



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

MEETING DATE: 2025-02-25

MEETING TIME: 6:30 PM

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

Absent: Commissioner Robert Love

Town Staff: Matt Whitmoyer, Deputy Town Manager

1. Call to Order

The meeting was called to order at 6:30 pm

2. Citizen Comments

None.

3. Election of Officers

Secretary - Ann Kisling nominated Don Wood. No other member was nominated. Roll Call vote: Yes from Commissioners Keisling, Hawkins, Newell, Perkins, Wood.

Vice-Chair - Don Wood nominated Ralph Newell. No other member was nominated. Roll Call vote: Yes from Commissioners Keisling, Hawkins, Newell, Perkins, Wood

Chair - Ann Kisling nominated Eliot Perkins. No other member was nominated. Roll Call vote: Yes from Commissioners Keisling, Hawkins, Newell, Perkins, Wood

4. Approval of Minutes

a. January 28, 2025 Meeting Minutes

Commissioner Kisling motioned to approve the January 28, 2025 meeting minutes as presented. Commissioner Newell seconded. The motion passed unanimously by voice vote.

5. Reports

a. Town Council Report

Chair Perkins reported that:

- a) Mr. Whitmoyer did a great job in presenting recommendations for improving entrances and other areas of town with hardscaping and softscaping projects.

- b) Town Council is working on next year's budget.

b. Deputy Town Manager Report

Mr. Whitmoyer reported that:

- a) A Joint Public Meeting with the Town Council is scheduled for April 15, 2025, to review both the Planning Commission's Strategic Planning Recommendations and the Annual Report
- b) The glass recycling box installation at the old Hechinger's lot is stalled due to budget constraints from the County. Town Council intends to seek clarification from Prince William County on the funding situation.
- c) Town Staff is updating the Town Code by title.
- d) Town Council will hold a public hearing on cigarette tax rates in May 2025.
- e) The Town plans to revive the Artisan Market in December, featuring around 80 to 85 vendors.
- f) The Town is soliciting bids for landscaping services.

b. Architectural Review Board Report

None

6. Action Items

a. Request to Consider Zoning Text Amendment on Shortened Appeal Periods and Set Public Hearing Date

Town staff proposed a zoning text amendment to shorten the appeal period for certain zoning violations from 30 days to 10 days to expedite the enforcement of temporary violations.

Discussion, prompted by a question from resident Walt Seiberling, included the origins and reasons for the proposed change.

Ann Kisling moved to request that the Town Council set a joint public hearing on April 15, 2025, on the draft ordinance as presented. Commissioner Newell seconded. The motion passed unanimously.

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

The Planning Commission reviewed and discussed the latest changes in the Strategic Planning document.

Significant discussion points included Business Development Initiatives, Tree Management, Volunteer Engagement and Trail Advocacy and Cooperation with Fairfax County.

Commissioner Wood moved to approve the revised strategic recommendations as presented with clarifications concerning required contributions by volunteers to the Town Council. Commissioner Newell seconded. Motion passed unanimously.

Chair Perkins thanked the Commission and Matt Whitmoyer for the efforts that went into the Strategic Recommendations.

7. Discussion Items

a. Planning Commission Priorities Update

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

None

b. Bird Sanctuary Discussion

Chair Perkins thanked former Commissioner Ryan Somma and Town Staff for researching the origins of the Occoquan's 1996 designation as a Bird Sanctuary. The commission discussed the designation, noting that it is not part of the town code and lacks a formal definition. Questions arose about:

- defining Occoquan's vision of a Bird Sanctuary,
- identifying potential penalties for harming birds (including harm from pets),
- educating the community on its significance, and
- emphasizing the current requirements on lighting present in the Town's Ordinance.

Commissioner Wood moved to ask the Town Council to consider and evaluate the 1996 resolution to make a Bird Sanctuary and consider all additional steps as appropriate including the above questions. Commissioner Keisling seconded. Motion passed unanimously.

8. Adjournment

The meeting was adjourned at 7:47 pm

*Minutes prepared by Don Wood, Planning Commission Secretary
With revisions from Matt Whitmoyer, Planning Commission Liaison*