



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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## Occoquan Town Council Town Council Meeting September 20, 2022 | 7:00 p.m.

1. **Call to Order**
2. **Consent Agenda**
  - a. September 6, 2022 Meeting Minutes
  - b. Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2023
3. **Regular Business**
  - a. Request to Adopt Revised ARB Exterior Elevation Guidelines
  - b. Request to Adopt a Resolution to Refer Amendments to the Town Code Generally Relating to Parking Structures to the Planning Commission
  - c. Request to Expend SLFRF funds for Riverwalk Expansion Project
4. **Discussion Item**
  - a. Project Managers and Compensation for Large Projects
5. **Closed Session**
6. **Adjournment**

**Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.**  
*A copy of this agenda with supporting documents is available online at [www.occoquanva.gov](http://www.occoquanva.gov).*



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>2. Consent Agenda</b>	<b>Meeting Date:</b> September 20, 2022
<b>2 A: Request to Approve Consent Agenda</b>	

**Attachments:** See below

**Submitted by:** Adam Linn  
Interim Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve September 6, 2022 Town Council meeting minutes
- b. Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2023

**Staff Recommendation:** Recommend approval as presented.

**Proposed/Suggested Motion:**

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



# OCCOQUAN TOWN COUNCIL

## Meeting Minutes - DRAFT

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, September 6, 2022

7:00 p.m.

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Robert Love and Eliot Perkins

**Absent:** Councilmembers Cindy Fithian and Laurie Holloway

**Staff:** Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police/Interim Town Manager; Philip Auville, Town Clerk; Julie Little, Events Director; Matt Whitmoyer, Management Fellow; Martin Crim, Town Attorney (remote); Bruce Reese, Town Engineer (remote)

### 1. CALL TO ORDER

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

### 2. PLEDGE OF ALLEGIANCE

### 3. CITIZENS' TIME

No one spoke during citizen's time.

### 4. CONSENT AGENDA

- a. Request to Approve August 2, 2022 Meeting Minutes
- b. Request to Accept DMV-NHSTA Highway Safety Grants

**Councilmember Perkins moved approval of the Consent Agenda. Councilmember Love seconded. Motion passed unanimously by voice vote.**

### 5. MAYOR'S REPORT

Mayor Porta reported the following:

- On August 6, he attended the concert in River Mill Park.
- On August 8, he participated in the Virginia ABC visit for the Town's Designated Outdoor Refreshment Area license.
- On August 10, he gave a history tour of the town to a bus of visitors brought by Baer Express Tours.
- On August 13, he emceed the Town Hall naming ceremony honoring June Randolph and Mamie Davis.
- On August 14, he ran the Duck Splash event.
- On August 18, he participated in the intersection improvement ribbon-cutting ceremony.
- On August 19, he emceed trivia night in River Mill Park.
- On August 20, he emceed the Hurricane/Tropical Storm Agnes sculpture dedication.
- On August 20, he ran the Occoquan Cup Cornhole Tournament.
- On August 23, he met with Congresswomen Spanberger on infrastructure issues.
- On August 30, he participated in a meeting with state officials on the sediment

- removal funds the town is receiving.
- On September 3, he participated in Pakistan Day Festival and presented a town resident with a letter of appreciation.
- On September 4, he stopped briefly to observe Plays in the Park in River Mill Park.

Mayor Porta recommended that the facility use guidelines for River Mill Park be updated to make it practical for smaller, ticketed events to be held there.

## 6. COUNCILMEMBER REPORTS

Councilmember Perkins expressed interest in having the Potomac Riverkeeper Network test Occoquan River samples to help people connect to the river through identifying what may impact the waterway. One of the solutions is to participate in the Network's *50 Million Mussel* Project wherein freshwater mussels are introduced to help filter the river, as well as serve as an educational community program. Councilmember Perkins expressed interest in inviting the organization to provide a presentation at a future council meeting. Councilmember Perkins stated he will reach out to the organization to schedule and will continue to work with the Planning Commission on further solutions to clean up the river.

Councilmember Love stated that on September 6, Inside NOVA presented the Town with the Best Community Event for the Occoquan Arts and Crafts Shows and Best Tourist Destination awards from the 2022 Best Of Prince William program. He stated that he, along with Ms. Little and Mr. Linn, accepted the awards on behalf of the Town at Town Hall. He further congratulated two town businesses that received awards in the 2022 Best Of award program: Occoquan Optical and The Loft Gallery of Occoquan.

Vice Mayor Loges stated that she attended the Town Hall Rededication ceremony on August 13 and attended the Duck Splash on August 14. She noted that she has been meeting weekly with the Mayor, Town Manager, and Interim Town Manager as the transition moves forward.

## 7. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission met on August 23. He stated that the Planning Commission is moving forward on the Riverwalk visioning process and aims to develop a plan that will assist in obtaining grants to fund the development of the Riverwalk, as well as producing renderings and images of what a completed Riverwalk would look like. The Planning Commission also approved a recommendation to Town Council to adopt Zoning Text Amendments to the Town Code generally relating to solar facilities.

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on August 23 and reviewed and approved three exterior elevation applications. She noted that the ARB finished discussion on solar facilities and have updated ARB Guidelines to be approved by the Town Council.

## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Ms. Jovanovich provided a written report as part of the agenda packet and responded to brief questions from the Council.

Mayor Porta asked if there were any updates on the McKenzie Sidewalk Plans. Ms. Jovanovich responded that staff is working on developing the construction documents and working through right of way issues.

Mayor Porta requested an update on the Mill Street water issue. Ms. Jovanovich stated that she, along with Mr. Linn and Mr. Reese, met with VDOT on August 16, to discuss the continued issue of water flowing across Mill Street even after two rounds of recrowning/paving was completed by VDOT contractors. She reported that VDOT advised they would not be doing any further recrowning on this section of Mill Street. Mr. Reese advised that VDOT stated they would assist with installing a pipe under Mill Street to take the water from the pipe to the other side of the street, if the town identified how the water will be accepted into the town's stormwater system. Ms. Jovanovich stated she is working with staff to discuss options.

**b. Town Treasurer's Report**

Mr. Casillas provided a written report as part of the agenda packet. Mr. Casillas was not present; there were no questions.

**c. Town Attorney Report**

Mr. Crim provided a written report as part of the agenda packet. There were no questions.

**9. PUBLIC HEARING**

**a. Public Hearing on Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered § 157.013 Generally Relating to Solar Facilities**

Mayor Porta continued the public hearing that was opened at the August 2, 2022, Town Council meeting.

Mayor Porta invited the public to speak. No one spoke at the public hearing.

Mayor Porta closed the public hearing at 7:33 p.m.

**10. REGULAR BUSINESS**

**a. Request to Adopt Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered § 157.013 Generally Relating to Solar Facilities**

**Vice Mayor Loges moved to adopt Ordinance O-2022-04 as presented. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, Councilmember Perkins

**Nays:** None

**b. Request to Adopt Resolution of Support for Prince William County's Grant Application to the Fiscal Year 2022 Safe Streets and Roads for All (SS4A) Program**

**Vice Mayor Loges moved to Adopt Resolution R-2022-09 A Resolution of Support for Prince William County's Grant Application to the FY 2022 Safe Streets and Roads for All Program. Councilmember Perkins seconded. Motion passed unanimously by voice vote.**

**c. Request for Guidance on 2022 Holiday Decorations Program**

Town staff requested guidance on whether or not to have vendors install a portion of the 2022 holiday decorations. Ms. Jovanovich stated that a hybrid approach would involve selecting a vendor to install and remove the lighted wreaths on dominion poles, install and remove decorations and lights on the Town Hall tree, install and remove town-owned lights on street trees on Mill and Union Streets, the evergreen trees in River Mill Park, and the Sycamore tree by the Mill House Museum. Town staff would work on the remaining decorations in town including completing decorations at Town parks, Town Hall, and gaslights. Ms. Jovanovich noted that there is funding available for this hybrid approach to install and remove holiday decorations in the FY2023 budget. Vice Mayor Loges noted that having a vendor do part of the holiday decorations will be able to free up staff to work on other activities for the holiday. Town Council was unanimous in consenting to move forward on contracting vendor(s) to install and remove the 2022 holiday decorations.

**11. DISCUSSION ITEMS****a. RiverFest 2022 Recap and Future Planning**

Ms. Little provided a presentation to the Town Council on RiverFest 2022 and Future Planning.

Mayor Porta noted the success of Conservation Alley as it related to the food and drink options available in this location.

Councilmember Perkins recommended obtaining credit card readers so shuttle riders can pay by credit card or cash at each stop. Ms. Little advised that effective with the upcoming fall craft show, shuttle riders can purchase by credit card in advance through EventBrite with QR codes available at the bus stops for riders to purchase by credit card at the door. She further noted that staff will move forward with purchasing equipment for credit card readers at each stop for the 2023 shows.

Vice Mayor Loges suggested having a tier option for vendor spaces, where the most desirable spots have an increase fee compared to other spaces.

**b. Parking Structures**

Mayor Porta stated that the Town Code does not include language regarding parking facilities within the town in any zoning district. He stated that as the town continues to pursue bringing a parking facility to the town, the zoning ordinance will need to be updated in order to allow parking facilities within the town.

With unanimous consent, Mayor Porta directed staff to schedule a Resolution to Refer a Zoning Text Amendment generally relating to parking facilities to the Planning Commission for the September 20, 2022, Town Council meeting. Mayor Porta stated he will provide draft amendments to staff to be forwarded to the Planning Commission for consideration in development of the draft ordinance.

Mayor Porta requested the Council stand at ease at 8:43 p.m. Mayor Porta reconvened the meeting at 8:50 p.m.

## 12. CLOSED SESSION

**Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. Councilmember Love seconded. Motion passed unanimously by voice vote.**

The Council went into closed session at 8:50 p.m.

The Council came out of closed session at 9:09 p.m.

**Vice Mayor Loges moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Perkins. The motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Love, and Councilmember Perkins

**Nays:** None

## 13. ADJOURNMENT

The meeting was adjourned at 9:10 p.m.

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Philip Auville, Town Clerk



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
 Agenda Communication

<b>2. Consent Agenda</b>	<b>Meeting Date:</b> September 20, 2022
<b>2 B:</b> Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2023	

**Attachments:** a. Resolution R-2022-11

**Submitted by:** Adam C. Linn  
 Interim Town Manager

**Explanation and Summary:**

This is a request to set the Town Council meeting schedule for the 2023 calendar year. The Town Code Section 31.015, Date and Time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m., or at such other times as may be fixed by resolution; provided that they meet at least six times per year in accordance with Section 3.6 of the Town Charter.

<b>First Tuesday Meeting Dates</b>	<b>Third Tuesday Meeting Dates</b>
<i>None</i>	Tuesday, January 17, 2023
Tuesday, February 7, 2023	Tuesday, February 21, 2023
Tuesday, March 7, 2023	Tuesday, March 21, 2023
Tuesday, April 4, 2023	Tuesday, April 18, 2023
Tuesday, May 2, 2023	Tuesday, May 16, 2023
Tuesday, June 6, 2023	Tuesday, June 20, 2023
<i>None</i>	Tuesday, July 18, 2023
<i>None</i>	Tuesday, August 15, 2023
Tuesday, September 5, 2023	Tuesday, September 19, 2023
Tuesday, October 3, 2023	Tuesday, October 17, 2023
Wednesday, November 8, 2023	<i>None</i>
Tuesday, December 5, 2023	<i>None</i>

Of note is only one meeting is scheduled for the months of January, July, August, November, and December.

This is a request to adopt the attached Resolution R-2022-11.

## Town Holidays

The Administrative Manual designates Town-observed holidays. Town offices will be closed on the following observed holidays in 2023:

January 2 – New Year’s Day (Observed)	October 9 – Indigenous Peoples’ Day/Columbus Day
January 16 – Martin Luther King, Jr. Day	November 7 – Election Day
February 20 – Presidents’ Day	November 10 – Veterans Day
May 29 – Memorial Day	November 23, 24 – Thanksgiving Holiday
June 19 – Juneteenth (Observed)	December 22 – Christmas Eve Holiday
July 4 – Independence Day	December 25 – Christmas Day
September 4 – Labor Day	Staff Work Days: June 5 & September 25

The two noted staff work dates are the Mondays following the Riverfest and Fall Craft Show events. Town Hall will be closed to the public; however, staff will be working on clean up and wrap up efforts related to these events.

**Town Staff Recommendation:** Recommend adoption of the attached resolution as presented.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

“I move to approve Resolution R-2022-11.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION TO SET THE SCHEDULE OF  
REGULAR TOWN COUNCIL MEETINGS FOR CALENDAR YEAR 2023**

**WHEREAS**, Virginia Code § 15.2-1416 requires the Town Council to adopt the schedule of its regular meetings at its regular July organizational meeting or by resolution, unless the charter provides otherwise, and

**WHEREAS**, due to the move from May to November elections, the Town Council no longer has an organizational meeting in July, and

**WHEREAS**, Section 16 of the Town Charter provides for fixing regular meetings but does not specify a method of doing so.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council adopts the following regular meeting schedule for calendar year 2023:

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
<i>None</i>	Tuesday, January 17, 2023
Tuesday, February 7, 2023	Tuesday, February 21, 2023
Tuesday, March 7, 2023	Tuesday, March 21, 2023
Tuesday, April 4, 2023	Tuesday, April 18, 2023
Tuesday, May 2, 2023	Tuesday, May 16, 2023
Tuesday, June 6, 2023	Tuesday, June 20, 2023
<i>None</i>	Tuesday, July 18, 2023
<i>None</i>	Tuesday, August 15, 2023
Tuesday, September 5, 2023	Tuesday, September 19, 2023
Tuesday, October 3, 2023	Tuesday, October 17, 2023
Wednesday, November 8, 2023	<i>None</i>
Tuesday, December 5, 2023	<i>None</i>

Adopted by the Town Council of the Town of Occoquan, Virginia this 20<sup>th</sup> Day of September, 2022.

MOTION:

DATE: **September 20, 2022**  
Town Council Meeting

SECOND:

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

\_\_\_\_\_  
Earnest W. Porta, Jr., Mayor

\_\_\_\_\_  
Philip Auville, Town Clerk



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>3. Regular Business</b>	<b>Meeting Date:</b> September 20, 2022
<b>3 A: Request to Adopt Revised Architectural Review Board (ARB) Design Guidelines Manual</b>	

**Attachments:** a. Revised ARB Design Guidelines Manual - Redlined

**Submitted by:** Philip Auville  
Town Clerk

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#### **Explanation and Summary:**

This is a request to adopt revised ARB design guidelines. At the August 23, 2022, the ARB voted to recommend approval of amendments to the ARB Guidelines to the Town Council. The proposed amendments are:

- Change title of Section 14: from “Roofs” to “Roof Pitch and Material”
- Add a new Section 15 titled: “Skylights”; renumber remaining sections throughout document
- Add new Section 18 titled: “Solar Facilities”; renumber remaining sections throughout document

Town Code § 33.50 (F) identifies a duty of the Architectural Review Board is to prepare and recommend for adoption a design manual based upon the criteria set forth in §§ 157.175 through 157.182, and §§ 157.300 through 157.309, 157.320 through 157.322, and 157.335 through 157.339. The Town Council is responsible for reviewing the recommended changes forwarded by the ARB and adopting the Design Guidelines.

**Staff Recommendation:** Staff defers to Town Council for determination as this is a recommendation from an advisory board to the Town Council.

#### **Town Attorney Recommendation:**

15, Skylights. The proposed language gives little guidance to the applicant as to what the ARB might approve. Perhaps we could replace the whole paragraph with something more specific such as: “An application for a skylight must either (i) show its location in an area not visible from the adjacent right-of-way or (ii) be based on a historical example from the period 1736 through 1928.” Although I am not an expert, I do know that skylights go back to ancient times and existed in the 19<sup>th</sup> century.

18, Solar Panels. "As inconspicuously as possible" does not give an applicant much guidance as to what will be approved; also, a requirement of a building permit is either unnecessary (if one is required) or an impediment (if one is not required). As an example of legally useful criteria, you could say something like "Solar facilities are permitted on contributing structures only if the panels are made of materials that closely match the color of the existing roof and the panels are mounted flush with the roof. Solar facilities are permitted on non-contributing structures if mounted flush with the roof and gray, black or silver in color." These are just examples.

**Proposed/Suggested Motion(s):**

"I move to approve the revised Architectural Review Board Design Guidelines as presented."

OR

"I move to approve the revised Architectural Review Board Design Guidelines with the following amendments:\_\_\_\_\_."

OR

"I move to refer the item back to the ARB for further consideration and the following comments:\_\_\_\_\_."

OR

Other action the Town Council deems appropriate.



**TOWN OF OCCOQUAN**  
**ARCHITECTURAL REVIEW BOARD**  
**DESIGN GUIDELINES MANUAL**

Prepared by the  
Architectural Review Board  
Adopted November 2005  
Updated September 202~~4~~1



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## I. Introduction

In 1983 the Virginia Historic Landmarks Commission, after conducting a survey of structures within the Town of Occoquan, designated 13.25 acres as a historic area. Consequently, the United States Department of the Interior's National Park Service added the Town of Occoquan to the National Register of Historic Places. The Occoquan Town Council subsequently enacted ordinances that created an Architectural Review Board (ARB) to "preserve the unique cultural heritage represented by the original section of the town" and gave the ARB certain powers to regulate rehabilitation and new construction in the Historic District, as well as the right to approve or disapprove signs within the business district. The ARB works to uphold the intent of the ordinances and to further the aims set forth in the Comprehensive Plan.

The Code of Ordinances of the Town of Occoquan (Code), Section 157.179, "Matters to be Considered by the Board", states:

*(A) "The board shall not consider interior arrangement, relative size of the building or structure, detailed design, or features not subject to any public view. The Board shall not make any requirements, except for the purpose of preventing developments obviously incongruous to the old and historic aspect of the surroundings.*

*(B) The board shall consider the following in passing upon the appropriateness of architectural features:*

- (1) Exterior architectural features, including all signs, that are subject to public view from a public street, way or place;*
- (2) General design and arrangement;*
- (3) Texture, material and color;*
- (4) The relation of the factors, (B)(1)through(B) (3) above, to similar features of the buildings and structures in the immediate surroundings;*
- (5) The extent to which the building or structure would be in harmony with the old and historic aspect of the surroundings;*
- (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the town; and*
- (7) The extent to which the building or structure will promote the general welfare by:*
  - (a) Preserving and protecting historic places and areas;*
  - (b) Maintaining and increasing real estate value;*
  - (c) Generating business;*
  - (d) Creating new positions;*

- (e) Attracting tourists, students, writers, historians, artists and artisans, and new residents;*
- (f) Encouraging study of and interest in American history;*
- (g) Stimulating interest in and study of architecture and design;*
- (h) Educating citizens in American culture and heritage; and*
- (i) Making the town a more attractive and desirable place in which to live.*

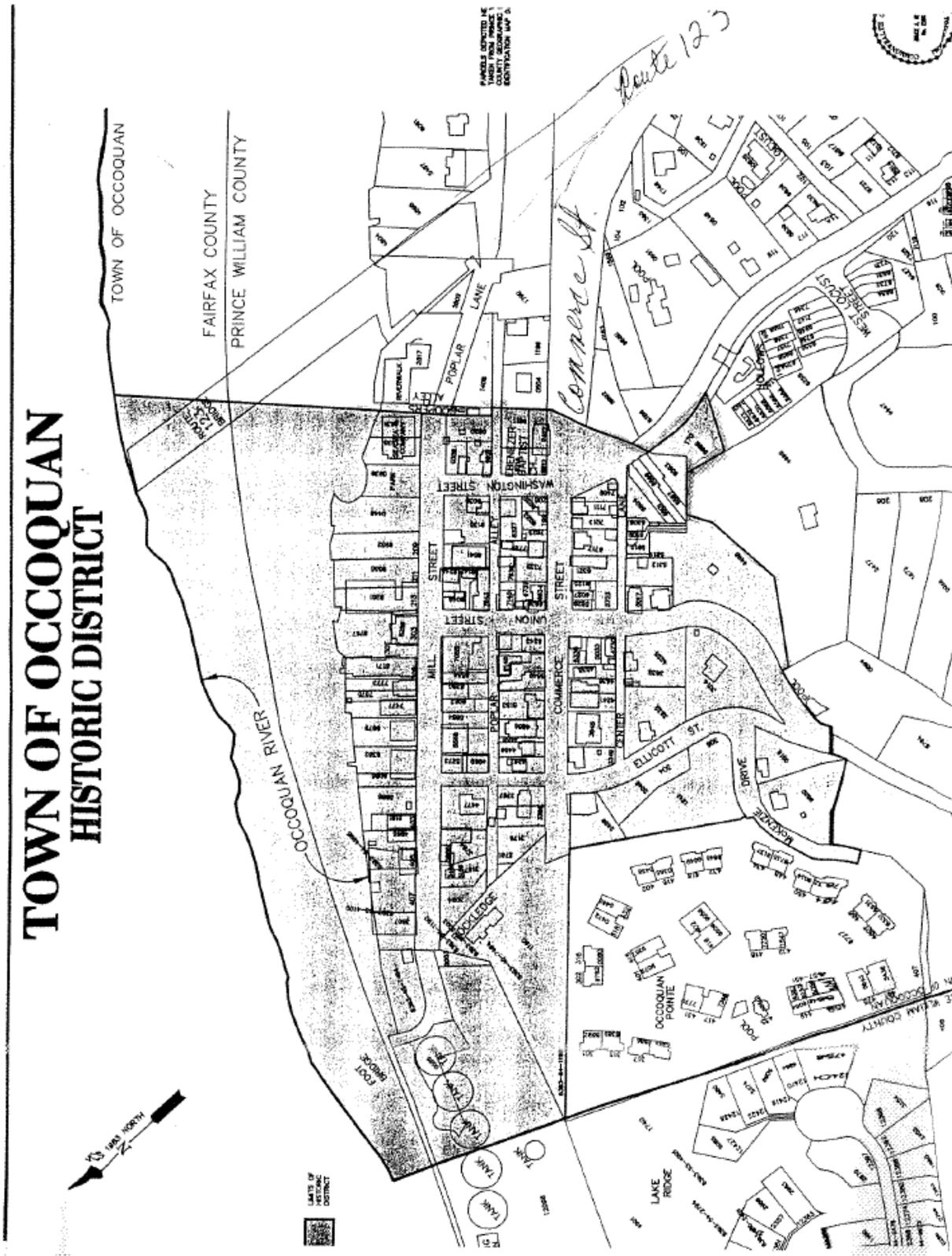
Note that the ARB considers the following things before issuing a certificate of appropriateness.

1. Exterior features that are subject to public view.
2. General design and arrangement.
3. Texture, material, and color.
4. Compatibility of factors 1, 2, and 3 with the surrounding buildings.
5. The harmony of the building or awning or bricks with the old and historic aspect of the surroundings.

The ARB must consider each and every one of these criteria in their decisions. Take note that interiors are exempt from ARB review as well as “detailed design or features not subject to any public view.”

This Design Guidelines Manual has been created to assist members of the ARB, builders, merchants, residents, and the public in protecting the historic character of Occoquan. It is the hope of the ARB that this document will assist in the ARB review application process by better informing and preparing applicants for presenting their plan to the ARB for review.

## II. Map of the Historic District



### III. A Brief History of Occoquan

Occoquan derived its name from the language of the Dogue Indians. It is believed that the Dogues had settled next to the Occoquan River due to the abundance of fish and ease of travel it afforded. It was the river and its location at the head of the tidewater that eventually made Occoquan a natural location for water-borne commerce. The “falls” of the fall line prevented ships from sailing farther upstream, and because the river is at its narrowest point, it became a natural spot for river crossings between what eventually became Fairfax and Prince William Counties. Early records indicate that agents of Robert “King” Carter hauled copper ore from the Frying Pan Copper mine near present day Dulles Airport. A tobacco warehouse was built as early as 1736, and an industrial complex began in 1750. In the 1790’s, Oliver Evans established and patented a milling process at the Merchant’s Mill; thus making it the first automated gristmill in the nation. The mill remained in operation for 175 years until it was ultimately destroyed by fire. The only remaining structure, the Miller’s office, is now a museum operated by the Occoquan Historical Society.

By 1828, Occoquan had a cotton mill , and by 1835, several mercantile stores and various mechanics had established themselves here. Farmers and traders came from as far as the Blue Ridge Mountains to patronize the town’s businesses, and those who traveled here often stayed overnight at the Alton, Occoquan, or Hammill hotels, the last of which still stands today.

Prior to the Civil War, shipbuilding began in Occoquan, specializing in schooners and longboats. In addition to products from the cotton and gristmills, there was a lucrative trade in cord wood, fish and river ice. Occoquan also built the first commercial ice storage house in this area. River ice, railroad ties and large logs were shipped upriver from Occoquan to Washington, D.C. and points north.

A mail stagecoach route was established through Occoquan in 1805. During the Civil War, both Washington D.C. and Alexandria were under blockade, and as a result, the Occoquan Post Office played a key role in passing letters and packages between North and South. During one winter, the Hammill Hotel served as temporary headquarters for Confederate General Wade Hampton.

The dawn of the 20th Century saw a town bustling with grocery stores, a lumber and hardware store, drugstore, millinery, churches, school, jail, blacksmith, barber, undertaker, doctor, and pharmacy. The Oddfellows Hall became a performance venue in

the area, and the Lyric Theater brought people to town by car, thus making Occoquan a social and commercial center. For Occoquan, the twentieth century also unfortunately brought one economic disaster followed by another. In 1916, a devastating fire destroyed many of the structures located in the historic center of town. The coming of the automobile and silting of the river heralded the end of shipping as the main commercial highway of the area.

With the opening of Route 1 in 1928, Occoquan no longer stood astride the major north-south travel route. The construction of Interstate 95 in later years caused an explosion of residential and commercial building in nearby Woodbridge, and as a result, the town's standing as the area's primary center of commerce declined. Then in 1972, the ravaging waters of Hurricane Agnes destroyed buildings, sidewalks, streets and the iron truss bridge that crossed the Occoquan River.

Any one of these events could have meant the demise of our small riverside town, but Occoquan is a town destined to survive. After every tragedy, townspeople and merchants alike repaired, rebuilt, and restored it creating a unique place that offers boating, fishing, shopping, and pleasant dining in an historic atmosphere. Antiques, collectibles, fine art, crafts, clothing, gourmet food, and unique gifts have replaced mills, ice houses, lumberyards, and shipyards. Through good times and bad Occoquan is a town that refuses to die. As history has shown time and time again and with each passing year, Occoquan shall remain as it has always been--unique, special, and unforgettable.

## IV. District Character

Geographically, Occoquan is bounded to the north by the Occoquan River and to the south by wooded bluffs. The streets are laid out in a simple grid pattern that stretches up a light sloping hill to the south. Five major streets—Mill, Union, Commerce, Washington, and Ellicott—comprise the district.

The potential value of the site on a river that opens into the Potomac River was recognized as early as 1755 by John Ballendine, who hoped to establish forges, mills, stores, and dwellings on the site. As early as 1804, Occoquan achieved the status of an official town. A map which survives from that date illustrates a street pattern nearly identical to the present layout. Over thirty structures are noted on the map, including a mill and cooper shop. Few buildings constructed during the town's settlement years stand today. Most notable is Rockledge, constructed by Ballendine in 1758. The Georgian two-story stone house with elaborate work rises on a rock ledge overlooking Mill Street and the Occoquan River.

The most widely recognized structure in Occoquan was a flour mill owned by Nathaniel Ellicott. Illustrated in Oliver Evans' *The Young Mill-Wright and Miller's Guide*, the building was destroyed in 1924. However, the miller's office, now the Mill House Museum, still stands on Mill Street immediately southeast of the mill site. The small one-story stone and brick structure above a raised basement covered by a gable roof was erected in the late 18<sup>th</sup> century or early 19<sup>th</sup> century. The house is presently occupied by Occoquan Historical Society, which uses the building for exhibition space. A replica of the original mill is found in the museum.

Occoquan continued to flourish throughout the 19<sup>th</sup> century. Both commercial and residential structures remain from the mid-19<sup>th</sup> century. The circa 1830 Hammill Hotel, located in the center of the district at the intersection of Commerce and Union streets, is a square, three-story building constructed of five-course American bond brick beneath a hipped roof.

Evidence of Occoquan's continued prosperity during the late 19<sup>th</sup> century survives in a large number of residences that line Commerce and Union streets. Constructed primarily in the building vernacular of folk Victorian tradition, the two-story frame buildings frequently display German siding and decorative porches. Buildings in the 200 through 300 blocks of Commerce Street are examples of this type. Typical of these houses is 202 Commerce Street, a two-story frame, five-bay building with a gable roof, the façade

decorated by a porch consisting of stylized Doric columns and sawncut balustrade. Dating to the same period is 306 Commerce Street, a two-story frame, three-bay house with a shed roof fronted by a porch supported on chamfered posts with scroll brackets connected by a sawnwork balustrade. A variety of simple un-ornamented buildings also exist in the district, including 209 Commerce Street, a two-story frame house covered in German siding beneath a gable roof, and 304 Commerce Street, another two-story, three-bay building sheathed in weatherboards.

Fire swept down Mill Street in 1916 destroying many of the town's major commercial structures. However, a few residential structures which date to the late 19<sup>th</sup> century still stand at the west end of Mill Street and have now been converted to businesses. Among these is 406 Mill Street, a two-story, five-bay building with a porch consisting of turned posts and a decorative sawncut balustrade. The residence at 402 Mill Street, now a business, is a good example of early twentieth century craftsman or bungalow architecture. There are several of these in the Historic District. Most of the commercial buildings are simple commercial vernacular structures built after the fire.

The Historic District contains few public buildings. Two churches, both dating to the 20<sup>th</sup> century, are located within the boundaries. The Ebenezer Church, built in 1924, stands on Washington Street. The Methodist congregation constructed their church at 314 Mill Street in 1926 which now serves as Town Hall.

Toward the end of the last century improved economic conditions in town and an increase in the population of Northern Virginia combined to create an atmosphere favorable to new commercial and residential construction. Keeping true to the tradition of eclectic design in Occoquan, these buildings reflect Federal, vernacular, even Tudor influences. Several townhouse developments have dramatically changed the landscape of the town.

Each major period of Occoquan's history is represented in its buildings. Well-kept, shaded yards surround many of the residential structures on Washington, Commerce, and Ellicott Streets. Shops and commercial buildings on Mill Street are tightly knit and open directly onto the paved streets. The lawns and decorative details of the residential structures, in contrast with the density of the commercial core, create a unified, yet varied, combination of buildings and building types within the Historic District.

--Adapted from *District Character* by Virginia Historic Landmarks Commission

## V. Rehabilitation and Construction

### 1. Additions

An exterior addition to a historic building is acceptable with three suggestions strongly recommended:

- a) Locating the addition so as not to be conspicuous.
- b) Limiting the size and scale of the addition in order not to compromise the integrity of the building or any structures surrounding it.
- c) Using materials compatible with the historic building and the other buildings nearby.

The Occoquan Code requires a building permit when constructing, enlarging, altering, repairing or demolishing a building or structure.

### 2. Awnings

The use of attractive awnings and canopies is encouraged in the Historic District. Fabric shall be limited to canvas or similar cloth. Vinyl, plastic, and aluminum are not compatible materials for use in the Historic District. The color should be in the palette of historic colors. See Colors.

Words on your awning are considered signs and must be preapproved by the ARB.

### 3. Bricks

18<sup>th</sup> and 19<sup>th</sup> century bricks were much larger than 20<sup>th</sup> century bricks and the use of the oversized bricks is encouraged. Brick color shall be in the terra cotta or reddish-orange tones. Colored bricks were unknown in the 18<sup>th</sup> and 19<sup>th</sup> centuries. All bricks were made from natural clays, and varied in shade depending on the region of the origin. Burned or black bricks were usually used only on the gable ends or chimneys.

Mortar shall be sand-colored. "C-73" is an example of a modern mortar which most closely resembles historic mortar. Blue Bond or gray mortar is prohibited. Mortar joints were "grapevine" or other patterns were used rather than the smooth joints used in modern times.

Bricks were laid to form patterns, such as Flemish bond, English bond, common bond, rather than modern-day running bond. A “water table” course was built about two feet about the foundation to deflect running off the roof.

#### 4. Chimneys

Chimneys shall extend at least six (6) feet above the roof ridge, corbelled and be of a design appropriate to the architectural style. Suitable materials are brick or stone.

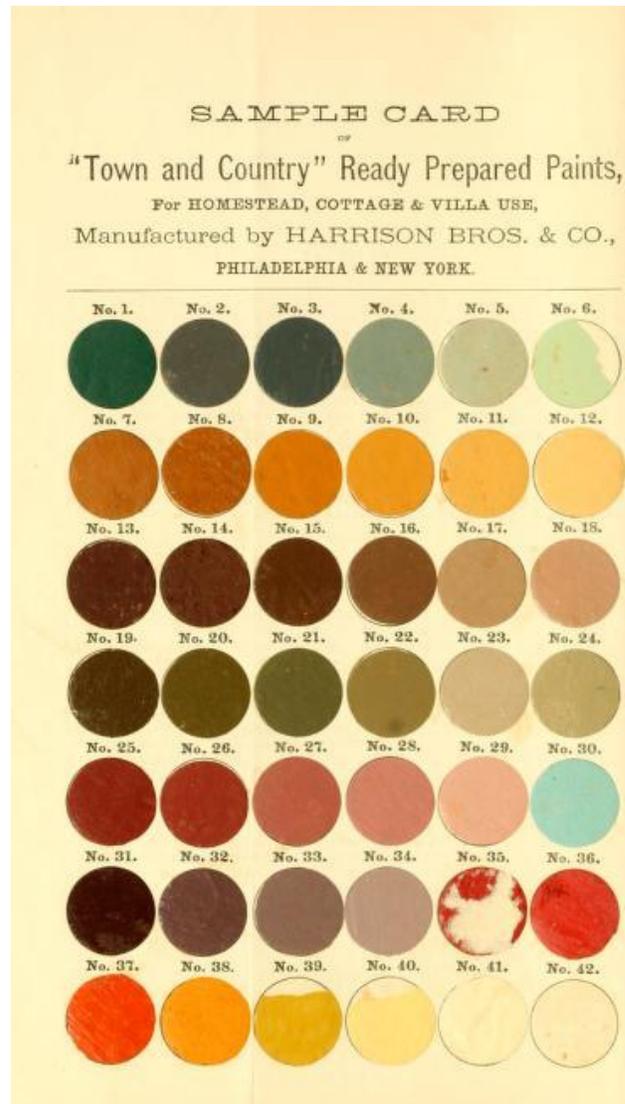
#### 5. Colors

Exterior paint colors shall be appropriate for the architectural period of the building. Colors of a building shall take into consideration roof and foundation colors. It is encouraged that when rehabilitating Craftsman or Victorian style homes to use period-appropriate color pairings. In addition, for rehabilitation or replacement of windows, “earth tone” colors are appropriate.

The book *A Century of Color* is an excellent reference. Another resource is the following color chart which is taken from the website Archive.org and the document “Every Man His Own Painter!” which was originally written in 1872.

Note that none of these colors are modern paint chips. Use these colors as a guide as you pick out your exact paint colors. Most popular exterior paint brands now have historic palettes available.

Painting of brick or stone is not recommended. Existing paint may be removed if done in a manner which will not damage the surface of the structure. Methods such as sandblasting, chemical application and heat guns tend to damage the structure.



## 6. Doorways

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors shall allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18 <sup>th</sup> Century	Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door 1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch
19 <sup>th</sup> Century	Wide variety of elaborate doorways Stained glass in doors Double doors Columns

On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Paneled or glazed paneled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

## 7. Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials shall be consistent with the design and materials of the building. Landscaping can be used in conjunction with these structures to strengthen their screening properties. Chain link, stockade, bamboo, vinyl, and snow fencing are not considered appropriate. Composite fencing can be considered appropriate if it has historic features.

## 8. Foundations

Foundation walls shall be covered with brick, stucco, stone, aluminum, vinyl, or wood siding. Paneling and exposed cinder or concrete block or monolithic concrete walls are not considered appropriate.

## 9. Handicap Ramps

Handicapped ramps shall be ADA compatible and located at the rear or side of a building, if possible. The design shall be consistent with the design, textures, materials, and colors of the building.

## 10. Landscaping

Trees, shrubs, and flowering plants contribute greatly to the character of an area; therefore, existing vegetation, especially trees, should be preserved if at all possible. Adding shrubbery does not need ARB review. Taking out trees 4" in diameter or more needs permission from the Town Manager.

## 11. Lighting

Exterior lighting for structures in the Historic District shall reflect the style and era of the building. Freestanding lights shall not exceed 15 feet in height, and all light shall be directed downward into the site. A combination of freestanding and wall-mounted fixtures is recommended in order to yield varied levels of lighting. Appropriate decorative fixtures are desirable over utilitarian fixtures. Sodium vapor lighting or anything that looks like neon is inappropriate in the Historic District.

## 12. Materials

Siding – Original siding materials shall be repaired to retain the original character of the surface rather than removed or covered. Often this is not possible so a look-a-like and modern material will be sufficient as long as all efforts are made to maintain the same appearance.

Exterior trim – Dentil molding and crown molding were simple in the early part of the 18<sup>th</sup> Century, and elaborate in the later with columns added. 18<sup>th</sup> Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of wood. Brick lentils were laid to form an arch, either a “jack” arch or a “segmented” arch. The segmented arch was curved rather than straight.

In the 19<sup>th</sup> Century trim was elaborate. The mid- to later part of the 19<sup>th</sup> Century has often been called the “Gingerbread Age” with immigrant skilled laborers providing elaborate trim on fascia boards, soffits, rake boards, windows, doors, and porches at low costs. Brackets attached to the soffits were commonplace.

### 13. Porches

Porch posts shall be at least 4x4, round or square, so the correct scale between the building and the porch is achieved. In the 18<sup>th</sup> Century square posts were chamfered on the corners. Victorian porch posts were decoratively turned on a lathe or trimmed in a decorative manner. Victorian porches, often up to three per house or wrapped around three sides of the house in a continuous line, were widely used and elaborately trimmed with spandrels, brackets, and often flat lacy balusters. Porches in the latter part of the century were decorated with “gingerbread” on rake boards, and spandrels and brackets, as well as flat lacy spindles were often used.

### 14. Roof Pitch and Materials

Pitch - The pitch of a roof shall be a minimum of 8/12 except on a hip roof, mansard, or gambrel (barn). On a flat roof, a parapet with trim should be erected above the roofline (such as a store or Italianate Victorian).

Materials - Cedar shingles were widely used during the 18th Century (approximately 90 percent), and the remainder of the structures most often had oak shingle roofs. Shakes were used on outbuildings only. During the 19th Century, roofs were standing ridge (metal) or slate shingles. Modern composition shingles shall be chosen in colors to match the color of weathered historic roofing materials. Wherever pressed tin or standing seam style roofs exist an effort should be made to preserve and/or refurbish. The same roof style shall be extended on any addition to buildings with existing pressed tin roofs.

### 15. Skylights

Skylights are not historically appropriate. If the homeowner or business owner would like to install skylights, a historical preference should be referenced.

### 165. Rooftop Screening

If roof-mounted mechanical equipment is used on a flat roof, it shall be screened from public view on all sides by a parapet. If additional screening is necessary, the screening material and design shall be consistent with the design, textures, materials, and colors of the building. The screening shall appear as an integral part of the building. All effort should be made to locate equipment in a location that takes full advantage of the screening provided by the parapet from a street perspective.

### 167. Satellite Dishes

FCC rules allow for satellite dishes even though they are not historically accurate. If a satellite dish is installed it should be placed in an obscure location.

### 18. Solar Facilities (Photo Voltaic Systems)

Solar facilities (photo voltaic systems) are allowed in the Town of Occoquan even though they are not historically accurate. If a home or business owner wants to install solar facilities, they should be located as inconspicuously as possible and have a building permit from Prince William County.

### 197. Screening

All outdoor utilities, transformers, meters, trash dumpsters, and mechanical units shall be screened from the public view by walls, fences, or landscaping as long as such uses are compatible with zoning regulations. Screening should appear to be an integral part of the overall site plan.

### 2018. Streetscape

Town standards must be adhered to when sidewalks are placed on public right-of-way. Benches, trees, trash receptacles, and street lights may not be placed on public right-of-way.

### 2119. Vending Machines

Vending machines are not allowed in the Historic District.

### 220. Windows

The placement and proportions of windows and doors are of paramount importance in achieving a historic reproduction. Most glass manufacturers 125 years ago did not have the capability to create large sheets of glass. That's why old window sashes are comprised of a collection of smaller pieces of glass separated and held in place by muntin bars.

Traditional windows have depth and a windowsill, as well as true divided lights or interior and exterior fixed muntin with internal spacers to reference traditional designs. No mirrored or tinted glass.

The architecture style of Craftsman homes and Victorian homes often used colors for muntin and sashes. That is encouraged using the earth tone colors.

In new construction simulated true divided light windows in the appropriate style and color (earth tones) shall be used.

Storm windows shall not be used unless the design allows the original window to show through.

18<sup>th</sup> Century            Small panes; six over six window lights and up  
1775-1800 arched at top, shutters  
Proportions - one-half the width of the height  
Placement - Lined up one above the other and over doorways  
Headers - Wood, solid beam; stone; brick; jack arches or segmented  
arches; lighter brick often used around windows

19<sup>th</sup> Century            Windows in the early 19<sup>th</sup> Century were usually six over six. The  
emergence of styles such as neo-Gothic, Italianate and Queen Anne led  
the use of two over two, one over one, and in Queen Anne a multiplicity  
of combinations. By the end of the 19<sup>th</sup> Century, two over two dominated  
and this is the pattern most often seen in 19<sup>th</sup> Century houses in  
Occoquan  
Proportions - Usually, one-half width of height  
Headers - Elaborate, eyebrow, segmented and jack arches

*For information on the Architectural Review Board, visit [www.occoquanva.gov](http://www.occoquanva.gov).*



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>3. Regular Business</b>	<b>Meeting Date:</b> September 20, 2022
<b>3 B:</b> Request to Adopt a Resolution to Refer Amendments to the Town Code Generally Relating to Parking Structures to the Planning Commission	

**Attachments:**

- a. Resolution R-2022-10
- b. Draft Ordinance

**Submitted by:** Adam Linn  
Interim Town Manager

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#### **Explanation and Summary:**

This is a request to adopt a resolution to refer amendments to the Town Code generally relating to parking structures to the Planning Commission for review, public hearing, and recommendation.

#### **Background**

Currently, the Town Code does not include language regarding parking structures within the town in any zoning district. This is a request to refer a zoning text amendment to the Planning Commission to consider amendments to the Town Code as it relates to parking facilities.

**Staff Recommendation:** Recommend referral to the Planning Commission for review, public hearing, and recommendation to the Town Council.

**Cost and Financing:** N/A

**Account Number:** N/A

#### **Proposed/Suggested Motion:**

“I move to adopt Resolution R-2022-10 to refer a zoning text amendment to the Planning Commission for its recommendation after public hearing.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION TO REFER ZONING TEXT AMENDMENT TO PLANNING  
COMMISSION TO AMEND TOWN CODE GENERALLY RELATING TO PARKING  
STRUCTURES**

**WHEREAS**, the Town Council finds that public necessity, convenience, general welfare, and good zoning practice requires amending the Town zoning ordinance to address parking structures within the Town; and

**WHEREAS**, by authority granted in §§ 15.2-1427 (D), 15.2-2285 (B), and 15.2-2286(A)(7) of the Code of Virginia, the Town Council may amend, supplement, or change the Town's zoning regulations, and

**WHEREAS**, pursuant to § 15.2-2286(A)(7)(i), amendments to the zoning ordinance may be initiated by resolution of the Town Council, and

**WHEREAS**, pursuant to § 15.2-2285 (B), no zoning ordinance shall be amended or reenacted unless the planning commission has had an opportunity to make recommendations on it; and

**WHEREAS**, pursuant to §§ 15.2-2204 and 15.2-2285 (C), before approving and adopting any zoning ordinance or amendment thereof, the governing body shall hold at least one public hearing thereon; and

**WHEREAS**, the Town Council wishes to revise the existing Zoning Ordinance to serve the health, safety and general welfare of the public and accomplish the objectives of Virginia Code § 15.2-2200, and wishes to give reasonable consideration to the following purposes: (i) to provide for adequate light, air, convenience of access, and safety from fire, flood, impounding structure failure, crime and other dangers; (ii) to reduce or prevent congestion in the public streets; (iii) to facilitate the creation of a convenient, attractive and harmonious community; (iv) to facilitate the provision of adequate police and fire protection, disaster evacuation, civil defense, transportation, water, sewerage, flood protection, schools, parks, playgrounds, recreational facilities, and other public requirements; (v) to protect against destruction of or encroachment upon historic areas and working waterfront development areas; (vi) to protect against overcrowding of land, undue density of population in relation to the community facilities existing or available, obstruction of light and air, danger and congestion in travel and transportation, or loss of life, health, or property from fire, flood, impounding structure failure, panic or other dangers; (vii) to encourage economic development activities that provide desirable employment and enlarge the tax base; (viii) to provide for the preservation of lands of significance for the protection of the natural environment; (ix) to promote the creation and preservation of affordable housing suitable for meeting the current and future needs of the locality as well as a reasonable proportion of the current and future needs of the planning district within which the locality is situated; and (x)

to provide reasonable modifications in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.) or state and federal fair housing laws, as applicable.

**NOW, THEREFORE, BE IT RESOLVED** that the Occoquan Town Council does hereby initiate R-2022-10 to address parking structures; and

**BE IT FURTHER RESOLVED** that the Occoquan Town Council does hereby refer the attached proposed amendment to the zoning ordinance to the Planning Commission for its recommendations.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 20<sup>th</sup> day of September, 2022.**

**MOTION:**

**DATE: September 20, 2022  
Town Council Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

\_\_\_\_\_  
**Earnest W. Porta, Jr., Mayor**

\_\_\_\_\_  
**Philip Auville, Town Clerk**



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
 Agenda Communication

<b>3. Regular Business</b>	<b>Meeting Date:</b> September 20, 2022
<b>3 C: Request to Expend SLFRF funds for Riverwalk Expansion</b>	

**Attachments:** a. Work Order Quote from Berkley Group

**Submitted by:** Adam C. Linn  
 Interim Town Manager

**Explanation and Summary:**

On July 19, 2022, the Town Council approved the Town’s Coronavirus State Local Fiscal Recovery Funds (SLFRF) Spending Plan. The plan included funding of \$110,000 for the Riverwalk Expansion Project and the Riverwalk Overlook Extension Project.

This is a request to expend up to \$41,000 of SLFRF funds to create a Vision Plan for the Riverwalk Expansion and Riverwalk Overlook Extension projects. The Vision Plan would include the entire boardwalk area along the Occoquan River, including sections existing or planned for construction along with unplanned portions. The plan would include connectivity to other nearby recreation opportunities.

The Vision Plan and associated documents would be used to seek and obtain grants to work towards completion of the Riverwalk vision.

**Town Staff Recommendation:** Recommend approval.

**Cost and Financing:** \$41,000  
**Account Number:** SLFRF Funding

SLFRF Funding Group Category	Project Title	Funding Group Budget Total	Project Estimate	Funding Group Budget Available
Infrastructure – Parks and Public Spaces	Riverwalk Expansion Project – Vision Plan	\$110,000	\$41,000	\$69,000

**Proposed/Suggested Motion:**

“I move to appropriate SLFRF funds for a not-to-exceed amount of \$41,000 to fund the development of the Riverwalk Vision Plan.”

OR

Other action Council deems appropriate.



September 12, 2022

Kirstyn Jovanovich, ICMA-CM  
Town Manager  
Town of Occoquan  
314 Mill Street, PO Box 195  
Occoquan, VA 22125

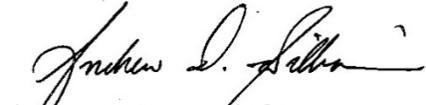
**RE: Work Order #2: Occoquan Riverwalk Vision Plan**

Dear Ms. Jovanovich,

The Berkley Group, in partnership with Land Planning & Design Associates, Inc., is pleased to present the associated scope and fee to assist with developing a Vision Plan for the Occoquan Riverwalk. Should you or your staff have any questions related to the scope and associated fee, please let me know.

Thank you for the opportunity to continue to work with your staff to help achieve the Town's goals.

Sincerely,



Andrew Williams, AICP  
Chief Executive Officer

I have reviewed the scope and fee for the associated task order, and I hereby give the consultant notice to proceed for the work described herein.

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Kirstyn Jovanovich, Town Manager

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Date

## Work Order 2 – Occoquan Riverwalk Vision Plan

This work order consists of the tasks presented below to create a Vision Plan for the extension of the Occoquan Riverwalk. The extent of this project is to include the entire boardwalk area along the Occoquan River, including sections existing or planned for construction along with unplanned portions (e.g., behind Mill House Museum and 301-315 Mill Street). Generalized connectivity to other nearby recreation opportunities will also be considered.

### I. Scope of Work

#### Phase I: Project Initiation & Existing Conditions Analysis

##### **Task 1. Initiation (BG Lead; Subconsultant Support)**

###### 1. Virtual Kickoff Meeting (Meeting #1 – Virtual)

- Participate in a project kick-off meeting with Planning Commission. The meeting will be used to:
  - Review the project purpose, schedule, and deliverables
  - Discuss Planning Commission progress to date, community concerns, visions, and issues to be addressed in the Vision Plan
  - Strategize, review, and refine the public engagement process

###### 1.2 Management and Oversight

- Oversee project and coordinate with Town staff as needed

##### **Task 2. Visioning Meeting & Site Tour (BG Lead; Subconsultant Support)**

###### 2.1 Community Meeting & Site Tour (Meeting #2 – In Person)

- Conduct an initial community visioning meeting and site tour. This initial trip will be used to:
  - Tour the Riverwalk area
  - Identify key issues, challenges, and opportunities to be addressed in the Vision Plan
  - Brainstorm plans, opportunities, and visions for the riverwalk
  - Identify opportunities to connect the riverwalk to other nearby recreation facilities (i.e., Occoquan Regional Park, Potomac River Heritage Trail)

###### 2.2 Issues, Opportunities, Vision Summary

- The Berkley Group will provide a brief (1-2 pages) written summary of issues, opportunities, and ideas identified during the Visioning meeting.

##### **Task 3. Existing Conditions Analysis (BG Lead; Subconsultant Support)**

###### 3.1 Research & Data Collection

- Collect documentation of natural and built conditions impacting the site (e.g., topography, natural resource features, infrastructure, existing structures)

###### 3.2 Mapping and Diagrams

- Existing conditions summary map
- Diagrammatic connectivity map that identifies local recreation assets and potential linkages

###### 3.3 Analysis Summary

- Brief summary (appx. 1 page) outlining major findings

###### *Phase I Deliverables:*

1. *Issues, Opportunities, and Vision Summary*
2. *Existing Conditions Map & Analysis*
3. *Diagrammatic Connectivity Map*

*Phase I Assumptions:*

1. *Town staff will coordinate all meeting dates and advertise appropriately.*
2. *Meeting materials will be developed by The Berkley Group and printed by the Town.*
3. *Town staff will provide the following resources to assist in the analysis:*
  - a. *Deed and Plat of subdivision showing the existing buildings, parking area, and easements within the proposed riverwalk area*
  - b. *Background information on the property*
  - c. *GIS data*
  - d. *AutoCAD files, or other electronic documentation (i.e., site plans) of the existing riverwalk sections*
  - e. *Photos of the site and adjacent buildings*
  - f. *Other data that may be pertinent to the site*

*Optional Add-Ons:*

1. *Community Vision Survey (online)*
2. *Project Kickoff Meeting and/or Briefings with Planning Commission and/or Town Council*

## **Phase II: Vision Plan Concept Development**

### **Task 4. Vision Plan Draft (Subconsultant Lead; BG Support)**

#### 4.1 Vision Plan Draft

- Develop a draft Vision Plan that will be diagrammatic in nature and will illustrate the spatial relationship of project components (e.g. riverwalk; program areas; access; natural area protection, public art areas, etc.) along with precedent images to illustrate the vision. The draft vision plan will be based on the synthesis of existing conditions data; site issues and opportunities; and community vision and needs for the site.

#### 4.2 Virtual Review Meeting (Meeting #3 – Virtual)

- Meet virtually with Town staff and Planning Commission representatives to review the draft and provide recommendations for refinement

#### 4.3 Plan Refinement & Vignettes

- Refine the Vision Plan as needed based on Planning Commission and Town staff review.
- Prepare a rendered illustrative plan of the refined Vision Plan concept.
- Provide up to three (3) vignette images illustrating the vision for the riverwalk area.

*Phase II Deliverables:*

1. *Preferred Vision Plan Concept Illustrative Rendering*
2. *Precedent Board*
3. *Vignette illustrative images (up to three)*

## **Phase III: Public Review and Refinement**

### **Task 6. Public Open House (BG Lead; Subconsultant Support)**

#### 5.1 Public Review of Vision Plan Concept (Open House #1)

- Conduct one public Open House to review and affirm the Vision Plan.
- Provide an online comment form to be open for approximately two weeks to receive public input.

## 5.2 Summary and Incorporation of Public Comments

- Provide a written summary of public questions and comments on the draft Vision Plan
- Refine the Vision Plan Concept based on public feedback from the Open House.

## **Task 7. Vision Plan Report (BG Lead; Subconsultant Support)**

### 6.1 Draft Vision Plan report

- Prepare a Vision Plan Summary Report for Town review, which will compile previous deliverables into a single report, including:
  - Introduction
  - Existing Conditions
  - Summary of Community Feedback
  - Rendered Vision Plan and Description of Proposed Riverwalk Elements
- Make one round of final revisions, if needed

### 6.2 Final Vision Plan Report (**BG & Subconsultant**)

- Submit Vision Plan document to Town

#### *Phase III Assumptions:*

1. *Town staff will coordinate all meeting dates and advertise appropriately*
2. *BG team will print up to 2 large-format maps and graphics; Other meeting materials will be developed by BG and printed by the Town.*

#### *Phase III Deliverables:*

1. *Open House Presentation Materials*
2. *Written summary of comments received from the public*
3. *Draft and Final Vision Plan Report*

#### *Optional Add-Ons:*

1. *Final Presentation to Planning Commission and/or Town Council*
2. *3d Modeling, Images, and Animation*

## 4 SCHEDULE

The anticipated project schedule is provided below. Berkley Group staff will work with Town Staff to implement a project timeline that meets the Town’s needs and is as efficient as possible. The Berkley Group Team is available immediately and through the project’s successful completion. Our commitment to the Town is to deliver this project on time and on budget.

Phase	Task	Sub Task	1	2	3	4	5	6	7
Phase I	Task 1. Initiation	1.1 Virtual Kickoff Meeting (Meeting #1)	V						
		1.2 Management and Oversight							
	Task 2. Vision Meeting & Site Tour	2.1 Community Meeting & Site Tour (Meeting #2)		X					
		2.2 Issues, Opportunities, & Vision Summary							
	Task 3. Existing Conditions Analysis	3.1 Research & Data Collection							
		3.2 Mapping & Diagrams							
3.3 Analysis Summary									
Phase II	Task 4. Master Plan Alternatives	4.1 Vision Plan Draft							
		4.2 Virtual Review Meeting (Meeting #3)					V		
		4.3 Plan Refinement & Vignettes							
Phase III	Task 5. Public Open House	5.1 Public Review (Open House #1)						X	
		5.2 Summary & Incorporation of Public Comments							
	Task 6. Master Plan Report	6.1 Draft Vision Plan Report							
		6.2 Final Vision Plan Report							
V = Virtual Meeting; X = Anticipated In-person Meeting									

## 5 FEE

The fee below is developed based on the scope of work as described in Section I. The fee is fixed and will not increase unless there is a written, mutually agreed upon change to the scope of work.

Phase	Task	Sub Task	Total Amount
<b>Phase I. Initiation &amp; Existing Conditions Analysis</b>	<b>Task 1. Initiation</b>	1.1 Virtual Kickoff Meeting (Meeting #1)	\$ 3,229
		1.2 Management and Oversight	
	<b>Task 2. Vision Meeting &amp; Site Tour</b>	2.1 Community Meeting & Site Tour (Meeting #2)	\$ 5,388
		2.2 Issues, Opportunities, & Vision Summary	
	<b>Task 3. Existing Conditions Analysis</b>	3.1 Research & Data Collection	\$ 6,170
		3.2 Mapping & Diagrams	
3.3 Analysis Summary			
<b>Phase II. Master Plan Concept Development</b>	<b>Task 4. Master Plan Alternatives</b>	4.1 Vision Plan Draft	\$ 14,267
		4.2 Virtual Review Meeting (Meeting #3)	
		4.3 Plan Refinement & Vignettes	
<b>Phase III. Public Review &amp; Refinement</b>	<b>Task 5. Public Open House</b>	5.1 Public Review (Open House #1)	\$ 6,747
		5.2 Summary & Incorporation of Public Comments	
	<b>Task 6. Master Plan Report</b>	6.1 Draft Master Plan Report	\$ 3,344
		6.2 Final Vision Plan Report	
		<b>Indirect</b>	<b>\$ 1,060</b>
		<b>Total</b>	<b>\$ 40,205</b>

## OPTIONAL AD-ON SERVICES

1. **Online Community Survey**  
Fee: \$3,000
2. **In-Person Meeting**  
Fee: \$3,500 per meeting
3. **3d modeling, images, and animation**  
Fee: \$6,528