



# TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125  
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## PLANNING COMMISSION MEETING

**Tuesday, April 12, 2016**

**6:30 PM**

**TOWN HALL - 314 MILL STREET**

There will be a Planning Commission Meeting to Discuss the Following:

1. Appoint Secretary for Meeting
2. Approval of March 8, 2016 Regular Meeting Minutes and March 22, 2016 Work Session Minutes
3. Comprehensive Plan Update
  - Draft Chapters Review
  - Chesapeake Bay Preservation Act (CBPA) Section Update
  - Next Steps/ Assignments
  - Next Work Session: April 14, 2016, 6:30 pm

**Joe McGuire**

Town of Occoquan Councilmember  
Planning Commission Chair



**TOWN OF OCCOQUAN  
PLANNING COMMISSION  
Regular Meeting Minutes  
Town Hall - 314 Mill Street, Occoquan, VA 22125  
Tuesday, March 8, 2016  
7:00 p.m.**

**Present:** Chair, Joe McGuire; Members, Ramsey Baerga, Brett Stevens, Daniel Braswell, David Irwin  
**Staff Present:** Elizabeth Quist, Mayor; Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk  
**Others:** Mike Chandler, Comprehensive Plan Update Consultant  
**Absent:** None.

**1. Call to Order**

The Planning Commission meeting was called to order by Planning Commission Chair, Joe McGuire, on Tuesday, March 8, 2016, at 7:02 p.m.

**2. Appointment of Secretary for Meeting**

Dr. Irwin volunteered to take minutes for the March 8, 2016 meeting.

**3. Approval of Minutes**

Mr. Stevens moved to approve the Planning Commission regular meeting minutes of January 12, 2016. Mr. Braswell seconded the motion. The motion carried by poll vote, unanimously.

**4. Comprehensive Plan Update**

Mr. Chandler briefly presented his Diagnostic Review of the Occoquan Comprehensive Plan, and he outlined a suggested strategy for moving forward. The target completion date is some time before the end of the current fiscal year, June 30, 2016. A total of 12 meeting dates plus two public hearing and/or community meeting dates were identified:

Work Sessions	Regular Meetings	Public Hearings/Community Meetings
March 22, 2016	April 12, 2016	June 1, 2016
April 14, 2016	May 10, 2016	June 28, 2016
April 21, 2016	June 14, 2016	
April 27, 2016		
May 25, 2016		
May 31, 2016		
June 22, 2016		

All meetings will be held at Town Hall at 6:30 p.m., unless otherwise determined and advertised. Chapters of the Comprehensive Plan will be assigned to individual Planning Commission members during the upcoming meetings.

**5. Adjournment**

The meeting was adjourned at 7:37 p.m.

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Joe McGuire  
Chair, Planning Commission  
*Submitted by David Irwin, Planning Commission Member*



**TOWN OF OCCOQUAN  
PLANNING COMMISSION  
Work Session Meeting Minutes  
Town Hall – 314 Mill Street, Occoquan, VA 22125  
Tuesday, March 22, 2016  
6:30 p.m.**

**Present:** Chair Joe McGuire, Members David Irwin, Ramsey Baerga, and Dan Braswell

**Staff Present:** Kirstyn Jovanovich, Town Manager;

**Others Present:** Mayor Elizabeth A.C. Quist; Mike Chandler, Comprehensive Plan Consultant

**Absent:** Brett Stevens

**1. Call to Order**

The Planning Commission meeting was called to order by Planning Commission Chair Joe McGuire on Tuesday, March 22, 2016, at 6:30 p.m.

**2. Appointment of Secretary for Meeting**

Mr. Braswell agreed to prepare the minutes for the March 22, 2016 meeting.

**3. Comprehensive Plan Update Work Session**

Chairman McGuire opened discussion on division of labor for the next stage of the Comprehensive Plan revision effort. Mr. McGuire decided focus for subject meeting would be on Chapters 4 and 5 of the proposed revision of the Comprehensive Plan. Mr. Chandler asked for confirmation from the Commission that the proposed nine chapter construct for the revised plan was acceptable to the Commission. The Commission unanimously agreed the proposed construct was acceptable.

Mr. Chandler requested feedback on the proposed top-level vision and individual chapter goals and the Commission discussed and edited each item in turn. Discussion resulted in a variety of changes that once incorporated gained the agreement of the entire Commission.

Mr. McGuire led a discussion on the division of labor for the detailed review and edit of chapters 4 through 8 of the plan. Results of the discussion were the following assignments of chapters made to the noted Commission members for them to review and provide proposed edit, with drafts due to the Town Clerk by April 8, 2016:

- Chapter 4 – Joe McGuire
- Chapter 5 – Ramsey Baerga
- Chapter 6 – Dan Braswell
- Chapter 7 – David Irwin
- Chapter 8 – Bret Stevens

**5. Adjournment**

The meeting was adjourned at 7:44 p.m.

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Joe McGuire

Chair, Planning Commission

*Submitted by Dan Braswell, Planning Commission Member*