



**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 7, 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. July 3, 2018 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 113 Poplar Lane Site Plan
  - b. Request to Approve Bond Release Request for 113 Poplar Lane Pool
  - c. Request to Award Contract for Snow Removal Services
  - d. Request to Amend Town Code Section 30-33
  - e. Discussion to Define Parameters for On-call Labor for Stormwater System Debris Removal

**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).*

- f. Request to Accept VMLIP Grant for Public Safety Equipment
- g. Request to Appoint Members to the Boards and Commissions

**9. Closed Session**

**10. Adjournment**



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes- DRAFT**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Wednesday, July 3, 2018**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Cindy Fithian, Laurie Holloway, and Eliot Perkins.

**Absent:** Councilmember Matthew Dawson

**Staff:** Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Christopher Coon, Town Clerk; Julie Little, Events and Community Development Director

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Recognition of Service**

Mayor Porta presented outgoing Town Manager Kirstyn Jovanovich with a plaque and proclamation for her service to the Town of Occoquan.

It was moved to approve the Kirstyn Jovanovich Day proclamation.

**A motion was made by Councilmember Holloway, seconded by Councilmember Fithian that the Action Item be approved. Motion passed, Ayes – Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

**4. Citizens Time**

Betty Dean, Chair of the Prince William Chamber of Commerce, congratulated the new Town Councilmembers and thanked Ms. Jovanovich for everything she has done for the community, noting that she will be greatly missed.

Dr. Jim Drakes, former Councilmember, wanted to give best wishes to the new Town Councilmembers and Mayor. He told a story about how his previous coworkers provided him with a jar of country air before he moved to Northern Virginia. He stated they told him that whenever he was having a bad day, he could look at the jar of country air and think of a simpler and relaxing place. He then presented Ms. Jovanovich with a jar of water from the Occoquan River.

Elizabeth Quist, former Mayor, congratulated the new Town Council and said that she had an amazing last four years with the help of Ms. Jovanovich. She stated that Ms. Jovanovich's new community is very lucky and gave her nothing but the best of wishes for her future.

Patricia Lynn, 406 Union Street, congratulated the new Town Council and stated that she was going to miss Ms. Jovanovich. She then reported she has sent several emails regarding flooding at Ballywack Creek that runs behind her home. She also wanted to inquire about the results of a study that occurred regarding storm water. Mayor Porta asked staff if they could provide an update to Ms. Lynn during Staff Reports.

Occoquan Business Guild Board welcomed the new Town Council and stated they look forward to working with them. They told Ms. Jovanovich that the last couple months had been great and they wished for more working time with her. They wished her good luck and let her know she would be missed.

Kim Deal, 95 Heron Lane, welcomed the new Town Council and thanked Ms. Jovanovich for everything. She wanted to let everyone know that there will be cake served after the Town Council meeting.

#### 5. **Appoint Vice-Mayor**

It was moved to appoint Councilmember Sivigny to be the Vice-Mayor.

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

#### 6. **Approval of Minutes**

It was moved to approve the minutes of the June 5, 2018 Regular Meeting.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

It was moved to approve the minutes of June 21, 2018 New Council Orientation, with amendments.

**A motion was made by Councilmember Perkins, seconded by Councilmember Holloway that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

#### 7. **Councilmember Reports**

Councilmember Holloway reported she was honored to be on the Council and grateful for the residents confidence.

Councilmember Fithian welcomed the new Councilmembers and Mayor Porta. She also, wanted to approach the pool on Poplar Lane to see if Occoquan residents could become members.

## 8. Mayor's Report

Mayor Porta reported that he received a letter addressing Hawthorne House employees helping in an urgent situation. He wanted to make sure those employees were recognized for their effort during that situation. He wanted to commend all of the Councilmembers for winning the election and he feels honored and excited to serve with them. He also thanked all residents who have supported the Town. He thanked Mayor Elizabeth Quist, who he will call "mayor" indefinitely, for everything she has done over the past four years. He also thanked audience-member Leo Smith, former Councilmember, for his service to the Town of Occoquan. He also thanked Kirstyn Jovanovich for everything she has done for the Town and said that she would be missed.

## 9. Staff Reports

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

- i. **River Mill Park** – a settlement proposal has been sent to Miller Brothers and we have received comments from their attorney. He will work with town staff to complete these issues. Mr. Crim stated that the Council will need to decide how to move forward with this item.

Mayor Porta inquired about the settlement. Mr. Crim stated that there are several small issues that need to be resolved before the Town will release the final \$19,000 to Miller Brothers.

**B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda.

Councilmember Fithian inquired if changing the design of the Canoe and Kayak Ramp would reduce price while remaining ADA compliant. Mr. Reese stated that the second round of requests for bids did have modifications to potentially reduce the cost of the ramp. It did not alter the bids. Ms. Jovanovich stated that she would address the potential additional funding from DCR.

**C. Building Official:** The Building Official's report was submitted as part of the meeting agenda. No questions were received.

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

Ms. Jovanovich thanked Mayor Quist, Mayor Porta, Councilmembers, the community, and Town Staff. She stated she wouldn't have been able to accomplish everything in the past four years without everyone's help. She stated that she will miss Occoquan and her time here has been wonderful.

Mayor Porta inquired if Ms. Jovanovich could address Ms. Lynn's questions during Citizen's Time. Ms. Jovanovich stated that staff has scheduled a meeting with Prince William County in regards to storm water management. She stated that the County did a preliminary evaluation on the Town's storm water management system. On July 12, 2018 there will be a meeting for the County to provide the result of that study. Ms. Jovanovich stated the results would help the Town make decisions on the next steps regarding the Town's storm water system.

Mayor Porta encouraged all of the Councilmembers to speak with Ms. Lynn and see the issues that occur on her property, 407 Union Street, as well as the adjoining property, the Phelps property. This will help Councilmembers to be better informed on the issue Ms. Lynn reported.

Councilmember Holloway inquired if the Canoe and Kayak Ramp required hard pilings or if a floating dock would suffice. Mr. Reese stated that the dock needed to be anchored during storms or high water. He also stated that many options for the pilings, which are expensive, had been reviewed. With the current design, the pilings are necessary to maintain ADA accessibility due to the change in elevation from the parking lot down to the water.

Ms. Jovanovich stated that the ADA regulations are required to get the grant funding. She also stated that there is a good chance to get additional funding from DCR.

Councilmember Perkins inquired about the timing to receive additional funding, funding gap after receiving that additional funding, and estimated completion for the Canoe and Kayak Ramp. Ms. Jovanovich stated that budget documents need to be completed and sent to DCR by the middle of July and she estimated information would be available after a couple weeks. She also stated that there is an agreement through DCR for the end of 2019 and if you have funding, they have extended timelines in the past. She also stated that the project could be ready within 90 days. The only task that would be required is updating permitting. Mr. Reese stated that plans are ready and permits are in place, with environmental protections that restrict work between February to June. The funding is also an 80 percent to 20 percent funding match, with the Town being responsible for the 20 percent.

Councilmember Perkins inquired if there would be anything else that could prolong the construction of the Ramp. Mr. Reese stated that the Town would have to re-advertise for bids and that includes a conference for contractors to be able to ask questions. Also, the Town has to provide enough time for the contractors to be able to prepare a bid. Mr. Reese stated that could take 60-90 days.

Councilmember Fithian inquired if DCR provided an estimate of the amount of additional funding. Ms. Jovanovich stated they did give an estimate. She could not recall the amount, and she would have to provide that information after the meeting.

Councilmember Fithian inquired if the funding difference could be funded from public/private partnerships or a private organizations. Mayor Porta stated that under the terms used during grant application, the grant funding cannot go to a for-profit organization, but a for-profit organization can contribute to the project. He also explained that one of the features of the town's grant application was that access to the ramp would be free. Mayor Porta also stated that when the Town originally applied for the grant a number of years ago, he had underestimated the ultimate impact of the slope from the parking area.

Mayor Porta inquired if the Town had looked into creating the Ramp using existing pilings. Mr. Reese stated that if the Ramp is going to be located under the Route 123 bridge, then they will be required to maintain the current plan.

- E. **Town Treasurer:** Ms. Rodriguez, submitted the Treasurer's report as part of the meeting agenda. No questions were received.
- F. **Events and Community Development Director:** Ms. Little submitted and presented the Arts and Crafts Show report as part of the meeting agenda.

Councilmember Perkins wanted to let Ms. Little know that she has been doing a fantastic job.

Councilmember Fithian inquired about the meaning of a particular section of the report. Ms. Little indicated that the section in question was the number of new vendors that attended the Craft Show.

Mayor Porta wanted to commend Ms. Little on all of the great work she is doing. He then inquired whether the down turn of revenue has been seen across other shows. Ms. Little indicated that the art of crafting is not being replaced when older crafters retire. She stated that younger crafters are not coming to outside craft shows due to the materials they use. Also, there has been a significant increase in the number of events crafters can choose. There were 15 events that occurred within driving distance on the same weekend of our Spring Craft Show.

Councilmember Perkins inquired about the estimated timeline for when the Exploratory Arts and Craft Show Committee will present their ideas to Town Council. Ms. Little indicated that she would have their recommendations by November 2018.

- G. **Chief of Police:** Chief Linn submitted a report as part of the meeting agenda. He also reported the following:
  - i. **ASAP program** – The Town is searching for a new representative; Chief asked Council to provide a list of names they would like to represent the Town.

Councilmember Perkins inquired about the "Don't Block the Box" initiative and if it has been effective. Chief Linn stated that the intersection at Route 123 and Commerce Street

is a significant problem. He reported there had been increased enforcement and when the Town police are at Route 123 and Commerce, there are not as many infractions.

Mayor Porta inquired if "Blocking the Box" is enforced by a ticket. Chief Linn stated that it is by Town Ordinance and by the County because VDOT placed signs stating "Don't Block the Box". He indicated that it was difficult to enforce the area due to traffic congestion and lack of safety when pulling cars over.

Councilmember Perkins stated that he would like to speak with Chief Linn offline in regards to coming up with creative solutions to our problem at that intersection.

Councilmember Holloway inquired if a driver could receive a ticket for turning right in the left turn only lane. Mr. Crim stated that it is illegal to disregard the lane markings and it would need to be an emergency for that action to be legal.

Councilmember Fithian inquired about the suspicious person in the Chief's report. Chief stated that the suspicious person was near the entrance of Occoquan Regional Park and waving her hands in distress. Once he spoke with the individual, she stated that she was kidnapped and jumped out of the vehicle. Chief stated he contacted Fairfax Police because it was in their jurisdiction but, remained with the individual until they arrived. Councilmember Fithian inquired about communication with Fairfax County Police. Chief Linn stated that the Town is on Prince William County's communication system, they contacted Fairfax County, and those officers responded.

Mayor Porta spoke to the Councilmembers to encourage them to speak to Chief Linn during meetings to avoid independently asking Chief Linn to focus on different things. He stated that the departmental goals are set by Town Council and they should be the main driver of the Town Police priorities.

**H. Boards and Commissions:** Councilmember Perkins reported the Planning Commission has been discussing traffic issues and they will continue that conversation at the next meeting. Chairperson Seefeldt reported the ARB will be attending a Prince William County ARB meeting to see how they handle their exterior elevation applications.

## **10. Regular Business**

### **10A. Request to Approve Mobilitie Site License Agreement**

It was moved to approve Mobilitie site license as presented for the identified location on Commerce Street.

**A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

### **10B. Request to Lease Replacement Public Safety Vehicle**

It was moved to authorize the Town Council to enter into a lease agreement to obtain and use a 2015 Ford Police Interceptor sedan for the Police Department for one dollar per year, pending Town Attorney review.

**A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

#### **10C. Request to Purchase Replacement Refuse and Recycling Containers - Phase II**

It was moved to approve the purchase of refuse and recycling containers as part of Phase II of the refuse container replacement plan for an amount not to exceed \$11,747.48.

**A motion was made by Councilmember Holloway, seconded by Councilmember Perkins that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

#### **11. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1): a personnel matter involving consideration or interviews of candidates for employment or appointment to particular officers or employees. Councilmember Fithian seconded. The motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote. Closed Session began at 8:20 p.m.

The Council came out of closed session at 8:38 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 Fithian seconded.

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

#### **10D. Request to Appoint Town Positions**

It was moved to appoint Bruce Reese as Town Engineer, Floodplain Manager, Asst. Zoning Administrator, and Asst. Subdivision Agent; Ned Marshall as Zoning Administrator, Subdivision Agent, and Asst. Town Engineer; Martin Crim as Town Attorney; Christopher Coon as Town Clerk; Carla Rodriguez as Town Treasurer; and Adam Linn as Town Sergeant and Chief of Police.

**A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the Action Item be approved. Motion passed, Ayes - Councilmember**

**Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

**10E. Request to Appoint Member to Boards and Commissions**

It was moved to appoint Lori Domenech to the Architectural Review Board, effective July 3, 2018.

**A motion was made by Councilmember Fithian, seconded by Councilmember Holloway that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

It was moved to appoint Laurie Holloway as the Town Council representative the Architectural Review Board, effective July 3, 2018.

**A motion was made by Councilmember Perkins, seconded by Councilmember Fithain that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

It was moved to appoint Eliot Perkins as the Town Council representative to the Planning Commission, effective July 3, 2018.

**A motion was made by Councilmember Fithian, seconded by Vice Mayor Sivigny that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

**10F. Request to Appoint Interim Town Manager**

It was moved to approve the Resolution designating Elizabeth Quist as Interim Town Manager to temporarily exercise the powers and perform the duties of Town Manager, with the authority to delegate said powers and duties, and be compensated at the rate, to be determined, until the position of Town Manager is permanently filled.

**A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny that the Action Item be approved. Motion passed, Ayes - Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.**

**12. Adjournment**

The meeting was adjourned at 8:43 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 (571) 398-5016 • [info@occoquanva.gov](mailto:info@occoquanva.gov)  
[www.occoquanva.gov](http://www.occoquanva.gov)

**TOWN COUNCIL**  
Earnie W. Porta, Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**INTERIM TOWN  
MANAGER**  
Elizabeth A.C. Quist

## **Town Engineer's Report Town Council Meeting - August 7, 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). Mayor working with PWC on potential funding.

### **River Mill Park - Moisture Issue in Storage Room - no change from last report**

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

### **Kiely Court Project - update from last report**

Land Disturbance Permit issued - construction to start soon. Plan revision submitted (slight shift in building location, addition of gas meters, and the elimination of retaining walls). Review comments issued and forwarded to owner on 7/12/18 - awaiting response from owner. Assuming owner proceeds, the revision will be a presentation to Town Council at future date.

### **Rivertown Project - no change from last report**

Land Disturbance Permit issued - construction proceeding.

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

Land Disturbance Permit issued - construction completed - bond release requested, staff report issued 7/11/18, and to be reviewed by Council for approval.

### **Stormwater Management Program - Prince William County - update from last report**

Inventory of storm system completed, with report of findings presented by PWC on 7/12/18. Plan for use of information being formulated by staff.

-END-

**Building Official Report - Town of Occoquan**  
**Tuesday, August 7, 2018**  
**DEVELOPMENT SERVICES - BUILDING DEVELOPMENT**

Report Date: 7/24/2018  
 Report Time: 3:07:19 PM

**Town of Occoquan - Permit Report**  
**July 2018**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Valuation
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018-00224	Building	Issued	C - Alteration/Repair	02/23/2018	\$10,000.00
BLD2018-03636	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE GROUND RETAIL FLOOR	Building	Issued	C - Alteration/Repair	05/23/2018	\$20,000.00
ELE2018-04745	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE GROUND RETAIL FLOOR	Electrical	Issued	C - Alteration/Repair	06/28/2018	\$20,000.00
MEC2018-01930	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE GROUND RETAIL FLOOR	Mechanical	Issued	C - Alteration/Repair	07/18/2018	\$1,500.00
PLB2018-01804	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE GROUND RETAIL FLOOR	Plumbing	Issued	C - Alteration/Repair	07/18/2018	\$20,000.00
BLD2018-04612	416 MILL ST	BANN THAI OLD TOWN - TLO	Building	Issued	C - Tenant Layout	06/26/2018	\$1,500.00
ELE2018-05514	416 MILL ST	BANN THAI OLD TOWN - TLO	Electrical	Pending	C - Tenant Layout		\$1,500.00
GAS2018-02343	416 MILL ST	BANN THAI OLD TOWN - TLO	Gas	Pending	C - Tenant Layout		\$1,500.00
MEC2018-03498	416 MILL ST	BANN THAI OLD TOWN - TLO	Mechanical	Pending	C - Tenant Layout		\$1,500.00
PLB2018-02753	416 MILL ST	BANN THAI O TOWN - TLO	Plumbing	Pending	C - Tenant Layout		\$1,500.00
BLD2018-02984	430 MILL ST	KIELY RESIDENCE - LOT SPECIFIC SFD	Building	Pending	R - New Single Family Dwelling		\$100.00
BLD2019-00434	389 MYRTLE PL	REMODEL KITCHEN - MOVE KNEE WALL	Building	Pending	R - Alteration/Repair		\$1,500.00
ELE2019-00195	389 MYRTLE PL	UPGRADE KITCHEN ELECTRICAL	Electrical	Issued	R - Alteration/Repair	07/16/2018	\$1,800.00
GAS2019-00024	389 MYRTLE PL	move gas line for stove approximately 9' and install new range	Gas	Issued	R - Alteration/Repair	07/24/2018	\$600.00
BLD2014-05879	1441 OCCOQUAN	DECK	Building	Issued	R - Addition	04/25/2014	\$6,700.00
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017	\$60,000.00
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017	\$6,000.00
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to Fire Bowls	Gas	Issued	R - Swimming Pool	01/16/2018	\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PAY BCE	Building	Issued	C - Alteration/Repair	01/31/2018	\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN RESIDENCE ON THE SECOND FLOOR. 1 BATH, 1 DRAIN.	Plumbing	Issued	C - Alteration/Repair	01/31/2018	\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC. NEW ADA TOLIET ROOMS.	Building	Pending	C - Tenant Layout		\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC. NEW ADA TOLIET ROOMS.	Gas	Pending	C - Tenant Layout		\$75,000.00

PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC. NEW ADA TOLIET ROOMS.	Plumbing	Pending	C - Tenant Layout		\$75,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018	\$15,000.00
BLD2019-00357	109 WASHINGTON SQUARE CT	ADDING SPIRAL STAIRCASE TO EXISTING DECK (BLD2014-04698)	Building	Pending	R - Alteration/Repair		\$5,000.00
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018	\$1,400.00

**END OF REPORT**



# 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**  
Earnie Porta, Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## Interim Town Manager's Report Town Council Meeting - August 7, 2018

**INTERIM TOWN  
MANAGER**  
Elizabeth A. C. Quist

### Kayak Ramp Project

The Town has been contacted by DCR with the possibility of additional funding being provided for the Town's existing ADA Kayak Launch project. Project budget information has been provided; waiting for response from DCR on next steps.

### River Mill Park

Town staff is working with Miller Brothers and The Engineering Groupe to complete remaining outstanding issues. Resolution pending.

### Stormwater

County staff has completed a site review of the existing systems in an effort to perform a high-level review of the system and perform high-level mapping. A meeting was held on July 12, and the results of the site review discussed. We would like to schedule a work session in August to discuss the results in greater detail and next steps with the Town on July 12.

### Intersection Improvements

The Town has been notified that we have received the grant through VDOT's Transportation Alternatives Program (TAP) for the intersection improvement project on Mill Street. Funding will become available in FY 2019 and design/construction is anticipated to occur in spring 2019. TAP requires a local match, which has been included in the Town's Proposed FY2019 CIP budget. This project will install ADA ramps at the Ellicott/Mill Streets and Washington/Mill Streets intersections and include the installation of crosswalks.

### Recodification Project

The Town has received a draft of the revised Town Code from American Legal and it is currently under review. We have 60 days to provide comments (due 9/21/18).

### Upcoming Events

- August 10: River Mill Park, Special Presentation of the 257th Army Band
- August 11 & 12: Woodbridge Pokémon Go group plans another "Community Day" in Occoquan. The Events Focus Group (led by Julie Little) is working on ways to partner with the group to make it a positive experience for all involved. While not a Town-sponsored event, please be aware that there will likely be increased activity in Town.
- August 18: River Mill Park, Rocknoceros (Kid's Rock)
- August 126 River Mill Park, Sub-Radio (Indie/Pop/Rock) - *rescheduled from 7/2/18*



# 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**  
 Earnie Porta, Mayor  
 Patrick A. Sivigny, Vice Mayor  
 J. Matthew Dawson  
 Cindy Fithian  
 Laurie Holloway  
 Eliot Perkins

## Town Treasurer's Report Town Council Meeting - August 7, 2018

**INTERIM TOWN  
 MANAGER**  
 Elizabeth A.C. Quist

**TOWN TREASURER**  
 Carla M. Rodriguez

### Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending (1)	None	Pink Bicycle Tea Room (Review Pending)
BPOL Audit	Pending (1)	2012 License Year	Fathom Realty (Review Pending)

### Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	2	7/24/2018	Not compliant
Pink Bicycle Teal Room	4	7/24/2018	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	5 Years	\$1,476.29	06/14/18	Compliant - monthly payment plan
Granny's Cottage Inc	2 Years	\$134.40	07/23/18	Not Compliant
Nelson H Head	1 Year	\$428.32	07/23/18	Not Compliant
River Mill Investments LLC	1 Year	\$308.28	07/23/18	Not Compliant
River Mill Investments LLC	1 Year	\$375.24	07/23/18	Not Compliant
Frederick Sales	2 Years	\$279.96	07/24/18	Not Compliant

### Other Items of Note

None.



# 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**  
 Earnest W. Porta, Jr., Mayor  
 Patrick A. Sivigny, Vice Mayor  
 J. Matthew Dawson  
 Cindy Fithian  
 Laurie Holloway  
 Eliot Perkins

## Occoquan Police Department

**INTERIM TOWN  
 MANAGER**  
 Elizabeth A.C. Quist

## Monthly Town Council Report July 2018

**CHIEF OF POLICE**  
 Adam C. Linn

### 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

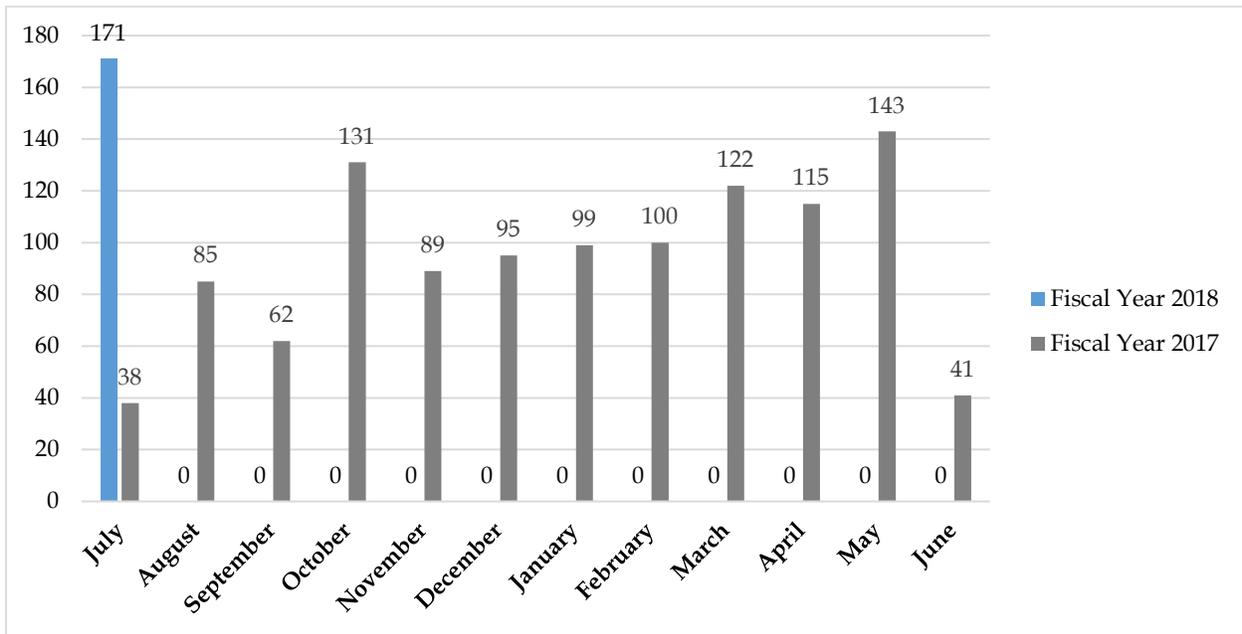
### Significant Incidents

Nature	Date	Location	Details
Reckless Driving	6/27/2018	Town	Arrested an individual for reckless driving at 98mph.
Drug Arrest	6/28/2018	Town	During traffic stop, identified drugs and arrested operator of vehicle.
Police Assist	6/28/2018	Woodbridge	Responded to Poplar Lane to assist PWCPD on a search of a wanted subject seen running towards Occoquan.
Motorist Assist	6/28/2018	Town	Located a disabled tractor-trailer on Gordon Blvd and Commerce St. Assisted moving vehicle out of intersection and provided traffic control until towed.
Drug Confiscated	7/3/2018	Town	Marijuana was found under the 123 Bridge. Contraband was secured and submitted to PWCPD evidence for destruction.
Court	7/5/2018	Manassas	Attended General District Court.
Hit and Run	7/5/2018	Town	Responded to 413 Mill Street for a hit and run accident. Located the operator of the striking vehicle.

Domestic Dispute/Suspicious Persons	7/10/2018	Town	Responded to domestic dispute call under the Rt. 123 bridge. Located the individuals in their vehicle - no domestic violence.
Police Assist	7/10/2018	Woodbridge	Flagged down for an unconscious person. Stop and rendered assistance until PWCPD arrived.
Power line down	7/10/2018	Town Line	Responded to Washington St/Occoquan Rd for fiber optic cable down. Assisted with traffic control until Comcast arrived to fix.
911 Hang-up	7/12/2018	Town	Responded to 911 hang-up at 404 Mill St.
Motor Vehicle Accident	7/13/2018	Town	Responded to a property damage only accident on Gordon Blvd on the bridge.
Driving Under the Influence Arrest	7/13/2018	Town	During motor vehicle accident, identified one of the drivers as being under the influence of alcohol. Arrested and processed driver for DUI.
Disabled Vehicle Assist	7/17/2018	Town Line	Responded to calls for road blocked on Tanyard Hill Rd. Located vehicle turned sideways blocking roadway. Provided traffic control and assisted having vehicle towed from road.
Auto Accident	7/17/2018	Woodbridge	Dispatched to Riverview Ln. and Gordon Blvd for accident. Responded and provided exchange of information - minor damage and no injuries.
Disabled Vehicle Assist	7/18/2018	Town	Responded to disabled vehicle on Gordon Blvd (123 Bridge). Provided traffic control until vehicle was towed from roadway.
Disabled Vehicle Assist	7/18/2018	Town	Responded to disabled vehicle blocking intersection of Washington St. and Commerce St. Provided traffic control and assisted removing vehicle from roadway.
Driving Under the Influence Arrest	7/20/2018	Town	During a traffic stop for failing to obey lane markings, identified that the driver of the vehicle was intoxicated. Arrested and processed driver for DUI.
Fight in Progress	7/22/2018	Town	Dispatched to 204 Mill St for fight in progress with PWCPD responding as backup. Identified the suspected participants.

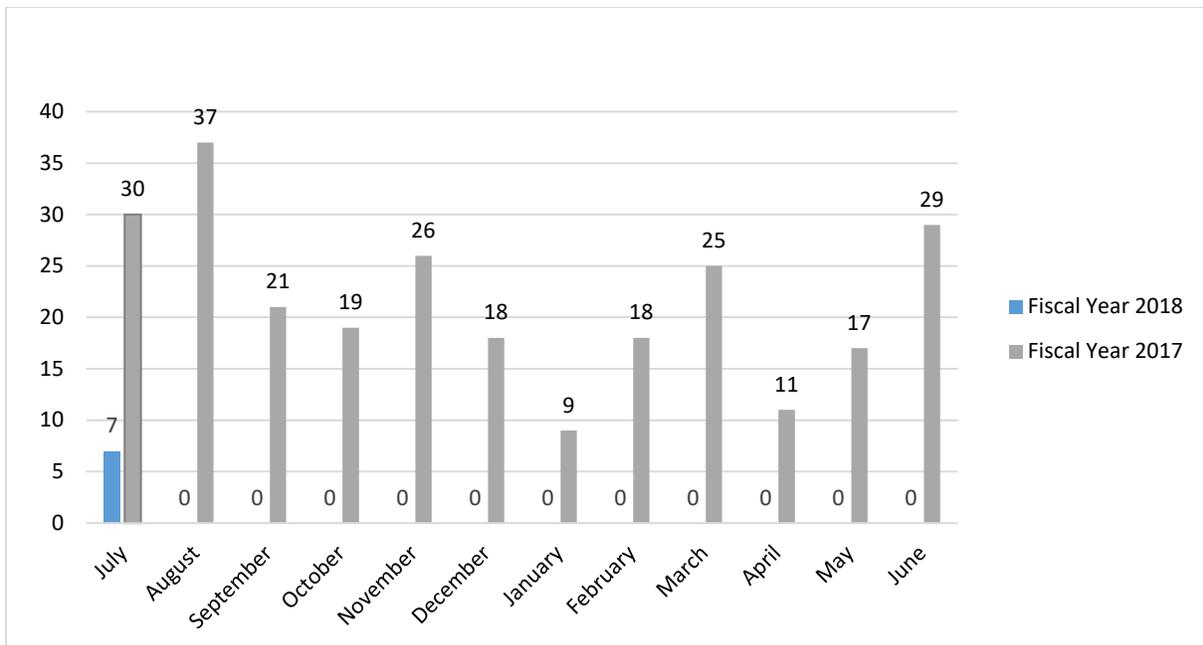
Theft from Auto	7/24/2018	Town	Received a complaint from a resident on Overlook Dr. Responded to Overlook drive and took report for theft from an auto.
Attempted Theft from Auto	7/25/2018	Town	Received a complaint from resident on Center Ln. of attempted theft from auto.
Open Door/Alarm Call	7/26/2018	Town	Dispatched to Union St. and Poplar Alley for a business open door. Responded and checked area and secured door.
Neighbor Dispute	7/27/2018	Town	Received a complaint from resident on Overlook Dr. regarding issues with neighbor. Responded and spoke with individual.
Motor Vehicle Accident	7/27/2018	Town	Responded to Gordon Blvd & Commerce Street for motor vehicle accident. Prepared Accident Report and towed vehicles. (PWCPD made arrest for DUI).
Attempted Suicide	7/28/2018	Town	Dispatched to call for attempted suicide. Worked with PWCPD and FCPD. Located the individual and FCPD processed the individual for an Emergency Custody Order.
Suspicious Powder (suspected drugs)	7/30/2018	Town	Dispatched to Mill St for report of white powder found in a \$1 bill. Collected suspicious item and processed with PWCPD property and evidence.
Alarm Call	7/31/2018	Town	Dispatched to Mill St. for business alarm. Responded and confirmed it was accidental.
Animal Call	7/31/2018	Town	Dispatched to Mill St for report of dog locked in a vehicle. Responded and located the vehicle and the owner.

**Traffic Summonses FYTD (GRAPH) <sup>1</sup>**



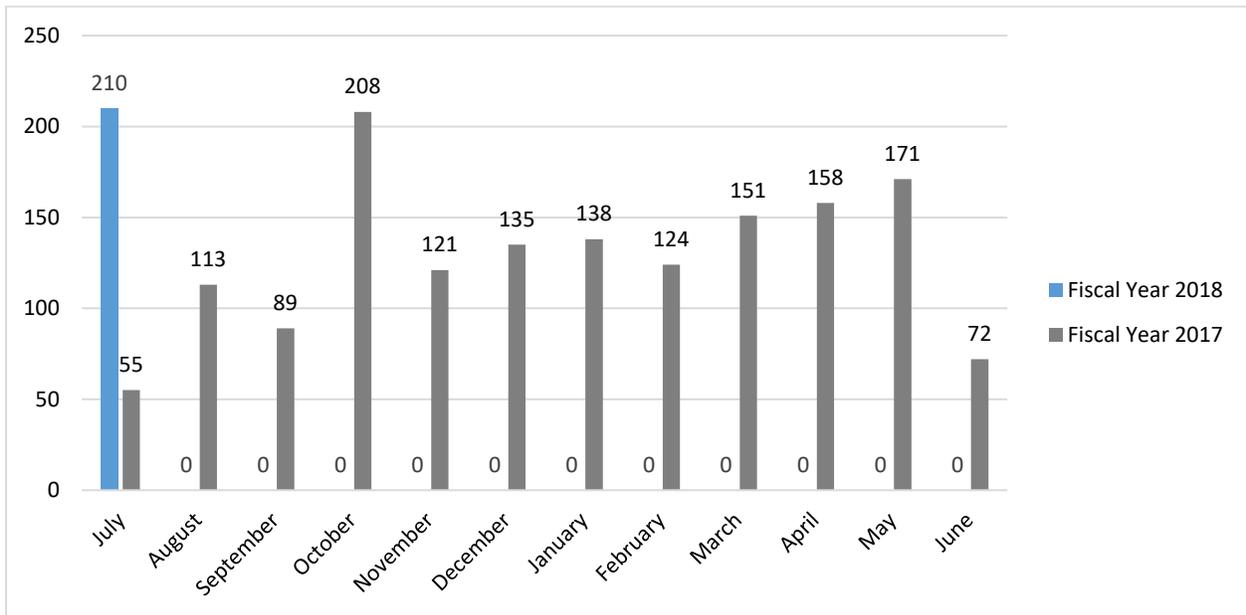
<sup>1</sup>Goals 1, 2

**Parking Tickets Issued FYTD (GRAPH) <sup>2</sup>**



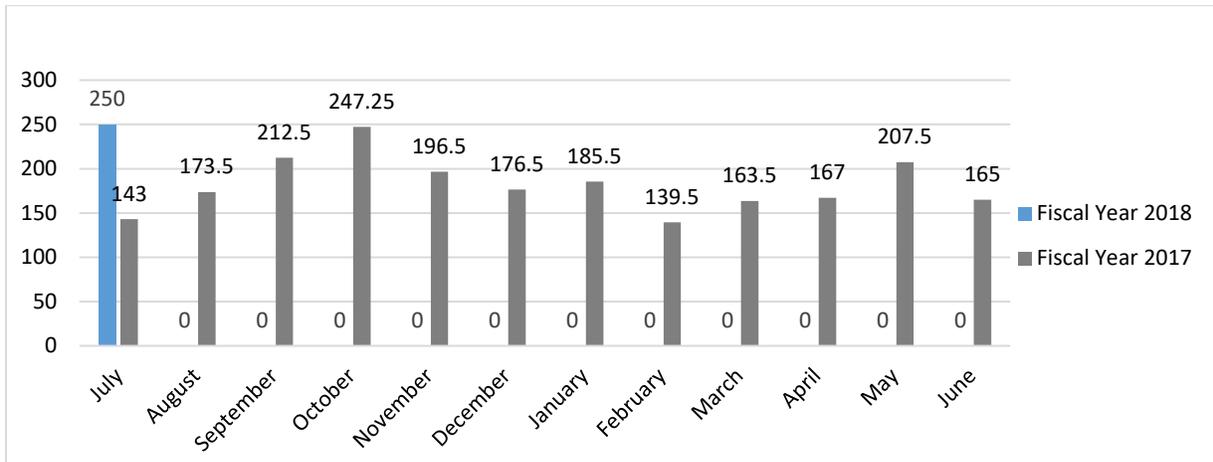
<sup>2</sup>Goal 2

**Traffic Stops YTD (GRAPH)** <sup>3</sup>

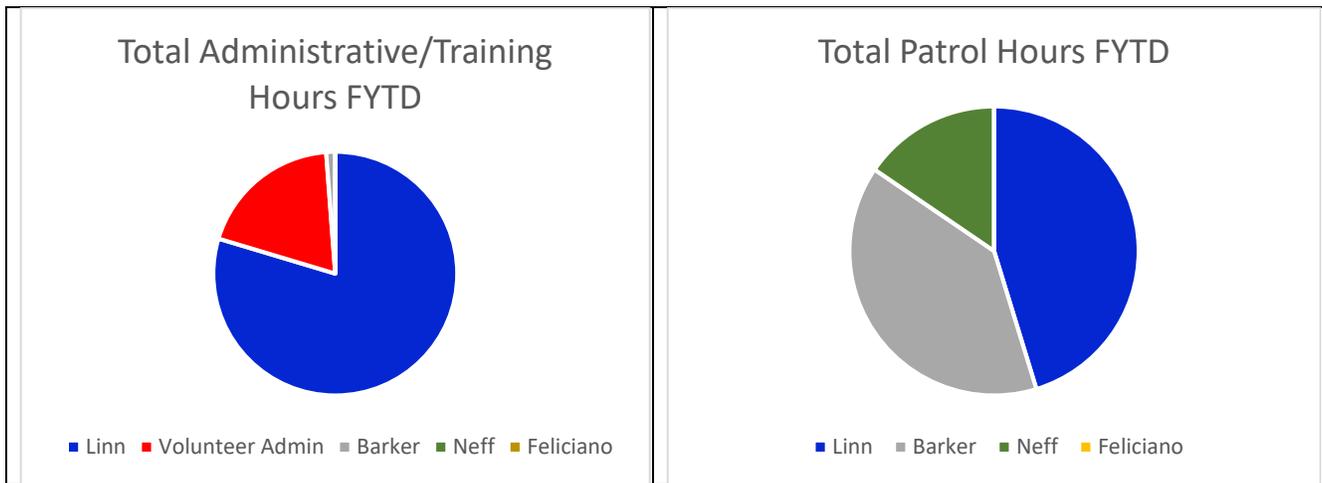


<sup>3</sup>Goal 2

**Patrol Hours FYTD (GRAPH)** <sup>4</sup>



<sup>4</sup>Goals 1, 2, 3



**Community Relations**

Provided patrol and visibility during Lemonade Stroll and Pokémon Go events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, and Mill Cross. Continued stop sign and speed compliance details.

**Current Initiatives**

Prepared, submitted and received grant for approximately \$1,000 for safety vests and traffic cones to VMLIP. Working with town officers to increase patrols and visibility on nights and weekends.<sup>1</sup> Continued field training with town officers and worked with volunteer staff to address administrative needs of Police Department.

Directed speed enforcement patrols on Washington Street. Directed traffic enforcement on Commerce Street and Gordon Boulevard (Block the Box and Driving off Roadway) and Cut-through traffic on Poplar Alley.<sup>2</sup>

**Miscellaneous**

Prepared and placed into service new vehicle for public safety use. Crown Victoria was removed from Town insurance and is being decommission and prepared for sale.

<sup>1</sup>Goal 3

<sup>2</sup>Goal 2



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

**8. Regular Business**

**Meeting Date:** August 7, 2018

**8 A: Request to Approve Site Plan for 113 Poplar Lane**

**Explanation and Summary:**

This is a request to approve the corrected site plan for 113 Poplar Lane for the installation of a pool and patio. The Planning Commission reviewed the corrected site plan during their July 24, 2018 meeting and recommends approval to the Town Council. The Staff Report is attached to this agenda item.

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

**Town Attorney's Recommendation:** Concur with Town Engineer's recommendation.

**Town Manager's Recommendation:** Concur with Town Engineer's recommendation.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to approve the site plan for 113 Poplar Lane – Pool Improvement, contingent on the purchase of phosphorus credits and completion and submission of erosion and sediment control bond and agreement."

OR

Other action Council deems appropriate.

**Attachments: (3)** Staff Report – September 27, 2017  
Final Site Plan – 113 Poplar Lane – Pool Improvement  
Staff Memo – June 26, 2018



# 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

## STAFF REPORT 113 Poplar Lane, Swimming Pool - Site Plan

Applicant: James Yates

Date: September 27, 2017

Application Number: SP2017-01

### PART I

#### A. EXECUTIVE SUMMARY

The applicant proposes to construct an 18 foot x 36 foot swimming pool in the rear yard of their residence at 113 Poplar Lane, while adding a spa pool and an expanded patio area. The vast majority of the work will occur within the FEMA designated 100-year floodplain and within the Resource Protection Area associated with the Chesapeake Bay Preservation Ordinance. Given the sensitive environmental areas impacted, a Major Water Quality Impact Assessment was required.

#### B. DESCRIPTION OF PETITION

The applicant requests approval of the Site Plan for “113 Poplar Lane – Pool Improvement.” The plan is dated 8/18/17, last sealed 9/12/17.

#### C. APPLICABLE REGULATIONS

1. Chapter 18 – Environment
2. Chapter 26 – Floods
3. Chapter 46 – Site Plans
4. Chapter 66 – Zoning

### PART II

#### A. ANALYSIS OF EXISTING CONDITIONS

1. Site Area: ±0.4752 acres
2. Use: residential, accessory pool

3. Zone: R-1.
4. Location: The referenced property is located at 113 Poplar Lane (PWC GPIN 8393-73-6865).
5. Buildings/Structures: Single family detached home, adding swimming pool.
6. Access: Access is from the Poplar Lane.
7. Chesapeake Bay Preservation: This site is within the Chesapeake Bay Preservation Resource Protection Area (RPA).
8. Stormwater Management and Virginia Stormwater Management Program (VSMP): Stormwater Management for this project is accommodated through the purchase of phosphorus credits for water quality and proximity to the Occoquan River for water quantity. A VSMP permit and SWPPP will not be required.

## **B. ANALYSIS OF PROPOSED PLAN**

The applicant has submitted a site plan showing how the proposed improvement will be positioned on the lot, as well as the necessary computations to show compliance with the Town's various codes related to erosion and sediment control, stormwater management, flooding, site plans, and protections to the environment through the Chesapeake Bay Preservation Ordinance.

Upon approval of the site plan, the applicant can apply for a land disturbance permit, which will be granted after the posting of an erosion and sediment control surety, along with the execution of the appropriate agreements.

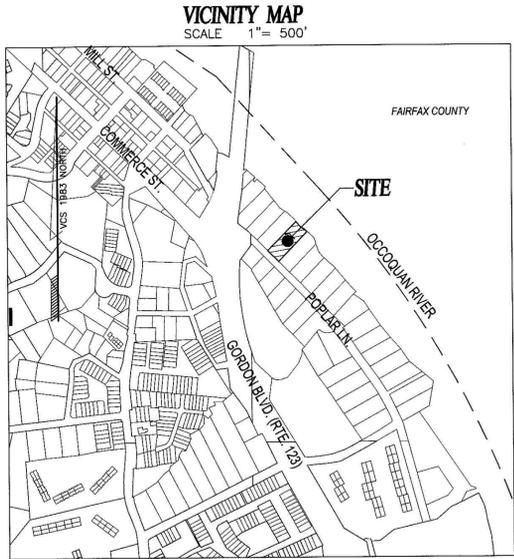
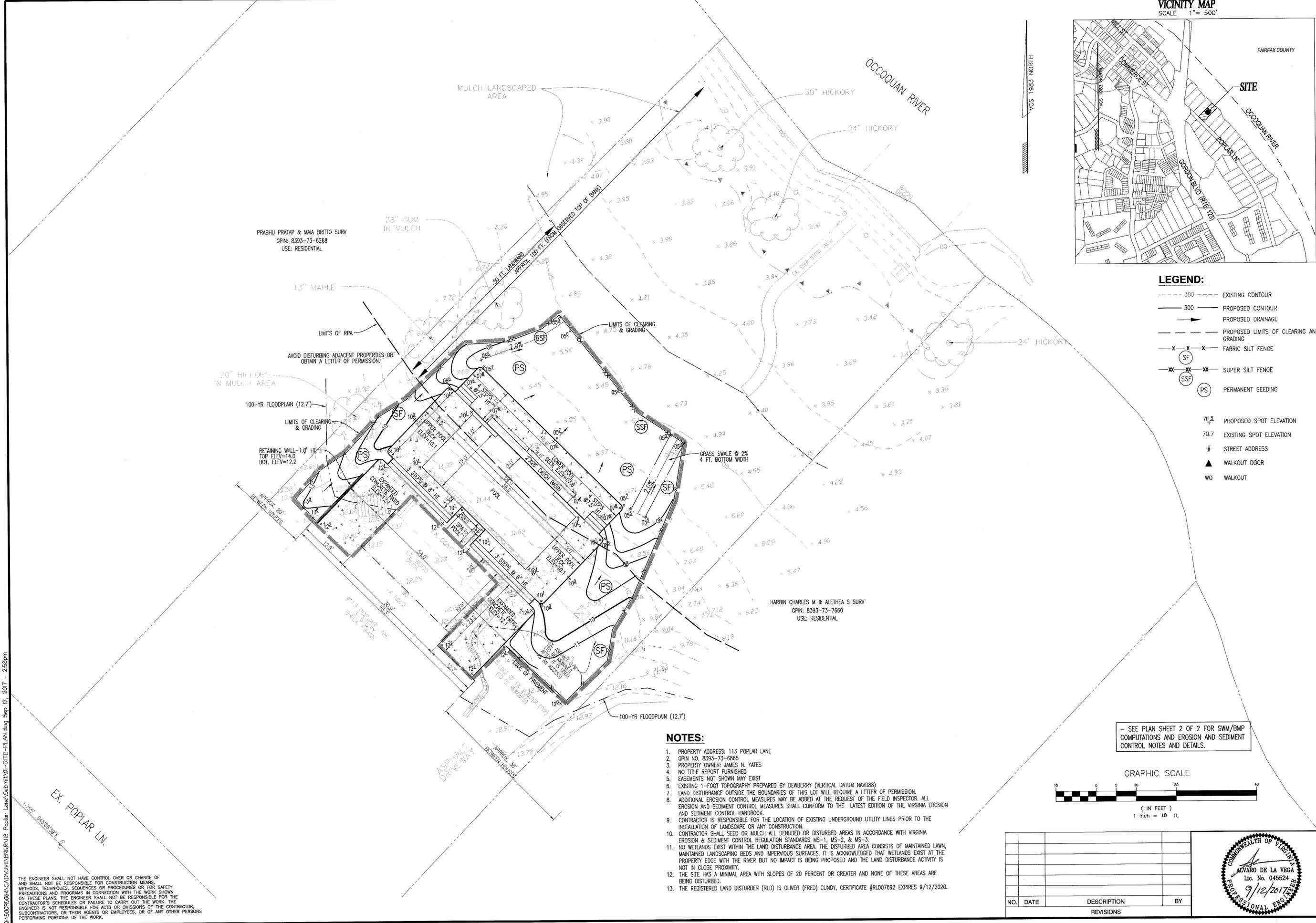
## PART III

### **STAFF CONCLUSIONS**

The proposed site plan, having been duly reviewed by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. It is, therefore, Staff's recommendation to grant **approval** to the subject plan, subject to purchase of phosphorus credits from a bona fide phosphorus bank. It is suggested the Mayor's signature on the site plan be withheld until this item is accomplished and confirmed by the Town Engineer or Town Manager.

**PREPARED BY:** Bruce A. Reese, PE, LS - Town Engineer, September 26, 2017

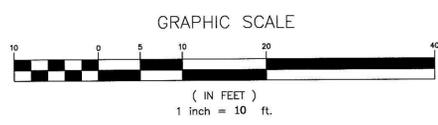




- LEGEND:**
- 300 --- EXISTING CONTOUR
  - 300 — PROPOSED CONTOUR
  - PROPOSED DRAINAGE
  - - - - - PROPOSED LIMITS OF CLEARING AND GRADING
  - x — x — x — FABRIC SILT FENCE
  - x — x — x — SUPER SILT FENCE
  - (PS) PERMANENT SEEDING
  - 70.5 PROPOSED SPOT ELEVATION
  - 70.7 EXISTING SPOT ELEVATION
  - # STREET ADDRESS
  - ▲ WALKOUT DOOR
  - WO WALKOUT

- NOTES:**
- PROPERTY ADDRESS: 113 POPLAR LANE
  - GPIN NO. 8393-73-8865
  - PROPERTY OWNER: JAMES N. YATES
  - NO TITLE REPORT FURNISHED
  - EASEMENTS NOT SHOWN MAY EXIST
  - EXISTING 1-FOOT TOPOGRAPHY PREPARED BY DEWBERRY (VERTICAL DATUM NAVD88)
  - LAND DISTURBANCE OUTSIDE THE BOUNDARIES OF THIS LOT WILL REQUIRE A LETTER OF PERMISSION.
  - ADDITIONAL EROSION CONTROL MEASURES MAY BE ADDED AT THE REQUEST OF THE FIELD INSPECTOR. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL CONFORM TO THE LATEST EDITION OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK.
  - CONTRACTOR IS RESPONSIBLE FOR THE LOCATION OF EXISTING UNDERGROUND UTILITY LINES PRIOR TO THE INSTALLATION OF LANDSCAPE OR ANY CONSTRUCTION.
  - CONTRACTOR SHALL SEED OR MULCH ALL DENUDED OR DISTURBED AREAS IN ACCORDANCE WITH VIRGINIA EROSION & SEDIMENT CONTROL REGULATION STANDARDS MS-1, MS-2, & MS-3.
  - NO WETLANDS EXIST WITHIN THE LAND DISTURBANCE AREA. THE DISTURBED AREA CONSISTS OF MAINTAINED LAWN, MAINTAINED LANDSCAPING BEDS AND IMPERVIOUS SURFACES. IT IS ACKNOWLEDGED THAT WETLANDS EXIST AT THE PROPERTY EDGE WITH THE RIVER BUT NO IMPACT IS BEING PROPOSED AND THE LAND DISTURBANCE ACTIVITY IS NOT IN CLOSE PROXIMITY.
  - THE SITE HAS A MINIMAL AREA WITH SLOPES OF 20 PERCENT OR GREATER AND NONE OF THESE AREAS ARE BEING DISTURBED.
  - THE REGISTERED LAND DISTURBER (RLD) IS OLIVER (FRED) CUNDY, CERTIFICATE #RLD07692 EXPIRES 9/12/2020.

— SEE PLAN SHEET 2 OF 2 FOR SWM/BMP COMPUTATIONS AND EROSION AND SEDIMENT CONTROL NOTES AND DETAILS.



NO.	DATE	DESCRIPTION	BY
REVISIONS			



**Dewberry**  
 13275 HEATHCOTE BLVD.  
 SUITE 130  
 FARMERSVILLE, VA 20165-6689  
 PHONE: 703.488.2211  
 FAX: 703.488.2212

**SITE PLAN**

**113 POPLAR LANE  
 POOL IMPROVEMENT**  
 Town of Occoquan, Virginia

Plan Number: XX-XXXX  
 Drawn By: AD  
 Designed By: AD  
 Checked By:  
 Date: 8/18/2017  
 Scale: 1"=10'  
 Sheet: 1 of 2  
 File Number: DP-383

G:\500\8393-73\CAD\CIVIL\ENGR\113 Poplar Lane\Submit\01-SITE-PLAN.dwg, Sep 12, 2017 - 2:58pm

THE ENGINEER SHALL NOT HAVE CONTROL OVER OR CHARGE OF AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK SHOWN ON THESE PLANS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S SCHEDULES OR FAILURE TO CARRY OUT THE WORK. THE ENGINEER IS NOT RESPONSIBLE FOR ACTS OR OMISSIONS OF THE CONTRACTOR, SUBCONTRACTORS, OR THEIR AGENTS OR EMPLOYEES, OR OF ANY OTHER PERSONS PERFORMING PORTIONS OF THE WORK.

**SWM/BMP COMPUTATIONS**

Project Name: 113 Poplar Lane, Town of Occoquan  
 Date: 9/11/2017  
 Linter Development Project? No

Site Information

Post-Development Project (Treatment Volume and Loads)

Enter Total Disturbed Area (acres) 0.31

Maximum reduction required: 0.05  
 TP Load Reduction for Site (lb/yr): 0.06

Pre-Development Land Cover (acres)

Soils	A	B	C	D	Total
Forest/Open Space (un disturbed)					0.00
Forest/Open Space (re forested)					0.00
Managed Turf (grass) - mowed/kept					0.00
Managed Turf (grass) - other turf to be					0.00
Impervious Cover (concrete)					0.00
Impervious Cover (asphalt)					0.00
Impervious Cover (other)					0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Post-Development Land Cover (acres)

Soils	A	B	C	D	Total
Forest/Open Space (un disturbed)					0.00
Forest/Open Space (re forested)					0.00
Managed Turf (grass) - mowed/kept					0.00
Managed Turf (grass) - other turf to be					0.00
Impervious Cover (concrete)					0.00
Impervious Cover (asphalt)					0.00
Impervious Cover (other)					0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Runoff Coefficients (Rv)

Soils	A	B	C	D
Forest/Open Space	0.05	0.05	0.05	0.05
Managed Turf	0.05	0.05	0.05	0.05
Impervious Cover	0.85	0.85	0.85	0.85

TP Load Reduction Required for Site (lb/yr): 0.06

Nitrogen Loads (Informational Purposes Only)

Pre-Development TP Load (lb/yr)	0.00
Final Post-Development TP Load (lb/yr)	0.06

**res**

Date: September 12, 2017

To: Toni & Jim Yates  
 113 Poplar Lane  
 Occoquan, VA 22125

From: Claire Wolanski  
 Credit Sales Coordinator  
 Resource Environmental Solutions

Subject: Potomac Watershed - Nutrient Credit Availability

Project Reference: 113 Poplar Lane; 0.08 Credits Requested; HUC 02070010

This letter is to confirm the availability of 0.08 authorized nutrient credits ("Nutrient Credits") from one or more of Resource Environmental Solutions' ("RES") Potomac nutrient bank facilities for use by permit applicants within the Potomac watershed, including HUC 02070010, to compensate for nutrient loadings in excess of state or local regulations, as per Virginia Code § 62.1-44.15:35 and § 62.1-44.19:14 and Virginia Administrative Code 9 VAC 25-820-10 et seq. These Nutrient Credits are generated and managed under the terms of the Banking Instruments known as the Owl Run Nutrient Reduction Implementation Plan ("NRIP") and/or the Edgeliff NRIP.

Please feel free to contact me if you have any questions.

Sincerely,  
*Claire Wolanski*  
 Claire E. Wolanski  
 Resource Environmental Solutions  
 804-591-4060

**CREDITS SUMMARY:**

0.06 LBS - SITE RE-DEVELOPMENT CREDIT  
 0.02 LBS - RPA ENCROACHMENT CREDIT

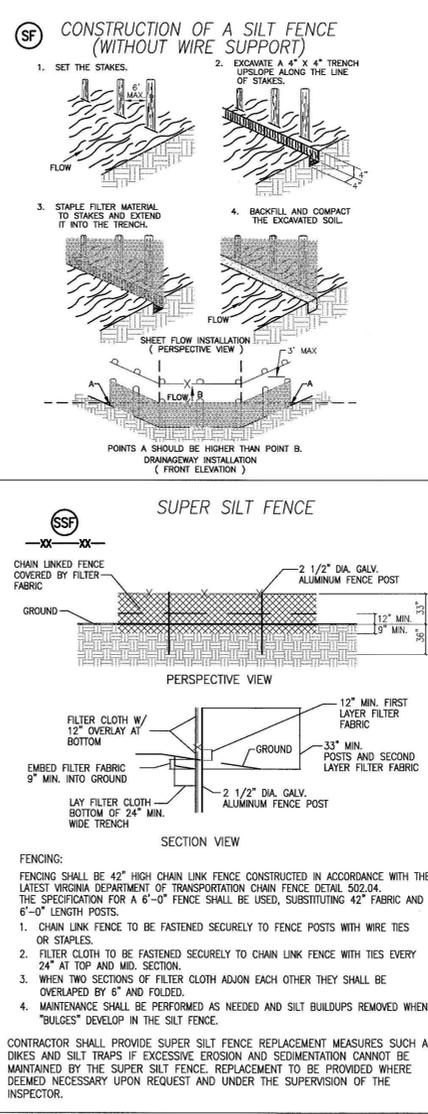
0.08 LBS - TOTAL CREDITS REQUESTED

**SWM/BMP NOTE:**

THIS SITE PLAN PROPOSES THE CONSTRUCTION OF A POOL, 3-TIER PATIO DECK AND ASSOCIATED GRADING. THE IMPROVEMENT IS BEING PROPOSED OVER THE REAR GRASS COVERED YARD OF THE PROPERTY AND WILL BE CONNECTED TO THE EXISTING PATIO. PER THE DEQ VIRGINIA RUNOFF REDUCTION METHOD (VRRM) FOR RE-DEVELOPMENT, THE PROPOSED IMPROVEMENTS REQUIRE A TP LOAD REDUCTION OF 0.06 LB/YR (AS SHOWN ON THIS SHEET). DUE TO THE SIZE OF THE PROPERTY AND INADEQUATE ONSITE AREA, THE NUTRIENT LOAD FOR THE SITE IS BEING ADDRESSED THROUGH THE PURCHASE OF NUTRIENT CREDITS WITHIN THE WATERSHED. ADDITIONALLY, IN ORDER TO MEET THE REQUIREMENT OF 40% BMP NUTRIENT REDUCTION FOR THE IMPACTED RPA BUFFER AREA APPROVED BY THE TOWN OF OCCOQUAN, THE VRRM CALCULATES THAT A 40% REDUCTION FOR THE DISTURBED RPA BUFFER AREA OF 0.06 ACRES IS EQUIVALENT TO 0.02 LB/YR LOAD REDUCTION. THIS REQUIRED NUTRIENT REDUCTION IS ALSO BEING ADDRESSED THROUGH THE PURCHASE OF NUTRIENT CREDITS. THE ATTACHED LETTER SHOWS THAT 0.08 LBS (0.06+0.02 LBS) OF NUTRIENT REDUCTION IS AVAILABLE TO MEET THE SWM/BMP REQUIREMENT FOR THIS PROPOSED IMPROVEMENT.

THE SMALL AMOUNT OF ADDITIONAL IMPERVIOUS AREA BEING PROPOSED WILL DRAIN TO THE OCCOQUAN RIVER LOCATED ADJACENT TO THE PROJECT SITE RESULTING IN A NEGLIGIBLE INCREASE IN PEAK FLOW. AS A PROTECTION MEASURE TO ATTENUATE ANY INCREASE IN PEAK FLOW BEFORE REACHING THE OCCOQUAN RIVER, A FLAT GRASS LINED SHEET FLOW AREA IS BEING PROPOSED BELOW THE PROPOSED PATIO.

**EROSION & SEDIMENT CONTROL NOTES AND DETAILS**



**EROSION CONTROL NARRATIVE**

**PROJECT DESCRIPTION**  
 THIS SITE PLAN PROPOSES AN EXTENSION OF THE REAR PATIO FOR A POOL IMPROVEMENT. THE LIMITS OF DISTURBANCE IS APPROXIMATELY 4,830 SF. THIS NARRATIVE INCLUDES THE DESCRIPTION OF THE EROSION AND SEDIMENT CONTROLS AND MAINTENANCE CONTROL PROGRAMS PERTAINING TO THIS PLAN.

**EXISTING SITE CONDITIONS**  
 THIS SITE CONSISTS OF GRASS COVERED LAWN.

**CRITICAL EROSION AREAS**  
 THE EXISTING OCCOQUAN RIVER AND RPA BUFFER ARE AREAS TO BE PROTECTED FROM EROSION. THE CONTRACTOR SHALL EXERCISE CARE IN PROTECTING THIS AREA FROM SILT AND EROSION.

**EROSION CONTROL MEASURES**  
 ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE CONSTRUCTED AND MAINTAINED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATION OF THE V.E.S.C.H. 3RD EDITION 1992 AND SHALL BE ADHERED TO UNLESS OTHERWISE WAIVED OR APPROVED BY THE TOWN INSPECTOR.

**PERMANENT STABILIZATION & SEEDING**  
 TO ESTABLISH A PERENNIAL COVER ON DISTURBED AREAS, ONCE GRADING OPERATIONS HAVE BEEN COMPLETED AND SLOPES HAVE BEEN STABILIZED, SEED SHALL BE PLANTED OR SOIL SHALL BE PLACED TO REDUCE EROSION AND SEDIMENT AND FACILITATE FINAL STABILIZATION. F SEED IS BEING PLANTED, ALL NEWLY GRASSED AREAS SHOULD BE COVERED WITH STRAW MULCH TO STABILIZE THE SOIL SURFACE WHILE GRASSES ARE BEING ESTABLISHED.

**STRUCTURAL PRACTICES**

1. TEMPORARY DIVERSION DIKE - 3.09  
 A SYSTEM OF DIVERSION DIKES TO DIRECT FLOW INTO SEDIMENT TRAPS AND DIVERSION CHANNELS WILL BE INSTALLED BELOW MAJOR GRADED AREAS AS INDICATED ON THE PHASE I & II EROSION & SEDIMENT CONTROL PLANS.
2. SILT FENCE BARRIER - 3.05 - SUPER SILT FENCE BARRIER  
 SILT FENCE BARRIERS WILL BE INSTALLED DOWN SLOPE OF AREAS WITH MINIMAL GRADES TO FILTER SEDIMENT-LADEN RUNOFF FROM THE SHEET FLOW AS INDICATED ON THE PLANS.
3. TEMPORARY CONSTRUCTION ENTRANCE - 3.02  
 DUE TO THE SIZE OF THE PROJECT, A CONSTRUCTION ENTRANCE IS NOT PRACTICAL.
4. TEMPORARY SEDIMENT TRAP - 3.13  
 TEMPORARY PONING AREAS WILL BE FORMED BY CONSTRUCTING AN EARTHEN EMBANKMENT WITH A STONE OUTLET. SPECIFIC DETAILS OF THE SEDIMENT TRAPS ARE SHOWN ON THE PLANS SHEETS.
5. STORM DRAIN INLET PROTECTION - 3.07 AND CULVERT INLET PROTECTION - 3.08  
 ALL STORM SEWER INLETS AND CULVERTS SHALL BE PROTECTED DURING CONSTRUCTION. SEDIMENT-LADEN WATER SHALL BE FILTERED BEFORE ENTERING THE STORM SEWER INLETS AND CULVERTS.
6. CHECK DAMS - 3.20  
 SEVERAL CHECK DAMS WILL BE INSTALLED TO REDUCE THE VELOCITY OF CONCENTRATED FLOWS IN NEWLY INSTALLED DITCHES.
7. PERMANENT SEEDING - 3.32  
 PLANTING SEED WILL BE INSTALLED ON DISTURBED AREAS TO REDUCE EROSION AND DECREASE SEDIMENT.

**VEGETATIVE PRACTICES**

1. TOPSOILING (STOCKPILE) - 3.30  
 TOPSOIL WILL BE STRIPPED FROM AREAS TO BE GRADED AND STOCKPILED FOR LATER USE. STOCKPILE LOCATIONS ARE TO BE STABILIZED WITH TEMPORARY VEGETATION. PRIOR TO LAND-DISTURBING ACTIVITIES, THE CONTRACTOR SHALL SUBMIT A SUPPLEMENTARY EROSION & SEDIMENT PLAN TO THE OWNER COVERING THE STOCKPILE AREA WHICH MAY HAVE TO BE APPROVED BY THE PLAN APPROVING AUTHORITY BEFORE ANY ACTIVITY COMMENCES.
2. TEMPORARY SEEDING - 3.31  
 ALL DENUDED AREAS WHICH WILL BE LEFT DORMANT FOR EXTENDED PERIODS OF TIME SHALL BE SEED WITH FAST GERMINATING TEMPORARY VEGETATION IMMEDIATELY FOLLOWING GRADING. SELECTION OF THE SEED MIXTURE WILL DEPEND ON THE TIME OF YEAR IT IS APPLIED.  
 TEMPORARY SEEDING WITH MULCHING IS REQUIRED FOR ALL DENUDED AREAS WHERE NO LAND DISTURBING ACTIVITIES TAKE PLACE FOR A PERIOD EXCEEDING 14 DAYS.

**MANAGEMENT STRATEGIES**

1. CONSTRUCTION WILL BE SEQUENCED SO THAT GRADING OPERATIONS CAN BEGIN AND END AS QUICKLY AS POSSIBLE DUE TO THE SIZE AND SCOPE OF THE PROJECT, A ONE PHASE EKS PLAN IS PROPOSED.
2. INSTALL PERIMETER CONTROLS AS SHOWN TO INCLUDE DIVERSION DIKES, DIVERSIONS, SILT FENCE, SUPER SILT FENCE, DIVERSION DIKES, AND SILT TRAPS. THESE SEDIMENT TRAPPING MEASURES (3.13) SHALL BE INSTALLED AS A FIRST STEP IN GRADING PER THE PHASE I EROSION & SEDIMENT CONTROL PLAN AND WILL BE SEEDED AND MULCHED IMMEDIATELY FOLLOWING INSTALLATION.
3. GRADING OPERATIONS MAY COMMENCE ONCE THE INSPECTOR CONTROLS, DIVERSIONS AND TRAPPING MEASURES ARE INSTALLED TO THE SATISFACTION OF THE INSPECTOR.
4. FILL SLOPE SURFACES SHALL BE LEFT IN ROUGHENED CONDITION TO REDUCE SHEET AND RILL EROSION OF THE SLOPES. THE CONTRACTOR SHALL RE-DIRECT CONCENTRATED FLOW AWAY FROM THE FILL SLOPES BY INSTALLING EARTH BERMS AND DIRECT THE RUN-OFF TO STABILIZED OUTLET OR SEDIMENT BASIN AND TRAPPING DEVICES.
5. SEEDING OR OTHER STABILIZATION WILL FOLLOW IMMEDIATELY AFTER GRADING. FOR VEGETATIVE STABILIZATION OF ALL DENUDED AREAS SEE EROSION CONTROL MEASURES AND VEGETATIVE PRACTICES.
6. AREAS THAT ARE NOT TO BE DISTURBED WILL BE CLEARLY MARKED BY FLAGS, SIGNS, ETC.
7. THE JOB SUPERINTENDENT SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL PRACTICES.
8. AFTER ACHIEVING ADEQUATE STABILIZATION, THE TEMPORARY EROSION & SILTATION CONTROLS WILL BE CLEANED UP AND REMOVED AT THE DIRECTION OF THE SITE INSPECTOR.

**MAINTENANCE**  
 IN GENERAL, ALL EROSION & SEDIMENT CONTROL MEASURES WILL BE CHECKED DAILY AND AFTER EACH SIGNIFICANT RAINFALL. REFER TO THE ATTACHED EROSION & SEDIMENT CONTROL STANDARD NOTES FOR DETAILED MAINTENANCE AND REVEGETATION/STABILIZATION REQUIREMENTS.

**EROSION & SEDIMENT CONTROL STANDARD NOTES**

1. THE OWNER/DEVELOPER MUST NOTIFY THE TOWN OF OCCOQUAN AT (703)491-1918 AT LEAST 24 HOURS PRIOR TO THE START OF CONSTRUCTION IN ACCORDANCE WITH APPLICABLE TOWN CODE AND POLICIES.
2. THE OWNER/DEVELOPER GRANTS THE RIGHT-OF-ENTRY ON TO THIS PROPERTY TO THE DESIGNATED TOWN OF OCCOQUAN PERSONNEL FOR THE PURPOSE OF INSPECTING AND MONITORING FOR COMPLIANCE WITH TITLE 10.01, CHAPTER 5, ARTICLE 4 OF THE CODE OF VIRGINIA, EROSION AND SEDIMENT CONTROL LAW AND THE TOWN CODE STANDARDS.
3. ALL EROSION CONTROL MEASURES SHOWN ON THE APPROVED PLAN MUST BE IN PLACE AND INSPECTED AND APPROVED BY THE TOWN OF OCCOQUAN PRIOR TO CLEARING, STRIPPING OF TOPSOIL OR GRADING.
4. A COPY OF THE APPROVED EROSION AND SEDIMENT CONTROL PLAN AND PERMIT SHALL BE KEPT ON THE SITE AT ALL TIMES.
5. THE DEVELOPER/DEVELOPER'S REPRESENTATIVE IS RESPONSIBLE FOR THE INSTALLATION OF ANY ADDITIONAL EROSION CONTROL MEASURES NECESSARY TO PREVENT EROSION AND SEDIMENTATION AS DETERMINED BY THE TOWN OF OCCOQUAN.
6. ALL DISTURBED AREAS ARE TO DRAIN TO APPROVED SEDIMENT CONTROL MEASURES AT ALL TIMES DURING LAND DISTURBING ACTIVITIES AND DURING SITE DEVELOPMENT UNTIL COMPLETE AND ADEQUATE STABILIZATION IS ACHIEVED.
7. WATER MUST BE PUMPED INTO AN APPROVED FILTERING DEVICE DURING DETAHERING OPERATIONS.
8. ALL EROSION AND SEDIMENT CONTROL PRACTICES MUST BE CONSTRUCTED AND MAINTAINED ACCORDING TO THE MINIMUM STANDARDS AND SPECIFICATIONS OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK AND THE VIRGINIA REGULATIONS VR 625-02-00 EROSION AND SEDIMENT CONTROL REGULATIONS AND TO THE TOWN CODE.

THE DEVELOPER/DEVELOPER'S REPRESENTATIVE WILL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL PRACTICES AT ALL TIMES.

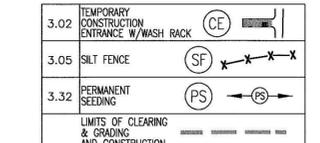
THE DEVELOPER/DEVELOPER'S REPRESENTATIVE SHALL INSPECT ALL EROSION AND SEDIMENT CONTROL MEASURES DAILY AND AFTER EACH SIGNIFICANT RAINFALL. THE FOLLOWING ITEMS WILL BE CHECKED IN PARTICULAR:

- A. SEDIMENT BASINS WILL BE CLEANED UP WHEN THE LEVEL OF SEDIMENT BUILDUP REACHES THE CLEANOUT ELEVATION INDICATED ON THE RISER PIPE. SEDIMENT SHALL BE DISPOSED IN SUITABLE AREAS AND IN SUCH A MANNER THAT WILL NOTE ERODE OR CAUSE SEDIMENTATION PROBLEMS.
- B. THE BASIN EMBANKMENT SHOULD BE CHECKED REGULARLY TO ENSURE THAT IT IS STRUCTURALLY SOUND AND HAS NOT BEEN DAMAGED BY EROSION OR CONSTRUCTION EQUIPMENT.
- C. EMERGENCY SPILLWAYS SHOULD BE CHECKED REGULARLY TO ENSURE THAT ITS LINING IS WELL ESTABLISHED AND EROSION RESISTANT.
- D. SEDIMENT TRAPS WILL BE CHECKED REGULARLY FOR SEDIMENT BUILDUP WHICH WILL PREVENT DRAINAGE. IF THE GRAVEL IS CLOGGED BY SEDIMENT, IT SHALL BE REMOVED AND CLEANED OR REPLACED.
- E. SEEDED AREAS WILL BE CHECKED REGULARLY TO ENSURE THAT A GOOD STAND IS MAINTAINED. AREAS SHOULD BE FERTILIZED AND RESEEDED AS NEEDED.

ANY NECESSARY REPAIRS OR CLEANUP TO MAINTAIN THE EFFECTIVENESS OF THE EROSION CONTROL DEVICES MUST BE MADE IMMEDIATELY AFTER THE INSPECTION.

10. SEDIMENT TRAPPING MEASURES WILL BE INSTALLED AS A FIRST STEP IN GRADING AND WILL BE SEEDED AND MULCHED IMMEDIATELY FOLLOWING INSTALLATION.
11. SEEDING AND SELECTION OF THE SEED MIXTURE SHALL BE IN ACCORDANCE WITH THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK STANDARD AND SPECIFICATION 3.32.
12. AREAS WHICH ARE NOT TO BE DISTURBED WILL BE CLEARLY MARKED BY FLAGS, SIGNS, ETC.
13. RPA AND FLOODPLAIN LIMITS SHALL BE CLEARLY MARKED IN THE FIELD BY FLAGS, SIGNS, ETC.

**VIRGINIA UNIFORM CODING SYSTEM for Erosion and Sediment Control Practices**



**EROSION & SEDIMENT CONTROL COST ESTIMATE**

SILT FENCE	150 LF @ \$8.00/LF	\$ 1,200.00
SUPER SILT FENCE	70 LF @ \$20.00/LF	\$ 1,400.00
SEEDING, FERTILIZING AND MULCHING	430 SY @ \$1.50/SY	\$ 645.00
ADMINISTRATIVE COST (10%)		\$ 325.00
<b>TOTAL EROSION &amp; SEDIMENT CONTROL COST ESTIMATE</b>		<b>\$ 3,570.00</b>

NO.	DATE	DESCRIPTION	BY



C:\S009566\CADD\Civil\ENGR\113 Poplar Lane\Submit\01-SITE-PLAN.dwg Sep 12, 2017 - 3:18pm



# 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

## MEMORANDUM

**TO:** Planning Commission

**CC:** The Honorable Town Council  
Town Manager

**FROM:** Town Clerk

**DATE:** June 26, 2018

**SUBJECT:** Revised Site Plan, 113 Poplar Lane (Pool), SP2017-02

---

The Planning Commission reviewed and approved a Site Plan for a pool installation at 113 Poplar Lane in October 2017. The site plan that was included in the Commission's agenda packet in October was not the revised site plan on which the staff report prepared by the Town Engineer and recommended for approval was based. In an effort to ensure the Town's record is accurate and correct, the Planning Commission is being provided with a copy of the correct site plan for this project and is requested to review and recommend approval of the correct site plan. The project is nearing completion and has been built utilizing the revised site plan dated September 12, 2017. This is an administrative correction.

Please do not hesitate to contact me should you have any questions.

Attachments (2) Revised Site Plan, SP2017-02 (Dated 9/12/2017)  
Staff Report, Dated 9/27/2017



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 7, 2018
<b>8 B: Request to Approve Bond Release Request for 113 Poplar Lane Pool</b>	

**Explanation and Summary:**

113 Poplar Lane owner, Jim Yates, has requested that the Town release the bond associated with the installation of the pool and patios. Currently, the Town holds a cash bond in the amount of \$3,570.00. The as-built drawings were approved by Town Council on May 2, 2017.

**Outstanding Project Sureties**

Erosion and Sediment Bond, \$3,570.00

**Total: \$3,570.00**

**Engineer's Recommendation:** Recommend Erosion and Sediment bond be released.

**Town Attorney's Recommendation:** Concur with Engineer's recommendation.

**Town Manager's Recommendation:** Concur with Engineer's recommendation.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to approve the release of the 113 Poplar Lane Erosion and Sediment bond in the amount of \$3,570.00"

OR

Other action Council deems appropriate.

**Attachments: (1)** 113 Poplar Lane - Staff Report



# 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**  
Earnie W. Porta, Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**INTERIM TOWN  
MANAGER**  
Elizabeth A.C. Quist

## STAFF REPORT TOWN OF OCCOQUAN

113 Poplar Lane

Applicant: Jim Yates, Owner

Case Number: Not assigned

Date: July 11, 2018

### PART I

#### A. EXECUTIVE SUMMARY

The applicant requests the release of the cash bond for the installation of the pool and patios (erosion and sediment control).

#### B. APPLICABLE REGULATIONS

1. Chapter 18 –Environment

### PART II

#### A. ANALYSIS

The pool and patio has been completed and the grading is completed. The sod has been installed and the site is stabilized. The site is in general conformance of the approved plan. Upon review of the site work performed to date, staff is in general agreement with the release of the cash bond.

Cash Bond posted

\$3,570.00

PART III

**STAFF CONCLUSIONS**

It is our recommendation to release the cash bond amount as indicated above.

**PREPARED BY:** Ned A. Marshall, Zoning Administrator, July 13, 2018 *NM*

**APPROVED BY:** Bruce A. Reese, Town Engineer, July 13, 2018 *BR*



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

**8. Regular Business**

**Meeting Date:** August 7, 2018

**8 C: Request to Award Contract for Snow Removal Services**

**Explanation and Summary:**

This is a request to extend the existing contract with Virginia Lawn Service for the Town's snow and ice removal operations for one year, fiscal year 2019. This contractor provided snow removal services to the Town every year from FY 2015 thru FY 2018 winter seasons and is currently the Town's landscaping service provider.

During FY 2015, the Town competitively bid to provide snow removal operations within the Town of Occoquan. Four companies responded, and Virginia Lawn Service was determined to be the lowest bidder.

In addition to Virginia Lawn Service, the Town has an MOU with Prince William County Public Works to provide snow and ice removal operations as a supplementary option to the Town's snow removal operations in case of severe weather. There is a per-hour cost associated with this service and will only be utilized in extreme weather conditions.

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

**Cost and Financing:** \$5,000

**Account Number:** General Fund – Public Works – Contracts - Snow Removal

**Proposed/Suggested Motion:**

"I move to extend the existing contract with Virginia Lawn Service for snow and ice removal services for one year, Fiscal Year 2019, and to set a not-to-exceed amount of \$5,000."

OR

Other action Council deems appropriate.

**Attachments: (1)** FY 2019 Proposed Contract

July 31, 2018

Town of Occoquan  
314 Mill Street  
Occoquan, VA 22125

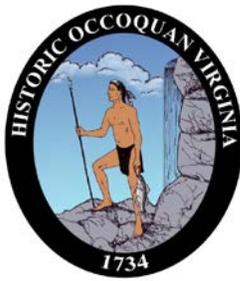
**SNOW PLOWING CONTRACT  
2018/2019 Season**

Virginia Lawn Service, Inc. submits the following renewal contract to the Town of Occoquan for snow plowing/sanding for the 2018/2019 winter season.

We will furnish all labor, material and equipment for the complete performance of the following services:

1. Plowing, to the best of contractor's ability of streets, parking lots, alleys and courts disgnated on Town provided map when snow, frozen precipitation or slush depth reaches two (2) or more inches. Accumulations of less than two (2) inches may require plowing, due to the possibility of hazardous conditions. The fee for plowing is \$120.00 per hour per vehicle (minimum of 1.5 vehicle hours per visit).
2. Sanding of all streets and courts listed above in #1 paying close attention to stop signs and hills for a fee of \$135.00 per ton. Apply a mixture of sand and salt for \$180 per ton.
3. Plowing will be curb to curb and bumper to bumper (unless a vehicle blocks the plowing path).
4. Plowing (or sanding) may not clear the area to "bare pavement" and slippery conditions may continue to prevail even after plowing (or application sand/ice melt). Virginia Lawn Service Inc. assumes no liability for this naturally occuring condition.
5. The application of approved ice melting products (or sand) will not instantly and completely remove all ice from the premises. This known fact is stated so as to avoid any suggestion that Virginia Lawn Service Inc. guarantees the impossible, immediate and total removal of ice. Ice melt cost per applied bag is \$60.00. When requested, snow shoveling of the towns sidewalks can be performed at \$65.00 per man hour.
6. In the event that a storm does not meet the minimum requirements for plowing, Virginia Lawn Service Inc. will at our discretion clear streets of any remaining snow at the end of the storm in the standard plowing areas to help prevent snow packing and icy conditions.





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

**8. Regular Business**

**Meeting Date:** August 7, 2018

**8 D:** Request to Amend Town Code Section 30-33

**Explanation and Summary:**

This is a request to amend Town Code Section 30-33(a)(1), to update the specifications with regard to can size and trash bag gauge. Currently the code dictates a maximum capacity can of 31 gallons, however, the cans provided by the Town's trash removal contractor are 96 gallons. Additionally, the code stipulates a minimum plastic bag thickness of 3 millimeters, which is likely in error and intended to read "3 mils". This equates instead to 0.0762 millimeters, which is a common thickness of household trash bags. The attached draft ordinance proposes to authorize the Town Manager to set reasonable container requirements consistent with the Town's trash contract.

Additionally, the revised ordinance proposes application of the existing Code Sec. 30-33(b)(2) to residential refuse, ensuring that containers and storage areas shall be emptied regularly and cleaned sufficiently often to keep them free of obnoxious odors and vermin.

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

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

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to amend Sec. 30-33 as presented, and further move to resume enforcement of this residential refuse ordinance on River Road, pending 30-day notice provided to residents."

OR

Other action Council deems appropriate.

**Attachments: (1)** Proposed Ordinance

**ORDINANCE # O-2018-\_\_\_\_\_**

**AN ORDINANCE TO AMEND SECTION 30-33 OF THE TOWN CODE  
GENERALLY RELATING TO SOLID WASTE STANDARDS AND REGULATIONS**

**BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in regular session this 7<sup>th</sup> day of August, 2018:

**1. That the Town Council hereby amends Town Code § 30-33 as follows:**

Sec. 30-33. Same--Standards and regulations.

(a) Residential refuse.

(1) Storage. Except as otherwise ~~provided in this article~~permitted by the Town Manager, residential refuse shall be stored in watertight metal or nonbreakable plastic containers ~~eans,~~ equipped with handles and tightfitting covers. ~~Cans shall have a maximum capacity of 31 gallons. The size and characteristics of containers shall be subject to reasonable regulation by the Town Manager, consistent with the Town's current contract for trash pick-up. Plastic bags with a minimum thickness of three millimeters may be substituted for the cans. These plastic bags must be filled in such a manner as to prevent ripping or tearing of bags and must be tightly secured at the top. Containers and storage areas for residential refuse shall be emptied regularly and cleaned sufficiently often to keep them free of obnoxious odors and vermin.~~

(2) Exceptions. The following are exceptions to the provisions of this section:

a. Tree trimmings with a maximum diameter of 1 1/2 inches, bushes and brush must be tied securely in bundles not more than four feet in length.

b. Refuse collected during the spring cleanup that is too large or bulky for containers may be placed next to the containers. ~~eans or bags.~~

c. ~~Cold~~ ashes shall only be disposed of when cold, and shall only be placed in metal containers.

~~d. Containers that can be mechanically lifted by the collection vehicle are excepted.~~

(3) Placement. All residential refuse shall be placed at the curblin not earlier than 4:00 p.m. of the day preceding pickup and not later than 6:00 a.m. on the day of pickup. ~~Cans~~ Containers must be tightly covered. Plastic bags must be securely tied. Refuse shall not be placed on the sidewalk or on any portion of a street right-of-way where it will interfere with pedestrian traffic. ~~Cans~~ Containers shall be removed from the curblin as soon as possible after trash pickup and shall be stored in the rear of the building or in a screened or enclosed trash receptacle storage area.

(b) ~~Commercial-Non-residential~~ refuse.

(1) Each ~~business-non-residential~~ establishment shall be equipped with adequate refuse containers or storage areas. All containers, except those for storage of bulky refuse, shall be vermin-proof and waterproof, of noncorrosive material and equipped with tight lids, which shall be kept closed at all times except when filling or emptying the container.

(2) Containers and storage areas for non-residential refuse shall be emptied regularly and cleaned sufficiently often to keep them free of obnoxious odors and vermin.

(3) All storage areas for non-residential refuse shall be enclosed by adequate walls or opaque fencing and shall be well drained and fully accessible to collection equipment and to public health inspection. These areas shall protect refuse from dispersal by wind or otherwise, and must be kept free of litter and refuse overflow.

(c) Prohibited activities.

(1) It shall be unlawful to place refuse in any street, alley, or public or private place ~~unless placed in proper containers or storage areas for collection~~ except in accordance with this section.

(2) It shall be unlawful to accumulate refuse on either residential or ~~commercial-non-residential~~ properties, except in approved containers or storage areas.

(3) It shall be unlawful to place any refuse in a manner where it may be scattered by the elements.

(4) It shall be unlawful to permit private containers to remain on public streets at times other than those described in subsection (a)(3) of this section.

**2. That this ordinance is effective upon being posted for a period of thirty days in one or more conspicuous places in the Town, and the Clerk shall so post it on August 8, 2018.**

**3. Town staff shall resume enforcement effective September 7, 2018.**

**MOTION:**

**SECOND:**

**RE:**

**ACTION:**

**Date:** \_\_\_\_\_  
**Regular Meeting**  
**Ord. No.** \_\_\_\_\_

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_

**Town Clerk**



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 7, 2018
<b>8 E: Discussion to Define Parameters for On-call Labor for Stormwater System Debris Removal</b>	

**Explanation and Summary:**

This is a request for direction from Council regarding a system for on-call labor to remove debris from critical points in the Town's stormwater management system during storm events that bring heavy rain and flooding.

Historically, the most significant of these points is located on the western side of Union Street, where rushing stormwater in Ballywhack Creek brings tree limbs, rocks and other debris to the metal grate located at the entrance to the pipe leading under Union. Once this opening is even modestly blocked, the stormwater flows over the road and down Union Street, impacting traffic patterns, public and private property owners. The Virginia Department of Transportation (VDOT) clears this location in advance of most significant events, however, we have found that it takes only moderate amounts of rain to cause the system to fail.

The goal of this discussion is to garner consensus from Council on the form such on-call services will take (hourly, annual contract, per-event response, etc.), and authorize the Mayor and Town staff to seek bids for services.

**Town Manager's Recommendation:** N/A

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to authorize the Mayor to work with Town staff to explore options for on-call labor within the following parameters: \_\_\_\_\_."

OR

Other action Council deems appropriate.

**Attachments:** None.



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 7, 2018
<b>8 F: Request to Accept VMLIP Grant for Public Safety Equipment</b>	

**Explanation and Summary:**

This is a request to have the Town Council accept the Virginia Municipal League Insurance Program (VMLIP) grant for public safety, and authorize the purchase of operational supplies with these funds.

A grant application was submitted to purchase traffic cones and traffic safety vests for use by the Police department to help improve the visibility and safety during times when the Police need to temporarily close a roadway or direct traffic. This grant will fund approximately 30 traffic cones and 6 traffic safety vests to be used by the Police Department.

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

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

**Cost and Financing:** NTE \$ 1,000.00 (net cost of \$0 - using grant funds)

**Account Number:** Public Safety - Operational Supplies

**Proposed/Suggested Motion:**

"I move to set accept the grant funds from the Virginia Municipal League Insurance Program and approve the purchase of the proposed supplies for use in public safety."

OR

Other action Council deems appropriate

**Attachments:** VMLIP Grant Application  
Quote - Traffic Safety Store

# Grant Request Summary (#304)

---

[BACK TO GRANT REQUESTS](#)

## Member Info

Member Name:  
**Town of Occoquan**

Member Number:  
**#489**

---

## Applicant Info

Department requesting funds:

**Police Department**

Applicant name:  
**Adam Linn**

Applicant title:  
**Chief of Police**

Applicant email:  
**alinn@occoquanva.gov**

Applicant phone:  
**(703) 491-1918**

Mailing address:  
**P.O. Box 195  
Occoquan, VA 22125**

---

## Request Details

Provide a brief description of this grant request.:

**Traffic cones and safety vests to improve safety.**

How will this grant be used to help reduce the probability of claims and enhance your risk management effort?

**Funds received under this grant will be used to purchase traffic cones and traffic safety vests for use by the Police department to help improve the visibility and safety during times when the Police need to temporarily close a roadway or redirect traffic. This grant will fund 30 traffic cones and 6 traffic safety vests to be used by the Police Department. According to VDOT, the Town has more than 7,200 vehicles travel on its roads daily. The Town has approximately 30 cones and during the twice annual Arts and Craft Show weekends (which brings over 10,000 people into Town) borrows another 50-100 cones from Prince William County Police to assist in redirecting traffic. However, Prince William County Police advised the Town that they will no longer be able to loan any traffic cones to the Town for its use. The traffic cones and traffic safety vests are expected to reduce the probability of claims and enhance risk management effort in 2 primary ways: (1) The use of traffic vests will increase the likelihood that officers will be more visible when they are working on traffic scenes or directing traffic. (The Town will require use of Traffic Safety Vests when directing traffic). (2) The use of traffic cones in place of Town police officers or staff will reduce the need to have staff man road locations. This reduces that risk that staff will be in the roadway directing traffic. These actions reduce the potential for injuries and accidents between police staff and motorists. This also reduces the potential property damage to Town vehicles that would be placed in roadways in place of traffic cones. There is little operational funding that can be appropriated for this needed safety equipment. This grant opportunity will provide much needed safety equipment for the protection of all Town Police, staff, and drivers as well as benefit the community, businesses, and visitors to Town.**

Coverages:

**Auto, General Liability, Law Enforcement Liability, Workers' Compensation**

<b>DESCRIPTION</b>	<b>ESTIMATED COST</b>
6 Lime & Black Public Safety High Visibility Vests	\$171.00
30- Orange 36" Traffic Cones (12lbs)	\$733.50
Shipping	\$91.15
	<b>TOTAL COST: \$995.65</b>

### Supporting Documentation

<b>Quote_traffic_Safety.pdf</b>
Comment: <b>Safety Vests and Traffic Cones Quote</b>

### Finalize

CAO Name:

**Kirstyn Jovanovich**

CAO Phone:

**(703) 491-1918**

Signature:

**Adam Linn**

CAO Email:

**kjovanovich@OccoquanVA.gov**

CAO Title:

**Town Manager**

Additional Emails to Notify:

**alinn@occoquanva.gov**

## Items in Your Shopping Cart

Item	Quantity	Each	Price
 <p><b>Lime &amp; Black Public Safety Vest - POLICE (/safety-vests/mesh#VESTPSV-POLICE%20M-XL)</b>            Custom Lettering or Logo (Optional): No Customization            Size: M-XL            Legend: POLICE            Front Closure: Zipper</p>	<input type="text" value="4"/> Update	\$28.50	\$114.00 Remove
 <p><b>Lime &amp; Black Public Safety Vest - POLICE (/safety-vests/mesh#VESTPSV-POLICE%202XL-4XL)</b>            Custom Lettering or Logo (Optional): No Customization            Size: 2XL-4XL            Legend: POLICE            Front Closure: Zipper</p>	<input type="text" value="2"/> Update	\$28.50	\$57.00 Remove
 <p><b>Orange 36" 12.0 Lb. Traffic Cone with Black Base (/traffic-cones/36#CR36HDRC64S)</b>            Custom Lettering or Logo (Optional): + Add Lettering            Reflective Collars (Optional): +Add Two (2) Reflective Collars            Custom Text:            OCQ            Position: Vertical</p>	<input type="text" value="30"/> Update	\$24.45	\$733.50 Remove

### Shipping Summary

Shipping Weight: **397 lbs.**

Shipping Method: **UPS Ground**

Shipping Cost: **\$91.15**

Estimated Delivery Date: **Tuesday, July 3, 2018**

\*Please note that applying lettering sometimes adds 1 business day to delivery dates.  
 Please call if you need an exact delivery date for your customized order.



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> August 7, 2018
<b>8 G: Request to Appoint Members to Boards and Commissions</b>	

**Explanation and Summary:**

The Town Council appoints members to the Town's Architectural Review Board and Planning Commission.

Currently, there are a minimum of two vacancies on the Planning Commission and one vacancy on the Architectural Review Board.

**ARB:** one regular position; one alternate position; Planning Commission Representative (a member of the PC serves on the ARB as the PC representative);

**Planning Commission:** two regular positions;

This is a request for the Town Council to make appointments to the Planning Commission and ARB.

**Town Manager's Recommendation:** Recommend appointment of members to Boards and Commissions.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to appoint Jenn Mathis to the Planning Commission and Johnathan Torres to the Architectural Review Board, effective August 7, 2018."

OR

Other action Council deems appropriate.

**Attachments:** None.