



**OCCOQUAN TOWN COUNCIL**  
**Special Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, March 20, 2018**  
**7:00 p.m.**

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

**Absent:** Councilmember Joe McGuire

**Staff:** Kirstyn Jovanovich, Town Manager; Christopher Coon, Town Clerk

**1. Call to Order**

Mayor Quist called the meeting to order at 7:02 p.m.

**2. Pledge of Allegiance**

**3. Citizens' Time**

Lance Houghton, 127 Washington Street, informed Town Council of issues he was having with Prince William County in receiving his Occupancy Permit. Town Staff reported they have spoken with Prince William Building Official and the reason that Mr. Houghton is having to do extra work is because he is creating multiple units in Rockledge. The Occupancy Permit requirements for other businesses in town would not be as difficult, or necessary if there is no changes in use according to the building code.

**4. Regular Items**

**4A. Request to Advertise Proposed FY 2019 Tax Rates**

It was moved to advertise the following tax rates in support of the FY 2019 Proposed Budget: Real Estate Tax Rate of 13 cents per \$100 of assessed value; Meals Tax Rate of 3 percent; and Transient Occupancy Tax Rate of 2 percent.

**A motion was made by Councilmember Drakes seconded by Councilmember Dawson that the Action Item be approved. The motion carried by poll vote, unanimous.**

**5. Closed Session**

**6. Adjournment**

The meeting was adjourned at 7:22 p.m.

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Christopher Coon  
Town Clerk