



# MINUTES

2:00 p.m., Wednesday, October 18, 2023

1. Introductions
2. Design and Construction Standards Manual (DCSM), [Section 600 Transportation Systems](#)  
Presentation and Update by Consultant (Belita)
  - a. See presentation
  - b. Section 600 is usually only updated in small sections. This time it is being updated all at once, which allows a holistic review of Section 600. The consultant has looked at guiding principles, document organization, roadway classification, additional updated standards and coordination.
  - c. The County hired Dewberry to help with this task
  - d. Guiding principles
    - i. Comments:
      1. A big part of the job so far has involved research with the comprehensive plan, standards, and best practices
      2. Presentation included cul-de-sac connectivity and orientation of developments
  - e. Additional updated standards
    - i. Restaurant Parking and Drive-through standards will also be looked at
  - f. Timeline
    - i. The intent is to provide a draft in January, give the committees some time to review, come back in Spring with a final draft, and then finalize/adopt the update in Summer
  - g. Questions:
    - i. The original goal was to better align PW Standards with VDOT standards. Is that still the goal?
      1. That is still the intent and that is the direction given to Dewberry
3. Zoning Ordinance Text Amendments Update (McGettigan)
  - a. There are four ZTAs going to Planning Commission for 2022 and 2023 state mandated changes, including temporary signs and curbside pickup. These will go before the Planning Commission in November/December.
  - b. Working on language for industrial parking. Hope to have some draft text to share soon
  - c. Working on Affording Dwelling Unit Ordinance.

- i. Presented to the BOCS on Tuesday, October 17. The presentation will be put up on the Planning website.
  - d. All Planning positions are not filled yet, but they hope to have more capacity to work on ZTAs soon.
- 4. Planning Office Update (McGettigan/Hugh)
  - a. Looking to bring a consultant on board to help with case workload.
  - b. Added 4 FTE for Planning
  - c. There are some major cases coming up to the PC and the BOCS in the next few months, which is impacting other projects
    - i. Planning Commission Meeting on November 8 – Digital Gateway
    - ii. BOCS will hear Devlin November 28 (this may affect the PC meeting on November 29)
    - iii. BOCS will hear Digital Gateway on December 12 (this will affect the PC meeting on December 13)
    - iv. BOCS added a meeting to their schedule for December 19
  - d. A Tech has been added to current planning, which will be helpful with some of the processing and receiving of applications
  - e. Advertising for Principal Planner and added some capacity to long range planners
  - f. Currently interviewing for another GIS person to help with staff reports, graphics, and layers for Zoning/SUPs
- 5. Development Services Update – Reorganization (Spina)
  - a. On September 12, the BOCS approved the CXO's reorganization, which brought Zoning Administration and the Records Center under Development Services.
  - b. Records will fall under our Business Management Group and will be managed by Danny Hill
    - i. We will be eliminating the Records Center lunch time closure in the upcoming months
- 6. Update on sub-committee Policies & Procedure team (Gardner)
  - a. In August, a small group of the subcommittee met and went through the critical policies
  - b. At the end of September, the subcommittee met with Mandi and Ricky to discuss items they wanted to work on
    - i. Working on a page setup on the Land Development side, so that there is one place to find the links
    - ii. They will continue to work through the policies and see if there are any updates or changes needed
  - c. Mandi will be meeting with Tom Smith in early November to discuss the policies identified in the subcommittee
    - i. Planning will work on getting their policies out to industry so that we can set goals to work on those in 2024
- 7. Design and Construction Standards Manual (DCSM) Waivers Process (Belita/Eib)
  - a. See presentation
  - b. There may have been some misinterpretations in the memo about the waivers, which need to be changed.

- c. Transportation
    - i. DCSM waivers go through the Land Development division first
    - ii. Can the DCSM waiver still be done through a proffer statement?
      - 1. No, because they don't want to deny a proffer based off one item. Staff will let the developer and the Board know what the staff recommendation is. It will be part of the rezoning, but almost like an attachment to the site plan
    - iii. DCSM Waiver is a modification to an engineering standard, so it requires an engineering review.
    - iv. The only change to this process is that certain waivers will not get approval from Transportation anymore. Transportation will make their recommendation for ultimate Board approval. Then the waiver can be modified administratively once approved.
    - v. The original memo said developers must go to Planning before submitting the waiver to Transportation. Will this still be taking place?
      - 1. Transportation will work with Planning on language – it will likely be just a notification (not approval) that the waiver will be coming through
    - vi. Staff will put these process changes in writing so that the requirements and criteria are clear. Once the memo is put together, they will send a Draft to industry for a comment period before implementing it.
      - 1. The move forward date should be at least January 1, and plans already submitted will be grandfathered.
  - d. Environmental waivers
    - i. No changes
8. Data Center Impact/Noise Working Group Update (Hugh)
- a. The Data Center Ordinance Advisory Group was formed by direction of the BOCS and tasked to look at the noise ordinance, zoning and DCSM related to data centers.
  - b. They are currently looking at bringing on a consultant to look at the noise ordinance and how the noise is measured.
  - c. It will be about 18 months before something is finalized, so we are currently working on some potential interim standards.
9. Goals
- a. DCSM [Section 300, Fire Safety Systems](#) Update (Chief Smolsky)
    - a. Will be going before the BOCS to initiate this on November 28
    - b. Will provide updated language to CDC
  - b. As-Built Plan Process Improvements Update (CDC Sub-Committee)
    - a. Raj sent a draft checklist based on subcommittee feedback, which was circulated to CDC members for review and comments.
    - b. Close to getting an updated/revised as-built checklist
    - c. Will get feedback, send back to Raj, then the checklist to be implemented
10. Building Development Division Update (O'Connor)
- a. Building Inspection Order Update and Presentation
  - b. Industry members were brought in the process for feedback
  - c. Currently, the FMO Final (149) is the last part of the process before the Certificate of Occupancy is issued. The new order will have the fire and sprinkler alarm process in with the

rest of the trades, putting the FMO final in front of the building. Building (150) will be the final before the Certificate of Occupancy is issued.

- d. Next steps: developing in house training for FMO, Building/Inspections team, and updating polices
  - e. Implementation will be January/February, due to training beginning in November.
  - f. Looking at automating the Certificate of Occupancy
11. Update on additional Targeted Industry FTE Positions (Spina)
- a. Board approved new positions in FMO and DDS to help Economic Development. All of those positions are finally filled
  - b. We are increasing the number of targeted projects from 50 to 80
  - c. We currently have 57 projects
12. Development Services Performance Measures Update (Spina)
- a. As part of the minutes, we will be sending out the full package of data
  - b. Building plan submissions – currently at 12,878, which track with our 13,000 predicted number
  - c. Small business projects
    - i. From January – September, there were 248 small businesses were opened
13. Any Other Business
- a. Mandi Spina - On December 8, Development Services and Economic Development will be hosting the Industry Meeting at the Hilton in Manassas. Please let Mandi know if you would like to be added to this invitation list.
  - b. Mike Garcia - There have been reports of businesses having issues with getting permits and tenants have stated they have trouble getting through the system. Requested that one of the goals for next year to be to come up with a process to help businesses navigate this.
14. Next Meeting – 2:00 p.m. – 4:00 p.m., Wednesday, January 17, 2024
15. Meeting Adjourned