



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
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Occoquan Town Council
Regular Meeting
November 7, 2018 | 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. **September 4, 2018 Regular Meeting Minutes**
 - b. **September 18, 2018 Work Session Meeting Minutes**
 - c. **October 1, 3, and 16 2018 Meeting Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Town Manager
 - e. Town Treasurer
 - f. Chief of Police
 - g. Boards and Commissions
8. **Regular Business**
 - a. Legislative Agenda Discussion
 - b. County MOU - TAP Grant Funding Agreement

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.

- c. Request to Clarify Authorized Part-time Police Officers
- d. Tanyard Hill Park Property Naming Discussion
- e. Town Blessing and Holiday Party
- f. Parking and Development Discussion

9. Closed Session

10. Adjournment



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

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

Staff: Elizabeth Quist, Interim Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Christopher Coon, Town Clerk; Julie Little,

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 127 Washington Street, addressed the Town Council with regard to the development of Kiely Court. He asserted that the developer was utilizing public property. He also wanted information on what a land disturbance permit allows the developer to do. Finally, he stated his belief that the current excavation at the development contains OSHA violations.

4. Response to Citizens Time

Mayor Porta inquired of staff if there are any known violations on the Kiely Court Development at this time. Interim Town Manager Quist stated that the developer has the necessary permits for work done thus far and is complying with current regulations. She also indicated that she reviewed the site with the Town Engineer today, spoke with the developer, and learned that the developer was planning on picking up the necessary permits for construction of a retaining wall.

Mayor Porta inquired of staff if the elevation and grading plan Mr. Houghton referenced is the approved site plan, and instructed staff to provide Mr. Houghton with a copy of the current approved site plan for Kiely Court. Finally, Mayor Porta informed Mr. Houghton that the Town will look into his assertion regarding the use of public property and explained that if Mr. Houghton believed there are OSHA violations at the development site that he should contact OSHA directly.

5. Councilmember Reports

Councilmember Perkins reported that there were two new businesses opening in Town and he wanted to share his opinion on how important it is for Councilmembers to be there to show support to the business community.

Councilmember Fithian reported that she wanted to discuss the ordinance which regulates operations of home businesses at a future meeting.

6. Mayor's Report

Mayor Porta reported that he met with a volunteer who is proposing a beautification plan involving planting some flowers along the Visitor Center's porch railings.

Mayor Porta reported that he was participating in a working group convened by Occoquan Supervisor Ruth Anderson that also included Prince William County staff and Fairfax Water. The purpose of the group was to address the accumulation of debris above the Occoquan High Dam caused by the recent extensive rains.

Mayor Porta briefed the Council on the flooding issues related to several properties on Tanyard Hill Road. He stated that there are three main contributing factors to the flooding of Tanyard Hill and the adjacent properties: (1) Ballywack Creek and the periodic blocking of culvert under Tanyard Hill Road, (2) the crest of the roadway that empties onto the adjacent properties, and (3) behind the homes on Tanyard Hill Road residential development along West Locust Street has contributed to excess stormwater runoff. He stated that he and the Town Engineer Bruce Reese have recently reviewed the last of these and found two items that the Town needs to address. First, there is an infiltration trench behind the homes on West Locust Street that needs maintenance and second, there is a property owner that has used piping to divert stormwater away from the infiltration trench. Mr. Reese stated that the last of these appeared to be a violation but, he would like to review the original site plan to confirm this.

Mayor Porta stated that pending the Town Engineer's review, staff may need to send notifications to the relevant property owners regarding violations and plans to perform maintenance on the infiltration trench.

7. Staff Reports

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

- i. **Training** - He participated in an orientation and training sessions for members of the ARB.
- ii. **Miller Brothers** - He stated that he does not have any new information on the status of repairs to the River Mill Park facility, and is awaiting additional information from the project manager, the Engineering Groupe.

B. Town Engineer: Mr. Reese submitted a written report.

Council inquired if the current proposed location for the canoe and kayak ramp is the Town's most cost-effective option. Mr. Reese stated that there was significant work done to locate the best location consistent with cost-effectiveness and the requirements of the relevant grant.

C. Building Official: The Building Official submitted a written report. No questions were received.

- D. Town Manager:** Ms. Quist submitted a written report and additionally noted the following two items:
- i. River Mill Park – there are several small issues that have occurred in the park. Staff is aware and working to resolve all of the issues
 - ii. Storm Water – Boundary Branch creek was reviewed today due for erosion issues and the West Locust Infiltration Trench is scheduled to be cleaned out this week.
- E. Town Treasurer:** Ms. Rodriguez submitted a written Treasurer’s report. No questions were received.
- F. Chief of Police:** Chief Linn submitted a written report. He also noted the following:
- i. Body worn cameras – Chief will begin a 30-day pilot program to evaluate if body worn cameras would be effective in the Town.
 - ii. Part-time/ Auxiliary Officers – He is in the process of filling the part-time and auxiliary officer positions and hoping to do so before the Craft Show.
 - iii. Selling Crown Victoria – He was waiting for Mr. Coon to return from vacation to sell the Crown Victoria and use the proceeds to install a transport cage for the Police SUV.

Councilmember Fithian inquired if Prince William County had transport cages in their vehicles and Chief Linn informed her that most County vehicles did have the transport cages.

Vice Mayor Sivigny inquired which officers were part-time and which were auxiliary. Chief Linn stated that currently the only part-time officer is Officer Barker.

Mayor Porta wanted to let Chief Linn know that he was impressed with how Chief Linn and his officers are enforcing traffic and pedestrian safety issues while also engaging with the community.

- G. Events & Community Development Director:** Ms. Little had several items to report. She reported that Occoquan has again won the best tourist destination in Prince William County designation from InsideNova readers. She also reported on the various events that are planned for September and October. She also reported that the Craft Show Exploratory Committee is working to have recommendations to Town Council in November.

Councilmember Holloway stated that she was impressed with Ms. Little’s work on the Town’s social media accounts.

Mayor Porta stated that Ms. Little has far exceeded his expectations regarding the use of River Mill Park and her efforts are widely-recognized.

- H. Boards and Commissions:** Councilmember Perkins reported that the Planning Commission had submitted questions for the Jennings Mill Property relating to the Comprehensive Plan.

Chairperson Seefeldt reported the ARB submitted questions for the Jennings Mill Property to the developer. They also had training with Martin Crim, Town Attorney, and Ned Marshall, Town Zoning Administrator. She also reported that the ARB approved both a sign and exterior elevation application.

8. Regular Business

8A. Request from Occoquan Historical Society for Event Sponsorship

Councilmember Fithian moved to approve the sponsorship of the Occoquan Historical Society's "Chicken and Cream" fundraiser at a sponsorship level of \$500 and directed staff to notify Fairfax Water of the event. This essentially reimburses the Occoquan Historical Society for the \$500 rental fee they paid to use River Mill Park for the fundraiser and reflects the Town's practice with regard to nonprofit use of the park.

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

8B. Request to Accept DMB - National Highway Safety Traffic Administration highway safety grants

Vice Mayor Sivigny moved to accept the funds from the DMV pass-through grant of the National Highway Safety Traffic Safety Administration and approve an in-kind Town match of up to \$2,461.

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

8C. Request to Appoint ASAP Representative

Councilmember Perkins moved to appoint Councilmember Laurie Holloway to the Bull Run ASAP Policy Board until such time as her appointment expires or the Council deems otherwise.

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

8D. Request to Appoint Members to the Board of Zoning Appeals

Councilmember Perkins moved to submit the following individuals for consideration of appointment to the Board of Zoning Appeals to the Prince William County Circuit Court: Mary Ann Phelps, Walt Seiberling, and Lance Houghton.

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

8E. Request from the Craft Show Exploratory Committee to Rent Equipment

Councilmember Holloway moved to approve the rental of ten iPads with the associated data plans for volunteer use during the Fall Arts & Crafts Show in order to collect survey data from visitors at a cost not to exceed \$1,000.

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

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1): a personnel matter involving consideration or interviews of candidates for employment or appointment and as permitted by the Virginia Code Section 2.2-3711(A)(7): consultation with legal counsel or another matter requiring advice of counsel. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 8:31 p.m.

The Council came out of closed session at 8:55 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Fithian seconded.

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

8F. Request for Direction Regarding Logo, Tagline, and Branding

Town Council discussed what they would like done for the next meeting with the company working on the logo and tagline. Councilmember Holloway and Town Staff were instructed to assist the vendor in creating another logo and tagline.

11. Adjournment

The meeting adjourned at 9:55 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Work Session Meeting Minutes- DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 18, 2018
7:00 p.m.

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

Absent: Councilmember Eliot Perkins

Staff: Elizabeth Quist, Interim Town Manager; Adam Linn, Chief of Police; Christopher Coon, Town Clerk; Julie Little,

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Mark Mcilwee, 209 Mill Cross Ln., voiced his concern about the drainage easement along the rear of his property. He stated that over the past couple of years significant erosion has occurred. There is now a six-foot drop in the area as well as a broken piece of concrete from some type of stormwater system.

Mayor Porta stated that he will direct town staff to discuss potential solutions with the County and ask that the Town Engineer add this item to his reporting.

4. Regular Business

4A. ARB Revised Signage Guidelines Discussion

Interim Town Manager Quist presented the ARB Revised Signage Guidelines that were created by the ARB and edited by Ms. Quist and Ms. Jovanovich edited to conform to Town document standardization.

Ms. Quist stated that this was Town Council's opportunity to state any questions or concerns about the document before it was brought before Council for final approval. Councilmember Holloway also stated that this document will need to be edited for minor mistakes and if Council noticed them to please forward those mistakes to Ms. Quist.

Town Council stated that there were a couple of things that needed to be addressed. They stated the organization of sections seemed confusing and that perhaps it would be worthwhile to reevaluate how the document is structured. Also, they wanted clarification regarding non-residential signs in the R-1 R-2 and R-3 districts. Finally, they stated that there were a couple on changes that needed to be made to the history section. Council also wanted the ARB to updated the historic color pallet. The document was sent back to the ARB for those items to be edited before the final document is approved.

4B. Police Body Camera Pilot Program

Chief Linn made a presentation of Axon's Officer Safety Program, which includes body cameras, data storage, and tasers. Chief Linn discussed body camera and taser usage. He reported that all agencies in Prince William County currently utilize body cameras. He provided Council with a demonstration of the body cameras and test video playback. He stated that he has been working with officers on training for the body cameras. He reported that the tasers would be equipped only after all of the officers received training.

Town staff informed Town Council that this item was under the budgeted amount for the CIP item and the Chief did not need a vote from Council to proceed if the Council had no objection. There being no objection the Chief was authorized to proceed.

4C. Stormwater BMP Discussion

Mayor Porta explained that the Town currently is having issues with an infiltration ditch behind West Locust Street as discussed at an earlier meeting. The infiltration trench is designed to hold water and gradually release it. He noted that The Engineering Groupe reviewed this infiltration trench in 2011 and provided a list of recommendations, as well as a maintenance schedule. He informed Town Council that the infiltration trench appears to be reaching the end of its usable life and that the Town Engineer recommended the Town take the next couple of days or weeks to evaluate the system and how it is performing after doing some of the smaller maintenance items from engineer's report in 2011.

Mayor Porta stated that depending on the results of that evaluation the entire infiltration trench might need to be replaced. He is going to try to obtain quotes from contractors for the expected work and bring that back to Council.

4D. Review of Town Code Recodification

Ms. Quist reported that the Town has received a draft of the recodification project from American Legal Publishing. The draft contains minor corrections to formatting and includes fixing references to the State Code. She also stated that they provided some comments that the Town Staff and Town Council will need to review. She stated that she will be moving forward with help from the Mayor to get this completed and brought back to Town Council for final approval at a later meeting.

11. Adjournment

The meeting was adjourned at 8:40 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Meeting Minutes
Occoquan Town Hall
314 Mill Street, Occoquan, VA 22125
October 1, 2018
7:00 P.M.

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

Staff: None

1. Call to Order

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

2. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment. Councilmember Dawson seconded. Ayes: all, by voice vote. Closed session began at 7:04 p.m.

The Council came out of closed session at 10:10 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Holloway seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins. Nays: None.

3. Adjournment

The meeting was adjourned at 10:12 p.m.



OCCOQUAN TOWN COUNCIL
Meeting Minutes
Occoquan Town Hall
314 Mill Street, Occoquan, VA 22125
October 3, 2018
7:00 P.M.

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

Staff: None

1. Call to Order

Mayor Porta called the meeting to order at 7:10 p.m.

2. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment. Councilmember Fithian seconded. Ayes: all, by voice vote. Closed session began at 7:11 p.m.

The Council came out of closed session at 11:22 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Holloway seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins. Nays: None.

3. Adjournment

The meeting was adjourned at 11:23 p.m.



OCCOQUAN TOWN COUNCIL
Meeting Minutes
Occoquan Town Hall
314 Mill Street, Occoquan, VA 22125
October 16, 2018
7:00 P.M.

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

Staff: Christopher Coon, Town Clerk, joined the meeting after closed session.

1. Call to Order

Mayor Porta called the meeting to order at 7:05 p.m.

2. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment. Councilmember Holloway seconded. Ayes: all, by voice vote. Closed session began at 7:06 p.m.

The Council came out of closed session at 10:25 p.m. Vice Mayor Sivigny moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember Fithian seconded. Result of roll call vote: Ayes: Vice Mayor Sivigny, Councilmembers Dawson, Fithian, Holloway, and Perkins. Nays: None.

3. Budget Committee

Mayor Porta and Councilmember Dawson agreed to serve on the Town Budget Committee.

4. Credit Card Processing

Chris Coon, Town Clerk, presented a proposal for the acceptance and processing of credit cards. Councilmember Perkins moved acceptance. Councilmember Fithian seconded.

Ayes: all, by voice vote.

5. West Locust Infiltration Trench and Water on Mill Street

Mayor Porta indicated that he and the Town Engineer were working with a contractor to obtain a bid on restoration of the Infiltration Trench related to development on West Locust Street. The Council also discussed the water drainage issues on Mill Street related to construct at the northwest end of town and water draining from the Rockledge property.

6. Town Logo

The Town Council reviewed the logo options provided by Imagine, Inc. and selected draft option 3.0 for additional discussion and revision with the vendor. Councilmember Holloway was appointed to conduct the revision discussions with the vendor.

7. Adjournment

The meeting was adjourned at 11:05 p.m.



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

Town Engineer's Report Town Council Meeting –November 7, 2018

Kayak/Canoe Launch – update from last report

Two bids received in July 2017 (Delta Marine and McLean Endeavors), both over budget. Department of Conservation and Recreation (DCR) has indicated possible additional funding from the current \$100,000 to \$280,000. Updates to permits, historic resources, threatened and endangered species discussed. Both bidders reached for confirmation that previous bids are still valid. New budget forwarded to DCR on October 12, 2018.

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

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

Kiely Court Project – update from last report

Land Disturbance Permit issued - construction commenced. Plan revision approved.

Rivertown Project – no change from last report

Land Disturbance Permit issued – construction proceeding.

Boundary Branch – no change from last report

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

Oaks III - update from last report

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

Use as park and open space – trails and Stormwater Pond shown on GDP

Plat vacating lot line when site plan needed - NRA to review first

Access to potential parking lot for trail head allowed off Tanyard Hill

Reserve ROW along Tanyard Hill and Old Bridge Roads

Use LID as part of any development

Pay \$75 per acre zoned (4.229 acres)

-END-

Town of Occoquan - Permit Report
 October 2018

Permit Number	Main Address	Description	Permit Type	Permit Status	Valuation
ELE2019-01557	307 COMMERCE ST	RELOCATING PANEL & ADDING ELE FIXTURES & REWIRING KITCHEN	Electrical	Issued	\$4,500.00
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN CABINETS, CUTTING INTO THE CEILING TO INSTALL	Building	Issued	\$16,000.00
ELE2019-00994	429 FORTRESS WAY	REPLACE 200 AMP PANEL AND INSTALL CIRCUITS, FIX, RECEP & SWITCHES	Electrical	Finaled	\$500.00
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FURNACE LIKE FOR LIKE	Gas	Issued	\$4,751.00
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018-00224	Building	Issued	\$10,000.00
BLD2018-03636	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE	Building	Finaled	\$20,000.00
ELE2018-04745	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE	Electrical	Finaled	\$20,000.00
MEC2018-01930	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE	Mechanical	Finaled	\$1,500.00
PLB2018-01804	408 MILL ST	ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3-UNIT APARTMENT ABOVE	Plumbing	Finaled	\$20,000.00
BLD2018-02969	426 MILL ST	LOT SPECIFIC SFD - KIELY RESIDENCE (THIS IS UNDER CIB)	Building	Pending	\$1.00
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	\$20,000.01
BLD2018-02984	430 MILL ST	KIELY RESIDENCE - LOT SPECIFIC SFD	Building	Pending	\$100.00
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	\$20,000.01
BLD2019-00434	389 MYRTLE PL	REMODEL KITCHEN - MOVE KNEE WALL	Building	Finaled	\$1,500.00
ELE2019-00195	389 MYRTLE PL	UPGRADE KITCHEN ELECTRICAL	Electrical	Finaled	\$1,800.00
GAS2019-00024	389 MYRTLE PL	move gas line for stove approximately 9' and install new range	Gas	Finaled	\$600.00
PLB2019-00198	389 MYRTLE PL	RELOCATE PLB PIPE FOR SINK	Plumbing	Finaled	\$800.00
BLD2014-05879	1441 OCCOQUAN HEIGHTS C	DECK	Building	Issued	\$6,700.00
BLD2019-00693	101 POPLAR LN	EXTENDING EXISTING DECK 6 X 12.6 AND 6 X 31.8 ADDING STAIRS (5 X 5) AND REBUILDING EXISTING	Building	Finaled	\$65,693.00
ELE2019-01261	101 POPLAR LN	Deck electrical	Electrical	Finaled	\$500.00
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	\$60,000.00
ELE2018-02286	113 POPLAR LN	36' x 18' INGROUND POOL	Electrical	Issued	\$6,000.00
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	\$2,200.00
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to Fire Bowls	Gas	Issued	\$2,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Issued	\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Issued	\$1,000.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Issued	\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Issued	\$45,000.00
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Gas	Issued	\$1,000.00
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Plumbing	Issued	\$10,000.00
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Issued	\$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Gas	Issued	\$1,000.00
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Plumbing	Issued	\$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Issued	\$45,000.00
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Gas	Issued	\$1,000.00
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Plumbing	Issued	\$10,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Issued	\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Issued	\$1,000.00

PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Issued	\$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Issued	\$45,000.00
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Gas	Issued	\$1,000.00
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Plumbing	Issued	\$10,000.00
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PAY BCE ADMIN FEE***	Building	Issued	\$1,000.00
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN RESIDENCE ON THE SECOND FLOOR. 1	Plumbing	Issued	\$4,000.00
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC.	Building	Pending	\$75,000.00
ELE2019-00426	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC.	Electrical	Pending	\$75,000.00
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC.	Gas	Pending	\$75,000.00
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC.	Mechanical	Pending	\$75,000.00
PLB2019-00145	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING PLUMBING, LIGHTING/ELE, AND HVAC.	Plumbing	Pending	\$75,000.00
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	\$15,000.00
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW,	Building	Issued	\$750.00
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW,	Electrical	Issued	\$500.00
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW,	Plumbing	Issued	\$750.00
BLD2019-00357	109 WASHINGTON SQUARE C	ADDING SPIRAL STAIRCASE TO EXISTING DECK (BLD2014-04698)	Building	Issued	\$5,000.00
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	\$1,400.00

END OF REPORT



TOWN OF OCCOQUAN

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

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

Town Treasurer's Report Town Council Meeting - November 6, 2018

TOWN TREASURER
 Carla M. Rodriguez

Audits

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

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	2	9/20/2018	Not compliant
Pink Bicycle Teal Room	7	9/26/2018	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	5 Years	\$1,476.29	06/14/18	Compliant - monthly payment plan
Granny's Cottage Inc	2 Years	\$134.40	9/26/18	Not Compliant

Other Items of Note

None.



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

TOWN MANAGER

CHIEF OF POLICE
Adam C. Linn

Occoquan Police Department

Monthly Town Council Report November 6, 2018

Departmental Goals

(Set by Town Council in February 2016)

- Goal 1: Protection of private property
- Goal 2: Improvement of pedestrian safety
- Goal 3: Increased patrol hours including nights and weekends
- Goal 4: Prioritizing community meetings outside of town
- Goal 5: Updating department policies

Current Initiatives

Continued with the Calls for Service police coverage in Town. Working with town officers to increase patrols and visibility on nights and weekends.¹ Continued field training with town officers and worked with officers to address administrative needs of Police Department.

Directed traffic enforcement on Commerce Street and Gordon Boulevard area (speeding, Block the Box and Driving off Roadway), Union Street/Tanyard Hill Road (speed enforcement), and Washington Street (pedestrian safety and speeding). Directed stop sign enforcement and cut-through traffic in historic district.² Increasing foot patrols and visibility in historic business area.

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

Community Relations

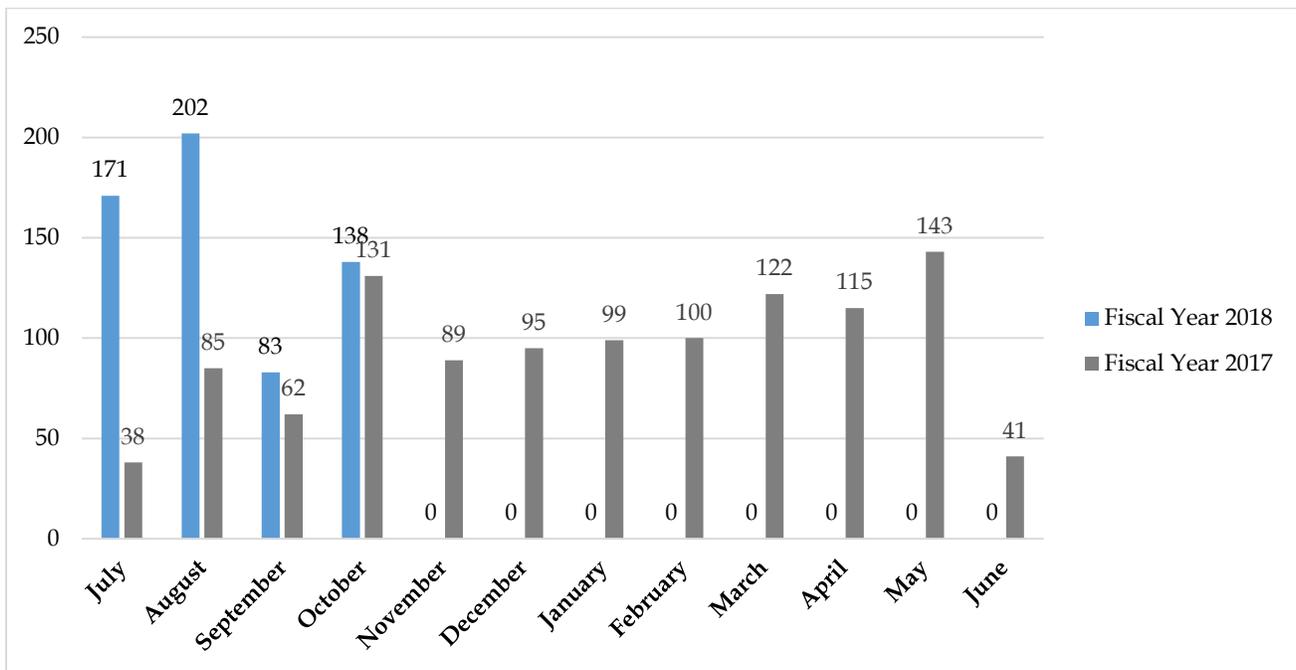
Attended quarterly Town/Business Partnership and spoke on public safety matters and introduced new police officers. Provided patrol and visibility during Haunt the Town event, Howl-o-Ween event, River Mill Park events and Pokémon Go events. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

Provided business checks and discussed issues (shoplifting suspect) with local business owners and staff. Spoke with multiple residents throughout the month.

Patrol and Enforcement Activities

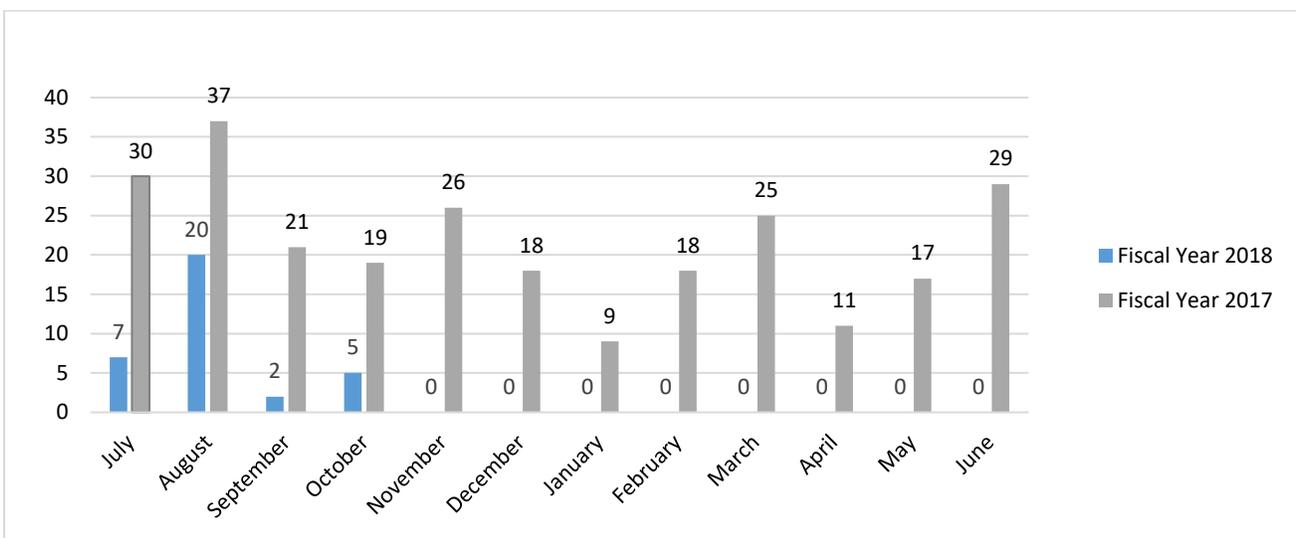
During the month of October, the Town Police made 5 arrests (reckless driving, felony fleeing and alluding, felon in possession of firearm and impaired driving), issued 138 traffic summonses, and 80 warnings.

Traffic Summonses FYTD (GRAPH) ¹



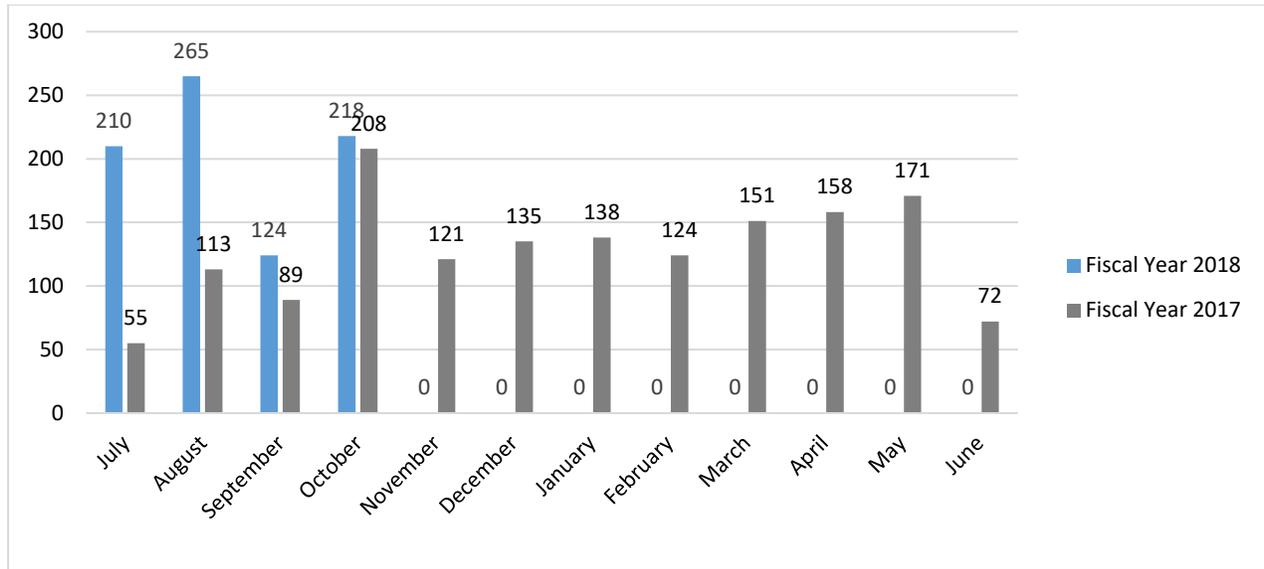
¹Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) ²



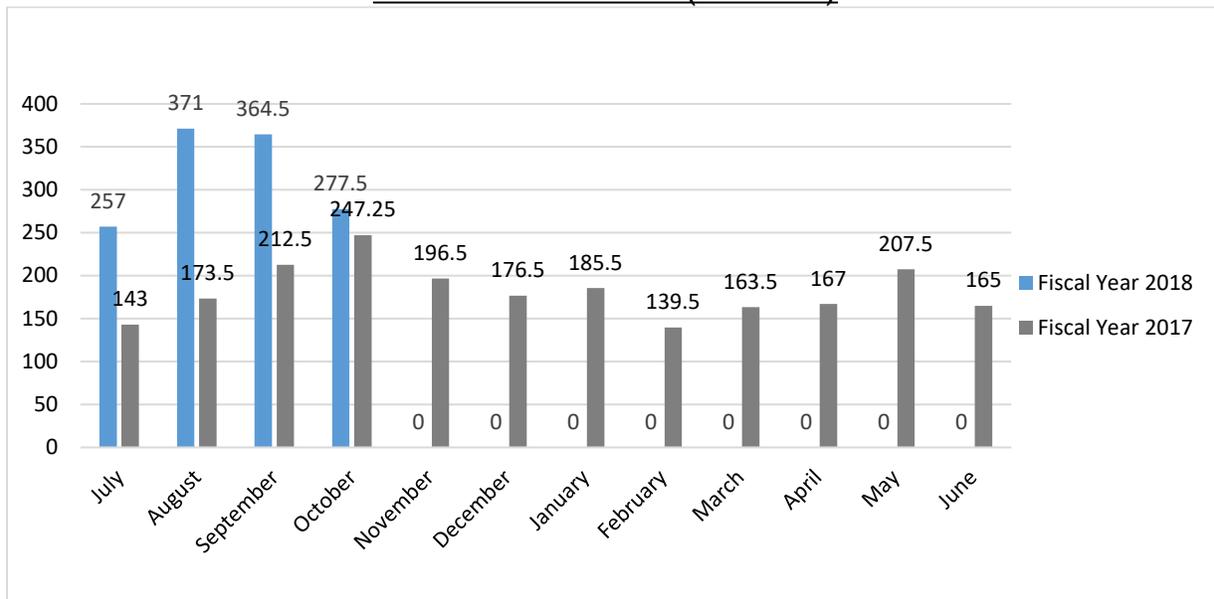
²Goal 2

Traffic Stops YTD (GRAPH)³

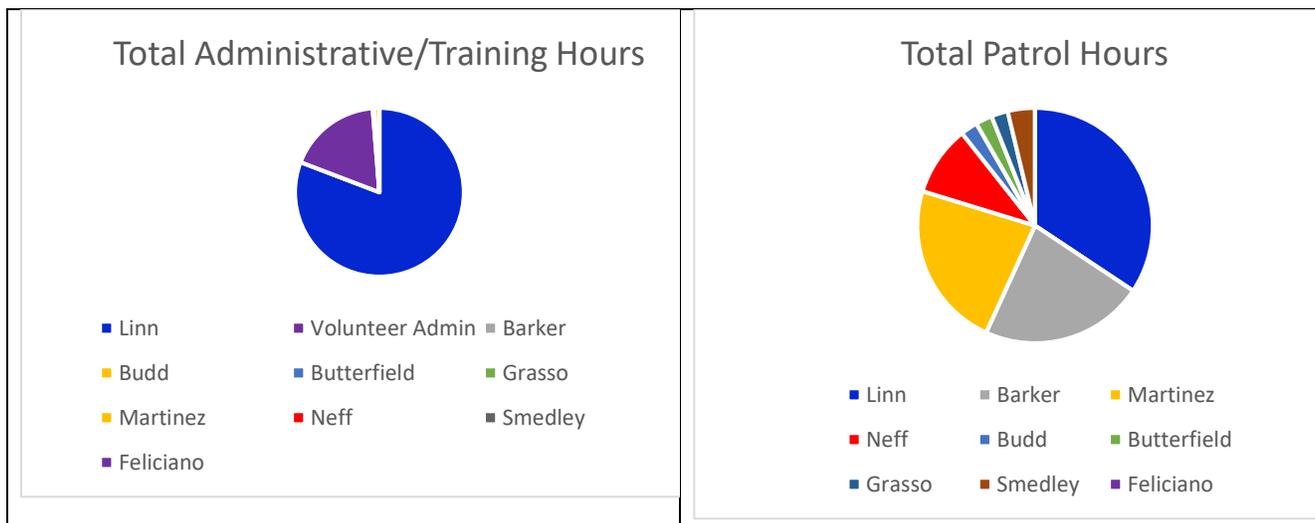


³Goal 2

Patrol Hours FYTD (GRAPH)⁴



⁴Goals 1, 2, 3



Miscellaneous

Taser CEW training for authorized officers will be in November. Working on piloting a Narcan program to train and equip officers with Narcan and accidental exposure to opioids.

¹Goal 3

²Goal 2



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: November 7, 2018
8 A: Legislative Agenda Discussion	

Explanation and Summary:

This agenda outlines issues of interest or concern to the Town of Occoquan on which the Town Council requests action from Virginia General Assembly during its annual session. The legislative agenda would be presented to the Prince William County/Occoquan members of the Virginia General Assembly. In addition, the Town Council can prepare a Positions Statement which outlines the Town's position on issues that are likely to come before the General Assembly.

The 2019 Virginia General Assembly Session will convene in Richmond on January 10, 2019. The Town Council will need to adopt their 2019 Legislative Agenda prior to the 2019 Session.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

Action Council deems appropriate.

Attachments: (2) Town of Leesburg Legislative Agenda
Town of Leesburg Legislative Positions Statement



Town of Leesburg 2018 Legislative Agenda

1 (Issues are not arranged in priority order)

2

3 **A. County Billing and Collecting of Town Taxes and Vehicle License Fees**

4 The Town Council requests that Virginia Code § 58.1-3910 be amended to enable the County
5 Treasurer to collect delinquent real estate and personal property taxes and vehicle license fees in
6 addition to current taxes and fees and to enable the Town to compensate the Treasurer for this
7 service.

8

9 **B. Unmanned Aircraft Systems (Drones) on Public Lands**

10 The Town Council requests that Virginia Code 15.2-926.3 be amended to clarify that the Town
11 has the ability to regulate the use of its public lands, including parks, as it relates to the launching
12 and retrieving of unmanned aircraft systems (drones).

13

14 **C. City Status**

15 The Town Council requests amendment of Virginia Code Section 15.2-3201 and Section 15.2-
16 3800 to eliminate restrictions on the granting of city charters to towns with populations more
17 than 40,000.

18

19 **D. State Maintenance Funds for Roadway Paving**

20 The Town Council requests that the Virginia Department of Transportation continue funding
21 road maintenance through the two programs established to help localities with roadway
22 maintenance, the Revenue Sharing maintenance program and the State of Good Repair program.

23

24 **E. Dam Safety Funding and Regulations**

25 The Town Council urges the federal government and the Commonwealth of Virginia to provide
26 adequate funding for high hazard dam inspection, maintenance, and reconstruction.

27

28 **F. Wireless Communication Facility Placement**

29 The Town Council opposes any legislation that limits the Town's authority to regulate the
30 placement of wireless communication facilities in Town right of way and on Town-owned
31 facilities.

32

33 **G. Repeal or amendments to Va. Code § 15.2-2303.4 to allow residential rezonings to include
34 voluntary proffers**

35 Repeal or amend 15.2-2303.4 to support existing local authority to accept cash and in-kind
36 proffers from developers to assist the Town in financing the capital facilities and infrastructure
37 needed to serve new residential development and oppose legislation to eliminate or restrict that
38 authority.

39

40 *or in the alternative,*

41

42 Requests the General Assembly appoint a committee to study the new legislation to recommend
43 future amendments to address unintended consequences resulting from the 2016 amendments.

44

- 45 **H. Business, Professional and Occupational License (BPOL) Taxes**
46 The Town Council opposes legislation that would eliminate the BPOL tax, unless current
47 revenue from the BPOL tax is replaced with new local revenue that is distributed directly to each
48 locality based on point of sale. Further, the Town Council requests that if the BPOL tax is
49 eliminated, localities be granted the authority to issue an annual license to businesses physically
50 located within the locality for a nominal fee.
51
- 52 **I. Water Quality Funding**
53 The Town Council urges the federal government and the Commonwealth of Virginia to provide
54 adequate funding for capital improvements for sewage treatment plants, Total Maximum Daily
55 Loads (TMDLs) requirements, MS-4 Permits, and other stormwater systems.
56
- 57 **J. Bills of Financial Impact to the Town**
58 Reinstating the requirement that bills resulting in a net expenditure and/or net decrease in revenue
59 for local governments be filed on or before the first day the legislature convenes.
60
- 61 **K. Procurement**
62 Supports the Virginia Association of Government Purchasing's position to re-establish
63 authority for cooperative purchasing for construction contracts under \$200,000.
64
- 65 **L. Chesapeake Bay TMDL and State Water Quality Management Planning Regulation**
66 The Town Council supports the Virginia Municipal Wastewater Association's position
67 opposing revision of existing nutrient allocation of dischargers (local governments, authorities
68 and industrial facilities) for the purpose of transferring allocation to new facilities.



Town of Leesburg

2018 Legislative Positions Statement

GENERAL POSITIONS

(Issues are not arranged in priority order)

A. Oppose any reduction of local taxing authority

The Town Council opposes any reduction or narrowing of the taxing authority of local governments, including but not limited to business license tax, machinery & tools tax and meals tax. Further, the General Assembly should take no action to restrict the use of current local revenue sources.

B. Oppose any reduction of local land use authority

The Town Council opposes legislation that weakens local authority to plan and regulate land use, zoning and property maintenance. This authority should remain with local governing bodies.

The Town Council generally supports the granting of additional land use, zoning and property maintenance authority to localities, especially in areas experiencing high rates of sustained growth, and as a means to address the fiscal burdens experienced by localities in providing needed public services to local residents.

The Town Council supports existing local authority to accept cash and in-kind proffers from developers to assist localities in financing the capital facilities and infrastructure needed to serve new development and opposes legislation to eliminate or restrict that authority.

C. Oppose any unfunded mandates

The Town Council opposes any new state mandates that are not fully funded by the Commonwealth, and opposes the shifting of fiscal responsibility from the state to localities for existing programs.

D. Support revenue sharing with state

The Town Council supports any state revenue sharing formula to assist local governments with public infrastructure needs, so long as the formula includes recognition of the needs in high growth localities.

POSITIONS ON SPECIFIC ISSUES

(Issues are not arranged in priority order)

E. Tree Save Efforts

The Town Council supports efforts that would strengthen localities' ability to require private new construction projects to save existing trees.

F. GIS Support

The Town Council opposes any legislation that would mandate that only licensed surveyors may perform GIS work for localities.

37 **G. Short-Term Rental (Airbnb, etc.) Regulations**

38 The Town Council supports any state policy that ensure Town land use and taxing authority over
39 short-term residential rentals.

40 **H. Transportation Funding**

- 41 i The Town Council supports state policy changes to reduce state oversight of locally
42 administered transportation projects. Such oversight is duplicative, cumbersome, and
43 inefficient, and results in unnecessary delays and costs. Periodic state audits of locally
44 administered projects would be more efficient and better policy than constant, day to day
45 oversight.
- 46 ii The Town Council supports state policy changes to mandate further refinement of VDOT
47 cost estimates for transportation projects in an effort to improve accuracy and thus reduce
48 time lost due to the accumulation of unnecessary excess funds. In those circumstances when
49 excess funds are unavoidable, allow those funds to be allocated to other projects more
50 efficiently.

51 iii Construction of Grade-Separated Interchanges

52 The Town Council requests dedicated funding for the construction of grade-separated
53 interchanges to replace the current at-grade signalized intersections in the following
54 locations:

- 55 (a) Edwards Ferry Road at the Route 15 Bypass, incorporating the intersection of Fort
56 Evans Road and the Route 15 Bypass, as well as facilities that will allow safe
57 pedestrian passage across the Bypass

58 *Status:* Interchange Justification Report (IJR) underway. This VDOT managed
59 project has \$2 million in NVTA funds allocated for study and design work.

- 60 (b) Battlefield Parkway at Route 7 (East Market Street)

61 *Status:* NVTA and VDOT agreement complete. \$13 million in NVTA funds and 25
62 million in NVTA funds have been secured. County and Town will request \$25
63 million in 2019 NVTA Funds

- 64 (c) Battlefield Parkway at the Route 15 Bypass

65 *Status:* Town has applied for \$50 million in HB-2 funding from VDOT. IJR has not
66 been funded

67 **I. Transient Occupancy Tax**

68 The Commonwealth should not allow online travel companies to avoid paying the full transient
69 occupancy tax and the Town Council supports legislation to clarify this in the state code.

70 **J. Civil Zoning Fines**

71 The Town Council supports legislation that grants localities the authority to collect unpaid and
72 delinquent civil zoning fines in the same manner as real estate taxes and levies are collected.

73

74

75 **K. Local Authority to Prohibit Firearms on Public Property**

76 The Town Council supports legislation that authorizes localities to adopt ordinances that prohibit
77 firearms and ammunition on property owned or leased by the locality.

78 **L. Prohibit Predatory Lending Practices** (*Council Resolution, July 13, 2010*)

79 The Town Council supports legislation that prohibits all predatory, usurious lending practices,
80 including but not limited to provisions that would:

- 81 i. Impose an interest rate cap of eighteen percent (18%) above the prime lending rate,
82 calculated as an effective annual percentage rate including all fees or charges of any kind, for
83 any consumer credit extended in the Commonwealth of Virginia;
- 84 ii. Incorporate into the Virginia Code the protections regarding consumer credit to military
85 personnel as reflected in the Military Lending Act, 10 United States Code, Section 987.

86 **M. Utility Rates & Connection Fees**

87 The Town Council supports the existing authority of localities or locally created authorities to
88 impose utility rates and connection fees adequate to support the full cost of water, wastewater
89 and stormwater utility systems, and opposes any legislation that would limit that authority.

90 **N. Higher Education Presence in Leesburg**

91 The Town Council requests funding for a state-supported higher education presence in the Town
92 of Leesburg.

93 **O. Independent Consumer Advocate for Transmission Line Issues**

94 The Town Council supports legislation that creates an independent office of the consumer
95 advocate within State government to actively participate in transmission lines issues before the
96 State Corporation Commission.

97 **P. Enforcement of Recycling Regulations**

98 The Town Council supports legislation that grants localities the authority to enforce compliance
99 with recycling regulations.

100 **Q. Line of Duty Act**

101 The Town Council supports the Virginia Municipal League's position that funding responsibility
102 for the Line of Duty program should be returned to the Commonwealth.

103 **R. Legal Notice Publication**

104 The Town Council supports legislation that would give localities the authority to post legal
105 notices on websites as a substitute for publishing legal notices in newspapers.

106 **S. Restoration of HB 599 Law Enforcement Assistance Funding**

107 The Town Council requests the General Assembly fully restore HB 599 Law Enforcement
108 Assistance Funding to funding levels per the established formulas. The Town has lost
109 approximately \$171,000 each year since 2009 in reduced funding from the state.

110 **T. State Funding for School Resource Officers**

111 The Town Council supports legislation that would provide state funding for school resource
112 officers at all public elementary, middle, and high schools.

113 **U. Virginia Public Procurement Act**

114 The Town Council supports the positions of the Virginia Association of Governmental
115 Purchasing on legislation regarding the Virginia Public Procurement Act.

116 **V. Non-partisan Redistricting that Preserves Jurisdictional Boundaries**

117 The Town Supports redistricting reform, including the use of a non-partisan independent
118 commission to draw state legislative and Congressional lines based on specified and consistent
119 criteria, including insofar as possible preservation of the integrity of existing city, town, county,
120 and precinct lines.

121 **W. Regional Greenhouse Gas Initiative and Commonwealth Resilience Fund**

122 The Town Council supports VML in urging the General Assembly to address greenhouse gas
123 emissions targets through a Regional Greenhouse Gas Inventory (RGGI) carbon credit auction,
124 and/or a carbon emissions tax. All proceeds derived from the auction of credits should be used
125 to establish the “Commonwealth Resilience Fund”, a special state dedicated fund to assist
126 localities in addressing flooding, energy efficiency improvements, and economic development.

127 **X. Chesapeake Bay TMDL and State Water Quality Management Planning Regulation**

128 The Town Council supports the Virginia Municipal Wastewater Association’s position opposing
129 revision of existing nutrient allocation of dischargers (local governments, authorities and
130 industrial facilities) for the purpose of transferring allocation to new facilities.

131 **Y. Residential Overcrowding and Blighted Structure Regulations**

132 The Town Council supports additional local authority to investigate and enforce residential
133 overcrowding and blighted structure renovation or removal.

134 **Z. State Corporation Commission Public Hearing Requirements**

135 The Town Council supports a requirement that the State Corporation Commission hold a public
136 hearing on matters relating to the siting of power transmission lines when an affected locality
137 provides a written request for a public hearing.

138 **AA. Rights to Share Customer Account Information**

139 The Town Council opposes any legislation that would restrict the sharing of customer contact
140 information, exclusive of consumption data, between governmental bodies for the purpose of tax
141 collection.

142 **BB. Automobile Emissions Inspections**

143 The Town Council supports the expansion of biennial motor vehicle emissions inspection
144 requirements for localities with significant Northern Virginia commuting populations.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 7, 2018
8 B: County MOU - TAP Grant Funding Agreement	

Explanation and Summary:

In FY 2018, staff applied for and was awarded a grant through VDOT for intersection improvements at Washington and Mill Street and Ellicott and Mill Street. The grant is an 80/20 matching grant and funding will become available in late FY 2019. The grant award is approximately \$420,000 and requires a 20 percent match from the Town. The funding amount included in the Adopted FY 2019 CIP for Intersection Improvements includes an estimated project cost. The town's share of the matching grant is approximately \$86,720.

The FY 2019 Adopted Budget amount for the project was \$84,000 causing a \$2,720 shortfall for this project. Funds are available with the completion of the Trash/Recycling Container Replacement below the budgeted amount and will cover the \$2,720 shortfall. Also, the impacted roads are VDOT owned and maintained and maintenance costs will be the responsibility of VDOT once the intersections are updated.

Town Attorney's Recommendation: Recommend Approval.

Town Staff's Recommendation: Recommend Approval.

Cost and Financing: \$86,720

Account Number: FY 2019 CIP, Intersection Improvements

Proposed/Suggested Motion:

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

OR

Action Council deems appropriate.

Attachments: (1) Agreement for Mill Street Crosswalks and ADA Ramps Project

AGREEMENT

Between

BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY

And

TOWN OF OCCOQUAN

For

**ADMINISTRATION OF THE MILL STREET CROSSWALKS AND ADA
RAMPS PROJECT**

THIS AGREEMENT, made and entered into this ____ day of _____, 2018, by and between the BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA (hereinafter called the County), and the TOWN OF OCCOQUAN, VIRGINIA (hereinafter called the Town)

WITNESSETH

WHEREAS, the Virginia Department of Transportation's (VDOT) Federal Transportation Alternatives Program (TAP) provides funding for programs and projects defined as transportation alternatives; including on-road and off-road pedestrian and bicycle facilities; infrastructure projects for improving non-driver access to public transportation and enhanced mobility; community improvement activities; environmental mitigation; recreational trail program; safe routes to school projects; and projects for the planning, design, or construction of boulevards; and

WHEREAS, at the Town's request, the County has applied for and received TAP funding for the Mill Street Crosswalks and Americans with Disabilities Act (ADA) Ramps project, VDOT Project Number EN18-076-275, UPC 113613 (Project); and

WHEREAS, the project will construct a total of five painted crosswalks and provide nine ADA compliant ramps with detectable warning provided by truncated domes along Mill Street at the intersections of Washington Street and Ellicott Street. The work will include removal and replacement of the curb, removal of existing pavers and base, installation of a 4 inch concrete base with stone, and installation of new ADA-compliant pavers at Mill Street's intersections with Washington Street and Ellicott Street; and

WHEREAS, the total project estimate was \$416,600 and TAP requires a local match of 20% of the total project budget, which is equal to \$83,320. The Town is responsible for the 20% match; and

WHEREAS, the project requires an additional \$3,400 in local funds to fully fund the project in the amount of \$420,000 as stated on the VDOT Appendix A funding document. The Town is responsible for the additional local funds; and

NOW THEREFORE, in consideration of the premises and of the mutual covenants herein contained, the parties hereto agree as follows:

- (A) The Federal TAP allocation received by the County for the Project is \$333,280.
- (B) The Town will provide the County with a total of \$86,720 upon signing the agreement for the following:
 - a. The Town is responsible for the 20% match of \$83,320.
 - b. The Town is responsible for the \$3,400 local funds requirement.
- (C) The County will manage and administer the Project.
- (D) If the cost of the Project exceeds the above-stated estimate at the time of the County's construction contract award, renegotiations of the price may be necessary, however, the County will work with both VDOT and the Town to identify funding solutions as necessary.

IN WITNESS WHEREOF, each party has caused this Agreement to be executed in duplicate in its name and on its behalf by its duly authorized officer as of the day and year first written.

WITNESS the following signatures and seals:

Agreed to and accepted by:

TOWN OF OCCOQUAN, VIRGINIA

TOWN OF OCCOQUAN,
VIRGINIA

BY: _____
PRINTED NAME: _____
TITLE: _____
Authorized pursuant to _____

**BOARD OF COUNTY SUPERVISOR OF
PRINCE WILLIAM COUNTY, VIRGINIA**

BY: _____
Ricardo Canizales
Director of Transportation, its authorized agent
pursuant to Board of County Supervisors
Resolution No. _____



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 7, 2018
8 C: Request to Clarify Authorized Part-time Police Officers	

Explanation and Summary:

This is a request to have Council clarify and or add the authorized number of part-time police officers set forth in the published 2019 Budget.

During the budget process and adoption, the Council and staff discussed and authorized the hiring of part-time police officers with a salary cap of \$45,500 using a pool of hours. This pool provides approximately 1820 additional patrol hours. During discussions, it was discussed that between 3-5 part-time officers would be hired.

In the Public Safety section of the published 2019 Budget, the Council authorized "additional part-time patrol officers to meet a 'calls for service' staffing structure within the budget." On page 65, it indicates the budget includes a "funding pool for a total of three (3) certified police officers to work a combined total of 1,820 within a fiscal year."

In order to meet the current patrol schedule with part-time coverage, the Town needs to hire up to five part-time police officers. The total budget amount remains the same.

Town Attorney's Recommendation: Text.

Town Staff's Recommendation: Recommend Approval

Cost and Financing: N/A
Account Number: 60030

Proposed/Suggested Motion:

"I move to authorize the Town to hire up to five (5) certified part-time police officer subject to the budgetary salary cap limit."

OR

Other action Council deems appropriate

Attachments:



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 7, 2018
8 D: Tanyard Hill Park Property Naming Discussion	

Explanation and Summary:

On May 15, 2018 the Prince William County Board of Supervisors approved the revised proffers for the property at the corner of Old Bridge and Tanyard Hill Roads, formally the Oaks III. This is an opportunity for the Town Council to discuss naming options for the future park property and to provide guidance to Town staff on future programming intended for the park.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

Action Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business

Meeting Date: November 7, 2018

8 E: Request to Set Not-To-Exceed Amount for Town Holiday Party

Explanation and Summary:

Each year, the Town partners with Ebenezer Baptist Church for the traditional Town Blessing and service, after which, the Town hosts a small holiday party at Madigan's Waterfront Restaurant. This year, the event will be held on Sunday, December 2, 2018.

This is a request to set a not to exceed amount for catering and rental space for the annual holiday party.

Town Staff's Recommendation: Recommend approval.

Cost and Financing: \$ _____

Account Number: 69230

Proposed/Suggested Motion:

"I move to set a not-to-exceed amount of \$ _____ for the Town Blessing and Holiday Party."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: November 7, 2018
8 F: Parking Study Recommendations and Development Discussion	

Explanation and Summary:

In 2017 the Town with JMT to perform a parking and traffic study within the Town of Occoquan. The study focused on identifying and analyzing parking issues within the study area, which includes the Historic Business District, and also included data collection on cut-through traffic during weekday morning and evening hours, and a review of stall widths and the potential impacts of two-way traffic on parking capacity. A Citizen information meeting for this study was held at Town Hall on September 27, 2017.

Since the Town Council has received this study the Planning Commission has reviewed the study and evaluated the recommendations set forth by this study. They have provided a document with their suggestions. This study did not factor development of a significant portion of Mill Street and how that would affect the results. This is the opportunity for Council to discuss the Planning Commission's recommendations that were guided by this study as well as other alternative issue that may arise from development.

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

Proposed/Suggested Motion:

Action Council deems appropriate.

Attachments: (1) Planning Commission Parking Recommendations

Occoquan Planning Commission

Traffic and Parking Study Recommendations

Introduction

The Planning Commission conducted several meetings to review and research the findings and recommendations from Johnson, Mirmiran and Thompson, Inc (JMT) November 2017 “Town of Occoquan, Virginia Parking Study.” Research included a deep reading of the study findings, follow-up research on specific recommendations, and a walk about the Town to review existing conditions and garner a more concrete understanding of the scope for each proposed solution.

Cut-Through Traffic

While the study found that public parking within Town has not yet reached full capacity, cut-through traffic is an immediate concern to Occoquan residents as evidenced by numerous comments and anecdotes from residents in Town and on social media.

Present Cut-Through Data to VDOT

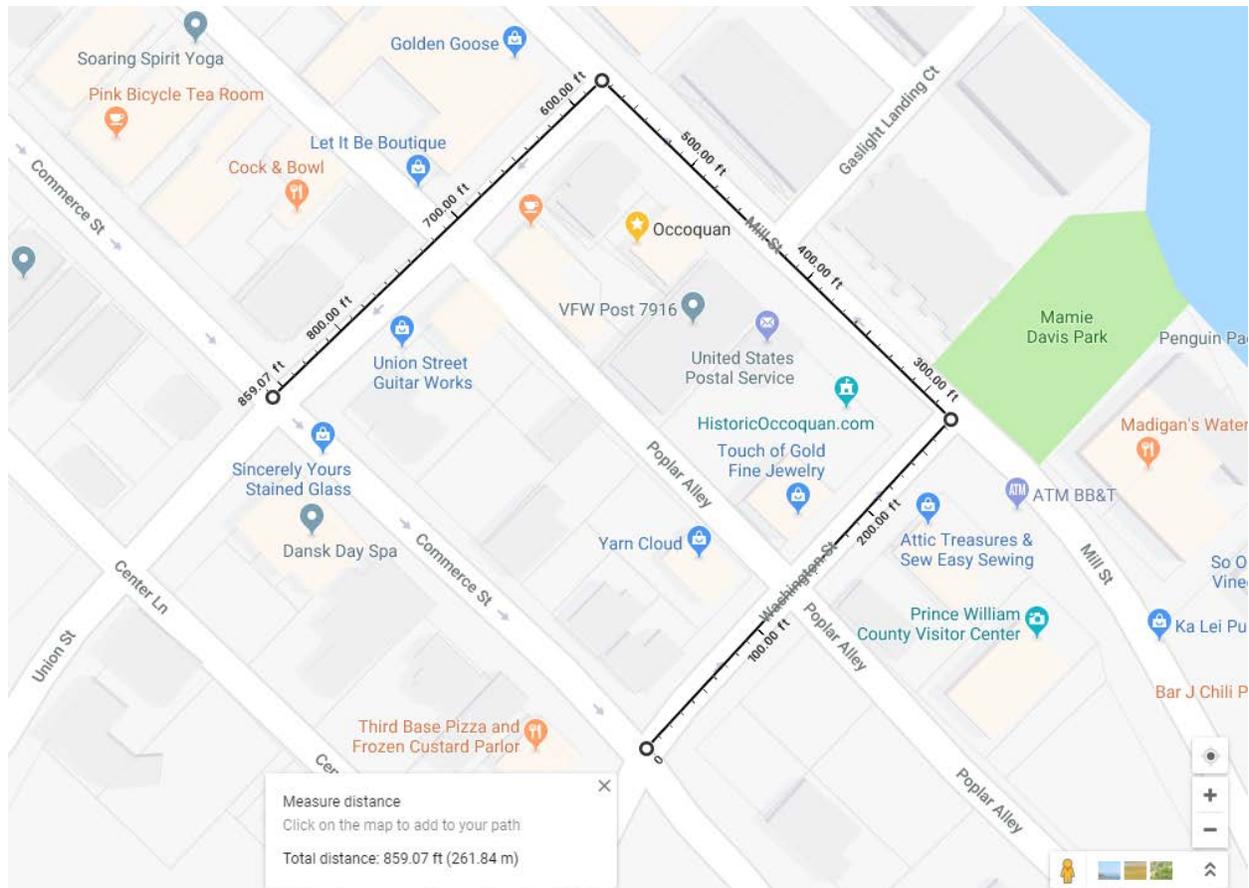
As a quick and relatively easy win for the Town is to give the cut-through traffic to VDOT, documenting 250-300 average cut-through vehicles per hour with recommendations, and petition the organization to conduct a study. The Town Clerk characterized the Town’s relationship with VDOT as “9.5” on a scale of one to 10. As no major initiatives, such as making Commerce Street two-way, are possible without coordination with VDOT’s empowerment, this action should take top priority.

Make Commerce Street Two-Way:

Converting Commerce Street from one-way to two-way traffic between Washington and Union streets may require significant effort and has several drawbacks, but it would also dramatically improve walking conditions in the business district. The conversion would require eliminating eight parking spaces along the street, including one handicapped space, leaving three spaces in that section of street. While this 1.8% reduction in the Town-owned parking is detrimental to the parking situation, rerouting traffic would eliminate six-blocks of cut-through traffic in Town, allow for targeted traffic enforcement at two intersections rather than four, reduce air and noise pollution for residents living along the Mill St., and improve safety conditions for pedestrians around the Post Office and Mamie Davis Park.

One concern in making Commerce Street two-way is potentially reducing the number of patrons frequenting downtown shops that the cut-through traffic may bring, but this appears minimal. First, Occoquan shops are closed on Mondays, completely missing a day of the commuter traffic. Second, Occoquan shops are mostly closed by 5:30 PM, and the traffic runs much later than this. Finally, the section of Town in question includes the Post Office, which is heavily trafficked by residents at this same time, and Gaslight Landing, a residential neighborhood with home fronts facing the traffic. With such minimal impact to local businesses

and potentially dramatic benefits to residents, this seems an ideal strategy for improving safety and quality of life for residents.



Making Commerce Street Two-Way Would Eliminate 860 Feet of Cut-Through Traffic in Town

Town Parking

A positive finding from the JLM study was learning that parking within Town was not reaching full capacity; however, the Town Clerk and residents informed us that parking does become a problem during special events, like the Chocolate Walk, and during the holiday season.

Wayfinding and Signage

- Website Updates for Parking Resources
- Branding / Marketing Campaign

Considered an “easy win” by the Commission, updating the Town website to include public parking information is a top-priority. Chris Coons has already reached out to Google and has had his request to have the Town’s parking clearly marked on Google Maps approved.

Additionally, advertising the Town’s parking online presents an opportunity to advertise the Town, it’s history, and its businesses. A downloadable, printable PDF map of the Town that is

inviting and identifies the many shops and historical attractions we have to offer could also include a sidebar of advertisements for local shops, helping to fund its creation.

To get a better understanding of existing parking signage within Town, the Commission conducted a walkabout to see what visitors see when they drive into our Historic District. While we found that there is signage directing visitors to the public parking, it seemed poorly placed and very easy to miss.



Public Parking Signage at Washington and Mill St. Intersection

Additionally, while there is a small “More Parking Available Under Bridge” sign present neighboring the Visitor’s Center, the Commission was unable to find any parking signage at the lot under the bridge itself. We felt that having a clearly marked sign at the bridge, visible from a distance could be very helpful to visitors.



Only Sign Found for Parking Under the 123 Bridge, No Signage at the Bridge Visible

The Commission did find one sign identifying parking in the lot across the street from the parking under the bridge but found the small size of the sign and the branding made it very easy to miss.



Small Sign Identifying Parking (Right-Side of Photo) Across from Parking Under the Bridge

Improving existing signage to make it more prominent and additional signage will improve and promote the use of Occoquan's public parking.

Walk Occoquan

- Crosswalks / ADA Ramps at ends of Mill Street
- Conduct Study for Walkable, Compliant Network

Parking under the 123 Bridge to visit Occoquan Shops can present a quite a walk for some customers and the cut-through traffic along a portion of Mill St is highly unpleasant; therefore, making Occoquan a pedestrian-friendly Town should be the primary mid-term focus. The lack of crosswalks at the Washington-Mill Street, Union-Mill Street, and Ellicot-Mill Street intersections make crossing Mill Street stressful and hazardous for pedestrians. Raised crosswalks, clear signage, and other strategies that prioritize pedestrian traffic over vehicular will make shopping downtown more pleasant and inviting. Encouraging visitors to engage with Occoquan on foot will provide greater exposure to all the historical details and shopping opportunities within Town.

Cooperation with Private Parking Owners

- **Shared Parking:** Consider Zoning Plan Updates
- **Encourage Turnover of On-Street Parking:** MoU with Private Lots
- **Residential Parking Permits:** Consider Parking Permits and Signage

The JLM had three recommendations for optimizing private parking within Town, and the Commission felt that partnering with private-parking owners in a flexible manner to find solutions most advantageous to all residents and business owners is preferable to mandates such as Zoning changes and parking permits.

During the Commission's walkabout, we found that privately-owned parking was very inconsistently marked from lot to lot. We misidentified employee-only parking as customer parking in the lot behind the Bottlestop and found no signage for what we knew was customer parking behind the Virginia Grill - Occoquan Inn. We did find the Riverwalk Shops had clearly marked and pleasant signage at the entrance of its lot for tenants and customers as an example of what private-lot owners could emulate. The Town should encourage better signage clearly identifying customer parking. The Town should establish recommendations or requirements for private parking signage as allowed to identify private parking in a consistent fashion throughout Town.

Public parking primarily becomes an issue during special events and the holiday season. During the bi-annual Craft Shows, several residents charge for hourly parking in their yards or lots. Because of these two factors, the Town should establish recommendations or standards for private parking owners to encourage this practice, legitimize it, regulate it, and reap tax revenues from it.



Customer-Only Parking Sign Behind Pin Curls Salon (Left) and a Parking Sign for Riverwalk Shops (Right)

Bike Occoquan

- Website Updates for Bike Occoquan
- Bicycle Parking

While the Commission did not see the promotion of Occoquan as a biking Town as immediately beneficial to either the parking or cut-through traffic situations, we do view Bike Occoquan as a fantastic opportunity to promote the Town as a waypoint for cyclists as a mid-to-long term priority. Updating the Town website with information for cyclists falls into the “easy win” category of initiatives, while signage for bike parking and a bike-tune-up station could brand Occoquan as a bike-friendly town like towns along W&OD trail.

The JLM study recommended additional bicycle parking in Town; however, the Commission found that we were unaware that there is existing bike parking in Town and learned from the Town Clerk that the existing parking is seldom, if ever, used. Encouraging the use of existing parking for cyclists through signage should take priority over constructing additional parking.

Ongoing Measures

- **Working with Developers:** Coordinate with Developers
- **Parking Enforcement:** Continued Parking Enforcement

Town law enforcement has increased cut-through traffic monitoring with stop-sign enforcement and a May Pedestrian Safety Program. The Town Council and Planning Commission will continue to work with developers to ensure adequate private and public options are provided with proposed site plans. Any proposed updates to the Comprehensive Plan the Town Council may have to better define these goals are welcomed by the Commission.

On-Street Parking Modifications

This recommendation involves re-stripping the existing angled parking on Mill Street so that visitors will back-into parking spaces rather than pull forward into them. While the literature on back-in parking is compelling, the Commission believes the unusualness of this configuration and the learning curve for it are too steep to endorse such a reconfiguration. We believe this strategy should not be pursued further.