



## **10/21/2020 CDC Meeting Minutes:**

### **1. Update on COVID-19 Business Process Changes**

- a. After-hours drop off bin for development applications
  - i. Internal processes, procedures and logistical steps are being developed by the Early Assistance Desk (EAD) staff for internal agencies.
  - ii. Signage is begin created for the drop-off bin and will be in place the week of October 26, 2020.
- b. Update on Zoning Counter electronic submissions
  - i. Zoning Counter has begun to allow electronic submission for Contractors only.
  - ii. George Mason University Civil Engineering students are assisting County staff with the review, analysis and streamlining of the electronic submission process.
- c. Fire Marshal's Office: New e-Services
  - i. Customer Bulletin sent out defining the program.
- d. Economic Development
  - i. Capital Investment Grant program provides business and building owners with grants up to \$200,000 to make physical improvements or innovate a business model to continue to serve customers and employees during the COVID-19 pandemic. Awardees will be reimbursed up to 50% of costs of physical improvements, including any soft costs such as design and consulting fees. Work must be completed by December 1, 2020.
  - ii. Permit Rebate program provides businesses with rebates up to \$2,000 for permitting fees for any upfit renovations and new construction projects. Applications will be accepted on a rolling basis through June 30, 2021 (as long as funds remain).
  - iii. Elevate is a unique workforce development solution demonstrating the commitment to help residents and businesses in Prince William County. The Elevate program helps residents by providing training programs, support services and career assistance in efforts to obtain the skillset needed to obtain and retain in-demand jobs.

### **2. CDC 20-year Anniversary Book**

- a. Interviews for the commemorative coffee table book have concluded.
- b. Please send all pictures of projects directly to Virginia Person.
- c. Commendation for the 20-year Anniversary is slated for Tuesday, December 1, 2020 at the Board of County Supervisors meeting.

**3. Development Services – Land Development Staffing Updates**

- a. Daniel Hill has been named as the Early Assistance Desk Supervisor.
- b. Land Development’s Division Chief role is slated to be filled in January 2021.
  - i. Wade Hugh is Acting Division Chief and Richard Lanham is the Land Development Project Manager Supervisor.
- c. Ron Escherich’s role will remain vacant in efforts to cover some budgetary shortfalls.
- d. Cathy Ferguson’s Bonds & Escrow position will be filled in the near future.
- e. Development Services is currently interviewing Land Development Technicians to backfill two counter vacancies.

**4. CDC Chair Meetings with Board Members**

- a. Update on meetings with Board members to discuss the CDC’s recommendations for growing commercial development in PWC.
  - i. Final Board Meeting to be scheduled with Supervisor Candland.

**5. Commercial Bonding Process Improvements**

- a. Discuss Loudoun County’s commercial development bonding policy.
- b. Wade Hugh and Eric Dunn will be working together to determine if the CDC will make this a 2021 goal.

**6. Planning Office – ZTAs/Small Area Plans**

- a. 9 Small Area Plans
  - i. North Woodbridge, The Landing at Prince William and Dale City have been completed.
  - ii. Innovation Park will be heard during the December BOCS meeting.
  - iii. Route 29 and Independent Hill’s draft plans being prepared for December Planning Commission public hearings.
  - iv. Triangle is under development,
  - v. Yorkshire schedule to be determined.
  - vi. Fairgrounds schedule to be determined.
- b. Zoning Text Amendments
  - i. Multifamily and Single-Family Zoning Definition
    - 1. Planning to amend the definition for Multifamily and Single Family to minimize confusion.
- c. Distribution and Fulfillment Center
  - i. Distribution and Fulfillment Center is not currently defined in the Zoning Ordinance. Currently, it is permitted in the M/T zoning district only, however, the ZTA will amend that.

- ii. Working with Economic Development to finalize a map to identify where these use areas are located. Proceeding with hearing process, likely in December / January timeframe.
- d. Domestic Fowl Overlay District map amendment is slated for an 11/4/2020 Planning Commission hearing.
- e. Cattle ZTA will allow cattle on property of less than 10 acres. Planning Commission approved on 10/21/2020.
- f. Civil vs. Criminal ZTA will change the classification of the zoning violation from a criminal offense to civil. Working sessions with the Planning Commission began on 10/21/2020 with a Public Hearing scheduled for 11/4/2020.

**7. CDC Planning for 2021**

- a. Chair and Vice Chair elections in January 2021
- b. Goals for 2021

**8. Performance Measures**

- a. Small Business: Since the inception of the program, over 600 customers have opened for business. Please see attached PowerPoint slides.

**9. Other Business**

- a. Many projects that were starting in Fall 2020, have been put “on hold” due to banks not providing loans.

**10. Meeting Adjourned**

**Action Items:**

- 1. Wade Hugh and Eric Dunn will work together to obtain a copy of Loudoun County’s Commercial Development Bonding policy.