

**DRAFT MINUTES**  
Planning Commission  
County of Prince George, Virginia  
Business Meeting  
May 23, 2024

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

**CALL TO ORDER.** The Regular Meeting of the Prince George County Planning Commission was called to order at 6:30 p.m. on Thursday, May 23, 2024, in the Board Room, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Ms. Anderson, Chair.

**ATTENDANCE.** The following members responded to Roll Call:

Tammy Anderson, Chair	Present
Alex Bresko, Vice-Chair	Present
Stephen Brockwell	Absent
Jennifer Canepa	Present
Imogene Elder	Present
Clarence Joyner	Present
Brian Waymack	Present

Staff present: Robert Baldwin, Planning Director; Tim Graves, Planner II; Madison Sobczak, Planning Technician

**INVOCATION.** Ms. Anderson provided the Invocation.

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

**ADOPTION OF THE AGENDA.** Ms. Anderson asked the Commissioners for a motion to approve the Agenda for the May 23, 2024, Planning Commission meeting. Ms. Canepa made a motion to approve the Agenda and Mr. Waymack seconded the motion.

Roll Call:

In favor: (6) Elder, Canepa, Anderson, Bresko, Waymack, Joyner

Opposed: (0)

Absent: (1) Brockwell

**PUBLIC COMMENT PERIOD.**

At 6:32 p.m., Ms. Anderson opened the Public Comment Period to anyone who wished to come forward to speak to the Commissioners on topics that were not on the Agenda as Public Hearings. Citizens were asked to limit their comments to three (3) minutes.

With no one else wishing to speak, Ms. Anderson closed the Public Comment Period at 6:32 p.m.

**COMMISSIONERS' COMMENTS.**

Ms. Anderson asked the Commissioners if they had any comments they would like to share.

Ms. Canepa congratulated all the 2024 graduates.

**ORDER OF BUSINESS.**

**A-1. Adoption of Joint Work Session Meeting Minutes – March 21, 2024**

Ms. Anderson asked the Commissioners to review the Joint Work Session Minutes from March 21, 2024. Ms. Elder made a motion to approve the Minutes as written. The motion was seconded by Ms. Canepa.

Roll Call:

In favor: (5) Anderson, Elder, Bresko, Waymack, Canepa

Opposed: (0)

Abstain: (1) Joyner

Absent: (1) Brockwell

**A-2. Adoption of Work Session Meeting Minutes – March 25, 2024**

Ms. Anderson asked the Commissioners to review the Work Session Minutes from March 25, 2024. Mr. Bresko made a motion to approve the March 25, 2024, Work Session Minutes as written. The motion for approval was seconded by Mr. Waymack.

Roll Call:

In favor: (5) Elder, Bresko, Anderson, Waymack, Canepa

Opposed: (0)

Abstain: (1) Joyner

Absent: (1) Brockwell

**A-3. Adoption of Business Meeting Minutes – March 28, 2024**

Ms. Anderson asked the Commissioners to review the Minutes of the March 28, 2024, Planning Commission meeting. Ms. Canepa made a motion to approve the March 28, 2024, Minutes with one correction to page 8 to remove Ms. Elder's name from opposed on the vote for SE-24-02. The motion was seconded by Mr. Bresko.

Roll Call:

In favor: (5) Canepa, Bresko, Anderson, Waymack, Elder

Opposed: (0)

Abstain: (1) Joyner

Absent: (1) Brockwell

**A-4. Adoption of Work Session Meeting Minutes – April 22, 2024**

Ms. Anderson asked the Commissioners to review the Work Session Minutes from April 22, 2024. Ms. Canepa made a motion to approve the Minutes as written. The motion was seconded by Ms. Elder.

Roll Call:

In favor: (4) Anderson, Canepa, Elder, Bresko

Opposed: (0)

Abstain: (2) Joyner, Waymack

Absent: (1) Brockwell

**A-5. Adoption of Business Meeting Minutes – April 25, 2024**

Ms. Anderson asked the Commissioners to review the Minutes of the April 25, 2024, Planning Commission meeting. Ms. Canepa made a motion to approve the April 25, 2024, Minutes with one correction to page 6 to show the number 2 for absent at adjournment instead of 1. The motion was seconded by Ms. Elder.

Roll Call:

In favor: (4) Canepa, Bresko, Anderson, Elder

Opposed: (0)

Abstain: (2) Waymack, Joyner

Absent: (1) Brockwell

**A-6. Review 2023 Planning Commission Annual Report for Submittal to Board of Supervisors**

Ms. Anderson asked the Commissioners to review the 2023 Planning Commission Annual Report. Mr. Bresko made a motion to approve the Report. The motion was seconded by Ms. Canepa.

Roll Call:

In favor: (6) Elder, Bresko, Anderson, Waymack, Canepa, Joyner

Opposed: (0)

Abstain: (0)

Absent: (1) Brockwell

**A-7. Adoption of Revised Planning Commission Meeting Schedule for 2024**

Ms. Anderson asked the Commissioners to review the Revised 2024 Planning Commission Meeting Schedule. Ms. Canepa made a motion to adopt the Revised 2024 Planning Commission Meeting Schedule. The motion was seconded by Mr. Waymack.

Roll Call:

In favor: (5) Elder, Bresko, Anderson, Waymack, Canepa

Opposed: (0)

Abstain: (1) Joyner

Absent: (1) Brockwell

**PUBLIC HEARINGS**

- P-1. SPECIAL EXCEPTION SE-24-04:** Request to permit a special care hospital within a General Business (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow a day support center for the care of individuals with developmental and intellectual disabilities. The subject property is approximately 1.5 acres in size, located at 4224 Branchester Parkway, and is identified as Tax Map 130(06)00-003-D. The Comprehensive Plan indicates the property is planned for Commercial uses. [8] **Tim Graves**

Mr. Graves presented SE-24-04 to the Commission. (The staff report materials including the application materials are posted on the Planning Department website in the Planning Commission Meetings section.)

Mr. Graves asked if there were any questions for staff and also stated the applicant was present and available for questions from Commissioners.

Mr. Joyner asked how many clients there would be.

Mr. Graves stated he would let the applicant come up and answer that question.

Ms. LaShanda Powell introduced herself to the Commissioners and stated the clientele is based on the occupancy that is allowed in the building. She then stated she currently operates a day support center in the City of Petersburg with 19 to 20 individuals.

Ms. Elder asked what the range of age was in their clients.

Ms. Powell stated they only currently service individuals who are 18 and older but do have a desire to support children in the future as an added service.

Mr. Waymack asked if the applicants own or rent the building.

Ms. Powell stated they are trying to purchase the building.

With no further questions or concerns from the Commissioners, Ms. Anderson opened the Public Hearing at 6:46 p.m. Ms. Anderson stated that anyone that wished to speak needed to state their name and address and to limit comments to three minutes.

With no one wishing to speak, Ms. Anderson closed the Public Hearing at 6:46 p.m.

Ms. Anderson asked if the Commissioners had any further questions for staff. With there being no further questions Ms. Anderson stated she would entertain a motion. Ms. Canepa made a motion to forward request SE-24-04 to the Board with a recommendation for approval subject to the recommended conditions in the Staff Report and the reason for that recommendation is it is expected to benefit the general welfare of the community. Ms. Elder seconded the motion.

Roll Call:

In favor: (6) Anderson, Joyner, Canepa, Waymack, Elder, Bresko

Opposed: (0)

Abstain: (0)

Absent: (1) Brockwell

- P-2. REZONING RZ-24-02:** Request to conditionally rezone 2.343 acres from Residential-Agricultural (R-A) and General Business (B-1) to General Business (B-1) for future commercial development. The subject property is located behind 5840-5844 Allin Road and is identified as Tax Maps 230(26)00-001-0, 230(0A)00-041-0 (portion) and 230(0A)00-041-B (portion). The Comprehensive Plan indicates the property is planned for Village Center uses. [9] **Tim Graves**

Mr. Graves presented RZ-24-02 to the Commission. (The staff report materials including the application materials are posted on the Planning Department website in the Planning Commission Meetings section.)

Mr. Graves asked if there were any questions for Staff and stated the applicant was also present and available for questions.

Mr. Bresko asked if the rezoning request included the portion of Sawmill Road outlined in blue in the Staff Report.

Mr. Graves stated a portion of the property is Sawmill Road and it is included in the request but would not affect what happens with the private road. He then stated the portion of the property that is shown in red were all part of one rezoning case in 2002 that included the three parcels in the front and a portion of the property included in this request. He explained the applicant is requesting to combine the leftover undeveloped piece with the additional property to the North to have one set of rules for the resulting 3 acres.

Ms. Anderson asked if the white piece of property that is outlined is what is being voted on.

Mr. Graves stated it is the area outlined in blue is the area proposed to be rezoned which includes a part of the road.

Mr. Graves asked if there were any further questions for staff.

With no further questions or concerns from the Commissioners, Ms. Anderson opened the Public Hearing at 6:58 p.m. Ms. Anderson stated that anyone that wished to speak needed to state their name and address and to limit comments to three minutes.

With no one wishing to speak, Ms. Anderson closed the Public Hearing at 6:58 p.m.

Ms. Anderson asked if the Commissioners had any further questions for staff. With there being no further questions Ms. Anderson stated she would entertain a motion. Mr. Waymack made the motion to forward request RZ-24-02 to the Board with a recommendation for approval subject to the proffered conditions and the reason for this is it is compatible with the Comprehensive Plan and surrounding land uses and zoning districts. Mr. Bresko seconded the motion.

Roll Call:

In favor: (6) Waymack, Bresko, Joyner, Anderson, Canepa, Elder

Opposed: (0)

Abstain: (0)

Absent: (1) Brockwell

## **COMMUNICATIONS.**

### **C-1. Actions of the Board of Zoning Appeals (BZA)**

- There were none. The May meeting was canceled.

**C-2. Actions of the Board of Supervisors (BOS)**

- The Planning Staff will be giving a report on June 11, 2024 on potentially amending the ordinance pertaining to poultry.
- The Board voted to temporarily suspend Code Enforcement action regarding chickens at the meeting held on April 23, 2024.
- Approved three Special Exception requests at the meeting held on April 23, 2024.
- Received a report on the Zoning and Subdivision Ordinance Diagnostics from The Berkley Group on May 14, 2024.

**C-3. Upcoming Planning Commission Cases for June 2024**

- One case is a Special Exception for a home-based childcare facility.

**C-4 Comprehensive Plan Update Process**

- The Berkley Group gave a report to The Board on May 14.
- Public workshops and focus groups were held on May 8, 15, and 22 at the public library.
- Staff is in the process of finalizing the date for additional Public Workshop on a Saturday in June.
- Staff is working on an additional workshop for County Employees.
- A special Work Session will be held with the Planning Commission on July 29, 2024.

Mr. Graves asked if there were any questions or comments for Staff.

Mr. Bresko stated on Wednesday, May 29, the Ruritan Club would be holding a steak FEAST dinner from 5 p.m. to 7 p.m. at the Scott Memorial Park and tickets were available for purchase.

**ADJOURNMENT.**

At 7:07 p.m., Ms. Anderson asked the Commissioners if they had any additional questions. If not, she would entertain a motion to adjourn. Mr. Bresko made a motion to adjourn, and Ms. Canepa seconded the motion. Roll was called on the motion.

Roll Call:

In favor: (6) Anderson, Bresko, Canepa, Waymack, Joyner, Elder

Opposed: (0)

Absent: (1) Brockwell