



TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

PLANNING COMMISSION MEETING

April 6, 2021 | 6:30 p.m.

1. **Call to Order**
2. **Action Items**
 - a. Request to make Recommendation to Town Council on 203 Union Street/208 Poplar Alley Site Plan (SP-2021-02)
3. **Adjournment**

Eliot Perkins
Chair, Planning Commission



TOWN OF OCCOQUAN
PLANNING COMMISSION
Agenda Communication

2. Action Items	Meeting Date: April 6, 2021
2A: Request to make Recommendation to Town Council on 203 Union Street/208 Poplar Alley Site Plan (SP-2021-02)	

Attachments: a. 203 Union Street/208 Poplar Alley Site Plan (SP-2021-02)

Submitted by: Sara Fila
Zoning Administrator/Assistant Town Engineer

Explanation and Summary:

This is a request for the Planning Commission to review a site plan for 203 Union Street/208 Poplar Alley. The site plan is for improvements to the property located between the existing buildings at 203 Union Street and 208 Poplar Alley. A staff report will be provided prior to the Planning Commission meeting.

Staff Recommendation: After staff review, staff is recommending approval of the site plan. In addition, staff has included two advisory comments to the applicant:

1. Recommend a topographic survey at the corner of the 208 Poplar Alley building prior to starting construction to ensure water will not pond at this location.
2. Ensure that the existing drainpipe that the perforated drainpipe along the retaining wall will outfall to has the capacity for added flow.

Proposed/Suggested Motion(s):

Recommendation for Approval:

"I move to recommend approval of the Site Plan SP-2021-02 dated March 31, 2021."

Recommendation for Denial:

"I move to recommend denial of the Site Plan SP-2021-02 dated March 31, 2021."

Recommend Deferment:

"I move to defer action on this item to MEETING DATE."

OR

Other action the Commission deems appropriate.



TOWN OF OCCOQUAN

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Earnie W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Krys Bienia
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kirstyn Jovanovich

STAFF REPORT

TOWN OF OCCOQUAN

Applicant: Josh and Kathy Anderson

Prepared by: Bruce Reese, Sara Fila

Case Number: SP2021-02

Date: April 3, 2021

PART I

A. EXECUTIVE SUMMARY

The applicant proposes to level the yard between the main structure at 203 Union Street and the accessory structure on the same parcel, addressed at 208 Poplar Lane. Leveling the yard will be accomplished by spreading soil, capped with pervious stone, which will then be covered by a pervious "Astroturf" material for surface consistency. The gazebo on the property will be removed, but the accessory shed at the rear of 203 Union Street will remain. A short timber retaining wall will be constructed along the property line to maintain the proposed ground elevation. In addition, the applicant proposes to construct a concrete walkway along Poplar Lane to facilitate patrons traversing between the two buildings on the lot.

B. DESCRIPTION OF PETITION

The applicant requests approval of the Site Plan for "New Site Plan - 208 Poplar Alley." The plan is dated 3/24/21, last sealed 3/31/21.

C. APPLICABLE REGULATIONS

1. Chapter 152 - Erosion and Sediment Control
2. Chapter 153 - State Stormwater Management Program
3. Chapter 155 - Site Plan
4. Chapter 157 - Zoning (which includes Chesapeake Bay Preservation)

PART II

A. ANALYSIS OF EXISTING CONDITIONS

1. Site Area: 4,240 square feet in parcel (± 0.0975 acres)
Area Disturbed: 2,065 square feet (± 0.0474 acres)
2. Use: Retail (change of tenant approved by Zoning Administrator 3/1/21)
3. Zone: B-1
4. Location: The referenced property is located at 208 Poplar Lane (Prince William County GPIN 8393-64-7140).
5. Buildings/Structures: Two existing structures on parcel, with accessory shed to remain and a gazebo to be removed.
6. Access: Access is from Poplar Lane.
7. Chesapeake Bay Preservation: This site is within the Chesapeake Bay Preservation Area Resource Management Area (RMA). The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations. It should be noted the new proposed ground cover will not significantly change the rainfall runoff characteristics from those in place with the current ground cover.
8. Stormwater Management and Virginia Stormwater Management Program (VSMP):
The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations. Neither a VSMP permit, nor a Stormwater Pollution Prevention Plan (SWPPP) will be required. The proposed change to the site will also incorporate a small drainage pipe, tied directly to the stormwater facilities nearby, reducing the runoff from the site onto Poplar Lane.
9. Erosion and Sediment Control: The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations.

B. ANALYSIS OF PROPOSED DEVELOPMENT

The applicant has submitted a site plan showing how the proposed improvement will be constructed, then covered with a pervious, all-weather material. The existing vegetative cover will be removed as part of this site plan. Beneath the surface covering, a layer of gravel

will be placed to level the site and allow rain runoff to infiltrate to the soils below. Any excess runoff will be collected in a drainage pipe along the proposed retaining wall, with that drainage pipe tied directly to the storm system in Union Street. A walkway will be constructed between the two main buildings on the parcel within the Poplar Lane right of way, requiring a license agreement for the private use of public land.

If not for the provision in § 155.003 Development of land use requiring site plan, which states “A site plan is required and shall be submitted for approval of any use or development in the B-1 District,” the proposed development would not need a site plan due to the disturbance being less than 2,500 square feet. Below that threshold, Chesapeake Bay Preservation, Erosion & Sediment Control, and VSMP are deemed to have been met.

PART III

STAFF CONCLUSIONS

The proposed site plan, having been duly reviewed by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. It is, therefore, Staff’s recommendation to grant approval to the site plan, subject to a license agreement for the proposed walkway along Poplar Lane.

It is also noted that both buildings on this lot encroach onto Town property on Union Street and Poplar Lane. Staff recommends a licensing agreement for those encroachments should also be executed, but this recommendation for approval is only contingent on the currently proposed encroachment.

It is suggested the Mayor’s signature on the site plan be withheld until the sidewalk licensing agreement is executed and confirmed by the Town Attorney or Town Manager.

PREPARED BY: Bruce A. Reese, PE, LS, Town Engineer
Sara R. Fila, PE, Zoning Administrator



cc: File
Kirstyn Jovanovich, Town Manager, Town of Occoquan

REVISIONS

DRAWN BY: EJB	CHECKED BY: EJB
DATE ISSUED: 03/24/21	
COMM. NUMBER:	
CAD FILE NUMBER:	
SHEET TITLE: SITE PLAN	
SHEET 1 OF 1	SHEET NUMBER: C1

