



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

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

Occoquan Town Council
Regular Meeting
December 4, 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. **October 2, 2018 Regular Meeting Minutes**
 - b. **October 25, 2018 Work Session Meeting Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Staff Reports**
 - a. Town Attorney
 - b. Town Engineer
 - c. Building Official
 - d. Town Manager
 - e. Town Treasurer
 - f. Chief of Police
 - g. Boards and Commissions
8. **Regular Business**
 - a. Architectural Review Board Revised Signage Design Guidelines
 - b. Town Code Section 66-10 Zoning Code Amendment Discussion ,Uses Permitted in the B-1, R-1, R-2, and R-3 District, Home Occupation Certificate

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. Budget Work Session – FY 2020 Goal Setting/Financial Policies
- d. Infiltration Ditch Discussion
- e. Public Safety Goals

9. Closed Session

10. Adjournment



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes- DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, October 2, 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; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Julie Little, Events and Community Development Director

1. Call to Order

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

2. Citizens Time

Pat Duvall, 211 West Locust Street, expressed concerned about a short-term rental near her home in the residential district. She articulated that she is not concerned about short-term rentals in the business district, just the residential district. She stated that she would like this issue addressed now rather than waiting until it becomes a significant issue later.

Lance Houghton, 127 Washington Street, expressed his views to the Town Council on the Kiely Court Development updated site plan. He stated there was a provision in the comments received for the updated site plan that Mr. Kiely would need to receive permission from the adjacent property owner. Mr. Houghton stated that the updated site plan has been approved and there was no permission given from himself or Mr. Lin, the adjacent property owners. He wanted to bring to the attention of council that he believes the site plan has flaws. The flaws would direct stormwater onto the street. He claimed this was brought to the Town Council's attention in 2015 and the response from the Engineering Groupe at the time was that stormwater would not come across Mill Street. Mr. Houghton stated that he is requesting the audio recording of that meeting to be sure that statement was accurate. He also described what he has observed during rain events.

Trish Martinelli, 113 E. Colonial Drive, stated that it is difficult to identify food delivery services that serve the Town of Occoquan. She recommended polling the Town residents to receive a comprehensive list of what food delivery services do not service Occoquan. She then wanted the Town to reach out to those food delivery services to try and have them deliver to Occoquan. She stated there is a similar problem with issuing drivers licenses because the DMV will not mail drivers licenses to a PO Box.

Colin Mackenzie, 115 River Road, spoke to the Council on the impact of the trash ordinance requiring that trash cans not be visible from the street. This has become an issue within the last year on River Road. He stated that some of the residents on River Road have to either drag their trash cans around the back of the houses or through their homes. He requested the Town help investigate an option to create alternative solutions like a communal area for trash on River Road.

3. Response to Citizens Time

In response to Ms. Duvall, Mr. Coon indicated that in the residential districts short-term rentals are allowable as an accessory-use. Mayor Porta inquired if the short-term rentals need to register with the Town to be compliant with the transient tax. Mr. Crim indicated that is not the case because the Town does not have a registration ordinance for short-term rentals. Mayor Porta stated that Town Council should discuss at a later time if the Town should have a registration ordinance. Mr. Crim indicated that the Zoning Administer will need to evaluate the situation and make a determination as to whether or not the situation Mr. Duvall raised constitutes an accessory use.

In response to Mr. Houghton, Mayor Porta stated that the Town Staff and Town Council are aware of the water runoff onto Mill Street. He also stated that the Town will not be able to know how the development will handle stormwater during rain events until the development is complete. Also, Mayor Porta noted that there is stormwater runoff onto Mill Street from several locations along Mill Street, including not only the Kiely Court Development, but the Houghton and Lin properties as well.. With regard to the updated site plan not receiving adjacent property owner approval, Mr. Coon and Mr. Reese indicated that more than likely the first round of comments had requested adjacent property owner permission for a specific item in the plan, but Mr. Kiely then changed that item so that in no longer required the permission of adjacent property owners. Town Staff stated they would confirm that with Mr. Marshall.

In response to Ms. Martinelli, Mayor Porta stated that Town Council and Staff will look into these issues and reach out to the State Legislators in regards to receiving Drivers Licenses in Occoquan.

In response to Mr. Mackenzie, Mayor Porta stated that he was surprised when he was notified of the issues on River Road because there had not been issues there for years. He also stated that previously when River Road had issues with parking, the Town authorized residents to park in the gravel area that is owned by the Town. He asked Mr. Makenzie if the communal trash area was placed in the gravel area if that would be sufficient. Mr. Makenzie stated that the residents need that parking and there was no location agreed upon by the majority of the residents. Mayor Porta asked that Mr. Makenzie identify a location where the majority of the residents can agree upon to place a communal trash area and let Town Staff know when that decision is made.

4. Approval of the Minutes

Vice Mayor Sivigny moved to approve the amended minutes of the August 7, 2018 Regular Meeting.

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

Councilmember Fithian moved to approve the amended minutes of the August 21, 2018 Work Session Meeting.

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

5. Councilmember Reports

Councilmember Dawson wanted to report his appreciation to Ms. Little and the job she did on the Fall Arts and Craft Show.

Councilmember Fithian reported that after speaking with the pool owners at the end of Poplar Lane, that HOA's attorney is investigating any potential increase in liability of allowing Occoquan residents to purchase entry to the pool. She inquired into what could be done to rotate the stop sign on Ellicott Street near Union Street. She also reported that her investigation continues on potentially changing Town ordinances to allow businesses conducted in homes to have clients come to the residence. She has reached out to localities in the surrounding areas to compile information for discussion at a later meeting.

Councilmember Perkins reported that he had the opportunity to speak with several of the vendors for the Fall Arts and Craft Show and they expressed their pleasure with the Show and thought it was great.

6. Mayor's Report

Mayor Porta reported on the following activities (1) on 9/14 attended the ribbon cutting of the new art gallery in Town, (2) on 9/18 attended the PWC Emergency Operations meeting, (3) on 9/21 attended the VFW POW/MIA ceremony, (4) on 9/24 attended two meeting with Occoquan District Supervisor Ruth Anderson on the Occoquan Greenway Trail and various other issues, (5) on 9/25 met with Ms. Quist and Mr. Sills regarding the Jennings Mill project, (6) on 9/27 attended a meeting with Fairfax Water regarding siren testing for the Occoquan High Dam, (7) on 9/28 attended a meeting with Occoquan District Supervisor Ruth Anderson and representatives of Fairfax Water regarding Occoquan reservoir debris, and (8) on 10/1 attended a meeting with Councilmember Holloway at Imagine, Inc. to discuss the Town logo project.

7. Staff Reports

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

- i. **River Mill Park and Miller Brothers** – Mr. Crim has provided a revised settlement agreement and is waiting for a response from Miller Brothers. Mr. Crim is currently working through disputes regarding River Mill Park and any updates will be provided to Council.
- ii. **Dominion Franchise Agreement** – Mr. Crim stated that the negotiation has stalled and they are currently operating on their previous agreement, which can continue indefinitely.
- iii. **Short-term Rental** – Mr. Crim stated that he did a presentation for Virginia Municipal League regarding short-term rentals and will share that with Town Council.

B. Town Engineer: Mr. Reese submitted a report as part of the meeting agenda. Mr. Reese also reported that the Canoe and Kayak Ramp project has the potential to receive an

additional \$180,000 from the state. The Town will need to submit an update to the budget of the project in the near future. He also stated that there is minimal work that needs to be done to verify that all permits are active. Mr. Reese wanted to remind Council that the project still requires a 20% match from the Town.

Mayor Porta reported on a potential long-term solution that had emerged from discussions with Mr. Reese and Mr. Marshall for the issue of the stormwater flow near Kiely Court, Rockledge, 408 Mill Street, and 416 Mill Street. The solution would involve cutting out a section of the sidewalk and covering it with a grate to allow water to flow underneath the sidewalk directly to the street.

- C. **Building Official:** The Building Official's report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Mr. Coon reported on the following two items:
- i. **Property Damage-** The Annex building, next to Mom's Apple Pie, has sustained damage and he is currently working with contractors and VML Insurance to resolve the issue.
 - ii. **Intersection Improvements-** Prince William County's estimated quote for the Town's portion of the intersections was incorrect. After review they have updated the Town's portion to an obtainable price for the Town.

Mayor Porta inquired if the Town had received the draft agreement from Prince William County and how much money was budgeted for the project. Mr. Coon indicated that the Town currently has the draft agreement from Prince William County and it was given to Mr. Crim for review. He also indicated that the Town's budgeted amount was \$84,000.

- E. **Town Treasurer:** Ms. Rodriguez submitted the Treasurer's report as part of the meeting agenda. No questions were received.
- F. **Chief of Police:** Chief Linn submitted a report as part of the meeting agenda.

Councilmember Perkins inquired about the number of traffic stops and traffic summons. Chief Linn reported that the noticeable monthly differences present in the report have to do with the Craft Show obligations taking priority, as well as Chief Linn being the only police officer on duty at certain times.

- G. **Boards and Commissions:** Councilmember Perkins reported that the Planning Commission approved a site plan revision for Kiely Court.

Councilmember Holloway reported the ARB was working on revisions of the signage guidelines. She stated that the Town Council should see the finalized document shortly.

8. Regular Business

Mayor Porta moved Agenda Items 8A, 8D, and 8E to after the Closed Session.

8B. West Locust Street BMP

Mayor Porta reported that he has been working with Mr. Reese to identify contractors that would be willing to make a bid on the work needed for the West Locust Street BMP. He stated they will follow-up with this item at a later meeting. He also asked Mr. Reese and Mr. Crim draft documents that would go to property owners impacted by the BMP and that would give them an update on the next steps the Town will be taking.

8C. Request to Adopt 2019 Meeting and Holiday Calendar

Councilmember Perkins moved to approve the resolution to establish the 2019 Town Council meeting schedule.

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

Councilmember Fithian moved to approve the 2019 Town observed holiday schedule.

Moved by Councilmember Fithian, 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 employment or promotion of particular officers or employees, specifically for Town Manager. Councilmember Fithian seconded. The motion passed, unanimous. Closed Session began at 8:15 p.m.

The Council came out of closed session at 8:20 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 Dawson seconded.

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

8A. Logo, Tagline, and Branding Discussion

Mayor Porta and Councilmember Holloway had a discussion with the contractor and gave very specific concepts to move forward with a 4th logo at the cost to the Town of \$250.

8D. Request to Set Not-To-Exceed Amount for Wreath Installation

Councilmember Perkins moved to set a not-to-exceed amount of \$3,000 for the purpose of mounting and maintaining holiday wreaths, and repairing electrical outlets on Dominion poles.

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

8E. Interim Town Manager Discussion

Mayor Porta indicated that the Town Council did not make a determination on the Interim Town Manager. He also indicated that all Town Manager tasks will be delegated to Mr. Coon.

10. Adjournment

The meeting was adjourned at 8:43 p.m.

Christopher Coon
Town Clerk



OCCOQUAN TOWN COUNCIL
Meeting Minutes -DRAFT
Occoquan Town Hall
314 Mill Street, Occoquan, VA 22125
October 25, 2018
7:00 P.M.

Present: Mayor Earnie Porta, Councilmembers Matthew Dawson, Cindy Fithian, and Laurie Holloway

Staff: None

1. Call to Order

Mayor Porta called the meeting to order at 7:17 p.m.

2. Closed Session

Councilmember Dawson 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, specifically for Town Manager Councilmember Holloway seconded. Ayes: all, by voice vote. Closed session began at 7:35 p.m.

The Council came out of closed session at 9:07 p.m. Councilmember Dawson 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: Councilmembers Dawson, Fithian, and Holloway. Nays: None.

3. Adjournment

The meeting was adjourned at 9:12 p.m.



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 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 –December 4, 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 \$283,650. 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. New contact person at DCR (Jett Johnson).

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. Stop work order issued by PWC for retaining wall.

Rivertown Project – no change from last report

Land Disturbance Permit issued – construction proceeding.

Vantage Point BMP maintenance – update from last report

Bid received from Total Development Solutions (\$38,730)

Boundary Branch – no change from last report

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

Oaks III – no change 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

November 2018

| Permit Number | Main Address | Description | Permit Type | Permit Workclass | Issue Date | Finalize Date | Valuation |
|---------------|----------------------------|---|-------------|--------------------------------|------------|---------------|-------------|
| ELE2019-01557 | 307 COMMERCE ST | RELOCATING PANEL & ADDING ELE FIXTURES & REWIRING KITCHEN | Electrical | R - Alteration/Repair | 10/19/2018 | | \$4,500.00 |
| BLD2019-00547 | 402 FORTRESS WAY | KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN CABINETS, CUTTING INTO | Building | C - Alteration/Repair | 07/30/2018 | | \$16,000.00 |
| GAS2019-00432 | 270 GASLIGHT LANDING CT | ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FURNACE LIKE FOR LIKE | Gas | C - Alteration/Repair | 09/20/2018 | | \$4,751.00 |
| BLD2018-04471 | 313 MILL ST | PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018-00224 | Building | C - Alteration/Repair | 02/23/2018 | | \$10,000.00 |
| BLD2018-03636 | 408 MILL ST | ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3- | Building | C - Alteration/Repair | 05/23/2018 | 09/30/2018 | \$20,000.00 |
| ELE2018-04745 | 408 MILL ST | ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3- | Electrical | C - Alteration/Repair | 06/28/2018 | 09/30/2018 | \$20,000.00 |
| MEC2018-01930 | 408 MILL ST | ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3- | Mechanical | C - Alteration/Repair | 07/18/2018 | 09/30/2018 | \$1,500.00 |
| PLB2018-01804 | 408 MILL ST | ALTERATION/REPAIRS FOR INTERIOR RENOVATION OF A RESIDENTIAL UNIT IN A 3- | Plumbing | C - Alteration/Repair | 07/18/2018 | 09/30/2018 | \$20,000.00 |
| BLD2018-02969 | 426 MILL ST | LOT SPECIFIC SFD - KIELY RESIDENCE (THIS IS UNDER CIB) | Building | R - New Single Family Dwelling | | | \$1.00 |
| BLD2018-05964 | 426 MILL ST | RETAINING WALL | Building | R - Retaining Wall | 10/09/2018 | | \$20,000.01 |
| BLD2018-02984 | 430 MILL ST | KIELY RESIDENCE - LOT SPECIFIC SFD | Building | R - New Single Family Dwelling | | | \$100.00 |
| BLD2018-05963 | 430 MILL ST | RETAINING WALL MAX HEIGHT 9'6" | Building | R - Retaining Wall | 10/09/2018 | | \$20,000.01 |
| BLD2019-00434 | 389 MYRTLE PL | REMODEL KITCHEN - MOVE KNEE WALL | Building | R - Alteration/Repair | 08/07/2018 | 09/30/2018 | \$1,500.00 |
| ELE2019-00195 | 389 MYRTLE PL | UPGRADE KITCHEN ELECTRICAL | Electrical | R - Alteration/Repair | 07/16/2018 | 09/30/2018 | \$1,800.00 |
| GAS2019-00024 | 389 MYRTLE PL | move gas line for stove approximately 9" and install new range | Gas | R - Alteration/Repair | 07/24/2018 | 09/30/2018 | \$600.00 |
| PLB2019-00198 | 389 MYRTLE PL | RELOCATE PLB PIPE FOR SINK | Plumbing | R - Alteration/Repair | 07/27/2018 | 09/30/2018 | \$800.00 |
| BLD2014-05879 | 1441 OCCOQUAN HEIGHTS DECK | | Building | R - Addition | 04/25/2014 | | \$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 Deck electrical | Building | R - Addition | 08/08/2018 | 10/14/2018 | \$65,693.00 |
| ELE2019-01261 | 101 POPLAR LN | | Electrical | R - Addition | 09/27/2018 | 10/14/2018 | \$500.00 |
| BLD2019-02293 | 112 POPLAR LN | DETACHED GARAGE | Building | R - Accessory Structure | | | \$16,000.00 |
| BLD2019-02551 | 112 POPLAR LN | ENCLOSING CARPORT AND ADDING ADDITION TO HOUSE | Building | R - Addition | | | \$29,000.00 |
| BLD2018-02753 | 113 POPLAR LN | 36' x 18' INGROUND POOL | Building | R - Swimming Pool | 12/07/2017 | | \$60,000.00 |
| ELE2018-02286 | 113 POPLAR LN | 36' x 18' INGROUND POOL | Electrical | R - Swimming Pool | 12/07/2017 | | \$6,000.00 |
| ELE2019-00599 | 113 POPLAR LN | Install circuits, fixtures, and receptacles | Electrical | R - Alteration/Repair | 08/15/2018 | | \$2,200.00 |
| GAS2018-01390 | 113 POPLAR LN | Gas Line to Pool Heater and Gas Line to Fire Bowls | Gas | R - Swimming Pool | 01/16/2018 | | \$2,000.00 |
| BLD2018-04392 | 1551 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE | Building | R - New Townhouse | 03/22/2018 | | \$45,000.00 |
| GAS2019-00596 | 1551 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE | Gas | R - New Townhouse | 10/22/2018 | | \$1,000.00 |
| MEC2019-01181 | 1551 RIVERTOWN PL | INSTALL NEW HVAC | Mechanical | R - New Townhouse | 11/20/2018 | | \$5,500.00 |
| PLB2019-00861 | 1551 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE | Plumbing | R - New Townhouse | 10/22/2018 | | \$10,000.00 |
| BLD2018-04390 | 1552 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE | Building | R - New Townhouse | 03/22/2018 | | \$45,000.00 |
| GAS2019-00603 | 1552 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE | Gas | R - New Townhouse | 10/22/2018 | | \$1,000.00 |
| PLB2019-00870 | 1552 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE | Plumbing | R - New Townhouse | 10/22/2018 | | \$10,000.00 |
| BLD2018-04393 | 1553 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE | Building | R - New Townhouse | 03/22/2018 | | \$45,000.00 |
| GAS2019-00598 | 1553 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE | Gas | R - New Townhouse | 10/22/2018 | | \$1,000.00 |
| MEC2019-01193 | 1553 RIVERTOWN PL | INSTALL NEW HVAC SYSTEM | Mechanical | R - New Townhouse | 11/21/2018 | | \$5,500.00 |
| PLB2019-00864 | 1553 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE | Plumbing | R - New Townhouse | 10/22/2018 | | \$10,000.00 |
| BLD2018-04376 | 1554 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE | Building | R - New Townhouse | 03/22/2018 | | \$45,000.00 |
| GAS2019-00601 | 1554 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE | Gas | R - New Townhouse | 10/22/2018 | | \$1,000.00 |
| PLB2019-00869 | 1554 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE | Plumbing | R - New Townhouse | 10/22/2018 | | \$10,000.00 |
| BLD2018-04394 | 1555 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE | Building | R - New Townhouse | 03/22/2018 | | \$45,000.00 |
| GAS2019-00599 | 1555 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE | Gas | R - New Townhouse | 10/22/2018 | | \$1,000.00 |
| MEC2019-01194 | 1555 RIVERTOWN PL | INSTALL NEW HVAC | Mechanical | R - New Townhouse | 11/21/2018 | | \$5,500.00 |
| PLB2019-00865 | 1555 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE | Plumbing | R - New Townhouse | 10/22/2018 | | \$10,000.00 |
| BLD2018-04375 | 1556 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE | Building | R - New Townhouse | 03/22/2018 | | \$45,000.00 |

| | | | | | | |
|---------------|-----------------------|---|------------|-----------------------|------------|-------------|
| GAS2019-00600 | 1556 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE | Gas | R - New Townhouse | 10/22/2018 | \$1,000.00 |
| PLB2019-00867 | 1556 RIVERTOWN PL | LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE | Plumbing | R - New Townhouse | 10/22/2018 | \$10,000.00 |
| BLD2018-04008 | 199 UNION ST | UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PAY BCE | Building | C - Alteration/Repair | 01/31/2018 | \$1,000.00 |
| PLB2018-01862 | 199 UNION ST | INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN RESIDENCE ON THE | Plumbing | C - Alteration/Repair | 01/31/2018 | \$4,000.00 |
| BLD2019-00218 | 201 UNION ST | RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING | Building | C - Tenant Layout | 10/25/2018 | \$75,000.00 |
| ELE2019-00426 | 201 UNION ST | RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING | Electrical | C - Tenant Layout | | \$75,000.00 |
| GAS2019-00113 | 201 UNION ST | RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING | Gas | C - Tenant Layout | | \$75,000.00 |
| MEC2019-00933 | 201 UNION ST | RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING | Mechanical | C - Tenant Layout | | \$75,000.00 |
| PLB2019-00145 | 201 UNION ST | RESTURANT - TLO - NEW KITCHEN, KITCHEN HOOD, RE WORK EXISTING | Plumbing | C - Tenant Layout | | \$75,000.00 |
| PLB2018-02373 | 411 UNION ST | CONVERTING FROM SEPTIC TO PUBLIC SEWER | Plumbing | R - Alteration/Repair | 03/23/2018 | \$15,000.00 |
| BLD2019-00785 | 131 WASHINGTON ST | FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC | Building | R - Alteration/Repair | 08/13/2018 | \$750.00 |
| ELE2019-00643 | 131 WASHINGTON ST | FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC | Electrical | R - Alteration/Repair | 08/16/2018 | \$500.00 |
| PLB2019-00381 | 131 WASHINGTON ST | FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC | Plumbing | R - Alteration/Repair | 08/15/2018 | \$750.00 |
| BLD2019-00357 | 109 WASHINGTON SQUARE | ADDING SPIRAL STAIRCASE TO EXISTING DECK (BLD2014-04698) | Building | R - Alteration/Repair | 08/24/2018 | \$5,000.00 |
| PLB2018-01956 | 103 WEST LOCUST ST | Water Service | Plumbing | R - Alteration/Repair | 02/08/2018 | \$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 - December 4, 2018

TOWN MANAGER
 Kathleen R. Leidich

TOWN TREASURER
 Carla M. Rodriguez

Audits

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

Delinquencies

| Meals Tax Delinquencies | | | |
|-----------------------------|--------------------------------|---------------------|----------------------|
| Business Name | Length of Delinquency (months) | Date of Last Notice | Status of Compliance |
| Occoquan Inn/Virginia Grill | 3 | 9/20/2018 | Not compliant |
| Pink Bicycle Teal Room | 8 | 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 |
| Lee, Davis Walter | 1 year | \$457.20 | 11/01/18 | Not Compliant |
| 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.

Total Funds

REVENUES

| All Funds | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % of Budget |
|---------------------------------|---------------------|---------------------|--------------------|---------------|
| Real Estate Taxes | 218,360 | 232,500 | - | -100.0% |
| Meals Taxes | 222,650 | 220,334 | 81,594 | -63.0% |
| Other Taxes | 102,000 | 102,473 | 15,077 | -85.3% |
| Fines | 24,000 | 60,000 | 33,419 | -44.3% |
| Fees and Licenses | 94,850 | 98,150 | 6,625 | -93.3% |
| Grants | 125,030 | 472,143 | 7,733 | -98.4% |
| Service Revenue | 22,000 | 5,000 | 143 | -97.1% |
| Rentals | 6,000 | 3,500 | 2,814 | -19.6% |
| Interest | 3,720 | 2,720 | 225 | -91.7% |
| Event Revenue | 216,390 | 206,950 | 119,495 | -42.3% |
| Other Revenues | 4,500 | 5,000 | 11,386 | 127.7% |
| Total Revenues All Funds | \$ 1,039,500 | \$ 1,408,770 | \$ 278,511 | -80.2% |

EXPENDITURES

| General Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|--|-------------------|-------------------|--------------------|---------------|
| Personnel Services | 335,790 | 380,820 | 101,775 | -73.3% |
| Professional Services | 136,200 | 122,250 | 18,996 | -84.5% |
| Information Technology Services | 10,150 | 14,050 | 3,922 | -72.1% |
| Materials and Supplies | 7,800 | 9,000 | 4,549 | -49.5% |
| Operational Services | 8,550 | 7,500 | 1,882 | -74.9% |
| Contracts (Landscaping, Refuse Collection, Snow Removal) | 81,500 | 74,500 | 21,544 | -71.1% |
| Insurance | 15,720 | 20,120 | 10,684 | -46.9% |
| Public Information (Newsletters) | 3,250 | 3,400 | 1,646 | -51.6% |
| Advertising (Community/ Business Support, Legal Ads) | 16,000 | 9,000 | 5,658 | -37.1% |
| Training and Travel (Employee, Boards and Commission Training) | 15,100 | 13,500 | 3,382 | -74.9% |
| Vehicles and Equipment | 13,350 | 15,300 | 11,214 | -26.7% |
| Seasonal | 4,500 | 5,500 | 374 | -93.2% |
| Town Hall | 10,270 | 10,910 | 3,045 | -72.1% |
| Mill House Museum | 6,740 | 6,620 | 6,475 | -2.2% |
| Visitors Center | 500 | 620 | 45 | -92.7% |
| Maintenance Yard | 2,240 | 2,240 | 511 | -77.2% |
| Mill Street Storage | 250 | 250 | 38 | -84.8% |
| River Mill Park and Facility | 23,690 | 25,890 | 6,214 | -76.0% |
| Mamie Davis Park | 3,300 | 5,400 | 1,448 | -73.2% |
| Tanyard Hill Road Park | 800 | 500 | - | -100.0% |
| Furnace Branch Park | 500 | 500 | - | -100.0% |
| Streets and Sidewalks (Routine Maintenance) | 1,400 | 1,400 | - | -100.0% |
| Historic District (Routine Maintenance) | 10,410 | 13,700 | 2,529 | -81.5% |
| Special Events | 11,000 | 12,950 | 3,546 | -72.6% |
| Total | \$ 719,010 | \$ 755,920 | \$ 209,477 | -72.3% |

| Craft Show Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|------------------------|-----------------------|-----------------------|---------------------------|-----------------|
| Personnel Services | 48,720 | 46,554 | 18,645 | -59.9% |
| Professional Services | - | - | 56 | |
| Materials and Supplies | 6,400 | 6,400 | 2,712 | -57.6% |
| Contracts | 39,000 | 35,000 | 17,671 | -49.5% |
| Advertising | 14,000 | 14,000 | 4,853 | -65.3% |
| Total | \$ 108,120 | \$ 101,954 | \$ 43,937 | -56.9% |

| Mamie Davis Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|-------------------------|-----------------------|-----------------------|---------------------------|-----------------|
| Capital Projects | 2,000 | 2,000 | 0 | 0.0% |
| Total | \$ 2,000 | \$ 2,000 | \$ - | 0.0% |

| CIP Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|------------------------|-----------------------|-----------------------|---------------------------|-----------------|
| Public Works | 101,500 | 447,000 | 0 | -100.0% |
| Parks | 147,500 | 144,500 | 11,747 | -91.9% |
| Public Safety | 11,500 | 12,100 | 4,931 | -59.2% |
| Information Technology | 15,000 | 2,500 | 475 | -81.0% |
| Administration | 16,000 | 0 | 0 | |
| Total | \$ 291,500 | \$ 606,100 | \$ 17,153 | -97.2% |

| | | | | |
|-------------------------------------|---------------------|---------------------|-------------------|---------------|
| Total Expenditures All Funds | \$ 1,120,630 | \$ 1,465,974 | \$ 270,567 | -81.5% |
|-------------------------------------|---------------------|---------------------|-------------------|---------------|

Total Funds

REVENUES

| All Funds | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % of Budget |
|---------------------------------|---------------------|---------------------|--------------------|---------------|
| Real Estate Taxes | 218,360 | 232,500 | - | -100.0% |
| Meals Taxes | 222,650 | 220,334 | 81,594 | -63.0% |
| Other Taxes | 102,000 | 102,473 | 15,077 | -85.3% |
| Fines | 24,000 | 60,000 | 33,419 | -44.3% |
| Fees and Licenses | 94,850 | 98,150 | 6,625 | -93.3% |
| Grants | 125,030 | 472,143 | 7,733 | -98.4% |
| Service Revenue | 22,000 | 5,000 | 143 | -97.1% |
| Rentals | 6,000 | 3,500 | 2,814 | -19.6% |
| Interest | 3,720 | 2,720 | 225 | -91.7% |
| Event Revenue | 216,390 | 206,950 | 119,495 | -42.3% |
| Other Revenues | 4,500 | 5,000 | 11,386 | 127.7% |
| Total Revenues All Funds | \$ 1,039,500 | \$ 1,408,770 | \$ 278,511 | -80.2% |

EXPENDITURES

| General Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|--|-------------------|-------------------|--------------------|---------------|
| Personnel Services | 335,790 | 380,820 | 101,775 | -73.3% |
| Professional Services | 136,200 | 122,250 | 18,996 | -84.5% |
| Information Technology Services | 10,150 | 14,050 | 3,922 | -72.1% |
| Materials and Supplies | 7,800 | 9,000 | 4,549 | -49.5% |
| Operational Services | 8,550 | 7,500 | 1,882 | -74.9% |
| Contracts (Landscaping, Refuse Collection, Snow Removal) | 81,500 | 74,500 | 21,544 | -71.1% |
| Insurance | 15,720 | 20,120 | 10,684 | -46.9% |
| Public Information (Newsletters) | 3,250 | 3,400 | 1,646 | -51.6% |
| Advertising (Community/ Business Support, Legal Ads) | 16,000 | 9,000 | 5,658 | -37.1% |
| Training and Travel (Employee, Boards and Commission Training) | 15,100 | 13,500 | 3,382 | -74.9% |
| Vehicles and Equipment | 13,350 | 15,300 | 11,214 | -26.7% |
| Seasonal | 4,500 | 5,500 | 374 | -93.2% |
| Town Hall | 10,270 | 10,910 | 3,045 | -72.1% |
| Mill House Museum | 6,740 | 6,620 | 6,475 | -2.2% |
| Visitors Center | 500 | 620 | 45 | -92.7% |
| Maintenance Yard | 2,240 | 2,240 | 511 | -77.2% |
| Mill Street Storage | 250 | 250 | 38 | -84.8% |
| River Mill Park and Facility | 23,690 | 25,890 | 6,214 | -76.0% |
| Mamie Davis Park | 3,300 | 5,400 | 1,448 | -73.2% |
| Tanyard Hill Road Park | 800 | 500 | - | -100.0% |
| Furnace Branch Park | 500 | 500 | - | -100.0% |
| Streets and Sidewalks (Routine Maintenance) | 1,400 | 1,400 | - | -100.0% |
| Historic District (Routine Maintenance) | 10,410 | 13,700 | 2,529 | -81.5% |
| Special Events | 11,000 | 12,950 | 3,546 | -72.6% |
| Total | \$ 719,010 | \$ 755,920 | \$ 209,477 | -72.3% |

| Craft Show Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|------------------------|-------------------|-------------------|--------------------|---------------|
| Personnel Services | 48,720 | 46,554 | 18,645 | -59.9% |
| Professional Services | - | - | 56 | |
| Materials and Supplies | 6,400 | 6,400 | 2,712 | -57.6% |
| Contracts | 39,000 | 35,000 | 17,671 | -49.5% |
| Advertising | 14,000 | 14,000 | 4,853 | -65.3% |
| Total | \$ 108,120 | \$ 101,954 | \$ 43,937 | -56.9% |

| Mamie Davis Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|------------------|-----------------|-----------------|--------------------|-------------|
| Capital Projects | 2,000 | 2,000 | 0 | 0.0% |
| Total | \$ 2,000 | \$ 2,000 | \$ - | 0.0% |

| CIP Fund | FY 2018 Budget | FY 2019 Budget | Actual as of 10/31 | % Change |
|------------------------|-------------------|-------------------|--------------------|---------------|
| Public Works | 101,500 | 447,000 | 0 | -100.0% |
| Parks | 147,500 | 144,500 | 11,747 | -91.9% |
| Public Safety | 11,500 | 12,100 | 4,931 | -59.2% |
| Information Technology | 15,000 | 2,500 | 475 | -81.0% |
| Administration | 16,000 | 0 | 0 | |
| Total | \$ 291,500 | \$ 606,100 | \$ 17,153 | -97.2% |

| | | | | |
|-------------------------------------|---------------------|---------------------|-------------------|---------------|
| Total Expenditures All Funds | \$ 1,120,630 | \$ 1,465,974 | \$ 270,567 | -81.5% |
|-------------------------------------|---------------------|---------------------|-------------------|---------------|



TOWN OF OCCOQUAN

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

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

Occoquan Police Department

Monthly Town Council Report December 6, 2018

**INTERIM TOWN
MANAGER**
Christopher Coon

CHIEF OF POLICE
Adam C. Linn

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.

Continued body worn cameras program for Town Officers and DMV selective enforcement grants to reduce accidents and pedestrian safety.²

Community Relations

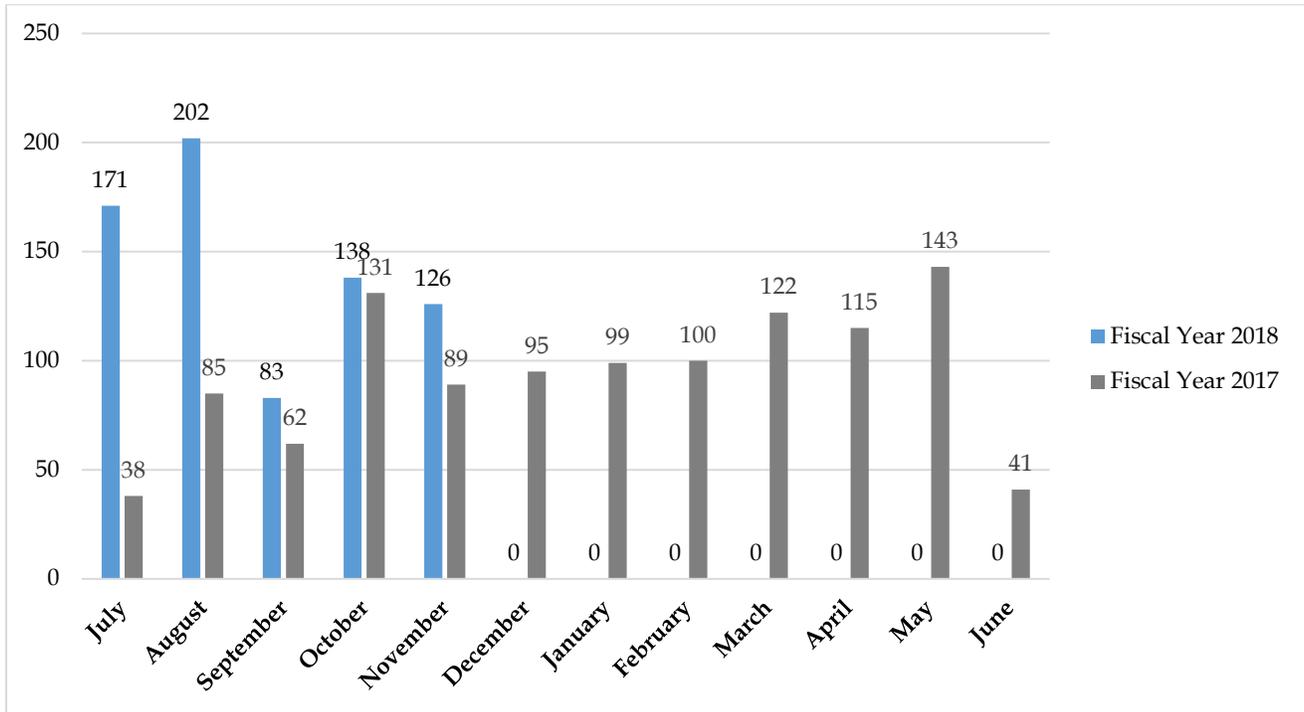
Provided patrol and visibility during town Tree Lighting. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights,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

Provided business checks with local business owners and staff. Spoke with multiple residents throughout the month.

Patrol and Enforcement Activities

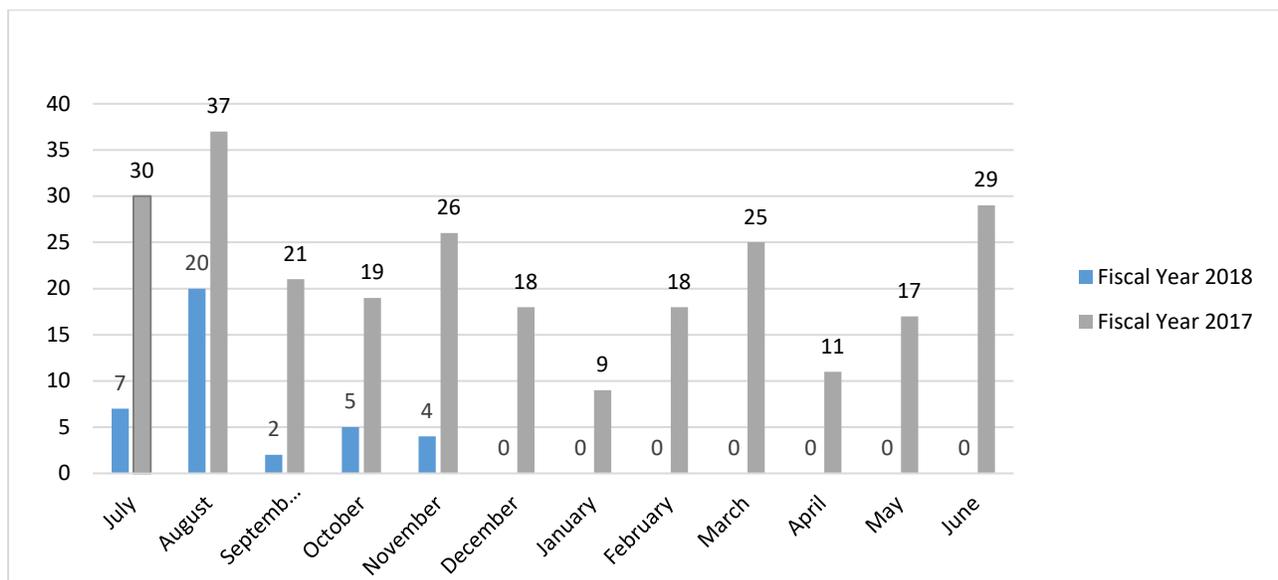
During the month of November, the Town Police made 7 arrests (drug possession, driving while intoxicated, reckless driving), issued 126 traffic summonses, and 79 warnings.

Traffic Summonses FYTD (GRAPH) ¹



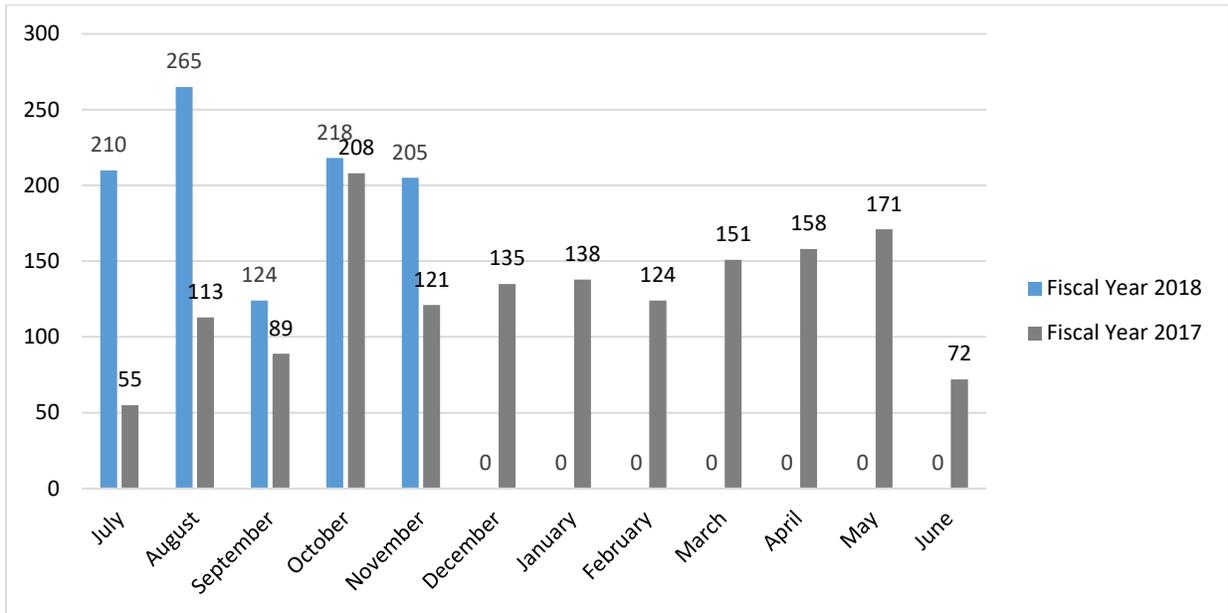
¹Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) ²



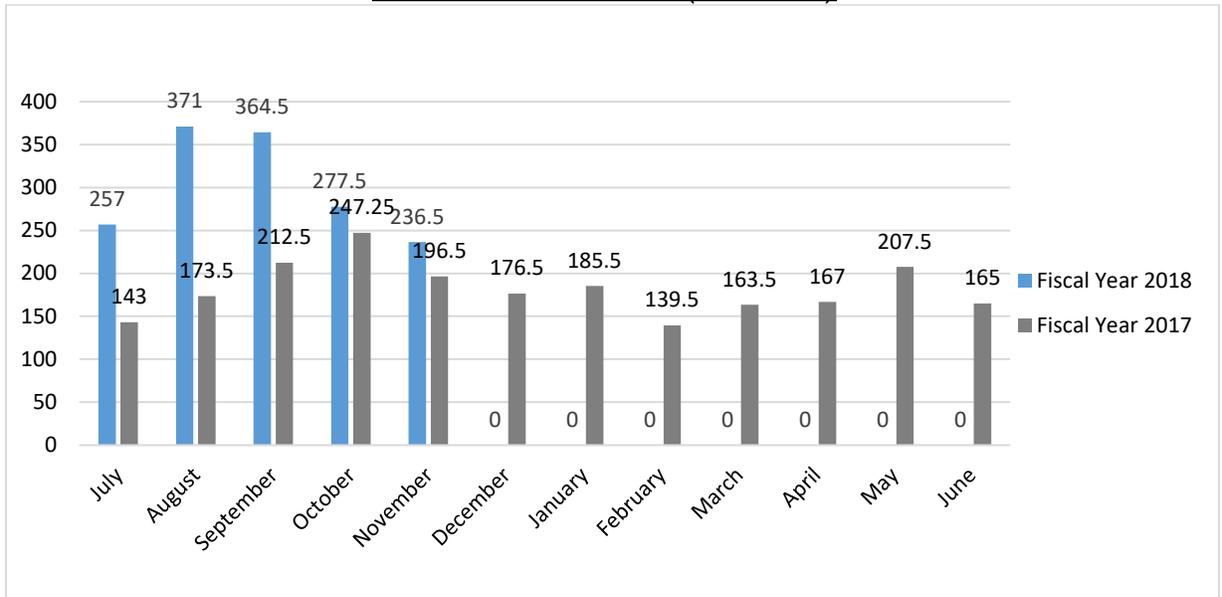
²Goal 2

Traffic Stops YTD (GRAPH)³

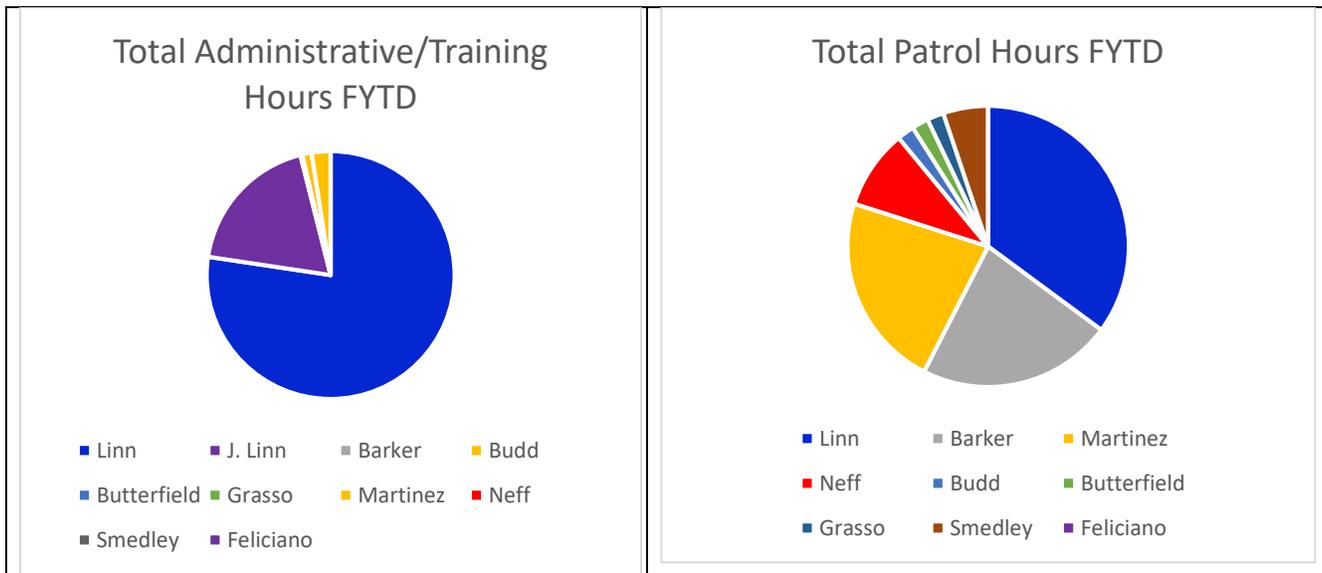


³Goal 2

Patrol Hours FYTD (GRAPH)⁴



⁴Goals 1, 2, 3



Miscellaneous

Completed Taser CEW training. Began Level 3 auxiliary training for administrative and parking officers. Continued 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

| | |
|--|---------------------------------------|
| 2. Work Session Agenda | Meeting Date: December 4, 2018 |
| 2 A: Architectural Review Board Revised Signage Design Guidelines | |

Explanation and Summary:

After receiving comments from Town Council from the September 18 work session meeting the Architectural Review Board has completed updating the Signage Design Guidelines to match the updates made to the sign ordinance, and Town Staff has assisted with reformatting the document. The updates to the ordinance came as a result of the U.S Supreme Court ruling on *Reed v. Town of Gilbert*, which clarified when municipalities may impose content-based restrictions on signage.

This is an opportunity for the Town Council to review the proposed changes and provide feedback to the Architectural Review Board. Changes to this document require Town Council approval.

Town Staff Recommendation: Recommend Approval.

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

Proposed/Suggested Motion:

"I move to approve the Architectural Review Board revised Signage Design Guidelines"

OR

Other action Council deems appropriate.

Attachments: (1) Revised Signage Design Guidelines

TOWN OF OCCOQUAN



ARCHITECTURAL REVIEW BOARD SIGNAGE DESIGN GUIDELINES

Prepared by the Architectural Review Board: _____
Adopted by the Occoquan Town Council: _____

TABLE OF CONTENTS

- I. Introduction
- II. Commercial Signage
 - a. Permanent Signs
 - b. Temporary Signs
 - c. Flags
 - d. Minor Signs
 - e. Waterfront Signs
 - f. Marquee Signs
 - g. Other Signs
- III. Historic Colors
- IV. Residential Signage
- V. Non-Residential Signage
- VI. Lighting Requirements
- VII. Sign Permit Process
 - a. Applying for a Sign Permit
 - b. Signs in the Old and Historic District
 - c. Revocation of a Sign Permit
- VIII. Prohibited Signage
- IX. Signs Not Requiring a Permit

Appendix

- A. Definitions
- B. List Contributing Historic Structures
- C. Zoning Map and Old and Historic District Map
- D. Brief History of Occoquan

I. Introduction and Purpose of Guidelines

The Occoquan Architectural Review Board (ARB) welcomes new residents and businesses to our historic town. Our unique buildings, vibrant waterfront, arts, cultural activities, parks and recreation make Occoquan a desirable place to live, work and play.

The ARB is entrusted with helping to create and maintain a positive image of the town and its businesses while encouraging economic development. As such, the Signage Design Guidelines and Town Code Chapter 66, Article VIII, were developed to allow adequate communication through well-designed signs, while ensuring consistency in design and purpose.

The Guidelines regulate the size, color, illumination, movement, materials, location, height and condition of all signs placed on private property for exterior observation. Signs must be compatible with the use of the property and architecture of surrounding buildings; legible and appropriate to the activity or business they reference; non-distracting to motorists; and built and maintained in a structurally sound and attractive condition.

These regulations ensure the protection of property values and the character of neighborhoods. In addition, they protect against destruction of or encroachment upon historic areas and protect pedestrians and vehicles.

The ARB and Town of Occoquan staff will provide advice, guidance and resources to help your business achieve maximum exposure while remaining true to the authentic character of Occoquan.

Complete signage regulations are available in Chapter 66 of the Occoquan Town Code, Article VIII and are available on the Town's website at www.occoquanva.gov.

II. Commercial Signage (B-1 District)

A. Permanent Signs

Permit required.

Each property is allowed a maximum of four permanent signs, not exceeding 16 square feet each. Maximum number of signs is per property and includes a combination of flags and signs. No more than four signs and/or flags are permitted on any one property at any given time. **A permit is required for all permanent signage.**

Permanent signs are limited to 6 feet in height. If over a right of way, at least 7 feet of clearance from the bottom of the sign over the right of way (i.e. sidewalk) is required.

Illumination of permanent signage is allowed and requires a permit; however, it may not be internally lit. In addition, neon signs, and signs that blink or turn on and off intermittently are prohibited. **TCREF**

In the Appendix there is a full list of the definitions for the many types of signs.

B. Temporary Signage

A banner is a temporary sign of flexible material designed to be installed with attachments at each of the four corners. All banners must be installed in a taut manner to restrict movement and shall be maintained in this manner at all times. Banner colors shall be consistent with those recommended in the ARB guidelines (found in this document). The applicant is limited to four colors per banner, including black and white. The size may not exceed 16 square feet in total area.

Banners shall require the issuance of a permit by the Town prior to their erection. Banner permits shall be for 20 consecutive days and no more than twice in one calendar year.

Banners may be attached to an existing principal structure (with a clearance of at least 12" from the edge of the store or building) or sign pole. The banner must not obscure architectural features of the building (such as windows, railings or ornamentation).

If after the expiration of the permit such banners are not removed, the town may remove them and charge the costs of removal to the applicant

C. Flags

Permit required for commercial flags.

Flag defined is a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol or decoration; this includes pennants.

A flag helps draw attention to your business using distinctive colors and/or designs. Provided that the flag is not greater than 16 square feet and does not advertise, a permit is not required.

All flags must be secured to your building at an angle varying between 45 and 90 degrees, and ground flags of any type are prohibited. In addition, no sign or flag can have more than two sign faces.

All signs, flags and components shall be maintained in good repair and in a safe, clean and attractive condition. All flags must have 7-foot height clearance and cannot cover, cross or otherwise hide columns, railings, belt courses, or other decorative architectural features of a building, including balconies.

A commercial flag is a flag that advertises your business name. A permit is required for this type of flag.

D. Minor Signs

Permit not required (up to four minor signs).

Four minor signs are allowed without a permit if they do not exceed 1 square foot each. Examples of minor signs are directional arrows and open/closed signs. Keep in mind the sign(s) must be on your premises. A permit is not required for these signs. An additional two minor signs may be allowed with a permit.

E. Waterfront Signs

Permit required.

Waterfront sign defined is a sign facing the river on riverfront property. There is no maximum number of waterfront signs permitted; however, waterfront signs are limited in size up to 2 square feet/linear feet of building riverfront width, divided into as many signs as occupant wishes. Signage cannot exceed the height of the building.

F. Marquee signs

SUP Required.

Marquee sign defined is a sign attached to and made a part of a marquee or any similar projection from a building, with changeable, fixed or both types of lettering in use. A special use permit is required for the installation of a marquee size to determine size and location. Properties are limited to one marquee per property and cannot exceed the height of the building.

G. Other Signs (permit not required)

Occoquan ARB – Signage Design Guidelines

1. Window Signs

Window signs are permitted if the total space taken up by the signs does not exceed 25% of the total window area. Vinyl lettering on windows also is allowed. The posting of fliers, notices, handouts, etc., on windows is discouraged.

2. A-Frame Signs

Businesses are allowed to use black chalkboard A-frame signs. The sign must never be located in the public right-of-way. Dry-erase whiteboards or markerboards are not permitted.

III. Historic Colors

The Staff representative to the Architectural Review Board is authorized to assist Historic District business and property owners in paint color selection and, where appropriate, grant administrative approval for paint color proposals.

Colors not found on the palette must be reviewed by staff on a case-by-case basis. If staff members consider a property owner's preferred colors to be inappropriate, they will forward the proposal to the ARB for full review, noting that administrative approval was not granted.

The color palette is based on Sherwin Williams America's Heritage Collection and Benjamin Moore Williamsburg or Historical Collection. The ARB does not promote a specific brand of paint and uses these color codes for reference only. Any paint brand with a comparable paint color may be used.

IV. Residential Signage (R-1, R-2, R-3 Districts)

A. Non-Commercial Flags

Limited to 16 square feet, no limit on number of flags. Maximum height is 15 feet. Illuminated as required by law.

B. Temporary Signage

Maximum of 16 square feet each, limit one. Maximum height is 6 feet and may be displayed up to 90 days.

C. Permanent Signage

Applies to box, freestanding, monument, pole, projecting and wall. Limited to 3

square feet total. Maximum height is 6 feet. Location may be wall, window, freestanding, or affixed to mailbox.

D. Minor Signage

Limited 1 square foot each, up to a combined total of 4 square feet. Maximum height is 6 feet. Location may be wall, window, freestanding, or affixed to mailbox.

E. Waterfront Signage

Limited to 16 square feet and a maximum height of 6 feet. Location may be wall, window, freestanding, or affixed to mailbox. Indirect lighting permitted.

V. Non-Residential Signage (R-1, R-2, R-3 Districts)

A. Flags

Limited to 16 square feet, no limit on number of flags. Maximum height is 15 feet. Illuminated as required by law.

B. Temporary Signage

Limited to a maximum of 8 square feet. Maximum height is 6 feet and may be displayed up to 20 days.

C. Variable Message Signs

Limited to a maximum of 16 square feet. Maximum height is 6 feet.

D. Permanent Signage

Applies to box, freestanding, monument, pole, projecting and wall. Limited to a maximum of 16 square feet. Maximum height is 6 feet.

E. Minor Signage

Limited 1 square foot each, up to a combined total of 4 square feet. Maximum height is 6 feet.

F. Monument Signage

Limited to 16 square feet total and a maximum height of 6 feet.

G. Waterfront Signage

Limited to 16 square feet and maximum height of 6 feet.

VI. Lighting Requirements

All permitted signs may be indirectly lighted, unless such lighting is specifically prohibited in code. Box signs may be internally lighted.

Indirect Lighting

In the case of indirect lighting, the source shall be shielded to illuminate only the face of the sign. However, Wall Signs shall be indirectly illuminated or have shielded direct lighting, unless otherwise prohibited within Chapter 66.

VII. Sign Permitting Process

A sign permit is required prior to the display and erection of any sign except as provided in Section 66-363 of the Occoquan Town Code.

A. Application for a Sign Permit

1. Applications for Sign Permits are available on the Town's website at www.occoquanva.gov and at Town Hall, 314 Mill Street.
2. Completed applications **must** be submitted with necessary supporting documentation, including: (1) image of proposed signage in color, (2) schematic of sign location, (3) color/paint samples, (4) material samples, (5) and any other documentation in support of the application.
3. There is a \$10 fee for each application.
4. Applications and all supporting documentation and applicable fees must be submitted to Town Hall at 314 Mill Street for review.

Applications are reviewed for compliance with the Town Code, building code and other applicable laws, regulations and ordinances by the Zoning Administrator or designee and will either (1) approve the application, (2) deny the application, or (3) notify the applicant of deficiencies in the application. If an application is denied, the Town will provide a list of the reasons for the denial in writing.

Notification on the status of Sign Permit Applications will be provided within 20 days of receipt of the application.

Once the permit is received, the applicant may install the signage.

B. Signs in the Old and Historic District

All signs in the Old and Historic Occoquan Overlay District (HOD) require compliance with these Architectural Review Board (ARB) guidelines, except when a sign permit is not required as provided in 66-363.

If you are considering installing a comprehensive sign plan in the B-1 District, the Town Council is responsible for reviewing and approving these plans. For more information on comprehensive sign plans, view Section 66-362 of the Occoquan Town Code.

C. Revocation of a Sign Permit

If a sign is not installed within one year following the issuance of a sign permit (or within 20 days in the case of a temporary sign permit), the permit will be void.

The Town may revoke a sign permit under the following circumstances:

1. The Town determines the information in the application was materially false or misleading;
2. The sign installed does not conform to the sign permit application; or
3. The sign violates the zoning ordinance, building code, or other applicable law, regulation or ordinance.

VIII. Prohibited Signage

Though the complete list of prohibited signs may be found in Section 66-364, some of the most common forms of prohibited signage are as follows:

1. Signs that violate any law of the Commonwealth relating to outdoor advertising.
2. Signs attached to natural vegetation.
3. Signs that simulate or are likely to be confused with a traffic control sign or any other sign displayed by a public authority.
4. Vehicle or trailer signs.
5. Freestanding signs more than 15 feet in height.
6. Vending machines within the Old and Historic Occoquan District that are outside of a wholly enclosed structure.
7. Signs painted directly on a building, driveway or road.

8. Neon, inflatable, feather, animated or flashing signs, or those that emit sound, smoke, or other substances.
9. Signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows or wall edges of any building, except for temporary decorations not to exceed three months per year or not to exceed 60 consecutive days.
10. Any electronic sign that is generated by a series of moving images, such as a TV, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit.
11. Off-premises signs.
12. Window signs whose aggregate area on a window or door exceed twenty-five percent (25%) of the total area of the window or door.

IX. Signs Not Requiring a Permit

Most signs in the Town of Occoquan require a permit to be issued before the signage can be installed. In some cases, however, a permit is not required. Below is a list of signage types that may be installed without a permit (Sec. 66-363):

1. Flags up to 16 square feet in size NOT CONTAINING any advertising.
2. Repair of existing permitted signs, except that any repairs to non-conforming signage must comply with the Town Code (66-368(e)).
3. One temporary sign no more than 16 square feet in size located on a property where a building permit is active.
4. One temporary sign no more than 16 square feet in size and a maximum height of 6 feet when the sign abuts a road with a speed limit of 25 mph or less on any property for sale or rent.
5. One temporary sign no more than 32 square feet in size and a maximum height of 8 feet when the sign abuts a road with a speed limit greater than 25 mph on any property for sale or rent.
6. On residential properties, one or more temporary signs with a total area of no more than 8 square feet and are removed within 90 days. Once removed, these signs may not be erected again.
7. No more than four minor signs per property.
8. Chalkboard A-Frame signs not in the right of way.

9. Permanent window signs, provided that the aggregate area of all window signs on each window or door does not exceed 25% of the total area of the window or door.
10. Box signs.

Appendix A - Definitions

A-Frame sign: a two-faced chalkboard sign with supports that are connected at the top and separated at the base, forming an “A” shape. These are also referred to as “sandwich board” signs. They are included in the term “portable sign.”

Advertising: any words, symbol, color or design used to call attention to a commercial product, service, or activity.

Animated sign: a sign or part of a sign designed to rotate, move or appear to rotate or move.

Awning sign: a sign placed directly on the surface of an awning.

Banner: a temporary sign of flexible material designed to be installed with attachments at each of four corners.

Box sign: a sign contained in a box, transparent on one side, which is not more than 4.5 square feet in area and not more than one foot deep.

Business sign: a sign which directs attention to a product, service or commercial activity available on the premises.

Canopy sign: a sign attached to a canopy.

Changeable copy sign: a sign or part of a sign designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.

Comprehensive sign plan: a plan for the signage of a property that includes multiple tenants or owners with shared parking or other facilities, with Special Use Permit (SUP) from Town Council.

Feather sign: a lightweight, portable sign mounted along one edge on a single, vertical, flexible pole. The physical structure may resemble a sail, bow, or teardrop.

Flag: a piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope and used as a symbol or decoration; this includes pennants.

Flashing sign: a sign that includes lights that flash, blink, or turn on and off intermittently.

Freestanding sign: a non-portable sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

Height: the maximum vertical distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

- (1) Existing grade immediately prior to construction of the sign; or
- (2) The newly established grade after construction, exclusive of any filling, berm, mounding or excavating primarily for the purpose of mounting or elevating the sign.

Illegal sign: any sign erected without a required permit or which otherwise does not comply with any provisions of this article.

Illuminated sign: a sign that is backlit, internally lighted, or indirectly lighted, but does not include a neon sign.

Inflatable: any sign which uses compressed or forced gas to provide support.

Marquee: a permanent structure projecting beyond a building wall at an entrance to a building, or extending along and projecting beyond the building's wall, and generally designed and constructed to provide protection against the weather.

Marquee sign: a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use.

Minor sign: a wall or freestanding sign, as per Division 2 tables and not illuminated.

Monument sign: a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.

Neon sign: a sign containing exposed tubes filled with light-emitting gas.

Nonconforming sign: any sign which was lawfully erected in compliance with applicable regulations of the Town and maintained prior to the effective date of this chapter of the zoning ordinance and which fails to conform to current standards and restrictions of the zoning ordinance.

Off-premises sign: a sign that directs attention to a business, product, service or activity conducted, sold or offered at a location other than the premises on which the sign is erected.

Pole sign: a sign that is mounted on one (1) or more freestanding poles.

Portable sign: any temporary sign not affixed to a building, structure, vehicle or the ground. It does not include a flag or banner.

Projecting sign: any sign, other than a wall, awning or marquee sign, affixed to a building and supported only by the wall on which it is mounted.

Public area: any public place, public right-of-way, any parking area or right-of-way open to use by the general public, or any navigable body of water.

Roof sign: a sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

Sign: any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner, pennant or any other device, figure or character) visible to and designed to communicate information to persons in a public area. However, the term “sign” does not include architectural features, except those that identify products or services or advertise a business use. The term “sign” also does not include the display of merchandise for sale on the site of the display.

Sign face: the portion of a sign structure bearing the message.

Sign structure: any structure bearing a sign face.

Temporary sign: a sign constructed of cloth, canvas, vinyl, paper, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground.

Vehicle or trailer sign: any sign attached to or displayed on a vehicle, if the vehicle or trailer is used for the primary purpose of advertising a business establishment, product, service or activity. Any such vehicle or trailer shall, without limitation, be considered to be used for the primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.

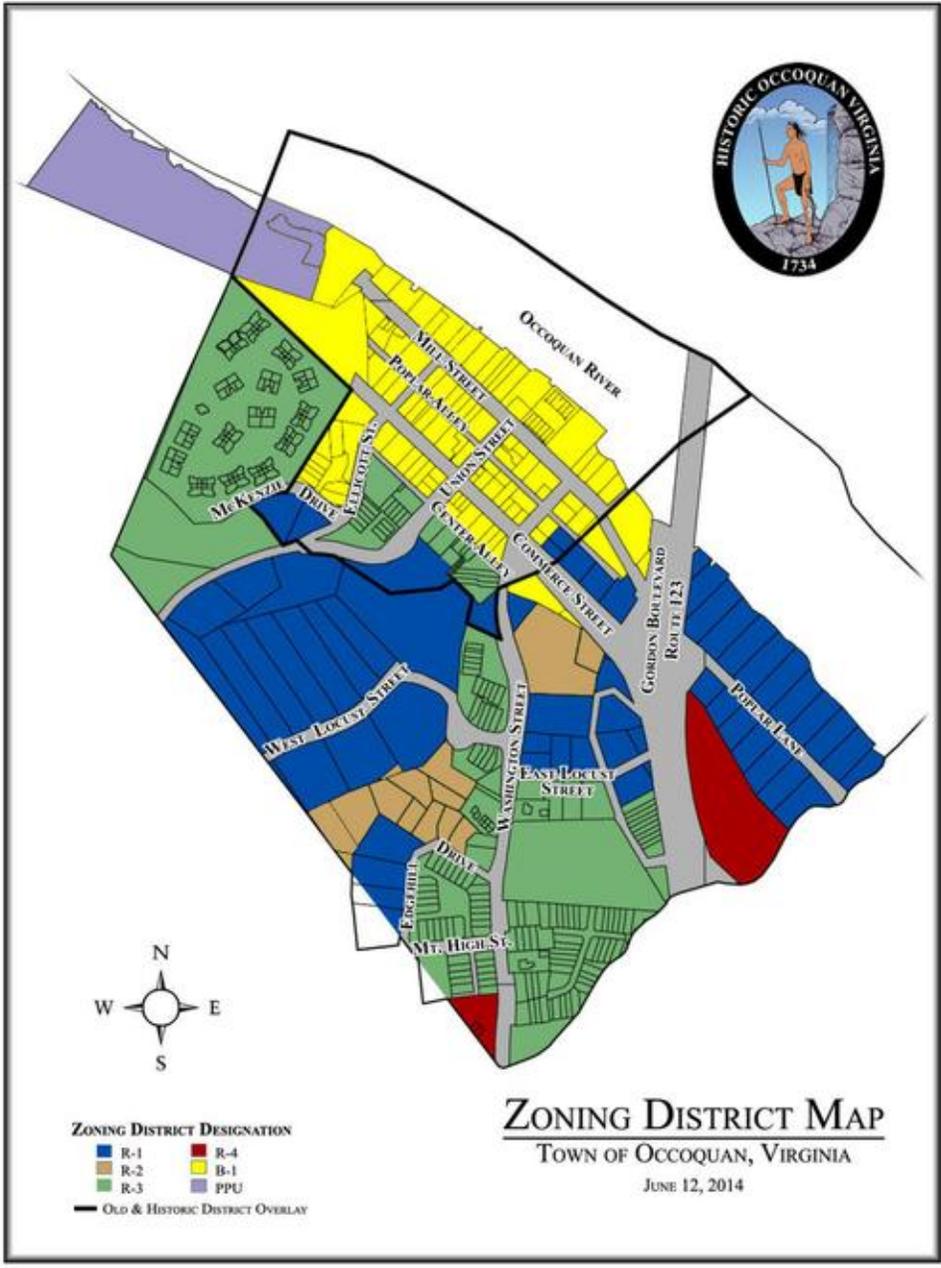
Wall sign: any sign attached to a wall or painted on or against a flat vertical surface of a structure.

Waterfront sign: a sign facing the river on riverfront property.

Window sign: any sign visible outside a window and attached to or within 18 inches in front of or behind the surface of a window or door.

Appendix B - List of Contributing Historic Structures

Appendix C - Zoning Map and Old and Historic District Map



Appendix D – Brief History of Occoquan

Occoquan derives its name from the Algonquin language of the Dogue Indian tribe, who settled next to the Occoquan River. The river made Occoquan a natural location for water-borne commerce, and the narrow river was a natural spot for crossings between Fairfax and Prince William Counties.

Since the 1700s, Occoquan has been home to a tobacco warehouse, industrial complex, a cotton mill and the first automated gristmill in the nation. The only remaining gristmill structure, the Miller's Office, is now a museum operated by the Occoquan Historical Society.

Prior to the Civil War, shipbuilding began in Occoquan, specializing in schooners and longboats. A mail stagecoach route was established in 1805. During the Civil War, Washington, D.C., and Alexandria were under blockade, and as a result, the Occoquan Post Office played a key role in passing letters and packages between North and South.

The 20th Century saw a town bustling with grocery stores, a lumber and hardware store, drugstore, churches, school, jail, blacksmith, undertaker, doctor, and pharmacy. The Oddfellows Hall became the first opera house in the area, and the Lyric Theater helped make Occoquan a social and commercial center. But the century also brought disaster: In 1916, a devastating fire destroyed much of the historic center of town. The automobile and silting of the river heralded the end of shipping.

The construction of Interstate 95 caused an explosion of residential and commercial building in Woodbridge, ending the town's standing as a primary center of commerce. In 1972, the ravaging waters of Hurricane Agnes destroyed buildings, sidewalks, streets and the iron truss bridge that crossed the Occoquan River.

These events could have meant the demise of our small riverside town, but Occoquan is destined to survive. After every tragedy, townspeople and merchants repaired, rebuilt, and restored it, creating a unique place that offers boating, fishing, shopping, and gourmet dining. Restaurants, antiques, collectibles, fine art, crafts, clothing and unique gifts have replaced mills, ice houses, lumberyards, and shipyards. Through these many changes, Occoquan remains today as it has always been ... unique, special and unforgettable.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

| | |
|--|---------------------------------------|
| 8. Work Session Regular Agenda | Meeting Date: December 4, 2018 |
| 8B: Town Code Section 66-10 Zoning Code Amendment Discussion, Uses Permitted in the B-1, R-1, R-2, And R-3 Districts, Home Occupation Certificate | |

Explanation and Summary:

Councilmember Fithian requested Town Council discuss changing the Town Code Section 66-10, Home Occupation Certificate.

This is an opportunity for Council to discuss the requested changes and the impact of these changes within the B-1, R-1, R-2, and R-3 Districts and to direct staff on how to proceed.

Attachments: (2) Town Code Section 66-10
Proposed New Town Code Section 66-10

Sec. 66-10. Home Occupation Certificate.

A Home Occupation Certificate shall be required for all Home Business Occupations and is subject to the following standards:

1. No outside employees shall be permitted to work on the premises, except for family members residing in the dwelling.
2. No employee, agent, customer, or client shall be permitted to come to the dwelling unit for business related purposes.
3. No business signs, freestanding or otherwise, shall be permitted on site.
4. On-site storage of materials, merchandise, or equipment is limited to materials customarily found within a residential dwelling. Such as yarn, cloth, paint and cosmetic or similar nontoxic or nonhazardous material, and a telephone, computer or other typical light office equipment necessary to the home business occupation.
5. One company vehicle shall be permitted. A company vehicle is a passenger motor vehicle or light duty truck less than 7,500 pounds gross vehicle weight exclusively used in a business or commercial activity and **shall not include** any of the following: contractor's equipment or other heavy equipment, a garbage truck, tractor or trailer of a tractor-trailer truck, dump truck, tow truck, passenger bus, cement truck, and step vans. The company vehicle must be kept in a garage, accessory building or in designated parking spaces within off-street parking areas in such a manner that meets or exceeds other provisions of the Town Code.
6. The operation must be conducted entirely within the dwelling (not in any accessory structure, i.e., detached shed/garage) by the owner/occupant residing in the dwelling, and shall not change the character of the dwelling unit nor exhibit any exterior evidence of nonresidential use. No outside storage shall be permitted. Commercial deliveries and pickups of supplies associated with the use shall be limited to not more than one per day and shall be made only during business hours.
7. The area devoted to the home occupation shall not exceed 25 percent of the gross floor area of the dwelling unit.

Sec. 66-10. Home Occupation Certificate.

A Home Occupation Certificate shall be required for all Home Business Occupations and is subject to the following standards:

- ~~1. No outside employees shall be permitted to work on the premises, except for family members residing in the dwelling.~~

Delete this item. It is unnecessarily restrictive by saying only a "live-in family member" can work for your business. (And "family" in today's society can have many different definitions.) A neighbor who has no home-based business can hire a housekeeper or nanny or to come to their house every day and it's no problem. If you own a home-based business your assistant should be able to come to your home.

- ~~2. No employee, agent, customer, or client shall be permitted to come to the dwelling unit for business-related purposes.~~

Delete the above sentence and replace with:

Employees, agents, customers or clients are permitted to come to the dwelling as long as the number of vehicles (in addition to the resident's) does not exceed two additional vehicles at any one time.

3. No business signs, freestanding or otherwise, shall be permitted on site.

This is perfectly reasonable. We don't want town cluttered with more signs.

- ~~4. On-site storage of materials, merchandise, or equipment is limited to materials customarily found within a residential dwelling. Such as yarn, cloth, paint and cosmetic or similar nontoxic or nonhazardous material, and a telephone, computer or other typical light office equipment necessary to the home business occupation.~~

One person's "normal" household item could very well be something others would never have in their home. The "non-toxic non-hazardous" of course makes sense, but that applies to any place in town, right? Is the storage of hazardous material addressed somewhere else in the town code?

- ~~5. One company vehicle shall be permitted. A company vehicle is a passenger motor vehicle or light duty truck less than 7,500 pounds gross vehicle weight exclusively used in a business or commercial activity and shall not include any of the following: contractor's equipment or other heavy equipment, a garbage truck, tractor or trailer of a tractor-trailer truck, dump truck, tow truck, passenger bus, cement truck, and step vans. The company vehicle must be kept in a garage, accessory building or in designated parking spaces within off-street parking areas in such a manner that meets or exceeds other provisions of the Town Code.~~

The other restrictions on company vehicles are not enforced in town anywhere. The rug company's van is always parked on Mill St. Another resident who works for an HVAC company routinely parks near his Mill St apartment (both are completely understandable). These are not home-based businesses, meaning the resident who has a home-based business is subjected to standards that are more restrictive than other businesses, residents or guests of town.

A "company vehicle" seems vague. Does this mean that if a home-based business owner owns a plain blue Prius with no signage on it, that their vehicle cannot be parked on the street and must be in a garage? What if that home-based business is a couple and they each have a company-owned Prius - can they only have one vehicle?

6. The operation must be conducted entirely within the dwelling (not in any accessory structure, i.e., detached shed/garage) by the owner/occupant residing in the dwelling, and shall not change the character of the dwelling unit nor exhibit any exterior evidence of nonresidential use. No outside storage shall be permitted. ~~Commercial deliveries and pickups of supplies associated with the use shall be limited to not more than one per day and shall be made only during business hours.~~

The last sentence is tough to enforce. Many homeowners enjoy deliveries of everything from food from Blue Apron or Peapod to household goods from Amazon and more. These deliveries come at all times, and the homeowner has no control over deliveries. The same is true whether Amazon is delivering something to a home or a home-based business. The Town should not place more restrictions on home-based business owners than any other resident or business in town.

7. The area devoted to the home occupation shall not exceed ~~25~~ 50 percent of the gross floor area of the dwelling unit.

50% is more appropriate for today's types of businesses. Some of our 1-bedroom apartments could have someone operating a business out of them (for example, they could be a graphic designer for hire and work entirely online). If they work out of one room it could easily be considered a third or even half of their home.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

| | |
|---|---------------------------------------|
| 2. Work Session Regular Agenda | Meeting Date: December 4, 2018 |
| 2 C: Budget Work Session - FY2020 Goal Setting | |

Explanation and Summary:

This is to discuss goals and priorities for the upcoming fiscal year in preparation for the FY 2020 Budget process.

In February 2015, the Town Council adopted six priorities that guided the budget development for fiscal years 2016, 2017. For Fiscal Year 2018 the Town Council refined the original goals and added Public Safety as its seventh priority. This process should be reviewed annually and priorities should be established to help guide the FY 2020 Budget process.

The priorities set in 2015 and amended during the FY2018 budget process are:

- Parking Issues
- Pedestrian Safety and Access
- Historic Preservation and Town Appearance
- Riverwalk Project and Usages
- Community Development and Programming
- Stormwater Management
- Public Safety

This is an opportunity to review and/or alter the above priorities and provide guidance to staff on the budget development process in term of goals, priorities and expectations.

Attachments: (1) FY 2019 Town Council Priorities Page

TOWN COUNCIL PRIORITIES

During the FY 2016 Budget process, the Town Council identified six priorities to guide the budget development process. In FY 2018, the Town Council refined these goals and added Public Safety as its seventh priority.

COMMUNITY DEVELOPMENT AND PROGRAMMING

- Develop community programming and events
- Increase reputation and viability of annual events
- Business support

HISTORIC PRESERVATION AND TOWN APPEARANCE

- Maintain and preserve historic properties
- Promote maintenance of public and private properties

PARKING MANAGEMENT

- Manage parking and traffic issues in Historic District

PEDESTRIAN SAFETY AND ACCESS

- Promote safe intersections and sidewalks
- Manage traffic impacts and pedestrian safety
- Increase pedestrian access

PUBLIC SAFETY

- Identify and address public safety concerns

RIVERWALK AND USAGES

- Encourage development of Riverwalk along riverfront
- Manage and support recreation activities and uses

STORMWATER MANAGEMENT

- Identify and support opportunities for stormwater management



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

| | |
|---------------------------------------|---------------------------------------|
| 8. Work Session Regular Agenda | Meeting Date: December 4, 2018 |
| 8D: Infiltration Trench | |

Explanation and Summary:

This is in follow up to the Council's discussion regarding the Vantage Pointe Infiltration Trench. Mayor Porta was able to receive a quote for work to be done on the infiltration trench.

This is a discussion on the quote that was received.

Attachments: (1) Vantage Pointe Infiltration Trench Quote



**TOTAL
DEVELOPMENT
SOLUTIONS**



Proposal

Total Development Solutions, LLC.
8031 Industrial Park Ct
Bristow, VA 20155
www.totaldevelopmentsolutions.com

Project:
Vantage Pointe Inifltration Trench

Date: 11/16/2018
Proposal: 18415

| To: | From: |
|--|---------------------------------|
| Town of Occoquan Attn: Earnie Porta, JD, PhD 314 Mill Street PO box 195 | Bryan Johnson (703) 222-0497 |

Scope of Work:

Infiltration Trench Maintenance

| Description | Quantity | UOM | Unit Price | Extended Price |
|--|----------|-----|-------------|--------------------|
| Infiltration Trench Repair: | | | | |
| Rework outfall | 1.00 | LS | \$2,250.00 | \$2,250.00 |
| Re-Grade Swale and Stobilize with Straw Netting | 1.00 | LS | \$2,995.00 | \$2,995.00 |
| Flush Structure 2 to Structure 1 | 1.00 | LS | \$2,500.00 | \$2,500.00 |
| Remove Brush from Infiltration Trench | 1.00 | LS | \$1,850.00 | \$1,850.00 |
| Install Cap on Observation Well | 1.00 | LS | \$235.00 | \$235.00 |
| Remove Top 6" of Aggregate Layer and Filter Fabric | 1.00 | LS | \$9,150.00 | \$9,150.00 |
| Install New Filter Fabric | 1.00 | LS | \$1,750.00 | \$1,750.00 |
| Install New Aggregate 57 Stone | 1.00 | LS | \$14,250.00 | \$14,250.00 |
| Restore Access | 1.00 | LS | \$1,250.00 | \$1,250.00 |
| Concrete Replacement | 1.00 | LS | \$2,500.00 | \$2,500.00 |
| Infiltration Trench Repair Subtotal: | | | | \$38,730.00 |

| | |
|------------------------|--------------------|
| Proposal Total: | \$38,730.00 |
|------------------------|--------------------|



TOTAL DEVELOPMENT SOLUTIONS



Proposal

Total Development Solutions, LLC.
8031 Industrial Park Ct
Bristow, VA 20155
www.totaldevelopmentsolutions.com

Terms & Conditions:

All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the cost estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Payment is due within 30 days of invoice date.

Should you wish to accept this proposal, please sign and initial one (1) copy of this proposal and return it to our office for our records. Signing of this proposal will be our authorization to proceed with the work and associated costs as outlined above. This proposal may be withdrawn if not accepted within 30 days of proposal date.

GENERAL CONDITIONS:

- 1) All work to be performed during normal business hours (6:30-4:30, Monday through Friday).
- 2) TDS accepts the responsibility for contacting Miss Utility to mark public utilities. The owner shall be responsible to locate any private utilities.
- 3) The owner shall provide reasonable access to the site.
- 4) TDS shall not be responsible for construction or material failures caused by factors beyond our control, including, but not limited to delays or failures caused by weather, acts of God, acts of suppliers and subcontractors, or any other cause beyond our control.

EXCLUSIONS:

- 1) Permits, engineering, stakeout and as-built drawings
- 2) Dewatering (unless specified in contract)
- 3) Damage to unmarked private utilities
- 4) Rock excavation
- 5) Relocation or capping of existing utilities
- 6) Soil testing and other testing (unless specified in contract)

CREDIT AND PAYMENT TERMS:

- 1) TDS may require that a credit check be made and approved prior to proceeding with any work.
- 2) Payment is due within 30 days of invoice date. All amounts not paid within 30 days shall bear interest at the rate of 1% per month until paid.
- 3) In the event that payment is not made within 30 days, TDS reserves the right to terminate this contract.
- 4) In the event that TDS retains an attorney to recover the amount due under this agreement, the Purchaser agrees to pay all attorney fees and court costs incurred by TDS.

| Acceptance | |
|--------------|-------|
| Accepted by: | _____ |
| Title: | _____ |
| Date: | _____ |
| Owner PO #: | _____ |



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

| | |
|---|---------------------------------------|
| 8. Regular Business | Meeting Date: December 4, 2018 |
| 8E: Request to Set Public Safety Goals | |

Explanation and Summary:

This is a request in response to direction from Council on November 20, 2018, to set Public Safety Goals for the Police Department.

In February 2016, the Council set five general goals for the police department. Specifically, (1) Protection of private property, (2) Improvement of pedestrian safety, (3) increased patrol hours, including nights and weekends, (4) prioritize community meetings outside of town, and (5) updating department policies. During the November 20, 2018, work session, it was discussed that the police department has achieved goals 3-5 and directed the Police Department to recommend goals and objectives that are prioritized.

The Police Department has suggested approval.

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

Proposed/Suggested Motion:

"I move to set the following goals and objectives for the Town Police Department:

1. Provide for the public safety of persons and property of the residents, businesses, and visitors of the Town of Occoquan.
2. Promote a professional and accountable police department.
3. Promote safe roads and sidewalks in the Town of Occoquan."

OR

Other action Council deems appropriate

Attachments: (1) Mission Statement and Proposed Goals

OCOQUAN POLICE DEPARTMENT

MISSION STATEMENT –

The mission of the Occoquan Police Department is to provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan. Specifically, to preserve peace and maintain order in our community. To that end, we will hire and maintain a professional staff to prevent crimes, apprehend criminals, investigate crimes and protect the lives and property of our citizens, visitors, and business owners. Through education, mentoring, and community policing we will establish and maintain a partnership between our community and this Department. We will remain approachable and professional at all times. In fulfilling our mission, we will respect the rights and dignity of all.

OUR PRIMARY GOALS –

1. Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
 - a. OBJECTIVE – promote programs to reduce criminal offenses in Town.
 - b. OBJECTIVE – promote police visibility for crime prevention and to reduce fear of crime.
 - c. OBJECTIVE – respond to all calls for service within 4 minutes or less.
 - d. OBJECTIVE – provide appropriate enforcement of laws to reduce criminal and/or dangerous behaviors.
2. Promote a professional and accountable police department.
 - a. OBJECTIVE – recruit, train, and retain the best possible police staff.
 - b. OBJECTIVE – promote police conduct that is responsive and sensitive to the needs of the community.
 - c. OBJECTIVE – investigate any alleged misconduct by the police promptly and thoroughly.
3. Promote safe roads and sidewalks in the Town of Occoquan.
 - a. OBJECTIVE – promote programs to change dangerous and illegal behaviors through education and enforcement actions.
 - b. OBJECTIVE – promote police activities to reduce speeding, stop sign running, blocking intersections, and other traffic violations.
 - c. OBJECTIVE – promote pedestrian and driver safety campaigns.