



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

MEETING DATE: 2025-09-09

MEETING TIME: 6:30 PM

Present: Chairperson Eliot Perkins, Commissioners Darryl Hawkins, Rich Grant, Margaret Pepin, Samantha Sparks, Don Wood

Town Staff: Adam Linn, Town Manager; Matt Whitmoyer, Deputy Town Manager; Phillip Auville, Town Clerk

1. Call to Order - The meeting was called to order at 6:30 pm.

2. Citizen Comments -

- A. Lance Houghton suggested an alternative method of financing inspections for the Mill at Occoquan once it is constructed.
- B. Donna and Craig Sherman spoke on the need for businesses that are not on Occoquan's main streets to advertise their locations with more than one A-Frame sign.
- C. Jordan Sanders supported expanding A-frame locations for "hidden businesses".

3. Approval of Meeting Minutes. Commissioner Grant moved to approve both the July 22, 2025 Planning Commission meeting minutes. Commissioner Pepin seconded the motion. The minutes were approved unanimously by voice vote.

4. Reports

- A. Mr. Whitmoyer reported on:
 - a. Preparations for the Fall Arts and Crafts show
 - b. Board of Zoning Appeals Notice of Violation (lighting)
 - c. Board of Zoning Appeals Appeal for Variance (Deck, stairs)

5. Action Items

- A. BZA Appeal of Notice of Violation (lighting, 125 East Colonial Drive). Commissioner Wood moved to accept the documents and take no further action. Commissioner Grant seconded the motion. Motion passed unanimously with one abstention (Commissioner Sparks).

- B. BZA Appeal for a variance (deck and stairs, 102 Frayer's Farm Court). Commissioner Sparks moved to accept the documents and take no further action. Commissioner Grant seconded the motion. The motion passed unanimously.

6. Discussion Items

- A. Introduction of new Planning Commission members.
- B. Planning Commission's role in reviewing and possibly revising Occoquan's sign ordinance. Special attention will be paid to pedestrian flow, public safety, equity amongst businesses, and clutter.

7. Work Session

The Chair discussed further work that the Commission will be doing to implement the various Strategic Recommendations approved by the Town Council.

8. Adjournment: Meeting Adjourned at 7:50pm.

*Minutes prepared by Don Wood, Planning Commission Secretary
With formatting by Megan Lubash, Town Clerk/ Assistant Town Manager*