



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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Occoquan Town Council Town Council Meeting December 3, 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 November 6, 2024, Town Council Meeting Minutes - pg.2
 - b. Request to Adopt Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2025 - pg.7
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report - pg.10
 - b. Town Treasurer's Report - pg.33
 - c. Town Attorney's Report - pg.46
9. **Regular Business**
 - a. Request to Approve Encroachment License for 450 Mill Street - pg.48
10. **Discussion Items**
 - a. Riverwalk Extension Project Discussion - pg.55
 - b. Ellicott Street Sidewalk Discussion - pg.60
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: December 3, 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 November 6, 2024, Town Council Meeting Minutes
- b. Request to Adopt Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2025

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

Present: Mayor Earnie Porta; Councilmembers Nancy Freeborne Brinton, Cindy Fithian, and Theo Daubresse

Absent: Vice Mayor Loges and Councilmember Eliot Perkins

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; 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 7:09 p.m.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

No one spoke during citizens' time.

4. CONSENT AGENDA

- a. Request to Accept October 15, 2024, Town Council Meeting Minutes
- b. Request to Adopt Resolution of Support for Visit Occoquan MMS Participation

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

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On October 18th and 19th, he participated and helped staff the Murder Mystery in River Mill Park.
- On October 25th, he led the Halloween Parade and staffed the Haunted Maze with Councilmembers Daubresse and Fithian.
- On November 4th, he along with the Town Manager, met with a property owner regarding the Riverwalk project.

6. COUNCILMEMBER REPORTS

There were no Councilmember reports.

7. BOARDS AND COMMISSIONS

There were no Boards and Commissions reports.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

Mr. Linn added that staff met with representatives from Prince William County on the Ellicott Street Sidewalk Project as part of the Occoquan Greenway Trail Connection. Mr. Linn explained that the County did not want to move the sidewalk from the west side of Ellicott Street to the east side because of cost and loss of parking. Mr. Linn further explained that the planned sidewalk would either reduce the width of Ellicott St. or require the removal of the magnolia tree. The magnolia tree would likely be affected with any construction. The County was seeking the Town's thoughts on removing the magnolia tree as an option to reducing the width of Ellicott St. According to the County, based on the TAP Grant as written, the sidewalk/trail needs to connect with Mill Street.

Council held off on further discussion until Mr. Reese could reconnect his audio connection.

Mr. Linn added that Ms. Little is officially retiring at the end of May 2025 and that Tammy Hassett has agreed to replace Ms. Little as Events Director.

Councilmember Fithian asked if the developer at the Mill at Occoquan had received his demolition permit and if it was for the whole site.

Mr. Linn replied that the developer only applied for a demolition permit from the Town for the steel structures and they would need to get a second permit when they are ready for the rest of the buildings. He indicated that he had communicated that information to the developer.

Councilmember Daubresse asked about the Meals Tax differences between this year and last year.

Mr. Whitmoyer replied that the difference is from a number of delinquencies and would be about the same once the taxes are collected.

Mr. Reese was able to reconnect his audio. Council discussed with Mr. Reese how the Ellicott Street sidewalk will affect the Town if it is placed in such a way as to not remove the magnolia tree. This would shorten the travel lane and turn radius. There is also the option of building the sidewalk off the road and not shortening or changing the current travel lane, but this would require removal of the magnolia tree.

Council recommended staff speak with the County and VDOT again about not building a new sidewalk on Ellicott Street, but instead redirecting the trail onto the existing sidewalk along Commerce Street and Union Street thus avoiding the issues on Ellicott Street. Mayor Porta noted he will reach out to Supervisor Boddye's office and to the County DOT on the issue.

b. Town Treasurers' Report

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

Mayor Porta noted that the report covers up to September, which is about 25% (percent) of the budget for the fiscal year.

c. Town Attorney's Report

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

Mr. Crim added general remarks on ordinance enforcements. Businesses that violate zoning ordinances, fail to pay taxes, or don't have a business license can't have their license revoked. For zoning violations and failure to pay taxes the Town needs to work through the court system. A suggestion was brought up about creating a list of businesses that fail to pay taxes to be posted, which Mr. Crim indicated could be done as long as it doesn't violate FOIA. Mayor Porta and staff noted that this information is already posted in the publicly-available town agenda packets.

9. REGULAR BUSINESS

a. Request to Adopt Resolution of Appreciation for Bucky Brill

Mr. Linn noted that Bucky Brill has been with the Town for almost twenty-one (21) years and will be retiring shortly.

Councilmember Freeborne Brinton moved to adopt resolution R-2024-11 as presented.

Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Councilmember Freeborne Brinton, Councilmember Fithian, and Councilmember Daubresse

Nays: None

b. Request to Adopt Resolution Authorizing Town Manager to receive Gifts on Behalf of the Town

Councilmember Fithian moved to adopted resolution R-2024-12 as presented. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

c. Request to Appoint Members to the Architectural Review Board

Councilmember Daubresse moved to reappoint R. Lee Fitzgerald and Mary Craig as regular members on the Architectural Review Board effective immediately and extend their current terms by one year, for a term ending December 31, 2026. He further moved to reappoint Jennifer Shown as an alternate member on the Architectural Review Board effective immediately and extend her current term by one year, for a term ending December 31, 2026. He further moved to extend the term of Brenda Seefeldt on the Architectural Review Board by one year effective immediately, for a term ending December 31, 2026. He further moved to appoint Michele White as an alternate member on the Architectural Review Board to fill the currently unexpired term with an extension of one year effective immediately, for a term ending December 31, 2026. He further moved to appoint Jordan Sanders as the business representative on the Architectural Review Board to fill the currently unexpired term with an extension of one year effective immediately, for a term ending December 31, 2026. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

10. DISCUSSION ITEMS

a. Riverwalk Project Discussion

Mr. Linn noted that originally council had authorized funds from the CIP to fund preliminary engineering and design work for the Riverwalk Expansion Project. Based on that authorization, staff had requested a quote from Legacy Engineering.

Council reviewed the proposed quote and contract fees with Mr. Reese.

After discussion, Council unanimously deferred further discussion to receive more clarity on the costs and to have all members of the Council present.

11. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

Philip Auville, Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

4. Consent Agenda	Meeting Date: December 3, 2024
4B: Request to Adopt a Resolution to Set the Schedule of Regular Town Council Meetings for Calendar Year 2025	

Attachments: a. Resolution R-2024-13

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to set the Town Council meeting schedule for the 2025 calendar year. The Town Code Section 31.015, Date and Time of regular meetings, states that the Council shall meet in regular session on the first Tuesday of each month at 7:00 p.m., or at such other times as may be fixed by resolution; provided that they meet at least six times per year in accordance with Section 3.6 of the Town Charter.

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
<i>None</i>	Tuesday, January 21, 2025
Tuesday, February 4, 2025	Tuesday, February 18, 2025
Tuesday, March 4, 2025	Tuesday, March 18, 2025
Tuesday, April 1, 2025	Tuesday, April 15, 2025
Tuesday, May 6, 2025	Tuesday, May 20, 2025
Tuesday, June 3, 2025	Tuesday, June 17, 2025
Tuesday, July 1, 2025	<i>None</i>
Tuesday, August 5, 2025	<i>None</i>
Tuesday, September 2, 2025	Tuesday, September 16, 2025
Tuesday, October 7, 2025	Tuesday, October 21, 2025
Wednesday, November 5, 2025	Tuesday, November 18, 2025
Tuesday, December 9, 2025	<i>None</i>

Of note, only one meeting is scheduled for the months of January, July, August, and December. December's meeting is scheduled for the second Tuesday.

This is a request to adopt the attached Resolution R-2024-13.

Town Holidays

The Administrative Manual designates Town-observed holidays. Town offices will be closed on the following observed holidays in 2024:

January 1 st – New Year’s Day	October 13 th – Indigenous Peoples’ Day/Columbus Day
January 20 th – Martin Luther King, Jr. Day	November 4 th – Election Day
February 17 th – Presidents’ Day	November 11 th – Veterans Day
May 26 th – Memorial Day	November 27 th & 28 th – Thanksgiving Holiday
June 19 th – Juneteenth (Observed)	December 25 th – Christmas Day
July 4 th – Independence Day	December 26 th – Christmas Day Holiday
September 1 st – Labor Day	Staff Work Days: June 9 th & September 29 th

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

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

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to approve Resolution R-2024-13.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**RESOLUTION TO SET THE SCHEDULE OF
REGULAR TOWN COUNCIL MEETINGS FOR CALENDAR YEAR 2025**

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

WHEREAS, the Town Council no longer has an organizational meeting in July, and

WHEREAS, Section 3.6 of the Town Charter provides for fixing regular meetings, which shall be at least six times per year, but does not specify a method of doing so.

NOW, THEREFORE, BE IT RESOLVED that the Town Council adopts the following regular meeting schedule for calendar year 2025:

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
None	Tuesday, January 21, 2025
Tuesday, February 4, 2025	Tuesday, February 18, 2025
Tuesday, March 4, 2025	Tuesday, March 18, 2025
Tuesday, April 1, 2025	Tuesday, April 15, 2025
Tuesday, May 6, 2025	Tuesday, May 20, 2025
Tuesday, June 3, 2025	Tuesday, June 17, 2025
Tuesday, July 1, 2025	None
Tuesday, August 5, 2025	None
Tuesday, September 2, 2025	Tuesday, September 16, 2025
Tuesday, October 7, 2025	Tuesday, October 21, 2025
Wednesday, November 5, 2025	Tuesday, November 18, 2025
Tuesday, December 9, 2025	None

Adopted by the Town Council of the Town of Occoquan, Virginia this 3rd Day of December 2024.

MOTION:

**DATE: December 3, 2024
Town Council Meeting**

SECOND:

Votes

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

BY ORDER OF THE TOWN COUNCIL

Attested:

Earnest W. Porta, Jr., Mayor

Philip Auville, Town Clerk



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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: December 3, 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) - UPDATED: In April 2022, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). In January 2023, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. The awarded grant funds a study by Weston & Sampson that will evaluate the Town's stormwater and flood resilience. Ultimately, the grant will fund the creation of an actionable plan that, when implemented, will increase the town's overall resiliency and response to the impacts of climate change within the community and region. The contractor collected and analyzed data on existing stormwater systems (Best Management Practices or BMPs) in the Town. On July 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 currently closing out the project with 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. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13th, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff is currently preparing an application and a preliminary engineering report for a NEPA review of the proposed project site.
- 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. 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. The first component, dredging, was completed as of February 24, 2023. The second component, replacement of stormwater pipes near Commerce Street, was completed in August 2024. Staff has closed out the contract with the awarded contractor and requested reimbursement from DEQ in November.

➤ **Completing Riverwalk:**

- Riverwalk Extension Project: Preliminary engineering and design of the Riverwalk extension was included in the FY2025 Adopted Capital Improvements Program and staff is currently working with the Town Engineer to provide a cost estimate for those services and engaging with VDOT on the grant eligibility and expectations for the project.

➤ **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: 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. An additional streetlight, requested by PWCDOT, was installed near the crosswalk by Dominion Electric in September. 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 also approved a reduction in the speed limit to 20 mph at two sections of crosswalks on Washington Street to try to improve safety around the crosswalk locations. Staff received a VDOT permit for the installation of the speed limit signage in September and installed the reduced speed limit signage in October. Enforcement can begin starting November 27, 2024.**

- 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 met twice with the County-selected engineering firm and then the County in October to address concerns about their provided responses to the Town's comments on the 60% design plans. Town and County leadership met again in November and the Town is currently reviewing the County's proposed solution to address potential turning issues and to limit damage to the root system of the magnolia tree at the intersection of Mill and Ellicott Streets. 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:**

- Staff will continue to assess and plan landscaping improvements to town gateways as budget and resources allow.

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

- EV Charging (CFI Grant): 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 submitted the grant application 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 scheduled to configure the computers for CAD and begin training the week of December 2nd.
- StormReady® Supporter Certification - UPDATED: The Town of Occoquan received its certification as a StormReady® Supporter by meeting all the communications, safety and preparedness requirements of the StormReady® program. The benefits to the Town of this certification include: the opportunity to review and improve our hazardous weather plans, receive increased weather and storm information, gain confidence and public recognition, and the Town and its residents may qualify for rate reductions in the National Flood Insurance Program (NFIP), which includes the Community Rating System (CRS). Signage were installed at town entrances in November.

➤ **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: 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 in planning. Concurrently, staff are planning improvements to the storage space at the town dumpster to provide adequate storage for Public Works equipment in that area.

- Street and Informational Signage Updates: 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 Spring 2025.

Operating Tiers

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

- Events Personnel Planning - UPDATED: Town staff has completed a months-long planning process to assess and reorganize the Town's Events Office, and, starting May 2025, will have a new Events and Community Development Director, Tammy Hassett, succeeding current Director Julie Little as she retires from her position after 8 years with the Town. Until May 2025, Tammy will work as the Events Coordinator under Director Little and learn the ins and outs of the Director role.
- 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.

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➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program – UPDATED: The Town of Occoquan formally handed over the reins of its Virginia Main Street program to Visit Occoquan in November 2024, as Visit Occoquan applied to be a part of the 2025-2026 Mobilizing Main Street Cohort. The program is a two-year cohort composed of multiple Virginia towns and cities that provides the framework for targeted organizational development support to Exploring Main Street (EMS) communities interested in pursuing Advancing Virginia Main Street (AVMS) designation. If selected, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. The Town is awaiting a determination by December 2024.

➤ **Enhancing Revenue from Town Events Programming**

- Replacement of Artisan Market and Concerts with Firelight Nights: During the FY2025 budget process, it was decided to replace the Artisan Market in December and the summer concert series, with multiple firelight nights during the winter season in order to provide community programming and attract visitors to the commercial district during a less busy time of year, while also putting on events that required less strain on staff and Town resources. The first Firelight Night is scheduled on December 13th from 6-9 pm and will be preceded by a Seal the Deal elopement ceremony at Town Hall from 12-4 pm, provided by Prince William County's Circuit Court Clerk's Office.

➤ **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 fall in collaboration with the IT contractor.

➤ **Business Support and Development Programming**

- Continuance of Quarterly Business Meetings – UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next Town & Business Quarterly Meeting will be on January 14th, 2025 at 6 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support: 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 and has incorporated welcome information into the packets that Town staff supplies 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 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.

Development Project Updates:

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

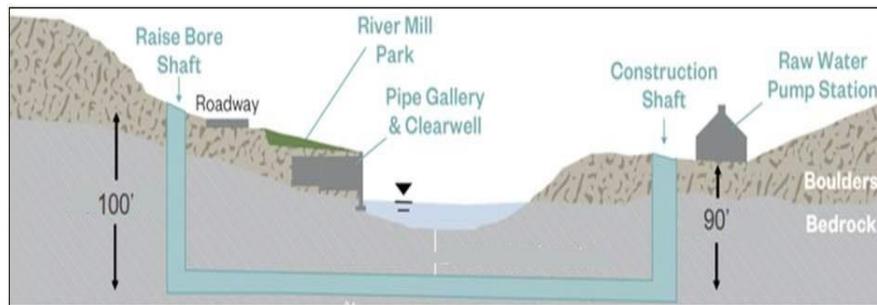
- The Mill at Occoquan: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and a new zoning permit application for demolition for the buildings on the properties. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March.
- 406 McKenzie Drive Subdivision - UPDATED: Owners of 406 McKenzie 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 and a follow up meeting was held in October to review another version of the subdivision. Town staff is awaiting submission of a new subdivision application for the updated subdivision plan.

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. In late October 2024, Fairfax Water started work on the replacement of an adjacent pipe leading into the Mill Street cul-de-sac from Fairfax Water property. The area is currently patched with temporary asphalt and will be fully milled and paved in November subject to weather. Staff has been coordinating work

with Fairfax Water on an upcoming switch over to minimize impacts on traffic and Town events. Completion of the project is expected by the 1st quarter of 2025. 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/.
- Upcoming Tax Deadlines - UPDATED: As the end of the calendar year approaches, **the Real Estate Tax deadline is December 5th, 2024.** Residents should receive notices in the mail for both taxes by late October, unless they pay real estate taxes through a mortgage company. If you have not received a tax notice, please call Town Hall at 703-491-1918 or email at info@occoquanva.gov.
- Dam Siren Testing - UPDATED: **Fairfax Water successfully conducted a dam siren test on Wednesday, November 20th, 2024 at 10 am, with no issues experienced. The next test will happen at a similar time in Fall 2025.** For more info visit: www.occoquandamsiren.com.

Treasurer Report – Supplemental Information

The October 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 October 31, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	9 months	11/19/2024; summons sent
AMAYA STUDIOS LLC	9 months	11/19/2024; summons sent
BANN THAI OLD TOWN LLC	9 months	11/19/2024; summons sent
ECOGLO DETAILING	9 months	11/19/2024; summons sent
HAVANA BOUTIQUE*	2 years	1/31/2024; preparing summons
PIN CURLS HAIR SALON	2 years, 9 months	9/16/2024; preparing summons
TALENT ACQUISITION CONCEPTS	2 years, 9 months	11/19/2024; summons sent
THE SECRET JEWELRY GARDEN	2 years, 9 months	11/19/2024; summons sent

*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
BAR J CHILI PARLOR	2 months	11/26/24
BABBANME LLC	5 months	11/4/2024; letter with penalty sent
BANN THAI*	1 month	11/26/24
BLACK MAGIC	6 months	11/8/2024; letter with penalty sent
GRIND N CREPE	2 months	11/26/24
THE SPOT ON MILL STREET	5 months	11/4/2024; letter with penalty sent
THIRD BASE	2 months	11/26/24

*Prior delinquency paid with court case continuing on 12/5/24

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	7 years, 10 months	7/29/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	5 years, 10 months	7/29/2024	103 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	10 months	7/29/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	10 months	7/29/2024	209 WASHINGTON ST

Meals Tax by Fiscal Year			
Month	FY23	FY24	FY25
July	28,956	31,391	30,347
August	27,894	31,014	29,780
September	25,730	27,123	26,275
October	24,180	24,872	22,160

Engineering

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 submitted CFI application on 9/11/24; charging stations installed by Greenspot on 8/16/24.

Mill at Occoquan - no change from last report: Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24. 10/24/24 the applicant to be notified that additional demolition permits are needed for the removal of additional structures.

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 update meeting with consultant (AMT) held 10/17/24 to discuss Town preferences and address concerns about sidewalk at Ellicott and Mill. Meeting with PWC and AMT held on 10/31/24. Project construction tentatively scheduled for FY2026. Discussion held 11/22/24 (with Town Manager, Mayor, and PWCDOT leadership) working on alternative areas for connection; PWC proposal currently under review by staff and Council.

Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	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. Met Applicant 10/24/24 with possible layout for 5 lots. Plan still under review.

Zoning and Code Enforcement

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 November 1 to November 30, 2024:

	Zoning Application #	Property Address	Activity
1	IAP2024-013	422 Overlook Dr	Remodel Kitchen and Master Bathroom
2	TZP2024-044	402 McKenzie Dr	Increase Ceiling Height, New Roof, Interior Renovation, and New Two-Story Addition.

A. The following is a list of **zoning modification requests** from November 1 to November 30, 2024:

	Zoning Application #	Property Address	Activity
1			

B. The following is a list of **new violation letters** from November 1 to November 30, 2024:

	Property Address	Violation #	Violation	Town Action
1				

C. The following is a list of **active/previous violations** from November 1 to November 30, 2024:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	Signage	Referred to Town Attorney on 12/4/23; Case continued to 12/5/24
2	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; Referred to Town Attorney on 11/21/24
3	199 Union Street	OCV-2024-018	Signage	Courtesy notice sent on 10/21/24; NOV sent on 10/31/24; abated 11/13/24

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 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.

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.

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 assisted the PW department in hanging Christmas decorations within the Historic District. SOD Officers continue to support the Town events such as the Christmas Tree Lighting event with specialized capabilities keeping the events safe for everyone who comes to participate.

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

Patrol and Enforcement Activities:

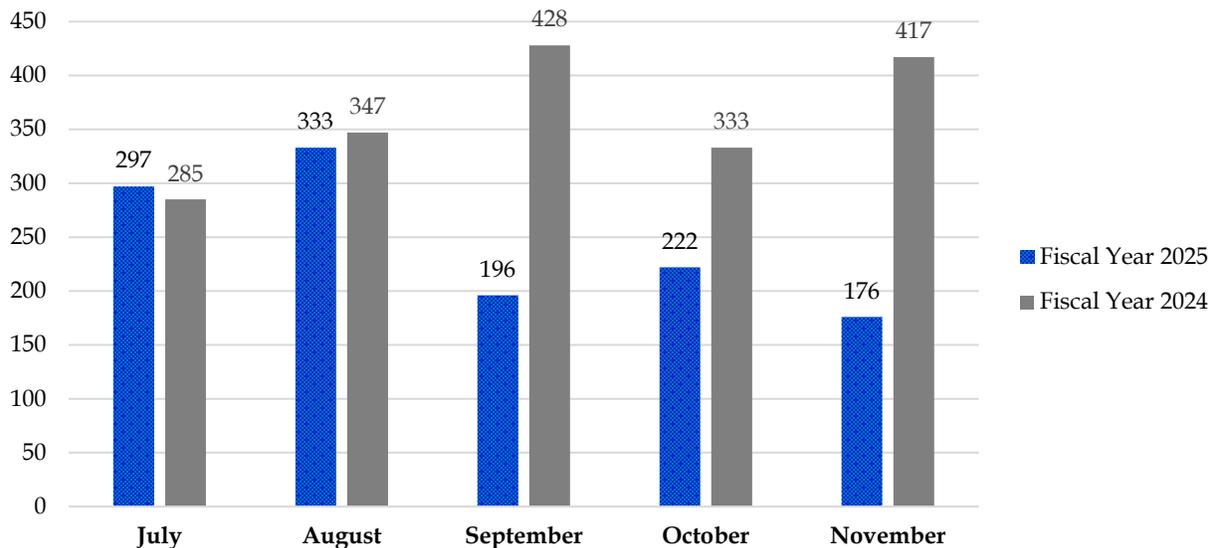
As of November 25th, for the month of November, Town police had 111 calls for service including:

<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarms	2	Illegal Fishing	2
Animal Calls	2	Larceny / Theft	5
Arrests (Other Misdemeanor)	1	Missing Person	1
Assault & Battery	1	Other/Services	29
Disabled Vehicles/Motorist Assist	7	Parking Complaints	1
Disorderly	1	Reckless Driving/Road Rage	1
Destruction of Property	1	Roadway Obstruction	3
Domestic in Progress	3	Suicide/Attempted Suicide	1
Drug Overdose	1	Suspicious Calls	13
DUI Arrest	1	Traffic Control	2
Emotionally Disturbed Person	2	Trespassing	5
Emergency Protective Order	1	Vehicle Crash	8
Fight in Progress	1	Warrant Arrest	1
Firearm Violations	1	Warrant Service	2
Found/Lost Property	4	Welfare Checks	8
			104

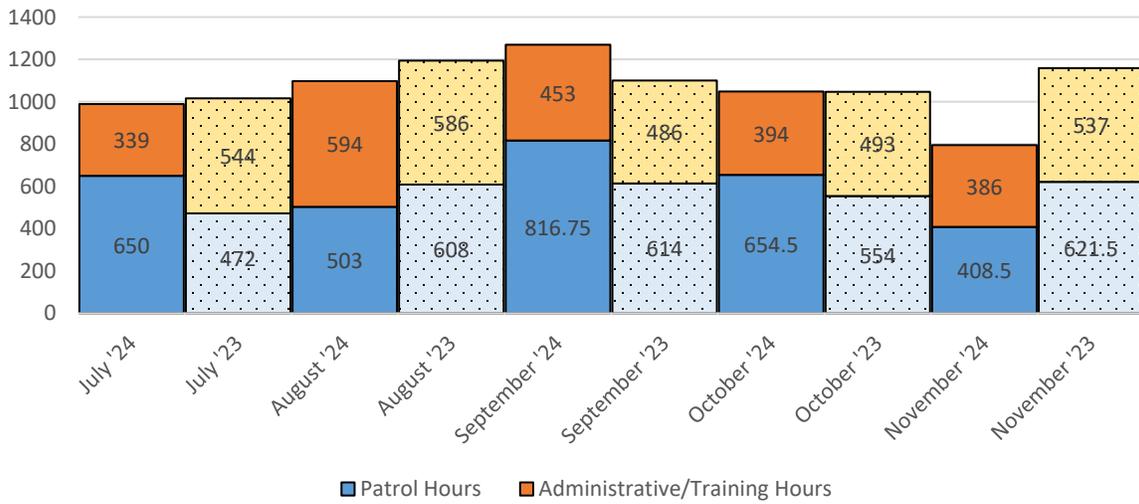
Town police made 3 custodial arrests, issued 176 traffic summonses, 15 parking violations, and 68 warnings.

Officers also engaged in 266 business checks and 249 park checks during the month of November.

Traffic Summonses FYTD (GRAPH)



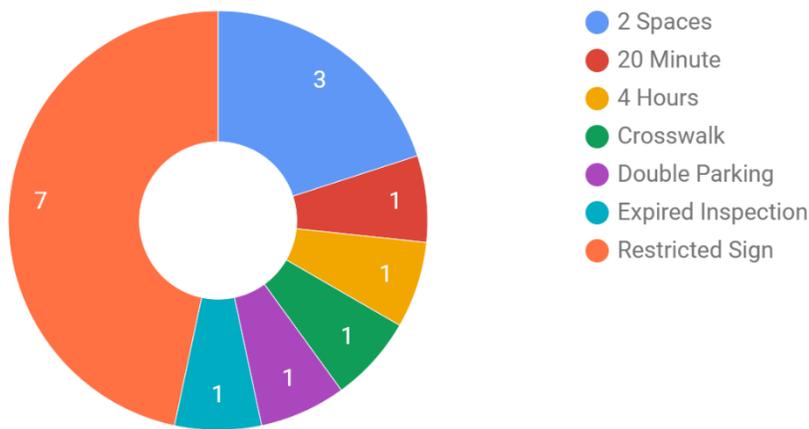
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	125	8
August	79	3
September	44	5
October	61	1
November	15	0

Occoquan VA - Tickets By Violation (Month To Date)



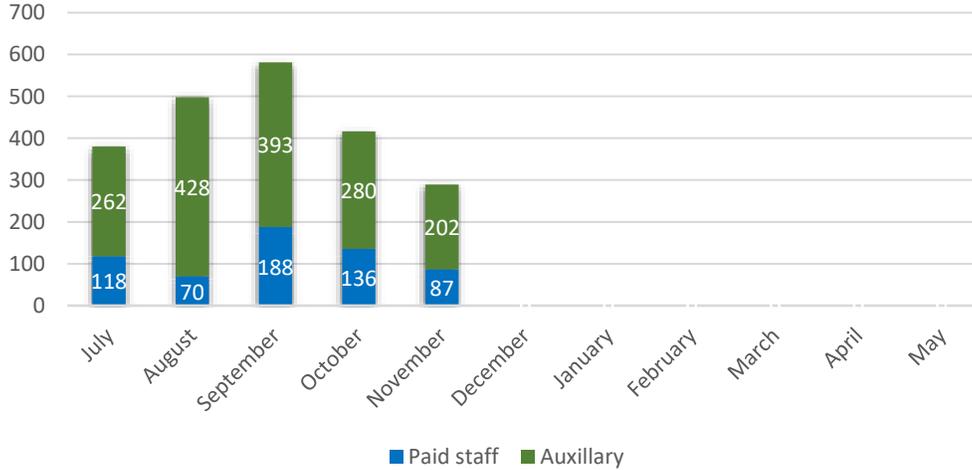
Data as of 11/25/2024, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 1,865 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
September	24	0	28	28	9
October	0	0	0	0	0
November	0	0	0	0	0
FY Total	94	0	40	52	14
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	0	0		0	0
October	0	2		0	0
November	0	0		0	0
FY Total	0	2		0	0
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	140	0		3	1

August	280	0		2	0
September	120	0		1	0
October	16	0		1	0
November	104	0		1	0
FY Total	660	0		8	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 (November 2024)

- Prepared for and supported the Annual Tree Lighting and Fire Pits.
- With assistance from OPD and a contractor, installed holiday decorations on Town properties and gaslights and mounted snowflakes and wreaths on utility poles around town
- Held a goodbye lunch for outgoing maintenance supervisor, Bucky Brill, after over 20 years of service to the community.

Special Public Works Projects

Projects In-Progress: 5 Projects Completed: 9

Below is an updated list of maintenance activities with statuses updated as of November 27, 2024:

Project	Status	Completion Date	Notes
Building Maintenance			
Town Hall Kitchen Improvements	In progress		Winter 2024
Craft Show and Events Support			
Tree Lighting Prep	Completed	11/22/24	
Tree Lighting Support	Completed	11/23/24	
Holiday			
Holiday Décor Inventory and Procurement	Completed	11/8/24	New ornaments for TH tree, new snowflakes for utility poles, new lights and bows for gaslights and Town properties
Contractor Town Hall Tree Decorating	Completed	11/11/24	
Wreath/Snowflake Install	Completed	11/11/24	
Contractor Trees and Parks Decorating	Completed	11/12/24	
Town Property Decorating	Completed	11/26/24	
Gaslight Decorating	Completed	11/26/24	
Landscaping			
Seed and aerate town parks	Not started		TBD
Improvements at Tanyard Hill and Old Bridge Entrance	Paused		Incorporate into 2025 planning
Spring Annual and Perennial Plantings	Not started		Spring 2025
Park Maintenance			
Powerwash Gaslight Landing Riverwalk	Paused		Spring 2025
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning

Project	Status	Completion Date	Notes
Town Dock Repairs	In progress		Boards replaced; inspecting pedestals
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		Planning refuse storage; improving storage area at town dumpster – OPD Joint Project
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		TBD
Curb and Striping Review and Painting	Not started		Spring 2025
Install StormReady Signage and New Post at Washington Entrance	Completed	11/8/24	

Brick Installation and Maintenance Projects

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

Location	Status	Notes
RMP Memorial Bricks	In progress	Winter 2024

Events and Community Development

Shop, Dine, & Win! Contest

November 23 - December 15

Shop and dine at your favorite Occoquan businesses for a chance to win \$100 in Occoquan business gift cards! Over \$1,500 in gift cards to specific Occoquan businesses will be awarded.

Shop Small Weekend

November 29 - December 1

Get a jump on (or finish up) your holiday shopping at the best #shopsmall boutiques and retailers in the area! Occoquan merchants will have unique offerings of home decor, clothing, gourmet food, fine art, beauty, chocolates, jewelry, stationery, and of course gifts for all ages.

Letters to Santa

November 23 - December 15

Drop your letter to Santa in our special North Pole mailboxes at Town Hall (314 Mill St, Occoquan, VA) or Tiny Supply Co. (125 Mill St, Occoquan, VA). If you include a return address, Santa will send a personalized letter back!

Sing-A-Long with Santa

Saturday, December 7 at 11:00am

River Mill Park

Join us for a festive sing-a-long with Santa's favorite kids (that's you!). First, Santa arrives by boat at 10:30 am where visitors can wave him in from the town dock. From there, he and his friends will parade down Mill Street to River Mill Park for singing and merriment.

Seal-the-Deal Holiday Elopements

Friday, December 13 from 12-4pm

Occoquan Town Hall - 314 Mill Street, Occoquan, VA

Looking for a quick elopement in a charming, twinkly, small town atmosphere? The PWC Circuit Court will be in Occoquan to perform nuptials at Occoquan Town Hall, as part of their "Seal the Deal!" program.

Marriage ceremonies will be scheduled every 15 minutes and held inside Town Hall. There is a court fee for this service and ceremonies must be scheduled in advance. Call 703-792-6015 to schedule your ceremony! Couples will receive a complimentary swag bag, provided by the PW Circuit Court. [Learn more.](#)

Firelight Night

Friday, December 13 from 6-9pm

Mill House Museum - 413 Mill Street, Occoquan, VA

Bundle up, grab some friends, and hang under the stars in historic Occoquan! Join us at the Mill Street cul-de-sac in front of the Mill House Museum. In addition to fire pits, we will have beer, wine and cocktails, hot drinks, s'mores kits, and snacks available for purchase. Local favorite, Cobb Ervin will be on deck performing for the evening.

Admission is FREE! Bench seating will be available, but we encourage you to bring camp chairs if you prefer more comfortable seating.

Firelight Nights in 2025:

January 17, 2025, 6-9pm

February 14, 2025, 6-9pm

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF OCTOBER 2024

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 10/31/24 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000		\$ 100,000
Prepaid Items	\$ -		\$ -
Restricted:			
E-Summons Fund	\$ 49,124	\$ 397	\$ 49,521
Assigned:			
Events Fund	\$ -	\$ 72,717	\$ 72,717
CIP Fund	\$ 436,006	\$ (29,678)	\$ 406,328
Public Safety 599 Grant Fund	\$ 24,235	\$ 7,093	\$ 31,328
Mamie Davis Park Fund	\$ 7,090	\$ 895	\$ 7,985
PEG Fund	\$ 2,111	\$ -	\$ 2,111
Subtotal Assigned:	\$ 469,442	\$ 51,028	\$ 520,470
Unassigned:			
Operating Reserves	\$ 200,000		\$ 200,000
Other Unassigned	\$ 449,455	\$ (89,802)	\$ 359,653
Subtotal Unassigned:	\$ 649,455	\$ (89,802)	\$ 559,653
Total Fund Balance:	\$ 1,268,021	\$ (38,377)	\$ 1,229,644

Town of Occoquan

Budget vs. Actuals

July - October, 2024

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES			0	
40010 Real Estate	25,907	304,351	(278,444)	8.51%
40020 Meals Tax	108,561	333,812	(225,251)	32.52%
40030 Sales Tax	16,060	48,000	(31,940)	33.46%
40040 Utility Tax	11,393	36,500	(25,107)	31.21%
40050 Communications Tax	10,151	33,000	(22,849)	30.76%
40060 Transient Occupancy Tax	17,809	46,500	(28,691)	38.30%
40070 Peer-to-Peer Vehicle Tax		6,600	(6,600)	0.00%
Total 40000 TAXES	\$ 189,881	\$ 808,763	\$ (618,882)	23.48%
41000 FEES/LICENSES		2,500	(2,500)	0.00%
41010 Vehicle License	3,740	11,000	(7,261)	34.00%
41020 Business Licenses	2,128	90,402	(88,275)	2.35%
41025 Business License Fee	420	4,260	(3,840)	9.86%
Total 41020 Business Licenses	\$ 2,548	\$ 94,662	\$ (92,115)	2.69%
41030 Late Fees	572	1,500	(928)	38.11%
41040 FINES (PUBLIC SAFETY)	129,886	375,000	(245,114)	34.64%
41100 Administrative Fees	3,063	8,500	(5,437)	36.04%
41120 Service Revenue - Eng	2,833	14,000	(11,168)	20.23%
41130 Service Revenue - Legal		5,000	(5,000)	0.00%
41140 Service Revenue - Other		600	(600)	0.00%
41160 Convenience Fees	248		248	
Total 41000 FEES/LICENSES	\$ 142,889	\$ 512,762	\$ (369,873)	27.87%
42000 GRANTS	1,234		1,234	
42021 NHSTA (DMV)		16,000	(16,000)	0.00%
42100 Alcohol	3,117		3,117	
42101 Pedestrian	1,305		1,305	
42102 Speed	7,237		7,237	
Total 42021 NHSTA (DMV)	\$ 11,660	\$ 16,000	\$ (4,340)	72.87%
42110 Virginia DCJS			0	
42020 HB 599	7,093	27,678	(20,585)	25.63%
Total 42110 Virginia DCJS	\$ 7,093	\$ 27,678	\$ (20,585)	25.63%
42130 DEQ			0	
42010 LITTER		1,329	(1,329)	0.00%
Total 42130 DEQ	\$ -	\$ 1,329	\$ (1,329)	0.00%
Total 42000 GRANTS	\$ 19,987	\$ 45,007	\$ (25,020)	44.41%
43000 RENTALS			0	
43020 River Mill Park	500	4,000	(3,500)	12.50%
43030 Mamie Davis Park Rental	1,000	3,000	(2,000)	33.33%
43040 200 Mill Street Lease	(5,919)	7,727	(13,645)	-76.60%

Total 43000 RENTALS	\$	(4,419)	\$	14,727	\$	(19,145)		-30.01%
44000 OTHER								0
44005 Insurance Proceeds		8,348				8,348		
44010 General Fund Interest		11,485		25,000		(13,515)		45.94%
44040 Bricks Revenue				300		(300)		0.00%
44060 Other		2,048		1,700		348		120.47%
Total 44000 OTHER	\$	21,881	\$	27,000	\$	(5,119)		81.04%
Total Income	\$	370,218	\$	1,408,258	\$	(1,038,040)		26.29%
Gross Profit	\$	370,218	\$	1,408,258	\$	(1,038,040)		26.29%
60095 VRS Employer Contrib		8,076		40,610		(32,534)		19.89%
60480 Facility Security Services				500		(500)		0.00%
60870 IT Support Services		5,806		9,300		(3,495)		62.42%
61250 Uniforms		4,296		6,350		(2,054)		67.66%
61640 Postal Machine Rental		145				145		
62040 Landscaping		7,428		27,001		(19,573)		27.51%
62410 Insurance		39,491		43,500		(4,009)		90.78%
62840 Postage - Newsletter		865		2,700		(1,835)		32.03%
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	\$	26,742	\$	47,650	\$	(20,908)		56.12%
Total 64400 SEASONAL	\$	5,770	\$	13,000	\$	(7,230)		44.38%
64700 FACILITIES EXPENSE								0
Total 64800 TOWN HALL	\$	3,347	\$	11,344	\$	(7,997)		29.50%
Total 65200 MILL HOUSE MUSEUM	\$	11,436	\$	6,500	\$	4,936		175.94%
Total 66000 ANNEX / MAINTENANCE YARD	\$	1,201	\$	3,350	\$	(2,149)		35.86%
Total 66800 RIVER MILL PARK & FACIL	\$	5,154	\$	18,154	\$	(13,000)		28.39%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$	1,213	\$	2,900	\$	(1,687)		41.84%
Total 67800 OCCOQUAN RIVER	\$	-	\$	2,500	\$	(2,500)		0.00%
Total 68000 FURNACE BRANCH PARK	\$	-	\$	500	\$	(500)		0.00%
Total 68400* STREETS AND SIDEWALKS	\$	1,603	\$	2,500	\$	(897)		64.11%
Total 68800 HISTORIC DISTRICT	\$	8,625	\$	13,600	\$	(4,975)		63.42%
Total 64700 FACILITIES EXPENSE	\$	32,580	\$	61,347	\$	(28,768)		53.11%
68900 PUBLIC ART PROGRAM								0
68910 Mural Installation				2,500		(2,500)		0.00%
Total 68900 PUBLIC ART PROGRAM	\$	-	\$	2,500	\$	(2,500)		0.00%
Total Expenses	\$	452,927	\$	1,408,258	\$	(955,331)		32.16%
Net Operating Income	\$	(82,709)	\$	(0)	\$	(82,709)		
Net Income	\$	(82,709)	\$	(0)	\$	(82,709)		

CIP FUND

	Actual	Annual Budget	over Budget	% of Budget				
Income								
42000 GRANTS		935,025	(935,025)	0.00%				
42050 DOJ BVP		3,000	(3,000)	0.00%				
42130 DEQ	350		350					
Total 42000 GRANTS	\$	350	\$	938,025	\$	(937,675)		0.04%

Total Income	\$	350	\$	938,025	\$	(937,675)		0.04%
Gross Profit	\$	350	\$	938,025	\$	(937,675)		0.04%
Expenses								
Total Expenses					\$	-		
Net Operating Income	\$	350	\$	938,025	\$	(937,675)		0.04%
Other Expenses								
70000 CIP EXPENSE						0		
70001 Streetscape		192						
70005 Building Improvements		9,477		12,200		(2,723)		77.68%
70006 Stormwater Management				1,150,031		(1,150,031)		0.00%
70014 Timed Parking Equipment				5,500		(5,500)		0.00%
70018 Snow Removal Equipment				7,300		(7,300)		0.00%
72006 Riverwalk Improvements		6,055		110,000		(103,945)		5.50%
74001 Vehicles & Equipment		10,664		53,000		(42,336)		20.12%
74003 Body Armor				6,000		(6,000)		0.00%
76001 Computer Upgrades		3,640		3,000		640		121.33%
76006 Records Management Syst				27,000		(27,000)		0.00%
Total 70000 CIP EXPENSE	\$	30,028	\$	1,374,031	\$	(1,344,003)		2.19%
Total Other Expenses	\$	30,028	\$	1,374,031	\$	(1,344,003)		2.19%
Net Other Income	\$	(30,028)	\$	(1,374,031)	\$	1,344,003		2.19%
Net Income	\$	(29,678)	\$	(436,006)	\$	406,328		6.81%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
41000 FEES/LICENSES			0	
41040 FINES (PUBLIC SAFETY)			0	
41170 E-Summons	3,656	15,250	(11,594)	23.97%
Total 41040 FINES (PUBLIC SAFETY)	\$ 3,656	\$ 15,250	\$ (11,594)	23.97%
Total 41000 FEES/LICENSES	\$ 3,656	\$ 15,250	\$ (11,594)	23.97%
Total Income	\$ 3,656	\$ 15,250	\$ (11,594)	23.97%
Gross Profit	\$ 3,656	\$ 15,250	\$ (11,594)	23.97%
Expenses				
60800 INFORMATION TECH SERV			0	
60860 Hardware/Software & Maintenance	\$ 3,259	5,600	(2,341)	58.19%
Total 60800 INFORMATION TECH SERV	\$ 3,259	\$ 5,600	\$ (2,341)	58.19%
61200 MATERIALS AND SUPPLIES			0	
61220 Operational supplies	\$ -	1,600	(1,600)	0.00%
Total 61200 MATERIALS AND SUPPLIES	\$ -	\$ 1,600	\$ (1,600)	0.00%
Total Expenses	\$ 3,259	\$ 7,200	\$ (3,941)	45.26%
Net Operating Income	\$ 397	\$ 8,050	\$ (7,653)	4.93%
Net Income	\$ 397	\$ 8,050	\$ (7,653)	4.93%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
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Income

41000 FEES/LICENSES				0
41160 Convenience Fees	1,751	4,550	(2,799)	38.49%
Total 41000 FEES/LICENSES	\$ 1,751	\$ 4,550	\$ (2,799)	38.49%
42000 GRANTS		10,000	(10,000)	0.00%
44000 OTHER		0	0	
44040 Bricks Revenue	170	1,575	(1,405)	10.79%
44060 Other		4,260	(4,260)	0.00%
Total 44000 OTHER	\$ 170	\$ 5,835	\$ (5,665)	2.91%
47000 EVENTS REVENUE				0
47010 Sponsorships	7,668	34,000	(26,332)	22.55%
47020 Booth Rentals	110,466	166,000	(55,534)	66.55%
47021 Ticket Sales	60	2,525	(2,465)	2.38%
47023 Community Events	12,139	16,750	(4,611)	72.47%
Total 47021 Ticket Sales	\$ 12,199	\$ 19,275	\$ (7,076)	63.29%
47030 Shuttle Fees	34,313	60,500	(26,187)	56.72%
47040 Parking Space Sales	5,550	10,500	(4,950)	52.86%
47060 Merchandise		1,125	(1,125)	0.00%
47105 Revenue Share Agreements		1,500	(1,500)	0.00%
Total 47000 EVENTS REVENUE	\$ 170,196	\$ 292,900	\$ (122,704)	58.11%
Total Income	\$ 172,117	\$ 313,285	\$ (141,168)	54.94%
Gross Profit	\$ 172,117	\$ 313,285	\$ (141,168)	54.94%
Expenses				
Total 60000 PERSONNEL SERVICES	\$ 24,451	\$ 98,371	\$ (73,920)	24.86%
Total 60400 PROFESSIONAL SERVICES	\$ 3,884	\$ 5,050	\$ (1,167)	76.90%
Total 60800 INFORMATION TECH SERV	\$ 450	\$ 390	\$ 60	115.29%
Total 61200 MATERIALS AND SUPPLIES	\$ 5,249	\$ 13,545	\$ (8,296)	38.75%
Total 62000 CONTRACTS	\$ 39,707	\$ 75,100	\$ (35,393)	52.87%
Total 63200 ADVERTISING	\$ 15,744	\$ 32,500	\$ (16,756)	48.44%
64700 FACILITIES EXPENSE				0
Total 66800 RIVER MILL PARK & FACIL	\$ 369	\$ 850	(481)	43.41%
Total 64700 FACILITIES EXPENSE	\$ 369	\$ 850	\$ (481)	43.41%
Total 69200 SPECIAL EVENTS	\$ 9,547	\$ 12,920	\$ (3,373)	73.89%
Total Expenses	\$ 99,400	\$ 238,726	\$ (139,326)	41.64%
Net Operating Income	\$ 72,717	\$ 74,559	\$ (1,842)	97.53%
Net Income	\$ 72,717	\$ 74,559	\$ (1,842)	97.53%

MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
Income				
44000 OTHER				
44030 Mamie Davis Park Interest	895	256	639	349.63%
Total 44000 OTHER	\$ 895	\$ 256	\$ 639	349.63%
Total Income	\$ 895	\$ 256	\$ 639	349.63%
Gross Profit	\$ 895	\$ 256	\$ 639	349.63%
Expenses				

Total Expenses				\$ -
Net Operating Income	\$ 895	\$ 256	\$ 639	349.63%
Net Income	\$ 895	\$ 256	\$ 639	349.63%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$ (38,377)	(353,141)	314,763	0

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

	Total		
	As of Oct 31, 2024	As of Oct 31, 2023 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	75	0
10022 Checking Account 0058	229,141	92,986	136,154
10024 Money Market 4220	201,460	150,186	51,273
10029 Checking Account 3126 (deleted)	0	16,547	(16,547)
10034 VIP - Investment Pool	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	613,857	461,170	152,687
Total 10034 VIP - Investment Pool	\$ 613,857	\$ 461,170	\$ 152,687
10082 Mamie Davis Savings 4201	3,600	2,176	1,424
10083 Mamie Davis CD	100,000	100,000	0
Total Bank Accounts	\$ 1,148,232	\$ 823,240	\$ 324,992
Accounts Receivable			
10180 Accounts Receivable	179,961	378,352	(198,391)
Total Accounts Receivable	\$ 179,961	\$ 378,352	\$ (198,391)
Other Current Assets			
14990 Undeposited Funds	8,781	9,393	(612)
Total Other Current Assets	\$ 8,781	\$ 9,393	\$ (612)
Total Current Assets	\$ 1,336,974	\$ 1,210,985	\$ 125,988
TOTAL ASSETS	\$ 1,336,974	\$ 1,210,985	\$ 125,988
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	80,707	83,714	(3,007)
Total Accounts Payable	\$ 80,707	\$ 83,714	\$ (3,007)
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	1,397	0	1,397
22020 Home Depot	0	407	(407)
22030 Lowe's Proservices	704	258	446
22040 United Bank Credit Cards	6,097	9,070	(2,972)
Total 22000 Credit Cards	\$ 8,198	\$ 9,735	\$ (1,536)
Total Credit Cards	\$ 8,198	\$ 9,735	\$ (1,536)
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	8,525		8,525

20960 Unearned Other Revenue			0
20970 Unearned Rental	775	750	25
20973 Unearned SLFRF Revenue	0	579,176	(579,176)
Total 20960 Unearned Other Revenue	\$ 775	\$ 579,926	\$ (579,151)
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	(898)	898
Total 21200 Payroll Liabilities	\$ 0	\$ (898)	\$ 898
Total Other Current Liabilities	\$ 18,425	\$ 582,140	\$ (563,715)
Total Current Liabilities	\$ 107,330	\$ 675,589	\$ (568,259)
Total Liabilities	\$ 107,330	\$ 675,589	\$ (568,259)
Equity			
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	449,455	44,804	404,651
Total 31500 Unassigned	\$ 649,455	\$ 244,804	\$ 404,651
32000 Retained Earnings	0	0	0
Net Income	(38,377)	16,399	(54,777)
Total Equity	\$ 1,229,644	\$ 535,397	\$ 694,247
TOTAL LIABILITIES AND EQUITY	\$ 1,336,974	\$ 1,210,985	\$ 125,988

Monday, Nov 25, 2024 01:40:57 PM GMT-8 - Accrual Basis

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2025-00682	1521 COLONIAL DR	replace furnace and ac 60,000btu 2 ton LIKE FOR LIKE	Gas	Issued	C - Alteration/Repair	10/30/2024	
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 - MANDATORY THIRD PARTY INSPECTIONS FOR PUSH PIERS MANAGED BY CIB	Building	Issued	R - Alteration/Repair	10/10/2024	
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	NON STRUCTURAL A/R - KITCHEN REMODEL ON SECOND FLOOR	Building	Issued	R - Alteration/Repair	11/12/2024	
PLB2025-01051	264 GASLIGHT LANDING CT	NON STRUCTURAL A/R - KITCHEN REMODEL ON SECOND FLOOR	Plumbing	Issued	R - Alteration/Repair	11/12/2024	
BLD2024-04194	404 MCKENZIE DR	home demolition	Building	Issued	Demolition	04/07/2024	
BLD2025-00025	126 MILL ST	INSTALLATION OF TWO (2) 16X20 SUNSHADES ON 6"X6" PRESSURE TREATED POSTS.	Building	Pending	C - Accessory Structure		
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
GAS2024-01446	126 MILL ST	TEMPLATE - Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Gas	Issued	C - Alteration/Repair	04/03/2024	
UGS2024-00180	126 MILL ST	Set (1) 120 gallon AG propane tank and run gas lines to stubout for food service trailer	Storage Tanks	Issued	C - Alteration/Repair	04/03/2024	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
GAS2025-00431	301 MILL ST	Remove existing smoke pipe T above water heater and connect straight run. Cap 1/2" gas line for upstairs fireplace. No new gas work.	Gas	Finalized	C - Alteration/Repair	09/16/2024	10/03/2024
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		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	
BLD2025-00513	1415 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 7.31 kW. Addition of 2 0-30A circuits.	Building	Finalized	R - Alteration/Repair	08/14/2024	10/09/2024
ELE2025-00710	1415 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 7.31 kW. Addition of 2 0-30A circuits.	Electrical	Finalized	R - Alteration/Repair	08/14/2024	10/21/2024
MEC2025-00020	404 OVERLOOK DR	LIKE FOR LIKE REPLACEMENT OF ELECTRIC HEAT PUMP. INDOOR + OUTDOOR WORK.	Mechanical	Issued	C - Alteration/Repair	07/09/2024	
BLD2025-02629	422 OVERLOOK DR	Condo Townhouse, Zoned Commercial Interior alterations only Non-Structural Remodel kitchen, master bathroom, and new flooring	Building	Pending	C - Alteration/Repair		
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	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2024-06310	92 WASHINGTON ST	22x10 Deck AND REPLACING A WINDOW WITH A SLIDING DOOR - NO STRUCTURAL MODIFICATIONS - UTILIZING EXISTING HEADER	Building	Finaled	R - Addition	06/13/2024	10/24/2024
ELE2025-00288	92 WASHINGTON ST	22x10 Deck AND REPLACING A WINDOW WITH A SLIDING DOOR	Electrical	Finaled	R - Addition	07/24/2024	10/24/2024
MEC2025-00386	92 WASHINGTON ST	*BLD2024-06310 LINKED* We are extending the gas furnace's PVC flue pipe 4 feet.	Mechanical	Finaled	R - Alteration/Repair	09/11/2024	10/24/2024
ELE2025-01607	204 WEST LOCUST ST	Replacing an electrical panel	Electrical	Finaled	R - Alteration/Repair	09/27/2024	10/17/2024

Development Project

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 11/11/2024

**Counts business days only.*

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

Total Number of Cases for : 0

Total Number of Addresses Affected:

Total Number of Violations Issued: 0

Total Number of Cases Closed : 0

Total Number Cases Closed with No Violation: 0

Total Number of Cases Still Open: 0

Total Number of Open Cases with Violations: 0

Average Number of Business Days Cases are Open This Town:

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

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

Total Business Days of Pending Activities for this Town:

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 11/11/2024

**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 December 3, 2024, Council Meeting
Date: November 25, 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 October 29, 2024:

1. Approved a resolution for accepting gifts and grants to the Town.
2. Assisted with responses to multiple FOIA requests.
3. Pursued enforcement of sign ordinance violations.
4. Provided form for Treasurer's Summons.
5. Advised staff as to preparation of encroachment license for 450 Mill St.
6. Advised as to tax enforcement matters.
7. Reviewed the staff's revisions to Title IX of Town Code; prepared edits and comments.
8. Advised staff as to new ADA regulations applicable to public websites.

Memorandum

To: Mayor and Council, Town of Occoquan
Thru: Adam Linn, Town Manager
From: Martin Crim, Town Attorney
Re: Frequently Asked Questions on Ordinance Enforcement Options
Date: November 15, 2024

NOT CONFIDENTIAL

This memorandum answers some frequently asked questions about the Town's options for enforcing its ordinances.

1. *Can we revoke a business license of a business that violates a Town ordinance?* Answer: Although termed a "license," the business and professional license is a taxation measure rather than a license that can be effectively revoked. The penalty for operating without a business license is only a monetary penalty based on the taxes that should have been paid. In order to padlock a business or seize its assets, the Town would need a court order, which would only be forthcoming if such a drastic step was authorized by statute.
2. *Can we address a violation without a court order?* When authorized by state code or Town ordinance, the Town can take steps to abate nuisances, remove obstructions to traffic, and collect debts. (A "nuisance" in the legal sense is an act, omission, or use of property that is hurtful to health, tranquility, or morals, or outrages the decency of the community.) Without specific authority allowing direct action, however, the Town needs to enforce its ordinance via court order.
3. *Can we publish a list of delinquent taxpayers?* Yes, the Town can publish a list of delinquent taxpayers as long as it does not publish confidential information about tax assessments such as gross receipts, personal property value, or the like.
4. *Can we shorten the appeal period for zoning violations?* Yes, for some zoning violations. The Town can shorten the time to appeal a notice of zoning violation from 30 days to as short as 10 days for a "violation involving temporary or seasonal commercial uses, parking of commercial trucks in residential zoning districts, maximum occupancy limitations of a residential dwelling unit, or similar short-term, recurring violations." Va. Code § 15.2-2286 (4).
5. *How can the Town collect unpaid taxes?* When a business collects meals taxes from patrons but fails to remit them, or when a taxpayer fails to pay taxes in full when due, the Town has a range of options for collection. One of the most flexible, quick, and efficient methods is a third-party lien, which can be used to collect taxes or other charges due to the Town by notifying a bank or other creditor to pay the Town instead of the taxpayer.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Regular Business	Meeting Date: December 3, 2024
9A: Request to Approve Encroachment License for 450 Mill Street	

Attachments: a. Draft Encroachment License

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve an encroachment license for Poppo, LLC the owner of the property at 450 Mill Street. The owner will be constructing a concrete patio for a food service window and maintaining an existing brick walk, stone steps and wood steps on the property, of which approximately 370 square feet are encroaching onto Town property at 458 Mill Street (GPIN 8393-65-2114).

Staff Recommendation: Recommend approval of the attached encroachment license as presented.

Proposed/Suggested Motion:

"I move to adopt the encroachment license as presented."

OR

Other action Council deems appropriate.

Prepared by and return to:
Martin Crim, VSB 33385
Sands Anderson PC
10432 Balls Ford Road
Suite 300
Manassas, VA 20109

TAX EXEMPT PER VA. CODE § 58.1-811 D.

ENCROACHMENT LICENSE

450 Mill Street

THIS ENCROACHMENT LICENSE (the “License”) made on this ____ day of _____, 20__, (“Effective Date”) by and between the TOWN OF OCCOQUAN, a municipal corporation of the Commonwealth of Virginia (the “Town”), GRANTOR, and Poppo, LLC (the “Licensee”), GRANTEE, (each a “Party”, and collectively referred to as the “Parties”).

RECITALS

1. The Town is empowered to remove or authorize encroachments upon public rights-of-way in Occoquan, Virginia, under Virginia Code § 15.2-2009.
2. The Licensee is the tenant of property at 450 Mill Street, Occoquan Virginia (“the Property”), further identified as GPIN 8393-65-2003.
3. The Licensee wishes to install and maintain a concrete patio (labeled “proposed encroachment area” on Exhibit A) and maintain an existing brick walk, stone steps and wood steps on the parcel, of which approximately 370 square feet are encroaching onto 458 Mill Street (GPIN 8393-65-2114), a public property belonging to the Town (each improvement an “Encroachment” and all of them collectively referred to as the “Encroachments”).
4. The Town is willing to grant a limited license to Licensee to permit the Encroachments under the terms and conditions set forth in this License.
5. This License is made without consideration between the Parties and may be recorded as a deed of gift for purposes of Virginia Code § 58.1-811 D.

WITNESSETH

That, subject to the limitations, terms and conditions hereinafter provided, the Town hereby grants this License to use and occupy the property described below

according to the terms and conditions set forth herein:

1. Recitals: The Recitals are incorporated herein and made a material part of this License.

2. Description of the Licensed Property: The survey titled “Parcel 1-B of the Division of the Land of Town of Occoquan” prepared by N. Christopher Hughes, dated November 15, 2024, attached to this License as Exhibit A, shows the location and extent of the licensed Encroachments granted in this License.

3. Term: This License expires at the earlier of: (a) 10 years from the Effective Date, or, (b) as to any particular Encroachment, removal of that Encroachment. The Town may terminate the License before its expiration date as provided below.

4. Use of Premises: The Town hereby authorizes Licensee to maintain the existing Encroachments as shown in Exhibit A. No other or additional use of the Town property is authorized by this License.

5. Assignment: Assignment of this License is strictly prohibited, and any attempt to transfer this License shall void it.

6. Insurance and Indemnification:

A. Licensee agrees to maintain liability insurance in an amount satisfactory to the Town, naming the Town as an additional insured. The minimum liability insurance coverage required shall be Three Million Dollars and 00/100 (\$3,000,000); however, the Town, in its sole discretion, may increase this amount by notice to Licensee.

B. Licensee agrees to indemnify, defend, save and hold harmless the Town, its officers, agents, servants and employees (the “Indemnified Parties”) of and from any and all costs of suit, together with the Indemnified Parties’ reasonable expenses of legal services, by reason of all claims, demands, or judgments asserted or recovered, whether justly, unjustly, falsely, fraudulently or frivolously, by a person, firm or entity by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Licensee, its agents, employees, contractors, guests or invitees. Upon the filing with the Town by anyone of a suit, demand, or claim for damages arising out of incidents for which Licensee herein agrees to indemnify and hold the Town harmless, the Town shall notify Licensee of such claim and in the event that Licensee does not settle or compromise such claim, Licensee shall undertake the

legal defense of such claim both on behalf of Licensee and on behalf of the Town. It is specifically agreed, however, that the Town may participate in the legal defense of any such claim. Any final judgment rendered against the Town for any cause for which Licensee is liable hereunder shall be conclusive against Licensee as to liability and amount upon the expiration of the time for appeal.

C. Licensee represents that it is the owner of, or fully authorized to use, any and all services, processes, machines, articles, marks, names or slogans used by it in its operations under or in any way connected with the License. Licensee agrees to save and hold the Indemnified Parties free and harmless from any loss, liability, expense, suit or claim for damages in connection with any actual or alleged infringement of any patent, trademark or copyright, or arising from any alleged or actual unfair competition or other similar claim arising out of the operations of Licensee or in any way connected with this License.

7. Notices: All communications hereunder with the Licensee shall be in writing and shall be delivered by hand, or sent by the United States mail, certified, postage prepaid, return receipt requested, to the Property. Notice to the Town shall be given or directed to the Town Clerk at the Town Hall, and it shall only be effective upon actual receipt.

8. Termination: The Town may terminate this License by notice to the Licensee upon any of the following events: (1) Licensee's failure to insure, hold harmless, indemnify or defend the Town as required in paragraph 6, above, (2) Licensee's unauthorized expansion, enlargement, or extension of any of the Encroachments, or (3) development of plans for public use of the area occupied by any of the Encroachments. Upon termination and the Town's written notice, Licensee shall promptly remove any of the improvements identified in the Town's notice and shall thereafter promptly restore the affected area to its condition prior to the Encroachment or to the satisfaction of the Town.

9. Governing Law: This License shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia.

10. No Amendment: This License represents the entire agreement between the Parties as to its subject matter, and may only be amended or waived by a writing, signed by the Parties hereto.

11. Interpretation: The paragraph headings used herein are for reference and

convenience only, and shall not enter into the interpretation hereof. Whenever herein the singular number is used, the same may include the plural, and the masculine gender may include the feminine and neuter genders, and vice-versa, if the context shall require.

12. Partial Invalidity: If any term, covenant, clause, or condition of this License or the application thereof to any person or circumstance shall be found to be invalid or unenforceable, the remainder of this License or the application thereof to any person or circumstance other than those to which it has been held invalid or unenforceable shall not be affected thereby. If any term, covenant, or condition exceeds what is legally permissible, then the Parties' intent is that the offending term, covenant, or condition be interpreted as being the maximum permitted by law.

13. No Partnership or Agency. This License creates no partnership between the Parties, and neither Party is made an agent of the other by this License.

LICENSEE

By: _____
Title: _____

COMMONWEALTH OF VIRGINIA,
CITY/COUNTY OF _____, to-wit:

Subscribed and sworn to before me by _____,
authorized agent for _____ on this ____ day of _____,
20__.

Notary Public

My Commission Expires:

ON BEHALF OF THE TOWN COUNCIL OF OCCOQUAN, VIRGINIA

ATTEST:

Town Clerk

By: _____
Earnest W. Porta, Jr., Mayor

November 27, 2024 (4:55PM)



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

10. Discussion Item	Meeting Date: December 3, 2024
10A: Riverwalk Extension Project Discussion	

Attachments: a. Proposal from Legacy Engineering

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a discussion item to discuss recent updates from VDOT on the Riverwalk Extension Project’s Transportation Alternatives Program (TAP) eligibility and review the proposal from the Town Engineer, Legacy Engineering, to complete preliminary engineering and design work for the Town’s planned extensions.

Legacy Engineering has provided a proposal to provide various survey, geotechnical, and design services in the preparation of a site plan for the Riverwalk Extensions Project, with the goal of providing substantive documentation that will give the Town a competitive TAP grant application for construction of a Riverwalk.

Background

At the September 20, 2022, Town Council Meeting, the Town Council approved and authorized engaging The Berkley Group to create a Vision Plan for the Riverwalk Expansion and Riverwalk Overlook Extension projects using SLFRF funds. The Riverwalk Vision Plan project included a review of existing conditions, seeking community input and feedback, and development of diagrammatic renderings of the Riverwalk projects. The Berkley Group provided its final Vision Plan Report to the Town in September 2023.

On November 8, 2023, Town Council authorized the Mayor to appoint and chair a Riverwalk Expansion Special Committee to plan the expansion of the Town’s Riverwalk. After five months of meetings and work on the matter, the Committee submitted its report on May 8th, 2024.

The Committee unanimously recommended and the Town Council appropriated \$110,000 to the FY2025 Capital Improvements Program (CIP) to fund preliminary engineering and design work on the Riverwalk Extensions project, including (1) a Boundary Survey, (2) a Topographical Survey, (3) a Geotechnical Evaluation with barge, (4) Civil Design, (5) Architectural Design, and (6) contingency (40%) as reimbursement ineligible pre-application tasks ahead of a Transportation Alternative Program grant application in Spring (pre-application deadline) and Fall (application deadline) 2025.

Staff Request: Staff is requesting guidance from Town Council on which preliminary engineering and design items to pursue as well as timing.



DRAFT

October 10, 2024

Occoquan Riverwalk – Design Fee Estimates

GPIN	Address	Owner	Acres
8393-74-2219	125 Mill Street	Riverwalk at Occoquan, Inc	0.6332
8393-74-1631	201 Mill Street	3304, LLC	0.303
8393-74-1235	203 Mill Street	3304, LLC?	
8393-74-0939	205 Mill Street	Town of Occoquan Maimie Davis	0.204
8393-64-9854	240 Gaslight Landing Ct	Unit Owners Gaslight Landing Condo	1.475
8393-64-8767	301 Mill Street	301 Mill St, LLC	0.1056
8393-64-8171	305 Mill Street	Fish Market Square, Inc	0.1711
8393-64-7773	307 Mill Street	Mark Herndon	0.1413
8393-64-757	307 Mill Street	Mark Herndon	0.081
8393-64-7477	309 Mill Street	Ballywhack, Inc.	0.125
8393-64-6979	311 Mill Street	Three Eleven Mill Street, LLC	0.1928
8393-64-6382	313 Mill Street	Andrew & Claudia Lynn	0.2696
8393-64-6086	315 Mill Street	Andrew & Claudia Lynn?	
	Route 123	Commonwealth of Virginia	
8393-64-5688	401 Mill Street	Mill at Occoquan, LLC	0.2017
8393-64-5191	403 Mill Street	Mill at Occoquan, LLC	0.0936
8393-64-4995	405 Mill Street	Mill at Occoquan, LLC	0.303
8393-65-4100	407 Mill Street	Mill at Occoquan, LLC	0.2456
8393-65-3507	411 Mill Street	Mid-Atlantic Real Estate Investment	0.184

We are pleased to offer this estimate for planning, geotechnical, and surveying services for the above-referenced properties. We understand the Town of Occoquan proposes to prepare and submit a site plan for a boardwalk along the Occoquan River of approximately 550 feet in length and tying to existing or proposed boardwalks. This proposal will be to provide various services to prepare a schematic plan for this project that will include preparation of documents necessary for future accurate design.

Parcels above shaded blue have existing or already-committed boardwalks and are not included in these estimates (including The Mill at Occoquan).

If available, the Client shall provide the following electronic drawing files compatible with AutoCAD 2020; architectural drawings of the prototypical building; a boundary survey; a topographic survey; any applicable sketches, renderings or exhibits; zoning drawings; preliminary plans; associated construction plans and record plats. Additionally, we will need copies of any

proffers, covenants and/or binding agreements; wetland delineations and/or permits; geotechnical or soils reports and/or studies; survey coordinate information on any established property corners and monumentation or control stations associated with the property, as well as a copy of a recent title report.

We propose to perform the following services:

Base Contract			
Item	Description	Fee Basis	Fee
Surveys/Plats			
129	Boundary Survey (8 lots at \$2,500 each)	Lump Sum	\$20,000.00
335	Topographic Survey – field run	Lump Sum	\$6,000.00
330	Geo Boring Stakeout (up to 10 boreholes)	Lump Sum	\$2,250.00
Planning			
309	Schematic Plan	Per Schematic	\$3,500.00
Geotechnical Services			
487	Geotechnical Investigation	Hourly Estimate	\$6,000.00
487	Geotechnical Investigation with Barge	Hourly Estimate	\$16,000.00
Miscellaneous Services			
215	Meetings, Conferences, General Consulting	Hourly Estimate	\$7,500.00

ENVIRONMENTAL GEOTECHNICAL SOILS TRAFFIC and ARCHITECTURE

Legacy will work with the client and the various consulting firms to address issues as they may arise. Additional tasks may result from those consultations.

Base Contract

SURVEYS/PLATS

Boundary Survey (item 129)

We shall perform a boundary survey for the above-referenced properties, in accordance with standards of the Virginia APELSCIDLA Regulations. It is estimated the property to be surveyed consists of approximately (enter number of acres) acres. We shall perform all field work required to locate the boundary lines and shall prepare a boundary Survey Plat. For an added fee, we can review a copy of the title report, if provided prior to completion of this task, and incorporate the information contained therein with our field activities. Rights-of-way, easements, or encumbrances delineated in the title report, if locatable, will be shown on our final plat.

We shall establish benchmarks and/or control points of known horizontal location and vertical elevation at various points on the site (to be determined by Legacy Engineering, P.C.), as required to facilitate survey tasks for this project. Horizontal control will be based on North American

Datum of 1983 (NAD 83) and the vertical control will be based on North American Vertical Datum of 1988 (NAVD 88) as a prerequisite to the Boundary Survey and Topographic Survey.

Topographic Survey – Field Run (item 331)

We shall perform a field run survey resulting in two-foot (2') contour interval topography. It is our estimate ±2 acres will be surveyed, including a small overlap around the periphery of the project. Physical features within the limits of the survey will be identified including selected critical spot elevations, the location and elevation of the existing edge of pavement and ditch line along interior and immediately adjacent roadways, location and elevation of existing utilities and storm drainage structures in the proximity of the project limits, particularly those for which tie-ins are proposed. This topographic survey will be of a level of accuracy suitable for engineering design. Any field topography required beyond the overlap, or which may be required for detailed design purposes (i.e., more accurate or detailed), will be contracted separately as an addendum to this proposal. We reserve the right to use drone/aerial technology to obtain the topographic information at our sole discretion, maintaining the same design tolerances which would be achieved with field-run survey methods.

Test Pit / Boring Stakeout (item 330)

A field crew will stakeout the proposed locations of soil test pits/borings as shown on a plan provided by your geotechnical consultant. We shall provide a cutsheet or sketch of the locations upon request.

PLANNING

Schematic Plan (item 309)

We shall prepare schematic plan(s) for the above-referenced property which will depict a riverwalk along the Occoquan River. The layout proposed on this plan will be prepared in consideration of the existing zoning classification, B-1. Base information outlined above will be provided by the Client or, otherwise, we shall utilize information of record. We shall show the building(s), parking, major utility services, and stormwater management facilities in relation to the existing boundary, topography, approximate limits of floodplain, wetlands, Waters of the U.S., Chesapeake Bay Preservation Areas (if applicable) and required buffers. This plan will be used for internal planning purposes to identify opportunities and constraints inherent to this property and may be used as the basis for other drawings associated with the development of this property.

GEOTECHNICAL SERVICES

Geotechnical Investigation (item 487)

Every attempt will be made to obtain the needed soil borings from the shoreline, using drilling mats. However, depending on the final location of the launch, a barge-mounted drill rig may be required. The optional fee includes the rental of the barge-mounted drill rig, which is above the normal land-based drilling rigs.

Our integrated services will include drilling of soil borings by drill crews under our direct supervision, laboratory testing of representative soil samples for pertinent engineering properties, and preparation of an engineering report. The engineering report will include the following items:

- A. Information on site conditions including surface drainage and groundwater.
- B. Description of the field exploration and laboratory tests performed.
- C. Final logs of the soil borings and records of the field exploration in accordance with the standard practice of geotechnical engineers. A site location plan will be included, and the results of the laboratory tests will be plotted on the boring logs or included on a separate test report sheet.
- D. Foundation design parameters and recommendations for allowable soil bearing pressure for conventional spread footing foundations and estimated total and differential settlements. This will be based on design parameters provided by your architect and structural engineer. Design parameters will also address Shrink-swell and acidic soils.
- E. Evaluation of the on-site soil characteristics encountered in the soil borings. Specifically, we will discuss the suitability of the on-site materials for support of building foundations, slabs on grade, and pavements. We will also include compaction requirements and suitable material guidelines.
- F. Provide seismic site classification.
- G. Measurement of the topsoil thickness at each boring location and notation of this information on the auger logs and in the text of the report.
- H. Preliminary recommendations for asphalt pavement design based on anticipated traffic loading and estimated CBR values based on experience with the soil types present at the site.
- I. Recommendations for design and construction of the SWM facility.
- J. As requested, we will provide additional consultation and engineering analysis for you on other problems related to performance of the structure and subsurface conditions at the unit rates outlined in this proposal.

MISS Utility

We will contact MISS Utility to locate underground utilities at the site. However, our experience indicates that MISS Utility will normally not locate private utilities. We will coordinate our test boring locations in order to avoid any underground utilities indicated by the MISS Utility locating system. Please note that we cannot be responsible for any private underground utilities that are not indicated to us in advance. If required, we can provide the owner with a private utility line locator at an additional cost.

MISCELLANEOUS SERVICES

Meetings, Conferences and General Consulting (item 215)

This task includes communication and coordination efforts associated with meetings, conferences, plan and plat submission and/or processing, teleconferences and communications, and general consulting. Such coordination efforts might include, but not necessarily limited to, addressing second submission and subsequent comments, contacts with the Client, various governmental officials, contractors, builders, consultants, architects, geotechnical engineers, transportation engineers, and wetland/environmental consultants. Submission coordination will include compiling documents, plans, review fees, etc. and coordinating with public review agencies.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

10. Discussion Item	Meeting Date: December 3, 2024
10B: Ellicott Street Sidewalk Discussion	

Attachments: a. 60% Drawing of Proposed Sidewalk Improvement

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a discussion item to discuss concerns and recent updates from PWCDOT on the Ellicott Street Sidewalk project, a component of the Occoquan Greenway Connection.

The current design for the sidewalk would preserve trees on Ellicott Street by placing the sidewalk approximately 3-4 feet into the existing roadway for approximately 50 feet going south from the intersection of Mill and Ellicott Streets. See attached 60% plans.

There are currently the following concerns with the design for the project at the intersection of Mill and Ellicott Streets:

- The diminished turning radius and travel lane created by the narrowing of the roadway
- Possible damage to or removal of the magnolia tree adjacent to the project site

At the November 6, 2024, Town Council meeting, the Council discussed these concerns and addressed alternatives of either removing the magnolia and other trees to place the sidewalk out of the existing roadway or canceling the sidewalk altogether and instead redirecting the Greenway onto existing sidewalks on Commerce and Union Streets. Council directed the Mayor to discuss the alternatives with the County.

In November, the Mayor and Town Manager met with PWCDOT leadership to address these concerns and the Town’s alternatives and received the following proposal from PWCDOT:

- PWCDOT did not recommend redirecting the trail due to the requirements of the grant funding for the project
- PWCDOT is recommending to modifying the design of the future sidewalk to include a mountable curb on the north side and reconstruct a portion of the curb on the south side to also be mountable to assist large vehicles turning from Mill Street to Ellicott Street
- PWCDOT is recommending looking at the feasibility of pulling back the corner radius to assist with vehicles making a right turn onto Ellicott Street
- PWCDOT is recommending placing a stipulation/ notes on the design that the portion of the new sidewalk adjacent to the tree in question be constructed in a way as to avoid impacting the roots as much as possible.

Background

In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the Bipartisan Infrastructure Bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. The project is being implemented jointly by the Town and 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. Since December 2023, Town staff has been meeting regularly with PWC and the engineering contractor to review the plans and address project design concerns.

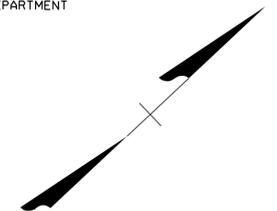
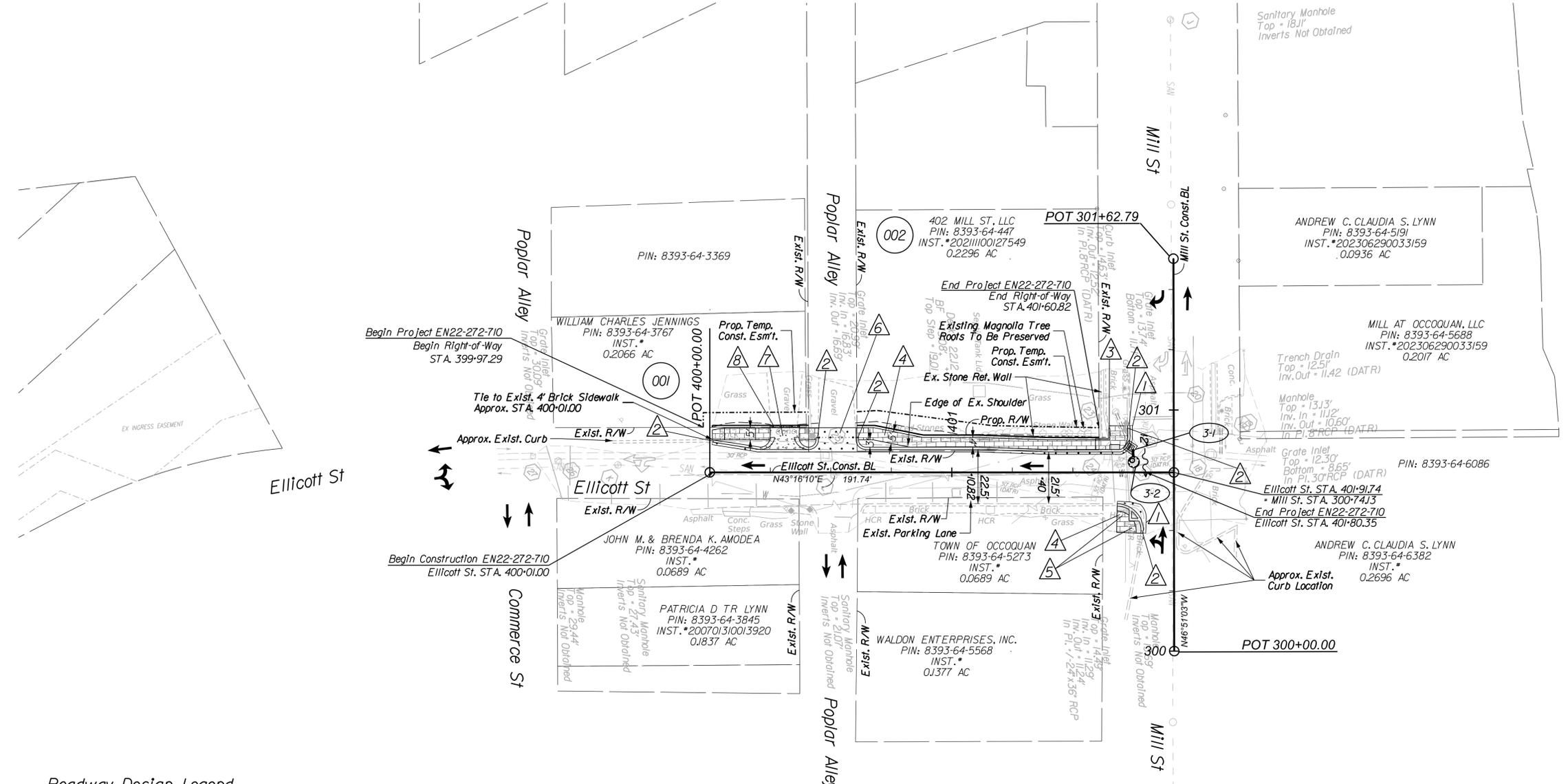
Staff Request: Staff is requesting guidance from Town Council on acceptance of the County's proposal.

PROJECT MANAGER *Ludwick Kulczucki, PE, (703) 792-6347*
 SURVEYED BY, DATE *Charles J. Huntley Jr., LS, (703) 687-4139, October 10, 2023*
 DESIGN BY *A. Morton Thomas & Assoc., Inc. (410) 752-6552*
 SUBSURFACE UTILITY BY, DATE *A. Morton Thomas & Assoc., Inc., Subsurface Utility Services (301) 545-2652, October 10, 2023*

60% PLANS

THESE PLANS ARE UNFINISHED AND UNAPPROVED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION OR THE ACQUISITION OF RIGHT OF WAY.

REVISED	STATE	ROUTE	STATE PROJECT	SHEET NO.
	VA.		EN22-272-170 PE-101, RW-201, C-501	3
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT				
VDOT (Division) or Co. Name (Location), Virginia (TECHNICAL DISCIPLINE)		VDOT (Division) or Co. Name (Location), Virginia (TECHNICAL DISCIPLINE)		



Roadway Design Legend

- ▲ Denotes St'd. Full Depth Saw Cut Req'd.
- ▲ Denotes Town of Occoquan 1' Curb St'd. See Detail Sheet 2G
- ▲ Denotes St'd. CG-2 Req'd.
- ▲ Denotes Brick Sidewalk
- ▲ Denotes St'd. CG-12 Ty. B Req'd.
- ▲ Denotes St'd. CG-11 Req'd.
- ▲ Denotes Modified CG-9D Req'd.
- ▲ Replace Existing Gravel

LEGEND

- Proposed Brick Sidewalk
- Proposed Hydraulic Cement Concrete
- Proposed Ex'ist. Pavement Demo
- Proposed Full Depth Pavement
- Denotes Construction Limits In Cuts
- Denotes Construction Limits In Fills

REFERENCES
(PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)

- Profile 3A
- Erosion & Sed. Control 3B
- Drainage Descriptions 6



PROJECT	SHEET NO.
EN22-272-170	3