



TOWN OF OCCOQUAN
Comprehensive Plan
Work Session Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Wednesday, April 27, 2016
6:30pm

Present: Planning Commission Chair Joe McGuire; Members Ramsey Baerga, Daniel Braswell, David Irwin

Staff Present: Elizabeth Quist, Mayor; Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk

Others: Heather Ozuna

Absent: Brett Stevens

1. Call to Order

The Planning Commission meeting was called to order by Planning Commission Chair Joe McGuire, on Wednesday April 27, 2016, at 6:32 p.m.

2. Appointment of Secretary for Meeting

Dr. Irwin volunteered to take minutes for the meeting.

3. Comprehensive Plan Update

Ms. Jovanovich provided an overview of the current status of the comprehensive plan and the general timeline for its completion. While the target completion date is some time before the end of the current fiscal year, June 30, 2016, a draft of the plan should be presented to the Town Council during its work session on Tuesday, May 17, 2016. Therefore, a deadline of May 12 was set to have a reasonably complete draft of the CP ready for distribution to Council members. The Commission then reviewed the edits and updates to the nine chapters developed so far.

Action items stemming from the discussions were:

- 1) Planning Commission members will review a matrix chart of Action Items and Goals and indicate which they feel should be retained and to which Goal they best apply, and add any new Action Items they think are important;
- 2) Update Chapter 8 (Staff);
- 3) Revise Chapters 1 and 2 and Historical Background (Heather);
- 4) Update demographic numbers (Mike), other numbers, glossary, and Emergency Plan (Staff);
- 5) Research and report back the Historic District Buffer Zone boundaries and regulations (Heather);
- 6) A paragraph updating the Main Street Program will be provided by Heather to Dan;
- 7) All members to provide all other edits and comments to Kirstyn/Chris by May 4.

4. Adjournment

The meeting was adjourned at 8:00 p.m.

Joe McGuire

Chair, Planning Commission

Submitted by David Irwin, Planning Commission Member