



MINUTES

2:00 p.m., Wednesday, April 30, 2025

1. Introductions (Barbour)
2. DCSM Updates
 - a. DCSM [Section 600 Transportation Systems](#) Improvements Update and Schedule (Transportation)
 - i. DOT Staff met with all BOCS members and there were very few changes.
 - ii. Potential adoption would be this summer, as DOT plans to get on the BOCS agenda in the next 2-3 months.
 - b. DCSM Section 700 Updates – Consolidated E&S and SWM Regulations (Public Works)
 - i. Update DCSM Section 740 and Zoning Ordinance Part 504 to comply with the amended Chesapeake Bay Preservation Area Regulations (9VAC 25-830-155)
 1. See presentation
 2. Discussion on potentially adding a GIS layer
 3. Proposing a change to the DCSM to add wetlands permit evidence at the site permit stage instead of the plan approval stage.
3. CDC 2025 Goals - Status (Spina)
 - a. Draft Priorities as determined by the CDC:
 - i. Expedited Plan Review and Conditional Site Plan Approvals
 1. Development Services agrees to the dual priority as both goals involve different Divisions within the Department
 - ii. Chamber of Commerce Permitting Recommendations
 - iii. APM Updates
 - iv. Policy/Procedure Updates - completed and ongoing
 - b. Expedited Plan Review – Development Services, Building Development Division
 - i. See presentation
 - ii. There are currently 10 team members (County Staff and CDC Members) and they have already scheduled four (4) meetings. The kickoff meeting will be May 14.
 - iii. Implementation is tentatively scheduled for January/February 2026
 - iv. Full implementation of virtual counters by June 30
 - c. Policy/Procedures Update
 - i. This goal will be marked as completed as Department Directors will include any policy and procedure updates during Agency Update time
 - d. Chamber of Commerce Permitting Recommendations
 - i. CDC members to be included in County led sub-committees
 - ii. The internal team has met several times and have provided a spreadsheet to Bob Sweeney identifying low hanging fruit items, the lead departments for each item, and setting timeframes. Bob will distribute this spreadsheet to the Chamber sub-committee members.

- iii. County staff is tracking this process and updates through PWC Works.
 - e. Conditional Approvals for Site Plans – facilitate/advocate support from the CDC
 - i. The initial work for this process has begun and staff have worked with the TMO to do journey mapping
 - ii. County Staff have also met with Loudoun County to learn more about their process and best practices/lessons learned from their implementation of conditional approvals.
 - f. APM Updates
 - i. The current APM is outdated and needs some minor clean up on language and titles
- 4. Plan Review/Special Inspections discussion regarding request for plan revision/comments (Barbour)
 - a. Discussion surrounding delegated design and the review by Plan Review and/or Special Inspections
 - b. Building Development will clarify which items need to go to Special Inspections and bring this back to the CDC
- 5. Agency Updates
 - a. Transportation (Canizales)
 - i. Have begun hosting community outreach meetings for feedback on the Comprehensive Plan. See the [Transportation website](#) for more information and meeting locations.
 - b. Economic Development (Winn)
 - i. The Landing at Town Center is going out to market for development to secure Commercial Real Estate Advisor
 - ii. May 7 – Calibrate Conference for Small Business
 - iii. May 22 – Partnering with Supervisor Bailey for a Town Hall on the Fetter Park Area to share findings to inform the next phase of a small area plan.
 - iv. June 6-8 – LIV Golf Tournament at Robert Trent Jones
 - v. The RFP is out for Agrotourism and Agrobusiness
 - vi. Maritime Independent Study coming soon
 - c. Public Works (Hisghman)
 - i. Looking into allowing underground facilities in residential developments. Working on establishing the process for allowing these facilities.
 - d. Planning (Washington)
 - i. Recently hired 2 new FTEs (Countywide Planning and Current Planning). Only one FTE has not been filled yet.
 - ii. Working with DoIT on making the Rezoning/SUP applications fillable on ePortal. The end goal is to convert everything to online format.
 - iii. Currently working on 3 Scopes of Work.
 - iv. More consulting money was approved in the FY26 Budget for small area plans.
 - v. There was a request from the BOCS to add the Planning Commission vote to the Development Application Process.
 - vi. DCOAG update on the Noise Ordinance – Planning for the proposed ordinance to go before the BOCS in July. See the [DCOAG website](#) for meeting notes and presentations.
 - vii. Working on final tweaks to the AfDU Ordinance. This will go before the BOCS on 6/3.
 - e. Development Services (Spina)
 - i. Information on 2021 Code Updates will be sent to the CDC members by Eric Mays
 - ii. Commercial Shell Building Program (Footing/Foundation Pilot)
 - 1. See presentation
 - iii. The position of Zoning Branch Manager is currently under recruitment. Joyce Fadeley, Assistant Director of Land Development Services, is currently managing the Zoning Branch until this vacancy is filled.
 - iv. Fee increases approved in the budget include 0% for Building Development, 3% for Fire Marshal's Office, 5% for Land Development, and 7% for Planning Rezoning and SUPs
 - v. The last ticket for Zoning Counters is now issued at 2:00pm. This is to become consistent and predictable with the last ticket issued time and help manage the online

workload. The Early Assistance Desk is still open until 4:00pm and staff can take questions, drop-offs, have conversations, etc.

- f. Fire Marshal's Office (Smolsky)
 - i. Staffing update-Almost fully staffed.
 - ii. Working with Building Development on partial approvals
 - iii. FMO Staff are working to align their plan review processes to mirror Building Development's processes for ease of consistency for customers.
- 6. Development Services Performance Measures Update (Spina)
 - a. See presentation
- 7. Any Other Business (Barbour)
 - a. Discussion on the As-Built Checklist
 - i. Many of the changes that were made have not been implemented by staff
 - ii. The checklist will be sent to Luke for him to review and discuss with staff
 - b. Discussion on potential impacts of the proposed Noise Ordinance
 - i. Vice Chair Garcia noted that the adoption of the Noise Ordinance in its draft state would cause development to come to a standstill in the County.
- 8. Next Meeting – 2:00 p.m. – 4:00 p.m., Wednesday, July 23, 2025
- 9. Meeting Adjourned