



TOWN OF OCCOQUAN PLANNING COMMISSION

Town Hall – 314 Mill Street, Occoquan, VA 22125

MEETING DATE: 2026-02-24

MEETING TIME: 6:30 PM

Present: Chairperson Elliot Perkins, Vice Chair Sam Sparks, Secretary Don Wood, Commissioners Rich Grant, Darryl Hawkins, Kerry Jetton, Ralph Newell, and Margaret Pepin

Town Staff: Adam Linn, Town Manager; Megan Lubash, Assistant Town Manager/Town Clerk

1. Call to Order

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

2. Approval of Minutes

- a. Commissioner Newell moved to approve the February 24, 2026 meeting minutes. Commissioner Pepin seconded. Motion passed unanimously by voice vote. Commissioner Newell noted his name was misspelled in the original minutes. The correction was made. Vice-Chair Sparks moved to approve the minutes as amended. Commissioner Newell seconded the motion

3. Discussion Items

- a. **New Commissioner on the Planning Commission.** Chair Perkins introduced Commissioner Kerry Jetton, who introduced herself to the Commission and spoke of her background and previous activities in Town.
- b. **Training:** Town Manager Linn said he would like to schedule a joint Planning Commission (PC)/ Zoning Board of Appeals (BZA) training with the Town Attorney in May. Chair Perkins said that Town staff would send an email to members of the PC and BZA to schedule the training.
- c. **Green Improvement Strategic Plan.** Vice-Chair Sparks presented the Plan to the Commission, highlighting the major components of the plan (water quality monitoring, tree management, native species restoration, and community recognition). Chair Perkins talked about recognizing town businesses and residents who are good environmental actors, and asked Commissioners to send comments and ideas to Commissioner Sparks.

- d. **Comprehensive Plan 2026-2036.** Town Manager Linn presented changes that were made to the draft Comprehensive plan based on discussions at the last Planning Commission meeting, and presented proposed changes in subsequent chapters. Commissioners discussed various items including increased residential density, broadband, trail town designation, what is Occoquan's "unique character," and pocket parks
- e. **Earlier Start Time for Next Meeting.** Chair Perkins said that subsequent Planning Commission meetings on the Comprehensive Plan will start at 6pm.

5. Adjournment:

The meeting adjourned at 7:32pm.

Minutes Prepared by Don Wood, Planning Commission Secretary
Minutes Formatted by Megan Lubash, Town Clerk