



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

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

Occoquan Town Council
Regular Meeting
February 5, 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. **January 2, 2019 Regular Meeting Minutes**
 - b. **January 15, 2019 Work Session 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. Events and Community Development Director
 - h. Boards and Commissions
8. **Regular Business**
 - a. Bags to Benches Program

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.

- b. Request to Adopt Town Logo and Brand Guidelines
- c. Request to Adopt Resolution to Initiate Zoning Text Amendment: Home Occupation Certificate Section 157.010
- d. Request to Adopt Resolution to Initiate Zoning Text Amendments: Special Use Permit-Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations)
- e. Request to Approve Town Code Amendment: Use of Streets (Section 111.42)
- f. Request to Adopt Resolution Related to Lease Purchase for Police Vehicles
- g. Request to Remove Overgrowth Between Commerce Street and Poplar Alley
- h. Request to Adopt Ordinance to Update Occoquan Town Code (Section 71.02)

9. Closed Session

10. Adjournment



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, January 2, 2019
7:00 p.m.

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

Staff: Kathleen Leidich, Town Manager; Christopher Coon, Town Clerk; Martin Crim, Town Attorney; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director

1. Call to Order

Mayor Porta called the meeting to order at 7:03 p.m.

2. Citizens Time

Rick Fitzgerald, 186 Washington Street, congratulated Mayor Porta on receiving his doctorate. Mr. Fitzgerald suggested ideas for improvement to the entrance of Town on Commerce Street; 1.) replace wooden retaining wall with matching stone retaining wall across Washington Street and remove vines and brush overgrowth along Commerce Street. 2.) He suggested moving the maintenance annex to another location from the front of Commerce Street. 3.) He suggested removing overhead wiring from the poles and place them underground.

Lance Houghton, 127 Washington Street, suggested to give the Mayor the ability to text residences of Occoquan. He also wanted to bring to the Town's attention the definition of bedrooms. He also wanted to know why revised site plans do not have the ability for public comment. He stated that site plans come before the Town Council and the population has the ability to comment at a public hearing. He indicated that there have been several enforcement opportunities missed because the Town has not taken certain steps to ensure the developer of Kiely Court, develops safely for the adjacent property owners and ensure the developer adheres to the Town's Zoning Code. Mr. Houghton also indicated that with the revision to the site plan he believes that the height of Kiely Court will not be in compliance with the Zoning Code.

3. Citizens response

Mayor Porta responded to Mr. Fitzgerald that most items he brought forward are important to each of the Town Council members and are incorporated in the Town's Capital Plan. He also indicated that improving the wooden retaining wall to stone is a new suggestion. Mayor Porta wanted to make a historical reference that the Town has investigated removing overhead wiring and installing underground wiring and the price was astronomical, well beyond the Town's means. However, the Town could try and have new developments utilize underground wiring.

Mayor Porta responded to Mr. Houghton that the Town has done everything they legally can to ensure that development is done properly. There is nothing the Town can do to

address possible violations. Mayor Porta also stated that he would suggest that Mr. Houghton contact the Zoning Administrator to help explain how the heights of buildings are measured because it is more complicated than the highest point of the building. Town staff informed Mr. Houghton that a site plan does not require a public hearing and that it is not a legislative or discretionary decision.

4. Approval of Minutes

Councilmember Perkins moved to approve the minutes of November 7, 2018 Regular Meeting, as amended.

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

Councilmember Dawson moved to approve the minutes of November 20, 2018 Work Session Meeting, as amended.

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

Councilmember Fithian moved to approve the minutes of December 4, 2018 Regular Meeting, as amended.

A motion was made by Councilmember Fithian, seconded by Councilmember Holloway 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) serving on a Leadership Prince William Economic Development Day panel on 12/6, (2) staffing a CASA fundraiser on 12/6, (3) participating on 12/8 in the Winterfest Lake Ridge Santa Parade and the judging of the PWM boat lighting contest, (4) giving a talk on activities and developments in Occoquan to the men's breakfast group at Westminster on 12/13, and (5) attending the Barrington Pointe/Occoquan Pointe Holiday event on 12/15. Mayor Porta also asked staff to look into whether or not the Kiely Court contractor could be contacted about removing the mud that had flowed on to Mill Street from the project. Staff agreed to look into the matter.

6. Councilmember Reports

Councilmember Perkins enjoyed Winterfest and stated there was a great turnout. Councilmember Holloway attended the ASAP Meeting and Winterfest. She also fielded questions about fireworks not happening at the Marina. Councilmember Fithian thanked Mayor Porta for organizing the Caroling around town.

7. Staff Reports

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

- i. **Miller Brothers** – Working to implement settlement. The Town has ordered heaters and will order drywell. Also, the Town is scheduling the work on these items to be completed. He also is working with the Town Manager to resolve the notices of violation.
- ii. **Budget Calendar** – Worked with Town Manager on updating the Budget Calendar.
- iii. **Text Updates** – The Town of Haymarket already has text message capabilities.

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

Councilmember Holloway inquired about Kiely Court shoring plan being approved while stop work order is still in place. Ms. Leidich stated that the stop work order is only for work on the retaining wall. The work that has been done has only been for the shoring plan.

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

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

Mayor Porta inquired about the location of a property that has been delinquent for two years. Town staff indicated they would have to provide that information at a later time. Mayor Porta inquired if the information provided indicates that Town will be under budget for Real Estate Taxes. Town staff indicated that the Real Estate Tax due date is February 15 and they will not have an accurate estimate until then. Mayor Porta inquired what items are included in the Fines and License. Also, he requested that revenue and expenses for each account be presented together to avoid confusion.

E. Town Manager: Ms. Leidich submitted her report to Council at the dais. The report included an update on the status of the Town Logo and the website mockup that was received. She indicated that she completed and submitted the Tree City USA application. She informed Town Council that the heaters for River Mill Park have been received and the order for the drywell will be made soon. She also reported that there has been a meeting scheduled with the Building Official to explain what items need to be addressed on the lower level of the River Mill Park bathhouse.

Councilmember Fithian inquired when the River Mill Park restrooms will be open and if they will remain open throughout winter. Town staff indicated that once the heaters have been installed the restrooms will be open.

Vice Mayor Sivigny wanted to know if the maintenance supervisor could replace the mirror at the intersection of Union Street and Poplar Alley.

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

- i. **Pedestrian Signs** - The police department has received movable pedestrian signs, from a grant they received. Chief is looking forward to utilizing them in high pedestrian traffic areas.
- ii. **Mountain Bikes** - Chief reported they were able to receive two police mountain bikes for free from another law enforcement agency.

Vice Mayor Sivigny indicated that he has witnessed individuals walking on Washington Street without reflective material or lights and would like that to be addressed however possible.

Councilmember Holloway inquired if there were any updates on the Touch of Gold incident. Chief Linn indicated that matter is still an active investigation but, the theft occurred with one individual distracting an employee while the other stole the item(s).

Mayor Porta wanted to share with Town Council that he had received some complaints about the Town police enforcing speed and other traffic laws at the intersection of Route 123 and Commerce Street. He brought those complaints to Chief Linn and wanted to share the chief's response with Council. Chief Linn stated that the Town received a Highway Safety Grant to patrol and enforce traffic laws at that intersection and that is the main driving force of those actions at that intersection. The second reason for action at the intersection is the Don't Block the Box enforcement from complaints by residents about getting blocked at the intersection. Mayor Porta also reported that this explanation is going to be in the January Newsletter to help make residents aware.

- G. **Boards and Commissions:** Councilmember Perkins reported that the Planning Commission has been working on specific Budget recommendations. Also, the Planning Commission approved the 2018 Annual Report, which is before Town Council tonight.

Chairperson Seefeldt had no report. There was no Architectural Review Board Meeting in December.

8. Regular Business

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

Councilmember Dawson moved to acknowledge receipt of the Events and Community Development Director Report and authorize posting on the Town website with the disclaimer that acknowledgement of receipt and authorization to post does not constitute adoption of the recommendations in the report.

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

8B. Request to Enter into Lease Purchase Agreement for Police Vehicles

Councilmember Fithian moved 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.

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

8C. Request to Accept Revised Budget Schedule

Councilmember Perkins moved to accept to FY2020 Budget Calendar.

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

8D. Request to Accept the Planning Commission 2018 Annual Report

Councilmember Perkins moved to acknowledge receipt of 2018 Planning Commission Annual Report.

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

9. Adjournment

The meeting was adjourned at 8:48 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, January 15, 2019
7:00 p.m.

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

Absent: Councilmember Cindy Fithian

Staff: Kathleen Leidich, Town Manager, Christopher Coon, Town Clerk; Adam Linn, Chief of Police; Carla Rodriguez Town Treasurer; Julie Little, Community and Events Director.

1. Call to Order

Mayor Porta called the meeting to order at 7:02 p.m.

2. Reports

Mayor Porta wanted to have Town Staff report in the Town Newsletter which streets in Town are affected by the Snow Emergency Route and review some internal process on posting notices of residents passing.

Ms. Leidich reported on the following items:

- (1) **Kiely Court Development** - Kiely Court has installed a new construction entrance with rocks and silt fencing to help prevent mud from coming into the street. After the snow storm the owner will be contacted about the significant debris and mud on the sidewalk and roadway.
- (2) **River Mill Park** - Heaters have been received and will be installed on Wednesday. Once the electrical inspection is complete, it will be inspected by Prince William County. Once the inspection is approved, the restrooms will be open.
- (3) **Mill at Occoquan** - A comment letter has been sent to the developer. Contrary to what the developer had previously been told, the Zoning Code does not allow special exceptions for height and setback in the B-1 District. The Town Manager will work with Mr. Crim to identify the most expedient process for addressing this. The Home Occupation Certificate item will also be included in the required public hearing for any changes in the Town Code proposed for special use permits in the B-1 District.
- (4) **Town Logo** - The updated Town Logo will be on the February Town Council agenda and revealed to the public after the meeting.

3. Regular Business

3A. Approval of Town Code Recodification

Councilmember Holloway moved to adopt Ordinance #2019-01 for the Recodification of the Town Code.

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

Councilmember Holloway, Councilmember Dawson, and Vice Mayor Sivigny, by roll call vote. Councilmember Fithian was absent.

3B. FY 2020 Budget Work Session

Ms. Leidich presented a report to Town Council. She reported that the Budget Committee will no longer have Town Council members, only Town Staff. She then presented the Town Council priorities and showed how the priorities parallel the Comprehensive Plan, Strategic Plan, and the Planning Commission Annual Report. She also discussed budget focus areas for the Town like facility and park maintenance. Town Council provided feedback to Ms. Leidich and town staff to move forward in the budget process.

3C. Occoquan Elementary School Boundary Discussion

Mayor Porta provided an update to Town Council on this item. He stated that all plans that will go before the School Board include the Town of Occoquan staying at Occoquan Elementary. Town Council wanted to report that they support any plan to keep Town residents at Occoquan Elementary.

3D. Visitor Center Kiosk Discussion

Mayor Porta presented Prince William County's mobile kiosk plans. This includes a fully functional kiosk that would allow the signage on I-95 to remain in place. Town staff will conduct research and work with the ARB on the design of the kiosk. Comments will be taken from the Occoquan Merchants Guild, Town Council and the Historical Society before final approval.

4. Adjournment

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

Christopher Coon
Town Clerk



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

TOWN MANAGER
Kathleen R. Leidich, AICP

Town Engineer's Report Town Council Meeting –February 5, 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 –update from last report

New heaters installed. The Engineering Group reviewing dry well sizing. PWC will conduct inspection with Town to address any remaining deficiencies.

Kiely Court Project – update from last report

Land Disturbance Permit issued - construction commenced. Stop work order rescinded by PWC for retaining wall safety issues. Verbal and written notices provided to owner regarding mud being tracked onto Mill Street – new construction entrance installed. Further tracking of mud may require additional measures. Ice on sidewalk to be addressed by Zoning Administrator through section 93.05 of Town Code.

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

Tanyard Hill Park (Oaks III) – update from last report

PWC considering sidewalk along Tanyard Hill Road to connect Occoquan Greenway (trail coming through Tanyard Hill Park) to sidewalk on Ellicott Street.

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

Staff report issued on 1/14/19.

Code amendment required for setback and height.

-END-

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT

Town of Occoquan - Permit Report

January 2019

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Valuation
ELE2019-01557	307 COMMERCE ST	RELOCATING PANEL & ADDING ELE FIXTURES & ELECTRICAL	Electrical	Issued	R - Alteration/Repair	10/19/2018	\$4,500.00
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR 1	Building	Issued	C - Alteration/Repair	07/30/2018	\$16,000.00
GAS2019-00432	270 GASLIGHT LANDING	ALTERATION/REPAIRS TO REPLACE HVAC UNIT	Gas	Issued	C - Alteration/Repair	09/20/2018	\$4,751.00
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAG	Building	Issued	C - Alteration/Repair	02/23/2018	\$10,000.00
BLD2018-02969	426 MILL ST	LOT SPECIFIC SFD - KIELY RESIDENCE (THIS I	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
ELE2019-02544	458 MILL ST	REPLACING 2 ELECTRIC HEATERS LIKE FOR LI	Electrical	Issued	C - Alteration/Repair	01/16/2019	\$500.00
BLD2014-05879	1441 OCCOQUAN HEIGH	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	Building	Issued	R - Addition	12/21/2018	\$29,000.00
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017	\$60,000.00
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017	\$6,000.00
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	Gas	Issued	R - Swimming Pool	01/16/2018	\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVE	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 RIVE	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVE	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVE	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVE	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 RIVE	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVE	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVE	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVE	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 RIVE	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVE	Building	Issued	R - New Townhouse	03/22/2018	\$45,000.00
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVE	Gas	Issued	R - New Townhouse	10/22/2018	\$1,000.00
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVE	Plumbing	Issued	R - New Townhouse	10/22/2018	\$10,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL A	Building	Issued	C - Alteration/Repair	01/31/2018	\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BA	Plumbing	Issued	C - Alteration/Repair	01/31/2018	\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN H	Building	Issued	C - Tenant Layout	10/25/2018	\$75,000.00
ELE2019-00426	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN H	Electrical	Pending	C - Tenant Layout		\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN H	Gas	Pending	C - Tenant Layout		\$75,000.00
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN H	Mechanical	Pending	C - Tenant Layout		\$75,000.00
PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN H	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 REMO	Building	Issued	R - Alteration/Repair	08/13/2018	\$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMO	Electrical	Issued	R - Alteration/Repair	08/16/2018	\$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMO	Plumbing	Issued	R - Alteration/Repair	08/15/2018	\$750.00
BLD2019-00357	109 WASHINGTON SQUA	ADDING SPIRAL STAIRCASE TO EXISTING DECK	Building	Issued	R - Alteration/Repair	08/24/2018	\$5,000.00

END OF REPORT



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TOWN COUNCIL
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 Patrick A. Sivigny, Vice Mayor
 J. Matthew Dawson
 Cindy Fithian
 Laurie Holloway
 Eliot Perkins

Town Treasurer's Report Town Council Meeting - February 5, 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 Tea Room	10	12/20/2018	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	1	01/24/2019	Not compliant
Fathom Realty	1	01/24/2019	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	5 Years	\$1,476.29	06/14/18	Compliant - monthly payment plan
Granny's Cottage Inc	2 Years	\$134.40	01/09/19	Not Compliant

Other Items of Note

None.

Total Account Balances

ACCOUNTS

Operational Funds		
Operating Account - Payroll		729
Operating Account - Checking		57,251
Total	\$	57,980

Craft Show Funds		
Craft show Checking		21,912
Craft Show Money Market/CD (Operating Reserves)		200,000
Craft Show Paypal		1,400
Craft Show Investment Pool		102,961
Craft Show Money Market		83,706
Total	\$	409,979

Mamie Davis Funds		
Mamie Davis Checking		5,383
Mamie Davis Money Market		100,000
Total	\$	105,383

Bricks Fund		
Bricks Money Market		8,360
Total	\$	8,360

Total Checking/Savings	\$	581,702
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Total Funds

REVENUES

General Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 12/31/18	% of Budget Used
Real Estate Taxes	218,360	232,500	172,474	74.2%
Meals Taxes	222,650	220,334	122,443	55.6%
Other Taxes (Sales,Utility,Communications,Transient)	102,000	102,473	47,149	46.0%
Fines (Public Safety)	24,000	60,000	69,833	116.4%
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin,Engineering fees)	94,850	98,150	13,732	14.0%
Grants (Litter,599,VML,CIP)	125,030	472,143	13,432	2.8%
Service Revenue (Engineer,Legal,Landscape,CC fees)	22,000	5,000	682	13.6%
Rentals (TH,RMP)	6,000	1,500	1,200	80.0%
Interest (GF,Brick,Sponsor)	3,720	2,720	1,733	63.7%
Other Revenues (Reimbursement from Paving, Ins claims)	4,500	5,000	7,669	153.4%
Total Revenues General Fund	\$ 1,039,500	\$ 1,199,820	\$ 450,347	37.5%

EXPENDITURES

General Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 12/31/18	% of Budget Used
Personnel Services	335,790	380,820	171,955	45.2%
Professional Services	136,200	122,250	50,785	41.5%
Information Technology Services	10,150	14,050	9,531	67.8%
Materials and Supplies	7,800	9,000	9,197	102.2%
Operational Services	8,550	7,500	2,725	36.3%
Contracts (Landscaping, Refuse Collection, Snow Removal)	81,500	74,500	33,295	44.7%
Insurance	15,720	20,120	15,640	77.7%
Public Information (Newsletters)	3,250	3,400	2,079	61.1%
Advertising (Community/ Business Support, Legal Ads)	16,000	9,000	5,170	57.4%
Training and Travel (Employee, Boards and Commission Training)	15,100	13,500	3,582	26.5%
Vehicles and Equipment	13,350	15,300	14,989	98.0%
Seasonal	4,500	5,500	1,059	19.3%
Town Hall	10,270	10,910	5,667	51.9%
Mill House Museum	6,740	6,620	6,500	98.2%
Visitors Center	500	620	90	14.5%
Maintenance Yard	2,240	2,240	1,942	86.7%
Mill Street Storage	250	250	59	23.6%
River Mill Park and Facility	23,690	25,890	11,211	43.3%
Mamie Davis Park (Utilities)	3,300	5,400	976	18.1%
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	5,448	39.8%
Special Events	11,000	12,950	5,480	42.3%
Total Expenses	\$ 719,010	\$ 755,920	\$ 357,379	47.3%
General Fund Net Income	\$ 320,490	\$ 443,900	\$ 92,968	20.9%

GENERAL OPERATING ACCOUNTS

Craft Show Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 12/31/18	% of Budget Used
Revenue (FY19 SP & FL)	216,390	203,950	95,745	46.9%
Expenses (personnel,materials and supplies,contracts,advertising)	108,120	101,954	53,527	52.5%
Total Net Income	\$ 108,270	\$ 101,996	\$ 42,218	41.4%

Mamie Davis Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 12/31/18	% of Budget Used
Revenue	4,100	2,600	1,914	73.6%
Expenses (Repairs & Maintenance, winterization)	2,000	2,000	1,141	57.1%
Total Net Income	\$ 2,000	\$ 2,600	\$ 773	29.7%

CIP Fund	FY 2018 Budget	FY 2019 Budget	Actual as of 12/31/18	% of Budget Used
Community Planning Project	25,000	0	0	
Intersection Improvements	0	420,000	86,720	20.6%
Street Maintenance	15,000	0	0	
Sidewalk Maintenance	0	10,000	62	0.6%
Building Maintenance	2,500	0	0	
Stormwater Management	5,000	0	0	
Trash/ Recycling Containers	11,000	17,000	11,747	69.1%
Town Hall Renovations-Lower Level	15,000	0	0	
Gaslight Conversion	10,000	0	0	
Street/ Curb Program	8,000	0	0	
Dock Maintenance	10,000	0	0	
Tanyard Hill	2,500	4,500	0	0.0%
River Mill Park Maintenance	5,000	0	0	
Canoe Kayak Ramp	140,000	140,000	62	0.0%
In-Vehicle Laptops	2,500	0	0	
Body Armor	4,000	2,400	1,000	41.7%
IBR Reporting	5,000	0	0	
LIDAR Speed Detection and Related Equipment	0	2,300	0	
Office Safety Equipment	0	5,100	4,931	96.7%
Pedestrian & Bicyclist Safety Program	0	2,300	0	0.0%
Computer Upgrade	10,000	0	0	
Document Management	5,000	2,500	0	0.0%
Website Redesign	0	0	475	
Town Recodification	10,000	0	2,998	
Office Equipment Replacement	6,000	0	0	
Total CIP	\$ 291,500	\$ 606,100	\$ 107,995	17.8%

Total Net Income All Funds	\$ 139,260	\$ (57,604)	\$ 27,964	-48.5%
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TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

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

TOWN MANAGER
Kathleen R. Leidich, AICP

CHIEF OF POLICE
Adam C. Linn

Occoquan Police Department

Monthly Town Council Report February 5, 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.

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

Community Relations

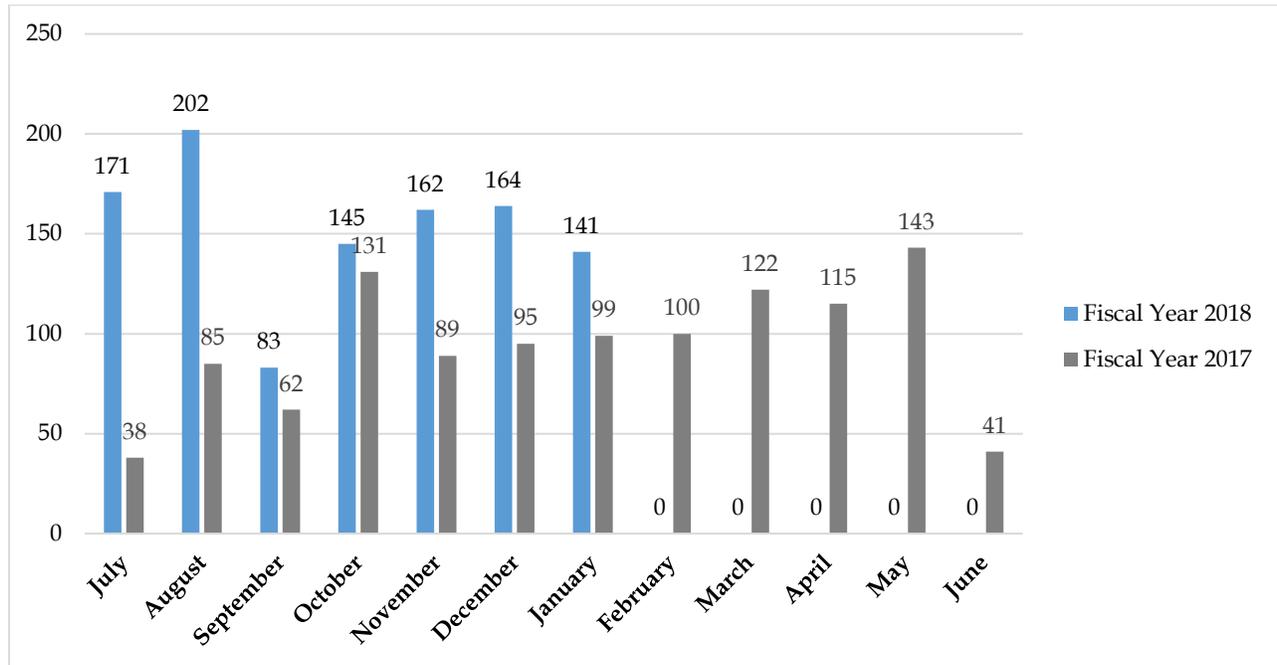
Continued Pedestrian Safety Campaign and routinely placed crosswalk sign out. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

Responded to snow emergency event. Spoke with multiple residents throughout the month.

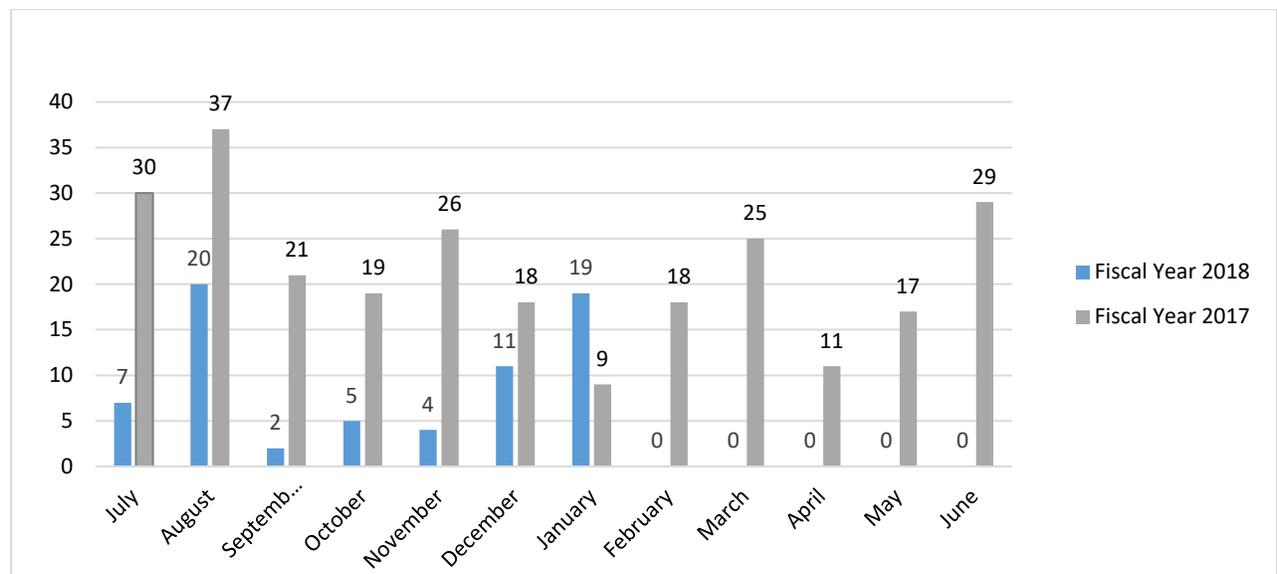
Patrol and Enforcement Activities

During the month of January, the Town Police made several speed-related arrests for reckless driving, but no custodial arrests, issued 141 traffic summonses, and 83 warnings.

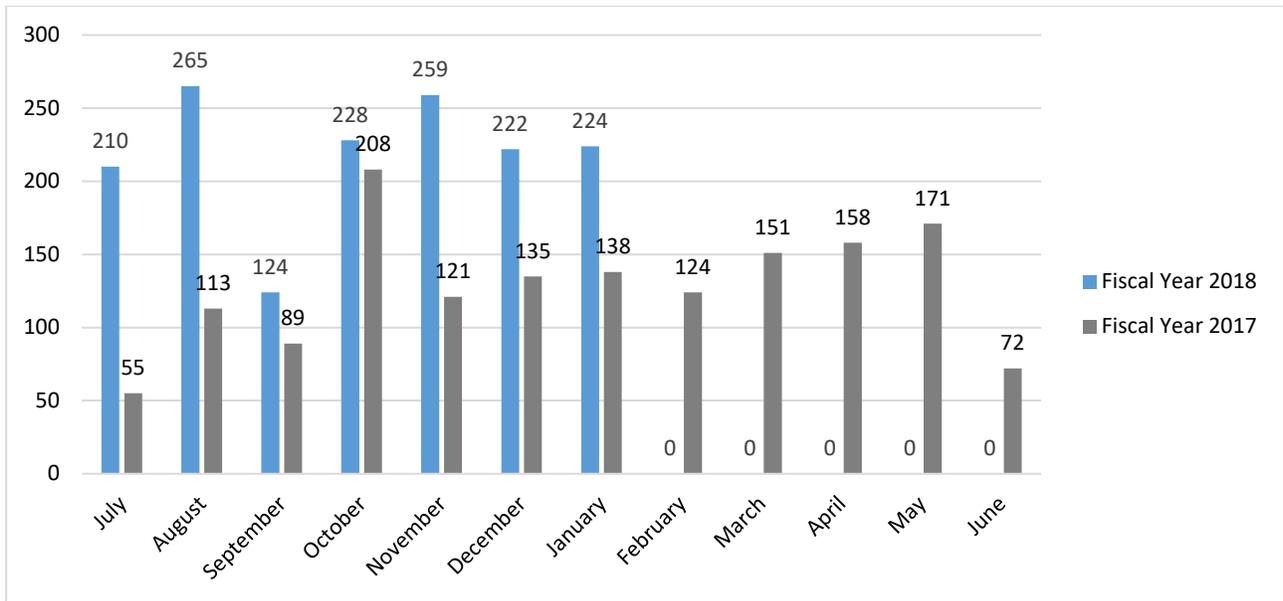
Traffic Summonses FYTD (GRAPH)⁵



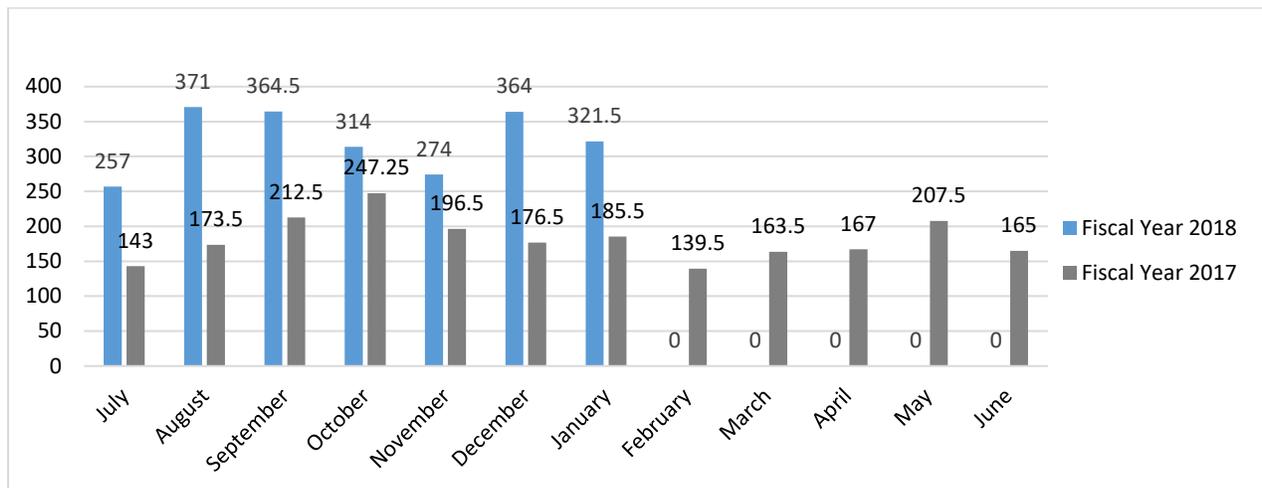
Parking Tickets Issued FYTD (GRAPH)³

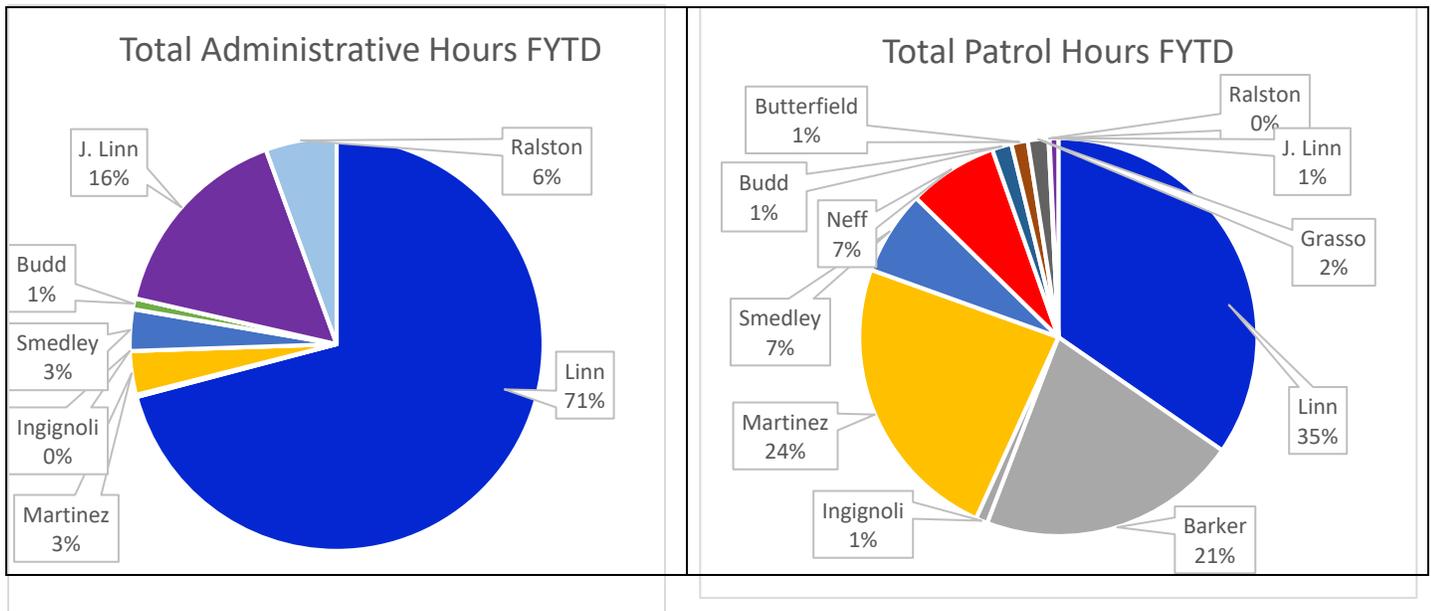


Traffic Stops YTD (GRAPH)⁵



Patrol Hours FYTD (GRAPH)⁵





Miscellaneous

Prepared and taught Speed Measurement/Lidar Operator Course for DCJS credit for officers. 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 Worked on vehicle purchase by (1) contacting VML/VACO regarding the financing and documentation; (2) ordered the two vehicles from Sheehy Ford; and (3) received quotes and set up equipment and graphics installation.

¹ Goals 1, 2, and 3

² Goal 2

³ Goal 3

⁴ Goals 1, 2, and 3

⁵ Goals 1 and 3



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Events and Community Development Director Report Town Council Meeting – February 5, 2019

Occoquan Code, Use of Streets

In an effort to enhance and encourage visitor engagement at limited town events such as Discover Occoquan, it would benefit town businesses to be able to use the sidewalks adjacent to their businesses for demonstration purposes.

§ 111.42 USE OF STREETS stipulates, “No licensed peddler, licensed itinerant merchant, or other licensed business shall conduct business from a location in the public streets or rights of way except by express permission of the Town Council.”

The Events Committee is requesting to amend the code to state: “...except by express permission of the Town Council, or Town Council designee(s).”

This amendment will generate more business opportunities, create more visitor engagement, and give greater flexibility to the Events Director with respect to event planning.

Spring Arts & Crafts Show, June 1&2

This year marks the 50th Anniversary of craft shows in Occoquan. Staff is exploring exciting ways to celebrate this year. Suggestions from Council are welcome. January was recruitment month for the 2019 craft shows. 60+ personal emails we sent to various vendors discovered at local craft shows in 2018.

Purchasing Movie Equipment

Budget for Movies, FY2019 allows for \$2500, which is spread between late summer of 2019 (Jul-Aug-Sept) and early summer of 2020 (May-Jun). This fiscal year, staff has spent \$1244, with a remainder of \$1256. The cost of renting movie equipment for three movies is \$1375. Staff proposes buying movie equipment this summer for approximately the same costs. The benefits are the rental cost savings after year one, as well as the ability to run ad hoc movies whenever feasible during town events.

Movie Poll

A summer movie poll was sent to residents via social media, with 44 respondents. The results are:

Throwbacks, for example: Back to the Future, Ferris Bueller, Footloose, etc.	45%
Classics, for example: Casablanca, Singing in the Rain, Some Like it Hot, etc.	45%
New Release-Animated, for example: Incredibles 2, Coco, Trolls, etc.	39%
New Release-Youth, for example: Mary Poppins, Beauty and the Beast, etc.	39%
Classic Adventure, for example: Indiana Jones, Pirates of the Caribbean, etc.	36%
Action Hero, for example: Spiderman, Aquaman, Antman, etc.	27%
Sci Fi, for example: Star Trek, Star Wars, Ready Player One, etc.	18%

Texting as a Communication Tool

Staff has recently put into place a SMS software application for communicating to businesses and residents irregular, but pressing town information, such as trash pickup delays and weather updates.

Parking Survey

As the Planning Commission has recommended to Town Council that the town utilize timed parking along Mill Street, Town Staff surveyed Town Businesses for recommendations on days and hours of timed parking. Eleven businesses responded. Friday, Saturday, and Sunday were the days recommended by participants for a timed parking program, though some participants suggested all week program or no time program at all. One participant argued for enforcement on Pokémon Community Days, which are weekends, usually Sundays.

Three or four hours was the recommended time frame for visitors to park; enforcement was recommended between 10am or 11am and 6pm.

Events

Chocolate Walk, February 9, 11 am - 4 pm

Shuttle bus and off-site parking at the 123 lot will be available. This event is sponsored by the Merchants' Guild.

Peep Show and Community Peep Contest, April 20

This event is co-sponsored by the Town and the Merchants' Guild. The community is invited to create their own Peep diorama for the Occoquan Community Peeps Contest.

Music & Movies on Mill begins May 3

Concerts will be held on first Fridays and third Saturdays all summer from 6 pm to 8 pm. Three movies are also scheduled and will begin at sundown.

Discover Occoquan, May 18

This event invites visitors to Occoquan to discover all that our town has to offer. Throughout the day, businesses will be hosting a variety of free drop-in classes and demonstrations. This year, the Events Committee plans to increase the number of offerings and add events in River Mill Park. Volunteers are needed.

Spring Arts and Crafts Show, June 1 & 2

This year marks the 50th Anniversary of the Arts & Crafts Show in Occoquan. Volunteers are needed.

-END-



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 5, 2019
8A: Bags to Benches Program-Information Item	

Explanation and Summary:

Donating unwanted plastic materials to Trex, not only helps to keep thousands of pounds of waste out of landfills, it also helps to continue the creation of beautiful and environmentally responsible outdoor products. The Bags to Benches program will provide a Trex bench for every 500 pounds of plastic that is collected.

Merial Curren, owner of Patriot Scuba, is currently in the process of finalizing the logistics to participate in the Bags to Benches program. She has already secured three locations in town to collect unwanted plastic and will be coordinating its delivery to a participating retailer.

Ms. Curren is planning to attend the Business Meeting to answer any questions Council may have regarding the program.

Attachments: (1) Bags to Benches PowerPoint



OUTDOOR LIVING. ELEVATED.

*Community Collection
Information Sheet*

How does the Challenge work?

1. Determine a 6 month collection period
2. Recycle 500 pounds or exceed this amount in six months.
3. Weigh and keep record of the amount of film collected each month)
4. Deliver the collected plastic film to a participating retailer
5. Report collection totals to Stephanie Hicks each month (shicks@trex.com)
6. The next collection cannot start until the end of the six month period

What does Trex provide?

- Three recycling bins
- One poster
- Bench if goal is met

What can be recycled?

- Pallet wrap and stretch film
- Grocery bags
- Bread bags
- Case overwrap
- Dry cleaning bags
- Newspaper sleeves
- Ice bags
- Wood pellet bags
- Ziplock and other reclosable food storage bags
- Produce bags
- Bubble wrap and air pillow
- Salt bags
- Cereal bags

All plastic must be clean, dry and free of food residue



Bags to Benches

Challenge by TREX®

RECYCLING TO PROTECT THE ENVIRONMENT

- Plastics impact nearly 700 species in our oceans
- 275 Million metric tons of waste is plastic
- 8 Million metric tons of plastic goes into the ocean
- Plastic production and consumption predicted to double over the next 10 years
- Recycle 500lbs or exceed in a six month period
- Weigh and keep record of the amount of film collected each month
- Deliver the collected plastic film to a participating retailer
- Receive TREX® bench if goal is met



grocery bags, bread bags, case overwrap, dry cleaning bags, newspaper sleeves, ice bags, wood pellet bags, ziplock & other re-sealable bags, produce bags, bubble wrap, salt bags, and cereal bags
All materials must be clean, dry and free of food residue



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: February 5, 2019
8B: Request to Adopt Town Logo and Brand Guidelines	

Explanation and Summary:

The creation of a Town logo was initiated last spring as part of the process to redevelop the Town's web site. It will be used for the marketing and promotion of Town events and activities. The official Town seal is not being changed.

Last Spring, the Town retained Imagine, Inc. of Manassas as the contractor to complete the development of the new Town logo and the redevelopment of the Town web site. As part of the development process residents, businesses, Council members, Town staff, and the general public were surveyed in order to gather information on their perceptions of the Town in general and the activities, events, and other attributes the Town is known for. The survey also requested respondents to provide their ideas and suggestions regarding what they hoped to see from the Town in the future.

At a Town meeting on August 21, 2018, representatives from Imagine presented the survey results along with a draft logo. Attendees of the meeting provided feedback to the Town Council, staff and Imagine representatives. Based on this feedback, the Imagine team developed three additional logo designs. Council selected one of these logos for final revisions.

The Town logo development process included the following public meetings:

- 9/4/18: Town Council Meeting
- 10/2/18: Town Council Meeting
- 10/16/18: Town Council Meeting
- 12/4/18: Town Council Meeting

The total cost for the logo design and web site redevelopment project (still currently underway) is \$8,750.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

Proposed/Suggested Motion:

“I move to adopt the Town logo identified in the Brand Guidelines (January 2019) and also to adopt the Brand Guidelines (January 2019) to govern the use of the Town logo.”

OR

Other action Council deems appropriate

Attachments: (1) Brand Guidelines January 2019



BRAND GUIDELINES
JANUARY 2019



The purpose of this document is to provide a framework that allows the Town of Occoquan to deliver a consistent and relevant brand experience throughout all communications within all areas of the Town.

TABLE OF CONTENTS

- Master Brand 2
- Logo 3-4
- Color..... 5
- Typography..... 6

MASTER BRAND

Main Logo Mark



One-Color Logo





LOGO

Logo Clearance

The minimum clear space around the logo is equal to a quarter of an inch.

Small Scale Usage

The logo may be reduced in size but must remain legible. See diagrams for the minimum size of each logo version.

Logo Placement

The logo should be placed at the top or bottom of all collateral, communications or ads and should flow with the rest of the content.

Logo Clearance



Recommended Minimum Scale Usage



1.5 in

LOGO: INCORRECT USAGE

The logo supports animation of the logo for usage in video and similar applications. However, the mark should always be shown in its preferred form at the end of the animation.

The logo should not be otherwise altered, to include maintaining approved colors and proportions.



Do not use non-approved colors.



Do not present the final logo at an angle.



Do not condense or destroy the logo in any way.



Do not reposition elements within the logo.





COLOR

The following color palette has been created for use in print and digital communications.

Primary Brand Colors

The primary brand colors make up the preferred palette for the Town of Occoquan brand.



2347 C
#286040
C83M38Y82K31
R40G96B64

2347 C
#0b1f2c
C89M73Y56K67
R11G31B44

647 C
#276092
C83M38Y82K31
R39G96B146

2975 C
#98d5e9
C38M2Y5K0
R152G213B233



Tertiary Brand Colors

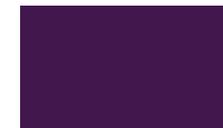
The tertiary palette is intended for driving differentiation between specific categories or content.



4625 C
#4f2c15
C44M72Y87K60
R75G49B23



581 C
#4f4915
C53M53Y100K46
R79G74B30



2627 C
#43154f
C79M100Y34K36
R67G25B79

TYPOGRAPHY

Typography plays an important role in all Town of Occoquan communications. The primary headline of a piece of collateral should be in Asul/all caps. The secondary headline should be in Asul. Body copy should be separated by a divider line and be in Frutiger LT Std.

Typographic hierarchy

PRIMARY HEADLINE

Secondary Headline

Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Font types

Asul

Aa

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789

Frutiger LT Std

Aa

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789

Microsoft System Font

Lucida Sans Unicode

Aa

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
0123456789







TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 5, 2019
8C: Request to Adopt Resolution to Initiate Zoning Text Amendment: Home Occupation Certificate Section 157.010	

Explanation and Summary:

At the 12/4/18 Town Council Regular meeting, Council Member Fithian discussed the need for a review of the Home Occupation ordinance to explore the options available for creating additional flexibility in regards to accommodating clients/employees on site while still preventing significant negative impacts on surrounding residential areas. During Citizens Time at this meeting, three members of the public addressed the Council on the topic of home occupations.

Public comments focused on three main topic areas:

1. **Allowing** employees and clients on site.
2. **Accommodating** business deliveries.
3. **Avoiding** parking issues.

The code amendments to Section 157.010 provided for Council consideration directly address the issues raised by Council member and citizen comments made at the 12/4/18 Regular meeting.

- **Eliminating Subsection (A)** of Section 157.010 and incorporating into Subsection (B) the permission of up to three employees and/or customers on site in addition to the already permitted family members residing in the dwelling, as long as adequate parking is provided.
- **Permitting** commercial deliveries to be scheduled during business hours (8:00 AM to 5:00 PM), but limiting such deliveries to five per day in **Subsection (F)**.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

Code Amendments for Consideration:

- **Section 157.010 (B):** *Any combination of employees and/or customers, up to three, in addition to family members residing in the dwelling shall be permitted to come to the dwelling unit for business related purposes, with adequate parking provided.*
- **Section 157.010 (F):** *Commercial deliveries and pickups of supplies associated with the use shall be scheduled only during business hours (8:00 AM to 5:00 PM) and shall be limited to not more than five per day and shall be made only during business hours.*

Motions for Consideration:

Action Council deems appropriate.

Attachments: None



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 5, 2019
8D: Request to Adopt Resolution to Initiate Zoning Text Amendments: Special Use Permit Section 157.123 (Setback Regulations) and Section 157.124 (Height Regulations)	

Explanation and Summary:

The developer for the Mill at Occoquan project submitted a preliminary site plan and three (3) Special Exception Request applications to the Town Office on 11/29/18. The proposed preliminary site plan and Special Exception Request applications involve a total of five (5) parcels and propose a total of 88 residential units and approximately 6,600 square feet of commercial space on the first floor of the proposed building. The height of the proposed building is 65 feet, approximately 30 feet higher than the 35 ft. maximum building height permitted in the B-1 zoning district (Zoning Code Section 157.124).

The Special Exception Request applications include the following requests:

1. **To allow** residential use in the B-1 zoning district (Section 157.121 (B)(4)).
2. **To waive** the maximum building height limitation of 35 ft. in the B-1 zoning district to allow the construction of a 5-story, mixed-use building with a maximum height of 65 ft. (Section 157.124)
3. **To waive** the required 5 ft. setback from any street right-of-way that is 50 ft. or greater in the B-1 zoning district to allow the construction of the proposed building on the right-of-way line (Section 157.123)

Issue:

During the course of the application review process, it was discovered that waiving the maximum building height regulation and waiving the setback regulation in the B-1 zoning district (Requests #2 and #3 above) were not listed as allowed by Special Use Permit in any of the following B-1 zoning code sections 157.121 (B), 157.123 or 151.124. Therefore, in order to continue the review of these Special Exception Request applications, it would be necessary to amend the zoning code to allow the maximum building height and setback regulations to be waived.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

It is important to understand that if the zoning code is amended to allow the height and setback regulations to be waived by Special Use Permit within the B-1 zoning district, this allowance would be available to all future development applications in the future, not just the Mill at Occoquan application.

Development Application Considerations:

As the proposed Mill at Occoquan development involves 5 parcels and is planned to exceed the maximum building height requirement in the B-1 zoning district, it will dramatically alter the appearance of the western portion of the Town as it relates to Mill Street and the public view of the Occoquan River. The residential and commercial components of the proposed development also have the potential to negatively impact parking in the Town without proper mitigation.

If the Code Amendments for Consideration are approved by Town Council, the intensity of these impacts is likely to be recurring in future development applications for property located in the B-1 zoning district. These are the type of impacts that require increased Council consideration/developer mitigation.

Code Amendments for Consideration:

Section 157.123-Setback Regulations: *The setback regulations contained in this section may be modified as part of the approval of a Special Use Permit or rezoning.*

Section 157.124-Height Regulations: *The height limitations contained in this section may be modified as part of the approval of a Special Use Permit or rezoning.*

Motions for Consideration:

"I move to adopt the resolution to Initiation Zoning Text Amendments for Revisions to Chapter 157 of the Town Code to Modify the Standards Governing Home Occupations and to Permit Increases in the Maximum Height and Decreases in the Minimum Setback by Special Use Permit in the B-1 Zoning District."

OR

Other action Council deems appropriate.

Attachments: (1) Resolution to Initiate Zoning Text Amendment

RESOLUTION

**INITIATION OF ZONING TEXT AMENDMENTS FOR REVISIONS TO
CHAPTER 157 OF THE TOWN CODE
TO MODIFY THE STANDARDS GOVERNING HOME OCCUPATIONS
AND TO PERMIT INCREASES IN THE MAXIMUM HEIGHT AND
DECREASES IN THE MINIMUM SETBACK BY SPECIAL USE PERMIT IN
THE B-1 ZONING DISTRICT**

WHEREAS, the Town Council wishes to promote the health, safety and general welfare of the public, and to accomplish the objectives of § 15.2-2200 of the Code of Virginia, through amendment of the zoning code from time to time as necessary to meet changing conditions within the Town, and

WHEREAS, by authority granted in § 15.2-2286(A)(7)(i) of the Code of Virginia, the Town Council may initiate an amendment of the zoning regulations by resolution, and

WHEREAS, pursuant to § 15.2-2285(B) of the Code of Virginia, no zoning ordinance shall be amended unless the Town Council has referred the proposed amendment to the planning commission; and

WHEREAS, pursuant to §§ 15.2-2204 A. and 15.2-2285(C) of the Code of Virginia, before approving and adopting any zoning ordinance amendment, the planning commission and Town Council shall hold at least one public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby initiate ZTA #2019-001 to amend the Town's zoning ordinance, Chapter 157 of the Town Code, specifically Town Code §§ 157.010, 157.121, 157.123, and 157.124 (i) to modify the standards applicable to a home occupation certificate and (ii) to provide for increases in the maximum height and decreases in the minimum setback in the B-1 Zoning District subject to the requirement that the Town Council issue a special use permit for such modifications; and

BE IT FURTHER RESOLVED that the Occoquan Town Council does hereby refer the proposed amendments to the zoning ordinance to the Planning Commission for its recommendations; and

BE IT FURTHER RESOLVED that effective immediately the clerk is directed to advertise a joint public hearing of the Town Council and Planning Commission on the proposed amendment in accordance with the requirements of § 15.2-2204 of the Code of Virginia.

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY

Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 5, 2019
8E: Request to Approve Town Code Amendment: Use of Streets (Section 111.42)	

Explanation and Summary:

In an effort to enhance and encourage visitor engagement at limited Town events, such as Discover Occoquan, it would benefit Town business owners to be able to use the sidewalks adjacent to their businesses for demonstration purposes. The Events and Community Development Director would like to be named the Town Council designee in this matter.

Code Amendment for Consideration:

Section 111.42-Use of Streets: No licensed peddler, licensed itinerant merchant, or other licensed business shall conduct business from a location in the public streets or rights-of-way except by express permission of the Town Council *or Town Council designee(s)*.

Motions for Consideration:

"I move to approve the Code Amendment as identified in the paragraph above and name Julie Little the Town Council designee for matters involving Use of Streets and direct the Town Clerk to create a formal ordinance amendment for adoption at the March Town Council Meeting."

OR

Other action Council deems appropriate.

Attachments: None



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 5, 2019
8F: Request to Adopt Resolution Related to Lease Purchase for Police Vehicles	

Explanation and Summary:

This is a request to authorize the Mayor and Town Clerk to execute a resolution prepared by the Virginia Local Government Finance Corporation (VML/VACO) and reviewed by the Town Attorney related to the lease purchase of the police vehicles approved by the Town Council on January 2, 2019.

On January 2, 2019, the Town Council approved the lease purchase agreement with the VML/VACO to obtain two 2019 Ford Police utility vehicles in an amount not to exceed \$87,998 over a 5-year term. Based on the approval, the Town staff: (1) contacted VML/VACO to have the financing secured and documents prepared; (2) ordered the two vehicles from Sheehy Ford; and (3) received quotes and set up equipment and graphics installation.

VML/VACO has prepared a resolution on behalf of the lender (HomeTrust Bank) required for the lease purchase.

Town Manager's Recommendation: Approval.

Town Attorney's Recommendation: Approval.

Proposed/Suggested Motion:

"I move to adopt the Resolution related to the lease purchase agreement and any other future required documentation to complete the purchase of the two 2019 Ford Police utility vehicles."

OR

Other action Council deems appropriate

Attachments: (1) Resolution for Town Council to Approve Financing of Equipment

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF OCCOQUAN, VIRGINIA, APPROVING THE FINANCING OF EQUIPMENT AND THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS PREPARED IN CONNECTION THEREWITH

RECITALS

WHEREAS, The Town Council of the Town of Occoquan, Virginia (the "Council") has determined it is in the best interest of the Town of Occoquan, a body politic of the Commonwealth of Virginia (the "Town") to undertake the financing of new police vehicles (the "Project"), and the Police Chief has now presented a proposal for the financing of such Project; and

WHEREAS, HomeTrust Bank has indicated its willingness to provide financing for the Project in accordance with its proposal dated January 15, 2019. The amount financed shall not exceed \$78,000, the annual interest rate (in the absence of default or change in tax status) shall not exceed 3.27%, and the financing term shall not exceed five years from closing.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF OCCOQUAN, VIRGINIA:

1. The recitals above are found and determined to be a part of this Resolution.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this Resolution.
3. The Town Manager is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Town Manager is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Town Manager shall have the authority to approve the Financing Documents in their final form. The Town Manager's release of any Financing Documents for delivery is conclusive evidence of such officer's final approval of the Documents .
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal or state income tax purposes. .
5. To the extent necessary, the Town intends that the adoption of this Resolution will be a declaration of the Town's official intent under Treas. Reg. §1.150-2 (the "Reimbursement Regulations") promulgated under the Internal Revenue Code of 1986, as amended, to reimburse expenditures for the Project. The Town intends that funds that have been advanced, or that may

be advanced, from the Town's general fund, or any other Town fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this Resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this Resolution are hereby repealed, to the extent of the conflict.

7. This Resolution shall take effect immediately.

Adopted: February 5, 2019.

Mayor
Town of Occoquan, Virginia

ATTEST:

Clerk to the Town Council
Town of Occoquan, Virginia



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: February 5, 2019

8G: Request to Remove Overgrowth Between Commerce Street and Poplar Alley

Explanation and Summary:

This is a request from an Occoquan resident to trim the overgrowth behind 124 and 126 Poplar Alley. Town staff spoke with VDOT and this area is the Town's responsibility. We also spoke with the homeowners of the affected area and both would like the overgrowth removed.

Virginia Lawn Service, provided a quote to address this area with prices for rining the overgrowth to include cutting and trimming overhanging trees and removing sapling trees. The focus area will start at the properties fence lines and go 10 feet toward Commerce Street. The debris would be taken to the County Landfill for Recycling. They also have a line item to remove all of the current leaves in that area.

Town Staff's Recommendation: Recommend approval.

Cost and Financing: \$1,390 or \$1,660

Account Number: 68850: Historic District Street Tree Repair and Maintenance

Proposed/Suggested Motion:

"I move to set a not-to-exceed amount of \$_____ for the removal of overgrowth between Commerce Street and Poplar Alley."

OR

Other action Council deems appropriate.

Attachments: (2) Quote for overgrowth removal
Photos of overgrowth

Address	Clear overgrowth	Clear leaves	Total
124 Poplar Alley	\$800.00	\$150.00	
126 Poplar Alley	\$590.00	\$120.00	
	Overgrowth Only		\$1,390.00
	Both Clearing		\$1,660.00



COMMERCE ST

POPLAR AVE

POPLAR AVE





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: February 5, 2019
8H: Request to Adopt Ordinance to Update Occoquan Town Code (Section 71.02)	

Explanation and Summary:

On November 7, 2018 Town Council passed a resolution to suspend auto decal enforcement of antique vehicles. According to Virginia Code 46.2-755. Limitations on imposition of motor vehicle license taxes and fees. (A) No locality shall impose any motor vehicle license tax or fee on any motor vehicle, trailer, or semitrailer when:
8. The motor vehicle, trailer, or semitrailer qualifies and is licensed as an antique vehicle pursuant to 46.2-730. This section of the Virginia Code went into effect on July 1, 2017. Only the 2018 and 2019 auto decals would have been affected by this change. This is the Town Council's opportunity to discuss adopting an ordinance to follow the Virginia Code.

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

Proposed/Suggested Motion:

"I move to adopt the ordinance amending Occoquan Town Code Chapter 71, Section 71.02, relating to Motor Vehicle Decals."

OR

Other action Council deems appropriate.

Attachments: (1) Ordinance

**AN ORDINANCE TO AMEND
CHAPTER 71, SECTION 71.02,
TO THE CODE OF THE TOWN OF OCCOQUAN, VIRGINIA,
AS AMENDED, RELATING TO MOTOR VEHICLE DECALS**

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this _____ day of _____, 2019:

1. That Section 71.02 of the Code of the Town of Occoquan be amended with the addition set forth below.

§ 71.02 LICENSES

(C) Vehicles with Virginia Department of Motor Vehicles issued antique plates shall be exempt from the requirement to obtain from the town a license in the form of a motor vehicle decal.

2. This ordinance shall become effective after posting for a period of thirty (30) days in one or more conspicuous places in the Town in accordance with Section 11 of the Town Charter.

BY ORDER OF THE TOWN COUNCIL

REGULAR MEETING

DATE:

RE:

MOTION:

SECOND:

ACTION:

VOTES:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk