



TOWN OF OCCOQUAN
Town Hall - 314 Mill Street, Occoquan, VA 22125
MEETING DATE: 2018-01-09

MEETING TIME: 7:00pm

Present: Joe McGuire Ann Kisling Dan Braswell Heather Ozuna Ryan Somma
 Eliot Perkins

Staff Present: Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk

1. Call to Order

The Planning Commission Public Hearing was called to order by Joe McGuire, on 2018-01-09, at 6:59 p.m.

2. Appointment of Secretary for Meeting

Ryan Somma volunteered to take minutes for the meeting.

3. Approval of Minutes

Ann Kisling moved to approve the Planning Commission meeting minutes of 2017-10-10. Ryan Somma seconded the motion. The motion carried by poll vote, unanimously.

4. Election of Chairman, Vice-Chairman, & Secretary

Ryan Somma nominated himself for Secretary and Eliot Perkins for Chair. Ann Kisling nominated herself for Vice Chair. All nominations were approved through unanimous vote.

5. Kiely Court Final Subdivision Plat Revision

Zoning Administrator Ned A. Marshall was in attendance to answer any questions. There were no questions.

Ryan Somma moved to reapprove the Final Subdivision Plat with Zoning Administrator Ned A. Marshall's contingencies. Dan Braswell seconded the motion. The motion carried by poll vote, unanimously.

6. CIP Budget Discussion

Kirstyn Jovanovich presented recommendations for the Capital Improvement Plan and fielded questions from the Planning Commission members. Among the items she covered were:

1. The CIP is informed by the Comprehensive Plan, previous plans, and conversations with the Town Council and community.
2. A review of accomplishments from the action items in the Comprehensive Plan, with a significant number of items having been achieved, including the Parking and Traffic study.
3. The importance of Occoquan Craft Show funds in the CIP, which allows the Town to keep real estate taxes low, to pay for capital improvements.
4. Highlighted the "Community Planning Project" for FY2020, which she believes will help the Town tackle remaining action items from the Comprehensive Plan by balancing budget and revenue constraints against what we need to achieve. It will do so by identifying grants that can take the town beyond the \$120,000 of annual Craft Show income.
5. Highlighted the "Stormwater Management" line item, explaining that the town is currently responsible for the management of its Stormwater management program. As this management is out of date, the budget includes money to map the Town's stormwater management and plan accordingly.
6. Highlighted the "Gaslight Conversion to Electric" for FY2021, which will replace the Town's currently gas-powered streetlights, which are costly to maintain, with aesthetically appealing electric lighting.
7. Highlighted the "Tanyard Hill Parcel," which ties into the Town gateway improvements and scenic byway goal. Funding does not cover the full cost for a desired connection to the Occoquan Greenway Trail, which would be very expensive; however, she noted that the Town is working closely with the County to identify funding options as part of the County's Greenway trail plan.

Members of the Planning Commission agreed they would review the items and express any concerns or ask any questions as needed before the next Town Council meeting.

7. 2017 Annual Report Draft

Chris Coons presented a draft report on 2017 accomplishments for the Planning Commission in keeping with the Town Code requirements for an annual report to Town Council. Members of the Planning Commission did not express any concerns about the document and approved of it. Ryan Somma requested that action items 20, 37, and 40 be added to the Secondary priorities for 2018. Chris Coons said that he would finalize the document and present it to the Planning Commission at the February 2018 meeting for approval.

8. By-law Discussion

A brief discussion was held concerning the possibility of moving the Planning Commission's regularly scheduled meeting. Ryan Somma proposed the last Tuesday of the month so that Planning Commission site plan approvals would take place the week before Town Council meetings. This would provide more timely processing of applications for residents, a one-week period between the two meetings, rather than the three to four-week delay currently in the process. Kirstyn Jovanovich noted that the scheduling difference emerged when the Town Council moved its regular meeting to the first Tuesday of the Month from the third Tuesday to accommodate the Town Attorney's availability. Dan Braswell

noted that this would be inconvenient for him as he serves on the Architectural Review Board, which is scheduled to meet at 7:30pm on the second Tuesday of each month and would need to move their meeting as well.

Joe McGuire expressed concerns about the need to meet every two months, regardless of whether there were any items on the agenda. Ryan Somma noted that this is what the Town Code currently requires of the Planning Commission, which is why the Planning Commission needed to address its by-laws. Chris Coons noted that the current by-laws had not been updated since 1981.

Joe McGuire requested that the Town Attorney review the matter and provide guidance. Additionally, Planning Commission members would be given more time to review possible By-laws and provide comment.

The subject was tabled and to be resumed on the February, 2018 meeting.

4. Adjournment

The meeting was adjourned at 7:35 p.m.

Eliot Perkins
Chair, Planning Commission

Submitted by Ryan Somma, Planning Commission Member