



**OCCOQUAN TOWN COUNCIL**  
**Council Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, January 6, 2015**  
**6:45 p.m.**

**Present:** Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember J. Matthew Dawson; Councilmember Jim Drakes; Councilmember Joe McGuire.

**Staff:** Kirstyn Barr Jovanovich, Town Manager; Sheldon Levi, Chief of Police; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Greg Holcomb, Town Clerk

**Absent:** Councilmember Tyler Brown

**Public Hearing**

**1. Call to Order**

Mayor Quist called the public hearing to order at 6:45 p.m.

**2. Public Hearing**

Mayor Quist stated that the purpose of the public hearing was to discuss Ordinance O-2015-01, adding Chapter 18 Article 3, relating to Virginia Storm Water Management Program and revised engineering fee schedule.

No members of the public commented during the public hearing.

The public hearing was closed at 6:46 p.m. The meeting was adjourned until 7:00 p.m.

**Regular Meeting**

**1. Call to Order**

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

**2. Citizens' Time**

Ms. Marie Glitz stated that she did not support the Town doing an offsite visioning session with a facilitator. She further stated that she believes the bike rack placement in Town should be in groups at either end of Mill Street.

**3. Approval of Minutes**

Councilmember McGuire moved to amend page two of the November 18, 2014 Minutes to read "explore sponsorships for the Spring Arts and Craft Show," from "seek out sponsorships for the Spring Arts and Craft Show."

Amendment was approved by consensus.

It was moved to approve the minutes of the November 18, 2014 Work Session as amended, and the December 2, 2014 Regular Meeting and December 16, 2014 Work Session meeting minutes as presented.

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

#### **4. Councilmember Reports**

Councilmember McGuire stated that the Planning Commission did not have a quorum at their last meeting. He recommended that the Commission wait to discuss the comprehensive plan until it is established what will be in the strategic plan.

Mayor Quist noted that the Comprehensive plan is a required document and the Strategic Plan is not. She believed that the work previously done on the Strategic plan was a good starting point and could be discussed as part of the upcoming budget process.

Councilmember McGuire stated that he believes the Strategic Plan could be broken into its sub-elements and discussed during the upcoming budget process.

There was consensus to discuss the Strategic Plan during the budget process while the Planning Commission works on the statistical data in the Comprehensive Plan to assist the Council with decision making.

#### **5. Mayor's Report**

None

#### **6. Staff Reports**

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

- a) Approved the Memorandum of Understanding with Prince William County Police Department for evidence storage.
- b) Town Manager and he are having scheduled conference calls. He noted this was an efficient way of addressing legal business and finances.

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

1. Land Disturbance Activity report
  - a. Fairfax County Water Authority River Station tank demolition
  - b. Occoquan Heights
  - c. 124 Poplar Alley
  - d. Gaslight Landing
  - e. Vistas at Occoquan
  - f. Rivertown Overlook
2. Zoning Approvals  
Mr. Reese reported there were several zoning approvals.
3. Received plans from the Virginia Department of Transportation (VDOT) for a sidewalk on Washington Street and they have asked for comments. The Council requested Mr. Reese provide comment that the Council requests some warning light structure be used for the crosswalk signage.
4. Fairfax County Vulcan Quarry decisions have been postponed until February.
5. Riverfront Park
  - a. The park is on time and on budget.
  - b. The park entrance site plan are being reviewed by several agencies. It was noted that the plan should be before the Planning Commission and Council next month for approval.
  - c. Utility companies are creating designs to place their conduit and cables on the foot bridge. It was noted that the chain link fence will be removed at some point and the bridge will be closed for some period of time. Councilmember Dawson requested that options be explored that would permit the foot bridge to remain open during construction.
  - d. Contractor working with utilities and a geotechnical engineering that is doing soil testing and design of the retaining wall.
  - e. Scheduled January 20 Work Session with Town Council to discuss the pavilion and park updates.

**Town Manager Report:** Ms. Barr Jovanovich reported on the following items:

1. A review of records shows that there are 43 businesses that were operational in 2013/14, but did not have valid business licenses. A letter was sent on December 30, 2014 to bring them into compliance. Twelve have been returned to sender with no forwarding addresses and no other

businesses have responded. The 2015 renewals will be sent at the end of the month.

2. Meals Tax delinquencies: Coffee House of Occoquan is behind for November; Occoquan Inn is behind September, October and November; and Pink Bicycle is behind August, September, October, and November. Letters were sent on December 30, 2014. Pink Bicycle and Occoquan Inn were also sent notices on October 21, 2014. Mayor Quist noted that in the past, payment plans have been created and that we should not offer payment plans to repeat offenders.
3. Requested to attend the Virginia Local Government Management Association winter conference from February 11 to 13, for an amount not-to-exceed \$900. Per the Town travel policy, a request to travel and attend the conference must be approved by Council in advance.

It was moved to approve Ms. Jovanovich's request for travel and attendance to the VLGMA winter conference on February 11 to 13, 2014 for an amount not-to-exceed \$900.

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

4. Architectural Review Board (ARB) Member Purisma Tan has only attended two meetings in the last year. Per Town Code Section 2-403 members serve at the pleasure of Council. It is recommended that she be removed from the ARB and allow for her open seat to be filled by the new Business Representative.

It was moved to remove Ms. Purisma Tan from the Architectural Review Board and to send her a letter thanking her for her many years of service to the Town.

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

**Chief of Police:** Chief Levi provided a report on public safety activities during December 2014.

#### **Boards and Commissions**

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

1. The ARB had two sign applications for November. The ARB approved half of one application and three Certificates of Appropriateness.
2. Ms. Seefeldt also thanked Ms. Purisma Tan for her years of service.

## **8. Regular Business**

### **8A. Request to Approve Placement of Historic Markers**

It was moved to approve the placement of historic markers by the Occoquan Historical Society (OHS) to designate the historical significance of the carbide storage unit, carriage block, and gearwheel, and direct the Town Manager to work with the OHS to finalize marker placement and obtain proper permitting."

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

### **8B. Request to Adopt VSMP Ordinance #O-2015-01 and Revised Engineering Fee Schedule**

It was moved to adopt Ordinance #O-2015-01, in reference to Stormwater Management Program, and to adopt the proposed revised engineering fee schedule as presented.

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

### **8C. Request to Approve Designation of Loading Zone in Front of Mamie Davis Park**

Dr. David Irwin, Gaslight Landing Condominium Association President, stated that he did not support the idea of removing the two spaces in front of Mamie Davis Park. He also stated he thought the bike racks should be placed at either end of Town. If possible he thought some in the middle of Mill Street near Union Street would be useful.

Ms. Kristyn Gleason, Polka Dot Divas owner, believed that there is enough parking in Town and there is only a short period during the year when spots are at a premium. She supported the idea of eliminating the spots to allow for a better view of the park.

The Council discussed eliminating the spots and to not have the space designated as a loading zone; however they desired more comments from the public before making a decision.

There was unanimous consent to postpone the decision to the February 3, 2015 meeting to allow for further comment from the public.

### **8D. Request to Approve Purchase of Replacement Signage at Town Hall**

It was moved to approve the design of the signs and request the Architectural Review Board work on the wording of the signs, and budget and appropriate an amount not to exceed \$1,800 from Capital Improvement Plan funds for the purchase and installation of new signage at Town Hall.

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

**8E. Request to Authorize Town Treasurer to Issue Refunds for Real Estate Tax Overpayments**

It was moved to authorize the Town Treasurer to issue refunds for overpayment of real estate taxes based on tax relief program participation in accordance with Virginia Code § 58.1-3980.

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

**9. Adjournment**

Mayor Quist adjourned the meeting at 8:02 p.m.

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Greg Holcomb, Town Clerk