



OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 16, 2017
7:00 p.m.

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

Staff: Christopher Coon, Town Clerk; Carla Rodriguez, Town Treasurer; Bruce Reese, Town Engineer;

1. Call to Order

Mayor Quist called the meeting to order at 7:01 p.m.

2. Regular Items

A. ARB Revised Guidelines

Brenda Seefeldt, ARB Chairman, stated that slight updates were made to the Exterior Elevation Design Guidelines. She also indicated that the Merchant Design Guidelines had been updated to maintain consistency with the new sign ordinance, which were updated to be in compliance with a U.S. Supreme Court ruling, regarding how local governments view signs. She encouraged Council to put focus on more enforcement of the ARB guidelines.

Councilmember McGuire inquired if the Town Attorney, Martin Crim, was part of the process. Ms. Seefeldt stated that he was and approved after review.

Mayor Quist stated that she would like the color palette to be updated along with the guidelines. Ms. Seefeldt stated there was an issue with finding historic color palettes that were not a specific brand.

B. Zoning and Subdivision Draft

Bruce Reese stated that a Public Meeting was held, during which comments were taken by citizens. He stated that the document provided is mostly formatting changes and comments would be needed relatively soon to maintain the proposed August adoption date.

Mayor Quist indicated she had some questions and comments to send. She stated that even though it was referenced in the chapter there was no definition for R-4. She also stated there was no definition for mixed-use overlay, which was used on the future land use map.

Councilmember Fithian inquired about Chapter 54-1 Article 3 Compliance of Chapter. Mr. Reese indicated a subdivision plat must be approved as long as it

meets the code requirements. He stated that if Council did however deny a subdivision plat then that property owner could appeal to the Circuit Court. Councilmember Dawson inquired about the number of flags allowed to be on each property. He wanted clarification on the number of flags permitted and what could be done to revise that section.

Mayor Quist requested that members send their questions and comments to her and she would compile them to send to Burns and McDonnell.

C. Kayak Ramp Advertising Discussion

Mr. Reese indicated that the Town received a single bid that was not adequate to proceed. This project has time of year restrictions which begin February 15 and end July 1 every year. He suggested we advertise in June to allow for enough time to have the Town receive bids, have Council vote on a contractor, and have the contractor complete the work by February 15, 2018.

Councilmember Fithian inquired if 45 days would be a reasonable amount of time. Mr. Reese stated that 45 days should be plenty of time. Councilmember McGuire inquired if the Town would be able to give the contractor an open date for then they start work but, require a completion date with penalties associated if work has not been completed. Mr. Reese stated that is something that could be done.

Councilmember Fithian inquired why we couldn't re-advertise immediately. Mr. Reese stated that there are several comments that are required to be added to our Request for Bid before it may be re-advertised. He said that he will be able to re-advertise after he adds those new comments to the first Request for Bid.

D. 3rd Quarter Financial Report - FY17

Mayor Quist reported that the Town's net income and cash available are similar to the previous year. She stated that this is also with an increase in the number of capital projects. She also noted that there are still funds being received and expended on River Mill Park. The profit and loss statement shows Meals Tax is trending about \$30,000 above budget and compared to the same time the previous year. She also noted that public safety fines are over budget because of increased enforcement. The services revenue for engineering relates to River Mill Park. Finally, she noted that there was \$18,498 of revenue from insurance and grant money for the "LOVE" sign. She stated that net income is trending close to the budget and everything else is on track.

3. Adjournment

The meeting was adjourned at 7:47 p.m.

Christopher Coon
Town Clerk