



# TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

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## Occoquan Town Council Regular Meeting May 5, 2015 | 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. April 7, 2015 Regular Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
  - a. Town Attorney
  - b. Town Engineer
  - c. Town Manager
  - d. Chief of Police
  - e. Boards and Commissions
8. **Regular Business**
  - a. Request to Adopt Fiscal Year 2016 Budget and Tax Rates
  - b. Request to Approve Kiely Court Final Site Plan
  - c. Request to Approve Occoquan Heights As-Built Drawings
  - d. Request to Appropriate Additional Funding for River Road Repair and Repaving Project
  - e. Request to Approve the Town's Participation in a Board of Zoning Appeals Training Workshop
9. **Closed Session**
10. **Adjournment**

**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](http://www.occoquanva.gov).*



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> May 5, 2015
<b>8 A: Request to Adopt Fiscal Year 2016 Budget and Tax Rates</b>	

**Explanation and Summary:**

The Town began its FY 2016 budget process in November 2014 and held four budget work sessions to discuss the proposed budget on February 23, March 3, March 17 and April 28, 2015. In addition, the Town Council held a public hearing to obtain public input on the proposed budget on April 7, and on the proposed tax rates on April 28, 2015.

The final proposed budget document includes recommendations garnered from discussions held by Town Council, staff and the community throughout the budget process, with revenues based on maintaining the current tax rate of \$.11 per \$100 of assessed value and increasing the meals tax rate from 2 percent to 3 percent.

		<b>FY 2015 Adopted</b>	<b>FY 2016 Proposed</b>	<b>Difference</b>	<b>Increase/ (Decrease)</b>
General Fund	Expenditures	\$505,296	\$583,038	\$77,742	15.39%
	Revenues	\$505,296	\$583,038	\$77,742	15.39%
Craft Show Fund	Expenditures	\$90,000	\$104,182	\$14,182	15.76%
	Revenues	\$210,000	\$222,825	\$12,825	6.11%
Mamie Davis Fund	Expenditures	\$2,000	\$2,000	\$0	0%
	Revenues	\$2,000	\$2,000	\$0	0%
Capital Improvement Fund	Expenditures	\$1,640,000	\$1,005,000	(\$635,000)	(38.72%)

**Town Manager’s Recommendation:** Recommend approval of FY 2016 Budget, Capital Improvement Plan and tax rates in support of the budget.

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

**Proposed/Suggested Motion:**

“I move to set a Real Estate Tax Rate for the Fiscal Year 2016 beginning July 1, 2015 of \$.11 per \$100 of assessed valuation.”

AND

“I move to set a Meals Tax Rate for the Fiscal Year 2016 beginning July 1, 2015 of (3%) three percent.”

AND

“I move to set a Transient Tax Rate for the Fiscal Year 2016 beginning July 1, 2015 of (2%) two percent.”

AND

“I move to adopt the Fiscal Year 2016 Budget beginning July 1, 2015 as presented in the amount of \$583,038.”

AND

“I move to adopt the Fiscal Year 2016 Capital Improvement Plan beginning July 1, 2015 as presented in the amount of \$1,005,000.”

AND

“I move to adopt the Fiscal Year 2016 Mamie Davis Fund beginning July 1, 2015 as presented in the amount of \$2,000.”

AND

“I move to adopt the Fiscal Year 2016 Craft Show Fund beginning July 1, 2015 as presented in the amount of \$222,825 for revenues and \$104,182 for expenditures.”

Or

Other action Council deems appropriate.

**Attachments (1)** FY 2016 Proposed Budget

# TOWN OF OCCOQUAN

## Proposed Fiscal Year 2016 Budget - Summary

Real Estate Tax Rate: \$.11 per \$100 of Assessed Value | Meals Tax Rate: 3%

### REVENUES

	FY 2015 Budget	FY 2015 Projected	FY 2016 Budget
<b>Taxes</b>			
Real Estate	192,971.00	177,357.72	196,272.66
Meals Tax	97,325.00	102,325.82	165,218.00
Sales Tax	28,200.00	24,730.05	26,200.00
Utility Tax	75,500.00	32,485.80	31,000.00
Communications Tax	-	46,478.99	46,600.00
<b>Fees/Licenses</b>			
Auto Decals	10,000.00	10,668.00	11,200.00
Business Licenses	60,000.00	97,915.86	60,000.00
Late Fees	-	2,312.04	2,000.00
Fines - Public Safety	12,000.00	12,838.40	12,000.00
Architectural Review Board Fees	-	440.00	500.00
Precious Metal License	-	600.00	600.00
ATM Fees	-	3,000.00	3,000.00
Dock Fees	-	350.00	350.00
Engineering Fees	-	2,200.00	2,000.00
Administrative Fees	7,000.00	2,000.00	2,000.00
Service Revenue - Bldg Official	-	-	-
Service Revenue - Engineering	-	4,097.00	-
Service Revenue - Legal	-	-	-
<b>Grants</b>			
Litter Grant	1,000.00	1,059.00	1,000.00
Public Safety (HB 599)	21,300.00	21,296.00	21,297.00
Safety (VML)	-	-	1,000.00
<b>Rentals</b>			
Town Hall	-	300.00	500.00
River Mill Park	-	-	-
<b>Other</b>			
General Fund Interest	-	62.74	100.00
Craft Show Fund Interest	-	176.94	200.00
Other	-	2,108.00	-
<b>TOTAL</b>	<b>505,296</b>	<b>544,802</b>	<b>583,038</b>

### EXPENDITURES - By Major Category

Category	FY 2016 Budget
Personnel Services	273,578
Professional Services	74,600
Information Technology Services	14,150
Materials and Supplies	8,370
Operational Services	8,100
Collection, Snow Removal)	81,500
Insurance	16,270
Public Information (Newsletters)	4,100
Support, Legal Ads)	20,000
and Commission Training)	11,250
Vehicles and Equipment	19,600
Seasonal	7,500
Town Hall	8,770
Mill House Museum	6,620
Visitors Center	620
Maintenance Yard	1,720
Mill Street Storage	370
River Mill Park and Facility	7,070
Mamie Davis Park	3,800
Tanyard Hill Road Park	0
Furnace Branch Park	0
Maintenance)	2,250
Historic District (Routine Maintenance)	12,800
<b>TOTAL</b>	<b>583,038</b>

## TOWN OF OCCOQUAN FY 2016 PROPOSED BUDGET - REVENUES

FUND	GENERAL FUND - REVENUES
DEPT	OPERATING

Real Estate Tax Rate of:                      \$    0.11 per \$100

ACCOUNT	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 2/28/2015	FY 2015 Projected	FY 2016 Budget	% Increase to 2015 Budget	% Increase to 2015 Projected	Notes
<b>Taxes</b>									
Real Estate	169,234.00	164,340.16	192,971.00	177,357.72	177,357.72	196,272.66	1.7%	10.7%	
Meals Tax	92,700.00	106,172.45	97,325.00	61,674.16	102,325.82	165,218.00	69.8%	61.5%	
Sales Tax	26,400.00	27,723.34	28,200.00	16,722.49	24,730.05	26,200.00	-7.1%	5.9%	
Utility Tax	76,800.00	30,372.48	75,500.00	21,511.36	32,485.80	31,000.00		-4.6%	Utility and Communications Taxes were
Communications Tax	-	46,554.87	-	30,922.98	46,478.99	46,600.00		0.3%	previously combined into one category.
<b>Fees/Licenses</b>									
Auto Decals	12,750.00	9,784.00	10,000.00	10,367.00	10,668.00	11,200.00	12.0%	5.0%	
Business Licenses	52,000.00	61,572.70	60,000.00	19,246.75	97,915.86	60,000.00	0.0%	-38.7%	
Late Fees	-	1,748.65	-	1,359.55	2,312.04	2,000.00	0.0%	-13.5%	
Fines - Public Safety	17,000.00	4,794.82	12,000.00	8,028.66	12,838.40	12,000.00	0.0%	-6.5%	
Architectural Review Board Fees	-	190.00	-	320.00	440.00	500.00		13.6%	
Precious Metal License	-	600.00	-	200.00	600.00	600.00		0.0%	
ATM Fees	-	2,405.00	-	2,000.00	3,000.00	3,000.00		0.0%	Previously categorized under ARB, ATM & Other Misc
Dock Fees	-	332.00	-	182.00	350.00	350.00		0.0%	Income budget category.
Engineering Fees	-	1,625.00	-	1,400.00	2,200.00	2,000.00		-9.1%	
Administrative Fees	5,100.00	262.81	7,000.00	382.03	2,000.00	2,000.00	-71.4%	0.0%	
Service Revenue - Bldg Official	-	-	-	-	-	-			
Service Revenue - Engineering	-	-	-	80,666.30	4,097.00 *	-			*VSMP Reimbursement
Service Revenue - Legal	-	-	-	3,213.60	-	-			
<b>Grants</b>									
Litter Grant	-	1,060.00	1,000.00	1,059.00	1,059.00	1,000.00	0.0%	-5.6%	
Public Safety (HB 599)	21,300.00	22,672.89	21,300.00	14,197.33	21,296.00	21,297.00	0.0%	0.0%	
Safety (VML)	-	-	-	-	-	1,000.00	-	-	
<b>Rentals</b>									
Town Hall	-	350.00	-	150.00	300.00	500.00	-	66.7%	
River Mill Park	-	-	-	-	-	-	-	-	
<b>Other</b>									
General Fund Interest	-	76.24	-	41.82	62.74	100.00	-	59.4%	
Craft Show Fund Interest				117.94	176.94	200.00			
Other	60,000.00 *	10,303.62 **	-	1,146.41 ***	2,108.00 ***	-	-	-	*Craft Show Fund Transfer** Legal *** GovDeal Sales
<b>TOTAL</b>	<b>533,284</b>	<b>492,941</b>	<b>505,296</b>	<b>452,267</b>	<b>544,802</b>	<b>583,038</b>	<b>15.4%</b>	<b>7.0%</b>	

## TOWN OF OCCOQUAN FY 2016 PROPOSED BUDGET - REVENUES

FUND	CRAFT SHOW FUND - REVENUES										
DEPT	EVENTS										
ACCOUNT	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 12/31/2014	FY 2015 Projected	FY 2016 Budget	% increase to 2015 Budget	% increase to 2015 Projected	Notes		
Sponsorships	-	-	-	-	5,000.00	10,000.00	N/A	100.0%			
Booth Rentals		167,375.79		78,136.62	148,460.00	158,500.00	N/A	6.8%			
Shuttle Fare		41,300.35		26,309.70	49,980.00	47,300.00	N/A	-5.4%			
Parking Space Sales		1,150.00		1,425.00	3,000.00	3,000.00	N/A	0.0%			
Tent Rentals					525.00	525.00	N/A	0.0%			
Merchandise					1,500.00	3,500.00	N/A	133.3%			
<b>Total</b>	-	209,826	205,000	105,871	208,465	222,825	8.7%	6.9%			

FUND	MAMIE DAVIS FUND - REVENUES										
DEPT	MAMIE DAVIS PARK										
ACCOUNT	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 12/31/2014	FY 2015 Projected	FY 2016 Budget	% increase to 2015 Budget	% increase to 2015 Projected	Notes		
Mamie Davis Park Rentals	-	-	-	750.00	1,200.00	1,400.00		16.7%			
Mamie Davis Fund Interest		-		402.74	604.14	600.00		-0.7%			
<b>Total</b>	2,000	-	2,000	1,153	1,804	2,000	0.0%	10.9%			

## TOWN OF OCCOQUAN PROPOSED FY 2016 BUDGET - EXPENDITURES

FUND DEPT ACTIVITY	GENERAL FUND							CRAFT SHOW FUND		
	OPERATING							EVENTS		
	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
<b>EXPENDITURES</b>										
<b>ACCOUNT</b>										
Salaries and Wages	109,146	32,365	0	64,834	31,873	72	238,290	12,500	12,500	25,000
Overtime					3,500	0	3,500			0
On-call Labor/Auxiliary Wages					1,000	0	1,000	8,640	8,640	17,280
Other Benefits (Cell Reimbursement)	0	0	0	240	240	0	480	0	0	0
Payroll Taxes (FICA & Medicare)	8,350	2,476	0	4,960	2,706	0	18,491	803	803	1,606
Life Insurance	110	0	0	930	200	0	1,240	46	46	92
Health Insurance	0	0	0	0	0	0	0	0	0	0
Disability Insurance	1,410	0	0	1,570	450	0	3,430	144	144	288
Employer Contributions: Simple IRA	3,274	971	0	1,945	956	0	7,147	158	158	316
EAP Services	0	0	0	0	0	0	0	0	0	0
<b>TOTAL PERSONNEL SERVICES</b>	<b>122,290</b>	<b>35,812</b>	<b>0</b>	<b>74,479</b>	<b>40,925</b>	<b>72</b>	<b>273,578</b>	<b>22,291</b>	<b>22,291</b>	<b>44,582</b>
Building Official Services	5,000						5,000			0
Consulting Services	1,500						1,500			0
Zoning and Engineering Services	25,000						25,000			0
Legal Services	35,000						35,000			0
Audit Services		7,500					7,500			0
Payroll Processing		600					600			0
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>66,500</b>	<b>8,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
Website Support	250						250			0
A/V and Recording Equipment R & M	1,000						1,000			0
Phone Support Services	1,000						1,000			0
Phone Service	1,200						1,200			0
Internet Service	1,200			500			1,700			0
Hardware/Software Upgrades	4,000						4,000			0
IT Support Services	5,000						5,000			0
<b>TOTAL INFORMATION TECHNOLOGY SERVICES</b>	<b>13,650</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>14,150</b>	<b>0</b>	<b>0</b>	<b>0</b>
Office Supplies	1,470		500	500			2,470	600	600	1,200
Operational Supplies	1,000		500	1,000			2,500	1,700	1,700	3,400
Books/Periodicals	0						0	0	0	0
Janitorial Supplies					1,000		1,000			0
Uniforms				900	1,500		2,400			0
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,470</b>	<b>0</b>	<b>1,000</b>	<b>2,400</b>	<b>2,500</b>	<b>0</b>	<b>8,370</b>	<b>2,300</b>	<b>2,300</b>	<b>4,600</b>
Elections	2,700						2,700			0
Copier Lease, Contract and Fees	3,300						3,300			0
Postage	1,800						1,800			0
Postal Meter Rental	300						300			0
Reproduction Services	0			0			0			0
<b>TOTAL OPERATIONAL SERVICES</b>	<b>8,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,100</b>	<b>0</b>	<b>0</b>	<b>0</b>

ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
Refuse Collection Contract					60,000		60,000			0
Equipment Rental					2,500		2,500	16,500	16,500	33,000
Snow Removal					5,000		5,000			0
Landscaping					14,000		14,000			0
Entertainment			0				0	1,000	1,000	2,000
<b>TOTAL CONTRACTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>81,500</b>	<b>0</b>	<b>81,500</b>	<b>17,500</b>	<b>17,500</b>	<b>35,000</b>
Insurance	15,500			770			16,270			0
<b>TOTAL INSURANCE</b>	<b>15,500</b>	<b>0</b>	<b>0</b>	<b>770</b>	<b>0</b>	<b>0</b>	<b>16,270</b>	<b>0</b>	<b>0</b>	<b>0</b>
Electronic Newsletter	800						800			0
Design/Print - Auto Decals	500						500			0
Design/Print - Newsletter	0						0			0
Postage - Newsletter	2,800						2,800			0
<b>TOTAL PUBLIC INFORMATION</b>	<b>4,100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,100</b>	<b>0</b>	<b>0</b>	<b>0</b>
Advertising - Legal	2,000						2,000			0
Advertising - Marketing			2,000				2,000	10,000	10,000	20,000
Community/Business Support			15,000				15,000			0
Other Promotional	1,000						1,000			0
<b>TOTAL ADVERTISING</b>	<b>3,000</b>	<b>0</b>	<b>17,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>10,000</b>	<b>10,000</b>	<b>20,000</b>
Conferences	2,200			550			2,750			0
Membership and Dues	1,600			200			1,800			0
Travel Reimbursement	1,500			200			1,700			0
Employee Training	2,000			2,000			4,000			0
Boards and Commissions Training	1,000						1,000			0
<b>TOTAL TRAINING AND TRAVEL</b>	<b>8,300</b>	<b>0</b>	<b>0</b>	<b>2,950</b>	<b>0</b>	<b>0</b>	<b>11,250</b>	<b>0</b>	<b>0</b>	<b>0</b>
Town Vehicles				0	0		0			0
Street Sweeper					1,500		1,500			0
Maintenance and Repairs				500	500		1,000			0
Fuel				3,800	3,600		7,400			0
Equipment & Tools				8,200	1,500		9,700			0
<b>TOTAL VEHICLES AND EQUIPMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,500</b>	<b>7,100</b>	<b>0</b>	<b>19,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
Town Holiday Party			1,500				1,500			0
Volunteer Recognition (CS and B/C)			1,500				1,500			0
Parks/Town Hall Decorations			1,000				1,000			0
Wreath Installation and Maintenance					2,000		2,000			0
Utilities - Electricity	1,500						1,500			0
<b>TOTAL SEASONAL</b>	<b>1,500</b>	<b>0</b>	<b>4,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
Security Services					700		700			0
Elevator Inspection/Maintenance					300		300			0
Janitorial Services					2,500		2,500			0
Window Washing					300		300			0
Repairs and Maintenance					1,500		1,500			0
Equipment Maintenance Contracts					350		350			0
Exterminating Services					120		120			0
Utilities - Gas/Water/Elec	3,000						3,000			0
<b>TOTAL TOWN HALL</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,770</b>	<b>0</b>	<b>8,770</b>	<b>0</b>	<b>0</b>	<b>0</b>

ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
OHS Subsidy (Mill Museum Payroll)	6,000						6,000			
Equipment Maintenance Contract					0		0			0
Exterminating Services					120		120			0
Repairs and Maintenance					500		500			0
<b>TOTAL MILL HOUSE MUSEUM</b>	<b>6,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>620</b>	<b>0</b>	<b>6,620</b>	<b>0</b>	<b>0</b>	<b>0</b>
Equipment Maintenance Contracts					0		0			0
Exterminating Services					120		120			0
Repairs and Maintenance					500		500			0
<b>TOTAL VISITORS CENTER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>620</b>	<b>0</b>	<b>620</b>	<b>0</b>	<b>0</b>	<b>0</b>
Exterminating Services					120		120			0
Equipment Maintenance Contracts					0		0			0
Utilities - Electricity/Water	600						600			0
Repairs and Maintenance					1,000		1,000			0
<b>TOTAL MAINTENANCE YARD (Commerce)</b>	<b>600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,120</b>	<b>0</b>	<b>1,720</b>	<b>0</b>	<b>0</b>	<b>0</b>
Exterminating Services					120		120			0
Repairs and Maintenance					250		250			0
<b>TOTAL MILL STREET STORAGE FACILITY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>370</b>	<b>0</b>	<b>370</b>	<b>0</b>	<b>0</b>	<b>0</b>
Special Events			0				0			0
Restroom Janitorial Services/Supplies					3,900		3,900			0
Winterization					250		250			0
Maintenance and Repairs					1,000		1,000			0
Utilities - Water, Sewer, Electricity	1,500						1,500			0
Exterminator Services					120		120			0
Equipment Maintenance Contracts					300		300			0
<b>TOTAL RIVER PARK AND FACILITY</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,570</b>	<b>0</b>	<b>7,070</b>	<b>0</b>	<b>0</b>	<b>0</b>
Special Events			1,000				1,000			0
Public Dock					1,000		1,000			0
Winterization					250		250			0
Maintenance and Repairs					1,500		1,500			0
Utilities - Water	50						50			0
<b>TOTAL MAMIE DAVIS PARK</b>	<b>50</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>2,750</b>	<b>0</b>	<b>3,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
Special Events			0				0			0
Maintenance and Repairs					0		0			0
<b>TOTAL TANYARD HILL ROAD PARK</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Maintenance and Repairs					0		0			0
<b>TOTAL FURNACE BRANCH PARK</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

ACTIVITY	ADMINISTRATION	FINANCE	PARKS AND EVENTS	PUBLIC SAFETY	PUBLIC WORKS	GOVERNING BODY	TOTAL	SPRING ARTS & CRAFT SHOW	FALL ARTS & CRAFT SHOW	TOTAL
Street Painting					500		500			0
Brick Sidewalks Maintenance and Repairs					1,000		1,000			0
Asphalt Repairs					750		750			0
Leaf Collection					0		0			0
<b>TOTAL STREETS AND SIDEWALKS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,250</b>	<b>0</b>	<b>2,250</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gas Light Maintenance and Repair					1,000		1,000			0
Gas Light Utilities (Gas)	6,300						6,300			
Town Signage Maintenance/Repairs					500		500			0
Public Gardens					1,000		1,000			0
Street Tree Maintenance/Repairs					2,500		2,500			0
Public Trash Containers					1,500		1,500			0
<b>TOTAL HISTORIC DISTRICT</b>	<b>6,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	<b>0</b>	<b>12,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>	<b>\$262,860</b>	<b>\$43,912</b>	<b>\$23,000</b>	<b>\$93,599</b>	<b>\$159,595</b>	<b>\$72</b>	<b>\$583,038</b>	<b>\$52,091</b>	<b>\$52,091</b>	<b>\$104,182</b>

**PROPOSED FY 2016 CAPITAL IMPROVEMENT FUND  
TEN YEAR CAPITAL IMPROVEMENTS PLAN FY 2016 - 2025**

FY2016-2020		FISCAL YEAR					TOTALS		FUNDING SOURCES			
Dept	PROJECT	FY16	FY17	FY18	FY19	FY20	Project Total	Dept Total	Bond	CIP	Grants, Other	TBD
<b>Public Works</b>												
	Mill Street Revitalization Project	150,000					150,000			150,000		
	Intersection Improvements (See Infrastructure Schedule)		10,000	10,000	10,000	10,000	40,000			50,000		
	Street Maintenance (See Infrastructure Schedule)		8,000	8,000	8,000	8,000	32,000			40,000		
	Sidewalk Maintenance (See Infrastructure Schedule)		5,000	5,000	5,000	5,000	20,000			25,000		
	Building Maintenance (See Building Maintenance Schedule)	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000			25,000		
	Street Tree Maintenance		5,000	5,000	5,000	5,000	20,000			20,000		
	Trash/Recycling Containers Replacement		11,000	11,000	11,000		33,000			30,000	3,000	
	Town Hall Renovations		20,000				20,000			17,000	3,000	
	Annex Property Improvements	10,000					10,000			10,000		
	Street Sweeper Replacement				25,000		25,000			25,000		
	Gas Light Replacement						0					
	Historic District Parking Facility						0					
	Parking/Traffic Study			10,000			10,000	<b>\$410,000</b>		10,000		
<b>Parks</b>												
	Tanyard Hill Parcel - Site Research	5,000					5,000			5,000		
	Tanyard Hill Parcel - Improvements (Trail)						0					
	Furnace Branch Park (Site Research and Planning)		5,000				5,000			5,000		
	Furnace Branch Park (Site Prep/Planning)			10,000			10,000			10,000		
	Furnace Branch Park (Site Build)				15,000		15,000			15,000		
	River Park Project	750,000					750,000			750,000		
	Canoe/Kayak Ramp	36,000					36,000			7,500	28,500	
	Mamie Davis Park Renovations/Upgrades				5,000		5,000			5,000		
	Riverwalk Boardwalk						0	<b>\$826,000</b>				
<b>Public Safety</b>												
	Police Vehicle				45,000		45,000				45,000	
	In-Vehicle Laptop Replacement			2,000			2,000				2,000	
	Body Armor			2,000			2,000				2,000	
	Body/In-Car Camera System		7,000				7,000	<b>\$56,000</b>			7,000	
<b>Information Technology</b>												
	Computer Upgrades/Replacement			10,000		5,000	15,000			15,000		
	Server Room Relocation		5,000				5,000			5,000		
	Financial System		10,000				10,000			10,000		
	Website Redesign			15,000			15,000			15,000		
	A/V Equipment - Town Hall	5,000					5,000	<b>\$50,000</b>		5,000		
<b>Administration</b>												
	Document Management System	20,000					20,000			20,000		
	Town Code Recodification/Legal Review	12,000					12,000			12,000		
	Conference Room - Town Hall	2,000					2,000			8,000		
	Comprehensive Plan Review/Update	5,000					5,000	<b>\$39,000</b>		5,000		
<b>TOTALS</b>		<b>\$1,005,000</b>	<b>\$96,000</b>	<b>\$98,000</b>	<b>\$139,000</b>	<b>\$43,000</b>	<b>\$1,231,000</b>		<b>\$0</b>	<b>\$569,500</b>	<b>\$840,500</b>	<b>\$0</b>

**PROPOSED FY 2016 CAPITAL IMPROVEMENT FUND  
TEN YEAR CAPITAL IMPROVEMENTS PLAN FY 2016 - 2025**

FY2021-2025	FISCAL YEAR					TOTALS		FUNDING SOURCES				
	PROJECT	FY21	FY22	FY23	FY24	FY25	Project Total	Dept Total	Bond	CIP	Grants, Other	TBD
<b>Public Works</b>												
	Intersection Improvements (See Infrastructure Schedule)	10,000	10,000	10,000	10,000	10,000	50,000					
	Street Maintenance (See Infrastructure Schedule)	8,000	8,000	8,000	8,000	8,000	40,000		50,000			
	Sidewalk Maintenance (See Infrastructure Schedule)	5,000	5,000	5,000	5,000	5,000	25,000		40,000			
	Building Maintenance (See Building Maintenance Schedule)	5,000	5,000	5,000	5,000	5,000	25,000		25,000			
	Stormwater Management	5,000	5,000	5,000	5,000	5,000	25,000		25,000			
	Maintenance Vehicle			45,000			45,000		45,000			
	Historic District Underground Power Lines						0					
	Town Hall Renovations	10,000				10,000	20,000	<b>\$230,000</b>		20,000		
<b>Parks</b>												
	Mamie Davis Park Renovations/Upgrades				5,000		5,000		5,000			
	River Park Renovations/Upgrades					5,000	5,000		5,000			
	Tanyard Hill Park Renovations/Upgrades			5,000			5,000		5,000			
	Furnace Branch Park Renovations/Upgrades				5,000		5,000		5,000			
	Riverwalk Boardwalk						0	<b>\$20,000</b>				
<b>Public Safety</b>												
	Police Radios	20,000					20,000			20,000		
	Police Vehicle					45,000	45,000			45,000		
	Body Armor			2,000			2,000	<b>\$67,000</b>		2,000		
<b>Information Technology</b>												
	Computer Upgrades/Replacement		10,000		5,000		15,000		15,000			
	A/V Equipment						0	<b>\$15,000</b>				
<b>Administration</b>												
	Town Code Recodification/Legal Review	10,000					10,000		10,000			
	Comprehensive Plan Review/Update	5,000					5,000	<b>\$15,000</b>	5,000			
	<b>TOTALS</b>	<b>\$78,000</b>	<b>\$43,000</b>	<b>\$85,000</b>	<b>\$48,000</b>	<b>\$93,000</b>	<b>\$347,000</b>		<b>\$0</b>	<b>\$280,000</b>	<b>\$67,000</b>	<b>\$0</b>



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> May 5, 2015
<b>8 B: Request to Approve Kiely Court Final Site Plan</b>	

**Explanation and Summary:**

The Planning Commission approved the Final Site Plan for Kiely Court on April 14, 2015. The Architectural Review Board (ARB) approved the project's architectural plan during their meeting on January 13, 2015, contingent on the provision of samples, which were provided and final approval given during the ARB's February 10, 2015 meeting.

**Engineer's Recommendation:** Recommend approval.

**Town Attorney's Recommendation:** Recommend approval.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to approve the final site plan for Kiely Court."

OR

Other action Council deems appropriate.

**Attachments: (2)** Kiely Court - Staff Report  
Kiely Court Final Site Plan



# TOWN OF OCCOQUAN

CIRCA 1734 INCORPORATED 1874  
314 MILL STREET, PO BOX 195  
OCCOQUAN, VIRGINIA 22125  
(703) 491-1918 FAX (703) 491-4962  
WWW.OCCOQUANVA.GOV

**TOWN COUNCIL**  
PATRICK A. SIVIGNY, VICE MAYOR  
TYLER C. BROWN  
J. MATTHEW DAWSON  
JIM DRAKES  
JOE MCGUIRE

**TOWN MANAGER**  
KIRSTYN BARR JOVANOVIH

**CHIEF OF POLICE &  
TOWN SERGEANT**  
SHELDON E. LEVI

**TOWN CLERK**  
GREG HOLCOMB

**TREASURER**  
ABIGAIL BREEDING, C.P.A.

**MAYOR**  
ELIZABETH A. C. QUIST

## STAFF REPORT TOWN OF OCCOQUAN Kiely Court

Applicant: Christopher & Jillian Kiely

Date: April 8, 2015

### PART I

#### A. EXECUTIVE SUMMARY

The applicant proposes the subdivision and development of 430 Mill Street as two detached single family dwellings, road network, and associated infrastructure. This staff report evaluates the proposed application as it pertains to town ordinances for conformity.

#### B. DESCRIPTION OF PETITION

The applicant requests approval of the Final Site Plan submission for the above referenced property.

#### B. APPLICABLE REGULATIONS

1. Chapter 46 - Site Plans
2. Chapter 54 - Subdivisions
3. Chapter 66 - Zoning

### PART II

#### A. ANALYSIS OF EXISTING CONDITIONS

1. Site Area: +/- 5,917 SF
2. Use: Vacant
3. Zone: B-1
4. Location: The referenced property is located below the Rockledge Mansion at the western end of Mill Street.

5. Buildings/Structures: Stone retaining walls associated with adjoining properties encroach onto the site, as does the historic icebox on Mill Street.
6. Access: Topographical limitations and physical impediments (retaining walls) do not currently permit vehicular access onto the site.
7. Additional Overlay Districts: This site falls within the Old & Historic District.

## **B. ANALYSIS OF PROPOSED FINAL SITE PLAN**

1. Use: Residential (SFD)
2. Buildings/Structures: Two single family homes are proposed, along with an entrance driveway/courtyard and retaining walls.
3. Access: Vehicular access is proposed via Mill Street.

The proposed application would subdivide the existing parcel to allow two single family homes (each measuring approximately 24'x36') with a common driveway. As a result of the development and improvements on surrounding parcels, the site is enclosed on all sides by buildings, retaining walls, and on-street parking. Each will be affected by this development:

The existing stone retaining wall along the western property boundary will be removed, and portions of the stone wall along Mill Street will be removed to permit vehicular & pedestrian access. The resulting driveway apron will result in the removal of two parking spaces on Mill Street.

Satisfaction of the current stormwater management regulations is proposed by purchasing nutrient credits at the Elk Run Facility of the Chesapeake Bay Nutrient Land Trust, in accordance with regulations promulgated by the Department of Environmental Quality. Prior to issuance of occupancy permits, a receipt demonstrating purchase in accordance with the site plan should be provided.

Since this site falls within the Old & Historic District, a Certificate of Appropriateness from the Architectural Review Board has been sought and granted.

**A tri-party maintenance agreement for trench drain, brick sidewalk and retaining walls proposed in the VDOT right of way is required.**

**Any bonds required by this project shall be posted prior to issuance of permits.**

**Any fees associated with the review and approval of the final site plan must be paid.**

**A subdivision plat is under review and shall be presented for separate approval.**

## PART III

### **STAFF CONCLUSIONS**

The proposed Final Site Plan, having been duly reviewed and accepted by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. PWCSA and VDOT have provided no objection to the development, it is therefore Staff's recommendation to grant **approval of the final site plan contingent upon the emboldened items above.**

**PREPARED BY:** Matthew A. Williams, Asst. Town Engineer, April 8, 2015

**APPROVED BY:** Bruce A. Reese, Town Engineer, April 8, 2015

# SITE PLAN

# KIELY COURT

## TOWN OF OCCOQUAN, VIRGINIA

GPIN: 8393-64-2894

**OWNER/APPLICANT:**

CHRISTOPHER AND JILLIAN KIELY  
PSC 559 BOX 5503  
FPO, AP 96377

**SITE INFORMATION:**

ADDRESS: 426 & 430 MILL STREET  
OCCOQUAN, VA 22125

PRELIM SITE PLAN: APPROVED JUNE 3, 2014

**ENGINEER:**

**Freeland Engineering, PC**



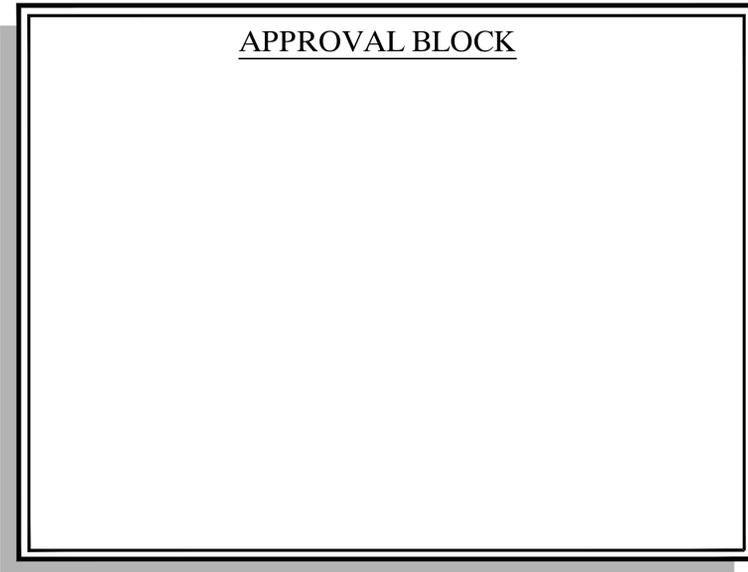
10814 Courthouse Road  
Fredericksburg, Virginia 22408  
Phone: 540.898.3092 Fax: 877.658.7735  
www.FreelandEngineeringPC.com



**VICINITY MAP**  
SCALE: 1"=500'



PLAN DATE: NOVEMBER 20, 2014  
REVISED PLAN DATE: MARCH 17, 2015



APPROVAL BLOCK

SHEET	DESCRIPTION	LATEST REVISION
1	COVER SHEET	3-17-15
2	DEMOLITION AND EROSION & SEDIMENT CONTROL PLAN	2-26-15
3	SITE PLAN	3-17-15
4	GRADING PLAN	3-17-15
5	SWM PLAN: PROFILES & QUANTITY ANALYSIS	2-26-15
6	SWM PLAN: STORMWATER QUALITY COMPLIANCE	3-17-15
7	LANDSCAPE PLAN	2-26-15
8	CONSTRUCTION NOTES AND DETAILS	2-26-15
9	PWCSA WATER & SEWER INFORMATION	3-17-15
10	PWCSA INSPECTOR LOG	2-26-15

**EROSION & SEDIMENT CONTROL NARRATIVE:**

**GENERAL:**  
 EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROVIDED IN ACCORDANCE WITH CURRENT VIRGINIA EROSION AND SEDIMENT CONTROL LAW AND REGULATIONS (VESCLR) AND THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK, 1992 EDITION (VESCH). IN THE EVENT OF A DISCREPANCY BETWEEN THESE PLANS AND STATE REGULATIONS, THE STATE REGULATIONS SHALL CONTROL.

EROSION WILL BE CONTROLLED ON THE SITE BY MINIMIZING THE TIME THAT THE EARTH IS DENUDE AND SUBJECT TO THE EROSION EFFECTS OF RAINFALL AND RUNOFF. CONSTRUCTION SHALL BE SEQUENCED TO MINIMIZE DISTURBANCE WITHIN THE SITE. RUNOFF IS TO BE DIVERTED AROUND THE DISTURBED AREAS AND NO DISTURBED AREA IS TO REMAIN DENUDE FOR MORE THAN 7 DAYS. ALL RUNOFF FROM DISTURBED AREAS SHALL BE DIRECTED TO SEDIMENT FILTERING DEVICES.

**PROJECT DESCRIPTION:**

THE PURPOSE OF THIS PROJECT IS THE CONSTRUCTION OF TWO NEW, SINGLE-FAMILY RESIDENCES ALONG WITH ASSOCIATED IMPROVEMENTS. THE SITEMARK WILL INCLUDE GRADING AND INSTALLATION OF FOUNDATIONS, RETAINING WALLS AND UTILITIES. THE LIMITS OF DISTURBANCE WILL BE APPROXIMATELY 0.14 ACRES.

**EXISTING SITE CONDITIONS:**

THE SITE SLOPES FROM SOUTHWEST TO NORTHEAST AND IS MOSTLY OPEN WITH GRASS AND A FEW TREES. ELEVATIONS VARY FROM 24 TO 44 FEET. RUNOFF FLOWS EAST ALONG MILL STREET TO A STORM INLET THAT DRAINS TO THE OCCOQUAN RIVER.

**ADJACENT AREAS:**

THE SITE IS BORDERED BY MILL STREET TO THE NORTH AND EXISTING MIXED USE BUILDINGS TO THE WEST AND EAST.

**OFF-SITE LAND DISTURBANCE:**

OFF-SITE LAND DISTURBANCE WILL CONSIST OF INSTALLATION OF DRIVEWAY, UTILITY AND SIDEWALK CONNECTIONS WITHIN MILL STREET R.O.W. SHOULD THE NEED ARISE FOR ADDITIONAL DISTURBANCE NOT PROPOSED WITH THIS PLAN, THE CONTRACTOR SHALL SUBMIT A SUPPLEMENTARY EROSION CONTROL PLAN TO THE OWNER FOR REVIEW AND APPROVAL BY THE PLAN APPROVING AUTHORITY, PRIOR TO COMMENCING LAND DISTURBING ACTIVITIES IN AREAS OTHER THAN INDICATED ON THESE PLANS (INCLUDING, BUT NOT LIMITED TO, OFF SITE BORROW OR WASTE AREAS).

**SOILS:**

THE PROJECT LIES IN AN AREA OF OCCOQUAN SANDY LOAN AND URBAN LAND-UDORTMENTS COMPLEX WITH SLOPES OF APPROXIMATELY 15%-20%.

**CRITICAL AREAS:**

MINOR AREAS OF SLOPES GREATER THAN 20% (APPROX 230 SF). IMPACT TO SLOPES WILL BE MINIMAL DUE TO FOUNDATION AND RETAINING WALL CONSTRUCTION. THE OCCOQUAN RIVER LIES APPROXIMATELY 200 FEET TO THE NORTH.

**SEQUENCE OF OPERATIONS:**

THE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHOWN ON THE E&S CONTROL PLANS ARE INTENDED TO PROVIDE A GENERAL PLAN FOR CONTROLLING EROSION AND SILTATION WITHIN THE PROJECT LIMITS. THE E&S CONTROL PLAN IS BASED ON FIELD CONDITIONS AT THE TIME OF PLAN DEVELOPMENT AND THE ASSUMED SEQUENCE OF CONSTRUCTION. THE CONTRACTOR, IN CONJUNCTION WITH THE PROJECT ENGINEER AND/OR ENVIRONMENTAL MONITOR, SHALL ADJUST THE LOCATION, QUANTITY AND TYPE OF EROSION AND SILTATION CONTROL ITEMS REQUIRED BASED ON THE ACTUAL FIELD CONDITIONS ENCOUNTERED AT THE TIME OF CONSTRUCTION AND THE SELECTED SEQUENCE OF CONSTRUCTION.

1. PRECONSTRUCTION MEETING WITH TOWN INSPECTOR (703-670-0985) PRIOR TO CLEARING OPERATIONS.
2. INSTALL CONSTRUCTION ENTRANCE AND SILT FENCE AS SHOWN ON E&S PLAN. WIRE SUPPORTED (SUPER) SILT FENCE SHALL BE INSTALLED ALONG MILL STREET FRONTAGE.
3. DEMO EX. FEATURES AND INVESTIGATE LOCATION OF EX. UTILITIES.
4. COMMENCE CONSTRUCTION OF NEW FOUNDATIONS AND RETAINING WALL ALONG WEST PROPERTY LINE. CONSTRUCT GUARDRAIL.
5. COMMENCE BUILDING CONSTRUCTION
6. INSTALL STORM SEWER AND INLET PROTECTION.
7. INSTALL REMAINING RETAINING WALLS
8. INSTALLATION OF BRICK, CONCRETE AND ASPHALT SURFACES.
9. INSTALLATION OF MULCH AND LANDSCAPING
10. REMOVE SEDIMENT CONTROL DEVICES WITHIN 30 DAYS OF FINAL STABILIZATION OF EXPOSED SOILS (OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED) AND APPROVAL BY THE TOWN INSPECTOR.

**STRUCTURAL PRACTICES:**

1. CONSTRUCTION ENTRANCE - VA ESC STD. 3.02: A STABILIZED STONE PAD WITH A FILTER FABRIC UNDERLINER LOCATED AT POINTS OF VEHICULAR INFRESS AND EGRESS ON A CONSTRUCTION SITE
2. SILT FENCE - VA ESC STD. 3.05: A TEMPORARY SEDIMENT BARRIER CONSISTING OF A SYNTHETIC FILTER FABRIC STRETCHED ACROSS AND ATTACHED TO SUPPORTING POSTS AND ENTRENCHED.
3. SILT FENCE DROP INLET PROTECTION - VA ESC STD. 3.07-1: A SEDIMENT FILTER AROUND A STORM DRAIN DROP INLET TO PREVENT SEDIMENT FROM ENTERING THE STORM DRAIN SYSTEM PRIOR TO STABILIZATION OF DISTURBED AREAS.
4. ALL EROSION & SEDIMENT CONTROL MEASURES SHALL CONFORM TO THE 1992 3rd EDITION OF THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK. FOR DETAILS NOT SHOWN, REFERENCE IS MADE TO THOSE STANDARDS.

**EROSION AND SEDIMENT CONTROL MEASURES:**

EROSION WILL BE CONTROLLED ON THE SITE BY MINIMIZING THE TIME THAT THE EARTH IS DENUDE AND SUBJECT TO THE EROSION EFFECTS OF RAINFALL AND RUNOFF. CONSTRUCTION SHALL BE SEQUENCED TO MINIMIZE DISTURBANCE WITHIN THE SITE. TO THE EXTENT PRACTICAL, RUNOFF IS TO BE DIVERTED AROUND THE DISTURBED AREAS AND NO DISTURBED AREA IS TO REMAIN DENUDE FOR MORE THAN 7 DAYS. ALL RUNOFF FROM DISTURBED AREAS SHALL BE DIRECTED TO SEDIMENT FILTERING DEVICES.

WITHIN THE LIMITS OF CONSTRUCTION, SEDIMENT SHALL BE CONTROLLED BY SILT FENCE AND SILT FENCE INLET PROTECTION.

**STOCKPILES:**

NO STOCKPILES WILL BE MAINTAINED ON SITE.

**PERMANENT STABILIZATION:**

ALL AREAS DISTURBED BY CONSTRUCTION WILL BE STABILIZED WITH MULCH, STONE AND LANDSCAPING.

**STORMWATER RUNOFF CONSIDERATIONS:**

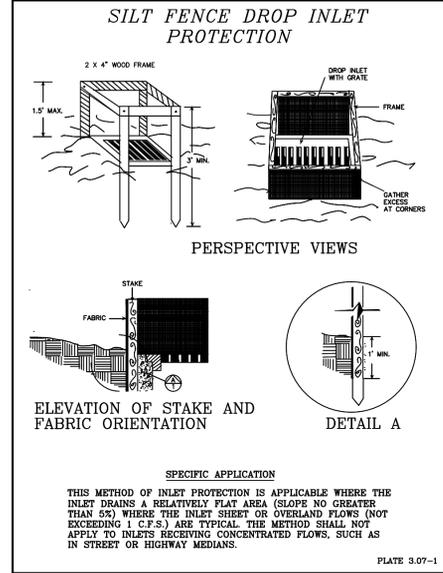
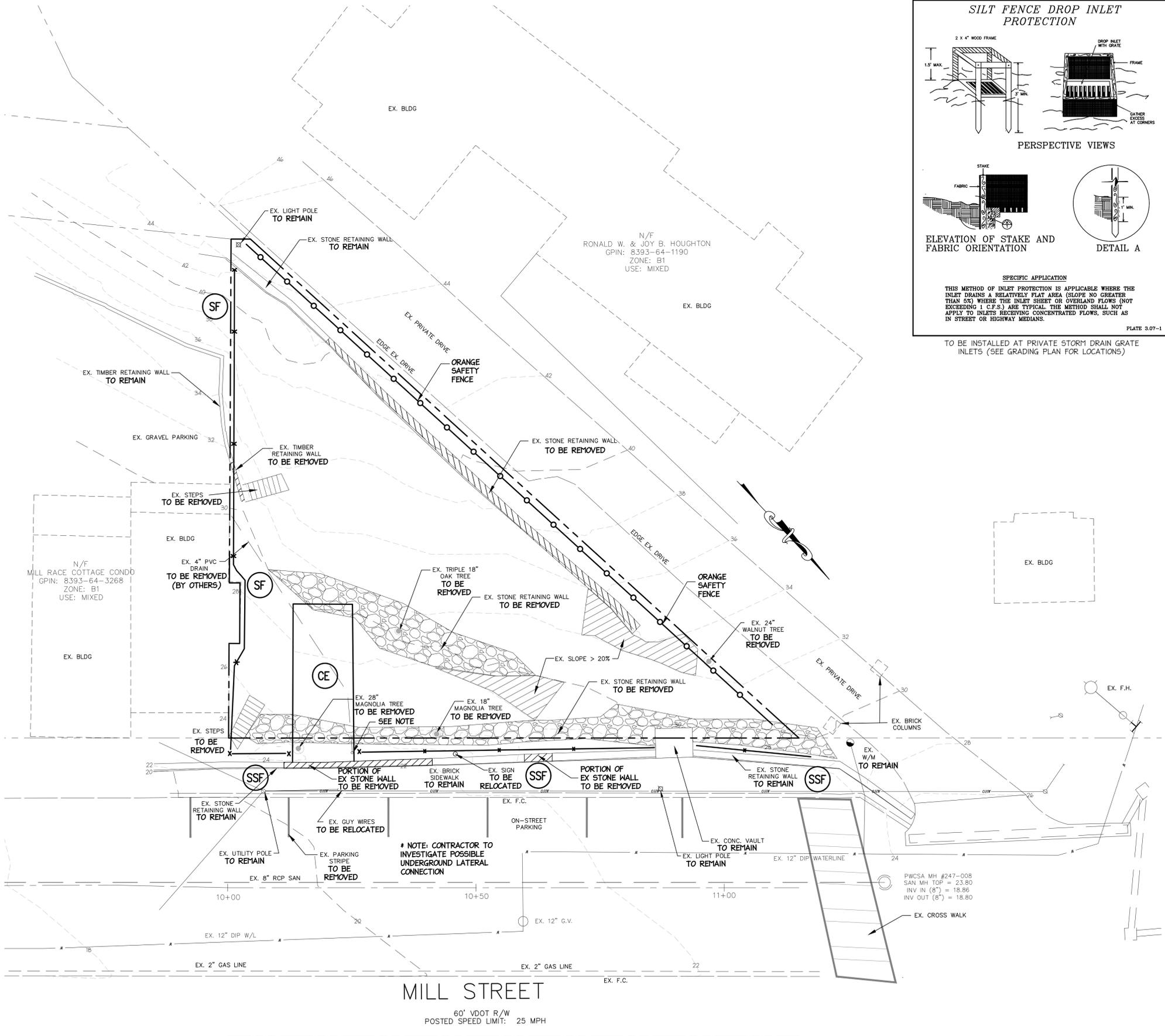
DUE TO THE PROXIMITY TO THE OCCOQUAN RIVER, STORMWATER QUANTITY CONTROL IS NOT REQUIRED. STORMWATER QUALITY CONTROL WILL BE PROVIDED THROUGH THE PURCHASE OF NUTRIENT CREDITS (SEE SHEET 6). BMP CALCULATIONS ARE SHOWN ON SHEET 6.

**MAINTENANCE:**

ALL MEASURES ARE TO BE INSPECTED DAILY, AND AFTER EACH RAINFALL, BY THE SITE SUPERINTENDENT. ANY DAMAGED MEASURES SHALL BE REPAIRED BY THE CLOSE OF THE DAY. ADDITIONAL MAINTENANCE/CLEANOUT SHALL BE AS FOLLOWS:  
 SILT FENCE - SEDIMENT SHALL BE REMOVED ONCE DEPTH REACHES HALF OF THE HEIGHT OF BARRIER

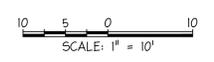
**VEGETATIVE PRACTICES**

TEMPORARY SEEDING (TS) - VA ESC STD 3.31  
 WHERE EXPOSED SOIL SURFACES WILL NOT BE FINISH GRADED FOR A PERIOD LONGER THAN 30 DAYS (SEE MS-1 AND MS-2). A PERMANENT VEGETATIVE COVER SHALL BE APPLIED TO AREAS THAT WILL BE LEFT DORMANT FOR A PERIOD OF MORE THAN ONE YEAR. AREAS WHICH FAIL TO ESTABLISH VEGETATIVE COVER ADEQUATE TO PREVENT RILL EROSION WILL BE RESEDED AS SOON AS SUCH AREAS ARE IDENTIFIED.



1. PRECONSTRUCTION MEETING WITH TOWN INSPECTOR (703-670-0985) PRIOR TO CLEARING OPERATIONS.
2. INSTALL CONSTRUCTION ENTRANCE AND SILT FENCE AS SHOWN ON E&S PLAN. WIRE SUPPORTED (SUPER) SILT FENCE SHALL BE INSTALLED ALONG MILL STREET FRONTAGE.
3. DEMO EX. FEATURES AND INVESTIGATE LOCATION OF EX. UTILITIES.
4. COMMENCE CONSTRUCTION OF NEW FOUNDATIONS AND RETAINING WALL ALONG WEST PROPERTY LINE. CONSTRUCT GUARDRAIL.
5. COMMENCE BUILDING CONSTRUCTION
6. INSTALL STORM SEWER AND INLET PROTECTION.
7. INSTALL REMAINING RETAINING WALLS
8. INSTALLATION OF BRICK, CONCRETE AND ASPHALT SURFACES.
9. INSTALLATION OF MULCH AND LANDSCAPING
10. REMOVE SEDIMENT CONTROL DEVICES WITHIN 30 DAYS OF FINAL STABILIZATION OF EXPOSED SOILS (OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED) AND APPROVAL BY THE TOWN INSPECTOR.

REVISION	ADDRESS COMMENTS
DATE	2-26-15
Freeland Engineering, PC rfreeland@freelandengineeringpc.com 10814 Courthouse Road Fredericksburg, Virginia 22408 Phone: 540.898.3092 Fax: 877.658.7735 www.FreelandEngineeringPC.com	
DEMOLITION AND EROSION CONTROL PLAN KIELY COURT 426 & 430 MILL STREET TOWN OF OCCOQUAN, VIRGINIA	
County Plan Number:	
Drawn By: SLP Designed By: TMP Checked By: RPF	
Date: 11/20/2014 Scale: AS NOTED	
Sheet: 2 of 10 PROJECT #: 2438	



N/F  
 OBC LLC  
 GPIN: 8393-65-4100  
 ZONE: B1  
 USE: COMMERCIAL

**SITE DATA**

OWNER/APPLICANT: CHRISTOPHER AND JILLIAN KIELY  
 ADDRESS: PSC 559 BOX 5503  
 FPO, AP 96377

PLAN PREPARER: FREELAND ENGINEERING, PC  
 ADDRESS: 10814 COURTHOUSE ROAD  
 FREDERICKSBURG, VA 22408  
 PHONE: 540-898-3092

SITE ADDRESS: 426 & 430 MILL STREET, OCCOQUAN, VA

G.P.I.N.: 8393-64-2894  
 PARCEL AREA: 0.136 AC = 5,917 SF  
 INSTRUMENT NO.: 20130628066599  
 ZONING DISTRICT: B1  
 SETBACKS: FRONT: 5' SIDE: 0' REAR: 0'  
 BUILDING HEIGHT: 35' MAX. (SEE CALCULATIONS ON SHEET 8)  
 OVERLAY DISTRICT: CHESAPEAKE BAY PRESERVATION AREA  
 CURRENT USE: VACANT  
 PROPOSED USE: SINGLE-FAMILY RESIDENTIAL

HOUSE #1: GROUND FLOOR AREA = 939 S.F.  
 BEDROOMS: 2  
 HOUSE #2: GROUND FLOOR AREA = 931 S.F.  
 BEDROOMS: 3

PARKING REQUIRED: 2 SPACES (FIRST BR), PLUS 1 SPACE PER ADD'L BR  
 3-BEDROOM DWELLING (HOUSE #2) = 2 + 1 + 1 = 4 PARKING SPACES  
 (2 PROVIDED IN GARAGE)  
 2-BEDROOM DWELLING (HOUSE #1) = 2 + 1 = 3 PARKING SPACES  
 (3 PROVIDED IN GARAGE)

PARKING PROVIDED: 3 SPACES PER 2 BR UNIT AND 4 SPACES PER 3 BR UNIT

FLOODPLAIN ON SITE: N FIRM #: 5153C 0217D ZONE: 'X'  
 WETLANDS ON SITE: N SOURCE: NMI PERMIT REQUIRED: N  
 RPA ON SITE: N

LOT COVERAGE RATIO: STRUCTURE AREA = 1,870 = 31.6%  
 LOT AREA 5,917

IMPERVIOUS SURFACES: STRUCTURES = 1,870 SF  
 DRIVEWAY, 5/4, ETC. = 1,396 SF  
 TOTAL IMP. AREA = 3,266 SF

IMPERVIOUS SURFACE RATIO: IMPERVIOUS AREA = 3,266 = 55.2%  
 SITE AREA 5,917

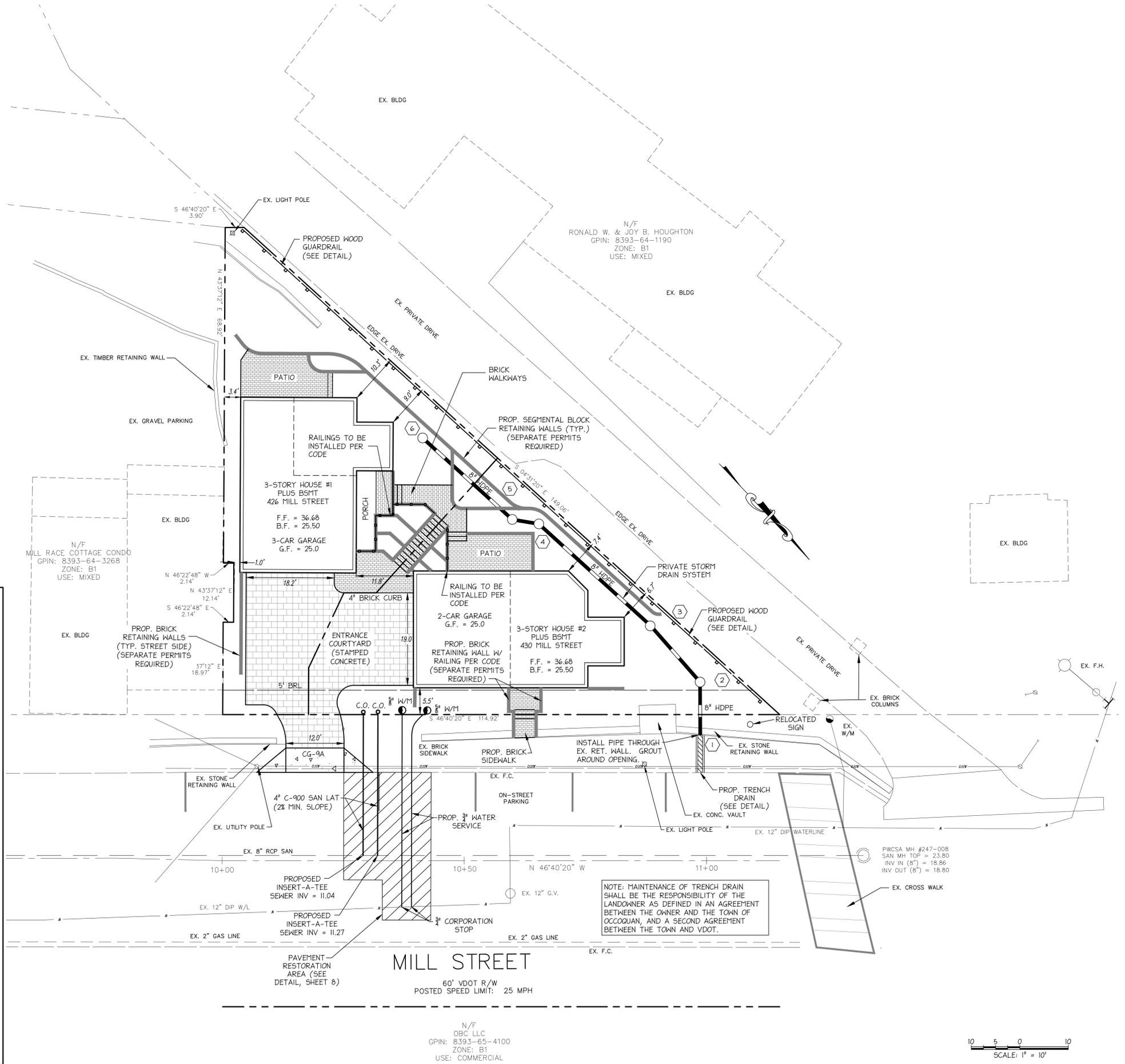
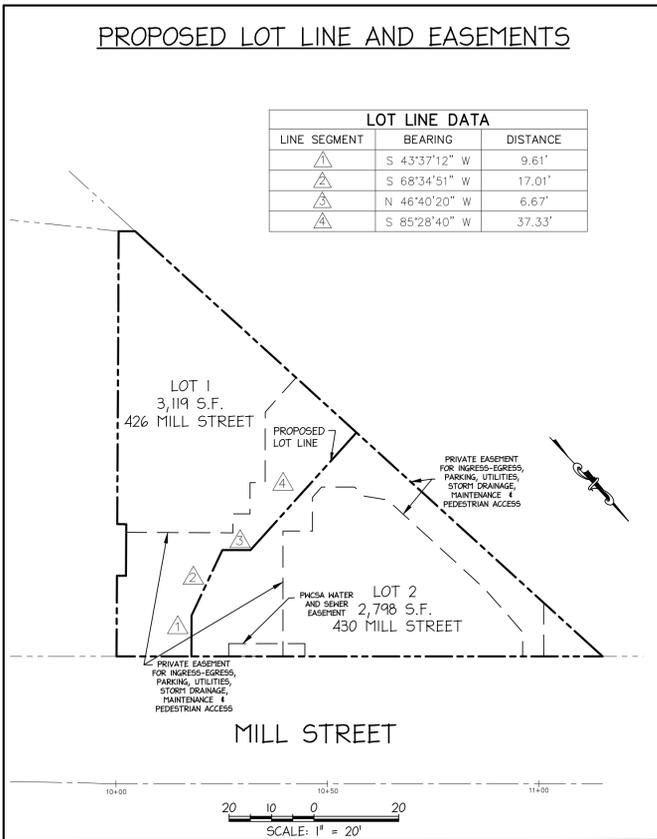
DISTURBED AREA: 0.14 AC = 5,917 SF

**GENERAL NOTES**

- NO TITLE REPORT FURNISHED
- EASEMENTS NOT SHOWN MAY EXIST
- CONTRACTOR SHALL CONTACT MISS UTILITY AND LOCAL UTILITIES PRIOR TO START OF CONSTRUCTION
- BOUNDARY DERIVED FROM PLAT BY KEPHART AND COMPANY WHICH IS RECORDED AT DEED BOOK 2682, PAGE 342 OF THE PRINCE WILLIAM COUNTY LAND RECORDS.
- TOPOGRAPHIC DATA BASED ON FIELD SURVEY PERFORMED BY THIS FIRM. DATUM APPROXIMATED FROM FIELD LOCATED SANITARY SEWER MANHOLES. CONTOUR INTERVAL IS TWO FEET.
- CONTRACTOR SHALL ENSURE THAT ALL NECESSARY FEDERAL, STATE AND LOCAL PERMITS HAVE BEEN OBTAINED PRIOR TO START OF CONSTRUCTION.

**PROPOSED LOT LINE AND EASEMENTS**

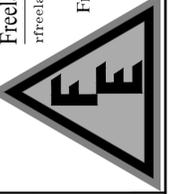
LOT LINE DATA		
LINE SEGMENT	BEARING	DISTANCE
▲	S 43°37'12" W	9.61'
▲	S 68°34'51" W	17.01'
▲	N 46°40'20" W	6.67'
▲	S 85°28'40" W	37.33'



NOTE: MAINTENANCE OF TRENCH DRAIN SHALL BE THE RESPONSIBILITY OF THE LANDOWNER AS DEFINED IN AN AGREEMENT BETWEEN THE OWNER AND THE TOWN OF OCCOQUAN, AND A SECOND AGREEMENT BETWEEN THE TOWN AND VDOT.

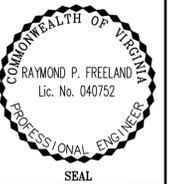
REVISION	DATE	ADDRESS COMMENTS
1	2-24-15	ADDRESS COMMENTS
2	3-17-15	ADDRESS COMMENTS
3	4-14-15	ADDRESS COMMENTS

**Freeland Engineering, PC**  
 rfreeland@freelandengineeringpc.com  
 10814 Courthouse Road  
 Fredericksburg, Virginia 22408  
 Phone: 540.898.3092  
 Fax: 877.658.7735  
 www.FreelandEngineeringPC.com

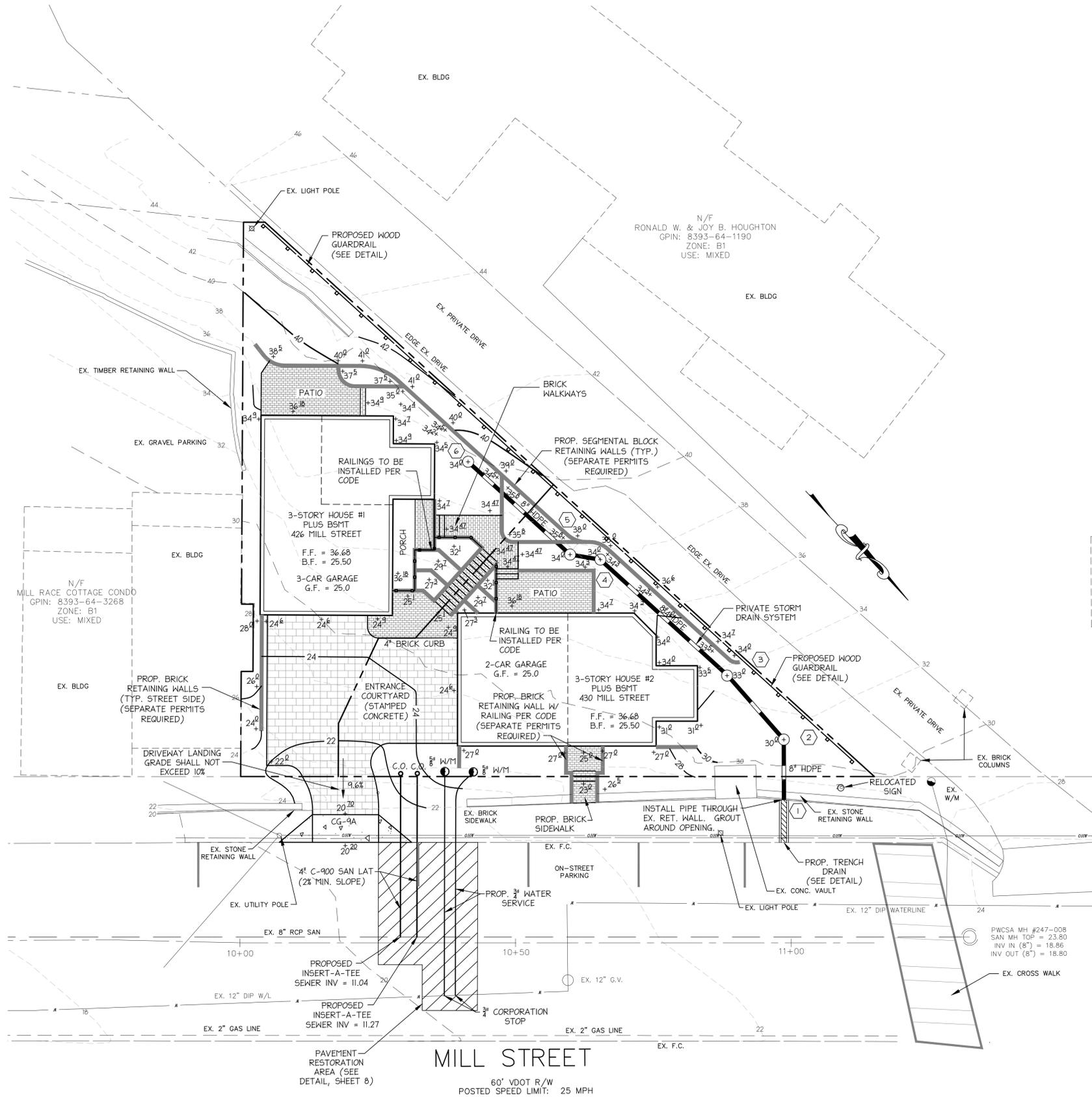
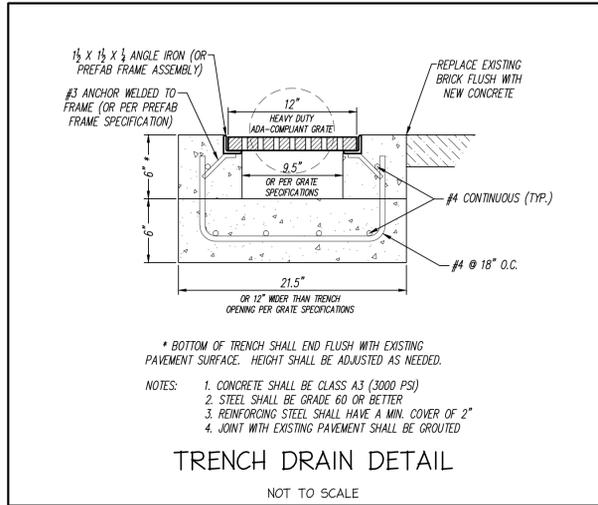


**SITE PLAN**

**KIELY COURT**  
**426 & 430 MILL STREET**  
 TOWN OF OCCOQUAN, VIRGINIA



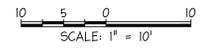
County Plan Number:  
 Drawn By: SLP  
 Designed By: TMP  
 Checked By: RPF  
 Date: 11/20/2014  
 Scale: AS NOTED  
 Sheet: 3 of 10  
 PROJECT #: 2438



**MILL STREET**

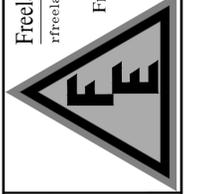
60' VDOT R/W  
POSTED SPEED LIMIT: 25 MPH

N/F  
OBC LLC  
GPIN: 8393-65-4100  
ZONE: B1  
USE: COMMERCIAL



DATE	REVISION
2-26-15	ADDRESS COMMENTS
3-17-15	ADDRESS COMMENTS

**Freeland Engineering, PC**  
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**GRADING PLAN**  
**KIELY COURT**  
**426 & 430 MILL STREET**  
TOWN OF OCCOQUAN, VIRGINIA



County Plan Number:

Drawn By:	SLP
Designed By:	TMP
Checked By:	RPF
Date:	11/20/2014
Scale:	AS NOTED
Sheet:	4 of 10
PROJECT #:	2438

**STORMWATER NARRATIVE**

**PROJECT DETAILS**

OWNER: CHRIS AND JILLIAN KIELY  
 SITE ADDRESS: 426 & 430 MILL STREET OCCOQUAN, VA  
 GPIN: 8393-64-2894

**DESCRIPTION OF PROJECT**

THIS PROJECT INVOLVES THE CONSTRUCTION OF TWO RESIDENCES WITH ASSOCIATED UTILITIES, PARKING AND INFRASTRUCTURE ON A 0.136 ACRE PARCEL LOCATED ON THE SOUTH SIDE OF MILL STREET IN THE TOWN OF OCCOQUAN.

**BACKGROUND DATA**

THE EXISTING CONDITION OF THE SITE IS PRIMARILY GRASSLAND WITH SOME SHRUBS AND A FEW MATURE TREES. THE PROPERTY SLOPES FROM EAST TO WEST (TOWARD MILL STREET). AS WITH ALL PROPERTIES ALONG MILL STREET, RUNOFF DRAINS TO THE STREET WHERE IT IS COLLECTED IN STORM DRAIN INLETS AND PIPED TO THE OCCOQUAN RIVER.

THE SITE SOILS ARE OCCOQUAN SANDY LOAM (H5G B) AND URBAN LAND-UDORTHERTS (H5G D).

AFTER DEVELOPMENT, ALL PERVIOUS SURFACES ARE PLANNED TO BE STABILIZED WITH MULCH AND LANDSCAPING.

**STORMWATER QUANTITY**

THE DRAINAGE BASIN OF THE OCCOQUAN RIVER AT THIS POINT HAS SUBSTANTIALLY MORE THAN 100 TIMES THE AREA OF THE SUBJECT PARCEL (100 X 0.136 = 13.6 ACRES), THEREFORE, DETENTION OF STORMWATER RUNOFF IS NEITHER REQUIRED NOR DESIRABLE.

RUNOFF LEAVING THE SITE FLOWS ALONG THE NORTH SIDE OF MILL STREET APPROXIMATELY 200 FEET TO A 44' LONG TRENCH DRAIN WHERE IT IS COLLECTED AND PIPED TO THE RIVER. AN ANALYSIS OF THE CHANGE IN CURB SPREAD IS INCLUDED ON THE PLAN. THE SPREAD ONLY INCREASES BY ONE INCH AND THE FLOW REMAINS WITHIN THE WIDTH OF THE PARKING SPACES - THERE IS NO IMPACT ON THE TRAVELWAY.

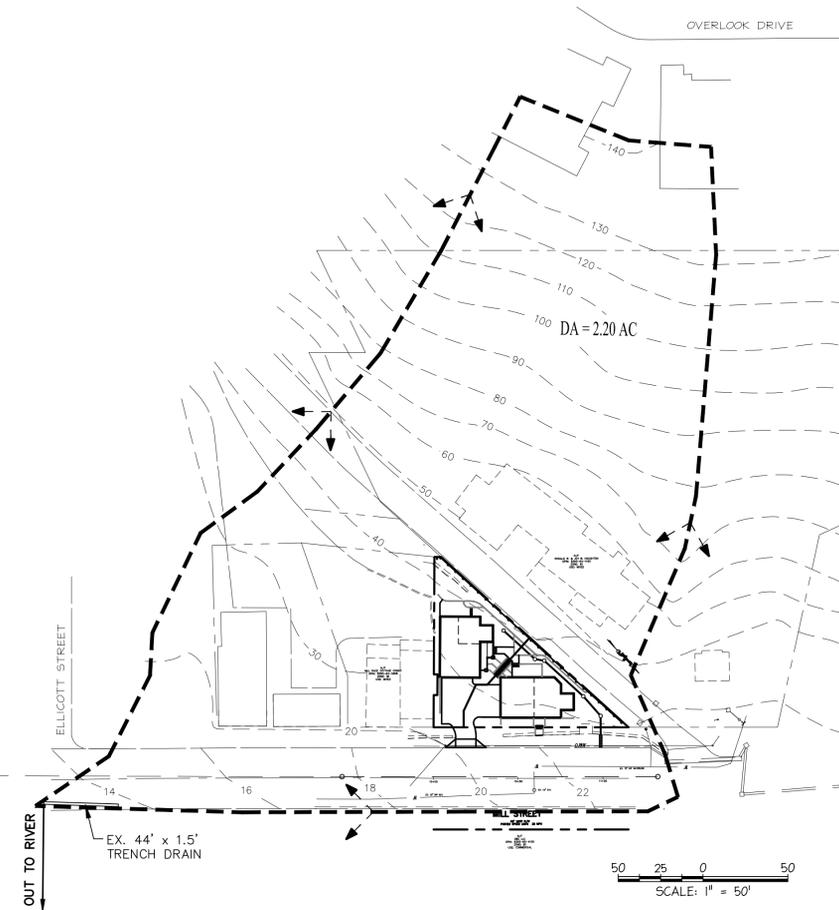
DRAINAGE AREA MAPS AND CALCULATIONS ARE LOCATED ON SHEET 5 OF THE SITE PLAN.

**STORMWATER QUALITY**

STORMWATER QUALITY IS ANALYZED ON SHEET 6. MAPPING OF SOILS AND LAND COVER ARE PROVIDED, AS WELL AS THE VRRM SPREADSHEETS.

THE CALCULATIONS RESULT IN A REQUIRED REMOVAL OF 0.14 POUNDS OF PHOSPHOROUS PER YEAR.

THIS REQUIREMENT WILL BE MET THROUGH THE PURCHASE OF NUTRIENT CREDITS. A CREDIT COMMITMENT LETTER IS INCLUDED ON SHEET 6.



**OUTFALL ANALYSIS**

DRAINAGE AREA TO EX DRAIN: 2.20 AC

EX. IMPERVIOUS AREA: 38,194 SF = 0.88 AC.

PROP. IMPERVIOUS AREA: 41,459 SF = 0.95 AC.

"C" FACTOR: PRE-DEV: 0.54 POST-DEV: 0.56

Tc: 10 MIN.

i<sub>2</sub>: 4.60

i<sub>10</sub>: 5.92

PRE-DEV RUNOFF: 2-YEAR Q=CIA Q=0.54x4.60x2.20 Q=5.46 CFS  
 10-YEAR Q=CIA Q=0.54x5.92x2.20 Q=7.03 CFS

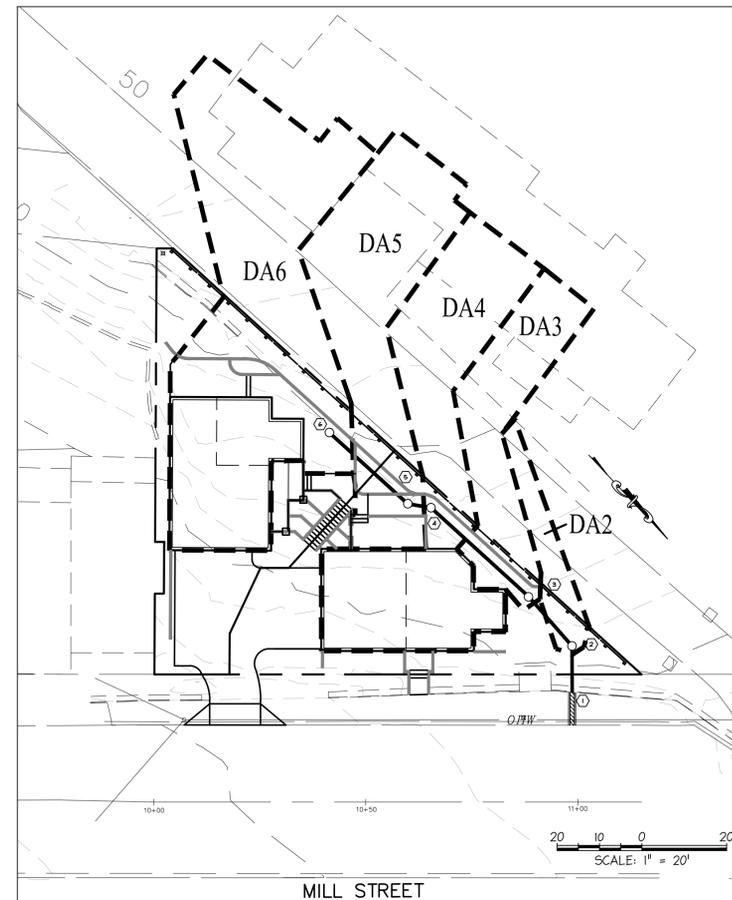
POST-DEV RUNOFF: Q=CIA Q=0.56x4.60x2.20 Q=5.67 CFS  
 Q=CIA Q=0.56x5.92x2.20 Q=7.29 CFS

INCREASE: 0.21 CFS 0.26 CFS

ALL PROPERTIES ON SOUTH SIDE OF MILL STREET RELEASE STORM RUNOFF DIRECTLY TO THE STREET. RUNOFF FLOWS TO THE NORTH SIDE OF MILL STREET, THEN ALONG CURB TO EX. 44' LONG GRATE INLET AT ELLICOTT STREET (APPROXIMATELY 200' FROM THE SITE). THE SPREAD ASSOCIATED WITH THE RUNOFF ALONG THE CURB INCREASES BY ONLY 0.01' AND REMAINS WITHIN THE PARKING LANE. THE SPREAD DUE TO THE MINOR INCREASE IN RUNOFF DOES NOT IMPACT THE TRAVELWAY OF MILL STREET.

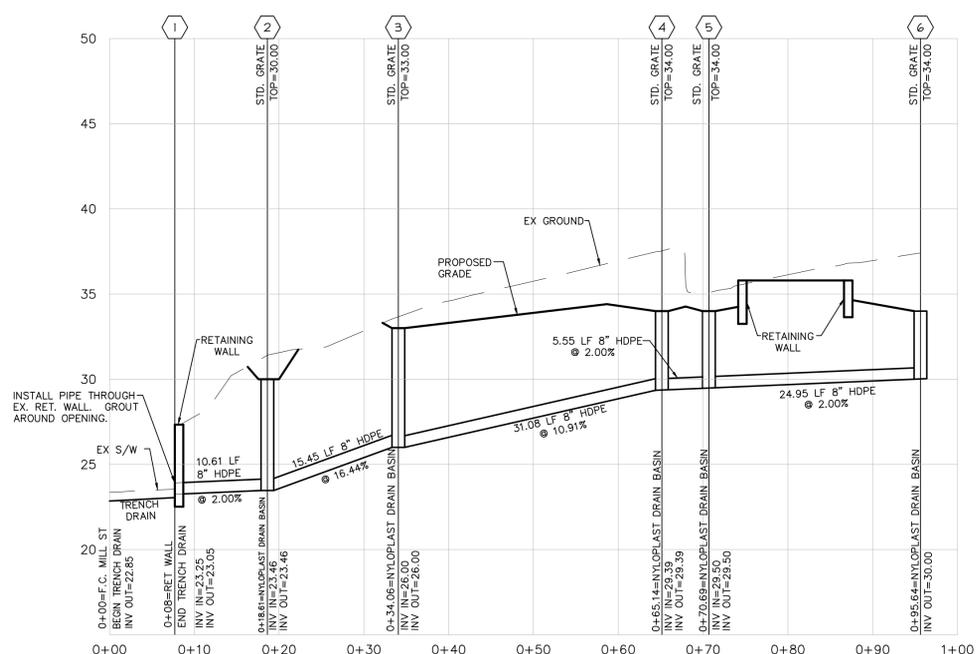
**SPREAD CALCULATIONS**

Drain Area (Ac.)	C	CA	CA I	Q in/hr	Q INCR cfs	Q Carry-Over cfs	QT Gutter Flow cfs	S Gutter Slope	Sx Cross Slope	T (Spread)
2.20	0.54	1.19		4.6	5.46		5.46	0.0300	0.0420	6.91
2.20	0.56	1.23		4.6	5.67		5.67	0.0300	0.0420	7.00



**STORM SEWER CALCULATIONS**

FROM POINT	TO POINT	DRAIN AREA "A" ACRES	RUNOFF COEFF. C	CA INCREMENT	INLET TIME MINUTES	RAIN FALL IN./HR.	RUNOFF Q cfs INCREMENT	ACCUMULATED	INVERT ELEVATIONS UPPER END LOWER END	LENGTH FT.	SLOPE FT/FT	DIA. IN.	CAPACITY C.F.S.	VELOCITY F.P.S.	FLOW TIME SEC.
6	5	0.08	0.74	0.08	5	7.27	0.43	0.43	30.00 29.50	25	0.0200	8.00	1.71	4.09	6.10
5	4	0.05	0.80	0.03	5	7.27	0.20	0.63	29.50 28.59	6	0.0200	8.00	1.71	4.53	1.22
4	3	0.05	0.80	0.04	5	7.27	0.28	0.91	28.59 28.00	31	0.0191	8.00	3.99	9.28	3.35
3	2	0.03	0.88	0.02	5	7.27	0.12	1.03	28.00 23.46	15	0.1844	8.00	4.90	11.15	1.39
2	1	0.01	0.80	0.01	5	7.27	0.06	1.09	23.46 23.25	11	0.0200	15.00	9.13	5.02	2.11



**STORM DRAIN PROFILE (PRIVATE)**

SCALE: 1"=10' HORIZONTAL  
 1"=5' VERTICAL

REVISION  
 ADDRESS COMMENTS  
 ADDRESS COMMENTS

DATE  
 2-26-15  
 3-17-15

Freeland Engineering, PC  
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 10814 Courthouse Road  
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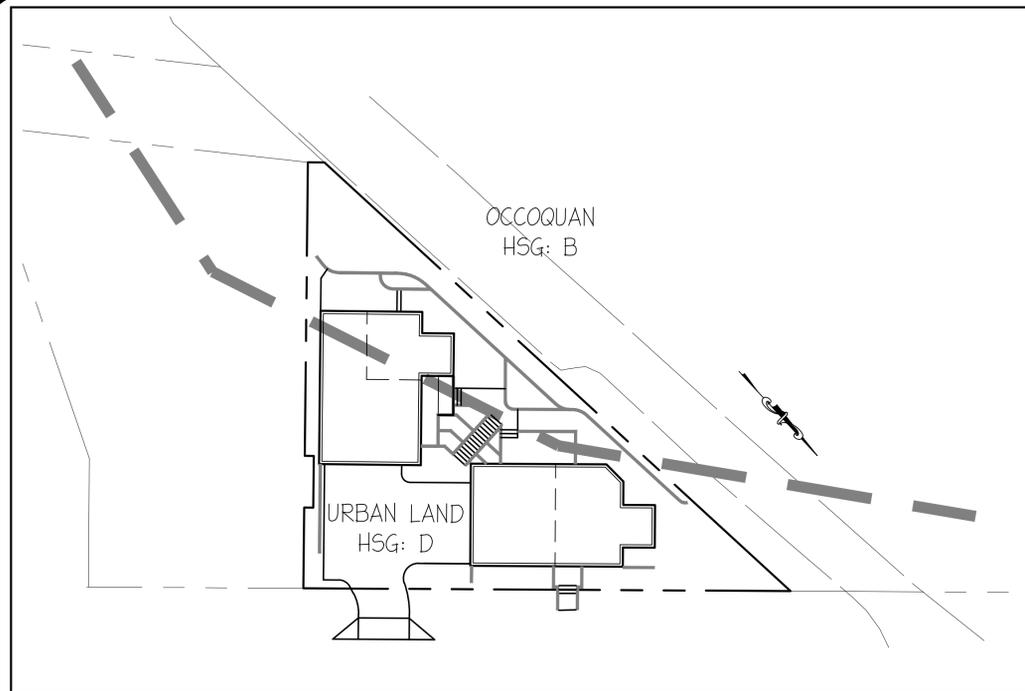
**SWM PLAN - PROFILES & QUANTITY ANALYSIS**

**KIELY COURT**  
**426 & 430 MILL STREET**

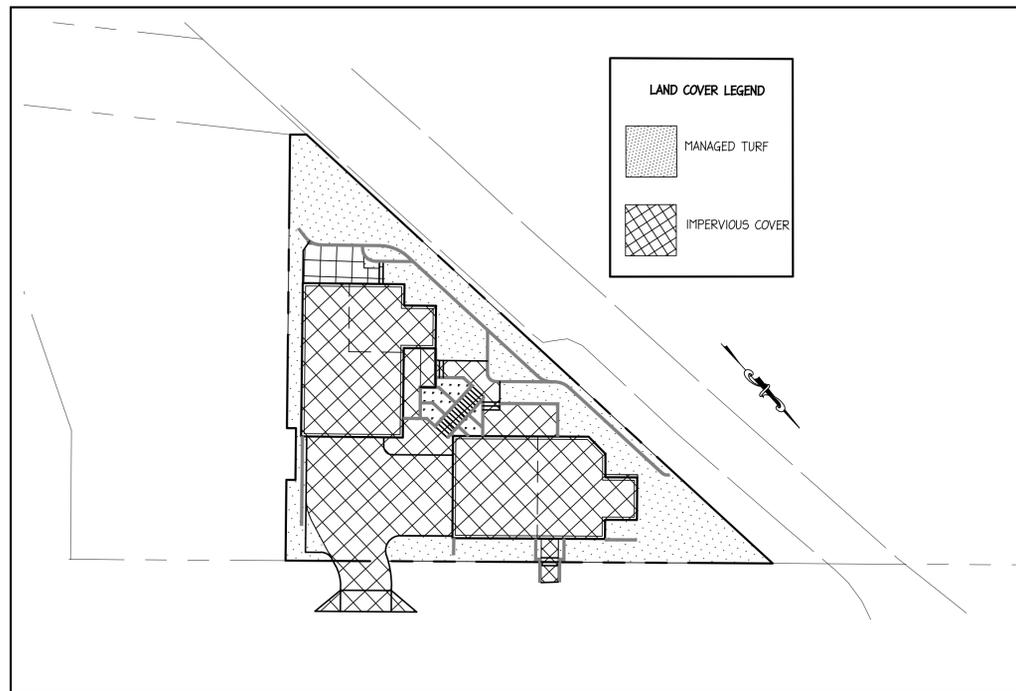
TOWN OF OCCOQUAN, VIRGINIA



County Plan Number:  
 Drawn By: SLP  
 Designed By: TMP  
 Checked By: RPF  
 Date: 11/20/2014  
 Scale: AS NOTED  
 Sheet: 5 of 10  
 PROJECT #: 2438



SOILS MAP  
SCALE: 1" = 20'

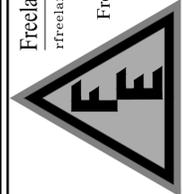


LANDCOVER PLAN  
SCALE: 1" = 20'

DEQ INFORMATION

- LAND DISTURBANCE = 0.14 AC
- BASED ON THE SOILS AND LAND COVER INFORMATION SHOWN HEREIN, AND THE RESULTS OF THE DEQ VRRM-SPREADSHEET, THE IMPLEMENTATION OF WATER QUALITY BMP'S IS REQUIRED FOR THIS PROJECT. THE FOLLOWING SHALL BE UTILIZED TO MEET THE POLLUTANT REMOVAL REQUIREMENTS:
  - PURCHASE OF NUTRIENT CREDITS
- THE DESIGN OF THIS SITE CONFORMS TO THE CHANNEL ADEQUACY AND FLOOD PROTECTION REQUIREMENTS OF DEQ. SEE SHEET 5.
- A SWPPP HAS BEEN SUBMITTED TO THE VSMP AUTHORITY

REVISION	DATE	ADDRESS COMMENTS
1	2-26-15	
2	3-17-15	



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rfreeland@freelandengineeringpc.com  
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VRRM COMPLIANCE SPREADSHEET

Virginia Runoff Reduction Method New Development Worksheet - v2.8 - June 2014  
To be used w/ DRAFT 2013 BMP Standards and Specifications

Site Data  
Project Name: KIELY COURT  
Date: 03/17/15

Constants		
Annual Rainfall (inches)	43	
Target Rainfall Event (inches)	1.00	
Phosphorus EMC (mg/L)	0.26	Nitrogen EMC (mg/L) 1.86
Target Phosphorus Target Load (lb/acre/yr)	0.41	
Pj	0.90	

Land Cover (acres)	A soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) - undisturbed, protected forest/open space or reforested land	0.00	0.00	0.00	0.00	0.00
Managed Turf (acres) - disturbed, graded for yards or other turf to be mowed/managed	0.00	0.03	0.00	0.03	0.06
Impervious Cover (acres)	0.00	0.02	0.00	0.06	0.08
				Total	0.14

Rv Coefficients	A soils	B Soils	C Soils	D Soils
Forest/Open Space	0.02	0.03	0.04	0.05
Managed Turf	0.15	0.20	0.22	0.25
Impervious Cover	0.95	0.95	0.95	0.95

Land Cover Summary	
Forest/Open Space Cover (acres)	0.00
Weighted Rv(forest)	0.00
% Forest	0%
Managed Turf Cover (acres)	0.06
Weighted Rv(turf)	0.23
% Managed Turf	45%
Impervious Cover (acres)	0.08
Rv(imperious)	0.95
% Imperious	55%
Total Site Area (acres)	0.14
Site Rv	0.63
Post-Development Treatment Volume (acre-ft)	0.01
Post-Development Treatment Volume (cubic feet)	309
Post-Development Load (TP) (lb/yr)	0.19
Post-Development Load (TN) (lb/yr)	1.39
Total Load (TP) Reduction Required (lb/yr)	0.14

TP REDUCTION REQ'D = 0.14 LB/YR

NUTRIENT CREDIT AVAILABILITY LETTER



"Tomorrow's Natural Resources Today"

Chesapeake Bay Nutrient Land Trust, LLC.

January 23, 2015

Todd Philipp, PE  
Freeland Engineering, PC  
10814 Courthouse Road  
Fredericksburg, VA 22408

RE: CBNLT/Elk Run - Nutrient Credit Availability  
Chesapeake Bay Nutrient Land Trust, LLC

Project Reference: 430 Mill Street

Attention: Mr. Philipp

This letter is to confirm the availability of authorized Nutrient Credits at our Elk Run facility, which is registered with the Virginia Department of Environmental Quality (DEQ) under Certification # Potomac-003. These Nutrient Credits are generated and managed under the terms of the Banking Instrument known as the Elk Run Nutrient Reduction Implementation Plan (NRIP). The NRIP was authorized by the DEQ and the Virginia Department of Conservation and Recreation (DCR) on May 3, 2013.

The Elk Run project has been authorized to provide Nutrient Credits for use in the Potomac River watershed. These Credits are transferable to those entities regulated under DEQ's Stormwater Management Program in accordance with VA Code § 62.1-44.15-35. Currently our Elk Run facility has 45.60 pounds of Phosphorus Credits available for transfer.

If we can provide further assistance please feel free to contact our office.

Sincerely,

Chesapeake Bay Nutrient Land Trust, LLC

By Its Manager  
EarthSource Solutions, Inc.

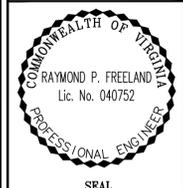
Casey J. Jensen

Casey J. Jensen  
Sr. Project Manager / GIS Analyst

SWM PLAN - STORMWATER QUALITY COMPLIANCE

KIELY COURT  
426 & 430 MILL STREET

TOWN OF OCCOQUAN, VIRGINIA



County Plan Number:

Drawn By: SLP

Designed By: TMP

Checked By: RPF

Date: 11/20/14

Scale: AS NOTED

Sheet: 6 of 10

PROJECT #: 2438

# LANDSCAPE LEGEND



ACER GINNALA (AMUR MAPLE)  
HEIGHT: 6'-8' QUANTITY: 1



PRUNUS x INCAM 'OKAME' (OKAME CHERRY)  
HEIGHT: 5'-6' QUANTITY: 2



ORNAMENTAL GRASS OR MEDIUM SHRUB  
AT OWNER'S DISCRETION



SMALL SHRUB OR FLOWER  
AT OWNER'S DISCRETION



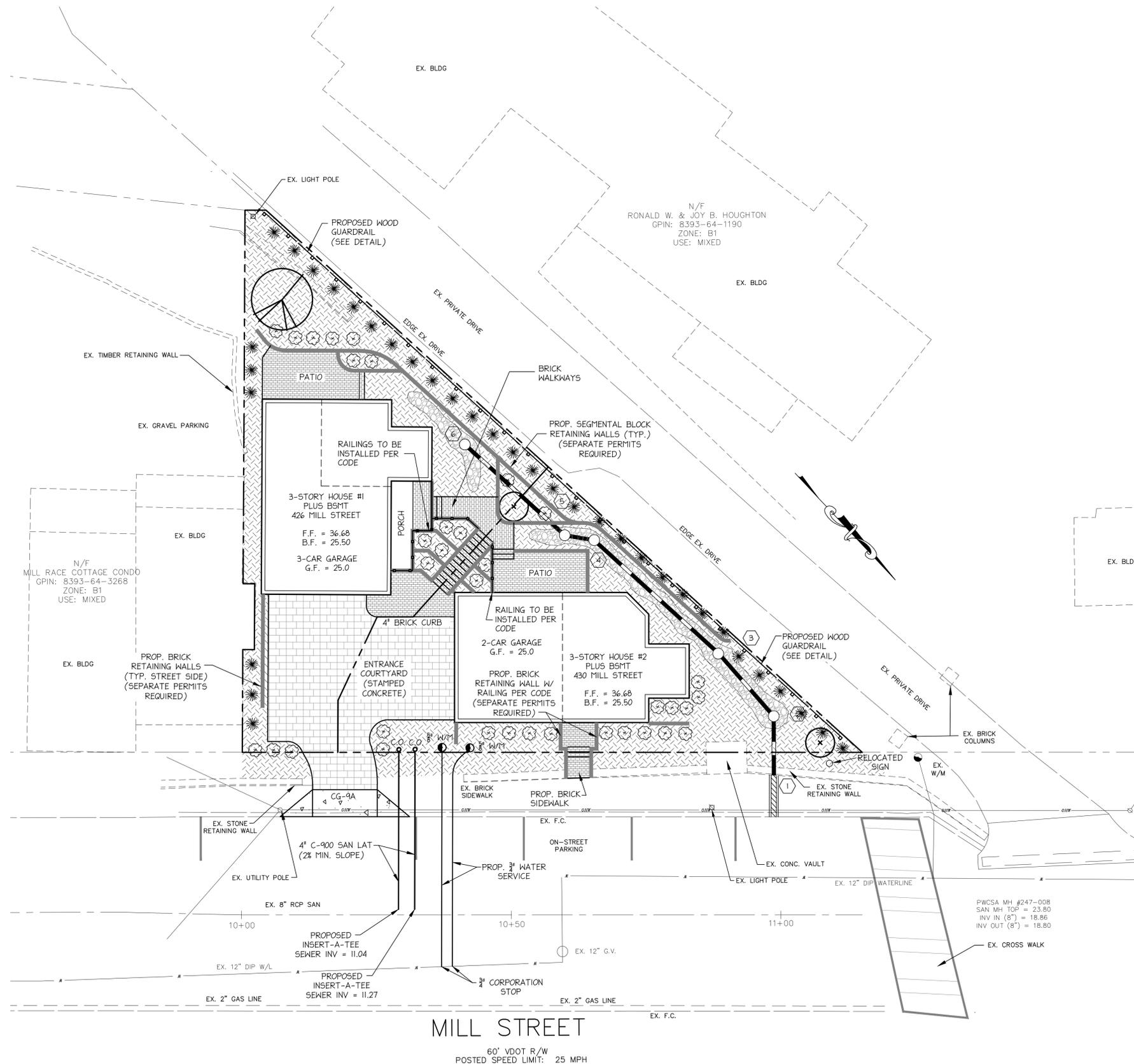
ALL UNPAVED AREAS TO BE  
COVERED WITH WEED-BARRIER  
FABRIC AND 4" HARDWOOD MULCH



RIVER STONE

## LANDSCAPING REQUIREMENTS

- PLANTS SHALL BE SELECTED TO CONFORM TO THE AVAILABLE PLANTING AREA, LIGHT AND SOIL CONDITIONS, AND PLANT SPACING, BASED ON NURSERY SPECIFICATIONS.
- ALL PLANTS SHALL BE NURSERY GROWN AND SHALL BE HARDY UNDER CLIMATE CONDITIONS IN THE LOCALITY OF THE PROJECT.
- PLANT DIMENSIONS SHALL BE IN ACCORDANCE WITH THE MOST RECENT EDITION OF THE STANDARDIZED LANDSCAPE SPECIFICATIONS FOR THE COMMONWEALTH OF VIRGINIA, WHICH REFERENCES THE AMERICAN STANDARD FOR NURSERY STOCK (ANS).
- BALLED AND BURLAPPED PLANTS SHALL BE DUG WITH FIRM, NATURAL BALLS OF EARTH AND SHALL BE PRUNED, STORED, AND DUG IN ACCORDANCE WITH CURRENT ANS STANDARDS. NO BALLED AND BURLAPPED PLANTS SHALL BE PLANTED IF THE BALL IS EITHER CRACKED OR BROKEN DURING THE PROCESS OF PLANTING.
- ALL PLANTS SHALL HAVE A NORMAL HABIT OF GROWTH AND SHALL BE SOUND, HEALTHY, VIGOROUS, WELL ROOTED, AND FREE FROM DISEASE AND INSECT INFESTATION. ANY TREE WITH WEAK, THIN TRUNKS NOT CAPABLE OF SUPPORTING ITSELF WHEN IN THE OPEN WILL NOT BE ACCEPTABLE. THE MINIMUM ACCEPTABLE SIZE OF ALL PLANTS MEASURED BEFORE PRUNING WITH THE BRANCHES IN NORMAL POSITION SHALL CONFORM TO DIMENSIONS AS SHOWN ON THE LANDSCAPE PLAN. LARGER PLANTS OF EQUAL QUALITY MAY BE ACCEPTED.
- PLANTING SOIL SHALL BE THOROUGHLY MIXED, CONTAINING 60% AMENDED SOIL AND 40% OF THE EXISTING TOPSOIL. AMENDED SOIL MIX SHALL CONSIST OF (5) PARTS PROCESSED TOPSOIL, (3) PARTS HUMUS, (1) PART STERILIZED COW MANURE, (1) PART SAND, WITH ADDED FERTILIZER, COTTON SEED MEAL AND LIME AS RECOMMENDED BY LABORATORY TESTING.
- MULCH SHALL BE APPLIED IMMEDIATELY AFTER PLANTING OPERATIONS.
- IN GENERAL, SET PLANTS AT SAME RELATION TO FINISHED GRADE AS THE BORE TO THE GROUND FROM WHICH THEY WERE DUG. PREPARE PLANTING PITS AS SPECIFIED AND AS SHOWN ON THE LANDSCAPE PLAN, PRIOR TO INSERTING PLANTS. USE TOPSOIL MIXTURE TO BACKFILL APPROXIMATELY 2/3 FULL. WATER THOROUGHLY BEFORE INSTALLING REMAINDER OF THE SOIL TO THE TOP OF THE PIT. SET TREES PLUMB AND BRACE RIGIDLY IN POSITION UNTIL THE PLANTING SOIL HAS BEEN TAMPED SOLIDLY AROUND THE BALL AND THE ROOTS.
- GUYING AND STAKING SHALL BE REQUIRED FOR ALL TREES AND MUST BE COMPLETED WITHIN 24 HOURS AFTER PLANTING.
- MAINTENANCE OF NEW PLANTS SHALL CONSIST OF PRUNING, WATERING, CULTIVATING, WEEDING, MULCHING, TIGHTENING, AND RESETTING PLANTS TO PROPER GRADES OR UPRIGHT POSITION. RESTORATION OF THE PLANTING SAUCER AND FURNISHING AND APPLYING SUCH SPRAYS ARE NECESSARY TO KEEP THE PLANT FREE FROM DISEASE AND INSECT INFESTATION. MAINTENANCE SHALL BE PROVIDED UNTIL TIME OF PROVISIONAL ACCEPTANCE.
- ALL PLANTS SHALL BE GUARANTEED BY THE CONTRACTOR FOR A PERIOD OF ONE YEAR FROM THE DATE OF PROVISIONAL ACCEPTANCE. THE CONTRACTOR SHALL PROVIDE, IN WRITING, SPECIFIC MAINTENANCE RECOMMENDATIONS TO THE OWNER FOR ALL PLANTS TO REMAIN IN GOOD, HEALTHY, AND FLOURISHING CONDITION.
- FOR PLANTS THAT HAVE BEEN PROPERLY MAINTAINED BY THE OWNER DURING THE ONE-YEAR GUARANTEE PERIOD, THE CONTRACTOR SHALL REPLACE, WITHOUT COST TO THE OWNER, ALL DEAD OR SEVERELY DAMAGED PLANTS AS DETERMINED BY A CERTIFIED AGENT. THE REPLACEMENT PLANTS SHALL BE SOUND, HEALTHY, VIGOROUS, WELL ROOTED, FREE FROM DISEASE AND INSECT INFESTATION, AND SHALL CLOSELY MATCH SURROUNDING PLANTS OF THE SAME SIZE AND SPECIES. REQUIREMENTS SHALL BE SUBJECT TO ALL REQUIREMENTS STATED IN THIS SPECIFICATION.
- THE GUARANTEE OF ALL REPLACEMENT PLANTS SHALL EXTEND FOR AN ADDITIONAL PERIOD OF ONE YEAR FROM THE DATE OF THEIR ACCEPTANCE AFTER REPLACEMENT. IN THE EVENT THAT A REPLACEMENT IS NOT ACCEPTABLE DURING OR AT THE END OF THE SAID EXTENDED GUARANTEE PERIOD, THE OWNER MAY ELECT A SUBSTITUTION OR A CREDIT FOR EACH ITEM.



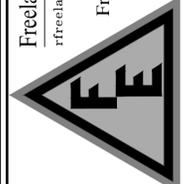
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OBC LLC  
GPN: 8393-65-4100  
ZONE: B1  
USE: COMMERCIAL

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1" = 10'

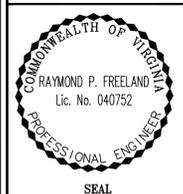
REVISION	ADDRESS	COMMENTS

DATE  
2-26-15

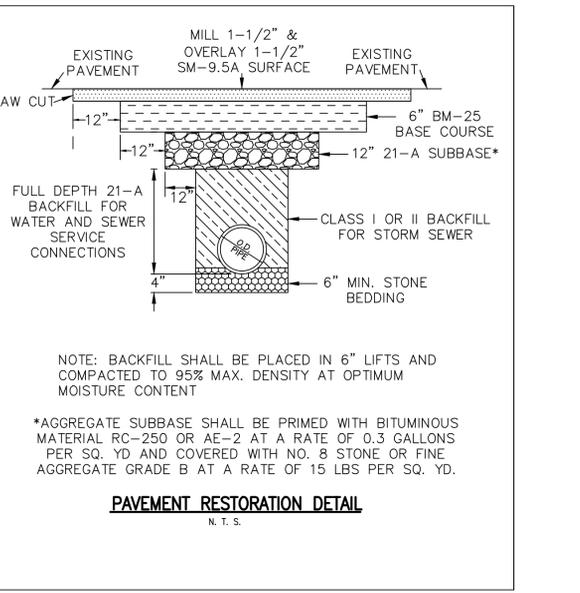
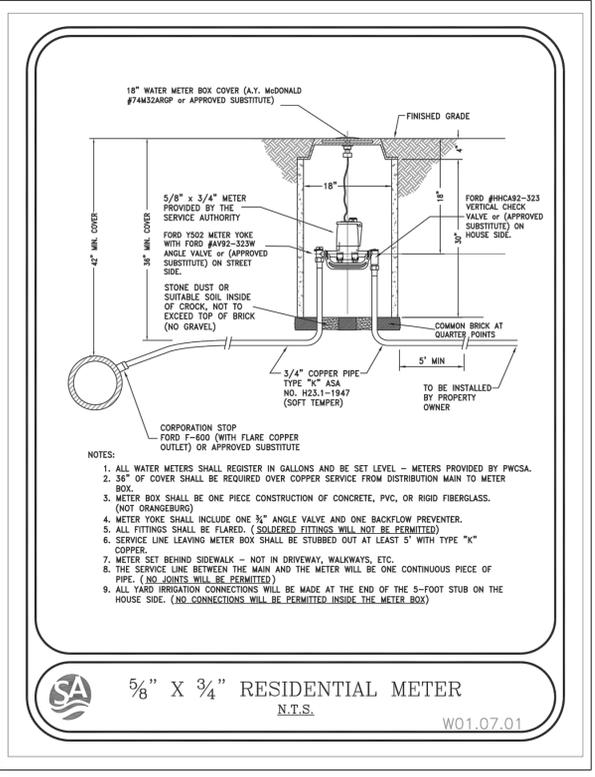
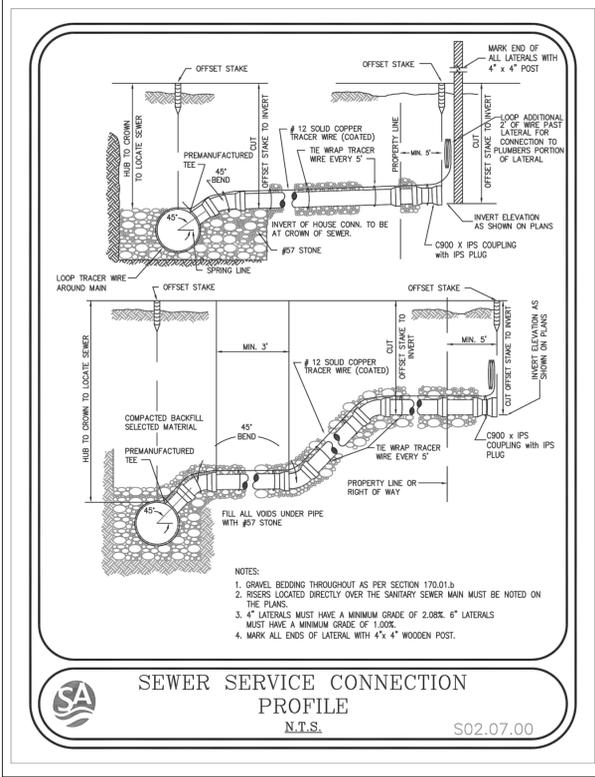
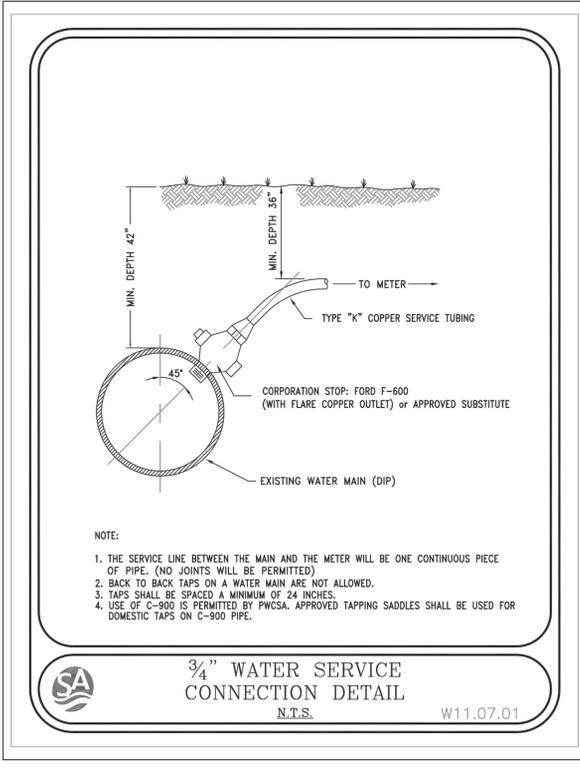
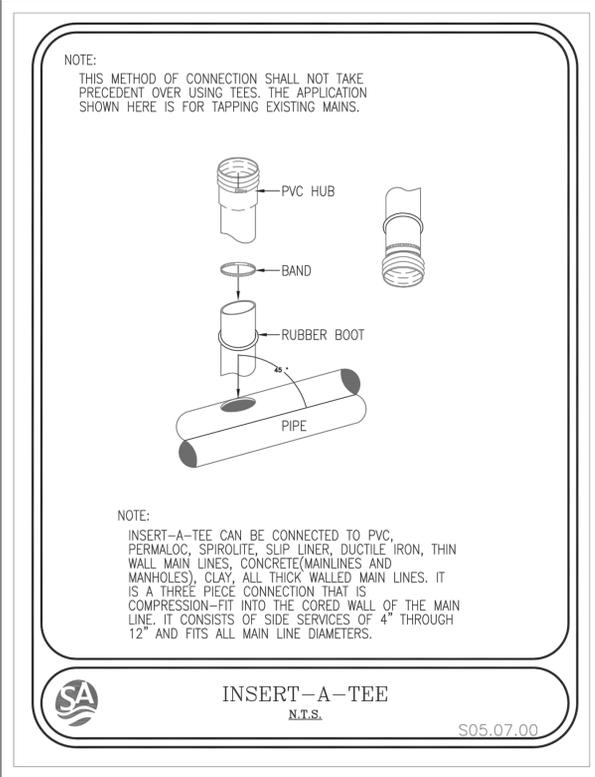
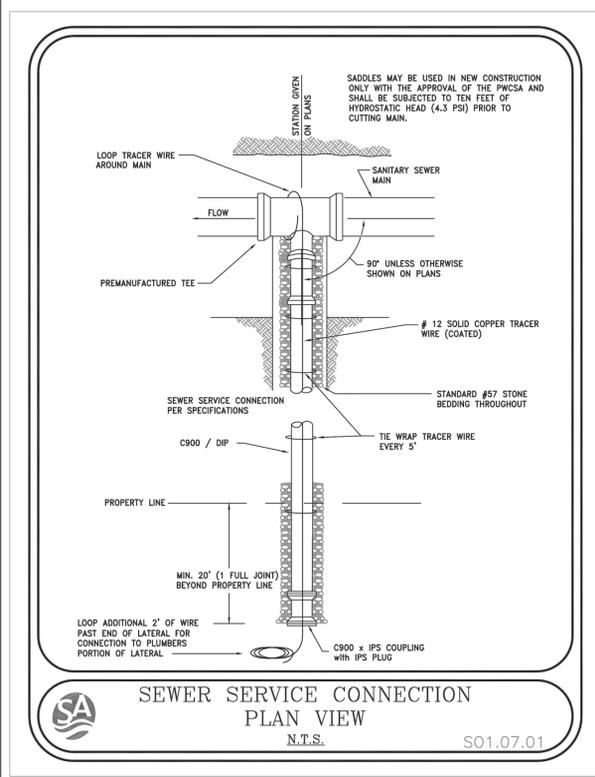
Freeland Engineering, PC  
rfreeland@freelandengineeringpc.com  
10814 Courthouse Road  
Fredericksburg, Virginia 22408  
Phone: 540.898.3092  
Fax: 877.658.7735  
www.freelandengineeringpc.com



LANDSCAPING PLAN  
KIELY COURT  
426 & 430 MILL STREET  
TOWN OF LOCCOQUAN, VIRGINIA



County Plan Number:  
Drawn By: SLP  
Designed By: TMP  
Checked By: RPF  
Date: 11/20/2014  
Scale: AS NOTED  
Sheet: 7 of 10  
PROJECT #: 2436



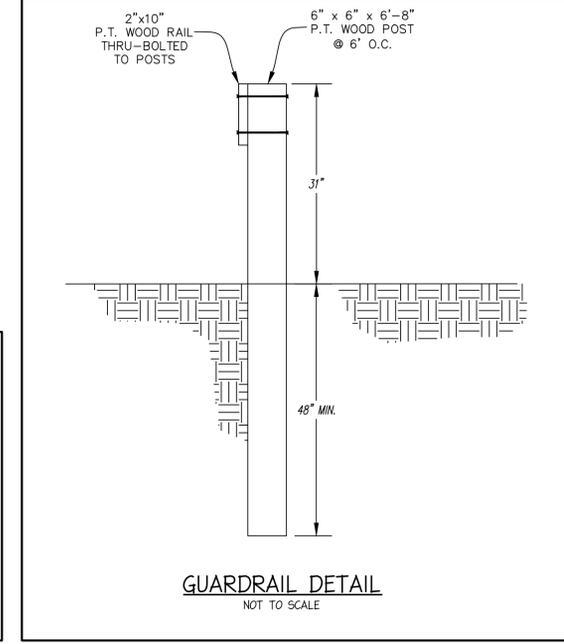
BUILDING HEIGHT CALCULATION

HOUSE #1	ELEVATION VIEW			
	LEFT	FRONT	RIGHT	REAR
GROUND - LEFT	34.9	24.6	24.9	34.7
ROOF - LEFT	58.7	67.5	67.5	58.7
HEIGHT - LEFT	23.8	42.9	42.6	24.0
GROUND - RIGHT	28.0	24.9	34.7	36.2
ROOF - RIGHT	67.5	67.5	58.7	58.7
HEIGHT - RIGHT	39.5	42.6	24.0	22.5
AVERAGE WALL HT	31.7	42.8	33.3	23.3
HOUSE #1 AVERAGE HEIGHT =	32.7			

HOUSE #2	ELEVATION VIEW			
	LEFT	FRONT	RIGHT	REAR
GROUND - LEFT	24.9	27.0	30.0	34.0
ROOF - LEFT	67.5	67.5	58.7	58.7
HEIGHT - LEFT	42.6	40.5	28.7	24.7
GROUND - RIGHT	24.6	27.0	34.3	27.3
ROOF - RIGHT	67.5	58.7	58.7	67.5
HEIGHT - RIGHT	42.9	31.7	24.4	40.2
AVERAGE WALL HT	42.8	36.1	26.6	32.5
HOUSE #2 AVERAGE HEIGHT =	34.5			

- GENERAL NOTES
- ALL UTILITY AND CONSTRUCTION WORK SHALL BE IN ACCORDANCE WITH TOWN, COUNTY AND VDOT CONSTRUCTION SPECIFICATIONS & STANDARDS.
  - THE CONTRACTOR IS RESPONSIBLE FOR SITE SAFETY, AND THE WAYS, MEANS, AND METHODS OF CONSTRUCTION. ALL APPLICABLE SAFETY REGULATIONS SHALL BE COMPLIED WITH.
  - THE CONTRACTOR AND/OR DEVELOPER SHALL BE RESPONSIBLE FOR APPLYING FOR ALL NECESSARY PERMITS. CONTRACTOR SHALL ENSURE THAT ALL FEDERAL, STATE AND LOCAL PERMITS HAVE BEEN OBTAINED PRIOR TO START OF CONSTRUCTION.
  - THE DESIGN OFFICE DOES NOT CERTIFY TO THE LOCATION OR EXISTENCE OF ANY UNDERGROUND UTILITIES. THE UNDERGROUND UTILITIES ARE SHOWN FROM AVAILABLE RECORDS BUT THIS DOES NOT CONSTITUTE A GUARANTEE OF THEIR ACTUAL LOCATION, OR THAT THEY HAVE BEEN SHOWN, DUE TO FIELD CONDITIONS. IF CONDITIONS ARE FOUND IN THE FIELD WHICH ARE MATERIALLY DIFFERENT FROM THE PLANS, REVISIONS SHALL BE MADE AT THAT TIME.
  - CONTRACTOR SHALL CONTACT MISS UTILITY AND ALL RELEVANT UTILITY COMPANIES. PRIOR TO START OF CONSTRUCTION, ADEQUATE TEST PITS SHALL BE REQUIRED TO VERIFY LOCATIONS OF EXISTING UTILITIES IN ORDER TO AVOID CONFLICTS. ENGINEER SHALL BE NOTIFIED IMMEDIATELY IN THE EVENT OF A CONFLICT.
  - THE CONTRACTOR OR HIS AGENT SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ANY EXISTING UNDERGROUND UTILITIES PRIOR TO BEGINNING OF CONSTRUCTION. UTILITIES SHOWN HEREON ARE BASED ON AVAILABLE INFORMATION. IF DURING CONSTRUCTION OPERATIONS THE CONTRACTOR SHOULD ENCOUNTER ANY UTILITIES OTHER THAN THOSE SHOWN ON THESE PLANS, HE SHALL IMMEDIATELY NOTIFY THE ENGINEER AND TAKE NECESSARY AND PROPER STEPS TO PROTECT THE FACILITY AND ASSURE CONTINUANCE OF SERVICES. ANY DAMAGES, WHICH OCCUR BY FAILURE TO LOCATE OR PRESERVE THESE UTILITIES, SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
  - ALL UTILITIES, INCLUDING ALL POLES, ARE TO BE RELOCATED AT DEVELOPER'S EXPENSE, PRIOR TO CONSTRUCTION.
  - ALL BASE, SUBBASE AND SUBGRADE MATERIALS SHALL BE COMPACTED TO 95% OF THEORETICAL MAXIMUM DENSITY AS DETERMINED BY A.A.S.H.T.O. T-99 METHOD WITHIN PLUS OR MINUS 20% OF OPTIMUM MOISTURE. THIS STANDARD OF COMPACTION IS TO APPLY TO THE SUPPORT MATERIAL FOR ALL PAVED AREAS AND SIDEWALKS UNLESS OTHERWISE SUPERCEDED BY THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT.
  - THE DEVELOPER IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING ROADS AND UTILITIES WHICH OCCUR AS A RESULT OF PROJECT CONSTRUCTION WITHIN OR CONTIGUOUS TO EXISTING RIGHT-OF-WAY.
  - ALL CONCRETE ITEMS SHALL CONSIST OF CLASS A-3 CONCRETE.
  - NO BURNING OF CONSTRUCTION OR DEMOLITION DEBRIS SHALL BE ALLOWED ONSITE.
  - CONTRACTOR TO VERIFY ALL DIMENSIONS AND ELEVATIONS IN THE FIELD BEFORE STARTING CONSTRUCTION AND NOTIFY THE ENGINEER OF ANY DIFFERENCES.
  - THIS PLAN DOES NOT ADDRESS TOXIC OR CONTAMINATED WASTE OR SOIL CONDITIONS, NOR HAVE ANY REPORTS OR STUDIES BEEN FURNISHED TO THIS ENGINEER.
  - NO TITLE REPORT FURNISHED.
  - THERE ARE NO KNOWN PLACES OF BURIAL OR REGISTERED HISTORIC SITES LOCATED WITHIN THE LIMITS OF THIS PROJECT.
  - STANDARD GUARDRAILS AND/OR HANDRAILS SHALL BE INSTALLED AT HAZARDOUS LOCATIONS AS DESIGNATED DURING FIELD REVIEW BY THE COUNTY/TOWN INSPECTOR OR VDOT.
  - OPEN CUTTING OF PAVED ROAD SHALL BE ADDRESSED AT THE PERMIT STAGE.



REVISION ADDRESS COMMENTS

DATE 2-26-15

Freeland Engineering, PC  
rfreeland@freelandengineeringPC.com  
10814 Courthouse Road  
Fredericksburg, Virginia 22408  
Phone: 540.898.3092  
Fax: 877.658.7735  
www.FreelandEngineeringPC.com

CONSTRUCTION NOTES & DETAILS

KIELY COURT  
426 & 430 MILL STREET  
TOWN OF OCCOQUAN, VIRGINIA

COMMONWEALTH OF VIRGINIA  
RAYMOND P. FREELAND  
Lic. No. 040752  
PROFESSIONAL ENGINEER

SEAL

County Plan Number:

Drawn By: SLP  
Designed By: TMP  
Checked By: RPF  
Date: 11/20/14  
Scale: AS SHOWN

Sheet: 8 of 10  
PROJECT #: 2438

**NOTES**

- Methods and materials used in the construction of water mains, sanitary sewers and appurtenances shall be in conformance with the current Prince William County Service Utility Standards Manual (USM) and the Virginia Department of Health Regulations.
- Approval of these plans by the Service Authority will in no way relieve the owner from complying with the methods, policies or requirements stated in the Service Authority's Utility Standards Manual (USM).
- No trees, fences or other permanent structures will be located on any waterline or sanitary sewer easement without written permission from the Prince William County Service Authority.
- Contractor to notify the Service Authority at least two (2) working days, but not more than ten (10) working days prior to commencement of demolition, excavation or blasting in areas with underground water and sewer lines.
- a) Water Service Level WOODBIDGE LOW  
b) Sewer Shed TOWN OF OCCOQUAN
- All subdivisions will require an address listing approved by the Prince William County Mapping Office. The address listing must be presented to the Service Authority at the time the utility permit is issued. Forms are available at the Service Authority. (Fax copies are not acceptable.)
- All grinder pumps will be privately owned and maintained, unless otherwise noted.
- Low pressure sewer systems are subject to the review of the State Health Department and requires DEQ approval.
- The developer is responsible for all costs associated with damages to or relocation of water or sanitary sewer mains or service lines caused by the construction of this project.
- The contractor shall coordinate all relocation of water or sanitary sewer facilities with the Service Authority's Inspector. No shut offs shall be done without the prior approval of the Service Authority's Inspector. The Inspector may require the contractor to submit a relocation work plan for approval prior to the commencement of the relocation work. The work plan will detail how the work will be done and the manpower, materials, and equipment that will be at the site to perform the work.
- Existing unused water service lines shall be exposed at the corporation stop on the main and shall be cut and crimped per the direction of the PWCSA Inspector.
- Existing unused laterals are to be cut and capped at the main per the direction of the PWCSA Inspector.
- When an existing water service or sanitary sewer lateral lateral will be reused as part of a new development, the Service Authority shall inspect the existing service line or lateral to insure that they are serviceable and meet current PWCSA material specifications. Any defects or out-of-date materials shall be repaired or replaced to the satisfaction of the Service Authority before the existing water service or sanitary sewer lateral is placed back in service.

**THRUST RESTRAINT**

MINIMUM DESIGN PARAMETERS:  
 PIPE MATERIAL: \_\_\_\_\_  
 SOIL TYPE: \_\_\_\_\_  
 SAFETY FACTOR: \_\_\_\_\_ (MIN. 1.5 TO 1)  
 TRENCH TYPE: \_\_\_\_\_ (MIN. 3)  
 TEST PRESSURE: \_\_\_\_\_ (100 PSI PLUS THE MAX STATIC PRESSURE OR 150 PSI, WHICHEVER IS GREATER)  
 BURIED DEPTH: AS SHOWN IN THE PROFILES  
 \*THE RESTRAINING LENGTH FOR EACH FITTING, REDUCER & DEAD END IS SHOWN AND SPECIFIED IN THE PROFILE SHEETS.

**LOCAL FACILITIES CHARGE**

THE PROPERTIES BEING DEVELOPED IN CONJUNCTION WITH THIS PROJECT  ARE  ARE NOT SUBJECT TO A LOCAL FACILITIES CHARGE. LFC Area: \_\_\_\_\_

**MASTER PLAN UTILITY ADJUSTMENT**

A MASTER PLAN UTILITY ADJUSTMENT AGREEMENT  DOES  DOES NOT EXIST BETWEEN THE SERVICE AUTHORITY AND THE DEVELOPER FOR DEFINED BETTERMENTS.  
 \*DESIGN OR CONSTRUCTION CHANGES MUST CARRY THE CONSENT OF PWCSA ENGINEERING.  
 \*THE DEVELOPER SHOULD REQUEST REIMBURSEMENT PER THE AGREEMENT AFTER BETTERMENTS ARE INSTALLED AND TESTED.

**PWCSA WATER & SEWER MAIN INSPECTION FEES**

	Original Qty. (Project Total)	Rev 1 Qty. (Project Total)	Rev 2 Qty. (Project Total)	Net Increase	
WATER MAIN	MIN.			(L.F.) x	<b>\$3.50 = \$350</b>
SEWER MAIN	MIN.			(L.F.) x	<b>\$5.45 = \$545</b>
TV SEWER MAIN				(L.F.) x	<b>\$2.45 =</b>
<b>TOTAL =</b>					<b>\$895</b>

NOTE: Minimum fee of \$350 is required for water inspection service if water main is less than 100 L.F.  
 Minimum fee of \$545 is required for sewer inspection service if sewer main is less than 100 L.F.

**PWCSA AS BUILT FEES**

	Original Qty. (Project Total)	Rev 1 Qty. (Project Total)	Rev 2 Qty. (Project Total)	Net Increase	
WATER MAIN	MIN.			(L.F.) x	<b>\$1.20 =</b>
SEWER MAIN	MIN.			(L.F.) x	<b>\$1.80 =</b>
<b>TOTAL =</b>					<b>\$1,000</b> (Minimum \$1,000)

NOTE: Minimum fee of \$1000 is required for all plans connecting to utilities or installing main.  
 Fees shall be computed on a linear footage base for plan revisions that propose additional main as part of an actively developing project for which PWCSA has not yet executed its as-built.

**AS BUILT RELEASE OF PLANS**

THE UNDERSIGNED ENGINEER/ FIRM AGREES THAT THE PRINCE WILLIAM COUNTY SERVICE AUTHORITY SHALL HAVE THE RIGHT TO USE THESE PLANS FOR THE PREPARATION OF AS-BUILT RECORDS, AS NECESSARY.  
 THE ENGINEER/ FIRM FURTHER AGREES THAT THE RIGHT TO USE THE PLANS SHALL BE PROVIDED WITHOUT COST TO THE SERVICE AUTHORITY.

NAME: RAYMOND P. FREELAND  
 (TYPE OR PRINT)  
 TITLE: PRESIDENT  
 FIRM: FREELAND ENGINEERING, P.C.  
 SIGNATURE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**LOCAL REVIEW AUTHORITY INFORMATION**

PLAN TITLE: KIELY COURT  
 PWC PLAN NO.: 15-0CC02-R00  
 ENGINEER: FREELAND ENGINEERING, P.C.  
 MAP NO.: \_\_\_\_\_

**SEWER**

PROJECTED POPULATION: \_\_\_\_\_  
 SEWER MAIN SIZE AND LENGTH: 8" - N/A  
 (Note: lines larger than 24" must be submitted to VDH for approval)  
 10" - N/A  
 12" - N/A  
 NUMBER OF MANHOLES: N/A

**WATER**

PIPE SIZES: 4" - N/A  
 6" - N/A  
 8" - N/A  
 12" - N/A  
 16" - N/A  
 18" - N/A  
 \* CONNECTIONS  
 NUMBER OF WATER METERS: 2  
 RESIDENTIAL METER SIZE: 5/8"  
 NUMBER OF FIRE HYDRANTS: N/A

**FIRE FLOW INFORMATION**

A HYDRAULIC ANALYSIS IS REQUIRED OF ANY PROJECT EXTENDING WATER MAINS. A HYDRANT FLOW TEST CAN BE USED IN PLACE OF AN ANALYSIS TO CALCULATE AVAILABLE FIRE FLOW WHEN NO NEW WATER MAIN IS PROPOSED OR ONLY A FIRE HYDRANT IS SET.  
 HYDRAULIC MODEL SUMMARY: \_\_\_\_\_ HYDRANT FLOW TEST: \_\_\_\_\_  
 a) Minimum Pressure: \_\_\_\_\_ a) Static Pressure: \_\_\_\_\_  
 b) Maximum Pressure: \_\_\_\_\_ b) Residual Pressure: \_\_\_\_\_  
 c) Fire Flow: \_\_\_\_\_ c) Flow: \_\_\_\_\_  
 d) Available Fire Flow at 20 psi: \_\_\_\_\_

**SANITARY SEWER DESIGN & TEST TABLE**

"n" factor = 0.013															PWCSA Use Only					
From MH	To MH	Units or Area	Flow / Unit	Avg. Flow Increment	Avg. Flow Total	Peak Factor	Q Total GPD	Pipe Size (in.)	Slope (%)	Actual Vel. (fps)	Full Flow Vel. (fps)	Capacity (GPD)	Q/Q (%)	d/D (%)	Invert Upper	Invert Lower	Date Line Installed	Date Line Passed Test	MH ID	Date MH Passed Vac. Test
NOTES:																				

**UNIT PRICE (BOND) SHEET**

QUANTITY		COST
<b>4. SANITARY SEWER &amp; WATER LINE CONSTRUCTION</b>		
<b>WATER MAIN (Exclusive of Fire Hydrants)</b>		
4" DIP	@ \$ 48 LF	
6" DIP	@ 80 LF	
8" DIP	@ 120 LF	
12" DIP	@ 96 LF	
16" DIP	@ 120 LF	
18" DIP	@ 126 LF	
4" or 6" RW Valve (with accessories)	@ 800 EA	
8" or 12" RW Valve (with accessories)	@ 2,000 EA	
16" or 24" RW Valve (with accessories)	@ 5,500 EA	
Fire Hydrant Assembly	@ 3,500 EA	
Standard Meter Crock & Appurtenances (Angle valve, backflow preventer, yoke, frame & cover, and service line)	@ 1,700 EA	
Meter Vault & Appurtenances (3" meters & larger)	@ 10,500 EA	
Water Main Flow-off Assembly	@ 2,500 EA	
Air Release Assembly	@ 3,500 EA	
Dead End Anchor System	@ 3,500 EA	
<b>SANITARY SEWER PIPE LINE (Exclusive of Manhole Structures)</b>		
1.5" thru 4" LPPM (Low Pressure Force Main System)	@ 5-25 LF	
8" PVC	@ 65 LF	
8" DIP	@ 75 LF	
10" PVC	@ 80 LF	
10" DIP	@ 90 LF	
12" PVC	@ 110 LF	
12" DIP	@ 150 LF	
15" PVC	@ 185 LF	
4" Dia. Sanitary Sewer Manhole	@ 600 VF	
5" Dia. Sanitary Sewer Manhole	@ 850 VF	
Street Manhole Frame & Cover Assembly (including run bowl & chimney seal)	@ 800 EA	
Easement Manhole Frame & Cover Assembly (including chimney seal)	@ 1,000 EA	
Abandonment of Manhole	@ 250 VF	
58" 4" PVC Lateral (including clean-out stack)	@ 35 LF	\$405.30
4" DIP Lateral (including clean-out stack)	@ 45 LF	
6" PVC Lateral (including clean-out stack)	@ 55 LF	
6" DIP Lateral (including clean-out stack)	@ 65 LF	
LPPM Flushing Station	@ 2,500 EA	
Sewerage Air Release/Vacuum Breaker Assembly	@ 3,500 EA	
Steel Casing	@ 500 LF	
<b>TOTAL</b>		<b>\$3,805.30</b>

**SANITARY LATERAL SCHEDULE**

From Manhole: 247-007 To Manhole: 247-008 Slope: 7.52% Length: 186' Low Invert: 04.81 Material:													PWCSA Use Only	
Ejector Pump Required	Lot No.	Station	Invert @ Main	Crown @ Main	Length of Lateral	Slope of Lateral (%)	Riser Height	Lateral Elev. @ End	Ground Elev. @ End	Basement Floor Elev. @ End	Basement Floor Elev. to Crown @ Main	Lateral Material	Date Installed	Stub Installed % of Grade
	1	0+83	11.04	11.71	29'	2% MIN	6'	19.0	22.5	25.50	13.79	PVC		
	2	0+86	11.27	11.94	29'	2% MIN	6'	19.0	23.5	25.50	13.56	PVC		

**MULTI-DWELLING OR NON-RESIDENTIAL METER SCHEDULE**

Building Identifier	Building Address	Building Use	If applicable number of dwelling units	Meter Size	Peak demand in gpm	If applicable continuous demand in gpm	Account Type			
							Water & Sewer Account	Sub-Meter Account	Water Only Account	Sewer Only Account
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: A fixture unit list and meter sizing calculations in accordance to AWWA M22 2nd edition is to be inserted in the plan set supporting the information in this table.

**VALVE SCHEDULE**

Qty.	Valve Size	Manufacturer (PWCSA use)
	4 - inch	
	6 - inch	
	8 - inch	
	10 - inch	
	12 - inch	
	14 - inch	
	16 - inch	
	18 - inch	
	24 - inch	

SHEET REVISED AS OF SEPTEMBER, 2012



**WATER AND SANITARY SEWER INFORMATION**

SHEET \_\_\_\_ OF \_\_\_\_

PWCSA WATER & SEWER INFORMATION

KIELY COURT  
 426 & 430 MILL STREET

Freeland Engineering, PC  
 10814 Courthouse Road  
 Fredericksburg, Virginia 22408  
 Phone: 540.898.3092  
 Fax: 877.658.7735  
 www.FreelandEngineeringPC.com



County Plan Number: \_\_\_\_\_  
 Drawn By: SLP  
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 Checked By: RPF  
 Date: 1/29/15  
 Scale: AS SHOWN  
 Sheet: 9 of 10  
 PROJECT #: 2438





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

<b>8. Regular Business</b>	<b>Meeting Date:</b> May 5, 2015
<b>8 C: Request to Approve Occoquan Heights As-Built Drawings</b>	

**Explanation and Summary:**

A final as-built drawing is required to be submitted as part of the bond release procedure to verify the improvements have been installed in general conformance with the approved site plan. Approval of the as-built drawing does not release the bond.

**Engineer's Recommendation:** Recommend approval.

**Town Attorney's Recommendation:** Recommend approval.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to approve Occoquan Heights Final As-Built Drawings."

OR

Other action Council deems appropriate.

**Attachments: (2)** Occoquan Heights As-Built Drawings – Staff Report  
Occoquan Heights As-Built Drawings



**MAYOR**  
ELIZABETH A. C. QUIST

# TOWN OF OCCOQUAN

CIRCA 1734 INCORPORATED 1874  
314 MILL STREET, PO BOX 195  
OCCOQUAN, VIRGINIA 22125  
(703) 491-1918 FAX (703) 491-4962  
WWW.OCCOQUANVA.GOV

**TOWN COUNCIL**  
PATRICK A. SIVIGNY, VICE MAYOR  
TYLER C. BROWN  
J. MATTHEW DAWSON  
JIM DRAKES  
JOE MCGUIRE

**TOWN MANAGER**  
KIRSTYN BARR JOVANOVIH

**CHIEF OF POLICE &  
TOWN SERGEANT**  
SHELDON E. LEVI

**TOWN CLERK**  
GREG HOLCOMB

**TREASURER**  
ABIGAIL BREEDING, C.P.A.

## STAFF REPORT TOWN OF OCCOQUAN

### OCCOQUAN HEIGHTS – AS-BUILT PLAN

DATE: APRIL 17, 2015

APPLICANT: STEVEN WEBER, ELM STREET DEVELOPMENT

PREPARED BY: NED MARSHALL

#### PART I

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

A FINAL AS-BUILT DRAWING IS REQUIRED TO BE SUBMITTED AS A PART OF THE BOND RELEASE PROCEDURE TO VERIFY THE IMPROVEMENTS HAVE BEEN INSTALLED IN GENERAL CONFORMANCE WITH THE APPROVED SITE PLAN. APPROVAL OF THE FINAL AS-BUILT DRAWING DOES NOT RELEASE THE BOND.

##### **B. DESCRIPTION OF PETITION**

THE APPLICANT REQUESTS THE APPROVAL OF THE FINAL AS-BUILT DRAWING.

##### **C. APPLICABLE REGULATIONS**

1. SEC. 54-169 (J) (5) FINAL AS-BUILT DRAWINGS

**PART II**

**A. ANALYSIS OF EXISTING CONDITIONS**

ELM STREET DEVELOPMENT HAS SUBMITTED AN AS-BUILT DRAWING FOR REVIEW. UPON REVIEW OF THE PLAN, THE INFORMATION PROVIDED IS IN GENERAL CONFORMANCE WITH THE APPROVED PLAN. WATER AND SANITARY SEWER APPURTENANCES ARE GOVERNED BY A SEPARATE BOND AND WILL BE AS-BUILT BY THE PRINCE WILLIAM COUNTY SERVICE AUTHORITY AND ARE NOT INCLUDED IN THE SUBMISSION.

**PART III**

**STAFF CONCLUSIONS**

IT IS THE OPINION OF STAFF THAT THIS AS-BUILT MEETS THE REQUIREMENTS OF TOWN CODE AND THEREFORE RECOMMENDED FOR APPROVAL.

**PREPARED BY: NED A. MARSHALL, L.S. ZONING ADMINISTRATOR**  
**DATE PREPARED: APRIL 17, 2015**



# TOWN OF OCCOQUAN AS-BUILT

APPROVAL BLOCK

## GENERAL NOTES

- This site has been addressed by the Town of Occoquan as: 109 WASHINGTON STREET, OCCOQUAN, VA 22125 (addresses for subdivision lots shall appear on the approved plat for recordation).
- Addresses assigned are for the layout of individual businesses or dwelling units and are for exterior doors as shown on this plan only. Any deviation in design or layout will require that a revised plan be submitted to the Office of Mapping for re-addressing. It is the responsibility of the developer to inform the Town Office of Mapping before a change in layout occurs and to submit complete and accurate information for re-addressing. Town of Occoquan does not assume any responsibility where re-addressing is required even though tenants have already occupied a portion of the building.
- Methods and materials used in the construction of the improvements herein shall conform to the current Town construction standards and specifications and/or current VDOT standards and specifications.
- The contractor or developer is required to notify the Town of Occoquan in writing three (3) days prior to the beginning of the construction and specifically request inspection before beginning -- 703-491-1918.
  - Installation of approved erosion control devices.
  - Clearing and Grading
  - Subgrade excavation.
  - Installing storm sewers or culverts.
  - Setting curb and gutter forms.
  - Placing curb and gutter.
  - Placing other concrete.
  - Placing gravel base.
  - Placing any bituminous surfacing.
  - Installing water mains outside the Service Authority's boundaries.
  - Installing sanitary sewer outside the Service Authority's boundaries.
- Measures to control erosion and siltation, including detention ponds serving as silt basins during construction, must be provided prior to issuance of the site development permit. The approval of these plans in no way relieves the developer or his agent of the responsibilities contained in the Virginia Erosion and Sediment Control Handbook.
- A permit must be obtained from the Office of the Resident Engineer, Virginia Department of Transportation (VDOT) Prince William County, prior to construction in existing State right-of-way, 366-1900.
- Approval of this plan does not guarantee issuance of an entrance permit by VDOT when such permit is required under State law.
- The exact location of all guard rails will be determined by VDOT personnel. A joint inspection will be held with the Developer, County Representatives, and Representatives of the Virginia Department of Transportation (VDOT) to determine if and where guard rail and/or paved ditches will be needed. The developer will be responsible for providing guardrail and paved ditches as determined by this joint inspection. Refer to Virginia Department of Transportation (VDOT) Guard Rail and Paved Ditch Specifications.
- An approved set of plans and all applicable permits must be available at the construction site. Also, a representative of the developer must be available at all times.
- Warning signs, markers, barricades or flagmen should be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
- All unsuitable material shall be removed from the construction limits of the roadway before placing embankment.
- All pavement sections on the approved plans are based on a minimum CBR value of 10. CBR tests are to be performed by the engineer and submitted to the Town Planning Office for review prior to placement of base material. CBR values less than 10 will require submittal of revised pavement section.
- All roadside ditches at grades of more than 5% shall be paved with cement concrete to the limits indicated on the plans and as required at the field inspection.
- All springs shall be capped and piped to the nearest storm sewer manholes or curb inlet. The pipe shall be minimum 150 mm (6") diameter and conform to VDOT standard SB-1.
- All standard street name signs, traffic control devices, and street lights shall be installed by the developer when the first building unit is occupied.
- Construction debris shall be containerized in accordance with the Virginia Litter Control Act; no less than one litter receptacle shall be provided at the construction site.
- The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering public streets, and it is the contractor's responsibility to clean streets, clay dust, and to take whatever measures are necessary to insure that the streets are maintained in a clean, mud and dust free condition at all times.
- \* Notification shall be given to the appropriate utility company (Service Authority, Virginia-American Water Company, or Dale Service Corporation) prior to construction of water and/or sanitary sewer lines. Information should also be obtained from the appropriate authority concerning permits, cut sheets, and connections to existing lines.
- All sanitary sewers and water mains and appurtenances shall be constructed in accordance with the current standards and specifications of the Town of Occoquan and/or the Service Authority.
- The developer and/or contractor shall be responsible to supply all utility companies with copies of plans that have been approved by the Town of Occoquan and advising them that all grading shall conform to the approved plans, and further that the utility companies shall be responsible for honoring these plans and the finished grades in the installation of their utility lines.
- Contractors shall notify operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition. Names and telephone numbers of the operators underground utility lines in the Town of Occoquan appear below. These numbers shall also be used to serve in an emergency condition.
 

Washington Gas Light Co.	MISS UTILITY 1-800-257-7777	Service Authority	335-7900
Northern Virginia Electric Co-op		(After hours-Emergency 335-7980)	
Columbia Gas of Virginia		Virginia-American Water	491-2136
Continental Telephone of VA		Dale Service Corporation	494-4161
Colonial Pipeline Co.			
Transcontinental Gas Pipe Line Corp.			
- The Service Authority requires that a clean cut be placed within three-tenths (3/10) meters (one-foot) of the property line.
- The location of existing utilities shown in these plans are taken from existing records. It shall be the contractor's responsibility to verify the exact horizontal and vertical location of all existing utilities as needed prior to construction. The contractor shall inform the engineer of any conflicts arising from his existing utility verification and the proposed construction.
- The developer will be responsible for any damage to the existing streets and utilities which occurs as a result of his construction project within or contiguous to the existing right-of-way.
- All utilities placed under existing streets shall be bored or jacked.
- When grading is proposed within easements of utilities, letters of permission from all involved companies must be provided to the Town of Occoquan prior to issuance of grading and/or site development permits.
- The developer will be responsible for the relocation of any utilities which is required as a result of his project. The relocation should be done prior to construction.
- Before burning, blasting, transportation or storage of explosives in the Town of Occoquan, a permit shall be obtained from the Fire Marshal's Office, 792-6360.
- Fire and Rescue Services must be notified immediately (792-6810) in the event that unusual items such as tanks, cylinders, unidentified containers, etc. which could contain potentially hazardous materials are discovered or observed. All activities must cease and not be resumed until authorization to proceed is given by the Fire Marshal's Office.
- Sidewalk underdrains shall be installed per Section 650 of the Design and Construction Standards Manual.
- All walkways outside of the right-of-way limits will be maintained by the homeowners association.
- Maintenance of the Storm Drainage or Storm Water Management facilities located thereon shall be pursuant to Section 700 of the Town of Occoquan Design and Construction Standards Manual.
- If units shown on this plan will be occupied in phases, a phasing plan must be approved by the engineering inspection branch prior to the issuance of any occupancy permits. (Detached single family subdivision exempt.)
- These plans identify the location of all known gravesites. Gravesites shown on this plan will be protected in accordance with state law. In the event gravesites are discovered during construction, the Town's Planning Office must be notified immediately (703-491-1918). All activities must cease and not be resumed until authorization to proceed is given by the Town's Planning Office.
- Roof top mechanical equipment, if any, must be enclosed within a wall or similar screening barrier, designed in harmony with the building.
- Individual sign permits will be required from the Zoning Office for all free standing and facade signs prior to erecting the signs.
- All buffer areas shall be screened according to the Design and Construction Standards Manual.
- For proffers statement and proffers analysis, see sheet(s) N/A of         .
- For waivers see sheet(s)          of         .
- Anticipated sewage flows: 54,600 GPD
- Anticipated fire flows: TOWNHOUSE - 2,500 G.P.M. MIN.
- Distance to nearest existing school or proposed school site: OCCOQUAN ELEMENTARY SCHOOL APPROX. 1/2 MILE

## LEGEND

EXISTING INTERMEDIATE CONTOUR	33	FLOW LINE	---
EXISTING INDEX CONTOUR	32.5	FENCELINE	-x-
PROPOSED CONTOUR	20	EXISTING UTILITY POLE	o
EXISTING EDGE OF PAVEMENT	EX. F/P	PROPOSED UTILITY POLE	o
PROPOSED EDGE OF PAVEMENT	PROP. F/P	EXISTING WATERLINE W/ TEE	--- ---
EXISTING CURB AND GUTTER	EX. C & G	PROPOSED WATERLINE W/ TEE	--- ---
PROPOSED CURB AND GUTTER	CG-6	EXISTING FIRE HYDRANT	I--o
TRANSITION FROM CG-6 TO CG-6R	CG-6 v CG-6R	PROPOSED FIRE HYDRANT	I--o
EXISTING TELEPHONE LINE	---	EXISTING WATER VALVE	---v---
PROPOSED TELEPHONE LINE	---	PROPOSED WATER VALVE	---v---
EXISTING STORM SEWER	EX. 375 mm (15") RCP	EXISTING WATER METER	o
PROPOSED STORM SEWER	PROP. 375 mm (15") RCP	PROPOSED WATER METER	o
EXISTING SANITARY SEWER	---	PROPOSED REDUCER	---v---
PROPOSED SANITARY SEWER	---	STOP SIGN	+
EXISTING ELECTRIC SERVICE	---	HANDICAP RAMP (CG-12)	--- ---
PROPOSED ELECTRIC SERVICE	---	CG-12 AND/OR JURISDICTIONAL STANDARD RAMP CONSTRUCTION	--- ---
EXISTING GAS LINE	G	PARKING INDICATOR	+
PROPOSED GAS LINE	G	INDICATES THE NUMBER OF TYPICAL PARKING SPACES	12, 18
PROPERTY LINE	---	TEST PIT LOCATION	+
EASEMENT LINE	---	CRITICAL SLOPE	☆
CENTERLINE	---	SLOPES TO BE STABILIZED PURSUANT TO VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK	☆
LIMITS OF CLEARING AND GRADING	---	VEHICLES PER DAY COUNT	VPD
EXISTING SPOT ELEVATION	12.0	PROPOSED BUILDING ENTRANCE	+
PROPOSED SPOT ELEVATION	12.5	EXISTING STREET LIGHT	+
EXISTING TREE DRP LINE	---	PROPOSED STREET LIGHT	+
EXISTING TREE	375 mm (15") OAK	PROPOSED STREET NAME SIGN	+
PROPOSED TREE	---	PROPOSED SANITARY LATERAL CLEANOUT	+
		SANITARY MANHOLE IDENTIFIER	12, 18
		STORM DRAIN STRUCTURE IDENTIFIER	12, 18

### Sec. 32-250.71 Underground Utilities:

- On the plan label all on-site existing including above ground utilities and power lines except for transmission of the power lines of 34,500 kilowatts or greater serving the site "to be placed underground". With a larger font and bold letters note on the plan cover sheet indicate that "As per section 32-250.71 (1) of the Zoning Ordinance, except for transmission power lines of 34,500 kilowatts or greater, all on site utility facilities serving new uses including water, sewer, power, natural gas, telephone and cable."
- Any underground utility may be placed within any setback, but not within any required buffer, except minimal utility crossings.

THE PROPERTY SHOWN HEREIN IS LOCATED IN ZONE X (OUTSIDE THE 100-YR FLOOD ZONE) PER THE FEMA FLOODMAP 51153C0217 D, DATED JANUARY 5, 1985.

THIS PLAN COMPLIES WITH THE NEW PRINCE WILLIAM COUNTY SERVICE AUTHORITY UTILITY STANDARDS MANUAL, WHICH WENT INTO EFFECT ON JANUARY 1, 2009. ALL UTILITY PERMITS ISSUED AFTER THIS DATE MUST COMPLY WITH THE CONSTRUCTION CRITERIA IN THE NEW MANUAL, INCLUDING ANY REVISIONS WHICH HAVE BEEN ISSUED.

## DESIGNATED PLANS EXAMINER CERTIFICATE

1ST SUBMISSION REVIEWED AND RECOMMENDED FOR SUBMISSION

DESIGNATED PLANS EXAMINER REG. NUMBER DATE

2ND SUBMISSION REVIEWED AND RECOMMENDED FOR SUBMISSION

DESIGNATED PLANS EXAMINER REG. NUMBER DATE

## BOND ESTIMATE

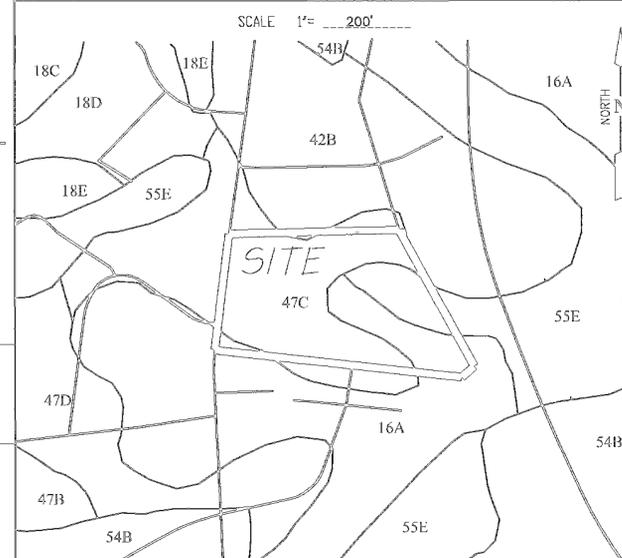
ITEM	COUNTY BOND	VDOT BOND
TOTAL CONSTRUCTION COST	\$ 755,753.95	
ADMINISTRATIVE COST	\$ 50,000.00	
INFLATION COST	\$ 22,672.62	
TOTAL PERFORMANCE BOND AMOUNT	\$ 828,426.57	
EROSION & SEDIMENT CONTROL ESCROW	\$ 59,512.64	
LANDSCAPE ESCROW	\$ 36,785.00	

## SURVEY AND TOPOGRAPHIC INFORMATION

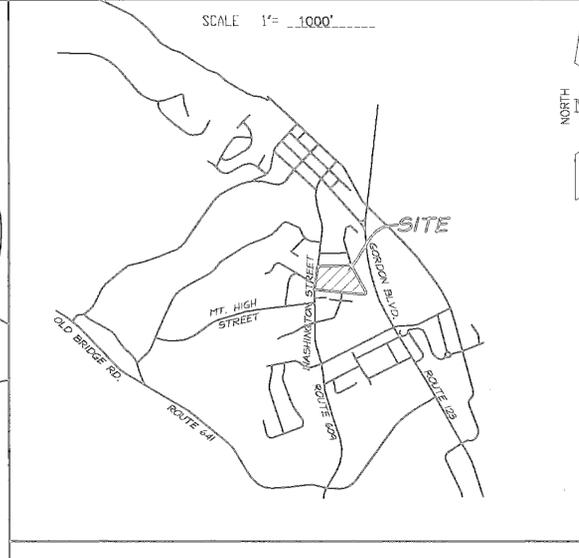
- Horizontal and vertical control surveys were performed by bc consultants in 2009 (Year)
- All elevations must be referenced to the National Geodetic Vertical Datum of 1988 NAVD.
- Source of topographic mapping is dated October, 2009 by bc consultants
- Boundary survey was performed by bc consultants, dated September 23, 2009
- The application of the professional's seal and signature as required by Section 1.14 of the STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS RULES AND REGULATIONS shall be evidence that the boundary data is correct to the best of the land surveyor's knowledge, and complies with the minimum standards and procedures of the state Board; the topographic information is accurate to within one-half of the contour interval, as shown. Application of the seal and signature indicates acceptance of responsibility for the work shown herein.

APPROVED:  
TOWN OF OCCOQUAN  
BY: [Signature] DATE: 10/12/12  
BY: [Signature] DATE: 10/12/12  
BY: [Signature] DATE: 10/12/12  
Chairman, Planning Comm.

## SOILS MAP



## VICINITY MAP



## SOILS DATA

SOIL NAME	MAP UNIT	CAT.	ERODIBILITY	PERMEABILITY			DEPTH OF BEDROCK	SLOPE RANGE
				SURFACE LAYER	SUBSOIL	SUBSTRATUM		
DELANCO FINE SANDY LOAM	16A	III	SLIGHT	MODERATE	VERY SLOW	MODERATE	> 60 IN.	0 TO 4.8
NEABISCO-QUANTICO COMPLEX	42B	II	MODERATE	MODERATE	VERY SLOW	MODERATE	> 60 IN.	2 TO 7.8
QUANTICO SANDY LOAM	47C	I	SEVERE	MODERATE TO MODERATELY RAPID	MODERATE	MODERATE TO MODERATELY RAPID	> 60 IN.	7 TO 15.5
HATTI CHAMBERY SILT LOAM	55E	II	SEVERE	MODERATE TO MODERATELY RAPID	MODERATE	MODERATE TO MODERATELY RAPID	20 IN.-40 IN.	25 TO 50.3

## 'AS BUILT' SHEET INDEX

SHEET #	SHEET TITLE
1	Cover Sheet
2	Site Plan
3	Grading Plan
4	Storm Profiles
5	Storm Sewer Computations
6	Storm Water Management Computations & Details
6A	As-Built HGL Computations

THIS PHYSICAL SURVEY HAS BEEN REVIEWED, AND IN MY PROFESSIONAL OPINION, BASED UPON MY KNOWLEDGE, INFORMATION, AND BELIEF, THE DESIGN ELEMENTS MEASURED BY THE PHYSICAL SURVEY COMPLY WITH THE APPROVED PLANS. THIS REVIEW DOES NOT IMPLY IN ANY WAY THAT (1) INSPECTIONS WERE MADE DURING THE CONSTRUCTION (2) TO THE QUALITY OF WORK, OR (3) TO ANY ELEMENT OR STRUCTURE NOT VISIBLE OR DEPICTED ON THE PHYSICAL SURVEY.

ALL DEDICATED EASEMENTS ARE RECORDED IN INSTRUMENT #200226023771, AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.

QUANTITATIVE CERTIFICATION ONLY. THIS SURVEY WILL NOT PROVIDE QUALITATIVE EVALUATION OF CONSTRUCTION OR DESIGN OF THE FACILITIES INSTALLED.



## REVISIONS

DATE	DESIGNER	NO.	DESCRIPTION

## PROJECT STATUS

DATE	ACTION



PROFESSIONAL SEAL & SIGNATURE  
THESE PLANS ARE IN CONFORMANCE WITH THE TOWN OF OCCOQUAN STANDARDS AND ORDINANCES. ANY DEMATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE DIRECTOR OF PLANNING PRIOR TO CONSTRUCTION.

## TOWN OF OCCOQUAN COVER SHEET

Project Name: OCCOQUAN HEIGHTS

Subdivision or Site Plan Name: OCCOQUAN HEIGHTS

Market Name: OCCOQUAN HEIGHTS

Magisterial District: OCCOQUAN

District: FRENCH B. BALL

Developer: ELM STREET DEVELOPMENT

Name, Address & Telephone No. of Engineer/Architect or Surveyor certifying Plan: christopher consultants llc, 9417 INNOVATION DRIVE, MANASSAS VIRGINIA 20110 (703) 393-9887

Parcel Identification Number: 8393-72-0894

Total Area: 3.68 AC. Project Area: 3.68 AC. Disturbed Area: 3.33 AC. Impervious Area: 2.03 AC. BMP Storage/Acre: 1319.02 c.f.ac.

Related Plans Tracking Numbers (Including Rez. & SUP):

Project Number: 12-OCCO101

Plan Number:         

Plan Type:         

Revision Number:         

Date of Plan (Month, Day, Year): 1/17/12

Present Zoning & Use: ZONE: R3 USE: SFA

Address, Including Zip Code & Telephone No.: 109 WASHINGTON STREET, OCCOQUAN, VA 22125

Address, Including Zip Code & Telephone No.: 1355 BEVERLY ROAD, SUITE 240 MCLEAN, VA 22101 (703) 734-9730

Revised: June 1997

Sheet 1 of 7  
#101790

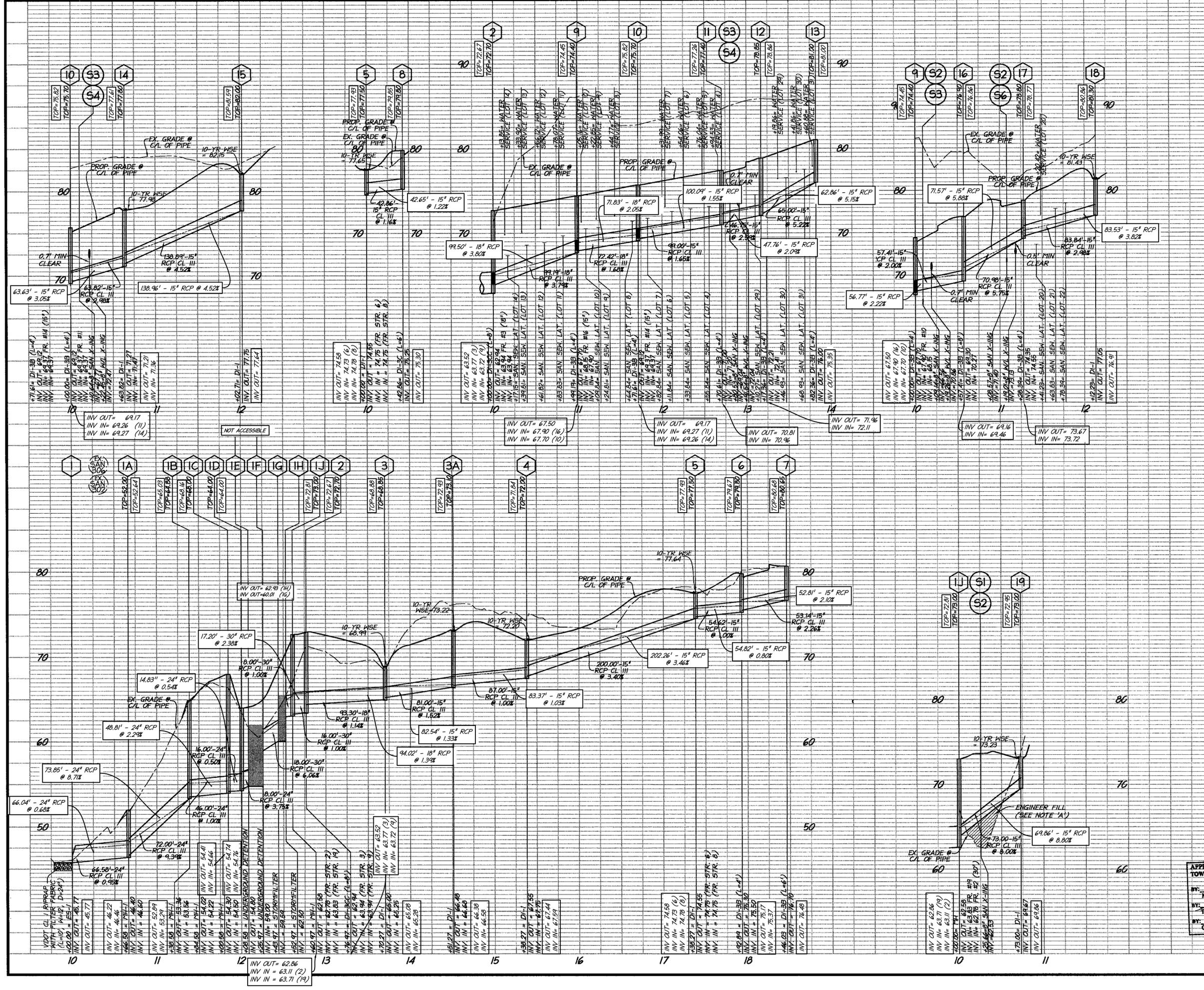
12-OCCO101

OCCOQUAN HEIGHTS - FINAL SITE PLAN

Subdivision/Site Plan Name:



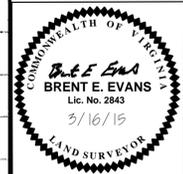




DATE	REVISION
05-09-12	PER TOWN, PWCSA, VDOT
	# CLIENT COMMENTS
06-28-12	ADDRESS PWCSA COMMENTS
07-02-12	ADDRESS PWCSA COMMENTS

NOTE 'A':  
 FILL MATERIAL SHALL BE  
 COMPACTED TO 95% OF ITS  
 MAXIMUM DRY DENSITY, AS  
 DETERMINED BY ASTM 698 AASHTO,  
 AND A DENSITY TEST FOR THE  
 COMPACTION WITHIN THE STREET  
 RIGHT-OF-WAY SHALL BE REQUIRED  
 BY V.D.O.T. THIS INCLUDES ALL  
 STORM, WATER, AND SEWER MAINS  
 PLACED ON FILL.

**christopher consultants**  
 engineering · surveying · land planning  
 9417 innovation drive manassas, va. 20110  
 703.993.9887 · fax 703.383.9078



TOWN OF OCCOQUAN AS-BUILT  
 STORM SEWER  
 PROFILES

OCCOQUAN HEIGHTS  
 TOWN OF OCCOQUAN, VIRGINIA

PROJECT NO. 11027.001.00
SCALE: 1"=30'
DATE: 1/17/12
DESIGN: [Signature]
DRAWN: [Signature]
CHECKED: [Signature]
SHEET No. 4 OF 7 #101790

APPROVED:  
 TOWN OF OCCOQUAN  
 BY: [Signature] DATE: 1/17/12  
 Mayor  
 BY: [Signature] DATE: 1/17/12  
 Chairman, Planning Comm.









# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> May 5, 2015
<b>8 D. Request to Appropriate Additional Funding for River Road Repair and Repaving Project</b>	

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

Town Council approved to contract with Prince William County for a not-to-exceed amount of \$29,424 for repair of asphalt and curbing on River Road during the April 7, 2015 Town Council meeting. The project is limited to the travel lane as the parking spaces located in front of the residences are on private property and are the responsibility of the individual property owners since the HOA dissolved in the late 1990s.

In discussing this item during the April 7 meeting, Town Council directed staff to investigate the possibility of contracting the additional work with Prince William County to repave the parking spaces and repair some curbing on private property, with the intent that the cost for the additional work would be borne by the property owners.

Prince William County provided a quote for the additional work to include replacing approximately 50 feet of curb, milling and paving, and restriping the parking area in the amount of \$10,140. The cost per resident would be \$1,014. Due to Prince William County being a government entity, certain restrictions apply to contracting with private individuals. As a result, the Town would need to pay the cost associated with the additional work, with the property owners reimbursing the Town directly for the work.

Notice of this proposal and project meeting was sent to property owners on April 22, 2015 and posted on each home on April 29, 2015. A meeting with the Town Manager and Town Engineer was held at Town Hall with two property owners in attendance on April 30, 2015 to discuss the project and its impact on residents. At this time, not all property owners are in agreement to pay the fee for repaving the parking area. If agreement cannot be made in regards to contracting the additional work by May 15, 2015, the Town will move forward with repaving and repairing the travel lanes only, as approved by Town Council for the previously approved contracted amount.

This is a request to appropriate additional funding for repairing curbing, milling and paving, and restriping of the parking area located in front of the residences, contingent on obtaining agreement from property owners to reimburse the Town for this cost.

Town Council Regular Meeting – May 5, 2015  
8D. Request to Appropriate Additional Funding for River Road Project

**Engineer’s Recommendation:** Recommend approval with concurrence of all residents.

**Town Attorney’s Recommendation:** Recommend approval of the Proposed/Suggested Motion below.

**Town Manager’s Recommendation:** Recommend approval.

**Cost and Financing:** \$10,140  
**Account Number:** CIP, Reimbursed to Town by Property Owners

**Proposed/Suggested Motion:**

“I move to appropriate \$10,140 from the Capital Improvement Fund for the repair of curbing and asphalt, and restriping of the parking area located in front of the residences on River Road to be performed by Prince William County Public Works, contingent upon property owners’ agreement to reimburse the Town for the cost of this portion of the project.”

OR

Other action Council deems appropriate.

**Attachments: (3)** PWC Quote for Additional Work – Parking Area  
April 22, 2015 Letter to Property Owners  
April 29, 2015 Notice of Meeting Posted

4/14/2015

**River Road additional repairs to parking spaces and curb along townhome frontage  
Town of Occoquan**

**Project includes labor and material for following items;  
Remove and replace approx. 50 feet of concrete curb at the addresses listed below:  
In front of #123 - 10 feet  
Between #121 & #119 - 10 feet  
Between #117 & # 115 - 20 feet  
Between #113 & #111 - 10 feet**

**Mill parking area asphalt 1-1/2 inch deep and approx. 20 feet wide by 190 feet long  
Pave back milled area with 1-1/2 inches of SM-9.5A asphalt  
Paint 19 car parking spaces same layout as existing spaces  
Install additional 20 tons gravel at end of parking lot to provide more parking**

TASKS	QUANTITY	UNITS	COST/UNIT	TOTAL COST
21-A stone	20	tons	\$ 25.00	\$ 500.00
County crew	1	day	\$ 3,100.00	\$ 3,100.00
Concrete curb CG-6	50	lf	\$ 20.00	\$ 1,000.00
Asphalt milling (1.5 inch)	450	sy	\$ 2.00	\$ 900.00
Asphalt paving	45	tons	\$ 82.00	\$ 3,690.00
Pavement Marking	19	spaces	\$ 50.00	\$ 950.00
	SUBTOTAL			\$ 10,140.00
				\$ 10,140.00

**The county will need the town's help coordinating with citizens to have all their cars moved out of the parking lot when milling and paving is being done and cars moved where curb needs to be replaced**



# TOWN OF OCCOQUAN

CIRCA 1734 INCORPORATED 1874  
 314 MILL STREET, PO BOX 195  
 OCCOQUAN, VIRGINIA 22125  
 (703) 491-1918 FAX (703) 491-4962  
 WWW.OCCOQUANVA.GOV

**TOWN COUNCIL**  
 PATRICK A. SIVIGNY, VICE MAYOR  
 TYLER C. BROWN  
 J. MATTHEW DAWSON  
 JIM DRAKES  
 JOE MCGUIRE

**TOWN MANAGER**  
 KIRSTYN BARR JOVANOVIH

**CHIEF OF POLICE &  
 TOWN SERGEANT**  
 SHELDON E. LEVI

**TOWN CLERK**  
 GREG HOLCOMB

**TREASURER**  
 ABIGAIL BREEDING, C.P.A.

**MAYOR**  
 ELIZABETH A. C. QUIST

April 22, 2015

Property Owner  
 ### River Road  
 Occoquan, VA 22125

**Re: River Road Repair and Repaving Project Meeting - April 30, 2015**

Dear \_\_\_\_\_,

The Town of Occoquan has contracted with Prince William County Department of Public Works to repair and repave River Road to include the travel lane and repairs to the grassy over-flow parking area located at the end of River Road. The Town is responsible for the maintenance of the travel lane only and it is the responsibility of the Homeowners' Association for maintenance of the sidewalk, curbing and common parking area located in front of the residences. Due to the dissolution of the HOA in 1998, the responsibility of maintenance has shifted to the individual property owners.

Currently, the Town has contracted to repair and repave the travel lane including addressing drainage issues and curbing at the entry to River Road and applying gravel to the overflow parking area to accommodate four parking spaces. As a courtesy, the Town has obtained a quote from Prince William County to include as part of this project the repair and replacement of curbing, and repaving and restriping the common parking area located in front of the residences. In order to include this as part of this project, **ALL current property owners** must agree to the work and to reimburse the Town for the cost associated with this portion of the project.

<b>River Road Repair and Repaving Project</b>			
<b>Total Project Cost</b>	<b>Town's Portion</b>	<b>Property Owner's Portion</b>	<b>Cost per Property Owner (Payable to the Town)</b>
\$34,660	\$24,520	\$10,140	<b>\$1,014</b>

River Road Repair and Repaving Project Meeting  
April 22, 2015  
Page 2

The work is expected to be scheduled as one project in May or June of this year and each property owner will be billed by the Town for an equal portion of the work. **If agreement cannot be made amongst the property owners, the Town will only repave the travel lane and improve the overflow parking area as part of this project.** Repairs and maintenance of the parking areas, sidewalks and curbing located in front of the residences will continue to be the responsibility of individual property owners.

**River Road Repaving Project Meeting**

Thursday, April 30, 2015

6:30 p.m.

On-Site, River Road

*In case of inclement weather, the meeting will be held in Town Hall.*

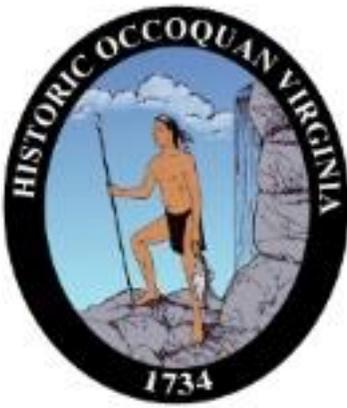
There will be a meeting on Thursday, April 30, 2015, at 6:30 p.m. on-site at River Road to discuss this project with tenants and property owners. Town staff will be available to discuss the project scope and the impact on residents. All property owners are encouraged to attend this meeting. If you are unable to attend, please contact me at (703) 491-1918 Ext. 2 or [kjovanovich@occoquanva.gov](mailto:kjovanovich@occoquanva.gov).

Sincerely,

Kirstyn Barr Jovanovich  
Town Manager

cc: Bruce Reese, Town Engineer  
Greg Holcomb, Town Clerk  
Abigail Breeding, Town Treasurer

105 River Road	109 River Road	113 River Road	117 River Road	121 River Road
107 River Road	111 River Road	115 River Road	119 River Road	123 River Road



# MEETING NOTICE

## RIVER ROAD PAVING PROJECT MEETING

Thursday, April 30, 2015

6:30 p.m.

On Site, River Road

**IN CASE OF INCLEMENT WEATHER**

*Meeting will be relocated to Town Hall, 314 Mill Street.*

The Town Council has contracted with Prince William County to **repair curbing and repave the travel lane of River Road**. Property owners and tenants are invited to attend this informational meeting regarding the project and its impact on residents.

In addition, the Town has obtained an **additional quote to repair some curbing and repave the parking spaces** located in front of the residences. This is not part of the Town's project as maintenance of this portion of the property is the responsibility of the property owner. *See attached letter that was sent to property owners on April 22, 2015.* **ALL property owners must agree to share the cost of this portion of the project in order for it to be completed**; if agreement cannot be reached, then the Town will only repair and repave the travel lane.

If you are unable to attend this meeting, please contact the Town Manager Kirstyn Jovanovich at (703) 491-1918 Ext. 2 or [kjovanovich@occoquanva.gov](mailto:kjovanovich@occoquanva.gov).



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

<b>8. Regular Business</b>	<b>Meeting Date:</b> May 5, 2015
8 E. Request to Approve the Town's Participation in a Board of Zoning Appeals Training Workshop	

**Explanation and Summary:**

This is a request to approve the Town's participation in a regional training event for members of the Town's Board of Zoning Appeals. The BZA workshop is hosted by the Berkley Group, in partnership with Sharon Pandak a Virginia land use attorney, and will provide training for BZA members and cover topics including legislative authority, zoning, due process, case law, variances, appeals and other land use tools.

The workshop is open to localities within Prince William County. To date, the Towns of Dumfries and Haymarket, and the City of Manassas have expressed interest in participating in the workshop. The cost per locality is \$1,000 for an unlimited number of BZA member and staff attendance.

The workshop is scheduled for Tuesday, May 19, 2015, from 1 to 4 p.m. at the Prince William County McCoart Building.

**Engineer's Recommendation:** Recommend approval.

**Town Attorney's Recommendation:** Recommend approval.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** \$1,000

**Account Number:** Operating - Education and Training

**Proposed/Suggested Motion:**

"I move to approve the Town's participation in a regional Board of Zoning Appeals training workshop for an amount of \$1,000 from Operating - Education and Training."

OR

Other action Council deems appropriate.

**Attachments:** None.