



**Commercial Development Committee**

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John F. Heltzel  
Gary L. Jones  
Michael S. Kitchen  
Eric Mays  
Matt Smolsky

# MINUTES

**2:00 p.m., Wednesday, July 19, 2023**

1. Introductions
2. Old Business
  - a. Design and Construction Standards Manual (DCSM), [Section 600 Transportation Systems Improvements Update \(Belita\)](#) – team kicked off in June with Dewberry serving as the consultant. Dewberry will present proposed updates once the team has completed their review of all sections.
3. New Business
  - a. Update on sub-committee Policies & Procedure team (Garcia)
    - i. The CDC-Subcommittee compiled a list of all Building and Site policies. The goal is to review all policies for relevancy and see if updates are needed.
    - ii. If there are any updates to the Draft List (attached), please email Gary Gardner or Mandi Spina.
    - iii. Planning policies will be included in the list – David McGettigan will provide the list of Planning policies to the CDC Sub-Committee.
    - iv. Next Steps – once policies are identified for discussion, Gary Gardner will bring the group together.
  - b. Data Center Impact/Noise Working Group Update (Hugh)
    - i. Kickoff meeting was held July 7<sup>th</sup> with the second meeting held July 19<sup>th</sup>
    - ii. The goal of the working group is to identify impacts. County Staff will then be responsible for deciding what recommendations move forward.
4. Goals
  - a. DCSM [Section 300, Fire Safety Systems](#) Update (Chief Smolsky)
    - a. This item is still in progress
  - b. As-Built Plan Process Improvements Update (CDC Sub-Committee)
    - a. The team presented draft changes/additions. There is an ongoing discussion regarding certification challenges.
    - b. Next Step: Gary Gardner will provide Raj Bidari, Madan Mohan and Eric Mays with the highlighted certification forms for review.
  - c. Site Plan Process Improvements Update (CDC Sub-Committee)
    - a. QC Review Times for LDD – resolved
    - b. Review Comments – still working on this but improvement has been noted

- d. Review and assess Dirt Hauling issues between permitted sites (Smith)
    - a. This item will be removed from the agenda in future meetings
5. Planning Update (McGettigan)
  - a. ZTA Schedule Update – see attached presentation
  - b. Resources (Staffing and contractual expenses)
    - i. The Planning Office is hiring another Community Development Planner
6. Building Development Division Update (Mays/Roop)
  - a. Building Inspection Order Update
    - i. Building Development met with the Fire Marshal's Office for updates. Next steps are to meet with industry members for feedback and then conduct training for implementation.
7. Land Development Division Update (Fadeley)
  - a. Land Development eReview Team Update
    - i. Completed ahead of schedule
    - ii. There has been an uptick in ePortal submissions. Some submissions have the wrong work class associated to the submission, which takes up time in QC. If you have any questions or issues, please contact Joyce Fadeley.
  - b. Deed/Plat Update
    - i. Due to the launch of eReview, unsigned deeds/plats can be uploaded through ePortal. They will not route to the County Attorney review until signature summary, as per standard process.
8. Update on additional Targeted Industry FTE Positions (Spina)
  - a. See attached presentation
9. Development Services Performance Measures Update (Spina/Dakon)
  - a. See attached presentation
10. Any Other Business
11. Next Meeting – 2:00 p.m. – 4:00 p.m., Wednesday, October 18, 2023
12. Meeting Adjourned