



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Regular Meeting
January 2, 2018 | 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. December 5, 2017 Regular Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Town Manager
 - e. Town Treasurer
 - f. Chief of Police
 - g. Boards and Commissions
8. **Regular Business**
 - a. Request to Approve Revised Development Fee Schedule
 - b. Request for After-the-Fact Approval of Repairs to Police Cruiser
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.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 5, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire

Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Adam Linn, Chief of Police; Chris Coon, Town Clerk

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

None.

4. Approval of Minutes

It was moved to approve the minutes for the November 8, 2017 Regular and November 21, 2017, Work Session meetings.

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

5. Councilmember Reports

None.

6. Mayor's Report

Mayor Quist reported that the Town Blessing and Holiday Party was enjoyable and had a nice turn out. She also stated that the Prince William County Board of Supervisors allocated \$7,200 from the Supervisor's contingency fund to pay for the proffer amendment to the Comprehensive Plan and rezoning on the Tanyard Hill property. Ms. Jovanovich met with Prince William County Planning Staff to prepare the amendment packet to be submitted to the County. When approved, the Town will be able to remove current signage and begin working on the trail.

7. Staff Reports

A. Town Attorney: Mr. Crim, Town Attorney, submitted a report as part of the meeting agenda. No questions were received. Mr. Crim was excused from the meeting by the Mayor following the completion of his report.

B. Town Engineer: Mr. Reese, Town Engineer, was not present, however, his report was submitted as part of the meeting agenda. No questions were received.

- C. Building Official:** Ms. Jovanovich stated that Prince William County is now the Building Official for the Town of Occoquan. No report was submitted this month, however, in future meetings Prince William County will provide a report of actions within the Town. No questions were received.
- D. Town Manager:** Ms. Jovanovich submitted a manager's report as part of the meeting agenda. She also reported that the maintenance of the gaslights had been completed and the cost of that maintenance was just under \$3,000. An Eagle Scout candidate built the benches in front of Town Hall for his culminating project. The VDOT brackets to attach the lights along the foot bridge are now in Town Hall and there is a meeting scheduled with Prince William County in regards to the step at River Mill Park collecting water when it rains.
- E. Town Treasurer:** Ms. Rodriguez was not present; however, a treasurer's report was submitted during the meeting.

Councilmember Drakes inquired about the date of the last business audit. Ms. Jovanovich stated that the date listed in the treasurer's report was accurate.

- F. Chief of Police:** Chief Linn submitted a report as part of the agenda packet.

Councilmember Drakes inquired about the Traffic Enforcement chart and if it was patrol hours or the number of traffic stops. Chief Linn stated that the number indicated that number of traffic stops.

Councilmember McGuire stated that on Small Business Saturday some people complained that the officers were pulling people over causing traffic to back-up. He informed those individuals that pedestrian safety is a Priority in town and during busy times the Police should enforce the traffic laws to keep pedestrians safe.

- G. Architectural Review Board:** Brenda Seefeldt reported that the ARB approved three exterior elevation applications and nominated Laurie Holloway as the Vice Chairman of the ARB.

Planning Commission: No report.

8. Regular Business

8A. Request to Adopt an Ordinance to Add Section 50-9 to the Town Code, Relating to Public Tree Maintenance

It was moved to adopt the ordinance to add section 50-9 to the Code of Ordinances, relating to public tree maintenance, as presented.

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

8B. Request to Appropriate Additional Funding for River Mill Park Trail Project

It was moved to appropriate \$4,542.76 from FY 2017 funding for the River Mill Park trail paving project.

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

8C. Request to Appropriate FY2018 Funds for Poplar Alley Paving Project

It was moved to appropriate \$6,215.62 from FY 2018 CIP funding for a portion of the Poplar Alley paving project completed in July 2017.

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

8D. Request to Appropriate Funding for Settlement Agreement

It was moved to appropriate \$17,313 from FY 2017 CIP funding for payment of the Settlement Agreement and Release dated June 23, 2017.

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.

9. Closed Session

Vice Mayor Sivigny moved that the council convene in closed session to discuss the following permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for appointment to the Architectural Review Board. Councilmember McGuire seconded. The motion carried unanimously. Closed Session began at 7:18 p.m.

The Council came out of closed session at 7:26 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember McGuire seconded.

Motion passed, Ayes - Councilmember Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

8E. Request for Consideration of Appointment of Alternate Member to Architectural Review Board

It was moved to appoint Johnathan Torres as an alternate member on the Architectural Review Board, effective December 5, 2017.

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 8:28 p.m.



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Jim Drakes
Cindy Fithian
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

TOWN ENGINEER
Bruce A. Reese, P.E., L.S.

Town Engineer's Report Town Council Meeting -January 2, 2018

Kayak/Canoe Launch - no change from last report

Two bids received, both over budget. Looking for alternative funding sources, working with Department of Conservation and Recreation (DCR).

River Mill Park - Moisture Issue in Storage Room - update from last report

Evaluating options for corrections as directed by Council during November meeting.

Tanyard Hill property - update from last report

Proffer Amendment and Comprehensive Plan Amendment submitted to Prince William County 12/14/17.

Kiely Court Project - no change from last report

Land Disturbance Permit issued - construction to start soon.

Rivertown Project - update from last report

Land Disturbance Permit issued - construction started.

113 Poplar Lane - Site Plan for Swimming Pool - update from last report

Land Disturbance Permit issued - construction started.

-END-



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Town Manager's Report Town Council Meeting - January 2, 2018

TOWN MANAGER
Kirstyn Barr Jovanovich

River Mill Park

Replacement parts for the bridge lighting have been received and VDOT is in the process of scheduling the installation of the lights on the pedestrian bridge.

Wreath Installation

The Town contracted with an electrician to repair the wreaths. Work was performed during the week of December 18, 2017.

Intersection Improvements

Staff met with Supervisor Anderson and representatives from Prince William County on the VDOT Smart Scale projects. As a locality of PWC, the Town has partnered with the County to submit a grant request under the TAP program (30% local match) to fund intersection improvements at Mill/Ellicott and Mill/Washington Streets to update the sidewalk ramps and install crosswalks. This would be funding available in Fiscal Years 2019 and 2020, with the Town providing the required 30% local match. The application was submitted on November 1, 2017; notification of grant status is expected by spring.

Tanyard Hill (Oaks III) Rezoning and Comp Plan Amendment

The rezoning and comprehensive plan amendment request for the Oaks III property has been submitted to the County. The Board of Supervisors approved the utilization of contingency funds to pay the fees associated with the Town's application for rezoning. This request, if approved, will maintain the site as a park property and allow the town to install signage and construct a trail. The Town is continuing to work with the County to plan the trail section as part of the Occoquan Greenway Trail system.

Stormwater

Staff has reached out to Prince William County to obtain an estimate on the cost to be brought in under the County's Stormwater management program. Staff will follow up with the County after the new year.

Recodification Update

Staff held a kick-off meeting on August 30, on the recodification process with American Legal. Staff has developed a list of recommended code updates and has provided the current code to American Legal to begin the recodification process. The contractor will begin the legal review and staff will be bringing policy changes for Council consideration throughout the process. The process is expected to last through the remainder of the current fiscal year.

Document Management Project

Staff is preparing the document management system and obtaining quotes to begin the process of scanning hard copy documents into electronic format and storing them in the Town's database. A funding request for this activity is expected at the February Town Council meeting. In the meantime, Town staff is working with Legacy Engineering to scan and organize all project site plans currently in storage.

Consolidated Billing - Vehicle Licensing

Staff met with the Prince William County Finance Department to discuss the County's ability to collect vehicle license taxes on behalf of the Town. This will assist with licensing compliance and increase efficiencies in billing. The County is researching the capability and will follow up on potential costs and next steps. More information on this activity will be provided as part of the FY2019 Budget preparation.

Meetings, Trainings, and Events

- Town Blessing and Holiday Party, December 3
- PWC Supervisor Board Meeting, December 5 (re: Oaks III rezoning funding)
- County Finance Department Meeting, December 8 (re: Vehicle Licensing billing)
- Winterfest, December 9
- Quarterly Trails Meeting, Supervisor Anderson, December 11

-END-



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TOWN TREASURER
 Carla M. Rodriguez

Town Treasurer's Report Town Council Meeting - January 2, 2018

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Financial Audit	FYE 2017 Audit Process Underway	FYE 2016	FY2017 Field Work completed in November; Auditor processing
Meals Tax Audit	Pending (2)	None	Documentation in review: Pink Bicycle Tea Room Bottle Stop Wine
BPOL Audit	Pending (3)	2012 License Year	Documentation in review: Fathom Realty 13 Magickal Moons Red Art and Design

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	2	8/31/17	Not Compliant Update-Paid through Aug, 2017
Pink Bicycle Tea Room	5	5/23/17	Not Compliant (pending audit) Update-Paid through May, 2017

Business License Delinquencies			
Business Name	Length of Delinquency	Date of Last Notice	Status of Compliance
Capital Custom Clothiers	10 months	8/8/17	Not compliant/Out of Business
Allstate Insurance/ Anthony Cancel	5 months	8/8/17	Not compliant/New Owner/reminder letter sent
Kaluca Art	5 months	8/8/17	Not compliant/reminder letter sent
Loric Counseling & Mediation	5 months	8/8/17	Not compliant/reminder letter sent
Meticulous Painting	5 months	8/8/17	Not compliant/reminder letter sent
Pin Curls Hair Salon	24 months		Not Compliant
Quickpro Property Improvement	5 months	8/8/17	Not compliant/reminder letter sent
Real Estate Executive	5 months	8/8/17	Not compliant/reminder letter sent
Rivershore Charters	5 months	8/8/17	Not compliant/reminder letter sent
VACS LLC	5 months	8/8/17	Not compliant/reminder letter sent

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	4	\$1,110	08/07/17	Not Compliant/Final Notice delivered by Chief
Caldwell, Linda V.	0 months	\$0.00	11/30/17	Compliant/Paid
Campbell, Rachel Jones	0 months	\$0.00	11/30/17	Compliant/Paid
Ekman, Dean & Tammy	0 months	\$997.20	11/30/17	Compliant/Paid
Paddock, Tracey & Grant	0 months	\$325.92	11/30/17	Compliant/Paid
Potter, Marvin & Marie	0 months	\$320.52	11/30/17	Compliant/Paid
Cruise, Claudia A	9 months	\$351.36	11/30/17	Not Compliant
Fore, Ernest J.	21 months	\$810.10	11/30/17	Not Compliant
Gannon, James & Glenn	9 months	\$269.40	11/30/17	Not Compliant
Granny's Cottage	9 months	\$67.20	11/30/17	Not Compliant
Rivenburg, Earl & Emel	9 months	\$366.60	11/30/17	Not Compliant
Wojono, Ewelina	9 months	\$136.20	11/30/17	Not Compliant

Other Items of Note

None.



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**CHIEF OF POLICE/
 TOWN SERGEANT**
 Adam C. Linn

Occoquan Police Department

Monthly Town Council Report December 2017

Departmental Goals

(Set by Town Council in February 2016)

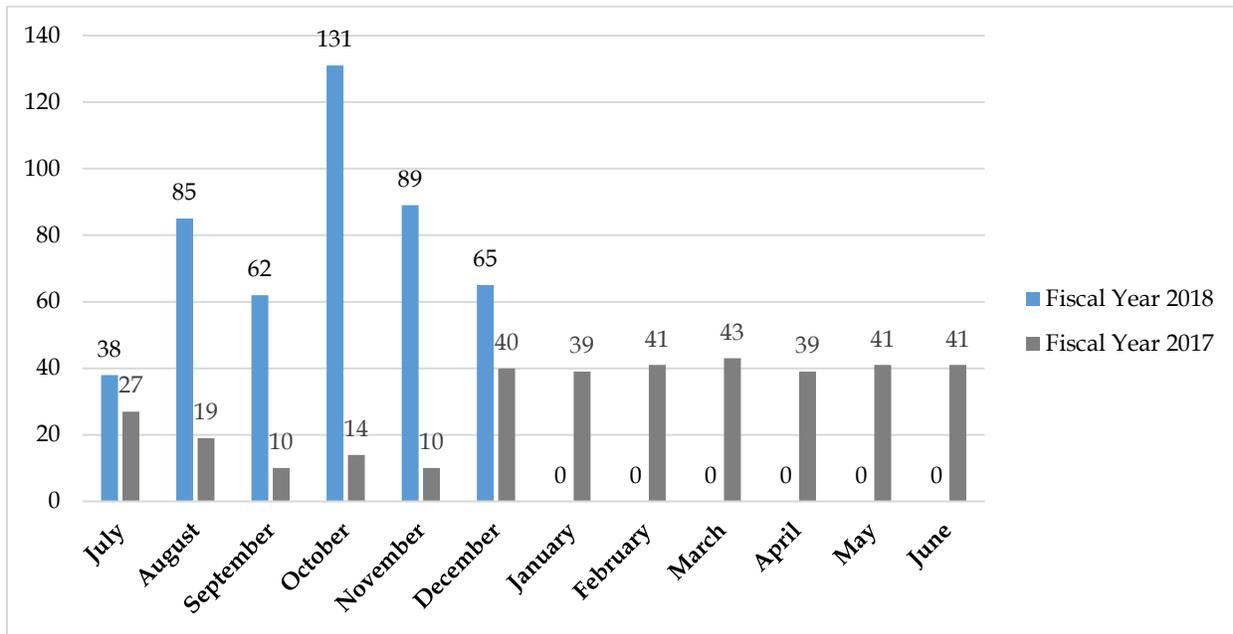
- Goal 1: Protection of private property
- Goal 2: Improvement of pedestrian safety
- Goal 3: Increased patrol hours including nights and weekends
- Goal 4: Prioritizing community meetings outside of town
- Goal 5: Updating department policies

Significant Incidents

Nature	Date	Location	Details
Destruction of Property	12/1/2017	Town	Discovered that a VSP and a Town Police vehicle were vandalized by an unknown subject during the evening of 11/30.
Found Property	12/1/2017	Town	Flagged down by citizen and was handed a wallet. Identified owner of wallet and contacted owner.
Parking Complaints	12/2/2017	Town	Responded to multiple parking complaints during Santa arrives to Town by Boat.
Attempted Breaking and Entering / Destruction	12/4/2017	Town	Responded to a residence on W. Locust St. for attempted breaking and entering which occurred during the evening of 12/1 and 12/2. A rear window was broken in an attempt to gain entry into the home.
Auto Accident	12/6/2017	Town	Dispatched to a two vehicle accident at Gordon Blvd and Commerce St.
Court	12/7/2017	Manassas	Attended General District Court.
Auto Accident	12/9/2017	Town	Dispatched to a two car vehicle accident at Ellicott St. & Poplar Alley.

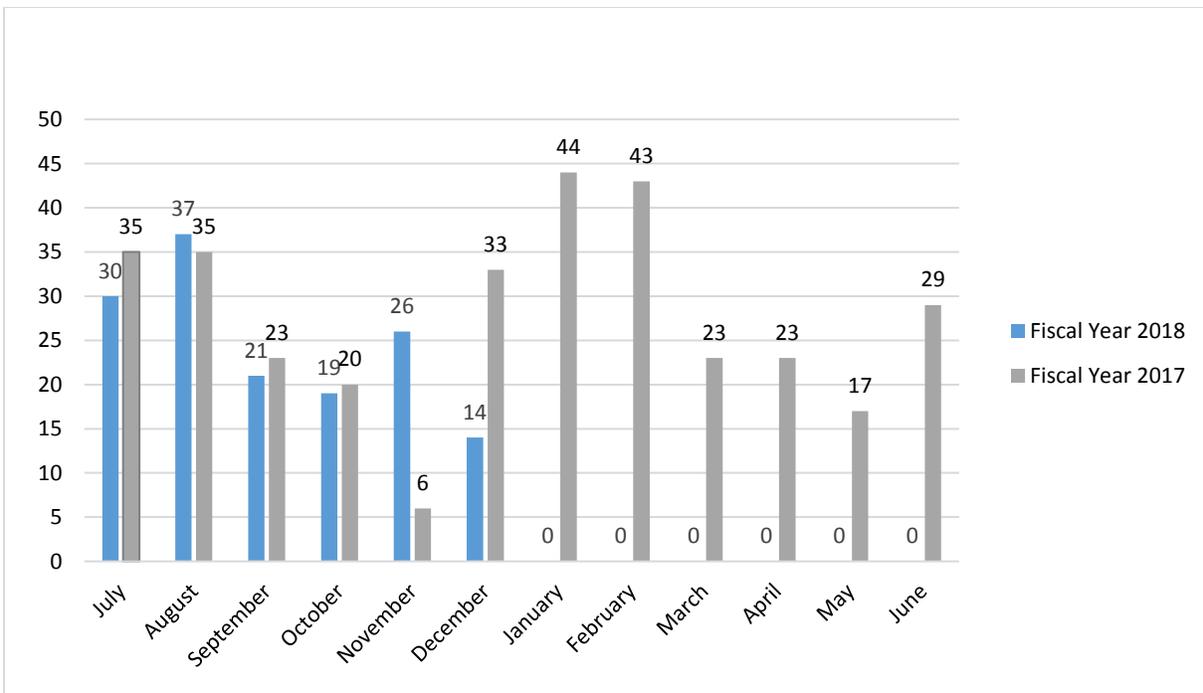
Suspicious Vehicle	12/12/2017	Town	Responded to a vehicle following a UPS delivery truck. Stopped vehicle and identified the occupants.
Larceny	12/12/2017	Town	PWCPD responded to Town for a theft from a vehicle near 301 Mill St.
Court	12/13/2017	Manassas	Attended Juvenile and Domestic Relations Court.
Auto Accident	12/15/2017	Town	Responded to a single vehicle accident on Mill St. Delivery truck struck and damaged a gas light pole.
Suspicious Vehicle	12/15/2017	Town	Responded to a residence on W. Locust to investigate a suspicious vehicle incident which occurred on 12/14.
Debris on Road	12/18/2017	Town	Responded to 123 Bridge for complaint of concrete and debris in roadway. VDOT contacted and responded to clean roadway.
Criminal Obstruction of Justice	12/18/2017	Town	Opened investigation on person involved in accident and provided false proof of insurance.
Identity Fraud	12/18/2017	Town	Received complaint regarding identity fraud. Investigated matter and contacted Town Prosecutor.
Obtain Warrant	12/20/2017	Woodbridge	Based on investigation, obtained arrest warrant for obstruction of justice.
Parking Complaint	12/20/2017	Town	Responded to illegal parking complaints on Mill St.
Domestic Violence	12/22/2017	Town	Responded to a PWCPD call for domestic violence in Occoquan Heights. One individual arrested.
Parking Complaint	12/22/2017	Town	Responded to several parking complaint on Mill St.
Warrant Service	12/22/2017	Town	Served arrest warrant and transported individual to Gar-Field PWCPD substation.

Traffic Summonses FYTD (GRAPH) ¹



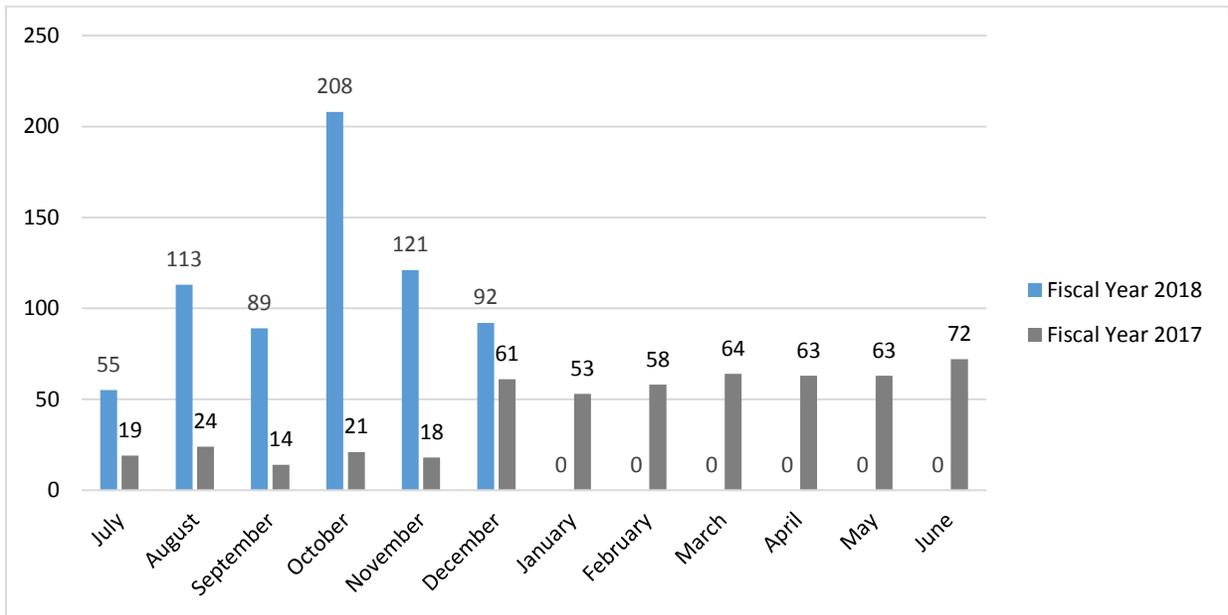
¹Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) ²



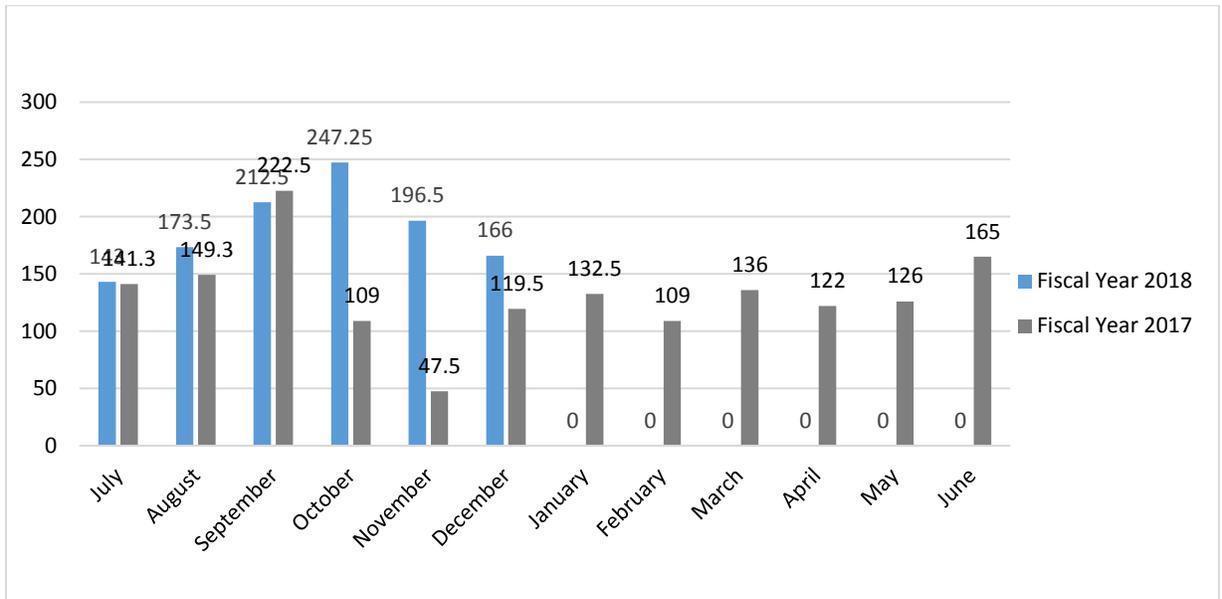
²Goal 2

Traffic Enforcement FYTD (GRAPH) ³

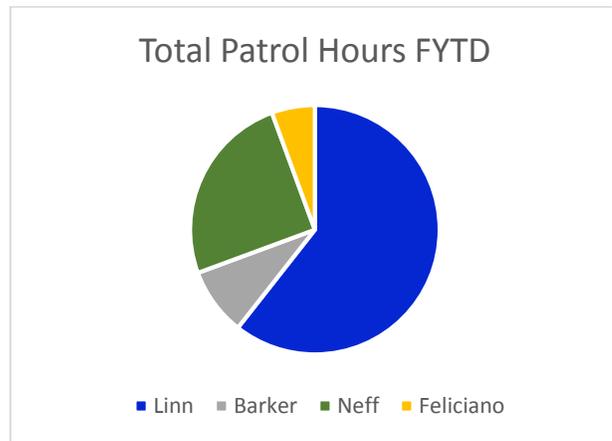
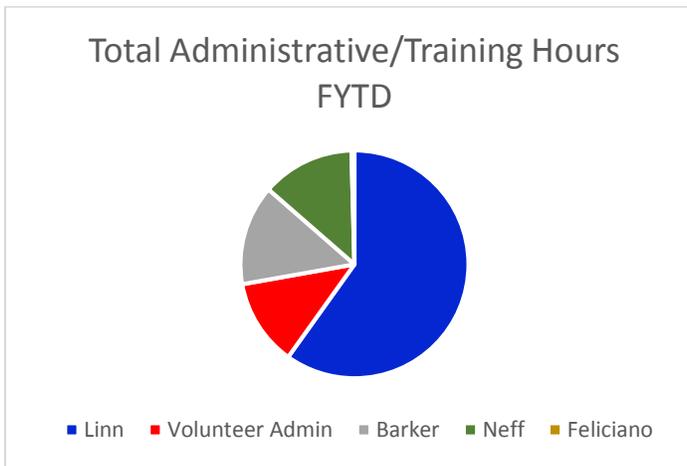


³Goal 2

Patrol Hours FYTD (GRAPH) ⁴



⁴Goals 1, 2, 3



Community Relations

Provided patrol and visibility during Santa Comes to Town by Boat and Winterfest in Town. Engaged in daily and nightly foot patrols through Historic Downtown.

Met with Chiefs of Police from Haymarket, Quantico, and Dumfries to discuss town policing issues in the County and working relationships with PWCPD.

Engaged in foot and vehicle patrols throughout Town, as well as stop sign and speed compliance details.

Current Initiatives

Working with auxiliary officers to increase patrols and visibility on nights and weekends.¹ Working with auxiliary officer and volunteer staff to address administrative needs of the Town and Police Department.

Completed FCC License renewal for police radios and received new ten year license.

Continued with “Stop Sign Enforcement Ahead” campaign. Directed speed enforcement patrols on Washington Street. Directed traffic enforcement on Commerce Street and Gordon Boulevard (Block the Box and Driving off Roadway).²

¹Goal 3

²Goal 2



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: January 2, 2018
8 A: Request to Approve Revised Development Fee Schedule	

Explanation and Summary:

On November 20, 2017, Prince William County became responsible for building code enforcement within the Town of Occoquan. As a result, the Town's fee schedule needs to be updated to reflect this change as the County is now responsible for administering the program and collecting all associated fees.

The Town remains responsible for land development and the VSMP program and all associated fees. Minor changes have been proposed to the land development fee schedule in order to better capture actual costs to the Town for the associated activities.

Engineer's Recommendation: Recommend Approval.

Town Attorney's Recommendation: Recommend Approval.

Town Manager's Recommendation: Recommend Approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to approve the revised building fee schedule as presented effective January 2, 2018."

OR

Other action Council deems appropriate.

Attachments: (1) Revised Development Fee Schedule



FEE SCHEDULE

I. — Building Fee Schedule

Application Category	Application Type	Fee	Notes
<i>**Fees will be doubled for all work started without proper permitting.**</i>			
Administrative	All Building Permit Requests	\$25	Per Permit, Non-Refundable
	Building Appeal Requests	\$200	Per Request
	Additional Inspections—Residential	\$150	Per Inspection
	Building Official Consultation	\$150	Per Hour (1-hour minimum)
	Additional Inspections—Commercial	\$180	Per Inspection
Residential	Plan Review (New Construction)	\$300	Per Review
	Permit/Inspections (New Construction)	\$900	Includes Permit and six (6) inspections.
	Plan Review (Additions, Remodeling, Alterations)	\$150	Per Review
	Permit (Additions, Remodeling, Alterations)	\$600	Includes permit and four (4) inspections.
	Plan Resubmission Review	\$150	Per Review
	Deck Inspection/Permit	\$300	Includes permit and two (2) inspections.
	Plumbing Inspection/Permit	\$150	Per Inspection
	HVAC Inspection/Permit	\$150	Per Inspection
	Electrical Inspection/Permit	\$150	Per Inspection
	Fire Inspection/Permit	\$150	Per Inspection
	Occupancy Permit	\$150	Per Permit
Commercial	Plan Review (New/Additions)	\$350	Per Review
	Permit/Inspections (New/Additions)	\$1,800	Includes permit and ten (10) inspections.
	Plan Review (Tenant Layout/Alterations)	\$200	Per Review
	Permit/Inspections (Tenant Layout/Alterations)	\$1,440	Includes permit and eight (8) inspections.
	Retaining Wall Design Review	\$300	Per Review
	Plan Resubmission Review	\$150	Per Review
	Plumbing Inspection/Permit	\$180	Per Inspection
	HVAC Inspection/Permit	\$180	Per Inspection
	Electrical Inspection/Permit	\$180	Per Inspection
	Fire Inspection/Permit	\$180	Per Inspection
Occupancy Permit	\$150	Per Permit	
<i>Note: All commercial projects at or above \$200,000 in total construction budget viable to standard industry sources, will be charged 1% of total construction costs for all permitting and inspection fees. Plan review fees will not be included and will be charged in accordance with the schedule above.</i>			
Amusement Devices	Small Mechanical Ride or Inflatable Amusement Device	\$150	Per Permit
	Circular Ride or Flat Ride Less than 20 Feet in Height	\$150	Per Permit
	Spectacular Ride	\$300	Per Permit
	Coaster Ride	\$400	Per Permit
<i>Note: If a private inspector is used for amusement device inspections, applicable fees will be reduced by 75%.</i>			

I. Development Fee Schedule

"Contractor's review charge" include costs incurred by the Town for Town Attorney, Town Engineer, Zoning Administrator, ~~Building Official~~ and any other consulting services required during the review of submissions.

Terms defined in the Town Code have the same meaning when used in this schedule.

Service	Fee
Rezoning (Zoning Map Amendment)	\$200 + Contractor's Review Charge
Special Use Permit (Use)	\$200 + Contractor's Review Charge
Variance Request (Zoning)	\$200 + Contractor's Review Charge
Appeal to BZA	\$200 + Contractor's Review Charge
Site Plan Review	\$200 + Contractor's Review Charge
Preliminary Site Plan Review	\$200 + Contractor's Review Charge
Revision to Approved Plan/ <u>Plat</u>	\$200 + Contractor's Review Charge
Preliminary Subdivision Plat/Plan Review	\$200 + Contractor's Review Charge
Final Subdivision Plat/Plan Review	\$200 + Contractor's Review Charge
Public Improvement Plan Review	\$200 + Contractor's Review Charge
Easement Plat Review	\$200 + Contractor's Review Charge
WQIA Review	\$200 + Contractor's Review Charge
Major Landscape Plan Review	\$200 + Contractor's Review Charge <i>(No charge if part of another plan)</i>
Waiver/Exception Request Review	\$200 + Contractor's Review Charge
E & S Control Plan Review	\$200 + Contractor's Review Charge <i>(No charge if part of another plan)</i>
Miscellaneous Plat <u>or Plan</u> Review	\$200 + Contractor's Review Charge
Retaining Wall Design Review	\$200 + Contractor's Review Charge
Land Disturbance Permit	\$200 + <u>\$75 per inspection per permit</u>
<u>E & S Inspections</u>	<u>\$125 per inspection</u>
<u>E & S Reinspections/Compliance</u>	<u>\$85 per hour</u>
Bond Reduction or Release Inspection	\$200 + Contractor's Review Charge
Zoning Compliance Review*	\$75 per request
<u>Miscellaneous Zoning Review</u>	<u>\$75 + Contractor's Review Charge</u>
<u>Signage Permits</u>	<u>\$10 per sign</u>

*Zoning certification is required prior to issuance of building permits.

II. VSMP

The following fees apply, until June 30, 2014, to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the department prior to a VSMP authority being approved by the board in the area where the applicable land-disturbing activity is located, or where the department has issued an individual permit or coverage under the General Permit for Discharges of Stormwater from Construction Activities for a state or federal agency.

VSMP Fee Category	Total Fee to be paid by applicant
General / Stormwater Management – Phase I Land Clearing (Large Construction Activity – Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management – Phase II Land Clearing (Small Construction Activity – Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites within designated areas of Chesapeake Bay Act localities with land disturbance acreage equal to or greater than 2,500 square feet and less than one acre) (Fee valid until July 1, 2014)	\$200
Individual Permit for Discharges of Stormwater from Construction Activities	\$15,000

Terms defined in Chapter 3.1 of Title 62.1 of the Code of Virginia, and in regulations thereunder, have the same meaning when used in this schedule.

The following total fees to be paid by an applicant apply to (i) ~~any operator seeking coverage under a July 1, 2014, General Permit for Discharges of Stormwater from Construction Activities~~ or (ii) on or after July 1, 2014, to any operator seeking coverage under a General Permit for Discharges of Stormwater from Construction Activities, a state or federal agency that does not file annual standards and specifications, or an individual permit issued by the ~~b~~Board. On and after approval by the ~~board~~Board of a VSMP authority for coverage under the General Permit for Discharges of Stormwater from Construction Activities, no more than 50% of the total fee to be paid by an applicant set out in this part shall be due at the time that a stormwater management plan or an initial stormwater management plan is submitted for review in accordance with [9VAC25-870-108](#). The remaining total fee balance to be paid by an applicant shall be due prior to the issuance of coverage under the General Permit for Discharges of Stormwater from Construction Activities.

When a site or sites are purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to the following table.

VSMP Fee Category	Total Fee to be paid by applicant	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81

General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
Individual Permit for Discharges of Stormwater from Construction Activities (This will be administered by the De partment)	\$15,000	\$15,000
* If the project is completely administered by the department Department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the department Department.		

The following fees apply, ~~on or after July 1, 2014,~~ to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the ~~board~~Board for a state or federal agency that has annual standards and specifications approved by the ~~board~~Board.

VSMF Fee Category	Total Fee to be paid by applicant
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450



TOWN OF OCCOQUAN

314 Mill Street | PO Box 195
 Occoquan, VA 22125

(703) 491-1918

info@occoquanva.gov

www.occoquanva.gov

FEE SCHEDULE

I. Development Fee Schedule

“Contractor’s review charge” include costs incurred by the Town for Town Attorney, Town Engineer, Zoning Administrator, and any other consulting services required during the review of submissions. Terms defined in the Town Code have the same meaning when used in this schedule.

Service	Fee
Rezoning (Zoning Map Amendment)	\$200 + Contractor’s Review Charge
Special Use Permit (Use)	\$200 + Contractor’s Review Charge
Variance Request (Zoning)	\$200 + Contractor’s Review Charge
Appeal to BZA	\$200 + Contractor’s Review Charge
Site Plan Review	\$200 + Contractor’s Review Charge
Preliminary Site Plan Review	\$200 + Contractor’s Review Charge
Revision to Approved Plan/Plat	\$200 + Contractor’s Review Charge
Preliminary Subdivision Plat/Plan Review	\$200 + Contractor’s Review Charge
Final Subdivision Plat/Plan Review	\$200 + Contractor’s Review Charge
Public Improvement Plan Review	\$200 + Contractor’s Review Charge
Easement Plat Review	\$200 + Contractor’s Review Charge
WQIA Review	\$200 + Contractor’s Review Charge
Major Landscape Plan Review	\$200 + Contractor’s Review Charge <i>(No charge if part of another plan)</i>
Waiver/Exception Request Review	\$200 + Contractor’s Review Charge
E & S Control Plan Review	\$200 + Contractor’s Review Charge <i>(No charge if part of another plan)</i>
Miscellaneous Plat or Plan Review	\$200 + Contractor’s Review Charge
Retaining Wall Design Review	\$200 + Contractor’s Review Charge
Land Disturbance Permit	\$200 per permit
E & S Inspections	\$125 per inspection
E & S Reinspections/Compliance	\$85 per hour
Bond Reduction or Release Inspection	\$200 + Contractor’s Review Charge
Zoning Compliance Review*	\$75 per request
Miscellaneous Zoning Review	\$75 + Contractor’s Review Charge
Signage Permits	\$10 per sign

*Zoning certification is required prior to issuance of all permits. Page 20 of 24

II. VSMP

Terms defined in Chapter 3.1 of Title 62.1 of the Code of Virginia, and in regulations thereunder, have the same meaning when used in this schedule.

The following total fees to be paid by an applicant apply to any operator seeking coverage under a General Permit for Discharges of Stormwater from Construction Activities, a state or federal agency that does not file annual standards and specifications, or an individual permit issued by the Board. On and after approval by the Board of a VSMP authority for coverage under the General Permit for Discharges of Stormwater from Construction Activities, no more than 50% of the total fee to be paid by an applicant set out in this part shall be due at the time that a stormwater management plan or an initial stormwater management plan is submitted for review in accordance with [9VAC25-870-108](#). The remaining total fee balance to be paid by an applicant shall be due prior to the issuance of coverage under the General Permit for Discharges of Stormwater from Construction Activities.

When a site or sites are purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to the following table.

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General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756
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General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
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* If the project is completely administered by the Department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the Department.		

The following fees apply to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the Board for a state or federal agency that has annual standards and specifications approved by the Board.

VSMP Fee Category	Total Fee to be paid by applicant
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: January 2, 2018
8 B: Request for After-the-Fact Approval of Repairs to Police Cruiser	

Explanation and Summary:

This is a request to appropriate after-the-fact funding for repairs to the Town's secondary police cruiser (Crown Victoria) in the amount of \$1,231.30. These repairs were completed on December 26, 2017, and needed after the vehicle was determined to be inoperable. Total funds budgeted for Vehicle and Equipment Maintenance and Repairs is \$1,000 in FY2018.

Town Manager's Recommendation: The repair work has been completed; recommend approval.

Cost and Financing: \$1,231.30

Account Number: 64030 - Public Safety, Repair, and Maintenance

Proposed/Suggested Motion:

"I move to approve after-the-fact repairs of the secondary police cruiser and appropriate \$1,231.30 in funding from FY2018 Repairs and Maintenance."

OR

Other action Council deems appropriate.

Attachments: (1) Invoice

Riverview Shell Service Center

12522 Gordon Blvd.
Woodbridge, VA. 22192
Phone: 703-494-7747

INVOICE

28216

INVOICE

Date: 12/26/2017

TOWN OF OCCOQUAN - ADAM LINN #5034

314 MILL STREET
Occoquan, VA 22125
Home : 703-398-0262 Cellular : 240-723-6600

2008 Ford - Crown Victoria Police Interceptor - 4.6L, V8 (281CI)
Lic # :191404L - VA Odometer In : 125568
Unit # :2 Odometer Out : 125570
VIN # :2FAHP71V0 8X132177

Part Description / Number	Qty	Sale	Ext	Labor Description	Ext
Engine Coolant Thermostat - - OE Type Thermostat; Temperature: 195 Degrees, OE Temperature 13779	1.00	22.55	22.55	Diagnose engine overheating / CHECK ENGINE LIGHT IS ON Symptoms: Engine is overheating (steam, losing coolant, pressure relief at radiator cap or recovery system)	82.46
Radiator Coolant Hose Upper - Curved Radiator Hose; E72287	1.00	33.00	33.00	ELECTRIC FAN ASSEMBLY Remove & Replace - All Applicable Models	96.76
Engine Coolant Thermostat Seal - 35489	1.00	17.43	17.43	COOLING FAN CONTROL MODULE - Remove & Replace - All Applicable Models	60.47
Engine Coolant Water Outlet - - Country Sold: United States Fuel Type: Gas - Water Outlet; Outlet 85090	1.00	37.90	37.90	THERMOSTAT &/OR GASKET - Remove & Replace - All Applicable Models	84.66
Radiator Coolant Hose Lower - Curved Radiator Hose; w/o Oil Cooler E72286	1.00	86.18	86.18	RADIATOR HOSE - Remove & Replace - Both	120.95
FORD Engine Coolant / Antifreeze - - Extended Life, Full Strength AF2000	2.00	35.48	70.96	COOLING SYSTEM - Flush - All Applicable Models	84.66
Engine Cooling Fan Assembly - FAN621353	1.00	217.73	217.73	***Discount*** 5.00% off parts, 10.00% off labor	
Engine Cooling Fan Module UNIT MOD902209	1.00	199.89	199.89		
Shop Supplies			49.00		
Environmental Charge			11.28		

[Recommendations]
OIL COOLER LINES ARE LEAKING .

Org. Estimate 0.00 Revisions 1,039.64 Current Estimate 1,039.64

Revision # 1, Previous Estimate Amount: 0.00, Additional Cost: 956.30, Revised Estimate: 956.30, Parts: \$513.64 Labor: \$350.74 Sublet: \$0.00 Taxes & Fees: \$91.92
Authorized by - LINN, ADAM, Date - 12/22/2017, Time - 5:34 PM, Initiated By - Shop, Phone Number - Cellular: 703-491-1918

Revision # 2, Previous Estimate Amount: 956.30, Additional Cost: 83.34, Revised Estimate: 1039.64, Parts: \$0.00 Labor: \$82.46 Sublet: \$0.00 Taxes & Fees: \$0.88
Authorized by - LINN, ADAM, Date - 12/22/2017, Time - 5:34 PM, Initiated By - Shop, Phone Number - Cellular: 703-491-1918

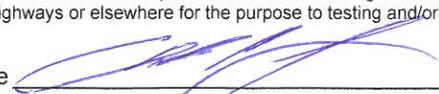
Labor:	529.96
Parts:	734.64
HazMat:	11.28
Discount:	-87.28
SubTotal:	1,188.60
Tax:	42.70
Total:	1,231.30
Bal Due:	\$1,231.30

[Payments -]

THANK YOU FOR YOUR BUSINESS

Invoice Received: 12/22/2017

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto.

Signature 

Page 24 of 24 Date 12/26/17 Time _____