



**TOWN OF OCCOQUAN**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**MEETING DATE: 2018-10-23**

**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 2018-10-23, at 6:28 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 September 25, 2018**

Jenn Mathis moved to approve the Planning Commission meeting minutes of 2018-09-25 with the amendment that the spelling of her name be corrected. Ann Kisling seconded the motion. The motion carried by poll vote, unanimously.

**4. Development Presentation/Discussion**

Kevin Sills and Mike Gordon of Mid-Atlantic Real Estate investments presented updated progress on plans for the Jennings Mill Heights project and fielded questions from board members.

Eliot Perkins prefaced the discussion by noting the focus would be on areas relevant to the Planning Commission and not appearance-specific items that fall under ARB review.

Sills presented several new renderings of the property, including a superimposing of the property over the existing location, and explained the height dimensions. Sills fielded questions from the Commission about how the building height was calculated due to the intention to apply for a height variance. He explained that the change in elevation at the road from one end of the property to the other was 22 feet. Under the current rendering, the site was 39'8" at one end, 51'8" at the other, and 45'8" on average. These heights did not include the top level, which was left out of the calculation for being setback 14' and would not be included on a Prince William County measurement but would add 9' to the height.

Sills fielded questions from the Commission concerning the number of parking spaces as it related to the developer's intention to apply for a variance. He explained that without a variance, the building would have all necessary parking for the current code, which is two spaces per one-bedroom and three spaces per two-bedroom. With the variance, they could provide 60 paid-parking spaces for retail. Sills and Gordon were unable to provide exact numbers on the total parking or a ratio of spaces-to-bedrooms but indicated that they would provide those exact numbers to the Commission.

Sills fielded questions from the Commission on waterfront access, trash pickup and location, development impact on the river, traffic and pedestrian safety, sidewalk width, school bus stops, landscaping, smoking areas, and on-site mailboxes.

Sills was notified of the Migratory Bird Treat Act (MBTA) and the rules concerning removing an osprey nest currently located on the property and informed that the nest was considered inactive from September to February and could be removed without a permit during that time of the year.

In conclusion of the discussion, it was determined that Sills and Gordon would follow up the meeting with exact numbers on the parking spaces and sidewalk width. The Town would follow up on questions about adding a crosswalk, location of a bus stop, and post office capacity.

Members of the Commission thanked Sills and Gordon for their presentation and their time.

## **5. Action Items Discussion**

Eliot Perkins asked member to familiarize themselves with the list of action items from the Comprehensive Plan and the timeline for those items. For the next meeting, he asked members to prioritize where the Commission could jump in. Chris Coon said that this information would go into the Annual Report and CIP recommendations that would go to Town Council. Ryan Somma was tasked with sending the approved Traffic and Parking Study to members of the Commission to follow up on at the next meeting.

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

Chris Coon informed members that VDOT upgrades will address crosswalks at next Town Council meeting. Eliot Perkins said that the Town had found additional funding for the Kayaking ramp and that proposals had come in within 10% of what was budgeted.

## **7. Adjournment**

The meeting was adjourned at 7:22 p.m.

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Eliot Perkins  
Chair, Planning Commission

*Submitted by Ryan Somma, Planning Commission Secretary*