



# OCCOQUAN TOWN COUNCIL

## Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, September 6, 2022

7:00 p.m.

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Robert Love and Eliot Perkins

**Absent:** Councilmembers Cindy Fithian and Laurie Holloway

**Staff:** Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police/Interim Town Manager; Philip Auville, Town Clerk; Julie Little, Events Director; Matt Whitmoyer, Management Fellow; Martin Crim, Town Attorney (remote); Bruce Reese, Town Engineer (remote)

### 1. CALL TO ORDER

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

### 2. PLEDGE OF ALLEGIANCE

### 3. CITIZENS' TIME

No one spoke during citizen's time.

### 4. CONSENT AGENDA

- a. Request to Approve August 2, 2022 Meeting Minutes
- b. Request to Accept DMV-NHSTA Highway Safety Grants

**Councilmember Perkins moved approval of the Consent Agenda. Councilmember Love seconded. Motion passed unanimously by voice vote.**

### 5. MAYOR'S REPORT

Mayor Porta reported the following:

- On August 6, he attended the concert in River Mill Park.
- On August 8, he participated in the Virginia ABC visit for the Town's Designated Outdoor Refreshment Area license.
- On August 10, he gave a history tour of the town to a bus of visitors brought by Baer Express Tours.
- On August 13, he emceed the Town Hall naming ceremony honoring June Randolph and Mamie Davis.
- On August 14, he ran the Duck Splash event.
- On August 18, he participated in the intersection improvement ribbon-cutting ceremony.
- On August 19, he emceed trivia night in River Mill Park.
- On August 20, he emceed the Hurricane/Tropical Storm Agnes sculpture dedication.
- On August 20, he ran the Occoquan Cup Cornhole Tournament.
- On August 23, he met with Congresswomen Spanberger on infrastructure issues.
- On August 30, he participated in a meeting with state officials on the sediment

- removal funds the town is receiving.
- On September 3, he participated in Pakistan Day Festival and presented a town resident with a letter of appreciation.
- On September 4, he stopped briefly to observe Plays in the Park in River Mill Park.

Mayor Porta recommended that the facility use guidelines for River Mill Park be updated to make it practical for smaller, ticketed events to be held there.

## 6. COUNCILMEMBER REPORTS

Councilmember Perkins expressed interest in having the Potomac Riverkeeper Network test Occoquan River samples to help people connect to the river through identifying what may impact the waterway. One of the solutions is to participate in the Network's *50 Million Mussel* Project wherein freshwater mussels are introduced to help filter the river, as well as serve as an educational community program. Councilmember Perkins expressed interest in inviting the organization to provide a presentation at a future council meeting. Councilmember Perkins stated he will reach out to the organization to schedule and will continue to work with the Planning Commission on further solutions to clean up the river.

Councilmember Love stated that on September 6, Inside NOVA presented the Town with the Best Community Event for the Occoquan Arts and Crafts Shows and Best Tourist Destination awards from the 2022 Best Of Prince William program. He stated that he, along with Ms. Little and Mr. Linn, accepted the awards on behalf of the Town at Town Hall. He further congratulated two town businesses that received awards in the 2022 Best Of award program: Occoquan Optical and The Loft Gallery of Occoquan.

Vice Mayor Loges stated that she attended the Town Hall Rededication ceremony on August 13 and attended the Duck Splash on August 14. She noted that she has been meeting weekly with the Mayor, Town Manager, and Interim Town Manager as the transition moves forward.

## 7. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission met on August 23. He stated that the Planning Commission is moving forward on the Riverwalk visioning process and aims to develop a plan that will assist in obtaining grants to fund the development of the Riverwalk, as well as producing renderings and images of what a completed Riverwalk would look like. The Planning Commission also approved a recommendation to Town Council to adopt Zoning Text Amendments to the Town Code generally relating to solar facilities.

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on August 23 and reviewed and approved three exterior elevation applications. She noted that the ARB finished discussion on solar facilities and have updated ARB Guidelines to be approved by the Town Council.

## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Ms. Jovanovich provided a written report as part of the agenda packet and responded to brief questions from the Council.

Mayor Porta asked if there were any updates on the McKenzie Sidewalk Plans. Ms. Jovanovich responded that staff is working on developing the construction documents and working through right of way issues.

Mayor Porta requested an update on the Mill Street water issue. Ms. Jovanovich stated that she, along with Mr. Linn and Mr. Reese, met with VDOT on August 16, to discuss the continued issue of water flowing across Mill Street even after two rounds of recrowning/paving was completed by VDOT contractors. She reported that VDOT advised they would not be doing any further recrowning on this section of Mill Street. Mr. Reese advised that VDOT stated they would assist with installing a pipe under Mill Street to take the water from the pipe to the other side of the street, if the town identified how the water will be accepted into the town's stormwater system. Ms. Jovanovich stated she is working with staff to discuss options.

**b. Town Treasurer's Report**

Mr. Casillas provided a written report as part of the agenda packet. Mr. Casillas was not present; there were no questions.

**c. Town Attorney Report**

Mr. Crim provided a written report as part of the agenda packet. There were no questions.

**9. PUBLIC HEARING**

**a. Public Hearing on Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered § 157.013 Generally Relating to Solar Facilities**

Mayor Porta continued the public hearing that was opened at the August 2, 2022, Town Council meeting.

Mayor Porta invited the public to speak. No one spoke at the public hearing.

Mayor Porta closed the public hearing at 7:33 p.m.

**10. REGULAR BUSINESS**

**a. Request to Adopt Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered § 157.013 Generally Relating to Solar Facilities**

**Vice Mayor Loges moved to adopt Ordinance O-2022-04 as presented. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Perkins

**Nays:** None

**b. Request to Adopt Resolution of Support for Prince William County's Grant Application to the Fiscal Year 2022 Safe Streets and Roads for All (SS4A) Program**

**Vice Mayor Loges moved to Adopt Resolution R-2022-09 A Resolution of Support for Prince William County's Grant Application to the FY 2022 Safe Streets and Roads for All Program. Councilmember Perkins seconded. Motion passed unanimously by voice vote.**

**c. Request for Guidance on 2022 Holiday Decorations Program**

Town staff requested guidance on whether or not to have vendors install a portion of the 2022 holiday decorations. Ms. Jovanovich stated that a hybrid approach would involve selecting a vendor to install and remove the lighted wreaths on dominion poles, install and remove decorations and lights on the Town Hall tree, install and remove town-owned lights on street trees on Mill and Union Streets, the evergreen trees in River Mill Park, and the Sycamore tree by the Mill House Museum. Town staff would work on the remaining decorations in town including completing decorations at Town parks, Town Hall, and gaslights. Ms. Jovanovich noted that there is funding available for this hybrid approach to install and remove holiday decorations in the FY2023 budget. Vice Mayor Loges noted that having a vendor do part of the holiday decorations will be able to free up staff to work on other activities for the holiday. Town Council was unanimous in consenting to move forward on contracting vendor(s) to install and remove the 2022 holiday decorations.

**11. DISCUSSION ITEMS****a. RiverFest 2022 Recap and Future Planning**

Ms. Little provided a presentation to the Town Council on RiverFest 2022 and Future Planning.

Mayor Porta noted the success of Conservation Alley as it related to the food and drink options available in this location.

Councilmember Perkins recommended obtaining credit card readers so shuttle riders can pay by credit card or cash at each stop. Ms. Little advised that effective with the upcoming fall craft show, shuttle riders can purchase by credit card in advance through EventBrite with QR codes available at the bus stops for riders to purchase by credit card at the door. She further noted that staff will move forward with purchasing equipment for credit card readers at each stop for the 2023 shows.

Vice Mayor Loges suggested having a tier option for vendor spaces, where the most desirable spots have an increase fee compared to other spaces.

**b. Parking Structures**

Mayor Porta stated that the Town Code does not include language regarding parking facilities within the town in any zoning district. He stated that as the town continues to pursue bringing a parking facility to the town, the zoning ordinance will need to be updated in order to allow parking facilities within the town.

With unanimous consent, Mayor Porta directed staff to schedule a Resolution to Refer a Zoning Text Amendment generally relating to parking facilities to the Planning Commission for the September 20, 2022, Town Council meeting. Mayor Porta stated he will provide draft amendments to staff to be forwarded to the Planning Commission for consideration in development of the draft ordinance.

Mayor Porta requested the Council stand at ease at 8:43 p.m. Mayor Porta reconvened the meeting at 8:50 p.m.

## 12. CLOSED SESSION

**Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. Councilmember Love seconded. Motion passed unanimously by voice vote.**

The Council went into closed session at 8:50 p.m.

The Council came out of closed session at 9:09 p.m.

**Vice Mayor Loges moved 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 in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Perkins. The motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, and Councilmember Perkins

**Nays:** None

## 13. ADJOURNMENT

The meeting was adjourned at 9:10 p.m.



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Philip Auville, Town Clerk