

Commercial Development Committee

Jonathan Barbour, Chair
Mike Garcia, Vice Chair
Ricky O'Connor, Staff Liaison

Barry Braden	Jonelle Cameron
William Daffan	Jim Elliott
Russell S. Gestl	Gary Gardner
John F. Heltzel	Jeremy L. Karls
Chris Lemon	Chad Roop
Matt Smolsky	

Minutes

2:00 p.m., Wednesday, January 21, 2026

1. Introductions (Barbour)
 - a. The CDC made great progress in 2025 with the Chamber Improvement List, online plan submissions, virtual counters, and expedited plan review.
2. 2026 CDC Elections (O'Connor)
 - a. Chair – Jonathan Barbour was elected to continue as Chair.
 - b. Vice Chair – Mike Garcia was elected to continue as Vice Chair.
3. Fee Schedule Presentation
 - a. See presentation
4. DCSM Updates
 - a. DCSM [Section 600 Transportation Systems](#) Improvements Update and Schedule (Transportation)
 - b. No major updates. Wrapping up internal reviews and making some minor changes. Once the final draft is complete, it will be sent out to CDC for courtesy review. Transportation may bring it back to the Planning Commission before going before the Board as part of a work session.
 - c. DCSM Section 700 Updates – Consolidated E&S and SWM Regulations (Public Works)
 - i. No changes that have affected industry.
 - ii. Governor Spanberger's administration has indicated a focus on the development process, which may impact VDOT, DEQ and other State organizations.
5. CDC 2025 Goals - Updates (O'Connor)
 - a. Commercial Expedited Plan Review – Development Services, Building Development Division (Roop)
 - i. Thank you to the industry and CDC members who partnered with Building Development to redevelop the Commercial Expedited Plan Review process.
 - ii. The program goes live on February 16. Industry notification was sent out with links to the policies and applications. A soft launch has been sent to CDC members only so that they can test a few cases before going live.
 - iii. Staff training on the new process is complete. A lot of the process will be more manual than expected, due to EnerGov limitations.
 - iv. There will be 2 check-in meetings, in March and September, for feedback on how the program is working.
 - b. Conditional Approvals for Site Plans – Development Services, Land Development Division (O'Connor)
 - i. This goal was not complete. However, in the beginning part of this year, DDS will start working on parts of the site plan process individually, while waiting on the whole team to regroup.
 - ii. Thanks to Jeremy, Gary and Chris for their input in the group.

6. 2026 CDC Goals (Barbour)

- a. Site Plan Conditional Approvals (continued from 2025) – Reengineer the business process by issuing a Conditional Site Plan Approval to allow other tasks to begin earlier in the permitting process.
- b. Chamber of Commerce Permitting Process Improvement Recommendations (continued from 2025) – Complete the review and implementation of improvements.
- c. Site Plan Administrative Process Manual (APM) (continued from 2025) – Eliminate the APM and absorb any essential process requirements into the Design and Construction Standards Manual (DCSM) or Land Development Policies.
- d. Special Use Permit (SUP) Process – Create a Subcommittee to coordinate with the Planning Office on the ongoing effort to improve the SUP Process.
- e. Building Inspections Process – Evaluate if the Building Final Inspection can be scheduled to be concurrent with the FMO Pre-Occupancy Inspection.
- f. CDC/NAIOP/PWC to work together with VDOT on the process and the review comments being issued on planning cases, site plans, and permitting applications.

7. Agency Updates

- a. Transportation (Belita)
 - i. Design build contract from Devlin Road Widening from University Boulevard to Jennel Drive
 - ii. Quartz Project, working with Buchanan on the traffic change at Minnieville and Prince William Parkway
 - 1. Hope to have project completed by 2028. Utility relocations have started and detours will begin soon.
- b. Economic Development (Winn)
 - i. A lot of economic diversifications happening with a variety of companies across the entire geography in PWC
 - ii. The Landing Town Center
 - 1. BOCS approved Economic Development to work with a consultant on Telegraph commuter lots and they have identified different areas of density development.
 - 2. Hoping to have BOCS sign off on vision and approach by Spring
 - 3. Directive to look at emerging technologies for targeted industries.
 - a. Reopening target industry studies.
 - b. Looking to identify opportunities for small businesses and agrotourism, as well as different levels of targeted industries.
 - c. Evaluating removing data centers from targeted industries
- c. Public Works (Shammout)
 - i. Since the Noise Ordinance was approved by the Board, Public Works has begun the process of hiring the Acoustical Engineer(s) positions
 - ii. The amendments to the Purchase of Development Rights were approved by the BOCS on 1/20. Public Works will manage this program and is in the process of developing the procedures and the implementation steps.
 - iii. Continue to receive complaints about mud/dirt being tracked onto the roadways. Public Works will be issuing a memo to alert everyone about this activity and enforcement.
- d. Planning (Washington)
 - i. Two larger objectives for the Planning Office were to have a better managed and more efficient land use applications process, and to right size the Planning Office. We have made significant progress in filling vacancies.
 - ii. The Land Use application process will move to a fully online process. They are working to create electronic applications, will be doing a pilot for SUPs, and will then roll it out to Rezoning applications. They have already done multiple training sessions with staff for putting comments into EnerGov as well as Bluebeam training.

- iii. Comprehensive update to the Zoning ordinance launched this summer and the work has started.
 - 1. Expanding the ability to build multiple housing types in the County
 - 2. Looking at the SUP process to determine which types of cases should be SUPs vs administrative review instead
 - 3. Starting new community and stakeholder engagement, which includes the CDC
 - 4. Will be hosting community meetings
- iv. Launched Sustainability and Resilience Comprehensive Plan Amendment
 - 1. Setting up first round of community engagement
- v. Vint Hill Corridor Small Area Plan
 - 1. Had first meeting in November
- vi. Will be launching 2 additional Small Area Plans this year
 - 1. Fettler Park Small Area Plan (Directive from Supervisor Bailey)
 - 2. Yorkshire Small Area Plan
- vii. Exploring elimination of the overlay district
- e. Development Services (O'Connor)
 - i. Settling into new roles during this transition
- f. Fire Marshal's Office (Smolsky)
 - i. "Better Together" Industry Seminar continues and next one is on Friday, January 23 at 8:30am in the Board Chambers

8. Development Services Performance Measures Update (O'Connor)

- a. See presentation

9. Any Other Business (Barbour)

10. Next Meeting – 2:00 p.m. – 4:00 p.m., Wednesday, April 15, 2026

11. Meeting Adjourned