

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

May 24, 2022

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

**MEETING CONVENED.** Chair Marlene J. Waymack called a regular meeting of the Board of Supervisors of the County of Prince George, Virginia, to order at 5:00 p.m. on May 24, 2022 in the Boardroom, County Administration Building, 6602 Courts Drive, Prince George, Virginia.

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

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

Also present was: Jeff Stoke, County Administrator; Betsy Drewry, Deputy County Administrator; Julie C. Walton, Deputy County Administrator; and Dan Whitten, County Attorney.

**CLOSED SESSION**

**E-1. Resolution; Closed Session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to (a) two employees of the Board of Supervisors, (b) Clerk of the Circuit Court, (c) Commissioner of Revenue, (d) Commonwealth’s Attorney, (e) Sheriff, (f) Treasurer and (g) Registrar.** Mr. Brown made a motion, seconded by Mr. Hunter, that the Board convene closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to (a) two employees of the Board of Supervisors, (b) Clerk of the Circuit Court, (c) Commissioner of Revenue, (d) Commonwealth’s Attorney, (e) Sheriff, (f) Treasurer and (g) Registrar.

R-22-101

E-1.

**RESOLUTION; CLOSED SESSION FOR (I) SECTION 2.2-3711.A.1 – DISCUSSION OR CONSIDERATION OF THE ASSIGNMENT, APPOINTMENT, PROMOTION, PERFORMANCE, DEMOTION, SALARIES, DISCIPLINING OR RESIGNATION OF A SPECIFIC PUBLIC OFFICER, APPOINTEE OR EMPLOYEE OF THE PUBLIC**

BODY; I FURTHER MOVE THAT SUCH DISCUSSION SHALL BE LIMITED TO (A) TWO EMPLOYEES OF THE BOARD OF SUPERVISORS, (B) CLERK OF THE CIRCUIT COURT, (C) COMMISSIONER OF REVENUE, (D) COMMONWEALTH'S ATTORNEY, (E) SHERIFF, (F) TREASURER AND (G) REGISTRAR

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, does hereby vote to enter closed session for (i) Section 2.2-3711.A.1 – Discussion or consideration of the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of a specific public officer, appointee or employee of the public body; I further move that such discussion shall be limited to (a) two employees of the Board of Supervisors, (b) Clerk of the Circuit Court, (c) Commissioner of Revenue, (d) Commonwealth's Attorney, (e) Sheriff, (f) Treasurer and (g) Registrar.

On roll call the vote was:

In favor: (5) Waymack, Webb, Hunter, Brown, Carmichael

Opposed: (0)

Absent: (0)

**E-2. Resolution; Certification of Closed Session.** At 6:00 p.m., Mr. Webb made a motion, seconded by Mr. Carmichael, 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. Chair Waymack 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 Chair asked that the roll be called on the motion.

R-22-101A

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 24<sup>th</sup> day of May, 2022 does hereby certify that, to the best of each Board Member's knowledge, (1) only public business lawfully exempted from open meeting requirements where discussed, and (2) only matters identified in the convening motion were discussed.

On roll call the vote was:

In favor: (5) Brown, Waymack, Webb, Hunter, Carmichael

Opposed: (0)

Absent: (0)

**Work Session**

Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that the introduced General Fund Budget was \$69,069,370. As the Board is aware, the County has received updated real

estate assessed values just prior to the work session on March 29 and the Board did adjust the tax rates to advertise for both real property and personal property. The real property reduction was .86 to .82 and the personal property reduction was \$4.25 to \$3.90. That resulting in a reduction in personal property revenues of nearly \$201,000. Social Services revenues were increased by \$803. There were some expenditure changes that resulted from these revenue changes were the transfer to the School Division, health insurance premiums, and the transfer to RCJA. In addition, the County also received some updated experience from employees that created a higher step placement, which totaled just over \$118,000. We also increased our General Fund transfer to the CIP Fund for both apparatus and equipment in accordance with County ordinances. The General Fund Contingency was increased by \$52,000. The budget that was advertised for the budget public hearing was \$68,951,487, which is \$117,883 than what was introduced on March 22. Since the advertisement, there have been some changes made on the expenditure lines based on updated information. There are no revenue changes proposed from what was advertised on March 29. We could see some changes from the Compensation Board and/or Social Services when the General Assembly does approve their budget. As a result of the award for janitorial services, we need to increase what was included in the introduced budget by \$20,425 to satisfy the contract. Mr. Stoke also provided an update on May 5 for Riverside Regional Jail. They have increased the per diem by \$1.50. That resulted increase is estimated at \$75,008. The County has been working with the Magistrate's Office in securing them a copier. That copier was included in the introduced and advertised budget. However, we actually had a copier that the County owned that was recently upgraded. They will be responsible for the maintenance. The Human Resources Director has adjusted the pay ranges a little bit and there has been staff turnover. That net increase is almost \$30,000. Additionally, Community Corrections has had some turnover, which resulted in a \$3,482 increase. Phone charges have experienced a little higher trend, which has resulted in a \$22,000 General Funds impact. With an end date of May 6 on health insurance open enrollment, there was a very small increase of \$1,400. Therefore, General Fund Contingency will need to drop by \$151,722. That still leaves the County with a Contingency for adoption of \$725,143 unless the Board did discuss changes in closed session that will need to be pulled into the budget. The County's current Contingency is still \$360,322 so it is still quite a bit higher than the adopted FY22 Contingency. All Funds is a very similar story. The All Funds budget was introduced at \$160,135,263. The General Fund changes between introduced and advertised were \$117,883. Utilities also increased based on service credit adjustment by just under \$300,000. RCJA again had a savings of \$13,000 initially. The local transfer to the School Division dropped by \$41,747 based on lowering the real estate and personal property tax rates. The County's Capital Fund increased by \$15,000 because the value of a penny increased for fire apparatus and equipment. The Interfund impact transfers between funds was \$33,627. Changes between the budget that was introduced and advertised were a \$121,874 reduction. The budget for adoption reflects a \$0 net change in the General Fund, RCJA is increasing by \$6,966, Capital Fund increased by \$15,033, and the Interfund impact was reduction of \$18,512. Total changes were \$3,483. The General Fund for adoption is \$68,951,487, which is a \$6,360,793 increase from FY22. The All Funds for adoption is \$160,016,873, which is a \$25.6 million increase from FY22.

Chair Waymack called for a recess at 6:17 p.m. The meeting reconvened at 7:00 pm.

**Invocation.** Pastor Chris Jenkins of Unity Baptist Church gave the Board's invocation. Pastor Jenkins invited the public to the Memorial Service of Mike Purvis, former Prince George County General Services Director, on Friday, May 27 at 10:00 a.m. for visitation and 11:00 am for the service.

**Pledge of Allegiance to U.S. Flag.** Gold Award Girl Scouts Kaitlynn Dean, Celeste Philpot, and Sydney Turcotte led the Pledge of Allegiance to the U.S. Flag.

**PUBLIC COMMENTS.** Chair Waymack announced that anyone wishing to come before the Board may do so at this time. She noted that this was the time for unscheduled general public comments. Chair Waymack opened the public comments at 7:05 p.m.

William Steele (County Line Road, Disputanta). Mr. Steele thanked the Board for the opportunity to attend the Strategic Plan Meeting. He thought it was a very good meeting heading the County into the right direction. He looks forward to seeing the Board follow through with what was talked about.

There was no one else to speak and the public comments period was closed at 7:08 pm. The following comments were submitted on the website and requested to be placed in the minutes:

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

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – May 10, 2022 Regular Meeting; May 14, 2022 Strategic Planning Meeting.

R-22-102

C-2.

RESOLUTION; COMMENDATION; KAITLYNN DEAN; ATTAINMENT OF GIRL SCOUTS GOLD AWARD

WHEREAS, Kaitlynn Dean of Girl Scout Troop 360 has earned her Girl Scouts Gold Award; and

WHEREAS, The Gold Award is a ninety hour project that is left as an annual project within the sponsor organizations; and

WHEREAS, Kaitlynn Dean has 450 community service hours with individual projects; and

WHEREAS, Kaitlynn has helped create a teen Community Emergency Response Team alongside the County with Donald Hunter and it will be continued through C.E.R.T as well as The Red Cross Youth Leadership High School Program. This program will teach how to be prepared in any emergency needed scenario and to be mindful and reactive without fear. Teens that are 14-18 are able to be in the program; and

WHEREAS, Kaitlynn Dean's dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, hereby commends and congratulates Kaitlynn Dean on attainment of the Gold Award in the Girl Scouts including her dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Kaitlynn Dean much success and happiness as she pursues her future goals.

R-22-102A

C-3.

**RESOLUTION; COMMENDATION; SYDNEY TURCOTTE; ATTAINMENT OF GIRL SCOUTS GOLD AWARD**

WHEREAS, Sydney Turcotte of Girl Scout Troop 360 has earned her Girl Scouts Gold Award; and

WHEREAS, The Gold Award is a ninety hour project that is left as an annual project within the sponsor organizations; and

WHEREAS, Sydney Turcotte has 450 community service hours with individual projects; and

WHEREAS, Sydney created a child's animal care learning program for the Prince George Animal Shelter along with a learning DVD & coloring books that she created. Sydney also created playground equipment from recycled playground materials and a dog park with all reclaimed items; and

WHEREAS, Sydney Turcotte's dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, hereby commends and congratulates Sydney Turcotte on attainment of the Gold Award in the Girl Scouts including her dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Sydney Turcotte much success and happiness as she pursues her future goals.

R-22-102B

C-4.

RESOLUTION; COMMENDATION; CELESTE PHILPOT; ATTAINMENT OF GIRL SCOUTS GOLD AWARD

WHEREAS, Celeste Philpot of Girl Scout Troop 281 has earned her Girl Scouts Gold Award; and

WHEREAS, The Gold Award is a ninety hour project that is left as an annual project within the sponsor organizations; and

WHEREAS, Celeste Philpot has 450 community service hours with individual projects; and

WHEREAS, Celeste created a playground giant foam puzzle that will have learning tools for elementary age special needs children as well as all children. Due to COVID, Celeste chose patterns, games, and the giant transportable puzzle to help play become learning as well as mental well-being. This 144 square feet inside /outside transportable playground map can be used at different locations; and

WHEREAS, Celeste Philpot's dedicated, conscientious participation and leadership in community and humanitarian activities are recognized and saluted.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, hereby commends and congratulates Celeste Philpot on attainment of the Gold Award in the Girl Scouts including her dedicated volunteer work achievements in the community.

BE IT FURTHER RESOLVED That this Board wishes Celeste Philpot much success and happiness as she pursues her future goals.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

## **PRESENTATIONS**

**S-1. Resolution; Commendation; Kaitlynn Dean; Attainment of Girl Scouts Gold Award.** Mr. Hunter presented the commendation to Kaitlynn Dean in the presence of her family and fellow Girl Scouts for her attainment of the Girl Scouts Gold Award.

**S-2. Resolution; Commendation; Sydney Turcotte; Attainment of Girl Scouts Gold Award.** Mr. Hunter presented the commendation to Sydney Turcotte in the presence of her family and fellow Girl Scouts for her attainment of the Girl Scouts Gold Award.

**S-3. Resolution; Commendation; Celeste Philpot; Attainment of Girl Scouts Gold Award.** Mr. Hunter presented the commendation to Celeste Philpot in the presence of her family and fellow Girl Scouts for her attainment of the Girl Scouts Gold Award.

## **SUPERVISORS' COMMENTS**

Mr. Hunter stated that it was an honor to recognize the three Gold Award recipients this evening.

Mr. Carmichael stated that in honor of Mike Purvis, he asked the public to pray for his family and to support the ALS Foundation if they can.

Chair Waymack agreed and asked for prayers for the Purvis family, the victims of the war in Europe, and the families in Texas.

## **COUNTY ADMINISTRATOR'S COMMENTS**

Mr. Jeff Stoke, County Administrator, stated that May 24 will be the last Zoom meeting for the County Board of Supervisors. The public may participate either in-person or by online form on the Board of Supervisors page of the County website. In addition, you may watch live or later on Swagit ([https://www.princegeorgecountyva.gov/live\\_stream/index.php](https://www.princegeorgecountyva.gov/live_stream/index.php)) through the website. The County strategic plan meetings with staff are being scheduled beginning the week of June 6 to create action items in line with Board priorities.

## **ORDER OF BUSINESS**

**A-1. Resolution; Adoption of the Annual Fiscal Plan for Fiscal Year 2022-2023.** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that the introduced FY2023 budget was presented to the Board of Supervisors and to the public on March 22, 2022. There has been growth in assessed property values (real estate and personal property), and reductions in the tax rates and elimination of the Motor Vehicle License fee (decal fee) were proposed in the introduced budget. On March 29, the Board of Supervisors further reduced the Real Estate and Personal Property Tax rates to advertise. The advertised tax rates were: Real Estate - \$0.82 [\$.04 drop from current \$0.86 rate]; Personal Property - \$3.90 [\$0.35 drop from current \$4.25 rate]; Machinery & Tools - \$1.50 [no change from current rate]; and Mobile Homes / Tangible PP - \$0.82 [\$.04 drop from current \$0.86 rate]. There is a proposed increase in water and sewer rates for FY2023 to address inflationary increases in the Utilities Fund budget, a self-supporting enterprise fund. Proposed is the use of \$6.2M in Utilities Fund cash reserves to complete several major capital projects. Proposed is also leveraging \$6M in ARPA funding for Utilities capital infrastructure projects; ARPA funding is not included in the budget proposal and will be appropriated separately following receipt of the second tranche of funding. The FY2023 General

Fund Budget introduced on March 22, 2022 totaled \$69,069,370 and was a \$6,478,675, 10.35% increase over the adopted FY2022 General Fund Budget. The FY2023 General Fund Budget as modified on March 29, and advertised totaled \$68,951,487 and is \$6,360,793, 10.16% higher than the adopted FY2022 General Fund Budget. The FY2023 General Fund budget for adoption mirrors the advertised budget, but does include some expenditure changes, with General Fund Contingency offsetting those changes. There are no revenue changes for adoption, and we may bring an amendment request once the General Assembly completes the state budget, and if state revenue impacts are material. The FY2023 General Fund Budget for adoption on May 24 totals \$68,951,487 and is \$6,360,793, 10.16% higher than the adopted FY2022 General Fund Budget. The Total FY2023 budget introduced on March 22, 2022 totaled \$160,135,263 (net of transfers) and was a \$25,744,800, 19.2% increase over the FY2022 adopted total budget. The FY2023 Total Budget as modified on March 29, and advertised totaled \$160,013,389 and was \$25,622,927, 19.1% higher than the adopted FY2022 Total Budget. The total budget increase is 52.6% attributable to School Budget growth, 30% attributable to Utilities budget growth and 14.5% attributable to General Fund growth. The FY2023 Total Budget for adoption on May 24 totals \$160,016,873, and is \$25,626,411, 19.1% higher than the adopted FY2022 Total Budget. The General Assembly had not completed the state budget as of the agenda item deadline of May 16. If the state approved pay increase for state-supported local positions (Compensation Board, Social Services, RCJA) is not 5%, a modification to the budget may be required, and can be accomplished as a budget amendment. The staff recommendation is to adopt the FY2023 budget with the state revenue projections included in the advertised budget, and adjust as needed through a budget amendment. The School Division will also need to submit a supplemental appropriation if approved state revenue figures are higher than those included in the budget for adoption. Prior to adoption, Mr. Hunter read the following statement: "As I have declared publicly on several occasions, I have worked for the County as the part-time Deputy Emergency Management Coordinator since April 15, 2013. Because my salary as the Deputy Emergency Management Coordinator exceeds \$5,000, I have a 'personal interest' in those transactions by the Board of Supervisors that would specifically affect my position with the Fire, EMS, and Emergency Management Department and would not participate in those discussions. Nevertheless, the Virginia Conflict of Interest Act allows me to participate in a broad range of transactions by the Board of Supervisors that generally affect the Fire/EMS Department as long as I make a public disclosure. Since I intend to participate and vote on the County budget, I publicly declare that: (1) I am a member of a group of more than three (3) persons who also work for the Fire, EMS, and Emergency Management Department who may be affected by the Board's 'transaction' of adopting a budget that affects the Department; (2) The budget 'transaction' affected the public generally; and (3) I am able to participate in the budget adoption that affects the Department fairly, objectively and in the public interest. I am asking the Clerk to record this statement, verbatim, in the minutes of the Board." Mr. Carmichael made a motion, seconded by Mr. Webb, to approve the budget as presented. Roll was called on the motion.

R-22-103

A-1.

RESOLUTION; ADOPTION OF THE ANNUAL FISCAL PLAN FOR FISCAL YEAR  
2022-2023



BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, does hereby adopt the annual fiscal plan for fiscal year 2022-2023.

The FY2023 budget for adoption is:

- The FY2023 General Fund Budget for adoption totals \$68,951,487 and is \$6,360,793, 10.16% higher than the adopted FY2022 General Fund Budget.
- The FY2023 Total Budget for adoption totals \$160,016,873 and is \$25,626,411, 19.1% higher than the adopted FY2022 Total Budget.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**A-2. Resolution; Award of Contract for Professional Engineering Services for the Evaluation, Design, Permitting and Construction Administration of the Route 156 Water Storage Tank And Pumping Station.** Mr. Frank Haltom, County Engineer, stated that a Request for Proposals, RFP # 22-09-0600, was advertised on January 11, 2022 to solicit professional engineering services for the evaluation, design, permitting and construction administration of the Route 156 Water Storage Tank and Pumping Station. The closing date for proposals was February 9, 2022. Seven proposals from qualified engineering firms were received. These proposals were evaluated by a committee made up of county staff based on the criteria outlined in the RFP. Four firms were selected to interview based on their evaluation scores. Upon completing the interviews, the committee selected Gannett Fleming. The County has received a proposal from Gannett Fleming, for the evaluation, design, permitting and construction administration of the Route 156 Water Storage Tank and Pumping Station for \$407,160. An appropriation is required to cover the costs of these services. Staff is requesting use of ARPA Funding for this project. \$407,160 is available in American Rescue Plan Act (ARPA) funds. The Board previously committed \$2,750,000 in ARPA Tranche 1 funding for Utilities projects, which is budgeted in a "holding / undesignated Utilities Project account" within the ARPA Fund. Staff recommends an award of contract for the evaluation, design, permitting and construction administration of the Route 156 Water Storage Tank and Pumping Station to Gannett Fleming for \$407,160. Staff also recommends the use of ARPA funds in the amount of \$407,160 to fund the costs of these services. Mr. Brown made a motion, seconded by Mr. Hunter, to approve the resolution to award the contract engineering services for the evaluation, design, permitting and construction administration of the Route 156 Water Storage Tank and Pumping Station to Gannett Fleming for \$407,160; and the appropriation of funds from Tranche 1 of ARPA funds in the amount of \$407,160 to fund the costs of these services. Roll was called on the motion.

R-22-104

A-2.

RESOLUTION: AWARD OF CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE EVALUATION, DESIGN, PERMITTING AND CONSTRUCTION ADMINISTRATION OF THE ROUTE 156 WATER STORAGE TANK AND PUMPING STATION.

WHEREAS, a request for Proposal, RFP #22-09-0600, was advertised on January 11, 2022 to solicit professional engineering services for the evaluation, design, permitting and construction administration of the Route 156 Water Storage Tank and Pumping Station; and

WHEREAS, seven proposals from qualified engineering firms were received and evaluated based on the criteria outlined in the RFP; and

WHEREAS, four firms were selected to interview and further evaluate, Gannett Fleming received the highest scores to perform the proposed tasks; and

WHEREAS, the County has received a proposal from Gannett Fleming, for the evaluation, design, permitting and construction administration of the Route 156 Water Storage Tank and Pumping Station for \$407,160; and

NOW, THEREFORE BE IT RESOLVED: that the Board of Supervisors of the County of Prince George this 26th day of April, 2022, hereby awards the contract for the evaluation, design, permitting and construction administration of the Route 156 Water Storage Tank and Pumping Station to Gannett Fleming for \$407,160.

NOW, THEREFORE BE IT FURTHER RESOLVED: that the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, does hereby authorize and appropriate the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
ARPA Fund		
Expenditures:		
Increase		
0231-04-104-3224-48405	ARPA Utilities Rt 156 Tank & Booster Project	\$407,160
Decrease		
0231-04-104-7003-43101	ARPA Utilities Professional Services*	\$407,160

\*Holding Account / Undesignated

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**PUBLIC HEARINGS**

**P-1. Public Hearing; SPECIAL EXCEPTION SE-22-01: Request of Duncan and Suzanne Fung pursuant to Prince George County Zoning Ordinance Section 90-103(9) to permit an Assembly Hall within a R-A, Residential Agricultural District. The subject property is approximately 33.7 acres in size, located at 9501 Lakes Fung Road and is identified as Tax Map 460(0A)00-034-0. The Comprehensive Plan indicates the property is suitable for Agricultural uses.** Ms. Julie Walton, Deputy County Administrator, Community Development, stated that the applicants built a residential dwelling on the subject property in 2021. The applicants built a residential dwelling on the subject property in 2021 with more than 5,700 square feet (SF) total, first floor 2,952 SF, finished half-story 1,771 SF, and a balcony 96 SF and open masonry porch 936 SF. They would not like to utilize the newly constructed building as a wedding venue. The venue is expected to hold four (4) events per month. When there are no scheduled events, the venue will be locked and no one will be living in the building. There will be a total of two restrooms available to venue guests and one warming kitchen. There will be no cooking or dish washing done at the venue. The maximum number of wedding guests will be 150 persons. There is a large graveled area on the right and front side of the building that should be able to accommodate 70+ cars. There are no employees because the event host will be responsible for their own services including catering and serving. Subcontractors will be hired to perform cleanup and setups, if needed. Event operation will be from 12 P.M. noon until 10 P.M. Access to the venue has been changed from utilizing a private road off Golf Course Drive to a private road, Lake Fungs Road, located off Robin Road. At the public hearing held in February of 2022, several residents raised issues/concerns about the use of the shared access road located off Golf Course Drive. The proposed venue also had a Golf Course Road address (9099 Golf Course Drive), which may have proved to be problematic as venue guests using GPS would have been guided to use the access road off Golf Course Drive. During the public hearing, a suggestion was made that the applicant request an address change. The applicant was agreeable to this change. The Commission postponed further discussion of the item for 60-days to allow the address situation to be resolved before moving forward with a vote. The applicant requested and received an address change from the County's GIS office on March 8, 2022. The new address is 9501 Lake Fungs Road. Due to the address change, another public hearing was required. An AOSE/PE report was submitted to the Health Department to increase septic tank capacity from 120 to 150 persons. The Health Department requested some minor changes to the proposed AOSE/PE design and a permit to upgrade is expected to be issued shortly. Staff will verify this prior to granting zoning approval for the business. The current well capacity is adequate for 150 people. The Planning Commission recommended approval, subject to the recommended conditions, including, but not limited to: hours of operation, Ingress and egress to the Assembly Hall, road improvements, adequate off-street parking, no on-site food preparation, approval by the State Health Department, trash/debris, signage, compliance with the Prince George County noise ordinance, required permits and licensures, abandonment, failure to comply, liability insurance, and occupancy limit. The applicant called in to answer any questions the Board may have. He stated that they live only 200 yards from the venue. Therefore, he plans to monitor all activities there. Chair Waymack opened the public hearing at 7:46 pm. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Carmichael, to approve the Special Exception as presented. Roll was called on the motion.

P-1.

SPECIAL EXCEPTION SE-21-0: Request of Duncan and Suzanne Fung pursuant to Prince George Zoning Ordinance Section 90-103(9) to permit an Assembly Hall (Wedding Venue) within a R-A, Residential Agricultural District. The subject property is approximately 33.7 acres in size, located at 9501 Lake Fungs Road and is identified as Tax Parcel 460(0A)-034-0. The Comprehensive Plan indicates the property is suitable for Agricultural uses.

BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-22-0, is granted as an amendment to the official zoning map with the following conditions:

1. The hours of operation for the Assembly Hall shall be Monday thru Saturday from noon until 10:00 P.M. All outdoor wedding ceremonies shall conclude by 7:00 P.M. All reception activities, to include dancing and music, shall be limited to indoors. There shall be no more than four (4) events held per month.
2. Ingress and egress to the Assembly Hall shall be restricted to Lake Fungs Road from Robin Road. The access gate to the property located off Golf Course Road shall be locked prior to each planned wedding event and a sign shall be posted stating access to the wedding venue is from Lake Fungs Road.
3. Lake Fungs Road shall be improved (additional gravel to be added) and routinely maintained by the applicant.
4. The applicant shall provide adequate off-street parking for events.
5. There shall be no on-site food preparation and no on-site dishwashing.
6. Staffing shall be provided for private parking and proper traffic circulation purposes with event personnel clearly marked as "Event Staff" for safety reasons.
7. Any temporary food service carts, portable toilets and handwashing stations that may be used for events shall be approved by the State Health Department.
8. The Assembly Hall shall be cleaned and all trash/debris removed from the premises after each event.
9. Signage shall be limited to one on-site freestanding sign no greater than sixty (60) square feet located outside of the VDOT right-of-way and meeting the setbacks requirements in the zoning ordinance for business signs.
10. The applicant shall take appropriate measures to ensure compliance with the Prince George County noise ordinance, as adopted, and enforced by the Police Department.
11. The applicant shall obtain and hold all required permits and licensures from both state and local regulatory agencies which may include, but are not limited to, the following: well and septic permits from the Department of Health; commercial entrance permit from the Virginia Department of Transportation (VDOT); permit(s) from Virginia's Alcoholic Control Board (ABC) for any on-site consumption/sale of alcoholic beverages; change of

use of permit from the Building Official and compliance with applicable building codes; and local business license from the Commissioner of the Revenue.

12. The Special Exception shall become null and void if the use is abandoned for a period of twenty-four (24) consecutive months.
13. 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.
14. The applicant shall possess and maintain liability insurance in an amount no less than \$1 million dollars.
15. Occupancy shall not exceed 150 persons per event.
16. A Site Plan shall be required to be prepared and approved prior to submittal of the Change of Use Application to the Building Official's Office.

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Adopted on May 24, 2022 and becoming effective immediately.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**P-2. Public Hearing; COMPREHENSIVE PLAN AMENDMENT CPA-22-01: Request of Prince George County to amend the Prince George County Comprehensive Plan to incorporate the adopted Solar Energy Facility Siting Policy as a new Appendix D.** Ms. Julie Walton, Deputy County Administrator, Community Development, stated that Staff proposes to amend the Comprehensive Plan to specifically reference the Solar Energy Facility Siting Policy in a new Appendix D. The County adopted the Siting Policy in 2020 to establish a common understanding for all stakeholders (applicants, citizens, Staff, PC, BOS) of what are the County's expectations regarding desired locations and design standards for proposed solar energy facilities. The Policy was adopted following a public process with extensive community input. The Policy was intended to aid the County in reviewing applications without codifying requirements into the Zoning Ordinance or Comprehensive Plan, which allows for greater adaptability for applicants and Staff in an actively evolving regulatory environment for solar facilities. Virginia State Code §15.2-2232 requires that the Planning Commission determine whether each proposed solar facility is in "substantial accord" with the Comprehensive Plan. The existing language in Prince George County's Comprehensive Plan may be used for these determinations; however, Staff proposes that formally referencing the Policy in the Comprehensive Plan will provide a more solid foundation for substantial accord reviews, and will benefit the applicants, Staff, the Planning Commission and the Board of Supervisors. The Planning Commission recommended approval of the amendment. Staff, on behalf of the Planning Commission, has proposed a draft ordinance for consideration and is requesting a motion to approve the amendment. Chair Waymack opened the public hearing at 7:50 pm. There was no one to speak and the public hearing was closed. Mr. Brown made a motion, seconded by Mr. Webb, to approve the ordinance amendment as presented. Roll was called on the motion.

P-2.

COMPREHENSIVE PLAN AMENDMENT CPA-22-01: Request of Prince George County to amend the Prince George County Comprehensive Plan to incorporate the adopted Solar Energy Facility Siting Policy as a new Appendix D.

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

- (1) That the Prince George County Comprehensive Plan be amended to incorporate the adopted Solar Energy Facility Siting Policy as a new Appendix D.*
- (2) This ordinance shall be effective immediately upon adoption.*

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Adopted on May 24, 2022 pursuant to Sections 15.2-2204 and 15.2-2229 The Code of Virginia (1950, as amended) and becoming effective immediately.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**ORDER OF BUSINESS (cont'd)**

**A-3. Resolution; Approval of Donation of Thirty-Five Surplus Vehicle Docking Stations to Fort Lee Police Department.** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that the Prince George County Police Department has thirty-five (35) Getac V110 Vehicle Docking Stations that are incompatible with recently upgraded Dell laptops. These docking stations have been declared surplus, and the Fort Lee Police Department can use them. Donation of such property to another governmental entity is allowed under the Code of Virginia §15.2-953(C). Mr. Brown stated that it would be nice if this is approved, that the donation be publicly made to Fort Lee. Mr. Hunter made a motion, seconded by Mr. Webb to approve the donation of thirty-five (35) Getac Vehicle Docking Stations to the Fort Lee Police Department. Roll was called on the motion.

R-22-105

A-3.

**RESOLUTION; APPROVAL OF DONATION OF THIRTY-FIVE SURPLUS VEHICLE DOCKING STATIONS TO FORT LEE POLICE DEPARTMENT**

WHEREAS, The Prince George County Police Department has thirty-five Getac V110 Vehicle Docking stations that are incompatible with recently upgraded Dell laptops; and

WHEREAS, Fort Lee Police Department has compatible equipment and can utilize these vehicle docking stations; and

WHEREAS, This equipment has been declared surplus; and

WHEREAS, Donation of such property is allowable under the *Code of Virginia* §15.2-953(C);

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, does hereby approve the donation of thirty-five surplus Getac V100 Vehicle Docking Stations to the Fort Lee Police Department.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**A-4. Resolution; Appropriation (\$68,413 Riverside Regional Jail Rainy Day Funds for Distribution Back to Riverside Regional Jail).** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that based on actions approved at a May 5, 2022 Riverside Regional Jail Board meeting, we anticipate receiving a distribution of Rainy Day Funds from Riverside Regional Jail in the amount of \$68,413. RRJA is projecting a FY2022 revenue shortfall at fiscal year-end. RRJA's bond covenants require that revenues exceed expenses during the year. In the event of a shortfall, RRJA distributes funds from existing fund balances (Rainy Day Fund) to the member localities and have those same funds paid back to RRJA as a special assessment. Those special assessments are recorded as revenue by RRJA, which satisfies the bond requirements. The net impact to the County will be zero, as the County will only pay out what has been received. On May 5, 2022 at the Regional Jail Authority Board Meeting, members approved a resolution giving the Superintendent authority to return \$500,000 in Rainy Day Funds to members (Option 2). Those proceeds were allocated among member jurisdictions based on a percentage of charges for prisoner housing for the current fiscal year. \$68,413 was the computed distribution to Prince George County. The County has received the check. Those proceeds must be paid back to Riverside Regional Jail by June 30, 2022. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the appropriation of RRJ Rainy Day Fund Distribution and subsequent payment back to RRJ in the amount of \$68,413.

R-22-106

A-4.

**RESOLUTION; APPROPRIATION (\$68,413 RIVERSIDE REGIONAL JAIL RAINY DAY FUNDS FOR DISTRIBUTION BACK TO RIVERSIDE REGIONAL JAIL)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, does hereby authorize the following increase of funds within the 2021-2022 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
<u>Expenditure:</u>	
0100-03-300-0907-43841	General Fund: Riverside Jail Distribution - Special Assessment     \$68,413
 <u>Revenue:</u>	
0100-10-508-8114-319215	General Fund: Regional Jail Rainy Day Funds Distribution     \$68,413

On roll call the vote was:  
 In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael  
 Opposed: (0)  
 Absent: (0)

**A-5. Resolution: Acceptance of Deed of Temporary Construction Easement Located on Parcel Id: 540(02)00-002-A for an Outfall Ditch.** Ms. Julie Walton, Deputy County Administrator, Community Development, stated that the County is establishing an outfall ditch to provide positive drainage from an existing cross pipe under Arwood Road running 300’ to its end across property owned by Sarah R. McBride and identified as Parcel #540(02)00-002-A. The work requires a temporary construction easement approximately 25’ in width x 300’ in length. There is a deed of temporary construction easement for the Board’s consideration. Mr. Hunter made a motion, seconded by Mr. Webb, to authorize the County Administrator to sign the Deed of Temporary Construction Easement between the County and Sarah R. McBride. Roll was called on the motion.

R-22-107

A-5.

**RESOLUTION: ACCEPTANCE OF DEED OF TEMPORARY  
 CONSTRUCTION EASEMENT LOCATED ON PARCEL ID: 540(02)00-002-  
 A FOR AN OUTFALL DITCH**

WHEREAS, the Prince George County Board of Supervisors has determined that it is in the best interest of the County and its citizens to construct an outfall ditch to provide positive drainage from the existing cross pipe under Arwood Road running 300’ to its end across Parcel #540(02)00-002-A; and

WHEREAS, the County needs a temporary construction easement for the project; and

WHEREAS, the County’s Stormwater Utility Fund is designed and utilized for such projects.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George this 24<sup>th</sup> day of May, 2022, does hereby approve the signing of the Deed of



Temporary Construction Easement between the County of Prince George, Virginia and Sarah R. McBride.

On roll call the vote was:

In favor: (5) Hunter, Webb, Brown, Waymack, Carmichael

Opposed: (0)

Absent: (0)

**ADJOURNMENT.** Mr. Brown moved, seconded by Mr. Webb to adjourn. Roll was called on the motion.

On roll call the vote was:

In favor: (5) Hunter, Brown, Webb, Waymack, Carmichael

Opposed: (0)

Absent: (0)

The meeting adjourned at 7:59 p.m.

[Draft Minutes prepared June 1, 2022 for consideration on June 14, 2022; adopted by unanimous vote.]

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Marlene J. Waymack  
Chair, Board of Supervisors

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Jeffrey D. Stoke  
County Administrator