



TOWN OF OCCOQUAN
Town Hall - 314 Mill Street, Occoquan, VA 22125
MEETING DATE: 2018-02-13

MEETING TIME: 7:00 PM

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

1. Call to Order

The Planning Commission Public Hearing was called to order by Eliot Perkins, on 2018-02-13, at 7:00 p.m.

2. Secretary for Meeting

Ryan Somma took minutes for the meeting.

3. Approval of Minutes of January 9, 2018

Ryan Somma moved to approve the Planning Commission meeting minutes of 2018-01-09. Anne Kisling seconded the motion. The motion carried by poll vote, unanimously.

4. Approve 2017 Annual Report

Chris Coon noted additional action items added to the report from the previous commission meeting. Dan Braswell asked about definition changes and was satisfied that Chris Coon said they were consistent.

Heather Ozuna moved to Approve the 2017 Annual Report. Ann Kisling seconded the motion. The motion carried by poll vote, unanimously.

5. By-law Discussion

Chris Coon reminded the commission that the bylaws had not been updated since 1981.

Eliot Perkins said his plan was to go article by article through the proposed bylaws to allow thorough discussion:

Page 2, Item #4: budget in February

Discussion around this item revolved around what timeline would best benefit the Town Council in informing budget decisions. Joe McGuire said the report would need to be ready for the November Town Council meeting; therefore, a draft should be ready for the October Planning Commission meeting to be finalized in time for the November meeting. Dan Braswell suggested the commission could have a work session in October to continue work on the draft. The document could then be

presented at a joint-session at the Town Council's regular meeting in November to inform their work session the third week of November.

Kirstyn Jovanovich noted that the Planning Commission would own this document and be responsible for preparing and presenting it, and that Chris Coon's preparing the document for this year was not the standard procedure.

Joe McGuire asked about process for preparing the draft by-laws document under discussion. Chris Coon said the template came from the Michigan Association of Planning with guidance from Mike Chandler who oversaw the update to the Town's Comprehensive Plan.

Heather Ozuna requested the proposed edit of item #2 changing "environs" to "neighborhoods" should be restored to "environs" as the term "neighborhoods" was too specific and would exclude parts of the town.

Article 4: Expenditures, Gifts and Donations

Chris Coon noted that this section, copied from the existing by-laws, would need review by the Town Attorney, Town Manager, and Treasurer for relevancy and accuracy.

Section 4.2 Certified Commissioners' Training

Heather Ozuna noted that the proposed "16 months" was a little odd in a respect to calendar years and recommended making it something more logical such as a year-and-a-half or two years. After discussion, it was agreed to modify the timespan to 24 months, which was one-half a Commissioner's term.

Article 5 Officers

Chris Coon noted that Mike Chandler recommended we articulate member's roles and responsibilities, such as being on time for meetings and being familiarized with the agenda beforehand.

5.4 Minutes Vice 6.6 Minutes Definition

Chris Coon noted that the Town Attorney found the two definitions of Minutes in the proposed by-laws somewhat contradictory.

Section 5.8 Terms

Joe McGuire said there was no need for terms, and that there is a need for institutional knowledge on the Planning Commission. Heather Ozuna said that term limits created an unnecessary burden in a small town with few volunteers. It was agreed among members to eliminate term limits from the proposed by-laws.

Section 5.6 (second 5.6) Duties of the Board of Zoning Appeals Representative

Joe McGuire said that people on BZA do not want to meet often and requiring a member of the BZA to attend regular Planning Commission meetings could be a problem. However, members agreed there

could be Planning Commission meetings where BZA input was important. It was agreed among members to change the language of this section to "If required."

Section 6.1 Regular Meetings

Under discussion was the specific requirement, carried over from the existing by-laws, for the Planning Commission to "meet at least every two months." Eliot Perkins recommended this be edited to quarterly meetings. Joe McGuire said there was not much for the Planning Commission to do to justify a minimum meeting requirement. Heather Ozuna brought up the issue of what to do if there were no quorum at mandatory meeting. Joe McGuire said locking in dates would help establish a quorum.

Kirstyn Jovanovich said that it would be helpful to staff to meet as required. Members agreed that the requirement to meet at least every two months would be eliminated and that maintaining regular meetings would be at the discretion of the commission.

The by-laws discussion was tabled to be resumed at the next meeting of the Planning Commission.

4. Adjournment

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

Eliot Perkins
Chair, Planning Commission

Submitted by Ryan Somma, Planning Commission Member