



**TOWN OF OCCOQUAN  
PLANNING COMMISSION**  
Regular Meeting Minutes  
Town Hall - 314 Mill Street, Occoquan, VA 22125  
Tuesday, December 8, 2015  
7:00 p.m.

**Present:** Members Ramsey Baerga, David Irwin, Bret Stevens

**Staff Present:** Ned Marshall, Zoning Administrator; Kirstyn Jovanovich, Town Manager

**Absent:** Joe McGuire

**1. Call to Order**

The Planning Commission meeting was called to order by Planning Commission Member Ramsey Baerga on Tuesday, December 8, 2015 at 7:00 p.m.

**2. Approval of Minutes**

Mr. MEMBER LAST NAME moved to approve the Planning Commission regular meeting minutes of November 10, 2015. Mr. MEMBER LAST NAME seconded the motion. The motion carried by poll vote, unanimously.

**3. 308 Commerce Street Site Plan**

Brief synopsis of discussion, important questions/answers that should be documented for record purposes. If it is not unanimous, record poll vote like:

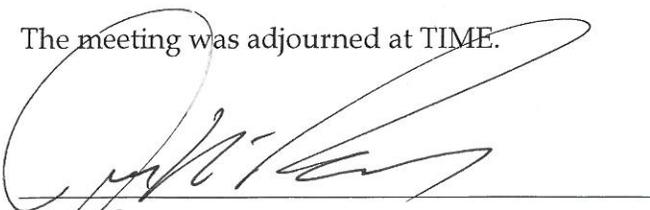
Planning Commission Member NAME made a motion to recommend approval of the 308 Commerce Street Final Site Plan to the Town Council. Mr. MEMBER LAST NAME seconded the motion. The motion carried by poll vote, unanimously.

**4. Comprehensive Plan Update**

Brief synopsis of discussion, important questions/answers that should be documented for record purposes.

**5. Adjournment**

The meeting was adjourned at TIME.

  
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Joe McGuire  
Chair, Planning Commission

*Submitted by Bret Stevens, Planning Commission Member*