



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, July 1, 2014**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Councilmembers Pat Sivigny, Joe McGuire, J. Matthew Dawson, Jim Drakes and Tyler Brown  
Staff: Kirstyn Barr, Town Manager; Martin Crim, Town Attorney; Bruce Reece, Town Engineer; Chief Sheldon Levi, Town Sergeant/Chief of Police

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Citizen's Time**

None.

**4. Approval of Minutes**

Councilmember McGuire moved to approve the minutes of the June 3, 2014 Regular Meeting as presented; Councilmember Sivigny seconded. The motion carried by poll vote, unanimous.

**5. Staff Reports**

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

1. A schedule for the pump station was provided by Prince William County Service Authority: Week of July 14, Complete paving and install site fence. Abandon the existing pump station; Week of July 28, Demobilize and clean-up site; Week of August 18, Install permanent generator.
2. The Town Manager and Town Engineer visited 106 Washington Street at the request of the homeowners, who were experiencing erosion issues under their deck and fence. Engineer suggested waiting to see what owner does to mitigate the erosion on their own. Homeowners expressed a concern that upstream construction caused increased runoff. Town Engineer could find no evidence of such construction, but something could have been done years ago and had since re-vegetated itself. Runoff eventually comes onto Town property after passing thru HOA open space.
3. Landscape escrow has been posted by the developer for Occoquan Heights. Now that the Landscape Escrow and Agreement have been posted, the Town can reduce remaining bonds. Previous motion by Town Council set amounts of the approved reduction. Developer will provide reduced sureties in the amounts set by Council, which will be checked as to form, after which the existing sureties will be returned to the developer.

4. Land Disturbance Activity report (submitted to the Department of Environmental Quality, monthly):
  - a. Occoquan Heights
  - b. 124 Poplar Alley
  - c. Gaslight Landing
  - d. Vistas at Occoquan
  - e. Berrywood Rivertown Overlook
5. Zoning Approvals
  - a. 1429 Occoquan Heights Court - deck, patio, fence
  - b. 1427 Occoquan Heights Court - deck and fence
  - c. Grass and weed violation at Berrywood (Has been cut; in compliance.)
  - d. 1433 Occoquan Heights Court - deck, patio, fence
  - e. 125 Mill Street - change in use
6. Fairfax County
  - a. Vulcan Quarry and FCWA: Board of Supervisors approved Comprehensive Plan Amendment on June 3, 2014. Special Exception hearing before the Planning Commission on July 24, 2014 at 8:15 p.m. The pedestrian trail across the footbridge and along the Occoquan River was accommodated in the last version of the application
  - b. The permit modification for the debris land fill was deferred by the Board of Supervisors until July 29, 2014. Supervisors suggested applicant work to eliminate wind turbines along with eight other suggestions.

**Report of Town Attorney:** Mr. Martin Crim, Town Attorney, reported on the following matters:

1. NRA is ready to go to closing on the Tanyard Hill Road property. We are working on administrative details to accomplish that this week.
2. On the River Park, staff is working with Prince William County and Fairfax Water to get the lease finalized this month.
3. On Rivertown Overlook, Mr. Crim met with Mr. Kessler, Mr. Berry and Mr. Reese June 11 and the approval process is moving forward.
4. With regard to the VSMP ordinance, we are working with the Town Manager to get Planning Commission comments on the model ordinance.
5. There will be an orientation for Council July 9, 2014.
6. Mr. Crim will be on vacation July 14 through July 25, but other members of his firm will be available for assistance.
7. The Town received notice that a parcel had not been taxed for real estate taxes, and staff worked to address that and to collect the back taxes.

**Report of Town Manager:** No report.

**Report of Chief of Police:** Stated that there were two incidents involving bows and arrows during June and noted that while no laws exist locally (state, county or town) that prohibit the use of bow and arrows, he recommended that Town look into this issue. He

further noted that the County is currently looking at adjusting laws associated with bow and arrows to be in line with firearm use.

**Architectural Review Board Report:** Brenda Seefeldt, Chair of the Architectural Review Board (ARB), reported that at the last meeting of the ARB, the Board approved one sign and one exterior elevation. The ARB is continuing its discussion on adding a merchant member and plans to bring that to Council for consideration later this summer. The ARB is working with the Town staff to develop a new business packet to be provided to new businesses in town.

**Planning Commission Report:** No report.

#### **6. Council Member Reports**

No report.

#### **7. Mayor's Report**

No report.

#### **8. Regular Business**

##### **8A. Appointment of Vice Mayor**

It was moved to appoint Councilmember Pat Sivigny as Vice Mayor of the Town of Occoquan Town Council, effective July 1, 2014, through June 30, 2016.

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

##### **8 B. Appointment of Town Council Representatives to the Architectural Review Board and Planning Commission**

It was moved to appoint Councilmember Dawson as the Council representative for the Town of Occoquan Architectural Review Board, effective July 1, 2014, through June 30, 2016.

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

It was moved to appoint Councilmember McGuire as the Council representative for the Town of Occoquan Planning Commission, effective July 1, 2014, through June 30, 2016.

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

**8 C. HVAC Replacement at Town Annex**

It was moved to approve the replacement of the HVAC unit at the Town's Annex in an amount not to exceed \$4,825 and authorize the Town Manager to research and acquire the most reliable and dependable unit.

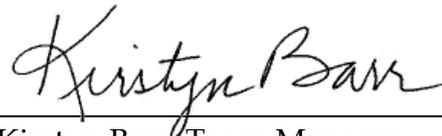
**A motion was made by Councilmember McGuire, seconded by Councilmember Sivigny, that the Action Item be approved. The motion carried by poll vote, unanimous.**

**9. Closed Session**

No closed session was held.

**10. Adjournment**

The meeting adjourned at 7:34 p.m.



Kirstyn Barr, Town Manager