This annual report details the department’s activities throughout the year including major achievements and notable projects within each division. The Community Development and Code Compliance Department is comprised of four main divisions: Building Inspections, Code Compliance, Environmental, and Planning & Zoning.

Staffing levels of the department remained the same in 2019. Terry Sweitzer has joined the CDCC staff as a Permit Technician I. She possesses years of customer service and clerical skills which will be utilized for processing and issuing permits and scheduling inspections. Terry is a Prince George County resident and has previously worked as an On-Call Administrative Support Specialist for the County.
The Building Inspections Division is responsible for issuing permits, conducting plan reviews, and performing inspections for all new construction, alterations and repairs to existing structures, removal or demolition of structures and other building operations to ensure that the proposed construction complies with the provisions of the Virginia Uniform Statewide Building Code (USBC). The Virginia USBC is a minimum standard for construction applicable to all jurisdictions within the Commonwealth of Virginia. The staff works closely with property owners, developers, architects, contractors, and engineers from the conceptual phase of the project throughout construction to the final completion of the project.

Permit issuance is a safeguard to insure construction in Prince George County accomplishes the goals of the building code; namely, to establish minimum requirements to safeguard the public health, safety, and general welfare from fire and other hazards in the built environments. Building code compliance enforcement is comprised of education, plan reviews, permit administration, inspections and enforcement of code requirements. Plan reviews are used to verify that submitted construction plans comply with the requirements of the code. Building inspections are necessary to verify the intent of the code and that the requirements of the reviewed/approved plans are carried out on site. The types of required inspections vary with the type of project being completed. The number of inspections also varies with the project type, the complexity of the project, and the number of re-inspections required.

The Building Inspection Division also enforces the provisions of the Virginia Property Maintenance Code and the Code of the County of Prince George where staff regularly investigates complaints regarding nuisances such as discarded materials, tall grass, outdoor storage, housing conditions, and problems with the condition of rental units. Inspections staff work closely with Zoning staff and the Police Department to achieve compliance with the Virginia Maintenance Code and the Code of the County of Prince George.

The Building Inspections Division also enforces the provisions of the Statewide Fire Protection Code, whenever inspections are requested or complaints of violations are received.
In an effort to provide uniformity in building code enforcement across the region, we host and participate in quarterly Building Official meetings. These gatherings provide better understanding of new and upcoming code proposals to better serve the citizens in our respective localities.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PERMIT TYPE</th>
<th>NUMBER</th>
<th>JOB VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESIDENTIAL PERMITS</td>
<td>NEW SINGLE FAMILY DWELLINGS</td>
<td>68</td>
<td>$9,377,500</td>
</tr>
<tr>
<td></td>
<td>MODULAR SINGLE FAMILY DWELLINGS</td>
<td>3</td>
<td>$467,285</td>
</tr>
<tr>
<td></td>
<td>MANUFACTURED HOMES</td>
<td>86</td>
<td>$4,665,149</td>
</tr>
<tr>
<td></td>
<td>RESIDENTIAL SPECIAL FLOOD HAZARD AREA</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>RESIDENTIAL ADDITIONS</td>
<td>192</td>
<td>$3,453,836</td>
</tr>
<tr>
<td></td>
<td>RESIDENTIAL RENOVATIONS</td>
<td>108</td>
<td>$2,089,972</td>
</tr>
<tr>
<td></td>
<td>RESIDENTIAL ACCESSORY STRUCTURES</td>
<td>55</td>
<td>$1,173,846</td>
</tr>
<tr>
<td>COMMERCIAL PERMITS</td>
<td>COMMERCIAL NEW BUILDINGS</td>
<td>8</td>
<td>$6,968,800</td>
</tr>
<tr>
<td></td>
<td>COMMERCIAL ADDITIONS</td>
<td>9</td>
<td>$245,614</td>
</tr>
<tr>
<td></td>
<td>COMMERCIAL RENOVATIONS/ALTERATIONS</td>
<td>21</td>
<td>$28,642,129</td>
</tr>
<tr>
<td></td>
<td>COMMERCIAL ACCESSORY STRUCTURES</td>
<td>5</td>
<td>$200,020</td>
</tr>
<tr>
<td>TEMPORARY STRUCTURES</td>
<td>TEMPORARY STRUCTURES</td>
<td>14</td>
<td>$370,324</td>
</tr>
<tr>
<td>DEMOLITION PERMITS</td>
<td>RESIDENTIAL DEMOLITIONS</td>
<td>7</td>
<td>$27,531</td>
</tr>
<tr>
<td></td>
<td>COMMERCIAL DEMOLITIONS</td>
<td>1</td>
<td>$25,000</td>
</tr>
<tr>
<td>AUXILIARY PERMITS</td>
<td>ELECTRICAL</td>
<td>479</td>
<td>$6,411,215</td>
</tr>
<tr>
<td></td>
<td>PLUMBING</td>
<td>234</td>
<td>$1,375,513</td>
</tr>
<tr>
<td></td>
<td>MECHANICAL</td>
<td>313</td>
<td>$3,023,686</td>
</tr>
<tr>
<td></td>
<td>FIRE PROTECTION SYSTEMS</td>
<td>21</td>
<td>$615,357</td>
</tr>
<tr>
<td></td>
<td>GAS</td>
<td>86</td>
<td>$99,658</td>
</tr>
<tr>
<td></td>
<td>WATER AND SEWER</td>
<td>30</td>
<td>$29,004</td>
</tr>
<tr>
<td>ENVIRONMENTAL</td>
<td>LAND DISTURBANCE</td>
<td>52</td>
<td>$4,907,628</td>
</tr>
<tr>
<td></td>
<td>EROSION AND SEDIMENT CONTROL</td>
<td>41</td>
<td>$107,701</td>
</tr>
<tr>
<td>SPECIAL EVENTS</td>
<td>SPECIAL EVENTS</td>
<td>28</td>
<td>$1,147</td>
</tr>
<tr>
<td>TOTAL ALL PERMITS</td>
<td></td>
<td>1861</td>
<td>$74,277,915</td>
</tr>
<tr>
<td>INSPECTIONS MADE</td>
<td></td>
<td>6122</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATES OF COMPLETION</td>
<td></td>
<td>179</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY PERMITS GRANTED</td>
<td></td>
<td>354</td>
<td></td>
</tr>
</tbody>
</table>

Region VI: Chesterfield, Charles City, Dinwiddie, Powhatan, Richmond, Henrico, Nottoway, Lunenburg, Amelia, Hopewell, South Hill, Petersburg, Greensville, Sussex, Colonial Heights, Brunswick, Emporia, Halifax, Charlotte, Mecklenburg, Surry, Prince Edward, Farmville and Prince George
For the County of Prince George Community Development & Code Compliance Department, 2019 was a very exciting year. We oversaw the building and completion of the Courthouse Basement buildout project that included a holding area for prisoners, Judge’s Chambers and a new courtroom. We also worked with new business owners like Tree Time Adventure Park to introduce the county’s first rope course and zip line adventure park. Other projects that were reviewed, inspected, and seen to completion included the Virginia Physicians for Women medical offices, DaVita Dialysis Center, and Sheetz that are all located in the Lake Harley Complex.

Although we love new projects, we also like to see our current businesses expand because of growth. We have had several of these projects such as the expansion of Blue Ridge Films, the revitalization of warehouse space for the new NVR office, and a large warehouse renovation.

The future is looking busy for Prince George County with several projects in the planning or early construction phase: Rives Road Solar Farm, Rams Travel Center, Dollar General and Seaboard Express Office Complex. The Community Development and Code Compliance staff looks forward to working with these projects in Prince George County to make them a success and a welcomed addition to our community.
Special Event Permits Issued

- Hogs for the House Event
- 20th Annual Southern Nights Cruisers Event
- Five-O’s Tiki Foundation Country Jam
- Colonial Harley Davidson Spring Fling Open House
- 32nd Annual Crab Feast
- 11th Annual Great Beefsteak Raid
- Prince George Rotary Scholarship Picnic
- 2019 Harbor Blast Concert Series at Appomattox Boat Harbor (10 events)
- Crossroads Annual Customer Appreciation Event
- Virginia Czech & Slovak Folklife Festival
- ALS Awareness Day
- Appomattox Boat Harbor Bike & Car Show
- Home Builders Association of Southside Virginia Crab Feast
Each year, our department develops a list of goals to achieve that are above and beyond our normal department daily activities. The following is a list of some of the major goals we achieved in 2019:

- Updated all forms and informational documents to reflect the new ICC 2015 codes
- Developed procedures and work flow to identify expired projects and permits
- Monitored major stormwater projects—Birchett Estates, Jordan on the James and Cedar Creek 1 & 2 subdivisions
- Monitored and completed the second round of enforcement efforts for the Septic Pumpout Program
- Assisted with the planning of the new Jefferson Park Fire Station
- Continued the implementation of the new Energov software
- Developed a Uniform Policy for Field personnel
- Continued to develop the Comprehensive Plan update
- Amended and clarified the Subdivision Ordinance relative to Boundary Line Adjustments (BLA) to address properties that are jointly in the Rural Conservation Area and Planning Area
- Initiated the process for the Administrative Support Specialist II to become a Certified Municipal Clerk (CMC)
The Code Compliance Division investigates complaints and performs inspections to ensure compliance with the Virginia Maintenance Code and the Code of the County of Prince George related to zoning, property maintenance, tall grass and discarded materials.

The County Code requires property owners and tenants to keep weeds and grass cut to a height of no more than 15 inches and to keep all exterior property areas free from discarded materials, trash, debris, litter and garbage. In 2019, there were 108 tall grass complaints reported and investigated throughout the County. County resources were used to bring 26 properties into compliance.

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

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

**Property Maintenance Totals**

<table>
<thead>
<tr>
<th>Year</th>
<th>New Cases</th>
<th>Inspections</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>526</td>
<td>312</td>
</tr>
<tr>
<td>2018</td>
<td>338</td>
<td>526</td>
</tr>
<tr>
<td>2019</td>
<td>306</td>
<td>668</td>
</tr>
</tbody>
</table>

**2019 Code Compliance Totals:**

- 393 Complaints
- 306 Total New Cases
- 108 Tall Grass Complaints
- 26 Violations abated by County resources
- 103 Notices of Violation
- 102 Correction Notices
- 5 Unsafe Notices
- 210 Total Notices
- 704 Inspections
- 7 Residential Structures Demolished
- 1 Court Hearing

The Code Compliance Division opened 306 new property maintenance and zoning enforcement cases during 2019. To date, 283 of the 306 cases have been resolved or closed.

The division produced 210 enforcement documents and violation notices related to these cases. While not all complaints received resulted in violation notices, investigations of these complaints did result in 704 inspections of various sites and potential violations.

Code compliance has continued to work with the Community Policing Division. Together we are continuing the clean up effort to improve property conditions throughout the county.
The Environmental Division works with citizens, area businesses, the engineering community, and developers to maintain a strong balance between protection of the environment and economic growth.

The main operational functions of the division are Program Administration, Plan Review, Inspections, Erosion/Drainage Complaint Investigation and the administration of the county’s Septic Pumpout and Inspection Program. The Division performs these functions to ensure compliance with the County Erosion and Sediment Control Ordinance, the Chesapeake Bay Protection Ordinance and other federal, state and local laws pertaining to erosion and sediment control and stormwater management.

The Environmental Division continues to work diligently with federal, state and local agencies, developers and citizens to ensure a healthy balance between development and the environmental integrity of our beautiful community. This year, we saw several of our commercial projects come to fruition. Those projects include Virginia Physicians for Women, DaVita Dialysis Center, Sheetz, Prince George County Fire Station #7 and Blueridge Films Expansion Project.

As we move forward in 2020, the division will continue work on Stream Restoration Projects within the county. We also have several projects underway including Crossings Court I & II (Retail Space), Dollar General Store-Moody Road, Exit 45 C-Store and the county’s first Solar Energy Facility, Rives Road Solar.
The James River Association offered a Living Shorelines Design Workshop & Training and met with county staff to discuss potential project sites. For the first time in the history of the program, Prince George County, was selected as a recipient of this grant-funded project. Work will be performed at Appomattox Regional Park and will involve shoreline restoration that will minimize flooding and erosion to the river banks.

Since its implementation in the Spring of 2018, the Septic Pump-Out & Inspections Program has made great strides toward helping improve water quality in the Chesapeake Bay Preservation Area (CBPA) of the county through non-point source pollutant management. The Prince George County Zoning Ordinance Section 90-667 requires properties within the CBPA with private onsite septic systems have the system pumped or inspected at least once every five years.

With its first mailing to over 1,000 households, the division saw an 82% compliance rate for septic systems either pumped or inspected. Our second mailing of nearly 400 households to date shows a 54% compliance rate. There are approximately 2,400 households and businesses located within the CBPA of the county serviced by private on-site septic systems. We are very pleased with our results and look forward to the continued success of this program.

While this program is only mandated for properties within the CBPA, we stress the importance of septic system maintenance to all owners of private onsite septic systems throughout the county.

Thank You to Our Citizens for being “SepticSmart”.

Environmental Totals

- 117 Environmental Inspections
- 1088 E&S Inspections
- 278 Applications Reviewed
- 48 Agreements In Lieu Permits
- 82 Land Disturbance Permits
- 9 Performance Bonds Initiated
- 9 Performance Bonds Released
- 16 E&SC Site Plans Reviewed
- 37 Plats Reviewed (Subdivisions and Boundary Line Adjustments)
- 52 Stormwater Investigations

SEPTIC PUMP-OUT & INSPECTION PROGRAM

2019 Activity Totals

Since it’s implementation in the Spring of 2018, the Septic Pump-Out & Inspections Program has made great strides toward helping improve water quality in the Chesapeake Bay Preservation Area (CBPA) of the county through non-point source pollutant management. The Prince George County Zoning Ordinance Section 90-667 requires properties within the CBPA with private onsite septic systems have the system pumped or inspected at least once every five years.

With its first mailing to over 1,000 households, the division saw an 82% compliance rate for septic systems either pumped or inspected. Our second mailing of nearly 400 households to date shows a 54% compliance rate. There are approximately 2,400 households and businesses located within the CBPA of the county serviced by private on-site septic systems. We are very pleased with our results and look forward to the continued success of this program.

While this program is only mandated for properties within the CBPA, we stress the importance of septic system maintenance to all owners of private onsite septic systems throughout the county.

Thank You to Our Citizens for being “SepticSmart”.

2019 Activity Totals

- 117 Environmental Inspections
- 1088 E&S Inspections
- 278 Applications Reviewed
- 48 Agreements In Lieu Permits
- 82 Land Disturbance Permits
- 9 Performance Bonds Initiated
- 9 Performance Bonds Released
- 16 E&SC Site Plans Reviewed
- 37 Plats Reviewed (Subdivisions and Boundary Line Adjustments)
- 52 Stormwater Investigations
The Planning and Zoning Division provides staff support for the Planning Commission and the Board of Zoning Appeals, evaluates zoning changes, performs site plan reviews, subdivision plat reviews, enforces County Ordinances related to land use, serves as advisory staff to the Board of Supervisors, and facilitates the update and implementation of the Comprehensive Plan. The Planning and Zoning Division assists with questions regarding new development, subdivision of land, and topics ranging from rezoning to variances. The Planning Division conducted and completed the Planning Commission Work Session for three Commission subcommittee meetings for Housing, Transportation and Land Use for the 2020 Comprehensive Plan update.

**2019 Site Plan Approvals**
- Davita
- NVR
- Tree Time Adventures
- Exit 45 - C Store
- Jefferson Pt. Apartments, Lot 11
- Jefferson Pt. Apartments, Lot 3 & 4
- Sandy Hill Subdivision
- Quality Properties Truck Terminal
- Rives Road Solar
- Bogese Office Building
- Crossings Court I & II
- Verizon Tower—Anderson Lumber
- Dollar General—Moody Road

---

**2019 Planning Projects**
- 16 Site Plans Submitted
- 8 Subdivision Plats
- 7 Family Division Plats
- 17 Boundary Line Adjustments
- 3 Consolidation Plats
- 1 Easement Plat
- 1 Survey Plat Review
- 191 Home Occupation Zoning Approvals
- 41 Professional Business Zoning Approvals
- 12 Special Exception Cases
- 6 Rezoning Cases
- 6 BZA Variance Cases
- 1 PUD Case
- 16 Second Dwellings
- 332 Certificates of Zoning Compliance
- 453 Building Permits Reviewed
- 9 Zoning Certification Letters
- 10 Zoning Inspections

**1114 Total**
The 2019 Capital Improvements Plan (CIP) sub-committee was led by Chairwoman Elder and Vice Chairman Joyner. The Planner, the Deputy County Administrator for Finance, Director of Community Development and Code Compliance, and the Accounting Supervisor provided staff support to the subcommittee for its recommendations to the County Administrator and onto the Board of Supervisors for their approval. The Planning Commission acted upon the recommendation on December 19, 2019, and forwarded the CIP report onto the Board of Supervisors.

THE BOARD OF ZONING APPEALS

The BZA reviews Appeals, Variances and certain Special Exception requests as determined by the Board of Supervisors, and hears and decides on Appeals based upon decisions of the Zoning Administrator. The BZA is not authorized to rezone property. This can only be performed by the Board of Supervisors. Prince George County has authorized the Zoning Administrator to grant Administrative Variances for certain setback requirements which reduces the BZA’s caseload.

Top 10 2019 CIP Projects

- New Walton Elementary School Design Phase
- New Walton Elementary School
- New Beazley Elementary School Design Phase
- New Beazley Elementary School
- PGHS Generator
- Zoll X Series Monitors/Defibrillators
- County Fleet Garage Bay Expansion
- PGHS Technology Infrastructure
- School Buses
- N.B. Clements Technology Infrastructure

THE PLANNING COMMISSION

In 2019, two (2) Zoning Ordinance Amendments were heard before the Planning Commission. The Commission also heard one (1) Planned Unit Development (PUD) case by Ci Associates (Proud Mama’s Kitchen) to amend a previous PUD approved in 2013 to allow a food truck or trailer. Nine (9) Special Exception cases were heard this year. These requests included: Anderson Communications Tower, Verizon-Hardware Drive Communications Tower, AT&T Communications Tower, Bland Assembly Hall, Perkinson-Animal Boarding Place, Hamlin Home Professional and Trade Office, Pet Farm Life Animal Boarding Place, Olivieri-Rodriguez Cottage Industry and Boisclair Cottage Industry.

The 2019 Planning Commission Members
Chairman Joseph E. Simmons, James A. Easter, R. Stephen Brockwell, V. Clarence Joyner Jr., Vice-Chairman Alex W. Bresko, Jr., Floyd M. Brown, and Imogene S. Elder

The 2019 Board of Zoning Appeals
Chairman Charles G. Leonard
Erma R. Brown, William D. Kreider
Linda E. McAllister
Vice-Chairwoman Carol Dois Woodward
The Department performs a variety of reviews, permitting, inspections and enforcement actions in each division. While activities have been detailed for each division individually, included below is a brief summary of activity totals across the entire department.

### 2019 Department Activity Summary

5356 Applications, Reviews & Investigations
- 1918 Construction Permit Applications
- 710 Zoning approval requests
- 332 Zoning certificates issued
- 419 Complaints Investigated
- 237 Enforcement Actions
- 1 Court Hearing
- 53 Subdivision Plats and Site Plans
- 25 Zoning Cases submitted
- 278 Land Disturbance and E&SC Applications
- 1383 Construction Plan Reviews

8085 Total Inspections
- 6110 Building Inspections
- 704 Code Compliance, Zoning, Property Maintenance Inspections
- 1088 E&S Inspections
- 117 Environmental Inspections
- 10 Planning Inspections
- 52 Stormwater Inspections
- 4 Fire Incident Inspections

### Department Totals

- Total Applications & Reviews: 2017 (3732), 2018 (4588), 2019 (5356)
- Total Inspections: 2017 (6792), 2018 (7181), 2019 (8085)