Commercial Development Committee

Quarterly Meeting

PRESENTED BY MIKE GARCIA & WADE A. HUGH

APRIL 20, 2022

PRINCE WILLIAM
Development Services

Welcome & Introductions

Commercial Development Committee

Mike Garcia, Chair
Gary Gardner, Vice Chair
Wade Hugh, Staff Liaison
Jonathan Barbour
Barry Braden
Jonelle Cameron
William Daffan
Sharon Dusza
Russel S. Gestl
John F. Heltzel
Gary L. Jones
Michael S. Kitchen
Eric Mays
Matt Smolsky

Guest Speakers

Paolo Belita
Department of Transportation

Joyce Fadeley
Department of Development Services - Land Development Division

Guest Audience

Around the room introductions

Goal 1: Design Construction Standards Manual Section 600 - Improvements Update

- Travel Demand Model efforts are ongoing as part of the Mobility Chapter Update and recommendations will be provided early this summer.
- Instead of proceeding with an update this summer, DOT would like the County to consider a global update this fall after the Mobility Chapter is finalized to include Plan recommendations for Section 600 (such as Rural Policy Recommendations, Levels of Service in Small Area Plans, EV Charing Station/Spaces) and Plan recommendations for other agencies.

Goal 2: Updated Zoning Ordinance Text for Commercial Real Estate Signs

- Deputy CXO Horner is preparing to request the Board of County Supervisors issue a staff directive to modify the Zoning Ordinance. Target date: May 4, 2022.
- The process will involve coordination with the Development Ordinance Review Advisory Committee, a Planning Commission Public Hearing and a Board of County Supervisors Public Hearing.
  - Estimate a 4-month process
- Interim solution is to issue extensions for Temporary Commercial Signs.

Goal 3: Bond Reduction/Release – Process Improvements

- Bond extension notifications that are sent out to Developers will also be sent out to Engineers and other contacts as designated.
- Site Inspectors will complete inspections within 2 weeks of receiving a reduction review.
- Overall processing time for all departments involved in the reduction process will be 30 days.
- The preconstruction manual is provided to Developers and includes all the guidelines and information necessary to complete site development steps, up to and through the bond release process.

Goal 4: VSMP – Permit Review Timeframes Process Improvements

- Meeting with Mike Rolband, DEQ Director on Friday, April 22.
- Met with a sub-team of Commercial Development Committee members to discuss some County process changes.
  - Request submission of Bond paperwork for Quality Control Review at Signature Summary.
  - Target Pre-Con meeting to occur within a couple days of the VSMP being issued.

Land Development eReview Update

Land Development eReview Update

Go Live

Implementation will be a phased approach:

Site Submission Quality Control Process Improvement Update

Goals: Quality Control Review

- Quality Control Process Review
  - Study Period: 13-day Document Quality Control (QC) Review at Land Counter
  - Findings:
    - 14 plans received per day, on average
    - 75 minutes to complete Document QC at Land Counter, on average
    - 37% of plan submissions are incomplete and/or missing information, on average

- Optimize Performance
  - Reduce # of incomplete plans and time spent on review
  - Address Staff shortages (5 FTE Land Counter Staff needed)
  - Staff Training on all processes

Goal: QC Review – 3 Day Document QC at Land Counter, 2 Days with Project Manager

Site Submission Quality Control Process Improvement Update

Goals: Quality Control Review

- Customer Experience
  - Provide checklists and forms tailored to each plan type submission
  - Provide information and guides to assist customers in plan submission

- Reduce Processing Time
  - Provide training to customers on how to submit a plan
  - Bring eReview online, reduce time to upload a missing document
  - Increased Staff and designated QC roles
  - Other Staff to handle inquiries and responsibilities

Goal: QC Review – 3 Day Document QC at Land Counter, 2 Days with Project Manager

Update on additional Targeted Industry FTE Positions

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- Targeted Industry Program Growth/Expansion – Need for additional staffing resources
  - January 18, 2022 Board approved 8 FTEs
  - February 15, 2022 Acting CXO Budget Proposal
    - 8 additional FTEs to be added through vacancy transfers
- Funding for the 16 FTEs
  - $1,200,000 – General Fund
  - $7,801 – Economic Development Opportunity Fund
  - $217,174 – Building Development/Fire Marshal's Office Fee Revenue

BUILDING DEVELOPMENT 2022

- Inspection Order Process Action Team
- Electronic Inspection Certification Submissions
- Managing Abandoned Permits

Development Services Performance Measures (Cont'd.)

Key Highlights

1Q-3Q (Jul-Mar)

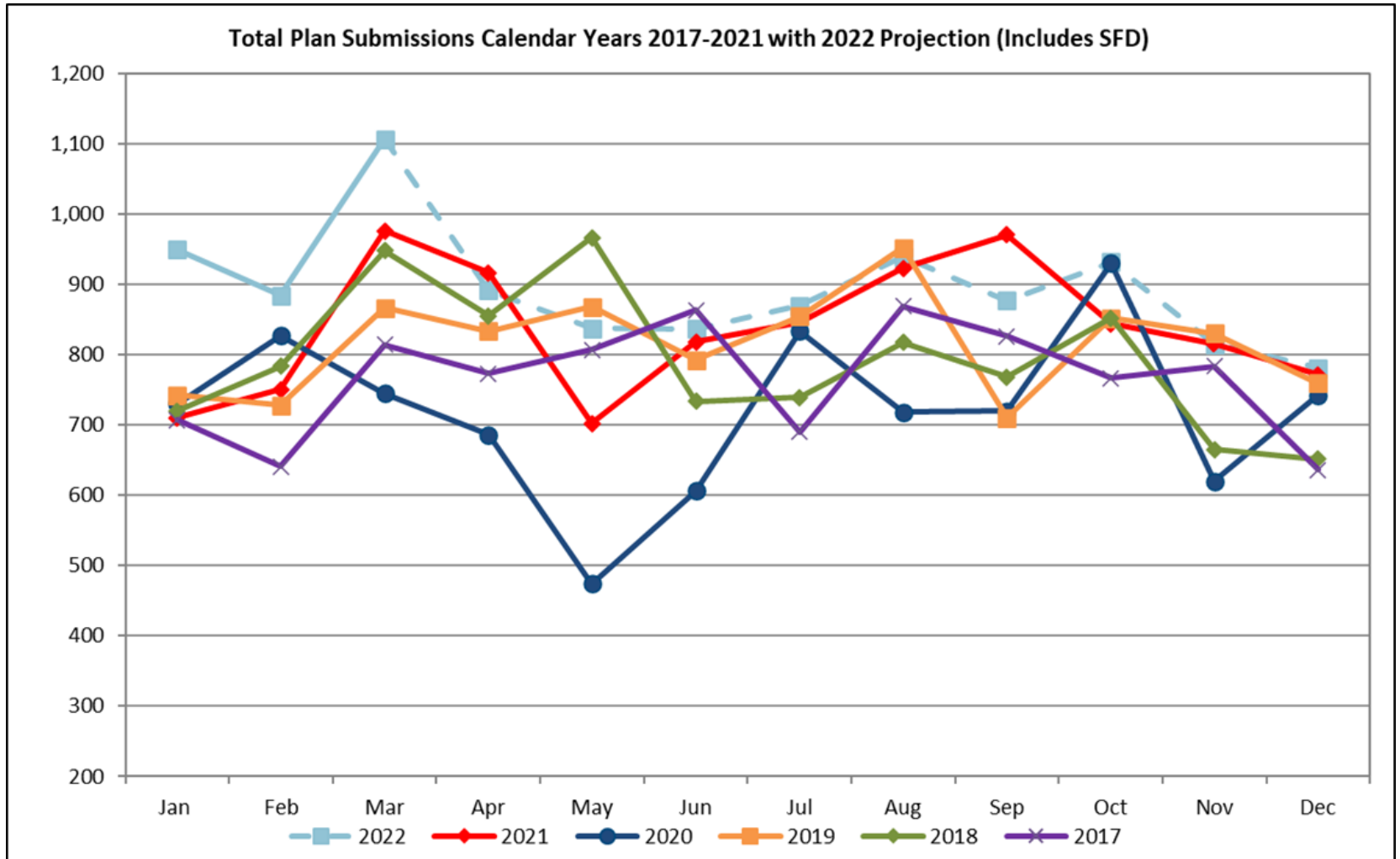
	FY19	FY20	FY21	FY22
New Structures - # of plans (first review)	35	32	37	35
Tenant Layout - # of plans (first review)	154	148	137	152
Commercial Major Plans - # of approved plans	11	14	9	9
Tenant Layout Total Plans - # of approved plans	153	149	128	131
Site Plans - # of approved plans	33	43	40	28
Site Permits Issued	113	110	144	131

Development Services Performance Measures (Cont'd.)

Building Plan Submissions

10,716 Building Plan Submissions Projected in Calendar Year 2022

- *Up 676 over 2021*



2022 - Projected	2021	2020	2019	2018	2017
10,716	10,040	8,631	9,786	9,497	9,175

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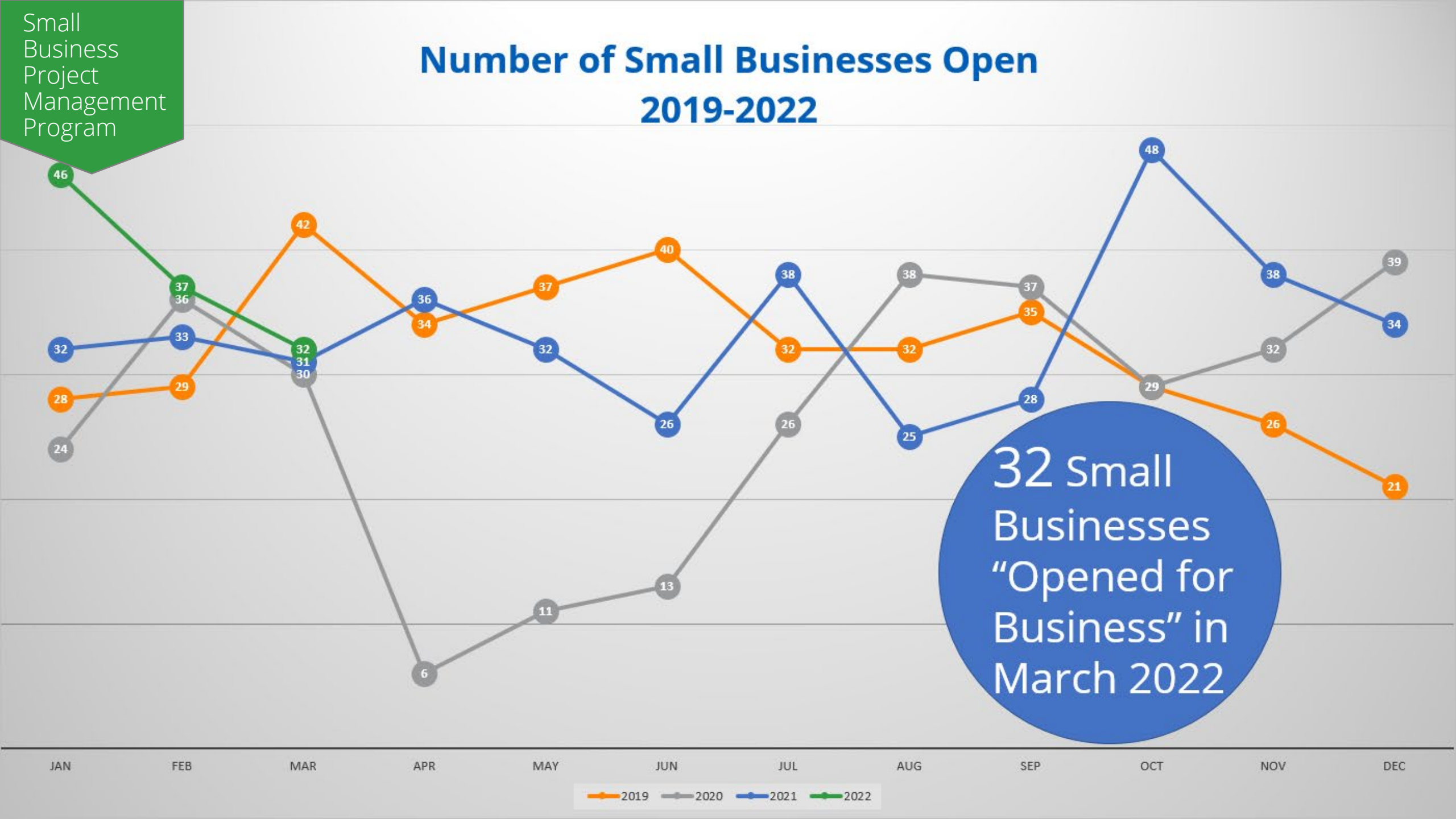
www.pwcva.gov/dds | (703) 792-6930 | dds@pwcgov.org | @PWCDDS

Small Business Project Management Program

Number of Small Businesses Open 2019-2022



1Q2022 Snapshot

Small Business Commercial Real Estate

115 Small Business Owners "Opened for Business"

122
Customers served
Entrepreneurs trust us with helping them learn the business permitting process.

115
Businesses opened
The strongest 1st quarter on record!

8.85+
Businesses opened weekly, on average
We strive to turnaround permit approvals ASAP.

72,879 sq. ft. of
Occupied space
Representing financial investment for the community in these locations.

86.84%
Customer satisfaction with project processing

90.24%
Customer satisfaction with overall service

Ready to Open for Business?
Small Business Project Management Program
5 County Complex Court, Room 105
Prince William, VA 22192

Contact Us Today!
(703) 792-6930
BDD@pwcgov.org
www.pwcva.gov/SBPM

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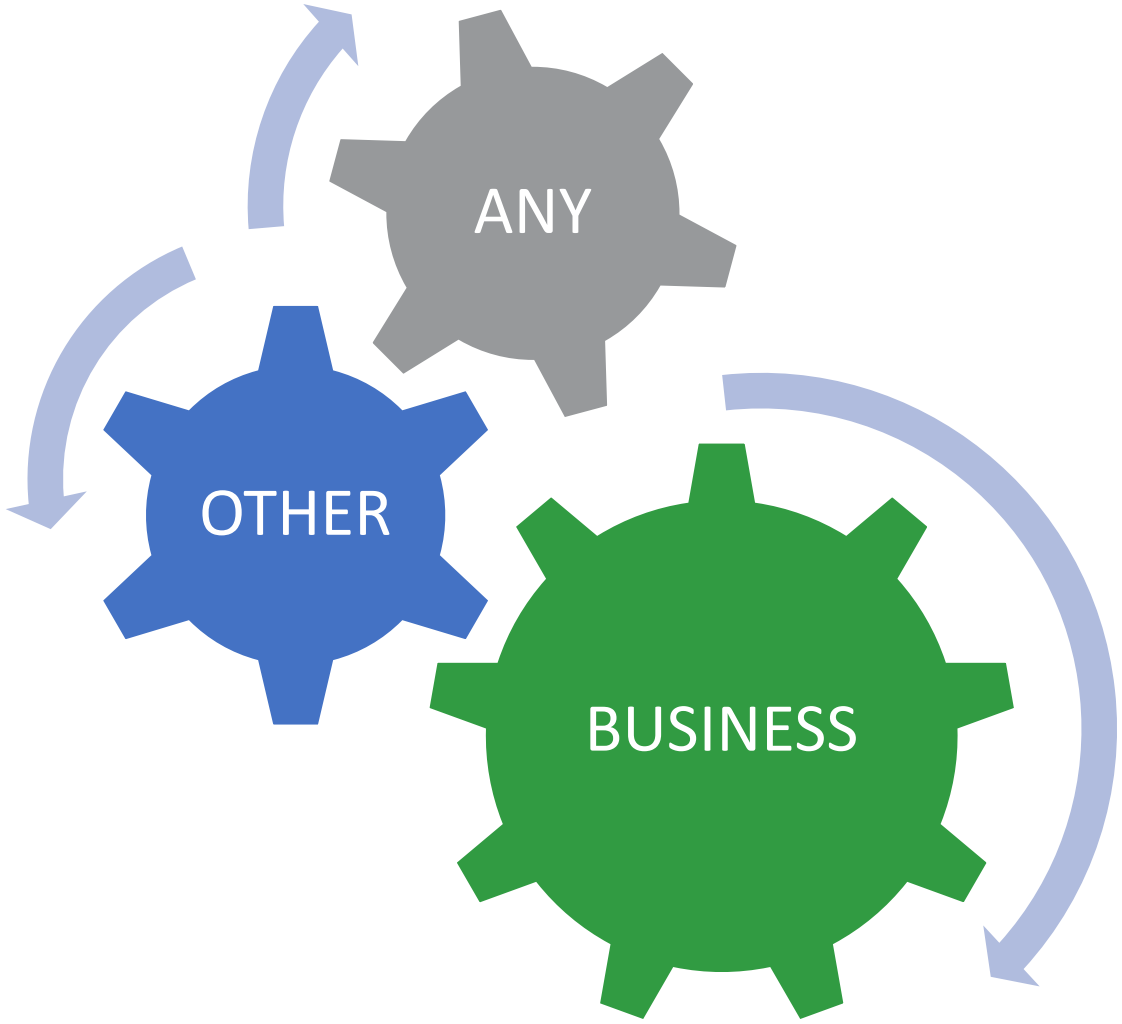
Any Other Business



Mark Your Calendar

Commercial Development Committee
2:30pm – 4:00pm, Wednesday, July 20, 2022

THANK YOU FOR JOINING US TODAY!