



# TOWN OF OCCOQUAN

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

**Tuesday, September 13, 2016**

**6:45 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 Minutes
  - May 10, 2016
  - June 1, 2016
  - June 14, 2016
  - July 26, 2016
3. Comprehensive Plan Next Steps
  - Community Plan
  - Zoning/Subdivision Ordinance Update

**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, May 10, 2016  
6:30 p.m.**

**Present:** Commission Chair Joe McGuire, and Members Ramsey Baerga, David Irwin, Ann Kisling, and Heather Ozuna

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

**Absent:** Dan Braswell

**1. Call to Order**

The Planning Commission meeting was called to order by Mr. McGuire on Tuesday, May 10, 2016 at 6:30 p.m.

**2. Appointment of Secretary for Meeting**

Mr. Baerga volunteered to take minutes for the meeting.

**3. Comprehensive Plan Update**

Commission agreed that subject to the Consultant's review, the Environmental portions of the proposed Plan should be forwarded to the Virginia Department Environmental Quality for review. Commission also agreed to begin to consider the question of what the "Our Plan for 2025" should say. This should include for the Historic District, the expanded development of mixed use development, implementing the Main Street America Program, construction of the Riverwalk, increased river visibility, increased river activities, and increased maintenance of property.

Ms. Ozuna suggested an increase in language concerning creating harmonious development between commercial activity and quality of life, while still maintaining the town's Historic character.

Mr. Irwin suggested researching alternatives to the existing mail delivery.

Chapter 7 was approved pending additional input from Mr. Irwin.

Upon review of Chapter 2, the Commission research the current Town population and develop a current land use map.

The Commission agreed that all members would have their individual chapters completed by May 13, to have them incorporated into the current document by May 17.

**4. The meeting was adjourned at 7:20 p.m.**

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Joe McGuire

Chair, Planning Commission

*Submitted by Joe McGuire, Planning Commission Chair*



**TOWN OF OCCOQUAN  
PLANNING COMMISSION  
Work Session Meeting Minutes  
Town Hall - 314 Mill Street, Occoquan, VA 22125  
Tuesday, June 1, 2016  
6:30 p.m.**

**Present:** Joe McGuire, David Irwin, Ann Kisling, Dan Braswell, and Heather Ozuna

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

**1. Call to Order**

The Planning Commission meeting was called to order by Mr. McGuire on Tuesday, June 1, 2016 at 6:30 p.m.

**2. Appointment of Secretary for Meeting**

Mr. McGuire volunteered to take minutes for the meeting.

**3. Comprehensive Plan Update**

Planning Commission agreed that all future development in the Historic district should combine both residential and commercial units.

Proposed that Prince William County be contacted to obtain up to date map of the current Town.

Commission discussed including in pages 26 to 27 the possibility of Town Expansion beyond its current boundaries to Riverview and Old Bridge. Mr. Ramsey offered to amend the pages.

Mr. McGuire offered to obtain up to date information regarding the Kayak/Canoe Launch.

Planning Commission agreed that all will update their respective chapters by June 7<sup>th</sup> with the goal of having a final draft by June 10<sup>th</sup>.

Established goal of presenting the Final Plan to the Council on June 21<sup>st</sup> and advertising for its presentation.

**4. The meeting was adjourned at 7:38 p.m.**

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Joe McGuire

Chair, Planning Commission

*Submitted by Joe McGuire, Planning Commission Chair*



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

**Present:** Planning Chair, Joe McGuire, and Members Ramsey Baerga, David Irwin, Ann Kisling, and Heather Ozuna

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

**Absent:** Dan Braswell

**1. Call to Order**

The Planning Commission meeting was called to order by Mr. McGuire on Tuesday, June 14, 2016 at 6:41 p.m.

**2. Appointment of Secretary for Meeting**

Mr. McGuire volunteered to take minutes for the meeting.

**3. Comprehensive Plan Update**

Mr. Chandler presented to the Commission the overall goals and administrative steps involved in updating the Comprehensive Plan.

The Planning Commission discussed preparing a presentation for Council ahead of the Town Council meeting and divided the chapter slides amongst the members. Mr. Ramsey requested that all members be forwarded templates in advance of the slide presentation to council. Chapter assignments: Chapter 4 - Joe McGuire; Chapter 5 - Ramsey Baerga; Chapter 6 - Dan Braswell/Heather Ozuna; Chapter 7 - Shaina Schaffer, Berkley Group/David Irwin; Chapter 8 - Heather Ozuna; Chapter 9 - Ann Kisling.

It was agreed that commission members would forward their Chapter's slide presentation to staff by June 24<sup>th</sup>.

**4. The meeting was adjourned at 7:20 p.m.**

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Joe McGuire

Chair, Planning Commission

*Submitted by Joe McGuire, Planning Commission Chair*



**TOWN OF OCCOQUAN  
PLANNING COMMISSION  
Work Session Meeting Minutes  
Town Hall - 314 Mill Street, Occoquan, VA 22125  
Tuesday, July 26, 2016  
6:30pm**

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

**Staff Present:** Elizabeth Quist, Mayor; Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk; Bruce Reese, Town Engineer

**Absent:** David Irwin and Dan Braswell

**1. Call to Order**

The Planning Commission Public Hearing was called to order by Planning Commission Chair Joe McGuire, on Tuesday, June 28, 2016, at 6:38 p.m.

**2. Appointment of Secretary for Meeting**

Mr. Baerga volunteered to take minutes for the meeting.

**3. Riverwalk Extension and Canoe/Kayak Launch Site Plan**

Town Planning Commission was presented with an application requesting approval of the site plan for the Riverwalk extension and construction of a Canoe/Kayak launch under the existing Route 123 Bridge. Mr. McGuire asked Mr. Reese (Town Engineer) for clarification regarding the ownership of the current section of the riverwalk that would be used for the construction. Mr. Reese stated that only land under the Town's ownership would be used for the construction in question. Mr. McGuire then inquired on the start date of the construction. Mr. Reese stated that based on cost estimates it would be compulsory that the construction contract be competed. Based on the timeline construction would not start until spring of 2017. **Mr. Baerga moved to approve the request of the site plan for the riverwalk extension and construction of the canoe / kayak launch. Ann Kisling seconded the motion. The motion carried by poll vote unanimously.**

**4. Comprehensive Plan Update**

Planning Commission reviewed input from the open forum meeting that transpired on June 28, 2016. Primarily, Kelly Davis, 110 Vista Knolls Dr., had requested that a change in verbiage be made to #2 in the action plan document. The words "accommodating traffic" would be changed to "traffic calming measures." The Planning Commission had accepted the change at the June 28<sup>th</sup> meeting.

Planning Commission then moved to review input from Planning Commission / Town Council Public Hearing from July 12, 2016. Primarily, the discussion focused on concerns conveyed by Town residents Letty Lynn, Property Owner 126 Mill St., and Wanda McKenzie, Property Owner 406 Union St.

Ms. Lynn indicated that a preliminary site plan was previously submitted to the town for the property located on 126 Mill St. She expressed concern that the proposed draft future land use map designated the property as a "Park & Open Space." She stated she was concerned of the future impact on her property and possible future financing for the project. She also stated that the current land use map shows 126 Mill St. as "undeveloped" and stated that this was not true since there are utility hookups on the property used in the past by commercial entities that had previously rented the property. Mr. McGuire explained that the Planning Commission was not previously informed of the submitted preliminary site plan. Additionally, he asked Mr. Reese for clarification regarding the significance of the word "undeveloped." Mr. Reese clarified that the status of the property based on the current condition was correctly defined as "undeveloped." He further noted that utility hookups alone would not alter the "underdeveloped" designation. Mr. McGuire then questioned the legal responsibility of the Town if the draft Comprehensive Plan future land use map was approved with property on 126 Mill St. being designated for "Park & Open space" use. Mr. Reese stated that the designation under the Comprehensive Plan had no correlation to any future determination by the Town Engineer's recommendation to approve or reject the proposed preliminary site plan. Only the current Town Code and current approved Zoning Map would have any applicability on the decision. Furthermore, he concluded that the Comprehensive Plan was a vision and provided recommendations of what the town should/could be in the future. However, he stated that he could not answer the question of possible Town liability.

The Planning Commission suggested that the property located on 126 Mill St. be designated under the Future Land Use Map as "Mixed Use." This was based on the fact that Ms. Lynn had previously submitted a preliminary site plan for the location and that the Planning Commission was not previously aware of the submittal. Furthermore, the Planning Commission did not view the proposed adjustment to be in disagreement with the overall Comprehensive Plan vision or recommendations. **Heather Ozuna moved to approve the recommended adjustment. Ann Kisling seconded the motion. The motion carried by poll vote, unanimously.**

Wanda McKenzie, Property Owner 406 Union St, stated that she had letters from the Town and County stating that her property is zoned as high density. However, she noted that the draft Comprehensive Plan Future Land Use Map had her property listed as low density and she objects to such designation.

Mr. McGuire asked the Town Engineer if the aforementioned letters had any authority over the draft Comprehensive Plan Future Land Use Map designation. Mr. Reese responded that the letters should have no authority over the draft Comprehensive Plan Future Land Use Map designation. Moreover, Mr. Baerga noted that the current designation under the draft Comprehensive Plan Future Land Use Map was based on months of deliberation. The document had been created after a sound and extensive process that included an assessment survey and multiple public hearings. The final Comprehensive Plan Update document was established on careful and unbiased deliberation. Any changes to specific property designations under the Future Land Use Map that countered the overall deliberation and final plan would be counterproductive. **Heather Ozuna moved to not modify the Comprehensive**

**Plan Future Land Use Map designation of 406 Union St. Ann Kisling seconded the motion. The motion carried by poll vote, unanimously.**

**Mr. McGuire moved that the Planning Commission recommend approval by the Town Council of the final version of the Town of Occoquan Comprehensive Plan. The final document would be presented for approval to the Town council on August 2, 2016. Mr. Baerga seconded the motion. The motion carried by poll vote, unanimously.**

## **5. Adjournment**

The meeting was adjourned at 7:38 p.m.

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Joe McGuire

Chair, Planning Commission

*Submitted by Ramsey Baerga, Planning Commission Member*