



TOWN OF OCCOQUAN

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PLANNING COMMISSION MEETING

February 27, 2024 | 6:30 PM

1. **Call to Order**
2. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
3. **Approval of Minutes**
 - a. January 23, 2023 Meeting Minutes
4. **Reports**
 - a. Town Council Report
 - b. Deputy Town Manager Report
 - c. Architectural Review Board Report
5. **Action Items**
 - a. Request to Review Town Council Items Relating to Potential Zoning Ordinance and Comprehensive Plan Amendments
6. **Work Session**
 - a. Strategic Planning Report Drafting Session
7. **Discussion Items**
 - a. Riverwalk Planning Update
 - b. Planning Commission Priorities Update
 - i. Riverside Station (Formerly North Woodbridge Town Center)
 - ii. Alpine X
 - iii. Belmont Bay Expansion Project
8. **Adjournment**

Eliot Perkins
Chair, Planning Commission



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

3. Approval of Minutes	Meeting Date: February 27, 2024
3A: January 23, 2024 Meeting Minutes	

Attachments: a. January 23, 2024 Meeting Minutes

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a request to approve the meeting minutes from January 23, 2024 for the Planning Commission Meeting.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from January 23, 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: 2024-01-23

MEETING TIME: 6:30 PM

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

Town Staff: Matt Whitmoyer, Deputy Town Manager; Adam Linn, Town Manager

1. Call to Order

The meeting was called to order at 6:30pm

2. Citizen Comments

None

3. Election of Officers

a. Nominations and the Election of Officers for Calendar Year 2024

- **Chairperson**

Commissioner Newell nominated Eliot Perkins. The motion passed unanimously by voice vote.

- **Vice-Chairperson**

Chairperson Perkins nominated Commissioner Newell. The motion passed unanimously by voice vote.

- **Secretary**

Chairperson Perkins nominated Ryan Somma. The motion passed unanimously by voice vote.

4. Approval of Minutes

a. December 12, 2023 Meeting Minutes

b. January 4, 2024 Subcommittee Meeting Minutes

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

5. Reports

a. Town Council Report

b. Deputy Town Manager Report

c. Architectural Review Board Report

Mr. Linn provided an update on the Mill at Occoquan. The developer intends to demolish this winter and needs to coordinate with the County on permitting. Chairperson Perkins said the developer has not provided paperwork to the County. Mr. Whitmoyer said the developer has until the year 2027 to build. There was a discussion about timelines, deadlines, and what is involved in the demolition.

Commissioner Love asked who is responsible for clearing the sidewalks and maintenance of the buildings. Mr. Linn said the owner is responsible. Commissioner Love asked who is responsible for enforcing the maintenance. Mr. Linn said the sidewalk is the Town's responsibility to enforce and the building is the PWC building inspector's. Complaints can be filed through neighborhood services. The Town can't file complaints. Commissioner Love said private citizens can. Mr. Linn said that if Town complains it can be seen as showing disfavor.

Commissioner Wood asked how important the osprey nest is to the timeline. Chairperson Perkins said it is very important, and once they lay an egg no construction can happen.

Chairperson Perkins gave the Town Council report. He said the Council will be focused on the budget. There is \$520,000 left of the State and Local Fiscal Recovery Funds (SLRF). Mr. Whitmoyer said the SLFRF needs to be appropriated by December 2024 and expended by Dec. 2026. Things like the Riverwalk won't fit into this timeline, so the Town is looking to move money into budget shortfalls and capital improvement.

Chairperson Perkins said the Riverwalk Committee has met twice. There will be more updates as they are currently working through the process.

Mr. Whitmoyer presented the new Town Seal. Chairperson Perkins said the new seal has the museum, the river, and Mamie Davis Park with a nautical band around it. Mr. Whitmoyer said this seal will be presented on all Town documents going forward. Chairperson Perkins said this is an administrative seal, not to be confused with the marketing seal.

6. Work Session

a. Green Infrastructure Work Group

Commissioner Newell gave an overview of the Green Infrastructure report. He said the vision is to find collaboration between citizens, the town, visitors, and government. The efforts are not focused on new construction as it doesn't apply to Occoquan, but education and engagement for existing land use. He said there is lots of overlap with other work group efforts.

Chairperson Perkins asked him to elaborate on reducing water waste and solid waste. Commissioner Newell said this applies to water use in the home, new toilets, solid waste is recycling, and incentivizing low-impact restaurant packaging. Commissioner Love said to clarify that this is not government mandated, they are talking about education. Commissioner Newell said this is correct that it is about education. Chairperson Perkins said that it is possible to incentivize, educate, and get businesses into it. The Town could even have a program to award a certificate as a marketing tool. Commissioner Love said the Town can't dictate greenspace. Chairperson Perkins said, for example, the Mill at Occoquan is required to provide a certain amount of greenspace. The Town could focus on the Riverwalk and the

Occoquan Greenway. The Town doesn't have much space to turn into a park, but there is the possibility of space across the river. Commissioner Newell said accessibility to Furnace Park was a possibility. Chairperson Perkins said that in urban settings, we must be creative about creating greenspace.

Commissioner Wood continued the presentation. He said that it was important to include the river as part of our infrastructure and institute continuous water quality monitoring. He said George Mason Science center could be a collaborator, as it would be great to have a lab there to process water samples instead of driving to National Harbor. Commissioner Love asked if the river is clean, why have continuous monitoring. Commissioner Wood said the Riverkeepers reports are weekly, and result vary. Chairperson Perkins said the Riverkeepers can show the health of the river and show trends. Important for extending recreational activity involving the river. There was a discussion about the feasibility, cost, and effectiveness of continuous water monitoring.

Commissioner Wood gave a summary of the remainder of the document. Chairperson Perkins said this document is for everyone to contribute and asked members to provide feedback.

b. Strategic Planning Next Steps

Mr. Whitmoyer said the next step is to have proposals to Town Council in April. This will come from prioritized action items. Goals for the February meeting are to have final reports with action items prioritized by February 20th. He will combine these into a single product. February-March will be the final drafting, with a march meeting to final report.

6. Adjournment

The meeting was adjourned at 7:29pm

Minutes Prepared by Commissioner Somma, Planning Commission Secretary



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

5. Action Items	Meeting Date: February 27, 2024
5A: Request to Review Town Council Items Relating to Potential Zoning Ordinance and Comprehensive Plan Amendments	

Attachments: a. N/A

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a request from the Town Council to review and evaluate the following three (3) zoning-related items and determine the appropriateness of subsequent action, including amendments to the zoning ordinance and/or comprehensive plan. The items are the following:

1. Evaluate the extent to which it believes it appropriate to alter the Town's comprehensive plan and zoning to allow increased density in specific areas,
2. Consider whether the parcel immediately east of the Route 123 bridge currently zoned R-1, should be considered for business zoning, and
3. Review the restrictions on accessory dwellings and determine whether or not adjustments are warranted.

Background

A number of jurisdictions in the area have been reviewing their density restrictions over the past year. As Occoquan continues to mature, it seems likely that the Town too will need to do so in response to expressed needs for additional housing and revenues.

Since areas adjacent to other high-density areas are often the most suitable for such changes, the Council at a minimum would like the Planning Commission to evaluate those areas along Washington Street zoned R-1 or R-2 that are proximate to areas zoned R-3. Additionally, there have been repeated suggestions in the past that the parcel immediately east of the Route 123 bridge currently zoned R-1, should be considered for business zoning, and thus the Council requests that the Planning Commission evaluate this as well. Finally, the Council would like the Planning Commission to review the restrictions on accessory dwellings and determine whether or not adjustments are warranted.

Staff Recommendation: Staff recommend referring these items to the Zoning Administrator to evaluate them and make recommendations.

Proposed/Suggested Motion:

"I move to direct the Zoning Administrator to prepare a report evaluating the three items and making recommendations on potential actions for the Planning Commission to consider at its March 26, 2024 meeting."

OR

Other action the Planning Commission deems appropriate.



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

6. Work Session	Meeting Date: February 27, 2024
6A: Strategic Planning Report Drafting Session	

- Attachments:**
- a. Draft Strategic Planning Report - To Be Provided
 - b. Prioritization Matrix Workbook - To Be Provided

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a work session to review, discuss and refine the draft strategic planning report, whose final draft will ultimately be presented to the Town Council at the April 2, 2024 meeting.

The report is a combination of all working groups' reports. The main item for discussion will be the summary page of actions items. Commissioners will receive and review a matrix to help evaluate items to recommend to the Town Council.

The results of this session will be used to create the final report that will come before the Commission for approval at the March 27, 2024 meeting.

Staff Request: Provide an edited and prioritized set of action items for recommendation to Town Council and provide any feedback on and/or edits for the draft report as a whole.