



OCCOQUAN TOWN COUNCIL
Work Session Meeting - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 19, 2016
6:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, Jim Drakes, and Matt Dawson
Staff: Kirstyn Jovanovich, Town Manager
Others: Billy Flynn, The Engineering Groupe; Doug Smith, Total Construction Solutions

Absent: Councilmember Tyler Brown; Chris Coon, Town Clerk

1. Call to Order

Mayor Quist called the meeting to order at 6:01 p.m.

2. Regular Items

A. Proposed Building Official Fee Schedule Revisions

The Building Fee Schedule revisions are proposed to help address the Town's cost of the Building Official service and work toward making the service cost-neutral. Town staff and Total Construction Solutions worked together to develop the proposed fee schedule revisions.

Councilmember Drakes stated that there seems to be a significant increase in certain permit fees on the proposed revised fee schedule. Ms. Jovanovich stated that the size of increase seems large because the current fee schedule was set lower than the actual cost for the service incurred by the Town. Ms. Jovanovich noted the additional categories included on the revised fee schedule including the addition of a penalty for individuals that start work without a permit, an appeal request fee, retaining wall design review fee and plan resubmission fee. Ms. Jovanovich stated that the changes to the fee schedule need to be reviewed by the Town Attorney; however, the final proposed revised building fee schedule would be included on the May 4, 2016 agenda.

B. Dedication Opportunities for Officer Guindon

The Council discussed ways to recognize Officer Guindon, Prince William County police officer that was killed on her first day on duty in February of this year. It was discussed to have a plaque located on the trail, park, or kayak ramp. Councilmember McGuire stated that he has a contact that can put Town Council in contact with Officer Guindon's family to ensure that whatever is chosen is something that the family approves. Council then discussed having a concert series or public safety day that begins with a tribute to Officer Guindon. The event would be a way to thank public safety officers and would be done on behalf of or in memory of Officer Guindon. Council stated that the family of Officer Guindon

could be invited and given a plaque from the Town. The Town Council directed staff to develop a public safety event as part of the River Mill Park event programming for this year.

C. Zoning Code Amendment, Uses Permitted in the B-1 District, Childcare Facility

Currently, the Town Code permits the operation of childcare facilities within all residential districts with the issuance of a special use permit; however, it does not cite this use as acceptable within the business district (B-1). Ms. Jovanovich stated that a potential business owner has asked the Town to consider allowing this use in the B-1 District, which would require a Zoning Text Amendment to be initiated by the Town Council. Ms. Jovanovich requested guidance from the Town Council on whether or not to initiate a ZTA to permit this use within the B-1 District.

The Council discussed the potential impact of childcare facilities on the B-1 district, including traffic impacts related to drop-off and pick-up and parking requirements within the B-1.

The Council discussed that if this use was permitted with a special use permit within the B-1 district, what would be the legal justifications to not permit this use under the SUP. Ms. Jovanovich stated that she would inquire with the Town Attorney and provide this information at the May Town Council meeting. Ms. Jovanovich stated that staff would prepare a Zoning Text Amendment for the May regular meeting, during which Town Council could determine whether to initiate the process.

D. River Mill Park Project Update

Billy Flynn from The Engineering Groupe reported that the bridge and bathhouse should be completed within two weeks. He stated that the temporary pole needs to be addressed by Verizon; however, Verizon is currently on strike and as a result, the utility cannot be relocated to the conduit on the bridge and the pole will remain until which time Verizon relocates the lines. The current plan is to leave the temporary pole in place, lay the remaining concrete around the pole and in front of the restroom building, and complete a change order to remove the pole at a later date once Verizon relocates their line. The restroom building cannot be completed and opened until the remaining concrete is set.

Mayor Quist inquired about the cost of having a change order to remove the pole later. Mr. Flynn stated that he does not have that calculation, but expects it to be a couple hundred dollars.

Mr. Flynn estimated that the opening date for the bridge and the bathhouse would be during the first week of May. Ms. Jovanovich stated that the Town currently does not have a cleaning contract for the bathhouse and suggested waiting to open the bathhouse until the park grand opening at the end of June. The footbridge will be open in time for the June craft show.

Mr. Flynn stated that the canopy for the pavilion has a back order of ten weeks. The canopy should be delivered during the week of July 1, 2016. He stated that everything else should be complete before that date and the canopy would be attached to the pavilion later. The Town could open the park to the public prior to the attachment of the canopy.

Councilmember McGuire inquired about the status and upkeep of the grass in the park. Mr. Flynn stated that he was unaware of what is in the contract and he did not know if they were reseeding or resodding, but they must stabilize the property at the conclusion of the project.

Councilmember Dawson inquired about the installation of a sprinkler system. Ms. Jovanovich stated that initially the installation of a sprinkler system was discussed, specifically one that utilizes water from the river, but a sprinkler system was not included as part of the project due to funding availability. Town Council requested that Mr. Flynn provide the Town with cost estimates on the installation of a sprinkler system that would utilize river water.

Ms. Jovanovich stated that she has been working with two Boy Scouts on separate Eagle Scout projects including the installation of a signboard and benches for inside the park. She stated that the Town Council still needs to approve the purchase of signage, refuse containers and pet waste stations; that request will be on the May regular meeting agenda.

E. Council Discussion

Councilmember Drakes suggested having a committee to help manage Town dock and boardwalk issues and maintenance. This asset may need to have a group or committee to help support and manage the dock. Suggestions were made to have residents of Gaslight Landing, boaters, and commercial business owners who benefit from the dock as part of the Committee.

3. Adjournment

The meeting adjourned at 6:45 p.m.

Christopher Coon
Town Clerk