



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

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**Occoquan Town Council**  
**Work Session Meeting**  
**September 18, 2018 | 7:00 p.m.**

1. Call to Order
2. Regular Items
  - a. ARB Revised Signage Guidelines Discussion
  - b. Police Body Camera Pilot Program
  - c. Stormwater BMP Discussion
  - d. Review of Town Code Recodification
3. Adjournment



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

|                                                                          |                                         |
|--------------------------------------------------------------------------|-----------------------------------------|
| <b>2. Work Session Agenda</b>                                            | <b>Meeting Date:</b> September 18, 2018 |
| <b>2 A: Architectural Review Board Revised Signage Design Guidelines</b> |                                         |

**Explanation and Summary:**

The Architectural Review Board has completed updating the Signage Design Guidelines to match the updates made to the sign ordinance, and Town Staff has assisted with reformatting the document. The updates to the ordinance came as a result of the U.S Supreme Court ruling on *Reed v. Town of Gilbert*, which clarified when municipalities may impose content-based restrictions on signage.

This is an opportunity for the Town Council to review the proposed changes and provide feedback to the Architectural Review Board. Changes to this document require Town Council approval. This item is scheduled to come before the Town Council for consideration and approval at its October 2, 2018 regular meeting.

# TOWN OF OCCOQUAN



## ARCHITECTURAL REVIEW BOARD SIGNAGE DESIGN GUIDELINES

Prepared by the Architectural Review Board: \_\_\_\_\_  
Adopted by the Occoquan Town Council: \_\_\_\_\_

## TABLE OF CONTENTS

- I. Introduction
  - II. Purpose of Guidelines
  - III. Commercial Signage
    - a. Permanent Signs
    - b. Temporary Signs
    - c. Flags
    - d. Minor Signs
    - e. Waterfront Signs
    - f. Marquee Signs
    - g. Other Signs
  - IV. Historic Colors – Old and Historic District
  - V. Residential Signage
  - VI. Non-Residential Signage
  - VII. Lighting Requirements
  - VIII. Sign Permit Process
    - a. Applying for a Sign Permit
    - b. Signs in the Old and Historic District
    - c. Revocation of a Sign Permit
  - IX. Prohibited Signage
  - X. Signs Not Requiring a Permit
  - XI. Non-Sign Marketing Methods
- Appendix
- A. Definitions
  - B. List Contributing Historic Structures
  - C. Zoning Map and Old and Historic District Map
  - D. Brief History of Occoquan

## I. Introduction

The Occoquan Architectural Review Board (ARB) would like to take this opportunity to welcome you and your business. As we all can agree, few places have as many wonderful attributes as Occoquan. Our historic buildings, vibrant waterfront, arts, cultural activities, parks and recreation make our town a very desirable place to live, work and play. We congratulate your choosing this special place to open your business and look forward to working with you for many years to come.

All of us on the ARB fully understand and appreciate the fact that your business, like Occoquan itself, is unique. Our goal is to help create and maintain a positive image of the town and its businesses using adequate, well-designed signs. To help us achieve this goal, we ask that you carefully examine both the frontage/ exterior view of your business location, and the building's overall appearance. If the exterior of your business is visually attractive, physically accessible, clean and well-maintained, customers will take notice and will want to see the inside of your business as well!

One must always remember that every great relationship, be it personal or business, begins with a great first impression. The ARB is here to help you achieve just that and we'll be happy to provide you with whatever advice, guidance and resources you may need to get your business off to a great start. In closing, perhaps the late Robert Lehto, former President of the Occoquan Historical Society, said it best:

“With a history spanning a period almost as long as Virginia itself, Occoquan provides a unique mixture of pre-revolutionary, Victorian and modern aspects of life resulting in the living charm which no restoration or modern city can equal.”

Welcome to Occoquan...we're very glad you're here!

## II. Purpose of Guidelines

Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of the Signage Design Guidelines and Town Code Chapter 66, Article VIII is to regulate the size, color, illumination, movement, materials, location, height and condition of all signs placed on private property for exterior observation, thus ensuring the protection of property values, the character of the various neighborhoods, the creation of a convenient, attractive and harmonious community, protection against destruction of or encroachment upon historic areas, and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development.

The Guidelines aim to allow adequate communication through signage while encouraging aesthetic quality in the design, location, size and purpose of all signs. It is also intended to promote signs that are compatible with the use of the property, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.

Complete signage regulations are available in Chapter 66 of the Occoquan Town Code, Article VIII and is available on the Town's website at [www.occoquanva.gov](http://www.occoquanva.gov).

### III. Commercial Signs (B-1 District)

#### A. Permanent Signs

*Permit required.*

Each property is allowed a maximum of four permanent (4) signs, not exceeding 16 square feet each. Maximum number of signs is per property and includes a combination of flags and signs. No more than four signs and/or flags are permitted on any one property at any given time. **A permit is required for all permanent signage.**

Permanent signs are limited to six feet in height. If over a right of way, at least 7 feet of clearance from the bottom of the sign over the right of way (i.e. sidewalk) is required.

Illumination of permanent signage is allowed and requires a permit; however, it may not be internally lit. In addition, neon signs, and signs that blink, or turn on and off intermittently are prohibited. **TCREF**

##### 1. Box Signs

Restaurants and food-service businesses can have a menu box. A menu box is a permanently affixed, enclosed frame used to display menus. Box signs are limited 4.5 square feet in size.

*Box sign* means a sign contained in a box, transparent on one side, which is not more than three six square feet in area and not more than one foot deep.

##### 2. Freestanding Signs

*Freestanding sign* means a non-portable sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall. Limited to 16 sf in size.

##### 3. Monument Signs

*Monument sign* means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.

##### 4. Projecting Signs

*Projecting sign* means any sign, other than a wall, awning or marquee sign, affixed to a building and supported only by the wall on which it is mounted.

##### 5. Wall Signs

*Wall sign* means any sign attached to a wall or painted on or against a flat vertical surface of a structure.

#### B. Temporary Signage

A banner is a temporary sign of flexible material designed to be installed with attachments at each of the four corners. All banners must be installed in a taut manner to restrict movement and shall be maintained in this manner at all times. Banner colors shall be consistent with those recommended in the ARB guidelines (found in this document). The applicant is limited to four colors per banner, including black and white. The size is not to exceed 16 square feet in total area.

Banners shall require the issuance of a permit by the Town prior to their erection. Banner permits shall be for 20 consecutive and no more than twice in one calendar year.

You may attach the banner to an existing principal structure (with a clearance of at least 12" from the edge of the store or building) or sign pole. The banner must not obscure architectural features of the building (such as windows, railings or ornamentation).

If after the expiration of the permit such banners are not removed, the town may remove them and charge the costs of removal to the applicant

### **C. Flags**

*Permit required for commercial flags.*

*Flag* means a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol or decoration; this includes pennants.

A flag helps draw attention to your business using distinctive colors and/or designs. Provided that the flag is not greater than 16 square feet and does not advertise a permit is not required.

All flags must be secured to your building at an angle varying between 45 and 90 degrees, and ground flags of any type are prohibited.

Please be advised that signs and/or flags cannot exceed 16 square feet in area. The size of your sign should complement the exterior of your space, but please keep in mind that no sign or flag shall cover, cross or otherwise hide columns, railings, belt courses, or other decorative architectural features of a building, including balconies. In addition, no sign or flag can have more than two sign faces. All signs, flags and components shall be maintained in good repair and in a safe, clean and attractive condition. All flags must have 7ft height clearance and cannot obscure other businesses or architectural features of the building, including balconies and railings.

### **D. Minor Signs**

*Permit not required (up to four minor signs).*

Four minor signs are allowed without a permit if they do not exceed 1 square foot each. Examples of minor signs are directional arrows and open/closed signs. Keep in mind the

sign(s) must be on your premises. A permit is not required for these signs. An additional two minor signs may be allowed with a permit.

### **E. Waterfront Signs**

*Permit required.*

*Waterfront sign* means a sign facing the river on riverfront property. There is no maximum number of waterfront signs permitted, however, waterfront signs are limited in size up to 2 sf/linear foot of building riverfront width, divided into as many signs as occupant wishes. Signage can not exceed the height of the building.

### **F. Marquee signs.**

*SUP Required.*

*Marquee sign* means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use. A special use permit is required for the installation of a marquee size to determine size and location. Properties are limited to one (1) marquee per property and can not exceed the height of the building.

### **G. Other Signage**

#### **1. Window Signs**

Window signs are permitted if the total space taken up by the signs does not exceed 25% of the total window area. Some businesses have chosen to use vinyl lettering on their windows, which is a nice touch. The posting of fliers, notices, handouts, etc., on windows is discouraged.

#### **2. A-Frame Signs *Permit not required.***

Businesses are also allowed to use black chalkboard A-frame signs. If you decide to go with an A-Frame sign, the sign must never be located in the public right-of-way. Dry erase whiteboards or marker-boards are not permitted.

## IV. Historic Colors - Old and Historic District

The Staff representative to the Architectural Review Board is authorized to assist Historic District business and property owners in paint color selection and, where appropriate, grant administrative approval for paint color proposals.

The chart of paint colors found below represents a palette of paint colors appropriate for use on historic properties. It has been developed to guide property owners and ARB staff in color selection.

Colors not found on the palette must be reviewed by staff on a case-by-case basis. If staff members consider a property owner's preferred colors to be inappropriate, they will forward the proposal to the ARB for full review, noting that administrative approval was not granted.

The color palette is based on " \_\_\_\_\_ "-brand colors. The ARB does not promote a specific brand of paint and uses these color codes for reference only. Any paint brand with a comparable paint color may be used.

**[INSERT COLOR PALETTE]**

## V. Residential Signage (R-1, R-2, R-3 Districts)

### A. Non-Commercial Flags

Limited to 16sf, no limit on number of flags. Maximum height is 15 feet. Illuminated as required by law.

### B. Temporary Signage

Limited to 16sf each, limit one (1). Maximum height is 6 feet and may be displayed up to 90 days.

### C. Permanent Signage

Applies to box, freestanding, monument, pole, projecting and wall. Limited to 3sf total. Maximum height is 6 feet. Location may be wall, window, freestanding, or affixed to mailbox.

### D. Minor Signage

Limited 1 sf each, up to a combined total of 4 sf. Maximum height is 6 feet. Location may be wall, window, freestanding, or affixed to mailbox.

### E. Waterfront Signage

Limited to 16 sf and maximum height of six feet. Location may be wall, window, freestanding, or affixed to mailbox. Indirect lighting permitted.

## VI. Non- Residential Signage (R-1, R-2, R-3 Districts)

### A. Flags

Limited to 16sf, no limit on number of flags. Maximum height is 15 feet. Illuminated as required by law.

### B. Temporary Signage

Limited to 8sf each, up to a combined total of 8 sf. Maximum height is 6 feet and may be displayed up to 20 days.

### C. Variable Message Signs

Limited to 16 sf each, up to a combined total of 16 sf. Maximum height is 6 feet.

### D. Permanent Signage

Applies to box, freestanding, monument, pole, projecting and wall. Limited to 16sf each, up to a combined total of 16 sf. Maximum height is 6 feet.

### E. Minor Signage

Limited 1 sf each, up to a combined total of 4 sf. Maximum height is 6 feet.

**F. Monument Signage**

Limited to 16 sf total and a maximum height of 6 feet.

**G. Waterfront Signage**

Limited to 16 sf and maximum height of six feet.

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**VII. Lighting Requirements**

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## **VIII. Sign Permitting Process**

A sign permit is required prior to the display and erection of any sign except as provided in Section 66-363 of the Occoquan Town Code.

### **A. Application for a Sign Permit**

1. Applications for Sign Permits are available on the Town's website at [www.occoquanva.gov](http://www.occoquanva.gov) and at Town Hall, 314 Mill Street.
2. Completed applications **must** be submitted with necessary supporting documentation including: (1) image of proposed signage in color, (2) schematic of sign location, (3) color/paint samples, (4) material samples, (5) and any other documentation in support of the application.
3. There is a \$10 fee for each application.
4. Applications and all supporting documentation and applicable fees are submitted to Town Hall at 314 Mill Street for review.

Applications are reviewed for compliance with the Town Code, building code and other applicable laws, regulations and ordinances by the Zoning Administrator or designee and will either (1) approve the application, (2) deny the application, or (3) notify the applicant of deficiencies in the application. If an application is denied, the Town will provide a list of the reasons for the denial in writing.

Notification on the status of Sign Permit Applications will be provided within 20 days of receipt of the application.

Once the permit is received, the applicant may install the signage.

### **B. Signs in the Old and Historic District**

All signs in the Old and Historic Occoquan Overlay District (HOD) require compliance with these Architectural Review Board (ARB) guidelines, except when a sign permit is not required as provided in 66-363.

If you are considering the installation of a comprehensive sign plan in the B-1 District, the Town Council is responsible for reviewing and approving these plans. For more information on comprehensive sign plans, view Section 66-362 of the Occoquan Town Code.

### **C. Revocation of a Sign Permit**

If a sign is not installed within one year following the issuance of a sign permit (or within 20 days in the case of a temporary sign permit), the permit will be void.

The Town may revoke a sign permit under the following circumstances:

1. The Town determines the information in the application was materially false or misleading;
2. The sign installed does not conform to the sign permit application; or
3. The sign violates the zoning ordinance, building code, or other applicable law, regulation or ordinance.

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**IX. Prohibited Signage**

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## **X. Signs Not Requiring a Permit**

Most signs in the Town of Occoquan require a permit to be issued before the signage can be installed. In some cases, however, a permit is not required. Below is a list of signage types that may be installed within the town without a permit (Sec. 66-363):

1. Flags up to 16 square feet in size NOT CONTAINING any advertising.
2. Repair of existing permitted signs, except that any repairs to non-conforming signage must comply with the Town Code (66-368(e)).
3. One temporary sign no more than 16 square feet in size located on a property where a building permit is active.
4. One temporary sign no more than 16 square feet in size and a maximum height of six (6) feet when the sign abuts a road with a speed limit of 25 mph or less on any property for sale or rent.
5. One temporary sign no more than 32 square feet in size and a maximum height of 8 feet when the sign abuts a road with a speed limit greater than 25 mph on any property for sale or rent.
6. On residential properties, one or more temporary signs with a total area of no more than 8 square feet and are removed within 90 days. Once removed, these signs may not be erected again.
7. No more than four minor signs per property.
8. Chalkboard A-Frame signs not in the right of way.
9. Permanent window signs, provided that the aggregate area of all window signs on each window or door does not exceed 25% of the total area of the window or door.
10. Box signs.

## **XI. Non-Sign Marketing Methods**

Marketing methods for businesses typically consist of signs to inform customers of the business location and/or products. Storefront businesses in historic towns sometimes use different types of marketing to get potential customers to patronize their shops. While the use of word sign is one method, there are many more creative means of capturing visitors' attention. In conjunction with signage, several businesses in Occoquan have used various non-sign marketing methods to successfully convey their product line or provide a welcoming atmosphere. Of course, any non-sign marketing method depends greatly on your property constraints. Nothing may be placed in the public or VDOT right-of-way.

### External Appearance

As you already know, each business is allowed a total combination of four (4) signs and/or flags. While four may be the maximum amount, you may find that less may very well be more. Outdated and excessive signage not only detracts from the beauty of the town, it negatively impacts how the entire business community is perceived, making it less attractive to potential new businesses and customers alike.

Please be advised that no matter how many signs and/or flags you choose to display, the overall appearance and installation of your signage must be of professional quality and remain in a good state of repair at all times.

**Balloons:** Balloons are an option but please keep in mind you may not obstruct a street, sidewalk, alley or other public right of way. Consider the quantity, size, color and height flown so as not to interfere with other businesses and to maintain the historic feel of Occoquan. Please remove and properly dispose of deflated balloons so they are not a hazard to children, pets or wildlife and do not detract from the beauty of Occoquan.

### Outdoor Merchandise Displays

Outdoor merchandise displays are an option but also may not obstruct a street, sidewalk, alley or other public right of way. When planning your display consider safety in all weather conditions or accidental customer contact.

## Appendix A - Definitions

*A-Frame sign* means a two-faced chalk board sign with supports that are connected at the top and separated at the base, forming an “A” shape. These are also referred to as “sandwich board” signs. They are included in the term “portable sign.”

*Advertising* means any words, symbol, color or design used to call attention to a commercial product, service, or activity.

*Animated sign* means a sign or part of a sign that is designed to rotate, move or appear to rotate or move.

*Awning sign* means a sign placed directly on the surface of an awning.

*Banner* means a temporary sign of flexible material designed to be installed with attachments at each of four corners.

*Box sign* means a sign contained in a box, transparent on one side, which is not more than three six square feet in area and not more than one foot deep.

*Business sign* means a sign which directs attention to a product, service or commercial activity available on the premises.

*Canopy sign* means a sign attached to a canopy.

*Changeable copy sign* means a sign or part of a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.

*Comprehensive sign plan* means a plan for the signage of a property that includes multiple tenants or owners with shared parking or other facilities, with Special Use Permit (SUP) from Town Council.

*Feather sign* means a lightweight, portable sign mounted along one edge on a single, vertical, flexible pole. The physical structure may resemble a sail, bow, or teardrop.

*Flag* means a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol or decoration; this includes pennants.

*Flashing sign* means a sign that includes lights that flash, blink, or turn on and off intermittently.

*Freestanding sign* means a non-portable sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

*Height* means the maximum vertical distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

- (1) Existing grade immediately prior to construction of the sign; or
- (2) The newly established grade after construction, exclusive of any filling, berming, mounding or excavating primarily for the purpose of mounting or elevating the sign.

*Illegal sign* means any sign erected without a required permit or which otherwise does not comply with any provisions of this article.

*Illuminated sign* means a sign that is backlit, internally lighted, or indirectly lighted, but does not include a neon sign.

*Inflatable* means any sign which uses compressed or forced gas to provide support.

*Marquee* means a permanent structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

*Marquee sign* means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use.

*Minor sign* means a wall or freestanding sign, as per Division 2 tables and not illuminated.

*Monument sign* means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.

*Neon sign* means a sign containing exposed tubes filled with light-emitting gas.

*Nonconforming sign* means any sign which was lawfully erected in compliance with applicable regulations of the Town and maintained prior to the effective date of this chapter of the zoning ordinance and which fails to conform to current standards and restrictions of the zoning ordinance.

*Off-premises sign* means a sign that directs attention to a business, product, service or activity conducted, sold or offered at a location other than the premises on which the sign is erected.

*Pole sign* means a sign that is mounted on one (1) or more freestanding poles.

*Portable sign* means any temporary sign not affixed to a building, structure, vehicle or the ground. It does not include a flag or banner.

*Projecting sign* means any sign, other than a wall, awning or marquee sign, affixed to a building and supported only by the wall on which it is mounted.

*Public area* means any public place, public right-of-way, any parking area or right-of-way open to use by the general public, or any navigable body of water.

*Roof sign* means a sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

*Sign* means any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner or pennant or any other device, figure or character) visible to and designed to communicate information to persons in a public area. However, the term “sign” does not include architectural features, except those that identify products or services or advertise a business use. The term “sign” also does not include the display of merchandise for sale on the site of the display.

*Sign face* means the portion of a sign structure bearing the message.

*Sign structure* means any structure bearing a sign face.

*Temporary sign* means a sign constructed of cloth, canvas, vinyl, paper, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground.

*Vehicle or trailer sign* means any sign attached to or displayed on a vehicle, if the vehicle or trailer is used for the primary purpose of advertising a business establishment, product, service or activity. Any such vehicle or trailer shall, without limitation, be considered to be used for the primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.

*Wall sign* means any sign attached to a wall or painted on or against a flat vertical surface of a structure.

*Waterfront sign* means a sign facing the river on riverfront property.

*Window sign* means any sign visible outside the window and attached to or within 18 inches in front of or behind the surface of a window or door.

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**Appendix B - List of Contributing Historic Structures**

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**Appendix C - Zoning Map and Old and Historic District Map**

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## Appendix D – Brief History of Occoquan

Occoquan derived its name from the Dogue Indian word meaning “at the end of the water.” It is believed that the Dogues had settled next to the Occoquan River due to the abundance of fish and ease of travel by canoe. It was the river and its location at the head of the tidewater that eventually made Occoquan a natural location for water-borne commerce. The “falls” of the fall line prevented ships from sailing further upstream, and because the river is at its narrowest point, it became a natural spot for river crossings between Fairfax and Prince William Counties. Early records indicate that agents of Robert “King” Carter hauled copper ore from the Frying Pan Copper mine near present day Dulles Airport. A tobacco warehouse was built as early as 1736, and an industrial complex began in 1750. In the 1790’s, Oliver Evans established and patented a milling process at the Merchant’s Mill; thus, making it the first automated gristmill in the nation. The mill remained in operation for 175 years until it was ultimately destroyed by fire. The only remaining structure, the Miller’s Office, is now a museum operated by the Historic Occoquan, Inc.

By 1828, Occoquan had one of the first cotton mills in Virginia, and by 1835, several mercantile stores and various mechanics had established themselves here. Farmers and traders came from as far as the Blue Ridge Mountains to patronize the town’s businesses, and those who traveled here often stayed overnight at the Alton or Hammill hotels (the latter of which still stands today).

Prior to the Civil War, shipbuilding began in Occoquan, specializing in schooners and longboats. In addition to products from the cotton and gristmills, there was a lucrative trade in cord wood, fish and river ice. Occoquan also built the first commercial ice storage house in this area. River ice, railroad ties and large logs were shipped upriver from Occoquan to Washington, D.C., Philadelphia and New York.

A mail stagecoach route was established through Occoquan in 1805. During the Civil War, both Washington D.C. and Alexandria were under blockade, and as a result, the Occoquan Post Office played a key role in passing letters and packages between North and South. During one winter, the Hammill Hotel served as temporary headquarters for Confederate General Wade Hampton.

The dawn of the 20th Century saw a town bustling with grocery stores, a lumber and hardware store, drugstore, millinery, churches, school, jail, blacksmith, barber, undertaker, doctor, and pharmacy. The Oddfellows Hall became the first opera house in the area, and the Lyric Theater brought people to town by car, thus making Occoquan the social and commercial center for the area. For Occoquan, the twentieth century also unfortunately suffered one economic disaster followed by another. In 1916, a devastating fire destroyed many of the structures located in the historic center of town. The coming

of the automobile and silting of the river heralded the end of shipping as the main commercial highway of the area.

With the opening of Route 1 in 1928, Occoquan no longer stood astride the major north-south travel route. The construction of Interstate 95 in later years caused an explosion of residential and commercial building in Woodbridge, and as a result, the town's standing as the area's primary center of commerce was no longer. Then in 1972, the ravaging waters of Hurricane Agnes destroyed buildings, sidewalks, streets and the iron truss bridge that crossed the Occoquan River.

Any one of these events could have meant the demise of our small riverside town, but Occoquan is a town destined to survive. After every tragedy, townspeople and merchants alike repaired, rebuilt, and restored it, creating a unique place that offers boating, fishing, shopping, and pleasant dining in a historic atmosphere. Antiques, collectibles, fine art, crafts, clothing, gourmet food, and unique gifts have replaced mills, ice houses, lumberyards, and shipyards. Through good times and bad, Occoquan is a town that refused to die. As history has shown time and time again and with each passing year, Occoquan shall remain as it has always been...unique, special and unforgettable.



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

|                                              |                                         |
|----------------------------------------------|-----------------------------------------|
| <b>2. Work Session Agenda</b>                | <b>Meeting Date:</b> September 18, 2018 |
| <b>2 B: Police Body Camera Pilot Program</b> |                                         |

**Explanation and Summary:**

Chief Linn has provided information for a follow-up to the Council's discussion regarding Police Body Camera Program and how the use of cameras could affect the Police Department. This is an opportunity for the Town Council to discuss the program and provide direction to Chief Linn with regard to the use of Body Cameras within the Occoquan Police Department.

| <b>TOWN OF OCCOQUAN POLICE DEPARTMENT<br/>GENERAL ORDERS</b> |                              |                           |
|--------------------------------------------------------------|------------------------------|---------------------------|
| <b>General Order: 02-19</b>                                  | <b>Effective: 09/15/2018</b> | <b>Number of Pages: 7</b> |
| <b>DEPARTMENT OPERATIONS: BODY-WORN CAMERAS</b>              |                              |                           |

**NOTE:**

This general order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

**I. PURPOSE**

To establish policy and procedures governing the use and deployment of the Body-Worn Camera (BWC) system by police officers.

**II. POLICY**

It is the policy of the Occoquan Police Department (“Department”) that the BWC system shall be used only as set forth in this General Order. When activating a BWC, police officers shall consider overall public safety, as well as the privacy and legal rights of individual citizens.

**III. OBJECTIVES OF BODY-WORN CAMERAS**

BWC use is intended to enhance public trust by documenting law enforcement encounters with the public while promoting accountability, transparency, and professionalism. Law enforcement’s use of BWCs can be effective in reducing the number of violent confrontations, use of force incidents, and complaints. BWCs may be useful in:

- Capturing law enforcement encounters;
- Collecting evidence for use in criminal investigations and prosecutions;
- Assisting Officers with completing reports and testifying in court;
- Deterring criminal activity;
- Assisting in resolving complaints alleging Officer misconduct or excessive use of force; and
- Providing added material for Officer training and continuous improvement.

| <b>TOWN OF OCCOQUAN POLICE DEPARTMENT<br/>GENERAL ORDERS</b> |                              |                           |
|--------------------------------------------------------------|------------------------------|---------------------------|
| <b>General Order: 02-19</b>                                  | <b>Effective: 09/15/2018</b> | <b>Number of Pages: 7</b> |
| <b>DEPARTMENT OPERATIONS: BODY-WORN CAMERAS</b>              |                              |                           |

The BWC can provide additional information regarding a law enforcement encounter with the public. However, the BWC provides a limited perspective of the encounter and must be considered with all other available evidence, such as witness statements, Officer interviews, forensic analyses, and documentary evidence, when evaluating the appropriateness of an Officer's actions. Although the BWC is intended to capture an unbiased view, it shall not replace the perspectives of Officers during law enforcement encounters.

#### IV. ADMINISTRATIVE PROCEDURES

1. Officers may be issued a BWC. Officers shall only wear and use their BWC in an approved manner as defined in this General Order, or for training purposes. (See Section V of this General Order).
2. All officers who are assigned a BWC shall wear them (i) while on-duty and in uniform, and (ii) when working off-duty details. Plain-clothes officers may be assigned a BWC based on assignment and objective(s). Nothing in this General Order shall require an officer to go to their station before a court appearance for the sole purpose of picking up a BWC.
3. Prior to their shift, all officers shall thoroughly inspect their BWC to ensure that it is operating properly. Officers are responsible for the use and maintenance of their BWC, but they shall not attempt to fix or modify their BWC. Officers shall immediately report any problem(s) with their BWC to a supervisor, and if necessary, a temporary replacement BWC will be issued.
4. All officers shall receive training on the use of the BWC system and this General Order prior to operating a BWC. Additional training may be required to ensure the continued, effective use of the BWC and/or to implement changes, updates, or revisions to this General Order.
5. By the completion of an officer's shift, officers shall upload all BWC recordings from that shift and secure their BWC by placing it back in the docking station. Officers properly categorize all recordings captured by their BWC and document the use of BWC recordings in incident, arrest, and/or any related reports (See Section VI(5) of this General Order).

#### V. OPERATIONAL PROCEDURES

1. When reasonable, practical, and safe to do so, officers should advise a citizen(s) that the encounter is being recorded by a BWC. Unless otherwise required by law, officers are not required to advise a citizen(s) that the encounter is being recorded,

|                                                 |                              |                           |
|-------------------------------------------------|------------------------------|---------------------------|
| <b>TOWN OF OCCOQUAN POLICE DEPARTMENT</b>       |                              |                           |
| <b>GENERAL ORDERS</b>                           |                              |                           |
| <b>General Order: 02-19</b>                     | <b>Effective: 09/15/2018</b> | <b>Number of Pages: 7</b> |
| <b>DEPARTMENT OPERATIONS: BODY-WORN CAMERAS</b> |                              |                           |

nor is an officer required to have the citizen's consent to begin or continue recording.

2. Required BWC Activation. When reasonable, practical, and safe to do so, officers (including secondary officers) shall activate their BWC during enforcement encounters where there is a reasonable suspicion that the person is involved in criminal activity or a violation of law. Examples of circumstances requiring activation include, but are not limited to:
  - 1) Traffic and pedestrian stops;
  - 2) Vehicle and foot pursuits;
  - 3) Arrests and in-custody transports;
  - 4) Warrant service or searches;
  - 5) Use of force; and
  - 6) Any other situation where an officer or supervisor determines that the use of the BWC is appropriate and in accordance with policy.
3. Once activated, the BWC shall remain in record mode until the enforcement encounter has concluded or is subject to an exception under Section V(6) of this General Order. The officer shall document this determination in their report
4. If an officer does not or is unable to activate the BWC prior to initiating any enforcement encounter, the officer shall activate the device as soon as it is reasonable, practical, and safe to do so. After the encounter concludes, the officer shall document the reason(s) why the BWC was not activated with a notation in their report.
5. If an officer activates their BWC and it is interrupted for any reason during an enforcement encounter, the officer shall promptly notify a supervisor and document the circumstances in their report.
6. Exceptions to Required BWC Activation. BWC activation is not required under Section V(2) of this General Order when in an officer's judgment:
  - a. Recording would (i) interfere with the ability to conduct an investigation, or (ii) be inappropriate, because of the victim or witnesses' physical condition (ex. in a state of undress), emotional or mental state, age, or other sensitive circumstances (ex. a victim of sexual assault). In these situations, an officer may determine that an audio recording is sufficient and appropriate under the circumstances, in which case an officer may position the BWC to avoid video recording, but still capture audio;

| <b>TOWN OF OCCOQUAN POLICE DEPARTMENT<br/>GENERAL ORDERS</b> |                              |                           |
|--------------------------------------------------------------|------------------------------|---------------------------|
| <b>General Order: 02-19</b>                                  | <b>Effective: 09/15/2018</b> | <b>Number of Pages: 7</b> |
| <b>DEPARTMENT OPERATIONS: BODY-WORN CAMERAS</b>              |                              |                           |

- b. The incident or encounter has stabilized to the point that recording becomes unnecessary or there is no loss of evidentiary information; or
  - c. A witness or victim refuses to provide a statement if recorded and the encounter is non-confrontational.
7. Prohibited Uses of BWCs. Officers shall not activate their BWC or shall deactivate their BWC under the following circumstances, unless the officer is initiating an enforcement encounter as described in Section V(2) of this General Order:
- In any location where an individual has a reasonable expectation of privacy, such as a restroom or locker room/changing area(s);
  - In patient care areas of a hospital, doctor’s office, or other healthcare/medical facility;
  - Encounters with undercover officers or informants/cooperating individuals.
  - When discussing a case with other officers or during tactical/strategic planning;
  - In any jail, detention center, or lock-up; or
  - During court proceedings and magistrate bond hearings.
8. Officers shall activate or deactivate their BWC when directed by a supervisor.
9. An officer shall not surreptitiously record personal activity and/or conversations with other officers or Town employees without their knowledge during routine, non-law enforcement related activities (e.g., briefings, meetings, roll calls).
10. The BWC shall be mounted using either the supplied pocket mount or magnetic mount. The BWC shall face forward and be mounted no lower than the waist and no higher than the shoulders.

## VI. ACCESS AND RETENTION

1. All officers may, and are encouraged to, review their own BWC recordings to ensure accuracy and consistency when documenting law enforcement encounters, preparing for a court or an administrative proceeding, or reviewing/critiquing his or her performance. The Chief of Police or his designee may deny an officer permission to review a recording, including, but not limited to, when the recording involves a significantly traumatic event (i.e., an officer-involved shooting) and/or where viewing the recording could further jeopardize the emotional well-being of the involved officer.

| <b>TOWN OF OCCOQUAN POLICE DEPARTMENT<br/>GENERAL ORDERS</b> |                              |                           |
|--------------------------------------------------------------|------------------------------|---------------------------|
| <b>General Order: 02-19</b>                                  | <b>Effective: 09/15/2018</b> | <b>Number of Pages: 7</b> |
| <b>DEPARTMENT OPERATIONS: BODY-WORN CAMERAS</b>              |                              |                           |

2. Officers are encouraged to notify a supervisor of any BWC recordings that may be of value for training purposes. Once notified, the supervisor will review the recording and in conjunction with the Chief of Police or his designee, determine whether the recording should be utilized for training purposes.
  
3. The categorization of videos should occur at the conclusion of the recorded incident. The use of the iPhone application is the preferred method.
  
4. The following tags shall be used when categorizing video:
  - 1) Administrative Review/Investigation
  - 2) Arrest
  - 3) Calls for Service – Evidentiary
  - 4) Calls for Service – Non-Evidentiary
  - 5) Demo/Accidental Recording
  - 6) Officer Injury
  - 7) Pending Review
  - 8) Traffic Stop – Advised
  - 9) Traffic Stop – Summons Issued
  - 10) Training
  - 11) Transport
  - 12) Use of Force
  
5. BWC recordings shall be retained for the periods listed below. Generically, non-evidentiary recordings will be retained for a period of 7 calendar days after the video is recorded and then automatically and permanently purged from storage. Evidentiary BWC recordings shall be retained for a period of at least 180 calendar days after the video is recorded. After 180 calendar days, the recording(s) shall be retained or disposed of in compliance with federal and state laws, regulations, requirements, rules of discovery, and court orders. When the required retention period ends, all evidentiary recordings shall be permanently purged from storage.
 

|                                        |          |
|----------------------------------------|----------|
| 1) Administrative Review/Investigation | 180 Days |
| 2) Arrest                              | 180 Days |
| 3) Calls for Service – Evidentiary     | 180 Days |
| 4) Calls for Service – Non-Evidentiary | 7 Days   |
| 5) Demo/Accidental Recording           | 7 Days   |
| 6) Officer Injury                      | 180 Days |
| 7) Pending Review                      | 7 Days   |
| 8) Traffic Stop – Advised              | 7 Days   |
| 9) Traffic Stop – Summons Issued       | 180 Days |

| <b>TOWN OF OCCOQUAN POLICE DEPARTMENT<br/>GENERAL ORDERS</b> |                              |                           |
|--------------------------------------------------------------|------------------------------|---------------------------|
| <b>General Order: 02-19</b>                                  | <b>Effective: 09/15/2018</b> | <b>Number of Pages: 7</b> |
| <b>DEPARTMENT OPERATIONS: BODY-WORN CAMERAS</b>              |                              |                           |

- |                  |          |
|------------------|----------|
| 10) Training     | 7 Days   |
| 11) Transport    | 7 Days   |
| 12) Use of Force | 180 Days |

6. If the need arises to retain a BWC recording(s) for longer than the required retention period, a member or supervisor will submit a request to the Chief, who will facilitate the longer retention period

**VII. CONFIDENTIALITY AND RELEASE OF RECORDING**

1. All recorded BWC media, images, and audio are the sole property of the HPD and shall not be copied, edited, redacted, altered, erased, released, shown, published, posted, transferred/synced, or disseminated in any form or manner without the prior approval of the Chief of Police or his designee.
2. All outside requests to view/obtain BWC recordings will be directed to and processed by the Chief of Police. The release of any BWC recording to anyone outside of the HPD shall be approved in advance by the Chief of Police or his designee. BWC recordings shall be released when required by (i) a court order which is final and not subject to appeal, (ii) a subpoena duces tecum which is not subject to a motion to quash, (iii) the rules of discovery when no motion to quash is filed or written objection is made, (iv) the Virginia Freedom of Information Act, Virginia Code § 2.23700 et seq., when not prohibited by law and no exemption is invoked and (v) to either the Town Attorney or Commonwealth’s Attorney to facilitate the prosecution of cases.
3. BWC recordings may be redacted in whole or in part by authorized personnel only to protect the privacy of those recorded, in accordance with applicable law.
4. The Chief of Police may authorize the release of any BWC recording deemed to be in the best interest of the community and public safety.

**VIII. SUPERVISOR RESPONSIBILITIES**

1. Supervisors are responsible for investigating and documenting any damage to or malfunction of any BWC, and promptly notifying the Chief.
2. Supervisors shall review available BWC recordings when conducting administrative investigations (e.g., use of force, vehicle pursuits, citizen complaints). However, BWC

|                                                              |                              |                           |
|--------------------------------------------------------------|------------------------------|---------------------------|
| <b>TOWN OF OCCOQUAN POLICE DEPARTMENT<br/>GENERAL ORDERS</b> |                              |                           |
| <b>General Order: 02-19</b>                                  | <b>Effective: 09/15/2018</b> | <b>Number of Pages: 7</b> |
| <b>DEPARTMENT OPERATIONS: BODY-WORN CAMERAS</b>              |                              |                           |

recordings shall not be routinely reviewed for other purposes, unless otherwise articulated in this General Order.

3. The Chief shall conduct random monthly reviews of BWC recordings to ensure officers are adhering to General Orders and/or to identify any areas where additional training, guidance, or other appropriate action is warranted.
  
4. In the event of an officer-involved shooting or deadly-force incident, a supervisor shall take possession of the BWC(s) of all officers involved as soon as it is reasonable, safe, and practical to do so. The supervisor(s) shall ensure that the BWC has been deactivated and is turned off. The BWC shall be given to Internal Affairs personnel once they arrive on scene. No member shall review any BWC recording regarding a officer-involved shooting or deadly-force incident without the prior approval of the Chief of Police, unless there are exigent circumstances and/or an immediate threat to public safety (e.g., suspect identification, hot pursuit)

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**Adam C. Linn, Chief of Police**

This policy supersedes all previous administration directives.



# OFFICER SAFETY PLAN

The Officer Safety Plan helps agencies give their officers maximum protection by bundling two powerful technologies: TASER Smart Weapons and Axon body-worn cameras.



The Officer Safety Plan has a 5-year term, and includes TASER Smart Weapon, two Axon camera upgrades, full warranty, repair and replacement coverage, and unlimited Evidence.com storage for \$99 per month per officer.\*

## SUBSTANTIAL DISCOUNT

By bundling technologies, you will receive an effective 25% discount on your Smart Weapon program.

## ONE PREDICTABLE BUDGET LINE ITEM

With unlimited digital\* storage, full hardware warranty, and repair and replacement coverage, the Officer Safety Plan removes risk and makes for entirely predictable costs. Your TASER Smart Weapon, body-worn camera, and digital evidence management budgets become one unchanging line item.

## UP-TO-DATE TECHNOLOGY

The Officer Safety Plan guarantees that your agency will be future-proofed. You will receive TASER Smart Weapon, two Axon camera upgrades, and the latest version of Evidence.com services throughout the 5-year term.

## TWO PROGRAMS, ONE RELATIONSHIP

TASER Smart Weapons and body-worn cameras save lives, careers, and budgets. With the Officer Safety Plan, you can benefit from both programs while reducing risk and management burden by working through only one trusted partner.

“ The Officer Safety Plan allows us to minimize the total cost of outfitting our officers with cameras and Smart Weapons and the cost of storing and managing the data from these devices. ”

-MAJOR CITY POLICE CHIEF JERRY DYER

AXON.COM

\*Limited introductory pricing. Terms shown are for five-year contracts. Other terms and conditions apply and Axon reserves the right to change or end these offers at any time. Unlimited storage is restricted to Axon camera footage and Axon Capture data; additional data is only 6.25¢ per GB per month.

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AXON

SCORECARD

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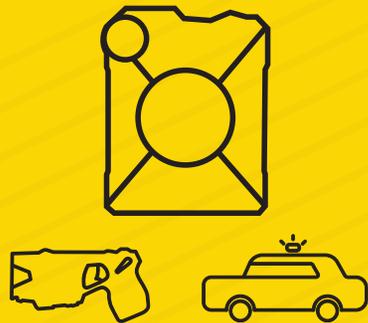
# THE AXON NETWORK

Now is the time to invest in a technology solution for your agency, and not just cameras. That's why we've built the Axon network. It connects people, devices, and apps to give you confidence from the field to the courtroom.

## PEOPLE



AXON



## DEVICES



## APPS

# THE AXON DIFFERENCE



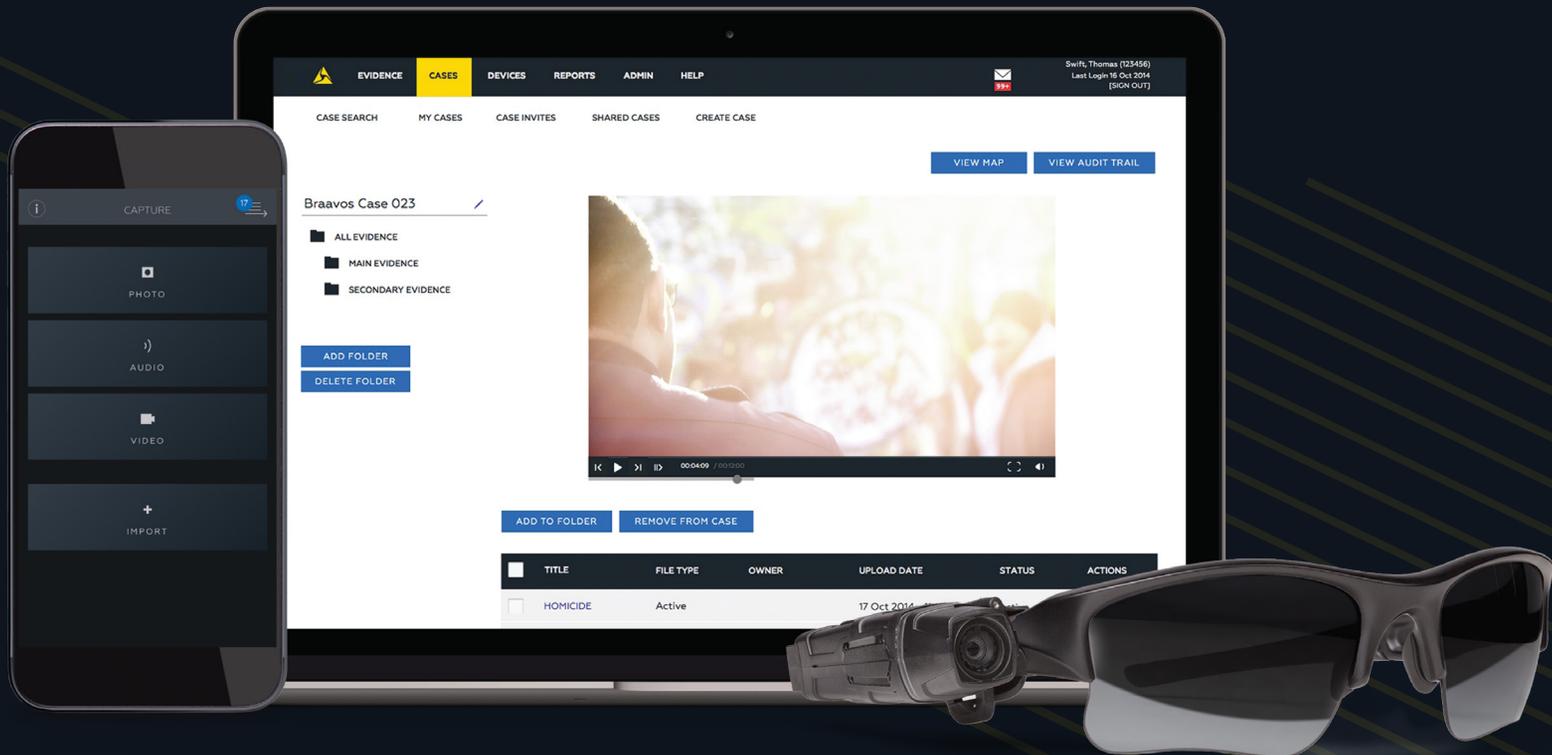
80,000+ cameras  
500,000+ TASER weapons  
In-car & interview room



Cloud & mobile software suite  
5.2 TB of data  
Millions of videos & photos



100,000+ officers  
35 U.S. major cities  
40+ major prosecutors



Not only do we offer you a complete solution, covering everything from industry-leading hardware to training, but we also have experience delivering on our word. We have executed deployments in major cities around the globe, with the largest being 22,000 cameras with the London Metropolitan Police.

So why did 35 major U.S. cities and thousands of agencies across the world join the Axon network after extensive testing and field evaluations? Because with Axon, we promise you three things: you'll be able to act with greater confidence, focus on the task at hand, and get to the truth faster than ever before.

In this report, we'll show how we will fulfill our promise to you.



# THE AXON PROMISE

## ACT WITH CONFIDENCE



### Pre-event buffer:

#### With Axon:

Some agencies require a minimum 30-second pre-event buffer. Our cameras support this—even in HD (720p, 1080p).

#### Watch out for:

Offerings that can only support buffering in standard definition.



### Camera activation:

#### With Axon:

We offer Axon Signal technology so you can focus in the field. Signal wirelessly senses certain events like when you open the car door or arm your TASER weapon and alerts your Axon cameras.

#### Watch out for:

Offerings that aren't wireless.



### Full-shift battery life:

#### With Axon:

You need to know that your cameras are ready to record at any time during a shift. We offer best-in-class battery performance, lasting for 12 hours, even when recording in HD.

#### Watch out for:

Offerings that require you to carry additional batteries in the field to achieve 12 hours of battery life.



### Unlimited storage:

#### With Axon:

There is a huge gap in quality between SD and HD footage. If you are not on HD today, you'll probably be on it tomorrow. With our unlimited Evidence.com storage tier, we won't charge you more for HD video.

#### Watch out for:

Offerings that upcharge you for HD video storage.

# THE AXON PROMISE

## ACT WITH CONFIDENCE



### **Geo-redundant storage:**

#### **With Axon:**

Geo-redundancy is not only a sensible and standard best practice for cloud storage—it's extremely important. This measure insures data against natural calamities and unforeseeable circumstances, and separates us from other cloud offerings. We offer it to you for free with Evidence.com.

#### **Watch out for:**

Offerings that charge you for geo-redundant storage.



### **Robust security:**

#### **With Axon:**

Your digital data is protected by a robust information security program that exceeds CJIS standards, providing protection against current and emerging threats.

#### **Watch out for:**

Offerings that only meet minimum industry requirements.



### **Dedicated support team:**

#### **With Axon:**

Your decision isn't just about technology. It's also about finding a team you want to work with. Over the past 20 years, we've built a world-class support team that you can trust, covering deployment service, customer support, training and RMA. We want you to succeed, and we'll do everything we can to make that happen.

#### **Watch out for:**

Offerings that do not have a record of successfully deploying new technologies at a range of agencies or can't provide reference agencies.

# THE AXON PROMISE

## FOCUS ON WHAT MATTERS



### 3rd party integrations:

**With Axon:**

We can integrate Evidence.com with any CAD/RMS platform, eliminating the need for your officers to enter metadata to your videos manually. We've also executed more CAD/RMS integrations in the field than any other offering.

**Watch out for:**

Offerings that can only integrate with specific CAD/RMS platforms.



### Simple firmware upgrades:

**With Axon:**

You can dock your cameras and walk, and upgrades will be pushed to your devices.

**Watch out for:**

Offerings that require you to keep track of new firmware upgrades.



### Effortless software upgrades:

**With Axon:**

You don't have to worry about upgrading software with Axon. We do that for you on the back end. In fact, we boast a rate of just <0.01% downtime for software upgrades.

**Watch out for:**

Offerings that make you run your application in a local server, requiring your IT staff to upgrade and maintain software with the latest updates.



### Industry-leading security practice

**With Axon:**

We have a dedicated team of security professionals who focus on security and compliance worldwide.

**Watch out for:**

Offerings that don't have a dedicated security team for monitoring threats.

# THE AXON PROMISE

## GET TO THE TRUTH FASTER



### Expanded field-of-view:

#### With Axon:

We offer the widest field-of-view of any body or point-of-view camera, with 143 degrees for Axon Body 2 and 120 degrees for Axon Flex 2.

#### Watch out for:

Offerings that can't match the field of view of the human eye, which is over 114 degrees.



### Streamlined redaction:

#### With Axon:

Fulfilling FOIA requests may be the most daunting task that agencies like yours face. Within Evidence.com, we offer a redaction tool that we are improving constantly. It lets you track any object in a video.

#### Watch out for:

Offerings that provide tools that focus solely on faces or human features when redacting footage and require you to use 3rd party software that is not integrated into their workflow.



### Built-in transcription:

#### With Axon:

We've incorporated transcription services into Evidence.com to ensure chain of custody and streamline the ordering process.

#### Watch out for:

Offerings that do not preserve the chain of custody by having transcription services separate from their evidence management systems.



### Prosecutor portal:

#### With Axon:

Our free, dedicated Prosecutor portal allows you to securely share and manage evidence without using discs. It also makes you a digital copy of your evidence and lets you set its retention schedule.

#### Watch out for:

Offerings that use links that anyone can share or use to access your evidence.



### Dock-and-walk:

#### With Axon:

You don't need to use a computer to upload data. Simply dock your cameras and walk, as your data is transferred to the cloud.

#### Watch out for:

Offerings that require you to use a computer to upload video.

# A FIELD APART

## TRIED & TESTED

Field trials are a critical step when going through the RFP process to ensure all of your needs are met. Here's a look at what some cities and counties found after testing our technology.

### FIELD TEST FINDINGS

**205%**

**higher** than closest competitor for **case management** (Seattle)

**140%**

**higher** than closest competitor for **camera quality** (Seattle)

**75%**

**higher** than closest competitor for **security** (Seattle)

**32%**

**higher** than closest competitor for **overall solution** (San Marcos)

**22%**

**higher** than closest competitor for **ability to meet deadlines** (Austin)

**14%**

**higher** than closest competitor for **hardware maintenance and support** (Austin)

---

# A FIELD APART

## TRIED & TESTED

### Dallas, TX:

“ In selecting a vendor, the Dallas Police Department wanted a hosted system that provided ease of use and a practical workflow model to manage the video data from the field to the courthouse. TASER was our vendor of choice meeting all sought requirements, but more importantly TASER understood the business model of policing and created a system that meets those needs. ”

### Chicago, IL:

“ Between the body cameras, Smart Weapons and other devices there’s a significant amount of digital evidence that needs to be managed and we’re looking forward to leveraging the Evidence.com secure cloud platform to seamlessly manage this data in a secure, scalable and efficient manner. ”

### Spokane, WA:

“ We believe that the Axon Flex cameras are critical to ensuring that we serve all members of our community in a manner consistent with the highest standards of policing. We also believe the use of this technology will provide opportunities for us to demonstrate the professionalism of our officers, as well as to gain critical information to enhance our training. ”

### Truckee, CA:

“ Having a realistic recording from the officer’s perspective has proven time and again to enhance accountability of all those present in that law enforcement encounter. In addition, our IT staff is pleased with the backend support provided by Evidence.com – reducing our support staff time. ”

# ABOUT AXON

## PEOPLE-FIRST, SOLUTIONS-FOCUSED

Our doors are open if you want to visit our headquarters in Scottsdale or offices in Seattle. Seriously. Our teams would love to meet with you.

When you visit, you'll find that every single one of our employees is invested in our vision, waking up each morning excited to write code that saves lives or design products that reduce the amount of paperwork that you must complete. We hire top talent from other companies like Google, Amazon, Microsoft, and Apple to ensure that you get the best product possible.

And we're proud of our 23-year history. For decades, we've made tremendous investments in new technology and have delivered on our promise to make innovative products, from our TASER weapons to Axon body cameras. And we'll continue to do so.

We invite you to join us on this journey alongside thousands of other agencies. Let's work together to build the technology that helps you do your job with confidence.





**PROTECT LIFE.  
PROTECT TRUTH.**

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# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

|                                       |                                         |
|---------------------------------------|-----------------------------------------|
| <b>2. Work Session Agenda</b>         | <b>Meeting Date:</b> September 18, 2018 |
| <b>2 C: Stormwater BMP Discussion</b> |                                         |

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

This is an opportunity for Town Council to discuss the maintenance of the Town's Best Management Practice (BMP) Infiltration Trench on West Locust. The Town does not participate in the County's Stormwater Management program, and therefore, Town residents do not pay the County's annual Stormwater Management fee. The Town bears the responsibility of maintaining this BMP.

There have been discussions in the past about the specific steps required to maintain the BMP in clear and working order, though no formally scheduled program has been established. Staff has provided the site plan showing the location of the BMP and a staff report from 2011, outlining exactly what should be done to maintain the BMP.



# TOWN OF OCCOQUAN

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OCCOQUAN, VIRGINIA 22125  
703-491-1918 FAX 703-491-4962

**TOWN COUNCIL**  
KENNETH T. BRUNSVOLD, VICE MAYOR  
DENISE M. BUSH  
ELIZABETH A. QUIST  
PATRICK A. SIVIGNY  
JAMES N. WALBERT

**TOWN MANAGER AND CLERK**  
CLAUDIA A. CRUISE, CMC

**TREASURER**  
ANDERTON BURKE

**MAYOR**  
EARNEST W. PORTA, JR.

## STAFF REPORT TOWN OF OCCOQUAN

### BMP Facility at Vantage Pointe

Date: November 8, 2011

#### **PART I**

##### **A. EXECUTIVE SUMMARY**

The Town Engineer was directed to inspect and evaluate the storm sewer facilities associated with the Vantage Pointe subdivision, provide findings, and generate an appropriate maintenance program.

##### **B. APPLICABLE REGULATIONS**

1. Chapter 66 – Zoning
2. Northern Virginia BMP Handbook
3. Virginia Stormwater Management Handbook

#### **PART II**

##### **A. BACKGROUND**

The Vantage Pointe subdivision was designed and constructed in the mid 1990s, and in lieu of traditional Stormwater Management Ponds, utilized a Best Management Practice (BMP) Infiltration Trench. Stormwater is directed to the trench, which stores the runoff, and over time infiltrates it back into the surrounding soil. This method of stormwater management provides both water *quantity* control and water *quality* control by reducing runoff volumes and pollutant

loads. An infiltration trench typically consists of an excavated area filled with layers of sand, aggregate, filter fabric, gravel, containment berm, grass filter strip, and a monitoring well.

## **B. INSPECTION**

*On 11/7/11, the Assistant Town Engineer inspected the infiltration trench, storm drainage system, and surrounding area. Having been relatively dry, it is suggested that a subsequent inspection be made during the next significant rain event to determine functionality of the system. Observations are as follow:*

1. The infiltration trench as designed is approximately 200' x 14'. This area is relatively level, with some sinking depressions. Portions of this area have been overgrown with cattails, brush and other groundcover.
2. The 20' grass buffer area is not well established in all places.
3. The fences of lots 1 and 3 encroach into the 20' grass buffer as well as the easements granted for access and maintenance of the infiltration trench.
4. The monitoring well installed is uncapped, and made of corrugated drainpipe. Actual depth of monitoring well is 3'; design depth is 4.2'.
5. The road improvements of West Locust Street have increased the drainage area of runoff treated by this facility by approximately 0.26 acres.
6. The outlet pipe which discharges to the swale has been filled by siltation such that it is more than 50% clogged.
7. The swale intended to convey stormwater from the pipe outlet to the infiltration trench lacks adequate channel definition.
8. Riprap at the pipe outlet has been buried/removed.
9. Some surface areas bear stones larger in diameter than specified in design.

## **C. RECOMMENDATIONS**

*These recommendations are suggested for immediate implementation to preserve the function of the infiltration system. These recommendations work in conjunction with the maintenance schedules provided in Sections D & E.*

1. Remove ineffective brush and overgrowth; reestablish appropriate grass buffer.
2. Install cap on monitoring well and annotate depth of well on cap.
3. Excavate the clogged outlet pipe and reinstall 10' of riprap.
4. Excavate and reestablish swale with positive drainage from outlet pipe to edge of grass buffer area.
5. At next rain event, performance of system should be evaluated, including:
  - a. Exfiltration rate
  - b. Depth of water
  - c. Depth of accumulated sediment
  - d. Total drain time
6. If the system performance meets the design, the above recommendations should be made, and a maintenance schedule begun, as outlined in Section D.
7. If the system performance fails to meet the design, additional steps must be taken.

- a. If water fails to enter the trench due to sedimentation of the filter layer:
    - i. The top layer of filter gravel must be removed and replaced.
    - ii. The filter fabric atop the aggregate reservoir must be removed replaced.
  - b. If infiltration rates are not achieved due to system failure and sedimentation of the aggregate reservoir:
    - i. The entire trench must be excavated and replaced.
8. The owners of Lots 1 and 3 (206 West Locust and 210 West Locust, respectively) may need to be approached regarding fence encroachments into the easements. Either their willful fence removal or acceptance of a hold-harmless agreement could resolve the matter, should it become necessary for the Town to perform significant maintenance. The rear fence on Lot 1 encroaches the infiltration trench maintenance easement, and the side fence encroaches the fifteen foot storm sewer easement. The rear fence on Lot 3 also encroaches the infiltration trench maintenance easement, and the side fence encroaches the twenty foot access easement.

#### **D. MAINTENANCE SCHEDULE – SHORT TERM**

*Maintenance is an extremely important aspect of operating infiltration measures. It is estimated that without controlling sediment accumulation, the effective lifespan of infiltration measures is, at most, about five to ten years.*

1. Given the infrequency of maintenance on this facility to date, the system and monitoring well should be inspected after each rainfall until its performance can be ascertained.
2. A log book should be developed and maintained showing the depth of water in the well at each observation in order to determine the rate at which the facility dewater.
3. Once performance characteristics have been verified, the monitoring schedule can be reduced to quarterly inspections, and after each large storm event.
4. The design criteria which must be met are as follow:
  - a. Runoff must infiltrate the trench facility
  - b. Target drain time for a 2-Yr storm event is 72 hours
  - c. Exfiltration Rate is 0.28 in/hr
5. The drainage channel between lots 1 and 2 should be inspected quarterly, and after each large storm event until performance characteristics can be verified and inspection frequency reduced to an annual basis.
6. Each fall and spring (or upon significant accumulation) the leaves, brush, weeds and growth on top of the infiltration trench should be removed. (This is the responsibility of the Homeowners, as outlined in the Occoquan/Vantage Pointe Maintenance Agreement.)
7. Each fall and spring the 20' grass buffer should be inspected for barren areas and grasses reestablished.

## **E. MAINTENANCE SCHEDULE – LONG TERM**

*Given the variation in lifespan estimates for infiltration trenches, a rigid schedule of maintenance may not be appropriate. It is best evaluate the system performance as outlined in the short term maintenance schedule above, and provide maintenance when the design criteria fail to be achieved.*

1. Upon the verification of system adequacy through weekly/quarterly/rain-event inspections, the monitoring schedule can be reduced to annual inspections, and after each major rain event (10-Yr Storm).
2. When runoff no longer infiltrates the trench due to clogging of the filter gravel layer, the filter gravel and filter fabric must be removed and replaced.
3. When sediment deposits fill the monitoring well and reduce the aggregate reservoir volume below the minimum requirement, the entire trench must be excavated and replaced in accordance with the original design plans.
4. If an adequate drainage channel cannot be maintained from the outlet of the pipe between lots 1 and 2, the pipe may need to be re-worked.

## **PART III**

### **STAFF CONCLUSIONS**

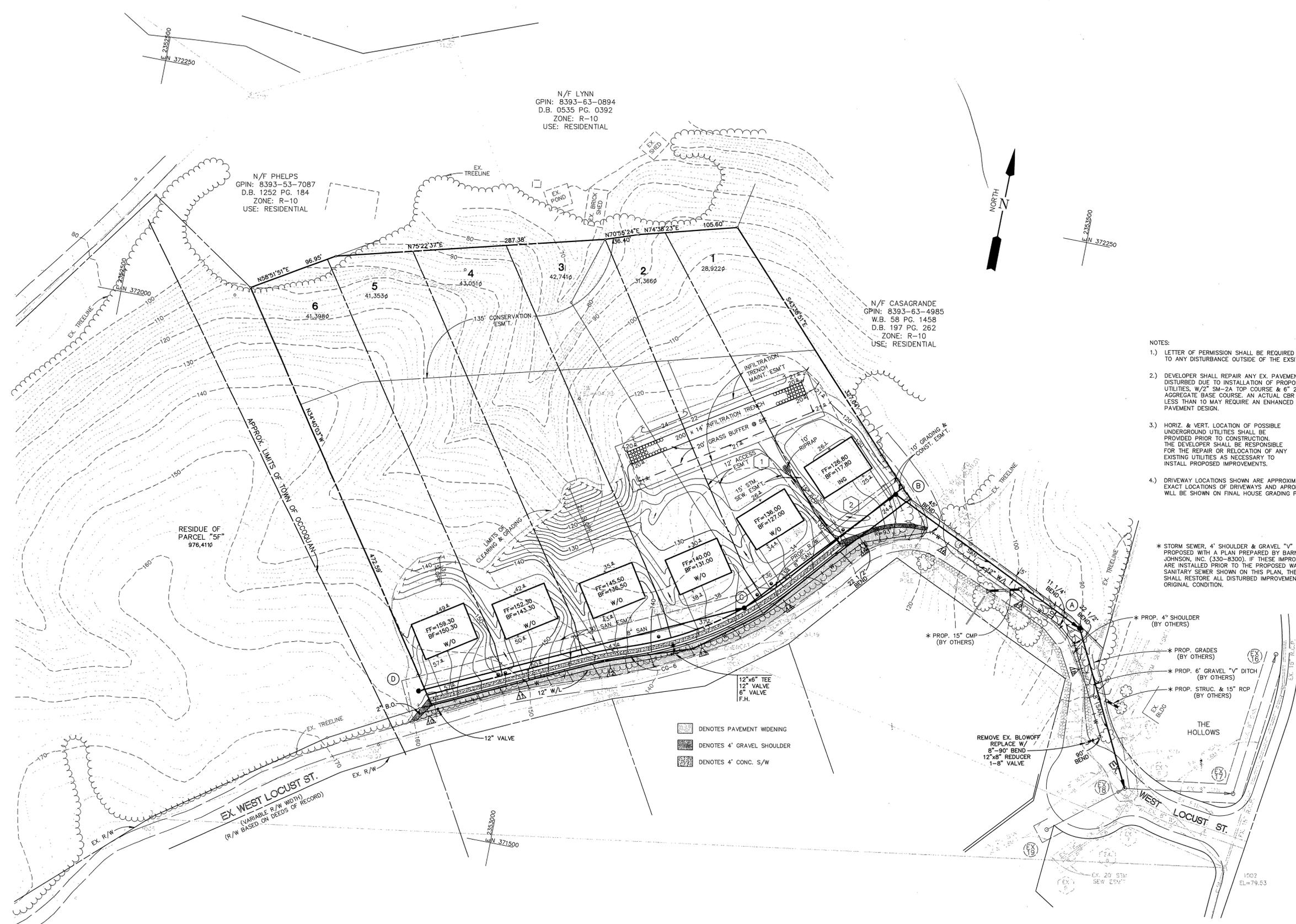
The trench itself is currently functioning as designed, but requires some immediate maintenance to perpetuate its operation (see Section C for recommendations). A monitoring period should be implemented to check system performance, and the maintenance schedules outlined above implemented. Given the age of this facility (+/- fifteen years) and the relatively short life span of infiltration trenches, it is anticipated that long term maintenance will be required in the form of excavation and reconstruction in the next ten years.

**PREPARED BY:** Matthew A. Williams, Asst. Town Engineer, November 8, 2011

**APPROVED BY:** Bruce A. Reese, Town Engineer, November 10, 2011







N/F LYNN  
 GPIN: 8393-63-0894  
 D.B. 0535 PG. 0392  
 ZONE: R-10  
 USE: RESIDENTIAL

N/F PHELPS  
 GPIN: 8393-53-7087  
 D.B. 1252 PG. 184  
 ZONE: R-10  
 USE: RESIDENTIAL

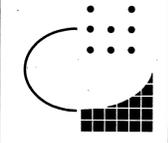
N/F CASAGRANDE  
 GPIN: 8393-63-4985  
 W.B. 58 PG. 1458  
 D.B. 1917 PG. 262  
 ZONE: R-10  
 USE: RESIDENTIAL



- NOTES:
- LETTER OF PERMISSION SHALL BE REQUIRED PRIOR TO ANY DISTURBANCE OUTSIDE OF THE EXISTING R/W.
  - DEVELOPER SHALL REPAIR ANY EX. PAVEMENT DISTURBED DUE TO INSTALLATION OF PROPOSED UTILITIES. W/2" SM-2A TOP COURSE & 6" 21A AGGREGATE BASE COURSE. AN ACTUAL CBR VALUE LESS THAN 10 MAY REQUIRE AN ENHANCED PAVEMENT DESIGN.
  - HORIZ. & VERT. LOCATION OF POSSIBLE UNDERGROUND UTILITIES SHALL BE PROVIDED PRIOR TO CONSTRUCTION. THE DEVELOPER SHALL BE RESPONSIBLE FOR THE REPAIR OR RELOCATION OF ANY EXISTING UTILITIES AS NECESSARY TO INSTALL PROPOSED IMPROVEMENTS.
  - DRIVEWAY LOCATIONS SHOWN ARE APPROXIMATE. EXACT LOCATIONS OF DRIVEWAYS AND APRONS WILL BE SHOWN ON FINAL HOUSE GRADING PLANS.

\* STORM SEWER, 4' SHOULDER & GRAVEL "V" DITCH ARE PROPOSED WITH A PLAN PREPARED BY BARNES & JOHNSON, INC. (330-8300). IF THESE IMPROVEMENTS ARE INSTALLED PRIOR TO THE PROPOSED WATERLINE & SANITARY SEWER SHOWN ON THIS PLAN, THE DEVELOPER SHALL RESTORE ALL DISTURBED IMPROVEMENTS TO THEIR ORIGINAL CONDITION.

**THE ENGINEERING GROUPE, INC.**  
 13625 OFFICE PLACE, SUITE 101  
 WOODBRIDGE, VIRGINIA 22192  
 703-670-0985 703-690-4540



| NO. | DATE | REVISIONS |
|-----|------|-----------|
|     |      |           |
|     |      |           |

GRADING PLAN  
**VANTAGE POINTE**  
 SECTION 1  
 TOWN OF OCCOQUAN, VIRGINIA



| ENGINEERING GROUPE | PROJECT STATUS                      | DATE:             |
|--------------------|-------------------------------------|-------------------|
| 5-29-96            | REV. PER P.W.C.S.A. COMMENTS        | 1/29/96           |
| 5-20-96            | REV. PER TOWN COMMENTS              | SCALE: 1"=50'     |
| 4-18-96            | REV. PER TOWN & P.W.C.S.A. COMMENTS | DESIGNER: B.F.    |
| 4-1-96             | REV. PER P.W.C.S.A. COMMENTS        | DRAFTSMAN: D.M.P. |
| 3-26-96            | REV. PER TOWN COMMENTS              | FILE NO. PP-054   |
| 3-11-96            | REV. PER TOWN COMMENTS              | SHEET 2 OF 7      |



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

|                                                |                                         |
|------------------------------------------------|-----------------------------------------|
| <b>2. Work Session Agenda</b>                  | <b>Meeting Date:</b> September 18, 2018 |
| <b>2 D: Review of Town Code Recodification</b> |                                         |

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

This is the second part of a two-part project that included a legal review and update of the Town's zoning and subdivision ordinance, and a complete recodification of the Town Code. The zoning and subdivision ordinance revision was completed and approved September 5, 2017. The entire project is expected to result in a completely recodified Town Code with updated and legally compliant zoning and subdivision ordinances, all accessible and searchable in an online database. This is an opportunity for Town Council to be updated on the current status of the recodification.