



TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

PLANNING COMMISSION MEETING

Tuesday, May 10, 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 April 12, 2016 Regular Meeting Minutes and April 14, April 21, and April 27, 2016 Work Session Minutes
3. ZTA 2016-01, Child Care Centers – Review and Recommendation
4. Comprehensive Plan Update
 - Draft Plan Review
 - Chesapeake Bay Preservation Act (CBPA) Section – Review and Approve Submission to DEQ for Review
 - Presentation to Town Council Discussion
- Presentation of Draft Plan to Council: May 17, 2016

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, April 12, 2016

6:30 p.m.

Present: Joe McGuire (Chair), Ramsey Baerga, David Irwin, and Daniel Braswell

Staff Present: Kirstyn Jovanovich (Town Manager) and Liz Quist (Town Mayor)

Absent: Brett Stevens

1. Call to Order

The Planning Commission meeting was called to order by Planning Commission Chair Joe McGuire on Tuesday, April 12, 2016 at 6:30 p.m.

2. Appointment of Secretary for Meeting

Mr. McGuire moved to approve the appointment of Mr. Baerga to be the Secretary for the April 12, meeting. Mr. Baerga seconded. The motion carried by poll vote, unanimously.

3. Approval of Minutes

Planning Commission member Joe McGuire moved to approve the Planning Commission regular meeting minutes of March 8, 2016 and the work session meeting minutes of March 22, 2016. Mr. Irwin second. The motion carried by poll vote, unanimously.

4. Comprehensive Plan Update Work Session

Planning Commission Members discussed the overall plan schedule for the comprehensive plan update. Each member had the opportunity to evaluate the current plan and Mr. Chandler recommendations based on his report. After review and discussion of Mr. Chandler's report, the Planning Commission moved forward with use of Mr. Chandler's recommended format and templates. Furthermore, the Planning Commission agreed with the overall use of Mr. Chandler's recommended vision and goal statements for each of the required chapters with updates and changes per discussion. Planning Commission approved comprehensive plan final format. Planning Commission then moved to assign comprehensive plan chapters to Commission members for review and update.

As follows is the list of assignments: Mr. McGuire was assigned Chapter 4: Community Character/Community Life; proposed goal was approved with no changes to proposed verbiage. Mr. Baerga was assigned Chapter 5: Circulation and Mobility; proposed goal was approved with no changes to proposed verbiage. Mr. Braswell was assigned Chapter 6: Economic Vitality/Diversity; proposed Goal was revised. Mr. Irwin was assigned Chapter 7: Environmental Stewardship. Mr. Stevens was assigned Chapter 8: Regional Coordination. Proposed goal was approved with no changes to proposed verbiage.

5. The meeting was adjourned at 7:25 p.m.

Joe McGuire

Chair, Planning Commission

Submitted by Ramsey Baerga, Planning Commission Member



**TOWN OF OCCOQUAN
PLANNING COMMISSION
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 14, 2016
6:30 p.m.**

Present: Joe McGuire (Chair), Ramsey Baerga, David Irwin, and Daniel Braswell

Staff Present: Kirstyn Jovanovich, Town Manager; Mayor Liz Quist; Chris Coon, Town Clerk; Mike Chandler, Consultant; Shaina Schaffer, The Berkley Group; Darren Coffey, The Berkley Group

Absent: Brett Stevens

1. Call to Order

The Planning Commission meeting was called to order by Planning Commission Chair Joe McGuire on Tuesday, April 14, 2016 at 6:30 p.m.

2. Appointment of Secretary for Meeting

Mr. Braswell offered to serve as the Meeting's secretary.

3. Comprehensive Plan Update

Chairman McGuire opened the meeting by directing the current draft Comprehensive Plan be reviewed chapter by chapter. Town Manager Jovanovich captured all proposed changes to the current draft chapters. Chairman McGuire wrapped up the meeting by reviewing the necessary next steps and assignments for the Committee and Town Staff.

The next work session will be on April 21, 2016 and the Commission was directed to make final edits and submit to town staff ahead of the next meeting to be distributed and discussed at the next meeting

4. The meeting was adjourned at 8:05 p.m.

Joe McGuire
Chair, Planning Commission

Submitted by Dan Braswell, Planning Commission Member



**TOWN OF OCCOQUAN
PLANNING COMMISSION
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 21, 2016
6:30 p.m.**

Present: Ramsey Baerga and Daniel Braswell

Staff Present: Kirstyn Jovanovich, Town Manager; Mayor Liz Quist; Chris Coon, Town Clerk; Mike Chandler, Consultant

Absent: Brett Stevens, Joe McGuire, David Irwin

1. Call to Order

The Planning Commission meeting was called to order by Planning Commission Member Ramsey Baerga on Tuesday, April 21, 2016 at 6:42 p.m.

2. Appointment of Secretary for Meeting

Mr. Braswell offered to serve as the Meeting's secretary.

3. Comprehensive Plan Update

Ms. Jovanovich requested the Planning Commission members present to review latest draft of the Comprehensive Plan. This was done beginning with Mr. Chandler and the Town Manager presenting their latest efforts to address incomplete chapters of the revision effort.

Mr. Chandler requested a review of the meetings scheduled to complete the Comprehensive Plan revision effort. This was done and it was ascertained that the effort was on track to provide an initial draft to the Town Council on 17 May 2016 for their review.

Regarding Chapter 9 on Implementation and Accountability for the new Comprehensive Plan, it was agreed that Commission members, Mr. Chandler, and the Town Manager would review the current draft and attempt to develop definitive policies and supporting goals to complete this chapter. Commission Members are requested to provide to the Town Manager their ideas for these concerning the chapter(s) under their cognizance as soon as possible.

4. The meeting was adjourned at 7:31 p.m.

Joe McGuire
Chair, Planning Commission

Submitted by Dan Braswell, Planning Commission Member

DRAFT



TOWN OF OCCOQUAN
Comprehensive Plan
Working Group 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

RESOLUTION

INITIATION OF ZONING TEXT AMENDMENT
FOR REVISIONS TO CHAPTER 66, ZONING,
OF THE TOWN CODE TO PERMIT CHILD CARE FACILITIES
IN THE B-1 ZONING DISTRICT WITH SPECIAL USE PERMITS

WHEREAS, the Town Council finds that public necessity, convenience, general welfare, and good zoning practice requires amending the zoning ordinance to permit child care facilities in the B-1 Zoning District subject to the requirement of obtaining from the Town Council a special use permit, and

WHEREAS, by authority granted in §15.2-2286(A)(7) of the Code of Virginia, the Town Council may amend, supplement, or change the zoning regulations, and

WHEREAS, pursuant to §15.2-2286(A)(7)(i), such amendment may be initiated by resolution of the Town Council, and

WHEREAS, pursuant to §15.2-2285(B), no zoning ordinance shall be amended or reenacted unless the planning commission has given its recommendations on it; and

WHEREAS, pursuant to §15.2-2285(C), before approving and adopting any zoning ordinance or amendment thereof, the governing body shall hold at least one public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby initiate ZTA #2016-01 to amend the Town's zoning ordinance, Chapter 66 of the Town Code, to provide for child care facilities in the B-1 Zoning District subject to the requirement that the Town Council issue a special use permit for such use; and

BE IT FURTHER RESOLVED that the Occoquan Town Council does hereby refer the proposed amendment to the zoning ordinance to the Planning Commission for its recommendations; and

BE IT FURTHER RESOLVED that effective immediately the Town Clerk is directed to advertise a joint public hearing of the Town Council and Planning Commission on the proposed amendment in accordance with the requirements of §15.2-2204 of the Code of Virginia.

Adopted by the Town Council of the Town of Occoquan, Virginia this 4th Day of May, 2016.

MOTION: Vice Mayor Sivigny

DATE: May 4, 2016

SECOND: Mr. Drakes

Regular Meeting

Attachments: Draft zoning text amendment language

Votes

Ayes: Vice Mayor Sivigny, Mr. Dawson, Mr. Drakes, and Mr. McGuire

Nays: None

Absent from Vote: None

Absent from Meeting: None

BY ORDER OF THE TOWN COUNCIL

Elizabeth A.C. Quist, Mayor

Attested:

Christopher Coon, Town Clerk

ARTICLE II. DISTRICTS

DIVISION 5. B-1 District

Sec. 66-142 Uses Permitted.

In the B-1 district, structures to be maintained or erected, or land to be used, shall be restricted to one or more of the following uses:

- (1) Auto and home appliance services.
- (2) Bakeries.
- (3) Banks.
- (4) Barbershops and beauty shops.
- (5) Churches.
- (6) Clubs and lodges.
- (7) Drugstores.
- (8) Funeral homes.
- (9) General residential uses, low, medium and high density.
- (10) Hotels, motels.
- (11) Laundries.
- (12) Libraries.
- (13) Lumber and building supply stores (with storage under cover).
- (14) Machinery sales and service.
- (15) Medical uses.
- (16) Office buildings.
- (17) Plumbing and electrical supply stores (with storage under cover).
- (18) Public utilities.
- (19) Restaurants, eating places.
- (20) Retail foodstores.
- (21) Retail stores.
- (22) Theaters, assembly halls.
- (23) Waterfront business activities:
 - a. Wholesale and retail marine, such as boat docks, piers, small boat docks, yacht clubs and servicing facilities;
 - b. Dock and areas for receipt, storage and transshipment of waterborne commerce; and
 - c. Recreational activities, primarily conducted on or about a waterfront. All such uses shall be contiguous to a waterfront.
- (24) Wearing apparel stores.
- (25) Wholesale businesses.
- (26) [Child Care Facilities subject to the issuance of a special use permit.](#)