



**TOWN OF OCCOQUAN**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**MEETING DATE: 2018-03-13**

**MEETING TIME: 7:00 PM**

**Present:** Eliot Perkins, Ann Kisling, Dan Braswell, Ryan Somma, Joe McGuire

**Absent:** Heather Ozuna

**1. Call to Order**

The Planning Commission Meeting was called to order by Eliot Perkins, on 2018-03-13, at 7:02 p.m.

**2. Secretary for Meeting**

Ryan Somma took minutes for the meeting.

**3. Approval of Minutes of January 9, 2018**

Anne Kisling moved to approve the Planning Commission meeting minutes of 2018-02-13. Dan Braswell seconded the motion. The motion carried by poll vote, unanimously.

**4. By-law Discussion**

Eliot Perkins opened the discussion by informing the commission that comments from the Town Attorney and other officials would be covered at next month's meeting.

**Article 7: Meetings**

Eliot Perkins opened the discussion by noting that Virginia code requires one meeting a year. He believes that monthly meetings indicate the commission is taking things seriously, and that it can cancel meetings as needed.

Discussion moved to the issue of commission meetings taking place the week after the Town Council's meeting, results in three- to four-week delay in operations. Chris Coon noted that big developers, who were used to faster processing, had complaints about three week delay. Eliot Perkins also noted that if the commission had a night dedicated to it would allow for more than a half-hour for meeting due to the current state of having to yield the space to the Architectural Review Board. He proposed fourth-Tuesday of the month.

Dan Braswell recused himself from discussion due to this being his last meeting.

Ryan Somma suggested the last Tuesday of month. Eliot Perkins suggested the specific wording be decided after a decision was made on whether to move the meeting night.

Joe McGuire asked if the initiative to move the meeting night was for one property. Chris Coon noted that the pool was a recent example. Dan Braswell suggested scheduling meetings for 6:30 instead of 7pm to allow for an hour. Dan Braswell and Joe McGuire raised the issue of staff time. Kirstyn Jovanovich noted that she and Chris Coon split responsibilities for the PC and the ARB; therefore, it would not be additional time. Chris Coon reminded the commission that they continue to have the option to hold special meetings for the 4<sup>th</sup> week of the month when needed. Ryan Somma noted that, as someone who had been through the process of getting building approval, the issue of time frame for citizens as someone who's gone through it before. He also reminded the commission that the Town Council used to meet on 3rd Tuesday after the Commission's meeting, and that Town Council meetings were moved to accommodate the Town Attorney which is how the meetings got out of sync. Dan Braswell said that it was more efficient to meet on same night and that a three week delay was not an issue. Eliot Perkins observed that the consensus was to leave it where it is. Ryan Somma requested seeking the opinion of the ARB and Town Council

### **Section 6.8: Voting**

Eliot Perkins said the initiative was to remove "members present" from the verbiage.

### **Section 6.9: Agenda**

Agenda process was approved.

### **Section 6.10 – 6.11**

Eliot Perkins summarized the section as following Roberts Rules of Order. This was approved.

### **Article 10:**

Chris Coon noted addition of text that Commission amendments would require review and approval by the Town Council.

### **Oath of Office:**

The consensus was that there was no need for an oath of office.

### **Onboarding:**

Chris Coon and Eliot Perkins recommended new members of the Commission *Zoning 101: a Practical Introduction: Third Edition* by Carl Stephani and Marilyn Stephani, which provides an overview of the role of the Planning Commission and zoning terminology. Ryan Somma recommended providing new members a copy of the By-Laws and Comprehensive Plan.

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

## **4. April Meeting**

Eliot Perkins requested Commission members read the provided Parking Study, review findings, and form opinions to inform Town Council.

Chris Coon noted that on the April 10th Meeting the Commission would review feedback on the By Laws from the Town Attorney, and once approved they would move on to the Town Council for approval. Kirstyn Jovanovich also noted that the Commission would also need to appoint a new ARB representative at that time as well.

## **5. Adjournment**

The meeting was adjourned at 7:30 p.m.

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Eliot Perkins  
Chair, Planning Commission

*Submitted by Ryan Somma, Planning Commission Member*