



COUNTY OF PRINCE WILLIAM

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PLANNING COMMISSION
E. Bruce Holley, Chairman
Ronald K. Burgess
Vice Chairman
Russell E. Bryant, Jr.
Rene M. Fry
Ernie Gonzales
Martha Hendley
Kim Hosen
Michael C. May

Planning Commission

Stephen K. Griffin, AICP
Director of Planning

February 16, 2005

TO: Board of County Supervisors

FROM: Planning Commission

RE: 2004 Annual Report

For the Board's information, the Planning Commission is providing an annual report of what the commission, together with the planning staff, have accomplished in 2004. Also attached is a log of all votes the commission recorded in CY2004. This is just a snap shot of activities, if you have any questions or would like further clarification on any of the issues outlined below, please feel free to contact your appointed member on the commission and/or Steve Griffin.

Issues brought before the commission in 2004:

- **Capital Improvement Program Review (CIP)** – Annual planning commission review of the Prince William County proposed CIP. The commission determined that the proposed CIP (FY2005-2010) would substantially advance the goals of the Comprehensive Plan.
- **Rezoning (REZ)** – Twenty-three rezoning cases were brought before the commission. Three were continued, five deferred (three deferred to early 2005), and 20 were recommended for approval.
- **Special Use Permits (SUP)** – Twenty-one SUP applications were brought before the commission, with all of them being recommended for approval.
- **Proffer Amendments** – Four amendments were brought before the commission, with all four of them recommended for approval.
- **Public Facility Reviews (PFR)** – Only one PFR, Prince William County Water Storage Tank at the County Landfill, was brought before the commission in 2004, was found to be consistent with the Comprehensive Plan.

- **Preliminary Subdivision Plans** – Twenty preliminary plans were brought before the commission with all twenty approved. Some of these were initially deferred for applicants to address commission concerns. In early November, the Planning Commission appointed a sub-committee to study subdivision approval procedures and processes. The sub-committee meets the second and fourth Wednesday of each month; and have met four times thus far. Citizens and interested parties are encouraged to attend. The committee plans to have a recommendation to the full commission no later than late February. The-sub committee members are Ernie Gonzales (Chairman), Ron Burgess, Martha Hendley, and Kim Hosen.
- **Comprehensive Plan Amendments (CPA)** – Five CPA’s were brought before the commission; three were recommended for approval and two recommended for denial. The I66/Rt. 29 and the most recent Davis Ford Road CPA were denied. The commission sent a recommendation to the Board to consider initiation of amendments to the Transportation Plan chapter of the Comprehensive Plan at the commencement of the next periodic review and adoption of the Comprehensive Plan.
- **Zoning Text Amendments (ZTA)** - Two ZTA’s were brought before the commission, including the commission’s initiation of a ZTA in response to citizen concerns to change residential setback requirements so that the minimum distance between single-family detached dwellings is no less than 20 feet. One of the more notable accomplishments of the commission this year was to do a considerable update of the Zoning Ordinance, which had not been done since 1991. Beginning in late May, the commission worked closely with staff during 12 work sessions to develop the changes to be presented to the Board in September.
- **Work Sessions** – in addition to the work sessions noted above, the following issues were addressed:

Proposed 2005-2010 Capital Improvement Program – Finance Department and School officials attended and gave their input.

Proposed 2005-2010 Capital Improvement Plan – Finance Department and Planning Staff gave their presentation.

Preliminary Subdivision Plan Review and Processes – Planning staff presented a revised staff report format for all future preliminary plans brought before the commission. County Attorney’s office and planning staff provided input.

Transportation – Proposed revision to the subdivision street requirements: Public Works Department presented their input.

Prioritization of Work Session Items of Interest and a review of the revised Development Application Processing Schedule (DAPS).

Level of Service – New proffer policy.

Department of Environmental Quality – Chuck Williamson, DEQ

Joint BOCS/PC - dinner/work session
(Zoning Ordinance update, proffer enforcement, environmental review of development plans, Chesapeake Bay vesting policy)

Harbor Station – Planning staff and County Attorney’s office presented their input.

In addition to the above work sessions, the commission met in closed session four times in 2004, to discuss probable litigation, a Freedom of Information Act request, the preliminary subdivision plan process, and other miscellaneous legal issues.

Summary:

Since January 2004, the commission has seen six new commissioners appointed; Gonzales, Burgess, Hefter, Hendley, Hosen, and May. We also experienced the tragic loss of Richard H. Hefter, Jr. on October 21, 2004. Three of our new commissioners; Gonzales, Hendley, and Hosen were certified by the Virginia Citizens Planning Association.

Prioritized Work List - 2005

Design and Construction Standards Manual update
Subdivision Ordinance review
Zoning Text Amendments for PUDS (PMB, PMR, PMD)

Prioritized Work Sessions - 2005

Low Impact Development
Housing Task Force – affordable housing
Fire & Rescue – dwelling separation

Field Trips – 2005

Eastern Prince William County Tour (Belmont Town Center)
Hunter Track Tour

Attachment – 2004 Vote Log

cc: Craig Gerhart, County Executive
Susan Roltsch, Assistant County Executive
Steve Griffin, Planning Director
Nimet Soliman, Assistant Planning Director
Ray Utz, Long Range/Current Planning Branch Chief
John White, Current Planning Manager