



**TOWN OF OCCOQUAN  
PLANNING COMMISSION  
Regular Meeting Minutes  
Town Hall – 314 Mill Street, Occoquan, VA 22125  
Tuesday, August 11, 2015  
6:45 p.m.**

The Planning Commission meeting was called to order by Planning Commission Chairman Joe McGuire on Tuesday, August 11, 2015 at 6:45 p.m. Also in attendance were members Ramsey Baerga, Daniel Braswell, David Irwin, and Bret Stevens; and Kirstyn Jovanovich, Town Manager. No members were absent.

**1. Approval of Minutes**

Mr. Stevens moved to approve the Planning Commission regular meeting minutes of April 14, 2015 and the special meeting minutes of June 11, 2015 as presented. Mr. Baerga seconded the motion. The motion carried by poll vote, unanimously.

**2. Zoning Text Amendment Review – Chapter 66, Article VIII, Signs and Advertising**

Chairman McGuire introduced the item and briefed the Commission on the issue. He stated that the text amendment (ZTA) was initiated by the Town Council during their August 4, 2015 meeting due to a recent US Supreme Court opinion in the case of *Reed v. Town of Gilbert* that created a new, more stringent test of when a sign regulation is content based. As part of the ZTA, the Planning Commission must review the draft ordinance to amend the chapter and provide a recommendation to Town Council.

Mr. Baerga expressed concern regarding the amount of regulation that is being removed from the Town Code as part of the ZTA, including permits and exceptions, as well as how the proposed changes will impact the original intent of the ordinance. Ms. Jovanovich stated that this is an interim ordinance and that the Town Attorney is participating in a LGA Ad Hoc Committee tasked with evaluating the impact of this decision on the enforcement of localities' sign ordinances. Over the next several months, the Town will be pursuing a process to revise the sign ordinance based on LGA recommendations and will include community stakeholders in that process in order to ensure the original intent is supported in the new ordinance. This ZTA focuses on removing instances where enforcement is based on content; the Town is still able to regulate size, location, color and material.

Mr. Baerga also questioned subjective language within ordinance that had not been removed or altered with the ZTA. Ms. Jovanovich stated that these changes would be considered as part of the full review of the sign ordinance in the future.

Mr. Stevens moved to recommend approval of the Zoning Text Amendment to Chapter 66, Article VIII, Signs and Advertising and to schedule a Joint Public Hearing with Town Council and the Planning Commission. Mr. Baerga seconded the motion. The motion carried by poll vote, unanimously.

**3. Consulting Services Request – Comprehensive Plan Update**

Ms. Jovanovich introduced the item and stated that this is a request to obtain consulting services for the Comprehensive Plan Review and Update. One of the Planning Commission's responsibilities is to review

and update the Town's Comprehensive Plan for Town Council consideration and subsequent approval. The last substantive update of the Comprehensive Plan was done in 2003, with a minor update made in 2013.

After obtaining Planning Commission Training in June, the Town Manager obtained a proposal from Mr. Mike Chandler of the Virginia Tech Land Use Education Program, to provide consulting services to assist the Planning Commission with reviewing and updating the Town's Comprehensive Plan. The proposal includes stakeholder and community input, diagnostic review of the Town's plan to include compliance with the State Code, and a final report that will detail recommendations to be implemented by the Planning Commission to revise and update the Comprehensive Plan. The expected time frame from start to finish is 90 days. Ms. Jovanovich provided the Commission with a sample report that was provided by Mr. Chandler as an example of the final report the Town would receive at the end of the diagnostic. Ms. Jovanovich stated that she wanted to obtain the Planning Commission's feedback prior to bringing this proposal to Town Council in September as Mr. Chandler would be working closely with the Planning Commission on this project. She stated that following the completion of the diagnostic, the Town would pursue reviewing and revising the Town's zoning and subdivision ordinances and the recodification of the entire Town Code.

The Commission discussed the proposal and expressed support in utilizing Mr. Chandler for this service based on the training he provided the Planning Commission earlier this year and his knowledge and expertise in the fields of zoning, community planning and land use.

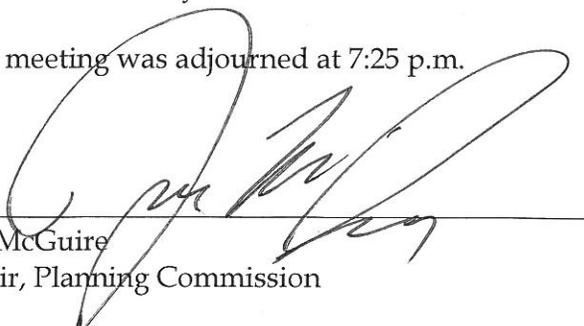
Mr. Baerga asked if other quotes had been obtained by the Town for this service. Ms. Jovanovich stated that she had been working with another organization earlier this year to develop a plan of action to update the plan; however, no agreement could be made due to time and funding constraints. In addition, there is another organization that would be able to provide this service and that the Town has reached out to for other boards and commission training opportunities; however, due to funding constraints, a proposal was not pursued. Based on Mr. Chandler's experience and background and his already established relationship with the Planning Commission and knowledge of the Town, it is recommended that he be utilized for this service. The proposed time frame and cost are within the Town's scope.

**Mr. Stevens made a motion to recommend approval to Town Council of a contract with Mr. Chandler for consulting services based on his experience and education, and his already established relationship with the Planning Commission and knowledge of the Town, to work with the Planning Commission to perform a review and diagnostic of the Town's Comprehensive Plan. Mr. Irwin seconded the motion. The motion carried by poll vote, unanimous.**

#### **4. New Planning Commission Membership Request**

No discussion was held regarding this matter. Ms. Jovanovich expressed the need for the Commission to appoint a Secretary to the Commission to record minutes.

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



\_\_\_\_\_  
Joe McGuire  
Chair, Planning Commission

*Submitted by Kirstyn Jovanovich, Town Manager*