



TOWN OF OCCOQUAN

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

PLANNING COMMISSION MEETING

Tuesday, December 8, 2015

7:00 PM

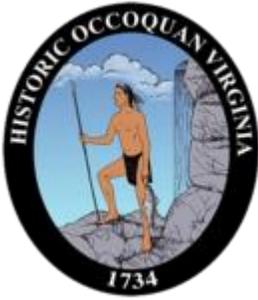
TOWN HALL - 314 MILL STREET

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

- Appoint Secretary for Meeting
- Approval of November 10, 2015 Regular Meeting Minutes
- 308 Commerce Street Site Plan
- Comprehensive Plan Update – Status Report

Joe McGuire

Town of Occoquan Councilmember
Planning Commission Chair



TOWN OF OCCOQUAN PLANNING COMMISSION

Regular Meeting Minutes

Town Hall – 314 Mill Street, Occoquan, VA 22125

Tuesday, November 10, 2015

7:00 p.m.

The Planning Commission meeting was called to order by Planning Commission Chairman Joe McGuire on Tuesday, November 10, 2015 at 7:00p.m. In attendance were members Ramsey Baerga and David Irwin. Planning Commission members not present included Bret Stevens.

1. Appointment of Secretary for Meeting

Mr. Baerga volunteered to be the secretary for the meeting. Mr. McGuire moved to approve the appointment of Mr. Baerga to be the secretary for the present meeting only, Mr. Baerga second. The motion carried by poll vote, unanimously.

2. Approval of Minutes

Planning Commission member David Irwin moved to approve the Planning Commission regular meeting minutes of August 11, 2015. Mr. Baerga second. The motion carried by poll vote, unanimously.

3. River Mill Park – Phase II Final Site Plan

Mr. McGuire inquired on specific items included on phase II site plan. It was clarified that the only items included on Phase II of the plan are the construction of the pavilion, the construction of the walkway around the outside perimeter of the park, and landscaping. Planning Commission member David Irwin moved to approve Phase II Final Site Plan, subject to minor outstanding comments from outside agencies (VDOT and FCWA) and the issuance of the VSMP permit number. Mr. McGuire second. The motion carried by poll vote, unanimously.

4. Comprehensive Plan Update – Status Report

Kirstyn Jovanovich, Town Manager, provided an update on the Comprehensive Plan Update process and proposed schedule: two public meetings are scheduled for the first week in December to discuss summary results and draft report; final report will be presented during a work session in January to the Planning Commission and Town Council; and the Planning Commission will commence the physical update from January through April with the proposed plan going to Town Council in June 2016 for approval. Mr. McGuire requested that Mr. Martin Crim, Town Attorney, provide an overview to the Planning Commission regarding the law as it regarded the impending comprehensive plan update. Ms. Jovanovich agreed.

The meeting was adjourned at 7:21 p.m.

Joe McGuire
Chair, Planning Commission

Submitted by Ramsey Baerga, Planning Commission Member



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TOWN COUNCIL
Elizabeth A. C. Quist, Mayor
Patrick A. Sivigny, Vice Mayor
Tyler C. Brown
J. Matthew Dawson
Jim Drakes
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

STAFF REPORT 308 Commerce Street Parking Addition, Retaining Wall and Wood Deck

Applicant: SDE, Inc.

Date: Nov. 11, 2015

PART I

A. EXECUTIVE SUMMARY

The applicant proposes to construct a retaining wall, asphalt parking and a wood deck at 308 Commerce Street. This staff report evaluates the proposed application as it pertains to town ordinances for conformity.

B. DESCRIPTION OF PETITION

The applicant requests approval of the Final Site Plan for 308 Commerce Street, last signed and sealed on October 2, 2015.

C. APPLICABLE REGULATIONS

1. Chapter 46 – Site Plans
2. Chapter 66 – Zoning

PART II

A. ANALYSIS OF EXISTING CONDITIONS

1. Site Area: +/-0.09 acres
2. Use: Office/Residential
3. Zone: B-1
4. Location: The referenced property is located at 308 Commerce Street.

5. Buildings/Structures: Retaining wall, asphalt parking and wood deck with handicap access from the parking.
6. Access: Access is from Commerce Street and Center Lane.

B. ANALYSIS OF PROPOSED PLAN

This site plan proposes removal of one 27" deciduous tree, wood retaining wall and existing stairs on the side of the building. The site plan constructs a new retaining wall, asphalt parking, wood deck and the planting of 3 dogwood trees. Due to the area of disturbance of 1227 square feet (less than 2,500 SF of area), more stringent regulations involving the Chesapeake Bay Preservation Overlay District do not apply.

**Any fees associated with the review and approval of this plan must be paid.
Permits for the retaining wall and wood deck to be issued by the Building Official.
If the walkway can be seen from a public street, the applicant shall request a Certificate of Appropriateness from the ARB.**

PART III

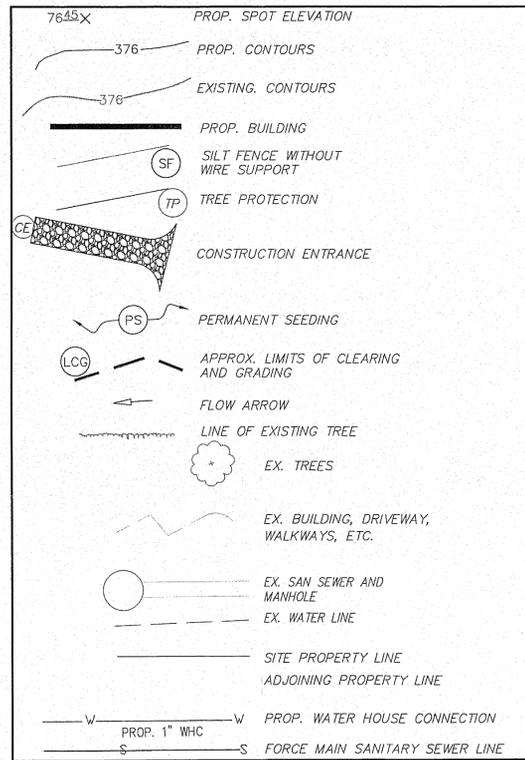
STAFF CONCLUSIONS

The proposed site plan, having been duly reviewed and accepted by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. It is therefore Staff's recommendation to grant **approval** to the above referenced plan.

PREPARED BY: Ned A. Marshall, Zoning Administrator, November 12, 2015

APPROVED BY: Bruce A. Reese, Town Engineer, November 12, 2015
Matthew A. Williams, Asst. Town Engineer, November 12, 2015. 

LEGEND



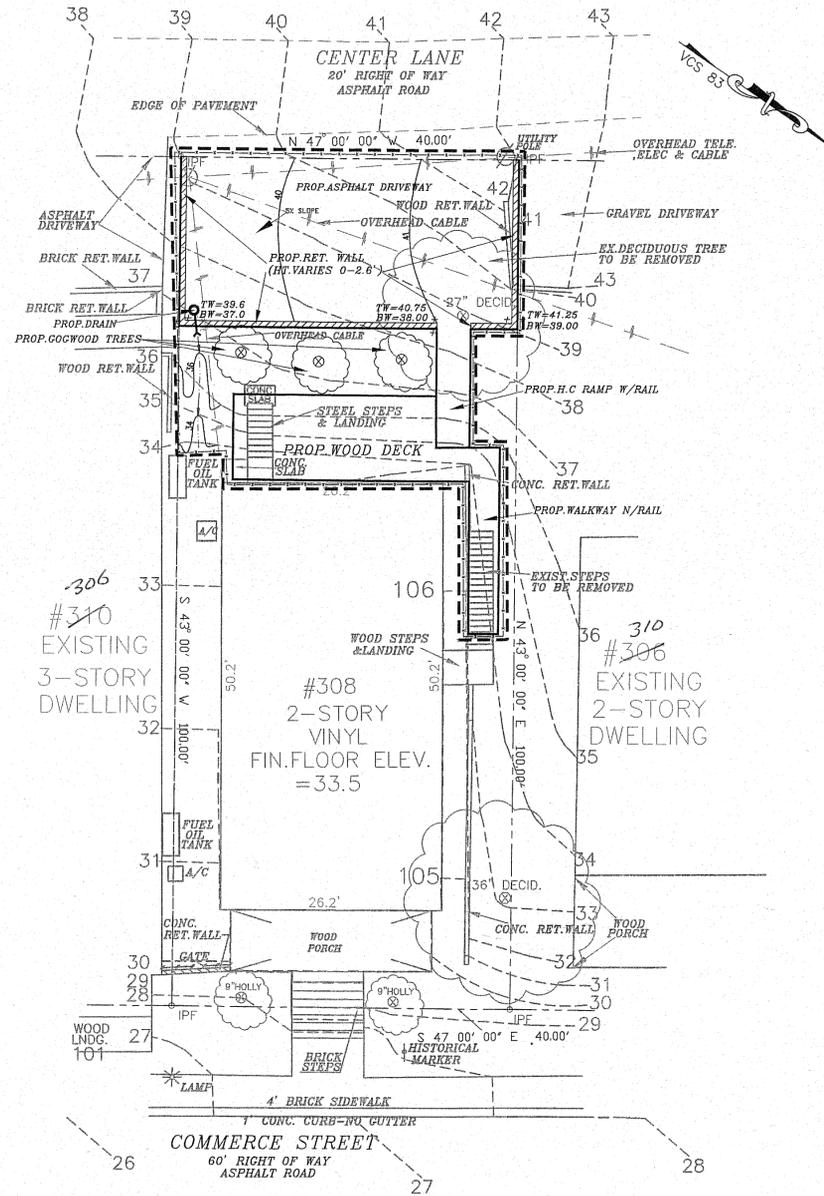
Mar 18 15:04:36p Patricia D. Lynn 703-491-1327 p.2

Mrs. Lynn
 I am asking for your approval for the improvements to 308 Commerce St. Occoquan Va. 22125.

The retaining walls will be built on the property lines in the rear of the building.

David Sullivan
 Owner 308 Commerce St.
 Occoquan Va. 22125

Patricia Lynn
 Owner 310 Commerce St.
 Occoquan Va. 22125



GENERAL NOTES

- 1) TOPOGRAPHICAL SURVEY PREPARED BY SDE INC. DATED 09/22/15 USING IN GROUND FIELD SURVEY.
- 2) FOR DETAILED INFORMATION REGARDING THE PROPOSED H.C.RAMP, WOOD DECK, RETAINING WALLS REFER TO STRUCTURAL DRAWINGS S-1 TO S-4.
- 3) THE PROPERTY IS OWNED BY DRS & W CORPORATION 2218 SHERWOOD HALL LN ALEXANDRIA, VA 22306
- 4) RETAINING WALLS HIGHER THAN 2' REQUIRE A SEPARATE BLDG. PERMIT.

ZONE : B-1
 PROPOSED USE: PARKING AREA & HC RAMP
 AREA : 0.0918 ACRES
 DISTURBED AREA: 1227 SF
 FRONT SET BACK: 30' FROM C.L. OF COMMERCE STREET
 REAL SET BACK : 30' FROM C.L OF CENTER LANE
 SIDE SET BACK : NOT REQUIRED

Retaining wall set back 1' off property line from 306 Commerce Street. Letter of approval from 310 Commerce Street submitted.

Silt Fence to be placed around all disturbed areas

APPROVED
 TOWN OF OCCOQUAN, VA

BY: Mayor Date
 BY: *Handwritten Signature* 11/2/15
 Assistant Town Engineer Date
 BY: Chair, Planning Commission Date

SDE, INC.

ENGINEERS · PLANNERS · ARCHITECTS · LANDSCAPE ARCHITECTS · SURVEYORS
 7777 LEESBURG PIKE, SUITE 305N
 FALLS CHURCH, VA 22043 PH: (703) 556-0800

GRADING PLAN
 308 COMMERCE STREET

TOWN OF OCCOQUAN PRINCE WILLIAM CO VA

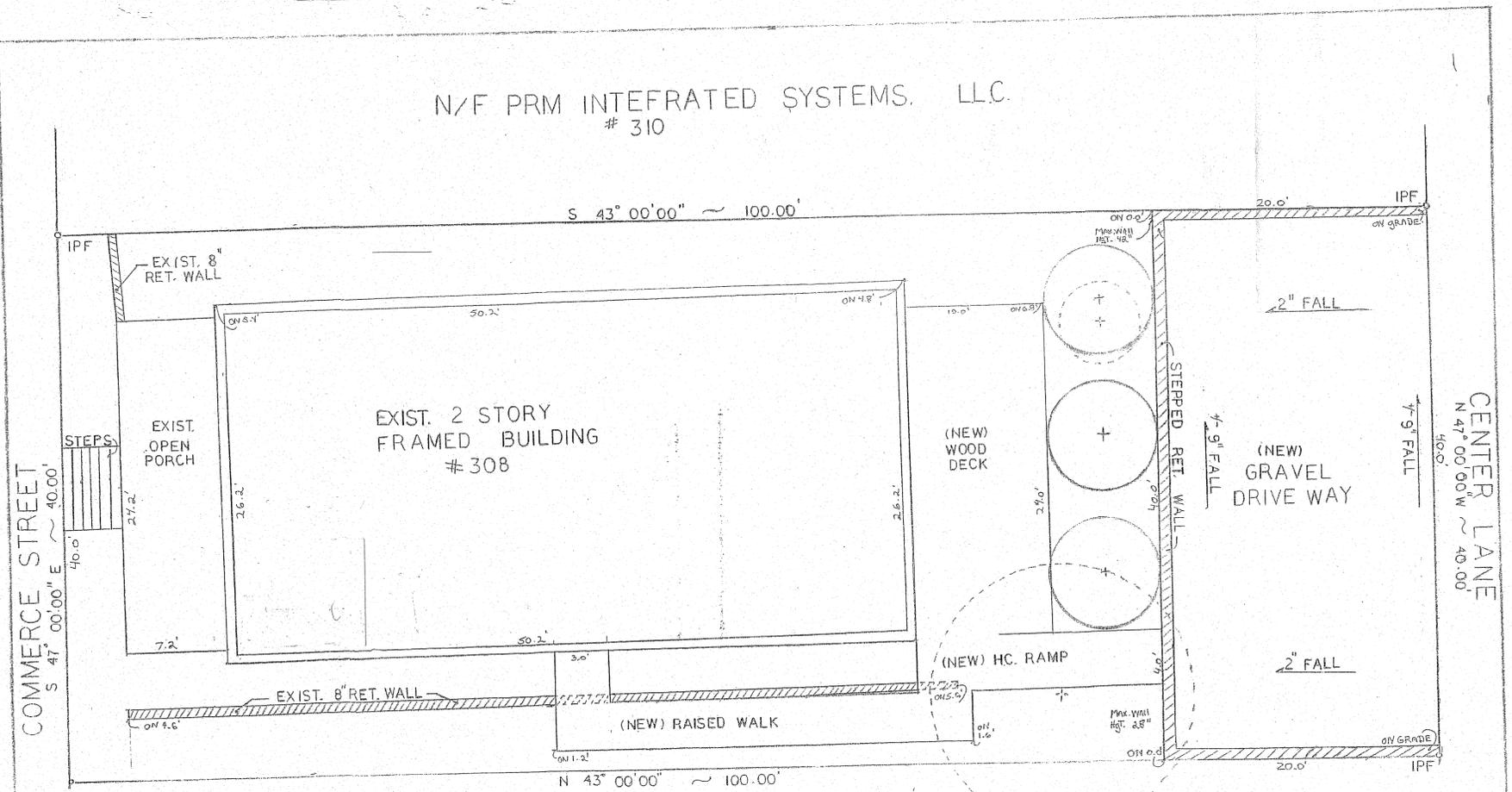
PROFESSIONAL SEAL



REVISION	
DATE	DESCR

DRAWN BY: R.I
 CHECKED BY: HAMID T., PE
 DATE: 09/25/2015
 SCALE: 1" = 10'
 PROJECT/FILE #
 SHEET NUMBER
 C1

N/F PRM INTEFRATED SYSTEMS. LLC.
310



N/F DONALD & PATRICIA LYNN
306

APPROVED
TOWN OF OCCOQUAN, VA

BY: _____ Date _____
Mayor

BY: *[Signature]* Date _____
Assoc. Town Engineer

BY: _____ Date _____
Chair, Planning Commission

SITE PLAN	# 308 COMMERCE STREET	LEGEND	PAGE
(NEW WORK)	TOWN OF OCCOQUAN PRINCE WILLIAM CO. VA.	<p>EXIST. CYPRESS TO BE REM. NEW DOGWOODS (2" DIA) 8" CONCRETE WALL (NEW)</p>	S-1
SCALE: 3/16" = 1'-0"	OWNERS: DAVID SULLIVIN & WANDA WATCHER		



DESIGN NOTES:

- 1.) DECK LIVE LOAD: 60 psf
- 2.) GROUND RAIL LOAD: 200 LBS OR 50 PLF
RAIL INFILL LOAD: 50 LBS OUTR 1 SF
- 3.) ALL WORK TO BE PER IRC 2009 OR 2012
- 4.) ALL LUMBER TO BE HEM FIR #2 OR EQUAL
- 5.) ALL SOIL BEARING TO BE 2000 psf. TO BE UNOBTAINED: APPROVED
- 6.) ALL LUMBER SHALL BE P.T.

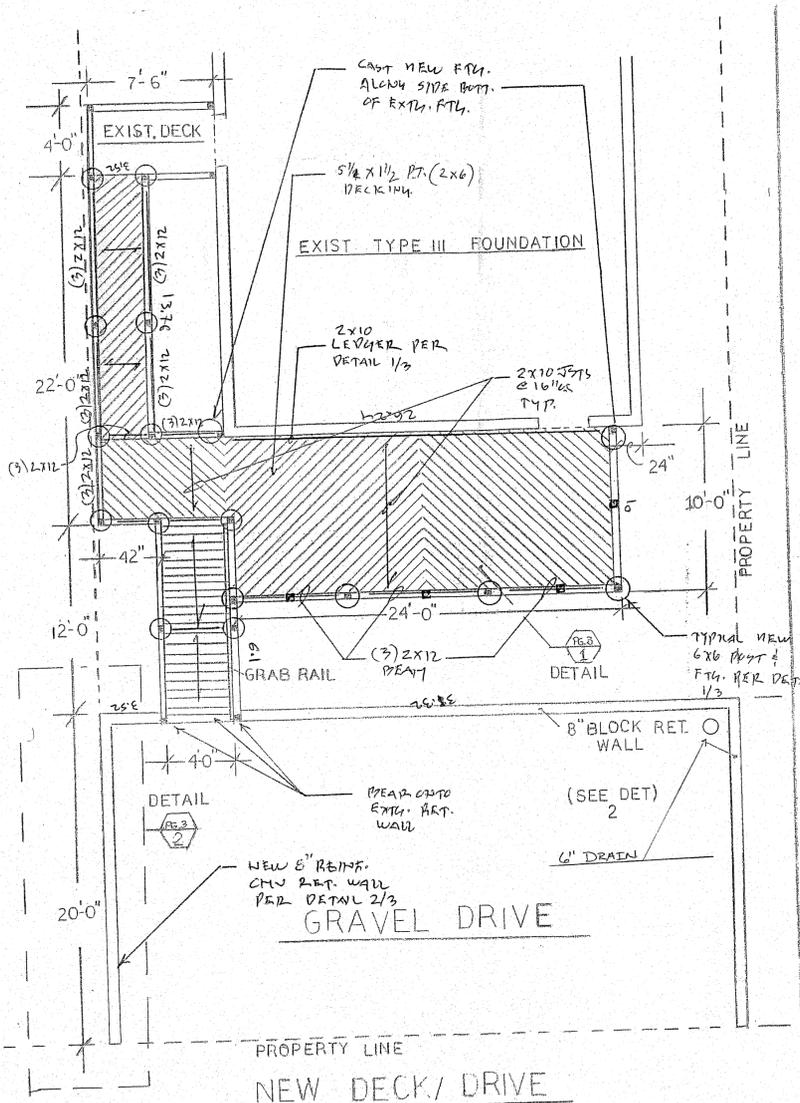
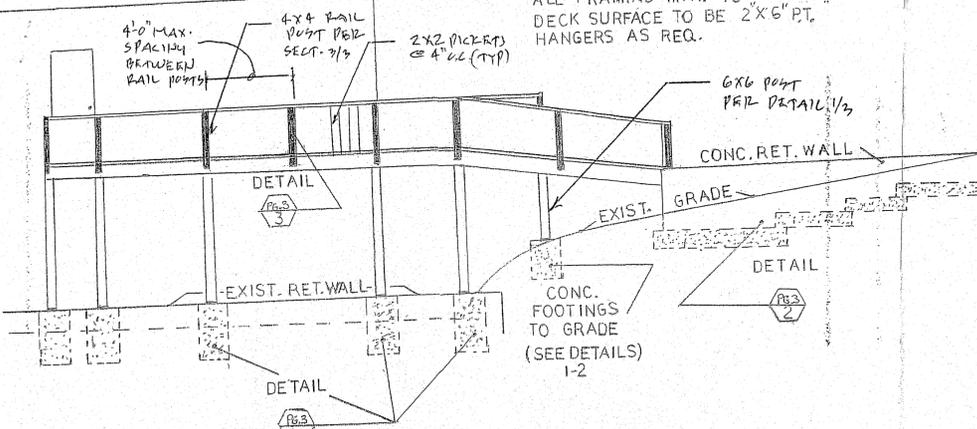
SEE DETAILS:

- PG.3 DET. 4 DECK RIM BOARD ATTACHMENT
- PG.3 DET. 5 DECK BEAM/POST CONSTRUCTION

NOTES:

ALL CONSTRUCTION TO BE IN ACC W/T 2010 I.R.C.
ALL FRAMING MAT. TO BE PRESSURE TREATED.
DECK SURFACE TO BE 2"X6" PT. HANGERS AS REQ.

EXIST. STRUCTURE
TYPE III CONSTRUCTION



APPROVED
TOWN OF OCCOQUAN, VA

BY: _____ Date _____
Mayor

BY: *[Signature]* _____ Date _____
Asst. Town Engineer

BY: _____ Date _____
Chair, Planning Commission

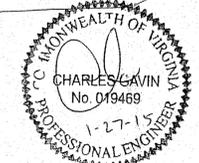
BUILDING PLAN
NEW WORK
SCALE: 3/16" = 1'-0"

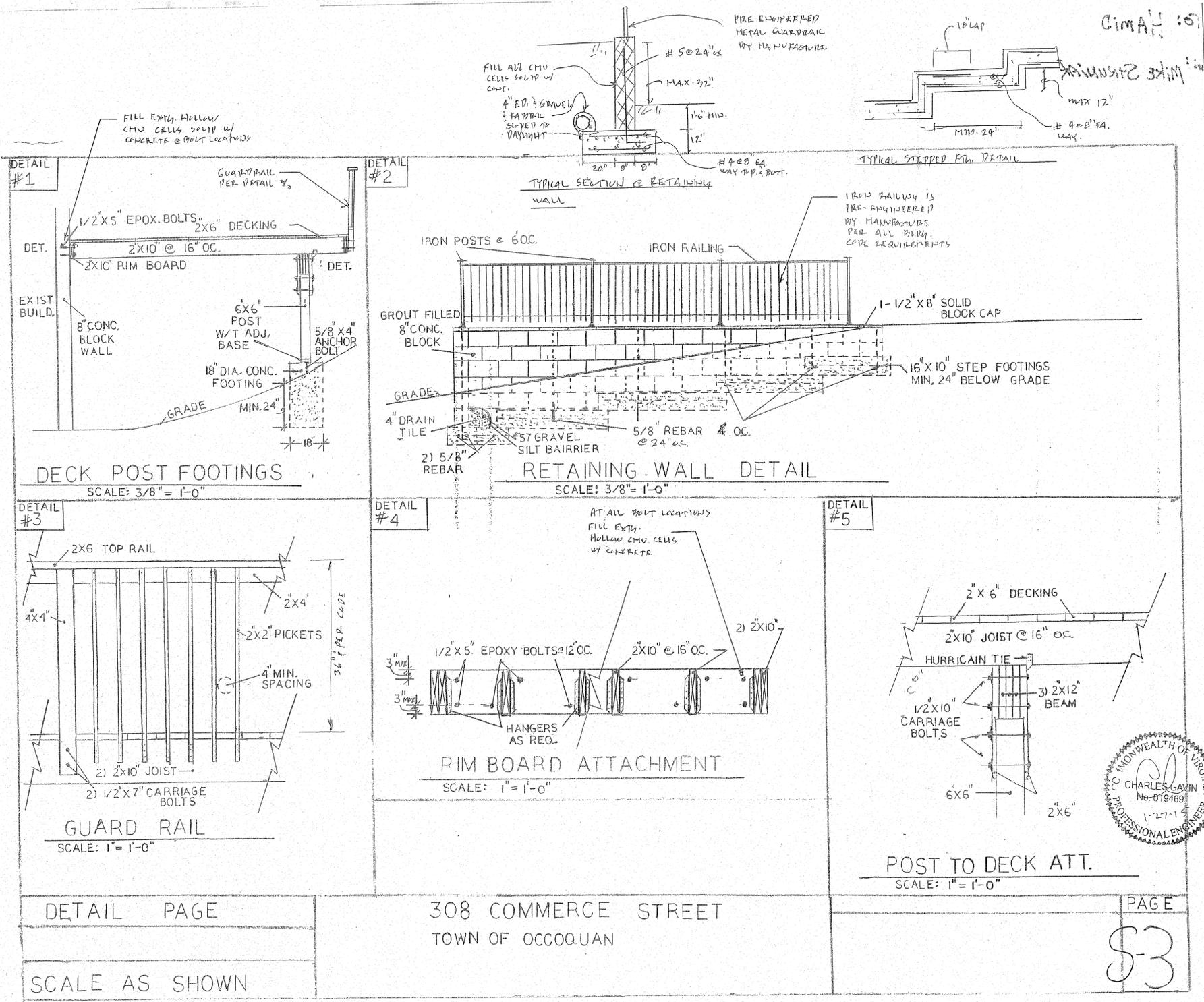
308 COMMERCE STREET
TOWN OF OCCOQUAN

LEGEND

- CONCRETE FOOTINGS
- DETAIL PAGE AND DETAIL NUMBER
- DETAIL SECTION VIEW

PAGE
52





APPROVED
TOWN OF OCCOQUAN, VA

BY: _____ Date _____
 Mayor

BY: _____ Date _____
 Assoc. Town Engineer

BY: _____ Date _____
 Chair, Planning Commission





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2015 Comprehensive Plan Diagnostic Planning Commission Next Steps December 8, 2015

1. Final Report

The final report will be provided electronically by end of year. A joint work session meeting between Planning Commission and Town Council will be held to discuss the final report and next steps.

2. Update Time Line

- a. Completion of diagnostic, January 2016
- b. Planning Commission review and update of Comprehensive Plan, January - April 2016
- c. Proposed Approval by Town Council, June 2016

Note: The Town has applied for a Chesapeake Bay Preservation Act Implementation Grant through DEQ that, if awarded, will provide funding to the Town to update the Chesapeake Bay Preservation Area components of the Comprehensive Plan. The grant request is for \$5,000. If awarded, this may impact the Comprehensive Plan Update timeline.