



MINUTES

2:00 p.m., Wednesday, July 23, 2025

1. Introductions (Barbour)
2. DCSM Updates
 - a. DCSM [Section 600 Transportation Systems](#) Improvements Update and Schedule (Transportation)
 - i. Currently in the County Attorney's office, awaiting their approval.
 - ii. Hoping to get this to the Planning Commission and BOCS by the end of the year.
 - b. DCSM Section 700 Updates – Consolidated E&S and SWM Regulations (Public Works)
 - i. The Planning Commission deferred the item indefinitely. Staff is currently working on addressing the concerns.
 - c. DCSM/APM Updates – State Mandated Changes (Development Services)
 - i. Effective July 1, state mandated changes affecting site plans and plans of development were implemented in the Land Development Division of Development Services. State enabling legislation requires, after third and subsequent submissions, that the applicant and Assistant Director of Land Development be notified concurrently of the noted deficiencies. Within 14 days, the Assistant Director of Land Development will render a decision on if the plan should be 1) administratively approved; 2) resubmitted and approved within seven (7) days due to the minor nature of comments; or 3) re-submitted for normal processing. Any administrative approval noted in option 1 or 2 are only for administrative processes and do not include approval times for the County Attorney's Office.
 - ii. An example of this letter will be sent out
3. CDC 2025 Goals - Updates (Spina)
 - a. Commercial Expedited Plan Review – Development Services, Building Development Division (Roop) – presentation/update will be provided during Item #4 below
 - b. Conditional Approvals for Site Plans – Development Services, Land Development Division (O'Connor)
 - i. Still working on the site plan process future state.
 - ii. Staff will continue to meet with Loudoun County and other industry members.
 - c. Chamber of Commerce Permitting Recommendations – Development Services (Spina)
 - i. The County's internal working group plans to send out an update to the Chamber of Commerce in August.
 - d. APM Updates
 - i. Any change to the APM must go to the BOCS for approval.
 - ii. Changes to happen in the Fall
 - e. Policy/Procedures Update – Ongoing/Completed
 - i. These changes are ongoing on a quarterly basis.

4. Building Development Updates (Roop)

- a. Expedited Plan Review – CDC Goal
 - i. Commercial Expedited Plan Review – Criteria and Virtual Meeting
 - 1. A new plan has been drafted and it will be 100% virtual and will be at no additional cost to industry
 - 2. Working through some software options with DOIT
 - 3. Hope to have a first draft to the team no later than November
 - ii. BDD Policy – [Building Plan Review Priority Processing](#) Update
 - 1. This program was already in place. Proposal to reduce the fee by 50%, which would coincide with the FY27 Budgeted Fee Schedule changes.
 - iii. Waiving Commercial Plan Review vs. Commercial Express Permitting
 - 1. Supporting documents will be included with the minutes
 - 2. Commercial Express Permitting allows for a 3-day turnaround time on specific projects
- b. BDD Policy – [Framing and Rough-In Permit](#) Update
 - i. Policy was revised, effective July 1
 - ii. There were no significant changes, just added clarification
- c. Guidelines for Phased Building Permit Approval, Delegated Design, Deferred Submittal and Shop Drawings
 - i. Documented definitions and processes to provide clarification to staff and customers
 - 1. Still working on the draft, but changes will be posted to the website once they are finalized.
 - 2. Please provide feedback to Chad Roop by August 8

5. As-Built Update (Public Works)

- a. Staff have incorporated most of the concerns raised by the CDC and Subcommittee
- b. Please review the updated version of the checklist and provide any feedback to Gary Gardner by August 8.

6. Agency Updates

- a. Transportation (Canizales)
 - i. DSCM Section 600 is in the County Attorney's Office. Hoping to get it before the Planning Commission and BOCS by the end of the year.
- b. Economic Development (Winn)
 - i. A couple of major studies going on right now (Agrotourism and Maritime). Currently working with procurement to finalize vendors.
 - ii. The Landing Redevelopment Project Update: We have selected a real estate advisor and bringing that to the BOCS on 7/29.
 - iii. Restructured some of the staff in the Department:
 - 1. Stacie Henn -to Director of Business Investments
 - 2. Clarice Grove- Business Retention and Expansion
 - 3. Marc Smith (new hire) - Lead Project Manager for New Attractions
- c. Public Works (Shammout)
 - i. For the CCTV revisions, they need a full year of data to work with. So the changes will not happen in FY27.
- d. Planning (Washington)
 - i. Small Area Plans launching Countywide (1-2 year timeline)
 - 1. Vint Hill – Procured 3 consultants

2. Yorkshire – Working with business owners along the Route 28 corridor
 3. Fettle Park – Still at the very beginning stages and currently working on recommendations.
 - e. Development Services (Spina)
 - i. Land Development Division updates (See PowerPoint)
 - ii. Early Residential Grading was initiated by the BOCS in March 2025 and an early policy will be implemented in the Fall to help us work out any glitches.
 - iii. DCOAG –
 1. They will be going before the BOCS in October for the adoption of the Noise Ordinance.
 - a. Currently working with 4 consultants on the draft ordinance and pencils down date is August 11.
 - b. Projects with active construction permits will be exempt from this ordinance
 2. In a holding pattern with the DSCM Zoning Ordinance updates due to the focus on finalizing the Noise Ordinance
 - iv. We will be having a work session with the BOCS on data centers this fall
 - v. Mandi will be transitioning to the Chief for the TMO in November, so Ricky will be Acting Director for 2 years. Mand will handle the October CDC Meeting.
 - vi. Working with Public Works on Foundation and Soil Management Fund
 - f. Fire Marshal's Office (Smolsky)
 - i. Brian Ferguson is the new Battalion Chief
 - ii. FMO has initiated virtual appointments on Tuesdays and Thursdays for Fire Protection Plans that meet certain criteria. See attached flyer/press release.
 - iii. Will be hosting a seminar in the Fall. More information will be sent out as it becomes available.
7. Development Services Performance Measures Update (Spina)
 - a. See presentation
 8. Any Other Business (Barbour)
 9. Next Meeting – 2:00 p.m. – 4:00 p.m., Wednesday, October 15, 2025
 10. Meeting Adjourned