

Issue Analysis Form

Date: September 25, 2018 – Board of Supervisors

Item: Prince George Ruritan Club, LLC Special Exception

Lead Department: Community Development – Planning

Contact Person: Horace Wade, CFM, Planner



Description and Current Status

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.

Government Path

Does this require IDA action?

☐ Yes ☒ No

Does this require BZA action?

☐ Yes ☒ No

Does this require Planning Commission action?

☒ Yes

August 23, 2018
Recommended for
Approval by 6-0 vote

Does this require Board of Supervisors action?

☒ Yes

September 25, 2018

Does this require a Public Hearing?

☒ Yes ☐ No

If so, before what date?

n/a

Fiscal Impact Statement

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.

County Impact

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.

Notes

n/a

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 25th day of September, 2018:

Present:

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

Vote:

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(0A)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.

Adopted on September 25, 2018 and becoming effective immediately

**BOARD OF SUPERVISORS
SPECIAL EXCEPTION SUMMARY REPORT**

CASE NUMBER: SE-18-02

APPLICANTS: Prince George Ruritan Club, LLC

LOCATION: West of 4620 Melfore Drive and along Ruffin Road
Prince George, VA 23875

TAX MAP: 240(0A)00-114-N

REQUEST: Special Exception to permit an Assembly Hall

EXISTING ZONING: R-A, Residential Agricultural Zoning District (hall)
R-2, Limited Residential Zoning District (corridor)

EXISTING USE: Vacant

PROPOSED USE: Assembly Hall use

UTILITIES: Well and Septic

REAL ESTATE TAXES: Delinquent taxes are not owed to the County

MEETING INFORMATION:

Planning Commission: Thursday, August 23, 2018 at 6:30 p.m.

**Planning Commission Recommended Approval 6-0 with
conditions – with no public hearing comments provided**

Board of Supervisors: Tuesday, September 25, 2018 at 7:30 p.m.

ATTACHMENTS:

1. Special Exception Application
2. Staff Report and GIS Map of the surrounding properties

PRINCE GEORGE COUNTY, VIRGINIA
BOARD OF SUPERVISORS STAFF REPORT
SPECIAL EXCEPTION SE-18-02 PRINCE GEORGE RURITAN CLUB LLC
PUBLIC HEARING DATE: SEPTEMBER 25, 2018

Request:

A Special Exception to permit an Assembly Hall use in a R-A, Residential – Agricultural District.

Case Summary:

The applicant, Prince George Ruritan Club, LLC, is a 501(c)3 nonprofit community organization that is proposing to operate an assembly hall use for annual fundraisers, club and board meetings, public event rental, and community oriented events for use on the 6.04 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.

Comprehensive Plan:

The 2014 Comprehensive Plan identifies this area as appropriate for village center land uses located along Ruffin Road (SR 106). This use complies with the designation in order to make the transition to other commercial uses.

Existing Use and Surrounding Zoning:

The subject property is zoned R-A, Residential Agricultural (with R-2 corridor zoning) and is vacant. The properties to the north and east are zoned R-A and contain single family dwellings. The properties to the south contain an assembly hall, in a R-A Residential-Agricultural Zoning District, and a convenience store in the B-1, General Business Zoning District.

Building Inspections: Dean Simmons, CBO, Building Official – Fire Official:

The Inspections Division has reviewed this assembly hall request with respect to the 2012 Virginia Uniform Statewide Building Code (VUSBC) and the 2012 Virginia Statewide Fire Prevention Code and has no comments. Contact: (804) 722-8659 or via e-mail dsimmons@princegeorgecountyva.gov

VDOT – Petersburg Residency: Paul Hinson, PE, LEED AP

The Virginia Department of Transportation (VDOT) has indicated that the proposed use will require a VDOT commercial entrance. VDOT participated in the review of a site plan submitted for the proposed assembly hall. The site plan included the construction of the required commercial entrance and has been found acceptable by VDOT. Contact: (804) 863-4012 or via e-mail at paul.hinson@VDOT.virginia.gov

Recommendation:

Planning Commission and Staff recommend Approval of the Special Exception request for a proposed assembly hall use provided that the impact upon the surrounding property owners is minimal. Planning Commission and Staff have proposed recommended conditions to ensure that this use complies with all Federal, State and County Code requirements:

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.



APPLICATION FOR SPECIAL EXCEPTION - CONDITIONAL USE PERMIT

Department of Community Development and Code Compliance
6602 Courts Drive
Prince George, VA 23875
Planning Division (804) 722-8678
www.princegeorgecountyva.gov

OFFICE USE ONLY

APPLICATION #:

DATE SUBMITTED:

BY:

ZONING ORDINANCE
SECTION:

(PLEASE FILL-IN ALL BLANKS)

LEGAL OWNER(S) OF PROPERTY REQUESTED FOR PERMIT:

PRINCE GEORGE RESORT CLUB, LLC

ADDRESS:

P.O. Box 1325

CITY:

PRINCE GEORGE

STATE:

VA

ZIP CODE:

23875

PHONE NUMBER:

804-892-0532

E-MAIL ADDRESS:

KEVIN. ENGLISH@GMAIL.COM

TAX MAP OF SUBJECT PARCEL:

240(0A)00-114-N

RECORDED IN THE CIRCUIT COURT CLERK'S OFFICE:

DEED BOOK 12 PAGE 4151 Date 12/27/12 DEED RESTRICTIONS:

ACREAGE:

6.04

PARTIAL PARCEL:

☐ YES

☒ NO

SUBDIVISION:

PRESENT USE:

VACANT LAND

ZONING CLASSIFICATION

LAND USE CLASSIFICATION:

PRESENT ZONING:

R-1, R-2

AGENT OR REPRESENTATIVE OF PROPERTY OWNER(S), IF ANY (SPECIFY INTEREST):

NAME:

KEVIN W. WINFREE

ADDRESS:

19201 INDIAN AVE.

CITY:

S. PRINCE GEORGE

STATE:

VA

ZIP CODE:

23805

PHONE NUMBER:

804-892-0532

E-MAIL:

KEVIN. ENGLISH@GMAIL.COM

PROVIDE A GENERAL DESCRIPTION OF THE PROJECT: (ATTACH A SEPARATE LETTER IF NECESSARY)

SEE ATTACHED -

AFFIDAVIT

A. The undersigned (1) Property Owner or (7) 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.

SIGNED:

[Signature]

DATE: 7-20-18

MAILING ADDRESS: 19201 INDIAN RD

CITY/STATE/ZIP: S. PRINCE GEORGE VA 23805

PHONE NUMBER: 804-892-0532

E-MAIL ADDRESS: KEVIN.ENGLISHMILLS@GMAIL.COM

STATE BELOW THE NAME, ADDRESS, AND PHONE NUMBER OF PERSON(S) TO BE CONTACTED REGARDING THIS APPLICATION IF OTHER THAN ABOVE PERSON(S):

NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

STATE OF VIRGINIA

COUNTY OF: PRINCE GEORGE

Subscribed and sworn before me this 20th day of July, 2018.

My Commission expires: May 31, 2022

Lindsay A Lane

Notary Public



AFFIDAVIT

Uses:

To build a facility that will become the home of the Prince George Ruritan Club.

We expect to use the facility for our 3-4 annual fundraisers, monthly club & board meetings, occasionally rented to the public for events, Christmas tree sales, bingo, stews, yard sales, and other community oriented events to promote fellowship and community involvement serving the mission of the Prince George Ruritan Club, to serve the County, as restricted by Prince George County officials. Currently, we hold annually a Seafood and BBQ Feast, Steak Feast, and Shrimp and Oyster feast at Scott Park as our annual fundraisers. In addition, we provide concessions for the annual Hometown Heroes event at Scott Park. We have other club fund raisers, such as an annual golf tournament at Prince George Golf Course. We would enjoy the option of additional, similar, fund raisers on this location as permitted.

We foresee eventually moving the majority of the Ruritan events, currently held at Scott Park, to this location. We also foresee allowing meetings of the local Fraternal Order of Police chapter (approximately 9 meetings per year and 2 fund raisers) to be held at this location. Further, upon completion, this facility shall be used as a County disaster shelter (per further discussion and compliance with any regulations imposed by County Officials) if so needed by the County.

Our goal, as a 501-C-3, nonprofit, community service organization, is to further community service and promote community involvement in Prince George County and provide a safe and secure meeting place for community organizations, groups, entities, and individuals to further community relations and fellowship. We have contributed countless dollars to the Prince George Emergency Crew, Prince George Police K-9 program, Super Kids organization, College scholarships to County youth, P. G. Triad, and many other worthy, County organizations over our years of existence. We expect that the construction of this facility will allow our organization to further and expand these contributions.

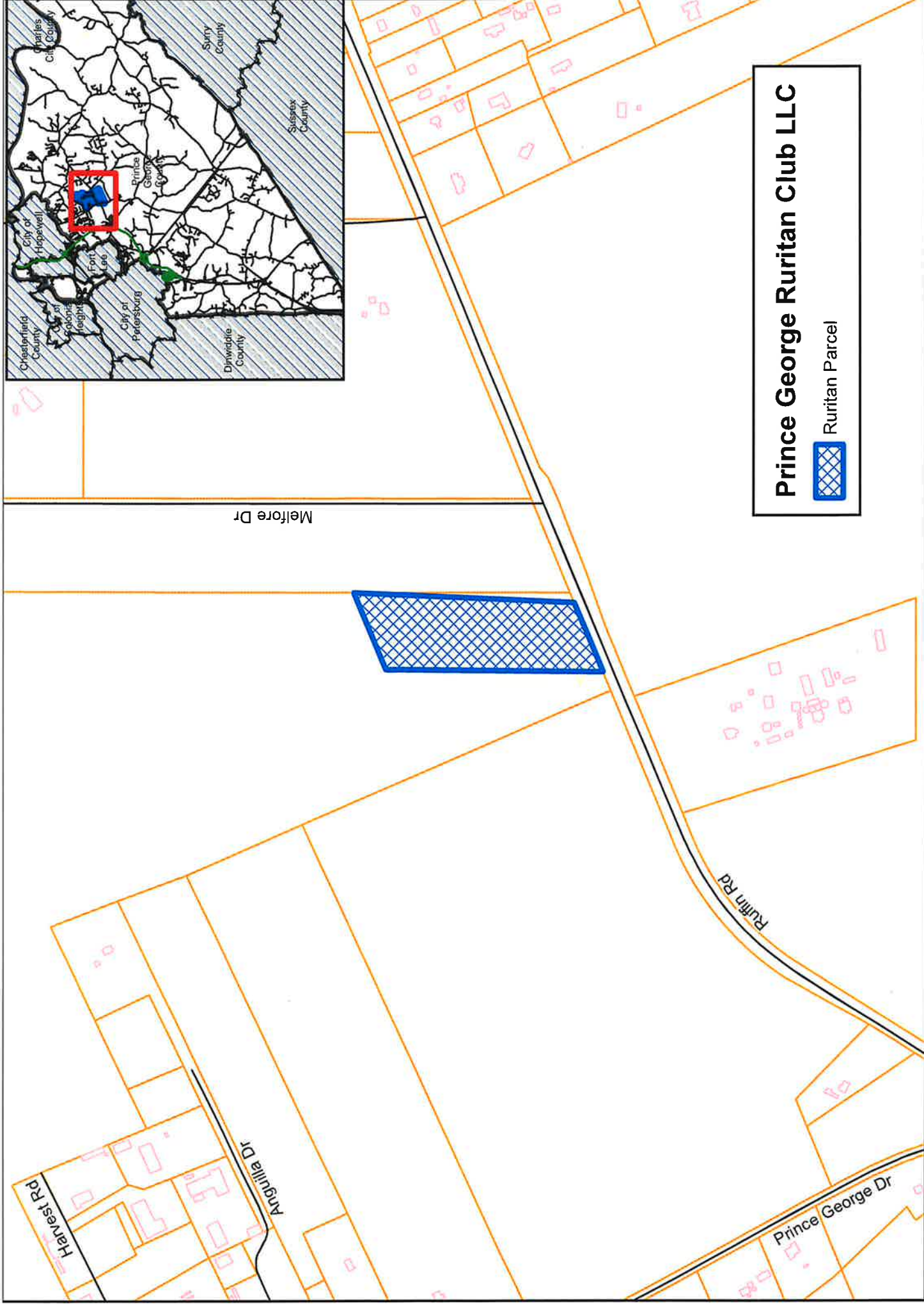
We do not expect any meetings or events to extend beyond the normal hours of 8am- 11pm as respect for neighboring properties is considered. We do not expect any event or meeting to cause extreme traffic issues or noise problems as these would be counterproductive to our mission of community.

Our organization constructed the current pavilion facility at Scott Park and would continue to use this new facility in a similar manner. Our chapter of Ruritan National has been in existence for approximately 80 years and take pride in our stellar reputation in the community. We intend to use our new facility, upon completion, in a way that is responsible, pleasing to the community and County Officials, and promotes our overall mission of Community Service in Prince George County.

Thank you in advance for considering this application and we look forward to working to build a strong community that is Prince George County!

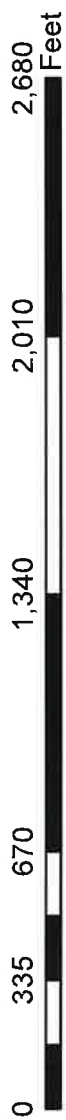
Kevin W. Winfree

2018 President, Prince George Ruritan Club



Prince George Ruritan Club LLC

 Ruritan Parcel



**Department of Community
Development & Code
Compliance**



*Julie C. Walton, Director
Dean Simmons, Building Official
Douglas Miles, Planning Manager*

County of Prince George, Virginia

"A global community where families thrive and businesses prosper"

September 13, 2018

BOARD OF SUPERVISORS - NOTICE OF PUBLIC HEARING

Dear owner, agent or occupant of each parcel involved that is abutting property and property immediately across the street or the road from the property affected:

This is notification that the Prince George County Board of Supervisors will hold a public hearing on **Tuesday, September 25, 2018 beginning at 7:30 pm** in the Board Room, located on the third floor of the County Administration Building, 6602 Courts Drive, Prince George, Virginia, to consider the following request that involves the Prince George County Zoning Ordinance:

SPECIAL EXCEPTION SE-18-02 Request of Prince George Ruritan Club LLC, pursuant to § 90-103 (9) to permit an assembly hall use to be located west of 4620 Melfore Drive and along Ruffin Road and is known as Tax Map 240(0A)00-114-N in an R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses.

A copy of the related materials may be examined in Planning and Zoning in the County Administration Building or call 804.722.8678 and the department is open from 8:30 am to 5:00 pm Monday - Friday. All interested persons shall have the opportunity to be heard at said public hearing. We have included a GIS Map showing the general location of the request site for your use.

Sincerely,

Horace Wade III

Horace H. Wade III, CFM
Planner

**PUBLIC NOTICE
COUNTY OF PRINCE
GEORGE**

Public Notice is hereby given to all interested persons regarding the following public meeting: The Prince George County Board of Supervisors

will hold public hearings on Tuesday, September 25, 2018 beginning at 7:30 p.m. concerning the following public hearing requests:

SPECIAL EXCEPTION SE-18-02 Request of Prince George Ruritan Club LLC, pursuant to §90-103 (9) to permit an assembly hall use to be located west of 4620 Melfore Drive and along Ruffin Road and is known as Tax Map 240(0A)00-114-N in an R-A, Residential – Agricultural District. The Comprehensive Plan calls for village center uses. **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 village center uses. **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)00-011-0 in an R-A, Residential–Agricultural District. The Comprehensive Plan calls for village center uses.

The meeting will be held in the Board Room, third floor, County Administration Building, pursuant to §15.2-2204, §15.2-2225 and §15.2-2285, The Code of Virginia (1950, as amended). A copy of the related material may be examined in Planning and Zoning in the County Administration Building and is open from 8:30 a.m. to 5:00p.m., Monday – Friday, (804)722-8678. All interested persons shall have the opportunity to be heard at said public hearings.

Percy C. Ashcraft
County Administrator