



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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Board of Zoning Appeals Work Session September 9, 2025 | 5:00 p.m.

- 1. Call to Order**
- 2. Approval of Minutes**
 - a. Minutes from January 21, 2025
- 3. Discussion Items**
 - a. Authority, Process, and Procedures
- 4. Adjournment**



TOWN OF OCQUAN

PLANNING COMMISSION

Agenda Communication

2. Approval of Minutes	Meeting Date: September 9, 2025
2A: January 21, 2025 Meeting Minutes	

Attachments: a. January 21, 2025 Meeting Minutes

Submitted by: Megan Lubash
Town Clerk/Assistant Town Manager

Explanation and Summary:

This is a request to approve the meeting minutes from January 21, 2025 Meeting Minutes for the Board of Zoning Appeals.

Proposed/Suggested Motion:

"I move to approve the meeting minutes as presented."

OR

Other action the Planning Commission deems appropriate.



TOWN OF OCCOQUAN
BOARD OF ZONING APPEALS (BZA)
Meeting Minutes, Annual Meeting
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, January 21, 2025
6:30 p.m.

Present: Board Members Chair Liz Quist, Vice Chair Nick Roper, Secretary Walt Seiberling

Absent: Board Members Jim Drakes, Vicky Somma

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk.

1. CALL TO ORDER

Ms. Liz Quist, Chairperson for the Board of Zoning Appeals (BZA) called the meeting to order at 6:32 P.M.

2. ELECTION OF OFFICERS

Nominees were identified: Chair - Ms. Quist, Vice-Chair - Mr. Roper, Secretary - Mr Seiberling.

Ms. Quist moved to accept the incumbents; seconded by Mr. Roper. Vote was unanimous by voice vote.

Ms. Quist moved to vote; seconded by Mr. Seiberling. Vote was unanimous by voice vote.

3. APPROVAL OF MINUTES

a. A motion was made by Ms. Quist to approve the minutes as written for the last BZA Annual Meeting, January 16, 2024. The motion was seconded by Mr. Seiberling. The vote passed unanimously by voice vote.

4. ACTION ITEMS

a. Set Regular Meeting Date for Annual Meeting: There was agreement to scheduling the next annual meeting date as the 3rd Tuesday next year on January 20, 2026 at 6:30 P.M. (before Town Council meeting).

Ms. Quist moved the issue to vote, seconded by Mr. Roper. The motion accepted unanimously by voice vote.

5. DISCUSSION ITEMS

a. Liz Quist term expiration and reappointment for five years until January 31, 2030 was being proposed this date before Town Council for submittal to the Court.

6. ADJOURNMENT

Chair Quist adjourned the meeting at 6:37 P.M.



TOWN OF OCQUAN

PLANNING COMMISSION

Agenda Communication

3. Discussion Items	Meeting Date: September 9, 2025
3A: Authority, Process, and Procedures	

Attachments: a. None

Submitted by: Megan Lubash
Town Clerk/Assistant Town Manager

Explanation and Summary:

This is a discussion item to review the authority, process and procedures of the Board of Zoning Appeals in preparation for the upcoming meeting on the 16th of September 2025. Attorney Tracy Gallehr will present information and be available to answer questions regarding the Board's authority, process, and procedures.