



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 5, 2017
7:00 p.m.

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

Planning Commission: Chairman Joe McGuire, Dan Braswell, Eliot Perkins, and Ryan Somma

Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Chris Coon, Town Clerk

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 127 Washington St., stated that he wanted to advise the Town Council that he has set the maximum occupancy of Rockledge at 100. He stated that Town Hall had a maximum occupancy of 118 and Rockledge was similar in size. He also stated that he will be updating the safety features of Rockledge soon.

Pat Lynn, 407 Union St., wanted to commend Chief Linn for enforcing traffic laws. She stated that the Town has a problem with speeding on Union Street and Tanyard Hill Road. She asked if a sign or rumble strips could be installed in that area to slow down traffic. She also stated that there is also a problem with speeding on Poplar Alley. She said it is only a matter of time before someone has a bad accident at Tanyard Hill Road and Ellicott Street.

The Mayor requested that Item 10E be moved up on the agenda.

10E. Resolution in Recognition of VFW Post 7916 All-American Status

It was moved to adopt a resolution of congratulations and appreciation of VFW Post 7916 for achieving the designation as an All-American Post, and authorize the Mayor to sign.

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

4. Approval of Minutes

It was moved to approve the minutes for the August 1, 2017 Regular and Work Session Meetings.

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

5. Councilmember Reports

Councilmember Fithian stated that she was misquoted during an interview for a recent newspaper article on the parking and traffic study. She indicated that all Town Council and staff had been working diligently on data collection for the study.

6. Mayor's Report

Mayor Quist reported on the continued work on the parking and traffic study and that there will be a community meeting on September 27, 2017. The consultant that is assisting with the project will be in attendance to speak to some of the data they have already collected and there should be a preliminary report in October.

7. Staff Reports

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

- i. Live Venue Ordinance** - Mr. Crim reported that this item has been added to Prince William County's Board of Supervisor's Agenda. They will be discussing this topic today. He will report on the results of the meeting at a later date. He stated that if the Town is interested in creating a Live Venue Ordinance they should seek input from businesses.
- ii. Visitor Center** - Mr. Crim reported that the Convention and Visitors Bureau has been dissolved and is now under the PWC Department of Parks and Recreation. The Town is now going to be dealing with the Prince William County Parks and Recreation Department for leasing the Visitor Center.
- iii. River Mill Park** - Mr. Crim stated he is working with Town Staff on design issues at River Mill Park.
- iv. Recodification** - Mr. Crim stated the Town Staff is working on update the Town's Ordinances.

Vice Mayor Sivigny inquired about the change in reporting for the Visitor Center. Mr. Crim indicated that there is a lease with the Visitor Center and that was with the Convention and Visitors Bureau, which no longer exists, and now the lease would be with Prince William Parks and Recreation Department.

B. Town Engineer: Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda and reported on the following:

- i. Kayak Ramp** - Mr. Reese spoke with DCR to identify if there was any additional funds for this project; there was none. He stated that there may be money that becomes available towards the end of the grant deadline.
- ii. Subdivision** - 205 Union Street is requesting to subdivide into two properties. He stated that both lots already exist and this is a lot line adjustment.
- iii. River Mill Park** - Mr. Reese stated that the Town is working with a consultant on the moisture issue in the lower level of River Mill Park bathhouse.

Councilmember McGuire inquired about the application to receive federal funding for a Canoe/Kayak Ramp. Mr. Reese stated that the federal funds need to be used for a non-motorized boat ramp. Councilmember McGuire wanted to look for alternative

uses for use of the federal funding. Mr. Reese stated that there are things that could be done to lower cost and that is currently being evaluated to find potential solutions.

- C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.
- D. **Town Manager:** Ms. Jovanovich submitted a manager's report as part of the meeting agenda and reported on the following:
- i. **Supervisor Anderson Meeting -** Ms. Jovanovich stated that she is set to meet with Supervisor Anderson and Mayor Quist to discuss the Tanyard Hill proffers and possible funding for the Kayak Ramp.
- E. **Town Treasurer:** Ms. Rodriquez was not present; however, a treasurer's report was submitted during the meeting. No questions were received.
- F. **Chief of Police:** Chief Linn provided a report with the agenda packet and reported on a specific question concerning enforcement of loitering. After speaking with the Town Attorney, it was suggested that the current practice be continued.
- G. **Boards and Commissions:**
- i. **Architectural Review Board:** Ms. Seefeldt reported that the ARB approved one exterior elevation application and one member resigned. She stated that they are actively looking for alternate members.
 - ii. **Planning Commission:** No report.

8. Zoning Text Amendment

8A. Request to Adopt Resolution to Initiate Zoning Text Amendments

It was moved to adopt a resolution to initiate a zoning text amendment for comprehensive revisions to Chapter 54 and 66 and refer the proposed amendment to the Planning Commission for its recommendations.

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

9. Public Hearing

9A. Joint Public Hearing on Updates to Chapter 54, Subdivisions and Chapter 66, Zoning of the Occoquan Town Code

Mayor Quist opened the Town Council public hearing at 7:22 p.m. and invited the public to provide comments on the proposed updates to Chapter 54, Subdivisions and Chapter 66, Zoning of the Occoquan Town Code.

Councilmember McGuire opened the Planning Commission public hearing at 7:25 p.m. A roll call for the Planning commission was conducted: Eliot Perkins, Dan Braswell, Ryan Somma and Joe McGuire were present; Heather Ozuna and Ann Kisling were absent.

Before public comment, Mayor Quist explained that the purpose of the proposed changes was to improve definitions and update sections of the Code that are out of date and not in alignment with the Virginia State Code. She noted that one significant proposed change is to the B-1 district, in which it would require that properties be mixed-use in an effort to preserve the business district. Mr. Reese also indicated that the changes are being made to coordinate with the Comprehensive Plan.

Cindy Chapman, 310 Union Street, inquired if the change would affect her ability to have her business on the first floor of her home in the Historic District. Mayor Quist stated no property will be required to change unless there is a change of use.

Lance Houghton, 127 Washington Street, stated that the Council should consider creating a separate entity to consider an appeal on a Special Use permit instead of the appeal being heard by the Town Council.

Wanda McKenzie Massie, 406 Union Street, inquired about the difference between a 2014 zoning map and a 2016 map. Ms. Jovanovich stated that the 2014 zoning map is the current zoning map and the 2016 map was the future land use map that is in the Comprehensive Plan. She also stated that there are no changes to the zoning map as part of this update.

Pat Lynn, 407 Union Street, inquired about what is changing and if it will affect her property. Mr. Reese indicated that no zoned property in the Town is changing. He stated that the only thing changing is how some property in the B-1 district is used. He stated that if you are currently using your property in a specific way, that use will be grandfathered until at which time the use changes.

Councilmember McGuire closed Planning Commission public hearing at 7:35 p.m.

It was moved to close the Town Council public hearing at 7:35 p.m.

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

It was moved for the Planning Commission to make a recommendation to Council to approve the zoning amendments as provided.

A motion was made by Chairman McGuire, seconded by Planning Commission member Somma, that the Action Item be approved. The motion carried by poll vote, unanimous.

10. Regular Business

10A. Request to Adopt Ordinances to Update Chapter 54, Subdivisions and Chapter 66, Zoning of the Occoquan Town Code

It was moved to adopt an ordinance to amend Chapter 54, Subdivision, and Chapter 66, Zoning of the Town Code for comprehensive revisions to amend and update subdivision and zoning.

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

10B. Request to Consider Waiving Certification Requirement for Planning Commission Members

It was moved to waive the certification requirement for the following Planning Commission members: Joe McGuire, Dan Braswell, and Anne Kisling, and further moved that certification be required for these members in their consideration for reappointment to the Planning Commission.

A motion was made by Councilmember Fithian, seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, 4 Ayes (Dawson, Drakes, Fithian, and Sivigny) and 1 Nay (McGuire), motion passes, 4-1.

10C. Request to Renew BB&T ATM Lease

It was moved to approve the revised lease and authorize the Mayor to sign.

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

10D. Request to Accept Engagement Letter for FYE2017 Financial Audit Services with Robinson, Farmer, Cox Associates

It was moved to accept the Letter of Engagement with Robinson, Farmer, Cox Associates (RFC) for the performance of the FYE 2017 financial audit in the amount of \$10,250.

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

10F. Proclamation for Blood Cancer Awareness Month

It was moved to approve the Blood Cancer Awareness Month proclamation.

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

11. Adjournment

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

Christopher Coon
Town Clerk