



Commercial Development Committee

Mike Garcia, Chair
Gary Gardner, Vice Chair
Wade Hugh, Staff Liaison
Jonathan Barbour
Barry Braden
Jonelle Cameron
William Daffan
Sharon Dusza
Russell S. Gestl
John F. Heltzel
Gary L. Jones
Michael S. Kitchen
Eric Mays
Matt Smolsky

MINUTES

2:30 p.m., Wednesday, April 20, 2022

1. Introductions
2. Review of CDC Bylaws
 - a. Wade Hugh recommended a change to the rules of procedure that reads: "CDC Meetings are open to the public. Any member of the public wishing to be recognized at a CDC Meeting will be asked to sign up at the beginning of the meeting. The public will be provided five minutes of total time to speak at a CDC Meeting. The CDC members may vote to allocate additional time for the public. This would require a 2/3 vote for approval by the members in attendance."
 - i. Mike Garcia motioned to have a sub-committee created to review this. Gary Gardner seconded the motion.
 - ii. Jonelle Cameron noted that the "public" needs to be defined.
 - iii. Wade Hugh will email the committee members
3. Goals
 - a. Design Construction Standards Manual Section 600 Improvements Update
 - i. This has been tabled until the Comprehensive Plan has been updated.
 - ii. Gary Gardner noted that the CDC may receive draft updates in the Summer/Fall of 2022.
 - b. Updated Zoning Ordinance Text for Commercial Real Estate Signs
 - i. Board of County Supervisors' directive with a targeted date of May 24, 2022.
 - ii. Interim solution is to issue extensions for Temporary Commercial signs.
 - c. Bond Reduction/Release Process Improvements
 - i. Bond Reduction Release Team met on March 25, 2022. Staff recommended the following process improvement steps:
 1. Bond extension notifications currently sent to Developers will also be sent to Engineers and other contacts as designated.
 2. Site Inspectors will complete inspections within two weeks of receiving a reduction review.

3. Overall processing times for all Departments involved in the reduction process will be 30 days.
 4. The preconstruction manual is provided to Developers and includes all guidelines and information necessary.
 - d. Virginia Stormwater Management Program
 - i. Permit Review Timeframes Process Improvements – meeting scheduled Friday, April 22, 2022 with Mike Rolband, DEQ Director.
4. E-Review for Land Development Projects – Joyce Fadeley
 - a. Assessments Studies targeted for Spring 2022
 - b. DCSM Waivers, Plats (standalone), Lot Grading and Site Plans are on schedule - upcoming
 - c. Subdivision Plans targeted for Summer 2023
5. Quality Control Process for Site Plan Submissions – Joyce Fadeley
 - a. Land Development implemented a study conducted by Brian Otis (Senior Planner). Over a 13-day period, the following was found:
 - i. 14 plans received per day, on average
 - ii. 75 minutes to complete Document QC at the Land Counter, on average
 - iii. 37% of plan submissions are incomplete and/or missing information. Staff spends quite a bit of time trying to find missing information.
 - b. To optimize performance, the following is recommended:
 - i. Reduce number of incomplete plans and time spent on review
 - ii. Address staff shortages (5 FTE Land Counter staff needed)
 - iii. Staff training on all processes
 - c. Additional recommendation that forms be tailored to the type of plan being submitted. This could help the customer focus on the items needed for submission.
 - d. Goal for QC Review – 3-day document QC at Land Counter; 2-day review with a Project Manager. Currently this process is averaging seven days.
 - e. Mike Garcia asked a question regarding time frames for non-conforming use submissions. This is handled by Zoning Administration in the Planning Office.
 - f. Gary Gardner asked to review some of the areas recommended and provide additional feedback (fees/checks/payments) to speed up other processing times. Wade Hugh recommended a potential flat fee to submit with the first submission and then the LD Project Manager would price the complete plan review fee, which would be paid at the second submission.
 - g. Mike Kitchen asked if DPE Plans take precedence. Wade Hugh answered yes.
6. Building Development – Managing Abandoned Permits
 - a. See attached presentation
 - b. ePortal link → [PWC ePortal](#)
7. Inspection Order Process Action Team (Commercial Inspections)

- a. Chad Roop and Ricky O'Connor met with Industry. They are taking feedback to add to proposed process changes.
 - b. Next steps are to finalize the process, educate/advertise to industry, internal staff training on the new process and then implementation. There is no set implementation date at this time.

8. Electronic Inspection Certification Submissions
 - a. New Policy will be published in the beginning of May 2022. This will affect residential industry more than commercial and should save a great deal of time.
 - b. Soft launch will be announced via Constant Contact Customer Bulletins.

9. Update on additional Targeted Industry FTE Positions
 - a. January 18, 2022 – Board approved eight FTE
 - b. February 15, 202 – Acting CXO Budget Proposal to add eight additional FTE to be added through vacancy transfers
 - c. Funding for the 16 FTEs
 - i. \$1,200,000 – General Fund
 - ii. \$7,801 Economic Development Opportunity Fund
 - iii. \$217,174 – Building Development/Fire Marshal's Office Fee Revenue

10. Development Services Performance Measures Update
 - a. See attached presentation

11. Any Other Business
 - a. Mike Kitchen requested to have the As-Built process added to the next agenda
 - b. Barry Braden – Site Plan Review Process
 - i. Request to form a sub-committee. Wade Hugh will reach out to Tom Smith regarding this item, as it relates to site plan review and Watershed.

12. Next Meeting – 2:30 p.m. – 4:00 p.m., Wednesday, July 20, 2022

13. Meeting Adjourned