



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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occoquanva.gov
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Occoquan Town Council

Town Council Meeting

October 20, 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. **Public Hearing**
 - a. Local Cannabis/Marijuana Sales Tax *pg.2*
5. **Consent Agenda**
 - a. Request to Accept the September 15, 2026, Town Council Meeting Minutes *pg. 5*
 - b. Request to Approve Resolution of Appreciation to Jennifer Shown for her Service on the Architectural Review Board *pg. 7*
6. **Mayor's Report**
7. **Councilmembers Reports**
8. **Commission & Board Reports**
9. **Administrative Reports**
 - a. Administrative Report *pg. 9*
 - b. Town Treasurer's Report *pg. 32*
 - c. Town Attorney *pg. 50*
10. **Regular Items**
 - a. Request to Adopt Ordinance O-2026-06 Amending the Town Code to Impose a Local Cannabis/Marijuana Sales Tax *pg. 51*
11. **Discussion Items**
 - a. Visit Occoquan Quarterly Business *pg. 55*
 - b. Web Content Accessibility Discussion *pg. 62*
 - c. Occoquan Watershed Salinity Discussion *pg. 64*
12. **Closed Session**
13. **Adjournment**



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Public Hearing	Meeting Date: October 20, 2026
4A: Local Cannabis/Marijuana Sales Tax	

Attachments: a. Public Hearing Advertisement

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a public hearing on the proposed adoption of a local cannabis/marijuana sales tax.

Tax Rate Summary

This public hearing is intended to provide the public with the opportunity to comment on the proposed sales tax and its rate. This public hearing was advertised in The Washington Times on October 8, 2026, as well as on the Town website and at locations around the town.

The Town Council may adopt the local sales tax and tax rate on Tuesday, October 20, 2026.

Town Staff's Recommendation: Recommend closing the public hearing.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to close the public hearing."

OR

Other action Council deems appropriate.

TOWN OF OCCOQUAN, VIRGINIA

PROPOSED CANNABIS/MARIJUANA SALES TAX - PUBLIC HEARING

Town Council

October 20, 2026 – 7:00 p.m.

Notice is hereby given pursuant to § 58.1-3007 of the Code of Virginia, as amended, that the Occoquan Town Council will hold a public hearing regarding the adoption of a new ordinance which would impose a sales tax on the sale of marijuana and marijuana products (Cannabis) in the Town of Occoquan, as required by § 4.1-1004 of the Code of Virginia. The proposed ordinance would set the sales tax for Cannabis as follows:

1. The proposed ordinance establishes the Town's local Cannabis sales tax at 3.5%, which is the maximum rate permitted by Virginia Code § 4.1-1004.
2. If adopted, the tax ordinance will take effect on the first day of the second month following enactment, as provided by Virginia law, and the tax rate will remain in effect for at least three years.

The proposed tax rate and ordinance are available for review in Town Hall, 314 Mill Street, Occoquan, Virginia 22125 and online at www.occoquanva.gov. The Town Council public hearing is being held on October 20, 2026, at 7:00 p.m. at the Occoquan Town Hall, located at 314 Mill Street, Occoquan, Virginia 22125. At the public hearing, the citizens of the locality shall be given an opportunity to appear before, and be heard by, the Town Council on the subject of the tax levy. The Occoquan Town Hall is an accessible building. If a member of the public wishes to obtain an accommodation for a disability in order to participate in the public hearing, please contact the Town Hall Office Staff to arrange for the accommodation as far in advance as possible.

The Town Council of the Town of Occoquan, Virginia

Run Date: October 8th, 2026



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

5. Consent Agenda	Meeting Date: October 20, 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 September 15, 2026, Town Council Meeting Minutes
- b. Request to Approve Resolution of Appreciation to Jennifer Shown for her Service on the Architectural Review Board

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, September 15, 2026
7:00 p.m.

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

Absent: Councilmember Eliot Perkins

Staff: Adam Linn, Town Manager / Chief of Police; Megan Lubash, Town Clerk / Assistant Town Manager; Jason Forman, Deputy Chief of Police / Assistant Town Manager; Tammy Hassett, Events Director; Jordan Sanders, Administrative Assistant

1. CALL TO ORDER

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

2. CITIZENS' TIME

No one spoke during Citizens' Time.

3. CONSENT AGENDA

a. Request to Accept the September 1st, 2026 Minutes

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

4. REGULAR ITEMS

a. Request to Adopt Ordinance O-2026-06 Amending the Town Code to Impose a Local Cannabis/Marijuana Sales Tax

There being no discussion, Vice Mayor Loges moved to adopt Ordinance O-2026-06 adding Town Code § 35.090 entitled Cannabis/Marijuana Tax to impose a local cannabis sales tax of three and one-half percent (3.5%) on taxable retail cannabis sales occurring within the Town. Councilmember Love seconded the motion. The motion passed by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian, Councilmember Love
Nays: Councilmember Daubresse

5. Discussion Items

a. RiverFest 2027 Date Discussion

Town Manager Linn presented a proposal to move RiverFest from the first weekend in June to the third weekend in May, with Town staff recommending May 15-16, 2027, instead of June 5-6, 2027. The Town Manager began with an overview of the Town's craft show history, noting that Occoquan Days originated in 1970 as an antique sale supporting the opening of the Mill House Museum. In 1971, the event expanded into its first merchant-sponsored craft show. By the mid-1990s, Occoquan Days had evolved into the Spring and Fall Arts and Crafts Shows. In 2022, the Spring show was rebranded as RiverFest to highlight the Town's connection to the Occoquan River.

Town Manager Linn emphasized that these changes, including the proposed date adjustment, have

been driven by the Town's commitment to economic development, maintaining strong attendance, supporting vendors, and providing a safer and more enjoyable event experience.

Mayor Porta interjected that this history shows that the craft shows have a history of changing over time to which Town Manager Linn agreed.

Town Manager Linn reviewed the factors considered in the proposed date change, focusing on maximizing attendance, supporting vendor success, and ensuring public safety. He noted that the analysis covered the previous ten years, allowing him to supplement the data with his firsthand experience with the events.

Regarding weather, Town Manager Linn identified rainfall as the most significant factor affecting attendance. Over the ten years reviewed, the third weekend in May had one additional day of rain and just 0.1 inches more precipitation than the first weekend in June, making the differences marginal. He also noted that the data did not distinguish between daytime and nighttime rainfall. Temperature comparisons showed an average of 78.2°F in May versus 84.9°F in June, excluding the heat index. Town Manager Linn emphasized that higher temperatures and humidity increase the risk of heat-related incidents, making May a potentially safer option.

Finally, he noted that the third weekend in May had fewer competing regional events, while the first weekend in June coincided with numerous events throughout Prince William County and surrounding jurisdictions.

Event Director Hassett surveyed 198 maker and creator vendors by email, receiving 96 responses. Town Manager Linn and Event Director Hassett reported that 31.3% preferred May and 54.2% had no preference between May and June, with only 14.5% preferring June. In response to Mayor Porta's inquiry, Event Director Hassett confirmed that food vendors were not included in the survey.

Councilmember Perkins asked whether moving RiverFest to May would attract more high-end vendors. Event Director Hassett explained that the earlier date would allow certain vendors who participate in the Fall Arts and Crafts Show, but are unavailable in June, to attend. She also noted that a competing Maryland event had moved from May to April, potentially creating an opportunity to attract additional vendors to RiverFest.

Councilmember Daubresse asked how cooler May temperatures might affect RiverFest's water activities. Town Manager Linn noted that a local paddleboard and kayak operator welcomed the proposed date change as an opportunity to begin the active season earlier. Mayor Porta added that river activities can begin as early as April and that May typically offers warmer air temperatures with slightly cooler water. He did not anticipate the earlier date affecting his ability to conduct river tours.

Town Manager Linn then requested Council's support to move RiverFest to the third weekend in May, specifically May 15-16, 2027. Councilmembers expressed support for the proposed change, and Mayor Porta requested that Town staff actively promote and publicize the new dates.

6. ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Megan Lubash, Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Consent Agenda	Meeting Date: October 20, 2026
4B: Request to Approve Resolution of Appreciation to Jennifer Shown for her Service on the Architectural Review Board	

Attachments: a. Draft Resolution R-2026-10

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt a resolution of appreciation and recognition for Jennifer Shown in honor of her volunteer service on the Architectural Review Board.

Ms. Shown was appointed to the Architectural Review Board on May 17, 2022, and served with distinction until her resignation on September 2, 2026. In addition to her service on the Architectural Review Board, Jennifer has volunteered many hours supporting the town. Her long-standing commitment and thoughtful contributions have played a significant role in shaping the Town's built environment and future.

Staff Recommendation: Adopt the Resolution as presented.

Proposed/Suggested Motion:

"I move to adopt Resolution R-2026-10 recognizing Jennifer Shown for her years of service to the Occoquan community."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION R-2026-10**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO
JENNIFER SHOWN ON THE OCCASION OF HER REESIGNATION FROM
THE ARCHITECTURAL REVIEW BOARD**

WHEREAS, Jennifer Shown has been an integral part of the Occoquan community, dedicating her time and talents for the betterment of the community in multiple volunteer roles over the years; and

WHEREAS, on May 17, 2022, Ms. Shown was nominated, appointed, and started her tenure as an alternate member of the Architectural Review Board and continued as such until her resignation; and

WHEREAS, as an alternate member of the Architectural Review Board, Ms. Shown was an advocate for preserving the historic and cultural character of the town's designated Historic District; and

WHEREAS, during her tenure, she played a role in fulfilling the Architectural Review Board's responsibilities, including reviewing and evaluating proposals and providing careful oversight for new construction, alterations, additions, and exterior modifications within the Historic District to ensure consistency with the Town's historic guidelines; and

WHEREAS, after a term of three years of service on the Board, Ms. Shown resigned from the Architectural Review Board effective September 2, 2026; and

WHEREAS, Ms. Shown's dedication, energy, and passion have earned her the respect and gratitude of the Town's residents, staff, her fellow Architectural Review Board members, and Occoquan Town Council; and

WHEREAS, after Ms. Shown volunteered for various Town events providing hours of support for events in Town ; and

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

WHEREAS, we all hope that Ms. Shown will continue to be an active participant in the Occoquan community.

NOW, THEREFORE, BE IT RESOLVED, the Occoquan Town Council hereby congratulates Ms. Shown for her service on the Architectural Review Board and wishes to express its sincere appreciation to her for her service to the Occoquan community and wish her well in all her future endeavors.

Adopted by the Town Council of the Town of Occoquan, Virginia this 20th Day of October, 2026.

MOTION:

SECOND:

DATE: October 20, 2026

Town Council Meeting

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



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

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: October 20, 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 yearly when reviewing the upcoming year's budget.

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 occurred in September and the technical report will be given to Town Staff during the month of October 2026..

Tier 2

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

- Trail Town Research: – Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission's initial recommendations were presented to Town Council at its April 16th, 2024, meeting and revised recommendations were submitted in March 2025. 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 reviewed the status of the Magnolia tree located at the intersection of Washington Street and Commerce Street next to 202 Commerce Street on September 3rd. The County Arborist had an established canopy in arial photos from the 1930's and is approximately 80-90 years old. He speculated that the bulging of the retaining wall is from the tree's roots system which he believes abuts the existing retaining wall. He recommended applying Cambistat to the tree's roots at least one year prior to working in the area, asking for the arborist to visit during construction, and a follow up application of Cambistat 2-3 years after the completion of the construction.

➤ **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 started on September 28th and was completed in early October, 2026.

Tier 3

➤ **Implementing Public Safety Projects:**

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

- 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
- **Mamie Davis Park: NEW** – At a meeting with the County Arborist on September 3, 2026, the arborist looked at the ornamental cherry on the west side of Mamie Davis Park. The County Arborist noted general rot that went into the trunk and root structure of the plant and noted that certain limbs are hazards while the whole tree will be a hazard within one or two years. He recommended removal of certain branches in the immediate future and removal of the tree as a near term goal.

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. Ms. 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: UPDATE: 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. For 2026, the two-day event is planned for December 5th - 6th. See Events for more information.

- 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. The next event is scheduled for October 10, 2026. 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: 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 submitted all required grant closeout documentation in September 2026.
 - Exploring Off-Peak Tourism: 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: no change – 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 August 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 August 31, 2026).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	6 months	10/5/2026
INK AND FORM LEARNING DESIGN LLC	6 months	10/5/2026
LEGGYLASHES	6 months	10/5/2026
PINCURLS HAIR SALON	6 months	10/5/2026
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

Real Estate Delinquencies*			
Property Owner	Delinquency Period	Date of Last Notice	Address
JONES SALUKA HALLIE	8 months	8/17/2026	205 WASHINGTON ST
WHITE, FRANCESCA	20 months	8/17/2026	1521 COLONIAL DR

* *Outstanding RE Taxes subject to incur an 8% penalty plus interest of 10% per annum added to the unpaid balance, including the penalty.

Meals Tax by Fiscal Year			
Month	FY25	FY26	FY27
July	29,964	30,559	32,667
August	31,192	37,850	35,686
Total as of Latest Month:	61,156	68,409	68,353

*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. Construction on Union & Mill ADA ramps began and was scheduled for completion the final week of September

115 Poplar Lane- no change 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 Comprehensive Update- 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. Geotechnical borings were completed on 9/16/26. One of the borings was not attempted due to traffic concerns. The Geotechnical engineer stated the soils and conditions encountered are consistent with their preliminary expectations. An engineering report is forthcoming.

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. Site inspection completed on 9/24/26. Inspection report and bond estimate anticipated by 10/2/26.
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. The developer submitted a revised plat for review on 9/7/26.
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 9/30/26.
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 September 1 to September 30, 2026:

	Zoning Application #	Property Address	Activity
1	TZP2026-039	204 Commerce Street	New Business
2	TZP2026-040	312-B Poplar Alley	New Business
3	TZP2026-041	125 Mill Street	New Business
4	TZP2026-042	306 Commerce Street	New Business

- The following is a list of **zoning modification requests** from September 1 to September 30, 2026:

	Zoning Application #	Property Address	Activity
1			

- The following is a list of **new violation letters** from September 1 to September 30, 2026:

	Property Address	Violation #	Violation	Town Action
1				

- The following is a list of **active/previous violations** from September 1 to September 30, 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	155-1552 Rivertown Place	OCV-2026-034	Trash/Refuse	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 the month of September, the Occoquan Police Department (OPD) maintained a highly visible, proactive, and service-oriented presence throughout the Town as we entered the beginning of the busy fall season. Department 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.



A significant portion of the Department's efforts during September was dedicated to preparation for and support of the Fall Arts & Craft Show. The event required a substantial amount of advance planning, coordination, and manpower before, during, and after the show to address public safety, traffic control, pedestrian safety, vendor and visitor access, and the overall movement of people and vehicles throughout Town.

OPD greatly appreciates the continued assistance of Prince William County Public Safety Communications personnel, federal law enforcement partners, the Fairfax County Auxiliary Police, and the Fairfax County Community Emergency Response Team (CERT) in supporting the Fall Arts & Craft Show. Their assistance enhanced the Department's ability to safely manage the event and maintain appropriate coverage throughout Town. From both a public safety and logistical standpoint, the event was successful, with only very minor incidents reported despite the large number of visitors and vendors. The successful operation reflects the extensive planning by Police Command staff, the dedication of OPD personnel, and the strong partnerships the Department maintains with regional and federal public safety agencies.

September Highlights

221 Calls for Service	6 Custodial Arrests	321 Traffic Summons	73 Parking Violations
2 Special Events	202 SOD Hours	448 Volunteer Hours	0 Officer Complaints

OPD Division Reports:

Professional Standards Division

During September, the Professional Standards Division (PSD) continued to oversee key administrative and operational functions supporting departmental accountability, professional development, and organizational integrity. Responsibilities included internal affairs intake, investigative support, records and documentation management, background investigations, training oversight, and compliance with departmental policies and administrative requirements. Throughout the month, PSD maintained a focus on consistent oversight, accurate recordkeeping, effective case management, and timely follow-up on administrative matters. Additional emphasis was placed on coordinating training requirements, ensuring adherence to established standards, and providing ongoing guidance and administrative support to supervisors and officers. These efforts reinforced departmental accountability, operational consistency, and the maintenance of professional standards across the organization.

Field Operations Division

Throughout September, the Field Operations Division (FOD) continued to serve as the backbone of the Department's daily operations, maintaining consistent patrol coverage, timely response to calls for service, and a visible police presence throughout the Town. Officers remained actively engaged in residential neighborhoods, the historic district, parks, business areas, and along the waterfront, addressing routine public-safety concerns while supporting the Department's commitment to community-oriented policing.

A primary operational focus during September was the Fall Arts and Crafts Show, one of the Town's signature events, which brings significant pedestrian and vehicular activity to the historic district. FOD personnel supported event operations through increased patrol visibility, traffic and parking enforcement, pedestrian safety measures, and coordination with Town staff and event organizers. Particular emphasis was placed on maintaining public safety, facilitating the movement of residents and visitors, and minimizing disruptions to surrounding neighborhoods and businesses. The event also provided opportunities for officers to engage positively with community members and visitors while reinforcing the Department's commitment to providing a safe and welcoming environment.

Beyond the Fall Arts and Crafts Show, FOD maintained its focus on the day-to-day operational responsibilities essential to public safety and quality of life. Officers responded to calls for service, addressed traffic and parking concerns, conducted proactive patrols and routine business and park checks, and remained prepared to assist neighboring jurisdictions and support specialized operations as needed. These efforts reflected the Division's continued commitment to operational readiness, proactive policing, and responsive service to the Occoquan community.

Special Operations Division

Throughout September, the Special Operations Division (SOD) continued to maintain operational readiness and specialized capabilities through routine marine patrol operations and the ongoing maintenance and availability of Unmanned Aircraft Systems (UAS), Utility Terrain Vehicles (UTV), and Homeland Security and Emergency Management (HSEM) resources. These assets remained available to supplement Field Operations, support Town activities, and respond to specialized operational needs as required.

A primary focus during September was supporting the Town's Fall Arts and Crafts Show, which required enhanced operational coordination and readiness due to increased pedestrian activity, traffic congestion, and the significant number of visitors throughout the historic district. SOD maintained specialized resources to support event operations, enhance situational awareness, and provide additional capabilities for public safety, emergency response, and operational contingencies. Coordination with Field Operations and Town personnel remained a priority to ensure resources were appropriately positioned and available to address emerging needs.

Patrol and Enforcement Activities:

For the month of September, the town police had 221 calls for service including*:

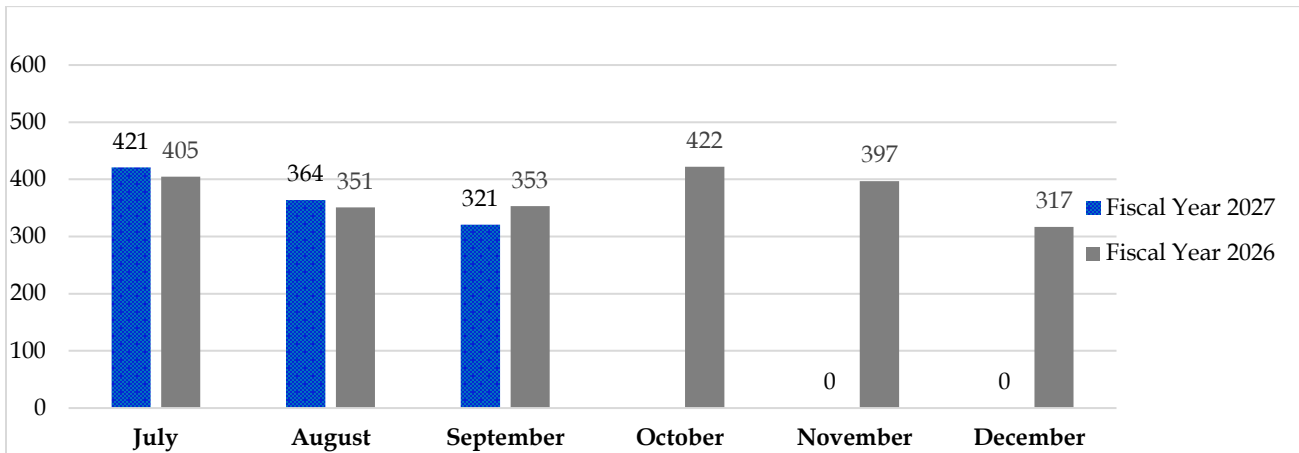
<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Alarm Calls	1	Neighbor Dispute Call	1
Animal Calls	1	Other/Services	68
Burglary Call	1	Parking Complaints	4
Child Neglect/Abuse Call	1	Person In Crisis	4
Citizen Assists	30	Police Assist	4
Disabled Vehicle/Motorist Assist	10	Reckless Driving/Road Rage	1
Disorderly	5	Roadway Obstruction	1
Domestic Call	4	Stalking Call	1
Drug Complaint	1	Stolen/Abandoned Vehicle	1
DUI Arrest	3	Suspicious Calls	21
Felony Arrest	1	Traffic Control Calls	4
Firearm Violation	2	Trespassing Calls	10
Found/Lost Property	3	Vandalism	2
Hit & Run	6	Vehicle Crash	12
Illegal Fishing	3	Vehicle Tow	1
Larceny/Theft (attempted)	1	Warrant Arrest	1
Medical Calls	1	Warrant Service	5
Misdemeanor Arrest	1	Welfare Check	1
Missing Person Call	3		
			221

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

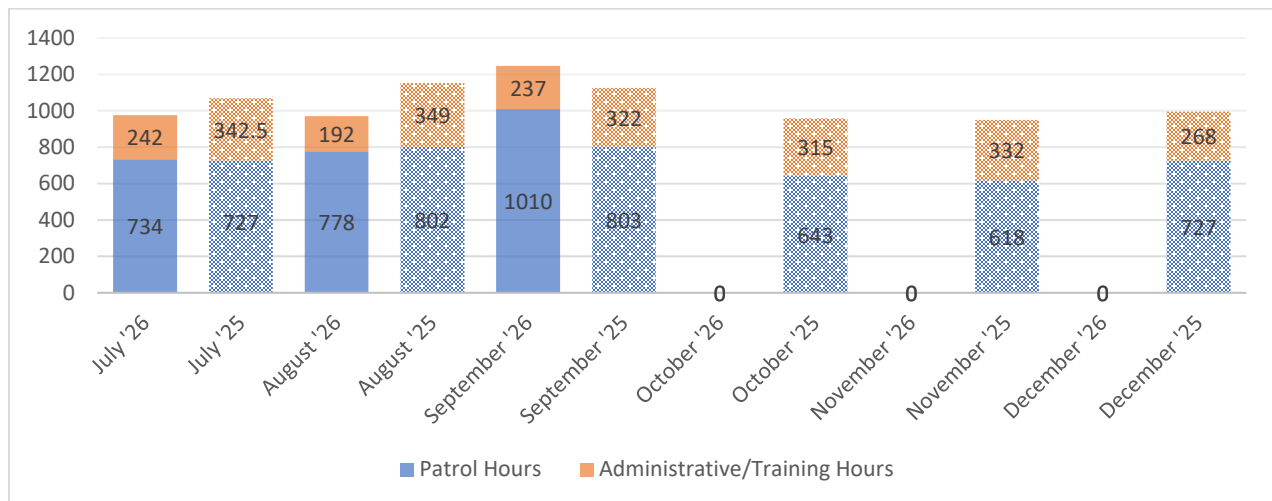
Town police made 6 custodial arrests, issued 321 traffic summonses, 73 parking violations, and 79 warnings during the reporting period.

Officers also continued proactive business and park checks throughout September as part of routine patrol activity. Officers engaged in 222 business checks and 316 park checks during September.

Traffic Summonses FYTD



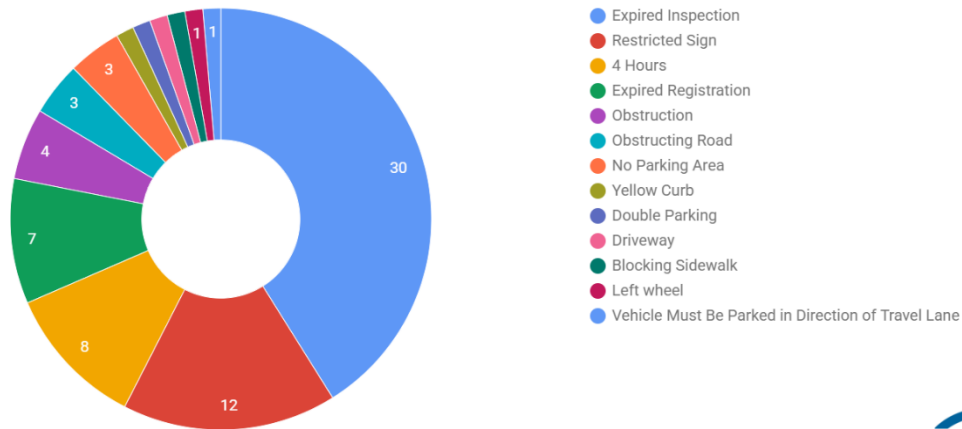
Patrol/Administrative/Training Hours FYTD



Parking Enforcement

Month	Parking Tickets	Warning
July	114	1
August	90	2
September	71	2

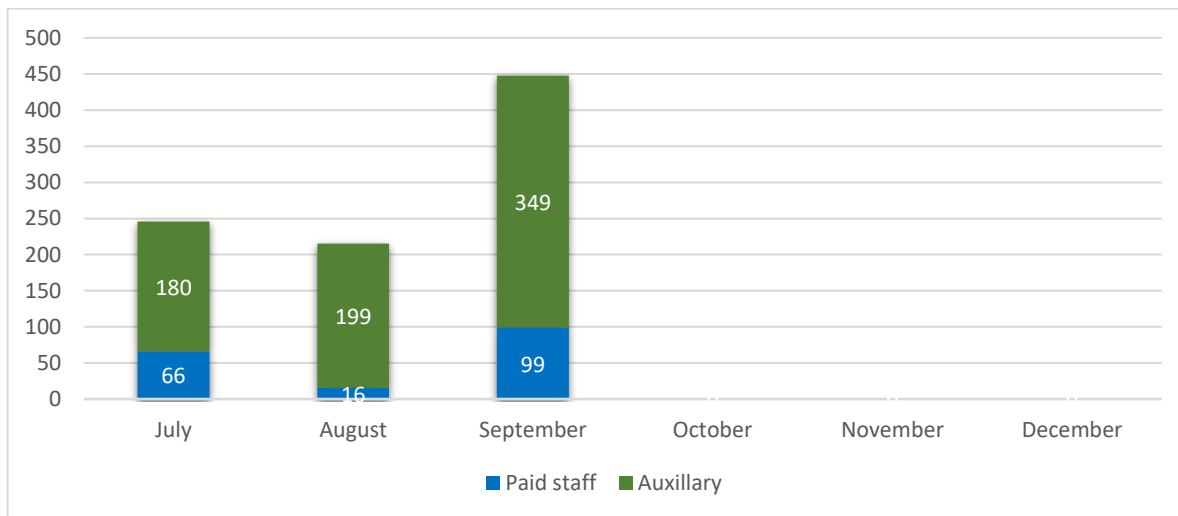
Occoquan VA - Tickets By Violation (Sept. 2026)



Data as of 10/4/2026, 12:00:00 AM

Volunteer in Police Service

The detailed volunteer activity data available for this report reflect 909 uncompensated hours donated to the Town through the month of September 2026. The hours are reflected below by month:



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Other Hours	Stops	Interactions	Calls for Service
July	0	0	0	0	0
August	46	22	25	36	1
September	32	0	12	13	1
FY Total	97	22	37	49	2
UAS Operations					
Month	Operational Hours	Training Hours		Special Events	Calls for Service
July	0	0		0	0
August	2	0		1	8
September	24	0		2	0
FY Total	26	0		3	8
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	10	0		1	0
August	29	0		3	0
September	146	0		4	8
FY Total	185	0		8	8

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 (September 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.
- Supported Fall Arts and Craft Show before, during, and after the event
- Placed new flower pots and planted Fall flowers around Town

Special Public Works Projects

Projects In-Progress: 6

Projects Completed: 13

Below is an updated list of maintenance activities with status updated as of September 30, 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	Complete	9/23/2026	
Prepping for Trivia Night	In Progress		ongoing
Supporting Fall Arts & Craft Show	Complete		Summer 2026
Install Fall Arts & Craft Show Banner	Completed	8/14/2206	Summer 2026
Supporting Tree Lighting	Not started		
Supporting Holiday Artisan Market	Not started		Fall 2026
Installing Holiday Event Banners	Not started		Fall 2026
Decorating Town for Holiday Events	Not started		Fall 2026
Refreshing Town A-Frames	Completed	8/21/2026	
Landscaping			
Fall Plantings	Completed		Fall 2026
Fall Weeding, Pruning, Mulching	In Progress		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		October 2026
Special Projects			

Project	Status	Completion Date	Notes
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	Complete		TH started; Events Joint Project – Winter 2026
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
206 Mill Street Brick Installation	Completed	9/15/2026	
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

The Events Team is wrapping up the Fall Arts & Crafts Show and preparing for the upcoming fall and holiday events. Below is a summary of recent activities and events planned for October.

Fall Arts & Crafts Show

The Fall Arts & Crafts Show, held September 26–27, was a great success despite intermittent rain on Sunday. The event saw strong attendance and received positive feedback from both visitors and vendors. Many vendors reported a successful and worthwhile weekend and expressed interest in returning for future shows. Early feedback also highlighted appreciation for the support provided by volunteers, Town Staff, and Public Safety teams.

The event generated \$35,215 in shuttle revenue, exceeding the \$32,500 cost of the shuttle service. A full report with additional details and event metrics will be presented at the November 4 Council Meeting.

Trivia Night Series

Trivia Night has continued to be a successful and well-loved community tradition. Attendance reflects strong interest. The final Trivia Night of the season will be held on Friday, October 9.

Invasive Species Cleanup

The next Invasive Species Cleanup is scheduled for October 10. Following increased interest generated through the Volunteer Fair, we hope to see strong participation in this upcoming cleanup. Samantha Sparks continues to lead these efforts in Occoquan.

Community Costume Parade & Contest

Occoquan's annual Community Costume Parade & Contest will take place on Halloween, October 31. The event is free and open to the public and invites families and participants of all ages to dress up and join the fun.

Check-in begins at 10:00 AM at the Riverwalk Shops, 125 Mill Street. Led by Mayor Porta, the parade will travel down Mill Street and conclude at River Mill Park, where costume judging will take place. Judging categories include:

- Cutest
- Scariest
- Funniest
- Most Original
- Best Family/Group

First-place winners in each category will receive a \$25 Visit Occoquan Gift Card, redeemable at participating businesses throughout town.

Halloween Décor Vote & Win Contest

Following the Costume Parade, Visit Occoquan will host its annual Halloween Décor Contest. Visitors can enjoy trick-or-treating at select businesses while viewing Halloween decorations and staff costumes throughout town.

This year, town businesses have elected to replace the traditional paper ballot with social media voting. Visit Occoquan will manage the contest and share voting details through its social media channels.

Looking Ahead: The Events Team is also beginning preparations for the Town's upcoming holiday events and will provide additional details in next month's report. Please note the following dates:

- November 21 – Annual Tree Lighting at 6pm
- December 5 & 6 – Holiday Artisan Market 11am – 6pm with Fireside with Friends in the Market Square from 5 – 8pm on Saturday.
- December 14 – Annual Volunteer Appreciation Dinner 5:30pm

Monthly Finance Report

Town of Occoquan
FY 27 Aug Close



Prepared on
October 7, 2026

Balance Sheet FY Activity

Town of Occoquan

July-August, 2026

TOTAL			
	As of Aug 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	178,874	245,565	-66,691
10024 Money Market 4220	200,330	200,109	221
10034 VIP - Investment Pool	\$0	\$0	\$0
25-5001 VIP NAV Liquidity Pool 5001	878,759	873,098	5,662
Total for 10034 VIP - Investment Pool	\$878,759	\$873,098	\$5,662
10082 Mamie Davis Savings 4201	6,734	6,287	447
10083 Mamie Davis CD	100,000	100,000	0
Total for Bank Accounts	\$1,364,872	\$1,425,233	-\$60,362
Accounts Receivable			
10180 Accounts Receivable	80,398	108,874	-28,476
Total for Accounts Receivable	\$80,398	\$108,874	-\$28,476
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	2,271	877	1,394
Total for Other Current Assets	\$2,271	\$877	\$1,394
Total for Current Assets	\$1,447,541	\$1,534,984	-\$87,444
Total for Assets	\$1,447,541	\$1,534,984	-\$87,444
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	82,104	133,179	-51,075
Total for Accounts Payable	\$82,104	\$133,179	-\$51,075
Credit Cards			
22000 Credit Cards			
22020 Home Depot	65	144	-79
22030 Lowe's Proservices	240	393	-154
22040 United Bank Credit Cards	7,346	6,040	1,306
22050 Shell Credit Card	2,516	2,929	-413
Total for 22000 Credit Cards	\$10,167	\$9,507	\$660
Total for Credit Cards	\$10,167	\$9,507	\$660
Other Current Liabilities			
20935 Performance Bond	1,188	1,188	0
20960 Unearned Other Revenue			
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	658		658
21100 Unearned Fire Dept Grant	0	0	0
21200 Payroll Liabilities	\$0	\$0	\$0

TOTAL			
	As of Aug 31, 2026	As of Jul 1, 2026 (custom)	FY Activity
21230 VRS Employee Contributions	3,766	3,766	0
Total for 21200 Payroll Liabilities	\$3,766	\$3,766	\$0
Total for Other Current Liabilities	\$6,927	\$6,269	\$659
Total for Current Liabilities	\$99,198	\$148,955	-\$49,757
Total for Liabilities	\$99,198	\$148,955	-\$49,757
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	65,939	64,337	1,602
Total for 31000 Restricted	\$165,939	\$164,337	\$1,602
31400 Assigned			
30030 Events Fund	82,222	0	82,222
30040 CIP Fund	198,479	197,021	1,459
31050 Public Safety Grant Fund	12,135	5,042	7,093
31060 Mamie Davis Park Fund	7,519	7,072	447
31070 Public Education Grant Fund	2,359	2,359	0
Total for 31400 Assigned	\$302,714	\$211,494	\$91,221
31500 Unassigned			
30010 Emergency Operating Fund	200,000	200,000	0
30020 Unrestricted	679,689	760,906	-81,217
Total for 31500 Unassigned	\$879,689	\$960,906	-\$81,217
32000 Retained Earnings	-11,606	0	-11,606
Net Income	11,606	49,293	-37,687
Total for Equity	\$1,348,342	\$1,386,029	-\$37,687
Total for Liabilities and Equity	\$1,447,541	\$1,534,984	-\$87,444

Budget GF

July - August, 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
40000 TAXES	85,642	822,352	(736,710)	10.00 %
41000 FEES/LICENSES	71,140	599,712	(528,573)	12.00 %
42000 GRANTS	9,749	71,508	(61,759)	14.00 %
43000 RENTALS	695	14,378	(13,683)	5.00 %
44000 OTHER	17,418	45,000	(27,583)	39.00 %
Total Income	184,643	1,552,951	(1,368,307)	12.00 %
GROSS PROFIT	184,643	1,552,951	(1,368,307)	12.00 %
EXPENSES				
60000 PERSONNEL SERVICES	127,953	937,248	(809,295)	14.00 %
60400 PROFESSIONAL SERVICES	20,343	189,546	(169,203)	11.00 %
60800 INFORMATION TECH SERV	5,495	48,880	(43,385)	11.00 %
61200 MATERIALS AND SUPPLIES	7,706	35,750	(28,044)	22.00 %
61600 OPERATIONAL SERVICES	1,371	8,500	(7,129)	16.00 %
62000 CONTRACTS	24,336	163,559	(139,223)	15.00 %
62400 INSURANCE	49,293	46,044	3,249	107.00 %
62800 PUBLIC INFORMATION	1,075	3,449	(2,373)	31.00 %
63200 ADVERTISING	455	7,450	(6,995)	6.00 %
63600 TRAINING AND TRAVEL	12,003	18,200	(6,197)	66.00 %
64000 VEHICLES AND EQUIPMENT	11,666	47,600	(35,934)	25.00 %
64400 SEASONAL		12,310	(12,310)	
64700 FACILITIES EXPENSE	4,163	65,750	(61,587)	6.00 %
68900 PUBLIC ART PROGRAM		2,500	(2,500)	
Total Expenses	265,860	1,586,786	(1,320,926)	17.00 %
NET OPERATING INCOME	(81,217)	(33,835)	(47,382)	240.00 %
NET INCOME	\$ (81,217)	\$ (33,835)	\$ (47,382)	240.00 %

NOTE

FUND TRANSFER	\$33,835
NET INCOME BALANCE	\$0

Budget CIP

July - August, 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
42000 GRANTS		15,000	(15,000)	
42070 EPA Community		900,025	(900,025)	
42103 Virginia Dept of Fire Programs	24,309		24,309	
42110 Virginia DCJS				
42020 HB 599		0	0	
Total 42110 Virginia DCJS		0	0	
Total 42000 GRANTS	24,309	915,025	(890,716)	3.00 %
Total Income	24,309	915,025	(890,716)	3.00 %
GROSS PROFIT	24,309	915,025	(890,716)	3.00 %
EXPENSES				
Total Expenses			0	0%
NET OPERATING INCOME	24,309	915,025	(890,716)	3.00 %
OTHER EXPENSES				
70000 CIP EXPENSE				
70004 Sidewalk Improvements		1,500	(1,500)	
70005 Building Improvements	1,891	11,400	(9,509)	17.00 %
70006 Stormwater Management		1,125,031	(1,125,031)	
70022 IT Improvements		29,800	(29,800)	
72006 Riverwalk Improvements	1,646	100,000	(98,354)	2.00 %
74001 Vehicles & Equipment	12,221	116,500	(104,279)	10.00 %
Total 70000 CIP EXPENSE	15,758	1,384,231	(1,368,473)	1.00 %
Total Other Expenses	15,758	1,384,231	(1,368,473)	1.00 %
NET OTHER INCOME	(15,758)	(1,384,231)	1,368,473	1.00 %
NET INCOME	\$8,552	\$ (469,206)	\$477,758	(2.00 %)

Budget E-Summons

July - August, 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
41000 FEES/LICENSES	2,496	15,000	(12,504)	17.00 %
Total Income	2,496	15,000	(12,504)	17.00 %
GROSS PROFIT	2,496	15,000	(12,504)	17.00 %
EXPENSES				
60800 INFORMATION TECH SERV	894	11,900	(11,006)	8.00 %
61200 MATERIALS AND SUPPLIES		1,260	(1,260)	
Total Expenses	894	13,160	(12,266)	7.00 %
NET OPERATING INCOME	1,602	1,840	(238)	87.00 %
NET INCOME	\$1,602	\$1,840	\$ (238)	87.00 %

Budget Events

July - August, 2026

	Actual	Budget	over Budget	Total % of Budget
INCOME				
41000 FEES/LICENSES	929	8,352	(7,423)	11.00 %
42000 GRANTS		10,000	(10,000)	
44000 OTHER		0	0	
47000 EVENTS REVENUE	121,834	305,445	(183,611)	40.00 %
Total Income	122,763	323,797	(201,034)	38.00 %
GROSS PROFIT	122,763	323,797	(201,034)	38.00 %
EXPENSES				
60000 PERSONNEL SERVICES	9,459	80,383	(70,924)	12.00 %
60400 PROFESSIONAL SERVICES	1,245	8,352	(7,107)	15.00 %
60800 INFORMATION TECH SERV		600	(600)	
61200 MATERIALS AND SUPPLIES	54	12,700	(12,646)	0.00 %
61600 OPERATIONAL SERVICES		0	0	
62000 CONTRACTS	20,249	82,325	(62,076)	25.00 %
63200 ADVERTISING	9,298	32,000	(22,702)	29.00 %
64000 VEHICLES AND EQUIPMENT		0	0	
64700 FACILITIES EXPENSE		0	0	
69200 SPECIAL EVENTS	236	20,020	(19,784)	1.00 %
Total Expenses	40,541	236,380	(195,839)	17.00 %
NET OPERATING INCOME	82,222	87,418	(5,195)	94.00 %
OTHER EXPENSES				
70000 CIP EXPENSE		5,000	(5,000)	
Total Other Expenses	0	5,000	(5,000)	0%
NET OTHER INCOME	0	(5,000)	5,000	0.00 %
NET INCOME	\$82,222	\$82,418	\$ (195)	100.00 %

Budget Mamie Davis

July - August, 2026

				Total
	Actual	Budget	over Budget	% of Budget
INCOME				
44000 OTHER	447	1,000	(553)	45.00 %
Total Income	447	1,000	(553)	45.00 %
GROSS PROFIT	447	1,000	(553)	45.00 %
EXPENSES				
Total Expenses			0	0%
NET OPERATING INCOME	447	1,000	(553)	45.00 %
NET INCOME	\$447	\$1,000	\$ (553)	45.00 %

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT
Town of Occoquan - Permit Report
September 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	05/20/2026	07/23/2026
GAS2026-01704	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	06/08/2026	

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 09/28/2026

*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		156	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 09/28/2026

**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: 92.00

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 108.00

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 09/28/2026

**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 October 6, 2026, Council Meeting

Date: September 30, 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 August 26, 2026:

1. Discussed potential changes to the Old and Historic Occoquan Zoning District with staff.
2. Discussed Comprehensive Plan comments from Prince William County, VDOT, and DEQ with staff.
3. Advised staff regarding VDOT requirements for Town maintenance of brick sidewalks.
4. Advised staff regarding Virginia Department of Health regulations affecting food vendors at the Fall Arts and Craft Show.
5. Corrected the legal advertisement for the marijuana tax ordinance.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

10. Regular Business	Meeting Date: October 20, 2026
10A. Request to Adopt Ordinance O-2026-06 Amending the Town Code to Impose a Local Cannabis/Marijuana Sales Tax	

Attachments: a. Draft Ordinance O-2026-06

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt Ordinance O-2026-06 adding Town Code § 35.090 entitled Cannabis/Marijuana Tax to impose a local cannabis sales tax of three and one-half percent (3.5%), the maximum rate authorized under Virginia law, on taxable retail cannabis sales occurring within the Town of Occoquan.

Background:

The Virginia General Assembly has enacted legislation establishing a regulatory and taxation structure for retail cannabis sales in the Commonwealth. As part of that framework, local governments are authorized to impose a separate local cannabis sales tax on taxable retail cannabis transactions occurring within their jurisdictions.

Virginia Code § 4.1-1004 provides the specific statutory authority for the local cannabis sales tax and establishes the allowable local tax rate. The statute also addresses administration, collection, distribution, notification, and the effective date of a locally adopted tax.

The proposed ordinance establishes the Town's local cannabis sales tax at 3.5%, which is the maximum rate permitted by Virginia Code § 4.1-1004.

This request came before Town Council on September 15, 2026; however, because of an administrative issue with the newspaper publication notice, the matter was required to have a public hearing. The newspaper publication was completed on October 8 2026, and the Public Hearing is scheduled for October 20, 2026.

Staff Recommendation: Adopt the ordinance as presented.

Town Attorney Recommendation: Adopt the ordinance as presented.

Proposed/Suggested Motion:

"I move to adopt Ordinance O-2026-06 adding Town Code § 35.090 entitled Cannabis/Marijuana Tax to impose a local cannabis sales tax of three and one-half percent (3.5%) on taxable retail cannabis sales occurring within the Town."

OR

Other action Council deems appropriate.

ORDINANCE # O-2026-06

AN ORDINANCE TO AMEND THE TOWN CODE TO IMPOSE A LOCAL CANNABIS/MARIJUANA SALES TAX

WHEREAS, the Virginia General Assembly has enacted legislation establishing a regulated retail cannabis/marijuana market within the Commonwealth and authorizing and requiring localities to impose an additional local tax upon sales of cannabis/marijuana and cannabis/marijuana products that are taxable pursuant to Virginia Code § 4.1-1004; and

WHEREAS, pursuant to § 4.1-1004, § 15.2-1104, and § 58.1-3005 of the Code of Virginia, 1950, as amended, the Town of Occoquan (the "Town") is authorized to impose a tax on the retail cannabis/marijuana sales within its jurisdictions; and

WHEREAS, Virginia Code § 4.1-1004(B)(1) provides that each locality shall, by ordinance, levy an additional local tax on any sale taxable under subsection A of that section at a rate of not less than one percent (1%) and not greater than three and one-half percent (3.5%); and

WHEREAS, the Town Council finds that imposition of the maximum local cannabis/marijuana sales tax permitted by state law will provide revenue to support municipal services, including public safety, administration, infrastructure, and other services associated with commercial activity within the Town; and

WHEREAS, Virginia Code § 4.1-1004(B) requires the Town to notify the Virginia Cannabis Control Authority and any retail cannabis/marijuana store of the enactment of this ordinance within 30 days.

NOW THEREFORE, BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this ____ day of _____, 2026:

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

Article 35.09 – CANNABIS/MARIJUANA TAX

Sec. 35.090. Definitions.

For purposes of this Article, unless otherwise expressly provided herein, all words and terms used in this section shall have the meanings assigned to them under Title 4.1 of the Code of Virginia and applicable regulations of the Virginia Cannabis Control Authority.

Sec. 35-091. Levy and Rate.

In addition to all other applicable taxes, there shall be a local sales tax in the amount of three and a half (3.5) percent on any sale taxable under subsection A of § 4.1-1004 of the Code of Virginia, as amended. Such tax shall be collected, remitted, and disposed of in the manner provided by Chapter 10 of Title 4.1 of the Code of Virginia, as amended.

2. That this ordinance is effective on the first day of the second month after its enactment and shall remain effective for at least three years, as provided in Virginia Code § 4.1-1004 (B)(1).

3. That the Town Clerk shall, within thirty days of this ordinance's enactment, notify the Virginia Cannabis Control Authority and any retail marijuana store and microbusiness in the Town of this ordinance's Enactment.

BY ORDER OF THE TOWN COUNCIL

Meeting Date: October 20, 2026
Town Council Meeting
Ord No. O-2026-06

RE: AN ORDINANCE TO AMEND THE TOWN CODE TO IMPOSE A LOCAL CANNABIS/MARIJUANA SALES TAX

MOTION:
SECOND:
ACTION:

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

CERTIFIED COPY _____
Town Clerk



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Discussion Items	Meeting Date: October 20, 2026
11A: Visit Occoquan, Inc. FY26 First Quarterly Report	

Attachments: a. FY27 Q1 Visit Occoquan Report

Submitted by: Adam Linn
Town Manager

Explanation and Summary:

This is a discussion item to review and discuss Visit Occoquan's report on the first quarter of Fiscal Year 2027's events and marketing. A representative from Visit Occoquan will present the attached report and answer questions from the Town Council.

This item covers a request by Town Council on marketing and social media analytics during the year as well as a request by Visit Occoquan to report on its operations from a town businesses perspective, based on their survey of town businesses.

Staff Request: Provide feedback on the report. Town staff will incorporate feedback into its Fiscal Year 2027 event planning and budgeting process, ahead of discussion at Town Council meetings for the second quarter.



Visit Occoquan Virginia

Marketing, Social Media & Tourism FY27 - QUARTER 1 REPORT

July 1 - September 30, 2026

Report produced by Sarah Hitchcock Burzio

Visit Occoquan Executive Director | sarah@visitoccoquanva.com

Volunteer Board & Staff

Sarah Hitchcock Burzio, *Executive Director*

Petra Carden, *Interim President*
vacant, *Vice President*

Gillian Gonzalez, *Treasurer*
vacant, *Secretary*

Tammy Hassett, *Member/Town Seat*

Gretchen Chapman, *Member*

Walt Seiberling, *Member*

Contract Scope of Work

Quarter 1 investment: \$6,925

Fall Arts & Crafts Show

Most of the first quarter's contract is focused on the design, marketing, and promotion of the festival. I designed and coordinated printing for one rack card, three marketing banners, three logistics maps, and eight print/digital advertisements for InsideNOVA, Virginia Living, Instagram, and Facebook.

For the show itself, I designed and coordinated printing of one map/program, one volunteer shirt, two merchandise shirts, six merchandise stickers, four vinyl banners, 24 other signs, and 109 digital graphics (15 for vendors promotion, the rest for emails, social media, sponsorships, volunteer recruitment, and the website). I also responded to comments and direct messages on Instagram and Facebook with visitor questions about shuttles, times, links to parking info, accessibility, vendor questions, and more. While this only accounts for about 8-10 hours of work, it is something that needs to be monitored constantly from 7 days before the event, through the weekend of the event. At our level, visitors have an expectation of a quick reply, during and immediately before an event.

In addition to the design/marketing, I coordinated media promotions with digital influencers. The Town paid \$550 to a local content creator @virginia.adventure.family to post a video reel promoting the event (with b-roll and script curated by Visit, in coordination with Town events office). I also curated and prepared photos and video b-roll for the press and other influencers.

Four marketing emails were also designed and sent, by Visit Occoquan (*not paid for as part of the current Town contract*).

No formal photography on Visit's contract for this year.

Trivia Nights

Reduction in number of social media graphics/post from FY26, but ticket sales held strong and there were two record breaking attendance nights!

Email marketing continues to be the best way to digitally promote this series. After 5 years, this event has a solid following and doesn't need as aggressive marketing as it did in earlier years, to fill the space.

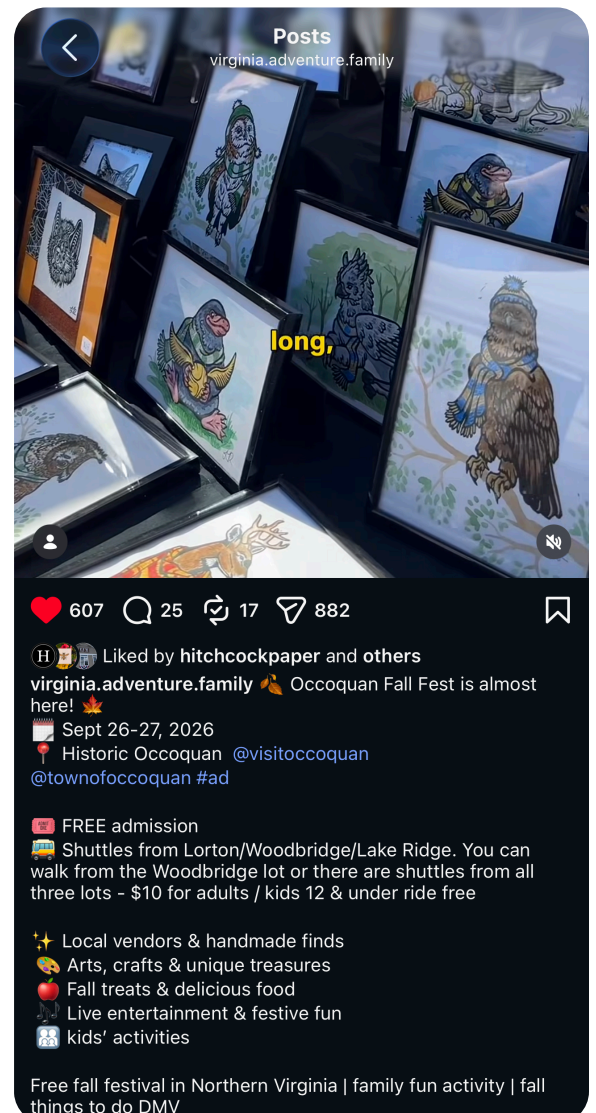
Holiday Events

Preparations for holiday events has continued from FY26 Q4. General design updates and initial graphics have been made, the website has received substantial updates and revisions, promotional posters have been produced for RMP, and a rack card has been printed and is now in kiosks around town.

Marketing and promotion will gear up in Q2 for the Annual Tree Lighting, Shop Small Weekend, and the Holiday Artisan Market.



One of the merchandise stickers for FCS 2026



@virginia.adventure.family paid video ad on Instagram

Visitor's Guide

Part of the Town/Visit agreement is that Visit Occoquan Inc. will pay for and produce Visitor Guide's for the full fiscal year. The Fall/Holiday 2026 guide launched September 1 and runs through December 31, 2026.

This program is paid for by advertisement sales alone. In event of low ad sales, the deficit is covered by Visit Occoquan, Inc.

General Tourism

On July 28, I attended the InsideNOVA Awards Reception, along with Town Events Director Tammy Hassett. Town businesses Ballywhack Shack Cafe and Forever Young were among the winners and were also present at the event.

On August 18, I took part in a virtual session about the PWC Tourism Master Plan. Tourism partners were invited to share their thoughts on the current state of tourism, discuss opportunities and challenges, and help identify where they would like to see tourism progress in the years ahead.

On September 10, I attended the first quarter meeting of the Calibrate Committee, as the Occoquan district rep. Calibrate connects Prince William County's small businesses and entrepreneurs with the resources, mentorship, and networks to start and grow in business.

On September 17, I met with a bus tour group arranged through PWC Tourism, to give them visitor guides and give them information about their visit to Occoquan.

On September 21, I attended the *RV There Yet* Episode Premiere at 2 Silos in Manassas, VA. The episode highlighted Occoquan and Prince William County.

Coming up in October, I have interviews scheduled with Potomac News and WTOP to promote general tourism and Occoquan's events and businesses.

In late September, PWC Tourism recommended we look into two National Park Service grants that could be beneficial to marketing and events in Occoquan. Information has been sent to Town Hall for coordination and initial discussions are ongoing.

Business Liaison

On July 7, I co-hosted the Town & Business Quarterly Meeting at Town Hall, along with representatives from Town Hall.

New resources through SBDC (masonsdbdc.org) were brought to my attention in September, by PWCDED. These include two in-person trainings that Occoquan can coordinate for our businesses. I am working on dates for January/February to hopefully host this at Town Hall. I plan to survey the businesses to see which topics would benefit the group the most.

For reference, prior to the new resource options, free digital SBDC workshops and classes have been promoted to business owners for the last few years, via our online OCQ Business Hub, in business emails updates, and spoken about at several Town & Business Quarterly Meetings.

Beyond the Contract

2026 Make Your Mark Awards

On October 15, Visit Occoquan Inc. was announced as a finalist in the "Destination Experience" category for this year's PWC Mark Your Mark Awards. The award ceremony will take place November 12, 2026 at the Marine Corp Museum.

Board of Directors

Some board member terms will come to an end in December 2026. Outreach to fill those seats has been active since last spring. The board is currently narrowing down candidates.

Trivia Bar Fundraising

Visit Occoquan recently finished the 2026 season of running the Trivia Bar for the Town's Trivia Nights, taking place monthly from May-October. After expenses, the running fundraising proceeds for the season were just over \$4,100, which will go into Visit Occoquan's general fund to support non-Town contract tourism, website updates, social media, and business events and professional development.

Visit will supply two more bars this calendar year: Movie in the Park on October 24 and Holiday Artisan Market on December 5.

Non-Visit Public Remarks

On September 9, I spoke at a press event with Governor Spanberger, Delegate Sewell, and Senator Boysko, about the roll of small business and FMLA in Prince William County. I was invited by the Delegate's office as the owner of Hitchcock Paper, not as a representative of Visit Occoquan.

Email Marketing

Subscriber growth over time:

DATE	LIST TOTAL	GROWTH
October 1, 2026	16,888	1.8%
July 1, 2026	16,589	1.74%
April 1, 2026	16,306	7.99%
January 1, 2026	15,100	0.57%
October 1, 2025	15,013	10%
June 1, 2025	13,647	47%
June 1, 2024	9,285	35%
June 1, 2023	6,880	31%
June 1, 2022	5,265	

Breakdown

Comms Emails*:	14
Marketing Emails:	9

TOTAL EMAILS	23
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**Comms emails are logistical in nature and include things like the monthly Town newsletter, snow removal, business updates, business survey requests, and other informative details for Town businesses and residents.*

Investment by Visit Occoquan Inc.

FY27 Software (annual):	\$750
FY27 Design (annual):	\$3,000

Avg. cost per marketing email this quarter:	\$104.17
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NOTE: For FY27, Visit Occoquan will fund all town festival and event marketing emails, as they are not included this contract season.

Analysis

Direct email marketing is still one of our least expensive and strongest marketing platforms, making the ROI the best of any of our digital marketing platforms. While the growth of subscribers has slowed over the past two years, people are continuing to subscribe to our emails through the visitoccoquanva.com and occoquanfestivals.com websites.

Statistics

Recipients	117,250
Opens	48,935
Open Rate	42.35%
Click Rate*	1.68%
Unsubscription Rate	0.23%

Stats worth mentioning:

This quarter we had an average **5.23% click through rate (CTR)** specifically on marketing/events emails. This is the number of times someone clicked on a link or button within the email, bringing them to the occoquanfestivals.com or visitoccoquanva.com websites to purchase tickets or learn more about an upcoming event or program.

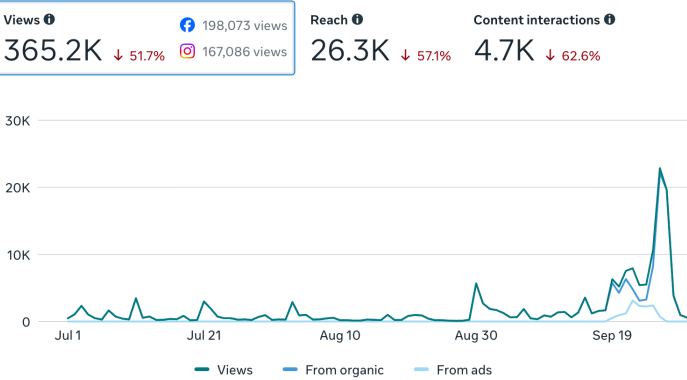
According to Salesforce (a national email marketing platform), a “good” CTR for email marketing **typically falls in the 2%-5%**. We are just above average on that mark.

**NOTE: The reason this overall click rate is so low, is because several emails to businesses and residents did not include links or anything to click, adding multiple 0% CTRs to the formula.*

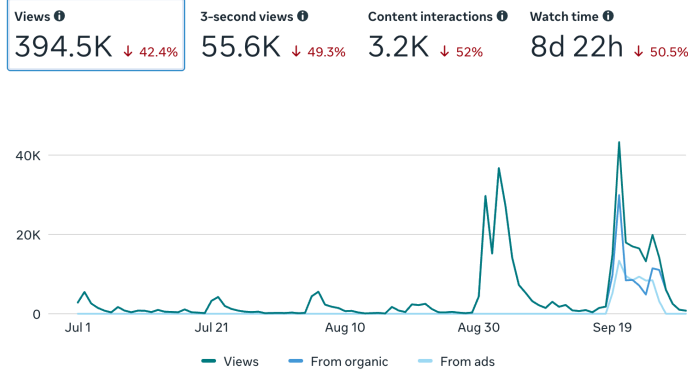


Social Media

Instagram



Facebook



Instagram Top Posts

It's almost Fall Arts & Crafts Show time! 🍁...

Sun Aug 30, 6:58pm

68.1K views, 513 likes, 24 comments, 117 shares

There is SO much to do at our annual autumn...

Mon Sep 14, 11:24pm

6.5K views, 154 likes, 7 comments, 87 shares

It's almost time for the annual Occoquan Fall...

Sat Sep 19, 12:59pm

128.7K views, 606 likes, 28 comments, 145 shares

Kevin and Patrice from @rvthereyettv on...

Tue Jul 21, 5:22pm

17.1K views, 237 likes, 8 comments, 13 shares

We are OPEN again today (Sunday Sept ...)

Sun Sep 27, 9:21am

7.7K views, 198 likes, 8 comments, 10 shares

Ad spend: \$425.06

Facebook Top Posts

It's almost time for the annual Occoquan Fall...

Sat Sep 19, 12:59pm

128.7K views, 606 likes, 28 comments, 145 shares

On Saturday, Sept. 12, the Town of Occoqua...

Wed Sep 2, 9:13am

72.4K views, 211 likes, 0 comments, 43 shares

It's almost Fall Arts & Crafts Show time! 🍁...

Sun Aug 30, 6:58pm

68.1K views, 513 likes, 24 comments, 117 shares

We are pleased to announce the openin...

Sat Jun 27, 10:51am

69.0K views, 1.1K likes, 45 comments, 74 shares

Come out to Occoquan this weekend for our...

Fri Sep 25, 7:24am

17.2K views, 55 likes, 7 comments, 15 shares

Viewership spikes in late September were due to Fall Craft Show paid advertisements.

Overall views and engagement are down, which was to be expected when we slowed down the number of posts per event.

Despite that, I think we are still in decent shape moving into the holidays! We knew the change in scope would plateau us for a bit before we see new growth.

Websites

OccoquanFestivals.com

July 1 - Sep. 30, 2026

33,355

Site Sessions

23,443

Unique Visitors

New vs returning visitors



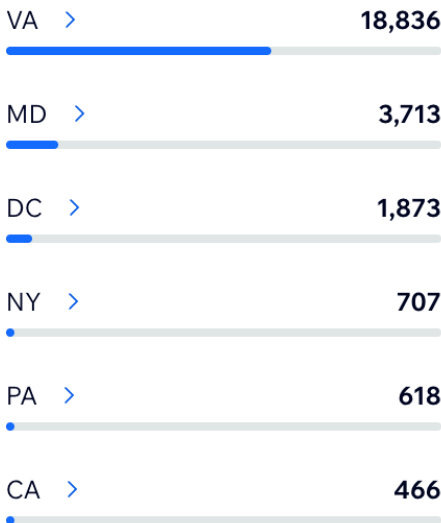
- New
93% • 21,706
- Returning
7% • 1,737

Sessions by device



- Mobile
83% • 27,625
- Desktop
16% • 5,449
- Tablet
1% • 281

Sessions by State



VisitOccoquanVA.com

July 1 - Sep. 30, 2026

17,278

Site Sessions

13,360

Unique Visitors

New vs returning visitors



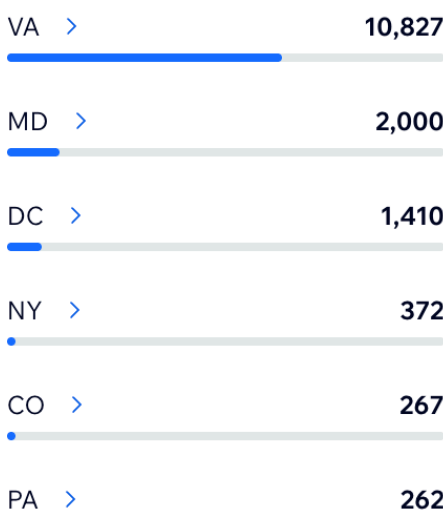
- New
92% • 12,348
- Returning
8% • 1,012

Sessions by device



- Mobile
73% • 12,533
- Desktop
26% • 4,577
- Tablet
1% • 168

Sessions by State





TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Discussion Items	Meeting Date: October 20, 2026
11B: Web Content Accessibility Discussion	

Attachments: None

Submitted by: Megan Lubash
Assistant Town Manager

Explanation and Summary:

The purpose of this agenda item is to provide Town Council with an opportunity to discuss concerns regarding Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA, consider their application to the Town of Occoquan website, and determine what actions, if any, the Town Council can and should take in response.

Background:

On April 24, 2024, the Federal Register published the Department of Justice's (Department) final rule updating its regulations for Title II of the Americans with Disabilities Act (ADA). The final rule has specific requirements about how to ensure that web content and mobile applications (apps) are accessible to people with disabilities.

On April 20, 2026, the Federal Register published the Department's Interim Final Rule (IFR) extending the compliance date for public entities with a total population of less than 50,000, or any special district government, is extended to April 26, 2028.

The requirement of this rule is that all websites and applications meet the Web Content Accessibility Guidelines (WCAG) version 2.1, Level AA. These standards generally encompass font size, alternative texts for images, contrast, link descriptions, and more. Meeting these standards helps people who use web accessibility tools to view and access the site.

Town staff met with Fairfax County's web accessibility team to discuss its approach to complying with the new federal website accessibility requirements. Fairfax County, which faces a compliance deadline of April 26, 2027, reported using Siteimprove, a service that regularly scans its website and generates monthly reports identifying accessibility issues requiring correction. Additionally, County employees responsible for managing and updating website content receive training to ensure that new and revised materials comply with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards.

Fairfax County staff also discussed several Content Management Systems (CMS) that offer integrated or compatible accessibility tools, including Drupal, OpenCities/Granicus, and CivicPlus. The Town of Occoquan currently uses WordPress, with website hosting and technical support provided by Freshy. Fairfax County is investing substantial financial and personnel resources to achieve and maintain compliance, highlighting the significant costs associated with these federal requirements. The specialized software, website management platforms, ongoing monitoring, and staff training necessary to maintain compliance represent a considerable financial burden, with costs exceeding the funding available in the Town's current budget.

The Town relies on its website as a primary means of communicating with residents, businesses, and visitors, including posting Town Council, Board, and Commission materials, public notices, newsletters, office closures, and other important information. While maintaining accessibility is essential, the financial and technical demands of compliance may require the Town to reconsider its current website structure, functionality, and available services. This could include simplifying the website, eliminating certain features, or reducing online services to limit compliance costs and ongoing maintenance requirements.

With the Town's compliance deadline approaching in April 2028, staff will evaluate practical and cost-effective solutions. Over the coming months, staff intends to obtain proposals for alternative CMS platforms and accessibility applications, identify appropriate WCAG 2.1 Level AA training for employees responsible for website content, and collaborate with other small towns and governmental entities facing similar challenges. Given the substantial costs involved, staff will also assess whether modifications to the Town's existing website, including reducing certain features or services, may be necessary to achieve compliance within available financial resources.

Ultimately, the Town will need to balance its obligation to meet federal accessibility requirements with its limited budget and staffing resources, recognizing that compliance may require changes to the scope and availability of its current online services.

Staff Request: Staff is seeking guidance on evaluating options given the substantial cost likely involved in this matter.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

11. Discussion Items	Meeting Date: October 20, 2026
11C: Occoquan Watershed Salinity Discussion	

Attachments: Occoquan Salinity Research Summary Sheet

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

The purpose of this agenda item is to provide Town Council with an opportunity to discuss concerns regarding salinity within the Occoquan watershed, consider its relevance to the Town of Occoquan, and determine what actions, if any, the Town Council can and should take in response.

Background:

Concerns regarding increasing salinity within the Occoquan watershed and the potential environmental impacts associated with the use of road salt and other deicing products have been raised by members of Town Council.

Freshwater salinization is an increasing water-quality concern in Northern Virginia and the Occoquan watershed. Long-term monitoring and recent research by Virginia Tech's Occoquan Watershed Monitoring Laboratory (OWML) and regional partners have documented increasing concentrations of sodium, chloride, and other dissolved ions and identified several contributing sources, including winter deicing, wastewater and reclaimed water, drinking-water treatment, and other urban activities.

One source of concern for local governments is the use of road salt and other deicers on roads, parking areas, and sidewalks. Traditional rock salt introduces both sodium and chloride. The Town ceased its use of rock salt in 2024; however, the alternatives such as magnesium chloride and calcium chloride continue to introduce chloride. The Virginia Department of Environmental Quality and Northern Virginia Regional Commission have developed the Northern Virginia Salt Management Strategy (SaMS) to reduce the environmental effects of winter salt use while maintaining public safety. Members of Town Council have raised concerns regarding salinity and the environmental impacts of deicing products.

The Town is located downstream of the Occoquan Reservoir and Dam; therefore, deicing materials used within Town do not contribute to salinity in the upstream reservoir. However, Town stormwater ultimately drains to the tidal Occoquan River

and Potomac River system, making the broader regional concerns regarding chloride and freshwater salinization relevant to the Town's winter-weather practices.

Staff Request: Staff is seeking directions on what actions should be taken, if any, on this matter.

OCCOQUAN SALINITY RESEARCH SUMMARY

Town Council Discussion – Freshwater Salinization

OVERVIEW

Virginia Tech's Occoquan Watershed Monitoring Laboratory (OWML) and its regional partners have conducted extensive research into increasing salinity within the Occoquan Reservoir and its watershed. Long-term monitoring has documented increasing concentrations of sodium, chloride, and other dissolved salts. Research has focused on identifying the sources of these salts, understanding how they move through the watershed and reservoir, and identifying potential management strategies.

MAJOR RESEARCH AND FINDINGS

Grant et al. (2026) – *Social-Ecological-Technological Drivers of Freshwater Salinization in the Occoquan Reservoir, United States*

Research Link:

<https://www.nature.com/articles/s43247-025-03152-w>

This comprehensive study identifies several seasonally varying sources of sodium affecting the Occoquan water-supply system, including road and pavement deicers, reclaimed wastewater, and drinking-water treatment processes. The research demonstrates that salinization results from multiple interconnected sources rather than a single activity.

Marin et al. (2025) – *Ion Clusters Reveal the Sources, Impacts, and Drivers of Freshwater Salinization*

Research Link:

<https://pubs.acs.org/doi/10.1021/acs.est.5c04512>

Research in Broad Run, an urban tributary within the Occoquan watershed, identified elevated concentrations of sodium, chloride, and potassium during snowmelt and rain-on-snow events associated with deicer and anti-icer runoff. The study demonstrates the relationship between winter deicing activities and salt concentrations in urban streams.

Bhide et al. (2021) – *Addressing the Contribution of Indirect Potable Reuse to Inland Freshwater Salinization*

Research Link:

<https://www.nature.com/articles/s41893-021-00713-7>

Using approximately 25 years of monitoring data, researchers examined sodium entering the Occoquan Reservoir from the watershed and reclaimed wastewater. The study found that the relative importance of these sources changes with weather and streamflow.

Watershed runoff is the primary sodium-loading source during wet weather, while reclaimed water becomes particularly important during dry conditions.

Bhide et al. (2026) – *Transit Time Modeling Framework for Predicting Freshwater Salinization in Urban Catchments*

Research Link:

<https://www.sciencedirect.com/science/article/pii/S004313542600374X>

Using approximately ten years of high-frequency monitoring data from an urban Northern Virginia watershed, researchers modeled how winter deicers move through surface and subsurface pathways. The research found that a substantial portion of deicer-derived chloride travels through subsurface pathways, with stored chloride subsequently reaching streams over time.

WHAT THE RESEARCH MEANS FOR DEICING

The research establishes that winter deicing is one contributor to freshwater salinization, but it is not the only source. It also demonstrates that replacing sodium chloride (traditional rock salt) with another chloride-based deicer does not eliminate chloride loading.

For example, magnesium chloride (MgCl_2) and calcium chloride (CaCl_2), which the Town has been utilizing, avoid sodium inputs but continue to introduce chloride. Regional salt-management efforts therefore emphasize reducing unnecessary salt application and improving winter-maintenance practices rather than relying solely on substitution of one chloride-based product for another.

The Virginia Department of Environmental Quality and Northern Virginia Regional Commission have developed the Northern Virginia Salt Management Strategy (SaMS) to encourage improved salt-management practices while maintaining public safety.

Virginia DEQ – Salt Management Strategy:

<https://www.deq.virginia.gov/water/water-quality/tmdl-development/salt-management-strategy-development>

IMPORTANT DISTINCTION FOR THE TOWN OF OCCOQUAN

Most of the Virginia Tech/OWML research focuses on the Occoquan Reservoir and its upstream watershed, which provide drinking water for Northern Virginia.

The Town of Occoquan is downstream of the Occoquan Reservoir and Occoquan Dam. Stormwater and deicing runoff originating within the Town therefore do not flow into the upstream Occoquan Reservoir and should not be characterized as contributing to salinity within the reservoir.

Town runoff does, however, enter the tidal Occoquan River, which flows to the Potomac River. Accordingly, the broader Northern Virginia research concerning chloride, deicing practices, and freshwater salinization remains relevant when considering whether the Town should modify its own winter-maintenance practices.

VDOT OUTREACH

As part of the Town's review, staff spoke with representatives of the Virginia Department of Transportation (VDOT), Northern Virginia District regarding its use of road salt and efforts to reduce unnecessary salt application. VDOT advised that it continually evaluates winter-maintenance best practices, with roadway safety remaining its primary objective.

VDOT provided the following information regarding its current practices and observations:

- VDOT continually works with its contractors and staff and evaluates and calibrates application equipment to ensure the proper amount and mixture of deicing material is applied to the roadway. This includes improving application accuracy to keep material on the travel lanes, where it is needed, and minimize unnecessary application to shoulder, sidewalks, and adjacent areas.
- VDOT has found that excessive salt application occurring on privately maintained parking lots and within private developments, making private application practices an important component of regional salt-reduction efforts.
- VDOT has increased its use of pre-storm brining, which can reduce the amount of solid salt required during and after a winter storm.
- VDOT's reported application rates include approximately 50 gallons of brine per lane mile for pre-treatment and 400 pounds of salt per lane mile when solid salt application is necessary. However, most of their snow fighting fleet are contractors who could change the usage amounts but this rate is shared and periodically checked.
- Brine provides a lower concentration/application of salt than direct application of solid rock salt and allows VDOT to treat roadways before precipitation begins.
- VDOT has tested alternative products, including beet-juice-based treatments, but found them as not effective for its operational needs.
- VDOT advised that sodium chloride (rock salt) continues to provide the best overall combination of ice-melting performance and operational effectiveness for different precipitations and temperatures.
- In the Occoquan area, VDOT may use a combination of rock salt and sand, allowing the salt to assist with melting while sand provides additional traction.

- VDOT continues to evaluate methods and best practices that can reduce salt use while maintaining safe roadway conditions.

Overall, VDOT's approach is focused on using pretreatment and improved application practices to reduce unnecessary salt use rather than eliminating sodium chloride as a winter-maintenance tool, while maintaining roadway safety as the primary consideration. With that said, VDOT is very open to further investigate suggestions provided by the Town or the public.

FAIRFAX WATER OUTREACH

As part of the Town's review, staff spoke with representatives of Fairfax Water Authority regarding salinity in the Occoquan watershed, its potential impact on drinking water, and measures that may help address increasing salt levels. Fairfax Water provided the following information:

- Increasing salinity is not unique to the Occoquan Reservoir and is an issue affecting freshwater systems beyond the local area.
- Because the Town is located downstream of the Occoquan Reservoir and Dam, activities within the Town may affect the tidal Occoquan and downstream watershed but do not affect the reservoir as a drinking-water source.
- Salinity is treated as a secondary drinking-water concern and is addressed through health advisories rather than the type of regulatory requirements applicable to certain other contaminants. This does not mean elevated salinity is without potential health or environmental concerns.
- Removing dissolved salts through the drinking-water treatment process would require substantially different treatment technology and could cost billions of dollars at the scale of the regional water system. Source reduction is therefore considerably more practical than attempting to remove salt after it reaches the water supply.
- Fairfax Water indicated that increasing salinity is likely associated significantly with continued development and urbanization, which introduce and concentrate a variety of salt sources.
- There is no single source of increasing salinity. Potential contributors include wastewater, human diets and waste, industrial and commercial activities, water-treatment processes, winter deicing, and other sources associated with an increasingly developed watershed.
- Regarding winter deicing, Fairfax Water emphasized education and responsible salt use. Recommended practices include keeping salt and ice-melt products covered and protected from precipitation, applying only the minimum amount necessary,

and sweeping up excess material after a storm so that it does not wash into storm drains and waterways.

- A simple message used to encourage appropriate application is: “If it crunches, you have used too much.” Visible or crunching salt remaining after treatment is an indication that more material may have been applied than was necessary and should be removed before it runs into the watershed.

Overall, Fairfax Water's perspective emphasizes that freshwater salinization is a regional, multi-source issue associated with development and human activity, and that education, source reduction, and responsible winter salt-management practices can be more practical approaches than attempting to remove dissolved salts during drinking-water treatment.

KEY TAKEAWAY

The research demonstrates that freshwater salinization is a regional, multi-source issue. Winter deicing contributes sodium and chloride to waterways, but wastewater, industrial, human diets, water-treatment processes, and other urban development activities also contribute to the problem.

For the Town of Occoquan, the policy question is therefore not how to reduce salinity in the upstream Occoquan Reservoir, but whether and how the Town should take reasonable steps to reduce its own contribution of deicing salts to the tidal Occoquan River and regional waterways while continuing to provide safe winter conditions.

ADDITIONAL RESOURCES

Northern Virginia Regional Commission – Occoquan Salinity Research Resources:

<https://novaregion.org/1649/Research-Resources>

Virginia DEQ – Northern Virginia Salt Management Strategy:

<https://www.deq.virginia.gov/water/water-quality/tmdl-development/salt-management-strategy-development>