



TOWN OF OCCOQUAN
Town Hall - 314 Mill Street, Occoquan, VA 22125
MEETING DATE: 2019-02-20

MEETING TIME: 6:30 PM

Present: Jenn Mathis, Eliot Perkins, Ryan Somma

Absent: Ann Kisling

1. Call to Order

The Planning Commission Public Hearing was called to order by Eliot Perkins on 2019-02-20, at 6:32 p.m.

Secretary for Meeting

Ryan Somma took minutes for the meeting.

2. Citizen Comments

There were no citizens comments.

3. Approval of Minutes of January 14, 2019.

Jenn Mathis moved to approve the Planning Commission meeting minutes of 2019-01-14 with edits. Ryan Somma seconded the motion. The motion carried.

4. Planning Commission Appointment Discussion

Eliot Perkins introduced Daryl Hawkins to the Planning Commission members. He said he was excited to have Hawkins joining the Commission, noting that Hawkins has experience with the kind of work the Commission does and was also willing to be the ARB representative.

Daryl Hawkins introduced himself as a resident of Occoquan who moved to the Town a little over two years ago. He runs an Architectural Engineering firm in Occoquan. Most work is Kansas-based. He's been a licensed architect for over 25 years, is a certified building official, and understands how buildings are put together and plans reviewed.

Ryan Somma moved to have Daryl Hawkins appointed to the Planning Commission and presented to Town Council for approval. Jenn Mathis seconded. The motion carried by poll vote unanimously.

5. Planning Commission Priorities Update

Eliot Perkins said this was a regular status check in on priorities of the Commission.

Beautification, Town Entrances, Streetscaping

Eliot Perkins said he and Bonny from Heather Hill Nursery walked the town to review landscaping options. This was without compensation for Bonny and she wouldn't get business from the consultation because she won't be the landscaper, but she did provide costs for plants. Perkins said he wouldn't discuss costs now but noted that the landscaping company will charge an 80-100% markup to install plants chosen, a common practice among landscaping companies. Concerning the Town Entrance at Gordon Blvd and Commerce Street, the land owner will allow the Town some space behind the fence. It would be possible to get volunteers in town to fix and paint the fence.

Jenn Mathis said she had contacted the Town Manager with questions and pictures about sign violations. She sent photos of violations and re-read the sign ordinance and there are rules residents might not be aware of. She was looking for ways to spruce up the Town between now and the Spring Craft Show. Some things are misdemeanors, like "store closing" signs that have been up for over a year.

Eliot Perkins asked if the Town Staff could provide a plan of action on the violations. The Town was planning on streetscaping and addressing broken bricks. The Town will start marking bricks so residents know they will be fixed. There was also the possibility of the Town bringing in additional help for maintenance.

Jenn Mathis asked if there was a way to smooth out communication with the Town Staff, such as having a central contact method to report issues. Eliot Perkins said that Chris Coon will be overseeing these items, and that he would be the point of contact. Jenn Mathis suggested a non-person-specific method of contact might be better, such as a maintenance@occoquanva.gov for citizens to immediately identify maintenance issues.

Parking and Traffic

Eliot Perkins gave a brief overview of current issues for Daryl Hawkins. The only update Perkins had was that there was no question these things will be in the budget for 2020, and this is a priority for everyone.

Strategic Relationship Building

Jenn Mathis reported completing the Planning Commission training. She met with Mayor Porta for contacts with PWC and set a priority list of who to meet with first. She was also working with Julie Little, the Events Coordinator, and working on getting corporate sponsorships for the Summer Concert series.

Eliot Perkins said it was a budget priority to get Julie Little additional help.

CIP

Eliot Perkins said the Canoe and Kayak ramp was still waiting to finalize additional funding. The Town Council was surprised to learn that PWC has a completion date of 2023 for crosswalks and was very disappointed as it was expected to be completed in the coming months. There was also a strong push to account for dollars for further improvements to intersections.

6. Chair/Town Council Report

Eliot Perkins went over the March 5, 2019 joint meeting process as follows:

1. Joint Meeting will be opened with Planning Commission Chair opening the Planning Commission Public Hearing and the Mayor opening the Town Council Public Hearing.
 - a. The Town Attorney will explain the code change.
 - b. There will be opportunity for public statements with no comments from Planning Commission or Town Council.
 - c. The Planning Commission Chair will close the Planning Commission Hearing and the Mayor will close the Town Council Hearing.
2. The Planning Commission Chair will open the Planning Commission Meeting.
 - a. There will be discussion.
 - b. Vote on a recommendation.
 - c. Meeting closed.
3. The Mayor will open the Town Council meeting.
 - a. Note the PC Recommendation.
 - b. Discuss.
 - c. Vote.

Eliot Perkins stressed that this is not about the Mill at Occoquan, but this is re-codifying language lost in 2017.

7. Adjournment

The meeting was adjourned at 7:10 p.m.

Eliot Perkins
Chair, Planning Commission

Submitted by Ryan Somma, Planning Commission Secretary