



**OCCOQUAN TOWN COUNCIL**  
**Work Session Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, January 15, 2019**  
**7:00 p.m.**

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

**Absent:** Councilmember Cindy Fithian

**Staff:** Kathleen Leidich, Town Manager, Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Carla Rodriguez Town Treasurer; Julie Little, Community and Events Director.

**1. Call to Order**

Mayor Porta called the meeting to order at 7:02 p.m.

**2. Reports**

Mayor Porta wanted to have Town Staff report in the Town Newsletter which streets in Town are affected by the Snow Emergency Route and review some internal process on posting notices of residents passing.

Ms. Leidich reported on the following items:

- (1) **Kiely Court Development** - Kiely Court has installed a new construction entrance with rocks and silt fencing to help prevent mud from coming into the street. After the snow storm the owner will be contacted about the significant debris and mud on the sidewalk and roadway.
- (2) **River Mill Park** - Heaters have been received and will be installed on Wednesday. Once the electrical inspection is complete, it will be inspected by Prince William County. Once the inspection is approved, the restrooms will be open.
- (3) **Mill at Occoquan** - A comment letter has been sent to the developers. Since the Zoning Code also does not allow a change by use of a special exception, that item will need to come to Town Council to change the Zoning Code to allow special exceptions for height and setbacks in the B-1 District. She will work with Mr. Crim to identify the most expedited process for this item. The Home Occupation Certificate item will also be included in the required public hearing.
- (4) **Town Logo** - The updated Town Logo will be on the February Town Council agenda and revealed to the public after the meeting.

**3. Regular Business**

**3A. Approval of Town Code Recodification**

Councilmember Holloway moved to adopt Ordinance #2019-01 for the Recodification of the Town Code.

**A motion was made by Councilmember Holloway, seconded by Councilmember Perkins that the Action Item be approved. Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Dawson, and Vice Mayor Sivigny, by roll call vote. Councilmember Fithian was absent.**

**3B. FY 2020 Budget Work Session**

Ms. Leidich presented a report to Town Council. She reported that the Budget Committee will no longer have Town Council members, only Town Staff. She then presented the Town Council priorities and showed how the priorities parallel the Comprehensive Plan, Strategic Plan, and the Planning Commission Annual Report. She also discussed budget focus areas for the Town like facility and park maintenance. Town Council provided feedback to Ms. Leidich and town staff to move forward in the budget process.

**3C. Occoquan Elementary School Boundary Discussion**

Mayor Porta provided an update to Town Council on this item. He stated that all plans that will go before the School Board include the Town of Occoquan staying at Occoquan Elementary. Town Council wanted to report that they support any plan to keep Town residents at Occoquan Elementary.

**3D. Visitor Center Kiosk Discussion**

Mayor Porta presented Prince William County's mobile kiosk plans. This includes a fully functional kiosk that would allow the signage on I-95 to remain in place. Town staff will conduct research and work with the ARB on the design of the kiosk. Comments will be taken by the Occoquan Merchants Guild, Town Council, the Historical Society, and the ARB before final approval.

**4. Adjournment**

The meeting was adjourned at 10:40 p.m.



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Christopher Coon  
Town Clerk