

# 2015 Annual Report

## COMMUNITY DEVELOPMENT & CODE COMPLIANCE

Prince George  
County, VA



### 2015 DEPARTMENT OVERVIEW

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#### **CDCC 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 activities over the past year, major accomplishments in each division, and advances made in service delivery.

**Staffing:** During 2015, the staffing level of the department remained the same as in 2014. Staff members include:

**Julie C. Walton**  
*Director*

**Brenda Jones**  
*Office Manager*

**Everett Outland**  
*Plans Reviewer*

**Mark Pond**  
*Building Inspector*

**Cathi Cleveland**  
*Permit Technician II*

**Charles Harrison**  
*Permit Technician I*

**Jeff Brown**  
*Deputy Director/Building Official*

**Douglas Miles**  
*Planning Manager/Zoning Administrator*

**W. Reed Martin**  
*Building Inspector*

**Brian Estep**  
*Building Inspector, Zoning Enforcement*

**Diane Cook**  
*Erosion & Sediment Control Inspector*

**Charles Brown**  
*Planning Office Associate II*

***Planning & Building A Better Community***

Member:



## 2015 Notable Projects

*4 Subdivision Plats*

*7 Family Division Plats*

*8 Boundary Line  
Adjustment Plats*

*7 Major Site Plans*

*3 Multi-lot Residential  
Subdivisions*

*2 Private Road Plans*

*183 Home Occupation /  
Professional Business  
zoning approvals*

*12 Special Exception Cases*

*2 Rezoning Cases*

*2 BZA Cases*

*2 Ordinance Amendments*

*13 Second Dwelling Cases*

*241 Zoning Certificates  
issued*

*291 Building Permits  
reviewed*

*20 Inspections*

Member:



American Planning Association

## PLANNING & ZONING DIVISION



The 2015 Planning Commission Members: Joseph E. Simmons; V. Clarence Joyner, Jr.; Alex W. Bresko, Jr.; Floyd M. Brown; Imogene S. Elder; James A. Easter; R. Steven Brockwell (not pictured)

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 assists with questions regarding new development, subdivision of land, and topics ranging from rezonings to variances.

Planning and Zoning Division staff performed 20 zoning site inspections related to cases during 2015.

Also in 2015, 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 DIVISION 2015 HIGHLIGHTS

Hosted the Virginia Association of Zoning Officials (VAZO) Region 6 Spring Training Seminar held in Henrico County in March

The Director and Planning Manager attended the Board of Supervisors Retreat and provided an update on the Comprehensive Plan Matrix, current cash proffers collected and the Appomattox River Regional Park Master Plan

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 completed the FEMA Inland and Coastal Flood Risk Maps

The Planning Manager and Deputy County Administrator attended the Comprehensive Economic Development Strategy (CEDS) Public Meeting at Crater Planning to assist in coordinating local economic development needs through a regional planning process

The Planning Manager attended the 2015 Legal Training Seminar in Charlottesville on such topics as a 2015 General Assembly Update, BZA New Variance Standards, and Eminent

Domain issues related to utility pipelines and regional infrastructure needs

The Director and Planning Manager attended the House Bill 2 (HB2) VDOT Regional Training Workshop on the new VDOT road funding project application submittal process

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

The Planning Manager attended the Crater Planning Quarterly Meetings for training on the Virginia Outdoors Plan and the VCU GIS Development Tracker that assists with the Fort Lee Joint Land Use Plan (JLUS) implementation in the region and Prince George County

Completed the Design Standards Guidelines for new development projects in the County

The Deputy County Administrator, Planning Manager and VDOT Engineer conducted a preliminary TIA meeting for future development in the northeast quadrant of Route 156 and US 460

The Director and Planning Manager worked with the County Engineer and the consultant for final reviews of water and wastewater demand projections for development of the Utilities Master Plan

## PLANNING COMMISSION

In 2015, the Planning Commission reviewed the new tower siting policy. Staff continued to work on ordinance amendments in order to comply with newly adopted legislation by the General Assembly. Work continued on updates to the Zoning Ordinance, and work began on new illustrative efforts through a Design Standards Guide for use by architects, developers, engineers, and surveyors that perform work in our commercial corridors and industrial parks.

Two Rezoning cases and 12 Special Exception cases were heard by the Planning Commission this year. Some of these requests included:

- ◆ Two Communications Towers
- ◆ Hatch Equine Training School
- ◆ Stay Over Storage II
- ◆ Wilkinson Oil & Propane, Inc. Satellite Facility

- ◆ Kidco Child Care Academy
- ◆ Believe-N-U Academic Development Center and Private School
- ◆ Living Spirit Massage Therapy
- ◆ Life Empowerment Ministries Church
- ◆ The Herb Basket Massage Therapy

In 2015, two Zoning Ordinance Amendments were heard before the Planning Commission:

- ◆ FEMA Coastal In-land Floodplain Maps
- ◆ Commercial and Agricultural Tall Grass Ordinance Amendment.

The Capital Improvements Plan (CIP) subcommittee was led by Chairman Joe Simmons and Vice Chairman Jim Easter, with the department director and planning manager from Community Development and the Finance Director providing staff support to the subcommittee. The CIP plan was developed and recommended to the Planning Commission and the Board of Supervisors.



### 2015 New County Businesses included:

*Neuro Care of Virginia, PC*

*Kidco Academy Child Care*

*Dollar General – Courtland Road*

*Cross Roads Quick Lane Building*

*The James House Counseling Service*

*Dominion Waste Services, LLC*

*SCM Re-Melt Plant Expansion*

*Living Spirit Massage and Holistic Health, LLC*

*Virginia Cancer Institute, Inc.*

*The Herb Basket Massage Office*

*Believe-N-U Academic Development Center*

*Prince George Dental, LLC*

*Sunflower Gardens Assisted Living*

*2 Verizon Wireless Cellular Towers*

*Hatch Equine Training School*

*Life Empowerment Ministries*

*Stay Over Storage II*



## 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 2015 Board of Zoning Appeals members:

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

### **Highlights continued:**

The Director and Planning Manager attended the Healthy and Equitable Communities Training Workshop hosted by The Cameron Foundation

The Planning Manager and County Attorney conducted training at a BZA Work Session on the new variance standards and other legal changes to VA State Code

The Planning Manager and Property Maintenance Inspector attended the VAZO Fall Training

The Director and Planning Manager attended the Southside Gateway D1 Steering Committee Meetings at the Cameron Foundation

The Planning Manager attended the Crater Planning Regional Planning Director's Meetings

The Planning Manager assisted DEQ with an informational meeting for a Virginia Pollution Abatement permit application from Synagro Central LLC to use biosolids on 1513.3 acres of agricultural land in the County

## 2015 Notable Projects:

*Sunflower Gardens –  
Dementia Building*

*Taco Bell Freezer/Cooler  
Addition*

*Waterfront Medical Office  
Building No. 3*

*Neuro Care of Virginia  
Office*

*Virginia Cancer Institute  
Office*

*Burrowsville Fire Station  
Addition*

*Dollar General – Courtland  
Road*

*SCM Compact Remelt  
Plant Expansion*

*Carson Fire Station*

*Herb Basket Building*

*Kidco Academy*

*Crop Production Services T  
-Gold Building*

*Crossroads Quicklane  
Building*

*Studio M*

*Eagle Preserve Subdivision*

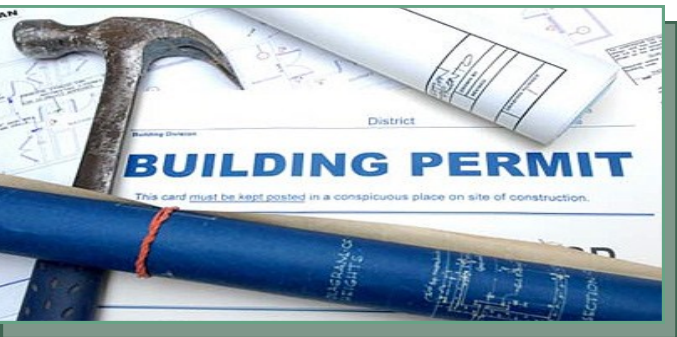
*Brickhouse Landing  
Subdivision*

*Wilkinson Propane  
Distribution Facility*

# BUILDING INSPECTIONS DIVISION

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 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 environ-



ment. 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 number of inspections also varies with the project type, the complexity of the project, and the number of re-inspections required.

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.

2015 Permit Totals			
2015 Application Totals			
Category	Permit Type	No	Job Value
Residential Permits	New Single Family Dwellings	70	\$11,272,155.00
	Modular Single Family Dwellings	2	\$407,090.00
	Manufactured Homes	26	\$607,600.00
	Residential Special Flood Hazard Area	1	\$100.00
	Residential Additions	71	\$1,249,829.00
Commercial Permits	Residential Renovations	49	\$1,115,027.00
	Residential Accessory Structures	85	\$1,255,294.45
	Commercial New Buildings	6	\$3,577,793.00
	Commercial Additions	3	\$6,942,174.00
	Commercial Renovations/Alterations	61	\$2,545,320.00
Temporary Structures	Commercial Accessory Structures	3	\$13,300.00
	Temporary Structures	13	\$12,201.00
Demolition Permits	Residential Demolitions	8	\$10,825.00
	Commercial Demolitions	2	\$2,075.00
Auxiliary Permits		31	
	Electrical Permits	3	\$1,945,517.79
		16	
	Plumbing Permits	3	\$805,429.00
		20	
	Mechanical Permits	1	\$1,351,046.00
	Fire Protection Systems Permits	6	\$84,581.00
		12	
	Gas Permits	2	\$216,956.00
	Water and Sewer Permits	38	\$68,243.00
	Land Disturbance Permits	11	\$2,055,220.00
	Erosion and Sediment Control Permits	78	\$332,100.00
	Special Events Permits	31	\$8,000.00
		13	
Permit Totals		63	\$35,877,876.24
Inspections Made			4454
Occupancy/Certificates Issued			244

## 2015 CODE CHANGE TRAINING

The Virginia codes are based on the International Code Council's (ICC) series of I-codes (IBC, IRC, etc.). Once the ICC publishes a new edition of I-codes, Virginia begins reviewing the codes and considering any changes that should be made to the I-codes for adoption in Virginia. Once the changes are approved and adopted, the revised versions of I-codes become the Virginia codes. The 2012 Virginia codes became effective throughout the state on July 14, 2014. All permits applied for after July 13, 2015 must be issued under the 2012 edition of the code.

As always, the revised codes included significant changes. Code changes can affect the cost of a job, and not understanding new code requirements may result in doing a job more than once to get it approved. In an effort to educate contractors and designers on the changes, the department offered code update training to contractors and designers.

On May 13th, the Building Official conducted a Code Change Training Seminar for the Home Builders Association of Southside Virginia. The seminar included informational handouts on the code changes, a training presentation on Significant Changes to the 2012 Virginia Residential Code and a question and answer session.

On June 10th and 11th, the department hosted Regional Code Update Training by Region VI of the Virginia Building and Code Officials Association. This training was open to anyone interested in learning about the code changes. Training covered residential, commercial, plumbing, mechanical and fuel gas code changes.

### 2015 DIVISION HIGHLIGHTS

The Director and Planning Manager participated in the CIP committee meetings

The Director submitted transportation project ratings to the MPO's technical committee for RSTP funding consideration

The Director attended the Local Government Day 2015 General Assembly event, and serves as the VBCOA Legislative co-chair

The Director presented the cost estimates for the Stormwater Project priorities to the Board of Supervisors

Developed a process for approving Solid Waste Collector's Permits for businesses interested in providing waste collection services in the County

The Director participated on a Virginia Department of Health Building Regulatory Advisory Panel

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

The Director participated in the on-going process through the MPO for the Tri-Cities Multimodal Station Location Selection Study

The Director participated in the 2015 Lead Virginia Class Sessions throughout the year

Charles Harrison obtained Virginia DHCD certification as Permit Technician

The Director and Planning Manager worked with Crater Planning Transportation Staff on the VDOT Travel Model and Forecasts (TMF) Population Data for future transportation planning and funding purposes

The FEMA Inland Coastal Risk Maps were completed and approved by the BOS

The Director attended the Monthly Coordination meetings with VDOT

The Building Official provided Code Update Training to the Home Builders Association of Southside

The FEMA Inland Coastal Floodplain Ordinance amendment was completed and submitted to DCR for final FEMA approval

Staff visited the Community Development offices of Isle of Wight County

The Building Official organized Damage Assessment Training classes for all County damage assessment team members. The training was attended by 37 team members

The Building Official facilitated regional 2012 Code Update Training by the Virginia Building Code Officials Association in the County Administration Building on June 10th and 11th. The training was attended by over 30 contractors, engineers and architects

The Planning Manager and Building Official presented proposed ordinance amendments related to tall grass and unsafe structures to the Board of Supervisors

The Director completed and submitted the County's application for transportation funding under the HB2 process

Inspection staff attended the VBCOA Annual School and Conference

Inspections Staff participated in the Lowe's Contractor Appreciation event at the Prince George Lowe's store

### 2015 Notable Certificates of Occupancy:

*Waterfront Medical  
Office Building No. 3*

*Neuro Care of  
Virginia Office*

*Herb Basket Building*

*Kidco Academy*

*Crop Production  
Services T-Gold  
Building*

*Studio M*

*Puddledock Place  
Apartments (Full  
COs Issued in  
January)*

*New Life Church*

*244 COs/CCs were  
issued in 2015*

*1,511 Plan Reviews  
were performed in  
2015*

*31 Special Event  
Permits issued*



## 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.

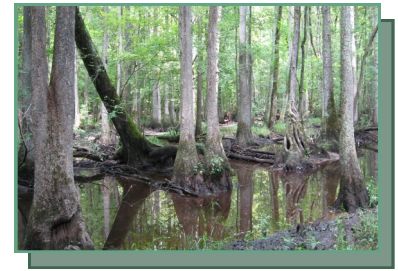
The main operational functions of the division are Program Administration, Plan Review, Inspections, and Ero-

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, E&S Inspector, 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.



### 2015

### Environmental Totals:

*70 AIL permits issued*

*11 LD Permits issued*

*14 Enforcement actions were initiated*

*12 performance bonds were initiated*

*14 performance bonds were released*

*732 E&SC inspections were performed*

*20 E&S Site Plans were reviewed*

*1 Chesapeake Bay Water Quality Impact Assessment was reviewed*

*292 building projects were reviewed*

*49 Complaints Investigated*

## ENVIRONMENTAL DIVISION HIGHLIGHTS

Assisted with the implementation of the Stormwater Utility Fee program by receiving and investigating citizen complaints, referring complaints to the correct party to address, and conducting follow-up inspections as needed

Participated in a field exercise with U.S. Army Corps staff confirming presence of wetlands to be protected on a residential property

The E&S Inspector completed the FEMA Independent Study Course on Introduction of Incident Command System and the National Incident Management System (obtained certification by successfully passing an exam) and attended the VDEM Disaster Damage Assessment training

Attended DEQ training on Plants Used for Stormwater and Erosion Control Projects

Attended DEQ training on Basic Soil Science for Stormwater Management and Erosion Control presented by professor Lee Daniels of Virginia Tech

Volunteered at the National Night Out Program and answered citizen questions about the Stormwater Utility Fee program, conserva-

tion of water resources and other environmental concerns

Participated in the Farmer's Market educational program providing citizens with information and brochures on swimming pool safety, Fire Protection, Water Conservation, Disaster Preparedness and Energy Efficiency

Diane Cook, E&S Inspector, obtained her DEQ Stormwater Program Administrator Certification in 2015



Assisted with the Brownie and Daisy Scout landscape projects (Troop 5000)

2015

# 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 property areas 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 2015 HIGHLIGHTS

The Code Compliance Division opened 281 new property maintenance and zoning enforcement cases during 2015. To date, 263 of the 281 cases have been resolved and closed. The division produced 201 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 301 inspections of various sites and violations.

In 2015, the County's tall grass ordinance was amended to include all residential, commercial and industrial properties. Prior to this change, the ordinance only applied to residential lots within subdivisions. The amended ordinance also requires only one tall grass notice for a property to be sent each growing season. This provision expedites the abatement process for properties that are found in violation more than once in a growing season.

Also this year, the County's unsafe structures ordinance was amended to provide the County with an expedited abatement process to utilize when a structure has been deemed unsafe or unfit and the owner is not able to be located or fails to comply with repair orders. Cost incurred by the County for repairs or demolition will be charged to the property owner, and if not repaid will result in a lien against the property.

**PRINCE GEORGE COUNTY**  
COMMUNITY DEVELOPMENT  
& CODE COMPLIANCE  
804-722-8659  
princegeorgecountyva.gov

ON \_\_\_\_\_, INSPECTOR \_\_\_\_\_  
OBSERVED THE VIOLATION(S) LISTED BELOW:

- ☐ TALL GRASS
- ☐ TRASH OR DISCARDED MATERIALS
- ☐ PROPERTY MAINTENANCE
- ☐ OPEN BURNING
- ☐ WORKING WITHOUT A PERMIT

See reverse side of this hanger for an explanation of each violation category and the required corrective action.

PROPERTY ADDRESS: \_\_\_\_\_

NOTES: \_\_\_\_\_

ESTIMATED REINSPECT DATE: \_\_\_\_\_

Please correct the items listed above as soon as possible to prevent further administrative enforcement action. Thank you for your attention to this matter.

If you have any questions please contact Code Compliance at [inspections@princegeorgecountyva.gov](mailto:inspections@princegeorgecountyva.gov) or 804-722-8659.

Prince George County... A global community where families thrive and businesses prosper

## *2015 Code Compliance Totals:*

*200 Complaints*

*281 New Cases*

*71 Tall Grass Complaints*

*19 Violations abated by County resources*

*151 Notices of Violation*

*42 Correction Notices*

*8 Unsafe Notices*

*201 Total Notices*

*301 Inspections*

*7 Residential Structures Demolished*

*5 Court Hearings*

## 2015 Door Hanger Program

To help proactively resolve neighborhood code enforcement and safety issues, the code enforcement division has created door hangers designed to alert home owners of potential code violations. Door hangers are used to advise a property owner or tenant that a violation has been observed and give them an opportunity to correct it before a Notice of Violation is issued.

We're on the Web!  
[epermits.princegeorgeva.org](http://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](http://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.

### **4132 Applications, Submittals and Investigations (13% increase from 2014)**

- 1363 Permit Applications
- 424 Zoning approval requests
- 241 Zoning Certificates issued
- 249 Complaints investigated
- 215 Enforcement Actions
- 5 Court Hearings
- 31 Subdivision Plats and Site Plans
- 16 PNZ cases submitted
- 77 Land disturbing and E&SC app.
- 1511 Construction Plan Reviews

### **5507 Inspections (17.5% increase from 2014)**

- 4,454 Building Inspections
- 301 Code Compliance, Zoning, Property Maintenance Inspections
- 732 Environmental Inspections
- 20 Planning Inspections



## 2015 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 2015:

- Implemented the Stormwater Management Ordinance and SW Utility Fee Program
- Secured contractors and developed contracts related to stormwater projects
- 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
- Assisted with the procurement and development of design and construction documents for New Scott Park
- Developed and coordinated damage assessment training for all supporting departments listed in EOP
- Facilitated the development of a revised master plan for the Appomattox River Regional Park
- Hosted regional contractor and customer training opportunities on new building codes
- Initiated process for accepting online payments for planning/zoning fees
- Developed ordinance revisions for tall grass regulations to include commercial and industrial properties
- Visited another locality to observe Community Development & Code Compliance operations
- Assisted the Utilities Department with the completion of the water and wastewater master plan
- Advanced the capital improvement plan process
- Developed a Code Enforcement Door Hanger Program
- Monitored VDOT improvement projects
- Developed new zoning policies for cell tower locations and site requirements
- Created design guidelines for new development standards ordinance
- Developed a Code Compliance FAQ flyer for distribution to citizens
- Developed process for property maintenance redevelopment
- Hosted and participated in the FEMA Inland Coastal Flood Risk Community Notification Meetings

***Planning & Building A Better Community***