



**TOWN OF OCCOQUAN**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**MEETING DATE: 2018-12-19**

**MEETING TIME: 6:30 PM**

**Present:** Ann Kisling, Jenn Mathis, Eliot Perkins, Ryan Somma

**Absent:** none

**1. Call to Order**

The Planning Commission Public Hearing was called to order by Eliot Perkins on 2018-12-19, at 6:32 p.m.

**Secretary for Meeting**

Ryan Somma took minutes for the meeting.

**2. Citizen Comments**

There were no citizens comments.

**3. Approval of Minutes of November 27, 2018**

Ann Kisling moved to approve the Planning Commission meeting minutes of 2018-11-27. Jenn Mathis seconded the motion. The motion carried by poll vote, unanimously.

**4. Approval of Parking Study Recommendation Report**

Eliot Perkins opened the discussion by bringing members attention to the section on wayfinding in the study and the need consistent messaging in signage in town. Concerning timed parking, there was a rough estimate of \$3,000 to buy signs and that Town Staff could install them. There was no guarantee that owners of private lots would help, but there needed to be an effort to reach out to them. In a conversation Perkins had with JMT, they indicated that timed parking moves people off of one street, but onto other streets. Giving people residential parking permits would secure their spots.

Jenn Mathis suggested that the Town could offer subsidies to incentivize updating signs to promote standardizing signage. Chris Coon said they would need to know how many signs to order them all at once. Jenn Mathis suggested having signs at just the entrances to lots, so three signs Kathleen Leidich said that in Leesburg they used sandwich board sign to advertise open parking during off-hours. Chris Coon said a sandwich board would be better investment because they could be moved around. Eliot Perkins indicated that the report should be updated to include recommendation for a sandwich board and consistent signage in the private parking and signage programs portion of the report.

Jenn Mathis asked for clarification on whether the Commission was recommending timed parking for just Mill Street or the entire historic district. Eliot Perkins said it was just Mill street. Jenn Mathis expressed concern about piecemeal parking standards, and said Union and Washington streets could become employee parking when Mill Street is restricted. Chris Coon estimated it would add four to six signs to include other streets.

Eliot Perkins expressed concern that this would increase the need for residential parking. Kathleen Leidich recommended waiting to see if residential parking would become a problem rather than impose a solution on residents who may not need it and take on the additional administrative overhead of implementing and enforcing that solution. Jenn Mathis suggested that decals for residents would excuse them from timed parking restrictions rather than have the town reserve spaces specifically for residents. Ryan Somma noted this was how residential parking was regulated in Norfolk Virginia, where residents with decals can park on the street without time limits, but visitors had two-hour limits.

Chris Coon said that to legally articulate who qualified for a residential decal would be extremely difficult. For example, a landlord who has a boat in two parking spaces may be denying off-street parking to their tenants. Would that qualify? He recommended waiting to see if there's a problem and let local law enforcement provide leniency to Town Residents in the interim. It was agreed to add this to the "Residential Parking Permits" section of the report.

Eliot Perkins directed members to the cut-through traffic portion of the report, which covers positives and negatives of making Commerce Street two way. Jenn Mathis sought clarification on whether the sections was an exploration or a recommendation as "Make Commerce Street Two-Way" was definitive. Ann Kisling recommended changing the section title to "Explore Feasibility."

Commission members recommended edits to the report. Jenn Mathis noted the new development's name had changed. This would be edited to the "Mill at Occoquan." Eliot Perkins gave approval to cut the addendum as its main points were now incorporated in to the document. Ryan Somma noted that there could be no motion tonight, as the report would need one more draft.

Eliot Perkins informed members that there was also an initiative to reach out to the Town business community. A copy of a letter by Chris Coon to the members of the Merchant Guild was provided to members. Kathleen Leidich indicated the letter was read at a Merchant Guild meeting, and Members recommended talking as a group and responding to the Town as a collective; however, Chris Coon said that Kathy of guild said they will let their members come to the Town individually as that there was not currently a consensus. Eliot Perkins said the Town needed to give businesses the chance to have their say.

## **5. Annual Report Discussion**

Eliot Perkins presented overview of the report. Chris Coon recommended adding an appendix with the bylaws.

Ryan Somma moved to approve the Planning Commission's 2019 Annual Report with the amendment to correct the spelling of Eliot Perkins' name and add an appendix. Ann Kisling seconded the motion. The motion carried by poll vote, unanimously.

## **6. CIP Budget Discussion**

Eliot Perkins took members through the Comprehensive Plan items that aligned with CIP items:

CIP #1 Community Development and Programming aligned with CP 37, 38, 40, 42, and that Jenn Mathis would take the initiative on these items.

CIP #2 Historic Preservation and Town Appearance aligned with CP 14, 18, 19, 20, 21, 24, 25, 50 , 57.

CIP #3 Parking Management aligned with CP 2, 3, 5, 9, 11, 12, 13, 39.

Number 58 on the CP would be removed as the Town does not meet the requirements for the Mainstreet America program.

Chris Coon recommended members keep an eye out for items that would contribute to the Community Plan and how many items it hits as it is expensive. Eliot Perkins noted that the maintenance portion was important as the Town was behind on scheduled work. Chris Coon said members can recommend to spend on what thought was most appropriate, but that the Town Council could still reject recommendations.

Jenn Mathis asked if maintenance was appropriate for the Planning Commission to recommend and if it in the Commission's purview. Chris Coon answered yes, that as it related to infrastructure and big-ticket items were in the Commission's purview

Eliot Perkins said they would like a list of specific items Commission wanted done. Need to come to this with a list of specific individual things. That the Commission was still in the phase of gaining a perspective of what members think are the priorities.

Chris Coon suggested members could ask for a budget for things the Commission wants to work on. Ryan Somma asked if this was funding for items for which the Planning Commission is the lead.

Eliot Perkins requested guidance on how best to provide recommendation to Town Council. Kathleen Leidich notes that there is a lot of deferred maintenance that hasn't happened, even though staff members who have done excellent work with the limited resources they have. Chris Coon said members could take a budget item and recommend it to meet Planning Commission goals.

Jenn Mathis noted there were three main priorities from comprehensive plan: beauty, relationship, and parking, and that she would need time to get a better understanding of the budget to make an informed decision.

Chris Coons provided the example of funding for joint trainings or conferences to forge relationships with external groups.

Jenn Mathis recommend each member take a section to work on and come back. Each member of the Commission took a CIP item to determine which CP items should be the focus and inform Town Council as to specific budgetary recommendations. Jenn Mathis took relationships. Ann Kisling took beautification. Ryan Somma took traffic and parking.

Ryan Somma asked about the timeline for delivering recommendations to the Town Council. Chris Coon answered that it would need to be presented to at the January 15<sup>th</sup> Town Council work session. which would precede the Planning Commission January meeting.

Eliot Perkins asked members to get recommendations to him by January 7th. Kathleen Leidich asked that everything be brought to staff by the 9th to get it on the agenda.

Chris Coon noted the possibility of pushing CIP to February. Kathleen Leidich said they could provide the Town Council with a report on how Planning Commission recommendations were shaping up. She indicated that the budget is an evolving process and there would not be concrete numbers on the 15th, and that there won't be concrete numbers until March.

Eliot Perkins said the plan would be to have an agenda item on 15<sup>th</sup>, and for members to get recommendations to him by 7th.

## **6. Chair/Town Council Report**

Eliot Perkins said the Kayak Launch project was moving forward.

Chris Coon said the Mill at Occoquan site plan was moving forward and would be presented to the Planning Commission soon. The Town Engineer and Zoning Administrator would be present for the discussion and if Planning Commission members had any questions for them to get them to town staff as soon as possible.

## **7. Adjournment**

The meeting was adjourned at 8:17 p.m.

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Eliot Perkins  
Chair, Planning Commission

*Submitted by Ryan Somma, Planning Commission Secretary*