



MEETING MINUTES

October 16, 2019

1. Introductions – Mike Garcia
2. Small Business Program – Wade Hugh
 - a. 491 small businesses have been engaged through the program in the first year
 - i. 379 small businesses have opened through the program
 - ii. 45 small businesses are working through the process
 - iii. 67 small businesses have met with staff for due diligence
 - b. Wade Hugh and Eric Mays provided an overview of the criteria for the Small Business Program
 - c. Wade Hugh announced that George Harben and Ginny Person will be working with Development Services. One of their main duties will be to assist the department with marketing the Small Business Project Management Program.
3. Agribusiness/Agritourism Update – Wade Hugh
 - a. Wade Hugh attended a meeting on Friday, October 11th with the Regional Collaboration Team. One topic discussed by the team was Agribusiness/Agritourism. The team agreed to develop a matrix of various agribusiness/agritourism projects/events. The matrix will enable localities to have an accurate record of the regulatory requirements associated with their neighbors. This will be completed in the next 30 days.
4. Data Center Task Force – Wade Hugh
 - a. The team has had three meetings.
 - b. Eric Mays held a training session in August 2019 for the Data Centers
 - c. Sub-Teams will be created to focus on processes and policies
5. Update on CDC Goals
 - a. ZTAs initiated by the BOCS – Planning Office
 - i. Mixed-Use Zoning District – this item has already been taken to DORAC. The item will be taken back to DORAC on November 22, 2019 and then to the Planning Commission public hearing on December 18, 2019.
 - ii. Signage – Sign regulations will be taken to the Planning Commission for work session on October 16, 2019. The ZTA will proceed to a Planning Commission

public hearing on November 6, 2019. The item will be taken before the BOCS in December 2019.

- b. Commercial Project Exit Interview Process – Wade Hugh
 - i. George Harben will be working directly on this goal.
 - c. Establishing Self-Certification Programs – Wade Hugh
 - d. Continue to follow-up with the Board to address the items noted in the CDC letter to the Board regarding steps to move the 35% Commercial Tax Base needle – Wade Hugh
6. Comprehensive Plan Update – Planning Office
- a. Planning is updating 19 sections of the Comprehensive Plan.
7. Small Area Plans – Planning Office
- a. Independent Hill and Route 29 Small Area Plans have been deferred by the Planning Commission
 - b. BOCS adopted the Small Area Plan for North Woodbridge on October 8, 2019
 - c. The next Small Area Plan going forward to the BOCS for public hearing will be the Landing at Prince William (formerly Parkway Employment Center)
 - d. The Dale City Small Area Plan is on track to be scheduled for a BOCS hearing this year
 - e. Planning has a webpage for the Comprehensive Plan Update, which also shows progress
→ [Comprehensive Plan Website](#)
8. Review Quarterly Performance Data – Wade Hugh
- a. Handout provided
9. Other Business
- a. November 22nd is the joint CDC/DORAC Meeting
10. Meeting Adjourned

Next Meeting

Wednesday, January 22nd

Development Services Building – Conference Room 107