



**TOWN OF OCCOQUAN  
PLANNING COMMISSION  
Regular Meeting Minutes  
Town Hall - 314 Mill Street, Occoquan, VA 22125  
Tuesday, December 13, 2016  
6:45pm**

**Present:** Planning Commission Chair Joe McGuire; Members Ramsey Baerga, Dan Braswell, Ann Kisling, Heather Ozuna

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

**Absent:** None.

**1. Call to Order**

The Planning Commission Public Hearing was called to order by Chair Joe McGuire on Tuesday, December 13, 2016, at 6:45 p.m.

**2. Appointment of Secretary for Meeting**

Ms. Ozuna volunteered to take minutes for the meeting.

**3. Approval of Minutes**

Mr. Baerga moved to approve the Planning commission meeting minutes of October 11, 2016; Mr. Braswell seconded. Motion passed.

**4. Zoning and Subdivision Ordinance Update Process**

Ms. Jovanovich presented bids from two consultants regarding the zoning and subdivision ordinance update process. The Planning Commission discussed the two options and requested that the Town Manager obtain a quote for an additional community meeting to obtain public input during the process from Burns and McDonnell. The Planning Commission recommended that the Town Council award the contract to Burns and McDonnell to perform the zoning and subdivision ordinance update for the Town of Occoquan. The project will be presented to the Town Council for action during their January regular meeting.

**5. Adjournment**

The meeting was adjourned at 7:10 p.m.

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Joe McGuire  
Chair, Planning Commission  
*Submitted by Heather Ozuna, Planning Commission Member*