



Meeting Minutes

January 22, 2020

1. Election of Officers:
 - a. Chair - Mike Garcia
 - b. Vice Chair - Gary Gardner

2. Discuss FY2021 Development Fee Increase:
 - a. Handout provided
 - i. 2.9% inflationary increase for Land Development Fees
 - ii. 1.2% inflationary increase for Building Development Fees
 - iii. Details included in the attached handout and PowerPoint slides

3. Commercial Small Lot Development (less than 3 acres):

Marc Aveni provided the Committee a review of some existing County options that may assist in the development of Commercial Small Lots. Marc encouraged the Committee to contact the County to discuss these options prior to submitting plans.

Challenges:

- a. Buffer requirements for dissimilar use
- b. Flood Plains
- c. Wetlands
- d. Steep Slopes
- e. Other Resource Protection Area (RPA) issues

Opportunities:

- a. Potential Buffer Modification
- b. Rezoning / Waiver Potential
- c. Environmental Constraints
- d. Mitigation (State and Federal issues)

4. Discuss Policy Change – DEQ General Construction Permit
 - a. Impacts to Early Grading Permits and Issuance of Site Development Permits
 - i. A state General Construction Permit (GCP) is required for any land-disturbing activity. Since 2016, Prince William County has been able to commence with land disturbance based on an email Notice of Intent to issue a GCP from the Department of Environmental Quality (DEQ).
 - b. This administrative delay can potentially delay the project up to 14 days.

5. CDC Marketing Efforts

- a. Small Business Project Management Program is a program that provides guided assistance to small business owners whom are looking to establish their business in Prince William County. The Small Business team is led by experienced professionals, who will work closely with your project team, to navigate the County approval process and will remain a direct point-of-contact from inception to completion.
 - i. 2019 Snapshot: Small Business Commercial Real Estate in Prince William, VA.
 - 1. Assisted 481 customers through the small business permitting process.
 - 2. 79% of customers served were able to “Open for Business” in their desired location.
 - 3. 299,631 square feet of occupied space in the community.
 - ii. Small Business Commercial Real Estate webpage went live on January 23, 2020.
Link to webpage:
<https://www.pwcgov.org/government/dept/development/Pages/Small-Business-Projects.aspx>
- b. Entrepreneurs and Startups:
 - iii. Development Services is spearheading the effort to build relationships and increase communication with entrepreneurs and small business owners to improve their experience with the County development process.
 - 1. This effort is important to Prince William County to ensure that we are aiding first-time business owners get their business running faster, promotes a fair and equitable marketplace and consumer confidence that will help improve the economy.
Link to webpage:
<https://www.pwcgov.org/government/dept/development/Pages/Entrepreneurs-and-Startups.aspx>
- c. Press Release:
 - iv. 384 New Small Businesses Open in 2019 with support from Prince William County’s Small Business Project Management Program.
Link to webpage:
<https://www.pwcgov.org/government/dept/development/Pages/News-and-Announcements.aspx>

6. Certificate of Occupancy Permit Presentation

- a. The Building Development Division is reviewing and analyzing ways to make it easier for businesses to occupy existing buildings in Prince William County. The focus is on how to improve our Building Data Collection and Retrieval processes.
- b. The Certificate of Occupancy Permit team has been working since 2016 in a phased approach.
 - i. Phase 1 (2016 – 2018): Utilize system capabilities to create a “Build-From” concept incorporating links to historical data and the ability to generate Building Reports.
 - ii. Phase 2: Use one (1) active Certificate of Occupancy.
 - iii. The new approach is to utilize the base building data, incorporate grandfathered building code requirements, in efforts to retire old certificates and provide one active certificate.

7. Establish 2020 CDC Goals:

- a. Continue efforts with the Data Center Task Force, including Sub-Committee review of Building Development Policies.
- b. Work towards Planning Commission's recommendation and Board of County Supervisors approval for the proposed ZTA Mixed Use Zoning District.
- c. Assist staff with addressing the Buffer Directive to Protect Existing Vegetation.
- d. Follow up with the new Board of County Supervisors about ways to move the needle towards a 35% Commercial tax base. This goal is in response to the CDC letter that was sent to the Board of County Supervisors.
- e. Assist staff with the CDC Marketing efforts.

8. Meeting Adjourned

Next Meeting: Wednesday, April 15, 2020 – Development Services Building Conference Room 107 A/B