



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

January 7, 2020 | 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. December 3, 2019 Regular Business Meeting Minutes
5. Mayor's Report
6. Councilmember Reports
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Zoning Administrator
 - e. Town Treasurer
 - f. Chief of Police
 - g. Public Works
 - h. Events and Community Development Director
 - i. Boards and Commissions
 - j. Town Manager
8. **Regular Business**
 - a. Update on Kayak Ramp Project- Change Order
 - b. Confirmation of 2020-2021 Council Focus Areas
 - c. Community Partnership Award - Resolutions
 - d. Stormwater Management Work Plan
9. Closed Session
10. Adjournment

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.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, December 3, 2019
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Cindy Fithian and Eliot Perkins

Absent: Councilmembers Matthew Dawson and Laurie Holloway

Staff: Kathleen Leidich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Katy Nicholson, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m., noting that Council barely was able to make quorum, and one of the councilmembers in attendance was not feeling well. Mayor Porta proposed that discussions regarding the Community Partnership Award and the confirmation of the 2020-2021 Council Focus Areas, as well as reports from the Events and Community Development Director, Police Chief and Architectural Review Board be postponed until the January meeting.

2. CITIZENS TIME

Lance Houghton, 127 Washington Street, commented that there was construction debris in the right-of-way in front of 426/430 Mill St. Mr. Houghton suggested that the town either require the property owner to clear and/or obscure the debris, or do so itself. Mr. Houghton also noted that the property owner has placed for sale and bank financing signage in the right-of-way.

3. APPROVAL OF MINUTES

A. November 7, 2019 Regular Business Meeting Minutes

Moved by Councilmember Perkins, as amended; seconded by Vice Mayor Sivigny.
Motion **passed** unanimously by voice vote.

B. November 19, 2019 Work Session Minutes

Moved by Councilmember Perkins; seconded by Councilmember Fithian.
Motion **passed** unanimously by voice vote.

4. MAYOR'S REPORT

Mayor Porta reported on the following activities in which he participated:

- 11/8 – Ribbon cutting for Organic Allure
- 11/8 – Interview with student on governmental processes
- 11/12 – Volunteer Event at the Bottle Stop.
- 11/21 – Interview and tour with VOA Indonesia Service
- 11/22 – Guild Open House and Town Tree Lighting
- 12/1 – Ebenezer Blessing and Town Holiday Party

Mayor Porta also reported on or inquired of staff regarding the following items:

- Mayor Porta and Events Director Julie Little have updated the OCQ Alerts signup page on the Town website so that it is a simple form and does not require the use of Survey Monkey. Additionally, he ensured that a reminder about the ability to sign

up for OCQ Alerts was put in the most recent Town newsletter and will be a regular item in future monthly newsletters.

- Mayor Porta reminded the Town Manager about the need to update the Town Code on the Town website.
- Mayor Porta reminded the Town Manager about the need to have the final minutes of meetings signed and then placed on the Town website.
- Mayor Porta reminded the Town Manager about the need to be prepared to apply for available storm water management grants in 2020.
- Mayor Porta noted that he planned to move forward in calendar year 2020 on the idea of establishing task forces to assist staff in researching certain subjects.

5. COUNCILMEMBER REPORTS

- Councilmember Perkins said he had a problem with his town email account recently, and that he appreciated the prompt manner in which it was resolved.
- Councilmember Fithian mentioned that she enjoyed a recent volunteer appreciation event, the Tree Lighting and Open House, and the Town Blessing and dinner. She also complimented the town Maintenance Supervisor on the holiday decorations at River Mill Park.
- Vice Mayor Sivigny thanked town staff for fixing a traffic mirror at the corner of Union Street and Poplar Alley, which has improved visibility at the intersection.

6. STAFF REPORTS

A. Town Attorney

Mr. Crim noted that the town needs nominees for two vacant positions on the Board of Zoning Appeals.

B. Town Engineer

Mr. Reese said he had nothing new to report.

Councilmember Fithian asked whether there were any updates on the kayak ramp project; Mayor Porta replied that the topic would be addressed in closed session.

C. Chief of Police

Councilmember Fithian inquired about a recent traffic stop that resulted in felony child neglect charges. Chief Linn responded that the incident involved a speeding vehicle with six unsecured children.

Councilmember Perkins asked about the discrepancy between the number of incidents in recent police reports. Chief Linn explained that he submitted his November report a week and a half earlier than usual due to the Thanksgiving holiday, so it covered a shorter time period than usual.

D. Boards and Commissions

Councilmember Perkins noted that the Planning Commission has not received any updates from the applicant regarding the Mill at Occoquan project. He also mentioned that an osprey nest near the site has been removed, noting that it is legal to remove inactive osprey nests at this time of year.

Councilmember Fithian asked whether there is a time limit for the project to be updated; Councilmember Perkins responded that he is not aware of a time limit, and he hopes the amount of time between updates is an indication that the developer is preparing a well-thought-out application.

7. CLOSED SESSION

Motion to convene in closed session to discuss the following 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 and as permitted by the Virginia Code Section 2.2-3711(A)(8) consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel relating to the kayak ramp:

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.
Motion **passed** unanimously by voice vote.

Closed session began at 7:23 p.m.

Closed session ended at 8:00 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. Seconded by Councilmember Fithian. Ayes: Councilmember Perkins, Councilmember Fithian and Vice Mayor Sivigny, by roll call vote. Nays: None

8. ADJOURNMENT

The meeting was adjourned at 8:01 p.m.

Katy Nicholson
Town Clerk



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TOWN COUNCIL
Earnie W. Porta, Jr., Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

Town Engineer's Report Town Council Meeting – January 7, 2020

Kayak/Canoe Launch – update from last report

Bid awarded to Delta Marine. Project Manager engaged. Contract signed and Delta moving toward building permits with PW County. Change Order for Building Permits and fees to be reviewed by Council

Kiely Court Project – no change 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) – no change 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 – no change from last report

Revised preliminary site plan and Special Use Permit applications re-submitted August 2, 2019 – staff report prepared and distributed for Planning Commission hearing. Developer asked for postponement of Planning Commission to date to be determined.

-END-

Town of Occoquan - Permit Report
December 2019

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN	Building	Pending	C - Alteration/Repair			0.00	\$16,000.00	OCCOQUAN
PLB2020-00992	401 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Final	C - Alteration/Repair	10/29/2019	11/07/2019	0.00	\$2,500.00	OCCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCCOQUAN
PLB2020-00993	417 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCCOQUAN
PLB2020-00994	449 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCCOQUAN
PLB2020-00995	461 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCCOQUAN
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCCOQUAN
PLB2020-00990	407 MCKENZIE DR	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Final	C - Alteration/Repair	10/29/2019	11/08/2019	0.00	\$2,500.00	OCCOQUAN
BLD2020-01861	125 MILL ST	REPLACEMENT OF 3 EXTERIOR STAIRS	Building	Issued	C - Alteration/Repair	11/07/2019		0.00	\$17,000.00	OCCOQUAN
FPP2020-00283	125 MILL ST	REPLACEMENT OF THE EXISTING FIRE	Fire Protection Permit	Final	Fire Alarm	10/21/2019	12/11/2019	0.00	\$5,000.00	OCCOQUAN
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCCOQUAN
BLD2020-02762	311 MILL ST	EXISTING TENANT EXPANDING KITCHEN	Building	Pending	C - Tenant Layout			1,861.00	\$150,000.00	OCCOQUAN
GAS2020-00918	311 MILL ST	EXISTING TENANT EXPANDING KITCHEN	Gas	Pending	C - Tenant Layout			1,861.00	\$150,000.00	OCCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCCOQUAN
BLD2018-02969	426 MILL ST	*SEE NOTE* LOT SPECIFIC SFD - KIEL	Building	Issued	R - New Single Family Dwelling	10/22/2019		3,056.00	\$1.00	OCCOQUAN
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		0.00	\$20,000.01	OCCOQUAN
BLD2019-04458	426 MILL ST	** SEE NOTE ** SHEETING/SHORING PER	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT S	Building	Issued	R - New Single Family Dwelling	04/15/2019		3,468.00	\$100,000.00	OCCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		570.00	\$20,000.01	OCCOQUAN
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W/ 2	Building	Issued	R - Addition	11/26/2019		480.00	\$3,500.00	WOODBIDGE
BLD2020-03213	1604 MOUNT HIGH ST	20 X 24 ONE STORY DETACHED ACCESS	Building	Pending	R - Accessory Structure			480.00	\$3,500.00	WOODBIDGE
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCCOQUAN
PLB2020-00991	318 OVERLOOK DR	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Final	C - Alteration/Repair	10/29/2019	11/08/2019	0.00	\$2,500.00	OCCOQUAN
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		648.00	\$60,000.00	OCCOQUAN
ELE2018-02286	113 POPLAR LN))FDG 36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		648.00	\$6,000.00	OCCOQUAN
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		3,550.00	\$2,200.00	OCCOQUAN
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to	Gas	Issued	R - Swimming Pool	01/16/2018		0.00	\$2,000.00	OCCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	\$45,000.00	OCCOQUAN
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15	Electrical	Issued	R - New Townhouse	04/29/2019		2,790.00	\$45,000.00	OCCOQUAN
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	\$1,000.00	OCCOQUAN
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	\$5,500.00	OCCOQUAN
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 15	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	\$10,000.00	OCCOQUAN
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCCOQUAN
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCCOQUAN
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCCOQUAN
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	\$5,500.00	OCCOQUAN
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 15	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCCOQUAN
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCCOQUAN
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCCOQUAN
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCCOQUAN
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN REAR	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCCOQUAN
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCHEN	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	\$75,000.00	OCCOQUAN
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCCOQUAN
PLB2019-00145	201 UNION ST	{{ KJJ{{ RESTURANT - TLO - NEW KITCHEN	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCCOQUAN
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	\$15,000.00	OCCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT - *REVISED 9/19/18	Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT - *REVISED 9/19/18	Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT - *REVISED 9/19/18	Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCCOQUAN

END OF REPORT



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J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

**TOWN ZONING
ADMINISTRATOR**
Ned A. Marshall

Town Zoning Administrator's Report Town Council Meeting – January 7, 2020

The following is a list of zoning reviews from November 26, 2019 to January 3, 2020:

TZP2019-018 201 Union St fencing and lighting
Disapproved, pending resolution of sign violations. signs removed except the directory sign. As written in the meeting minutes of the ARB from May 8, 2012, the directory sign is to be removed.

TZP2019-028 Bottle Stop - exhaust fan install - Approved
TZP2019-029 – 429 Fortress Way – home office - Approved

The following is a list of violation letters from November 26, 2019 to January 3, 2020:

202 Union Street – sign violation – neon sign 12-5-19

As a follow up to previous violations, I inspected the following on December 12, 2019:

Berrywood – Trash Enclosure is not present, certified letter (3rd notice) was unclaimed
3rd Base Pizza –seasonal lights still in place.
201 Union St. - Ice Cream Shop – signs removed except the directory sign. As written in the meeting minutes of the ARB from May 8, 2012, the directory sign is to be removed.
426/430 Mill Street – working with contractor on ice/snow on sidewalk
440 Mill Street – sent letter to owner regarding newly constructed fence visible from right of way.
Fence still in place.

The following is a list of plan reviews from November 26, 2019 to January 3, 2020:

125 Mill Street – permit application for signage – Approved 12-2-19.

-END-



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 Laurie Holloway
 Eliot Perkins

Town Treasurer's Report Town Council Meeting – January 7, 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
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	21	10/31/2019	Serving Warrant in Debt
Madigan's Waterfront	7	12/18/2019	Not Compliant/weekly payments
Riverside Coffee & Ice Cream	3	10/24/2019	Not compliant
Ban Thai Old Town	1	12/30/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Fathom Realty	0	10/30/2019	Compliant
13 Magickal Moons	1	10/30/2019	Not compliant
MCKR Management/Cock and Bowl	1	10/03/2019	Not compliant
Pink Bicycle Tea Room	1	10/31/2019	Serving Warrant in Debt
Berrywood, Inc	1	10/30/2019	Not compliant
Designs by Andre'	1	10/07/2019	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 (Houghton, Lance)	3	\$201.60	8/31/2019	Serving Warrant in Debt
Houghton, Lance	1	\$10.57	10/30/2019	Not compliant

Transient Tax Delinquencies			
Property Owner	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Ballywhack Inc	11	10/30/2019	Not compliant

NOTES:

TOWN OF OCCOQUAN

NET ASSETS

AS OF 11/30/2019

	Draft - as of 7/1/2019	Unaudited Income/ (Loss) YTD FY20	Draft - as of 11/30/19
Net Assets without Restrictions			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Unrestricted Net Assets	\$ 62,590	\$ (34,800)	\$ 27,790
Event Fund	\$ 129,418	\$ 57,331	\$ 186,749
CIP Fund	\$ 115,611	\$ (15,657)	\$ 99,954
<i>Subtotal NA without Restrictions</i>	\$ 507,619	\$ 6,874	\$ 514,493
Net Assets with Restrictions			
Public Safety Grant Fund	\$ 45,343		\$ 45,343
Mamie Davis Park Fund	\$ 10,323	\$ (1,953)	\$ 8,370
Public Education Grant	\$ 1,044	\$ -	\$ 1,044
Public Art Fund	\$ 500	\$ -	\$ 500
Mamie Davis (Endowment)	\$ 100,000	\$ -	\$ 100,000
<i>Subtotal NA with Restrictions</i>	\$ 157,210	\$ (1,953)	\$ 155,257
Total Available Net Assets	\$ 664,829	\$ 4,921	\$ 669,750

TOWN OF OCCOQUAN

BALANCE SHEET

AS OF 11/30/2019

	11/30/2019
ASSETS	
Current Assets	
Total Checking/Savings	\$ 673,204
Total Accounts Receivable	\$ 277,633
Total Other Current Assets	\$ 5,834
Total Current Assets	\$ 956,670
TOTAL ASSETS	\$ 956,670
LIABILITIES & EQUITY	
Liabilities	
Total Accounts Payable	\$ 12,219
Total Credit Cards	\$ 6,176
Total Other Current Liabilities	\$ 211,947
Total Current Liabilities	\$ 230,341
Total Long Term Liabilities	\$ 59,581
Total Liabilities	\$ 289,922
Equity	
Net Assets without Restrictions	
Operating Reserves	\$ 200,000
Unrestricted Net Assets	\$ 62,590
Event Fund	\$ 129,418
CIP Fund	\$ 115,611
Net Assets with Restrictions	
Public Safety Grant Fund	\$ 45,343
Mamie Davis Park Fund	\$ 10,323
Public Education Grant Fund	\$ 1,044
Public Art Fund	\$ 500
Mamie Davis (Endowment)	\$ 100,000
Net Income	\$ 4,920
Total Equity	\$ 669,748
TOTAL LIABILITIES & EQUITY	\$ 959,670

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 10/31/2019

Total Funds

GENERAL OPERATING ACCOUNTS

REVENUES		Unaudited			
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 11/30/19	% of Budget Used
Real Estate Taxes	232,500	239,882	240,890	38,943	16.2%
Meals Taxes	220,334	190,442	227,320	122,004	53.7%
Other Taxes (Sales,Utility,Communications,Transient)	102,473	103,483	103,310	42,077	40.7%
Fines (Public Safety)	60,000	160,034	162,360	89,733	55.3%
Fuel Reimbursement (Public Safety)	-	-	-	618	0.0%
E-Ticket (Public Safety)	-	-	-	4,445	0.0%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	98,150	79,405	92,550	27,905	30.2%
Grants (Litter,HB599,DMV,PEG)	25,843	27,141	26,123	8,935	34.2%
Service Revenue (Engineer,Legal,Landscape,CC fees)	5,000	15,712	5,360	372	6.9%
Rentals (TH,RMP)	1,500	1,259	4,500	2,138	47.5%
Interest (CF,Brick,Sponsor)	9,120	3,312	7,500	814	10.9%
Other Revenues (Reimbursements, Ins claims,ticket sales)	1,000	7,065	-	13,358	40.9%
TRANSFER FROM RESERVES			32,699		
Total Revenues General Fund	755,920	827,735	902,612	351,342	38.9%
EXPENDITURES		Unaudited			
General Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 11/30/19	% of Budget Used
Personnel Services	380,820	374,811	452,226	188,367	41.7%
Professional Services	122,250	135,578	139,250	69,316	49.8%
Information Technology Services	14,050	17,368	13,500	9,804	72.6%
Materials and Supplies	9,000	13,654	15,414	5,334	34.6%
Operational Services	7,500	7,610	11,050	4,060	36.7%
Contracts (Landscaping, Refuse Collection, Snow Removal)	74,500	74,052	82,000	31,807	38.8%
Insurance	20,120	20,992	20,120	12,543	62.3%
Public Information (Newsletters)	3,400	4,079	3,300	875	26.5%
Advertising (Community/ Business Support, Legal Ads)	9,000	7,698	9,000	5,472	60.8%
Training and Travel (Employee, Boards and Commission Training)	13,500	8,368	12,800	5,473	42.8%
Vehicles and Equipment	15,300	28,482	21,000	17,599	83.8%
Seasonal	5,500	1,791	4,500	4,451	98.9%
Facilities Maintenance	68,030	75,168	85,552	25,613	29.9%
Special Events	12,950	11,074	16,000	5,243	32.8%
Other Expense(Dues and Subscriptions)	-	17,099	-	185	0.0%
TRANSFER TO CIP RESERVE	-	-	16,900	-	0.0%
Total Expenses	755,920	797,824	902,612	386,142	42.8%
General Fund Net Income	-	29,911	-	(34,800)	

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 10/31/2019

CS

Unaudited					
Public Event Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 11/30/19	% of Budget Used
Revenue (FL)	203,950	231,298	181,900	114,046	62.7%
Expenses (personnel,materials and supplies,contracts,advertising)	101,954	102,915	108,393	56,715	52.3%
Craft Show Net Income	101,996	128,383	73,507	57,331	78.0%

MDP

Unaudited					
Mamie Davis Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 11/30/19	% of Budget Used
Revenue	2,600	3,505	600	352	58.7%
Expenses (repairs and maintenance)	2,000	-	-	2,305	0.0%
Mamie Davis Net Income	600	3,505	600	(1,953)	-325.5%

TOWN OF OCCOQUAN
PROFIT and LOSS
AS OF 10/31/2019

Unaudited

CIP

CIP Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 11/30/19	% of Budget Used
Revenues	446,300	-	121,965	-	0.0%
TRANSFER FROM GENERAL FUND	-	-	16,900	-	0.0%
Expenses					
Property Acquisition	-	-	-	575	0.0%
Intersection Improvements	420,000	86,720	-	-	0.0%
Sidewalk Maintenance	10,000	-	-	-	0.0%
Building Maintenance	-	-	10,000	-	0.0%
Stormwater Management	-	-	15,000	-	0.0%
Trash/Recycling Containers	17,000	11,747	1,000	-	0.0%
Annex Property Improvements	-	-	1,000	-	0.0%
Street/Curb Program	-	-	5,000	-	0.0%
Mamie Davis Renovations/Upgrades	-	-	1,000	-	0.0%
Gaslight Banner Replacement	-	-	2,500	-	0.0%
Tanyard Hill	4,500	-	-	-	0.0%
Canoe Kayak Ramp	140,000	242	140,000	6,047	4.3%
Police Vehicle	-	81,281	16,900	-	0.0%
Police Radios	-	-	23,111	-	0.0%
Body Armor	2,400	1,000	1,000	-	0.0%
IBR Reporting	-	-	-	-	0.0%
LIDAR Speed Detection and Related Equipment	2,300	-	7,236	-	0.0%
Office Safety Equipment	5,100	4,931	-	3,564	0.0%
Pedestrian & Bicyclist Safety Program	2,300	-	3,350	-	0.0%
Alcohol Related Safety Projects	-	-	5,879	-	0.0%
Computer Upgrades	-	-	5,000	-	0.0%
Document Management	2,500	-	2,500	-	0.0%
Website Redesign	-	475	7,000	4,965	0.0%
Town Recodification	-	2,998	-	-	0.0%
Parking Management Plan	-	-	5,000	-	0.0%
AV Equipment-Town Hall	-	-	2,000	506	0.0%
Total Expenses	606,100	189,394	254,476	15,657	
CIP Net Income	(159,800)	(189,394)	(115,611)	(15,657)	0.0%
Total Net Income All Funds	(57,204)	(27,595)	(41,504)	4,921	-11.9%



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
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www.occoquanva.gov

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 January 7, 2020

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

Continued 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 Continued community policing and safe sidewalks.¹ Worked with officers to address administrative needs of Police Department.²

Continued Intersection Control at Union St. and Commerce St. and Washington St. and Commerce St. to make sure all vehicles come to a complete stop before entering the intersection.⁵ Based on results, future intersection control will be used ad hoc when 2 officers are available. 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 Continued 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

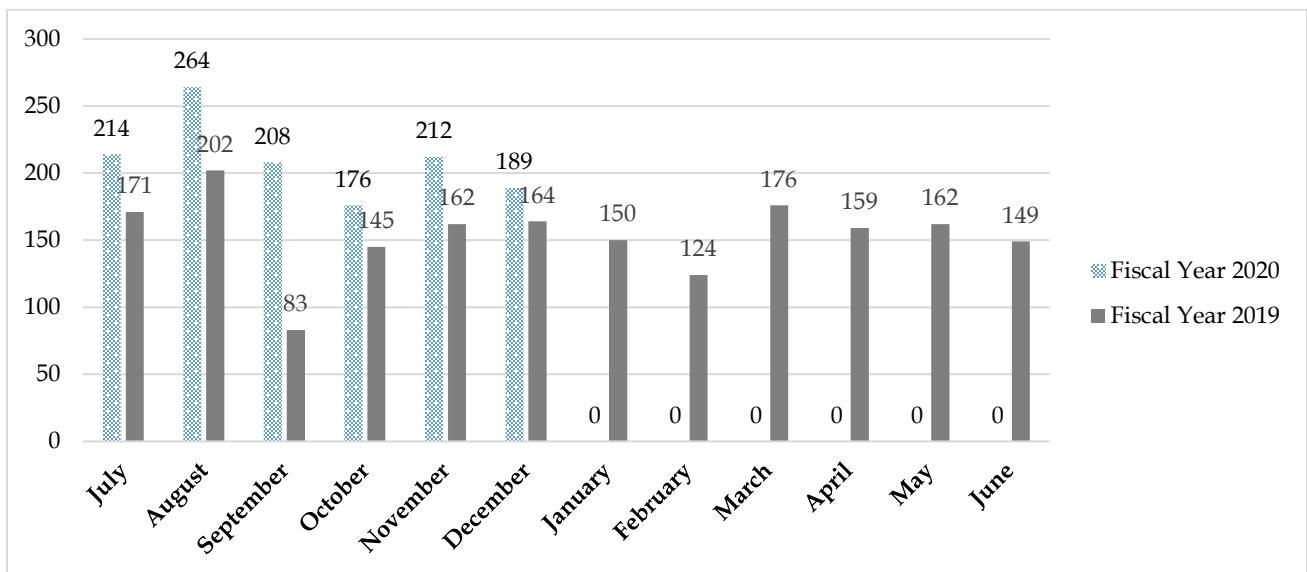
Provided patrol and visibility during Winterfest and other Town and community events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, 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. Initiated Police Department Instagram site as part of SHIELD program.

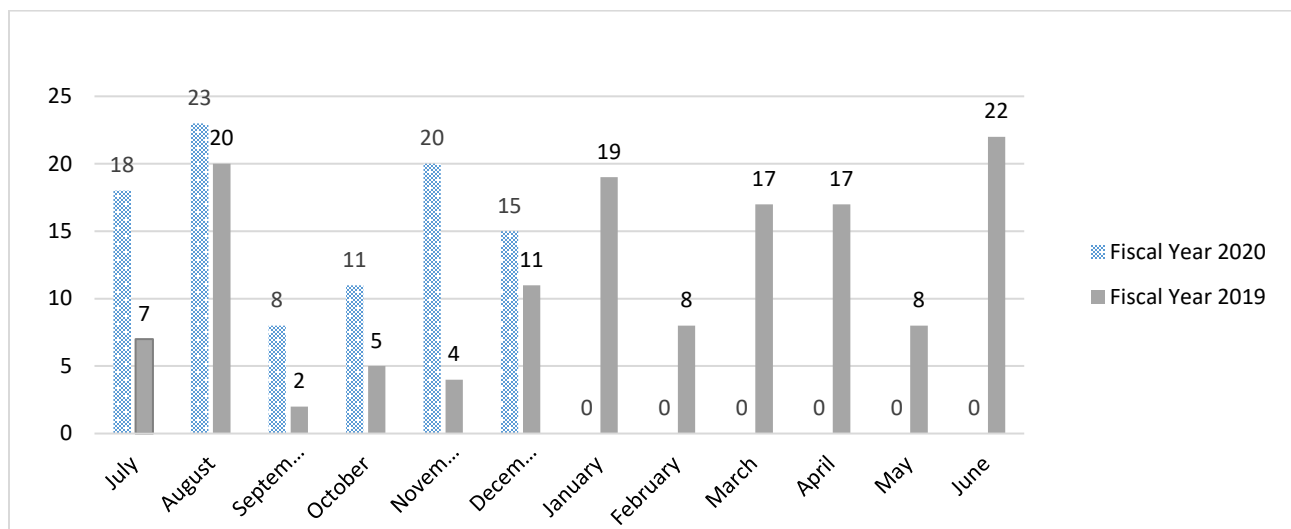
Patrol and Enforcement Activities

The Town Police made 14 custodial arrests (1 felony drug possession, 4 misdemeanor drug possession, 3 DUI, 2 DUID, 6 Reckless Driving), issued 189 traffic summonses, and 170 warnings.

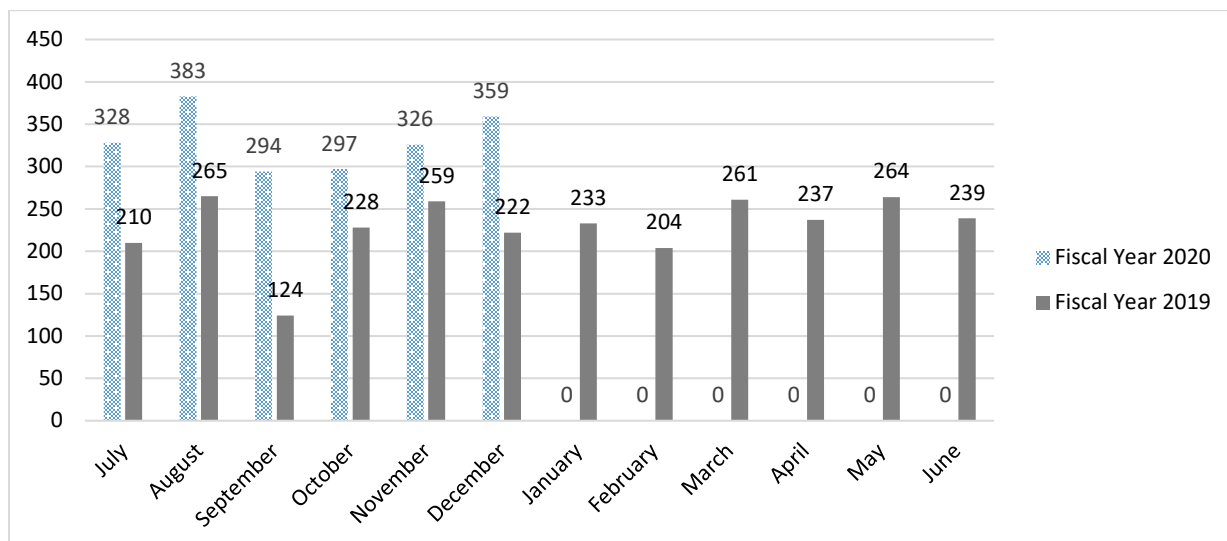
Traffic Summonses FYTD (GRAPH) ⁵



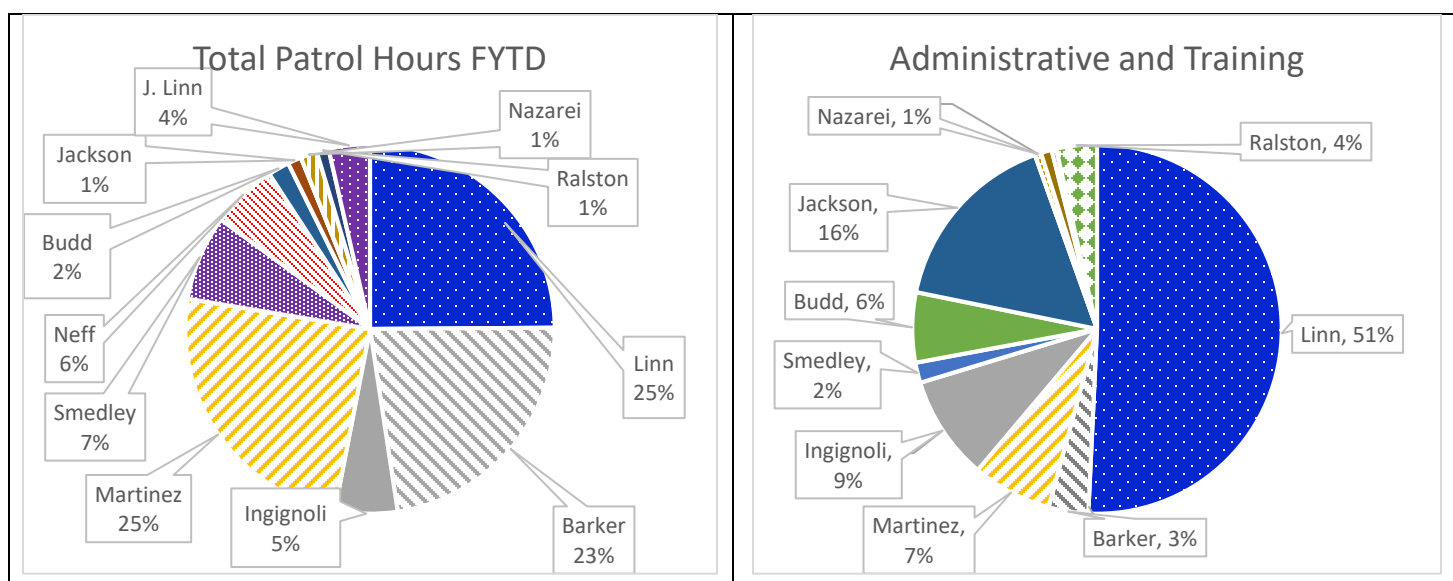
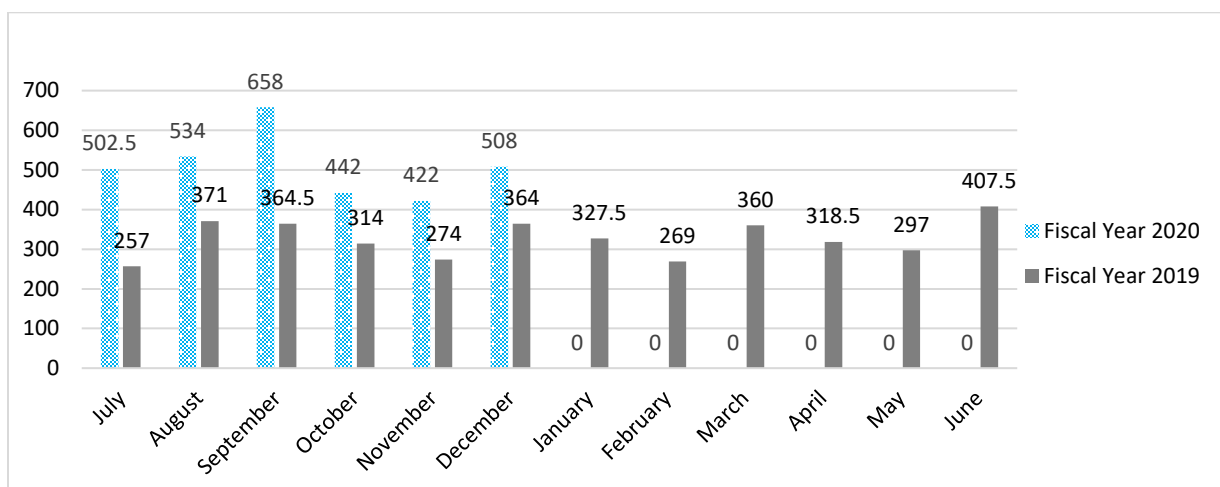
Parking Tickets Issued FYTD (GRAPH) ³



Traffic Stops YTD (GRAPH) ⁵



Patrol Hours FYTD (GRAPH) ⁵



Miscellaneous

Began Field Training for 2 auxiliary police officer who completed academy.² Continued Narcan – Opioid safety program³.

¹ Goals 1, 2, and 3

² Goal 2

³ Goal 3

⁴ Goals 1, 2, and 3

⁵ Goals 1 and 3

Events and Community Development Report, December 2019

WINTERFEST RECAP

Background

WinterFest is a daylong family-friendly celebration of the winter season that highlights multiple destinations with entertainment, food, and activities for all ages in the Lorton-Occoquan-Lake Ridge region. WinterFest begins with Santa's Lake Ridge Parade on Harbor Drive in Lake Ridge at 11:00 a.m., followed by Winter Wonderland at Tackett's Mill until 2 p.m. Santa arrives in Occoquan at 2pm to visit with the children until 4pm when the town's other holiday activities begin and run till 7 p.m. The Workhouse Arts Center's Second Saturday Art Walk is from 6 p.m. to 9 p.m.

WinterFest in Occoquan was held the second Saturday of the month, on December 14, 2019. The Town offered free shuttle service between the VDOT lot at 123 and Occoquan from 2pm to 8pm in support of the Town's activities. The Town requires volunteers each year to assist in running various activities.

Goals and Purpose of Event

The overall goals of WinterFest in Occoquan are to participate in community and regional events as well as promote tourism and commerce within town limits. Specifically, one main goal is to provide for visitors an authentic, small-town holiday atmosphere- an experience relatively unavailable in malls or by shopping online.

Target Audience

Holiday shoppers, families, OCQ experience

Publicity

- Press release
- Sponsored FB post and print ad in Prince William Living
- SMS/Email to Community lists
- Facebook event, posts
- Instagram posts
- Flyers, posters, banner, and monthly newsletter

Town Activities

- Santa visited with families from 2pm to 7pm
- Gingerbread House Contest winners were announced
- Town sponsored 2 firepit areas to toast marshmallows: corner of Washington and Mill and in the cul-de-sac near Mill House Museum.
- In support of the Town's marshmallow roasting, the Merchant Guild offered the opportunity to purchase s'more fixings for \$1.
- Patriot Scuba ran an additional firepit and offered the opportunity to purchase alcohol.

Events and Community Development Report, December 2019

- The Pretentious Gourmet sponsored s'more supplies at Patriot Scuba's fire pit.
- The Dunbar Saxophone Quartet performed at Town Hall.
- The Woodbridge Community Choir caroled throughout town.
- Gift & Gather sponsored roasted chestnuts.
- Tastefully Yours sponsored hot cocoa.
- The Town sponsored craft activities inside Town Hall.
- Puzzle Palooza Etc. sponsored Puzzles on the Porch.
- Hitchcock Paper Co. had a book signing with Henry Brinton.
- Rockledge Elementary School Music Program performed inside Town Hall.
- An art open house was held at The Artists Undertaking.
- Woodbridge Senior High Choir caroled throughout town.

Results

Though the weather was rainy early in the day, it cleared by the afternoon. The town was quite crowded and many merchants reported a busy evening. The shuttle was in great demand; the driver reported over 100 riders for the evening. Santa arrived by boat via Miss Rivershore at 2pm and was escorted to Town Hall by the Mayor and a dock-full of families. The lines to visit Santa were long until 3:30pm, but children were kept occupied by happy volunteer elves inside Town Hall, stickers, letters to Santa, and coloring pages. Santa spent the rest of the evening visiting merchants and families.

The first Occoquan Community Gingerbread Contest was successful with 12 entries within three categories: Traditional Gingerbread, Authentic Reproductions, and Gingerbread Creations (youth). Winners were awarded a ribbon and a \$25 OCQ certificate.

The craft tables inside Town Hall were well-attended all evening. Logistically, the full tables are hard to staff while performances are occurring concurrently.

Firepits in town are quite popular each WinterFest and this year was no exception. The Town used approximately 35 bags of marshmallows over the course of the evening. More volunteers are needed to staff the stations and will be recruited for next year. A suggestion was made by Councilmember Perkins to enhance the firepit stations with table cloths and baskets. The Merchant Guild sold out of their 250 s'more kits.

Overall, the event was a successful realization of a quaint Occoquan holiday experience. While engaged in WinterFest activities, visitors were also encouraged to browse the town's shops and eateries. On every corner there seemed to be something more to discover or experience.

Considerations for 2020

While this may necessitate a road closure at Ellicott and Mill, next year's event may benefit from having more activities in the cul-de-sac. One consideration is to add a lit holiday "tree" to the area to encourage visitors to that end of town. Another idea for that area is to offer the opportunity to local businesses to set up small pop-up holiday market tents and possibly add a staging area for performances. Horse and

Events and Community Development Report, December 2019

carriage rides staged at Mamie Davis Park were planned for this year, but the company was unable to follow through; it is hoped to schedule them for 2020.

CHOCOLATE WALK

The next event will be the Chocolate Walk, sponsored by the Merchants' Guild, on February 8, from 11am to 4pm. Off-site satellite parking with free shuttle service will be available.

FY 2020 Social Media Program Support

Background

Megan Matheny was hired to serve as staff support for the Town of Occoquan's social media program and she began work on October 1, 2019.

The general consensus among recent survey respondents is that the Town of Occoquan is clearly known within Fairfax and Prince William counties, but it is less clear that the town is known within the greater D.C. metro area. The public may have a general idea about Occoquan offerings, but may be unaware of the full range of events, activities, and other day-to-day opportunities.

We need to brand ourselves as a **DESTINATION** spot and have a comprehensive plan on how to fully market all that the town has to offer: history, dining experiences, recreation, arts, shopping, and especially the general small-town experience, since our small size and the quaintness of town is a large part of what drives tourism. We need to embrace this unique character as the best part of living, dining, and shopping in Occoquan.

Customer Base

The Town has several types of visitors from the Woodbridge, Fairfax Station, Lorton, Burke, Springfield, Clifton, Haymarket, and Alexandria areas. This customer base includes dual-income, married women with kids, as well as couples and singles. Over 40% of those surveyed at the 2018 Fall Craft Show indicated that they come to Occoquan to dine; over 30% said they come to shop. Beyond the shopping and dining they already do in town, this base is also interested in experiences such as Discover Occoquan, the Haunted Maze, and Holiday Open House; festivals, such as art, beer or wine or a Taste-of event; and outdoor activities, such as kayaking the river and using the park.

Goals

Based on recent surveys and research, including Imagine's brand profile, the 2018 Fall Craft Show survey, and research as determined by the Craft Show Exploratory and Events committees, social media goals were established during the 2nd quarter of FY2020:

- Embrace our identity: celebrate the historic, quaint nature of the town as a convenient break from the hectic pace of life
- Leverage the town's beauty
- Set quarterly social media goals and objectives that support organizational goals
- Define target audiences and reach out to those audiences accordingly
- Determine effective content strategies to draw in more tourism
- Encourage influencers and collaborators to stay overnight to write about Occoquan
- Engage more with regional tourism influencers such as Workhouse, Riverview, PWC Tourism
- Increase new visitor awareness
- Increase engagement and add followers to social media accounts
- Encourage sharing and user-generated content on social media
- Track and learn from analytics
- Develop specific promotional campaign for RiverFest
- Develop library of professional photos

FY 2020 Social Media Program Support

Recent Social Media Promotions

- I ♥ OCQ/Spring and Fall Craft Shows
- Spooky Occoquan / Spirits & Spirits
- Harvest Occoquan /Thankfulness
- Holly Loves Occoquan/Holiday

Future Promotional Ideas

- 50 Top Things To Do in OCQ
- Campaigns to represent different buying personas
- Weddings and Homecomings
- Girls Night Out
- Junior Ranger/Geocache/Urban Evolution Parkour for Kids
- Scavenger Hunt
- Family Portraits
- Food & Beverage bloggers
- Did You Know? Campaign to highlight OCQ service businesses
- Occoquan Eats: Food and History Tours
- Invite media influencers to come and endorse the town
- Giveaway ideas/contests to target different types of visitors: Vacationers/Day trippers/Outdoor enthusiast/Art / history buff

HOW DO YOU SPEND TIME IN OCCOQUAN?

DAY TOURISM

- Foodies: Ice cream, meal, wine, coffee
- Unique shopping
- Free parking
- Close to DC
- Art
- Souvenirs
- Come for the day; hit the entire town
- Meet ups
- Sat am families/dogs
- Garden ladies & curated shopping experience
- Merchants are also personal shoppers
- Events
- River Activities
- Wedding
- Distinct, walkable downtown

3-DAY GETAWAY

- Mini vacation
- Peaceful getaway away from the city
- Weddings
- HerHideaways/AirBnB
- Destination spot
- History

OUTDOOR ENTHUSIASTS

- Nature walks
- Lunchtime exercise
- Fishermen
- Photographers
- Clean ups
- Kayaking
- Scuba
- Conservationists
- Birdwatchers
- Waterfall and bridges

LOCALS

- Pokémon/Harry Potter
- Residents
 - General services
 - Restaurants
 - Concerts
 - VFW

VISITORS

TOWN EVENTS

RIVERFEST

- Boaters
- Kayakers
- Families w/kids
- Alcohol drinkers
- Festival goers
- Arts and crafts lovers
- Foodies
- Shoppers

FALL CRAFT SHOW

- Arts and crafts lovers
- Foodies
- Alcohol drinkers
- Shoppers

EVENTS

GUILD EVENTS

Chocolate Walk
Peep Show
Lemonade Stroll
Holiday Open House

WINTERFEST

- OCQ experience
- Small Town holiday experience
- Families with kids
- Santa

DISCOVER OCQ

- OCQ experience
- History tours
- Family friendly

MUSIC ON MILL

- Residents
- Followers of bands
- Locals

SPIRITS & SPIRITS

- OCQ experience
- Family friendly

FOODIES

- Craft beer/curated wine
- Fine dining
- Specialty foods: seafood, pizza, Tex-Mex
- Quick dining
- Coffee drinkers
- Treats: ice cream, candy, pie

HOLIDAY

- Gifts
- Beauty
- Fashion
- Home décor
- Paper
- Jewelry
- Collectibles
- Toys
- Food
- Fiber art

LODGING

- HerHideaways
- AirBnbs

WHERE DO YOU SPEND MONEY IN OCQ?

SHOPPING/ DINING



BOUTIQUES

- Beauty
- Fashion
- Gifts
- Home décor
- Paper
- Jewelry
- Bridal
- Toys
- Wood
- Antiques
- Fiber art

SERVICES

- Counseling
- Law
- Financial services
- Realtor
- Photography
- Pets
- Chiro
- Property mgmt.
- Sewing
- Water
- Nails
- Massages
- Hair
- Yoga
- Bridal
- Optical
- Art
- Scuba
- Music
- Non-profit
- River activities

ART & HISTORY

- Galleries
- Mill House Museum



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Laurie Holloway
Eliot Perkins

Town Manager's Report Town Council Meeting - January 7, 2020

TOWN MANAGER
Kathleen R. Leidich, AICP

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

The Planning Commission Public Hearing that was scheduled for 11/6/19 was deferred by the applicant. To prepare for the future Public Hearing, the Planning Commission Chairman, Mayor, Town Attorney and staff met with the applicant and his attorney on 1/3/20 to review revised information provided by the applicant.

Visitor Center Kiosk

PWC staff presented the concept for the Kiosk to the ARB at its 12/10/19 meeting. Town staff has a follow up meeting scheduled with PWC on 1/17/20 to follow up on the Kiosk design. The final design of the Kiosk will be presented to the ARB at a future meeting for consideration in regards to obtaining Certificate of Appropriateness approval. Town staff has reviewed the MOA regarding the Kiosk and is working to finalize it with the County. The Virginia Tourism Corporation has confirmed that the Kiosk meets the required criteria to enable the Tourism sign to remain on Route 95.

Kayak Ramp Project

Staff, the Town Engineer, Town Attorney and Project Manager worked with the Contractor to draft a Change Order requesting additional funding for the completion of the Commercial Building Permit process with PWC. Staff expects the building permit review/approval process to take approximately 30-40 days to complete, once the permit application has been submitted to the County. Staff is currently working with the Contractor to complete the forms and provide supporting documentation for the permit. Both the Town and Contractor have signed the construction agreement. Staff has held project kickoff meetings with the Contractor and PWC Building Department. The actual construction of the project will take approximately 45-60 days to complete.

Meetings, Training, and Events

- Christmas Holiday-Town Hall Closed, December 24-25
- New Year's Holiday, January 1, 2020
- Mill at Occoquan Pre-submission Meeting, January 3
- Town Council Regular Business Meeting, January 7
- Town Business Partnership Meeting, January 15
- Martin Luther King, Jr. Day, January 20
- Town Council Work Session, January 21
- Planning Commission/Architectural Review Board Meetings, January 28
- Chocolate Walk, February 8



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: January 7, 2020
8 A: Kayak Ramp Project Update-Change Order	

Explanation and Summary:

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The total budget for the project is \$354,563, with DCR contributing \$283,650. The Town local match is \$70,913. The permit updating process has been completed. Delta Marine has been selected as the Contractor for the project. The Town is required to obtain a Commercial Building Permit from Prince William County for the project. The actual construction of the project will take approximately 45-60 days to complete.

Project Overview

- The Virginia Department of Department of Conservation and Recreation (DCR) has set aside \$283,650 for the project (overall budget for the project is \$354,563). Town Local Match is \$70,913
- Project Agreements signed by Town and DCR
- Construction agreement signed by Town and Contractor
- Environmental Permit updates have been completed
- Building Permit Process is underway

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

Attachments (2):

1. Kayak Project Update
2. Change Order

Canoe/Kayak Ramp Project Update

1/7/20

Background

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The Town has obtained/renewed/extended all required permitting as necessary.:

- Marine Resource Commission (VMRC) Permit, VMRC#2012-1293 (extended to 11/31/21)
- Army Corps of Engineers, 18-RP-19 (extended to 9/5/23)
- VDOT Land Use Permit, 948-46789
- US Department of the Interior, Project Review Certification
- Section 106 National Historic Preservation Act
- Town of Occoquan Approved Site Plan

Update

- Project Manager has been Selected: Rick DeMerle (DeMerle Construction Management LLC)
- Project Kick-off Meeting Held with Town Engineer, Project Manager, Contractor-Delta Marine 10/23/19
- Town Manager, Town Engineer, Project Manager Meeting Held with PWC Building Department 10/31/19
- Construction documents signed by Town/Contractor
- Confirmation with Contractor that work can continue work after 2/15/19 on other portions of dock-once pilings are installed
- Change Order Drafted for Completion of PWC Commercial Building Permit process

Next Steps

- Sign off on Change Order-Work through PWC Commercial Building Permit process
- Project Construction

Delta Marine Construction, LLC
P.O. Box 500
Deltaville VA 23043

December 18, 2019

Change Order #1 for the Town of Occoquan- Kayak Ramp

Delta Marine Construction will provide the following

Structural plans and calculations signed and stamped by a Virginia licensed structural engineer.

These plans will be provided in order to obtain the building permit for this project.

Total Cost NTE \$17,000.00

Total cost to the Town of Occoquan is \$8,500.00 NTE for this service.

This is ½ of the total cost. The Town of Occoquan cost will not exceed this \$8,500.00

Delta Marine will be responsible for the remaining cost for engineering along with the necessary geotechnical reports necessary to obtain a building permit and the release of the same at the end of construction.

Approval- Town of Occoquan

Date

Alien Rondall, assistant
Approval- Delta Marine Construction

12/18/19
Date



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

8. Regular Business	Meeting Date: January 7, 2020
8 B: Confirmation of FY 2020-2021 Council Focus Areas	

Explanation and Summary:

This item provides the background information to support discussion of the Town Council goals and priorities in preparation for the FY 2021 Budget development process.

At the 12/4/18 Town Council Meeting, the Council adopted its overall priorities for the FY 2020 Budget development process. At the 1/15/19 Budget Work Session, the Council aligned these priorities with the priorities highlighted by the following Town planning documents: *Comprehensive Plan Vision 2016-2026; Draft Strategic Plan 2013; and the Planning Commission 2018 Annual Report*. The FY 2020 Council Priorities formed the basis for the adopted FY 2020 Budget and Capital Improvement Program.

Town Council Focus Areas FY 2020-FY2021:

- **Community Development and Programming**
- **Historic Preservation and Town Appearance**
- **Parking Management**
- **Public Safety**
- **Stormwater Management**

This evening's discussion provides the opportunity to review and/or alter the above priorities and provide guidance to staff regarding the FY 2021 budget development process in term of goals, priorities and expectations.

Attachments: (5):

1. Town Council Priorities FY 2020
2. Town Council Priorities-Planning Document References
3. Council Priorities Background Information
4. Budget Work Session Packet
5. FY 2021 Budget Calendar



Town Council Priorities FY 2020

Community Development and Programming

- **Develop community programming and events**
 - Participate in VML's Green Government Challenge
 - Be Clean, Green, Safe and Stable
 - On-going Coordination with Prince William/Fairfax Counties
- **Increase reputation and viability of annual events**
 - Be the shopping, dining, entertainment hub of Prince William County, Southern Fairfax County and Northern Stafford County
 - Promote coordination with LRPA and with Lorton Work House Arts Center in regards to artistic programs
- **Business support**
 - Be an attractive center of employment for start-ups/small businesses (5-25) employees.

Historic Preservation and Town Appearance

- **Maintain and preserve historic properties**
 - Be regarded as one of the top 5 most attractive small towns in Virginia
- **Promote maintenance of public property**
 - Plan for Riverwalk (concept drawing)
 - Improve the Town's gateways
 - Stewardship of Town's natural resources
 - Beautification/landscaping efforts to enhance Town aesthetics

Parking Management

- **Manage parking and traffic issues in Historic District**
 - Completion of cut-through traffic and parking study (FY 2018)
 - Implementation plan for cut-through traffic and parking study
 - Improved parking management plan
 - Develop Town-owned parking lots
 - Continue requiring developers to provide appropriate off-street parking

Public Safety

- **Identify and address public safety concerns**
 - Provide for the public safety of the persons and property of the residents, businesses, and visitors to the Town.
 - Promote a professional and accountable police department
 - Promote safe roads and sidewalks in the Town.

Stormwater Management

- **Identify and support opportunities for stormwater management**

Town Council Priorities FY 2020

Community Development and Programming

- **Develop community programming and events**
 - 13) Community Planning Project
 - 57), 57) Participate in VML's Green Government Challenge
 - Goal #4) Be Clean, Green, Safe and Stable
 - 37) Develop growth plan for Town in relation to Prince William/Fairfax Counties
 - 58) Pursue designation as Main Street America Community
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 - 38) Promote coordination of artistic programs with LRPA and Lorton Work House Arts Center
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Town of Occoquan Comprehensive Plan Vision 2016-2026
(<http://www.occoquanva.gov/comprehensive-plan.html>)

Action Items -FY 2017 and FY 2018

Draft Town of Occoquan Strategic Plan 2013
(<http://www.occoquanva.gov/draft-strategic-plan.html>)

Goals

Planning Commission 2018 Annual Report
(www.occoquanva.gov)

Focus Areas

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Action Items -FY 2017 and FY 2018

Goals

Focus Areas

Town Council Priority Areas

Background

At its business meeting on 12/4/18, the Town Council determined that there would be five (5) priority areas for the FY 2020 Budget:

- Community Development and Programming
- Historic Preservation and Town Appearance
- Parking Management
- Public Safety
- Stormwater Management

At this business meeting, the Council also determined that the maintenance of public buildings and facilities should be a priority regarding the Town's appearance.

Periodically, it is a good idea to review the strategic/comprehensive plans for the Town to see if there is continuing alignment with the council priorities and the focus areas and action items identified in the plans.

The most recent strategic planning documents for the Town include:

- The Town of Occoquan Comprehensive Plan Vision 2016-2026
- The Draft Town of Occoquan Strategic Plan 2013
- The Planning Commission 2018 Annual Report

To help with this review, the Action Items of the Comprehensive Plan, the Focus Areas of the Strategic Plan, and the Action Items identified in the Planning Commission's 2018 annual report have been reviewed through the prism of the Council's FY 2020 Priorities. As can be seen on the attached list, the Action Items and Focus Areas align well with the Council's FY 2020 Priorities.

Comprehensive Plan Vision 2016-2016

The Comprehensive Plan was adopted by the Council in August of 2016 and was amended October 2016. The Plan identified 58 Action Items, which included items that were on-going, and items to be completed in either FY 2017 or FY 2018. Of the items to be completed in either FY 2017 or FY 2018, there are currently 10 items, out of a total of 12, that are outstanding. These items are included in the attached list of the Council's FY 2020 Priorities. The remaining 44 Action Items in the Comprehensive Plan are on-going.

Draft Strategic Plan 2013

The Draft Strategic Plan was prepared between January 2012 and January 2013. It represents the Occoquan Strategic Planning Committee's response to the June 2011 Charter document which tasked the Committee with preparing a Strategic Plan that "makes recommendations for a 5-10-year vision for the Town, as well as specific recommendations on how to implement that vision." The four Strategic Goals of the Plan define the "big picture" of what the Plan is trying to achieve. The Plan also provides measurable objectives. The Committee was made up of Council members, Town residents and facilitated by a consultant.

Planning Commission 2018 Annual Report

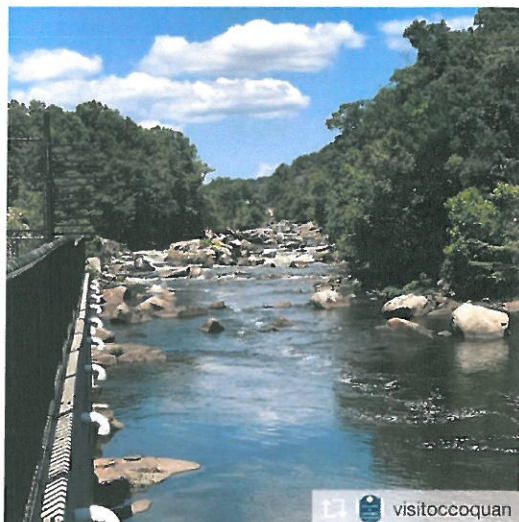
The Planning Commission 2018 Annual Report was accepted by Town Council at its 1/2/19 business meeting. The Town Code requires the Planning Commission to develop a report regarding its activities and to present this report to the Town Council annually. The 2018 Annual Report includes information on the Planning Commission's actions during 2018, including tracking the Town's progress in regards to completing the Action Items listed in the Comprehensive Plan. The Annual Report also includes the Comprehensive Plan Action Item priorities for the Commission in 2019.

Budget Focus Areas

- **Facility and Park Maintenance**
 - Maintenance Yard
 - Mill Street Storage
 - Town Hall
 - Mill House Museum
 - Visitor Center
 - River Mill Park
 - Mamie Davis Park
 - Tanyard Hill Park
 - Furnace Branch Park
- **Stormwater Management**
- **Capital Asset Replacement Program**
 - Vehicles/Equipment
 - Town Building Maintenance
 - Street Maintenance



Occoquan 2020



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Action Items -FY 2017 and FY 2018

Goals

Focus Areas



Planning Documents

Comprehensive Plan 2016-2026

Draft Strategic Plan 2013

Planning Commission 2018 Annual Report

CHAPTER NINE

IMPLEMENTATION & ACCOUNTABILITY

Overview and Vision

Over the next ten years, the Town plans to vigorously pursue all the ambitious goals outlined in this Comprehensive Plan with diligence and the utmost care. The Town is steadfastly committed to preserving and enhancing the natural environment and the charm that defines Occoquan and its surroundings, while at the same time respecting the needs of the business community. The Town's leadership is confident that through the implementation of this Plan, Occoquan will continue to be the jewel in Prince William County where people will want to visit, live, and raise their families.

Annual Plan Accountability Report

The Planning Commission will review the Comprehensive Plan and prepare an Annual Report for the Town Council with updates and status on the Plan's actions/goals and timeline. The report will be prepared by the Planning Commission with support from Town Staff to be presented at the January Town Council work session each year. The recommendations and updates from the Annual Report will be included as part of the annual budget and capital improvement plan process. The Comprehensive Plan will be fully revisited and readopted at least every five years.

Action Plan

See following pages for Action Plan.

No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
1	A new Town traffic study should be prepared based on current and future growth.		X	X			Town Manager, Community Plan	CIP	FY2017
2	Based on the traffic study, the Town should implement an enhanced street and traffic flow management and execution plan for local and commuter traffic, particularly during peak hours and holidays. The management plan should not jeopardize current Town historical, environmental, business flow, and resident living concerns. Traffic calming measures should be considered as part of any traffic flow management plan.	X	X		X		Town Manager, Community Plan	CIP	FY2017
3	As part of the parking and traffic study, the Town should investigate and make recommendations on the need to widen portions of Commerce Street between Union and Washington Street to accommodate additional on-street parking. Any widening project will include new curbs and brick sidewalks consistent with other Business District improvements.	X	X	X			Town Manager, Community Plan	CIP	FY2017
4	It is encouraged that all Town sidewalks be 6 to 10 feet in width on each side. Within the historic district, such sidewalks shall be brick.	X	X				Town Manager, Community Plan	CIP, Grant	Ongoing
5	As a part of the site plan or subdivision approval process, developers should be required to improve adjoining streets to VDOT standards.	X	X	X		X	Planning Commission, Town Council	Property Owner, Developer	Ongoing
6	All residential streets serving lots less than one acre in size should be constructed with curbs and gutters and with sidewalks on at least one side.	X	X	X	X		Planning Commission, Town Council	Property Owner, Developer	Ongoing

No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
7	No street rights-of-ways in Occoquan should be vacated until the surrounding properties have been fully developed or an alternate plan for handling automobile circulation in the vicinity has been endorsed by affected property owners and by Town Council.		X				Planning Commission, Town Council	Property Owners	Ongoing
8	A new Town parking study should be conducted based on current and future expected growth.	X	X	X		X	Town Manager, Community Plan	CIP	FY2018
9	Based on the parking study, the Town should work on an improved parking management and execute the plan. Courses of action should be developed to improve commercial district and nearby residential area parking rules.	X	X	X			Town Manager, Community Plan	CIP	FY2017
10	Continue to look for suitable close in sites and develop Town-owned parking lots.		X	X	X		Town Manager, Community Plan	CIP	Ongoing
11	Continue to require developers to provide appropriate off street parking.		X	X	X		Planning Commission, Town Council	Property Owners, Developers	Ongoing
12	Encourage use of business-owned vacant land for commercial parking.		X				Town Council		Ongoing
13	It is recommended that the Town conduct a community planning project to identify streetscaping, sidewalk, traffic, parking and overall community development planning. Such planning shall include intersection improvements to install crosswalks and increase pedestrian safety and circulation.	X	X	X		X	Town Manager	CIP	FY2017

No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
14	The Town shall continue to improve and expand sidewalks to preserve downtown historical character. Pedestrian access serves as the life-line of commerce and daily living activities for residents and visitors alike.	X	X	X	X		Town Manager, Community Plan	CIP	Ongoing
15	Improve pedestrian circulation facilities so as to decrease automobile reliance.	X	X	X	X		Town Manager, Community Plan	CIP	Ongoing
16	Planning for a Riverwalk, with vegetation buffers to mitigate stormwater runoff, shall be finalized and a revenue stream identified to complete the project.	X	X	X	X		Planning Commission, Community Plan	CIP, Grant, Property Owners, Developers	FY2018
17	Designated transportation pick-up and drop-off locations for public school and private transport should be considered as part of the overall Town strategy.		X			X	Planning Commission, Community Plan	CIP	FY2017
18	The Town should conduct a community study to improve and expand the use of brick sidewalks to the Town center. The study should also incorporate streetscaping, beautification, and woodland protection.	X	X		X		Town Manager, Community Plan	CIP	FY2017
19	The Town should continue to safeguard and improve Town gateways as they are of great importance to community business growth. Important consideration should be placed on the protection and preservation of gateways as they serve to affirm the Town's historical and environmental characteristics.	X	X	X	X		Town Manager, Community Plan	CIP	Ongoing
20	The Town will pursue designation of Tanyard Hill Road as a State scenic byway as one way of preserving its character.	X	X		X	X	Planning Commission	CIP	FY2017

No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
21	The Town should plan in its CIP for how to implement and finance improvements to the Town's gateways.		X			X	Planning Commission, Town Manager, Budget/CIP	CIP	Annually
22	The Town will protect its tributary streams and the Chesapeake Bay from nonpoint source pollution through the continued application of its Chesapeake Bay Preservation Ordinance and Erosion and Sediment Control Ordinance.				X		Planning Commission, Engineering	Operating Fund, Developer	Ongoing
23	Minimize the environmental impacts of site development through the continued use of performance standards.	X			X		Planning Commission, Engineering	Operating Fund, Developer	Ongoing
24	Vegetative buffer areas along the Occoquan River will be established during development or redevelopment where not in conflict with future plans for an Occoquan Riverwalk.				X		Planning Commission, Engineering	Operating Fund, Developer	Ongoing
25	Preserve natural open spaces and forest resources.	X			X		Planning Commission, Engineering	Operating Fund, CIP, Grants	Ongoing
26	Water quality best management practices that require little or no surface space (such as sand filtration systems and rooftop detention) will be required in densely developed areas to address water quality without detracting from the Town's unique urban character.	X			X		Planning Commission, Engineering	Operating Fund	Ongoing
27	Where practical and feasible, the Town will retrofit older stormwater management facilities to perform water quality functions to better protect downstream areas from degradation.				X	X	Town Council, Town Manager, Engineering, Stormwater Management Plan	CIP, Grants	Ongoing

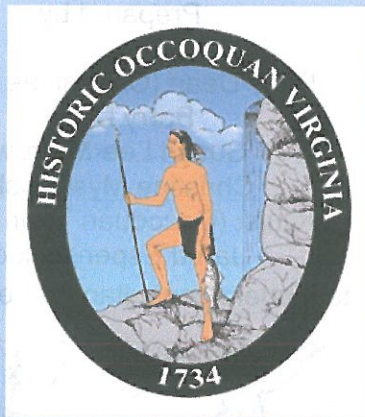
No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
28	Long-term operation of privately-owned BMPs established in compliance with the Chesapeake Bay Preservation Ordinance will be ensured through maintenance agreements and regular site inspections.				X		Town Manager, Engineering, Stormwater Management Plan	Operating Fund	Ongoing
29	Ensure new development and redevelopment complies with the Town's Chesapeake Bay Preservation Ordinance.				X		Planning Commission, Engineering	Operating Fund, Developer	Ongoing
30	Protect the important natural function of floodplains by limiting disturbance and development activity.				X		Floodplain Manager, Planning Commission	Operating Fund	Ongoing
31	Encourage the use of newer, more effective BMP strategies as they become available.				X		Planning Commission, Engineering	CIP, Developer	Ongoing
32	Monitor the Town's surface and groundwater resources. The Town will continue to work with the Environmental Protection Agency and the Department of Environmental Quality to prevent and remediate underground storage tank spills. The Town will also continue working with the Prince William County Health Department to prevent septic tank failures.				X	X	Town Manager, Engineering	Operating Fund	Ongoing
33	Update erosion and sediment regulations and enforcement procedures as more effective practices become available.				X		Town Council, Town Manager, Engineering	Operating Fund	Ongoing

No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
34	Development on significant steep slope areas in excess of a 20% grade is strongly discouraged. Development in areas with highly erodible soils, including areas of less than 20% grade must demonstrate that water quality will not be adversely affected.				X		Town Manager, Engineering	Operating Fund, Developer	Ongoing
35	Boating and other tidal shoreline access structures should be sited, designed, and constructed in such a manner that minimizes adverse environmental impacts.				X		Town Manager, Engineering, Planning Commission	Developer	Ongoing
36	Encourage stewardship of the Town's natural resources through increased awareness of environmental impacts from daily activities.				X		Town Manager, Planning Commission	Operating Fund	Ongoing
37	Planning Commission will meet with representatives from both Prince William County and Fairfax County Planning Commissions in order to agree on a mutually beneficial and cooperative growth plan for the town and its shared surrounding areas.	X		X	X	X	Planning Commission	Operating Fund	Ongoing
38	Create a dialogue with LRPRA and the Lorton Work House Arts Center in order to enhance town goals that promote the coordination of our surrounding residential areas and neighboring artistic commercial enterprises.	X		X	X	X	Planning Commission, Town Council	Operating Fund, CIP, Grants	Ongoing
39	The Town's Police Department will continue to partner with both PWC and FC police departments in order to reduce cut through traffic and its impacts.	X	X			X	Police	Operating Fund	Ongoing
40	The Town will create a dialogue with PWC and FC Boards of Education in order to promote the cultural and economic history of the town. This cross border education will serve to enhance and promote an inter-county understanding while promoting the past and future of the town.					X	Planning Commission, Town Council	Operating Fund, CIP	Ongoing

No.	Action Item Description	Community Character/ Life	Circulation and Mobility	Economic Vitality/ Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
41	The Town will enhance its relationship with Virginia's regional State Historic Preservation Office (SHPO) and PWC historic associations in order to enhance its Preservation efforts and standards. This dialogue will result in a beautification of the town that promotes a revitalized, yet historically accurate, commercial and residential area with an end goal of preserving and enhancing Rockledge.	X		X		X	Town Manager, Planning Commission, Town Council, Non-Profit Historic Association	Operating Fund, CIP, Grants	Ongoing
42	Ocoquan will work with PWC and LRPRA in order to maintain a woodland preserve buffer and scenic bypass along Tanyard Hill Road.	X				X	Town Manager, Planning Commission	Operating Fund	Ongoing
43	The geographic extent of the Business (Commercial) District shall not be expanded beyond Center Lane or east of Gordon Boulevard (Route 123).		X	X			Planning Commission	Operating Fund	Ongoing
44	Office development in the Business (Commercial) District shall be limited generally to mixed use projects. Large buildings devoted solely to offices or residential will be considered inappropriate in light of the existing scale and character of buildings and activities.	X	X	X			Planning Commission	CIP, Developer	Ongoing
45	Residential uses in the Business (Commercial) District are encouraged in order to maintain activity and diversity. Residential uses may be in the form of detached dwellings, multi-family dwellings, or dwelling units combined with commercial activities in one structure. Such development is consistent with historic conditions as well as recent trends. Projects that result in a net loss of residential dwelling units are considered to be undesirable.	X		X			Planning Commission	Developer	Ongoing

No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
46	Generally, industrial activities other than craft type activities associated with a retail sales facility, shall be prohibited in the Business (Commercial) District. Industrial activities that serve to re-create those historically associated with the Town may be appropriate if presented in a style and scale consistent with the Historic District.	X		X			Planning Commission	Developer	Ongoing
47	The preservation of existing older structures shall receive the highest priority in considering the appropriateness of proposed development or redevelopment within the Historic District.	X		X			Planning Commission, Architectural Review Board	Developer	Ongoing
48	Architectural review of proposals within the Historic District shall be undertaken from the viewpoint of Occoquan as it developed from its founding through the early 20th century.	X					Architectural Review Board	Developer	Ongoing
49	The limits of the Historic District shall not be significantly expanded or changed from the current.	X					Planning Commission, Town Council	CIP	Ongoing
50	Beautification and landscaping efforts should enhance the aesthetics of the Town.	X			X		Planning Commission, Town Council, Town Manager	Operating Fund, Developer	Ongoing
51	The Occoquan Riverwalk, once completed, will be open for public access and use.	X	X				Town Council	Operating Fund	Ongoing
52	Development and redevelopment along the Business District portion of the riverfront should plan for access to and/or the expansion of the Occoquan Riverwalk.	X	X				Planning Commission, Town Council	Developer, Operating Fund	Ongoing

No.	Action Item Description	Community Character/Life	Circulation and Mobility	Economic Vitality/Diversity	Environmental Stewardship	Regional Coordination	Lead Department, Function	Funding Source	Target Completion Date (FY)
53	Redevelopment of underutilized properties along the Ocoquan riverfront will be actively promoted. Development should be of a water-oriented nature. Mixed use incorporating river front activity, housing, retail and offices will be encouraged.	X	X	X			Planning Commission	Developer, Operating Fund	Ongoing
54	The Town shall periodically review and amend, where necessary, the Zoning Code so as to ensure there are no unnecessary burdens placed on the development or redevelopment of property located within the Town.			X			Planning Commission	CIP	Bi-Annual Review
55	Develop a Green Business Recognition Program to highlight and encourage eco-friendly business practices and initiatives. Businesses to be recognized that have received a Green Certificate from a third-party organization.	X		X	X		Planning Commission	Operating Fund	FY 2017
56	Incorporate public recycling containers as part of the Town's Refuse Container Replacement Schedule. Measure recycling compliance with Town contractor. Include recycling and refuse container plan as part of overall Community Planning process.	X			X		Community Plan, Town Manager	CIP	FY 2017
57	Participate in VML's Green Government Challenge. Obtain at least 100 "Green points" to obtain "Green Government" certification.	X			X		Town Manager	Operating Fund	FY 2018
58	Pursue designation as Main Street America community.	X	X	X	X	X	Community Plan, Town Manager	CIP, Grants	FY 2019



Town of Occoquan **Strategic Plan**

Strategic Planning Committee
January 2013

Town of Occoquan Strategic Plan

Prepared by

Betty Dean (Committee chair)

Barry Dean

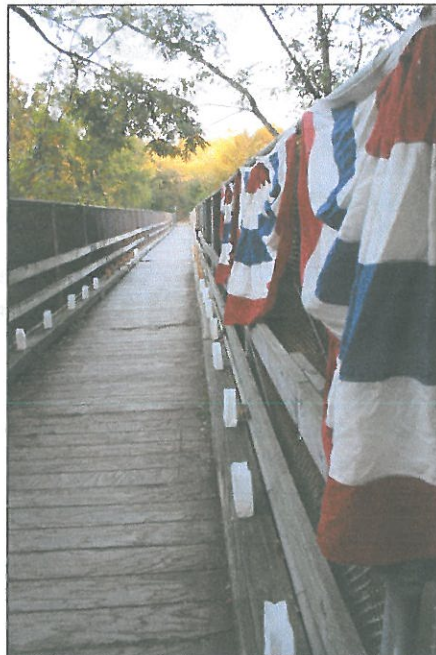
Susan Lee-Merrow

Christine Myskowski

Liz Quist (Occoquan Town Council)

Jared Espenschied

(graduate student/consultant, American University)



Goal #1

Be the shopping, dining and entertainment hub of the premier leisure destination in Prince William, southern Fairfax, and northern Stafford counties.

Occoquan enjoys a wealth of natural assets that, properly leveraged, make it uniquely suited to become a highly touted destination. These include: having a waterfront location at the juncture of two major commuter routes, being located in the nation's 9th wealthiest county; enjoying a compact, walkable downtown; and boasting an interesting, visible and well-documented history. This goal is based on the concept of building upon what is already in place to attract the kinds of businesses and visitors who are already pre-disposed toward this kind of setting.

Objective 1.1

Two or more entertainment venues, offering a minimum of 125 events annually, in some combination of performing arts, live music; recreation/games (non-gambling), film, etc. are operating within town limits.

Target Completion:
4th quarter FY16

Objective 1.2

The number of dining options in town is doubled and includes a range of options from casual family dining through fine dining.

Target Completion:
4th quarter FY16

Objective 1.3

A minimum of 15 rooms for overnight accommodations and the capacity to host business meetings (with appropriate technological amenities and breakout capabilities) for 150 people are available within town limits.

Target Completion:
4th quarter FY17

Objective 1.4

Occoquan and/or the Occoquan region has been rated as a "top shopping" (or equivalent) destination by at least 2 premier regional and/or national publications or websites (such as Washingtonian magazine, Virginia Living, Washington Post, Southern Living, Travel & Leisure, etc.).

Target Completion:
4th quarter FY18



Goal #2

Be an attractive center of employment for start-ups and small businesses (5-25 employees) in targeted sectors.

This goal is based on the concept that the attraction of non-retail businesses will benefit the retail base by increasing the number of people who are in town during the day, and encourage a culture of creativity, innovation and entrepreneurship that will in turn attract more visitors and businesses. The plan envisions retail businesses at street level in the downtown district, with professional services and non-retail businesses occupying space on upper floors that are less attractive for retail and which may lack the amenities of class A office space but be quite suitable and more affordable for startup situations and micro-businesses.

Many of the same natural assets that make Occoquan desirable as a leisure destination also create a favorable environment for very small non-retail businesses. This is particularly true for entrepreneurs who are members of what is known as the "creative class" – people who make their living with their ideas. Such individuals may bring a natural enthusiasm for the creative repurposing of space while benefiting from opportunities to work where they can walk to take a client to a restaurant for lunch or stroll along the riverfront while contemplating their next idea.

Objective 2.1

Prince William County's Economic Development department and the Town establish a joint initiative to attract "creative class" entrepreneurs to the Occoquan region.

Target Completion:
3rd quarter FY14

Objective 2.2

Non-retail employment has increased 30% - as measured by the number of full-time equivalent employees whose primary work location is within town limits.

Target Completion:
4th quarter FY16

Objective 2.3

A minimum of 5 new non-retail "creative class" businesses start or re-locate within town limits.

Target Completion:
1st quarter FY16

Goal #3

Be regarded as one of the top 5 most attractive small towns in Virginia.

During the SWOT sessions held as part of the planning process, residents, merchants and visitors alike expressed their affection for the town and appreciation of its distinctive features. Words such as "charming", "quaint" and "quirky" were used. Stakeholders also listed the town's sense of community and its historic characteristics as strengths. However, the largest overriding concern regarded a perceived deterioration in the general upkeep and look of the town, coupled with concern that development opportunities be approached thoughtfully and with a view toward the long term. By creating a proactive approach to capitalizing on the town's physical assets and enhancing its aesthetics, Occoquan will improve its ability to attract businesses and visitors, and improve property values and quality of life for residents and existing businesses.

Objective 3.1

An "Arts and Cultural" district is established within the Historic District. (See Addendum D – Arts and Entertainment District Legislation).

Target Completion:
2nd quarter FY14

Objective 3.2

Undeveloped riverfront property at the West end of Mill Street has been redeveloped as an architecturally distinctive "landmark" multi-use commercial property.

Target Completion:
4th quarter FY16

Objective 3.3

A publicly accessible, waterfront boardwalk extends the length of Mill Street.

Target Completion:
4th quarter FY17

Objective 3.4

80% of waterfront buildings and 40% of other buildings in the Historic District have participated in a formal "renewal" program aimed at improving structural integrity, aesthetic appeal, facades and waterfront views.

Target Completion:
4th quarter FY17

Objective 3.5

Occoquan is listed on the "prettiest small towns" or equivalent lists of at least 2 premier regional or national publications or web sites.

Target Completion:
4th quarter FY18

Goal #4

Be clean, green, safe and stable.

In order to accommodate the business growth envisioned in the plan, and to continue to build and improve upon the already exceptional quality of life enjoyed by its residents and businesses, Occoquan will need to upgrade its infrastructure while maintaining the safe and wholesome environment as well as the sense of community so often cited as vitally important to its stakeholders. This goal centers on building connections, both virtual and physical, between Occoquan and its surroundings, while at the same time employing a proactive approach toward the preservation of its environment – in both the human and ecological sense of the term.

Objective 4.1

A study is completed that examines the potential impact of time-limited on-street parking in the town's business district and provides recommendations for whether or not to implement such limits and if so by what method.

Target Completion:
4th quarter FY14

Objective 4.2

Reliable, free Wi-Fi is available to visitors throughout the retail shopping/dining district and reliable broadband is affordable and accessible to businesses and residents.

Target Completion:
4th quarter FY14

Objective 4.3

Public transit (PRTC or alternative) is available from the town to VRE and other key locations.

Target Completion:
4th quarter FY15

Objective 4.4

65% of residents and merchants meet established goals for recycling and energy conservation (and other possible "green" goals such as water conservation).

Target Completion:
End of FY18

Objective 4.5

At the plan's conclusion, the crime rate is the same or lower than at the plan's inception.

Target Completion:
End of FY18



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: January 2, 2019
8D: Request to Accept Planning Commission 2017 Annual Report	

Explanation and Summary:

The Occoquan Town Code, Chapter 2, Section 2-248, requires the Planning Commission to develop a report regarding its activities and present to the Town Council annually. The report includes information on the Planning Commission's actions during the 2018 year including Comprehensive Plan Action Item tracking. The report also includes Comprehensive Plan Action Item priorities for the Planning Commission for 2019.

Town Staff's Recommendation: Recommend acceptance.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to accept the Planning Commission 2018 Annual Report."

OR

Other action Council deems appropriate.

Attachments: (1) Planning Commission 2018 Annual Report



TOWN OF OCCOQUAN

Planning Commission

2018 Annual Report

Comprehensive Plan Action Item Tracking

The Planning Commission reviewed the action items that are still open in the Comprehensive Plan and are recommending the following priorities for 2019 for the Planning Commission, Town Council, and Town Staff.

1. Parking and Cut-Through Traffic

Action Items: 9, 10, 11, 12

With Comprehensive Plan action items #1 and #8 "A new Town parking study should be conducted based on current and future expected growth." completed, it follows that action item #9 "Based on the parking study, the Town should work on an improved parking management and execute the plan. Courses of action should be developed to improve commercial district and nearby residential area parking rules." The Planning Commission will provide their analysis and recommendations based on the study, which the Town Council may factor into their prioritizations.

Some of the Planning Commission's recommendations are intended to further other action items in the Comprehensive Plan. For example, signage and map recommendations will further action item #10 "Continue to look for suitable close in sites and develop Town-owned parking lots." While timed or metered parking will further #12 "Encourage use of business-owned vacant land for commercial parking." Action item #11 "Continue to require developers to provide appropriate off-street parking" will be an ongoing consideration in the approval of new developments.

2. Occoquan Beautification

Action Items: 18, 21, 36, 42, 50

Keeping Occoquan beautiful and inviting is a high priority for Planning Commission members. To further this goal, prioritizing #21 "The Town should plan in its CIP for how to implement and finance improvements to the Town's gateways" will create a welcoming façade for the Town, draw attention to it from outside county roads, and promote the Town.

In the interest of promoting community involvement and grassroots stewardship in Town, #18 "The Town should conduct a community study to improve and expand the use of brick sidewalks to the Town center. The study should also incorporate streetscaping, beautification, and woodland protection." compliments #36 "Encourage stewardship of the Town's natural resources through increased awareness of environmental impacts from daily activities." and #42 "Occoquan will work with PWC and LRPRA in order to maintain a woodland preserve buffer and scenic bypass along Tanyard Hill Road." These efforts could involve coordination with additional groups like Friends of the Occoquan and encourage in-Town grass-roots



TOWN OF OCCOQUAN Planning Commission 2018 Annual Report

efforts like "Adopt a Road" for Tanyard Hill to get residents involved with VDOT providing safety measures. For Town budgeting priorities, #50 *"Beautification and landscaping efforts should enhance the aesthetics of the Town,"* contributes to the above efforts.

Action item #20 *"The Town will pursue designation of Tanyard Hill Road as a State scenic byway as one way of preserving its character."* was researched by the Planning Commission in 2018, and it was found that the road would need to be 10 miles long or connect to other scenic byway roads adding up to 10 miles in order to qualify for this status. The Commission will continue to consider options on this item.

3. Promoting the Town

Action Items: 37, 38, 58

In the interests of promoting the town, better understanding the Town's place in the larger surrounding communities, and forging mutually beneficial partnerships the Planning Commission will take on #37 *"Planning Commission will meet with representatives from both Prince William County and Fairfax County Planning Commissions in order to agree on a mutually beneficial and cooperative growth plan for the town and its shared surrounding areas."* and 38 *"Create a dialogue with LRPA and the Lorton Work House Arts Center in order to enhance town goals that promote the coordination of our surrounding residential areas and neighboring artistic commercial enterprises."*

The Planning Commission will also resume research on #58 *"Pursue designation as Main Street America community,"* which was started but progress was stalled due to Commission member turnover.

4. Green Government

Action Items: 55, 57

Finally, in coinciding with stewardship of the Town and its natural resources, #55 *"Develop a Green Business Recognition Program to highlight and encourage eco-friendly business practices and initiatives. Businesses to be recognized that have received a Green Certificate from a third-party organization."* and #57 *"Participate in VML's Green Government Challenge. Obtain at least 100 'Green points' to obtain 'Green Government' certification."* will compliment both beautification efforts in Town and promotion efforts.



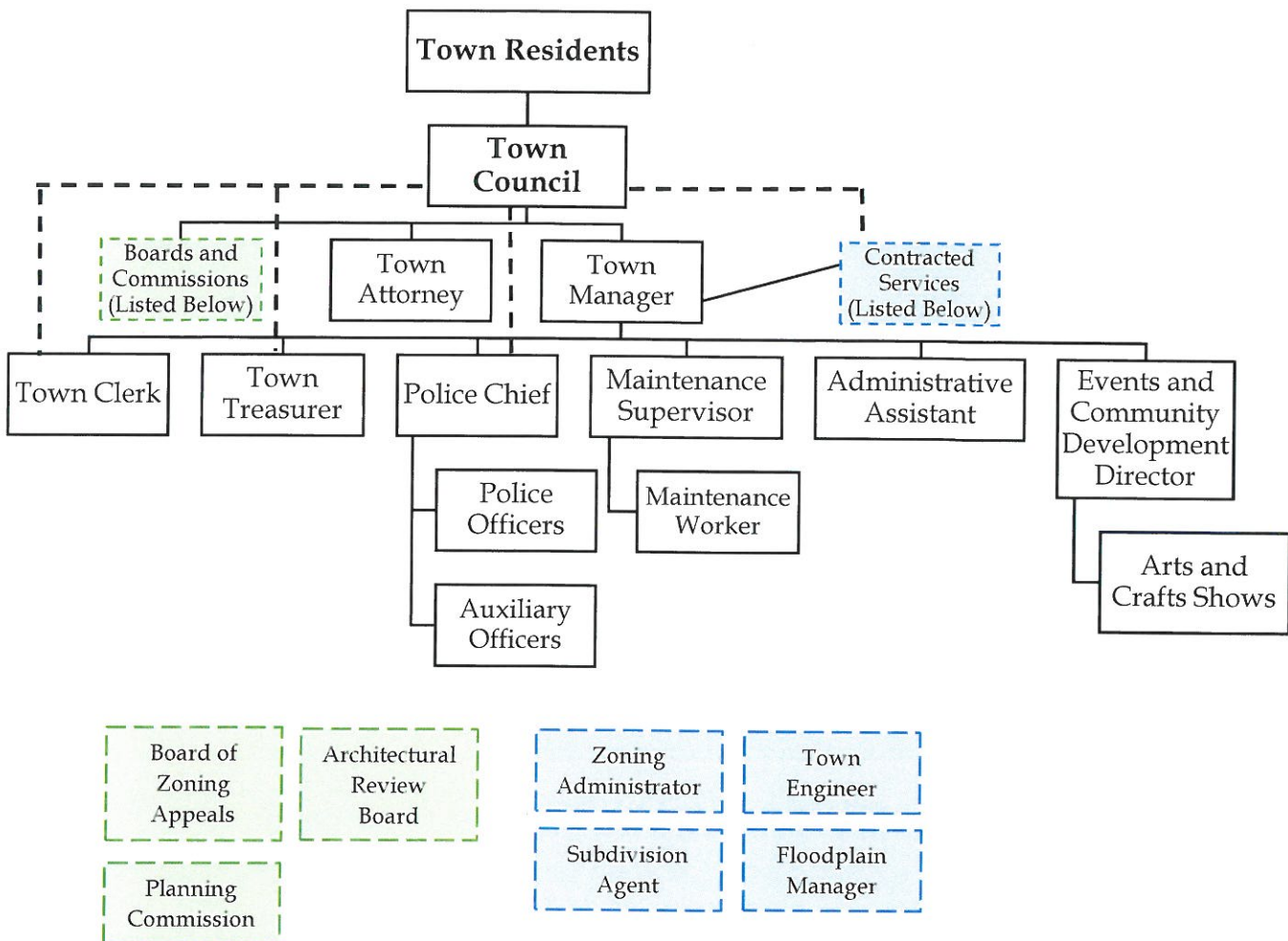
Town Staff

Organizational Chart

TOWN OF OCCOQUAN

Organizational Chart

FY 2020 Budget



--- Designates Town Council Appointment, Reports to Town Manager

Full time:

- Town Manager
- Police Chief
- Town Clerk
- Maintenance Supervisor

Part time:

- Treasurer
- Events/Community Development Director
- Administrative Assistant

Total Town Staff

7

Part time Police Officers (4)



Town Projects

Town Projects Currently Underway

1. River Mill Park Restroom
2. Kayak/Canoe Launch
3. Website Redevelopment
 - a. New Town Logo
4. Stormwater Management
 - a. Vantage Point BMP
 - b. Stormwater Plan
5. Exploring the development of 2 New Town Events to Replace Spring Craft Show; Developing a sponsored summer concert & movie series
6. Tanyard Hill Park
7. Development Projects
 - a. Kiely Court
 - b. The Mill at Occoquan
 - c. Rivertown
8. Intersection Improvements
 - a. Washington and Mill Streets
 - b. Ellicott and Mill Streets
9. Parking Study Implementation
10. Special Events Policy
11. Bond Release SOP
12. Researching Air BnB Registration
13. Researching Financial Software Packages
14. Developing Town Maps



TOWN OF OCCOQUAN

Fiscal Year 2021 Budget Calendar

ACTIVITY	DATE	TIME
Budget Preparation and Task Setting	December 2019	COB
Town Council Goal Setting Work Session	Tuesday, January 7, 2020	7:00 p.m.
Staff Meeting – Budget Discussion/Priorities	Tuesday, January 14, 2020	10 a.m.
Deadline for Department Budget Requests	Friday, January 17, 2020	COB
Planning Commission/Budget Committee CIP Review and Recommendations	January 2020	TBD
Town Council Budget Work Session	Tuesday, February 18, 2020	7:00 p.m.
Town Council Budget Work Session	Tuesday, March 3, 2020	7:00 p.m.
Town Council Budget Work Session	Tuesday, March 17, 2020	7:00 p.m.
Town Council Budget Work Session (If necessary)	Wednesday, March 25, 2020	7:00 p.m.
Proposed FY21 Budget Submitted to Council, Available to Public	Friday, March 27, 2020	7:00 p.m.
Advertise for Tax Rate and Budget Public Hearings	Advertising Dates: March 27 + April 3, 2020	Date to send to paper: March 25, 2020
Public Hearing: Proposed FY21 Budget	Tuesday, April 7, 2020	7:00 p.m.
Public Hearing: Proposed FY21 Tax Rates	Tuesday, April 21, 2020	7:00 p.m.
Adoption of FY20 Tax Rates and Budget	Tuesday, May 5, 2020	7:00 p.m.
Submission of Budget to GFOA	Friday, August 28, 2020	COB



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: January 7, 2020
8 C: Community Partnership Award	

Explanation and Summary:

At the November 7, 2019 Town Council meeting, Staff presented the idea for the creation of a Community Partnership Award to recognize an individual or business that demonstrates an outstanding commitment to the Town. For Council consideration, Staff has developed the following guidelines for recognizing future award recipients:

- Recipient demonstrates outstanding community commitment through support of Town events, program development consistent with Town priorities, and community service.
- Award is not an annual award. It is only given when an individual or business demonstrates an outstanding commitment to the Town.

2019 Awards to be presented at the 1/7/20 Regular Business Meeting.

Town Manager's Recommendation: Approval.

Events and Community Development Director Recommendation: Approval.

Proposed/Suggested Motion:

"I move that the Town Council hereby establish the Community Partnership Award to recognize an individual or business that demonstrates an outstanding commitment to the Town, with the 2019 award to be presented to the recipient at the Council Work Session on January 21, 2020."

OR

Other action Council deems appropriate

Attachments:

1. Individual Award
2. Award Plaque for Town Hall
3. Community Partnership Award Resolution
4. Walter D. Bailey Volunteer Award Resolution

TOWN OF OCCOQUAN COMMUNITY PARTNERSHIP AWARD



2019 Occoquan Community Partnership Award

Recognizing the outstanding commitment to the community
demonstrated by

TOIWN OF OCCOQUAN COMMUNITY PARTNERSHIP AWARD



**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION
REGARDING THE ESTABLISHMENT OF THE
COMMUNITY PARTNERSHIP AWARD**

WHEREAS, the Town of Occoquan is a jurisdiction with modest financial and personnel resources; and

WHEREAS, the Town of Occoquan thus relies heavily for its success on the cooperation of partners within the community; and

WHEREAS, such partners are critical to the pursuit of many Town endeavors; and

WHEREAS, such partners contribute greatly to the overall quality of life within the Town; and

WHEREAS, the Town of Occoquan wishes to formally recognize on a periodic basis those community partners who over an extended period of time have consistently and meaningfully partnered with the Town for the betterment of the Occoquan community;

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby establish the Town of Occoquan Community Partnership Award to be issued at the discretion of the Town Council and at such times and at such frequency as the Town Council may determine, to recognize and honor organizations or individuals that over an extended period of time have consistently and meaningfully partnered with the Town for the betterment of the Occoquan community.

Adopted January 7, 2020

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION
REAFFIRMING THE
WALTER D. BAILEY VOLUNTEER AWARD**

WHEREAS, in 2007 the Town of Occoquan participated in Virginia 2007, a year-long, statewide commemoration of the 400th anniversary of the founding of Jamestown; and

WHEREAS, as part of Virginia 2007 the Town of Occoquan held numerous special events, commemoration activities, and dedications; and

WHEREAS, one such dedication was the establishment of a volunteer award; and

WHEREAS, the late Walter D. Bailey was, among many other contributions, a long-time Town resident, historic preservation advocate, volunteer, and at that time chairman of the Architectural Review Board (ARB); and

WHEREAS, the Town of Occoquan as part of Virginia 2007 wished to honor Mr. Bailey for his long and distinguished service to the Town; and

WHEREAS, the Town thus chose to name its volunteer award the Walter D. Bailey Volunteer Award and made Mr. Bailey its first recipient; and

WHEREAS, the Town wishes to reaffirm the significance of the award and further document its history;

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby reaffirm the Walter D. Bailey Volunteer Award to be issued at the discretion of the Town Council and at such times and at such frequency as the Town Council may determine, to recognize and honor individuals who over an extended period of time have consistently and meaningfully volunteered their services to the Town in a variety of ways for the betterment of the Occoquan community.

Adopted January 7, 2020



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: January 7, 2020
8 A: Stormwater Management Work Plan	

Explanation and Summary:

The attached Stormwater Management Work Plan includes an overview of the Town's stormwater management system along with future projects recommended for the three major pipes and the Infiltration Ditch included in the system. It also includes an overview of the CCTV inspection of the three major pipes travelling through the Town that was performed by the Prince William County Department of Public Works in April 2018.

Additional projects may be identified for future fiscal years, as the Town fulfills its responsibilities in regards to the Virginia Stormwater Management Program (VSMP).

Engineer's Recommendation: Approval.

Town Attorney's Recommendation: N/A

Town Manager's Recommendation: Approval.

Cost and Financing: \$10,000

Account Number: Public Works-Stormwater Management (Adopted FY 2020 Capital Improvement Program)

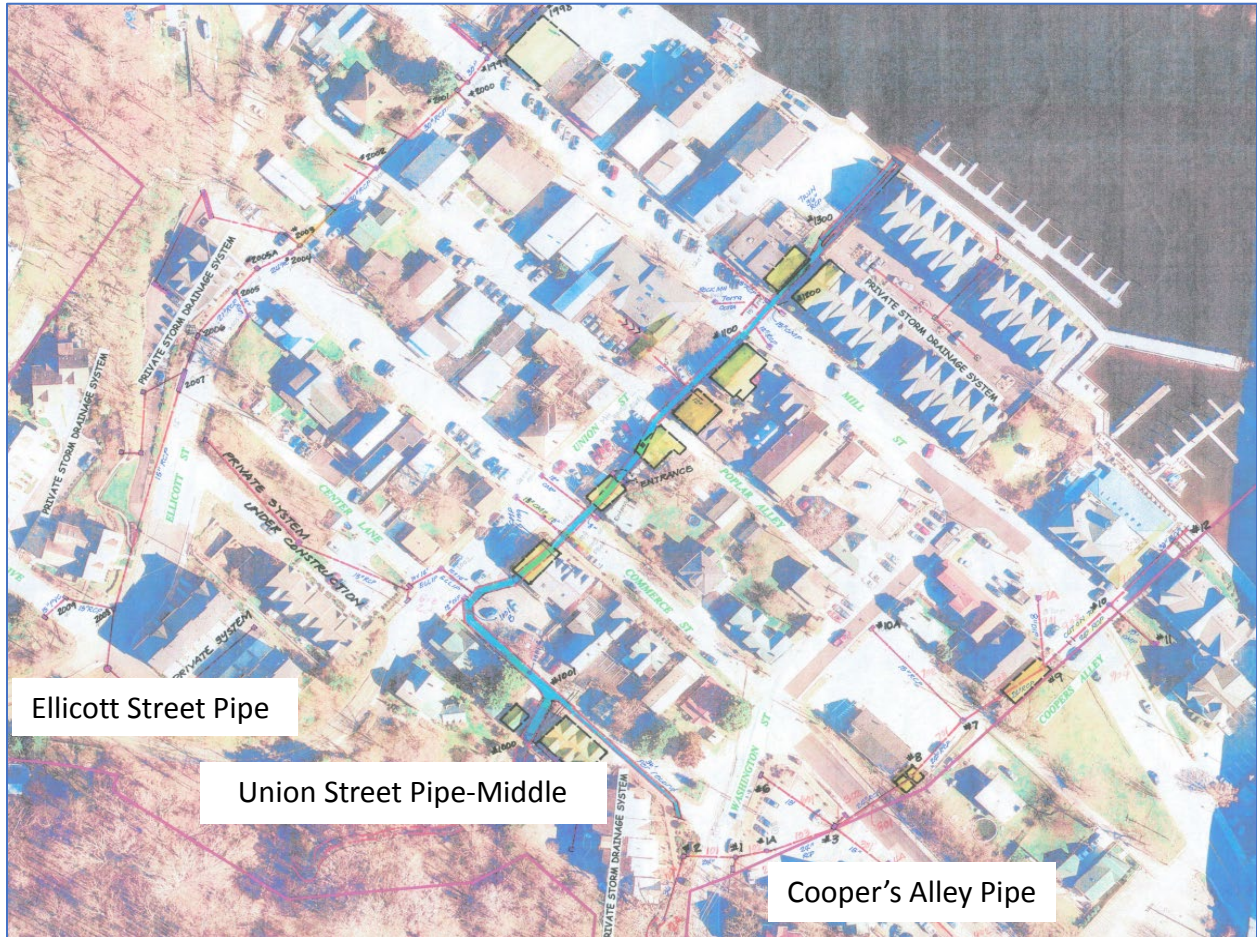
**Attachments (2): Stormwater Management Work Plan
PowerPoint Presentation**



Stormwater Management Work Plan

Background

The stormwater drainage system for the Town consists mainly of three major pipes travelling through Town and discharging into the Occoquan River.



The **Ellicott Street pipe** starts from the corner of Ellicott Street and McKenzie Drive, passes by Town Hall and discharges into the river, beside the building that currently houses Elements. The **Union Street pipe** starts in the vicinity of Center Lane and was built by the Federal Emergency Management Agency (FEMA) in 1972 after Hurricane Agnes impacted the Town. This pipe parallels Union Street and discharges into the river, beside Gaslight Landing. The **Cooper's Alley pipe** starts on Washington Street and passes by Mom's Apple Pie, the Ebenezer Church, and discharges into the river beside Madigan's.

Vantage Pointe Infiltration Ditch

The Town's stormwater management responsibilities also include the maintenance of the Vantage Pointe Infiltration Ditch which was installed to address the increased water flow associated with the construction of the West Locust Street Improvement Plan. On 7/13/99, the Town signed a maintenance agreement with six West Locust Street property owners, agreeing to take on the maintenance responsibilities for the Infiltration Ditch. The end date for the agreement is 12/31/2097.

System Inspection

In April 2018, the Prince William County Public Works Department performed a CCTV inspection of the three pipes and provided a draft report in May 2018. PWC also provided the Town with the photos and videos that were taken during the system inspection process. On 7/19/19, Town staff met with staff members from the PWC Department of Public Works to review the system inspection and to begin the development of a stormwater work plan for the Town.

Inspection Highlights

- Inlet under two sheds, by Ebenezer Church
- Inlet by Visitor Center
- Sporadic illegal connections
- Union Street Pipe: damaged sections around Mill Street/Commerce Street intersections
- Cooper Alley Pipe: damaged sections (rebar/separation), uneven

Overall, the Ellicott Street and the Union Street Pipes appear to be functional. There were no blockages and the water appeared to flow through the pipes reasonably well. The Cooper's Alley Pipe seemed to be somewhat uneven and in the worst condition of the three pipes, with rebar/separation throughout; however, the water still seemed to flow through it reasonably well.

Maintenance Plan

The ongoing maintenance of the three pipes should include performing a CCTV inspection of each pipe every two years and performing joint repair (Epoxy) on the Ellicott Street and Union Street pipes every 5 years. Both pipes are candidates to have liners blown in for reinforcement. Because of its unevenness, the Cooper's Alley pipe, is not a candidate for blowing in a pipe liner. Regarding the Vantage Pointe Infiltration Ditch, Annual inspections and maintenance/repair should also be completed.

Future Projects

- CCTV Inspection of all three pipes
- Union Street Pipe: Properly abandoning the 36 ft. section of pipe on Center Lane at Washington Street
- Cooper's Alley Pipe: Installing a trash wrap gate at the inlet located on Washington Street/Center Lane to prevent debris going into pipe
- Blowing/Cleaning out all three pipes

Projects for Consideration

- Blowing Liners into Ellicott Street and Union Street pipes

Stormwater Management Work Plan-CIP Cost Estimates

FY 2020

Project	Cost Estimate
Installation of Trash Rack-Entrance to Cooper's Alley Pipe (near Washington Street)	\$4,450
Clean out/Epoxy Trouble Spots ¹ (All 3 Pipes)	\$5,000
Inspection/Repair of Vantage Point Infiltration Ditch	\$550
	\$10,000

FY 2021

Project	Cost Estimate
Cleaning out all 3 Pipes	\$19,332
Proper Abandonment of Union Street Pipe-On Center Lane at Washington Street	\$25,459
Joint Repair/Epoxy Trouble Spots ¹	\$5,000
Inspection/Repair of Vantage Point Infiltration Ditch	\$550
	\$50,341

FY 2022

Project	Cost Estimate
CCTV Inspection of All 3 Pipes	\$8,937
Joint Repair/Epoxy Trouble Spots ¹	\$15,513
Inspection/Repair of Vantage Point Infiltration Ditch	\$550
	\$25,000

FY 2023

Project	Cost Estimate
Joint Repair/Epoxy Trouble Spots-Ellicott/Union Street Pipes ¹	\$4,000
Complete Joint Repair/Epoxy-Cooper's Alley Pipe	\$35,000
Inspection/Repair of Vantage Point Infiltration Ditch	\$1,000
	\$40,000

Candidate Project for Grant Funding

Project	Cost Estimate
Lining the Ellicott and Union Street Pipes	\$853,099

¹ Trouble Spots identified by PWC staff based on 2018 CCTV inspection of all three pipes.



Stormwater Work Plan

Town Council Regular Business Meeting

January 7, 2020



Ellicott Street Pipe

Union Street Pipe-Middle

Cooper's Alley Pipe

Background Information

- **April 2018:** Prince William County Department of Public Works performed CCTV Inspection of Three Pipes
- **July 2019:** Town Staff Meeting with Department of Public Works Team
- **November 2019:** Town Staff Meeting with Department of Public Works Team
- **FY 2020:** Capital Improvement Program Funding Available for Stormwater Projects

Cooper's Alley Pipe-Mom's Apple Pie to Madigan's



Cooper's Alley Pipe-Mom's Apple Pie to Madigan's



Mom's Apple Pie to Madigan's



Ellicott Street Pipe



Ellicott Street Pipe



Union Street Pipe-Middle



Union Street Pipe-Middle



FY 2020 Stormwater Projects

- Cooper's Alley Pipe: Installation of trash grate on the inlet located at Washington Street/Center Lane to prevent debris going into pipe
- Clean out/Epoxy Trouble Spots (All 3 Pipes)
- Inspection/Repair of Vantage Point Infiltration Ditch