



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
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## Occoquan Town Council Town Council Meeting August 6, 2024 | 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. **Public Hearing**
  - a. Joint Planning Commission and Town Council Public Hearing on Accessory Dwelling Units and Accessory Structures - pg. 2
5. **Consent Agenda**
  - a. Request to Accept July 2, 2024, Town Council Meeting Minutes - pg. 9
6. **Mayor's Report**
7. **Councilmember Reports**
8. **Boards and Commissions**
9. **Administrative Reports**
  - a. Administrative Report - pg. 14
  - b. Town Treasurer's Report - pg. 36
  - c. Town Attorney's Report - pg. 50
10. **Regular Business**
  - a. Request to Adopt Ordinance O-2024-03 Relating to Accessory Dwellings and Accessory Buildings - pg. 51
  - b. Request to Adopt Ordinance O-2024-04 Reducing Speed Limit on Specific Section of Washington Street - pg. 57
  - c. Request to Reassign Budget Line Item for Kayak Launch Dock Extension - pg. 66
  - d. Request to Adopt Revised Architectural Review Board (ARB) Exterior Elevations Design Guidelines Relating to Public Art - pg. 70
11. **Discussion Items**
  - a. Council Compensation Discussion - pg. 92
  - b. Town Fee Schedule Discussion - pg. 94
12. **Closed Session**
13. **Adjournment**

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



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

<b>4. Public Hearing</b>	<b>Meeting Date:</b> August 6, 2024
<b>4A: Joint Planning Commission and Town Council Public Hearing on Accessory Dwelling Units and Accessory Structures</b>	

**Attachments:** a. Draft Ordinance  
 b. Public Hearing Advertisement

**Submitted by:** Adam C. Linn  
 Town Manager

**Explanation and Summary:**

This is a public hearing on a zoning text amendment relating to accessory dwellings and accessory buildings. This is a joint public hearing held between the Planning Commission and the Town Council.

The proposed amendments are to accomplish the following:

- Add a definition to section 157.008 for an accessory dwelling;
- Add a section numbered 157.015 relating to accessory buildings, uses, and structures; and
- Amend sections 157.041, 157.061, 157.081, 157.101, and 157.121, covering the zoning districts, generally relating to regulations on accessory buildings and accessory dwellings.

This public hearing is intended to provide the public with the opportunity to comment on the proposed zoning text amendment. This public hearing was advertised in the Washington Times on July 25 and 30, 2024 as well as on the Town website and at locations around the town.

**Town Staff’s Recommendation:** Recommend closing the public hearing.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

“I move to close the public hearing.”

OR

Other action Council deems appropriate.

**ORDINANCE # O-2024-03**

**AN ORDINANCE TO AMEND SECTIONS 157.041, 157.061, 157.081, 157.101, AND 157.121 OF THE TOWN CODE, TO ADD A DEFINITION FOR ACCESSORY DWELLINGS AND TO ADD A SECTION NUMBERED § 157.015, GENERALLY RELATING TO ACCESSORY DWELLINGS AND ACCESSORY BUILDINGS, USES AND STRUCTURES**

**WHEREAS**, the Planning Commission motioned to initiate a zoning text amendment to add a definition and regulations for accessory dwellings to the Town Code; and

**WHEREAS**, by authority granted in §15.2-2286(A)(7) of the Code of Virginia, the Town Council may in such cases amend, supplement, or change the zoning regulations, and

**WHEREAS**, the Town Planning Commission and Town Council have advertised and held a joint public hearing on the proposed amendment to the Town zoning ordinance; and

**WHEREAS**, after receiving public input and the recommendation of the Planning Commission, the Town Council desires to amend the zoning ordinance to add a definition and regulations for accessory dwellings and a section regulating accessory buildings, uses and structures, 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 6th day of August, 2024:

1. That the Town Council hereby amends the Town Code as presented in the attached; and
2. That this ordinance is effective upon passage.

**BY ORDER OF THE TOWN COUNCIL**

**Meeting Date: August 6, 2024**  
**Town Council Meeting**  
**Ord No. O-2024-03**

**RE: AN ORDINANCE TO AMEND SECTIONS 157.041, 157.061, 157.081, 157.101, AND 157.121 OF THE TOWN CODE, TO ADD A DEFINITION FOR ACCESSORY DWELLINGS AND TO ADD A SECTION NUMBERED § 157.015, GENERALLY RELATING TO ACCESSORY DWELLINGS AND ACCESSORY BUILDINGS, USES AND STRUCTURES**

**MOTION:**  
**SECOND:**  
**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_  
**Town Clerk**

**DRAFT**

**Occoquan Accessory Dwelling Unit and Accessory Building Zoning Text  
Amendment**

CHAPTER 157: ZONING

[Chapter remains unchanged except as noted; a row of three asterisks indicates a gap between existing and new or repealed provisions]

Sec. 157.008. Definitions.

\* \* \*

Dwelling, Accessory. A dwelling unit that is an accessory use to a detached single-family dwelling unit (or in the B-1 district, a use permitted by right or by special exception). An accessory dwelling may only be located in the same structure as, or in an accessory building located on the same lot as, the primary use to which the accessory dwelling is an accessory use. An accessory dwelling may not exceed 750 square feet and may have only one bedroom. If the accessory dwelling is located in an accessory building, the accessory building may be no taller than one story in height. An accessory dwelling must meet all setback and yard requirements except as otherwise specifically provided in this chapter.

\* \* \*

Sec. 157.015 Accessory Buildings, Uses, and Structures.

Except as expressly provided elsewhere in this Chapter, in all zoning districts an accessory building, use, or structure is permitted in connection with and on the same lot as the existing primary use so long as that primary use is permitted by right or has a special use permit in effect that expressly allows the accessory building, use, or structure. All accessory buildings and structures shall meet the underlying zoning district's setback, side yard, rear yard, and height requirements except as expressly provided elsewhere in this Chapter. Except for home gardens, recreation facilities, and patios, accessory uses must occur entirely within the primary structure or an allowed accessory building or structure.

R-1 District

Sec. 157.041 Uses Permitted.

Structures to be erected or maintained, 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:

\* \* \*

(7) [Reserved];

\* \* \*

(10) Accessory dwelling, one unit per lot.

\* \* \*

R-2 District

Sec. 157.061 Uses Permitted.

Structures to be erected or maintained, 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:

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(6) [Reserved];

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(9) Accessory dwelling, one unit per lot.

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R-3 District

Sec. 157.081 Uses Permitted

Structures to be erected or maintained, 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:

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(8) [Reserved];

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(12) Accessory dwelling, one unit per lot.

\*\*\*

R-4 District.

§ 157.101 USES PERMITTED.

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

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

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(2) [Reserved];

\*\*\*

B-1 District Sec. 157.121 Uses Permitted

Structures to be erected or maintained, 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:

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(24) Accessory dwelling, one unit per lot.

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**TOWN OF OCCOQUAN, VIRGINIA  
NOTICE OF JOINT PUBLIC HEARING OF  
PLANNING COMMISSION AND TOWN COUNCIL**

**August 6, 2024 – 7:00 PM**

Notice is hereby given pursuant to § 15.2-2204 of the Code of Virginia, as amended, that the Occoquan Town Planning Commission and Town Council will conduct a joint Public Hearing on proposed amendments to the Zoning Ordinance. The proposed amendments are to accomplish the following:

1. Add a definition to section 157.008 for an accessory dwelling.
2. Add a section numbered 157.015 relating to accessory buildings, uses, and structures.
3. Amend sections 157.041, 157.061, 157.081, 157.101, and 157.121, covering the zoning districts, generally relating to regulations on accessory buildings and accessory dwellings.

The proposed amendments are available for review in Town Hall, 314 Mill Street, Occoquan, Virginia 22125 and online at [www.occoquanva.gov](http://www.occoquanva.gov).

The hearing is being held on August 6, 2024 at 7:00 p.m. at the Occoquan Town Hall, located at 314 Mill Street, Occoquan, Virginia 22125, by the Occoquan Town Planning Commission and Town Council respectively. The location of the public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk by mail at PO Box 195, Occoquan, VA 22125, by email at [info@occoquanva.gov](mailto:info@occoquanva.gov), or by telephone at (703) 491-1918. Persons needing interpreter services for the hearing impaired and/or vision impaired should notify the Town Clerk no later than one week prior to the hearings.

**The Planning Commission and Town Council  
of the Town of Occoquan, Virginia**



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

<b>5. Consent Agenda</b>	<b>Meeting Date:</b> August 6, 2024
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve July 2, 2024, Town Council Meeting Minutes

**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, July 2, 2024**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Nancy Freeborne Brinton, Eliot Perkins, Cindy Fithian, and Theo Daubresse

**Absent:** None

**Staff:** Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Julie Little, Events Director; Jason Forman, Deputy Chief of Police; Asma Rupani, Town Treasurer; Bruce Reese, Town Engineer (remote); Martin Crim, Town Attorney (remote)

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

No one spoke during citizens' time.

**4. CONSENT AGENDA**

- a. Request to Accept June 18, 2024, Town Council Meeting Minutes
- b. Request to Approve Encroachment License for 302 Commerce Street
- c. Request to Approve Encroachment License for 402 Mill Street

**Councilmember Perkins moved to approve the Consent Agenda. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.**

**5. MAYOR'S REPORT**

Mayor Porta reported the following:

- On June 27<sup>th</sup>, he attended the Greater Prince William Trails Coalition Meeting.
- On June 29<sup>th</sup>, he participated in the Ogle Harris Way Dedication Ceremony.
- On June 30<sup>th</sup>, he spoke at the anniversary celebration of Paster Lundy at Ebenezer Baptist Church and presented him with the Town Resolution adopted at the last meeting.

**6. COUNCILMEMBER REPORTS**

Councilmember Daubresse noted that he attended the Ogle Harris Way Dedication Ceremony and met with Ms. Little on planning the Sponsorship Breakfast.

Vice Mayor Loges noted that she attended the Ogle Harris Way Dedication Ceremony.

Councilmember Fithian noted that she attended the June Concert in River Mill Park.

## 7. BOARDS AND COMMISSIONS

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB did not meet on June 25<sup>th</sup>.

Councilmember Perkins reported that the Planning Commission did not meet on June 25<sup>th</sup>.

## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet.

Mr. Linn added that with regard to the recent water main break at River Mill Park, Fairfax Water has agreed they are responsible for the damaged landscaping. He noted that they had already completed a large majority of the remediation and staff agreed that placing replacement sod down during the summer would not be advisable. Fairfax Water agreed to review sod placement and planting in the fall when the heat would not be a factor. Fairfax Water also suggested using mulch as an entrance way at the bottom of the stairs leading up to the LOVE sign.

Mr. Linn also added that staff was advised that Visit Occoquan still had not received their 501(c)3 non-profit status. Staff is working with the current contract and seeking legal advice to determine if they are in breach of the contract. However, Mr. Linn stated that Visit Occoquan is providing needed services at a lower cost than under prior marketing agreements. Mr. Linn reminded Town Council the main reasons for wanting Visit Occoquan to be a 501(c)3 was to help apply to Virginia Main Street Program and they would deal with the logistics of hiring subs to complete the required work.

Mr. Linn advised that Town Hall will be closed both July 4<sup>th</sup> and 5<sup>th</sup> for the Independence Day Holiday.

Mayor Porta asked if the Auxiliary Police hours include policing duties beyond helping Public Works and Events.

Mr. Linn replied that the listed hours included both policing duties and community support in public works.

Mayor Porta noted that the Best of Prince William tourist Award was awarded to the Town.

Vice Mayor Loges asked the status of the work being done for the EV Chargers.

Mr. Linn replied that so far, they have only worked on the power supply and the contractor has reported they are waiting on the EV Chargers to ship due to a back log before installing.

### b. Treasurer's Report

Ms. Rupani provided a written report as part of the agenda packet.

Mayor Porta asked for clarification if the report covered the month of April or May.

Ms. Rupani replied that the report covered the month of May, and the April date was an error in the report.

### c. Town Attorney Report

Mr. Crim did not provide a written report as part of the agenda packet.

Mr. Crim noted that for the month of May he received notes to review ordinance changes for accessory dwelling units in the Zoning Code.

Mayor Porta asked where staff was regarding research on limiting the sale of vaping establishments within the Town.

Mr. Linn replied that staff has meet with Vice Mayor Loges and researched what other localities have done.

Vice Mayor Loges noted that getting parameters from Mr. Crim would help in the research process. She noted potentially limiting the sales of certain products would be in accordance with protecting public health. She asked Mr. Crim if the sales could be limited in regard to proximity to where children gather.

Mr. Crim replied that there are two problems that would have to be addressed in response to protecting health. The first issue is do the fumes from the establishment affect people in public like passing by on the street. The second issue is the company selling a product that is harmful to children. He noted that courts have upheld limiting where such establishments could be located based on measurable data but that the data had to show harm to the public based on its location, not the product.

Mr. Crim discussed with Council the differences of restricting certain products based on public health and based on crime statistics.

## 9. REGULAR BUSINESS

### a. Request to Name the 19<sup>th</sup> Century Army Corps of Engineers Dike in the Occoquan River

Mayor Porta noted that from his research on William Craighill that he could not find anything that would suggest it would be inappropriate to name the island in the river after him for the coming year as part of the annual "Name the Island" contest.

**Vice Mayor Loges moved to adopt Resolution R-2024-09 to name the 19<sup>th</sup> Century Dike Craighill Isle, as submitted by Brandon D'Andrea, for a term of one year beginning on July 1<sup>st</sup>, 2024, and expiring on June 30<sup>th</sup>, 2025. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.**

Mayor Porta asked for unanimous consent to move up on the agenda item 10a. There being no objection, the item was moved up on the agenda.

## 10. DISCUSSION ITEMS

### a. Speed Limit Discussion

Mr. Linn discussed that starting July 1<sup>st</sup>, a new law went into effect that permitted localities to lower the speed limits below 25 mph in business and residential districts. Prior to the new law, municipalities could not lower the speed limit without speed studies and approval from the Commissioner of Highways and VDOT. He noted that for several years there have been requests to lower the speed limit on Mill Street from 25 mph to 15 mph because of safety. Mr. Linn further commented from the police observation, it is difficult during the day to go even 25 mph just based on

the amount of people crossing the streets and from cut through traffic.

Mayor Porta noted that trying to enforce 15 mph on Mill Street would be difficult due to what was mentioned by Mr. Linn. He also noted that cars look fast when nothing else is moving faster and that loud exhausts on cars makes it sound like they are going fast.

Walt Seiberling of Poplar Lane was given the opportunity to speak and he stated that with all the people and parked cars people can't go fast as it is and probably wouldn't even notice 15 mph signs.

Mr. Linn noted that the more viable streets to lower the speed limit would be McKenzie Drive and a section of Washington Street which would help slow traffic before the crosswalks.

Mayor Porta directed staff to look into the viability of lowering the speed limit and how much signage would be needed to make it useful.

## 11. REGULAR BUSINESS

### a. Request to Adopt Proclamation Request and Issuance Policy

Mayor Porta noted that the goal is to limit Proclamations from specific individuals and groups without connection to the Town. He also noted that he would propose additional language to section 1Ei. of the proposed policy that says, "with specific ties to the Town of Occoquan."

Councilmember Fithian was concerned that this would miss out on Proclamations for honoring groups of individuals during different months such as Pride Month.

**Councilmember Perkins moved to adopt the Proclamation Request and Issuance Policy with the additional language added to section 1Ei. "with specific ties to the Town of Occoquan." Vice Mayor Loges seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Perkins, Councilmember Daubresse, and Councilmember Freeborne Brinton

**Nays:** Councilmember Fithian

Vice Mayor Loges asked if under the Staff Review Section b2 ("controversial issues") if the language is too vague.

Mr. Crim noted that Proclamations are to unite the community and not be divisive.

Mayor Porta suggested removing "controversial issues" in that section to instead say, "Proclamations should not endorse political or religious views".

**Councilmember Perkins moved to adopt the Proclamation Request and Issuance Policy as amended. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.**

## 12. DISCUSSION ITEMS

### a. Planning Commission Strategic Planning Recommendations

Mayor Porta asked how Councilmember Perkins would like the information conveyed back to the Planning Commission.

Councilmember Perkins asked if individual sections could be reviewed to receive feedback from

Town Council and then have staff provide the written feedback direction to the Planning Commission.

Mayor Porta suggested that Town Council go through the recommendations and then draft up a memo to provide with Town Council's suggestions to the Planning Commission.

Council went at ease at 8:45 pm.

Council reconvened at 8:47 pm.

The Council discussed the six sections within the Planning Commissions Strategic Planning Recommendations to Town Council and provided feedback that will be presented to the Planning Commission in a written memo.

### **13. ADJOURNMENT**

The meeting was adjourned at 9:54 p.m.

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Philip Auville, Town Clerk



# TOWN OF OCCOQUAN

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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Eliot Perkins  
Nancy Freeborne Brinton  
Theo Daubresse

**TOWN MANAGER**  
Adam C. Linn, J.D.

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

**FROM:** Adam C. Linn, Town Manager

**DATE:** August 6, 2024

**SUBJECT:** Administrative Report

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

## Administration

### Strategic Framework Updates:

These special updates cover all projects, programs and initiatives currently underway that further the priorities of the Town Council as laid out in their FY24-25 Strategic Framework adopted at the April 18, 2023 Town Council Meeting. The updates are divided into each tier and priority. A Strategic Framework Tracker will be provided quarterly every April, July, October and January.

### Capital Tiers

➤ **Continuing to Investigate Opportunities to Expand Public Parking Facilities:**

- Staff investigated options for constructing parking facilities within Town limits. No available options are fiscally appropriate at the current time. Staff will continue to explore both private and public options for increasing parking.

➤ **Upgrading Stormwater Infrastructure:**

- Flood Protection Study (CFPF Grant) - UPDATED: In April 2022, 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). In January 2023, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. The awarded grant funds a study by Weston & Sampson that will evaluate the Town's stormwater and flood resilience. Ultimately, the grant will fund the creation of an actionable plan that, when implemented, will increase the town's overall resiliency and response to the impacts of climate change within the community and region. The contractor collected and analyzed data on existing stormwater systems (Best Management Practices or BMPs) in the Town. On July 28<sup>th</sup>, Town staff sent notice to affected property owners and received signed permission from almost all property owners. Field inspections started the week of September 25<sup>th</sup>. The field team was able to inspect and collect data on most stormwater BMPs in the Town. Minimal follow up field work was completed in late October. The contractor met

with Town staff in December to review the modeling and in January to review initial results and recommendations. On April 16<sup>th</sup>, the contractor presented the final report to the Town Council. The contractor submitted final deliverables to Town staff in late June. Final reporting and a reimbursement request were submitted to DCR on July 29<sup>th</sup>, 2024. Town staff is waiting for a final reimbursement and closeout from DCR

- Stormwater Improvements (Community Project Funding): On March 17<sup>th</sup>, 2023, Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. On March 6<sup>th</sup>, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. Town staff have been working with the Congresswoman's staff on the Environmental Protection Agency's (EPA) updated grant guidance to finalize proposed grant activities. Town staff is expecting to hear of the funding status over the summer. A press conference about the funding award was held at Town Hall on May 14, 2024. The Town has reached out but has not received the grant documents.
- Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation) - UPDATED: The Town 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 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). On November 4, 2022, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. The first component, dredging, was completed as of February 24, 2023. The second component will use the remainder of the \$325,000 grant to address a stormwater issue on Commerce Street. After multiple rounds of information submissions, on January 30, 2024, DEQ provided the grant agreement to staff for components 1 and 2, which was accepted by Town Council on February 6<sup>th</sup>, 2024. On April 19<sup>th</sup>, 2024 the Town was reimbursed for the first component. In early May, the Town awarded the project to Aves Construction Corporation. On June 18<sup>th</sup>, 2024, Town Council authorized the Town Manager to execute the contract and on June 25<sup>th</sup>, 2024, VDOT permitting was completed. The majority of work was completed in mid-July 2024 with contractors replacing approximately 160 feet of degraded stormwater pipe. Temporary striping was put in place and final thermoplastic striping is expected in early August. From there, staff will close out the project and make final reporting and reimbursement requests to DEQ.

➤ **Completing Riverwalk:**

- Riverwalk Planning Project: After completion of the Riverwalk Vision Plan process and review by the Planning Commission, at the November 8<sup>th</sup>, 2023 meeting, the Town Council authorized the Mayor to create and appoint members to a committee, the Riverwalk Expansion Special Committee (RESC), that will evaluate and report on the next steps for the project. The committee met twice in 2023 and four times in 2024. The last meeting was held on April 15<sup>th</sup> at which the Committee approved its report, which was accepted by Town Council at its May 7<sup>th</sup>, 2024 meeting. Additionally, the Town's application to MWCOG's Transportation Land-Use Connections (TLC) program was denied in early April. Preliminary engineering and design of the Riverwalk expansion is included in the FY2025 Adopted Capital Improvements Program and will begin in FY2025.

➤ **Developing/Promoting Town as a Trail Junction:**

- Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission's initial recommendations were presented to Town Council at its April 16<sup>th</sup>, 2024 meeting.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: UPDATED On May 31, 2023, Town staff met with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County's Safe Sidewalk grant. Dominion Electric installed new LED streetlight heads in September. Town staff are waiting to receive notice from PWCDOT on the Dominion Electric cost quote to place a new streetlight at the crosswalk. Staff has reached out to PWCDOT related to the status of items 2 and 3 as well as requesting a speed study along Washington Street. As a result of the change in the law, staff is proposing a reduction in the speed limit on Washington Street to try to reduce improve safety around the crosswalk locations.
- Occoquan Greenway (VDOT TAP Grant Project): In early May 2022, Town 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 sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff again met with the contractor in early February to discuss modifications and met in March to discuss the ability of vehicles to turn onto Ellicott from Mill Street. The contractor submitted 60% design plans in mid-June and Town staff is currently reviewing them for comment, ahead of submittal of the designs to VDOT. Staff were advised that construction start dates will begin sometime in 2026. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements – UPDATED: Initial landscaping improvements were completed at the Rt. 123 and Commerce Welcome Sign at the end of May 2024. Improvements included new mulch beds, planters, annual plantings, and lighting. Staff are currently working with a local gardening club and the landscaping contractor to

expand plantings for next season, including native perennials.

➤ **Pursuing Energy Efficiency/Sustainability Enhancements:**

- 170 Mill Street EV Charging – UPDATED: At the December 5<sup>th</sup>, 2023, Town Council meeting, Greenspot JC, LLC was granted a franchise to install two (2) Level 2 electric vehicle (EV) charging stations at the Town parking lot at 170 Mill Street on the corner of Mill and Washington Streets. Town staff have accepted the engineering plans and work started on the property in mid-June. Installation was delayed and is currently underway with an anticipated completion in August pending inspection by Prince William County.
- EV Charging (CFI Grant) - UPDATED: Town staff are working with a contractor to identify new areas for EV charging in town and submit a grant proposal to the FHWA's Charging and Fueling Infrastructure Grant Program, created by the Bipartisan Infrastructure Law. The US Department of Transportation announced the NOFO for the next round of grant funding in early June 2024. Town staff published an RFP in July, which closed on July 31<sup>st</sup>. Staff are currently reviewing submissions and working on a grant application for the end of August.
- Glass Recycling: In support of a Planning Commission recommendation, Town staff has been working with Prince William County on the placement of a glass recycling bin in proximity to town residents. After reviewing placement options, the County has decided to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot. The purple bin is expected to be put into service by Summer 2024. Currently, the closest County glass recycling bin for town residents is at the County Center.
- Gaslight Conversion Update – NEW: A little over a year ago the Town completed its conversion of the gaslights from dual mantle heads to single direct flame heads. After a year with the new lights, the Town has cut its annual (from July to July) utility spending and usage by approximately 30% and eliminated most maintenance costs.

➤ **Enhancing Timed Parking Program Education and Enforcement:**

- Town staff continues to monitor opportunities for increasing education on and optimizing enforcement of the Timed Parking Program. For more on the most up-to-date information on the Timed Parking Program, please visit: [www.occoquanva.gov/timed-parking-3/](http://www.occoquanva.gov/timed-parking-3/).

➤ **Implementing Public Safety Projects:**

- County CAD and RMS Integration: The Occoquan Police Department is working with Prince William County Police on integrating into their computer assisted dispatch (CAD) system and joining their report management system (RMS).

➤ **Improving Town Properties (Mill House Museum, River Mill Park, Furnace Branch Park, Tanyard Hill Park):**

- River Mill Park Upgrades: In January 2024, a new water heater was installed in the RMP bathhouse. Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Town staff met with FCWA in March and FCWA has informed the Town that it will be making physical improvements to the property to alleviate drainage issues, including a drop outlet to divert water away from the Park. Town staff and FCWA staff will meet after pipe construction is completed to assess any further improvements that may be needed.

- River Road Storage: In December, staff started storing Public Works equipment on the Town property at River Road after installing a fence along Rt. 123. Staff are currently planning further improvements to the property that will better secure it, improve refuse storage for residents, and allow limited access to the VDOT easement by River Road residents. A gate was installed in February and further fencing upgrades are planned for this year.
- Signage Updates - UPDATED: Town staff is updating signage on town streets and properties to reflect current town branding and add new information. New signage was installed on the Town Dock in July, including QR codes for a new online payment option for docking fees. Completion is expected by the end of the summer.

### Operating Tiers

#### ➤ **Personnel Recruitment, Retention, and Succession Planning**

- Events Personnel Planning - UPDATED: Town staff are currently engaging in a months-long planning process to assess and reorganize the Town's Events Office in order to best meet the Town's present and future events needs and goals. As of August 1, 2024, the Town has onboarded Tammy Hassett as a temporary Events Coordinator to assist with events programming through the Fall Arts and Crafts Show.
- Volunteer Program: The Events Office has launched a new volunteer program for the Town, including onboarding and scheduling in order to recruit and retain more volunteers for expanded opportunities across Town events and projects.

#### ➤ **Tourism-led Economic Development Programming**

- Visit Occoquan Partnership: In FY2024, the Town Council approved an agreement with Visit Occoquan, the marketing and tourism non-profit that is succeeding the Occoquan Business Partners as the hub for Occoquan's business community. The agreement is the foundation of future events, marketing, and business support coordination between the Town and Visit Occoquan. Town staff is currently working with Visit staff on the renewal of the agreement for FY 2025. Visit Occoquan's Annual Report was reviewed and accepted by Town Council on June 18<sup>th</sup>, 2024.
- Workhouse Arts Center Meeting - NEW: Members of Town staff and Visit Occoquan met with new leadership at the Workhouse Arts Center on July 25<sup>th</sup>, 2024, to introduce them to Occoquan, assess areas of common interest, and discuss the status of NOVA Arts and Cultural District, a multi-jurisdictional district comprised of the Town of Occoquan, the Workhouse Arts Center, and Occoquan Regional Park. Both parties look forward to further discussions and staff will update Town Council as matters progress.

#### ➤ **Enhancing Revenue from Town Events Programming**

- 2024 Event Sponsorship Drive - UPDATED: In mid-February the Town Events Office started an inaugural events sponsorship drive. The new initiative builds off last year's sponsorship breakfast to expand to new potential partners by creating a robust engagement schedule. Town staff held a Community Partnership Breakfast on March 26, 2024 and completed a second breakfast on July 30, 2024. Staff is currently pursuing multiple leads from that event. If interested in becoming a sponsor, you can find more information at [visitoccoquanva.com/sponsor](https://visitoccoquanva.com/sponsor).

#### ➤ **Monitoring Technology Improvements for Productivity Enhancement**

- New Town Intranet - UPDATED: Town staff have completed the majority of the

migration to the new intranet and completed initial training for Town staff. Staff plans to finalize the migration in August in collaboration with the IT contractor.

➤ **Business Support and Development Programming**

- Continuance of Quarterly Business Meetings - UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next meeting will be on October 8<sup>th</sup> at 5:30 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support - NEW: On July 24<sup>th</sup>, 2024 Visit Occoquan held a marketing workshop for town businesses focused mainly on how to make the most of your online presence through website content, social media, online listings, and creative advertising. Visit is currently researching and assessing resources to make such workshops a more regular opportunity for town businesses.

➤ **Development of a Capital Asset Maintenance Program**

- Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority.

➤ **Development of a Business Recruitment Program**

- Staff are currently in the research and planning phase for this priority. The Planning Commission has completed preliminary strategic planning related to Economic Development and Business Recruitment and reported to Town Council on the matter at the April 16<sup>th</sup> Town Council meeting.

## Capital and Maintenance Project Updates:

These are updates on significant maintenance items and existing and planned capital projects that are part of the Town's Capital Improvements Program (CIP) and additional to the Town Council's Strategic Framework priorities. Further project updates on capital and maintenance projects are available in the Public Works section of this report and at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

- Mill Street Water Issue: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary pvc pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead of traveling through the pipe to the Ellicott Street inlet. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. The measure did not fully resolve the issue and further study and remediation efforts are planned for the summer. Town staff and VDOT will continue to monitor the situation.
- River Mill Park Water Main Break – UPDATED: On June 27, 2024, a water main burst on the Fairfax Water access road behind River Mill Park. For over an hour, potentially millions of gallons of water sheeted across the eastern half of the park and into the Occoquan River. No significant damage has been found in the park; however, a significant amount of debris and sediment were deposited in the park. Fairfax Water completed remediation and landscaping improvements in early July. The need for any additional remediation will be assessed in the fall. Staff will continue to coordinate with Fairfax Water and provide updates to Town Council.

## Development Project Updates:

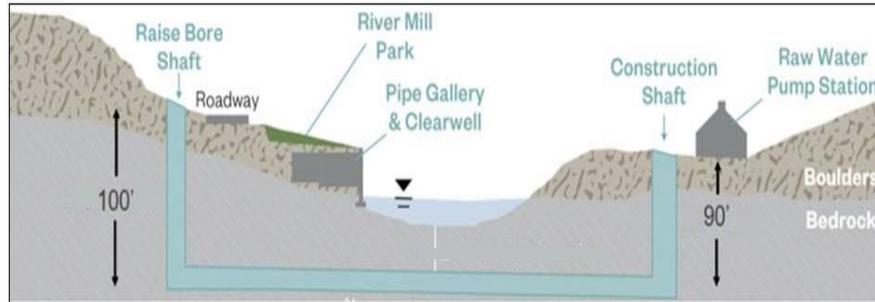
These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan – UPDATED: The developer submitted a third site plan submission in May and met with Town staff in June. The Town Engineer is currently awaiting a final submission for review and approval. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March. However, due to the need for asbestos removal and the return of an active osprey nest, demolition is not expected until Fall 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal.
- 406 McKenzie Drive Subdivision: Owners of 406 Mackenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners. A meeting with the Town Engineer was held in April. Town staff is currently awaiting a response on next steps from the owners.

## Other News and Updates:

These are updates on any other noteworthy projects, programs, or initiatives being carried out in and around the town, including updates on deadlines and administrative projects.

- Fairfax Water Construction: The boring project under the Occoquan River has been completed. The installation of new pipes and connections has started. Completion of the project is expected by summer of 2024. To stay up to date on construction, please sign up for AlertOccoquan at [www.occoquanva.gov/living-here/alertoccoquan](http://www.occoquanva.gov/living-here/alertoccoquan). Below is a rendering of the project:



- Tax Delinquencies: A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5<sup>th</sup>, 2023 while the latter were due on March 1, 2024.** All delinquent accounts have received mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at [townclerk@occoquanva.gov](mailto:townclerk@occoquanva.gov) or visit [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/) and [www.occoquanva.gov/business/doing-business-in-occoquan/](http://www.occoquanva.gov/business/doing-business-in-occoquan/).

## Treasurer Report - Supplemental Information

The June 2024 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 (as of June 30, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	5 months	6/10/2024
AMAYA STUDIOS LLC	5 months	6/10/2024
BANN THAI OLD TOWN LLC	5 months	6/10/2024
ECOGLO DETAILING	5 months	6/10/2024
HAVANA BOUTIQUE*	2 years	1/31/2024
PIN CURLS HAIR SALON	2 years, 5 months	6/26/2024
TALENT ACQUISITION CONCEPTS	2 years, 5 months	6/26/2024
THE SECRET JEWELRY GARDEN	2 years, 5 months	6/26/2024

\*Business closed as of August 2023

Transient Occupancy Tax Delinquencies		
Business Owner	Delinquency Period	Date of Last Notice/Status

Meals Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
BABBANME LLC	1 month	7/29/2024
BANN THAI	8 months	1/29/24 Filed Nov 23 - Feb 24 - Court date on 9/5/2024
BAR-J CHILLI PARLOR	1 month	7/29/2024
BLACK MAGIC	6 months	6/25/2024
BLACK MAGIC OCCOQUAN	1 month	7/29/2024
GRIND N CREPE LLC	1 month	7/29/2024
THIRD BASE LLC	1 month	7/29/2024

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	7 years, 4 months	7/29/2024	116 WASHINGTON ST
GRANNY'S COTTAGE INC	7 years, 4 months	7/29/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	5 years, 4 months	7/29/2024	103 WASHINGTON ST
CAO VINCENT MARTIN	6 months	7/29/2024	1437 OCCOQUAN HTS CT
INTERNATIONAL PEACE MISSION INC	6 months	7/29/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	6 months	7/29/2024	209 WASHINGTON ST

<b>Meals Tax by Fiscal Year</b>			
<b>Month</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
July	27,749	28,956	31,391
August	25,668	27,894	31,014
September	24,585	25,730	27,123
October	24,952	24,180	24,872
November	17,803	19,372	22,482
December	17,838	18,277	18,569
January	11,337	16,646	18,623
February	16,871	17,348	27,207
March	20,264	20,379	26,778
April	25,640	25,949	26,752
May	26,903	28,770	32,558
June	29,892	28,066	27,041

## Engineering

**Town Density and Accessory Dwellings – update from last report** – Staff provided feedback to the Planning Commission at 7/23/24 meeting with direction to staff to do due diligence on assessing density changes but delay further action on said changes until the 2026 Comprehensive Plan Update, specifically the properties circled on the PowerPoint presentation.

**River Mill Park Drainage – no change from last report:** staff to set meeting with Fairfax County Water Authority to review options to modify park surface – awaiting response from FCWA to complete river crossing construction, then will set meeting.

**Electrical Vehicle (EV) charging station grant – no change from last report:** staff reviewing options, but TZP2024-020 issued to Southern Electrical Greenspot Smart Mobility at 170 Mill Street for building permit through PW County for EV charging station.

**Mill at Occoquan – update from last report:** Third plan submitted 4/30/24 and distributed to outside review agencies. Town staff comments forwarded 6/14/24 and meeting held with Applicant on 6/20/24 to review last minor comments. Minor adjustments made and staff recommending plan be submitted for signature after one final review as of 7/22/24. Application for demolition of boat storage structure approved 2/27/24.

### State Local Fiscal Recovery Funds (SLFRF):

- **Playground Structure in River Mill Park – no change 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.
- **Community Flood Preparedness Fund (CFPF) Flood Protection Study – update from last report:** Resiliency Plan grant consultant presented to Town Council 4/16/24. Submitted final report and reimbursement request on 7/29/24

**FCWA River Crossing Construction – no change from last report:** Project continuing.

**Ellicott Sidewalk Extension Project – no change from last report** – 60% construction drawing forwarded from design engineer, AMT, on 6/17/24, staff reviewing. Project construction tentatively scheduled for FY2026.

**Fee Schedule – update from last report** – staff reviewed the 2021 fee schedule and provided updates for review. Meeting with Town Manager to review initial comments on 6/26/24.

### 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; second submission 5/25/23, comments provided 6/26/23; 3 <sup>rd</sup> submission 4/30/24, comments issued 6/14/24; next submission for signature
105 Poplar Lane	Not assigned	Single family detached	Modifications to house and lot for final Occupancy Permit
406 McKenzie Drive	SUB2023-036	Subdivide existing lot into two parcels	Comment letter sent to applicant on Nov. 27, 2023. Met applicant and engineer on 4/11/24. Applicant contemplating subdivision into more than 2 lots.

## Zoning

Below is an overview of zoning permit applications and Town Code violations for the past month. Residents can learn more about zoning at [www.occoquanva.gov/government/zoning-land-development-and-building](http://www.occoquanva.gov/government/zoning-land-development-and-building).

A. The following is a list of **zoning reviews** from July 1 to July 31, 2024:

	Zoning Application #	Property Address	Activity
1	TZP2024-024	116 Washington St	Repair existing building after fire damage
2	TZP2024-025	410 Overlook Dr	Replace Heat Pump
3	TZP2024-026	203 Union Street	Add small kitchen equipment to existing space
4	TZP2024-027	109 Poplar Ln	Build Fence
5	TZP2024-028	202 Commerce St	Commercial Kitchen for Food Truck
6	TZP2024-029	1415 Occoquan Heights Ct	Install Solar
7	TZP2024-030	308 Poplar Alley, Unit C & D	New Business
8	TZP2024-031	204 Union St	Repair Back Stairs
9	TZP2024-032	203 Union St	New Business

B. The following is a list of **zoning modification requests** from July 1 to July 31, 2024:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from July 1 to July 31, 2024:

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from July 1 to July 31, 2024:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	Signage	New NOV sent on 8/22/23; Meeting with Zoning Administrator on 9/28/23; owner given 45 days, until 11/13/23 to respond to Town and abate violations; no abatement or response by 11/13/23; email and call giving final opportunity sent on 11/20/23; no response as of 11/30/23; Referred to Town Attorney on 12/4/23
2	402 Mill Street	OCV-2024-004	Refuse; Zoning; COA	Courtesy notice emailed on 3/28/24; NOV sent certified and regular on 4/9/24; partial abatement on 4/19/24 - moved dumpsters and trailer, dragon sculpture remaining;

				ARB application submitted and case currently stayed 5/6/24; ARB deferred action on application on 5/28/24
3	201 Union Street	OCV-2024-008	Signage	Courtesy notice and response from owner on 4/16/24; referred to ZA for review on 4/16/24; responded to owner questions and gave 7 days to abate on 4/30/24; response from owner and new violation added for unpermitted permanent sign on 5/15/24; NOV sent due to late responses and only partial abatement by owner on 5/17/24; partial abatement noted on 5/20/24; permit application received on 6/20/24 and denied on 8/1/24; awaiting submission on box sign and revised permit app

## **Building and Property Maintenance**

**Building:** The Building Official monthly permit report provided by Prince William County is attached.

For more information on building permits and building code violations go to <https://www.pwcva.gov/department/building-development-division>.

**Property Maintenance:** The Property Maintenance monthly report provided by Prince William County is attached.

Starting in July 2023, Prince William County now provides property maintenance enforcement for the Town of Occoquan. All complaints for property issues, excluding signage, yard, and landscaping concerns, should be filed with the Prince William County Neighborhood Services at [www.pwcva.gov/department/neighborhood-services](http://www.pwcva.gov/department/neighborhood-services).

## Public Safety

### Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain a professional staff who through education, mentoring, and community policing will maintain a supportive partnership between our community and this Department. We will respect the rights and dignity of all people and always remain approachable and professional.



### Monthly 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 pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

### OPD Division Reports:

#### Professional Standards Division

The Professional Standards Division (PSD) is responsible for internal affair investigations, criminal investigations, and background investigations. Additionally, the OPD Training Unit is housed within the PSD and is responsible for identifying training needs, designing, and implementing training for OPD Officers.

The OPD received no complaints against officers in the month of July.

#### Field Operations Division

The Field Operations Division (FOD) is responsible for day-to-day patrol operations throughout the Town.

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk.

Officers continued to use DMV Grant enforcement funds for impaired driving, pedestrian safety, and speed to reduce crashes and promote safe vehicular and pedestrian traffic movement within the Town as well as in support of safer roads within Fairfax and Prince William Counties.

As the Storm Water pipes in the area of Commerce St. and Union St. were replaced, Officers staffed traffic control points throughout town to ensure motorists had a safe way to traverse the town.





Special Operations Division

The Special Operations Division (SOD) consists of OPD Officers who have a dual role within the FOD. The SOD consists of specialized teams and units that support FOD.

SOD Officers supported the Town’s Trivia Night, Concert in the Park series, and enhanced staffing for regional events.

With the warm temperatures during the month of July, SOD Officers created and carried HEAT packs consisting of water, electrolytes, cool

towels, ice packs and other essentials for individuals in Town that might experience heat related emergencies. These packs allowed officers to provide basic aid until higher care arrived to assist.

The OPD continues to participate monthly in several Northern Virginia Emergency Response (NVERS) and Council of Government (COG) committees focused on keeping the region safe and secure.

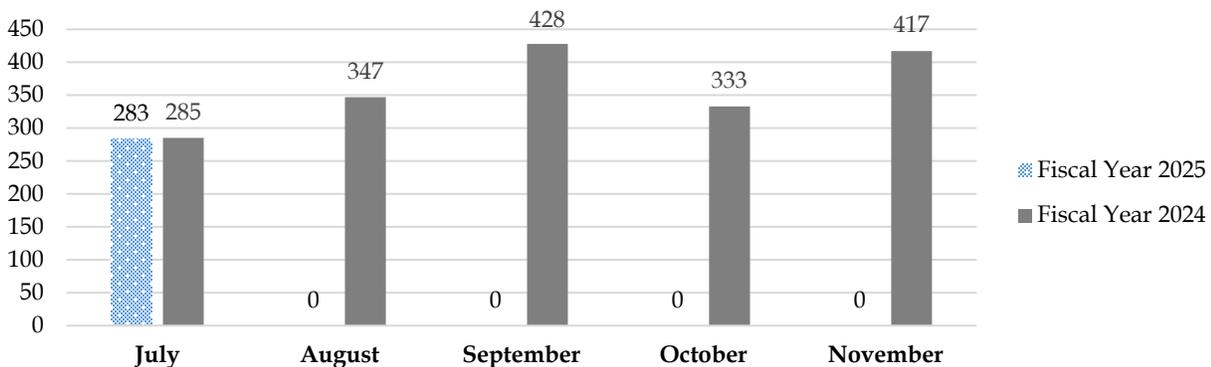


**Patrol and Enforcement Activities:**

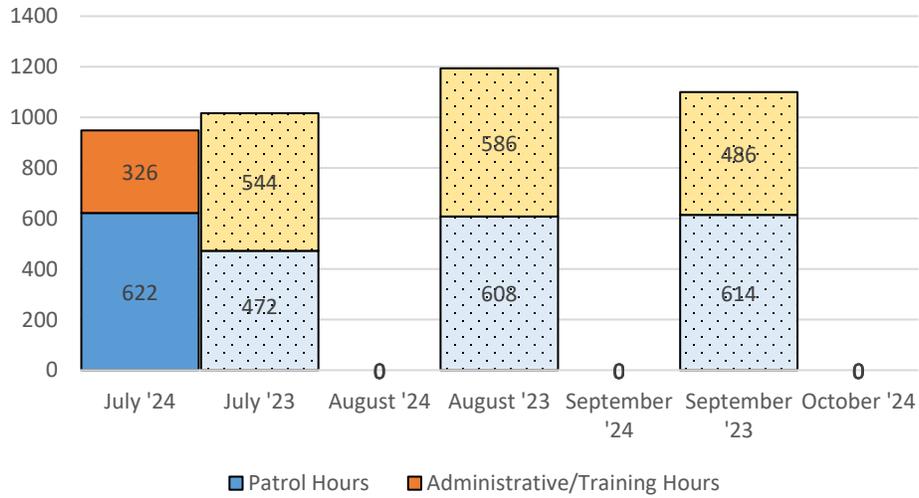
As of July 29, 2024, for the month of July, Police had 147 calls for service with 14 trespassing calls, 10 suspicious person/vehicle/circumstance calls, 8 disabled vehicles/motorist assist calls, 5 medical/mental health calls, 6 disorderly calls, 6 roadway obstruction calls, 8 vehicle crash calls, 3 hit & run calls, 5 lost/ found property calls, 8 traffic control calls, 7 domestic in progress calls, 3 fire calls, 2 emotionally disturbed/ attempted suicide calls, 2 illegal fishing calls, 2 ECO service calls, 2 stolen/abandoned car calls, 1 gun related call, 2 gas leak call, 6 animal control call, 1 fleeing and eluding arrest, 1 fight in progress call, 2 warrant services, 1 destruction of property call, 3 alarm calls, 6 DUI arrests, 2 welfare check, 1 death call, 1 drug complaint call, 1 parking complaint, multiple service/assist calls, and made 8 custodial arrests, issued 283 traffic summonses, 117 parking violations, and 99 warnings.

Officers also engaged in 207 business checks and 223 park checks during the month of July.

Traffic Summonses FYTD (GRAPH)



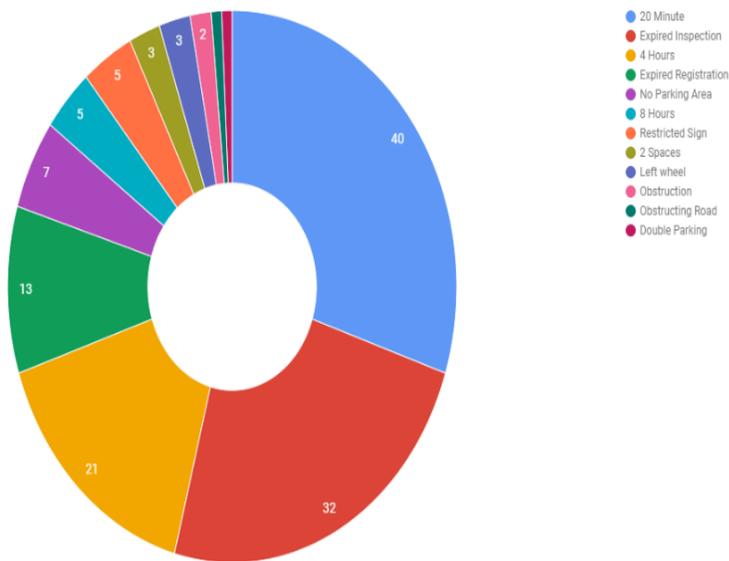
*Patrol/Administrative/Training Hours FYTD (GRAPH)*



*Parking Enforcement (CHART/GRAPH)*

Month	Parking Tickets	Warnings
July	125	8

Occoquan VA - Tickets By Violation (Month To Date)



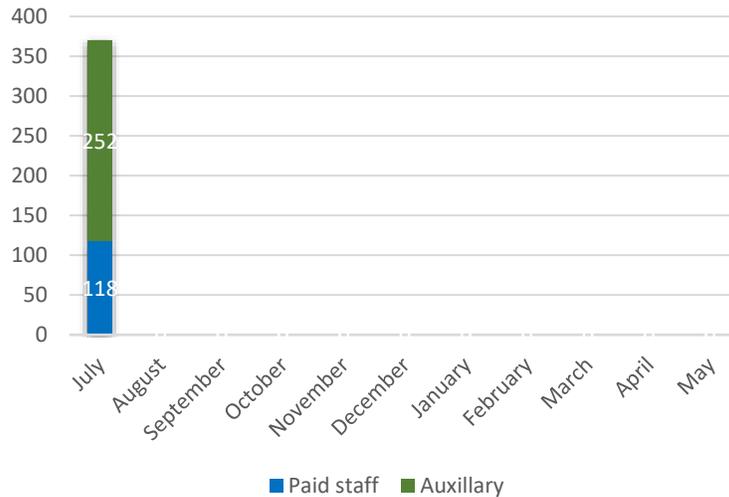
Data as of 7/30/2024, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 370 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.

### Volunteered Hours



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Training Hours	Stops	Interactions	Calls for Service
July	46	0	3	12	0
<b>FY Total</b>	<b>46</b>	<b>0</b>	<b>3</b>	<b>12</b>	<b>0</b>
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	0	0		0	0
<b>FY Total</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
UTV Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	140	0		3	1
<b>FY Total</b>	<b>140</b>	<b>0</b>		<b>3</b>	<b>1</b>

## Public Works

### Routine Activities

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

Activity	Weekday	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/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 Riverwalk	X				Review and schedule repairs as needed
Check/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and 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
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street				X	Until no longer needed

## Public Works Highlights (July 2024)

- Continued spring cleaning and landscaping projects.
- Continued Town Dock repairs.
- Restriped Town parking lots.
- Updated signage and added online payment option at Town Dock.

## Special Public Works Projects

Projects In-Progress: 10

Projects Completed: 9

Below is an updated list of maintenance activities with statuses updated as of July 31, 2024:

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
Repair and Paint Town Hall Eaves	In progress		August 2024; setting date with contractor
Paint Annex	In progress		August 2024; setting date with contractor
Prep and Power Wash Town Hall and Annex for Painting	Completed	7/9/24	
<b>Craft Show and Events Support</b>			
Trivia Night Support	Completed	7/12/24	
Music on Mill Support	Completed	7/20/24	
<b>Landscaping</b>			
Seed and aerate town parks	Not started		Summer/Fall 2024
Improvements at Tanyard Hill and Old Bridge Entrance	Paused		Incorporate into 2025 planning
Downtown Bed Improvements	In progress		Fall 2024/Spring 2024 - met with volunteer group to plan native perennial plantings in multiple locations
Improvements at 123 and Commerce Entrance	In progress		Elevated boxes and lighting installed; traffic box painted; native perennials in Fall 2024
<b>Park Maintenance</b>			
Powerwash Gaslight Landing Riverwalk	In progress		Early August 2024
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning
Town Dock Repairs	In progress		Initial boards replaced; inspecting pedestals
Repair MDP Wayfinder Magazine Holder	Completed	7/19/24	

Project	Status	Completion Date	Notes
Gaslight Landing Riverwalk Repairs	Completed	7/29/24	
Update Dock Signage	Completed	7/30/24	New QR Code and information on signage
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused – OPD Joint Project
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road Improvements	In progress		Summer 2024; addressing resident concerns and planning fencing and refuse storage – OPD Joint Project
<b>Streets, Sidewalks, and Parking</b>			
Repair Dogwoods on TH Bricks	Not started		Fall 2024
Mill St Gaslight Repair and Replacement	In progress		Mid-August 2024 – Repairs to three gaslights damaged in May/June; preliminary site prep completed; waiting on new parts
Clean and Paint Gaslights	In progress		August 2024 – after repairs to damaged lights
Removed Vandalized Sign from Beside Mill House Museum	Completed	7/15/24	
Restripe Town Lots	Completed	7/16/24	

**Brick Installation and Maintenance Projects**

Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Status	Notes
Brick Repairs at 406 Mill St	Completed	Repaired raised bricks outside The Spot on 7/17/24

## Events and Community Development

### Fall Arts & Crafts Show

Staff continues to focus on planning the upcoming Fall Arts & Crafts Show on September 28 & 29. Tammy Hassett has been hired as our new Events Coordinator beginning August 1. Currently, this is a temporary position that goes through October 1<sup>st</sup> to assist with the 2024 Fall Arts & Crafts Show.

### Community Partnership Breakfast

The Community Partnership Breakfast held on July 30 was attended by 14 small local businesses and resulted in some partnerships for the fall. In addition to an excellent presentation as keynote speaker on the morning of the event, Councilmember Daubresse's dedication and commitment to this outreach effort has made a remarkable difference this year.

### Trivia Night

Up-to-eight person teams, players answer six rounds of brain busters for their chance to win the grand prize of \$100. Games begin at 6:30pm. The Trivia Bar is operated by Patriots for Disabled Divers. The bar opens at 5:30pm and runs until "last call" before the last round of questions. Food options this year include mobile ordering to a variety of in-town restaurants and eateries will deliver food to the park. More information is at [www.visitoccoquanva.com/trivia](http://www.visitoccoquanva.com/trivia).

- 2024 Trivia Schedule

Friday, August 9: Risky Quizness

Friday, September 13: The Spanish Inquisition

Friday, October 11: Quiz Pro Quo

### Music on Mill

The last of our summer concert series in River Mill Park is Saturday, August 17, featuring the band, Side Piece, from 7-9 pm in River Mill Park, weather allowing.

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 06/30/2024**

	As of 7/1/23 Unaudited	Unaudited Income/ (Loss) YTD FY24	As of 06/30/2024 Unaudited
<b>Nonspendable:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000	\$ -	\$ 100,000
<b>Prepaid Items</b>	\$ -	\$ -	\$ -
<b>Restricted:</b>			
<b>E-Summons Fund</b>	\$ 36,123	\$ 13,002	\$ 49,124
<b>Assigned:</b>			
<b>Events Fund</b>	\$ 88,024	\$ (634)	\$ 87,389
<b>CIP Fund*</b>	\$ 26,843	\$ (9,239)	\$ 17,604
<b>Public Safety Grant Fund</b>	\$ 14,283	\$ 9,952	\$ 24,235
<b>Mamie Davis Park Fund</b>	\$ 6,498	\$ 593	\$ 7,090
<b>PEG Fund</b>	\$ 1,955	\$ 156	\$ 2,111
<b>Subtotal Assigned:</b>	\$ 137,603	\$ 826	\$ 138,430
<b>Unassigned:</b>			
<b>Emergency Operating Fund</b>	\$ 200,000	\$ -	\$ 200,000
<b>Other Unassigned</b>	\$ 44,858	\$ 759,914	\$ 804,772
<b>Subtotal Unassigned:</b>	\$ 244,858	\$ 759,914	\$ 1,004,772
<b>Total Fund Balance:</b>	<b>\$ 518,583</b>	<b>\$ 773,742</b>	<b>\$ 1,292,325</b>

\*CIP amounts paid with HB 599 grant are shown in Public Safety Grant

# Town of Occoquan

## Budget vs. Actuals

July 2023 - June 2024

	Actual	Annual Budget	Over Budget	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>	-			
40010 Real Estate	289,430	288,769	661	100.23%
40020 Meals Tax	319,567	357,641	(38,074)	89.35%
40030 Sales Tax	45,935	40,000	5,935	114.84%
40040 Utility Tax	38,477	31,000	7,477	124.12%
40050 Communications Tax	30,498	33,000	(2,502)	92.42%
40060 Transient Occupancy Tax	46,025	21,000	25,025	219.17%
40070 Peer-to-Peer Vehicle Tax	1,313	-	1,313	
<b>Total 40000 TAXES</b>	<b>771,245</b>	<b>771,410</b>	<b>(165)</b>	<b>99.98%</b>
<b>41000 FEES/LICENSES</b>	-	3,000	(3,000)	0.00%
41010 Vehicle License	10,729	11,000	(271)	97.54%
41020 Business Licenses	91,219	79,140	12,079	115.26%
41030 Late Fees	3,992	1,500	2,492	266.14%
41040 FINES (PUBLIC SAFETY)	498,359	349,830	148,529	142.46%
41100 Administrative Fees	12,319	8,500	3,819	144.93%
41120 Service Revenue - Eng	2,843	14,000	(11,158)	20.30%
41130 Service Revenue - Legal		10,000	(10,000)	0.00%
41140 Service Revenue - Other		500	(500)	0.00%
41160 Convenience Fees	1,028	-	1,028	
<b>Total 41000 FEES/LICENSES</b>	<b>621,074</b>	<b>477,470</b>	<b>143,604</b>	<b>130.08%</b>
<b>42000 GRANTS</b>	-			
42010 LITTER	2,085	1,329	756	156.88%
42020 HB 599	27,390	26,821	569	102.12%
42021 NHSTA (DMV)	-	15,375	(15,375)	0.00%
<b>Total 42021 NHSTA (DMV)</b>	<b>9,031</b>	<b>15,375</b>	<b>(6,344)</b>	<b>58.74%</b>
42030 SLFRF	506,588	-	506,588	
42040 PEG	156	-	156	
42103 Virginia Dept of Fire Programs	-	-	-	
<b>Total 42000 GRANTS</b>	<b>545,249</b>	<b>43,525</b>	<b>501,724</b>	<b>1252.73%</b>
<b>43000 RENTALS</b>				
43020 River Mill Park	1,850	3,000	(1,150)	61.67%
43030 Mamie Davis Park Rental	2,500	1,500	1,000	166.67%
43040 200 Mill Street Lease	(1,157)	7,613	(8,770)	-15.19%
<b>Total 43000 RENTALS</b>	<b>3,193</b>	<b>12,113</b>	<b>(8,920)</b>	<b>26.36%</b>
<b>44000 OTHER</b>				
44005 Insurance Proceeds	2,898			
44010 General Fund Interest	28,145	10,200	17,945	275.93%
44020 Events Fund Interest	-		-	
44030 Mamie Davis Park Interest	-		-	

44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	8,741	1,000	7,741	874.10%
<b>Total 44000 OTHER</b>	<b>39,785</b>	<b>11,500</b>	<b>28,285</b>	<b>345.95%</b>
<b>Total Income</b>	<b>1,980,547</b>	<b>1,316,018</b>	<b>664,529</b>	<b>150.50%</b>
<b>Gross Profit</b>	<b>1,980,547</b>	<b>1,316,018</b>	<b>664,529</b>	<b>150.50%</b>
<b>Expenses</b>				
Total 60000 PERSONNEL SERVICES	683,443	734,673	(51,230)	93.03%
Total 60400 PROFESSIONAL SERVICES	140,911	174,325	(33,414)	80.83%
Total 60800 INFORMATION TECH SERV	40,815	40,092	723	101.80%
Total 61200 MATERIALS AND SUPPLIES	31,986	31,125	861	102.77%
Total 61600 OPERATIONAL SERVICES	6,523	10,172	(3,649)	64.12%
Total 62000 CONTRACTS	110,006	122,135	(12,129)	90.07%
Total 62400 INSURANCE	38,352	40,300	(1,948)	95.17%
Total 62800 PUBLIC INFORMATION	3,201	4,036	(835)	79.32%
Total 63200 ADVERTISING	6,258	7,640	(1,382)	81.91%
Total 63600 TRAINING AND TRAVEL	10,630	16,510	(5,880)	64.39%
Total 64000 VEHICLES AND EQUIPMENT	54,932	30,050	24,882	182.80%
Total 64400 SEASONAL	10,984	11,700	(716)	93.88%
<b>64700 FACILITIES EXPENSE</b>				
Total 64800 TOWN HALL	11,923	12,624	(701)	94.45%
Total 65200 MILL HOUSE MUSEUM	66	6,500	(6,434)	1.01%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	8,545	3,190	5,355	267.86%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	18,721	19,318	(597)	96.91%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	2,375	3,350	(975)	70.91%
Total 67600 TANYARD HILL ROAD PARK	-	2,500	(2,500)	0.00%
Total 67800 OCCOQUAN RIVER	-	-	-	
Total 68000 FURNACE BRANCH PARK	-	-	-	
Total 68400* STREETS AND SIDEWALKS	949	2,800	(1,851)	33.88%
Total 68800 HISTORIC DISTRICT	12,468	20,600	(8,132)	60.52%
<b>Total 64700 FACILITIES EXPENSE</b>	<b>55,046</b>	<b>70,882</b>	<b>(15,836)</b>	<b>77.66%</b>
<b>69200 SPECIAL EVENTS</b>				
69210 HolidayFest	-	-	-	
69220 Volunteer TY / Town Party	-	-	-	
69290 Other Special Events	-	-	-	
<b>Total 69200 SPECIAL EVENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b></b>
<b>Total Expenses</b>	<b>1,193,087</b>	<b>1,293,640</b>	<b>(100,553)</b>	<b>92.23%</b>
<b>Net Operating Income</b>	<b>787,460</b>	<b>22,378</b>	<b>765,082</b>	
<b>Net Income</b>	<b>787,460</b>	<b>22,378</b>	<b>765,082</b>	

<b>CIP FUND</b>				
	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
42000 GRANTS	-	1,372,157.75	(1,372,158)	0.00%
42030 SLFRF	151,751	538,079	(386,328)	28.20%

42103 Virginia Dept of Fire Programs	9,158		9,158	
42120 DCR	78,639	84,903	(6,264)	92.62%
<b>Total 42000 GRANTS</b>	<b>239,548</b>	<b>1,995,139</b>	<b>(1,755,591)</b>	<b>12.01%</b>
44000 OTHER				
44060 Other	25,076	9,000	16,076	278.62%
<b>Total 44000 OTHER</b>	<b>25,076</b>	<b>9,000</b>	<b>16,076</b>	<b>278.62%</b>
<b>Total Income</b>	<b>264,624</b>	<b>2,004,139</b>	<b>(1,739,515)</b>	<b>13.20%</b>
<b>Gross Profit</b>	<b>264,624</b>	<b>2,004,139</b>	<b>(1,739,515)</b>	<b>13.20%</b>
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Operating Income</b>	<b>264,624</b>	<b>2,004,139</b>	<b>(1,739,515)</b>	<b>13.20%</b>
Expenses				
64000 VEHICLES AND EQUIPMENT				
64050 Equipment and Tools	-			
<b>Total 64000 VEHICLES AND EQUIPMENT</b>	<b>-</b>			
Other Expenses				
70000 CIP EXPENSE				
70001 Streetscape	36,584	45,000	(8,416)	81.30%
70003 Street Improvements	-	10,000	(10,000)	0.00%
70004 Sidewalk Improvements	-	-	-	
70005 Building Improvements	20,235	68,000	(47,765)	29.76%
70006 Stormwater Management	168,331	1,806,073	(1,637,742)	9.32%
70012 Street Lights	1,712			
70014 Timed Parking Equipment	3,588	5,500	(1,912)	65.24%
72006 Riverwalk Improvements	-	26,204	(26,204)	0.00%
74001 Vehicles & Equipment	59,723	66,000	(6,277)	90.49%
74003 Body Armor	936	4,725	(3,789)	19.81%
74005 Police Radios	193	-	193	
<b>Total 70000 CIP EXPENSE</b>	<b>291,302</b>	<b>2,031,502</b>	<b>(1,740,200)</b>	<b>14.34%</b>
<b>Total Other Expenses</b>	<b>291,302</b>	<b>2,031,502</b>	<b>(1,740,200)</b>	<b>14.34%</b>
<b>Net Other Income</b>	<b>(291,302)</b>	<b>(2,031,502)</b>	<b>1,740,200</b>	<b>14.34%</b>
<b>Net Income</b>	<b>(26,677)</b>	<b>(27,363)</b>	<b>685</b>	<b>97.50%</b>

<b>E SUMMONS FUND</b>
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	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41040 FINES (PUBLIC SAFETY)				
41170 E-Summons	17,244	11,500	5,744	149.95%
<b>Total 41040 FINES (PUBLIC SAFETY)</b>	<b>17,244</b>	<b>11,500</b>	<b>5,744</b>	<b>149.95%</b>
<b>Total 41000 FEES/LICENSES</b>	<b>17,244</b>	<b>11,500</b>	<b>5,744</b>	<b>149.95%</b>
<b>Total Income</b>	<b>17,244</b>	<b>11,500</b>	<b>5,744</b>	<b>149.95%</b>
<b>Gross Profit</b>	<b>17,244</b>	<b>11,500</b>	<b>5,744</b>	<b>149.95%</b>
Expenses				
60800 INFORMATION TECH SERV				
60860 Hardware/Software & Maintenance	3,825	4,300	(475)	88.95%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>3,825</b>	<b>4,300</b>	<b>(475)</b>	<b>88.95%</b>

<b>61200 MATERIALS AND SUPPLIES</b>				
61220 Operational supplies	418	1,200	(783)	34.79%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>418</b>	<b>1,200</b>	<b>(783)</b>	<b>34.79%</b>
<b>Total Expenses</b>	<b>4,242</b>	<b>5,500</b>	<b>(1,258)</b>	<b>77.13%</b>
<b>Net Operating Income</b>	<b>13,002</b>	<b>6,000</b>	<b>7,002</b>	<b>216.69%</b>
<b>Net Income</b>	<b>13,002</b>	<b>6,000</b>	<b>7,002</b>	<b>216.69%</b>

<b>EVENTS FUND</b>
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	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>				
41160 Convenience Fees	7,377	5,875	1,502	125.57%
<b>Total 41000 FEES/LICENSES</b>	<b>7,377</b>	<b>5,875</b>	<b>1,502</b>	<b>125.57%</b>
<b>42000 GRANTS</b>	5,872	6,000	(128)	97.87%
<b>44000 OTHER</b>				
44020 Events Fund Interest	32	1,200	(1,168)	2.67%
44035 Bricks Interest	-	-	-	-
44040 Bricks Revenue	2,028	1,275	753	159.09%
44060 Other	41	-	41	-
<b>Total 44000 OTHER</b>	<b>2,101</b>	<b>2,475</b>	<b>(374)</b>	<b>84.90%</b>
<b>47000 EVENTS REVENUE</b>				
47010 Sponsorships	17,376	42,500	(25,124)	40.89%
47020 Booth Rentals	120,082	160,375	(40,293)	74.88%
47021 Ticket Sales	10,930	-	10,930	-
47022 HolidayFest	-	600	(600)	0.00%
47023 River Mill Park	5,880	11,000	(5,120)	53.45%
<b>Total 47021 Ticket Sales</b>	<b>16,810</b>	<b>11,600</b>	<b>5,210</b>	<b>144.92%</b>
47030 Shuttle Fees	36,207	60,500	(24,293)	59.85%
47040 Parking Space Sales	4,588	8,900	(4,313)	51.54%
47060 Merchandise	553	3,000	(2,447)	18.44%
47100 Cost Share Reimbursement	1,066	-	1,066	-
<b>Total 47000 EVENTS REVENUE</b>	<b>196,683</b>	<b>286,875</b>	<b>(90,193)</b>	<b>68.56%</b>
<b>Total Income</b>	<b>212,033</b>	<b>301,225</b>	<b>(89,192)</b>	<b>70.39%</b>
<b>Gross Profit</b>	<b>212,033</b>	<b>301,225</b>	<b>(89,192)</b>	<b>70.39%</b>
<b>Expenses</b>				
<b>Total 60000 PERSONNEL SERVICES</b>	<b>69,386</b>	<b>84,531</b>	<b>(15,145)</b>	<b>82.08%</b>
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>15,525</b>	<b>17,600</b>	<b>(2,075)</b>	<b>88.21%</b>
<b>Total 60800 INFORMATION TECH SERV</b>	<b>1,835</b>	<b>1,200</b>	<b>635</b>	<b>152.93%</b>
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>14,688</b>	<b>18,025</b>	<b>(3,337)</b>	<b>81.48%</b>
61630 Postal Services	292	-	292	-
<b>Total 62000 CONTRACTS</b>	<b>61,199</b>	<b>75,125</b>	<b>(13,926)</b>	<b>81.46%</b>
<b>Total 63200 ADVERTISING</b>	<b>27,838</b>	<b>24,875</b>	<b>2,963</b>	<b>111.91%</b>
<b>63600 TRAINING AND TRAVEL</b>				
63640 Employee Training	-	-	-	-
<b>Total 63600 TRAINING AND TRAVEL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 64400 SEASONAL</b>	<b>144</b>			

<b>64700 FACILITIES EXPENSE</b>				
Total 66800 RIVER MILL PARK & FACIL	645	600	45	107.42%
<b>Total 64700 FACILITIES EXPENSE</b>	<b>645</b>	<b>600</b>	<b>45</b>	<b>107.42%</b>
<b>69200 SPECIAL EVENTS</b>				
69210 HolidayFest	8,064	2,675	5,389	301.47%
69220 Volunteer TY / Town Party	1,617	1,575	42	102.67%
69240 Annual Tree Lighting	182		182	
69250 River Mill Park Events	4,329	4,850	(521)	89.25%
69290 Other Special Events	6,923	3,225	3,698	214.67%
<b>Total 69200 SPECIAL EVENTS</b>	<b>21,116</b>	<b>12,325</b>	<b>8,791</b>	<b>171.32%</b>
<b>Total Expenses</b>	<b>212,667</b>	<b>234,281</b>	<b>(21,614)</b>	<b>90.77%</b>
<b>Net Operating Income</b>	<b>(634)</b>	<b>66,944</b>	<b>(67,578)</b>	<b>-0.95%</b>
<b>Net Income</b>	<b>(634)</b>	<b>66,944</b>	<b>(67,578)</b>	<b>-0.95%</b>

<b>MAMIE DAVIS PARK</b>
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	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
<b>44000 OTHER</b>				
44030 Mamie Davis Park Interest	593	500	93	1
<b>Total 44000 OTHER</b>	<b>593</b>	<b>500</b>	<b>93</b>	<b>1</b>
<b>Total Income</b>	<b>593</b>	<b>500</b>	<b>93</b>	<b>1</b>
<b>Gross Profit</b>	<b>593</b>	<b>500</b>	<b>93</b>	<b>1</b>
<b>Net Operating Income</b>	<b>593</b>	<b>500</b>	<b>93</b>	<b>1</b>
<b>Other Expenses</b>				
<b>70000 CIP EXPENSE</b>				
72005 Mamie Davis Park Renovations		-	-	
<b>Total 70000 CIP EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Income</b>	<b>593</b>	<b>500</b>	<b>93</b>	<b>1</b>
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>773,742</b>	<b>68,459</b>	<b>705,283</b>	<b>11</b>

**Town of Occoquan**  
**Balance Sheet Comparison**  
As of June 30, 2024

	Total		Change
	As of Jun 30, 2024	As of Jun 30, 2023 (PP)	
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	75	0
10022 Checking Account 0058	289,899	95,767	194,132
10024 Money Market 4220	201,020	201,763	-743
10029 Checking Account 3126	59,474	62,536	-3,062
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	603,044	561,465	41,579
<b>Total 10034 VIP - Investment Pool</b>	<b>603,044</b>	<b>561,465</b>	<b>41,579</b>
10082 Mamie Davis Savings 4201	2,705	2,112	593
10083 Mamie Davis CD	100,000	100,000	0
10091 Bricks - PayPal (deleted)	0	554	-554
<b>Total Bank Accounts</b>	<b>1,256,318</b>	<b>1,024,373</b>	<b>231,944</b>
<b>Accounts Receivable</b>			
10180 Accounts Receivable	181,418	360,259	-178,841
<b>Total Accounts Receivable</b>	<b>181,418</b>	<b>360,259</b>	<b>-178,841</b>
<b>Other Current Assets</b>			
10190 Real Estate Receivable	0	288,464	-288,464
11000 Prepaid Expenses	0	8,899	-8,899
14990 Undeposited Funds	1,109	1,025	84
<b>Total Other Current Assets</b>	<b>1,109</b>	<b>298,388</b>	<b>-297,279</b>
<b>Total Current Assets</b>	<b>1,438,845</b>	<b>1,683,020</b>	<b>-244,176</b>
<b>TOTAL ASSETS</b>	<b>1,438,845</b>	<b>1,683,020</b>	<b>-244,176</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 Accounts Payable	42,336	116,335	-73,998
<b>Total Accounts Payable</b>	<b>42,336</b>	<b>116,335</b>	<b>-73,998</b>
<b>Credit Cards</b>			
22000 Credit Cards			0
22010 ExxonMobil	2,030	0	2,030
22020 Home Depot	-571	208	-780
22030 Lowe's Proservices	745	12,966	-12,222
22040 United Bank Credit Cards	5,911	10,478	-4,567

Total 22000 Credit Cards	8,114	23,653	-15,538
<b>Total Credit Cards</b>	<b>8,114</b>	<b>23,653</b>	<b>-15,538</b>
<b>Other Current Liabilities</b>			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	76,034		76,034
20941 Show (deleted)	0	57,617	-57,617
20942 Parking Fee (deleted)	0	4,875	-4,875
<b>Total 20940 Unearned Craft Show Rev</b>	<b>76,034</b>	<b>62,492</b>	<b>13,541</b>
20960 Unearned Other Revenue			0
20970 Unearned Rental	0	1,450	-1,450
20973 Unearned SLFRF Revenue	0	658,340	-658,340
<b>Total 20960 Unearned Other Revenue</b>	<b>0</b>	<b>659,790</b>	<b>-659,790</b>
20980 Unearned R.E. Tax	558	288,464	-287,906
21100 Unearned Fire Dept Grant	7,209	1,367	5,842
21200 Payroll Liabilities	14,012	10,551	3,461
21230 VRS Employee Contributions	2,661	598	2,063
<b>Total 21200 Payroll Liabilities</b>	<b>16,673</b>	<b>11,149</b>	<b>5,523</b>
<b>Total Other Current Liabilities</b>	<b>101,661</b>	<b>1,024,449</b>	<b>-922,789</b>
<b>Total Current Liabilities</b>	<b>152,111</b>	<b>1,164,437</b>	<b>-1,012,326</b>
<b>Total Liabilities</b>	<b>152,111</b>	<b>1,164,437</b>	<b>-1,012,326</b>
<b>Equity</b>			
30000 Nonspendable			0
30005 PrePaid Items	0	8,546	-8,546
<b>Total 30000 Nonspendable</b>	<b>0</b>	<b>8,546</b>	<b>-8,546</b>
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	36,123	36,123	0
<b>Total 31000 Restricted</b>	<b>136,123</b>	<b>136,123</b>	<b>0</b>
31400 Assigned			0
30030 Events Fund	88,024	88,024	0
30040 CIP Fund	26,843	26,843	0
31050 Public Safety Grant Fund	14,283	14,283	0
31060 Mamie Davis Park Fund	6,498	6,498	0
31070 Public Education Grant Fund	1,955	1,955	0
<b>Total 31400 Assigned</b>	<b>137,603</b>	<b>137,603</b>	<b>0</b>
31500 Unassigned			0
30010 Emergency Operating Fund	200,000	200,000	0
30020 Unrestricted	44,858	36,312	8,546
<b>Total 31500 Unassigned</b>	<b>244,858</b>	<b>236,312</b>	<b>8,546</b>
32000 Retained Earnings	0	-53,113	53,113
Net Income	773,742	53,113	720,629
<b>Total Equity</b>	<b>1,292,326</b>	<b>518,583</b>	<b>773,742</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,444,437</b>	<b>1,683,020</b>	<b>-238,583</b>

Sunday, Jul 28, 2024 04:02:00 PM GMT-7 - Accrual Basis

**Town of Occoquan - Permit Report  
July 2024**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2024-00722	114 COMMERCE ST	Replace/repair, roofing, rafters and two walls, install replacement windows, add door and install garage doors. Rewire garage - separate permit	Building	Issued	R - Alteration/Repair	10/05/2023	
ELE2024-00652	114 COMMERCE ST	rewire garage, with lights, wall outlets, power for two garage doors, exterior lights. Sub panel	Electrical	Issued	R - Alteration/Repair	10/17/2023	
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	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
BLD2025-00277	100 FRAYERS FARM CT	INSTALL 9 SETTLESTOP PUSH PIERS, 38 LF OF BASEMENT GUTTER AND NEW SUMP PUMP (IMG8 OR EQUIVALENT) TO REPLACE EXISTING PUMP AND CONNECT TO EXISTING DISCHARGE LINE	Building	Pending	R - Alteration/Repair		
FPP2024-00616	262 GASLIGHT LANDING CT	EMERGENCY REPAIR - Replace an existing air compressor in the parking garage	Fire Protection Permit	Issued	Sprinkler	07/08/2024	
BLD2024-04194	404 MCKENZIE DR	home demolition	Building	Issued	Demolition	04/07/2024	
BLD2025-00025	126 MILL ST	INSTALLATION OF TWO (2) 16X20 SUNSHADES ON 6"X6" PRESSURE TREATED POSTS.	Building	Pending	C - Accessory Structure		
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
UGS2024-00180	126 MILL ST	Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Storage Tanks	Issued	C - Alteration/Repair	04/03/2024	

ELE2024-05963	170 MILL ST	Installation of (2) Greenspot EV Charging Stations: **EV Charging Stations & Pedestal supplied by Greenspot**  • We will remove and dispose the (2) existing disconnects & the 100 amp disconnect, install a new 200 amp 3r service on the existing service rack, come out of the new 200 amp panel with (4) 60 amp/240v circuit(s), trench to each location and install the car charger stations.	Electrical	Pending	C - Alteration/Repair		
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
BLD2024-06024	402 MILL ST	adding floor space at the second floor by extending the roof - Interior renovation and repair of walls and modification of layout for better retail presentation.	Building	Pending	C - Addition		
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Issued	C - Tenant Layout	12/22/2023	
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023	
BLD2024-03071	458 MILL ST	Install Freestanding Post & Panel Sign	Building	Finald	C - Sign	03/04/2024	05/28/2024
BLD2024-06473	1402 OCCOQUAN HEIGHTS CT	Addition of an upper level 12'x20' composite deck to the back (garage side) of the existing townhouse, similar to the decks of many neighbors in Occoquan Heights.	Building	Finald	R - Addition	06/05/2024	07/12/2024
MEC2025-00020	404 OVERLOOK DR	LIKE FOR LIKE REPLACEMENT OF ELECTRIC HEAT PUMP. INDOOR + OUTDOOR WORK.	Mechanical	Issued	C - Alteration/Repair	07/09/2024	
ELE2023-05482	103 POPLAR LN	Install 60amp disconnect and two pole circuit breaker 60amp. Run wire associate	Electrical	Issued	R - Swimming Pool	04/14/2023	
BLD2024-03230	113 POPLAR LN	STRUCTURAL - INTERIOR A/R TO BASEMENT & 1FL: ADDING ROOMS & DOORS, ADJUSTING CEILING HEIGHT, REPLACE EXISTING BEAM WITH STEEL, REPLACING WINDOWS. WET BAR IN BASMENT.	Building	Issued	R - Alteration/Repair	02/01/2024	

ELE2024-05167	113 POPLAR LN	basement remodel master bath laundry bar	Electrical	Issued	R - Alteration/Repair	04/15/2024	
GAS2024-01516	113 POPLAR LN	1- Fireplace 30k 1- Gas log set 25k 1- Gas Water heater 48k 1- Gas Manifold 1" - 3/4" - 1/2" 1- Gas Range 36k 2- Gas Dryer 25k	Gas	Issued	R - Alteration/Repair	04/16/2024	
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Issued	R - Alteration/Repair	03/27/2024	
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Issued	R - Alteration/Repair	04/11/2024	
ELE2024-04533	184 WASHINGTON ST	ELECTRICAL FOR TWO BATHROOMS AND LAUNDRY RENOVATIONS - TOWN OF OCCOQUAN APPROVAL ATTACHED	Electrical	Issued	R - Alteration/Repair	03/12/2024	
BLD2024-06310	92 WASHINGTON ST	22x10 Deck AND REPLACING A WINDOW WITH A SLIDING DOOR	Building	Issued	R - Addition	06/13/2024	

Development Projects

**END OF REPORT**

**Town of Occoquan - Open BCE Case(s)**

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
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**END OF REPORT**

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 07/08/2024**

*\*Counts business days only.*

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
				0							

**Total Number of Cases for : 0**

**Total Number of Addresses Affected:**

**Total Number of Violations Issued: 0**

**Total Number of Cases Closed : 0**

**Total Number Cases Closed with No Violation: 0**

**Total Number of Cases Still Open: 0**

**Total Number of Open Cases with Violations: 0**

**Average Number of Business Days Cases are Open This Town:**

**Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town:**

**Total Number of Cases with Pending Activities for this Town: 0**

**Total Business Days of Pending Activities for this Town:**

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 07/08/2024**

*\*Counts business days only.*

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**Total Number of Cases for All Towns Selected: 0**

**Summary by Case Status:**

**END OF REPORT**

# Town Attorney Report

To: Mayor and Council, Town of Occoquan  
Thru: Adam Linn, Town Manager  
From: Martin Crim, Town Attorney  
Re: Report for August 6, 2024 Council Meeting  
Date: July 30, 2024

## NOT CONFIDENTIAL

This is a report on the non-confidential matters that my office has been working on for the Town since my previous written report to Council on June 6, 2024:

1. Advised staff as to ARB guidelines for decorative features.
2. Drafted the remote participation policy per 2024 amendments to FOIA.
3. Advised staff as to drafting of ordinance relating to nuisances.
4. Drafted ordinance for accessory dwelling units and accessory buildings.
5. Advised staff as to authority and process for reducing speed limits below 25 mph.
6. Continued to advise and prosecute regarding code violations.
7. Provided a draft promissory note for police officer training expenses.
8. Consulted with staff and Town Engineers regarding Kiely Court drainage situation.
9. Consulted with staff regarding operational issues with closing of alleys for special events.

July 2024 TAR 4870-4083-8612 v.1



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> August 6, 2024
<b>10A: Request to Adopt Ordinance O-2024-03 Relating to Accessory Dwellings and Accessory Buildings</b>	

**Attachments:** a. Draft Ordinance

**Submitted by:** Adam C. Linn  
Town Manager

**Explanation and Summary:**

This is a request to adopt O-2024-03 relating to accessory dwellings and accessory buildings. A joint public hearing is being held on August 6, 2024, on the proposed zoning text amendment earlier on the agenda.

The proposed amendments are to accomplish the following:

- Add a definition to section 157.008 for an accessory dwelling;
- Add a section numbered 157.015 relating to accessory buildings, uses, and structures; and
- Amend sections 157.041, 157.061, 157.081, 157.101, and 157.121, covering the zoning districts, generally relating to regulations on accessory buildings and accessory dwellings.

**Background**

A number of jurisdictions in the area have been reviewing their density restrictions over the past year. As Occoquan continues to mature, it seems likely that the Town too will need to do so in response to expressed needs for additional housing and revenues.

As such, at the February 6<sup>th</sup> meeting, the Town Council directed the Planning Commission to review the restrictions on accessory dwellings and determine whether or not adjustments are warranted, along with two other density related items.

At the February 27<sup>th</sup> meeting, the Planning Commission requested that the Zoning Administrator review the restrictions on accessory dwellings and determine whether or not adjustments are warranted. At the March 26<sup>th</sup> meeting, the Planning Commission referred the Zoning Administrator’s report on three separate density items to the Town Council for review. At the April 2<sup>nd</sup> meeting, the Town Council reviewed the report and referred two of the items (density increases on select parcels along Washington Street and accessory dwelling units) back to the Planning Commission to draft comprehensive plan and zoning text amendments that will appropriately address the density needs of the town. At the April 23<sup>rd</sup> meeting, the Planning Commission reviewed the items with

the Zoning Administrator and directed staff to draft a recommended accessory dwelling definition and related regulations. At the May 28<sup>th</sup> meeting, the Planning Commission initiated a zoning text amendment and moved to have staff finalize a draft and set a joint public hearing date.

**Town Staff's Recommendation:** Recommend approval of the draft ordinance.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to adopt O-2024-03 as presented."

OR

Other action Council deems appropriate.

**ORDINANCE # O-2024-03**

**AN ORDINANCE TO AMEND SECTIONS 157.041, 157.061, 157.081, 157.101, AND 157.121 OF THE TOWN CODE, TO ADD A DEFINITION FOR ACCESSORY DWELLINGS AND TO ADD A SECTION NUMBERED § 157.015, GENERALLY RELATING TO ACCESSORY DWELLINGS AND ACCESSORY BUILDINGS, USES AND STRUCTURES**

**WHEREAS**, the Planning Commission motioned to initiate a zoning text amendment to add a definition and regulations for accessory dwellings to the Town Code; and

**WHEREAS**, by authority granted in §15.2-2286(A)(7) of the Code of Virginia, the Town Council may in such cases amend, supplement, or change the zoning regulations, and

**WHEREAS**, the Town Planning Commission and Town Council have advertised and held a joint public hearing on the proposed amendment to the Town zoning ordinance; and

**WHEREAS**, after receiving public input and the recommendation of the Planning Commission, the Town Council desires to amend the zoning ordinance to add a definition and regulations for accessory dwellings and a section regulating accessory buildings, uses and structures, 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 6th day of August, 2024:

1. That the Town Council hereby amends the Town Code as presented in the attached; and
2. That this ordinance is effective upon passage.

**BY ORDER OF THE TOWN COUNCIL**

**Meeting Date: August 6, 2024**  
**Town Council Meeting**  
**Ord No. O-2024-03**

**RE: AN ORDINANCE TO AMEND SECTIONS 157.041, 157.061, 157.081, 157.101, AND 157.121 OF THE TOWN CODE, TO ADD A DEFINITION FOR ACCESSORY DWELLINGS AND TO ADD A SECTION NUMBERED § 157.015, GENERALLY RELATING TO ACCESSORY DWELLINGS AND ACCESSORY BUILDINGS, USES AND STRUCTURES**

**MOTION:**  
**SECOND:**  
**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_  
**Town Clerk**

**DRAFT**

**Occoquan Accessory Dwelling Unit and Accessory Building Zoning Text  
Amendment**

CHAPTER 157: ZONING

[Chapter remains unchanged except as noted; a row of three asterisks indicates a gap between existing and new or repealed provisions]

Sec. 157.008. Definitions.

\* \* \*

Dwelling, Accessory. A dwelling unit that is an accessory use to a detached single-family dwelling unit (or in the B-1 district, a use permitted by right or by special exception). An accessory dwelling may only be located in the same structure as, or in an accessory building located on the same lot as, the primary use to which the accessory dwelling is an accessory use. An accessory dwelling may not exceed 750 square feet and may have only one bedroom. If the accessory dwelling is located in an accessory building, the accessory building may be no taller than one story in height. An accessory dwelling must meet all setback and yard requirements except as otherwise specifically provided in this chapter.

\* \* \*

Sec. 157.015 Accessory Buildings, Uses, and Structures.

Except as expressly provided elsewhere in this Chapter, in all zoning districts an accessory building, use, or structure is permitted in connection with and on the same lot as the existing primary use so long as that primary use is permitted by right or has a special use permit in effect that expressly allows the accessory building, use, or structure. All accessory buildings and structures shall meet the underlying zoning district's setback, side yard, rear yard, and height requirements except as expressly provided elsewhere in this Chapter. Except for home gardens, recreation facilities, and patios, accessory uses must occur entirely within the primary structure or an allowed accessory building or structure.

R-1 District

Sec. 157.041 Uses Permitted.

Structures to be erected or maintained, 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:

\* \* \*

(7) [Reserved];

\* \* \*

(10) Accessory dwelling, one unit per lot.

\* \* \*

R-2 District

Sec. 157.061 Uses Permitted.

Structures to be erected or maintained, 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:

\*\*\*

---

(6) [Reserved];

\*\*\*

---

(9) Accessory dwelling, one unit per lot.

\*\*\*

R-3 District

Sec. 157.081 Uses Permitted

Structures to be erected or maintained, 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:

\*\*\*

---

(8) [Reserved];

\*\*\*

---

(12) Accessory dwelling, one unit per lot.

\*\*\*

R-4 District.

§ 157.101 USES PERMITTED.

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

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

\*\*\*

---

(2) [Reserved];

\*\*\*

B-1 District Sec. 157.121 Uses Permitted

Structures to be erected or maintained, 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:

\*\*\*

---

(24) Accessory dwelling, one unit per lot.

\*\*\*



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> August 6, 2024
<b>10B:</b> Request to Adopt Ordinance O-2024-04 Reducing Speed Limit on Specific Section of Washington Street	

**Attachments:** a. Maps of Proposed Reduced Speed Zone  
b. Staff Memo

**Submitted by:** Adam C. Linn  
Town Manager

---

**Explanation and Summary:**

This is a request to reduce the speed limit on a specific section of Washington Street from 25 mile per hour (mph) to 15 mph for public health and safety.

**Background:**

The Virginia General Assembly adopted House Bill 1071, effective July 1, 2024, (Virginia Code Sections §§ 46.2-878 and 46.2-1300) which expands the current authority of any locality to reduce the speed limit to less than 25 mph, but not less than 15 mph, on highways, either state or locality, within its boundaries, that are in a business district or residence district.

At the July 2, 2024, Town Council meeting, staff were tasked to review potential areas which could benefit public health and safety by reducing the posted speed limit from 25 mph to 15 mph. Staff reviewed police records and prior speed surveys and drafted the attached memo. Based on reviews and discussions, staff identified the area around the two pedestrian crosswalks on Washington Street as a location that would benefit from a reduced speed limit. The proposed speed reduction area starts approximately 40 feet south of W. Locust St. on Washington St. and continues to approximately 40 feet south of Mount High St. on Washington St., as shown on the attached map.

**Staff Recommendation:** Staff recommends reducing the speed limit in the proposed zone and adopting the proposed ordinance.

**Cost and Financing:** Approximately \$1,000

**Account Number:** GF-68400 Streets and Sidewalks

**Proposed/Suggested Motion:**

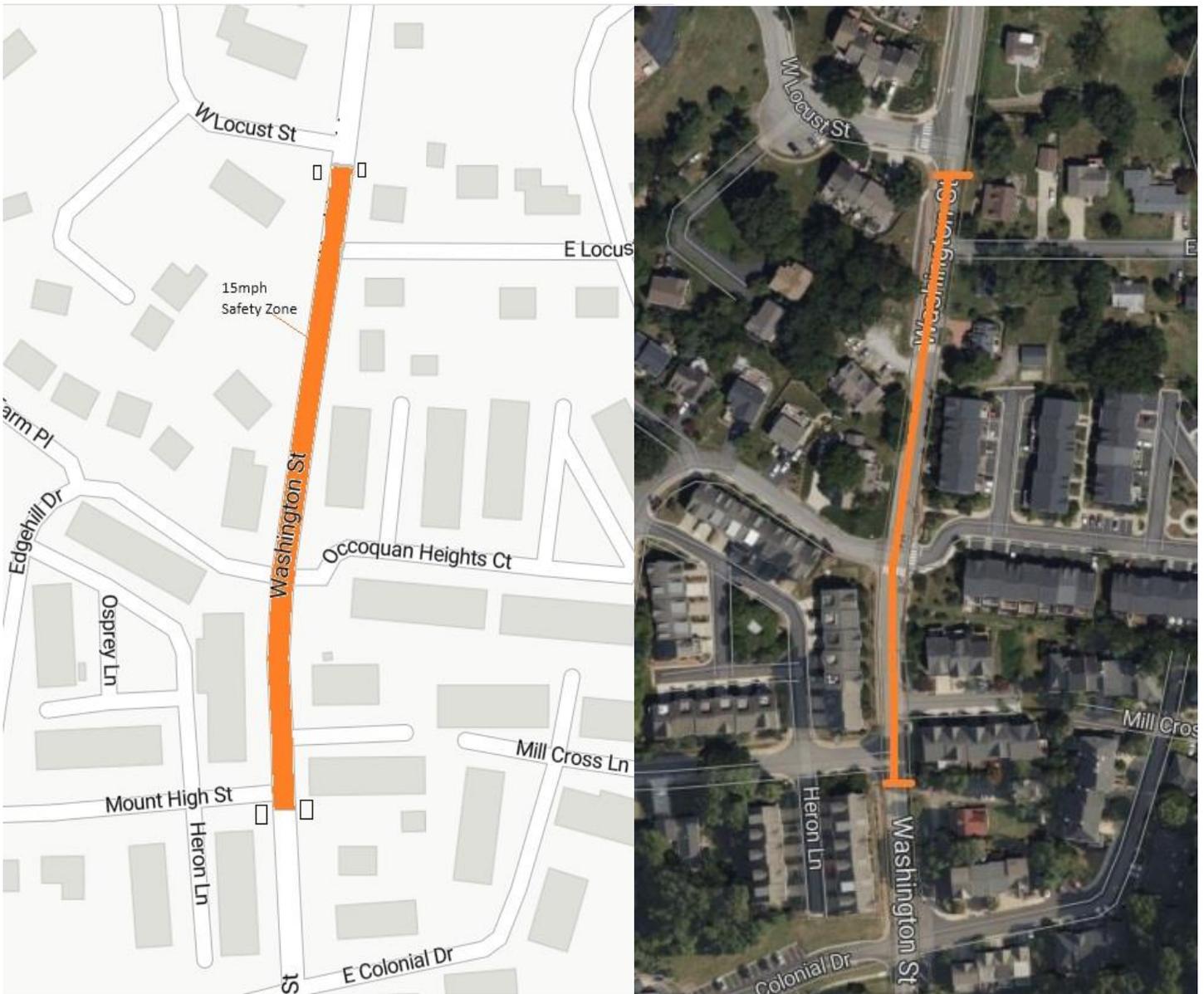
“I move that the speed limit for the marked zone on Washington Street be reduced to 15 mph and to adopt the resolution reducing the speed limit from 25 mph to 15 mph in the identified zone on Washington Street.”

OR

Other action Council deems appropriate.

## PROPOSED REDUCED SPEED ZONE MAP

### Washington Street



#### Reduced Speed Area Location:

- North corner starts approximately 40 ft. south of W. Locust Street and approximately 175 ft. north of the pedestrian crosswalk on Washington Street.
- South corner starts approximately 40 ft. south of Mount High Street and approximately 275 ft. south of the pedestrian crosswalk between Edgehill Drive and Occoquan Heights Court.



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • [info@occoquanva.gov](mailto:info@occoquanva.gov)  
[www.occoquanva.gov](http://www.occoquanva.gov)

**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Eliot Perkins  
Nancy Freeborne Brinton  
Theo Daubresse

**TOWN MANAGER /  
CHIEF OF POLICE**  
Adam C. Linn, J.D.

## MEMORANDUM

**TO:** Occoquan Town Council  
**FROM:** Adam Linn, Town Manager/Chief of Police  
Jason Forman, Deputy Chief of Police  
**SUBJECT:** Proposed Speed Limit Reduction  
**DATE:** July 30, 2024

---

### **Background**

The Virginia General Assembly adopted House Bill 1071, effective July 1, 2024, (Virginia Code Sections §§ 46.2-878 and 46.2-1300) which expands the current authority of any locality to reduce the speed limit to less than 25 miles per hour, but not less than 15 miles per hour, on highways, either state or locality, within its boundaries, that are in a business or residential district.

Town staff evaluated the Occoquan business district as well as the residential districts within the Town to determine if any of the roads would be candidates that would benefit the public health and safety by reducing the speed limit. Three roads were identified based off the following criteria:

1. Traffic engineering data
  - a. VDOT information
  - b. Prince William County Speed Surveys
2. Enforcement data
  - a. Numbers of stops
  - b. Reasons for stops
  - c. Ability to engage in safe enforcement
3. Hazards
  - a. Pedestrian crossings
  - b. Entrances onto the roadway (driveways/alleyway/roads)
  - c. Vehicle parking
4. Traffic control devices

## **1. Mill Street – From Washington Street to River Mill Park**

As the “main” business district street within the Town, Mill Street is a posted 25 mile per hour (mph) speed limit road with sidewalks on both sides of the street. Most of Mill Street is a one-way road with parking on the north side of the road (from Washington Street to Ellicott Street). The remainder of Mill Street (from Ellicott Street to River Mill Park) is a two-way road with parking on each side of the street. Mill Street has three (3) marked pedestrian crosswalks. Pedestrians tend to cross wherever they see fit to include coming out from behind parked vehicles.

Mill Street from Washington Street to Union Street is also a main cut through from Rt. 123 to Old Bridge Road. According to the Virginia Department of Transportation (VDOT), Mill Street has an annual average daily traffic volume of 3,400 vehicles.<sup>1</sup>

To staff knowledge, there have been no speed surveys conducted on Mill Street over the past 8 years. Town Police engaged in an unofficial speed survey which involved checking the speed of 10 vehicles for each survey period and then averaging the speed. The average speed from Washington Street to Union Street on Mill Street was found to be 10 mph during business hours (surveys were completed at 12pm and 2pm) and from Union Street to Ellicott Street on Mill Street to be 12.2 mph during business hours (surveys were completed at 12:30pm and 2:20pm). The night surveys were conducted using the same criteria at 8pm and at 10pm and the average speed was found to be 14.6 mph from Washington Street to Union Street on Mill Street and 16.3 mph at night.

Police enforcement actions on Mill Street show that there have been no speed actions taken on Mill Street by Town Police in the past 5 years. Most of the enforcement on Mill Street is related to stop sign violations. In addition, the engineering of Mill Street restricts the ability for safe speed type enforcement actions.

### **Recommendation**

Staff recommendation is not to change the speed limit on Mill Street.

## **2. McKenzie Drive**

McKenzie Drive is a town owned two-way road that appears to motorists as a narrow 25 mph posted speed zone. On one side there is a raised sidewalk and on the other is undeveloped steep terrain. There are two marked crosswalks on McKenzie Drive and a single stop sign at the east end of the road.

Since McKenzie Drive is a town street, VDOT does not provide an annual daily traffic volume. However, Ellicott Street from Mill Street to Union Street has an annual daily traffic volume of 630 vehicles<sup>2</sup>.

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<sup>1</sup> Virginia Traffic Volume 2022 vdot.maps.arcgis.com

<sup>2</sup> Virginia Traffic Volume 2022 vdot.maps.arcgis.com

To staff knowledge, there have been no speed surveys conducted on McKenzie Drive over the past 8 years. Town Police were not able to conduct an unofficial speed survey on McKenzie Drive.

There have been no speed related enforcement action and no police enforcement actions on McKenzie Drive since the installation of the sidewalk. The engineering of McKenzie Drive restricts the ability for safe enforcement actions.

### Recommendation

Staff recommendation is not to change the speed limit on McKenzie Drive.

### **3. Washington Street**

Washington Street is a two-way road in a residential district with a posted 25 mph speed limit. Residential streets line each side of the roadway. Pedestrian sidewalks go from the west side of the road to the east side of the road and back via two marked crosswalks located south of East Locust Street and at the intersection of Edge Hill Drive, Occoquan Heights Court, and Washington Street. There are several school bus stops located on Washington Street, with the most populated bus stop at the crosswalk at the intersection of Edge Hill Drive, Occoquan Heights Court, and Washington Street.

Washington Street is also a main cut-through street from Rt. 123 to Old Bridge Road. According to VDOT, Washington Street has an annual average daily traffic volume of 2,300 vehicles.<sup>3</sup>

In 2017, Prince William County conducted two one day speed surveys near the crosswalks on Washington Street. The results of the first speed survey in April 2017 showed that the average speed was 26.5 mph. The second speed survey conducted in July 2017, showed that the average speed was 28 mph. Interestingly, 68% of the vehicles recorded during the survey exceeded the posted 25 mph speed limit and 2 were recorded going in excess of 75 mph. The majority (61%) of vehicle speeds were between 25-34 mph.

Town Police engaged in an unofficial speed survey which involved checking the speed of 10 vehicles for each survey period and then averaging the speed. The average speed on Washington Street from East Locust Street to Mount High Street was found to be 30.9 mph during daytime hours (surveys were completed at 1:00pm and 3:00pm) and from East Colonial Drive to Mount High Street to be 29.9 mph during daytime hours (surveys were completed at 1:00pm and 3:00pm). The night surveys were conducted using the same criteria at 10:30pm and 11:30pm. The average speed was found to be 35 mph from East Locust Street to Mount High Street on Washington Street and 33.4 mph from East Colonial Drive to Mount High Street. During the night survey, only 1 of the 40 vehicles surveyed was found to be within the maximum speed of 25 mph.

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<sup>3</sup> Virginia Traffic Volume 2022 vdot.maps.arcgis.com

For several years, the Town has attempted to highlight the crosswalks on Washington Street and slow vehicular traffic in that residential corridor. The Town sought to place additional signage and proposed a project in early 2023 that would upgrade the crosswalks with solar powered flashing lights to draw attention to the crosswalks but the project experienced significant pushback from VDOT engineers. The Town was able to get Prince William County Department of Transportation to update and add overhead street lighting in the area and advise that they were planning on a more long-term engineering solution. However, to date, there has been no movement on the long-term solution.

Regular speed enforcement and bus stop enforcement takes place on Washington Street in the area between West Locust Street and Colonial Drive. Town Police have increased both morning and afternoon patrols in that area to reduce speeding and school bus violations after receiving complaints from residents.

The engineering on Washington Street permits safe traffic enforcement encounters.

#### Recommendation

Staff recommendation is to reduce the speed limit from 25 mph to 15 mph in the section of Washington Street between East Locust Street and Mount High Street as detailed in the attached map.

#### Fiscal Impact

The cost to purchase and install new speed limit signs on Washington Street to create the reduced speed safety zone is approximately \$1,000. Staff has received quotes for the signs, poles, breakaway mounts, and flashing lights to place on the signs entering the speed safety zone. The FY2025 Annual Budget did not have a specific line item for this cost. The cost for this project would come from GF Account #68400 (Streets and Sidewalks).

**ORDINANCE #0-2024-04**

**AN ORDINANCE AUTHORIZING THE REDUCTION OF THE SPEED LIMIT ON CERTAIN SECTION OF WASHINGTON STREET WITHIN THE TOWN**

**WHEREAS**, The Virginia General Assembly adopted House Bill 1071, effective July 1, 2024, (Virginia Code Sections §§ 46.2-878 and 46.2-1300) which allows the governing body of towns to reduce the speed limit to less than 25 Miles Per Hour (MPH), but not less than 15 MPH, on highways within its boundaries that are located in a business district or residence district; and

**WHEREAS**, the Town Council of the Town of Occoquan desires to reduce the speed limit on a certain section of Washington Street in the Town of Occoquan in order to protect the health and safety of its residents and visitors.

**NOW, THEREFORE, BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in regular session on this 6<sup>th</sup> day of August, 2024:

1. That the Town Council hereby reduces the speed limit to 15 MPH on the section of Washington Street that starts approximately 40 feet south of W. Locust St. on Washington St. and continues to approximately 40 feet south of Mount High St. on Washington St., as shown on the attached map.
2. That the Town Manager is authorized to provide written notice to the Commissioner of Highways of the change in speed limits and, no less than 30 days after said written notice, to install required signage in accordance with this Ordinance, to inform the public of such changes, and to enforce the revised speed limits.
3. That the revised speed limit shall be enforced by the Occoquan Police Department or any other authorized law enforcement agency in the same manner as all other speed limits which may have been approved by the Commissioner of Highways.
4. This ordinance is effective immediately.

PASSED AND ADOPTED by the Town Council of the Town of Occoquan on this 6<sup>th</sup> day of August, 2024.

**BY ORDER OF THE TOWN COUNCIL**

**Town Council Meeting  
Ord. No. O-2024-04**

**Re: An Ordinance Authorizing the Reduction of the Speed Limit on Certain Section of  
Washington Street within the Town**

**MEETING DATE: August 6, 2024**

**MOTION:**

**SECOND:**

**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**CERTIFIED COPY \_\_\_\_\_  
Town Clerk**



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> August 6, 2024
<b>10C: Request to Reassign Budget Line Item for Kayak Launch Dock Extension</b>	

**Attachments:** a. Dock Image and Placement

**Submitted by:** Adam C. Linn  
Town Manager

**Explanation and Summary:**

This is a request to reassign \$6,200 within the Riverwalk Improvements line item in the Capital Improvements Plan to the dock extension at the kayak launch.

This extension would be for launching stand up paddle boards and other handcarry craft that cannot use the current accessible kayak launch. The extension will still include safety and accessibility features to ensure anyone with ambulatory difficulties using the kayak launch can safely access the area, including a transition plate and curbing.

The extension would be funded via additional funds in the Riverwalk Improvements line item of the Capital Improvements Plan for FY 2025. The line item currently has \$110,000 appropriated and planned to cover solely the Riverwalk Expansion Project.

**Background**

After a request from the Mayor and based on the discussions with the Town Engineer, staff contacted the manufacturer of the accessible kayak launch on the ability and cost to create an affordable solution that would permit SUP’s and handcarry craft to launch without damage. The manufacturer confirmed that it could add an extension (additional launch) to the current accessible launch that would permit docking and launching.

At the May 21<sup>st</sup> meeting, staff provided an estimate and proposal for an extension. Town Council provided concerns about removing the metal curbing on the dock to improve accessibility and about moving the extension to the ramp switchback in order to make it easier to get more cumbersome craft to the water. Staff then met on site with the Mayor and determined that a placement off of the existing launch would be the most feasible.

**Staff Recommendation:** Reassign \$6,200 within the Riverwalk Improvements line item to cover the dock extension.

**Cost and Financing:** \$6,200

**Account Number:** CIP – Riverwalk Improvements

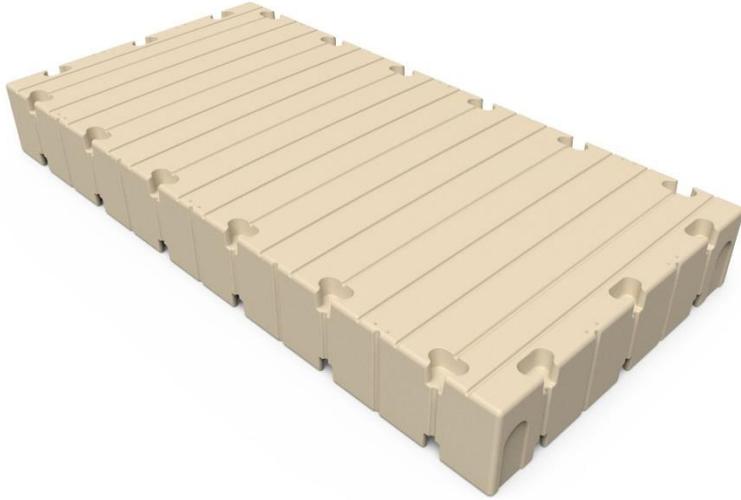
**Proposed/Suggested Motion:**

“I move to reassign an amount not to exceed \$6,200 within the Riverwalk Improvements line item in the Capital Improvements Plan for the purposes of adding a dock extension to the kayak launch.”

OR

Other action Council deems appropriate.

**5' by 10' EZ Dock Platform:**



**Planned Dock Placement:**





Specifications:

- 5 ft by 10 ft dock, hinged to existing dock
- 4-5 inch height difference between existing dock and extension
- Transition plate welded to existing edge and resting on dock extension
  - Existing metal curbing will be removed to accommodate plate
- Plastic curbing on extension for safety



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

<b>10. Regular Business</b>	<b>Meeting Date:</b> August 6, 2024
<b>10D:</b> Request to Adopt Revised Architectural Review Board (ARB) Exterior Elevations Design Guidelines Relating to Public Art	

**Attachments:** a. Draft Revised ARB Design Guidelines - Tracked Changes  
 b. Town Attorney Recommendations - To Be Provided

**Submitted by:** Adam C. Linn  
 Town Manager

**Explanation and Summary:**

This is a request to review and approve the revised ARB Exterior Elevations Design Guidelines relating to artistic structures and murals installed in the Old and Historic Occoquan District.

At the July 23<sup>rd</sup>, 2024, ARB meeting, the Board reviewed and recommended for Town Council approval revisions to the ARB Design Guidelines prepared by staff, based off discussion with the Board, Chair and Town staff.

The draft revisions cover scale, placement, colors, materials, contextual relevance, and quantity for artistic structures and murals erected or installed in the Old and Historic Occoquan District. The revisions also include the addition of a definition for a period of significance.

The Town Attorney is also providing an edited version of the ARB revisions for Town Council’s consideration. The draft contains minor updates to “shall” statements and clarifies the use of the period of significance, with no substantive changes to the ARB’s recommended revisions.

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

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

“I move to adopt the revisions to the ARB Design Guidelines relating to artistic structures and murals and a definition for a period of significance, as presented”

OR

“I move to adopt the amendments to the ARB Design Guidelines relating to artistic structures and murals, with the following modifications: \_\_\_\_\_”

OR

Other action Council deems appropriate.



**TOWN OF OCCOQUAN  
ARCHITECTURAL REVIEW  
BOARD**

**DESIGN GUIDELINES MANUAL**

Prepared by the Architectural Review Board

Adopted November 2005

Updated October 2022; August 2023

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## 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.*

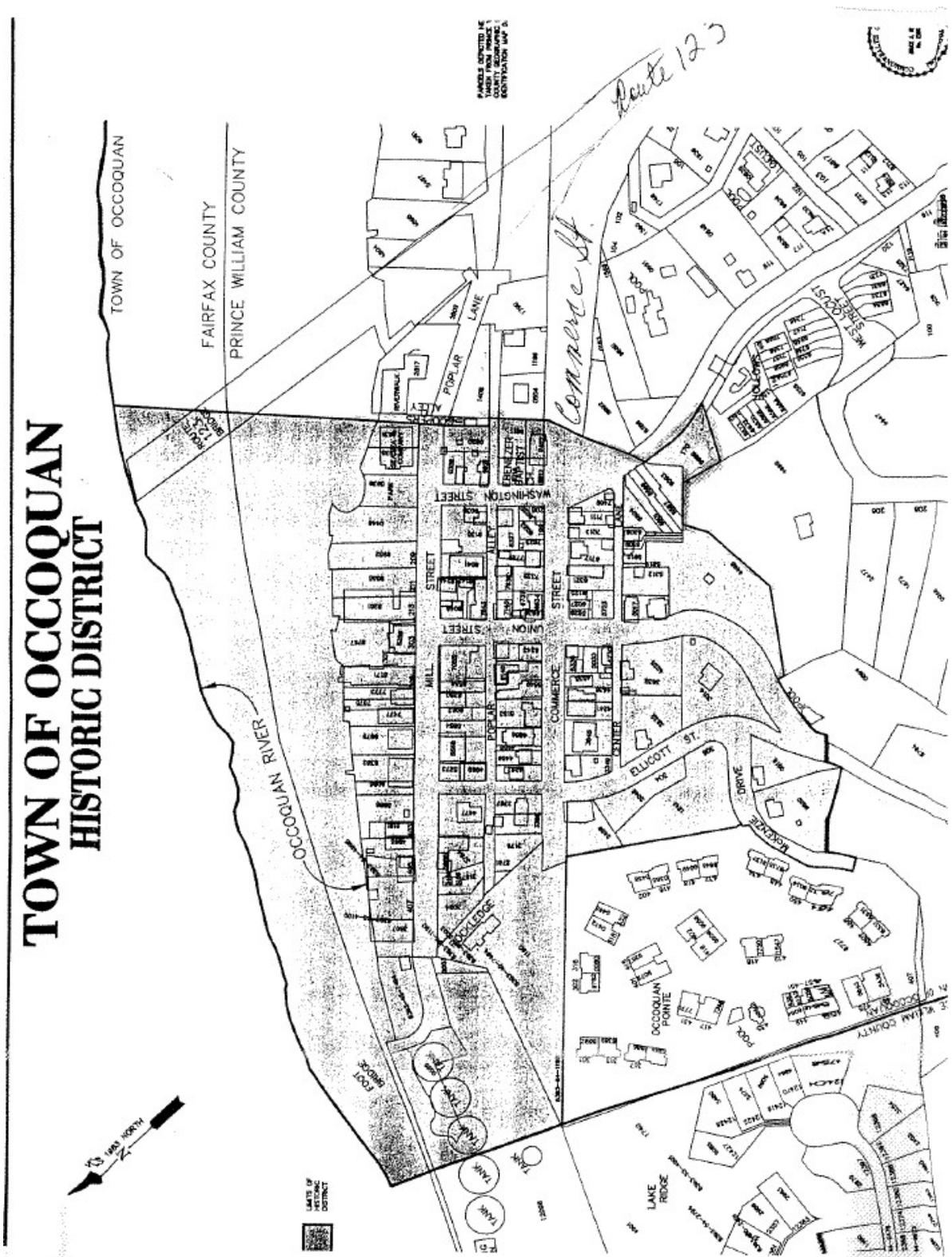
Note that the ARB considers the following things before issuing a certificate of appropriateness.

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 18<sup>th</sup> century or early 19<sup>th</sup> 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 19<sup>th</sup> century. Both commercial and residential structures remain from the mid-19<sup>th</sup> 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 19<sup>th</sup> 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 19<sup>th</sup> 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 20<sup>th</sup> 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

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## V. Definitions

**Period of Significance:** The period from 1736 through 1928, reflecting the date of construction of the earliest building with the District to the end of historical development in the Town with the opening of Route 1, approximately 50 years prior to the creation of the Old and Historic Occoquan District.

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## V.VI. 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

18<sup>th</sup> and 19<sup>th</sup> century bricks were much larger than 20<sup>th</sup> 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 18<sup>th</sup> and 19<sup>th</sup> 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.

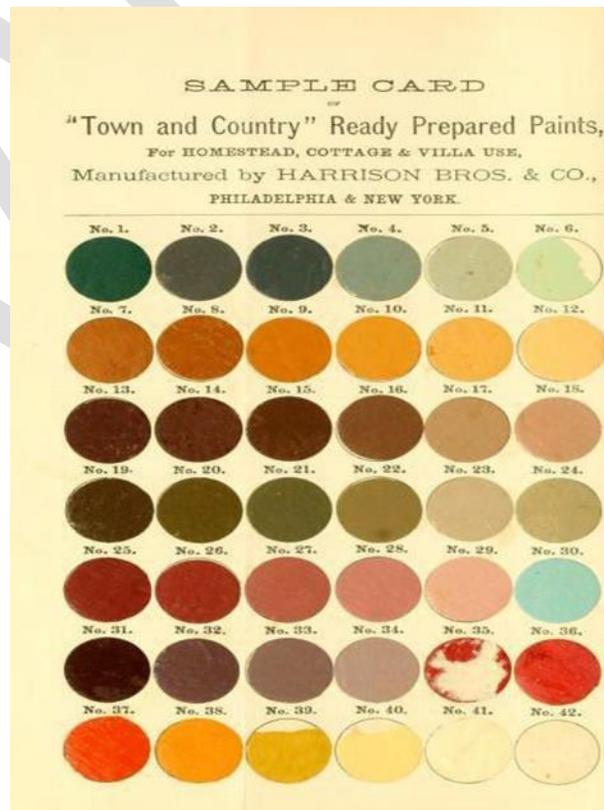
#### 5. Colors

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 <sup>th</sup> 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 <sup>th</sup> 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 18<sup>th</sup> Century, and elaborate in the later with columns added. 18<sup>th</sup> 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 19<sup>th</sup> Century trim was elaborate. The mid- to later part of the 19<sup>th</sup> 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

Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. Historically porches were made of wood and/or masonry. Wood is still preferred in the Historic District but a realistic woodgrain look is acceptable.

New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District as to scale and aesthetics. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch’s elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the structure.

### 14. Public Art

Public art includes artistic structures and murals erected on properties in the Historic District for non-commercial purposes.

Scale - For murals, the size shall not exceed 30% of the principal building’s exterior wall surface area, ensuring it remains in scale with the building's architecture and does not overwhelm the structure. For artistic structures, the structure's height must not exceed 50% of the height of the principal building, and its footprint should be no larger than 10% of the total lot area, ensuring it is proportionate to the building and site.

Placement - No public art shall be placed in a manner that obscures or distorts the architectural features of a principal building. Murals shall be placed on secondary

façades, avoiding primary or street-facing elevations, to minimize the visual impact on the building's historical character. Murals must be applied to surfaces that are not historically significant or have already been altered, such as previously painted surfaces, modern extensions or non-original walls, to preserve the integrity of historic materials. Alternatively, murals can be installed on removable materials attached to the wall. When possible, artistic structures should be placed in rear or side yards, avoiding placement in front of or directly attached to historic façades, to reduce their impact on the historic streetscape. Artistic structures should be free-standing or attached to modern extensions where possible.

Reversability - Installation methods must be non-invasive, such as using removable paint or surface-mounted panels, avoiding any damage or permanent alterations to the original historic materials or features. An artistic structure should be easily removable without causing damage to the property.

Contextual Relevance - The public art shall have colors (see Colors) and materials appropriate to the architectural period of the principal building. Styles and themes should be from the period of significance.

Public art shall not contain information advertising goods or services provided by a business, whether located on the parcel on which the public art appears or elsewhere. Such installations are subject to the Town's Sign Ordinance, § 157.300 and interested applicants are advised to follow that process.

Only one structure and one mural are permitted per property in the Historic District to maintain the district's historical integrity and prevent visual clutter.

#### 14.15. \_\_\_\_\_ Roof Pitch and Material

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.

#### 15.16. Skylights

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

#### 16.17. 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.

#### 17.18. 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.

#### 18.19. 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, or if they match the existing roof color.

#### 19.20. 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.

#### 20.21. 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.

21.22. Vending Machines

Vending machines are not allowed in the Historic District.

22.23. 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.

18<sup>th</sup> 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

19<sup>th</sup> Century      Windows in the early 19<sup>th</sup> 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 19<sup>th</sup> Century, two over two dominated and this is the pattern most often seen in 19<sup>th</sup> 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](http://www.occoquanva.gov).*

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# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>11. Discussion Items</b>	<b>Meeting Date:</b> August 6, 2024
<b>11A: Council Compensation Discussion</b>	

**Attachments:** None

**Submitted by:** Adam C. Linn  
Town Manager

**Explanation and Summary:**

This is a discussion item to review Town Council compensation.

**Background:**

Town Council Members are currently paid a stipend (salary) of \$12 per year. This amount was set by previous Town Councils and has not been increased. Council members are vested with the responsibility to determine all matters of policy for the Town and ensuring the implementation of those policies by the Town staff. Council members generally provide approximately 8-10 hours of work for the Town each month with the Mayor position providing approximately double, if not more, that amount on average.

Section 3.7 of the Town Charter provides:

“The salaries of the mayor, councilmembers, members of boards and commissions, and all appointed officers of the town shall be authorized and fixed by the council at a sum not to exceed any limitations placed thereon by the laws of the Commonwealth of Virginia. Increases in the salaries of the mayor and members of the council shall not be effective until the first day of January following the next local election after the council approves such increase.”

The table below provides compensation of council members of similar jurisdictions in Virginia:

Town	Population	Mayor	Vice Mayor	Member
Courtland	1,200	\$4,000	\$600	\$600
<i>Dumfries</i>	<i>5,600</i>	<i>\$19,000</i>	<i>\$18,000</i>	<i>\$15,000</i>
Edinburg	1,170	\$500	\$480	\$480
Gordonsville	1,400	\$900	\$464	\$464
<i>Haymarket*</i>	<i>1,545</i>	<i>\$7500-9000</i> <i>(\$6,000 +</i> <i>125/meeting)</i>	<i>\$1200-2400</i> <i>(\$100/meeting)</i>	<i>\$1200-2400</i> <i>(\$100/meeting)</i>
Louisa	1,987	2,000	2,000	2,000
Lovettsville	2,694	8,000	2,000	2,000
Montross	333	400	200	200
Middleburg	670	6,000	2,400	2,400
<i>Quantico</i>	<i>578</i>	<i>7,296</i>	<i>2,700</i>	<i>2,700</i>
Warsaw	1,637	Forfeit but budgeted \$10k for expenses		

Town staff have brought this discussion item to raise the importance of recognizing the work by the Town Council and the professionalism of the elected positions.

**Staff Request:** Staff are requesting feedback to determine if changes should be made for the compensation of future Town Councils.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>11. Discussion Items</b>	<b>Meeting Date:</b> August 6, 2024
<b>11B: Town Fee Schedule Discussion</b>	

- Attachments:**
- a. Fee Schedule Adopted 12/7/2021
  - b. Draft Fee Schedule
  - c. Other Locality Comparison Chart

**Submitted by:** Adam C. Linn  
Town Manager

**Explanation and Summary:**

This is a discussion item to review the Town’s Fee Schedule.

Staff are proposing changes and increases to the Town’s Fee Schedule to better reflect costs, align with other localities’ pricing, and clarify costs for applicants.

**Background:**

The Town charges fees for certain services within the Town. These services relate to land development, stormwater, and administration. These fees are meant to defray costs incurred by the Town directly related to the time and contracted expertise required to carry out the permitting process. The current fee schedule was adopted on December 7, 2021. Since that time, contractor review costs have increased. Staff have reviewed and negotiated proposed contractor costs with the Town’s contract engineer, zoning administrators, and attorney.

**Staff Request:** Staff are requesting feedback to determine what changes should be made prior to bringing to Town Council for adoption at a later date.



**TOWN OF OCCOQUAN**

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**FEE SCHEDULE**  
Adopted: December 7, 2021

**PART I. GENERAL LAND DEVELOPMENT AND RELATED FEES**

This section identifies fees charged for review and permitting in connection with applications for land development activities in the Town of Occoquan, Virginia. Fees are charged in order to defray the cost of land development within the Town. As the Town does not have staff engineers, zoning administrators or attorneys, ‘contractor fees’ will be billed back to the applicant for costs incurred in the review and permit process for land development submissions. Terms defined in the Town Code have the same meaning when used in this schedule.

Application Category	Application Type	Town Fees <sup>3</sup>
Zoning	Zoning Permit <sup>2</sup>	\$75 per permit
	Zoning Administrator Determination	\$75 + CRC
	Public Hearing/First and Readvertising	Cost of Advertising
	Notify Property Owners/ First and Renotification	Cost of Notification
	Miscellaneous Zoning Review	\$75 + CRC
	Non-Conforming Use Permit	\$75 + CRC
Site Plan	Sketch Plan	\$250 + CRC
	Preliminary Site Plan	\$250 + CRC
	Final Site Plan	\$250 + CRC
	Resubmissions (2+ submissions)	\$250 +CRC
	Amendment/Revision to Approved Site Plan	\$250 + CRC
Subdivision	Sketch Plat	\$250 + CRC
	Preliminary Plat	\$250 + CRC
	Final Plat	\$250 + CRC
	Resubmissions (2+ submissions)	\$250 + CRC
	Amendment/Revision to an Approved Subdivision Plat/Plan	\$250 + CRC
	Subdivision Plat Extension	\$250 + CRC
	Boundary Line Adjustment/ Lot Consolidation/ Vacation of a Plat	\$250 + CRC
Floodplain	Floodplain Study ( <i>Fees charged by FEMA are applicant's responsibility</i> )	\$250 + CRC
	Floodplain Administrator Review	\$75 + CRC
Other Plan or Agreement Reviews	Public Improvement Plan Review	\$250 + CRC
	Easement Plat Review	\$250 + CRC
	Water Quality Impact Assessment (WQIA) Review	\$250 + CRC
	Resubmissions (2+ submissions)	\$250 + CRC
	Waiver Request	\$250 + CRC
	Deed Review	\$250 + CRC
	BMP/SWM Agreement	\$250 + CRC
	Other Required Plats, Plans or Agreement Reviews <sup>1</sup>	\$250 + CRC
Performance Bonds and As-Built Inspections	Bond Extension	\$250 + CRC
	Bond Reduction or Release	\$250 + CRC
	Bond Inspections	\$90 per inspection
	As-Built Submissions	\$250 + CRC
	Bond Submission	\$250 + CRC

Land Use Applications	Zoning Map Amendment	\$250 + CRC + Ad Cost
	Zoning Text Amendment	\$250 + CRC + Ad Cost
	Comprehensive Plan Amendment	\$250 + CRC + Ad Cost
	Special Use Permits and Special Exceptions	\$250 + CRC + Ad Cost
	Temporary Special Use	\$250 + CRC + Ad Cost
	Variance Request	\$250 + CRC + Ad Cost
	Traffic Impact Analysis <sup>1</sup>	\$250 + CRC
	Pre-Application Meeting	\$75 + CRC
Permits	Obstruct Street, Sidewalk or Alley Permit (§ 93.01)	\$75 per permit
	Land Disturbance Permit	\$250 per permit
BZA	Appeal of Zoning Administrator Decision	\$250 + CRC
Site Inspections	Erosion and Sediment Control	\$90 per inspection
	Erosion and Sediment Control Reinspection/Compliance	\$90 per hour
	SWPPP Inspections	\$90 per inspection
	SWPPP Reinspection/Compliance	\$90 per hour

<sup>1</sup>Administrative fee waived if part of another plan.

<sup>2</sup>Zoning Certification is required prior to issuance of building permits or business licenses.

<sup>3</sup>Stated fees are due upon application submission. Contractor's Review Charges (CRC) will be billed to the Applicant and payable prior to final release.

**PART II. ADMINISTRATION**

Application Category	Application Type	Town Fees <sup>3</sup>
Sign Permits	Permanent Signs (Includes one application revision)	\$25 Residential \$45 Non-Residential (Per Sign)
	Permanent Sign Application Resubmission (3+ Revisions)	\$45 per Resubmission + CRC
	Temporary Signs Requiring a Permit (i.e. Banners)	\$25 Per Sign
Tree	Tree Removal Permit (§ 155.088)	\$25 per permit
Certificate of Appropriateness (ARB)	New Construction/Demolition	\$150 Residential + CRC \$200 Non-Residential + CRC
	Exterior Alterations and Accessory Structures (Exterior Elevations Application)	\$25 Residential + CRC \$50 Non-Residential + CRC
	Amendments to Approved Applications	\$25 Residential + CRC \$50 Non-Residential + CRC
	Appeal to Town Council	\$50 + CRC
Other	Amplified Outdoor Sound Permit	\$100 per permit

**PART III. VSMP**

Terms defined in Chapter 3.1 of Title 62.1 of the Code of Virginia, and in regulations thereunder, have the same meaning when used in this schedule.

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

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

VSMP Fee Category	Total Fee to be paid by applicant	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
Individual Permit for Discharges of Stormwater from Construction Activities (This will be administered by the Department)	\$15,000	\$15,000
* If the project is completely administered by the Department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the Department.		

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

<b>VSMP Fee Category</b>	<b>Total Fee to be paid by applicant</b>
General / Stormwater Management - Phase I Land Clearing (Large Construction Activity - Sites or common plans of development equal to or greater than five acres)	\$750
General / Stormwater Management - Phase II Land Clearing (Small Construction Activity - Sites or common plans of development equal to or greater than one acre and less than five acres)	\$450



# TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874  
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 www.occoquanva.gov

## FEE SCHEDULE

Adopted: ~~December 7, 2021~~ Month X, 2024

### NOTICE OF CONTRACTOR REVIEW CHARGES (CRC)

As the Town does not have on-staff engineers, zoning administrators or attorneys, 'contractor review charges' (CRC) will be billed to the applicant for costs incurred in the review and permit process for certain applications as noted in the tables below and will be due before final release. CRC rates vary depending on the application type and the position of the contractor. Hourly rates for engineering review may range from \$75-\$240 per hour. Hourly rates for legal review may range from \$18500 - \$335280 per hour. These estimates are being provided for informational purposes only to give applicants an idea of what their application expenses may include. All rates are subject to change and the final CRC will depend on the specific application case.

Terms defined in the Town Code have the same meaning when used in this schedule.

### PART I. GENERAL LAND DEVELOPMENT AND RELATED FEES

This section identifies fees charged for review and permitting in connection with applications for land development activities in the Town of Occoquan, Virginia. Fees are charged in order to defray the cost of land development within the Town. Fees are charged in order to defray the cost of land development within the Town. As the Town does not have staff engineers, zoning administrators or attorneys, 'contractor fees' will be billed back to the applicant for costs incurred in the review and permit process for land development submissions. Terms defined in the Town Code have the same meaning when used in this schedule.

Application Category	Application Type	Town Fees <sup>3</sup>
Zoning	Zoning Permit <sup>2</sup>	\$75 per permit
	<u>Zoning Modification Request</u>	<u>\$75 + CRC</u>
	Zoning Administrator Determination	\$75 + CRC
	Public Hearing/First and Re-advertising	<u>\$75 + Cost of Advertising</u>
	Notify Property Owners/ First and Renotification	<u>\$75 + Cost of Notification</u>
	Miscellaneous Zoning Review	\$75 + CRC
	Non-Conforming Use Permit	\$75 + CRC
Site Plan	Sketch Plan ( <u>§ 155.006</u> )	\$250 + CRC
	<u>Preliminary Site Plan</u> <del>Sketch Plan</del>	\$250 + CRC
	<u>Final Site Plan</u> <del>Preliminary Site Plan</del>	\$250 + CRC
	<u>Resubmissions (1<sup>st</sup> no fee and subject to CRC; 2<sup>nd</sup> and subsequent subject to all fees)</u> <del>Final Site Plan</del>	\$250 + CRC
	<u>Amendment/Revision to Approved Site Plan</u> <del>Resubmissions (2+ submissions)</del>	\$250 + CRC
Subdivision	<u>Preliminary Plat</u> <del>Sketch Plat</del>	\$250 + CRC
	<u>Final Plat</u> <del>Preliminary Plat</del>	\$250 + CRC
	<u>Resubmissions (1<sup>st</sup> no fee and subject to CRC; 2<sup>nd</sup> and subsequent subject to all fees)</u> <del>Final Plat</del>	\$250 + CRC
	<u>Amendment/Revision to an Approved Subdivision Plat/Plan</u> <del>Resubmissions (2+ submissions)</del>	\$250 + CRC
	<u>Subdivision Plat Extension</u> <del>Amendment/Revision to an Approved Subdivision Plat/Plan</del>	\$250 + CRC

	<del>Boundary Line Adjustment/ Lot Consolidation Subdivision Plat Extension</del>	<del>\$250 + CRC + Cost of Public Notice</del> <del>\$250 + CRC</del>
	<del>Vacation of a Plat Boundary Line Adjustment/ Lot Consolidation/ Vacation of a Plat</del>	<del>\$150.00</del> <del>\$250 + CRC</del>
Floodplain	Floodplain Study ( <i>Fees charged by FEMA are applicant's responsibility</i> )	\$250 + CRC
	Floodplain Administrator Review	\$75 + CRC
Other Plan or Agreement Reviews	Public Improvement Plan Review	\$250 + CRC
	Easement Plat Review	\$250 + CRC
	Water Quality Impact Assessment (WQIA) Review	\$250 + CRC
	<del>Resubmissions (1<sup>st</sup> no fee and subject to CRC; 2<sup>nd</sup> and subsequent subject to all fees)</del> <del>Resubmissions (2+ submissions)</del>	\$250 + CRC
	Waiver Request	\$250 + CRC
	Deed Review	\$250 + CRC
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	Other Required Plats, Plans or Agreement Reviews <sup>1</sup>	\$250 + CRC
Performance Bonds and As-Built Inspections	Bond Extension	\$250 + CRC
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	Comprehensive Plan Amendment	\$250 + CRC + Ad Cost
	Special Use Permits and Special Exceptions	\$250 + CRC + Ad Cost
	Temporary Special Use	\$250 + CRC + Ad Cost
	Variance Request	\$250 + CRC + Ad Cost
	Traffic Impact Analysis <sup>1</sup>	\$250 + CRC
	Pre-Application Meeting	<del>\$50</del> 75 + CRC
Permits	Obstruct Street, Sidewalk or Alley Permit (§ 93.01)	\$75 per permit
	Land Disturbance Permit	\$250 per permit
BZA	Appeal of Zoning Administrator Decision	\$250 + CRC
Site Inspections	Erosion and Sediment Control	\$90 per inspection
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<sup>1</sup>Administrative fee waived if part of another plan.

<sup>2</sup>Zoning Certification is required prior to issuance of building permits or business licenses.

<sup>3</sup>Stated fees are due upon application submission. Contractor's Review Charges (CRC) will be billed to the Applicant and payable prior to final release.

## PART II. ADMINISTRATION

Application Category	Application Type	Town Fees <sup>3</sup>
Sign Permits	Permanent Signs (Includes one application revision <u>or resubmission after determination; fees apply to aggregate area of signs per application</u> )	<del>1-16 s.f.: \$25 Residential</del> <del>\$50 + CRC</del> <del>\$45 Non-Residential (Per Sign) - \$50 per sign up to 50 square feet.</del>
		<del>17-30 s.f.: \$75 +</del>

		<del>CRC &gt;30 s.f.: \$100 + CRC\$2.00 per square feet over 50 square feet.+ CRC</del>
	<del>Permanent Sign Application Resubmission (2 or more revisions or resubmissions)Permanent Sign Application Resubmission (3+ Revisions)</del>	<del>\$5045 per applicationResubmission + CRC</del>
	Temporary Signs <del>Requiring a Permit</del> (i.e. Banners)	<del>\$25 pPer sSign \$40.00</del>
Tree	Tree Removal Permit (§ 155.088)	<del>\$50 per permit\$25 per permit</del>
Certificate of <del>Appropriatenss</del> <del>Appropriatenes</del> s (ARB)	New Construction/Demolition	<del>\$150 Residential + CRC \$200 Non-Residential + CRC</del>
	Exterior Alterations and Accessory Structures (Exterior Elevations Application)	<del>\$75 \$25 Residential + CRC \$50 Non-Residential + CRC</del>
	Amendments to Approved Applications	<del>\$25 Residential + CRC \$50 Non-Residential +\$50 + CRC</del>
	Appeal to Town Council	<del>\$100\$50 + CRC</del>

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**PART III. VSMP**

Terms defined in Chapter 3.1 of Title 62.1 of the Code of Virginia, and in regulations thereunder, have the same meaning when used in this schedule.

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

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

VSMP Fee Category	Total Fee to be paid by applicant	Department portion of "total fee to be paid by applicant" (based on 28% of total fee paid*)
Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage; sites within designated areas of Chesapeake Bay Act localities with land-disturbance acreage equal to or greater than 2,500 square feet and less than one acre)	\$290	\$0
General / Stormwater Management - Small Construction Activity/Chesapeake Bay Preservation Act Land-Disturbing Activity (not subject to General Permit coverage)/Land Clearing (Single-family detached residential structures within or outside a common plan of development or sale with land-disturbance acreage less than five acres)	\$209	\$0
General / Stormwater Management - Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land-disturbance acreage less than one acre, except for single-family detached residential structures)	\$290	\$81
General / Stormwater Management - Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than one acre and less than five acres)	\$2,700	\$756
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than five acres and less than 10 acres)	\$3,400	\$952
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500	\$1,260
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100	\$1,708
General / Stormwater Management - Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land-disturbance acreage equal to or greater than 100 acres)	\$9,600	\$2,688
Individual Permit for Discharges of Stormwater from Construction Activities (This will be administered by the Department)	\$15,000	\$15,000
* If the project is completely administered by the Department such as may be the case for a state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the Department.		

The following fees apply to coverage under the General Permit for Discharges of Stormwater from Construction ~~Activities issued~~ Activities issued by the Board for a state or federal agency that has annual standards and specifications approved by the Board.

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

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Application Category	Application Type - Current Language	Application Type - Amended Language	Current Town Fee	Proposed Town Fee	PWC Fees	Middleburg Fees	Haymarket Fees
Zoning	<i>Does not exist</i>	Zoning Modification Request	\$75 + CRC		N/A	N/A	N/A
	Public Hearing/First and Re-advertising		Advertising	\$75 + Ad	\$72.45-\$154	\$100 + Ad	Ad
	Notify Property Owners/ First and Renotification		Notification	\$75 + Notice	\$72.45-\$154	N/A	Notice
Site Plan	Sketch Plan	Sketch Plan (§ 155.006)	\$250 + CRC			\$250	N/A
	Resubmissions (2+ submissions)	Resubmissions (1st no fee and subject to CRC; 2nd and subsequent subject to all fees)	\$250 + CRC		\$775.54	\$500 + CRC	\$350 + CRC
Subdivision	Sketch Plan	<i>Removed</i>	<i>\$250 + CRC</i>	<i>Removed</i>	<i>\$943.80</i>	<i>\$250</i>	<i>\$150 + CRC</i>
	Preliminary Site Plan	Preliminary Plat	\$250 + CRC		\$943.80	\$1,500 + \$100 per lot + CRC (\$2,000 limit)	\$1,750 + CRC
	Final Site Plan	Final Plat	\$250 + CRC		\$943.80	\$1,500 + \$100 per lot + CRC (\$1,000 limit)	\$2,000 + CRC
	Resubmissions (2+ submissions)	Resubmissions (1st no fee and subject to CRC; 2nd and subsequent subject to all fees)	\$250 + CRC		N/A	N/A	N/A
	Amendment/Revision to Approved Site Plan	Amendment/Revision to an Approved Subdivision Plat/Plan	\$250 + CRC		\$1,572.47	\$300 + 2% bonded improvements	\$500-\$1,200 + CRC
	Boundary Line Adjustment / Lot Consolidation/ Vacation of a plat	Boundary Line Adjustment/ Lot Consolidation/ Vacation of a Plat	\$250 + CRC	\$250 + CRC + Publication	\$943.80	\$250-\$500 +CRC	\$425 + CRC
	<i>Does not exist</i>	Vacation of a Plat			\$150	\$943.80	\$500 + Notice
Other Plan or Agreement Review	Resubmissions (2+ submissions)	Resubmissions (1st no fee and subject to CRC; 2nd and subsequent subject to all fees)	\$250 + CRC		N/A	\$500 + CRC	N/A
Land Use Applications	Pre-Application Meeting		\$75 + CRC	\$50 + CRC	N/A	N/A	N/A
Sign Permits	Permanenet Signs (includes 1 application revision)	Permanent Signs (Includes one application revision or resubmission after determination; fees apply to aggregate area of signs per application)	\$25 Residential \$45 Non-residential (per sign)	1-16 s.f.: \$50 + CRC 17-30 s.f.: \$75 + CRC >30 s.f.: \$100 + CRC	\$127.93	\$50-\$100	\$50
	Permanent Sign Application Resubmission (3+)	Permanent Sign Application Resubmission (2 or more revisions or resubmissions)	\$45 per + CRC	\$50 per application + CRC	N/A	\$30	N/A
	Temporary Sign requiring a permit (i.e. Banner)	Temporary Signs	\$25 per sign		\$63.96	\$30	\$25
Tree	Tree Removal Permit (§ 155.088)		\$25 per permit	\$50 per permit	N/A	N/A	N/A
COA (ARB)	New Construction/Demolition		\$150 Residential +CRC \$200 Non-Residential + CRC	\$200 + CRC	N/A	\$300	\$150-\$200
	Exterior Alterations and Accessory Structures (Exterior Elevations Application)		\$25 Residential +CRC \$50 Non-Residential + CRC	\$75 + CRC	N/A	\$75-\$125	\$25-\$50
	Amendments to Approved Applications		\$25 Residential +CRC \$50 Non-Residential + CRC	\$50 + CRC	N/A	\$75	\$25-\$50
	Appeal to Town Council		\$50 + CRC	\$100 + CRC	N/A	\$300	\$50
Other	<i>Amplified Outdoor Sound Permit</i>	<i>Removed</i>	<i>\$100 per permit</i>	<i>Removed</i>			