PRINCE WILLIAM COUNTY

Department of Development Services

Commercial Development Committee
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Chad Roop

MINUTES

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

1. Introductions (Barbour)

2. Welcome (O'Connor/LaBelle)
    a. Chief Ferguson is the Acting Fire Marshal.
    b. The Fire Department is focused on economic continuity and improving customer service. Currently working on reorganization within the Fire Marshal's Office.

3. CDC 2026 Goals - Status (O'Connor)
    a. Chamber of Commerce Permitting Process Improvement Recommendations
        i. The majority of the Chamber's list has been addressed.
        ii. Anything that did not get completed will come back to CDC to work on.
    b. Site Plan Conditional Approvals
        i. Went live September 1 and were in a Pilot 3-4 months prior to that.
        ii. Will get industry feedback in 6 months or so and bring those results back to the team.
    c. Site Plan Administrative Process Manual (APM)
        i. DCSM and APM updates will go to DORAC on October 22 for comment and feedback, then to the Planning Commission, hopefully before the end of the year.
    d. Special Use Permit (SUP) Validity Process
        i. Went to the Board last year to get a blanket extension on SUPs
        ii. Started with a list of 300 and have gone through over 120 items, to date.
        iii. Now have a lifecycle for SUP validity with the dates in Energov so it can be looked at holistically and updated regularly.
        iv. Currently meeting with the BOCS members to provide an update.
    e. VDOT Process/Comments
        i. DTCC is meeting with VDOT weekly to work with them on being consistent with their comments

4. GIS Addressing (Sarah Sullivan)
    a. See presentation
    b. Email pwcmaps@pwcva.gov if you encounter any issues in the process.

5. Zoning Counters - Reporting Structure Change (O'Connor)
    a. Starting November 1, Zoning Counter staff will report to the Zoning Administrator to realign the responsibility with authority.
    b. Still working on updating some of our forms and webpages, along with some space projects.

6. Construction Inspection Process Improvement Update (Roop/Ferguson)
    a. The purpose of the update is to streamline the end process for spaces equal to or less than 10,000 feet and try to combine some of the inspections
    b. Chief Ferguson and Chad met with our Energov specialist to discuss if this was possible and what the process would be. It will require a lot of logistical changes in Energov that need to be worked out. We will also have to do 6-12 weeks of testing before going live with the changes.
    c. Staff and CDC agreed to table this item until next year, due to resource constraints within the Fire Marshal's office.

7. Special Inspection Process Improvement (Roop)
    a. The team has been very productive, and the feedback received from industry members on the team was incorporated into the updated manual.
    b. The Final Draft of the manual was emailed to industry members on October 20 for any last comments.
    c. The next tasks for the team are to schedule the go-live date, industry and staff training, and team meetings going forward.
    d. Manual vs. Process (Barbour)
        i. By streamlining the manual, it inherently streamlines the process. We have been able to reduce some of the previous special inspection requirements to help clarify the submission process. It also has helped to streamline the business process.

8. Building Code Enforcement – Life-Safety Focus, Scope of Inspections and Compliance Process (Garcia)
    a. Discussion about the process for Building Code Compliance cases

9. DCSM Changes to VESMP Regulations (Shammout)
    a. Fee collection change
    b. DEQ made changes to their portion of the fee collection on July 1. The County implemented our change on October 1, so we are no longer collecting the fees.
    c. Fees are being billed directly to the operator, so make sure your contact information is up to date.

10. Phosphorus Reduction Requirement (Shammout)
    a. The new fee schedule has been in place for almost a year. It went from .4 to .26 per acre, per year.

11. County Noise Ordinance Update (Shammout)
    a. An update was presented to the BOCS on October 21 about the noise ordinance, which has been in effect since May 1.
    b. Public Works is going back to the Board in November 17 with another presentation and will be coming back with some modifications.

12. Comprehensive Zoning Ordinance Update (Washington) – This item was not covered because of the lack of sufficient time.

13. Agency Updates
    a. Transportation (Canizales)
        i. Megan Landis is the new Assistant Director for Planning and Traffic Safety
        ii. A lot of major projects on the Capital side. Detours started at Minnieville and Prince William Parkway and getting ready to start construction at Sudley Manor and the 234 Bypass.
    b. Economic Development (Winn)
        i. No update
    c. Public Works (Shammout)
        i. No update
    d. Planning (Washington)
        i. No update
    e. Development Services (O'Connor)
        i. No update
    f. Fire Marshal's Office (Ferguson)
        i. No update

14. Development Services Performance Measures Update (O'Connor)
    a. See presentation

15. Any Other Business (Barbour)

16. Next Meeting – 2:00 p.m. – 4:00 p.m., Wednesday, January 20, 2027

17. Meeting Adjourned

We look forward to seeing everyone at the Annual Industry Breakfast on Thursday, December 10 at 8:30am at Sweeney Barn.