



OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, June 20, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian, and Joe McGuire
Staff: Christopher Coon, Town Clerk; Julie Little, Events Director; Bruce Reese, Town Engineer
Other: Angeline Crowder, Burns and McDonnell

1. Call to Order

Mayor Quist called the meeting to order at 7:01 p.m.

2. Regular Items

A. Craft Show Report

Ms. Little reported 35 merchants, 15 food vendors (5 are new), 37 commercial vendors (11 are new) and 133 crafters, (37 are new) registered for the spring craft show. She noted there were 250 vendors in the spring 2016 show, and she attributed the ten fewer vendors to the director position transition. She stated that she has plans to recruit new crafters for future shows. The final costs for the show is not available. The Town Treasurer will report the net revenue with the end of year report.

Councilmember Drakes inquired about indirect expenses. Mr. Coon explained that includes salary for the Events and Community Development Director's salary as well as the salary of the previous Director helping for several hours a week through the spring show.

Ms. Little stated that an after-action meeting was held with Town staff and Mayor Quist and discussed feedback from volunteers, vendors, and staff. Councilmember Drakes stated that he would like a more detailed set of rules for vendors. He stated that all vendors should be held to the same standards. He stated that there was a vendor that had a discrepancy with the rules and drove through the Craft Show during the event and put many people in danger. He wanted to ensure that the rules are enforced and more radios are provided to help address safety issues. Council also stated that they wanted the Commercial Sponsors to be moved off of Mill Street or out of the show entirely. They stated it may mean a loss of revenue upfront, but believed that more crafters would come.

B. Live Venues Legislation Discussion

Mayor Quist reported on this topic after discussion during a previous meeting. She also stated that Prince William County is in the process of updating their Live Venues Legislation. She wanted Town Council to review the legislation and see if

they believe the Town will need similar legislation. After discussion Town Council stated that they wanted to have the Town Attorney prepare something that would allow restaurants who have musicians come play regularly and not have to receive a permit. They also wanted to make events in which the host did not collect an entrance fee be exempt from receiving a permit. They also wanted to ensure that individuals applying for the Live Venue permit would have to have valid occupancy permits to ensure the Fire Marshall would be able to enforce any occupancy violations.

C. Zoning and Subdivision Draft

Ms. Crowder, Burns and McDonnell, presented a draft of the Zoning and Subdivision ordinances update. The Council had a long discussion on whether to proceed with changing zoning districts or implementing an overlay district to follow the Comprehensive Plan. Town Council directed Ms. Crowder to develop a Mixed Use overlay district and maintain current zoning districts. Ms. Crowder asked Council for their direction on several topics including vending machines, food trucks, holiday decorations, tiny houses, homestays, and maximum heights. All of the topics discussed will be included and presented in the Final Draft of the Zoning and Subdivision Update at the July 18, 2017 Town Council meeting.

D. Traffic/Parking Study Discussion

Mayor Quist reported that the Town received a scope of work for the Traffic and Parking Study. The cost could range from \$45,000 to \$70,000. The FY17 Budget has \$10,000 set aside for the study and FY18 Budget has \$15,000 set aside for community plan that could be utilized. Mayor Quist indicated that if Town Council and Staff helped with certain tasks then the Town could save nearly \$25,000. Mayor Quist stated that she will continue to work on refining the final cost for the scope of work and bring something to the Town Council meeting July 18, 2017 for a decision.

3. Adjournment

The meeting was adjourned at 9:20 p.m.

Christopher Coon
Town Clerk