



MEETING NOTES

2:30 p.m., Wednesday, January 18, 2023

1. Introductions

2. Old Business

- a. Design Construction Standards Manual Section 600 Improvements Update (Scullin)
- b. Zoning Ordinance Text Change Updates
 - i. Drive through uses and curbside pickup.
 - ii. Industrial parking and use regulations.
 - iii. Commercial Sign Regulations (Temporary Signage)
 1. New Principal Planner, Emilie Wolfson. Lead on all zoning text amendments.
 - iv. Staff project teams being assembled to start meeting in February/March
 - v. Stakeholder teams will bring comments to DORAC before going to the board.
 - vi. Affordable Dwelling Unit Ordinance
- c. Virginia Stormwater Management Program
 - i. Permit Review Timeframes Process Improvements (Mohan)
- d. Update Zoning Administration & Record Center
 - i. Proposed re-organization of these divisions, however, at this time it has been put on hold to acclimate the new CXO and Planning Director.

3. New Business

- a. Election of Chair and Vice Chair
 - i. Barry Braden made a motion to re-elect Mike Garcia as Chair. Gary Gardner seconded the motion.
 - ii. Mike nominated Gary Gardner as re-elect for vice chair, Barry seconded the motion.
- b. Building Development 2023 (Mays/Roop)
 - i. Building Inspection Order Update
 1. Policy has been drafted. Team will meet with industry in the next three weeks.

2. One major change is you will not be allowed to get your building final until all other trades are finalized. The enerGov system will alert customers if all prerequisites have not been met.
 3. Implementation date of March 2023
- c. Land Development 2023 (Westerman)
- i. eReview Update
 1. Site Plans-Phase I soft launch
 2. Summer 2023 electronic review will launch for the following plans in Land Development:
 - a. Administrative, Minor, Stockpile, Subdivision
 3. An eportal account should be created to submit online.
 4. Plats and Deeds will have online submissions as well.
 5. The goal is to have all Land Development submissions online sometime in April.
 - ii. The maximum amount allowed to be paid online is \$20,000. Any amount higher will have to be paid via check.
- d. Establish CDC Goals for 2023 (Garcia)
- i. Site Plan Revisions, Requirements, and Procedures
 1. Online now
 - ii. Section 300 Fire Life Safety Systems
 - iii. Continue working with the As-Built committee to improve the process.
 - iv. DCSM Section 600 review and update
 1. Pablo Belita will be chairing this task.
 2. Update will be initiated through the Board. Wade or Transportation will come up with a schedule.
 3. The process will last 12 months.
 4. Vote to initiate the 600 DCSM review.
 - a. Gary Gardner made a motion and Bill Daffan seconded that motion.
 5. Question regarding deeds and plats and tracking where they are in the process. Including where the plan goes when submitted to County Attorney.
 6. Curbside pickup offsite parking added to Zoning ordinance for Commercial Real Estate Signs.
 - v. Dirt hauling issues between permitted sites.
 1. Barry Braden discussed the County implemented dirt policy and how it adversely affected development projects' cost and time, including a railroad and County road project. He expressed a concern with the county's legal position on this issue.
 2. Ways to hold drivers responsible who are bringing dirt out onto the roads.
 3. Issues with having places to dump silt in the county.

4. The Director of Public Works has agreed to suspend the use of the form required for disposing of silt/dirt at this time.
 - vi. DCSM updates related to the newly adopted Comp Plan
- e. Review Policies and Procedures in Building and Land Development to identify additional means of streamlining the Permitting process.
 - i. Committee agreed to setup a subcommittee to go over existing policies and procedures. The CDC recommended new policies would be brought to the CDC members prior to implementation.
 - ii. Wade suggested the sub-team identify the top 2 to 3 policies/procedures they would like to discuss with staff.
- f. Proposed FY2024 Development Services Fee Schedule
 - i. 6% -Building increase
 - ii. 8% FMO increase
 - iii. 10% Land Development increase

4. Development Services Performance Measures Update (Hugh)

- a. Overview of building plans and permits issued in FY22 and FY23.
- b. FTE positions
 - i. All but three targeted positions filled.
 - ii. Due to the increase in positions the number of targeted projects will eventually be raised from 60 to 80.
 - iii. 1500 businesses opened in the County since this group was formed in 2018.

5. Any Other Business

- a. Team agreed to change the meetings to a 2-hr window effective next meeting.

6. Next Meeting – 2:00 p.m. – 4:00 p.m., Wednesday, April 19, 2023

7. Meeting Adjourned