



OCCOQUAN TOWN COUNCIL

Meeting Minutes

Town Hall – 314 Mill Street, Occoquan, VA 22125

Tuesday, September 20, 2022

7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges (remotely); Councilmembers Robert Love, Laurie Holloway, and Eliot Perkins

Absent: Cindy Fithian

Staff: Adam Linn, Chief of Police/Interim Town Manager and Philip Auville, Town Clerk

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:00 p.m. As a result of medical reasons, Vice Mayor Loges attended remotely from Fulton, MD.

2. CONSENT AGENDA

a. September 06, 2022 Meeting Minutes

b. Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2023

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

3. REGULAR BUSINESS

a. Request to Adopt Revised Architectural Review Board (ARB) Design Guidelines Manual

Mayor Porta noted that the revised ARB Guidelines were reviewed by the Town Attorney who provided comments in his recommendation. Based on those comments, Mayor Porta recommended that the reviewed guidelines be sent back to the ARB to be reevaluated in light of those comments.

Councilmember Holloway noted that she discussed the revised guidelines with Councilmember Fithian, who indicated that it wasn't a unanimous vote on the ARB. Councilmember Holloway also noted that the comments from the Town Attorney and his guidance should be provided to the ARB to help the ARB in reevaluating the revised guidelines. Councilmember Perkins noted that the guidelines need to meet basic standards so an applicant knows what is permitted and the ARB can perform its ministerial review. Vice Mayor Loges added that having a solar expert to help guide and provide direction could be helpful moving forward.

Mayor Porta requested that staff work with the Town Attorney on providing specific language suggestions regarding sections 15 and 18 of the design guidelines for the ARB to review and consider that would clearly assist an applicant with what is acceptable and assist the ARB with their ministerial review.

Councilmember Love recommended that staff and ARB look at what other towns or cities with historical significance, such as the City of Manassas and City of Alexandria, have done to address solar panels and skylights within a historic area.

Councilmember Holloway noted that the current draft of the ARB design guidelines are too vague and aren't defensible. She indicated that there needs to be specificity.

Councilmember Love moved to refer the item back to the ARB for further consideration in accordance with the Council's discussion. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

b. Request to Adopt a Resolution to Refer Amendments to the Town Code Generally Relating to Parking Structures to the Planning Commission

Mayor Porta noted the continuing need for a parking facility in town. The current zoning doesn't accommodate parking facilities of any sort within town. The next step in getting the appropriate ordinances in place is to refer a text amendment to the Planning Commission so they can look into parking facilities and make a recommendation for moving forward.

Councilmember Holloway moved to adopt Resolution R-2022-10 to refer a zoning text amendment to the Planning Commission for its recommendation after public hearing. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

c. Request to Expend SLFRF funds for Riverwalk Expansion

Mayor Porta noted that this request is to allocate funds from the SLFRF for an organization to create documents on what a completed Riverwalk would consist of so those documents can then be used when pursuing grants and other funding opportunities.

Councilmember Perkins added that the Planning Commission has been working on the Riverwalk Project. With the Mill at Occoquan coming, they will complete part of the Riverwalk and Alpine X has shown interest in extending or connecting to Occoquan Regional Park. These documents will help create a clear plan to move forward and to show that the Town is serious about the project. Councilmember Perkins requested that the not-to-exceed amount be increased from \$41,000 to \$45,000 just in case renderings and add-ons come in over the budgeted amount.

Councilmember Holloway asked if the Berkley Group works on these types of projects. Councilmember Perkins responded that this is the type of project that they work on. Mayor Porta added that a former resident of the town works for the organization.

Councilmember Love asked if the plan includes the portion of the Riverwalk that is already in existence from end to end. Councilmember Perkins responded that the plan is to have it connected and the documents will show what a full completed Riverwalk would look like. Mayor Porta added that the ability to receive funding is enhanced when you make it part of connections to other recreational transportation, such as the Potomac National Scenic Heritage Trail or the East Coast Greenway. Councilmember Love also asked for clarification on what the numbers on top of the schedule represent. Councilmember Perkins responded that the numbers represent stages of the project and will address this with the organization to make it clearer. Mayor Porta indicated that was something staff could follow up on.

Vice Mayor Loges asked if any other organizations were looked at and if there were any references for using the Berkley Group. Mr. Linn responded that this was a recommendation from the Town Engineer, and we had used them in the past. Mayor Porta added that this project along with the study on the storm water legacy system are the two projects in the SLFRF list that enhance the ability to pursue other funding sources.

Vice Mayor Loges moved to appropriate SLFRF funds for a not-to-exceed amount of \$41,000 to fund the development of the Riverwalk Vision Plan. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

4. DISCUSSION ITEM

a. Project Managers and Compensation for Large Projects

Mayor Porta commented that before Councilmember Love was on Council, he was asked if he could be the project manager for the sediment removal project. Mayor Porta has been discussing with staff the prospect of having town residents with project management experience serve as project manager for individual projects, rather than having staff oversee the projects. He indicated that there should be modest compensation for the work. However, he noted, serving Council members are prohibited from being compensated for such work under Virginia law, so Councilmember Love will not be compensated for serving as a project manager for the sediment removal project while he is on the Council.

5. CLOSED SESSION

Councilmember Perkins moved that 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, discipling, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. And as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving: acquisition of real property for public purposes; specifically involving property within Town boundaries, because discussion in an open meeting would adversely affect the Town's bargaining position. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 7:25 p.m.

The Council came out of closed session at 7:57 p.m.

Councilmember Perkins 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 Holloway. The motion passed unanimously by roll call vote.

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

Nays: None

6. BUSINESS AFTER CLOSED SESSION

Councilmember Perkins moved that the Town Council authorize a departure bonus to Kirstyn Jovanovich equivalent to 80 hours of employment in appreciation for her service. Councilmember Love seconded. Motion passed unanimously by voice vote.

7. ADJOURNMENT

The meeting was adjourned at 7:59 p.m.



Philip Auville, Town Clerk