



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

Occoquan Town Council

Town Council Meeting

September 1, 2026 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Consent Agenda**
 - a. Request to Accept the August 18, 2026, Town Council Meeting Minutes *pg. 2*
5. **Mayor's Report**
6. **Councilmembers Reports**
7. **Commission & Board Reports**
8. **Administrative Reports**
 - a. Administrative Report *pg. 8*
 - b. Town Treasurer's Report *pg. 30*
 - c. Town Attorney *pg. 48*
9. **Regular Items**
 - a. Request to Adopt Resolution to Set the Calendar Year 2027 Schedule of Regular Town Council Meetings *pg. 49*
 - b. Request to Adopt Ordinance O-2026-04 Amending the Code§ 31.073(A) Related to Town Council Meeting Agenda Process *pg. 52*
 - c. Request to Adopt Ordinance O-2026-05 Amending the Code§ 73.03 Related to Parking in the Opposite Direction of Travel in Angled Parking *pg.55*
 - d. Request to Adopt Resolution Referring Town Code Section 157 to the Planning Commission for Review and Evaluation to Recommend Zoning Text Amendments *pg. 58*
10. **Discussion Items**
 - a. None
11. **Closed Session**
12. **Adjournment**



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Consent Agenda	Meeting Date: September 1, 2026
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Accept August 18, 2026, Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, August 18, 2026
7:00 p.m.

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

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Megan Lubash, Town Clerk / Assistant Town Manager; Jason Forman, Deputy Chief of Police; Kristin Shaw, Town Treasurer; Martin Crim, Town Attorney

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. REGULAR ITEMS

- a. Request to Adopt Resolution of Appreciation for Justin Hendrickson

Mayor Porta requested unanimous consent to move the Resolution item forward on the agenda, which was granted.

Mayor Porta then read the resolution verbatim. The resolution recognized Officer Justin Hendrickson for his calm demeanor and decisive actions after stopping to render aid at a serious motor vehicle crash involving fatalities. A Virginia State Police investigator submitted a letter of commendation recognizing Officer Hendrickson's actions and his assistance in providing first aid to victims of the crash, which was considered as part of the resolution.

Vice Mayor Loges moved to adopt Resolution R-2026-08 recognizing and appreciating Officer Justin Hendrickson for the actions he took at the catastrophic crash on May 29, 2026. Councilmember Love seconded. Motion was passed by unanimous roll call vote. Time was then taken to take photos of Officer Hendrickson, his family and Town Councilmembers.

4. CITIZENS' TIME

Mayor Porta noted that there were many people at Town Hall for Swords Brooms and Magical Beasts

No one spoke during Citizens' Time.

5. PRESENTATIONS

- a. FY2025 Financial Audit Presentation by Robinson, Farmer, Cox Associates

Auditor Mike Moran of Robinson, Farmer, Cox Associates presented an overview of the FY25 financial audit. Mr. Moran noted that the audit identified no material deficiencies, meaning the auditors found no significant weaknesses in the Town's financial reporting or internal controls that would materially affect the accuracy or reliability of the financial statements. He indicated that this was a positive audit result and consistent with what the Town would hope to receive from the annual audit. The audit also included two minor management comments.

Mr. Moran further noted that a significant portion of the CIP Fund remained available, which he characterized as a positive indicator. Mayor Porta clarified that the unassigned funds were intended for planned CIP projects in upcoming years.

Councilmember Daubresse asked about the anticipated timing for receiving the FY2026 Audit. Town Treasurer Shaw indicated that they would aim to have the materials submitted to the firm by September. Mr. Moran indicated that they would anticipate having the audit to Council by the end of the year.

b. Swords, Brooms, and Magical Beast Event Presentation

Laine S. and Michele W. presented on behalf of the Swords, Brooms, and Magical Beasts event. They explained that the event was designed to highlight Town businesses and find creative ways to showcase Occoquan. Laine noted that shuttle demand was strong enough that an additional bus had to be added due to high attendance. She also reported that 45 outside vendors participated on private properties throughout Town, with more than 200 vendors having applied to participate.

Laine also discussed the tea party held in Mamie Davis Park, which featured food and beverages from Town-based businesses. According to the post-event survey, five businesses reported having their best sales day, nine reported approximately triple their normal weekend sales, and four reported approximately double their normal weekend sales.

The event also included a scavenger hunt intended to encourage participants to visit businesses throughout Town, including those along Commerce Street. A separate paid scavenger hunt offered a premium experience in which participants received 12 original illustrations comprising an Occoquan-themed field guide.

Mayor Porta, who was unable to attend the event due to a previously planned vacation, asked about an email from Laine expressing concern about the heat. Mayor Porta asked about changing the event dates or instead of having two separate events making it a two-day event. Laine explained that alternative dates were limited due to her fall and winter vending schedule, as well as existing Town events in June and September. With respect to having a two-day event she felt it was too much for them to handle.

Mayor Porta also noted that Laine's email suggested ways to collaborate with the Town such as including a Trivia night on the same date as the event. He suggested they speak with staff about such ideas.

Councilmembers Fithian, Perkins, Love, and Daubresse praised the event. Councilmember Perkins specifically noted the positive feedback he received from Town businesses. Councilmember Love complimented the organizers on their professionalism, while Councilmember Daubresse expressed appreciation for the family-friendly nature of the event.

Vice Mayor Loges also expressed appreciation that the Town's VFW Post participated by serving Bavarian Pretzels during the event.

The Town Hall was filled with committee members, business owners, and residents, many of whom stood at the conclusion of the presentation to show their support for the event

6. CONSENT AGENDA

a. Request to Accept the July 7th, 2026 Minutes

Councilmember Perkins moved to approve the request to adopt the consent agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

7. MAYOR'S REPORT

Mayor Porta reported the following:

- On July 17th, he emceed the Town's Trivia Night in River Mill Park.
- On July 21st, he participated in the filming of an episode of "RV There Yet?"
- On July 28th, he participated in a meeting of the Mayors of Prince William County with BOCS Chair Deshundra Jefferson.
- On July 29th, he and Councilmember Perkins met with NOVA Parks CEO Justin Wilson.
- On August 4th, he participated in National Night Out.

8. COUNCILMEMBER REPORTS

Councilmember Perkins discussed the exciting opportunities raised during the meeting with NOVA Parks CEO Justin Wilson. He also recognized the late John Grace, an Occoquan resident known for his consistent efforts to beautify the Town by picking up litter. Councilmember Perkins expressed appreciation for Mr. Grace's contributions to the community and regret that he had not had the opportunity to know him better.

Vice Mayor Loges remarked that the National Night Out was very well attended and that she was impressed with the event's programming. Town Manager Linn and Mayor Porta provided additional background on the history of National Night Out, both nationally and within the Town.

Councilmember Fithian expressed enthusiasm about having the opportunity to ride on a fire engine, while noting her disappointment that she was unable to go up in the Police Department's skylift.

9. BOARDS AND COMMISSIONS

Planning Commission Chair Perkins reported that the Commission was nearing completion of the 2026-2036 Comprehensive Plan. He noted that numerous revisions had been made to strengthen and improve the document and that the plan was currently being reviewed by state and local agencies.

Chair Perkins also announced that he was stepping down as Commission Chair and Vice Chair Samantha Sparks would assume the role of Planning Commission Chair at the Commission's next meeting. Councilmember Love requested a copy of the version of the Comprehensive Plan that had been forwarded to the outside agencies for review.

Mayor Porta and Vice Mayor Loges expressed their appreciation to Councilmember Perkins for his efforts to revitalize the Planning Commission.

Architectural Review Board Chair White reported that the Board approved applications for a concrete driveway at 302 Commerce Street, various alterations to the front of 406 Mill Street, and a patio and railing at 450 Mill Street. She also noted there would be no meeting in August.

10. ADMINISTRATIVE REPORTS

a. Administrative Report

Town Manager Linn presented a written report and responded to questions from the Council. Vice Mayor Loges asked about proposed improvements to the Town gateway at Washington and Commerce Streets, specifically regarding the wooden ties and any right-of-way considerations. Town Manager Linn reported that there were no new updates.

Vice Mayor Loges and Mayor Porta also asked whether there would be any negative consequences to the Town if it proceeded with the project. Town Manager Linn responded that there were likely none, noting that the Town would assume responsibility for the cost of maintaining the improvements and that the project was anticipated for inclusion in the next fiscal year budget.

Vice Mayor Loges also asked about the Union Street sidewalk. Town Manager Linn reported that the project was awaiting a final permit and that it is anticipated to be completed either just before or after the Fall Arts and Craft Show.

Councilmember Fithian commended Chief Linn and Deputy Chief Forman for the 238 volunteer hours contributed during the previous month. She also asked for clarification regarding the "Other" category included in the Public Safety Report.

Town Manager Linn explained that the category included activities such as follow-up investigations, assistance to other Town departments, and various administrative actions, and asked Deputy Chief Forman to provide additional detail. Deputy Chief Forman explained that the "Other" category could include a wide range of activities, such as house checks, vehicle checks, assistance to Public Works, assistance to outside law enforcement agencies, and other miscellaneous calls for service. Vice Mayor Loges asked if Town Staff could look into how many times Public Safety assists with outside agencies.

Councilmember Love asked about the status of the geotechnical survey. Town Manager Linn reported that the Town is working on getting permission from landowners for the boring.

Councilmember Perkins asked about the status of the invasive species removal event that had previously been postponed. Town Manager Linn noted that the event had not been rescheduled and that the next invasive species removal event was scheduled for October.

Councilmember Perkins also asked whether the Town could contact Prince William County for an update on the status and progress of the Occoquan Greenway Project. Town Manager Linn advised that he would follow up with the County.

Lastly, Councilmember Perkins reported that Kevin Sills had indicated that demolition was expected to begin in early October.

b. Town Treasurer's Report

Town Treasurer Shaw was available to answer questions regarding the report. Mayor Porta noted that while Meals Tax revenues have increased over the past two years, we cannot draw the conclusion that this necessarily means increased customer traffic, as the increases in meals tax revenues do lag substantially both the increase in food costs to restaurants and the increase in prices

some restaurants have been charging. Consequently, the meals tax revenue increases could simply reflect price inflation. He expressed particular appreciation for the improvement in RiverFest revenues, comparing the event's performance to the strong years of the Town's craft shows approximately 20 years ago. Mayor Porta also commended Town Manager Linn for his financial stewardship of the Town's budget.

Vice Mayor Loges noted positively that all businesses were current on their Meals Tax obligations. She also asked about changes in salary and bank fee expenditures from Riverfest compared with the previous year. Town Treasurer Shaw indicated that she would review the matter. Town Manager Linn advised that staff would report back to the Council on the Riverfest financial reporting.

c. Town Attorney's Report

Mayor Porta noted that Town Attorney Crim was attending remotely.

Councilmember Fithian asked whether the agenda could be amended after it had been published or after a Town Council meeting had begun. Town Attorney Crim noted that the language governing the addition of items to the agenda remained ambiguous, particularly as to what constitutes a time-sensitive matter and indicated that the provision will probably be subject to litigation.

Town Attorney Crim further explained that, if a matter arose too late to be included on the published agenda, the Council could consider calling a special meeting before or after the regularly scheduled Town Council meeting to address the matter.

11. ADJOURNMENT

The meeting was adjourned at 8:18 p.m.

Megan Lubash, Town Clerk



TOWN OF OCCOQUAN

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

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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: September 1, 2026

SUBJECT: Administrative Report

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

Administration

Strategic Framework Updates:

These special updates cover all projects, programs and initiatives currently underway that further the priorities of the Town Council 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:

- Increase Efficiency at Private Property: Town Council directed staff in February 2026 to engage with private property owners to find ways to increase parking opportunities in Town. During the month of July, staff began engaging with property owners and their agents about the possibility of partnering with the Town to utilize private parking.

➤ Upgrading Stormwater Infrastructure:

Stormwater Improvements (Community Project Funding): On March 17, 2023, Town staff submitted an application to Congresswoman Spanberger's office under the FY2023 Community Project Funding Program to support remediation of the Town's stormwater system. On March 6, 2024, the Town was notified that Congress had appropriated \$920,000 for the project, followed by a public announcement at Town Hall on May 14, 2024. Subsequently, Staff met with the EPA on September 13, 2024, to review the project scope and grant application process. Because the grant required completion of the formal application process prior to execution of a grant agreement, staff worked closely with the assigned EPA grant manager, submitting the grant application and required NEPA documentation. As a result of direction from a new administration the grant materials had to be revised in March 2025 to address resulting EPA comments.

In response to additional EPA comments, during Spring 2025, the Town procured Prince

William County to perform a closed-circuit television (CCTV) inspection of the stormwater system. Staff also conducted an on-site review with the County and its contractor in June 2025, followed by a July budget review to reprioritize improvements in response to increased construction costs. After the CCTV inspection was completed, the Town retained a consultant to prepare a risk-based prioritization of critical infrastructure failures, environmental hazards, and illegal connections. The resulting assessment was incorporated into an updated project scope, which was submitted to the EPA.

On April 15, 2026, the Town received notification that its Categorical Exclusion (CATEX) had been approved and published by the EPA. The Town subsequently received the executed grant agreement on May 25, 2026, and initiated the administrative process necessary to draw down grant funds and begin procurement. In July, following completion of the required federal administrative steps, staff began requesting reimbursement funds and prepared the draft Request for Quotations (RFQ), which has been submitted to the EPA for review prior to advertisement.

➤ **Completing Riverwalk:**

- Riverwalk Extension Project: UPDATED- Town staff has been working to complete the geotechnical surveys necessary for the proposed Riverwalk extension and event deck behind the Mill House Museum. The Town has engaged Legacy Engineering to perform the geotechnical investigation for both project areas. Staff has met with affected private property owners to obtain permission to access their properties and conduct the required geotechnical work associated with the Riverwalk. The Town has also received the necessary VDOT permit to perform geotechnical surveying beneath the Rt. 123 bridge. The geotechnical survey work is scheduled to begin during the second week of September.

Tier 2

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

- Trail Town Research: UPDATED - Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission's initial recommendations were presented to Town Council at its April 16th, 2024, meeting and revised recommendations were submitted in March 2025. Town staff has begun researching requirements for creating Trail Town designation.

➤ **Promoting Connections with Regional Partners:**

- Occoquan Greenway (VDOT TAP Grant Project): UPDATED - The Ellicott Street Sidewalk/Occoquan Greenway Connection project was selected for additional funding through the federal Transportation Alternatives Set-Aside Program in May 2022. The project is being coordinated among the Town, Prince William County Transportation, and Prince William County Parks and includes new sidewalk connections along Union Street and Ellicott Street to link the Town with the planned off-road portions of the Occoquan Greenway Trail. The project also includes sidewalk improvements along Ellicott Street between Poplar Alley and Mill Street. Town Council previously adopted a resolution supporting the project on September 21, 2021.

Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with Prince William County and its engineering consultant to

review the initial drawings and conceptual designs. Throughout 2024, staff continued working with the County and consultant to address turning movements and minimize impacts to the magnolia tree at the intersection of Mill and Ellicott Streets. The County Arborist provided recommendations for protecting the tree, and those recommendations were incorporated into the design review process.

In April 2025, Town staff provided final comments on the design plans, including a three-dimensional brick treatment for the retaining walls along Union and Ellicott Streets. Staff has been advised that the final plans remain under VDOT review while right-of-way acquisition is taking place. Utility relocations and right-of-way authorizations are being addressed, and the project is proceeding through the VDOT land-use permitting process for construction. While construction had previously been anticipated for late spring or early summer 2027, the County has more recently identified September or October 2027 as the likely construction start timeframe.

At the request of Town Council, staff reached out to Prince William County regarding the overall status of the Occoquan Greenway. According to the County, Segments 1 through 5 are complete and open. Segment 6 is currently under construction, including the 135-foot steel bridge crossing Hooes Run near Old Bridge Road, with completion anticipated by April 2027. The County is also working to secure the remaining easements necessary to complete the balance of Segment 6.

For Segment 7, the County is working to secure easements from the Lake Ridge Parks & Recreation Association and another HOA to complete the connection to Segment 8. The County hopes to finalize those agreements during 2027 and has indicated a goal of completing the overall Occoquan Greenway by the end of that year.

Segment 8, which includes the Ellicott Street connection through Town, is currently in the right-of-way acquisition phase. Additional project updates will continue to be posted on the Town's construction updates available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: UPDATED At the May 19th Town Council meeting, staff was directed to look into updating the railroad tie retaining wall at the intersection of Washington Street and Commerce Street for possible improvements in FY2028. In late June and early July, Staff meet with the landscaping contractor to discuss deficiencies in their performance of the contract and the need for improvements throughout the Town and gateways. In August, staff began researching into requirements for installing a rock/concrete retaining wall to replace the timber retaining wall at the southwest end of the Washington Street and Commerce Street intersection. At the request of staff, the County Arborist is scheduled to review the status of the Magnolia tree located at the intersection of Washington Street and Commerce Street next to 202 Commerce Street in early September.

➤ **Pursuing Energy Efficiency/Sustainability Enhancements**

➤ **Improving Town Infrastructure**

- Union Street Crosswalk Project: UPDATED – The Town has been working with Prince William County on improving the crosswalk at Union Street and Mill Street to install ADA accessible ramps. The plans have been completed and forwarded to the Town for permit approval. Prince William County will be administering and covering the cost of the improvements. Town staff has provided Prince William County with comments on its permit and is waiting for a response from Prince William County. Construction is anticipated

during mid-September to early October.

Tier 3

➤ **Implementing Public Safety Projects:**

- Replacement PS Vehicle: The Occoquan Police Department has procured and onboarding two new fleet vehicles as part of its fleet maintenance program. One of the outdated replaced vehicles has been retired in accordance with its lease agreement. The second vehicle was initially expected to be sold; however, staff removed it from the listing after it did not receive the minimum bid following two separate attempts. This vehicle has been placed back on auction and sold in mid-July. The vehicle was sold to a Police Department in South Carolina.
- Body Armor Replacement: Police officers have been issued and received new ballistic vests replacements. Staff requested grant fund reimbursement from the U.S. Department of Justice grant and received the funding in July.

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

- Town Dock Regulations: Staff has completed the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff ordered new signage and is updating the Town website with the rules and regulations as well as payment options for the boating season.
- Developing Pocket Parks: Pursuant to Town Council direction, staff continue evaluating opportunities to expand the use of Town-owned outdoor spaces through the development of small pocket parks that enhance public gathering areas, walkability, and overall community character. One such example is the pocket park created at the Mill Street Storage Shed utilizing the CVG grant discussed below. These efforts are being undertaken with careful consideration of environmental impacts, including the preservation of natural features, stormwater management, and protection of existing green space. The objective is to balance increased public use with responsible stewardship to ensure these spaces remain sustainable and beneficial for both residents and visitors. The mural artist finished working on the mural which was dedicated on June 26th. At a Town Council meeting on June 16th, 2026, the park was named The Mural Garden. Mayor Porta talked about creating another Pocket Park near the cul-de-sac at Mill Street

Operating Tiers

Tier 1

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

- Personnel Recruitment: Staff is pleased to announce the hiring of Jordan Sanders as the Town's part-time Administrative Assistant. Mrs. Sanders will provide administrative and clerical support to all Town departments while serving as a primary point of contact for residents, businesses, and visitors.

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

➤ **Enhancing Revenue from Town Events Programming**

- Reconfigured Artisan Market: After consultation with the business community and direction from the Town Council, staff planned the return of the Holiday Artisan Market in December 2025. The two-day event was held on December 6th –7th, featuring a new layout and revised programming designed to make the event more logistically and financially feasible for the

Town while providing a holiday draw for local businesses. Approximately 80 vendors participated.

- Mid-Winter Event: Town Staff is looking at adding a revenue-generating event in February 2027 to provide a community-oriented activity during the colder winter months, such as a Trivia Night. This event would offer residents and visitors an engaging indoor gathering opportunity while also generating modest revenue to support Town programs and initiatives.
- **Evaluating a Business Recruitment Program**
- **Enhancing Public Safety**
 - Unmanned Aircraft Program: Town Police have expanded their Unmanned Aircraft System (UAS) program to enhance situational awareness and public safety at major events, including the Fall Arts & Crafts Show, Holiday Artisan Market, and RiverFest & Craft Show. Beyond event operations, the UAS supports missing person searches, traffic and crowd management, crash and incident scene documentation, hazard assessments in areas unsafe for officers, and aerial imagery for emergency response. The Police Department was awarded a grant of approximately \$25,000 to purchase a new UAS. The new system has been received, officers have begun training, and the UAS was deployed during the RiverFest & Craft Show. The Town received grant reimbursement funds in July.
- **Enhancing Town Services**
- **Enhancing Town Beautification**
 - Gardening and Invasives Cleanup Programming: UPDATE: On July 26, 2025, staff hosted a pilot invasive species cleanup in coordination with community volunteers. Following its success, staff worked with volunteer leaders and the Program Manager of Loudoun County's Invasive Plant Species Management Program to assess needs, identify resources, and develop future programming, including best practices, community engagement strategies, and potential funding opportunities to support native habitat restoration. Additional volunteer cleanups were held in September 2025, April 25, 2026, and July 11, 2026. The July event was canceled due to anticipated inclement weather. Staff is currently researching grant funding and additional opportunities to expand the program and support long-term invasive species management. For more information about future invasive plant clean up events please refer to the Events Section.

Tier 2

- **Monitoring Technology Improvements for Productivity Enhancement**
- **Business Support Programming**
 - Continuance of Quarterly Business Meetings: UPDATE: Visit Occoquan and the Town continue to host quarterly Town and Business Partnership Meetings, scheduled immediately before Town Council meetings to maximize participation and staff availability. The most recent meeting, held on July 7, 2026, provided valuable information and discussion for both businesses and Town staff. The next quarterly meeting is scheduled for October 6, 2026, at 5:30 pm. Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- **Tourism-led Economic Development Programming**
 - 2025 CVG Grant Application: UPDATE: in partnership with Visit Occoquan, Town staff

secured a \$15,000 2025 Community Vitality Grant (CVG) from Virginia Main Street to support a beautification and public art project at the Mill Street Storage Shed, which has been converted into a pocket park. Town Council formally accepted the grant on October 7, 2025, and staff subsequently initiated the project. Following Council review of mural contest guidelines in November 2025, the public art competition launched in February 2026. Structural improvements to the storage shed were completed in early 2026, along with installation of site amenities and landscaping. Town Council selected the final mural design, and the mural was completed between June 8 and June 26, 2026, before being dedicated on June 27, 2026, in conjunction with the park naming. Staff will submit all required grant closeout documentation before the final quarterly report in September 2026.

- Exploring Off-Peak Tourism: UPDATE: In February 2026, Town Council directed staff to explore creating events and experiences aimed at increasing visitor traffic during traditional off-peak times in town. Town staff is in the process of establishing a committee to identify and evaluate ideas and opportunities for the expanded use of River Mill Park to support economic development and enhance tourism during off-peak times.
- **Development of a Capital Asset Maintenance Program**
 - Shared Emergency Management Resources: Town Council in updating strategic framework, directed Town staff to create priorities of Public Safety and Public Works aimed to help maintain emergency preparedness in the Town.

Capital and Maintenance Project Updates:

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

- Mill Street Water Issue: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead traveling through the pipe to the Ellicott Street inlet. Minor damage occurred to the pipe over the winter, and repairs were completed in March 2025. Updates will be available at www.occoquanva.gov/construction-updates.
- Edgehill Drive Water Issues: UPDATE – In early March 2024, Town staff received concerns regarding water bubbling through the roadway surface in the middle of Edgehill Drive. VDOT and the Prince William County Service Authority both responded to investigate the issue. The Service Authority conducted CCTV inspections of its pipes in the vicinity to determine whether the water was related to its infrastructure. In May 2024, VDOT removed a portion of the roadway surface and installed drainage pipes intended to redirect water from beneath the roadway. Water began bubbling through the roadway again in February 2025, and Town staff reported the recurring issue to VDOT. In April 2025, Town staff removed accumulated sediment and power washed the affected area to help address odor and sediment buildup. VDOT installed additional drainage improvements in late May 2025; however, Town staff continued to observe water accumulation in the area and notified VDOT. Following additional complaints regarding increased water flow, algae growth, and asphalt deterioration, staff coordinated with VDOT for another site review. VDOT has advised that

the location has been placed on its schedule for additional work in late September or early October. The planned work will include excavating the affected area and replacing the existing drain with a more sharply angled drainage system designed to better direct the water toward the side of the roadway. Residents will be notified on the dates of work as more information is provided to Town.

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 BPOL filings are still outstanding. **The filings were due on March 1, 2026.** All delinquent accounts receive mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at townclerk@occoquanva.gov or visit www.occoquanva.gov/living-here/tax-information/ and/or www.occoquanva.gov/business/doing-business-in-occoquan/.
- Town Vehicle License Enforcement—Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15th of each year. The Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. The Town decal should be displayed on the front windshield. The 2026 Town Decals are now available. **Please fill out the PDF or online form at www.occoquanva.gov/living-here/tax-information.**
- Grass and Weed Code Compliance: Property owners are reminded that grass, weeds, and other vegetation exceeding 12 inches in height are in violation of Chapter 92 of the Town Code. Residents are encouraged to maintain their properties regularly to help preserve the appearance and safety of the community. Please note that when complaints are received, or when vegetation encroaches upon or obstructs public property and rights-of-way, violation notices will be issued to the property owner.
- 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 2026 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, 2026).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	5 months	7/7/2026
BALLYWHACK INC	1 year	7/7/2026
INK AND FORM LEARNING DESIGN LLC	5 months	7/7/2026
LEGGYLASHES	5 months	7/7/2026
NORMA FAYAK PHOTOGRAPHY LLC	5 months	7/7/2026
PINCURLS HAIR SALON	5 months	7/7/2026
RUBICON CONSTRUCTION AND SURVEYING	1 year	7/7/2026
TALENT ACQUISITION CONCEPTS *	3 years	5/8/2026

* Business Closed

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
BLACKMAGIC OCCOQUAN	1 month	8/26/2026

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
CRUISE CLAUDIA A	7 months	8/17/2026	104 POPLAR LN
JONES SALUKA HALLIE	7 months	8/17/2026	205 WASHINGTON ST
WHITE, FRANCESCA**	19 months	8/17/2026	1521 COLONIAL DR

*By Mortgage Company

**By Mortgage Company for year 1 missing, Year 2 missing as well.

Meals Tax by Fiscal Year			
Month	FY25	FY26	FY27
July	29,964	30,559	31,555*
Total as of Latest Month:	29,964	30,559	31,555

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

Engineering

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

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. Demolition permit confirmed as active. Meeting with the applicant was held on 4/2/26. Intent to file for building demo permits by 10/1/26, working around craft show and Christmas season.

Ellicott Sidewalk Extension Project – update from last report: Project construction tentatively scheduled for FY2028. 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. Prince William County agrees to correct Union & Mill ADA complaint as part of TAP grant with Ellicott sidewalk. Layout proposed by Prince William County Transportation on 9/3/25, design accepted by Town Manager on 9/5/25. Meeting was held between Town Staff and County staff on 4/17/26. Expected bid date is not later than January 2028. Updated Union & Mill St ADA ramp concept design received from the County on 6/3/26. Town comments were provided to the County on 6/10/26. Updated plan submission received 7/30/26 and under review. The Town approved the plans and forwarded them to Prince William County on 8/21/26.

115 Poplar Lane- update from last report: Working with applicant on an application for partial demolition and reconstruction of the existing single-family residence. Met with applicant on 2/18/2026. Legacy met with the applicant on 8/3/2026 to discuss potential revisions to the project scope.

Riverwalk Connection Project- update from last report: A proposal was sent to Adam Linn from Legacy Engineering on 1/22/2026 to perform engineering, environmental and surveying services for the Occoquan Riverwalk to connect the kayak ramp to the Riverwalk Boardwalk. Updated proposals and cost estimates provided to Town Staff on 4/20/26. Legacy Engineering is contracted to provide Geotechnical testing. A VDOT permit was obtained on 8/26/26 for Riverwalk Geotechnical borings. Permissions from property owners are being obtained.

Addressing Updates with PWC GIS/E911- no change from last report: working alongside PWC GIS and E911 to ensure Occoquan addresses align with current E911 standards and are recorded properly in GIS as addressing issues arise from zoning applications. Unit addresses were updated at 199 Union Street and recorded by PWC GIS. Town property on River Road was assigned address 103 River Road and recorded in GIS as a ROW dedication lot with the assigned address. Through recent zoning applications, 308 Poplar Alley and 305 Mill Street have been identified as addresses requiring updating to current addressing standards.

Mill House Museum Deck – no change from last report: Proposed deck improvement at the Mill Museum. Legacy Engineering is contracted to provide Geotechnical testing. A VDOT permit was obtained on 8/26/26 for Geotechnical borings. Permissions from property owners are being obtained.

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. 78 months expire 1/6/2028. Meeting on 4/2/2026
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.
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. Meeting on 3/12/25. Follow-up meeting with Owner on 9/26/25. Meeting with owner on 12/22/2025. Most recent meeting on 7/2/26. Applicant contemplating a multi-family development.
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. Fourth submission received 12/3/25. Approvable 12/12/25. Approval letter sent 1/16/2026.
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. As-Builts forwarded to PWW by engineering on 9/9/25. Third submission received 9/29/25. Comments sent on 10/29/2025. Fourth submission received 12/3/2025. Comments sent 1/30/2026. Meeting with applicant on 3/3/26. Town staff requested a written proposed solution from the developer on 4/17/26. Developer provided a proposed solution on 5/14/26. Town staff sent a follow-up requesting a proposal from the engineer to address the encroachment issue on 6/2/26. <u>Most recent communication with developer was via e-mail on 6/24/2026</u>
116 Washington	SP2025-002	Townhouses	Site plan submitted on 8/19/25, comments returned 10/4/2025. Fire Marshall comments returned 10/23/2025. Meetings on 1/12/26 and 2/9/26. Second submission was made to VDOT only on 3/25/26. VDOT returned comments on 4/16/26. Second submission received 5/8/2026. Town issued comments on 6/5/26. A VDOT only submission was received on 8/12/26.

116 Washington	SUB2025-003	Townhouses	Subdivision plat submitted 8/19/25, comments returned 10/4/2025. Meetings on 1/12/26 and 2/9/26. Second submission received 5/8/2026. Comments due 6/8/26. Town returned comments on 6/5/2026. Comments not received from PWC Water as of 8/3/26.
Berrywood	AB2025-041	As built submission for bond release	Submission received 12/8/25. Comments provided to applicant on 1/6/26.

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.

- The following is a list of **zoning reviews** from August 1 to August 28, 2026:

	Zoning Application #	Property Address	Activity
1	TZP2026-037	116 Washinton Street	Repair Party Wall
2	TPZ2026-038	201 Union Street	Repair Water Line

- The following is a list of **zoning modification requests** from August 1 to August 28, 2026:

	Zoning Application #	Property Address	Activity

- The following is a list of **new violation letters** from August 1 to August 28, 2026:

	Property Address	Violation #	Violation	Town Action
1	155-1552 Rivertown Place	OCV-2026-034	Trash/Refuse	Notice of Vioaltion sent out on 8/19/2026

- The following is a list of **active/previous violations** from August 1 to August 28, 2026:

	Property Address	Violation #	Violation	Town Action
1	301 Commerce	OCV-2026-009	General	Courtesy letter dropped off at business location on 3/16/2026; Business owner came in for information inquiring about BPOL and Zoning on 8/5/2026.
2	208 Poplar Alley	OCV-2026-028	Signage	Courtesy email sent to business on 3/31/2026. Met with business owner on 5/14/2026. Notice of Violation letter sent 8/5/2026.

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/departments/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/departments/neighborhood-services.

Public Safety

Mission

The mission of the Occoquan Police Department (OPD) is to protect the lives and property of residents, visitors, and businesses; reduce the incidence and fear of crime; and enhance public safety within the Town's historic waterfront community. Through professional staffing, education, mentoring, and community policing, OPD works to maintain a supportive partnership with the community while respecting the rights and dignity of all people.

Monthly Departmental Goals

- Provide for the safety of Town residents, businesses, visitors, and property.
- Promote a professional and accountable police department.
- Promote safe pedestrian and vehicular traffic throughout Town.
- Prepare for and respond to all threats and hazards facing the Town of Occoquan.

Chief's Report

Throughout August, the Occoquan Police Department (OPD) maintained a highly visible, proactive, and service-oriented presence throughout the Town. OPD activity remained focused on calls for service, traffic and parking enforcement, special event support, waterfront safety, and community engagement while preserving a safe, welcoming, and family-friendly environment for residents, businesses, and visitors.

OPD's principal community-engagement activity during August was National Night Out. OPD personnel participated with a visible, approachable police presence, interacting with residents, families, businesses, and visitors. The event provided an opportunity to strengthen community relationships, promote public-safety awareness, and reinforce the Department's community-policing mission in an informal and family-friendly setting. Occoquan Woodbridge Lorton (OWL) Volunteer Fire Department also attended to support OPD which continued to be a great addition.

Outside of National Night Out, Department activity remained focused on routine patrol, calls for service, traffic and parking enforcement, business and park checks, and other day-to-day public-safety responsibilities. The Special Operations Division (SOD) also assisted with the Town's Trivia Night, providing event support. Town Police also provided enhanced visibility and staffing during Swords, Brooms, and Magical Beasts private event that occurred in Town.

Overall, August reflected a balance of proactive enforcement, routine police services, community engagement, specialty operations, and preventative patrol. OPD will continue emphasizing visible policing, traffic and parking safety, community partnerships, professional accountability, and preparedness as the Town moves into the fall event season.



August Highlights

203 Calls for Service	3 Custodial Arrests	301 Traffic Summonses	90 Parking Violations
1 National Night Out	46 Marine Patrol Hours	176 Volunteer Hours	0 Officer Complaints

OPD Division Reports:

Professional Standards Division

The Professional Standards Division (PSD) continued to manage standards-driven functions essential to departmental accountability, professional development, and operational integrity, including internal affairs intake, support to criminal investigations, records and documentation coordination, background investigations, training oversight, and review of administrative requirements. During August, PSD's work remained focused on routine oversight and support functions rather than a major project or initiative. Emphasis continued on accurate records, consistent case tracking, policy compliance, timely follow-up, training coordination, and providing administrative support to supervisors and officers as needed.

Field Operations Division

The Field Operations Division (FOD) continued to serve as the backbone of the Department's daily operations throughout August, providing consistent patrol coverage, rapid response, and a visible police presence across the Town. Patrol officers remained actively engaged in residential neighborhoods, the historic district, parks, business areas, and along the waterfront while responding to routine and emerging public-safety concerns.

FOD personnel supported OPD's participation in National Night Out, helping provide a safe and welcoming environment while engaging directly with residents, families, businesses, and visitors. The event reinforced the Department's community-policing approach and provided an opportunity for officers to build relationships outside of traditional enforcement contacts.

Outside of National Night Out, FOD remained focused on the steady day-to-day responsibilities that are essential to public safety and quality of life. Officers responded to calls for service, addressed traffic and parking concerns, conducted proactive patrols and business and park checks, and remained available to assist neighboring jurisdictions and specialty operations as needed.

Special Operations Division

The Special Operations Division (SOD) maintained specialty capability throughout August through routine marine patrol and continued readiness of UAS, UTV, and HSEM resources. SOD resources remained available to supplement Field Operations and Town needs when requested. In addition to routine specialty operations, SOD assisted with the Town's Trivia Night, providing event support, visibility, and access to specialty resources as needed. UAS, UTV and HSEM assets also remained available for planned events and operational contingencies throughout August.

Patrol and Enforcement Activities:

As of August 25th, for the month of August, the town police had 203 calls for service including*:

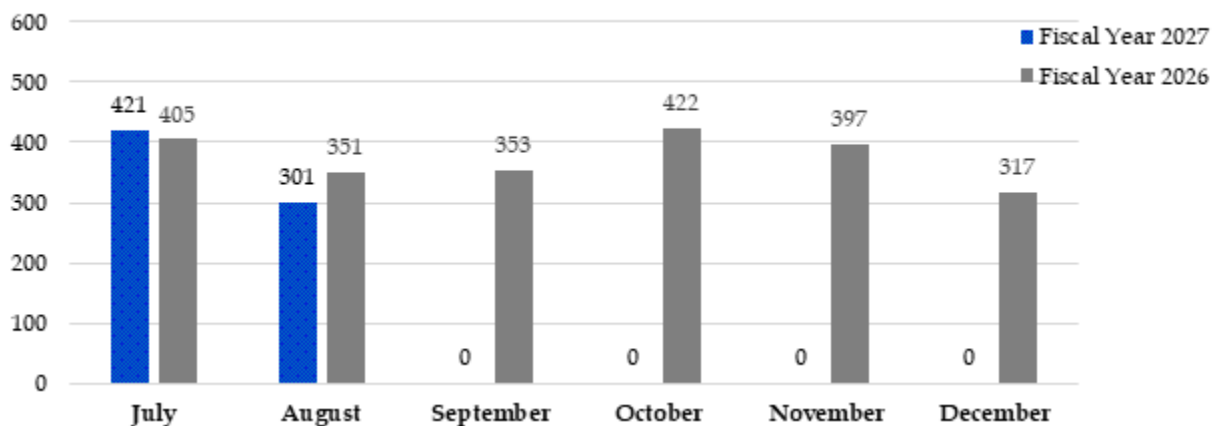
<i>Call for Service</i>	<i>#</i>		<i>Call for Service</i>	<i>#</i>
Alarm Calls	1		Medical Calls	2
Animal Calls	2		Missing Person	2
Assault	1		Other/Services	40
Building Fire	1		Parking Complaints	5
Disabled Vehicle/Motorist Assist	16		Reckless Driving/Road Rage	6
Disorderly	2		Roadway Obstruction	10
Domestic Call	2		Stolen/Abandoned Vehicle	2
Drug Complaint	2		Suspicious Calls	27
DUI Arrest	1		Threats	1
Firearm Violation	1		Traffic Calls	1
Found/Lost Property	4		Trespassing	36
Gas Leak	1		Vehicle Crash	12
Hit & Run	1		Vehicle Towed	4
Illegal Fishing	8		Warrant Arrest	2
Impaired Driving	1		Warrant Service	4
Indecent Exposure	1		Welfare Check	2
Larceny/Theft (attempted)	1			
				203

*Calls for service include responses by town police to both town and county incidents.

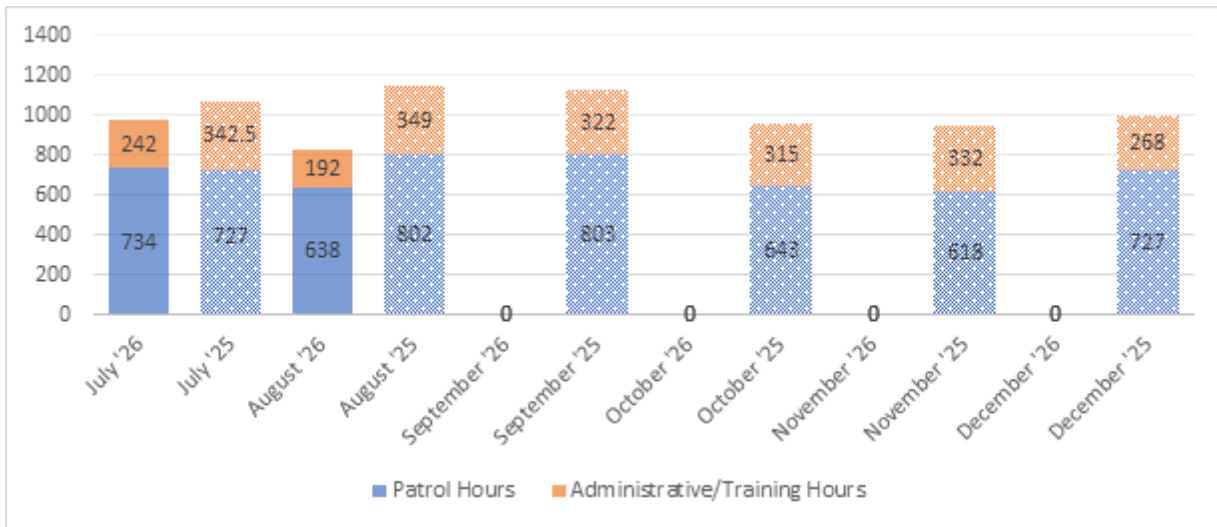
Town police made 3 custodial arrests, issued 301 traffic summonses, 90 parking violations, and 80 warnings during the reporting period.

Officers also continued proactive business and park checks throughout August as part of routine patrol activity. Officers engaged in 202 business checks and 321 park checks during August.

Traffic Summonses FYTD



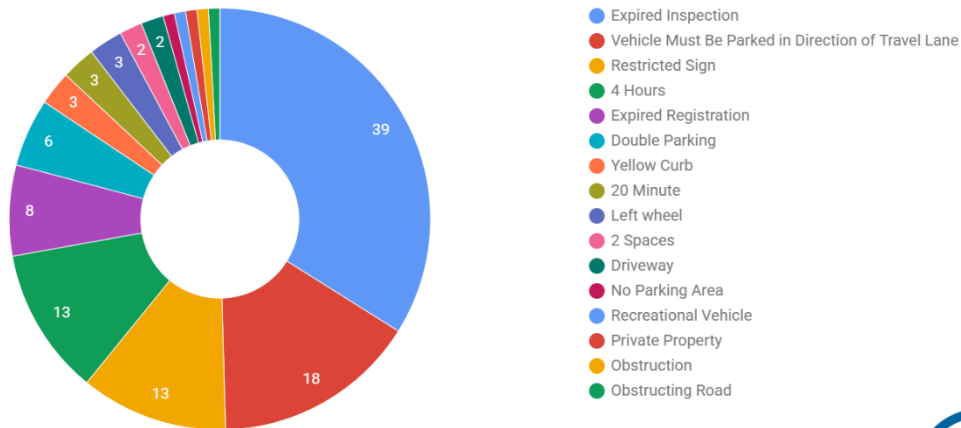
Patrol/Administrative/Training Hours FYTD



Parking Enforcement

Month	Parking Tickets	Warning
July	114	1
August	90	2

Occoquan VA - Tickets By Violation (Jul. 2026)



Data as of 8/10/2026, 12:00:00 AM



Volunteer in Police Service

The detailed volunteer activity data available for this report reflect 238 uncompensated hours donated to the Town for the month of July 2026.



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Other Hours	Stops	Interactions	Calls for Service
July					
August	46	22	10	18	
FY Total	46	22	10	18	0
UAS Operations					
Month	Operational Hours	Training Hours		Special Events	Calls for Service
July					
August	2			1	
FY Total	2	0		1	0
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	10			1	
August	29			3	
FY Total	39	0		4	0

Public Works

Routine Activities

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

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

Public Works Highlights (August 2026)

- Supported Events by preparing tents, circles, and sound system in River Mill Park for Trivia.
- Prepared and stained large sections of the Riverwalk to protect and beautify the wood.
- Prepared planters and park spaces for Fall plantings.
- Refreshed A-frame signs and put up banners for Fall Arts and Craft Show

Special Public Works Projects

Projects In-Progress: 6

Projects Completed: 10

Below is an updated list of maintenance activities with status updated as of August 28, 2026:

Project	Status	Completion Date	Notes
Building and Property Maintenance (TH, Annex, Museum and River Rd)			
Annex Indoor Painting	Completed	6/12/2026	
Roof Repairs & Windows at Mill House Museum	Not Started		Fall/Winter 2026
Craft Show and Events Support			
Prepping 123 Parking Lot for National Night Out	Completed	8/4/2026	
Repaint Booth numbers	In Progress		Mill Street Additions
Prepping for Trivia Night	In Progress		ongoing
Supporting Fall Arts & Craft Show	In Progress		Summer 2026
Install Fall Arts & Craft Show Banner	Completed	8/14/2206	Summer 2026
Refreshing Town A-Frames	Completed	8/21/2026	
Landscaping			
Fall Plantings	Not Started		Fall 2026
Fall Weeding, Pruning, Mulching	Not Started		Summer/Fall 2026
Holiday			
Holiday Improvements Planning	In progress		Events Joint Project
Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)			
Landscaping and Bench construction at The Mural Garden	Complete	5/26/2026	
Staining and Sealing Riverwalk	In Progress		Summer 2026
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	Complete		TH started; Events Joint Project – Winter 2026

Project	Status	Completion Date	Notes
Installing New Dike Sign	Completed	7/30/2026	
Pocket Park Beautification: Power washing and outdoor seating	Completed		6/24/2026
Spring Cleaning			
Inspect Gaslight Landing Riverwalk	Not Started		Spring 2027
Inspect Town Dock and Riverwalk	Not Started		Spring 2027
Curb and Striping Review and Painting	Not Started		Spring 2027
Clean Trash and Recycling Containers	Not Started		Spring 2027
Clean and Touch Up Gaslights	Not Started		Spring 2027
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Restriping of McKenzie Drive	In Progress		Delayed twice due to machine malfunction
Center Lane Brick Repair	Not started		Spring 2026
Repaint Curb at River Road and Ellicott Street	Completed	7/29/2026	
Sidewalk Brick Repair	Completed	6/19/2026	

Events and Community Development

Events and Community Development

RiverFest Financials

Please see the updated actual numbers for RiverFest 2026 in the chart below:

Expense Category	FY26	FY25
Events Salaries	\$20,110.00	\$33,839.95
On Call Labor	\$9,191.00	\$8,806.05
Shuttle Cost	\$32,500.00	\$32,000.00
Rentals	\$7,282.26	\$5,443.75
Advertising / Marketing	\$13,190.00	\$11,874.51
Materials / Supplies	\$7,340.15	\$6,028.46
Entertainment	\$3,050.00	\$2,114.00
Bank Fees	\$5,107.66	\$2,082.00
Total Expenses	\$97,771.07	\$102,188.72
Revenue Category	FY26	FY25
Booth Revenue	\$108,449.25	\$94,750.00
Shuttle Revenue	\$48,507.00	\$37,106.00
Vendor Parking	\$5,100.00	\$3,900.00
Sponsors & Program Ads	\$14,935.00	\$13,850.00
Activity Revenue	\$2,800.00	\$1,751.00
Merchandise Sales	\$-	\$182.00
Convenience Fees	\$3,594.38	\$3,509.35
Total Revenue	\$183,385.63	\$155,048.35
Profit	\$85,614.56	\$52,859.63

Trivia Night Series – We hosted Trivia Night on August 24, welcoming our largest turnout to date with **37 teams in attendance**, along with six teams that were registered but unable to attend. The evening ended with a **tie for first place**, making for an exciting finish! Everyone enjoyed a fun night of friendly competition, and we're looking forward to our next Trivia Night on **September 11**. Teams can register using the [2026 Trivia Night Registration Form](#).

Invasive Species Clean Up – The next scheduled cleanup is October 10; however, we are also discussing the possibility of adding an additional cleanup on September 19 to make up for the date canceled in July due to inclement weather. We will confirm this in the next few days.

Volunteer Fair - We will invite the community to learn more about volunteer opportunities in historic Occoquan! On Saturday, September 12, from 10 a.m. to 12 p.m., visitors are invited to Town Hall to enjoy coffee and pastries while connecting with representatives from the Town of Occoquan, Historical Occoquan Society, and Visit Occoquan. Attendees can learn how to support local nonprofits through cleanup initiatives, museum docent opportunities, event volunteering, and more!

That Day in September - We will host the Castaways Theatre in River Mill Park on Saturday,

September 12 at 2 p.m. The free public performance, *That Day in September*, shares playwright Artie Van Why's personal experience surviving 9/11 in New York City and the lasting impact of that day on his life. The performance will feature Dr. Harry J. Kantrovich.

Fall Arts & Crafts Show - Planning for the Fall Arts & Crafts Show is well underway, with 302 vendors accepted to date and additional applications still under review. The vendor selection process continues as we prepare for another successful festival.

A new addition to this year's event is the **Art Park at Mamie Davis Park**, made possible through a grant from the Virginia Tourism Corporation. The Art Park will showcase local makers, creators, and Town businesses through live demonstrations and interactive exhibits, giving attendees a hands-on opportunity to experience the creative process and connect with local artists and businesses.

Imagination Alley will also return with a variety of fun, family-friendly activities, crafts, and live entertainment, including dance, music, and other interactive presentations.

We are excited about these new and returning features and look forward to another great Fall Arts & Crafts Show celebrating local art, creativity, and community connection!

We are now seeking volunteers to support the festival. Volunteers play an important role in helping the event run smoothly, and we greatly appreciate the continued support of our community. Those interested in volunteering are encouraged to register through the [2026 Fall Arts & Crafts Show Volunteer Sign Up](#).

Monthly Finance Report

Town of Occoquan
FY 27 July Close



Prepared on
August 26, 2026

Town of Occoquan

Equity Activity
July 2026

TOTAL			
	As of Jul 31, 2026	As of Jul 1, 2026 (custom)	FY Activity
Assets			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	75	0
10022 Checking Account 0058	205,826	245,574	-39,748
10024 Money Market 4220	200,219	200,109	110
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	875,914	873,098	2,816
Total for 10034 VIP - Investment Pool	\$875,914	\$873,098	\$2,816
10082 Mamie Davis Savings 4201	6,733	6,287	446
10083 Mamie Davis CD	100,000	100,000	0
Total for Bank Accounts	\$1,388,867	\$1,425,242	-\$36,375
Accounts Receivable			
10180 Accounts Receivable	92,673	108,874	-16,201
Total for Accounts Receivable	\$92,673	\$108,874	-\$16,201
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	1,910	877	1,033
Total for Other Current Assets	\$1,910	\$877	\$1,033
Total for Current Assets	\$1,483,450	\$1,534,993	-\$51,543
Total for Assets	\$1,483,450	\$1,534,993	-\$51,543
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	81,973	131,109	-49,136
Total for Accounts Payable	\$81,973	\$131,109	-\$49,136
Credit Cards			
22000 Credit Cards			
22020 Home Depot	32	144	-112
22030 Lowe's Proservices	85	393	-308
22040 United Bank Credit Cards	10,797	6,040	4,757
22050 Shell Credit Card	2,153	2,929	-777
Total for 22000 Credit Cards	\$13,067	\$9,507	\$3,560
Total for Credit Cards	\$13,067	\$9,507	\$3,560
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	0	0	0
20960 Unearned Other Revenue			

TOTAL			
	As of Jul 31, 2026	As of Jul 1, 2026 (custom)	FY Activity
20970 Unearned Rental	0	0	0
Total for 20960 Unearned Other Revenue	\$0	\$0	\$0
20980 Unearned R.E. Tax	1,316	1,316	0
20995 Escheatment Payable	398		398
21100 Unearned Fire Dept Grant	0	0	0
21200 Payroll Liabilities	\$0	\$0	\$0
21230 VRS Employee Contributions	3,766	3,766	0
Total for 21200 Payroll Liabilities	\$3,766	\$3,766	\$0
Total for Other Current Liabilities	\$6,667	\$6,269	\$398
Total for Current Liabilities	\$101,707	\$146,885	-\$45,178
Total for Liabilities	\$101,707	\$146,885	-\$45,178
Equity			
30000 Nonspendable			
30005 PrePaid Items	0	0	0
Total for 30000 Nonspendable	\$0	\$0	\$0
31000 Restricted			
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	64,698	64,337	362
Total for 31000 Restricted	\$164,698	\$164,337	\$362
31400 Assigned			
30030 Events Fund	79,156	0	79,156
30040 CIP Fund	216,939	197,021	19,918
31050 Public Safety Grant Fund	4,811	5,042	-231
31060 Mamie Davis Park Fund	7,519	7,072	446
31070 Public Education Grant Fund	2,359	2,359	0
Total for 31400 Assigned	\$310,784	\$211,494	\$99,290
31500 Unassigned			
30010 Emergency Operating Fund	200,000	200,000	0
30020 Unrestricted	706,262	761,102	-54,840
Total for 31500 Unassigned	\$906,262	\$961,102	-\$54,840
32000 Retained Earnings	-44,811	0	-44,811
Net Income	44,811	51,176	-6,365
Total for Equity	\$1,381,744	\$1,388,108	-\$6,365
Total for Liabilities and Equity	\$1,483,450	\$1,534,993	-\$51,543

Budget GF

July 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
40000 TAXES	41,420	822,352	-780,932	5.00 %
41000 FEES/LICENSES	39,531	599,712	-560,181	7.00 %
42000 GRANTS		51,700	-51,700	
43000 RENTALS	950	14,378	-13,428	7.00 %
44000 OTHER	14,400	45,000	-30,600	32.00 %
Total Income	96,301	1,533,143	-1,436,842	6.00 %
GROSS PROFIT	96,301	1,533,143	-1,436,842	6.00 %
EXPENSES				
60000 PERSONNEL SERVICES	58,387	937,248	-878,861	6.00 %
60400 PROFESSIONAL SERVICES	6,763	189,546	-182,783	4.00 %
60800 INFORMATION TECH SERV	3,463	48,880	-45,417	7.00 %
61200 MATERIALS AND SUPPLIES	2,705	35,750	-33,045	8.00 %
61600 OPERATIONAL SERVICES	280	8,500	-8,220	3.00 %
62000 CONTRACTS	9,497	163,559	-154,062	6.00 %
62400 INSURANCE	49,293	46,044	3,249	107.00 %
62800 PUBLIC INFORMATION	187	3,449	-3,262	5.00 %
63200 ADVERTISING		7,450	-7,450	
63600 TRAINING AND TRAVEL	12,003	18,200	-6,197	66.00 %
64000 VEHICLES AND EQUIPMENT	6,319	47,600	-41,281	13.00 %
64400 SEASONAL		12,310	-12,310	
64700 FACILITIES EXPENSE	2,244	65,750	-63,506	3.00 %
68900 PUBLIC ART PROGRAM		2,500	-2,500	
Total Expenses	151,141	1,586,786	-1,435,645	10.00 %
NET OPERATING INCOME	-54,840	-53,643	-1,197	102.00 %
NET INCOME	\$ -54,840	\$ -53,643	\$ -1,197	102.00 %

Budget CIP

July 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
42000 GRANTS		15,000.00	-15,000.00	
42070 EPA Community		900,025.00	-900,025.00	
42103 Virginia Dept of Fire Programs	24,309.12		24,309.12	
42110 Virginia DCJS				
42020 HB 599		19,808.00	-19,808.00	
Total 42110 Virginia DCJS		19,808.00	-19,808.00	
Total 42000 GRANTS	24,309.12	934,833.00	-910,523.88	2.60 %
Total Income	24,309.12	934,833.00	-910,523.88	2.60 %
GROSS PROFIT	24,309.12	934,833.00	-910,523.88	2.60 %
EXPENSES				
Total Expenses			0.00	0.00%
NET OPERATING INCOME	24,309.12	934,833.00	-910,523.88	2.60 %
OTHER EXPENSES				
70000 CIP EXPENSE				
70004 Sidewalk Improvements		1,500.00	-1,500.00	
70005 Building Improvements		11,400.00	-11,400.00	
70006 Stormwater Management		1,125,031.00	-1,125,031.00	
70022 IT Improvements		29,800.00	-29,800.00	
72006 Riverwalk Improvements	1,645.67	100,000.00	-98,354.33	1.65 %
74001 Vehicles & Equipment	2,976.00	116,500.00	-113,524.00	2.55 %
Total 70000 CIP EXPENSE	4,621.67	1,384,231.00	-1,379,609.33	0.33 %
Total Other Expenses	4,621.67	1,384,231.00	-1,379,609.33	0.33 %
NET OTHER INCOME	-4,621.67	-1,384,231.00	1,379,609.33	0.33 %
NET INCOME	\$19,687.45	\$ -449,398.00	\$469,085.45	-4.38 %

Budget E-Summons

July 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
41000 FEES/LICENSES	1,255.61	15,000.00	-13,744.39	8.37 %
Total Income	1,255.61	15,000.00	-13,744.39	8.37 %
GROSS PROFIT	1,255.61	15,000.00	-13,744.39	8.37 %
EXPENSES				
60800 INFORMATION TECH SERV	894.00	11,900.00	-11,006.00	7.51 %
61200 MATERIALS AND SUPPLIES		1,260.00	-1,260.00	
Total Expenses	894.00	13,160.00	-12,266.00	6.79 %
NET OPERATING INCOME	361.61	1,840.00	-1,478.39	19.65 %
NET INCOME	\$361.61	\$1,840.00	\$ -1,478.39	19.65 %

Budget Events

July 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
41000 FEES/LICENSES	412.05	8,352.00	-7,939.95	4.93 %
42000 GRANTS		10,000.00	-10,000.00	
44000 OTHER		0.00	0.00	
47000 EVENTS REVENUE	91,501.00	305,445.00	-213,944.00	29.96 %
Total Income	91,913.05	323,797.00	-231,883.95	28.39 %
GROSS PROFIT	91,913.05	323,797.00	-231,883.95	28.39 %
EXPENSES				
60000 PERSONNEL SERVICES	4,370.95	80,382.50	-76,011.55	5.44 %
60400 PROFESSIONAL SERVICES	390.31	8,352.00	-7,961.69	4.67 %
60800 INFORMATION TECH SERV		600.00	-600.00	
61200 MATERIALS AND SUPPLIES	40.73	12,700.00	-12,659.27	0.32 %
61600 OPERATIONAL SERVICES		0.00	0.00	
62000 CONTRACTS		82,325.00	-82,325.00	
63200 ADVERTISING	7,086.09	32,000.00	-24,913.91	22.14 %
64000 VEHICLES AND EQUIPMENT		0.00	0.00	
64700 FACILITIES EXPENSE		0.00	0.00	
69200 SPECIAL EVENTS	868.78	20,020.00	-19,151.22	4.34 %
Total Expenses	12,756.86	236,379.50	-223,622.64	5.40 %
NET OPERATING INCOME	79,156.19	87,417.50	-8,261.31	90.55 %
OTHER EXPENSES				
70000 CIP EXPENSE		5,000.00	-5,000.00	
Total Other Expenses	0.00	5,000.00	-5,000.00	0.00%
NET OTHER INCOME	0.00	-5,000.00	5,000.00	0.00 %
NET INCOME	\$79,156.19	\$82,417.50	\$ -3,261.31	96.04 %

Budget Mamie Davis

July 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
44000 OTHER	446.34	1,000.00	-553.66	44.63 %
Total Income	446.34	1,000.00	-553.66	44.63 %
GROSS PROFIT	446.34	1,000.00	-553.66	44.63 %
EXPENSES				
Total Expenses			0.00	0.00%
NET OPERATING INCOME	446.34	1,000.00	-553.66	44.63 %
NET INCOME	\$446.34	\$1,000.00	\$ -553.66	44.63 %

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT
Town of Occoquan - Permit Report
August 2026

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2027-00259	312 COMMERCIAL STREET	Install 240v 50amp circuit for greenhouse.	Electrical	Finalized	R - Alteration/Repair	07/20/2026	07/27/2026
BLD2027-00114	122 EAST COLONIAL DRIVE	Installation of grid-tied, roof-mounted solar pv system to create a system size of 11.44kw with 26 modules	Building	Pending	R - Alteration/Repair		
ELE2027-01000	122 EAST COLONIAL DRIVE	Installation of grid-tied, roof-mounted solar pv system to create a system size of 11.44kw with 26 modules	Electrical	Pending	R - Alteration/Repair		
BLD2025-00482	264 GASLIGHT LANDING COURT	NON STRUCTURAL A/R - KITCHEN REMODEL	Building	Issued	R - Alteration/Repair	11/12/2024	

		ON SECOND FLOOR					
PLB2025-01051	264 GASLIGHT LANDING CT	NON STRUCTURAL A/R - KITCHEN REMODEL ON SECOND FLOOR	Plumbing	Issued	R - Alteration/Repair	11/12/2024	
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	Finale	R - Addition	02/28/2025	08/05/2026
ELE2026-02108	402 MCKENZIE DR	upgrade service and panel 200 amps and adding switches plugs	Electrical	Finale	R - Addition	10/29/2025	08/05/2026

PLB2026 -00375	402 MCKENZIE DR	Tapping into main sewer and new plumbing for new addition	Plumbing	Finald	R - Addition	08/11/20 25	08/05/20 26
BLD202 7-00623	125 MILL ST	removing a wall that separates unit 6 and 7. there are no mechanical, electrical or plumbing in the wall	Building	Pending	C - Tenant Layout		
GAS202 6-00848	225 MILL ST	INSTALLATIO N OF A RINNAI TANKLESS WATER HEATER BTUS INCREASING FROM 40K TO 160K	Gas	Issued	C - Alteration/Rep air	02/20/20 26	
ELE2027 -00162	231 MILL ST	Robertson - EVSE install	Electrical	Finald	R - Alteration/Rep air	07/17/20 26	07/24/20 26
BLD202 7-00082	305 MILL ST	TLO - GRAFFITI CAT PIZZA	Building	Pending	C - Tenant Layout		
BLD202 7-00495	305 MILL ST	TLO - GRAFFITI CAT PIZZA	Building	Pending	C - Tenant Layout		
BLD202 6-04978	402 MILL ST	INTERIOR RENOVATION - REPAIR OF	Building	Pending	C - Alteration/Rep air		

		WALLS AND MODIFICATION OF LAYOUT FOR BETTER RETAIL PRESENTATION.					
BLD2026-04446	405 MILL ST	REMOVE EXPOSED PORTION OF EXISTING BOAT STORAGE METAL STRUCTURE. BUILDINGS WILL NOT BE DISTURBED AND ARE MARKED TO REMAIN.	Building	Issued	Demolition	04/27/2026	
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023	
BLD2026-06358	110 MILL CROSS LN	14' X 12' OPEN DECK WITH 4' X 4' LANDING AND 4' WIDE STEPS BUILT TO GRADE - PER COUNTY TYPICAL	Building	Finalead	R - Addition	06/30/2026	08/21/2026

BLD202 7-00160	108 POPLAR LN	20' X 12' SCREEN PORCH BUILT OVER CONCRETE SLAB - MANDATORY THIRD PARTY INSPECTION MANAGED BY CIB FOR POST INSTALLED CONCRETE ANCHORS	Building	Issued	R - Addition	08/06/20 26	
BLD202 6-05359	105 VISTA KNOLL DR	INSTALL AN ENERGY STORAGE SYSTEM THAT WILL BE INTEGRATED WITH PREVIOUSLY INSTALLED SOLAR SYSTEM	Building	Issued	R - Alteration/Rep air	08/05/20 26	
ELE2026 -05444	105 VISTA KNOLL DR	INSTALL AN ENERGY STORAGE SYSTEM THAT WILL BE INTEGRATED WITH PREVIOUSLY INSTALLED SOLAR SYSTEM	Electrical	Issued	R - Alteration/Rep air	08/05/20 26	

BLD202 6-06069	107 VISTA KNOLL DR	10' X 19' OPEN DECK - NO STAIRS - PER PLAN	Building	Issued	R - Addition	06/29/20 26	
BLD202 7-00571	116 WASHINGTON ST	PSTD2024- 00094 - Interior Demo of unit 1 and unit 2.	Building	Pending	C - Alteration/Rep air		
BLD202 7-00571	116 WASHINGTON ST	PSTD2024- 00094 - Interior Demo of unit 1 and unit 2.	Building	Pending	C - Alteration/Rep air		
ELE2026 -05359	209 WASHINGTON ST	**VOIDED, DUPLICATE OF ELE2025- 03999** Electrical work, heavy up 400 amps, electrical wiring for RTU HVAC unit as per drawing.	Electrical	Pending	C - Alteration/Rep air		
MEC202 5-01538	209 WASHINGTON ST	ADD ON PACKAGE FOR HEAT PUMP	Mechanical	Pending	C - Alteration/Rep air		
BLD202 6-05488	212 WEST LOCUST ST	PER PLANS 23'X12' OPEN DECK WITH 6' WIDE STAIRS DOWN TO A 6'X6' LANDING	Building	Final	R - Addition	05/15/20 26	07/23/20 26

		AND 6' WIDE STEPS TO GRADE - 324 Sq Ft					
ELE2026 -05503	212 WEST LOCUST ST	ELECTRICAL FIXTURES	Electrical	Finaled	R - Addition	05/20/20 26	07/23/20 26
GAS202 6-01704	212 WEST LOCUST ST	Relocate gas line approx 5ft in kitchen to new kitchen oven/ stove location Install new gas oven	Gas	Issued	R - Alteration/Rep air	06/08/20 26	

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 08/03/2026

*Counts business days only.

Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
202 UNION ST	BDM2026-00323 Summons	02/28/2026		117	Keaveny, Christopher	Created via PWC311 SR 26-00002333 - Exterior Building Maintenance Issue//COMPLAINT OF DAMAGED SIDING AND WINDOW COVER. Can this be viewed from a public right of way?->Yes Please select type of structure that is in disrepair. Select all that apply.->Commercial Building Please provide a brief description of the maintenance issue.->Siding on the wall is crumbling down, and a window cover is torn. Additional Information->	Exterior Structure-Protective Treatment Exterior Walls	03/02/2026 03/02/2026	03/03/2026	06/01/2026	11/12/2026 (Return) x2 Summons
116 WASHINGTON ST 1	UNS2026-00112 Closed - Monitored	04/03/2026	06/30/2026	60	Lopez, Raleigh	REFERRAL FROM FMO/PREVIOUS UNSAFE DUE TO FIRE DAMAGE/NEW OWNER./PREVIOUS PSTD#2024-00094)/PREVIOU S UNS2024-00063.	General (Unsafe)	04/01/2026	04/03/2026		
	UNS2026-00113 Closed - Monitored	04/03/2026	06/30/2026	60	Lopez, Raleigh	REFERRAL FROM FMO//PREVIOUS PDR-PSTD FOR UNITS #2-#6. UNIT #2 PSTD2024-00093// UNITS #3-6 PSTD#2024-00092. UNSAFE DUE TO FIRE DAMAGE. NEW OWNER.	General (Unsafe)	04/26/2026	04/03/2026		

Total Number of Cases for Town of Occoquan: 3
Total Number of Addresses Affected: 2

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 08/03/2026

**Counts business days only.*

Total Number of Violations Issued: 3

Total Number of Cases Closed : 2

Total Number Cases Closed with No Violation: 2

Total Number of Cases Still Open: 1

Total Number of Open Cases with Violations: 1

Average Number of Business Days Cases are Open This Town: 79.00

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 88.50

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 08/03/2026

**Counts business days only.*

Total Number of Cases for All Towns Selected: 3

Summary by Case Status:

Closed - Monitored	2
Summons	<u>1</u>
	3

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 1, 2026, Council Meeting

Date: August 26, 2026

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 17, 2026:

1. Worked with staff to prepare tax ordinance for marijuana and marijuana products, along with advertisement for adoption of the ordinance.
2. Advised staff regarding the calling of the bond for the Kiely Court project.
3. Advised staff regarding collection of delinquent real estate and BPOL taxes.
4. Discussed agenda development process with staff.
5. Advised staff on the handling of various small claims (e.g., motorist hitting a gas lamp).
6. Reviewed proposed code changes for angled parking and agenda preparation.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: September 1, 2026
9a: Request to Adopt Resolution to Set the Calendar Year 2027 Schedule of Regular Town Council Meetings	

Attachments: a. Resolution R-2026-09

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to set the Town Council meeting schedule for the 2027 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 5, 2027	Tuesday, January 19, 2027
Tuesday, February 2, 2027	Tuesday, February 16, 2027
Tuesday, March 2, 2027	Tuesday, March 16, 2027
Tuesday, April 6, 2027	Tuesday, April 20, 2027
Tuesday, May 4, 2027	Tuesday, May 18, 2027
Tuesday, June 1, 2027	Tuesday, June 15, 2027
Tuesday, July 6, 2027	Tuesday, July 20, 2027
None	Tuesday, August 17, 2027
Tuesday, September 7, 2027	Tuesday, September 21, 2027
Tuesday, October 5, 2027	Tuesday, October 19, 2027
Wednesday, November 3, 2027	Tuesday, November 16, 2027
Tuesday, December 7, 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-2025-09.

Town Holidays

The Administrative Manual designates Town-observed holidays. Town offices will be closed on the following observed holidays in 2027:

January 1 st – New Year’s Day	October 11 th – Indigenous Peoples’ Day/Columbus Day
January 18 th – Martin Luther King, Jr. Day	November 2 nd – Election Day
February 15 th – Presidents’ Day	November 11 th – Veterans Day
May 31 st – Memorial Day	November 25 th & 26 th – Thanksgiving Holiday
June 18 th – Juneteenth (Observed)	December 23 rd – Christmas Holiday
July 4 th – Independence Day (Observed July 5 th)	December 24 th – Christmas Day (Observed)
September 6 th – Labor Day	Staff Workdays: May 24 th & September 27 th

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

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

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

“I move to approve Resolution R-2025-09.”

OR

Other action Council deems appropriate.

TOWN OF OCCOQUAN, VIRGINIA RESOLUTION

RESOLUTION TO SET THE SCHEDULE OF REGULAR TOWN COUNCIL MEETINGS FOR CALENDAR YEAR 2027

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 2027:

First Tuesday Meeting Dates	Third Tuesday Meeting Dates
Tuesday, January 5, 2027	Tuesday, January 19, 2027
Tuesday, February 2, 2027	Tuesday, February 16, 2027
Tuesday, March 2, 2027	Tuesday, March 16, 2027
Tuesday, April 6, 2027	Tuesday, April 20, 2027
Tuesday, May 5, 2027	Tuesday, May 18, 2027
Tuesday, June 1, 2027	Tuesday, June 15, 2027
Tuesday, July 6, 2027	Tuesday, July 20, 2027
None	Tuesday, August 17, 2027
Tuesday, September 7, 2027	Tuesday, September 21, 2027
Tuesday, October 5, 2027	Tuesday, October 20, 2027
Wednesday, November 3, 2027	Tuesday, November 17, 2027
Tuesday, December 7, 2027	None

Adopted by the Town Council of the Town of Occoquan, Virginia this 1st Day of September 2026.

MOTION:

DATE: September 1, 2026
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

Megan Lubash, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: September 1, 2026
9b. Request to Adopt Ordinance O-2026-04 Amending the Town Code § 31.073(A) Related to Town Council Meeting Agenda Process	

Attachments: a. Draft Ordinance O-2026-04

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt Ordinance O-2026-04 to amend Town Code § 31.073(A) to clarify and make consistent the Town Council Agenda preparation process.

Background:

The Virginia General Assembly has enacted Virginia Code § 2.2-3707(G) which provides “No final action may be taken on items added to the agenda after the meeting commences unless they are time-sensitive or are the subject of a closed meeting properly identified in a motion...”

As a result of the newly enacted legislation, Town staff reviewed the Town Code and found potential confusion within the current code. Town Code § 31.072, provides that the Town Manager and Mayor shall prepare a written agenda of all items to be considered for each meeting of the Town Council. Currently, Town Code § 31.073(A) provides that the Town Clerk shall place on the agenda for each Town Council Meeting all items which, after consultation with the Mayor, are determined to be required or are appropriate for Council consideration. Read independently, the current language of § 31.073(A) could create ambiguity as to the agenda-setting process.

The proposed amendment is intended to clarify the relationship between the two sections so that they may be read consistently and harmoniously.

Staff Recommendation: Adopt the ordinance as presented.

Town Attorney Recommendation: Adopt the ordinance as presented.

Proposed/Suggested Motion:

“I move to adopt Ordinance O-2026-04 amending Town Code § 31.073(A) related to Town Council Agenda Process.”

OR

Other action Council deems appropriate.

ORDINANCE # O-2026-04

AN ORDINANCE TO AMEND TOWN CODE SECTION 31.073 RELATED TO TOWN COUNCIL MEETING AGENDA PROCESS

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this 1st day of September, 2026:

1. That the Town Council hereby amends Section 31.073 of the Town Code as follows:

§ 31.073 ITEMS TO BE INCLUDED.

(A) The Town Clerk shall place on the agenda for each Town Council meeting those matters identified for inclusion in the written agenda prepared by the Town Manager and Mayor pursuant to § 31.072, together with any other matters required by law or this Code to be presented to the Town Council. ~~all items which, after consultation with the Mayor, are determined to be required or are appropriate for Council consideration.~~

(B) The Mayor and each member of the Council shall have the right to have included on any prepared agenda such items as they deem appropriate for Council consideration. The Mayor and members of the Town Council desiring to submit items for inclusion on the prepared agenda shall notify the Town Clerk of the nature of the matter they wish considered in sufficient detail as to enable the item to be properly researched. Such notification shall be delivered to the Town Clerk's office by Wednesday prior to the regular Town Council meeting. All materials pertinent to items in the agenda shall be distributed to members with the prepared agenda.

(C) The Mayor has the right to defer agenda items with the concurrence of the Council member presenting the item.

and

2. That this ordinance is effective upon passage.

BY ORDER OF THE TOWN COUNCIL

Meeting Date: September 1, 2026
Town Council Meeting
Ord No. O-2026-04

**RE: AN ORDINANCE TO AMEND TOWN CODE SECTION 31.073 RELATED TO
TOWN COUNCIL MEETING AGENDA PROCESS**

MOTION:
SECOND:
ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____
Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: September 1, 2026
9c. Request to Adopt Ordinance O-2026-05 Amending the Town Code § 73.03 Related to Parking in the Opposite Direction of Travel in Angled Parking	

Attachments: a. Draft Ordinance O-2026-05

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt Ordinance O-2026-05 to amend Town Code § 73.03 to explicitly prohibit vehicles from parking in angled parking spaces on one-way streets while facing opposite the lawful direction of travel by backing into the space.

Background:

The Town has experienced an ongoing issue with motorists backing into angled parking spaces located along one-way streets. When vehicles are parked in this manner, they are positioned facing opposite the lawful direction of travel.

This practice has created traffic and public-safety concerns. Drivers backing into these spaces can interfere with the normal flow of traffic and contribute to congestion while attempting to maneuver into the parking space. More significantly, when leaving the parking space, the vehicle initially pulls out facing toward oncoming traffic rather than in the lawful direction of travel. The Town has experienced congestion and accidents associated with these types of parking maneuvers.

Town Council has discussed this issue during prior meetings and has expressed concern regarding the safety and traffic impacts associated with vehicles being parked in this manner.

The purpose of the amendment is not to establish a new parking practice; it is intended to clearly state the manner in which angled parking spaces on the Town's one-way streets are to be used and eliminate any uncertainty regarding enforcement.

Staff Recommendation: Adopt the ordinance as presented.

Town Attorney Recommendation: Adopt the ordinance as presented.

Proposed/Suggested Motion:

"I move to adopt Ordinance O-2026-05 amending Town Code § 73.03 related to Angled Parking in Town."

OR

Other action Council deems appropriate.

ORDINANCE # O-2026-05

AN ORDINANCE TO AMEND TOWN CODE SECTION 73.03 BY ADDING A PARAGRAPH TO CLEARLY PROHIBIT PARKING OPPOSITE TO THE DIRECTION OF TRAVEL IN ANGLED PARKING

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this 1st day of September, 2026:

1. That the Town Council hereby amends Section 73.03 of the Town Code as follows:

§ 73.03 PARKING PROHIBITED IN SPECIFIC PLACES.

(A) When parking in locations other than marked parking space, no person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer:

(17) In any marked angled parking space with the vehicle facing opposite the lawful direction of travel. Consistent with Virginia Code § 46.2-889, no person shall back a vehicle into an angled parking space where doing so causes the vehicle to face opposite the lawful direction of travel. Vehicles shall enter and exit angled parking spaces in a manner consistent with the lawful direction of travel, unless otherwise expressly authorized by official signs, pavement markings, or a police Officer.

and

2. That this ordinance is effective upon passage.

BY ORDER OF THE TOWN COUNCIL

Meeting Date: September 1, 2026
Town Council Meeting
Ord No. O-2026-05

RE: AN ORDINANCE TO AMEND TOWN CODE SECTION 73.03 BY ADDING A PARAGRAPH TO CLEARLY PROHIBIT PARKING OPPOSITE TO THE DIRECTION OF TRAVEL IN ANGLED PARKING

MOTION:
SECOND:
ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY_____

Town Clerk

DRAFT



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: September 1, 2026
9d: Request to Adopt Resolution Initiating and Referring Zoning Text Amendments Regarding Town Code Chapter 157 to the Planning Commission	

Attachments: a. Resolution R-2026-09

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution initiating and referring zoning text amendments

The objective of the resolution is to initiate consideration of zoning text amendments to Town Code Chapter 157 and refer the matter to the Planning Commission, directing the Planning Commission to review the existing zoning regulations and prepare proposed zoning text amendments as it determines appropriate for public hearing and recommendation to Town Council.

Background

Town Code Chapter 157 – Zoning establishes the Town’s regulations governing land use, zoning districts, development standards, administrative procedures, and related zoning requirements.

Staff has identified a need for a comprehensive review of Chapter 157 to determine whether revisions are appropriate to improve the clarity, consistency, administration, and effectiveness of the Town’s zoning regulations and to ensure that the regulations remain consistent with current Town planning objectives and practices.

Rather than addressing individual provisions on a piecemeal basis, Staff recommends that Town Council formally initiate consideration of zoning text amendments to Chapter 157 and refer the matter to the Planning Commission for review and development of proposed amendments.

Pursuant to Virginia Code § 15.2-2286, amendments to a zoning ordinance may be initiated by resolution of the governing body. Additionally, Virginia Code § 15.2-2285 provides that, at the direction of the governing body, the Planning Commission shall prepare proposed zoning regulations or amendments and requires Planning Commission review and recommendation before a zoning ordinance may be amended.

The Planning Commission would be directed to review Chapter 157 and identify provisions that may be outdated, unclear, duplicative, inconsistent with other Town Code provisions or current practices, or otherwise warrant modification. The Planning Commission may prepare and recommend zoning text amendments that it determines are appropriate.

Any proposed amendments developed through this process would proceed through the required public hearing process before the Planning Commission and would subsequently be returned to Town Council with the Planning Commission's recommendation for consideration. Town Council would then conduct the required public hearing before taking final action on any proposed ordinance amendments.

Staff Recommendation: Recommend referral to the Planning Commission for review, public hearing, and recommendation to the Town Council.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt the Resolution to initiate consideration of zoning text amendments to Town Code Chapter 157, Zoning, pursuant to Virginia Code §§ 15.2-2285 and 15.2-2286, and refer the matter to the Planning Commission with direction to review the existing zoning regulations and prepare such proposed zoning text amendments as the Commission determines appropriate for public hearing and recommendation to Town Council."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION**

**INITIATION OF REVIEW OF TOWN CODE CHAPTER 157, AND REFERRING
THE MATTER TO THE PLANNING COMMISSION FOR PREPARATION OF
PROPOSED ZONING TEXT AMENDMENTS**

WHEREAS, Chapter 157 of the Town Code of the Town of Occoquan establishes the Town's zoning regulations governing land use, zoning districts, development standards, administrative procedures, and related zoning requirements; and

WHEREAS, the Town Council desires to undertake a review of Chapter 157 to determine whether amendments are appropriate to improve the clarity, consistency, administration, and effectiveness of the Town's zoning regulations and to ensure consistency with current Town planning objectives and practices; and

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

WHEREAS, pursuant to Code of Virginia §15.2-2286(A)(7)(i) and Town Code §157.260 (B) (2), such amendment may be initiated by resolution of the Town Council, and

WHEREAS, pursuant to Code of Virginia §15.2-2285(B), no zoning ordinance shall be amended or reenacted unless the governing body has referred it to its planning commission for its recommendations; and

WHEREAS, Virginia Code § 15.2-2285 provides that, at the direction of the Town Council, the Planning Commission shall prepare proposed zoning regulations or amendments and requires proposed zoning amendments to be referred to the Planning Commission for review and recommendation prior to adoption by the Town Council; and

WHEREAS, the Town Council finds that a comprehensive review of Chapter 157 is preferable to addressing individual zoning provisions on a piecemeal basis and will provide the Planning Commission with an opportunity to identify provisions that may be outdated, unclear, duplicative, inconsistent, or otherwise appropriate for amendment.

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby initiate consideration of zoning text amendments to Town Code Chapter 157; and

BE IT FURTHER RESOLVED that the Occoquan Town Council does hereby refers Chapter 157 to the Occoquan Planning Commission and directs the Planning Commission, pursuant to Virginia Code § 15.2-2285, to review the existing zoning

regulations and prepare such proposed zoning text amendments as the Commission determines appropriate.

BE IT FURTHER RESOLVED that the Occoquan Town Council does hereby direct the Planning Commission to consider amendments necessary or appropriate to:

- improve the clarity and consistency of the zoning ordinance;
- eliminate obsolete, duplicative, or conflicting provisions;
- improve the administration and enforcement of the zoning ordinance;
- address current land use and development practices;
- improve consistency with other provisions of the Town Code and applicable law; and
- further the goals, policies, and objectives of the Town's Comprehensive Plan.

BE IT FURTHER RESOLVED that nothing in this Resolution shall constitute adoption or approval of any specific zoning text amendment. Any proposed amendment shall remain subject to all applicable statutory notice, public hearing, and adoption requirements before final action by the Town Council.

BE IT FINALLY RESOLVED that the clerk is directed to advertise a joint public hearing of the Town Council and Planning Commission on the proposed amendments at such time and in accordance with the requirements of § 15.2-2204 of the Code of Virginia.

Adopted by the Town Council of the Town of Occoquan, Virginia this ____ day of September, 2026.

MOTION:

**DATE: September 1, 2026
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

Megan Lubash, Town Clerk