



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council Work Session Meeting Tuesday, June 21, 2016 | 7:00 p.m.

1. Call to Order
2. Regular Items
 - a. Draft Comprehensive Plan Presentation
 - b. Draft Employee Handbook/Administrative Manual
 - c. River Mill Park Signage Review
3. Adjournment



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

2. Work Session Regular Agenda	Meeting Date: June 21, 2016
2 A: Draft Comprehensive Plan Presentation	

Explanation and Summary:

The Planning Commission has been working on an update to the Town's Comprehensive Plan since mid-2015, with assistance provided by consultants including Mike Chandler and The Berkley Group. The update process included several public meetings and a series of work sessions over the last several months. The combination of community input, staff and consultant support, and the Planning Commission's work, has resulted in a comprehensive update of the plan. Members of the Planning Commission will provide a brief presentation to the Town Council on the draft plan and request receipt of Council feedback no later than June 24, 2016. There will be a public community meeting on the draft on Tuesday, June 28, with a joint public hearing scheduled for July 12, 2016, with subsequent adoption by the Town Council.

Once the updated plan is adopted, the Town will begin the recodification and zoning update process, which is expected to last 12 to 18 months.

The draft plan and presentation will be provided during the meeting.

Attachments: None



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session Regular Agenda	Meeting Date: June 21, 2016
2 B: Draft Employee Handbook/ Administrative Manual	

Explanation and Summary:

This is a review and discussion on the Draft Administrative Manual, including updates to the employee leave and benefit policies. The Town's Personnel Manual was last updated in 2003. The draft manual will be provided at the meeting, and include initial input from Town staff. The draft manual will be on the Town Council's July 12, 2016 agenda for adoption.

Attachments: None



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Work Session Regular Agenda	Meeting Date: June 21, 2016
2 C: River Mill Park Signage	

Explanation and Summary:

This is a review of the proposed signage for River Mill Park.

Attachments: (3) Proposed Signs
Draft Dedication Plaque
Draft Entry Sign

PROPOSED RIVER MILL PARK SIGNAGE

1. Park Rules Sign (2), blue/white metal; mount in display case and on pole (2 entrances)

Welcome to River Mill Park

Park Rules

Park Open Daily from Dawn to Dusk

Pets must be on Leash. Remove Pet Waste Immediately.

No Fishing or Swimming.

No Littering within the Park or in the River.

No Alcohol Except by Permit.

No Motorized Vehicles or Devises, Except Mobility Assistance Devices.

No Bikes, Skateboards or Skates.

No Grilling or Open Fires.

No Glass Containers.

No Excessive Noise or Loud Music.

2. Brick Paver Sign, blue and white, metal; mount on railing.

Occoquan Commemorative Brick Program

Leave your mark on Occoquan for years to come by purchasing a personalized brick.

All proceeds benefit Occoquan Parks.

www.occoquanva.gov

3. ADA Plaque – Restroom Signs (2 – Men’s + Women’s), ADA Cast Aluminum Plaques (black/gold)
4. No Smoking Signs (inside restrooms), ADA, white on black
5. Town Maps Updates (Mamie Davis, small sign at cul-de-sac)
6. Entry Sign, Dimensional letters on retaining wall – RIVER MILL PARK, 17” letters
7. Authorized Personnel Only – on Storage Facility Door
8. Bridge Entry (2) – No Fishing, No Swimming, No Littering

RIVER MILL PARK

TOWN OF OCCOQUAN

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The Engineering Groupe, Inc.



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JULY 2016



CAST ALUMINUM | BLACK VERTICAL ANODIZED | STUD MOUNTED | QTY 1 SET | INSTALLED

204.13 in
 16.92 in
RIVER MILL PARK

13859 Smoketown Rd, Woodbridge VA 22192 * 703-491-4339

design@signarama-woodbridgeva.com



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