



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Regular Meeting
August 6, 2019 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. **July 16, 2019 Regular Meeting Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Town Manager
 - e. Town Treasurer
 - f. Chief of Police
 - g. Events and Community Development Director
 - h. Boards and Commissions
8. **Regular Business**
 - a. Building Official Follow-up Meeting
 - b. Mill Street ADA Pedestrian Improvements

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.

9. Closed Session

10. Adjournment



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, July 16, 2019
7:00 p.m.

Present: Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, Laurie Holloway, and Eliot Perkins

Staff: Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Luke Seigfried, Administrative Staffer.

1. Call to Order

Mayor Porta called the meeting to order at 7:01 p.m.

2. Pledge of Allegiance

3. Citizens Time

Carol Bryant, 268 Gaslight Landing Court, asked that additional benches be provided. In particular Ms. Bryant mentioned her experience in Lake Braddock utilizing composite material. Ms. Bryant also vocalized her support for the Patriot Scuba Project that was installing new benches with recycled material.

Walter Seiberling, 107 Poplar Lane, asked that the website or newsletter contain more information on new recycling limits. Mayor Porta asked Town Staff to contact Bates Trucking Service about what is now recyclable under the new guidelines. Town Staff was directed to post this information on the website.

Kimberly Rolince, 302 Poplar Alley, suggested that a plaque be set in memory of Billy Williams on the bench outside of Urban Posh. Mayor Porta later requested that Mr. Dawson speak to the landlord.

4. Approval of Minutes

Councilmember Perkins moved approval of the minutes of the meeting of June 4 and Councilmember Holloway seconded. Town Attorney Crim noted an amendment to the minutes was necessary. Mayor Porta asked for a substitute motion that was moved by Councilmember Holloway and seconded by Councilmember Fithian to amend the minutes.

A substitute motion was made by Councilmember Holloway, seconded by Councilmember Fithian that the minutes of June 4, 2019 be amended. Motion passed, unanimously.

Councilmember Perkins made a motion to approve the minutes of June 4, 2019 as amended.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway that the amended minutes of June 4, 2019 be approved. Motion passed, unanimously.

Vice Mayor Sivigny moved to approve the amended June 18, 2019 Work Session Meeting Minutes.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Holloway that the minutes of June 18, 2019 Work Session be approved as amended. Motion passed, unanimously.

5. Mayor's Report

This report is a listing of selected activities that Mayor Porta has performed in his capacity as Mayor since his last report.

- 6/8 - Organized 12th Annual Duck Splash Race
- 6/10 - Attended the funeral for Billy Williams
- 6/11 - Gave Cub Scouts a tour of Town Hall and the Mill House Museum
- 6/14 - Participated in the Fox5 Zip Trip in Occoquan
- 6/21 - Met with a Dominion Energy representative
- 6/21 - Attended Leadership Prince William's Evening of Excellence

6. Councilmember Report

Councilmember Fithian spoke about the underutilization of recycling cans and informed Town Council she will be conducting a count to determine how many recycling cans are required to match current trash cans. Councilmember Fithian also asked Ms. Leidich about lamp repair in River Mill Park. Ms. Leidich responded that Town Staff is looking for an electrician to repair the lamps.

Councilmember Dawson suggested posting in the newsletter about the improper use of Town trash cans by businesses. Ms. Leidich responded that action has been taken concerning one incident and will likely not be a problem in the future.

Vice Mayor Sivigny asked Town Staff about regulations on putting trash bags out for collection in lieu of cans. Mr. Coon responded that it is allowed and that requests for new recycling and trash cans need to be requested through Town Hall. Town Staff was directed to add information about new trash and recycling cans to the newsletter. Vice Mayor Sivigny also congratulated Town Staff on fixing the Poplar Alley mirror.

7. Staff Reports

A. Town Attorney:

Mr. Crim briefed Town Council about the special use permit for the proposed Mill at Occoquan project. Mr. Crim also suggested that during the August 6th Regular Meeting Town Council convene in closed session to discuss the legal issues of special use permits for The Mill at Occoquan project.

Mayor Porta asked that the Town Engineer, Town Attorney, and Zoning Administrator be present at the Planning Commission Public Hearing.

Councilmember Perkins stressed the importance of reviewing materials in advance of meetings regarding the special use permits.

Mr. Crim suggested hiring a consultant familiar with federal grants and contracts for the Kayak Ramp project. Mayor Porta agreed and stated that the needed experience could be found in Town. Mr. Crim responded that the engineering group was asked to find a project manager. Ms. Leidich responded that she had spoken with Mr. Reese and Prince William County Parks and Recreation Director about finding a project manager.

Mr. Crim reported that he spoke with Mayor Porta about legal considerations concerning potential property acquisition and Dominion Power franchise. Mr. Crim also advised Town Staff to look into the solid waste program enacted by the City of Manassas.

B. Town Engineer:

Mr. Reese submitted an Engineer's report to Town Council. Mayor Porta asked if the money has been allocated for the Kayak Ramp. Mr. Reese responded that the funding from the Department of Conservation and Recreation has been allocated for the Kayak Ramp. Mayor Porta corrected the Engineer's report and stated that the Occoquan Greenway trail goes through the LRPR property. The intent is for the trail to eventually also connect to the Tanyard Hill Park.

Ms. Leidich stated that the Building Official has given the Town time to comply with requirements still outstanding for the River Mill Park Bathhouse.

Councilmember Holloway asked how long the permits are active for the Rivertown Overlook project. Mr. Reese responded that permits are active as long as the bonds are.

C. Building Official:

Mayor Porta asked Town Staff about the status of some projects on the Building Officials reports that have been outstanding for a long time. Councilmember Dawson responded that in many cases final paperwork is not submitted to close out a project. Mayor Porta directed Town Staff to ask the Building Official for updates on all the projects on the Building Official's report that are over two years old.

D. Town Manager:

Ms. Leidich submitted a manager's report as part of the meeting agenda. Ms. Leidich explained her plan for the Kayak ramp which includes 1.) Bringing on a project manager, 2.) Town Council and Mayor approval of plans, 3.) Projected forty five to sixty day construction of the Kayak Ramp. Ms. Leidich responded that she and Mr. Coon did a walk through Town with VDOT officials to discuss the parking study. Ms. Leidich also updated Town Council on the beginning of the Intersection Improvement project. Town Council discussed the implications of the crosswalks on Town safety.

Ms. Leidich informed Town Council that she would be attending the storm water management presentation prepared by Prince William County. Mayor Porta asked Ms. Leidich to provide monthly reports on the storm water management study, be able to apply for relevant grants, and be able to replicate the Prince William County presentation for Town Council.

Mayor Porta and Mr. Crim clarified that staff can spend more the five hundred dollars without Town Council approval if it has already been budgeted and appropriated.

Councilmember Fithian made a motion to retroactively approve the expenditure of seven hundred and eighty dollars for the property line surveys associated with the Town Annex.

A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the expenditure of seven hundred and eighty dollars for the property line surveys associated with the Town Annex. Motion passed, unanimously.

Mayor Porta and Town Staff decided that Town docks would be a good location for the first Patriot Scuba bench. Councilmember Dawson agreed to speak to the Lehto family about placing a Billy Williams memorial plaque on their privately owned bench.

E. Town Treasurer:

Ms. Rodriguez submitted a treasurer's report as part of the meeting agenda. Mayor Porta asked about the VACO finance investment pool in the budget. Ms. Leidich responded that it was two investment pools set up by VACO and VML as investment vehicles for localities.

F. Chief of Police:

Chief Linn submitted a chief of police report as part of the meeting agenda. Chief Linn also reported that he has directed his officers to increase enforcement of speeding on Tanyard Hill Road following complaints about speeding on the road.

Mayor Porta asked if Chief Linn's Town Council reports are publically available. Chief Linn responded that his Chief of Police reports are available online as part of the meeting agendas.

Councilmember Fithian asked what a DUI refusal entails. Chief Linn responded that under Virginia law refusal to take a breathalyzer test is a DUI refusal.

G. Boards and Commissions:

Councilmember Perkins reported that Planning Commission had, 1.) Made a document summarizing parking recommendations, 2.) Looked at new Town sign entrances.

Mayor Porta asked about the progress of the Town entrance beautification. Councilmember Perkins and Ms. Leidich responded that the trees are now dead and that the contractor is responsible for replacing the trees. At Councilmember Dawson's

suggestion, Mayor Porta directed Town Staff to ask the contractor about the viability of gator bags for the trees adjacent to the Town Annex.

Councilmember Fithian asked about the removal of the tree in Mamie Davis Park. Mayor Porta said he would speak to the concerned party about the current state of the tree.

Councilmember Holloway reported that the Architectural Review Board approved, 1.) New paint on the old Virginia Grille, 2.) New antenna installation on the Post Office, 3.) Staff Sign Inventory recommendations.

8. Regular Business

A. Town Code Review

Town Staff was directed to add its recommendation regarding Hill Alley to a list of future changes that will be voted on following complete Town Code review.

B. Parking Study Recommendation Discussion

The Council discussed the recommendations of the Planning Commission regarding parking in the historic district. Mayor Porta shared his view that the success of parking adjustments will not necessarily result in an increase in revenue from the BPOL and Meals Tax given the potential influence of other broader market factors on such revenues. Mayor Porta also noted that Tourist Information Center parking spots will become available once the Tourist Information Center closes. Mr. Coon described the steps Town Staff would take to implement the recommendations of the Planning Commission. Mayor Porta asked Town Staff to provide monthly updates on the progress on implementing any recommendations adopted.

A motion was made by Councilmember Dawson to direct Town Staff to report back to the Town Council on the actions staff recommend to implement the recommendations of the Planning Commission.

A motion was made by Councilmember Dawson, seconded by Vice Mayor Sivigny to direct Town Staff to report back to the Town Council on the actions staff recommend to implement the recommendations of the Planning Commission. Motion passed, unanimously.

C. Kayak Ramp Project

Councilmember Dawson mentioned his concerns about the potential parking problems created by the Kayak Ramp project. Mayor Porta shared his views on parking in regards to the Kayak Ramp project. Councilmember Holloway advised that when the Kayak Ramp is opened the newsletter should encourage residents to not park near the ramp after unloading their watercraft.

Councilmember Perkins made a motion to authorize the Mayor to sign the project agreements in regards to the Kayak Ramp project on behalf of the Town.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway to authorize the Mayor to sign the project agreements in regards to the Kayak Ramp project on behalf of the Town. Motion passed, unanimously.

D. Staff Sign Inventory Recommendations

Mayor Porta asked Town Staff about placing the proposed *Free Public Parking* where the Current *Visitor Center* sign is. Mr. Seigfried responded that a sign could be placed there if Town Council waited until the Visitor Center moved. Councilmember Holloway made a motion to authorize Town Staff to proceed with its recommendations.

A motion was made by Councilmember Holloway, seconded by Councilmember Perkins to authorize Town Staff to proceed with its recommendations and delay action on implementing the *Free Public Parking* sign. Motion passed, unanimously.

E. Request to Award Landscape Contract ITB 2020-001

Councilmember Fithian moved to award a contract for ITB 2020-001, Landscaping Maintenance Services, to Virginia Lawn Service in the amount of \$17,700, for a one-year term effective July 1, 2019 through June 30, 2020, that may be renewed annually for up to three years.

A motion was made by Councilmember Fithian, seconded by Councilmember Perkins to authorize Town Staff to award a contract for ITB 2020-001, Landscaping Maintenance Services, to Virginia Lawn Service in the amount of \$17,700, for a one-year term effective July 1, 2019 through June 30, 2020, that may be renewed annually for up to three years. Motion passed, unanimously.

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1), A personnel matter involving performance of town employees and as permitted by the Virginia Code Section 2.2-3711(A)(3) a matter involving acquisition of real property within Town limits for public purposes. Councilmember Dawson seconded. Ayes: all, by voice vote. Closed session began at 9:17 p.m.

The Council came out of Closed Session at 9:59 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Holloway seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins. Nays: None.

10. Adjournment

The meeting was adjourned at 10:00 p.m.

Christopher Coon
Town Clerk



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J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Bruce Reese, P.E., L.S.

Town Engineer's Report Town Council Meeting – August 6, 2019

Kayak/Canoe Launch – update from last report

Two bids received in July 2017 (Delta Marine and McLean Endeavors). Both bidders have since confirmed previous bids are still valid. Department of Conservation and Recreation (DCR) agreement has been executed by Mayor. Updates to permits, historic resources, threatened and endangered species authorized and proceeding. New contact person at DCR (Jett Johnson). Town Engineer and Manager seeking project manager to oversee contract. Accounting under review for reimbursables spent to date by Town

Kiely Court Project – update from last report

Land Disturbance Permit issued - construction commenced. Building permit applications have been submitted for both houses, but not yet issued. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site.

Rivertown Overlook Project – no change from last report

Land Disturbance Permit issued – construction proceeding.

Vantage Point BMP maintenance – no change from last report

Bid received from Total Development Solutions (\$38,730). Lynn property – re-inspected with calculations on channel capacity and protective lining. Town Engineer evaluated runoff onto downstream property and prepared channel improvement plan for owner.

Boundary Branch – no change from last report

Boundary Branch, Vantage Point BMP – various stormwater issues throughout Town.

Tanyard Hill Park (Oaks III) – update from last report

Approved by PWC BOS 5/15/18 with revised proffers

- Use as park and open space – trails and Stormwater Pond shown on GDP
- Plat vacating lot line when site plan needed - NRA to review first
- Access to potential parking lot for trail head allowed off Tanyard Hill
- Reserve ROW along Tanyard Hill and Old Bridge Roads
- Use LID as part of any development
- Pay \$75 per acre zoned (4.229 acres)

Mill at Occoquan – update from last report

Revised preliminary site plan and Special Use Permit applications re-submitted June 12, 2019 – staff report proceeding. Special Exception needed for work within Flood Hazard Area. Consultant assisting review for floodplain.

-END-

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT
Town of Occoquan - Permit Report
July 2019

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Valuation
BLD2019-05944	1501 COLONIAL DR	NON ILLUMINATED 5.7 3/4 X 2.9 1/2 FR	Building	Finalized	C - Sign	06/20/2019	07/19/2019	\$1,450.00
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOW	Building	Pending	C - Alteration/Repair			\$16,000.00
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UN	Building	Issued	C - Alteration/Repair	07/30/2018		\$16,000.00
GAS2019-00432	270 GASLIGHT LANDING C1	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		\$4,751.00
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATE	Building	Issued	C - Alteration/Repair	02/23/2018		\$10,000.00
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		\$20,000.01
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING PI	Building	Issued	R - Retaining Wall	04/15/2019		\$7,500.00
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT 5	Building	Issued	R - New Single Family Dwel	04/15/2019		\$100,000.00
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		\$20,000.01
BLD2014-05879	1441 OCCOQUAN HEIGHTS DECK		Building	Issued	R - Addition	04/25/2014		\$6,700.00
BLD2019-02551	112 POPLAR LN	ENCLOSING CARPORT	Building	Finalized	R - Addition	12/21/2018	07/01/2019	\$29,000.00
ELE2019-03688	112 POPLAR LN	Electrical installation for carport	Electrical	Finalized	R - Addition	03/29/2019	07/01/2019	\$1,000.00
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		\$60,000.00
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		\$6,000.00
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		\$2,200.00
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to f	Gas	Issued	R - Swimming Pool	01/16/2018		\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1f	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1f	Electrical	Issued	R - New Townhouse	04/29/2019		\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1f	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		\$5,500.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1f	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1f	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1f	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1f	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Electrical	Issued	R - New Townhouse	04/29/2019		\$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		\$5,500.00
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1f	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1f	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1f	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Building	Issued	R - New Townhouse	03/22/2018		\$45,000.00
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Electrical	Issued	R - New Townhouse	04/29/2019		\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Gas	Issued	R - New Townhouse	10/22/2018		\$1,000.00
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		\$5,500.00
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1	Plumbing	Issued	R - New Townhouse	10/22/2018		\$10,000.00

BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1 st Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1 st Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1 st Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN R Building	Issued	C - Alteration/Repair	01/31/2018	\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY Plumbing	Issued	C - Alteration/Repair	01/31/2018	\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI Building	Issued	C - Tenant Layout	10/25/2018	\$75,000.00
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCHEN Electrical	Issued	C - Tenant Layout	05/15/2019	\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI Gas	Issued	C - Tenant Layout	03/19/2019	\$12,000.00
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI Mechanical	Issued	C - Tenant Layout	03/19/2019	\$75,000.00
PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KI Plumbing	Issued	C - Tenant Layout	03/19/2019	\$2,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC Plumbing	Issued	R - Alteration/Repair	03/23/2018	\$15,000.00
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 1 Building	Issued	R - Alteration/Repair	08/13/2018	\$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 1 Electrical	Issued	R - Alteration/Repair	08/16/2018	\$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 1 Plumbing	Issued	R - Alteration/Repair	08/15/2018	\$750.00
PLB2018-01956	103 WEST LOCUST ST	Water Service Plumbing	Issued	R - Alteration/Repair	02/08/2018	\$1,400.00

END OF REPORT



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Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

Town Manager's Report Town Council Meeting – August 6, 2019

River Mill Park Bath House

Lower level storage room: staff will continue working with Prince William County to complete the required corrective work. Next steps include developing a design plan for the work that conforms to County's building code.

Mill at Occoquan Development Application

Once the developer has adequately addressed the Town Attorney's/Zoning Administrator's comments and provided a complete application package, including the Special Exception Request for development in the floodplain, the applications will start the formal review process by the Planning Commission and Town Council.

Visitor Center Kiosk

PWC staff is currently preparing to hold a design charrette with the ARB at a future meeting. Town staff has reviewed the MOA regarding the Kiosk and is awaiting the final version of the document from the County. The Virginia Tourism Corporation has also confirmed that the Tourism sign will remain on Route 95.

Kayak Ramp Project

The total budget for the project is \$348,057, with DCR contributing \$283,650.40. The Subgrantee Agreements have been signed by both DCR and the Town. The contractor has begun work to update the required permits. Staff is currently working to secure a project manager. The permit update process will take approximately 30-40 days to complete. The actual construction of the project will take approximately 45-60 days to complete.

Updates

- Staff has ordered the replacement for the mural by the Mill at Occoquan site
- The Dogue Indian Historic sign has been installed at River Mill Park
- Staff has found an electrician and is in the process of getting estimates to address the light issues in River Mill Park and the Pedestrian Bridge

Meetings, Training, and Events

- Mill at Occoquan Work Session with the Engineering Groupe, July 23
- Mill at Occoquan Work Session, July 26
- PWC Emergency Operations Town Interface Meeting, July 31
- Movie: Mary Poppins Returns, August 2
- Concert: 257th Army Band, August 10
- Concert: James Drakes with The Lone Pines, August 17
- Planning Commission/ARB Meetings, August 27

-End-



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Town Treasurer's Report Town Council Meeting - August 6, 2019

TOWN MANAGER
 Kathleen R. Leidich

TOWN TREASURER
 Carla M. Rodriguez

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending	None	Pink Bicycle Tea Room
BPOL Audit	Pending	2012 License Year	Fathom Realty
Meals Tax Audit	Pending	None	Riverside Coffee and Ice Cream
BPOL Audit	Pending	None	The Reclaimed Treasurers
Meals Tax Audit	Pending	None	Tastefully Yours
BPOL Audit	Pending	None	Patriot Scuba
Meals Tax Audit	Pending	None	MCKR Management/Cock and Bowl

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	17	7/31/2019	Not compliant
Madigan's Waterfront	3	7/31/2019	Not compliant
Riverside Coffee & Ice Cream	5	7/31/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Fathom Realty	2	7/31/2019	Not compliant
Pin Curls Hair Salon	2	7/31/2019	Not compliant
13 Magickal Moons	1	7/31/2019	Not compliant
MCKR Management/Cock and Bowl	1	7/31/2019	Not compliant
Home	1	7/31/2019	Not compliant
Pink Bicycle Tea Room	1	7/31/2019	Not compliant
The Secret Jewelry Garden	1	7/31/2019	Not compliant
Berrywood, Inc	1	7/31/2019	Not compliant
Artaville Rugs and More	1	7/31/2019	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Granny's Cottage Inc	3	\$201.60	7/31/2019	Not compliant

Mary Ann Auger	1	\$143.52	7/31/2019	Not compliant
Charlie Rong Cho & Jenney K	1	\$836.16	7/31/2019	Not compliant
Joyce Day	1	\$161.28	7/31/2019	Not compliant
Ernest Jason Fore	1	\$470.16	7/31/2019	Not compliant
Houghton	1	\$19.32	7/31/2019	Not compliant
Kathleen King	1	\$363.24	7/31/2019	Not compliant
Frederick Sales Jr	1	\$147.60	7/31/2019	Not compliant
Mir A& Lahora Yahya	1	\$177.96	7/31/2019	Not compliant

Transient Tax Delinquencies			
Property Owner	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Ballywhack Inc	6	7/31/2019	Not compliant

* Town staff is currently working on closing FY2019. Financials will be presented at the October regular town council meeting.

** Financials for July 1 -31, 2019 will be presented at the September regular town council meeting.



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

CHIEF OF POLICE
Adam C. Linn, J.D.

Occoquan Police Department

Monthly Town Council Report August 6, 2019

Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

Current Initiatives

Expanded the Calls for Service police coverage in Town. Working with town officers and auxiliary police officers to increase patrols and visibility during peak calls for service times.¹ Directed business checks and patrols during business hours.¹ Worked with officers to address administrative needs of Police Department.²

Directed traffic enforcement on Gordon Boulevard and Commerce Street area (speeding, Block the Box and Driving off Roadway), Union Street/Tanyard Hill Road (speed enforcement), and Washington Street (pedestrian safety and speeding).³ Directed stop sign enforcement and pedestrian safety enforcement in historic district.³ Increased foot patrols and visibility in historic business area.

Continued body worn cameras program for Town Officers and DMV selective enforcement grants to reduce accidents and pedestrian safety.⁴

Community Relations

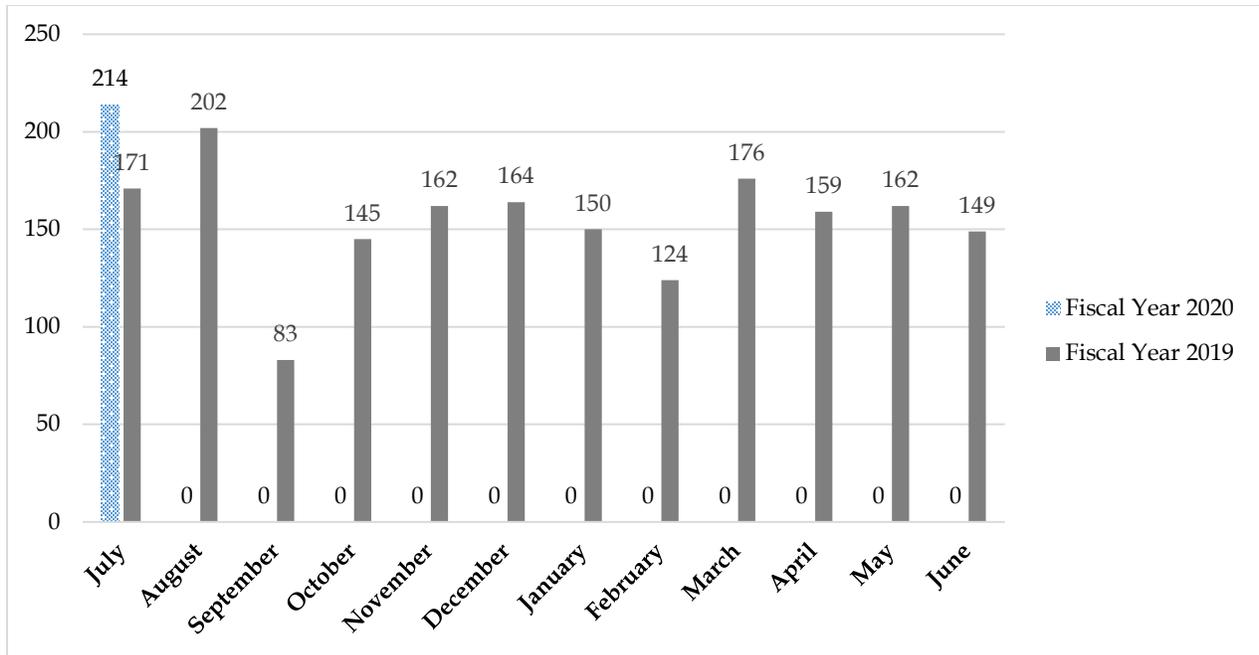
Provided patrol and visibility during 4th of July, Lemonade Stroll, and Harry Potter and Pokémon community events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

Continued with Business Outreach by having Police do regular business checks and speak with business partners regarding any concerns. Spoke with multiple residents, visitors, and business owners throughout the month.

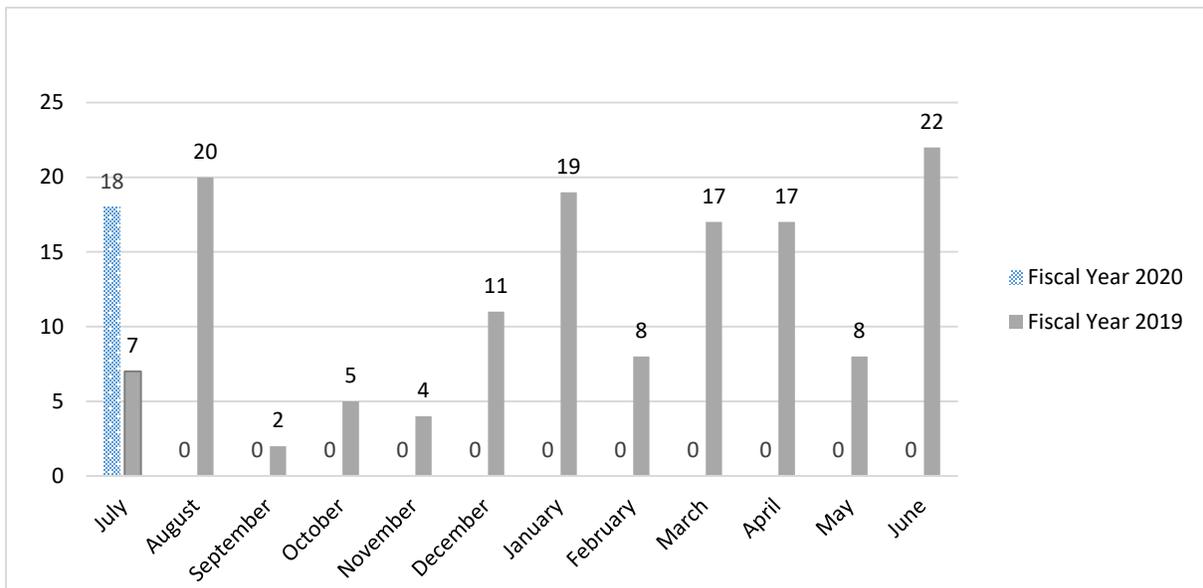
Patrol and Enforcement Activities

During the month of July, the Town Police made 8 custodial arrests (Felony Warrant Service, Drunk in Public, Reckless Driving, Resisting Arrest, 2 DUI, DUI Refusal, DUID), issued 214 traffic summonses, and 114 warnings.

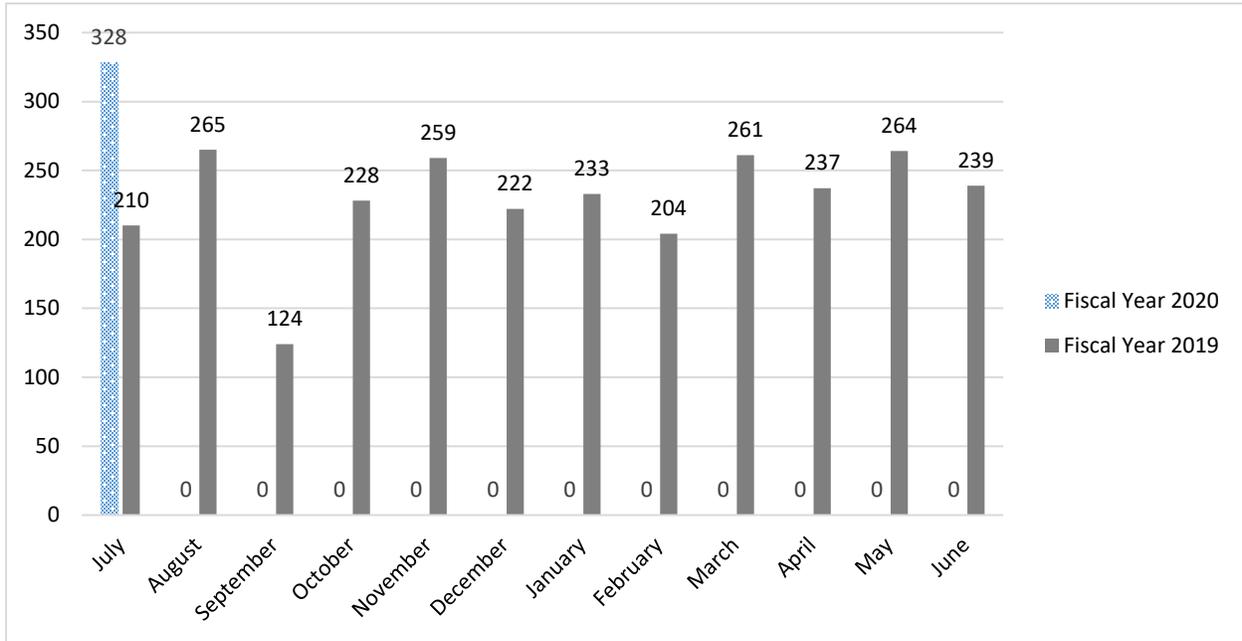
Traffic Summonses FYTD (GRAPH) ⁵



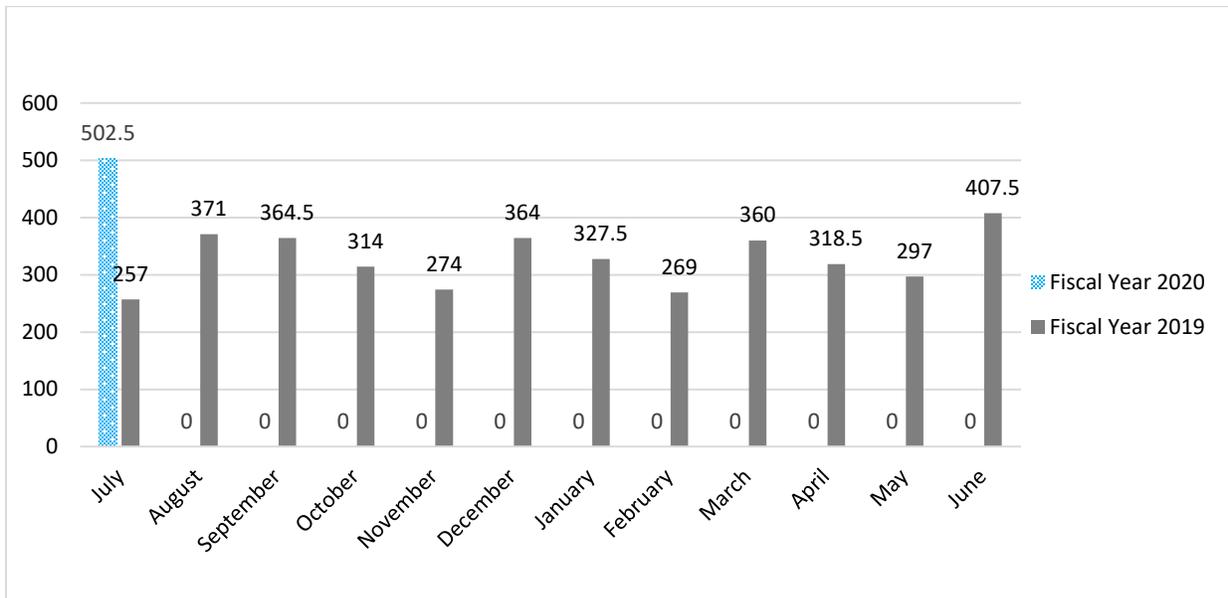
Parking Tickets Issued FYTD (GRAPH) ³

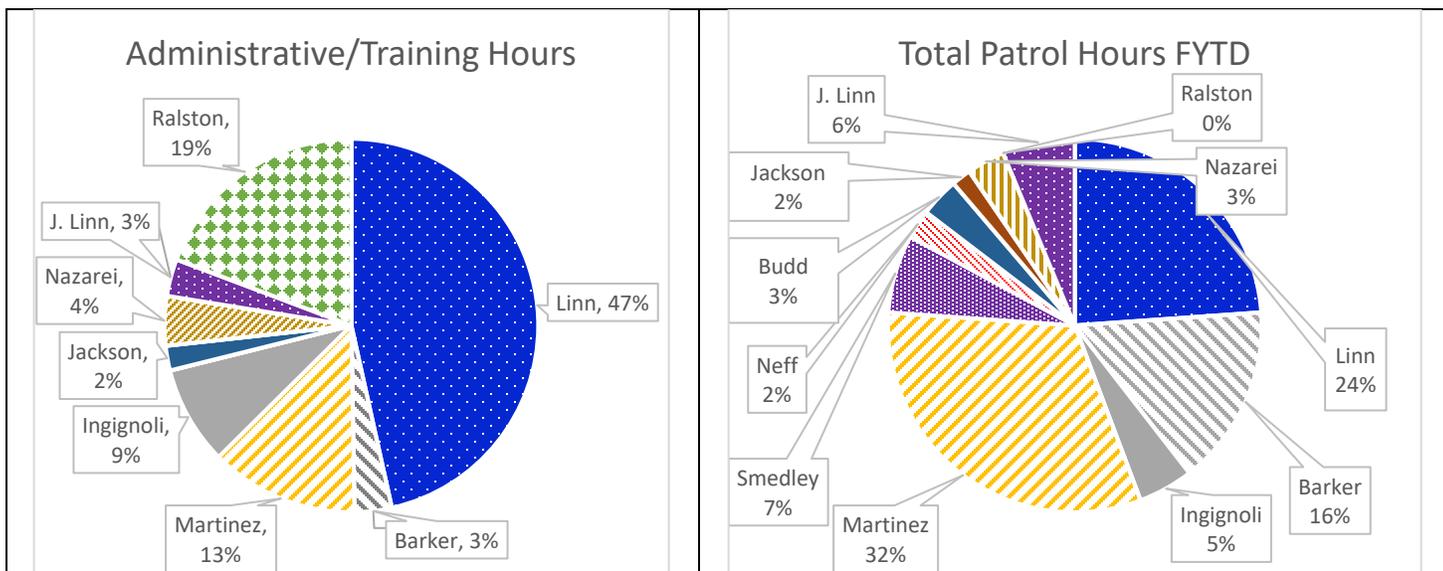


Traffic Stops YTD (GRAPH)⁵



Patrol Hours FYTD (GRAPH)⁵





Miscellaneous

Continued auxiliary police officer training.² Attended Prince William County Emergency Operations’ EOC meeting. Received Narcan and materials, planned training for August.²

¹ Goals 1, 2, and 3
² Goal 2
³ Goal 3
⁴ Goals 1, 2, and 3
⁵ Goals 1 and 3



TOWN OF OCCOQUAN
 CIRCA 1734 INCORPORATED 1874
 314 MILL STREET, P.O. BOX 195
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ARTS AND CRAFTS SHOW REPORT
 June 1 and 2, 2019 - FINAL
SPRING 2019 ARTS AND CRAFTS SHOW

CATEGORY	NUMBER OF VENDORS ¹ Spring 2019	NEW SPRING '19	Spring 2018 VENDORS
Town Businesses	37	12	27
Food	14	3	18
Commercial	29	10	26
Non-Profit	17	8	15
Crafter/ Artist	143	62	136
TOTAL	240	95	222

Expenditures (Budgeted vs. Actual)

Expenditure Category	Budgeted Cost	Actual Cost	(+/-)
Buses	\$15,200	\$15,633	\$433
Rentals - Table/Chair & Portable Johns	\$2,300	\$3,542	\$1,242
Day of Show Support	\$1,240	\$1,000	-\$240
Security/Traffic Control	\$7,400	\$7,224	-\$176
Advertising	\$7,000	\$4,978	-\$2,022
Materials and Supplies	\$3,200	\$1,852	-\$1,348
Entertainment	0	0	\$0
Indirect Expenses (Salaries & Wages) ²	\$14,475	\$14,475	\$0
TOTAL EXPENSE	\$50,815	\$48,704	-\$2,111

Revenue (Budgeted vs. Actual)

Revenue Category	Budgeted Revenue	Actual Revenue	+ / (-)
Booth Rentals	\$73,625	\$73,438	-\$187
Late Fees	\$1,000	0	-\$1,000
Shuttle Bus Income	\$24,250	\$21,160	-\$3,090
Vendor Parking	\$3,000	\$3,225	\$225
Merchandise	\$100	\$117	\$17
Beer Garden		\$978	\$978
TOTAL REVENUE	\$101,975	\$98,918	-\$3,057

Actual Total Revenue	Actual Total Expense
\$98,918	\$48,704
NET REVENUE	\$50,214

Actual vs. Budget

	FY 18 Budget (Per Show)	Actual Spring 2019
REVENUE	\$101,975	\$98,918
EXPENSES	\$50,815	\$48,704
NET REVENUE	\$51,160	\$50,214

Previous Spring Shows' Net Revenue

2018	\$29,902
2017	\$54,295
2016	\$53,608
2015	\$52,353
2014	\$54,360
2013	\$61,513

¹Indicates number of individual vendors, not number of booths sold.

²Estimated salary and payroll taxes for half of the year.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

7. Staff Report	Meeting Date: August 6, 2019
7H: FY 2020 Event Update	

Explanation and Summary:

Recently, Town Council requested updates on the development of the event(s) that will replace the Spring Craft Show in FY 2020. Specifically, Council was interested in the following information:

- Revenue Projections and Details for the Event(s)
- Updates on the proposed road closures
- Cost Projections and Details for the Event(s)

The attached update provides the form and framework for the future monthly updates.

Attachments: (2) Event Updates

- **RiverFest**
- **Spirits & Spirits**

FY 2020 RiverFest Update

Updated 7/24/19

Background

In April 2018, Town Council established the Craft Show Exploratory Committee to review the goals of the annual Town Arts & Crafts Shows and to provide recommendations to Council on the future of the Shows going forward. Council acknowledged receipt of the Committee's report in January 2019¹. The Events and Community Development Director provided the first update regarding the future event development process for FY 2020 to Council in April 2019.

The current Town Craft Show goals are to:

- **Enhance** the Town of Occoquan as a center for living, shopping, dining, art, and history²
- **Generate** funds for Town capital projects and other Town financial needs

Since 2013, the net revenue for the Spring Craft Show has remained in the \$52,300 to \$54,000 range. The net revenue for the FY 2018 Show was substantially lower (\$29,902) due to extreme weather conditions. The combined annual average net revenue for both shows has been \$106,000. The two major contributors to Craft Show revenues are shuttle bus sales and vendor booth sales. The shuttle bus revenue has remained relatively constant, while the vendor booth revenue has plateaued. Booth slots for each season used to be over 350 in the mid 1990's. More recently, it has been around 250 (For 2019 Spring Craft Show it was 240). Spring Craft Show booth slots are harder to fill.

The Craft Show Exploratory Committee recommendation was for the FY 2020 Spring Craft Show to be replaced with an Occoquan-branded event or events that have a revenue-generating alcohol sales component included. The Committee recognized that the revenue from one event may not be sufficient income to replace the Spring Craft Show revenue, so they also recommended at least one additional revenue-generating event be added in FY 2020 to compensate.

RiverFest

During the FY 2018 Fall Craft Show, 858 patrons completed a survey requesting opinions on what they would like to see in future Town events. Survey respondents felt the Town would benefit from a more diverse set of events. RiverFest incorporates several desired elements that were mentioned by the survey respondents:

- Alcohol related event
- Art Festival
- Retail Event

The relatively stable performance of the Spring Craft Show in years past, provides a solid base for the Town to build on as it develops future events that will ultimately replace it in FY 2020. Because RiverFest will be held on the first weekend of June, keeping the same dates as the Spring Craft Show, the dates will already be familiar to past attendees who already associate this weekend with a Town event.

¹ Council Acknowledged receipt of the report, with the disclaimer that acknowledgement of receipt and authorization to post did not constitute adoption of the recommendations in the report.

² Corresponds with Town Council FY 2020 Priority Area: Community Development and Programming (Increase reputation and viability of annual events).

RiverFest Event

Date

The event will take place Saturday, June 6, 2020, 10-8pm and Sunday, June 7, 2019, 10-5pm

Tentative Schedule

- River Activities 10am -5pm, both days
 - Standing Paddle Board Slalom Fun Run
 - River Cruises
 - Water Taxi—service provided; not revenue generating
- Artisan's Walk 10am – 5pm, both days
- Commercial Booths and Climbing Wall 10am -5pm, both days
- Beer Garden and Shrimp Boil 4pm-8pm, Saturday only
- Two Food Courts

Street Closures

Street closures include the length of Mill Street, from under the Rt. 123 Bridge to the Cul-de-sac; Washington, Ellicott, and Union Streets at Poplar Alley.

Shuttle

Event Shuttle-3 shuttle stops:

- Yellow (under 123 Bridge) delivers patrons directly to water activities, kids climbing wall, commercial booths and one of two food courts
- Green (Footbridge) delivers patrons directly to the Beer Garden, 2nd of 2 food courts and Artisan's Walk
- Purple (Moms) delivers patrons directly to the middle of the show.

Revenue

The event has been determined to be a two-day event for the following reasons:

- Estimate that a two-day event will generate 30-35% increase in revenue over a one-day event
- Two-day event will create an easier transition for long time artisans that are able to be juried into the Artisan's Walk
- Spring Craft Show vendors polled: over 25% said that would not apply to a one-day event, citing distance, logistics, and potential weather as reasons not to attend a one-day event

Ticketed events will be offered online prior to the event for **Standing Paddle Board Slalom Fun Run, River Cruises, and Beer Garden/Shrimp Boil**. Online ticket sales will provide a better estimate for event expense outlay. Tickets for these events will be cash only on the day of the event.

Projected Revenues and Expenditures

RiverFest 2020 Revenue		
		Notes
Sponsorships	3,000	3 Sponsors @\$1000
Booth Rentals	46,200	110 Artisans @\$300; 20 Commercial @\$500; 8 Food @400
Shuttle Fare	20,000	4000 Patrons @ \$5
Merchandise Sales	1,500	Souvenirs
Activity Revenue	7,500	100 Racers @\$15 + 60 Cruisers @\$45 + 160Climbers @\$5 + 100 dinners @25
Alcohol Entry Fees	6,250	250 @\$25
Vendor Parking	2,250	30 spaces @ 75
Total	86,700	
RiverFest 2020 Expenditures		
		Notes
On Call Labor	1000	
Materials and Operational Supplies		
ABC License	85	
Merchandise for resale	500	
Activity Expense	750	
Beer Costs	1,800	
TOTAL MATERIALS & SUPPLIES	3,135	
Equipment Rental		
Tent/table Rental	1,000	
Portajohns	2,300	
Shuttle	16,000	
Boat Charter	2,000	
Shrimp Boil	1,500	
Entertainment		
Bands	3,500	
Rock Wall	3,000	
TOTAL CONTRACTS	24,800	
Advertising - Marketing	7,000	
TOTAL ADVERTISING	7,000	
TOTALS		
RiverFest 2020 Revenue	\$86,700	
RiverFest 2020 Expenditures	\$35,935	
Net	\$50,765	

Logo



FY 2020 Spirits & Spirits

Background

Haunt the Town in years' past was a "passport" event produced by the Merchant Guild and similar in scope to the Chocolate Walk. Visitors were encouraged to visit a certain number of businesses, receive a stamp to fill the passport. Passports were submitted as an entry for a prize. Merchants were encouraged to decorate their businesses for the entire month of October for photo opportunities and to make the town look festive. On the 3rd Saturday of the month, the Guild held the passport/shopping event. While the Guild did advertise the event itself, they did not advertise, encourage, or promote trick or treating. Many merchants, however, understood the nature of a Halloween event and offered candy on the day of the event. Last year, Town staff added a pumpkin carving contest, a parade, a magic show, a movie, and candy giveaways to the shopping event day.

Haunt the Town has not been a hugely successful promotion for Town merchants and the Guild does not plan to repeat for FY2020. This year, the Town will host Spirits & Spirits, a day-long event for families.

Spirits & Spirits

Spirits & Spirits will take place the same Saturday that historically Haunt the Town was held, the 3rd Saturday of October. Businesses will be encouraged by the Guild to decorate to make the Town look festive. Kids Haunt the Town, from 11am to 4pm, will be the family-friendly portion of the event and will include merchant-sponsored kids' activities, and a town-sponsored costume parade and magic show. The Haunted Cave will include a 30 x 45 "haunted" maze, designed by the team at Patriot Scuba. The "spirits" garden will offer beer, wine, and spirits.

Date

October 26, 2019, 11am – 8 pm

Tentative schedule

- Kids Haunt the Town, 11 am to 4pm
- Costume Parade and Contest, 2 pm
- Magic Show, 3 pm
- Haunted Cave/Beer Garden from 4 pm - 8 pm

Street Closures

There will be no street closures for this event until the parade at 2pm. Police will institute a rolling closure at that point until parade participants are at River Mill Park.

Shuttle

The Town will provide a shuttle for offsite parking.

Revenue Generators

Up till now, the Town has brought in a brewery to host beer gardens; the town takes 15% of sales. Spirits and Spirits will be the first time that the Town will partner with a non-profit to generate revenue. The Town will partner with Patriots for Disabled Divers to spearhead the haunted cave and beer garden this ticketed event and split the revenue.

FY 2020 Spirits & Spirits

Projected Revenues and Expenditures

SPIRITS & SPIRITS REVENUE FY2020		
		Notes
Sponsorships	1,000	
Booth Rentals	0	No booth rentals
Shuttle Fare	0	Shuttle free to visitors
Activity Sales	3,000	\$10 Admission to Haunted Cave
Alcohol Sales	4,000	Estimate 500 beers poured
TOTALS	\$8,000	
SPIRITS & SPIRITS EXPENSES FY2020		
		Notes
Materials and Operational Supplies		
ABC License	175	
Haunted Cave	2000	One-time cost
Alcohol Costs	1500	
TOTAL MATERIALS & SUPPLIES	\$3,675	
Equipment Rental		
Tent/table Rental	200	
Portajohns	300	
Shuttle	750	
Entertainment	500	
TOTAL CONTRACTS	1750	
TOTAL ADVERTISING	250	
TOTALS	\$5,675	
Spirits & Spirits Revenue	\$8,000	
Spirits & Spirits Expenses	\$5,675	
Net	\$2,325	

FY 2020 Spirits & Spirits

Logo





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: August 6, 2019
8A: Building Official Follow-up Meeting	

Explanation and Summary:

At the July 16, 2019 Town Council Regular Business Meeting, staff received questions from the Council and members of the public regarding the status of any outstanding building permits that had been issued for projects within the Town. Staff followed up with the Prince William County Building Department to determine the number of outstanding permits. There are currently two projects within the Town where the permits are more than two years old.

Attachments (1): 7/29/19 Email Response from the Town Manager

Kathleen Leidich

From: Kathleen Leidich
Sent: Monday, July 29, 2019 11:34 AM
To: Council
Cc: Chris Coon (CCoon@occoquanva.gov); Luke Seigfried; Walt Seiberling
Subject: Council Meeting Follow up-Building Official Information

Mayor Porta and Member of Town Council,

As a follow up from the 7/16 Council meeting, I followed up with the Prince William County Building department regarding outstanding building permits for projects within the Town. Below, please find the information the provided by the PWC staff:

Background

1. VUSBC, Inspections: The permit holder is responsible for scheduling all inspections and ensuring a Final Inspection Approval is issued. VUSBC, Section 113.1.2 *Duty to Notify* states, "When construction reaches a stage of completion that requires an inspection, the permit holder shall notify the building official."
2. VUSBC, Abandonment of Work and Revocation: The VUSBC charges the Building Official with the following authority:
 - "Section 110.6 Abandonment of work. A building official shall be permitted to revoke a permit if work on the site authorized by the permit is not commenced within six months after issuance of the permit, or if the authorized work on the site is suspended or abandoned for a period of six months after the permit is issued; however, permits issued for plumbing, electrical and mechanical work shall not be revoked if the building permit is still in effect. It shall be the responsibility of the permit applicant to prove to the building official that authorized work includes substantive progress, characterized by approved inspections as specified in Section 113.3 of at least one inspection within a period of six months or other evidence that would indicate substantial work has been performed. Upon written request, the building official may grant one or more extensions of time, not to exceed one year per extension."
 - "Section 110.7 Single-family dwelling permits. The building official shall be permitted to require a three-year time limit to complete *construction* of a new detached single-family dwellings, additions to detached single-family dwellings, additions to detached single-family dwellings and residential accessory structures. The time limit shall begin from the issuance of date of the permit. The building official may grant extensions of time if the applicant can demonstrate substantive progress, characterized by approved inspections as specified in Section 113.3 of at least one inspection within a period of six months or other evidence that would indicate substantial work has been performed."
 - "Section 110.8 Revocation of a permit. The building official may revoke a permit or approval issued under this code in the case of any false statement, misrepresentation of fact, abandonment of work, failure to complete *construction* as required by Section 110.7 or incorrect information supplied by

the applicant in the application or *construction* documents on which the permit or approval was based.”

3. County Permitting System

- a. Prior to 2014, the County’s Permitting System did not provide for proactive tracking of permits. As a result, the County would simply administratively expire inactive permits after 3 or more years.
- b. In 2014, the County upgraded its permitting system to EnerGov, which is a more robust database. EnerGov improved the County’s ability to proactively track cases and permit history. As a result, the County now engages the responsible party prior to closing out or “expiring” an inactive permit.
- c. Currently, when an issued permit has not obtained an approved inspection within six months, EnerGov generates a letter to the responsible party. The letter’s subject line is ‘Abandoned Permit Expiration Letter’. The letter notifies the permit applicant that the building official is permitted to revoke a permit if work covered under the scope of the permit is not commenced within six months after issuance, or if the authorized work is suspended or abandoned for a period of six months after the permit is issued. The letter then identifies two ways to resolve the code violation:
 1. Schedule and obtain a required approved inspection within 10 business days.
 2. Submit a written request for an extension of the permit(s) to the Construction Services Branch Chief within 10 business days.
- d. In the event the permit applicant does not pursue either of the mentioned options, a code enforcement case is initiated. Based on the safety of the general public, the Building Code Enforcement Section proactively follows up on commercial properties. However, based on current staffing levels and the associated workload, the Building Code Enforcement Section relies on a complaint-based system for residential projects.

Current Situation

There are two projects within the Town of Occoquan where the permits are more than 2 years old. Following is the status of each project:

1. Residential Deck, 1441 Occoquan Heights Court (BLD2014-05879) – The Footing Inspection was approved May 2014. The Abandoned Permit Expiration Letter was sent to the owner on February 27th, 2018. The owner has not responded.
2. Residential Swimming Pool, 113 Poplar Lane (BLD2018-02753 & ELE2018-02286) – The Swimming Pool Structural Steel Inspection was approved December 15, 2017. The Abandoned Permit Expiration Letter was sent and the requested extension approved in August 2018. A second Abandoned Permit Expiration Letter was sent to the owner on June 7, 2019. The owner has not responded.

Next Steps: Both projects have been referred to the Building Code Enforcement Section.

If you have any questions or would like any additional information, please let me know.

Best regards,

Kathy

Kathleen R. Leidich, AICP
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kleidich@OccoquanVA.gov
www.OccoquanVA.gov





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: August 6, 2019

8B: Mill Street ADA Pedestrian Improvements

Explanation and Summary:

On July 16, 2019, staff attended the Kick-off/Scoping meeting for the Mill Street ADA Pedestrian Improvements project with representatives from Prince William County, VDOT and WSP (PWC Consultant for the project). The proposed design concepts for crosswalks at the Mill Street/Ellicott Street and Mill Street/Washington Street intersections were presented and thoroughly discussed. Staff later briefed the Town Council on these design concepts at its July 16, 2019 Regular Business meeting.

The project will provide pedestrian improvements at the Ellicott Street and Washington Street intersections along Mill Street. In all, the project proposal includes the replacement of a maximum of ten curb ramps and five crosswalks at these two intersections. After additional research of the proposed design concepts for the crosswalks and ramps, staff recommends the following concepts for Council Consideration (Attachment 1):

- Ellicott Street Intersection
 - Replacing the angled crosswalk across Mill Street with a more direct crossing, possibly using bump outs
- Washington Street Intersection
 - Eliminating the crosswalk on Mill Street that does not have a stop bar (Uncontrolled Location)

The original design concepts for the crosswalks at these intersections can be found in Attachment 2.

Engineer's Recommendation: Approval

Town Attorney's Recommendation: N/A

Town Manager's Recommendation: Approval



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

Proposed/Suggested Motion:

“I move that the Town Council endorse the recommended design concepts for the pedestrian improvements on Mill Street at the intersections of Washington Street and Ellicott Street, as referenced in Attachment 1 and presented at the August 6, 2019 Town Council Regular Business meeting.”

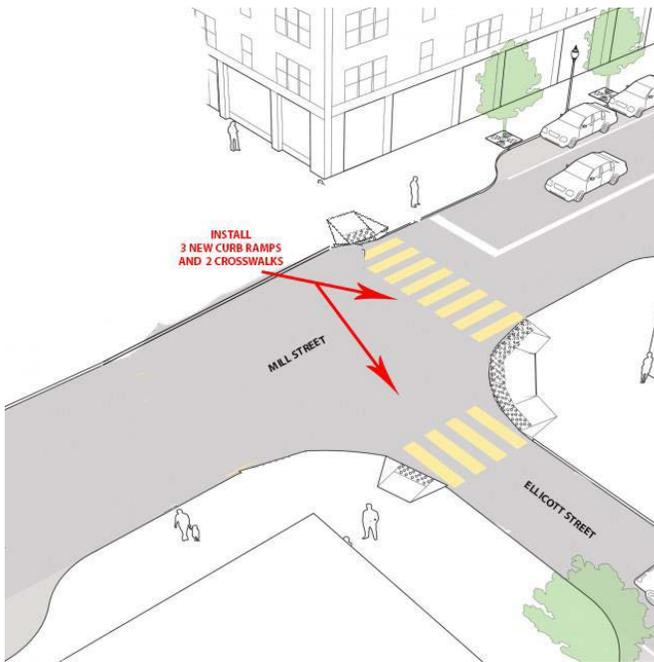
OR

Other action Council deems appropriate

Attachments (2):

- Attachment 1: Recommended Concepts
- Attachment 2: Concept Drawings

Ellicott Street Intersection



Recommended Concepts

Replacing angled crossing of Mill Street with more direct crossing, possibly creating bump outs where the hatched pavement is currently, on both sides of the street.

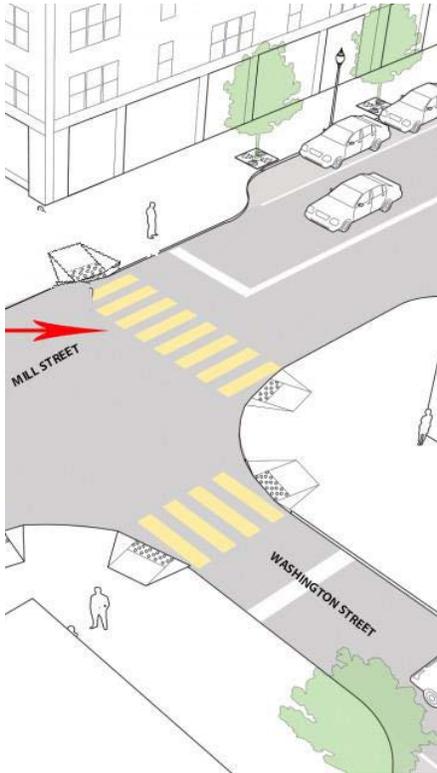
Benefits:

The more direct crossing of Mill Street will minimize the loss of parking spaces (angled crosswalk design may result in the loss of 1-3 spaces)

Design Considerations

Replacing the original concept (angled crossing of Mill Street) with the more direct route will require additional design work and may increase cost to the project. Eliminating the crosswalk (without the stop bar) from the Washington Street intersection may help offset this cost.

Washington Street Intersection



Recommended Concepts

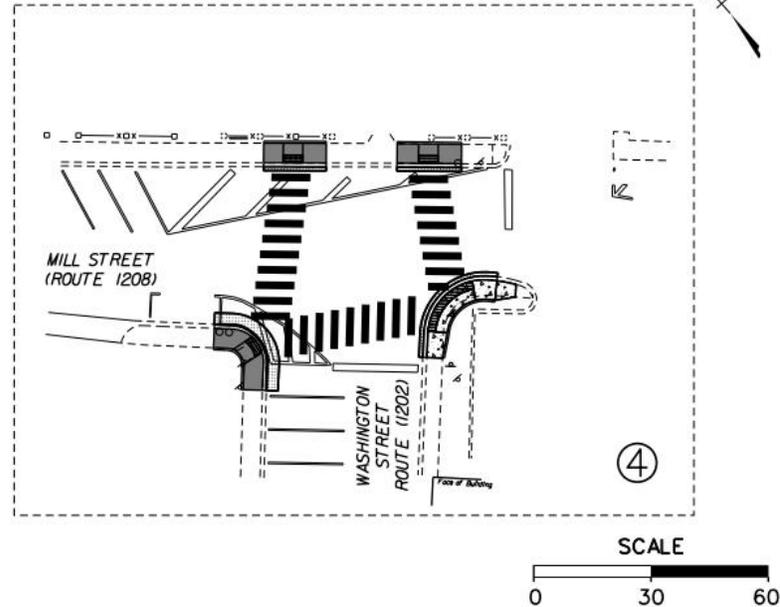
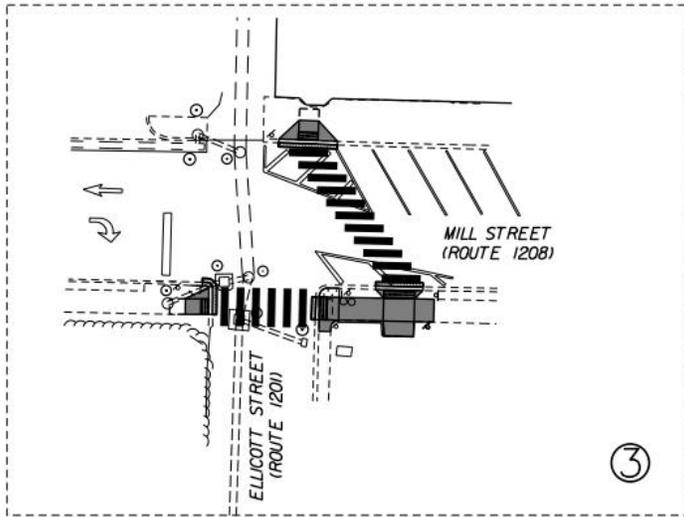
Eliminating the crosswalk without a stop bar across Mill Street, while maintaining the crossing at the stop bar on Washington Street and the crossing with the stop bar on Mill Street.

Benefits

- Pedestrian safety is increased when crosswalks are supported by traffic control measures like stop signs (controlled locations); Crosswalks direct pedestrians to the recommended crossing path.
- Controlled locations do not require VDOT crosswalk studies, which will save 60-90 days on the overall completion of the project.
- Eliminating the proposed crosswalk:
 - Will preserve the single parking space on Mill Street, to continue helping calm traffic making the left turn from Washington Street.
 - May enable the consultant to redesign the ramp area to avoid having to acquire additional right-of-way for the project.
 - May help offset the cost of redesigning the crosswalk at Ellicott Street.

Mill Street Crosswalks & ADA Compliant Ramps

Concept Drawings



Ellicott Street

Washington Street

This project will provide pedestrian improvements at the Washington Street and Ellicott Street intersections along Mill Street in the Town of Occoquan, VA. The proposed project involves replacing a maximum of ten curb ramps and five crosswalks at these two intersections.

Additional Concepts for Consideration

- **Ellicott Street Crossing:**
 - Replace angled crossing of Mill Street with more direct crossing, creating bump outs where hatched pavement is currently on both sides of the street
- **Washington Street Crossing:**
 - Eliminating Mill Street crossing without stop bar, maintain crossing at stop bar on Washington Street, maintain crossing at stop bar on Mill Street.

Next Steps:

- NEPA Documentation
- ROW Authorization/ Final Design Submittal
- ROW/Final Design Submittal
- Final Submittal
- Bid Document Package (projected to be November 2019)