



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, August 1, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police
Other: John Riley and Randy Boice, Johnson, Mirmiran & Thompson, Inc.

1. Call to Order

Mayor Quist called the meeting to order at 7:04 p.m.

2. Pledge of Allegiance

3. Citizens Time

None.

4. Approval of Minutes

It was moved to approve the minutes for the July 18, 2017 Regular Meeting, as amended.

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

5. Councilmember Reports

None.

It was moved to direct Town Staff to advertise a joint public hearing with Planning Commission and Town Council on amendments to Chapter 54 and Chapter 66, subdivision and zoning, for September 5, 2017.

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

6. Mayor's Report

Mayor Quist reported she had reached out to Supervisor Anderson about the recent speed studies and the current parking and traffic study in Occoquan. Mayor Quist wanted her support and assistance to help work with Prince William County Transportation and VDOT moving forward with possible solutions. She also updated Supervisor Anderson on the second IFB for the Canoe/Kayak Ramp.

7. Staff Reports

A. Town Attorney: Mr. Crim, Town Attorney, reported on the following:

- i. **Small cell facilities-** Mobilitie requested to attach to Dominion pole; Dominion's franchise with the Town does not permit that. Mobilitie will need to obtain a franchise from the Town. Mr. Crim stated that he had reviewed Vienna's draft franchise agreement for small cell facilities and had provided that to Mrs. Jovanovich. He also indicated that the ARB guidelines will need to be updated to address where and how small cell facilities can be placed.
- ii. **Rockledge-** Mr. Crim reported that he is still working on the Rockledge maximum occupancy issue. He had been in contact with Mr. Houghton's counsel without progress. Prince William County is working on a Live Venue Ordinance and the Town may want to create one or adopt Prince William County's Ordinance as well.
- iii. **Parking-** Mr. Crim stated his office drafted an ordinance to address metered parking and enforcement for parking tickets in another locality and provided that draft to Ms. Jovanovich.
- iv. **Secret Garden-** Mr. Crim stated The Secret Garden had updated their plat to show the location of their dumpster enclosure. This allows the town to move forward with the encroachment license for a five year term.
- v. **Rivertown-** Mr. Crim approved the Performance Agreement for Rivertown Overlook on their subdivision improvement and the deed of dedication subdivision easement conveyance and vacation will be completed by the end of the evening.

Councilmember Drakes inquired about the size of the cell tower proposed. Mr. Crim indicated that this would be a smaller structure on top of a Dominion pole. He also stated that these structures are normally less than 50 feet in height.

Councilmember Fithian inquired if council would have to vote to adopt the Prince William County Ordinance for live venues. Mr. Crim indicated that is accurate and Town Council would have to vote to create an ordinance to adopt Prince William County's Ordinance.

Councilmember McGuire inquired if Prince William County Fire Department was involved with Rockledge receiving their maximum occupancy. Mr. Crim indicated that the Town had a Resolution and Ordinance that allows the Prince William County Fire Marshall to enforce maximum occupancy violations.

- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda.

Councilmember McGuire inquired about the process to remove the signs on the Tanyard Hill Property. Mayor Quist and Ms. Jovanovich stated they are working with Supervisor Anderson to identify public and private organizations to offer assistance to cover the cost of the Prince William County Comprehensive Plan Amendment and zoning change to release the proffers, which would then allow the removal of signage from the property.

- C. Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda.

Vice Mayor Sivigny inquired about the number of residents that have been reimbursed for the roofing permit. Mayor Quist stated that everyone who paid for a roofing permit had been reimbursed.

- D. Town Manager:** Ms. Jovanovich submitted a manager's report as part of the meeting agenda.

Councilmember Drakes inquired about the date of completion for the LOVE sign repairs in River Mill Park. Ms. Jovanovich stated that she is working with the Maintenance Supervisor to replace the sign and has applied for a grant to install landscaping that would deter the public from climbing on the sign and expect significant progress by the end of August.

Councilmember Fithian inquired about fixing the lower water fountain. Mayor Quist and Ms. Jovanovich indicated that was an item they found on their walkthrough of the park earlier that day and will have it resolved shortly.

Councilmember Dawson inquired whether the pool of water at the top of River Mill Park bath house had been resolved. Ms. Jovanovich stated she had contacted the Prince William County Public Works department about the issue. Representative indicated he would come look at the issue and suggest a possible solution.

Councilmember Drakes inquired whether the Town had reached out to the Engineering Groupe regarding trail issues. Mayor Quist stated that the Town has been working on this issue.

- E. Town Treasurer:** Ms. Rodriquez was not present; however, her treasurer's report was submitted as part of the meeting agenda.

Councilmember Dawson inquired about what could be done about property that hadn't paid real estate taxes in four years. Mr. Crim indicated that the Town could take legal action but would spend more than they received at this point.

Vice Mayor Sivigny inquired if 13 Magical Moons was still in business. Ms. Jovanovich stated they were in business.

- F. Chief of Police:** Chief Linn provided his May 2017 report with the agenda packet. No questions were received.

- G. Boards and Commissions:** No Reports.

8. Regular Business

8A. Request to Set Not-To-Exceed Amount for Parking and Traffic Study

It was moved to set a not-to-exceed amount of \$25,000 from FY2018 CIP, Community Plan, for the purpose of conducting a parking and traffic study.

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

8B. Request to Award IFB 2017-002, Occoquan River Water Trail Access

Town Engineer, Bruce Reese, indicated that two bids have been received and both are over the budgeted amount for the project. Town Staff will provide Town Council with options at the next meeting. No action taken.

8C. Request to Set Not-To-Exceed Amount for Public Safety Ballistic Vests

It was moved to set a not-to-exceed amount of \$1,800 from the FY2018 CIP to purchase two ballistic vests for the Police Department.

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

9. Adjournment

The meeting was adjourned at 8:30 p.m.

Christopher Coon
Town Clerk