

**AGENDA**  
Board of Supervisors  
County of Prince George, Virginia  
Regular Meeting: September 25, 2018  
County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**Regular Meeting**

**Closed Session**  
**6:00 p.m.**

**Business Meeting**  
**7:00 p.m.**

**\*Public Hearings Will Be Heard at 7:30 p.m.**

**CALL TO ORDER**

Roll Call

**CLOSED SESSION**

E-1. Resolution; Closed Session Motion with Topics and Code Section References to be Provided at Board Meeting.

E-2. Resolution; “Certification of Closed Session” Certifying that Only those Items Contained in the Closed Session Motion were Discussed.

**INVOCATION**

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

**PUBLIC COMMENTS**

**ADOPTION OF AGENDA**

**ORDER OF CONSENSUS**

C-1. Draft Minutes – September 11, 2018 Regular Meeting Minutes.

C-2. Resolution; Proclamation; Designating October as Community Planning Month in Prince George County, Virginia.

C-3. Resolution; Proclamation; National Fire Prevention Week- October 7-13.

C-4. Resolution; Memorial Commendation; Leigh Roberts Primmer; Service to Prince George County.

C-5. Resolution; Memorial Commendation; Harvey Reginald Jones; Service to Prince George County.

**PRESENTATIONS**

S-1. Resolution; Memorial Commendation; Harvey Reginald Jones; Service to Prince George County.

**SUPERVISORS’ COMMENTS**

**COUNTY ADMINISTRATOR’S COMMENTS**

**REPORTS**

**District 19 Community Services Board** – Jennifer Tunstall, Executive Director  
**Quarterly Financial Report** – Betsy Drewry

**Employee Demographics** – Corrie Hurt  
**Fire and EMS Strategic Plan** – Brad Owens

**TABLED ITEMS**

T-1. Resolution; Appointment (One Member) Crater District Area Agency on Aging.

**ORDER OF BUSINESS**

A-1. Discussion of Shakers Restaurant ABC License Application.

**PUBLIC HEARINGS**

- P-1. Public Hearing; SPECIAL EXCEPTION SE-18-02 Request of Prince George Ruritan Club LLC, pursuant to § 90-103 (9) to permit an assembly hall use located west of 4620 Melfore Drive along Ruffin Road and is known as Tax Map 240(0A)00-114-N in a R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses.
- P-2. Public Hearing; SPECIAL EXCEPTION SE-18-03 Request of Living Well LLC, pursuant to § 90-103 (9) to permit an assembly hall use located at 5503 Ruffin Road and is known as Tax Map 240(0A)00-115-A in an R-A, Residential – Agricultural District. The Comprehensive Plan calls for both commercial and village center land uses.
- P-3. Public Hearing; SPECIAL EXCEPTION SE-18-04 Request of Tree Time Adventures Inc., pursuant to § 90-103(22) to permit the use of recreation structures and outdoor recreation uses at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)011-0 in a R-A, Residential – Agricultural District. The Comprehensive Plan calls village center uses.

**ADJOURNMENT**

**Board meeting format:** Executive Meeting at 5:00 p.m., followed by a Business Meeting at 7:00 p.m. with Public Hearings being heard at 7:30 p.m. **Visit Prince George County website for information [www.princegeorgeva.org](http://www.princegeorgeva.org).**

**MINUTES**  
Board of Supervisors  
County of Prince George, Virginia

September 25, 2018

County Administration Bldg. Boardroom, Third Floor  
6602 Courts Drive, Prince George, Virginia

**MEETING CONVENED.** A regular meeting of the Board of Supervisors of the County of Prince George, Virginia, was called to order at 6:00 p.m. on Tuesday, September 25, 2018 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia by Donald R. Hunter, Vice-Chairman.

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

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

Also present was: Percy C. Ashcraft, County Administrator; and Steve Micas, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for: (1) discussion concerning a prospective business or industry where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to Section 2.2-3722(A)(5), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice relating to the termination of a contract for professional services pursuant to Section 2.2-3711(A)(8), Code of Virginia, 1950, as amended; (3) consideration of the disposition of publicly-held real property where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended; and (4) discussion of prospective candidates for Board appointments to various committees pursuant to Section 2.2-3711(A)(1), Code of Virginia, 1950, as amended.** Mrs. Waymack made a motion, seconded by Mr. Webb, that the Board convene closed session for: (1) discussion concerning a prospective business or industry where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to Section 2.2-3722(A)(5), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice relating to the termination of a contract for professional services pursuant to Section 2.2-3711(A)(8), Code of Virginia, 1950, as amended; (3) consideration of the disposition of publicly-held real property where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended; and (4) discussion of prospective candidates for Board appointments to various committees pursuant to Section 2.2-3711(A)(1), Code of Virginia, 1950, as amended.

R-18-115

E-1.

RESOLUTION; CLOSED SESSION FOR: (1) DISCUSSION CONCERNING A PROSPECTIVE BUSINESS OR INDUSTRY WHERE NO PREVIOUS ANNOUNCEMENT HAS BEEN MADE OF THE BUSINESS' INTEREST IN LOCATING IN PRINCE GEORGE COUNTY PURSUANT TO SECTION 2.2-3722(A)(5), CODE OF VIRGINIA, 1950, AS AMENDED; (2) CONSULTATION WITH LEGAL COUNSEL REGARDING SPECIFIC LEGAL MATTERS REQUIRING THE PROVISION OF LEGAL ADVICE RELATING TO THE TERMINATION OF A CONTRACT FOR PROFESSIONAL SERVICES PURSUANT TO SECTION 2.2-

3711(A)(8), CODE OF VIRGINIA, 1950, AS AMENDED; (3) CONSIDERATION OF THE DISPOSITION OF PUBLICLY-HELD REAL PROPERTY WHERE DISCUSSION IN AN OPEN MEETING WOULD ADVERSELY AFFECT THE BARGAINING POSITION AND NEGOTIATING STRATEGY OF THE COUNTY PURSUANT TO SECTION 2.2-3711(A)(3), CODE OF VIRGINIA, 1950, AS AMENDED; AND (4) DISCUSSION OF PROSPECTIVE CANDIDATES FOR BOARD APPOINTMENTS TO VARIOUS COMMITTEES PURSUANT TO SECTION 2.2-3711(A)(1), CODE OF VIRGINIA, 1950, AS AMENDED

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25<sup>th</sup> day of September, 2018, does hereby vote to enter closed session for: (1) discussion concerning a prospective business or industry where no previous announcement has been made of the business' interest in locating in Prince George County pursuant to Section 2.2-3722(A)(5), Code of Virginia, 1950, as amended; (2) consultation with legal counsel regarding specific legal matters requiring the provision of legal advice relating to the termination of a contract for professional services pursuant to Section 2.2-3711(A)(8), Code of Virginia, 1950, as amended; (3) consideration of the disposition of publicly-held real property where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the County pursuant to Section 2.2-3711(A)(3), Code of Virginia, 1950, as amended; and (4) discussion of prospective candidates for Board appointments to various committees pursuant to Section 2.2-3711(A)(1), Code of Virginia, 1950, as amended.

On roll call the vote was:

In favor: (4) Hunter, Brown, Waymack, Webb

Opposed: (0)

Absent: (1) Carmichael

**E-2. Resolution; Certification of Closed Session.** At 7:00 p.m., Mr. Brown made a motion, seconded by Mrs. Waymack, that the Board adjourn the closed session and enter open session, certifying that to the best of each Board Members' knowledge (1) only public business lawfully exempted from open meeting requirements were discussed and (2) only matters identified in the convening motion were discussed. Chairman Robertson asked if any Board member knew of any matter discussed during the closed session that was not announced in its convening legislation. Hearing no comment from the Board, the Chairman asked that the roll be called on the motion.

R-18-115A

E-2.

RESOLUTION; CERTIFICATION OF CONTENTS OF CLOSED SESSION PURSUANT TO SEC. 2.2-3711, ET SEQ., CODE OF VIRGINIA (1950, AS AMENDED)

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25<sup>th</sup> day of September, 2018 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements were discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (4) Brown, Waymack, Webb, Hunter

Opposed: (0)

Absent: (1) Carmichael

**Invocation.** Mr. Brown gave an invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Webb led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Vice-Chairman Hunter announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for unscheduled general public comments. He opened the public comments at 7:03 p.m.

Mr. Don Vtipil (4620 Prince George Drive). Mr. Vtipil announced the third annual Concert of Light at the Beacon Theatre in Hopewell on November 3, 2018. Six wounded veterans are presented \$5,000 each for the holidays. There will be 11 country artists performing.

There was no one else to speak and the public comment period was closed at 7:05 p.m.

**APPROVAL OF AGENDA.** Mr. Brown made a motion, seconded by Mrs. Waymack, to adopt the agenda as presented. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Brown, Waymack, Webb, Hunter

Opposed: (0)

Absent: (1) Carmichael

**ORDER OF CONSENSUS.** Mr. Webb made a motion, seconded by Mr. Brown, that the consensus agenda be approved as amended. Roll was called on the motion.

C-1. Draft Minutes – September 11, 2018 Regular Meeting minutes were approved as presented.

R-18-116

C-2.

**RESOLUTION; PROCLAMATION; DESIGNATING OCTOBER AS COMMUNITY PLANNING MONTH IN PRINCE GEORGE COUNTY, VIRGINIA**

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all County residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and our citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, The American Planning Association (APA) and its professional institute, the American Institute of Certified Planners (AICP), endorse National Community Planning Month, as an opportunity to highlight the contributions that sound planning and plan implementation make to the quality of our settlements and overall environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the overall improvement of the County of Prince George, Virginia; and

WHEREAS, we recognize the many valuable contributions that are made by the Planning staff members in the County of Prince George, Virginia and extend our heartfelt thanks for the continued commitment to local public service by these well trained professionals that include staff members with AICP, CZA and CFM certifications;

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October 2018 is hereby designated as Community Planning Month in the County of Prince George, Virginia in conjunction with the celebration of National Community Planning Month by the Prince George County Board of Supervisors this 25th day of September, 2018.

C-3.

**RESOLUTION; PROCLAMATION; NATIONAL FIRE PREVENTION WEEK –  
OCTOBER 7 -13**

WHEREAS, the County of Prince George, Virginia is committed to ensuring the safety and security of all those living in and visiting Prince George County; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed 2,735 people in the United States in 2016, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 352,000 home fires; and

WHEREAS, the majority of U.S. fire deaths (4 out of 5) occur at home each year; and

WHEREAS, the fire death rate per 1000 home fires reported to U.S. fire departments was 10 percent higher in 2016 than in 1980; and

WHEREAS, Prince George County residents should identify places in their home where fires can start and eliminate those hazards; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Prince George County residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

WHEREAS, Prince George County residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place;

WHEREAS, Prince George County residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Prince George County first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Prince George County residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

WHEREAS, the 2018 Fire Prevention Week theme, “Look. Listen. Learn. Be aware – fire can happen anywhere™” effectively serves to remind us that we need to take personal steps to increase our safety from fire.

NOW, THEREFORE, BE IT RESOLVED, That Prince George County does hereby proclaim October 7-13, 2018, as Fire Prevention Week throughout this county, and urges all the people of Prince George County to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety activities and efforts of Prince George County’s fire and EMS department during Fire Prevention Week 2018.

C-4.

**RESOLUTION; MEMORIAL COMMENDATION; LEIGH ROBERTS PRIMMER;  
SERVICE TO PRINCE GEORGE COUNTY**

WHEREAS, Leigh Roberts Primmer received her Bachelor of Science degree from Virginia Commonwealth University in Communications/Public Relations and went on to become a Certified Virginia Contracting Officer; and

WHEREAS, Leigh was hired on August 1, 2005 by the County of Prince George as a Grants Administrator/Procurement Officer; and

WHEREAS, In 2013 she was the recipient of the "YOU ARE THE ONE" Award for implementing a program for the County to significantly save money on shipping expenses, where Leigh took the lead as the Account Administrator; and

WHEREAS, Ms. Primmer also served as acting Finance Director when the County was between a Full-Time Director from November, 2015 through March, 2016; and

WHEREAS, Leigh served on the Community Policy & Management Team and the Computer Emergency Readiness Team; and

WHEREAS, Leigh actively participated in the Employee Day to Serve, National Night Out, and volunteered for the Friends of the Lower Appomattox; and

WHEREAS, Above all else, Leigh Primmer was a dedicated, conscientious person, trusted friend, co-worker, and public servant, who was always setting an example of excellence and honesty that emanated in her everyday approach to life; and

WHEREAS, Ms. Primmer was a mother of two wonderful children, who were the center of her world.

NOW, THEREFORE, BE IT RESOLVED, this 25<sup>th</sup> day of September 2018 that the Prince George County Board of Supervisors commends and commemorates the purpose-driven life of public service that Leigh Roberts Primmer contributed to the citizens of Prince George County; and

BE IT FURTHER RESOLVED, that the Board remembers Leigh Primmer as a special lady who devoted her life to helping others; and

BE IT STILL FURTHER RESOLVED, that Leigh Primmer was a kind and gracious person who was loved and respected by her family and all who had the good fortune to have known her.

R-18-116C

C-5.

**RESOLUTION; MEMORIAL COMMENDATION; HARVEY REGINALD JONES, SR.; SERVICE TO PRINCE GEORGE COUNTY**

WHEREAS, Harvey Reginald Jones, Sr., better known by thousands, as "Coach Reggie," coached over thirty-five years for the Prince George Parks and Recreation Department; and

WHEREAS, Reggie Jones coached Spring and Fall Soccer, Basketball, Softball, and Boys T-Ball to sometimes more than one generation in families; and

WHEREAS, Reggie Jones was a founding member of the Prince George Parks and Recreation Advisory Commission; and

WHEREAS, Reggie Jones was loud and passionate. He brought excitement and charisma to the field each practice and game. He wanted the best for every player and treated all kids equally no matter their talent level; and

WHEREAS, Coach Reggie made a positive impact on the lives of thousands by always demanding respect and teaching players that it wasn't all about winning, but how you play the game.

NOW, THEREFORE, BE IT RESOLVED, this 25<sup>th</sup> day of September 2018 that the Prince George County Board of Supervisors commends and commemorates the purpose-driven life of public service that Harvey Reginald Jones, Sr. contributed to the youth of Prince George County; and

BE IT FURTHER RESOLVED, that the Board remembers our beloved Coach as a very special man who devoted his life to coaching and mentoring children; and

BE IT STILL FURTHER RESOLVED, that Coach Reggie Jones was a loved and respected individual in this County by his family and all of the children who had the good fortune to have been coached by him.

On roll call the vote was:

In favor: (4) Waymack, Webb, Hunter, Brown

Opposed: (0)

Absent: (1) Carmichael

### **PRESENTATIONS**

**S-1. Resolution; Memorial Commendation; Harvey Reginald Jones; Service to Prince George County.** Mr. Hunter presented the commendation to “Coach Reggie’s” family.

### **SUPERVISORS’ COMMENTS**

Mrs. Waymack asked the public to keep the people in North Carolina and South Carolina in their prayers.

Mr. Webb echoed Mrs. Waymack’s comments.

Mr. Brown stated that his heart with everyone that has lost someone. He also expressed his gratitude to everyone that had the County prepared for Hurricane Florence.

Vice-Chairman Hunter echoed Mr. Brown’s comments and stated that this County was very fortunate during the hurricane.

### **COUNTY ADMINISTRATOR’S COMMENTS**

Mr. Ashcraft stated that there will be VDOT Planned Bridge Lane Closures September 26-27 – 8 a.m. – 6 p.m. on the Benjamin Harrison Bridge. There will be Community Public Input Meetings for Economic Development & Tourism Strategic Plan on September 27, 5:30 – 7 p.m. at the Prince George Library and October 4 at 12 Noon at the Hopewell-Prince George Chamber of Commerce. There will be a Planning Commission Meeting on September 27 at 6:30 p.m. in the Boardroom. The Prince George Farmers Market will be on September 29, 8 a.m. – 12:00 Noon at Scott Park. There will be a Groundbreaking Ceremony for Virginia Physicians for Women on October 1 at 12:30 p.m. at the Puddledock Road Location. The Crime Solvers Annual Rib Fest will be on October 4, 4-7 p.m. at Scott Park. County Offices will be closed for the Columbus Day Holiday on October 8. Wendy’s Restaurants are giving away free cheeseburgers for the rest of September. Prince George County earns Platinum distinction in ‘Go Green’ Program. Land use revalidation forms are due in the Planning Office by November 1.

### **REPORTS**

**District 19 Community Services Board** – Ms. Jennifer Tunstall introduced herself as the new Executive Director of the District 19 Community Services Board. Ms. Tunstall gave an overview of the services they provide. Their mission is to improve the quality of life for people who are experiencing substance abuse issues and mental disabilities. They are financed by public and private sectors. They offer services for mental health, intellectual and developmental disabilities, and substance use disorders. They offer emergency services for people in crisis, early intervention services for young children, and prevention services for people at risk and promote wellness. They provide services to 5,517 individuals in mental health and substance abuse disorders. Children services include school based therapy,

juvenile corrections prevention, mental health case management, intellectual and disability case management, court services, and early intervention. They provide same day service for clients that come in for assessment.

**Employee Demographics** – Ms. Corrie Hurt, Human Services Director, gave a brief overview of the employee base. She presented a Generational Chart including average retirement dates. Prince George County currently has 59 baby boomers that will retire in 2022, 108 Generation X that will retire in 2030, 73 Millennials who will retire in 2041, and 3 Generation Z that will retire in 2047. She presented the top turnover departments within the County Government. A total of 127 Full Time/Part Time employees have left the County for one reason or another. Departments are implementing Career Development for employees. Departments are looking into succession plans. Employees want to feel challenged by their work and want the opportunity to be part of the future growth of the County. Employees have a mandatory 24 hours of training annually which will help increase their skills and knowledge and give more ability for advancement and growth opportunities. Strengthening the interviewing techniques to include behavior-based questions and scenario-type questions will help us choose the right person for a position. They are addressing pay compression, working conditions and ensuring that employees have the tools to do their job effectively will help with employee retention. Internal employee opportunities allows for employees to work their way up through the County. They are striving for multi-layered promotional processes internally which helps in selecting the best candidate to promote. The County is working to ensure that it is hiring the right people for the right positions. Once they are employed, the goal is to retain that top talent. The County is working to enhance its orientation process and to ensure that they are receiving a mentor and adequate training in their position. Employees deserve attention and commitment in making them successful with Prince George County and that is what is tended to put more emphasis on moving forward.

#### **PUBLIC HEARINGS**

**P-1. Public Hearing; SPECIAL EXCEPTION SE-18-02 Request of Prince George Ruritan Club LLC, pursuant to § 90-103 (9) to permit an assembly hall use located west of 4620 Melfore Drive along Ruffin Road and is known as Tax Map 240(0A)00-114-N in a R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses.** Mr. Horace Wade stated that the applicant, Prince George Ruritan Club, LLC, is a 501(c)3 nonprofit, community service organization that is proposing to operate an assembly hall use for annual fundraisers, club and board meetings, public event rentals, and community oriented events for use on their 6 acre parcel. The proposed days and hours of operation on site are Monday through Sunday 8:00 am until 11:00 pm. They will complete their pending Site Plan Approval for the Assembly Hall use and accessory pavilion building with the Planning Manager following Special Exception approval by the Board of Supervisors. The proposed Special Exception request will allow for the Prince George Ruritan Club members to continue to conduct community fundraisers but now on their own property. They will provide additional community meeting space to its members and their guests. The applicants will work with the Police Department to maintain proper traffic flows for the proposed assembly hall events and community fundraisers and thus providing some additional student scholarships and for community funding towards our first responders. The Planning Commission recommends approval. Vice-Chairman opened the public hearing at 7:37 p.m. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Webb to approve the special exception as presented. Roll was called on the motion.

O-18-14

P-1.

SPECIAL EXCEPTION SE-18-02 REQUEST OF PRINCE GEORGE RURITAN CLUB LLC, PURSUANT TO § 90-103 (9) TO PERMIT AN ASSEMBLY HALL USE. THE REQUEST IS LOCATED WEST OF 4620 MELFORE DRIVE AND ALONG RUFFIN ROAD AND IS KNOWN AS TAX MAP 240(0A)00-114-N IN A R-A, RESIDENTIAL-AGRICULTURAL ZONING DISTRICT. THE COMPREHENSIVE PLAN CALLS FOR VILLAGE CENTER USES.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-18-02 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for an Assembly Hall use to Prince George Ruritan Club, LLC and is not transferable and it does not run with the land on Tax Map 240(OA)00-114-N.
2. The applicants will be required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as “Event Staff” for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each Assembly Hall event expected to exceed 150 event attendees.
3. Any temporary food service carts, portable toilets and hand washing stations that may be used for events shall be approved by the State Health Department for the assembly hall events. Proper litter control measures shall be put in place at the assembly hall events with the use of both trash containers and recycling bins.
4. The Assembly Hall days and hours of operation shall be Monday through Sundays 8:00 am until 11:00 pm.
5. One (1) internally illuminated, freestanding sign no greater than sixty (60) square feet may be placed for directional purposes near the main entrance located outside of the VDOT right-of-way and meeting a twenty (20) foot setback. The sign shall have a monument style base or include lattice, and shall include plantings as approved by Planning during the sign permit review process. All other temporary signs shall be removed from the premises once the permanent freestanding sign has been erected on the premises.
6. Portable signs, to include flashing arrow signs, shall not be permitted on the premises once the permanent freestanding signage has been approved and erected on the premises for this land use.
7. The applicants shall take the appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department.
8. The applicants shall have all required State permit approvals that may include a VDOT Commercial Entrance Permit, a Virginia Department of Health – Office of Drinking Water (ODW) permit and all local permits before the use of the assembly hall building.
9. This Special Exception shall become null and void if the use of an assembly hall is abandoned for a period of twenty-four (24) consecutive months.
10. 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.

On roll call the vote was:

In favor: (4) Waymack, Webb, Hunter, Brown

Opposed: (0)

Absent: (1) Carmichael

**P-2. Public Hearing; SPECIAL EXCEPTION SE-18-03 Request of Living Well LLC, pursuant to § 90-103 (9) to permit an assembly hall use located at 5503 Ruffin Road and is known as Tax Map 240(OA)00-115-A in an R-A, Residential – Agricultural District. The Comprehensive Plan calls for both commercial and village center land uses.** Mr. Douglas Miles stated that the applicants are proposing to operate an assembly hall use for weddings, family reunions, corporate events and similar indoor assembly hall receptions. The proposed days and hours of operation on site are Monday through Thursday 9:00 am to 9:00 pm; Fridays and Saturdays 9:00 am to 11:00 pm and on Sundays 9:00 am until 11:00 pm. The applicants plan to operate the Barns of Kanak assembly hall site with few changes. They plan to add a larger sign at the entrance to advertise their scheduled events and to better direct traffic into the venue from Ruffin Road for their out of town event attendees. The proposed Special Exception request will allow for this Prince George County business to add additional tax revenues and to

offer up to County residents and the surrounding community assembly hall meeting space at the existing facility and site. The applicants will work with the Police Department to maintain proper traffic flows for the continued assembly hall events by offering up meeting space for local and regional tourism events and thus providing additional commercial tax revenue for the County. The Planning Commission recommends approval. Vice-Chairman Hunter opened the public hearing at 7:42 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mrs. Waymack, to approve the special exception as presented. Roll was called on the motion.

O-18-15

P-2.

SPECIAL EXCEPTION SE-18-03 REQUEST OF LIVING WELL LLC, PURSUANT TO § 90-103 (9) TO PERMIT AN ASSEMBLY HALL USE. THE REQUEST IS LOCATED AT 5503 RUFFIN ROAD AND IS KNOWN AS TAX MAP 240(0A)00-115-A IN A R-A, RESIDENTIAL-AGRICULTURAL ZONING DISTRICT. THE COMPREHENSIVE PLAN CALLS FOR VILLAGE CENTER USES.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-18-03 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted for an Assembly Hall use to Living Well, LLC (Diane and Tom McCormick) dba The Barns of Kanak and is not transferable and it does not run with the land on Tax Map 240(0A)00-115-A.
2. The applicants will be required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as "Event Staff" for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each Assembly Hall event expected to exceed 150 event attendees.
3. Any temporary food service carts, portable toilets and hand washing stations that may be used for events shall be approved by the State Health Department for the assembly hall events. Proper litter control measures shall be put in place at the assembly hall events with the use of both trash containers and recycling bins.
4. Assembly Hall land use days and hours of operation shall be Monday through Thursday from 9:00 am to 9:00 pm; Friday through Saturday from 9:00 am to 11:00 pm and Sundays from 9:00 am to 10:00 pm.
5. One (1) internally illuminated, freestanding sign no greater than sixty (60) square feet should be placed for directional purposes near the main entrance located outside of the VDOT right-of-way and meeting a twenty (20) foot setback. It may be of a monument type base or shall include lattice screening and plantings around it as approved by Planning during the sign permit review process. All other temporary signs shall be removed from the premises once the permanent freestanding sign has been erected on premises.
6. Portable signs, to include flashing arrow signs, shall not be permitted on the premises once the permanent freestanding signage has been approved and erected on the premises.
7. The applicants shall take the appropriate measures to ensure compliance with the County Noise Ordinance of the Code of the County of Prince George, as adopted, and as enforced by the Police Department.
8. The applicants shall have all required State permit approvals that may include a VDOT Commercial Entrance Permit, a Virginia Department of Health – Office of Drinking Water (ODW) permit and all local permits before the use of the assembly hall building and all other buildings.
9. This Special Exception shall become null and void if the use of an assembly hall is abandoned for a period of twenty-four (24) consecutive months.

10. 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.

On roll call the vote was:

In favor: (4) Waymack, Webb, Hunter, Brown

Opposed: (0)

Absent: (1) Carmichael

**P-3. Public Hearing; SPECIAL EXCEPTION SE-18-04 Request of Tree Time Adventures Inc., pursuant to § 90-103(22) to permit the use of recreation structures and outdoor recreation uses at 6000 Scott Memorial Park Road and is known as Tax Map 240(0A)011-0 in a R-A, Residential – Agricultural District. The Comprehensive Plan calls village center uses.** Mr. Horace Wade stated that the applicant, Tree Time Adventures Inc., is proposing to construct and operate a commercial outdoor adventure and fitness park to include ground courses and fitness areas. The initial Phase One would occupy approximately 30 acres within the 130 acres of unused county property located inside Scott Memorial Park of land zoned R-A, Residential-Agricultural. The park will consist of obstacles located in the tree canopy with zip lines, jungle bridges, tightropes, moving platforms, crab walks and tarzan ropes. Although, the adventure park area will be exclusive, Tree Time will also create trails for walking, jogging, and biking throughout the 130 acres of unused property. The proposed Special Exception request will allow for a new Prince George County business to add additional tax revenues and to offer up to County residents and regional visitors a place for outdoor recreation. Tree Time Adventures plan to work with the Police Department and public safety officials to maintain traffic control for the planned assembly hall events and intend to add trails and ground courses to the Scott Memorial Park to assist with implementation of the Scott Park Master Plan. The Planning Commission recommends approval with the following conditions; (1) this Special Exception is granted for recreation structures and outdoor recreation uses to Tree Time Adventures Inc. located on Tax Map 240(0A)00-011-0. This Special Exception is not transferable; (2) the applicants will be required to provide staffing for private parking and proper traffic circulation purposes with event personnel clearly marked as “Event Staff” for safety reasons. The Prince George County Police Department shall be notified at least thirty (30) days prior to each public event; (3) all site activity required for the construction and expansion of the recreation structures and uses shall be limited to sunrise to sunset Monday through Saturday. Construction of the site shall not occur on Sunday; (4) hours of operation shall be limited to sunrise to sunset 7 days a week; (5) a detailed site plan will be required to show all improvements; (6) one (1) internally illuminated, freestanding sign no greater than sixty (60) square feet may be placed for directional purposes near the main entrance located outside of the VDOT right-of-way and meeting a twenty (20) foot setback. The sign shall have a monument style base or include lattice, and shall include plantings as approved by Planning during the sign permit review process. All other temporary signs shall be removed from the premises once the permanent freestanding sign has been erected on the premises; (7) portable signs, to include flashing arrow signs, shall not be permitted on the premises once the permanent freestanding signage has been approved and erected on the premises for this land use; (8) buffers required adjacent to residential uses of 100 feet from all Residential lot lines; (9) as accessory and to the proposed use, a Concession stand will be permitted to sell related merchandise, equipment, and food and drinks to guests; (10) this Special Exception shall become null and void if the use of the subject property is abandoned for a period of twenty-four (24) consecutive months; and (11) this Special Exception may be revoked by Prince George County or by its designated agent for failure by the applicant or operator to comply with any of the listed conditions or any provision of federal, state or local regulations. Vice-Chairman opened the public hearing at 7:46 p.m.

Ms. Kaitlyn Payne (5513 Willow Oak Drive). Ms. Payne stated that she does not want an amusement park in her backyard. She is concerned about the noise and the possibility of strangers coming onto their property. She is also concerned about the hours.

Ms. Rhonda Pate (11055 Courthouse Road). Ms. Pate just purchased this property and she would like to know if there are plans to widen Courthouse Road due to the traffic park may cause.

Ms. Demetria Dennis (5536 Willow Oak). Ms. Dennis is not in favor and is also concerned about the noise and security for her children.

Ms. Rosalyn Thompson (5552 Willow Oak). Ms. Thompson stated that she picked this area because it is calm and quiet. Her husband is ill and she is concerned for him.

Ms. Lynette Lee (5521 Willow Oak). Ms. Lee is concerned about her electricity being affected due to the zip line. She stated that she is concerned that her neighbor received notice of this and she did not. She stated that she would appreciate a better notification system. She also thinks there are many residents not here that weren't notified.

Ms. Ralyn Richardson (5517 Willow Oak). Ms. Richardson is concerned about the noise and the electricity.

Ms. Gretchen Petty (7488 Trailing Rock Road). Ms. Petty is concerned for her grandchildren's safety because there is already a speeding problem. She too did not receive a notice.

Ms. Lisa Taylor (5512 Willow Oak). Ms. Taylor is concerned about how close the barrier is to her property line. She also expressed concern about the Chesapeake Bay Preservation. She stated that she did not sign up for this. She asked that this park be somewhere else.

There being no one else to speak, the public comment period was closed at 7:59 p.m. Mr. Brown reiterated for the public that these special exceptions come before the Planning Commission first where issues are heard and worked through before it comes before the Board of Supervisors. With that said, he asked Mr. Wade if anyone was given the opportunity to express their concerns prior to this evening. Mr. Wade stated that yes, they actually had two opportunities at a neighborhood meeting and at the Planning Commission hearing. Mr. Webb made a motion, seconded by Mr. Brown, to table this matter to October 9, 2018. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Waymack, Webb, Hunter, Brown

Opposed: (0)

Absent: (1) Carmichael

#### **REPORT (cont'd)**

**Quarterly Financial Report** – Ms. Betsy Drewry gave the quarterly financial report for year end June 30, 2018. Collections for General Fund Revenue are on target and 100.17% collected. General Fund Appropriations were \$3,987,506.26. Total General Fund Expenditures were 97.42% spent. All major areas were on or under target. The Utility Fund is still a work in progress with multiple entries pending. Ms. Drewry went over several CIP Projects, including body worn cameras, Parks & Rec parking lots, courthouse renovations, Harrison and Walton Schools windows, the burn building, Route 10 fire station, public safety radio consultant, The water will be the issue of this storm. Because of the saturation from the rainfall all summer, there is not going to be anywhere for this water to go. There will be a great deal of flooding on the roads. Prince George County is prepared. The Staff has been sending out weather briefings to the Emergency Management Teams and to all of the Central Wellness Center renovations, Southpointe Utility study, software replacement, school track, school security improvements, and field house renovations. The Tourism and Economic Development Funds exceed the targets in revenues. There was no activity in the Proffer fund in 2018. The Board has the option to use proffer balances for upcoming projects in lieu of issuing debt as long as the project is in accordance with the proffer agreement. RedFlex Program FY18 collections at June 30, 2018 were \$7,023.69. The Health Insurance balance is \$1.7 million. The premiums exceeded the claims paid. The final audit is scheduled for October 29 through November 2. The CAFR preparation is targeted for completion by November 30, 2018.

**Fire and EMS Strategic Plan** – Mr. Brad Owens, Director of Fire and EMS, introduced Mr. Michael Despain with Fitch and Associates. Mr. Despain gave a brief overview of the facilitated strategic planning process. Back in May, a 24-member group of internal and external stakeholders did a review of the value of strategic planning. There was an analysis of the agency's strengths, weaknesses, opportunities and challenges and a review of "statements of fact." There was also a short overview on the process to become accredited through Commission on Fire Accreditation International. The process includes finding the right balance between community & agency desires and actual outcome and fiscal responsibilities. Those outside the

fire service looking in can never really understand it, and those of us in the fire service can never really explain it. He talked about survival, costs, and displacement rates. He also went over fire impact percentages and keeping insurance rates low. Prince George Fire and EMS is approximately 45% cheaper to operate than comparable agencies. He talked about strategic initiatives, including improving survivability for victims of fire, hazardous material release, entrapment or other crisis incidents, improve survivability of patients experiencing acute medical emergencies, improve firefighter safety and survival, improve agency resiliency during crisis-level events, reduce financial and legal risk/liability to PGFEMS and the County of Prince George, improve efficiency within current budget system, prepare the agency for next economic downturn, promote a positive agency reputation within the Community, mitigate fire related damage to allow occupants to remain in the impacted structure after suppression operations, provide downward pressure on fire insurance premium costs within the community, and provide value beyond the 911 call.

### **TABLED ITEMS**

#### **T-1. Resolution; Appointment (One Member) Crater District Area Agency on Aging.**

Mr. Brown made a motion, seconded by Mrs. Waymack, to appoint Ms. Tonya Brown Fletcher. Roll was called on the motion.

R-18-117

T-1.

#### **RESOLUTION; APPOINTMENT (INDEFINITE TERM EFFECTIVE IMMEDIATELY) – CRATER DISTRICT AREA AGENCY ON AGING BOARD OF DIRECTORS.**

WHEREAS, Ms. Donna McBride has submitted her resignation from the Crater District Area Agency on Aging Board of Directors effective immediately;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 25<sup>th</sup> day of September, 2018 does hereby appoint Ms. Tonya Brown Fletcher to the Crater District Area Agency on Aging Board of Directors to serve at the pleasure of the Board, beginning immediately.

On roll call the vote was:

In favor: (4) Waymack, Hunter, Webb, Brown

Opposed: (0)

Absent: (1) Carmichael

### **ORDER OF BUSINESS**

**A-1. Discussion of Shaker's Restaurant ABC License Application.** Mr. Steve Micas stated that on September 5, 2018, Prince George County received notification of the Shakers Restaurant ABC license application from the VA ABC. Per state code, local governing bodies shall submit objections to the granting of a license within 30 days of the filing of the application (August 30). The Prince George County Board of Supervisors may recommend 1) approval, 2) denial, or 3) approval with conditions. The Prince George County Board of Supervisors may submit any comments by September 29, 2018 to the Virginia Alcoholic Beverage Control Authority. Mr. Brown stated that he is okay with ABC on but is not necessarily in favor of ABC off. He asked Chief Early if he would expect a call increase with ABC off. The Chief stated that historically they have not had problems there and he is not sure if ABC is currently on there now. Mr. Webb stated that he understands the concern, but we want to promote businesses. The Board agreed at this time to not have a position.

**ADJOURNMENT.** Mr. Brown moved, seconded by Mrs. Waymack, that the meeting adjourn. Roll was called on the motion.

On roll call the vote was:

In favor: (4) Hunter, Brown, Waymack, Webb

Opposed: (0)

Absent: (1) Carmichael

The meeting adjourned at 8:39 p.m.

[Draft Minutes prepared October 3, 2018, for consideration on October 9, 2018; adopted by unanimous vote.]

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Alan R. Carmichael  
Chairman, Board of Supervisors

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Percy C. Ashcraft  
County Administrator