



TOWN OF OCCOQUAN
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Occoquan Town Council
Regular Meeting
January 2, 2019 | 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. **November 7, 2018 Regular Meeting Minutes**
 - b. **November 20, 2018 Work Session Meeting Minutes**
 - c. **December 7, 2018 Regular Meeting Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
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 Accept Events and Community Development Director Report
 - b. Request to Enter into Lease Purchase Agreement for Police Vehicles

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.

- c. Request to Accept Revised Budget Schedule
- d. Request to Accept the Planning Commission 2018 Annual Report

9. Closed Session

10. Adjournment



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, November 7, 2018
7:00 p.m.

Present: Mayor Earnie Porta, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Eliot Perkins.

Absent: Councilmember Laurie Holloway

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

1. Call to Order

Mayor Porta called the meeting to order at 7:04 p.m.

2. Citizens Time

Lance Houghton, 127 Washington Street, wanted to update Council on the erosion that the driveway at Rockledge is experiencing because of the Kiely Court development. He stated that the issue is continuing to deteriorate since he first brought this to the Town Council. He stated that for several years he has come to the Town Council to express his desire that the development be executed properly. He was ensured that proper procedure was going to be followed. He stated that at this time the development has caused severe erosion of the Rockledge driveway. Mr. Houghton allowed the Kiely Court excavator to utilize the Rockledge driveway to install a silt fence. This was to expedite the process of building the retaining wall. The excavator told Mr. Houghton that he would only need 20 inches of Rockledge property for the fencing. According to Mr. Houghton with the rain that has occurred there 3 feet of his property has been lost. After the property loss he stated that he has asked the excavator to remove the fencing from his property. He expressed that his primary concern is not to stop Mr. Kiely from developing but to ensure safe development. He stated that he wanted to express his opinion that Mr. Coon would be a good Town Manager and that he would like the Town to investigate placing a trash can on or near the Route 123 Bridge.

Ellalyne Brayman, Owner of Labella Bridal & Wedding Services LTD, wanted to show her appreciation for Mr. Coon helping with the incident on November 6th when a vehicle jumped the curb and hit her storefront window shattering the glass. He contacted the police and herself to inform her of the incident. He watched over the shop until she was able to arrive and helped with cleaning up all of the glass in the area. She wanted to let Town Council know how grateful she was for all of his help.

3. Response to Citizens Time

Mayor Porta responded to Mr. Houghton's comments by noting that there are things Mr. Houghton has raised that the town has the regulatory power to enforce and is enforcing, and that there are other items over which the town has no enforcement authority.. Additionally, Mayor Porta addressed an item Mr. Houghton had raised in an email. In that

email Mr. Houghton asserted that some problems with the development could have been avoided if the town required that a surveyor provide a survey of the property before approving site plans. Mayor Porta noted that the Town does not have the authority to impose such a requirement when it is not required by the Virginia State Code. Mayor Porta then asked Mr. Houghton to clarify some statements he made during citizens time and asked Town staff to respond accordingly.

Town Attorney Mr. Crim stated that most of Mr. Houghton's concerns consist of private legal matters between two private property owners, which either can address through appropriate court action that addresses matters such as the loss of parking spaces, damage to the driveway, potential damage to the sewer line, and closure of business if Mr. Houghton could show that the problems were created by the development of Kiely Court. Mr. Crim also indicated that at this time there is no additional regulatory action that the Town or one of the Town's agents would be able to enforce.

Mayor Porta inquired as to what regulatory action could be taken by the Town. Mr. Reese, the Town Engineer, stated that for violations regarding erosion the developer has to correct the issue or there is a specific process that is outlined in the Virginia State Code. He stated that first is a verbal notification, then written notification, then a stop work order would be issued. Mr. Reese stated that after review of the plans in his opinion there should have been enough room to complete the retaining wall without impinging on Rockledge property.

Mayor Porta asked Mr. Houghton for his proposed solution for the issue he is experiencing. Mr. Houghton stated that he would like Mr. Kiely to stabilize the section of driveway that has already collapsed, build that section of the retaining wall, and adjust how the rest of the retaining wall was built. Mayor Porta stated that the Town will continue to monitor the development and enforce any regulatory violations that may occur.

4. Approval of the Minutes

Vice Mayor Sivigny moved to approve the amended minutes of the September 4, 2018 Regular Meeting.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian that the Action Item be approved. Motion passed, unanimous.

Councilmember Fithian moved to approve the amended minutes of the September 18, 2018 Work Session Meeting.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the Action Item be approved. Motion passed, unanimous.

Councilmember Fithian moved to approve the minutes of the October 1, 2018 Work Session Meeting.

A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny that the Action Item be approved. Motion passed, unanimous.

Councilmember Fithian moved to approve the minutes of the October 3, 2018 Work Session Meeting.

A motion was made by Councilmember Perkins, seconded by Councilmember Fithian that the Action Item be approved. Motion passed, unanimous.

Councilmember Fithian moved to approve the minutes of the October 16, 2018 Work Session Meeting.

A motion was made by Councilmember Fithian, seconded by Councilmember Perkins that the Action Item be approved. Motion passed, unanimous.

5. Mayor's Report

Mayor Porta reported on some of the meetings and events he had participated in as Mayor over the last month. These included: (1) the annual inspection on October 23 of the Town's Tanyard Hill property by the Northern Virginia Conservation Trust, (2) the Project-Mend-A-House Taste of the Town fundraiser on October 24, (3) the Haunt the Town event on October 27, (4) the Howl-O-Ween event on October 28, (5) the Hitchcock Paper Co. ribbon cutting on November 11, (6) a meeting on November 8 with the Town Engineer and a contractor at the Vantage Point/West Locust infiltration trench, (7) a meeting on November 9 with the Town Attorney and the Engineering Groupe to resolve issues related to the River Mill Park bathhouse, (8) a meeting on November 9 with a non-resident regarding policing policies in Occoquan, and (9) a meeting on November 13 with County representatives regarding stream remediation at three locations in Occoquan. Mayor Porta also reported that he and Chris Coon discussed possible revisions to the procedures for distribution of the Town newsletter.

6. Councilmember Reports

Vice Mayor Sivigny inquired about the requirements on placement of trashcans. Mayor Porta stated that there has been enforcement action taken on that matter.

7. Staff Reports

A. Town Attorney: Mr. Crim reported on the following two items:

- i. **River Mill Park and Miller Brothers** - Mr. Crim has reported there is a meeting scheduled for Friday.
- ii. **Vantage Point** - Mr. Crim stated he is working with the Town Engineer and Zoning Administrator for a plan of action to respond to the complaints of runoff from Vantage Point.
- iii. **Lawsuit**- Mr. Crim stated that the Circuit Court dismissed a lawsuit that the Town had on a previous property owner. The property owner fixed the issues and due to inaction the lawsuit was dismissed.

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

Councilmember Perkins inquired about any updates with the Canoe and Kayak Ramp.

Mayor Porta indicated that all documentation has been provided to the Department of Conservation and Recreation (DCR). Mr. Reese stated that once the additional funds are allocated to the Town by DCR there are a few things the Town needs to complete that should not take long.

Councilmember Fithian inquired about the contractors bid amounts and if the increased funds from DCR will now cover the entire cost of the project. Mr. Reese indicated that the bids were around \$233,000 and \$236,000 and that the additional funding from DCR should thus be sufficient. Mr. Coon and Mayor Porta indicated that the project still requires a 20% match from the Town, and that the match can include in-kind costs such as staff time and permits.

Mayor Porta inquired about the trail project for the Tanyard Hill Park. He asked if the items in Mr. Reese's report were required or discretionary. Mr. Reese stated that at this time with the plan to have a trail blazed there is nothing that would be required. He stated that the items he outlined would only be required if there was more substantial work planned.

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

D. Town Manager: Mr. Coon reported on the following items:

- i. **VML Insurance** - He contacted VML for 3 items: two gaslights and the Annex building.
- ii. **Budget** - Mr. Coon and the Town Treasurer have begun working on the estimated revenue for the FY2020 Budget.
- iii. **Special Exception Permits** - Mr. Coon stated that he would be meeting with Mr. Reese and Mr. Marshall to review the new process after the Town Code Zoning update.
- iv. **VDOT** - Mr. Coon sent the Town's Parking and Traffic Study to VDOT as the document recommended the Town request for a cut-through traffic study. Mr. Coon also inquired as to why there are three turn lanes from Northbound Gordon Boulevard to Old Bridge Road and only one turn lane from Southbound Gordon Boulevard to Old Bridge Road. He also stated that VDOT provided a study from 2014-2016 with traffic data around Occoquan and responded that funds would need to be identified at multiple levels for the updates to the intersection.
- v. **Post Office Meeting** - Mr. Coon stated that he has scheduled a meeting with the Town's Postmaster as well as the Regional Postmaster. The reason for this meeting is to understand what changes will be made to the Post Office if there is no longer any space for Post Office Boxes. He indicated that he would like the Post Office to provide all potential options regarding the future of the Post Office and bring that information back to Town Council.

Mayor Porta inquired about the zoning violations on Center Lane. Mr. Coon indicated that the Zoning Administrator is reviewing several complaints on Center Lane and the appropriate action will be taken and Council will be updated.

- E. Town Treasurer:** Ms. Rodriguez submitted the Treasurer's report as part of the meeting agenda.

Mayor Porta inquired about when the Town Council will receive a budget-to-actual report. Mr. Coon indicated that the practice has been to present a report monthly and a budget-to-actual briefing quarterly.

Mayor Porta inquired about a business that is seven months delinquent on meals tax. Mr. Coon informed the Council that the business may have gone out of business but, until that information is verified the Town will continue to record that business as delinquent on meals tax.

Mayor Porta also inquired if a specific parcel was also the real estate delinquent property. Mr. Coon stated that he was confident that parcel is the delinquent property. Mayor Porta stated that he has received multiple complaints on the property and wanted the Zoning Administrator to visit the property to identify any violations.

Councilmember Fithian inquired on the location of Granny's Cottage. Mr. Coon indicated that Granny's Cottage is an entity which owns property not a business.

- F. Chief of Police:** Chief Linn submitted a report as part of the meeting agenda.

Councilmember Fithian inquired if town staff can print the reports in color. Mayor Porta ask Chief Linn to change the report to not require color printing.

- G. Boards and Commissions:** Councilmember Perkins reported that the Planning Commission met to discuss recommendations based on the 2017 Parking and Traffic Study. The Planning Commission also met with Mr. Sills and had several questions from the previous presentation answered. Mr. Coon presented for the Architectural Review Board; they had one exterior elevation for 450 Mill Street that was approved. Mr. Sills also gave an updated presentation to address some of the Architectural Review Board's feedback. The updates made to the potential development were received very well by the Architectural Review Board.

8. Regular Business

Councilmember Fithian moved to add the Agenda Item of Auto Decal Enforcement of Antique Vehicles.

Moved by Councilmember Fithian, seconded by Councilmember Perkins. Motion passed, unanimous by voice vote.

8G. Request to Approve Resolution to Suspend Auto Decal Enforcement of Antique Vehicles

Councilmember Perkins moved to adopt the resolution to suspend auto decal enforcement of antique vehicles with the amendment to change 60 days to 90 days.

Moved by Councilmember Perkins, seconded by Councilmember Fithian. Motion passed, Ayes- Vice Mayor Sivigny, Councilmember Fithian, and Councilmember Perkins. Nays- Councilmember Dawson, by roll call vote.

8A. Legislative Agenda Discussion

Town Council discussed how the Legislative Agenda could benefit the Town. Mr. Crim stated that this is an avenue for the Town Council to weigh-in for any legislative items that could be beneficial or harmful to the Town.

8B. County MOU - TAP Grant Funding Agreement

Councilmember Perkins moved approve the County MOU - TAP Grant Funding Agreement authorizing the Mayor to sign and appropriate an amount not-to-exceed \$86,720 from the FY2019 Capital Improvement Plan.

Moved by Councilmember Perkins, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

8C. Request to Clarify Authorized Part-time Police Officers

Councilmember Fithian moved to authorized the Town to hire up to five (5) certified part-time police officers subject to the budgetary salary cap limit.

Moved by Councilmember Fithian, seconded by Vice Mayor Sivigny. Motion passed, unanimous by voice vote.

8D. Tanyard Hill Park Property Naming Discussion

Councilmember Dawson moved to name the Tanyard Hill Property "Tanyard Hill Park".

Moved by Councilmember Dawson, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

8E. Town Blessing and Holiday Party

Councilmember Fithian moved to set a not-to-exceed amount of \$1,500 for the Town Blessing and Holiday Party.

Moved by Councilmember Fithian, seconded by Vice Mayor Sivigny. Motion passed unanimous by voice vote.

8F. Parking and Development Discussion

Councilmember Perkins presented Town Council with three documents. The Parking and Traffic Study, the Planning Commission draft version of their parking recommendations, and a document Councilmember Perkins created highlighting the challenges and opportunities for parking in Occoquan. He also asked the other Councilmembers to review all of these documents to be ready to discuss, at a future meeting, potential solutions utilizing all of the information the Town currently has available. Councilmember Perkins also asked Town Council to allow

Mr. Coon to assist Councilmember Perkins with the parking opportunities and solutions to help understand the cost and options involved to provide Town Council with the most optimal solutions. Town Council had no objections with Mr. Coon assisting Councilmember Perkins in this manner.

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1): a personnel matter involving consideration or interviews of candidates for employment or appointment, specifically for the position of Town Manager. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 9:29 p.m.

The Council came out of closed session at 9:49 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 Perkins, Councilmember Fithian, Councilmember Dawson, and Vice Mayor Sivigny, by roll call vote.

10. Adjournment

The meeting was adjourned at 9:50 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, November 20, 2018
7:00 p.m.

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

Absent: Councilmember Matthew Dawson

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

1. Call to Order

Vice Mayor Sivigny called the meeting to order at 7:06 p.m.

2. Regular Business

2A. Financial Report

Mr. Coon presented a report produced by the Town Treasurer as a result of the Town Council requesting more budget-to- actual information at the November Regular Meeting. He stated with no objections this report will be what is presented at each regular meeting moving forward; there was no objection.

2B. Events Director Report

Julie Little presented a report on the 2018 Spring and Fall Craft Shows. The Spring Show net revenue was \$29,902. The Fall Show net revenue was \$68,444. She also reported she was able to bring 108 new vendors to the Fall Show. She stated that her next focus will be trying to ensure the highest quality of vendors will be present at the Craft Shows.

Ms. Little reported the findings and recommendations from the Craft Show Exploratory Committee. The report was very thorough and provided several suggested options for the Town Council to consider moving forward. After significant discussion between Town Council and Town Staff the decision was made to maintain the Spring and Fall Craft Shows in 2019. Then in 2020 there will be an option for Ms. Little to decide if the Town could have two revenue-generating events to replace the Spring Craft Show and keep the Fall Craft Show intact. If Ms. Little feels that the two revenue-generating events cannot produce the same amount of revenue as the Spring Craft show then the Town will have the two revenue- generating events as well as both Craft Shows.

2C. Public Safety Goals Discussion

Chief Linn presented the previous-adopted Town Public Safety Goals and discussed progress in achieving those goals. Town Council provided Chief Linn with input on developing updated public safety goals for review by the Town Council at a future meeting.

2D. Home Business Ordinance Discussion

Mayor Porta, with no objection from Town Council postponed this discussion to the next available meeting.

2E. Budget Work Session - FY2020 Goal Setting/Financial Policies

Mayor Porta, with no objection from Town Council postponed this agenda item to the next available meeting.

2F. Infiltration Trench

Mayor Porta, with no objection from Town Council postponed this agenda item to the next available meeting.

3. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1): a personnel matter involving consideration or interviews of candidates for employment or appointment, specific to the Town Manager position. Appointment or promotion of particular officers or employees and salary or other compensation of a specific employee, specifically the Town Clerk, Police Chief, and Community Events and Development Director. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 10:21 p.m.

The Council came out of closed session at 10:37 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 Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.

3A. Approve Resolution Naming Christopher Coon Acting Town Manager

Councilmember Holloway moved to approve the resolution naming Chris Coon Acting Town Manager from October 1, 2018 to November 29, 2018.

**Moved by Councilmember Holloway, seconded by Councilmember Fithian.
Motion passed, unanimous by voice vote.**

3B. Approve Execution of Employment Contract

Councilmember Perkins moved to approve the Mayor to execute an employment contract with Kathleen Leidich to be the Town Manager.

**Moved by Councilmember Perkins, seconded by Councilmember Fithian. Motion
passed, unanimous by voice vote.**

3C. Approve Ordinance for \$6,000 Bonus for Christopher Coon

Councilmember Fithian moved to adopt the Ordinance for a \$6,000 bonus for Christopher Coon.

Moved by Councilmember Fithian, seconded by Councilmember Holloway. Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.

3D. Ordinance for \$3,000 Bonus for Julie Little

Councilmember Holloway moved to adopt the Ordinance for a \$3,000 bonus for Julie Little.

Moved by Councilmember Holloway, seconded by Councilmember Fithian. Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.

3E. Ordinance for \$2,000 Bonus for Adam Linn

Councilmember Fithian moved to adopt the Ordinance for a \$2,000 bonus for Adam Linn.

Moved by Councilmember Fithian, seconded by Councilmember Perkins. Motion passed, Ayes Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, and Vice Mayor Sivigny, by roll call vote.

4. Adjournment

The meeting was adjourned at 10:40 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 4, 2018
7:00 p.m.

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

Staff: Christopher Coon, Town Clerk; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police;

1. Call to Order

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

2. Citizens Time

Ryan Somma, Washington Square Court, reported on the Prince William County School Board's proposed changes to elementary school boundaries, which would result in Occoquan children being moved from Occoquan Elementary to Rockledge Elementary. The Prince William County School Board has had two public meetings on the issue and many parents have expressed the view that they would like Occoquan residents to continue to attend Occoquan Elementary. Mr. Somma also wanted geographic progression to be a factor in the Town Council's decision whether to support or oppose the boundary change. Geographic progression is the idea that students will attend elementary, middle and high school with the same or similar individuals. Mayor Porta thanked Mr. Somma for bringing this matter to the attention of the Town Council, noted that he, too, had attended part of the first public meeting the County School Board had on this matter, and that, if possible, he would like Mr. Somma to remain for a time so that they could discuss this matter further after addressing some other issues on the agenda.

3. Mayor Porta asked for unanimous consent to move item 8B up on the agenda and allow public comment on the issue at that time; no Council objection.

8B. Town Code Section 66-10 Zoning Code Amendment Discussion, Uses Permitted in the B-1, R-1, R-2, and R-3 District, home Occupation Certificate

Councilmember Fithian stated that the goal for this item is to start the discussion and provide Town Staff with direction in amending the Zoning Code regarding home occupations. Her goal is to be more flexible regarding clients/employees on premises while preventing significant negative impacts.

Elizabeth Quist, 116 Edgehill Drive, spoken in support of the change. She has been a resident for 11 years and has a CPA business in town. She wanted to express how having an employee and clients able to come to her home would change her business significantly for the better. She would be able to increase her business and thus the business license fees she pays to the Town. She also stated that the Town needs to be careful with the changes to prevent negative impacts. She encouraged staff to work with zoning and legal staff to help the businesses outside of the Historic District flourish.

Jenn Mathis, Town resident and a previous business owner in Town, expressed her appreciation for this item on the agenda. She was surprised to see some of the restrictions for home-based businesses, in particular those regarding parking and deliveries. She stated that she believes the Town Council has a real opportunity to help improve Occoquan and she is looking forward to the discussion.

Joy Hermann, 210 West Locust Street, moved to Occoquan a year ago has a CPA home-based business. Previously she has lived and worked in a similar town as Occoquan and they allowed one person in the home at a time. She thinks this would help her business and help her establish clients in Virginia. She also indicated that she would like to be able to have one employee to help during tax season.

Mayor Porta stated that the amendments to the Zoning Code should be relatively easy to make and encouraged that the process be expedited.

Councilmember Holloway inquired if she would need to recuse herself on this agenda item since she is impacted. Mr. Crim stated that she would not because she is a member of a group of three or more individuals affected by the potential change in the ordinance. He stated that she could participate by completing a form with the Town Clerk.

Councilmember Perkins stated that he would like to see reasonable examples before making a final decision.

Councilmember Holloway wanted Town Staff to clearly define the requirements of a Home Occupation Permit.

4. Approval of Minutes

Councilmember Perkins moved to approve the minutes of October 2, 2018 Regular Meeting.

A motion was made by Councilmember Perkins, seconded by Councilmember Holloway that the Action Item be approved. Motion passed, unanimous.

Councilmember Perkins moved to approve the minutes of October 25, 2018 Work Session Meeting.

A motion was made by Councilmember Perkins, seconded by Vice Mayor Sivigny that the Action Item be approved. Motion passed, unanimous.

5. Mayor's Report

Mayor Porta asked for unanimous consent to discuss further Mr. Somma's report on the the elementary school boundary change issue; there was no objection. Mayor Porta briefed the Town Council on the details of the proposed boundary changes, including the goals and impacts. He asked Mr. Somma to comment on several items related to the

change, including the number of Occoquan children affected and Mr. Somma's view of the best course of action. Mayor Porta noted that he had been contacted by individuals within the Town as well as outside of Town but within the Occoquan magisterial district, who are opposed to the changes. He also noted that he has spoken to both the Occoquan District School Board representative, Lillie Jessie, and School Board Chair, Babur Lateef, regarding the issue. There is precedent, Mayor Porta reported, for making small adjustments to such boundary changes to accommodate specific circumstances, and that if opposing the changes the Town Council would thus need to make a decision as to whether it was opposing the changes more broadly or advocated for a specific change for children in the Town of Occoquan. There was a general consensus that the latter was the most appropriate action for the Town Council, though it was suggested that consideration should be given to include those children along Occoquan Road outside of Town boundaries. Mayor Porta reported that the County School Board is scheduled to make a decision in mid-January and the Town Council will thus need to submit its views before then.

Mayor Porta reported on some of the meetings and events he had participated in as Mayor over the last month. These included: (1) the successful test on November 14 of the Occoquan High Dam warning siren, (2) the Guild Open House and Town Tree Lighting on November 16, (3) a meeting with Seth Hendler-Voss of the County Tourism Office on November 20, and on which he will brief staff, (4) Santa's arrival by boat on December 1, (5) the Town Blessing and Holiday Party on December 2, and a (6) a presentation event at the VFW on December 4, which he attended with Vice Mayor Sivigny. Mayor Porta also reported that, assuming no council objection, he would allow staff to close Town Hall the week of December 23 in order to have a staff work week.

6. Councilmember Reports

Councilmember Holloway reported that she will be attending her first ASAP Meeting on December 5, 2018. She also attended the Hitchcock Paper opening and Santa's visit. She stated that the logo is in the last round of revisions. She indicated that the Town should consider adopting a set of brand usage guidelines..

7. Staff Reports

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

- i. **Miller Brothers** - An agreement has been reached and the information to order the heaters has been provided. Once the heaters are ordered then they will need to be installed along with the drywell to finish the items required by Town Building Official.

8F. Approve Not-To-Exceed Amount for River Mill Park Heaters

Councilmember Holloway moved to set a not-to-exceed amount for \$1,750 to order River Mill Park Heaters.

Moved by Councilmember Holloway, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

- ii. **Board of Zoning Appeals** – Mr. Crim submitted MaryAnn Phelps as the chairman of the BZA and it was accepted by the Circuit Court.
- iii. **Town Manager Contract** – Mr. Crim worked on the contract for the new Town Manager
- iv. **Kiely Court Project** – Mr. Crim worked with the Mayor and the Zoning Administrator on a number of issues with that development.

B. Town Engineer: Mr. Reese submitted a report as part of the meeting agenda. He also reported that there was a preliminary site plan for The Mill at Occoquan development. There are 88 residential units and 6,600 square feet of commercial space and there will need to be special exceptions s approvedby the Town Council.

8D. Infiltration Ditch Discussion

Mayor Porta reported that the contracting company provided a quote to clean up the infiltration ditch and replace the gravel in that system. The quote was significantly more expensive than he was expecting. Town staff will receive a quote from the Lawn Service providers to remove the debris and stone. Once that quote is received then the item will come to Town Council for final determination.

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

D. Town Manager: Ms. Leidich did not have a report for the agenda but, was ready to answer questions.

Town Council welcomed her to the Town and stated they were happy she was the new Town Manager.

E. Town Treasurer: Ms. Rodriguez submitted the Treasurer's report as part of the meeting agenda.

Mayor Porta stated that he would like the report to show the percentage of budget instead of the current way it was shown.

F. Chief of Police: Chief Linn submitted a report as part of the meeting agenda. He also reported the following:

- i. **Selling Vehicle** – he stated that now that the Town Manager has been hired he would like selling the Crown Victoria to be a priority.
- ii. **Mechanical Issues** – he reported that the SUV is having some issues that he will need to have evaluated. He will provide an update at a later Town Council Meeting.

G. Boards and Commissions: Councilmember Perkins reported that the Planning Commission will be completing their parking recommendations shortly and they have completed a draft of their Annual Report and he expects the final draft will be in front of Town Council in January. He also stated that the Planning Commission has been

reviewing the C.I.P. Budget to make recommendations and to present those recommendations to Town Council.

Chairperson Seefeldt reported the ARB approved the final draft of the Revised Signage Design Guidelines and that is on the Agenda tonight.

8. Regular Business

8A. Architectural Review Board Revised Signage Design Guidelines

Councilmember Perkins moved to approve the Revised Signage Design Guidelines.

Moved by Councilmember Perkins, seconded by Councilmember Fithian. Motion passed, unanimous by voice vote.

8C. Budget Work Session - FY2020 Goal Setting/Financial Policies

Town Council discussed these goals and determined that for the fiscal year 2020 they would like to remove Riverwalk Access and Usages and Pedestrian Safety as budget goals. They were goals last fiscal year and the benefits will continue through this fiscal year. They wanted to make Maintenance of public buildings and areas a priority. They also wanted to keep Stormwater Management as a goal as well as, including developing three categories of stormwater management.

8E. Public Safety Goals

Councilmember Dawson moved to approve the presented Public Safety Goals.

A motion was made by Councilmember Dawson, seconded by Vice Mayor Sivigny that the Action Item be approved. Motion passed, unanimous by voice vote.

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1): a personnel matter involving assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with members of boards or commissions. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 9:38 p.m.

The Council came out of closed session at 9:43 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 Perkins, Councilmember Holloway, Councilmember Fithian, Councilmember Dawson, and Vice Mayor Sivigny, by roll call vote.

11. Adjournment

The meeting was adjourned at 9:43 p.m.

Christopher Coon
Town Clerk



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J. Matthew Dawson
Cindy Fithian
Laurie Holloway
Eliot Perkins

Town Engineer's Report Town Council Meeting –January 2, 2019

Kayak/Canoe Launch – no change from last report

Two bids received in July 2017 (Delta Marine and McLean Endeavors), both over budget. Department of Conservation and Recreation (DCR) has indicated possible additional funding from the current \$100,000 to \$283,650. Updates to permits, historic resources, threatened and endangered species discussed. Both bidders confirmed that previous bids are still valid. New budget forwarded to DCR on October 12, 2018. New contact person at DCR (Jett Johnson).

River Mill Park – Moisture Issue in Storage Room – no change from last report

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

Kiely Court Project – update from last report

Land Disturbance Permit issued - construction commenced. Plan revision approved. Stop work order issued by PWC for retaining wall safety issues. Shoring plan now approved, but “stop work” still in effect until shoring in place.

Rivertown Project – no change from last report

Land Disturbance Permit issued – construction proceeding.

Vantage Point BMP maintenance – no change from last report

Bid received from Total Development Solutions (\$38,730)

Boundary Branch – no change from last report

Boundary Branch, Vantage Point BMP, Lynn property – other runoff issues reviewed

Oaks III – no change from last report

Approved by PWC BOS 5/15/18 with revised proffers

- Use as park and open space – trails and Stormwater Pond shown on GDP
- Plat vacating lot line when site plan needed - NRA to review first
- Access to potential parking lot for trail head allowed off Tanyard Hill
- Reserve ROW along Tanyard Hill and Old Bridge Roads
- Use LID as part of any development
- Pay \$75 per acre zoned (4.229 acres)

Mill at Occoquan – update from last report

Preliminary site plan and Special Exceptions for Mill Street mixed use project submitted for staff review on 11/30/18. Staff report forthcoming, prior to 45-day timeframe (1/14/19).

-END-

Report Date: 12/25/2018
 Report Time: 3:07:45 PM

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT

Town of Occoquan - Permit Report
 December 2018

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Valuation
ELE2019-01557	302 COMMERCE ST	RELOCATING PANEL & ADDING ELE FIXTURES & REWIR	Electrical	Issued	R - Alteration/Repair	10/19/2018	\$4,500.00
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN	Building	Issued	C - Alteration/Repair	07/30/2018	\$16,000.00
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FL	Gas	Issued	C - Alteration/Repair	09/20/2018	\$4,751.00
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE	Building	Issued	C - Alteration/Repair	02/23/2018	\$10,000.00
BLD2018-02969	426 MILL ST	LOT SPECIFIC SFD - KIELY RESIDENCE (THIS IS UNDEF	Building	Pending	R - New Single Family Dwelling		\$1.00
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018	\$20,000.01
BLD2018-02984	430 MILL ST	KIELY RESIDENCE - LOT SPECIFIC SFD	Building	Pending	R - New Single Family Dwelling		\$100.00
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018	\$20,000.01
BLD2014-05879	1441 OCCOQUAN HEIGHTS CT	DECK	Building	Issued	R - Addition	04/25/2014	\$6,700.00
BLD2019-02293	112 POPLAR LN	DETACHED GARAGE	Building	Issued	R - Accessory Structure	12/21/2018	\$16,000.00
BLD2019-02551	112 POPLAR LN	ENCLOSING CARPORT AND ADDING ADDITION TO HOU	Building	Issued	R - Addition	12/21/2018	\$29,000.00
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUN POOL	Building	Issued	R - Swimming Pool	12/07/2017	\$60,000.00
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUN POOL	Electrical	Issued	R - Swimming Pool	12/07/2017	\$6,000.00
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018	\$2,200.00
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to Fire Bowls	Gas	Issued	R - Swimming Pool	01/16/2018	\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN F	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN F	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018	\$5,500.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN F	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN F	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN F	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN F	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018	\$5,500.00
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN F	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN F	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN F	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018	\$5,500.00
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN F	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN F	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN F	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTME	Building	Issued	C - Alteration/Repair	01/31/2018	\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM	Plumbing	Issued	C - Alteration/Repair	01/31/2018	\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Building	Issued	C - Tenant Layout	10/25/2018	\$75,000.00
ELE2019-00426	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Electrical	Pending	C - Tenant Layout		\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Gas	Pending	C - Tenant Layout		\$75,000.00
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Mechanical	Pending	C - Tenant Layout		\$75,000.00
PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE	Plumbing	Pending	C - Tenant Layout		\$75,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018	\$15,000.00
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDF	Building	Issued	R - Alteration/Repair	08/13/2018	\$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDF	Electrical	Issued	R - Alteration/Repair	08/16/2018	\$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDF	Plumbing	Issued	R - Alteration/Repair	08/15/2018	\$750.00
BLD2019-00357	109 WASHINGTON SQUARE CT	ADDING SPIRAL STAIRCASE TO EXISTING DECK (BLD20	Building	Issued	R - Alteration/Repair	08/24/2018	\$5,000.00
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018	\$1,400.00

END OF REPORT



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 Cindy Fithian
 Laurie Holloway
 Eliot Perkins

Town Treasurer's Report Town Council Meeting - January 2, 2019

TOWN MANAGER
 Kathleen R. Leidich

TOWN TREASURER
 Carla M. Rodriguez

Audits

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

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	3	12/20/2018	Not compliant
Pink Bicycle Teal Room	9	12/20/2018	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Lee, Davis Walter	0 year	\$0.00	11/01/18	Compliant
Selecman, James	5 Years	\$1,476.29	06/14/18	Compliant - monthly payment plan
Granny's Cottage Inc	2 Years	\$134.40	12/20/18	Not Compliant

Other Items of Note

None.

Total Funds

REVENUES

All Funds	FY 2018 Budget	FY 2019 Budget	Actual as of 11/30	% of Budget Used
Real Estate Taxes	218,360	232,500	168,189	72.3%
Meals Taxes	222,650	220,334	77,703	35.3%
Other Taxes	102,000	102,473	34,927	34.1%
Fines	24,000	60,000	46,661	77.8%
Fees and Licenses	94,850	98,150	12,672	12.9%
Grants	125,030	472,143	11,532	2.4%
Service Revenue	22,000	5,000	143	2.9%
Rentals	6,000	3,500	2,613	74.7%
Interest	3,720	2,720	1,983	72.9%
Event Revenue	216,390	206,950	122,092	59.0%
Other Revenues	4,500	5,000	1,291	25.8%
Total Revenues All Funds	\$ 1,039,500	\$ 1,408,770	\$ 479,806	

EXPENDITURES

General Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 11/30	% of Budget Used
Personnel Services	335,790	380,820	105,804	27.8%
Professional Services	136,200	122,250	47,796	39.1%
Information Technology Services	10,150	14,050	8,498	60.5%
Materials and Supplies	7,800	9,000	5,538	61.5%
Operational Services	8,550	7,500	2,291	30.5%
Contracts (Landscaping, Refuse Collection, Snow Removal)	81,500	74,500	23,517	31.6%
Insurance	15,720	20,120	10,684	53.1%
Public Information (Newsletters)	3,250	3,400	2,079	61.1%
Advertising (Community/ Business Support, Legal Ads)	16,000	9,000	5,149	57.2%
Training and Travel (Employee, Boards and Commission Training)	15,100	13,500	3,382	25.1%
Vehicles and Equipment	13,350	15,300	11,543	75.4%
Seasonal	4,500	5,500	374	6.8%
Town Hall	10,270	10,910	3,575	32.8%
Mill House Museum	6,740	6,620	6,975	105.4%
Visitors Center	500	620	90	14.5%
Maintenance Yard	2,240	2,240	1,227	54.8%
Mill Street Storage	250	250	38	15.2%
River Mill Park and Facility	23,690	25,890	10,258	39.6%
Mamie Davis Park	3,300	5,400	2,002	37.1%
Tanyard Hill Road Park	800	500	-	
Furnace Branch Park	500	500	-	
Streets and Sidewalks (Routine Maintenance)	1,400	1,400	-	
Historic District (Routine Maintenance)	10,410	13,700	3,765	27.5%
Special Events	11,000	12,950	5,427	41.9%
Total	\$ 719,010	\$ 755,920	\$ 260,012	34.4%

Craft Show Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 11/30	% of Budget Used
Personnel Services	48,720	46,554	13,823	29.7%
Professional Services	-	-	-	
Materials and Supplies	6,400	6,400	2,712	42.4%
Contracts	39,000	35,000	17,671	50.5%
Advertising	14,000	14,000	6,361	45.4%
Total	\$ 108,120	\$ 101,954	\$ 40,568	39.8%

Mamie Davis Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 11/30	% of Budget Used
Capital Projects	2,000	2,000	0	0.0%
Total	\$ 2,000	\$ 2,000	\$ -	0.0%

CIP Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 11/30	% of Budget Used
Public Works	101,500	447,000	98,467	22.0%
Parks	147,500	144,500	62	0.0%
Public Safety	11,500	12,100	4,931	40.8%
Information Technology	15,000	2,500	475	19.0%
Administration	16,000	0	2,998	
Total	\$ 291,500	\$ 606,100	\$ 106,933	17.6%

Total Expenditures All Funds	\$ 1,120,630	\$ 1,465,974	\$ 407,512	27.8%
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Laurie Holloway
Eliot Perkins

TOWN MANAGER
Kathleen R. Leidich, AICP

CHIEF OF POLICE
Adam C. Linn

Occoquan Police Department

Monthly Town Council Report January 2, 2019

Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

Current Initiatives

Continued with the Calls for Service police coverage in Town. Working with town officers to increase patrols and visibility during peak calls for service times.¹ Continued field training with town officers and worked with officers to address administrative needs of Police Department.²

Directed traffic enforcement on Commerce Street and Gordon Boulevard area (speeding, Block the Box and Driving off Roadway), Union Street/Tanyard Hill Road (speed enforcement), and Washington Street (pedestrian safety and speeding).³ Directed stop sign enforcement and pedestrian safety enforcement in historic district.³ Increasing foot patrols and visibility in historic business area.

Continued body worn cameras program for Town Officers and DMV selective enforcement grants to reduce accidents and pedestrian safety.⁴

Community Relations

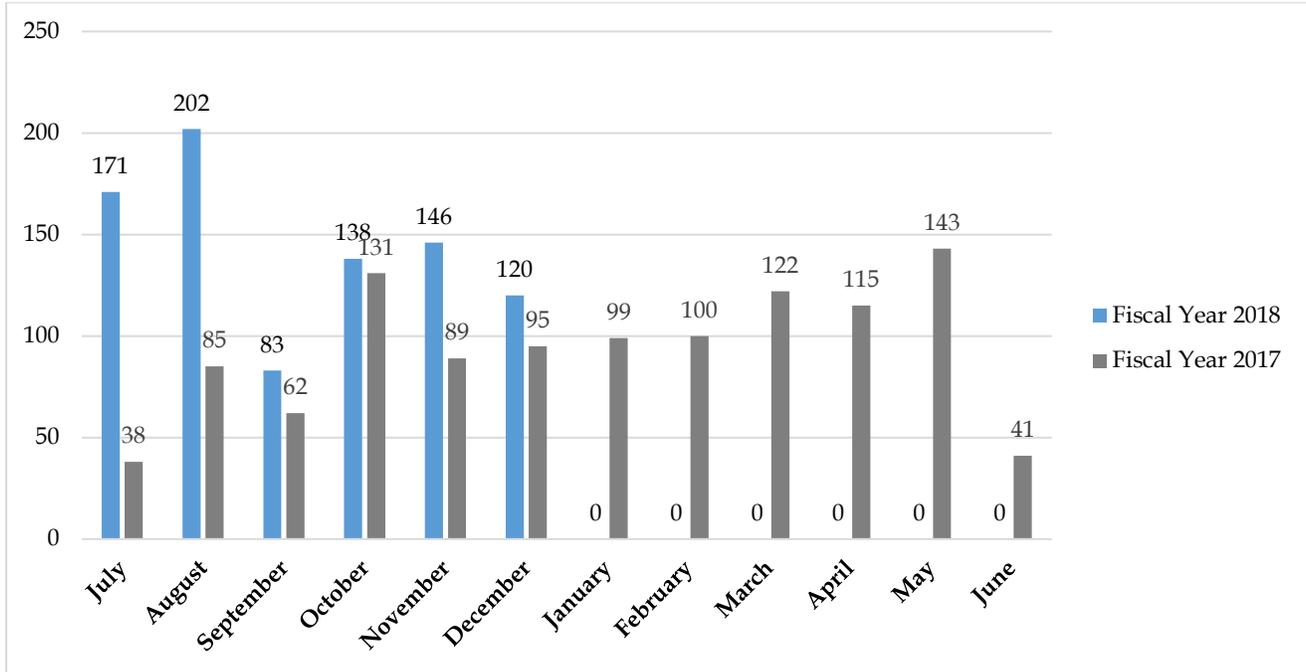
Provided patrol and visibility during "Santa Comes to Town" and the Town's Winterfest. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

Provided business checks with local business owners and staff. Prepared and handed out Information Flyers regarding shoplifting/larceny. Spoke with multiple residents throughout the month.

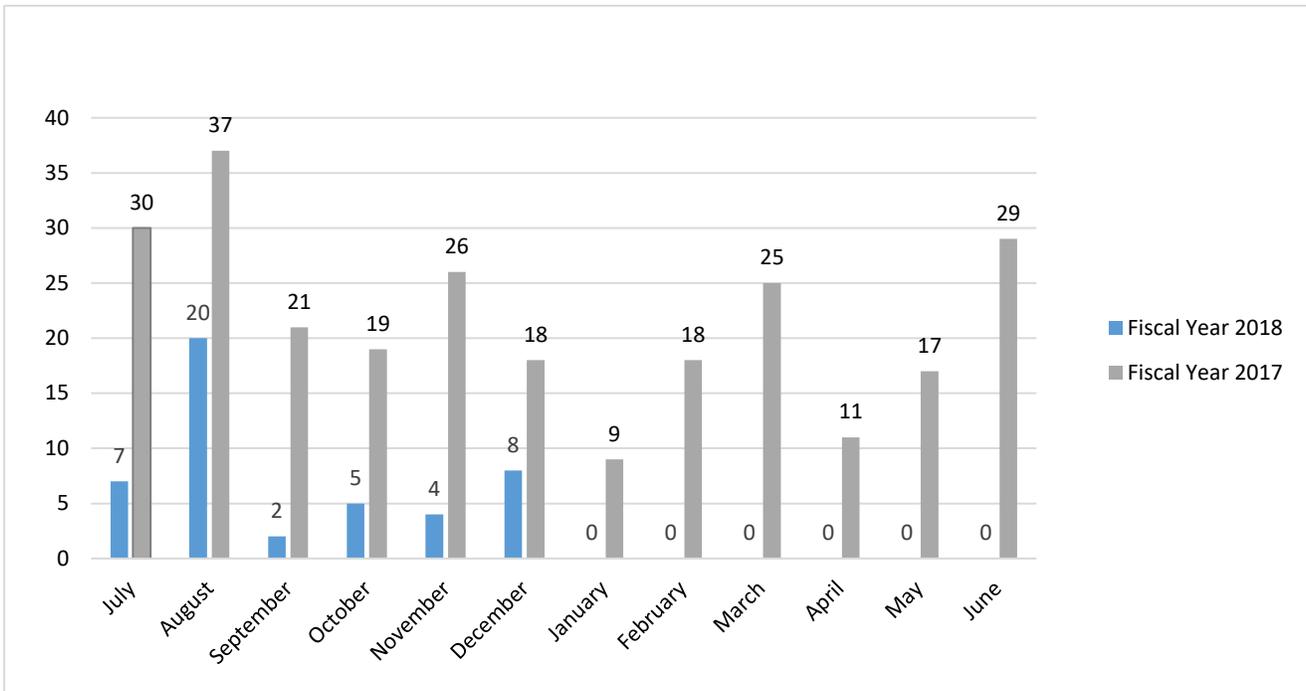
Patrol and Enforcement Activities

During the month of December, the Town Police made 5 arrests (drug possession, driving while under the influence of drugs, reckless driving, trespass.), issued 120 traffic summonses, and 51 warnings.

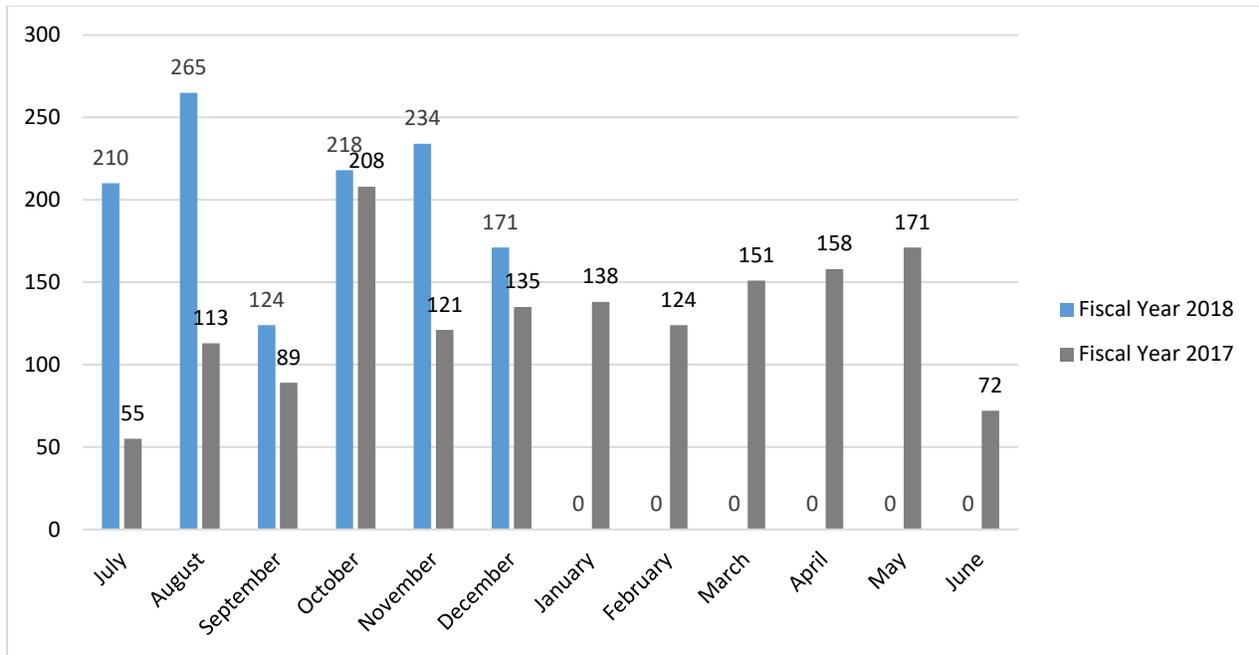
Traffic Summonses FYTD (GRAPH) ⁵



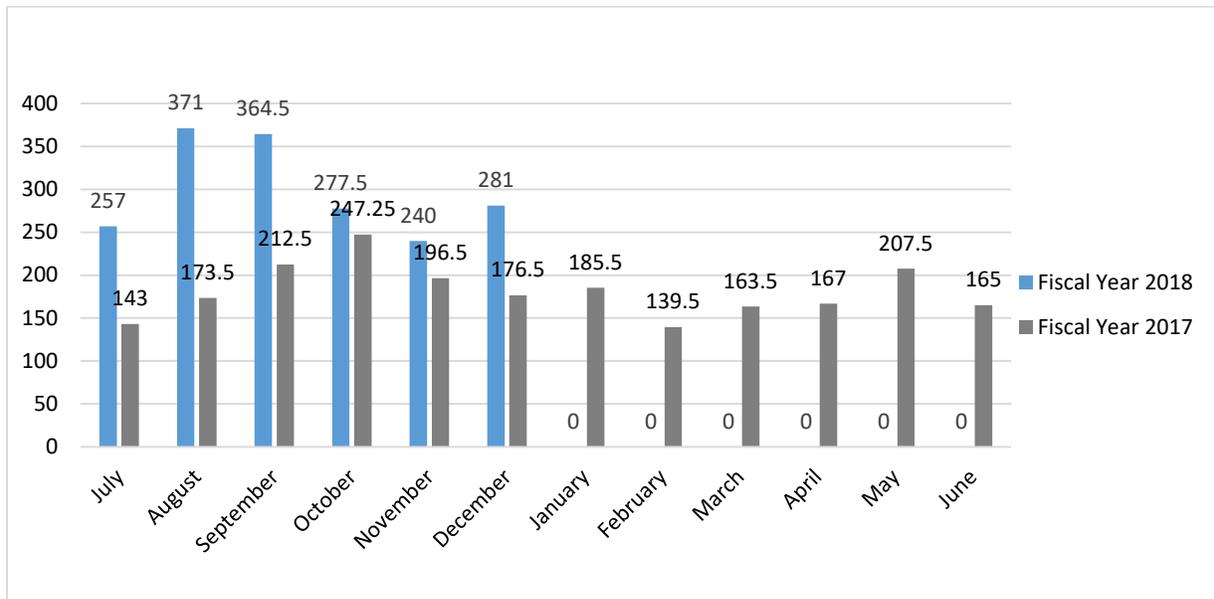
Parking Tickets Issued FYTD (GRAPH) ³

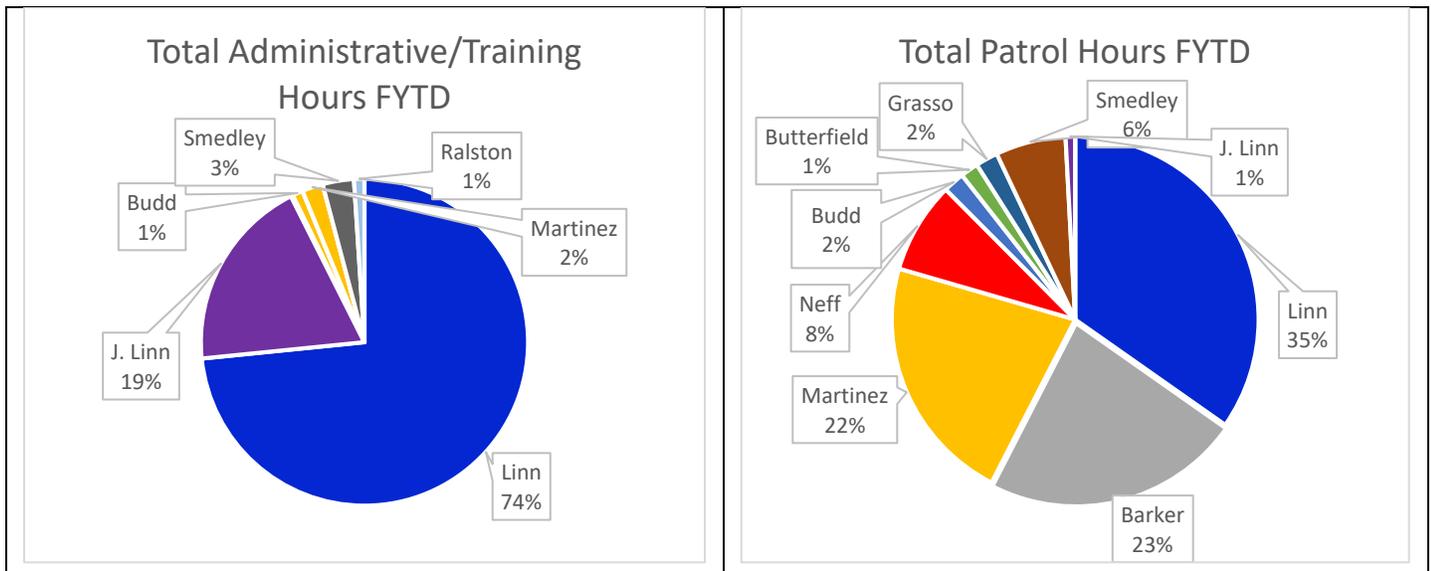


Traffic Stops YTD (GRAPH)⁵



Patrol Hours FYTD (GRAPH)⁵





Miscellaneous

Began research on Neighborhood Watch (NW) program – (a) contacted PWCPD and other local departments on their programs; (b) online research of NW programs; (c) attempted to contact Town HOAs to gauge interest in NW program. Continued Level 3 auxiliary training for administrative and parking officers.² Continued working on piloting a Narcan program to train and equip officers with Narcan and accidental exposure to opioids.²

¹ Goals 1, 2, and 3

² Goal 2

³ Goal 3

⁴ Goals 1, 2, and 3

⁵ Goals 1 and 3



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: January 2, 2019

8A: Request to Accept Events and Community Development Director Report

Explanation and Summary:

At the request of Town Council, this is a request for acceptance for the revised Events and Community Development Director's Report from November 20, 2018. Once accepted the report will be placed on the Town's website. The Arts and Crafts Show Exploratory Committee completed significant research on the history of the Town's Arts and Craft Shows. The recommendation from The Arts and Crafts Show Exploratory Committee and approved by Council was to establish revenue generating events in fiscal year 2020 to replace the Spring Craft Show has moved to the Events Committee for planning purposes. The Events Committee is comprised of local business owners, a council member, a resident, and the Events Director, and meets most Thursday mornings at 9 a.m.

Town Staff's Recommendation: Recommend acceptance.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to accept the Events and Community Development Director Report"

OR

Other action Council deems appropriate.

Attachments: (1) Events and Community Development Director's Report 11/20/2018



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Cindy Fithian
Eliot Perkins

Events and Community Development Director Report Town Council Meeting – November 20, 2018

2018 Spring Arts & Craft Show Recap

The Spring Arts & Crafts Show on June 2 and 3 this year was disrupted by heavy rain and flash flooding and had to be closed at 3pm both days. The show had a total of 222 vendors, with 68 new. Vendor revenue fell below expectations at \$65,906 and bus revenue was impacted by the weather and fell short at \$10,343.

2018 Fall Arts & Crafts Show

It was a balmy 73 degrees and partly sunny for the weekend of the 2018 Fall Arts & Crafts Show on September 29th and 30th. The show had a total of 261 vendors, with 108 new to the fall show this year. Vendor revenue (booth sales) exceeded expectations at \$85,453. Bus revenue was at its highest in recent years at \$30,126. Net revenues were \$68,444. Due to a hurricane that hit North Carolina, we had some last-minute requests for space from brand-new vendors, and we were happy to accommodate them. Most vendors, however, report hearing about the show from friends or other vendors and through our online marketing program.

Craft Show Exploratory Committee

The Arts & Crafts Show has been held within the Town of Occoquan for the past 50 years. It has evolved from a small event to a large two-day outdoor street festival that sees more than 10,000 visitors to the town. The Town of Occoquan has also changed within this time, growing from approximately 300 residents to more than 1,000, with new residential and commercial developments and a flourishing downtown historic business district. The Craft Show Exploratory Committee was approved in April 2018, and its purpose is to review the goals of the craft shows in Occoquan and provide recommendations to Town Council on the future of the show. Goals of the Craft Show are to: 1) Enhance the Town of Occoquan as a center for living, shopping, dining, art, and history; and 2) Generate funds for town capital projects and other town financial needs. The committee has been meeting regularly since May 2018, has gathered a significant amount of data, and is prepared to make a recommendation.

I. Topics of Inquiry

Topics of inquiry discussed over the six-month period include: history of the show; revenue; availability of quality vendors; crafting and shopping trends; impact of the show on town merchants, residents, and staff; feedback from attendees, town merchants, and vendors; and other revenue-generating sources.

A. History of the Craft Show

FY2020 will mark 50 years of Occoquan Craft Shows. The Town has operated the Spring Craft Show, called "Occoquan Days," since its inception. The Occoquan Merchants' Association (OMA) used to run the Fall Craft Show and paid 25% of the gross receipts to the town. Craft Show committees met in private residences and turned the net profits of each show over at the

end of each year. From the Council minutes, it appears that Craft Show net revenue funded the operating budget from 1992 on, and in 1995 it represented 50% of the Town's operating budget. The Town took over the operation of the Fall Craft Show after an attempt to move the show to Occoquan Regional Park in 1993. Under the leadership of Betty Sandford and Bobbie Frank in the mid-1990s, the two shows flourished, with reported combined Spring and Fall Show revenues peaking at \$177,000 in 1995. Council used this influx of revenue to decrease the Town's real estate tax rate from \$0.25 per \$100 of assessed value to \$0.05 over a three-year span (1991-1994). This trend appears to have continued into the late 2000's when Mayor Porta began the gradual increase of the real estate tax to \$0.10 (complete by 2010) to wean the Town off the Craft Show revenue for operating purposes. Since 2008, however, Craft Show revenues have waned, causing town leadership to call for an examination of the show's purpose and goals. This scrutiny is not at all new. In reviewing minutes from Council meetings over the last forty years, Council and community discussion has frequently turned to the viability of the craft shows as an adequate and reliable revenue source.

B. Revenue

The combined Spring and Fall Show net revenue peaked in the mid 1990s with a high of \$177,000 in 1995. Since 2008, combined show net revenue averages \$106,000. The two major contributors to revenue are shuttle bus sales and vendor booth sales. While bus revenue has remained relatively constant over the last eight years, (average of about \$40,000), vendor revenue has plateaued. Booth slots each season were reported to be over 350 in the mid 1990s; we now strive for 250 and have since 2013. There is no evidence that this trend will reverse itself.

C. Availability of quality artists and crafters

The committee found that the community of traditional handcrafters is shrinking. Many crafters that were prevalent in the '90s have retired and their businesses closed and younger generations of these crafters are not carrying the business forward. Where the Arts & Crafts Shows in Occoquan used to be exclusive to the region, there are now dozens of competing events. Though our entry fees are competitive with other large two or three-day events, they are substantial in comparison to smaller, indoor shows. Further, these shows offer crafters less competition where weather is not a consideration. Occoquan's craft show market is the same at the spring show as it is at the fall. As vendors ultimately want more exposure from different markets and our fall show is typically larger, spring show booth slots are harder to fill. New vendors also shy away from Occoquan's two-day, outdoor venue due to its challenging logistics, e.g., set-up.

D. Crafting Trends and Influences

The traditional definition of "handcrafted" is changing. Recycling, upcycling, outsourcing, and manufacturing are all now considered methods of sourcing materials. Millennials are DIYers that believe in anti-consumption and strive for quality and sustainability in the goods they buy. The Maker Movement has influenced the crafting businesses as well. The inventors and designers of the Maker culture emphasize technological methods where computers and 3D printers are driving innovation.

E. Shopping Trends

In addition, e-commerce has dramatically changed the nature of doing business; fewer vendors are investing in craft shows simply because it's easier to sell online. Etsy reported \$441 million in revenue in 2017. There are now dozens of additional avenues to sell arts and crafts online: Amazon Handmade, Ebay, Craft Mall, Handmade Artists' Shop, and Facebook stores are just a few. Pop-up shops and farmers markets are much less of an initial investment than craft shows.

F. Impact

The Arts & Crafts Shows impact the town in several ways. Residents and merchants are impacted by two weekends a year with 100% road closures in the historic district. Many merchants report decreased sales or stay closed on craft show weekends because there is no place for patrons to park. Potentially thousands in meals tax is lost due to restaurants shutting for all or part of the weekend. Merchants suffer from increased competition that the craft show vendors create. Additionally, the entire town staff operates at 100% capacity in preparation for the craft show, putting all other town business on hold. The dedicated labor costs each year is conservatively estimated at \$18,000 annually.

G. Feedback

1. Craft Show Attendees

Important information was gleaned from the 858 patron surveys (roughly estimated 8% of the population) taken at the Fall Arts & Crafts Show.

a. Demographics

Place of residence for respondents: 49% dwell in Prince William County; 25% were from Fairfax County; 27% live in some other county than Prince William or Fairfax. Age ranges: 24% Millennials between ages 18-34; 33% Gen X between ages 35 - 50; 37% Baby Boomers between the ages of 51-70; and 6% over the age of 70. Of those surveyed, 40% spent between \$0-50; 35% spent between \$50-100; 24% spent between \$100-500; and 1% spent over \$500.

b. Promotion Feedback

When asked how they heard about the craft show, 7% of patrons saw a print ad; 23% heard about it through social media; 33% found out by word of mouth; and 37% of those surveyed said they already knew there was an event in Occoquan that weekend.

c. Occoquan Appeal

The Fall Arts & Crafts Show was rated at least 4 out of 5 stars by 92% of respondents. Respondents were asked what they patronize when coming to Occoquan and they were able to choose more than one option: Restaurants 72%; Shopping 56%; Art 15%; History 14%; Park or Water Activities 20%. Significantly, when asked what other events they would consider coming to Occoquan for, the responses were for food and alcohol related events: 64% Oktoberfest; 56% Food and Wine event; 56% Taste of Occoquan; 51% Art Festival; 38% Chili Cookoff or BBQ; 33% Retail events.

2. Town Merchants

Town merchants were also surveyed and 33 responses were received. Of this number, 22 participated in the Fall Craft Show. Of those that did not participate, lack of parking for their customers was the number one reason cited. When asked if the Craft Show brings potential

future customers to town that would support their businesses, 53% said “yes,” 37% said “maybe,” and 10% said “no.” Many merchants felt that the craft show brings excitement and exposure to the town; these merchants report tremendous sales on craft show weekends. Other merchants felt that craft show brings direct competition and that the town would benefit from a more diverse set of events.

3. Vendors

When asked what they loved about the Arts & Craft Shows in Occoquan, vendors listed their customers, our location, and the Craft Show staff and volunteers in the top three. Vendors listed logistics, fee rates, and the shuttle system as places for improvement.

H. Other Revenue Sources

Research on other towns’ activities shows that there is success when external organizations sponsor an event. Sponsors can offer more resources and do more with publicity and social media. Other Virginia Main Street municipalities offer diverse events year-round and are finding success with events that have an entry fee: food and wine festivals, beer gardens, restaurant weeks, cook offs, etc.

II. Courses of Action

After compiling all the data and with input from town staff, the Craft Show Exploratory Committee ultimately considered three courses of action for the future of the craft show. Each involved keeping the Fall Craft Show intact. They were:

A. **Course of Action 1:** Keep a spring craft show/festival, but add a revenue-generating component, such as a ticketed beer garden with entertainment as a portion of the show. Possibly creating a new event from the revenue-generating component and phasing the craft show out as it becomes financially feasible.

B. **Course of Action 2:** Add a revenue-generating component such as a beer garden or wine tasting to an Occoquan-branded event (other than the craft show) and for the time being keep a spring craft show or festival of some type. The intent would be to continue to add revenue generating elements to the branded event with a goal to phase the craft show in its current form out over time.

C. **Course of Action 3:** Replace the Spring Craft Show in 2020 with an Occoquan-branded event and add a revenue-generating spirit component. Also add two or more revenue-generating events to compensate for the short fall in revenue.

Many factors were under consideration for these courses of action. They included staffing, logistics, contracted services, maintenance, advertising, flexibility, and diversity. In short, the committee agreed that while adding a revenue generating event to the spring craft show could utilize the underlying infrastructure already in place for the craft show (e.g., advertising, shuttle buses, portajohns, etc), the new event would create additional challenges for a staff that is already working at 100% capacity. Adding a revenue-generating event to an Occoquan-branded event would be more expensive to initiate, but much easier logistically. Assessment of the event will be more accurate if not attached to the craft show.

III. Conclusions

The results of the Craft Show Exploratory Committee's line of inquiry determined that the Craft Show revenue trend is in decline, our population of show vendors is shrinking, and that the Arts & Crafts Show will have difficulty meeting its stated goals in future. It is therefore necessary to start generating additional alternate revenue streams. Research showed that other municipalities find success with a variety of dynamic, sponsored, revenue-generating events. The committee agreed that implementing a similar approach could reverse the negative revenue trend as well as promote Occoquan as a year-round tourist destination.

IV. Final Recommendation

The committee recommends adopting Course of Action 3, which involves replacing the Spring Craft Show in 2020 with an Occoquan-branded event that has a revenue-generating spirit component attached. Recognizing that the revenue from this one event would not be sufficient income to replace the revenue generated from the Spring Crafts Show, the committee recommends at least one additional revenue-generating event be added within the fiscal year to compensate. The committee felt that a public relations advisor helping to manage the transition from two craft shows to one craft show in 2020 would be crucial to the success of the transition.

-END-



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: January 2, 2019
8B: Request to Enter into Lease Purchase for Police Vehicles	

Explanation and Summary:

This is a request to authorize the Town to enter into a lease purchase agreement to obtain two 2019 Ford Police Utility Interceptors for public safety purposes.

The Town currently has a 2014 Ford Explorer with approximately 62,449 miles that the police department is using as a pool patrol vehicle. This vehicle is not a police package vehicle and as a result is in need of significant maintenance and installation of equipment to make it a transport vehicle. Police package vehicles generally have a service life of 4 to 5 years and/or approximately 100,000 miles.

The Town has projected replacement police vehicle(s) in the CIP of \$45,000 for 2023.

The proposed lease would be for two 2019 Ford Police Utility Interceptors outfitted with emergency lights, equipment, and prisoner transport cage. The proposed lease purchase agreement would be through Virginia Local Government Finance Corporation with a five (5) year term and the Town would own the vehicles as the end of the term. The vehicles would be under warranty during the term of the agreement. The cost of to the Town would be approximately \$20,400 for the first year and \$16,900 each remaining year for a total of \$87,998. The funding for the agreement is proposed to come from resulting revenue of the DMV selective enforcement grant.

Town Manager's Recommendation: Approval. Approving the request will enable the Police Department to ultimately purchase two vehicles that are appropriately equipped to provide service for Town residents, businesses, and visitors. Having two vehicles available will enhance the Department's ability to provide more patrol coverage, continue implementing public safety campaigns (stop sign/speeding/Blocking the Box), and continue meeting the Council's community policing goals as noted in the Town Public Safety Assessment (November 2017).

Cost and Financing: \$ 16,900.00/year



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

Proposed/Suggested Motion:

"I move to authorize the Town to enter into a lease purchase agreement, approved by the Town Attorney, with the Virginia Local Government Finance Corporation to obtain two 2019 Ford Police utility vehicles in an amount not to exceed \$87,998 over a 5 year term."

OR

Other action Council deems appropriate

Attachments: **None.**



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: January 2, 2019

8C: Request to Accept FY2020 Budget Calendar

Explanation and Summary:

This is to accept the FY 2020 Budget Calendar and begin preparation for the FY 2020 Budget process.

This is an opportunity to review and/or alter the suggested date and provide guidance to staff on the budget development process.

Town Staff's Recommendation: Recommend acceptance.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to accept the FY 2020 Budget Calendar"

OR

Other action Council deems appropriate.

Attachments: (1) FY 2020 Budget Calendar



TOWN OF OCCOQUAN

Fiscal Year 2020 Budget Calendar

ACTIVITY	DATE	TIME
Budget Committee Meeting - Budget Preparation and Task Setting	October 2018	2:30 p.m.
Town Council Goal Setting Work Session	Tuesday, December 4, 2018	7:00 p.m.
Staff Meeting - Budget Discussion/Priorities	Wednesday, December 5, 2018	10 a.m.
Deadline for Department Budget Requests	Friday, December 21, 2018	COB
Planning Commission/Budget Committee CIP Review and Recommendations	Tuesday, January 15, 2019	7:00 p.m.
Town Council Budget Work Session	Tuesday, January 15, 2019	7:00 p.m.
Town Council Budget Work Session	Tuesday, February 19, 2019	7:00 p.m.
Town Council Budget Work Session (if needed)	Tuesday, March 5, 2019	After Regular Meeting
Proposed FY20 Budget Submitted to Council, Available to Public	Friday, March 22, 2019	COB
Advertise for Tax Rate and Budget Public Hearings	Advertising Dates: March 22 + March 29, 2019	Date to send to paper: March 20, 2019
Public Hearing: Proposed FY20 Budget	Tuesday, April 2, 2019	7:00 p.m.
Public Hearing: Proposed FY20 Tax Rates	Tuesday, April 23, 2019	7:00 p.m.
Adoption of FY20 Tax Rates and Budget	Tuesday, May 7, 2019	7:00 p.m.
Submission of Budget to GFOA	Friday, July 26, 2019	COB

Town Council Meetings/ Actions
 Administrative Deadlines



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: January 2, 2019
8D: Request to Accept Planning Commission 2017 Annual Report	

Explanation and Summary:

The Occoquan Town Code, Chapter 2, Section 2-248, requires the Planning Commission to develop a report regarding its activities and present to the Town Council annually. The report includes information on the Planning Commission's actions during the 2018 year including Comprehensive Plan Action Item tracking. The report also includes Comprehensive Plan Action Item priorities for the Planning Commission for 2019.

Town Staff's Recommendation: Recommend acceptance.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to accept the Planning Commission 2018 Annual Report."

OR

Other action Council deems appropriate.

Attachments: (1) Planning Commission 2018 Annual Report



TOWN OF OCCOQUAN

Planning Commission

2018 Annual Report

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Meet the Planning Commission

The Planning Commission is a board of town residents appointed by the Town Council to advise the Council in all planning and land use matters; to review and make recommendations regarding the Comprehensive Plan, subdivision and zoning ordinances, and other land use regulations; and to conduct public hearings related to planning matters in the town. Sections 2-241 through 2-249 of the Town Code address the activities of the Planning Commission.

Eliot Perkins	Chairman	Appointment: 5/2/2017 - 6/30/2020
Ann Kisling	Vice Chair	Appointment: 5/4/2016 - 5/2/2020
Ryan Somma	Secretary	Appointment: 5/2/2017 - 2/2/2019
Jenn Mathis		Appointment: 7/24/2018- 8/7/2020

Meeting Dates and Time

The Occoquan Planning Commission meets at 6:30 p.m. on the fourth Tuesday of each month at the Occoquan Town Hall when it has business to conduct. Notices of meetings are posed in advance at the Occoquan Town Hall and the Occoquan Post Office. To reach the Planning commission, contact the Town Clerk by telephone at (703) 491-1918, or at info@occoquanva.gov.



TOWN OF OCCOQUAN Planning Commission 2018 Annual Report

Bylaws Update

At the start of the year, the Planning Commission's bylaws had not been updated since 1981. After attending Commissioner training in 2017, members of the Commission felt it was important to update the bylaws based on what they had learned in that training. The new bylaws defined the purpose of the Commission, its duties, expectations for members and officers, and procedures. A section was also added for onboarding new members, which included a copy of the Commission By-Laws, Town Comprehensive Plan, and the book *Zoning 101: A Practical Introduction: Third Edition* by Carl Stephani and Marilyn Stephani to become familiarized with the role of the Commission, zoning terminology, and Town priorities

Also of note, the bylaws update included moving meeting times to the fourth Thursday of each month to more immediately precede Town Council meetings and reduce the amount of time between residents having site plans approved between the two governmental bodies. Additionally, meetings have been moved from 7:00pm to 6:30pm in order to allow for more agenda items and more substantial discussions.

JMT Parking Study Recommendations Report

In 2018, the Planning Commission conducted a thorough review and discussion of *The Town of Occoquan, Virginia Parking Study* submitted by JMT in November 2017. This review included a meeting where members took a walk around Town in order review signage, private and public parking, and traffic conditions quantified in the report. Based on the JMT analysis and thoughtful consideration of the needs of Town residents, the Commission collaborated on a report recommending what action items from the JMT report should be prioritized, the pros and cons of these recommendations, and which recommendations the Commission felt would not immediately benefit the Town's parking and cut-through traffic situation.



TOWN OF OCCOQUAN Planning Commission 2018 Annual Report

Comprehensive Plan Action Item Tracking

The Planning Commission reviewed the action items that are still open in the Comprehensive Plan and are recommending the following priorities for 2019 for the Planning Commission, Town Council, and Town Staff.

1. Parking and Cut-Through Traffic

Action Items: 9, 10, 11, 12

With Comprehensive Plan action items #1 and #8 "*A new Town parking study should be conducted based on current and future expected growth.*" completed, it follows that action item #9 "*Based on the parking study, the Town should work on an improved parking management and execute the plan. Courses of action should be developed to improve commercial district and nearby residential area parking rules.*" The Planning Commission will provide their analysis and recommendations based on the study, which the Town Council may factor into their prioritizations.

Some of the Planning Commission's recommendations are intended to further other action items in the Comprehensive Plan. For example, signage and map recommendations will further action item #10 "*Continue to look for suitable close in sites and develop Town-owned parking lots.*" While timed or metered parking will further #12 "*Encourage use of business-owned vacant land for commercial parking.*" Action item #11 "*Continue to require developers to provide appropriate off-street parking*" will be an ongoing consideration in the approval of new developments.

2. Occoquan Beautification

Action Items: 18, 21, 36, 42, 50

Keeping Occoquan beautiful and inviting is a high priority for Planning Commission members. To further this goal, prioritizing #21 "*The Town should plan in its CIP for how to implement and finance improvements to the Town's gateways*" will create a welcoming façade for the Town, draw attention to it from outside county roads, and promote the Town.

In the interest of promoting community involvement and grassroots stewardship in Town, #18 "*The Town should conduct a community study to improve and expand the use of brick sidewalks to the Town center. The study should also incorporate streetscaping, beautification, and woodland protection.*" compliments #36 "*Encourage stewardship of the Town's natural resources through increased awareness of environmental impacts from daily activities.*" and #42 "*Occoquan will work with PWC and LRPA in order to maintain a woodland preserve buffer and scenic bypass along Tanyard Hill Road.*" These efforts could involve coordination with additional groups like Friends of the Occoquan and encourage in-Town grass-roots



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Planning Commission

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efforts like “Adopt a Road” for Tanyard Hill to get residents involved with VDOT providing safety measures. For Town budgeting priorities, #50 *“Beautification and landscaping efforts should enhance the aesthetics of the Town,”* contributes to the above efforts.

Action item #20 *“The Town will pursue designation of Tanyard Hill Road as a State scenic byway as one way of preserving its character.”* was researched by the Planning Commission in 2018, and it was found that the road would need to be 10 miles long or connect to other scenic byway roads adding up to 10 miles in order to qualify for this status. The Commission will continue to consider options on this item.

3. Promoting the Town

Action Items: 37, 38, 58

In the interests of promoting the town, better understanding the Town’s place in the larger surrounding communities, and forging mutually beneficial partnerships the Planning Commission will take on #37 *“Planning Commission will meet with representatives from both Prince William County and Fairfax County Planning Commissions in order to agree on a mutually beneficial and cooperative growth plan for the town and its shared surrounding areas.”* and 38 *“Create a dialogue with LRPR and the Lorton Work House Arts Center in order to enhance town goals that promote the coordination of our surrounding residential areas and neighboring artistic commercial enterprises.”*

The Planning Commission will also resume research on #58 *“Pursue designation as Main Street America community,”* which was started but progress was stalled due to Commission member turnover.

4. Green Government

Action Items: 55, 57

Finally, in coinciding with stewardship of the Town and its natural resources, #55 *“Develop a Green Business Recognition Program to highlight and encourage eco-friendly business practices and initiatives. Businesses to be recognized that have received a Green Certificate from a third-party organization.”* and #57 *“Participate in VML’s Green Government Challenge. Obtain at least 100 ‘Green points’ to obtain ‘Green Government’ certification.”* will compliment both beautification efforts in Town and promotion efforts.



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Other Planning Commission Operations

Date	Description
2018-01-01	Kiely Court Final Subdivision Plat Revision
2018-07-24	Site Plan, 113 Poplar Lane (Pool) Approval
2018-09-25	Kiely Court Site Plan Revision



TOWN OF OCCOQUAN Planning Commission 2018 Annual Report

Appendix: Planning Commission Bylaws

ORDINANCE # O-2018-01

AN ORDINANCE TO UPDATE CHAPTER 2 OF THE TOWN CODE, ARTICLE IV BOARDS AND COMMISSIONS, TO COMPREHENSIVELY UPDATE DIVISION 2, PLANNING COMMISSION, AND AMEND DIVISION 4, ARCHITECTURAL REVIEW BOARD TO CHANGE THE MEETING DATE

WHEREAS, Town Council of the Town of Occoquan (hereinafter "Town Council") wishes to amend Chapters 2, Article IV, Division 2 and Division 4 of the Town of Occoquan Code of Ordinances regarding the membership, official capacity, compensation, powers, duties and authority of the Planning Commission and the Architectural Review Board of the Town of Occoquan, Virginia; and

WHEREAS, pursuant to Code of Virginia §§ 15.2-2210, 15.2-2212 and 15.2-2306, the Town Council wishes to amend and update Chapter 2, Article IV, Division 2 and Division 4 of the Town of Occoquan Code of Ordinances in order to comply with the Code of Virginia; and

NOW, THEREFORE,

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this 2nd day of May 2018;

1. That the Town Council hereby amends Chapter 2 of the Town Code, consisting of §2-241 through 2-251, and § 2-405 as follows:

ADMINISTRATION*

Article IV. Boards and Commissions

Division 2. Planning Commission



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- Sec. 2-241. Establishment.
- Sec. 2-242. Purpose.
- Sec. 2-243. Qualifications, appointment, removal, terms, compensation of members.
- Sec. 2-244. Meetings.

- Sec. 2-245. Facilities for holding of meetings and preservation of documents.
- Sec. 2-246. Roles and Responsibilities.
- Sec. 2-247. Duties.
- Sec. 2-248. Expenditures; gifts and donations.

- Sec. 2-249. Amendments

- Sec. 2-250. New Member Onboarding
- Secs. 2-251—2-270. Reserved.

Division 4. Architectural Review Board

- Sec. 2-401. Establishment.
- Sec. 2-402. Membership.
- Sec. 2-403. Term of office; removal; vacancies.
- Sec. 2-404. Officers.
- Sec. 2-405. Procedure for meetings.
- Sec. 2-406. Duties.

ARTICLE IV. BOARDS AND COMMISSIONS

DIVISION 2. PLANNING COMMISSION

Sec. 2-241. Establishment.

The planning commission for the Town of Occoquan (the “commission”) is created pursuant to authority contained in the Code of Virginia, and is governed by the Code of Virginia and Occoquan Town Code.

Sec. 2-242. Purpose.

The general purpose of the commission shall be to guide and promote the efficient, coordinated development of the town in a manner which will best promote the health, safety, and general welfare of



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its people; preserve and protect the town and its natural resources; to address the goals and recommendations of the Comprehensive Plan; and to serve in an advisory capacity to the town council.

Sec. 2-243. Qualifications, appointment, removal, terms, training, compensation of members.

- (a) **Membership Requirements.** Qualifications for membership shall be set by state law, membership of the commission shall consist of not less than five nor more than 15 members appointed by town council. Members of the commission shall be residents of the town, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least half the members so appointed shall be owners of real property. One member of the commission may be a member of the town council and one member may be a member of the administrative branch of government of the town, the term of each of these two members shall be coextensive with the term of office to which they have been elected or appointed unless the council, at the first regular meeting each year, appoints others to server as their representatives.
- (b) **Terms.** Terms for members are set by state law. Each member shall be appointed to hold office for four (4) year term. Vacancies shall be filled by the town council for the unexpired term within 60 days.
- (c) **Certified Planning Commissioners' Training.** The planning commission recognizes that all members should understand their roles and responsibilities as defined by the Code of Virginia. All newly appointed members to the planning commission are expected to complete a Certified Planning Commissioners Program and become certified within 24 months of appointment. The town council may waive this training requirement.
- (d) **Absences.** In accordance with the Code of Virginia, more than four (4) consecutive or absences at twenty-five (25%) percent of all meetings in any one (1) fiscal year shall be considered nonperformance of duty and cause of removal from the commission.
- (e) **Removal.** Members of the commission may be removed by the town council for nonperformance of duty, misconduct in office, or upon failure to declare a conflict of interest upon vote by the majority, after written charges have been prepared and a hearing conducted.
- (f) **Resignation.** A member may resign from the commission by sending a written notice of resignation to the town council or commission chairperson.
- (g) **Compensation.** The council may provide compensation to commission members for:
 - (1) Reimbursement of actual expenses incurred by members of the commission;
 - (2) Compensation to such members, or any of them, for their services; or
 - (3) Both

Sec. 2-244. Meetings.



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- (a) **Regular Meetings.** Regular meetings of the commission shall be held monthly in the town hall on the fourth Tuesday of each month. The dates and times shall be posted at the town hall and a notice should be published in accordance with the Code of Virginia. Any changes in the date or time of the regular meetings shall be posted and noticed in the same manner as originally established. When a regular meeting date falls on or near a legal holiday, the commission shall select suitable alternate dates in the same month, in accordance with the Code of Virginia.
- (b) **Meeting Notices.** All meetings shall be posted at the town hall according to the Code of Virginia. The notice shall include the date, time and place of the meeting.
- (c) **Special Meetings.** Special meetings of the commission may be called by the chairperson or by two members upon written request to the chairperson. The business which the commission may perform shall be conducted at a public meeting of the commission held in compliance with the Code of Virginia. Public Notice of the time, date, and place of the special meeting shall be given in a manner as required by the Code of Virginia. In accordance with the Virginia Code §15.2-2214, the staff liaison shall notify all commissioners, in writing, at least five days in advance of a special meeting, of the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.
- (d) **Open Meetings.** In accordance with the Virginia Freedom of Information Act, all meetings of the commission shall be open to the public and held in a place accessible to the general public. All deliberations and decisions of the commission shall be made at a meeting open to the public. A person shall be permitted to address a hearing of the commission in accordance with the meeting's written agenda. A person shall not be excluded from a meeting of the commission except in accordance with the law.
- (e) **Public Record.** All meetings, minutes, records, documents, correspondence, and other materials of the commission shall be open to public inspection in accordance with the Freedom of Information Act, except as may otherwise be provided by law.
- (f) **Quorum.** In order for the commission to conduct business or take any official action, a quorum consisting of the majority of the voting members of the commission shall be present. When a quorum is not present, members of the commission may discuss matters of interest, but can take no action until a quorum of the commission is established. All public hearings without a quorum shall be rescheduled for the next regular or special meeting, and notice thereof shall be provided in accordance with the Code of Virginia. The commission, by resolution adopted at a regular meeting, may also fix the day or days to which any meeting shall be continued if the Chairperson, or Vice Chairperson if the Chairperson is unable to act, finds and declares that weather or other conditions are such that it is hazardous for member to attend the meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The commission shall cause a copy of such resolution to be inserted in a newspaper having general circulation in the locality at least



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seven days prior to the first meeting held pursuant to the adopted schedule.

- (g) Voting. By law, no action of the local planning commission shall be valid unless authorized by a majority vote of those present and voting in the presence of a quorum. Voting shall ordinarily be voice vote; provided, however, that a roll call vote shall be required if requested by any commission member or directed by the chairperson. Any member abstaining from a vote shall not participate in the discussion of that item.
- (h) Agenda. A written agenda for all regular meetings shall be prepared as follows:

- (1) Call to Order
- (2) Roll Call
- (3) Approval of Agenda
- (4) Approval of Minutes
- (5) Public Comments and Communications Concerning Items Not on the Agenda
- (6) Scheduled Public Hearings
- (7) Unfinished Business
- (8) New Business
- (9) Administrative Items
- (10) Adjournment

Any commissioner may request that an item be placed on the regular meeting agenda for discussion provided such request is made not less than one (1) week prior to the next regular meeting and provided that such request is approved by the chairperson. The commission may, by majority vote or unanimous consent, amend or adjust the order of any agenda at any point during the meeting.

- (i) Rules of Order. Except as otherwise provided by law or these bylaws, meetings of the commission will be governed by the current edition of "Robert's Rules of Order, Newly Revised."
- (j) Public Hearings. Hearings shall be scheduled and due notice given in accordance with the Code of Virginia. Public hearings conducted by the commission shall be run in an orderly and timely fashion. This shall be accomplished by the establishing hearing procedures.

- (1) Open Public Hearing
- (2) Read Chairman's Statement
- (3) Applicant Presentation and Staff Presentation (order shall be determined by the Commission at the meeting)
- (4) Public Testimony/Comments
- (5) Applicant Rebuttal
- (6) Planning Commission Questions
- (7) Close Public Hearing
- (8) Planning Commission Discussion
- (9) Planning Commission Action



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(10) Advise Public of Next Step in the Process

(k) Notice of Decision. A written notice containing the decision of the commission will be sent.

Sec. 2-245. Facilities for holding of meetings and preservation of documents.

The town council shall provide the commission with facilities for the holding of meetings and the preservation of plans, maps, documents and accounts.

(Code 1981, § 2-38.5)

Sec. 2-246. Roles and Responsibilities.

(a) Members. All members of the commission shall:

- (1) Regularly attend all scheduled meetings as well as special or called meetings.
- (2) Prepare for each meeting by familiarizing themselves with the meeting agenda beforehand.
- (3) Follow the rules of procedures and contribute to meetings in a constructive manner.
- (4) Uphold the prestige of the office by conducting themselves in a respectful and ethical manner.
- (5) Always seek to ascertain the public interest and how to further the interests of the community as a whole.

(b) Officers. The officers of the commission are appointed members of the commission and shall consist of a chairperson, vice-chairperson, and secretary.

(c) Duties of the Chairperson. The chairperson shall preside at all meetings, appoint committees, and perform such duties as may be delegated by the commission or town council. The commission chairperson shall have the right to appoint new committee members at any time to fill a vacancy.

(d) Duties of the Vice-Chairperson. The vice-chairperson shall act in the capacity of the chairperson in his/her absence. In the absence of both the chairperson and the vice-chairperson, the commission shall elect one of its members as president pro tem to preside at the meeting.

(e) Duties of the Secretary. The secretary shall serve as the liaison between the commission and the Town Clerk who is responsible for the execution of documents in the name of the commission, performing the duties hereinafter listed below, and performing such other duties as the commission may determine.

- (1) Minutes. Commission minutes shall be prepared by the secretary of the commission. The minutes shall contain a brief synopsis of the meeting, complete statement of the conditions or recommendations made on any action; and recording of attendance. All



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communications, actions, and resolutions shall be attached to the minutes. The official records shall be deposited with the Town Clerk. The Town Clerk shall be responsible for a permanent record of the minutes of each meeting and shall have them preserved in suitable permanent records.

- (2) Correspondence. The Town Clerk shall be responsible for the issuance of formal written correspondence with other groups or persons, as directed by the commission. All communications, petitions, reports, or other written materials received by the Town Clerk shall be brought to the attention of the commission.
 - (3) Attendance. The Secretary shall be responsible for maintaining an attendance record for each commission member and report those records annually to the commission for inclusion in the Annual Report to the town council.
 - (4) Notices/Agendas. The Town Clerk shall issue such notices and prepare the agendas for all meetings, as may be required by the commission.
- (f) Duties of the Town Council Representative. The town council representative to the commission shall report the actions of the town council to the commission and update the commission on actions by the town council that relate to the functions and duties of the commission
- (g) Duties of the Architectural Review Board Representative. The Architectural Review Board (ARB) representative to the commission shall report the actions of the ARB to the commission and update the commission on actions by the ARB that relate to the functions and duties of the commission.
- (h) Elections.
- (1) At the January meeting, the commission shall select from its membership a chairperson, vice-chairperson, and secretary who shall serve for a twelve-month period and who shall be eligible for re-election.
 - (2) A candidate receiving a majority vote shall be declared elected.
 - (3) Newly elected officers will assume their office immediately after the election.
- (i) Terms. All officers shall serve a term of one (1) year, or until their successors are selected and assume office. Officers may be re-elected
- (j) Vacancies. Vacancies in offices shall be filled immediately by regular election procedure with the term expiring in accordance with (1) above.

Sec. 2-247. Duties.

The commission shall perform the following duties:



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- (a) Draft, conduct hearings, and recommend a Zoning Ordinance, and subsequent amendments thereto, to the town council.
- (b) Assist the town council in the adoption of a Comprehensive Plan as provided title 15.2, Article 3 of the Code of Virginia, which, with accompanying maps, plats, charts and descriptive matter, shall show the commission's recommendations for the development of the territory covered by the plan. In the preparation of such plan, the commission shall make careful and comprehensive surveys and studies of existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The plan shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the town and its environs that will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, comfort, prosperity and general welfare of the inhabitants, as well as efficiency and economy in the process of development. The plan shall be reviewed regularly, and necessary updates made as required.
- (c) Promote public interest in and an understanding of the Comprehensive Plan, and to that end may publish and distribute copies of the plan or of any report and may employ such other means of publicity as it may determine, within its budget.
- (d) Make recommendations and prepare an Annual Report to the town council in November concerning the operation of the commission and the status of planning within its jurisdiction. A draft version of the document will be prepared for the October meeting, with a possible work session following that same month to finalize the document in time for a joint meeting with the town council in November to discuss and inform the Council's November work session meeting later that month.
- (e) Review and take action or recommend appropriate actions to the town council on site plans, and special land use permits.
- (f) Review and take action on subdivisions proposals.
- (g) Review and comment to the town council on all proposed zoning changes.
- (h) Prepare, publish, and distribute special studies and plans, as deemed necessary by the commission or town council and for which appropriations of funds have been approved by the town council, as needed.
- (i) Attend training sessions, conferences, or meetings as needed to properly fulfill the duties of a member of the commission (hereinafter "commissioner"), and for which appropriations of funds have been approved by the town council, as needed.
- (j) Perform other duties and responsibilities as may be requested by the town council.



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- (k) Conduct such site visits as deemed necessary to evaluate the application and supporting material. Site visits shall be conducted individually unless otherwise scheduled by the commission, obeying all requirements of the Code of Virginia.
- (l) Keep a complete record of the commission's proceedings;
- (m) Supervise the commission's fiscal affairs and responsibilities, under rules and regulations as prescribed by the town council;
- (n) Prepare and submit an annual budget in the manner prescribed by the town council; and Perform the duties provided in Code of Virginia Section 15.2-2221

Sec. 2-248. Expenditures; gifts and donations.

The commission may expend, under regular town procedure as provided by law, sums appropriated to it for its purposes and activities. The town may accept gifts and donations for commission purposes. Any moneys so accepted shall be deposited with the Town Treasurer in a special non-reverting local commission fund to be available for expenditure by the commission for the purpose designated by the donor. The town treasurer may issue warrants against such special fund only upon vouchers signed by the mayor, town clerk, and the chairman of the commission. The expenditures of the commission, exclusive of gifts or grants, shall be within the amounts appropriated for such purpose by the town council.

Sec. 2-249. Amendments

The planning commission may consider bylaw amendments at any regular meeting, after at least 15 days' notice. The planning commission may then recommend such amendments. Once approved by the commission, all amendments shall be forwarded to the town council for its approval. The amendments to the bylaws shall be effective upon approval by the town council.

Sec. 2-250. New Member Onboarding

New members of the commission will be provided a copy of the commission By-Laws, Town Comprehensive Plan, and the latest edition of the book *Zoning 101: A Practical Introduction*: by Carl Stephani and Marilyn Stephani, or such other book as the Zoning Administrator may determine to be the best introduction, to become familiarized with the role of the commission, zoning terminology, and Town priorities.



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Secs. 2-251—2-270. Reserved.

DIVISION 4. ARCHITECTURAL REVIEW BOARD

Sec. 2-405. Procedure for meetings.

- (f) The board shall meet in regular session on the fourth Tuesday of each month at 7:30 p.m. if an application has been filed for its consideration and may meet in special session as called by the chairman and deemed necessary for the conduct of business. When a regular or special meeting cannot be held at the scheduled time due to inclement weather, the chairman shall fix a date and time for the meeting to occur. Matters advertised for a meeting rescheduled due to inclement weather need not be readvertised if the advertisement stated that the meeting may be rescheduled in the event of inclement weather.

2. That this ordinance is effective upon passage.

Date: May 2, 2018

Regular Meeting

Ord. No. O-2018-01

MOTION: Councilmember Dawson

SECOND: Councilmember Drakes

RE: AN ORDINANCE TO UPDATE CHAPTER 2 OF THE TOWN CODE, ARTICLE IV BOARDS AND COMMISSIONS, TO COMPREHENSIVELY UPDATE DIVISION 2, PLANNING COMMISSION, AND AMEND DIVISION 4, ARCHITECTURAL REVIEW BOARD TO CHANGE THE MEETING DATE

ACTION: Adopted Ordinance O-2018-01



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VOTES: Approved, 4-0

Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Drakes, and Fithian

Nays: None.

Absent from Vote: Councilmember McGuire

Absent from Meeting: Councilmember McGuire

CERTIFIED COPY

Christopher Coon, Town Clerk