



**PRINCE WILLIAM**  
COUNTY

# 2019 Land Development Seminar

September 19, 2019 – 2pm

Board of Supervisors Chambers



# Welcome!

- Wade Hugh, Director of Development Services
- Jeff Blackford, Executive Director, Engineers and Surveyors Institute (ESI)



**PRINCE WILLIAM**  
COUNTY

# Department of Development Services

Land Development Division

Steven Hall, Land Development Chief

# Introduction

- Thank you for your attendance!
- Agenda
- Sign-in
- Restrooms

# Agenda

- Introduction and Overview – Land Development Division
  - Steven Hall, Land Development Chief
- Planning Office
  - David McGettigan, Long Range Planning Manager
  - Meika Daus, Current Planning Manager
- Department of Transportation
  - George Phillips, Transportation Planner III
- Department of Public Works – Environmental Services Division
  - Marc Aveni, Environmental Services Chief
- Department of Information Technology – GIS Division
  - Danielle Lewis, GIS Analyst
- Fire Marshal’s Office
  - Thomas Jarman, Battalion Chief/Deputy Fire Marshal
- Prince William County Service Authority
  - Andrew Majsce, Project Engineer I
- Questions, Comments, Discussion

- Three Functional Branches
  - Project Management (5)
  - Bonds Administration (3)
    - Intake and Permits Counter (3)
  - Zoning (7)
- Site and Subdivision Plans
  - Design and Construction Standards Manual
- Performance Bonds and Escrows
- Zoning

# Creativity and Flexibility

- Concurrent Processing Options
  - Planning Office Entitlements
  - Building Plan Review
- Early Grading or Site Preparation Permits
- Creative Bond Processes – 50/50 Program
- Swift Plan Review Times
  - Targeted Industry
- Parking Self-Certification
- Solutions-oriented

# LDD Recent Policies and Processes

- Small Business Project Management Program
- FMO Site Plan Review
- Citizen Self-Service – e-Portal Team
  - Enhanced user-friendliness, streamlined format
- Freestanding Signs Policy
  - Address validation and LDD/BDD
- Q-Matic for Planner-of-the-Day
  - Enhanced “Scripts” for Early Assistance Desk
- Signs and Temporary Activity Permits – Counter Hours
- Extension of Plan Validity – July 1, 2020 – policy guidance
- Proffer/Condition Analysis – potential update



# DCSM and Zoning Text Amendments



- Section 500 – Sanitary Sewer Systems
  - On-site Sewage Disposal Systems
- Section 700 – Environmental Systems
  - Drainage on Residential Properties
- Section 800 – Buffers and Landscaping
  - Cemetery Preservation Area Flexibility
- Sign Ordinance
- Mixed-Use Zoning District



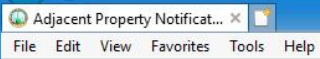
**PRINCE WILLIAM**  
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# Planning Office

David McGettigan, Long Range Planning  
Manager

Meika Daus, Current Planning Manager

# Adjacent Property Owner Notification



### STEP 1: Locate Site

Enter site GPIN(s)...

8193-13-4211

Clear

Search

1 of 1 search features found.

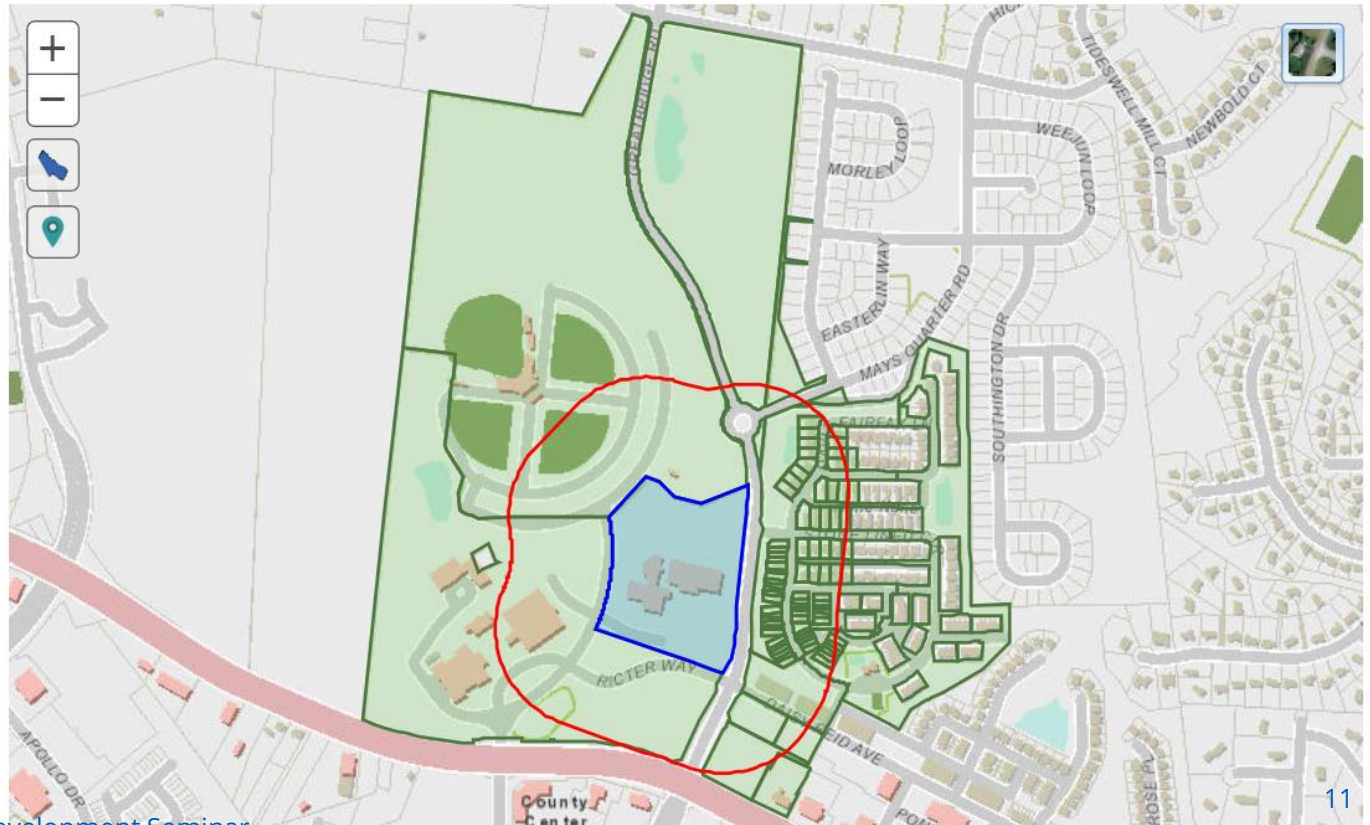
### STEP 2: Save Results

Print

Export

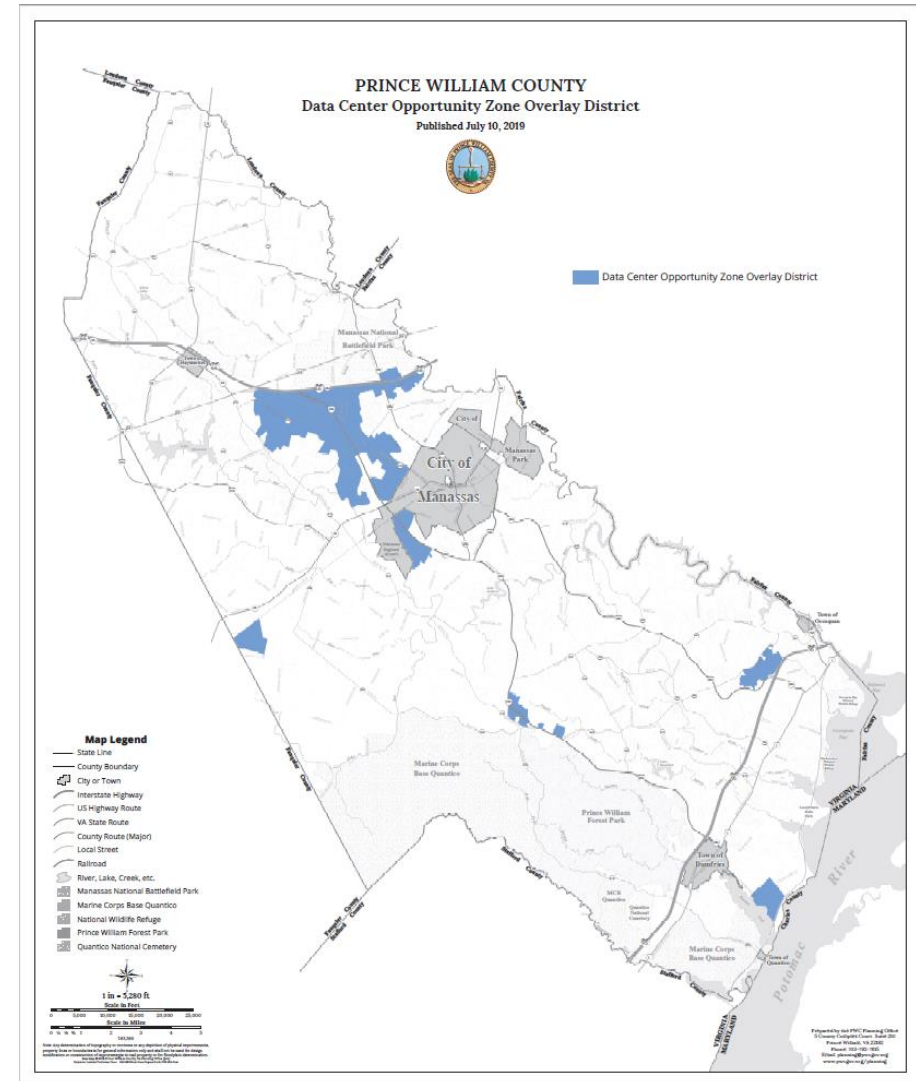
Buffer Distance: 500ft.  
94 Prince William County properties found.  
1 Planned Development District in PWC found.  
0 Special Notification Areas found

MAP NOTIFICATION RESULTS HELP



# Data Center Opportunity Zone

- Removes areas that are desirable for high visibility employment uses, adds areas that appear to be ideal for data center development and adjusts boundaries based on mapping or use inconsistencies.
- Design standard language to ensure high quality design and buffering, as appropriate, for data centers that are by-right uses.
- Allows a floor-area-ratio increase to up to 1.0 within the data center overlay district. This will allow data centers to be developed more compactly, which will allow them to develop on less land, leaving more area for other employment users.





## Design Standards

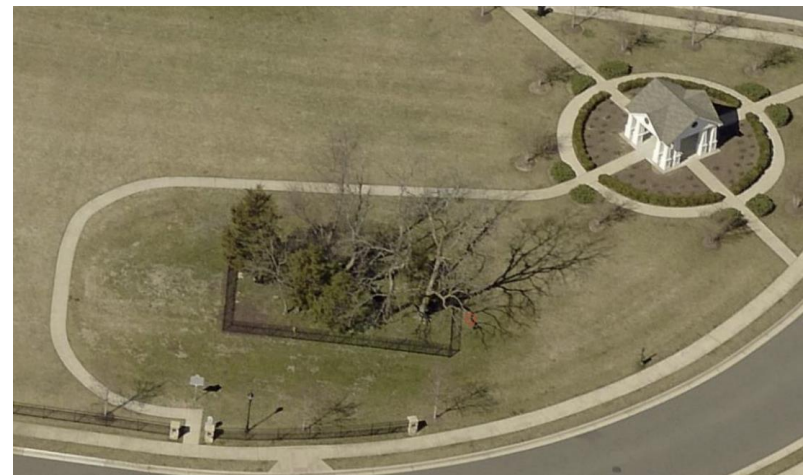
- Principal Building Facades
  - Change in building height
  - Building step-backs or recesses
  - Fenestration;
  - Change in building material, pattern, texture, color
  - Use of accent materials
- Screening of Mechanical Equipment
- Buffer Yard Requirement
- Fencing
- Substations – Ten-foot-tall Opaque Fence
- Manassas Battlefield Park Viewshed
  - Non-reflective
  - Dark green or dark brown

## Primary Changes

- Removed buffer implemented cemetery preservation area
- Modified plant types and units in preservation area to a natural setting
- Maintain sight lines into cemetery
- Updated definitions in ordinance and DCSM
- Established fence type and height in DCSM 810.16
- If existing infrastructure prevents implementing Cemetery Preservation Area or Cemetery Fence – Allows for modification under 32-250.110.11(a) and 32-250.110.11(b)

## Modification Requests

- Submit application, map, description and fee with site plan to Development Services
- DS will route to the Planning Director for processing
- Planning Office will render a decision in 30 days of a complete application



# Upcoming Zoning Text Amendments

## Signs







# Upcoming Zoning Text Amendments

## Mixed-Use Zoning District

1. **Minimum Site Density** considers the percent of maximum allowable FAR to incent compact development.



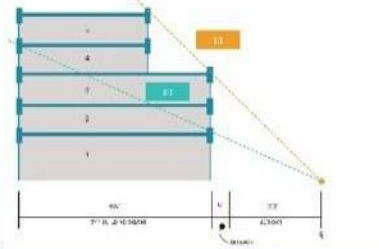
Prince William Parkway and Telegraph Road, Woodbridge, VA  
Credit: Google Earth

2. **Block length** considers the distance between streets to promote a walkable site.



Occoquan Village, Occoquan, VA

5. **Enclosure ratios** consider the relationship between building height and street width to incent suitable street framing.



6. **Building facade permeability** considers the percentage of ground floor frontage covered by windows and doors to incent sidewalk activity.



3. **Street Wall** considers the front of a building location in relation to the street boundary.

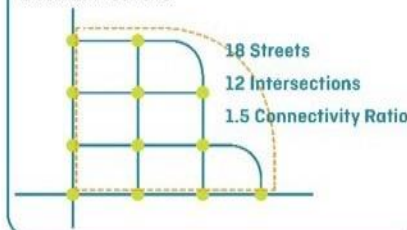


Credit: Google Earth

4. **Maximum Setback** considers the relationship of the building to the street to incent sidewalk activity.



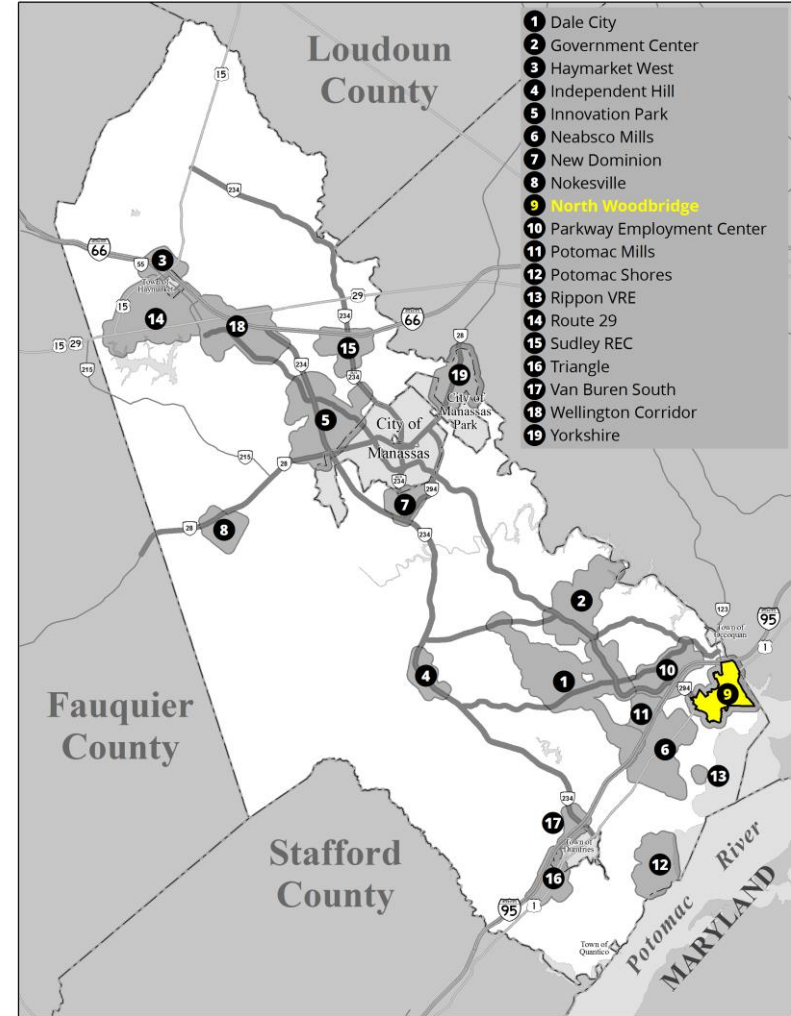
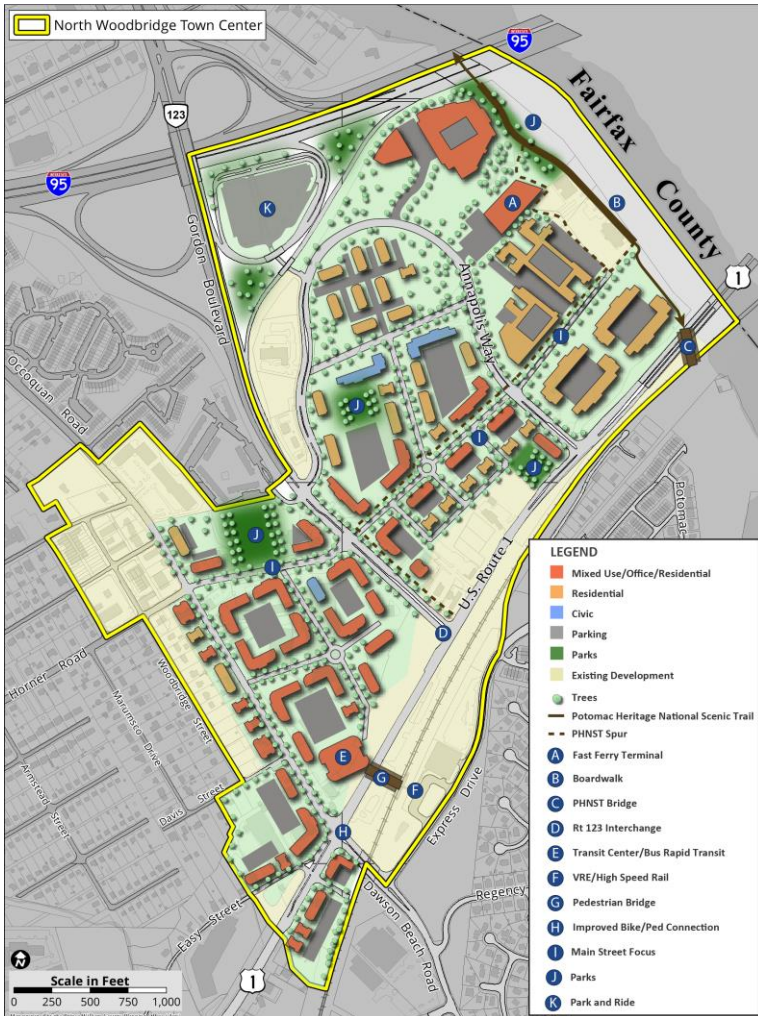
7. **Connectivity Index** considers the ratio of intersections to street segments to incent short, walkable blocks on dedicated rights of way for streets, alleys, or sidewalks providing through-block connections.



8. **Proximity to uses** considers uses either provided on site or within 1/4 mile to incent short trips; similar to the Land Use score applied in the state's Smart Scale scoring system.

Destination Type	Definition (specific destinations included)	Points per destination
Club	Bar, Pub	0.75 (per 15 destinations)
Concentration	Bar	0.8 (per 10 destinations)
Convenience	Coffee, Pharmacy, Dry Cleaner, Retail Store, Grocery, Supermarket, Post Office, Bank, Gas Station, Car Wash, Dry Cleaning, Hair Salon, Barber Shop, Daycare, Child Care, Pet Services, Veterinary, etc.	0.6 (per 2 destinations)
Food & Drink	Restaurants, Coffee shops, Bakery, Ice cream, etc.	0.45 (per 10 destinations)
Quality	Library	2 (per 10 destinations)
Recreation	Movie, Bowling, Arcade, Amusement, etc.	2 (per 10 destinations)
Retail Services	Beauty, Hair Care, Dry Cleaning, etc.	0.5 (per 10 destinations)
Residential	Child Care, Day Care, Senior Center, etc.	0.75 (per 10 destinations)
Shopping	Shopping, Convenience Store, Clothing Store, Department Store, etc.	0.55 (per 10 destinations)
Transportation	Bus Stop, Train Station, etc.	0.5 (per 10 destinations)
Other	Daycare, Child Care, etc.	0.75 (per 10 destinations)
Total Points		100

# Small Area Plans



# Minor Modifications to Proffers and Special Use Permits

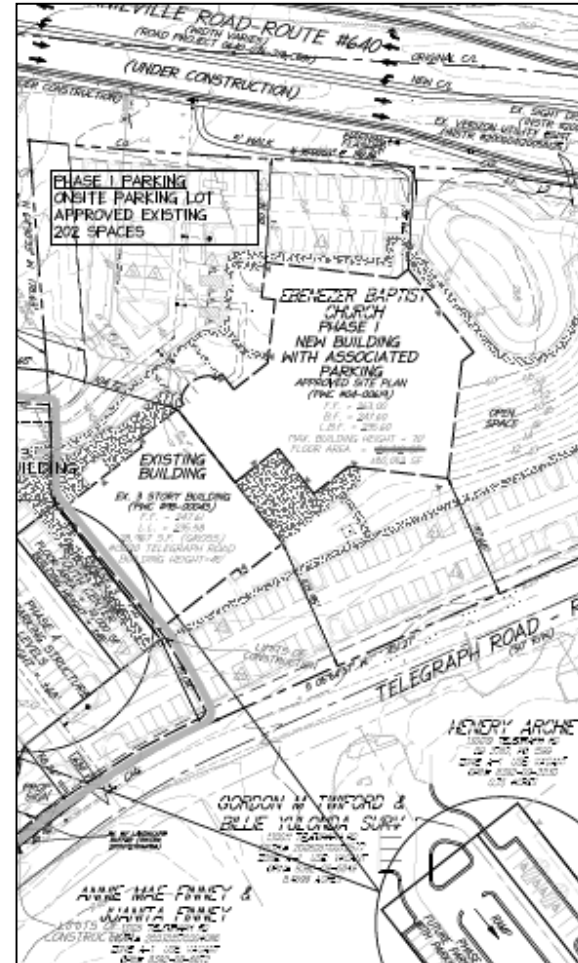
- In 2013, the BOCS initiated a zoning text amendment to provide for flexibility in site development and proffered conditions.
- On October 17, 2017, the BOCS authorized Planning Director approval of minor modifications to proffers and special use permit conditions.
- In FY18, 10 minor modifications processed.
- In FY 19, 22 minor modifications processed.



# Types of Requests Generally Considered to be Minor


## Minor Changes To

- Building height
- Architectural style, materials and colors
- Gross floor area
- Site layout
- Hours of operation
- Student enrollment



For the detailed list see Zoning Ordinance Sections 32-700.30 and 32-700.57

# Minor Modification Application



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Clear Form

Date Stamp

## Minor Modifications Application

(Proffer & Special Use Permit Conditions)

**Fee\*: \$** \_\_\_\_\_

Make checks payable to PWC  
(\*in accordance with current [Fee Schedule](#))

Case #: \_\_\_\_\_

Planner: \_\_\_\_\_

<b>Type of Inquiry</b>	<input type="checkbox"/> Administrative minor proffer modification of Rezoning/Proffer Amendment Case # _____	Fee: \$1533.00
	<input type="checkbox"/> Administrative minor modification of Special Use Permit Case # _____	Fee: \$1022.00

<b>Applicant Information</b>	Name _____	Company _____	
	Mailing Address _____	City/State _____	Zip Code _____
	Email _____	Phone _____	
	Select one: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Other: _____		

<b>Property Information</b>	Address _____	City/State _____	Zip Code _____
	GPIN (Grid Parcel Identification Number) _____	Acreage _____	Magisterial District _____
	Summary statement (Use additional pages if necessary)		

**Minimum Submission Checklist**

- Completed standard application
- Request letter with justification signed by the applicant
- Copy of existing conditions/proffers and modified plans
- Additional supporting documents, as necessary/requested
- Processing fee in accordance with the current fee schedule

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application for Minor Modifications  
(Proffers and Special Use Permit Conditions) Page 1 of 1 Revised July 2019

5 County Complex Court, Suite 210, Prince William, Virginia 22192 • 703-792-7615 • planning@pwcgov.org • www.pwcgov.org/planning

# Minor Modification Questions and Inquires?

**Meika F. Daus, AICP**

Current Planning Manager

Prince William County Planning Office

5 County Complex Court, Suite 210

Prince William, VA 22192

[MDaus@pwcgov.org](mailto:MDaus@pwcgov.org)

Tel: 703-792-7901





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# Department of Transportation

2018 Approved Changes  
Potential Future Amendments

George Phillips, Transportation Planner III

# Updates To Section 600

- Street Lighting
- Bike facilities at Transit Stops
- Bike parking required for specific land uses
- Minimum Turning Areas for Emergency Vehicles
- GIS Addressing



# Street Lighting Amendment Highlights



- Section 602.13
  - Updates to text and diagram to accommodate current VDOT standards for an allowable overhang of one foot over the travel-way/turn lanes.
  - Edits to remove approval dates.
  - For increased safety and visibility during night time hours, increase requirements for the provision of two roadway luminaries at commercial and industrial entrances from 600 to 400 vpd and require one luminary for those in excess of 200 vpd.

# Street Lighting Highlights



- Section 603.20
  - Adds language for use LED equivalent
  - “Dark Sky Friendly” initiative to reduce light pollution
  - Coordination with existing and future locations, easements and utilities

# Transportation Systems

- Section 602.03
  - Regarding trip generation, adds language requiring Vehicles Per Day be shown at each ingress/egress point and surrounding roadways to determine lighting needs.

- Section 610.02
  - Requires bike rack, lockers or docking stations at transit stops.
- Table 6-13
  - Requires bike parking for new multi-family, commercial retail, office, industrial and institutional uses.

- Section 604.01
  - Requires road frontage improvements before occupancy permits are issued for any structure, not just dwelling units.
- Section 650.3
  - Detail drawing modification to increase the turning radius from 40 feet to 45 feet to accommodate emergency equipment.

# GIS Addressing

- Applicants now submit street names for consideration electronically, verbally or in writing. DoIT approves all street names. New streets can't duplicate or closely approximate existing street names (in spelling or sound).
- Street addresses subject to Chapter 24 of the PWC Code.

# Future Changes to Section 600



- Potential Changes Include:
  - More specific road standards in the Small Area Plans (SAP's)
  - Consider allowing Level's of Service (LOS) below D in SAP's to accommodate density and other travel modes.
  - Language requiring bike repair stations along major bicycle and pedestrian routes.
  - MUZD Amendments



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# Land Development Seminar

## Watershed Management

September 2019

Marc Aveni  
Environmental Services



# 2019 Construction General Permit PRINCE WILLIAM COUNTY

The existing Virginia Pollutant Discharge Elimination System Permit for Discharges of Stormwater from Construction Activities (VAR10) expired on June 30, 2019. Operators with active permit coverages that will continue land-disturbance after June 30, 2019 must re-apply for permit coverage by submitting a new, 2019 registration statement to Prince William County no later than May 1, 2019.s to the 2019 Construction General Permit (CGP)

# 2019 Construction General Permit PRINCE WILLIAM COUNTY

432 total existing permits based on data in DEQ database

263 reissuance permit applications have been processed

169 no response, although a few of the permits have been processed for termination (NOT)



## Revised definition of “final stabilization”

"Final stabilization" means that one of the following situations has occurred:

1. All soil disturbing activities at the site have been completed and a permanent vegetative cover has been established on denuded areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until **a ground cover is achieved that is uniform (e.g., evenly distributed), mature enough to survive, and will inhibit erosion.**

2. For individual lots in residential construction, final stabilization can occur by either:
  - a. The homebuilder completing final stabilization as specified in 1, **or**
  - b. The homebuilder establishing temporary soil stabilization including perimeter controls on individual lot prior to occupation of the home, **and providing written notification to the homeowner of the need for, and benefits of, final stabilization. The homebuilder shall maintain a copy of the written notification and a signed statement certifying that the information was provided to the homeowner in accordance with the stormwater pollution prevention plan recordkeeping requirements.**



## SWPPP Self Inspection Schedule

Inspections shall be conducted at a frequency of (i) at least once every four business days or (ii) at least once every five business days and no later than **24 hours (instead of 48 hours required by previous permit)** following a measurable storm event.

# 2019 Construction General Permit PRINCE WILLIAM COUNTY

- Minimize the exposure of waste materials to precipitation **by closing or covering waste containers during precipitation events and at the end of the business day, or implementing other similarly effective practices.** Minimization of exposure is not required in cases where the exposure to precipitation will not result in a discharge of pollutants; and
- (Not a change-FYI) Describe procedures for providing pollution prevention awareness of all applicable wastes, including any wash water, disposal practices, and applicable disposal locations of such wastes, **to personnel in order to comply with the conditions of this general permit. The operator shall implement the procedures described in the SWPPP.**

# EPA Audit August 8 and 9 2019



# EPA Audit August 8 and 9 2019





# EPA Audit

- Stormwater pollution prevention plan for residential lots from USEPA audit



SFD SWPPP

# Conclusion

Questions?

Marc T. Aveni

[maveni@pwcgov.org](mailto:maveni@pwcgov.org)

703-792-4064





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# Department of Information Technology

## GIS Division

**Danielle Lewis**  
**GIS Analyst**



# GIS Addressing

- The **GIS** (Geographic Information Systems) Office for Prince William County is responsible for assigning and maintaining addresses for every parcel and premise in Prince William County (with the exception of Manassas Park and the City of Manassas). PWC GIS retains limited information in the Towns of Dumfries, Haymarket, Occoquan and Quantico as they assign their own addresses for their jurisdictions. Please note that self addressing is not accepted in Prince William County.
- Per the County Code of Ordinances, Article II, an address assigned by the GIS Office is the official address of record. This article also establishes that the GIS Office interprets, administers and enforces the addressing of Prince William County, including issuance of violations to ensure compliance to the Code.
- Most new addresses are assigned as development occurs and are created by the GIS Office during site & subdivision plan review prior to the final approved plan. **It is the responsibility of the engineer or developer to provide the county assigned addresses to the architect for annotation on any architectural plans.**
- As development evolves with the demands of the current needs of the citizens, and creativity in development, there are exceptions within the addressing guidelines.

# GIS Addressing Changes

## Addressing Multiple Buildings (Single Parcel):

- Each building will be assigned a separate street address. The building addresses will differ from the parcel address.
- Buildings with multiple units with one main entrance will have one street address for each building with a unit, apartment or suite number to identify each separate unit.
- Buildings with multiple units and multiple fresh air entrances will be assigned one street address per building with unit/suite numbers.
- Exceptions are made in certain cases based on the size and layout of the buildings.

## Addressing Pipestem Driveways

- A sign showing the range of addresses for each lot served by a pipestem driveway shall be provided at the entrance of a pipestem driveway. **DoIT shall conditionally require additional address range signs** based on the layout of the subdivisions and public safety needs.
- Street addresses shall be subject to the provisions of Chapter 24 of the PWC County Code **Full (street number, street name, street type) or partial addresses shall be conditionally required by DoIT to be posted in multiple locations.**

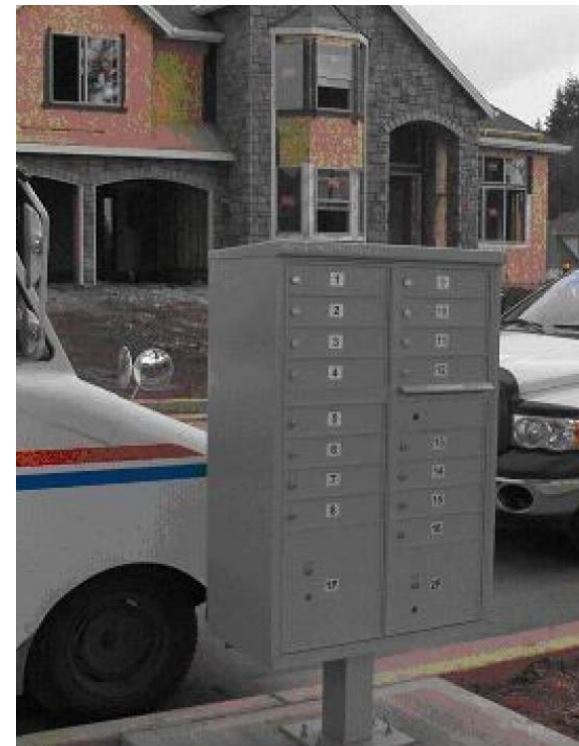
## Possible Address Changes

- Due to development on certain parcels surrounding developed land, may result in address change(s), due to lack of available addresses.

## Did you know.....

- ***It is the policy of the U. S. Postal Service that mail delivery to all new developments is centralized delivery, most often using cluster box units (CBU).***
- In the Northern Virginia District, as in other parts of the country, it is the responsibility of the customer (developers and builders) to provide the necessary mail receptacle equipment.
- The Postal Operations Manual (POM) advises that appropriate locations for installation be verified and approved by the Postal Service and local government.

## Cluster Box Unit (CBU)



## Did you Know....

The new **Master Street Name Directory** is available online at:  
<https://gisweb.pwcgov.org/webapps/MasterStreetDirectory/>

This allows you to view street names when developing a property to ensure that the street names you choose are available prior to submitting plans to the County.

Street names may be submitted to DoIT for conditional approval electronically, verbally or in writing prior to the submission of the plans. Reservation of street names for future use shall not mean that the name has been approved for use.

## Keep in mind that...

Approval of all street names shall be obtained from DoIT. New street names shall not duplicate or closely approximate (in spelling or sound) street names already assigned or reserved within the county, cities, or towns which lie within the county boundary, regardless of jurisdiction. Confusing or unusual street name spellings shall not be permitted.

# GIS Addressing Team Contact Info



- **GIS Office Main Line** – [pwcmaps@pwcgov.org](mailto:pwcmaps@pwcgov.org) – 703-792-6840
- **Danielle Lewis** – [dlewis@pwcgov.org](mailto:dlewis@pwcgov.org) – 703-792-5542
- **Lori Wilson** – [lwilson@pwcgov.org](mailto:lwilson@pwcgov.org) - 703-792-7163
- **Sarah Sullivan** – [ssullivan@pwcgov.org](mailto:ssullivan@pwcgov.org) – 703-792-6467
- **Matt LaShell** – [mlashell@pwcgov.org](mailto:mlashell@pwcgov.org) – 703-792-4259
- **Drew Wold** – [dwold@pwcgov.org](mailto:dwold@pwcgov.org) – 703-792-7921
- **GIS Plan Review Comments** – [GISReview@pwcgov.org](mailto:GISReview@pwcgov.org)
- **GIS Addressing Webpage** – [www.pwcgov.org/Addressing](http://www.pwcgov.org/Addressing)
- **PWC Code of Ordinances Addressing Code** –

<https://www.pwcgov.org/government/dept/doit/gis/Documents/PW%20County%20Code.pdf>





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# Land Development and the Fire Marshal's Office

Thomas Jarman – Battalion Chief/Deputy Fire Marshal

Prince William County Fire Marshal's Office

# Site Plans and Review

- Formal Review Process for Site Plans started January 1, 2019
  - ◆ FMO previously provided a cursory or consulted review when asked.
  - ◆ To Date:
    - ◆ 216 Plans Reviewed
    - ◆ Average turn around 3-5 days. (Some have been same day.)
  - ◆ Looking Forward
    - ◆ Process Improvements
    - ◆ Self QA check



# DCSM Section 300

- Based on the Building Code and Fire Code requirements.
- Two resources to assist designers and developers with their projects. The FMO Code Compliance Manual (CCM) and Plan reviewers.
- Requires due diligence by the designers, engineers, and developers.



## Issues and Challenges

- Bigger Development projects on smaller spaces.
- “Best Deal....EVER!!!”
- Big Plans....Lacking Infra-structure.
- “What’s mud got to do with it....”



Continued:

## ■ Top Three

- ◆ Water Supply/Fire Flow
- ◆ Underground Fire Lines
- ◆ FD Emergency Access

## ■ Help Us Help You

- ◆ Open communication
- ◆ Address concerns or site plan comments
- ◆ Maintain site work for emergency access.



# Questions?

Assistant Chief Matt Smolsky  
Fire Code Official

[msmolsky@pwcgov.org](mailto:msmolsky@pwcgov.org)

703-792-6363

Battalion Chief Thomas Jarman  
Deputy Fire Marshal

[tjarman@pwcgov.org](mailto:tjarman@pwcgov.org)

703-792-6957

Chief of Plans Review Lyndon Loh  
Fire Protection Engineer

[lloh@pwcgov.org](mailto:lloh@pwcgov.org)

703-792-7962



# Service Authority Updates

**Andrew Mujsce**  
**Project Engineer I**

**Prince William County**  
**Service Authority**



# Service Authority Updates

## Major development updates from the Service Authority:

1. Community Notification & Outreach for Development and Service Authority Projects Creating Impacts to Existing Communities
2. Newly revised Utility Standards Manual
3. Updated Service Authority Information Sheet for development plans





# Community Notification & Outreach for Development and Service Authority Projects Creating Impacts to Existing Communities

- Community Notification & Outreach for Development and Service Authority Projects Creating Impacts to Existing Communities is applicable to both Service Authority and Developer projects when existing residential communities will be impacted by construction activity within an existing Service Authority easement.
- This policy is intended to reduce complaints from those affected by water and sewer construction by providing notice and information in advance of the construction.





- Residents and HOA's are often unaware that there is an existing easement for a water and/or sewer connection on their property and the implications of said easement.
- Subsequently, any developer that will impact an existing residential property as a result of work done in an existing Service Authority easement will now be required to notify and inform affected residents and owners prior to issuance of a Utility Permit for water and sewer construction.
- The notification requirements for the specific project will be outlined in a Concurrence Form to be signed by the Developer. Developers will be responsible for explaining the location, timeline, extent of disruptions, and mitigation plans as specified in the form.

# Utility Standards Manual

- Revised Utility Standards Manual went into effect September 3, 2019
- Revision focused on clarity of design requirements and overall organization of the USM
- Incorporates elements of previous USM, Customer Handbook, and industrial standards (i.e. AWWA, DIPRA)
- No significant changes to design and construction requirements





- Highlights:
  - Outlines the development process in greater detail for engineers, developers and contractors
  - Incorporates applicable portions of the Customer Handbook
  - Provides links to Service Authority development related policies
  - Defines utility access requirements for future improvements
  - Documents existing practices, fee payments, and procedures
  - Updates digital data requirements

- Hydraulic analysis requirements have been provided in greater detail
  - New report formatting requirements are specified
  - Master hydraulic analyses are required for phased projects
  - Average day scenarios are no longer required
- Updated acceptable materials for water and sanitary sewer and when these standards apply
  - C-900 PVC sanitary sewer main use has been expanded in areas where previously only DIP was permitted
  - C-900 PVC water main is permitted on a case-by-case basis
- Added corrosion protection requirements
- Information and clarification provided for fire flow and fire suppression
- Provided more detail for large water users and data centers
- Service Authority roles and responsibilities have been further defined
- Expanded sections on sanitary design standards, materials, and installation
- Pump Stations
  - New sections added to assist with station design and requirements
  - Provided references, outline of required meetings, and information on parts, supplies, and special tools

# Service Authority Information Sheet

- Total redesign of the Service Authority Information Sheet included on all development plans that include water and/or sanitary sewer
- Updated to facilitate populating the fields and improves the accuracy and consistency of the project information
- The new Service Authority Information Sheet applies to all projects received after September 3, 2019



# Service Authority Information Sheet

- Features:
  - Available in Excel format with added support notes and references
  - Provides selectable options and automatic calculations based on user inputs
  - Reduces uncertainty with design calculations
  - Enables users access to information that typically required a separate inquiry to the Service Authority
- Two sheets are provided for use, the first acting as the main information resource and the second for design tables and other necessary information from developers
- An instruction manual has been developed which provides additional support and troubleshooting help
- The Inspector Log sheet is no longer to be used



# Service Authority Updates



**Thank You!**

**Questions / Comments?**

**[amujsce@pwcsa.org](mailto:amujsce@pwcsa.org)**



# THANK YOU!

- Questions
- Comments
- Discussion