



The Alliance

Development Services Newsletter For Industry Professionals

Volume 1, Issue 1, March 2010

Prince William County Virginia

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Department of Development Services:

www.pwcgov.org/DDS
703 792-6930

Planning Office:

www.pwcgov.org/Planning
703 792-6830

Department of Public Works:

www.pwcgov.org/Public Works
703 792-6820

Department of Transportation:

www.pwcgov.org/Transportation
703 792-6825

Department of Fire & Rescue

Fire Code Compliance and Permits
<http://www.pwcgov.org/EMOPlanReview>
703 792-6360

Office of Information Technology

Geographic Information Systems Division
www.pwcgov.org/GIS
703 792-6840

Inaugural Issue of the Development Services Newsletter



Prince William County is pleased to present the inaugural issue of the Development Services Newsletter. We chose to brand the newsletter *The Alliance* to signify the collaboration with our industry partners in the development process. You are receiving this newsletter because you have expressed an interest in Prince William County's Development Process. If you do not wish to receive future issues of the newsletter, please respond to the following email address:

DDS@pwcgov.org

The goal of this newsletter is to highlight performance data and process improvements to the development community. While the newsletter will not supersede currently used methods of informing customers of changes to policies and procedures, it will provide an additional avenue of communication.

Prince William County values input from customers in order to chart our progress as an organization. The Development Services Agencies encourage participation of industry representatives in individual Process Action Teams as well as standing committees and forums. The following outlines recurring opportunities for active customer participation:

Commercial Development Committee

The Commercial Development Committee meets on a quarterly basis to develop recommendations to improve the com-

mercial development process. While all meetings are open, membership is appointed to ensure that both staff and industry are appropriately represented. Meetings are held on the second Wednesday of the first month of the quarter. Staff liaison for the committee is Wade Hugh, Department of Development Services Director, who can be reached at whugh@pwcgov.org

Builders Developers Advisory Group

The Builders Developers Advisory Group is an open forum that meets on a quarterly basis to seek industry input and provide information on upcoming changes in policies and procedures. The focus of this group is residential development. Meetings are generally held on the second Wednesday of the last month of the quarter. Staff liaison for the group is Oscar Guzman, Land Development Division Chief, who can be reached at oguzman@pwcgov.org

Site Plan Improvement Committee

The Site Plan Improvement Committee is an open forum that meets on a bi-monthly basis to specifically address issues pertaining to the site plan approval process. Meetings are generally held on the third Thursday. Staff liaison for the group is Oscar Guzman, Land Development Division Chief, who can be reached at oguzman@pwcgov.org

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Zoning Ordinance Review Committee

The Zoning Ordinance Review Committee (ZORC) consists of 20 members: two from each of the seven Magisterial Districts; two at-large representatives; one from the Prince William Regional Chamber of Commerce; one from the Prince William County/Greater Manassas Chamber of Commerce; one from the Realty community; and one from the Northern Virginia Building Industry Association. The ZORC reviews and comments on recommended revisions to the Zoning Ordinance; and provides continuity among the Comprehensive Plan, the Zoning Ordinance, and the Design and Construction Standards Manual. The ZORC generally meets, if there is an agenda, on the second Monday of each month. Staff liaison for the group is Nick Evers, Zoning Administrator, who can be reached at nevers@pwcgov.org

Policy and Standards Committee

The Policy and Standards Committee was created to provide citizen and industry review of various regulations set forth in the Design and Construction Standards Manual (DCSM). These regulations and policies relate primarily to land development and apply to the review and approval of site development plans and plats, as well as the construction of the improvements shown thereon. Membership includes staff, industry representatives, and magisterial representation. Meetings of the group are held each quarter. Staff liaison for the group is Oscar Guzman, Land Development Division Chief, who can be reached at oguzman@pwcgov.org

Wetlands Board

The Wetlands Board reviews and approves all nonexempt construction activities proposed for intertidal areas. Appeals of decisions made by this Board are made to the Virginia Marine Resources Commission. Membership of the Board consists of seven County residents who are appointed by the Board of County Supervisors for a four year term. Staff liaison for the group is Tom Dombrowski, Department of Public Works, who can be reached at tdombrowski@pwcgov.org

Chesapeake Bay Preservation Area Review Board

The role of the Chesapeake Bay Preservation Area Review Board is to uphold the Chesapeake Bay Preservation Area Regulations, which are designed to protect the Chesapeake Bay and adjoining area known as Resource Protection Areas. Each locality is required to create a board to process the non-administrative exceptions for encroachments into Resource Protection Areas. The group consists of 5 regular members and one alternate member, possessing backgrounds in engineering and/or environmental management. Four year terms coincide with the Board of County Supervisors. Staff liaison for the group is Patty Dietz, Department of Public Works Watershed Management Division, who can be reached at pdietz@pwcgov.org

Upcoming Events

Planning Commission Work Session
Schools PFR Process - Q&A
Curt Spear, Asst. County Attorney
McCoart Administration Building
Potomac Conference Room
04/07/2010 6:00PM

Planning Commission Work Session
ZTA's - Self-Storage Units
and Raising Chickens & Other Fowl
Nick Evers, Zoning Administrator
McCoart Administration Building
Potomac Conference Room
04/21/2010 6:00PM

Planning Commission Work Session
Environment Chapter Update
Development Community
Scott Meyer, Planner
Development Services Building
Conference Room 202 A&B
04/28/2010 6:30PM

Planning Commission Work Session
Environment Chapter Update
Civic Associations
Scott Meyer, Planner
McCoart Administration Building
Powells Creek Conference Room
05/12/2010 6:30PM

Planning Commission Work Session
Environment Chapter Update
Recap, Coordination and Next Steps
Scott Meyer, Planner
Development Services Building
Conference Room 202 A&B
06/09/2010 6:30PM

The Alliance

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Your input is welcome!

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Prince William County Agencies involved in the Development Process and their main web addresses are as follows:

Department of Development Services

<http://www.pwcgov.org/DDS>

The Department of Development Services was created to improve the commercial development process in Prince William County by creating a partnership culture and streamlining the commercial development process. The department comprises the Land Development Division, Building Development Division, Early Assistance Desk, Director's Office, and Business Management Group. The Department's mission is to promote a culture where staff and customers work in partnership to create and sustain a better quality of life and environment in which to live, work, and play. Our development processes are designed to be effective and efficient and ensure compliance with federal, state, and local regulations. We support economic development, revitalization, infrastructure improvements, and the protection of natural resources. Our staff provides customers with the highest quality of service and respect. We supply the public with development information through effective communication and education.

Planning Office

<http://www.pwcgov.org/Planning>

The mission of the Planning Office is to assist the community in developing the County to its best potential. Planning staff evaluates and implements policies to support the goals of the community as it prospers and matures. The office is responsible for the review of development applications such as rezonings, special use permits, comprehensive plan amendments, zoning approvals, and zoning appeals and variances. The office also acts as staff to the Planning Commission, Board of Zoning Appeals, Historical Commission and Architectural Review Board.

Department of Public Works

<http://www.pwcgov.org/PublicWorks>

The Department of Public Works has a strong, long-standing tradition of providing outstanding service in our community and to other County agencies. Public Works' goal is to protect and improve our natural and historic resources, adopt and enforce codes and regulations, make our community better by controlling mosquitoes, managing solid waste, creating better neighborhoods, safeguarding the quality of our air, water and land, conserving energy and reducing emissions, and building the facilities needed to serve our citizens.

Our staff works daily with the development community on site plan review and inspections. We strive to achieve successful construction with a focus on storm water management and water quality protection.

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PWC Erosion and Sediment Control Program

The Watershed Management Branch of Public Works recently achieved a "fully consistent" designation from the Virginia Soil and Water Conservation Board for the County's Erosion and Sediment Control Program. This designation was the result of months of work between the Watershed Management Branch and the Virginia Department of Conservation and Recreation on issues related to site and transportation plan review, site inspection, enforcement, and program administration. In the Board's correspondence to the County announcing this designation they stated, "We congratulate Prince William County on this substantial accomplishment and recognize the County's efforts to proactively protect Virginia's soil and water resources through the implementation of effective erosion and sediment control." Congratulations to Program Administrator Marc Aveni, Plan Review Supervisor Raj Bidari, Site Inspection Supervisors Phil Darden and Bob Cook, Transportation Supervisor Todd Sheppard, Watershed plan review and administrative staff and all the site and transportation inspectors for their work on this important standard.



Occoquan River

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Department of Transportation:

www.pwcgov.org/Transportation

The Department of Transportation works with citizens and the development community to ensure that development projects throughout the County provide adequate transportation infrastructure to maintain the road and non-motorized systems at acceptable levels of service. The Department reviews applications such as rezonings, special use permits, comprehensive plan amendments, public facility reviews, site plans, pavement design reviews, and DCSM waivers for transportation. The department also inspects and assures that proffers are complied with for transportation facilities constructed through development projects. Our vision is to have a seamless multi-modal transportation network that addresses the needs of the citizens of Prince William County. The Department accomplishes this by planning, programming, engineering, constructing, and inspecting multi-modal transportation projects. You can reach us at (703) 792-6825 or if you have specific questions or comments you can e-mail Tom Blaser, Director of Transportation at tblaser@pwcgov.org or Rick Canizales, Transportation Planning Manager at rcanizales@pwcgov.org.

Department of Fire and Rescue

(Fire Code & Compliance Permits)

<http://www.pwcgov.org/FMOPlanReview>

The Fire Marshal's Office is dedicated to providing quality fire protection plan review and fire inspection services assuring the fire suppression system designs and installations meet the minimum mandated code requirements established by the State of Virginia. By accomplishing this task, the building or structure is deemed safe for the public and it alleviates potential liability issues for the property owner, business owner, developer, builder, contractor and County. One of our objectives is to work with customers effectively and efficiently through the development permit process to take responsibility and do our part to reasonably assist the customer while complying with the Virginia code requirements. The Fire Marshal's Office works collectively and conscientiously with the Development Services agencies to meet our mutual objectives. Due to the nature of the construction industry, there are many challenges to overcome on a daily basis to be successful in accomplishing our goals. Communication between stakeholders, building construction related knowledge, understanding the permit process, professionalism, team work and perseverance are some of our advocates for success.

Office of Information Technology Geographic Information Systems

<http://www.pwcgov.org/GIS>

The Office of Information Technology's Geographic Information Systems Division (GIS) interacts with customers regularly to provide maps and geographic information to other County agencies and to the public through counter and web services and is also responsible for all addressing support including new address assignments through plan review, street name and address changes and address problem resolutions. Learn more about Prince William County GIS by visiting our website at www.pwcgov.org/gis

Bond Improvement Committee

The Department of Development Services recently kicked off a committee comprised of a core group of 12 industry professionals and County staff to review the County's bond administration process. The goal of the committee is to achieve meaningful change to the bonding process that will result in streamlining the process and improving communication between the County and our customers. The group is generating a list of focus areas including the financial rating system, the elimination of double bonding situations, and improved communications between the County and industry. The group is meeting every other week and expects the initial phase of the effort to be completed in approximately six months.

PWC Encourages Construction Recycling

The Department of Public Works encourages the building industry to reuse and recycle! The Prince William County Habitat for Humanity ReStore accepts both new and used building materials for use in their projects or sale in their store to support projects. There are two facilities in Prince William County available to help companies recycle construction waste. Broad Run Recycling in Manassas can be reached at (571) 292-5333 or visit www.broadrunrecycling.com.

C&D Recovery II in Manassas can be reached at (703) 365-0661 or visit www.eairolloff.com/index.html.

A regional reference guide for reuse and recycling services is available through the Metropolitan Washington Council of Governments at www.BuildersRecyclingGuide.com.

Please remember to recycle in your office as well. You can learn more about business recycling at www.pwcgov.org/recyclerefuse

Commercial Development Project Management

Over the last 18 months, Prince William County has been focused on streamlining the commercial development process. While the County has improved a number of processes, one of the key elements to successfully navigating a project through the process is the knowledge of the process itself. To aid our commercial development customers in navigating the development process, the County developed a concept called Project Management.

Under the concept of Project Management, the Department of Development Services assigns a Project Manager to each new commercial development project. The project approach ensures that services are comprehensive and seamless from the customer's perspective. County staff partner with the customer to facilitate the processing steps, from providing early assistance to occupancy of the completed project.

Project Management has been very successful. By partnering with our customers and closely working with the other County development review agencies, the County significantly reduced County plan review times and provided timely issue resolutions.

We understand the importance of saving time for our customers, so we take great pride in the fact that we shaved off nearly 3 months in the plan review and approval process associated with new commercial structures.

The success of Project Management is due to the great working relationship among the various County development agencies. We are also fortunate to have a dedicated staff of plan reviewers who are committed to the success of the Project Management concept. The Department of Development Services Project Managers include:

Land Development:

- Tom Shrewsbury*
- Ron Escherich*
- Don Margraf*
- Suzan Tadros*

Building Development:

- Ken Mosher*
- Chris Phillips*
- Haywood Kines*
- Sylvanus Amevor*

Through the dedication of the staff mentioned above and the team work displayed by our multidisciplinary team members (Building Development Construction Inspections Branch, Fire Marshal's Office, Department of Public Works, Planning Office, Office of Information Technology – Geographic Information Systems, and Department of Transportation), Prince William County is well positioned to support the Board of County Supervisors' message to the commercial development community, "Prince William County is open for business."



Site Plans

Number of approved plans

<u>FYO8</u>	<u>FY09</u>
83	46

Average Days to approval

County Review time (days)

<u>FYO8</u>	<u>FY09</u>
66	41

Applicant time (days)

<u>FYO8</u>	<u>FY09</u>	<u> </u>
420	290	

New Commercial Structures

Number of approved plans

<u>FYO8</u>	<u>FY09</u>	<u> </u>
106	121	

Average days to approval

County Review time (days)

<u>FYO8</u>	<u>FY09</u>
129	66

Applicant time (days)

<u>FYO8</u>	<u>FY09</u>	<u> </u>
70	73	

County Mapper Gets an Extreme Makeover

PWC-GIS is pleased to announce that a new version of our widely popular County Mapper is soon to be released. County Mapper XM will be released to the public in beta format in Spring 2010. The original County Mapper application will continue to be available through mid summer before it is retired.

County Mapper XM is a major upgrade from the existing application that offers more flexibility for our customers. The most immediate change that you will notice is the updated user interface. We have taken our customer comments and created a friendlier user interface, larger map canvas, ability to save custom settings, redlining tools, new menus to reduce scrolling and much, much more!

Behind the scenes, there is improved performance, increased functionality and integration with other applications such as our Parcel History tree, FEMA documents and other land record information.

If you are a regular user of our County Mapper application, this is a great opportunity to work with the new application before the old one retires. There is downloadable help documentation and opportunities for customer feedback through email exchange.

Freezing Sprinkler Pipes

Although spring is just around the corner, Mother Nature may decide to throw an additional cold spell our way. Should old man winter stay a little longer, we may find temperatures dipping well below freezing. Frigid temperatures can wreak havoc on automatic sprinkler systems. To avoid the pipes from freezing the heating devices in areas with wet pipe sprinkler should be checked and the drum drips for the dry pipe sprinkler systems should be drained often (i.e., a minimum once a week when there is a potential for freezing temperatures).

If a pipe on an automatic sprinkler system is damaged due to freezing water in the pipe, a sprinkler contractor may conduct emergency repairs to place the system back in operating condition but must obtain an emergency repair permit at the Permit Counter at Building Development Services. This permit is not required to complete the repair work but must be obtained the next business day following the repair work. This will allow for Prince William County to verify that the repairs that were completed comply with applicable code requirements. Diligence in maintaining the automatic sprinkler systems during the winter months in your building can prevent costly repairs and possible interruption of building use.

Please visit our web site at: www.pwcgov.org/FMOPlanReview

Public Facilities Review

Public Facility Reviews are required for public infrastructure, such as telecommunication facilities, water towers, public utilities, sewer line extensions into the Rural Area, and park facilities.

For 2010, the Planning Office has made a variety of improvements to its Public Facility Review (PFR) process. A new application package has been developed to provide more guidance on the PFR process and review procedures, including more specific requirements for telecommunication facilities. Applicants requesting a determination of consistency with the Comprehensive Plan can now use a new, concise one-page PFR Application. Also, staff implemented new internal administrative procedures to improve review time and continues to look at ways to efficiently administer and streamline the process.

Refer to the following updated website for more information and a link to the application: <http://www.pwcgov.org/PFR>

