



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street  
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Occoquan, VA 22125  
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## Occoquan Town Council Town Council Meeting November 3, 2021 | 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. **Consent Agenda**
  - a. October 19, 2021, 2021 Meeting Minutes
  - b. Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2022
  - c. Request to Cancel November 16, 2021 Town Council Meeting
  - d. Request to Set Public Hearing Date for Amendments to Town Code § 157.304 (B)(12) Regarding Illuminated Signs
  - e. Request to Set Public Hearing Date for Amendments to Town Code § 157.121 to Permit Residential Use By-Right in One Story Buildings Fronting Commerce and Ellicott Streets in the B-1 Zoning District
  - f. Request to Set Public Hearing Date for Amendments Relating to Land Development Process
  - g. Request to Set Public Hearing Date for Comprehensive Plan Update
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
  - a. Administrative Report
  - b. Town Treasurer's Report
  - c. Town Attorney
9. **Regular Business**
10. **Closed Session**
11. **Adjournment**

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



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, October 19, 2021**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia (remotely), Cindy Fithian, Laurie Holloway and Eliot Perkins

**Absent:** None

**Staff:** Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police; Martin Crim, Town Attorney (remotely) and Michele White, Town Clerk

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:03 p.m. Due to personal reasons, Councilmember Bienia participate remotely from her home in accordance with Town ordinances.

**2. CITIZENS' TIME**

No one spoke at Citizens' Time.

**3. CONSENT AGENDA**

**a. October 5, 2021 Meeting Minutes**

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

**4. DISCUSSION ITEM**

**a. Property Maintenance Code Enforcement Discussion**

The Town Manager provided a brief presentation on the Virginia Maintenance Code (VMC) and enforcement options within the Town. Prince William County Neighborhood Services Division Chief Paul Lynch participated remotely to answer questions regarding the VMC and Prince William County's enforcement program.

Staff outlined the next steps regarding enforcement of the VMC within the Town's limits, which include: (1) maintaining status quo – non-enforcement of VMC; (2) requesting Prince William County to enforce the VMC within the Town's limit and pursuing that process; or (3) research an in-house VMC enforcement program.

Mayor Porta asked if the Council wanted to take enforcement beyond safety and structural integrity. No one indicated interest in taking VMC enforcement further than safety and structural integrity.

No direction was provided to staff at this time. The topic will be scheduled for a future Council meeting for continued discussion.

## 5. CLOSED SESSION

**Vice Mayor Loges moved to go into closed session to discuss the acquisition of real property for a public purpose as permitted by Virginia Code Section 2.2-3711 (A)(3) because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town, specifically the possible acquisition of property within the Town limits. Councilmember Fithian seconded the motion. The motion passed unanimously by voice vote.**

**The Council went into closed session at 7:43 p.m.**

**The Council came out of closed session at 8:57 p.m.**

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

**Ayes:** Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None

**Absent:** None

Mayor Porta stated that he is working with Town staff on "Occoquan Lights," an event he is organizing for the holiday season.

## 6. ADJOURNMENT

The meeting was adjourned at 9:03 p.m.

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Michele L. White, Town Clerk



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> November 3, 2021
<b>4B:</b> Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2022	

**Attachments:** a. Resolution R-2021-16

**Submitted by:** Kirstyn Jovanovich  
 Town Manager

**Explanation and Summary:**

This is a request to set the Town Council meeting schedule for the 2022 calendar year. The Town Code Section 31.015, Date and Time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m., or at such other times as may be fixed by resolution; provided at least one regular meeting per month shall be held as required by Section 16 of the Town Charter.

<b>First Tuesday Meeting Dates</b>	<b>Third Tuesday Meeting Dates</b>
Tuesday, January 4, 2022	Tuesday, January 18, 2022
Tuesday, February 1, 2022	Tuesday, February 15, 2022
Tuesday, March 1, 2022	Tuesday, March 15, 2022
Tuesday, April 5, 2022	Tuesday, April 19, 2022
Tuesday, May 3, 2022	Tuesday, May 17, 2022
Tuesday, June 7, 2022	Tuesday, June 21, 2022
<i>Not Scheduled</i>	Tuesday, July 19, 2022
Tuesday, August 2, 2022	<i>Not Scheduled</i>
Tuesday, September 6, 2022	Tuesday, September 20, 2022
Tuesday, October 4, 2022	Tuesday, October 18, 2022
Tuesday, November 1, 2022	<i>Not Scheduled</i>
Tuesday, December 6, 2022	<i>Not Scheduled</i>

Of note is only one meeting is scheduled for the months of July, August, November and December. Specifically, due to the Independence Day holiday, the July meeting will be held on the third Tuesday.

This is a request to adopt the attached Resolution R-2021-16.

**Town Holidays**

The Administrative Manual designates Town-observed holidays. Town offices will be closed on the following observed holidays in 2022:

January 17 - Martin Luther King, Jr. Day	October 10 - Indigenous Peoples' Day/Columbus Day
February 21 - Presidents' Day	November 8 - Election Day
May 30 - Memorial Day	November 11 - Veterans Day
June 20 - Juneteenth (Observed)	November 24, 25 - Thanksgiving Holiday
July 4 - Independence Day	December 23, 26 - Christmas Holiday (Observed)
September 5 - Labor Day	Staff Work Days: June 6 & September 26

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

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

**Cost and Financing:** N/A  
**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to approve Resolution R-2021-16."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION TO SET THE SCHEDULE OF  
REGULAR TOWN COUNCIL MEETINGS FOR CALENDAR YEAR 2022**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council adopts the following regular meeting schedule for calendar year 2022:

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
Tuesday, January 4, 2022	Tuesday, January 18, 2022
Tuesday, February 1, 2022	Tuesday, February 15, 2022
Tuesday, March 1, 2022	Tuesday, March 15, 2022
Tuesday, April 5, 2022	Tuesday, April 19, 2022
Tuesday, May 3, 2022	Tuesday, May 17, 2022
Tuesday, June 7, 2022	Tuesday, June 21, 2022
None	Tuesday, July 19, 2022
Tuesday, August 2, 2022	None
Tuesday, September 6, 2022	Tuesday, September 20, 2022
Tuesday, October 4, 2022	Tuesday, October 18, 2022
Tuesday, November 1, 2022	None
Tuesday, December 6, 2022	None

Adopted by the Town Council of the Town of Occoquan, Virginia this 3rd Day of November, 2021.

MOTION:

DATE: November 3, 2021  
Town Council Meeting

SECOND:

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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

\_\_\_\_\_  
Michele White, Town Clerk



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> November 3, 2021
<b>4C: Request to Cancel November 16, 2021 Town Council Meeting</b>	

**Attachments:** a. None

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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**Explanation and Summary:**

This is a request to cancel the scheduled Town Council meeting of November 16, 2021. No items are currently scheduled for this date.

**Town Staff Recommendation:** Recommend cancelation of the second November meeting.

**Cost and Financing:** None

**Account Number:** None

**Proposed/Suggested Motion:**

"I move to cancel the November 16, 2021 Town Council meeting."

OR

Other action Council deems appropriate.



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> November 3, 2021
<b>4D: Request to Set Public Hearing Date for Amendments to Town Code § 157.304 (B)(12) Regarding Illuminated Signs</b>	

**Attachments:** a. Draft Ordinance

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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**Explanation and Summary:**

During their October 5, 2021 meeting, the Town Council referred a zoning text amendment to the Planning Commission to Town Code § 157.304 (B) (12) regarding illuminated signs. The proposed draft Ordinance is attached.

Staff is recommending this zoning text amendment in order to clarify the allowance of indirect lighting for signage, while continuing to prohibit internally lighted signage, with some exceptions.

During their October 27, 2021 meeting, the Planning Commission reviewed the draft ordinance and set a public hearing date for the Planning Commission on Tuesday, November 16, 2021, at 6:30 p.m.

This is a request to set a public hearing date for amendments to Town Code § 157.304 (B)(12) regarding illuminated signs for the Town Council for Tuesday, December 7, 2021, at 7:00 p.m.

**Staff Recommendation:** Recommend setting a public hearing date for the draft ordinance as presented.

**Proposed/Suggested Motion:**

"I move to set a public hearing date of Tuesday, December 7, 2021, on the draft ordinance."

OR

Other action Council deems appropriate.

**ORDINANCE # O-2021-XX**

**AN ORDINANCE TO AMEND TOWN CODE § 157.304 (B)(12)  
REGARDING ILLUMINATED SIGNS**

**WHEREAS**, the Town Zoning Code contains various provisions governing indirect lighting of signs and permitting backlit signs; and

**WHEREAS**, Town Code § 157.304 (B)(12) prohibits illuminated signs, except for box signs; and

**WHEREAS**, the definition of “illuminated sign” currently reads “A sign that is backlit, internally lighted, or indirectly lighted, but does not include a neon sign”; and

**WHEREAS**, the Town Planning Commission and Town Council wish to eliminate the inconsistency in the Town Zoning Ordinance by eliminating the prohibition of illuminated signs and replacing it with a prohibition on internally lighted signs except for box signs (which may be internally lighted under Town Code § 157.307 (B)) and marquees (which may be internally lighted under Town Code § 157.321 (table)).

**NOW, THEREFORE, BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in \_\_\_\_\_ session this \_\_\_ day of \_\_\_\_\_, 2021:

1. That the Town Council hereby amends Town Code § 157.304 (B)(12) as follows:

**§ 157.304 PROHIBITED SIGNS.**

In addition to signs prohibited elsewhere in this code or by applicable state or federal law, the following signs are prohibited.

(A) General prohibitions. General prohibitions include:

- (1) Signs that violate any law of the state relating to outdoor advertising;
- (2) Signs attached to natural vegetation;
- (3) Signs simulating, or which are likely to be confused with, a traffic control sign or any other sign displayed by a public authority. Any such sign is subject to immediate removal and disposal by an authorized town official as a nuisance;
- (4) Vehicle or trailer signs;

- (5) Freestanding signs more than 15 feet in height;
- (6) Vending machines within the Old and Historic Occoquan District that are outside of a wholly enclosed structure; and
- (7) Any sign displayed without complying with all applicable regulations of this chapter.

(B) Prohibitions based on materials. Prohibitions based on materials include:

- (1) Signs painted directly on a building, driveway, or road, except where expressly permitted by this chapter;
- (2) Animated signs;
- (3) Flashing signs;
- (4) Non-white colored signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows, or wall edges of any building, except during the period October 15 through February 15;
- (5) Signs that emit smoke, flame, scent, mist, aerosol, liquid, or gas;
- (6) Signs that emit sound;
- (7) Any electronic sign that is generated by a series of moving images, such as a TV, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit;
- (8) Strings of flags (two or more connected together) visible from, and within 50 feet of, any public right-of-way;
- (9) Pole signs less than six feet in height;
- (10) Feather signs;
- (11) Inflatable signs;
- (12) ~~Illuminated~~ Internally lighted signs, except for marquees and box signs; and
- (13) Neon signs.

(C) Prohibitions based on location. Prohibitions based on location include:

- (1) Off-premises signs;
- (2) Signs erected on public land other than those approved by an authorized town official in writing, required by law without such approval, or permitted under VA Code § 24.2-310 E. Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign;
- (3) Signs on the roof surface or extending above the roofline of a building or its parapet wall;
- (4) Any sign which obstructs visibility for motorists or pedestrians at an intersection;
- (5) Window signs whose aggregate area on a window or door exceed 25% of the total area of the window or door; and
- (6) Commercial signs are not permitted as yard signs in business districts.

2. That this ordinance is effective upon passage.

PASSED AND ADOPTED by the Town Council of the Town of Occoquan on this \_\_\_\_ day of \_\_\_\_, 2021.

**BY ORDER OF THE TOWN COUNCIL**

**MEETING DATE:**

**Town Council Meeting**

**Ord. No. O-2021-XX**

**RE: An Ordinance to Amend Town Code § 157.304 (B)(12) Regarding Illuminated Signs**

**MOTION:**

**SECOND:**

**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**  
**Absent from Meeting:**

CERTIFIED COPY \_\_\_\_\_

**Town Clerk**



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> November 3, 2021
<b>4E:</b> Request to Set Public Hearing Date for Amendments to Town Code § 157.121 to Permit Residential Use By-Right in One Story Buildings Fronting Commerce and Ellicott Streets in the B-1 Zoning District	

**Attachments:** a. Draft Ordinance

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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

During their October 5, 2021 meeting, the Town Council referred a zoning text amendment to the Planning Commission relating to permitting residential use by-right in one story buildings fronting Commerce and Ellicott Streets in the B-1 zoning district.

During their October 27, 2021 meeting, the Planning Commission reviewed the ordinance and set a public hearing date on the draft ordinance for the Planning Commission on Tuesday, November 16, 2021, at 6:30 p.m.

This is a request to set a public hearing date for amendments to the Town Code to permit residential use by-right in one story buildings fronting Commerce and Ellicott Streets in the B-1 zoning district for the Town Council for Tuesday, December 7, 2021, at 7:00 p.m.

#### **Background**

In September 2017, the Town Code was updated to only allow residential use in the B-1 zoning district by special exception permit approved by the Town Council. This change was made to preserve sufficient real estate for a thriving commercial district by preventing conversion of commercial properties to residential use and encourage mixed uses within the district. The Town Code further specifies that general residential uses in the B-1 may not occupy the floor of the building that is adjacent to the primary street and/or sidewalk.

This zoning text amendment request is in response to concerns expressed by some property owners who own properties outside of the central business corridor, but within the B1, that are one-story structures. As one-story dwellings, the properties are not situated for mixed-use and would not be eligible for a special use permit for residential use since the residential use would be adjacent to the primary street and/or sidewalk.

This zoning text amendment would allow for one-story properties fronting Commerce Street and Ellicott Street only to be used as residential, commercial or mixed-use properties by-right. All other properties located within the B-1 would still require a special use permit for residential use regardless of structure type.

At this time, four properties located on Ellicott and Commerce Streets are single story properties.

**Staff Recommendation:** Recommend setting a public hearing date for the draft ordinance as presented.

**Proposed/Suggested Motion:**

“I move to set a public hearing date of Tuesday, December 7, 2021, on the draft ordinance.”

OR

Other action Council deems appropriate.

**ORDINANCE # O-2021-\_\_\_\_\_**

**AN ORDINANCE TO PERMIT RESIDENTIAL USE BY-RIGHT IN ONE STORY BUILDINGS FRONTING COMMERCE AND ELLICOTT STREETS IN THE B-1 ZONING DISTRICT**

**WHEREAS**, Town Code § 157.121 (B)(4) allows residential uses in the B-1 district only by special exception and only on floors above street/sidewalk level; and

**WHEREAS**, a small number of buildings in the B-1 district have one story and many of those were built for residential use or have been primarily used for residential purposes over their histories; and

**WHEREAS**, the intent of Council in requiring a special exception for residential use in the B-1 district was to preserve sufficient real estate for a thriving commercial district by preventing conversion of commercial properties to residential use; and

**WHEREAS**, the use of one story buildings for residential purposes away from the commercial heart of the Town does not pose the same risk of losing prime commercial locations as would be posed by residential use of taller buildings or buildings in the commercial heart of the Town.

**NOW, THEREFORE, BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in \_\_\_\_\_ session this \_\_\_ day of \_\_\_\_\_, 2021:

1. That the Town Council hereby amends Town Code § 157.121 as follows:

**§ 157.121 USES PERMITTED.**

Structures to be maintained or erected, or land to be used, shall be restricted to one or more of the following uses.

(A) Uses permitted by right. Uses permitted by right are as follows:

- (1) Home appliance services;
- (2) Bakeries;
- (3) Banks;
- (4) Barbershops and beauty shops;
- (5) Bed and breakfasts;
- (6) Clubs and lodges;
- (7) Drugstores;
- (8) Festivals, town sponsored;
- (9) Hotels;
- (10) Laundry facilities;
- (11) Libraries;
- (12) Machinery sales and service;
- (13) Medical uses;

- (14) Office buildings;
- (15) Places of assembly with less than 25 seats, as an accessory to the principal use;
- (16) Plumbing and electrical supply stores (with storage under cover);
- (17) Public utilities, including poles, lines, distribution transformers, pipes, meters or other facilities necessary for the provision and maintenance of public utilities, including water and sewerage facilities;
- (18) Restaurants, eating places;
- (19) Retail food stores;
- (20) Retail stores;
- (21) Temporary seasonal display, subject to the following conditions: display must be accessory to the principal use of the property; and display may not be present for more than 45 days;
- (22) Waterfront business activities: wholesale and retail marine, such as boat docks, piers, small boat docks, yacht clubs and marine servicing facilities; dock and areas for receipt, storage, and transshipment of waterborne commerce; and recreational activities, primarily conducted on or about a waterfront. All such uses shall be contiguous to a waterfront; and
- (23) Detached single-family dwelling in a one-story building that fronts on Commerce Street or Ellicott Street.

- (B) Uses permitted by special exception permit approved by Town Council. Uses permitted by special exception permit approved by Town Council are as follows:
  - (1) Auto services;
  - (2) Child care facilities;
  - (3) Funeral homes;
  - (4) General residential uses, subject to the following condition: residential uses may not occupy the floor of the building that is adjacent to the primary street and/or sidewalk;
  - (5) Lumber and building supply stores (with storage under cover);
  - (6) Places of assembly; and
  - (7) Wholesale businesses.

2. That this ordinance is effective upon passage.

PASSED AND ADOPTED by the Town Council of the Town of Occoquan on this \_\_\_\_ day of \_\_\_\_, 2021.

**BY ORDER OF THE TOWN COUNCIL**

**MEETING DATE:  
Town Council Meeting  
Ord. No. O-2021-XX**

**RE: An Ordinance to Permit Residential Use By-Right in One Story Buildings Fronting  
Commerce and Ellicott Streets in the B-1 Zoning District**

**MOTION:**

**SECOND:**

**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY**\_\_\_\_\_

**Town Clerk**



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> November 3, 2021
<b>4F:</b> Request to set Public Hearing Date for Zoning Text Amendments Relating to Land Development Process	

**Attachments:** a. Draft Ordinance

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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

During their September 7, 2021 meeting, the Town Council referred a zoning text amendment to the Planning Commission relating to the land development process.

During their September 29, 2021 meeting, the Planning Commission reviewed the draft ordinance and made two changes:

- Replaced “XXX” under § 155.003 (B) with “625 square feet”; and
- Replaced “XXX” under new section § 155.006 (A) with “625 square feet”.

During their October 27, 2021 meeting, the Planning Commission set a public hearing date on the draft ordinance for the Planning Commission on Tuesday, November 16, 2021, at 6:30 p.m.

This is a request to set a public hearing date for amendments to Town Code relating to the land development process for the Town Council for Tuesday, December 7, 2021, at 7:00 p.m.

#### **Background**

Currently, the Town’s ordinances require Town Council approval of site plans and subdivision plats and puts the responsibility for review of compliance with the Town Code on the Planning Commission. In addition, the current Town ordinances require a site plan for any use or development within the R-1, R-2 and B-1 zoning districts, which requires an engineer-signed plan even for minor changes to existing buildings and uses. As legally, such approval is a ministerial act as opposed to being a discretionary or policy-level decision, Staff is recommending changes to these Chapters to make the site plan and subdivision processes administrative.

These proposed changes will assist in streamlining the site plan and subdivision processes for residents and property owners and relieve the administrative and cost burden on residents and property owners for minor changes to their property.

Approval of Special Use Permits will remain with the Planning Commission and Town Council.

**Staff Recommendation:** Recommend setting a public hearing date for the draft ordinance as presented.

**Proposed/Suggested Motion:**

"I move to set a public hearing date of Tuesday, December 7, 2021, on the draft ordinance."

OR

Other action Council deems appropriate.

**ORDINANCE # O-2021-\_\_\_\_\_**

**AN ORDINANCE TO AMEND §§ 155.003, 155.025, 155.040, 155.041, 155.043, 155.044, 155.045, 155.046, 155.061, 155.062, 156.001, 156.003, 156.015, 156.030, 156.032, 156.049, 156.066, 156.068, 156.084, AND 156.085 OF THE TOWN CODE TO ADD A SECTION NUMBERED 155.006, AND TO REPEAL SECTIONS 155.042 AND 155.063, GENERALLY RELATING TO LAND DISTURBANCE, SITE PLAN, AND SUBDIVISION PLAT REQUIREMENTS AND APPROVAL**

**WHEREAS**, Current Town Code requires a site plan for any use or development in the B-1 District, regardless of impact, which presents an unnecessary administrative burden on property owners, and

**WHEREAS**, Current Town Code requires Council approval for all site plans, even though review of site plans is, by state law, a ministerial act and largely non-discretionary;

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in \_\_\_\_\_ session this \_\_\_ day of \_\_\_\_\_, 2021:

1. That the Town Council hereby amends Town Code §§ 155.003, 155.025, 155.040, 155.041, 155.043, 155.044, 155.045, 155.046, 155.061, 155.062, 156.001, 156.003, 156.015, 156.030, 156.032, 156.049, 156.066, 156.068, 156.084, and 156.085 as follows:

**CHAPTER 155. SITE PLAN**

**§ 155.003 DEVELOPMENT OF LAND USE REQUIRING SITE PLAN.**

Except as provided in Section 155.006, A a site plan is required and shall be submitted for approval of:

(A) Any use or development in the B-1 District; Any development that involves the provision of public improvements, such as curbs, parking, water, sewer and stormwater facilities;

(B) Any land use or development in the R-2 District, in any residential planned community division, or the R-1 District; Any improvements involving land disturbance over 625 square feet in area;

(C) Churches, schools, hospitals, and nursing homes; Any additions to existing multifamily, commercial or industrial buildings and uses in excess of 10% of the sum of all gross horizontal areas under a roof or roofs, measured from the exterior faces of walls or from the center-line of party walls, excluding elevator and stair bulkheads, multi-story atriums and similar volumetric construction, not involving floor space;

~~(D) Any exterior addition or change in any existing residential use or development when changing the residential use to commercial, industrial, or institutional use; Any addition to a Place of Assembly as defined in Town Code § 157.008; and~~

~~(E) Any land use or development for which a special use permit (except signs) is required.; except single trailers, and signs.~~

**§ 155.025 NUMBER AND SIZE OF SHEETS; NUMBER OF COPIES.**

(A) A site plan may be prepared in one or more sheets to show clearly the information required by this Chapter 155 and to facilitate review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join.

(B) The sheets to be used shall be 24 inches by 36 inches, or any multiple thereof.

~~(C) The applicant shall submit a full set of the site plan in a computer file format acceptable to the Town along with two clearly legible blue or black line copies (four administrative, plus Planning Commission members) of a site plan, prepared in accordance with the requirements of this chapter 155, are required to be submitted for approval, as provided in this chapter.~~

**§ 155.040 SUBMISSION OF SITE PLAN.**

~~The required number of copies of the site plan, preliminary or final, shall be filed with the Town Engineer or designee.~~Planning Commission~~ The filing of the plan, signed by the applicant or his or her agent, shall constitute the application for approval. The plan shall be accompanied by a receipt from the Town Treasurer evidencing the payment of all site plan fees, as prescribed by the Town Council for the examination and approval of site plans.~~

**~~§ 155.041 RESPONSIBILITY OF THE PLANNING COMMISSION  
GENERALLY~~REVIEW OF SITE PLAN.**

~~The Town Engineer, assisted by other staff, applicable state agencies, and applicable public authorities, shall review each site plan application for compliance with state code, the Town Comprehensive Plan, and Town ordinances and for consistency with development standards that promote and protect public health, safety, and welfare. Where Town ordinances do not explicitly provide a standard for development, the Town Engineer shall be guided by the applicable provisions of the Prince William County Design and Construction Standards Manual as in effect on the date of the application. The Town Engineer is responsible for forwarding the site plan to state agencies or other public authorities as necessary and for compliance with the time limitations for review under Virginia law. The Planning Commission is responsible for checking the site plan for general completeness and compliance with the adopted plans or such administrative requirements as may be established prior to routing copies to reviewing agencies or officials. It shall see that all examination and review of the site plan are completed by the approving authorities. The Planning Commission shall recommend approval or disapproval of the site plan to the Town Council, in accordance with reviewing authorities' recommendations. It shall then return to the applicant two copies of the site plan, together with modifications, noting~~

any changes that will be required. Such return to the applicant shall be made not later than 45 days from the date of submission, except under abnormal circumstances.

**§ 155.043 PERIOD OF VALIDITY OF APPROVED SITE PLAN.**

An approved preliminary site plan shall become null and void if the final site plan is not submitted to the ~~Planning Commission~~ Town Engineer within six months from the date of approval of the preliminary plan. An approved final site plan shall be valid for a period of five years from the date of approval thereof. A site plan shall be deemed final once it has been reviewed and approved by the ~~Council~~ Town Engineer if the only requirement remaining to be satisfied in order to obtain a building permit is the posting of any bonds and escrows. Construction or development may begin upon approval by ~~Council~~ the Town Engineer of the final site plan, upon payment of site plan fees and acquisition of construction permits. The ~~Planning Commission~~ Town Engineer may grant a single one-time, six-month extension, upon written request of the applicant, made at least 30 days before the expiration of the approved site plan.

**§ 155.044 MINOR ADJUSTMENTS OF APPROVED SITE PLAN; EFFECT OF DEVIATIONS FROM APPROVED SITE PLAN.**

After a site plan has been approved by the ~~Town Council~~ Town Engineer, minor adjustments of the site plan, which comply with the spirit of this section and other provisions of this ~~subchapter~~ Chapter 155, with the intent of the approving bodies in their approval of site plans, and with the general purpose of the master plan for development of the area, may be approved by the ~~Planning Commission~~ Town Engineer, with concurrence of the reviewing authorities concerned. ~~Deviation from an approved site plan without the written approval of the Planning Commission shall void the plan, and the Planning Commission shall require the applicant to submit a new site plan for consideration. Any such minor adjustment must be in writing signed by the Town Engineer to be effective. No such minor adjustment shall be granted that has the effect of a zoning variance.~~

**§ 155.045 MAJOR REVISIONS OF APPROVED SITE PLAN; WAIVER OF REQUIREMENTS OF SUBCHAPTER CHAPTER 155.**

Application for approval of any major revision of an approved site plan may be made in the same manner as for approval of an original site plan; and any requirement of ~~this subchapter~~ Chapter 155 may be waived by the ~~Town Council~~ Town Engineer in specific cases where such requirement is found to be unreasonable in terms of burden on the developer in relation to the public benefit and where such waiver will not be adverse to the purposes of ~~this subchapter~~ Chapter 155. Any such waiver shall be made in writing supported by an analysis of the private burden and public benefit involved and the substitute, if any, proposed in place of the waived requirement. No such waiver shall be granted that has the effect of a zoning variance.

**§ 155.046 EXTENSION OF SITE PLAN APPROVALS TO ADDRESS HOUSING CRISIS.**

(A) Any valid final site plan outstanding as of January 1, 2009, shall remain valid until July 1,

~~2014, or such later date provided for by the terms of the town's approval, local ordinance, resolution, or regulation, or for a longer period as agreed to by the Town Council by express action and recorded roll call vote. Any other plan or permit associated with such site plan extended by this section shall likewise be extended for the same time period.~~

~~(B)~~ The extension of site plan validity provided under state law to address the housing crisis ~~in division (A) above~~ shall not be effective unless any performance bonds and agreements or other financial guarantees of completion of public improvements in or associated with the proposed development are continued in force.

#### **§ 155.061 ~~CONSTRUCTION REQUIREMENTS~~ INSPECTION OF IMPROVEMENTS.**

~~The construction standards for off site improvements and on site improvements, required by this chapter, shall conform to the design and construction standards of the town. The Planning Commission or its agents shall approve the plans and specifications for all required improvements, and The Town Engineer and applicable state or local agencies shall inspect the installation of such improvements shown on the approved final site plan to assure conformity to the plan. Such inspection and approval of the improvements is required for bond release.~~

#### **§ 155.062 AGREEMENT AS TO CONSTRUCTION.**

Prior to approval of the final site plan, the applicant shall execute an agreement to construct such required improvements as are located within public rights-of-way or easements or such as are connected to any public facility, and shall file a performance bond with surety acceptable to the town in the amount of the estimated costs of the required improvements, ~~as determined by the Planning Commission.~~

### **CHAPTER 156. SUBDIVISIONS**

#### **§ 156.001 DEFINITIONS.**

[The following definition is modified as shown; the remainder of the section is unchanged by this ordinance]

**AGENT.** The representative of the ~~Planning Commission~~ Town who has been appointed to serve the ~~Commission~~ Town Council in the processing, reviewing, and approving of preliminary subdivision plats.

#### **§ 156.003 EXCEPTION.**

(A) Where the subdivider can show that a provision of these standards would cause unnecessary hardship if strictly adhered to, and where, because of topographical or other conditions peculiar to the site, and where, in the opinion of the agent, an exception may be made without destroying the intent of such provisions, the agent, ~~with approval of the Council,~~ may authorize an exception.

(B) (1) Any exception to be authorized shall be stated, in writing, by the agent, with the reasoning upon which the exception is justified, and shall be noted on the plat.

(2) No exception to this Chapter 156 may be granted if it is opposed, in writing, by ~~the highway engineer or health official~~ Virginia Department of Transportation or the Virginia Department of Health.

#### **§ 156.015 APPOINTED.**

The agent appointed by the Town Council is delegated the responsibility and authority to oversee administration of this Chapter 156 and shall have the responsibility of approving or denying ~~the preliminary~~ plats.

#### **§ 156.030 PLATTING REQUIRED.**

Any owner or developer of any tract of land situated within the town who subdivides a parcel of land shall prepare a plat of such subdivision, in accordance with the provisions of this Chapter 156, and shall record the plat in the office of the Clerk of the Court. No such subdivision plat shall be recorded unless it has been ~~submitted to~~ approved by the agent, ~~approved, and certified by the Planning Commission~~ in accordance with the regulations set forth in this Chapter 156.

#### **§ 156.032 APPEALS.**

If a final plat of a subdivision is denied by ~~Planning Commission~~ the agent, the subdivider may appeal the decision of the ~~Planning Commission~~ agent to the Circuit Court of the county. If a preliminary plat has been denied by the agent, the subdivider may appeal the decision of the agent to the Planning Commission.

#### **§ 156.049 CHANGES.**

No change, erasure, or revision shall be made on any subdivision plat intended for recording, nor on accompanying data sheets, after the written approval of the ~~Planning Commission~~ agent on the plat or sheets, unless written authorization for such change has been granted by the agent ~~Planning Commission.~~

#### **§ 156.066 SUITABLE LAND.**

The ~~Planning Commission~~ agent may not approve the subdivision of land if it has been determined that, from adequate investigations conducted by all public agencies concerned and in the best interest of the public, the site is not suitable for the platting and development purposes being proposed. The ~~Planning Commission~~ agent may require the subdivider to furnish topographic maps, floodplain profile elevation information, or other relevant information.

#### **§ 156.068 IMPROVEMENTS.**

(A) *Cost of required improvements.* All required improvements shall be installed by the subdivider at his or her cost. Specifications that have been established either by the State Department of Transportation (VDOT) for streets or town regulations, ordinances, and codes

shall be followed. The subdivider's bond shall not be released until all construction has been completed and approved by the Town Engineer or appropriate official. All improvements shall be in accordance with the requirements of this section.

(B) *Construction of public streets.* All public streets in the proposed subdivision shall be designed and constructed in accordance with the standards set by VDOT for acceptance into the state secondary road system, and at no cost to the town.

(1) *Alignment and layout.*

(a) The arrangement of streets in new subdivisions shall make provision for the continuation of existing streets in adjoining areas and proposed streets, as shown on the approved site plan. The street arrangement must cause no unnecessary hardship to owners of adjoining property when seeking convenient access to their property.

(b) Where, in the opinion of the agent, it is desirable to provide for street access to adjoining properties, the right-of-way of the proposed streets shall be extended to the boundary line of such properties.

(c) Half streets along the boundary of land proposed for subdivision shall not be permitted; ~~unless approved by Town Council.~~

(d) Wherever possible, streets shall intersect at right angles. In all hillside areas, streets running with contours shall be required to meet the intersecting streets at angles of not less than 60 degrees unless approved by the agent upon recommendation of the highway engineer.

(2) *Alleys in new subdivisions.* Use of alleys in new subdivisions is not permitted.

(3) *Private streets.*

(a) Private streets shall not be allowed in any new subdivisions; except that townhouse, multifamily, and apartment projects may have access to a publicly maintained road via a private street, provided that it meets the appropriate design standards as approved by the ~~Planning Commission of the town regulations~~ Town Engineer. In no case shall there be reserve strips.

(b) Private streets shall be platted such that all lot owners are assured perpetual right of access to a publicly maintained street. The final plat shall note each private street as "privately owned and privately maintained by the lot owner(s)". The final plat shall also provide an adequate easement for ingress, egress, maintenance of utilities, and public agencies, including police and fire departments.

(c) Private streets shall be constructed of minimum pavement design of six-inch 21A subgrade and two-inch SM-2A asphalt surface, or other such road section approved by the Town Engineer. Dead-end streets or cul-de-sacs shall be terminated with a turnaround approved by the Town Engineer.

(4) *Names.*

(a) Proposed streets that are obviously in alignment with other existing and named streets shall bear the names of the duplicate existing street names, regardless of the use of the suffixes "street", "avenue", "boulevard", "road", "driveway", "place", "lane", or "court".

(b) Street names shall be indicated on the preliminary and final plats and shall be approved by the Council.

(c) Names of existing streets shall not be changed, except by approval of the Town Council.

(d) Street names shall be approved by County GIS for full use in the 9-1-1 system.

(5) *Identification signs.* Street identification signs shall be readable from either side, of a design

approved by the Town Council, and installed at all intersections by the subdivider.

(C) *Monuments.*

(1) *Installation.* All monuments shall be installed by the subdivider and shall meet the minimum specifications described in this division (C). Upon completion of subdivision streets, sewers, and other improvements, the subdivider shall make certain that all required monuments are clearly visible for inspection and use. Such monuments shall be inspected and approved before an occupancy permit is issued by the Building Official.

(2) *Location.* All lot corners shall be marked with iron pipe not less than three-fourths inch in diameter and 18 inches long, and driven so as to be flush with the finished grade.

(D) *Water facilities.* Public water service shall be extended by the subdivider to all lots within a subdivision, in accordance with the approved site plan.

(E) *Sewerage facilities.* Public sewerage facilities shall be extended by the subdivider to all lots within a subdivision, and septic tanks will not be permitted. The subdivider shall provide each lot with a satisfactory and sanitary means of sewage collection and disposal in accordance with the approved site plan.

(F) *Storm drainage facilities.* The subdivider shall provide all necessary information needed to determine what drainage improvements are necessary to develop such property. The subdivider shall install the approved storm drainage facilities in accordance with the approved site plan.

(G) *Fire protection.* Fire hydrants shall be required in a subdivision at locations approved by the agent, provided adequate public water is available. The location and design of the fire hydrants shall meet the American Insurance Association's specifications and be in accordance with the approved site plan.

(H) *Easements.* The ~~Planning Commission~~ agent may require the subdivider to provide easements through adjoining property. The width of easement provided for drainage, water, sewer, power lines, and other utilities in the subdivision shall be determined by the ~~Planning Commission~~ agent.

(I) *Plans and specifications.* Six blue or black line prints of the plans and specifications, for all required physical improvements to be installed, shall be prepared by an engineer or land surveyor and shall be submitted with the final plat to the agent for approval within 30 days. If approved, one copy, bearing certification of such approval, shall be returned to the subdivider. If denied, all papers, except for one copy, shall be returned to the subdivider, with written reason(s) for denial.

(J) *Bonding.*

(1) *Performance bond.*

(a) The subdivider shall furnish a cash bond or equivalent, a surety bond of a surety company, or a certified check, payable to the town, in an amount equal to the total cost of the public improvements determined by the ~~Council~~ agent using the most recent county unit price list. Such bond or check shall guarantee that the improvements will be installed within a

reasonable length of time in a manner acceptable to the ~~Council~~ agent. The bond or check shall accompany the final plat. When construction has been completed, approved, and accepted on sections of the required improvements, the ~~Council~~ agent may release the bond submitted for the amount of the entire required improvements or a portion thereof leaving an amount adequate to cover the entire cost of the improvements yet to be constructed, approved, and accepted.

(b) Occupancy permits shall not be issued until all proposed public and private improvements on a site plan are completed; however, the Zoning Administrator shall have the authority, in his or her discretion and in appropriate cases, to accept a completion bond in a satisfactory amount to ensure completion of public or private improvements in lieu of actual completion where the Zoning Administrator finds that a completion bond adequately protects future owners.

(2) *Maintenance bond.* The subdivider shall be required to file a maintenance bond with the town in an amount considered adequate and in a form satisfactory to the town, in order to assure the satisfactory condition of the required landscape improvements, for a period of one year after the date of their acceptance. ~~by the Town Council.~~

(3) *Phased development.* If development is projected over a period of years, the ~~Planning Commission~~ agent may authorize submission of final plats by section or phase of development, subject to requirements or guarantees for improvements in future sections or phases of development essential for the protection of any approved section of development.

(4) *Absence of bond.* In the absence of a performance bond or check, no final plat shall be approved or recorded until the required improvements have been installed and approved by the agent or his or her authorized representative.

(5) *Final as-built drawings.* Final as-built drawings, showing all subsurface utility conditions, shall be provided prior to release of the performance bond. Three certified reproducible copy shall be provided to the agent, with accompanying letter certifying accuracy, submitted in sufficient time to permit review prior to release of performance bond.

(K) *Sidewalks.* Sidewalks shall be constructed in all subdivisions in accordance with the specifications of VDOT.

(L) *Curb and gutter.* Where deemed necessary by ~~the agent the Planning Commission~~, curbs and gutters shall be installed in accordance with the standards and specifications of the Town Engineer and VDOT.

#### **§ 156.084 APPROVAL OF FINAL PLAT.**

The completed plat shall be submitted to the ~~Planning Commission~~ agent for approval. The plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this Chapter 156 and has made satisfactory arrangements for performance bond, cash, or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of the town. Upon the approval by the

~~Planning Commission~~agent, the plat will be signed by the ~~Planning Commission~~ or its agent, marked “approved”, and returned to the subdivider, who will cause the plat to be recorded in the Clerk’s office of the Circuit Court of the county. No plat shall be recorded until approval has been made. If the plat submission is denied, the ~~Planning Commission~~ agent will return the plat to the subdivider, indicating corrections to be made by the subdivider.

**§ 156.085 EXTENSION OF SUBDIVISION PLAT APPROVALS TO ADDRESS HOUSING CRISIS.**

~~Provisions for extension of zoning approvals shall be in conformance with VA Code § 15.2-2209.1.~~ The extension of subdivision plat validity provided under state law to address the housing crisis shall not be effective unless any performance bonds and agreements or other financial guarantees of completion of public improvements in or associated with the proposed development are continued in force.

2. That the Town Council hereby adds a new section numbered 155.006 to the Town Code as follows:

**§ 155.006 SITE SKETCH IN LIEU OF SITE PLAN REQUIREMENT.**

The following types of development shall not require submission or approval of a site plan, but shall require approval of a site sketch showing the location of all site improvements or alterations, a scale, a north arrow, the site address(es), the name of the preparer, and the date of preparation. The site sketch shall comply with the substantive requirements of this Chapter 155. The Town Engineer will review a submitted site sketch and either issue an approval of it or return it with the reasons for its rejection within 60 days. Prior to commencing the development permitted under the approved site sketch, the property owner shall post a copy of the approval document in a prominent place on the property, visible to the public from the public right-of-way adjacent to the property. The approval document must remain posted in such location until completion of the development.

(A) Land disturbance over 625 square feet in area but less than 2,500 square feet in area.

(B) Land use or development on a single lot in the R-1 or R-2 district where (i) the lot contains an existing dwelling unit that is not being removed in connection with the land disturbance and (ii) less than 2,500 square feet of land will be disturbed.

3. That Sections 155.042 and 155.063 of the Town Code are repealed.

4. That this ordinance is effective \_\_\_\_\_.

**MOTION:**

**SECOND:**

**Date:** \_\_\_\_\_

**Regular Meeting**

**Ord. No.** \_\_\_\_\_

**RE:**

**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_

**Town Clerk**



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> November 3, 2021
<b>4G: Request to Set Public Hearing Date for Comprehensive Plan Update</b>	

**Attachments:** a. [Draft Comprehensive Plan](#)

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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**Explanation and Summary:**

The Planning Commission is in the process of updating the Town's 2016-2026 Comprehensive Plan. A review of the Comprehensive Plan is required every five years. The Planning Commission has drafted proposed updates, which are included in the draft document.

The Planning Commission has set a public hearing date for the Comprehensive Plan for Tuesday, November 16, 2021, at 6:30 p.m.

This is a request for the Town Council to set a public hearing date for the Comprehensive Plan for Tuesday, December 7, 2021, at 7:00 p.m.

**Staff Recommendation:** Recommend setting a public hearing date.

**Cost and Financing:** N/A

**Account Number:** N/A

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

"I move to set a public hearing date of December 7, 2021, at 7:00 p.m. for the Comprehensive Plan Update."

OR

Other action Council deems appropriate.



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Krys Bienia  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**TOWN MANAGER**  
Kirstyn Jovanovich

**TO:** The Honorable Mayor and Town Council

**FROM:** Kirstyn Jovanovich, Town Manager

**DATE:** November 3, 2021

**SUBJECT:** Administrative Report

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This is a monthly report to the Town Council that provides general information on departmental activities including administration, public safety, engineering, zoning and building, public works and events.

## Administration

- **Coronavirus Updates:** Town staff is continuing to monitor the impacts of the COVID-19 pandemic, including the rise and impact of the Delta Variant. On July 27, the CDC updated their masking guidelines recommending that all individuals, including those fully vaccinated, wear a face covering in public indoor settings in areas of substantial or high transmission. Prince William County is classified as High Transmission. At this time, masking inside town facilities, regardless of vaccination status, is required. Staff will continue to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA Update:** The Town Council received a briefing on the Coronavirus State and Local Fiscal Recovery Fund (CLFRF) regarding the town's expected distribution and the Interim Final Rule's guidance on uses. The Town is entitled to receive \$949,560.76 under the Non-Entitlement Unit (NEU) distribution, having received the first half on June 30, 2021, and the second tranche expected around June 2022. Staff is continuing to review the Interim Final Rule and develop a list of potential projects for future Council consideration as we wait for the Final Rule to be issued by the Treasury Department. Updates will continue to be provided as more information is received.
- **Musselman Legacy Tree:** The Musselman family has sold their family home located at 312 Commerce Street and requested that the Town relocate a blue spruce tree that was planted in honor of their family members from the property to town-owned property. The tree has been successfully relocated to the Town annex property and a plaque will be installed in honor of the Musselman family. The costs for the tree planting and plaque will be paid for by the Musselman family.
- **Intersection Improvements Update:** The intersection improvements that will include installation of ADA ramps and crosswalks at the intersections of Mill/Washington Street and Mill/Ellicott Streets will occur after January 1, 2022.
- **River Mill Park Bench Replacement:** An Eagle Scout will replace the three wooden benches in River Mill Park on October 31, 2021 with benches made of recycled shopping bags. A replacement bench at the far end of the park and a new bench at the Kayak Launch will be placed by town staff at a future date. Town staff is coordinating with Patriot Scuba's recycled bench program to place benches.

- **Tanyard Hill Paving:** VDOT paving of Tanyard Hill Road is scheduled for October 27, through October 29, 2021; weather permitting.
- **Amplified Outdoor Sound Permit:** An Amplified Outdoor Sound Permit has been established as per Town Code § 92.10. Information on the process is available on the Town's website; however, the permit process will not be enacted until Spring 2022. Staff will provide information to the businesses over the next few months in preparation for launching the permit program in early 2022.
- **FY2021 Audit:** The FY2021 Audit process will begin in November with a draft audit presentation planned for February 2022.
- **FY2022 Budget:** The FY2022 Adopted Budget document is under development and will be posted on the Town's website.
- **CARES Funds:** The funds the Town received through the CARES Act have been designated and must be fully distributed by December 31, 2021. Town staff worked with consultants for Prince William County to conduct an audit on the Town's CARES funds uses through March 2021. Staff is currently working with Prince William County on an audit of the Town's CARES funds uses through September. Staff is working to close out all remaining CARES Funds by the end of October.
- **Mill at Occoquan Project:** Facilitated pre-application meeting regarding forthcoming Architectural Review Board (ARB) application for the Mill at Occoquan project. Application was reviewed by the ARB at their September 28, 2021 meeting. Additional information was requested, and the hearing continued; the application will be scheduled to be heard by the ARB at a future ARB meeting to be scheduled. Sample materials are available at Town Hall to be viewed.
- **VDOT TAP Grant Project:** Participated in a meeting with representatives from Prince William County and VDOT regarding the County's TAP projects, specifically the Union Street sidewalk project that would connect the proposed Occoquan Greenway Trail to the Town's existing sidewalk along Ellicott Street. The project is being proposed by Prince William County Parks and includes sidewalk improvements along Ellicott Street, including adding a missing sidewalk connection near the intersection Mill and Ellicott Streets. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting, which has been provided to County staff. The project is being submitted as part of the County's TAP project list. Notification of award status is not expected until Spring 2022.
- **Community Strategy & Comprehensive Plan Update:** Staff is working with the Planning Commission to update the Comprehensive Plan, as well as develop a Community Strategy Plan as an addendum to the Comprehensive Plan. A public hearing for the Planning Commission is scheduled for November 16, for the Comprehensive Plan. Completion of the Community Strategy Plan is currently planned for spring 2022.
- **Regional Hazard Mitigation Plan Update:** Town staff is participating in the update to the Northern Virginia Hazard Mitigation Plan, which is updated every five years.
- **Meeting/Event Support:** (1) participated remotely in the International City/County Managers Association (ICMA) Annual conference; (2) participated in staff Craft Show after action meeting; (3) coordinated eagle scout project to replace three wooden benches in River Mill Park; (4) participated as a panelist in Leadership Prince William's Government Day; and (5) coordinated building permit required for Movie Night in River Mill Park.

#### **Treasurer Report - Supplemental Information**

The September 2021 Financial Report is included in the Town Council agenda packet. Additional information regarding current delinquencies is included below.

<b>BPOL Tax Delinquencies</b>		
<b>Business Name</b>	<b>Years of Delinquency</b>	<b>Date of Last Notice</b>
Ballywhack Inc.	1	10/20/2021

<b>Transient Tax Delinquencies</b>		
<b>Business Owner</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice</b>
Ballywhack Inc.	8	10/20/2021

<b>Meals Tax Delinquencies</b>		
<b>Business Name</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice</b>
Riverside Coffee/Baba & Me	3	8/23/2021

<b>Real Estate Delinquencies</b>				
<b>Property Owner</b>	<b>Years of Delinquency</b>	<b>Delinquent Tax Amount</b>	<b>Date of Last Notice</b>	<b>Notes</b>
CRUISE CLAUDIA A	1	\$293.03	10/26/2021	2019 Tax Year - Non-compliant
FEINGOLD DAVID S	1	\$48.84	9/29/2021	
FUGATE JIM R & LINDA L SURV	1	\$164.52	10/26/2021	
GOLKAR BARDIA	1	\$339.96	10/26/2021	
GRANNY'S COTTAGE INC	5	\$336.00	8/15/2021	Enforcement Pending
HOUGHTON RONALD	3	\$52.31	10/26/2021	Enforcement Pending
JONES SALUKA HALLIE	1	\$298.60	10/26/2021	2019 Tax Year - Non-compliant
KASTENS DOUGLASS & MARTA SURV	1	\$6.84	10/26/2021	
KIELY CHRISTOPHER & JILLIAN	1	\$218.28	10/26/2021	
KIM HAN SOL & HYUNJEONG SHIN SURV	1	\$43.25	10/26/2021	
LIGHT MARK D & RINA KOCSANY J-T SURV	1	\$44.66	10/26/2021	
LUDWIG CATHERINE	1	\$434.40	9/29/2021	
RAINEY NICOLE & ZACHARY	1	\$342.12	10/26/2021	
TOLBERT DOLORES	1	\$35.10	10/26/2021	

## Engineering

### ACTIVE ITEMS:

- **Fee Schedule - no change from last report:** Reviewing fee schedule with Town Manager for possible update.
- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Minor changes suggested on stream names. Town website included notification of changes to FIRM. Expected adoption of new mapping winter 2021, spring 2022. May require update of ordinance.

- **DEQ review of Town’s Chesapeake Bay Preservation Ordinances - update from last report:** DEQ report issued April 7, 2021 with Draft Corrective Action Plan issued for changes to Town code and Comprehensive Plan not later than March 31, 2022. Working with Town Manager and Town Attorney to craft appropriate language. Met to discuss schedule for public hearings in early 2022 and will coordinate draft with DEQ liaison. Planning Commission incorporating changes into Comprehensive Plan update.
- **Kiely Court Project -no change from last report:** Land Disturbance Permit issued - construction commenced. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site.
- **Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued - construction proceeding.
- **Mill at Occoquan - no change from last report:** Floodplain study comments by FEMA issued.
- **PWC Transportation Alternatives Program (TAP) grant projects - no change from last report:** Sidewalk extensions on Ellicott Street only, in conjunction with the PWC Park Authority.
- **PWC Transportation Mill Street pedestrian crosswalks - update from last report:** Crosswalks approved and ready for construction. Bid advertised and bid opening scheduled for first week of November 2021. Construction commencement after January 1, 2022.
- **Community Strategy - update from last report:** Working with Planning Commission on addendum to Comprehensive Plan to establish minimum standards for Town facilities. Preliminary outline presented to Planning Commission on August 26, 2021. Anticipated adoption in spring 2022.
- **Tree Replacements - update from last report:** Working with homeowners association for tree replacements on case-by-case basis.
- **Stormwater Management Grants - update from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town.
- **Site Plans Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
109 Poplar Lane	N/A	Dock extension	No submission to date

**INACTIVE ITEMS (no action/monitoring pending):**

- **Vantage Point BMP maintenance - no change from last report:** Bid received from Total Development Solutions (\$38,730). Lynn property - re-inspected with calculations on channel capacity and protective lining. Town Engineer evaluated runoff onto downstream property and prepared channel improvement plan for owner.
- **Tanyard Hill Park (Oaks III) - no change from last report**
  - Approved by PWC BOS 5/15/18 with revised proffers
  - Trails marked and blazed on site
  - Use as park and open space - trails and Stormwater Pond shown on GDP
  - Plat vacating lot line when site plan needed - NRA to review first
  - Access to potential parking lot for trail head allowed off Tanyard Hill
  - Reserve ROW along Tanyard Hill and Old Bridge Roads
  - Use LID as part of any development
  - Pay \$75 per acre zoned (4.229 acres)

## Zoning Administrator

A. The following is a list of **zoning reviews** from September 30, to October 28 2021:

	Zoning Application #	Property Address	Activity
1	TZP2021-037	308 Poplar Alley Units C & D	Beauty Salon
2	TZP2021-038	301 Commerce Street, A	Church, under 25 seats

	Zoning Application #	Property Address	Activity
3	TZP2021-039	200 Mill Cross Lane	Replace hot water heater
4	TZP2021-040	Berrywood	Refuse Enclosure
5	TZP2021-041	301 Commerce Street, Unit C	New tenant for Hair Salon
6	TZP2021-042	204 Ellicott Street	New tenant for Permanent Makeup Shop
7	TZP2021-043	304 Mill Street, Suite 205	New Tenant real estate broker
8	TZP2021-044	266 Gaslight Landing Court	Replace gas furnace
9	TZP2021-045	1410 Occoquan Heights Ct.	Replace gas range
10	TZP2021-046	201 Union Street	Dumpster Enclosure
11	TZP2021-047	202 Mill Street	New fence
12	TZP2021-048	105 Washington Square Ct.	Home based e-commerce business

B. The following is a list of **new violation letters** from September 30, to October 28, 2021:

	Property Address	Violation	Town Action
1	201 Union Street – Riverside Coffee and Ice Cream (Baba & Me)	Unpermitted Signage	Final Violation Letter sent on 10/25/2021
2	201 Union Street – Zorbas	Unpermitted Signage	Numerous verbal warnings. Final Violation Letter sent on 10/25/2021

C. The following is a list of **active/previous violations** from September 30, to October 28, 2021:

	Property Address	Violation	Town Action
1	Berrywood	Refuse Enclosure Required	Met on-site with developer on 8/3 to discuss next steps and close out of project, including design of enclosure and location; Received ARB approval on enclosure design on 8/24; Zoning application approved. Awaiting construction.
2	201 Union St. – Riverside Coffee and Ice Cream (Baba & Me)	Unpermitted Signage	E-mail correspondence on 8/2/21 and 8/12/21 to work with owner on compliance; some signs removed – some violations remain; <i>Referred to enforcement for action- see above.</i>
3	307 Commerce St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Working with property owner to develop Action Plan</i>
4	204 Ellicott St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed – In Progress</i>
5	303 Commerce St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed – In Progress</i>
6	201 Union St.	Refuse Enclosure Required	Letter - 1 <sup>st</sup> Enforcement Action; Town Manager attempted to work with property owner to bring into compliance; property owner – last written communication requesting complete zoning application sent 8/25 – Zoning Application submitted 10/21/21. Meeting on-site with ZA 11/4 to discuss options for compliance.
7	199 Union St.	Sign exceeding count (3 <sup>rd</sup> instance of violation)	Violation noted on 9/29; Violation abated as of 10/28/21; <i>Resolved.</i>
8	440 Mill Street – 13 Magikal Moons	Use of yard sign for commercial use	Emailed business owner on 9/29; violation abated same day; <i>Resolved</i>
9	206 Mill Street	Internally lit sign	Emailed business owner. Violation abated; <i>Resolved</i>

## Building Official

Please see the attached monthly report provided by Prince William County providing information on permits within the Town of Occoquan. Below are status notes related to permits issued two or more years ago as of August 31, 2021:

Permit No.	Address	Type	Status	Issue Date	Note
BLD-2019-00547	402 Fortress Way	Building	Issued	07/30/2018	No inspections have been made.
GAS2019-00432	270 Gaslight Landing Ct	Gas	Issued	9/20/2018	No inspections have been made.
PLB2020-00752	201 Mill Street	Plumbing	Issued	10/1/2019	No inspections have been made.
BLD2018-04471	313 Mill Street	Building	Issued	02/23/2018	No inspections have been made
BLD2014-05879	1441 Occoquan Heights Ct	Building	Issued	04/25/2014	Footing Inspection Approved 5/5/2014
BLD2018-04008	199 Union Street	Building	Issued	01/31/2018	No inspections have been made
PLB2018-01862	199 Union Street	Plumbing	Issued	01/31/2018	450 Final Inspection rejected on 4/12/2018
PLB2018-02373	411 Union Street	Plumbing	Issued	03/23/2018	404 Sewer Lateral Inspection approved on 3/29/2018
BLD2019-00785 ELE2019-00643 PLB2019-00381	131 Washington Street	Building Electrical Plumbing	Issued	08/13/2018	198 Combination concealment rejected on 9/18/2018
PLB2018-01956	103 West Locust Street	Plumbing	Issued	02/08/2018	No inspections have been made
BLD2018-02984 ELE2020-04159 GAS2021-00349 MEC2021-00002 PLB2021-00536	430 Mill Street - Kiely Court	Various	Issued	2019-2021	Kiely Court Project - in progress
Various	1551 - 1556 Rivertown Place	Various	Issued	Various	Rivertown Overlook Project - in progress

Staff will work with Prince William County Building Department staff to develop a letter template to notify property owners within the town of outstanding open permits.

## Public Safety

### Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

### Current Initiatives

Continued patrol and business coverage in town. Marine patrol on weekends continued. Continued community policing and safe sidewalks. Continued speed enforcement on Route 123, Washington

Street, and Union Street/Tanyard Hill Road. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety.

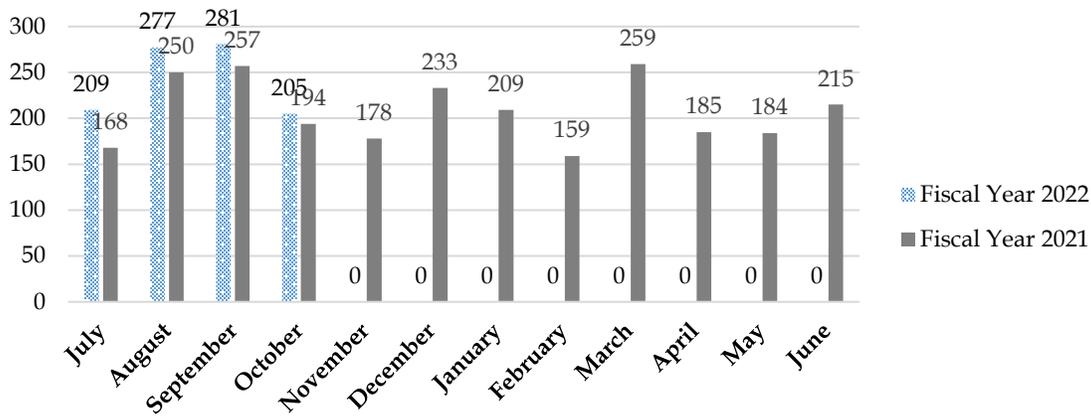
**Community Relations**

Engaged in foot and bike patrols during times of high pedestrian traffic in Town. Officers provided coverage for events in River Mill Park. Chief and officers spoke with business owners and residents throughout the month.

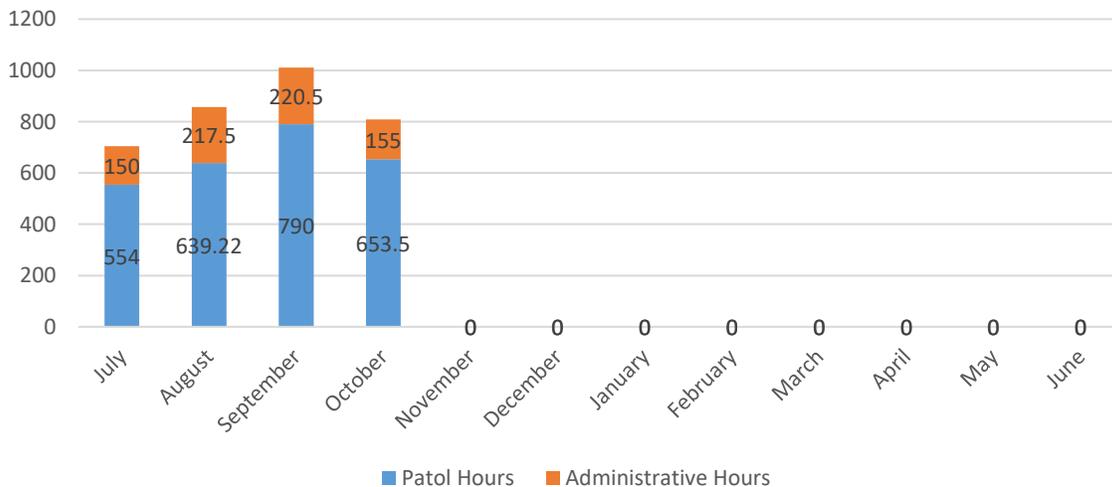
**Patrol and Enforcement Activities**

As of October 26<sup>th</sup>, in the month of October, the Town Police made 62 business checks and 113 park checks. The Town Police also had 98 non-traffic calls for service, with 13 disabled vehicles/motorist assist calls, 8 roadway obstruction calls, 7 suspicious persons/vehicle calls, 7 trespassing calls, 6 vehicle accidents, 4 disorderly/assault in progress calls, 4 medical/mental health calls, 3 boating safety violations (grouped together as part on Marine Patrol), 3 domestic in progress calls, 3 attempted suicide/missing person calls, 3 welfare checks, 2 alarm calls, 2 animal calls, 2 lost/found property calls, 2 hit & run calls, 2 fleeing and eluding calls, 2 intoxicated in public call, 2 civil marijuana charges, 1 impaired driving calls, 1 stolen vehicle call, 1 theft call, 1 neighbor dispute call, 1 landlord/tenant dispute, 1 felony arrest, 1 felony warrant service arrest, 1 drunk in public arrest, 2 DUI arrests, multiple service/assist calls, and issued 205 traffic summonses, 65 parking violations, and 27 warnings.

**Traffic Summonses FYTD (GRAPH)**

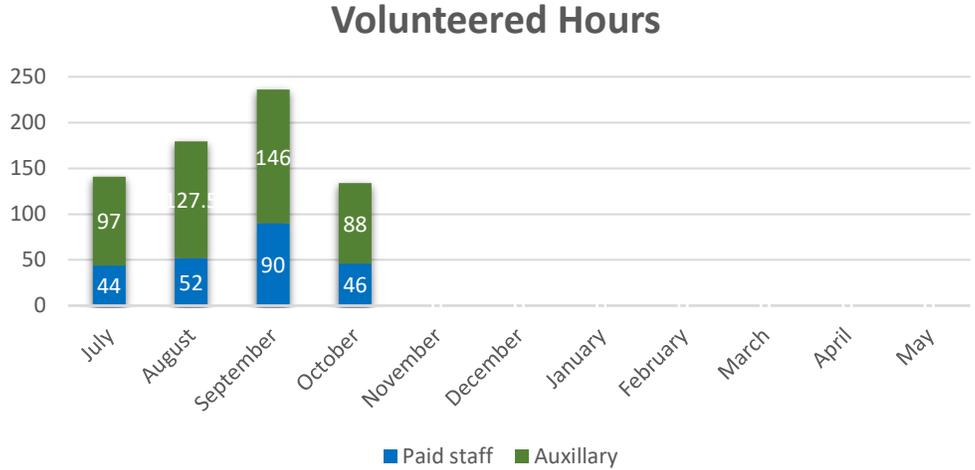


**Patrol/Administrative Hours FYTD (GRAPH)**



**Volunteer in Police Service**

For fiscal year 2022, our auxiliary police officers and paid police staff have donated a total of 690.5 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



**Public Works**

**Weekly Activities**

The Public Works Department engages in the following weekly maintenance activities:

WEEKLY MAINTENANCE ACTIVITIES								
Activity	Status							Notes
	Mon	Tue	Wed	Thur	Fri	Sat	Sun	
Trash Collection	✓	✓	✓	✓	✓	✓	✓	Done Daily
Street Sweeping	✓		✓		✓			Done Mon/Wed/Fri
Check/Repair Gaslights			✓		✓			Due Wed/Fri
Check/Repair Street Banners	✓		✓		✓			Due Mon/Wed/Fri
Clean Trashcan Lids					✓			Due Friday
Check/Replace Doggie Bags					✓			Due Friday
Check Storm Water Drains					✓			Due Friday
Clean River Mill Park Restrooms		✓	✓		✓	✓	✓	Due Mon/Wed/Fri (COVID- daily)
Clean RMP Restrooms/Contractor	✓			✓				Due Mon/Thur
Check Tanyard Hill Park		✓		✓				Due Tue/Thur
Brick Sidewalk Review/Repair								See Brick Replacement Schedule
Check/Replace Flags					✓			Due Friday
Annex Cleanup	✓	✓	✓	✓	✓	✓	✓	Due Daily
Review/Clean Dumpster Area	✓				✓			Due Mon/Fri
Confirm Trash Contractor	✓				✓			Due Mon/Fri
Water Flowers	✓		✓		✓			Due Mon/Wed/Fri
Open Bathrooms	✓	✓	✓	✓	✓	✓	✓	Done Daily

**Maintenance Highlights**

- Eagle Scout to install replacement benches in River Mill Park on October 31; replacement of missing bench in park and new bench at Kayak Launch scheduled for later date
- Provided event support for Trivia Night, Movie in the Park, private wedding (set up, break down, cleanup)
- Provided preparations for weather events; responded as needed

- Weekly Maintenance activities include: gaslight mantle replacement, staff street sweeping, public trash removal, public bathroom checks, park and facility checks, graffiti check/removal, dog waste bag station check/refill, and litter removal.
- Preparing Scope of Work for paving projects for FY2022
- Seeking quotes for turf repair at River Mill Park – FY2023
- Obtaining quotes for HVAC unit replacements at Town Hall and 200 Mill Street

### Upkeep and Maintenance Projects

Below is an updated list of maintenance activities with statuses updated as of October 29, 2021:

Project	Not Started	In Progress	Completed	Notes
Town Hall Bathroom Remodel	X			
Town Hall Kitchen Remodel	X			
Paint Door and Repair Windows on Storage Building			X	
River Mill Bathroom Upgrades	X			Touchless faucet
Repair Town Hall Eve Damaged due to Tree	X			Need Quote
Repair/Replace Hazardous Boards on Riverwalk		X		Some boards replaced
Obtain Estimates for Gutter Guards on Town buildings	X			
Clean Lower Level Emergency Exit Stairs at Town Hall	X			
Install Custom Bricks at River Mill Park		X		Ongoing
Backup Generator Project		X		Paused
Paint cigarette Urns	X			
Install new fence at Mamie Davis Park	X			
Install replacement bench in River Mill Park		X		Scheduled - waiting for bench
Paint street sign poles black outside of historic district		X		
Paint Yellow curbs	X			Push to Spring 2022
Paint craft show booth numbers			X	
Address dirt area near LOVE sign steps	X			
Paint Town Hall front steps sides	X			
Replace Town Hall landscape lighting		X		
Repair concrete steps at Town Hall	X			
Repair Cart			X	
Clean/Maintain River Mill Park Light/Poles		X		
Remove oxidization on water fountains at RMP			X	
Clean off Kayak Ramp			X	Requires occasional debris removal
Repair broken light on Fairfax side of footbridge		X		Parts ordered
Replace hinges on River Mill Park bathroom doors		X		hinges received
Develop Art installation project for Agnes Commemoration		X		
Install curbstops along fence line in Town parking lot	X			

Project	Not Started	In Progress	Completed	Notes
Remove graffiti from under bridge (ongoing), town		X		Ongoing
Replace sensor at RMP for park lights		X		Quote Received
Repair broken spindles on MDP gazebo		X		Pickets Ordered; Repair pending
Winterize MDP (contractor)		X		Scheduled in November
Install Rain Barrel at Town Hall			X	
Relocated Musselman tree			X	
Support Halloween Event; Build Hayride - 10/30			X	
Obtain Quote for electrical along fence line in RMP		X		
Repair town portable generator		X		
Support Halloween movie event - 10/23			X	
Repair Holiday Wreaths		X		Scheduled for 11/15
Check Drains/Stormwater facilities pre-storm - 10/29			X	
Install Holiday Wreaths			X	Scheduled for 11/16 + 11/17
Eagle Scout Project - replace wooden benches in RMP		X		Scheduled for 10/31

**Brick Installation and Maintenance Projects** - Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Not Started	In Progress	Completed	Notes
Corner by Post Office		X		Contractor Quote requested - concrete curb/rebuild needed
206 Mill Street		X		Contractor Quote requested - concrete curb/rebuild needed
Location	Not Started	In Progress	Completed	Notes
Town Hall	X			
203 Union Street		X		Contractor Quote requested - concrete curb/rebuild needed
Corner of Center/Washington		X		Contractor Quote requested - connect concrete into Brick, repair brick work
304 Mill Street (Ballywhack Shack)		X		Brick over dirt area - Contractor Quote requested

\*Staff is identifying and marking loose/broken bricks to be replaced in-house.

## Events and Community Development

- **Trivia Night, November 12:** Our popular Trivia Night series closes this month for the year with our final event scheduled for November 12. Contestants rent a picnic circle in the park for a trivia session of six rounds; tickets can be purchased online or at the door. Guests are asked to bring their own camp chairs or blankets. Mayor Porta will host and Councilmember Bienia will act as judge and score keeper. More information can be found at [occoquanva.gov/trivia](http://occoquanva.gov/trivia). Patriots for Disabled Divers will offer adult beverages and snacks at the DIVE Bar.
- **Un-Trim-A-Tree:** The Town is continuing the tradition of partnering with Volunteer Prince

William where members of the public can sponsor a child for the holidays by purchasing two new unwrapped gifts valued up to \$75 combined. The tree inside Town Hall over the holidays will have the tags hung on it that include the child's name, age, clothing size and toy interest. Collect tags, go shopping, and bring the unwrapped, new gifts to Town Hall (or Patriot Scuba or Hitchcock Paper) for drop off, along with the tag. Please bring unwrapped gifts along with the tag to Town Hall or other designated location **by November 30**.

- **HolidayFest:** With the town entirely decorated, the holidays are a special time in Occoquan. This year, the HolidayFest event kicks off with lighting the town tree and concludes with a festive staged reading of *A Christmas Carol* in River Mill Park.
    - Saturday, November 20: Tree Lighting
    - November 20 – December 12: Passport Event
    - December 3: Gingerbread Contest Entries Due
    - December 4, 5: Holiday Artisan Market
    - December 11, 12: A Christmas Carol in River Mill Park
  - **Annual Town Tree Lighting November 20:** Our annual tree lighting ceremony is on Saturday, November 20 at 8 pm at Town Hall. This event kicks off HolidayFest in Occoquan and many businesses will be open late.
  - **Shop, Dine, & Win Passport Event Nov 20 – Dec 12:** The Occoquan Business Partners invite patrons to shop and dine at favorite Occoquan businesses for a chance to win gift cards to use this holiday season. This event coincides with National Shop Small Weekend on November 26 through 28. More info can be found at [visitoccoquan.com/holiday](http://visitoccoquan.com/holiday).
  - **Third Annual Gingerbread House Contest:** Community members are invited to build a fun gingerbread creation by December 3, 2021, and enter to win OCQ gift cards. Categories include: Traditional Gingerbread, Authentic Reproduction of a Structure in Occoquan, and Youth Gingerbread Creations. Judging will take place online and winners announced on Saturday, December 11, at noon via Facebook Live. For more info and entry forms, see [occoquanva.gov/occoquan-events/gingerbread-contest/](http://occoquanva.gov/occoquan-events/gingerbread-contest/).
  - **Holiday Artisan Market December 4-5:** Based on the success of the spring Artisan Markets, staff has planned a Holiday Market in our beautifully decorated park. Included in the festivities will be opportunities for cocoa and caroling, smore kits and roasting marshmallows. Santa will arrive by boat at the town dock on December 4, at 10:30 am. Children are then invited to escort Santa to River Mill Park. He will be ready to visit with families from 11 am to 3 pm both market days. Caroling and roasting marshmallows will take place from 4 pm to 8 pm on December 4. Free shuttle service from the commuter lot at 123 and Old Bridge Road will be available during this event. Market dates and times: December 4, 11 am to 8 pm and December 5, 11am to 4pm. Volunteers to help load in vendors Saturday morning and to booth sit for vendors are welcome. Contact Julie Little a [jlittle@occoquanva.gov](mailto:jlittle@occoquanva.gov) to volunteer.
  - **A Christmas Carol December 11-12:** HolidayFest concludes with a festive stage reading of *A Christmas Carol* in River Mill Park, featuring Castaways Repertory Theatre. Seatings are at 3 pm and 5 pm on December 11 and 12.
- 
- **Fall Arts & Crafts Show Report**

The Fall Arts & Crafts Show made its highly anticipated return in the streets of the historic district on September 25 and 26, 2021. Weather was a lovely mid 70s both days. Patrons seemed quite pleased to attend and were ready to shop. The beer garden in River Mill Park was a welcome addition as evidenced by the numbers of patrons consistently in the park over the weekend. In an after-action survey, vendors reported overwhelmingly that their sales from the weekend were above expectations or significantly higher than expectations. A total of 217

vendors supported the event, a decrease from 256 in Fall 2019, though a higher percentage of new vendors were welcomed to participate this year: 54% of the vendors in the crafter/artist category were new to the show. Bus revenues were the second highest in recent record for a fall show. Post-COVID expenditures increased as expected. In particular, shuttle expenses increased by 67% over Fall 2019. *The numbers provided below are unaudited, preliminary figures.*

**By the Numbers  
Vendor Participation**

Category	Number of Vendors <sup>1</sup>	
	Fall 2021	Fall 2019
Crafter/ Artist	136 <sup>2</sup>	150
Commercial	16	33
Food	11	15
Town Businesses	35	41
Sponsors	3	1
Non-Profit	16	17
<b>Total</b>	<b>217</b>	<b>257</b>

**By the Numbers  
Expenses vs. Revenues - 2021 Fall Show**

Expense Category	Actual Expense
Shuttles	26,953
Rentals (Tables/ Chairs, Porta Johns)	4,061
Day of Show Support	1,180
Security/Traffic Control	4,860
Advertising	4,255
Materials and Supplies	2,833
Entertainment	1,100
Bank Fees	645
<b>Total Expenses</b>	<b>\$45,887</b>
Revenue Category	Actual Revenue
Booth Rentals	62,475
Shuttles	28,268
Vendor Parking	2,775
Merchandise	223
Sponsors	3,325
<b>Total Revenue</b>	<b>\$97,066</b>
<b>Net Revenues</b>	<b>\$51,179</b>

**By the Numbers - Budget vs. Actual**

Year		Budget	Actual	% to Budget
Fall 2021	Revenue	122,600	97,066	(20.8%)
	Expense <sup>3</sup>	45,560	45,887	0.7%
	Net	77,040	51,179	(33.6%)
Fall 2019	Revenue	101,975	106,857	4.8%
	Expense	50,977	46,002	(9.8%)
	Net	50,998	61,000	19.6%

**Historical Information - Net Revenues Fall Arts and Craft Shows  
Including indirect costs<sup>4</sup>**

2019	2018	2017	2016	2015	2014	2013
\$48,802	\$69,433	\$58,604	\$60,474	\$49,136	\$63,114	\$55,964

<sup>1</sup> Indicates number of individual vendors, not number of booths sold

<sup>2</sup> Seventy-three vendors in this category were new to the Fall Arts and Crafts Show this year

<sup>3</sup> Director salary and payroll taxes not included

<sup>4</sup> Indirect costs include estimated Director salary and payroll taxes for half a year

**Town of Occoquan - Permit Report  
October 2021**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2021-04934	124 COMMERCE ST	INSTALLATION OF GENERATOR	Electrical	Pending	C - Accessory Structure		
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN OF OCCOQUAN.	Building	Pending	C - Alteration/Repair		
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN CABINETS, CUTTING INTO THE CEILING TO INSTALL LIGHTS	Building	Issued	C - Alteration/Repair	07/30/2018	
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FURNACE LIKE FOR LIKE	Gas	Issued	C - Alteration/Repair	09/20/2018	
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019	
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018-00224	Building	Issued	C - Alteration/Repair	02/23/2018	
BLD2021-06635	415 MILL ST	TLO FOR POPPS	Building	Pending	C - Tenant Layout		
ELE2022-00482	415 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	415 MILL ST	TLO FOR POPPS	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	415 MILL ST	TLO FOR POPPS	Plumbing	Pending	C - Tenant Layout		
BLD2022-01583	416 MILL ST	Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Building	Pending	C - Tenant Layout		
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT SPECIFIC SFD - PRIOR TO BEGINNING CONSTRUCTION ON NEW SFD, BLD2019-04458 (SHEETING & SHORING) MUST HAVE AN APPROVED FINAL INSPECTION/BE COMPLETED.	Building	Issued	R - New Single Family Dwelling	04/15/2019	
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	R - New Single Family Dwelling	04/07/2020	
GAS2021-00349	430 MILL ST	1 gas fireplace , 1 gas range , 1 gas stove , 1 gas water heater	Gas	Issued	R - New Single Family Dwelling	08/31/2020	
MEC2021-00002	430 MILL ST	DUCTWORK AND HVAC INSTALL **05/14/2021** added prefab fireplace to permit	Mechanical	Issued	R - New Single Family Dwelling	08/26/2020	
PLB2021-00536	430 MILL ST	water and sewer	Plumbing	Issued	R - New Single Family Dwelling	08/31/2020	
ELE2022-00668	440 MILL ST	correct crawl space wiring	Electrical	Issued	R - Alteration/Repair	08/09/2021	
BLD2022-02422	458 MILL ST	TEMPORARY INFLATABLE MOVIE SCREEN - EVENT ON 10/23/2021	Building	Issued	C - Temporary Activity	10/22/2021	
GAS2022-00649	200 MILL CROSS LN	Replace 50 gal gas hot water heater	Gas	Finald	R - Alteration/Repair	10/11/2021	10/21/2021
BLD2021-07405	1603 MOUNT HIGH ST	20'x23'-6" Second floor addition over existing garage	Building	Finald	R - Addition	07/06/2021	10/13/2021
ELE2022-00477	1603 MOUNT HIGH ST	electrical for 20'x23'-6" Second floor addition over existing garage	Electrical	Finald	R - Addition	07/28/2021	10/13/2021
MEC2022-00214	1603 MOUNT HIGH ST	ADD 15000 BTU MINI SPLIT SYSTEM	Mechanical	Finald	R - Addition	07/26/2021	10/13/2021
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W 2 X 4 STAIRS BUILT TO GRADE	Building	Issued	R - Addition	11/26/2019	
BLD2014-05879	1441 OCCOQUAN HEIGHTS CT	DECK	Building	Issued	R - Addition	04/25/2014	
BLD2022-01366	101 POPLAR LN	Create opening in existing wall in basement.	Building	Issued	R - Alteration/Repair	09/30/2021	
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Pending	R - New Single Family Dwelling		
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018	
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	

**Town of Occoquan - Permit Report  
October 2021**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2022-01737	1552 RIVERTOWN PL	INSTALL 200 AMPS SERVICE / LTS/SW/SM/ OUTLETS	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00768	1552 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00972	1552 RIVERTOWN PL	Installation of A/C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00888	1552 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018	
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2022-01736	1554 RIVERTOWN PL	INSTALL 200 AMPS SERVICE SW/ SM / OUTLETS / LTS	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00767	1554 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00971	1554 RIVERTOWN PL	Installation of new A/C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00887	1554 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018	
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2022-01735	1556 RIVERTOWN PL	Install 200 amps service / outlet's / SW/ SM/ LTS by code	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00766	1556 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00973	1556 RIVERTOWN PL	Installation of A.C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00886	1556 RIVERTOWN PL	rough in plumbing for new construction	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PAY BCE ADMIN FEE***	Building	Issued	C - Alteration/Repair	01/31/2018	
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN RESIDENCE ON THE SECOND FLOOR. 1 BATH, 1 DRAIN.	Plumbing	Issued	C - Alteration/Repair	01/31/2018	
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPACE FOR FUTURE TENANT	Building	Issued	Demolition	02/12/2020	
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO	Building	Pending	C - Tenant Layout		
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2021-00690	202 UNION ST	SALAD SALOON - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Pending	C - Tenant Layout		
ELE2022-01996	206 UNION ST	Converting existing retails space to new Nail Salon.	Electrical	Pending	C - Tenant Layout		
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018	
BLD2022-01979	105 VISTA KNOLL DR	12' X 20' OPEN DECK NO STAIRS - PER PLANS	Building	Issued	R - Addition	09/29/2021	
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Issued	R - Alteration/Repair	11/09/2020	
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Issued	R - Alteration/Repair	11/15/2020	
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Issued	R - Alteration/Repair	11/20/2020	
PLB2021-02432	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Plumbing	Issued	R - Alteration/Repair	04/01/2021	

**Town of Occoquan - Permit Report  
October 2021**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Building	Issued	R - Alteration/Repair	08/13/2018	
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Electrical	Issued	R - Alteration/Repair	08/16/2018	
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Plumbing	Issued	R - Alteration/Repair	08/15/2018	
PLB2021-00738	142 WASHINGTON ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	09/23/2020	
BLD2022-01142	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Building	Issued	C - Tenant Layout	09/28/2021	
ELE2022-01465	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Electrical	Pending	C - Tenant Layout		
MEC2022-00655	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Mechanical	Pending	C - Tenant Layout		
PLB2022-00561	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Plumbing	Pending	C - Tenant Layout		
BLD2021-06519	206 WASHINGTON ST	TENANT LAYOUT FOR VILLAGE AMERICANA FURNITURE - CONVERTING FIRST FLOOR OF FORMER SFD	Building	Pending	C - Tenant Layout		
MEC2021-02457	206 WASHINGTON ST	TENANT LAYOUT FOR VILLAGE AMERICANA FURNITURE - CONVERTING FIRST FLOOR OF FORMER SFD	Mechanical	Pending	C - Tenant Layout		
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018	

**END OF REPORT**

Permit Issued Over 2 Years Old Development Project
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**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 09/30/2021**

	As of 7/1/21 (unaudited)	<i>Unaudited</i> <i>Income/ (Loss)</i> <i>YTD FY22</i>	As of 9/30/2021
<b>Nonspendable:</b>			
<b>Inventory</b>	-	\$ -	\$ -
<b>Restricted:</b>			
<b>Mamie Davis Fund</b>	100,000	\$ -	\$ 100,000
<b>Assigned:</b>			
<b>Operating Reserves</b>	103,636	\$ -	\$ 103,636
<b>Events Fund</b>	25,000	\$ 23,807	\$ 48,807
<b>CIP Fund *</b>	148,900	\$ -	\$ 148,900
<b>Financing Proceeds</b>	25,271	\$ -	\$ 25,271
<b>Public Safety Grant Fund</b>	58,849	\$ 4,554	\$ 63,403
<b>CARES Act fund</b>	7,933	\$ (4,857)	\$ 3,076
<b>ARPA Fund</b>	474,780	\$ -	\$ 474,780
<b>Mamie Davis Park Fund</b>	9,510	\$ 169	\$ 9,678
<b>PEG Fund</b>	1,313	\$ -	\$ 1,313
<b>Public Art Fund</b>	\$ 500	\$ -	\$ 500
<b>Subtotal Assigned:</b>	\$ 855,693	\$ 23,672	\$ 879,365
<b>Unassigned</b>	-	\$ (46,561)	\$ (46,561)
<b>Total Available Fund Balance:</b>	<b>\$ 955,693</b>	<b>\$ (22,889)</b>	<b>\$ 932,804</b>

\*CIP paid by CARES is counted in CARES only

The Town of Occoquan  
Balance Sheet Prev Year Comparison  
As of September 30, 2021

	Sep 30, 21	Sep 30, 20	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 49	\$ 100	\$ (51)
10020 · Sun Trust Operating 0438	\$ -	\$ 40,421	\$ (40,421)
10022 · Operating Account 0058	\$ 53,690	\$ 189,659	\$ (135,970)
10029 · Events Fund - Checking 3126	\$ 62,750	\$ -	\$ 62,750
10030 · Events Fund - Checking B&H	\$ 18,416	\$ 6,828	\$ 11,588
10031 · Events Fund - MM/CD	\$ 200,000	\$ 200,000	\$ -
10033 · Events Fund - Paypal	\$ 6,010	\$ 2,612	\$ 3,398
10034 · VIP - Investment Pool			
25-0001 · VIP 1-3 Year Bond Fund 0001	\$ 225	\$ -	\$ 225
25-5001 · VIP NAV Liquidity Pool 5001	\$ 474,807	\$ 9,509	\$ 465,298
Total 10034 · VIP - Investment Pool	\$ 475,033	\$ 9,509	\$ 465,523
10080 · Mamie Davis - Checking	\$ 6,893	\$ 6,351	\$ 542
10081 · Mamie Davis - MM/CD	\$ 100,000	\$ 100,000	\$ -
10091 · Bricks - PayPal	\$ 257	\$ 298	\$ (41)
10094 · Event Fund - MM 5997	\$ 15,551	\$ 2,571	\$ 12,980
10095 · Bricks MM 2125	\$ 11,298	\$ 9,208	\$ 2,090
Total Checking/Savings	\$ 949,945	\$ 567,557	\$ 382,388
Accounts Receivable			
10180 · Accounts Receivable	\$ 44,139	\$ 18,566	\$ 25,573
Total Accounts Receivable	\$ 44,139	\$ 18,566	\$ 25,573
Other Current Assets			
10190 · Real Estate Receivable	\$ 2,039	\$ 2,039	\$ -
14990 · Undeposited Funds	\$ 4,661	\$ 395	\$ 4,266
Total Other Current Assets	\$ 6,700	\$ 2,434	\$ 4,266
Total Current Assets	\$ 1,000,784	\$ 588,558	\$ 412,226
<b>TOTAL ASSETS</b>	<b>\$ 1,000,784</b>	<b>\$ 588,558</b>	<b>\$ 412,226</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 31,683	\$ 4,423	\$ 27,260
Total Accounts Payable	\$ 31,683	\$ 4,423	\$ 27,260
Credit Cards			
22000 · Credit Cards			
22020 Home Depot	\$ 307	\$ 129	\$ 178
22010 · ExxonMobil	\$ 1,211	\$ 874	\$ 338
22030 · Lowe's Proservices	\$ 500	\$ (63)	\$ 563
22040 · United Bank Credit Cards	\$ 4,686	\$ 6,596	\$ (1,910)
Total 22000 · Credit Cards	\$ 6,704	\$ 7,536	\$ (831)
Total Credit Cards	\$ 6,704	\$ 7,536	\$ (831)
Other Current Liabilities			
20935 · Performance Bond	\$ 4,568	\$ 4,568	\$ -
20960 · Unearned Other Revenue			
20970 · Rental	\$ 1,538	\$ 500	\$ 1,038
20972 · Unearned CARES Act Revenue	\$ 7,933	\$ 87,599	\$ (79,666)
20973 · Unearned ARPA Revenue	\$ 474,780	\$ -	\$ 474,780
Total 20960 · Unearned Other Revenue	\$ 484,252	\$ 88,099	\$ 396,153
20980 · Unearned R.E. Tax	\$ 8,760	\$ 2,039	\$ 6,721
21100 · Fire Dept Grant Pass-thru	\$ 15,000	\$ -	\$ 15,000
21200 · Payroll Liabilities			
21230 · VRS Employee Contributions	\$ (929)	\$ (594)	\$ (335)
Total 21200 · Payroll Liabilities	\$ (929)	\$ (594)	\$ (335)
Total Other Current Liabilities	\$ 511,650	\$ 94,111	\$ 417,539
Total Current Liabilities	\$ 550,038	\$ 106,071	\$ 443,967
Total Liabilities	\$ 550,038	\$ 106,071	\$ 443,967
Equity			
Total Equity	\$ 456,217	\$ 482,487	\$ (26,270)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 1,006,255</b>	<b>\$ 588,558</b>	<b>\$ 417,697</b>

The Town of Occoquan  
Profit & Loss Budget Performance  
July through September 2021

	Jul - Sep 21	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 - TAXES				
40010 - Real Estate	\$ -	\$ 249,189	\$ (249,189)	0%
40020 - Meals Tax	\$ 75,867	\$ 228,000	\$ (152,133)	33%
40030 - Sales Tax	\$ 5,608	\$ 30,000	\$ (24,392)	19%
40040 - Utility Tax	\$ 5,543	\$ 28,800	\$ (23,257)	19%
40050 - Communications Tax	\$ 8,186	\$ 35,000	\$ (26,814)	23%
40060 - Transient Occupancy Tax	\$ 3,313	\$ 11,200	\$ (7,887)	30%
Total 40000 - TAXES	\$ 98,517	\$ 582,189	\$ (483,672)	17%
41000 - FEES/LICENSES				
41010 - Vehicle License	\$ 380	\$ 12,000	\$ (11,620)	3%
41020 - Business Licenses	\$ 8,835	\$ 68,800	\$ (59,965)	13%
41030 - Late Fees	\$ 108	\$ 2,500	\$ (2,392)	4%
41040 - FINES (PUBLIC SAFETY)	\$ 67,463	\$ 297,580	\$ (230,117)	23%
41100 - Administrative Fees	\$ 1,710	\$ 5,000	\$ (3,290)	34%
41120 - Service Revenue - Eng	\$ 5,295	\$ 10,000	\$ (4,705)	53%
41130 - Service Revenue - Legal	\$ 2,761	\$ 10,000	\$ (7,239)	28%
41140 - Service Revenue - Other	\$ -	\$ 1,000	\$ (1,000)	0%
41170 - E-Summons	\$ 742	\$ 7,000	\$ (6,258)	11%
41000 - FEES/LICENSES - Other	\$ -	\$ 2,500	\$ (2,500)	0%
Total 41000 - FEES/LICENSES	\$ 87,764	\$ 416,380	\$ (328,616)	21%
42000 - GRANTS				
42010 - LITTER	\$ -	\$ 1,050	\$ (1,050)	0%
42020 - HB 599	\$ 5,922	\$ 23,686	\$ (17,764)	25%
42021 - NHSTA (DMV)	\$ -	\$ 14,594	\$ (14,594)	0%
Total 42000 - GRANTS	\$ 5,922	\$ 39,330	\$ (33,408)	15%
43000 - RENTALS				
43010 - Town Hall	\$ -	\$ 500	\$ (500)	0%
43020 - River Mill Park	\$ 700	\$ 2,000	\$ (1,300)	35%
43030 - Mamie Davis Park Rental	\$ 550	\$ 2,000	\$ (1,450)	28%
43040 - 200 Mill St	\$ -	\$ 7,500	\$ (7,500)	0%
Total 43000 - RENTALS	\$ 1,250	\$ 12,000	\$ (10,750)	10%
44000 - OTHER				
44010 - General Fund Interest	\$ 308	\$ 120	\$ 188	256%
44060 - Other	\$ 52	\$ 1,000	\$ (948)	5%
Total 44000 - OTHER	\$ 361	\$ 1,120	\$ (759)	32%
Total Income	\$ 193,834	\$ 1,051,019	\$ (857,185)	18%
Gross Profit	\$ 193,834	\$ 1,051,019	\$ (857,185)	18%
Expense				
Total 60000 - PERSONNEL SERVICES	\$ 126,565	\$ 633,918	\$ (507,353)	20%
Total 60400 - PROFESSIONAL SERVICES	\$ 28,939	\$ 156,770	\$ (127,831)	18%
Total 60800 - INFORMATION TECH SERV	\$ 7,274	\$ 27,205	\$ (19,931)	27%
Total 61200 - MATERIALS AND SUPPLIES	\$ 8,303	\$ 20,008	\$ (11,705)	41%
Total 61600 - OPERATIONAL SERVICES	\$ 1,962	\$ 7,500	\$ (5,538)	26%
Total 62000 - CONTRACTS	\$ 26,913	\$ 82,000	\$ (55,087)	33%
Total 62400 - INSURANCE	\$ 8,608	\$ 28,000	\$ (19,392)	31%
Total 62800 - PUBLIC INFORMATION	\$ 1,002	\$ 2,500	\$ (1,498)	40%
Total 63200 - ADVERTISING	\$ -	\$ 2,000	\$ (2,000)	0%
Total 63600 - TRAINING AND TRAVEL	\$ 5,622	\$ 16,450	\$ (10,828)	34%
Total 64000 - VEHICLES AND EQUIPMENT	\$ 6,925	\$ 23,530	\$ (16,605)	29%
Total 64400 - SEASONAL	\$ -	\$ 3,000	\$ (3,000)	0%
64700 - FACILITIES EXPENSE				
Total 64800 - TOWN HALL	\$ 4,118	\$ 10,690	\$ (6,572)	39%

The Town of Occoquan  
Profit & Loss Budget Performance  
July through September 2021

	Jul - Sep 21	Annual Budget	Over/(Under) Budget	% of Budget
Total 65200 · MILL HOUSE MUSEUM	\$ -	\$ 6,090	\$ (6,090)	0%
Total 65600 · 200 Mill Street	\$ 437			
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 1,147	\$ 5,910	\$ (4,763)	19%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 4,336	\$ 14,970	\$ (10,634)	29%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 589	\$ 2,650	\$ (2,061)	22%
Total 68400* · STREETS AND SIDEWALKS	\$ 53	\$ 700	\$ (647)	8%
Total 68800 · HISTORIC DISTRICT	\$ 3,868	\$ 14,100	\$ (10,232)	27%
Total 64700 · FACILITIES EXPENSE	\$ 14,549	\$ 55,360	\$ (40,811)	26%
Total Expense	\$ 236,663	\$ 1,058,241	\$ (821,578)	22%
Net Ordinary Income	\$ (42,829)	\$ (7,222)	\$ (35,607)	593%
General Fund Net Income	\$ (42,670)	\$ (7,222)	\$ (35,448)	591%

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS	\$ -	\$ 5,000	\$ (5,000)	0%
Net Ordinary Income	\$ -	\$ 5,000	\$ (5,000)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ -	\$ 10,000	\$ (10,000)	0%
70002 · Intersection Improvements	\$ -	\$ 3,400	\$ (3,400)	0%
70003 · Street Maintenance	\$ -	\$ 83,000	\$ (83,000)	0%
70004 · Sidewalk Maintenance	\$ -	\$ 12,000	\$ (12,000)	0%
70005 · Building Maintenance	\$ -	\$ 5,000	\$ (5,000)	0%
70006 · Stormwater Management	\$ -	\$ 10,000	\$ (10,000)	0%
70014 · Timed Parking Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
70015 · Gaslight Banner Replacement	\$ -	\$ 5,000	\$ (5,000)	0%
72006 · Riverwalk	\$ -	\$ 10,000	\$ (10,000)	0%
74001 · Vehicles & Equipment	\$ -	\$ 5,000	\$ (5,000)	0%
74002 · In-Vehicle Laptop Replace	\$ -	\$ 4,000	\$ (4,000)	0%
74003 · Body Armor	\$ -	\$ 1,000	\$ (1,000)	0%
CARES Funds: 76005 · A/V Equipment - Town Hall	\$ 4,194			
Total 70000 · CIP EXPENSE	\$ 4,194	\$ 153,900	\$ (149,706)	3%
Total Other Expense	\$ 4,194	\$ 153,900	\$ (149,706)	3%
Net Other Income	\$ (4,194)	\$ (153,900)	\$ 149,706	3%
Net Income	\$ (4,194)	\$ (148,900)	\$ 144,706	3%

EVENT FUND

Ordinary Income/Expense				
Income				
44000 · OTHER				
44020 · Events Fund Interest	\$ 274	\$ 3,000	\$ (2,726)	9%
44040 · Bricks Revenue	\$ 467	\$ 3,000	\$ (2,533)	16%
Total 44000 · OTHER	\$ 742	\$ 6,000	\$ (5,258)	12%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 3,728	\$ 10,000	\$ (6,272)	37%
47020 · Booth Rentals	\$ 52,093	\$ 170,600	\$ (118,507)	31%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 6,720	\$ 9,590	\$ (2,870)	70%
47030 · Shuttle Fees	\$ 28,268	\$ 53,000	\$ (24,732)	53%
47040 · Parking Space Sales	\$ 2,925	\$ 6,000	\$ (3,075)	49%
47060 · Merchandise	\$ 785	\$ 1,000	\$ (215)	79%

The Town of Occoquan  
Profit & Loss Budget Performance  
July through September 2021

	Jul - Sep 21	Annual Budget	Over/(Under) Budget	% of Budget
47081 - Alcohol	\$ -	\$ 3,600	\$ (3,600)	0%
Total 47000 - EVENTS REVENUE	\$ 94,518	\$ 253,790	\$ (159,272)	37%
Total Income	\$ 96,939	\$ 259,790	\$ (162,851)	37%
Gross Profit	\$ 96,939	\$ 259,790	\$ (162,851)	37%
Expense				
Total 60000 - PERSONNEL SERVICES	\$ 17,298	\$ 62,892	\$ (45,594)	28%
Total 60800 - INFORMATION TECH SERV	\$ 344			
Total 61200 - MATERIALS AND SUPPLIES	\$ 4,978	\$ 5,150	\$ (172)	97%
Total 62000 - CONTRACTS	\$ 33,339	\$ 66,700	\$ (33,361)	50%
Total 63200 - ADVERTISING	\$ 5,062	\$ 19,000	\$ (13,938)	27%
Total 64000 - VEHICLES AND EQUIPMENT	\$ 51			
64700 - FACILITIES EXPENSE				
Total 66800 - RIVER MILL PARK & FACIL	\$ 220	\$ 1,000	\$ (781)	22%
Total 64700 - FACILITIES EXPENSE	\$ 220	\$ 1,000	\$ (781)	22%
Total 69200 - SPECIAL EVENTS	\$ 7,620	\$ 12,700	\$ (5,080)	60%
Total Expense	\$ 73,132	\$ 177,442	\$ (104,310)	41%
Net Ordinary Income	\$ 23,807	\$ 82,348	\$ (58,541)	29%
Net Income	\$ 23,807	\$ 82,348	\$ (58,541)	29%

**MAMIE DAVIS PARK**

Ordinary Income/Expense				
Income				
44000 - OTHER				
44030 - Mamie Davis Park Interest	\$ 169	\$ 500	\$ (332)	34%
Total 44000 - OTHER	\$ 169	\$ 500	\$ (332)	34%
Total Income	\$ 169	\$ 500	\$ (332)	34%
70000 - CIP EXPENSE				
72005 - Mamie Davis Park Renovations	\$ -	\$ 2,000	\$ (2,000)	0%
Net Income	\$ 169	\$ (1,500)	\$ 1,669	-11%
Total Net Income/Loss (All Funds)	\$ (22,889)	\$ (75,274)	\$ 52,385	30%

# Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Kirstyn Jovanovich, Town Manager

From: Martin Crim, Town Attorney 

Re: November 2021 Town Attorney Report

Date: October 26, 2021

## **NOT CONFIDENTIAL**

This is a non-confidential report on matters that my office has been working on for the Town since my previous report dated September 28, 2021:

1. Attended the Architectural Review Board meeting on September 28.
2. Attended the September 29 Planning Commission meeting regarding zoning text amendments and Comprehensive Plan updates.
3. Discussed options for Property Maintenance Code enforcement with the Town Manager.
4. Met with the Town Manager, Zoning Administrator, and Town Engineer regarding Mill at Occoquan.
5. Met with the Town Manager and Town Engineer regarding the Department of Environmental Quality's requested changes to the Town's Chesapeake Bay ordinance, policies, and Comprehensive Plan.
6. Advised staff as to possible restrictions on commercial vehicle parking.