



## TOWN OF OCCOQUAN PLANNING COMMISSION

### Regular Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, April 14, 2015

6:45 p.m.

The Planning Commission meeting was called to order by Planning Commission Chairman Joe McGuire on Tuesday, April 14, 2015 at 6:49 p.m. Also in attendance were members Ramsey Baerga, Jim Drakes, David Irwin, Bryan Reese and Bret Stevens; and Kirstyn Jovanovich, Town Manager. No members were absent.

#### 1. Approval of Minutes

Mr. Drakes moved to approve the Planning Commission regular meeting minutes of January 13, 2015, and February 10, 2015, and the special meeting minutes of March 24, 2015. Mr. Irwin seconded. The motion carried by poll vote, unanimously.

#### 2. Site Plan Review, 430 Mill Street (Kiely Court)

Mr. Todd Phillips, engineer for the 430 Mill Street project, presented the final site plan for Kiely Court to the Planning Commission. In addition, Mr. Matthew Williams, Assistant Town Engineer, discussed the staff report regarding the final site plan.

Mr. Drakes inquired about the tri-party agreement requirement. Mr. Williams stated that the Virginia Department of Transportation (VDOT) would not enter into an agreement directly with a property owner. The tri-party agreement allows VDOT to enter into an agreement with the Town and the Town with the HOA for the maintenance of public improvements.

The Planning Commission discussed the impact of the structure on the view shed of Rockledge, a historic structure located on the property immediately behind the proposed development. Mr. Irwin asked if the structure met the height requirement; specifically, the requirement in the B1 Zone to not exceed 35 feet in height and its impact on the view of Rockledge. Mr. Phillips confirmed that the structure would not exceed the height requirement. Mr. Williams stated that the Town Code does not outline limitations on line of sight and that impact would need to be considered by the Planning Commission and Town Council.

Mr. Irwin inquired as to whether or not when construction began if they are anticipating any blasting. Mr. Phillips stated they did not anticipate performing any blasting at the site.

Mr. Irwin inquired as to the impact of the development on the carbide bunker and on whose property it existed. Mr. Phillips stated that the bunker would remain as per the final site plan. Mr. Williams stated that the bunker straddles the right of way. Mr. Drakes inquired as to whether or not there was an agreement to preserve the bunker. Mr. Phillips stated that the final site plan would obligate the developer to maintain the bunker as it exists on the plan. Mr. Williams concurred.

Mr. Irwin inquired about the purchasing of nutrient credits to satisfy stormwater quality requirements. Mr. Phillips stated that they will be purchasing credits through the approved nutrient banks in lieu of providing on-site stormwater quality control measures, and explained the credit system.

Mr. Ramsey inquired why the staff report states that no registered historic site exists within the area of the proposed development site. Mr. Williams stated he would ensure the staff report clearly noted that the property exists within the Town's Old and Historic District.

The Planning Commission discussed the impact on parking and the parking requirements of the development. Mr. Drakes stated that while the parking for the development meets the parameters of the Town Code, he does not believe that the layout will work in practice and is not an ideal situation. Mr. Philips stated that the final design for parking was developed in order to limit curb cuts and reduce the number of on-street parking spaces that would need to be removed to accommodate the driveways on to Mill Street. Mr. Williams stated that the parking in the site plan meets the requirements in the Town Code.

Mr. Baerga inquired as to the height of the retaining wall. Mr. Philips stated that the retaining wall was five feet or less.

Mr. Drakes inquired about fire access. Mr. Williams stated that a copy of the final site plan was sent to the Prince William Fire Marshall for review and the Town did not receive comments.

**Planning Commission Member Drakes made a motion to approve the final site plan for 430 Mill Street (Kiely Court). Planning Commission Member Baerga seconded the motion. The motion carried by poll vote, 4-0.**

**Ayes:** Baerga, Drakes, McGuire, Stevens

**Nays:** None

**Abstentions:** Irwin, Reese

### **3. Minor Site Plan Adjustment, 124 Poplar Alley**

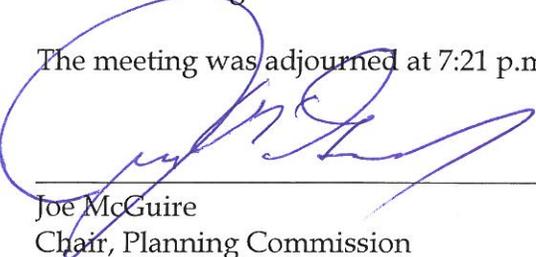
Mr. Williams presented information regarding the minor site plan modifications to the final site plan for 124 Poplar Alley. The proposed adjustments included revisions to the existing and proposed landscaping, the configuration of the rear patio/retaining wall area, and revisions to the on-site drainage pipes. The approval of the minor site plan adjustment stands with the Planning Commission for final approval and will not go before the Town Council.

**Planning Commission member Irwin made a motion to approve the final site plan for 124 Poplar Alley. Planning Commission Member Reese seconded the motion. The motion carried by poll vote, unanimous.**

### **4. Appointment of Planning Commission Secretary**

The Planning Commission discussed the appointment of a Planning Commission secretary as permitted by the Town Code. The Commission agreed by consensus to appoint a member at each meeting to take minutes for that meeting.

The meeting was adjourned at 7:21 p.m.



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Joe McGuire  
Chair, Planning Commission

*Submitted by Kirstyn Jovanovich, Town Manager*