

## Business License Renewals and BPOL Due March 1

The 2016 Business and Professional Occupational License (BPOL) renewals are due no later than March 1, 2016. Renewal notices will be sent during the first week in February to businesses currently holding a license with the Town. A penalty of 10% may be added if your *application* is received after March 1, and/or a 10% penalty will be added if your *payment* is received after May 31, 2016.

The business license fee is based on gross receipts for calendar year 2015. Tax rates are listed on the application, with a minimum tax of \$30.

Businesses operating out of homes within Occoquan are also required to obtain a business license and pay BPOL to the Town. For question, please contact the Town Clerk at (703) 491-1918 or visit [www.occoquanva.gov](http://www.occoquanva.gov) for more information.

## Reminder: Town Real Estate Taxes Due February

The 2015 Real Estate Taxes are due on February 15, 2016. If not paid by the due date, an 8% penalty will be assessed. Additionally, a 10% per annum interest charge begins to accrue on March 15, 2016. If you have questions regarding your taxes and pay out of escrow, please contact your mortgage company. If you do not utilize a mortgage company for escrow, please remit payment directly to the Town of Occoquan.

## OCOQUAN NEWSLETTER

[WWW.OCOQUANVA.GOV](http://WWW.OCOQUANVA.GOV) • [INFO@OCOQUANVA.GOV](mailto:INFO@OCOQUANVA.GOV)

### TOWN OF OCOQUAN

314 Mill Street  
P.O. Box 195  
Occoquan, VA 22125

CARRIER ROUTE  
OCOQUAN, VA 22125

Presort Standard  
U.S. Postage Paid  
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Permit No. 19

# OCOQUAN NEWSLETTER

VOLUME XXIII, ISSUE II

(703) 491-1918

FEBRUARY 2016

#### TOWN COUNCIL

Elizabeth A.C. Quist, Mayor  
Patrick A. Sivigny, Vice Mayor  
Tyler C. Brown  
J. Matthew Dawson  
Jim Drakes  
Joseph McGuire



#### TOWN HALL STAFF

Kirstyn Jovanovich, Town Manager  
Sheldon E. Levi, Chief of Police  
Abigail Breeding, CPA, Treasurer  
Bucky Brill, Maintenance Supervisor  
Krista Forcier, Craft Show Director

## Mayor's Letter

Last February, the Town Council formally adopted six goals that it would use to frame the FY16 budget discussions, as well as guide their policy decisions for the remaining 17 months of their two-year term. These six goals are:

Parking Issues  
Pedestrian Safety & Access  
Historic Preservation & Town Appearance  
Riverwalk Project  
Community Development & Programming  
Stormwater Management

As the Council begins its FY17 budget process, we again invite the public to attend and provide feedback over the course of its development. Public comment is heard at the start of each regular meeting (first Tuesday of each month), as well as during public hearings. Work sessions, held on the third Tuesday of each month, are exclusively for Council discussion and do not permit citizen's time. We welcome you to attend these meetings as we work towards another year of providing transparency in our policy development, financial planning and operations. The complete schedule for all meetings can be found on our website.

Also in February, we will receive the final report from Mike Chandler, with whom we contracted to provide an analysis of our current comprehensive plan, zoning and subdivision ordinances, as well as recommendations on updates to each. Incorporating public input, as well as the views of Town Staff, Boards and Commissions, the report is expected to guide the Planning Commission over the next few months in finalizing the updated comprehensive plan and presenting it for public hearing. This is not only an incredibly important process and working policy document for the Town of Occoquan, but a tremendous undertaking for our volunteer Planning Commission, and we are grateful for the diligence and dedication of its members.

*Elizabeth A.C. Quist*

## NOW HIRING

### Events and Community Development Director

The Town of Occoquan is now seeking qualified candidates for the position of Events and Community Development Director (Formerly: Craft Show Director). This position is responsible for coordinating and directing the semi-annual Arts and Crafts Shows, planning and implementing park and community programming, and supports the Town's business community. Part-time, 20 hours per week during core business hours M-F, 9 am to 5 pm, \$25,000 annually, some evenings and weekends. Employer paid life insurance, employer match Simple IRA. Submit cover letter and resume to the Town of Occoquan, Attn: Kirstyn Jovanovich, Town Manager, PO Box 195, Occoquan, VA 22125; 314 Mill Street, Occoquan, VA 22125; or [kjovanovich@occoquanva.gov](mailto:kjovanovich@occoquanva.gov). **Position closes February 21, 2016.** For more information, visit [www.occoquanva.gov](http://www.occoquanva.gov).

### Comprehensive Plan Update

The final report on the Comprehensive Plan Update will be presented on **Tuesday, February 16, 2016**, at 7:00 pm at Town Hall, 314 Mill Street. Since late last year, Town staff, Town Council and the Planning Commission have been working with the community, including members of the Town's Architectural Review Board and Board of Zoning Appeals, as well as local businesses, residents and property owners, to review and update the Town's Comprehensive Plan.

Town Council hired Mike Chandler, Director of Education for Virginia's Land Use Education Program, to assist the Town through this process. On February 16, Mr. Chandler will provide a detailed report to the Council and Planning Commission that contains recommendations and a roadmap to assist the Planning Commission in the physical update of the plan over the next several months. The recommendations contained within the report are based off of new State Code requirements, as well as community, Council and staff input obtained through a survey tool and several community meetings held late last year. As the Planning Commission moves through this process, community input will continue to be sought in an effort to ensure that the final Comprehensive Plan is representative of the community's needs into the future. For more information on the Town's Comprehensive Plan process or to view the current plan, visit [www.occoquanva.gov](http://www.occoquanva.gov).

*Thank You*

from the Town of Occoquan staff for your support and cooperation throughout the January blizzard! Learn about the Town's snow removal policies online at [www.occoquanva.gov](http://www.occoquanva.gov) and sign up for the *Occoquan Reader*, an e-newsletter that delivers timely updates to your inbox from the Town of Occoquan.

## February 2016

### Town Meetings and Events

*All meetings are held at Town Hall, 314 Mill Street, unless otherwise noted.*

**February 2: Town Council Meeting**  
7:00 pm, Regular Meeting, Town Hall

**February 9: Planning Commission**  
7:00 pm, Town Hall

**Architectural Review Board**  
7:30 pm, Town Hall

**February 13: 3rd Annual Occoquan Chocolate Walk**  
Historic Occoquan, 11 am – 4 pm

**February 15: Real Estate Taxes Due**

**February 15: President's Day**  
Town Hall Closed

**February 16: Town Council Meeting**  
7:00 pm, Work Session, Town Hall

**February 20: January 2015 Meals Taxes Due**

**March 1: Business License Renewal Applications Due**

### Town Council Actions: January 5, 2016

*The following items are extracts of recent Town Council actions and are not official meeting minutes. The most recent approved Town Council minutes and agendas are available online at [www.occoquanva.gov](http://www.occoquanva.gov). All votes are unanimous unless noted otherwise.*

- Approved the final site plan for 308 Commerce Street.
- Approved a license agreement to place a commercial dumpster and enclosure in the Town's right of way on Poplar Alley.
- Approved after-the-fact replacement of the water heater in Town Hall in the amount of \$3,475, including repairs to water damage caused by the failed water heater.
- Approved the purchase of 50 new traffic cones in an amount not to exceed \$1,225 using Public Safety Grant Funds.
- Approved the purchase of a used police vehicle for use by the auxiliary police officers from the Town of Quantico for \$1, and a not to exceed limit of \$2,500 from Public Safety Grant Funds for initial maintenance and vehicle marking costs.

### Trash and Recycling Collection Reminders

Please place refuse to the curb **no earlier than 4 pm** on Tuesdays, but **before 7 am on Wednesdays**, and remove your containers as quickly as possible after collection. Ensure there is a pedestrian path available at all times by not blocking public sidewalks and rights of way with refuse containers. **Do not place household refuse in/next to Town-owned trash receptacles.**