



Meeting Attendees

July 15, 2020

Industry Attendees:

Carmella Patrick
Jonathan Barbour
Bruce Reece
Gary Jones
Gary Gardner
Mike Garcia
Bill Daffan
Marian Harders
Karen Cohen
Sharon Dusza
Mike Kitchen
Russ Gestl
Eric Dunn

Staff:

Steve Donohoe
Chad Roop
Eric Mays
Amanda Bates
Elizabeth Scullin
George Harben
Madan Mohan
Marc Aveni
Matt Smolsky
Samer Beidas
Tom Jarman
Ginny Person
Julie Flanagan
Wade Hugh

Meeting Minutes

July 15, 2020

07/15/2020 CDC Meeting Minutes:

1. County update on COVID-19 Business Processes

- a. eSubmissions for Building Development Applications
 1. The County's eReview team is working towards moving the plan submission process from email to ePortal submission.
 - a. The go-live is slated for end of August 2020.
 - b. Building Development will provide an instructional guide to assist with navigating the eSubmission process.
 - c. Electronic signatures will be accepted on eSubmissions in lieu of a "wet" or original signature. Electronic signature setup instructions are available via the ePlan Customer submission guide.
- b. Customer Application Drop-off Process
 1. There are racks located in the DSB Atrium for customer submissions of all DSB agencies.
 - a. Building Development Division accepts in-person drop-off of Code Modifications only.
 - b. Building Development Division has implemented the eSubmission and eReview to service customers electronically
 2. There is only one window open for Zoning and Building in efforts to adhere to Social Distancing requirements. A second window at Zoning will be assessed based on workload.
 3. The County Executive requested a 24/7 drop off be set up for customers.
 - a. DDS is currently working towards this option.
- c. Development Services Building – Counter Services
 - i. Limited counter services available to the public.
 - ii. Zoning electronic submissions have been suspended due to the backlog, notification has been provided to industry.
 1. If you have a Commercial project submitted to Zoning and with a longer wait time than normal, please reach out so we can investigate it.
 2. eSubmission will resume upon resolution of the backlog.

2. CDC 20-year Anniversary Book

1. Customer Service Bulletins have been sent out to Industry. If you have not received it, then please reach out.
2. Reminder will be sent out regarding company logo images.
3. Timeline for completion, first draft Thursday, October 22nd.
4. Interviews with CDC Members are being scheduled.

5. Supervisor Meetings to discuss Economic Recovery

1. Industry members are interested in meeting with Board of County Supervisor to discuss Economic Recovery ideas. Wade will speak with Executive Management to get direction for moving this forward.

2. Commercial Bonding Process Improvements

1. Carter Wiley approached Supervisor Lawson and requested the County review the County's bonding process and identify improvements.

- a. Specifically, he is interested in reducing the upfront bond amount. For example, maybe the County only requires an initial bonding of 50% and does offer reductions until the work remaining is less than 50%.
2. Wade has an interjurisdictional group that he can reach out to regarding the program, potentially have CDC members on as well to discuss and ask questions.
3. Eric Dunn is going to look into the Loudoun County process.

4. Performance Measures

1. Our usual measures (Plan Review, Number of Permits, etc.)
2. Wade will send out the Performance Measures via email.

3. Land Development Budget

1. Fee reserve is exhausted. Budget challenge for FY2022
 - a. 1.6 million deficit this year. LDD is working with Finance to correct the deficit.
2. Budget challenge for 2022, there is no solution currently.

Action Item:

1. Provide links to the Committee regarding the “The How-To Guide”, and the “60-minute Training Guide” on the new CSS e-portal changes. (Wade)
2. Confer with Chris Martino regarding Industry members reaching out to Supervisors to discuss Economic Recovery. (Wade)
3. Provide Industry with Performance Measures. (Wade)