



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, October 6, 2020**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian and Eliot Perkins

**Absent:** Councilmember Laurie Holloway

**Staff:** Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Kathleen Dellinger, Town Treasurer; Adam Linn, Chief of Police; Jason Forman, Town Sergeant; Julie Little, Events and Community Development Director; Katy Nicholson, Town Clerk

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

Michelle Lentini, a resident of the Barrington Point HOA, said she appreciated Council's work on the Noise Ordinance, as she had been dealing with noise issues through her HOA. She said she wondered if the proposed Noise Ordinance would offer additional protections for her and others dealing with noise from neighbors. Ms. Lentini said she was wondering what types of issues would be addressed by the proposed ordinance versus HOA covenants. Mayor Porta asked Ms. Lentini to stay for Council's discussion of the Noise Ordinance, as he hoped to address her questions then.

Mayor Porta explained several procedural changes:

- Meeting agendas would now include a consent agenda, which was intended to be approved as a group. Council would have the option of pulling specific items to deal with them individually.
- Mayor Porta asked Council to direct any questions for Town staff to the Town Manager.
- Mayor Porta encouraged Council members to review agenda materials before the meeting, noted that the Town Manager would contact individual councilmembers the day before each meeting to address questions or concerns about the agenda distributed the prior Friday.

**4. CONSENT AGENDA**

- a. August 4, 2020 Regular Meeting Minutes
- b. August 18, 2020 Special Meeting Minutes
- c. Request to Declare Election Day on November 3, 2020, as a Town Holiday

**Motion to approve the items on the consent agenda.**

Moved by Vice Mayor Loges; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

**5. MAYOR'S REPORT**

Mayor Porta reported on the following items:

- The Belmont Bay Paddlers group had emailed him praising the Town's Kayak Launch Ramp.
- Participated in a September 9 Virtual Town Hall with Prince William County Supervisor Kenny Boddye and Congressman Gerry Connolly.
- Participated in a September 19 Tanyard Hill Trail walk with representatives of the Prince William Trails and Streams Coalition in anticipation of the group's upcoming Trail Work Day.
- Participated in the September 23 Mill at Occoquan public meeting.
- Participated in the September 26 Tanyard Hill Trail Work Day.
- Served as MC for the Town's Trivia Night event on September 30.
- Met with Councilmember Perkins and the developer of the Mill at Occoquan on October 2 to review the application process for the proposed development.

Mayor Porta requested unanimous consent to add to the agenda a vote on the appointment of Merial Curren as the business representative for the Architectural Review Board.

**Motion to approve the appointment of Merial Curren to the Architectural Review Board.**

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

Motion **passed** unanimously by voice vote.

**6. COUNCILMEMBER REPORTS**

Councilmember Bienia noted that she had received inquiries regarding the Tourist Information Center building. Ms. Jovanovich responded that Ms. Little had been working with the Prince William County Office of Tourism, which planned to vacate the building by November 30. She added that staff planned to discuss this topic with Council at its October 20 meeting.

Councilmember Fithian thanked the Police Department for their work and recognized Ms. Little for her creativity in developing new event concepts during the pandemic. She added that she was happy to have Ms. Jovanovich back as Town Manager.

Councilmember Perkins said he also was happy that Ms. Jovanovich was working for the Town again. He noted that he had participated in the Mill at Occoquan public meeting, the Tanyard Hill Trail Work Day, and the meeting with the Mill at Occoquan applicant.

Vice Mayor Loges thanked Councilmember Perkins for his work related to the Mill at Occoquan public meeting, adding that she was pleased with the turnout. She noted that she had seen a significant decrease in "store closing" signage since Council's recent discussion about the matter. Mayor Porta responded that this would be addressed during the Architectural Review Board report.

**7. BOARDS AND COMMISSIONS**

Architectural Review Board (ARB) Chair Brenda Seefeldt reported that the ARB had approved one Application for Exterior Elevations at its September meeting.

Mayor Porta noted that Council was still working to identify a Council representative for the ARB. He explained that the only letter he had sent regarding "Store Closing" signage had been to Artville Rugs, as Touch of Gold had closed and removed its signage. He said he had a list of other

businesses in violation of the Sign Ordinance and that while the Town had suspended enforcement during the pandemic, he had heard complaints from residents and business owners regarding sign violations. Of the businesses on his violations list, he explained that Vice Mayor Loges had addressed one of the issues and that he and Ms. Jovanovich were handling the others.

Councilmember Fithian said she had spoken with two business owners regarding A-frame signs and that she sympathized with the businesses as they struggled to attract customers during the pandemic. She noted that she thought it should be permissible to display A-frame signs between the sidewalk and the curb, as some businesses did not have any other places to put them.

Mayor Porta noted that he had asked Councilmember Fithian to bring up this issue, as he thought it was important for Council to have this discussion. He explained that the signs were in the Virginia Department of Transportation (VDOT) right-of-way and that while a few signs might not cause traffic distractions, many other owners wanted to place signs in the right-of-way as well. He added that the Town had trash cans in the right-of-way, so he was hoping to get some clarification regarding VDOT's rules. Ms. Jovanovich responded that she would need to look into this, but VDOT had regulations on advertising and signage in the right-of-way. She added that staff was concerned about the equitable enforcement of the rule, because other businesses had complained about those with illegally-positioned A-frame signs.

Mayor Porta asked Ms. Seefeldt if she had any concerns about the A-frame signs aside from the right-of-way regulations. Ms. Seefeldt responded that she had seen an off-premises A-frame sign, which also was not allowed. She added that some locations offered better advertising opportunities than others, but the Town needed to enforce its rules equitably.

Councilmember Perkins noted that other historic towns had similar problems, and he would be interested in knowing how they dealt with them. He added that while he wanted to ensure equitable enforcement, he also wanted to accommodate Town businesses. Ms. Seefeldt responded that A-frame signs had only been permitted in Occoquan since 2012 or 2013, and that the Town had researched other towns' policies at that time.

Councilmember Fithian asked whether other businesses were complaining about A-frame signs in the right of way, as she had only heard complaints regarding the recent enforcement. Ms. Jovanovich responded that staff had received comments such as, "Why can they do it and I can't?" She added that staff was working with the businesses to educate them about where they could place their signage.

Vice Mayor Loges said she agreed that enforcement should be equitable. She noted that some buildings in Town contained multiple businesses, so the problem could get out of control. She added that the Town could provide businesses with other advertising suggestions.

Councilmember Perkins said he thought the Town could come up with a reasonable solution, and he would like to reach out to other towns regarding their sign regulations. Mr. Crim noted that Culpeper had a permit process for A-frame signs. Mayor Porta asked how Culpeper addressed the right-of-way issue. Mr. Crim responded that VDOT had rules for the areas it maintained, but the Town could have its own rules for the sidewalks.

Mayor Porta asked Ms. Jovanovich to contact a similar jurisdiction and VDOT for input. He noted that some business owners might not care about the rules, but he thought the recent proliferation of illegal signs was mostly due to new business owners who were unfamiliar with the rules.

Councilmember Fithian said she hoped the Town could balance the interests of people who did not like the signs with the interests of the businesses that were struggling to stay afloat. Ms. Seefeldt responded that she did not think an A-frame sign would benefit a business significantly, and she thought the Town should make sure to educate new merchants. Mayor Porta said he planned to meet with new business owners anyway, which would provide an opportunity for education.

Councilmember Perkins, Chair of the Planning Commission, reported that at its September meeting, the Commission had held a public hearing and voted to recommend Council approval of the revised Sign Ordinance. He also noted that the Planning Commission had discussed the Mill at Occoquan public meeting and the proposed Fairfax County Alpine-X indoor ski facility. Mayor Porta commended Councilmember Perkins for his work on the Mill at Occoquan public meeting.

## 8. ADMINISTRATIVE REPORTS

### a. Town Manager

The meeting agenda included a written report from the Town Manager.

Councilmember Perkins asked if there were any updates on the Rivertown Overlook development. Ms. Jovanovich responded that she had met with the developer and notified him of the Town's expectations regarding site maintenance. She said the developer planned to complete three units soon, and that they were in the process of cleaning up the site and repairing the silt fence. Councilmember Fithian noted that she heard regular complaints about this property, and she did not understand why the developer could not keep to a regular maintenance schedule. Ms. Jovanovich responded that the developer was working on the issue and staff had made it clear that enforcement action would be taken if necessary.

Councilmember Perkins said he thought it was in the Town's best interest to replace the missing windows at 104 West Locust Street. Mayor Porta asked whether the Town could replace the windows and bill the owner for the cost. Ms. Jovanovich responded that she had spoken with Mr. Crim about this, and staff planned to send a letter to the property owners stating that the Town would install an enclosure. She added that Council could direct staff on whether to install boards or windows.

Vice Mayor Loges said she was in favor of installing the least expensive windows possible in the interest of property values. Councilmember Perkins agreed. Mr. Crim responded that with proper notice, the Town had the authority to address buildings that were threats to health, safety, or welfare. He said this was such an issue, as a house that appeared abandoned could attract crime and lower property values. Councilmember Bienia said she was in favor of making it look as attractive as possible, but she was concerned about the possibility of trapping wildlife in the house. Mayor Porta responded that the Town should note in its letter to the owner that staff would perform an inspection to prevent such a situation.

**Motion to direct staff to send a letter indicating that the Town will install inexpensive windows and perform an inspection of the house at 104 West Locust Street, and authorize staff to proceed with such actions.**

Moved by Councilmember Perkins; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

Mayor Porta complimented Chief Linn and his staff for their Public Works Report and their work on the listed tasks. He added that the Town was looking good and trash cans were no longer overflowing.

Mayor Porta asked Ms. Jovanovich to contact Prince William County regarding any building permits that were more than two years old, to find out if they needed to go to enforcement.

**b. Town Attorney**

The meeting agenda included a written report from the Town Attorney.

No further discussion.

**c. Town Treasurer**

The meeting agenda included a written report from the Town Treasurer.

Mayor Porta asked what action staff planned to take regarding the four businesses that had been delinquent on Town taxes for more than one year. Ms. Jovanovich responded that staff was getting caught up on this and would be pursuing enforcement action.

**9. REGULAR BUSINESS**

**a. Request to Authorize CARES Act Purchases**

Ms. Jovanovich explained that the Town had received a total of \$188,760.00 in Coronavirus Aid, Relief, and Economic Recovery (CARES) Act funding. She noted that the Town had documented approximately \$25,000.00 of reimbursable expenses and administered a \$30,000.00 microgrant program, and the remaining CARES Act funding needed to be spent by December 30, 2020.

Ms. Jovanovich reminded Council that staff had provided a request for additional reimbursable purchases at a prior meeting, and that those amounts had been updated to reflect an amount of \$68,870.00:

- Laptops for staff to support continuity of government operations
- Tablets for Council to support continuity of government operations
- Generators for Town Hall and the Town Annex to support continuity of government operations
- Portable variable message board to display information during emergencies

**Motion to authorize Town staff to expend an amount not to exceed \$68,870.00 to purchase the proposed projects utilizing CARES Act funds and authorize the Town Treasurer to submit the actual cost incurred for reimbursement from CARES Act Funds.**

Moved by Vice Mayor Loges; seconded by Councilmember Perkins.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Nays: None.

Ms. Jovanovich noted that this would leave a balance of approximately \$30,000.00. She proposed the OCQ CARES Program to help support the business community and residents. The program would provide vouchers to each Town household that could be spent at any participating Town business. Qualifying businesses would need to demonstrate that they had been impacted by the COVID-19 pandemic. Ms. Jovanovich explained that staff would need to fine-tune to details of the program, but she wanted to find out how Council felt about the idea. Mayor Porta noted that the proposed program would benefit every household in Occoquan and keep the money in the Town.

Vice Mayor Loges said she liked the idea. She asked whether the CARES Act funding could be used for housing assistance. Ms. Jovanovich responded that she had spoken with Mr. Crim about this, and that Prince William County's housing assistance program was open to Occoquan residents. Mayor Porta noted that the County's program was still very active, and he had concerns about who would actually benefit from a Town housing assistance program, as the money would go to landlords rather than tenants.

Vice Mayor Loges noted that Washington, D.C., was trying to help its restaurants extend the outdoor dining season with heaters and other equipment. Ms. Jovanovich responded that the OCQ CARES Program was intended to help all businesses, but she was seeking direction from Council. Vice Mayor Loges noted that meals taxes were an important source of Town funding. Mayor Porta said he liked Vice Mayor Loges' idea, but some restaurants already had invested in heaters. Councilmember Fithian said there were many people who would only eat outdoors at restaurants, so this could make a big difference.

Councilmember Perkins said it would be a problem if restaurants could not use their outdoor seating during the colder weather, but the Town would need to act on this quickly. He added that he hoped the CARES Act funding would have a broad benefit, but outdoor seating assistance would benefit restaurants disproportionately. Councilmember Fithian noted that there was a symbiotic relationship between the shops and the restaurants, so helping the restaurants could benefit the other businesses by bringing more people to Town.

Mayor Porta said he was concerned about investing so much in a few businesses, as heaters were expensive and some restaurants already had purchased them. Ms. Jovanovich noted that the Town had eight or nine restaurants with outdoor seating, so Council could allocate \$1,000.00 per restaurant and reduce the denomination of the OCQ Cares vouchers. Mayor Porta said Council could approve the voucher program at \$50.00 per household and allow staff to investigate a program to assist restaurants with extending the outdoor seating season.

Mr. Crim noted that as with the Town's microgrant program, the money must be run through a nonprofit organization or economic development authority. He added that time was of the essence, and recommended that Council authorize Ms. Jovanovich to spend the funding as she saw fit, with a variety of options.

**Motion directing staff to develop and implement a program to benefit Occoquan businesses and residents using CARES Act funding based on the discussion tonight.**

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Nays: None.

**b. Request to Host the Annual Halloween Parade and Costume Contest Event**

Mayor Porta explained that he had asked staff to consult with Council about Town events during the pandemic. Ms. Jovanovich added that Ms. Little and Chief Linn had worked hard to develop a safe program and were seeking direction from Council.

Councilmember Fithian said she would like to move forward with the event, as she thought most people would be conscientious about safety. She asked how staff planned to enforce social distancing during the parade. Ms. Little responded that staff would line up family groups in socially distanced sections. She noted that once the parade started, staff would walk along and remind people to remain distanced, and that there would be social distancing circles drawn in River Mill Park.

Vice Mayor Loges asked whether registration would be required for the parade. Ms. Little responded that she had not been planning to require registration, and that 88 people had participated the previous year. Vice Mayor Loges said she would prefer to require registration, so staff would have an idea of how many participants to expect. Councilmember Fithian agreed that registration would be a good idea. Mayor Porta noted that people often registered and did not show up for free events. He added that he did not want to discourage anyone from participating by requiring registration, but he did not think it would be a problem with this event.

Councilmember Perkins said he did not think an unmanageable number of people would show up. Ms. Little agreed, adding that participants in other recent events had acted responsibly. Councilmember Bienia said she was comfortable with the idea, as the event included fewer activities than in previous years.

Mayor Porta suggested that Council let staff develop a reasonable plan. Vice Mayor Loges noted that the number of circles in the park would guide the number of people who could safely participate. She said she thought it would be more responsible to have people register. Mayor Porta asked how staff felt about requiring registration, with a maximum of 100 participants. Ms. Jovanovich responded that she thought this was a good idea, and registration would provide an opportunity to establish guidelines for the event.

**Motion to hold the Annual Halloween Parade and Costume Contest following public health guidelines as related to the COVID-19 pandemic.**

Moved by Councilmember Bienia; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

**c. Request to adopt O-2020-05, an Ordinance to Repeal and Replace Town Code 92.2 Generally Relating to Noise**

Vice Mayor Loges explained that the Town had worked on the new Noise Ordinance for a long time. She posed several questions and concerns to Mr. Crim:

- The definition of “motorcycle” included “two-wheeled, three-wheeled and four-wheeled motor vehicles.” Mr. Crim responded that this definition was too broad and that “four-wheeled vehicles” should be removed from the definition.
- Why were the distance standards for animal noises different from the distance standards for human noises? Mr. Crim responded that these standards should be

parallel. Council agreed that “iii. plainly audible through partitions common to two or more residences within a building” should be added to the distance standards under 92.09 Noise From Animals.

- Would church music be exempt from the Noise Ordinance? Mr. Crim responded that church music only would be exempt during the daytime.
- Vice Mayor Loges asked why the Exhaust Ordinance had been included within the Noise Ordinance, as she thought Prince William County’s Exhaust Ordinance would be adopted separately. Mr. Crim responded that after discussion with the Town Manager, he had agreed that it would be appropriate to include the Exhaust Ordinance verbiage within the Noise Ordinance, with a few minor variations. Vice Mayor Loges asked why hours of enforcement had been added to the Exhaust Ordinance verbiage. Mr. Crim responded that the idea had been to make the exhaust section parallel to other noise prohibitions, but that could be changed. Mayor Porta noted that Chief Linn had said there were approximately 12 vehicles in Town with modified exhaust systems. He asked whether the police would be citing those vehicles every day. Chief Linn responded that this would be up to the officers’ discretion, and that they would issue warnings prior to issuing any tickets. Mayor Porta noted that owners would need to be notified of the fact that modified exhaust systems already were not allowed in Prince William County, and now would not be allowed in Occoquan. Councilmember Perkins said he thought it was reasonable to restrict something that caused noise pollution regardless of the time of day. Mayor Porta responded that some people might disagree and consider some noises only intolerable at night.. Mr. Perkins noted that large groups of vehicles with loud exhaust systems could travel through Town in the middle of the day. Chief Linn said the ordinance could rely on officer discretion and give officers a tool to address loud vehicles. Mayor Porta responded that without a time period for enforcement, some people in Town would expect that the ordinance would always been enforced. Mr. Crim noted that the courts tended to be solicitous of citizens facing less serious charges.

Councilmember Fithian noted that 92.06 (G) included a stipulation that restrictions on human-produced sound would only be enforced at nighttime. She said she had encountered people in Town shouting into microphones during the daytime, so she thought “nighttime” should be removed from this regulation. Mr. Crim responded that this regulation only applied to non-amplified human sound.

Mayor Porta noted that several elements required for the Permit for Amplified Outdoor Sound in 92.10 seemed unnecessary. Council agreed to remove:

- (4) The name and address of the person who owns the sound amplifying equipment
- (5) The name and address of the person having direct charge of the sound amplifying equipment
- (6) The names and addresses of all persons who will use the sound amplifying equipment

Mayor Porta invited Ms. Lentini to speak. Ms. Lentini posed the following questions:

- Would the restrictions regarding “human-generated noise” in 92.06 (G) apply to bodily noise such as stomping or hitting walls? Mr. Crim responded that in this context, it would refer to sound coming from a person’s mouth, but verbiage could be added to

make it apply more broadly. Council agreed to add “or any human-produced excessive noise” to 92.06 (G).

- Would there be any regulations on noise between the hours of 6:00 a.m. and 10:00 p.m.? Councilmember Bienia asked how the Noise Ordinance would be enforced when Occoquan police were not on duty. Mr. Crim responded that the Prince William County Police Department did not typically enforce Town ordinances. Vice Mayor Loges said she sympathized with Ms. Lentini, but she was concerned about making the Noise Ordinance too restrictive. Mayor Porta agreed that too many daytime restrictions could lead to abuse of the ordinance. He added that the Town could revisit these sorts of matters later on. He said the Town would try to use the Noise Ordinance as effectively as possible, though it might not address all of Ms. Lentini’s concerns.

**Motion to adopt, as amended, O-2020-05, an Ordinance to Repeal and Replace Town Code 92.2 Generally Relating to Noise.**

Moved by Vice Mayor Loges; seconded by Councilmember Perkins.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Nays: None.

**d. Request to Enact a Timed Parking Zone Within the Business District**

Chief Linn noted that Councilmember Perkins had presented a timed parking proposal at the last meeting. He explained that staff had developed maps showing proposed eight-hour, three-hour and 20-minute parking zones. He also explained that staff was proposing a residential parking permit program similar to that of the City of Manassas, which would provide parking permits for residences within the timed parking area that did not have off-street parking. This program would provide one free parking permit per household and a second permit for a small cost. Chief Linn noted that implementation of the timed parking system could take place as early as January 1, 2021, and that the system would cost \$14,508.00 for the first year.

Mayor Porta noted that some Town business owners had attended the meeting, and asked if they had any comments. Pam Konwin, owner of Elements, said she thought timed parking had not been recommended during the Town’s last parking study. Councilmember Perkins responded that the last parking study had taken place in 2017 and some things had changed since then. Ms. Konwin asked why the Town was revisiting the issue. Councilmember Perkins responded that Council had heard from many business owners who were frustrated about employees of other businesses parking in prime spaces. He added that the Town also had experienced increased interest in its restaurants and events, which was putting increased strain on the Town’s parking.

Ms. Konwin said she thought the proposed timed parking system could cause unintended consequences, and she did not think three hours was enough time for people to eat and shop in Town. Mayor Porta asked whether customers who planned to spend more time in Town could use the eight-hour parking spaces. He added that the intent of the proposed plan was to increase parking turnover in front of most businesses.

Ms. Konwin asked how the proposed system would be enforced. Councilmember Perkins responded that the Police Department would use hand-held units to evaluate how long cars

were parked in the same space. He noted that he and staff had reached out to other communities with similar parking issues, and they had learned that the goal for those towns was not to write parking tickets, but to create an optimal parking flow.

Ms. Konwin asked about the hours of enforcement. Councilmember Perkins responded that the timed parking would be enforced between 7:00 a.m. and 7:00 p.m., but it only would be enforced when necessary.

Ms. Konwin reiterated that she did not think three hours was enough time for customers to eat and shop. Councilmember Fithian asked whether a four-hour limit would be preferable. Ms. Konwin responded yes. Ms. Jovanovich noted that staff could analyze the data collected by the equipment. Mayor Porta added that Mr. Crim had recommended that the Town gather data initially and adjust the system as needed. Councilmember Fithian noted that the data would not show how many potential customers left Town because they had run out of time.

Councilmember Perkins said many communities had implemented a system that combined two- or three-hour zones with extended parking zones. He added that the Middleburg Police Chief had told him the system had benefited businesses and that the town's business owners were satisfied with it. Ms. Konwin said she thought the proposed system could hurt the Town's businesses. Mayor Porta noted that the Planning Commission had spoken with the Business Guild early in the development process.

Betsy Merklein, owner of Personally Yours, said she agreed with Ms. Konwin, and she did not think many merchants would be happy about the proposed system. She noted that the Town had briefly introduced a timed parking system many years ago and that it had failed. She said she thought Town merchants would be more satisfied with a four-hour limit, but she did not think that it should be introduced during the busy holiday season. She added that she understood this was a problem that needed to be solved.

Mayor Porta asked Ms. Merklein to encourage other Merchants Guild members to look over the information in the meeting agenda packet. He noted that there was science behind the three-hour parking system, which had been proven to optimize turnover.

Councilmember Perkins said he understood everyone's concerns. He noted that every community he had talked to had described success with this same type of system – a combination of long- and short-term parking. He added that it would be the Town's responsibility to implement the system properly and educate the community. Mayor Porta noted that the only reason Council was considering the proposed system was to help Town businesses, so if it did not benefit the businesses, it would be discontinued.

Councilmember Fithian noted that Ms. Konwin and Ms. Merklein both had seemed more amenable to four-hour parking, and she thought Council should consider this option. Mayor Porta responded that Council could consider it, but he pointed out that eight-hour spaces also would be available. He added that the system would not be effective if the time limits were too long, so he would rather make adjustments later if needed.

Ms. Konwin asked what would be done for residents living on Mill Street. Mayor Porta responded that staff was working on a residential parking pass program, and the Town was working to identify private paid parking opportunities. He said he recognized the concerns of business owners and he understood that people might panic if the Town implemented the

system too soon. Ms. Jovanovich responded that staff could hold off on posting signage, but the Town would need to begin educating residents and business owners, and identifying which residents needed permits.

Councilmember Fithian said she had been under the impression that affected residents would receive two free parking passes per household. Ms. Jovanovich responded that only residents without off-street parking would receive passes. Mayor Porta said staff would need to gather data in order to fine-tune the residential parking pass system.

Mayor Porta noted that staff would gather data from the system and come back to Council with recommendations during the initial implementation of the system.

**Motion to enact a timed parking zone within the business district as outlined in the attached maps, effective January 1, 2021.**

Moved by Councilmember Perkins; seconded by Vice Mayor Loges.

Ayes: Vice Mayor Loges, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Nays: Councilmember Fithian.

**e. Request to Approve the Proposed Directional Signage Plan for the Kayak Ramp and Public Parking**

Ms. Jovanovich noted that at its previous meeting, Council had directed staff to develop a signage plan and that she was proposing signage both for the Kayak Ramp and for public parking. She said she had spoken with VDOT regarding the idea of painting a mural on the base of the Route 123 bridge, and VDOT would just need to review the proposed design. She also noted that staff planned to observe the public's use of the Kayak Ramp in order to determine which accessories were needed.

Councilmember Perkins noted that Ms. Jovanovich had not proposed a sign for the small parking lot at the corner of Commerce and Ellicott streets. Ms. Jovanovich responded that because that lot likely would be used by residents under the timed parking plan, there probably would not be much available public parking there.

Councilmember Fithian said she would like to move the Civil War Trails sign and post a larger public parking sign on the stop sign post at the corner of Washington and Mill streets. Ms. Jovanovich responded that staff had discussed this idea and had determined that the sign post across the street near Mamie Davis Park was more visible to drivers coming down Washington Street.

Councilmember Fithian said she hoped the Town's new logo would be used on the Kayak Ramp welcome sign.

**Motion to approve the proposed directional signage plan for the kayak ramp and public parking.**

Moved by Councilmember Fithian; seconded by Councilmember Bienia.

Motion **passed** unanimously by voice vote.

**10. Closed Session**

**Motion to convene in closed session to discuss the following: As permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town, specifically dealing with all Town employees.**

Moved by Vice Mayor Loges; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

**Closed session began at 10:52 p.m.**

**Closed session ended at 11:12 p.m.**

**Motion to 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.**

Moved by Vice Mayor Loges; seconded by Councilmember Perkins.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Bienia and Councilmember Perkins, by roll call vote.

Nays: None.

**11. ADJOURNMENT**

The meeting was adjourned at 11:13 p.m.



Katy Nicholson  
Town Clerk