



**Commercial Development Committee**

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

# MINUTES

**2:30 p.m., Wednesday, July 20, 2022**

1. Introductions
2. Quorum Established
3. Goals
  - a. Design Construction Standards Manual Section 600 Improvements Update (Scullin)
    - i. Transportation is currently working on the Comprehensive Plan Update regarding Section 600 and deciding if additional updates needed outside of this Section will be done at the same time. Transportation is working through the Mobility Chapter, which should be completed in August 2022. Mr. Garcia requested that the CDC review the draft before it is finalized.
  - b. Updated Zoning Ordinance Text for Commercial Real Estate Signs (Daus)
    - i. Board of County Supervisors' Directive – Initiation will go to the Board of County Supervisors in the near future.
  - c. Bond Reduction/Release Process Improvements (Fadeley)
    - i. Extension notifications are being sent to Developers and Engineers, which is an automated process at this time. If a Developer changes Engineers, the Developer has to remove the Engineer from the case in ePortal.
    - ii. Site Inspectors are completing inspections within two weeks.
  - d. Virginia Stormwater Management Program (Hugh)
    - i. Permit Review Timeframes Process Improvements- Meeting held regarding timeframes for issuance of VSMP permits. Permit timeframes are currently at 1-2 days.
4. E-Review for Land Development Projects (Fadeley)
  - a. Starting August 1<sup>st</sup>, all land assessments or study plans will be required to be submitted electronically in ePortal.
  - b. Waivers are now being accepted in ePortal.

- c. Land Development is working on Plats and Lot Grading Plans as a pilot phase for eReview. Hard copies of plats will be required at the end of the process to be filed in the Courthouse. County Attorney will also review electronically.
  
5. Quality Control Process for Site Plan Submissions (Fadeley)
  - a. See attached presentation for details.
  
6. Building Development – Managing Abandoned Permits (Mays)
  - a. See attached presentation for details.
  
7. Update on additional Targeted Industry FTE Positions (Hugh)
  - a. See attached presentation for details.
  
8. Development Services Performance Measures Update (Hugh)
  - a. See attached presentation for details.
  
9. Any Other Business
  - a. Inspection Order Team Update – meetings have been held with Industry and now the team is working with the IT Department regarding gate keepers in the system. Chad Roop noted that final inspections can be scheduled if there are partial approvals in the system. An updated will be provided to Industry in August 2022.
  - b. Gary Gardner noted an issue with turnaround times in requesting copies of GeoTech reports and as-builts. Public Works and Transportation are working together to edit and update the Pre-Construction Package. If there are items that need to be included, please let staff know.
  - c. Request for CDC Meetings can be held hybrid for virtual attendance. Wade Hugh will look into this.
  
10. Next Meeting – 2:30 p.m. – 4:00 p.m., Wednesday, October 19, 2022
  
11. Meeting Adjourned