



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

Occoquan Town Council Town Council Meeting August 6, 2025 | 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 July 8, 2025, Town Council Meeting Minutes - pg. 2
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports - pg. 7**
 - a. Administrative Report
 - b. Town Treasurer's Report
 - c. Town Attorney
9. **Regular Business**
 - a. Request to Adopt a Resolution of Appreciation for Ann Kisling - pg. 43
 - b. Request to Adopt a Resolution of Appreciation for James Drakes - pg. 45
 - c. Request to Adopt Ordinance Updating References in Title IX of the Town Code - pg. 47
10. **Discussion Items**
 - a. Discussion on Snakehead Initiative - pg. 64
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: August 6, 2025
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 Accept July 8, 2025, Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCOCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, July 8, 2025
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Loges, Councilmembers Robert Love, Cindy Fithian, Eliot Perkins, and Theo Daubresse

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; Tammy Hassett, Events Director; Asma Rupani, Town Treasurer

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

One resident and one business owner spoke during Citizens' Time.

Karl Austin, a resident from Sebring Court, raised a concern about a property on McKenzie Drive that is not being maintained and the grass/weeds are extremely high.

Mr. Whitmoyer replied that a notice of violation was sent out yesterday to the property owner.

Jordan Sanders, the business owner of Hello Jackson, spoke on behalf of several business owners who are negatively affected by not being able to place off premise signs under the current code. Specifically those businesses that do not have frontage on main streets.

Mayor Porta recommended that Ms. Sanders bring forward a proposal that she would like to see changed in the code. He also noted that directory signs had been installed in the past, but property owners failed to maintain them and keep them up to date with businesses.

Since there were no further citizen comments, Citizens' Time was closed.

4. CONSENT AGENDA

a. Request to Accept June 17, 2025, Town Council Meeting Minutes

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

Mayor Porta asked for unanimous consent to move up on the agenda the Town Treasurers' Report. There being no objection, the items were moved up on the agenda.

5. ADMINISTRATIVE REPORTS

a. Town Treasurers' Report

Ms. Rupani provided a written report as part of the agenda packet and responded to brief questions from Council.

Mayor Porta noted under the revenues and expenses that the meals taxes are still lagging behind and noted that under expenses payroll was less than budgeted.

Mr. Linn replied that the payroll is lower due to the loss of one staff member that had not yet been replaced.

Councilmember Love noted that there hasn't been any changes to the Operating Reserves since 2024.

Ms. Rupani replied that no changes have been made to the account.

Mayor Porta added that the Operating Reserves is money that is put aside for emergency purposes.

Councilmember Love asked if the account is interest bearing.

Mr. Linn replied that the Operating Reserves are in a Money Market Account, and any interest accumulated is moved to a general fund account.

6. MAYOR'S REPORT

Mayor Porta reported the following:

- On June 20th, he emceed Trivia Night in River Mill Park.
- On June 26th, he attended the retirement gathering for Julie Little.
- On June 29th, he briefly attended the Ogle Harris Way Anniversary Meeting at Leaf and Petal.
- On June 29th, he attended the ribbon cutting at Laura Jones Fine Art Gallery, along with Councilmember Perkins.
- On July 7th, he participated in Senator Warner's weekly call with local electives.

Mayor Porta passed out a matrix for the Planning Commission on their report.

7. COUNCILMEMBER REPORTS

Councilmember Perkins noted that he attended Julie Little's retirement gathering and mentioned how special Occoquan has become to Julie Little.

Councilmember Love noted that he attended the Occoquan Business Partners Meeting.

Councilmember Fithian noted that she attended Julie Little's retirement gathering and the Occoquan Business Partners Meeting.

8. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission did not meet in June.

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB met on June 24th and approved one application.

9. ADMINISTRATIVE REPORTS

a. Administrative Report

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

Mayor Porta asked if there were any updates from the developer at the Mill at Occoquan.

Mr. Linn replied there was no new information from the developer.

Mayor Porta mentioned that the FOX5 Zip Trip is coming to Occoquan Friday, July 11th.

Mayor Porta asked a question regarding the water rescue assistance by the marine patrol that was referenced in the police report section.

Mr. Linn replied that it is primarily from kayakers that flip out and can't get back in, but that it is sometimes SUPs.

Vice Mayor Loges asked if she could have an update on Fairfax Water's position on their request for improvements to the concrete structure under River Mill Park.

Mr. Linn replied that staff is working with Fairfax Water on another avenue and currently waiting on a response.

Vice Mayor Loges asked who donated the mobile sound system.

Mr. Linn replied that it was donated by Ms. Hassett's church.

Vice Mayor Loges noted that there are only three months where meals taxes were still outstanding and she assumed that those were on the payment plan and that the May meals taxes are higher than the prior fiscal years.

Vice Mayor Loges also noted that the Occoquan Police are a model for community policing based off the police report for going above and beyond for the community and thanked the police.

Councilmember Perkins noted how the previous landscapers failed to plant the spring plantings and staff had to go out and do the spring plantings and thanked staff. He asked if the new landscaping contract contained the plantings for spring and fall.

Mr. Linn noted that plantings are laid out in the new contract.

b. Town Attorney's Report

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

10. REGULAR BUSINESS

a. Request to Execute Contract with Bates Trucking

Mr. Linn noted that the contractor came back today with the final amount, which is the \$114,000 in the agenda.

Councilmember Perkins asked about the cost setup for the renewals to the contract.

Mr. Linn replied that it is tied to the index of the Department of Labor and has historically been between 4.5% to 8% (percent).

Vice Mayor Loges moved to authorize the Town Manager to execute the FY 2026 Contract for Trash, Recycling, Bulk and Yard Waste Collection as presented for an amount not to exceed \$114,000. Councilmember Love seconded. Motion passed unanimously by voice vote.

11. DISCUSSION ITEMS**a. RiverFest 2025 Report**

Ms. Hassett presented a report to the Council and answered brief questions.

Mr. Forman presented on the uncaptured public safety costs as part of the RiverFest 2025 Report.

Council added to the agenda without objection, a Resolution to reschedule the August 5th Town Council Meeting to August 6th, as to not interfere with National Night Out on August 5th.

Councilmember Perkins moved to Adopt Resolution 2025-07 as presented to Reschedule the August 5th Town Council Meeting to August 6th. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

12. ADJOURNMENT

The meeting was adjourned at 8:09 p.m.

Philip Auville, Town Clerk



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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Theo Daubresse
Robert E. Love

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: August 6, 2025

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

Tier 1

➤ **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:**

- 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 met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. In March 2025, staff bid out the CCTV of the existing system and selected the County to do the work in Spring 2025. Staff also worked with EPA staff to address comments on the application and submitted revised documentation to meet compliance requirements in late March. In

June 2025, staff met on site with the County and its contractor to review the scope of work. In July 2025, the County met with Town staff to review the budget and prioritize improvements in light of increased project costs. The County also completed the CCTV inspection of the system. Staff is now looking to contract a consultant to develop a risk-based priority plan focused on addressing critical failure points, environmental hazards, and illegal intrusions, ahead of construction based on the plan's recommendations. Simultaneously, staff is finalizing the grant workplan and aims to receive the award by early fall.

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission: With Council direction, staff did not pursue a VDOT TAP grant for the project due to eligibility concerns. Staff is monitoring state funding for FY 2027 for the riverwalk as an alternative to the TAP grant.
- Riverwalk Extension Project: Preliminary engineering and design of the Riverwalk extension are on pause until funding is secured.

Tier 2

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

- Trail Town Research: 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 and revised recommendations were submitted in March 2025.

➤ **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 installed the reduced speed limit signage in October 2024 and warning lights in March 2025. Enforcement began in November 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 worked with the contractor and the County throughout 2024 to come to a solution that addresses potential turning issues and limits damage to the root system of the magnolia tree at the intersection of Mill and Ellicott Streets. The County Arborist has made recommendations for protecting the magnolia and staff is waiting on 100% plans from the County contracted engineer that will need to be reviewed and approved by VDOT. Town staff and Mayor Porta attended a meeting with Lake Ridge Parks & Recreation Association, Supervisor Boddye, and Prince William County Parks staff to discuss the phases of the Occoquan Greenway project. In April 2025, staff supplied their final comments on the contractor's 100% plans, including a 3-D brick design on the retaining walls along Union and Ellicott. Staff has been advised that the final plans are under review by VDOT and that the contractor intends to submit a site plan for land disturbance imminently with the Town. The contractor is currently doing utility relocations and right of way authorizations with no set timeline for the construction. Updates will be available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: Staff is including gateway improvements in its 2025 Landscaping Plan. Native plantings were redesigned and some annuals were planted at the Commerce entry sign in late May. Native perennials and other hardscape accents will be installed at the Tanyard Road entrance to town.

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

- 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 further review and in light of cost constraints, the County indicated it will not be able to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot nor any town lots. Town staff is currently working with the County on potential alternatives. Currently, the closest County glass recycling bin for town residents is at the County Center.

➤ **Improving Town Infrastructure**

- Staff will provide updates as the FY2026 Capital Improvement Program progresses.

Tier 3

➤ **Implementing Public Safety Projects:**

- Replacement PS Vehicles: The Occoquan Police Department has procured and is currently onboarding two new fleet vehicles as part of its fleet maintenance program. The outdated vehicles being replaced are currently being processed for sale by the Town.

➤ **Improving Town Properties (Mill House Museum, River Mill Park, Mamie Davis Park,**

Furnace Branch Park, Tanyard Hill Park):

- River Mill Park Upgrades – UPDATED: Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Staff have completed repairs to trim, vents, and plumbing in the park bathrooms. In mid-July 2025, an additional outdoor electrical receptacle was installed in River Mill Park near the LOVEwork. The area will be seeded in the fall.

In early 2025, FCWA notified staff that inspections of the park and the concrete structure below the park had been completed, and they requested the Town make repairs to both the park and the structure below. Staff indicated that the maintenance on the concrete structure is beyond the Town’s scope and worked with FCWA on a solution. In July 2025, FCWA requested the Town work with them to address drainage issues in the park, but are no longer requesting that the Town make repairs to the structure below until after the next scheduled inspection in approximately three years.

- River Road and Town Dumpster Storage – UPDATED: In December 2023, staff started storing Public Works equipment on the Town property at River Road after installing a fence along Rt. 123. Staff are currently planning further improvements to the property that will better secure it, improve refuse storage for residents, and allow limited access to the VDOT easement by River Road residents. On March 17, 2025, staff cleared and organized the River Rd property, chaining off the entrance and installing gravel cover. Staff also cleared and improved the storage space at the Town dumpster, adding storage and repairing the dumpster enclosure. In July 2025, staff finalized a contract for the storage shed and completed supplementary site prep. Shed, fencing, and refuse storage improvements will be completed by early fall.
- Street and Informational Signage Updates: Town staff is updating signage on town streets and properties to reflect current town branding and add new information.
- Town Dock Regulations: Staff is currently completing the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff is planning on ordering new signage and updating the Town website with the rules and regulations as well as payment options.

Operating Tiers

Tier 1

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

- Volunteer Program: The Events Office is currently implementing 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. The program is a partnership with Visit Occoquan and Occoquan Historical Society, with whom the Town will share volunteers and resources. Sign up information is available on the Visit Occoquan website at <https://www.visitoccoquanva.com/getinvolved>.
- Staff Retention Program: The Town Manager has been researching and implementing options to promote retention of staff across all Town departments.

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

- Program Information: There has been a large increase in timed parking violations from

business employees in the past 2 months. Staff have used that increase to educate the business employees and owners about the regulations and that there are no exemptions to the timed parking limits for business owners or their employees. For more on the most up-to-date information on the Timed Parking Program, please visit: www.occoquanva.gov/timed-parking-3/.

➤ **Enhancing Revenue from Town Events Programming**

- Reconfigured Artisan Market: After review with Town Council and the business community, staff are planning the return of the Artisan Market in December 2025 with a new layout and revised programming to make the event more logistically and financially feasible for the Town while providing a holiday draw for businesses.

➤ **Evaluating a Business Recruitment Program**

- Business Recruitment Research: With direction from Town Council, staff is researching the feasibility and parameters of a business recruitment program for the town. Staff will provide updates to Town Council as appropriate.

➤ **Enhancing Public Safety**

- Snakehead Roundup Pilot – NEW: On August 3, 2025, the Town will host a snakehead roundup from 8-11 pm in River Mill Park. The Public Safety-led event will allow anglers to fish from the park, which is usually prohibited, in order to catch and dispatch the invasive snakehead fish. This event aims control a dangerous, invasive species while also reducing the amount of illegal fishing in the area that occurs at night.

➤ **Enhancing Town Services**

- Event Mobile Sound System: The Town has received a donation of sound equipment and has successfully piloted the equipment at Trivia Nights. The initial results are positive and staff are currently undergoing training on the equipment. Staff is also investigating further sound improvements for larger special event uses.

➤ **Enhancing Town Beautification**

- 2025 Landscaping Plan Improvements: At its February 18, 2025, meeting, the Town Council reviewed the 2025 Landscaping Plan. This plan created by the Deputy Town Manager and Public Works Department, covers the plantings and bed improvements to public properties and right of ways around Town. In late May 2025, staff completed most of these improvements by planting a mix of native perennials and annuals in locations across town, including a wildflower garden at the LOVEwork in River Mill Park, native shrubs and flowers at the East Locust and Washington Bed, and new annuals at Mamie Davis Park, PD, and the 123 and Commerce welcome sign. Staff and contractors will continue to implement the plan through the fall with improvements to the bed at 204 Washington St and a new bed at the Tanyard Hill Rd welcome sign.
- Gardening and Invasives Cleanup Programming – NEW: On July 26, 2025, staff held a pilot gardening and invasives cleanup in coordination with volunteers. Based off the success of the event, staff is working with volunteer leaders to assess needs and resources and develop more programming.

Tier 2

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- Town staff continues to monitor opportunities for technological improvements that will

increase productivity.

➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. The meetings will now take place before Town Council meetings to optimize staff and attendee schedules. **The next Town & Business Quarterly Meeting will be on October 7th, 2025 at 5:30 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 now host semi-annual listening meetings 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.

➤ **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 in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, 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. Town and Visit staff attended an orientation on January 23, 2025, and receives monthly trainings. Starting in late summer, VMS staff will work with the Town and Visit to collect and analyze the town’s economic development data and the organizational capacity of Visit. This will include site visits and surveys by early fall.
- 2025 CVG Grant Application – UPDATED: In conjunction with Visit Occoquan, Town staff submitted a grant application for a 2025 Community Vitality Grant from Virginia Main Street (VMS) for a beautification/public art project at the Mill Street Storage Shed. In July 2025, the Town was awarded a \$15,000 grant to complete the project. Staff are currently finalizing the award agreement with VMS and will update Town Council as plans are finalized.

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

- Maintenance Plan Research: Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority. Staff have identified the acquisition of an OOTB asset management system as the first step. Staff are currently onboarding a budget-friendly system for use by Public Safety and Public Works in managing their respective assets.

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. Minor damage occurred to the pipe over the winter and repairs were completed in March 2025. 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. Water again began to bubble through the road in February 2025. Town staff reported the issue to VDOT. In April 2025, staff removed sediment buildup from the area and power washed to help abate the smell and sediment issue. VDOT installed additional drains in late May; however, staff have noted continued water buildup in the area and has notified VDOT.
- Mill Street Cul-de-sac Railing – NEW: In July 2025, a car struck the railing along the top of the cliffside at the Mill Street cul-de-sac, causing thousands of dollars in damage. Approximately 80 feet of railing was broken off the concrete base and requires replacement. Staff have contracted out the replacement and work should be completed by early August. In the meantime, the area has been taped off and pedestrians are asked to take extra care when walking in the area.
- Mill House Visitor Kiosk – NEW: In 2024, a car struck the visitor kiosk outside the Mill House Museum, destroying the structure. In June 2025, the Town received funding from Prince William County to replace it. Staff are currently working through permitting and design with a contractor. Install is expected in Fall 2025.

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: 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 again met in March with the developer to confirm the type of application required and is awaiting submission of a new subdivision application for the updated subdivision plan.

- Rivertown Overlook: The developer has submitted an as-built and boundary line adjustment to the Town. The Town Engineer reviewed and returned comments in April 2025.

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.

- Tax Delinquencies: A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5th, 2024, while the latter were due on March 1, 2025.** All delinquent accounts receive 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/or www.occoquanva.gov/business/doing-business-in-occoquan/.
- Town Vehicle License Enforcement: Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15th of each year. The current Town decal should be displayed on the front windshield. The Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. **If you have not applied for a 2025 Vehicle License, please do so by filling out the PDF or online form at www.occoquanva.gov/living-here/tax-information.**
- Meals Tax Discount Repealed - UPDATED: **At the March 18th, 2025, meeting, the Town Council voted to repeal § 35.044 of the Town Code, repealing the 3% discount on timely meals tax filings that file on or before the 20th of the month. The repeal took effect on July 1, 2025.** New filing forms are updated on the Town website and have already been delivered to affected businesses in advance of that date. For any questions please contact the Town Clerk at townclerk@occoquanva.gov.
- Grass and Weed Code Compliance - NEW: Recently, staff has fielded an unusually high number of complaints about overgrown grass, weeds and invasive species on private properties in town. As a reminder, having grass, weeds, and/or foreign growth of over 12 inches in height is a violation of Chapter 92 of the Town Code. The Town understands that the combination of heat and frequent rain has contributed to relatively faster vegetation growth, but asks that property owners please try to maintain their yards as regularly as possible. When complaints are filed or vegetation crosses onto and/or obstructs public property and rights of way, violation notices will be sent to property owners.
- Naming of Town Visitor Center - NEW: In coordination with the Occoquan Historical Society and Visit Occoquan, the Mill House Museum will also serve as the town's Visitor Center. Wayfinding and marketing information will be updated over the coming weeks to reflect this change. The change aims to give town visitors a clear location to go to for questions and to learn more about the town, while leveraging existing resources and generating more foot traffic at the museum.
- National Night Out - NEW: The Occoquan Police Department, with support from the Town Events Office and Visit Occoquan, will host National Night Out on August 5, 2025 from 6-8

pm under the 123 Bridge. For more information, see the Events section of this report or go to www.visitoccoquanva.com/nno.

Treasurer Report - Supplemental Information

The June 2025 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies (as of June 31, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
APIARY MARKET	4 months	6/13/25
AMAYA STUDIOS LLC	2 years	6/13/25
BALLYWHACK INC	4 months	6/6/25
BAR J CHILI PARLOR LLC	4 months	6/13/25
BITE ME FOODIE LLC	4 months	6/13/25
GRIND N CREPE LLC	4 months	6/13/25
NEXTHOME BELTWAY REALTY	4 months	6/13/25
PIN CURLS LLC	3 years	Audit completed, payment pending 6/13/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	4 months	6/13/25
RUBICON CONSTRUCTION AND SURVEYING	4 months	6/6/25
TALENT ACQUISITION CONCEPTS	3 years	6/13/25
THIRD BASE LLC	4 months	6/13/25

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
BLACK MAGIC OCCOQUAN	2 months	Email notice 6/27/25

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
INTERNATIONAL PEACE MISSION INC	1 year	2/28/2025	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	1 year	2/28/2025	209 WASHINGTON ST
WHITE, FRANCESCA*	6 months	2/22/2025	1521 COLONIAL DR
WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	6 months	2/22/2025	384 MYRTLE PL

*By Mortgage Company

Meals Tax by Fiscal Year			
Month	FY23	FY24	FY25
July	28,043	31,379	29,964
August	27,841	31,029	31,192
September	25,891	27,154	27,870
October	24,435	24,872	28,254
November	19,372	22,482	22,792*
December	18,277	23,748	17,574*
January	16,646	15,087	12,350*
February	18,153	20,907	16,953
March	20,511	27,627	26,886
April	26,130	27,697	27,370
May	28,945	33,435	33,804
June	28,858	37,866	31,827
Total as of Latest Month:	283,102	323,283	306,835

*Delinquencies still outstanding for this month that will noticeably increase tax revenue

Engineering

River Mill Park Drainage – no change from last report: staff met with Fairfax County Water Authority to review options to modify park surface on 3/31/2025.

Virginia Erosion and Stormwater Management Program (VESMP) Update – update from last report: Initiated updates to VESMP as requested by the Department of Environmental Quality.

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. October 24, 2024, the applicant was notified that additional demolition permits are needed for the removal of structures other than boat storage.

Ellicott Sidewalk Extension Project – no change from last report: Project construction tentatively scheduled for FY2026. County Arborist examined magnolia and made recommendations, which will be part of final plan. Town will be issuing Land Disturbance Permit following application by Prince William County

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.
Kiely Court – 426 Mill Street	AB2025-017	Single family detached	As-built plans submitted May 10, 2025 - comments issued to Applicant on June 20, 2025. Resubmittal required.
115 Poplar Lane	Not assigned	Single family detached	Pre-application meeting on May 9, 2025 with follow-up meeting with applicant's engineer on June 6, 2025
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 multiple parcels	Applicant contemplating subdivision into more than up to 5 lots. Plan still active but no resubmission. Most recent meeting on 3/12/25.
116 Washington	SKE2025-001	Townhouse	Pre-application to discuss development constraints. Sketch plan submitted 3/17/25, comments sent 3/31/25
Rivertown Overlook	BLA2025-006	Boundary Line Adjustment for Townhomes Development	Small change to increase lot size to keep steps within property line submitted 3/3/25; comments issued on 4/16/2025
Rivertown Overlook	AB2025-005	As-built submission for bond release	As-built submission for bond release submitted 3/3/25; comments issued on 4/16/2025. Revised as-builts submitted 7/14/25, comments due 8/13/25. Potential encroachment agreement may be needed for porch near Ellicott Street.

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 July 1 to July 31, 2025:

	Zoning Application #	Property Address	Activity
1	TZP2025-022	201 Union St, Suite 101	New Business Location

B. The following is a list of **zoning modification requests** from July 1 to July 31, 2025:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from July 1 to July 31, 2025:

	Property Address	Violation #	Violation	Town Action
1	125 MILL ST	OCV-2025-008	Signage	Courtesy email on 7/1/25; follow up on 7/28/25 found one remaining violation; with no communication NOV sent 7/29/25
2	301 MILL STREET	OCV-2025-010	Signage	Courtesy email on 7/11/25; additional violation on 7/26/25; NOV sent 7/29/25
3	202 UNION ST	OCV-2025-011	Signage	Courtesy email sent on 7/11/25; Another temp sign noted on 7/10/25 (temp sign held on aisle); no abatement or comms NOV sent 7/29/25
4	305 MILL ST, SUITES 3 - 4	OCV-2025-012	Signage	Courtesy email sent on 7/11/25; no abatement NOV sent 7/29/25
5	305 MILL ST, #A7	OCV-2025-014	Signage	Courtesy email sent on 7/11/25; no abatement NOV sent 7/29/25
6	305 MILL ST, UNIT A-2	OCV-2025-015	Signage	
7	1407 OCCOQUAN HEIGHTS CT	OCV-2025-016	Grass/Vegetation	Courtesy email to HOA on 7/25/25; no abatement NOV on 7/29/25
8	1405 OCCOQUAN HEIGHTS CT	OCV-2025-017	Grass/Vegetation	Courtesy email to HOA on 7/25/25; no abatement NOV on 7/29/25
9	1403 OCCOQUAN HEIGHTS CT	OCV-2025-018	Grass/Vegetation	Courtesy email to HOA on 7/25/25; no abatement NOV on 7/29/25
10	1401 OCCOQUAN HEIGHTS CT	OCV-2025-019	Grass/Vegetation	Courtesy email to HOA on 7/25/25; no abatement NOV on 7/29/25

11	204 ELLICOTT STREET	OCV-2025-020	Grass/Vegetation	
12	101 WASHINGTON ST	OCV-2025-021	Grass/Vegetation	
13	164 WASHINGTON ST AND 111 WEST LOCUST ST	OCV-2025-022	Grass/Vegetation	
14	401, 403, 405, 407, AND 411 MILL ST	OCV-2025-023	Grass/Vegetation	
15	202 WASHINGTON ST	OCV-2025-024	Grass/Vegetation	

D. The following is a list of **active/previous violations** from July 1 to July 31, 2025:

	Property Address	Violation #	Violation	Town Action
1	201 Union Street	OCV-2024-008	Signage	Referred to Town Attorney on 11/21/24; summons sent 1/29/25; court order to abate and permit sent 6/13/25
2	125 East Colonial	OCV-2025-002	Lighting	Courtesy email on 5/1/25; meeting with owner rep on 5/19/25; email follow up on 6/12/25; NOV sent on 6/27/25; appealed to BZA on 7/17/25
3	312 Center Lane	OCV-2025-004	Grass	NOV sent 6/5/25 and resent 6/26/25

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.

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

Public Safety

Mission:

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



Monthly Departmental Goals:

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

OPD Division Reports:

Professional Standards Division

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

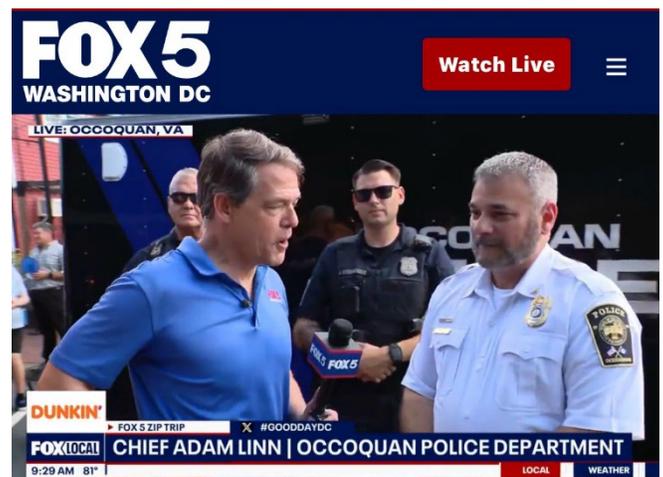
The OPD completed joint training with the Virginia Department of Wildlife Resources – Conservation Police focused on enforcement actions on the river. Additionally, the OPD Training Unit offered additional training time to OPD officers to enhance individual firearm training.

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.

FOD officers responded to an increase in calls for service this month related to heat illnesses as well as responding to significant severe storms that hit the Town. FOD Officers joined the Chief of Police on FOX5 ZipTrip event to the town in early July.



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 (HSEM), Marine Patrol, Bicycle Patrol, Fire Services, and the Unmanned Aircraft System Unit.



OPD - Marine Patrol Officers continued to complete life saving actions on the river as well as an increase in education of safety practices and laws pertaining to boating.

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:

Through July 28th, for the month of July, the town police had 156 calls for service* including:

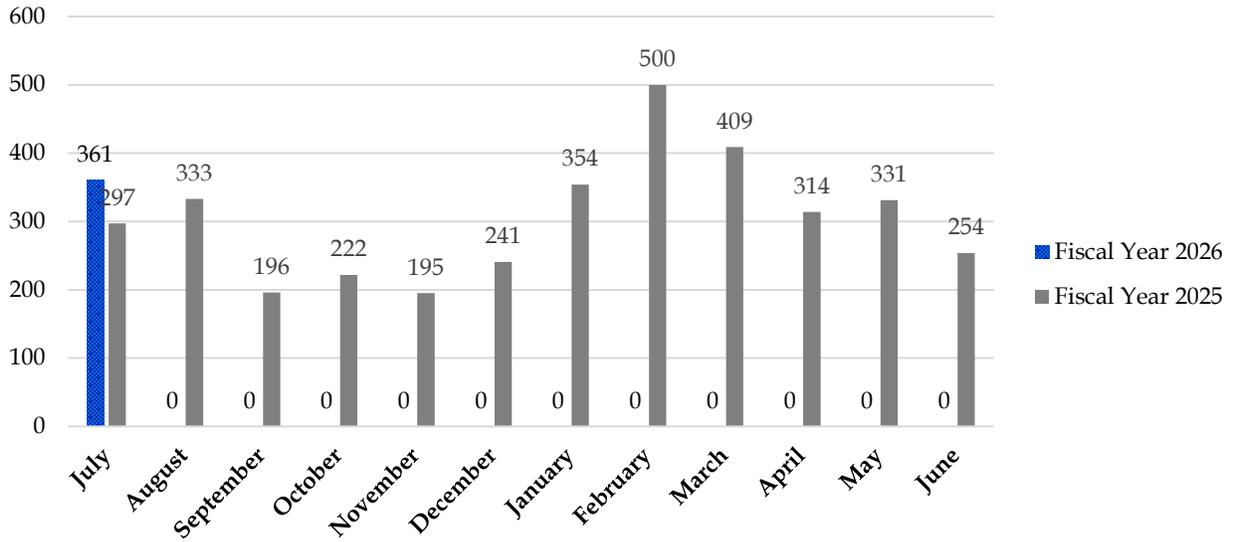
<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarms	1	Noise Complaints	2
Animal Call	1	Other / Service	25
Disabled Vehicle/Motorist Assist	12	Parking Complaints	2
Disorderly	1	Person In Crisis / Suicide Attempt	2
Destruction of Property	1	Reckless Driving	3
DOA	1	Roadway Obstruction	2
Domestic Complaint	7	Stolen Vehicle Call	3
Drug Complaint	1	Suspicious Calls	19
DUI Arrest	1	Traffic Control	3
Hit & Run Call	3	Trespassing	24
Illegal Fishing	14	Vehicle Crash	11
Larceny/Theft	1	Vehicle Towed	3
Medical/Mental Health Calls	2	Warrant Arrest	2
Missing Person	3	Warrant Service	2
Neighbor Dispute	1	Welfare Checks	3
			156

*The calls for service do not include calls related to the marine patrol.

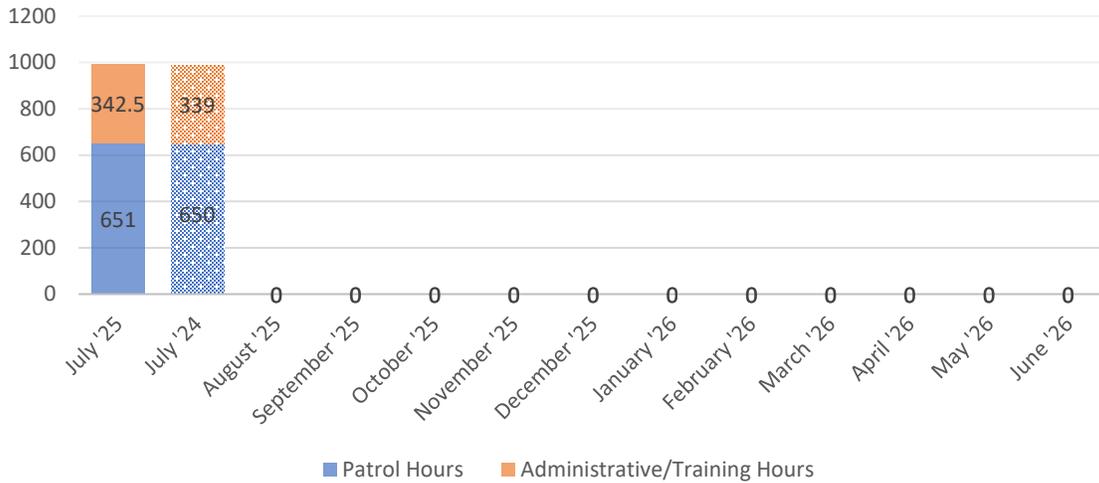
Town police made 7 custodial arrests, issued 361 traffic summonses, 47 parking violations, and 86 warnings.

Officers also engaged in 252 business checks and 344 park checks during the month of July.

Traffic Summonses FYTD (GRAPH)



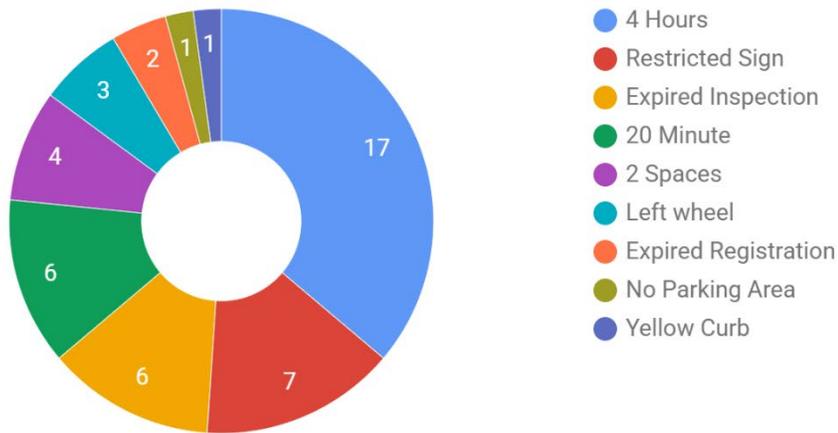
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	47	0

Occoquan VA - Tickets By Violation (Month To Date)

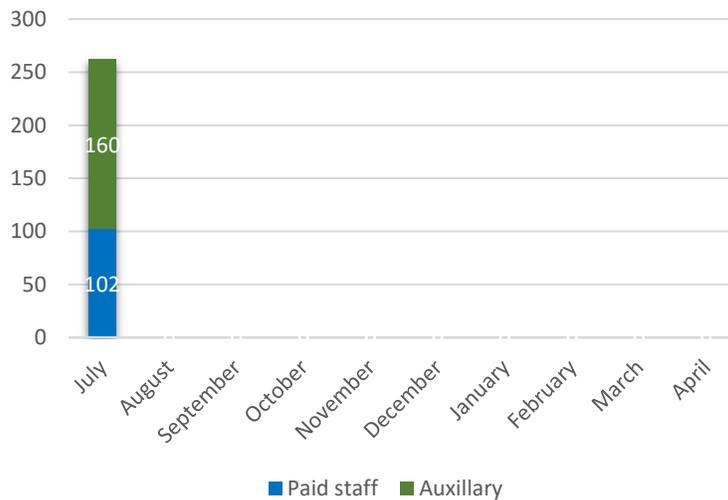


Data as of 7/28/2025, 12:00:00 AM

Volunteer in Police Service

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 262 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	Other Hours	Stops	Interactions	Calls for Service
July	50	16	15	73	4
FY Total	50	16	15	73	4
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July				0	0
FY Total	0	0		0	0
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	16	8		1	
FY Total	16	8		1	0

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 (July 2025)

- Supported and cleaned up from ZipTrip.
- Resolved drainage issues at Town Hall.
- Continued spring cleaning tasks. Curb painting and powerwashing are in progress and will be completed through the summer.
- Started renovations at Mill House Museum by removing bars from front door and windows.

Special Public Works Projects

Projects In-Progress: 10

Projects Completed: 10

Below is an updated list of maintenance activities with status updated as of July 31, 2025:

Project	Status	Completion Date	Notes
Building and Property Maintenance (TH, Annex, Museum and River Rd)			
Mill House Museum Interior Renovations	Not started		Fall 2025
Annex Indoor Painting	Not started		Summer 2025
Lighting Repair at Mill House Museum	In progress		Summer 2025
Town Hall Drainage Improvements	Completed	07/09/2025	
Remove Bars from Front Doors and Windows at Mill House Museum	Completed	07/30/2025	
Craft Show and Events Support			
ZipTrip Support	Completed	07/11/2025	
Build Sound System Cart	Completed	07/22/2025	
Support Trivia Night	Completed	08/01/2025	
Landscaping			
Fall Plantings	Not started		Mid-September 2025
Improvements at Tanyard Hill and Old Bridge Entrance	In progress		2025
Holiday			
Holiday Improvements Planning	In progress		Events Joint Project
Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)			
Clean Out Life Preserver Holders on Town Dock and Kayak Ramp	Completed	07/24/2025	
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	In progress		TH started; Events Joint Project – Summer 2025

Project	Status	Completion Date	Notes
River Road and Town Dumpster Improvements	In progress		Cleaning and reorg, chained off River Rd, and town dumpster area completed 3/17/25; Shed, fence and trash enclosure install planned for Summer/Fall 2025
Spring Cleaning			
Powerwash Gaslight Landing Riverwalk	In progress		Summer 2025
Powerwash Town Dock and Riverwalk	In progress		Summer 2025
Curb and Striping Review and Painting	In progress		Summer 2025
Clean Trash and Recycling Containers	Completed	07/24/2025	
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Repair Lot B Stormwater Pipe	Not started		August 2025
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Summer 2025
Move Parking Sign at Madigan's	Completed	07/02/2025	
Vehicles and Equipment			
New Truck and UTV Decals	In progress		Summer 2025
Trailer Review and Repair	Completed		
Brick Installation and Maintenance			
Commerce and Union	Completed	07/08/2025	

Events and Community Development

Trivia Nights

Due to an extreme heat advisory, we've had to postpone July's Trivia Night. Instead, it will now be held on Friday, August 1.

River Mill Park will open at 5:30 PM, with Trivia rounds starting at 6:30 PM. Here are the remaining dates for Trivia this season:

- August 15th – Mindbender Bonanza
- September 12th – Trivia Treasure Hunt
- October 10th – Trivia Bingo

Fox 5 DC Zip Trip

July 11

We had a wonderful morning in Occoquan on Friday, July 11, as Fox 5 DC broadcasted live from our town as part of their popular Zip Trip series! It was a great morning in Occoquan – well attended, full of energy, and a wonderful opportunity to share what makes our town so special.

We're especially proud of our Mayor, Chief of Police and local business owners, who did a fantastic job representing the community on air. From great interviews to warm hospitality, they helped showcase the very best of Occoquan. The live broadcast was a valuable platform to share the charm of Historic Occoquan with viewers across the region.

25th Army Band Concert

July 12

Although setup was fully complete, the Army Band made the difficult decision to cancel the concert due to the forecasted threat of rain. Understandably, this was disappointing for everyone, especially as the rain never reached Occoquan.

We did attempt to coordinate a rain date; however, we were informed that the band's schedule is full for the season. They have expressed interest in returning next summer.

National Night Out

August 5

The Events Office will be supporting the Police Department as they host the National Night Out under the Rt. 123 Bridge. This free event features family-friendly activities including tours of public safety vehicles, a Nerf target range, bike inspections, community partner booths, and more!

National Night Out is about strengthening the relationship between neighbors and law enforcement while fostering a true sense of community.

Fall Arts & Crafts Show

September 27 & 28

We are just two months away from our Fall Arts & Crafts Show! We currently have approximately 225 vendors registered. We will also begin reaching out to volunteers to join the fun and help make this beloved event a success! Here is the link to the [Fall Arts & Crafts Show Volunteer Sign Up](#). We're looking forward to another fantastic weekend celebrating art and community here in Occoquan!

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF JUNE 2025

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 6/30/25 Unaudited
Nonspendable:			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ -
Restricted:			
E-Summons Fund	\$ 48,985	\$ 7,435	\$ 56,420
Assigned:			
Events Fund	\$ -	\$ 85,245	\$ 85,245
CIP Fund	\$ 436,006	\$ (86,145)	\$ 349,861
State Aid 599 Program Fund	\$ 24,235	\$ 10,932	\$ 35,167
Mamie Davis Park Fund	\$ 7,090	\$ 1,788	\$ 8,879
PEG Fund	\$ 2,111	\$ 134	\$ 2,245
Subtotal Assigned:	\$ 469,442	\$ 11,954	\$ 481,396
Unassigned:			
Operating Reserves	\$ 200,000	\$ -	\$ 200,000
Other Unassigned	\$ 470,149	\$ 71,077	\$ 541,226
Subtotal Unassigned:	\$ 670,149	\$ 71,077	\$ 741,226
Total Fund Balance:	\$ 1,288,577	\$ 90,465	\$ 1,379,042

	Capital					
	General Fund	Improvement Program Fund	E-Summons Fund	Events Fund	Mamie Davis Funds	Total - All Funds
Nonspendable					\$ 100,000	\$ 100,000
Restricted			\$ 56,420			\$ 56,420
Committed						\$ -
Assigned	\$ 37,412	\$ 349,861		\$ 85,245	\$ 8,879	\$ 481,396
Unassigned	\$ 741,226	\$ -				\$ 741,226
	\$ 778,637	\$ 349,861	\$ 56,420	\$ 85,245	\$ 108,879	\$ 1,379,042

Town of Occoquan

Balance Sheet Comparison

As of June 30, 2025

	Total		
	As of June 30, 2025	As of June 30, 2024 (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	214,844	291,037	(76,193)
10024 Money Market 4220	202,329	201,020	1,309
10029 Checking Account 3126 (deleted)	0	59,500	(59,500)
10034 VIP - Investment Pool			0
25-0001 VIP 1-3 Year Bond Fund 0001			0
25-0002 VIP 1-3 Year Bond Fund 0002			0
25-5001 VIP NAV Liquidity Pool 5001	937,524	603,044	334,479
Total 10034 VIP - Investment Pool	\$ 937,524	\$ 603,044	\$ 334,479
10082 Mamie Davis Savings 4201	4,493	2,705	1,788
10083 Mamie Davis CD	100,000	100,000	0
Total Bank Accounts	\$ 1,459,364	\$ 1,257,481	\$ 201,883
Accounts Receivable			
10180 Accounts Receivable	115,978	281,651	(165,673)
Total Accounts Receivable	\$ 115,978	\$ 281,651	\$ (165,673)
Other Current Assets			
10190 Real Estate Receivable	0	305,023	(305,023)
11000 Prepaid Expenses	0	1,677	(1,677)
14990 Undeposited Funds	12,960	1,124	11,836
Total Other Current Assets	\$ 12,960	\$ 307,824	\$ (294,864)
Total Current Assets	\$ 1,588,302	\$ 1,846,956	\$ (258,654)
TOTAL ASSETS	\$ 1,588,302	\$ 1,846,956	\$ (258,654)
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	113,599	144,364	(30,765)
Total Accounts Payable	\$ 113,599	\$ 144,364	\$ (30,765)
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	196	2,030	(1,834)
22020 Home Depot	182	(571)	753
22030 Lowe's Proservices	511	745	(233)
22040 United Bank Credit Cards	5,856	6,024	(168)
22050 Shell Credit Card	(151)	0	(151)

Total 22000 Credit Cards	\$	6,595	\$	8,228	\$	(1,633)
Total Credit Cards	\$	6,595	\$	8,228	\$	(1,633)
Other Current Liabilities						
20935 Performance Bond		1,188		1,188		0
20940 Unearned Craft Show Rev		74,755		76,034		(1,279)
20960 Unearned Other Revenue						0
20970 Unearned Rental		800		500		300
20973 Unearned SLFRF Revenue		0		0		0
Total 20960 Unearned Other Revenue	\$	800	\$	500	\$	300
20980 Unearned R.E. Tax		1,203		306,226		(305,023)
21100 Unearned Fire Dept Grant		10,046		7,209		2,837
21200 Payroll Liabilities		0		14,012		(14,012)
21230 VRS Employee Contributions		1,261		807		454
Total 21200 Payroll Liabilities	\$	1,261	\$	14,819	\$	(13,558)
Total Other Current Liabilities	\$	89,252	\$	405,975	\$	(316,722)
Total Current Liabilities	\$	209,447	\$	558,566	\$	(349,120)
Total Liabilities	\$	209,447	\$	558,566	\$	(349,120)
Equity						
30000 Nonspendable						0
30005 PrePaid Items		0		1,677		(1,677)
Total 30000 Nonspendable	\$	-	\$	1,677	\$	(1,677)
31000 Restricted						0
31100 Mamie Davis (Endowment)		100,000		100,000		0
31200 E Summons Fund		48,985		48,985		(0)
Total 31000 Restricted	\$	148,985	\$	148,985	\$	(0)
31400 Assigned						0
30030 Events Fund		0		86,852		(86,852)
30040 CIP Fund		436,006		7,038		428,968
31050 Public Safety Grant Fund		24,235		24,235		0
31060 Mamie Davis Park Fund		7,090		7,090		0
31070 Public Education Grant Fund		2,111		2,111		0
Total 31400 Assigned	\$	469,442	\$	127,326	\$	342,116
31500 Unassigned						0
30010 Emergency Operating Fund		200,000		200,000		0
30020 Unrestricted		470,149		810,589		(340,440)
Total 31500 Unassigned	\$	670,149	\$	1,010,589	\$	(340,440)
32000 Retained Earnings		(187)		(769,766)		769,579
Net Income		90,465		769,579		(679,114)
Total Equity	\$	1,378,856	\$	1,288,390	\$	90,465
TOTAL LIABILITIES AND EQUITY	\$	1,588,302	\$	1,846,956	\$	(258,654)

Accrual basis Monday, July 28, 2025 03:32 PM GMT-04:00

**Town of Occoquan - Permit Report
July 2025**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
BLD2025-03492	402 MCKENZIE DR	NEW TWO-STORY 7' x 32' REAR ADDITION -- AND -- INTERIOR RENO. INCREASE FLOOR-TO-CEILING HEIGHT OF MAIN AND UPPER LEVEL -- AND -- REPLACE EXISTING ROOF.	Building	Issued	R - Addition	02/28/2025	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
BLD2025-05697	313 MILL ST	Demo, non structural	Building	Issued	Demolition	06/05/2025	
BLD2026-00087	313 MILL ST	CHANGE OF USE OF THE SPACE change of use from M use to B use take out - link to BLD2025-05697 - Demo	Building	Issued	C - Tenant Layout	07/11/2025	
ELE2026-00169	313 MILL ST	CHANGE OF USE OF THE SPACE change of use from M use to B use take out - link to BLD2025-05697 - Demo	Electrical	Issued	C - Tenant Layout	07/17/2025	
PLB2025-02750	313 MILL ST	ALTERATION AND REPAIR link to BLD2025-05697 - Demo	Plumbing	Issued	C - Tenant Layout	07/17/2025	
GAS2025-01748	416 MILL ST	*BCE2025-00694* Connected gas fryer and wok burner to existing natural gas line in kitchen under hood. Gas line connections are pre-existing, only connecting 2 appliances.	Gas	Finald	C - Alteration/Repair	05/23/2025	05/28/2025
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 (**PLAN REVISED TO INCLUDE (2) SERVICE DISC, (2) SUB PANELS, (1) 225A ECB FOR WATER HEATER 4-14-25 -HXF.**)	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	

PLB2025-02589	1410 OCCOQUAN HEIGHTS CT	EMERGENCY REPAIR WHOLE WATER LINE, 45FT LONG INSIDE AND OUTSIDE & 45FT DOWN.	Plumbing	Finald	R - Alteration/Repair	06/09/2025	06/12/2025
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	
GAS2026-00039	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.	Gas	Issued	R - Alteration/Repair	07/08/2025	
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	
BLD2025-03847	117 POPLAR LN	NON-STRUCTURAL A/R - DEMO NON-LOADBEARING BATHROOM WALL ON MAIN FLOOR, INSTALL PRE-MANUFACTURERED SAUNA	Building	Issued	R - Alteration/Repair	02/21/2025	
ELE2025-04147	117 POPLAR LN	Install a Sauna thermostat / heater / light**see notes for scope of work*	Electrical	Issued	R - Alteration/Repair	02/24/2025	
PLB2025-01787	117 POPLAR LN	BATHROOM REMODEL	Plumbing	Issued	R - Alteration/Repair	02/24/2025	
ELE2025-06069	103 WASHINGTON ST	200 amp service upgrade, New 200 amp disconnect New ground rods Water main bonding update, Whole house surge protector	Electrical	Issued	R - Alteration/Repair	06/18/2025	
GAS2025-01335	158 WASHINGTON ST	remove existing gas log set install direct vent gas insert	Gas	Issued	R - Alteration/Repair	03/30/2025	
MEC2025-01520	158 WASHINGTON ST	install direct vent gas insert into existing masonry fireplace	Mechanical	Issued	R - Alteration/Repair	03/30/2025	
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	
ELE2025-03999	209 WASHINGTON ST	REPLACING 200AMP WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		

MEC2025-01538	209 WASHINGTON ST	ADD ON PACKAGE FOR HEAT PUMP	Mechanical	Pending	C - Alteration/Repair		
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Development Projects

END OF REPORT

Town of Occoquan - Open BCE Case(s)

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

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 07/07/2025

*Counts business days only.

Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
301 POPLAR ALY 1	BDM2026-00020 In Research	07/17/2025		2	Keaveny, Christopher	INTERIOR/EXTERIOR MAINTENANCE ISSUES//HOLES IN CEILING, NO AC, PIPES BUSTED.					
116 WASHINGTON ST 1	UNS2024-00063 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00065 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	Fire Damage attributed to contents within structure. Exact cause TBD. This is an old building that looks like apartments but are actually condo's. The configuration is as follows, units 1 and 2 are two stories side by side. the back wall to unit 1 and 2 is the separation wall to the back four units. On the 1st floor are units 3 and 5 on the second level are units 4 and 6. The origin of fire was in unit 1, this unit was a complete burn out and destroyed wall to units in back and to unit two to the side. C is the owner of unit 2 directly to the side of unit one that is the complete burn out . There is no 1 hour separation and there was extreme damage to this wall between units 1 and 2. In the roof system trusses will need repair and / or replacement. This unit has fire, water, and smoke damage, unit posted unsafe . Meter was pulled and water shut down, This unit will require building, electrical, repair details for rated separation wall and truss repair.	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00066 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 07/07/2025

**Counts business days only.*

Town of Occoquan

<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>
116 WASHINGTON ST 3	UNS2024-00069 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00070 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00071 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

Total Number of Cases for Town of Occoquan: 7

Total Number of Addresses Affected: 3

Total Number of Violations Issued: 6

Total Number of Cases Closed : 6

Total Number Cases Closed with No Violation: 6

Total Number of Cases Still Open: 1

Total Number of Open Cases with Violations: 0

Average Number of Business Days Cases are Open This Town: 222.71

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 173.67

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

Total Business Days of Pending Activities for this Town: 0

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 07/07/2025

**Counts business days only.*

Total Number of Cases for All Towns Selected: 7

Summary by Case Status:

Closed - Monitored	6
In Research	<u>1</u>
	7

END OF REPORT

Town Attorney Report

To: Mayor and Council, Town of Occoquan
Thru: Adam Linn, Town Manager
From: Martin Crim, Town Attorney
Re: Report for August 6, 2025, Council Meeting
Date: July 28, 2025

NOT CONFIDENTIAL

This is a non-confidential report on the matters that my office has been working on for the Town since my previous written report to Council on July 2, 2025:

1. Advised staff as to the effect of the 2025 Virginia General Assembly legislation on site plan and subdivision plat processing.
2. Advised staff regarding Board of Zoning Appeals process.
3. Prepared for a presentation of the Town Staff's position at the Board of Zoning Appeals for an appeal from a notice of violation for a light fixture.
4. Advised staff as to sign violations.
5. Advised staff as to right-of-way fees for telecommunications providers.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

9. Regular Business	Meeting Date: August 6, 2025
9A: Request to Approve Resolution of Appreciation for Ann Kisling	

Attachments: a. Draft Resolution R-2025-07

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution of appreciation and recognition for Ann Kisling, in honor of her years of dedicated service to the Town of Occoquan, specifically her fifteen years of service on the Planning Commission.

Ms. Kisling was appointed to the Planning Commission on September 8, 2009, and served with distinction until her retirement on July 31, 2025. Her longstanding commitment and contributions have played a valuable role in shaping the future of the Town.

Staff Recommendation: Adopt the Resolution as presented.

Proposed/Suggested Motion:

"I move to adopt Resolution R-2025-07 recognizing Ann Kisling for her years of dedicated service to the Occoquan community."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2025-07**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO
ANN KISLING ON THE OCCASION OF HER RETIREMENT FROM
THE PLANNING COMMISSION**

WHEREAS, Ann Kisling has been an integral part of the Occoquan community for over a decade, dedicating her time and talents for the betterment of the community and assisting the Town in multiple volunteer roles over the years; and

WHEREAS, on September 8th, 2009, Ms. Kisling was nominated and started her tenure as a commissioner of the Planning Commission; and

WHEREAS, as a Planning Commissioner, Ms. Kisling was instrumental in bringing to fruition several Planning Commission priorities, including but not limited to, the creation of and subsequent update to the Town’s Vision 2026 Comprehensive Plan, the attraction of an anchor mixed-use development to the business district, the Commission’s recommendations on the Commerce Street entryway improvements, the Commission’s 2024 Strategic Planning Recommendations report, and the Commission’s beautification efforts; and

WHEREAS, after multiple terms and over fifteen years of service on the Commission, Ms. Kisling retired from the Planning Commission effective July 31st, 2025; and

WHEREAS, Ms. Kisling’s efforts, energy, and passion have earned her the respect and gratitude of residents, Town staff, her Planning Commission peers, and multiple Occoquan Town Councils; and

WHEREAS, the Town of Occoquan wishes to express its profound and sincere appreciation to Ms. Kisling for her dedicated service to the Occoquan community; and

WHEREAS, we all hope that Ms. Kisling, and the entire Kisling family, will continue to be active participants in the Occoquan community.

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby congratulates Ms. Kisling on her retirement from the Planning Commission and wishes to express its profound and sincere appreciation to her for her service to the Occoquan community and wish her well in all her future endeavors.

Adopted by the Town Council of the Town of Occoquan, Virginia this 6th Day of August, 2025.

**MOTION:
SECOND:**

**DATE: August 6, 2025
Town Council Meeting**

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



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

9. Regular Business	Meeting Date: August 6, 2025
9B: Request to Approve Resolution of Appreciation for James Drakes	

Attachments: a. Draft Resolution R-2025-08

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution of appreciation and recognition for James “Jim” Drakes, Ph.D., in honor of more than a decade of dedicated service to the Town of Occoquan – as a Planning Commissioner, Town Council Member, volunteer, and member of the Board of Zoning Appeals.

Dr. Drakes was first appointed to the Planning Commission on August 6, 2013, and subsequently served two terms on the Town Council. In May 2022, following a recommendation by the Town Council, he was appointed to the Board of Zoning Appeals, where he served until his retirement on July 25, 2025. Throughout his years of service, Dr. Drakes generously volunteered his time and talents to the Occoquan community, making meaningful contributions to the Town’s governance and civic life.

Staff Recommendation: Adopt the Resolution as presented.

Proposed/Suggested Motion:

“I move to adopt Resolution R-2025-08 recognizing James Drakes for his years of dedicated service to the Occoquan community.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2025-08**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO
JAMES DRAKES ON THE OCCASION OF HIS RETIREMENT FROM
THE BOARD OF ZONING APPEALS**

WHEREAS, James “Jim” Drakes, PhD. has been an integral part of the Occoquan community for over a decade, dedicating his time and talents for the betterment of the community and serving the Town in multiple official roles over the years; and

WHEREAS, on August 6th, 2013, Dr. Drakes was nominated and started his tenure as a commissioner of the Planning Commission, serving for part of one term before being elected to the Town Council; and

WHEREAS, on January 1st, 2015, Dr. Drakes started the first of two terms on the Town Council, serving for four years; and

WHEREAS, on May 18th, 2022, after the recommendation of the Town Council, Dr. Drakes started his current term on the Board of Zoning Appeals; and

WHEREAS, as a Planning Commissioner, Town Council member, and BZA member, Dr. Drakes was instrumental in forwarding a wide range of Town priorities, focusing his efforts on creating the Town’s Vision 2026 Comprehensive Plan, the completion of River Mill Park, and sustaining the vitality of the business district; and

WHEREAS, after serving for over a decade in multiple roles for the Town, Dr. Drakes resigned from the Board of Zoning Appeals effective July 25th, 2025; and

WHEREAS, Dr. Drakes’ efforts, energy, and passion have earned him the respect and gratitude of residents, Town staff, his Planning Commission and Board of Zoning Appeals peers, and multiple Occoquan Town Councils; and

WHEREAS, the Town of Occoquan wishes to express its profound and sincere appreciation to Dr. Drakes for his dedicated service to the Occoquan community.

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby congratulates Dr. Drakes on his retirement from the Board of Zoning Appeals and a decade of service to the Town and wishes to express its profound and sincere appreciation to him for his service to the Occoquan community and wish him well in all his future endeavors.

Adopted by the Town Council of the Town of Occoquan, Virginia this 6th Day of August, 2025.

**MOTION:
SECOND:**

**DATE: August 6, 2025
Town Council Meeting**

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



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: August 6, 2025
9C: Request to Adopt Ordinance Updating References in Title IX of the Town Code	

Attachments: a. Draft Ordinance O-2025-09

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt an ordinance to amend Title IX of the Town Code.

Title IX is comprised of four chapters (90–93), which address regulations related to animal care, fire prevention, health and sanitation, and the use and care of public streets, sidewalks, and other public properties.

The proposed amendments are administrative and editorial in nature, primarily aimed at updating and correcting internal code references to ensure accuracy, clarity, and to assist in effective enforcement.

Background

As part of a months-long review process, Town staff is conducting a comprehensive review of each title of the Town Code to ensure consistency with the new Town Charter and to identify revisions that improve the efficiency of Town operations and services. Amended titles will be presented to the Town Council for adoption as needed throughout this process.

This title was previously amended for substantive changes in February 2025.

Staff Recommendation: Recommend approval of the attached draft ordinance as presented.

Town Attorney Recommendation: Recommend approval.

Proposed/Suggested Motion:

“I move to adopt the ordinance as presented.”

OR

Other action Council deems appropriate.

ORDINANCE # O-2025-09

AN ORDINANCE TO AMEND TITLE IX OF THE TOWN CODE

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this 6th day of August, 2025:

1. That the Town Council hereby amends Chapters 92 and Section 93.99 of the Town Code as presented in the attached; and

2. That this ordinance is effective upon passage.

BY ORDER OF THE TOWN COUNCIL

Meeting Date: August 6, 2025
Town Council Meeting
Ord No. O-2025-09

RE: AN ORDINANCE TO AMEND TITLE IX OF THE TOWN CODE

MOTION:
SECOND:
ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk

ARTICLE 92.00 - GENERAL PROVISIONS

§ 92.01 DANGEROUS CONDITIONS.

(A) *Purpose.* Various methods for removing, repairing and securing buildings, walls and other structures which might endanger the public health or safety or the health or safety of residents of the town are prescribed in other provisions of this Code and in the building and fire prevention codes and in state and county laws, ordinances and regulations. It is the intent of the Town Council in enacting this article to make it supplemental to those other chapters, codes, laws, ordinances and regulations. The provisions of this article are alternative methods for removing, repairing and securing buildings, walls and other structures in those instances where such other methods are provided.

(B) In addition to any other remedies provided by this code or the VA Code, the town may protect public health, safety, and welfare by addressing dangerous conditions as provided in this division (B).

(1) The owners of property in the town shall, at such time or times as the Council may prescribe, remove therefrom any and all trash, garbage, refuse, litter, and other substances which might endanger the health or safety of other residents of the town. The town may, whenever the Council deems it necessary, after reasonable notice, have such trash, garbage, refuse, litter, and other like substances which might endanger the health of other residents of the town, removed by its own agents or employees, in which event the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the town as taxes are collected. Any tree, bush, or other plant which endangers persons or poses a risk of fire or other property damage because of its location and/or condition shall constitute a substance which might endanger the health or safety of residents of the town for purposes of this division (BA).

(2) Every charge authorized by this division (BA) or VA Code § 15.2-900 with which the owner of any such property has been assessed and that remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in VA Code Title 58.1, Chapter 39, Articles 3 (§§ 58.1-3940 et seq.) and 4 (§§ 58.1-3965 et seq.). The Town Council may by resolution waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

~~(CB)~~ In addition to any other remedies provided by this code or the VA Code, the town may protect public health, safety, and welfare by addressing dangerous structures as provided in this division (CB).

(1) The owners of property in the town shall remove, repair, or secure any building, wall or any other structure that might endanger the public health or safety of other

residents of the town at such time or times as the Town Council may prescribe by resolution or ordinance.

(2) The town through its agents or employees may remove, repair, or secure any building, wall, or any other structure that might endanger the public health or safety of other residents of the town, if the owner and lien holder of such property have failed to remove, repair, or secure the building, wall, or other structure, after the notice provided in this division (~~CB~~) has been sent and the time to act provided in that notice has elapsed.

(a) For purposes of this division (~~CB~~), repair may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings.

(b) For purposes of this division (~~CB~~), reasonable notice includes a written notice: mailed by certified or registered mail, return receipt requested, sent to the last known address of the property owner; and published once a week for two successive weeks in a newspaper having general circulation in the locality.

(c) No action shall be taken to remove, repair, or secure any building, wall, or other structure for at least 30 days following the later of the return of the receipt or newspaper publication, except that the town may take action to prevent unauthorized access to the building within seven days of such notice if the structure is deemed to pose a significant threat to public safety and such fact is stated in the notice.

(3) If the town, through its own agents or employees, removes, repairs, or secures any building, wall, or any other structure after complying with the notice provisions of this division (~~CB~~) or as otherwise permitted under the Virginia Uniform Statewide Building Code in the event of an emergency, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the town as taxes are collected.

(4) Every charge authorized by this division (~~CB~~) or VA Code § 15.2-900 with which the owner of any such property has been assessed and that remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local real estate taxes and enforceable in the same manner as provided in VA Code Title 58.1, Chapter 39, Articles 3 (§§ 58.1-3940 et seq.) and 4 (§§ 58.1-3965 et seq.). The Town Council may, by resolution, waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(~~DE~~) In addition to any other remedies provided by this code or the VA Code, the town may protect public health, safety, and welfare by addressing dangerous wharves, piers, pilings, bulkheads, vessels, or abandoned, obstructing, or hazardous property as provided in this division (~~DE~~).

(1) The owners of property in the town shall, at such time or times as the Town Council may prescribe, remove, repair, or secure any vessel which has been abandoned or any wharf, pier, piling, bulkhead, or any other structure or vessel which might endanger the

public health or safety of other persons, or which might constitute an obstruction or hazard to the lawful use of the waters within or adjoining such locality. If such property is deemed to be abandoned, the Town Council may designate and empower an official to ascertain the lawful owner of such property and to have the owner repair, remove, or secure such property.

(2) The town, through its own agents or employees, may remove, repair, or secure any vessel which has been abandoned or any wharf, pier, piling, bulkhead, or other structure or vessel which might endanger the public health or safety of other persons or which might constitute a hazard or obstruction to the lawful use of the waters within the town, if the owner of such property, after reasonable notice and reasonable time to do so, has failed to remove, repair, or secure such wharf, pier, piling, bulkhead, or other structure or vessel.

(3) If the town, through its own agents or employees, removes, repairs, or secures any wharf, pier, piling, bulkhead, or other structure or vessel after complying with the notice provisions of this division (~~DE~~), the cost or expenses thereof shall be chargeable to and paid by the owners of such property and to the extent applicable may be collected by the locality as taxes are collected.

(4) If the identity or whereabouts of the lawful owner is unknown or not able to be ascertained after a reasonable search and after lawful notice has been made to the last known address of any known owner, the town, through its own agents or employees, may repair such wharf, pier, piling, bulkhead, or other structure or vessel or remove such property after giving notice by publication once each week for two weeks in a newspaper of general circulation in the area where such property is located.

(5) Every charge authorized by this division (~~DE~~) with which the owner of any such property has been assessed and which remains unpaid, to the extent applicable, shall constitute a lien against the owner's real property, and such lien shall be recorded in the judgment lien docket book in the County Circuit Court. Such lien may also be reduced to a personal judgment against the owner.

(~~ED~~) Nothing in this section shall affect the town's ability to abate or remove dangerous conditions pursuant to a declared national, state, or local emergency.

(1998 Code, § 30-1) (Ord. 0-2014-01, passed 6-17-2014; Ord. 0-2025-01, passed 2-4-2025) Penalty, see § 92.99

ARTICLE 92.10 - NOISE

§ 92.10 DECLARATION OF FINDINGS AND POLICY.

The Town Council hereby finds and declares that excessive noise is a serious hazard to the public health, welfare, commerce, peace and safety and the quality of life; that a substantial body of science and technology exists by which excessive noise may be substantially abated; that the people have a right to and should be ensured an environment

free from excessive noise that may jeopardize the public health, welfare, commerce, peace and safety or degrade the quality of life; and that preventing such excessive noise serves a substantial governmental interest. It is the intent of this article to create reasonable, narrowly tailored, and content-neutral time, place, and manner restrictions that leave open ample alternative avenues for communication.

(Ord. 0-2023-14, passed 9-5-2023; Ord. 0-2025-01, passed 2-4-2025)

§ 92.11 DEFINITIONS.

For purposes of this article the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANSI. The American National Standards Institute, Inc., New York, New York.

A-WEIGHTED DECIBEL. The sound level, in decibels, measured with a sound level meter using the A-weighting network or scale as specified in the ANSI S1.4-1983 (specification for sound level meters). The level so read shall be postscripted dB(A) or dBA.

CHIEF. The Chief of Police of the town Police Department, or their designee.

DAYTIME. The local time of day between the hours of 6:00 a.m. and 10:00 p.m. weekdays, and from 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays and legal holidays observed by the town government unless otherwise specified.

DECIBEL. A unit that describes the sound pressure level or intensity of sound. The sound pressure level in decibels is 20 times the logarithm to the base ten of the ratio of the pressure of the sound in microbars to a reference pressure of 0.0002 microbar; abbreviated dB.

DWELLING UNIT. One or more rooms arranged, designed or intended to be occupied as separate living quarters by one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

HORN. Any audible signaling device on any automobile, motorcycle or other vehicle.

MOTOR CARRIER VEHICLE ENGAGED IN INTERSTATE COMMERCE. Any vehicle for which regulations apply pursuant to section 18 of the Federal Noise Control Act of 1972 (P.L. 92-574), as amended, pertaining to motor carriers engaged in interstate commerce.

MOTORCYCLE. Any two-wheeled or three-wheeled motor vehicle, excepting farm tractors.

MOTOR VEHICLE. Any self-propelled device or device designed for self-propulsion, upon or by which any person or property is or may be drawn or transported upon a street or highway, except devices moved by human power or used exclusively upon stationary wheels or tracks.

NIGHTTIME. Those times excluded from the definition of daytime.

NOISE. Any steady-state or impulsive sound occurring on either a continuous or intermittent basis.

PLAINLY AUDIBLE. Capable of being perceived by the human ear of a person with normal hearing ability, including persons dependent upon normally functioning hearing aid devices. When music is involved, the detection of rhythmic bass tones or vibrations shall be sufficient to be considered plainly audible sound.

PROPERTY BOUNDARY. An imaginary line along the ground surface, and its vertical extension, which separates the real property owned, leased, or otherwise legally controlled by one person from that owned, leased, or otherwise legally controlled by another, including intra-building real property divisions.

PUBLIC AREA. Any real property owned by the government, including, but not limited to, public rights-of-way, sidewalks, parks, and buildings.

RESIDENTIAL AREA. Any building or other structure in which one or more persons resides on a permanent or temporary basis, including, but not limited to, houses, apartments, condominiums, hotels, and motels.

SOUND AMPLIFYING EQUIPMENT. Any machine or device used for the amplification of the human voice, music or any other sound. This term shall not include warning devices on authorized emergency vehicles, or horns or other warning devices on other vehicles used only for traffic safety purposes.

SOUND LEVEL METER. An instrument to measure sound pressure levels that meets or exceeds performance standards for a Type 2 meter as specified by the ANSI.

SOUND PRESSURE LEVEL. The intensity in decibels (dB) of a sound.

THIS ARTICLE. This subchapter of Ch. 92 of this code.

TOWN MANAGER. The Town Manager or their designee.

ZONING DISTRICT CLASSIFICATION. The scheme of land use classification contained in the town zoning ordinance.

(Ord. 0-2023-14, passed 9-5-2023; Ord. 0-2025-01, passed 2-4-2025)

§ 92.12 ADMINISTRATION AND ENFORCEMENT.

(A) The police department may issue a summons for violations of this article and may be assisted by other town departments as required.

(B) Nothing in this section shall preclude a private citizen from obtaining a magistrate's summons based upon a probable cause determination by the magistrate's office.

(Ord. 0-2023-14, passed 9-5-2023; Ord. 0-2025-01, passed 2-4-2025)

§ 92.13 VIOLATIONS.

(A) Criminal violation. Any person who owns or is in possession of property where a noise emanates from or is in charge of the source of a noise, is guilty of a Class 2 misdemeanor if that noise violates this article.

(B) In addition to and not in lieu of the penalties prescribed in this section, the town may apply to the circuit court for an injunction against the continuing violation of any of the provisions of this article and may seek any other remedy or relief authorized by law.

(Ord. 0-2023-14, passed 9-5-2023; Ord. 0-2025-01, passed 2-4-2025)

§ 92.14 MAXIMUM PERMISSIBLE SOUND LEVELS GENERALLY.

(A) Except as otherwise provided in this article, any noise which emanates from any operation, activity or source and which exceeds the maximum permissible sound levels established in this section below is hereby prohibited. Such levels shall be measured at the property boundary of the sound source or at any point within any other property affected by the noise. When a noise source can be identified and its noise measured in more than one zoning district classification, the limits of the most restrictive classification shall apply.

<i>Maximum permissible sound pressure levels</i>		
<i>Zoning district classification</i>	<i>Maximum dBA: daytime</i>	<i>Maximum dBA: nighttime</i>
Residential (R-1 through R-4)	60	55
Business (B-1)	65	60
Parks and Public Utility District (PPU)	60	55
Old and Historic Occoquan District	65	60

(B) Heating and cooling systems, including but not limited to air conditioners and heat pumps, shall not be subject to the night levels enumerated above.

(C) Any person, with lawfully obtained permits, who during daytime operates or causes to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, alleys or appurtenances thereto in the outdoors shall not be subject to the levels enumerated above.

(D) Persons performing construction of public projects, repair or maintenance work for such projects or persons performing work for private or public utilities for the repair of facilities or restoration of services shall not be subject to the levels enumerated above.

(Ord. 0-2023-14, passed 9-5-2023; Ord. 0-2025-01, passed 2-4-2025)

§ 92.15 SPECIFIC PROHIBITIONS.

Except as expressly provided otherwise in this article, the following acts are violations of this article:

(A) Sounding any horn on any right-of-way or in any public space except when the sounding of the horn is intended as an emergency or danger warning signal. However, sounding a horn continuously or intermittently in a manner that is plainly audible for more than five consecutive seconds shall be a violation of this section.

(B) Operating or causing to be operated a public or private motor vehicle or motorcycle on a public right-of-way at any time in such a manner that the sound level emitted by the motor vehicle or motorcycle, when measured at a distance of 50 feet or more, exceeds the level set forth in the following table. This section shall not apply to motor carrier vehicles engaged in interstate commerce.

	<i>Sound level in dBA</i>	
<i>Vehicle class</i>	<i>Speed limit 25 mph or less</i>	<i>Speed limit over 25 mph</i>
All motor vehicles of GVWR or GCWR of 6,000 lbs or more	86	90
Any motorcycle	82	86
Any other motor vehicle or any combination of vehicles towed by any motor vehicle	76	82

(C) Operating, loading or unloading any vehicle, including but not limited to trucks, or the opening and destruction of bales, boxes, crates and containers in the outdoors during nighttime.

(D) Operating or causing to be operated during nighttime any equipment used in construction, repair, alteration or demolition work on buildings, structures, alleys, real property, or appurtenances thereto in the outdoors in any zoning district. This includes, but is not limited to, lawn care, tree maintenance or removal, and other landscaping activities. This section shall not apply to construction of public projects, the repair or

maintenance work performed on such projects, or work performed by private or public utility companies for the repair of utility facilities or restoration of services.

(E) The playing of radio, phonographs, television, tape or disc players, musical instruments or drums, sound amplifiers or other devices which produce, reproduce or amplify sound in such a manner as to emit sound that is plainly audible at a distance of 50 feet from the source or that is plainly audible inside another dwelling unit; provided, however that the provisions of this division shall not apply to any outdoor performance, parade, gathering, dance, concert, show, sporting event, or other event sponsored by the town.

(F) Talking, yelling, shouting, screaming, singing, or any other form of human sounds produced by any person or group of people, or any human-produced excessive noise at nighttime in such a manner as to be plainly audible across property boundaries or plainly audible inside a dwelling unit other than the dwelling unit from which the sound originates.

(G) Sounding or permitting the sounding of any amplified signal continuously or intermittently from any bell, chime, siren, whistle or similar device from any one location that is plainly audible for more than ten consecutive seconds in any hourly period. This provision shall not apply to public bodies or agencies for testing, traffic control or other public purposes.

(Ord. 0-2023-14, passed 9-5-2023; Ord. 0-2025-01, passed 2-4-2025)

§ 92.16 EXEMPTIONS.

The following activities or sources of noise shall be exempt from the prohibitions set forth in this article:

- (A) Town sanctioned activities in town parks or facilities.
- (B) Public transportation.
- (C) Public safety activities by government entities.

(Ord. 0-2023-14, passed 9-5-2023; Ord. 0-2025-01, passed 2-4-2025)

§ 92.17 WASTE, RECYCLING, AND REFUSE REMOVAL.

Waste, recycling and refuse shall be removed only during daytime and must be removed in a manner which does not create a nuisance or excessive noise, or adversely affect the public health.

(Ord. 0-2023-14, passed 9-5-2023)

§ 92.18 NOISE FROM ANIMALS.

It shall be unlawful to own, keep, possess, harbor, or allow any animal which howls, barks, meows, squawks or makes other noise such that it is plainly audible at least once a minute for ten consecutive minutes at 50 feet from the property boundary of the dwelling unit, house or apartment of another; or plainly audible within a dwelling unit other than the one from which the sound emanates.

(Ord. O-2023-14, passed 9-5-2023)

§ 92.19 MEASUREMENT PROCEDURES.

When this article requires measurement of the sound level, the measurement shall be as follows.

(A) The measurement of sound or noise shall be made with sound level meters Type 1 or Type 2 which meet the standards prescribed by the ANSI. The instruments shall be maintained in calibration and good working order. A calibration shall be made of the system at the time of any noise measurement. Measurements recorded shall be taken so as to provide a proper representation of the noise source. The microphone during measurement shall be positioned so as not to create any unnatural enhancement or diminution of the measured noise. A windscreen for the microphone shall be used. A minimum of three sound level readings will be taken. The geometric mean of these readings will be used as the average sound level. If the background noise is equal to the levels set forth in § 92.06, three dB shall be subtracted out of the average sound level.

(B) The slow meter response of the sound level meter shall be used to determine that the average amplitude has not exceeded the dBA readings or the limiting noise spectra set forth in § 92.1406.

(C) Unless otherwise specified in this article, the measurement shall be made at:

- (1) The property boundary on which such noise is generated;
- (2) Any point within the receiving property affected by the noise; or
- (3) Any public area including, but not limited to, any public streets, docks or sidewalks.

(Ord. O-2023-14, passed 9-5-2023; Ord. O-2025-01, passed 2-4-2025)

§ 92.20 SOUND LEVELS; RESTAURANTS.

The sound levels provided elsewhere in this article shall not apply to sound emanating from a restaurant. It shall be a violation of this article for a source of sound emanating from a restaurant to create a sound level during daytime in excess of 80 dBA, or during nighttime in excess of 60 dBA when measured from the boundary line of the restaurant property or any public area including, but not limited to, any public streets, docks or sidewalks.

(Ord. O-2023-14, passed 9-5-2023; Ord. O-2025-01, passed 2-4-2025)

ARTICLE 92.30 - REFUSE; VEGETATION

§ 92.30 DEFINITIONS.

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

GARBAGE. Putrescible animal and vegetable wastes resulting from the handling, preparation, cooking, and consumption of food.

PRIVATE COLLECTORS. Persons engaged in the collection and transportation of refuse from residential, commercial, industrial, institutional, or other establishments for compensation.

RECYCLING. The terms “recycling” or “recyclable materials” shall, unless otherwise specified by the Town Manager or their designee, include newspapers, magazines, phonebooks, paperback books, catalogs, mail, mixed paper (office, copy and computer paper), cardboard, paperboard, cardstock, brown paper bags, non-metallic wrapping paper, shredded paper; acceptable Polyethylene Terephthalate (PETE) and High-Density Polyethylene (HDPE) plastic containers #1-7 including bottles, jars, jugs, wide-mouth tubs and trays, aluminum, steel, tin, bi-metal cans, foil, glass bottles, and jars.

REFUSE. All putrescible and non-putrescible solid wastes of the town, including trash, garbage, ashes, rubbish, street cleanings, and solid wastes generated from manufacturing, industrial, commercial, and agricultural activities and any other business or profession.

STORAGE AREA. An enclosed area on private property of commercial, industrial, institutional, or other establishment used for the storage of refuse.

TOWN COLLECTORS. Persons contracted by the town engaged in the collection and transporting of refuse.

(1998 Code, § 30-31) (Ord. 0-2025-01, passed 2-4-2025)

§ 92.31 REFUSE STORAGE; COLLECTION AND DISPOSAL.

(A) Purpose. The purpose of this article is to provide regulations for the sanitary and effective storage, collection, and disposal of refuse in the town.

(B) Establishment of days and hours of collection. The Town Manager or their designee shall establish and specify the days and hours each week when the town employees or contractors shall collect refuse and recycling in the town and the routes to be served at the time so specified. In the event inclement weather prohibits the collection on the established collection day, collection will occur the following business day if all roadways and streets

are safe and passable. If a collection day falls on a scheduled holiday, collection will occur the following business day.

(C) Authority to administer. The Town Manager or their designee is delegated authority to administer this article and to issue supplementary rules and regulations that are in support of and not in conflict with the provisions of this article. Such supplemental rules and regulations shall have the same force and effect as if fully set forth in this article.

(1998 Code, § 30-32) (Ord. 0-2025-01, passed 2-4-2025)

§ 92.32 REFUSE STORAGE; STANDARDS AND REGULATIONS.

(A) Town collected refuse.

(1) Storage. Except as otherwise permitted in writing by the Town Manager or their designee, refuse shall be stored in a refuse container provided by the town or in a sufficient number of watertight metal or non-breakable containers, made of plastic or another durable material, equipped with handles and tightfitting covers. The size and characteristics of containers shall be subject to reasonable regulation by the Town Manager or their designee, consistent with the town's current contract for trash collection. Containers and storage areas for refuse shall be emptied regularly and cleaned sufficiently often to keep them free of obnoxious odors and vermin.

(2) Exceptions. The following are exceptions to the provisions of this section:

(a) Tree trimmings with a maximum diameter of one and one-half inches, bushes and brush must be tied securely in bundles not more than four feet in length.

(b) Refuse collected during the spring cleanup that is too large or bulky for containers may be placed next to the containers.

(c) Ashes shall only be disposed of when cold, and shall only be placed in metal containers.

(3) Placement. All refuse for collection by town collectors shall be placed at the curb line not earlier than 4:00 p.m. of the day preceding pickup and not later than 6:00 a.m. on the day of pickup. Containers must be tightly covered. Plastic bags must be securely tied. Refuse shall not be placed on the sidewalk or on any portion of a street right-of-way where it will interfere with pedestrian or vehicular traffic. Containers shall be removed from the curb line as soon as possible after trash pickup and no later than 9:00 a.m. on the day proceeding the day of pickup. When not placed at the curblines for pickup, containers shall be stored in the rear of the building or in a screened or enclosed trash receptacle storage area, subject to reasonable regulation set by the Town Manager or their designee.

(4) Special and/or bulk collection. In the event a customer has a special collection item that is too large, bulky or heavy to be handled in the normal refuse curb-side collection, the customer must contact the town collector to request a special collection at least 24 hours

prior to their regular collection day. Said special collection items shall be placed out for collection in accordance with the requirements of this division (A)(34).

(B) Non-town collected refuse.

(1) When determined by the Town Manager, or designee, that a health issue may exist due to the volume or material being placed out for collection or due to code violations of the customer, the town may decline to provide refuse collection services. In such event, the customer will be required to secure separate refuse collection services and if the determination is for volume install a dumpster.

(2) Each establishment required to use a dumpster as their storage container(s) must ensure that they are vermin-proof and waterproof, constructed of noncorrosive material and equipped with tight fitting lids which must be kept closed at all times, except when filling or emptying the container. The dumpster must be contained in the rear of the building or in a storage area, placed in a location as approved by the Town Manager, or designee, to protect the public health. Said dumpster must be emptied at least once per week unless determined by the Town Manager, or designee, that more frequent collection is advisable to protect the public health or to abate a public nuisance. The property owner or business must contract for the dumpster and its associated collections through a licensed solid waste hauler.

(3) Storage areas must remain fully accessible to collection equipment and to public health inspection. These areas shall protect refuse from dispersal by wind or otherwise, and must be kept free of litter and refuse overflow.

(C) Recycling collection.

(1) All recyclable materials shall be separated from garbage, trash, and refuse and shall be placed in a suitable container, stored, and placed at curbside as set out in division (A) of this section. All recyclable materials shall be clean, and all bottles and cans shall be rinsed before being placed in the bin for pickup.

(2) Nothing in this Code shall prohibit any person from selling or donating recyclable materials rather than putting them out for collection by the town or non-town contractor.

(D) Prohibited activities.

(1) It shall be unlawful to place refuse in any street, alley, or public or private place except in accordance with this section.

(2) It shall be unlawful to accumulate refuse on either residential or non-residential properties, except in approved containers or storage areas.

(3) It shall be unlawful to place any refuse in a manner where it may be scattered by the elements.

(4) It shall be unlawful to permit private containers to remain on public streets at times other than those described in division (A)(4) of this section.

(5) The placement into trash or recycling containers of hazardous materials, including but not limited to motor oil, paint, radioactive materials, explosives, poisons, or highly combustible materials, is prohibited. No such material will be picked up by the town or its agents.

(1998 Code, § 30-33) (Ord. O-2018-03, passed 8-7-2018; Ord. O-2025-01, passed 2-4-2025) Penalty, see § 92.99

§ 92.33 PROPERTY TO BE FREE OF REFUSE.

(A) The Town Council finds that the proliferation of refuse and litter including, but not limited to, food- and beverage-related trash and litter, unused or abandoned machinery or appliances, within the town, constitutes a threat to the health, welfare, and safety of the community, degrades the appearance of the community, and reduces the value of surrounding properties.

(B) Owners of property within the town must keep such property free of any and all trash, garbage, refuse, litter, clutter, dismantled, inoperable, or dilapidated machinery or appliances, and other substances that might endanger the health, safety, and welfare of residents of the town.

(1998 Code, § 30-34) (Ord. O-2025-01, passed 2-4-2025) Penalty, see § 92.99

Statutory reference:

Removal of trash, see VA Code § 15.2-901

§ 92.34 REMOVAL.

(A) When substances of the nature set forth in § 92.33(B) are found upon property within the town, the Town Manager or their designee shall immediately notify the owner of such property to remove such substance. Such notification shall be by registered or certified letter sent to the owner at his or her last known address. If after diligent inquiry no address can be found for such owner, the letter shall be posted in a conspicuous place on the property.

(B) If the substances have not been removed from the property by the owner within ten days from the date the letter has been mailed, or the notice posted, the Town Manager or their designee shall cause the removal by town forces or the town's agent of such substances from such property forthwith.

(C) Where substances have been removed from property by the Town Manager or their designee pursuant to the provisions of this section, the cost of such removal shall be chargeable to and paid by the owner of the property and may be collected by the town as taxes and levies are collected. Every charge authorized by this section with which the owner and lienholder of any such property shall have been assessed and which remains

unpaid shall constitute a lien against such property ranking on a priority with liens for unpaid local taxes and enforceable in the same manner as provided in VA Code §§ 58.1-3940 et seq. and 58.1-3965 et seq.

(1998 Code, § 30-35) (Ord. 0-2025-01, passed 2-4-2025)

§ 92.35 GRASS, WEEDS, AND OTHER FOREIGN GROWTH.

(A) Where grass, weeds, or other foreign growth in excess of 12 inches in height is found upon property, the Town Manager or their designee will immediately notify the owner of such property to cut such grass, weeds, or other foreign substances down to a height not to exceed three inches. Notification shall be made by the same procedure as set forth in § 92.3419.

(B) If the grass, weeds, or other foreign growth have not been cut down within ten days from the date of the letter or posting, the Town Manager or their designee may cause the cutting down by the town, or the town's agent, of such grass, weeds, or other foreign growth forthwith.

(C) Where grass, weeds, or other foreign growth have been cut down on property by the Town Manager or their designee pursuant to the provisions of this section, the cost of such cutting shall be chargeable to and paid by the owner of the property and may be collected by the town as taxes and levies are collected.

(1998 Code, § 30-36) (Ord. 0-2025-01, passed 2-4-2025)

§ 92.99 PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99 of this code of ordinances.

(B) (1) Violations of § 92.01(BA) shall be subject to a civil penalty of \$50 for the first violation, or violations arising from the same set of operative facts. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall be \$200. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a 12-month period or, in the case of property that is zoned or utilized for industrial or commercial purposes, \$6,000 in a 12-month period.

(2) The imposition of civil penalties under § 92.01(BA) shall be in lieu of criminal penalties and shall preclude prosecution of such violation as a misdemeanor. However, such violations shall be a class 3 misdemeanor in the event three civil penalties have previously been imposed on the same defendant for the same or similar violation, not arising from the same set of operative facts, within a 24-month period. Classifying such

subsequent violations as criminal offenses shall preclude the imposition of civil penalties for the same violation.

(3) The town may impose and collect civil penalties, not to exceed a total of \$1,000, for violations of § 92.01(~~CB~~).

(1998 Code, § 30-1)

(C) Any person who violates any provision of §§ 92.~~3015~~ through 92.~~3520~~ by doing a prohibited act, or failing to perform a required act, or failing to perform permitted acts in the prescribed manner, shall be deemed guilty of a class 3 misdemeanor.

(1998 Code, § 30-37)

§ 93.99 PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99 of this code of ordinances.

(B) Any person who violates any provision of § 93.~~2615~~ shall be punished by a civil penalty not to exceed \$100 for a violation that has not been corrected within 15 days of notice of such violation.

(1998 Code, § 50-8) (Ord. O-2025-01, passed 2-4-2025)



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Discussion Items	Meeting Date: August 6, 2025
10A: Discussion on Snakehead Initiative	

Attachments: N/A

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review the recent Occoquan Snakehead Roundup as well as discuss other possible initiatives to address the growing invasive species in the Occoquan River that are negatively impacting the river's ecosystem.

Background:

This summer, the Town Police have responded to an increased number of calls related to illegal fishing along the Occoquan River. During these encounters, it was discovered that many individuals were targeting the northern snakehead – an aggressive, invasive fish species that poses a significant threat to native fish populations and the overall health of the river ecosystem.

Inspired by other invasive species management efforts, and with the goals of protecting the Occoquan River, raising awareness about invasive species, and encouraging responsible recreational fishing, Town staff identified an opportunity to pilot a one-night, carefully regulated fishing event. The aim is to engage the community in a conservation-driven initiative while helping to reduce the local snakehead population.

Staff Request: Provide guidance to staff on future events involving invasive species affecting Occoquan.