



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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## Occoquan Town Council Town Council Meeting September 2, 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 - pg. 2**
  - a. Request to Accept August 6, 2025, Town Council Meeting Minutes
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports - pg. 9**
  - a. Administrative Report
  - b. Town Treasurer's Report
  - c. Town Attorney
9. **Regular Business**
  - a. Request to Appoint a New Member to the Board of Zoning Appeals - pg. 49
  - b. Request to Appoint New Members to the Planning Commission - pg. 51
  - c. Request to Adopt Ordinance Creating Parking Districts - pg. 52
  - d. Request to Adopt Resolution to Set the Calendar Year 2026 Schedule of Regular Town Council Meetings - pg. 57
10. **Discussion Items**
11. **Closed Session**
12. **Adjournment**



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> September 2, 2025
Request to Approve Consent Agenda	

**Attachments:** See below

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

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Accept August 6, 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**  
**Wednesday, August 6, 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**

Vice Mayor Loges arrived at 7:02 p.m.

Mayor Porta asked for unanimous consent to add to the agenda a recognition of Mark Summerson, to move up on the agenda the Resolution of Appreciation for Ann Kisling, and to add to the agenda a discussion on 107 E. Colonial Drive. There being no objection, the items were added and moved up on the agenda.

Mayor Porta mentioned that Mark Summerson is a fine art photographer, who recently relocated to Occoquan and participated as a new vendor at the most recent RiverFest and Crafts Show. His online store features photographic prints of Occoquan and instinctively captures light, motion, and atmosphere, and he has donated a photograph entitled "Over Quiet Docks" to the Town. The photograph is being displayed in Town Hall.

Mayor Porta read off the Resolution of Appreciation for Ann Kisling for the occasion of her retirement from the Planning Commission.

**Vice Mayor Loges moved to adopt Resolution R-2025-07 recognizing Ann Kisling for her years of dedicated service to the Occoquan community. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

**Nays:** None

**3. CITIZENS' TIME**

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

James Elgin, a resident from River Road, spoke on a parking issue related to a residence with more vehicles than parking spaces on River Road. He indicated that he has already raised the issue of the number of people believed to be living in the house located at 105 River Road with both the Town staff and Prince William County. He also noted that a number of cars parked in front of 105 River Road do not display a vehicle decal registering the vehicles in the town.

Jordan Sanders, the business owner of Hello Jackson, also spoke and provided draft signage proposals to the council based on the prior month's discussion to allow off-premises signage to low visibility businesses.

Since there were no further citizen comments other than those related to 107 E. Colonial Drive, Citizens' Time was closed.

### **Discussion on Signage**

Mayor Porta asked Mr. Crim if the town could allow off-premises signage by distinguishing by business location.

Mr. Crim replied that under the uniformity requirement applicable to in zoning law it would have to be the same for every business.

Mayor Porta noted it would be a problem to define which businesses would be considered low visibility. He asked Mr. Crim if other jurisdictions have used that terminology.

Mr. Crim replied he doesn't know of any other jurisdictions that use that terminology.

Mayor Porta noted that the staff and Planning Commission previously recommended allowing up to two a-frame signs, including one off-premises. The reason it wasn't adopted at that time was there were no businesses that came to the Town Council to advocate for it and in the past one of the guiding reasons for enacting the signage restriction was that businesses came to the Town Council opposing multiple A-frame signs and off-premises signage. Mayor Porta noted that since signage is in the zoning code changes will require that the Town Council refer it to the Planning Commission for review and any necessary public hearings, then Town Council would also have to hold a public hearing before it could vote on any change. He recommended the Town Council refer the matter to the Planning Commission for their recommendation to the Town Council and noted that it will be important for the business owners to express their views on the subject at the appropriate meetings and hearings.

Town Council was in unanimous agreement to send the signage change to the Planning Commission for their recommendation.

### **Discussion on River Road**

Mr. Linn advised that parking enforcement had indeed gone twice to River Road to review parking compliance. After speaking with the County, he confirmed that the County did not go out to check whether too many people live in the residence at issue. Mr. Linn advised that the town can't regulate how many cars someone has but can regulate whether they have a town decal or not; however, the Town can only tow vehicles from public parking if there are more than three unpaid parking violations.

Mayor Porta asked what if the town owns all the parking spaces and then assigns spaces to each residence on River Road.

Mr. Linn noted that the town owns a significant portion of the parking spaces since the property lines only extend part way into the spaces.

Mr. Crim replied that the town could create a special parking district to take over the parking and issue special parking decals.

After discussion Mayor Porta directed staff to look into creating a special parking district and return to Council.

### **Discussion on 107 East Colonial Drive**

Mr. Linn briefed the Town Council on the events that occurred on East Colonial Drive on August 5<sup>th</sup> and the morning of August 6<sup>th</sup>. He also noted that police cannot forcibly enter a private residence to serve either an emergency custody order or protective order, nor can they forcibly enter a residence on most misdemeanor warrants. Mr. Linn explained that as a result of the incidents discussed, the individual at 107 East Colonial Drive now has several active criminal charges as well as other cases pending against him in the Prince William County Courts.

Mr. Linn continued that based on obtaining the criminal charges this morning the Town Police and Prince William County Police, in a joint operation, made entry into the residence to arrest the individual at 107 East Colonial Drive. Unfortunately, they were not able to locate the individual despite searching the property with a canine unit.

Mr. Linn responded to several questions asked by Mayor Porta.

Mayor Porta reopened Citizens' Time for the discussion on 107 East Colonial Drive.

Eight residents from East Colonial Drive and Mill Cross Lane spoke and expressed concern about the ongoing disturbances caused by the individuals at 107 East Colonial Drive. The residents stressed that the situation has escalated to an emergency level, threatening their sense of safety and security, and they urged stronger action to protect the community.

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

Mayor Porta thanked everyone for attending and sharing information and expressed his sorrow over how this situation is affecting the community.

In response to one of the comments, Mayor Porta indicated that it was his understanding that the reason the individual was able to elude police last evening was that there were County officers nearby waiting to pursue him once he ran over the stop sticks used by town police, but that somehow this pursuit did not occur.

Mr. Linn replied that the Town police were told that after the deployment of stop sticks, County Police would follow the vehicle if it went out Occoquan Road, which it did. The County has a limited pursuit policy but would follow the vehicle. However, the vehicle was not followed once it left the town.

Mayor Porta asked about the delay in response to the 911 calls from earlier in the evening.

Mr. Linn replied that the Town officers were assigned to the National Night Out event and based on the integrated CAD system they believed the County Police were handling the calls and that the calls had been

closed out by County police.

Mayor Porta asked if protective orders had expiration dates that would then allow the individual to return to the house after expiration.

Mr. Linn replied that it is correct, and the protective orders have in this case all been temporary.

Mr. Linn also noted that the police incident reports can be found online in the town administrative report in the first Town Council Meeting Agenda Packet for each month.

Mayor Porta noted that he sees basically two courses of action to address the situation: the first is to apply maximum pressure through any legal avenues with regard to the criminal activity, and the second is to station an officer at the street in the interest of public safety on at least a temporary basis.

Mr. Crim added other suggestions such as seeking assistance from the Fire Marshall for the fires and broken glass. He also suggested reviewing the Town Code for broken windows and other property maintenance issues.

Vice Mayor Loges asked if it's the Town or the County's police that are the lead on this.

Mr. Linn replied that the Town has the criminal warrants and has taken the lead; however, the Town Police are working with Prince William County Police.

Vice Mayor Loges suggested advocating to the magistrate and the court system for the safety of the law enforcement officers and the residents, and the seriousness of the situation.

Councilmember Daubresse as a resident on the same street, spoke on behalf of two residents who couldn't come to the meeting. One resident wished to address how the constant police presence is interfering with their lives since at times the street is blocked off. Another resident who has a child noted they are changing their walking patterns to avoid 107 East Colonial Drive. Councilmember Daubresse further spoke on how this situation is impacting the lives of these residents and is negatively escalating. He asked if this can be officially expressed to the Prince William County Police that this is a serious situation either in writing or by having someone come to listen to the residents' concerns.

Town Council discussed the events on East Colonial Drive and the issues brought forth by residents.

Mr. Linn updated Town Council that the individual's vehicle had just been found by Town Police and they are using all available resources to locate the individual.

Residents came forth to speak more about the situation and the Prince William County Police response to the issue.

Mr. Linn gave out the Occoquan Non-Emergency Number and noted if the individual is seen to call 911 immediately.

Mayor Porta and all the Council Members again thanked the residents for attending the meeting, expressing their concerns and providing valuable information.

#### **4. CONSENT AGENDA**

##### **a. Request to Accept July 8, 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.

## **6. MAYOR'S REPORT**

Mayor Porta reported the following:

- On July 11<sup>th</sup>, he participated in the Fox5 Zip Trip.
- On July 14<sup>th</sup>, he gave a bus tour group a presentation on the town's history.
- On July 23<sup>rd</sup>, he gave a presentation on Hurricane Agnes at the George Mason OLLI.
- On August 1<sup>st</sup>, he emceed Triva Night in River Mill Park.
- On August 3<sup>rd</sup>, he attended the Snakehead Round Up.
- On August 4<sup>th</sup>, he took fifteen members from the town's congressperson on a tour of the town.
- On August 5<sup>th</sup>, he attended the National Night Out.

## **7. COUNCILMEMBER REPORTS**

Councilmember Perkins noted that he joined in with staff and others with beautification projects. He also participated in the Snakehead Round Up.

Councilmember Love noted that he participated in Trivia Night, attended the Snakehead Round Up, and attended National Night Out.

Councilmember Fithian noted that she attended National Night Out.

## **8. BOARDS AND COMMISSIONS**

Councilmember Perkins reported that the Planning Commission met in July. He thanked the Council for their feedback on the strategic document. He also noted that he spoke with Mr. Sills on the Mill at Occoquan and he reported that he plans on starting in October and he asked Mr. Sills to follow up with staff, which he has not.

Architectural Review Board (ARB) Chair Seefeldt reported that the ARB did not meet in July.

## **9. ADMINISTRATIVE REPORTS**

### **a. Administrative Report**

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

Mr. Linn invited Mr. Whitmoyer to provide a brief update on the Main Street Program Grant.

Mr. Whitmoyer briefed Council on the grant project indicating that it will concentrate on the Mill Street Storage Shed and will include beautification, replacement of the door, a bench, and art mural.

Mayor Porta noted the large amount of timed parking violations. The goal of the timed parking is for employees to park in the long-term parking lots and not take up street parking from customers.

**b. Town Attorney's Report**

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

Mayor Porta asked if there was any material he would want to share about the Virginia Legislation that affects site plans and subdivision processing.

Mr. Crim replied that there are inconsistencies with the town ordinance and state code about the length of time that a preliminary plan is viable. That will need to be cleared up in the code.

**10. REGULAR BUSINESS**

**a. Request to Adopt a Resolution of Appreciation for James Drakes**

**Councilmember Fithian moved to adopt Resolution R-2025-08 recognizing James Drakes for his years of dedicated service to the Occoquan community. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.**

**b. Request to Adopt Ordinance Updating References in Title IX of the Town Code**

**Councilmember Perkins moved to adopt the ordinance as presented. Councilmember Love seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Daubresse, and Councilmember Love

**Nays:** None

**11. DISCUSSION ITEMS**

**a. Discussion on Snakehead Initiative**

Vice Mayor Loges thanked Mr. Linn for starting this event.

Mayor Porta noted that it was a good idea and that it had 126 people sign up.

**12. ADJOURNMENT**

The meeting was adjourned at 9:23 p.m.

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Philip Auville, Town Clerk



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

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

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

**DATE:** September 2, 2025

**SUBJECT:** Administrative Report

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

## Administration

### Strategic Framework Updates:

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

### Capital Tiers

#### 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 17<sup>th</sup>, 2023, Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. On March 6<sup>th</sup>, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. 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 13<sup>th</sup>, 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 the end of the year.

➤ **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 are 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 16<sup>th</sup>, 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): 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](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: Staff are 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**

- Events Benches- NEW: Staff have procured twenty new benches for use during Town events, starting in the fall events season.
- Holiday Lights and Decorations Improvements - NEW: Staff are currently finalizing a holiday improvements plan.

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: 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: 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 are currently completing the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff are planning on ordering new signage and updating the Town website with the rules and regulations as well as payment options.
- Mill Street Storage Improvements – NEW: Staff are currently finalizing the CVG grant award with Virginia Main Street. Town and VMS funding will be used to replace the door, install public art, and make other improvements to the building and environs.

### 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.
- **Town Clerk/Assistant Manager Position- NEW**: As of August 21, 2025, Megan Lubash has started with the Town and is currently transitioning into her role as the Town Clerk/Assistant Town Manager.
- **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/](http://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- UPDATED: On August 3, 2025, the Town hosted a snakehead roundup from 8-11 pm in River Mill Park. The Public Safety-led event allowed anglers to fish from the park, which is usually prohibited, in order to catch and dispatch the invasive snakehead fish. Over 100 anglers attended and several fish were caught. Staff are looking to capitalize on the turnout and currently planning future fishing-related events. Staff will update Town Council when such events are confirmed.
- **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 are 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 - UPDATED: On July 26, 2025, staff held a pilot gardening and invasives cleanup in coordination with volunteers. Another **cleanup event is scheduled for September 20, 2025, from 9-11 am, starting at Mamie Davis Park.**

## Tier 2

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

- Town staff continue 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 7<sup>th</sup>, 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: 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: 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](http://www.occoquanva.gov/construction-updates).

- Mill Street Water Issue: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead 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](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. 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- UPDATED: 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 required replacement. In late July 2025, the railing was replaced and the area is now safe for pedestrian use.
- Mill House Visitor Kiosk: 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- UPDATED: The developer is on their second submission of as-built and boundary line adjustments to the Town. The Town Engineer reviewed and returned comments in August 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 5<sup>th</sup>, 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](mailto:townclerk@occoquanva.gov) or visit [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/) and/or [www.occoquanva.gov/business/doing-business-in-occoquan/](http://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 15<sup>th</sup> 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](http://www.occoquanva.gov/living-here/tax-information).**
- Naming of Town Visitor Center: 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.

## Treasurer Report – Supplemental Information

The July 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 July 31, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AMAYA STUDIOS LLC	2 years	6/13/25
BALLYWHACK INC	5 months	6/6/25
BAR J CHILI PARLOR LLC	5 months	6/13/25
BITE ME FOODIE LLC	5 months	6/13/25
GRIND N CREPE LLC	5 months	6/13/25
NEXTHOME BELTWAY REALTY	5 months	6/13/25
PIN CURLS LLC	3 years	Audit completed, payment pending 6/13/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	5 months	6/13/25
RUBICON CONSTRUCTION AND SURVEYING	5 months	6/6/25
TALENT ACQUISITION CONCEPTS	3 years	6/13/25
THIRD BASE LLC	5 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	1 month	Email notice 6/27/25
GOLDEN PLUM BAKERY	1 month	

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*	7 months	2/22/2025	1521 COLONIAL DR
WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	7 months	2/22/2025	384 MYRTLE PL

\*By Mortgage Company

<b>Meals Tax by Fiscal Year</b>			
<b>Month</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>
July	31,379	29,964	29,292
<b>Total as of Latest Month:</b>	<b>31,379</b>	<b>29,964</b>	<b>20,503</b>

## 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 – no change 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.
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 returned 8/1/25. Potential encroachment agreement may be needed for porch near Ellicott Street.
116 Washington	SP2025-002	Townhouses	Site plan submitted on 8/19/25, comments due 9/18/25.
116 Washington	SUB2025-003	Townhouses	Subdivision plat submitted 8/19/25, comments due 9/18/25.

## 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](http://www.occoquanva.gov/government/zoning-land-development-and-building).

A. The following is a list of **zoning reviews** from August 1 to August 25, 2025:

	Zoning Application #	Property Address	Activity
1	TZP2025-023	1400 Occoquan Heights Ct	Add Deck
2	TZP2025-024	301 Commerce Street	New Business
3	TZP2025-025	100 East Colonial Dr	Replace AC & Gas Furnace
4	TZP2025-026	124 East Colonial Dr	Replace Gas Furnace and AC
5	TZP2025-027	102 Frayers Farm Ct	Add patio with stairs from door and a hot tub

B. The following is a list of **zoning modification requests** from August 1 to August 25, 2025:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from August 1 to August 25, 2025:

	Property Address	Violation #	Violation	Town Action
1	312 Center Lane	OCV-2025-033	Grass/Vegetation	Courtesy email on 8/22/2025; Letters and certified letters mailed to HOA and head of HOA on 8/25/2025

D. The following is a list of **active/previous violations** from August 1 to August 25, 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; hearing set for 9/16/25
3	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
4	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
5	305 MILL ST, SUITES 3 - 4	OCV-2025-012	Signage	Courtesy email sent on 7/11/25; no abatement NOV sent 7/29/25; TC directed PC to draft related ZTA 8/6/2025
6	305 MILL ST, UNIT A-2	OCV-2025-015	Signage	TC directed PC to draft related ZTA 8/6/25
7	204 ELLICOTT STREET	OCV-2025-020	Grass/Vegetation	Notice sent on 7/29/2025
8	101 WASHINGTON ST	OCV-2025-021	Grass/Vegetation	Notice sent on 7/29/2025
9	309 COMMERCE ST	OCV-2025-025	ARB	Referred to Zoning Administrator on 7/31/25; ARB2025-007 309 docketed for 8/26/2025

## **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](http://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](http://www.pwcva.gov/department/neighborhood-services).

## Public Safety

### Mission:

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



### Monthly Departmental Goals:

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

### OPD Division Reports:

#### Professional Standards Division

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

#### 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.

The OPD participated in National Night Out with our amazing community. Throughout the evening Officers were joined by residents and business owners to learn about the OPD capabilities and how our community can come together to be stronger than ever. As Chief I want to extend a sincere thank you to our community for their unwavering support.





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.

OPD SOD Officers completed training on fire suppression tactics and the OPD Fire Suppression UTV and equipment on it.

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 August 24<sup>th</sup>, for the month of August, the town police had 173 calls for service\* including:

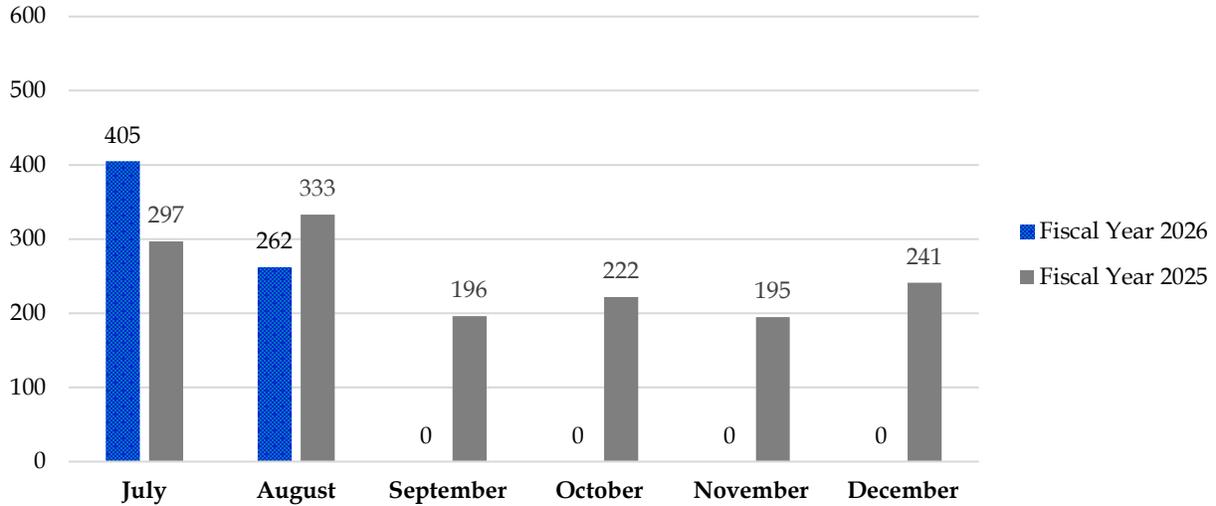
<i><b>Call for Service</b></i>	<i><b>#</b></i>	<i><b>Call for Service</b></i>	<i><b>#</b></i>
Alarms	1	Noise Complaints	1
Animal Call	4	Obstruction of Justice Arrest	1
Complaints (Misc)	1	Other / Service	38
Disabled Vehicle/Motorist Assist	14	Parking Complaints	3
Disorderly	7	Person In Crisis / Suicide Attempt	1
Destruction of Property	1	Protective/ECO Order	3
Domestic Complaint	6	Roadway Obstruction	3
DUI Arrest	2	Stolen/Abandoned Vehicle	2
Fleeing & Eluding	2	Suspicious Calls	15
Lost/Found Property	3	Trespassing	14
Fraud/Attempted Larceny	1	Vandalism	1
Hit & Run	4	Vehicle Crash	21
Illegal Fishing	5	Vehicle Towed	2
Landlord / Tennant Dispute	2	Warrant Arrest	1
Medical/Mental Health Calls	2	Warrant Service	5
Missing Person	3	Welfare Checks	1
Neighbor Dispute	1		
			173

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

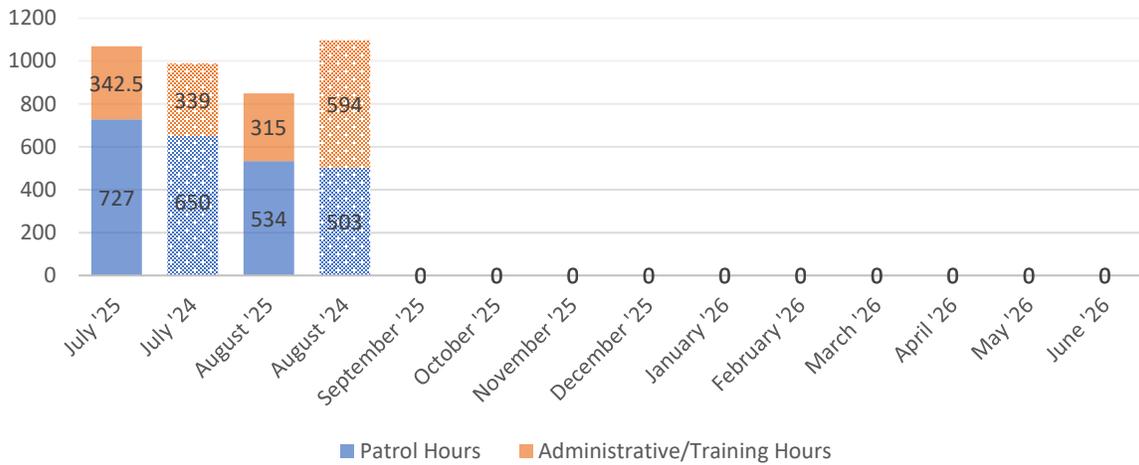
Town police made 4 custodial arrests, issued 262 traffic summonses, 60 parking violations, and 89 warnings.

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

Traffic Summonses FYTD (GRAPH)\*



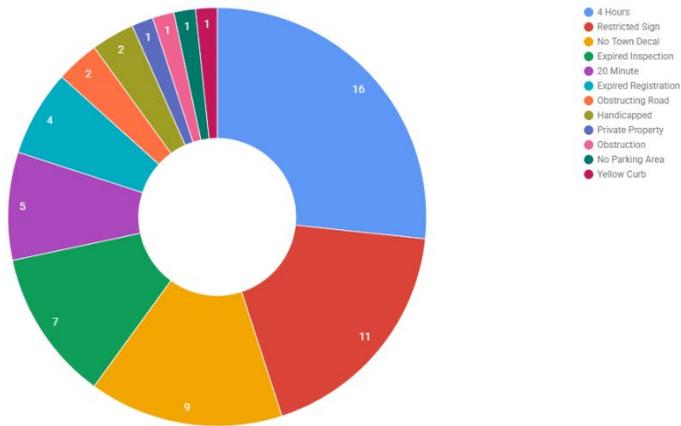
Patrol/ Administrative/Training Hours FYTD (GRAPH)\*



Parking Enforcement (CHART/GRAPH)\*

Month	Parking Tickets	Warning
July	44	3
August	60	1

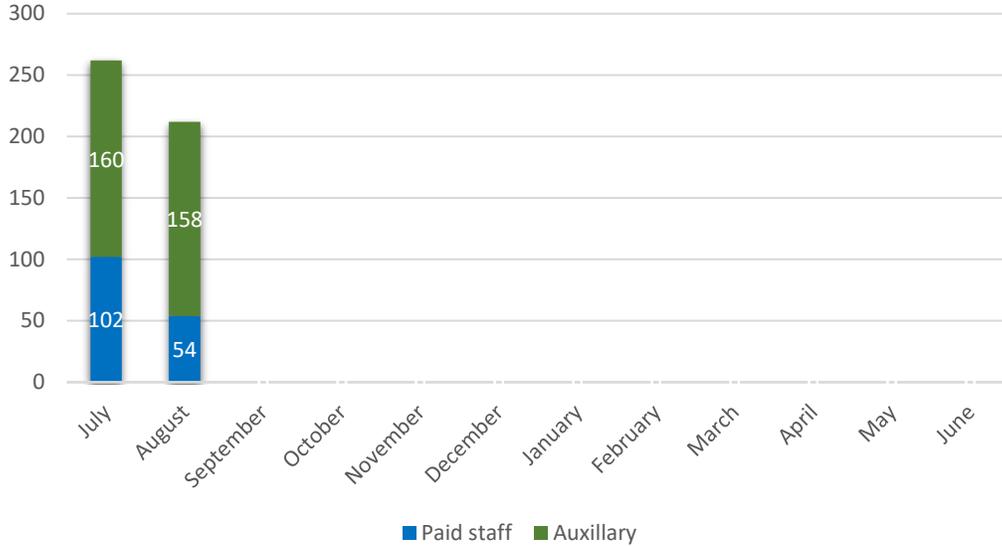
Occoquan VA - Tickets By Violation (Month To Date)



Data as of 8/25/2025, 12:00:00 AM

*Volunteer in Police Service\**

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 474 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.



*\*All data is through 8/24/2025.*

*Special Operations Statistics*

Marine Patrol					
Month	Hours on Patrol	Other Hours	Stops	Interactions	Calls for Service
July	50	16	15	73	4
August	13	4	6	45	6
<b>FY Total</b>	<b>63</b>	<b>20</b>	<b>21</b>	<b>118</b>	<b>10</b>
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	0	0		0	0
August	0	0		0	0
<b>FY Total</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	22	8		1	0
August	23	12		2	0
<b>FY Total</b>	<b>45</b>	<b>20</b>		<b>3</b>	<b>0</b>

## Public Works

### Routine Activities

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

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Riverwalk	X				Review and schedule repairs as needed
Check/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and internal clean up and organization
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street				X	Until no longer needed
Pest Treatment				X	Town buildings every 3 months

## Public Works Highlights (August 2025)

- Installed new name on “island” in Occoquan River.
- Supported and cleaned up from National Night Out.
- Repaired cracked road and stormwater pipe in Ellicott and Commerce Lot.
- Continued spring cleaning tasks. Curb painting and powerwashing are in progress and will be completed through the summer.
- Continued renovations at Mill House Museum by repairing ceiling and outdoor light and placing historical markers.

## Special Public Works Projects

Projects In-Progress: 8

Projects Completed: 15

Below is an updated list of maintenance activities with status updated as of August 25, 2025:

Project	Status	Completion Date	Notes
<b>Building and Property Maintenance (TH, Annex, Museum and River Rd)</b>			
Mill House Museum Interior Renovations	Not started		Fall 2025
Annex Indoor Painting	Not started		Fall 2025
PD Porch and Door Painting	Completed	08/14/2025	
Repairs to Mill House	Completed	08/22/2025	
Repair Conf Room Walls	Completed	08/22/2025	
Lighting Repair at Mill House Museum	Completed	08/22/2025	
<b>Craft Show and Events Support</b>			
Support Trivia Night - 2025	Completed	08/03/2025	
Set Up for National Night Out	Completed	08/05/2025	
Support Trivia Night - 2025	Completed	08/18/2025	
<b>Landscaping</b>			
Fall Plantings	Not started		Mid-September 2025
Improvements at Tanyard Hill and Old Bridge Entrance	In progress		2025
Remove Bush and Mulch Washington Bed	Completed	08/19/2025	
<b>Holiday</b>			
Holiday Improvements Planning	In progress		Events Joint Project
<b>Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)</b>			
Fix RMP Upper Water Fountain	In progress		Fall 2025
Install New Rack and Magazine Holders on MPD Wayfinder	Completed	08/22/2025	
<b>Public Art/Historic Markers</b>			
Install Mini Library in RMP	Completed	08/21/2025	
<b>Special Projects</b>			

Project	Status	Completion Date	Notes
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
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
Install Island Signage	Completed	08/11/2025	
<b>Spring Cleaning</b>			
Powerwash Town Dock and Riverwalk	In progress		Fall 2025
Curb and Striping Review and Painting	In progress		Fall 2025
Powerwash Gaslight Landing Riverwalk	Completed	07/31/2025	
<b>Streets, Sidewalks, and Parking</b>			
Repair Dogwoods on TH Bricks	Not started		
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Summer 2025
Repair Lot B Stormwater Pipe	Completed	08/05/2025	
Replace No Turn Sign at Poplar and Washington	Completed	08/07/2025	
<b>Vehicles and Equipment</b>			
New Truck and UTV Decals	Completed	08/11/2025	
<b>Brick Installation and Maintenance</b>			
N/A			

## Events and Community Development

### Trivia Nights

We hosted two Trivia Nights this month, including the rescheduled July event on Friday, August 1, which brought out 25 enthusiastic teams. On August 15, we welcomed 24 teams for another great evening. Despite the heat at both events, attendance was strong, and the energy was fantastic.

Trivia Night continues to be a popular and valuable community event. 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:

- September 12<sup>th</sup> – Trivia Treasure Hunt
- October 10<sup>th</sup> – Trivia Bingo

### Fall Arts & Crafts Show

*September 27 & 28*

With just a month to go, we're excited to share that around 280 vendors are already registered for the Fall Arts & Crafts Show! We're still working to fill the remaining booths with talented makers and creators offering truly unique items.

We're also in the process of building our volunteer team. So far, 23 individuals have signed up, and we're grateful to also have support from the Civil Air Patrol Cadets and a local Girl Scout troop. To ensure everything runs smoothly, we'll need approximately 80 volunteers – so there's still plenty of room for more helping hands!

If you know someone who might be interested in being part of this exciting weekend, please encourage them to register using the [2025 Fall Arts & Crafts Show Volunteer Sign Up](#) form.

We're looking forward to another fantastic weekend of celebrating art, creativity, and community right here in Occoquan!

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF JULY 2025**

	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25	As of 6/30/25 Unaudited	7/1/25 Transfers (unaudited)	As of 7/1/25 (unaudited)	Unaudited Income/ (Loss) FY26 YTD	As of 7/31/2025 Unaudited
<b>Nonspendable:</b>							
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000		\$ 100,000	\$ -	\$ 100,000.00
Prepaid Items	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,760.35	\$ -
<b>Restricted:</b>							
E-Summons Fund	\$ 48,985	\$ 7,435.24	\$ 56,420	\$ -	\$ 56,420	\$ 1,374.28	\$ 57,794.75
<b>Assigned:</b>							
Events Fund	\$ -	\$ 85,244.81	\$ 85,245	\$ (85,244.81)	\$ -	\$ 52,047.87	\$ 52,047.87
CIP Fund	\$ 436,006	\$ (86,343.39)	\$ 349,663	\$ -	\$ 349,662.61	\$ (24,658.59)	\$ 325,004.02
State Aid 599 Program Fund	\$ 24,235	\$ 10,931.86	\$ 35,167	\$ -	\$ 35,167.16	\$ -	\$ 35,167.16
Mamie Davis Park Fund	\$ 7,090	\$ 1,788.24	\$ 8,879	\$ -	\$ 8,878.65	\$ 557.88	\$ 9,436.53
PEG Fund	\$ 2,111	\$ 134.00	\$ 2,245	\$ -	\$ 2,244.70	\$ -	\$ 2,244.70
<b>Subtotal Assigned:</b>	\$ 469,442	\$ 11,755.52	\$ 481,198	\$ (85,245)	\$ 395,953	\$ 27,947.16	\$ 423,900.28
<b>Unassigned:</b>							
Operating Reserves	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000.00
Other Unassigned	\$ 470,149	\$ 71,274.71	\$ 541,424	\$ 85,244.81	\$ 626,668	\$ (84,350.73)	\$ 544,078.06
<b>Subtotal Unassigned:</b>	\$ 670,149	\$ 71,274.71	\$ 741,424	\$ 85,244.81	\$ 826,668	\$ (84,350.73)	\$ 744,078.06
<b>Total Fund Balance:</b>	\$ 1,288,577	\$ 90,465.47	\$ 1,379,042	\$ -	\$ 1,379,042	\$ (53,268.94)	\$ 1,325,773.09

# Town of Occoquan Budget vs. Actuals July-25

	Actual	Annual Budget	Net Change	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>			0	
40010 Real Estate	653	311,289	(310,636)	0.21%
40020 Meals Tax	20,366	315,452	(295,087)	6.46%
40030 Sales Tax	0	48,000	(48,000)	0.00%
40040 Utility Tax	0	37,000	(37,000)	0.00%
40050 Communications Tax	2,500	31,000	(28,500)	8.06%
40060 Transient Occupancy Tax	3,378	43,000	(39,622)	7.85%
40070 Peer-to-Peer Vehicle Tax	0	0	0	
<b>Total 40000 TAXES</b>	<b>\$ 26,896</b>	<b>\$ 785,742</b>	<b>\$ (758,845)</b>	<b>3.42%</b>
<b>41000 FEES/LICENSES</b>	140	1,000	(860)	14.00%
41010 Vehicle License	187	10,308	(10,121)	1.81%
41020 Business Licenses	182	93,499	(93,317)	0.19%
41025 Business License Fee	90	4,320	(4,230)	2.08%
<b>Total 41020 Business Licenses</b>	<b>\$ 272</b>	<b>\$ 97,819</b>	<b>\$ (97,547)</b>	<b>0.28%</b>
41030 Late Fees	3	2,500	(2,497)	0.11%
41040 FINES (PUBLIC SAFETY)	35,849	427,000	(391,152)	8.40%
41100 Administrative Fees	575	8,500	(7,925)	6.76%
41120 Service Revenue - Eng	0	14,000	(14,000)	0.00%
41130 Service Revenue - Legal	0	5,000	(5,000)	0.00%
41140 Service Revenue - Other	0	500	(500)	0.00%
41160 Convenience Fees	49	0	49	
<b>Total 41000 FEES/LICENSES</b>	<b>\$ 37,074</b>	<b>\$ 566,627</b>	<b>\$ (529,553)</b>	<b>6.54%</b>
<b>42000 GRANTS</b>			0	
42021 NHSTA (DMV)	0	26,000	(26,000)	0.00%
42110 Virginia DCJS	0	0	0	
42020 HB 599	0	29,223	(29,223)	0.00%
<b>Total 42110 Virginia DCJS</b>	<b>\$ -</b>	<b>\$ 29,223</b>	<b>\$ (29,223)</b>	<b>0.00%</b>
42130 DEQ			0	
42010 LITTER	0	1,800	(1,800)	0.00%
<b>Total 42130 DEQ</b>	<b>\$ -</b>	<b>\$ 1,800</b>	<b>\$ (1,800)</b>	<b>0.00%</b>
<b>Total 42000 GRANTS</b>	<b>\$ -</b>	<b>\$ 57,023</b>	<b>\$ (57,023)</b>	<b>0.00%</b>
<b>43000 RENTALS</b>				
43010 Town Hall	0	80	(80)	0.00%
43020 River Mill Park	0	3,500	(3,500)	0.00%
43030 Mamie Davis Park Rental	0	2,500	(2,500)	0.00%
43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
<b>Total 43000 RENTALS</b>	<b>\$ -</b>	<b>\$ 13,923</b>	<b>\$ (13,923)</b>	<b>0.00%</b>
<b>44000 OTHER</b>		44,060	(44,060)	0.00%
44010 General Fund Interest	3,564	25,000	(21,436)	14.26%

44040 Bricks Revenue	134	800	(666)	16.74%
44060 Other	155	5,000	(4,845)	3.11%
<b>Total 44000 OTHER</b>	<b>\$ 3,853</b>	<b>\$ 74,860</b>	<b>\$ (71,007)</b>	<b>5.15%</b>
<b>Total Income</b>	<b>\$ 67,823</b>	<b>\$ 1,498,175</b>	<b>\$ (1,430,352)</b>	<b>4.53%</b>
<b>Gross Profit</b>	<b>\$ 67,823</b>	<b>\$ 1,498,175</b>	<b>\$ (1,430,352)</b>	<b>4.53%</b>
<b>Expenses</b>				
Total 60000 PERSONNEL SERVICES	\$ 59,906	\$ 895,467	\$ (835,561)	6.69%
Total 60400 PROFESSIONAL SERVICES	\$ 6,289	\$ 177,780	\$ (171,491)	3.54%
Total 60800 INFORMATION TECH SERV	\$ 3,191	\$ 43,560	\$ (40,369)	7.33%
Total 61200 MATERIALS AND SUPPLIES	\$ 2,852	\$ 34,500	\$ (31,648)	8.27%
Total 61600 OPERATIONAL SERVICES	\$ 585	\$ 8,500	\$ (7,915)	6.89%
Total 62000 CONTRACTS	\$ 11,304	\$ 137,774	\$ (126,470)	8.20%
Total 62400 INSURANCE	\$ 44,703	\$ 45,023	\$ (320)	99.29%
Total 62800 PUBLIC INFORMATION	\$ 210	\$ 3,352	\$ (3,142)	6.26%
Total 63200 ADVERTISING	\$ -	\$ 6,700	\$ (6,700)	0.00%
Total 63600 TRAINING AND TRAVEL	\$ 10,697	\$ 18,140	\$ (7,443)	58.97%
Total 64000 VEHICLES AND EQUIPMENT	\$ 6,857	\$ 48,050	\$ (41,193)	14.27%
Total 64400 SEASONAL	\$ -	\$ 12,200	\$ (12,200)	0.00%
Total 64800 TOWN HALL	\$ 961	\$ 11,437	\$ (10,476)	8.40%
Total 65200 MILL HOUSE MUSEUM	\$ -	\$ 6,500	\$ (6,500)	0.00%
Total 66000 ANNEX / MAINTENANCE YARD	\$ 470	\$ 5,150	\$ (4,680)	9.13%
Total 66800 RIVER MILL PARK & FACIL	\$ 1,738	\$ 18,945	\$ (17,207)	9.17%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$ 8	\$ 3,050	\$ (3,042)	0.26%
Total 67800 OCCOQUAN RIVER	\$ -	\$ 2,500	\$ (2,500)	0.00%
Total 68000 FURNACE BRANCH PARK	\$ -	\$ 250	\$ (250)	0.00%
Total 68400* STREETS AND SIDEWALKS	\$ -	\$ 2,500	\$ (2,500)	0.00%
Total 68800 HISTORIC DISTRICT	\$ 642	\$ 14,300	\$ (13,658)	4.49%
Total 64700 FACILITIES EXPENSE	\$ 3,819	\$ 64,632	\$ (60,813)	5.91%
Total 68900 PUBLIC ART PROGRAM	\$ -	\$ 2,500	\$ (2,500)	0.00%
<b>Total Expenses</b>	<b>\$ 150,414</b>	<b>\$ 1,498,178</b>	<b>\$ (1,347,764)</b>	<b>10.04%</b>
<b>Net Operating Income</b>	<b>\$ (82,590)</b>	<b>\$ (3)</b>	<b>\$ (82,588)</b>	
<b>Net Income</b>	<b>\$ (82,590)</b>	<b>\$ (3)</b>	<b>\$ (82,588)</b>	

<b>CIP FUND</b>				
	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
42000 GRANTS	0	35,500	(35,500)	0.00%
42050 DOJ BVP	0	1,750	(1,750)	0.00%
42103 Virginia Dept of Fire Programs	0	0	0	
42130 DEQ	0	0	0	
42020 HB 599	0	19,000	(19,000)	0.00%
42070 EPA Community	0	904,025	(904,025)	0.00%
<b>Total 42000 GRANTS</b>	<b>\$ -</b>	<b>\$ 960,275</b>	<b>\$ (960,275)</b>	<b>0.00%</b>
<b>Total Income</b>	<b>\$ -</b>	<b>\$ 960,275</b>	<b>\$ (960,275)</b>	<b>0.00%</b>
<b>Gross Profit</b>	<b>\$ -</b>	<b>\$ 960,275</b>	<b>\$ (960,275)</b>	<b>0.00%</b>
<b>Expenses</b>				

Total Expenses			\$	-	
Net Operating Income	\$	-	\$	960,275	\$ (960,275) 0.00%
Other Expenses					
70000 CIP EXPENSE				0	
70001 Streetscape	8,000	8,800	(800)	90.91%	
70005 Building Improvements	4,954	33,725	(28,771)	14.69%	
70006 Stormwater Management	8,903	1,130,031	(1,121,128)	0.79%	
70014 Timed Parking Equipment		4,000	(4,000)	0.00%	
70018 Snow Removal Equipment	0		0		
70020 Street/Curb Striping Prog	0	5,000	(5,000)	0.00%	
72006 Riverwalk Improvements	0	0	0		
74001 Vehicles & Equipment	2,298	110,000	(107,702)	2.09%	
74003 Body Armor	504		504		
76001 Computer Upgrades	0	3,000	(3,000)	0.00%	
76006 Records Management Syst	0		0		
Total 70000 CIP EXPENSE	\$	24,659	\$	1,294,556	\$ (1,269,897) 1.90%
Total Other Expenses	\$	24,659	\$	1,294,556	\$ (1,269,897) 1.90%
Net Other Income	\$	(24,659)	\$	(1,294,556)	\$ 1,269,897 1.90%
Net Income	\$	(24,659)	\$	(334,281)	\$ 309,622 7.38%

### E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget	
Income					
41000 FEES/LICENSES				0	
41040 FINES (PUBLIC SAFETY)				0	
41170 E-Summons	1,374	14,500	(13,126)	9.48%	
Total 41040 FINES (PUBLIC SAFETY)	\$	1,374	\$	14,500	\$ (13,126) 9.48%
Total 41000 FEES/LICENSES	\$	1,374	\$	14,500	\$ (13,126) 9.48%
Total Income	\$	1,374	\$	14,500	\$ (13,126) 9.48%
Gross Profit	\$	1,374	\$	14,500	\$ (13,126) 9.48%
Expenses					
60800 INFORMATION TECH SERV					
60850 Internet Service	0	2,200	(2,200)	0.00%	
60860 Hardware/Software & Maintenance	0	8,500	(8,500)	0.00%	
Total 60800 INFORMATION TECH SERV	\$	-	\$	10,700	\$ (10,700) 0.00%
61200 MATERIALS AND SUPPLIES				0	
61220 Operational supplies	0	1,200	(1,200)	0.00%	
Total 61200 MATERIALS AND SUPPLIES	\$	-	\$	1,200	\$ (1,200) 0.00%
Total Expenses	\$	-	\$	11,900	\$ (11,900) 0.00%
Net Operating Income	\$	1,374	\$	2,600	\$ (1,226) 52.86%
Net Income	\$	1,374	\$	2,600	\$ (1,226) 52.86%

### EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				

<b>41000 FEES/LICENSES</b>				0	
<b>41160 Convenience Fees</b>	256	5,627	(5,371)	4.55%	
<b>Total 41000 FEES/LICENSES</b>	<b>\$ 256</b>	<b>\$ 5,627</b>	<b>\$ (5,371)</b>	<b>4.55%</b>	
<b>42000 GRANTS</b>		9,000	(9,000)	0.00%	
<b>44000 OTHER</b>		0	0		
<b>44020 Events Fund Interest</b>	0	25	(25)	0.00%	
<b>44040 Bricks Revenue</b>	0	0	0		
<b>44060 Other</b>	0	0	0		
<b>Total 44000 OTHER</b>	<b>\$ -</b>	<b>\$ 25</b>	<b>\$ (25)</b>	<b>0.00%</b>	
<b>47000 EVENTS REVENUE</b>			0		
<b>47010 Sponsorships</b>	6,030	26,800	(20,770)	22.50%	
<b>47020 Booth Rentals</b>	70,925	187,575	(116,650)	37.81%	
<b>47021 Ticket Sales</b>		0	0		
<b>47023 Community Events</b>	0	11,800	(11,800)	0.00%	
<b>Total 47021 Ticket Sales</b>	<b>\$ -</b>	<b>\$ 11,800</b>	<b>\$ (11,800)</b>	<b>0.00%</b>	
<b>47030 Shuttle Fees</b>	0	71,500	(71,500)	0.00%	
<b>47040 Parking Space Sales</b>	3,900	9,875	(5,975)	39.49%	
<b>47060 Merchandise</b>		200	(200)	0.00%	
<b>47105 Revenue Share Agreements</b>		0	0		
<b>Total 47000 EVENTS REVENUE</b>	<b>\$ 80,855</b>	<b>\$ 307,750</b>	<b>\$ (226,895)</b>	<b>26.27%</b>	
<b>Total Income</b>	<b>\$ 81,111</b>	<b>\$ 322,402</b>	<b>\$ (241,291)</b>	<b>25.16%</b>	
<b>Gross Profit</b>	<b>\$ 81,111</b>	<b>\$ 322,402</b>	<b>\$ (241,291)</b>	<b>25.16%</b>	
<b>Expenses</b>					
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$ 4,656</b>	<b>\$ 82,563</b>	<b>\$ (77,907)</b>	<b>5.64%</b>	
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$ -</b>	<b>\$ 5,796</b>	<b>\$ (5,796)</b>	<b>0.00%</b>	
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$ -</b>	<b>\$ 600</b>	<b>\$ (600)</b>	<b>0.00%</b>	
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$ 289</b>	<b>\$ 14,175</b>	<b>\$ (13,886)</b>	<b>2.04%</b>	
<b>Total 62000 CONTRACTS</b>	<b>\$ 16,000</b>	<b>\$ 79,407</b>	<b>\$ (63,407)</b>	<b>20.15%</b>	
<b>Total 63200 ADVERTISING</b>	<b>\$ 7,438</b>	<b>\$ 34,000</b>	<b>\$ (26,562)</b>	<b>21.88%</b>	
<b>64700 FACILITIES EXPENSE</b>			0		
<b>Total 66800 RIVER MILL PARK &amp; FACIL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Total 64700 FACILITIES EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Total 69200 SPECIAL EVENTS</b>	<b>\$ 680</b>	<b>\$ 29,340</b>	<b>\$ (28,660)</b>	<b>2.32%</b>	
<b>Total Expenses</b>	<b>\$ 29,063</b>	<b>\$ 245,881</b>	<b>\$ (216,818)</b>	<b>11.82%</b>	
<b>Net Operating Income</b>	<b>\$ 52,048</b>	<b>\$ 76,521</b>	<b>\$ (24,473)</b>	<b>68.02%</b>	
<b>Net Income</b>	<b>\$ 52,048</b>	<b>\$ 76,521</b>	<b>\$ (24,473)</b>	<b>68.02%</b>	

### MAMIE DAVIS PARK

	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
<b>44000 OTHER</b>			0	
<b>44030 Mamie Davis Park Interest</b>	558	840	(282)	66.41%
<b>Total 44000 OTHER</b>	<b>\$ 558</b>	<b>\$ 840</b>	<b>\$ (282)</b>	<b>66.41%</b>
<b>Total Income</b>	<b>\$ 558</b>	<b>\$ 840</b>	<b>\$ (282)</b>	<b>66.41%</b>
<b>Gross Profit</b>	<b>\$ 558</b>	<b>\$ 840</b>	<b>\$ (282)</b>	<b>66.41%</b>
<b>Expenses</b>				

<b>70000 CIP EXPENSE</b>	0	3,200	\$ (3,200)	0.00%
<b>Total Expenses</b>	<b>0</b>	<b>3,200</b>	<b>(3,200)</b>	<b>0</b>
<b>Net Operating Income</b>	<b>\$ 558</b>	<b>\$ (2,360)</b>	<b>\$ 2,918</b>	<b>-23.64%</b>
<b>Net Income</b>	<b>\$ 558</b>	<b>\$ (2,360)</b>	<b>\$ 2,918</b>	<b>-23.64%</b>
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>(53,269)</b>	<b>(257,523)</b>	<b>204,254</b>	<b>20.69%</b>

**Town of Occoquan**  
**Balance Sheet Comparison**  
As of July 31, 2025

	Total		
	As of Jul 31, 2025	As of Jul 31, 2024 (PP)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	75	0
10022 Checking Account 0058	99,882	312,841	(212,959)
10024 Money Market 4220	202,441	201,131	1,310
10029 Checking Account 3126 (deleted)	0	9,465	(9,465)
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	941,047	605,818	335,229
<b>Total 10034 VIP - Investment Pool</b>	<b>\$ 941,047</b>	<b>\$ 605,818</b>	<b>\$ 335,229</b>
10082 Mamie Davis Savings 4201	4,939	3,150	1,790
10083 Mamie Davis CD	100,000	100,000	0
<b>Total Bank Accounts</b>	<b>\$ 1,348,484</b>	<b>\$ 1,232,580</b>	<b>\$ 115,904</b>
<b>Accounts Receivable</b>			
10180 Accounts Receivable	89,583	280,396	(190,813)
<b>Total Accounts Receivable</b>	<b>\$ 89,583</b>	<b>\$ 280,396</b>	<b>\$ (190,813)</b>
<b>Other Current Assets</b>			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	1,760	0	1,760
14990 Undeposited Funds	855	0	855
<b>Total Other Current Assets</b>	<b>\$ 2,615</b>	<b>\$ -</b>	<b>\$ 2,615</b>
<b>Total Current Assets</b>	<b>\$ 1,440,682</b>	<b>\$ 1,512,977</b>	<b>\$ (72,294)</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,440,682</b>	<b>\$ 1,512,977</b>	<b>\$ (72,294)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 Accounts Payable	80,902	210,130	(129,228)
<b>Total Accounts Payable</b>	<b>\$ 80,902</b>	<b>\$ 210,130</b>	<b>\$ (129,228)</b>
<b>Credit Cards</b>			
22000 Credit Cards			0
22010 ExxonMobil	196	2,044	(1,848)
22020 Home Depot	420	299	121
22030 Lowe's Proservices	619	529	90
22040 United Bank Credit Cards	14,484	9,094	5,389
22050 Shell Credit Card	1,650	0	1,650

Total 22000 Credit Cards	\$	17,369	\$	11,966	\$	5,403
Total Credit Cards	\$	17,369	\$	11,966	\$	5,403
<b>Other Current Liabilities</b>						
20935 Performance Bond		1,188		1,188		0
20940 Unearned Craft Show Rev		0		0		0
20960 Unearned Other Revenue						0
20970 Unearned Rental		550		750		(200)
20973 Unearned SLFRF Revenue		0		0		0
Total 20960 Unearned Other Revenue	\$	550	\$	750	\$	(200)
20980 Unearned R.E. Tax		1,786		645		1,141
21100 Unearned Fire Dept Grant		10,046		7,209		2,837
21200 Payroll Liabilities		0		0		0
21230 VRS Employee Contributions		3,328		0		3,328
Total 21200 Payroll Liabilities	\$	3,328	\$	0	\$	3,328
Total Other Current Liabilities	\$	16,898	\$	9,791	\$	7,107
Total Current Liabilities	\$	115,168	\$	231,887	\$	(116,719)
Total Liabilities	\$	115,168	\$	231,887	\$	(116,719)
<b>Equity</b>						
30000 Nonspendable						0
30005 PrePaid Items		0		0		0
Total 30000 Nonspendable	\$	-	\$	-	\$	-
31000 Restricted						0
31100 Mamie Davis (Endowment)		100,000		100,000		0
31200 E Summons Fund		56,420		48,985		7,435
Total 31000 Restricted	\$	156,420	\$	148,985	\$	7,435
31400 Assigned						0
30030 Events Fund		0		0		0
30040 CIP Fund		349,663		436,006		(86,343)
31050 Public Safety Grant Fund		35,167		24,235		10,932
31060 Mamie Davis Park Fund		8,879		7,090		1,788
31070 Public Education Grant Fund		2,245		2,111		134
Total 31400 Assigned	\$	395,953	\$	469,442	\$	(73,489)
31500 Unassigned						0
30010 Emergency Operating Fund		200,000		200,000		0
30020 Unrestricted		626,668		470,149		156,520
Total 31500 Unassigned	\$	826,668	\$	670,149	\$	156,520
32000 Retained Earnings		(259)		372		(631)
Net Income		(53,269)		(7,859)		(45,410)
Total Equity	\$	1,325,514	\$	1,281,089	\$	44,424
<b>TOTAL LIABILITIES AND EQUITY</b>	\$	1,440,682	\$	1,512,977	\$	(72,295)

Accrual basis Monday, August 25, 2025 06:10 PM GMT-04:00

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

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
BLD2022-02702	312 COMMERCE ST	}}JXP 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	
PLB2026-00375	402 MCKENZIE DR	Tapping into main sewer and new plumbing for new addition	Plumbing	Issued	R - Addition	08/11/2025	
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	
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	
BLD2026-00562	458 MILL ST	Replacement of destroyed kiosk outside Mill House Museum; on Town Sidewalk	Building	Pending	C - Sign		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	Finaled	R - Alteration/Repair	02/01/2024	08/14/2025
ELE2024-05167	113 POPLAR LN	Basement remodel master bath laundry bar	Electrical	Finaled	R - Alteration/Repair	04/15/2024	08/14/2025
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	Finaled	R - Alteration/Repair	07/08/2025	08/14/2025
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Finaled	R - Alteration/Repair	03/27/2024	08/14/2025
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Finaled	R - Alteration/Repair	04/11/2024	08/14/2025
BLD2025-03847	117 POPLAR LN	NON-STRUCTURAL A/R - DEMO NON-LOADBEARING BATHROOM WALL ON MAIN FLOOR, INSTALL PRE-MANUFACTURED 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	
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Electrical	Pending	C - Alteration/Repair		

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Electrical	Pending	C - Alteration/Repair		
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Pending	C - Alteration/Repair		
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Pending	C - Alteration/Repair		
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	
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		

Development Projects

END OF REPORT

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 08/04/2025**

\*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>
112 MILL CROSS LN	<a href="#">BDM2026-00050</a> In Research	07/24/2025		17	Keaveny, Christopher	Created via PWC311 SR 25-00001588 - Interior Building Maintenance Issue//Elderly residents - reported as a hoarding issue. ----- Please describe the interior building maintenance issue.->Elderly hoarding situation. Inside the home. Hoarding. Cannot open door. Do you reside in the structure or otherwise have legal access to the interior?->Yes Please select your most accurate relationship to the property.->Other Please describe your relationship with the property.->Neighbor Additional Information->Originally submitted as 25-00001586. Converting to the correct service type for processing.					
116 WASHINGTON ST 1	<a href="#">UNS2024-00063</a> 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 08/04/2025

\*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 2	<a href="#">UNS2024-00065</a> 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		
	<a href="#">UNS2024-00066</a> Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
116 WASHINGTON ST 3	<a href="#">UNS2024-00069</a> Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	<a href="#">UNS2024-00070</a> Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	<a href="#">UNS2024-00071</a> Closed - Monitored	01/23/2024	02/04/2025	259	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 08/04/2025

\*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>
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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: 224.86

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 178.67

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 08/04/2025**

*\*Counts business days only.*

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**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 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**

# Town Attorney Report

To: Mayor and Council, Town of Occoquan  
Thru: Adam Linn, Town Manager  
From: Martin Crim, Town Attorney  
Re: Report for September 2, 2025, Council Meeting  
Date: August 25, 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 28, 2025:

1. Finalized draft revisions to Title IX of the Town Code.
2. Discussed with staff options for amending town ordinances on site plan and subdivision plat processing.
3. Consulted with staff on possible zoning ordinance amendments for signs and lights.
4. Advised staff with regard to grass cutting and HOA issues at Berrywood.
5. Advised staff on various notices of ordinance violations.
6. Edited a draft ordinance concerning parking districts.
7. Arranged for coverage of the Town's BZA meeting on September 16 (Bussey) regarding a zoning violation for a noncompliant light fixture.
8. Scheduled a follow-up court appearance for the Baba n me zoning prosecution on September 12.
9. Consulted with staff regarding a draft legislative agenda for the 2026 General Assembly.

September 2025 Monthly TA report 4931-2067-7473 v.1



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 2, 2025
<b>9A:</b> Request to Reappoint Member to the Board of Zoning Appeals	

**Attachments:** a. Draft Resolution R-2025-11

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

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**Explanation and Summary:**

This is a request to adopt the attached draft resolution to request appointment of Mr. Don Wood for the remaining term of James Drakes through January 31, 2027. The Prince William County Circuit Court makes appointments to the Board of Zoning Appeals; however, the Town Council is asked to recommend names to the Court for consideration and appointment of one individual for each vacancy.

The Board is to consist of five residents of the town, who are appointed by the Circuit Court for a five-year term. Members are able to serve consecutive terms.

**Staff Recommendation:** Recommend adoption of the attached resolution.

**Proposed/Suggested Motion:**

"I move to adopt Resolution R-2025-11 to submit the following name to the Prince William County Circuit Court for appointment to the Occoquan Board of Zoning Appeals: Don Wood for a term through January 31, 2027."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION FOR AN APPOINTMENT TO BOARD OF ZONING APPEALS**

**WHEREAS**, Board Member James Drakes filled a vacant seat on the Board of Zoning Appeals through January 31, 2027; and

**WHEREAS**, Board Member Drakes resigned from the Board on July 25, 2025; and

**WHEREAS**, the Town Council wishes the Circuit Court to appoint Don Wood to a five-year term on the Occoquan Town Board of Zoning Appeals.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council directs the Town Attorney to submit the following name and term to the Prince William County Circuit Court as the Town Council's recommendation for appointment to the Occoquan Town Board of Zoning Appeals: Don Wood to fill the unexpired term of Jim Drakes, ending January 31, 2027.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 2<sup>nd</sup> Day of September 2025.**

**MOTION:**

**DATE: September 2, 2025  
Town Council Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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**Earnest W. Porta, Jr., Mayor**

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**Philip Auville, Town Clerk**



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 2, 2025
<b>9B: Request to Appoint Member to the Planning Commission</b>	

**Attachments:** a. None

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

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**Explanation and Summary:**

This is a request to appoint residents Samantha Sparks and Margaret Pepin to the Planning Commission to fill existing vacancies.

Following the 2025 resignations of Ann Kisling and Robert Love, two seats remain vacant on the Planning Commission. Town staff has received applications from residents Samantha Sparks and Margaret Pepin to serve in these roles. If approved, they would complete the unexpired terms of Ms. Kisling and Mr. Love, ending December 31, 2026.

**Background**

The Planning Commission is described in Sections 33.01 – 33.10 of the Town Code. The Commission shall consist of not less than five nor more than 15 members appointed by the Town Council. Members of the Commission must be residents of the town with adequate knowledge and experience to make decisions on questions of community growth and development and at least half the members must be owners of real property. One member of the Commission is a member of the Town Council, and one is a member of the Architectural Review Board (ARB). Each member shall be appointed to hold office for a term that runs concurrent with that of the Town Council.

The Planning Commission currently consists of five members: three regular members, one Town Council representative, and one ARB representative (appointed as a Planning Commissioner).

**Staff Recommendation:** Recommend appointment of Ms. Samantha Sparks and Ms. Margaret Pepin to the Planning Commission.

**Proposed/Suggested Motion:**

“I move to appoint Ms. Samantha Sparks and Ms. Margaret Pepin as members of the Planning Commission to fill the unexpired terms of Mr. Robert Love and Ms. Ann Kisling, effective immediately and expiring on December 31, 2026.”

OR

Other action Council deems appropriate.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 2, 2025
<b>9C: Request to Adopt Ordinance Codifying Parking Districts in the Town Code</b>	

**Attachments:** a. Draft Ordinance O-2025-10

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

**Explanation and Summary:**

This is a request to adopt an ordinance to add a code section to Chapter 73 to codify parking districts in the Town Code.

The proposed addition codifies the Town Council’s program of a free timed parking district and establishes a Parking District Program to address parking demand in both residential and business areas in a fair and equitable manner, particularly where demand may exceed the supply of available public or on-street parking spaces.

**Background**

On January 5, 2021, the Town Council formally approved the establishment of a free Timed Parking District. The purpose of the district was to increase the availability of on-street parking spaces, discourage long-term parking, and reduce non-patron use of prime business parking during peak business hours. Over time, the Town Manager, who was granted the authority and direction to implement the program, has received concerns and suggestions regarding potential improvements.

In recent months, the Town Council has also received citizen concerns related to residential parking on both public and private property. At its August 5<sup>th</sup> Town Council meeting, the Town Council directed staff to investigate and propose a solution to address issues associated with non-compliant parking in residential districts.

In response, staff is proposing a program that would formally codify the free Timed Parking District while also working to:

- Reduce the volume and impact of non-resident, non-customer, and non-visitor vehicles in designated areas;
- Address non-compliant use of parking spaces;
- Achieve a balance between maximizing on-street and public parking utilization and protecting residents, businesses, and their visitors or customers from unreasonable burdens in accessing their properties; and
- Mitigate motor vehicle congestion, excessive noise, and other adverse impacts within residential and business districts.

The proposed code amendment authorizes the Town Manager to designate, establish, and modify parking districts as necessary to meet the objectives of the program.

**Staff Recommendation:** Recommend approval.

**Town Attorney Recommendation:** Recommend approval.

**Proposed/Suggested Motion:**

“I move to adopt the ordinance as presented.”

OR

Other action Council deems appropriate.

**ORDINANCE # O-2025-10**

**AN ORDINANCE TO AMEND TITLE VII OF THE TOWN CODE**

**BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in regular session this 2<sup>nd</sup> day of September, 2025:

1. That the Town Council hereby amends Chapters 73 of the Town Code by adding Section 73.15 as presented in the attached; and

2. That this ordinance is effective upon passage.

**BY ORDER OF THE TOWN COUNCIL**

**Meeting Date: September 2, 2025**  
**Town Council Meeting**  
**Ord No. O-2025-10**

**RE: AN ORDINANCE TO AMEND TITLE VII OF THE TOWN CODE**

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

**Votes:**  
**Ayes:**  
**Nays:**  
**Absent from Vote:**  
**Absent from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_

**Town Clerk**

## § 73.15. Parking Districts

The purpose of this section is to codify and establish a Parking District Program to address parking demand in both residential and business areas in a fair and equitable manner, particularly where demand may exceed the supply of available public or on-street parking spaces. The program seeks to reduce the volume and impact of non-resident, non-customer, and non-visitor vehicles in designated areas; achieve a balance between maximizing on-street/public parking utilization and protecting residents, businesses, and their visitors or customers from unreasonable burdens in gaining access to their properties; reduce motor vehicle congestion, excessive noise, and other adverse impacts within residential and business districts; and to promote the general health, safety, and welfare of the public.

- (A) Authority – The Town Manager is authorized to designate, establish, and modify parking districts as necessary to meet the objectives of this program.
- (B) Free Timed Parking District – The Town Council previously established a free timed parking district in the Occoquan Historic and Business Districts to increase the availability of on-street parking spaces, reduce the practice of long-term parking in the district, and reduce non-patron use of prime business parking during peak business hours. This Parking District shall continue in effect unless modified or ended by the Town Manager pursuant to this section.
- (C) Residential Parking District – The Town Manager may designate, establish, and modify residential parking districts that include on-street and public property. The Town Manager may end an existing residential parking district after providing notice to Town Council with the reasons for ending it.
- (D) Establishment of Residential Parking District – The establishment of a Residential Parking District shall be effective and enforceable upon the installation of signs on public streets within the district in prominent locations that indicate the times, locations and conditions under which parking shall be by permit only. The signs placed in such areas shall be of such size and character as to inform readily an ordinarily observant person of the existence of the rules and regulations imposing such restrictions. The permit parking restrictions shall not apply to the parking of service or delivery vehicles during the time that they are actively needed in connection with services or deliveries within the district.
- (E) Parking Permits – A Residential Parking District shall require annual parking permits. In addition, the Residential Parking District permits shall:
  - 1. Be valid for a period of time that shall commence on November 16 and shall expire on the following November 15 of each year.
  - 2. No more than two resident parking permits may be sold each year for qualifying vehicles at each property in a Residential Parking District. The administrative process and requirements for enforcement of this two-permit limit shall be promulgated by the Town Manager.
  - 3. Each calendar year up to 20 temporary visitor/guest permits may be sold for each property.
  - 4. Residential Parking permits shall be applied for in accordance with procedures established by the Town Manager and shall be sold through the Town Treasurer or such other department as may be designated by the Town Manager.
  - 5. Permit applications shall be accompanied by the fee established by the Town Council and proof of the applicant's residency in the specific Residential Parking District. The applicant must also pay all outstanding parking violations, taxes and license fees owed to the Town of Occoquan prior to the issuance of a permit.

6. Parking permit fees shall be established by an ordinance adopted by the Town Council, and only in such amounts that are sufficient to pay the Town's costs incidental to permit processing, issuance and enforcement.
- (F) Violations – The parking of any vehicle or the use of any parking permit in a manner contrary to the provisions of this section or the regulations established by the Town Manager pursuant to this section is prohibited, and such parking or use of a parking permit is hereby declared to be an infraction .
1. Violations of this section shall be enforced by the Police Department.
  2. The Town Council may, by resolution or uncodified ordinance, establish a graduated scale of fines to be imposed through parking tickets or other administrative procedures as an alternative to judicial enforcement.
- (G) Nothing in this division shall repeal or supersede any other provision of law which provides authority to regulate parking.



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 2, 2025
<b>9D:</b> Request to Adopt Resolution to Set the Calendar Year 2026 Schedule of Regular Town Council Meetings	

**Attachments:** a. Resolution R-2025-12

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

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**Explanation and Summary:**

This is a request to set the Town Council meeting schedule for the 2026 calendar year. In accordance with Town Code Section 31.015, which establishes the date and time of regular meetings, the Council shall convene in regular session on the first Tuesday of each month at 7:00 p.m., or at such other times as may be set by resolution. Section 3.6 of the Town Charter provides that the Council shall meet no fewer than six times per year.

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
Tuesday, January 6, 2026	Tuesday, January 20, 2026
Tuesday, February 3, 2026	Tuesday, February 17, 2026
Tuesday, March 3, 2026	Tuesday, March 17, 2026
Tuesday, April 7, 2026	Tuesday, April 21, 2026
Tuesday, May 5, 2026	Tuesday, May 19, 2026
Tuesday, June 2, 2026	Tuesday, June 16, 2026
Tuesday, July 7, 2026	Tuesday, July 21, 2026
None	Tuesday, August 18, 2026
Tuesday, September 1, 2026	Tuesday, September 15, 2026
Tuesday, October 6, 2026	Tuesday, October 20, 2026
Wednesday, November 4, 2026	Tuesday, November 17, 2026
Tuesday, December 1, 2026	None

Of note, one meeting is scheduled for the months of August and December.

This is a request to adopt the attached Resolution R-2025-12.

## Town Holidays

The Administrative Manual designates Town-observed holidays. Town offices will be closed on the following observed holidays in 2026:

January 1 <sup>st</sup> – New Year’s Day	October 12 <sup>th</sup> – Indigenous Peoples’ Day/Columbus Day
January 19 <sup>th</sup> – Martin Luther King, Jr. Day	November 3 <sup>rd</sup> – Election Day
February 16 <sup>th</sup> – Presidents’ Day	November 11 <sup>th</sup> – Veterans Day
May 25 <sup>th</sup> – Memorial Day	November 26 <sup>th</sup> & 27 <sup>th</sup> – Thanksgiving Holiday
June 19 <sup>th</sup> – Juneteenth (Observed)	December 24 <sup>th</sup> – Christmas Holiday
July 4 <sup>th</sup> – Independence Day (Observed July 3 <sup>rd</sup> )	December 25 <sup>th</sup> – Christmas Day
September 7 <sup>th</sup> – Labor Day	Staff Work Days: June 8 <sup>th</sup> & September 28 <sup>th</sup>

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

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

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

“I move to approve Resolution R-2025-12.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council adopts the following regular meeting schedule for calendar year 2026:

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
Tuesday, January 6, 2026	Tuesday, January 20, 2026
Tuesday, February 3, 2026	Tuesday, February 17, 2026
Tuesday, March 3, 2026	Tuesday, March 17, 2026
Tuesday, April 7, 2026	Tuesday, April 21, 2026
Tuesday, May 5, 2026	Tuesday, May 19, 2026
Tuesday, June 2, 2026	Tuesday, June 16, 2026
Tuesday, July 7, 2026	Tuesday, July 21, 2026
None	Tuesday, August 18, 2026
Tuesday, September 1, 2026	Tuesday, September 15, 2026
Tuesday, October 6, 2026	Tuesday, October 20, 2026
Wednesday, November 4, 2026	Tuesday, November 17, 2026
Tuesday, December 8, 2026	None

Adopted by the Town Council of the Town of Occoquan, Virginia this 2nd Day of September 2025.

**MOTION:**

**DATE:** September 2, 2025  
Town Council Meeting

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

\_\_\_\_\_  
Earnest W. Porta, Jr., Mayor

\_\_\_\_\_  
Philip Auville, Town Clerk