



TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125
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PLANNING COMMISSION MEETING January 23, 2024 | 6:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Election of Officers**
 - a. Nominations and the Election of Officers for Calendar Year 2024
 - Chairperson
 - Vice-Chairperson
 - Secretary
4. **Approval of Minutes**
 - a. December 12, 2023 Meeting Minutes
 - b. January 4, 2024 Subcommittee Meeting Minutes
5. **Reports**
 - a. Town Council Report
 - b. Deputy Town Manager Report
 - c. Architectural Review Board Report
6. **Work Session**
 - a. Green Infrastructure Work Group
 - b. Strategic Planning Next Steps
7. **Discussion Items**
 - a. Riverwalk Planning Update
 - b. Planning Commission Priorities Update
 - Riverside Station (Formerly North Woodbridge Town Center)
 - Alpine X
 - Belmont Bay Expansion Project
8. **Adjournment**

Eliot Perkins
Chair, Planning Commission



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

3. Election of Officers	Meeting Date: January 23, 2024
3A: Nominations and the Election of Officers for Calendar Year 2024	

Attachments: a. N/A

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This item is for the nomination and election of officers for the Planning Commission, pursuant to § 33.06(H) of the Town Code.

Each year, at the January meeting, the Commission must select a chairperson, vice-chairperson, and secretary, who serve for a 12-month terms of office and are eligible for re-election.

Proposed/Suggested Motion:

"I would like to nominate: [NAME] for [OFFICE]." Follow nomination and roll call process as outlined in Chair's agenda.

OR

Other action the Planning Commission deems appropriate.



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

4. Approval of Minutes	Meeting Date: January 23, 2024
4: December 12, 2023 Meeting Minutes	

- Attachments:**
- a. December 12, 2023 Meeting Minutes
 - b. January 4, 2024 Subcommittee Meeting Minutes

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a request to approve the meeting minutes from December 12, 2023 for the Planning Commission Meeting and from January 4, 2024 for the Green Infrastructure Subcommittee Meeting.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from December 12, 2023 and the minutes from January 4, 2024 as presented."

OR

Other action the Planning Commission deems appropriate.



**TOWN OF OCCOQUAN
PLCOMMISSIONER KISLINGING
COMMISSION**

Town Hall - 314 Mill Street, Occoquan, VA 22125

MEETING DATE: 2023-12-12

MEETING TIME: 6:30 PM

Present: Chairperson Eliot Perkins, Commissioners, Darryl Hawkins, Ann Kisling, Ralph Newell, Ryan Somma, Don Wood

Absent: Commissioner Bob Love

Town Staff: Matt Whitmoyer, Management Fellow; Philip Auville, Town Clerk

1. Call to Order

The meeting was called to order at 6:34pm

2. Citizen Comments

None

3. Approval of Minutes

a. October 26, 2023 Meeting Minutes

Commissioner Newell motioned to approve the minutes. Commissioner Wood seconded. The motion passed unanimously by voice vote.

4. Work Session

Chairperson Perkins expressed appreciation to Mr. Whitmoyer and the Commissioners for all their hard work and enthusiasm over the year.

b. Strategic Planning Update

Chairperson Perkins and Mr. Whitmoyer provided an overview of the meetings so far, upcoming meetings, and reports. They said the Riverwalk Work Group was discontinued in favor of a Riverwalk Expansion Special Committee (RESC). Commissioner Hawkins asked why it was no longer a Planning Commission responsibility. Chairperson Perkins said the Planning Commission has a lot going on in all different areas and needs to focus on those. The Planning Commission will be involved going forward and will have feedback on the project. Commissioner Wood asked how to formally send workpieces to the committee. Chairperson Perkins said they had a public meeting on November 30th and will have one December 13th. He asked that items be provided to Chairperson Perkins or Mr. Whitmoyer.

Chairperson Perkins said he would like to continue to move forward on the Economic Development piece. That folks have brought it to the Chair's attention that the Planning Commission should not move forward on it. At a minimum, the Commission needs to help people renting buildings here to find the best match ups and bring desired businesses into Town. Commissioner Hawkins said other Towns have a dedicated Economic Development group unrelated to the Planning Commission, like a Chamber of Commerce. Chairperson Perkins agreed and said the Town doesn't have money and resources for that.

Mr. Whitmoyer said they would be changing the group "Walkability, Connectivity, and Accessibility" name to "Parking and Transportation." Mr. Whitmoyer provided updated timelines, including a schedule of how to move from report writing to final reports for delivery to Town Council. The months of April and May will be when we may have influence on budgetary decisions. Chairperson Perkins said the February Planning Commission meeting will need the final reports for each group delivered to allow for answering questions and finalizing into a single packet for Town Council. Commissioner Wood asked if reports that go to council need to have projected costs and price tags. Chairperson Perkins said to the extent that we can be as specific as we can. Mr. Whitmoyer said that staff time will be decided during the budgeting process as well.

Chairperson Perkins said that everyone has the new report layout now and instructed commissioners to schedule final meetings as needed to finalize documents and collaborate on documents online. The Commission agreed to move the Green Infrastructure work session into January's meeting. Mr. Whitmoyer reminded the Commissioners of FOIA adherence and to keep reports within a certain length.

a. Trail Towns Work Group

Commissioner Somma provided an overview of the Trail Town Program report. Chairperson Perkins added that the state does not have Trail Town designation, and the Town should lobby for creating such a designation. He requested additional action items to work with local businesses for trail town advocacy, promote the trail town status, and support trail users. He said there should be an action item to advertise and sell ourselves as a Trail Town.

Commissioner Somma noted difficulty with previous efforts for the Town to seek a Mainstreet America designation as a prior-history challenge that would apply to a commission managing a Trail Town. Chairperson Perkins said the Town now has Visit Occoquan, which will eventually seek the designation. Chairperson Perkins said there is also new funding for Amtrak that was recently approved. Chairperson Perkins said there will be a need for new amenities for bike repair, kayaks, and signage. Chairperson Perkins said the report will need to evaluate things that cost money.

5. Discussion Items

c. Planning Commission Priorities Update

- **North Woodbridge Town Center**

Chairperson Perkins said this project is now called "Riverside Station" and there is a 13-slide presentation on it online. Commissioner Wood asked about the Mill at Occoquan. Chairperson Perkins said the project is planning a January demolition.

6. Adjournment

The meeting was adjourned at 7:39pm

Minutes Prepared by Commissioner Somma, Planning Commission Secretary



**TOWN OF OCCOQUAN
PLANNING COMMISSION**
Town Hall - 314 Mill Street, Occoquan, VA 22125

MEETING DATE: 2024-01-04
MEETING TIME: 2:00 PM

Present: Commissioners Don Wood, Ralph Newell

Town Staff: Matt Whitmoyer, Deputy Town Manager

1. Strategic Planning Discussion Items

a. Green Infrastructure

The meeting began at 2:00pm

The Commissioners discussed their vision, mission, goals and action items related to greening town facilities and infrastructure. This included single use products, solar energy, LEED standards, improvements at Town Hall, and coordination with the County's sustainability efforts.

The Commissioners divided responsibilities for their report and presentation for the January Planning Commission meeting.

The meeting adjourned at 3:00 p.m.

Minutes Prepared by Matt Whitmoyer, Planning Commission Staff Liaison



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

6. Work Session	Meeting Date: January 23, 2024
6A: Green Infrastructure Work Group	

Attachments: a. Strategic Planning Working Document

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a work session to discuss the goals and action items related to green infrastructure and initiatives in Occoquan. The work group of Commissioners Newell and Wood will present their research and conclusions and lead discussion on action items and next steps.

Green Infrastructure Strategic Planning Report

Theme:

Protecting the Ecological and Public Health of the Town

Vision Statement:

Occoquan's vision is to create, and be widely recognized as, a sustainable and vibrant green town, where eco-friendly practices harmonize with the tranquil setting of our town. We aspire to cultivate a community that values environmental stewardship, embraces renewable energy, promotes green spaces, and encourages a sense of responsibility for the well-being of our planet. Through education, innovation and collaboration with local residents, business and visitors, we aim to reimagine Occoquan as a town that thrives in balance with nature, inspiring residents to lead environmentally conscious lives for a healthier and greener future.

Mission Statement:

To educate, engage, and energize the town government, residents, businesses and visitors of Occoquan to take environmentally friendly action that will make our community and beyond more eco-healthy and vibrant today and tomorrow.

Goals:

1. Create and expand green spaces as a means of improving stormwater runoff as well as to improve the environmental and social health of the Town and the Occoquan River.
 - a. Expanding green spaces in Occoquan can help manage stormwater runoff by allowing vegetation to absorb and slow down water, reducing the risk of flooding. Additionally, green spaces contribute to environmental health by promoting biodiversity, improving air quality, and providing habitat for wildlife. Socially, these areas offer recreational spaces, enhancing residents' well-being and fostering community connections.
2. Reduce water waste and solid waste.
 - a. Reducing water waste in a town is valuable as it conserves a vital resource, lowers water treatment costs, and promotes sustainable practices. Similarly, minimizing solid waste has economic benefits, reduces environmental impact, and can lead to cost savings through recycling and efficient waste management. Overall, both efforts contribute to environmental sustainability and community well-being.
3. Encourage carbon-reducing activities to reduce town carbon emissions.
 - a. Encouraging carbon-reducing activities in Occoquan will be crucial to mitigate climate change. By reducing carbon emissions, Occoquan helps combat global warming, minimizes air pollution, and protects public health. Additionally, embracing sustainable practices can lead to energy efficiency, cost savings, and the development of a resilient and environmentally responsible community for future generations.

Action Items and Responsible Parties

No.	Action Item	Goal No.	Comp Plan Themes					Responsible Parties	Funding Source and Cost (if applicable)	Target Completion Date
			Community Circulation and	Economic Vitality/	Environmental	Regional				
1	Implement a sustainable water quality monitoring program for the Occoquan River, including possibility of doing sample analysis closer to Occoquan	1	X		x	x		Town Council or Planning Commission	General Fund - \$2,000	Before May 2024 (when sampling starts)
2	Protect Occoquan River from sludge and sediment through implementation of the Flood Protection Study	1	X			x		Town staff	CIP	Start of FY25
3	Continually revisit options for LED /Solar bulbs for street lighting	3	x			x		Town Staff	CIP	On-going
4	Encourage reduction or elimination of one-time use utensils and boxes at Town eateries.	2	x			x		Town Council	General Fund	Start of FY25
5	Establish food composting site (such as Eastern Market) to encourage residents and nonresidents to come into Town	2	x		x	x	x	Planning Staff, Town Council	General Fund	Start of FY25

	to recycle their food scraps.										
6	Work with County to place a glass recycling bin next to the present recycling bin to encourage residents of Occoquan and Woodbridge, for whom the current bins are several miles away, to come into Town and recycle glass.	2,3	x		x	x	x	Planning Staff, Town Council	General Fund	Start of FY25	
7	Create a Plaque or Award system to recognize good environmental actors in Town (example: "Certified Historic District Solar-Powered Building" etc.	2,3	x			x	x	Planning Staff, Town Council	General Fund	Start of FY25	
8	Use Town Hall as a demonstration project for various green practices (solar, rain collection system, lighting)	1,2,3	x			x	x	Planning Staff, Town Council	CIP	Start of FY25	
9	Research the feasibility of hybrid or EV-powered Town Vehicles when current vehicles are replaced	3	x			x		Planning Staff, Town Council	CIP	Start of FY25	
10	Encourage new buildings to be LEED-certified (various levels)	3	x			x		Planning Staff, Town Council	General Fund	Start of FY25	
11	Consult with Prince William County staff to	1,2,3	x			x	x	Planning Staff, Town Council	General Fund	Start of FY25	

see how Occoquan can contribute to the success of the Prince William County Sustainability Plan (when adopted)										
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Conclusion and Next Steps:

The Planning Commission should prioritize these action items in terms of what makes the most impact and what is most feasible. Priority should be given to action items that satisfy the greatest number of the Comprehensive Plan’s five themes.

Appendix:

Additional Notes and Narrative:

Past Initiatives:

1. Previous experiments with sustainable lighting in Town
2. Coordination with Potomac River Keepers Network for mussel project and River sampling in the summer.

SWOT Analysis:

What are the strengths, weaknesses, opportunities, and threats that the Town faces in setting its goals and realizing its vision? Simple explainer: <https://www.businessnewsdaily.com/4245-swot-analysis.html>

Strengths	Weaknesses
<ul style="list-style-type: none"> The importance of green practices, from the products and services we buy, to the buildings we build, is now part of the general consciousness. 	<ul style="list-style-type: none"> Limited financial resources and staffing compared to other localities. Implementing some green practices might be resisted if they pose an extra expense.
Opportunities	Threats
<ul style="list-style-type: none"> Because of the strength above, funding is increasingly available through various sources. 	<ul style="list-style-type: none"> ??

Stakeholder Analysis:

List the stakeholders involved in supporting the realization of the goals. These can include individuals, government entities, businesses, and other organizations inside and outside of the Town that have either an existing interest in the goals or a strong potential of future interest.

Stakeholder	Type (Individual, Government, Business, Non-Profit, Other)	Location (In or Out of Occoquan)	Connection	Level of Interest (Low, Medium, High)	Power (Low, Medium, High)	Frequency of Contact (None, Low, Medium, High)
Prince William County Office of Sustainability	Government	Outside		High	Medium	?
Area Merchants	Business	Inside		Unknown	High	High

Glass and Food Scrap Recyclers	Business	Outside		Unknwon	High	Unknown
Potomac River Keepers Network	Non-Profit	Outside		Medium	High	High

Key Terms:

Green Infrastructure (from Wikipedia): “**Green infrastructure** or **blue-green infrastructure** refers to a network that provides the “ingredients” for solving urban and climatic challenges by building with nature.^[1]The main components of this approach include [stormwater](#) management, [climate adaptation](#), the reduction of [heat stress](#), increasing [biodiversity](#), [food production](#), better [air quality](#), [sustainable energy](#) production, clean water, and [healthy soils](#), as well as more [anthropocentric](#) functions, such as increased [quality of life](#) through recreation and the provision of shade and shelter in and around towns and cities.^{[2][3]}Green infrastructure also serves to provide an ecological framework for social, economic, and environmental health of the surroundings.”

Renewable energy (from US Department of Energy) is energy produced from sources like the sun and wind that are naturally replenished and do not run out. Renewable energy can be used for electricity generation, space and water heating and cooling, and transportation.

Green spaces (from US EPA): Walkable neighborhoods, parks, and open green spaces that draw people outside and foster social interactions. Green streets integrate nature into the urban environment and provide a revitalizing contrast to the harsh shape, color, and texture of buildings, and stimulate the senses with their simple color, sound, smell, and motions (Dorward, 1990; Miller, 1997). Open, green spaces in communities are attractive to prospective buyers and generate multiple economic benefits for local governments, home owners, and businesses. The economic benefits of open, walkable, green spaces play an important role in policy-making decisions about zoning, restrictions on land-use, government purchase of lands for parks and similar initiatives.



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

6. Work Session	Meeting Date: January 23, 2024
6B: Strategic Planning Next Steps	

Attachments: a. N/A

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a discussion item to discuss progress on the strategic planning process ahead of the deadline for work group reports at the February 27th Planning Commission Meeting.