



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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Occoquan, VA 22125
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Occoquan Town Council Town Council Meeting September 17, 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. **Consent Agenda**
 - a. Request to Accept August 6, 2024, Town Council Meeting Minutes - pg. 2
 - b. Request to Adopt Arbor Day 2024 Proclamation - pg. 10
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report - pg. 12
 - b. Town Treasurer's Report - pg. 37
 - c. Town Attorney's Report - pg. 51
9. **Regular Business**
 - a. Request to Adopt Ordinance O-2024-04 Relating to Accessory Dwellings and Accessory Buildings - pg. 52
 - b. Request to Adopt Ordinance O-2024-05 Relating to Utility License Tax - pg. 61
10. **Discussion Items**
 - a. Council Compensation Discussion - pg. 65
 - b. NWS StormReady® Certification Discussion - pg. 67
 - c. Planning Commission Strategic Planning Recommendations Discussion - pg. 70
11. **Closed Session**
12. **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.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: September 17, 2024
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Approve August 6, 2024, Town Council Meeting Minutes
- b. Request to Adopt Arbor Day 2024 Proclamation

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, August 6, 2024
7:00 p.m.

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

Absent: None

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

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:06 p.m.

2. PLEDGE OF ALLEGIANCE

As a result of personal reasons, Vice Mayor Loges attended remotely from Ohio and Councilmember Daubresse attended remotely from Brooklyn, NY. As a result of taking care of an individual under a disability, Councilmember Fithian attended remotely from Springfield, VA.

3. CITIZENS' TIME

No one spoke during citizens' time.

4. PUBLIC HEARING

a. Joint Planning Commission and Town Council Public Hearing on Accessory Dwelling Units and Accessory Structures

Mayor Porta noted that this is a joint Public Hearing on a zoning text amendment and that the Planning Commission will hold a Public Hearing with the Town Council. The purpose of the Public Hearing is to hear from interested members of the community about the advisability of making proposed changes in the zoning code. The Public Hearing will be for the purpose of changes to the text of the zoning ordinance relating to accessory dwelling and accessory buildings in all commercial and residential zoning districts.

Planning Commission Chair Perkins called the Planning Commission to order at 7:08 p.m.

Present: Chair Eliot Perkins, Commissioners Don Wood, Ralph Newell, Robert Love, and Darryl Hawkins

Absent: Commissioner Ann Kisling

Chair Perkins opened the public hearing for the Planning Commission at 7:08 p.m.

Mayor Porta opened the public hearing for Town Council at 7:08 p.m.

Mayor Porta invited the public to speak. No one spoke at the public hearing.

Commissioner Love moved to close the public hearing for the Planning Commission at 7:09 p.m. Commissioner Newell seconded. Motion passed unanimously by voice vote.

Councilmember Freeborne Brinton moved to close the public hearing for Town Council at 7:09 p.m. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

Commissioner Love moved to recommend approval of the attached draft ordinance O-2024-03 as presented. Commissioner Wood seconded. Motion passed unanimously by roll call vote.

Ayes: Chair Perkins, Commissioner Love, Commissioner Wood, Commissioner Newell, and Commissioner Hawkins

Nays: None

Chair Perkins closed the Planning Commission at 7:10 p.m.

5. CONSENT AGENDA

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

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

6. MAYOR'S REPORT

Mayor Porta reported the following:

- On July 9th, he joined Chief Linn and ARB Chair Seefeldt in presenting a Council Resolution of Appreciation to Carol Bailey for her service on the ARB.
- On July 11th, he attended a gathering of County Staff Leaders at the Mill Street Draft Garden at the invitation of County Executive Chris Shorter.
- On July 12th, he emceed Trivia Night in River Mill Park.
- On August 6th, he attended the Town's National Night Out Event.

7. COUNCILMEMBER REPORTS

Councilmember Fithian noted that she attended Music on Mill.

Councilmember Daubresse noted that he attended and assisted Ms. Little with the Sponsorship Breakfast.

8. BOARDS AND COMMISSIONS

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on July 23rd and discussed revising the ARB Design Guidelines relating to Public Art. Chair Seefeldt noted that Merial Currer has resigned from the ARB as the Business Representative.

Councilmember Perkins reported that the Planning Commission met on July 23rd and focused on the question asked from Council on increasing density on certain parcels in Town. The Planning Commission felt that the review of increasing density should be part of the comprehensive plan update process for 2026 and the Commission will continue to actively look into options related to density within the Town at future meetings.

9. ADMINISTRATIVE REPORTS

a. Administrative Report

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

Mr. Linn added that staff is currently dealing with the current trash contractor after receiving notification that the rates will increase about thirty-eight percent (38%) over last year. After receiving the first invoice the increase is actually forty-three percent (43%) higher since it includes an added fuel surcharge. Staff has reached out to the contractor on the increased costs and hasn't received a response from them as of this Council meeting.

Mayor Porta noted that the gas light conversion update to a single flame gas light reflects a decrease in utility spending by approximately thirty percent (30%) and eliminated most of the maintenance costs for the gas lights. He also complimented the Police Department on creating HEAT packs to help individuals who might experience any heat related emergency from the warm weather.

Vice Mayor Loges noted that new signage on the Town dock with the QR Code to pay for the docking fee is a good improvement over placing cash in a cash box on the dock.

Councilmember Perkins asked if there were any additional updates on the sales trailer for the Mill at Occoquan.

Mr. Linn noted that there have been no changes since the agenda was sent out.

Councilmember Perkins noted that almost half the parking tickets issued were related to the timed parking district for 20 minute and 4-hour parking, which is helping create parking turnover, making more parking available, and sending a message that VIP spots in Town are for people visiting.

b. Treasurer's Report

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

Ms. Rupani noted that the court date for Bann Thai has been extended until September.

Mayor Porta noted that revenue is meeting projections and pointed out that the management of expenses is well done.

Vice Mayor Loges brought up some questions regarding the Mill Street Draft Garden lease on whether it was monthly and if it was caught up.

Mr. Linn replied that the lease is annual so payment would only be once per year. Additionally, that the rent payment is due in June of each year, but the lessee is credited based on the meals tax remitted timely. The lessee would only pay the town rent if their timely meals tax for the year was less than the annual rental amount.

Vice Mayor Loges then asked about the Events Fund unearned revenue of \$76,000 found in the Treasurer's Report and if that should be carried over to the next craft show.

Ms. Rupani replied that the unearned revenue is prepayments for the Fall Arts and Crafts Show that will be moved beginning July 1st, which will be in next month's report to Council.

Vice Mayor Loges asked a question about whether it would make sense to reassign the Event Fund amount as of June 30th to the CIP Funds assigned assets.

Mr. Linn replied that the fund balances will be reassigned once the fiscal year is closed and that the included report only covers unaudited entries up to June 30th.

Ms. Rupani added that the report is not a complete final report, and changes will be made with income and expenses once logged. Once the audit is complete the funds will be moved as needed.

Mr. Linn added that the entire balance of the Events Fund is not reassigned to the CIP since the Events Funds needs capital to operate for the summer events and the Fall Craft Show.

Vice Mayor Loges asked if a written policy could be put in place on the Events Fund to describe how the funding works for CIP so that there isn't any confusion in the future.

Mayor Porta directed staff to create a policy document or an administrative practice to document the procedure for the transfer of the Events Fund to the CIP.

c. Town Attorney Report

Mr. Crim provided a written report as part of the agenda packet. There were no questions.

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. REGULAR BUSINESS

a. Request to Adopt Revised Architectural Review Board (ARB) Exterior Elevations Design Guidelines Relating to Public Art

Mayor Porta noted that the only changes from the Town Attorney were minor changes of words from shall to must or should.

Mr. Linn provided some background on how the revised guidelines came about, indicating that the ARB received an application for an art structure and the ARB was concerned the current guidelines did not provide them with adequate guidance to make a decision. As a result, the ARB requested staff review the current guidelines. Staff worked with the Chair and the Council Representative to the ARB, Mr. Daubresse, to draft new guidelines that dealt specifically with art structures and that proposal went before the ARB and was approved at the last ARB Meeting to go before Council.

Mayor Porta noted that in the text under "Period of Significance", the "with" should be "within". He also asked what the outcome of the dragon sculpture application will be now that new guidelines are being implemented.

Chair Seefeldt responded that since these updated ARB Guidelines weren't created when the application was submitted that the dragon sculpture will be grandfathered in and if the sculpture is moved on the property, it will then be subjected to the new ARB Guidelines.

Councilmember Perkins asked for clarification on "Contextual Relevance".

It was discussed that the guidelines would only affect the Historic District and would be flexible on

public art as it relates to the history of the Town. The public art would still be subject to the color and materials in the current guidelines and to the guidelines on placement and scale relative to the property on which it will be situated.

Vice Mayor Loges asked if the updated ARB Guidelines would affect temporary holiday decorations.

Mr. Crim replied that holiday decorations would not be considered a structure and therefore not fall under the ARB Guidelines.

Councilmember Daubresse added that the updated ARB Guidelines were created to be accommodating and flexible for public art.

Vice Mayor Loges moved to adopt the revisions to the ARB Design Guidelines relating to artistic structures and murals and a definition for a period of significance, as amended by Mr. Crim and Mayor Porta. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

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

Nays: None

b. Request to Adopt Ordinance O-2024-03 Relating to Accessory Dwellings and Accessory Buildings

Vice Mayor Loges asked if this will only allow accessory dwellings as residences and if this would affect home-based businesses.

Mr. Reese replied that accessory dwelling units are intended for full time occupancy and therefore would have to be used as a full-time human occupancy of the space. He further stated that under the current ordinance a home-based business cannot be conducted in an accessory structure.

Vice Mayor Loges noted that this could be an issue with some tenants in town and something that could be fixed in how home-based business is defined.

Mr. Resse replied that the definition was what was existing in the ordinance.

Mr. Crim added that the ordinance could be modified to clear up the issue.

Vice Mayor Loges asked if there will be any impact on parking requirements.

Mr. Resse replied that if a bedroom is added to the accessory structure, then it will require an additional parking space on a single-family detached unit. If it is in the B-1 Zoning District, then it will need parking based off of square footage.

Vice Mayor Loges asked if this would affect short-term rental properties.

Mr. Reese replied that it would be treated as any other short-term rental unit.

Vice Mayor Loges asked if it would be considered operating a business if used as a short-term rental unit.

Mr. Crim replied that he will have to get back with the answer due to a search function issue on the code website.

Vice Mayor Loges noted that this limits accessory dwellings to one stories and leaves out a loft space. She asked if there was a reason not to allow an apartment or loft space above a garage which could

accommodate parking.

Mr. Crim replied that it was a direction from the Planning Commission.

Councilmember Perkins replied he would need to review the discussion from the Planning Commission meeting to get an answer for the decision.

Vice Mayor Loges asked if there were any additional risks this would introduce to town.

Mayor Porta asked for clarification on what the motivation is for adopting this ordinance.

Mr. Crim replied that the idea behind the ordinance was to provide a mix of housing opportunities for people and would expand the available housing within town. The risks would be parking and traffic issues with increased density.

After discussion, the Council decided unanimously to defer adoption of the ordinance until the questions asked could be evaluated and addressed, specifically on the single-story issue.

c. Request to Adopt Ordinance O-2024-04 Reducing Speed Limit on Specific Section of Washington Street

Mayor Porta noted that staff researched where lowering the speed limit would be suitable and determined that Washington Street was the only place where it would make sense based off the data and location.

Councilmember Perkins asked if to be able to add signal lights on the speed limit signs if we would need to change the speed limit below 25 mph.

Mr. Linn replied that VDOT does not permit the placement of lights on their speed limit signs and in order to place lights up the town would have to have its own signs, which would mean the Town would have to lower the speed limit.

Councilmember Perkins noted on that section of Washington Street there are multiple crosswalks and school bus stops. He explained that since people speed on that road already at 25 mph, lowering that speed will help prevent any pedestrian accidents, and this will show that the Town is trying everything within its power to prevent a potential accident. He noted that 15 mph may be too low, and that 20 mph would be more appropriate.

Mr. Linn noted that people wouldn't be getting tickets going a few miles over and that as a practice, the police are not giving tickets to people going under 30 mph for several reasons. The main point to lowering the speed limit is to bring attention to the road, slow drivers down, not give out tickets.

The Council was in agreement to lower the speed limit to 20 mph rather than 15 mph.

Councilmember Perkins moved to adopt ordinance O-2024-04 Reducing Speed Limit on Specific Section of Washington Street from 25mph to 20mph. Councilmember Freeborne Brinton seconded. Motion passed unanimously by roll call vote.

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

Nays: None

d. Request to Reassign Budget Line Item for Kayak Launch Dock Extension

Mayor Porta asked if the length of the extension will extend beyond the existing kayak launch.

Mr. Linn replied that it will extend four feet beyond the existing kayak launch.

Councilmember Freeborne Brinton moved to reassign an amount not to exceed \$6,200, within the Riverwalk Improvements line item in the Capital Improvements Plan for the purpose of adding a dock extension to the kayak launch. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

11. DISCUSSION ITEMS

a. Council Compensation Discussion

The council deferred discussion until all members are present in person at a later meeting.

b. Town Fee Schedule Discussion

Councilmember Perkins moved to adopt the updated Draft Fee Schedule. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

12. ADJOURNMENT

The meeting was adjourned at 8:59 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: September 17, 2024
4B: Request to Adopt Arbor Day 2024 Proclamation	

Attachments: a. Proclamation

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to proclaim Tuesday, October 8, 2024, as Arbor Day in the Town of Occoquan. A short tree planting ceremony will be held on the day.

Staff Recommendation: Recommend approval of the attached proclamation as presented.

Proposed/Suggested Motion:

"I move to adopt the 2024 Arbor Day proclamation."

OR

Other action Council deems appropriate.



Proclamation

WHEREAS, in 1872, J. Sterling Morton proposed that a special day be set aside for the planting of trees, and this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, conservation of our natural resources and beautification of the Occoquan community are both very important to the quality of life enjoyed by residents; and

WHEREAS, trees enhance the beauty of Occoquan, increase property values, enhance the economic vitality of business areas, improve our environment, and provide important educational experiences; and

WHEREAS, the Town of Occoquan will host an annual tree planting event on the 8th of October, 2024, as an expression of our commitment to future generations; and

NOW, THEREFORE, I, Earnest W. Porta, Jr., Mayor of the Town of Occoquan, and on behalf of the Occoquan Town Council hereby proclaim Tuesday, October 8th, 2024, as

ARBOR DAY

in the Town of Occoquan and urge all individuals, groups, and businesses to celebrate and enjoy Occoquan’s outdoors and the richness of our town through the planting and preservation of trees.

Adopted this 17th day of September 2024.

Earnest W. Porta, Jr. MAYOR
On behalf of the Town Council of
Occoquan, Virginia

ATTEST:

Philip Auville, Town Clerk



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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: September 17, 2024

SUBJECT: Administrative Report

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

Administration

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): 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 28th, Town staff sent notice to affected property owners and received signed permission from almost all property owners. Field inspections started the week of September 25th. 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 16th, 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 29th, 2024. Town staff is waiting for a final reimbursement and closeout from DCR.

- Stormwater Improvements (Community Project Funding) – UPDATED: On March 17th, 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 6th, 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. 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. Town staff is scheduled to meet with EPA staff to discuss the grant vehicle in September.
- 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 6th, 2024. On April 19th, 2024 the Town was reimbursed for the first component. In early May, the Town awarded the project to Aves Construction Corporation. On June 18th, 2024, Town Council authorized the Town Manager to execute the contract and on June 25th, 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. Thermoplastic striping was completed in early August. Staff has closed out the contract with the contractor and will submit final reporting and reimbursement requests to DEQ in September.

➤ **Completing Riverwalk:**

- Riverwalk Planning Project – UPDATED: After completion of the Riverwalk Vision Plan process and review by the Planning Commission, at the November 8th, 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 15th at which the Committee approved its report, which was accepted by Town Council at its May 7th, 2024 meeting. Preliminary engineering and design of the Riverwalk expansion was included in the FY2025 Adopted Capital Improvements Program and staff is currently engaging with the Town Engineer to provide a cost estimate for those services.

➤ **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 16th, 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, Town Council approved a reduction in the speed limit to 20 mph on Washington Street to try to improve safety around the crosswalk locations. Staff has submitted an application to VDOT to permit the installation of the speed limit signage. Staff will install the reduced speed limit signage in September. Enforcement will not begin until 30 days after installation.
- Occoquan Greenway (VDOT TAP Grant Project) – UPDATED: 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. Town staff are currently working through concerns with the County selected engineering firm on their provided responses to the Town's comments on the 60% design plans, 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.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: 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 5th, 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. The charging stations were successfully installed and opened to the public on August 18th, 2024. As of September 12th, 2024, a total of 64 vehicles or more than 2 vehicles per day have used the stations since installation. The average stay by each vehicle is two hours and twenty minutes.
- 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 31st with two bidders. In August, the Town invited the two bidders to submit a best and final. One bidder submitted and was awarded the project, contingent upon a grant award. Town staff has finalized the grant application and will submit it on September 11th, 2024.
- 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.

➤ **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/.

➤ **Implementing Public Safety Projects:**

- County CAD and RMS Integration - UPDATED: 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). As a result of delays between the contractor and the County, the project is behind schedule. Town staff is hopeful that the project will be on track for a November start.

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

- River Mill Park Upgrades: 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 and Town Dumpster Storage – UPDATED: In December 2023, 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 refuse storage upgrades are planned for this year. Concurrently, staff are planning improvements to the storage space at the town dumpster to provide adequate storage for Public Works equipment in that area.
- 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 fall.
- Town Hall and Annex Painting – NEW: In August, contractors gave a facelift to the Town’s two main buildings. They powerwashed, cleaned, and repainted the Town Hall eaves white and the Annex gray and black.
- Kayak Launch Dock Extension – NEW: In mid-August, contractors installed a new dock extension on the kayak launch to allow for visitors to more easily launch stand-up paddleboards (SUPs), canoes, and similar larger craft from the area. The new extension is a 5’ by 10’ floating dock connected to the kayak launch by a metal ramp.

Operating Tiers

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

- Events Personnel Planning: 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 - UPDATED: 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. Visit Occoquan’s Annual Report was reviewed and accepted by Town Council on June 18th, 2024. Town staff and Visit staff signed the renewal of the agreement for FY 2025 in August.

➤ **Enhancing Revenue from Town Events Programming**

- 2024 Event Sponsorship Drive: 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.

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- New Town Intranet: 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 early fall in collaboration with the IT contractor.

➤ **Business Support and Development Programming**

- Continuance of Quarterly Business Meetings: 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 8th at 5:30 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support – UPDATED: Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also plan on hosting semi-annual listening meetings, starting in September, for town businesses only, to provide a forum for business owners to discuss issues that affect the business community at large. Finally, Visit is currently working to provide welcome packages to new 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 16th 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.

- 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.

- 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: 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.
- Mill House Museum Water Damage - NEW: During the week of August 18th, a broken pipe at the Mill House Museum flooded the basement and caused significant water damage. Most of the water has been removed from the basement area and Town staff is currently engaging with potential contractors to properly clear and remediate the water damaged area. Remediation is expected ahead of the Fall Arts and Crafts Show.

Development Project Updates:

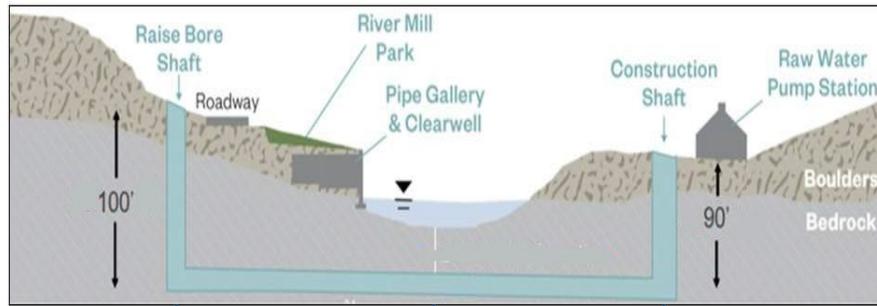
These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan - UPDATED: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and demolition. 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.
- 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 the end of the 4th quarter 2024. To stay up to date on construction, please sign up for AlertOccoquan at 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 5th, 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 or visit www.occoquanva.gov/living-here/tax-information/ and www.occoquanva.gov/business/doing-business-in-occoquan/.

Treasurer Report - Supplemental Information

The July 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 July 31, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	6 months	6/10/2024
AMAYA STUDIOS LLC	6 months	6/10/2024
BANN THAI OLD TOWN LLC	6 months	6/10/2024
ECOGLO DETAILING	6 months	6/10/2024
HAVANA BOUTIQUE*	2 years	1/31/2024
PIN CURLS HAIR SALON	2 years, 6 months	6/26/2024
TALENT ACQUISITION CONCEPTS	2 years, 6 months	6/26/2024
THE SECRET JEWELRY GARDEN	2 years, 6 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	2 months	7/29/2024
BANN THAI	9 months	1/29/24 Filed Nov 23 - Feb 24 - Court date on 9/5/2024
BLACK MAGIC	6 months	6/25/2024
BLACK MAGIC OCCOQUAN	1 month	7/29/2024
THE SPOT ON MILL	1 month	7/29/2024

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

Meals Tax by Fiscal Year			
Month	FY23	FY24	FY25
July	28,956	31,391	27,801

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. Reviewed with staff draft ZTA by Town Attorney on accessory dwellings and buildings. ZTA is before Council on 9/17/24.

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 working on CFI application; charging stations installed by Greenspot on 8/16/24.

Mill at Occoquan - update from last report: Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24.

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

Ellicott Sidewalk Extension Project - update from last report comments on 60% construction drawing provided to PWC on 8/24/24. Response from contractor provided on 9/5/24. Project construction tentatively scheduled for FY2026.

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 rd submission 4/30/24, comments issued 6/14/24; next submission for signature. Plan approved by Town 8/12/24.
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.

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

	Zoning Application #	Property Address	Activity
1	TZP2024-033	300 Ellicott St., Suite D	New Business
2	TZP2024-034	301 Mill St	New Business Owner

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

	Zoning Application #	Property Address	Activity
1			

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

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from August 1 to August 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; Case on 9/5/24
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; COA issued on 8/27/24; Violation abated.
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
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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.

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 August but did receive a concern regarding parking enforcement which was resolved with the citizen.

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.

This included participating in the regional impaired driving campaign for the holiday weekend.





Officers also participated in the Town’s National Night Out event held under the Rt 123 bridge bringing together the community and the Town’s public safety officers highlighting OPD programs, equipment, and personnel.

Special Operations Division

The Special Operations Division (SOD) consists of OPD Officers who have a dual role within the FOD. The SOD consists of Auxiliary Patrol Officers, Parking Enforcement, Homeland Security and Emergency Management, Marine Patrol, Bicycle Patrol, Fire Services, and the Unmanned Aircraft System Unit.

SOD Officers staffed OPD Marine Patrol assets on busy weekends throughout the month of August to include the holiday weekend.

SOD Officers continue to support the Town’s Trivia night and the Concert in River Mill Park series with specialized capabilities keeping the events safe for everyone who comes to participate.

The Homeland Security and Emergency Management Unit worked tirelessly to enhance the Town’s Information Technology and Physical Security programs through the deployment of new hardware, software and policy enhancement. On behalf of the Town, they also applied for the StormReady® certification from the National Weather Service.

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.

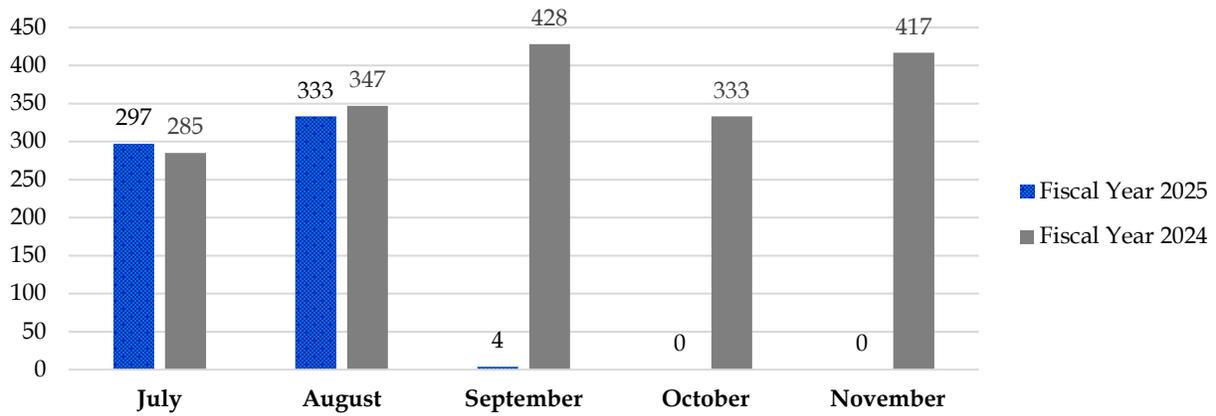


Patrol and Enforcement Activities:

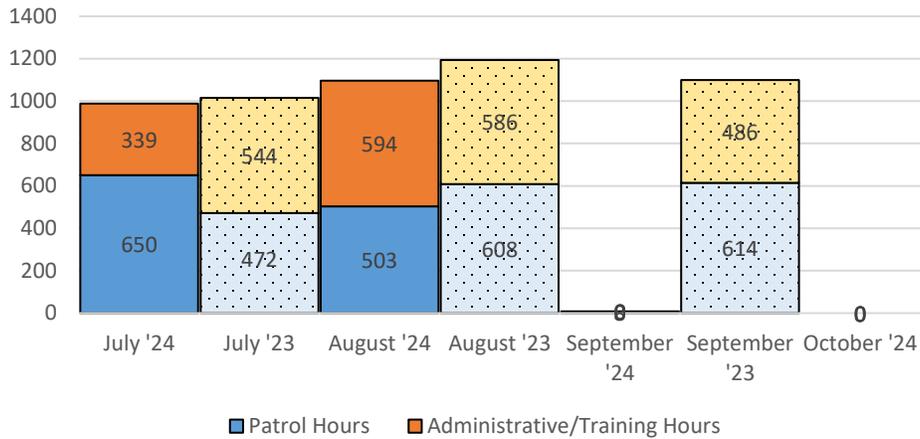
For the month of August, police had 124 calls for service with 13 suspicious person/vehicle/circumstance calls, 12 trespassing calls, 11 vehicle crash calls, 8 marine rescue calls, 8 disabled vehicles/motorist assist calls, 7 domestic in progress calls, 5 medical/mental health calls, 4 disorderly calls, 4 parking complaint, 3 roadway obstruction calls, 2 animal control calls, 2 lost/found property calls, 2 welfare checks, 1 traffic control call, 1 burglary call, 1 missing person call, 1 illegal fishing call, 1 theft call, 1 gun related call, 1 gas leak call, 1 fraud call, 1 alarm calls, 1 reckless driving/road rage call, 1 obstruction of justice arrest, 2 DUI arrests, multiple service/assist calls, and made 3 custodial arrests, issued 333 traffic summonses, 79 parking violations, and 62 warnings.

Officers also engaged in 142 business checks and 187 park checks during the month of August.

Traffic Summonses FYTD (GRAPH)



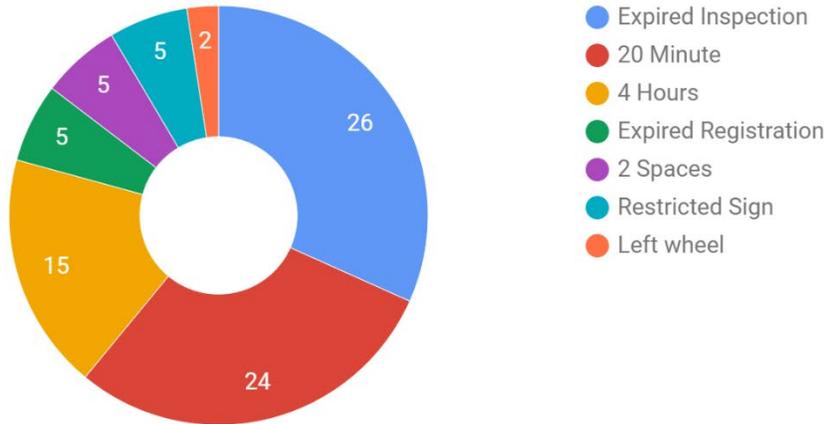
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	125	8
August	79	3

Occoquan VA - Tickets By Violation (Aug. 2024)

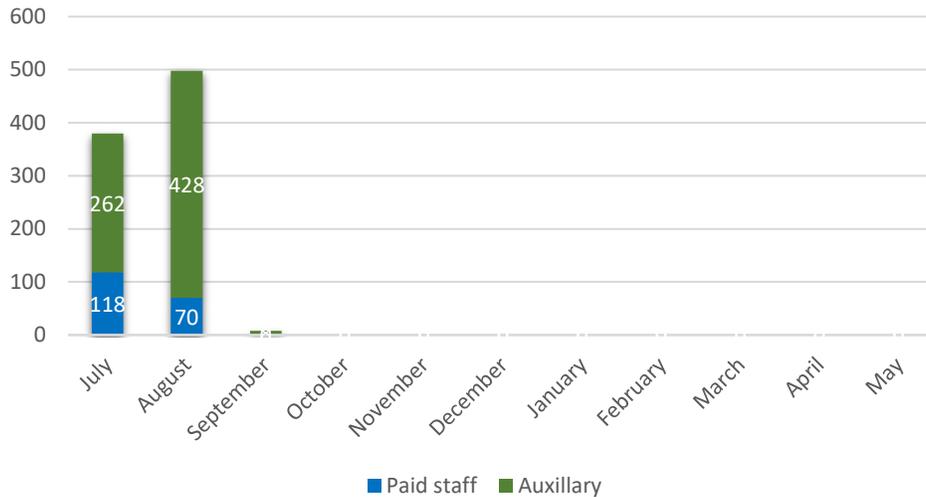


Data as of 9/4/2024, 12:00:00 AM

Volunteer in Police Service

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 498 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	1
August	24	0	9	12	4
FY Total	78	0	18	30	8
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	0	0		0	0
August	0	0		0	0
FY Total	0	0		0	0
UTV Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	140	0		3	1
August	280	0		2	0
FY Total	428	0		5	1

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
Pest Treatment				X	Town buildings every 3 months

Public Works Highlights (August 2024)

- Continued Town Dock repairs.
- Oversaw install of new SUP and canoe dock at kayak launch.
- Oversaw painting of Town Hall and Annex.
- Installed new signage on island in Occoquan River.

Special Public Works Projects

Projects In-Progress: 8 Projects Completed: 8

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

Project	Status	Completion Date	Notes
Building Maintenance			
Install Cover for Mini Lights at Town Hall	Completed	8/8/24	
Repair and Paint Town Hall Eaves	Completed	8/14/24	
Paint Annex	Completed	8/14/24	
Craft Show and Events Support			
Trivia Night Support	Completed	8/9/24	
Music on Mill Support	Completed	8/17/24	
Landscaping			
Seed and aerate town parks	Not started		Fall 2024
Improvements at Tanyard Hill and Old Bridge Entrance	Paused		Incorporate into 2025 planning
Downtown Bed Improvements	In progress		Fall 2024/Spring 2024 - awaiting quote from contractor
Improvements at 123 and Commerce Entrance	In progress		Elevated boxes and lighting installed; traffic box painted; native perennials in Fall 2024 - awaiting quote from contractor
Park Maintenance			
Powerwash Gaslight Landing Riverwalk	In progress		September 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
Install New SUP/Canoe Dock at Kayak Launch	Completed	8/19/24	

Project	Status	Completion Date	Notes
Replaced vandalized recycling sign by footbridge	Completed	8/30/24	
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road and Town Dumpster Improvements	In progress		Fall 2024; planning refuse storage; improving storage area at town dumpster – OPD Joint Project
Install New Craighill Isle Sign	Completed	8/15/24	
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		Fall 2024
Mill St Gaslight Repair and Replacement	Completed	8/23/24	
Clean and Paint Gaslights	Completed	8/23/24	

Brick Installation and Maintenance Projects

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

Location	Status	Notes
N/A	N/A	N/A

Events and Community Development

Final 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.

- [2024 Trivia Schedule](#)

Friday, October 11: Quiz Pro Quo

Fall Arts & Crafts Show

Hosted in the streets of Historic Occoquan, the Fall Arts & Crafts Show will feature two packed days of a wide range of 300 makers and creators in over 20 categories. Visitors will have the opportunity to indulge in festival fare and enjoy live music in the Beer Garden in River Mill Park and kids will want to stop by Imagination Alley to watch performances by community groups or create their own art at the Art Bar. Admission: FREE | Shuttle \$8 each or 2 for \$15.

VOLUNTEERS NEEDED

We need Volunteers! Opportunities are available at this link:

<https://form.jotform.com/232565503428153>

Things To Do

➤ **SATURDAY, Sept 28**

10am-5pm -- Arts & Crafts, Live Demos

10am-5pm -- Imagination Alley

11am-12:30pm - Learn to Paint

12pm-4pm -- Concert in River Mill Park

12pm-5pm -- Beer Garden

➤ **SUNDAY, Sept 29**

10am-5pm -- Arts & Crafts, Live Demos

10am-5pm -- Imagination Alley

11am-12:30pm - Learn to Paint

12pm-4pm -- Concert in River Mill Park

12pm-5pm -- Beer Garden

Arts & Crafts and Live Demos

Saturday & Sunday

10:00 a.m. - 5:00 p.m.

Do you love to shop? It's a maker-creator shopping paradise! Get ready for 300 Artisans, Makers, and Creators to fill the streets of Occoquan for this dynamic event. Meet experienced artisans, talk to them about their work, and watch demonstrations of some of their craft techniques. Look for signs on tents that say "Ask Me About My Work!"

Learn to Paint

Saturday & Sunday
Sessions at 11:00 a.m.

Explore your creative side at the Occoquan Fall Arts & Craft Show's Learn to Paint! Local artist, Racheal Bright, will guide you to create your own make-and-take acrylic masterpiece. So, bring a friend and unleash your inner artist!

Cost per person: \$45
Location: Town Hall
Learn more: www.occoquanfestivals.com/learntopaint

Imagination Alley

Saturday & Sunday
10:00 a.m. - 5:00 p.m.

Bring the kids and explore Imagination Alley-- packed with family fun, junior artisan booths, performances, and tons of arts & crafts, including:

- Make your own art from recycled supplies at the Art Bar
- Create a masterpiece at the spin art machine
- Have your face painted by Fairy Jennabelle (fee)
- Make your very own bracelet at the Bead Bar (fee)
- Listen to a book reading by a junior author
- Visit Junior Artisan craft booths
- And more!

Beer Garden, plus Live Music

Saturday & Sunday
12:00 p.m. - 5:00 p.m.

River Mill Park, with its spectacular views of the river, is the perfect spot for concerts, food, and adult beverages. Ample seating makes this a great place to take a break, grab a drink, and enjoy something tasty.

- 9th Gear - Saturday from 12:00 - 4:00 p.m.
- DC Transit Band - Sunday from 12:00 - 4:00 p.m.

Food Courts

Saturday & Sunday
10:00 a.m. - 5:00 p.m.

Mill Street will have two Food Courts for you to enjoy. Look for BBQ, chili, burgers, crepes, Thai, Puerto Rican, and other tasty treats galore! Plus, many of our award winning restaurants will be open and ready for business!

Grab a drink to go!
Saturday & Sunday
10:00 a.m. - 5:00 p.m.

Sip & Stroll your way through the historic district! Our special license allows visitors ages 21+ to purchase alcoholic beverages from a restaurant or festival vendor and carry it within the limits of the festival. Simply visit any participating business and ask for a “to-go.”

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF 7/31/2024

	Unaudited Income/ (Loss) FY24	As of 6/30/2024 Unaudited	7/1/24 Transfers (unaudited)	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 7/31/24 Unaudited
Nonspendable:						
Mamie Davis Fund	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ 1,063.28	\$ 1,063	\$ (1,063)	\$ -	\$ -	\$ -
Restricted:						
E-Summons Fund	\$ 13,001.54	\$ 49,124	\$ -	\$ 49,124	\$ (1,943)	\$ 47,181
Assigned:						
Events Fund	\$ (1,265.89)	\$ 87,226	\$ (87,226)	\$ -	\$ 48,872	\$ 48,872
CIP Fund	\$ (11,682.01)	\$ 15,161	\$ 420,845	\$ 436,006	\$ (67,914)	\$ 368,092
Public Safety Grant Fund	\$ 9,951.86	\$ 24,235	\$ -	\$ 24,235	\$ (748)	\$ 23,487
Mamie Davis Park Fund	\$ 592.56	\$ 7,090	\$ -	\$ 7,090	\$ 445	\$ 7,535
PEG Fund	\$ 155.50	\$ 2,111	\$ -	\$ 2,111	\$ -	\$ 2,111
Subtotal Assigned:	\$ (2,247.98)	\$ 135,823	\$ 333,619	\$ 469,442	\$ (19,345)	\$ 450,097
Unassigned:						
Operating Reserves	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 736,547.64	\$ 781,351	\$ (332,556)	\$ 448,795	\$ (45,118)	\$ 403,677
Subtotal Unassigned:	\$ 736,547.64	\$ 981,351	\$ (332,556)	\$ 648,795	\$ (45,118)	\$ 603,677
Total Fund Balance:	\$ 748,364.48	\$ 1,267,362	\$ -	\$ 1,267,362	\$ (66,406)	\$ 1,200,956

Town of Occoquan

Budget vs. Actuals

July 2024 - July 2024

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES	-			
40010 Real Estate	-	304,351	(304,351)	0.00%
40020 Meals Tax	27,802	333,812	(306,010)	8.33%
40030 Sales Tax	4,000	48,000	(44,000)	8.33%
40040 Utility Tax	3,158	36,500	(33,342)	8.65%
40050 Communications Tax	2,500	33,000	(30,500)	7.58%
40060 Transient Occupancy Tax	4,090	46,500	(42,410)	8.79%
40070 Peer-to-Peer Vehicle Tax	-	6,600	(6,600)	0.00%
Total 40000 TAXES	41,549	808,763	(767,214)	5.14%
41000 FEES/LICENSES	-	2,500	(2,500)	0.00%
41010 Vehicle License	69	11,000	(10,931)	0.63%
41020 Business Licenses	1,111	90,402	(89,291)	1.23%
41025 Business License Fee	-	4,260	(4,260)	0.00%
41030 Late Fees	2	1,500	(1,498)	0.13%
41040 FINES (PUBLIC SAFETY)	33,142	375,000	(341,858)	8.84%
41100 Administrative Fees	1,208	8,500	(7,292)	14.21%
41120 Service Revenue - Eng	-	14,000	(14,000)	0.00%
41130 Service Revenue - Legal	-	5,000	(5,000)	0.00%
41140 Service Revenue - Other	-	600	(600)	0.00%
41160 Convenience Fees	82	-	82	
Total 41000 FEES/LICENSES	35,614	512,762	(477,148)	6.95%
42000 GRANTS				
42010 LITTER	-	1,329	(1,329)	0.00%
42020 HB 599	-	27,678	(27,678)	0.00%
42021 NHSTA (DMV)	-	16,000	(16,000)	0.00%
Total 42021 NHSTA (DMV)	-	16,000	(16,000)	0.00%
Total 42000 GRANTS	-	45,007	(45,007)	0.00%
43000 RENTALS				
43020 River Mill Park	-	4,000	(4,000)	0.00%
43030 Mamie Davis Park Rental	500	3,000	(2,500)	16.67%
43040 200 Mill Street Lease	-	7,727	(7,727)	0.00%
Total 43000 RENTALS	500	14,727	(14,227)	3.40%
44000 OTHER				
44005 Insurance Proceeds				
44010 General Fund Interest	2,952	25,000	(22,048)	11.81%
44020 Events Fund Interest	-		-	
44030 Mamie Davis Park Interest	0		0	
44040 Bricks Revenue		300	(300)	0.00%
44060 Other	(1,165)	1,700	(2,865)	-68.54%

Total 44000 OTHER	1,787	27,000	(25,213)	6.62%
Total Income	79,450	1,408,258	(1,328,809)	5.64%
Gross Profit	79,450	1,408,258	(1,328,809)	5.64%
Expenses				
Total 60000 PERSONNEL SERVICES	38,197	827,001	(788,803)	4.62%
Total 60400 PROFESSIONAL SERVICES	3,292	175,967	(172,675)	1.87%
Total 60800 INFORMATION TECH SERV	3,043	40,430	(37,387)	7.53%
Total 61200 MATERIALS AND SUPPLIES	2,891	34,850	(31,959)	8.29%
Total 61600 OPERATIONAL SERVICES	620	9,200	(8,580)	6.74%
Total 62000 CONTRACTS	9,446	125,103	(115,657)	7.55%
Total 62400 INSURANCE	39,532	43,500	(3,968)	90.88%
Total 62800 PUBLIC INFORMATION	-	4,050	(4,050)	0.00%
Total 63200 ADVERTISING	304	6,610	(6,306)	4.59%
Total 63600 TRAINING AND TRAVEL	10,131	17,050	(6,919)	59.42%
Total 64000 VEHICLES AND EQUIPMENT	8,311	47,650	(39,339)	17.44%
Total 64400 SEASONAL	-	13,000	(13,000)	0.00%
64700 FACILITIES EXPENSE				
Total 64800 TOWN HALL	676	11,344	(10,668)	5.96%
Total 65200 MILL HOUSE MUSEUM	6,000	6,500	(500)	92.31%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	375	3,350	(2,975)	11.20%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	1,230	18,154	(16,924)	6.78%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	419	2,900	(2,481)	14.45%
Total 67600 TANYARD HILL ROAD PARK	-	-	-	
Total 67800 OCCOQUAN RIVER	-	2,500	(2,500)	0.00%
Total 68000 FURNACE BRANCH PARK	-	500	(500)	0.00%
Total 68400* STREETS AND SIDEWALKS	35	2,500	(2,465)	1.38%
Total 68800 HISTORIC DISTRICT	385	13,600	(13,215)	2.83%
Total 64700 FACILITIES EXPENSE	9,119	61,347	(52,228)	14.86%
68900 PUBLIC ART PROGRAM				
68910 Mural Installation	-	2,500	(2,500)	0.00%
Total 68900 PUBLIC ART PROGRAM	-	2,500	(2,500)	0.00%
69200 SPECIAL EVENTS				
69210 HolidayFest	-			
69220 Volunteer TY / Town Party	-			
69250 River Mill Park Events	-			
69290 Other Special Events	-			
Total 69200 SPECIAL EVENTS	-			
Total Expenses	124,886	1,408,258	(1,283,372)	8.87%
Net Operating Income	(45,436)	0	(45,436)	
Net Income	(45,436)	0	(45,436)	

CIP FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				

42000 GRANTS	-	935,025.00	(935,025)	0.00%
42030 SLFRF	-		-	
42050 DOJ BVP	-	3,000		
42103 Virginia Dept of Fire Programs	-		-	
42120 DCR	-		-	
Total 42000 GRANTS	-	938,025	(938,025)	0.00%
44000 OTHER				
44060 Other			-	
Total 44000 OTHER	-	-	-	
Total Income	-	938,025	(938,025)	0.00%
Gross Profit	-	938,025	(938,025)	0.00%
Expenses	-	-	-	
Total Expenses	-	-	-	
Net Operating Income	-	938,025	(938,025)	0.00%
Expenses				
64000 VEHICLES AND EQUIPMENT				
64050 Equipment and Tools	-			
Total 64000 VEHICLES AND EQUIPMENT	-			
Other Expenses				
61200 MATERIALS AND SUPPLIES				
61210 Office Supplies	-			
Total Expenses	-			
70000 CIP EXPENSE				
70001 Streetscape				
70003 Street Improvements				
70004 Sidewalk Improvements				
70005 Building Improvements	-	12,200	(12,200)	0.00%
70006 Stormwater Management	65,075	1,150,031	(1,084,956)	5.66%
70012 Street Lights	-	-	-	
70014 Timed Parking Equipment	-	5,500	(5,500)	0.00%
70018 Snow Removal Equipment	-	7,300	(7,300)	0.00%
72006 Riverwalk Improvements	-	110,000	(110,000)	0.00%
74001 Vehicles & Equipment	430	53,000	(52,570)	0.81%
74003 Body Armor	-	6,000	(6,000)	0.00%
74005 Police Radios	-	-	-	
76001 Computer Upgrades	2,839	3,000	(161)	94.62%
76006 Records Management Syst		27,000	(27,000)	0.00%
Total 70000 CIP EXPENSE	68,344	1,374,031	(1,305,687)	4.97%
Total Other Expenses	68,344	1,374,031	(1,305,687)	4.97%
Net Other Income	(68,344)	(1,374,031)	1,305,687	4.97%
Net Income	(68,344)	(436,006)	367,662	15.67%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				

41000 FEES/LICENSES				
41040 FINES (PUBLIC SAFETY)				
41170 E-Summons	1,269	15,250	(13,981)	8.32%
Total 41040 FINES (PUBLIC SAFETY)	1,269	15,250	(13,981)	8.32%
Total 41000 FEES/LICENSES	1,269	15,250	(13,981)	8.32%
Total Income	1,269	15,250	(13,981)	8.32%
Gross Profit	1,269	15,250	(13,981)	8.32%
Expenses				
60800 INFORMATION TECH SERV				
60860 Hardware/Software & Maintenance	3,212	5,600	(2,388)	57.36%
Total 60800 INFORMATION TECH SERV	3,212	5,600	(2,388)	57.36%
61200 MATERIALS AND SUPPLIES				
61220 Operational supplies	-	1,600	(1,600)	0.00%
Total 61200 MATERIALS AND SUPPLIES	-	1,600	(1,600)	0.00%
Total Expenses	3,212	7,200	(3,988)	44.61%
Net Operating Income	(1,943)	8,050	(9,993)	-24.13%
Net Income	(1,943)	8,050	(9,993)	-24.13%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES				
41160 Convenience Fees	254	4,550	(4,296)	5.59%
Total 41000 FEES/LICENSES	254	4,550	(4,296)	5.59%
42000 GRANTS		10,000	(10,000)	0.00%
44000 OTHER				
44020 Events Fund Interest	1		1	
44035 Bricks Interest	-		-	
44040 Bricks Revenue	-	1,575	(1,575)	0.00%
44060 Other	-	4,260	(4,260)	0.00%
Total 44000 OTHER	1	5,835	(5,834)	0.02%
47000 EVENTS REVENUE				
47010 Sponsorships	4,668	34,000	(29,332)	13.73%
47020 Booth Rentals	75,866	166,000	(90,134)	45.70%
47021 Ticket Sales				
47022 HolidayFest	-	2,525	(2,525)	0.00%
47023 Community Events	630	16,750	(16,120)	3.76%
Total 47021 Ticket Sales	630	19,275	(18,645)	3.27%
47030 Shuttle Fees	-	60,500	(60,500)	0.00%
47040 Parking Space Sales	3,975	10,500	(6,525)	37.86%
47060 Merchandise	-	1,125	(1,125)	0.00%
47100 Cost Share Reimbursement	-	-	-	
47105 Revenue Share Agreements	-	1,500	(1,500)	0.00%
Total 47000 EVENTS REVENUE	85,139	292,900	(207,761)	29.07%
Total Income	85,394	313,285	(227,891)	27.26%
Gross Profit	85,394	313,285	(227,891)	27.26%

Expenses

Total 60000 PERSONNEL SERVICES	3,211	98,371	(95,160)	3.26%
Total 60400 PROFESSIONAL SERVICES	315	5,050	(4,735)	6.24%
Total 60800 INFORMATION TECH SERV	191	390	(199)	49.03%
Total 61200 MATERIALS AND SUPPLIES	13	13,545	(13,532)	0.10%
61630 Postal Services		-	-	
Total 62000 CONTRACTS	31,250	75,100	(43,850)	41.61%
Total 63200 ADVERTISING	-	32,500	(32,500)	0.00%
63600 TRAINING AND TRAVEL				
63640 Employee Training	-	-	-	
Total 63600 TRAINING AND TRAVEL	-	-	-	
Total 64400 SEASONAL	-			
64700 FACILITIES EXPENSE				
Total 66800 RIVER MILL PARK & FACIL	188	850	(663)	22.06%
Total 64700 FACILITIES EXPENSE	188	850	(663)	22.06%
69200 SPECIAL EVENTS				
69210 HolidayFest		1,000	(1,000)	0.00%
69220 Volunteer TY / Town Party		1,595	(1,595)	0.00%
69240 Annual Tree Lighting		750	(750)	0.00%
69250 River Mill Park Events	829	1,050	(221)	78.97%
69290 Other Special Events	524	8,525	(8,001)	6.15%
Total 69200 SPECIAL EVENTS	1,354	12,920	(11,566)	10.48%
Total Expenses	36,522	238,726	(202,204)	15.30%
Net Operating Income	48,872	74,559	(25,687)	65.55%
Net Income	48,872	74,559	(25,687)	65.55%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER				
44030 Mamie Davis Park Interest	445	256	189	2
Total 44000 OTHER	445	256	189	2
Total Income	445	256	189	2
Gross Profit	445	256	189	2
Net Operating Income	445	256	189	2
Other Expenses				
70000 CIP EXPENSE				
72005 Mamie Davis Park Renovations		-	-	
Total 70000 CIP EXPENSE	-	-	-	
Total Other Expenses	-	-	-	
Net Other Income	-	-	-	
Net Income	445	256	189	2
TOTAL NET INCOME (LOSS) ALL FUNDS	(66,406)	(353,141)	286,735	0

Town of Occoquan
Balance Sheet Comparison
As of July 31, 2024

	Total		
	As of Jul 31, 2024	As of Jul 31, 2023 (PP)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	75	0
10022 Checking Account 0058	311,485	83,190	228,295
10024 Money Market 4220	201,131	201,875	-744
10029 Checking Account 3126	9,439	71,608	-62,169
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	605,818	556,383	49,436
Total 10034 VIP - Investment Pool	605,818	556,383	49,436
10082 Mamie Davis Savings 4201	3,150	2,112	1,037
10083 Mamie Davis CD	100,000	100,000	0
Total Bank Accounts	1,231,198	1,015,343	215,855
Accounts Receivable			
10180 Accounts Receivable	184,703	358,787	-174,084
Total Accounts Receivable	184,703	358,787	-174,084
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	75	7,259	-7,184
Total Other Current Assets	75	7,259	-7,184
Total Current Assets	1,415,977	1,381,389	34,587
TOTAL ASSETS	1,415,977	1,381,389	34,587
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	193,080	158,154	34,927
Total Accounts Payable	193,080	158,154	34,927
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	2,044	0	2,044
22020 Home Depot	299	0	299
22030 Lowe's Proservices	529	15,450	-14,921
22040 United Bank Credit Cards	9,194	4,960	4,235
Total 22000 Credit Cards	12,066	20,410	-8,344

Total Credit Cards	12,066	20,410	-8,344
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	0		0
20960 Unearned Other Revenue			0
20970 Unearned Rental	750	1,900	-1,150
20973 Unearned SLFRF Revenue	0	648,031	-648,031
Total 20960 Unearned Other Revenue	750	649,931	-649,181
20980 Unearned R.E. Tax	728	558	170
21100 Unearned Fire Dept Grant	7,209	1,367	5,842
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	0	0	0
Total 21200 Payroll Liabilities	0	0	0
Total Other Current Liabilities	9,875	653,044	-643,169
Total Current Liabilities	215,021	831,607	-616,586
Total Liabilities	215,021	831,607	-616,586
Equity			
30000 Nonspendable			0
30005 PrePaid Items	0	0	0
Total 30000 Nonspendable	0	0	0
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	49,124	36,123	13,002
Total 31000 Restricted	149,124	136,123	13,002
31400 Assigned			0
30030 Events Fund	0	88,492	-88,492
30040 CIP Fund	436,006	26,843	409,163
31050 Public Safety Grant Fund	24,235	14,283	9,952
31060 Mamie Davis Park Fund	7,090	6,498	593
31070 Public Education Grant Fund	2,111	1,955	156
Total 31400 Assigned	469,442	138,071	331,371
31500 Unassigned			0
30010 Emergency Operating Fund	200,000	200,000	0
30020 Unrestricted	448,795	44,804	403,992
Total 31500 Unassigned	648,795	244,804	403,992
32000 Retained Earnings	0	0	0
Net Income	-66,406	30,785	-97,191
Total Equity	1,200,956	549,782	651,174
TOTAL LIABILITIES AND EQUITY	1,415,977	1,381,389	34,587

Friday, Aug 30, 2024 10:29:34 AM GMT-7 - Accrual Basis

**Town of Occoquan - Permit Report
August 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	Finalized	R - Alteration/Repair	10/05/2023	08/06/2024
ELE2024-00652	114 COMMERCE ST	rewire garage, with lights, wall outlets, power for two garage doors, exterior lights. Sub panel	Electrical	Finalized	R - Alteration/Repair	10/17/2023	08/06/2024
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	
BLD2025-00482	264 GASLIGHT LANDING CT	for remodeling the existing kitchen no structural change	Building	Pending	R - Alteration/Repair		
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	Finald	C - Alteration/Repair	07/30/2024	08/15/2024
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	
BLD2024-06473	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
BLD2025-00513	1415 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 7.31 kW. Addition of 2 0-30A circuits.	Building	Issued	R - Alteration/Repair	08/14/2024	
ELE2025-00710	1415 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 7.31 kW. Addition of 2 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	08/14/2024	
MEC2025-00020	404 OVERLOOK DR	LIKE FOR LIKE REPLACEMENT OF ELECTRIC HEAT PUMP. INDOOR + OUTDOOR WORK.	Mechanical	Issued	C - Alteration/Repair	07/09/2024	
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	
ELE2025-00288	92 WASHINGTON ST	22x10 Deck AND REPLACING A WINDOW WITH A SLIDING DOOR	Electrical	Issued	R - Addition	07/24/2024	

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 08/05/2024

*Counts business days only.

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
				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 08/05/2024

**Counts business days only.*

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 September 17, 2024 Council Meeting
Date: September 3, 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 July 30, 2024:

1. Revised ordinance dealing with accessory dwelling units and accessory structures per the council's discussion at its August meeting.
2. Consulted with staff regarding water damage at Occoquan Historical Society Museum.
3. Advised staff on handling of FOIA requests for police records.
4. Reviewed and marked up the Town's bond documents for land development.
5. Reviewed final draft of ARB guidelines.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: September 17, 2024
9A: Request to Adopt Ordinance O-2024-03 Relating to Accessory Dwellings and Accessory Buildings	

Attachments: a. Revised Draft Ordinance

Submitted by: Martin Crim, Town Attorney
Bruce Reese, Town Engineer
Sarah Fila, Town Zoning Administrator

Explanation and Summary:

This is a request to adopt O-2024-03 relating to accessory dwellings and accessory buildings. The Planning Commission and Council held a joint public hearing on August 6, 2024, at which there were no speakers. After discussion, the Council deferred this matter to a future meeting to seek answers to the following questions:

1. Could one use an accessory dwelling for a home-based business?
2. Could one use an accessory dwelling for short-term rental (“homestay”)?
3. Why does the draft prohibit finished rooms over garages (“FROG’s”)?

All the changes from the previous version are highlighted in the attached redline.

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; and
- Amend sections 157.010, 157.015, 157.041, 157.047, 157.061, 157.067, 157.081, 157.087, 157.101, 157.107, 157.121, and 157.124, covering the zoning districts, generally relating to regulations on accessory buildings and accessory dwellings.

Explanation of Changes Made Between Version 1 and Version 2

Home-based businesses are allowed under Town Code § 157.010. The current ordinance does not address dwelling units in accessory structures, so the most recent draft of the ordinance was revised to allow home-based businesses in accessory dwelling units, subject to a prohibition on employees or customers coming to the unit.

Homestay is defined in Town Code § 157.008 as an accessory use of a residential dwelling unit or portion thereof. It is allowed as an accessory use in the R-1, R-2, and R-3 zoning districts, but not allowed in any other zoning districts. There was some discussion at the council meeting about not allowing it in the Old and Historic Occoquan District, most of which is zoned B-1 but some of which is in the R-1 or R-3 districts. The most recent draft of the ordinance allows homestay in accessory dwelling

units in all districts where homestay is permitted (i.e., R-1, R-2, and R-3) by changing the definition in Town Code § 157.008.

The discussion of FROG's centered around the need to provide additional off-street parking for residents. In that light, prohibiting FROG's by allowing only one-story accessory dwelling units may be counterproductive. The most recent draft of the ordinance eliminates the one-story limitation in the definition of accessory dwelling units and the one-story limitation on accessory structures in each of the zoning districts, §§ 157.047, 157.067, 157.087, 157.107, and 157.124.

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 6th 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 27th 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 26th meeting, the Planning Commission referred the Zoning Administrator's report on three separate density items to the Town Council for review. At the April 2nd 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 23rd meeting, the Planning Commission reviewed the items with the Zoning Administrator and directed staff to draft an accessory dwelling definition and related regulations. At the May 28th 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 157.010, 157.015, 157.041, 157.047, 157.061, 157.067, 157.081, 157.087, 157.101, 157.107, 157.121 AND 157.124 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 17th day of September, 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: September 17, 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

Highlighted Text shows changes from the version on Council's August 6 Agenda - Revised
8/27/2024

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 of inhabitable space 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.

HOMESTAY. An accessory use of a residential dwelling unit (including an Accessory Dwelling), or portion thereof, intended for short-term rental as transient lodging in exchange for a charge for the occupancy. The primary use of the dwelling unit shall remain residential.

§ 157.010 HOME OCCUPATION CERTIFICATE.

A home occupation certificate shall be required for all home business occupations and is subject to the following standards.

(A) The operation of the home occupation must be conducted entirely within the dwelling unit (not in any accessory structure, i.e. detached shed/garage, unless the accessory structure is being used as a lawful accessory dwelling unit) by the owner/occupant residing in the dwelling and shall not change the character of the dwelling unit nor exhibit any exterior evidence of nonresidential use. No outside storage shall be permitted. Commercial deliveries

and pickups of supplies associated with the home occupation shall not be made between the hours of 10:00 p.m. and 7:00 a.m. on weekdays and between the hours of 10:00 p.m. and 9:00 a.m. on Saturdays, Sundays and legal holidays. No employee or customer may come to a home occupation conducted within an accessory dwelling unit.

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]; Accessory buildings; except that a garage or other accessory structure, such as a carport, porch, or stoop, when attached to the main building, shall be considered part of the main building, subject to any property line or setback restrictions in effect at the time of construction~~

(10) Accessory dwelling, one unit per lot.

§ 157.047 HEIGHT REGULATIONS.

(A) Buildings may be erected up to 35 feet in height from the average of the finished ground level adjoining the building at all exterior walls.

(B) Public or semipublic buildings, such as a school, library, or hospital, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

(C) Spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas, and radio aerials are exempt.

(D) Parapet walls may be up to four feet above the height of the building on which the walls rest.

(E) No accessory building shall be closer than five feet to any lot line, ~~nor shall it be more than one story high. All accessory buildings shall be less than the main building in height.~~

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]; Accessory buildings, except that a garage or other accessory structure, such as a carport, porch, or stoop, when attached to the main building, shall be considered a part of the main building and shall be subject to any property line or setback restrictions in effect within the town;~~

~~(9) Accessory dwelling, one unit per lot.~~

§ 157.067 HEIGHT REGULATIONS.

(A) Buildings may be erected up to 35 feet in height from the average of the finished ground level adjoining the building at all exterior walls.

(B) Public or semipublic buildings, such as a school, library, or hospital, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

(C) Spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas, and radio aerials are exempt.

(D) Parapet walls may be up to four feet above the height of the building on which the walls rest.

(E) No accessory building shall be closer than five feet to any lot line, ~~nor shall it be more than one story high. All accessory buildings shall be less than the main building in height.~~

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]; Accessory buildings, except that a garage or other accessory structure, such as a carport, porch, or stoop, when attached to the main building, shall be subject to any property line or setback restrictions in effect within the town;~~

(12) Accessory dwelling, one unit per lot.

§ 157.087 HEIGHT REGULATIONS.

(A) Buildings may be erected up to 35 feet in height from the average of the finished ground level adjoining the building at all exterior walls.

(B) Public or semipublic buildings, such as a school, library, or hospital, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

(C) Spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas, and radio aerials are exempt.

(D) Parapet walls may be up to four feet above the height of the building on which the walls rest.

(E) ~~Accessory buildings shall not be more than one story. All accessory buildings shall be less than the main building in height.~~ [Reserved]

(F) The height limitations contained in this section may be modified as part of the approval of a special use permit or rezoning.

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]; Accessory buildings, except that a garage or other accessory structure, such as a carport, porch, or stoop, when attached to the main building, shall be subject to any property line or setback restrictions in effect at the time of approval;~~

§ 157.107 HEIGHT REGULATIONS.

(A) Buildings may be erected up to 35 feet in height from the average of the finished ground level adjoining the building at all exterior walls.

(B) Public or semipublic buildings, such as a school, library, or hospital, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet.

(C) Spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas, and radio aerials are exempt. Parapet walls may be up to four feet above the height of the building on which the walls rest.

(D) ~~No accessory structure shall be more than one story high. All accessory buildings shall be less than the main building in height.~~ [Reserved]

(E) The height limitations contained in this section may be modified as part of the approval of a special use permit or rezoning.

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.

§ 157.124 HEIGHT REGULATIONS.

Buildings may be maintained or erected up to 35 feet in height from the average of the finished ground level adjoining the building at all exterior walls; except that:

(A) A public or semipublic building, such as a school, library, or general hospital, may be erected to a height of 60 feet from grade, provided that required front, side, and rear yards shall be increased one foot for each foot in height over 35 feet;

(B) Spires, belfries, cupolas, monuments, water towers, chimneys, flues, flagpoles, television antennas, and radio aerials are exempt. Parapet walls may be up to four feet above the height of the buildings on which the walls rest; and

(C) ~~No accessory building may be more than one story tall.~~ [Reserved]

(D) The height limitations contained in this section may be modified as part of the approval of a special use permit or rezoning.

[Accessory Dwelling Unit and Accessory Structure ZTA 4881-8512-7633 v.3](#)



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

9. Regular Business	Meeting Date: September 17, 2024
9B: Request to Adopt Ordinance O-2024-05 Relating to Utility License Tax	

Attachments: a. Draft Ordinance

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt O-2024-05 to enact a 0.5% tax on gross receipts of telephone and telegram companies accruing from sales to ultimate consumers in the Town of Occoquan.

The tax was previously instituted in an unrecorded ordinance and this ordinance will serve to include the tax in the Town Code as to make it more easily accessible to companies and the public. The new code section will amend the existing § 111.43 to align it with § 58.1-3731 of the Code of Virginia.

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-2024-05 as presented."

OR

Other action Council deems appropriate.

ORDINANCE # O-2024-05

AN ORDINANCE TO ENACT A ONE-HALF OF ONE PERCENT TAX OF THE GROSS RECEIPTS OF A TELEPHONE AND TELEGRAPH COMPANY ACCRUING FROM SALES TO THE ULTIMATE CONSUMER IN THE TOWN OF OCCOQUAN, PURSUANT TO VA. CODE § 58.1-3731

WHEREAS, the Town has collected the .5% tax on gross receipts of a telephone and telegraph company accruing from sales to the ultimate consumer in the Town of Occoquan, pursuant to Va. Code § 58.1-3731; and

WHEREAS, this tax was instituted in an unrecorded ordinance; and

WHEREAS, the Town wishes for this tax to be included in the Town Code for ease of reference.

NOW, THEREFORE BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this 17th day of September 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:
Town Council Meeting
Ord. No. O-2024-05

RE: AN ORDINANCE TO ENACT A ONE-HALF OF ONE PERCENT TAX OF THE GROSS RECEIPTS OF A TELEPHONE AND TELEGRAPH COMPANY ACCRUING FROM SALES TO THE ULTIMATE CONSUMER IN THE TOWN OF OCCOQUAN PURSUANT TO VA. CODE § 58.1-3731

MOTION:
SECOND:
ACTION:

VOTES:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:

CERTIFIED COPY

Town Clerk

DRAFT

§ 111.43 LICENSE TAX ON CERTAIN PUBLIC SERVICE CORPORATIONS.

(A) In accordance with VA Code § 58.1-3731, as amended, there is hereby imposed and levied a license tax on:

(1) telephone and telegraph companies;

(2) water companies; and

(3) heat, light and power companies (except electric suppliers, gas utilities and gas suppliers as defined in § 58.1-400.2 and pipeline distribution companies as defined in § 58.1-2600).

(B) Such tax shall be at a rate of 0.5% of the gross receipts of such company accruing from sales to the ultimate consumer in the Town of Occoquan.

(C) However, in the case of telephone companies, charges for long distance telephone calls shall not be included in gross receipts for purposes of license taxation.

DRAFT



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: September 17, 2024
10A: Council Compensation Discussion	

Attachments: None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion to review Town Council compensation and seek guidance on any changes for future councils.

Background:

At the August 6, 2024, Council Meeting, staff introduced the discussion of Town Council compensation and Council deferred discussion until all members are present.

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 on average provide approximately 8 to 10 hours of work for the Town each month with the Mayor position providing approximately double, if not more, that amount.

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 (\$6,000 + 125/meeting)</i>	<i>\$1200-2400 (\$100/meeting)</i>	<i>\$1200-2400 (\$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
Quantico	578	7,296	2,700	2,700
Warsaw	1,637	Forfeit but budgeted \$10k for expenses		

Town staff believe that the current compensation for council members is too low and not in line with council compensation of other similar size or region.

In addition, town staff have found the following options for discussion in regard to basis:

- A. Per meeting compensation
- B. Flat monthly salary
- C. Annual salary (current model)

Staff Request: Staff are requesting direction on whether to propose any changes to the Council compensation for future Town Councils.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: September 17, 2024
10B: National Weather Service StormReady® Discussion	

Attachments: Staff Memo

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the Town’s certification as a National Weather Service StormReady® Community.

Background:

The National Weather Service’s (NWS) Weather-Ready Nation initiative is about building community resilience in the face of increasing vulnerability to extreme weather and water events. The devastating impacts of extreme events can be reduced through improved readiness. The StormReady® program is a partnership with emergency management and other safety officials that helps reduce risk and increases community resilience to hazards.

The program recognizes emergency management programs that meet the StormReady® guidelines, demonstrating outstanding preparedness for hazardous weather and flooding. StormReady® ensures jurisdictions have a standard level of emergency planning and communication capabilities. An effective StormReady® Program, focusing on relationships as much as the requirements, is essential for NWS to fulfill its mission of protecting life and property, and enhancing our Nation’s economy.

The Police Department and Town Staff have applied for its certification as a StormReady® Supporter. The town would be one of the first towns in Virginia to receive the certification.

If received, the town would have the following benefit through this program:

- The opportunity to review and improve our hazardous weather plans. This included improving our Special Events Hazardous Weather Plan, and our Emergency Management Test, Training, and Exercise (TT&E) Plan.
- Gain confidence and public recognition
- The Town and residents within may qualify for rate reductions in the National Flood Insurance Program (NFIP), which includes the Community Rating System (CRS)

Staff Request: None.



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
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(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
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: StormReady® Certification
DATE: 09/05/2024

Background

The National Weather Service's (NWS) Weather-Ready Nation initiative is about building community resilience in the face of increasing vulnerability to extreme weather and water events. The devastating impacts of extreme events can be reduced through improved readiness. The StormReady® program is a partnership with emergency management and other safety officials that helps reduce risk and increases community resilience to hazards.

Since the program's inception in Oklahoma in 1999, over 2,000 counties, cities, towns, universities, indigenous communities, commercial sites, government facilities and military installations have been recognized as StormReady®. The program recognizes emergency management programs that meet the StormReady® guidelines, demonstrating outstanding preparedness for hazardous weather and flooding. StormReady® ensures jurisdictions have a standard level of emergency planning and communication capabilities. An effective StormReady® Program, focusing on relationships as much as the requirements, is essential for NWS to fulfill its mission of protecting life and property, and enhancing our Nation's economy. By participating in StormReady®, emergency managers and other safety officials can earn recognition for their community (or organization) by meeting the program's guidelines.

The StormReady® Program is intended to:

- Reduce fatalities, injuries and minimize property damage through timely distribution, receipt and effective communication of hazardous weather information and warnings between the NWS, emergency managers and public
- Provide detailed and clear recommendations officials may use to establish or improve hazardous weather and flood planning, operations and public response

Member of Virginia Municipal League

- Empower Americans to make better decisions before, during, and after weather hazards through community preparedness
- Establish and maintain a strong two-way relationship between StormReady® contacts (officials) and their weather service providers (NWS for Core Partner contacts) to ensure these results are met.

StormReady® communities have made a strong commitment to implement the infrastructure and systems needed to save lives and protect property when hazardous weather and flooding strikes. StormReady® is a voluntary program that directly supports NWS' strategic vision of a "WeatherReady® Nation."

Certification

The Town of Occoquan applied and received unofficial certification as a StormReady® Supporter through meeting the StormReady® program requirements which are broken down in the following categories:

- Warning Reception
- Communication / Relay of Warning
- Hazardous Weather Response Plan
- Sheltering
- Preparedness Activities

The benefits to the Town with this certification are:

- The opportunity to review and improve our hazardous weather plans. This included improving our Special Events Hazardous Weather Plan, and our Emergency Management Test, Training, and Exercise (TT&E) Plan.
- Gain confidence and public recognition.
- The Town and its residents may qualify for rate reductions in the National Flood Insurance Program (NFIP), which includes the Community Rating System (CRS).





TOWN OF OCCOQUAN TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: September 17, 2024
10C: Planning Commission Strategic Planning Recommendations	

Attachments: a. TBD

Submitted by: Earnest W. Porta, Jr
Mayor

Explanation and Summary:

This is a discussion item to review the Town Council's feedback to the Planning Commission's Strategic Planning Recommendations.

At the April 16th meeting, the Planning Commission Chair presented the Planning Commission's Strategic Planning Recommendation Report to the Town Council. The Town Council decided to consider the recommendations and provide feedback at a later date. At the July 2nd Town Council meeting, the Town Council agreed to further review and provide individual comments and suggestions for the report and then a memo would be drafted for presentation to the Planning Commission.

Staff Request: N/A.