



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

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

Occoquan Town Council
Regular Meeting
November 8, 2017 | 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. October 3, 2017 Regular Meeting Minutes
 - b. October 17, 2017 Work Session 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 Site Plan for 113 Poplar Lane
 - b. Request to Approve Subdivision Plat for 205 Union Street
 - c. Request to Set Not-To-Exceed Amount for Installation and Maintenance of Holiday Wreaths and Repairs to Electrical Outlets on Dominion Poles
 - d. Request to Approve Not To Exceed Amount for Manufacture of Hardware and Installation of Light Facilities on Pedestrian Bridge
 - e. Request for Consideration of Reappointment of Members to Architectural Review Board
9. **Closed Session**
10. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, October 3, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Joe McGuire
Absent: Councilmember Jim Drakes
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Chris Coon, Town Clerk

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

None.

4. Approval of Minutes

It was moved to approve the minutes for the September 5, 2017 Regular and September 19, 2017, Work Session meetings, with amendments.

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

5. Councilmember Reports

Councilmember Fithian wanted to thank volunteers for all of the help provided during the Craft Show.

Councilmember McGuire stated that 113 Poplar Lane requested an emergency meeting of the Planning Commission to review a site plan to install a swimming pool. The request was declined because after speaking with the Town Engineer, there was no reason to call an emergency meeting. That item will be presented at the next regular Planning Commission meeting.

6. Mayor's Report

- Mayor Quist reported a successful Craft Show and wanted to thank volunteers and Julie Little, Events and Community Development Director. She said the bus ridership had increased from previous shows, resulting in setting a new bus revenue record.
- Vice Mayor Sivigny will be the Council representative on the Town's Budget Committee for FY 2019.
- The Mayor and Town Manager continue to meet with Supervisor Anderson and her staff to keep them informed about the parking and traffic study. Supervisor Anderson's office is conducting traffic studies on intersections along Old Bridge,

which may provide us with additional information on traffic patterns that impact the Town.

- Mayor Quist has continued to make progress with the Tanyard Hill proffer release through working with Supervisor Anderson's office and will provide an update when it becomes available.
- The Board of County Supervisors approved Supervisor Anderson's grant submission to the Transportation Alternatives Program (TAP) that includes improvements within the Town of Occoquan. This would provide funding to the Town for construction of two ADA compliant intersections, including ramps.
- Mayor Quist and the Town Manager met with the Director and Assistant Director of the Prince William County Parks and Recreation Department. The meeting was prompted by Discover Prince William becoming part of the Parks and Recreation Department. The Town is currently in lease negotiations with the Parks and Recreation Department for the Visitors Center and the County is planning interior renovations.
- Mayor Quist reported on a successful Parking and Traffic Study community meeting. She indicated that the meeting helped to inform Town stakeholders about the process and how the Town plans to move forward.

7. Staff Reports

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

- i. **Recodification** - Mr. Crim reported he reviewed the Town Code to see if he could identify anything that was missing or needed to be addressed. He has prepared a draft memo that will be presented to the Town Manager by the end of the week.
- ii. **Small Cell Facility** - Mr. Crim reported a draft franchise agreement for Mobilite and the draft has been provided to Town Staff. He stated that there will be a required Town Council action based on the timeframe that Mobilite would like to have the franchise.
- iii. **Live Venue Ordinance** - Mr. Crim stated he has created a word document to allow amendments by staff.

Councilmember Fithian inquired if the Small Cell Facility means a Cell Tower. Mr. Crim indicated that this is a small unit similar in size to a transformer.

B. Town Engineer: Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda and reported on the following:

- i. **River Mill Park Bathhouse**- Mr. Reese stated that the Town has been in discussion with an Architect regarding the water issues in the basement and they provided a quote for \$5,000 for significant work and study to identify the issues with moisture.

Councilmember Fithian inquired if the \$5,000 was to search for a solution or included the solution as well. Mr. Reese stated that it was only for the search to identify the problems and suggest possible resolutions and the cost of those resolutions.

Councilmember McGuire inquired about who is responsible for the error that caused the problem. Mayor Quist stated that the Town needs to know specifically what is wrong

with the Bathhouse then the Town can go back to the responsible party. Mr. Crim stated that from a litigation perspective, it would be very beneficial for the Town to have a professional diagnose the problems with the Bathhouse, and be able to testify.

Councilmember McGuire inquired about what is the summary of the issue that is happening at the Bathhouse. Mr. Reese stated that he believes it is a combination of several things. He believes the water inside the building is not controlled correctly and the HVAC system in the storage area is not sized appropriately. He also stated that it is a complicated system to keep the air regulated in the basement area.

Councilmember Fithian inquired if there was a building warranty. Mr. Crim stated that is a discussion for Closed Session.

C. Building Official: Mr. Barbeau was not present, however, his 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.

Vice Mayor Sivigny inquired about the status of the Verizon Cable Utilities. Ms. Jovanovich stated that there will be follow up prior to the next Town Council Meeting.

E. Town Treasurer: Ms. Rodriquez was not present; however, a treasurer's report was submitted during the meeting. No questions were received.

F. Chief of Police: Chief Linn provided a report with the agenda packet and reported on the introduction of the new Auxiliary Officer III, Brent Parker.

Councilmember McGuire inquired about the impersonating of an officer and soliciting funds that was noted in the monthly report. Chief Linn indicated that he received a phone call from an individual in New York City. The individual stated they received a phone call from a Deputy Sheriff from the Town of Occoquan who was soliciting funds from that individual.

Councilmember McGuire inquired about the discovery of a firearm in the Occoquan River during the Craft Show. Chief Linn indicated that Patriot Scuba discovered the firearm while in the River. Chief Linn also indicated that the firearm seemed to have been underwater for a significant amount of time.

G. Boards and Commissions:

Architectural Review Board: Ms. Seefeldt reported that the ARB approved one exterior elevation application and two applications for new members have been presented to Town Council for approval.

Planning Commission: No report.

8. Regular Business

8A. Request to Set Not-To-Exceed Amount for Gaslight Maintenance

It was moved to set a not-to-exceed amount of \$10,000 for the maintenance of gaslights within the historic district.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, 3 Ayes (Dawson, Fithian, and Sivigny) and 1 Nay (McGuire), motion passes, 3-1.

8B. Request to Set 2018 Town Holiday and Meeting Schedule

It was moved to approve the 2018 Town Council meeting and holiday schedule as presented.

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

9. Closed Session

Vice Mayor Sivigny moved that the council convene in closed session to discuss the following permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews with candidates for employment or appointment, specifically Boards and Commissions and other personnel matter related to a specific individual, Volunteer of the Year Award. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 7:38 p.m.

The Council came out of closed session at 7:49 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 Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to appoint Laurie Holloway to the Architectural Review Board (ARB) for a term effective October 3, 2017, and Stewart Emenheiser to the ARB as the business representative to fill the unexpired term of Kathy Alden.

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

10. Adjournment

The meeting was adjourned at 7:50 p.m.

Christopher Coon, Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, October 17, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Jim Drakes, Joe McGuire
Staff: Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk; Adam Linn, Police Chief; Carla Rodriguez, Town Treasurer; Julie Little, Events and Community Development Director
Other: John Riley and Jennifer Ray; Johnson, Mirmiran, & Thompson, Inc.; Olaun Simmons, Vanderpool, Frostick & Nishanian;
Absent: Councilmembers Matthew Dawson and Cindy Fithian

1. Call to Order

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

2. Regular Items

A. Parking and Traffic Study Draft Report Presentation

Mr. Riley and Ms. Ray, Johnson, Mirmiran, & Thompson, Inc. (JMT), presented a draft report of the Parking and Traffic Study. Mr. Riley stated that the data collected by Town Staff included information on public street parking, public lots, mostly commercial lots, and mostly residential lots within and immediately adjacent to the Historic District. There were a total of 880 parking spaces in the study area, with 49 percent being public parking. Mr. Riley stated that a healthy level of parking in a downtown area is for 50 percent of available parking be for the public.

Ms. Ray presented data on parking capacity on a regular weekday, regular weekend, and during a special event. The data indicated that while there are times that parking is at full capacity in certain lots, there is still available parking in town. Mr. Riley presented data on vehicular turnover rates. The data indicated that 75 percent of the vehicles surveyed were parked for two hours or less.

Mr. Riley presented the findings for the cut-through traffic portion of the study. The morning route that was surveyed was from Tanyard Hill Road/Union Street turning right onto Commerce Street and then out of town. The afternoon route was from Commerce Street turning right onto Washington Street, turning left onto Mill Street, and then turning left to Union Street and out of town. Mr. Riley reported that during both the morning and afternoon routes, on average, there were between 250 and 300 cut-through vehicles. Mr. Riley stated that VDOT has a residential cut-through policy and that this data could be provided to VDOT in order to initiate a formal cut-through study, depending on if VDOT will classify the study area as residential.

Ms. Ray presented recommendations for the Town to address parking needs, including walk and bike Occoquan, improve signage and wayfinding, shared parking with private lots, parking enforcement, working with new developers, reverse angled parking, and placing a parking map on the town website.

They also discussed options that were reviewed and ultimately deemed not a recommendation for the town at this time, including a parking garage, parking meters, and timed parking. It was discussed that a parking garage was cost prohibitive, and that timed or metered parking was not necessary at this time since the town's vehicle turn over and parking duration rates were considered healthy.

The team also discussed parking impacts regarding widening the parking stall widths for on-street parking, as well as impacts to parking and cut-through traffic if Commerce Street from Washington to Union Streets was converted to two-way traffic.

Councilmember McGuire inquired how there were 400 spaces within the Historic Business District. Mr. Riley indicated that this number included public parking, private residential, and private commercial lots.

Mayor Quist commented that the cut-through study did not include Washington Street, even though it is a known problem. She indicated that based on the time and cost of the study, Council wanted to focus on the area that had the most impact and then based on that information, decide to continue to look at cut-through traffic.

Councilmember McGuire inquired about the recommendation to install signage to direct the public to park in private lots. Ms. Ray indicated that this could come in the form of a directory that would require the private owners to agree to allow their patrons to use that parking. She also indicated that this would allow for some open spaces for on-street parking.

Councilmember McGuire inquired about the recommendation to have individuals walk and bike into Occoquan. He stated that because of the location of the town, there are only a limited number of people, mostly residents or just outside of town limits, which would be able to walk or bike into the town. Mr. Riley indicated that the purpose of these suggestions is to make some impact. He stated that Ashland, a town near Richmond, has individuals that bike 20 to 30 miles to get there, they eat and then bike home. He stated he could see Occoquan being that destination for Northern Virginia. Ms. Ray also indicated that these suggestions are something that may only affect a couple of people per recommendation, but when combined, could have significant impacts. Ms. Jovanovich stated that with the improvement of sidewalks and intersections, more town residents and those just outside of town limits would be encouraged to walk instead of drive. This would allow more parking for individuals that need to drive.

Councilmember Drakes inquired about the recommendation to have reverse angled parking. He wanted to know if there was any place in Prince William or Fairfax Counties that utilized reverse angled parking. Ms. Ray stated that they would have to do some research and respond with that information.

Councilmember McGuire inquired how a proposed new development with 65 parking spaces designated for public parking would change their recommendations. Ms. Ray stated that this would not change their recommendations and would further encourage more improvements to the walkability of the Historic Business District. Mayor Quist also inquired if JMT could look at the Town Code and current parking requirements to see if they are adequate for what is being proposed. Mr. Riley stated that they would review the numbers and give an opinion.

Councilmember McGuire inquired about the number of surveys that were received for the study. Mr. Riley indicated that there were 134 surveys completed, 90 were citizen surveys and 44 were business surveys.

B. Treasurer's Report - FY2017 Draft End of Year Report

Mayor Quist stated that the General Fund actual Net Income is \$29,676 above budget. Mayor Quist brought attention to Meals Tax Revenue being nearly \$38,000 above budget. She also stated that the Town has increased traffic and parking enforcement, which has led to public safety fines to come in at about \$21,000 above budget. Ms. Rodriguez stated that Service Revenue and Expenditures for Engineering are high because the Town was still receiving money for River Mill Park construction from Prince William County. Mayor Quist stated that in the Revenue "Other" category there was \$18,770 mostly received from insurance.

Ms. Jovanovich brought attention to the expenditure within the Historic District category for \$10,500 was for gaslight maintenance. Mayor Quist stated that legal services are higher than budget because of litigation, FOIA, and property acquisition.

Councilmember Drakes inquired if the Building Official Revenue and Expense were accurate. Ms. Jovanovich stated that category still needs to be reviewed as this report is still considered draft. The final end of year financial report will be provided to Council at the November work session.

Councilmember Drakes inquired why River Mill Park was \$8,000 over budget. Ms. Jovanovich stated it was utility cost overages as the cost to run the electric heaters was significant since the heaters were not operating properly due to issues with the thermostats. The problem with the heaters has been resolved.

C. Community Support Budget Discussion

This budget account was created to help support the town's business community by using a portion of the revenue generated from the increased meals tax rate. Ms. Jovanovich stated that the intent was to host meetings with the business community and identify what they needed and how the town could assist. She stated that the Town has previously used the funds to clear snow from on-street parking during the January 2016 snow storm, as well as placing an ad at the request of the business guild. Ms. Jovanovich and Ms. Little have started planning meetings with the business community to begin in January in an effort to identify ways the Town can assist the businesses in Occoquan.

D. Block the Box Cameras Discussion

Councilmember McGuire stated that he met with Senator Surovell about placing cameras at the intersection of Route 123 and Commerce Street for violations of blocking the intersection. It was suggested that the Town request an update to the Town Charter. Mr. McGuire stated that if the Town Charter is updated and approved by the Virginia General Assembly, then an amendment to the Virginia State Code would not be required. Mr. McGuire stated that the process was also verified by the Town Attorney, Martin Crim. Town Council discussed whether or not other changes could be made to the Town Charter at this time.

Town staff stated that a communication from the Virginia Department of Transportation stated that they would not place cameras on their equipment unless explicitly authorized by the Virginia Code. Mr. Simmons indicated that the Town Attorney Martin Crim expressed reservations about what the cost to the Town would be for installing and maintaining the cameras and data it collects. He also stated that the bidding process could be difficult. Town Staff also indicated that this would put a strain on resources for retaining the data and staff time for possible increased FOIA requests.

Town Council also discussed different means to gain compliance at the intersection to include having a police officer sit at the intersection. Ms. Jovanovich stated that there are implementation costs that are unknown at this time. She requested that Council allow staff to research implementation costs to provide to Council prior to directing legal to prepare amendments to the Town Charter. The Town Manager was directed to bring implementation cost estimates to the Town Council during its November work session. The legislative agenda needs to be completed and ready for the Virginia General Assembly before Session begins in January.

3. Adjournment

The meeting was adjourned at 9:00 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
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

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

Town Engineer's Report Town Council Meeting - November 8, 2017

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).

Parking Study - update from last report

Close to completion, expecting final report.

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

Evaluating options for corrections that do not require Town expenditure.

Tanyard Hill property - no change from last report

Proffer Condition Amendment (PCA) required for any work on site or to add signage. Working with Prince William County (PWC) Planning staff to establish process and time frames. Updated rezoning package, including new proffers, GDP, application, Comprehensive Plan Amendment, narrative, etc. ready when funding issues resolved.

Kiely Court Project - no change from last report

Land Disturbance Permit issued - construction to start soon.

Rivertown Project - update from last report

Land Disturbance Permit issued - construction started.

VDOT Revenue Sharing and Grant Funding - update from last report

Prince William County Board of Supervisors (10/3/17 meeting, item 4.h. on agenda) included Town's handicap crossing and ramps as part of their Revenue Sharing program.

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

Site plan to add swimming pool and patio submitted - comments addressed to satisfaction of staff and forwarded to Planning Commission for recommendation to Town Council for decision 11/8/17.

205 Union Street - Lot Line Adjustment Plat - update from last report

Lot line adjustment between two parcels at the corner of Commerce and Union Streets. Parcel 6737 increased from 565 SF to 729 SF, while parcel 6735 decreases from 890 SF to 726 SF. Plat resubmitted addressing staff comments - to Town Council for decision 11/8/17.

-END-



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
Tyler C. Brown
J. Matthew Dawson
Jim Drakes
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

BUILDING OFFICIAL
Joseph E. Barbeau, Jr.

OCTOBER 2017 REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

PERMITS ISSUED

No permits have been issued in the past month.

CERTIFICATES OF OCCUPANCY ISSUED

No certificates of Occupancy have been issued in the past month.

INSPECTIONS

Date	Activity
10/16/2017	101 Poplar Lane, Final Electrical inspection, approved.

DOCUMENT REVIEW

Reviewers for the Kiley Court Project have returned comments and requests for additional information and responses; these letters have been forwarded to the applicant.

ACTIONS

No current actions are pending.

RECOMMENDATIONS

There are no recommendations for the Council at this time.

OTHER

Various questions from constituents have been received and answered by this department.

End of Report, submitted on 10/26/2017.



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's Report Town Council Meeting - November 8, 2017

TOWN MANAGER
Kirstyn Barr Jovanovich

River Mill Park

The Town has reached out to VDOT to request installation of the lights on the pedestrian bridge. They have tentatively agreed to install the lights if the town provides the materials. The install by VDOT may not include connection of the electrical, so the Town may be required to hire an electrician to complete the work. The agenda includes a request to allocate funding for the manufacture of the materials and a not to exceed amount for an electrician to complete the install.

A warranty walkthrough on the trees planted in the park was conducted in June. Several trees have been marked for replacement in the fall under warranty. The Town is working with the landscaper to identify suitable substitutions as necessary and schedule the replacement installation.

Intersection Improvements

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

Parking and Traffic Study

The draft report was presented at the October work session and the final report, including a recommended implementation plan, is expected by November.

Stormwater BMP Mapping Project

The Town is working with GMU to develop an intern program to inventory all BMPs located within the town on public and private property. This will allow the town to map its current Stormwater system, and to begin planning for an evaluation on the health of the system and plan maintenance and improvements.

Recodification Update

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

Development Activity

- Rivertown Overlook, 320 Center Street, LDP has been issued.
- Kiely Court, 430 Mill Street, LPD has been issued; building plans under review.
- 202 Commerce Street, Interior renovations for new business.
- 113 Poplar Alley, Swimming Pool.
- 205 Union Street, Subdivision Plat request.

Meetings, Trainings, and Events

- Attended GFOA Better Budgeting Webinar, October 5, 2017
- Attended NVRC Chief Administrative Officers (CAO) meeting on October 12; discussed legislative agendas.
- FOTO Clean Up Day, October 14
- Volunteer Recognition Event, October 16
- Public Safety Community Meeting, October 18
- Attended Towns Association of Northern Virginia (TANV) quarterly meeting on October 19; discussed legislative agendas and public protests.
- Participated on panel for Leadership Prince William's Government Day on October 19; represented town government.
- Attended Occoquan Greenway Trail Walk, October 28, 2017.
- Attended Floodplain Management Workshop with FEMA and DCR on November 1, 2017; received continuing education credits for CFM certification.

-END-



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

TOWN TREASURER
 Carla M. Rodriguez

Town Treasurer's Report Town Council Meeting - November 8, 2017

Audits

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

Delinquencies

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

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

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	4	\$1,110	08/07/17	Not Compliant/Final Notice delivered by Chief
Caldwell, Linda V.	8 months	\$369.84	02/15/17	Not Compliant
Campbell, Rachel Jones	8 months	\$433.32	02/15/17	Not Compliant
Cruise, Claudia A	8 months	\$351.36	02/15/17	Not Compliant
Ekman, Dean & Tammy	8 months	\$997.20	02/15/17	Not Compliant
Fore, Ernest J.	20 months	\$810.10	02/15/17	Not Compliant
Gannon, James & Glenn	8 months	\$269.40	02/15/17	Not Compliant
Granny's Cottage	8 months	\$67.20	02/15/17	Not Compliant
Paddock, Tracey & Grant	8 months	\$325.92	02/15/17	Not Compliant
Potter, Marvin & Marie	8 months	\$320.52	02/15/17	Not Compliant
Rivenburg, Earl & Emel	8 months	\$366.60	02/15/17	Not Compliant
Wojono, Ewelina	8 months	\$136.20	02/15/17	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
 Elizabeth A. C. Quist, Mayor
 Patrick A. Sivigny, Vice Mayor
 J. Matthew Dawson
 Jim Drakes
 Cindy Fithian
 Joe McGuire

TOWN MANAGER
 Kirstyn Barr Jovanovich

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

Occoquan Police Department

Monthly Town Council Report October 2017

Departmental Goals

(Set by Town Council in February 2016)

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

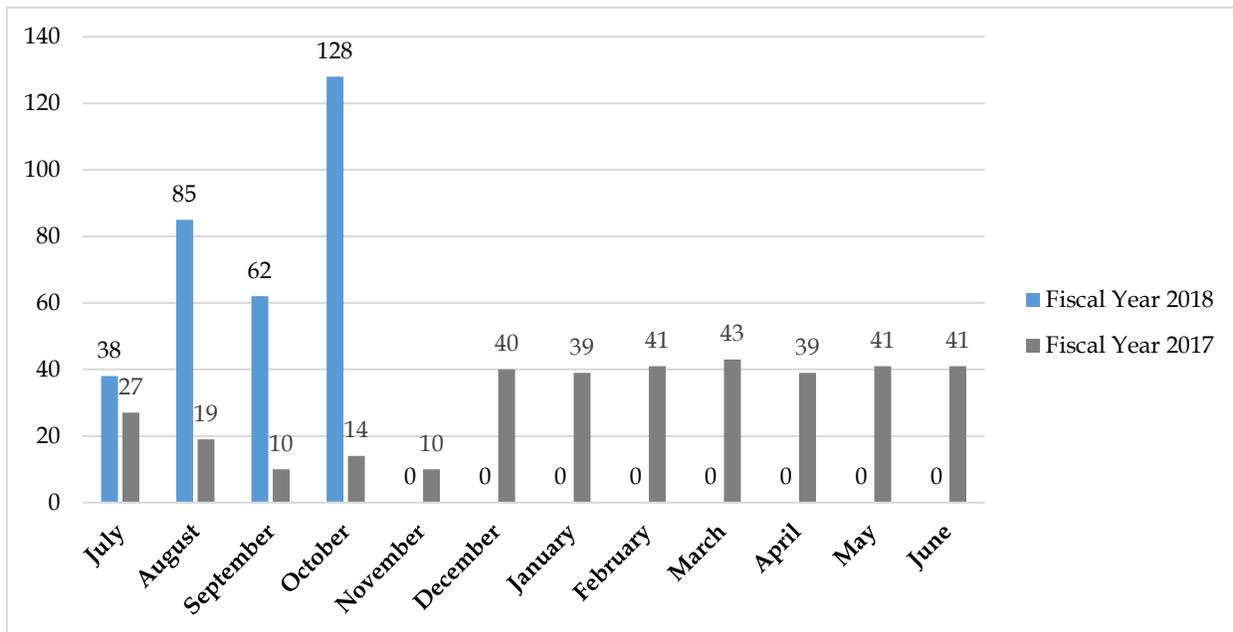
Significant Incidents

Nature	Date	Location	Details
Family Dispute	9/28/2017	Town	Responded on Mill Street to a family dispute between a parent and an emotionally disturbed minor. Assisted in calming the situation.
Motorist Assist	9/30/2017	Town	Responded to stranded motorist parked on Commerce St.
Gas Leak	10/1/2017	Town	Responded to Town for Fire/Rescue call for a gas leak in front of Mamie Davis Park and 211 Commerce St. Met with Fire/Rescue and Washington Gas. Assisted with capping Gas Light.
Court	10/5/2017	Manassas	Attended Prince William County General District Court.
Loitering	10/5/2017	Town	Dispatched to a suspicious vehicle in the parking lot under the bridge on Mill St. PWCPD responded and assisted while the occupants and vehicle were searched.
Breaking & Entering	10/6/2017	Town	Dispatched to Mill St for a reported breaking and entry and destruction of

			property. Meet with owner and took report.
Motorist Assist	10/6/2017	Town	Responded to stranded motorist parked under the bridge on Mill St.
Fleeing and Alluding	10/6/2017	Town	Town officers attempted to stop a vehicle for running a stop sign at Union and Commerce streets. The vehicle turned its lights off and speed off through town onto R. 123 and out to I-95. State Police and PWC Police notified.
Domestic Violence	10/9/2017	Town	Responded to call for domestic violence in Occoquan Heights. Assisted PWC Police who apprehended the alleged offender on Gordon Blvd.
Accident - Property Damage Only	10/13/2017	Woodridge	Responded to an auto accident on Tanyard Hill Rd; provided exchange of information.
Traffic Violation/Vehicle Towed	10/14/2017	Town	Stopped an unlicensed vehicle and determined the driver was suspended and tags illegally used. The vehicle was towed from town and driver released on summons.
Obtained Warrants	10/14/2017	Woodbridge	Went before Magistrate to have warrants issued for unpaid parking violations.
Loitering	10/18/2017	Town	Observed 2 occupied vehicles under the Bridge on Mill St. after dark. Approached the vehicles and spoke with the occupants who advised they were just "hanging out waiting for traffic to lighten up."
Loitering	10/19/2017	Town	Observed 5 individuals under the Bridge on Mill St. after dark. Approached the individuals who appeared to be drinking and after discussion they left the area.
Suspicious Person	10/20/2017	Town	A suspicious person was reported looking around homes on Union St after dark.
Alarm	10/23/2017	Town	Audible alarm at 125 Mill St. Responded with PWC Fire. Alarm triggered by workers.

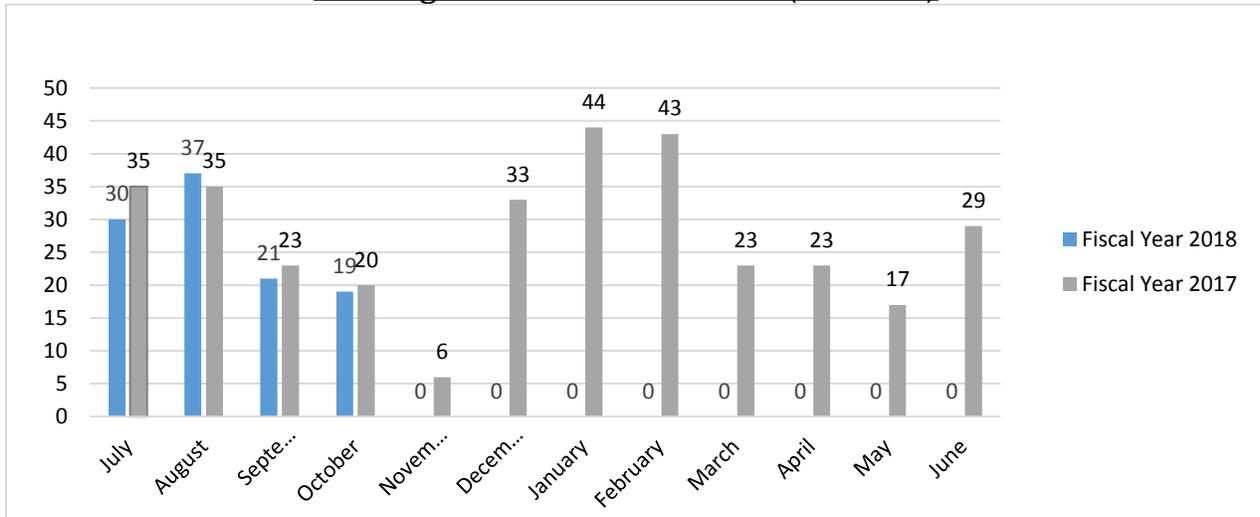
Identity Theft/Fraud	10/26/2017	Town	Cyber identity theft and attempted fraudulent wire transfer. Took report and contacted PWCPD.
Suspicious Activity	10/27/2017	Town	Responded to 204 Mill St. for open front door. Determined that staff had not closed and locked front door.
Motorist Assist	10/27/2017	Town	Assisted a disable vehicle on Union and Commerce Streets. Pushed vehicle into parking spot until tow truck was able to respond.
Drug Arrest	10/27/2017	Town	During traffic stop a small amount of illegal drugs were located and seized.
Service Request	10/28/2017	Town	Dispatched to 407 Mill Street for complaint of persons hanging around an unopened business. Responded and was unable to identify any illegal activity.
Service Request	10/30/2017	Town	Dispatched to 311 Mill Street for employee locked in a storage room. Responded and unlocked door.

Traffic Summonses FYTD (GRAPH) ¹



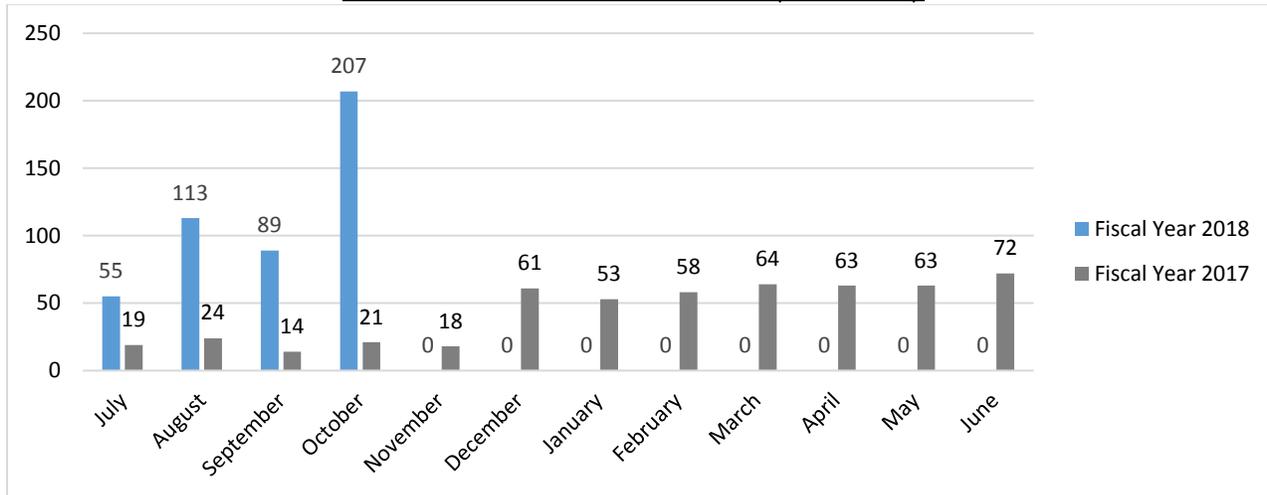
¹Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) ²



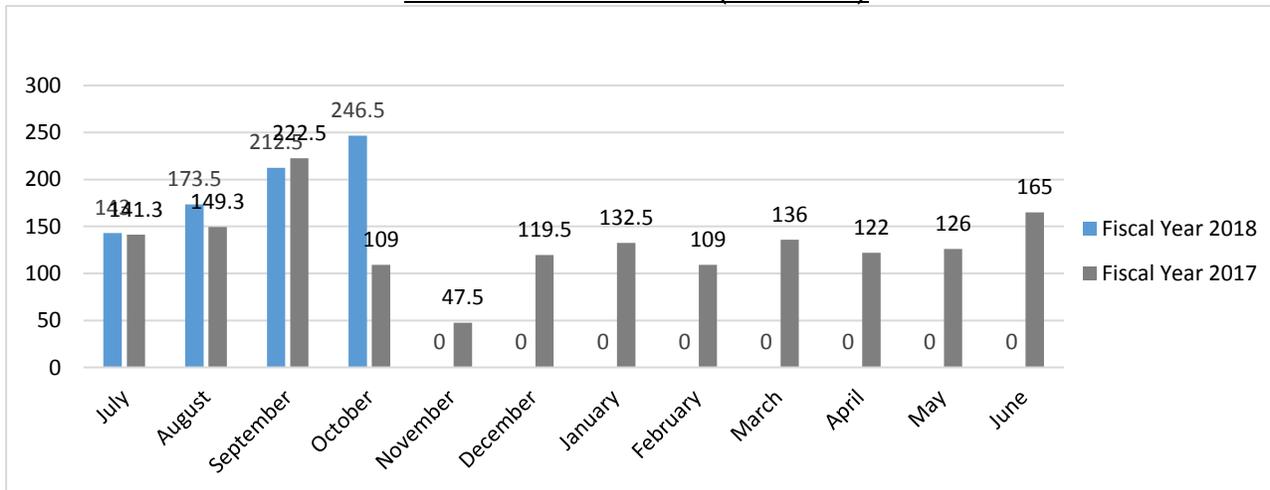
²Goal 2

Traffic Enforcement FYTD (GRAPH) ³

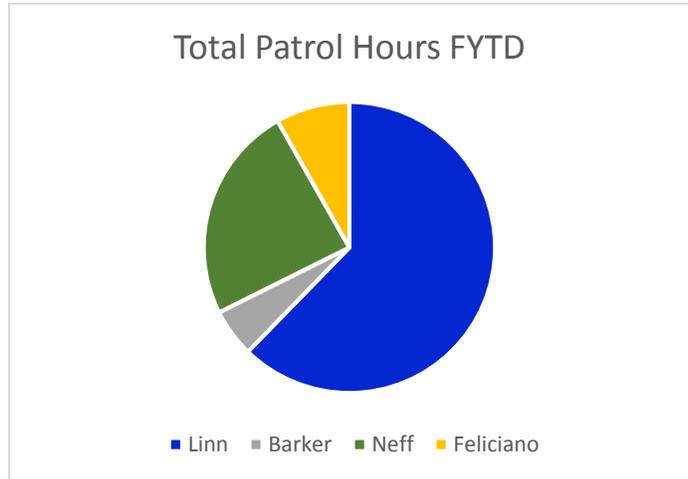
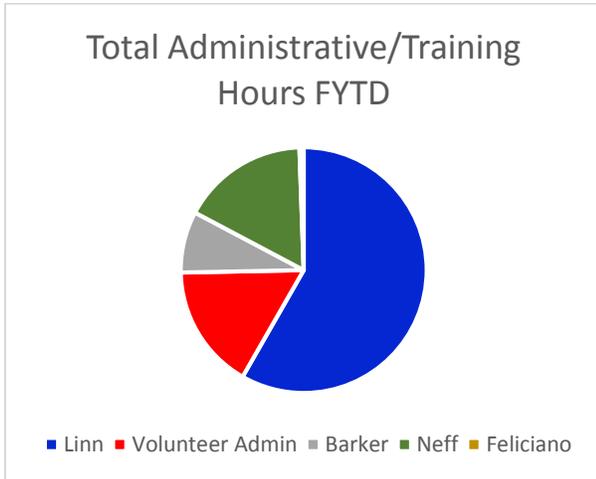


³Goal 2

Patrol Hours FYTD (GRAPH) ⁴



⁴Goals 1, 2, 3



Community Relations

Provided patrol and visibility during Haunt the Town and magician in the Park events. Engaged in daily and nightly foot patrols through Historic Downtown and Town boardwalk.

Attended Town Council Work Session regarding parking and cut through traffic. Attended TANV quarterly meeting. Attended Community meeting regarding public safety.

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

Current Initiatives

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

Set up new “Stop Sign Enforcement Ahead” campaign and increased directed patrols during rush hours in Town to improve pedestrian safety.²

Miscellaneous

Worked on data collection for Public Safety Assessment. Researched (1) cost of Body Worn Video, and (2) cost and availability of cameras for blocking intersection violations.

¹Goal 3

²Goal 2



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 8, 2017
8 A: Request to Approve Site Plan for 113 Poplar Lane	

Explanation and Summary:

This is a request to approve the site plan for 113 Poplar Lane for the installation of a pool and patio. The Planning Commission reviewed the site plan during their October 10, 2017 meeting and recommends approval to the Town Council. The Staff Report is attached to this agenda item.

Engineer's Recommendation: Recommend approval, contingent on purchase of phosphorus credits and completion and submission of erosion and sediment control bonds and agreement.

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: (4) Staff Report – September 27, 2017
Final Site Plan – 113 Poplar Lane – Pool Improvement
No Rise Certification Letter – 113 Poplar Lane
Minor Water Quality Impact Assessment for Permitted Use in a
Resource Protection Area – 113 Poplar Lane



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.

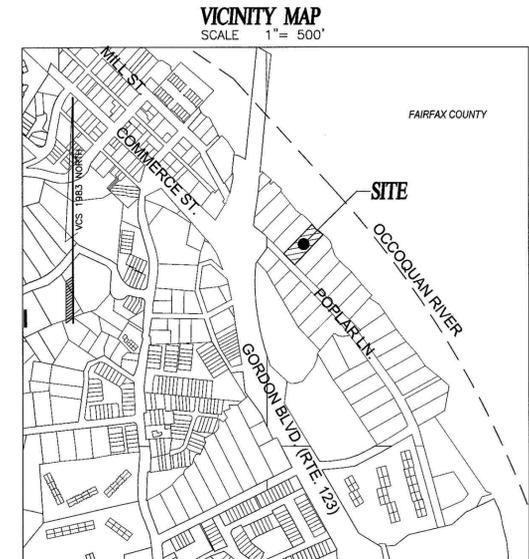
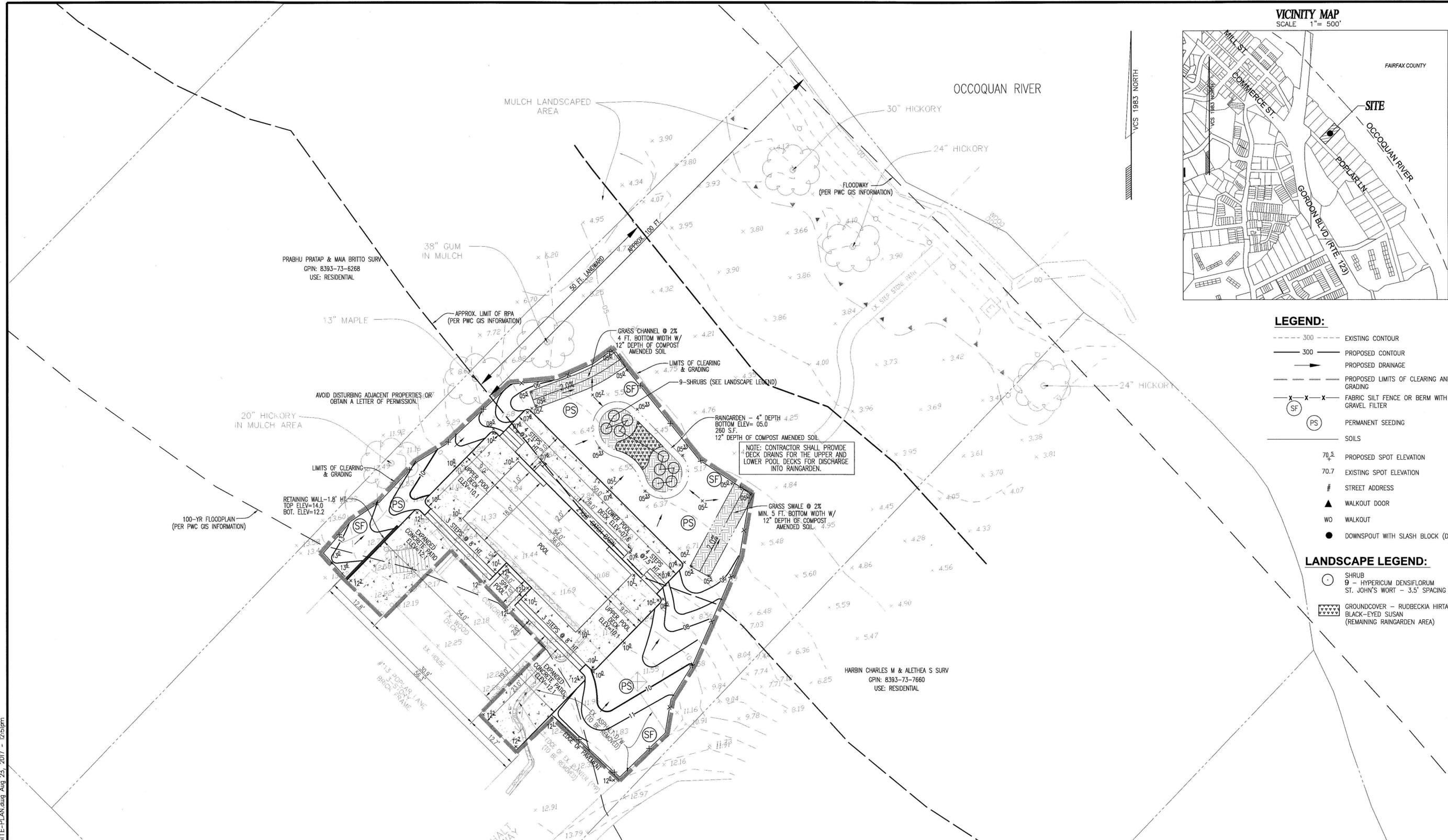
PART III

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





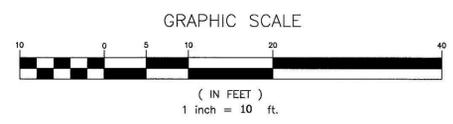
- LEGEND:**
- 300 --- EXISTING CONTOUR
 - 300 — PROPOSED CONTOUR
 - PROPOSED DRAINAGE
 - - - - - PROPOSED LIMITS OF CLEARING AND GRADING
 - x — x — x — FABRIC SILT FENCE OR BERM WITH GRAVEL FILTER
 - (SF) PERMANENT SEEDING
 - (PS) SOILS
 - 70.5 PROPOSED SPOT ELEVATION
 - 70.7 EXISTING SPOT ELEVATION
 - # STREET ADDRESS
 - ▲ WALKOUT DOOR
 - WO WALKOUT
 - DOWNSPOUT WITH SLASH BLOCK (DS)

- LANDSCAPE LEGEND:**
- (○) SHRUB
 - 9 - HYPERICUM DENSIFLORUM
 - ST. JOHN'S WORT - 3.5' SPACING
 - (■) GROUNDCOVER - RUDBECKIA HIRTA
 - BLACK-EYED SUSAN (REMAINING RAINGARDEN AREA)

- NOTES:**
- PROPERTY ADDRESS: 113 POPLAR LANE
 - GPIN NO. 8393-73-6865
 - 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.

SWM/BMP NOTE:

THIS SITE PLAN PROPOSES AN EXTENSION OF THE REAR PATIO FOR A POOL IMPROVEMENT. THE LIMITS OF DISTURBANCE IS APPROXIMATELY 4,830 SF CONSISTING OF APPROXIMATELY 1,830 SF OF ADDITIONAL IMPERVIOUS SURFACE. SWM/BMP IS PROVIDED BY USE OF AN ONSITE RAINGARDEN TO TREAT THE RUNOFF FROM THE PROPOSED POOL DECK AREA. THE RAINGARDEN IS SIZED TO CONTAIN AT A MINIMUM, 0.5" OF RAIN RUNOFF FROM THE IMPERVIOUS SURFACE (1,830 SF X 0.5"/12" = 77 CF). THE PROPOSED RAINGARDEN IS 4" IN DEPTH AND THEREFORE, REQUIRES A MINIMUM SURFACE AREA OF 232 SF (77 CF/0.33"). THE PROPOSED RAINGARDEN HAS A SURFACE AREA OF APPROXIMATELY 260 SF WHICH WILL ALSO BE USED FOR RUNOFF FILTERING AND TO ATTENUATE THE PEAK RUNOFF. DUE TO THE FACILITY'S PROXIMITY TO THE RIVER WATER LEVEL, AN UNDERDRAIN IS NOT SUITABLE. THE RAINGARDEN IS BEING PLANTED WITH VEGETATION THAT WILL WITHSTAND WET CONDITIONS. IN ORDER TO PROVIDE ADDITIONAL RUNOFF ATTENUATION, LESSEN THE CONCENTRATED SWALE RUNOFF AND PROVIDE RUNOFF FILTERING, MINIMUM 4" WIDE GRASS CHANNELS ARE PROPOSED AT THE END OF THE SWALES PAST THE POOL DECK. THESE CHANNELS ARE WIDE AND RELATIVELY FLAT AT THE POINT WHERE THEY MEET EXISTING GRADE.



NO.	DATE	DESCRIPTION	BY
REVISIONS			



G:\50026\06\ACAD\Civil\ENGR\113 Poplar Lane\Submit\01-SITE-PLAN.dwg Aug 23, 2017 - 12:51pm

**113 POPLAR LANE
POOL IMPROVEMENT**

Town of Occoquan, Virginia

Dewberry
18725 HEATHCOTE BLVD.
SUITE 100
GAINESVILLE, VA 20105-6800
Dewberry Consultants LLC
FAX: 703.468.2822

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



August 24, 2017

Town of Occoquan Virginia
Zoning Department
314 Mill Street
Occoquan, VA 22125

RE: Proposed Swimming Pool at 113 Poplar Lane

Dear Community Official,

The purpose of this letter is to provide my opinion, as a registered professional engineer licensed to practice in the state of Virginia, concerning potential floodplain impacts associated with construction of a proposed swimming pool at 113 Poplar Lane, Occoquan, VA. The proposed pool is located in the floodway fringe of the Occoquan River where the 100-year flood elevation (i.e. base flood elevation or BFE) is approximately 12.7 feet (NAVD88 vertical datum).

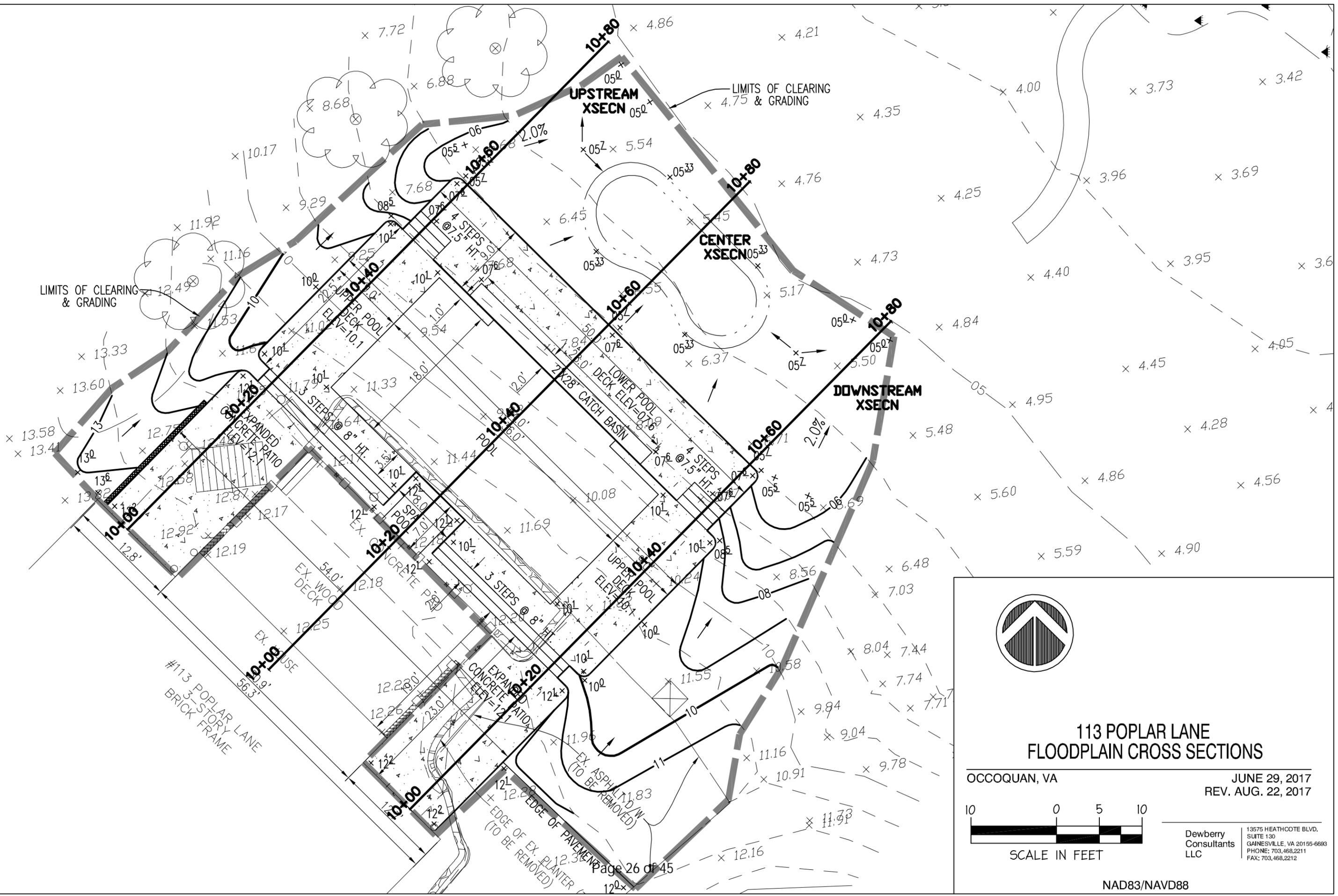
I have evaluated the proposed grades associated with the pool construction as shown on the attached exhibits (4 sheets). The cross sectional exhibits show the proposed cut area below the BFE exceeds the proposed fill area for each of the three pool cross sections evaluated, which indicates there should be sufficient compensatory excavation to offset the proposed fill in the floodway fringe. Therefore, so long as the pool is constructed at or below the proposed grades shown on the attached exhibits and compensatory excavation is provided as shown on the attached exhibits, it is my opinion there should be no loss of floodplain conveyance and no increase in regulatory base flood elevations resulting from the proposed pool construction.

Please feel free to contact me by telephone (703-469-2243) or e-mail (jcowan@dewberry.com) if you have any questions concerning this letter and attachments.

Sincerely,

Geoffrey L. Cowan, P.E.
Senior Associate

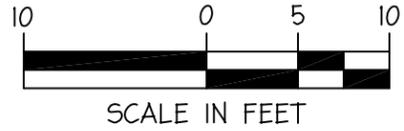
Attachments: Floodplain Cross Sections (4 sheets)



**113 POPLAR LANE
FLOODPLAIN CROSS SECTIONS**

OCCOQUAN, VA

JUNE 29, 2017
REV. AUG. 22, 2017

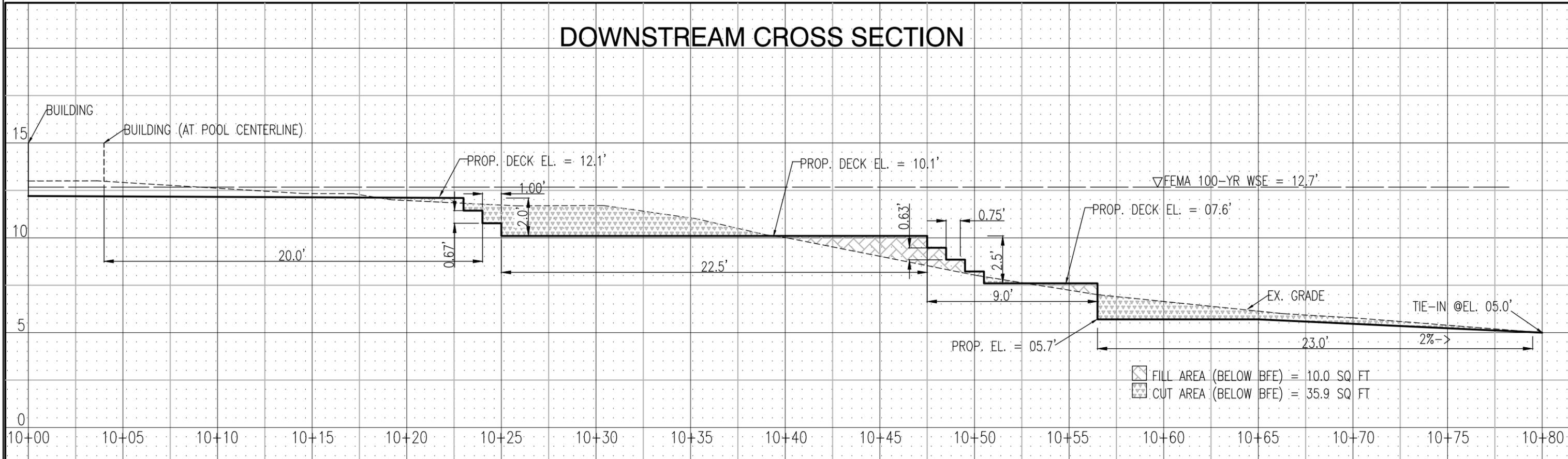


Dewberry
Consultants
LLC

13575 HEATHCOTE BLVD.
SUITE 130
GAINESVILLE, VA 20155-6693
PHONE: 703.468.2211
FAX: 703.468.2212

NAD83/NAVD88

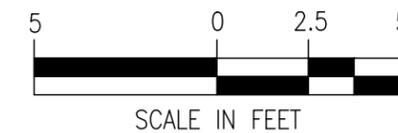
DOWNSTREAM CROSS SECTION



113 POPLAR LANE FLOODPLAIN CROSS SECTIONS

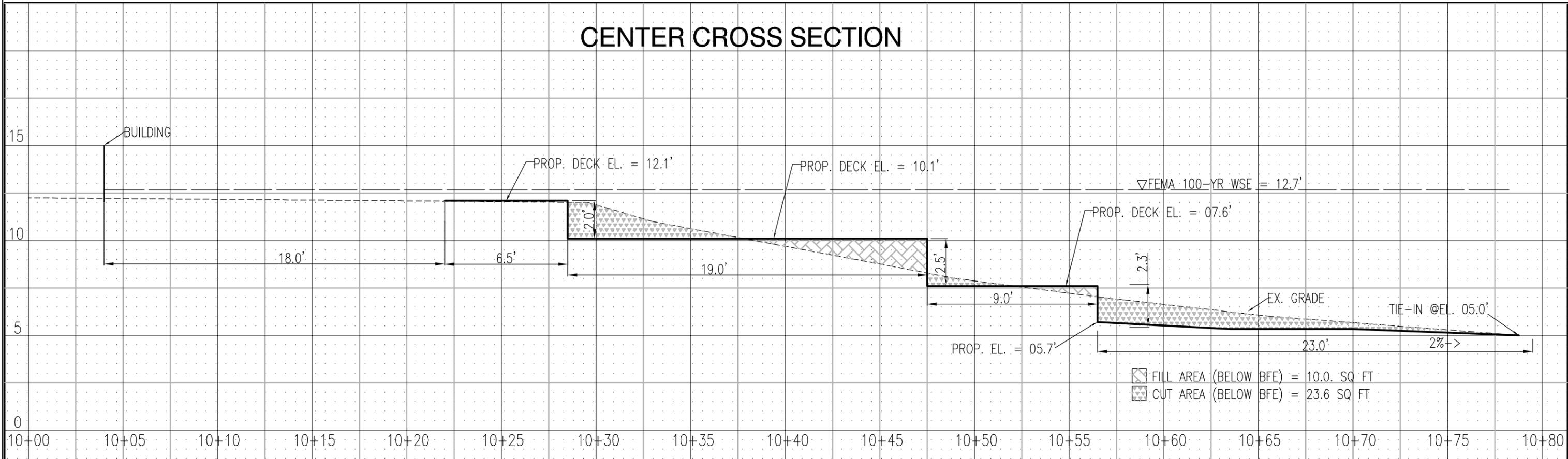
OCCOQUAN, VA

JUNE 29, 2017
REV. AUG. 22, 2017



Dewberry
Consultants
LLC
13575 HEATHCOTE BLVD.
SUITE 130
GAINESVILLE, VA 20155-6693
PHONE: 703.468.2211
FAX: 703.468.2212

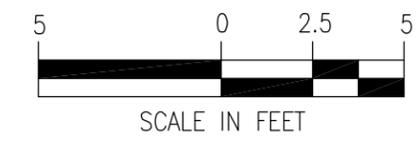
CENTER CROSS SECTION



113 POPLAR LANE FLOODPLAIN CROSS SECTIONS

OCCOQUAN, VA

JUNE 29, 2017
REV. AUG. 22, 2017

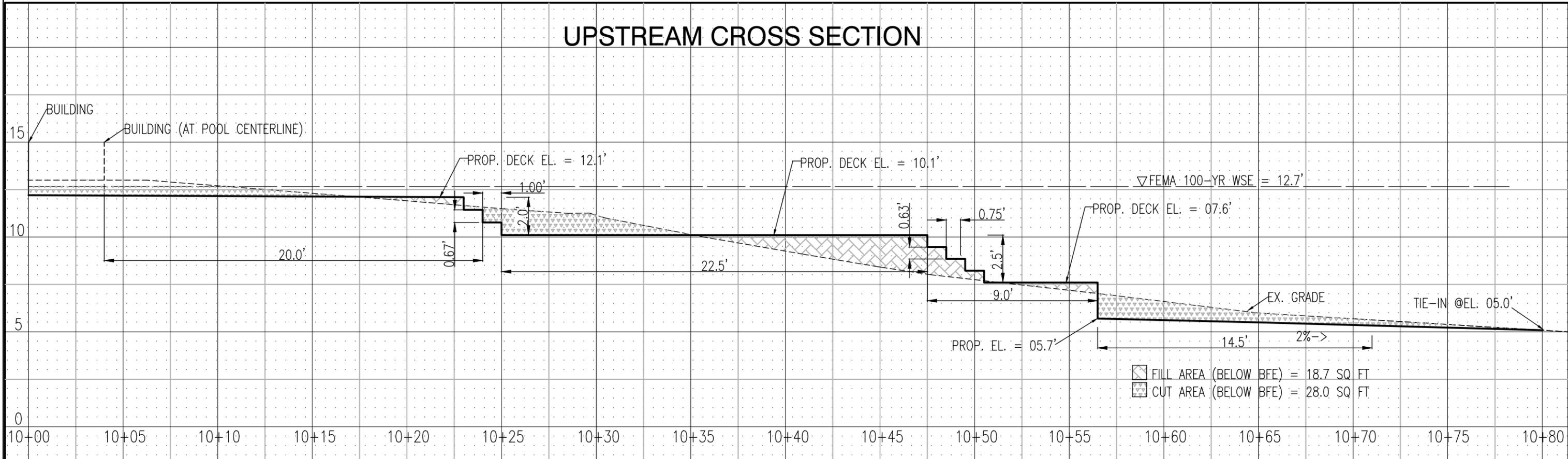


**Dewberry
Consultants
LLC**

13575 HEATHCOTE BLVD.
SUITE 130
GAINESVILLE, VA 20155-6693
PHONE: 703.468.2211
FAX: 703.468.2212

NAD83/NAVD88

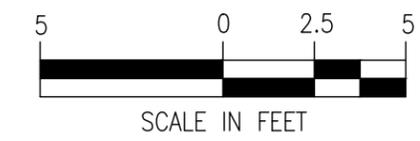
UPSTREAM CROSS SECTION



113 POPLAR LANE FLOODPLAIN CROSS SECTIONS

OCCOQUAN, VA

JUNE 29, 2017
REV. AUG. 22, 2017



Dewberry
 Consultants
 LLC
 13575 HEATHCOTE BLVD.
 SUITE 130
 GAINESVILLE, VA 20155-6693
 PHONE: 703.468.2211
 FAX: 703.468.2212

NAD83/NAVD88

August 21, 2017

Town of Occoquan, Virginia
Attn: Bruce Reese, Town Engineer
314 Mill Street
Occoquan, Virginia 22125

RE: Minor Water Quality Impact Assessment for a Permitted Use in Resource Protection Area (RPA)
113 Poplar Lane
Town of Occoquan, Virginia (in Prince William County)
GPIN: 8393-73-6865

Dear Mr. Reese,

Dewberry has been engaged by the property owner, hereafter referred to as "Applicant", to prepare this request for approval of a Minor Water Quality Impact Assessment (WQIA) per Town Code section §66-201 for encroachment into the RPA buffer. The encroachment is associated with the construction of proposed improvements for a pool, patio deck and associated grading. Additional details regarding the proposed RPA encroachment and minimization efforts are included below.

The following exhibits are enclosed as reference documents to fully support and justify approval of this Minor WQIA.

Exhibit #1: Vicinity Map
Exhibit #2: Prince William County Aerial Imagery (2015)
Exhibit #3: Prince William County RPA Delineation Map
Exhibit #4: Site Photos
Attachment #1: Proposed Site Plan

- Existing Condition:

The subject residential property 0.4752 acres. The property fronts Poplar Lane and backs up to the Occoquan River. The RPA buffer is on the resident's rear yard consisting of maintained grass lawn with several trees and planting beds around the trees and along the riprap lined river's edge as depicted on the aerial image, Exhibit #2.

- Proposed RPA Encroachment:

The proposed RPA buffer encroachment is depicted in Attachment #1 by the limits of land disturbance. The land disturbance for the proposed improvement is less than 6,000 square feet. The total area of RPA buffer encroachment is 1,670 square feet (0.038 acres) consisting of concrete pool and graded open space. Due to site size constraints and the location of the existing dwelling and the Occoquan River, encroachment into the landward 50 feet of the 100-foot RPA buffer area is unavoidable for this improvement. No disturbance of the seaward 50 feet of RPA will occur.

- The RPA 100-foot buffer was delineated using available information from County RPA GIS map and field topographic survey of the river's water edge. The County RPA delineation is depicted on Exhibit #3 and is shown to be 100 feet from the water's edge on the Site Plan, Attachment #1.

- Existing Vegetation within the RPA Buffer:

As depicted in the aerial photograph provided in Exhibit #2, the existing vegetation within the RPA buffer that will be encroached upon is primarily maintained grass. Representative photographs of the existing vegetation and conditions within the RPA buffer are enclosed within Exhibit #4.

- Erosion and Sediment Control:

As required by state law, the project will comply with Erosion and Sediment Control regulations and the Stormwater Management (SWM) Act of the Code of Virginia. A site plan with the proposed erosion and sediment controls will be submitted to the Town of Occoquan for approval prior to any land disturbance. Overall protection of the RPA during construction will be provided through the installation of silt fence, and temporary and permanent seeding.

- Stormwater Management/BMP:

Stormwater management for the proposed improvement will be provided by the use of an onsite raingarden and grass swales. The proposed locations are shown on the attached site plan sheet, Attachment #1. These SWM/BMP measures will help control/reduce runoff, reduce non-point source pollutant loads from entering the Occoquan River and prevent erosion.

- Proposed Mitigation:

The plantings being proposed within the proposed raingarden are mitigation measures that will promote runoff reduction, filtration, biological uptake and pollutant removal. In addition, sod will be placed on disturbed areas reducing the time denuded areas are exposed. These measures along with strict adherence to the corresponding erosion and sediment control measures shown on the site plan, will fully mitigate the necessary encroachment into the RPA buffer.

Please contact Alvaro De la Vega at (703) 468-2246 if you have any questions or require additional information to complete your review of this request for approval.

Sincerely,

Alvaro De la Vega. P.E.
Civil Engineer

Minor WQIA for a Permitted Use in Resource Protection Area (RPA)
113 Poplar Lane
Town of Occoquan, Virginia
August 21, 2017

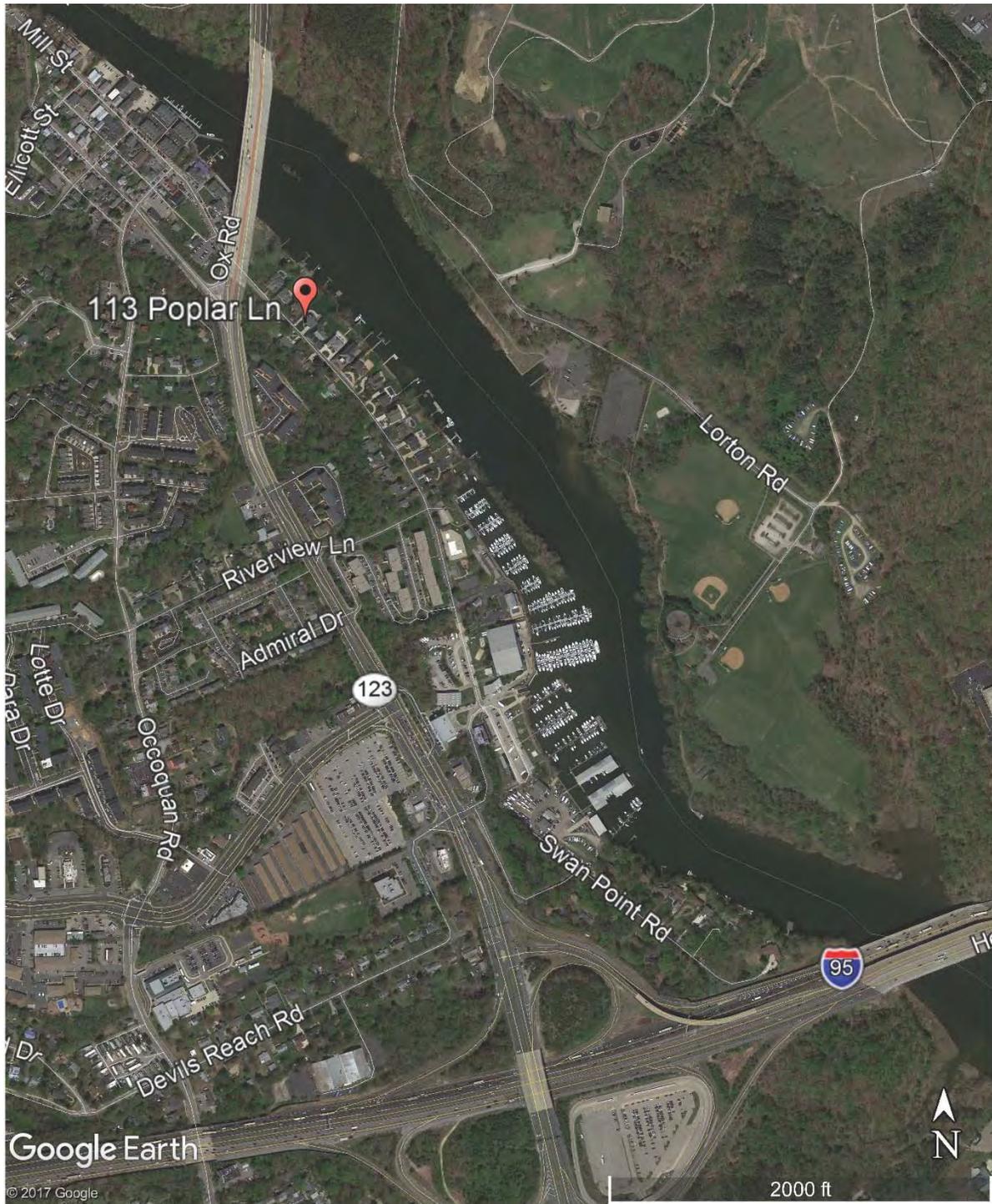


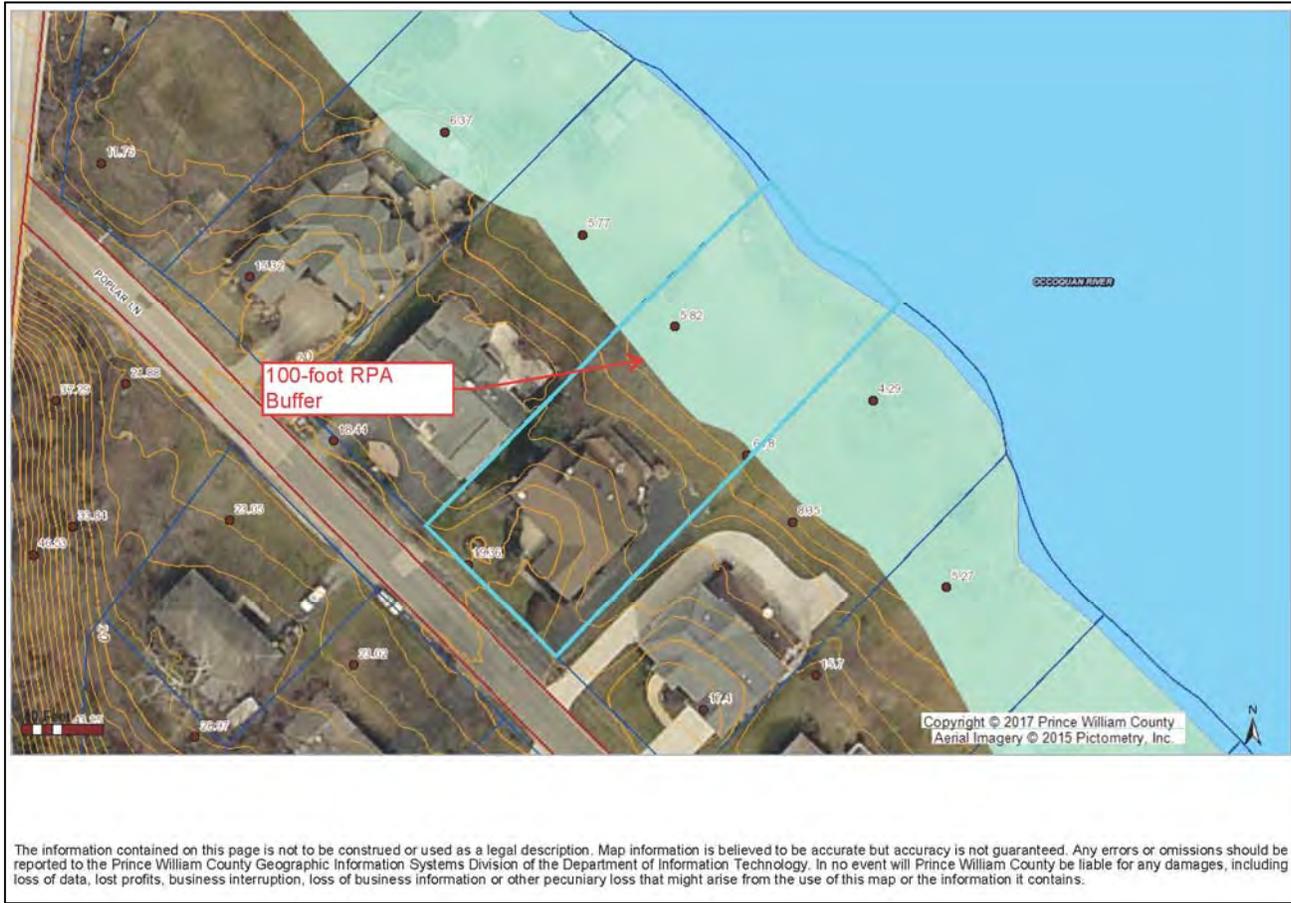
Exhibit #1:
Vicinity Map
113 Poplar Lane, Town of Occoquan
(Lat: 38°40'53.62"N, Long: 77°15'25.73"W)

Minor WQIA for a Permitted Use in Resource Protection Area (RPA)
113 Poplar Lane
Town of Occoquan, Virginia
August 21, 2017



Exhibit #2:
Prince William County Aerial Imagery (2015)
113 Poplar Lane, Town of Occoquan

Minor WQIA for a Permitted Use in Resource Protection Area (RPA)
113 Poplar Lane
Town of Occoquan, Virginia
August 21, 2017



The information contained on this page is not to be construed or used as a legal description. Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to the Prince William County Geographic Information Systems Division of the Department of Information Technology. In no event will Prince William County be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains.

Exhibit #3:
Prince William County RPA Delineation Map
113 Poplar Lane, Town of Occoquan

Exhibit #4:
Site Photos
113 Poplar Lane, Town of Occoquan



Photo #1: Looking northeast at rear yard from patio

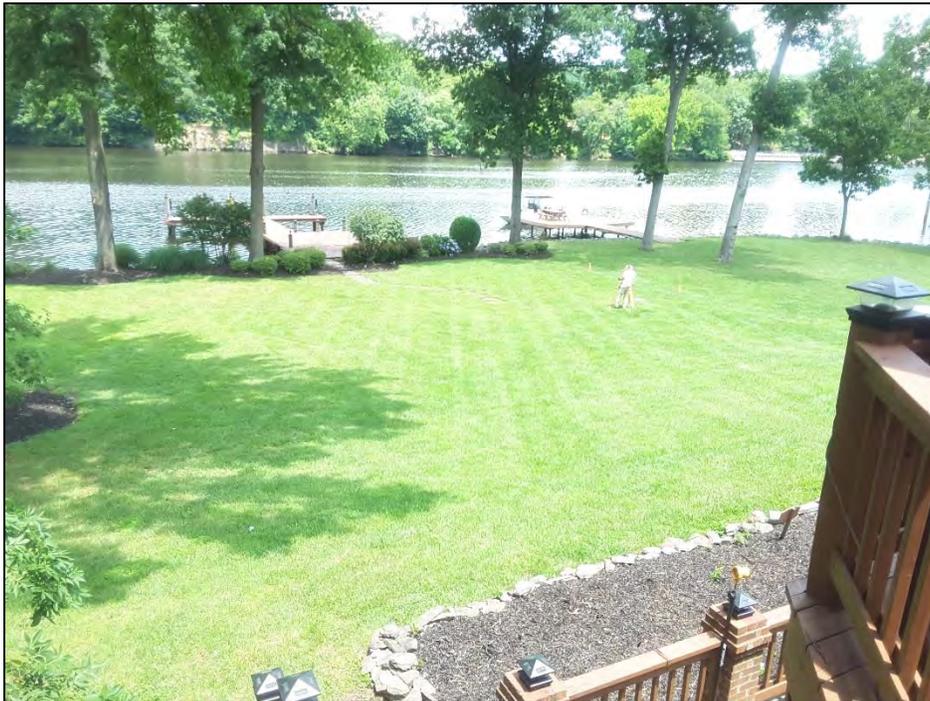


Photo #2: Looking northeast at rear yard from deck



Photo #3: Looking southwest at the rear yard and back of house from the dock



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 8, 2017
8 B: Request to Approve Subdivision Plat for 205 Union Street	

Explanation and Summary:

This is a request to approve a subdivision plat for 205 Union Street. The recorded plat was not approved by the Town, and this will correct the issue and create two parcels. The staff report is attached to this agenda item and recommends approval.

Town 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 recommend approval of the 205 Union Street Subdivision Plat."

OR

Other action Council deems appropriate.

Attachments: (2) Staff Report - 205 Union Street Subdivision Plat
205 Union Street Subdivision Plat



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 205 Union Street

Applicant: Ken Bagby

Date: October 25, 2017

PART I

A. EXECUTIVE SUMMARY

The applicant proposes to subdivide the parcel. The recorded subdivision plat was not approved by town staff or town council. This plat will correct the issue and create 2 parcels. This staff report evaluates the proposed application as it pertains to town ordinances for conformity.

B. DESCRIPTION OF PETITION

The applicant requests approval of the Resubdivision Plat, Union Street Development, LLC.

C. APPLICABLE REGULATIONS

1. Chapter 54 – Subdivisions
2. Chapter 66 – Zoning

PART II

A. ANALYSIS OF EXISTING CONDITIONS

1. Site Area: +/-0.0334acres
2. Use: Commercial
3. Zone: B-1
4. Location: The referenced property is located at the northeast intersection of Union Street and Commerce Street, in the Town's Old and Historic District.
5. Buildings/Structures: Existing structures are located on both parcels

B. ANALYSIS OF PROPOSED PLAT

This plat is compliant with applicable regulations of the Town Code.

Any fees associated with the review and approval of the plat must be paid prior to release of the plat for recordation. A deed must be prepared to accompany the plat for recordation.

PART III

STAFF CONCLUSIONS

The proposed Resubdivision Plat, Union Street Development, LLC., having been duly reviewed and accepted 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 above referenced Plat.

PREPARED BY: Ned A. Marshall, Zoning Administrator, October 25, 2017 

GENERAL NOTES:

1. OWNER(S) OF RECORD: UNION STREET DEVELOPMENT, LLC
112 TERASINA CT.
APEX, NC 27502
2. ADDRESS OF SITE: 205 UNION STREET
3. GPIN: 8393-64-6535 AND 8393-64-6637
4. AREA OF SITE = 1,455 SQ FT OR 0.0334 ACRES
5. EXISTING ZONING = B-1, COMMERCIAL
6. THE BOUNDARY DEPICTED HEREON IS COMPILED FROM PLATS & DEEDS OF RECORD, AND WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
7. THE PROPERTY SHOWN HEREON IS LOCATED IN FLOOD ZONE X, PER FEMA FLOOD INSURANCE RATE MAP PANEL NO. 511302017D, DATED JAN. 5, 1995.
8. THIS SITE IS SERVED BY PUBLIC WATER AND SEWER.
9. YARD REQUIREMENTS: THERE ARE NO YARD REQUIREMENTS BECAUSE THIS SITE IS LOCATED IN THE OLD AND HISTORIC DISTRICT.

AREA TABULATION

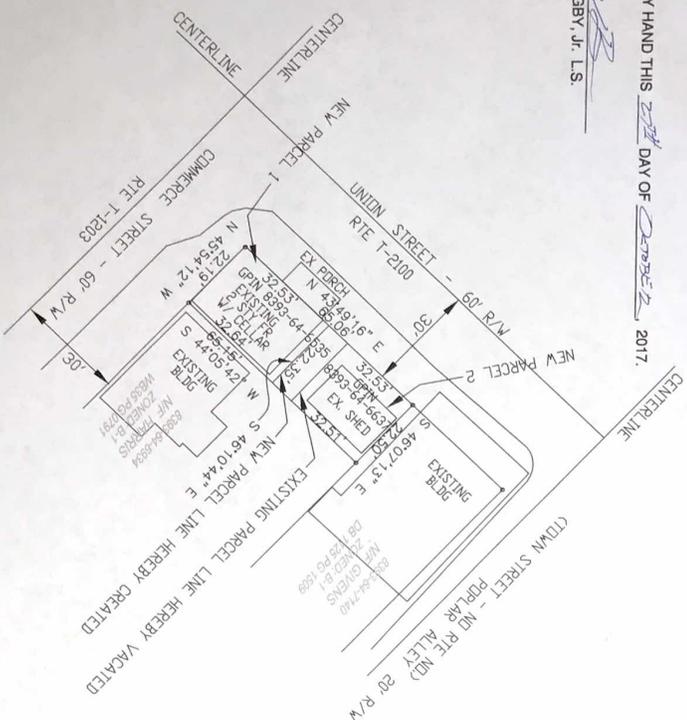
TOTAL AREA OF SITE = 1,455 SQ FT OR 0.0334 ACRES
 AREA OF EXISTING GPIN 8393-64-6535 = 890 SQ FT OR 0.0204 AC
 AREA OF EXISTING GPIN 8393-64-6637 = 565 SQ FT OR 0.0130 AC
 AREA OF NEW PARCEL 1 = 726 SQ FT OR 0.0167 AC
 AREA OF NEW PARCEL 2 = 729 SQ FT OR 0.0167 AC

SURVEYOR'S CERTIFICATE:

I, KENNETH W. BAGBY, JR., A DULY LICENSED LAND SURVEYOR IN AND FOR THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THE PROPERTY DEPICTED HEREON AS GPIN 8393-64-6535 AND 8393-64-6637 IS IN THE NAME OF UNION STREET DEVELOPMENT LLC AS RECORDED IN INSTRUMENT NUMBER 200601100005387 AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
 I FURTHER CERTIFY THAT THE BOUNDARIES DEPICTED HEREON ARE COMPILED FROM DEEDS AND/OR PLATS OF RECORD AND THAT THE ERROR OF CLOSURE RATIO IS GREATER THAN OR EQUAL TO 1 IN 10,000, AND THAT MONUMENTATION WILL BE SET AT ALL PROPERTY CORNERS.

GIVEN UNDER MY HAND THIS 2nd DAY OF November, 2017.

KENNETH W. BAGBY, JR., L.S.



OWNER'S CONSENT TO VACATION & CREATION:

THE PLATTING OF THE PROPERTY SHOWN HEREON, AS DESCRIBED IN THE SURVEYOR'S CERTIFICATE IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED, WHO HEREBY EXPRESSLY CONSENT TO THE VACATION OF THE EXISTING BOUNDARY LINE BETWEEN THE TWO PARCELS, AND THE CREATION OF THE NEW BOUNDARY LINE BETWEEN THE TWO PARCELS FOR PURPOSES OF CREATING THE TWO NEW PARCELS 1 & 2.

GIVEN UNDER OUR HANDS THIS 2nd DAY OF November, 2017.

UNION STREET DEVELOPMENT, LLC

BY: Philip M. Chick

TITLE: Manager

COMMONWEALTH OF VIRGINIA ATTORGE
 COUNTY OF PRINCE WILLIAM, TOWNSHIP: North Caroline

I, THE UNDERSIGNED NOTARY PUBLIC IN AND FOR THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT Philip M. Chick THE Manager

WHOSE NAME(S) ARE SIGNED TO THE FOREGOING OWNERS CONSENT AND DEDICATION, HAVE ACKNOWLEDGED THE SAME BEFORE ME IN MY COMMONWEALTH AT LARGE AFORESAID.

GIVEN UNDER MY HAND THIS 2 DAY OF November, 2017

Christina Alison Hobart
 Notary Public
 My Commission Expires 8/11/2019

Christian Alison Hobart
 Notary Public
 My Commission Expires 8/11/2019

RESUBDIVISION PLAT

UNION STREET DEVELOPMENT, LLC
 GPIN 8393-64-6535 & 8393-64-6637

TOWN OF OCCOQUAN
 PRINCE WILLIAM COUNTY
 VIRGINIA
 SCALE: 1"=25'
 DRAWN BY: RSP/KWB
 DATE: 8/4/2017
 CHECKED BY: KWB
 PROJECT #06031

K. BAGBY, LLC

LAND SURVEYORS - LAND PLANNERS
 309 Mill Street
 Occoquan, Virginia 22125
 (571) 408-3456 k.bagby57@gmail.com

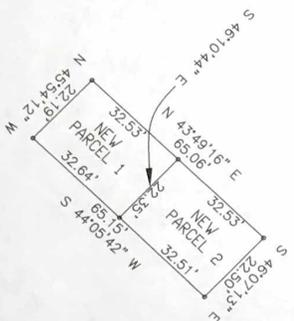


VICINITY MAP
 NO SCALE

SUBJECT PROPERTY LIES IN FLOOD ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 500 YEAR FLOODPLAIN AND AREAS OF 500 YEAR FLOOD, AREAS OF 100 YEAR FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 FOOT OR THE DRAINAGE AREAS LESS THAN 1 SQUARE MILE AND AREAS PROTECTED BY LEVEES FROM 100 YEAR FLOOD. SEE NOTE 7.



GRAPHIC SCALE



NEW LOT LAYOUT



REVISION #1: COMMENTS DATED 8/28/17, RSP



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: November 8, 2017
8 C: Request to Set Not-To-Exceed Amount for Installation and Maintenance of Holiday Wreaths and Repairs to Electrical Outlets on Dominion Poles	

Explanation and Summary:

Prior to 2014, the Town utilized an electrician to mount and install the lighted holiday wreaths for a cost of \$2,000. The installation included mounting the wreaths, hardwiring the wreaths directly into the fuse, maintaining the wreaths through the holiday season, and then removing and storing the wreaths at the end of the holiday season. In 2014, the Town purchased new LED wreaths and installed standard plug outlets on the Dominion poles in order to accommodate the new wreaths. Since then, the Town has utilized a variety of methods at little to no cost to the town to mount and remove the wreaths each season, including the Sherriff's Department Workforce Crew and Prince William County Public Works. In doing this, we have found that while we are able to mount and remove the wreaths, we are unable to maintain the wreaths throughout the season or address electrical issues associated with the facilities on the poles. While we have been able to save money, maintenance throughout the holiday season has become a challenge.

In order to resolve this issue, staff is recommending that the Town once again contract with an electrician to mount and remove the wreaths, as well as maintain the wreaths throughout the season and repair any issues with the electrical outlets.

Wreath Mounting Costs

	FY2018 Budget	Proposed Cost
Wreath Mounting	\$2,000	\$3,000
Outlet Repairs - Labor	\$0	\$390 (\$97.50 per hour/ 4 hours)
Outlet Repair Materials	\$0	\$500
On-Call Outlet/Wreath Repairs	\$0	\$390 (\$97.50 per hour/4 hours)
Total	\$2,000	\$4,280

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: Not-to-Exceed \$4,500 (FY 2018 Budget, \$2,000)

Account Number: 64440 - Wreath Maintenance and Installation, Public Works

Proposed/Suggested Motion:

“I move to set a not-to-exceed amount of \$4,500 for the purpose of mounting and maintaining holiday wreaths, and repairing electrical outlets on Dominion poles.”

OR

Other action Council deems appropriate.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Items	Meeting Date: November 8, 2017
8D: Request to Approve Not-to-Exceed Amount for Manufacture of Hardware and Installation of Light Facilities on Pedestrian Bridge	

Explanation and Summary:

This is a request to set a not-to-exceed amount of \$5,000 for the manufacture of hardware and the installation of light facilities on the pedestrian footbridge at River Mill Park. As part of the River Mill Park project, the pedestrian footbridge was upgraded to include new railing and light facilities. The lights were initially installed as part of Phase I of the project; however, the brackets that attach the light facilities to the bridge that were reviewed by VDOT and subsequently manufactured and installed, did not pass VDOT's inspection and VDOT required new brackets to be designed and manufactured. As a result, the light fixtures were removed and have been in storage.

The Town has been working with VDOT to resolve this situation in order to reinstall the lights and VDOT has agreed to reinstall the lights if the Town manufactures and provides the new brackets. In addition, VDOT may be able to connect the electrical components; however, the Town may be required to complete the install by hiring an electrician once the light fixtures are mounted.

The requested not-to-exceed amount of \$5,000 will cover costs associated with manufacturing the new brackets and plates, as well as funding for an electrician should VDOT not be able to complete the electrical connections once VDOT mounts the hardware and light fixtures on the bridge. Prior to obtaining VDOT's assistance in mounting the lights, the Town obtained quotes to manufacture the hardware and reinstall the lights, including electrical connections, ranging between \$8,000 and \$10,000.

Funding for this project is recommended to be appropriated utilizing FY2018 CIP Funds under Gaslight Maintenance in Public Works. The Town Council previously authorized up to \$10,000 in funding to perform maintenance on the Town's gaslights. Since the approval, the quote to perform maintenance on the gaslights is less than \$5,000, leaving \$5,000 in available CIP funding from the FY2018 budget.

The final quote on the manufacture of the brackets is expected to be available at the November 8, 2017 Town Council meeting.

Engineer's Recommendation: Recommend approval.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: Not-to-exceed \$5,000
Account Number: FY2018 CIP, Gaslight Maintenance

Proposed/Suggested Motion:

"I move to set a not-to-exceed amount of \$5,000 for the manufacture of hardware and the installation of light facilities along the VDOT pedestrian bridge."

OR

Other action Council deems appropriate.

Attachments: (0) None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 8, 2017
8 E: Request for Consideration of Reappointment of Members to the Architectural Review Board	

Explanation and Summary:

The Town Council appoints members to the Town's Architectural Review Board. Brenda Seefeldt and Carol Bailey's terms are up for appointment on the Architectural Review Board. Ms. Seefeldt and Ms. Bailey have expressed interest in continuing on the Board. Ms. Seefeldt has served on the Board since 2001, and Ms. Bailey has served on the Board since 2013; both are town residents.

Town Manager's Recommendation: Recommend appointment of members to the ARB.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:

"I move to reappoint Brenda Seefeldt and Carol Bailey to the Architectural Review Board, effective November 8, 2017."

OR

Other action Council deems appropriate.

Attachments: (0) None.