



TOWN OF OCCOQUAN

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

PLANNING COMMISSION MEETING

Tuesday, October 23, 2018

6:30 PM

TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. Approval of Minutes of September 25, 2018
3. Development Presentation/Discussion
4. Chair/Town Council Report
5. Action Items Discussion

Eliot Perkins
Planning Commission Chair



TOWN OF OCCOQUAN
Town Hall - 314 Mill Street, Occoquan, VA 22125
MEETING DATE: 2018-09-25

MEETING TIME: 7:00 PM

Present: Eliot Perkins, Jen Mathis, Ryan Somma,

Absent: Ann Kisling

1. Call to Order

The Planning Commission Public Hearing was called to order by Eliot Perkins, on 2018-09-25, at 7:10 p.m.

Secretary for Meeting

Ryan Somma took minutes for the meeting.

2. Approval of Minutes of July 24, 2018

Ryan Somma moved to approve the Planning Commission meeting minutes of July 24, 2018. Eliot Perkins seconded the motion. The motion carried by poll vote, unanimously.

3. Kiely Court Site Plan Revision

The site plan revision involved a change in the retaining wall materials (poured concrete with stone from existing onsite walls) and slightly moving retaining walls. Town Clerk Chris Coon noted that both Town Zoning Administrator and Town Engineer recommend approval.

Jen Mathis asked if the drainage pipe was moved in the revision. Christopher Kiely said that it had not been.

Ryan Somma moved to approve the Kiely Court Site Plan Revision. Eliot Perkins seconded the motion. The motion carried by poll vote, unanimously.

5. Adjournment

The meeting was adjourned at 7:14 p.m.

Eliot Perkins
Chair, Planning Commission

Submitted by Ryan Somma, Planning Commission Secretary

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|--|--|------------------------------|---------------------------|-----------------------|-----------------------------------|---------------------------|------------------------------|---|
| 1 | A new Town traffic study should be prepared based on current and future growth. | | X | X | | Town Manager, Community Plan | CIP | FY2017 | PARTIALLY COMPLETED FY2018 - Coordinate with VDOT |
| 2 | Based on the traffic study, the Town should implement an enhanced street and traffic flow management and execution plan for local and commuter traffic, particularly during peak hours and holidays. The management plan should not jeopardize current Town historical, environmental, business flow, and resident living concerns. Traffic calming measures should be considered as part of any traffic flow management plan. | X | X | | | Town Manager, Community Plan | CIP | FY2017 FY 2018 FY 2020 | Include as part of Community Plan; Coordinate with VDOT regarding cut-through impacts |
| 3 | As part of the parking and traffic study, the Town should investigate and make recommendations on the need to widen portions of Commerce Street between Union and Washington Street to accommodate additional on-street parking. Any widening project will include new curbs and brick sidewalks consistent with other Business District improvements. | X | X | X | | Town Manager, Community Plan | CIP | FY2017 | PARTIALLY COMPLETED 2017 Parking Study, Preliminary Review |
| 4 | It is encouraged that all Town sidewalks be 6 to 10 feet in width on each side. Within the historic district, such sidewalks shall be brick. | X | X | | | Town Manager, Community Plan | CIP, Grant | Ongoing | Usually held to VDOT standard of 5' |
| 5 | As a part of the site plan or subdivision approval process, developers should be required to improve adjoining streets to VDOT standards. | X | X | X | X | Planning Commission, Town Council | Property Owner, Developer | Ongoing | Generally occurs when preparing Site Plans |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|---|--|------------------------------|---------------------------|-----------------------|-------------------------------------|-----------------------------|------------------------------|---|
| 6 | All residential streets serving lots less than one acre in size should be constructed with curbs and gutters and with sidewalks on at least one side. | X | X | X | X | Planning Commission, Town Council | Property Owner, Developer | Ongoing | Curb and gutter required when making street improvements |
| 7 | No street rights-of-ways in Occoquan should be vacated until the surrounding properties have been fully developed or an alternate plan for handling automobile circulation in the vicinity has been endorsed by affected property owners and by Town Council. | | X | | | Planning Commission, Town Council | Property Owners | Ongoing | |
| 8 | A new Town parking study should be conducted based on current and future expected growth. | X | X | X | X | Town Manager, Community Plan | CIP | FY2018 FY2017 | COMPLETED FY2018 |
| 9 | Based on the parking study, the Town should work on an improved parking management and execute the plan. Courses of action should be developed to improve commercial district and nearby residential area parking rules. | X | X | X | | Planning Commission, Community Plan | CIP | FY2017 FY 2018 | Review Parking Study Recommendations, incorporate as part of community plan |
| 10 | Continue to look for suitable close in sites and develop Town-owned parking lots. | | X | X | X | Town Manager, Community Plan | CIP | Ongoing | Community Plan FY2020 |
| 11 | Continue to require developers to provide appropriate off-street parking. | | X | X | X | Planning Commission, Town Council | Property Owners, Developers | Ongoing | Off Street parking reviewed for developments |
| 12 | Encourage use of business-owned vacant land for commercial parking. | | X | | | Town Council | | Ongoing | Parking Study Recommendation |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|

| | | | | | | | | | | |
|----|--|---|---|---|---|---|-------------------------------------|---|-----------------------------|--|
| 13 | It is recommended that the Town conduct a community planning project to identify streetscaping, sidewalk, traffic, parking and overall community development planning. Such planning shall include intersection improvements to install crosswalks and increase pedestrian safety and circulation. | X | X | X | | X | Town Manager | CIP | FY2017 FY 2018 FY2020 | |
| 14 | The Town shall continue to improve and expand sidewalks to preserve downtown historical character. Pedestrian access serves as the life-line of commerce and daily living activities for residents and visitors alike. | X | X | X | X | | Town Manager, Community Plan | CIP | Ongoing | FY2019 - matching funds for VDOT TAP Grant |
| 15 | Improve pedestrian circulation facilities so as to decrease automobile reliance. | X | X | X | X | | Town Manager, Community Plan | CIP | Ongoing | Community Plan |
| 16 | Planning for a Riverwalk, with vegetation buffers to mitigate stormwater runoff, shall be finalized and a revenue stream identified to complete the project. | X | X | X | X | | Planning Commission, Community Plan | CIP, Grant, Property Owners, Developers | FY2018 FY2020 | Community Plan |
| 17 | Designated transportation pick-up and drop-off locations for public school and private transport should be considered as part of the overall Town strategy. | | X | | | X | Planning Commission, Community Plan | CIP | FY2017 FY 2018 FY2020 | Community Plan |
| 18 | The Town should conduct a community study to improve and expand the use of brick sidewalks to the Town center. The study should also incorporate streetscaping, beautification, and woodland protection. | X | X | | | X | Town Manager, Community Plan | CIP | FY2017 FY 2018 FY2020 | Community Plan |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|--|--|------------------------------|---------------------------|-----------------------|---|---------------------------|-----------------------------|---|
| 19 | The Town should continue to safeguard and improve Town gateways as they are of great importance to community business growth. Important consideration should be placed on the protection and preservation of gateways as they serve to affirm the Town's historical and environmental characteristics. | X | X | X | X | Town Manager, Community Plan | CIP | Ongoing | Community Plan |
| 20 | The Town will pursue designation of Tanyard Hill Road as a State scenic byway as one way of preserving its character. | X | X | | X | Planning Commission | CIP | FY2017 FY2018 | |
| 21 | The Town should plan in its CIP for how to implement and finance improvements to the Town's gateways. | | X | | X | Planning Commission, Town Manager, Budget/CIP | CIP | Annually | Community Plan, CIP Planning |
| 22 | The Town will protect its tributary streams and the Chesapeake Bay from nonpoint source pollution through the continued application of its Chesapeake Bay Preservation Ordinance and Erosion and Sediment Control Ordinance. | | | | X | Planning Commission, Engineering | Operating Fund, Developer | Ongoing | COMPLETED Included in Chapter 66 Zoning |
| 23 | Minimize the environmental impacts of site development through the continued use of performance standards. | X | | | X | Planning Commission, Engineering | Operating Fund, Developer | Ongoing | COMPLETED Included in Chapter 66 Zoning |
| 24 | Vegetative buffer areas along the Occoquan River will be established during development or redevelopment where not in conflict with future plans for an Occoquan Riverwalk. | | | | X | Planning Commission, Engineering | Operating Fund, Developer | Ongoing | Riverwalk planned from Museum to Route 123 bridge |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|

| | | | | | | | | | |
|----|---|---|--|---|---|---|-----------------------------|---------|--|
| 25 | Preserve natural open spaces and forest resources. | X | | X | | Planning Commission, Engineering | Operating Fund, CIP, Grants | Ongoing | Community Plan |
| 26 | Water quality best management practices that require little or no surface space (such as sand filtration systems and rooftop detention) will be required in densely developed areas to address water quality without detracting from the Town's unique urban character. | X | | X | | Planning Commission, Engineering | Operating Fund | Ongoing | Included in Chapter 66 Zoning |
| 27 | Where practical and feasible, the Town will retrofit older stormwater management facilities to perform water quality functions to better protect downstream areas from degradation. | | | X | X | Town Council, Town Manager, Engineering, Stormwater Management Plan | CIP, Grants | Ongoing | Stormwater Management Plan |
| 28 | Long-term operation of privately-owned BMPs established in compliance with the Chesapeake Bay Preservation Ordinance will be ensured through maintenance agreements and regular site inspections. | | | X | | Town Manager, Engineering, Stormwater Management Plan | Operating Fund | Ongoing | Stormwater Management Plan, Annual Reporting |
| 29 | Ensure new development and redevelopment complies with the Town's Chesapeake Bay Preservation Ordinance. | | | X | | Planning Commission, Engineering | Operating Fund, Developer | Ongoing | Included in Chapter 66 Zoning |
| 30 | Protect the important natural function of floodplains by limiting disturbance and development activity. | | | X | | Floodplain Manager, Planning Commission | Operating Fund | Ongoing | Included in Chapter 66 Zoning |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|

| | | | | | | | | | |
|----|---|--|--|---|---|--|---------------------------|---------|---|
| 31 | Encourage the use of newer, more effective BMP strategies as they become available. | | | X | | Planning Commission, Engineering | CIP, Developer | Ongoing | Included in Chapter 66 Zoning |
| 32 | Monitor the Town's surface and groundwater resources. The Town will continue to work with the Environmental Protection Agency and the Department of Environmental Quality to prevent and remediate underground storage tank spills. The Town will also continue working with the Prince William County Health Department to prevent septic tank failures. | | | X | X | Town Manager, Engineering | Operating Fund | Ongoing | Stormwater Management Plan |
| 33 | Update erosion and sediment regulations and enforcement procedures as more effective practices become available. | | | X | | Town Council, Town Manager, Engineering | Operating Fund | Ongoing | Included in Chapter 66 Zoning, Continual Review |
| 34 | Development on significant steep slope areas in excess of a 20% grade is strongly discouraged. Development in areas with highly erodible soils, including areas of less than 20% grade must demonstrate that water quality will not be adversely affected. | | | X | | Town Manager, Engineering | Operating Fund, Developer | Ongoing | Included in Chapter 66 Zoning |
| 35 | Boating and other tidal shoreline access structures should be sited, designed, and constructed in such a manner that minimizes adverse environmental impacts. | | | X | | Town Manager, Engineering, Planning Commission | Developer | Ongoing | Included in Chapter 66 Zoning, Requires Town and USCOE Permitting |
| 36 | Encourage stewardship of the Town's natural resources through increased awareness of environmental impacts from daily activities. | | | X | | Town Manager, Planning Commission | Operating Fund | Ongoing | |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|

| | | | | | | | | | |
|----|---|---|---|---|---|--|-----------------------------|---------|---|
| 37 | Planning Commission will meet with representatives from both Prince William County and Fairfax County Planning Commissions in order to agree on a mutually beneficial and cooperative growth plan for the town and its shared surrounding areas. | X | X | X | X | Planning Commission | Operating Fund | Ongoing | |
| 38 | Create a dialogue with LRPA and the Lorton Work House Arts Center in order to enhance town goals that promote the coordination of our surrounding residential areas and neighboring artistic commercial enterprises. | X | X | X | X | Planning Commission, Town Council | Operating Fund, CIP, Grants | Ongoing | Establishment of Arts and Cultural District, 2017 |
| 39 | The Town's Police Department will continue to partner with both PWC and FC police departments in order to reduce cut through traffic and its impacts. | X | X | | X | Police | Operating Fund | Ongoing | Enforcement, coordination with PWC, FC |
| 40 | The Town will create a dialogue with PWC and FC Boards of Education in order to promote the cultural and economic history of the town. This cross border education will serve to enhance and promote an inter-county understanding while promoting the past and future of the town. | | | | X | Planning Commission, Town Council | Operating Fund, CIP | Ongoing | |
| 41 | The Town will enhance its relationship with Virginia's regional State Historic Preservation Office (SHPO) and PWC historic associations in order to enhance its Preservation efforts and standards. This dialogue will result in a beautification of the town that promotes a revitalized, yet historically accurate, commercial and residential area with an end goal of preserving and enhancing Rockledge. | X | X | | X | Town Manager, Planning Commission, Town Council, Non-Profit Historic Association | Operating Fund, CIP, Grants | Ongoing | |
| 42 | Occoquan will work with PWC and LRPA in order to maintain a woodland preserve buffer and scenic bypass along Tanyard Hill Road. | X | | | X | Town Manager, | Operating Fund | Ongoing | Maintaining conservation |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|

| | | | | | | | | | |
|----|--|---|---|---|--|---------------------|----------------|---------|---|
| | | | | | | Planning Commission | | | easement of Oaks III property |
| 43 | The geographic extent of the Business (Commercial) District shall not be expanded beyond Center Lane or east of Gordon Boulevard (Route 123). | X | X | | | Planning Commission | Operating Fund | Ongoing | Business district remained the same during FY2017 zoning update |
| 44 | Office development in the Business (Commercial) District shall be limited generally to mixed use projects. Large buildings devoted solely to offices or residential will be considered inappropriate in light of the existing scale and character of buildings and activities. | X | X | X | | Planning Commission | CIP, Developer | Ongoing | COMPLETED Included in Chapter 66 Zoning, Requires first floor commercial in B1 |
| 45 | Residential uses in the Business (Commercial) District are encouraged in order to maintain activity and diversity. Residential uses may be in the form of detached dwellings, multi-family dwellings, or dwelling units combined with commercial activities in one structure. Such development is consistent with historic conditions as well as recent trends. Projects that result in a net loss of residential dwelling units are considered to be undesirable. | X | | X | | Planning Commission | Developer | Ongoing | FY2017, zoning update process |
| 46 | Generally, industrial activities other than craft type activities associated with a retail sales facility, shall be prohibited in the Business (Commercial) District. Industrial activities that serve to re-create those historically associated with the Town may be appropriate if presented in a style and scale consistent with the Historic District. | X | | X | | Planning Commission | Developer | Ongoing | FY2017, zoning update process |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|--|--|------------------------------|---------------------------|-----------------------|---|---------------------------|-----------------------------|---|
| 47 | The preservation of existing older structures shall receive the highest priority in considering the appropriateness of proposed development or redevelopment within the Historic District. | X | X | | | Planning Commission, Architectural Review Board | Developer | Ongoing | FY2017, zoning update process |
| 48 | Architectural review of proposals within the Historic District shall be undertaken from the viewpoint of Occoquan as it developed from its founding through the early 20th century. | X | | | | Architectural Review Board | Developer | Ongoing | FY2017 - ARB update of guidelines |
| 49 | The limits of the Historic District shall not be significantly expanded or changed from the current. | X | | | | Planning Commission, Town Council | CIP | Ongoing | FY2017, zoning update process |
| 50 | Beautification and landscaping efforts should enhance the aesthetics of the Town. | X | | X | | Planning Commission, Town Council, Town Manager | Operating Fund, Developer | Ongoing | Landscaping contract, community plan - street scaping, FY2018 |
| 51 | The Occoquan Riverwalk, once completed, will be open for public access and use. | X | X | | | Town Council | Operating Fund | Ongoing | FY2018, Community Plan |
| 52 | Development and redevelopment along the Business District portion of the riverfront should plan for access to and/or the expansion of the Occoquan Riverwalk. | X | X | | | Planning Commission, Town Council | Developer, Operating Fund | Ongoing | FY2017, zoning update process |
| 53 | Redevelopment of underutilized properties along the Occoquan riverfront will be actively promoted. Development should be of a water-oriented nature. Mixed use incorporating river front activity, housing, retail and offices will be encouraged. | X | X | X | | Planning Commission | Developer, Operating Fund | Ongoing | FY2017, zoning update process |

| No. | Action Item Description | Community Character/ Life Circulation and Mobility | Economic Vitality/ Diversity | Environmental Stewardship | Regional Coordination | Lead Department, Function | Funding Source | Target Completion Date (FY) | Status |
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|
|-----|-------------------------|--|------------------------------|---------------------------|-----------------------|---------------------------|----------------|-----------------------------|--------|

| | | | | | | | | | |
|----|--|---|---|---|---|------------------------------|----------------|------------------------------|---|
| 54 | The Town shall periodically review and amend, where necessary, the Zoning Code so as to ensure there are no unnecessary burdens placed on the development or redevelopment of property located within the Town. | | X | | | Planning Commission | CIP | Bi-Annual Review | FY2017, zoning update process |
| 55 | Develop a Green Business Recognition Program to highlight and encourage eco-friendly business practices and initiatives. Businesses to be recognized that have received a Green Certificate from a third-party organization. | X | X | X | | Planning Commission | Operating Fund | FY 2017 | |
| 56 | Incorporate public recycling containers as part of the Town's Refuse Container Replacement Schedule. Measure recycling compliance with Town contractor. Include recycling and refuse container plan as part of overall Community Planning process. | X | | X | | Community Plan, Town Manager | CIP | FY 2017 FY2018 | FY 2018 - FY2020, trash and recycling container replacement |
| 57 | Participate in VML's Green Government Challenge. Obtain at least 100 "Green points" to obtain "Green Government" certification. | X | | X | | Town Manager | Operating Fund | FY 2018 | |
| 58 | Pursue designation as Main Street America community. | X | X | X | X | Community Plan, Town Manager | CIP, Grants | FY2019 | Committee developing application |