



**TOWN OF OCCOQUAN  
PLANNING COMMISSION  
Regular Meeting Minutes  
Town Hall - 314 Mill Street, Occoquan, VA 22125  
Tuesday, September 13, 2016  
6:45pm**

**Present:** Planning Commission Chair Joe McGuire; Members Ramsey Baerga, David Irwin

**Staff Present:** Kirstyn Jovanovich, Town Manager

**Others:** Thomas Gordon and Shaina Schaffer, The Berkley Group

**Absent:** Dan Braswell; Ann Kisling; Heather Ozuna

### **1. Call to Order**

The Planning Commission meeting was called to order by Chair Joe McGuire on Tuesday, September, 13, 2016, at 6:50 p.m. This meeting did not have to sufficient members to constitute a quorum.

### **2. Appointment of Secretary for Meeting**

Dr. Irwin volunteered to take minutes for the meeting.

### **3. Approval of Minutes**

The approval of the minutes was deferred to the next Planning Commission meeting.

### **3. Community Plan**

Ms. Jovanovich provided a brief background to a discussion of a possible Community Plan for Occoquan. She introduced two representatives from the Berkley Group, consultants Thomas Gordon and Shaina Schaffer. Mr. Gordon provided a general outline of how the Berkley Group could work with the Town and Planning Commission to develop a Community Plan. Such a plan could focus on several specific topics that are included in the recently updated Comprehensive Plan such as a traffic and parking study, and improvements to the Town's streetscape. Ms. Jovanovich will circulate a copy of the scope provided by the Berkley Group, along with some examples of Community Plans developed by and for other communities.

### **4. Adjournment**

The meeting was adjourned at 7:15 p.m.

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Joe McGuire

Chair, Planning Commission

*Submitted by David Irwin, Planning Commission Member*