



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

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Occoquan Town Council

Public Hearing

January 6, 2015 | 6:45 p.m.

1. Call to Order
2. Public Hearing
 - a. Public Hearing for Ordinance O-2015-01, Adding in Chapter 18, Article III Relating to Virginia Stormwater Management Program (VSMP) and Revised Engineering Fee Schedule
3. Close Public Hearing
Adjourn until 7:00 p.m. for regular meeting.

Occoquan Town Council

Regular Meeting

January 6, 2015 | 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
 - a. November 18, 2014 Work Session Meeting Minutes
 - b. December 2, 2014 Regular Meeting Minutes
 - c. December 16, 2014 Work Session Meeting Minutes

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.

5. Councilmember Reports

6. Mayor's Report

7. Staff Reports

- a. Town Attorney
- b. Town Engineer
- c. Town Manager
- d. Chief of Police
- e. Boards and Commissions

8. Regular Business

- a. Request to Approve Placement of Historic Markers
- b. Request to Adopt VSMP Ordinance #O-2015-01 and Revised Engineering Fee Schedule
- c. Request to Approve Designation of Loading Zone in Front of Mamie Davis Park
- d. Request to Approve Purchase of Replacement Signage at Town Hall
- e. Request to Authorize Town Treasurer to Issue Refunds for Real Estate Tax Overpayments

9. Closed Session

10. Adjournment



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

2. Public Hearing	Meeting Date: January 6, 2015
2 A: Public Hearing for Ordinance O-2015-01, Adding in Chapter 18, Article III Relating to Virginia Stormwater Management Program (VSMP) and Revised Engineering Fee Schedule	

Explanation and Summary:

In order to remain in compliance with state and federal laws requiring reductions in nutrient pollution to the Chesapeake Bay, the Town needs to adopt a new ordinance regulating non-point source pollution from site runoff.

The Town Council and Planning Commission held a public hearing on a proposed ordinance on August 5, 2014. Since then, the proposed ordinance has been under review by the Department of Environmental Quality (DEQ). The review has been completed and the proposed ordinance now under consideration by Council includes changes made during DEQ's review. This is a public hearing to give the public an opportunity to comment on the proposed ordinance and fee schedule.

Proposed/Suggested Motion:

"I move to close the public hearing."

OR

Other action Council deems appropriate.

Attachments: (3) Ordinance # O-2015-01, Stormwater Management Program
Draft Engineering Fee Schedule
Public Hearing Notice

ORDINANCE #0-2015-01

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF OCCOQUAN, VIRGINIA (1998), AS AMENDED, BY ADDING IN CHAPTER 18 AN ARTICLE III RELATING TO VIRGINIA STORMWATER MANAGEMENT PROGRAM;

WHEREAS, Virginia law implementing Federal policy and honoring Virginia’s commitment to cleaning up the Chesapeake Bay requires the Town to implement the Virginia Stormwater Management Program, and

WHEREAS, The Town prefers to adopt an ordinance to have its own agents implement the Virginia Stormwater Management Program, given the alternatives of having either Prince William County or the Virginia Department of Environmental Quality implement it;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Occoquan, Virginia, meeting in _____ session this _____ day of _____, 20__:

1. That the Town Council hereby amends the Town Code to add as follows:

ARTICLE III. VIRGINIA STORMWATER MANAGEMENT PROGRAM

DIVISION 1. GENERAL

18-51. PURPOSE AND AUTHORITY.

- (a) Pursuant to the authority and mandates of the Virginia Stormwater Management Act, Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia, and the Virginia Stormwater Management Program (VSMP) Permit Regulations (9VAC25-870 et seq.), this Ordinance is adopted as part of an initiative to integrate the Town of Occoquan stormwater management requirements with the Town’s Erosion and Sediment Control ordinance, Floodplain Management ordinance, and Chesapeake Bay Preservation Overlay District ordinance into a unified stormwater program. The unified stormwater program is intended to facilitate the submission and approval of plans, issuance of permits, payment of fees, and coordination of inspection and enforcement activities into a more convenient and efficient manner for both the Town and those responsible for compliance with these ordinances.
- (b) The purpose of this Ordinance is to ensure the general health, safety, and welfare of the citizens of the Town and protect the quality and quantity of state waters from the potential harm of unmanaged stormwater, including protection from a land disturbing activity causing unreasonable degradation of properties, water quality, stream channels, and other natural resources, and to establish procedures whereby stormwater requirements related to water quality and quantity shall be administered and enforced.

- (c) All references to the Virginia Code, acts of the General Assembly, and Virginia Administrative Code herein are expressly intended to include future amendments to the provisions of the Code, acts of the General Assembly or state regulations, pursuant to the authorization of Virginia Code § 1-220.

18-52. DEFINITIONS.

In addition to the definitions set forth in 9VAC25-870-10 of the Virginia Stormwater Management Regulations, as amended, which are expressly adopted and incorporated herein by reference, the following words and terms used in this Ordinance have the following meanings unless otherwise specified herein. Where definitions differ, those incorporated herein shall have precedence.

"Administrator" means the VSMP authority including the Town staff person or department responsible for administering the VSMP on behalf of the locality. The Town Manager shall act as Administrator. Town Council may appoint one or more Deputy or Assistant Administrators who shall have the full authority of the Administrator. The senior Deputy or Assistant Administrator shall, without further action of the Town Council, serve as Acting Administrator in the event of any vacancy in the office of Administrator. The Administrator will be responsible for accepting complete registration statements, completing plan review, plan approval, inspection and maintenance compliance, and enforcement and may assign those tasks as the Administrator deems appropriate.

"Agreement in lieu of a stormwater management plan" means a contract between the VSMP authority and the owner or permittee that specifies methods that shall be implemented to comply with the requirements of the VSMP for the construction of a single-family residence; such contract may be executed by the VSMP authority in lieu of a stormwater management plan.

"Applicant" means any person submitting an application for a permit or requesting issuance of a permit under this Ordinance.

"Best management practice" or "BMP" means schedules of activities, prohibitions of practices, including both structural and nonstructural practices, maintenance procedures, and other management practices to prevent or reduce the pollution of surface waters and groundwater systems from the impacts of land-disturbing activities.

"Chesapeake Bay Preservation Act land-disturbing activity" means a land-disturbing activity including clearing, grading, or excavation that results in a land disturbance equal or greater than 2,500 square feet and less than one acre in all areas of jurisdictions designated as subject to the regulations adopted pursuant to the Chesapeake Bay Preservation Act, *Code of Virginia*, § 62.1-44.15:67, et seq.

"Common plan of development or sale" means a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.

"Control measure" means any best management practice or stormwater facility, or other method used to minimize the discharge of pollutants to state waters.

"Clean Water Act" or "CWA" means the federal Clean Water Act (33 U.S.C §1251 et seq.), formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500, as amended by Public Law 95-217, Public Law 95-576, Public Law 96-483, and Public Law 97-117, or any subsequent revisions thereto.

"Department" means the Department of Environmental Quality.

"Development" means land disturbance and the resulting landform associated with the construction of residential, commercial, industrial, institutional, recreation, transportation or utility facilities or structures or the clearing of land for non-agricultural or non-silvicultural purposes.

"General permit" means the state permit titled GENERAL PERMIT FOR DISCHARGES OF STORMWATER FROM CONSTRUCTION ACTIVITIES found in Part XIV (9VAC25-870-1100 et seq.) of the Regulations authorizing a category of discharges under the CWA and the Act within a geographical area of the Commonwealth of Virginia.

"Land disturbance" or "land-disturbing activity" means a man-made change to the land surface that potentially changes its runoff characteristics including clearing, grading, or excavation except that the term shall not include those exemptions specified in Section 18-53 (c) of this Ordinance.

"Layout" means a conceptual drawing sufficient to provide for the specified stormwater management facilities required at the time of approval.

"Minor modification" means an amendment to an existing general permit before its expiration not requiring extensive review and evaluation including, but not limited to, changes in EPA promulgated test protocols, increasing monitoring frequency requirements, changes in sampling locations, and changes to compliance dates within the overall compliance schedules. A minor general permit modification or amendment does not substantially alter general permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment.

"Operator" means the owner or operator of any facility or activity subject to regulation under this Ordinance.

"Permit" or "VSMP Authority Permit" means an approval to conduct a land-disturbing activity issued by the Administrator for the initiation of a land-disturbing activity, in accordance with this Ordinance, and which may only be issued after evidence of general permit coverage has been provided by the Department.

"Permittee" means the person to whom the VSMP Authority Permit is issued.

"Person" means any individual, corporation, partnership, association, state, municipality, commission, or political subdivision of a state, governmental body, including federal, state, or local entity as applicable, any interstate body or any other legal entity.

"Regulations" means the Virginia Stormwater Management Program (VSMP) Permit Regulations, 4 VAC 50-60, as amended.

"Site" means the land or water area where any facility or land-disturbing activity is physically located or conducted, including adjacent land used or preserved in connection with the facility or land-disturbing activity. Areas channelward of mean low water in tidal Virginia shall not be considered part of a site.

"State" means the Commonwealth of Virginia.

"State Board" means the Virginia State Water Control Board.

"State permit" means an approval to conduct a land-disturbing activity issued by the State Board in the form of a state stormwater individual permit or coverage issued under a state general permit or an approval issued by the State Board for stormwater discharges from an MS4. Under these state permits, the Commonwealth imposes and enforces requirements pursuant to the federal Clean Water Act and regulations, the Virginia Stormwater Management Act and the Regulations.

"State Water Control Law" means Chapter 3.1 (§62.1-44.2 et seq.) of Title 62.1 of the Code of Virginia.

"State waters" means all water, on the surface and under the ground, wholly or partially within or bordering the Commonwealth or within its jurisdiction, including wetlands.

"Stormwater" means precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snow melt runoff, and surface runoff and drainage.

"Stormwater management plan" means a document(s) containing material describing methods for complying with the requirements of Section 18-56 of this Ordinance.

"Stormwater Pollution Prevention Plan" or *"SWPPP"* means a document that is prepared in accordance with good engineering practices and that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges from the construction site, and otherwise meets the requirements of this Ordinance. In addition the document shall identify and require the implementation of control measures, and shall include, but not be limited to the inclusion of, or the incorporation by reference of, an approved erosion and sediment control plan, an approved stormwater management plan, and a pollution prevention plan.

"Subdivision" means the same as defined in Section 54-1 of the Town Subdivision Ordinance.

"Total maximum daily load" or "TMDL" means the sum of the individual wasteload allocations for point sources, load allocations for nonpoint sources, natural background loading and a margin of safety. TMDLs can be expressed in terms of either mass per time, toxicity, or other appropriate measure. The TMDL process provides for point versus nonpoint source trade-offs.

"Virginia Stormwater Management Act" or "Act" means Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1 of Title 62.1 of the Code of Virginia.

"Virginia Stormwater BMP Clearinghouse website" means a website that contains detailed design standards and specifications for control measures that may be used in Virginia to comply with the requirements of the Virginia Stormwater Management Act and associated regulations.

"Virginia Stormwater Management Program" or "VSMP" means a program approved by the State Board after September 13, 2011, that has been established by a locality to manage the quality and quantity of runoff resulting from land-disturbing activities and shall include such items as local ordinances, rules, permit requirements, annual standards and specifications, policies and guidelines, technical materials, and requirements for plan review, inspection, enforcement, where authorized in this article, and evaluation consistent with the requirements of this article and associated regulations.

"Virginia Stormwater Management Program authority" or "VSMP authority" means an authority approved by the State Board after September 13, 2011, to operate a Virginia Stormwater Management Program.

Sec. 18-53. - STORMWATER PERMIT REQUIREMENT; EXEMPTIONS.

- (a) Except as provided herein, no person may engage in any land-disturbing activity until a VSMP authority permit has been issued by the Administrator in accordance with the provisions of this Ordinance.
- (b) A Chesapeake Bay Preservation Act Land-Disturbing Activity shall be subject to an erosion and sediment control plan consistent with the requirements of the Erosion and Sediment Control Ordinance, a stormwater management plan as outlined under Section 18-56, the technical criteria and administrative requirements for land-disturbing activities outlined in Section 18-59, and the requirements for control measures long-term maintenance outlined under Section 18-60.
- (c) Notwithstanding any other provisions of this Ordinance, the following activities are exempt, unless otherwise required by federal law:

- (1) Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted under the provisions of Title 45.1 of the Code of Virginia;
 - (2) Clearing of lands specifically for agricultural purposes and the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops, livestock feedlot operations, or as additionally set forth by the State Board in regulations, including engineering operations as follows: construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; however, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.18-6100 et seq.) of Title 10.1 of the Code of Virginia or is converted to bona fide agricultural or improved pasture use as described in Subsection B of § 10.18-6163 of Article 9 of Chapter 11 of Title 10.1 of the Code of Virginia;
 - (3) Single-family residences separately built and disturbing less than 2,500 square feet and not part of a larger common plan of development or sale, including additions or modifications to existing single-family detached residential structures;
 - (4) Land disturbing activities that disturb less than 2,500 square feet of land area, or activities that are part of a larger common plan of development or sale that is one acre or greater of disturbance;
 - (5) Discharges to a sanitary sewer or a combined sewer system;
 - (6) Activities under a State or federal reclamation program to return an abandoned property to an agricultural or open land use;
 - (7) Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this Subsection; and
 - (8) Conducting land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the Administrator shall be advised of the disturbance within seven days of commencing the land-disturbing activity and compliance with the administrative requirements of Subsection (a) is required within 30 days of commencing the land-disturbing activity.
- (d) When land-disturbing activity results from the construction of a single-family residence, an agreement in lieu of a stormwater management plan may be substituted for a stormwater management plan if approved by the program administrator. Failure to comply with the terms of an agreement in lieu of a stormwater management plan shall constitute a violation of this chapter which may be enforced pursuant to section 18-64 herein.

Sec. 18-54. - STORMWATER MANAGEMENT PROGRAM ESTABLISHED; SUBMISSION AND APPROVAL OF PLANS; PROHIBITIONS.

- (a) Pursuant to § 62.1-44.15:24 et seq. of the Code of Virginia, the Town hereby establishes a Virginia stormwater management program for land-disturbing activities and adopts the applicable Regulations that specify standards and specifications for VSMPs promulgated by the State Board for the purposes set out in Section 18-51 of this Ordinance. The Town Council hereby designates the Town Manager as the Administrator of the Virginia stormwater management program
- (b) No VSMP authority permit shall be issued by the Administrator, until the following items have been submitted to and approved by the Administrator as prescribed herein:
 - (1) A permit application that includes a general permit registration statement, if such statement is required;
 - (2) An erosion and sediment control plan approved in accordance with the Town's Erosion and Sediment Control Ordinance; and
 - (3) An approved stormwater management plan that meets the requirements of Section 18-56 of this Ordinance.
- (c) No VSMP authority permit shall be issued until evidence of general permit coverage is obtained. A registration statement is not required for detached single-family home construction within or outside a common plan of development or sale, but such projects must adhere to the requirements of the "General permit."
- (d) No VSMP authority permit shall be issued until the fees required to be paid pursuant to the uncodified ordinance are received, and a reasonable performance bond required pursuant to Section 18-65 of this Ordinance has been submitted.
- (e) No VSMP authority permit shall be issued unless and until the permit application and attendant materials and supporting documentation demonstrate that all land clearing, construction, disturbance, land development and drainage will be done according to the approved permit.
- (f) No grading, building or other local permit shall be issued for a property unless a VSMP authority permit has been issued by the Administrator.
- (g) A stormwater management plan that is approved for a residential, commercial, or industrial subdivision shall govern the development of the individual parcels, including those parcels developed under subsequent owners.

Sec. 18-55. - STORMWATER POLLUTION PREVENTION PLAN; CONTENTS OF PLANS.

- (a) The Stormwater Pollution Prevention Plan (SWPPP) shall include the content specified by Section 9VAC25-870-54 and must also comply with the requirements and general information set forth in Section 9VAC25-880-70, Section II [stormwater pollution prevention plan] of the general permit.
- (b) The SWPPP shall be amended by the operator whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to state waters which is not addressed by the existing SWPPP.
- (c) The SWPPP must be maintained by the operator at a central location onsite. If an onsite location is unavailable, notice of the SWPPP's location must be posted near the main entrance at the construction site. Operators shall make the SWPPP available for public review in accordance with Section II of the general permit, either electronically or in hard copy.

Sec. 18-56. - STORMWATER MANAGEMENT PLAN; CONTENTS OF PLAN.

- (a) The Stormwater Management Plan, required in Section 18-54 of this Ordinance, shall apply the stormwater management technical criteria set forth in Section 18-59 of this Ordinance to the entire land-disturbing activity, consider all sources of surface runoff and all sources of subsurface and groundwater flows converted to surface runoff, and include the following information:
 - (1) Information on the type and location of stormwater discharges; information on the features to which stormwater is being discharged including surface waters or karst features, if present, and the predevelopment and post development drainage areas;
 - (2) Contact information including the name, address, and telephone number of the owner and the tax reference number and parcel number of the property or properties affected;
 - (3) A narrative that includes a description of current site conditions and final site conditions;
 - (4) A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete;
 - (5) Information on the proposed stormwater management facilities, including:
 - (i) The type of facilities;
 - (ii) Location, including geographic coordinates;
 - (iii) Acres treated; and
 - (iv) The surface waters or karst features, if present, into which the facility will discharge.

- (6) Hydrologic and hydraulic computations, including runoff characteristics;
- (7) Documentation and calculations verifying compliance with the water quality and quantity requirements of Sections 9VAC25-870-62 through 9VAC25-870-92 of the Regulations.
- (8) A map or maps of the site that depicts the topography of the site and includes:
 - (i) All contributing drainage areas;
 - (ii) Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;
 - (iii) Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas;
 - (iv) Current land use including existing structures, roads, and locations of known utilities and easements;
 - (v) Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;
 - (vi) The limits of clearing and grading, and the proposed drainage patterns on the site;
 - (vii) Proposed buildings, roads, parking areas, utilities, and stormwater management facilities; and
 - (viii) Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including but not limited to planned locations of utilities, roads, and easements.
- (b) A stormwater management plan for a land disturbing activity shall apply the stormwater management technical criteria set forth in this part to the entire land disturbing activity. Individual lots in new residential, commercial, or industrial developments shall not be considered separate land-disturbing activities.
- (c) If an operator intends to meet the water quality and/or quantity requirements set forth in Section 18-59 of this Ordinance through the use of off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included. Approved off-site options must achieve the necessary nutrient reductions prior to the commencement of the applicant's land-disturbing activity except as otherwise allowed by the Code of Virginia.
- (d) Elements of the stormwater management plans that include activities regulated under Chapter 4 (§54.1-400 et seq.) of Title 54.1 of the Code of Virginia shall be appropriately sealed and signed by a professional registered in the Commonwealth of Virginia pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1 of the Code of Virginia.
- (e) A construction record drawing for permanent stormwater management facilities shall be submitted to the Administrator. The construction record drawing shall be appropriately sealed and signed by a professional registered in the Commonwealth of Virginia, certifying that the stormwater management facilities have been constructed in accordance with the approved plan. An Administrator may elect not to require construction record

drawings for stormwater management facilities for which maintenance agreements are not required pursuant to Section 18-60 (b).

Sec. 18-57. – POLLUTION PREVENTION PLAN; CONTENTS OF PLANS.

- (a) Pollution Prevention Plan, required by 9VAC25-870-56, shall be developed, implemented, and updated as necessary and must detail the design, installation, implementation, and maintenance of effective pollution prevention measures to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented, and maintained to:
 - (1) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;
 - (2) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater; and
 - (3) Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.
- (b) The pollution prevention plan shall include effective best management practices to prohibit the following discharges:
 - (1) Wastewater from washout of concrete, unless managed by an appropriate control;
 - (2) Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;
 - (3) Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and
 - (4) Soaps or solvents used in vehicle and equipment washing.
- (c) Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls.

Sec. 18-58. - REVIEW OF STORMWATER MANAGEMENT PLAN.

- (a) The Administrator shall review stormwater management plans and shall approve or disapprove a stormwater management plan according to the following:
 - (1) The Administrator shall determine the completeness of a plan in accordance with Section 18-56 of this Ordinance, and shall notify the applicant, in writing, of such

determination, within 15 calendar days of receipt. If the plan is deemed to be incomplete, the above written notification shall contain the reasons the plan is deemed incomplete.

- (2) The Administrator shall have an additional 60 calendar days from the date of the communication of completeness to review the plan, except that if a determination of completeness is not made within the time prescribed in subdivision (1), then plan shall be deemed complete and the Administrator shall have 60 calendar days from the date of submission to review the plan.
 - (3) The Administrator shall review any plan that has been previously disapproved, within 45 calendar days of the date of resubmission.
 - (4) During the review period, the plan shall be approved or disapproved and the decision communicated in writing to the person responsible for the land-disturbing activity or his designated agent. If the plan is not approved, the reasons for not approving the plan shall be provided in writing. Approval or denial shall be based on the plan's compliance with the requirements of this Ordinance.
 - (5) If a plan meeting all requirements of this Ordinance is submitted and no action is taken within the time provided above in subdivision (2) for review, the plan shall be deemed approved.
- (b) Approved stormwater plans may be modified as follows:
- (1) Modifications to an approved stormwater management plan shall be allowed only after review and written approval by the Administrator. The Administrator shall have 60 calendar days to respond in writing either approving or disapproving such request.
 - (2) The Administrator may require that an approved stormwater management plan be amended, within a time prescribed by the Administrator, to address any deficiencies noted during inspection.
- (c) The Administrator shall require the submission of a construction record drawing for permanent stormwater management facilities. The Administrator may elect not to require construction record drawings for stormwater management facilities for which recorded maintenance agreements are not required pursuant to Section 18-60 (b).

Sec. 18-59 - TECHNICAL CRITERIA FOR REGULATED LAND DISTURBING ACTIVITIES.

- (a) To protect the quality and quantity of state water from the potential harm of unmanaged stormwater runoff resulting from land-disturbing activities, the Town hereby adopts the technical criteria for regulated land-disturbing activities set forth in Part II B of the Regulations, as amended, expressly to include 9VAC25-870-62 [applicability]; 9VAC25-870-63 [water quality design criteria requirements]; 9VAC25-870-65 [water quality compliance]; 9VAC25-870-66 [water quantity]; 9VAC25-870-69 [offsite

compliance options]; 4VAC 50-60-72 [design storms and hydrologic methods]; 9VAC25-870-74 [stormwater harvesting]; 9VAC25-870-76 [linear development project]; and, 9VAC25-870-85 [stormwater management impoundment structures or facilities]; 9VAC25-870-92 [comprehensive stormwater management plans], which shall apply to all land-disturbing activities regulated pursuant to this Ordinance, except as expressly set forth in Subsection (b) of this Section.

- (b) Any land disturbing activity shall be considered grandfathered and shall be subject to the Part II C technical criteria of the VSMP Regulation provided:
 - (1) A proffered or conditional zoning plan, zoning with a plan of development, preliminary or final subdivision plat, preliminary or final site plan, or any document determined by the locality to be equivalent thereto (i) was approved by the locality prior to July 1, 2012, (ii) provided a layout as defined in 9VAC25-870-10, (iii) will comply with the Part II C technical criteria of the VSMP Regulation, expressly to include 9VAC25-870-93 [definitions]; 9VAC25-870-94 [applicability]; 9VAC25-870-95 [general]; 9VAC25-870-96 [water quality]; 9VAC25-870-97 [stream channel erosion]; 9VAC25-870-98 [stream channel erosion]; 9VAC25-870-99 [regional (watershed-wide) stormwater management plans], and (iv) has not been subsequently modified or amended in a manner resulting in an increase in the amount of phosphorus leaving each point of discharge, and such that there is no increase in the volume or rate of runoff;
 - (2) A state permit has not been issued prior to July 1, 2014; and
 - (3) Land disturbance did not commence prior to July 1, 2014.
- (c) Locality, state and federal projects shall be considered grandfathered by the VSMP authority and shall be subject to the Part II C technical criteria of the VSMP Regulation provided:
 - (1) There has been an obligation of locality, state or federal funding, in whole or in part, prior to July 1, 2012, or the department has approved a stormwater management plan prior to July 1, 2012;
 - (2) A state permit has not been issued prior to July 1, 2014; and
 - (3) Land disturbance did not commence prior to July 1, 2014.
- (d) Land disturbing activities grandfathered under subsections A and B of this section shall remain subject to the Part II C technical criteria of the VSMP Regulation for one additional state permit cycle. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the State Board.

- (e) In cases where governmental bonding or public debt financing has been issued for a project prior to July 1, 2012, such project shall be subject to the technical criteria of Part II C.
- (f) The Administrator may grant exceptions to the technical requirements of Part IIB or Part IIC of the Regulations, provided that (i) the exception is the minimum necessary to afford relief, (ii) reasonable and appropriate conditions are imposed so that the intent of the Act, the Regulations, and this Ordinance are preserved, (iii) granting the exception will not confer any special privileges that are denied in other similar circumstances, and (iv) exception requests are not based upon conditions or circumstances that are self-imposed or self-created. Economic hardship alone is not sufficient reason to grant an exception from the requirements of this Ordinance.
 - (1) Exceptions to the requirement that the land-disturbing activity obtain required VSMP authority permit shall not be given by the Administrator, nor shall the Administrator approve the use of a BMP not found on the Virginia Stormwater BMP Clearinghouse Website, or any other control measure duly approved by the Director.
 - (2) Exceptions to requirements for phosphorus reductions shall not be allowed unless offsite options otherwise permitted pursuant to 9VAC25-870-69 have been considered and found not available.
- (g) Nothing in this Section shall preclude an operator from constructing to a more stringent standard at their discretion.

Sec. 18-60 - LONG-TERM MAINTENANCE OF PERMANENT STORMWATER FACILITIES

- (a) The Administrator shall require the provision of long-term responsibility for and maintenance of stormwater management facilities and other techniques specified to manage the quality and quantity of runoff. Such requirements shall be set forth in an instrument recorded in the local land records prior to general permit termination or earlier as required by the Administrator and shall at a minimum:
 - (1) Be submitted to the Administrator for review and approval prior to the approval of the stormwater management plan;
 - (2) Be stated to run with the land;
 - (3) Provide for all necessary access to the property for purposes of maintenance and regulatory inspections;
 - (4) Provide for inspections and maintenance and the submission of inspection and maintenance reports to the Administrator; and
 - (5) Be enforceable by all appropriate governmental parties.

- (b) At the discretion of the Administrator, such recorded instruments need not be required for stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located, provided it is demonstrated to the satisfaction of the Administrator that future maintenance of such facilities will be addressed through an enforceable mechanism at the discretion of the Administrator. If the Administrator exercises the discretion granted by this subsection (b), he or she will document that decision and the nature of the enforceable mechanism in the applicable record, which will thereafter be retained for as long as the enforceable mechanism remains in effect, and for one year thereafter.
- (c) If a recorded instrument is not required pursuant to Section 18-60 (b), the Administrator shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot. Such a strategy may include periodic inspections, homeowner outreach and education, or other method targeted at promoting the long-term maintenance of such facilities. Such facilities may not be subject to the requirement for an inspection to be conducted by the Administrator.

Sec. 18-61. - MONITORING AND INSPECTIONS.

- (a) The Administrator shall inspect the land-disturbing activity during construction for:
 - (1) Compliance with the approved erosion and sediment control plan;
 - (2) Compliance with the approved stormwater management plan;
 - (3) Development, updating, and implementation of a pollution prevention plan; and
 - (4) Development and implementation of any additional control measures necessary to address a TMDL.
- (b) The Administrator may, at reasonable times and under reasonable circumstances, enter any establishment or upon any property, public or private, for the purpose of obtaining information or conducting surveys or investigations necessary in the enforcement of the provisions of this Ordinance.
- (c) In accordance with a performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement or instrument, the Administrator may also enter any establishment or upon any property, public or private, for the purpose of initiating or maintaining appropriate actions which are required by the permit conditions associated with a land-disturbing activity when a permittee, after proper notice, has failed to take acceptable action within the time specified.
- (d) Pursuant to § 62.1-44.15:40 of the Code of Virginia, the Administrator may require every VSMP authority permit applicant or permittee, or any such person subject to VSMP authority permit requirements under this Ordinance, to furnish when requested such

application materials, plans, specifications, and other pertinent information as may be necessary to determine the effect of his discharge on the quality of state waters, or such other information as may be necessary to accomplish the purposes of this Ordinance.

- (e) Post-construction inspections of stormwater management facilities required by the provisions of this Ordinance shall be conducted by the Administrator pursuant to the Locality's adopted and State Board approved inspection program, and shall occur, at minimum, at least once every five (5) years except as may otherwise be provided for in Section 18-60.
- (f) The Administrator shall keep records in accordance with the following:
 - (1) Project records, including approved stormwater management plans, shall be kept for three years after state permit termination or project completion.
 - (2) Stormwater management facility inspection records shall be documented and retained for at least five years from the date of inspection.
 - (3) Construction record drawings shall be maintained in perpetuity or until a stormwater management facility is removed.
 - (4) All registration statements submitted in accordance with 9VAC25-870-59 shall be documented and retained for at least three years from the date of project completion or state permit termination.

Sec. 18-62. – HEARINGS

- (a) Any permit applicant or permittee, or person subject to this Ordinance's requirements, aggrieved by any action of the Town taken without a formal hearing, or by inaction of the Town, may demand in writing a formal hearing by the Town council. A petition requesting a hearing based on Town action must be filed with the Administrator within 30 days after notice of such action is given by the Administrator. A petition based on Town inaction must be filed within thirty days after the Town's deadline for action, if there is one, or if there is no deadline then within thirty days of the date the petitioner had actual or constructive notice that the Town should have acted.
- (b) The hearings held under this section shall be conducted by the Town council at a regular or special meeting of the Town council, or by at least one member of the Town council designated by the Town council to conduct such hearings on behalf of the Town council at any other time and place authorized by the Town council. The Town shall give at least 15 days' notice of the date, time and location of the hearing to the party filing the appeal and to the property owner or record. In reviewing the Administrator's actions, the Town Council or its designee(s) shall consider evidence and opinions presented by the aggrieved applicant and the Administrator. After considering the evidence and opinions, the Town Council or its designee(s) may affirm, reverse or modify the action. Such decision shall be final, subject only to appeal under Section 58-111 of the Code.

- (c) A verbatim record of the proceedings of such hearings shall be taken and filed with the Town council. Depositions may be taken and read as in actions at law.
- (d) The Town council or its designated member(s), as the case may be, shall have power to issue subpoenas and subpoenas duces tecum, and at the request of any party shall issue such subpoenas. The failure of a witness without legal excuse to appear or to testify or to produce documents shall be acted upon by the Town council, or its designated member(s), whose action may include the procurement of an order of enforcement from the circuit court. Witnesses who are subpoenaed shall receive the same fees and reimbursement for mileage as in civil actions.

Sec. 18-63. - APPEALS.

- (a) Final decisions of the Town under this article shall be subject to appeal to the Prince William Circuit Court, provided that an appeal is filed within 30 days from the date of any written decision adversely affecting the rights, duties or privileges of the person engaging in or proposing to engage in land disturbing activities.
- (b) The burden shall be upon the party complaining of Town action to designate and demonstrate an error subject to review by the court. Allegations of error may be based upon: (i) accordance with constitutional right, power, privilege, or immunity, (ii) compliance with statutory authority, jurisdiction limitations, or right as provided in the Act, the stated objectives for which regulations may be made, and the factual showing respecting violations or entitlement in connection with case decisions, (iii) observance of required procedure where any failure therein is not mere harmless error, and (iv) the substantiality of the evidentiary support for findings of fact. The determination of the substantiality of the evidence shall be made upon the whole evidentiary record provided by the Town and the court shall determine whether there was substantial evidence in the Town's record to support its decision.
- (c) The court shall take due account of the presumption of official regularity, the experience and specialized competence of the Town, and the purposes of the Act.
- (d) The court may dismiss the appeal, order the Town to take any nondiscretionary action that the Town has withheld, or remand the matter to the Town for further proceedings as the court may permit or direct in accordance with law. The court shall not itself undertake to supply Town action committed by the Act to the Town.

Sec. 18-64. - ENFORCEMENT

- (a) If the Administrator determines that there is a failure to comply with the VSMP authority permit conditions or an agreement in lieu of a stormwater management plan or determines there is an unauthorized discharge, notice shall be served upon the permittee or person responsible for carrying out the permit conditions by any of the following: verbal warnings and inspection reports, notices of corrective action, consent special orders, and notices to comply. Written notices shall be served by registered or certified mail to the

address specified in the permit application or by delivery at the site of the development activities to the agent or employee supervising such activities.

- (1) The notice shall specify the measures needed to comply with the permit conditions and shall specify the time within which such measures shall be completed. Upon failure to comply within the time specified, a stop work order may be issued in accordance with Subsection (b) or the permit may be revoked by the Administrator.
 - (2) If a permittee fails to comply with a notice issued in accordance with this Section within the time specified, the Administrator may issue an order requiring the owner, permittee, person responsible for carrying out an approved plan, or the person conducting the land-disturbing activities without an approved plan or required permit to cease all land-disturbing activities until the violation of the permit has ceased, or an approved plan and required permits are obtained, and specified corrective measures have been completed
 - (3) Such orders shall be issued in accordance with local procedures, if adopted. In the absence of local procedures, such orders shall provide sufficient information for the recipient(s) to understand and comply with the order. Such orders shall become effective upon service on the person by certified mail, return receipt requested, sent to his address specified in the land records of the locality, or by personal delivery by an agent of the Administrator. However, if the Administrator finds that any such violation is grossly affecting or presents an imminent and substantial danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the Commonwealth or otherwise substantially impacting water quality, it may issue, without advance notice or hearing, an emergency order directing such person to cease immediately all land-disturbing activities on the site and shall provide an opportunity for a hearing, after reasonable notice as to the time and place thereof, to such person, to affirm, modify, amend, or cancel such emergency order. If a person who has been issued an order is not complying with the terms thereof, the Administrator may institute a proceeding for an injunction, mandamus, or other appropriate remedy in accordance with Subsection 18-64 (c).
- (b) In addition to any other remedy provided by this Ordinance, if the Administrator or his designee determines that there is a failure to comply with the provisions of this Ordinance, they may initiate such informal and/or formal administrative enforcement procedures in a manner that is consistent with the public interest.
 - (c) Any person violating or failing, neglecting, or refusing to obey any rule, regulation, ordinance, order, approved standard or specification, or any permit condition issued by the Administrator may be compelled in a proceeding instituted in Prince William Circuit Court by the Locality to obey same and to comply therewith by injunction, mandamus or other appropriate remedy.
 - (d) Any person who violates any provision of this Ordinance or who fails, neglects, or refuses to comply with any order of the Administrator, shall be subject to a civil

penalty not to exceed \$32,500 for each violation within the discretion of the court. Each day of violation of each requirement shall constitute a separate offense.

(1) Violations for which a penalty may be imposed under this Subsection shall include but not be limited to the following:

- (i) No state permit registration;
- (ii) No SWPPP;
- (iii) Incomplete SWPPP;
- (iv) SWPPP not available for review;
- (v) No approved erosion and sediment control plan;
- (vi) Failure to install stormwater BMPs or erosion and sediment controls;
- (vii) Stormwater BMPs or erosion and sediment controls improperly installed or maintained;
- (viii) Operational deficiencies;
- (ix) Failure to conduct required inspections;
- (x) Incomplete, improper, or missed inspections; and
- (xi) Discharges not in compliance with the requirements of Section 4VAC 50-60-1170 of the general permit.

(2) The Administrator may issue a summons for collection of the civil penalty and the action may be prosecuted in the appropriate court.

(3) In imposing a civil penalty pursuant to this Subsection, the court may consider the degree of harm caused by the violation and also the economic benefit to the violator from noncompliance.

(4) Any civil penalties assessed by a court as a result of a summons issued by the Locality shall be paid into the treasury of the Town to be used for the purpose of minimizing, preventing, managing, or mitigating pollution of the waters of the locality and abating environmental pollution therein in such manner as the court may, by order, direct.

(e) Notwithstanding any other civil or equitable remedy provided by this Section or by law, any person who willfully or negligently violates any provision of this Ordinance, any order of the Administrator, any condition of a permit, or any order of a court shall, be guilty of a misdemeanor punishable by confinement in jail for not more than 12 months or a fine of not less than \$2,500 nor more than \$32,500, or both.

18-65. Performance Bond

Prior to issuance of any permit, the Administrator may require a reasonable performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement acceptable to the [local government attorney], to ensure that measures could be taken by the Town at the Applicant's expense should he fail, after proper notice, within the time specified to initiate or maintain appropriate actions which may be

required of him by the permit conditions as a result of his land disturbing activity. If the Town takes such action upon such failure by the Applicant, the Locality may collect from the Applicant for the difference should the amount of the reasonable cost of such action exceed the amount of the security held, if any. Within 60 days of the completion of the requirements of the permit conditions, such bond, cash escrow, letter of credit or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the Applicant or terminated.

18-66. Fees

All incomplete payments will be deemed as nonpayments. The Town shall provide notification to the state applicant of any incomplete payments.

2. That fees to cover costs associated with implementation of a VSMP related to land disturbing activities and issuance of general permit coverage and VSMP authority permits shall be imposed by uncodified ordinance.
3. That this ordinance shall take effect upon adoption.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk

TOWN OF OCCOQUAN

Engineering Fee Schedule

SERVICE	FEE
Rezoning (Zoning Map Amendment)	\$200 + contractor's review charge
Special Use Permit (Use)	\$200 + contractor's review charge
Variance request (Zoning)	\$200 + contractor's review charge
Appeal to BZA	\$200 + contractor's review charge
Site Plan Review*	\$200 + contractor's review charge
Preliminary Site Plan	\$200 + contractor's review charge
Revision to approved plan*	\$200 + contractor's review charge
Preliminary Subdivision Plat/Plan Review	\$200 + contractor's review charge
Final Subdivision Plat/Plan Review*	\$200 + contractor's review charge
Public Improvement Plan Review*	\$200 + contractor's review charge
Easement Plat Review	\$200 + contractor's review charge
WQIA Review	\$200 + contractor's review charge
Major Landscaping Plan review	\$200 + contractor's review charge (No Charge if part of another plan)
Waiver/Exception Request Review	\$200 + contractor's review charge
E&S Control Plan Review*	\$200 + contractor's review charge (No Charge if part of another plan)
Miscellaneous Plat Review	\$200 + contractor's review charge
Retaining Wall Design Review	\$200 + contractor's review charge
Land Disturbance Permit*	\$200 + \$75 per inspection
Bond Reduction or Release Inspection	\$200 + contractor's review charge
Zoning Compliance Review	\$75 per request

Adopted: _____

* Fees for Town review of Stormwater Management and Best Management Practices will comply with Department of Environmental Quality (DEQ) fee schedule, which follows. Additional fees for remaining review effort will abide by schedule shown on this page.

The following fees apply, until June 30, 2014, to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the department prior to a VSMP authority being approved by the board in the area where the applicable land-disturbing activity is located, or where the department has issued an individual permit or coverage under the General Permit for Discharges of Stormwater from Construction Activities for a state or federal agency.

General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites within designated areas of Chesapeake Bay Act localities with land disturbance acreage equal to or greater than 2,500 square feet and less than one acre) (Fee valid until July 1, 2014)	\$200
Individual Permit for Discharges of Stormwater from Construction Activities	\$15,000

The following total fees to be paid by an applicant apply to (i) any operator seeking coverage under a July 1, 2014, General Permit for Discharges of Stormwater from Construction Activities or (ii) on or after July 1, 2014, to any operator seeking coverage under a General Permit for Discharges of Stormwater from Construction Activities, a state or federal agency that does not file annual standards and specifications, or an individual permit issued by the board. On and after approval by the board of a VSMP authority for coverage under the General Permit for Discharges of Stormwater from Construction Activities, no more than 50% of the total fee to be paid by an applicant set out in this part shall be due at the time that a stormwater management plan or an initial stormwater management plan is submitted for review in accordance with [9VAC25-870-108](#). The remaining total fee balance to be paid by an applicant shall be due prior to the issuance of coverage under the General Permit for Discharges of Stormwater from Construction Activities.

When a site or sites are purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees ("total fee to be paid by applicant" column) in accordance with the disturbed acreage of their site or sites according to the following table.

Fee type	Total fee to be paid by applicant (includes both VSMP authority and department portions where applicable)	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260

General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
Individual Permit for Discharges of Stormwater from Construction Activities (This will be administered by the department)	\$15,000	\$15,000
* If the project is completely administered by the department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the department.		

The following fees apply, on or after July 1, 2014, to coverage under the General Permit for Discharges of Stormwater from Construction Activities issued by the board for a state or federal agency that has annual standards and specifications approved by the board.

General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450

**NOTICE OF PUBLIC HEARING OF
THE TOWN COUNCIL
TOWN HALL - 314 MILL STREET
TOWN OF OCCOQUAN**

JANUARY 6, 2015 – 6:45 PM

Notice is hereby given that the Occoquan Town Council will conduct a Public Hearing on the following item:

A Stormwater Management Ordinance for establishing a Virginia Stormwater Management Program consistent with the Virginia Stormwater Management Act of the Code of Virginia and the Virginia Stormwater Management Program (VSMP) Permit Regulations, including the General Permit for Discharges of Stormwater from Construction Activities. This ordinance when adopted will affect the entire town. In addition, the Town Council will consider a revised engineering fee schedule to include fees associated with the Stormwater Management Ordinance.

The draft ordinance to be adopted by the Town Council of the Town of Occoquan is available for review in Town Hall, 314 Mill Street, Occoquan, Virginia 22125.

This hearing is being held at the Occoquan Town Hall located at 314 Mill Street, Occoquan, Virginia 22125. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk at the above address or by telephone at (703) 491-1918 x 1. Persons needing interpreter services for the hearing impaired and/or vision impaired should notify the Town Clerk no later than one week prior to the hearing.

The Council of the Town of Occoquan, Virginia

12/26/2014 & 1/2/2015

Prince William Today

12/26/2014

1/2/2015



OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, November 18, 2014
7:00 p.m.

Present: Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember J. Matthew Dawson; Councilmember Jim Drakes; Councilmember Joe McGuire.

Staff: Kirstyn Barr Jovanovich, Town Manager; Sheldon Levi, Chief of Police; Abigail Breeding, Treasurer; Krista Forcier, Arts and Craft Show Director; Bruce Reese, Town Engineer; Matt Williams, Assistant Town Engineer/ Zoning Administrator; Greg Holcomb, Town Clerk.

Guests: Nat Atapoor, Fairfax Water, Director of Construction; Bill Harrison, Fairfax Water, Project Manager- Riverfront Park; Steve Johnson, GOEL Services; Craig Harrison, GOEL Services.

Absent: None

1. Call to Order

Mayor Quist called the work session to order at 7:00 p.m.

2. River Park Update: Naming Options, Future Programming, Construction Process Issues

A. Construction Process Issues

Mr. Atapoor reviewed the background of previous discussions regarding the needs and expectations of both Town Officials and Fairfax Water regarding contractual restrictions and construction traffic. He noted that due to the nature of removing the large water pipe bridge from over the river there was increased truck traffic during that time period.

Councilmembers asked questions regarding proper signage and how flagmen were handling traffic flows.

B. Park Naming Options

Ms. Barr Jovanovich discussed the need to develop a name for River Park early in 2015 due to the lease agreement that provides for Fairfax Water's approval of the name.

The Council discussed guidelines for the naming of the park. They desired a name that was not repetitive of other parts of town, such as Mill or Occoquan. They also found it desirable to not name the park after a person. They directed

Ms. Barr Jovanovich to research more of the history of the property and to bring forward naming options for consideration at a future meeting.

C. Future Park Programming

Ms. Barr Jovanovich outlined the need for the Council to discuss what type of programming they desire for the park to fit plans into the FY 2016 Budget cycle and to obtain approval from Fairfax Water per the lease agreement.

The Council discussed programming options and target audiences they wished to attract to the site.

3. Treasurer's Report - FY2015 Year to Date Report (First Quarter)

Ms. Breeding presented the FY2015 first quarter financial report with the Council. She noted that the accounts receivable and assets were relatively the same as last year. She further noted that the net income was up \$12,300, which can be partially attributed to the increased Meals Tax payments being made.

The Council had concerns over maintenance, legal, and professional service expenses. It was noted that much of the maintenance budget is in contractual agreements.

4. Fall 2014 Arts and Craft Show Report

Ms. Forcier provided highlights of the Fall 2014 Arts and Crafts Show. She remarked that expenses were lower and income was higher than the Spring 2014 show.

Ms. Forcier outlined potential programming and improvements for future shows. The Council gave her permission to seek out sponsorships for the Spring Arts and Crafts Show.

5. Proposed Architectural Review Board Business Representative

The Council discussed the ordinance to amend Town Code Section 2-402 and 2-403 to add a business owner that does not have to be a resident of the Town, as a member of the Architectural Review Board. In their discussion they amended the proposed ordinance to read that a member "may" be a business owner, instead of "shall" be a business owner. The Council then removed from Section 2-402 "Membership" the proposed amended line "and (3) without violation of any town ordinance within the two (2) years prior to his or her appointment to the ARB". They further agreed that the length of the term of the Business Representative shall end if they no longer maintain a business in Town or are not a resident.

In addition, they also reviewed the new application for membership to boards and commissions, noting that a clear application and recommendation process should be added to Section 2-403 "Term of Office; removal; vacancies".

6. Town Building Official RFP

The Council reviewed the Town Building Official Request for Proposal. The Members also discussed that a new fee schedule would be worked out once a new Building Official was hired. The schedule would need to incorporate Town staff time as well as the Building Official's fees. The Council agreed to move forward with the proposal process and to seek out a new Building Official.

7. Adjournment

Mayor Quist adjourned the meeting at 9:06 p.m.

Greg Holcomb, Town Clerk



OCCOQUAN TOWN COUNCIL
Council Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 2, 2014
7:00 p.m.

Present: Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember J. Matthew Dawson; Councilmember Jim Drakes; Councilmember Joe McGuire.

Staff: Kirstyn Barr Jovanovich, Town Manager; Sheldon Levi, Chief of Police; Bruce Reese, Town Engineer; Matt Williams, Assistant Town Engineer/ Zoning Administrator; Greg Holcomb, Town Clerk

Absent: None

1. Call to Order

Mayor Quist called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Citizens' Time

Mr. Elliot Perkins, 102 Washington Street, spoke about concerns he has regarding cross walks in the Town. Specifically, along Washington St. near Occoquan Reach and Occoquan Heights.

4. Approval of Minutes

It was moved to approve the minutes of the November 5, 2014 Regular Meeting.

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

5. Councilmember Reports

Councilmember Drakes reported that during the November 17, 2014 Planning Commission meeting, the group discussed Town Code Section 2-244 regarding the Committee's meeting schedule and its requirement to meet at least every other month. The Commission voted to maintain the current meeting schedule required by Code Section 2-244.

6. Mayor's Report

None

7. Staff Reports

Report of the Town Attorney: Mr. Crim, Town Attorney, reported on the following activities:

- a) Requested a closed session on a specific legal matter, namely Craft Show banners.
- b) River Park: insurance details remain to be addressed. Fairfax Water and Prince William County have approved the lease. Prince William County Service Authority raised question of sanitary sewer manhole ownership.
- c) No proposal received from 302 Commerce Street for street encroachment issue.
- d) Comcast franchise renewal is still pending.
- e) Parking ticket review requires amendment to Town Code.

It was moved to add the ordinance amending Town Code 62-111 generally related to illegal parking to the agenda.

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

Report of the Town Engineer: Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Activity report
 - a. Fairfax County Water Authority River Station tank demolition
 - b. Occoquan Heights
 - c. 124 Poplar Alley
 - d. Gaslight Landing
 - e. Vistas at Occoquan
 - f. Rivertown Overlook
2. Zoning Approvals
Mr. Reese reported there were 12 zoning approvals.
3. Vistas of Occoquan
Mr. Reese reported that the retaining wall fence has been fixed.
4. Riverfront Park
 - a. Matt Williams, Assistant Town Engineer, updated the Council on activities involving the park, including coordination with various agencies and entities involved in the development of the site.
 - b. He notified the Council that the Fairfax Water Authority has agreed not to pursue maintaining the electrical connection across the river. Dominion

Power will take down the cable and the Town will likely not assume the cost of the removal. In addition, the Virginia Department of Transportation has indicated they will allow the footbridge to hold communication lines for the cable and telephone companies.

- c. He notified the Council that competitive proposals are being sought for further site improvements such as lighting on the footbridge, the removal of fencing, and the addition of handrails.
- d. Finally, he stated that next week he, Ms. Barr Jovanovich and the architect will hold a kickoff meeting regarding the proposed pavilion.
- e. Mr. Reese then discussed an issue regarding the tap fee with Fairfax Water. The Council discussed the options that are available and determined that Mr. Reese should calculate the water flows without the Arts and Crafts Show in the calculation and obtain a meter that meets that service need
- f. Mr. Reese concluded that the Prince William County Service Authority does not have the man hole in the Mill Street cul-de-sac on their list of assets and claims they do not own it. He will discuss the issue further with them.

Town Manager Report: Ms. Barr Jovanovich requested that an item regarding the Council retreat be added to the agenda.

It was moved that the request to approve NTE amount for Town Council 2015 retreat be added to the agenda.

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

1. Discussed the requirements and quotes for environmental insurance for River Park.
2. Reported that in following up with the Virginia Department of Transportation about the Town's request to place bike racks on Mill Street, that VDOT will not permit the racks to be installed directly in the street. She then asked if the Council still desired to have the spaces in front of Mamie Davis Park be vacated for use as a loading zone only. Council stated that the public's input be sought on the matter and directed staff to include it in the January meeting agenda for discussion.
3. Reported that Occoquan Inn was two months behind in Meals Tax, Pink Bicycle was three months behind, and there was still the ongoing issue with the previous owner of Pink Bicycle regarding unpaid meals taxes.
4. Reported that Real Estate bills were sent out the week of November 17, 2014 to all property owners. She further stated that \$13,000 has been received to date.

5. Reported that 470 Auto Decals have been sold so far for 2015, amounting to \$9,070 in revenue.

Chief of Police: Chief Levi provided a report on public safety activities during October 2014.

Boards and Commissions

Architectural Review Board: Ms. Brenda Seefeldt, Chair, reported on the following activities:

1. The ARB approved two elevation certificates, six signs and six certificates of appropriateness. She also stated that she met with Mr. Williams regarding the River Park plans.

8. Regular Business

8A. Request to Set Not-To-Exceed Limits for Spring 2015 Arts and Crafts Show

It was moved to set a not-to-exceed limit of \$45,000 for the Spring 2015 Arts and Crafts Show, allowing the Town Manager to move money within the proposed Arts and Craft Show budget.

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

8B. Request to Add a Business Representative to the Architectural Review Board

It was moved to amend the Town Code Section 2-402, Membership, and Section 2-403, Term of office; removal; vacancies to include the addition of a business representative to the Architectural Review Board and setting the quorum at four members.

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

8C. Request to Approve NTE Amount of \$6,500 for Town Council 2015 Retreat

No action was taken on the item. The item was postponed until the January 6, 2015 meeting.

8D. Request to amend Town Code Section 62-111, Generally Related to Illegal Parking.

It was moved to approve ordinance O-2014-5 to amend the Town Code 62-111, generally related to illegal parking.

A motion was made by Councilmember McGuire, seconded by Councilmember Drakes, that the Action Item be approved. The motion carried by poll vote 4-1, Councilmember Brown, voting Nay.

9. Closed Session

It was moved that the Council convene in closed session as permitted by Virginia Code § 2.2-37711 (A)(1) a personnel matter involving performance evaluation or job assignments of town employees, and § 2.2-37711 (A)(7) another matter requiring advice of counsel regarding Craft Show banners.

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

The Council came out of closed session at 9:58 p.m. It was moved that Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

10. Adjournment

Mayor Quist adjourned the meeting at 9:59 p.m.

Greg Holcomb, Town Clerk



OCCOQUAN TOWN COUNCIL
Council Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, December 16, 2014
7:00 p.m.

Present: Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember Joe McGuire.

Staff: Kirstyn Barr Jovanovich, Town Manager; Greg Holcomb, Town Clerk

Absent: Councilmember J. Matthew Dawson; Councilmember Jim Drakes

1. Call to Order

Mayor Quist called the meeting to order at 7:00 pm.

2. Regular Items

A. River Park Naming Options

The Town Council discussed naming options for the new park located at the former Fairfax Water River Station filtration facility. The Council agreed the name should reflect the history of the Town, especially its industrial past. The Council directed Town Staff to compile a list of potential names and to include them in the February Town Newsletter to encourage public comment at the February 3, 2015 Council Meeting.

B. Town Signage - Town Hall, Additional Signage

Ms. Barr Jovanovich brought forward a proposal to update the signage at Town Hall. She noted that she sought the opinion of the Architectural Review Board earlier this year, who requested that the signs reflect a more historic design instead of following the blue and white scheme of the new signage in town. The Council agreed with the design as presented for the Town Hall signage and asked Ms. Barr Jovanovich to include it on the January agenda for Council to take action.

Ms. Barr Jovanovich also discussed improving the Town sign at the corner of Commerce Street and Gordon Boulevard. She noted that the sign is difficult to see and needs enhancements, to include site beautification and improved signage. The Council asked Ms. Barr Jovanovich to put together a plan that includes landscaping and signage and to schedule for a future Council meeting for action.

C. Litter Grant Programs

The Council discussed possible uses of the Litter Grant that the town receives from the Department of Environmental Quality, which amounts to roughly \$1,000 annually. The Town Manager discussed potential options for use of the

grant to include maintenance of the current trash containers, continuing to replace the older brown cans with the aggregate cans, or to purchase new cans to replace both the aggregate and brown cans. Council discussed the benefits of moving to a new style of refuse containers to include creating an improved and more uniform appearance of the Town and to incorporate recycling cans. They advised Ms. Barr Jovanovich to include the replacement of trash cans and addition of recycling cans to the Capital Improvement Program to be discussed during the upcoming FY16 budget process. The Litter Grant funds will be used to offset the cost.

3. Adjournment

The work session was closed at 7:37 p.m.

Greg Holcomb, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: January 6, 2015
8 A: Request to Approve Placement of Historic Markers	

Explanation and Summary:

The Occoquan Historical Society is requesting Town Council approval to place markers at three locations on Mill Street that are of historical significance to the town. One marker is proposed to be placed on the left side of the carbide storage unit that is located in front of 430 Mill Street; the second to be placed at the site of the carriage block located in front of 402 Mill Street; and the third to be placed at the site of the gearwheel recently installed near the Mill House Museum. The proposed language for each marker is attached.

The first two locations (430 and 402 Mill Street) are in Virginia Department of Transportation (VDOT) right-of-way and will require a permit. The Town must make the request for permit, which includes a \$110 application fee; however, the first step is to obtain Town Council approval for placement and location. The proposed location for the gearwheel marker is located on Town property and will not require a VDOT permit.

The Occoquan Historical Society is working with Signarama to develop the signs and will incur costs associated with design and installation of each marker. Each sign is intended to be designed to reflect the current scheme of historic markers located throughout town.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to approve the placement of historic markers by the Occoquan Historical Society (OHS) to designate the historical significance of the carbide storage unit, carriage block, and gearwheel, and direct the Town Manager to work with the OHS to finalize marker placement and obtain proper permitting."

OR

Other action Council deems appropriate.

Attachments: (2) Proposed Text for Historical Markers
Photos of Proposed Locations/ Historical Photos

Text for Three Occoquan Historical Plaques

- 1. Here, in front of the nineteenth century Occoquan Hotel, this granite carriage stone assisted travelers in and out of their horse drawn vehicles. The original building was destroyed in the 1916 Occoquan fire.**
- 2. Inscribed with the date Jan 28, [19]14, this cement bunker was used to store carbide. Inexpensive but also prone to explosions, carbide was used for lighting in rural areas not served by electricity in the early 20th century. Carbide and water were mixed to form acetylene gas that lit the streets of Occoquan.**
- 3. This gearwheel is from one of the five water basins used at the Occoquan River Station water processing plant. Up to 40 million gallons of water were processed here on a daily basis from 1965-2009.**

1. Notes: *Neabsco and Occoquan: The Tayloe Family Iron Plantations, 1730-1830*
Page 57., lot 21 is the west corner of Mill and Ellicott Street, lot 45 & 46 are directly behind lot 21.

The #158 endnote is; PWC deed book 5:270,283; 10:261-264; TFP,5:604

The # 159 endnote is; See Occoquan Hotel Accounts, John Tayloe Account Book, Tayloe family Papers, VHS, Mss1T2118C6

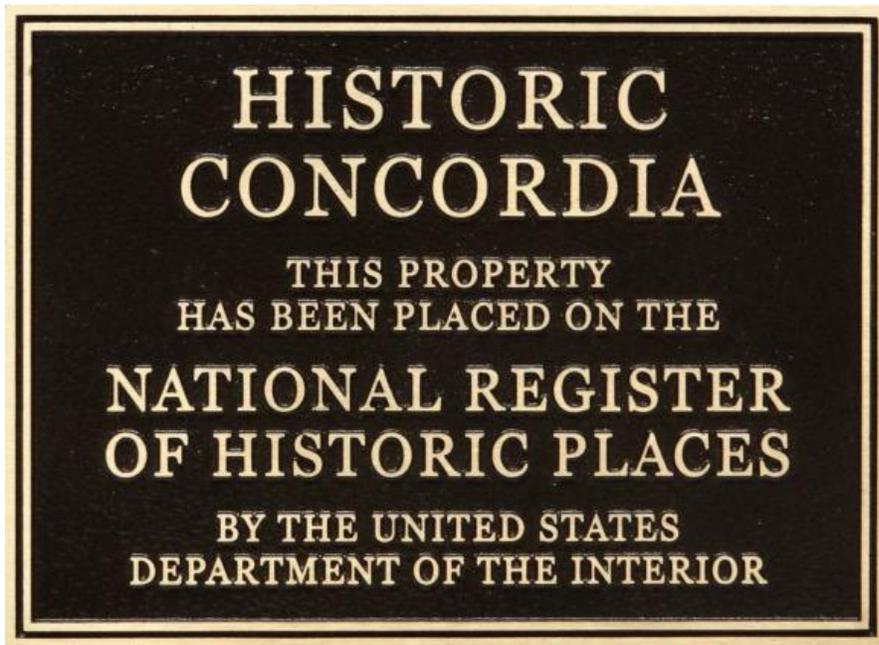
2. Oral history is the basis of the use of the cement bunker. Around the beginning of the 20th century carbide began to be used for home lighting and in rural towns. The Occoquan Electric CO. issued stock on March 3, 1921. Prior to that date residents would have benefited from this earlier form of lighting. Looking at early photographs and the way the earth was built up around the cement structure supports the theory of storing a substance that could potentially explode.

From the Occoquan Historical Society Secretary notes, June 8, 1989.

"Willard Selecman said the cement building across the street was a carbide generating station piped to street lights. There was a lamp lighter 1910-1912."

The Jan 28, 14 date is on the upper portion of the cement structure above the entryway. It is best viewed when not in direct sunlight. Names are inscribed on the right hand side of the doorway. Ray is the name most legible.

3. Information from Fairfax Water historian Jeanne Bailey



8'x10" Simple border design, bronze plaque

Blind Mount (studs mounted on the back & holes will be drilled in the concrete bunker wall for mounting)

Pebbled background
All bronze/brown colors











MILL STREET CIRCA 1940





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: January 6, 2015
8 B: Request to Adopt VSMP Ordinance O-2015-01 and Revised Engineering Schedule	

Explanation and Summary:

This is a request to adopt O-2015-01, to amend the Town Code by adding in Chapter 18 an Article III relating to Virginia Stormwater Management Program and to adopt the revised Engineering Fee Schedule to include fees associated with the Stormwater Management Program.

The Town Council and Planning Commission held a public hearing on this item in August 2014 and since that time, the ordinance and fee schedule have been under review by the Department of Environmental Quality (DEQ). The Town Council held a public hearing on the revised ordinance and fee schedule on January 6, 2015, which incorporated DEQ's changes.

Once adopted the Town will administer its own Stormwater Management Program.

Town Engineer's Recommendation: Recommend approval.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt Ordinance #O-2015-01, in reference to Stormwater Management Program, and to adopt the proposed revised engineering fee schedule as presented."

OR

Other action Council deems appropriate.

Attachments: Reference attachments under 2A - Public Hearing



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

8. Regular Business	Meeting Date: January 6, 2015
8 C: Request to Approve Designation of Loading Zone in Front of Mamie Davis Park	

Explanation and Summary:

Earlier this year, the Town of Occoquan was awarded grant funding to obtain several bicycle racks to be placed throughout town. Initially, the Town intended on installing racks at Town Hall, the Visitor's Center, at the end of Mill Street near the Mill House Museum and at Mamie Davis Park. For installation at the park, the Architectural Review Board (ARB) recommended removing the two parking spaces in front of the park and designating one as a loading zone and installing a set of bike racks in the other spot. The intent would be to utilize the space to provide an area for trucks to service the businesses in town, as well as a way to beautify the entrance to town by visually opening up the park and public dock.

In researching the process to install the racks, it was determined that the Virginia Department of Transportation (VDOT) would not permit the racks to be permanently affixed to the street. After discussing the matter at the December 16 work session, Town Council directed staff to include a discussion on the January 6, 2015 agenda regarding the removal of the two parking spaces in front of Mamie Davis Park and turning both locations into a loading zone only, in order to give the public the opportunity to comment.

The bike racks are planned to be installed at Town Hall, the Visitor's Center and at the site of the future park located at the west end of Mill Street.

Cost and Financing: TBD, Associated with Street Striping, Signage
Account Number: Maintenance

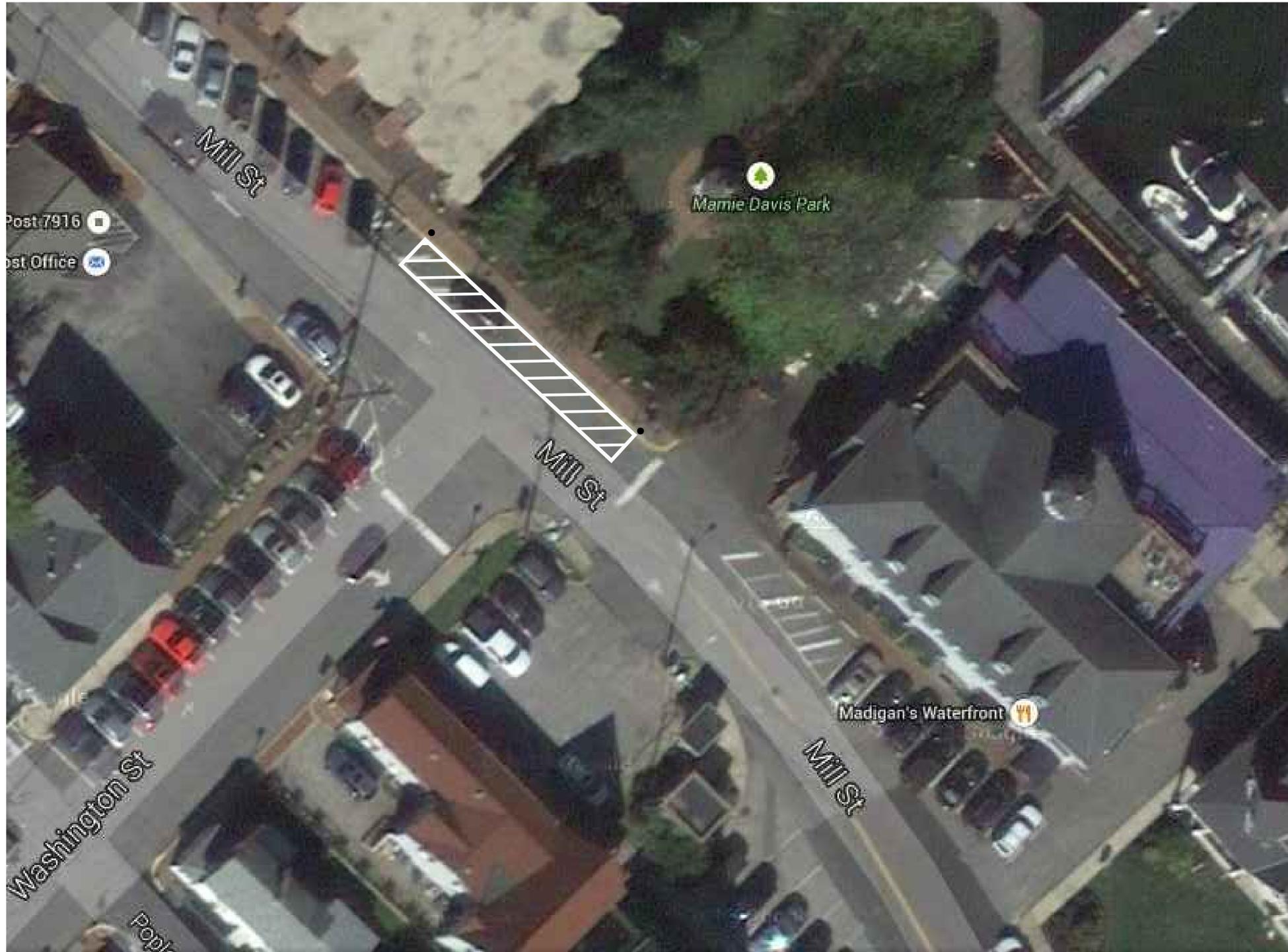
Proposed/Suggested Motion:

"I move to approve converting two parking locations directly in front of Mamie Davis Park on Mill Street from general on-street parking to a loading zone only."

OR

Other action Council deems appropriate

Attachments: (1) Sketch of Proposed Loading Zone

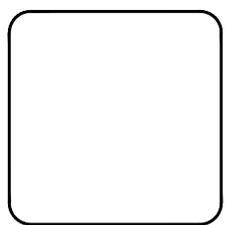


- Note":
1. TYPE "B", CLASS "1" WHITE OR YELLOW 8" WIDE STRIPING.
 2. 45 DEGREE STRIPE IN THE RECTANGLE DESIGNATED LOADING ZONE, AT 4 FOOT SPACING.
 3. ONE "NO PARKING LOADING ZONE" SIGN WITH ARROW INDICATING FROM AND TO AREA FOR NO PARKING, WILL BE PLACED AT THE HEAD AND TAIL OF THE ZONE.

LEGACY ENGINEERING
 1404 SANDS CIRCLE
 FREDERICKSBURG, VA 22401
 www.legacy-eng.com
 540.373.8350 (p) 540.369.4499 (f)

LOADING ZONE STRIPING
 SIGNAGE
 TOWN OF OCCAQUAN

DATE	REVIEW STATUS	DATE	REVISION	NO



FILE NO.	SHEET
DATE 11/17/14	
SCALE NTS	



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: January 6, 2015
8 D. Request to Approve Purchase of Replacement Signage at Town Hall	

Explanation and Summary:

Recently, the Town has taken steps to replace outdated and aging signage throughout town, including new signage at Commerce/Washington Streets; Commerce Street/Gordon Boulevard; Mamie Davis Park; and Tanyard Hill/Old Bridge Roads.

The signage located at Town Hall is in disrepair. Staff discussed possible designs with the Architectural Review Board in August and received guidance regarding the preferred design style. The Town Council reviewed the proposed sign design (attached) at their December 16, 2014 work session.

This is a request to approve the purchase of new signage at Town Hall.

Hanging Sign Replacement	\$495
Wall Mounted Sign Replacement	\$1,145.85
Contingency	\$159.15
TOTAL	\$1,800

Based on Town Council approval, the sign design will be brought before the ARB for consideration of approval at their January 9, 2015 meeting.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$1,800

Account Number: CIP

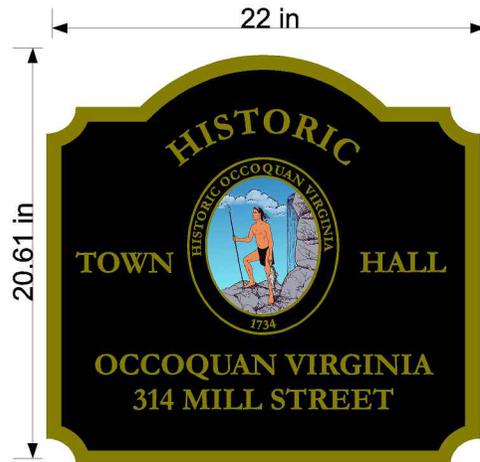
Proposed/Suggested Motion:

"I move to budget and appropriate an amount not to exceed \$1,800 from Capital Improvement Plan funds for the purchase and installation of new signage at Town Hall."

OR

Other action Council deems appropriate.

Attachments: (2) Design for (1) Hanging Sign and (1) Wall Mounted Sign
 Quotes for Signage



PROOF

13859 Smoketown Rd, Woodbridge VA 22192 * 703-491-4339

design@signarama-woodbridgeva.com



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File Name: 3932 OCCOQUAN TOWN HALL SIGN.fs

Date: 10/29/2014

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 Noble Endeavours, LLC
 13859 Smoketown Road
 Woodbridge VA 22192
 United States
 Phone: 571-402-7061
 Fax : 703-995-0288
 info@signarama-woodbridgeva.com
 for Quote : info@signarama-woodbridgeva.com
 www.signarama-woodbridgeva.com
 EIN # : 45-2794161



Quote 3932 - Historic Town Hall	Expiration Date : 11/28/2014
--	-------------------------------------

Quote for	Contact	Shipping/Install
Town Of Occoquan	Kirstyn Barr Phone : (703) 491-1918 x 2 Fax : (703) 491-4962 Email : kbarr@occoquanva.gov	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
3932	10/29/2014	Client Account Specialist info@signarama-woodbridgeva.com	Net 15		

Items

#	Item	Qty	Unit Price	Total	Tax
1	Historic Signage Includes : 1.0 REDWOOD HS - 20.61" x 22" x 1.5" - Single sided, sandblasted, painted & printed redwood w/ raised copy, border and logo panel. Price includes painting 2 stock one shot colors, printing full color directly to the material @ 1440 dpi, UV clear coat for added protection, custom shape cut, (2) 18" lengths of 1.5" aluminum angle for mounting.	1	\$1,130.85	\$1,130.85	\$0.00

Total

Sub Total	Setup	Total Tax	Final Price
\$1,130.85	\$15.00	\$0.00	\$1,145.85

Downpayment (50.0 %)	\$572.93
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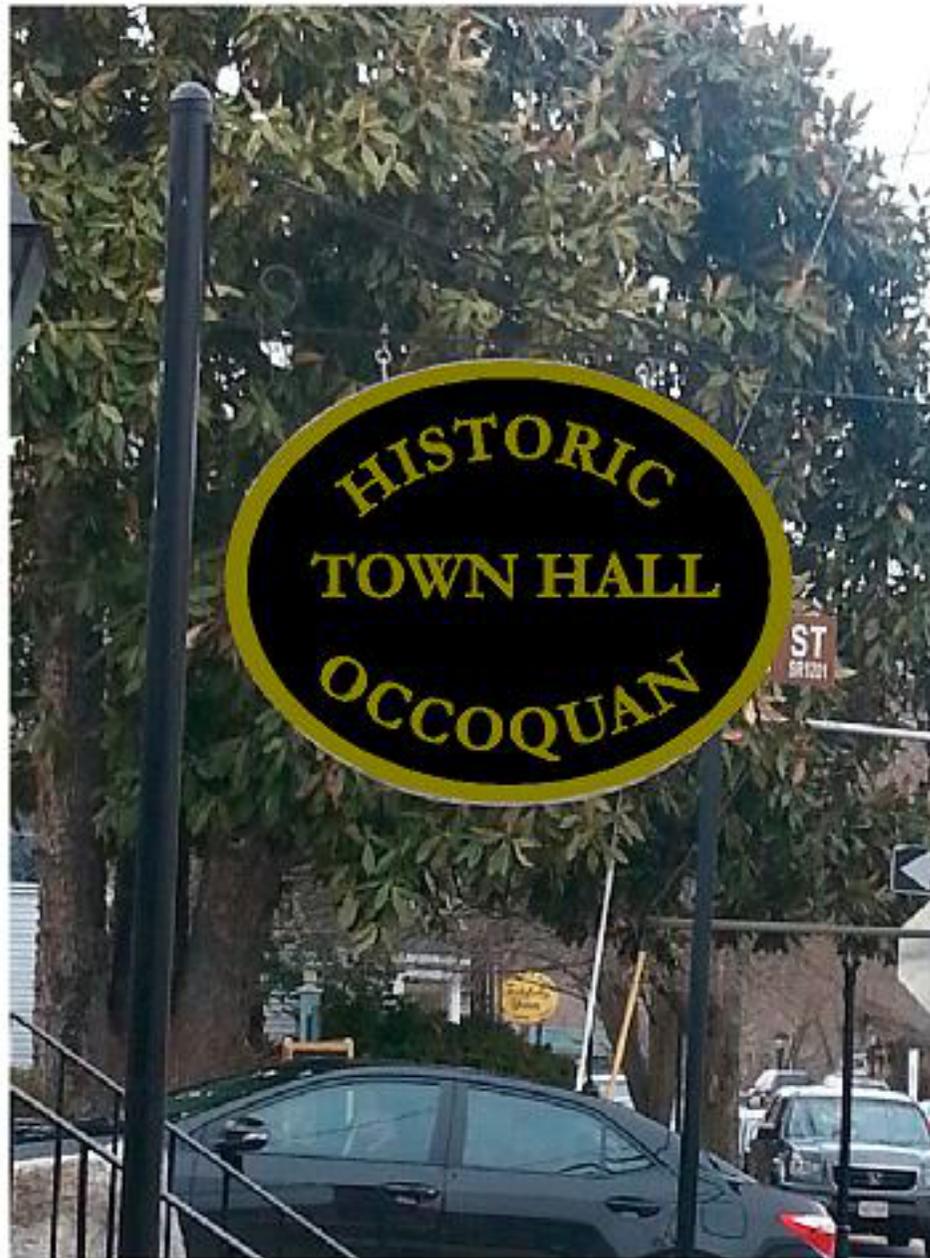
Terms And Conditions
 Invoices & Cancellation of Orders: Sign-A-Rama (Vendor) prepares your order according to your specifications. Therefore, prior to its commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is Solely Responsible for Proofreading Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work. You are solely responsible for the content of the proof once it has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you. Vendor's Liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval. Collection Procedures: Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. Customer's Acceptance of Work: Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed

for Town Of Occoquan

Signature	Date
------------------	-------------

We agree to your terms and conditions Please proceed with the order.



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design@signarama-woodbridgeva.com



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File Name: 3932 OCCOQUAN TOWN HALL SIGN.fs
Date: 12/10/2014
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 for Quote : info@signarama-woodbridgeva.com
 www.signarama-woodbridgeva.com
 EIN # : 45-2794161



Quote 4120 - Town Hall Street Sign	Expiration Date : 01/09/2015
---	-------------------------------------

Quote for	Contact	Shipping/Install
Town Of Occoquan	Kirstyn Barr Phone : (703) 491-1918 x 2 Fax : (703) 491-4962 Email : kbarr@occoquanva.gov	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
4120	12/10/2014	Client Account Specialist info@signarama-woodbridgeva.com	Net 15		

Items

#	Item	Qty	Unit Price	Total	Tax
1	Town Hall Street Sign Includes : 1.0 DaVinci Oval - Cedar 2 Sided Sign	1	\$480.00	\$480.00	\$0.00

Total

Sub Total	Setup	Total Tax (Tax Percentage)	Final Price
\$480.00	\$15.00	\$0.00(0.0%)	\$495.00

Downpayment (50.0 %)	\$247.50
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Terms And Conditions

Invoices & Cancellation of Orders: Sign-A-Rama (Vendor) prepares your order according to your specifications. Therefore, prior to it's commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is Solely Responsible for Proofreading Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work. You are solely responsible for the content of the proof once it has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you. Vendor's Liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval. Collection Procedures: Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. Customer's Acceptance of Work: Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed.

for Town Of Occoquan

Signature	Date
------------------	-------------

We agree to your terms and conditions Please proceed with the order.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: January 6, 2015
8 E: Request to Authorize Town Treasurer to Issue Refunds for Real Estate Tax Overpayments	

Explanation and Summary:

Several town residents qualify for and receive tax relief from Prince William County and as a result, are also eligible to receive tax relief from the Town.

During the billing process for the 2014 real estate taxes, it was found that several individuals had previously paid real estate taxes to the town when they should have received tax relief. In order to issue refunds for overpayment of real estate taxes, under the last sentence of Virginia Code § 58.1-3981 A., the Town Council may authorize the Town Treasurer to issue the necessary refunds up to \$2,500 per refund. Under Virginia Code § 58.1-3980, refunds for overpayment of real estate taxes can be issued no later than three years after the last day of the tax year for which such taxes were assessed, with proper documentation and proof of tax relief eligibility for the applicable year.

Real Estate tax relief for the current fiscal year has been applied to the Town's real estate tax billing in accordance with documentation for tax relief provided by Prince William County.

Town Treasurer's Recommendation: Recommend approval.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: TBD
Account: Real Estate Taxes

Proposed/Suggested Motion:

"I move to authorize the Town Treasurer to issue refunds for overpayment of real estate taxes based on tax relief program participation in accordance with Virginia Code § 58.1-3980."

OR

Other action Council deems appropriate

Attachments: None.