



TOWN OF OCCOQUAN

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Occoquan Town Council Town Council Meeting June 20, 2023 | 7:00 p.m.

1. **Call to Order**
2. **Consent Agenda**
 - a. June 6, 2023 Meeting Minutes
3. **Regular Business**
 - a. Request to Approve Purchase and Loan for Replacement Public Safety Vehicles
 - b. Request to Name the 19th Century Corps of Army Engineers Dike in the Occoquan River
4. **Discussion Items**
 - a. Status of SLFRF/CIP Expenditures
 - b. Potential Parking and Shuttle Solutions
 - c. Decibel-based Noise Ordinance
 - d. Update on Mill House Museum Expansion Architectural Design
5. **Closed Session**
6. **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.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Consent Agenda	Meeting Date: June 20, 2023
2A: Request to Approve June 6, 2023, Town Council Minutes	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Approve June 6, 2023, Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, June 6, 2023
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Nancy Freeborne Brinton, Theo Daubresse, Cindy Fithian, and Eliot Perkins

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Philip Auville, Town Clerk; Julie Little, Events Director; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney; Bruce Reese, Town Engineer (remote)

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

One Resident, Rod Loges, spoke. He wished to thank Ms. Little for RiverFest and Mr. Linn for providing the public safety during the event.

Mayor Porta asked for unanimous consent to move up on the agenda the request to vacate parking easement at the Townes of Occoquan Mills. There being no objection, the item was moved up on the agenda.

Request to Vacate Parking easement at the Townes of Occoquan Mills

Mr. Linn reported that the Townes of Occoquan Mills is a townhome community of 31 townhomes, where 8 of the townhomes have neither a garage nor driveway but rely on surface lots to park. The developer of the community granted a parking, utility, and sidewalk easement which included all surface parking spaces to the Town. The surface parking spaces are currently marked as reserved for the residents of the lots or for visitors, however, the reservations for residents without a garage or driveway are not enforceable by the HOA. The HOA is seeking to have the Town vacate the parking easement or to assign the specific parking spaces to the respective lot owners where the spaces are on the lots. If the parking easements are vacated those parking spaces would revert back to the townhome owners who don't have garages and driveway except for 1 townhome and there would then be 8 spots left over for the HOA to assign.

The following residents of the Townes of Occoquan Mills spoke on the parking issue and requested the easement be vacated or assigned: (1) Stacey Kennedy, (2) Trish Martinelli, (3) Caitlin Orr, (4) Michele Scott, (5) Stephanie Kurtz, (6) Amanuel Meaza and (7) Sherrin Christensen.

The Council then discussed proposing to vacate the parking easement and noted that one resident would have to be assigned parking spots since their lot doesn't fall on the parking easement for parking. Mayor Porta requested Mr. Eric Fox, the attorney representing the Townes of Occoquan

Mills HOA, draft a document to vacate part of the parking easement and assign two spaces to the one lot owner who did not have parking on his lot. Mayor Porta then asked that Mr. Fox provide the draft documents to Mr. Crim for review and then have the matter brought back before Council for action. The Town Attorney advised that depending on what was being done, there may be a requirement of a public hearing prior to any action by Council.

4. PUBLIC HEARINGS

a. Public Hearing on Zoning Text Amendment to Address the Use of Temporary Trailers for Real Estate Sales and Construction Uses Across All Zoning Districts

Mayor Porta opened the public hearing at 7:35 p.m.

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

Vice Mayor Loges moved to close the public hearing at 7:35 p.m. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

b. Public Hearing on Zoning Text Amendment to Address Granting the Zoning Administrator Authority to Make Modifications from the Zoning Ordinance with Respect to Physical Requirements

Mayor Porta opened the public hearing at 7:36 p.m.

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

Councilmember Daubresse moved to close the public hearing at 7:36 p.m. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

c. Public Hearing on Zoning Text Amendment to Remove § 157.335-157.339 and to Make Changes that Increase the Clarity of § 157.300-157.322 and that Streamline Administrative Permitting and Enforcement

Mayor Porta opened the public hearing at 7:37 p.m.

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

Councilmember Fithian moved to close the public hearing at 7:37 p.m. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.

Mayor Porta asked for unanimous consent to move up on the agenda the regular business items. There being no objection, the regular businesses items were moved up on the agenda.

5. REGULAR BUSINESS

a. Request to Adopt a Zoning Text Amendment Generally Relating to the Use of Temporary Trailers

Vice Mayor Loges asked if the temporary trailers would be subjected to the sign guidelines if any signs are placed on the trailer.

Mr. Linn noted that was correct that any sign placed on or about the trailer would be subject to the sign ordinances.

Vice Mayor Loges moved to adopt Ordinance O-2023-10 as presented. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

b. Request to Adopt a Zoning Text Amendment Granting the Zoning Administrator Authority to Make Modifications from the Zoning Ordinance

Mr. Crim noted that not all properties within the Town meet the current zoning regulations due to properties being built before zoning regulations were in place. Zoning changes for a property that doesn't meet current regulations would therefore have to go before the Board of Zoning Appeals and this Ordinance will streamline any applications from having to go through that step for minor adjustments.

Councilmember Perkins advised that it could be used for up to a 10% change and that if someone wanted to contest the Zoning Administrators decision, this also provided a mechanism for appealing the decision.

Councilmember Perkins moved to adopt Ordinance O-2023-11 as presented. Councilmember Daubresse seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

c. Request to Adopt a Zoning Text Amendment Generally Relating to the Sign Ordinance

Mr. Linn noted that there are two versions of the Ordinance. The Architectural Review Board (ARB) recommends limiting the number of A-frame signage to one unpermitted sign per business, prohibiting A-frame signage being made from plastic and non-durable materials, and keeping "chalkboard" in the definition of A-frame signs. The Planning Commission version does not place a limit on the number of A-frame signage, does not limit the material that can be use, and removes the word "chalkboard" from the definition of A-frame signage.

Chair Seefeldt then spoke noting that keeping "chalkboard" in the definition and for limitations on materials to keep the look historic was one that occurred several times in the past and was part of the reason the ARB was established. Chair Seefeldt stated the recommendation for only one A-frame per business was the recommendation from the ARB Business Representative.

Councilmember Perkins noted that the Planning Commission did not specifically discuss the limitation of only one A frame and he agreed that the ARB changes made sense.

The Council discussed limiting the number of A-frame signs per business and came to unanimous agreement to restrict the number of A-frame signs to one.

Councilmember Fithian moved to adopt Ordinance O-2023-12 as presented by the Architectural Review Board. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse,
Councilmember Freeborne Brinton, Councilmember Perkins
Nays: None

6. CONSENT AGENDA

- a. **May 16, 2023, Meeting Minutes**
- b. **Request to Adopt Ordinance to Amend Section 35.041 Relating to Meal and Food Tax Rate**
- c. **Request to Adopt Ordinance to Amend Section 31.028 Entitled Remote Participation**

Councilmember Perkins moved to approve the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

7. MAYOR'S REPORT

Mayor Porta reported the following:

- On May 6th, he attended the Leaf and Moss opening ribbon cutting.
- On May 7th, he participated in a bench dedication and memorial service in River Mill Park for the late Julian Reeves at the request of his widow, Deborah Reeves.
- On May 11th, he attended the opening of the Crisis Receiving Center in Woodbridge.
- On May 17th, he attended the retirement event for Jeff and Merial Curren.
- On May 19th, he gave a history bus tour of town to a group from Royal Tours.
- On May 20th, he held the third annual Occoquan River Paddle Challenge race that he organizes; went well with almost 70 registrants.
- On May 21st, he gave a history tour of town to members of the Gaslight Landing HOA.
- On May 24th, he attended the graduation ceremony in town hall for the newest class of auxiliary officers.
- On May 26th, he emceed the first Trivia Night of the season.
- On June 3rd and 4th, he participated in a variety of RiverFest related activities including the Occoquan Historical Society Auction, the Whatever Floats Your Boat Parade, and the Name the Island Contest.

Mayor Porta expressed his thanks to the staff for an excellent job during RiverFest. In particular, he wished to thank Julie, Adam, Matt, Philip, Jason and all the police. He also noted for the Council that in the days immediately up to and including the Friday before RiverFest the staff completed the installation of the new lights in town hall on their own, saving the town in the neighborhood of \$4,500.

8. COUNCILMEMBER REPORTS

Councilmember Perkin thanked staff for the quick clean up from RiverFest.

Councilmember Freeborne Brinton noted that she attended the opening of Leaf and Moss. She also mentioned that she is rejoining the Community Healthcare Coalition Greater Prince William Group.

Councilmember Daubresse noted that he attended the opening of Leaf and Moss, and attended the Retirement event for Merial and Jeff Curren from Patriot Scuba. He also wished to thank Julie for RiverFest and noted how special the Town is to have many volunteers for RiverFest be residents from Town.

Vice Mayor Loges noted that she attended the retirement event for Merial and Jeff Curren, and that she participated in RiverFest. She also noted that she attended a meeting with Mr. Linn, VDOT representatives, and Prince William County on the pedestrian safety issue at the Washington Street crosswalk just north of Edgemoor Drive.

Councilmember Fithian noted that she attended the retirement event for Merial and Jeff Curren.

9. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission met on May 23rd. He noted that the Planning Commission continued to focus on the strategic plan for future directions of the Planning Commission.

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on May 23rd, and the Board reviewed and approved one exterior elevation application. She noted that the ARB discussed the Sign Ordinance and choose a mural contest representative from the ARB.

10. ADMINISTRATIVE REPORTS

a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet and responded to brief questions from the council.

Mr. Linn gave a time frame on the future of the Washington Street crosswalk, indicating that it would be one to three months for changes to the streetlights and the addition of a new light and pole to be replaced at the crosswalk, about three years for a traffic chock or chicane to be approved and built, and about five years if all went well for a sidewalk extension to Edgehill Drive.

b. Town Treasurer's Report

Mr. Casillas provided a written report as part of the agenda packet.

Mayor Porta mentioned the meals tax delinquencies and staff noted they are proceeding with enforcement.

c. Town Attorney

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

11. DISCUSSION ITEMS

a. Options for Increasing Town Storage

Mr. Linn advised that staff were looking for Council direction on the storage options for Public Works and possibly Public Safety. He advised that public works and public safety currently use space at the Annex, the Mill Street building, and the area behind the Mill Street/Poplar Ally parking area. The space under River Mill Park is used for events and there is a need for additional storage.

Deputy Chief of Police Forman then discussed the options for additional storage. One option is to expand the space behind the dumpsters at the Mill Street/Poplar Ally and to add a shed for storage for things that needed to be locked up. The second option is to use the Town's property located on River Road. This location would help address long standing resident concerns on cut-thru foot traffic and littering in the area.

Vice Mayor Loges asked if there was concern about placing storage on the River Road property because it is remote. Mr. Forman advised that there was a locked storage shed as well as

increased traffic by town staff.

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, discipling, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Temporary Town Prosecutor and the Town Treasurer. Councilmember Freeborne Brinton 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 8:57 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 Fithian. The motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

Nays: None

13. ADJOURNMENT

The meeting was adjourned at 8:59 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

3. Regular Business	Meeting Date: June 20, 2023
3A: Request to Approve Purchase and Loan for Replacement of Public Safety Vehicles	

Attachments: a. Vehicle Purchase and Equipment Quote (to be provided by meeting)

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to authorize the Town to enter into a lease purchase agreement to obtain two 2023 Ford Hybrid Police Utility Interceptors for public safety purposes.

The Town currently leases a 2015 Ford Police Sedan Interceptor that has approximately 48,000 miles, is passed the lease period, and has significant mechanical work anticipated within the next year. The Town also owns a 2019 Ford Police Utility Interceptor that has approximately 63,000 miles and has had and is expecting significant mechanical work within the next year.

Police patrol vehicles generally have a service life of 4 to 5 years. The Town has projected replacement of the police vehicles in FY2023 and as such has budgeted in the Capital Improvement Program (CIP) the amounts of \$16,000 in FY2023 and \$18,000 annually from FY2024 through FY2028. The Town has also secured a \$11,000 grant from DCJS for vehicle equipment and, after placing the new vehicles in service, anticipates putting the funds from the sale of the 2019 vehicle towards the cost of the new vehicles.

The Police Department has identified replacement vehicles and is requesting authorization to purchase two 2023 Ford Hybrid Police Utility Interceptors outfitted with emergency lights and equipment. The terms of a proposed lease purchase agreement would be no longer than 5.5 years with a maximum annual lease payment of \$18,000 per year with the Town owning the vehicles at the end of the term.

Staff Recommendation: Staff recommends approval of the purchase and lease terms.

Cost and Financing: \$18,000 /year

Account Number: Capital Improvement Program Fund

Proposed/Suggested Motion:

“I move to authorize the Town to purchase and equip two 2023 Ford Hybrid Police utility vehicles and enter into a lease purchase agreement, with terms not to exceed 5.5 years and a maximum annual lease payment of \$18,000 per year with the Town owning the vehicles at the end of the lease term.”

OR

Other action the Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

3. Regular Business	Meeting Date: June 20, 2023
3B: Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River	

Attachments: a. N/A

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to adopt a resolution to name the 19th century dike located in the Occoquan River based off the recommended submissions from the naming competition at the 2023 Riverfest.

The winning submission will be inscribed on a sign to be placed on the “island” for a term of one year. After the year is up, the Town intends to follow the same process again and keep the tradition for the foreseeable future with the “island” receiving a new name each year.

Town staff has narrowed down the submissions to a list of the following 10 options for the Town Council’s review and selection of a name:

- | | | |
|-------------------|--------------------|-----------------|
| Osprey Isle | Boater's Bane | Agnes Isle |
| Bird Island | Paddler's Paradise | Randolph Island |
| Algonquian Island | Osprey Oasis | |
| Heron's Hideaway | Heron's Haven | |

Background

In the late 19th century, the U.S. Army Corps of Engineers created a stone dike in the Occoquan River, currently situated below and to the east of the Route 123 Bridge, to help maintain the river’s channel and protect vessels from ice floes and debris. Over time, the dike has come to be a sanctuary for local wildlife, including indigenous tree and bird species.

Staff Recommendation: N/A

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to adopt Resolution R-2023-12 to Name the 19th Century Dike [NAME OF WINNING SUBMISSION], as submitted by [NAME OF WINNING SUBMITTER], for a term of one year beginning on July 1st, 2023, and expiring on June 30th, 2024.

OR

Other action the Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2023-12**

**RESOLUTION NAMING THE 19TH CENTURY U.S. ARMY CORPS OF ENGINEERS
DIKE**

WHEREAS, in the late 19th century, the U.S. Army Corps of Engineers created a stone dike in the Occoquan River, currently situated below and to the east of the Route 123 Bridge, to help maintain the river’s channel and protect vessels from ice floes and other debris; and

WHEREAS, the dike has come to form a functional “island” in the middle of the Occoquan River, acting as a sanctuary for local wildlife, including indigenous tree and bird species; and

WHEREAS, the Town hosted a naming competition for the dike, or “island”, during the 2023 Riverfest and Craft Show; and

WHEREAS, Town staff has reviewed dozens of entries from residents and visitors and created a list of recommendations to the Town Council; and

WHEREAS, Town Council has reviewed and selected a winning submission based on its compatibility with the history and character of the Occoquan River and the Town.

NOW, THEREFORE, BE IT RESOLVED, that the Occoquan Town Council hereby wishes to congratulate _____ on their winning submission to the inaugural island naming competition and recognize their creativity and enthusiasm in participating; and

BE IT FURTHER RESOLVED, that the Occoquan Town Council hereby names the aforementioned stone dike _____, as submitted by _____, for a term of one year, beginning on July 1st, 2023 and expiring on June 30th, 2024.

Adopted by the Town Council of the Town of Occoquan, Virginia this 20th Day of June, 2023.

MOTION:

**DATE: June 20, 2023
Town Council Meeting**

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Discussion Items	Meeting Date: June 20, 2023
4A: Status of SLFRF/CIP Expenditures	

Attachments: a. SLFRF Spending Plan Table

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the status of SLFRF/CIP expenditures and project timelines.

On May 16, 2023, the Town Council approved the FY24 Capital Improvement Plan (CIP) Budget which contains the SLFRF spending and projects for the next two fiscal years. Current FY23 Actuals generally align with the projected amounts used to develop the adopted amounts for FY24 and FY25 in the CIP. Minor deviations are due to both lower and higher actuals than expected, specifically with respect to the Town Gateways, Gaslight Conversion, and Process Improvements projects. As such, the total budget adopted for SLFRF projects for FY24 and FY25 (\$679,086.14) does exceed the remaining funds from FY23 (\$675,822.36) by \$3,263.78. The discrepancy should not pose any issues as all project funding decisions will be based off available funds, not the conservatively estimated amounts adopted in the FY24 CIP Budget. A full overview of the FY23 Actuals and FY24 and FY 25 Adopted Budgets is attached.

Staff Request: None

Project	FY23 SLFRF Planned	FY23 SLFRF Actuals	Remaining FY24 /FY25	Adopted FY24	Adopted FY25	Status	Notes
Street and Parking Improvements							
Parking Facility Plan	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00		In Progress	Currently reviewing parking and shuttle options
Sidewalk Improvements							
McKenzie Sidewalk	\$157,907.00	\$157,907.00	\$0.00			Completed	Completed in December 2022
Riverwalk Improvements							
Riverwalk Planning Project	\$100,000.00	\$40,204.00	\$59,796.00	\$12,000.00		In Progress	Working with Berkley Group on planning; North Bank supplement paused until Town Council receives deliverables
Riverwalk Overlook Extension Project	\$7,704.00	\$0.00	\$7,704.00	\$7,704.00		In Progress	Awaiting results of planning process; receiving estimates on architectural designs
Riverwalk Extensions					\$127,507.14	Not Started	Awaiting results of planning process
Mussel Cages				\$4,875.00		Not Started	Awaiting Town Council Guidance
Building and Parks Improvements							
River Mill Park Playground and Picnic Area	\$50,000.00	\$225.00	\$49,775.00	\$50,000.00		In Progress	Awaiting proposal for nature-like structures from potential vendor
RMP Building Updates				\$12,000.00		Not Started	Updates to electrical and plumbing issues in the park
Town Hall Energy and Ventilation Building Upgrades	\$25,000.00	\$25,000.00	\$0.00	\$0.00		Completed	New doors, windows ad HVAC; complemented with CIP funds

Project	FY23 SLFRF Planned	FY23 SLFRF Actuals	Remaining FY24 /FY25	Adopted FY24	Adopted FY25	Status	Notes
Vehicles and Equipment Improvements							
Utility Cart					\$8,000.00	Not Started	New PW cart
Police Radios Upgrade				\$36,000.00		Not Started	New radios for regular operations
Stormwater Improvements							
Stormwater System Planning Project	\$84,902.50	\$0.00	\$84,902.50	\$84,902.50		In Progress	Finalizing contract with WSE; initial work underway
Stormwater Safety Projects	\$13,750.00	\$0.00	\$13,750.00	\$13,750.00		In Progress	Complementing ARPA-DEQ funding; working with DEQ and vendors to finalize grant agreement
Implementation of Stormwater System Plan	\$256,347.50	\$0.00	\$256,347.50	\$256,347.50		In Progress	Awaiting results of flood protection study and community project funding grant determination
Streetscape and Infrastructure Improvements (FY23 Other Infrastructure)							
Town Gateways Beautification Project	\$50,000.00	\$12,445.00	\$37,555.00	\$45,000.00		In Progress	Permits received from VDOT; working through proofs and permitting with vendor; smaller signs installed by July
Street Gaslight Conversion Project	\$75,000.00	\$3,843.60	\$71,156.40			In Progress	New retrofits shipping; install by end of June
Information Technology Improvements							
Process Improvements	\$10,000.00	\$3,887.04	\$6,112.96			In Progress	Working through install with IT contractor; install by July
Timed Parking Equipment				\$5,500.00	\$5,500.00	In Progress	Continual expense; new equipment forthcoming
Other Projects (FY23 SLFRF Administration)							

Project	FY23 SLFRF Planned	FY23 SLFRF Actuals	Remaining FY24 /FY25	Adopted FY24	Adopted FY25	Status	Notes
Personnel	\$30,226.00	\$30,226.00	\$0.00			Completed	Position ended
<i>Canceled Projects</i>	\$78,723.00		\$78,723.00				<i>Remainder from completed/declined FY23 projects</i>
Total:	\$949,560.00	\$273,737.64	\$675,822.36	\$538,079.00	\$141,007.14		
FY24 and FY25 Total:					\$679,086.14		



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Discussion Items	Meeting Date: June 20, 2023
4B: Potential Parking and Shuttle Solutions	

Attachments: a. N/A

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to compare parking and shuttle options to alleviate parking issues in the Business District during periods of elevated commerce and pedestrian traffic.

Parking continues to be a perennial concern for the Town. At the direction of the Town Council, staff has implemented a timed parking program and continued to search for more parking opportunities. Recently, after discussion of a potential multilevel parking facility and additional parking lots, both options with high costs per spaced added, Town Council directed staff to explore seasonal shuttle options as an alternative or complement to increased in-town parking.

Staff Analysis:

The following analysis serves as a starting point for this discussion.

Town staff’s analysis includes two timeslot options across a number of seasonal weekend shuttle service schedules. The first timeslot of 11 am – 8 pm would cost \$950/weekend. The second timeslot of 11 am – 4 pm would cost \$525/weekend. The most comprehensive seasonal schedule ranges from April to December, while the shortest covers the Town’s peak commercial traffic season from September through December. The shuttles would be the standard shuttles used during Town festivals.

Seasonal Shuttle Services Overview	
Time Periods	Cost (\$105/hr)
11 am - 8 pm	
<i>Each Weekend</i>	\$950.00
<i>Every Weekend (April through December)</i>	\$37,050.00
<i>Every Weekend (April through October)</i>	\$28,500.00
<i>Every Weekend (September through December)</i>	\$16,150.00
11 am - 4 pm	
<i>Each Weekend</i>	\$525.00
<i>Every Weekend (April through December)</i>	\$20,475.00
<i>Every Weekend (April through October)</i>	\$15,750.00
<i>Every Weekend (September through December)</i>	\$8,925.00



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Discussion Items	Meeting Date: June 20, 2023
4C: Decibel-Based Noise Ordinance	

Attachments: None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the option of modifying Town Code Section 92.01 through 92.07 regarding noise by changing the current “plainly audible” criteria to a more objective decibel criterion.

During several Town Council meetings, the Town Council has questioned the cost and efficiency of using noise decibel readers with respect to noise complaints. Town Staff have researched other localities that use a decibel level ordinance for feedback and received quotes for equipment and testing to use decibel levels in enforcement of noise complaints.

Staff Request: Town Staff is seeking guidance on whether Town Council wants staff to move forward with drafting a proposed noise ordinance based on decibel criterion.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Discussion Items	Meeting Date: June 20, 2023
4D: Update on Mill House Museum Expansion Architectural Design	

Attachments: None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to offer an update and address any questions on any information and/or proposals from potential vendors for design renderings of renovations at the Mill House Museum.

At the May 2nd and May 16th Town Council Meetings, the Town Council confirmed parameters for any potential renovation proposal requests for the Mill House Museum. The Town Council agreed that the basic parameters of any such effort should involve (a) an addition/renovation that doubles display space, and (b) an exterior river-facing deck suitable for gatherings of 50-75 people with access from within the museum and flexibility to connect to riverwalk.

Staff Request: None