



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

**MEETING DATE: 2025-01-28**

**MEETING TIME: 6:30 PM**

**Present:** Chairperson Eliot Perkins, Commissioners Darryl Hawkins, Ann Kisling, Robert Love, Ralph Newell, Don Wood

**Town Staff:** Adam Linn, Town Manager; Matt Whitmoyer, Deputy Town Manager

**1. Call to Order**

The meeting was called to order at 6:30 pm

**2. Citizen Comments**

Samantha Sparks, resident, expressed her concern regarding light pollution impact on wildlife in Town, and referenced specific Town ordinances that address light pollution. She asked that the Commission consider communicating about the sources of light pollution (for example, back porch lights) as well as possible enforcement measures.

**3. Approval of Minutes**

- a. September 24, 2024 Meeting Minutes
- b. October 22, 2024 Meeting Minutes

Commissioner Love moved to approve the September 24, 2024 and October 22, 2024 Planning Commission minutes. Ralph Newell seconded. The motion passed unanimously by voice vote.

**4. Reports**

- a. Town Council Report

None

- b. Deputy Town Manager Report

Mr. Whitmoyer reported that:

- a) Budget season has started for FY2026
- b) The Riverwalk Transportation Alternatives Program grant application will be submitted to the Virginia Department of Transportation. Chair Perkins noted that recent changes at VDOT may call into question the ability of the Riverwalk project to be considered a transportation alternative.
- c) The Town's application for the Charging and Fueling Infrastructure grant award was denied.

Chair Perkins asked Town staff to include the Mill at Occoquan and the Riverwalk to be added to future Planning Commission agendas.

Chair Perkins noted that the size of the Townes of Occoquan will have a significant impact on the surrounding area.

Mr. Whitmoyer noted that the developer of the Mill at Occoquan will need to apply for a County permit to demolish all of the structures at once (rather than in two separate demolition events as originally planned).

b. Architectural Review Board Report

None

**5. Action Items**

a. Request to Approve and Submit Annual Report to Town Council

Commissioner Kisling moved to approve and submit the 2024 Annual Report to the Town Council. Commissioner Love seconded the motion. The motion passed unanimously.

b. Request to Approve and Submit Revised Strategic Planning Recommendations to Town Council

Action was tabled to the February 25, 2025 meeting.

Chair Perkins led a discussion on the draft Strategic Planning Recommendations, including:

- a) how to respond to the Mayor's September 20, 2024 memo entitled "Requested Feedback on "Planning Commission Recommendations to the Town Council, March 26, 2024.""
- b) further editing of the recommendations to reflect which recommendations are already being undertaken, which recommendations require Town Council approval, and which recommendations are likely not feasible in the foreseeable future.
- c) the extent to which additional due diligence is required (either before or after Town Council approval) for the recommendations that require financial or staff/volunteer time.

**6. Discussion Items**

a. Planning Commission Priorities Update

- i. Riverside Station (Formerly North Woodbridge Town Center)
- ii. Alpine X
- iii. The Townes at Occoquan (Formerly Destination Place)

No discussion

**7. Adjournment**

The meeting was adjourned at 7:32 pm

*Minutes prepared by Don Wood, Planning Commission Secretary*

*With revisions from Matt Whitmoyer, Planning Commission Liaison*