



# TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
[www.OccoquanVA.gov](http://www.OccoquanVA.gov)  
[info@occoquanva.gov](mailto:info@occoquanva.gov)

---

## Occoquan Town Council Regular Meeting August 2, 2016 | 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. July 12, 2016 Regular Meeting and Public Hearing Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
  - a. Town Attorney
  - b. Town Engineer
  - c. Building Official
  - d. Town Manager
  - e. Chief of Police
  - f. Craft Show
  - g. Boards and Commissions
8. **Regular Business**
  - a. Request to Adopt 2016-2026 Comprehensive Plan
  - b. Request to Approve ADA Kayak/Canoe Ramp Site Plan
  - c. Request to Purchase Replacement Sound System for Town Hall
  - d. Request to Approve River Mill Park Restroom Cleaning Contract
  - e. Request to Purchase LOVE Sign Signage
  - f. Request to Attend Annual Virginia Association of Chiefs of Police Conference/Training
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](http://www.occoquanva.gov).*



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting and Public Hearing Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, July 12, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matt Dawson, Jim Drakes, and Joe McGuire  
Staff: Kirstyn Jovanovich, Town Manager; Bruce Reese, Town Engineer; Sheldon Levi, Chief of Police; Chris Coon, Town Clerk; Bob Beard, Vanderpool, Frostick and Nishanian

**1. Call to Order**

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

**2. Citizens Time**

Kristyn Gleason, 405 Mill Street, owner of Polka Dot Divas, stated that as a business owner, she welcomes the recent activity related to Pokemon. She stated that during the past couple days, there has been a great impact on Polka-A-Dot Divas and Puzzle Palooza. She stated that parking may be an issue but, when you go to bustling business areas there is always trouble finding parking. She also asked for police to keep an eye out on traffic to ensure that everyone stays safe.

James Phelps, 409 Union Street, stated that he was disturbed because of incidents that have recently happened in Occoquan, near his home. First, a family member had the fire department called for burning in a contained fire pit. Next, a party where a band was playing was reported to the Police for a noise complaint at 4:30 p.m. He stated that he remembered when the community came together and had parties frequently. He stated that he could, but chooses not to, complain about multiple lawn care services or traffic concerns. He asked Council to remind people that, to live in a small town is to live in a community and to be understanding of their neighbors and those activities.

Lance Houghton, 127 Washington Street, stated that he is excited about River Mill Park opening and the planned concert series. He stated that the concert series and park opening are well marketed online, but there is no signage in within the town. He suggested banners or signage for the concert series. He stated that on July 30, 2016, there will be an open house at the Rockledge Mansion after the park opening. He also wanted residents to know Rockledge Mansion is a commercial property.

Johnathan Torres, 301 Commerce Street, stated that he thought that Council was doing a great job and wanted to let the Mayor know that during the recent town election he was not running against her, but ran to encourage citizen participation in the election process. He further expressed to Council the need to talk with the citizens and not to expect the citizens to come to Town Hall.

- 3.** It was moved to move items 8A, 8B, 9A, and 9B to the beginning of the Agenda and discussed immediately.

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

#### 4. Public Hearing

##### **8A. Joint Town Council and Planning Commission Public Hearing on 2016-2026 Comprehensive Plan**

Mayor Quist opened the Town Council public hearing at 7:24 p.m. and invited the public to provide comments on the proposed 2016-2026 Comprehensive Plan.

Councilmember McGuire open the Planning Commission public hearing at 7:26 p.m. A roll call for the Planning Commission was conducted: Ann Kisling, David Irwin, and Joe McGuire were present; Dan Braswell, Heather Ozuna and Ramsey Baerga were absent.

James Phelps, 409 Union Street, expressed concern about the number of “down zonings” illustrated on the proposed Future Land Use Map. He stated that he thinks “down zoning is a bad idea.” Stated that the document focuses more heavily on the Historic District; the entire town should have the same level of detail given throughout the document.

Letty Lynn, Property Owner 126 Mill Street, stated that a site plan has been submitted to the Town for 126 Mill Street. Expressed concern about the proposed Future Land Use Map as it shows 126 Mill St. as park and open space. She expressed concern about its impact on future possible financing for the project. She also stated the Current Land Use Map shows 126 Mill Street as “undeveloped” and stated that this is not true because there are utility hookups on the property and commercial entities have rented that property in the past.

Wanda McKenzie Massie, Property Owner 406 Union Street, stated she has letters form the Town and County stating her property is zoned as high density. She stated that the current Comprehensive Plan’s Future Land Use Map has her property listed as low density and she objects to that designation.

Councilmember McGuire closed Planning Commission public hearing at 7:35 p.m.

It was moved to close the Town Council public hearing on the Comprehensive Plan.

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

##### **9A. Request to Approve 2016-2026 Comprehensive Plan**

Discussion was conducted between Town Council and Planning Commission.

Councilmember McGuire, regarding 126 Mill Street, stated he had concerns about designating private property as park land. He inquired the Town Attorney if private property was designated as park land if that would limit what the owner could do with

the property. Mr. Beard stated that the Comprehensive Plan is a ten year plan and if it is designated as park then that does not make it a park until zoning is changed. Once zoning is changed then it is a limitation on what the property owner do with the property.

Councilmember McGuire then stated that if this could harm the property owners ability to receive financing and it will be difficult to change in the future, they should consider not putting that in the Comprehensive Plan.

Mayor Quist stated that the future land use map was developed from a workshop that involved members of the community in an open meeting designating what they wanted the Town to look like in the future. She believes the intent of the future land use map was for the Town to continue to try and incorporate green space into the Historic District and other areas of town and that can be accomplished through many different ways.

David Irwin, Planning Commission, stated that the surveys were heavily represented by the business community and wanted to go on the record stating that fact. He stated that he believed that with the new park opening, that many people wanted to embrace more park space. He also stated that currently, the space is an open area and has been for quite some time. He stated that incorporating park land in that lot was attractive because it has been open area and they were unaware of the preliminary site plan.

Councilmember Fithian inquired about the designation of park negating its current multi-use status. Councilmember McGuire responded that the Comprehensive Plan is aspirational, and that the zoning would be what would negate it if it should change in the future. He inquired about purpose of putting something in the Comprehensive Plan knowing there will be difficulty achieving those aspirations in the future.

Councilmember McGuire, Councilmember Dawson, and Mayor Quist agreed that the Planning Commission should discuss changing that particular property in the Future Land Use Map since there are now preliminary site plans submitted for that property.

The Town Council and Planning Commission then discussed the McKenzie property. Mayor Quist stated that high density on that property led to concerns regarding stormwater management issues and traffic on McKenzie. She then inquired about the Planning Commission's reasoning the property was changed from high density to reflect low density in the Future Land Use Map.

Mr. Irwin stated that the Planning Commission was concerned about erosion and runoff on that property. Councilmember McGuire stated that is true and if it was developed, those concerns would have to be addressed by engineers through the site plan process.

Councilmember McGuire stated these items will be discussed at the next Planning Commission meeting.

## **8B. Town Council Public Hearing on Zoning Text Amendment Regarding Child Care Centers**

Mayor Quist opened the public hearing at 7:52 p.m. and invited the public to provide comments on the Zoning Text Amendment Regarding Child Care Centers within the B1 Zoning District. No citizens spoke.

It was moved to close the public hearing on the Zoning Text Amendment Regarding Child Care Centers at 7:53 p.m.

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

**9B. Request to Adopt An Ordinance to Amend Chapter 66, Zoning of the Town Code, to Permit Child Care Facilities in the B-1 Zoning District with Special Use Permits**

Ms. Jovanovich stated that this is in response to a potential business owner that had interest in opening a child care facility within the Historic District. This was discussed with Town Council at a previous work session and at their direction, a Zoning Text Amendment was initiated. This is a request to permit this use within the B1 Zoning District with special permit.

It was moved to adopt an ordinance to amend Chapter 66, Zoning of the Town Code, to permit child care facilities with special permit in the B-1 Zoning District.

**A motion was made by Councilmember McGuire, seconded by Councilmember Drakes that the Action Item be approve. The motion carried by poll vote, unanimous.**

**5. Approval of Minutes**

It was moved to approve the minutes of the June 7, 2016 Regular Meeting and June 21, 2016 Special and Work Session Minutes.

**A motion was made by Councilmember Drakes, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, unanimous.**

**6. Councilmember Reports**

Councilmember Fithian wanted to thank the Town for sponsoring her attendance at the Virginia Municipal League Institute for Local Elected Officials in Richmond, VA later this month.

Councilmember Drakes stated that there will be an upcoming dock committee meeting.

**7. Mayor's Report**

No Report.

**8. Staff Reports**

**A. Town Attorney:** Mr. Beard, Acting Town Attorney, reported on the following:

No report.

- B. Town Engineer:** Mr. Reese, Town Engineer, reported on the following engineering activities:

Land Disturbance Activity report

- a. Vistas at Occoquan has requested to started the bond release process
- b. River Mill Park Phase II

Councilmember Dawson inquired about the status of River Mill Park. Mr. Reese stated that he believes the park is on schedule. Ms. Jovanovich verified that the park is on schedule to open July 30, 2016.

- C. Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.

- D. Town Manager:** Ms. Jovanovich, Town Manager, submitted a manager's report as part of the agenda.

Councilmember Drakes stated that on the Fairfax County side of the footbridge there is a sign near Route 123 that states the bridge is still closed. Ms. Jovanovich stated that it will be removed.

Vice Mayor Sivigny wanted to express gratitude to the Town Manager. He stated that he called Ms. Jovanovich about a water pipe that was broken on the Town dock late on Friday and she responded to the dock to turn off the water until it could be repaired.

- E. Chief of Police:** Chief Levi provided his June 2016 report with the agenda packet. No questions were received.

- F. Boards and Commissions:**

No report.

## 9. Regular Business

### 9C. Request to Approve Not to Exceed Amount for Town Hall Renovations and Equipment

It was moved to approve a not-to-exceed amount of \$34,000 for Town Hall Renovations and direct the Town Manager to obtain bids and contract accordingly for outlined services.

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

### 9D. Request to Approve FY 2017 Refuse Collection Contract

It was moved to contract with Bates Trucking and Trash Company, Inc. for weekly refuse, recycling, bulk and yard waste collection within the Town of Occoquan for an annual cost of \$52,298, contingent on final Town Attorney review.

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

**9E. Request to Approve FY 2017 Landscaping Contract**

It was moved to approve the FY 2017 Extension with Amendment to the Town's contract with Virginia Lawn Service, Inc. for landscaping maintenance services (RFP2015-001) for an annual cost of \$17,375.

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

**9F. Request to Approve Volunteer Recognition Event Contract**

It was moved to approve the proposal with Bottle Stop for the Volunteer Recognition Event and set a not-to-exceed amount of \$1,500 for the total event cost.

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

**9G. Request to Appoint FOIA Officer**

It was moved to appoint Chris Coon, Town Clerk, as the Town's FOIA Officer.

**A motion was made by Councilmember Drakes, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.**

**9H. Request to Appoint Town Member to Occoquan River Communities Board**

It was moved to appoint Cindy Fithian as the Town's representative on the Occoquan River Communities (ORC) Board.

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

**9I. Request to Approve Revised Facility Use Agreement**

It was moved to approve the revised Facility Use Agreement and Fee Structure effective July 12, 2016. To include making Mamie Davis Park free to Town residents and allow chairs in Mamie Davis.

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

**9J. Request to Approve Town Administrative Manual**

It was moved to approve the Town Administrative Manual, effective July 1, 2016, contingent of final review by the Town Attorney. It was further moved to approve an initial allotment of 16 hours each of annual leave to Town Clerk, Events and Community Development Director, Town Treasurer and Maintenance Supervisor.

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

**9K. Request to Approve Not to Exceed Amount for Electronic Door Locks for River Mill Park Restrooms**

It was moved to approve amount not-to-exceed \$3,500 for electronic door locks for River Mill Park restrooms.

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

**10. Adjournment**

The meeting was adjourned at 8:35 p.m.

---

Christopher Coon  
Town Clerk



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (703) 491-4962 • info@occoquanva.gov  
www.occoquanva.gov

**TOWN COUNCIL**  
Elizabeth A. C. Quist, Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

**BUILDING OFFICIAL**  
Joseph E. Barbeau, Jr.

## MONTH YEAR REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

### PERMITS ISSUED

- 140 Washington Street, permit granted to install new roof. Because work was begun without said permit the double fee clause was applied.
- 1435 Occoquan Heights Court, permit issued for deck construction pending approval of Zoning, July 14.
- 380 Myrtle Place, permit issued to remodel bathroom, July 14.
- 115 Poplar Lane, permit issued to replace roof.

### CERTIFICATES OF OCCUPANCY ISSUED

No certificates of Occupancy have been issued.

### INSPECTIONS

Date	Activity
7/11/2016	Working without a permit at 140 Washington Street
7/11/2016	Mold issue inspection at 458 Mill Street
7/15/2016	Deck Footing Inspection at 1435 Occoquan Heights Court, approved
7/15/2016	Inspection of roof installation at 140 Washington Street, approved.

### DOCUMENT REVIEW

No documents are currently under review

### ACTIONS

On approach to Town Hall, a re-roofing project that was not permitted was discovered. Upon verification that there was no permit, the contractor was informed of this requirement, and a permit was granted.

Met with permit holder for the renovations at Mill Street Snacks, 304 Mill Street, to discuss issues that were discovered during the renovations. With these sorted out, the work continues.

### RECOMMENDATIONS

There are no recommendations at this time.

### OTHER

None.

**End of Report, submitted on July 27, 2016.**



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (703) 491-4962 • info@occoquanva.gov  
www.occoquanva.gov

**TOWN COUNCIL**  
Elizabeth A. C. Quist, Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

## **Town Manager's Report Town Council Meeting - August 2, 2016**

### **Dock Repairs - Update**

I am working with a potential Eagle Scout candidate to complete repairs on Town Dock behind Gaslight Landing later this summer. This should use the remaining lumber that was donated as part of Comcast Cares Day. The lumber will be relocated to a staging area within Gaslight Landing in order to cleanup Cooper's Alley and boardwalk access.

### **Eagle Scout Projects**

An Eagle Scout candidate will build four benches and concrete pads for use in the new park by this fall.

### **Kayak/Canoe Launch**

The Site Plan is on the Council's Agenda for August 2. We are still waiting on release of the grant funding; all required documentation has been provided to the grant coordinator. Due to this and that the project must be bid due to federal regulations, the project is planned tentatively for construction in Spring 2017.

### **River Mill Park Opening/Programming**

A ribbon cutting and grand opening event will be held on Saturday, July 30, 2016 from 10 a.m. to 12 p.m. and will include a concert, kid's activities, and plaque unveiling, among other activities. In addition a concert series has been planned August 6 through September 3. We are continuing to work with Phase I and II contractors to finalize the project.

### **Tanyard Hill Property**

Working on preparing a rezoning request and comprehensive plan amendment for Prince William County in order to allow the installation of a trail and signage on the Tanyard Hill (Oaks III) property. The submission is expected before the Board of Supervisors in the fall.

### **Administrative Assistant**

Over 200 applications were received for the part-time Administrative Position that was advertised in June. The applications are currently under review with interviews to be scheduled in August.

### **Town Hall Renovations**

We received several bids for the project and plan to begin renovations mid-August. During the work, Town Hall will have limited in-person office hours. A schedule will be posted to the public ahead of the work.

### **Town Newsletter**

Town staff is investigating an overhaul of the Town newsletter in an effort to reduce cost and provide more timely information. A short survey has been posted to obtain citizen feedback.

### **Sign at Commerce and Rt 123**

VDOT will be placing a "Right Turn Allowed on Red" sign at the corner of Route 123 and Commerce Street within the next few weeks.

-END-



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov  
www.occoquanva.gov

**TOWN COUNCIL**  
Elizabeth A. C. Quist, Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

**CHIEF OF POLICE**  
**TOWN SERGEANT**  
Sheldon E. Levi

## JULY 2016 REPORT TO THE TOWN COUNCIL CHIEF OF POLICE REPORT

- **July 4th Weekend;** Friday and Monday nights were covered by OPD auxiliary officers. Saturday and Sunday nights were covered by Deputy Sheriffs. **Friday night** was a peaceful night and had no issues to specifically report. **Saturday night** there were no issues to report. **Sunday night** there was a verbal domestic the deputies handled. One of the subjects was wanted out of Madison County. PWCPD was called, they served the warrant and transported the subject to Gar-Field to await extradition. The rest of the night was peaceful. **Monday** night the officer responded to several incidents of fireworks; one he was able to identify the culprits and they stopped when they were notified fireworks are not permitted. Other than that the Town was very peaceful.
- Responded to a domestic on Washington Street. The subjects were separated by the time I arrived; PWCPD sent a back up officer. This was a verbal domestic with some property damage within the residence. Both subjects have legal right to be in the residence, and they were advised about getting help with their situation; no police action warranted.
- Met with a property owner on Mill Street who wished to file a vandalism complaint that occurred on an adjacent property. The owner was advised that only the legal owner or tenant of a property can file such a complaint. This appears to be a continuation of an ongoing litigation between property owners.
- As I finished with the previous issue I was alerted to the fact there were two swimmers in the river near the foot bridge. They were in the river trying to retrieve a personal drone that hit a tree and fell into the water. One of the swimmers was just a Good Samaritan trying to help the drone operator. He was very uncooperative about providing his ID and was videoing me as we spoke. Both swimmers were in violation of our no swimming ordinance, but the sign has not been properly placed yet from the construction; no police action as a result. The drone operator was advised he was in violation of an FAA no fly zone that encompasses the Town. His information was taken and passed on to the FAA for follow up. The FAA no fly zone is a 30 mile radius from Ronald Reagan National Airport; the Town is approximately 16 miles from the airport. The drone was not located, and is still at the bottom of the river.
- As I finished with the previous issue PWCPD reported a four car accident with injuries on Gordon Boulevard at the Town line (it was rush hour). I responded with PWCPD. There were no injuries and we moved all the parties off the road.

- Just as we moved the vehicles off the road in the previous item, I responded to a report of a disabled vehicle blocking the south bound right lane of the 123 bridge; PWCPD arrived just ahead of me. We were able to jump start the vehicle, but he only got just past Commerce Street. We jumped the vehicle again and he made it just into the parking lot of the 7-Eleven. We then pushed it the rest of the way into a parking space, and I cleared from all four incidents.
- Was dispatched with PWCPD to Occoquan Heights to serve a felony warrant. Subject was not at the given location.
- Responded to a domestic in Occoquan Heights. The dispute was verbal only and the subjects were referred to counseling or an attorney to resolve.
- Immediately after the domestic, went with PWCPD back to the address in Occoquan Heights to try and serve the felony warrant that I was sent to the previous week. The subject was present at the given address, was arrested without incident and transported to Gar-Field to go before the Magistrate.
- Have received several complaining communications about the Pokémon GO activity that has struck the Town. The complaint is the increased pedestrian traffic and noise at all hours of the night, and drivers playing Pokémon as they drive. We are addressing the complaints as best we can with the limited resources we have, and for the most part, other than noise, there have not been any violations by the pedestrian traffic. The noise is just lots of people talking in groups, and as far as we have witnessed there is no violation. Although some of our residents are being disturbed by this because of the hour of the occurrences.
- A gaslight fell over after a Pokémon player walked into it. We found the light leaning against a trash can, and a witness came forward and told me what happened. No injuries were reported.
- Consulted with the Town Attorney and the Chiefs of Police of several small towns about Pokémon. The other towns are not experiencing anywhere near the foot traffic we are. We all agreed there is no specific violation being committed by the mere peaceful presence of the players. The Town has placed signs around the areas of concern asking people not to drive and play, and to be respectful of the residents as it pertains to noise and trespassing. We will continue to monitor the situation and have some late night patrols as well.
- Was summoned to a location on Mill Street for the larceny of a canoe. A police report was taken.
- Was dispatched to an identity theft at a Town residence. The theft occurred online and the victim was notified by his identity theft monitoring company. A police report was taken.
- Was dispatched to a suspicious male in the area of Mom's Apple Pie. I had to search the area out to the 7-Eleven on Gordon Boulevard to find the subject. The original call came from Fairfax County PD and must have been miscommunicated because the subject just needed help with his vehicle that stopped running on the 123 bridge.
- Responded to a report of a suspicious vehicle on Mt. High Street. I was able to locate the vehicle and identify the occupants. There was no criminal activity taking place.

- Responded to a telephone report of an accident in front of Town Hall. The accident was property damage only, information was exchanged, a summons issued, and report taken.
- The police responsibilities at the grand opening of River Mill Park was handled by our auxiliary officers, under the supervision of Officer Adam Linn. I was on annual leave at the time.



**TOWN OF OCCOQUAN**  
 CIRCA 1734 INCORPORATED 1874  
 314 MILL STREET, P.O. BOX 195  
 OCCOQUAN, VIRGINIA 22125  
 703-491-1918, EXT. 2 FAX 703-491-4962

## CRAFT SHOW REPORT

August 2, 2016

### SPRING 2016 CRAFT SHOW

CATEGORY	NUMBER OF VENDORS <sup>1</sup> SPRING 2016	NEW SPRING '16	Spring 2015 VENDORS
Merchants	37	7	37
Food	12	1	19
Buy-Sell/Non-Profit	30/17	12/10	29
Crafter	147	42	163
Sponsors	7	3	7
<b>TOTAL</b>	<b>250</b>	<b>75</b>	<b>255</b>

#### Expenditures (Projected vs. Actual)

Expenditure Category	Projected Cost	Actual Cost
Buses	\$14,040	\$14,310
Rentals - Table/Chair & Portable Johns	\$2,600	\$2,797
Day of Show Support (i.e. refuse collection, set up, break down, etc.)	\$2,700	\$1,535
Security/Traffic Control	\$8,778	\$8,520
Advertising	\$10,000	\$6,925
Materials and Supplies	\$1,200	\$3,667
Entertainment	\$1,000	\$1,000
Indirect Expenses	\$15,742	\$10,071
<b>TOTAL PROJECTED EXPENSE</b>	<b>\$56,060</b>	<b>\$48,825</b>

#### Revenue (Projected vs. Actual)

Revenue Category	Projected Revenue	Actual Revenue
Booth Fees	\$78,372	\$76,872
Late Fees <sup>2</sup>	\$0	\$0
Sponsors	\$4,800	\$3,350
Tent Rentals	\$750	\$453
Parking (Vendors)	\$1,875	\$2,785
Bus Fees (Earned)	\$23,437	\$18,133
<b>TOTAL</b>	<b>\$109,234</b>	<b>\$101,593</b>

<b>Actual Total Revenue</b>	<b>Actual Total Expense</b>
\$101,593	\$48,825
<b>NET REVENUE</b>	<b>\$52,768</b>

**Actual Vs. Budgeted**

	<b>FY 16 Budget (Per Show)</b>	<b>Actual Spring 2016</b>
<b>REVENUE</b>	\$109,234	\$101,593
<b>EXPENSES</b>	\$56,060	\$48,825

<sup>1</sup>Indicates number of individual vendors, not number of booths sold.

\*10 vendors requested refund/transfer to Fall 2016 Show days before Spring 2016 Show (due to threat of inclement weather).

<sup>2</sup>Late fees (\$50 after application deadline) were implemented for the first time in the Spring 2016 Show.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 2, 2016
<b>8 A: Request to Approve 2016-2026 Comprehensive Plan</b>	

#### **Explanation and Summary:**

This is a request to approve the 2016 update to the Town of Occoquan's Comprehensive Plan. A Joint Planning Commission and Town Council Public Hearing was held on July 12, 2016 at 7:00 p.m. to obtain citizen feedback. In addition, the Planning Commission met on Tuesday, July 26, 2016, and made a recommendation to Town Council to approve the plan with amendments. The amendments have been incorporated into the revised Comprehensive Plan Draft and are detailed on the attached summary of changes.

This update provides a vision for how Occoquan should grow and change in the future, maintain public facilities and programs in response to growth and successfully manage new development and redevelopment actions. It draws on the 2003 Comprehensive Plan (updated in 2013) for its future land use map but makes some minor changes to provide contiguity of planned density. The Comprehensive Plan uses surveys conducted from residents, businesses and community leaders to help maintain the quality of life in Occoquan. Major portions of the Comprehensive Plan have been rewritten in light of those surveys.

The Planning Commission presented the draft Comprehensive Plan to Town Council during their June 21, 2016 Work Session and held a final community meeting on June 28, 2016 to obtain additional comments from the community. In addition, a Public Hearing was held on July 12, and the Planning Commission met on July 26, to finalize the draft. Feedback received from the community and Town Council since June 21, 2016 are included in the Summary of Changes.

This Plan will be reviewed annually as part of the annual budget process, to include scheduling specific action items included in Chapter 9 of the plan. The plan must be reviewed and updated at least every five years.

**Engineer's Recommendation:** Recommend approval.

**Town Attorney's Recommendation:** Recommend approval.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** None.

**Account Number:** None.

**Proposed/Suggested Motion:**

“I move to approve the 2016-2026 Town of Occoquan Comprehensive Plan as prepared and presented by the Town’s Planning Commission.”

OR

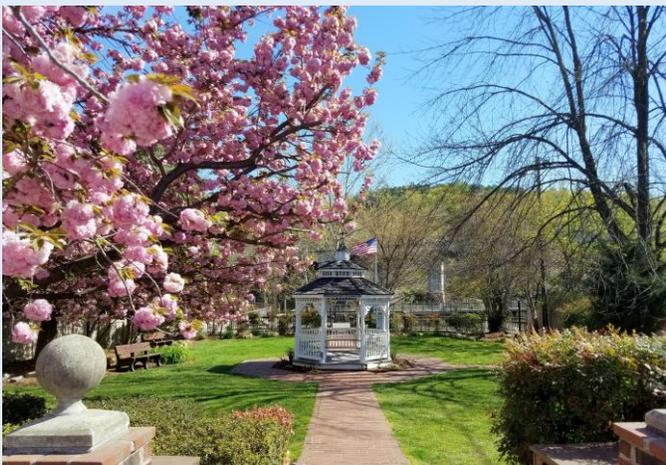
Other action Council deems appropriate.

**Attachments: (3)** Draft 2016-2026 Comprehensive Plan  
Summary of Changes  
Unofficial Draft Excerpt of Minutes



# *Town of Occoquan*

## **COMPREHENSIVE PLAN VISION 2026 2016 UPDATE DRAFT**



**EXPERIENCE HISTORIC OCCOQUAN**  
*Shopping, Dining, Art and History*

TOWN OF OCCOQUAN  
COMPREHENSIVE PLAN  
VISION 2026  
2016 UPDATE



**Town Council**

Elizabeth A.C. Quist, Mayor  
Patrick Sivigny, Vice Mayor  
J. Matthew Dawson  
Jim Drakes, PhD  
Cindy Fithian  
Joe McGuire

**Planning Commission**

Joe McGuire, Chair  
Ramsey Baerga  
Dan Braswell  
David Irwin, PhD  
Ann Kisling  
Heather Ozuna

**Town Staff**

Kirstyn Jovanovich, CFM, Town Manager  
Christopher Coon, Town Clerk

**Technical Support**

R. Michael Chandler, Planning Matters  
Darren Coffey, The Berkley Group  
Shaina Schaffer, CFM, The Berkley Group

# TABLE OF CONTENTS

CHAPTER ONE: Introduction and Overview .....	4
Purpose and Intent .....	4
Scope of the Plan .....	4
The Planning Process .....	5
Assessment Survey Leading Comp Plan Concerns and Issues .....	7
Plan Themes.....	7
 CHAPTER TWO: Occoquan Yesterday and Today.....	9
Our Location/Setting.....	9
Our History.....	9
Our Numbers - Population Characteristics.....	12
Our Existing Footprint and Land Use .....	15
 CHAPTER THREE: Occoquan 2026: Imagining Tomorrow Today .....	18
Our Vision.....	18
Our Goals - Comprehensive Plan Themes .....	18
Our Plan for 2026 .....	19
 CHAPTER FOUR: Community Character & Community Life.....	20
Goal.....	20
Overview.....	20
Housing and Housing Affordability.....	20
Neighborhood Preservation and Revitalization.....	21
Community Services and Facilities .....	21
Parks, Open Space, Public Space .....	21
 CHAPTER FIVE: Circulation and Mobility .....	23
Goal.....	23
Overview.....	23
Traffic.....	26
Parking .....	27
Sidewalks .....	27
Gateways.....	31
Emergency Evacuation Planning.....	31
 CHAPTER SIX: Economic Vitality & Diversity .....	33
Goal.....	33
Overview.....	33

Commercial Areas .....	34
Economic Catalyst Sites .....	35
Historic Preservation and Appearance.....	35
 CHAPTER SEVEN: Environmental Stewardship .....	 37
Goal.....	37
Overview and Vision.....	37
Chesapeake Bay and the River Connection .....	37
Environmental Programs and Regulations.....	44
Trees and Landscaping .....	47
Solid Waste Disposal and Recycling.....	48
Green Building, Noise and Lighting.....	48
 CHAPTER EIGHT: Regional Coordination.....	 50
Goal.....	50
Overview and Vision.....	50
Shared Border Area Plans - Prince William County .....	50
Shared Border Area Plans - Fairfax County .....	51
Shared Border Area Plans - Lake Ridge Parks and Recreation Association .....	51
 CHAPTER NINE: Implementation & Accountability .....	 52
Overview and Vision.....	52
Annual Plan Accountability Report.....	52
Action Plan.....	52

# CHAPTER ONE

## INTRODUCTION AND OVERVIEW

### Purpose and Intent

Successful communities do not just happen; they must be continually shaped and guided. A community must actively manage its growth as well as respond to changing circumstances if it is to continue to meet the needs of its residents and maintain the quality of life that initially attracted those residents to the community. Successful communities know the future is not something to be wished for or left to chance. Successful communities know the future must be a matter of choice, and becoming a community of choice connotes a commitment to planning for tomorrow as well as for today.



This document is an update to the 2003/2013 Town of Occoquan Comprehensive Plan. This plan provides a vision for how Occoquan should grow and change in the future, maintain public facilities and programs in response to growth, and successfully manage new development and redevelopment actions. The Occoquan 2016-2026 Comprehensive Plan, by design, touches on a wide range of issues related to land use including transportation, housing and neighborhoods, parks and open space, community services, economic development, as well as community character and community identity.

Once adopted, the elected and appointed officials of Occoquan should use the Comprehensive Plan as a guide for their decisions related to development, redevelopment, growth and the provision of town services. While it discusses and describes land uses, the Comprehensive Plan does not regulate actual land uses. Other tools, such as zoning, subdivision and site plan standards, are the primary means by which Occoquan will implement the vision and goals featured in this plan. Accordingly, this plan features an implementation strategy that is action-oriented and designed to bring the vision and goals featured in this document to life.

### Scope of the Plan

The Commonwealth of Virginia mandates the Town of Occoquan prepare and adopt a Comprehensive Plan for the physical development of the land within its jurisdiction. The specific mandate is found in section 15.2-2223 of the Code of Virginia which states the Comprehensive Plan is to guide and accomplish a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities. In meeting this objective, the Plan must assess existing conditions and examine trends of growth, as well as project future conditions likely to impact the locality.

Responsibility for drafting and preparing a Comprehensive Plan rests with the Occoquan Planning Commission. Responsibility for adopting a Comprehensive Plan rests with the Occoquan Town Council. To meet the requirements featured in section 15.2-2223 of the Virginia Code, the Occoquan Planning Commission is required to designate the general and approximate location, character, and extent of each feature shown on the Plan. In addition, the Virginia Code mandates that a Comprehensive Plan feature the following elements, themes or chapters:

1. Long-range recommendations. The Comprehensive Plan must show the long-range recommendations for the general development of the locality.
2. Transportation plan. The Comprehensive Plan must include narrative that designates a system of transportation infrastructure needs and recommendations that may include the designation of new and expanded transportation facilities including roadways, bicycle accommodations, pedestrian accommodations, bridges, waterways, and public transportation facilities that support the planned development of the territory covered by the plan.
3. Road and transportation map. The Comprehensive Plan must feature a map showing road and transportation improvements. In meeting this requirement, the plan must take into account the current and future needs of the residents of Occoquan while considering the current and future needs of the planning district within which Occoquan is located.
4. Affordable housing. The Comprehensive Plan must designate areas in the locality for the implementation of measures to promote the construction and maintenance of affordable housing, sufficient to meet the current and future needs of residents of all income levels in the locality while considering current and future needs of the planning district within which Occoquan is located.
5. Traditional neighborhood design. If urban development areas are designated in the Comprehensive Plan, the Plan must reflect principles of traditional neighborhood design which may include but are not limited to:
  - Pedestrian-friendly street design,
  - Connectivity of street and pedestrian networks,
  - The preservation of natural areas,
  - Mixed-use neighborhoods including mixed housing types, and
  - The reduction of front and side yard building setbacks, and the reduction of subdivision street widths and turning radii at street intersections.

## The Planning Process

The Code of Virginia mandates that a comprehensive plan, once adopted by the local governing body, must be reviewed at least once every five years. In response to this requirement, the Occoquan Town Council, with the support of the Occoquan Planning

Commission, agreed to underwrite an assessment exercise designed to secure the insight, opinion and perspective of persons most familiar with Occoquan's Comprehensive Plan. To this end, a survey was designed and distributed to all members of the Occoquan Town Council, as well as members of the Occoquan Planning Commission, Board of Zoning Appeals, and the Architectural Review Board. In addition, a cross-section of community business leaders, as well as members of the Town staff, were asked to complete the survey that was distributed in October of 2015.

The survey participants were asked to identify the strengths and weaknesses featured in the existing Occoquan Comprehensive Plan. In addition, the respondents were asked to identify the top three land use issues currently facing Occoquan, as well as the top three land use issues Occoquan will likely face five years into the future. The assessment exercise also inquired as to the continued relevance and utility of the goals and policies featured in the existing Occoquan Comprehensive Plan.

The assessment survey was distributed to a total of 63 individuals; 33 of whom served on the Town Council and Town Boards and Commissions, as well as Town staff. The remaining 30 surveys were sent to several business and community leaders. A total of 31 surveys were completed and returned. Of this total, 23 were received from the local government focus group noted above; a 70 percent response rate. A total of eight surveys were received from the community business leader focus group; a 25 percent response rate. When combined, the aggregate survey response rate of 49.2 percent is quite laudable.

The results generated by the assessment survey yielded valuable insight regarding Occoquan's existing Comprehensive Plan. Chief among the findings was the positive impact the 2003/2013 Comprehensive Plan had generated throughout Occoquan over the past decade. Of equal importance, the assessment survey results indicated that many of the goals and policies featured in the current Comprehensive Plan remain relevant and timely for the present, as well as Occoquan's immediate future.

As might be expected, the assessment exercise also uncovered Comprehensive Plan weaknesses and shortcomings. This is not surprising considering Occoquan has had considerable growth and development since 2003, when the Comprehensive Plan was last substantially reviewed and adopted. The shortcomings and deficiencies associated with the current Plan, which are listed below, provide ample evidence for why the Occoquan Comprehensive Plan should be reviewed and revised on a regular basis. Indeed, the range of planning concerns and challenges makes clear Occoquan's next Comprehensive Plan must address traffic mobility and circulation issues, development and redevelopment challenges in the Town's business/historic district, the character and intensity of desired future development, as well as how Occoquan intends to secure a positive connection with the river while sustaining the town's natural environment.

## Assessment Survey Leading Comp Plan Concerns and Issues

1. Traffic and traffic management.
2. Needed zoning revisions to reduce residential density in downtown.
3. Parking management strategy.
4. Property upkeep, maintenance and appearance strategy.
5. Capitalizing on the river as a development asset, while sustaining the river as an environmental asset.
6. Diversifying the mix of businesses in the downtown area, in addition to bringing about greater mixed-use development.
7. Strengthening stormwater regulations and related environmental standards.
8. Incorporating a commitment to redevelopment in the revised Comprehensive Plan.
9. Developing strategies that will protect prized Occoquan properties and parcels.
10. Developing a Comprehensive Plan vision statement.

<p>Town of Occoquan, Virginia Land Use Diagnostic Questionnaire</p> <hr/>
<p>The questions appearing below represent the initial step in the review and critique of the Occoquan comprehensive land use plan. The questions are designed to gain insight and perspective regarding the planning issues and challenges currently facing Occoquan and the land use opportunities and threats Occoquan may face in the future.</p>
<p><b>CITIZEN RESPONSE SUMMARY</b></p>
<p>1. As you consider life and living in Occoquan, what 3 things make you Occoquan proud?</p>

Once the assessment survey results were available, a series of community forums were sponsored in November and December of 2015. The initial two forums in November were designed to share the results of the assessment survey with the previously identified local government

focus group and the community business leader focus group. In addition to sharing the survey results, each focus group was asked to identify, through a mapping exercise, specific land use adjustments or changes Occoquan will need to make in order to accommodate anticipated future growth and development over the next five years. A third forum was held for the general public in November of 2015. This forum utilized the same format used with the two focus groups, including the land use mapping exercise.

In early December, a fourth community forum, which was open to the public, was held at the Occoquan town hall. This forum focused on the assessment exercise findings regarding land use issues currently facing Occoquan and land use issues Occoquan will likely face 5 years into the future. In addition, a consensus future land use map (a byproduct of the initial November community forums) was shared. It is important to note the persons attending the December forum embraced the consensus future land use map as being a reasonable and rational representation of how Occoquan could accommodate future growth and development the town will likely experience over the next 5 to 10 years. Upon linking the assessment survey list of comprehensive plan issues and concerns with the proposed future land use map, a template for revising and updating the Occoquan comprehensive plan was clearly established and embraced.

## Plan Themes

From its founding, Occoquan has purposely maintained its small town charm and feel. It is not surprising that the desire to sustain Occoquan's character and sense of place continues to resonate as a community planning goal. As noted in the Comprehensive Plan update section

above, the update process yielded important insight regarding the range of issues Occoquan will likely face over the next ten years. In turn, this information played a central role in the design and development of six overarching themes which collectively constitute the framework upon which the 2016-2026 Occoquan comprehensive plan is predicated. The respective planning themes are as follows:

- Sustain Occoquan's community character and distinctive quality of life.
- Enhance Occoquan's circulation and mobility with an emphasis on pedestrian safety.
- Sustain and enhance Occoquan's business/historic district while diversifying the town's economic base.
- Witness environmental stewardship by living in harmony with our diverse natural environment.
- Partner with neighboring localities to coordinate planning and governance matters of mutual interest.
- Commit to developing a comprehensive plan implementation schedule and accountability metric.

## CHAPTER TWO

# Occoquan Yesterday and Today

### Our Location/Setting

The Town of Occoquan is located along the Occoquan River in the northeastern portion of Prince William County. The Town occupies approximately 125 acres, including 25 acres of the Occoquan River. While the built portion of the Town is located along the southern shore of the Occoquan River, the Town boundary actually extends into the Fairfax County portion of the river. The Town is situated at the “fall line,” which delineates the Piedmont and Coastal Plain geological provinces and

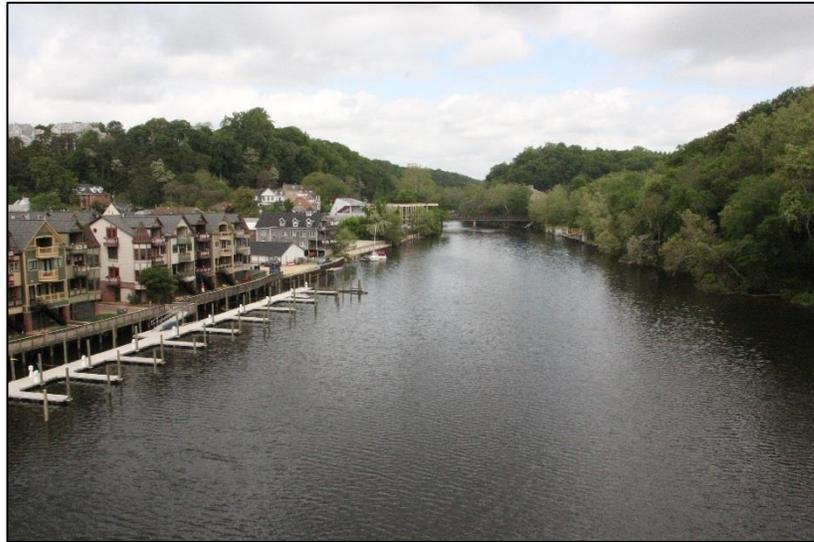


Figure 1 View of Occoquan River from Route 123 Bridge, 2015

represents the end of the navigable waters of the Occoquan River. The downtown and Poplar Lane portions of Occoquan are on a relatively level and low-lying plain adjacent to the river. To the southwest of this low-lying plain is a ridge underlain by mostly granite rock. The ridge is dissected by several small streams that empty into the river.

The largest stream is Ballywack Branch. The other streams are Furnace Branch, Boundary Branch, Phelps Creek, and the tributary of Boundary Branch designated as Edgehill Creek. High ground is generally rolling with some very steep slopes and rocky outcrops adjacent to streams and the river plain. While Occoquan has successfully maintained much of its small-town charm, surrounding areas of Prince William differ significantly in terms of scale, density, and design. Within a one mile radius are several automobile-oriented shopping centers and a commuter parking lot – all starkly in contrast to the Town’s pedestrian friendly atmosphere. The surrounding unincorporated areas of Woodbridge and Lake Ridge have populations of 40,550 and 41,058 respectively, dwarfing the Town’s population of 995<sup>1</sup>.



Map 1 Early map showing the location of Occoquan Flour Mill, 1879

### Our History

Occoquan established its commercial and residential successes long before Virginia was a colony when Captain John Smith traveled the Occoquan River to establish trade routes

<sup>1</sup> 2010 Census, Census-Designated Plan

between the Dogue Indians and English settlers. The rolling hills, strong water falls, and natural beauty of the area attracted entrepreneurs like John Ballandine. During the late eighteenth century, he established Occoquan as a full service town with mills, forges, stores, tolling points, and multiple residences.

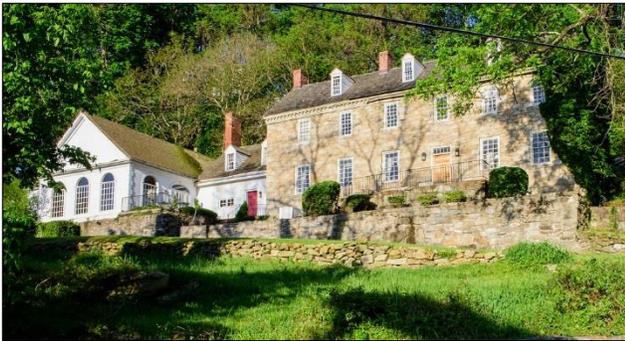
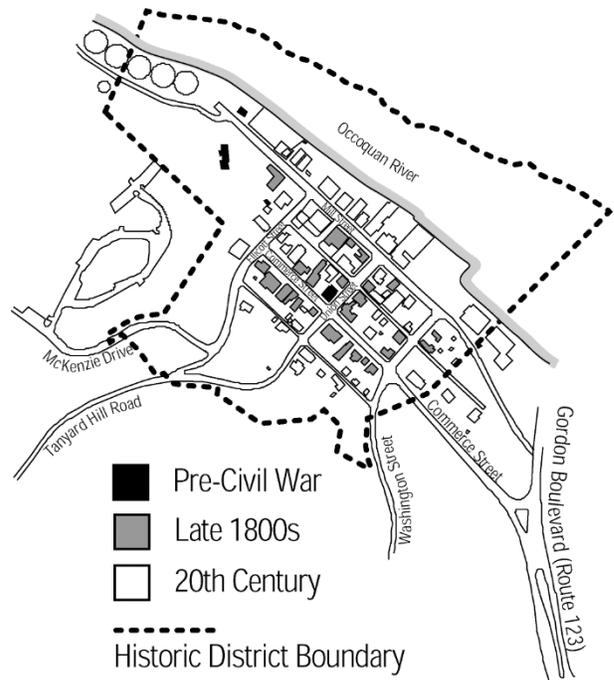


Figure 2 Rockledge Mansion, 2016

The most famous of these residences is Rockledge Mansion, built circa 1760 with stone from Occoquan’s own quarry of Virginia blue stone. Supposedly designed by the famous William Buckland, the home still sits perched above the town as Ballandine requested. It was this residence that served as the town’s bakery, ice house, and spring well. Ballandine also built one of the most internationally famous mills of the late 1700s. The structure, also designated the first automated mill in North America, now serves as the Occoquan Historical Society’s Mill House Museum.

The success and beauty of eighteenth century Occoquan attracted more entrepreneurs. Its most successful gentleman, Nathaniel Ellicott, came to officially settle the area after establishing Ellicott City, MD. The town was formally platted in 1804 and its original boundaries form the basis of the current Historic District. The 1800s proved quite prosperous for Occoquan – multiple residences and storefronts established an attractive stopping point for those journeying to the Nation’s Capital. Many of the buildings constructed during this era are still intact along Mill and Commerce Streets.



Map No. 2 Occoquan Historic District and Age of Structures

Map No. 2 indicates the location of older buildings in the central area of Town and their periods of construction. The map also shows the Town’s Historic District, as adopted in August 1999, which roughly mirrors the boundaries established in the 1804 charter. In 2014, the Town’s boundary was extended westward to include Fairfax Water’s one-acre parcel, which has since been converted into parkland managed by the Town.

In 1916, a major fire destroyed a number of commercial structures on Commerce, Union, and Mill streets. Other fires over the years have destroyed significant buildings, including the flour mill in 1924 and Ebenezer Church in 1923. The Church was rebuilt the following year on the same site where it still stands.

The progression of the twentieth century proved difficult for Occoquan, but the town has persevered none the less. Heavy silting of the River and the water authority's takeover of the river's dam proved damaging for water transportation and recreation. Multiple fires and hurricanes raged through town destroying many of its original buildings. The construction of Route 1 and I-95 deemed Occoquan temporarily obsolete. But Occoquan's endurance, positivity, and proactive mindset have resulted in the town becoming popular and successful once again.

In 1984, Occoquan secured its status as an official Historic District listed on the National Register of Historic Landmarks. Inside the boundaries of the District sit a multitude of individually registered buildings and sites that still lend the town a quaint appearance. Zoning ordinances allow for a combination of residential and commercial buildings that keep Occoquan both profitable and attractive to its citizens and visitors.

The Architectural Review Board establishes and monitors the historically accurate appearance of the town in order to persistently attract visitors from all over the world. Occoquan is working toward obtaining the Main Street America designation from the National Trust for Historic Preservation, while simultaneously improving streetscapes, properties, and parks.

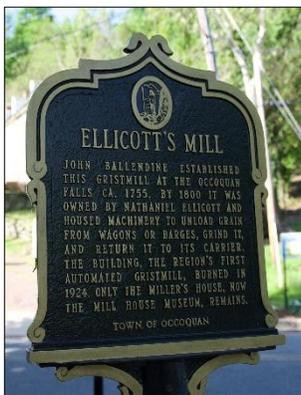


Figure 3 Recently refurbished historic marker at the Mill House Museum, 2016

In the early 2000's, the Town took steps to better emphasize its rich historical heritage through the establishment of a walking tour and the placement of commemorative markers throughout the Town. The markers are cast with a description on one side and an etched image of the site from historic photographs on the other. A total of 14 markers have been placed and are currently being refurbished through an adopt-a-sign program offered by the Historical Society of Occoquan. There has also been discussion over whether a Historic District buffer area, which would restrict growth and development in areas immediately adjacent to the district, should be established to provide the Town with a tool to address preservation and architectural issues outside of the Historic District.

### **Historic Preservation Issues**

- Preservation/maintenance of historic buildings/streetscapes and the historic character of Occoquan.
- Rehabilitation of historic structures that are substandard or in a derelict state.
- The impact of infill development and redevelopment within and adjacent to the Historic District.
- Funding projects to expand, promote and protect properties of historic significance, including the Mill House Museum.
- Update the ARB guidelines and adoption by the Town Council.
- Identify whether a Historic District buffer area should be established.

## Our Numbers – Population Characteristics

### *Our Demographics*

Demographic statistics and trends provide an important backdrop for evaluating land use, public service needs and infrastructure requirements in a community. Demographics also serve as an indicator regarding a locality’s well-being and attractiveness as a place people are drawn to or a place to be avoided. As such, understanding a locality’s numbers is an important component of responsible community planning.

### *Our Growing Numbers*

According to data supplied by the US Bureau of the Census, Occoquan is a community on the move demographically. Beginning with census year 1980 and continuing to 2010, Occoquan’s population increased from 241 people to 934 residents. The addition of 693 people translates into a staggering 287 percent increase in Occoquan’s population over the 30 year period. By comparison, Prince William County’s population for the same time period increased from 144,703 residents to 402,002 total people. The addition of 257,299 citizens represented an aggregate population gain of 178 percent. By contrast, Virginia’s total population gain for the same 30 year period of time was slightly more than 51 percent. Accordingly, it is readily evident Occoquan’s rate of population growth from 1980 to 2010 was substantially ahead that of Prince William County as well as the Commonwealth of Virginia. Table one reflects the numbers.

**Table No. 1 Population Changes in Occoquan, Prince William County and Virginia**

	1980	1990	2000	2010	Percent Change (1980-2010)
<b>Town of Occoquan</b>	241	338	759	934	287%
<b>Prince William County</b>	144,703	215,686	280,813	402,2002	178%
<b>Virginia</b>	5,346,818	6,187,538	7,078,515	8,001,024	51%

### *Our 2010 Numbers*

The 2010 census is the last year detailed information pertaining to Occoquan’s population attributes and specific characteristics is available. Accordingly, reviewing the 2010 data, and when appropriate, comparing it with data from prior census years, will provide Occoquan’s elected and appointed leadership with important insight regarding the pace and character of Occoquan’s changing population. This insight, in turn, will influence Occoquan’s future land use pattern. To this end, the following table features topically oriented data drawn from the census for 1990, 2000, and 2010.

**Table No. 2: Occoquan Population Characteristics 1990-2010 and 2014 Estimate**

	1990	2000	2010	2014 (Estimate)
Town Population	338	759	934	1,016
Age Cohort Percentage Under 19:	10.9%	13.1%	12.3%	16.0%
Age Cohort Percentage 19-62:	76.7%	72.5%	72.9%	67.7%
Age Cohort Percentage Over 62:	12.4%	14.4%	14.8%	15.3%
Race-Percentage White	87.3%	85.5%	80.9%	78.6%
Race-Percentage Black	9.8%	8.2%	11.6%	11.4%
Race-Percentage Asian	2.4%	1.6%	3.3%	3.4%
Race-Percentage Hispanic/Latino	0.6%	6.5%	4.0%	4.3%
Percent Family Households	71.0%	44.7%	42.9%	48.0%
Percent Married Family Couple	23.4%	35.6%	33.7%	41.0%
Non-Family Households	29.0%	55.3%	57.1%	52.0%
Average Household Size	1.98	1.82	1.78	1.83
Total Household Units	230	443	569	574
Vacancy Rate	24.8%	5.6%	7.7%	7.3%

Table 1 above clearly delineates Occoquan’s emergence as a community of choice. The town has witnessed a 200 percent increase in population from 1990 to 2014 according to statistics assembled by the US Bureau of the Census and the American Community Survey. Of particular interest from Table 2 is the growth in the percentage of the town’s population under the age of 19. As can be discerned, the increase in the number of persons in the under 19 population age cohort from 1990 to 2014 grew by 45 percent. This increase could be indicative of Occoquan’s growing attractiveness for families with children. If this trend continues over the next decade or so, subtle changes may be experienced in Occoquan relative to the mix of business and economic activities that will be needed to respond to younger persons.

Table 2 also details the extent to which Occoquan’s population by race has diversified from 1990 to 2014. In 1990, the percentage of Occoquan’s population characterized as white was 87.3 percent. By 2014, the percentage characterized as white was estimated to be 78.6 percent. The percentage decline in the town’s white population was offset by an increase in the percent of the town’s population characterized as Black, Asian and Hispanic/Latin. The aggregate increase in the percent of Occoquan’s population non-white went from 12.8 percent in 1990 to 19.1 percent in 2014. This percentage shift, assuming it continues, could produce a change in

the mix of economic activities much as the increase in the percentage of persons found in the under 19 age cohort.

Occoquan's dramatic increase in the total number of household units is also reflected in Table 2. In 1990, the US Bureau of the Census stated Occoquan was home to 230 total household units. By 2014, the number of household units was estimated to be 574. The raw increase is commensurate with the town's substantial gain in population. Table 2 also reveals the percentage increase in the number of married family couples as well as the nearly one hundred percent increase in the percentage of non-family households in Occoquan. Once again this statistic is witnessed across the town in the form of new multiple family housing units that have been built in Occoquan over the past decade or so years. If the demand for new households in Occoquan continues over the next decade, the town will experience real challenges as to where the new housing should be located. This, in turn, will place stress on the platting of subdivisions as well as the carrying capacity of the town's residential zoning districts. In fact, the zoning challenges generated by an increase in demand for housing is already present in Occoquan's downtown business district.

#### *Our Numbers Since 2014*

Although the census of population, by statute, is administered on a decennial basis, recent innovations in technology and data gathering techniques have resulted in the creation of data sets that calculate population changes and population estimates on an annual basis for the nation, the 50 states and most local governments across the land. The American Community Survey is a recognized service leader in this arena and their efforts have won the endorsement of the US Bureau of the Census who is their parent sponsor. As such, it is possible to secure Occoquan's estimated population as of July 1, 2015 which is 1,036. This figure will not be characterized as a valid estimate until Occoquan's estimated population for July 1, 2016 is released later this year.

#### *What the Population Numbers Mean for the Future*

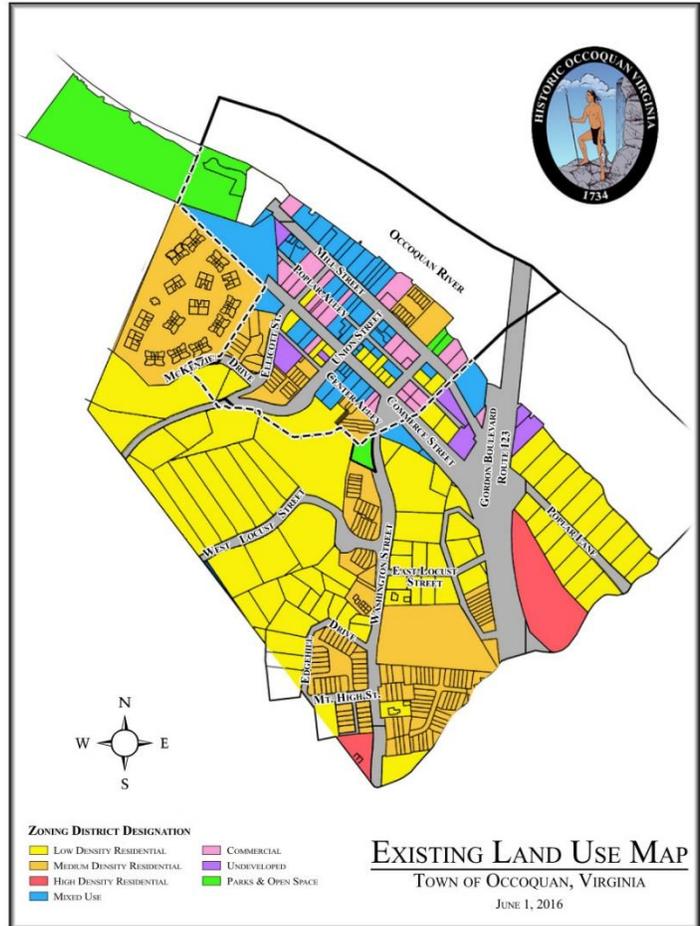
The town of Occoquan has undergone a rapid transformation over the past quarter century due to a sharp increase in population. Although it is impossible to forecast what the future will hold for Occoquan, it is a reasonable assumption the town will continue to be an attractive "community of choice" where people will want to live, work and enjoy life. Occoquan's proximity to I-95 and the nation's capital practically guarantees this will happen. As such, Occoquan should view this comp plan update as the initial foray in deciding how the town will accommodate an additional 150 to 200 people while respecting the locality's existing boundaries. Issues to consider will include housing, transportation and circulation, utility and infrastructure impacts and demands for public services. Adjustments will also be needed with respect to Occoquan's zoning ordinance and development regulations. Enhanced dialogue with Prince William County focused on land use planning issues that may impact the Town of Occoquan will become an essential requirement.

In summary, with continued population growth on the horizon, Occoquan’s future can be bright and dynamic if prudent and responsible planning strategies are crafted and implemented.

### Our Existing Footprint and Land Use

Currently, the “heart” of Occoquan is its central business district located along the entire length of Mill Street and on Commerce Street from Washington Street to Ellicott Street. No commercial activities are located outside this general area. The types of businesses found in Occoquan are generally of the specialty retail variety, interspersed with restaurants and service businesses.

The business district and the immediately adjacent residential area are laid out in a grid pattern which was established in a plat recorded in 1804. The Historic District is rather compact and orderly, preserving the quaint character and atmosphere not found in sprawling shopping centers and strip commercial developments of modern times. This old-fashioned ambience and town scale is what makes Occoquan a popular attraction for tourists and shoppers upon which the Town’s economy depends.



Map No. 3 Existing Land Use Map, 2016



Figure 4 Gaslights and Sidewalks Installed as part of the Mill Street Enhancement Project

In the early 1990s, the town completed the Mill Street Enhancement Project, which included the installation of gas street lights, brick sidewalks, and new curb and gutter intended to improve the aesthetic appeal of the Town’s business district. As part of the Town’s annual budget process, an infrastructure maintenance plan has been developed in order to identify and schedule future improvements within the Town, as well as on other main thoroughfares outside of the Historic District, including brick sidewalks, intersection improvements, and maintenance of town streets. Improvements to these thoroughfares would serve to announce to visitors that one is entering a “small town” and would help to distinguish Occoquan from surrounding areas of Prince William County.

There are several waterfront properties located within the Historic District that have potential for redevelopment and revitalization. Three issues are associated with the redevelopment of these properties, (1) connection to the Occoquan Riverwalk, (2) providing the necessary flexibility and incentives to make development economically viable, and (3) the actual zoning designation of the land.

In particular, the Town must specify how any future uses will link to the Riverwalk. This is critical to ensure an adequate number of public access points and that building design takes into account and encourages the use of the Riverwalk. Use type is critical in that uses should lend themselves to Riverwalk activities. If the Town is silent on what kind of uses it would like to see, then it may lose an opportunity to influence the decision-making process. Finally, the Town needs to address whether current zoning restrictions placed on waterfront properties, such as the 35 foot height requirement, need to be more flexible in order to encourage redevelopment of the type desired.



*Figure 5 Section of Riverwalk behind Gaslight Landing  
Opened in 2015*

Outside of the Historic District, land use consists of a mixture of residential structures on radial roads and other small streets. Several of the houses are comparable in age to those in the Historic District, while many others are of more recent vintage. Most single-family homes outside of the central area are located on relatively large lots, while homes within the Historic District are on small lots of 5,000 square feet or less.

While many residences within the Town are single-family detached dwellings, the current trend is towards higher density residential development. Projects begun since 1990 include the townhouse addition to Occoquan Mills, single family homes at Hollows II and townhouse units at Dawson's Green, Occoquan Reach and Berrywood. Since 2010, town homes have been completed at Vistas at Occoquan, Myrtle Banks, Occoquan Heights and Gaslight Landing. Currently proposed residential developments include additional townhouse units at Rivertown and Kiely Court in the Historic District. Continued development has caused debate over whether the Town should encourage or discourage dense forms of development such as townhouses, both in and out of the Historic District.

Public and semi-public uses within the Town consist of the Town Hall, the Mill House Museum, River Mill Park, Furnace Branch Park, Mamie Davis Park, a church, a cemetery, VFW post, the post office, and the Prince William County Visitors Center. All of the above (except the cemetery) are located within or directly adjacent to the Historic District. These facilities are important elements comprising the flavor of Occoquan and are all worthy of preservation.

Many of the debates over development in the Town have as much to do with open space preservation as they do with design and compatibility with existing development patterns. Even with the recent development of the Occoquan Heights community, there still remains several lots outside of the historic district that are over one acre and have the potential for future redevelopment from low density to higher density uses. The Occoquan River also provides open space and comprises nearly 25 acres within the Town.



*Figure 6 Former site of Water Treatment Facility, River Mill Park under construction, 2016*

Design and development issues will continue to be of major concern for the Town whether dealing with a new residential subdivision or small infill projects. Most recently, the Town partnered with Prince William County and Fairfax Water to redevelop the old Fairfax Water Treatment Facility into a public park, set to open in the summer of 2016, and has allowed the town to anchor the northwestern end of its retail district with public open space. Near the new park, a large parcel is for

sale that has the potential for redevelopment and further enhancing the Town's business district, should it be developed with a balance of business and residential uses. New projects must be planned in harmony with the surrounding areas and projects, while at the same time maintaining the eclectic mix of residential and business activities already found within the Town's historic business district.

## CHAPTER THREE

# Occoquan 2026: Imagining Tomorrow Today

### Our Vision

Occoquan prides itself on honoring the past while embracing the future. The small town charm attracts visitors from all over the world; the beauty of the natural environment attracts outdoors and nature enthusiasts, and the successful mixed-use zoning attracts a wide variety of businesses and restaurants. Residents and business owners live and work together in a supportive relationship that enhances the town's reputation and quality of life. Occoquan's vision includes a premier set of standards that will secure and promote the town throughout the twenty-first century and beyond. Championing the maintenance and improvement of the Historic District will provide an economic boon for the town and will be accomplished with its designation as a Main Street America community and the continued outstanding stewardship exhibited by the town's leadership. In addition to the Main Street America program, the completion of the Riverwalk along the Town's waterfront will guarantee the community's continued popularity within the region. Occoquan, Virginia has been and will continue to be a premier destination for those who enjoy the beauty and benefits of historic waterfront communities.

### Our Goals – Comprehensive Plan Themes

#### 1. Community Character & Community Life

To guide Occoquan's continued physical development so as to maintain a mix of land uses – residential, commercial, and public – reflecting the town's historic identity and image while enhancing the social and economic well-being of its residents, merchants and visitors alike.

#### 2. Circulation and Mobility

To create and maintain a safe and efficient Town-wide mobility and transportation network that is interconnected, multi-modal and reflects a pedestrian-friendly land use pattern.

#### 3. Economic Vitality & Diversity

To promote proactive and sustainable economic development and redevelopment actions in the Occoquan Business and Historic District that respects the district's unique character, balances residential density, and protects its ecological setting, while encouraging a diversity of economic activities in selected target areas of Occoquan.

#### 4. Environmental Stewardship

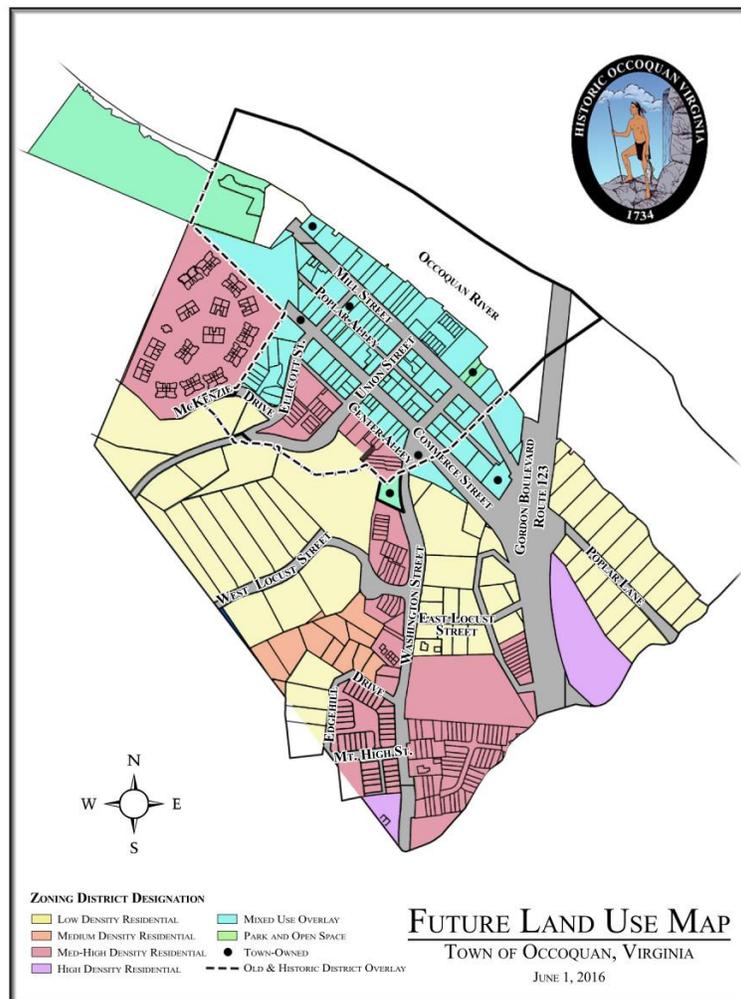
To provide for the harmonious use of land that meets the needs of Occoquan, while enhancing the area's environmental quality.

## 5. Regional Coordination

To continue to build upon and enhance partnerships with Prince William and Fairfax Counties to generate a shared border area, land use planning and zoning that reflects and advances Occoquan’s vision and desired future.

### Our Plan for 2026

The year 2026 will have brought many positive changes to Occoquan. The completion of the Town’s river walk, the successful implementation and continuation of the Main Street America program, and the appropriate development of private properties will produce a quaint, yet modern environment for visitors and residents alike. The improvement of our zoning ordinances will produce a variety of restaurants and businesses that will attract visitors from around the region. The continuation of our mixed-use business model will allow for residents and business owners to live and work in a neighborhood partnership. The Historic District, and its buildings and infrastructure will be superbly cared for and regularly beautified according to the Architectural Review Board’s regularly updated guidance documents. Occoquan 2026 is a beautiful, successful and vibrant town.



Map No. 4 Future Land Use Map, 2016

## CHAPTER FOUR

# COMMUNITY CHARACTER & COMMUNITY LIFE

### Goal

To guide Occoquan's continued physical development so as to maintain a mix of land uses – residential, commercial, and public – reflecting the town's historic identity and image while enhancing the social and economic well-being of its residents, merchants and visitors alike.

### Overview

The Town's leadership will strive to preserve the charm and character of Occoquan by focusing particularly on four aspects of the community:

- Housing development will be closely monitored so as to maintain the current balance of Affordable, Mid-Level, and Luxury Level residential choices.
- Neighborhoods will be preserved where feasible, and re-vitalized where necessary and appropriate to retain the Town's vibrant character.
- New services and facilities for use by residents and visitors alike will be encouraged and supported by the Town.
- Finally, the Town is especially committed to preserving parks and open spaces for community enjoyment and commercial uses in keeping with the character of Occoquan.

### Housing and Housing Affordability

The Town currently has multi-family, single family and mixed-use housing located throughout its boundaries. This diversity should continue with a view to limit future development in the Historic District to the construction of mixed-use development consisting of both residential and commercial enterprises in the Historic District. As for the areas outside of the Historic District, the Town should seek to limit the expanded use of current residential areas so as to ease strains on the community's transportation network.



*Figure 7 Homes and Businesses on Mill Street, 2016*

The Town looked at the question of housing affordability, and within the context of Prince William County, the Town has satisfied the Code of Virginia by having multi-family, single-family and mixed-use residential opportunities within the community.

## Neighborhood Preservation and Revitalization

To seek to encourage the redevelopment of commercial areas in a manner which will ensure the continued recognition of the Town's unique character combining residential and commercial development in an esthetic and harmonious way, while ensuring that the owners of these properties can redevelop them in a manner which is economically feasible.

Over the last several years, the Town has renovated and expanded the Town Dock, which promotes businesses in the Town to visitors arriving by water. Access to the Occoquan River cruise boats is now easier and safer. The purchase of a 17 acre parcel of woodland on the western end of Tanyard Hill has helped preserve the beauty and natural state of one of the Town's historic gateways.

## Community Services and Facilities

It is a priority to develop the infrastructure along the riverfront as a means of encouraging both residents and non-residents alike to make the Town a unique destination to enjoy.

In collaboration with the Gaslight Landing Condominium Association, the planned Occoquan Riverwalk is now extended upstream as far as the Occoquan Inn. In 2015, Vulcan Stone Quarries Inc., generously provided truckloads of blue stone rip-rap to stabilize the river bank at Mamie Davis Park where the Town Dock meets the park. Further downstream, the Town has led the way for construction of a public ADA kayak and canoe launch to serve both residents and visitors alike.

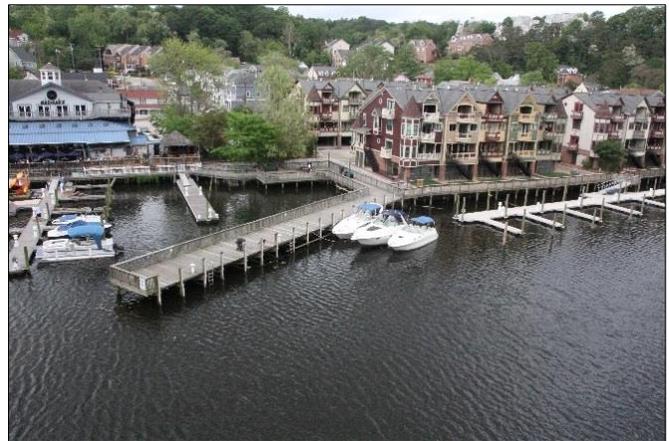


Figure 8 View of Riverwalk and Town Dock, 2015

## Parks, Open Space, Public Space

It has been a priority to promote the expansion of the Town's current Parks and Open Spaces to enable a broader utilization of these areas as a means of improving the overall quality of life for residents. These improvements will also encourage people outside of the Town to make Occoquan a prime location for leisure activity.

In 2015, the Town entered into a lease with Fairfax Water to develop the former water treatment facility site into a one acre community park name River Mill Park. The demolition of the tanks and stabilization of the site was undertaken by



Figure 9 View of Occoquan River toward upper and lower dams from the Footbridge, 2016

Fairfax Water, while the development of the park site was managed by the Town and funded through Prince William County capital outlay. The Park itself provides a stunning view of both the lower and upper dams which have not been seen in over 50 years. River Mill Park will be viewed as the center of the Town's community activities.

The new park will be the site of many community events such as concerts, community gatherings, and weddings. It will also provide a beautiful natural setting for passive recreational use. Events in the park will not only provide activities for residents and non-residents, but also serve as a vehicle to encourage increased foot traffic for Town businesses.

As mentioned previously, the Town's purchase of the 17 acre parcel at the top of Tanyard Hill Road should also provide the Town the opportunity of coordinating with both Prince William County and private groups for the construction of a trail connection extending from the Tanyard Hill parcel through Lake Ridge, and on to the County Government Center.

## CHAPTER FIVE

# CIRCULATION AND MOBILITY

### Goal

To create and maintain a safe and efficient Town-wide mobility and transportation network that is interconnected, multi-modal and reflects a pedestrian-friendly land use pattern.

### Overview

Historically, the Town of Occoquan has survived the loss of major transportation facilities. In fact, much of the historic preservation of the Town may be due to its removal from the path of strip commercial development which has taken place along the arterial highways nearby. The result has been that the Town’s street system has remained in keeping with the small town it serves.

As part of the original Town charter in 1804, a plat was created which established a grid system of streets and lots. The originally platted system of street rights-of-way still exists to some extent, but some of the streets have been vacated.

The remaining grid street system of the Historic District is connected to the surrounding areas and highways by several radial roads. These radials are the “life-lines” of the Town, providing access to and from the rest of the region. The most important radial roads are Union Street/Tanyard Hill Road, Washington Street/Occoquan Road and Commerce Street with its connection to Route 123.

**Table No. 3: Vehicles Per Day**

*VDOT Annual Average Daily Traffic Volume Estimates By Section of Route - Prince William Maintenance Area*

<b>Vehicles Per Day (VPD) History - Occoquan Roads</b>					
<b>Road</b>	<b>1986</b>	<b>1996</b>	<b>2001</b>	<b>2014</b>	<b>% Change</b>
Tanyard Hill Road (Town Line - Ellicott)	N/A	N/A	4,000	4,200	5%
Union Street (Ellicott - Commerce)	N/A	N/A	4,000	3,700	(8%)
Union Street (Mill - Commerce)	N/A	N/A	1,200	2,500	108%
Washington Street (Commerce - Mill)	7,800	2,000	2,500	2,800	12%
Washington (Town Line - Commerce)	N/A	N/A	1,800	2,000	11%
Commerce Street (123 - Washington)	7,000	6,500	4,900	5,500	12%
Commerce Street (Union - Ellicott)	N/A	N/A	840	740	(12%)
Commerce Street (Washington - Union)	N/A	N/A	3,500	3,200	(9%)
Mill Street (Ellicott - Dead End)	N/A	N/A	1,400	390	(72%)
Mill Street (Washington - Ellicott)	N/A	N/A	980	2,800	186%
Poplar Lane (Town Line - Washington)	N/A	N/A	550	560	2%
Ellicott Street	N/A	N/A	440	600	36%

The westerly portion of Union Street and Tanyard Hill Road outside of the Town limits is a narrow, winding road with no shoulders and restricted sight distances. According to statistics kept by the Virginia Department of Transportation (VDOT), this road carries about 4,200 vehicles per day (VPD). It is assumed that much of this traffic is composed of commuters from the Woodbridge area using the road as a short cut to/from Route 123.

According to the VDOT Annual Average Daily Traffic Volume Estimates for 2014, the traffic volume on Washington Street in 2001 was about 2,800 VPD, a slight increase from the 2,500 VPD count in the 2001 statistics. This is a significant drop from the 7,800 VPD reported in 1986 study. The reduction in traffic may be attributed to improvements to Old Bridge Road and Route 123 and making the detour through Town unnecessary. Likewise, the traffic on Commerce Street from Washington to Ellicott Streets has experienced about a 12 percent decrease in VPD, while Washington Street from Commerce to the Town line and Commerce Street from Route 123 to Washington Street has seen a 12 percent increase in VPD. This may be due to new townhouse developments completed since 2001 on Washington Street, including Occoquan Heights and Occoquan Reach.

Mill Street, from Ellicott Street to the dead end, saw a substantial decline in VPD from 1,400 in 2011, to 390 VPD in 2012. During the same time period, Mill Street from Washington to Ellicott Streets saw a 186% increase in VPD. This significant variation can most likely be attributed to the location of the traffic counting sensor between 2011 and 2012. With the development of the new town park at this end of the town, we expect to see a substantial increase in VPD on this section of Mill Street in the coming years.

Washington Street is narrow, with a right-of-way width of approximately 30 feet, has limited sight distances, and limited opportunity for widening activities. In 2015, VDOT worked with the Town to complete a sidewalk project at West Locust Street that included the installation of a crosswalk to aid in pedestrian circulation and safety along Washington Street.

Within the downtown area, the primary streets have adequate rights-of-way. One exception is Ellicott Street, which has a narrow right-of-way and is one-way from Mill to Commerce Street and from McKenzie to Union Street.

The Town of Occoquan has a bustling business district, boasting many unique shops, eateries and businesses. During peak business times, traffic on all streets within the downtown area is heavy with both vehicular and pedestrian activity. A traffic and parking study is recommended in order to identify peak hours, parking solutions and traffic control considerations.

In the past, improvements including the widening of Route 123 and HOV lanes on I-95 have had a significant impact on the Town, including potentially reducing commuter traffic through Town. The Town of Occoquan shares its borders with Woodbridge, a non-incorporated community within Prince William County, which continues to grow in population and experience development.

According to the 2010 Census, Woodbridge population grew to a total of 54,275, up from 31,941 in the 2000 Census. Continued population growth is expected as new residential and commercial development occurs based on its proximity to nearby Washington DC, FT. Belvoir, and Marine Corps Base Quantico. Overall, According to the 2010 Census, the population of Prince William County was 402,002, resulting in a 43.2% increase from the 2000 Census. The current estimated population of Prince William County is 431,863 (as of December 31, 2015), which represents growth of 7.43% since April 1, 2010. Prince William County is projected to grow to 519,928 persons by 2030 according to the Metropolitan Washington Council of Governments. In comparison, an estimated 995 people called the Town of Occoquan home in 2013, up 31% from 759 in 2000. According to the United States Census' in 2015, the population was estimated to have increased to 1,025.

Over the years, the Town has gone through some major changes particularly since the last Occoquan Comprehensive Plan was completed on September 3, 2013. The Town's industrial center has continued to evolve and now incorporates additional restaurants, as well as businesses with expanded hours of operation. New residential developments like Gaslight Landing, Occoquan Heights, and Vistas at Occoquan have been completed. Furthermore, the Town is weeks away from completing a new one-acre waterfront park, named River Mill Park, located at the west end of Mill Street at the site of the former River Station Water Treatment Plant operated by Fairfax Water since 1967. The new park will include an event pavilion, a looped stone dust trail, a restroom and storage facility, and upgrades to the footbridge that crosses the Occoquan River. Undoubtedly, such changes will increase Town residents' and visitors' use of roads, parking and sidewalks.

The following are top circulation and mobility themes reported on the most recent assessment of the current Town's Comprehensive Plan. The final survey was reported on February 15, 2016.

1. **Traffic:** Cut-through traffic continues to be a problem. A transportation/traffic management strategy that addresses cut-through traffic is needed. Alternative modes of transportation should be considered.
2. **Parking:** Parking remains a challenge downtown and in residential areas. Occoquan needs to develop a parking management study and strategy focused on downtown and adjacent surrounding areas.
3. **Sidewalks:** A pedestrian mobility management strategy is needed. Pedestrian safety should always be considered for both residents and visitors.
4. **Gateways:** A woodland buffer between Occoquan and surrounding areas should be preserved.

Based on the aforementioned, the Town government should continue working to plan and implement solutions that will enhance residents and visitors' circulation and mobility while protecting our historical and environmental attractiveness. This work is highly important as

reported census statistics continue to show expected population escalation in the area. The following are recommended goals and policies to meet such ends.

## Traffic

Even as road improvements have occurred, cut-through traffic continues to be a concern for residents. Rise in population due to new development within the Town and elsewhere in Prince William County has added to the problem. It is expected that increasing business activity and opening of new parks will intensify traffic problems and demand on parking.

The problem of increasing commuter traffic cannot be solved by the Town alone, because the source of much of the problem is outside the Town and roadway improvements are the responsibility of the Virginia Department of Transportation and Prince William County. Increased efforts between the Town, Prince William County, and VDOT are needed to develop solutions and to plan for required improvements.

One source of traffic congestion that could be moderated is that generated by the lack of mail delivery and the dependency on a PO box system for mail distribution for all 1,000 town residents, as well as businesses. A post office box system was set in place many years ago since the community's size at the time did not meet the USPS minimum requirement for mail delivery services for its residents and businesses. Currently, this system is still in place and the town's post office is located in the heart of the historic district at the corner of Mill and Washington Streets. As a result, residents and businesses are required to visit the post office regularly, creating pedestrian and vehicular congestion in this location. Consideration needs to be given to installing mail box clusters strategically located in the larger residential neighborhoods throughout the Town so that USPS can begin to deliver residents' mail. This would not only improve traffic flow, but also would cut down on emissions pollution, particularly when drivers leave engines idling while they retrieve and sort through their mail.

### **Recommended Action Items Related to Traffic:**

- i. A Town traffic study should be conducted that considers current needs, as well as future growth.
- ii. Based on the study, the Town should work on an enhanced street and traffic flow management and execution plan to accommodate local and commuter traffic particularly during peak hours and holidays. The management plan should not jeopardize current Town historical, environmental, business flow, and should address residential concerns.
- iii. As part of the plan, Town Council will investigate and make recommendations on the need to widen portions of Commerce Street. Any widening project will include new curbs and brick sidewalks consistent with other Business District improvements.
- iv. It is suggested that all Town sidewalks be 6 to 10 feet in width on each side. Within the historic district, such sidewalks shall be brick.
- v. As a part of the site plan or subdivision approval process, developers should be required to improve adjoining streets to standards of VDOT and this Plan.

- vi. 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.
- vii. No street right-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.

## Parking

Maximizing the availability of parking spaces while maintaining the historic nature of the Town has been an ongoing issue. Parking problems typically occur during peak business hours, weekends, and holidays.

The majority of parking for visitors in Town is on-street parking or parking in one of the town's four municipal lots including under the 123 bridge. Previously, the Town partnered with private property owners in an effort to increase public parking opportunities, including the development of the Mom's Apple Pie property, which includes several public parking spaces, both off-street and on-street. Currently, the Town is seeking a grant to conduct a parking and traffic study in 2016, with an expectation to incorporate appropriate improvements and recommendations within the budget and capital improvement plan process to begin addressing this ongoing issue. The Town Council will continue to look for ways to increase parking.

Parking problems are acute in the business district due in part to the fact that when the Town was originally laid out and built, there were no automobiles. The Town originally adopted a Zoning Ordinance which did not require any off-street parking in the Business District. The ordinance was subsequently amended so that off-street parking is now required for all new development, redevelopment, or expansion.

Although on-street parking accommodates many vehicles, increased residential, park development and business activity require additional action to alleviate parking problems..

### **Recommended Action Items for Parking:**

- i. A new Town parking study should be conducted based on current and future expected growth.
- ii. Based on the study, the Town should work on an improved parking management and execution plan. Courses of action should be developed to improve commercial district and nearby residential area parking rules.
- iii. Continue to look for suitable close in sites and develop Town-owned parking lots.
- iv. Continue to require developers to provide appropriate off street parking.
- v. Encourage use of business-owned vacant land for commercial parking.

## Sidewalks

Although automobile access to the Town is certainly important, one of the charms of Occoquan is that it is accessible by foot and by water. There are several efforts underway to increase

pedestrian access within the Town. The most significant effort is the Occoquan Riverwalk, which will significantly increase access to the Town’s waterfront. In 2015, the most recent expansion of the Occoquan Riverwalk opened behind the Gaslight Landing Community. Ultimately, the Riverwalk will span the length of the Town of Occoquan, creating a path from the planned Canoe and Kayak Launch under the Route 123 bridge to the new River Mill Park at the western end of town.

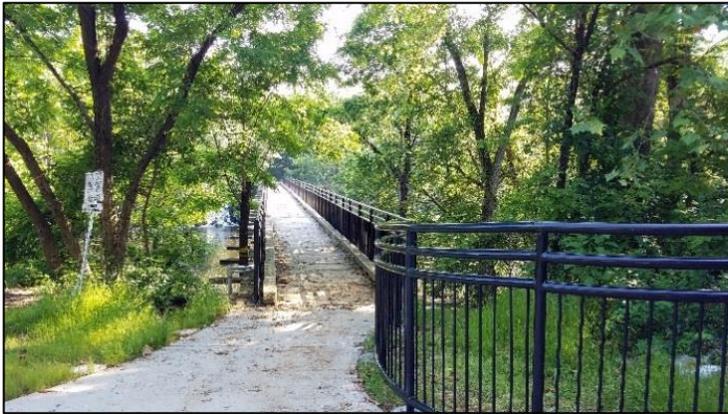
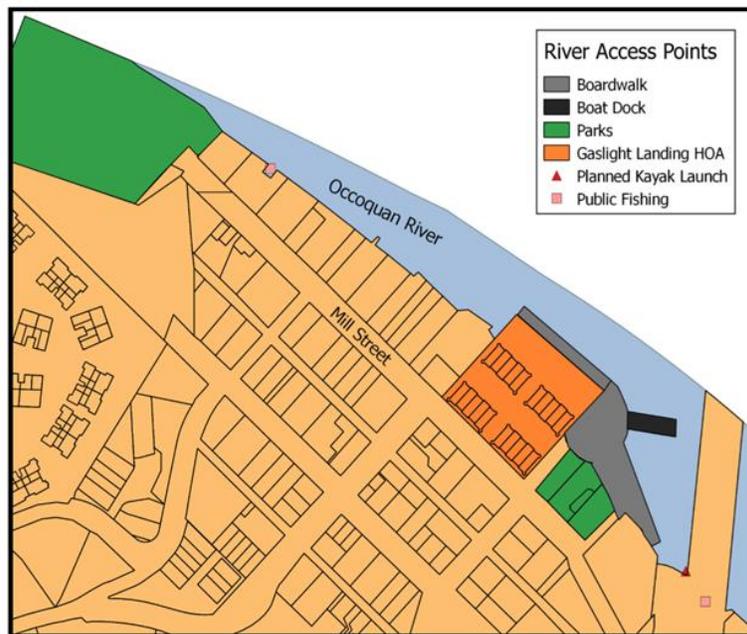


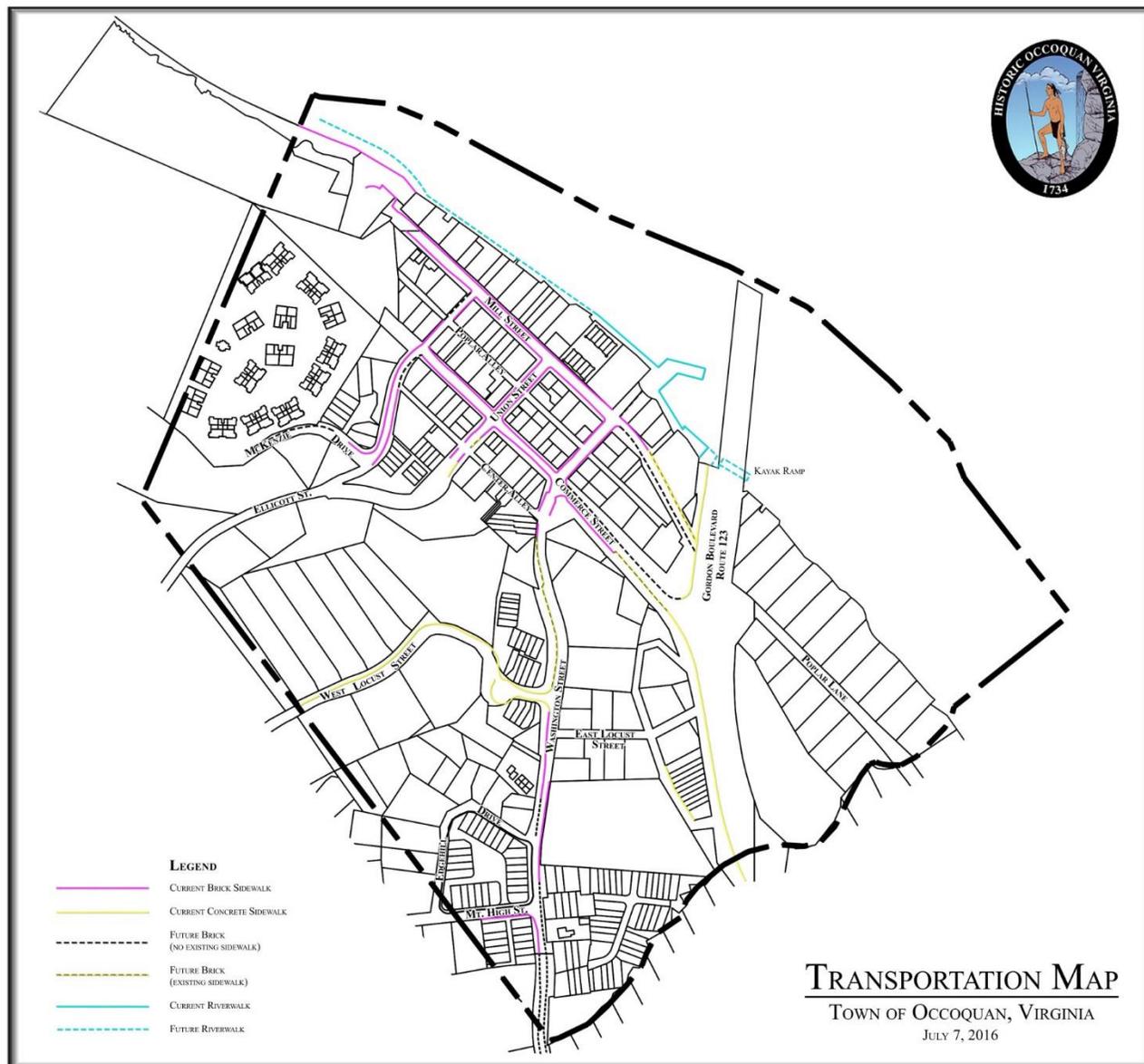
Figure 10 Nathaniel Ellicott Footbridge, 2016

Another pedestrian access is the Occoquan foot bridge, which is owned and maintained by VDOT. Maintenance of the Occoquan foot bridge should be an important element of the Town’s pedestrian circulation plan in that the bridge serves as part of a regional bike trail and provides pedestrian access to the Town during the Spring and Fall craft shows. Without the foot bridge, pedestrians

wishing to park on the Fairfax County side of the Occoquan River would be forced to walk over the heavily travelled Route 123 bridge. As part of the new River Mill Park construction, the Occoquan foot bridge has been upgraded to include replacing the chain link fence with black railing and the addition of lighting. The Town should continue to work with VDOT to perform scheduled maintenance of the footbridge.



Map No. 5 River Access Points in Occoquan



*Map No. 6 Pedestrian Circulation Map/Transportation Map*

The plan for pedestrian circulation is illustrated above on map number 6. The most significant element of the plan is for the construction of the Occoquan Riverwalk at the “rear” of lots between the Route 123 parking lot on Mill Street and River Mill Park. This walkway will make maximum use of the Town’s scenic assets, open greater commercial possibilities and allow the establishment of a buffer in accordance with the intent of the Chesapeake Bay Preservation Act. Expansion of the Riverwalk west of the Gaslight Landing community should be an ongoing and cooperative effort between the Town and riverfront property owners and developers.

In the 1990s, through a grant program, the Town planned and implemented the Mill Street Enhancement Project, which improved pedestrian facilities in the Business District by

replacing aging concrete with brick and adding gas lights. Continued expansion and maintenance of brick sidewalks are recommended on all main and connecting streets of the Historic District.

**Table No. 4: Brick Sidewalk Maintenance and Installation Schedule - From Adopted FY 2017 Budget, Brick Sidewalks Improvements Program**

FY	Street	From	To	Application
2017	Town Hall	N/A	N/A	Maintenance/ Replacement
2018	Ellicott Street	Mill Street	McKenzie	Maintenance and Install
2019	Commerce Street	123	Ellicott Street	Maintenance and Install
2019	Mill Street	Town Parking Lot	Union Street	Maintenance and Install
2020	Mill Street	Union Street	Ellicott	Maintenance/ Replacement
2020	Washington Street	Mill Street	Mount High Street	Maintenance and Install
2021	Mill Street	Ellicott	West End	Maintenance/ Replacement

Other pedestrian related improvements include extension of sidewalks and construction of pedestrian trails to serve new residential developments, as well as improvements to intersections to install ADA crosswalks within the downtown area.

**Table No. 5: Intersection Improvement Schedule - From Adopted FY 2017 Budget, Intersections Improvements Program**

FY	Intersection Location	Location of Proposed Crosswalk
2016	Mill Street/ Washington Street	1. Crossing Washington Street 2. Crossing Mill Street
2017	Mill Street/ Ellicott Street	1. Crossing Ellicott Street 2. Crossing Mill Street
2018	Mill Street/Union Street	1. Crossing Mill Street (impacts parking)
2019	Washington Street (near Occoquan Heights)	Crosswalk connection at safe location
2019	West End of Mill Street	Crossing Mill Street at Mill House Museum
2020	Union Street/Commerce Street	Crosswalk existing, update to meet current standards
2021	Commerce Street/Ellicott Street	Crosswalk existing, update to meet current standards
2022	Commerce/Washington Street	Crosswalk existing, update to meet current standards

### **Recommended Action Items for Sidewalks:**

- i. It is recommended that the Town conduct a community planning project to identify streetscaping and sidewalk opportunities. Such planning shall include intersection improvements to install crosswalks and increase pedestrian safety and circulation.
- ii. 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.
- iii. Improve pedestrian circulation facilities so as to decrease automobile reliance.
- iv. Planning for the Riverwalk shall be finalized and a revenue stream identified to complete the project in coordination with property owners.
- v. Designated transportation pick-up and drop-off locations for public school and private transport should be considered as part of the overall Town strategy.

### **Gateways**

Major gateways to the Town include Commerce Street, Washington Street, Mill Street, Poplar Lane and Tanyard Hill Road to Union Street. These “gateways” are an important element of Town design and serve to announce to visitors that they are entering a unique and special place. As stated previously, it is the Town’s policy that the Tanyard Hill Road gateway be preserved in a rural state that provides a glimpse of how an early traveler might have viewed the Town. It also serves as a cherished Town woodland buffer.

### **Recommended Action Items for Gateways:**

- i. The Town should conduct a community study to improve, expand and improve the use of brick sidewalks to the Town center. The study should also incorporate streetscaping, beautification, and woodland protection.
- ii. 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.
- iii. It is highly recommended that the Town improve communication and planning with Fairfax County and Prince William County in an effort to protect Occoquan gateways from development decisions that counteract the Town’s goals. Distinct consideration should be given to the expansion of our Town boundaries to better safeguard Town Gateways in a way that meets the needs of residents and overall planning.
- iv. The Town will pursue designation of Tanyard Hill Road as a State scenic byway as one way of preserving its character.
- v. The Town should plan in its CIP for how to implement and finance improvements to the Town’s gateways.

### **Emergency Evacuation Planning**

The Town of Occoquan should continue to partner with regional agencies to plan and prepare for emergency situations that may impact the town or region. Currently, the Town actively participates in the planning and implementation of the following emergency plans, which are on file at Town Hall.

**Table No. 6: Emergency Plans**

<b>Plan Name</b>	<b>Lead Agency</b>	<b>Impact/Purpose</b>	<b>Town Role</b>
Regional Hazard Mitigation Plan – Update Underway in 2016	NVRC/Fairfax County	Maintain Eligibility for FEMA Funding – Hazard Mitigation Grant Program, Pre-Disaster Mitigation Grant Program	Participating Locality; Under Prince William County
Upper and Lower Occoquan Dams Emergency Action Plan	Fairfax Water	Emergency response/alert to Dam Failure	Participating Locality; Emergency Response for Evacuation and Notification
Emergency Action Plan – Occoquan Arts and Crafts Show	Town of Occoquan	Emergency Response to emergency incidences at semi-annual Craft Show	Lead Locality; partnership with Prince William County

## CHAPTER SIX

# ECONOMIC VITALITY AND DIVERSITY

### Goal

To promote proactive and sustainable economic development and redevelopment actions in the Occoquan Business and Historic District that respect the district's unique character, balances residential density, and protects its ecological setting, while encouraging a diversity of economic activities in selected target areas of Occoquan.

### Overview

#### A Vibrant Town Center

The economy of Occoquan remains strong as it continues to experience growth, as evidenced by meals and sales tax revenues, in addition to building and zoning activities. The boutiques, shops, eateries and services, as well as many community events located within the downtown area perpetually draw tourists and local citizens alike who are attracted by the unique character and ambiance of the Town.

In July of 2015, the Town of Occoquan resumed administration of the building official service after a three-year period of using the services of Prince William County. As of May 10, 2016, building permits generated approximately \$14,000 in revenue for the Town. In comparison, in FY 2012, building permits generated \$5,412 in revenue. Part of the current activity in building official permitting is related to rehabilitation of existing buildings and the development of the new River Mill Park, set to open in the summer of 2016.



Figure 11 Town Businesses on Mill Street, 2015

Meals tax and business license revenues also indicate a healthy and vibrant business community. By the end of FY 2016, the Town is estimating approximately \$165,000 in collected meals tax revenues. In comparison to FY 2015 meals tax actuals, not including the increase of one cent in the meals tax rate for FY 2016, meals tax revenues experienced a five percent (5%) increase in FY 2016. In addition, self-reported sales figures on both meals tax forms and business licenses are trending upward reflecting a healthy business community.

Another indicator of continued growth in the Town is the increased value of assessments of taxable property by Prince William County. A combination of increased property values and new construction have resulted in a taxable base of \$185,451,000 in 2016, up from \$182,345,500

in 2015, a difference of \$3,105,500 or two percent. In 2001, property values totaled \$75,047,800. This represents a 147% increase.

Since the early 1990s, the Town has seen significant growth in all areas – growing from approximately 350 residents to over 1,000 today, a bustling and robust business community, and an engaged and active citizenry.

## Commercial Areas

In the early 1990s, the Town Council reduced the Town’s Real Estate Tax Rate from \$0.25 per \$100 of assessed value to \$.05 per \$100 of assessed value and utilized the revenue generated from the semi-annual craft shows to supplement the Town’s Operating Fund. Later Councils recognized that this fiscal policy did not provide the public with an accurate picture of the revenue stream required to sustain basic operations, and that 24% of the Town’s total revenue depends upon four days of good weather and eager volunteers. Therefore, the Town Council has reduced its dependence on the revenue generated from the craft shows to fund its operating budget and has focused on using those sources to fund capital projects including deferred maintenance, road improvements, building and historical maintenance, sidewalk and pedestrian projects, and other long-term, high-cost projects. This has allowed the Town to avoid incurring long-term debt and manage its infrastructure maintenance and planned enhancements.

A majority of the Town’s revenue for its Operating Fund is generated through taxes, service fees and licenses which fund the town’s day-to-day services, programs and special events. The funds generated from the semi-annual Arts and Crafts Show support the Town’s Ten Year Capital Improvement Plan, which is reviewed and adopted annually during the budget process.

As part of its Operating Fund, the Town of Occoquan provides public safety, public works, trash and recycling services, storm water management, Building Official and permitting, business licensing, community events and parks management, and maintenance services. Residents of the Town of Occoquan also pay Real Estate Taxes to Prince William County since Town residents also receive the benefit of being a County resident and are able to use most services provided by the County. Some shared services include public safety, such as police and fire, schools, emergency management and parks and recreation.



Figure 12 Occoquan Arts and Crafts Show, 2015

Issues facing the Town with regard to economy and finances largely center on (1) maintaining and expanding a mix of retailers that will make the Town a destination for

visitors and (2) whether the Spring and Fall craft shows produce adequate revenue for the Town to implement and maintain various improvement projects.

The sound barrier wall installed along the Route 123 during the construction of the bridge in 2007 eliminated the spectacular vista of the Town that had served to draw potential visitors in for a look. Since then, the Town has invested in upgrading signage and working closely with Discover Prince William and Manassas to promote and advertise the Town of Occoquan. In addition, the Town recently hired an Events and Community Development Director, who will plan and implement a marketing strategy for the Town and work in partnership with tourism and business organizations in promotion of the Town. The Town also hosts the semi-annual Arts and Crafts Show, which draws more than 10,000 people to the Town. With the addition of the new River Mill Park, the Town now has a venue to host community events and further highlight and promote Occoquan as a year-round destination. Finally, the Discover Prince William and Manassas Visitors Center is within the Town of Occoquan, which draws folks traveling on I-95 into our community. In order to continue to promote Occoquan and support its business community, emphasis must continue to be placed on establishing and enhancing community and regional partnerships, and developing a comprehensive marketing plan.

### Economic Catalyst Sites

Maintaining and expanding a mix of retailers that will appeal to and draw in outside visitors is also of concern to the Town as well as the Town's business community. In considering what types of businesses to encourage, the Town must maintain the delicate balance between a thriving commercial sector and keeping a small town atmosphere. In addition, the Town must consider developing programs or partnering with organizations to provide assistance and guidance for small businesses in order to provide the current business community with the tools and support necessary to be successful.

Main Street America is one of the most powerful economic revitalization tools in the nation. Acceptance into the program will enable Occoquan to maintain its historic small town charm while building its economic vitality. The focal point of MSA is to produce a complete and sustainable community revitalization. The four pillars of the program are: economic restructuring, design, promotion, and organization.

### Historic Preservation and Appearance

Many of the issues and ideas presented in this Comprehensive Plan will require additional fiscal resources. For instance, grants and reimbursable programs for historic preservation, streetscaping, marketing and environmental protection are generally available through Federal, State, and County organizations. However, these grants often require a sizable match from the Town. According to the results of a 2002 Plan Survey, 38% of respondents would pay more in taxes to provide the match for State and Federal grant applications while 27% indicated that they would not be willing and 35% indicated that they didn't know. The results indicate that there are a large number of people who could be persuaded one way or another. On the other hand, several results provide a clearer picture of how residents might feel if increased revenues were put towards specific projects. 61% of respondents indicated that they would be

willing to pay additional taxes towards the completion of an Occoquan Riverwalk. However, only 10% and 20% of respondents would be willing to pay additional taxes for increased Town staff or police protection, respectively.

Studies<sup>2</sup> within Main Street America prove that the smallest investment in the exterior of a property has measurable impacts on business sales as well as on the ability of a business to attract new customers. The vast majority of businesses participating in Main Street America see a ten percent increase in the number of first-time customers. An even larger number (90%) experienced increased overall sales, with an average increase of 20 percent.

In previous iterations of the Town's Comprehensive Plan, there has been a request to identify funding opportunities to rebuild some of the significant early buildings that helped start the mercantile basis of the original settlement of Occoquan. It is recommended that funding should be sought to expand, promote, protect and enhance current historical landmarks including the Mill House Museum/Merchant's Mill, and Rockledge Mansion, as well as invest in the Occoquan Riverwalk project in an effort to bring the Town back to its river-oriented origins.

### **Main Street America Program**



The National Trust for Historic Preservation offers an amazing opportunity for the revitalization of commercialized Historic Districts in its one of a kind Main Street America Program. The Program currently celebrates over three decades of success thanks to the multitude of towns that have entered the program - towns just like Occoquan where the requirements of the Program are already in place. The town's rich history, plethora

of documented historic buildings and sites, successful mixed-use commercial and residential historic district, and strong community involvement make Occoquan the perfect candidate for Main Street America. The benefits of the Program are plentiful: continued revitalization of our mixed-use Historic District, furthering economic vitality, enhancing the town's design, and attracting a new genre of tourists. It is recommended to apply for admission into the Main Street America Program during the next round of applications for the 2017/18 acceptance session.

---

<sup>2</sup> Main Street America, Measuring the Economic Impact of Storefront Improvements, May 28, 2015

## CHAPTER SEVEN

# ENVIRONMENTAL STEWARDSHIP

### Goal

To provide for the harmonious use of land that meets the needs of Occoquan, while enhancing the area's environmental quality.

### Overview and Vision

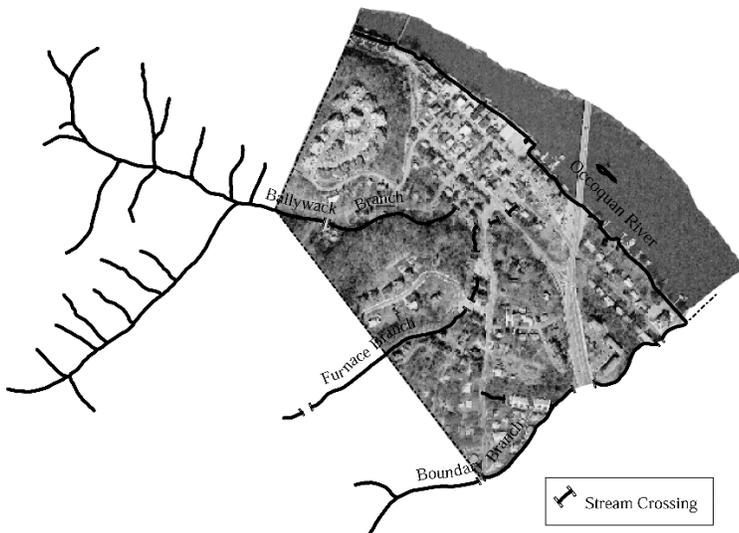
The Virginia Chesapeake Bay Preservation Act requires the Town to establish a long-range vision focused upon protecting and improving the quality of the Town's creeks, streams and the Occoquan River, as well as the natural habitats of the Chesapeake Bay and the Potomac River that are impacted by these tributaries. The Act also requires the Town to establish goals, policies, and action plans based on an inventory and analysis of the Town's natural environment to guide the Town as it continues to grow and develop as a community.

The Town of Occoquan is, therefore, committed to the following principles:

- Avoidance of development on sensitive natural features such as steep slopes.
- Reduction of nonpoint sources of pollution from impervious surfaces adjacent to the River.
- Institution of programs in public education, wildlife habitat preservation, and pollution prevention.
- Enforcement of ordinances such as the Chesapeake Bay Preservation Ordinance.
- Protection of all perennial streams in accordance with the Chesapeake Bay Preservation Area designation.
- Creation and Enforcement of other Management Regulations.

### Chesapeake Bay and the River Connection

All of the waterways within the Town of Occoquan, including its creeks, drainage ditches, and storm drains and culverts are part of a larger Chesapeake Bay ecosystem. Land use activities within the Town can greatly impact the health of not only local waterways but also the Chesapeake Bay. Tremendous growth in the Chesapeake Bay watershed has led to the significant decline of Bay water quality and habitat. Today, once-plentiful aquatic species, including sturgeon, striped bass, oyster, blue crab, and many species of waterfowl have reached critically low numbers. In addition, submerged aquatic vegetation (SAV), which serves as food and habitat for many aquatic species, declined sharply during the 1960s and 1970s as a result of increased pollution from development of the surrounding watershed.



Map No. 7 Town of Occoquan Streams

In 1983, Virginia, Pennsylvania, Maryland, the District of Columbia, and the U.S. Environmental Protection Agency signed the Chesapeake Bay Agreement and created the Chesapeake Bay Program to help find ways to restore the Bay. In Virginia, the most widely recognized result of this agreement is the Chesapeake Bay Preservation Act (Code of Virginia, §62.1-44.15:67 et seq.). The Town implemented the Act through its Chesapeake Bay Preservation Ordinance in June, 1991. Additionally, the Virginia Chesapeake Bay

Preservation Act requires the Town to establish a long-range vision for how to protect and restore the Town's creeks and streams as well as the natural habitats of the Chesapeake Bay and the Potomac River. The corresponding regulations (9VAC25-830 et seq.) require the Town to incorporate water quality protection into its local comprehensive plan by establishing goals, policies, and action plans based on an inventory and analysis of the Town's environmental conditions which will serve as a guide as the Town grows and develops. Therefore, it is the intent of the Town to:

- restore impaired streams that are capable of supporting diverse aquatic habitats;
- protect streams which currently support aquatic life from the effects of improper development and other sources of pollution; and,
- provide residents with a wide-range of opportunities to interact with and become stewards of their natural environment.

Before establishing water quality goals, policies, and action plans, it is important to have a detailed understanding of the Town's natural environment along with the existing programs and policies designed to protect water quality. Gathering background information is important to ensure that adequate data is available for making environmentally sound decisions. The following sections have been pulled together to serve as an information base to understand the Town of Occoquan's natural environment which will be used to better inform land use decisions.

### *Water Quality, Drainage and Stormwater Management*

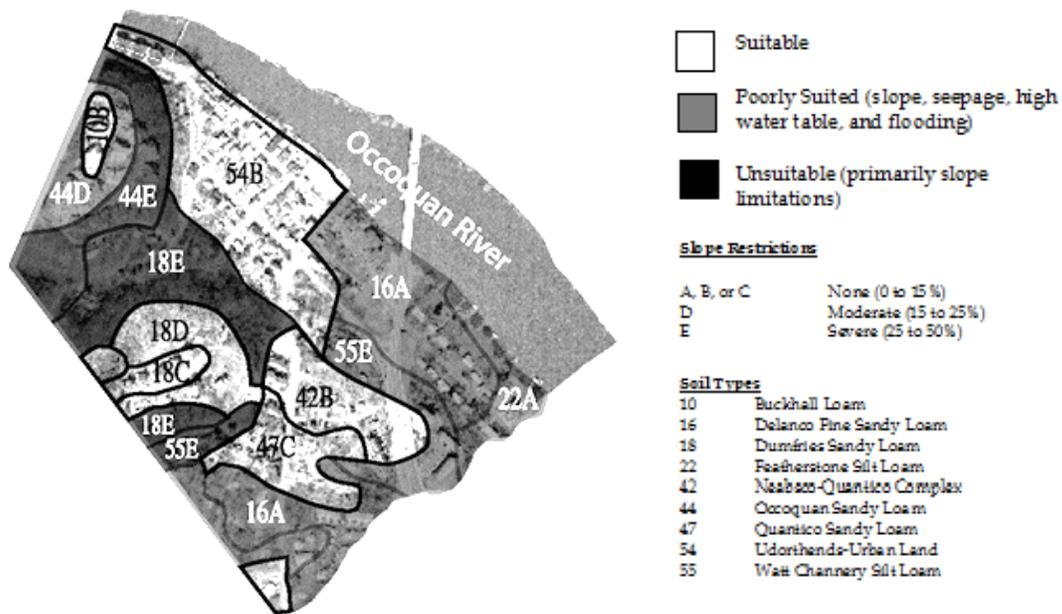
The purpose of incorporating water quality protection into local comprehensive plans is to acknowledge what is already being done to help protect water quality and to provide a framework for further reducing the impact of future land usage on water quality. The Town's efforts to improve local water quality also help improve the larger Chesapeake Bay.

Water pollution resulting from urban areas can generally be reduced through the application of four guiding principles. These include:

- minimizing the impervious surface area necessary to accommodate a desired land use;
- preserving existing vegetation in the landscape during development to the maximum extent practicable;
- challenging and changing the human behavior that results in pollution through public education; and,
- controlling pollution that cannot be reduced through change in human behavior by employing technology or by installing stormwater management pollution reduction facilities (also known as best management practices, or BMPs).

While much of Occoquan has been urbanized for some time, there are still many opportunities for the Town to actively reduce pollution. Through a combination of creating new development that accounts for water quality and natural habitats, retrofitting existing development with water quality controls when possible, and providing the tools for residents and businesses to become better stewards of the environment, the Town can make real contributions to the protection of local water resources and the Chesapeake Bay.

*Sensitive Natural Resources and Constraints to Development*



Map No. 8 Natural Constraints to Development

Much of the water quality degradation suffered in the Chesapeake Bay watershed is a direct result of development on, or the destruction of, sensitive land resources. Many environmentally sensitive areas, if improperly managed during development, can have significant negative impacts on water quality within and outside the Town. Additionally, many natural habitats such as mature vegetative cover, wetlands, and forested areas provide a natural filter for pollutants generated through natural and anthropogenic sources and need to be protected and preserved. In the Town of Occoquan, sensitive natural resources include soils with high potential for erosion, areas of steep slopes, floodplains, and forested habitat corridors. The Town strives to foster a community that will continue to grow, develop and

remain economically viable, however environmental constraints to development must be considered to prevent degradation of local waterways and the Chesapeake Bay.

Most of the Town’s floodplain has been developed for many years – as it serves as the interface between the Town and the Occoquan River. Development within the floodplain has not been without its consequences. Significant rainfall has resulted in flooding and property damage along the Town’s waterfront areas. The official floodplain, which is defined as the 100-year flood level, is designated on the federal Flood Insurance Rate Maps (FIRM). Development within the floodplain is controlled by the Town’s Floodplain Management Ordinance.

The erosion potential of a soil, which is a factor of soil structure and slope, is the primary soil limitation in the Town. Approximately 41% of the Town has only slight erosion potential while another 10% of the Town has moderate erosion potential. Approximately 49% of the Town has severe erosion potential. Steep slopes, or slopes on which development is inappropriate, are considered to be those greater than 20%. Fully 27% of the Town’s land area has slopes between 25-50% which are considered severe. Another 15% of the Town has moderate slopes between 15-25% and may require special engineering precautions. Approximately 58% of the Town has no slope restrictions (slopes ranging from 0 to 15%) and it is these areas where development is most appropriately concentrated.

**Table No. 7: Soil Characteristics**

Soil	Slope	Flooding Frequency	Runoff Class	Depth to Water Table (inches)	Natural Drainage Class	Depth to restrictive feature
Buckhall Loam (10B)	2-7%	None	Medium	80+	Well drained	80+
Delanco Fine Sandy Loam (16A)	0-4%	None	Medium	12-30	Moderately well drained	80+
Dumfries Sandy Loam (18C)	7-15%	None	Low	80+	Well drained	80+
Dumfries Sandy Loam (18 D)	15-25%	None	Medium	80+	Well drained	80+
Dumfries Sandy (18 E)	25-50%	None	Medium	80+	Well drained	80+
Featherstone Silt Loam (22A)	0-1%	Frequent	Low	≤0	Very poorly drained	80+
Neabsco-Quantico Complex (42 B)	2-7%	None	Very high	12-30	Moderately well drained	14-30 to fragipan
Occoquan Sandy Loam (44D)	7-25%	None	Low	80+	Well drained	40-60 to paralithic bedrock
Occoquan Sandy Loam (44E)	25-50%	None	Medium	80+	Well drained	40-60 to paralithic bedrock

Quantico Sandy Loam (47C)	7-15%	None	Medium	80+	Well drained	80+
Udorthends- Urban Land (54B)	0-7%	unavailable	unavailable	unavailable	unavailable	unavailable
Watt Channery Silt Loam (55E)	25-50%	None	High	80+	Somewhat excessively drained	20-40 to paralithic bedrock

Source: Soil Survey, Natural Resources Conservation Service, United States Department of Agriculture. Available online at <http://websoilsurvey.nrcs.usda.gov/>.

Septic tank absorption fields are areas in which effluent from a septic tank is distributed into the soil through either subsurface tiles or a perforated pipe. Septic tank absorption field ratings were collected from data on the United States Department of Agriculture’s Web Soil Survey. Only soil depths between 24 to 60 inches are evaluated. Table 8 below shows both verbal and numerical ratings. “Not limited” indicates that the soil has features that are very favorable for septic tank use. “Somewhat limited” indicates that the soil has features that are moderately favorable and may have limitations that can be overcome or minimized through special planning, design, or installation. “Very limited” indicates that the soil has one or more features that are unfavorable and generally cannot be overcome without major soil reclamation, special design, or expensive installation procedures. The numerical ratings indicate the severity of the individual limitations with 1.00 indicating the greatest negative impact on the use and 0.00 indicating the soil feature is not a limitation. As noted in the table below, none of the land within the Town is rated as being favorable for septic tank use. Only one section of the Town is composed of soils that are moderately favorable for septic tank use (Buckhall Loam 10B). The majority of soils within the Town are rated as unfavorable for septic tank use. It would not be recommended to install septic tanks in the area of the Town composed of Udorthends-Urban Land (54B) which has not been rated.

**Table No. 8: Septic Tank Absorption Fields**

Soil	Slope	Septic Tank Absorption Field Rating	Component Name (percent)	Rating Reasons (numeric values)
Buckhall Loam (10B)	2-7%	Somewhat Limited	Buckhall (80%)	Slow water movement (0.50)
Delanco Fine Sandy Loam (16A)	0-4%	Very Limited	Delanco (80%)	Depth to Saturated Zone (1.00)
				Slow Water Movement (1.00)
				Flooding (0.40)
			Hatboro (5%)	Flooding (1.00)
				Depth to saturated zone (1.00)
				Seepage, bottom layer (1.00)
				Slow water movement (0.50)
Dumfries Sandy Loam (18C)		Very Limited	Dumfries (75%)	Seepage, bottom layer (1.00)

Soil	Slope	Septic Tank Absorption Field Rating	Component Name (percent)	Rating Reasons (numeric values)
	7-15%			Slope (0.37)
Dumfries Sandy Loam (18 D)	15-25%	Very Limited	Dumfries (75%)	Slope (1.00)
				Seepage, bottom layer (1.00)
Dumfries Sandy (18 E)	25-50%	Very Limited	Dumfries (75%)	Slope (1.00)
				Seepage, bottom layer (1.00)
Featherstone Silt Loam (22A)	0-1%	Very Limited	Featherstone (80%)	Flooding (1.00)
				Ponding (1.00)
				Depth to saturated zone (1.00)
				Slow water movement (0.50)
Neabsco-Quantico Complex (42 B)	2-7%	Very Limited	Neabsco (45%)	Depth to cemented pan (1.00)
				Depth to saturated zone (1.00)
				Seepage, bottom layer (1.00)
			Quantico (35%)	Seepage, bottom layer (1.00)
				Slow water movement (0.50)
Occoquan Sandy Loam (44D)	7-25%	Very Limited	Occoquan (80%)	Slope (1.00)
				Seepage, bottom layer (1.00)
				Depth to bedrock (0.62)
Occoquan Sandy Loam (44E)	25-50%	Very Limited	Occoquan (80%)	Slope (1.00)
				Seepage, bottom layer (1.00)
				Depth to bedrock (0.62)
Quantico Sandy Loam (47C)	7-15%	Very Limited	Occoquan (75%)	Seepage, bottom layer (1.00)
				Slow water movement (0.50)
				Slope (0.37)
Udorthends- Urban Land (54B)	0-7%	Not Rated	Urban land (50%)	
			Udorthends (40%)	
Watt Channery Silt Loam (55E)	25-50%	Very Limited	Watt (80%)	Slope (1.00)
				Depth to bedrock (1.00)
				Seepage, bottom layer (1.00)

Source: Soil Survey, Natural Resources Conservation Service, United States Department of Agriculture. Available online at <http://websoilsurvey.nrcs.usda.gov/>.

Within the Occoquan area, forested areas, stream buffers, and wildlife habitat corridors are quickly disappearing. Approximately one quarter (25%) of the Town's land area is still covered by woodlands. Much of the woodland area is located in the western portion of the Town in steep terrain areas that are unsuitable for development. The Ballywack Branch drainage area is located within the west of the Town and remains largely forested. Additionally, stream buffers still exist around Ballywack and Boundary Branch. These areas are essential for the protection of water quality and aquatic habitats. Land use decisions must consider the need to preserve them to prevent further degradation to water quality.

### ***Existing and Potential Sources of Pollution***

Pollution can come from a variety of sources and can have many different impacts such as surface and groundwater contamination, poor air quality, and aesthetic degradation of the landscape. The quality of water running in local streams and rivers is one of the most important indicators of the health of a watershed. Protecting the quality of surface water is a major challenge faced by many urbanized localities. While a certain level of pollution from development, transportation, and commercial and industrial activities is inevitable, pollution must be minimized to protect against environmental health hazards and preserve the ecological balance.

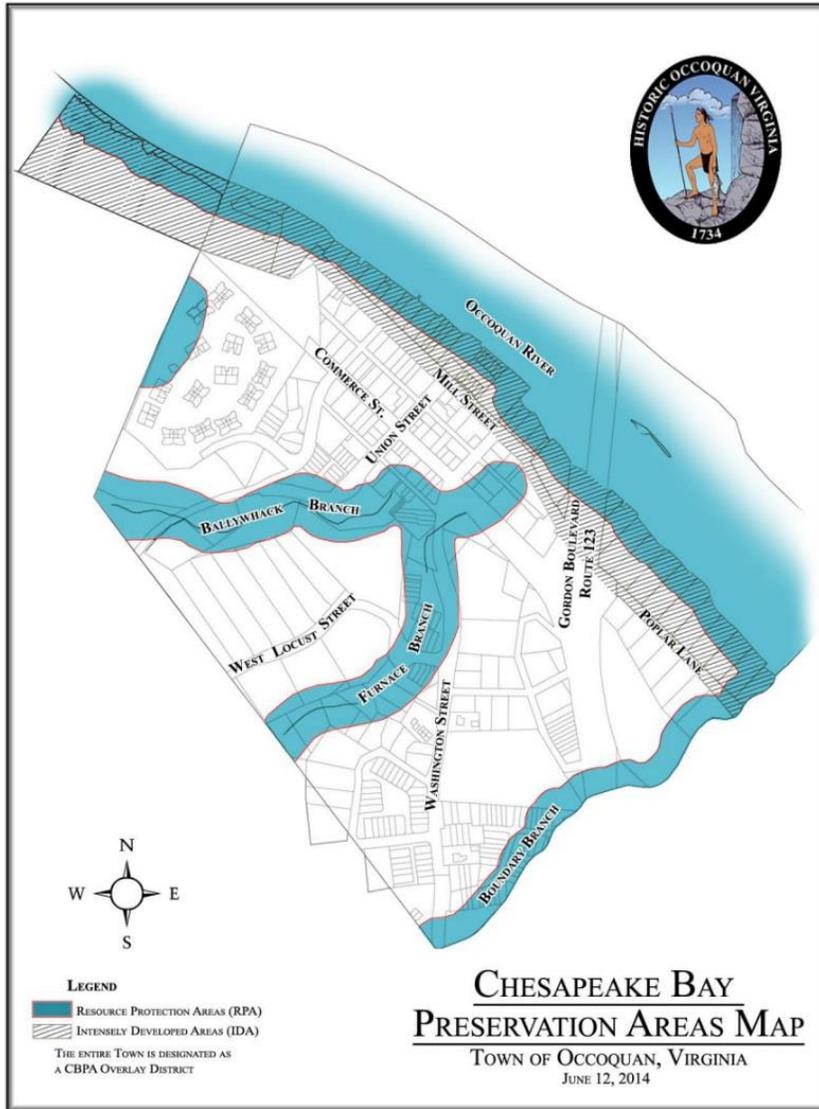
Due to the Town's relatively small size and absence of major industry, existing and potential sources of pollution are easier to identify. Much of these pollutants are characterized as nonpoint source pollutants which are generated from many diffuse sources. Nonpoint source pollution results from stormwater runoff which picks up and carries pollutants that collect on impervious surfaces such as roadways, sidewalks, and rooftops into waterways. These impervious surfaces prevent stormwater from soaking into the ground. Land development often increases the amount of impervious surface, resulting in increased stormwater runoff and often increased pollution to waterways.

Since the Town of Occoquan lies within the Occoquan Watershed which drains to the Potomac and eventually the Chesapeake Bay, minimizing nonpoint source pollution is an important initiative. Nonpoint source pollution within the Town most commonly results from residential activities, commercial activities and parking areas, waterfront activities, and atmospheric deposition. Nonpoint source pollution within Occoquan can be reduced by minimizing impervious areas of a development site, maintaining open space, preserving indigenous vegetation, and utilizing Best Management Practices (BMPs) designed to reduce stormwater runoff and filter out phosphorus, sediment and other harmful pollutants. Public education and outreach initiatives can also be utilized to help inform residents and businesses about how their activities may impact nonpoint source pollution and surface water quality. Increasing public awareness can help citizens take actions to reduce their impacts. The Town's Chesapeake Bay Preservation Ordinance and Erosion and Sediment Ordinance set forth performance standards aimed at reducing nonpoint source pollution and protecting water quality and delineated preservation areas.

## Environmental Programs and Regulations

In response to State and Federal mandates the Town has adopted and implemented a number of ordinances designed to protect and preserve both the local natural environment, particularly the identified sensitive natural resources, and the larger Chesapeake Bay Watershed.

### Chesapeake Bay Preservation Ordinance



Map No. 9 Chesapeake Bay Preservation Area

The Occoquan River is an integral part of the Town providing natural habitat for aquatic life in addition to recreational and aesthetic opportunities. The impaired listing of the river for fecal coliform and estuarine bioassessments and the concern of further degradation if land use and development activities are not properly managed is a primary environmental challenge recognized by the Town. The Occoquan River flows into the Potomac River which ultimately drains to the Chesapeake Bay. The Commonwealth has required all localities within Tidewater Virginia to designate “Chesapeake Bay Preservation Areas” within which land uses are restricted or managed and water quality measures are provided to protect the Chesapeake Bay, and other waters of Virginia, from degradation resulting from runoff pollution. In accordance

with that requirement, Chesapeake Bay Preservation Areas have been mapped for the Town of Occoquan. The mapping of these areas includes Resource Protection Areas (RPAs) and Resource Management Areas (RMAs) based upon a natural resource inventory which included a review of U.S Geological Survey (USGS) topo-quadrangles, U.S. Fish and Wildlife Service National Wetlands Inventory Maps, U.S. Soil Conservation Service soil surveys and other technical resources. The Town’s Chesapeake Bay Preservation Ordinance implements the Virginia Chesapeake Bay Act. The primary purpose of the ordinance is to prevent any increase in nonpoint source pollution from new development and to reduce at least 10% of nonpoint

source pollution in redevelopment. The ordinance sets forth a program to protect the delineated RPA and RMAs. For example, the Ordinance requires that a 100-foot vegetated buffer area be preserved along all RPA features and tributary streams, and in some cases, reestablished if one does not presently exist or is in poor condition. These buffer requirements are relaxed in areas identified by the Town as Intensely Developed Areas (IDAs) out of recognition of the difficulty in reestablishing full buffers in these areas due to the nature of development. The IDAs in the Town include all areas to the north of Mill Street and Poplar Lane.

RPAs are lands at or near the shoreline that have intrinsic value due to the ecological and biological processes they perform which benefit water quality or are sensitive to impacts that may cause significant degradation to the quality of State waters. The RPA designation in the the Town includes tidal wetlands, nontidal wetlands connected by surface flow and contiguous to tidal wetlands or tributary streams, tidal shores, and a 100-foot vegetated buffer area located adjacent to and landward of all previously listed components and along both sides of any water body with perennial flow, as parts of lands protected by the Chesapeake Bay Preservation Ordinance. In practical terms, the RPA includes a 100-foot wide strip of land landward of the Occoquan River shoreline. However, recently revised Chesapeake Bay Act Regulations will require that the Town protect any stream with perennial flow. As a result, Ballywack Branch, Furnace Branch and Boundary Branch and possibly other streams, the recently named Phelps Creek and the tributary of Boundary Branch, which was designated Edgehill Creek, may be protected as RPAs.

RMAs include land types that, if improperly developed, have the potential for causing significant water quality degradation or for diminishing the functional value of the RPA. All lands in the Town not included in a RPA constitute the RMA. This is because all stormwater from development within the Town is flushed directly into natural or man-made channels and then directly to the Occoquan River. Development and redevelopment within the RMA must meet several performance criteria to minimize the impact on water quality. The performance criteria establish policy guidelines for the Town in decisions to grant, deny, or modify requests to rezone, subdivide, or use and develop land within the RMAs and RPAs. Performance criteria include preventing an increase in nonpoint source pollution as a result of new development based on a Town-wide average, decreasing nonpoint source pollution by 10% during redevelopment, minimizing land disturbance during development, maximizing the preservation of indigenous vegetation, and minimizing impervious surface area for a desired land use.

Urban water quality issues are complex and will require the Town to commit to a watershed management approach that utilizes both structural (urban BMPs) and nonstructural (establishment of stream buffers, public education, etc.) water quality management techniques to address a range of sources and types of pollution. The Town recognizes the importance of minimizing adverse impacts associated with land use and development on water quality, and thus in support of this chapter's goal, the Town has enumerated several policies for implementation which are detailed in Chapter 9.

### *Erosion and Sediment Control Ordinance*

The Town's Erosion and Sediment Control Ordinance (E&S Ordinance) implements the Virginia Erosion and Sediment Control Law but also supports the Chesapeake Bay Preservation Act. The purpose of the ordinance is to conserve the land, water, and other natural resources of the Town through the establishment of requirements to prevent and control erosion and sedimentation that results from land disturbing activities. The E&S ordinance requires proposed land disturbing activities greater than 2,500 square feet within Chesapeake Bay Preservation Areas to submit an erosion and sediment control plan to the Town.

### *Floodplain Management Ordinance*

The Town's Floodplain Management Ordinance designates floodplain districts and regulates uses, activities, and development within those areas. The Town's Floodplain Management Ordinance applies to all areas subject to inundation by waters of the one-hundred-year flood (floods that have a one percent likelihood of occurring each year, although the flood may occur in any one year). Floodplain management districts include the Floodway District (defined as that portion of the floodplain capable of carrying the waters of a 100-year flood without increasing the water surface elevation of the flood more than one foot at any point) and the Flood-Fringe District (defined as the area of the one-hundred-year floodplain not included in the Floodway District). The basis for the delineation of these districts is the Flood Insurance Study for the Town of Occoquan prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated January 5, 1995 or as revised.

The primary purpose of the Town's Floodplain Management Ordinance is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and government services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- Regulating uses, activities, and development which, alone, or in combination with other existing or future uses, activities, and development, will cause unacceptable increases in flood heights, velocities, and frequencies;
- Restricting or prohibiting certain uses, activities, and development from locating within areas subject to flooding; and,
- Requiring all those uses, activities, and developments that do occur in flood-prone areas to be protected and/or flood proofed against flooding and flood damage.

Appropriate floodplain management can also have numerous beneficial environmental impacts. Uses, activities, and development may occur within a floodplain district only upon the issuance of a special permit as outlined in Chapter 14 of the Town Code. If the proposed development is within a Floodway District or a Flood-fringe, the applicant must have a detailed hydrologic and hydraulic analysis performed to ensure that other properties will not be placed at undue risk as a result of development in the floodplain. This condition helps to prevent significant alteration to the floodplain which might lead to water quality degradation or changes in the ecological balance of the floodplain. Other requirements for development

within the floodplain will depend on whether the proposed development is within a Floodway District or a Flood-Fringe District. The Floodplain Management Ordinance also specifies design criteria for sanitary sewer, water, and drainage facilities, along with other utilities to ensure that the potential for water pollution or unsanitary conditions during flood events is minimized.

#### *Site Plan Ordinance and Subdivision Ordinance*

The Town's Site Plan Ordinance (Chapter 13 of the Town Code) and Subdivision Ordinance (Chapter 14 of the Town Code) contain several provisions aimed at protecting the environment and preventing inappropriate development on land with unsuitable characteristics for the proposed use. The Town's Subdivision Ordinance stipulates that public sewage facilities must be extended by a sub divider to all lots within a subdivision and that septic tanks are not permitted (§14-21D.)

#### *Public Education Programs*

While the Town does not directly run any environmentally-related education programs, the Prince William Cooperative Extension (PWCE) and the Prince William Soil and Water Conservation District (PWSWCD) have developed a number of programs and publications to support environmental stewardship. These services are available to Town residents as citizens of the County.

The PWCE provides educational opportunities through field days and seminars, demonstration lawns, and one-on-one visits from trained "Master Gardener" volunteers. For the past several years, the PWCE has conducted a water quality program aimed at reducing the excessive use of lawn fertilizers and pesticides through proper lawn care techniques. Utilizing the PWCE's water quality program to reach Town residents may help to reduce nonpoint source pollution generated from yard care. The PWSWCD provides a number of services, including public education and ecology workshops, and works with local residents on reforestation and conservation projects.

#### **Trees and Landscaping**

Remaining forested areas, stream buffers, and wildlife habitat corridors are quickly disappearing in the Occoquan area. Preserving these areas is essential for the protection of water quality and aquatic habitats. Moreover, the area is a designated Bird Sanctuary requiring particular attention to preserving shoreline wooded areas. Fully a quarter (25%) of the Town's land area is still covered by woodland, and most yards and streets have individual trees. Most of the wooded area of the Town is in its western portions in steep terrain areas which are not favorable for development. Significantly, the Ballywack Branch watershed area to the west of the Town is still largely forested. Significant stream buffers still exist around Ballywack Branch and Boundary Branch. Preserving these areas is important not just for the ecological benefits but also for the aesthetic value they can provide.

## Solid Waste Disposal and Recycling

The Town provides weekly refuse removal and collection of recyclable materials. Both residents and businesses receive collection services from the town on Wednesday of each week. In addition, special picks ups and yard debris is also collected on a weekly basis.

Occoquan's waste reduction efforts are centered on a residential and business curbside recycling program. The Town's recycling program is single-stream, meaning that all recyclable materials including glass, plastics, newspapers, cardboard, magazines, and cans, and other recyclable materials, can be comingled and collected by our refuse contractor. The Town contributes to Prince William County's recycling rate, which during calendar year 2015, was 33.7 percent, exceeding Virginia's minimum requirement of 25 percent<sup>3</sup>.

The Town of Occoquan should continue to expand its recycling efforts and promote increased recycling with both its residents and businesses, as well as the Town's government. Beginning in FY 2017, the Town will begin a three-year phase to replace its public refuse containers. During that process, the Town should incorporate public recycling containers in an effort to further promote recycling in our public spaces and encourage good environmental stewardship to our residents, businesses and visitors. The Town should also seek to implement recycling standards for its businesses and government, such as participating in VML's Green Government Challenge, DEQ's Virginia Green program, or establishing its own Green Business Recognition Program that recognizes businesses who have received a Green Certification from a third party.

## Green Building, Noise and Lighting

Today, many opportunities exist for constructing buildings with minimal impact on the environment. Insulation technology is much improved and it is possible to power buildings, both domestic and commercial, with substantially reduced reliance on fossil fuels. The efficiency of solar panels to generate electricity is improving rapidly. While the historic architecture of the Town should be preserved, newer more efficient construction designs should be encouraged.

Currently, the Town enjoys a relatively quiet and calming atmosphere, except during rush hours when cut-through commuter traffic continues to be a problem. The Town's Law Enforcement Division should exercise vigilance over excessive noise during their routine law enforcement activities, particularly during rush hour and around the times restaurants and bars are closing. Noise abatement ordinances must be enforced.

The lighting throughout the Town is one of the key features contributing to its charm and is widely recognized throughout the area. Indeed, the original lamps in Town were powered by acetylene gas before town gas became available. While authentic gas lighting is expensive to maintain, efforts should be made to retain it, except at key intersections where adequate

---

<sup>3</sup> In 1989, the Virginia General Assembly adopted legislation that established a 25% recycling rate target for communities.

lighting (usually by electric lamps) should be the priority. The charm of traditional gas lamps notwithstanding, the possibility of replacing them with electric, architecturally tasteful replicas should be explored.

## CHAPTER EIGHT

# REGIONAL COORDINATION

### Goal

To continue to build upon and enhance partnerships with Prince William and Fairfax Counties to generate a shared border area land use planning and zoning that reflects and advances Occoquan's vision for the future.

### Overview and Vision

Historic Occoquan will work effectively with other agencies in the surrounding jurisdictions of Prince William and Fairfax Counties in order to meet present day needs and continually plan for the future. Occoquan recognizes that it does not operate in isolation – the town's infrastructure relies heavily on other entities, and it is impacted by the development of residential, commercial, and transportation systems in the surrounding region. The town will continually coordinate with the agencies concerning these issues in both Prince William County and Fairfax County in order to address a mutually beneficial growth management system that will not hinder the town's access for services nor its historically preserved community. Failing to plan in concert with Fairfax County and Prince William County may result in Occoquan's gateways being compromised by poor development decisions beyond the town's corporate limits.

### Shared Border Area Plans – Prince William County

While residents enjoy significant control over many aspects of life in the immediate Town of Occoquan, development and transportation projects in surrounding Prince William County have the capacity to significantly affect the Town's quality of life. As a result, the Town must pay attention to potential development projects, and when appropriate, work with County officials and staff to ensure that impacts to the Town are minimal or even positive. Perhaps the two greatest issues with potential to impact the Town are (1) development that could reduce the existing forested and low-density residential buffer around much of the Town and (2) development or transportation projects that could increase cut-through traffic.

Part of the charm that attracts residents and visitors to Occoquan is that it has maintained a small town identity despite the fast pace of growth in surrounding Prince William County. Entering the Town from Tanyard Hill Road and Washington Street, one can still imagine how a turn-of-the-century traveler might have felt upon arriving at the Town from a long journey. While these low-density buffers have survived to today, it is important that the Town work with the County to ensure that these buffers are preserved for future generations. For the most part, this has been accomplished and development patterns have long been established. For instance, the forested area north of Tanyard Hill Road is protected by virtue of being a part of the larger Lake Ridge Residential Planned Community (RPD). Because much of Lake Ridge is zoned as a unit, and because the area north of Tanyard Hill Road consists of steep slopes and

Ballywack Branch, this area was preserved from development. Additionally, the Town made a profound declaration with regard to development of shared border areas in 2014 when it purchased 17.6 acres of property at the corner of Tanyard Hill and Old Bridge Roads. The property was at risk for development as office space and additional parking for an adjoining parcel, and presented a risk of increased cut-through traffic, increased stormwater run-off, and elimination of the scenic gateway into the Town of Occoquan. The Town placed the property in a conservation easement, thereby protecting it from development in perpetuity.

Although zoning in Prince William County surrounding the Town is well established, coordination and cooperation between the County and Town is important to ensure that any eventual development is compatible with the existing character of Occoquan. The Town has several options for strengthening this coordination with the County ranging from more frequent meetings between Town and County staff, to meetings between the Town Planning Commission and County Office of Planning staff, to the development of an “Occoquan Sector Plan” for inclusion in the County’s Comprehensive Plan. Such a sector plan could establish common community design themes, park and open space goals, and long-range land use goals.

Occoquan needs to maintain regular communication with the Virginia State Historic Preservation Office (SHPO) regarding our historic district, our many individual historic properties and landmarks, and the Main Street America Program. This coordination should also reveal the development of historic studies and research grants available for the town’s use. Communication on all of these fronts will produce a regular dialog and persistent reminder of Occoquan’s importance to the history of Virginia.

The Town of Occoquan will also maintain a relationship with VDOT in order to be involved in all future processes relating to multi-modal planning within and around our boundaries.

### Shared Border Area Plans – Fairfax County

Occoquan will work to promote a shared border interest with Fairfax County in regards to both the Occoquan River and the Lorton Workhouse Arts Center. Outreach should include (but not be limited to) the river’s beautification and transportation thoroughfares, the development of property along the Fairfax County side of the river, and promoting a shared interest in the arts.

### Shared Border Area Plans – Lake Ridge Parks and Recreation Association

Occoquan shares a portion of its boundaries with the Lake Ridge Parks and Recreation Association HOA (LRPRA). As such, the town needs to maintain a positive relationship with the LRPRA that discourages the sale and development of our shared borders, as well as responsible stormwater management practices. A shared transportation goal should also be considered.

## 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 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.	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	Occoquan 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 Occoquan 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

# GLOSSARY

## Acronyms

ADT -	Average Daily Trips
ARB -	Architectural Review Board
BMP -	Best Management Practice
BZA -	Board of Zoning APpeals
CBPA -	Chesapeake Bay Preservation Areas
CBPO -	Chesapeake Bay Preservation Ordinance
CIP -	Capital Improvement Program
DU/AC -	Dwelling Units per Acre
E&S -	Erosion and Sediment Control
FIRM -	Flood Insurance Rate Map
HOV -	High Occupancy Vehicle
IDA -	Intensely Developed Area
LRPRA -	Lake Ridge Parks and Recreation Association
MGD -	Million Gallons per Day
NPS -	Nonpoint Source Pollution
NVRC -	Northern Virginia Regional Commission
PMR -	Planned Mixed Residential
PWCE -	Prince William Cooperative Extension
PWCSA -	Prince William County Service Authority
PWSWCD -	Prince William Soil and Water Conservation District
RMA -	Resource Management Area
RPA -	Resource Protection Area
ROW -	Right-Of-Way
SAV -	Submerged Aquatic Vegetation
USGS -	United States Geological Survey
VDOT -	Virginia Department of Transportation
VPD -	Vehicles Per Day

## Maps and Tables

Map 1, Early Map Showing Location of Flour Mill, 1879	Page 9
Map 2, Occoquan Historic District and Age of Structures	Page 10
Map 3, Existing Land Use Map, 2016	Page 15
Map 4, Future Land Use Map, 2016	Page 19
Map 5, River Access Points in Occoquan	Page 28
Map 6, Pedestrian Circulation Plan	Page 29
Map 7, Town of Occoquan Streams	Page 37
Map 8, Natural Constraints to Development	Page 38
Map 9, Chesapeake Bay Preservation Area	Page 43
Table 1, Population Changes in Occoquan	Page 12
Table 2, Occoquan Population Characteristics	Page 13
Table 3, Vehicles Per Day	Page 23
Table 4, Brick Sidewalk Maintenance Schedule	Page 29
Table 5, Intersection Improvement Schedule	Page 29
Table 6, Emergency Plans	Page 31
Table 7, Soil Characteristics	Page 39
Table 8, Septic Tank Absorption Fields	Page 40

**2016 Comprehensive Plan Update  
List of Edits since June 21, 2016**

Page	Issue	Edited Language
Page 10	Include reference to town boundary expanded to include River Mill Park	In 2014, the Town’s boundary was extended westward to include Fairfax Water’s one-acre parcel, which has since been converted into parkland managed by the Town.
Page 43	Revise Chesapeake Bay Preservation Area Map	Inserted Chesapeake Bay Map that was last updated in 2014 to include River Mill Park.
Page 10	<b>Reword:</b> The town was formally platted in 1804 and still retains its original boundaries as the parameters of the current Historic District.	The town was formally platted in 1804 and <del>still retains</del> its original boundaries <u>form the basis as the parameters</u> of the current Historic District.
Page 14	<b>Reword:</b> Enhanced dialogue with Prince William County focused on land use planning issues at the shared border will become an essential requirement.	Enhanced dialogue with Prince William County focused on land use planning issues <u>at the shared border that may impact the Town of Occoquan</u> will become an essential requirement.
Page 49	<b>Suggested Change:</b> ... the development of property along the Fairfax County side of the river, and promoting a shared interest in the arts.	...the <u>development-preservation</u> of property along the Fairfax County side of the river, and promoting a shared interest in the arts.
Page 50	Addition of statement.	The Comprehensive Plan will be fully revisited and readopted at least every five years.
Pages 51-60	Remove “Priority” Category	
Page 25	Feedback received that cut-through traffic may not be the specific issue; requested more of a generalized statement that states a strategy to address traffic is required.	<b>Traffic:</b> <del>Cut-through traffic continues to be a problem.</del> A transportation/traffic management strategy that addresses <del>cut-through</del> traffic is needed. Alternative modes of transportation should be considered.
Page 26	Same as above.	Even as road improvements have occurred, <del>cut-through</del> traffic continues to be a concern for residents.
Page 49	Remove specific reference to Workhouse Arts Center.	Occoquan will work to promote a shared border interest with Fairfax County in regards to <del>both</del> the Occoquan River <del>and the Lorton Workhouse Arts Center.</del>

Page 28	Transportation Plan	Inserted Transportation Plan.
Page 44	<b>Reword:</b> Town includes tidal wetlands, nontidal wetlands connected by surface flow and contiguous to tidal wetlands or tributary streams, tidal shores, and a 100-foot vegetated buffer area located adjacent to and landward of all previously listed components.	The RPA designation in the the Town includes tidal wetlands, nontidal wetlands connected by surface flow and contiguous to tidal wetlands or tributary streams, tidal shores, and a 100-foot vegetated buffer area located adjacent to and landward of all previously listed components and <u>along both sides of any water body with perennial flow, as parts of lands protected by the Chesapeake Bay Preservation Ordinance.</u>
Page 51	Clarify Action Item # 3 referring to widening of Town Streets	As part of the parking and traffic study, the Town should investigate and make recommendations on the need to widen portions of Commerce Street <u>between Union and Washington Streets to accommodate additional on-street parking.</u> Any widening project will include new curbs and brick sidewalks consistent with other Business District improvements.
Page 20-22	Community Life – Add information on community preservation regarding updating ARB guidelines and architectural requirements.	
<b>2016 Comprehensive Plan Update List of Edits since July 12, 2016</b>		
Page 19	FLUM – Update Zoning District Designation for property on Mill Street designated on previous version as “Park and Open Space”	FLUM – Based on Planning Commission Vote on June 28, changed 126 Mill Street property from “Park and Open Space” to “Mixed Use Overlay”
Page 29	Pedestrian Circulation Map – Update	Corrected existing brick and concrete sidewalk references.
Page 53	Update Action Item #2	Remove “accommodate”; Add “Traffic calming measures should be considered as part of any traffic flow management plan.”



**TOWN OF OCCOQUAN**  
**Comprehensive Plan Update**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, June 28, 2016 & July 12, 2016**  
*Excerpt of Citizen Comments*

**Planning Commission Community Input Meeting/ Open Forum**  
**June 28, 2016**

Lance Houghton, 127 Washington St.

1. Suggested that too many residences in a business district can suffocate the businesses.
2. Suggested residents embrace businesses and Town should assist in encouraging that process.
3. Suggested an additional tax on businesses to help alleviate real estate taxes paid by residents.

Pat Sivigny, Vice Mayor

1. Inquired about the environmental impacts from traffic within the town.

Kelly Davis, 110 Vista Knolls Dr.

1. Requested a change in verbiage to #2 in the Action Plan; change "accommodating traffic" to "traffic calming measures."
2. Suggested that zoning could help preserve community character in the Community Character/ Quality of Life section.
3. Requested clarification on #3 in the Action Plan regarding Commerce St. widening reference.

**Planning Commission/ Town Council Joint Public Hearing**  
**July 12, 2016**

James Phelps, 409 Union St.

1. Expressed concern about the number of "down zonings" illustrated on the proposed future land use map. He stated that he thinks "down zoning is a bad idea."
2. Stated that the document focuses more heavily on the Historic District; the entire town should have the same level of detail given throughout the document.

Letty Lynn, Property Owner 126 Mill St.

1. Stated that a site plan has been submitted to the town for 126 Mill St.
2. Expressed concern about the proposed future land use map as it shows 126 Mill St. as park and open space. She expressed concern about its impact on future possible financing for the project.
3. She also stated the Current Land Use Map shows 126 Mill Street as "undeveloped" and stated that this is not true because there are utility hookups on the property and commercial entities have rented that property in the past.

Wanda McKenzie Massie, Property Owner 406 Union St.

1. Stated she has letters from the Town and County stating her property is zoned as high density.
2. She stated that the current Comprehensive Plan's Future Land Use Map has her property listed as low density and she objects to that designation.



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 2, 2016
<b>8 B: Request to Approve ADA Kayak/Canoe Ramp Site Plan</b>	

**Explanation and Summary:**

This is a request to approve the site plan for an ADA Kayak/Canoe Ramp and extension of the Riverwalk boardwalk. This project is funded through a grant that was obtained through the Department of Conservation and Recreation's Recreational Trails Program in 2012. This is a federal project and is a 80/20 grant for a total amount of \$100,000. The Town is required to contribute 20 percent and it has been incorporated into the FY 2017 Capital Improvement Plan.

Staff is continuing to work with DCR to complete the grant documentation and is awaiting final approval. Once approved, the project is planned to start construction in Spring 2017. The facility will be located under the Route 123 bridge.

**Engineer's Recommendation:** Recommend approval.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** \$140,000

**Account Number:** CIP - Canoe and Kayak Launch

**Proposed/Suggested Motion:**

"I move to approve the site plan for the ADA Accessible Canoe and Kayak Launch and Riverwalk Boardwalk extension."

OR

Other action Council deems appropriate.

**Attachments: (2)** Staff Report  
Site Plan



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • [info@occoquanva.gov](mailto:info@occoquanva.gov)  
[www.occoquanva.gov](http://www.occoquanva.gov)

**TOWN COUNCIL**  
Elizabeth A. C. Quist, Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

## STAFF REPORT TOWN OF OCCOQUAN

### Riverwalk Extension and Canoe/Kayak Launch

Applicant: Town of Occoquan.

Case Number: Not assigned

Date: July 21, 2016

#### PART I

##### **A. EXECUTIVE SUMMARY**

The applicant proposes to extend the current Riverwalk and build a Canoe/Kayak Launch under the existing Route 123 bridge. This staff report evaluates the proposed application as it pertains to town ordinances for conformity.

##### **B. DESCRIPTION OF PETITION**

The applicant requests approval of the Site Plan for the Riverwalk Extension & Canoe/Kayak Launch.

##### **C. APPLICABLE REGULATIONS**

1. Chapter 18 – Environment
2. Chapter 46 – Site Plan
3. Chapter 66 – Zoning

PART II

**A. ANALYSIS OF EXISTING CONDITIONS**

1. Site Area: 0.13 acres
2. Use: Recreational – Canoe/Kayak Launch
3. Zone: N/A
4. Location: The referenced property is located along the Occoquan River under the Route 123 bridge.
5. Buildings/Structures: N/A
6. Access: Vehicular and Pedestrian access is currently provided from the existing Route 123 parking lot.

**B. ANALYSIS OF PROPOSED SITE PLAN**

1. Use: Recreational
2. Buildings/Structures: A small portion of the existing guard rail will be removed for access to the ramp and 1 parking space will be eliminated.
3. Access: Vehicular access will continue to be from the Route 123 parking lot as well as pedestrian access.

The Occoquan Town Code specifies the requirements of Site Plan submission and approval for issuance of any building permit which is needed for this project.

This is a water-dependent facility with no disturbance to the existing surrounding area. There is a single point of entry to the canoe/kayak launch. There is no land disturbance, a water quality impact assessment is not required.

PART III

**STAFF CONCLUSIONS**

The proposed Site Plan, having been duly reviewed and accepted by Town Staff, have been deemed consistent with the applicable provisions of the Town Code. VDOT has issued a permit for this work on April 18, 2016. Comments given by The Engineering Groupe have all received resolutions satisfactory to those reviewers. It is therefore Staff's recommendation to grant **approval** of the above referenced Site Plan.

**PREPARED BY:** Ned A. Marshall, Assistant Town Engineer, July 21, 2016

**APPROVED BY:** Ned A. Marshall, Assistant Town Engineer, July 21, 2016 *NM*

**GENERAL NOTES**

- NO TITLE REPORT FURNISHED. EASEMENTS, RIGHT-OF-WAYS AND RESTRICTIVE COVENANTS OF RECORD MAY NOT NECESSARILY BE SHOWN.
- UNDERGROUND UTILITIES MAY EXIST ON SITE AND MAY NOT NECESSARILY BE SHOWN ON THIS PLAN.
- INFORMATION CONCERNING EXISTING UNDERGROUND UTILITIES WAS OBTAINED FROM AVAILABLE RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL EXISTING UTILITIES AND UTILITY CROSSINGS MUST BE DETERMINED BY DIGGING TEST PITS BY HAND, WELL IN ADVANCE OF THE START OF EXCAVATION. CONTACT MISS UTILITY OF VIRGINIA AT 1-800-552-7001, AT LEAST 48 HOURS PRIOR TO THE START OF EXCAVATION.
- VDOT PERMIT #948-46789 WAS ISSUED FOR THIS WORK ON 4/18/16.
- THE PROJECT SITE IS WITHIN SPECIAL FLOOD HAZARD AREAS INUNDATED BY 100-YEAR FLOOD. IT IS WITHIN ZONE AE, BASE FLOOD ELEVATION DETERMINED TO BE 13.9. AS SHOWN ON FEMA FIRM MAP #51153C0217 OF JANUARY 5, 1995. FEMA SUBMISSION MAY BE REQUIRED IF REQUESTED BY FLOOD PLAIN ADMINISTRATOR.
- THIS SITE IS ENTIRELY WITHIN THE VDOT RIGHT-OF-WAY.
- EXISTING INFORMATION TAKEN FROM A FIELD SURVEY PERFORMED BY THE ENGINEERING GROUPE ON NOVEMBER 11, 2010.
- THIS PROJECT IS WITHIN THE LIMITS OF THE CRPA.
- DEQ & VMRC PERMITS ARE REQUIRED AND WILL BE OBTAINED PRIOR TO CONSTRUCTION.
- PROPOSED RIVERWALK EXTENSION MAY REQUIRE PERMISSION FROM ADJACENT OWNERS FOR CONNECTION. ALL PERMISSIONS SHALL BE GRANTED PRIOR TO CONSTRUCTION.
- BOARDWALK DESIGN, MATERIAL, AND HANDRAIL DESIGN WILL BE SUBMITTED WITH BUILDING PERMIT APPLICATION.
- ALL EXISTING VEGETATION WITHIN THE RPA SHALL REMAIN IN ITS UNDISTURBED NATURAL STATE, EXCEPT AS ALLOWED BY THE CODE OF THE TOWN OF OCCOQUAN.
- PERMISSIBLE DEVELOPMENT IN THE RPA IS LIMITED TO WATER DEPENDENT FACILITIES, REDEVELOPMENT, AND OTHER USES SPECIFICALLY ALLOWED BY THE CODE OF THE TOWN OF OCCOQUAN.
- NORFOLK DISTRICT, CORPS OF ENGINEERS ISSUED THE WETLAND PERMIT ON MAY 30, 2013.

**SITE DATA**

OWNER: COMMONWEALTH OF VA  
 PROJECT AREA: 0.13 AC.  
 USE: CANOE/KAYAK LAUNCH

**RPA NARRATIVE**

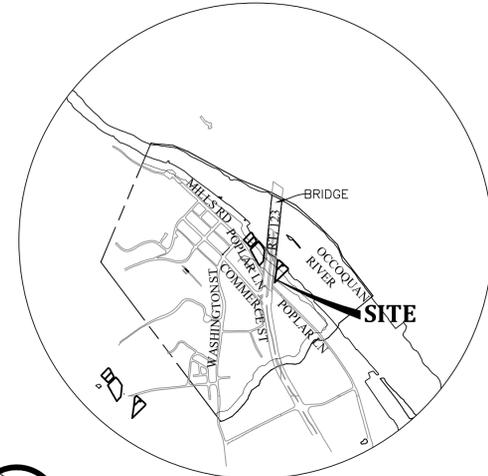
THIS PROJECT LIES ENTIRELY WITHIN THE CRPA. THE RIVERWALK WILL BE CONSTRUCTED OVER EXISTING GROUND AND WILL BE MADE OF SLATTED BOARDS THAT WILL ALLOW FOR WATER TO PASS THROUGH. THE CANOE LAUNCH IS A FLOATING SYSTEM. THERE IS NO LAND DISTURBANCE PROPOSED OR CHANGE IN THE DRAINAGE PATTERNS OF THE SITE, THEREFORE A WQIA IS NOT REQUIRED.

# SITE PLAN

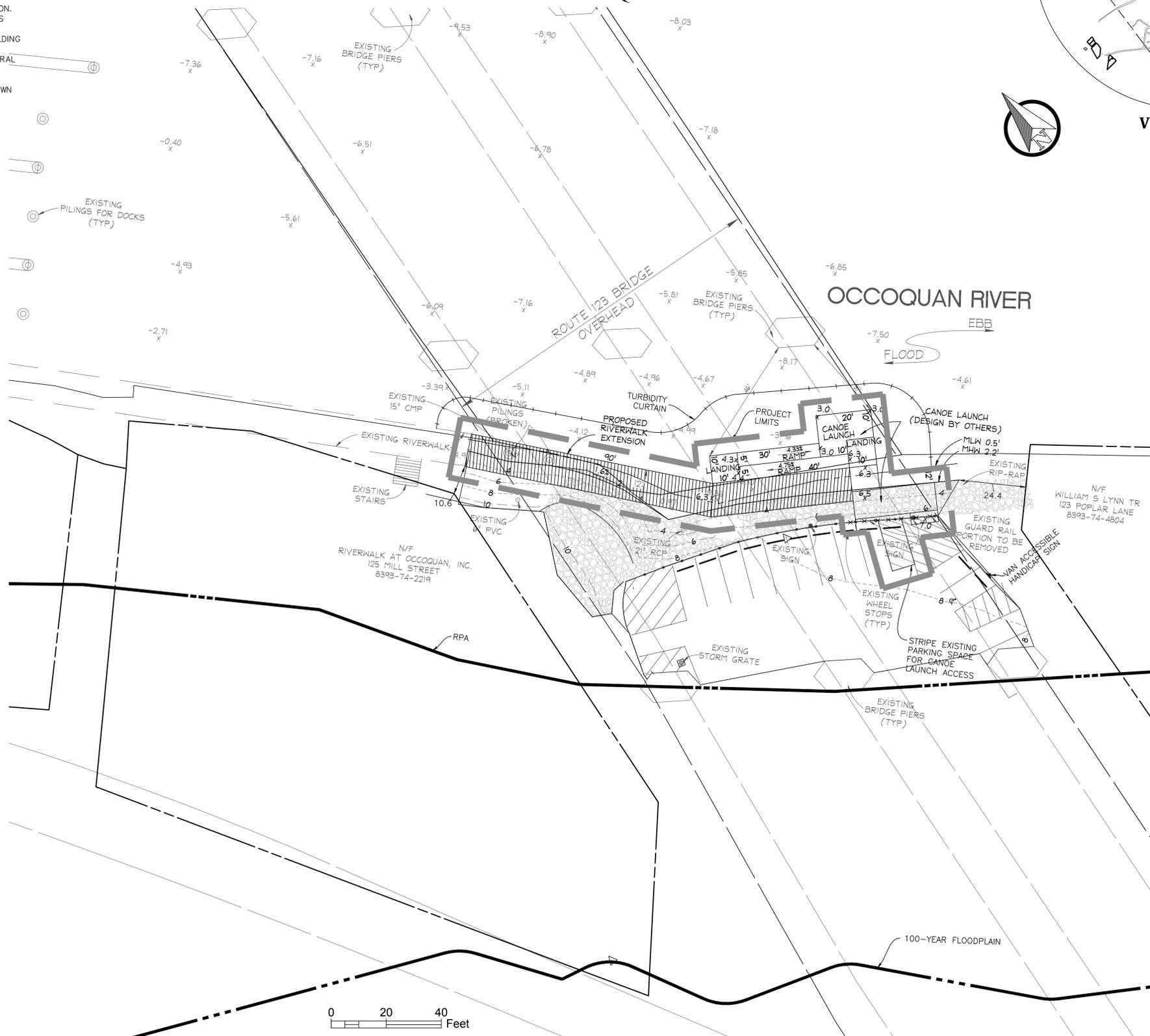
## FOR

# RIVER WALK EXTENSION & CANOE/KAYAK LAUNCH

### TOWN OF OCCOQUAN

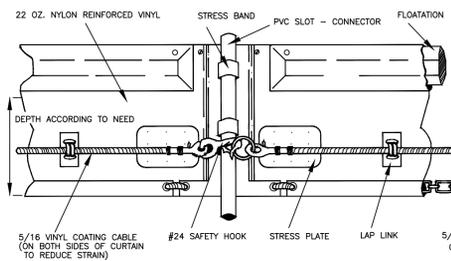


VICINITY MAP  
1"=1000'

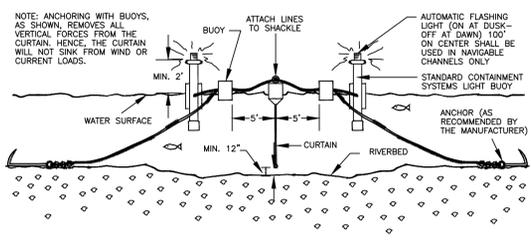


**TURBIDITY CURTAIN**

**TYPE III**



**ORIENTATION WHEN INSTALLED (TIDAL SITUATION - TYPE III)**

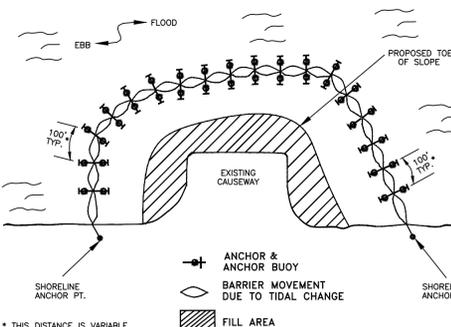


SOURCE: ADAPTED FROM AMERICAN BOOM & BARRIER CORP. AND VDOT Standard Sheets PLATE. 3.27-2

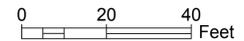
**TURBIDITY CURTAIN**

**TYPICAL LAYOUTS:**

**TIDAL WATERS AND/OR HEAVY WIND & WAVE ACTION**



SOURCE: ADAPTED FROM FLORIDA DEPARTMENT OF TRANSPORTATION ROAD AND DESIGN SPECIFICATIONS PLATE. 3.27-3



**LEGACY ENGINEERING**

809 WILLIAM STREET, SUITE C  
 FREDERICKSBURG, VA 22401  
 www.legacy-eng.com  
 540.373.8350 (P) 540.369.4499 (F)

**SITE PLAN**

## RIVER WALK EXTENSION & CANOE/KAYAK LAUNCH

TOWN OF OCCOQUAN

REV.	PER TOWN COMMENTS	DATE	REVISION	NO
7/21/16	REV. PER TOWN COMMENTS			
7/18/16	REV. PER TOWN COMMENTS			

**APPROVAL BLOCK**

FILE NO.	SHEET
DATE	1
SCALE	1"=20'

Q:\Occoquan, Town of\Kayak Ramp\Engineering\SHEET\GENERAL\COVER.dwg



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

**8. Regular Business**

**Meeting Date:** August 2, 2016

**8 C: Request to Purchase Replacement Sound System for Town Hall**

**Explanation and Summary:**

In 2014, the Town replaced its antiquated recording system with a digital recording solution. The current sound system needs to be updated in order to resolve sound and recording issues currently experienced. The proposed solution has been designed to integrate with the Town's current recording system, FTR, and includes replacement speakers and mixing board, new equipment rack and podium microphone. This solution maintains the current microphone system installed on the dais. This does not include audio visual equipment.

Town staff reached out to several companies to obtain quotes; however, only one company responded. This company has experience with integrating FTR with sound equipment replacements.

The FY 2017 CIP Budget includes \$5,000 for upgrades to Town Hall's sound system.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** \$5,993.00

**Account Number:** A/V Equipment

**Proposed/Suggested Motion:**

"I move to award a contract to Technology Contracting in the amount of \$5,993 for the replacement of Town Hall's sound system."

OR

Other action Council deems appropriate.

**Attachments: (1)** Quote



**THIS QUOTE IS GIVEN BY TECHNOLOGY CONTRACTING, LLC.  
EXCLUSIVELY TO THE TOWN OF OCCOQUAN**

**THE PRICE GIVEN REFLECTS THE ITEMS AND SERVICES PROVIDED WITHIN THE QUOTE ITSELF, AND IS LIMITED TO THE MATERIALS STATED IN THE QUOTE. PRICE AND AVAILABILITY OF MATERIALS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**ANY OTHER ADDITIONAL SERVICE REQUESTS GIVEN AFTER THE INITIAL QUOTE MAY REFLECT IN A PER-HOUR CHARGE.**

ANY ADDITION OR SUBTRACTION TO THE STATED QUOTE MUST BE REVISED BY TECHNOLOGY CONTRACTING, LLC. TECHNOLOGY CONTRACTING WILL BE HAPPY TO PROVIDE A QUOTE UPDATE UPON THE REQUEST OF THE CLIENT. IN THE EVENT OF A REQUESTED CHANGE, TECHNOLOGY CONTRACTING MUST ALTER THE QUOTE TO REFLECT THE ACTUAL COST OF INSTALLATION AND MATERIALS, AS THESE ITEMS ARE STATICALLY LINKED IN ANY JOB.

IF THIS CONTRACT IS CANCELLED BY THE CLIENT FOR ANY REASON, THE DOWN PAYMENT MAY NOT BE FULLY REFUNDED TO COVER RESTOCKING FEES OF EQUIPMENT, LABOR AND DESIGN FEES, OR BREACH OF CONTRACT FEES. IN WHICH CASE THERE WAS NO DOWN PAYMENT MADE, A BILL STATING THE ABOVE FEES WILL BE SENT TO THE CLIENT.

ALL PERMITS AND INSPECTIONS (IF NECESSARY) REMAIN THE SOLE RESPONSIBILITY OF THE CLIENT. TECHNOLOGY CONTRACTING, LLC ARE SYSTEM DESIGNERS; THE CLIENT THROUGH MEANS OF THEIR ELECTRICIAN AND/OR CONTRACTOR SHALL PULL ANY NECESSARY PERMITS, STAND INSPECTION FOR THE PERMITS PULLED, AND SUBMIT TO ANY COSTS THEREOF OR RESULTING FROM ANY INSPECTION OF ANY KIND.

*WARRANTY IS FIGURED BY MANUFACTURES' TERMS AND MAY TAKE TIME FOR REPLACEMENTS;  
TECHNOLOGY CONTRACTING WILL DO EVERYTHING IN ITS POWER TO KEEP THE SYSTEM  
OPERATIONAL DURING THE WARRANTY PERIOD.*

WARRANTY IS GENERALLY 1 YEAR FROM ORDER DATE; SOME PARTS MAY HAVE LESS OR MORE THAN 1 YEAR WARRANTIES. TECHNOLOGY CONTRACTING, LLC WILL GUARANTEE EQUIPMENT FOR 1 YEAR UNLESS THE MANUFACTURER'S WARRANTY DOES NOT GIVE A FULL YEAR WARRANTY ON THE PART IN QUESTION, IN WHICH CASE TECHNOLOGY CONTRACTING WILL ADHERE TO THE TERM SET BY THE MANUFACTURER. THE CLIENT WILL PERSUE ANY WARRANTIES WITH MANUFACTURERS AFTER THE ONE YEAR PERIOD OR MAY PAY TECHNOLOGY CONTRACTING TO DO SO.

FINAL PAYMENT IS DUE AT TIME OF LABOR COMPLETION AND IS NOT CONDITIONAL ON TRAINING BEING PROVIDED.

CREDIT CARD PAYMENTS REFLECT AN ADDITIONAL CHARGE OF 3% OF THE TOTAL CHARGED TO CARD.

TECHNOLOGY CONTRACTING REQUIRES PAYMENT AS FOLLOWS:

**PAYMENT**

1) ON QUOTE "GO":	MATERIAL PAYMENT	\$	3,853.00
2) ON QUOTE COMPLETION	LABOR PAYMENT	\$	2,140.00
		\$	<u>5,993.00</u>

I ACCEPT THIS QUOTE AS FORMAL CONTRACT WITH TECHNOLOGY CONTRACTING, LLC.  
I AGREE TO PAY TECHNOLOGY CONTRACTING, LLC AS DESCRIBED IN THE "PAYMENT" SECTION.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

**8. Regular Business**

**Meeting Date:** August 2, 2016

**8 D: Request to Approve After the Fact River Mill Park Restroom Cleaning Contract**

**Explanation and Summary:**

This is a request to approve an after the fact contract with L.T. Services, Inc. for cleaning and supply replenishment services of the River Mill Park restrooms. The contract was entered into prior to Council approval due to the grand opening event occurring on July 30, 2016.

Town staff reached out to several companies to obtain quotes; however, only one company responded. L.T. Services provides cleaning services for several Prince William County agencies, include Parks and Recreation, and was competitively procured by the County.

An after construction cleaning was performed on July 29, 2016. The contract is broken out as a per day cost so that the schedule can be adjusted based on the building's use, events and season. The schedule will be adjusted throughout the year based on need and use.

The FY 2017 Budget includes \$12,000 for restroom cleaning and stocking services.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** \$180 per visit; estimated annual cost based on an average of two visits per week: \$18,720

**Account Number:** Public Works - River Mill Park - Restroom Services/Supplies

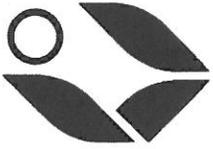
**Proposed/Suggested Motion:**

"I move to award a contract after-the-fact to L.T. Services for a daily cost of \$180 per day for cleaning and janitorial supply services for the River Mill Park restroom."

OR

Other action Council deems appropriate.

**Attachments: (1)** Quote



L.T. Services, Inc.  
Commercial & Government  
Facility Cleaning

Since 1982

Date: July 15<sup>th</sup>, 2016

Sent via email to [kjovanovich@occoquanva.gov](mailto:kjovanovich@occoquanva.gov)

**Kirstyn B. Jovanovich, CFM**  
Town Manager  
Town of Occoquan  
314 Mill Street  
PO Box 195  
Occoquan, VA 22125

Includes furnishing  
and refreshing all  
bathroom necessities  
including soap, toilet  
seat covers and  
trash bags, etc.  
Kj 7/25/16

**Ref: Custodial Services for the Public Restrooms**

Dear Ms. Jovanovich,

Thank you for meeting with Mr. Duong from our office last week to show us the new public restrooms.

Due to the uncertainty of the usage of the new restrooms, we propose the pricing for each cleaning visit as follows:

- With at least 24 hour notice in advance, the cleaning perform during week day business hour will be **\$180 per visit** (limited to two public restrooms)
- Emergency service call (less than 24 hour notice) or service requested during the holiday and weekend services will be **\$250 per visit** (limited to two public restrooms)

Thanks for the opportunity to serve you; we look forward to your response. If there's any question, please feel free to contact us at 703-698-8838 or via email to Mr. Chung Duong at [chung.d888@gmail.com](mailto:chung.d888@gmail.com).

Sincerely,

Michael Nguyen  
CEO

-----  
If this proposal is acceptable, please sign, date below, and email a copy back to us.



Member of BSCAI

Elizabeth A. L. Quist  
Agreed & Accepted Signature  
Town of Occoquan - Prince William

Elizabeth A. L. Quist  
Representative Name

7/26/16  
Date



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 2, 2016
<b>8 E: Request to Purchase LOVE Sign Signage</b>	

**Explanation and Summary:**

On July 30, 2016, the Town unveiled its new “LOVE” sign in River Mill Park. It was developed in partnership with the Virginia Tourism Corporation through the LOVEwork Reimbursement Program. The program will reimburse up to \$1,500 for the creation of a LOVEwork. The Town worked with a local milling company and obtained assistance from the Sheriff Department’s Workforce program to build and install the sign. To date, including the reimbursement, the Town has spent approximately \$500 on the development of the LOVE sign.

This is a request to purchase an acrylic sign to be placed inside of the ‘O’ that reads “I heart Occoquan” to further brand the sign as unique to Occoquan. The Town is in the process of obtaining quotes. This amount would be beyond the reimbursable amount of \$1,500. Revenues generated from the Brick Paver Program can be used toward this cost.

**Town Manager’s Recommendation:** Recommend approval.

**Cost and Financing:** Not to Exceed \$900  
**Account Number:** Parks and Events – Brick Paver Program

**Proposed/Suggested Motion:**

“I move to set a not-to-exceed amount of \$900 and authorize the purchase of signage for the new LOVE sign in River Mill Park.”

OR

Other action Council deems appropriate.

**Attachments: (1)** About the LOVEwork Reimbursement Program

## ADVERTISING AND BRAND MANAGEMENT

[Advertise on Virginia.org](#)

[Advertising Proposal](#)

[Requirements - Broadcast](#)

[Advertising Proposal](#)

[Requirements - Print](#)

[Bring LOVE Artwork to Your](#)

[Destination Event](#)

[LOVEwork Reimbursement](#)

[Application](#)

LOVEwork Reimbursement Program

[VIFL LOVE Brand Tool Kit](#)

[Virginia is For Lovers Logo](#)

[Request](#)

[Virginia Travel Guide Advertising](#)

[VTC Industry Marketing Program](#)

[VTC & Facebook— Social Media](#)

[Marketing Co-Op Program](#)

[VTC & Google— Search Engine](#)

[Marketing Co-Op Program](#)

[VTC & Outbrain— Native Marketing](#)

[Co-Op Program](#)

[Welcome Center Advertising](#)

### Contact Department Staff

[Lindsey Norment](#)

Advertising and Promotions Manager  
804-545-5578

## VTC Re-Opens the LOVEwork Reimbursement Program

### LOVE is Popping Up All Over Virginia, and now is your chance to be a part of it!

This year, VTC hopes to see the same success as previous years by re-opening the LOVEwork reimbursement program. VTC will reimburse approved projects up to \$1,500 each for the creation of a LOVEwork.

The LOVEworks program is a state-wide branding initiative designed to promote family-friendly vacation experiences in Virginia and the Virginia is for Lovers message. It's easy to see why this message has been the state slogan for more than 45 years, from the coast to the mountains and every small town or unique winery in between, you are bound to find something to fall in love with in Virginia.

In an effort to continue to promote this message, VTC opened a reimbursement program in 2013 to encourage localities to build their own LOVEwork. The program was a success, with [16 LOVEworks](#) created and travelers of all ages interacting with the structures every day.

The LOVEworks have become special places, not only for local communities, but also for travelers. People are drawn to the LOVE letters and choose them as backdrops for special occasions such as engagements, family pictures, new baby pictures and memorable road trips.

The LOVEworks program is a great way for local communities to showcase their unique destination, as a way to extend their message. For example, [Waynesboro](#) created a 'river-themed' LOVEwork displayed in a local park—this was an effort to continue to brand their city as an ideal hub for outdoor recreation. Similarly, [Harrisonburg](#) created their own LOVEwork to provide an interactive representation of their community strengths: diverse ethnic backgrounds, rich agriculture, outdoor recreation and cycling, and a vibrant and growing arts scene.

To get started, follow the steps below:

- Fill out and [submit an application](#), please include your plans for design, usage, placement, unveiling, media events, marketing and messaging
- All applications will be received and reviewed on a first-come, first-served basis.
- Projects will be reviewed and approved by VTC and approved applicants will be notified by email and phone.
- After receiving approval from VTC, applicants can begin building their LOVEwork.
- To be reimbursed, applicants must submit copies of invoices and proof of payment for each vendor used. Applicants must also submit proof of payment for any costs related to materials. Any such reimbursements are limited to \$1,500.

[Submit your application here.](#)



[Virginia is for Lovers Website](#)

[Virginia Film Office](#)

[Virginia Green](#)

[Log into Administration Tool](#)

[Virginia is for Lovers Store](#)

[Economic Impact](#)

[FY 2017 Industry Marketing Program](#)

[Grant Funding Information](#)

[Careers](#)

[VTC Organizational Chart](#)

[Submit an Advertising Proposal](#)

[Market Your Business](#)

[Request a Logo](#)

[Find Workshop Opportunities](#)

[Press Room](#)



View VTC's  
Expenditures

[eVA Transparency in Procurement](#)



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 2, 2016
<b>8 F: Request to Attend Annual Virginia Association of Chiefs of Police Conference/Training</b>	

**Explanation and Summary:**

The Annual Virginia Association of Chiefs of Police Conference and training is being held in Roanoke, VA from September 18 - 21, 2016. Funding for this conference has been budgeted in the FY 2017 public safety budget. By attending this conference, the Chief will obtain continuing education credit hours toward required DCJS recertification.

Conference Fee: \$350  
Lodging: \$376.56  
Meals Est.: \$88.50 (Travel days per diem; conference day meals included as part of conference cost.)

*Use of town vehicle for travel.*

**Town Manager's Recommendation:** Recommend Approval.

**Cost and Financing:** Not to Exceed \$850  
**Account Numbers:** Public Safety - Conferences (\$700) and Travel Reimbursement (\$200) - FY17 Budget Amounts

**Proposed/Suggested Motion:**

"I move to allow the Chief of Police to attend the Annual Chief of Police conference and training in Roanoke, VA from September 18 - 21, 2016 for an amount not to exceed \$850."

OR

Other action Council deems appropriate.

**Attachments: None.**