



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
occoquanva.gov
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PLANNING COMMISSION MEETING

October 27, 2026 | 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. September 22, 2026 Meeting Minutes
4. **Action Items**
 - a. Election of Planning Commission Officer Vacancies
5. **Discussion Items**
 - a. Discussion of Zoning Text Amendments Regarding Town Code Chapter 157 to the Planning Commission
 - b. Comprehensive Plan Comments Discussion
6. **Adjournment**

Sam Sparks
Vice Chair, Planning Commission



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

3. Approval of Minutes	Meeting Date: October 27, 2026
3A: September 22, 2026 Meeting Minutes	

Attachments: a. September 22 Meeting Minutes

Submitted by: Don Wood
Planning Commission Secretary

Explanation and Summary:

This is a request to approve the meeting minutes from the September 22, 2026 Planning Commission Meeting.

Proposed/Suggested Motion:

"I move to approve the 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: 2026-09-22

MEETING TIME: 6:00 PM

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

Absent: Vice Chair Samantha Sparks

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 6:04 pm.

2. Approval of Minutes

- a. Commissioner Newell moved to approve the July 28th, 2026 meeting minutes. Commissioner Grant seconded the motion. The motion passed unanimously by voice vote.

3. Citizen's Time

- a. Lance Houghton presented a plan to increase parking at 204 Ellicott Street.

4. Discussion Items

Mr. Linn presented, and the Commission discussed, the following topics:

a. Zoning Text Amendments

Following final approval of the 2026-2036 Comprehensive Plan, Town Code, particularly with regard to zoning, will need to be revised in order to be commensurate with the Plan.

b. Comments by the Virginia Department of Environmental Quality on the Draft Comprehensive Plan

No Changes were made to the draft plan.

5. Action Items

a. Resignation of Planning Commission Chair Eliot Perkins

Chair Perkins discussed the need for a Chair that is independent from the Town Council. Commissioner Newell moved to accept the letter of resignation from Chair

Perkins from August 21, 2026, as presented. The motion was seconded by seconded by Commissioner Grant. A roll call vote was taken.

Commissioner Pepin - aye
Commissioner Newell - aye
Commissioner Grant - aye
Commissioner Wood - aye
Commissioner Hawkins - aye
Chair Perkins - aye

5. Adjournment:

The meeting adjourned at 7:00pm.

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



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

4. Action Items	Meeting Date: October 27, 2026
4A. Election of Planning Commission Officers	

Attachments: N/A

Submitted by: Sam Sparks
Vice Chairperson

Explanation and Summary:

This is an action item to elect a chairperson as a result of Eliot Perkin's resignation as Chairperson.

Background

At the conclusion of the September 22, 2026, Planning Commission meeting, Chairperson Eliot Perkins announced his resignation as Chairperson. The Planning Commission accepted his resignation by voice vote. Mr. Perkins will continue serving on the Planning Commission in his capacity as the Town Council Liaison.

Pursuant to Town Code § 33.06(J), vacancies in Planning Commission officer positions shall be filled immediately through the regular election procedure, with the term of office expiring in accordance with § 33.06(H)(1).

The current terms of the Planning Commission officers expire in January 2027, when the next regular election of officers is scheduled to occur. Accordingly, the individual elected to fill the vacant Chairperson position will serve the remainder of the current term, through January 2027.

Samantha Sparks has been nominated for the position of Chairperson. Additional nominations will be accepted during the meeting, followed by a vote to fill the vacant position. If the election of a new Chairperson creates a vacancy in the Vice Chairperson position, nominations and subsequent elections will be conducted to fill that position for the remainder of the current term.

Staff Recommendation: Conduct nominations and elections to fill the vacant officer position(s)

Proposed/Suggested Motion:

"I move the following as the slate of officer vacancies through the next election:

Chairperson: _____
Vice Chairperson: _____."

OR

Other action the Planning Commission deems appropriate.



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

5. Discussion Items	Meeting Date: October 27, 2026
5A. Discussion of Zoning Text Amendments Regarding Town Code Chapter 157 to the Planning Commission	

Attachments: a. Chapter 157 of the Town Code of Occoquan

Submitted by: Adam Linn
Town Manager

Explanation and Summary:

This discussion item is to review the Town's Zoning Code to update it and make alterations to make sure the town's Zoning reflects changes made in the Town's Comprehensive Plan 2036.

Background

Town Code Chapter 157 – Zoning establishes the Town's regulations governing land use, zoning districts, development standards, administrative procedures, and related zoning requirements.

Staff has identified a need for a comprehensive review of Chapter 157 to determine whether revisions are appropriate to improve the clarity, consistency, administration, and effectiveness of the Town's zoning regulations and to ensure that the regulations remain consistent with current Town planning objectives and practices.

Rather than addressing individual provisions on a piecemeal basis, Staff recommends that the Planning Commission initiate consideration of zoning text amendments to Chapter 157 and develop of proposed amendments.

Pursuant to Virginia Code § 15.2-2286, amendments to a zoning ordinance may be initiated by resolution of the governing body. Additionally, Virginia Code § 15.2-2285 provides that, at the direction of the governing body, the Planning Commission shall prepare proposed zoning regulations or amendments and requires Planning Commission review and recommendation before a zoning ordinance may be amended.

The Town Council directed the Planning Commission to review Chapter 157 and identify provisions that may be outdated, unclear, duplicative, inconsistent with other Town Code provisions or current practices, or otherwise warrant modification. The Planning Commission may prepare and recommend zoning text amendments that it determines are appropriate.

Any proposed amendments developed through this process would proceed through the required public hearing process before the Planning Commission and would subsequently be returned to Town Council with the Planning Commission's recommendation for consideration. Town Council would then conduct the required public hearing before taking final action on any proposed ordinance amendments.



TOWN OF OCCOQUAN PLANNING COMMISSION

Agenda Communication

5. Discussion Items	Meeting Date: October 27, 2026
5B. Comprehensive Plan 2027-2036 Comments Discussion	

Attachments: a. Virginia Department of Transportation (VDOT) Comments

Submitted by: Sam Sparks, Vice Chairperson

Explanation and Summary:

Over the past several months, the Planning Commission has conducted an extensive review and update of the Town of Occoquan Comprehensive Plan. The Planning Commission believes the document is sufficiently complete to be transmitted for governmental review and comment.

The Planning Commission forwarded the draft 2027-2036 Comprehensive Plan to the Virginia Department of Transportation (VDOT), the Virginia Department of Environmental Quality (DEQ), and Prince William County Planning for review and comment.

DEQ provided comments which were reviewed at the September 22nd Planning Commission Meeting. The Planning Commission agreed not to make any changes to the Comprehensive Plan based on the DEQ comments. The Virginia Department of Transportation provided comments, and now the Planning Commission will discuss their comments and consider whether to modify the Comprehensive Plan in response.

The Planning Commission will also discuss the need for a public hearing and final comments.



COMMONWEALTH of VIRGINIA
DEPARTMENT OF TRANSPORTATION

STEPHEN C. BRICH, P.E.
COMMISSIONER

4975 Alliance Drive
Fairfax, VA 22030

October 08, 2026

To: Adam C. Linn,
Town Manager/ Chief of Police, Town of Occoquan

From: Erik Spencer
Virginia Department of Transportation – Prince William Land Use Section
703-259-2948 erik.spencer@VDOT.Virginia.gov

Subject: 2026-2036 Comprehensive Plan Review

In accordance with the Virginia Traffic Impact Analysis Regulations (24VAC30-155), the comprehensive plan amendment identified above was submitted to the Virginia Department of Transportation (VDOT) for review on September 13, 2026.

VDOT has completed its review of the proposed amendment and prepared the attached report containing our written comments. The report summarizes our key findings and provides comments regarding the future transportation improvements needed to support existing and planned development within the Town of Occoquan. These materials are provided to assist the Planning Director, the Planning Commission, and the Town Council in their evaluation of the proposed comprehensive plan amendment.

Please ensure that VDOT's comments are included in the Town's official public records.

Sincerely,

Erik Spencer, P.E., VDOT, Area Land Use Engineer – Prince William County

cc: Richard Burke, VDOT

2026-2036 Comprehensive Plan Amendment

Executive Summary

The Occoquan Comprehensive Plan outlines a vision for a safe, efficient, and multimodal transportation network that supports local circulation while managing regional travel pressures influencing the Town's street system. It integrates roadway operations, pedestrian and bicycle improvements, trail connectivity, and riverfront access to create a more connected and walkable community.

The Plan emphasizes adapting to continued population growth in the surrounding region and evolving travel patterns by improving pedestrian safety, expanding multimodal choices, and coordinating closely with VDOT and Prince William County to address significant cut-through traffic and operational constraints on key corridors such as Route 123, Washington Street, and Commerce Street. It also promotes transportation solutions that enhance mobility, support economic vitality in the Historic District, and maintain the Town's unique small-scale character.

Key strategies include expanding sidewalks and ADA-accessible facilities, improving crossings and intersection safety, strengthening regional trail and Riverwalk connections, and coordinating with VDOT on corridor studies, traffic management, and drainage and stormwater issues affecting state-maintained routes. The Plan serves as a framework to guide future collaboration among the Town, VDOT, regional partners, and developers to deliver coordinated transportation improvements that prioritize safety, multimodal access, and long-term operational needs.

The CPA has been provided to the following agencies for review and comment:

- VDOT - Transportation Planning
- VDOT - Traffic Operations
- VDOT - Traffic Engineering
- VDOT – Preliminary Engineering and Land Use
- VDOT - Land Development
- Virginia Department of Rail and Public Transportation (DRPT)
- Northern Virginia Transportation Authority (NVTa)

VDOT – Transportation Planning comments:

- Pages 37, 41, 42: Regarding brick sidewalks, please refer to VDOT IIM-LD-218.6. Note that VDOT may not maintain non-standard items in VDOT ROW, including paver units.
- Page 37: Many bicycle/pedestrian and multimodal-related recommendations might be better suited in a separate section of Chapter 5. Alternatively, consider renaming the “Traffic” section to also reference multimodal since such recommendations are already included here.
- Page 37: Recommendation #3 states that site plan improvements should incorporate bicycle design elements, including bike lanes and shared use paths, where appropriate. However, a map of future planned bicycle facilities is not included in the plan. It is recommended that the plan address this to identify streets that are best-suited for bicycle facilities, which will be helpful for scoping future capital improvement projects or making recommendations during site plan reviews.
- Page 41: Please provide additional context as to why the Route 123 bridge poses significant safety risks for pedestrians given that this bridge has a wide, barrier-separated sidewalk as well as a sound wall that separates the sidewalk from vehicle traffic.
- General Ch. 5: It is recommended to include designated bicycle routes in a map of bicycle facilities, especially since the East Coast Greenway and U.S. Bicycle Route 1 pass through the Town. The plan may also benefit from these facilities being mentioned in the text as they are major long-distance multimodal routes that pass through the Town.
- General Ch. 5: Please provide a map of both the existing transportation network and the proposed network or improvements. You can reference VDOT’s *Administrative Guidelines for Traffic Impact Analysis Regulations*, which includes guidance for comprehensive plans.

VDOT NRO Traffic Operations comments:

- At this time, Signal Operations has no comments.

VDOT – Traffic Engineering comments:

- At this time, Traffic Engineering has no comments.

VDOT – Preliminary Engineering and Land Use comments:

- Page 15: The Town has witnessed substantial population growth over the past three decades from 1990 to 2023, the population increased from 338 residents to an estimated 1,089, representing approximately a 352 percent increase (Table 2). Recommend checking formula to confirm percentage increase.
- Pages 32 and 33: 4 VDOT, Annual Average Daily Traffic (AADT) Dataset, 2024. Accessed via ArcGIS Online:
https://www.arcgis.com/apps/mapviewer/index.html?url=https://services.arcgis.com/p5v98VHD9Atv317/ArcGIS/rest/services/VDOT_Traffic_Volume_2024/FeatureServer/0. 2025 data is currently available. Is there a reason 2024 is being used instead? Dataset also appears to suggest AAWDT data instead of AADT. Recommend using official AADT publication to update data
<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/traffic-operations/traffic-counts/>
- Page 35: As of 2021, a STARS study is underway for improvements to Old Bridge Road/Route 123 and also for the I-95 interchange. The study was completed in 2022.

- Page 35: Rivertown Overlook is in final stages of completion as well the Parsonage and the Mill at Occoquan projects expected to begin construction in the near future expected to bring more than a 10% increase in residents. Recommend revising statement to help convey the point better.
- Page 36: Remain alert to opportunities to expand off-street parking capacity, including structured parking pursued through public-private partnership, especially should evolving development and demand conditions warrant it and a feasible site become available. Who/what remains alert? Recommend revising statement to help convey the point better.
- Page 36: Cut-through traffic continues to be a significant issue. A transportation/traffic management strategy that addresses cut-through traffic is needed. Alternative modes of transportation should be considered. Recommend including a roadway transportation map with FHWA functional classification to help visualize the Town's existing road network; this could in turn better help comprehend traffic congestion and or cut-through issues.
- Page 38: The study also highlighted opportunities to incorporate bicycle parking to leverage Occoquan's location along a prominent regional bike route. US Bike Route 1? Recommend stating the prominent regional bike route for clarity/reference.

VDOT – Land Development Comments:

- At this time, VDOT Land Development has no comments

Virginia Department of Rail and Public Transportation (DRPT) comments:

- Page 10: Typo under 'Our History' The mid-eighteenth century helped expand settlement in what is *not* (now) Occoquan by establishing an iron manufacturing operation.
- Chapter Five: Encourage coordination with PRTC (OmniRide) and/or DRPT. Route 981 in effect just outside city limits, utilizing commuter lot and connecting residents to VRE.
- Chapter Five: Future planning should consider transit, including micromobility or partnering with other neighboring transit agencies, when addressing the traffic strain caused by an increasing population

Northern Virginia Transportation Authority (NVTa) comments:

- At this time, NVTa has no comments