



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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PLANNING COMMISSION MEETING

July 22, 2025 | 6:30 PM

1. **Call to Order**
2. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
3. **Approval of Minutes**
 - a. March 25, 2025 Meeting Minutes
 - b. May 20, 2025 Joint Public Hearing Minutes
4. **Reports**
 - a. Town Council Report
 - b. Deputy Town Manager Report
 - c. Architectural Review Board Report
5. **Discussion Items**
 - a. Commissioner Kisling Resignation
 - b. Review of Town Council Response to Strategic Planning Recommendations
 - c. 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)
6. **Adjournment**

Eliot Perkins
Chair, Planning Commission



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

3. Approval of Minutes	Meeting Date: July 22, 2025
3A-B: March 25, 2025 Meeting Minutes and May 20, 2025 Joint Public Hearing Minutes	

Attachments:

- a. March 25, 2025 Meeting Minutes
- b. May 20, 2025 Joint Public Hearing Minutes

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a request to approve the meeting minutes from March 25, 2025 and May 20, 2025 for the Planning Commission Meeting.

Proposed/Suggested Motion:

"I move to approve both sets of meeting minutes as presented."

OR

Other action the Planning Commission deems appropriate.



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

MEETING DATE: 2025-03-25

MEETING TIME: 6:30 PM

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

Town Staff: Matt Whitmoyer, Deputy Town Manager

1. Call to Order

The meeting was called to order at 6:30 pm

2. Citizen Comments

Lance Houghton reported that the roof of Rockledge Mansion is nearing completion, but window installation has been delayed due to a canceled order. He is also working on additional stonework for the window surrounds, aiming for completion by the upcoming craft show. In addition, survey work is ongoing at the Condominiums on Washington Street and plans for redevelopment into new townhouses are being developed.

3. Approval of Minutes

a. February 25, 2025 Meeting Minutes

Commissioner Kisling moved to approve the February 25, 2025 meeting minutes with revisions for correcting spelling of Kisling and Eliot. Commissioner Newell seconded the motion. Motion passed unanimously by voice vote.

4. Reports

a. Town Council Report

None

b. Deputy Town Manager Report

Mr. Whitmoyer reported that:

- a) The Planning Commission's strategic recommendations report was scheduled to be discussed further in the April 15th joint Town Council / Planning Commission meeting.
- b) Town Council discussed the bird sanctuary resolution. It appears that the resolution is unenforceable at the Town-level.
- c) Significant funding of \$1.2 million for the Riverwalk project was potentially in the VA budget.
- d) The Planning Commission's annual reporting process has been streamlined.

b. Architectural Review Board Report

None

5. Action Items

a. Request to Review and Approve Summary List for Strategic Planning Recommendations to Town Council

Commissioners discussed:

- a. The one-page "Top Priorities" summary of the strategic recommendations, noting a few minor corrections.
- b. The inclusion of the Riverwalk Project in the final report.
- c. The environmental education as a key feature in preserving the identity of the Town's environmental stewardship role as recognized in the Comprehensive Plan.

Commissioner Wood moved to give the Chair discretion in adding the Riverwalk project as an action item in the strategic recommendations report. Commissioner Kisling seconded the motion. The motion passed unanimously by voice vote.

Commissioner Newell moved to approve the Top Priority summary. Commissioner Kesling seconded the motion. The motion passed unanimously by voice vote.

6. 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

7. Adjournment

The meeting was adjourned at 7:23 pm

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



**TOWN OF OCCOQUAN
PLANNING COMMISSION
JOINT PUBLIC HEARING**
Town Hall - 314 Mill Street, Occoquan, VA 22125

MEETING DATE: 2025-05-20

MEETING TIME: 7:00 PM

Present: Chairperson Eliot Perkins, Commissioners Darryl Hawkins, Rich Grant, Ralph Newell, Don Wood

Town Staff: Matt Whitmoyer, Deputy Town Manager

1. Call to Order

The public hearing/meeting was called to order at 7:00 pm by Chair Perkins, concurrent with the hearing called to order by the Mayor.

2. Public Hearing

a. Joint Planning Commission and Town Council Public Hearing on Certain Short-Term Recurring Zoning Offenses

Citizen Comments - None

Commissioner Wood moved to close the Planning Commission public hearing. Commissioner Grant seconded. Motion passed unanimously.

3. Action Items

a. Request to Make Recommendation to Town Council on Ordinance O-2025-06 Relating to Certain Short-term Recurring Zoning Offenses

Commissioner Newell moved to recommend approval of the draft ordinance, O-2025-06, as presented. Commissioner Wood seconded. The motion passed unanimously by voice vote.

4. Adjournment

The meeting was adjourned at 7:20 pm

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



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

4. Reports	Meeting Date: July 22, 2025
4B: Deputy Town Manager Report	

Attachments: a. None

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a report by the Deputy Town Manager on matters occurring in the past months that may be of relevance to the Planning Commission. The summary of items is below.

1. TC Response to PC Rec's Report
2. Shortened Appeal Period ZTA Adoption
3. FY2026 Annual Budget
4. Cigarette Tax Adoption
5. Docking and Water Access Ordinance Adoption
6. Julie Little Retirement
7. Island Naming
8. Visit Occoquan Contract
9. Refuse Contract
10. BZA Appeal



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

5. Discussion Items	Meeting Date: July 22, 2025
5A: Commissioner Kisling Resignation	

Attachments: a. None

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

Commissioner Kisling is imminently resigning from the Planning Commission after over a decade of service across two separate tenures on the Commission.

With her resignation and that of now-Councilmember Love's, the Planning Commission has two vacancies that Town Council is required to fill.

Staff is actively soliciting applications and requests that Commissioners refer any potential candidates to them. The Code states that members, "be residents of the town, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least half the members so appointed shall be owners of real property."



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

5. Discussion Items	Meeting Date: July 22, 2025
5A: Review of Town Council Response to Strategic Planning Recommendations	

- Attachments:**
- a. Town Council Response Matrix
 - b. Summary List – Submitted to TC
 - c. Revised Strategic Planning Recommendations – Submitted to TC and Annotated
 - d. Town Council Response Memo

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

The Town Council has supplied its response to the Commission’s strategic planning recommendations. This is an item to review the response document and determine next steps for the items assigned to the Planning Commission.

The Town Council assigned eight (8) items to the Commission, over fifteen (15) items to Town Council/staff, and four (4) items to indefinite tabling.

The revised recommendations report is attached with the assigned items highlighted in green.

Background

On April 16, 2024, the Planning Commission submitted its report on Strategic Planning Recommendations to Town Council. The Town Council reviewed the report and provided feedback at its September 17, 2024 meeting.

The Town Council recommended that the Commission address four high-level areas of the report and submit a revised report as part of the Commission’s annual report.

The four areas are the following: (1) Clarity of Purpose, (2) Enhanced Due Diligence, (3) Consistency Among Recommendations, and (4) Timing. Revising the report to reflect these considerations and submitting it as part of the Planning Commission’s annual report will allow the Town Council to incorporate the recommendations into the budget in a timely and informed manner.

At its September 24, 2024 meeting, the Planning Commission reviewed Council’s response and the Chair instructed each Commissioner to create a priority list of 10 recommendations for discussion and revision of the report at the next Commission meeting. At its October 22, 2024 meeting, the Planning Commission reviewed the prioritized lists and discussed how to revise the recommendations. The Chair indicated he would redraft the recommendations to indicate

the priorities and work with Town Staff on answering the questions from the Town Council's response memo on the recommendations. At the January 28, 2025 meeting, the Commission reviewed the revised report, provided feedback, and approved the recommendations at the February 25, 2025 meeting. At the March 25, 2025 meeting, the Commission voted to submit a revised version of the report (including the Riverwalk) and a summary list of the recommended items to the Town Council.

At its April 15, 2025 meeting, the Town Council acknowledged receipt of the revised report and at the May 20, 2025 meeting, the Mayor offered to create a response matrix to address the recommended items. At its July 8, 2025 meeting, the Town Council approved the Mayor's response matrix and submitted it to the Planning Commission.

Assignment of First (1.x) and Second (2.x) Action Items in February 2025 PC Recommendations

	Planning Commission	Council/Staff	Table Indefinitely
Trail Town Program	1.1 Assess Community Input 1.5. Present Yearly Progress Update at NVRC Trails Summit	1.2 Develop Trail Town Vision (after 1.1) 1.3 Council Resolution (after 1.1 & 1.2) 2.1 Work with Businesses to Promote 2.2 Coordinate Connections with Tanyard Hill Park 2.3 Lobby for Trail Designation 2.4 Develop Stakeholder Connections	
Parking and Transportation	1.2. Apply for Bike Friendly Status	1.1 Standardize Parking Signage 1.2 Bike Rack Improvements 2.1 Memorialize Under Bridge Trail 2.2 Evaluate Parking Outside Town 2.3 Continue Targeted Traffic Calming	1.2 Invest in Bike Repair Stations 2.1 Pursue Diverse Mobility Connections (premature)
Green Improvements	1.1 Water Quality Monitoring 1.4 Tree Management and Increase Native Species 2.1 Award System (PC Develop Parameters)	2.2 Coordinate with County on Sustainability Master Plan	1.2 Mussel Cage 1.3 Public Education re utensils and boxes
Placemaking	1.1 Public Art Surveys 1.3 Create Inventory of Beautification Challenges	1.2 Fund Public Art Program 1.4 Volunteer Corps 2.1 Beautification Pilot Programs (after Volunteer Corps established)	
Business Recruitment		All	
Cross-Cutting Recommendations		All	

Town of Occoquan Planning Commission

Strategic Planning Prioritization List

To help further prioritize the Planning Commission's recommendations and effectively and succinctly communicate to the Town Council its vision for the rollout of the plan, ahead of the Town Council's discussion and feedback. Each priority references its location in the report.

Top Priorities - Planning Commission-led

These action items are placed here as they are seen as important and as items which the Planning Commission would be open to leading, if Town Council deems it appropriate, starting this calendar year.

- Define an Occoquan Trail Town Vision - Pg. 4, Item 2
- Create and Fund public art program - Pg. 12, Item 2
- Create a prioritized list of beautification and placemaking projects including plantings, lighting, and pocket parks - Pg. 13, Item 3

Top Priorities - Town Council/Staff-led

These are priority action items on which the Planning Commission is happy to support the efforts of the Town Council and staff as well, but sees these items as more aligned with the responsibilities and resources of Town Council.

- Evaluate the creation of a business recruitment program - Pg. 15, Item 2
- Expand volunteer corps and include beautification for private and public properties - Pg. 13, Item 4
- Evaluate existing conditions and create a plan for tree management and increasing native species - Pg. 10, Item 4
- Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners - Pg. 17, Item 2

Quick Wins

These action items are placed here as they are seen as relatively easy tasks to achieve that would supply "quick wins" for meeting not only the Planning Commission's strategic planning goals, but also some of the Comprehensive Plan and Strategic Framework goals (noted in abbreviation below). The Commission believes these are items that can be achieved in FY26.

- Town Council Passes a Resolution Recognizing the Community Values its Trails - SF - Pg. 4, Item 3
- Standardize Parking Signage - CP - Pg. 7, Item 1
- Use public education, engagement and demonstration to encourage reduction or elimination of one-time use utensils and boxes at Town eateries - CP - Pg. 9, Item 3
- Collaborate with Visit Occoquan to assess town business needs - SF - Pg. 15, Item 3
- Expand marketing efforts to include promoting the Town in the strategic planning areas - Pg. 17, Item 1



Occoquan Planning Commission Planning Recommendations to Town Council

March 26, 2024

Revised: February 25, 2025; March 25, 2025

Occoquan Planning Commission

Eliot Perkins, Chair

Ralph Newell, Vice Chair

Don Wood, Secretary

Darryl Hawkins, Commissioner

Ann Kisling, Commissioner

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Introduction

Starting in Winter 2023, the Planning Commission, using the *Vision 2026 Comprehensive Plan* as a guide, engaged in a planning effort to formulate themes and corresponding recommendations for the Planning Commission's work over the next several years. The objective of this effort was to provide prioritized recommendations that either complement the council's strategic framework and/or that preview future recommendations for the 2026 Comprehensive Plan update.

As part of the creation and prioritization of the recommendations, the Planning Commission took several items into consideration: the alignment with Council's strategic framework, cost, town staffing requirements, volunteer requirements, and the 2026 Comprehensive Plan update. Due to the recognition that resources are finite both in terms of dollars and staff time, the Planning Commission has the willingness and enthusiasm to take on an active role as is deemed appropriate by Council.

After review of this report, the Planning Commission asks that the Town Council assign ownership on action items deemed viable to the Commission and/or Town staff as deemed appropriate. The Commission further asks the Town Council to consider inclusion of cost-incurring items into the Fiscal Year 2026 budget process.

Report Structure:

The following report is divided into sections based off each thematic area and corresponding goals created by the Planning Commission with a tiered list of recommended action items for Town Council. Action items are divided into First and Second Priority. The First Priority consists of short, near, and long-term items that align with at least one theme of the Comprehensive Plan. Those First Priority items for Town Council review are contained in the green tables at the end of each section. Each table outlines the potential costs, staff time, implementation timeline, and Comprehensive Plan alignment associated with each item. The Second Priority consists of longer-term items that are meant to preview future recommendations for the 2026 Comprehensive Plan update.

The thematic areas consist of the following:

- Leveraging the Natural Resources of the Town (Trail Town)
- Increasing Walkability, Connectivity, and Accessibility (Parking and Transportation)
- Protecting the Ecological and Public Health of the Town (Green Improvements)
- Fostering A Distinct Identity for Town (Placemaking and Beautification/Public Arts)
- Fostering Economic Development and Diversification (Business Support and Recruitment)

In the course of the planning process, the Planning Commission noted a number of concepts repeated across the different work groups. The resulting action items are therefore presented in the "Cross-Cutting Recommendations" section as items to be implemented as compliments to all the other thematic areas.

Trail Town Program – Leveraging the Natural Resources of the Town

Summary:

With multiple regional and national cycling trails connecting the Town to other regional attractions; a prime location on the Occoquan River as a water trail; and a soon-to-be destination at the end of the Occoquan Greenway trail, Occoquan is a focal point for outdoor recreational traffic. This echoes Occoquan’s history as a waypoint for travelers passing through over the old bridge and stopping to frequent town businesses. Occoquan is and has been a Trail Town. This recommendation includes actions to incorporate that character into the Town’s programs and initiatives, promote that identity to visitors, and encourage travelers to stop in Town on their way to other destinations.

Goals:

1. Earn designation as a Virginia Trail Town by working with the Commonwealth to define the standards for a Trail Town and create a designation program.
2. Cultivate and promote Occoquan’s identity as a Trail Town with historical markers, wayfinding signage, and local attractions to bring outdoors enthusiasts into Town.
3. Establish reciprocal promotion between attractions and municipalities sharing trails with Occoquan via participation in regional summits, celebrations, and trail advocacy outside of the Town’s jurisdiction.
4. Increase the value and accessibility of Tanyard Hill park as a local trail destination with trail connections to the Occoquan Greenway.

First Priority Action Items:

1. **Assess Community Input a Trail Town Program:** Solicit feedback from Town residents via a survey to assess community wants and needs for a trail town and use results to determine the vision of a larger Trail Town program.
2. **Define an Occoquan Trail Town Vision:** Town Officials, Staff, and Citizens should collaborate on a shared vision of what a Trail Town program ultimately means and the “who, what, and how” of getting there.
3. **Town Council Passes a Resolution Recognizing the Community Values its Trails:** This resolution will follow the same format as previous resolutions establishing Occoquan as a Tree City USA or Bird Sanctuary.
4. **Improve Trail Signage:**
 - o **Post a “Trail Town” Information Sign Near the Footbridge and/or 123 Bridge:**
The model for this sign would be the signs at the trails gateway into Harper’s Ferry, which provides a map of the region, illustrates the many trails connecting to the town, and the attractions to which they lead.
 - o **Post Signs for the Potomac Heritage National Scenic Trail:** As a signatory, Occoquan needs to honor its commitment to the PHNST memorandum of understanding by placing signage for the trail at appropriate locations within Town. Representatives at NVRC recommend having NPS install the signs.

- Present a Yearly Progress Update at the NVRC Trails Summit:** The NVRC has expressed a high level of interest in following Occoquan’s efforts to establish a Trail Town Program. This yearly summit provides the Town an opportunity to present an update on our progress, participate in workshops for Trails advocacy, and network with other municipalities to enhance nearby trails outside of our jurisdiction.

Second Priority Action Items:

- Work with Local Businesses to Promote Trail Town Status and Support Trail Users:** Encourage local businesses to take advantage of the potential business opportunities that come with the trail users who pass through Occoquan.
- Coordinate with the County on Trail Connections Between Tanyard Hill Park and Occoquan Greenway:** A limitation for Tanyard Hill Park is that it is somewhat inaccessible to Occoquan residents, with no dedicated parking lot or straightforward pedestrian connection from town. Connecting the park to the Occoquan Greenway will provide an accessible, safe route to residents. Town should continue to coordinate with the County to ensure the trail connections are built and maintained.
- Lobby State for a Trail Town Designation:** The Town of Damascus in Shenandoah also considers itself a Trail Town servicing hikers on the Appalachian Trail. Occoquan can coordinate with this municipality to have Virginia create a Trail Town Designation.
- Develop and Leverage Stakeholder Connections with Trail-related Organizations:** Connect with all applicable trail related organizations which could be advantageous in the furtherance of Occoquan as a successful Trail Town.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Assess Community Input on a Trail Town Program	-	Low	Short	Circulation and Mobility
Define an Occoquan Trail Town Vision	-	Medium	Short	Circulation and Mobility
Town Council Passes a Resolution Recognizing the Community Values its Trails	-	Low	Short	Circulation and Mobility
Improve Trail Signage	\$3,000	Medium	Near	Circulation and Mobility
Present a Yearly Progress Update at the NVRC Trails Summit	-	Low	Near	Circulation and Mobility, Regional Coordination

Parking and Transportation – Increasing Walkability, Accessibility, and Connectivity

Summary:

With a downtown attractive to pedestrian traffic, friendly neighboring attractions and private businesses, and the commercial incentives to enhance parking and transportation within and without Town, Occoquan has many creative opportunities to improve accessibility to its attractions.

Goals:

1. Increase pedestrian safety and navigability in Town with a Town map brochure, an online interactive map, continued targeted traffic calming measures, and standardized signage.
2. Pursue multi-modal transportation alternatives with , prominent bike racks, electric bike services, shuttle, and a water taxi.
3. Increase connections to existing and future regional developments and attractions by pursuing synergistic events and relationships with Occoquan Regional Park, Riverside Station, The Townes at Occoquan, Alpine X/Fairfax Peak, and the Workhouse Arts Center.

First Priority Action Items:

1. **Standardize Parking Signage:** To better advertise existing Town parking lots, the universal “P” for parking sign should replace public parking signs to conform with visitor expectations.
2. **Enhance Biking Infrastructure and Awareness:** To increase driver awareness of cyclists and encourage more cycling in town, the Town should pursue the following:
 - **Apply Annually for the League of American Bicyclists "Bicycle Friendly Community" Status:** Process will inform the Town of what specific actions it can take to promote cycling in Occoquan and track progress on those actions.
 - **Town Bike Rack Improvements/Signage:** The Town should better advertise the bike racks with signage or move them to more prominent locations. Also, the Town should invest in bike repair stations.

Second Priority Action Items:

1. **Enhance Pedestrian Connections to Occoquan Regional Park, Workhouse Arts Center and Other Regional Attractions and Developments:** To better connect with neighboring attractions like the Workhouse Arts Center, Occoquan Regional Park, and future Fairfax Peaks facility, the Town should engage in the following activities:
 - **Memorialize the Town’s Plans on and Continue to Advocate for a Trail Under the 123 Bridge in Fairfax County:** As the Town has started to advocate for this improvement, the Planning Commission wants to ensure the effort its properly memorialized in the Comprehensive Plan, or another document that the Town Council deems appropriate, and offer its services in ensuring the trail comes to

fruition. A trail from Old Ox Road that goes down along the hill beside the 123 Bridge, under the bridge, and into Occoquan Regional Park will connect Occoquan to that attraction, driving more recreational and economic opportunities for town businesses and residents.

- **Pursue Diverse Mobility Connections to Local Attractions:** this includes promoting local electric bike rentals, shuttle services, and local water taxi services that would connect communities on the Occoquan River.
- 2. **Evaluate and Advocate for Parking Outside of Town:** The Town should talk with Vulcan, Occoquan Regional Park, and other property owners about using sites, such as the service road parallel to Rt. 123, for parking.
- 3. **Continue Targeted Traffic-Calming Measures:** The Town should pursue targeted traffic-calming measures at the intersection of Mill and Washington streets, and Center Street in the mornings to address cut-through traffic running stop signs and endangering pedestrians. Additionally, the Town should continue to seek traffic-calming measures, such as additional crosswalks and pedestrian safety signage on Washington Street.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Standardize Parking Signage	\$300	Low	Short	Circulation and Mobility
Enhance Biking Infrastructure and Awareness	\$50/year; TBD for repair stations	Medium	Near	Circulation and Mobility

Green Improvements - Protecting the Ecological and Public Health of the Town

Summary:

Occoquan has the opportunity to create, and be widely recognized as, a sustainable and vibrant green town, where eco-friendly practices harmonize with the tranquil setting of our town. We aspire to cultivate a community that values environmental stewardship, embraces renewable energy, promotes green spaces, and encourages a sense of responsibility for the well-being of our planet. Through education, innovation, and collaboration with local residents, business and visitors, we aim to achieve those goals through thoughtful action.

Goals:

1. Create and expand green spaces as a means of improving stormwater runoff as well as to improve the environmental and social health of the Town and the Occoquan River.
2. Reduce water waste and solid waste as a means of lowering costs and reducing the environmental impact of the Town.
3. Encourage carbon-reducing activities as a means of promoting energy efficiency and reducing town carbon emissions.

First Priority Action Items:

1. **Continue to implement a sustainable water quality monitoring program for the Occoquan River:** Implementing a sustainable all-volunteer, summertime water sampling program that publicizes sampling results weekly will burnish the Town's green credentials by demonstrating to river users such as boaters and anglers that the Town is monitoring the health of the river. Although the State Department of Environmental Quality (VA DEQ), Fairfax Water, and the Prince William County Soil and Conservation District tests the river for various safety parameters, the resulting data is not easily found. Volunteers can partner with the Potomac River Keepers Network to test the water weekly during the summer with results published each Friday on the internet and through a "Swim App."
2. **Install Mussel Cage on Town Dock:** The Town should renew efforts to install a mussel cage on the town dock as a way to both improve the water quality of and education on the Occoquan River. Since 2023, the Town has been in continued discussions with the Potomac River Keepers Network to become a part of its *50 Million Mussel Project*, an initiative to restore 50 million native freshwater mussels to the Potomac River by 2030 as a critical next step towards improving (and maintaining) water quality in the Potomac. Funding for the mussel cage was adopted in the FY2024 Capital Improvements Program with plans to partially fund it via the 2024 RiverFest's boat parade fees. However, the project was not completed due to a lack of donated funds.
3. **Use public education, engagement and demonstration to encourage reduction or elimination of one-time use utensils and boxes at Town eateries:** Providing encouragement and education to abandon one-time use plastic will add luster to Occoquan's well-deserved reputation as home to a lively retail and restaurant scene. The Town can provide resources like [Beyond Plastics'](#) "[Hold The Plastic, Please: A](#)

[Restaurant’s Guide to Reducing Plastic](#)” and [one-pager](#) on the Town’s “*Doing Business in Occoquan*” webpage, sponsor informational events on reducing one-time use plastics, pass resolutions in support of reduction, and task the Planning Commission to explore ideas and network with local towns and vendors that are moving forward with non-ordinance related encouragement.

- Evaluate existing conditions and create a plan for tree management and increasing native species:** Focus on key areas with a high presence of invasive tree and plant species (e.g. Furnace Branch Park, Commerce Street shoulder) and create a plan, utilizing outside grant funding for proper tree management and the restoration of native species.

Second Priority Action Items:

- Create an Award system to recognize good environmental actors in Town:** The historic district is a special area in town that is highly visible and subject to various architectural restrictions. Rewarding those who take the extra time to implement various environmentally beneficial improvements on their properties is a good look for the town. To keep a sustainable level of effort, Town Council should consider annually or semi regularly recognizing, via resolution and social media, a business or resident that makes such environmental improvements to their property.
- Consult with Prince William County staff to see how Occoquan can contribute to the success of the Prince William County Community Energy and Sustainability Master Plan:** Many of the action items above are related to actions items in the County Plan. The Town should designate a lead to assess the plan and provide feedback to Town Council on how the Town can coordinate with the County on its High Priority Actions that significantly impact Occoquan (e.g. encouraging energy efficient building, improving pedestrian and bicycle infrastructure, improving public transit, and multiple climate resiliency and stormwater actions).

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Continue to implement a sustainable water quality monitoring program for the Occoquan River	\$2,500 per year	Low	Short	Environmental Stewardship
Install Mussel Cage on Town Dock	\$6,500	Medium	Short	Environmental Stewardship
Use public education, engagement and demonstration to encourage reduction or elimination of onetime use utensils and boxes at Town eateries	-	Medium	Near	Environmental Stewardship

Evaluate existing conditions and create a plan for tree management and increasing native species	-	Medium	Long	Environmental Stewardship
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Placemaking, Beautification, and Public Art – Fostering A Distinct Identity for Town

Summary:

Placemaking and Beautification in Occoquan would focus on creating attractive, engaging public spaces that foster social interaction and community engagement. Projects can improve the quality of life for residents by creating spaces that are welcoming and enjoyable to use. Beautifully designed public spaces can increase civic pride, promote social connections, and provide a sense of place and belonging. Such programs can additionally boost economic development by creating attractive and engaging public spaces, Occoquan can attract more visitors and businesses, which can help stimulate economic growth.

A Public Arts Program is a key ingredient in Placemaking for Occoquan. Public art adds enormous value to the cultural, aesthetic, and economic vitality of the community. It is now a well-accepted principle of urban design that public art contributes to a community's identity, fosters community pride and a sense of belonging, and enhances the quality of life for its residents and visitors. Public art also highlights what is unique about the places where people live, work, and play.

Artists can bring innovation and creative insight that can strengthen Occoquan's competitiveness within a regional marketplace and that can build and sustain a vibrant economy and community. The Public Arts Program will strive to support local artists and other creatives within the area and encourage their role as a member of the community.

Goals:

1. Increase Placemaking/Beautification efforts through budgeted projects and volunteer programming.
2. Increase public art installations in the Town to one to two installations every two years.
3. Diversify the types of public art to include both temporary and permanent installations on public and private properties
4. Commission public art that responds to community goals and priorities by incorporating participatory measures into the planning and implementation processes.

First Priority Action Items:

1. **Conduct public art surveys as needed to ensure community input, including on themes and locations:** Solicit feedback from Town residents using a survey to determine public arts preferences, placement locations, and other relevant factors.
2. **Create and Fund public art program:** Leveraging budgeted funds as seed money for outside grants, create a public arts program with a work plan based off staff, community, and political bodies input that outlines the goals of the program, community preferences on art installations, future placements (private and public locations) over a number of years and other relevant information.
3. **Create a prioritized list of projects including plantings, lighting, and pocket parks:** Create an inventory of all locations in town where there are beautification challenges

and opportunities, including improvements to lighting at River Mill Park, flower baskets on gaslights and the footbridge, the creation of pocket parks, and beautification of public buildings as appropriate. Develop a theme e.g. “Making Occoquan Beautiful” to encompass many Placemaking/Beautification activities. Possibly create competition with awards and recognition for businesses, property owners of businesses, private homes/townhouses, and individuals.

- 4. Expand volunteer corps and include beautification for private and public properties:** Build off existing and future volunteer opportunity communication tools to develop most effective interaction methods. Create opportunities for beautification on both public and private properties by hosting volunteers for regular assignments, special volunteer events (like FOTO cleanups), and/or adopt a business programs. Beyond beautification efforts, the Commission feels that utilizing volunteer management software to improve the efficiency and effectiveness of the Town’s volunteer program will benefit events programming and be vital to the success of multiple action items in this report.

Secondary Action Items:

- 1. Increase Placemaking and Beautification Funding for Pilot Projects:** For this to occur first there needs to be a priority placed on expanding the volunteer corps. Due to the volunteer efforts needed in this area it cannot happen without increased volunteer numbers. Once that has occurred a pilot project(s) should be undertaken. Town should then assess the results of the pilot and consider dedicated funding for beautification efforts, utilizing all applicable grant opportunities, Public/Private partnerships, and individual donor funding options. Town may also want to contact local jurisdictions who are experienced and successful in funding such projects.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Conduct public art surveys as needed to ensure community input, including on themes and locations	-	Low	Short	Community Character/Life
Fund and create public art program	\$2,500 per year	Medium	Short	Community Character/Life
Create a prioritized list of projects including plantings, lighting, pocket park(s) etc.	-	Medium	Near	Community Character/Life

Expand volunteer corps to include beautification for private and public properties	\$1,000 per year	Medium	Short	Community Character/Life
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Business Support and Recruitment - Fostering Economic Development and Diversification

Summary:

Economic development makes our community a better place to live and work by creating a more dynamic, robust, unique local business community that meets the wants and needs of residents and visitors alike. This can be accomplished by breaking down silos between the Town and local businesses in order to better understand and be able to meet the needs of local businesses; by leveraging historic assets as a means of boosting the Town's economic resources; and by recruiting businesses that further the goals of the Town and meet the wants and needs of residents and visitors.

Goals:

1. Encourage and recruit businesses that meet the needs and wants of residents and visitors
2. Increase business and tax revenues by attracting more visitors
3. Increase the resilience of the local economy by encouraging the diversification of business types
4. Improve the sustainability of existing businesses by improving business support

First Priority Action Items:

1. **Encourage the preservation and commercial use of the Town's historic buildings and structures:** The town's numerous historic structures both offer opportunities for unique commercial uses and create the historic small-town charm of Occoquan that underlies its tourism-based economy. The Town should engage with property owners to identify opportunities to maintain, improve, and increase commercial uses for these historic properties.
2. **Evaluate the creation of a business recruitment program:** As Town Council has revised its framework to include the evaluation of creating a business recruitment program, the Planning Commission would like to request that Town staff examine the following items in their evaluation: ad hoc reports to Town Council on key commercial vacancies, best practices for localities to recruit value adding businesses, insights from Visit Occoquan and the existing business community on attracting businesses to the town, how much staff time and funding should be dedicated, and what the goals and outcomes are for a potential program.
3. **Collaborate with Visit Occoquan to assess town business needs:** Work with Visit Occoquan to integrate priorities and questions from Town Council, Town Boards, and/or staff into Visit's existing programming that will help assess how Town can improve the business environment, including meetings and surveys.

Second Priority Action Items:

1. **Create business recruitment and support programming:** Based off the results of collaboration with Visit Occoquan, the Town should work with relevant stakeholders to create business support programming to help address the stated needs of the business

community and attract outside businesses and organizations to the Town. Programming would consist of two types of events: trainings on specific areas of need for local businesses and informational talks that market the Town (for example, topics could include: The Merits of Doing Business in Occoquan, The Founding of Occoquan in the 18th Century, The Role of Local Native Tribes, The Civil War & Occoquan, Hurricane Agnes, etc). Both would be available to the wider community and raise awareness of Occoquan. Town should partner with the Prince William Chamber of Commerce, hospitals, universities, and experts on specific areas of need to host events like guest speakers, panel discussions, luncheons, etc. at little to no cost to the Town.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Encourage the preservation and commercial use of the Town's historic buildings and structures	-	Low	Short	Economic Vitality/ Diversity
Evaluate the creation of a business recruitment program	-	High	Long	Economic Vitality/ Diversity
Collaborate with Visit Occoquan to assess town business needs	-	Medium	Near	Economic Vitality/ Diversity

Cross-Cutting Recommendations

Summary:

In the course of the planning process a number of concepts repeated across the different work groups.

First Priority Action Items:

1. **Complete the Occoquan Riverwalk Expansion:** Already a top priority for the Town Council and a part of their strategic framework, the Planning Commission recognizes the current progress on this item and wishes to emphasize its vociferous support of the endeavor. The Commission sees the expanded Riverwalk as offering a boon to the Town’s businesses, an expansion of recreational opportunities, an additional venue for events and education, and an asset for placemaking and beautification efforts – furthering several of its strategic goals and those of the Comprehensive Plan. The Commission supports the recommendations of the Riverwalk Expansion Special Committee and looks forward to working with Council and staff to implement them.
2. **Expand marketing efforts to include promoting the Town in the planning areas:** Assign a lead to create and publish media via multiple mediums promoting the Towns revitalization efforts (highlighting ease of doing business, tourism, and events), green practices (building improvements, EV charging, tree city, etc.), trails and trail town status, public art and beautification. Possibly include the creation of an interactive map and /or "adventure map" of town trails and attractions. Assess the creation and inclusion of volunteer brand ambassadors into existing volunteer and marketing efforts.
3. **Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners:** Meet with NOVA Arts and Cultural District counterparts in order to create a clear understanding of individual and group goals. Make sure that existing founding documents provide a clear and accurate reflection of those shared goals. Create a Plan of Action and hold regularly scheduled meetings that allow for short term progress and medium/long term successful collaboration. Focus particular attention on coordinating public arts programming, events, parking, and regional trail connections.

Items for Town Council Approval/Budget Consideration:

Recommendations	Cost Estimate	Staff Effort (Low, Medium, High)	Timeline (Short, Near, and Long-term)	Comp Plan Alignment
Complete the Occoquan Riverwalk Expansion	\$1,200,000	High	Long-term	Economic Vitality/ Diversity; Community Character/Life; Circulation and Mobility

Expand marketing efforts to include promoting the Town in the planning areas	\$1,500	Medium	Near	-
Re-engage with existing NOVA Arts and Cultural District stakeholders and other regional partners	-	High	Long	Regional Coordination

Removed Priorities

The removed priorities include action items that have either been completed, are in progress, have been supplanted, or have been deemed infeasible due to multiple factors. Specific rationales for removal are included both for posterity and potential future reconsideration by Town Council and/or Planning Commission.

Trail Town Program

- 1. Enhance Entrance to Tanyard Hill Park:** Occoquan has a wonderful resource in this park and needs to protect and promote it. The Town should put up signage as part of entrance enhancement efforts (only item in cost estimate), a crosswalk from the parking lot due to the heavy commuter traffic, and clearly mark parking across the street from the park. Educational signage along the trail can also enhance the hiking experience.
 - **Rationale:** Town advocating for inclusion of park in Prince William County system.
- 2. Coordinate Tanyard Hill Park Maintenance with Volunteers:** Set up a volunteer program for maintaining the trail in the park and connecting trails.
 - **Rationale:** Town advocating for inclusion of park in Prince William County system.

Parking and Transportation – Increasing Walkability, Accessibility, and Connectivity

- 1. Evaluate an Occoquan-based OmniRide Bus Stop:** The Town should research establishing an Occoquan connection for the OmniRide bus service. Occoquan is an ideal stop for OmniRide, given the number of local visitors who encounter very limited parking, particularly during weekends. In addition, the Prince William Community Energy and Sustainability Master Plan calls for upgrading public transportation infrastructure. Currently, OmniRide’s Lakeridge-Woodbridge and Woodbridge-Washington DC routes completely bypass Occoquan, a fairly high-density residential area, and a concentrated shopping locale. The closest bus stop is at the 123/Old Bridge commuter lot and pedestrian options to and from the stop are very unpleasant. Additionally, the Town should research either an OmniRide bus route or shuttle service connecting Occoquan to the Woodbridge Train Station to encourage visitors from outside the area.
 - **Rationale:** Town Council has deemed infeasible based on prior discussions with OmniRide.
- 2. Apply for the League of American Bicyclists "Bicycle Friendly Community" Status (deadline June 5, 2024):** This will be a draft application and will likely be rejected this year, but the exercise of filling out the application and receiving feedback will inform the Town of what specific actions it can take to attract and promote cycling in Occoquan. The application from this year can then be revised and re-submitted each year to track progress.
 - **Rationale:** Deadline has passed. Item worked into biking infrastructure item.

Green Improvements – Protecting the Ecological and Public Health of the Town

1. **Protect Occoquan River from non-point source pollution and sediment through implementation of the Flood Protection Study:** Review the results of the current study and budget and implement recommended green stormwater BMPs that will reduce pollution and flood risks in the town.
 - **Rationale:** Report reviewed by staff and recommendations not deemed feasible at this time or covered by EPA grant currently in planning phase.
2. **Plan and promote existing and future town facility improvements as demonstrations for various green practices (solar, rain collection system, lighting, low flush toilets, etc.):** Town Hall is a highly visible building in Town and would provide a good branding opportunity if cost effective green practices could be implemented and advertised.
 - **Rationale:** Most changes already made, and effort deemed higher than benefit.
3. **Establish food composting site (with PWC or a private contractor) to encourage residents and nonresidents to come into Town to recycle their food scraps:** Occoquan’s high density of restaurants and residents is an ideal location for a food scrap recycling program, which would benefit the environment, increase visits into Town, and burnish the Town's green credentials. The Town should explore centralized drop-off locations and curbside pickup programs for collecting composting.
 - **Rationale:** Any composting program will only be feasible if part of potential County initiative.
4. **Continually revisit options for solar/LED bulbs for street lighting:** Experience with “green” options for lighting has been mixed; however, as technologies change and improve, there may be future possibilities for renewable energy source street lighting in Town. This is in-line with the Prince William County goals for renewable energy usage.
 - **Rationale:** Any large scale solar applications for lighting have proven infeasible. Deemed appropriately monitored by staff.

Business Support and Recruitment

1. **Evaluate the creation of a property owner to tenant matching system:** The Town should work to connect commercial property owners with prospective business owners interested in expanding their reach into Occoquan in order to maximize mutual benefit to the Town and both parties. The Town should explore options to create a notification system with current property owners and engage with the local business community to curate a list of prospective businesses.
 - **Rationale:** Effort deemed greater than benefit. Revised into new item that will provide same aim with easier level of effort.
2. **Initiate a listening campaign with the community to assess the Town's business needs:** Lead discussions with Visit Occoquan, business owners, and property owners focused on the challenges to starting a business in Occoquan and the pros and cons of running one. Craft a business support plan based off those discussions.
 - **Rationale:** Replaced with revised item that will avoid redundancy and achieve same aim by working with Visit Occoquan



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TOWN COUNCIL
Earnie W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Nancy Freeborne Brinton
Theo Daubresse

MEMORANDUM

September 20, 2024

TO: Eliot Perkins
Chair, Planning Commission

FROM: Earnest W. Porta, Jr., JD, PhD
Mayor

RE: Requested Feedback on "Planning Commission Strategic Planning
Recommendations to the Town Council, March 26, 2024"

In April of 2024, the Planning Commission for the town of Occoquan submitted to the Town Council a document entitled, *Planning Commission Strategic Planning Recommendations to the Town Council*, dated March 26, 2024. The introduction of the document noted that to "realize its goals, the Planning Commission will need the support of the Town Council and asks for its feedback, approval, and action on a number of items outlined in the report."

Traditionally, the Town Council would discuss the document with staff, and a council member on the Planning Commission would relay the council's response. However, given the substantial effort put into this document by the commission members, I proposed that a written response would be more appropriate to ensure the commission members know their work has been given the careful consideration it deserves. The council agreed and accepted my offer to draft and send the memo upon their review.

Introduction

The Planning Commission's document spans fourteen pages, covering five key thematic areas. Each area includes a list of goals, priority action items, and items for the town council's approval or budget consideration. Some sections also provide cost estimates, staff effort assessments, timelines, and comments on alignment with the comprehensive plan. It's clear that a significant amount of work went into this report, and it offers useful insights for the Town Council's future consideration.

At the heart of the document are the five thematic areas:

- Leveraging the Natural Resources of the Town (Trail Town)
- Increasing Walkability, Connectivity, and Accessibility (Parking and Transportation)
- Protecting the Ecological and Public Health of the Town (Green Improvements)
- Fostering a Distinct Identity for the Town (Placemaking and Beautification/Public Arts)
- Fostering Economic Development and Diversification (Business Support and Recruitment)

Some recommendations align with the town's FY 2025 budget, others align with longer-term strategic objectives, and a few, while desirable, may not be feasible due to competing priorities and budgetary constraints. Although detailed feedback for each area could be provided, there are a few overarching issues that, if addressed, could significantly enhance the document's value to both the town staff and the council. We suggest that the Planning Commission consider these points, revise the report accordingly, and submit it as part of their annual report due in December. This approach will not only strengthen the report's impact but also align the recommendations with the town's budget and operational planning calendar.

Clarity of Purpose

The title of the document, "Planning Commission Strategic Planning Recommendations to the Town Council," suggests that it serves as a set of recommendations for the strategic framework the council adopts and revises annually. However, the introduction of the document implies that it could also function as a strategic plan for the Planning Commission's own activities.

The role of local planning commissions, as outlined in the Code of Virginia and the town code, is primarily advisory, focused on promoting orderly development of the locality and its environs. As strategic planning is somewhat beyond the traditional scope of a planning commission, clarity on the intended purpose of this document would enhance its utility. Is it meant to complement or respond to the council's strategic guidelines, preview future recommendations for the town's Comprehensive Plan update, or serve as an adjunct to the Planning Commission annual report due in December? A clear articulation of the document's purpose would help align expectations and ensure it serves its intended role effectively.

Enhanced Due Diligence

While the report reflects a significant amount of effort, its overall utility could be further enhanced through additional due diligence in some areas. For example, in the area of transportation, public transit alternatives like OmniRide have been considered for Occoquan in the past. Transportation professionals, however, have consistently noted that there are already a number of existing stops close to Occoquan and that their existence, combined with other factors, make the town less suitable for a public transit stop of its own. These other factors include potential delays to existing routes that would result from using town streets, and the absence of a critical mass of town and county residents who would regularly use such a service to leave or access the town.

Similarly, the town's previous experiences with beautification efforts, such as hanging baskets on gaslights, have highlighted the challenges of sustaining such programs with limited staff and volunteer resources. In past attempts, for example, the demands of watering during the summer proved overwhelming for both staff and volunteers, leading to the unfortunate cancellation of these programs when flowers began to deteriorate. There were also concerns regarding the height of gaslights. Therefore, any recommendations to reinstitute these initiatives would benefit from thorough due diligence, including detailed calculations of time and cost. For example, an estimate for watering 40 gaslights at five minutes each results in approximately 200 minutes of staff time, not accounting for additional factors like traffic or water truck preparation. Such back-of-the-envelope calculations suggest a program cost ranging from \$10,000 to \$20,000 over a few months.

It's also possible that the plan assumes volunteer participation to mitigate costs or reduce staff workload. However, it's important to consider the town's existing reliance on volunteers and the mixed results of recent initiatives. In some cases, volunteer support has not materialized as expected, leading to the abandonment of projects, while others have become overly dependent on a small group of volunteers, raising sustainability concerns. Given these experiences, additional due diligence in this area would be particularly valuable, helping to ensure that recommendations are both realistic and achievable.

Consistency Among Recommendations

The document would also benefit from ensuring internal consistency among the recommendations. Given the town's limited geographic footprint, proposals for additional green space, parking, and a composting facility may conflict with one another. Prioritizing these recommendations or clarifying their implications for zoning or property acquisition would enhance the document's coherence. Moreover, aligning environmental goals with practical considerations, such as the sustainability of watering practices for beautification efforts, would prevent conflicting messages within the report.

Timing

Last, aligning the document with the town's planning cycle would significantly improve its impact. Submitting such a report in April is too late for meaningful integration into the fiscal year's budget and operational plans. Instead, incorporating it into the Planning Commission's annual December report would provide ample time for staff and the Town Council to evaluate the recommendations thoroughly. This timing would also allow for necessary consultations and adjustments based on the town's priorities.

Conclusion: Town Council Recommendation

As mentioned at the outset, the Planning Commission's document is a product of considerable

effort and provides useful insights for future town planning. To maximize its effectiveness, we recommend addressing the four areas discussed: (1) Clarity of Purpose, (2) Enhanced Due Diligence, (3) Consistency Among Recommendations, and (4) Timing. Revising the report to reflect these considerations and submitting it as part of the Planning Commission's annual report in December would allow the Town Council to incorporate the recommendations into the budget and operational plans in a timely and informed manner. Additionally, the council member on the Planning Commission can facilitate communication, ensuring that the commission stays informed about the status of various initiatives and can adjust its recommendations accordingly.

If there are specific initiatives that require immediate or near-term attention before December or the next fiscal year, the council member on the Planning Commission can bring those to the Town Council for funding consideration, for council authorization for use of staff resources, etc., on an ad hoc basis. Following the submission of the Planning Commission's annual report, the council member on the Commission will be charged with providing regular updates to the Planning Commission on the progress and incorporation of its recommendations.

Once again, the council appreciates the great deal of work put into the draft report, which as written already provides useful information to the Town Council. We look forward to helping implement many, if not all, of the recommendations contained in the revised report submitted in December.



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

5. Discussion Items	Meeting Date: July 22, 2025
5C. Planning Commission Priorities Update	

Attachments: a. None

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is a discussion item to review regional planning news and development projects of importance to the Planning Commission.

Priorities include:

- The Mill at Occoquan
- Occoquan Riverwalk Expansion
- Riverside Station (Formerly North Woodbridge Town Center)
- Alpine X
- The Townes of Occoquan (Formerly Destination Place)