



TOWN OF OCCOQUAN PLANNING COMMISSION

Town Hall – 314 Mill Street, Occoquan, VA 22125

MEETING DATE: 2025-12-16

MEETING TIME: 6:30 PM

Present: Chairperson Elliot Perkins, Commissioners Darryl Hawkins, Rich Grant, Margaret Pepin, Don Wood

Absent: Commissioners Ralph Newell, Sam Sparks

Town Staff: Adam Linn, Town Manager; Philip Auville, Deputy Town Treasurer; Megan Lubash, Assistant Town Manager/ Town Clerk; Martin Crim, Town Attorney

1. Call to Order

The meeting was called to order at 6:30 pm.

2. Approval of Minutes

a. October 28, 2025 Meeting Minutes

Commissioner Grant moved to approve the October 28, 2025 Commissioner Hawkins seconded the motion. During discussion of the motion, Commissioner Pepin noted that the minutes did not indicate her absence from the meeting. Commissioner Grant amended the motion to approve the minutes with Commissioner Pepin's absence noted. The amended motion was approved unanimously by voice vote.

4. Discussion Items

a. *Election of Officers:* Town Manager Linn explained that new officers for the Town's various Boards and Commissioners should be elected each January, and that Town Council's preference is that the Chair of these Boards and Commissioners not necessarily be the same person as the Council's representatives to the particular Board / Commission.

b. *Special Use Permits:* As it relates to a proposed zoning text amendment for tobacco, vape, cannabis, or psychoactive specialty establishments. Discussion topics included:

1. Legally defensible distance from child care, parks and places of worship, including changing the proposed distance from 500 feet to 450 feet.

2. The special challenge to Occoquan of regulating location of these establishments due to residential units located throughout the Town's small footprint.
3. The term "drug paraphernalia."
4. The terms "creams, locations and balms."
5. The possibility of odors throughout Town, even with adoption of the proposed zoning amendment.

c. *2026-2036 Comprehensive Plan*: Mr. Linn reported that staff has reviewed the current plan and identified several areas that need attention in the next 10-year plan, which is due to the Town Council for approval by June 2026. These include:

1. recommendations in the Planning Commission's 2025 Strategic Planning document.
2. Recent zoning map changes.
3. Possible increased residential density around Washington Street.
4. Special Use Permits
5. Encouraging certain types of businesses to Town.

Mr. Linn suggested several process options for updating the Comprehensive Plan. Chair Perkins suggested various "good practices," including public outreach. Mr. Crim reported a range of approaches to meet the June 2026 deadline. Chair Perkins suggested working on "must-do" items to meet the June 2026 deadline, and then address additional items later in 2026. Chair Perkins suggested that staff create a planning calendar for updating the plan, create draft updated sections to the Commission over the next several months for review and discussion, with individual Commissioners taking the lead on collecting Commissioners' comments on those Sections.

d. *Deer sign on Tanyard Hill Road*: Assistant Town Manager Megan Lubash reported that in addressing a citizens suggestion, made during a past Planning Commission meeting that a sign be placed on Tanyard Hill warning of deer crossings, Virginia Department of Transportation found that no deer had been reported killed over the past two years, and thus there is no need for a sign. She said that she would check records from the Police Department and residents of deer carcasses removed from the Road to provide justification for a sign

e. *End-of-Year Comments*: Chair Perkins thanked previous Planning Commission meetings who departed the Commission in 2025, current Commission members, and Town Staff for work done in 2025.

4. Action Item:

a. Commissioner Grant moved to request that Town Council set a joint public hearing on January 20, 2026 so that the Planning Commission may make its recommendation on the draft zoning text amendment regarding cannabis-related businesses, with the following change: "*No such use shall be located within a building containing a residential use, nor within 450 feet of any child*

care center, park or place of worship. No two such uses shall be located within 450 feet of one another." Commissioner Pepin seconded. The motion passed unanimously by voice vote.

6. Adjournment:

The meeting adjourned at 7:27pm.

Minutes Prepared by Don Wood, Planning Commission Secretary

Minutes Formatted by Megan Lubash, Town Clerk & Assistant Town Manager