



## ***County of Prince George, Virginia***

*"A global community where families thrive and businesses prosper"*

### **INTEROFFICE MEMORANDUM**

TO: Imogene S. Elder, Chair  
Tammy Anderson, Vice-Chair  
Alex W. Bresko, Jr.  
R. Steven Brockwell  
Jennifer D. Canepa  
V. Clarence Joyner, Jr.  
Joseph E. Simmons

FROM: Tim Graves, Planner I

RE: March Planning Commission Work Session & Business Meeting

DATE: March 16, 2023

CC: Julie C. Walton, Director  
Dan Whitten, County Attorney  
Andre Greene, Planner II  
Missy Greaves-Smith, Office Manager

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The Planning Commission's Work Session will be Monday, March 20, 2023 at 5:30 p.m. in the Board Room.

The Planning Commission's regular Business Meeting will be Thursday, March 23, 2023 at 6:30 p.m. in the Board Room.

Please contact me at (804)722-8678 or via e-mail at [tgraves@princegeorgecountyva.gov](mailto:tgraves@princegeorgecountyva.gov) with any questions.

1	Agenda
2	Draft Work Session Minutes February 21, 2023
3	Draft Business Meeting Minutes February 23, 2023
4	S-23-01 Krenicky – Vacation of Plat
5	RZ-22-06 James R. Jones - Rezoning
6	CPA-23-01 Craft – Comp Plan Map Change
7	RZ-23-01 Craft – Rezoning
8	SE-23-01 Shenjobi / Moore – Adult Day Care
9	Communications
10	
11	
12	



Begin

**TAB 1**

**AGENDA**  
Planning Commission  
County of Prince George, Virginia  
Business Meeting: March 23, 2023  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Business Meeting**  
**6:30 p.m.**

**CALL TO ORDER – Madam Chair Elder**

Roll Call - Clerk

**INVOCATION**

**PLEDGE OF ALLEGIANCE TO THE U.S. FLAG**

**ADOPTION OF AGENDA [1] – Madam Chair Elder**

**PUBLIC COMMENTS – Madam Chair Elder**

The Public Comment period is open to anyone who wishes to speak to the Commissioners on any items not being heard as Public Hearing items this evening. Please state your name and address, and you will have three (3) minutes to speak.

**COMMISSIONERS' COMMENTS – Madam Chair Elder**

**ORDER OF BUSINESS – Madam Chair Elder**

- A-1.** Adoption of Work Session Meeting Minutes – February 21, 2023 [2]
- A-2.** Adoption of Business Meeting Minutes – February 23, 2023 [3]
- A-3.** **VACATION OF PLAT S-23-01:** Request of Ethel R. Krenicky for Vacation of plat before sale of lot therein, pursuant to Section 70-802. The plat which is requested to be vacated was recorded in the Circuit Court Clerk's office in Instrument # 2200001939. The property is 73.436 acres in size, located on South Crater Road, and is currently identified as Tax Map # 510(0A)00-070-0. Vacating the plat will restore five (5) tax parcels to the boundaries that existed before the plat was recorded. [4] **Julie Walton**

**PUBLIC HEARINGS – Madam Chair Elder**

- P-1.** **REZONING AMENDMENT RZ-22-06:** Request of James R. Jones Builder, Inc. to amend the proffered conditions of Rezoning Case ZM-03-004 relating to buffer requirements, minimum house size, and number of building permits permitted per year. The subject property, zoned Residential Estate (R-E) District, comprises approximately 128 acres with frontage on Bull Hill Road and Courthouse Road, and is identified as Tax Map 340(0A)00-020-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses. [5] **Julie Walton**

- P-2. COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from “Residential” to “Commercial”, in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. [6] **Tim Graves**
- P-3. REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial. [7] **Tim Graves**
- P-4. SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses. [8] **Tim Graves**

**COMMUNICATIONS – [9] Tim Graves**

- C-1.** Actions of the Board of Zoning Appeals
- C-2.** Actions of the Board of Supervisors
- A.** BOS Recap
- C-3.** Upcoming Cases for April 2023
- C-4.** Other
- A.** Commendations for Floyd M. Brown Sr. and Irma Brown scheduled for March 28 BOS
- B.** VDOT Report tentatively scheduled for April Work Session

**ADJOURNMENT – Madam Chair Elder**

Begin

**TAB 2**

## **DRAFT MINUTES - WORK SESSION**

Planning Commission of Prince George County, Virginia

**Tuesday, February 21, 2023 at 5:30 p.m.**

County Administration Bldg., Board Room (Third Floor)

6602 Courts Drive, Prince George, Virginia

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**CALL TO ORDER** – Madam Chair Elder called the meeting to order at 5:32 p.m.

Roll Call – Commissioners Present: Elder, Bresko, Anderson, Canepa, Brockwell

Commissioners Absent: Joyner, Simmons

Staff Present: Julie Walton, Tim Graves

### **AGENDA REVIEW FOR FEBRUARY 23 BUSINESS MEETING** –

Tim Graves reviewed the agenda for Thursday's Business Meeting. Staff and the Commission discussed the need to revise the Business Meeting agenda to change "Birdsong Road" to "Rives Road" in the case description for Rezoning Request RZ-22-05. Staff and the Commission discussed the new "Commissioners' Comments" section on the monthly agenda. The Commission expressed the desire to share information about each Commissioners' background during the Commissioners' Comments section at the upcoming Business Meeting. Staff and the Commission discussed the process for citizens to apply to be a Planning Commissioner or other citizen board opportunities. The process is to apply on the County website at

[https://www.princegeorgecountyva.gov/government/citizen\\_boards\\_and\\_commissions/index.php](https://www.princegeorgecountyva.gov/government/citizen_boards_and_commissions/index.php).

### **CASE REVIEW**

**P-1. REZONING RZ-22-05:** Request of HB Property Associates, LLC to conditionally rezone approximately 19.836 acres from M-1, Light Industrial to M-2, General Industrial. The purpose of the rezoning is to allow overflow tractor trailer parking for e-commerce fulfillment transportation services. The subject property is located at the end of Corporate Lane (a road that is accessed off Birdsong Road in the corporate limits of the City of Petersburg). The property is identified as Tax Map 330(0A)00-016-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Industrial development. **Tim Graves reviewed the Staff Report.**

### **COMMUNICATIONS**

The Commissioners asked about the Middle Road property across from the new elementary school. Staff stated that several citizens have asked about this but at this time only a preliminary rezoning application was submitted for a housing development including single-family lots and townhouses. No official application has been submitted and if one is submitted, adjacent property owners will be notified as required by law. The Commissioners also asked to receive a report from VDOT similar to what the Board receives each month, which would also allow them to ask questions about road projects in the County. Ms. Walton stated that she would ask Crystal Smith to attend a future Planning Commission Work Session.

**ADJOURNMENT** – Madam Chair Elder asked for a motion to adjourn the meeting. Mr. Bresko made a motion, seconded by Ms. Anderson, and the motion passed by a 5-0 vote to adjourn the meeting at 6:08 p.m.

Begin

**TAB 3**

**MINUTES**  
Planning Commission  
County of Prince George, Virginia

February 23, 2023

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, February 23, 2023 in the Board Room, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Ms. Elder, Chair.

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

Mr. Simmons	Absent
Ms. Elder	Present
Mr. Bresko	Present
Mr. Joyner	Absent
Ms. Anderson	Present
Ms. Canepa	Present
Mr. Brockwell	Present

Also present: Dan Whitten, County Attorney; Julie Walton, Director; Tim Graves, Planner I; Missy Greaves-Smith, Office Manager

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

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

**ADOPTION OF THE AGENDA.** Ms. Elder asked the Commissioners for a motion to approve the Agenda for the February 23, 2023 Planning Commission meeting. Mr. Bresko made a motion to approve the meeting Agenda and Ms. Canepa seconded the motion.

Roll Call:

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

Opposed: (0)

Absent: (2) Joyner, Simmons

**PUBLIC COMMENT PERIOD.**

At 6:32 p.m., Ms. Elder 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 present indicating they wished to speak, the Public Comment Period was closed at 6:33 p.m.

## **COMMISSIONERS' COMMENTS.**

Ms. Elder asked the Commissioners to introduce themselves and briefly state their occupation and background. Ms. Imogene Elder explained she worked in the banking industry until she retired several years ago. Ms. Tammy Anderson stated she joined the Planning Commission last year and works in the pharmaceutical compliance field. Mr. Steve Brockwell is a business owner in Carson and has been in sales his whole career. Mr. Alex "Willie" Bresko stated he graduated from Prince George High School in 1966, received his BS in Agriculture Economics from VA Tech, and farmed in Prince George until 2020. Ms. Jennifer Canepa explained she is an IT Project Manager for VCU Health and has lived in Prince George for the past four years.

## **ORDER OF BUSINESS.**

### **A-1. Adoption of the Revised Planning Commission 2023 Meeting Schedule.**

Ms. Elder asked the Commissioners to review the revised 2023 Meeting Schedule for the Planning Commission. Ms. Elder asked if there were any questions or comments. Ms. Anderson made a motion to adopt the revised Planning Commission Meeting Schedule. The motion was seconded by Mr. Brockwell.

<b><u>Work Session Date</u></b> The Monday prior to the Public Meeting at 5:30 p.m.	<b><u>Public Meeting Date</u></b> 4th Thursday of each month at 6:30 p.m.	<b><u>Deadline to File</u></b>
January 23, 2023	January 26, 2023	December 9, 2022
Tuesday, February 21, 2023*	February 23, 2023	January 6, 2023
March 20, 2023	March 23, 2023	February 3, 2023
April 24, 2023	April 27, 2023	March 10, 2023
May 22, 2023	May 25, 2023	April 7, 2023
Tuesday, June 20, 2023*	June 22, 2023	May 5, 2023
July 24, 2023	July 27, 2023	June 9, 2023
August 21, 2023	August 24, 2023	July 7, 2023
September 25, 2023	September 28, 2023	August 4, 2023
October 23, 2023	October 26, 2023	September 8, 2023
November 13, 2023*	November 16, 2023*	September 29, 2023*
December 11, 2023*	Wednesday, December 13, 2023*	October 27, 2023*
January 22, 2024	January 25, 2024	December 7, 2023

These dates are subject to change  
\*Changes due to scheduled County holidays

Roll Call:

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

Opposed: (0)

Absent: (2) Joyner, Simmons



## **A-2. Adoption of the Work Session Minutes – January 23, 2023.**

Ms. Elder asked the Commissioners to review the minutes of the January 23, 2023 Work Session of the Planning Commission. Ms. Canepa made a motion to approve the January 23, 2023 Work Session Minutes. The motion was seconded by Mr. Bresko.

Roll Call:

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

Opposed: (0)

Absent: (2) Joyner, Simmons

## **A-3. Adoption of Meeting Minutes – January 26, 2023.**

Ms. Elder asked the Commissioners to review the minutes of the January 26, 2023 Planning Commission meeting. Mr. Bresko made a motion to approve the meeting minutes of the January 26, 2023 meeting. The motion to approve the minutes was seconded by Ms. Canepa.

Roll Call:

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

Opposed: (0)

Absent: (2) Joyner, Simmons

## **PUBLIC HEARINGS.**

**P-1. REZONING RZ-22-05:** Request of HB Property Associates, LLC to conditionally rezone approximately 19.836 acres from M-1, Light Industrial to M-2, General Industrial. The purpose of the rezoning is to allow overflow tractor trailer parking for e-commerce fulfillment transportation services. The subject property is located at the end of Corporate Lane (a road that is accessed off Birdsong-Rives Road in the corporate limits of the City of Petersburg). The property is identified as Tax Map 330(0A)00-016-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Industrial development.

Mr. Graves presented the case to the Planning Commissioners on behalf of Andre Greene who was absent. He shared several slides to reference the locations of the parcels, the current zonings of the area, Future Land Use map, and the aerial view.

### **Background:**

The property was originally rezoned to M-1 in 1984 (ZM-84-3) and no conditions were added to the rezoning. The adjacent property to the North (owned by MAT Developments, LLC) recently rezoned to M-2 (RZ-21-05) for the same initial land use, with plans for 169 tractor trailer spaces.

Mr. Graves stated that the plans for overflow tractor-trailer parking for E-commerce fulfillment transportation services.

- Trailers stored on-site when not in use
- Number of trailers on the site will fluctuate during holidays (seasonal parking)

- Conceptual Plan shows 303 parking spaces and a stormwater management BMP pond

The Turn Warrant Analysis was submitted as part of the application and it indicates that the proposed facility will generate the following:

- 4 truck trips during the weekday morning peak hours (6:00 a.m. -9:00 a.m.)
- 4 truck trips during evening peak hours (3:00 p.m. -6:00 p.m.)

No structures have been planned for construction at this time. Therefore, no extension of public water and sewer utilities are needed at this time.

Applicant voluntarily submitted a proffer statement with the rezoning request.

Planning & Zoning Staff Review Comments:

Case ZM-84-3 originally rezoned the property to M-1 and there are no conditions associated to this case. The proposed use of the property falls under “Truck Terminal” land use which is permitted by-right if the land is rezoned to M-2 General Industrial. The expected impacts of proposed uses on adjacent properties and roadways are as follows:

- Additional traffic on Rives Road and Corporate Road (located in the corporate limits of the City of Petersburg)
- The applicant prepared a Turn Lane Warrant Study for the City of Petersburg. The City of Petersburg’s Engineer and Paul Hinson with VDOT reviewed the study and concluded that no turn lanes (left or right) are needed
- Corporate Road is a public road located in the jurisdiction of the City of Petersburg. The City of Petersburg maintains roads and has not requested a road maintenance agreement with the applicant

Mr. Graves stated that the request is compatible with the Comprehensive Plan Future Land Use Map – Industrial. The Truck Terminal use appears compatible with the existing surrounding uses, which includes offices, warehousing/distribution, and a similar parking terminal. There would be minimal impact on County services because the proposed use requires no extension of public water and sewer.

Other Staff Review Comments:

Virginia Department of Transportation (VDOT):

1. Access to the parcel is provided by Corporate Road which is a public street in the City of Petersburg that connects SR 629 Rives Road within the City limits. Corporate Road does appear to be a public roadway, but VDOT could not verify whether it is publicly maintained. As the proposed use will introduce heavy truck traffic on this roadway and maintenance responsibilities are not defined, it is recommended that the County require that a road maintenance agreement be required that defines maintenance responsibilities and responsible parties for the roadway to ensure Corporate Road can continue to provide access for the parcel.

*Planning & Zoning Staff Comment: Most of the road used to access the property is owned by the City of Petersburg. The City is not requiring a road maintenance agreement at this time.*

2. VDOT has no objection to the zoning application.

Utilities Department:

1. If public utilities are required to serve future development of this property, Water will be provided by the City of Petersburg. The City may require an assessment to determine the impact the development within Prince George would have on City's water facilities. If required, the developer will be responsible for providing the assessment.
2. Sewer will be provided by the County at the applicant's expense if needed in the future.

Economic Department:

1. This property is located in the Enterprise Zone.

Additional Department Reviews:

1. The departments below reviewed this request and had no comments:
  - Environmental Division
  - Fire & EMS Department
  - Building Inspections Division
  - Virginia Department of Health
  - Prince George Police Department

Proffered Conditions:

Mr. Graves highlighted the following conditions that were proffered by the applicant in their Proffer Statement dated November 30, 2022 and are acceptable to staff:

1. Prohibited Uses. The following uses shall be prohibited on the Property:
  - Automotive assembling, painting, upholstering, repairing, rebuilding, reconditioning, body and fender work, truck repairing or overhauling, tire retreading or recapping
  - Blacksmith shops, welding or machine shops
  - Building material sales yards and plumbing supplies storage
  - Contractor's equipment storage yard or plant or rental of equipment commonly used by contractors
  - Petroleum Storage
  - Sawmills and planing mills
  - Brick manufacture
  - Boiler shops
  - Meat, poultry and fish processing
  - Public Utilities
  - Concrete products or central mixing and proportioning plants
  - Vehicle impound facility

2. Natural Buffer. The owner shall include a minimum twenty-foot wide landscaped area buffer along all frontages of the Property abutting a right-of-way. The final location of the buffer shall be approved in connection with the approval of a site plan for the property.

Mr. Graves concluded with a recommendation of approval based on the following considerations:

- Compatible with existing and surrounding land uses
- Consistent with the adopted Comprehensive Plan
- The site adjoins property zoned M-2 (General Industrial) which was rezoned for the same type of land use
- Concerns of VDOT have been addressed
- A site plan is required which will address erosion and sediment control stormwater runoff, buffering, landscaping, parking area construction and outdoor lighting concerns
- No negative feedback was received from adjacent property owners and community prior to publishing this staff report
- The applicant has proffered several conditions which staff finds acceptable and supports

Ms. Elder asked the Commissioners if they had any questions for Mr. Graves. With no one indicating any questions or concerns for Mr. Graves or the applicant, Ms. Elder moved forward to the Public Hearing.

At 6:49 p.m., Ms. Elder opened the Public Hearing to anyone wishing to speak for or against the request. Citizens were asked to state their name and address and they would have three minutes to speak.

Matt Roberts, Lawyer from Hirschler Fliescher, representing the applicant, stated he was available if anyone had any questions.

With no one else coming forward to speak, the Public Hearing was closed at 6:50 p.m.

Ms. Elder asked the Commissioners if they had any additional questions. Mr. Bresko made a motion to forward request RZ-22-05 to the Board of Supervisors with a recommendation for approval, subject to the recommended conditions in the Staff Report and the applicant's proffers, and the reason for this recommendation is that it is compatible with the Comprehensive Plan and current surrounding uses and zoning districts. The motion was seconded by Mr. Brockwell.

Roll Call:

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

Opposed: (0)

Absent: (2) Joyner, Simmons

## **COMMUNICATION.**

Mr. Graves presented to the Commissioners the following updates:

- A. Actions of the Board of Zoning Appeals (BZA)
  - a. The February BZA meeting was cancelled
  - b. One case is scheduled for March along with a training session
- B. Actions of the Board of Supervisors (BOS)
  - a. December 13, 2022 meeting approvals
    - i. Special Exception for dog breeding was postponed and the applicants withdrew their request
    - ii. Approved RZ-22-02 – M-1 to M-2 on Harvest Road
- C. Planning Commission Communications
  - a. Six Upcoming Cases in March

## **ADJOURNMENT.**

At 6:56 p.m., Ms. Elder asked the Commissioners if they had any additional questions. If not, she would entertain a motion to adjourn. Mr. Brockwell made a motion to adjourn and Mr. Bresko seconded the motion. Roll was called on the motion.

Roll Call:

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

Opposed: (0)

Absent: (2) Joyner, Simmons

Begin

**TAB 4**

**PLAT VACATION REQUEST – S-23-01  
PLANNING COMMISSION**

**MARCH 23, 2023**

**RESUME / STAFF REPORT**

<b>APPLICANT:</b>	Ethel Krenicky and Paul E. Vlk
<b>PROPERTY OWNER:</b>	Ethel Krenicky
<b>REQUEST:</b>	The request is to vacate a consolidation plat of five parcels located on the west side of U.S. Route 301, South Crater Road, dated January 22, 2022, revised March 21, 2022, consisting of 73.436 acres, and recorded in Instrument #2200001939.
<b>CODE REQUIREMENT:</b>	According to County Code Section 70-802: <i>“The agent shall refer the application to the commission, which shall review the application for its consistency with the comprehensive plan. The commission shall forward the application, with its recommendation, to the board for action.”</i> (Full code section is attached)
<b>RESULT IF APPROVED:</b>	If this request is approved, the recorded plat will be vacated and the property will once again consist of the 5 tax parcels that existed prior to the recordation of the plat.
<b>ANALYSIS:</b>	It is consistent with the Comprehensive Plan because the Future Land Use map indicates this area is planned for Residential Uses and this request will not impede the use of the property for residential purposes.
<b>STAFF RECOMMENDATION:</b>	Staff recommends <u>Approval</u> of this request because it is consistent with the Comprehensive Plan.
<b>ATTACHMENTS</b>	<ol style="list-style-type: none"><li>1. Sample Motions</li><li>2. Draft Resolution for Board of Supervisors</li><li>3. Copy of the Application with Plat for vacation</li><li>4. Copy of County Code §70-802</li><li>5. Copy of Code of Virginia §15.2-2271</li><li>6. Powerpoint Presentation</li></ol>

## **Sample Motions**

### **APPROVE:**

"I move to forward Plat Vacation request S-23-01 to the Board with a recommendation for APPROVAL, and the reason(s) for this recommendation is/are:"

(EXAMPLES):

- "It is consistent with the Comprehensive Plan because the Future Land Use map indicates this area is planned for Residential Uses and this request will not impede the use of the property for residential purposes."
- Other \_\_\_\_\_

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### **APPROVE WITH CHANGES:**

I move to forward Plat Vacation request S-23-01 to the Board with a recommendation for APPROVAL, subject to the following changes:

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### **DENY:**

I move to forward Plat Vacation request S-23-01 to the Board with a recommendation for DENIAL for the following reason(s): (SPECIFY)

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### **POSTPONE:**

I move to POSTPONE Plat Vacation request S-23-01 until \_\_\_\_\_ to allow time for  
(MEETING DATE)

\_\_\_\_\_  
(ACTION/EVENT)



Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this \_\_\_\_\_ day of \_\_\_\_\_, 2023:

Present:

Vote:

Donald Hunter, Chairman  
T. J. Webb, Vice Chairman  
Floyd M. Brown Jr.  
Alan R. Carmichael  
Marlene J. Waymack

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried \_\_\_\_\_, the following resolution was adopted:

RESOLUTION; REQUEST OF ETHEL KRENICKY AND PAUL E. VLK TO VACATE THE CONSOLIDATION PLAT OF PARCEL #510(0A)00-070-0, INSTRUMENT #2200001939, HAVING 73.436 ACRES AND CONSISTING OF FORMER PARCELS 510(0A)00-070-0, 510(0A)00-070-A, 510(0A)00-070-B, 510(0A)00-070-C, AND 510(0A)00-070-D.

WHEREAS, Ethel Krennicky and Paul E. Vlk on January 9, 2023, requested that the consolidation plat of parcel #510(0A)00-070-0, consisting of 73.436 acres, be vacated in accordance with County Ordinance; and

WHEREAS, Section 70-802 of the Code of Prince George County provides for vacation of plats before any sale of a lot therein by owner's request; and

WHEREAS, § 15.2-2271 of the Code of Virginia provides for vacation of plats by consent of the governing body before any sale of a lot or parcel;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this \_\_\_\_\_ day of \_\_\_\_\_, 2023, does hereby authorize the vacation of the consolidation plat of parcel #510(0A)00-070-0, consisting of 73.436 acres; and

BE IT FURTHER RESOLVED, That a copy of this Resolution shall be given to the Clerk of Court for Prince George County, VA.

A Copy Teste:

\_\_\_\_\_  
Jeffrey Stoke  
County Administrator

January 9, 2023

S-23-01  
Ener Gov VAC-23-01  
Inv. 3441

From  
Paul E. Vlk, on behalf of Ethel Krenicky  
14110 S. Crater Road  
Prince George, VA 23805

To  
Prince George County  
Board of Supervisors  
6602 Courts Drive  
Prince George, VA 23875

To whom it may concern,

INSTRUMENT # 2200001939

It is our request to have the Plat #510(OA)00-070-0 having 73.436 acres vacated.

This plat was consolidated in June 2022 from the original 5 smaller parcels in order to request permission to construct a solar farm. Having been denied permission to construct said solar farm, we are requesting permission to vacate this plat in order to return to the previous plat showing the 5 original parcels, in order to pursue future plans of residential development. See 5 original parcels below

#510(OA) 00-070-0  
#510(OA) 00-070-A  
#510(OA) 00-070-B  
#510(OA) 00-070-C  
#510(OA) 00-070-D

Signed in truth,

This signature was acknowledged before me  
By Ethel R Krenicky on this day June 9th, 2023

My commission expires 5/31/2025

Notary Reg. No. 79337161

Ethel R. Krenicky  
Ethel R. Krenicky

Paul E. Vlk  
Paul E. Vlk

Kimberly Curry  
Notary Public

KIMBERLY DARNELL CURRY  
NOTARY PUBLIC  
REG. # 7933761  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES 05/31/2025

RECEIPT (REC-003076-2023)  
FOR PRINCE GEORGE COUNTY, VA

**BILLING CONTACT**

Frank Krenicky  
N/A



Payment Date: 01/12/2023

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
VAC-23-0001	PGC Boundary Line Adjustment	Fee Payment	Check #2780	\$50.00
14016 S Crater Rd South Prince George, VA 23805			<b>SUB TOTAL</b>	<b>\$50.00</b>
			<b>TOTAL</b>	<b>\$50.00</b>



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**Sec. 70-802. Vacation of plat before sale of lot therein; by the owners.**

- (a) The owners, proprietors and trustees, if any, who signed the statement of consent to subdivide on the final recorded subdivision plat of any subdivision, may apply in writing for the vacation of the recorded plat or part thereof. The agent shall refer the application to the commission, which shall review the application for its consistency with the comprehensive plan. The commission shall forward the application, with its recommendation, to the board for action.
- (b) With the consent of the board, the owners, proprietors and trustees shall duly execute, acknowledge and record in the Prince George County Circuit Court Clerk's office a written instrument declaring the plat or part thereof to be vacated. The board's consent shall appear on the face of the instrument, by the signature of the chairman of the board or agent. The effect of recording this instrument shall be to divest all public rights in, and to reinvest the owners, proprietors and trustees, if any, with the title to the streets, alleys, easements for public passage and other public areas laid out or described in the plat.

(Ord. No. O-09-02, 1-27-2009)

## § 15.2-2271. Vacation of plat before sale of lot therein; ordinance of vacation

Where no lot has been sold, the recorded plat, or part thereof, may be vacated according to either of the following methods:

1. With the consent of the governing body, or its authorized agent, of the locality where the land lies, by the owners, proprietors and trustees, if any, who signed the statement required by § 15.2-2264 at any time before the sale of any lot therein, by a written instrument, declaring the plat to be vacated, duly executed, acknowledged or proved and recorded in the same clerk's office wherein the plat to be vacated is recorded and the execution and recordation of such writing shall operate to destroy the force and effect of the recording of the plat so vacated and to divest all public rights in, and to reinvest the owners, proprietors and trustees, if any, with the title to the streets, alleys, easements for public passage and other public areas laid out or described in the plat; or
2. By ordinance of the governing body of the locality in which the property shown on the plat or part thereof to be vacated lies, provided that no facilities for which bonding is required pursuant to §§ 15.2-2241 through 15.2-2245 have been constructed on the property and no facilities have been constructed on any related section of the property located in the subdivision within five years of the date on which the plat was first recorded.

The ordinance shall not be adopted until after notice has been given as required by § 15.2-2204. The notice shall clearly describe the plat or portion thereof to be vacated and state the time and place of the meeting of the governing body at which the adoption of the ordinance will be voted upon. Any person may appear at the meeting for the purpose of objecting to the adoption of the ordinance. An appeal from the adoption of the ordinance may be filed within thirty days of the adoption of the ordinance with the circuit court having jurisdiction of the land shown on the plat or part thereof to be vacated. Upon appeal the court may nullify the ordinance if it finds that the owner of the property shown on the plat will be irreparably damaged. If no appeal from the adoption of the ordinance is filed within the time above provided or if the ordinance is upheld on appeal, a certified copy of the ordinance of vacation may be recorded in the clerk's office of any court in which the plat is recorded.

The execution and recordation of the ordinance of vacation shall operate to destroy the force and effect of the recording of the plat, or any portion thereof, so vacated, and to divest all public rights in and to the property and reinvest the owners, proprietors and trustees, if any, with the title to the streets, alleys, and easements for public passage and other public areas laid out or described in the plat.

Code 1950, §§ 15-793, 15-967.16; 1950, p. 722; 1962, c. 407, § 15.1-481; 1964, c. 564; 1987, c. 404; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this

section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

# Requirements Governing A Request To Vacate A Recorded Plat

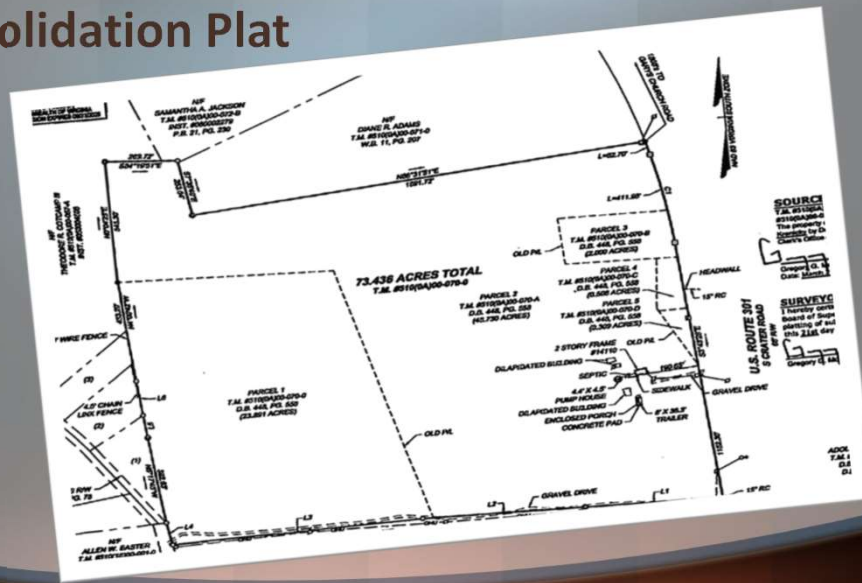
*Planning Commission Meeting  
March 23, 2023*

## **Request received by CDCC to vacate a recently recorded Consolidation Plat**

- Parcels were consolidated to meet minimum acreage requirements for a potential Solar Facility development site
- All related parcels are still owned by the original owner
- The proposed Solar Facility was found not in compliance with the County's Comprehensive Plan by the Planning Commission, and the request did not move forward
- The property owner wishes to vacate the recorded plat and return the individual parcels to their previous state
- Both County Code and State law have provisions on how to proceed with this type of request



## Consolidation Plat



## County Code Sections Related to Vacating a Plat

- Sec. 70-802. Vacation of plat before sale of lot therein; by the owners.
- Sec. 70-804. Vacation of plat before sale of lot therein; ordinance of vacation.

*The property owner and staff are requesting a plat vacation in accordance with County Code Section 70-802*

## State Law Section Related to Vacating a Plat

- § 15.2-2271. Vacation of plat before sale of lot therein; ordinance of vacation  
Provides for two options for vacation in cases where no lots/parcels have been sold
  1. By consent of the governing body
  2. By ordinance of the governing body

*The property owner and staff are requesting a plat vacation in accordance with Option 1 above*

## Actions:

- Request heard by the Planning Commission tonight, with a recommendation forwarded to BOS
- BOS review and consideration at a future meeting
- If approved, Consent forwarded to Clerk of Court

***Questions?***

*Thank you!*

Begin

**TAB 5**

**REZONING AMENDMENT REQUEST – RZ-22-06**  
**PLANNING COMMISSION STAFF REPORT – March 23, 2023**

**RESUME**

**APPLICANT:** James R. Jones Builder, Inc.

**PROPERTY OWNER:** James R. Jones Builder, Inc.

**REQUEST:** Amend three conditions of zoning case ZM-03-004:

1. Remove the requirement for construction of an earthen berm of six feet along the frontage of Bull Hill Road. Landscaping and natural tree buffers would be used instead of a berm.
2. Remove the condition requiring all homes to have a minimum square footage of three thousand (3,000) square feet of living space excluding garage and storage space and replace with all one-story homes shall have a minimum of 1,800 square feet and all two-story homes shall have a minimum of 2,000 square feet excluding the garage and storage space.
3. Increase the phasing of SFDs from 15 homes per year to 20 homes per year.

**STAFF RECOMMENDATION:** Staff recommends approval of the amended proffered conditions.

**STAFF REPORT CONTENTS/**

**ATTACHMENTS**

1. Resume
2. Sample Motions
3. Draft Ordinance for Board of Supervisors Approval
4. Staff Report
5. Copy of the Application with Proffer Statement
6. Copy of prior Zoning Case background materials
7. APO letter, map, mailing list, and newspaper ad

## **Sample Motions**

### **APPROVE:**

"I move to forward request RZ-22-06 to the Board with a recommendation for APPROVAL, subject to the amended proffered conditions, and the reason(s) for this recommendation is/are:"

(EXAMPLES):

- "It is compatible with the Comprehensive Plan and current surrounding uses and zoning districts."
- "It is expected to benefit the general welfare of the community."
- "The expected off-site impacts appear to be adequately addressed by the conditions."
- Other \_\_\_\_\_

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### **APPROVE WITH CHANGES:**

I move to forward request RZ-22-06 to the Board with a recommendation for APPROVAL, subject to the following changes:

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### **DENY:**

I move to forward request RZ-22-06 to the Board with a recommendation for DENIAL and the reason(s) for this recommendation are: (SPECIFY)

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### **POSTPONE:**

I move to POSTPONE request RZ-22-06 until \_\_\_\_\_ to allow time for \_\_\_\_\_  
(DATE OR MONTH)

\_\_\_\_\_  
(ACTION/EVENT)

Board of Supervisors  
County of Prince George, Virginia

**DRAFT Ordinance**

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this \_\_\_\_\_ day of \_\_\_\_\_ 2023:

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**Present:**

Donald R. Hunter, Chair  
T. J. Webb, Vice-Chair  
Floyd M. Brown, Jr.  
Alan R. Carmichael  
Marlene J. Waymack

**Vote:**

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**REZONING AMENDMENT RZ-22-06:** Request of James R. Jones Builder, Inc. to amend the proffered conditions of Rezoning Case ZM-03-004 relating to buffer requirements, minimum house size, and number of building permits permitted per year. The subject property, zoned Residential Estate (R-E) District, comprises approximately 128 acres with frontage on Bull Hill Road and Courthouse Road, and is identified as Tax Map 340(0A)00-020-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that Rezoning Application identified as RZ-22-06 is granted as an amendment to the official zoning map; and

The Owner in this zoning case, pursuant to §15.2 2303 of the Code of Virginia (1950 as amended) and the Zoning Ordinance of Prince George County, for themselves and their successors or assigns, proffer that the Property known as Tax Map 340(0A)00-020-C, containing approximately 129 acres, will be developed according to the conditions voluntarily agreed to by the Applicant in proffer statement dated 3-15-23, which modifies the conditions of prior rezoning case ZM-03-004. The following conditions shall be the resulting conditions that apply to the development of this property upon the adoption of this ordinance:

1. **Buffers** – A 25-foot, existing mature natural vegetation buffer shall remain along the property boundary, except for the frontage along Bull Hill Road. A mixture of shrubs and trees shall be placed along the frontage of Bull Hill Road.
2. **Public Utilities** – All buildable lots shall be connected to the County public water and public sewage systems. The applicant, developer, or assigns agrees to pay the total cost of the County water connection fee for all owners of record who would be required to connect as a result of this zoning approval, as per County water line extension ordinance, at the reduced rate of 50% of the normal cost within the first 60 days of program offering to those owners of record.

3. Roads

- a. Two entrance roads on Bull Hill Road shall be provided and built according to VDOT specifications.
  - b. Applicant shall dedicate 25' depth of right-of-way along property line on Bull Hill Road to the County, for ingress and egress lanes per VDOT specs, and shall bear the cost related to the construction of these turning lane improvements.
  - c. Applicant will construct all interior roads with an extra width (as per VDOT standards) in order to provide a walking, jogging and bicycle lane for residents.
4. House size minimum – All one story homes shall have a minimum of 1,800 square feet and all two story homes shall have a minimum of 2,000 square feet, excluding the garage and storage space.
5. Phasing – Upon approval, developer shall phase the development at no more than 20 building permits per year on a cumulative basis, over a five year period.
6. Cash Proffers – The developer/applicant or assignee offers to pay \$2,500.00 per lot, prior to issuance of each building permit, to offset capital improvements as a result of this development.

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Adopted on \_\_\_\_\_, 2023 and becoming effective immediately.



**PLANNING COMMISSION STAFF REPORT**

Public Hearing March 23, 2023

**RZ-22-06** – Amend the conditions of prior zoning case ZM-03-004

**Applicant:** James R. Jones Builder, Inc.

**Case Manager:** Julie C. Walton (804)722-8659

**I. Request Summary**

The applicant would like to amend three of the proffered conditions of a prior zoning case, ZM-03-004, relating to buffers/screening along Bull Hill Road, minimum house size, and phasing of development. No changes are proposed for the remaining conditions.

**II. Property**

**Location:** North line of Bull Hill Road (Route 630) approximately 900 feet east of the intersections of Bull Hill and Courthouse Road (Route 106)

**Zoning District:** R-E, Residential Estate

**Tax Map:** 340(0A)00-020-C

**Current Use:** Wooded, 30 acre open field, vacant

**Site Size:** 129 acres

**Comp Plan Land Use:** Residential

**Legal Owner:** James R. Jones, Builder, Inc.

**Planning Area:** Prince George Planning Area

**RE Taxes Paid?:** Yes

**Previous Zoning Case:** ZM-03-004

Figure 1: Aerial view of request area



Figure 2: Photo of property



**III. Meeting Information**

Planning Commission Public Hearing: March 23, 2023

Board of Supervisors Public Hearing: April 25, 2023 (Tentative)



## IV. Background

The zoning case ZM-03-004 was approved by the Board of Supervisors on June 10, 2003. The request rezoned approximately 129 acres from R-A, Residential Agricultural, to R-E, Residential Estate, with proffered conditions. In the rezoning case, the applicant proffered the following conditions which were accepted by the Board of Supervisors:

1. **Buffers** – A 25-foot, existing mature natural vegetation buffer shall remain along the property boundary, except for the frontage along Bull Hill Road. An earthen berm of 6 feet in height shall be placed along the frontage of Bull Hill Road.
2. **Public Utilities** – All buildable lots shall be connected to the County public water and public sewage systems. Applicant, developer, or assignees agrees to pay the total cost of the County water connection fee for all owners of record who would be required to connect as a result of this zoning approval, as per County water line extension ordinance, at the reduced rate of 50% of the normal cost within the first 60 days of program offering to those owners of record.
3. **Roads**
  - a) Two entrance road on Bull Hill Road shall be provided and built according to VDOT specs.
  - b) Applicant shall dedicate 25' depth of right-of-way along property line on Bull Hill Road to the County, for ingress and egress lanes per VDOT specs., and shall bear the cost related to the construction of these turning lane improvements.
  - c) Applicant will construct all interior roads with an extra width (as per VDOT standards) in order to provide a walking, jogging and bicycle lane for residents.
4. **House size minimum** – All homes shall have a minimum 3000 square feet of heated living space excluding garage and storage space.
5. **Phasing** – Upon approval, developer shall phase the development at no more than 15 building permits per year on a cumulative basis, over a five year period.
6. **Cash Proffers** – The developer/applicant or assignee offers to pay \$2500.00 per lot, prior to issuance of each building permit, to offset capital improvements as a result of this development.

## V. Applicant Proposal

According to the proffer statement dated 3-15-23, the applicant would like to amend three of the proffered conditions of zoning case ZM-03-004 and leave the remaining conditions in place. The requested revisions to the proffers are as follows:

**Proffer #1 - Screening** – Remove the construction of an earthen berm of six feet in height along the frontage of Bull Hill Road from the condition. Replace with a mixture of shrubs and trees.

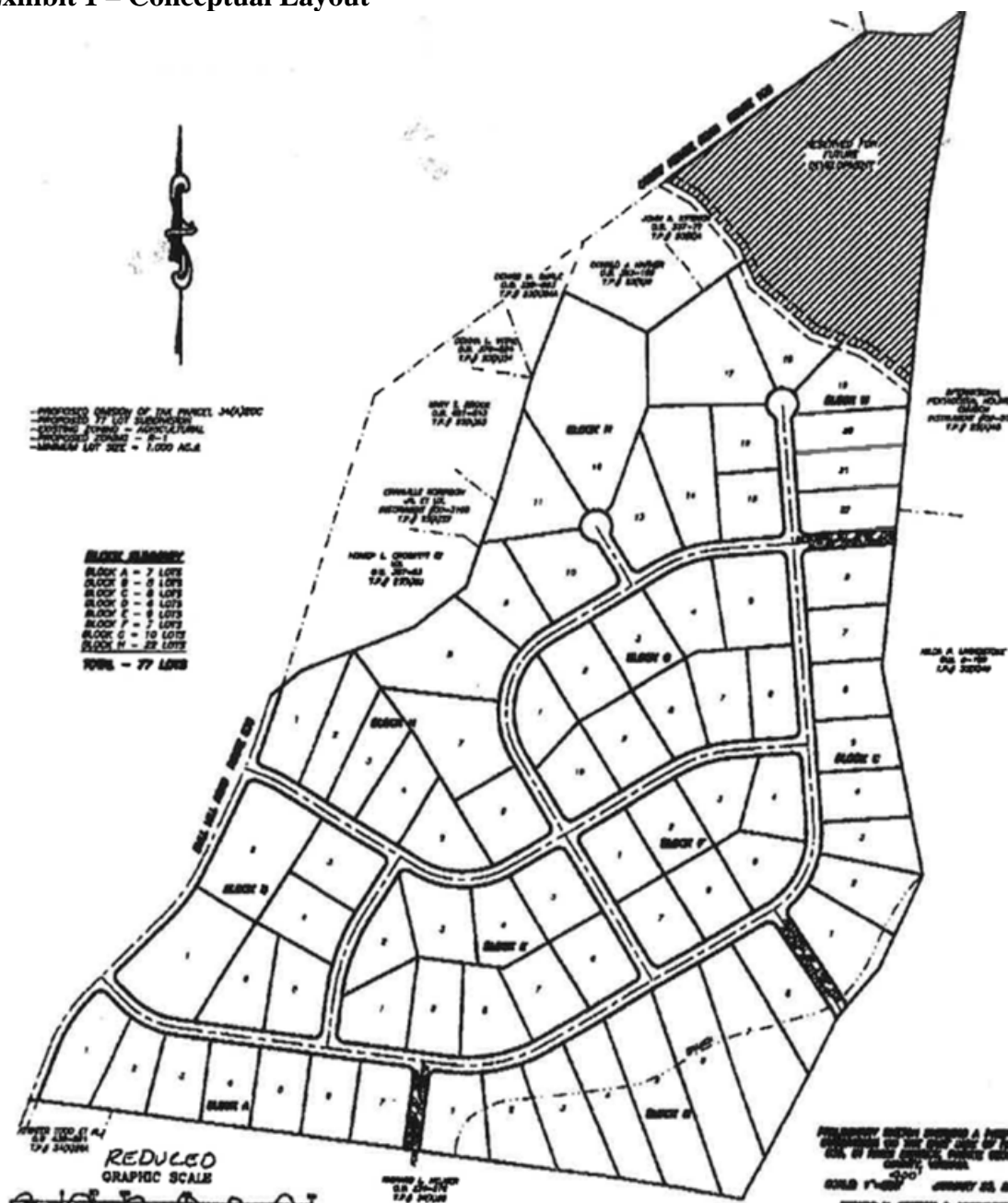
**Proffer #4 - House Size Minimum** – Remove the condition requiring all homes to have a minimum square footage of three thousand (3,000) square feet of living space excluding garage

and storage space, and replace with all one story homes shall have a minimum of 1,800 square feet and all two story homes shall have a minimum of 2,000 square feet excluding the garage and storage space.

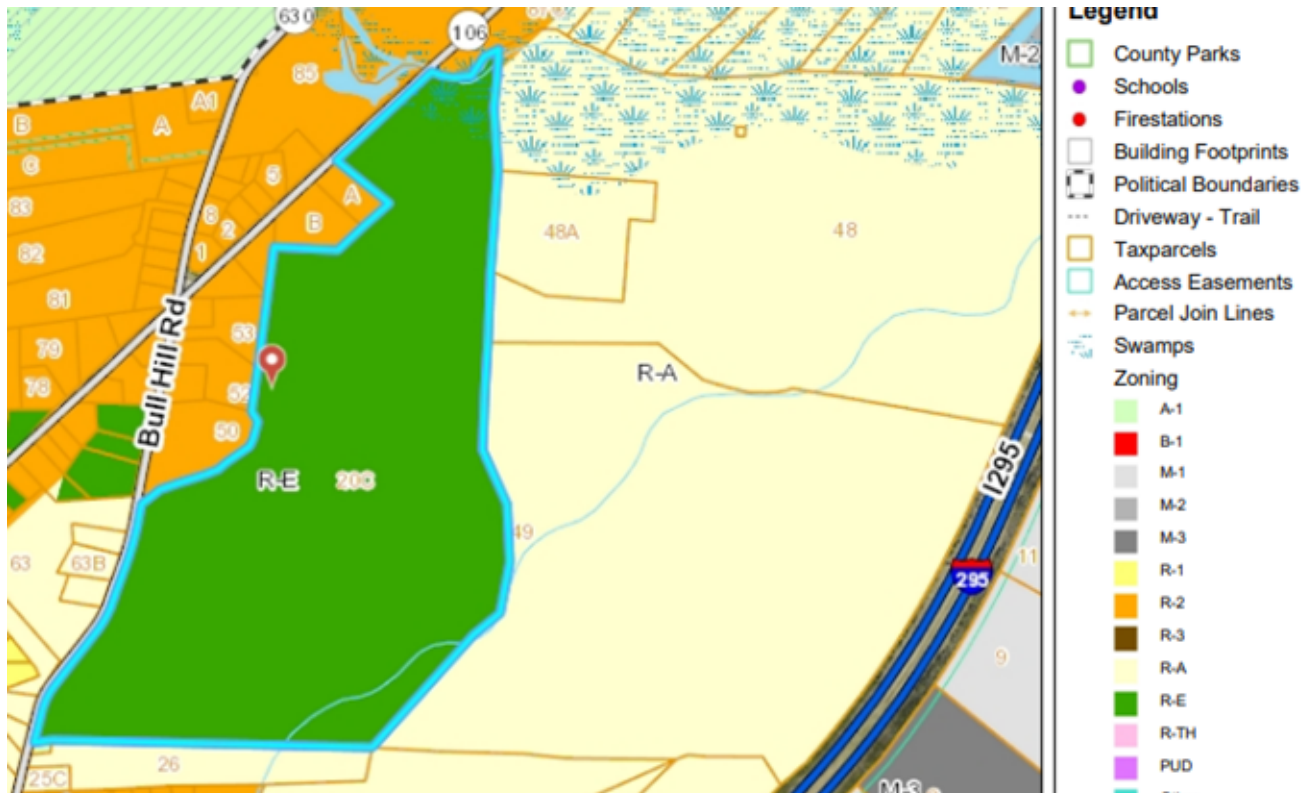
**Proffer #5 – Phasing-** Amend the condition limiting the developer to no more than 15 building permits per year, on a cumulative basis over a five year period, to no more than 20 per year.

## VI. Exhibits

### Exhibit 1 – Conceptual Layout



**Exhibit 2 – Zoning Map** (Green – R-E, Residential Estate, Orange – R-2, Limited Residential)



**Exhibit 3 – Aerial View**



## **VII. Planning and Zoning Review Comments**

1. If this request is approved, the zoning district will not change, only the conditions.
2. No additional conditions are recommended. The proffered conditions are appropriate and reflect current building and zoning standards for this type of development.
3. The issues and concerns of VDOT and Public Utilities will be addressed at the time of Subdivision Plat and Site Plan review and approval.

## **VIII. Supplemental Staff Review Comments**

### **Virginia Department of Transportation (VDOT) - *Paul Hinson, Area Land Use Engineer***

The Virginia Department of Transportation, Southern Region Land Development Office has reviewed the zoning application dated 12-15-22, the previous zoning case information, and supplemental data received at the Petersburg Residency on 1-11-23 and offers the following for the County's use:

1. VDOT has reviewed the submitted application to determine if a Chapter 527 Traffic Impact Analysis (TIA) is required. Based upon the information contained in the submitted application, the conceptual plan and current ADT numbers for adjacent roadways, a Chapter 527 TIA is not required.
2. All roads proposed for state maintenance must be designed in accordance with VDOT's Secondary Street Acceptance Requirements (SSAR). VDOT's SSAR regulations require multiple connections in multiple directions. Based upon VDOT's review of the preliminary plan provided in the original zoning case, the proposed road layout does not meet VDOT's connectivity requirement. Either a connection to SR 106 or stub out streets constructed to the property line of adjacent undeveloped properties for future connections need to be provided in addition to an entrance on SR 630 to meet SSAR connectivity requirements. This analysis is based upon the entire development being submitted for state acceptance of the streets as a single section. If the project is broken into sections for state acceptance of the streets, each individual section must meet VDOT's connectivity requirements. It is recommended that a layout plan conforming to VDOT's SSAR regulations be provided or the non-conforming layout plan be removed from the application
3. Any proposed connection to SR 106, Courthouse Road or SR 630, Bull Hill Road planned to serve the proposed project will be subject to VDOT's Access Management Entrance spacing standards in VDOT's Road Design Manual Appendix F. SR 106 has a functional classification of minor arterial with a posted speed limit of 45 MPH. Bull Hill Road has a functional classification of major collector with a 45 MPH posted speed limit. Full access entrances from Bull Hill Road must be 335' from centerline to centerline from any other commercial entrance or intersection. Full access entrances on Court House Road must be 470' from centerline to centerline from any other commercial entrance or intersection. No dimensions were provided with the proposed plan to verify whether this spacing requirement has been met.
4. Turn lane warrant analyses were not included with the zoning application. Turn lanes will be required if warranted.
5. VDOT was not provided a typical street section with the proposed plan or proposed right-of-way widths for review and cannot verify they meet VDOT standards.
6. VDOT has reviewed the proposed proffers and offers the following modifications in Section (3) Roads:
  - (a) It is recommended to amend to "Provide site access roads in accordance with VDOT's Secondary Street Acceptance Requirements (SSAR)." The two entrances from Bull Hill Road required in the current proffer do not provide access that meets SSAR standards.



- (b) The proffer discusses ingress and egress lanes per VDOT specs and construction of turning lane improvements. It is unclear from the proffer whether the applicant must dedicate ROW for turn lanes or to actual construct turn lanes. A possible suggestion would be “left and right turn lanes shall be constructed at access points if warranted”. If the county desires turn lanes even if not warranted, this should be clearly stated in the proffer.
- (c) The proffer requires the applicant to construct all interior roads with an extra width in order to provide a walking, jogging and bicycle lane. This proffer is very vague and a bicycle lane has very specific requirements to meet VDOT standards. It is recommended that the proffer be modified to include alternatives such as multi-use trails or other accommodations and remove requirements to meet VDOT specs.
- 7. Only public utilities can be installed within the proposed public ROW intended for state acceptance for maintenance.
- 8. VDOT has no objection to the submitted zoning application.

**Utilities Department - Rachael Lumpkin, Project Engineer**

The comments I have are more informational and do not affect the approval of the rezoning request.

- 1. Based on the proposed number of lots, at least two connections to the water system will be required with adequate looping within the subdivision. Exact locations of connection will be determined during preliminary plat review.
- 2. The central water system currently does not have capacity for new connections. There are capital improvement projects in the final stages of design that will provide a limited amount of additional capacity and are anticipated to be complete by late spring 2025.

**Prince George County Public Schools, T. Patrick Barnes, Chief Support Officer**

- 1. Thank you for including us in this conversation. We have no concerns with the sqft minimum of the houses.

The departments below reviewed this request and had no comments.

**Building Inspections Division** – Charles Harrison III, Building Official

**Economic Development** – Yoti Jabri, Economic Development Director

**Real Estate Assessor** - Real Estate Operations Coordinator

**Fire & EMS Department** – Paul Beamon, Chief

**Environmental Division** - Angela Blount, Environmental Program Coordinator

**Police Department** - Harold Shreves

**Virginia Department of Health** - Alice Weathers, Environmental Health Specialist

## IX. Public Notice and Community Feedback

- Staff notified adjacent property owners by mailing prior to the public hearing.
- Staff ran the required legal ads for this request in the *Progress-Index* prior to the public hearing.
- The applicant reviewed a copy of this report prior to the Planning Commission hearing date.
- No comments from the community were received prior to finalizing this report.

## X. Staff Recommendation

Approval, subject to the proffered conditions in the section below.

This recommendation is based on the following considerations:

1. The applicant's request appears to be compatible with current and future surrounding land uses and will not have negative impacts.
2. No negative feedback was received from adjacent property owners and community prior to publishing this staff report.
3. The applicant has requested changes to the existing proffered conditions which staff finds appropriate.

## **XI. Proffered Conditions As amended**

1. Buffers – A 25-foot, existing mature natural vegetation buffer shall remain along the property boundary, except for the frontage along Bull Hill Road. ~~An earthen berm of 6 feet in height shall be placed along the frontage of Bull Hill Road.~~ A mixture of shrubs and trees shall be planted along the frontage of Bull Hill Road.
2. Public Utilities – All buildable lots shall be connected to the County public water and public sewage systems. Applicant, developer, or assignees agrees to pay the total cost of the County water connection fee for all owners of record who would be required to connect as a result of this zoning approval, as per County water line extension ordinance, at the reduced rate of 50% of the normal cost within the first 60 days of program offering to those owners of record.
3. Roads
  - a. Two entrance road on Bull Hill Road shall be provided and built according to VDOT specs.
  - b. Applicant shall dedicate 25' depth of right-of-way along property line on Bull Hill Road to the County, for ingress and egress lanes per VDOT specs., and shall bear the cost related to the construction of these turning lane improvements.
  - c. Applicant will construct all interior roads with an extra width (as per VDOT standards) in order to provide a walking, jogging and bicycle lane for residents.
4. House size minimum – ~~All homes shall have a minimum 3000 square feet of heated living space excluding garage and storage space.~~ one story homes shall have a minimum of 1,800 square feet and all two story homes shall have a minimum of 2,000 square feet, excluding the garage and storage space.
5. Phasing – Upon approval, developer shall phase the development at no more than ~~15~~ 20 building permits per year on a cumulative basis, over a five year period.
6. Cash Proffers – The developer/applicant or assignee offers to pay \$2,500.00 per lot, prior to issuance of each building permit, to offset capital improvements as a result of this development.



# REZONING APPLICATION

Department of Community Development and Code Compliance  
Planning & Zoning Division  
6602 Courts Drive, Prince George, VA 23875  
(804) 722-8678 | [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov)

OFFICE USE ONLY

APPLICATION #:

R-22-06

DATE SUBMITTED:

DEC 15 2022

BY: TWG

APPLICANT FILL-IN ALL BLANKS

REQUEST DETAILS	REQUEST:				
	Amendment to the Conditions of the Rezoning				
	REQUEST PROPERTY ADDRESS / LOCATION:				
	Bull Hill Properties				
REQUEST DETAILS	REQUEST TAX MAP(S): (List all)	AFFECTED ACREAGE:	ENTIRE PARCEL?: (Y) N	CURRENT ZONING:	PROPOSED ZONING:
	340(DA) 00-020-C	129		R-E	SAME
	REQUIRED ATTACHMENTS: (Check if Attached; * = Required)				
	<input checked="" type="checkbox"/> APPLICANT STATEMENT* (Specify goals, details, etc.) <input checked="" type="checkbox"/> PROPOSED CONDITIONS / PROFFER STATEMENT <input type="checkbox"/> CONCEPTUAL SITE PLAN* (Show any planned improvements; Use GIS or Engineer Drawing) <input type="checkbox"/> COMMUNITY MEETING SUMMARY				
LEGAL OWNER	NAME(S):				
	James R. Jones Builder, Inc.				
	MAILING ADDRESS (Incl. City, State, Zip)				
	P.O. Box 1402, Hopewell, VA 23860				
LEGAL OWNER	E-MAIL:		PHONE:		
	tara@jrbuilder.com		804.926.0115		
	NAME(S) (If different than owner):				
	RELATION TO OWNER:				
APPLICANT CONTACT	MAILING ADDRESS: (Incl. City, State, Zip)				
	E-MAIL:				
	PHONE:				
	OFFICE USE ONLY (Completed at time of application)				
COMMENTS:					
PAYMENT	FEE DUE:		FEE PAID:		PAYMENT TYPE:
	Rezoning: \$1,050 + [See Fee Schedule] Amend Existing Zoning Case: \$1,050				CHECK CASH / CREDIT / DEBIT
	CHECK # / TRANSACTION #:		DATE RECEIVED:		RECEIVED BY:

# OWNER AFFIDAVIT

The undersigned Property Owner(s) or duly authorized Agent or Representative certifies that this petition and the foregoing answers, statement, and other information herewith submitted are in all respect true and correct to the best of their knowledge and belief.

NAME:

NAME:

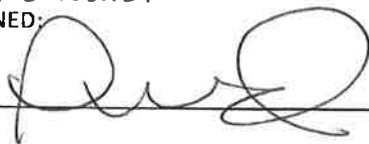
Tara M. Jones

James R. Jones

Treasurer of James R. Jones Builder President of James R. Jones Builder.

SIGNED:

SIGNED:





DATE: 12-14-2022

DATE: 12-14-2022

NOTARIZATION:

STATE OF VIRGINIA

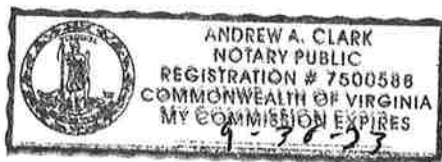
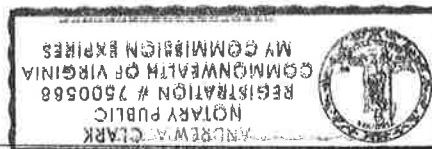
COUNTY OF: Prince George

Subscribed and sworn before me this 14 day of December, 20 22.



Notary Public

My Commission expires: Sept. 30, 20 23



AFFIDAVIT



RECEIPT (REC-002951-2022)  
FOR PRINCE GEORGE COUNTY, VA

**BILLING CONTACT**

Tara Jones  
James R. Jones Builder INC  
P. O. Box 1402, Hopewell, Va 23860



Payment Date: 12/15/2022

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
RZ-22-0010	PGC Rezoning	Fee Payment	Check #015002	\$1,050.00
SUB TOTAL				\$1,050.00
TOTAL				\$1,050.00

James R. Jones Builder, Inc.  
Creating places for people to live

915 W. City Point Road, Ste 201  
P.O. Box 1402  
Hopewell, VA 23860

March 15, 2023

James R. Jones Builder Inc. would like to amend the conditions of the proffers for the property located on Bull Hill Road (Route 630) and is identified by parcel number 340(0A)00-020-C as followed:

1. Revise item #1 to remove an earthen berm of six feet in height shall be placed along the frontage of Bull Hill Road and replace with a mixture of shrubs and trees along the frontage of Bull Hill Road. The mature landscaping will eliminate debris and trash collecting in the roadways. It will also allow the new homeowners easier access to maintain their properties.
2. Revise item #4 and replace with all one-story homes shall have a minimum of 1800 sq. ft. and all two-story homes shall have a minimum of 2000 sq. ft. excluding the garage and storage space. JRJ Builder strives to build a high quality, affordable home. These excessive minimum square footage restrictions limit the quality of craftsmanship we aim to achieve for the market value in the area. We would like this development to mimic similar characteristics of Brickhouse Landing Subdivision.
3. Revise item #5 and replace with the developer shall phase the development of the property at no more than 20 building permits per year. Adding an additional 5 building permits per year allows the cost of development to be feasible.

Thank you for this consideration and if you have any questions, please contact me at 804.640.2666.

Sincerely,

*James R. Jones*  
James R. Jones

STATE OF VIRGINIA  
CITY/COUNTY OF Prince George

President

to-wit:

James R. Jones Builder, Inc.

The foregoing instrument was acknowledged before me, a notary public in and for the county and state aforesaid, on this 15th day of March 2023, by James R. Jones



Ginger E. Roberts  
Commonwealth of Virginia  
Notary Public  
Commission No. 159458  
My Commission Expires 10/31/2023

*Ginger E. Roberts*  
Notary Public

804.541.8600

804.541.8775

jrijbuilder.com



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OFFICE OF THE  
COUNTY ADMINISTRATOR

## COUNTY OF PRINCE GEORGE

BOARD OF SUPERVISORS  
NATHANIEL ELLIOTT  
G. REID FOSTER, JR.  
JOSEPH A. LEMING, M.D.  
HENRY D. PARKER, JR.  
JERRY J. SKALSKY

July 9, 2003

J. J. (Chip) Markow  
13003 Hanover Courthouse Road  
Hanover, VA 23069

Dear Mr. Markow:

This is notification that on June 10, 2003 the Prince George County Board of Supervisors approved your request to rezone 129 acres from R-A, Residential Agricultural to R-E, Residential Estate with proffered conditions. This approval does not grant permission to disturb land. An approved site plan is required prior to land disturbing activities on the site. The property is located on Birdsong Road; Route 629 and is identified by Assessor's Parcel No. 340(0A)00-020-C. A copy of the zoning map amendment with conditions are attached.

If you have any questions regarding this matter, please feel free to contact the Planning Department at (804) 733-2608.

Sincerely,

Brenda G. Garton  
County Administrator

Attachment

cc: Julie Walton, Building Official  
Randy Rush, Real Estate Assessor  
Ed Eakins, Esq.

Board of Supervisors  
County of Prince George, Virginia

Zoning Map Amendment  
(Ordinance to Re-Zone)

At a regular meeting of the Board of Supervisors of the County of Prince George held in the General District Courtroom, Prince George County Courts Building, 6601 Courts Drive, Prince George, Virginia this 10<sup>th</sup> day of June, 2003:

Present:	Vote:
Nathaniel Elliott, Chairman	Yea
G. Reid Foster, Jr., Vice-Chairman	Yea
Joseph A. Leming, M. D.	Nay
Henry D. Parker, Jr.	Yea
Jerry J. Skalsky	Nay

A-1(C)

On motion of Mr. Foster, which carried by a split vote of three in favor and two opposed, the following Zoning Map Amendment was adopted:

ZONING MAP AMENDMENT: REQUEST OF J. J. "CHIP" MARKOW (AGENT FOR BULL HILL PROPERTIES, LTD.): RE-ZONE 129 ACRES LOCATED ON BULL HILL ROAD (STATE RTE. 630) AND APPROXIMATELY 800 FEET EAST OF COURTHOUSE ROAD (STATE RTE. 106) ON THE NORTH LINE OF BULL HILL ROAD FROM R-A, RESIDENTIAL AGRICULTURAL TO R-E, RESIDENTIAL ESTATES (ASSESSOR'S PARCEL NO. 340(0A) 00-020-C; RIVES DISTRICT).

WHEREAS, J. J. "Chip" Markow (Agent for Bull Hill Properties Ltd.), applicant, did on February 27, 2003 make application identified as PC 03-02, to the Board of Supervisors of the County of Prince George, Virginia to re-zone 129 acres located on Bull Hill Road/State Rte. 630 and approximately 800 feet east of Courthouse Road/State Rte. 106 on the north line of Bull Hill Road from R-A, Residential-Agricultural to R-E, Residential Estates; and

WHEREAS, On May 29, 2003, the applicant submitted the following proffers dated May 19, 2003:

- "(1) Buffers: A 25-foot, mature natural vegetation buffer shall be placed along the entire property boundary, except for the frontage along Bull Hill Road.

An earthen berm of six (6) feet in height shall be placed along the frontage of Bull Hill Road.

- (2) Public Utilities: All lots shall be connected to the County public water and sewage systems.

The applicant, developer or assigns agrees to pay the total cost of the County water connection fee for all owners of record who would be required to connect as a result of this zoning approval as per County water line extension ordinance at the reduced rate of 50% of the normal cost within the first sixty (60) days of program offering to those owners of record.

- (3) Roads:

(a) Two entrance roads on Bull Hill Road shall be provided and built according to VDOT specifications.

(b) Applicant shall dedicate 25' depth of right of way along property line on Bull Hill Road, to County, for ingress and egress lanes as per VDOT specs, and shall bear the cost related to the construction of these turning lane improvements.

(c) Applicant will construct all interior roads with an extra width (as per VDOT standards) in order to provide a walking, jogging and bicycle lane for the residents.

- (4) House size minimum

All homes shall have a minimum of three thousand (3,000) square feet of heated living space excluding garage and storage space.

- (5) Phasing

Upon approval, developer shall phase the development of the property, at no more than 15 building permits per year, on a cumulative basis, over a 5-year period.

ZM-03-004

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 10th day of June, 2003 hereby amends the Official Map of the County of Prince George as follows:

Re-zone Assessor's Parcel Number 340(0A)00-020-C, consisting 129 acres from R-A, Residential Agricultural to R-E, Residential Estate with the proffered conditions dated May 19, 2003 as stated herein submitted May 29, 2003.

A Copy Teste:

  
Brenda G. Garton  
County Administrator

(NEW)

Bull Properties Ltd. Offers the following proffers provided the subject property be rezoned from R-A to R-E.

We hereby proffer that the development of the subject property of this application shall be in strict accordance with the conditions set forth in this submission.

**1) Buffers**

A 25-foot, existing mature natural vegetation buffer shall remain along the property boundary, except for the frontage along Bull Hill Road.  
An earthen berm of 6 feet in height shall be placed along the frontage of Bull Hill Road

**2) Public utilities**

All build able lots shall be connected to the County public water and Public sewage systems.

Applicant, developer or assigns agrees to pay the total cost of the County water connection fee for all owners of record who would be required to connect as a result of this zoning approval as per County water line extension ordinance at the reduced rate of 50% of the normal cost within the first 60 days of program offering to those owners of record.

**3) Roads**

- a) Two entrance roads on Bull Hill Road shall be provided and built according to VDOT specs.
- b) Applicant shall dedicate 25' depth of right of way along property line on Bull Hill Road, to County, for ingress and egress lanes as per VDOT specs., and shall bear the cost related to the construction of these turning lane improvements.
- c) Applicant will construct all interior roads with an extra width (as per VDOT standards) in order to provide a walking, jogging and bicycle lane for the residents.

**4) House size minimum**

All homes shall have a minimum of 3000 sq. ft. of heated living space excluding garage and storage space.

**5) Phasing**

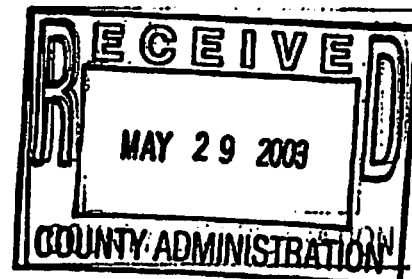
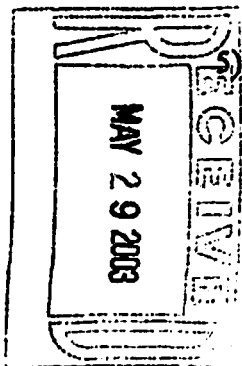
Upon approval, developer shall phase the development at no more than 15 building permits per year, on a cumulative basis, over a 5-year period.

**5) Cash Proffers**

The developer/ applicant or assignee proffers to pay \$2500.00 per lot, prior to issuance of each building permit to offset capital improvements as a result of this development.

Submitted MAY 19, 2003

By *[Signature]* (Agent)  
Bull Hill Properties, Ltd.







On roll call the vote was:

In favor: (5) Parker, Skalsky, Elliott, Foster Leming

Opposed: (0)

**A-1 (C) Zoning Map Amendment: Request Of J. J. "Chip" Markow (Agent For Bull Hill Properties, Ltd.): Re-Zone 129 Acres Located On Bull Hill Road (State Rte. 630) And Approximately 800 Feet East Of Courthouse Road (State Rte. 106) On The North Line Of Bull Hill Road From R-A, Residential Agricultural To R-E, Residential Estates (Assessor's Parcel No. 340(0a) 00-020-C; Rives District).** Mr. Hughes reviewed the Bull Hill Properties, Ltd., re-zoning request and proffers. The applicant, J. J. Markow (agent for Bull Hill Properties, Ltd.), had received a public hearing during the Board's April 22, 2003 regular meeting. The Board rejected the proffers and the attorney for Bull Hill Properties, Mr. Edward Eakin, submitted new proffers received by the Planning Department on May 29, 2003 that were dated May 19, 2003. Consequently, the matter was re-advertised for a new public hearing on the new proffers. Mr. Hughes explained that the new proffers contained two substantive changes: (1) increased proffer amount of \$2,500 per lot; and (2) the subdivision will consist of only seventy homes. The public hearing was opened at 10:12 p.m. There being no one to speak for or against the request, the public hearing was closed at 10:13 p.m. After a brief discussion, Mr. Foster moved that the Board approve the re-zoning request with the new proffers as presented dated May 19, 2003. There being no discussion, the roll was called on the motion.

ZM-03-004

Zoning Map Amendment  
(Ordinance to Re-Zone)

A-1(C)

ZONING MAP AMENDMENT: REQUEST OF J. J. "CHIP" MARKOW (AGENT FOR BULL HILL PROPERTIES, LTD.): RE-ZONE 129 ACRES LOCATED ON BULL HILL ROAD (STATE RTE. 630) AND APPROXIMATELY 800 FEET EAST OF COURTHOUSE ROAD (STATE RTE. 106) ON THE NORTH LINE OF BULL HILL ROAD FROM R-A, RESIDENTIAL AGRICULTURAL TO R-E, RESIDENTIAL ESTATES (ASSESSOR'S PARCEL NO. 340(0A) 00-020-C; RIVES DISTRICT).

WHEREAS, J. J. "Chip" Markow (Agent for Bull Hill Properties Ltd.), applicant, did on February 27, 2003 make application identified as PC 03-02, to the Board of Supervisors of the County of Prince George, Virginia to re-zone 129 acres located on Bull Hill Road/State Rte. 630 and approximately 800 feet east of Courthouse Road/State Rte. 106 on the north line of Bull Hill Road from R-A, Residential-Agricultural to R-E, Residential Estates; and

WHEREAS, On May 29, 2003, the applicant submitted the following proffers dated May 19, 2003:

"(1) Buffers: A 25-foot, mature natural vegetation buffer shall be placed along the entire property boundary, except for the frontage along Bull Hill Road.

An earthen berm of six (6) feet in height shall be placed along the frontage of Bull Hill Road.

(2) Public Utilities: All lots shall be connected to the County public water and sewage systems.

The applicant, developer or assigns agrees to pay the total cost of the County water connection fee for all owners of record who would be required to connect as a result of this zoning approval as per County water line extension ordinance at the reduced

rate of 50% of the normal cost within the first sixty (60) days of program offering to those owners of record.

(3) Roads:

- (a) Two entrance roads on Bull Hill Road shall be provided and built according to VDOT specifications.
- (b) Applicant shall dedicate 25' depth of right of way along property line on Bull Hill Road, to County, for ingress and egress lanes as per VDOT specs, and shall bear the cost related to the construction of these turning lane improvements.
- (c) Applicant will construct all interior roads with an extra width (as per VDOT standards) in order to provide a walking, jogging and bicycle lane for the residents.

(4) House size minimum

All homes shall have a minimum of three thousand (3,000) square feet of heated living space excluding garage and storage space.

(5) Phasing

Upon approval, developer shall phase the development of the property, at no more than 15 building permits per year, on a cumulative basis, over a 5-year period.

(6) Cash Proffers

The developer/applicant or assignee proffers to pay \$2,500 per lot, prior to issuance of each building permit to offset impacts on capital improvements as a result of this development.

Submitted May 29, 2003 [Dated May 19, 2003]  
By /s/ J. J. Markow (Agent)  
Bull Hill Properties, Ltd."

WHEREAS, The property is further identified by Assessor's Parcel No. 340(0A) 00-020-C; Rives District; and

WHEREAS, The Board of Supervisors has given due consideration to all of the factors set forth in Section 17-2 of The Code of the County of Prince George, Virginia"; and

WHEREAS, The notice and hearing requirements of Sections 15.2-2204 and 15.2-2285, Code of Virginia (1950, as amended) have been observed; and

WHEREAS, The Board of Supervisors has give due consideration to the interests of the surrounding area and to the interests of the general public and to the proffers stated herein; and

WHEREAS, The Board of Supervisors finds that the interests of the adjacent properties and the interests of the general public would not be adversely affected by the requested re-zoning; and

WHEREAS, The Prince George County Planning Commission held a public hearing on March 27, 2003 concerning the request and after consideration of all the factors concerning this request, did vote 4 to 2 to approve a motion to recommend approval of this request to the Board of Supervisors with the proffered conditions; and



## County of Prince George, Virginia

*"A global community where families thrive and businesses prosper"*

**March 8, 2023**

### PLANNING COMMISSION - NOTICE OF PUBLIC HEARING

Dear owner, agent or occupant of each parcel that is abutting, immediately across the street or road, or within close proximity of the property affected:

This is notification that the Prince George County Planning Commission will hold a public hearing on **Thursday, March 23, 2023 beginning at 6:30 pm** to consider the following request that involves the Prince George County Zoning Ordinance:

REZONING AMENDMENT RZ-22-06: Request of James R. Jones Builder, Inc. to amend the proffered conditions of Rezoning Case ZM-03-004 relating to buffer requirements, minimum house size, and number of building permits permitted per year. The subject property, zoned Residential Estate (R-E) District, comprises approximately 128 acres with frontage on Bull Hill Road and Courthouse Road, and is identified as Tax Map 340(0A)00-020-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses.

The public hearing will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 4:30 p.m. on the public hearing date. Public Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

You may also contact Planning and Zoning Division at (804)722-8678 or by e-mail at [planning@princegeorgecountyva.gov](mailto:planning@princegeorgecountyva.gov) with any questions prior to the scheduled meeting. We have included a GIS Map showing the general location of the request.

Sincerely,

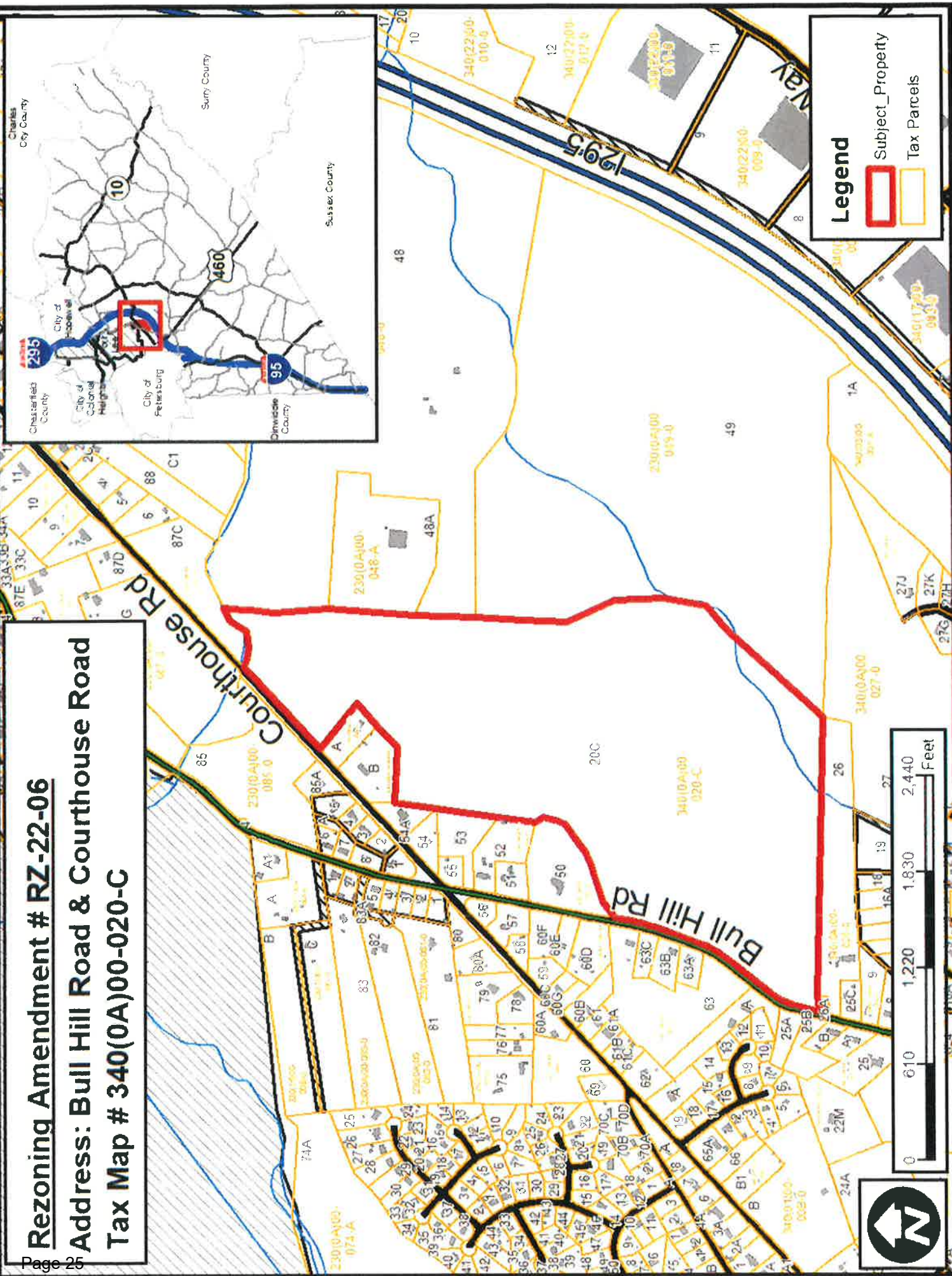
A handwritten signature in black ink that reads "Andre M. Greene". The signature is fluid and cursive, with a long horizontal line extending from the end.

Andre M. Greene  
Planner II



## Tax Map # 340(0A)00-020-C

The map shows the Salisbury area with the proposed Salisbury Bypass highlighted in red. The bypass is located near the intersection of I-95 and I-460. The map also shows major roads like US-10 and I-460. Surrounding counties are labeled: Charles, Sussex, and Orange. The City of Salisbury is also labeled.



BAILEY STEPHANIE E  
5101 COURTHOUSE RD  
PRINCE GEORGE, VA 23875

BONNER BRACEY & MARY P  
7700 BULL HILL RD  
PRINCE GEORGE, VA 23875-3111

BOOKER NAPOLEAN & MAGDALENE  
BOYD  
7301 BULL HILL RD  
PRINCE GEORGE, VA 23875

BROCK MARY T & HITE TEDARRYL  
7205 BULL HILL RD  
PRINCE GEORGE, VA 23875

JAMES R JONES BUILDER INC  
PO BOX 1402  
HOPEWELL, VA 23860

CHARLOTTE WILLIE E III & SANDRA R  
7482 BULL HILL RD  
PRINCE GEORGE, VA 23875

CROCKETT HOMER L & CAROL P  
7337 BULL HILL RD  
PRINCE GEORGE, VA 23875

FREY WILLIAM O  
1500 WALNUT DR  
CHESTER, VA 23836

FUZY VICTOR E & DONNA R  
2801 PORTSMOUTH ST  
HOPEWELL, VA 23860

FUZY VICTOR E JR  
5114 COURTHOUSE RD  
PRINCE GEORGE, VA 23875

HOGWOOD ANONA LIFE ESTATE  
5400 COURTHOUSE RD  
PRINCE GEORGE, VA 23875

JOHNSON OLLIE & JUDY  
7711 BULL HILL RD  
PRINCE GEORGE, FL 23875

JONES KATIE A LIFE ESTATE  
7600 BULL HILL RD  
PRINCE GEORGE, VA 23875

NANCE ARCHIE L JR & HOWE KAREN N  
5375 COURTHOUSE RD  
PRINCE GEORGE, VA 23888

PENNYWELL MONICA R  
7215 BULL HILL RD  
PRINCE GEORGE, VA 23875

REDEMPTION MINISTRIES EASTERN /  
VIRGINIA CONFERENCE  
PO BOX 455  
PRINCE GEORGE, VA 23875

ROWLAND MARION J & LOLA L  
7410 BULL HILL RD  
PRINCE GEORGE, VA 23875

SEWARD PEGGY K &  
CEPPI JODY K LIFE ESTATE  
902 HERBERT ST  
RICHMOND, VA 23225

SMALE DENNIS M & LY THI  
5103 COURTHOUSE RD  
PRINCE GEORGE, VA 23875

SMITH SUTTON & ROBERTA S  
7508 BULL HILL RD  
PRINCE GEORGE, VA 23875

SPENCER CLAUDE S SR & THERESA  
7400 BULL HILL RD  
PRINCE GEORGE, VA 23875

STEWART DONNELL A & ERIC  
7530 BULL HILL RD  
PRINCE GEORGE, VA 23875

TODD ATWATER ET ALS  
3328 GORDON DR  
PETERSBURG, VA 23805

Major General Mark T. Simerly /  
Combined Arms Support Command  
Bldg 5020, 2221 Adams Avenue  
Fort Lee, VA 23801

VIEIRA KAREN M & MARK W  
7701 BULL HILL RD  
PRINCE GEORGE, VA 23875

WALL MELISSA  
5117 COURTHOUSE RD  
PRINCE GEORGE, VA 23875

WILLIAMS JAMES H & ELIZABETH S  
11021 EASY ST  
DISPUTANTA, VA 23842

WILLIAMS LISA & HERBERT L III  
10600 OLD STAGE RD  
PRINCE GEORGE, VA 23875

**PUBLIC NOTICE  
PRINCE GEORGE COUNTY**

Notice is hereby given to all interested parties regarding the following public meeting: The Prince George County Planning Commission will hold public hearings on Thursday, March 23, 2023 beginning at 6:30 p.m. concerning the following requests:

**REZONING AMENDMENT RZ-22-06:** Request of James R. Jones Builder, Inc. to amend the proffered conditions of Rezoning Case ZM-03-004 relating to buffer requirements, minimum house size, and number of building permits permitted per year. The subject property, zoned Residential Estate (R-E) District, comprises approximately 128 acres with frontage on Bull Hill Road and Courthouse Road, and is identified as Tax Map 340(0A)00-020-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses.

**COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from “Residential” to “Commercial”, in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

**SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses.

The public hearings will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 5:00 p.m. on the public hearing date. Public

Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

Tim Graves  
Planner  
(804)722-8678

Begin

**TAB 6**



**COMPREHENSIVE PLAN AMENDMENT REQUEST – CPA-23-01  
PLANNING COMMISSION STAFF REPORT – March 23, 2023**

**RESUME**

**APPLICANT:** Erica Craft and Pamela Craft

**PROPERTY OWNER:** Erica Craft and Pamela Craft

**REQUEST:** Change the Comprehensive Plan Future Land Use Map designation for tax parcel 15A(02)00-011-0 from “Residential” to “Commercial”.

**STAFF RECOMMENDATION:** Staff recommends that the Future Land Use Map designation for the subject parcel be changed from “Residential to “Neighborhood Commercial” (instead of “Commercial”).

**STAFF REPORT CONTENTS/  
ATTACHMENTS**

1. Resume
2. Sample Motions
3. Draft Ordinance for Board of Supervisors
4. Staff Report
5. Copy of the Application with Attachments
6. APO letter, map, mailing list, and newspaper ad
7. Power Point Presentation

## **Sample Motions**

### **APPROVE:**

"I move to forward request CPA-23-01 to the Board with a recommendation to change the Future Land use Map designation for the subject property to "Neighborhood Commercial", and the reason(s) for this recommendation is/are:"

(EXAMPLES):

- "The recommended change to the Future Land Use Map is compatible with the envisioned land uses for the subject property and adjacent properties."
- "It is expected to benefit the general welfare of the community."
- Other \_\_\_\_\_

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### **APPROVE WITH CHANGES:**

I move to forward request CPA-23-01 to the Board with a recommendation for APPROVAL, subject to the following changes:

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### **DENY:**

I move to forward request CPA-23-01 to the Board with a recommendation for DENIAL for the following reason(s): (SPECIFY)

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### **POSTPONE:**

I move to POSTPONE request CPA-23-01 until \_\_\_\_\_ to allow time for \_\_\_\_\_  
(MEETING DATE)

\_\_\_\_\_  
(ACTION/EVENT)

## County of Prince George, Virginia

**DRAFT Ordinance**

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this \_\_\_\_ day of \_\_\_\_, 2023:

Present:

Donald R. Hunter, Chair  
T. J. Webb, Vice-Chair  
Marlene J. Waymack  
Floyd M. Brown, Jr.  
Alan R. Carmichael

Vote:


---

**COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from “Residential” to “Commercial”, in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

---

BE IT ORDAINED by the Board of Supervisors of Prince George County:

*(1) That the Generalized Future Land Use Map of the Prince George County Comprehensive Plan be amended to change the future land use designation of the property presently identified as Tax Parcel 15A(02)00-011-0 from “Residential” to “Neighborhood Commercial”.*

*(2) That the “Neighborhood Commercial” designation is more appropriate for this property than the initially requested “Commercial” designation.*

-----  
Adopted on \_\_\_\_\_, 2023 pursuant to Sections 15.2-2204 and 15.2-2229 The Code of Virginia (1950, as amended) and becoming effective immediately.



## PLANNING COMMISSION STAFF REPORT

Public Hearing March 23, 2023

**CPA-23-01** – Comprehensive Plan Amendment – Change Future Land Use from Residential to Commercial

**Applicant:** Erica Craft and Pamela Craft

**Case Manager:** Tim Graves - (804)722-8678

### I. Request

The applicants have requested to change the Comprehensive Plan Future Land Use Map designation for tax parcel 15A(02)00-011-0 from “Residential” to “Commercial”.

Staff recommends that the designation be changed to “Neighborhood Commercial”.

### II. Property

**Address:** 12415 James River Drive

**Zoning District:** Current: R-A Residential Agricultural  
Proposed: B-1 General Commercial

**Tax Map:** 15A(02)00-011-0

**Current Use(s):**

Vacant building (former church building)

**Site Size:** 2 (+/-) acres

**Comp Plan Land Use:** Current: Residential

Proposed: Commercial

**Legal Owner:** Erica Craft and Pamela Craft

**Planning Area:** Prince George Planning Area

**RE Taxes Paid?:** Yes, Current

**Previous Zoning Cases:** N/A

Figure 1: Street View (2016 photo from James River Drive)



### III. Meeting Information



#### IV. Background

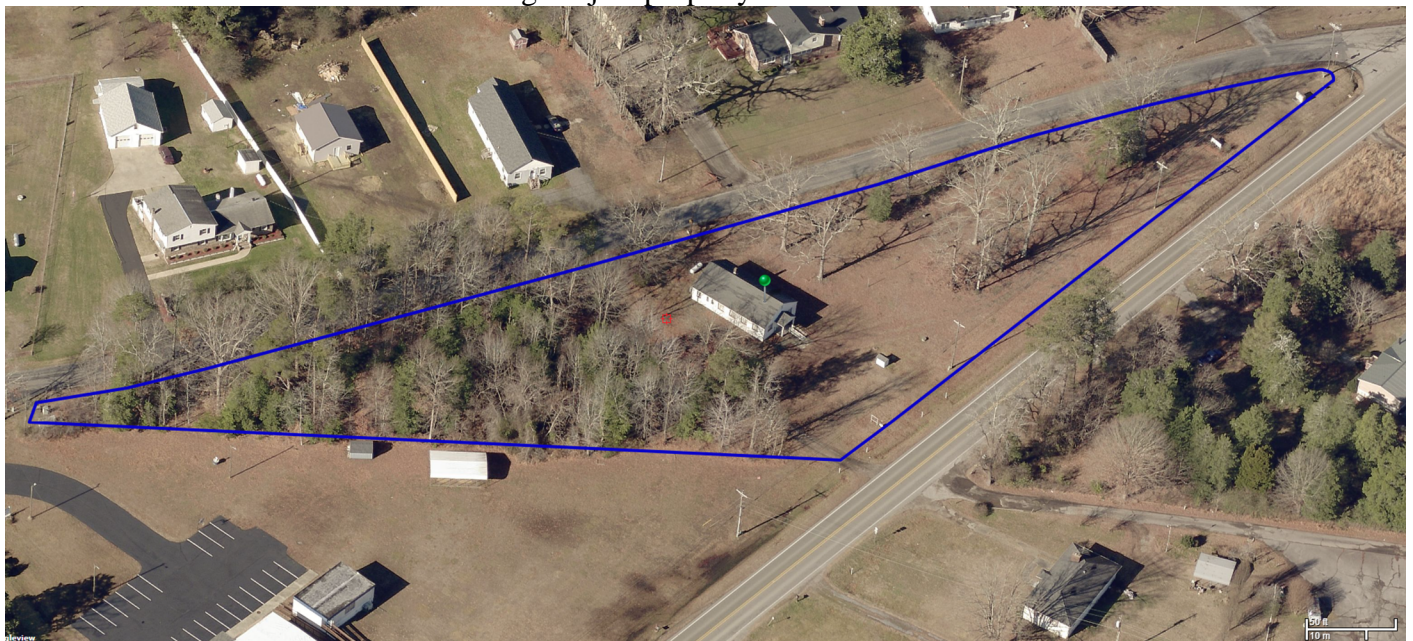
- The property has been zoned R-A since the County blanket rezoned this area from A-1 to R-A in 1995.
- The Comprehensive Plan Future Land Use Map (FLUM) has indicated this area is planned for Residential development since 1986. The entire FLUM is due for review and update.
- The building on the property was formerly used as a church and has sat vacant for a number of years.
- The applicants purchased the property in May 2022.
- The applicants met separately with the Planning & Zoning office, Building Official and Health Department prior to submitting their rezoning application and comprehensive plan amendment applications on January 20, 2023.
- The Planning & Zoning office advised the applicants that the current zoning of the property did not allow for the proposed commercial use and that they would need to rezone the property before they could legally operate their business in the building on the property. They were also advised that the FLUM does not currently support a rezoning on the property, but they could also apply to change that. They subsequently applied to change the FLUM at the same time as they requested to rezone the property.
- If this request is approved, then the Comprehensive Plan would indicate that a commercial zoning is appropriate for this property, which would in turn support the applicant's request to rezone the same property from R-A Residential Agricultural to B-1 General Commercial.

#### V. Applicant Proposal

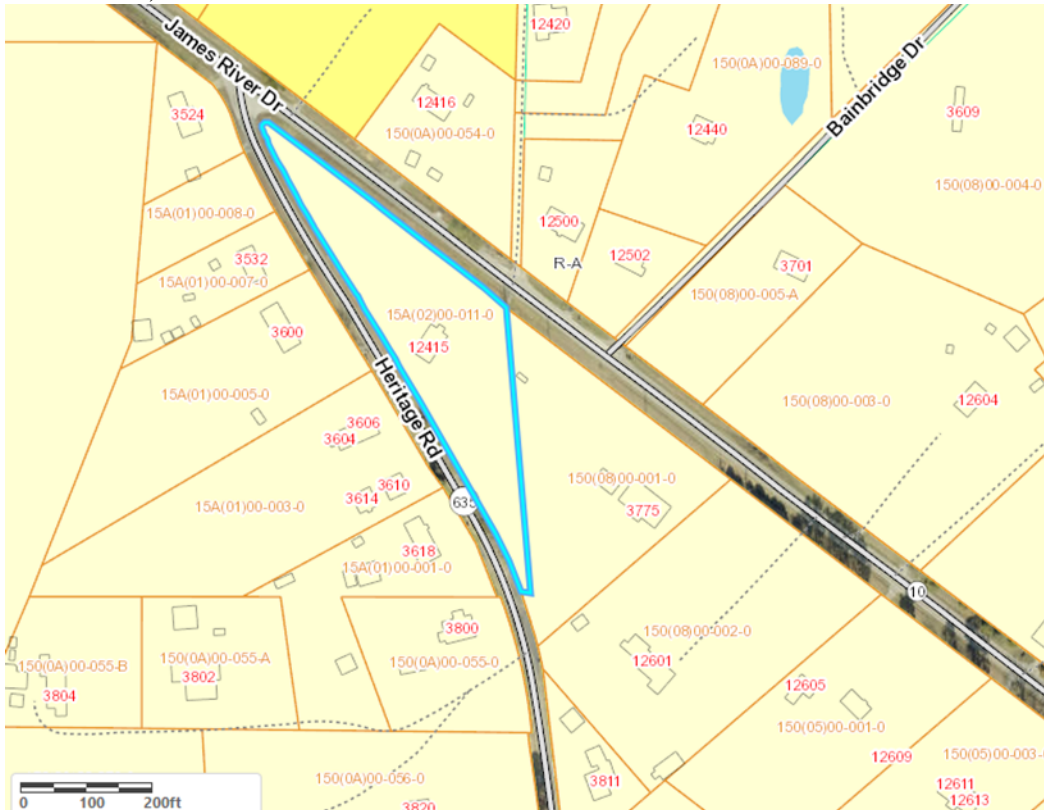
The applicant did not provide any rationale as to why a Commercial land use designation is appropriate for this area other than that they wish to rezone the property for a bakery.

#### VI. Exhibits

**Exhibit 1** – Aerial view of area including subject property

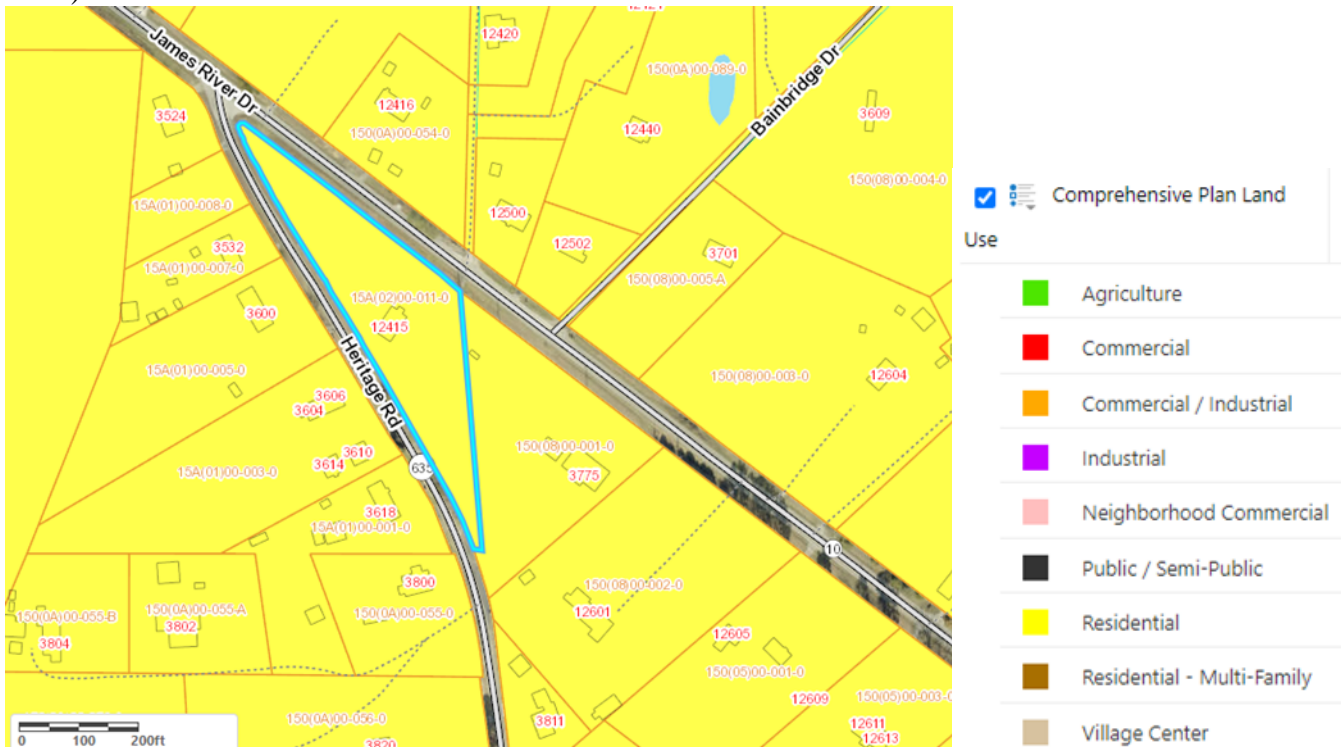


**Exhibit 2 – Zoning Map** (Tan color = R-A Residential Agricultural; Yellow color = R-1 Limited Residential)



**Exhibit 3 – Comprehensive Plan Future Land Use Map**

NOTE: The applicants have proposed to change the Future Land Use Map designation to Commercial (red color)



## VII. Planning and Zoning Review Comments

1. The Future Land Use Map has not benefitted from a full-scale review in at least 15 years, so there has not been ample opportunity to consider whether the current “Residential” designation remains appropriate. It is reasonable to revisit the future land use plan for this property as well as the surrounding area and traffic corridor.
2. The property is situated at an important intersection for vehicular traffic.
  - a. Route 10 (James River Drive) is classified by VDOT as a “Minor Arterial” which accommodates high speed traffic in both directions.
  - b. Route 635 (Heritage Road) is classified as a “Minor Collector” which is meant to “collect” traffic from lower usage “local” roads and deposit the traffic onto the high-speed arterials roads.
  - c. The Comprehensive Plan calls for both of these roads and their rights-of-way to be widened in the future.
3. There are no current private or public plans to expand public water and sewer service lines to the area of this subject property. The nearest lots currently served by public utilities are more than 1 mile to the west in Rivers Edge subdivision.
4. The Comprehensive Plan provides descriptions for the various future land use designations. Below are the three that are most relevant to this request, with staff comments:

Residential	Commercial	Neighborhood Commercial
<i>This category includes areas within the PGPA where small lot residential development is encouraged. Public water and/or wastewater facilities are available and required for such development.</i>	<i>This category designates areas where commercial developments have occurred and where future urban and suburban commercial developments are encouraged. Public water and wastewater facilities are generally available or planned for these areas.</i>	<i>This category designates those areas where small scale commercial uses are encouraged. Such uses provide goods and services designed to meet the needs of the surrounding residential community.</i>
The Residential designation indicates that development should be served by public utilities, however, no public water or sewer is currently planned for this area to support higher density residential development. Therefore, <b><u>the Residential designation is not the only appropriate use of this property.</u></b>	The Commercial designation could be considered appropriate for this property given its past history of commercial use as a church, and because there is a church on the adjacent property. However, since no public water or sewer is currently planned for this area to support larger-scale commercial uses, <b><u>this designation is not as suitable as “Neighborhood Commercial”.</u></b>	Of the available future land use designations described in the current adopted plan, <b><u>this designation seems to be the most appropriate for this particular property,</u></b> based on the existing non-residential building, small size of the property, the existing surrounding residential uses, and the lack of available public water and sewer to serve a larger development.



## **VIII. Supplemental Staff Review Comments**

N/A – Other Department comments have been provided for the rezoning request

## **IX. Public Notice and Community Feedback**

- Staff notified adjacent property owners by mailing prior to the public hearing.
- Staff ran the required legal ads for this request in the *Progress-Index* prior to the public hearing.
- Staff posted a sign on the property on 3-14-23.
- No comments from the community were received prior to finalizing this report.

## **X. Staff Recommendation**

Staff recommends that the future land use designation for tax parcel 15A(02)00-011-0 be changed from “Residential” to “Neighborhood Commercial” (rather than the “Commercial” designation that was requested).

Secondarily, and separate from this request, Staff recommends that the Route 10 Corridor be re-examined in greater detail during the next major update to the Comprehensive Future Land Use Map.

This recommendation is based on the following considerations:

1. “Neighborhood Commercial” appears to be the most appropriate designation for this property based on the current and future surrounding land uses and based on the written descriptions in the currently adopted Comprehensive Plan.
2. The County’s Future Land Use Map is due for a complete review.
3. No negative feedback was received from adjacent property owners and community prior to publishing this staff report.



	<h2 style="margin: 0;">COMPREHENSIVE PLAN FUTURE LAND USE MAP AMENDMENT APPLICATION</h2> <p style="margin: 5px 0;">Department of Community Development and Code Compliance Planning &amp; Zoning Division 6602 Courts Drive, Prince George, VA 23875 (804) 722-8678   <a href="http://www.princegeorgecountyva.gov">www.princegeorgecountyva.gov</a></p>	<div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">APPLICATION #: <span style="font-size: 1.2em;">CPA-23-01</span></div> <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">DATE SUBMITTED:</div>
	<p><b>APPLICANT FILL-IN ALL BLANKS BELOW</b></p>	
	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <b>RECEIVED</b>  <span style="color: red; font-weight: bold;">JAN 20 2023</span>              BY: <span style="color: blue;">THG</span> </div>	

REQUEST / PROPERTY DETAILS	IS THIS REQUEST RELATED TO A CURRENT ZONING APPLICATION? (IF SO, SPECIFY ID#):		
	REQUEST ADDRESS / LOCATION: <span style="font-size: 1.2em;">12415 James River Dr. Hopewell VA 23860</span>		
	REQUEST TAX MAP(S): <span style="font-size: 1.2em;">154(02)00-011-0</span>	AFFECTED ACREAGE: <span style="font-size: 1.2em;">2.01</span>	ENTIRE PARCEL (Y / N): <span style="font-size: 1.2em;">Yes</span>
	WHAT SPECIFIC CHANGE(S) IS/ARE REQUESTED FOR THE FUTURE LAND USE MAP? <span style="font-size: 1.2em;">Change future land use from Residential to Commercial</span>		
	EXISTING FUTURE LAND USE DESIGNATION: <span style="font-size: 1.2em;">Residential</span>	REQUESTED FUTURE LAND USE DESIGNATION: <span style="font-size: 1.2em;">Commercial</span>	
	REQUIRED ATTACHMENTS (CHECK IF ATTACHED): <input type="checkbox"/> RATIONALE DOCUMENT (SUPPORTING FACTS, REASONS) <input type="checkbox"/> MAP TO SCALE (USE GIS OR ENGINEER DRAWING) <input type="checkbox"/> ADDITIONAL ATTACHMENTS (LIST):		

LEGAL OWNER	NAME(S): <span style="font-size: 1.2em;">Erica Craft &amp; Pamela Craft</span>	
	MAILING ADDRESS (INCL. CITY, STATE, ZIP): <span style="font-size: 1.2em;">14810 Spruce Ave Chester VA 23836</span>	
	E-MAIL: <span style="font-size: 1.2em;">pamelagcraft01@gmail.com</span>	PHONE: <span style="font-size: 1.2em;">(804) 721-9058</span> <span style="font-size: 1.2em;">or (804) 943-4505</span>
APPLICANT CONTACT	NAME(S) (IF DIFFERENT THAN OWNER):	
	RELATION TO OWNER:	
	MAILING ADDRESS (INCL. CITY, STATE, ZIP):	
	E-MAIL:	PHONE:

# OWNER AFFIDAVIT

The undersigned Property Owner(s) or duly authorized Agent or Representative certifies that this petition and the foregoing answers, statement, and other information herewith submitted are in all respect true and correct to the best of their knowledge and belief.

NAME:

Erica L Craft

NAME:

Pamela G Craft

SIGNED:

*[Signature]*

SIGNED:

*[Signature]*

DATE:

1.20.23

DATE:

1-20-2023

NOTARIZATION:

STATE OF VIRGINIA

COUNTY OF:

Prince George

Subscribed and sworn before me this

20<sup>th</sup>

day of

January

, 20

23.

Notary Public

My Commission expires:

April 30, 2025



## OFFICE USE ONLY

CURRENT ZONING DISTRICT(S):

R-A (B-1 proposal)

SURROUNDING ZONING DISTRICT(S):

R-A, R-1

CURRENT LAND USE(S):

Vacant building

SURROUNDING LAND USE(S):

residential, church

PRE-APPLICATION MEETING REQUIRED? (CIRCLE ONE)

Y / N / TBD / Held: ☒

COMMUNITY MEETING REQUIRED? (CIRCLE ONE)

Y / N / ☒ / Held: ☐

COMMENTS:

*[Signature]*

PAYMENT

FEE DUE:

AMEND COMPREHENSIVE PLAN: \$700

FEE PAID:

PAYMENT TYPE:

CHECK / CASH / CREDIT / DEBIT

CHECK # / TRANSACTION #:

DATE RECEIVED:

RECEIVED BY:



COUNTY OF PRINCE GEORGE  
Comm Dev & Code Compliance  
PO Box 156  
6602 Courts Dr.  
Prince George, VA 23875-0156  
(804)722-8750

01/24/2023 01:04PM Lauren P.  
19998463-0002

EG INVOICE

CRAFT, ERICA

RZ-23-0012

2023 Item: INV-00003505

Base fee for a Rezoning

Application request

1,050.00

PGC Rezoning to B-1

\$140 per acre

calculated

281.40

Payment Id: 683237

-----  
1,331.40

Subtotal

1,331.40

Total

1,331.40

CHECK

Check Number2652

1,331.40

Change due

-----  
0.00

Paid by: CRAFT, ERICA

Thank you for your payment

CUSTOMER COPY

COUNTY OF PRINCE GEORGE  
Comm Dev & Code Compliance  
PO Box 156  
6602 Courts Dr.  
Prince George, VA 23875-0156  
(804)722-8750

01/24/2023 01:05PM Lauren P.  
19998463-0003

EG INVOICE

CRAFT, ERICA

ACP-23-0004

2023 Item: INV-00003504

Amend Comprehensive

Plan

700.00

Payment Id: 683238

-----  
700.00

Subtotal

700.00

Total

700.00

CHECK

Check Number2653

700.00

Change due

-----  
0.00

Paid by: CRAFT, ERICA

Thank you for your payment

CUSTOMER COPY



## County of Prince George, Virginia

*"A global community where families thrive and businesses prosper"*

**March 8, 2023**

### PLANNING COMMISSION - NOTICE OF PUBLIC HEARINGS

Dear owner, agent or occupant of each parcel that is abutting, immediately across the street or road, or within close proximity of the property affected:

This is notification that the Prince George County Planning Commission will hold two public hearings on **Thursday, March 23, 2023 beginning at 6:30 pm** to consider the following two related requests that involve the Prince George County Zoning Ordinance:

**COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from "Residential" to "Commercial", in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

The public hearings will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 4:30 p.m. on the public hearing date. Public Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

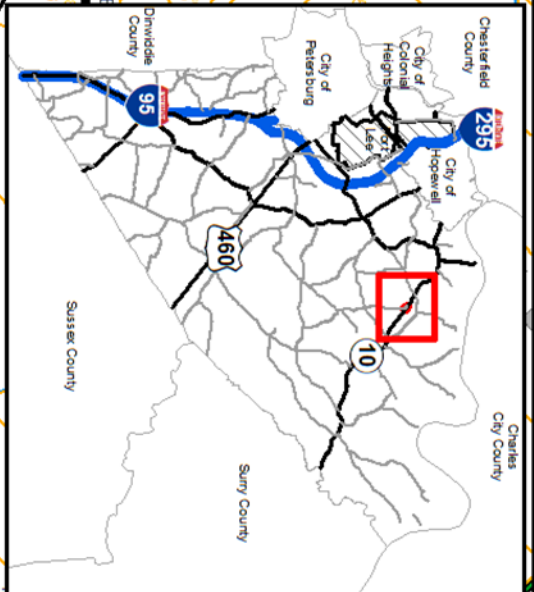
You may also contact Planning and Zoning Division at (804)722-8678 or by e-mail at [planning@princegeorgecountyva.gov](mailto:planning@princegeorgecountyva.gov) with any questions prior to the scheduled meeting. We have included a GIS Map showing the general location of the request.

Sincerely,

A handwritten signature in blue ink that reads "Tim Graves".

Tim Graves  
Planner

**Tax Map # 15A(02)00-011-0**



ALDRIDGE RICKY L  
3600 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

BROWN DAVID S JR &  
TACKETT BROWN BONNIE  
12420 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

BURTON PAUL A  
12416 JAMES RIVER DR  
DISPUTANTA, VA 23842

COLEMAN ADRIAN V & CARL E  
6810 LAKE RD  
PRINCE GEORGE, VA 23875-0599

CRAFT ERICA L & PAMELA G  
14810 SPRUCE AVE  
CHESTER, VA 23836

DAVIS ALMA M  
12408 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

HAYES ROBERT L  
3804 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

IRVING ROBERT L & HELEN  
3524 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

JAMES ROBIN C & YANINA E  
12436 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

JAMES ROBIN ROSS SR &  
MYRICK REGINA J  
12436 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

MASON BOBBY M  
12500 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

MASON JAMES J & FAY V  
12422 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

MCGEE TOM & JERLEAN G  
3618 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

MYRICK QUINTON R & REGINA J  
12428 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

WARTHAN PROPERTIES LLC  
2705 LEE ST  
HOPEWELL, VA 23860

WASHINGTON JAMES & BERTHA  
2371 WEATHERSTONE CIR  
S E CONYERS, VA 30094

WYCHE MONALISA ET ALS TRUSTEES /  
CRYSTAL CATHEDRAL MINISTRIES  
PO BOX 293  
PRINCE GEORGE, VA 23875

**PUBLIC NOTICE  
PRINCE GEORGE COUNTY**

Notice is hereby given to all interested parties regarding the following public meeting: The Prince George County Planning Commission will hold public hearings on Thursday, March 23, 2023 beginning at 6:30 p.m. concerning the following requests:

**REZONING AMENDMENT RZ-22-06:** Request of James R. Jones Builder, Inc. to amend the proffered conditions of Rezoning Case ZM-03-004 relating to buffer requirements, minimum house size, and number of building permits permitted per year. The subject property, zoned Residential Estate (R-E) District, comprises approximately 128 acres with frontage on Bull Hill Road and Courthouse Road, and is identified as Tax Map 340(0A)00-020-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses.

**COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from “Residential” to “Commercial”, in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

**SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses.

The public hearings will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 5:00 p.m. on the public hearing date. Public

Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

Tim Graves  
Planner  
(804)722-8678

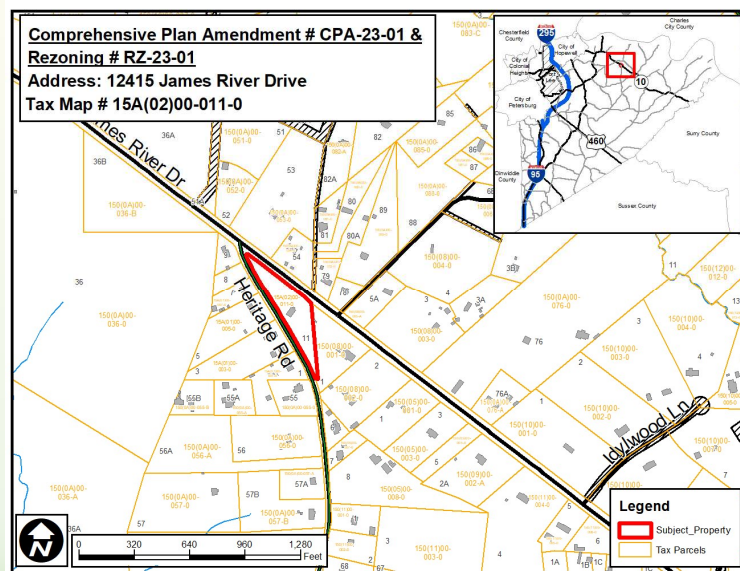


## COMPREHENSIVE PLAN AMENDMENT CPA-23-01:

Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from “Residential” to “Commercial”, in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

### CPA-23-01 | Pamela Craft & Erica Craft

#### Location Map



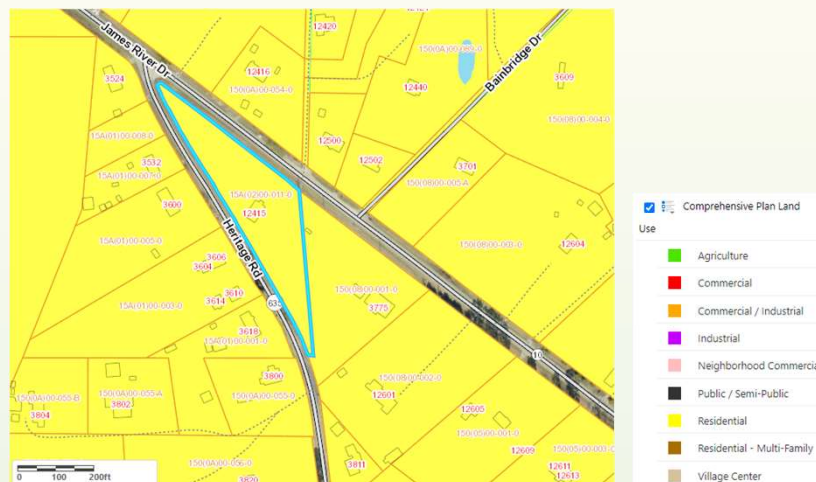
### Zoning Map



Tan color = Residential Agricultural (R-A)

Proposed= General Commercial (B-1) – Rezoning Request # RZ-23-01

### Comprehensive Plan Future Land Use Map



Current = Residential

Requested = Commercial

Recommended = Neighborhood Commercial

Aerial View



## Background

1. The Comprehensive Plan Future Land Use Map (FLUM) has indicated this area is planned for Residential development (dating back to the 1986 Comprehensive Plan).
2. The entire FLUM is due for review and update.
3. The building on the property was formerly used as a church and has sat vacant for a number of years.
4. The applicants purchased the property in May 2022.
5. The Planning & Zoning office advised the applicants that FLUM does not currently support a rezoning of the property to B-1 General Commercial.
6. The applicants decided to apply to change the FLUM.

## Request Summary

**Applicants' Goal:**

Operate bakery on property

**Applicants' Request:**

Change the Comprehensive Plan Future Land Use Map designation for tax parcel 15A(02)00-011-0 from "Residential" to "Commercial"

**Rationale provided for Change:**

None (except that they wish to operate a bakery on the property)

**Result if this request is approved**

The Comprehensive Plan designation for this property would change to "Commercial", which would support the applicant's request to rezone the property.

## Planning & Zoning Staff Review Comments

- The Future Land Use Map has not benefitted from a full-scale review in at least 15 years, so there has not been ample opportunity to consider whether the current "Residential" designation remains appropriate. It is reasonable to revisit the future land use plan for this property as well as the surrounding area and traffic corridor.
- The property is situated at an important intersection for vehicular traffic.
  - Route 10 (James River Drive) is classified by VDOT as a "Minor Arterial" which accommodates high speed traffic in both directions.
  - Route 635 (Heritage Road) is classified as a "Minor Collector" which is meant to "collect" traffic from lower usage "local" roads and deposit the traffic onto the high-speed arterials roads.
  - The Comprehensive Plan calls for both of these roads and their rights-of-way to be widened in the future.
- There are no current private or public plans to expand public water and sewer service lines to the area of this subject property. The nearest lots currently served by public utilities are more than 1 mile to the west in Rivers Edge subdivision.

## Planning & Zoning Staff Review Comments

The Comprehensive Plan provides descriptions for the various future land use designations. Below are the three that are most relevant to this request, with staff comments:

Residential	Commercial	Neighborhood Commercial
<i>This category includes areas within the PGPA where small lot residential development is encouraged. Public water and/or wastewater facilities are available and required for such development.</i>	<i>This category designates areas where commercial developments have occurred and where future urban and suburban commercial developments are encouraged. Public water and wastewater facilities are generally available or planned for these areas.</i>	<i>This category designates those areas where small scale commercial uses are encouraged. Such uses provide goods and services designed to meet the needs of the surrounding residential community.</i>
The Residential designation indicates that development should be served by public utilities, however, no public water or sewer is currently planned for this area to support higher density residential development. Therefore, <u>the Residential designation is not the only appropriate use of this property.</u>	The Commercial designation could be considered appropriate for this property given its past history of commercial use as a church, and because there is a church on the adjacent property. However, since no public water or sewer is currently planned for this area to support larger-scale commercial uses, <u>this designation is not as suitable as "Neighborhood Commercial".</u>	Of the available future land use designations described in the current adopted plan, <u>this designation seems to be the most appropriate for this particular property</u> , based on the existing non-residential building, small size of the property, the existing surrounding residential uses, and the lack of available public water and sewer to serve a larger development.

## Staff Recommendation

Staff recommends that the future land use designation for tax parcel 15A(02)00-011-0 be changed from "Residential" to "Neighborhood Commercial" (rather than the "Commercial" designation that was requested).

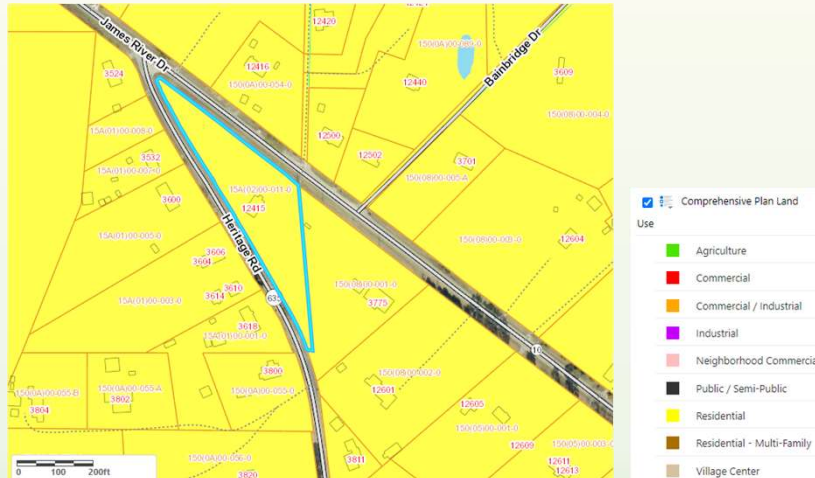
Secondarily, and separate from this request, Staff recommends that the Route 10 Corridor be re-examined in greater detail during the next major update to the Comprehensive Future Land Use Map.

### Basis:

- "Neighborhood Commercial" appears to be the most appropriate designation for this property based on the current and future surrounding land uses and based on the written descriptions in the currently adopted Comprehensive Plan.
- The County's Future Land Use Map is due for a complete review.
- No negative feedback was received from adjacent property owners and community prior to publishing this staff report.

## Questions?

*See Staff Report for Sample Motions*



Begin

**TAB 7**

**REZONING REQUEST – RZ-23-01**  
**PLANNING COMMISSION STAFF REPORT – March 23, 2023**

**RESUME**

**APPLICANT:** Erica Craft and Pamela Craft

**PROPERTY OWNER:** Erica Craft and Pamela Craft

**REQUEST:** The applicants requested to rezone their property from R-A Residential Agricultural to B-1 General Commercial. The applicants plan to establish a bakery in an existing building on the property as the initial commercial use of the property.

**STAFF RECOMMENDATION:** Staff recommends Approval, subject to the proffered conditions.

**STAFF REPORT CONTENTS/**

**ATTACHMENTS**

1. Resume
2. Sample Motions
3. Draft Ordinance for Board of Supervisors
4. Staff Report
5. Copy of Permitted/SE Uses in B-1 Zoning District if this request is approved
6. Copy of the Application with Attachments including proffer statement
7. APO letter, map, mailing list, and newspaper ad
8. Power Point Presentation



## **Sample Motions**

### **APPROVE:**

"I move to forward request RZ-23-01 to the Board with a recommendation for APPROVAL, subject to the proffered conditions, and the reason(s) for this recommendation is/are:"

(EXAMPLES):

- "It is compatible with the Comprehensive Plan and current surrounding uses and zoning districts."
- "It is expected to benefit the general welfare of the community."
- "The expected off-site impacts appear to be adequately addressed by the conditions."
- Other \_\_\_\_\_

-----

### **APPROVE WITH CHANGES:**

I move to forward request RZ-23-01 to the Board with a recommendation for APPROVAL, subject to the following changes:

---

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---

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### **DENY:**

I move to forward request RZ-23-01 to the Board with a recommendation for DENIAL for the following reason(s): (SPECIFY)

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---

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### **POSTPONE:**

I move to POSTPONE request RZ-23-01 until \_\_\_\_\_ to allow time for \_\_\_\_\_  
(MEETING DATE)

\_\_\_\_\_  
(ACTION/EVENT)

Board of Supervisors  
County of Prince George, Virginia

Ordinance

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this \_\_\_\_ day of \_\_\_\_, 2023:

---

Present:

Donald R. Hunter, Chair  
T. J. Webb, Vice-Chair  
Marlene J. Waymack  
Floyd M. Brown, Jr.  
Alan R. Carmichael

Vote:

---

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

---

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Rezoning Application identified as RZ-23-01 is granted as an amendment to the official zoning map; and

The Property, known as Tax Map # 15A(02)00-011-0, consisting of approximately 2 acres, as delineated in Instrument #220001575, is hereby rezoned from R-A, Residential Agricultural District to B-1, General Commercial District; and

The Owner in this zoning case, pursuant to §15.2 2303 of the Code of Virginia (1950 as amended) and the Zoning Ordinance of Prince George County, for themselves and their successors or assigns, proffer that the Property will be developed in accordance with the following conditions voluntarily agreed to by the Applicant in the proffer statement dated 3-14-23:

1. Land Uses. The use of the Property zoned B-1 shall be limited as provided for in the County Zoning Ordinance, except that the following land uses shall be prohibited:
  - Funeral homes;
  - Service stations with major repair facilities under cover;
  - Auto sales and service;

- Auto and home appliance services;
- Lumber and building supply;
- Machinery sales and service;
- Cemeteries;
- Circuses;
- Noncommercial fairgrounds;
- Mobile home and recreational vehicle sales, service and repair.

---

Adopted on \_\_\_\_\_, 2023 and becoming effective immediately.



## PLANNING COMMISSION STAFF REPORT

Public Hearing March 23, 2023

**RZ-23-01** – Craft Bakery - Rezone 2.01 acres from R-A to B-1

**Applicant:** Erica Craft and Pamela Craft

**Case Manager:** Tim Graves - (804)722-8678

### I. Request

The applicants requested to rezone their property from R-A Residential Agricultural to B-1 General Commercial. The applicants plan to establish a bakery in an existing building on the property as the initial commercial use of the property.

### II. Property

**Address:** 12415 James River Drive

**Zoning District:** Current: R-A Residential Agricultural  
Proposed: B-1 General Commercial

**Tax Map:** 15A(02)00-011-0

**Current Use(s):**

Vacant building (former church building)

**Site Size:** 2 (+/-) acres

**Comp Plan Land Use:** Current: Residential

Proposed: Commercial (Companion App. # CPA-23-01)

**Legal Owner:** Erica Craft and Pamela Craft

**Planning Area:** Prince George Planning Area

**RE Taxes Paid?:** Yes, Current

**Previous Zoning Cases:** N/A

Figure 1: Street View (2016 photo from James River Drive)



### III. Meeting Information

Planning Commission Public Hearing: March 23, 2023

Board of Supervisors Public Hearing: April 25, 2023 (Tentative)

### IV. Background



- The property has been zoned R-A since the County blanket rezoned this area from A-1 to R-A in 1995.
- The building on the property was formerly used as a church and has sat vacant for a number of years.
- The applicants purchased the property in May 2022.
- The applicants met separately with the Planning & Zoning office, Building Official and Health Department prior to submitting their rezoning application on January 20, 2023.
- The Planning & Zoning office advised the applicants that the current zoning of the property did not allow for the proposed commercial use and that they would need to rezone the property before they could legally operate their business in the building on the property. They were also advised that the Comprehensive Plan Future Land Use Map does not currently support a rezoning on the property, but they could also apply to change that. They applied for that change at the same time as this rezoning.

## V. Applicant Proposal

Below is a summary of the information provided in the application statement regarding their desired use of the property:

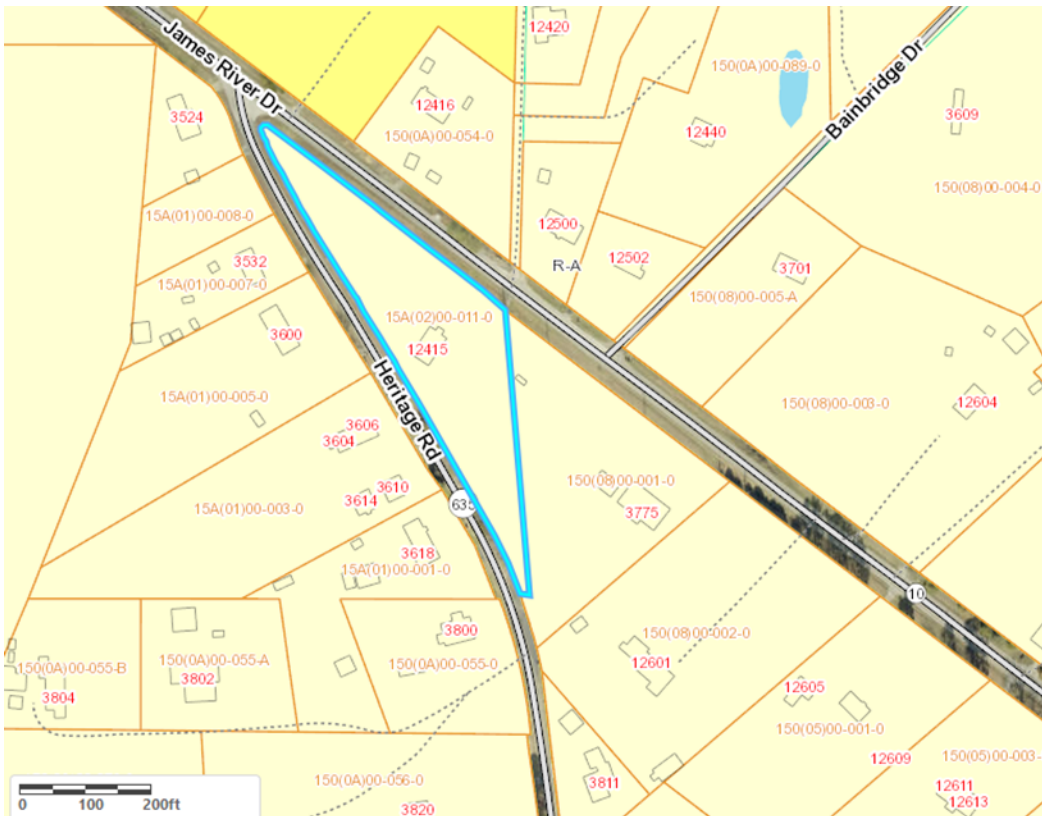
- Establish a bakery at this location
- No customer access to the building (no on-site sales)
- Process, bake and package the baked goods (primarily cookies) within the building and sell them at off-site retail locations
- Fewer than 5 employees.

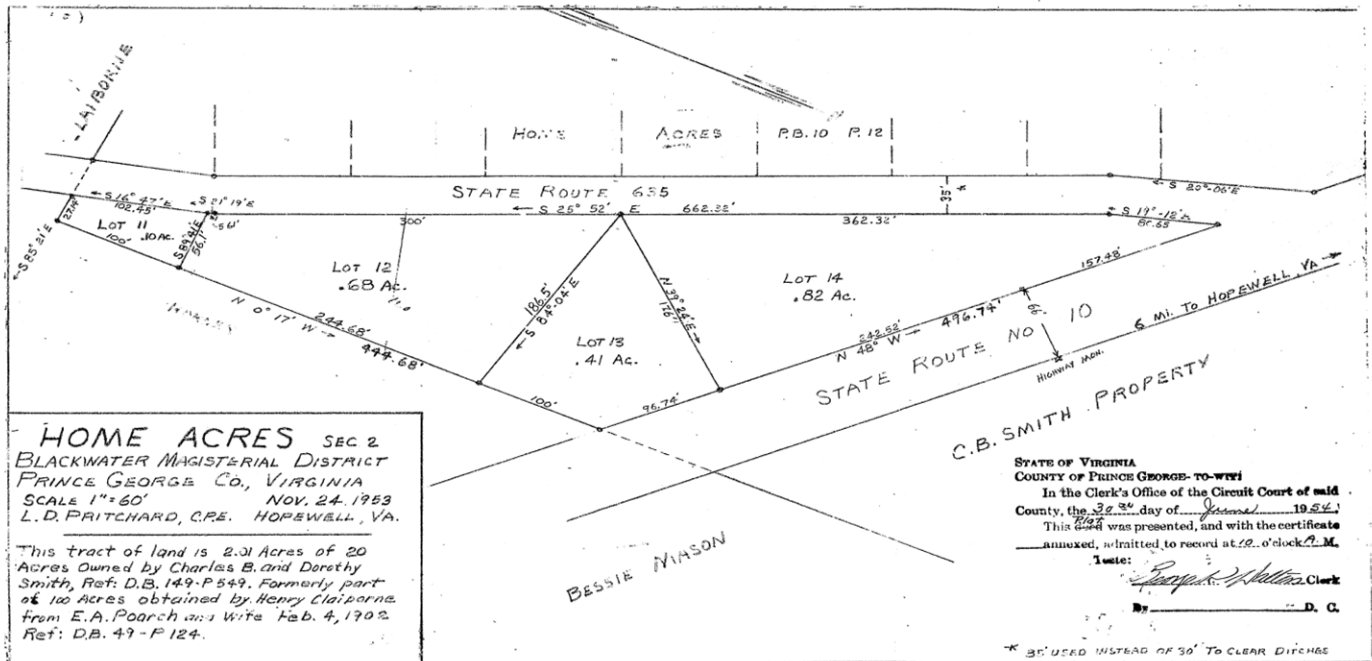
## VI. Exhibits

**Exhibit 1** – Aerial view of area including subject property



**Exhibit 2** – Zoning Map





## VII. Planning and Zoning Review Comments

1. The desired land use (a bakery) is a use permitted by-right in the B-1 zoning district pursuant to Section 90-392(2) "Bakeries". Merriam-Webster Dictionary defines the term as "a place for baking or selling baked goods".
2. The acreage proposed for rezoning is approximately 2 acres. According to the legal description in the most recent deed and the recorded plat shown in Exhibit 4, the property is composed of 4 individual smaller lots which are currently tracked as one tax parcel number. Staff recommends that the applicants hire a surveyor to produce a consolidation plat to verify boundary lines and consolidate the underlying tax parcels, however this is not necessary as a condition of approval of this request. This should be completed before such time in the future as any new buildings are proposed to be constructed on the property.
3. Regarding compatibility with surrounding uses, zoning districts and the Comprehensive Plan:
  - a. Surrounding uses include single-family residential housing on approximately 1-acre lots, and a church (Crystal Ministries Cathedral) on one adjacent property.
  - b. Surrounding zoning is primarily Residential Agricultural (R-A) with some Limited Residential (R-1) nearby. The nearest Commercial zoning is approximately 1.5 to 2 miles away.
  - c. A bakery land use with no on-site retail sales appears to be similar in intensity to the existing activities on the surrounding properties; however, a B-1 zoning does allow additional uses permitted by-right and by special exception that could change the nature of this area. For this reason, Staff recommends that the applicant consider proffering out certain higher-intensity commercial uses to ensure the rezoning is compatible with the surrounding area. It appears that small-scale commercial uses would be most appropriate for this area, for example a walk-in bakery, or a neighborhood restaurant, or retail store. With in mind, Staff recommends that the applicant consider proffering a restriction on certain by-right uses in the B-1 zoning district which may be less desirable in this area. NOTE: The applicants submitted a proffer statement which proffers a restriction on some of the B-1 permitted uses.
  - d. The Comprehensive Plan Future Land Use Map does not currently support a rezoning on the property since it calls for Residential uses in this area, however the applicants have submitted an official request for the County to change the Future Land Use designation to Commercial. Staff is



recommending a change to “Neighborhood Commercial” (see Staff Report for # CPA-23-01 for more details). If either change is approved by the Board of Supervisors, then the Future Land Use Map will support this request.

4. No traffic study is necessary based on the business activity that is initially proposed for the property. If a higher-intensity use is proposed on the property in the future, a Site Plan would likely trigger the need for a turn lane analysis.
5. Expected impacts and mitigation for this request
  - a. Traffic: Minimal for desired bakery land use, but potentially higher for other uses allowed in B-1 zoning district – Mitigation: The applicants could consider proffering restrictions on certain permitted land uses. A turn lane analysis would be automatically required at the time of Site Plan review if the property is proposed for significant development in the future.
  - b. Visual: No significant visual impact for a small-scale bakery. Other uses could result in larger impact in the future. – Mitigation: The zoning ordinance already requires buffering between zoning districts at the time of Site Plan review.
  - c. Noise: No significant visual impact for a small-scale bakery. Other uses could result in larger impact in the future. – Mitigation: The applicants could consider proffering restrictions on certain permitted land uses.
6. Other zoning approvals required if the Rezoning is approved:
  - a. Professional Business Zoning Approval for the new business.
  - b. A Site Plan will be required in the future if site development or land disturbance will exceed 2,500 SF.
7. Other departments/agencies have identified additional requirements that apply to the proposed commercial use of the property. Those items will be required to be resolved before final business zoning approval will be granted for a business license and Certificate of Occupancy. (A letter with comments and suggested actions was provided to the applicant during the review process.)
8. Staff has provided an attachment with the list of B-1 permitted uses that will be allowed on the property if this rezoning request is approved.

## **VIII. Supplemental Staff Review Comments**

### **Building Inspections Division – Charles Harrison III, Building Official**

1. The existing structure is currently classified as an “A-3- assembly” use according to the VUSBC. The applicants will be required to participate in the Change of Use/Classification process to be in conformance with VUSBC occupancy requirements.
2. The structure is not to be operational until all required permit(s) have been obtained and inspection(s) have been performed. If all provisions are complied with, a new Certificate of Occupancy will be produced and the business will be granted operational status.

### **Virginia Department of Health - Alice Weathers, Environmental Health Specialist**

1. The sewage disposal and well are being evaluated by a Professional Engineer to determine if the site is suitable for the proposed use as a bakery. Once the Waste Characterization information is received, it will be reviewed.

### **Virginia Department of Transportation (VDOT) - Paul Hinson, Area Land Use Engineer**

1. SR 10, James River Drive has a functional classification of minor arterial and an average annual daily traffic (AADT) of 3,900.
2. Based upon the information contained in the submitted application, it is anticipated that a low volume commercial entrance will be required to provide access to the site. A low volume commercial entrance must demonstrate that stopping sight distance is available at the proposed entrance and be encumbered by an entrance maintenance agreement. It is unknown whether the existing entrance will meet these criteria.



3. VDOT has no objection to the submitted zoning application.

**Economic Development** – *Stacey English, Economic Development Specialist*

1. The property is not located in the Enterprise Zone or Tourism Zone. The Economic Development and Tourism Department can assist with small business resources, attraction and workforce development.

The departments below reviewed this request and had no comments.

**Real Estate Assessor** – *Randall Horne, Senior Real Estate Appraiser*

**Utilities Department** – *Rachael Lumpkin, Utility Project Engineer*

**Environmental Division** - *Angela Blount, Environmental Program Coordinator*

The departments below received a copy of this request and did not provide comments.

**Fire & EMS Department** – *Paul Beamon, Chief*

**Police Department / Sheriff's Department** – *Harold Shreves*

## **IX. Public Notice and Community Feedback**

- Staff notified adjacent property owners by mailing prior to the public hearing.
- Staff ran the required legal ads for this request in the *Progress-Index* prior to the public hearing.
- Staff posted a sign on the property on 3-14-23.
- No comments from the community were received prior to finalizing this report.

## **X. Staff Recommendation**

Staff recommend Approval, pursuant to the proffered conditions.

This recommendation is based on the following considerations:

1. The applicant's request appears to be generally compatible with current and future surrounding land uses (with proffers).
2. No negative feedback was received from adjacent property owners and community prior to publishing this staff report.
3. The applicant proffered the below conditions to address potential concerns about rezoning the property.

## **XI. Recommended/Proffered Conditions**

The applicant proffered the following conditions in a proffer statement dated 3-14-23:

1. Land Uses. The use of the Property zoned **B-1** shall be limited as provided for in the County Zoning Ordinance, except that the following land uses shall be prohibited:
  - Funeral homes;
  - Service stations with major repair facilities under cover;
  - Auto sales and service;
  - Auto and home appliance services;
  - Lumber and building supply;
  - Machinery sales and service;
  - Cemeteries;
  - Circuses;
  - Noncommercial fairgrounds;
  - Mobile home and recreational vehicle sales, service and repair.

**If this rezoning request (RZ-23-01) is approved with the proffered conditions, the following uses will be permitted by-right on the subject property**

---

**Sec. 90-392. Uses and structures permitted by right.**

In the B-1 general business district, structures may be erected or land may be used for one or more of the following uses:

- (1) Retail stores and shops.
- (2) Bakeries.
- (3) Dry cleaners.
- (4) Laundries.
- (5) Wearing apparel stores.
- (6) Drugstores.
- (7) Barbershops and beauty shops.
- ~~(8) Auto and home appliance services.~~
- (9) Theaters and assembly halls.
- (10) Office buildings.
- (11) Churches.
- (12) Libraries.
- ~~(13) Funeral homes.~~
- ~~(14) Service stations with major repair facilities under cover.~~
- (15) Clubs and lodges.
- ~~(16) Auto sales and service.~~
- ~~(17) Lumber and building supply with storage facilities under cover.~~
- (18) Plumbing and electrical supply with storage facilities under cover.
- ~~(19) Machinery sales and service.~~
- (20) Waterfront business activities; wholesale and retail marine interests, such as boat docks, piers, small boat docks, yacht club and servicing facilities for such; docks and areas for the receipt, storage and transshipment of waterborne commerce; seafood and shellfish receiving; packing and shipping plants; and recreational activities primarily conducted on or about a waterfront. All such uses shall be contiguous to a waterfront.
- (21) Public utilities.
- (22) Offstreet parking as required by this chapter.
- (23) Business signs.
- (24) General advertising signs.
- (25) Location signs.
- (26) Restaurants.
- (27) Shopping centers.

- (28) Volunteer fire or rescue squads.
- (29) Exhibits operated by nonprofit organizations.
- (30) Community centers.
- (31) Financial institutions.
- (32) Office buildings.
- (33) Wayside stands for display and sale of farm products.
- (34) Retail catalog sales offices.
- (35) Radio, television stations.
- (36) Home service establishments such as exterminators, plumbers, decorators.
- ~~(37) Cemeteries.~~
- (38) ~~Circuses~~, carnivals or similar temporary activities when organized or sponsored by nonprofit organizations.
- ~~(39) Noncommercial fairgrounds.~~
- (40) Commercial greenhouses, nurseries.
- (41) Buildings or uses for federal, state, county or local governmental purposes.
- (42) Instructional and/or training facilities, including but not limited to dancing schools and dancing studios.
- (43) Farm supplies.
- (44) Public utility distribution facilities.
- ~~(45) Mobile home and recreational vehicle sales, service and repair.~~
- (46) Agriculture.
- (47) Dwelling units when such use is reasonably and customarily a part of the business operation such as providing living quarters for a proprietor or manager and his family, as defined by the county zoning ordinance, not to exceed four people; or living quarters for a watchman or custodian of an establishment: [See ordinance for provisions].
- (48) Temporary outdoor Christmas tree sales and holiday items provided that: [See ordinance for provisions].
- (49) Temporary outdoor Virginia legal fireworks sales provided that: [See ordinance for provisions].
- (50) Mobile food units, subject to the provisions of section 90-1041.

Inv. 3505  
EnerGov RZ-23-0012



# REZONING APPLICATION

Department of Community Development and Code Compliance  
Planning & Zoning Division

6602 Courts Drive, Prince George, VA 23875  
(804) 722-8678 | [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov)

OFFICE USE ONLY

APPLICATION #:

RZ-23-01

DATE SUBMITTED:

RECEIVED  
JAN 20 2023  
BY: TWG

APPLICANT FILL-IN ALL BLANKS

REQUEST: Rezone R-A to B-1

REQUEST PROPERTY ADDRESS / LOCATION: 12415 James River Drive  
Hopewell, VA 23860

REQUEST TAX MAP(S): (List all)

15A(02)00-011-0

AFFECTED  
ACREAGE:

2.01

ENTIRE PARCEL?:  
(Y/N)

(Y/N)

CURRENT  
ZONING:

R-A

PROPOSED  
ZONING:

B-1

REQUIRED ATTACHMENTS: (Check if Attached; \* = Required)

☒ APPLICANT STATEMENT\* (Specify goals, details, etc.)

☐ PROPOSED CONDITIONS / PROFFER STATEMENT

☐ CONCEPTUAL SITE PLAN\*

(Show any planned improvements; Use GIS or Engineer Drawing)

☐ COMMUNITY MEETING SUMMARY

☐ SURVEY OR LEGAL DESCRIPTION OF REZONING  
REQUEST AREA (If different than recorded lot)

☐ ADDITIONAL ATTACHMENTS:

NAME(S): Erica L. Craft

Pamela G. Craft

MAILING ADDRESS (Incl. City, State, Zip) 14810 Spruce Ave.  
Chester, VA 23836

E-MAIL: pamela.g.craft01@gmail.com

PHONE: (804) 721-9058

NAME(S) (If different than owner):

RELATION TO OWNER:

MAILING ADDRESS: (Incl. City, State, Zip)

E-MAIL:

PHONE:

OFFICE USE ONLY (Completed at time of application)

COMMENTS: Also see CPA-23-01 Fee doc: \$1331.40

FEE DUE:

Rezoning: \$1,050 + [See Fee Schedule]  
Amend Existing Zoning Case: \$1,050

FEE PAID:

PAYMENT TYPE:

CHECK / CASH / CREDIT / DEBIT

CHECK # / TRANSACTION #:

DATE RECEIVED:

RECEIVED BY:

## OWNER AFFIDAVIT

The undersigned Property Owner(s) or duly authorized Agent or Representative certifies that this petition and the foregoing answers, statement, and other information herewith submitted are in all respect true and correct to the best of their knowledge and belief.

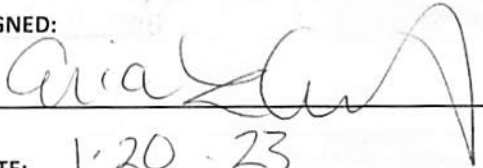
NAME:

Erica L. Craft

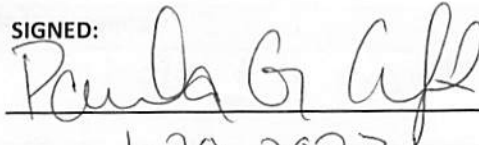
NAME:

Pamela G Craft

SIGNED:



SIGNED:



DATE:

1-20-23

DATE:

1-20-2023

NOTARIZATION:

STATE OF VIRGINIA

COUNTY OF:

Prince George

Subscribed and sworn before me this

20<sup>th</sup>

day of

January

, 20

23.

Notary Public

My Commission expires:

April 30, 2025



We are requesting that the property at 12415 James River Drive, Hopewell, VA, 23860 to be re-zoned from R-A to B-1. Our goal is to have a bakery at this location. There will be no public access to the building. There will be no sales made inside the building. The plan is to process, bake, and package the baked goods (cookies) within the building; then sell the cookies offsite. We also have less than 5 employees.

Thank you for your consideration,

Erica Craft

Pamela Craft



COUNTY OF PRINCE GEORGE  
Comm Dev & Code Compliance  
PO Box 156  
6602 Courts Dr.  
Prince George, VA 23875-0156  
(804)722-8750

01/24/2023 01:04PM Lauren P.  
19998463-0002

EG INVOICE

CRAFT, ERICA

RZ-23-0012

2023 Item: INV-00003505

Base fee for a Rezoning

Application request

1,050.00

PGC Rezoning to B-1

\$140 per acre

calculated

281.40

Payment Id: 683237

-----  
1,331.40

Subtotal

1,331.40

Total

1,331.40

CHECK

Check Number 2652

1,331.40

Change due

-----  
0.00

Paid by: CRAFT, ERICA

Thank you for your payment

CUSTOMER COPY

COUNTY OF PRINCE GEORGE  
Comm Dev & Code Compliance  
PO Box 156  
6602 Courts Dr.  
Prince George, VA 23875-0156  
(804)722-8750

01/24/2023 01:05PM Lauren P.  
19998463-0003

EG INVOICE

CRAFT, ERICA

ACP-23-0004

2023 Item: INV-00003504

Amend Comprehensive

Plan

700.00

Payment Id: 683238

-----  
700.00

Subtotal

700.00

Total

700.00

CHECK

Check Number 2653

700.00

Change due

-----  
0.00

Paid by: CRAFT, ERICA

Thank you for your payment

CUSTOMER COPY

**STATEMENT OF PROFFER  
REZONING**

The property owner and applicant in this rezoning case ("Owner"), pursuant to Section 15.2-2298 of the Code of Virginia (1950, as amended) and the Zoning Ordinance of Prince George County ("County"), for themselves and their successors and assigns, proffer that the property under consideration will be developed according to the following proffers if, and only if, the rezoning request submitted herewith is granted with only those conditions agreed to by the Owner. In the event this request is denied or approved with conditions not agreed to by the Owner, the proffers shall immediately be null and void and of no further force or effect. As used here, "Property" shall mean the property described or shown in Instrument # 220001575, recorded in the Clerk's Office of the County Circuit Court. The property is currently identified as Tax Map Number 15A(02)00-011-0.

1. Land Uses. The use of the Property zoned B-1 shall be limited as provided for in the County Zoning Ordinance, except that the following land uses shall be prohibited:

- Funeral homes;
- Service stations with major repair facilities under cover;
- Auto sales and service;
- Auto and home appliance services;
- Lumber and building supply;
- Machinery sales and service;
- Cemeteries;
- Circuses;
- Noncommercial fairgrounds;
- Mobile home and recreational vehicle sales, service and repair.



NAME:

Pamela Gayle Craft

NAME:

Erica Liseann Craft

REGISTERED COMPANY:

Crows Nest Cookies LLC

REGISTERED COMPANY:

Crows Nest Cookies LLC

SIGNED:

Pamela G. Craft

SIGNED:

Erica Liseann Craft

**NOTARIZATION:**

STATE OF VIRGINIA

COUNTY/CITY OF:

Prince George

Laura Greaves-Smith, a Notary Public in and for the Commonwealth of Virginia At Large, do hereby certify that Pamela G. Craft and Erica L. Craft has this day personally appeared and acknowledged the same before me in the Commonwealth and in the County/City aforesaid.

Notary Public

My Commission expires:

April 30, 2025

Notary Registration number:

7739195







## County of Prince George, Virginia

*"A global community where families thrive and businesses prosper"*

**March 8, 2023**

### PLANNING COMMISSION - NOTICE OF PUBLIC HEARINGS

Dear owner, agent or occupant of each parcel that is abutting, immediately across the street or road, or within close proximity of the property affected:

This is notification that the Prince George County Planning Commission will hold two public hearings on **Thursday, March 23, 2023 beginning at 6:30 pm** to consider the following two related requests that involve the Prince George County Zoning Ordinance:

**COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from "Residential" to "Commercial", in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

The public hearings will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday-Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 4:30 p.m. on the public hearing date. Public Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

You may also contact Planning and Zoning Division at (804)722-8678 or by e-mail at [planning@princegeorgecountyva.gov](mailto:planning@princegeorgecountyva.gov) with any questions prior to the scheduled meeting. We have included a GIS Map showing the general location of the request.

Sincerely,

A handwritten signature in blue ink that reads "Tim Graves".

Tim Graves  
Planner

**Tax Map # 15A(02)00-011-0**



ALDRIDGE RICKY L  
3600 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

BROWN DAVID S JR &  
TACKETT BROWN BONNIE  
12420 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

BURTON PAUL A  
12416 JAMES RIVER DR  
DISPUTANTA, VA 23842

COLEMAN ADRIAN V & CARL E  
6810 LAKE RD  
PRINCE GEORGE, VA 23875-0599

CRAFT ERICA L & PAMELA G  
14810 SPRUCE AVE  
CHESTER, VA 23836

DAVIS ALMA M  
12408 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

HAYES ROBERT L  
3804 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

IRVING ROBERT L & HELEN  
3524 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

JAMES ROBIN C & YANINA E  
12436 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

JAMES ROBIN ROSS SR &  
MYRICK REGINA J  
12436 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

MASON BOBBY M  
12500 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

MASON JAMES J & FAY V  
12422 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

MCGEE TOM & JERLEAN G  
3618 HERITAGE RD  
NORTH PRINCE GEORGE, VA 23860

MYRICK QUINTON R & REGINA J  
12428 JAMES RIVER DR  
NORTH PRINCE GEORGE, VA 23860

WARTHAN PROPERTIES LLC  
2705 LEE ST  
HOPEWELL, VA 23860

WASHINGTON JAMES & BERTHA  
2371 WEATHERSTONE CIR  
S E CONYERS, VA 30094

WYCHE MONALISA ET ALS TRUSTEES /  
CRYSTAL CATHEDRAL MINISTRIES  
PO BOX 293  
PRINCE GEORGE, VA 23875

**PUBLIC NOTICE  
PRINCE GEORGE COUNTY**

Notice is hereby given to all interested parties regarding the following public meeting: The Prince George County Planning Commission will hold public hearings on Thursday, March 23, 2023 beginning at 6:30 p.m. concerning the following requests:

**REZONING AMENDMENT RZ-22-06:** Request of James R. Jones Builder, Inc. to amend the proffered conditions of Rezoning Case ZM-03-004 relating to buffer requirements, minimum house size, and number of building permits permitted per year. The subject property, zoned Residential Estate (R-E) District, comprises approximately 128 acres with frontage on Bull Hill Road and Courthouse Road, and is identified as Tax Map 340(0A)00-020-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses.

**COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from “Residential” to “Commercial”, in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

**SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses.

The public hearings will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 5:00 p.m. on the public hearing date. Public

Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

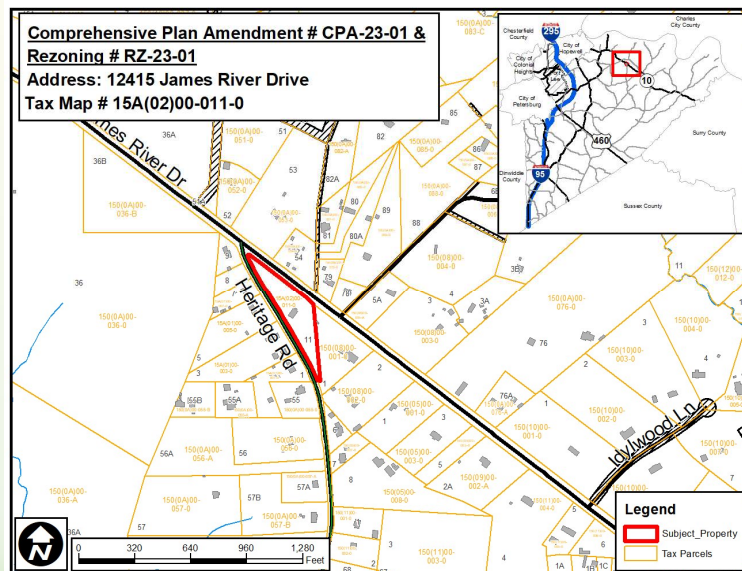
Tim Graves  
Planner  
(804)722-8678

## REZONING RZ-23-01:

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

### RZ-23-01 | Pamela & Erica Craft – Rezone R-A to B-1

Location Map



### Zoning Map

## Comprehensive Plan Future Land Use Map

NOTE: If Comp Plan Map Amendment #CP-23-01 is approved, the color will change to support Commercial use.

The map displays a network of roads including James River Dr, Heritage Rd, and Bainbridge Dr. A specific area along Heritage Rd is highlighted with a blue line. The surrounding area is colored yellow. The map includes various lot numbers and property boundaries. A scale bar at the bottom left indicates a distance of 0 to 200 feet.



**Aerial View**  
(Feb 2022)



## Background

- The property has been zoned R-A since the County blanket rezoned this area from A-1 to R-A in 1995.
- The building on the property was formerly used as a church and has sat vacant for a number of years.
- The applicants purchased the property in May 2022.
- The applicants met separately with the Planning & Zoning office, Building Official and Health Department prior to submitting their rezoning application on January 20, 2023.
- The Planning & Zoning office advised the applicants that the current zoning of the property (R-A) does not allow for the proposed commercial use and that they would need to rezone the property before they could legally operate their business in the building on the property.
- They applicants were also advised that the Comprehensive Plan Future Land Use Map does not currently support a rezoning on the property, but they could also apply to change that. They applied for that change at the same time as this rezoning.

## Request Summary

### Primary Goal:

- Open a commercial bakery in existing building
- Process, bake and package the baked goods (primarily cookies) within the building and sell them at off-site retail locations (no on-site customers currently envisioned)
- No more than 5 employees envisioned

### Request:

- Rezone from R-A Residential Agricultural to B-1 General Commercial
- Proffered restriction on certain commercial uses of property

### If Rezoning is approved:

- Bakery would be permitted
- Other B-1 uses would be permitted on the property in the future

Site Photo (2016)



## Planning & Zoning Staff Review Comments

### Adjacent uses:

- Single-family residential housing on approximately 1-acre lots
- A church (Crystal Ministries Cathedral) on one adjacent property

### Expected Impacts on adjacent properties and roadways:

- Minimal change for initial bakery use
- Higher impacts possible for future B-1 uses

### Mitigation of expected impacts:

- Applicant has proffered restriction on certain B-1 uses

### Compatibility with the comprehensive plan:

- Applicants submitted request to change Future Land Use from Residential to Commercial.
- Staff recommends Neighborhood Commercial
- If the Future Land Use Map is amended, then it will support this rezoning

## Other Staff Review Comments

### Building Inspections Division – Charles Harrison III, Building Official

1. The applicants will be required to participate in the Change of Use/Classification process to be in conformance with VUSBC occupancy requirements.
2. The structure is not to be operational until all required permit(s) have been obtained and inspection(s) have been performed. If all provisions are complied with, a new Certificate of Occupancy will be produced and the business will be granted operational status.

### Virginia Department of Health – Alice Weathers, Environmental Health Specialist

1. The sewage disposal and well are being evaluated by a Professional Engineer to determine if the site is suitable for the proposed use as a bakery. Once the Waste Characterization information is received, it will be reviewed.

### Virginia Department of Transportation (VDOT) – Paul Hinson, Area Land Use Engineer

1. SR 10, James River Drive has a functional classification of minor arterial and an average annual daily traffic (AADT) of 3,900.
2. A low volume commercial entrance will be required to provide access to the site. A low volume commercial entrance must demonstrate that stopping sight distance is available at the proposed entrance and be encumbered by an entrance maintenance agreement. It is unknown whether the existing entrance will meet these criteria.
3. VDOT has no objection to the submitted zoning application.

NOTE: The applicants are aware of the need to resolve the above items prior to occupancy/operations.

## Proffered Conditions

Land Uses. The use of the Property zoned B-1 shall be limited as provided for in the County Zoning Ordinance, except that the following land uses shall be prohibited:

- Funeral homes;
- Service stations with major repair facilities under cover;
- Auto sales and service;
- Auto and home appliance services;
- Lumber and building supply;
- Machinery sales and service;
- Cemeteries;
- Circuses;
- Noncommercial fairgrounds;
- Mobile home and recreational vehicle sales, service and repair.

## Staff Recommendation

**Approval, subject to the proffered conditions.**

**Basis:**

1. The requested rezoning appears to be generally compatible with current and future surrounding land uses (with proffers and approval of CPA-23-01).
2. No negative feedback was received from adjacent property owners and community prior to publishing this staff report.
3. The applicant proffered to prohibit certain uses to address potential concerns about rezoning the property.

## Questions?

*See Staff Report for Sample Motions*



Begin

**TAB 8**

**SPECIAL EXCEPTION REQUEST – SE-23-01**  
**PLANNING COMMISSION STAFF REPORT – March 13, 2023**

**RESUME**

**APPLICANT:** Nicole Shenjobi & Daphne Moore

**PROPERTY OWNER:** Simpson Properties of PG LLC (Matthew Simpson)

**REQUEST:** The applicants would like to operate an “adult daycare facility” in an existing building. In order for this to be permitted, they are requesting a Special Exception for a “Hospital, special care” land use, which may be permitted with approval of a Special Exception pursuant to Section 90-393(8).

**STAFF RECOMMENDATION:** Staff recommends Approval, subject to the recommended conditions.

**STAFF REPORT CONTENTS/**

**ATTACHMENTS**

1. Resume
2. Sample Motions
3. Draft Ordinance for Board of Supervisors
4. Staff Report
5. Copy of the Application with Attachments
6. APO letter, map, mailing list, and newspaper ad
7. Power Point Presentation



## **Sample Motions**

### **APPROVE:**

"I move to forward request SE-23-01 to the Board with a recommendation for APPROVAL, subject to the recommended conditions in the Staff Report, and the reason(s) for this recommendation is/are:"

(EXAMPLES):

- "It is compatible with the Comprehensive Plan and current surrounding uses and zoning districts."
- "It is expected to benefit the general welfare of the community."
- "The expected off-site impacts appear to be adequately addressed by the conditions."
- Other \_\_\_\_\_

-----

### **APPROVE WITH CHANGES:**

I move to forward request SE-23-01 to the Board with a recommendation for APPROVAL, subject to the following changes:

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### **DENY:**

I move to forward request SE-23-01 to the Board with a recommendation for DENIAL for the following reason(s): (SPECIFY)

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### **POSTPONE:**

I move to POSTPONE request SE-23-01 until \_\_\_\_\_ to allow time for \_\_\_\_\_  
(MEETING DATE)

\_\_\_\_\_  
(ACTION/EVENT)

Board of Supervisors  
County of Prince George, Virginia

**DRAFT Ordinance**

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this \_\_\_\_ day of \_\_\_\_, 2023:

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Present:

Donald R. Hunter, Chair  
T. J. Webb, Vice-Chair  
Marlene J. Waymack  
Floyd M. Brown, Jr.  
Alan R. Carmichael

Vote:

---

**SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses.

---

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-23-01 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted to Nicole Shenjobi & Daphne Moore for an adult daycare facility pursuant to 90-393(8) on Tax Map 24D(01)00-00B-0.
2. For the purposes of this special exception, an adult daycare facility is defined as: A facility, licensed by the state if applicable, operated for the purpose of providing care, protection and/or guidance to adults who do not reside in the facility for a portion of a 24-hour day.
3. This Special Exception is renewable or transferrable to future owners only by approval of the Board of Supervisors without a public hearing so long as there are no deviations from the conditions.
4. The applicant shall submit any required documentation to the Health Department, and obtain any required approvals from the Health Department, prior to issuance of the updated Certificate of Occupancy or Business License.

5. A Change of Use Permit and an updated Certificate of Occupancy shall be obtained from the Building Inspections Office prior to the use of the structure for an adult daycare facility.
6. The applicant shall obtain all required local and state licenses/permits for operation of an adult daycare facility.
7. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
8. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations.

-----  
Adopted on \_\_\_\_\_, 2023 and becoming effective immediately.



## PLANNING COMMISSION STAFF REPORT

Public Hearing March 23, 2023

**SE-23-01** – Adult Daycare Facility

**Applicant:** Nicole Shenjobi & Daphne Moore

**Case Manager:** Tim Graves - (804)722-8678

### I. Request

The applicants would like to operate an “adult daycare facility” in an existing building. In order for this to be permitted, they are requesting a Special Exception for a “Hospital, special care” land use, which may be permitted with approval of a Special Exception pursuant to Section 90-393(8).

### II. Property

**Address:** 4821 Prince George Drive

**Tax Map:** 24D(01)00-00B-0

**Site Size:** 1.15 acres tax parcel

**Legal Owner:** Simpson Properties of PG LLC  
(Matthew Simpson)

**RE Taxes Paid?:** Yes, Current

**Zoning District:** B-1 General Commercial

**Current Use(s):** Office/Retail

**Comp Plan Land Use:** Commercial

**Planning Area:** Prince George Planning Area

**Previous Zoning Cases:** ZM-84-10

Figure 1: Satellite view of request property



Figure 2: Photo from street



### III. Meeting Information

Planning Commission Public Hearing: March 23, 2023

Board of Supervisors Public Hearing: April 25, 2023 (Tentative)

#### IV. Background

- The property was rezoned to B-1 in 1980 under zoning case # ZM-80-3 with conditions limiting the possible uses of the property. In 1984 the zoning conditions were amended to allow additional permitted uses, as part of zoning case # ZM-84-10.
- The applicants submitted a preliminary application identified as # PSE-22-14 on November 22, 2022 and received a comment letter with preliminary feedback from staff. On February 1, 2023 they submitted their official request for this special exception land use.

#### V. Applicant Proposal

The applicants provided additional details about their proposed facility within their application materials. In summary:

- “Our Loved Ones” = name of business/program
- Applicants will Lease/rent Suites A,B, and C = 4,800 square feet
- Occupancy of 50 or more clients depending on occupancy certificate
- This location was chosen because it is not near businesses or neighborhoods that would cause danger or harm to our fragile client base.
- Participants will have opportunities to socialize and do activities
- The benefits for participants include avoiding isolation, increase companionship, get out of the house, have conversations, learn new skills, enjoy a peer community, etc.
- Operational hours Monday through Friday, 7:30 am to 5:00pm.
- Participants attend two to five days a week, and for the hours that work best for their schedules.
- Highly trained Staff, with Staff to Participant ratio that exceeds state licensure requirements (at least 1 staff per 6 participants)
- Two meals and two snacks offered daily (All meals will be pre-packaged or brought in by the participants)
- Social work, social assistance, transportation assistance available
- Structured activities, including but not limited to Arts & Crafts, Cooking Classes, computer Work Shops, Exercise, Games, Gardening, Music Therapy, Outings, and Pet Therapy (See Exhibit 5 for example week schedule of activities)

#### VI. Exhibits

**Exhibit 1** – Photo of subject property



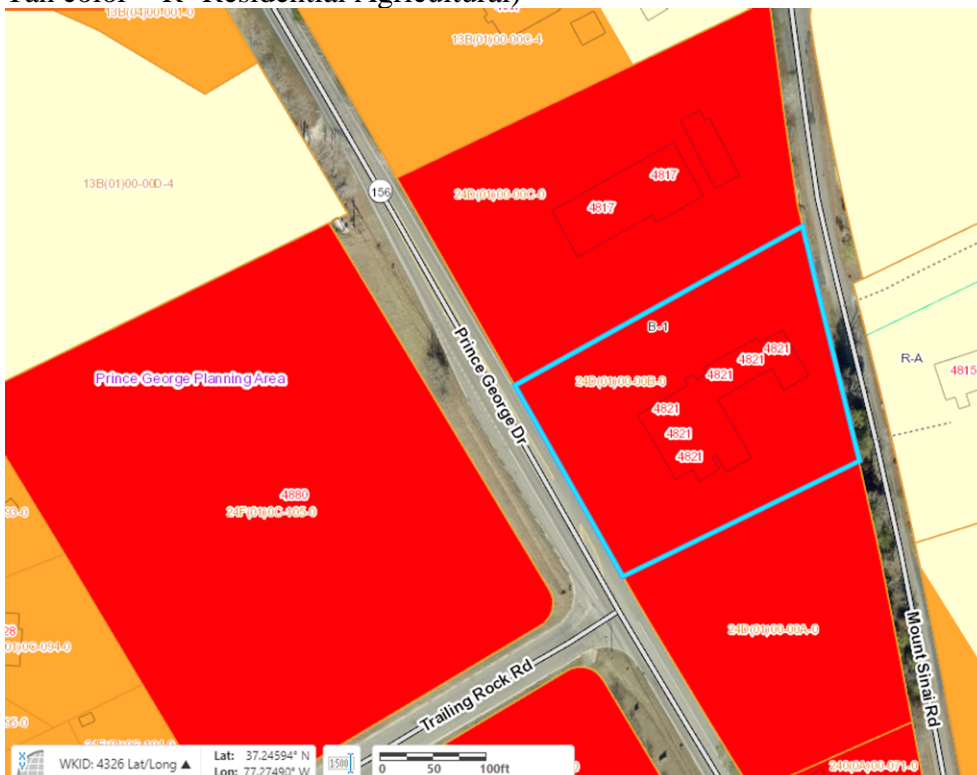


**Exhibit 2** – Aerial view of area including subject property

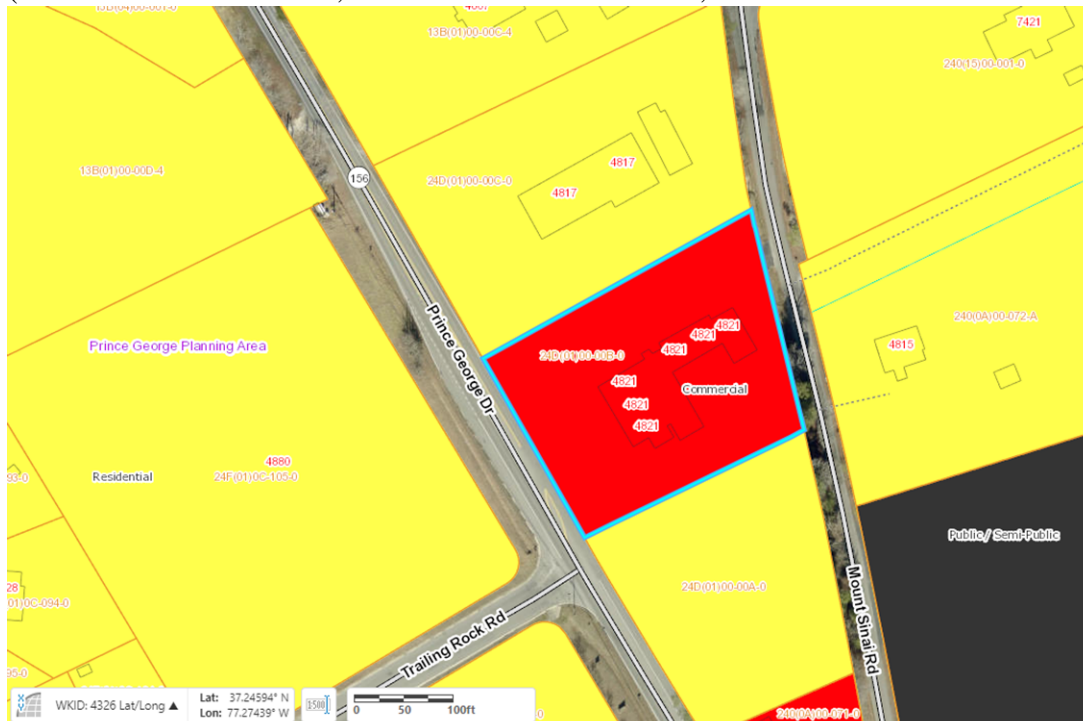


**Exhibit 3** – Zoning Map

(Red color = B-1 General Commercial; Orange color = R-2 Limited Residential;  
Tan color = R- Residential Agricultural)



**Exhibit 4 – Comprehensive Plan Future Land Use Map**  
 (Red color = Commercial; Yellow color = Residential; Black color = Public / Semi-Public)



**Exhibit 5 – Example activities to be provided for customers**

<b>11:00 Balloon Toss (Py,P,3 S)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Pet Therapy (Sn,R,S)</b> <b>2:00 Who am I? Bob Ross (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/ Social Activity (Cr, I, S)</b>	<b>11:00 Balloon Toss (Py,P 4</b> <b>12:30 Passport (R),(N)</b> <b>1:00 Ring Toss (Py, P)</b> <b>2:00 Bingo (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 5</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Dice Game (Py, P)</b> <b>2:00 Time Trivia (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 6</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Balloon Tennis (Py, P)</b> <b>2:00 Travel: Animal Fight Night (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 7</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Golf (Py, P)</b> <b>2:00 Remembering the Pumpkin Patch (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent Activity (Cr, I)</b>
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**Exhibit 6 – Uses permitted by-right by ZM-84-10 on tax parcels 24D(01)00-00A-0, 00B-0 and 00C-0:**

- Retail store and shops
- Bakery
- Dry cleaners
- Laundries
- Wearing apparel shops
- Drugstores
- Barber and beauty shops
- Auto and home appliance services
- Office buildings
- Restaurants
- Exhibits operated by non-profit organizations
- Community center
- Financial institutions
- Wayside stands for display and sale of farm products
- Retail catalogue sales
- Home services
- Buildings for uses for federal, state, county, or local government purposes
- Dance schools, dancing studios
- Exercise studio
- Farm supplies
- Florist and nursery



## VII. Planning and Zoning Review Comments

1. Zoning cases that currently affect the subject property: ZM-84-10. This rezoning case restricted the possible uses permitted by-right on the property but does not prevent the owner from requesting approval for special exception uses such as this one. (See Exhibit 6 for the uses which are permitted by-right)
2. A special exception for a commercial childcare center was approved in 2015 and Kidco Academy operated on the property for several years following that approval.
3. The term “Adult daycare facility” is not listed among the permitted uses in any zoning district. In the absence of a more relevant permitted use, the described activities appear to fall within the definition of the “special care hospital” land use which permitted by Special Exception pursuant to Section 90-393(8). The Zoning Ordinance provides a definition for this land use:

*Hospital, special care, means an institution rendering care primarily for mental or feeble-minded patients, epileptics, alcoholics or drug addicts.*

4. The subject property is approximately 1.15 acres in area and is zoned B-1.
5. Other zoning approvals required after the SE is approved: Professional Business Zoning Approval for the new business.
6. Compatibility with surrounding zoning districts: Compatible. This activity is no more intensive than other permitted commercial land uses.
7. Compatibility with existing surrounding uses: Compatible. This activity is no more intensive than other permitted commercial land uses.
8. Compatibility with the Comprehensive Plan: Compatible. This area is planned to remain in Commercial use and will not have a significant traffic impact in comparison to other permitted commercial land uses.
9. Expected impacts and mitigation for this request
  - a. Traffic, Visual, Noise, etc.: N/A Similar to other possible commercial uses of the property
10. Conditions should address the following:
  - a. Limit the special exception approval within the general “hospital” land use category to the more specific “adult daycare facility” activity
  - b. Define “adult daycare facility”
11. There is no need for special conditions pertaining to parking, signage or hours of operation because this property is already zoned properly for business activities and such details are addressed by existing code requirements.

## VIII. Supplemental Staff Review Comments

### **Building Inspections Division – Charles Harrison III, Building Official**

1. Adult Day Care facilities are classified as a “Group I-4” occupancy. Our records currently indicate that a portion of the structure is currently classified as “Group E”. This classification change may require a greater degree of structural strength, ventilation and sanitation. Other items may become apparent during the permit review process and inspection.
2. A Change of Use/Updated Certificate of Occupancy will be required before occupancy/use of the structure(s) is granted. This process may include submission of floor plan/building layout, egress components, exits, occupant loads, and any applicable permitting requirements.
3. All required permit(s) must be obtained before any alteration work is performed in this structure. The applicants must obtain a Certificate of Occupancy prior to operation to be in compliance with the VUSBC provisions.

**Virginia Department of Health - Alice Weathers, Environmental Health Specialist**

After an information exchange with the applicant, these comments apply:

1. Based on the information provided by the applicant, they will not need a food permit at this time. If the food operations plan changes, they will need to inform the Health Department for a reassessment.
2. The facility is connected to public sewer and does not require a waste characterization study.
3. Regarding the private well that serves the facility, the applicant will need to contact the VDH Office of Drinking Water (ODW) so that the use can be evaluated. A permit may be required by ODW.

**Virginia Department of Transportation (VDOT) - Paul Hinson, Area Land Use Engineer**

1. A commercial entrance will be required for the proposed use. An existing commercial entrance meeting VDOT standards serves the proposed facility.
2. VDOT has no objection to the submitted special exception application.

**Economic Development – Yoti Jabri, Economic Development Director**

1. The property is not located in the Enterprise Zone or Tourism Zone.
2. The Economic Development and Tourism Department can assist with small business resources, attraction and workforce development.

The departments below reviewed this request and had no comments.

**Utilities Department – Rachael Lumpkin, Utility Project Engineer**

**Environmental Division - Angela Blount, Environmental Program Coordinator**

**Real Estate Assessor – Randall Horne, Senior Real Estate Appraiser**

**Police Department / Sheriff's Department – Harold Shreves**

The departments below received a copy of this request and did not provide comments.

**Fire & EMS Department – Paul Beamon, Chief**

## **IX. Public Notice and Community Feedback**

- Staff notified adjacent property owners by mailing prior to the public hearing.
- Staff ran the required legal ads for this request in the *Progress-Index* prior to the public hearing.
- Staff posted a sign on the property on 2/28/23.
- No comments from the community were received prior to finalizing this report.

## **X. Staff Recommendation**

Approval, subject to the recommended conditions in the section below.

This recommendation is based on the following considerations:

1. The applicant's request appears to be compatible with current and future surrounding land uses.
2. The applicant's use is no more intensive than other uses which are permitted in the B-1 zoning district.
3. No negative feedback was received from adjacent property owners and community prior to publishing this staff report.
4. Staff has recommended the below conditions for this request which are intended to ensure applicable code requirements are met and limit any expected impacts on adjacent property owners and the surrounding community. The Applicant has reviewed and supports these conditions.

## **XI. Recommended Conditions**

1. This Special Exception is granted to Nicole Shenjobi & Daphne Moore for an adult daycare facility pursuant to 90-393(8) on Tax Map 24D(01)00-00B-0.
2. For the purposes of this special exception, an adult daycare facility is defined as: A facility, licensed by the state if applicable, operated for the purpose of providing care, protection and/or guidance to adults who do not reside in the facility for a portion of a 24-hour day.
3. This Special Exception is renewable or transferrable to future owners only by approval of the Board of Supervisors without a public hearing so long as there are no deviations from the conditions.
4. The applicant shall submit any required documentation to the Health Department, and obtain any required approvals from the Health Department, prior to issuance of the updated Certificate of Occupancy or Business License.
5. A Change of Use Permit and an updated Certificate of Occupancy shall be obtained from the Building Inspections Office prior to the use of the structure for an adult daycare facility.
6. The applicant shall obtain all required local and state licenses/permits for operation of an adult daycare facility.
7. If the requested use of the premises is abandoned for a period of twenty-four (24) consecutive months, then the Special Exception shall become null and void.
8. This Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of federal, state or local regulations.



# SPECIAL EXCEPTION APPLICATION

Department of Community Development and Code Compliance  
Planning & Zoning Division  
6602 Courts Drive, Prince George, VA 23875  
(804) 722-8678 | [www.princegeorgecountyva.gov](http://www.princegeorgecountyva.gov)

OFFICE USE ONLY

APPLICATION #:

SE-23-01

DATE SUBMITTED:

FEB 01 2023

BY: TWG

## APPLICANT FILL-IN ALL BLANKS

REQUEST:

Adult daycare facility

REQUEST PROPERTY ADDRESS / LOCATION:

4821 Prince George Dr suites A,B & C

REQUEST TAX MAP PIN(S): (List all)

24D(01)00-00B-0

AFFECTED ACREAGE  
(Each parcel):

ENTIRE PARCEL (Y / N  
- Each parcel):

ATTACHMENTS (Check if Attached; \* = Required):

☒ APPLICANT STATEMENT\* (Specify goals, details, etc.)

☐ COMMUNITY MEETING SUMMARY

☐ PROPOSED CONDITIONS

☐ ADDITIONAL ATTACHMENTS:

☐ SITE LAYOUT SKETCH OR CONCEPTUAL SITE PLAN\*

(Show proposed improvements; Use GIS or Engineer Drawing)

NAME(S):

Ingram & associates (Agent)

MAILING ADDRESS: (Incl. City, State, Zip):

3302 Oaklawn Blvd 23860

E-MAIL:

Ingramrentalpm@gmail.com

PHONE:

804-541-8353

NAME(S): If different than owner):

Nicole Shenjobi & Daphne Moore

RELATION TO OWNER:

Lessee

MAILING ADDRESS: (Incl. City, State, Zip):

541 Little Margaret Ln Henrico 23075

E-MAIL:

Excellence.hu@gmail.com

PHONE:

804-878-6636

OFFICE USE ONLY (Completed at the time of application)

ZONING DISTRICT(S):

B-1

LAND USE(S) CODE REFERENCE(S):

90-373(8)

FEE DUE:

Special Exception: \$700

Special Exception Home Occ: \$350

FEE PAID:

PAYMENT TYPE:

CHECK / CASH / CREDIT / DEBIT

CHECK # / TRANSACTION #:

DATE RECEIVED:

RECEIVED BY:



# OWNER AFFIDAVIT

The undersigned Property Owner(s) or duly authorized Agent or Representative certifies that this petition and the foregoing answers, statement, and other information herewith submitted are in all respect true and correct to the best of their knowledge and belief.

NAME:

MATTHEW SIMPSON

NAME:

SIGNED:

[Signature]

SIGNED:

DATE:

1/10/22

DATE:

NOTARIZATION:

STATE OF VIRGINIA

COUNTY OF:

Richmond

Subscribed and sworn before me this

10<sup>th</sup>

day of

January

, 20 23.

Notary Public

Lisa M Taylor

My Commission expires:

11 / 30

, 20 26



Lisa M Taylor  
Commonwealth of Virginia  
Notary Public  
Commission No. 7983443  
My Commission Expires November 30, 2026

AFFIDAVIT

RECEIPT (REC-003184-2023)  
FOR PRINCE GEORGE COUNTY, VA

BILLING CONTACT

SIMPSON PROPERTIES OF PG LLC  
4317 Prince George Dr Prince George, Va 23875-2610



Payment Date: 02/03/2023

Reference Number	Fee Name	Transaction Type	Payment Method	Amount Paid
SE-23-0021	PGC Special Exception Request	Fee Payment	CRED CARD	\$700.00
4821 Prince George Dr A Prince George, VA 23875				<b>SUB TOTAL</b>
				<b>\$700.00</b>
				<b>TOTAL</b>
				<b>\$700.00</b>



**November 14, 2022**

**To whom this may concern:**

**The purpose of adult day care is not only to provide respite for family caregivers but to offer opportunities to avoid isolation, increase companionship, and to get out of the house participants.**

**Having time to connect, have conversations, learn new skills, and enjoy a peer community, are top priorities for care centers. The joyful activities that participants do not have access to sitting at home alone.**

**Adult day care improves a participant's overall behavior and gives the family caregiver a needed break and time off.**

**Our Loved ones will provide a safe, engaging, and therapeutic environment for people with memory and or intellectual impairment. The Day Center is open Monday through Friday, 7:30 am to 5:00pm. Participants can attend from two to five days a week, and for the hours that work best for their schedules. Our participants thrive on a structured daily program, so unfortunately, we cannot accept drop-in requests.**

**The Day Center offers:**

**A secure and safe environment**

**Staff ratio that exceeds state licensure requirements**

**Structured activities on regularly scheduled days of attendance**

**Highly trained staff**

**Health monitoring and medication management by nursing staff**

**Individualized participant care plan with goals**

**Person-centered programming and activities**

**Two meals and two snacks offered daily**

**Assistance with arranging low-cost transportation, if needed**

**Social work and social assistance**

**A warm and loving environment with friends!**

**Our Loved Ones will also provide an array of activities, including but not limited to Arts & Crafts, Cooking Classes, computer Work Shops, Exercise, Games, Gardening, Music Therapy, Outings, and Pet Therapy.**

We would like to lease/rent 4821 A, B, and C Prince George Drive, Prince George, VA, 23875 We hope to occupy 4,800 sqft, which is part of the building for Our Loved Ones. 4821 D is occupied by a beauty salon. We would like to have an occupancy of 50 or more clients depending on occupancy certificate. This location was chosen because it is not near businesses or neighborhoods that would cause danger or harm to our fragile client base. Additionally, this location was previously zoned as a daycare center and provided a functional workplace conducive to our workflow.

Our loved ones will be fully staffed per the Department of Social services guidelines. There shall be at least one staff person on duty providing direct care and supervision for every six participants in care, or portion thereof, whether at the center or on field trips. The staff-to-participant ratio is to be calculated for the center rather than for a room or activity. The number of any additional staff persons required shall depend upon 1. The program and services the center provides; 2. The assessed functional levels and current needs of the participants; and 3. The size and physical layout of the building. 8 Support staff member will ensure safety inside and outside the facility. The spacing available would allow for special programming needed to care for the population we intend to provide services to. The outdoor space would enable us to take our clients outside on lovely days to enjoy the environment, gardening, picnics, and physical activities.

Monday	Tuesday	Wednesday	Thursday	Friday
Activity Calendar:				
October 2022				
<b>11:00 Balloon Toss (Py,P,3 S)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Pet Therapy (Sn,R,S)</b> <b>2:00 Who am I? Bob Ross (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/ Social Activity (Cr, I, S)</b>	<b>11:00 Balloon Toss (Py,P 4)</b> <b>12:30 Passport (R),(N)</b> <b>1:00 Ring Toss (Py, P)</b> <b>2:00 Bingo (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>  Yom Kippur Begins	<b>11:00 Balloon Toss (Py,P 5)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Dice Game (Py, P)</b> <b>2:00 Time Trivia (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 6)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Balloon Tennis (Py, P)</b> <b>2:00 Travel: Animal Fight Night (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 7)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Golf (Py, P)</b> <b>2:00 Remembering the Pumpkin Patch (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent Activity (Cr, I)</b>
<b>11:00 Balloon Toss (Py,P 10)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Basketball (Py, P)</b> <b>2:00 Who Am I? J Carter (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent Activity (Cr, I)</b> Columbus Day (US) Indigenous Peoples' Day Thanksgiving Day (Canada)	<b>11:00 Balloon Toss (Py,P 11)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Frisbee Toss (Py, P)</b> <b>2:00 Pumpkin Decorating (Cr, P, R, Sn)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 12)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 ABC Dice game (Py, P, R)</b> <b>2:00 Modern Trivia (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 13)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Balloon Tennis (Py, P)</b> <b>2:00 Travel: Cascadia Where Giants Roam (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 14)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Ball Toss (Py, P)</b> <b>2:00 Bingo (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent Activity (Cr, I)</b>
<b>11:00 Balloon Toss (Py,P 17)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Balloon Tennis (Py)</b> <b>2:00 What Am I? Big Ben (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>  Simchat Torah Begins	<b>11:00 Balloon Toss (Py,P 18)</b> <b>12:30 Passport (R),(N)</b> <b>1:00 Ring Toss (Py, P)</b> <b>2:00 Bingo (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 19)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Bean Bag Toss (Py, P)</b> <b>2:00 Jeopardy Trivia (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 20)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Balloon Tennis (Py, P)</b> <b>2:00 Travel: From Deserts to Grasslands (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 21)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Dice Game (Py, P)</b> <b>2:00 ABC Songs (C, I, R)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>
<b>11:00 Balloon Toss (Py,P 24)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Basketball (Py, P)</b> <b>2:00 What Am I? Hour Glass (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent Activity (Cr, I)</b>  Diwali (Hindi)	<b>11:00 Balloon Toss (Py,P 25)</b> <b>12:30 Passport (R),(N)</b> <b>1:00 Charades (Py, P)</b> <b>2:00 Name 5 (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 26)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Ball Toss (Py, P, R)</b> <b>2:00 More Jeopardy Trivia (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 27)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Left Right Halloween Game (Py, P)</b> <b>2:00 Travel: The Red Sea (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>	<b>11:00 Balloon Toss (Py,P 28)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Frisbee Toss (Py, P)</b> <b>2:00 Bingo (C, P, S)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent Activity (Cr, I)</b>
<b>11:00 Balloon Toss (Py,P 31)</b> <b>12:30 Passport (R), (N)</b> <b>1:00 Bean Bag Toss (Py, P)</b> <b>2:00 Halloween Trivia (C, I)</b> <b>3:00 Classical, Snack</b> <b>3:15 Independent/Social Activity (Cr, I)</b>  Halloween				



## County of Prince George, Virginia

*"A global community where families thrive and businesses prosper"*

March 8, 2023

### PLANNING COMMISSION - NOTICE OF PUBLIC HEARING

Dear owner, agent or occupant of each parcel that is abutting, immediately across the street or road, or within close proximity of the property affected:

This is notification that the Prince George County Planning Commission will hold a public hearing on **Thursday, March 23, 2023 beginning at 6:30 pm** to consider the following request that involves the Prince George County Zoning Ordinance:

**SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses.

The public hearing will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 4:30 p.m. on the public hearing date. Public Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

You may also contact Planning and Zoning Division at (804)722-8678 or by e-mail at [planning@princegeorgecountyva.gov](mailto:planning@princegeorgecountyva.gov) with any questions prior to the scheduled meeting. We have included a GIS Map showing the general location of the request.

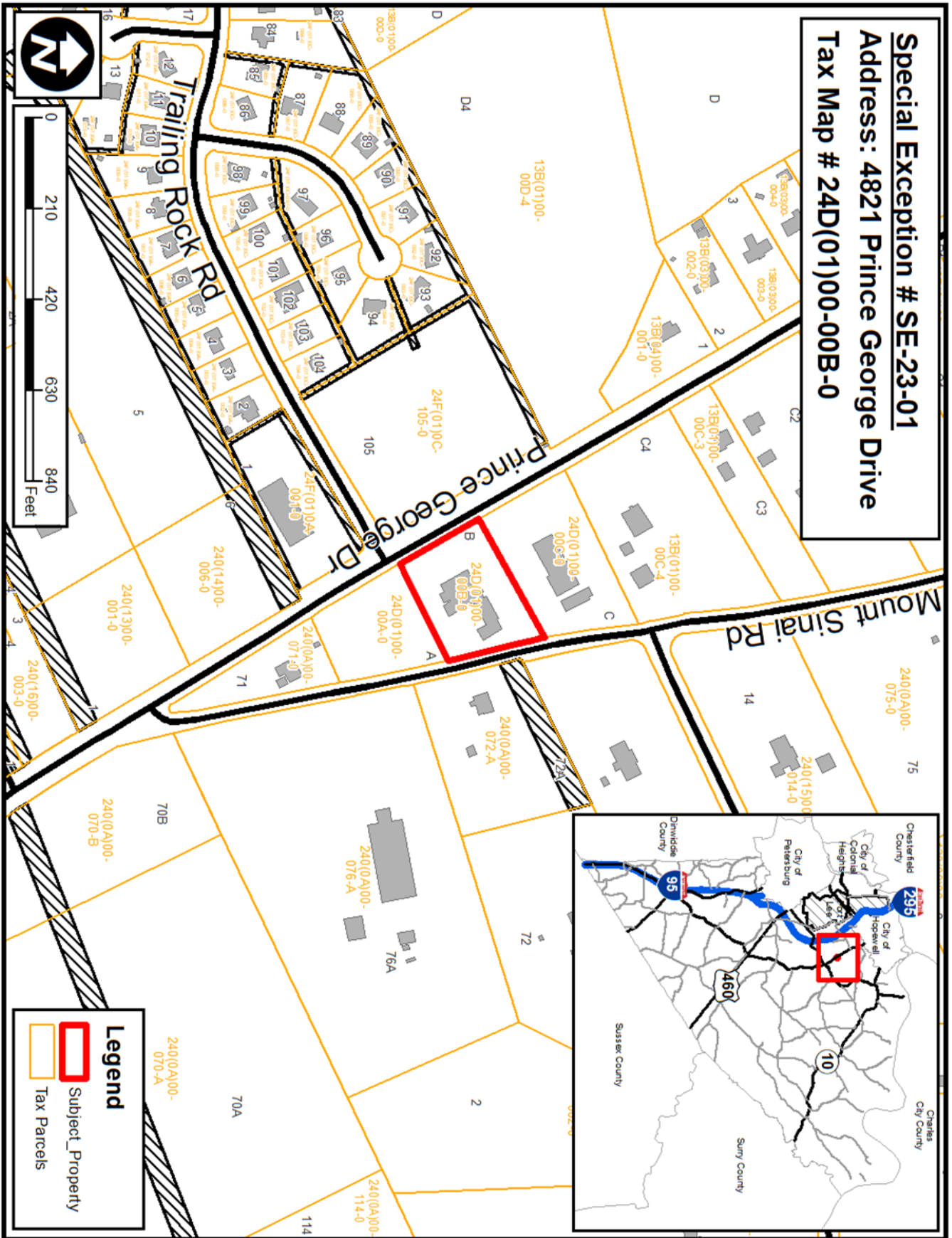
Sincerely,

A handwritten signature in blue ink that reads "Tim Graves".

Tim Graves  
Planner



**Special Exception # SE-23-01**  
**Address: 4821 Prince George Drive**  
**Tax Map # 24D(01)00-00B-0**



**Legend**

Subject\_Property

Tax Parcels

ATKINSON JAMES F  
405 WOODLAND RD  
HOPEWELL, VA 23860

CLARY MARGIE L  
4115 PFOST AVE  
PRINCE GEORGE, MA 23875

HUDSON FAMILY HOMES LLC  
601 N 6TH AVE  
HOPEWELL, VA 23860

INGRAM RILEY E SR  
3302 OAKLAWN BLVD  
HOPEWELL, VA 23860

JONES TIMOTHY A & NANCY F  
7400 HUNTERS RIDGE DR  
PRINCE GEORGE, VA 23875

LACY BRIAN L  
4807 PRINCE GEORGE DR  
PRINCE GEORGE, VA 23875

SIMPSON PROPERTIES OF PG LLC  
4317 PRINCE GEORGE DR  
PRINCE GEORGE, VA 23875-2610

SKINNER LESLIE C  
4815 MT SINAI RD  
PRINCE GEORGE, VA 23875

UNITY BAPTIST CHURCH OF PRINCE  
GEORGE VIRGINIA  
PO BOX 670  
PRINCE GEORGE, VA 23875

VTIPILSON CHARLES R IV & AMANDA N  
4808 PRINCE GEORGE DR  
PRINCE GEORGE, VA 23875

Nicole Shenjobi & Daphne Moore  
541 Little Margaret Lane  
Henrico, VA 23075



**PUBLIC NOTICE  
PRINCE GEORGE COUNTY**

Notice is hereby given to all interested parties regarding the following public meeting: The Prince George County Planning Commission will hold public hearings on Thursday, March 23, 2023 beginning at 6:30 p.m. concerning the following requests:

**REZONING AMENDMENT RZ-22-06:** Request of James R. Jones Builder, Inc. to amend the proffered conditions of Rezoning Case ZM-03-004 relating to buffer requirements, minimum house size, and number of building permits permitted per year. The subject property, zoned Residential Estate (R-E) District, comprises approximately 128 acres with frontage on Bull Hill Road and Courthouse Road, and is identified as Tax Map 340(0A)00-020-C. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses.

**COMPREHENSIVE PLAN AMENDMENT CPA-23-01:** Request of Erica Craft and Pamela Craft to amend the Comprehensive Plan Future Land Use Map designation for a specific property from “Residential” to “Commercial”, in order to support a companion rezoning request for the same property. The companion request is identified as Rezoning RZ-23-01, which is scheduled for public hearing immediately following this request. The subject property, approximately 2 acres in size, is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0.

**REZONING RZ-23-01:** Request of Erica Craft and Pamela Craft to rezone approximately 2 acres from Residential Agricultural (R-A) to General Commercial (B-1). The applicants plan to operate a bakery on the property. The subject property is located at 12415 James River Drive and is identified as Tax Map 15A(02)00-011-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for Residential uses; however, the applicants have requested to change the Future Land Use designation to Commercial.

**SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses.

The public hearings will be held in the Board Room, third floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia 23875, pursuant to §15.2-2204, §15.2-2225, §15.2-2232, and §15.2-2285 of The Code of Virginia (1950, as amended). A copy of the related material may be reviewed or obtained at the Community Development and Code Compliance Department in the County Administration Building between 8:30 a.m.-5:00 p.m., Monday–Friday. All interested persons are invited to participate in the public hearings in person. A live video stream will be available at [https://www.princegeorgecountyva.gov/live\\_stream/](https://www.princegeorgecountyva.gov/live_stream/). Public comments can be submitted prior to 5:00 p.m. on the public hearing date. Public

Comment submittal forms and information on accessing this meeting electronically are available at <https://www.princegeorgecountyva.gov>.

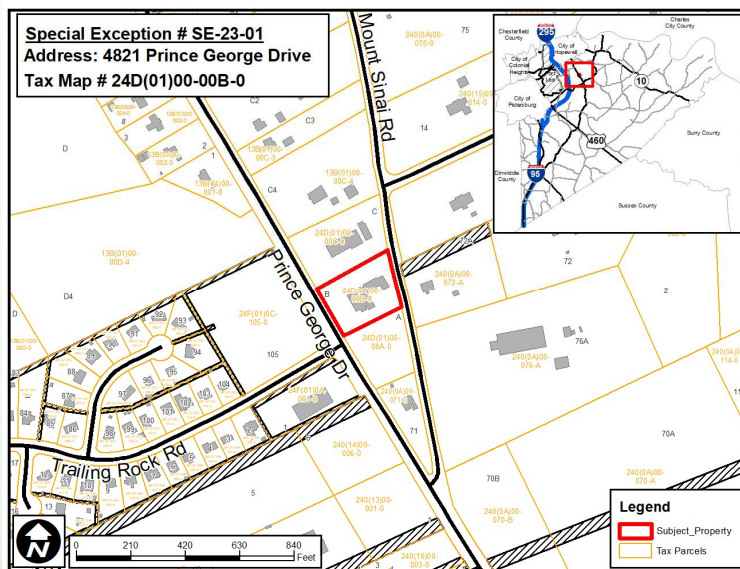
Tim Graves  
Planner  
(804)722-8678

## SPECIAL EXCEPTION SE-23-01:

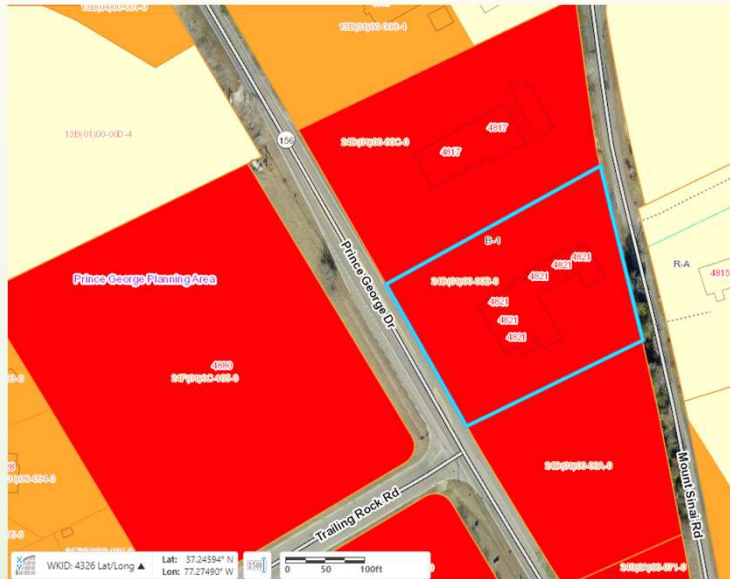
**SPECIAL EXCEPTION SE-23-01:** Request of Nicole Shenjobi & Daphne Moore to permit an adult daycare facility within a General Commercial (B-1) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-393(8). The purpose of the request is to allow an adult daycare facility to open and provide services on the property. The subject property is approximately 1.15 acres in size, located at 4821 Prince George Drive, and is identified as Tax Map 24D(01)00-00B-0. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Commercial uses.

### SE-23-01 | Nicole Shenjobi & Daphne Moore

Location Map



Zoning Map



Aerial View



## Request Summary

### Applicants' Primary Goal:

- Open an "adult daycare facility" in an existing building

### Key Details from Application:

- Participants will have opportunities to socialize and do activities
- Name of business = "Our Loved Ones"
- Applicants will Lease/rent Suites A,B, and C = 4,800 square feet
- Operational hours Monday through Friday, 7:30 am to 5:00pm.
- Structured activities provided, including but not limited to: Arts & Crafts, Cooking Classes, computer Work Shops, Exercise, Games, Gardening, Music Therapy, Outings, and Pet Therapy, etc.
- Participants attend two to five days a week, and for the hours that work best for their schedules.
- Highly-trained Staff will be provided, with Staff to Participant ratio that exceeds state licensure requirements (at least 1 staff per 6 participants)

Site Photos



## Planning & Zoning Staff Review Comments

- The subject property is approximately 1.15 acres in area and is zoned B-1.
- A special exception for a commercial childcare center was approved in 2015 and Kidco Academy operated on the property for several years following that approval.
- The term “Adult daycare facility” is not listed among the permitted uses in any zoning district. In the absence of a more relevant permitted use, the described activities appear to fall within the definition of the “special care hospital” land use which permitted by Special Exception pursuant to Section 90-393(8). The Zoning Ordinance provides a definition for this land use:  
*Hospital, special care, means an institution rendering care primarily for mental or feeble-minded patients, epileptics, alcoholics or drug addicts.*
- Expected impacts (Traffic, Visual, Noise, etc.) and mitigation for this request:
  - N/A Similar to other possible commercial uses of the property
- There is no apparent need for special conditions for parking, signage, hours, etc. because this property is already zoned properly for business activities and such details are addressed by existing code requirements.

## Other Staff Review Comments (Highlights)

### **Building Inspections Division – Charles Harrison III, Building Official**

A Change of Use/Updated Certificate of Occupancy will be required before occupancy/use of the structure(s) is granted. This process may include submission of floor plan/building layout, egress components, exits, occupant loads, and any applicable permitting requirements.

### **Virginia Department of Health - Alice Weathers, Environmental Health Specialist**

1. Based on the information provided by the applicant, they will not need a food permit at this time. If the food operations plan changes, they will need to inform the Health Department for a reassessment.
2. The facility is connected to public sewer and does not require a waste characterization study.
3. Regarding the private well that serves the facility, the applicant will need to contact the VDH Office of Drinking Water (ODW) so that the use can be evaluated. A permit may be required by ODW.

### **Virginia Department of Transportation (VDOT) - Paul Hinson, Area Land Use Engineer**

1. An existing commercial entrance meeting VDOT standards serves the proposed facility.
2. No objection to the submitted special exception application.



### Recommended Conditions (Highlights):

- For the purposes of this special exception, an adult daycare facility is defined as: A facility, licensed by the state if applicable, operated for the purpose of providing care, protection and/or guidance to adults who do not reside in the facility for a portion of a 24-hour day.
- Obtain any required approvals from the Health Department prior to issuance of the updated Certificate of Occupancy or Business License.
- Obtain Change of Use Permit and an updated Certificate of Occupancy prior to the use of the structure for an adult daycare facility.
- Obtain all required local and state licenses/permits for operation of an adult daycare facility.

*(Full list of recommended conditions in the Staff Report / Draft Ordinance)*

### Staff Recommendation

#### **Approval, subject to the recommended conditions**

##### **Basis:**

- Compatible with current and future surrounding uses
- No more intensive use than other B-1 permitted uses
- No negative feedback from community
- Applicant agrees with staff-recommended conditions

## Questions?

*See Staff Report for Sample Motions*



Begin

**TAB 9**

## **February 28 Meeting Recap**

### **Board of Supervisors Approves New Polling Location in District 2 for the Jefferson Park (205) Precinct and Postpones New Polling Location in District 1 for the Rives (104) Precinct**

The new Middle Road Elementary School opened for students February 21, 2023. Faith Baptist Church on Middle Road is the current polling location for the Jefferson Park (205) Precinct in District 2. There are concerns about accessibility from the parking lot to the rear basement entrance. You have to walk down a steep hill which could be dangerous in inclement weather. Also, there are ADA concerns since there is limited handicap parking by the rear entrance. The Board of Elections and Registrar's Office has been able to secure the new Middle Road Elementary School, located at 5400 Middle Road for a new polling location. After the public hearing, the Board voted unanimously to approve the new polling location in District 2 for the Jefferson Park (205) Precinct to the new Middle Road Elementary School.

Walton Elementary School is the current polling location for the Rives (104) Precinct in District 1. Walton Elementary School closed February 17, 2023. The Board of Elections and Registrar's Office has been able to secure Sacred Heart Catholic Church at 9300 Community Lane, located on Route 460, County Drive, for a new polling location. The Board was given a presentation from the Board of Elections and held a public hearing with one speaker. The Board expressed concern for the Sacred Heart location due to its location directly off of Route 460, truck traffic, and the railroad crossing. The Board agreed that they would like to consider the Central Wellness Center as the new polling location. The Board authorized staff to readvertise a new public hearing for March 28 to consider the Central Wellness Center or Sacred Heart Catholic Church for the Rives (104) Precinct in District 1.

Other matters that came before the Board at its meeting:

- Received an updated on Fort Lee from Colonel James D. Hoyman Garrison Commander.
- Received an update on AMI Radio Read Meter Project.
- Approved on consent an appropriation in the amount of \$66,456.72 for VDEM Next-Gen 911 "DELTA" Funds.
- Approved on consent an appropriation in the amount of \$49,833 for State Library of Virginia Records Preservation Grant.
- Unanimously approved a Lease Agreement Amendment with Petersburg Cellular Partnership D/B/A Verizon Wireless for a space on the water tank located on Sawmill Road.
- Unanimously authorized to submit a DWSRF/VDH Grant application for Lead Service Line Inventory.

- Unanimously authorized the advertisement of a public hearing on March 28 for an Ordinance to amend “The Code of the County of Prince George, Virginia,” as amended, by amending §§ 82-236 and 82-511 to require payment of connections fees prior to issuance of a building permit.
- Unanimously authorized the advertisement of a public hearing on March 28 for an eminent domain for utility easement.
- Unanimously authorized the advertisement of a public hearing on March 28 for an Ordinance to amend “The Code of the County of Prince George, Virginia,” as amended, by amending §§ 74-301, 74-302, 74-304, 74-306 and 74-310 and by enacting § 74-304.1 to add new definitions to align with the State Code and to change the process by which Transient Occupancy Taxes are collected from accommodation providers and accommodation intermediaries.
- Unanimously approved a resolution for Amendment 4 to the Communications Systems Agreement between L3Harris Technologies, Inc., Communication Systems Segment and the County of Prince George, Virginia.
- Unanimously approved participation in the proposed settlement of opioid-related claims against Teva, Allergan, Walmart, Walgreens, CVS, and their related corporate entities.
- Unanimously appointed Ms. Renee Garnett, Ms. Ruth Parham, Ms. Terri Holman, and Ms. Victoria Robinson to the Senior Task Force.
- Unanimously reappointed Mr. Frank Haltom as the County alternate representative to the Appomattox River Water Authority.
- Held a public hearing and unanimously approved an Ordinance to Amend “The Code of the County of Prince George, Virginia,” as amended, by amending §74-265 to clarify that simple interest shall be added to Rollback Taxes at the rate applicable to delinquent taxes in the County.

## March 14 Meeting Recap

# BOS Receives FY '24 Budget Proposal From the County Administrator

The Board of Supervisors at its March 14 meeting received the Budget proposal for FY24 from County Administrator Jeff Stoke.

Mr. Stoke outlined the spending plan for FY24 that calls for no increase in real estate or personal property tax rates. In addition, the budget is proposing to balance resources with mandated and market-driven pay increases that will assist in attracting and retaining qualified employees and address workload strain in departments. It will also meet current and upcoming operating and capital needs for existing functions and programs, continued dedication of 3¢ Real Estate Tax Revenue for Fire/EMS Apparatus and Fire/EMS Equipment, a plan for implementation of Strategic Plan FY2024 initiatives, and a continued contribution to debt reserves.

The proposed FY24 County Budget provides level funding for Schools, which is more than the established Revenue Sharing Calculation amount. The transfer to the School Operating and Textbook funds is \$18,533,165. The reduction in the School Funds are caused by large reductions for one-time FY2023 capital projects supported by one-time funding at the state and federal level. The total Budget is \$155,626,978, which is \$4,389,895 less than FY '23. The General Fund Budget is \$72,374,569, which is 4.96 percent more than FY '23.

A Public Hearing on the Budget will be held at 7:30 p.m. Tuesday, May 9 in the Board Room of the Administration Building.

Other matters that came before the Board at its meeting:

- Received a training session on the Freedom of Information Act.
- Approved on consent a Prince George County School waiver of certain permit fees associated with the construction of a pavilion at Prince George High School.
- Approved on consent an appropriation in the amount of \$18,214.35 for opioid settlement funds.
- Received a roads maintenance report from the Virginia Department of Transportation.
- Received a report on the 2023 Historic Garden Week in Virginia. First Lady of Virginia Suzanne S. Youngkin will be the keynote speaker at Flowerdew Hundred on April 18 for this event.
- Unanimously approved awards of contract and an appropriation in the amount of \$284,338 from the Tourism Fund for the Temple Park Pickle Ball Court updates.



- Unanimously authorized the Fire and EMS Department to complete and submit a grant application to the Virginia Office of EMS for a new 2023 for ambulance fleet number 623.
- Unanimously reappointed Mr. Ronald Recher to the Senior Citizen Task Force.
- Unanimously authorized the Police Department to complete and submit a grant application the Department of Criminal Justice Service for ARPA Law Enforcement Equipment Funds in the amount of \$233,000.
- Held a public hearing and unanimously approved the appropriation of Federal Grant to FY2022-23 Budget in the amount of \$3,200,000 for a utility water line extension in the Route 10 area.



Prince George County's Board of Supervisors and the  
Department of Community Development & Code Compliance  
would like for you to join us during the  
Board of Supervisors meeting on  
Tuesday, March 28, 2023 to honor

**Erma R. Brown**

and

**Floyd M. Brown Sr.**

for their service to Prince George County and our citizens.  
The presentation of commendations will be held during the  
7:00 p.m. Business meeting in the Boardroom  
on the 3rd Floor of the Administration Building,  
located at 6602 Courts Drive.