



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
occoquanva.gov
info@occoquanva.gov

Occoquan Town Council Town Council Meeting October 18, 2022 | 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. September 20, 2022 Meeting Minutes
 - b. Request to Set a Public Hearing on Zoning Text Amendments to Add a Definition of "Multilevel Parking Structure" and to Amend Town Code § 157.121 to Permit Structured Parking with a Special Use Permit in the B-1 Zoning District
 - c. Request to Adopt Support Resolution for VMS Application
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**
 - a. Request to Adopt Revised ARB Exterior Elevation Guidelines
 - b. Request to Increase the McKenzie Drive Sidewalk Not-to-Exceed Limit
10. **Discussion Items**
 - a. River Mill Park Playground Proposals
 - b. 2023 Event Calendar
 - c. VDOT Foot Bridge Closure for Repairs
 - d. Town Public Address System
11. **Closed Session**
12. **Adjournment**



4. Consent Agenda	Meeting Date: October 18, 2022
4 A: Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam Linn
Interim Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Approve September 20, 2022, Town Council meeting minutes
- b. Request to Set a Public Hearing on Zoning Text Amendments to Add a Definition of “Multilevel Parking Structure” and to Amend Town Code § 157.121 to Permit Structured Parking with a Special Use Permit in the B-1 Zoning District
- c. Request to Adopt Support Resolution for VMS Application

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

“I move to approve the consent agenda.”

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, September 20, 2022
7:00 p.m.

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

Absent: Cindy Fithian

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

1. CALL TO ORDER

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

2. CONSENT AGENDA

- a. **September 06, 2022 Meeting Minutes**
- b. **Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2023**

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

3. REGULAR BUSINESS

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

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

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

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

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

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

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

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

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

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

c. Request to Expend SLFRF funds for Riverwalk Expansion

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

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

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

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

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

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

4. DISCUSSION ITEM

a. Project Managers and Compensation for Large Projects

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

5. CLOSED SESSION

Councilmember Perkins moved that Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. And as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving: acquisition of real property for public purposes; specifically involving property within Town boundaries, because discussion in an open meeting would adversely affect the Town's bargaining position. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

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

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

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

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

Nays: None

6. BUSINESS AFTER CLOSED SESSION

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

7. ADJOURNMENT

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

Philip Auville, Town Clerk



4. Consent Agenda	Meeting Date: October 18, 2022
4 B: Request to Set a Public Hearing on Zoning Text Amendments to Add a Definition of “Multilevel Parking Structure” and to Amend Town Code § 157.121 to Permit Structured Parking with a Special Use Permit in the B-1 Zoning District	

Attachments: a. Resolution R-2022-10 to Refer ZTA
b. Draft Ordinance

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

During the September 20, 2022, meeting, the Town Council referred a request for a zoning text amendment to add changes to the Town Code generally relating to parking structures to the Planning Commission for review, public hearing, and recommendation. At their September 27, 2022 meeting, the Planning Commission discussed the matter, requested that the Town Attorney prepare a draft ordinance, and scheduled a public hearing on the proposed amendments as presented for their October 25, 2022 meeting at 6:30 p.m. at Town Hall. The draft ordinance prepared by the Town Attorney is attached.

This a request for the Town Council to set a public hearing date.

Background

Currently, the Town Code does not include language accommodating parking structures within the town in any zoning district. Parking is a perennial issue for the town, with respect to both the amount and location of spaces. The purpose of any zoning text amendments will be to lay the groundwork for any future measures to address parking issues in the Town of Occoquan.

Staff Recommendation: Recommend setting a public hearing date.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to set a public hearing date of November 1, 2022 on the draft ordinance.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**RESOLUTION TO REFER ZONING TEXT AMENDMENT TO PLANNING
COMMISSION TO AMEND TOWN CODE GENERALLY RELATING TO PARKING
STRUCTURES**

WHEREAS, the Town Council finds that public necessity, convenience, general welfare, and good zoning practice requires amending the Town zoning ordinance to address parking structures within the Town; and

WHEREAS, by authority granted in §§ 15.2-1427 (D), 15.2-2285 (B), and 15.2-2286(A)(7) of the Code of Virginia, the Town Council may amend, supplement, or change the Town's zoning regulations, and

WHEREAS, pursuant to § 15.2-2286(A)(7)(i), amendments to the zoning ordinance may be initiated by resolution of the Town Council, and

WHEREAS, pursuant to § 15.2-2285 (B), no zoning ordinance shall be amended or reenacted unless the planning commission has had an opportunity to make recommendations on it; and

WHEREAS, pursuant to §§ 15.2-2204 and 15.2-2285 (C), before approving and adopting any zoning ordinance or amendment thereof, the governing body shall hold at least one public hearing thereon; and

WHEREAS, the Town Council wishes to revise the existing Zoning Ordinance to serve the health, safety and general welfare of the public and accomplish the objectives of Virginia Code § 15.2-2200, and wishes to give reasonable consideration to the following purposes: (i) to provide for adequate light, air, convenience of access, and safety from fire, flood, impounding structure failure, crime and other dangers; (ii) to reduce or prevent congestion in the public streets; (iii) to facilitate the creation of a convenient, attractive and harmonious community; (iv) to facilitate the provision of adequate police and fire protection, disaster evacuation, civil defense, transportation, water, sewerage, flood protection, schools, parks, playgrounds, recreational facilities, and other public requirements; (v) to protect against destruction of or encroachment upon historic areas and working waterfront development areas; (vi) to protect against overcrowding of land, undue density of population in relation to the community facilities existing or available, obstruction of light and air, danger and congestion in travel and transportation, or loss of life, health, or property from fire, flood, impounding structure failure, panic or other dangers; (vii) to encourage economic development activities that provide desirable employment and enlarge the tax base; (viii) to provide for the preservation of lands of significance for the protection of the natural environment; (ix) to promote the creation and preservation of affordable housing suitable for meeting the current and future needs of the locality as well as a reasonable proportion of the current and future needs of the planning district within which the locality is situated; and (x)

to provide reasonable modifications in accordance with the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.) or state and federal fair housing laws, as applicable.

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby initiate R-2022-10 to address parking structures; and

BE IT FURTHER RESOLVED that the Occoquan Town Council does hereby refer the attached proposed amendment to the zoning ordinance to the Planning Commission for its recommendations.

Adopted by the Town Council of the Town of Occoquan, Virginia this 20th day of September, 2022.

MOTION: Councilmember Holloway

**DATE: September 20, 2022
Town Council Meeting**

SECOND: Councilmember Perkins

Votes

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

Nays: None

Absent from Vote: Councilmember Fithian

Absent from Meeting: Councilmember Fithian

BY ORDER OF THE TOWN COUNCIL

Attested:



Earnest W. Porta, Jr., Mayor



Philip Auville, Town Clerk

ORDINANCE # O-2022-__

AN ORDINANCE TO AMEND THE ZONING CODE BY ADDING A DEFINITION OF "MULTILEVEL PARKING STRUCTURE" AND TO AMEND TOWN CODE § 157.121 TO PERMIT STRUCTURED PARKING WITH A SPECIAL USE PERMIT IN THE B-1 ZONING DISTRICT

WHEREAS, The Town Council initiated a zoning text amendment to allow multilevel parking structures in the B-1 commercial district by Resolution R-2022-__; and

WHEREAS, After receiving public input and the recommendation of the Planning Commission, the Town Council desires to amend the zoning ordinance to permit multilevel parking structures in the B-1 district by special use permit, in order to accomplish the objectives of Virginia Code § 15.2-2200 and serve the public health, safety and welfare.

NOW, THEREFORE BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this ____ day of _____, 2022:

1. That the Town Council hereby amends Town Code § 156.001 to add a definition as follows:

PARKING STRUCTURE, MULTILEVEL. A structure with multiple stories designed for the parking of passenger vehicles and in which there is no provision for the repairing of vehicles.

2. That Town Code § 157.121 is hereby amended 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; and

(8) Multilevel Parking Structures. The Special Use Permit shall define the setbacks and maximum height of the facility and may provide for a mixed-use structure.

3. That this ordinance is effective upon passage.

BY ORDER OF THE TOWN COUNCIL

Meeting Date:

Town Council Meeting
Ord No. O-2022-__

RE:

MOTION:
SECOND:
ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk

DRAFT



4. Consent Agenda	Meeting Date: October 18, 2022
4 C: Request to Adopt Support Resolution for VMS Application	

Attachments: a. Resolution R-2022-12 – Resolution of Support

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

Town staff is submitting an application to the Virginia Department of Housing and Community Development’s Virginia Main Street Program to obtain an Exploring Main Street status. The status as an Exploring Main Street community will allow the Town to receive technical and financial support in its efforts to revitalize sections of the Town.

This is a request for the Town Council to adopt a resolution of support that will be submitted with the application.

Background

The Virginia Department of Housing and Community Development administers the Virginia Main Street Program and provides an Exploring Main Street option for communities that are exploring downtown revitalization. Members receive free technical assistance with community and economic development initiatives in their downtown sectors from VMS staff. They are also eligible for small grant opportunities from the VMS program. To receive the status, localities must submit an application and resolution of support. To retain the status, localities must remain active by attending at least one training session each year and keeping up to date contact information.

The Town of Occoquan was previously accepted as a Virginia Main Street Commercial District Affiliate (now known as the Exploring Main Street tier) in 2011 but is no longer in good standing with the VMS program as the Town has been inactive for a number of years.

Staff Recommendation: Recommend adopting the resolution.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to adopt the resolution of support for the Town of Occoquan’s application to the VMS program.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE VIRGINIA
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT’S VIRGINIA MAIN
STREETS PROGRAM**

WHEREAS, the Virginia Department of Housing and Community Development administers the Virginia Main Street Program and provides an Exploring Main Street option for communities that are exploring downtown revitalization, and

WHEREAS, Town staff is submitting an application for obtaining Exploring Main Street status for the Town of Occoquan.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of Occoquan, Virginia, authorizes and endorses the Town’s application for participation in the Virginia Department of Housing and Community Development’s Virginia Main Streets Program as part of the Exploring Main Street tier.

Adopted by the Town Council of the Town of Occoquan, Virginia this 20th Day of September, 2022.

MOTION:

**DATE: September 20, 2022
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

Philip Auville, Town Clerk



TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Interim Town Manager

DATE: October 4, 2022

SUBJECT: Administrative Report

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:** As of the date of this report, Prince William County's COVID-19 community level is LOW. This is based on the revised guidance issued by CDC in February 2022 on how localities can assess COVID-19 related risk within their communities. The optional masking policy remains in place for town facilities: masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. Staff continues to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA (SLFRF) Update:** The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at www.occoquanva.gov/american-rescue-plan-act. The Spending Plan identifies four funding groups: Infrastructure - Parks and Public Spaces; Infrastructure - Energy Efficiencies and Building Upgrades; Infrastructure - Stormwater; and Administrative. Each funding group includes a list of potential uses. With the funding levels approved by group, town staff is continuing to obtain estimates, identify grant opportunities, and assess feasibility for the various projects listed within the Spending Plan. Staff will bring the projects to the Town Council as they are refined for final approval and appropriation. Updates on the status of the Spending Plan implementation will be available on the town's website at the link above.
- **SLFRF Spending Plan Projects:** Town Council approved the McKenzie Street Sidewalk project (Infrastructure - Parks and Public Spaces) at the August 2, 2022 meeting; construction documents have been developed and Town staff is currently coordinating with a potential contractor. At the September 20, 2022 meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding for the Riverwalk Visioning process. More information can be found in its respective section. In addition, staff is actively working on scope and estimate refinement on the following SLFRF proposed projects: River Mill Park Playground and Picnic Area; Riverwalk Expansion Project/Mill House Overlook Expansion; Energy Audit - Town Hall energy and ventilation upgrades; Street Gaslight Conversion Project; process improvements. Stormwater System Plan progress is pending notice of award for potential grant funding.
- **Development Project Updates:** The Mill at Occoquan project's site plan has been submitted and is currently under review; first round comments have been sent to the applicant. Demo is

expected in Fall 2022. The Mill Street Beer Garden project is progressing through construction toward opening and will undergo a secondary inspection. No opening date has been provided.

- **Signage Education:** As part of zoning enforcement, staff is developing a handout highlighting the Town's sign ordinance and will be sent to all businesses and property owners within the B1 district. This is intended to serve as an educational outreach to first educate on the regulations and then follow up with enforcement procedures. On September 27th, Town staff reviewed the guide with the Architectural Review Board. Town staff will present the guide at the next OBP Quarterly Meeting on October 4, 2022.
- **VDOT TAP Grant Project:** In early May, we received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff will work with County staff in administering this project. Updates will be available at www.occoquanva.gov/construction-updates.
- **Riverwalk Visioning Process:** With the approval of Town Council, Town staff has secured a contract with the Berkley Group to support the Planning Commission on its Riverwalk Visioning process. The process will involve multiple opportunities for community input and produces visioning documents, maps, and vignettes that will help the Town and potential partners visualize the future Riverwalk. In addition, staff is continuing to work with the Planning Commission to develop a Community Plan as an addendum to the Town's Comprehensive Plan. The 2021 update of the Comprehensive Plan was approved at the December 7, 2021 Town Council meeting.
- **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.
- **VDOT Road Paving Update:** On July 18, VDOT contractors began milling, paving, and marking operations within the town's historic district. Work concluded the week of July 31, 2022. Town staff is currently working with VDOT to resolve a 'punch list' of various concerns related to the road paving. VDOT completed work on raising the stormwater inlet on Mill Street near the corner of Mill and Union and created paving transitions to alleviate sidewalk flooding near 203 Union Street. Remaining items include resurfacing curbs on Mill Street and addressing standing water on Mill Street near Washington Street.
- **FY2023 Capital Projects:** Yellow curbs were painted after VDOT paving was completed in the historic district. Repairs to West Locust Street sidewalk are complete. Updates on FY2023 capital projects will be available at www.occoquanva.gov/construction-updates.
- **Mill Street Water Issue:** Town staff is reinstalling the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street inlet. Staff is reviewing permanent solutions to address this continued stormwater issue in this area. VDOT has advised no further crowning work will be conducted in response to this issue. In the meantime, staff will continue to maintain the temporary pipe. Updates will be available at www.occoquanva.gov/construction-updates.
- **Block the Box:** Town staff met with VDOT representatives to discuss opportunities to improve signage and markings indicating prohibition of blocking the intersection at Rt 123 and

Commerce Street. Staff had a positive conversation with VDOT and they will be looking into installing additional signage on the signal arm and adding additional markings in the intersection. They indicated that they would not be able to install the improvements until later this year due to staffing and timing issues. OPD will be launching a Don't Block the Box education and enforcement campaign at the intersection to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.

- **Community Flood Preparedness Fund Grant Request:** In April, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). The grant request is for \$131,250 to fund the development of a Resilient Stormwater and Flood Management and Implementation Plan. The plan will evaluate the Town's stormwater and flood resilience and ultimately result in an actionable plan that when implemented, increase the town's overall resiliency and response to the impacts of climate change within the community and region. Town staff received feedback on September 28, 2022, and is currently working with DCR to supply more information for the grant determination.. Updates will be available at www.occoquanva.gov/construction-updates.
- **Litter Grant:** Town staff has submitted its annual application for DEQ's non-competitive Litter Grant program for FY2023. In 2021, the General Assembly allocated up to 5% of the net resources allocated for the Litter Control and Recycling Fund for the operation of public information campaigns to discourage the sale and use of expanded polystyrene (EPS) products and to promote alternatives to EPS in the Commonwealth. This year, localities applying for the non-competitive grant can opt to receive additional funding to implement the EPS program. The Town has opted in for this additional funding and will be working on a public information campaign regarding this issue later this fiscal year. Staff will provide more information as we move through this process.
- **River Mill Park Playground Grant:** In August, Town staff prepared and submitted a grant request for \$25,000 through the Get Outdoors (GO) grant program of the Virginia Outdoors Foundation (VOF) to assist in the construction of a concrete base for the future playground in River Mill Park. A decision on the application is expected on October 11, 2022. The River Mill Park Playground and picnic area project is included in the Town's SLFRF Spending Plan.
- **DEQ ARPA Wastewater Funds 2022 Appropriation:** The Town has received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff, along with Mayor Porta and Council Member Love, attended a kickoff meeting with DEQ in August. Town staff submitted an initial program application on September 28, 2022, for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). Staff will provide more information as we move through this process.
- **Flood Sensor:** Prince William County Office of Emergency Management installed a cellular data collection box and water sensor on the Town dock on September 20th.

Treasurer Report - Supplemental Information

The July 2022 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies.

BPOL Tax Delinquencies		
Business Name	Years of Delinquency	Date of Last Notice/Status
GHR INVESTMENTS, LLC	1	8/25/2022

Transient Tax Delinquencies		
Business Owner	Months of Delinquency	Date of Last Notice/Status
N/A	N/A	N/A

Meals Tax Delinquencies		
Business Name	Months of Delinquency	Date of Last Notice/ Status
BANN THAI OLD TOWN	2	9/29/2022
BABBANME LLC	6	9/29/2022

Real Estate Delinquencies*				
Property Owner	Years of Delinquency	Delinquent Tax Amount*	Date of Last Notice	Notes
GRANNY'S COTTAGE INC	6	\$403.20	5/24/2022	
HOUGHTON RONALD W ETAL	4	\$70.08	5/25/2022	
LIGHT MARK D & RINA KOCSANY J-T SUR	1	\$10.08	7/11/2022	

*Excludes penalties and interest

Engineering

- **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 spring 2022 – FEMA will issue a “Revised Preliminary” map, after which there will be another 90-day appeal period. Following resolution of any comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.
- **Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued – construction proceeding. Erosion inspections reduced to monthly.
- **Mill at Occoquan - no change from last report:** Floodplain study comments by FEMA issued and resubmitted by applicant June 28, 2022. Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022. PWCSA review forwarded directly to project engineer July 8, 2022. PWC Fire Marshall’s office requesting plans be submitted directly to them through the County’s ePlan review system.
- **Community Strategy - no change from last report:** Met with Planning Commission to review options for Riverwalk on June 28, 2022.
- **Stormwater Management Grants - no change from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town. Grant request forwarded to Department of Conservation and Recreation (DCR) for Virginia Community Flood Preparedness Fund on April 8, 2022.
- **State Local Fiscal Recovery Funds (SLFRF)**
 - **McKenzie Drive Sidewalks - update from last report:** Part of SLFRF Funding. Construction documents completed and to Interim Town Manager.
 - **Playground Structure in River Mill Park - update from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.
 - **Washington Street - update from last report -** Legacy provided cost estimate for work (in excess of \$500K).
- **FCWA River Crossing Construction - no change from last report:** Project delayed, but

expected to begin in the fall.

- **200 Mill Street - Beer Garden - update from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed. Construction nearing completion and developer has requested bond release. Bond release being held to resolve site plan update.
- **127 Washington Street - landscape plan - no change from last report:** landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements.
- **Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22
103 Poplar Lane	SKE2022-003	Add swimming pool	First submission 9/9/2022
103 Poplar Lane	WQA2022-004	Add swimming pool	First submission 9/9/2022

Zoning Administrator

A. The following is a list of **zoning reviews** from September 1 to September 30, 2022:

	Zoning Application #	Property Address	Activity
1	TZP2022-033	90 Washington Street	Add deck to rear yard
2	TZP2022-034	205 Commerce Street	Add dryer vent
3	TZP2022-035	201 Union Street	Add concrete pad to rear

B. The following is a list of **new violation letters** from September 1 to September 30, 2022:

	Property Address	Violation #	Violation	Town Action
1	201 Union Street	OZV-2022-13	Refuse overflowing; Presence of vermin	Letters sent by certified mail to tenants and property owners 9/15/22

C. The following is a list of **active/previous violations** from September 1 to September 30, 2022:

	Property Address	Violation #	Violation	Town Action
1	127 Washington St.		Tree removal without permit	Letter sent on 6/10/22. On-site meeting held on 6/29 to discuss abatement and next steps. Plan to be submitted by 8/8/22. Comments sent on 8/26/22.

Building Official

The Building Official monthly report provided by Prince William County for the month of September is attached.

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. 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.

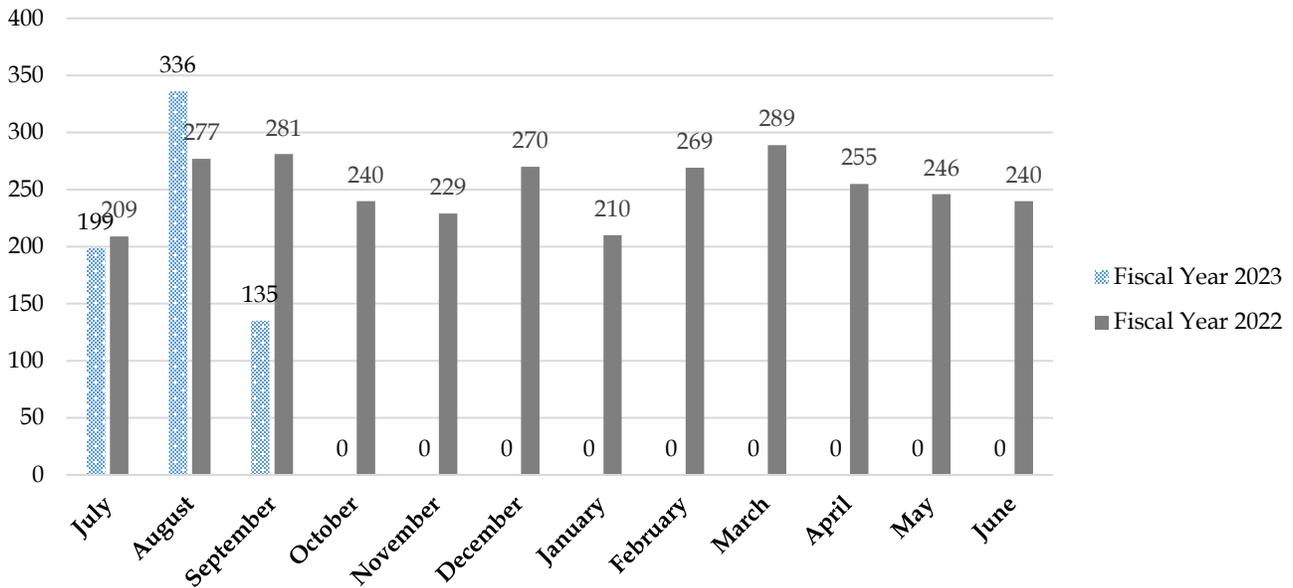
Community Relations

Provided public safety patrols during Town events (Trivia Night, Fall Arts & Crafts Show). Engaged in foot patrols throughout historic district and Town boardwalk. Officers spoke with business owners and residents throughout the month.

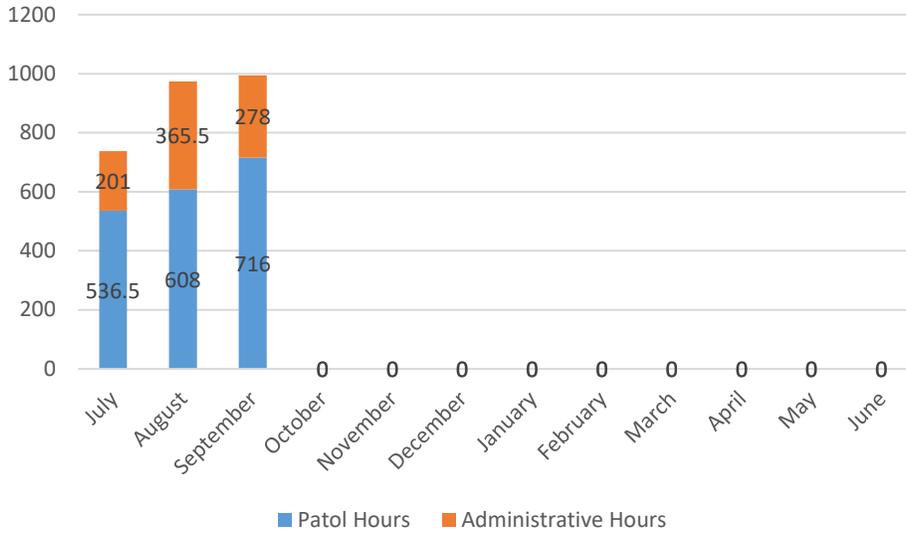
Patrol and Enforcement Activities

As of September 27th, during the month of September, the Town Police made 51 business checks and 118 park checks. The Town Police also had 127 calls for service, with 11 trespassing calls, 8 suspicious person/vehicle/circumstance calls, 8 disorderly in progress calls, 7 vehicle crashes, 7 medical/mental health calls, 5 roadway obstruction calls, 5 disabled vehicles/motorist assist calls, 4 impaired driving calls, 4 animal calls, 4 domestic in progress calls, 2 downed lines calls, 2 drunk in public calls, 2 missing person calls, 2 DUI arrests, 1 drug complaint call, 1 traffic control call, 1 hit and run call, 1 welfare call, 1 burglary in progress call, 1 illegal fireworks call, 1 noise complaint, 1 Hazmat call, 1 phone harassment call, 1 racing call, multiple service/assist calls, and made 2 custodial arrests, issued 135 traffic summonses, 43 parking violations, and 47 warnings.

Traffic Summonses FYTD (GRAPH)



Patrol/Administrative Hours FYTD (GRAPH)

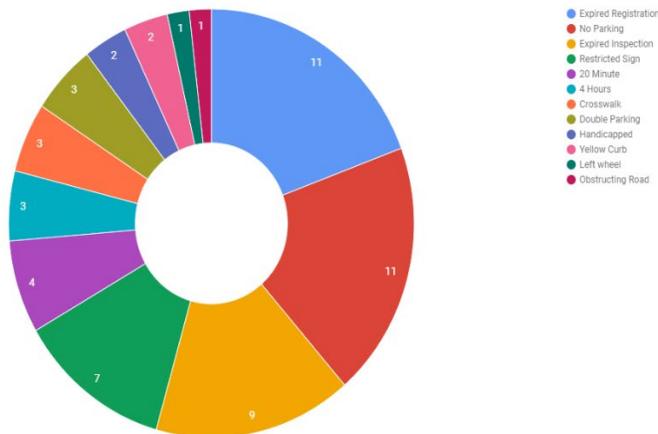


Parking Enforcement (CHART/GRAPH)

	Parking Tickets	Warning
July	56	1
August	77	3
September	43	2

Total Parking Enforcement

Occoquan VA - Tickets By Violation (Month To Date)

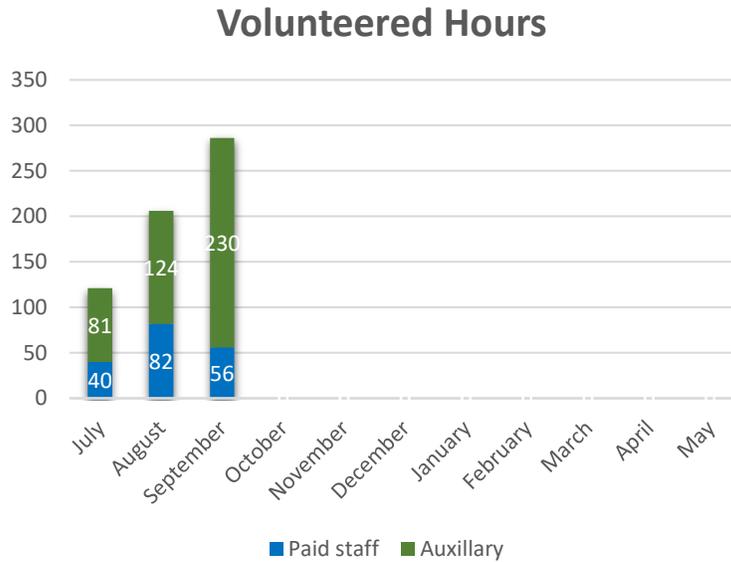


Data as of 9/27/2022, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 613 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 regular maintenance activities:

Activity	Daily, M-F	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Repair Gaslight Banners	X				
Check/Clean Trash/Recycling Cans			X		Clean as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Boardwalk	X				Review and schedule repairs as needed
Check River Mill Park	X				Review and schedule repairs as needed
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed

Check/Replace Flags		X	
Maintain Town Equipment		X	Vehicle and small engine repair, seasonal and as needed
Maintain Town Buildings		X	Review and schedule repairs as needed
Clean Town Vehicle		X	Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X		External and Internal clean up and organization
Check/Maintain Dumpster and storage area			X
Water Flowers	X		Seasonal
Graffiti Check/Removal	X		
Litter Check/Removal	X		

Maintenance Highlights (September 2022)

- Prepared signage, bus stops, and event spaces for; supported vendors and events during; and tore down and cleaned up after Fall Arts and Crafts Show.
- Moved mill stone from center of River Mill Park to presentation site next to footbridge.
- Completed renovations to main floor of Town Hall staff offices.
- Contracted holiday decoration installation and storage from 2022 through 2024.

Upkeep and Maintenance Projects

Below is an updated list of maintenance activities with statuses updated as of September 29, 2022:

Project	Not Started	In Progress	Completed	Notes
Town Hall Kitchen Remodel	X			Delay until FY23
River Mill Bathroom Upgrades	X			Touchless faucet
Repair Town Hall Eve Damaged due to Tree	X			Need Quote
Install Custom Bricks at River Mill Park		X		Ongoing
Backup Generator Project		X		Seeking Grant - Annex
Paint street sign poles black outside of historic district		X		
Paint Yellow curbs			X	Scheduled for after VDOT Paving
Address dirt area near LOVE sign steps		X		Working with landscaper
Repair concrete steps at Town Hall	X			
Clean/Maintain River Mill Park Light/Poles		X		
Clean off Kayak Ramp		X		Requires occasional debris removal
Coordinate with VDOT on cleaning up Rt 123 ahead of Craft Show			X	
Install curb stops along fence line in Town parking lot	X			
VDOT to make repairs to footbridge decking		X		
Replant flower pots on riverwalk by MDP	X			
Repair A-Frames for Craft Show			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
Winterize MDP (contractor)	X			Fall 2022
Wash windows at Town Hall (contractor)	X			Spring 2023
Repair town portable generator	X			
Repair Holiday Wreaths	X			Fall 2022
Install Holiday Wreaths	X			Fall 2022
Install Bows and Select Lights for Holiday Decorations	X			Fall 2022
Support tree lighting event	X			Nov-22
Complete minor brick repairs		X		Various locations throughout historic district
Complete repairs on Riverwalk/dock - replace boards; reattach; safety issues			X	
Schedule power wash of Riverwalk/dock		X		Contractor terminated; seeking another contractor
Clean out leaves in front of Town Hall	X			Fall, ongoing
Support HolidayFest Event	X			Set up, day of support, clean up
Clean up and organize PW Annex		X		
Main Office Reorganization - Town Hall			X	
Support Winter Weather Events	X			
Remove and store holiday decorations	X			Jan-23
Building maintenance - light repairs at town hall	X			Contact electrician
Coordinate spring flower planting with landscaper	X			Spring 2023
Order/replace signs at dock	X			
General repairs at RMP Bathroom - lights, baseboard		X		
Clean and touch up paint on Gaslights	X			Spring 2023
Repair/update signage on MDP Entry sign	X			
Replace HVAC at Town Hall		X		
Install/repair event banners as needed		X		Ongoing
Seal crack at Town Hall RE: Water issues (ongoing)		X		Must watch
Replant flower pots in Town ROW	X			Fall 2022, Spring 2023
Maintain temporary pipe to redirect water flow down Mill Street to Ellicott/Mill stormwater inlet		X		Watching and repair as necessary
Assist with preparation for Peep Week events	X			Spring 2023

Project	Not Started	In Progress	Completed	Notes
Support Friends of the Occoquan River Cleanup event	X			Fall, Spring
Move Mill Stone to display location in RMP			X	Display rock placed
Plant tree in RMP - Tree City USA requirement		X		Scheduled October 6
Plant trees along Washington Street garden area	X			Fall 2023
Plant liriopie along Mill Street sidewalk buffer in front of 402 Mill Street (dirt area with tree roots)	X			Fall 2023
Spray and seed MDP	X			Fall 2023
Clean public trash and recycling cans	X			Spring 2023
Plant groundcover at RMP along fence line near Mill House Museum and near footbridge bed		X		Fall 2023
Address garden bed along Washington Street near crosswalk	X			Spring 2023
Cut back vegetation on River Road		X		Monitor
Coordinate Footbridge walkway repairs		X		
Remove old/broken bird houses and poles from Furnace Branch and near the public art banner		X		
Cut bolts on parking signs		X		
Keep public art banner secure; remove when property owner has replacement banner	X			
Support monthly RMP events		X		Trivia night, concerts, theater
Paint Lower level outside of Town Hall - white part	X			
Supply and install signage for Fall Craft Show parking			X	
Hang Town Hall Dedication Resolution in Town Hall			X	
Paint white stripes in no parking in front of Madigans			X	
Paint yellow curb to delineate no parking area on Commerce			X	
Coordinate with VDOT to improve Block the Box		X		Scheduled Fall 2022
Install Holiday Bows and Select Lights	X			
Contract Holiday Decorations Firm			X	Contract signed and 50% paid

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

Location	Not Started	In Progress	Completed	Notes
Town Hall	X			FY2023
Minor Brick Repairs		X		Repairs and replacement ongoing; loose and missing brick repairs ongoing
Union/Mill Street Intersection	X			Obtaining estimates to install ramp at Union/Mill Street (currently a step down curb) Not budgeted; only obtaining estimates at this time.

Events and Community Development

- **Movie in the Park - Beetlejuice:** Friday, October 21 at 7:00pm. Tickets \$10 each or 2 for \$15 / Kids 12 & under free. Popcorn, candy, and kid & adult beverages will be available for purchase in the park.
- **Trivia Night - October 28, 2022:** Join us for the final Trivia Night of the season. Six rounds of quirky questions and winner takes all. Food and adult beverages are available for order from The Spot on Mill Street. The theme of the night is Murder and Mystery. [More information.](#)

Spirits & Spirits

- **Haunted Maze:** On Saturday, October 29 Patriot Scuba hosts the Haunted Maze, rated PG-13 (for adults and brave, older kids). Enter the maze through the spooky Spirit Garden, then navigate your way through 15 themed areas full of scary skeletons, creepy crawlies, and ghoulish goblins. Admission to the maze is \$10 for ages 13+ and \$5 for 12 and under. Tickets are available for purchase at the door or in advance. The maze is not recommended for young children as it may be too scary. All event proceeds from the Haunted Maze & Spirit Garden benefit local non-profit Patriots for Disabled Divers. Free shuttle service will be available Saturday, October 29. Park at the Rt. 123/Old Bridge commuter lot and be taken directly to the Haunted Maze and Spirit Garden.
- **Costume Parade & Contest - Saturday, October 29:** Join the Town of Occoquan's family-friendly Occoquan Costume Parade & Contest from 10:00am-12:00pm. Starting at 10:00am, Mayor Porta will lead the parade down Mill Street to River Mill Park, where costume judging will take place. Judging categories include: cutest, scariest, funniest, most original, and family/group. 1st place winners in each costume category will be awarded \$25 gift certificates that can be used in select businesses throughout town. There is no fee to participate.
- **Vote & Win! Contest - October 28-29:** Stroll through historic Occoquan on Friday, October 28 and Saturday, October 29 and vote for the best decorations, costumes, and jack-o-lanterns at your favorite businesses.
- **Shop Late in Occoquan - Saturday, October 29:** Occoquan businesses will be open until at least 8pm or later. Free shuttle service runs from 4-10pm from the Rt. 123/Old Bridge commuter lot.

**Town of Occoquan - Permit Report
September 2022**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
ELE2016-04490	204 BRAWNERS FARM PL	200 Amp Panel Change	Electrical	Issued	R - Alteration/Repair	04/28/2016		0.00	\$3,200.00
ELE2023-01004	1521 COLONIAL DR	Replace existing electrical outlet for Washer machine with a new 20 PSTD2023-00020 amp TR GFCI. Check existing dedicated 20 amp 120v circuit and replace it if necessary	Electrical	Finalized	C - Alteration/Repair	09/01/2022	09/08/2022	676.00	\$375.00
ELE2023-01065	1521 COLONIAL DR	PSTD2023-00021 - Water Damage to Unit T3 (Lower Level) Replace the Cutler Hammer tan handle breakers due to water intrusion - (2) 2 pole 30 amp breakers - (6) single pole 20 amp breakers - (4) single pole 15 amp breakers - (1) white 20 amp GFI receptacle located in wall of the kitchen	Electrical	Finalized	C - Alteration/Repair	08/26/2022	08/30/2022	1,200.00	\$1,500.00
BLD2023-01042	205 COMMERCE	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Building	Issued	R - Alteration/Repair	08/26/2022		150.00	\$5,000.00
ELE2023-01253	205 COMMERCE	Remodel two bathrooms 2ND FLOOR, NON STRUCTURAL INTERIOR A/R	Electrical	Issued	R - Alteration/Repair	08/31/2022		150.00	\$1,500.00
MEC2023-00620	205 COMMERCE ST	Replace Dryer Vent***NEED APPROVAL FOM TOWN OF OCCOQUAN**	Mechanical	Pending	R - Alteration/Repair			0.00	\$150.00
PLB2023-00516	205 COMMERCE	Renovate Master bathroom as well as second floor hall bathroom	Plumbing	Issued	R - Alteration/Repair	09/11/2022		0.00	\$7,600.00
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022		390.00	\$25,000.00
BLD2022-06847	312 COMMERCE	FLOOR AND ROOF REPAIR AFTER CHIMNEY REMOVAL.	Building	Issued	R - Alteration/Repair	07/26/2022		20.00	\$5,000.00

BLD2022-07449	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTAIRS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ADD SMALL GALLEY KITCHEN TO UPSTAIRS SPACE. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Building	Issued	R - Alteration/Repair	06/02/2022		480.00	\$20,000.00
ELE2022-04507	312 COMMERCE ST	REPLACING 200 AMP PANEL - DID NOT RUN ANY NEW CIRCUITS, NEW CIRCUITS RUN BY HOMEOWNER AFTER THE FACT	Electrical	Issued	R - Alteration/Repair	03/24/2022		0.00	\$2,300.00
ELE2023-01050	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Electrical	Issued	R - Alteration/Repair	08/25/2022		480.00	\$10,000.00
MEC2023-00021	312 COMMERCE	Ductless Hvac for building	Mechanical	Issued	R - Alteration/Repair	08/12/2022		0.00	\$35,000.00
MEC2023-00394	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Mechanical	Issued	R - Alteration/Repair	08/25/2022		480.00	\$20,000.00
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair			2,500.00	\$500.00

PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair			2,500.00	\$500.00
PLB2023-00432	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Plumbing	Issued	R - Alteration/Repair	08/25/2022		480.00	\$20,000.00
BLD2021-07195	459 FORTRESS WAY	Installation of a new timber retaining wall with 6 x 6 pressure treated lumber. Inclusive of backfill and compact excavated areas with finished grade sloped and the installation of a new foundation drainage system and new clean stone.	Building	Issued	C - Retaining Wall	11/05/2021		1,200.00	\$20,000.00
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout			1,800.00	\$8,500.00
BLD2022-03797	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN (KITCHEN & BATHROOM BUILDING) IN THE TOWN OF OCCOQUAN. □ OUTDOOR SEATING AREA PERMIT - BLD2022-06756	Building	Issued	C - Tenant Layout	05/05/2022		708.00	\$2,500.00
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Pending	C - Tenant Layout			708.00	\$2,500.00
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout			708.00	\$2,500.00
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout			708.00	\$2,500.00
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Issued	C - Tenant Layout	05/13/2022		708.00	\$2,500.00

PLB2022-02374	314 MILL ST	water pipe replacement of bathroom (not fixtures), interior building drain/groundworks replacement	Plumbing	Issued	C - Alteration/Repair	04/12/2022		0.00	\$10,000.00
BLD2023-01811	402 MILL ST	reinforce old floor joists and add steel diaphragm to brace brick walls against wind load. Remove non structural walls and one structural wall.	Building	Pending	C - Alteration/Repair			0.00	\$19,000.00
ELE2022-06383	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Electrical	Pending	C - Tenant Layout			1,300.00	\$12,000.00
GAS2022-02325	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Gas	Pending	C - Tenant Layout			1,300.00	\$12,000.00
MEC2022-02843	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Mechanical	Pending	C - Tenant Layout			1,300.00	\$12,000.00
PLB2022-02785	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use with less than 15 occupants	Plumbing	Pending	C - Tenant Layout			1,300.00	\$12,000.00
BLD2022-04172	406 MILL ST	Pergola encompassing back patio. with removeable vinyl sides and top for inclement weather.	Building	Finalized	C - Accessory Structure	04/21/2022	09/16/2022	250.00	\$1,000.00
BLD2022-01583	416 MILL ST	(SEE BCE2021-00265) 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	Issued	C - Tenant Layout	03/01/2022		293.00	\$4,000.00
ELE2022-03572	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Electrical	Finalized	C - Tenant Layout	07/14/2022	08/19/2022	293.00	\$4,000.00
ELE2022-03572	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Electrical	Finalized	C - Tenant Layout	07/14/2022	08/19/2022	293.00	\$4,000.00

ELE2022-02501	440 MILL ST	correct crawl space wiring	Electrical	Finaled	C - Alteration/Repair	11/18/2021	07/29/2022	0.00	\$500.00
BLD2021-06635	450 MILL ST	TLO FOR POPPS	Building	Issued	C - Tenant Layout	05/03/2022		737.00	\$125,000.00
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout			737.00	\$125,000.00
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout			737.00	\$125,000.00
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout			737.00	\$125,000.00
BLD2022-02422	458 MILL ST	TEMPORARY INFLATABLE MOVIE SCREEN - EVENT ON 10/23/2021	Building	Finaled	C - Temporary Activity	10/22/2021	09/23/2022	0.00	\$500.00
BLD2022-06163	101 POPLAR LN	**REVISED 5/9/2022** - FINISH BASEMENT - rec room, wet bar, powder room, den and existing lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Building	Finaled	R - Alteration/Repair	04/21/2022	08/15/2022	563.00	\$39,815.00
ELE2022-05240	101 POPLAR LN	FINISH BASEMENT - rec room, wet bar, powder room, den and lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Electrical	Finaled	R - Alteration/Repair	04/22/2022	08/15/2022	899.00	\$1,200.00
PLB2022-02506	101 POPLAR LN	FINISH BASEMENT - rec room, wet bar, powder room, den and lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Plumbing	Finaled	R - Alteration/Repair	04/22/2022	08/15/2022	899.00	\$800.00
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022		4,938.00	\$640,000.00
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022		4,938.00	\$640,000.00
BLD2022-06898	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Building	Issued	C - Tenant Layout	07/29/2022		182.00	\$5,000.00
ELE2022-06643	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Electrical	Issued	C - Tenant Layout	08/04/2022		182.00	\$5,000.00

MEC2022-02770	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Mechanical	Issued	C - Tenant Layout	08/04/2022		182.00	\$5,000.00
PLB2022-03056	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Plumbing	Issued	C - Tenant Layout	08/04/2022		182.00	\$5,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	2,754.00	\$45,000.00
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Electrical	Finaled	R - New Townhouse	04/29/2019	08/10/2022	2,754.00	\$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$1,000.00
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Finaled	R - New Townhouse	11/20/2018	08/10/2022	2,754.00	\$5,500.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/12/2022	3,246.00	\$45,000.00
ELE2022-01737	1552 RIVERTOWN PL	INSTALL 200 AMPS SERVICE / LTS/SW/SM/ OUTLETS	Electrical	Finaled	R - New Townhouse	10/11/2021	08/12/2022	3,246.00	\$7,000.00
GAS2022-00768	1552 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/12/2022	3,246.00	\$2,000.00
MEC2022-00972	1552 RIVERTOWN PL	Installation of A/C, gas furnace, and ductwork	Mechanical	Finaled	R - New Townhouse	10/25/2021	08/12/2022	3,246.00	\$9,500.00
PLB2022-00888	1552 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTACHED EMAIL**	Plumbing	Finaled	R - New Townhouse	10/15/2021	08/12/2022	3,246.00	\$5,000.00

BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	3,246.00	\$45,000.00
ELE2022-01736	1554 RIVERTOWN PL	INSTALL 200 AMPS SERVICE SW/ SM / OUTLETS / LTS	Electrical	Finaled	R - New Townhouse	10/11/2021	08/10/2022	3,246.00	\$7,000.00
GAS2022-00767	1554 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$2,000.00
MEC2022-00971	1554 RIVERTOWN PL	Installation of new A/C, gas furnace, and ductwork	Mechanical	Finaled	R - New Townhouse	10/25/2021	08/10/2022	3,246.00	\$9,500.00
PLB2022-00887	1554 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTACHCED EMAIL	Plumbing	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$5,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	2,754.00	\$45,000.00
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Electrical	Finaled	R - New Townhouse	04/29/2019	08/10/2022	2,754.00	\$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$1,000.00
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Finaled	R - New Townhouse	11/21/2018	08/10/2022	2,754.00	\$5,500.00
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	\$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	3,246.00	\$45,000.00
ELE2022-01735	1556 RIVERTOWN PL	Install 200 amps service / outlet's / SW/ SM/ LTS by code	Electrical	Finaled	R - New Townhouse	10/11/2021	08/10/2022	3,246.00	\$7,000.00
GAS2022-00766	1556 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$2,000.00
MEC2022-00973	1556 RIVERTOWN PL	Installation of A.C, gas furnace, and ductwork	Mechanical	Finaled	R - New Townhouse	10/25/2021	08/10/2022	3,246.00	\$9,500.00

PLB2022-00886	1556 RIVERTOWN PL	rough in plumbing for new construction	Plumbing	Finald	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	\$5,000.00
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Issued	C - Tenant Layout	11/15/2021		462.00	\$9,000.00
ELE2022-04601	206 UNION ST	Converting existing retails space to new Nail Salon. TAKE-OVER PERMIT FROM ELE2022-01996	Electrical	Issued	C - Tenant Layout	03/23/2022		462.00	\$2,000.00
MEC2022-01112	206 UNION ST	Converting existing retails space to new Nail Salon.	Mechanical	Issued	C - Tenant Layout	01/14/2022		462.00	\$3,000.00
PLB2022-01118	206 UNION ST	Converting existing retails space to new Nail Salon.	Plumbing	Issued	C - Tenant Layout	03/01/2022		462.00	\$500.00
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022		0.00	\$350.00
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Issued	R - Alteration/Repair	11/09/2020		600.00	\$50,000.00
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Issued	R - Alteration/Repair	11/15/2020		2,000.00	\$4,000.00
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Issued	R - Alteration/Repair	11/20/2020		4,000.00	\$12,000.00
PLB2021-02432	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Plumbing	Issued	R - Alteration/Repair	04/01/2021		600.00	\$20,000.00
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Issued	C - Tenant Layout	06/17/2022		638.00	\$7,500.00
ELE2022-03991	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Electrical	Pending	C - Tenant Layout			638.00	\$7,500.00
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Pending	C - Tenant Layout			638.00	\$7,500.00
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Pending	C - Tenant Layout			638.00	\$7,500.00

END OF REPORT

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 8/31/2022

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 8/31/2022
Nonspendable¹:			
Mamie Davis Fund	\$ 100,000		\$ 100,000
Restricted²:			
E-Summons Fund	\$ 22,085	\$ 1,768	\$ 23,853
Assigned:			
Operating Reserves	\$ 190,346		\$ 190,346
Events Fund	\$ 25,000	\$ 32,337	\$ 57,337
CIP Fund	\$ 101,000	\$ (12,336)	\$ 88,664
Public Safety Grant Fund	\$ 13,206	\$ (1,238)	\$ 11,967
Mamie Davis Park Fund	\$ 11,492	\$ 1	\$ 11,493
PEG Fund	\$ 1,776	\$ -	\$ 1,776
Subtotal Assigned:	\$ 342,819	\$ 18,764	\$ 361,582
Unassigned	\$ -	\$ (51,796)	\$ (51,796)
Total Available Fund Balance:	\$ 471,525	\$ (37,885)	\$ 433,639

Additional Information:

SLFRF Balance:	\$ 474,780		\$ 474,780
-----------------------	------------	--	------------

Note 1 GASBS 54 ¶ 7

Note 2 GASBS 54 ¶ 8

The Town of Occoquan
Profit & Loss Budget Performance
July through August 2022

	Jul - Aug 22	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · TAXES				
40010 · Real Estate	\$ -	\$ 275,492	\$ (275,492)	0%
40020 · Meals Tax	\$ 54,410	\$ 282,499	\$ (228,089)	19%
40030 · Sales Tax	\$ 6,527	\$ 36,000	\$ (29,473)	18%
40040 · Utility Tax	\$ 4,861	\$ 30,000	\$ (25,139)	16%
40050 · Communications Tax	\$ 5,462	\$ 33,000	\$ (27,538)	17%
40060 · Transient Occupancy Tax	\$ 2,701	\$ 14,500	\$ (11,799)	19%
Total 40000 · TAXES	\$ 73,967	\$ 671,491	\$ (597,524)	11%
41000 · FEES/LICENSES				
41010 · Vehicle License	\$ 314	\$ 11,000	\$ (10,687)	3%
41020 · Business Licenses	\$ 30	\$ 68,800	\$ (68,770)	0%
41030 · Late Fees	\$ 419	\$ 2,500	\$ (2,081)	17%
41040 · FINES (PUBLIC SAFETY)	\$ 45,820	\$ 345,000	\$ (299,180)	13%
41100 · Administrative Fees	\$ 2,170	\$ 10,000	\$ (7,830)	22%
41120 · Service Revenue - Eng	\$ 3,885	\$ 10,000	\$ (6,115)	39%
41130 · Service Revenue - Legal	\$ -	\$ 10,000	\$ (10,000)	0%
41140 · Service Revenue - Other	\$ -	\$ 500	\$ (500)	0%
41000 · FEES/LICENSES - Other	\$ -	\$ 1,500	\$ (1,500)	0%
Total 41000 · FEES/LICENSES	\$ 52,986	\$ 459,300	\$ (406,314)	12%
42000 · GRANTS				
42010 · LITTER	\$ -	\$ 1,329	\$ (1,329)	0%
42020 · HB 599	\$ -	\$ 35,688	\$ (35,688)	0%
42021 · NHSTA (DMV)	\$ -	\$ 15,000	\$ (15,000)	0%
42030 · SLFRF	\$ -	\$ 30,225	\$ (30,225)	0%
Total 42000 · GRANTS	\$ -	\$ 82,242	\$ (82,242)	0%
43000 · RENTALS				
43020 · River Mill Park	\$ 500	\$ 3,000	\$ (2,500)	17%
43030 · Mamie Davis Park Rental	\$ 300	\$ 2,000	\$ (1,700)	15%
43040 · 200 Mill Street Lease	\$ -	\$ 7,613	\$ (7,613)	0%
Total 43000 · RENTALS	\$ 800	\$ 12,613	\$ (11,813)	6%
44000 · OTHER				
44010 · General Fund Interest	\$ 2,676	\$ 900	\$ 1,776	297%
44060 · Other	\$ 1,280	\$ 1,000	\$ 280	128%
Total 44000 · OTHER	\$ 3,956	\$ 1,900	\$ 2,056	208%
Total Income	\$ 131,710	\$ 1,227,546	\$ (1,095,836)	11%
Gross Profit	\$ 131,710	\$ 1,227,546	\$ (1,095,836)	11%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 98,119	\$ 708,934	\$ (610,814)	14%
Total 60400 · PROFESSIONAL SERVICES	\$ 20,288	\$ 169,321	\$ (149,033)	12%
Total 60800 · INFORMATION TECH SERV	\$ 6,963	\$ 31,100	\$ (24,137)	22%
Total 61200 · MATERIALS AND SUPPLIES	\$ 5,078	\$ 27,230	\$ (22,152)	19%
Total 61600 · OPERATIONAL SERVICES	\$ 3,701	\$ 9,000	\$ (5,299)	41%
Total 62000 · CONTRACTS	\$ 19,859	\$ 112,382	\$ (92,523)	18%
Total 62400 · INSURANCE	\$ 10,057	\$ 33,690	\$ (23,633)	30%
Total 62800 · PUBLIC INFORMATION	\$ 907	\$ 5,020	\$ (4,113)	18%
Total 63200 · ADVERTISING	\$ 1,260	\$ 2,000	\$ (740)	63%
Total 63600 · TRAINING AND TRAVEL	\$ 3,947	\$ 18,210	\$ (14,263)	22%
Total 64000 · VEHICLES AND EQUIPMENT	\$ 8,324	\$ 27,210	\$ (18,886)	31%
Total 64400 · SEASONAL	\$ -	\$ 10,500	\$ (10,500)	0%
64700 · FACILITIES EXPENSE				
Total 64800 · TOWN HALL	\$ 3,213	\$ 11,890	\$ (8,677)	27%
Total 65200 · MILL HOUSE MUSEUM	\$ -	\$ 6,500	\$ (6,500)	0%
Total 65600 · 200 MILL ST	\$ -	\$ 500	\$ (500)	0%

The Town of Occoquan
Profit & Loss Budget Performance
July through August 2022

	Jul - Aug 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 395	\$ 5,910	\$ (5,515)	7%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 3,083	\$ 16,200	\$ (13,117)	19%
Total 67200 · MAMIE DAVIS PARK & RIVERWALK	\$ 530	\$ 3,600	\$ (3,070)	15%
Total 67600 · TANYARD HILL ROAD PARK	\$ -	\$ 250	\$ (250)	0%
Total 68000 · FURNACE BRANCH PARK	\$ -	\$ 250	\$ (250)	0%
Total 68400* · STREETS AND SIDEWALKS	\$ 2,710	\$ 3,000	\$ (290)	90%
Total 68800 · HISTORIC DISTRICT	\$ 2,932	\$ 24,600	\$ (21,668)	12%
Total 64700 · FACILITIES EXPENSE	\$ 12,863	\$ 72,950	\$ (60,087)	18%
Total Expense	\$ 191,365	\$ 1,227,546	\$ (1,036,181)	16%
Net Ordinary Income	\$ (59,655)	\$ (0)	\$ (59,655)	
Net Income	\$ (59,655)	\$ (0)	\$ (59,655)	

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS	\$ -	\$ 165,000	\$ (165,000)	0%
Total Income	\$ -	\$ 165,000	\$ (165,000)	0%
Gross Profit	\$ -	\$ 165,000	\$ (165,000)	0%
Net Ordinary Income	\$ -	\$ 165,000	\$ (165,000)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70003 · Street Maintenance	\$ -	\$ 10,000	\$ (10,000)	0%
70004 · Sidewalk Maintenance	\$ 6,400	\$ -	\$ 6,400	
70005 · Building Maintenance	\$ 5,936	\$ 74,500	\$ (68,564)	8%
70006 · Stormwater Management	\$ -	\$ 155,000	\$ (155,000)	0%
70014 · Timed Parking Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
74001 · Vehicles & Equipment	\$ -	\$ 16,000	\$ (16,000)	0%
76001 · Computer Upgrades	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ 12,336	\$ 266,000	\$ (253,664)	5%
Total Other Expense	\$ 12,336	\$ 266,000	\$ (253,664)	5%
Net Other Income	\$ (12,336)	\$ (266,000)	\$ 253,664	5%
Net Income	\$ (12,336)	\$ (101,000)	\$ 88,664	12%

E-Summons Fund

Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	\$ 1,757	\$ 12,000	\$ (10,243)	15%
Total 41040 · FINES (PUBLIC SAFETY)	\$ 1,757	\$ 12,000	\$ (10,243)	15%
41160 · Convenience Fees	\$ 11			
Total 41000 · FEES/LICENSES	\$ 1,768	\$ 12,000	\$ (10,232)	15%
Total Income	\$ 1,768	\$ 12,000	\$ (10,232)	15%
Gross Profit	\$ 1,768	\$ 12,000	\$ (10,232)	15%
Expense				
Total 60800 · INFORMATION TECH SERV	\$ -	\$ 1,750	\$ (1,750)	0%
Total 61200 · MATERIALS AND SUPPLIES	\$ -	\$ 1,400	\$ (1,400)	0%
Total Expense	\$ -	\$ 3,150	\$ (3,150)	0%
Net Ordinary Income	\$ 1,768	\$ 8,850	\$ (7,082)	20%
Net Income	\$ 1,768	\$ 8,850	\$ (7,082)	20%

The Town of Occoquan
Profit & Loss Budget Performance
July through August 2022

	Jul - Aug 22	Annual Budget	Over/(Under) Budget	% of Budget
EVENTS FUND¹				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	\$ 784	\$ 5,500	\$ (4,716)	14%
Total 41000 · FEES/LICENSES	\$ 784	\$ 5,500	\$ (4,716)	14%
42000 · GRANTS	\$ -	\$ 10,000	\$ (10,000)	0%
44000 · OTHER				
44020 · Events Fund Interest	\$ 23	\$ 1,200	\$ (1,177)	2%
44040 · Bricks Revenue	\$ 114	\$ 1,800	\$ (1,686)	6%
Total 44000 · OTHER	\$ 137	\$ 3,000	\$ (2,863)	5%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 4,285	\$ 13,000	\$ (8,715)	33%
47020 · Booth Rentals	\$ 73,080	\$ 138,195	\$ (65,115)	53%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 1,523	\$ 11,100	\$ (9,577)	14%
47030 · Shuttle Fees	\$ -	\$ 66,600	\$ (66,600)	0%
47040 · Parking Space Sales	\$ 4,500	\$ 7,725	\$ (3,225)	58%
47060 · Merchandise	\$ 20	\$ 1,750	\$ (1,730)	1%
Total 47000 · EVENTS REVENUE	\$ 83,408	\$ 238,370	\$ (154,962)	35%
Total Income	\$ 84,329	\$ 256,870	\$ (172,541)	33%
Expense				
Total 60000 · PERSONNEL SERVICES	\$ 7,724	\$ 71,548	\$ (63,823)	11%
Total 60400 · PROFESSIONAL SERVICES	\$ 2,518	\$ 10,000	\$ (7,482)	25%
Total 60800 · INFORMATION TECH SERV	\$ 230			
Total 61200 · MATERIALS AND SUPPLIES	\$ 1,531	\$ 9,400	\$ (7,869)	16%
Total 62000 · CONTRACTS	\$ 30,127	\$ 64,875	\$ (34,748)	46%
Total 63200 · ADVERTISING	\$ 4,727	\$ 25,500	\$ (20,773)	19%
64700 · FACILITIES EXPENSE				
Total 66800 · RIVER MILL PARK & FACIL	\$ 35	\$ 650	\$ (615)	5%
Total 64700 · FACILITIES EXPENSE	\$ 35	\$ 650	\$ (615)	5%
Total 69200 · SPECIAL EVENTS	\$ 5,101	\$ 14,250	\$ (9,149)	36%
Total Expense	\$ 51,993	\$ 196,223	\$ (144,230)	26%
Net Income	\$ 32,337	\$ 60,647	\$ (28,311)	53%
MAMIE DAVIS PARK				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	\$ 1	\$ 500	\$ (499)	0%
Total 44000 · OTHER	\$ 1	\$ 500	\$ (499)	0%
Total Income	\$ 1	\$ 500	\$ (499)	0%
Net Ordinary Income	\$ 1	\$ 500	\$ (499)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	\$ -	\$ 5,000	\$ (5,000)	0%
Total 70000 · CIP EXPENSE	\$ -	\$ 5,000	\$ (5,000)	0%
Total Other Expense	\$ -	\$ 5,000	\$ (5,000)	0%
Net Income	\$ 1	\$ (4,500)	\$ 4,501	0%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (37,885)	\$ (36,003)	\$ (1,883)	105%

Note 1: Includes amounts collected for Fall Craft Show 2022

The Town of Occoquan
Balance Sheet Prev Year Comparison
As of August 31, 2022

	Aug 31, 22	Aug 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	100.00	49.00	51.00
10010 · Petty Cash - Events	0.00	50.00	-50.00
10022 · Operating Account 0058	44,136.18	42,399.76	1,736.42
10024 · Reserves MM	200,285.11	0.00	200,285.11
10029 · Events Fund - Checking 3126	40,216.67	20,145.73	20,070.94
10030 · Events Fund - Checking B&H	0.00	19,963.72	-19,963.72
10031 · Events Fund CD - B&H	0.00	200,000.00	-200,000.00
10033 · Events Fund - Paypal	14,380.90	10,519.81	3,861.09
10034 · VIP - Investment Pool			
25-0001 · VIP 1-3 Year Bond Fund 0001	0.00	251.28	-251.28
25-5001 · VIP NAV Liquidity Pool 5001	953,328.45	474,780.42	478,548.03
Total 10034 · VIP - Investment Pool	953,328.45	475,031.70	478,296.75
10080 · Mamie Davis Checking - B&H	0.00	6,807.71	-6,807.71
10081 · Mamie Davis CD - B&H	0.00	100,000.00	-100,000.00
10082 · Mamie Davis Savings	7,107.38	0.00	7,107.38
10083 · Mamie Davis CD	100,000.00	0.00	100,000.00
10091 · Bricks - PayPal	194.08	0.00	194.08
10094 · Event Fund - MM 5997	15,565.08	39,546.89	-23,981.81
10095 · Bricks MM 2125	12,303.14	11,297.38	1,005.76
Total Checking/Savings	1,387,616.99	925,811.70	461,805.29
Accounts Receivable			
10180 · Accounts Receivable	85,760.80	110,456.11	-24,695.31
Total Accounts Receivable	85,760.80	110,456.11	-24,695.31
Other Current Assets			
14990 · Undeposited Funds	425.00	34,425.33	-34,000.33
Total Other Current Assets	425.00	34,425.33	-34,000.33
Total Current Assets	1,473,802.79	1,070,693.14	403,109.65
TOTAL ASSETS	1,473,802.79	1,070,693.14	403,109.65
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	48,805.16	52,480.42	-3,675.26
Total Accounts Payable	48,805.16	52,480.42	-3,675.26
Credit Cards			
22000 · Credit Cards			
Total 22000 · Credit Cards	8,435.15	8,872.67	-437.52
Total Credit Cards	8,435.15	8,872.67	-437.52
Other Current Liabilities			
20935 · Performance Bond	35,988.55	4,367.50	31,621.05
20960 · Unearned Other Revenue			
20970 · Rental	1,050.00	2,400.00	-1,350.00
20972 · Unearned CARES Act Revenue	0.00	8,807.24	-8,807.24
20973 · Unearned SLFRF Revenue	949,560.76	474,780.38	474,780.38
Total 20960 · Unearned Other Revenue	950,610.76	485,987.62	464,623.14
20980 · Unearned R.E. Tax	1,741.56	8,760.01	-7,018.45
21200 · Payroll Liabilities			
Total 21200 · Payroll Liabilities	5.29	5.27	0.02
Total Other Current Liabilities	988,346.16	499,120.40	489,225.76
Total Current Liabilities	1,045,586.47	560,473.49	485,112.98
Total Liabilities	1,045,586.47	560,473.49	485,112.98
Equity			
	428,216.32	510,219.65	-82,003.33
TOTAL LIABILITIES & EQUITY	1,473,802.79	1,070,693.14	403,109.65



9. Regular Business	Meeting Date: October 18, 2022
9 A: Request to Adopt Revised Architectural Review Board (ARB) Exterior Elevations Design Guidelines Manual	

Attachments:

- a. Revised ARB Design Guidelines Manual – Redlined
- b. Town Attorney Recommendations for Revised Guidelines

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to adopt revised ARB design guidelines. At the August 23, 2022, the ARB voted to recommend approval of amendments to the ARB Guidelines to the Town Council. The amendments included (1) Change title of Section 14: from “Roofs” to “Roof Pitch and Material;” (2) add a new Section 15 titled: “Skylights” and renumber remaining sections throughout document; and (3) add new Section 18 titled: “Solar Facilities” and renumber remaining sections throughout document. On September 20, 2022, the Town Council reviewed the proposed amendments in conjunction with recommendations from the Town Attorney and referred the guidelines back to the ARB to revise Section 15 and Section 18 in accordance with the Town Attorney’s recommendations.

On September 27, 2022, the ARB reviewed the proposed amendments in conjunction with the Town Attorney’s recommendations and made a number of revisions that accepted in part the Town Attorney’s recommendations. A draft of the revisions is attached.

Upon review of the new draft revisions, the Town Attorney, concerned over the legal form of the proposed Section 15 and Section 18 amendments, submitted a new set of recommendations to Town Council for review. A draft of the recommendations is attached.

This is a request to review the revisions submitted by the ARB and the recommendations submitted by the Town Attorney and take action to approve a set of guideline revisions.

Staff Recommendation: Staff defers to Town Council for determination as this is a recommendation from an advisory board to the Town Council.

Proposed/Suggested Motion(s):

“I move to approve the ARB’s revised Architectural Review Board Design Guidelines as presented.”

OR

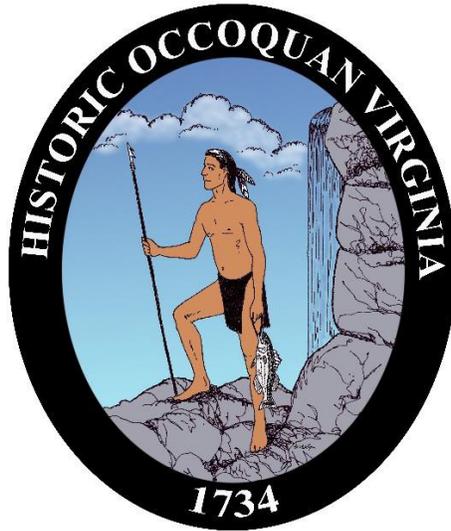
“I move to approve the Town Attorney’s recommended revisions to the Architectural Review Board Design Guidelines as presented .”

OR

“I move to refer the item back to the ARB for further consideration with the following comments:_____.”

OR

Other action the Town Council deems appropriate.



TOWN OF OCCOQUAN
ARCHITECTURAL REVIEW BOARD
DESIGN GUIDELINES MANUAL

Prepared by the
Architectural Review Board
Adopted November 2005
Updated September 202~~1~~²

Table of Contents

I. Introduction	<u>43</u>
II. Map of the Historic District	<u>65</u>
III. A Brief History of Occoquan.....	<u>76</u>
IV. District Character	<u>98</u>
V. Rehabilitation and Construction.....	<u>1140</u>
1. Additions.....	<u>1140</u>
2. Awnings.....	<u>1140</u>
3. Bricks.....	<u>1140</u>
4. Chimneys.....	<u>1211</u>
5. Colors	<u>1211</u>
6. Doorways	<u>1312</u>
7. Fences and Walls	<u>1312</u>
8. Foundations.....	<u>1312</u>
9. Handicap Ramps.....	<u>1413</u>
10. Landscaping	<u>1413</u>
11. Lighting.....	<u>1413</u>
12. Materials	<u>1413</u>
13. Porches.....	<u>1514</u>
14. Roofs.....	<u>1514</u>
15. Rooftop Screening	<u>1514</u>
16. Satellite Dishes	<u>1614</u>
17. Screening	<u>1615</u>
18. Streetscape	<u>1615</u>
19. Vending Machines.....	<u>1615</u>
20. Windows.....	<u>1615</u>

I. Introduction

In 1983 the Virginia Historic Landmarks Commission, after conducting a survey of structures within the Town of Occoquan, designated 13.25 acres as a historic area. Consequently, the United States Department of the Interior's National Park Service added the Town of Occoquan to the National Register of Historic Places. The Occoquan Town Council subsequently enacted ordinances that created an Architectural Review Board (ARB) to "preserve the unique cultural heritage represented by the original section of the town" and gave the ARB certain powers to regulate rehabilitation and new construction in the Historic District, as well as the right to approve or disapprove signs within the business district. The ARB works to uphold the intent of the ordinances and to further the aims set forth in the Comprehensive Plan.

The Code of Ordinances of the Town of Occoquan (Code), Section 157.179, "Matters to be Considered by the Board", states:

(A) "The board shall not consider interior arrangement, relative size of the building or structure, detailed design, or features not subject to any public view. The Board shall not make any requirements, except for the purpose of preventing developments obviously incongruous to the old and historic aspect of the surroundings.

(B) The board shall consider the following in passing upon the appropriateness of architectural features:

- (1) Exterior architectural features, including all signs, that are subject to public view from a public street, way or place;*
- (2) General design and arrangement;*
- (3) Texture, material and color;*
- (4) The relation of the factors, (B)(1)through(B) (3) above, to similar features of the buildings and structures in the immediate surroundings;*
- (5) The extent to which the building or structure would be in harmony with the old and historic aspect of the surroundings;*
- (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the town; and*
- (7) The extent to which the building or structure will promote the general welfare by:*
 - (a) Preserving and protecting historic places and areas;*
 - (b) Maintaining and increasing real estate value;*
 - (c) Generating business;*
 - (d) Creating new positions;*

- (e) Attracting tourists, students, writers, historians, artists and artisans, and new residents;*
- (f) Encouraging study of and interest in American history;*
- (g) Stimulating interest in and study of architecture and design;*
- (h) Educating citizens in American culture and heritage; and*
- (i) Making the town a more attractive and desirable place in which to live.*

Note that the ARB considers the following things before issuing a certificate of appropriateness.

1. Exterior features that are subject to public view.
2. General design and arrangement.
3. Texture, material, and color.
4. Compatibility of factors 1, 2, and 3 with the surrounding buildings.
5. The harmony of the building or awning or bricks with the old and historic aspect of the surroundings.

The ARB must consider each and every one of these criteria in their decisions. Take note that interiors are exempt from ARB review as well as “detailed design or features not subject to any public view.”

This Design Guidelines Manual has been created to assist members of the ARB, builders, merchants, residents, and the public in protecting the historic character of Occoquan. It is the hope of the ARB that this document will assist in the ARB review application process by better informing and preparing applicants for presenting their plan to the ARB for review.

II. Map of the Historic District



III. A Brief History of Occoquan

Occoquan derived its name from the language of the Dogue Indians. It is believed that the Dogues had settled next to the Occoquan River due to the abundance of fish and ease of travel it afforded. It was the river and its location at the head of the tidewater that eventually made Occoquan a natural location for water-borne commerce. The “falls” of the fall line prevented ships from sailing farther upstream, and because the river is at its narrowest point, it became a natural spot for river crossings between what eventually became Fairfax and Prince William Counties. Early records indicate that agents of Robert “King” Carter hauled copper ore from the Frying Pan Copper mine near present day Dulles Airport. A tobacco warehouse was built as early as 1736, and an industrial complex began in 1750. In the 1790’s, Oliver Evans established and patented a milling process at the Merchant’s Mill; thus making it the first automated gristmill in the nation. The mill remained in operation for 175 years until it was ultimately destroyed by fire. The only remaining structure, the Miller’s office, is now a museum operated by the Occoquan Historical Society.

By 1828, Occoquan had a cotton mill , and by 1835, several mercantile stores and various mechanics had established themselves here. Farmers and traders came from as far as the Blue Ridge Mountains to patronize the town’s businesses, and those who traveled here often stayed overnight at the Alton, Occoquan, or Hammill hotels, the last of which still stands today.

Prior to the Civil War, shipbuilding began in Occoquan, specializing in schooners and longboats. In addition to products from the cotton and gristmills, there was a lucrative trade in cord wood, fish and river ice. Occoquan also built the first commercial ice storage house in this area. River ice, railroad ties and large logs were shipped upriver from Occoquan to Washington, D.C. and points north.

A mail stagecoach route was established through Occoquan in 1805. During the Civil War, both Washington D.C. and Alexandria were under blockade, and as a result, the Occoquan Post Office played a key role in passing letters and packages between North and South. During one winter, the Hammill Hotel served as temporary headquarters for Confederate General Wade Hampton.

The dawn of the 20th Century saw a town bustling with grocery stores, a lumber and hardware store, drugstore, millinery, churches, school, jail, blacksmith, barber, undertaker, doctor, and pharmacy. The Oddfellows Hall became a performance venue in

the area, and the Lyric Theater brought people to town by car, thus making Occoquan a social and commercial center. For Occoquan, the twentieth century also unfortunately brought one economic disaster followed by another. In 1916, a devastating fire destroyed many of the structures located in the historic center of town. The coming of the automobile and silting of the river heralded the end of shipping as the main commercial highway of the area.

With the opening of Route 1 in 1928, Occoquan no longer stood astride the major north-south travel route. The construction of Interstate 95 in later years caused an explosion of residential and commercial building in nearby Woodbridge, and as a result, the town's standing as the area's primary center of commerce declined. Then in 1972, the ravaging waters of Hurricane Agnes destroyed buildings, sidewalks, streets and the iron truss bridge that crossed the Occoquan River.

Any one of these events could have meant the demise of our small riverside town, but Occoquan is a town destined to survive. After every tragedy, townspeople and merchants alike repaired, rebuilt, and restored it creating a unique place that offers boating, fishing, shopping, and pleasant dining in an historic atmosphere. Antiques, collectibles, fine art, crafts, clothing, gourmet food, and unique gifts have replaced mills, ice houses, lumberyards, and shipyards. Through good times and bad Occoquan is a town that refuses to die. As history has shown time and time again and with each passing year, Occoquan shall remain as it has always been--unique, special, and unforgettable.

IV. District Character

Geographically, Occoquan is bounded to the north by the Occoquan River and to the south by wooded bluffs. The streets are laid out in a simple grid pattern that stretches up a light sloping hill to the south. Five major streets—Mill, Union, Commerce, Washington, and Ellicott—comprise the district.

The potential value of the site on a river that opens into the Potomac River was recognized as early as 1755 by John Ballendine, who hoped to establish forges, mills, stores, and dwellings on the site. As early as 1804, Occoquan achieved the status of an official town. A map which survives from that date illustrates a street pattern nearly identical to the present layout. Over thirty structures are noted on the map, including a mill and cooper shop. Few buildings constructed during the town's settlement years stand today. Most notable is Rockledge, constructed by Ballendine in 1758. The Georgian two-story stone house with elaborate work rises on a rock ledge overlooking Mill Street and the Occoquan River.

The most widely recognized structure in Occoquan was a flour mill owned by Nathaniel Ellicott. Illustrated in Oliver Evans' *The Young Mill-Wright and Miller's Guide*, the building was destroyed in 1924. However, the miller's office, now the Mill House Museum, still stands on Mill Street immediately southeast of the mill site. The small one-story stone and brick structure above a raised basement covered by a gable roof was erected in the late 18th century or early 19th century. The house is presently occupied by Occoquan Historical Society, which uses the building for exhibition space. A replica of the original mill is found in the museum.

Occoquan continued to flourish throughout the 19th century. Both commercial and residential structures remain from the mid-19th century. The circa 1830 Hammill Hotel, located in the center of the district at the intersection of Commerce and Union streets, is a square, three-story building constructed of five-course American bond brick beneath a hipped roof.

Evidence of Occoquan's continued prosperity during the late 19th century survives in a large number of residences that line Commerce and Union streets. Constructed primarily in the building vernacular of folk Victorian tradition, the two-story frame buildings frequently display German siding and decorative porches. Buildings in the 200 through 300 blocks of Commerce Street are examples of this type. Typical of these houses is 202 Commerce Street, a two-story frame, five-bay building with a gable roof, the façade

decorated by a porch consisting of stylized Doric columns and sawncut balustrade. Dating to the same period is 306 Commerce Street, a two-story frame, three-bay house with a shed roof fronted by a porch supported on chamfered posts with scroll brackets connected by a sawnwork balustrade. A variety of simple un-ornamented buildings also exist in the district, including 209 Commerce Street, a two-story frame house covered in German siding beneath a gable roof, and 304 Commerce Street, another two-story, three-bay building sheathed in weatherboards.

Fire swept down Mill Street in 1916 destroying many of the town's major commercial structures. However, a few residential structures which date to the late 19th century still stand at the west end of Mill Street and have now been converted to businesses. Among these is 406 Mill Street, a two-story, five-bay building with a porch consisting of turned posts and a decorative sawncut balustrade. The residence at 402 Mill Street, now a business, is a good example of early twentieth century craftsman or bungalow architecture. There are several of these in the Historic District. Most of the commercial buildings are simple commercial vernacular structures built after the fire.

The Historic District contains few public buildings. Two churches, both dating to the 20th century, are located within the boundaries. The Ebenezer Church, built in 1924, stands on Washington Street. The Methodist congregation constructed their church at 314 Mill Street in 1926 which now serves as Town Hall.

Toward the end of the last century improved economic conditions in town and an increase in the population of Northern Virginia combined to create an atmosphere favorable to new commercial and residential construction. Keeping true to the tradition of eclectic design in Occoquan, these buildings reflect Federal, vernacular, even Tudor influences. Several townhouse developments have dramatically changed the landscape of the town.

Each major period of Occoquan's history is represented in its buildings. Well-kept, shaded yards surround many of the residential structures on Washington, Commerce, and Ellicott Streets. Shops and commercial buildings on Mill Street are tightly knit and open directly onto the paved streets. The lawns and decorative details of the residential structures, in contrast with the density of the commercial core, create a unified, yet varied, combination of buildings and building types within the Historic District.

--Adapted from *District Character* by Virginia Historic Landmarks Commission

V. Rehabilitation and Construction

1. Additions

An exterior addition to a historic building is acceptable with three suggestions strongly recommended:

- a) Locating the addition so as not to be conspicuous.
- b) Limiting the size and scale of the addition in order not to compromise the integrity of the building or any structures surrounding it.
- c) Using materials compatible with the historic building and the other buildings nearby.

The Occoquan Code requires a building permit when constructing, enlarging, altering, repairing or demolishing a building or structure.

2. Awnings

The use of attractive awnings and canopies is encouraged in the Historic District. Fabric shall be limited to canvas or similar cloth. Vinyl, plastic, and aluminum are not compatible materials for use in the Historic District. The color should be in the palette of historic colors. See Colors.

Words on your awning are considered signs and must be preapproved by the ARB.

3. Bricks

18th and 19th century bricks were much larger than 20th century bricks and the use of the oversized bricks is encouraged. Brick color shall be in the terra cotta or reddish-orange tones. Colored bricks were unknown in the 18th and 19th centuries. All bricks were made from natural clays, and varied in shade depending on the region of the origin. Burned or black bricks were usually used only on the gable ends or chimneys.

Mortar shall be sand-colored. "C-73" is an example of a modern mortar which most closely resembles historic mortar. Blue Bond or gray mortar is prohibited. Mortar joints were "grapevine" or other patterns were used rather than the smooth joints used in modern times.

Bricks were laid to form patterns, such as Flemish bond, English bond, common bond, rather than modern-day running bond. A “water table” course was built about two feet about the foundation to deflect running off the roof.

4. Chimneys

Chimneys shall extend at least six (6) feet above the roof ridge, corbelled and be of a design appropriate to the architectural style. Suitable materials are brick or stone.

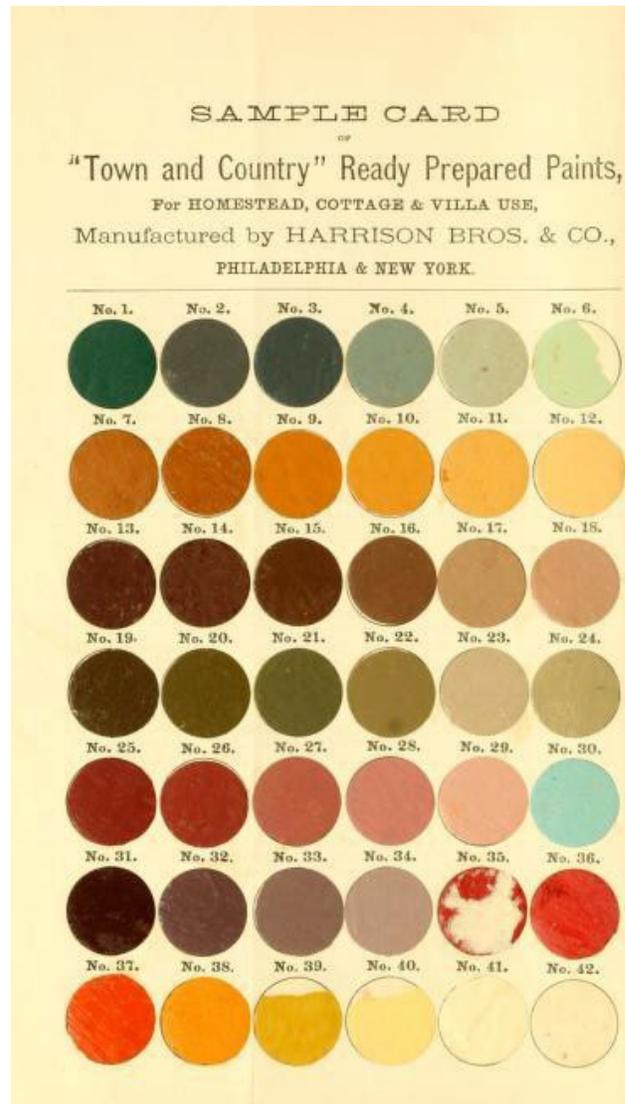
5. Colors

Exterior paint colors shall be appropriate for the architectural period of the building. Colors of a building shall take into consideration roof and foundation colors. It is encouraged that when rehabilitating Craftsman or Victorian style homes to use period-appropriate color pairings. In addition, for rehabilitation or replacement of windows, “earth tone” colors are appropriate.

The book *A Century of Color* is an excellent reference. Another resource is the following color chart which is taken from the website Archive.org and the document “Every Man His Own Painter!” which was originally written in 1872.

Note that none of these colors are modern paint chips. Use these colors as a guide as you pick out your exact paint colors. Most popular exterior paint brands now have historic palettes available.

Painting of brick or stone is not recommended. Existing paint may be removed if done in a manner which will not damage the surface of the structure. Methods such as sandblasting, chemical application and heat guns tend to damage the structure.



6. Doorways

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors shall allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18 th Century	Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door 1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch
19 th Century	Wide variety of elaborate doorways Stained glass in doors Double doors Columns

On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Paneled or glazed paneled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

7. Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials shall be consistent with the design and materials of the building. Landscaping can be used in conjunction with these structures to strengthen their screening properties. Chain link, stockade, bamboo, vinyl, and snow fencing are not considered appropriate. Composite fencing can be considered appropriate if it has historic features.

8. Foundations

Foundation walls shall be covered with brick, stucco, stone, aluminum, vinyl, or wood siding. Paneling and exposed cinder or concrete block or monolithic concrete walls are not considered appropriate.

9. Handicap Ramps

Handicapped ramps shall be ADA compatible and located at the rear or side of a building, if possible. The design shall be consistent with the design, textures, materials, and colors of the building.

10. Landscaping

Trees, shrubs, and flowering plants contribute greatly to the character of an area; therefore, existing vegetation, especially trees, should be preserved if at all possible. Adding shrubbery does not need ARB review. Taking out trees 4" in diameter or more needs permission from the Town Manager.

11. Lighting

Exterior lighting for structures in the Historic District shall reflect the style and era of the building. Freestanding lights shall not exceed 15 feet in height, and all light shall be directed downward into the site. A combination of freestanding and wall-mounted fixtures is recommended in order to yield varied levels of lighting. Appropriate decorative fixtures are desirable over utilitarian fixtures. Sodium vapor lighting or anything that looks like neon is inappropriate in the Historic District.

12. Materials

Siding – Original siding materials shall be repaired to retain the original character of the surface rather than removed or covered. Often this is not possible so a look-a-like and modern material will be sufficient as long as all efforts are made to maintain the same appearance.

Exterior trim – Dentil molding and crown molding were simple in the early part of the 18th Century, and elaborate in the later with columns added. 18th Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of wood. Brick lentils were laid to form an arch, either a "jack" arch or a "segmented" arch. The segmented arch was curved rather than straight.

In the 19th Century trim was elaborate. The mid- to later part of the 19th Century has often been called the "Gingerbread Age" with immigrant skilled laborers providing elaborate trim on fascia boards, soffits, rake boards, windows, doors, and porches at low costs. Brackets attached to the soffits were commonplace.

13. Porches

Porch posts shall be at least 4x4, round or square, so the correct scale between the building and the porch is achieved. In the 18th Century square posts were chamfered on the corners. Victorian porch posts were decoratively turned on a lathe or trimmed in a decorative manner. Victorian porches, often up to three per house or wrapped around three sides of the house in a continuous line, were widely used and elaborately trimmed with spandrels, brackets, and often flat lacy balusters. Porches in the latter part of the century were decorated with “gingerbread” on rake boards, and spandrels and brackets, as well as flat lacy spindles were often used.

14. Roof Pitch and Materials

Pitch – The pitch of a roof shall be a minimum of 8/12 except on a hip roof, mansard, or gambrel (barn). On a flat roof, a parapet with trim should be erected above the roofline (such as a store or Italianate Victorian).

Materials – Cedar shingles were widely used during the 18th Century (approximately 90 percent), and the remainder of the structures most often had oak shingle roofs. Shakes were used on outbuildings only. During the 19th Century, roofs were standing ridge (metal) or slate shingles. Modern composition shingles shall be chosen in colors to match the color of weathered historic roofing materials. Wherever pressed tin or standing seam style roofs exist an effort should be made to preserve and/or refurbish. The same roof style shall be extended on any addition to buildings with existing pressed tin roofs.

15. Skylights

An application for a skylight must be based on a historical example.

165. Rooftop Screening

If roof-mounted mechanical equipment is used on a flat roof, it shall be screened from public view on all sides by a parapet. If additional screening is necessary, the screening material and design shall be consistent with the design, textures, materials, and colors of the building. The screening shall appear as an integral part of the building. All effort should be made to locate equipment in a location that takes full advantage of the screening provided by the parapet from a street perspective.

167. Satellite Dishes

FCC rules allow for satellite dishes even though they are not historically accurate. If a satellite dish is installed it should be placed in an obscure location.

18. Solar Facilities (Photo Voltaic Systems)

Solar Facilities (Photo Voltaic Systems) are allowed in the Town of Occoquan even though they are not historically accurate. Solar facilities are permitted on contributing structures only if the panels are made of materials that closely match the color of the existing roof and panels are mounted flush with the roof. The solar facilities should be located as inconspicuously as possible. A building permit from Prince William County is also required.

197. Screening

All outdoor utilities, transformers, meters, trash dumpsters, and mechanical units shall be screened from the public view by walls, fences, or landscaping as long as such uses are compatible with zoning regulations. Screening should appear to be an integral part of the overall site plan.

2018. Streetscape

Town standards must be adhered to when sidewalks are placed on public right-of-way. Benches, trees, trash receptacles, and street lights may not be placed on public right-of-way.

2119. Vending Machines

Vending machines are not allowed in the Historic District.

220. Windows

The placement and proportions of windows and doors are of paramount importance in achieving a historic reproduction. Most glass manufacturers 125 years ago did not have the capability to create large sheets of glass. That's why old window sashes are comprised of a collection of smaller pieces of glass separated and held in place by muntin bars.

Traditional windows have depth and a windowsill, as well as true divided lights or interior and exterior fixed muntin with internal spacers to reference traditional designs. No mirrored or tinted glass.

The architecture style of Craftsman homes and Victorian homes often used colors for muntin and sashes. That is encouraged using the earth tone colors.

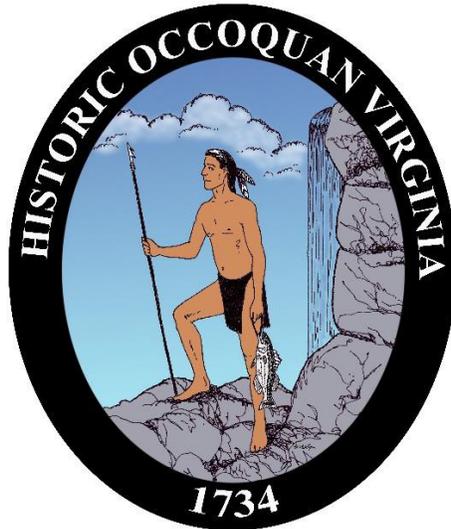
In new construction simulated true divided light windows in the appropriate style and color (earth tones) shall be used.

Storm windows shall not be used unless the design allows the original window to show through.

18th Century Small panes; six over six window lights and up
1775-1800 arched at top, shutters
Proportions - one-half the width of the height
Placement - Lined up one above the other and over doorways
Headers - Wood, solid beam; stone; brick; jack arches or segmented arches; lighter brick often used around windows

19th Century Windows in the early 19th Century were usually six over six. The emergence of styles such as neo-Gothic, Italianate and Queen Anne led the use of two over two, one over one, and in Queen Anne a multiplicity of combinations. By the end of the 19th Century, two over two dominated and this is the pattern most often seen in 19th Century houses in Occoquan
Proportions - Usually, one-half width of height
Headers - Elaborate, eyebrow, segmented and jack arches

For information on the Architectural Review Board, visit www.occoquanva.gov.



TOWN OF OCCOQUAN
ARCHITECTURAL REVIEW BOARD
DESIGN GUIDELINES MANUAL

Prepared by the
Architectural Review Board
Adopted November 2005
Updated October 202~~1~~⁴

Table of Contents

I. Introduction	<u>43</u>
II. Map of the Historic District	<u>65</u>
III. A Brief History of Occoquan.....	<u>76</u>
IV. District Character	<u>98</u>
V. Rehabilitation and Construction.....	<u>1140</u>
1. Additions.....	<u>1140</u>
2. Awnings.....	<u>1140</u>
3. Bricks.....	<u>1140</u>
4. Chimneys.....	<u>1211</u>
5. Colors	<u>1211</u>
6. Doorways	<u>1312</u>
7. Fences and Walls	<u>1312</u>
8. Foundations.....	<u>1312</u>
9. Handicap Ramps.....	<u>1413</u>
10. Landscaping	<u>1413</u>
11. Lighting.....	<u>1413</u>
12. Materials	<u>1413</u>
13. Porches.....	<u>1514</u>
14. Roofs.....	<u>1514</u>
15. Rooftop Screening	<u>1514</u>
16. Satellite Dishes	<u>1614</u>
17. Screening	<u>1615</u>
18. Streetscape	<u>1615</u>
19. Vending Machines.....	<u>1615</u>
20. Windows.....	<u>1615</u>

I. Introduction

In 1983 the Virginia Historic Landmarks Commission, after conducting a survey of structures within the Town of Occoquan, designated 13.25 acres as a historic area. Consequently, the United States Department of the Interior's National Park Service added the Town of Occoquan to the National Register of Historic Places. The Occoquan Town Council subsequently enacted ordinances that created an Architectural Review Board (ARB) to "preserve the unique cultural heritage represented by the original section of the town" and gave the ARB certain powers to regulate rehabilitation and new construction in the Historic District, as well as the right to approve or disapprove signs within the business district. The ARB works to uphold the intent of the ordinances and to further the aims set forth in the Comprehensive Plan.

The Code of Ordinances of the Town of Occoquan (Code), Section 157.179, "Matters to be Considered by the Board", states:

(A) "The board shall not consider interior arrangement, relative size of the building or structure, detailed design, or features not subject to any public view. The Board shall not make any requirements, except for the purpose of preventing developments obviously incongruous to the old and historic aspect of the surroundings.

(B) The board shall consider the following in passing upon the appropriateness of architectural features:

- (1) Exterior architectural features, including all signs, that are subject to public view from a public street, way or place;*
- (2) General design and arrangement;*
- (3) Texture, material and color;*
- (4) The relation of the factors, (B)(1)through(B) (3) above, to similar features of the buildings and structures in the immediate surroundings;*
- (5) The extent to which the building or structure would be in harmony with the old and historic aspect of the surroundings;*
- (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the town; and*
- (7) The extent to which the building or structure will promote the general welfare by:*
 - (a) Preserving and protecting historic places and areas;*
 - (b) Maintaining and increasing real estate value;*
 - (c) Generating business;*
 - (d) Creating new positions;*

- (e) Attracting tourists, students, writers, historians, artists and artisans, and new residents;*
- (f) Encouraging study of and interest in American history;*
- (g) Stimulating interest in and study of architecture and design;*
- (h) Educating citizens in American culture and heritage; and*
- (i) Making the town a more attractive and desirable place in which to live.*

Note that the ARB considers the following things before issuing a certificate of appropriateness.

1. Exterior features that are subject to public view.
2. General design and arrangement.
3. Texture, material, and color.
4. Compatibility of factors 1, 2, and 3 with the surrounding buildings.
5. The harmony of the building or awning or bricks with the old and historic aspect of the surroundings.

The ARB must consider each and every one of these criteria in their decisions. Take note that interiors are exempt from ARB review as well as “detailed design or features not subject to any public view.”

This Design Guidelines Manual has been created to assist members of the ARB, builders, merchants, residents, and the public in protecting the historic character of Occoquan. It is the hope of the ARB that this document will assist in the ARB review application process by better informing and preparing applicants for presenting their plan to the ARB for review.

II. Map of the Historic District



III. A Brief History of Occoquan

Occoquan derived its name from the language of the Dogue Indians. It is believed that the Dogues had settled next to the Occoquan River due to the abundance of fish and ease of travel it afforded. It was the river and its location at the head of the tidewater that eventually made Occoquan a natural location for water-borne commerce. The “falls” of the fall line prevented ships from sailing farther upstream, and because the river is at its narrowest point, it became a natural spot for river crossings between what eventually became Fairfax and Prince William Counties. Early records indicate that agents of Robert “King” Carter hauled copper ore from the Frying Pan Copper mine near present day Dulles Airport. A tobacco warehouse was built as early as 1736, and an industrial complex began in 1750. In the 1790’s, Oliver Evans established and patented a milling process at the Merchant’s Mill; thus making it the first automated gristmill in the nation. The mill remained in operation for 175 years until it was ultimately destroyed by fire. The only remaining structure, the Miller’s office, is now a museum operated by the Occoquan Historical Society.

By 1828, Occoquan had a cotton mill, and by 1835, several mercantile stores and various mechanics had established themselves here. Farmers and traders came from as far as the Blue Ridge Mountains to patronize the town’s businesses, and those who traveled here often stayed overnight at the Alton, Occoquan, or Hammill hotels, the last of which still stands today.

Prior to the Civil War, shipbuilding began in Occoquan, specializing in schooners and longboats. In addition to products from the cotton and gristmills, there was a lucrative trade in cord wood, fish and river ice. Occoquan also built the first commercial ice storage house in this area. River ice, railroad ties and large logs were shipped upriver from Occoquan to Washington, D.C. and points north.

A mail stagecoach route was established through Occoquan in 1805. During the Civil War, both Washington D.C. and Alexandria were under blockade, and as a result, the Occoquan Post Office played a key role in passing letters and packages between North and South. During one winter, the Hammill Hotel served as temporary headquarters for Confederate General Wade Hampton.

The dawn of the 20th Century saw a town bustling with grocery stores, a lumber and hardware store, drugstore, millinery, churches, school, jail, blacksmith, barber, undertaker, doctor, and pharmacy. The Oddfellows Hall became a performance venue in

the area, and the Lyric Theater brought people to town by car, thus making Occoquan a social and commercial center. For Occoquan, the twentieth century also unfortunately brought one economic disaster followed by another. In 1916, a devastating fire destroyed many of the structures located in the historic center of town. The coming of the automobile and silting of the river heralded the end of shipping as the main commercial highway of the area.

With the opening of Route 1 in 1928, Occoquan no longer stood astride the major north-south travel route. The construction of Interstate 95 in later years caused an explosion of residential and commercial building in nearby Woodbridge, and as a result, the town's standing as the area's primary center of commerce declined. Then in 1972, the ravaging waters of Hurricane Agnes destroyed buildings, sidewalks, streets and the iron truss bridge that crossed the Occoquan River.

Any one of these events could have meant the demise of our small riverside town, but Occoquan is a town destined to survive. After every tragedy, townspeople and merchants alike repaired, rebuilt, and restored it creating a unique place that offers boating, fishing, shopping, and pleasant dining in an historic atmosphere. Antiques, collectibles, fine art, crafts, clothing, gourmet food, and unique gifts have replaced mills, ice houses, lumberyards, and shipyards. Through good times and bad Occoquan is a town that refuses to die. As history has shown time and time again and with each passing year, Occoquan shall remain as it has always been--unique, special, and unforgettable.

IV. District Character

Geographically, Occoquan is bounded to the north by the Occoquan River and to the south by wooded bluffs. The streets are laid out in a simple grid pattern that stretches up a light sloping hill to the south. Five major streets – Mill, Union, Commerce, Washington, and Ellicott – comprise the district.

The potential value of the site on a river that opens into the Potomac River was recognized as early as 1755 by John Ballendine, who hoped to establish forges, mills, stores, and dwellings on the site. As early as 1804, Occoquan achieved the status of an official town. A map which survives from that date illustrates a street pattern nearly identical to the present layout. Over thirty structures are noted on the map, including a mill and cooper shop. Few buildings constructed during the town's settlement years stand today. Most notable is Rockledge, constructed by Ballendine in 1758. The Georgian two-story stone house with elaborate work rises on a rock ledge overlooking Mill Street and the Occoquan River.

The most widely recognized structure in Occoquan was a flour mill owned by Nathaniel Ellicott. Illustrated in Oliver Evans' *The Young Mill-Wright and Miller's Guide*, the building was destroyed in 1924. However, the miller's office, now the Mill House Museum, still stands on Mill Street immediately southeast of the mill site. The small one-story stone and brick structure above a raised basement covered by a gable roof was erected in the late 18th century or early 19th century. The house is presently occupied by Occoquan Historical Society, which uses the building for exhibition space. A replica of the original mill is found in the museum.

Occoquan continued to flourish throughout the 19th century. Both commercial and residential structures remain from the mid-19th century. The circa 1830 Hammill Hotel, located in the center of the district at the intersection of Commerce and Union streets, is a square, three-story building constructed of five-course American bond brick beneath a hipped roof.

Evidence of Occoquan's continued prosperity during the late 19th century survives in a large number of residences that line Commerce and Union streets. Constructed primarily in the building vernacular of folk Victorian tradition, the two-story frame buildings frequently display German siding and decorative porches. Buildings in the 200 through 300 blocks of Commerce Street are examples of this type. Typical of these houses is 202 Commerce Street, a two-story frame, five-bay building with a gable roof, the façade

decorated by a porch consisting of stylized Doric columns and sawncut balustrade. Dating to the same period is 306 Commerce Street, a two-story frame, three-bay house with a shed roof fronted by a porch supported on chamfered posts with scroll brackets connected by a sawnwork balustrade. A variety of simple un-ornamented buildings also exist in the district, including 209 Commerce Street, a two-story frame house covered in German siding beneath a gable roof, and 304 Commerce Street, another two-story, three-bay building sheathed in weatherboards.

Fire swept down Mill Street in 1916 destroying many of the town's major commercial structures. However, a few residential structures which date to the late 19th century still stand at the west end of Mill Street and have now been converted to businesses. Among these is 406 Mill Street, a two-story, five-bay building with a porch consisting of turned posts and a decorative sawncut balustrade. The residence at 402 Mill Street, now a business, is a good example of early twentieth century craftsman or bungalow architecture. There are several of these in the Historic District. Most of the commercial buildings are simple commercial vernacular structures built after the fire.

The Historic District contains few public buildings. Two churches, both dating to the 20th century, are located within the boundaries. The Ebenezer Church, built in 1924, stands on Washington Street. The Methodist congregation constructed their church at 314 Mill Street in 1926 which now serves as Town Hall.

Toward the end of the last century improved economic conditions in town and an increase in the population of Northern Virginia combined to create an atmosphere favorable to new commercial and residential construction. Keeping true to the tradition of eclectic design in Occoquan, these buildings reflect Federal, vernacular, even Tudor influences. Several townhouse developments have dramatically changed the landscape of the town.

Each major period of Occoquan's history is represented in its buildings. Well-kept, shaded yards surround many of the residential structures on Washington, Commerce, and Ellicott Streets. Shops and commercial buildings on Mill Street are tightly knit and open directly onto the paved streets. The lawns and decorative details of the residential structures, in contrast with the density of the commercial core, create a unified, yet varied, combination of buildings and building types within the Historic District.

--Adapted from *District Character* by Virginia Historic Landmarks Commission

V. Rehabilitation and Construction

1. Additions

An exterior addition to a historic building is acceptable with three suggestions strongly recommended:

- a) Locating the addition so as not to be conspicuous.
- b) Limiting the size and scale of the addition in order not to compromise the integrity of the building or any structures surrounding it.
- c) Using materials compatible with the historic building and the other buildings nearby.

The Occoquan Code requires a building permit when constructing, enlarging, altering, repairing or demolishing a building or structure.

2. Awnings

The use of attractive awnings and canopies is encouraged in the Historic District. Fabric shall be limited to canvas or similar cloth. Vinyl, plastic, and aluminum are not compatible materials for use in the Historic District. The color should be in the palette of historic colors. See Colors.

Words on your awning are considered signs and must be preapproved by the ARB.

3. Bricks

18th and 19th century bricks were much larger than 20th century bricks and the use of the oversized bricks is encouraged. Brick color shall be in the terra cotta or reddish-orange tones. Colored bricks were unknown in the 18th and 19th centuries. All bricks were made from natural clays, and varied in shade depending on the region of the origin. Burned or black bricks were usually used only on the gable ends or chimneys.

Mortar shall be sand-colored. "C-73" is an example of a modern mortar which most closely resembles historic mortar. Blue Bond or gray mortar is prohibited. Mortar joints were "grapevine" or other patterns were used rather than the smooth joints used in modern times.

Bricks were laid to form patterns, such as Flemish bond, English bond, common bond, rather than modern-day running bond. A “water table” course was built about two feet about the foundation to deflect running off the roof.

4. Chimneys

Chimneys shall extend at least six (6) feet above the roof ridge, corbelled and be of a design appropriate to the architectural style. Suitable materials are brick or stone.

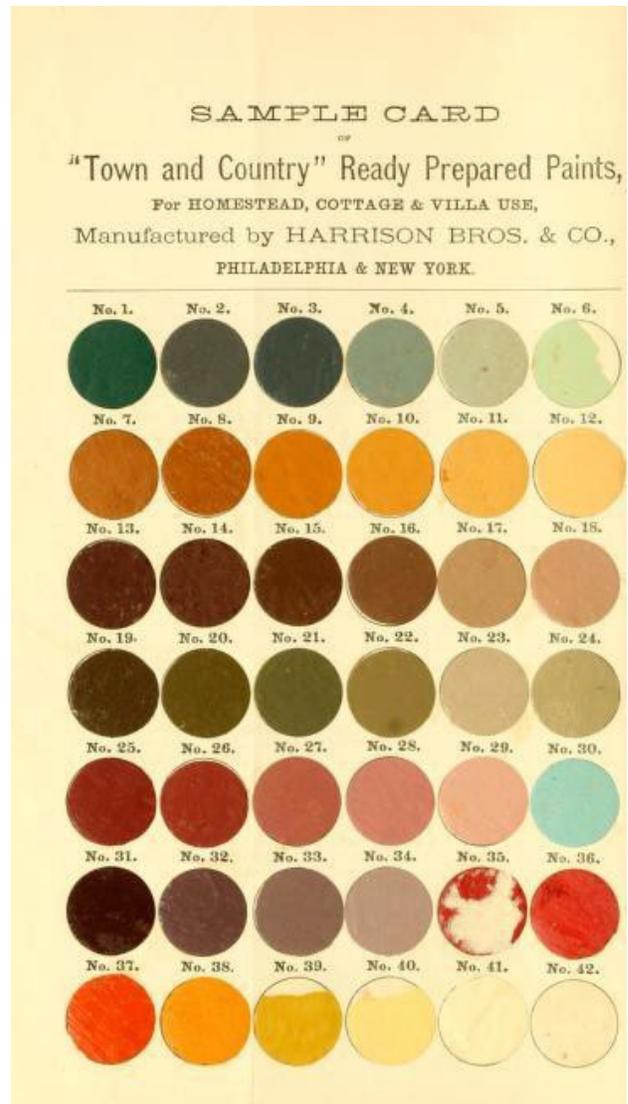
5. Colors

Exterior paint colors shall be appropriate for the architectural period of the building. Colors of a building shall take into consideration roof and foundation colors. It is encouraged that when rehabilitating Craftsman or Victorian style homes to use period-appropriate color pairings. In addition, for rehabilitation or replacement of windows, “earth tone” colors are appropriate.

The book *A Century of Color* is an excellent reference. Another resource is the following color chart which is taken from the website Archive.org and the document “Every Man His Own Painter!” which was originally written in 1872.

Note that none of these colors are modern paint chips. Use these colors as a guide as you pick out your exact paint colors. Most popular exterior paint brands now have historic palettes available.

Painting of brick or stone is not recommended. Existing paint may be removed if done in a manner which will not damage the surface of the structure. Methods such as sandblasting, chemical application and heat guns tend to damage the structure.



6. Doorways

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors shall allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18 th Century	Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door 1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch
19 th Century	Wide variety of elaborate doorways Stained glass in doors Double doors Columns

On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Paneled or glazed paneled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

7. Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials shall be consistent with the design and materials of the building. Landscaping can be used in conjunction with these structures to strengthen their screening properties. Chain link, stockade, bamboo, vinyl, and snow fencing are not considered appropriate. Composite fencing can be considered appropriate if it has historic features.

8. Foundations

Foundation walls shall be covered with brick, stucco, stone, aluminum, vinyl, or wood siding. Paneling and exposed cinder or concrete block or monolithic concrete walls are not considered appropriate.

9. Handicap Ramps

Handicapped ramps shall be ADA compatible and located at the rear or side of a building, if possible. The design shall be consistent with the design, textures, materials, and colors of the building.

10. Landscaping

Trees, shrubs, and flowering plants contribute greatly to the character of an area; therefore, existing vegetation, especially trees, should be preserved if at all possible. Adding shrubbery does not need ARB review. Taking out trees 4" in diameter or more needs permission from the Town Manager.

11. Lighting

Exterior lighting for structures in the Historic District shall reflect the style and era of the building. Freestanding lights shall not exceed 15 feet in height, and all light shall be directed downward into the site. A combination of freestanding and wall-mounted fixtures is recommended in order to yield varied levels of lighting. Appropriate decorative fixtures are desirable over utilitarian fixtures. Sodium vapor lighting or anything that looks like neon is inappropriate in the Historic District.

12. Materials

Siding – Original siding materials shall be repaired to retain the original character of the surface rather than removed or covered. Often this is not possible so a look-a-like and modern material will be sufficient as long as all efforts are made to maintain the same appearance.

Exterior trim – Dentil molding and crown molding were simple in the early part of the 18th Century, and elaborate in the later with columns added. 18th Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of wood. Brick lentils were laid to form an arch, either a “jack” arch or a “segmented” arch. The segmented arch was curved rather than straight.

In the 19th Century trim was elaborate. The mid- to later part of the 19th Century has often been called the “Gingerbread Age” with immigrant skilled laborers providing elaborate trim on fascia boards, soffits, rake boards, windows, doors, and porches at low costs. Brackets attached to the soffits were commonplace.

13. Porches

Porch posts shall be at least 4x4, round or square, so the correct scale between the building and the porch is achieved. In the 18th Century square posts were chamfered on the corners. Victorian porch posts were decoratively turned on a lathe or trimmed in a decorative manner. Victorian porches, often up to three per house or wrapped around three sides of the house in a continuous line, were widely used and elaborately trimmed with spandrels, brackets, and often flat lacy balusters. Porches in the latter part of the century were decorated with “gingerbread” on rake boards, and spandrels and brackets, as well as flat lacy spindles were often used.

14. Roof Pitch and Materials

Pitch – The pitch of a roof shall be a minimum of 8/12 except on a hip roof, mansard, or gambrel (barn). On a flat roof, a parapet with trim should be erected above the roofline (such as a store or Italianate Victorian).

Materials – Cedar shingles were widely used during the 18th Century (approximately 90 percent), and the remainder of the structures most often had oak shingle roofs. Shakes were used on outbuildings only. During the 19th Century, roofs were standing ridge (metal) or slate shingles. Modern composition shingles shall be chosen in colors to match the color of weathered historic roofing materials. Wherever pressed tin or standing seam style roofs exist an effort should be made to preserve and/or refurbish. The same roof style shall be extended on any addition to buildings with existing pressed tin roofs.

15. Skylights

An application for a skylight must either (i) be based on a historical example from the period 1736 through 1928 or (ii) show installation in a location not visible from the adjacent right-of-way.

165. Rooftop Screening

If roof-mounted mechanical equipment is used on a flat roof, it shall be screened from public view on all sides by a parapet. If additional screening is necessary, the screening material and design shall be consistent with the design, textures, materials, and colors of the building. The screening shall appear as an integral part of the building. All effort should be made to locate equipment in a location that takes full advantage of the screening provided by the parapet from a street perspective.

167. Satellite Dishes

FCC rules allow for satellite dishes even though they are not historically accurate. If a satellite dish is installed it should be placed in an obscure location.

18. Solar Facilities (Photo Voltaic Systems)

Solar Facilities (Photo Voltaic Systems) are allowed in the Town of Occoquan even though they are not historically accurate. Solar facilities are permitted on contributing structures only if the panels are made of materials that closely match the color of the existing roof and panels are mounted flush with the roof. Solar facilities are permitted on non-contributing structures if mounted flush with the roof and gray, black, or silver in color.

197. Screening

All outdoor utilities, transformers, meters, trash dumpsters, and mechanical units shall be screened from the public view by walls, fences, or landscaping as long as such uses are compatible with zoning regulations. Screening should appear to be an integral part of the overall site plan.

2018. Streetscape

Town standards must be adhered to when sidewalks are placed on public right-of-way. Benches, trees, trash receptacles, and street lights may not be placed on public right-of-way.

2119. Vending Machines

Vending machines are not allowed in the Historic District.

220. Windows

The placement and proportions of windows and doors are of paramount importance in achieving a historic reproduction. Most glass manufacturers 125 years ago did not have the capability to create large sheets of glass. That's why old window sashes are comprised of a collection of smaller pieces of glass separated and held in place by muntin bars.

Traditional windows have depth and a windowsill, as well as true divided lights or interior and exterior fixed muntin with internal spacers to reference traditional designs. No mirrored or tinted glass.

The architecture style of Craftsman homes and Victorian homes often used colors for muntin and sashes. That is encouraged using the earth tone colors.

In new construction simulated true divided light windows in the appropriate style and color (earth tones) shall be used.

Storm windows shall not be used unless the design allows the original window to show through.

18th Century Small panes; six over six window lights and up
1775-1800 arched at top, shutters
Proportions - one-half the width of the height
Placement - Lined up one above the other and over doorways
Headers - Wood, solid beam; stone; brick; jack arches or segmented arches; lighter brick often used around windows

19th Century Windows in the early 19th Century were usually six over six. The emergence of styles such as neo-Gothic, Italianate and Queen Anne led the use of two over two, one over one, and in Queen Anne a multiplicity of combinations. By the end of the 19th Century, two over two dominated and this is the pattern most often seen in 19th Century houses in Occoquan
Proportions - Usually, one-half width of height
Headers - Elaborate, eyebrow, segmented and jack arches

For information on the Architectural Review Board, visit www.occoquanva.gov.



9. Regular Business	Meeting Date: October 18, 2022
9 B: Request to Increase the Not-To-Exceed Amount for the McKenzie Drive Sidewalk Project	

Attachments: None

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

On August 2, 2022, the Town Council approved the McKenzie Street Sidewalk project and appropriated SLFRF Funds for a not-to-exceed amount of \$140,000. After working with the Town Engineer and a potential contractor, several costs were identified that will cause the project to exceed the not-to-exceed amount of \$140,000. Specifically, the Town is required to purchase phosphorus credits for the land disturbance in the amount of \$2,500, the engineering costs are estimated to be \$18,000, and construction costs are estimated to be \$137,500. The total estimated cost for the project is \$158,000.

If approved, the project is estimated to be completed in this calendar year.

Staff Recommendation: Recommend approval.

Cost and Financing: NTE \$158,000

Account Number: FY2023 CIP | SLFRF Funding

SLFRF Funding Group Category	Project Title	Funding Group Budget Total	Project Estimate	Funding Group Budget Available
Infrastructure - Parks and Public Spaces	McKenzie Drive Sidewalk	\$454,344	\$158,000	\$296,344

Proposed/Suggested Motion:

“I move to approve an increase in the SLFRF Funds for the McKenzie Street Sidewalk project of \$18,000 to a revised not-to-exceed amount of \$158,000.”

OR

Other action Council deems appropriate.



10. Discussion Items	Meeting Date: October 18, 2022
10 A: River Mill Park Playground Proposals	

Attachments: a. Proposals Presentation

Submitted by: Matt Whitmoyer
Management Fellow

Explanation and Summary:

Over the last three months, Town staff has coordinated with local residents, via a working group, to craft a playground proposal that reflects the needs, values, and aesthetics of the town. Based off the results of that coordination, Town staff has prepared the attached presentation to review the current proposal options, including the potential location, color scheme, thematic elements, inclusive and accessible features, construction logistics, costs, and funding sources.

Currently, the approved SLFRF Spending Plan allots \$50,000 to the River Mill Park Playground project. Playground costs range from approximately \$95,000 to \$150,000. On August 22, 2022, Town staff applied for a \$25,000 Get Outdoors (GO) Grant from the Virginia Outdoors Foundation to help cover some of those costs. On October 11, 2022, the Town received notice that it did not win an award. Town staff is still exploring options to fill that budget gap, ranging from fundraising to local business donations to other grant opportunities. However, finding a stable and large enough funding source for the current gap is presenting challenges. Drawing on funds from other projects in the SLFRF Spending Plan may also help fill the gap.

Staff would like the Town Council's feedback and guidance on the current options, in lieu of the budgetary and logistical challenges of constructing a playground in RMP.

River Mill Park

INCLUSIVE RECREATION AREA



TOWN OF OCCOQUAN

10/18/2022

BACKGROUND

- Over the last three months, Town staff has coordinated with local residents, via a working group, to craft a playground proposal that reflects the needs, values, and aesthetics of the town.
- The group is nearing its final recommendation and would like the Town Council's feedback and guidance on the current options.



PROPOSALS



PROPOSALS OVERVIEW

- The working group has organized the potential proposals into two quality tiers based on price, aesthetic, and activities:
 - Lower: \$95,000-\$110,000
 - Upper: \$150,000-\$160,000
- Each tier has potential proposals that derive color schemes and theming from aspects of the town
- The potential proposals are all ADA compliant and include inclusive play elements, except budget option





PROPOSAL LOCATION

The potential proposals are all located just west of the center of River Mill Park in this 45 ft x 50 ft rectangle.



UPPER TIER

Specs

- Height: 14 feet
- Area: 1,800 sqft
- Cost Estimate (Equipment, Install and Concrete Base): \$160,000-175,000



 **landscape structures** River Mill Park 
1167829-05-01 • 10.10.2022
©2022 Landscape Structures. All Rights Reserved.



 **landscape structures** River Mill Park 
1167829-05-01 • 10.10.2022
©2022 Landscape Structures. All Rights Reserved.

UPPER TIER

Specs

- Height: 16 feet
- Area: 1,602 sqft
- Cost Estimate (Equipment, Install and Concrete Base): \$150,000



UPPER TIER

Specs

- Height: 16 feet
- Area: 1,437 sqft
- Cost Estimate (Equipment, Install and Concrete Base): \$150,000



3D Designer: Sam



3D Designer: Sam

LOWER TIER

Specs

- Height: 12 feet
- Area: 1,400 sqft
- Cost Estimate (Equipment, Install and Concrete Base): \$90,000-\$110,000



*not representative of final colors and surfacing

KEY COST POINTS

Construction – 40-60% of budget

- Concrete Pad
- Installation

Equipment – 30-50% of budget

Surfacing – 15-20% of budget



POTENTIAL FUNDING SOURCES

- Draw from delayed SLFRF projects
 - \$50,000 base for River Mill Park Playground
 - Additional funds from delayed SLFRF projects
- Local Business Sponsorships
- Small Grants
 - \$11,500 max from AARP Community Challenge
- PWC Funding
- Community Fundraising



- END -





10. Discussion Items	Meeting Date: October 18, 2022
10 B: 2023 Event Calendar	

Attachments: None

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

Staff is providing the Town Council with the proposed Town supported event list for calendar year 2023.

2023 Town of Occoquan Events	
- Proposed -	
<i>April</i>	
April 4 - 8, 2023	Peep Week
April 8, 2023	FOTO Clean Up, TBD
April 8, 2023	Shop Late
<i>May</i>	
May 20, 2023	Concert
May 26, 2023	Trivia
<i>June</i>	
June 3-4, 2023	RiverFest & Craft Show
	Sip & Stroll
June 17, 2023	Concert
June 23, 2023	Trivia
<i>July</i>	
July 15, 2023	Concert
July 21, 2023	Trivia
<i>August</i>	
August 5, 2023	257th Army Band TBD
August 12-13, 2023	Discover Occoquan
August 12, 2023	Cornhole Tournament TBD
August 12, 2023	Sip & Stroll

August (Continue)	
August 12, 2023	Concert
August 13, 2023	Duck Splash TBD
August 18, 2023	Trivia
September	
September 15, 2023	Trivia
September 23-24, 2023	Fall Arts & Crafts Show
	Sip & Stroll
October	
October 7, 2023	FOTO Clean Up TBD
October 20, 2023	Trivia
October 27-29, 2023	Spirits & Spirits
October 27-29, 2023	OBP Event
October 27, 2023	Movie in the Park
October 28, 2023	Costume Parade
October 28, 2023	Haunted Maze and Spirit Garden
November	
Nov 18-Dec 3	HolidayFest
Nov 18-Dec 3	OBP Event
November 18, 2023	Tree Lighting & Caroling/Firepits
November 18, 2023	Shop Late/Sip & Stroll
December	
December 2-3, 2023	Visit with Santa
December 2-3, 2023	Holiday Market & Concerts
Holiday	Volunteer Event TBD



10. Discussion Items	Meeting Date: October 18, 2022
10 C: VDOT Footbridge Closure for Repairs	

Attachments: None

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

The conditions of the walking surface of the Nathaniel Ellicott Bridge (footbridge) that spans the Occoquan River near River Mill Park have deteriorated significantly over the past few years. Town staff requested VDOT review and recommend repairs that would fix hazards on the walkway and reduce maintenance. Staff met with VDOT representatives after they inspected the footbridge. VDOT intends on closing the footbridge for up to 2 weeks from October 24th to November 4th for major repairs to the walking surface. This will be a complete closure of all pedestrian traffic on the footbridge during the repairs and replacement.

Town staff and VDOT will be posting footbridge closure signs near both sides of the footbridge beginning on or about October 19th.



10. Discussion Items	Meeting Date: October 18, 2022
10 D: Public Address System	

Attachments: None

Submitted by: Adam C. Linn
Interim Town Manager

Explanation and Summary:

Staff has meet with Council Members about improving public communication during Riverfest/Craft Show, Fall Arts & Crafts Show, and other Town sponsored events within the historic district and Mill Street in particular. Staff has investigated options for public address systems that could be utilized for those purposes as well as public safety and emergency information. A solution will cost approximately \$4,500 - \$6,000. The cost of a public address system was not included in the 2023 Fiscal Budget. Staff is also seeking grant opportunities to purchase a public address system, but the timing of awards would be in 2024.

Staff is seeking Town Council direction on whether to implement a public address system and timing.