOLITIONS	1	\$9,500
	RESIDENTIAL DEMOLITIONS	7	\$24,300
AUXILIARY PERMITS	ELECTRICAL PERMITS	334	\$3,107,387
	PLUMBING PERMITS	113	\$532,916
	MECHANICAL PERMITS	107	\$914,422
	FIRE PROTECTION SYSTEM PERMITS	11	\$313,602
	GAS PERMITS	305	\$793,098
ENVIRONMENTAL	LAND DISTURBANCE PERMITS	10	\$66,277
	EROSION AND SEDIMENT CONTROL PERMITS	49	\$264,585
SPECIAL EVENTS	SPECIAL EVENT PERMITS	13	\$6,820
PERMIT TOTALS		1239	\$26,423,998
INSPECTIONS MADE		3570	
OCCUPANCY/COMPLETION CERTIFICATES ISSUED		205	

2014 INSPECTION HIGHLIGHTS

Certificates of Occupancy were issued for the new BetterMed Urgent Care for the new Service Center Metals Compact Remelt Plant

Department staff attended the HCA/Cigna "Know Your Numbers Campaign" and health assessments at the Prince George Library on January 10th

Inspections staff participated in an "Energy Code Plan Review and Inspection for Commercial Structures" training class

Staff attended the Local Government Day 2014 event

The Building Official was a guest speaker at the Southside Home Builders Association business meeting and discussed the new online features of the INKforce software system

The Property Maintenance Inspector attended the VBCOA Region VIII Winter Training Seminar in Williamsburg

Staff investigated and monitored the slope failure area of Bear Camp Road in the Meadows subdivision

Staff participated in the Employee Spouse/Significant Other Benefits Fair & Social, and provided a booth to share information on Building Safety Month, County permit requirements, online services and other community development topics

The Building Official met with Destination Church at their Crossings campus to discuss planned upgrades to the facility

The Director, Planning Manager and Building Official conducted Community Development and Code Compliance training at the first Citizens Training Academy session

The Director participated in the on-going selection process for a consultant to assist the MPO with a Tri-Cities Multimodal Station Study

Final Inspections completed for the apartment buildings and the clubhouse at Puddledock Place Apartments

Final inspections completed for 60 hotel rooms that were converted to 30 apartment units at Baymont Inn

Conducted research on Bio-Solids and Industrial Waste as

regulated and permitted by DEQ for agricultural fertilizer land application purposes.

Met with VDOT representatives at the Laurel Spring Road project site to investigate issues/concerns with the completion of the work

Staff attended the VBCOA Annual School and Conference in Blacksburg

Staff participated in the Day to Serve activities sponsored by the County

The Director and Building Official attended the International Code Council's Annual Conference and Code Change Hearings

Submitted the Building Code Effectiveness Grading Schedule (BCEGS) questionnaire

The Office Manager attended a Leadership Training class at John Tyler Community College

Staff met with international visitors who were visiting with localities in Central Virginia to explore various agencies and departments

Permitting staff attended a VBCOA Permit Tech Training Class

2014 Notable Certificates of Occupancy:

SCM Compact Remelt Plant

FLDC New Shipping/Receiving Offices

BetterMed Urgent Care

Prime Care Family Practice

Baymont Inn & Suites

Macroseal

Carson Substation Bunk House

Teriyaki Grill

Puddledock Place Apartments (10 COs)

PG Old Clerk's Office – Heritage Museum

Royal Cuts Tenant-Upfit

A total of 205 COs/CCs were issued in 2014

ENVIRONMENTAL DIVISION



The Environmental Division works with citizens, area businesses, the engineering community, and developers to maintain a balance between protection of the environment and economic growth. The main operational functions of the division are Program Administration, Plan Review, Inspections, and Ero-

sion/Drainage Complaint Investigation.

The Division performs these functions to ensure compliance with the County Erosion and Sediment Control Ordinance, the Chesapeake Bay Protection Ordinance, and other federal, state and local

laws pertaining to erosion and sediment control and stormwater management.

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.



Environmental Totals:

60 AIL permits issued

*10 Land Disturbance
Permits issued*

*57 Enforcement actions were
initiated*

*8 performance bonds were
initiated*

*6 performance bonds were
released*

*642 E&SC inspections
were performed*

17 Site Plans were reviewed

*1 Chesapeake Bay Water
Quality Impact Assessment
was reviewed*

*284 building projects were
reviewed*

83 Complaints Investigated

ENVIRONMENTAL DIVISION HIGHLIGHTS

Assisted with development of Stormwater Utility Fee program and implementation

Participated in the first PG Day to Serve at Appomattox River Park- designed landscaping, secured supplies, and supervised installation of plant materials by volunteers

Participated in four Farmer's Market educational programs with the Virginia Cooperative Extension Service's Master Gardener program

Obtained a grant and coordinated a Storm Drain Marker Program "No Dumping / Drains To Bay" - Markers installed throughout the County

Designed and installed landscape at County Welcome signs

Participated in FEMA Floodplain report, staff meetings and a public outreach meeting held at PG Library

Attended Virginia Department of Environmental Quality (DEQ) public hearing on an application submitted by Synagro to apply treated paper and animal waste by-products to agricultural fields within Prince George County

Participated in Community Clean Up Day

Attended the VA Freedom of Information Advisory Council FOIA Training

Attended the DEQ Integration of Erosion and Sediment Control with Virginia Stormwater Management Program, Stormwater Inspector Certification Class

Participated in the Forester University Protecting Stream Banks, Green Infrastructure, and Pervious Pavement

EPA Erosion and Sediment Control on Construction Sites in the Chesapeake Bay, Waters of the U.S. Proposed Rule



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 zoning, property maintenance, tall grass and discarded materials.

The County Code requires property owners and tenants to keep weeds and grass cut

to a height of no more than 15 inches and to keep all exterior private property free from discarded materials, trash, debris, litter and garbage.

The County of Prince George has adopted the Virginia Maintenance Code, Part III of the Virginia Uniform Statewide Building Code. The provisions of this part of the VUSBC prescribe regulations for the

maintenance and repair of existing structures and equipment.

Following receipt of a complaint and field-verification of a violation, a Notice is delivered to the property owner requiring correction by a specified date. After the allotted time has passed, a follow-up inspection is performed to verify that the violation has been corrected.



CODE COMPLIANCE

CODE COMPLIANCE & PROPERTY MAINTENANCE DIVISION 2014 HIGHLIGHTS

The Code Compliance Division opened 228 new property maintenance and zoning enforcement cases during 2014. To date, 198 of the 228 cases have been resolved and closed. The division produced 186 enforcement documents and violation notices related to these cases.

While not all complaints received result in violation notices, investigations of these complaints did result in 446 inspections of sites and potential violations.



Code Compliance Totals:

182 Complaints

228 New Cases

132 Notices of Violation

47 Correction Notices

7 Unsafe Notices

186 Total Notices

446 Inspections

2 Commercial Structures Demolished

7 Residential Structures Demolished

6 Summonses Issued

13 Court Appearances

NOTICE

"THIS STRUCTURE IS UNSAFE AND ITS USE OR OCCUPANCY HAS BEEN PROHIBITED BY THE BUILDING OFFICIAL."

ADDRESS

DATE

BUILDING OFFICIAL
County of Prince George

2014 DEMOLITION PERMITS

- ◆ A commercial structure on County Dr.
- ◆ A commercial structure on Courthouse Rd.
- ◆ A residential structure on Fine St.
- ◆ A residential structure on Halifax Rd.
- ◆ A residential structure on Pole Run Rd.
- ◆ A residential structure on Shands Rd.
- ◆ A residential structure on Lebanon Rd.
- ◆ A residential structure on Carraway Dr.
- ◆ A residential structure on College Rd.

We're on the Web!
epermits.princegeorgeva.org



Online Services:

- *Apply for a permit*
- *Check permit status*
- *Request an inspection*
- *Search department public records*
- *Make payments*
- *Make a Code Enforcement complaint*
- *Search Code Enforcement cases*



epermits.princegeorgeva.org

DEPARTMENT ACTIVITY SUMMARY

The Department performs a variety of reviews, 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.

3,652 Applications, Submittals and Investigations

- 1239 Permit Applications
- 135 Zoning approval requests
- 283 Zoning Certificates issued
- 265 Complaints investigated
- 243 Enforcement Actions
- 13 Court Appearances
- 49 Subdivision Plats and Site Plans
- 11 PNZ cases submitted
- 1 Comp. Plan revision
- 70 Land disturbing and E&SC app.
- 1343 Plan Reviews

4,691 Inspections

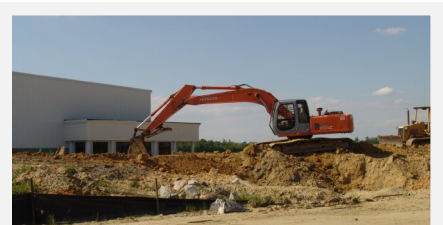
- 3,570 Building Inspections
- 446 Code Compliance, Zoning, Property Maintenance Inspections
- 642 Environmental Inspections
- 33 Planning Inspections



2014 GOALS ACHIEVED

Each year, our department develops a list of goals to achieve that are above and beyond our normal department daily activities. The following is a list of some of the major goals we achieved in 2014:

- Developed a Stormwater Management Ordinance and SW Utility Fee Program
- Provided a minimum of 24 hours of training for each employee
- Hosted the Virginia Association of Zoning Officials' (VAZO) Region 6 Spring Educational Work Shop
- Developed customized reporting capabilities for the InkForce permitting software
- Proposed ordinance revisions to provide for increased and pro-rated penalties for Property Maintenance violations
- Applied for two grants
- Finalized recommendations concerning a Zoning Ordinance Amendment for Urban Farming Practices in residential areas
- Continued implementation of Property Maintenance Cleanup Plan
- Visited another locality to observe community development & code compliance operations
- Proposed amendment to County Zoning Ordinance to provide enhanced standards for signage, noise, buffering & lighting
- Developed List of Prioritized Projects Related to Stormwater Improvements
- Incorporated the Fort Lee JLUS Plan Recommendations into the Comprehensive Plan
- Developed and Implemented a Special Permit Process for Receiving Applications and Issuing Flood plain Permits
- Investigated and Purchased Software Solutions for Digital Plan Submissions and Plan Reviews
- Developed an Automated Expired Permit Notification and Renewal Process to Decrease Inactive Permit Totals and to Automate the Renewal Fee Process
- Hosted and participated in the FEMA Inland Coastal Flood Risk Community Notification Meetings



Planning & Building A Better Community