



# TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125  
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

## ARCHITECTURAL REVIEW BOARD MEETING

**Tuesday, December 10, 2019**  
**7:30 PM**

### TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. August 27, 2019 Meeting Minutes
3. Set Meeting Calendar for 2020
4. ARB2019-003: 305 Mill Street - Retractable Awning
5. ARB2019-004: 311 Mill Street - Exhaust Fan Installation on Roof
6. Prince William County Visitor Center Kiosk Concept
7. Town Council Report
8. Planning Commission Report
9. Chair Report

Brenda Seefeldt  
Chair, Architectural Review Board



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD MEETING

### Agenda Communication

<b>3. Regular Agenda</b>	<b>Meeting Date:</b> December 10, 2019
<b>3: 2020 Meeting Schedule for Architectural Review Board</b>	

#### **Explanation and Summary:**

This is a request to set the Architectural Review Board meeting schedule for the 2020 calendar year.

#### **Current Meeting Schedules**

- **Town Council:** The Town Council currently meets on the first Tuesday of the month at 7:00 PM in Town Hall. In addition, the Town Council meets on the third Tuesday of the month, except for August and December, for work sessions at 7:00 PM in Town Hall.
- **Planning Commission:** The Planning Commission currently meets on the fourth Tuesday of the month at 6:30 PM in Town Hall when it has business to conduct.
- **Architectural Review Board:** The Architectural Review Board (ARB) meets on the fourth Tuesday of each month at 7:30 PM in Town Hall.

**Town Staff Recommendation:** Approval.

**Cost and Financing:** N/A

**Account Number:** N/A

#### **Proposed/Suggested Motion:**

"I move to approve the 2020 Architectural Review Board meeting and holiday schedule as presented."

OR

Other action Planning Commission deems appropriate.

#### **Attachments (1):**

1. **2020 Monthly Meeting/Holiday Schedules**

**TOWN OF OCCOQUAN**  
**2020 Planning Commission/ Architectural Review Board**  
**Meeting Schedules**

DATE	MEETING TYPE
Tuesday, January 28, 2020	Planning Commission Regular Meeting
Tuesday, January 28, 2020	Architectural Review Board Regular Meeting
Tuesday, February 25, 2020	Planning Commission Regular Meeting
Tuesday, February 25, 2020	Architectural Review Board Regular Meeting
Tuesday, March 24, 2020	Planning Commission Regular Meeting
Tuesday, March 24, 2020	Architectural Review Board Regular Meeting
Tuesday, April 28, 2020	Planning Commission Regular Meeting
Tuesday, April 28, 2020	Architectural Review Board Regular Meeting
Tuesday, May 26, 2020	Planning Commission Regular Meeting
Tuesday, May 26, 2020	Architectural Review Board Regular Meeting
Tuesday, June 23, 2020	Planning Commission Regular Meeting
Tuesday, June 23, 2020	Architectural Review Board Regular Meeting
Tuesday, July 28, 2020	Planning Commission Regular Meeting
Tuesday, July 28, 2020	Architectural Review Board Regular Meeting
Tuesday, August 25, 2020	Planning Commission Regular Meeting
Tuesday, August 25, 2020	Architectural Review Board Regular Meeting
Tuesday, September 22, 2020	Planning Commission Regular Meeting
Tuesday, September 22, 2020	Architectural Review Board Regular Meeting
Tuesday, October 27, 2020	Planning Commission Regular Meeting
Tuesday, October 27, 2020	Architectural Review Board Regular Meeting
Tuesday, December 15, 2020**	Planning Commission Regular Meeting
Tuesday, December 15, 2020**	Architectural Review Board Regular Meeting

Total Planning Commission Regular Meetings (6:30 PM): 11

Total Architectural Review Board Regular Meetings (7:30 PM): 11

\*\*Consolidating November/December Meetings to avoid conflict with Thanksgiving/Christmas holidays

# TOWN OF OCCOQUAN

## 2020 Town Council Meeting Schedule

DATE	MEETING TYPE
Tuesday, January 7, 2020	Regular Meeting
Tuesday, January 21, 2020	Work Session
Tuesday, February 4, 2020	Regular Meeting
Tuesday, February 18, 2019	Work Session
Tuesday, March 3, 2020	Regular Meeting
Tuesday, March 17, 2020	Work Session
Tuesday, April 7, 2020	Regular Meeting
Tuesday, April 21, 2020	Work Session
Wednesday, May 5, 2020	Regular Meeting
Tuesday, May 19, 2020	Work Session
Tuesday, June 2, 2020	Regular Meeting
Tuesday, June 16, 2020	Work Session
Tuesday, July 7, 2020	Regular Meeting
Tuesday, July 21, 2020	Work Session
Tuesday, August 4, 2020	Regular Meeting
Tuesday, September 1, 2020	Regular Meeting
Tuesday, September 15, 2020	Work Session
Tuesday, October 6, 2020	Regular Meeting
Tuesday, October 20, 2020	Work Session
Wednesday, November 4, 2020*	Regular Meeting
Tuesday, November 17, 2020	Work Session
Tuesday, December 1, 2020	Regular Meeting

Total Regular Meetings: 12

Total Work Sessions: 10

\*Moved regular November meeting date to following Wednesday due to Election Day.

### 2020 Town observed holidays

Town Hall will be closed in observance of the following holidays:

January 1, 2020 - New Year's Day	September 7 - Labor Day
January 20 - Martin Luther King, Jr. Day	October 12 - Columbus Day
February 17 - Presidents' Day	November 11 - Veterans Day
May 25 - Memorial Day	November 26, 27 - Thanksgiving Holiday
July 3 - Independence Day (Observed)	December 24, 25 - Christmas Holiday
Staff Work Weeks: 6/8 and 9/28	January 1, 2021 - New Year's Holiday

Floating Holiday: December 31-New Year's Eve



Town of Occoquan  
Virginia

OCT 10 2019

RECEIVED

ARB 2019-003

No. #830611  
\$10.00 cash by Caita

# TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

## APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential

This application must be filed at Town Hall by **noon on the Wednesday** prior to the Architectural Review Board meeting, which is regularly scheduled on the fourth Tuesday of each month at 7:30 p.m. in Town Hall. The Board requires that actual paint color samples and product brochures (and a photograph of the structure if there is to be a change to the structure's exterior) accompany this form. Applicants are encouraged to refer to the Guidelines (Residential and Commercial) which are available for review at Town Hall and online at [www.occoquanva.gov](http://www.occoquanva.gov). The applicant or a representative must be present at the meeting, during which the ARB will review the application.

Name: MERIAL GURRIL (Patriot Scuba)

Mailing Address: PO BOX 27

Phone: (703) 930 3584 Date Submitted: 30 Sept 19

Project Address: 305 Mill ST B-7

Work is scheduled to begin (date): As soon as approved

### Roof and Roofing

Pitch: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

### Dormers

Pitch: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

### Windows

Dimensions: \_\_\_\_\_ Window Placement: \_\_\_\_\_

Grid Pattern/Color: \_\_\_\_\_ Grid Profile: \_\_\_\_\_

Shutter Color: \_\_\_\_\_ Trim Paint Color: \_\_\_\_\_

13'x8' Retractable Awning to be centered over  
the first window on the side of the  
building - color - white



**Material(s)**

Brick, stucco, siding, etc.: \_\_\_\_\_

Color(s): \_\_\_\_\_ Pattern: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

**Doorway(s)**

Design/Pattern: \_\_\_\_\_

Column Size: \_\_\_\_\_ Porch Post(s) Size: \_\_\_\_\_

Spindle Design: \_\_\_\_\_ Color(s): \_\_\_\_\_

Light Fixtures (color/style/placement): \_\_\_\_\_

**Fences, walls, decks**

Material(s) (wood, brick, stucco, etc.): \_\_\_\_\_

Color(s): \_\_\_\_\_

Pattern: \_\_\_\_\_

Decorative Trim and/or Hardware: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

For new construction or alteration of structure, attach nine copies of scale drawings of the proposal. For new construction, attach a schematic showing building in relation to neighboring buildings.

Landscape Design Plan Attached? Yes  No

Meriah P. Canner  
Applicant's Signature

\_\_\_\_\_  
Chair, Architectural Review Board

Date Submitted: 30 Sept 19

Date Approved: \_\_\_\_\_

<b>TOWN USE ONLY</b>	
Check No.: _____	Cash Receipt No.: _____
Application Fee: \$10	





- 13' -  
|  
8'  
|



Town of Occoquan  
Virginia  
NOV 01 2019  
RECEIVED

**TOWN OF OCCOQUAN**  
314 Mill Street, PO Box 195  
Occoquan, VA 22125  
(703) 491-1918 info@occoquanva.gov  
www.occoquanva.gov

**Zoning Review Application**

FOR TOWN USE ONLY		
Zoning Permit No.:	Issue Date:	Zoning Official:
<b>SECTION 1: APPLICANT AND OWNER INFORMATION</b>		
<b>APPLICANT INFORMATION</b>		<b>OWNER INFORMATION</b>
Applicant Name: <u>Emil Wigode</u>		Owner Name: <u>Dick &amp; Caroline Lynn c/o Kawa Justice</u>
Business Name (if applicable): <u>Bottle Stop Wine Bar</u>		Address (No., City, Address, Zip): <u>311 Mill St., LLC Omisol Woodbridge</u>
Address (No., City, Address, Zip): <u>311 Mill St. Occoquan Va 22125</u>		Email: <u>kjustice622@gmail.com</u>
Email: <u>ekwigode@msn.com</u>		Phone No.: <u>(703) 915-9476</u>
Phone No.: <u>(703) 587-7772</u>		
<b>SECTION 2: ZONING ACTIVITY</b>		
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Addition
<input type="checkbox"/> New Tenant/Use	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Other _____
Proposed Use and/or Improvements: <u>Install exhaust fan, platform and railings on roof (see attached drawing)</u>		Size (Sq. Ft./Length) of Construction: <u>1400 SF existing 2000 new space (3 months)</u>
<b>SECTION 3: SITE INFORMATION</b>		
Site Address: <u>311 Mill Street, Occoquan Va 22125</u>		Parcel No.:
Subdivision Name: <u>n/a</u>		Lot Size: <u>8393-64-6979</u>
Zoning District: <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input checked="" type="checkbox"/> B-1 <input type="checkbox"/> PPU	PWC GPIN: <u>↑</u>	Use:
Special Use Permit Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		HOA Approval? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
Historic District: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <small>(NOTE: ARB Approval for exterior modifications and signage is required for activities located within the Historic District.)</small>	RPA on Site: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	IDA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Supporting Documentation (Attached): <input type="checkbox"/> Plan/Plat <input type="checkbox"/> Narrative <input type="checkbox"/> Specification Sheet <input checked="" type="checkbox"/> Other: <u>architectural mechanical drawings</u>		
Please ensure all exhibits are drawn to scale.		
<b>SECTION 4: NOTICES TO APPLICANT/PROPERTY OWNER</b>		
Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. In some cases, such covenants may be more restrictive than the Occoquan Town Code, and the issuance of permits will not relieve you of complying with any		

applicable private restrictions. We recommend that you contact your Home/Business Owners Association to determine the existence and applicability of any such covenants.

Additionally, it is the responsibility of the applicant/owner to obtain permission from applicable easement holders before placing any structure within an established easement.

Please note that any changes to the exterior of buildings and/or properties located within the Historic District require approval by the Architectural Review Board prior to work beginning. The ARB meets on the second Tuesday of each month; applications are due to Town Hall by noon on the Wednesday before a scheduled meeting. It is the responsibility of the applicant/owner to apply for ARB approval through Town Hall PRIOR to installing any exterior modifications as requested in this zoning request.

**INFORMATION PROVIDED BY THE APPLICANT/OWNER ON BUSINESS LICENSE APPLICATIONS, SITE PLANS, PLATS, RELATED DOCUMENTS, VERBALLY OR WRITTEN SHALL BE ASSUMED TO BE TRUE AND ACCURATE (I.E. PROPOSED/EXISTING USES & STRUCTURES, SETBACKS, EASEMENTS, ETC.) IF INFORMATION PROVIDED IS INACCURATE, INCOMPLETE OR OTHERWISE MISREPRESENTED, THIS APPROVAL WILL BE CONSIDERED NULL & VOID.**

**Applicant/Property Owner Signature**

  
Authorized Signature

11/1/19  
Date

**FOR TOWN USE ONLY**

Date Filed:

Fee Amount:

Check/Receipt No.:

Date Paid:

**Date to Zoning  
Administrator:**

Approved  Disapproved

\_\_\_\_\_  
Signature (ZA)

\_\_\_\_\_  
Date

Conditions:  
\_\_\_\_\_  
\_\_\_\_\_

**Date to Architectural  
Review Board:**

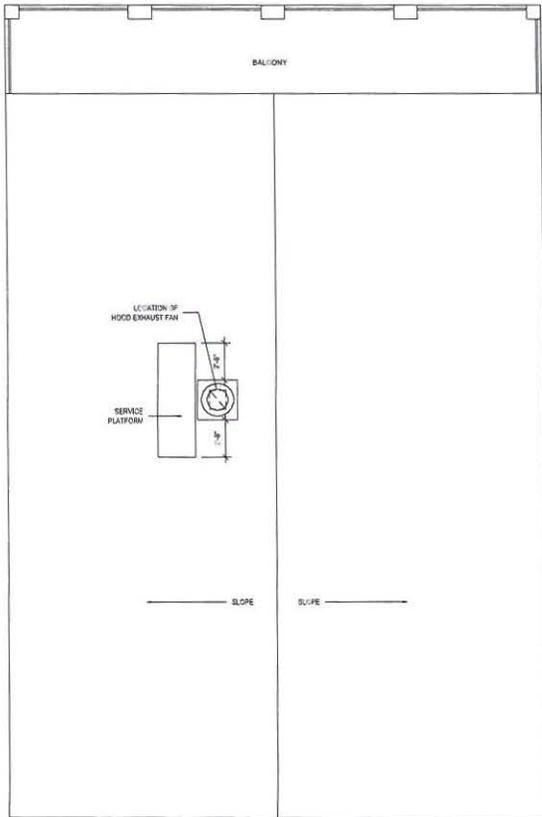
Approved  Disapproved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Conditions:  
\_\_\_\_\_  
\_\_\_\_\_

NOTES

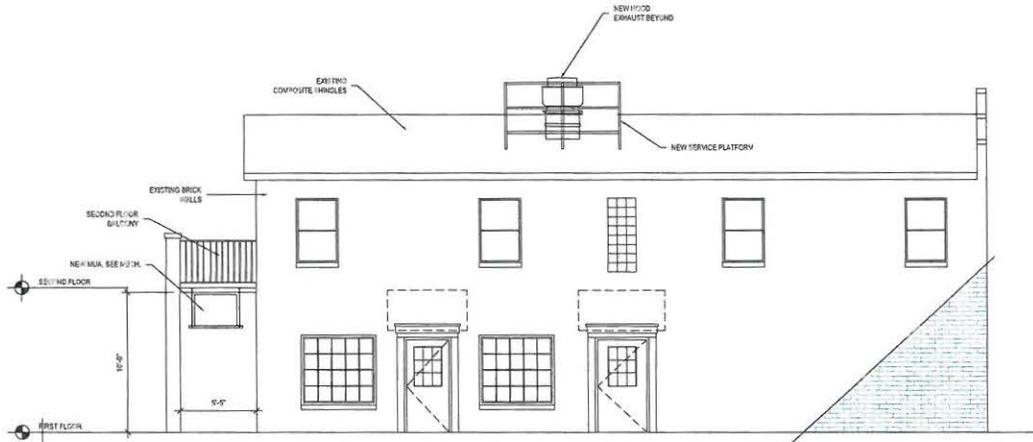


**C** ROOF PLAN  
1/4"=1'-0"



NOTE: NO WORK TO EXISTING BUILDING EXTERIOR. ELEVATION SHOWN AS REFERENCE FOR NEW EXHAUST FAN LOCATION.

**A** MILL STREET ELEVATION  
1/4"=1'-0"



NOTE: NO WORK TO EXISTING BUILDING EXTERIOR. ELEVATION SHOWN AS REFERENCE FOR NEW EXHAUST FAN LOCATION.

**B** WEST ELEVATION  
1/4"=1'-0"

# BOTTLE STOP WINE BAR

## RENOVATION

311 MILL STREET  
OCCOQUAN, VA 22122  
TOWN OF OCCOQUAN  
PRINCE WILLIAM COUNTY



**DESIGN AMERICA**  
CONSULTING ENGINEERS  
1409 E. D. KATE DRIVE  
LEESVILLE, VA 24121

CONTACTS:  
ALFONSO MALLOU 703-884-4971 amallou@designa.com  
JOSH FEIN 813-290-0231 jfein@designa.com

DESIGN CONTACT:  
HUBERT  
818 BEAVER BEND RD  
GREAT FALLS, VA 22064  
703-884-4765  
hpl\_101@designa.com



PERMIT 10242019

NO.	REVISIONS	DATE

DRAWING TITLE  
**ROOF PLAN & ELEVATIONS**

SCALE  
REFERENCE NO. 2018-OCCOQUAN  
SHEET NO.

# A3.0

## Kathleen Leidich

---

**From:** Ned Marshall <NMarshall@enggroupe.com>  
**Sent:** Wednesday, November 13, 2019 11:02 AM  
**To:** Kim Wigode; Kathleen Leidich  
**Cc:** Occoquan-TEG; E Porta3  
**Subject:** RE: Zoning Permit Application-311 Mill St.

Kim,  
You will need to screen the exhaust fan from view from a public right of way.  
You will need approval from the ARB.  
Once approved by the ARB, I will approve the zoning review application.

Ned

### **Ned A Marshall, L.S.**

Executive Vice President

### **The Engineering Groupe, Inc.**

Engineers | Surveyors | Planners

13580 Groupe Drive, Suite 200

Woodbridge, VA 22192

Ph. (703) 670-0985 x1108

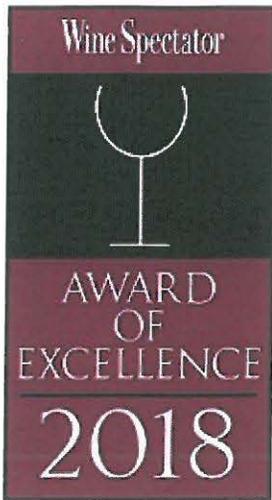
Fx. (703) 670-7769

***"Over Twenty-five Years of Excellence – Since 1990"***

**From:** Kim Wigode <ekwigode@msn.com>  
**Sent:** Wednesday, November 13, 2019 10:43 AM  
**To:** Ned Marshall <NMarshall@enggroupe.com>; Kathleen Leidich <KLeidich@occoquanva.gov>  
**Cc:** Occoquan-TEG <Occoquan-TEG@enggroupe.com>; Earnie Porta <portaewp@gmail.com>  
**Subject:** Re: Zoning Permit Application-311 Mill St.

Hi, can you provide status/determination on this zoning permit? Thank you

Kim & Emil Wigode  
Bottle Stop Wine Bar  
311 Mill Street  
Occoquan, VA 22125  
703-494-1622  
[www.bottlestoptva.com](http://www.bottlestoptva.com)



---

**From:** Kim Wigode <[ekwigode@msn.com](mailto:ekwigode@msn.com)>  
**Sent:** Thursday, November 7, 2019 2:56 PM  
**To:** Ned Marshall <[NMarshall@enggroupe.com](mailto:NMarshall@enggroupe.com)>; Kathleen Leidich <[KLeidich@occoquanva.gov](mailto:KLeidich@occoquanva.gov)>  
**Cc:** Occoquan-TEG <[Occoquan-TEG@enggroupe.com](mailto:Occoquan-TEG@enggroupe.com)>  
**Subject:** RE: Zoning Permit Application-311 Mill St.

I would assume from certain vantage points/angles the exhaust fan would be partially visible from the sidewalk. The service platform will have a railing, but not a solid screen.

Emil Wigode  
Sommelier/Owner  
Bottle Stop Wine Bar  
311 Mill Street  
Occoquan, VA 22125  
703-587-7772 (cell)  
[www.bottlestopwinebar.com](http://www.bottlestopwinebar.com)

---

**From:** Ned Marshall <[NMarshall@enggroupe.com](mailto:NMarshall@enggroupe.com)>  
**Sent:** Thursday, November 7, 2019 11:45:25 AM  
**To:** Kim Wigode <[ekwigode@msn.com](mailto:ekwigode@msn.com)>; Kathleen Leidich <[KLeidich@occoquanva.gov](mailto:KLeidich@occoquanva.gov)>  
**Cc:** Occoquan-TEG <[Occoquan-TEG@enggroupe.com](mailto:Occoquan-TEG@enggroupe.com)>  
**Subject:** RE: Zoning Permit Application-311 Mill St.

Will the exhaust hood be seen from the public right of way?  
Does the service platform act as a screen for the exhaust hood?

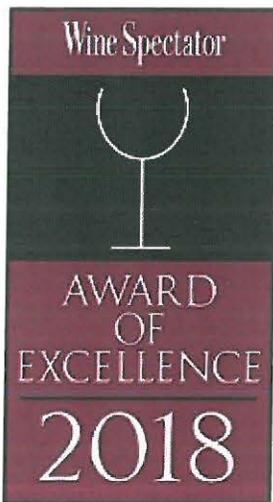
**Ned A Marshall, L.S.**  
Executive Vice President  
**The Engineering Groupe, Inc.**  
Engineers | Surveyors | Planners  
13580 Groupe Drive, Suite 200  
Woodbridge, VA 22192  
Ph. (703) 670-0985 x1108  
Fx. (703) 670-7769

**"Over Twenty-five Years of Excellence – Since 1990"**

**From:** Kim Wigode <[ekwigode@msn.com](mailto:ekwigode@msn.com)>  
**Sent:** Thursday, November 07, 2019 11:24 AM  
**To:** Kathleen Leidich <[KLeidich@occoquanva.gov](mailto:KLeidich@occoquanva.gov)>; Ned Marshall <[NMarshall@enggroupe.com](mailto:NMarshall@enggroupe.com)>  
**Cc:** Occoquan-TEG <[Occoquan-TEG@enggroupe.com](mailto:Occoquan-TEG@enggroupe.com)>  
**Subject:** Re: Zoning Permit Application-311 Mill St.

Attached is a pdf copy of the roof plan.

Emil & Kim Wigode  
Bottle Stop Wine Bar  
311 Mill Street  
Occoquan, VA 22125  
703-494-1622  
[www.bottlestopva.com](http://www.bottlestopva.com)



---

**From:** Kathleen Leidich <[KLeidich@occoquanva.gov](mailto:KLeidich@occoquanva.gov)>  
**Sent:** Thursday, November 7, 2019 10:58 AM  
**To:** Ned Marshall <[NMarshall@enggroupe.com](mailto:NMarshall@enggroupe.com)>; [ekwigode@msn.com](mailto:ekwigode@msn.com) <[ekwigode@msn.com](mailto:ekwigode@msn.com)>  
**Cc:** Occoquan-TEG <[Occoquan-TEG@enggroupe.com](mailto:Occoquan-TEG@enggroupe.com)>  
**Subject:** RE: Zoning Permit Application-311 Mill St.

Mr. Wigode,

If you would please provide the additional information being requested (below) from the Zoning Administrator Ned Marshall (703-670-0985, ext. 1108). I have cc'd Mr. Marshall on this email to facilitate the connection.

Thanks,

Kathy

-----  
Kathleen R. Leidich, AICP  
Town Manager  
Town of Occoquan  
314 Mill Street  
PO Box 195  
Occoquan, VA 22125  
(703) 491-1918 Ext. 2  
[kleidich@OccoquanVA.gov](mailto:kleidich@OccoquanVA.gov)  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)



**From:** Ned Marshall <[NMarshall@enggroupe.com](mailto:NMarshall@enggroupe.com)>  
**Sent:** Thursday, November 07, 2019 6:08 AM  
**To:** Kathleen Leidich <[KLeidich@occoquanva.gov](mailto:KLeidich@occoquanva.gov)>  
**Cc:** Occoquan-TEG <[Occoquan-TEG@enggroupe.com](mailto:Occoquan-TEG@enggroupe.com)>  
**Subject:** RE: Zoning Permit Application-311 Mill St.

Kathy,  
Is your copy of the roof plan & elevation sheet legible?  
Ned

**Ned A Marshall, L.S.**  
Executive Vice President  
**The Engineering Groupe, Inc.**  
Engineers | Surveyors | Planners  
13580 Groupe Drive, Suite 200  
Woodbridge, VA 22192  
Ph. (703) 670-0985 x1108  
Fx. (703) 670-7769  
*"Over Twenty-five Years of Excellence – Since 1990"*

**From:** Ned Marshall  
**Sent:** Monday, November 04, 2019 7:42 AM  
**To:** Kathleen Leidich <[KLeidich@occoquanva.gov](mailto:KLeidich@occoquanva.gov)>  
**Cc:** Occoquan-TEG <[Occoquan-TEG@enggroupe.com](mailto:Occoquan-TEG@enggroupe.com)>  
**Subject:** RE: Zoning Permit Application-311 Mill St.

Kathy,  
Is there a better scan of the roof plan & elevation sheet.  
It's difficult to read.

**Ned A Marshall, L.S.**

Executive Vice President

**The Engineering Groupe, Inc.**

Engineers | Surveyors | Planners

13580 Groupe Drive, Suite 200

Woodbridge, VA 22192

Ph. (703) 670-0985 x1108

Fx. (703) 670-7769

*"Over Twenty-five Years of Excellence – Since 1990"*

**From:** Kathleen Leidich <[KLeidich@occoquanva.gov](mailto:KLeidich@occoquanva.gov)>

**Sent:** Friday, November 01, 2019 4:04 PM

**To:** Ned Marshall <[NMarshall@enggroupe.com](mailto:NMarshall@enggroupe.com)>

**Subject:** Zoning Permit Application-311 Mill St.

Ned,

Attached, please find the zoning permit application for 311 Mill Street, which is located in the historic district. If you would, please confirm whether it will require ARB approval.

Have a good weekend,

Kathy

Kathleen R. Leidich, AICP

Town Manager

Town of Occoquan

314 Mill Street

PO Box 195

Occoquan, VA 22125

(703) 491-1918 Ext. 2

[kleidich@OccoquanVA.gov](mailto:kleidich@OccoquanVA.gov)

[www.OccoquanVA.gov](http://www.OccoquanVA.gov)



MOLDED PLASTIC OR  
CAST BRONZE SEAL

RAISED, MOLDED  
PLASTIC LETTERS;  
BRONZE FINISH

BLACK, POWDER  
COATED METAL  
POSTS; FLUTED

RAISED DURABOND  
PANEL

ALL WEATHER  
BROCHURE  
HOLDERS INCL.  
OCCOQUAN MAPS

KIOSK TO BE  
DOUBLE SIDED

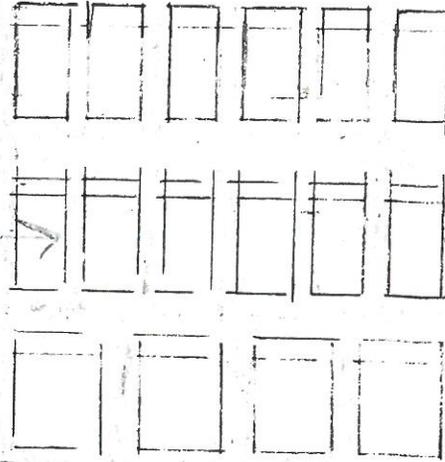
BRONZE COLORED  
BORDER

FLAT LETTERING  
PRINTED ON  
DURABOND  
PANEL; COLOR  
SUBJECT TO CHANGE

TOWN  
OF  
OCCOQUAN



PRINCE WILLIAM COUNTY  
TOURISM INFORMATION  
CENTER



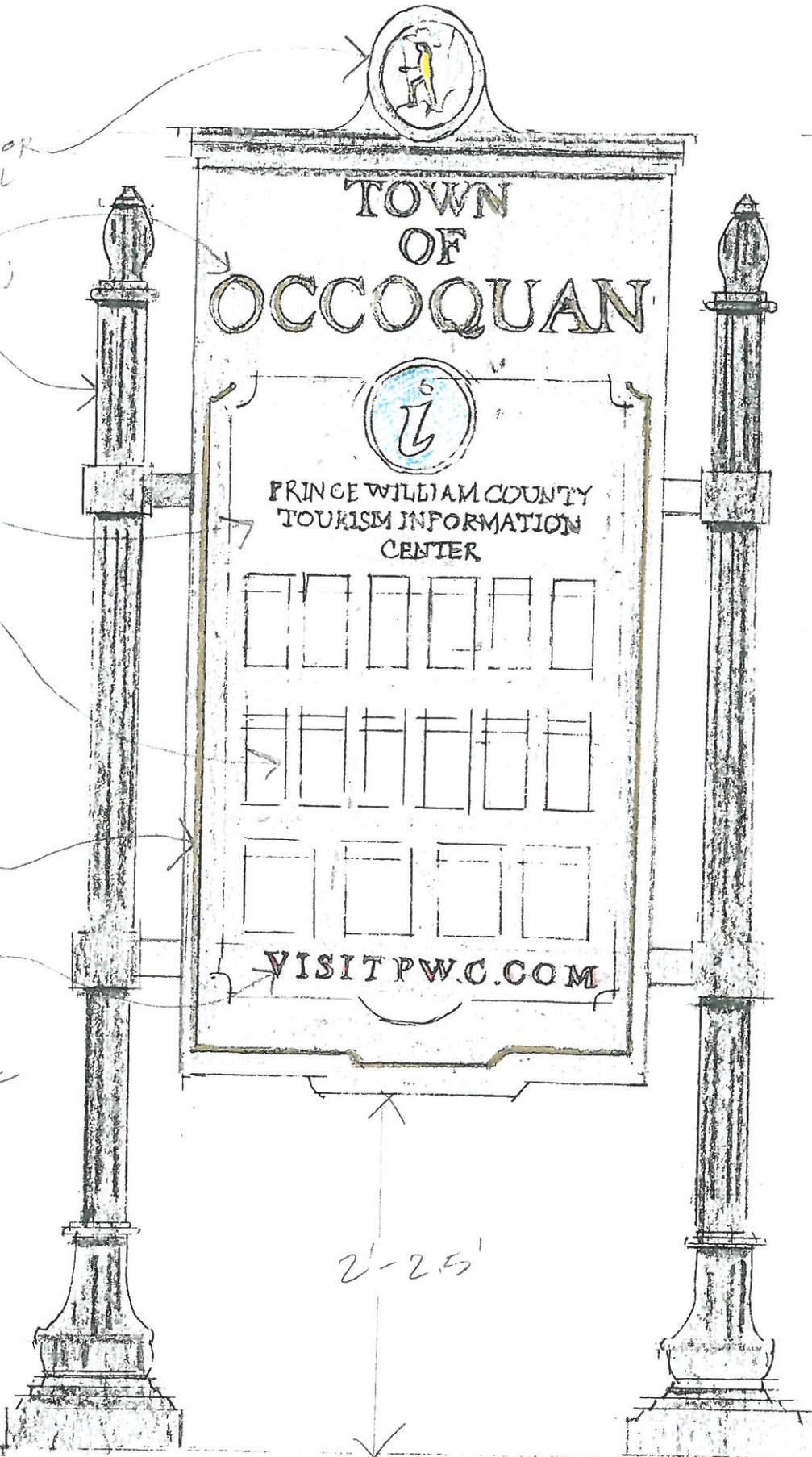
VISIT P.W.C.COM



6-7'



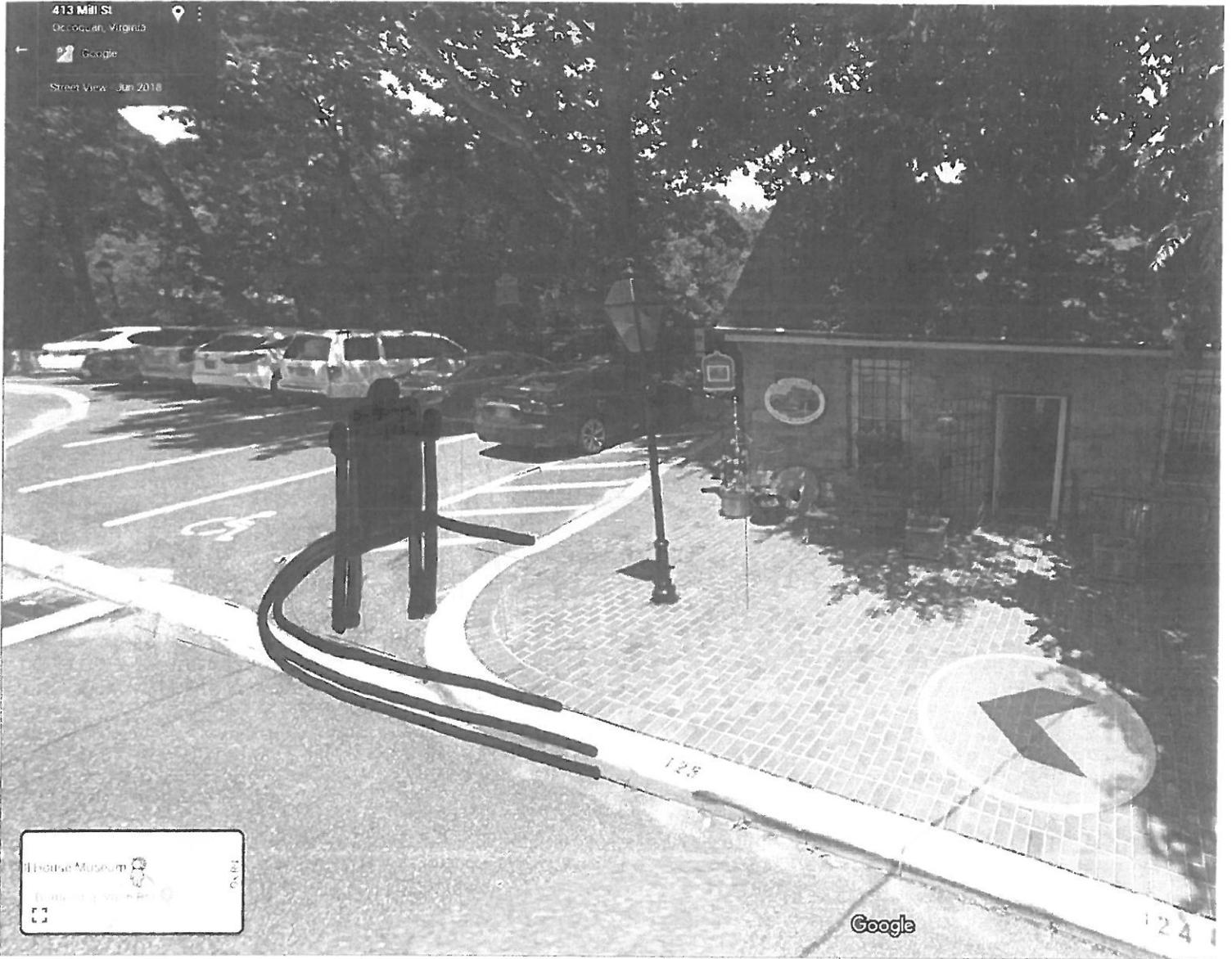
2'-2 1/2'





EXAMPLE OF SIGN  
STYLE PROPOSED

*Winnetka Chamber of Commerce*



APPROXIMATE  
LOCATION.

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_ 2019, by and between the Prince William Board of County Supervisors (“County”) and the Town of Occoquan (“Town”).

### WITNESSETH:

WHEREAS, the County currently operates a Certified Tourism Information Center (CTIC) at 200 Mill Street through a lease with the Town; and

WHEREAS, the County will cease operations of the current CTIC due to the creation of a mobile visitor center program; and

WHEREAS, the Town desires to retain a permanent CTIC within its downtown area; and

WHEREAS, the County currently provides the Town financial support to operate the Mill House Museum located at 413 Mill Street in the downtown area, which will meet CTIC designation requirements including operating hours, availability of attraction brochures and public bathrooms are in close proximity; and

WHEREAS, the County has agreed to install and supply a free-standing visitor information kiosk on existing Town land next to the Mill House Museum, which shall hereinafter be referred to as the (“Project”); and

WHEREAS, the Town and County recognize the benefits that visitors and citizens of Occoquan and Prince William County will derive from the Project; and

NOW, THEREFORE, in consideration of mutual covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Town and County do hereby agree as follows:

#### I. PURPOSE

- a. Agreement is for the County to construct, supply, and maintain a free-standing visitor information kiosk adjacent to the Mill House Museum on Town property (GPIN Parcel Number 8393-65-2114) in accordance with Exhibit A, which is incorporated in this Agreement.

## II. TERM

- a. The term of this Agreement shall be five (5) years with the option of one (1), five (5) year renewal. The Agreement will automatically renew if no party provides written notification to extend.

## II. PERMITTING

- a. The County shall be responsible for obtaining all required local, state, and federal permits and approvals necessary for the project and all fees associated with such.
- b. The County's obligations under this Agreement shall terminate in the event that, despite the County's use of its best efforts, the required permits and approvals for the Project are not obtained within twelve (12) months from the date of this Agreement.

## III. CONSTRUCTION

- a. The County shall be responsible for selecting a contractor to perform the work included in the Project if not using County staff. All contractors, if used, will, at a minimum:
  - i. Demonstrate successful completion of not less than three similar projects within the previous two years;
  - ii. Hold a Class A Virginia contractor's license; and
  - iii. Provide proof of insurance that complies with Town guidelines.
- b. The County shall be responsible for all Project costs unless otherwise specified in this Agreement.
- c. The Project shall be completed within six (6) months following receipt of all required permits and approvals for the Project, provided that such deadline shall be postponed for the duration of any event of force majeure or any other delay beyond the control of the County. If the County is unable to complete the Project within this period of time, the Town shall have the right to terminate the Agreement.
- d. The visitor information kiosk installed by the County under this Agreement shall remain the property of the County.

## IV. MAINTENANCE AND STOCKING

- a. The County shall be responsible for all maintenance, repair, or replacement of the kiosk structure from roof to the point of ground-attachment.

- b. The Town shall be responsible for all maintenance and repairs immediately adjacent to and under the kiosk, including, but not limited to, the sidewalk.
- c. All small maintenance and repair work shall be performed within a thirty (30) day period. Structural maintenance shall performed within a ninety (90) day period. Total kiosk replacement due to vehicular collision or an act of God shall be completed within one hundred and eighty (180) days.
- d. If the County fails to provide proper maintenance in accord with standards herein, the Town shall have the authority to perform the work and invoice the County who agrees to pay all direct costs.
- e. The Town shall maintain a minimum 48" horizontal clearance around the kiosk for accessibility purposes.
- f. The County shall visit the kiosk weekly and shall replenish all print materials displayed at the information kiosk as needed.
- g. The County shall stock tourism literature in accordance with CTIC standards as well as local attractions throughout the County. Town merchants who wish to display print material shall make a request to the Office of Tourism in accordance and shall not be guaranteed display space. The County shall have the right to remove all unauthorized material.

#### V. CERTIFIED TOURISM INFORMATION CENTER DESIGNATION

- a. The Virginia Tourism Corporation (VTC) has granted the County permission to transfer CTIC designation to the Town of Occoquan / Millhouse Museum and kiosk site upon the condition that CTIC designation requirements are met including (1) the museum is open to the public a minimum of five (5) days per week, including Saturday and Sunday; (2) the adjacent park bathrooms are open to visitors; and (3) designated parking is made available. The Town agrees to meet these conditions at its own expense if it wishes to retain its CTIC designation.
- b. The County agrees to file the necessary paperwork to transfer CTIC designation to the Town and change the CTIC address with the VTC.
- c. Failure to meet CTIC designation criteria will result in the Town losing its CTIC designation at its own expense, but shall not relieve the County from continuing to meet all terms of the agreement.
- d. Maintenance and up keep of CTIC directional signage and wayfinding shall be determined by the County.

## VI. TERMINATION

- a. The Agreement can be terminated by either party with thirty (30) days notice without penalty to either party.
- b. If the County consistently fails to perform, or demonstrates, reckless disregard for any term or terms of this Agreement, the Town may, at its sole discretion, after thirty (30) days written notice to the County and reasonable opportunity to cure, (1) terminate this Agreement. If the Town consistently fails to perform, or demonstrates reckless disregard for any term or terms of this Agreement, the County may, at its sole discretion, after thirty (30) days written notice to the Town and reasonable opportunity to cure, (1) terminate this Agreement.

## VII. ENFORCABILITY

- a. It is expressly agreed and understood that this Agreement is to be construed under the laws of the Commonwealth of Virginia and may only be enforced in the courts of Prince William County, Virginia.

## VIII. INSURANCE

- a. At all times during the Term, at its own cost and expense, the County shall keep in force commercial general liability insurance in standard form, protecting the County and the Town, as an additional insured, against personal injury, including bodily or property damage and contractual liability on an occurrence basis if available and if not, then on a claims made basis, in either case in an amount not less than One Million Dollars (\$1,000,000) per occurrence and with an annual aggregate limit of not less than Three Million Dollars (\$3,000,000).
- b. Copies of all insurance policies required by this Agreement shall be delivered by the County to the Town.

## IX. AMENDMENTS AND ASSIGNMENT

- a. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof.
- b. This Agreement shall not be modified, amended, or changed in any respect except in writing duly signed by the parties hereto, and each party hereby waives any right to amend this Agreement in any other way.

- c. This Agreement may not be assigned by any of the parties hereto without the express written consent of the other party.
- d. All of the terms and provisions of this Agreement shall be binding upon and shall insure the benefit of the parties hereto and their successors. In addition, the parties agree that terms and provisions of this Agreement are reasonable.
- e. If any provision of this Agreement shall be determined to be invalid or unenforceable, such determination will not affect the validity of the other provisions of this Agreement.
- f. None of the provisions of this Agreement is intended to grant any right or benefit to any person or entity that is not party to this Agreement unless specified in the Agreement.

X. NOTICE

- a. All notices and deliveries required under this Agreement shall not be effective for any purpose unless the same shall be given or served as Follows:

If to County, to:

Prince William County Parks, Recreation and Tourism  
Director  
14420 Bristow Road  
Manassas, VA 20112

If to Town, to:

Town of Occoquan  
Mayor Earnie Porta  
314 Mill St.  
P.O. Box 195  
Occoquan, VA 22125

- b. Every such notice, demand, request, other communication or delivery of documents or funds hereunder shall be deemed to have been given or served for all purpose hereunder on the date on which it is received or refused by the party to whom it was sent, whether by courier, certified mail, or U.S. First Class Mail, postage prepaid.

IN WITNESS WHEREOF, the Town and County have caused these presents to be duly executed, in duplicate, and have caused their respective corporate seals or signatures to be hereto affixed.

Town of Occoquan

BY: \_\_\_\_\_

Mayor Earnie Porta  
314 Mill St.  
P.O. Box 195  
Occoquan, VA 22125

Prince William Board of County Supervisors

BY: \_\_\_\_\_

Chairman Corey Stewart  
Board of County Supervisors  
1 County Complex Ct. Prince William, VA 22192

DRAFT

EXHIBIT A

DRAFT

**ATTACHMENT 2**  
**Description of Visitor Information Kiosk**

### Memorandum of Agreement Summary

1. County desires to install one (1) Visitor Information Kiosk and other related improvements as described, on existing land in the Town of Occoquan at the Mill House Museum. All costs for the project will be born by the County.
2. Kiosk maintenance costs will be born by County and Site maintenance costs will be born by the Town, after acceptance of project by Town.
3. County shall obtain, provide and replace as needed all print materials displayed at the Visitor Information Kiosk.
4. Town will provide a staff person at the Mill House Museum, in accordance with operational hours required by the Virginia Tourism Corporation's criteria for Certified Tourist Information Centers.
5. County shall be financial responsibility for the cost of fabrication, installation and all future maintenance of VDOT "Virginia Welcome Center" directional signs on Interstate 95.