

# Issue Analysis Form



**Date:** January 10, 2023  
**Item:** Correction of November 22, 2022 Approved Minutes  
**Lead Department(s):** County Attorney  
**Contact Person(s):** Dan Whitten

## Description and Current Status

The incorrect Ordinance was inadvertently placed under Item P-1 of the approved November 22, 2022 Board of Supervisors Minutes. In compliance with Robert's Rules of Order, the County Attorney is requesting that the Board approve the attached corrected minutes. Since all Board members were present at the November 22, 2022 meeting, this item has been placed on the Consent Agenda.

## Government Path

- Does this require IDA action?**  Yes  No
- Does this require BZA action?**  Yes  No
- Does This require Planning Commission Action?**  Yes  No
- Does this require Board of Supervisors action?**  Yes  No
- Does this require a public hearing?**  Yes  No
- If so, before what date?**  Yes  No

## Fiscal Impact Statement

## County Impact

## Notes

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

November 22, 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 6:00 p.m. on November 22, 2022 in the Boardroom, Third Floor, 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.

**Work Session**

Mr. Chris Talmage, Fleet Manager, stated that the County currently has eight fuel sites; the County Complex and seven Fire/EMS Stations. The County Complex Site requires a magnetic stripe card assigned to each vehicle with a required pin number and manual mileage entry. An incorrect mileage entry will disable fuel dispensing. The Fire/EMS Stations have a handwritten usage log. This is an honesty and integrity system and does not allow mileage entry. The mileage is manually reported monthly to Fleet Management. The fuel has a padlock security. Staff is proposing Assetworks' FuelFocus software. Assetworks' Fleetfocus is currently used for shop operations and asset management. The integration between FleetFocus and FuelFocus would eliminate human error by automating the system. There would be efficiency and accuracy through automation. The software notifies the vehicle operator of maintenance due, and it tracks life cycle and overall vehicle costs. Each vehicles has its own RF Vehicle ID Box and nozzle transponder installed. It validates and updates meter readings in real-time. It also has inventory control. The software will report fuel consumption and excessive usage. A lost swipe card versus a nozzle transponder is inoperable if removed. It cannot be used on other vehicles or containers. The transponder reads diagnostic trouble codes. There is less opportunity for human error. There is security of fuel and eliminates opportunity for misuse. Employee ID can be required for each transaction. The estimate for FuelFocus Hardware and Services is \$271,563.04. The estimate for Site Ready Services is \$123,200.00 for a total of \$394,763.04. Mr. Webb asked if this software would also help with leveling the preventative maintenance. Mr. Talmage stated that it would. This data would also be good for warranty work as well. Mr.

Brown asked if Staff is requesting that this be considered in the next budget cycle. Mr. Talmage confirmed yes.

Ms. Betsy Drewry, Deputy County Administrator, Finance, gave an FY23 preliminary General Fund Revenue overview. On its November 9 meeting, the Board received comparison information on Public Safety Salaries. There was a request to increase starting pay and salaries for Police Officers and Fire EMS Direct Response Personnel effective January 1, 2023 at an FY2023 half-year cost of \$361,225 and full year cost FY2024 and beyond at \$722,450. It was at the Board's request to receive a preliminary FY2024 Revenue Overview to know if this request was affordable in FY2024 and beyond. Real Estate Tax revenue is the largest General Fund Revenue Source (41.5% of FY2023 GF Budget). The Real Estate Assessor provided preliminary January 1, 2023 land book information on November 4. The tax revenue is projected to grow at 6.74% at keeping the tax rate at \$0.82 / \$100. This only reflects new parcels and new construction values through 9/30/2022 (approximately \$17 million); Net of that new construction growth is 6.5%. Projected real estate tax revenue increase (keeping tax rate at \$0.82 / \$100 – not equalizing) – FY2024 over FY2023 is \$1,879,000 (6.57%) – considers % collectible and tax relief. The value of \$0.01 in real estate tax revenues would grow by \$21,000 from \$348,000 to \$369,000 {increases in contributions to Apparatus and Fire/EMS Equipment (PG Ordinance §74-4 & 74-6) Capital Fund is \$63,000}. Projecting to leave personal property tax revenues at FY2023 levels (flat; no increase) and using prior year actual collections more than current year trend (only collections through 10/31/2022 available) {Sales Tax & Permit and Planning Fees} with the BPOL estimated at 80% of FY2022 collections and Social Services State and Federal Revenues left at FY2023 levels. In addition, using School Revenue Sharing % for FY2023 (40.17%); School 2022-23 Fall Membership not published and population estimates from Weldon Cooper available mid to late January). Based on those projections, there should be a 3.08% increase (\$2,123,177) in General Fund Revenues in FY24, making the School Transfer have a projected increase of 3.91% (\$725,671) in FY24. After the devotion to Apparatus and FEMS Equipment, this leaves \$1,334,506. If the Board chose to approve the Public Safety Salary Increases (\$722,450), then known obligations including the Public Safety Radio Maintenance (\$392,444) and Next Gen 911 (\$66,000) would leave a balance of \$153,612 for other uses. Ms. Drewry then talked about funding streams for Capital Projects and purchases. Staff is providing the Board with multiple requests for initiatives, projects and purchases with various funding sources (planned and unplanned). The volume and dollar amount of requests can be significant. This raises questions about affordability and potential burden to the taxpayer. Funding streams can be confused or get “tangled”. Funding sources for projects and purchases currently in development and under discussion include General Fund Contingency, General Fund, Fund Balance, Series 2019 Borrowing (Station 5), Series 2017 & 2018 Borrowing for Public Safety Radio Project and SNAP Interest, Future Bond Issuance for Water and Sewer, and Water and Sewer ARPA Funding, McEachin Federal Funding and Utility Cash Reserves. The General Fund Contingency balance is currently \$554,495.50. If the Public Safety Salary Increases are approved, it will drop to \$193,270.50. The General Fund, Fund Balance represented accumulated excess General Fund Revenues over Expenditures. The balance is \$33,403,287, which is \$19.9 million more than the policy-required balance (12.5%). There is an expected contribution in FY22 of \$4,444,673, which will bring the balance to \$37,847,960. Some recommended or possible uses of that fund would be School Carryover transfer to the health balance (\$386,031.82), County Administration Boilers (\$87,614), Circuit Courtroom

Construction (\$1,396,000), Circuit Courtroom Non-Construction (\$715,372.73), FY2022 Buses and Cars (\$548,121), Fuel Focus (\$295,000), Convenience Station #2 (TBD), and a rebate to Personal Property to taxpayers. The remaining balance of the Series 2019 Borrowing (Station 5) is \$2,850,493.11. Some recommended or possible uses for that fund include HVAC Upgrades at Station 5 (TBD), Alerting System Installation at Station 5 (TBD), and Remaining Renovations at Station 5 (TBD). Mr. Webb asked how Station 5 was over looked on the Alerting System. Ms. Drewry stated that it was because they were planning a new Station 5 at that time and the Director did not want to put the system in the existing station. The remaining balance of the Series 2017 & 2018 Series Bonds for the Public Safety Radio Project and SNAP Interest is \$1,078,884.83. Some recommended or possible uses of that fund include Additional Radios and Equipment (County & Schools), Year 1 Radio Maintenance (\$392,444), CAD Upgrade (TBD), Portable Generator (TBD), Alerting System for Station 5 (TBD), FEMS Reporting System Upgrade (TBD), and EOC Upgrade (TBD). Mr. Webb asked when they will have an amount for the liquidated damages on this Fund. Mr. Jeff Stoke, County Administrator, stated that they will not know until the project is finished sometime in the first part of January 2023. Mr. Brown asked when the County is subject to penalties on the borrowing. Ms. Drewry stated that they have not paid any arbitrage penalties on either of those two borrowings because interest rate earnings have been so low. Mr. Brown stated that should be a factor when deciding which of those two borrowings will be used for the alerting system. Mr. Webb asked if the penalty could increase with the fact that the interest rates are going through the roof. Ms. Drewry stated that it could. The Future Bond Issuance Fund for Water and Sewer will be \$28,326,000 in debt that will be issued in the Fall/Winter 2023 for the Blackwater Regional Inceptor & Sewer Facilities and New 3 MGD Wastewater Pump Station and Force Main Construction. Debt will be repaid from the Public Utility Fund, not the General Fund. In addition, discussions have begun with the Director of Economic Development & Tourism regarding potential use of Economic Development Funds for debt repayment for projects that stimulate economic development. Mr. Brown reiterated that taxpayers on their own well and septic will not be contributing to these projects since it is coming out of the Utility Fund. ARPA Funding is committed solely to Utility projects; 24" Water Line Under Appomattox River (\$2.8 million) and Southpoint Force Main Re-Alignment (\$2.6 million) with the McEachin Federal Award going to the Central Water Extension on Route 10 (\$3,200,000) leaving a balance of \$2,400,000 from Utility Cash Reserves. In addition, Utility Cash Reserves will be going to Temple Avenue Tank & Booster Station (\$7,075,000).

Chair Waymack called for a recess at 6:53 p.m. The meeting reconvened at 7:00 p.m.

**Invocation.** Pastor Chris Jenkins of Unity Baptist Church gave the Board's invocation.

**Pledge of Allegiance to U.S. Flag.** Mr. Webb 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 7:02 p.m. There was no one to speak and the public comments period was closed.

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

C-1. Draft Minutes – November 9, 2022 Regular Meeting Minutes.

R-22-214

C-2.

RESOLUTION; PROCLAMATION; SMALL BUSINESS SATURDAY – NOVEMBER 26, 2022

WHEREAS, the County of Prince George, Virginia celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 32.5 million small businesses in the United States, small businesses represent 99.7% of firms with paid employees, small businesses are responsible for 62% of net new jobs created since 1995, and small businesses employ 46.8% of the employees in the private sector in the United States, and

WHEREAS, 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 70% report the day makes them want to encourage others to Shop Small®, independently-owned retailers, and 66% report that the day makes them want to Shop Small all year long; and

WHEREAS, 58% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar or café on Small Business Saturday in 2021; and

WHEREAS, the County of Prince George, Virginia supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday;

NOW, THEREFORE, I, Marlene Waymack, Chair of the Prince George County Board of Supervisors do hereby proclaim, November 26, 2022, as

## SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

## PRESENTATIONS

### SUPERVISORS COMMENTS

Mr. Webb wished everyone a safe and Happy Thanksgiving with family and friends.

Mr. Brown asked that everyone not get despaired by the violence going on in the world and enjoy Thanksgiving with family and friends as this nation is in much better order than others.

Mr. Hunter asked everyone to be safe and have a Happy Thanksgiving. Stay healthy and be smart.

Mr. Carmichael wished everyone a Happy Thanksgiving.

Chair Waymack asked that everyone be thankful for all that we have here in Prince George County and enjoy Thanksgiving.

### COUNTY ADMINISTRATOR'S COMMENTS

Mr. Jeff Stoke, Deputy County Administrator, stated that County offices will close at 12:30 pm on Wednesday, November 23 for the Thanksgiving break and re-open Monday, November 28. John Randolph Medical Center in Hopewell will change its name in December to TriCities Hospital. In addition, TriCities ER will become Prince George ER. A renaming ceremony will be held December 14 at 5pm at TriCities Hospital Café. There will be a Christmas Luncheon on Saturday, December 17 from Noon-3pm at the CWC, 11033 Prince George Drive. Please RSVP via online form or by phone before December 9. This event is open to the public.

## REPORTS

## POSTPONED ITEMS

## ORDER OF BUSINESS

**A-1. Resolution; Appropriation of Federal Local Assistance and Tribal Consistency Funds (LATCF) (\$50,000.00).** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that as discussed with the Board of Supervisors on October 25, 2022, Prince George County is eligible to Federal Local Assistance and Tribal Consistency (LATCF) Funds in FY2023 totaling \$100,000. The Board authorized Staff to apply for the funds on October 25. We received the first tranche of these funds on November 3, 2022. The funds can be used for any government purpose except political lobbying. The County Administrator has made a recommendation to use these funds towards the purchase of an integrated vehicle fuel management system. The Fleet Garage Manager provided an overview of the recommended system during the work session. Tranche 2 of another \$50,000 is expected sometime in calendar year 2023 (exact date unknown). The LATCF funding will not cover the entire cost of the system, and Staff will need to identify other funding sources. Other possible funding sources are – 1) any remaining / unused garage renovation capital budget; 2) General Fund, Fund Balance; or 3) General Fund Contingency. Staff is requesting that the Board approve the appropriation of the first tranche of Federal Local Assistance and Tribal Consistency (LATCF) Funds \$50,000.00. Staff is recommending that the appropriation (and subsequent appropriations) of these settlement payments remain in place until funds are fully expended (current year and future years). The draft resolution contains language to this effect. Mr. Webb made a motion, seconded by Mr. Brown, to approve the resolution as presented. Roll was called on the motion.

R-22-215

A-1.

**RESOLUTION; APPROPRIATION OF FEDERAL LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUNDS (LATCF) (\$50,000.00)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budget *and in future budget years until fully expended*, such line items increased as follows, which monies to be expended in accordance with purposes authorized and approved by the Board of Supervisors of the County of Prince George:

| <u>FUND/ORGANIZATION</u>                                | <u>AMOUNT</u> |
|---------------------------------------------------------|---------------|
| LATCF Fund (Fund 0232)                                  |               |
| Revenues:                                               |               |
| 0232-30-601-8305-330500    LATCF Fund, Federal Revenues | \$50,000.00   |
| Expenditures:                                           |               |
| 0232-01-002-0502-48104        LATCF Fund – Software     | \$50,000.00   |

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

Absent: (0)

**A-2. Resolution; Award of Contract and Appropriation (\$87,614 CII Replacement of Two Lochinvar Boilers and an Air Separator in County Administration Building).** Mr. Michael Scheivert, General Services Supervisor, stated that the Heating and Cooling Systems within the Administration Building have not been adequately working for the past few years. General Services have made several repairs to the current two Lochinvar Boilers, which contribute to heating the building. At this time, one boiler has been condemned and is no longer in use. The second boiler requires weekly maintenance to keep in operation. These Boilers are over 20 years old and are at the end of their service life span. They need to be replaced for future, efficient building operations. It is advised to replace the current boilers with new, efficient and present-day technological equipment. This repair is of an urgent nature and should be made prior to the Spring of 2023. CII provided pricing under a cooperative contract with Chesterfield County (contract #ADMN20000206). The total pricing is \$87,614.00 (Chiller (2) \$81,854.00; Air Separator \$5,760.00 Total = \$87,614.00). This pricing was provided on November 2, 2022 and is good for only 30 days. There is a 6 - 8 week lead time from the time order is placed to installation. This replacement is not budgeted, nor is it included on a CIP listing. Due to the urgent nature, it is recommended for replacement as soon as possible in order to be in place prior to the Spring of 2023. Mr. Webb asked what the timeline would be for installment. Mr. Shievert stated that once the equipment comes in, they will replace the condemned boiler first and then replace the second so the building will not ever be without heat. Mr. Brown asked what the plan is if the other boiler goes down before the equipment comes in. Mr. Shievert stated that they would not be able to heat the building. Mr. Webb stated that they need to expedite the first boiler once it is approved. Mr. Webb made a motion, seconded by Mr. Carmichael to approve the resolution as presented. Roll was called on the motion.

R-22-216

A-2.

**RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION (\$87,614 CII REPLACEMENT OF TWO LOCHINVAR BOILERS AND AN AIR SEPARATOR IN COUNTY ADMINISTRATION BUILDING)**

WHEREAS, The Director of General Services has determined to make the heating system in the County Administration building fully functional two boilers and an air separator must be replaced; and

WHEREAS, The Director of General Services received pricing from CII through a cooperative Chesterfield County contract # ADMN2000206 in the amount of \$87,614 which includes a one year warranty; and

WHEREAS, staff is recommending the purchase and installation of a new / replacement two boilers and an air separator with a one year warranty from CII for \$87,614; and

WHEREAS funding is not currently available in the adopted FY2023 County operating budget, an appropriation from General Fund, Fund balance is recommended as the funding



source because the project is of an urgent nature and waiting to include this replacement in a Capital Improvement plan for future borrowing is not recommended; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with CII in the amount of \$87,614 and approval of an appropriation from General Fund, Fund Balance.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022, hereby awards the two Lochinvar Boilers and Air Separator replacement contract to CII in the amount of \$87,614 and authorizes the County Administrator to execute a contract with CII.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budget, such line items increased as follows, which monies to 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> |
|---------------------------------|--------------------------------------------------------|---------------|
| GENERAL FUND (0100)             |                                                        |               |
| <u>Expenditure:</u>             |                                                        |               |
| 0100-09-401-0917-49172          | Gen Fund transfer to CIP Fund                          | \$87,614      |
| <u>Revenue:</u>                 |                                                        |               |
| 0100-40-900-8208-399999         | General Fund, Fund Balance                             | \$87,614      |
| CAPITAL IMPROVEMENT FUND (0311) |                                                        |               |
| <u>Expenditure:</u>             |                                                        |               |
| 0311-01-002-3227-48120          | County Admin two boilers and air separator Replacement | \$87,614      |
| <u>Revenue:</u>                 |                                                        |               |
| 0311-90-901-8207-399100         | Transfer from General Fund                             | \$87,614      |

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

**A-3. Resolution; Award of Contract Circuit Courtroom Renovations (Not to Exceed \$1,396,000) and an Appropriation from General Fund, Fund Balance for Construction (\$1,396,000).** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that the Board of Supervisors authorized design of Circuit Court Room Renovations to Moseley Architects on

November 9, 2021 with an appropriation from future bond proceeds totaling \$108,572 (R-21-193). On August 9, 2022, the Board received an update from Moseley Architects with a budget estimate and Staff indicated issuance of an Invitation for Bids would follow. Finance and General Services, with Moseley Architect's assistance, issued IFB #23-04-0504 on September 16, 2022. Bids were due on October 25, 2022 at 2PM, and the County received two (2) bids. The recommended award of contract for construction totals \$1,396,000 and is to Virtexco Corporation, the lowest responsive and responsible bidder. As presented during the FY2023 budget process, the recommended funding source is an appropriation from General Fund, Fund Balance. Moseley Architects verified references, and Virtexco Corporation submitted all documents required in the IFB. This appropriation does not include other project costs (which will follow in a separate request). Those other costs include furniture; testing and inspections; data, telephone and security; audio-visual equipment replacement; moving expenses; and a project contingency. The Director of General Services recommends an award of contract to Virtexco in an amount not to exceed \$1,396,000.00. Staff further recommends an appropriation of \$1,396,000 from General Fund, Fund Balance for construction. A public hearing is not required for this appropriation as the amount is not 1% of the Total adopted FY2022-23 budget {FY2022-23 Adopted Budget is \$160,016,873; 1% is \$1,600,168}. Mr. Hunter made a motion, seconded by Mr. Carmichael, to award the contract to Virtexco Corporation in an amount not to exceed \$1,396,000.00, authorizing the County Administrator to execute a contract with Virtexco Corporation and approval of Budget Appropriation from General Fund, Fund Balance for \$1,396,000 for Construction. Roll was called on the motion.

R-22-217

A-3.

**RESOLUTION; AWARD OF CONTRACT CIRCUIT COURTROOM RENOVATIONS (NOT TO EXCEED \$1,396,000) AND AN APPROPRIATION FROM GENERAL FUND, FUND BALANCE FOR CONSTRUCTION (\$1,396,000)**

WHEREAS, The Prince George County Board of Supervisors provided direction to staff to solicit bids for a renovation to the Circuit Courtroom in the Prince George County Courthouse; and

WHEREAS, The Director of General Services and Finance issued an Invitation for Bids (IFB # 23-04-0504) on September 16, 2022 and received two bids on the October 25, 2022 closing date; and

WHEREAS, staff is recommending an award of contract to Virtexco Corporation, the lowest responsive and responsible bidder in an amount not to exceed \$1,396,000; and

WHEREAS, as discussed with the Board during FY2023 budget deliberations, the recommended funding source is an appropriation from General Fund, Fund Balance for this project; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Virtexco Corporation in an amount not to exceed \$1,396,000 for Circuit Courtroom renovations as specified in IFB #23-04-0504.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022, hereby awards the contract for Prince George County Circuit Courtroom renovations to Virtexco Corporation in an amount not to exceed \$1,396,000 and authorizes the County Administrator to execute a contract with Virtexco Corporation.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budget, such line items increased as follows, which monies to 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>GENERAL FUND</u>                                              |               |
| <u>Revenues:</u>                                                 |               |
| 0100-40-900-8208-399999    General Fund, Fund Balance            | \$1,396,000   |
| <br><u>Expenditures:</u>                                         |               |
| 0100-09-401-0917-49172    General Fund Transfer to CIP Fund      | \$1,396,000   |
| <br><u>CAPITAL IMPROVEMENT FUND (0311)</u>                       |               |
| <u>Revenues:</u>                                                 |               |
| 0311-90-901-8207-399100    CIP Fund Transfer from General Fund   | \$1,396,000   |
| <br><u>Expenditures:</u>                                         |               |
| 0311-02-010-3220-48130    CIP Fund Circuit Courtroom Renovations | \$1,396,000   |

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-4. Resolution; Appropriation from General Fund, Fund Balance for Non-Construction Circuit Courtroom Renovation Costs (\$715,372.73) and Award of Contract to BIS Digital for Recording System Upgrades (\$110,800.73).** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that in a separate November 22, 2022 action, Staff is recommending an award of contract to Virtexco Corporation for the renovation of the Circuit Courtroom to Virtexco Corporation in an amount not to exceed \$1,396,000. This \$1,396,000 award includes construction costs only. An appropriation from General Fund, Fund Balance was part of the resolution for award of contract. The \$1,396,000 construction award and appropriation does not contain all needed project costs. Other project costs are for: Furniture,

Testing & Inspections, Data, Telephone & Security, Recording System (AV) Replacement, and Moving Expenses. The estimated total of these non-construction costs is \$606,800.73 (excluding Architectural and Engineering services). The Board of Supervisors approved a \$108,572 appropriation for Architectural and Engineering Services on November 9, 2021 with a future borrowing as the funding source. The total estimate for other project costs is \$715,372.73. The County Administrator recommends use of Fund Balance as the funding source for this renovation project, rather than a borrowing / issuance of debt. A change in the funding source for A&E services approved in November of 2021 from “Future Borrowing” to “Fund Balance” is part of the requested appropriation. BIS Digital provided Joyce Jackson, Clerk of Circuit Court, a pricing proposal to update the recording hardware and software that interfaces with audio-visual equipment in the Circuit Courtroom. BIS Digital provides equipment that is part of the Virginia Supreme Court network and provided the quote in cooperation with Bob Kelly of the Virginia Supreme Court. BIS Digital is considered a sole source for this system replacement. Their pricing proposal totals \$110,800.73, and Staff is requesting approval of an award of contract to BIS Digital for \$110,800.73 to take advantage of the pricing quote that will expire on November 30, 2022. The BIS Representative indicated that pricing would likely increase on December 1. Staff is requesting an appropriation from General Fund, Fund Balance for other, nonconstruction, Circuit Courtroom renovation project costs totaling \$715,372.73, with \$108,572 of this amount being a shift in funding source of from debt proceeds to fund balance for architectural services awarded on November 9, 2021. A public hearing is not required for this appropriation as the amount is not 1% of the Total adopted FY2022-23 budget {FY2022-23 Adopted Budget is \$160,016,873; 1% is \$1,600,168}. Mr. Brown made a motion, seconded by Mr. Hunter, to approve the Budget Appropriation from General Fund, Fund Balance for \$715,372.73 for Other Project / Non-Construction costs, shifting \$108,572 from “debt proceeds” to fund balance (from FY22 action approved on November 9, 2021 R-21-193) and to award the contract to BIS Digital in an amount not to exceed \$110,800.73, authorizing the County Administrator to execute a contract with BIS Digital for recording system upgrades. Roll was called on the motion.

R-22-218

A-4.

**RESOLUTION; APPROPRIATION FROM GENERAL FUND, FUND BALANCE FOR NON-CONSTRUCTION CIRCUIT COURTROOM RENOVATION COSTS (\$715,372.73) AND AWARD OF CONTRACT TO BIS DIGITAL FOR RECORDING SYSTEM UPGRADES (\$110,800.73)**

WHEREAS, The Prince George County Board of Supervisors provided direction to staff to renovate the Circuit Courtroom in the Prince George County Courthouse; and

WHEREAS, an appropriation is needed for non-construction project costs estimated at \$715,372.73 with a Transfer from General Fund, Fund Balance as the recommended funding source as discussed during FY2023 budget deliberations; and

WHEREAS, the Prince George County Board of Supervisors approved an appropriation of “future debt proceeds” totaling \$108,572 on November 9, 2021 for architectural and engineering services and needs to amend the funding source to General Fund, Fund Balance; and

WHEREAS, BIS Digital has provided the Clerk of Circuit Court a sole source pricing proposal to upgrade the recording system in the Courtroom in accordance with Virginia Supreme Court requirements and staff is recommending an award of contract to BIS Digital in an amount not to exceed \$110,800.73; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with BIS Digital in an amount not to exceed \$110,800.73 for Circuit Courtroom recording system upgrades as one component of the Circuit Courtroom renovation.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9<sup>th</sup> day of November, 2022, hereby awards a contract for Prince George County Circuit Courtroom recording system upgrades to BIS Digital in an amount not to exceed \$110,800.73 and authorizes the County Administrator to execute a contract with BIS Digital.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budgets, such line items increased as follows, which monies to 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>                      |
|--------------------------------------------|-----------------------------------|------------------------------------|
| <b>GENERAL FUND</b>                        |                                   |                                    |
| <u>Revenues:</u>                           |                                   |                                    |
| 0100-40-900-8208-399999                    | General Fund, Fund Balance        | \$606,800.73                       |
| 0100-40-900-8208-399999                    | General Fund, Fund Balance        | \$108,572 {FY22 Change}            |
| <u>Expenditures:</u>                       |                                   |                                    |
| 0100-09-401-0917-49172                     | General Fund Transfer to CIP Fund | \$606,800.73                       |
| 0100-09-401-0917-49172                     | General Fund Transfer to CIP Fund | \$108,572 {FY22 Change}            |
| <br><b>CAPITAL IMPROVEMENT FUND (0311)</b> |                                   |                                    |
| <u>Revenues:</u>                           |                                   |                                    |
| 0311-90-901-8207-399100                    | CIP Fund Transfer from Gen Fund   | \$606,800.73                       |
| 0311-90-901-8207-399100                    | CIP Fund Transfer from Gen Fund   | \$108,572 increase {FY22 Change}   |
| 0311-40-900-8115-341401                    | CIP Fund Debt Proceeds            | (\$108,572) decrease {FY22 Change} |
| <u>Expenditures:</u>                       |                                   |                                    |
| 0311-02-010-3220-48130                     | CIP Fund Circuit Ctrm Renovations | \$606,800.73                       |

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-5. Resolution; Approval of Public Safety Salary Increases, Scale Changes and FY 2022-2023 Budget Appropriation from General Fund Contingency (\$361,225).** Ms. Betsy Drewry, Deputy County Administrator, Finance, stated that Staff provided to the Board a report on Police Officer, Fire and EMS staff and Sheriff salary comparisons on October 25, 2022. Salary comparisons revealed that the police officer starting salary is the lowest within the comparison employers, and that pay for Fire/Medics is also below average. Sheriff staff salaries were competitive, and Staff does not recommend a mid-year increase for the Sheriff or his deputies. Staff requested a mid-year January 1 increase to bring Police and Fire & EMS salaries to at least the average of surrounding localities and other workplace competitors. The increase is needed in order to attract and retain high-quality employees. The half-year budget impact of the recommended increases, if approved, is \$361,225, and Staff recommended a transfer from the General Fund Contingency to fund this in FY2023. The full year impact is \$722,450 for FY2024 and beyond. The Board requested information on FY2024 revenue projections to see if the increases are affordable on an ongoing basis. Keeping the Real Estate Rate at \$0.82 in FY2024 will be necessary, and will result in an “effective tax increase” (not equalizing) in order to generate Real Estate Tax revenues reflected on the FY2024 overview. In other words, the increase in taxes, net of new construction, new parcels, and discovery will be greater than 1%. Mr. Hunter made a motion, seconded by Mr. Webb, to approve pay increases as requested for Police Officers and Fire & EMS Direct response staff effective January 1, 2023 and to approve the requested scale changes for Police Officers and Fire & EMS Direct response staff effective January 1, 2023 and to approve a transfer of \$361,225 from General Fund Contingency to Police and Fire/EMS Salary and Benefit line items to cover increased salaries and benefits January 1, 2023 – June 30, 2023. Roll was called on the motion.

R-22-219

A-5.

**RESOLUTION; APPROVAL OF PUBLIC SAFETY SALARY INCREASES, SCALE CHANGES AND FY 2022-2023 BUDGET APPROPRIATION FROM GENERAL FUND CONTINGENCY (\$361,225)**

BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022 hereby approves the requested pay increases and changes to the Police and Fire & EMS Salary Scales, effective January 1, 2023.

BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 22<sup>nd</sup> day of November, 2022, does hereby authorize the following amendment within the 2022-2023 Budget, such line items increased and changed as follows, which monies to 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>  |
|-------------------------------|-----------------------------|----------------|
| <b>Budget Amendment:</b>      |                             |                |
| <i>General Fund</i>           |                             |                |
| <i>Expenditure – Changes:</i> |                             |                |
| 0100-03-100-0601-41100        | Police Salaries             | \$218,911.00   |
| 0100-03-100-0601-42100        | Police FICA SS/Medicare     | \$ 16,747.00   |
| 0100-03-100-0601-42210        | Police VRS Retirement       | \$ 35,989.00   |
| 0100-03-100-0601-42400        | Police Group Life Insur     | \$ 2,933.00    |
| 0100-03-200-0610-41100        | Fire & EMS Salaries         | \$ 69,078.00   |
| 0100-03-200-0610-42100        | Fire & EMS FICA             | \$ 5,285.00    |
| 0100-03-200-0610-42210        | Fire & EMS VRS Retirement   | \$ 11,356.00   |
| 0100-03-200-0610-42400        | Fire & EMS Group Life Insur | \$ 926.00      |
| 0100-09-401-0917-49199        | General Fund Contingency    | (\$361,225.00) |

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-6. Resolution: Award of Contract for Additional Services – Southpoint Business Center Force Main Realignment.** Mr. Frank Haltom, County Engineer, stated that Bowman Consulting Group was awarded the contract for professional engineering services for the design of the realignment of the sewer force main from Southpoint Business Park (SBP). Bowman had included permitting services in their original proposal that covered the submission of a stormwater plan waiver request for linear projects. DEQ denied the waiver and a full stormwater management and pollution prevention plans are required for the project. Bowman Consulting Group has provided a fee proposal for the additional services to prepare the stormwater management plan, prepare and submit the stormwater pollution prevention plan, and address any resulting comments or questions from DEQ. Mr. Brown made a motion, seconded by Mr. Webb, to approve the resolution to authorize the Change Order for additional services by Bowman Consulting Group for \$16,000; and the appropriation of funds from the Utility Reserve Fund in the amount of \$16,000 to fund the costs of these services. Roll was called on the motion.

R-22-220

A-6.

**RESOLUTION: AWARD OF CONTRACT FOR ADDITIONAL SERVICES – SOUTHPOINT BUSINESS CENTER FORCE MAIN REALIGNMENT.**

WHEREAS, the County is required by DEQ to submit stormwater management and pollution prevention plans for the construction of the Southpoint Business Park Force Main Realignment project; and

WHEREAS, the County has received a change order proposal from Bowman Consulting Group, for the preparation and submission of the stormwater management and pollution prevention plans for \$16,000.

NOW, THEREFORE BE IT RESOLVED: that the Board of Supervisors of the County of Prince George this 22nd day of November, 2022, hereby awards the contract change order for the preparation and submission of the stormwater management and pollution prevention plans for the Southpoint Business Park Force Main Realignment project to Bowman Consulting Group for \$16,000.

NOW, THEREFORE BE IT FURTHER RESOLVED: that the Board of Supervisors of the County of Prince George this 22nd day of November, 2022, does hereby authorize and appropriate the following increase of funds within the 2022-2023 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> |
|--------------------------|-----------------------------------------|---------------|
| Expenditures:            |                                         |               |
| 0620-04-104-7016-48406   | Utilities – Water Facility Improvements | \$16,000      |
| Revenues:                |                                         |               |
| 0620-40-900-8208-399999  | Utilities Fund, Fund Balance            | \$16,000      |

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**A-7. Resolution: Award of Contract for Professional Engineering Services for the Evaluation, Design, Permitting and Construction Administration of the Blackwater Regional Pump Station Project.** Mr. Frank Haltom, County Engineer, stated that the wastewater conveyance system that serves the Southpoint Business Park and Route 460 corridor has no remaining capacity to serve the expected growth in the area. Based on the 2016 Water and Wastewater Master Plan, the estimated average daily wastewater flow to the Route 460 location is projected to increase to more than 4 MGD by 2045. The Master Plan and the Southpoint Utility Study identified possible solutions to address wastewater capacity to allow for future growth. The Blackwater regional pump station project was the solution chosen and will include a 30-inch gravity interceptor in the park that will discharge flow to a 3.25 MGD (expandable to 6.5 MGD) pump station. The project will also include a force main from the pump station to convey flow north where it would discharge to the City of Hopewell’s influent force main. The County has received a proposal from WW Associates, for the evaluation, design, permitting and construction administration of the Blackwater Regional Pumping Station for \$2,037,500. An



appropriation is required to cover the costs of these services. \$1,858,910 was budgeted in the Utility Debt Fund (0620) in FY2023 as principal and interest debt payments for Series 2023 bonds, however, we will not complete the borrowing until the fall of 2023, and no principal and interest payments will be made in FY2023. The remaining \$178,590 is available from Utilities Cash Reserves (Fund Balance). This project will be completed utilizing the Annual Engineering Services Contract. Individual awards for specific projects in excess of \$50,000 require Board approval. Staff recommends an award of contract for the engineering services to construct the Blackwater Regional Pump Station project to WW Associates for \$2,037,500. Staff also recommends the appropriation of funds from the Utility Debt Fund (\$1,858,910) and Utility Cash Reserves (\$178,590) totaling \$2,037,500 to fund the costs of these services. Debt service and Utility Cash Reserves will be used for construction when awarded. Mr. Hunter made a motion, seconded by Mr. Carmichael to approve the resolution to award the contract for the evaluation, design, permitting and construction administration of the Blackwater Regional Pump Station project to WW Associates for \$2,037,500; and the appropriation of \$1,858,910 from the Utility Debt Fund and \$178,590 from Utility Cash Reserves (Fund Balance) totaling \$2,037,500 to fund the costs of these services. Roll was called on the motion.

R-22-221

A-7

**RESOLUTION: AWARD OF CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES FOR THE EVALUATION, DESIGN, PERMITTING AND CONSTRUCTION ADMINISTRATION OF THE BLACKWATER REGIONAL PUMP STATION PROJECT.**

**WHEREAS, the County desires to increase the wastewater capacity that serves the Southpoint Business Park and Route 460 corridor for future growth; and**

**WHEREAS, the County has received a proposal from WW Associates, for the evaluation, design, permitting and construction administration of the Blackwater Regional Pump Station project for \$2,037,500.**

**NOW, THEREFORE BE IT RESOLVED: that the Board of Supervisors of the County of Prince George this 22nd day of November, 2022, hereby awards the contract for the evaluation, design, permitting and construction administration of the Blackwater Regional Pump Station project to WW Associates for \$2,037,500.**

**NOW, THEREFORE BE IT FURTHER RESOLVED: that the Board of Supervisors of the County of Prince George this 22nd day of November, 2022, does hereby authorize and appropriate the following increase of funds within the 2022-2023 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:**

**FUND/ORGANIZATION**

**AMOUNT**

Utilities Fund  
Expenditures:

|                        |                                                |               |
|------------------------|------------------------------------------------|---------------|
| 0620-04-104-7016-43101 | Utilities Capital Project Engineering Services | \$2,037,500   |
| 0620-04-104-7004-49352 | Utilities Series 2023 Principal Payment        | (\$430,110)   |
| 0620-04-104-7004-49353 | Utilities Series 2023 Interest Payment         | (\$1,428,800) |

## Revenues:

|                         |                              |           |
|-------------------------|------------------------------|-----------|
| 0620-40-900-8208-399999 | Utilities Fund, Fund Balance | \$178,590 |
|-------------------------|------------------------------|-----------|

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

Chair Waymack called for a recess at 7:26 pm. The meeting reconvened at 7:30 pm.

### **PUBLIC HEARINGS**

**P-1. Public Hearing; Ordinance to Amend § 74-263 of “The Code of the County of Prince George, Virginia”, 2005, as Amended, to Clarify the Necessary Documentation for the Initial Application and Revalidation for the Special Real Estate Assessment for Land Preservation.** Mr. Dan Whitten, County Attorney, stated that Section 74-263 states that a special assessment for land preservation may be requested by application and that the County Assessor shall determine whether the subject property meets the criteria for taxation under this division. However, it does not state what documentation is needed to support the qualifying use. The amendment to Section 74-263 will state documentation needed for agricultural and horticultural use, forestry use, and open space use. The documentation will be needed for the initial application and revalidation every sixth year thereafter. The amendment allows open space agreements between the County and owner to satisfy the requirements for a special assessment. Chair Waymack opened the public hearing at 7:32 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 an Ordinance amending Section 74-263 clarifying the necessary documentation for the initial application and revalidation for the special real estate assessment for land preservation. Roll was called on the motion.

O-22-032

P-1.

**ORDINANCE TO AMEND § 74-263 OF “THE CODE OF THE COUNTY OF  
PRINCE GEORGE, VIRGINIA”, 2005, AS AMENDED,  
TO CLARIFY THE NECESSARY DOCUMENTATION FOR THE INITIAL  
APPLICATION AND REVALIDATION FOR THE SPECIAL REAL ESTATE  
ASSESSMENT FOR LAND PRESERVATION**

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

(1) *That § 74-263 of The Code of the County of Prince George, Virginia, 2005, as amended, is amended as follows:*

CHAPTER 74 TAXATION

## Article VII. REAL PROPERTY TAX GENERALLY

## DIVISION 3. – SPECIAL ASSESSMENT FOR LAND PRESERVATION

Sec. 74-263. - Criteria; opinions; appeal.

(a) Promptly upon receipt of any application pursuant to this division, the county assessor shall determine whether the subject property meets the criteria for taxation under this division. If the county assessor shall determine that the subject property does meet such criteria, he shall determine the value of such property for its qualifying use, as well as its fair market value.

(b) In determining whether the real estate meets the criteria and standards set forth in Code of Virginia, § 58.1-3230, the county assessor may request an opinion from the director of the state department of conservation and recreation, the state commissioner of agriculture and consumer services or the state forester.

**(c) The initial application and revalidation every sixth year thereafter shall be accompanied by documentation to support the qualifying use.**

**1. For agricultural and horticultural use, the documentation shall include a USDA/Farm Service Agency farm number and evidence of participating in a federal farm program, federal tax forms (1040F) Farm Expenses and Income, (4835) Farm Rental Income and Expenses, (1040E) Cash Rent for Agricultural Land, a conservation farm management plan prepared by a professional, or documentation demonstrating that the real estate sought to be qualified currently is devoted to the bona fide production for sale of plants and animals.**

**2. For forestry use, documentation shall include a commitment form or management plan.**

**3. For open space use, documentation shall include a recorded agreement signed on behalf of the county by the county administrator or a perpetual open space, conservation, scenic or historic preservation easement.**

*(2) That this Ordinance shall be effective upon adoption.*

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-2. Public Hearing; SPECIAL EXCEPTION SE-22-10: Request of Robert and Tonya Dempsey to permit a Home occupation within an accessory building within a R-A (Residential Agricultural) Zoning District, pursuant to Prince George County Zoning Ordinance Section 90-103(53). The purpose of the request is to open a car repair shop as a home-based business on a residential property. The subject property is approximately 4.18 acres in size, located at 19725 Carson Ruritan Road and is identified as Tax Map 620(0A)00-035-E. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Agricultural uses. Mr. Tim Graves, Planner, stated that the applicants would like to open an automotive repair and maintenance shop within an accessory building on a residential property. In order for this to be permitted, they are requesting a special exception for a “Home occupation within an accessory building”. The applicant is proposing to run an auto maintenance shop on the property. Services will include oil changes, brakes, engine repair, tune-ups, lift kits, and suspension work. There will be no signage and**

hours of operation will be 9:00am to 6:00pm Monday to Friday. The maximum number of customers per day: 0 to 10. The Shop building will be 30' x 30' = 900 square feet. No fence planned to be installed. Parking will be on the left side of the shop where you can't see cars from the road. Robert Dempsey initially plans to be the only person working in the shop. In the longer term he may want to add one (1) helper for on-site work. The max number of vehicles stored on the property for work is expected to be 3 vehicles as reported on the application, however the applicant is requesting to be able to have up to 5 vehicles as the business grows. Access to the property will be via a recorded private access easement. Staff has recommended conditions limiting the number of customer visits per day, and hours of operation. Most or all of the work will occur within the building and the subject property is surrounded by existing trees on adjacent properties. Staff has recommended a condition to limit the number of cars that may be parked on the property while awaiting work. There may be audible sounds from engines and other noises related to automobile work. The nearest houses are approximately 300 feet away from the shop building site. Since there is only potential for one employee besides the applicant there is a natural limit to the amount of work that can occur on the property. The property appears to be consistent with existing surrounding low-density residential zoning and uses and it appears to be compatible with future land use designation of Agricultural, which includes agricultural activities that may also make noise, and low-density residential, which will remain the primary use of the property. The Applicant will be required to apply for a Change of Use/Occupancy permit as the structure was erected as a Residential Accessory Building. This Change of Use process may require additional building/life safety components, permit(s), and any required inspections that may be discovered during the application review process. Per Table 1106.1(2), at least (1) *accessible* parking space will be required at this facility. Fire extinguisher(s) must be installed and compliant with Section 906 of the Virginia Construction Code. Storage and disposal requirements of waste oil, motor oil, or Class IIIB liquids prescribed in Section 2311 of the Virginia Statewide Fire Protection Code shall be applicable. This structure shall not be approved to be used in the requested manor until all permit(s) and inspection(s) have been performed/approved, and a Certificate of Occupancy has been issued. At the October 27, 2022 Planning Commission meeting, the PC held a public hearing. There were no public comments during the hearing. The PC recommended Approval of this request, subject to the recommended conditions in the section below and contained in the draft ordinance. Staff recommended approval to the PC based on the following considerations: (1) The applicant's request appears to be compatible with current and future surrounding land uses; (2) No negative feedback was received from adjacent property owners and community; (3) Staff has recommended conditions for this request which are intended to ensure applicable code requirements are met and limit any expected impacts on adjacent property owners and the surrounding community. Chair Waymack opened the public hearing at 7:40 p.m. There was no one to speak and the public hearing was closed. Mr. Carmichael made a motion, seconded by Mr. Brown, to approve the Special Exception as presented. Roll was called on the motion.

O-22-033

P-2.

**SPECIAL EXCEPTION SE-22-10:** Request of Robert and Tonya Dempsey to permit a Home occupation within an accessory building within a R-A (Residential Agricultural) Zoning District, pursuant to Prince George County Zoning Ordinance

Section 90-103(53). The purpose of the request is to open a car repair shop as a home-based business on a residential property. The subject property is approximately 4.18 acres in size, located at 19725 Carson Ruritan Road and is identified as Tax Map 620(0A)00-035-E. The Prince George County Comprehensive Plan Future Land Use Map indicates the property is planned for Agricultural uses.

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BE IT ORDAINED by the Board of Supervisors of Prince George County that the Special Exception Application identified as SE-22-10 is granted as an amendment to the official zoning map with the following conditions:

1. This Special Exception is granted to Robert and Tonya Dempsey for the following use on Tax Map 620(0A)00-035-E: Home occupation within an accessory building, pursuant to Section 90-103(53), for the purpose of operating an automobile repair and maintenance shop as a home occupation business.
2. There shall be no signage for the business.
3. Hours and days of operation shall be limited to 9:00am to 6:00pm Monday to Friday.
4. Adequate parking shall be provided to serve customers on-site, and the parking area shall be located to avoid any visibility of the business activities from any public road.
5. One additional employee/helper may assist with the business on-site in addition to the applicant.
6. There shall be no outside storage of materials related to car-repair.
7. No work shall be performed outside the shop building.
8. The maximum number of customer visits to the property per day shall be limited to ten (10).
9. The applicant shall be responsible for ensuring that all automotive waste is disposed of in accordance with all local, state and federal guidelines.
10. No more than five (5) vehicles being repaired or awaiting pick up shall be permitted on the premises. The applicant may be asked by the County of Prince George to provide a copy of the vehicle registration for any automobiles on site, as proof of compliance with this provision.
11. The site shall not be used to store inoperable vehicles. During business hours, the police department shall be allowed to inspect parked vehicles awaiting repair to confirm compliance with applicable county and state code requirements.
12. The applicants shall take 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.
13. The applicants shall obtain certification from an Authorized Onsite Soil Evaluator or Professional Engineer indicating the sewage disposal system and water well have been evaluated to support their proposed usage, with review and approval by the Health Department prior to the granting of a business license.
14. The applicants shall obtain and hold all required State and County permit or license approvals, which may include: Drinking water permit from the Virginia Department of Health; DMV license from Virginia Department of Motor Vehicles; Entrance permit from the Virginia Department of Transportation; Compliance with applicable building codes; Business licenses from the Commissioner of Revenue.

15. This Special Exception is renewable or transferrable to future owners only by approval of the Board of Supervisors without a public hearing so long as there are no deviations from the conditions.
16. The Special Exception shall become null and void if the use is abandoned for a period of twenty-four (24) consecutive months.
17. 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.

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Adopted on November 22, 2022 and becoming effective immediately.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

**P-3. Public Hearing; COMPREHENSIVE PLAN AMENDMENT CPA-22-02: Request of Prince George County to amend the Comprehensive Plan Future Land Use Map designation for a specific property from Residential to Commercial. The subject property, approximately 2.18 acres in size, is identified as Tax Map 430(03)00-00B-0 and addressed as 11800 South Crater Road. The purpose of the amendment is to update the Future Land Use Map to be consistent with the County's Exit 45 Strategic Plan, which calls for restaurant or retail business development on the subject property.** Mr. Andre Greene, Planner, stated that this is a request of Prince George County to amend the Comprehensive Plan Future Land Use Map designation for a specific property from Residential – Multi-Family to Commercial. The subject property, approximately 2.18 acres in size, is identified as Tax Map 430(03)00-00B-0 and addressed as 11800 South Crater Road. The purpose of the amendment is to update the Future Land Use Map to be consistent with the County's Exit 45 Strategic Plan, which calls for restaurant or retail business development on the subject property. Prince George County adopted a plan for the redevelopment of the I-95 Exit 45 corridor in 2021. One of the implementation strategies of the plan specified the purchase and demolition of the Continental Motel Property, which was accomplished in July of 2022. The County's intention is to market the property for commercial development and hopes to attract either a restaurant or retail business at this location. In order to comply with the Exit 45 Strategic Plan, the County needs to rezone the property from its current zoning of R-1, General Residential to B-1, General Business. However, the Comprehensive Plan's Future Land Use Map has the site in question designated for Residential- Multi-Family uses. Therefore, there is a need to amend the Future Land Use Map designation for Tax Parcel Number 430(03)00-00B-0 (11800 South Crater) in order for the rezoning request to be consistent with the Comprehensive Plan. The change of future land use designation would be consistent with the development pattern in the immediate vicinity, which is commercial in nature. Surrounding land uses include the Star Express Travel Center (Huddle House restaurant, a retail convenience store and a Sunoco gasoline/diesel fueling station), a Dollar General retail store, and Nanny's restaurant. The proposed use(s) of the property for either a retail store or a restaurant would be consistent and compatible with existing commercial land uses. This request is supported by the County's Exit 45 Strategic Plan. The Planning

Commission held a public hearing on October 27, 2022 and recommended approval of this request by a 5-0 vote. Staff also recommended approval, based on the following considerations: (1) Historically, the site in question has been used commercially as a motel (legal nonconforming); (2) The development pattern in the vicinity of the affected location is commercial as opposed to residential. The site is directly across South Crater Road from the Star Express Travel Center and is across Clary Road from Nanny' restaurant; (3) The proposed Comprehensive Plan Amendment would facilitate achievement of the goals and objectives of the County's Exit 45 Strategic Plan; and (4) No negative feedback was received from adjacent property owners and community prior to publishing. Chair Waymack opened the public hearing at 7:48 p.m. There was no one to speak and the public hearing was closed. Mr. Webb made a motion, seconded by Mr. Hunter, to approve the Comprehensive Plan Amendment as presented. Roll was called on the motion.

O-22-034

P-3.

**COMPREHENSIVE PLAN AMENDMENT CPA-22-02:** Request of Prince George County to amend the Comprehensive Plan Future Land Use Map designation for a specific property from Residential to Commercial. The subject property, approximately 2.18 acres in size, is identified as Tax Map 430(03)00-00B-0 and addressed as 11800 South Crater Road. The purpose of the amendment is to update the Future Land Use Map to be consistent with the County's Exit 45 Strategic Plan, which calls for restaurant or retail business development on the subject property.

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On a motion of Mr. Webb, seconded by Mr. Hunter, which carried unanimously, the following Ordinance was adopted:

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

- (1) That the Generalized Future Land Use Map of the Prince George County Comprehensive Plan be amended to change the future land use designation of the property identified as Tax Parcel 430(03)00-00B-0 from Residential to Commercial.*
- (2) This ordinance shall be effective immediately upon adoption.*

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Adopted on November 22, 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, Waymack, Brown, Carmichael

Opposed: (0)

Absent: (0) Absent

**P-4. Public Hearing; REZONING RZ-22-03: Request of Prince George County to rezone approximately 2.18 acres from R-1 (General Residential) District to B-1 (General Business) District. The purpose of the rezoning is to attract a restaurant or retail business in accordance with the County's Exit 45 Strategic Plan. The subject property is located on the west side of South Crater Road and was formerly occupied by the Continental Motel, addressed as 11800 S. Crater Road, before its demolition in 2022. The subject property is identified as Tax Map 430(03)00-00B-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for "Residential" development; however, the County has requested to amend the future use designation for this property to "Commercial".** Mr. Andre Greene, Planner, stated that this item coincides with the previous Comprehensive Plan Amendment. The request is to rezone approximately 2.18 acres from R-1, General Residential District to B-1, General Business District to attract a restaurant or retail business in accordance with the County's Exit 45 Strategic Plan. The applicant originally submitted a preliminary rezoning request to rezone the property from R-1, General Residential to B-1, General Business on July 21, 2022. 2. The applicant submitted the final rezoning application along with a Comprehensive Plan Future Land Use Map Amendment Application on September 1, 2022. Prince George County purchased the site of the former Continental Motel, which was located at 11800 South Crater Road, on July 18, 2022. The motel has been demolished and the County of Prince George wishes to market the property to attract a restaurant or retail business at the location in accordance with the County's Exit 45 Strategic Plan. The Planning Commission held a public hearing on October 27, 2022 and recommended approval by a 5-0 vote. Staff also recommended approval, based on the following considerations: (1) The applicant's request is compatible with existing and surrounding land uses; (2) A rezoning from R-1 General Residential to B-1 General Business would be consistent with the adopted Comprehensive Plan; (3) Historically, the site in question has been used commercially as a motel; (4) A site plan will be required which will address erosion and sediment control, stormwater runoff, buffering, landscaping, and outdoor lighting concerns; and (5) No negative feedback was received from adjacent property owners and community prior to publishing this staff report. Chair Waymack opened the public hearing at 7:54 p.m. There was no one to speak and the public hearing was closed. Mr. Hunter made a motion, seconded by Mr. Webb, to approve the rezoning as presented. Roll was called on the motion.

O-22-035

P-4.

**REZONING RZ-22-03: Request of Prince George County to rezone approximately 2.18 acres from R-1 (General Residential) District to B-1 (General Business) District. The purpose of the rezoning is to attract a restaurant or retail business in accordance with the County's Exit 45 Strategic Plan. The subject property is located on the west side of South Crater Road and was formerly occupied by the Continental Motel, addressed as 11800 S. Crater Road, before its demolition in 2022. The subject property is identified as Tax Map 430(03)00-00B-0. The Comprehensive Plan Future Land Use Map indicates the property is planned for "Residential" development; however, the County has requested to amend the future use designation for this property to "Commercial".**



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BE IT ORDAINED by the Board of Supervisors of Prince George County that the Rezoning Application identified as RZ-22-03 is granted as an amendment to the official zoning map; and

The Property known as Tax Map #430(03)00-00B-0, consisting of approximately 2.18 acres, is hereby rezoned from R-1 Limited Residential District to B-1 General Industrial District.

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Adopted on November 22, 2022 and becoming effective immediately.

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

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

On roll call the vote was:

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

Opposed: (0)

Absent: (0)

The meeting adjourned at 7:57 p.m.

[Draft Minutes prepared November 29, 2022 for consideration on December 13, 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