



**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)

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## **Occoquan Town Council**

**Work Session Meeting**  
**April 19, 2016 | 6:00 p.m.**

- 1. Call to Order**
- 2. Regular Items**
  - a. Proposed Building Official Fee Schedule Revisions
  - b. Dedication Opportunities for Officer Guindon
  - c. Zoning Code Amendment, Uses Permitted in the B-1 District, Child Care Facility
  - d. River Mill Park Project Update
- 3. Adjournment**



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

**2. Work Session Regular Agenda**

**Meeting Date:** April 19, 2016

**2 A: Proposed Building Official Fee Schedule Revisions**

**Explanation and Summary:**

The Town adopted a Building Official Fee Schedule in July 2016, to coincide with the addition of the building official function within the Town's jurisdiction. Since then, staff has been working with Total Construction Solutions (building official contractor) to review and refine the fee schedule in order to ensure that Town is recouping service costs from service users. This is an opportunity for the Town Council to review and discuss the proposed revised fee schedule. The revised fee schedule will be on the May 4, 2016 regular meeting agenda for adoption.

No changes are currently proposed to the Development (Engineering) Fee Schedule.

**Attachments: (1)** Revised Building Official Fee Schedule - Proposed



**FEE SCHEDULE - DRAFT**

**I. Building Fee Schedule**

Application Category	Application Type	Fee	Notes
<b>Administrative</b>	All Building Permit Requests	\$25	Per Permit, Non-Refundable
	<u>Building Appeal Requests</u>	<u>\$300</u>	<u>Per Request</u>
	<u>Additional Inspections - Residential</u>	<u>\$150</u>	<u>Per Inspection</u>
	<u>Additional Inspections - Commercial</u>	<u>\$90</u> <u>\$180</u>	Per Inspection
<b>Residential</b>	Plan Review (New Construction)	\$300	Per Review
	Permit/Inspections (New Construction)	<del>\$550</del> <u>\$900</u>	Includes Permit and six (6) inspections.
	Plan Review (Additions, Remodeling, Alterations)	\$150	Per Review
	Permit (Additions, Remodeling, Alterations)	<del>\$400</del> <u>\$600</u>	Includes permit and four (4) inspections.
	<u>Plan Resubmission Review</u>	<u>\$150</u> <u>\$00</u>	<u>Per Review</u>
	Deck Inspection/Permit	\$300	Includes permit and two (2) inspections.
	Plumbing Inspection/Permit	<del>\$150</del> <u>\$90</u>	Per Inspection
	HVAC Inspection/Permit	<del>\$150</del> <u>\$90</u>	Per Inspection
	Electrical Inspection/Permit	<del>\$150</del> <u>\$90</u>	Per Inspection
	Fire Inspection/Permit	<del>\$150</del> <u>\$90</u>	Per Inspection
	Occupancy Permit	<del>\$150</del> <u>\$90</u>	<u>Per Permit</u>
	<u>Building Official Violation</u>	<u>\$100</u>	<u>Per Day Violation Exists</u>
<b>Commercial</b>	Plan Review (New/Additions)	\$350	Per Review
	Permit/Inspections (New/Additions)	<del>\$1,050</del> <u>\$1,800</u>	Includes permit and ten (10) inspections.
	Plan Review (Tenant Layout/Alterations)	<del>\$350</del> <u>\$200</u>	Per Review
	Permit/Inspections (Tenant Layout/Alterations)	<del>\$890</del> <u>\$1,440</u>	Includes permit and eight (8) inspections.
	<u>Retaining Wall Design Review</u>	<u>\$300</u>	<u>Per Review</u>
	Plan Resubmission Review	<del>\$150</del> <u>\$00</u>	Per Review
	Plumbing Inspection/Permit	<del>\$180</del> <u>\$100</u>	Per Inspection
	HVAC Inspection/Permit	<del>\$180</del> <u>\$00</u>	Per Inspection
	Electrical Inspection/Permit	<del>\$180</del> <u>\$00</u>	Per Inspection
	Fire Inspection/Permit	<del>\$180</del> <u>\$00</u>	Per Inspection
	Occupancy Permit	\$150	<u>Per Permit</u>
	<u>Building Official Violation</u>	<u>\$200</u>	<u>Per Day Violation Exists</u>
<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>			
<b>Amusement Devices</b>	Small Mechanical Ride or Inflatable Amusement Device	\$35	Per Permit
	Circular Ride or Flat-Ride Less than 20 Feet in Height	\$55	Per Permit
	Spectacular Ride	\$75	Per Permit
	Coaster Ride	\$200	Per Permit
<i>Note: If a private inspector is used for amusement device inspections, applicable fees will be reduced by 75%.</i>			



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

**2. Work Session Regular Agenda**

**Meeting Date:** April 19, 2016

**2 B: Dedication Opportunities for Officer Guindon**

**Explanation and Summary:**

During the March Town Council meeting, Councilmember McGuire asked that an item be placed on a future work session to discuss opportunities within the town to recognize Officer Ashely Guindon, a Prince William County Police Officer who was killed in the line of duty in February 2016.

This is an opportunity to identify and discuss these opportunities and provide direction to staff.

**Attachments: (None)**



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date: April 19, 2016</b>
<b>2 C: Zoning Code Amendment, Uses Permitted in the B-1 District, Child Care Facility</b>	

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

On March 4, 2016, the Town received a request from a potential business owner looking to relocate to Occoquan as to whether or not the operation of a child care facility was permitted in the B-1 District. While this use is permitted with special use permit in all other zoning districts within the town, it is not identified as an acceptable use within the B-1 District.

The potential business owner has requested that the Town review this ordinance and initiate a zoning text amendment to permit this use within the B-1 District. Since this would be an amendment to Chapter 66, a public hearing is required and Council must initiate the zoning text amendment process.

This is an opportunity for Council to discuss the impact of allowing this use within the B-1 District and to direct staff on how to proceed.

#### **Child Care Facility Impacts**

The 9<sup>th</sup> edition of the Institute of Traffic Engineers (ITE) Trip Generation Manual indicates a daycare generates about 12 vehicles per 1,000 square feet (SF) of floor space per hour in the peak PM hour (typically between 4 and 6 p.m.), and about the same in the peak AM hour (typically between 7 and 9 a.m.) It will also generate about 74 vehicles per day per 1,000 SF floor space (i.e. a 2,500 square foot facility will generate 185 vehicles per day (VPD)).

For comparison:

- A 24 hour convenience market (with gas pumps) will generate 845 VPD per 1,000 SF – about 11 times as much daily traffic as a day care facility
- A drive-in bank generates 148 VPD per 1,000 SF.
- A fast food with drive thru generates 496 VPD per 1,000 SF.

#### **Current Parking Requirements in the B-1 District**

Current parking requirements in the B-1 District is one (1) space per 800 SF. Assuming 2,500 SF is net floor space, three spaces are required.

**Attachments: (None)**



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

<b>2. Work Session Regular Agenda</b>	<b>Meeting Date: April 19, 2016</b>
<b>2 D: River Mill Park Project Update</b>	

**Explanation and Summary:**

Project Managers Stan Orndorff (Assistant Town Engineer) and Billy Flynn, The Engineering Groupe, will provide an update on the status of the construction of the River Mill Park.

The River Mill Park Project includes the development of a restroom and storage facility, upgrades to the footbridge, and construction of an event pavilion and stone dust trail at the west end of Town. The project is expected to be completed by the beginning of July 2016.

**Attachments: (None)**