



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, April 17, 2018**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire

**Staff:** Kirstyn Jovanovich, Town Manager; Adam Linn, Police Chief; Christopher Coon, Town Clerk

**1. Call to Order**

Mayor Quist called the meeting to order at 7:05 p.m.

**2. Work Session**

**A. Updates to Occoquan Town Code Chapter 2, Article IV Division 2, Planning Commission and Division 4, Architectural Review Board**

Chairman Perkins reported that the section on Compensation was not included in the update and that it comes straight from the Virginia Code and will be included in the updated bylaws. He also stated the Town Attorney will review and approve the update before Town Council votes for the update. Ms. Jovanovich also reported that the bylaw update changed the meeting date from the second Tuesday of the month to the fourth Tuesday of the month. ARB also changed their meeting date to the fourth Tuesday of the month as well.

Councilmember Drakes inquired about how moving the meeting date helps serve the Town's customers. Mr. Perkins indicated that with moving the meeting date now individuals that come before Planning Commission can receive an approval and then go to Town Council for approval the next week. Currently the individuals that receive an approval from the Planning Commission must wait at least three weeks to come before Town Council. Ms. Jovanovich indicated that previously this was the order of how meetings were organized and changed due to the Town Attorney's schedule.

Vice Mayor Sivigny inquired if the Planning Training is a Virginia State requirement. Mr. Perkins stated the training is not required by Virginia State Code but it is very beneficial.

Councilmember Fithian inquired about the 24 months to receive the Virginia Planning Training and how often the class is given. Mr. Perkins stated that the class is held twice a year. Mr. Perkins also indicated that the term for members of the Planning Commission is four years. Council then discussed how soon the training should be taken. Mr. Perkins believed that 12 months was not enough time and that

24 months was too long. His opinion was that 18 months would be the best to allow individuals to schedule the training around their personal lives.

**3. Adjournment**

The meeting was adjourned at 7:20 p.m.

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Christopher Coon  
Town Clerk