



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, March 3, 2015
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, J. Matthew Dawson, Jim Drakes and Tyler Brown.
Staff: Kirstyn Jovanovich, Town Manager; Bruce Reece, Town Engineer; Chief Sheldon Levi, Town Sergeant/Chief of Police; Matt Williams, Assistant Town Engineer/Zoning Administrator; Krista Forcier, Craft Show Director; Greg Holcomb, Town Clerk.

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

Mayor Quist requested that the February 3, 2015 minutes, under citizen's time, the words "a consideration" be included after "Mayor Quist advised him that this has been".

It was moved to approve the minutes of the February 3, 2015 Council Meeting Minutes and the February 5, 2015 Special Meeting Minutes.

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

5. Council Member Reports

Councilmember Drakes stated that suggestions have been coming in after Council's request for input from the business community at last month's meeting.

Councilmember McGuire scheduled a Planning Commission work session on March 24, 2015 starting at 6:00 p.m. to discuss the Comprehensive Plan update.

6. Mayor's Report:

Mayor Quist reported that the Urban Land Institutes selected Occoquan for a Technical Assistance Panel. The members of the Urban Land Institute will assist the Town with planning and land use issues. Experts from Maryland, Virginia and Washington D.C. will be visiting the Town in the next few weeks to begin the process.

7. Staff Reports

Report of Town Attorney: Mr. Crim, Town Attorney, reported on the following activities:

1. River Mill Park Deed of Waterline easement and Sanitary Sewer easement language has been accepted by Fairfax Water Authority.
2. No additional information has come forward regarding the Craftshow banners.
3. The Town's court schedule has moved to coincide with Haymarket's schedule. Mr. Crim noted her represents both entities and this will result in efficiencies.

It was moved to approve the Deed of Permanent Waterline Easement and Sanitary Sewer Easement to the Fairfax Water Authority.

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

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

1. Land Disturbance Report:
 - a. Fairfax Water River Station tank demolition
 - b. Occoquan Heights
 - c. 124 Poplar Alley
 - d. Gaslight Landing
 - e. Vistas at Occoquan
 - f. Rivertown Overlook
2. FEMA updated indexes and flood maps for the Town and County. It was noted there were no changes; however, the Town has not updated FEMA on boundary changes of the Town.
3. Discussed the issue of the hazardous situation with the fencing behind the Town Annex facility; a staff report was issued. Town staff is working to resolve the immediate hazard and develop a plan to remedy the site issues.
4. Awaiting changes to the site plan submission for 308 Commerce St., Odd Fellows Hall.
5. Kiely Court has come in for second submission and it is under review.
6. 124 Poplar Alley had not constructed all the storm water work. A minor site plan revision has been submitted to correct the issue.
7. Occoquan Heights has requested a postponement on their request for bond release.
8. Virginia Storm Water Management Program- the Town had three active projects and all three have submitted notices of termination.
9. VDOT has agreed to place brick for the new sidewalk on Washington Street and will include a cross walk at a cost of \$420,000.

10. In discussion with the Supervisors' Offices regarding the proffers on the Oaks III property.
11. An interview took place for the Town Building Official RFP.
12. The Fairfax County Planning Commission has recommended the approval of the Vulcan Construction Materials water storage, control and pumping facility project. Vulcan has requested a letter of endorsement from the Town.
13. The Fairfax County Planning Commission has postponed a decision on the Fairfax Watery Authorities' portion of the Vulcan Quarry site.
14. River Mill Park Updates:
 - a. The project is on schedule and on budget.
 - b. Phase One site plan has been submitted to Council for approval tonight.
 - c. Awaiting VDOT approval of work to the footbridge.
 - d. Bidding for the footbridge and restroom facility will be taking place this week.
 - e. Two of three utilities have approved work.
 - f. Phase two site plan is in your packets.

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

1. Ms. Jovanovich requested approval of the Mayor's letter of support for the Vulcan Quarry project. The Council approved the letter by consent.
2. Chief Levi is working with VDOT for the removal of parking spaces in front of Mamie Davis Park.
3. Occoquan Inn has been served with a summons to appear in court regarding Meal Tax. Pink Bicycle is now up to date with payments. A request has been made to place a lien on the Coffee House regarding their back taxes.
4. Our snow removal budget is now over budget. There was a not to exceed amount of \$2,500 and the Council needs to increase the amount to pay the contractor for current and expected costs.

It was moved to authorize the Town Manager to increase the snow expenditure budget by another \$2,500 to cover the additional costs currently incurred and all future expenses related to snow removal.

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

5. Zoning enforcement letters have been sent to Riverside Coffee House with signage violations and Artaville regarding signage and outdoor displays.
6. Town staff is reviewing moving a handicap spot from Washington Street to Commerce Street.

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

1. Ms. Forcier presented a proposal for sponsorship opportunities of the Craft Show.

The Council agreed to the proposal by unanimous consent.

Report of Chief of Police: Chief Levi provided a report on public safety activities during February 2015.

Boards and Commissions:

Architectural Review Board Report: Ms. Brenda Seefeldt, Chair, reported on the following activities:

1. The Board reviewed one sign application and four exterior elevation applications. One sign and one exterior elevation was approved and the two roof proposals were postponed. One roof had been constructed and the other was just a proposal. Three Certificates of Appropriateness were issued.

8. Regular Business

8A. Request to Approve River Mill Park Site Plan

Mr. Reese advised the Council that the Service Authority and VDOT approved the site plan and item 8B, the encroachment easement will resolve all outstanding items allowing for the approval of the site plan.

It was moved to approve the site plan.

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

It was moved to approve the River Mill Park plat.

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

8B. Request to Approve Resolution for Encroachment of 1804 Right of Way and Thirty Foot Prescriptive Right of Way

It was moved to approve the Resolution for the Encroachment of the 1804 Right of Way and Thirty foot prescriptive Right of Way and authorize the Mayor to sign.

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

8C. Request to Endorse Proposals Related to the Development of the River Mill Park

It was moved to approve the proposal with the Engineering Groupe in regard to engineering and architectural services for the development of River Mill Park and associated facilities.

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

8D. Request to Approve Revised Location of Trail at River Mill Park

It was moved to approve the revised location of the stone dust trail at River Mill Park per the attached diagram.

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

8E. Request to Discuss and Identify Public Safety Goals for the Town of Occoquan

The Council held a discussion regarding public safety concerns and identified goals. The goals were identified as protection of private property, improvement of pedestrian safety, increased patrol hours including nights and weekends, prioritizing community meetings outside of Town and updating department policies. The Council also discussed the possible implications River Mill Park programming will have in connection to public safety. The Council then requested that staff present options for increasing the size of the police department within the Proposed FY 2016 Budget discussions.

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment, appointment or promotion of specific officers or employees, specifically the Building Official. Councilmember Dawson seconded. **The Motion Carried unanimously.**

The Council came out of closed session at 8:39 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 Drakes seconded. **Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

10. Adjournment

The meeting was adjourned at 8:40 p.m.

Greg Holcomb, Town Clerk