



**OCCOQUAN TOWN COUNCIL**  
**Public Hearing and Regular Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, September 1, 2015**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Joe McGuire, Jim Drakes, J. Matthew Dawson, and Tyler Brown  
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reece, Town Engineer; Matt Williams, Assistant Town Engineer/Zoning Administrator; Abigail Breeding, Town Treasurer; Krista Forcier, Craftshow Director; Greg Holcomb, Town Clerk.

**Absent:** Chief Sheldon Levi, Town Sergeant/Chief of Police

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Citizen's Time**

Mr. David Irwin, 229 Mill St., President, Gaslight Landing Homeowners Association. Mr. Irwin noted that he began discussing his concerns with the boardwalk behind Gaslight Landing with the Town Manager in May of this year. He stated that the HOA has concerns with the lack of lighting on the boardwalk. He asked who was responsible for maintenance and the liability if someone were to get hurt. He discussed his concerns with people jumping over the railing at the end of the boardwalk. He noted that at the end of the boardwalk, there is only a few feet that is over land, the other part is over the river. He also conveyed his concerns with people wondering through the Gaslight residents' garages. Finally, he added that he would like to see a street light added to the entry of Gaslight Landing on Mill Street. The Town Manager noted that she has a meeting scheduled with residents of Gaslight Landing regarding signage and the boardwalk next week.

**4. Approval of Minutes**

It was moved to approve the minutes of the August 4, 2015, Regular Meeting minutes and the August 17, 2015 Special Meeting minutes.

**A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, unanimous.**

**5. Council Member Reports**

None

**6. Mayor's Report**

Mayor Quist stated that she made a presentation to the Lake Ridge Rotary on August 19, 2015. She also attended and spoke at the Occoquan River Communities' "State of the Occoquan" cruise. She further noted that on September 18, 2015, the VFW will be hosting a small ceremony at Mamie Davis Park for POW/MIA Day and that Council and the public were invited to attend.

## 7. Staff Reports

**Report of Town Attorney:** Mr. Crim, Town Attorney, stated that he did not have a report.

**Report of Town Engineer:** Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Report:
  - a. Occoquan Heights
  - b. Gaslight Landing
  - c. Vistas of Occoquan
  - d. Rivertown Overlook
2. Met with the Department of Conservation and Recreation regarding floodplain maps and the Town's floodplain ordinance. The EPA is working with DCR to assist communities with a code update for floodplain updates. Mr. Reese reminded everyone that the Flood Map is for flood insurance and is a benefit to the citizens in Town to assist in lowering insurance rates.
3. No response has been received from Occoquan Heights regarding the Town's response to their bond release request.
4. Earlier this month, Mr. Reese walked the Tanyard Hill Road stream valley. He noted that Prince William County has targeted a storm water project funded for that stream valley.
5. Matt Williams presented an update on River Mill Park.
  - a. He noted that construction on Phase I has started.
  - b. Phase II site plan has been resubmitted for comments.
  - c. He stated that he and the Town have been working with Fairfax Water Authority to create a temporary access during construction. That access is unfeasible due to the lack of ADA compliant means of access to the site and it is cost prohibitive at \$16,000 for stairs that are not ADA compliant.
  - d. Mr. Drakes asked if the contractors were leaving the footbridge and sidewalk to the cul-de-sac open for the Craft Show. Mr. Williams stated they are leaving those points open and the rest of the site would be bound by fencing and safety measures; however, afterwards, the footbridge will be closed at times throughout the duration of the project to complete bridge repairs and updates.

**Report of Town Manager:** Ms. Kirstyn Jovanovich, Town Manager, reported on the following:

1. The Mill Street tree removal had previously approved funding of \$1,700 and the work went over by \$28.42. Since there was no contingency built in to the original motion, Ms. Jovanovich requested approval of the additional \$28.42.

Mr. Brown asked if this is what delayed the project completion. Ms. Jovanovich stated that this is not what delayed the project. She noted that to reduce cost, she had the part-time maintenance supervisor do the brick work once the tree was removed and the concrete base laid. Further noting that he had other duties and projects that impacted the sidewalk project's time line. Mayor Quist stated that in the future, the Town can utilize contractors for larger projects.

It was moved to approve the \$28.42 for the Mill Street tree removal and sidewalk replacement.

**A motion was made by Councilmember Drakes, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.**

2. Ms. Jovanovich stated that she was accepted into Leadership Prince William and she would like to participate in the program. She offered to forgo the VLGMA conference in February if those funds, approximately \$750, could instead be used towards the Leadership Prince William tuition. She will cover the additional costs for LPW above the \$750.

It was moved to utilize \$750 in the training budget for Leadership Prince William tuition in lieu of the Town Manager's participation in the winter VLGMA Conference.

**A motion was made by Councilmember McGuire, seconded by Councilmember Dawson. The motion carried by poll vote, unanimous.**

3. There are several American flag banners missing from last year. Ms. Jovanovich requested \$664 to replace four banners.

Mr. Brown stated that the banner projects being proposed were becoming very costly and he was not in favor of purchasing more. He suggested taking all the banners down if it was going to continue to cost the town so much money. The consensus was to table the issue.

4. Ms. Jovanovich met with a representative with the Virginia Department of Conservation and Recreation regarding the kayak ramp project. She noted the grant is for \$100,000, but because of the lapse in time from when work on the project documentation began, the information is out dated and needs to be updated. She is working with engineering to resubmit the necessary documentation. She also noted that it was a reimbursable grant that is an 80/20 match, meaning that the Town would need to pay all costs associated with the project and then request reimbursement from VDCR, as well as

- provide 20% in funds. She stated that the project would be reviewed and if feasible, added to the FY2017 budget.
5. Announced the public art installation will be unveiled on September 17, 2015 along Mill Street.
  6. VDOT has given approval to move forward with intersection improvements for crosswalks at Ellicott and Mill Streets and Union and Mill Streets. The Town is in the process of reviewing feasibility.
  7. Reached out to the Fairfax Water Authority to coordinate an April 2016 opening of River Mill Park.
  8. There is still an active search for qualified auxiliary police officers.

Mr. Drakes inquired as to how many applicants have been received. Ms. Jovanovich stated only a couple have inquired and noted that we are requiring DCJS certification and not providing compensation. Mr. McGuire requested that the Chief reach out to the Prince William County police union. Mayor Quist stated that staff should work on a contingency plan to hire some outside police.

**Report of Chief of Police:** Chief Levi was absent.

**Report of Craft Show Director:** Ms. Forcier, Craft Show Director, reported on the following:

1. She stated that the registration was down, noting that we were competing with the Virginia Beach Neptune Festival.
2. Show revenue is down a little, thus far, due to early bird discounts, non-returning vendors and less buy/sell vendors.
3. Mayor Quist asked if we were cutting expenses due to lower revenue. Ms. Forcier noted that she is attempting to cut material costs. She noted many costs are fixed. She was also hopeful for late signups.
4. Mr. Brown asked about the timing of the show and its impact on the number of vendors. Ms. Forcier said the Virginia Beach festival date confliction only happens every few years. She thinks our long standing advertised dates are more helpful for the show.

**Architectural Review Board Report:** Ms. Brenda Seefeldt, ARB Chair, provided a report on the ARB:

1. There was one sign approval and two exterior elevation approvals.

**Planning Commission Report:** No report.

## 8. Public Hearing

Mayor Quist opened the public hearing at 7:44 p.m.

Councilmember McGuire called the Planning Commission to order at 7:45 p.m.

Attendance was taken by roll call: Mr. Braswell, Mr. Irwin, Mr. Stevens, Mr. Baerga, and Mr. McGuire were all present.

**8 A. Joint Public Hearing of the Town Council and Planning Commission Regarding Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising.**

Mayor Quist opened the discussion to the public. No one from the public spoke.

Mayor Quist closed the public hearing at 7:46 p.m.

It was moved by the Planning Commission to recommend to Council the approval of the Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising

**A motion was made by Councilmember McGuire, seconded by Mr. Ramsey. The motion carried by poll vote, unanimous.**

Mr. McGuire closed the Planning Commission meeting at 7:47 p.m.

**9. Regular Business**

**9 A. Request to Approve a Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising**

It was moved to approve a Zoning Text Amendment to Chapter 66, Article VIII of the Town Code Relating to Signs and Advertising.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Brown. The motion carried, unanimous.**

**9 B. Request to Place Structure in Town Stormwater Easement**

It was moved to deny the property owners request to place a structure in the Town stormwater easement.

**A motion was made by Councilmember McGuire, seconded by Councilmember Dawson. The motion carried by poll vote 4-1, Councilmember Brown voting Nay.**

**9 C. Request to Award Contract for Consulting Services for the Comprehensive Plan Review and Update**

It was moved to award a contract for consulting services for the Comprehensive Plan review and update to R. Michael Chandler.

**A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny. The motion carried by poll vote, unanimous.**

**9 D. Request to Award Contract for FYE 2015 Audit**

It was moved award a contract to Robinson, Farmer, Cox Associates to perform the Town's FYE 2015 audit in an amount not to exceed \$7,750.

**A motion was made by Councilmember Dawson, seconded by Councilmember McGuire. The motion carried by poll vote, unanimous.**

**8 E. Request to Approve Purchase of Town Logo Gaslight Banners**

The agenda item was tabled by consensus.

**10. Adjournment**

The meeting was adjourned at 8:15 p.m.

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Greg Holcomb  
Town Clerk