



MEETING MINUTES

2:30 p.m., Wednesday, January 19, 2022

1. Quorum Established – Meeting started
2. Introductions of CDC Members and County Staff
3. Old Business
 - a. Update on the DCSM Section 600 Review Efforts (Rick Canizales)
 - i. Sub-Committee met over the last year and worked with site reviewers and planners to cover all Section 600 codes. This had now been put on hold, as the Comprehensive Plan update is ongoing for the Land Use and Transportation chapters. Section 600 discussions will resume in April/May 2022.
 - b. Update on the Zoning Ordinance Text Change for Commercial Real Estate Signs (Planning)
 - i. Wade Hugh will identify a County resource to provide an update.
 - c. Land Development Unit Price List Update (Joyce Fadeley)
 - i. The updated UPL will put PWC more in line with surrounding Counties. In some instances, prices did not increase, while some increased up to 15% and others were increased substantially higher. The UPL was last updated five years ago.
 - ii. The target date for implementation is February 1, 2022 and applies to all new submissions coming in on or after this date. The new pricing will be uploaded to the PWC Website and was also sent out as an attachment via Constant Contact.
 - iii. Gary Gardner noted the link between bonds and permit fees needs to be reviewed in the near future.
 - iv. The new UPL price form will be required with bond extensions and reductions; however, the County will not require bond increases as a result of the new bond prices.
 - d. Quality Control Process for Site Plan Submissions (Joyce Fadeley)
 - i. Land Development is working with the Development Services Business Management Group to create reports that identify reasons for delays. George Harben will train on the Land Counter to offer coverage, which will aid in delays.

- e. Site Inspection process for recommending Temporary or Partial Occupancy (Madan Mohan)
 - i. The form was presented to the CDC in October 2021. The fee is the same as the regular occupancy fee (\$148.00). The site inspector will decide whether the project qualifies for this type of occupancy and also determine the length of the temporary occupancy recommendation.
 - ii. This form will take effect February 1, 2022.
 - iii. If you have any questions, please email Vijay Dindigal at vdindigal@pwcgov.org.
- f. EReview for Land Development Projects (Wade Hugh)
 - i. A team has been working on eReview for six months. The first phase roll-out is targeted for Spring 2022.
- g. Site Plan scanning cost estimates (Wade Hugh)
 - i. Estimate from the Contractor is at \$1 per page. For a typical site plan with 83 sheets, the total cost would be \$83. A typical Lot Grading Plan is 16 pages, for a total of \$16. There would need to be some standard format for submittal, which would need to be developed by County staff.
 - ii. Wade Hugh's proposal to the CDC – hiring of the vacant Land Development Project Managers would take precedence and this item for scanning costs would be tabled until after the positions are hired.

4. New Business

- a. Building Development 2022 (Eric Mays)
 - i. Managing Abandoned Permits
 - 1. There are currently 57,000 open permits (commercial and residential) with no activity for more than six months. Extension Request letters were sent out in the past, with a 50% return rate.
 - 2. The Building Development Division will take a proactive approach to rectifying this issue. To support this program, the following changes will be made:
 - a. Permit Applications, Plan Review Comment Letters and Inspection Reports will have language at the bottom identifying that no activity for six months may cause the permit to be closed. This will go live in February 2022.
 - b. The template for permits is being redesigned, which will come out in February 2022.
 - c. The County will proactively close abandoned permits and then consider a customer's request to reinstate/extend the permit. Proposed date for implementation will be May/ June 2022.
 - ii. Commercial Construction Inspection Order
 - 1. The team is evaluating the current business practice for commercial construction inspection order.
 - 2. The team is currently considering the order of having close-in inspections prior to the fire protection plans being submitted.
 - 3. Currently, a 149 is the last inspection prior to occupancy, which is conducted by the Fire Marshal's Office. The team is considering the building inspection (150) as the last inspection versus the 149.

4. Mike Garcia proposed that the team consider allowing Contractors to attend and provide feedback. Chad Roop noted that the team will reach out to four local contractors for feedback.
- iii. eSubmission of Inspection Certifications
 1. The Inspections team would like to utilize the functionality of the ePortal system. Currently, inspection certifications are handed to the Inspector in the field or are delivered to the Inspections office.
 2. This team kicked off at the end of 2021.
- iv. Virtual Counters
 1. The computer system currently in use will be upgraded to handle the new software capability.
 2. The idea of Virtual Counters is to allow for “face to face” interactions while not being in person. There is no strict timeline for this project.
- b. Election of Chair and Vice Chair
 - i. Gary Gardner nominated Mike Garcia for the Chair position. Nomination seconded. Unanimous vote for Mike Garcia as Chair of the CDC.
 - ii. Mike Garcia nominated Gary Gardner for Vice Chair. Nomination seconded. Unanimous vote for Gary Gardner as Vice Chair of the CDC.
- c. Establish CDC Goals for 2022
 - i. Draft (proposed by Mike Garcia and Gary Gardner)
 1. DCSM Section 600 improvements
 2. Updated Zoning Ordinance Text for Commercial Real Estate Signs
 3. Bond reduction/release process
 - a. Wade Hugh noted there are 250 expired Bond agreements.
 4. VSMP review time frames
 - a. Russ Gestl recommended an overall review of the site plan review and sign-off process. Joyce Fadeley noted that she will send the group the presentation regarding the VSMP process in conjunction with site plan review/approval.
 - b. Wade Hugh and Tom Smith will represent the County on any discussions.
 - d. Guidance for the installation of proprietary BMP’s to meet Virginia Water Quality Compliance standards (Raj Bidari)
 - i. DEQ issued a memo regarding the use of Manufactured Treatment Devices (MTD’s). The updated list can be found on the [Virginia Stormwater BMP Clearinghouse](#) website.
 - ii. The guidance memo is included in the MTD Evaluation Process tab on the website.
5. Performance Measures
 - a. Wade Hugh reminded the Committee about the proposed FY2023 Development Fee increase.
 - i. Building and Fire Fees – 1.3% increase on all base fees.
 - ii. Land Development Fees – 3.0% increase on all base fees.
 1. Planning is proposing several new fees (listed on the presentation slides)
6. Next Meeting – Wednesday, April 20th

7. Meeting Adjourned