



# TOWN OF OCCOQUAN

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

## PLANNING COMMISSION MEETING

**Tuesday, May 8, 2018**

**6:30 PM**

**TOWN HALL - 314 MILL STREET**

There will be a Planning Commission Meeting to Discuss the Following:

1. Approval of Minutes of April 10, 2018
2. Parking and Traffic Study Discussion
3. Other Items for Discussion

**Eliot Perkins**  
Planning Commission Chair



**TOWN OF OCCOQUAN**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**

**MEETING DATE: April 10, 2018**  
**MEETING TIME: 6:30 PM**

**Commissioners Present:** Eliot Perkins, Ann Kisling, and Ryan Somma

**Commissioners Absent:** Joe McGuire and Heather Ozuna

**Staff Present:** Chris Coon, Town Clerk and Kirstyn Jovanovich, Town Manager

**1. Call to Order**

The Planning Commission Public Hearing was called to order by Eliot Perkins, on 2018-02-13, at 6:55 p.m.

**Secretary for Meeting**

Ryan Somma took minutes for the meeting.

**2. Approval of Minutes of March 13, 2018**

Anne Kisling moved to approve the Planning Commission meeting minutes of 2018-03-13. Ryan Somma seconded the motion. The motion carried by poll vote, unanimously.

**3. By-law Discussion**

Chris Coon updated the members that the Town Attorney's staff had provided updates to the proposed by-laws that were legal clarifications rather than procedural.

Kirstyn Jovanovich informed the members that the by-laws would be taken up by the Town Council in an upcoming work session. Eliot Perkins indicated he would attend the session to answer any questions.

**4. Parking and Traffic Study Discussion**

Kirstyn Jovanovich opened the discussion by providing background on last year's traffic and parking study. The study found that existing parking wasn't being fully utilized, that the public doesn't know where the parking is, public lots aren't reaching capacity, and employees are parking on-street in front of businesses, taking prime spots. The study identified that there was good turnover, and that parking issues do occur at Christmas, events, and other high-shopping seasons. The study did not recommend metered or timed parking at this time. A comprehensive signage program identifying parking locations in town was recommended. Two speed studies conducted by Prince William County Transportation Division that were performed on Washington Street last summer did not meet the minimum speeding

requirements for speed mitigation discussions with VDOT. Ann Kisling and Eliot Perkins expressed skepticism of the study's results, but understood that extreme speeders were likely outliers.

Eliot Perkins directed members to the Bike Occoquan initiative proposed in the study, which would encourage people to come into Occoquan. Ryan Somma noted that Occoquan was part of an existing bike trail on route 123. Kirstyn Jovanovich noted that a US Bike Route 1 came through Occoquan. Eliot Perkins inquired as to where new bike facilities could be placed.

Kirstyn Jovanovich stated that there are approximately 15 bike spaces currently in town and that she has noticed that they do not seem to be utilized. Ann Kisling noted that she had not noticed bike racks in Town herself. Eliot Perkins noted this stressed the need for wayfinding and signage for biking as well as parking. Ryan Somma and Kirstyn Jovanovich highlighted the proposal to update the Town website with such information as well.

Eliot Perkins asked members about the back-in parking configuration proposal. Ryan Somma said he had reviewed the literature on it and understood the benefits, but was very concerned about the learning curve involved with having visitors back into parking spaces. Members agreed this seemed counter-intuitive.

Eliot Perkins asked Chris Coon to elaborate on parking enforcement. Chris Coon said that Chief Linn had developed a Pedestrian Safety Program to be implemented in May and focused on pedestrian and motorist safety education. This will involve passing out brochures to motorists, as well as pedestrians. Ann Kisling suggested informational signage like the stop-sign enforcement signs alerting drivers around town. Eliot Perkins noted that people getting tickets would also put other drivers on notice. Chris Coon said there had been an increase in enforcement, and that the Town was waiting on a grant to further increase the scope of the Pedestrian Safety Program.

Anne Kisling proposed the Commission meet and walk around town to get a better understanding of the options within the parking and traffic study. Members agreed to schedule a work session meeting for this to occur next week.

Ryan Somma voiced his support for the cut-through traffic proposal to convert the segment of Commerce Street between Washington and Union Streets to two-way operations as this would eliminate six-blocks of cut-through traffic and allow for targeting enforcement at two intersections rather than four. He conceded the problems with this solution were the elimination of eight parking spaces and that it could possibly encourage more cut-through traffic in town.

Chris Coon raised the concern that back-up traffic could cause intersection-blocking at Washington Street. Kirstyn Jovanovich noted that to implement such a proposal, a public forum would be necessary and that Town businesses may object to losing visibility by diverting traffic onto Commerce.

The discussion was tabled to be resumed at the walk around town.

## **5. Meeting Date and Time Discussion**

Members were informed that the ARB was fine with moving regular meetings to the last Tuesday of the month. Eliot Perkins agreed this seemed more reasonable and would streamline the process.

**Anne Kisling moved to reschedule regular Planning Commission meetings to the fourth Tuesday of the month, pending ARB moving their meeting concurrently. Ryan Somma seconded the motion. The motion carried by poll vote, unanimously.**

#### **6. ARB Representative Discussion / Planning Commission Appointment Discussion**

With Dan Braswell's resignation, the Planning Commission needs a new representative to the ARB and with the upcoming election, the Commission could lose another member if more than one member were elected to the Town Council in May. Chris Coon informed the Commission that a new member could be needed in July based on the election results. Eliot Perkins agreed to serve as the ARB representative in the interim.

#### **7. Adjournment**

The meeting was adjourned at 7:32 p.m.

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Eliot Perkins  
Chair, Planning Commission

*Submitted by Ryan Somma, Planning Commission Member*