



MEETING MINUTES

2:30 p.m., Wednesday, January 20, 2021

1. **Quorum Established – Meeting started**
2. **Introductions**
 - a. Introduce Parag Agrawal – New Planning Director
 - i. Unable to attend.
3. **Highlight the Board’s Commendation for the CDC’s 20 years of volunteer services**
 - a. CDC 20th anniversary book hardcopies to be distributed.
4. **Elect Chair and Vice Chair for 2021**
 - a. **Chair - Mike Garcia**
 - i. **Only one nomination – Mike Garcia**
 1. **Votes: 8 Ayes 0 Nays**
 - b. **Vice Chair - Gary Gardner**
 - i. **Only one nomination – Gary Gardner**
 1. **Votes: 7 Ayes 0 Nays**
 - c. **Rep for organization:** Each representative needs to submit a letter from the organization, reaffirming representation.
5. **FY2022 Budget**
 - a. Discuss proposed changes to the land, building and fire fee schedules.
 - i. 4.5% fee increases on all schedules.
 - ii. Mike Garcia – Will this impact residential and commercial? Yes.
 - iii. Today’s presentation will be posted on the [Committee’s landing page](#).
6. **CDC’s recommendation to increase the commercial tax base (reference two attachments)**
 - a. Board of County Supervisors (BOCS) meeting discussions – close the loop on the Committee’s recommendations for moving the needle on 35% commercial tax base.
 - b. Send another letter to the BOCS requesting a staff directive, regarding the Committee’s priorities.

- c. Mike Garcia – Please email suggestions. The timing is right. We can get a lot of stuff done.

7. Review County Small Business Project Management Program Successes

- a. Presented and recapped CY2019 and CY2020 data.
 - i. Mike Garcia – Does this include inspecting for an existing space?
 - ii. Eric Mays – Yes. This includes JOE 1, JOE 2, and Tenant Layout.

8. Establish goals for CY2021

- a. Still need to work on the Bonded improvements (review Loudoun County’s policies)
- b. Performance Bonds – Wade Hugh looking at Loudoun program.
- c. Mike Garcia – Will establish a sub-committee of select members to come up with 5 or 6 items for 2021 in the next week or two.
- d. Mike Kitchen – Look at Comp. Plan Update.
- e. Russ Gestl and Gary Gardner would like to be on the sub-committee.

9. Review Performance Measures

- a. Wade Hugh - This is the typical plan review, permit and inspection data that I provide each quarter.
- b. Recapped CY2020 Development Services successes.
- c. Mike Garcia – Virtual inspections worked well on commercial and residential, I had projects that had to be finished. I cannot say enough good things.
- d. Carmela Patrick – Small Business customer 2 hours in the building – thought it went efficiently – appreciated being able to do it in person with my client.

10. Other Business

- a. Eric Mays – Discussed CY2020 Plan Intake QC process. (Shared Presentation Chart)
- b. Next week’s customer service bulletin for BDD application process changes, working through the new normal (virtual services, etc.)
- c. Mike Garcia (to Matt Smolsky) – Asked my staff, needing to use CAD, but we are using pdfs. It is taking days under the current process.
- d. Chief Jarman response: FMO – Fire Lane site plans: You will need to scan pre-approved site plan and highlight it.
- e. Eric Mays response: Fire Protection Plans – use Adobe Pro instead of CAD
- f. Mike Garcia – Mike’s staff say, “The Prince William County is the best County to get things done.”

11. Meeting adjourned

12. Next Meeting 2:30 p.m., Wednesday, April 21, 2021 via WebEx