



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, March 21, 2017**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Cindy Fithian, and Joe McGuire

**Staff:** Kirstyn Jovanovich, Town Manager; Christopher Coon, Town Clerk; Ned Marshall, Zoning Administrator; Bruce Reese, Town Engineer; Stan Orndorff The Engineering Groupe; Billy Flynn, The Engineering Groupe

**Others:** Andrew Grossnickle, Robinson, Farmer, Cox & Associates

**Absent:** Councilmember Jim Drakes

### **1. Call to Order**

Mayor Quist called the meeting to order at 7:00 p.m. and requested that the order of the Regular Items to be changed to 2C, 2D, 2A, and then 2B.

### **2. Regular Items**

#### **C. Zoning Policy Guidance: Chicken Coops and Food Trucks**

Ned Marshall, Zoning Administrator, outlined the issue regarding whether chicken coops should be permitted within the town. He stated that currently the zoning ordinance does not prohibit or regulate these activities. Mr. Marshall provided chicken regulations from Spotsylvania and Prince William County. Ms. Jovanovich inquired if there was a minimum lot size requirement. Mr. Marshall stated that the majority of regulations required either 3+ acres or 5+ acres. Based on those regulations, there could potentially be two properties that meet those requirements. After discussion, the Council decided to prohibit chicken coops within the town and directed staff to prepare regulations that prohibit the activity.

Mr. Marshall discussed food trucks and whether or not the Town would want to permit them with regulations governing their use, or prohibit the activity. He stated that at this time food trucks are not permitted in VDOT right-of-way without a permit issued to the locality. In addition, commercial activities are not permitted on town property. Mr. Marshall provided information, guidance, and requirements for food trucks that are currently utilized in other localities. After discussion, the Council tasked Town Staff and the Zoning Administrator with defining "special events" and recommending requirements for food truck operators. This information will be presented for further discussion at a future meeting.

#### **D. River Mill Park Trail Improvements Update**

Stan Orndorff, The Engineering Groupe, performed an evaluation of the proposed drainage system for River Mill Park that was approved at the March

regular Town Council meeting. He stated that the drainage system would cover a two-year storm event. Mr. Orndorff recommended that the previous drain design not be installed and that the Town Council consider a new design that would require paving of the trail, and installation of a concrete curb that would prevent undercutting of the paved trail. The Town Council tasked staff to obtain a quote for the cost of paving the entire trail and installing a concrete curb on the upper part of the trail. Ms. Jovanovich stated that she would also speak to the landscaping contractor about ground coverage that would assist with slowing water flow across the property.

#### **A. FYE 2016 Financial Audit Presentation**

Mr. Grossnickle presented the results of the Financial Audit and stated that:

- i. The Town's total net position of \$3.5 million dollars as of June 30 2016 is an increase of \$1.1 million dollars from the previous year.
- ii. The Town Fund Balance of \$711,537 as of June 30 2016, was a decrease of \$24,136 of the previous year's Fund Balance.

Mayor Quist inquired about any other items which should be implemented by the Town with respect to the financial system, or things that have changed within the Town's process over the period which Mr. Grossnickle has been involved in the audits. Mr. Grossnickle suggested that the town look into a more sophisticated financial system that would support the town's budgeting process.

The acceptance of the FYE 2016 Financial Audit will be on the April 4, 2017 regular meeting agenda. Council was asked that once they have had the opportunity to review the document, to direct any questions to the Mayor or Town Manager.

#### **B. FY 2017 2<sup>nd</sup> Quarter Report (October-December)**

Mayor Quist reported that the Town's current year operating net revenue is tracking with the budget. She stated that Meals Tax is trending above budget due to positive business performance within the current fiscal year. River Mill Park maintenance is about \$9,000 above budget, which has been attributed to the bathroom cleanings costing more than expected. The Town Manager has adjusted the frequency of the cleanings and is monitoring the effectiveness and will continue to adjust accordingly.

### **3. Adjournment**

The meeting was adjourned at 8:04 p.m.

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Christopher Coon  
Town Clerk