



**TOWN OF OCCOQUAN**  
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
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**Occoquan Town Council**  
**Regular Meeting**  
**March 4, 2020 | 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. **Approval of Minutes**
  - a. **February 4, 2020 Regular Business Meeting Minutes**
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Staff Reports**
  - a. Town Attorney
  - b. Town Engineer
  - c. Building Official
  - d. Zoning Administrator
  - e. Town Treasurer
  - f. Chief of Police
  - g. Public Works
  - h. Events and Community Development Director
  - i. Boards and Commissions
  - j. Town Manager
8. **Regular Business**
  - a. Update on Kayak Ramp Project-FY 2020 Budget Adjustment (Recognizing Kayak Ramp Grant Funding)
  - b. Resolution Appointing Town Treasurer
  - c. Proposed Changes to Town Code Signage Regulations-ARB Recommendations
  - d. Request to Amend Chapter 71 of the Town Code-Licensing Requirements for Parked Vehicles
  - e. FY 2021 Budget Work Session
9. **Closed Session**
10. **Adjournment**

**Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.**  
*A copy of this agenda with supporting documents is available online at [www.occoquanva.gov](http://www.occoquanva.gov).*



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes - DRAFT**  
**Town Hall – 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, February 4, 2020**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Pat Sivigny; Councilmembers Matthew Dawson, Eliot Perkins, Cindy Fithian and Laurie Holloway

**Absent:** None

**Staff:** Kathleen Leidich, Town Manager; Bruce Reese, Town Engineer; Martin Crim, Town Attorney; Adam Linn, Chief of Police; Julie Little, Events Director; Katy Nicholson, Town Clerk

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

No speakers.

**4. APPROVAL OF MINUTES**

**a. January 7, 2020 Regular Business Meeting Minutes**

Moved by Councilmember Holloway, as amended; seconded by Councilmember Fithian.  
Motion **passed** unanimously by voice vote.

Mayor Porta proposed moving up the Budget Calendar, Kayak Ramp, Stormwater Management and Town Signatories agenda items in consideration of the Town Engineer's time. Council had no objections.

**8. REGULAR BUSINESS**

**b. Confirmation of FY 2021 Budget Calendar**

Mayor Porta noted that Ms. Leidich modified two dates on the calendar to accommodate the Virginia Primaries and the Town Elections.

**Motion to confirm the FY 2021 Budget Calendar:**

Moved by Councilmember Perkins; seconded by Councilmember Holloway.  
Motion **passed** unanimously by voice vote.

**d. Stormwater Management Report Discussion**

Mayor Porta noted that he planned to send the Stormwater Management Plan to Delegate Luke Torian once it was approved by Council. He explained that he made two minor changes to the document: a title change to "Town and County Issues" and adding the words "heavily developed" to a reference to an "upland watershed."

**Motion to endorse the Stormwater Management Program Review dated January 8, 2020, as revised:**

Moved by Councilmember Fithian; seconded by Vice Mayor Sivigny.

Motion **passed** unanimously by voice vote.

- e. **Resolution Establishing Town Signatories During Recruitment for Town Treasurer**  
Ms. Leidich explained that due to the departure of the Town Treasurer, the Town needed a second signatory for financial documents.

**Motion to approve the resolution to designate the Town Manager as the second signatory with the Mayor on Town financial documents during the recruitment process for Treasurer, as presented:**

Moved by Councilmember Holloway; seconded by Councilmember Perkins.

Motion **passed** unanimously by voice vote.

- c. **Update on Kayak Ramp Project – FY 2020 Budget Adjustment (Recognizing Kayak Ramp Grant Funding)**

Mayor Porta explained that the actual cost for the Kayak Ramp Project was more than the amount approved in the FY 2020 Capital Improvement Plan, and that this increase in expenditures could potentially require a budget amendment in accordance with state law if all other budgeted capital expenditures were incurred. The budget adjustment would require a public hearing and public advertisement process, he said.

Mayor Porta added that the state would allow the Town to use costs incurred prior to FY 2020 – such as engineering, environmental and staff expenses – to help meet its 20 percent grant match.

Ms. Leidich noted that the Town's local match for the grant would be \$70,913 and that invoices for the project would be submitted to the state for reimbursement by July 15, 2020.

Mr. Crim said the Town is dealing with two sets of figures: the overall cost for the project throughout several years, and the FY 2020 costs. Mayor Porta responded that the budget for FY 2020 should not reflect costs incurred prior to FY 2020. Mr. Crim said the Town could refine the number for public advertisements.

**Motion to place Budget Amendment #2020-001, which amends the FY 2020 Adopted Budget, on the agenda of the March 17, 2020 Work Session, conditionally on the determination of final numbers:**

Moved by Councilmember Perkins; seconded by Councilmember Fithian.

Motion **passed** unanimously by voice vote.

## 7. STAFF REPORTS

### b. Town Engineer

The meeting agenda included a written report from the Town Engineer.

Mayor Porta asked about the status of the Kayak Ramp construction. Ms. Leidich responded that she anticipated the contractor would be driving piles the following week. She added that the plan was for all piles to be driven before February 15. Councilmember Perkins asked which day the piles would be driven. Ms. Leidich responded that the work was weather-dependent, but the poles were expected to arrive on Thursday.

Mr. Reese noted that the Geotech specialist determined that no blasting would be necessary for driving the piles.

Councilmember Holloway asked whether a kayak rack would be provided for visitors who paddle to Town. Mayor Porta explained that a rack had not been included in the original plan because the ramp had been envisioned as a launch site. He added that this would be a good idea to pursue in the future. Councilmember Fithian requested that staff look into this, as she would like a rack to be there for the opening of the ramp. Ms. Leidich said this would be a good subject to discuss as part of the Capital Improvement Plan. Mayor Porta suggested that Penguin Paddling and Occoquan Regional Park may have suggestions for a rack. Councilmember Holloway noted that visitors who kayak into town may help to alleviate parking congestion.

## **8. REGULAR BUSINESS (CONTINUED)**

### **a. FY 2019 Audit Report Presentation**

Mike Moran of Robinson, Farmer, Cox & Associates PLLC briefed the Council on the FY 2019 Town audit. Mr. Moran noted that the Town received an unmodified opinion, which he explained is a good audit rating. The firm did not identify any deficiencies or weaknesses in the Town's internal controls, and no significant difficulties were encountered while performing the audit.

Mr. Moran noted that as of June 30, 2019:

- The Town's net position was \$3,655,065, a \$1,150 increase over the previous year.
- The change in the Town's fund balances was \$48,877.
- The Town's long-term obligations amounted to \$84,300.

The audit included two recommendations for the Town:

- Adopt a formal credit card policy.
- Adopt a formal policy establishing approval of electronic fund transfers.

### **Motion to accept the Fiscal Year End June 30, 2019 Financial Report:**

Moved by Councilmember Perkins; seconded by Councilmember Dawson.

Motion **passed** unanimously by voice vote.

## **5. MAYOR'S REPORT**

Mayor Porta reported on the following activities in which he participated:

- 1/10 – Met with Town Manager and Engineer onsite for storm water issues
- 1/25 – Attended ribbon cutting for The Spot
- 1/25 – Attended Town Hall of local legislators in our Town Hall
- 1/25 – Attended Dale City Civic Association awards
- Met with HOA officers regarding Boundary Branch near Mill Cross Lane
- 2/4 – Attended with the Vice-Mayor the beginning of VFW Post 7916's award ceremony for their Patriot's Pen, Voice of Democracy, and Teacher of the Year Awards.

## **7. STAFF REPORTS (CONTINUED)**

### **i. Boards and Commissions**

Brenda Seefeldt, chair of the Architectural Review Board, reported that the board had approved applications for signage and an awning at its last meeting.

Ms. Seefeldt also noted that the Architectural Review Board was concerned about a “flag battle” taking place in Town. She explained that the town had revised its flag guidelines around the time that the Supreme Court ruled that architectural review boards and homeowners’ associations could not disallow flags. During that time, the intent of the Town’s guidelines was lost, with the exception of a limit of four signs per lot and the requirement that they not obscure architectural details.

Councilmember Fithian asked for the definition of temporary versus permanent signage. Mr. Crim said one weakness of the Town’s ordinance was that it did not address what would happen if someone took down a sign for a day and put it back up. He noted that other localities have placed restrictions on the size and condition of signs.

Mayor Porta said he would set up a meeting with Councilmember Holloway, Ms. Seefeldt and Ms. Leidich to review the ordinance and guidelines for flags and banners, and to discuss the properties in question.

Ms. Seefeldt noted that some properties had been displaying string lights for more than a year, and that it was her understanding that Council had been planning to update the string light regulations in the Town Code. She also expressed her concern about enforcement of zoning violations. Mayor Porta requested that Ms. Leidich ensure that they discuss the string lights policy in their next Mayor/Town Manager meeting. He also requested that staff ensure the Architectural Review Board receives the Zoning Administrator’s monthly report in the future for Councilmember Holloway to review with the ARB.

Councilmember Holloway, also a member of the Architectural Review Board, said the Board understands that enforcement of zoning violations takes time. She added that it is nonetheless frustrating when violations are not remedied. Mayor Porta agreed, and noted one particular sign for a business that had not paid its Town taxes. Mr. Crim explained that if a sign or any other part of a building is unsafe, the locality’s maintenance department can address the issue. He also noted that state code allows localities to remove signs belonging to businesses that no longer exist. Ms. Seefeldt responded that the Town is allowed to remove obsolete signs under Town Code, but that more recent regulations prohibit accessing private property. Mr. Crim suggested that he discuss this issue later with those who were interested.

Councilmember Fithian said she was concerned that any correspondence with property owners regarding flag violations be clear about current Code violations, as the Code had changed through the years. Mayor Porta confirmed that any violation letters would only address current Code violations and that the meeting he had mentioned earlier would clarify what was included in the Code. He added that he would also seek the guidance of the Town Attorney and Zoning Administrator, and would report back to Council.

## 6. COUNCILMEMBER REPORTS

Councilmember Perkins presented a proposed design and locations for Town entrance signs, noting that the entrances are symbolic of how the Town sees itself and how it wants to be seen. He explained that the Planning Commission had researched ideas for sign styles, and that Planning Commission Member Darryl Hawkins had developed a proposed design based on that research.

Mr. Hawkins noted that the Planning Commission thought the design of the current signs was not representative of the Town. He added that the Commission wanted to incorporate stone into the design to represent the granite in the area. He also added a rust-colored metal component with cut-out letters; Councilmember Perkins noted that this tied in with the signage at Occoquan Regional Park. A curve in the sign would allow the sign to be visible from various angles, Mr. Hawkins added. Councilmember Perkins also pointed out a light that was included in the design.

Mayor Porta asked whether Councilmember Perkins envisioned the new signage being included in the next Capital Improvement Plan. Councilmember Perkins responded that depending on the cost, the project would likely be completed in phases.

Mayor Porta said he wanted to ensure that the Architectural Review Board had input in the design. Councilmember Perkins responded that he already had solicited feedback from the ARB.

Ms. Leidich noted that she had included \$10,000 for potential signage each year through FY 2024 in the proposed FY 2021 Capital Improvement Plan budget.

Councilmember Perkins also provided an update on the Mill at Occoquan project. He presented the most recent plans for the project and asked Mr. Hawkins to discuss the evolution of the plans since the Town submitted its mitigation strategies and public comments to the developer. He added that he expected to see additional updates in the near future.

Mr. Hawkins explained that the additional articulation and three-dimensional features in the latest drawings added visual interest to the design and helped it to better fit in with its surroundings.

Councilmember Perkins noted that the drawings he presented were not a finished product, and that the developer seemed open to suggestions from the Town. He explained that his main concern was that the plans were moving in the right direction. Mayor Porta added that the developer's architect had attended the last meeting and had seemed responsive to suggestions.

Mayor Porta noted that he informed the developer that the height of the building is a significant issue, and he expressed concern that the building design incorporates vertical lines, which give the illusion of additional height. Councilmember Perkins responded that height was an important factor to the developer, and that the need for a height variance would give the Town some room to negotiate other aspects of the development. Mayor Porta replied that he thought the number of units was more important to the developer than the height. He added that while the developers latest drawings showed substantial progress, he still had concerns about the plans.

Mr. Hawkins noted that there are ways to create more architecturally desirable units while decreasing square footage. Mayor Porta agreed, adding that it would be crucial to develop a design that was attractive to the Town and also maximized the developer's profits.

Councilmember Perkins listed several improvements to the latest design, including: an increased setback, stepped ends of buildings, reduced staircase stacks, varying façade materials on each building section, varying building entrances, balconies on eastern and western ends, Mansard roofs with slate shingles and copper accents, a wider Riverwalk with public access, and a restaurant facing the river. He added that the plans were still evolving and that there would be more opportunities for public comment. Mayor Porta noted that the Town was not in a hurry to approve the project, and that he would rather have it done properly than quickly.

Councilmember Fithian asked when a public hearing would be held. Mayor Porta responded that he did not know, and that he would like to provide a less formal public comment opportunity with the developer prior to a public hearing.

Councilmember Holloway commended Mayor Porta and Councilmember Perkins for their work with the developer. She said she saw improvements in the newer plans, but she did not want to feel pressured to approve any plans of which the community would disapprove. Councilmember Perkins responded that he did not intend to make anyone feel pressured and that he hoped the developer would continue to cooperate with the Town. Councilmember Holloway said she did not feel pressured but thought it was an important point to make. Mayor Porta said he thought that a public comment opportunity with the developer and architect would help to ensure that the community's opinions were considered. He added that any such meetings would need to be moderated. Councilmember Fithian noted that she would like a high-quality projector to be used for any future public comment meetings.

Councilmember Holloway noted that Judy Brineger, a 30-year head of the ASAP alcohol safety program, had passed away the previous week.

Councilmember Fithian mentioned that she had participated in the grand opening of The Spot of Mill Street and an event at Patriot Scuba.

## **7. STAFF REPORTS (CONTINUED)**

### **a. Town Attorney**

The meeting agenda included a written report from the Town Attorney.

Mr. Crim noted that a consortium of Loudoun and Prince William county towns had been formed to solicit a request for proposals for solid waste collection. He added that he had shared the information with Ms. Leidich for future reference.

Mr. Crim also reported on a legal ethics opinion from the Virginia Supreme Court. The opinion stated that attorneys for parties adverse to the Town could contact elected officials or the Town Manager to discuss policy issues, including settlements in which the Town was adverse. He explained that this did not include attempts to solicit a declaration or admission against the town's interests.

Councilmember Perkins asked Mr. Crim if he thought it was likely that an adverse attorney would contact members of Town Council for policy matters. Mr. Crim responded that this was a frequent occurrence. Councilmember Perkins asked whether this related specifically to attorneys engaged in litigation against the Town. Mr. Crim said no, and explained that anyone with interests that differed from those of the Town could be considered an adverse party.

Councilmember Holloway asked if Mr. Crim would like council members to notify him of such contact. Mr. Crim replied that council members should email him if such contact took place.

**c. Building Official**

The meeting agenda included a written report from the Town Engineer.  
No further discussion.

**d. Zoning Administrator**

The meeting agenda included a written report from the Zoning Administrator.

Mayor Porta reminded staff to ensure that this report was sent to the Architectural Review Board in the future.

**e. Town Treasurer**

The meeting agenda included a written report from the Town Treasurer.

Mayor Porta noted that the same businesses were delinquent on their taxes as in previous months.

Councilmember Holloway noted that the status of The Pink Bicycle had been “Serving a Warrant in Debt” for a substantial amount of time, and asked what the next steps would be. Chief Linn responded that the Town had filed a criminal complaint for failure to pay taxes, a misdemeanor charge that needed to be served by the sheriff in the county where the owner lived. He explained that the sheriff of that county had not yet served the summons.

Mayor Porta noted that several businesses had been delinquent on their Business, Professional and Occupational License taxes for a year. He asked whether the Town would serve a warrant in debt to those businesses. Ms. Leidich responded that a new Town Treasurer would be able to work through the process. Mr. Crim explained that a Treasurer would have several tools to enforce business taxes. Mayor Porta requested that Ms. Leidich submit a plan to Council regarding the next steps of enforcement for the delinquent businesses, noting his concern that several businesses were on the delinquent list month after month with no repercussions.

Mayor Porta asked whether staff would take action on the delinquent Transient Occupancy Taxes for Ballywhack Inc. Ms. Leidich said she would work on a plan to address this. Mr. Crim noted that Meals and Transient Occupancy taxes were to be collected specifically for those purposes. Mayor Porta responded that because those funds were to be collected separately from other income and were being withheld from the Town, those delinquencies

were the priority cases for serving warrants in debt. He noted that the Town's practice has been to take action if Transient Occupancy Taxes were delinquent for more than a year and some of the delinquencies would thus need to be pursued the following month.

f. **Chief of Police**

The meeting agenda included a written report from the Chief of Police.

Mayor Porta asked Chief Linn whether any action had been taken on a recent hit-and-run. Chief Linn responded that there had been no eyewitnesses and that charges were not being pursued. Mayor Porta explained that an individual had requested special permission to allow a bus to park in one of the Town parking lots for a weekend. He subsequently received reports of inappropriate conduct by the bus occupants, including an alleged hit-and-run. He explained that he had planned to send a letter about the inappropriate conduct to the person who made the parking request, but if no charges were going to be filed, he would not send a letter and would simply deny any such requests from that person in the future. Council agreed that this was the best plan.

Chief Linn noted that in response to a request from Council, he had provided an assessment of anticipated public safety issues related to the potential conversion of Commerce Street to a two-way street. Mayor Porta thanked Chief Linn for his work on the report and Council agreed that the report illustrated the safety issues that would be caused by two-way traffic.

Councilmember Holloway noted that she appreciated a communication from Chief Linn regarding suspicious activity in Town.

g. **Public Works**

No discussion.

h. **Events and Community Development Director**

The meeting agenda included a written report from the Events and Community Development Director.

Ms. Little highlighted some additional activities that would be included in the upcoming RiverFest event: a shrimp boil run by a veterans' group, various water-related activities, conservation presentations and hiking.

Ms. Little noted that International Limo provided shuttle service for past events, and that they were purchased by another company that did not provide shuttle service. She received a quote for shuttle service from ABC Limo, and the cost would be higher than it was in the past. Mayor Porta responded that International Limo's prices were very low, so he was not surprised that there would be a price increase. He asked Ms. Little if she planned to adjust the shuttle prices for passengers, or whether she expected bus fees to cover the increased cost. Ms. Little responded that she expected the bus fees to cover the shuttle costs.

Councilmember Fithian suggested adding the Town website to a promotional card for RiverFest.

Councilmember Holloway asked whether three shuttle lines were necessary, or if they could be decreased to two lines. Ms. Little responded that she was hesitant to make changes to the shuttles this year, as RiverFest itself would be a significant change. She added that she

would be open to adjusting the shuttles next year.

Mayor Porta noted that Kenny Boddye, Prince William County Board of Supervisors, Occoquan District, had joined the audience, and that he would like to give Supervisor Boddye an opportunity to speak.

Supervisor Boddye said he met with the Prince William County Transportation Department to reaffirm that the I-95/Route 123/Old Bridge Road flyover ramp is one of the county's top priorities for a recently-passed road bond referendum. He added that the department is considering several designs for the ramp.

Supervisor Boddye also noted that Prince William County recently funded a construction project at the intersection of Old Bridge and Occoquan roads. He explained that the project timeline overlapped with construction plans for Occoquan Elementary School, so he initiated dialogue between the Transportation Department and the School District to encourage collaboration for the two projects.

Supervisor Boddye also requested that Council let him know if his office could help with promoting Town events. He noted that the County recently hired a new Economic Development Director, and that she may also be of assistance in promoting the Town. Council thanked Supervisor Boddye.

Mayor Porta noted that he had informed Supervisor Boddye that he would receive copies of any materials that were sent to Del. Torrian, as the funding for those projects would likely be distributed through the Virginia Department of Transportation or the County.

**j. Town Manager**

The meeting agenda included a written report from the Town Manager.

Ms. Leidich noted that she was recruiting a Town Treasurer and that she had two interviews scheduled for the following week. Mayor Porta expressed concern that the candidates should be aware of the salary for the position. Ms. Leidich responded that she had informed the candidates of the salary range.

Ms. Leidich said the FY 2021 budget presentation would take place at the February 18 Council Work Session.

Ms. Leidich noted that she had provided a signage and parking work plan in her report, as requested by Council. As first steps, she recommended the placement of a free parking sign at the corner of Washington and Mill streets, and the development of a striping plan for the Town's parking spaces.

Councilmember Perkins said he was hoping for more specific, robust plans for both signage and a timed parking plan – plans that could be implemented sooner. Mayor Porta added that those items were included in the FY 2020 budget, and that action would need to be taken in the remaining five months of the fiscal year. Councilmember Dawson said it was his understanding that Council was waiting for a cost analysis.

Councilmember Sivigny asked whether the restriping plan would include the widening of parking spaces. Ms. Leidich said it would be considered. Councilmember Perkins noted that Council still needed to decide whether to widen the spaces.

On behalf of the entire Council, Councilmember Fithian presented Councilmember Sivigny with a gift for his recent wedding.

**8. CLOSED SESSION**

**Motion to convene in closed session to discuss, as permitted by the Virginia Code Section 2.2-3711(A)(1), a matter involving personnel matters, specifically the performance review of the Town Manager.**

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.  
Motion **passed** unanimously by voice vote.

**Closed session began at 9:37 p.m.**

**Closed session ended at 10:11 p.m.**

**Motion to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.**

Moved by Vice Mayor Sivigny; seconded by Councilmember Perkins.

Ayes: Councilmember Perkins, Councilmember Holloway, Councilmember Fithian, Councilmember Dawson and Vice Mayor Sivigny, by roll call vote.

Nays: None.

**9. ADJOURNMENT**

The meeting was adjourned at 10:24 p.m.

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Katy Nicholson  
Town Clerk



# TOWN OF OCCOQUAN

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**TOWN COUNCIL**  
Earnie W. Porta, Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

## **Town Engineer's Report Town Council Meeting – March 4, 2020**

### **Kayak/Canoe Launch – update from last report**

Delta Marine moving toward building permits with PW County. Pile drilling in river completed. Change Order for Building Permits and fees approved by Council

### **Mill Street Cross-walk Improvement Plan by VDOT –update from last report**

Pre-final plans issued by VDOT – Right of Way Authorization (22 square feet on property of Walker). Comments from Town Engineer by March 6, 2020.

### **Kiely Court Project – update from last report**

Land Disturbance Permit issued - construction commenced. Zoning permits have been issued for both houses. Town staff continues to monitor erosion and sediment controls and parking on/near job site. Water runoff continues to cause issues on sidewalk and in Mill Street. Staff will continue to monitor.

### **Rivertown Overlook Project – no change from last report**

Land Disturbance Permit issued – construction proceeding.

### **Vantage Point BMP maintenance – no change from last report**

Bid received from Total Development Solutions (\$38,730). Lynn property – re-inspected with calculations on channel capacity and protective lining. Town Engineer evaluated runoff onto downstream property and prepared channel improvement plan for owner.

### **Boundary Branch – update from last report**

Meeting on site with VDOT to review options for Poplar Lane crossing of Boundary Branch - VDOT providing possible options, which may include George Mason University students. Also inspected erosion issues at Mill Cross Lane and provided possible costs to correct.

Boundary Branch, Vantage Point BMP – various stormwater issues throughout Town.

### **Tanyard Hill Park (Oaks III) – no change from last report**

Approved by PWC BOS 5/15/18 with revised proffers

- Use as park and open space – trails and Stormwater Pond shown on GDP
- Plat vacating lot line when site plan needed - NRA to review first
- Access to potential parking lot for trail head allowed off Tanyard Hill
- Reserve ROW along Tanyard Hill and Old Bridge Roads
- Use LID as part of any development
- Pay \$75 per acre zoned (4.229 acres)

### **Mill at Occoquan – no change from last report**

Revised preliminary site plan and Special Use Permit applications re-submitted August 2, 2019 – staff report prepared and distributed for Planning Commission hearing. Developer asked for postponement of Planning Commission to date to be determined.

-END-

Town of Ocoquan - Permit Report  
 February 2020

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation	City
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOW	Building	Pending	C - Alteration/Repair			0.00	\$16,000.00	OCOQUAN
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNI	Building	Issued	C - Alteration/Repair	07/30/2018		0.00	\$16,000.00	OCOQUAN
PLB2020-00993	417 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCOQUAN
PLB2020-00994	449 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCOQUAN
PLB2020-00995	461 FORTRESS WAY	REPLACEMENT OF MAIN SHUT OFF VA	Plumbing	Issued	C - Alteration/Repair	10/29/2019		0.00	\$2,500.00	OCOQUAN
FPP2020-00602	262 GASLIGHT LANDING CT	FPP FOR FIRE ALARM - ALTERATION/R	Fire Protection Permit	Pending	Fire Alarm			0.00	\$2,100.00	OCOQUAN
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE H	Gas	Issued	C - Alteration/Repair	09/20/2018		0.00	\$4,751.00	OCOQUAN
BLD2020-01861	125 MILL ST	REPLACEMENT OF 3 EXTERIOR STAIR	Building	Issued	C - Alteration/Repair	11/07/2019		0.00	\$17,000.00	OCOQUAN
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019		0.00	\$300.00	OCOQUAN
FPP2020-00601	223 MILL ST	FPP FOR FIRE ALARM - ALTERATION/R	Fire Protection Permit	Pending	Fire Alarm			0.00	\$2,100.00	OCOQUAN
BLD2020-02762	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Building	Issued	C - Tenant Layout	01/03/2020		1,861.00	\$150,000.00	OCOQUAN
ELE2020-02671	311 MILL ST	//HXF EXISTING TENANT EXPANDING K	Electrical	Issued	C - Tenant Layout	02/04/2020		1,861.00	\$5,900.00	OCOQUAN
GAS2020-00918	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Gas	Issued	C - Tenant Layout	02/05/2020		1,861.00	\$150,000.00	OCOQUAN
MEC2020-01464	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Mechanical	Issued	C - Tenant Layout	02/05/2020		1,861.00	\$59,000.00	OCOQUAN
PLB2020-01445	311 MILL ST	EXISTING TENANT EXPANDING KITCHE	Plumbing	Issued	C - Tenant Layout	02/05/2020		1,861.00	\$150,000.00	OCOQUAN
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATEI	Building	Issued	C - Alteration/Repair	02/23/2018		800.00	\$10,000.00	OCOQUAN
BLD2018-02969	426 MILL ST	*SEE NOTE* LOT SPECIFIC SFD - KIEL	Building	Issued	R - New Single Family Dwell	10/22/2019		3,056.00	\$100,000.00	OCOQUAN
BLD2018-05964	426 MILL ST	RETAINING WALL	Building	Issued	R - Retaining Wall	10/09/2018		0.00	\$20,000.01	OCOQUAN
BLD2019-04658	426 MILL ST	** SEE NOTE ** SHEETING/SHORING PE	Building	Issued	R - Retaining Wall	04/15/2019		0.00	\$7,500.00	OCOQUAN
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT S	Building	Issued	R - New Single Family Dwell	04/15/2019		3,468.00	\$100,000.00	OCOQUAN
BLD2018-05963	430 MILL ST	RETAINING WALL MAX HEIGHT 9'6"	Building	Issued	R - Retaining Wall	10/09/2018		570.00	\$20,000.01	OCOQUAN
BLD2020-02847	1604 MOUNT HIGH ST	20 X 24 FRONT YARD OPEN DECK W 2	Building	Issued	R - Addition	11/26/2019		480.00	\$3,500.00	WOODBIDGE
BLD2020-03213	1604 MOUNT HIGH ST	20 X 24 ONE STORY DETACHED ACCES	Building	Issued	R - Accessory Structure	02/12/2020		480.00	\$3,500.00	WOODBIDGE
BLD2020-03654	1409 OCCOQUAN HEIGHTS	20 X 14' OPEN DECK NO STAIRS	Building	Finald	R - Addition	01/24/2020	02/12/2020	280.00	\$5,000.00	OCOQUAN
BLD2014-05879	1441 OCCOQUAN HEIGHTS	DECK	Building	Issued	R - Addition	04/25/2014		288.00	\$6,700.00	OCOQUAN
BLD2018-02753	113 POPLAR LN	36' x 18' INGROUND POOL	Building	Issued	R - Swimming Pool	12/07/2017		648.00	\$60,000.00	OCOQUAN
ELE2018-02286	113 POPLAR LN	}}FDG 36' x 18' INGROUND POOL	Electrical	Issued	R - Swimming Pool	12/07/2017		648.00	\$6,000.00	OCOQUAN
ELE2019-00599	113 POPLAR LN	Install circuits, fixtures, and receptacles	Electrical	Issued	R - Alteration/Repair	08/15/2018		3,550.00	\$2,200.00	OCOQUAN
GAS2018-01390	113 POPLAR LN	Gas Line to Pool Heater and Gas Line to F	Gas	Issued	R - Swimming Pool	01/16/2018		0.00	\$2,000.00	OCOQUAN
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCOQUAN
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCOQUAN
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCOQUAN
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018		2,754.00	\$5,500.00	OCOQUAN
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 15	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCOQUAN
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCOQUAN
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCOQUAN
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCOQUAN
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Building	Issued	R - New Townhouse	03/22/2018		2,790.00	\$45,000.00	OCOQUAN
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Electrical	Issued	R - New Townhouse	04/29/2019		2,790.00	\$45,000.00	OCOQUAN
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Gas	Issued	R - New Townhouse	10/22/2018		2,790.00	\$1,000.00	OCOQUAN
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018		2,790.00	\$5,500.00	OCOQUAN
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		2,790.00	\$10,000.00	OCOQUAN
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCOQUAN
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCOQUAN
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCOQUAN
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Building	Issued	R - New Townhouse	03/22/2018		2,754.00	\$45,000.00	OCOQUAN
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Electrical	Issued	R - New Townhouse	04/29/2019		2,754.00	\$45,000.00	OCOQUAN
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Gas	Issued	R - New Townhouse	10/22/2018		2,754.00	\$1,000.00	OCOQUAN
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018		2,754.00	\$5,500.00	OCOQUAN
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1E	Plumbing	Issued	R - New Townhouse	10/22/2018		2,754.00	\$10,000.00	OCOQUAN
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Building	Issued	R - New Townhouse	03/22/2018		3,246.00	\$45,000.00	OCOQUAN
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Gas	Issued	R - New Townhouse	10/22/2018		3,246.00	\$1,000.00	OCOQUAN
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 15	Plumbing	Issued	R - New Townhouse	10/22/2018		3,246.00	\$10,000.00	OCOQUAN
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN R	Building	Issued	C - Alteration/Repair	01/31/2018		64.00	\$1,000.00	OCOQUAN
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY	Plumbing	Issued	C - Alteration/Repair	01/31/2018		25.00	\$4,000.00	OCOQUAN
BLD2019-00218	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Building	Issued	C - Tenant Layout	10/25/2018		1,242.00	\$75,000.00	OCOQUAN
ELE2019-00426	201 UNION ST	//HXF RESTURANT - TLO - NEW KITCHE	Electrical	Issued	C - Tenant Layout	05/15/2019		1,242.00	\$75,000.00	OCOQUAN
GAS2019-00113	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Gas	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$12,000.00	OCOQUAN
MEC2019-00933	201 UNION ST	RESTURANT - TLO - NEW KITCHEN, KIT	Mechanical	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$75,000.00	OCOQUAN
PLB2019-00145	201 UNION ST	{{ KJ}} RESTURANT - TLO - NEW KITCH	Plumbing	Issued	C - Tenant Layout	03/19/2019		1,242.00	\$2,000.00	OCOQUAN
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPAC	Building	Issued	Demolition	02/12/2020		0.00	\$2,000.00	OCOQUAN
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC	Plumbing	Issued	R - Alteration/Repair	03/23/2018		0.00	\$15,000.00	OCOQUAN
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18 T	Building	Issued	R - Alteration/Repair	08/13/2018		215.00	\$750.00	OCOQUAN
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18 T	Electrical	Issued	R - Alteration/Repair	08/16/2018		215.00	\$500.00	OCOQUAN
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT *-REVISED 9/19/18 T	Plumbing	Issued	R - Alteration/Repair	08/15/2018		215.00	\$750.00	OCOQUAN
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018		0.00	\$1,400.00	OCOQUAN

END OF REPORT



# TOWN OF OCCOQUAN

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www.occoquanva.gov

**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**TOWN ZONING  
ADMINISTRATOR**  
Ned A. Marshall

## **Town Zoning Administrator's Report Town Council Meeting – March 4, 2020**

The following is a list of zoning reviews from February 1 to February 29, 2020:

TZP2019-018 201 Union St	fencing and lighting, requires lighting plan The directory sign has been removed.
TZP2020-004 440 Mill Street	fence installation
TZP2020-005 223 Mill Street	cellular connection to replace phone lines
TZP2020-006262 Gaslight Landing	cellular connection to replace phone lines

The following is a list of violation letters from February 1, 2020 to February 29, 2020:

407 Mill Street, sign violations and sidewalk obstruction

As a follow up to previous violations, I inspected the following on February 27, 2020:

Berrywood – Trash Enclosure is not present, certified letter (3rd notice) was unclaimed  
3<sup>rd</sup> Base Pizza –seasonal lights still in place.  
426/430 Mill Street – working with contractor on ice/snow on sidewalk

The following is a list of plan reviews from February 1 to February 29, 2020:

202 Washington Street and 202 Mill Street – Boundary agreement between parcel owners. No plat submission is required.

201 Union Street - Lighting plan required to be submitted.

-END-



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 Patrick A. Sivigny, Vice Mayor  
 J. Matthew Dawson  
 Cindy Fithian  
 Laurie Holloway  
 Eliot Perkins

## Town Treasurer's Report Town Council Meeting - March 4, 2020

**TOWN MANAGER**  
 Kathleen R. Leidich, AICP

### Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Meals Tax Audit	Pending	None	Pink Bicycle Tea Room
BPOL Audit	Pending	2012 License Year	Fathom Realty
BPOL Audit	Pending	None	The Reclaimed Treasurers
Meals Tax Audit	Pending	None	Tastefully Yours
BPOL Audit	Pending	None	Patriot Scuba
Meals Tax Audit	Pending	None	MCKR Management/Cock and Bowl

### Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Pink Bicycle Tea Room	22	10/31/2019	Serving Warrant in Debt
Madigan's Waterfront	8	12/18/2019	Not Compliant
Riverside Coffee & Ice Cream	6	10/24/2019	Not compliant
Ban Thai Old Town	3	12/30/2019	Not compliant

BPOL Tax Delinquencies			
Business Name	Length of Delinquency (Years)	Date of Last Notice	Status of Compliance
13 Magickal Moons	1	10/30/2019	Not compliant
MCKR Management/Cock and Bowl	1	10/03/2019	Not compliant
Pink Bicycle Tea Room	1	10/31/2019	Serving Warrant in Debt
Designs by Andre'	1	10/07/2019	Not compliant

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Granny's Cottage Inc (Houghton, Lance)	3	\$268.80	8/31/2019	Serving Warrant in Debt
Houghton, Lance	1	\$29.89	10/30/2019	Not compliant

Transient Tax Delinquencies			
Property Owner	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Ballywhack Inc	12	10/30/2019	Not compliant

**TOWN OF OCCOQUAN  
PROFIT and LOSS  
AS OF 1/31/2020**

**Total Funds**

**GENERAL OPERATING ACCOUNTS**

<b>REVENUES</b>		<b>Audited</b>				
<b>General Fund</b>	<b>FY 2019 Budget</b>	<b>Actual as of 6/30/19</b>	<b>FY 2020 Budget</b>	<b>Actual as of 1/31/20</b>	<b>% of Budget Used</b>	
Real Estate Taxes	232,500	239,683	240,890	235,284	97.7%	
Meals Taxes	220,334	190,442	227,320	132,181	58.1%	
Other Taxes (Sales,Utility,Communications,Transient)	102,473	103,483	103,310	60,127	58.2%	
Fines (Public Safety)	60,000	160,034	162,360	127,821	78.7%	
Fees and Licenses (Auto,Business,Late fees,Arch,PM,ATM,Dock,Admin Fee,Eng Fee)	98,150	79,405	92,550	27,481	29.7%	
Grants (Litter,HB599,DMV,PEG)	25,843	27,140	26,123	14,856	56.9%	
Service Revenue (Engineer,Legal,Landscape,CC fees,E-Tickets)	5,000	15,712	5,360	7,851	146.5%	
Rentals (TH,RMP)	1,500	1,259	4,500	2,238	49.7%	
Interest (GF,Brick,Sponsor)	9,120	3,312	7,500	1,073	14.3%	
Other Revenues (Reimbursements, Ins claims,ticket sales)	1,000	7,065	-	14,633	44.8%	
			32,699			
<b>TRANSFER FROM RESERVES</b>						
<b>Total Revenues General Fund</b>	<b>755,920</b>	<b>827,535</b>	<b>902,612</b>	<b>623,545</b>	<b>69.1%</b>	
<b>EXPENDITURES</b>		<b>Audited</b>				
<b>General Fund</b>	<b>FY 2019 Budget</b>	<b>Actual as of 6/30/19</b>	<b>FY 2020 Budget</b>	<b>Actual as of 1/31/20</b>	<b>% of Budget Used</b>	
Personnel Services	380,820	374,811	452,226	263,550	58.3%	
Professional Services	122,250	135,578	139,250	84,566	60.7%	
Information Technology Services	14,050	17,368	13,500	12,991	96.2%	
Materials and Supplies	9,000	13,654	15,414	7,163	46.5%	
Operational Services	7,500	7,610	11,050	5,323	48.2%	
Contracts (Landscaping, Refuse Collection, Snow Removal)	74,500	74,052	82,000	43,454	53.0%	
Insurance	20,120	20,992	20,120	12,543	62.3%	
Public Information (Newsletters)	3,400	4,079	3,300	1,115	33.8%	
Advertising (Community/ Business Support, Legal Ads)	9,000	7,698	9,000	7,188	79.9%	
Training and Travel (Employee, Boards and Commission Training)	13,500	8,368	12,800	6,924	54.1%	
Vehicles and Equipment	15,300	28,482	21,000	19,290	91.9%	
Seasonal	5,500	1,791	4,500	5,051	112.2%	
Facilities Maintenance	68,030	75,168	85,552	39,747	46.5%	
Special Events	12,950	11,075	16,000	7,394	46.2%	
Other Expense(Dues and Subscriptions)	-	17,099	-	893	0.0%	
Loan Expenditures - Principal & Interest	-	-	-	32,024		
			16,900			
<b>TRANSFER TO CIP RESERVE</b>						
<b>Total Expenses</b>	<b>755,920</b>	<b>797,825</b>	<b>902,612</b>	<b>549,216</b>	<b>60.8%</b>	
<b>General Fund Net Income</b>	<b>-</b>	<b>29,710</b>	<b>-</b>	<b>74,329</b>		

**TOWN OF OCCOQUAN  
PROFIT and LOSS  
AS OF 1/31/2020**

		Audited				
CS	Public Event Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 1/31/20	% of Budget Used
	Revenue (FL)	203,950	232,030	181,900	130,534	71.8%
	Expenses (personnel,materials and supplies,contracts,advertising)	101,954	103,646	108,393	67,330	62.1%
	<b>Craft Show Net Income</b>	<b>101,996</b>	<b>128,384</b>	<b>73,507</b>	<b>63,204</b>	<b>86.0%</b>
		Audited				
MDP	Mamie Davis Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 1/31/20	% of Budget Used
	Revenue	2,600	3,505	600	1,143	190.4%
	Expenses (repairs and maintenance)	2,000	-	-	2,305	0.0%
	<b>Mamie Davis Net Income</b>	<b>600</b>	<b>3,505</b>	<b>600</b>	<b>(1,162)</b>	<b>-193.7%</b>

**TOWN OF OCCOQUAN**  
**PROFIT and LOSS**  
**AS OF 1/31/2020**

Audited

CIP

CIP Fund	FY 2019 Budget	Actual as of 6/30/19	FY 2020 Budget	Actual as of 1/31/20	% of Budget Used
<b>Revenues</b>	446,300	-	121,965	-	0.0%
TRANSFER FROM GENERAL FUND	-	-	16,900	-	0.0%
<b>Expenses</b>					
Property Acquisition	-	-	-	748	0.0%
Intersection Improvements	420,000	86,720	-	-	0.0%
Sidewalk Maintenance	10,000	-	-	-	0.0%
Building Maintenance	-	-	10,000	-	0.0%
Stormwater Management	-	-	15,000	3,000	0.0%
Trash/Recycling Containers	17,000	11,747	1,000	-	0.0%
Annex Property Improvements	-	-	1,000	-	0.0%
Street/Curb Program	-	-	5,000	-	0.0%
Mamie Davis Renovations/Upgrades	-	-	1,000	-	0.0%
Gaslight Banner Replacement	-	-	2,500	-	0.0%
Tanyard Hill	4,500	-	-	-	0.0%
Canoe Kayak Ramp	140,000	242	140,000	10,114	7.2%
Police Vehicle	-	78,995	16,900	-	0.0%
Police Radios	-	-	23,111	22,836	0.0%
Body Armor	2,400	1,000	1,000	-	0.0%
IBR Reporting	-	-	-	-	0.0%
LIDAR Speed Detection and Related Equipment	2,300	-	7,236	2,236	0.0%
Office Safety Equipment	5,100	4,931	-	3,564	0.0%
Pedestrian & Bicyclist Safety Program	2,300	-	3,350	-	0.0%
Alcohol Related Safety Projects	-	-	5,879	395	0.0%
Computer Upgrades	-	-	5,000	-	0.0%
Document Management	2,500	-	2,500	-	0.0%
Website Redesign	-	475	7,000	4,965	0.0%
Town Recodification	-	2,998	-	-	0.0%
Parking Management Plan	-	-	5,000	-	0.0%
AV Equipment-Town Hall	-	-	2,000	506	0.0%
<b>Total Expenses</b>	<b>606,100</b>	<b>187,108</b>	<b>254,476</b>	<b>48,364</b>	
<b>CIP Net Income</b>	<b>(159,800)</b>	<b>(187,108)</b>	<b>(115,611)</b>	<b>(48,364)</b>	<b>0.0%</b>
<b>Total Net Income All Funds</b>	<b>(57,204)</b>	<b>(25,509)</b>	<b>(41,504)</b>	<b>88,006</b>	<b>-212.0%</b>

# TOWN OF OCCOQUAN

## FUND BALANCES

AS OF 1/31/2020

	FINAL - as of 7/1/2019	<i>Unaudited</i> Income/ (Loss) YTD FY20	DRAFT - as of 1/31/20
<b>Nonspendable:</b>			
<b>Inventory</b>	\$ 1,006	\$ -	\$ 1,006
<b>Restricted:</b>			
<b>Mamie Davis Fund</b>	\$ 100,000	\$ -	\$ 100,000
<b>Assigned:</b>			
<b>Operating Reserves</b>	\$ 200,000	\$ -	\$ 200,000
<b>Craft Show &amp; Events</b>	\$ 131,704	\$ 63,204	\$ 194,908
<b>CIP Funds</b>	\$ 115,611	\$ (48,364)	\$ 67,247
<b>Financing Proceeds</b>	\$ 57,295	\$ (32,024)	\$ 25,271
<b>Public Safety Grant Fund</b>	\$ 45,343	\$ (10,542)	\$ 34,801
<b>Mamie Davis Park Fund</b>	\$ 10,323	\$ (1,162)	\$ 9,161
<b>Public Education Grant</b>	\$ 1,044	\$ -	\$ 1,044
<b>Public Art Fund</b>	\$ 500	\$ -	\$ 500
<b>Subtotal Assigned:</b>	\$ 561,820	\$ (28,889)	\$ 532,931
<b>Unassigned</b>	\$ 61,384	\$ 116,895	\$ 178,279
<b>Total Available Fund Balance:</b>	<b>\$ 724,210</b>	<b>\$ 88,006</b>	<b>\$ 812,216</b>

# TOWN OF OCCOQUAN

## BALANCE SHEET

AS OF 1/31/2020

	<u>1/31/2020</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Total Checking/Savings	\$ 730,485
Total Accounts Receivable	\$ 89,499
Total Other Current Assets	\$ 71,569
<b>Total Current Assets</b>	<u>\$ 891,553</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 891,553</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Total Accounts Payable	\$ 57,188
Total Credit Cards	\$ 7,647
Total Other Current Liabilities	\$ 14,501
<b>Total Current Liabilities</b>	<u>\$ 79,336</u>
Total Long Term Liabilities	<u>\$ -</u>
<b>Total Liabilities</b>	\$ 79,336
<b>Equity</b>	
<b>Net Assets without Restrictions</b>	
Operating Reserves	\$ 200,000
Unrestricted Net Assets	\$ 62,391
Event Fund	\$ 131,704
CIP Fund	\$ 115,611
<b>Net Assets with Restrictions</b>	
Financing Proceeds	\$ 57,295
Public Safety Grant Fund	\$ 45,343
Mamie Davis Park Fund	\$ 10,323
Public Education Grant Fund	\$ 1,044
Public Art Fund	\$ 500
Mamie Davis (Endowment)	\$ 100,000
<b>Net Income</b>	<u>\$ 88,007</u>
<b>Total Equity</b>	<u>\$ 812,217</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>\$ 891,553</u></u>



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Laurie Holloway  
Eliot Perkins

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

**CHIEF OF POLICE**  
Adam C. Linn, J.D.

## Occoquan Police Department

### Monthly Town Council Report March 4, 2020

#### Departmental Goals

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe roads and sidewalks in the Town of Occoquan.

#### Current Initiatives

Continued the Calls for Service police coverage in Town. Working with town officers and auxiliary police officers to increase patrols and visibility during peak calls for service times.<sup>1</sup> Directed business checks and patrols during business hours.<sup>1</sup> Continued community policing and safe sidewalks.<sup>1</sup> Worked with officers to address administrative needs of Police Department.<sup>2</sup>

Directed traffic enforcement on Gordon Boulevard and Commerce Street area (speeding, Block the Box and Driving off Roadway), Union Street/Tanyard Hill Road (speed enforcement), and Washington Street and Union Street (pedestrian safety and speeding).<sup>3</sup> Directed stop sign enforcement and pedestrian safety enforcement in historic district.<sup>3</sup> Continued foot patrols and visibility in historic business area.

Continued body worn cameras program for Town Officers and DMV selective enforcement grants to reduce accidents and pedestrian safety.<sup>4</sup>

#### Community Relations

Provided patrol and visibility during Chocolate Walk. Continued Pedestrian Safety Campaign. Provided patrol and visibility throughout Town, including foot patrols through Historic Downtown and residential areas on Washington Street, East Colonial Drive, Overlook Drive, Fortress Way, Occoquan Heights, and Mill Cross. Continued stop sign and speed compliance details.

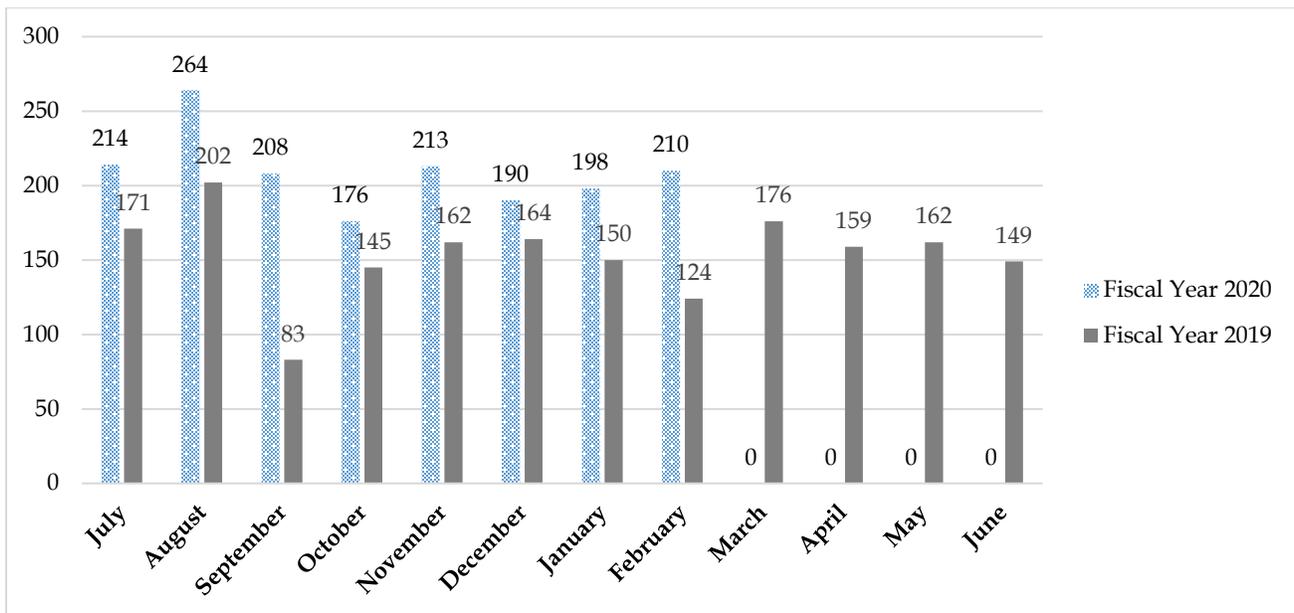
Continued with Business Outreach by having Police do regular business checks and speak with business partners regarding any concerns. Spoke with multiple residents, visitors, and

business owners throughout the month. Continued Police Department’s Instagram site as part of SHIELD program.

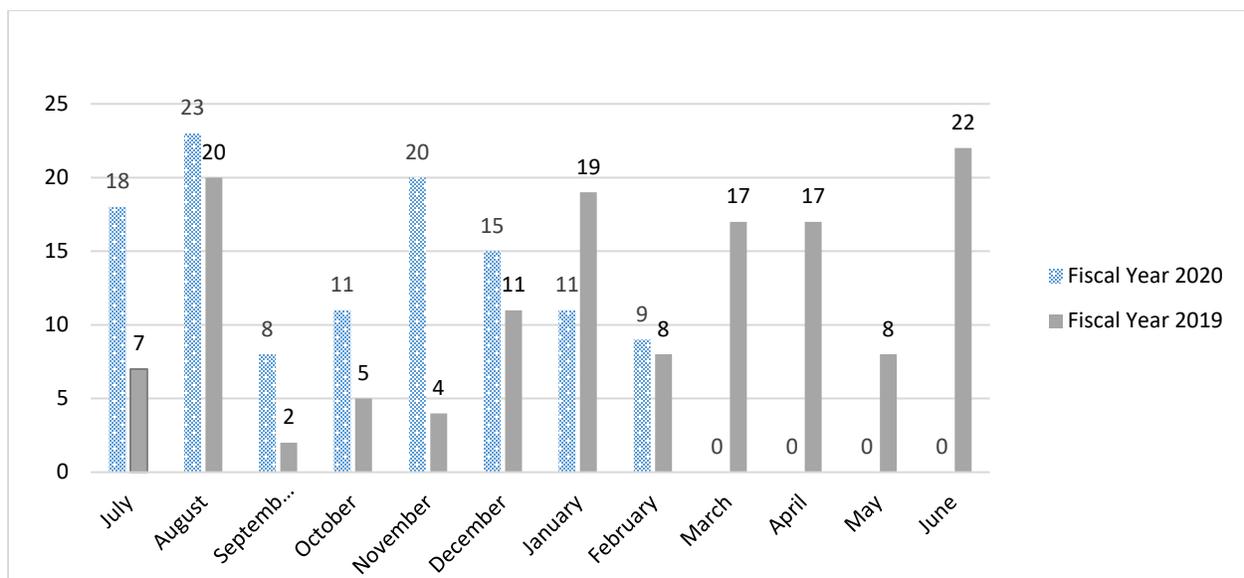
**Patrol and Enforcement Activities**

As of February 26, 2020, the Town Police made 17 custodial arrests (1 felony possession with intent to distribute, 1 felony drug possession, 3 misdemeanor drug possession, 2 misdemeanor possession with intent to distribute, 4 DUI, 2 Refusal, 3 Reckless Driving, 1 obstruction of justice via force or threat), issued 210 traffic summonses, and 137 warnings.

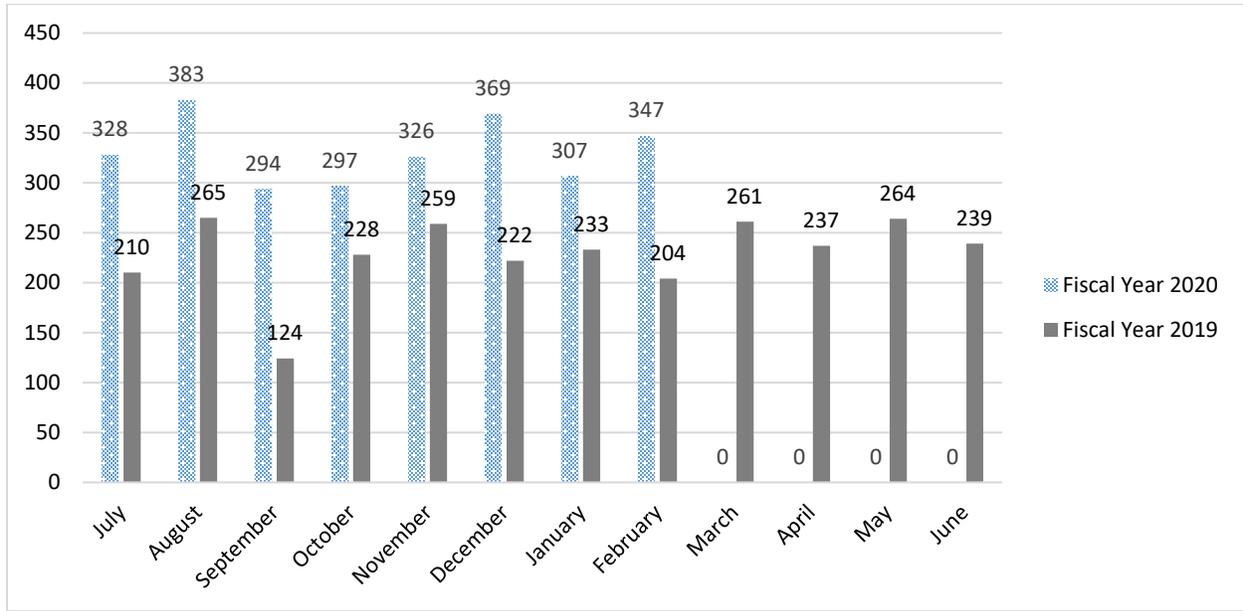
**Traffic Summonses FYTD (GRAPH) <sup>5</sup>**



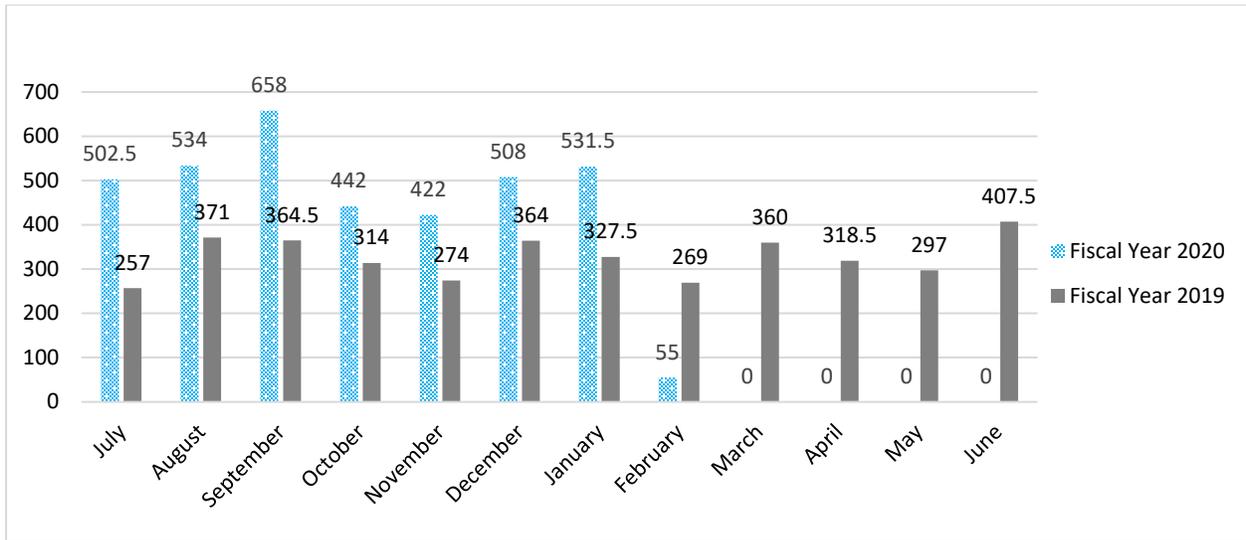
**Parking Tickets Issued FYTD (GRAPH) <sup>3</sup>**

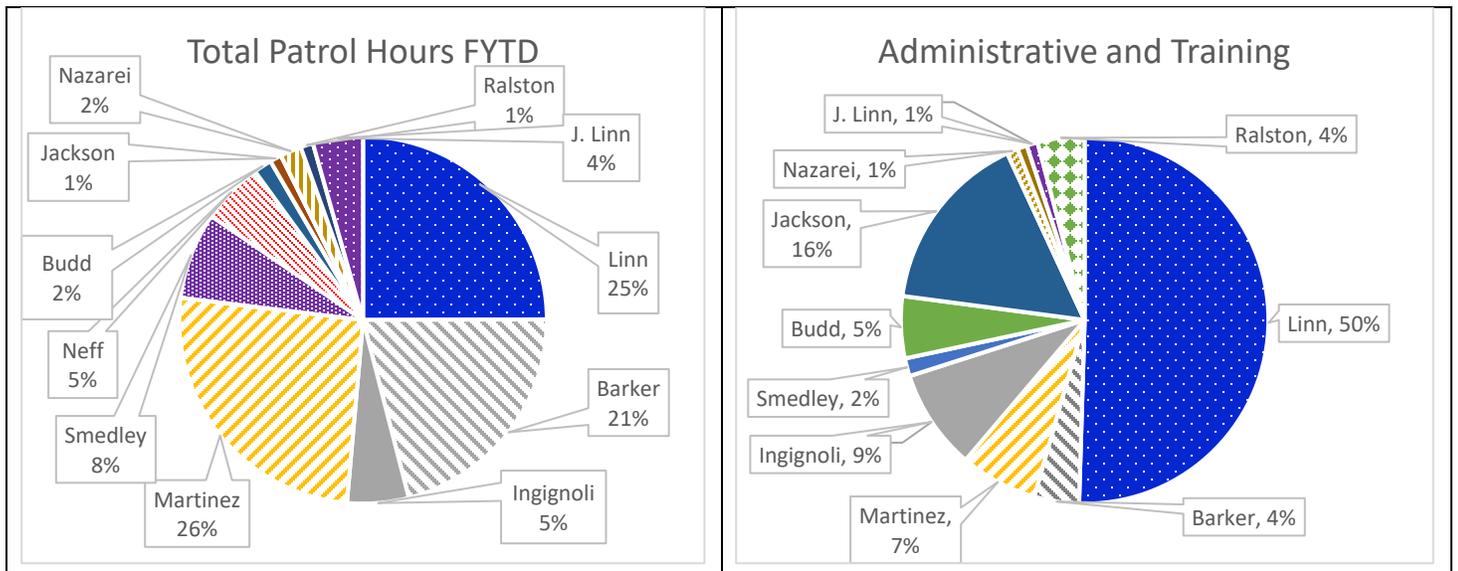


**Traffic Stops YTD (GRAPH)**<sup>5</sup>



**Patrol Hours FYTD (GRAPH)**<sup>5</sup>





**Miscellaneous**

Continued Field Training for 2 auxiliary police officer who completed academy.<sup>2</sup> Continued Narcan – Opioid safety program<sup>3</sup>.

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<sup>1</sup> Goals 1, 2, and 3  
<sup>2</sup> Goal 2  
<sup>3</sup> Goal 3  
<sup>4</sup> Goals 1, 2, and 3  
<sup>5</sup> Goals 1 and 3

# Events and Community Development Report, March 2020

## CHOCOLATE WALK RECAP

### Background

This passport event is sponsored annually by the Occoquan Merchants' Guild on the Saturday before Valentine's Day and features chocolate tastings and treats, shopping, and this year, a chance to win a \$500 Occoquan Merchants Guild Shopping Spree. This event is always free and open to the public.

### Purpose of Event

The overall purpose of the Chocolate Walk is to promote tourism and commerce within town limits.

### Target Audience

OCQ experience

### Publicity

- Press release
- SMS/Email to Community lists
- Facebook event, posts
- Instagram posts
- Flyers, posters, banner, and monthly newsletter

### Participating Merchants

Art A La Carte Occoquan  
Artists' Undertaking Gallery  
Ballywhack Shack  
Curate  
Details of Occoquan  
Gift & Gather  
Glory Be  
Hitchcock Paper Co.  
Jerry's Occoquan Jewelers  
Kountrie Lanes Antiques and Collectibles  
Labella Bridal Boutique  
Local Colour Old Town, LLC  
The Loft Gallery of Occoquan  
Mandrill Toys & Collectibles  
Mom's Apple Pie Bakery and Wine Shop

Occoquan Optical  
Occoquan Spices, Teas, and Sweets  
Organic Allure  
Patriot Scuba  
Personally Yours Inc  
Potomac Chocolate  
Puzzle Palooza Etc.  
The Reclaimed Treasures  
So Bohemian  
Spiral Creations  
VanEch Studio  
Village Americana Furniture  
  
The Spot on Mill

## Satellite Parking

Off-site satellite parking with free shuttle service was available from 11am to 5pm.

## Results

The weather was brisk, but sunny. The town was very crowded and merchants reported a very busy sales day. Some merchants ran out of chocolate early due to unanticipated numbers. In addition to Town Hall, the Guild utilized an extra passport pickup/dropoff center at the Visitors Center. 1600 passport entry forms were handed out, compared to 1000 last year. 1050 patrons entered the drawing with completed passports, vs 750 last year. As expected, parking was a great challenge. The shuttle was in great demand with long lines at the VDOT lot.

## Considerations for 2021

Upgrading the shuttle service with a larger capacity vehicle.

## Peeps Show

The next event will be the Peeps Show, co-sponsored by the Town and Merchants' Guild, on April 11, from 11am to 4pm. The Town will sponsor the Occoquan Community Peeps Contest again this year. Off-site satellite parking with free shuttle service will be available from 11am to 5pm.

## Discover Occoquan

Scheduled for May 16, 2020. Plans include merchant workshops and demos, a boat parade, history and ghost tours, a beer garden and concert.

## RiverFest

June 6 & 7, 2020. See updated budget numbers, attached.

## RiverFest 2020 Updated 2 21 20

RiverFest 2020 Revenue				
	Initial Budget	Adjusted Budget	% change	Notes
Sponsorships	3,000	0	-100%	
Booth Rentals	52,125	68,725	32%	175 Artisans; 20 Commercial @\$500; 15 Direct Sales; 12 Food
Shuttle Fare	20,000	24,000	20%	4000 Patrons @ \$6
Merchandise Sales	1,500	0	-100%	Souvenirs
Activity Revenue	14,325	8,475	-41%	50 Racers @\$15 + 80 Cruisers @\$30 + 150Climbers @\$5 + 150 dinners @30
Beer Garden Revenue	0	2,000	100%	15% total revenue vs Town responsibility
Vendor Parking	2,250	2,250	0%	30 spaces @ 75
<b>Total</b>	<b>93,200</b>	<b>105,450</b>	<b>13%</b>	
<b>RiverFest 2020 Expenditures</b>				
	Initial Budget	Adjusted Budget	% change	Notes
<b>On Call Labor</b>	1,000	<b>1000</b>	0%	
<b>PWC PD</b>	0	<b>5400</b>	-100%	
<b>Materials and Operational Supplies</b>				
Signage	0	500	100%	
Merchandise for resale	500	0	-100%	
Activity Supplies	750	750	0%	includes paper goods for shrimp boil
Volunteer shirts	0	500	100%	
Beer Costs	1,800	0	-100%	
<b>TOTAL MATERIALS &amp; SUPPLIES</b>	<b>3,050</b>	<b>1,750</b>	<b>-43%</b>	
<b>Equipment Rental</b>				
Tent/table Rental	1,000	1,000	0%	
Portajohns	2,300	2,300	0%	
Shuttle	16,000	23,602	48%	
Boat Charter	3,000	3,000	0%	
ipad rental	534	534	0%	\$89 each includes 4G service
<b>Entertainment</b>				
Bands	3,175	850	-73%	2 bands
Magician	325	325	0%	
Rock Wall	3,000	2,770	-8%	24 ft
ABC License	85	175	106%	Open Carry
Shrimp Boil	1,500	4,500	200%	
<b>TOTAL CONTRACTS</b>	<b>30,919</b>	<b>39,056</b>	<b>26%</b>	
<b>Advertising - Marketing</b>	7,000	8,500	21%	
<b>TOTAL ADVERTISING</b>	<b>7,000</b>	<b>8,500</b>	<b>21%</b>	
<b>TOTALS</b>	<b>41,969</b>	<b>55,706</b>	<b>33%</b>	
	Initial Budget	Adjusted Budget	% change	
<b>RiverFest 2020 Revenue</b>	93,200	\$105,450	13%	
<b>RiverFest 2020 Expenditures</b>	41,969	\$55,706	33%	
<b>Net</b>	<b>51,231</b>	<b>\$49,744</b>	<b>-3%</b>	



# TOWN OF OCCOQUAN

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

**TOWN COUNCIL**  
Earnest W. Porta, Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## **Town Manager's Report Town Council Meeting - March 4, 2020**

**TOWN MANAGER**  
Kathleen R. Leidich, AICP

### **Projects Currently Underway**

- Treasurer Recruitment: Preferred Candidate Presented for Appointment
- FY 2021 Budget Development: This evening's Budget Work Session
- Kayak Ramp Project: Project Management/Reimbursement Requests
- Stormwater Management Work Plan
- Signs/Parking Work Plan-working with Town Engineer to develop striping plan

### **River Mill Park Bath House**

Lower level storage room: Project Manager has provided plan for completing the corrective work to the PWC Building Department. PWC staff has confirmed that the plan is acceptable. Project Manager is developing estimate to complete the work.

### **Mill at Occoquan Development Application**

The Planning Commission Public Hearing that was scheduled for 11/6/19 was deferred by the applicant. To prepare for the future Public Hearing(s), the Planning Commission Chairman, Mayor, Town Attorney and staff met with the applicant on 2/21/20 to review revised information regarding the application. Prior to any future Public Hearings, the applicant has agreed to holding at least one, possibly two, Town Hall meetings with the public to review the revised application/plan.

### **Visitor Center Kiosk**

PWC staff presented the concept for the Kiosk to the ARB at its 12/10/19 meeting. Town staff met with PWC staff on 1/17/20 to follow up on the Kiosk design. PWC staff will be presenting an updated design of the Kiosk to the ARB at its 2/25/20 meeting for consideration/action in regards to the required Certificate of Appropriateness. Town staff has reviewed the MOA regarding the Kiosk and is working to finalize it with the County. The Virginia Tourism Corporation has confirmed that the Kiosk meets the required criteria to enable the Tourism sign to remain on Route 95.

### **Kayak Ramp Project**

The Change Order requesting additional funding for the completion of the Commercial Building Permit process with PWC was approved by Town Council on 1/7/20. The Project Manager worked with the Contractor to complete the pile driving process prior to the February 15<sup>th</sup> deadline. The dock manufacturer's engineer is currently finalizing the design with the Contractor's structural engineer.

### **Meetings, Training, and Events**

- Architectural Review Board Meeting, February 25
- Business License Renewals and BPOL Due, March 1
- Meals and Transient Occupancy Taxes Due, March 20
- Planning Commission/Architectural Review Board Meetings, March 24
- Peeps Contest, April 11
- Friends of the Occoquan Community Clean up, April 18

-End-



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 4, 2020
<b>8 A: Kayak Ramp Project Update-FY 2020 Budget Amendment #2020-001</b>	

#### **Explanation and Summary:**

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The total budget for the project is \$354,563, with DCR contributing \$283,650. The Town local match is \$70,913. The environmental permit updating process has been completed. Delta Marine was selected as the Contractor for the project. The Town is required to obtain a Commercial Building Permit from Prince William County for the project. The actual construction of the project will take approximately 45-60 days to complete.

#### **Budget Amendment**

FY 2020 Budget Amendment #2020-001: Occoquan Water Trail ADA Access Point, Project # VRT-297N130 is necessary to recognize and appropriate the \$283,650 in grant funding received for the project from the Recreational Trails Program (RTP), Federal Highway Administration (FHWA), and Virginia Department of Conservation and Recreation (DCR), and to amend FY 2020 CIP to reflect the actual cost of the project \$354,563. The advertised amount reflects \$25,000 in allocable, reimbursable costs incurred prior to FY 2020. Staff is currently identifying/requesting reimbursement for these costs. The required public hearing for the Budget Amendment will be held at the Town Council Work Session on 3/17/20.

#### **Project Overview**

- The Virginia Department of Department of Conservation and Recreation (DCR) has set aside \$283,650 for the project (overall budget for the project is \$354,563). Town Local Match is \$70,913
- Project Agreements signed by Town and DCR
- Construction agreement signed by Town and Contractor
- Environmental Permit updates have been completed
- Building Permit Process is underway
- FY 2020 Budget Amendment #2020-001 under Council consideration



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

**Proposed/Suggested Motion:**

"I move that the Town Council place Budget Amendment #2020-001, which amends the FY 2020 Adopted Budget, on the agenda of the March 17, 2020 Work Session."

**Attachments (2):**

1. Kayak Project Update
2. FY 2020 Budget Adjustment #2020-001: Recognizing/ Appropriating Kayak Ramp Grant Funding
3. FY 2020 CIP-Revised
4. Draft Advertisement

# Canoe/Kayak Ramp Project Update

## 3/4/20

### Background

In 2013, the Town was awarded a grant through the Federal Highway Administration's Recreational Trails Program (RTP) for the construction of an ADA non-motorized watercraft launch under the Route 123 Bridge. The intent of the project is to provide free water access to the community, including for persons with ambulatory disabilities. This project is consistent with the Town's Comprehensive Plan to increase pedestrian access to the water and will facilitate access to the Town for non-motorized watercraft users on the Occoquan River.

The Town has obtained/renewed/extended all required permitting as necessary.:

- Marine Resource Commission (VMRC) Permit, VMRC#2012-1293 (extended to 11/31/21)
- Army Corps of Engineers, 18-RP-19 (extended to 9/5/23)
- VDOT Land Use Permit, 948-46789
- US Department of the Interior, Project Review Certification
- Section 106 National Historic Preservation Act
- Town of Occoquan Approved Site Plan

### Update

- Project Manager has been Selected: Rick DeMerle (DeMerle Construction Management LLC)
- Project Kick-off Meeting Held with Town Engineer, Project Manager, Contractor-Delta Marine 10/23/19
- Town Manager, Town Engineer, Project Manager Meeting Held with PWC Building Department 10/31/19
- Construction documents signed by Town/Contractor
- Confirmation with Contractor that work can continue work after 2/15/20 on other portions of dock-once pilings are installed-**Pilings installed by 2/15/20**
- Change Order Drafted/Signed by both parties for Completion of PWC Commercial Building Permit process
- FY 2020 Budget Amendment #2020-001 (Recognizing/Appropriating Grant Funding) under Council Consideration

### Next Steps

- Work through PWC Commercial Building Permit process-completion of Geotech work/finalizing dock design-permit submission anticipated in March.
- Project Construction



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## PROPOSED FY 2020 BUDGET AMENDMENT - MARCH 17, 2020

### PUBLIC HEARING TO SOLICIT COMMENT ON THE FOLLOWING:

1. Proposed FY 2020 Budget Amendment (see synopsis below.) A copy of the proposed budget amendment is available at Town Hall from 9 a.m. to 4 p.m., Monday through Friday, and on the Town’s website at [www.occoquanva.gov](http://www.occoquanva.gov).

An amendment to the approved FY 2020 budget for the purpose of revising the cost estimate and funding amount for the Canoe/Kayak Ramp Installation and correcting a display error in the Capital Improvement Program (CIP) Fund table showed a transfer of \$254,476 as revenue. The total cost of the Canoe/Kayak Ramp Installation is estimated at \$354,563. \$283,650 is scheduled to be received from a Virginia Department of Conservation and Recreation (DCR) grant and the remaining \$70,913 is the required local match from the Town. Because this amendment exceeds 1% of the Town’s budget, state law requires a public hearing.

	FY 2020 Budget	FY 2020 Proposed Amendment
CIP FUND		
Revenues	\$254,476	\$281,115
Expenses	\$254,476	\$444,039

KATHLEEN R. LEIDICH, AICP  
Town Manager

A public hearing on the proposed budget amendment will be held on March 17, 2020 at 7:00 p.m. at Occoquan Town Hall, 314 Mill Street, Occoquan, VA 22125. A Town Council Work Session will immediately follow the public hearing and will include a vote on the budget amendment.

The required legal publication of this notice occurred on March 6, and an additional courtesy notice was published on March 13, 2020.

### Instruction to Publisher:

Run This Notice Twice

March 6, 2020

March 13, 2020

This notice shall be at least the size of one-eighth page of a standard size or a tabloid size newspaper, and the headline in the advertisement shall be in a type no smaller than 18-point. The notice shall not be placed in that portion, if any, of the newspaper reserved for legal notices and classified advertisements.

**TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - EXPENDITURES-Budget Amendment**

CAPITAL IMPROVEMENT PROGRAM FUND								
Dept	PROJECT	FISCAL YEAR					TOTALS	
		FY20	FY21	FY22	FY23	FY24	Project Total	Dept Total
<b>Public Works</b>		<b>37,000</b>	<b>74,500</b>	<b>105,000</b>	<b>371,000</b>	<b>15,000</b>	<b>602,500</b>	
	Parking Management Plan	5,000	0	0	0	0	5,000	
	Intersection Improvements (See Intersection Improv Schedule)	0	0	0	336,000	0	336,000	
	Street Maintenance (See Street Paving Schedule)	0	0	0	0	0	0	
	Sidewalk Maintenance (See Infrastructure Schedule)	0	0	0	0	0	0	
	Building Maintenance (See Building Maintenance Schedule)	10,000	12,000	25,000	12,000	10,000	69,000	
	Stormwater Management	15,000	10,000	5,000	5,000	5,000	40,000	
	Trash/Recycling Containers Replacement/ Maintenance	1,000	0	0	0	0	1,000	
	Annex Property Improvements	1,000	0	0	10,000	0	11,000	
	Street Sweeper Replacement	0	0	25,000	0	0	25,000	
	Snow Blower Replacement	0	2,500	0	0	0	2,500	
	Gaslight Conversion to Electric	0	50,000	50,000	0	0	100,000	
	Street/Curb Striping Program	5,000	0	0	8,000	0	13,000	
	Town Dock Maintenance	0	0	0	0	0	0	<b>\$602,500</b>
	Bond	0	0	0	0	0	0	
	CIP	37,000	73,500	105,000	35,000	15,000	265,500	
	Grants, Other	0	1,000	0	336,000	0	337,000	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>\$37,000</b>	<b>\$74,500</b>	<b>\$105,000</b>	<b>\$371,000</b>	<b>\$15,000</b>	<b>\$602,500</b>	
<b>Parks</b>		<b>333,063</b>	<b>20,000</b>	<b>0</b>	<b>5,000</b>	<b>1,000</b>	<b>359,063</b>	
	Tanyard Hill Parcel	0	0	0	0	0	0	
	Furnace Branch Park	0	0	0	0	0	0	
	River Mill Park Maintenance	0	5,000	0	0	0	5,000	
	Gaslight Banner Replacement	2,500	5,000	0	5,000	0	12,500	
	Canoe/Kayak Ramp Installation	329,563	0	0	0	1,000	330,563	
	Mamie Davis Park Renovations/Upgrades	1,000	10,000	0	0	0	11,000	<b>\$359,063</b>
	Bond	0	0	0	0	0	0	
	CIP	69,413	20,000	0	5,000	1,000	95,413	
	Grants, Other	263,650	0	0	0	0	263,650	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>\$333,063</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$1,000</b>	<b>\$359,063</b>	
<b>Public Safety</b>		<b>57,476</b>	<b>16,900</b>	<b>20,900</b>	<b>16,900</b>	<b>0</b>	<b>112,176</b>	
	Police Vehicle	16,900	16,900	16,900	16,900	0	67,600	
	In-Vehicle Laptops	0	0	4,000	0	0	4,000	
	LIDAR Speed Detection and Related Equipment	7,236	0	0	0	0	7,236	
	Body Armor	1,000	0	0	0	0	1,000	
	Alcohol-Related Safety Project	5,879	0	0	0	0	5,879	
	Pedestrian and Bicyclist Safety Program	3,350	0	0	0	0	3,350	
	Police Radios	23,111	0	0	0	0	23,111	<b>\$112,176</b>
	Bond	0	0	0	0	0	0	
	CIP	23,111	0	4,000	0	0	27,111	
	Grants, Other	17,465	0	0	0	0	17,465	
	Operating Budget	16,900	16,900	16,900	16,900	0	67,600	
	<b>Total Funding</b>	<b>\$57,476</b>	<b>\$16,900</b>	<b>\$20,900</b>	<b>\$16,900</b>	<b>\$0</b>	<b>\$112,176</b>	
<b>Information Technology</b>		<b>16,500</b>	<b>5,000</b>	<b>20,000</b>	<b>10,000</b>	<b>5,000</b>	<b>56,500</b>	
	Computer Upgrades/Replacement	5,000	0	10,000	0	0	15,000	
	Document Management Project	2,500	5,000	0	0	0	7,500	
	Server Room Relocation	0	0	0	10,000	0	10,000	
	Financial System	0	0	0	0	0	0	
	Website Redesign	7,000	0	0	0	5,000	12,000	
	Town Hall Phone Upgrade	0	0	10,000	0	0	10,000	
	A/V Equipment - Town Hall	2,000	0	0	0	0	2,000	<b>\$56,500</b>
	Bond	0	0	0	0	0	0	
	CIP	16,500	5,000	20,000	10,000	5,000	56,500	
	Grants, Other	0	0	0	0	0	0	
	TBD	0	0	0	0	0	0	
	<b>Total Funding</b>	<b>\$16,500</b>	<b>\$5,000</b>	<b>\$20,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$56,500</b>	

**TOWN OF OCCOQUAN PROPOSED FY 2020 BUDGET - EXPENDITURES-Budget Amendment**

CAPITAL IMPROVEMENT PROGRAM FUND								
Dept	PROJECT	FISCAL YEAR					TOTALS	
		FY20	FY21	FY22	FY23	FY24	Project Total	Dept Total

<b>Administration</b>		0	0	0	5,000	0	5,000	
Comprehensive Plan Review/Update		0	0	0	5,000	0	5,000	\$5,000
Bond		0	0	0	0	0	0	
CIP		0	0	0	5,000	0	5,000	
Grants, Other		0	0	0	0	0	0	
TBD		0	0	0	0	0	0	
<b>Total Funding</b>		\$0	\$0	\$0	\$5,000	\$0	\$5,000	

<b>Totals</b>	FY20	FY21	FY22	FY23	FY24
Bond	0	0	0	0	0
CIP	146,024	98,500	129,000	55,000	21,000
Grants, Other	281,115	1,000	0	336,000	0
Operating Budget	16,900	16,900	16,900	16,900	0
<b>Total Funding Per FY</b>	\$444,039	\$116,400	\$145,900	\$407,900	\$21,000



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 4, 2020
<b>8 B: Resolution R-2020-1 Appointing Town Treasurer</b>	

**Explanation and Summary:**

On January 23, 2020, the Town Treasurer Carla Rodriguez served her last full day as the Treasurer for the Town of Occoquan. Since that time the Town has worked through the recruitment process and has identified the preferred candidate for the Town Treasurer position, M. Kathleen Dellinger. Ms. Dellinger has received/signed off on the offer letter sent to her by the Town, which includes an annual salary of \$62,000. The effective date for this appointment will be March 9, 2020.

**Town Manager's Recommendation:** Approval.

**Cost and Financing:** Salary & Wages  
**Account Number:** 60010

**Proposed/Suggested Motion:**

"I move to appoint M. Kathleen Dellinger as the Town Treasurer, effective March 9, 2020."

OR

Other action Council deems appropriate

**Attachments:**

1. 2/24/20 Acceptance Letter from Ms. Dellinger
2. Resolution R-2020-01 Appointing the Town Treasurer

Mary Kathleen Ault Dellinger, MBA, CPA  
234 Treadwell Street, Berryville, VA 22611  
703-585-6447

February 24, 2020

Ernest w. Porta, Jr., Mayor  
Kathleen Leidich, Town Manager  
Town of Occoquan Town Council  
P.O. Box 195, Occoquan, Virginia 22125  
By delivery to: kleidich@occoquanva.gov

Dear Mayor Porta and Ms. Leidich,

Thank you, Mr. Mayor, for the offer of the position of Occoquan's Town Treasurer. It is my pleasure to accept the honor of an appointment to the position. Thank you, Ms. Leidich, for your recommendation for the position, and I look forward to working with you daily to achieve goals and objectives to provide the best government service to the town employees, its residents, merchants, and visitors. I anticipate sharing the enjoyment and quality of life present in such a unique town with all of you.

I look forward to serving as Chief Financial Officer. I will endeavor to the best of my ability to safeguard assets, to stay focused on fiscal planning and monitoring, and to be responsible and transparent in the management of my duties to the Town Council, residents and stakeholders. I will also work to the best of my ability to support your administrative team on a variety of public service duties.

Sincerely,



Kathleen Dellinger

Cc: Town Council  
Enclosures

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION TO APPOINT TOWN TREASURER**

**WHEREAS**, Town Treasurer Carla Rodriguez left her position with the Town of Occoquan effective January 23, 2020, as she has accepted a position with another locality, and

**WHEREAS**, Virginia Code § 15.2-1537 and Section 5 of the Town Charter authorize the appointment of a financial officer, to be known as the Town Treasurer, with duties set out in Virginia Code § 15.2-1537, Section 13 of the Town Charter and throughout the Town Code,

**NOW, THEREFORE, BE IT RESOLVED** that effective March 9, 2020, the Town Council appoints M. Kathleen Dellinger to the position of Town Treasurer to exercise the powers and perform the duties as set out in Virginia Code § 15.2-1537, Section 13 of the Town Charter and throughout the Town Code.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 4<sup>th</sup> Day of March 2020.**

**MOTION:**

**DATE: March 4, 2020  
Regular Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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

\_\_\_\_\_  
**Katy Nicholson, Town Clerk**



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 4, 2020
<b>8 C: Proposed Changes to the Town Code Signage Regulations</b>	

**Explanation and Summary:**

The Mayor and Chair of the Architectural Review Board have developed a proposal for changing the Town Code in regards to the Signage Regulations. A resolution referring the matter to the Planning Commission and the proposed changes have been included for discussion.

**Proposed/Suggested Motion:**

“I move to refer the proposed changes to Town Code §§157.300 - §§157.339 to the Planning Commission and request that they submit a recommendation regarding such changes to the Town Council at the earliest feasible date.”

OR

Other action Council deems appropriate

**Attachments:**

- 1. Resolution referring proposed changes to the Planning Commission**
- 2. Proposed changes to Town Code §§157.300 - §§157.339**

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION  
REFERRING TO THE PLANNING COMMISSION  
CHANGES TO THE TOWN CODE REGARDING SIGNAGE**

**WHEREAS**, Occoquan Town Code §§157.300 - §157.339 detail the general provisions for signage in the Town of Occoquan; and

**WHEREAS**, the Town Council wishes to clarify said provisions by,

- (A) Providing definitions for some previously undefined terms,
- (B) Consistently distinguishing between residential-use and non-residential use property,
- (C) Removing some inconsistencies in the requirements regarding banners and flags, and
- (D) Correcting some erroneous references; and

**WHEREAS**, the Town Council wishes to permit the year-round use of white string and tubing lights in commercial districts as a means of safely attracting customers to business locations; and

**WHEREAS**, the Town Council finds the proliferation of commercial yard signs in commercial districts detracts from the character of the Old and Historic District, contributes to the diminution of limited green space in commercial districts, distracts viewers from the permitted commercial signage available in commercial districts, is unnecessary given what signage is permitted in commercial districts, and thus desires to prohibit commercial yard signs in commercial districts; and

**WHEREAS**, public necessity, convenience, general welfare, and good zoning practice require the amendment of the zoning regulations governing signage for the reasons articulated above; and

**WHEREAS**, the Town Council proposes to delete existing Town Code §§157.300 - §157.339 and replace them with the attached revised Town Code §§157.300 - §157.339;

**NOW, THEREFORE, BE IT RESOLVED**, that the Occoquan Town Council does hereby refer to the Planning Commission the attached proposed changes to Town Code §§157.300 - §§157.339 and requests that they submit a recommendation regarding such changes to the Town Council at the earliest feasible date.

Adopted March 4, 2020

*SIGNS; GENERAL PROVISIONS*

**§ 157.300 FINDINGS, PURPOSE, AND INTENT; INTERPRETATION.**

(A) Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this subchapter is to regulate the size, color, illumination, movement, materials, location, height, and condition of all signs placed on private property for exterior observation, thus ensuring the protection of property values, the character of the various neighborhoods, the creation of a convenient, attractive, and harmonious community, protection against destruction of or encroachment upon historic areas, and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development. This subchapter allows adequate communication through signage while encouraging aesthetic quality in the design, location, size, and purpose of all signs. This subchapter shall be interpreted in a manner consistent with the First Amendment guarantee of free speech. If any provision of this subchapter is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this subchapter which can be given effect without the invalid provision.

(B) Signs not expressly permitted as being allowed by right or by special use permit under this subchapter, by specific requirements in another portion of this chapter, or otherwise expressly allowed by the Town Council are forbidden.

(C) A sign placed on land or on a building for the purpose of identification, protection, or directing persons to a use conducted therein shall be deemed to be an integral but accessory and subordinate part of the principal use of land or building. Therefore, the intent of this subchapter is to establish limitations on signs in order to ensure they are appropriate to the land, building, or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in division (A) above.

(D) These regulations are intended to promote signs that are compatible with the use of the property to which they are appurtenant, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.

(E) These regulations distinguish between portions of the town designed for primarily vehicular access and portions of the town designed for primarily pedestrian access.

(F) These regulations do not regulate every form and instance of visual speech that may be displayed anywhere within the jurisdictional limits of the town. Rather, they are intended to regulate those forms and instances that are most likely to meaningfully affect one or more of the purposes set forth above.

(G) These regulations do not entirely eliminate all of the harms that may be created by the installation and display of signs. Rather, they strike an appropriate balance that preserves ample channels of communication by means of visual display while still reducing and mitigating the extent of the harms caused by signs.

(1998 Code, § 66-360) (Ord. passed 9-5-2017)

**Statutory reference:**

*Outdoor advertising in sight of public highways, see VA Code §§ 33.2-1200 et seq.*

**§ 157.301 DEFINITIONS.**

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

**A-FRAME SIGN.** A two-faced chalkboard sign with supports that are connected at the top and separated at the base, forming an “A” shape. These are also referred to as **SANDWICH BOARD SIGNS**. They are included in the term **PORTABLE SIGN**.

**ABANDONED SIGN.** Any sign associated with a building, structure, or business, where the building or occupation permit or business license has expired and where the sign may be considered abandoned in the accordance with the law of the Commonwealth of Virginia.

**ADVERTISING.** Any words, symbol, color, or design used to call attention to a commercial product, service, or activity.

***ANIMATED SIGN.*** A sign or part of a sign that is designed to rotate, move, or appear to rotate or move.

***AWNING SIGN.*** A sign placed directly on the surface of an awning.

***BANNER.*** A temporary sign of flexible material designed to be installed with attachments at each of four corners.

***BOX SIGN.*** A sign contained in a box, transparent on one side, which is not more than four and a half square feet in area and not more than one foot deep.

***BUSINESS SIGN.*** A sign which directs attention to a product, service, or commercial activity available on the premises.

***CANOPY SIGN.*** A sign attached to a canopy.

***CHANGEABLE COPY SIGN.*** A sign or part of a sign that is designed so that characters, letters, or illustrations can be changed or rearranged without altering the face or surface of the sign.

***COMMERCIAL SIGN.*** A sign that advertises a business, product, service, or other commercial activity.

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***COMPREHENSIVE SIGN PLAN.*** A plan for the signage of a property that includes multiple tenants or owners with shared parking or other facilities, with special use permit (SUP) from Town Council.

***FEATHER SIGN.*** A lightweight, portable sign mounted along one edge on a single, vertical, flexible pole. The physical structure may resemble a sail, bow, or teardrop.

***FLAG.*** A piece of cloth or similar material, typically oblong or square, attachable by one edge to a pole or rope, and used as a symbol or decoration; this includes ***PENNANTS***.

***FLASHING SIGN.*** A sign that includes lights that flash, blink, or turn on and off intermittently.

***FREESTANDING SIGN.*** A non-portable sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.

***HEIGHT.*** The maximum vertical distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of: existing grade immediately prior to construction of the sign; or the newly established grade after construction, exclusive of any filling, berming, mounding, or excavating primarily for the purpose of mounting or elevating the sign.

***ILLEGAL SIGN.*** Any sign erected without a required permit or which otherwise does not comply with any provisions of this subchapter.

***ILLUMINATED SIGN.*** A sign that is backlit, internally lighted, or indirectly lighted, but does not include a neon sign.

**INFLATABLE SIGN.** Any sign which uses compressed or forced gas to provide support.

**MARQUEE.** A permanent structure projecting beyond a building wall at an entrance to a building or extending along and projecting beyond the building's wall and generally designed and constructed to provide protection against the weather.

**MARQUEE SIGN.** A sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed, or both types of lettering in use.

**MINOR SIGN.** A wall or freestanding sign, as per the tables in §§ 157.320 through 157.322 and not illuminated.

**MONUMENT SIGN.** A sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.

**NEON SIGN.** A sign containing exposed tubes filled with light-emitting gas.

**NONCONFORMING SIGN.** Any sign which was lawfully erected in compliance with applicable regulations of the town and maintained prior to the effective date of this chapter and which fails to conform to current standards and restrictions of this chapter.

**NON-RESIDENTIAL USE PROPERTY.** A property that at the time is being used for some purpose other than a residence, regardless of the zoning district in which the property is located. Properties within the B-1 zoning district that are used for activity that is subject to the transient occupancy tax shall be considered non-residential use property.

**OFF-PREMISES SIGN.** A sign that directs attention to a business, product, service, or activity conducted, sold, or offered at a location other than the premises on which the sign is erected.

**POLE SIGN.** A sign that is mounted on one or more freestanding poles.

**PORTABLE SIGN.** Any temporary sign not affixed to a building, structure, vehicle, or the ground. It does not include a flag or banner.

**PROJECTING SIGN.** Any sign, other than a wall, awning, or marquee sign, affixed to a building and supported only by the wall on which it is mounted.

**PUBLIC AREA.** Any public place, public right-of-way, any parking area, or right-of-way open to use by the general public, or any navigable body of water.

**RESIDENTIAL-USE PROPERTY.** A property that at the time is being used as a residence, regardless of the zoning district in which the property is located. Properties within the B-1 zoning district that are used for activity that is subject to the transient occupancy tax shall be considered non-residential use property.

**ROOF SIGN.** A sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

**SIGN.** Any device (writing, letter work or numeral, pictorial presentation, illustration or

decoration, emblem, device, symbol or trademark, flag, banner or pennant or any other device, figure, or character) visible to and designed to communicate information to persons in a public area. However, the term ***SIGN*** does not include architectural features, except those that identify products or services or advertise a business use. The term ***SIGN*** also does not include the display of merchandise for sale on the site of the display.

**SIGN FACE.** The portion of a sign structure bearing the message.

**SIGN STRUCTURE.** Any structure bearing a sign face.

**TEMPORARY SIGN.** A sign constructed of cloth, canvas, vinyl, paper, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground.

**VEHICLE OR TRAILER SIGN.** Any sign attached to or displayed on a vehicle, if the vehicle or trailer is used for the primary purpose of advertising a business establishment, product, service, or activity. Any such vehicle or trailer shall, without limitation, be considered to be used for the primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.

**WALL SIGN.** Any sign attached to a wall or painted on or against a flat vertical surface of a structure.

**WATERFRONT SIGN.** A sign facing the river on riverfront property.

**WINDOW SIGN.** Any sign visible outside the window and attached to or within 18 inches in front of or behind the surface of a window or door.

**YARD SIGN.** A temporary sign that is not attached to a structure or improvement.  
(1998 Code, § 66-361) (Ord. passed 9-5-2017)

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#### § 157.302 SIGNS REQUIRING A PERMIT.

(A) *Permit required.* A sign permit is required prior to the display and erection of any sign except as provided in § 157.303.

(B) *Application for permit.*

(1) An application for a sign permit shall be filed with the town on forms furnished by the town. The applicant shall provide sufficient information to determine if the proposed sign is permitted under this chapter and other applicable laws, regulations, and ordinances. An application for a temporary sign shall state the dates intended for the erection and removal of the sign.

(2) The Town Zoning Administrator or designee shall promptly process the sign permit application and approve the application, deny the application, or notify the applicant of deficiencies in the application within 20 business days after receipt. Any application that complies with all provisions of this chapter, the Building Code, and other applicable laws, regulations, and ordinances shall be approved.

(3) If the application is denied, the town shall provide a list of the reasons for the denial in writing. An application shall be denied for noncompliance with the terms of this chapter, the Building Code, or other applicable law, regulation, or ordinance.

(C) *Nonrefundable fee.* A nonrefundable fee as set forth in the uncodified fee schedule adopted by the Town Council shall accompany all sign permit applications.

(D) *Permit void after one year.* If a sign is not installed within one year following the issuance of a sign permit (or within 20 days in the case of a temporary sign permit), the permit shall be void. The permit for a temporary sign shall state its duration, not to exceed 20 days unless another time is provided in this chapter. The town may revoke a sign permit under any of the following circumstances:

(1) The town determines that information in the application was materially false or misleading;

(2) The sign as installed does not conform to the sign permit application; or

(3) The sign violates this chapter, the Building Code, or other applicable law, regulation, or ordinance.

(E) *Signs in Old and Historic Occoquan Overlay District.* All signs in the Old and Historic Occoquan Overlay District (HOD) require compliance with Architectural Review Board (ARB) guidelines except when a sign permit is not required as provided in § 157.303.

(F) *Comprehensive sign plans approval by Town Council.* The Town Council shall approve comprehensive sign plans in the B-1 District. The comprehensive sign plan shall establish the time, manner, and placement of signs, frequency of message changes, the materials, the hours of lighting, the height of signs, the total number of square feet of sign surface, and the number of signs to be placed on a site. Height of signs shall not be modified above the height permitted in this chapter. (1998 Code, § 66-362) (Ord. passed 9-5-2017) Penalty, see § 10.99

### § 157.303 SIGNS NOT REQUIRING A PERMIT.

A sign permit is not required for the following:

(A) Signs erected by a governmental body or required by law;

(B) Flags up to 16 square feet in size not containing any advertising, subject to limitations on their number contained elsewhere in this chapter; provided, that no freestanding pole shall be erected in the public right-of-way nor be within five feet of a service drive, travel lane, or adjoining street;

(C) The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with § 157.308(E);

(D) Temporary signs as follows:

(1) ~~For non-residential use property~~ One sign, no more than 16 square feet in area, located on property where a building permit is active;

~~(2) On residential-use property, one or more temporary signs with a total area of no more than eight square feet, and which are removed within 90 days after being erected. Once removed, temporary signs may not be erected again for 30 days; and~~

~~(3) On residential-use property, window signs, provided that the total extent of window signs do not obstruct more than 25% of the total area of all windows on each building façade.~~

~~(4) On any property for sale or rent, not more than one sign with a total area of up to 16 square feet and a maximum height of six feet when the sign abuts a road with a speed limit of 25 mph or less, and when the sign abuts a road with a speed limit greater than 25 mph not more than one sign with a total area of up to 32 square feet and a maximum height of eight feet;~~

~~(5) On any property~~ Official notices or advertisements posted or displayed by or under the direction of any public or court officer in the performance of his or her official or directed duties; provided, that all such signs shall be removed no more than ten days after their purpose has been accomplished;

~~(4) On residential use property, one or more temporary signs with a total area of no more than eight square feet, and which are removed within 90 days after being erected. Once removed, temporary signs may not be erected again; and~~

~~(5) On residential use property, window signs, provided that the total extent of window signs do not obstruct more than 25% of the total area of all windows on each building façade.~~

(E) Not more than four minor signs per parcel, consistent with the tables in §§ 157.320 through 157.322. Additional minor signs are permitted in certain districts with a permit;

(F) A-frame signs not in the public right-of-way, consistent with the tables in §§ 157.320 through 157.322;

(G) A permanent window sign, provided that the aggregate area of all window signs on each window or door does not exceed 25% of the total area of the window or door; and

(H) Box signs, consistent with the tables in §§ 157.320 through 157.322.

~~(I) Signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows, or wall edges of any building provided such lights are white, off-white, or a color commonly considered white. Lights other than white are permitted only from October 15 through February 15.~~

(1998 Code, § 66-363) (Ord. passed 9-5-2017)

#### § 157.304 PROHIBITED SIGNS.

In addition to signs prohibited elsewhere in this code or by applicable state or federal law, the following signs are prohibited.

(A) *General prohibitions.* General prohibitions include:

- (1) Signs that violate any law of the state relating to outdoor advertising;
- (2) Signs attached to natural vegetation;

(3) Signs simulating, or which are likely to be confused with, a traffic control sign or any other sign displayed by a public authority. Any such sign is subject to immediate removal and disposal by an authorized town official as a nuisance;

(4) Vehicle or trailer signs;

(5) Freestanding signs more than 15 feet in height;

(6) Vending machines within the Old and Historic Occoquan District that are outside of a wholly enclosed structure; and

(7) Any sign displayed without complying with all applicable regulations of this chapter.

(B) *Prohibitions based on materials.* Prohibitions based on materials include:

(1) Signs painted directly on a building, driveway, or road, except where expressly permitted by this chapter;

(2) Animated signs;

(3) Flashing signs;

(4) ~~Non-white colored~~ signs consisting of illuminated tubing or strings of lights outlining property lines or open sales areas, rooflines, doors, windows, or wall edges of any building, except ~~during the period October 15 through February 15 for temporary decorations not to exceed three months per year or not to exceed 60 consecutive days;~~

(5) Signs that emit smoke, flame, scent, mist, aerosol, liquid, or gas;

(6) Signs that emit sound;

(7) Any electronic sign that is generated by a series of moving images, such as a TV, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit;

(8) Strings of flags (two or more connected together) visible from, and within 50 feet of, any public right-of-way;

(9) Pole signs less than six feet in height;

(10) Feather signs;

(11) Inflatable signs;

(12) Illuminated signs, except for box signs; and

(13) Neon signs.

(C) *Prohibitions based on location.* Prohibitions based on location include:

(1) Off-premises signs;

(2) Signs erected on public land other than those approved by an authorized town official in writing, required by law without such approval, or permitted under VA Code § 24.2-310 E. Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign;

(3) Signs on the roof surface or extending above the roofline of a building or its parapet wall;

(4) Any sign which obstructs visibility for motorists or pedestrians at an intersection; and

(5) Window signs whose aggregate area on a window or door exceed 25% of the total area of the window or door.

(6) Commercial signs are not permitted as yard signs in commercial districts.  
(1998 Code, § 66-364) (Ord. passed 9-5-2017) Penalty, see § 10.99

#### § 157.305 MEASUREMENTS OF SIGN AREA AND HEIGHT.

(A) *Supports, uprights, or structures in determining sign area.* Supports, uprights, or structures on which any sign is supported shall not be included in determining the sign area unless such supports, uprights, or structures are designed in such a way as to form an integral background of the display; except, however, when a sign is placed on a fence, wall, planter, or other similar structure that is designed to serve a separate purpose other than to support the sign, the entire area of such structure shall not be computed. In such cases, the sign area shall be computed in accordance with the preceding provisions.

(B) *Sign area.*

(1) Sign area is calculated under the following principles.

(a) With signs that are regular polygons or circles, the area can be calculated by the mathematical formula for that polygon or circle. With signs that are not regular polygons or circles, the sign area is calculated using all that area within a maximum of three abutting or overlapping rectangles that enclose the sign face.

(b) The permitted area of a double-faced sign shall be considered to be the area on one side only. If one face contains a larger sign area than the other, the larger face shall be used in calculating the sign area. A double-faced sign must have an internal angle between its two faces of no more than 45 degrees.

(c) For projecting signs with a thickness of four inches or more, the sign area also includes the area of the visible sides of the sign, calculated as a rectangle enclosing each entire side view.

(2) The maximum height for any sign shall be 15 feet unless otherwise specified within this chapter.

(3) Maximum sign area is 16 square feet unless otherwise specified within this chapter. (1998 Code, § 66-365) (Ord. passed 9-5-2017) Penalty, see § 10.99

#### § 157.306 MAINTENANCE AND REMOVAL.

(A) All signs shall be constructed and mounted in compliance with the State Uniform Statewide Building Code, 13 VAC 5-63.

(B) All signs and components thereof shall be maintained in good repair and in a safe, neat, and clean condition.

(C) The Building Official may take action under the State Maintenance Code, after such notice as is provided by law, to address any sign which, in his or her opinion, has become insecure, in danger of falling, or otherwise unsafe, and, as such, presents an immediate threat to the safety of the public. If such action is necessary to render a sign safe, the cost of such emergency removal or repair shall be at the expense of the owner or lessee thereof as provided in Chapters 92 and 150 of this code.

(D) Where the use or business has ceased operating, the owner of the sign or property owner shall remove the sign within 60 days of the cessation of use or business operation, or remove/replace the sign face with a blank face until such time as a new use or business has resumed operating on the property.

(E) Any sign which becomes a safety hazard or which is not kept in a reasonably good state of repair shall be put in a safe and good state of repair within 30 days of a written notice to the owner and permit holder. Any sign which constitutes a nuisance may be abated by the town under the requirements of VA Code §§ 15.2-900, 15.2-906, and/or 15.2-1115. (1998 Code, § 66-366) (Ord. passed 9-5-2017) Penalty, see § 10.99

#### § 157.307 GENERAL REQUIREMENTS.

(A) *Placement.* Except as otherwise permitted, all freestanding signs shall leave a vertical clearance over any sidewalk of at least seven feet and shall not overhang any vehicular right-of-way.

(B) *Illumination.* All permitted signs may be indirectly lighted, unless such lighting is specifically prohibited in this subchapter. Box signs may be internally lighted.

(1) In the case of indirect lighting, the source shall be so shielded that it illuminates only the face of the sign. However, wall signs shall be indirectly illuminated or have shielded direct lighting, unless otherwise prohibited within this chapter. Indirect lighting shall consist of full cut-off or directionally shielded lighting fixtures that are aimed and controlled so that the directed light shall be

substantially confined to the sign to minimize glare, sky glow, and light trespass. The beam width shall not be wider than that needed to light the sign.

(2) Internal illumination shall be limited to the illumination standards for outdoor lighting in § 157.287. No sign shall be permitted to have an illumination spread of more than five-hundredths foot-candle at the lot line, shine into oncoming traffic, affect highway safety, or shine directly into a residential dwelling unit. In no event shall the illumination of any sign resulting from any internal or external artificial light source exceed 100 lumens. All lighting fixtures used to illuminate a sign shall be full-cutoff, as defined by the Illuminating Engineering Society of North America (IESNA), and shall have fully shielded or recessed luminaires with horizontal-mount flat lenses that prevent upward light scatter and protect the dark night sky.

(3) All illumination for signs shall comply with provisions of §§ 157.285 through 157.288.

(C) *Waterfront signs.* See chart in §§ 157.320 through 157.322.

(D) *Banners.* In the Old and Historic Occoquan District, banner colors shall be consistent with the ARB guidelines.

(1) A banner shall not contain more than four colors.

(2) Such banners shall be attached to an existing principal structure (with a clearance of at least 12 inches from the edge of the store or building) or sign pole. They must not obscure architectural features of the building (such as windows, railings, or ornamentation) and shall not exceed 16 square feet in total area. They may be hung in a horizontal or vertical manner and shall be attached at all four corners in a taut manner.

(3) Banner permits shall be for 20 consecutive days and no more than twice in one calendar year per property.

(4) Banners installed and used for special events and festivals sponsored by the town may be erected without a permit and shall be removed within two days after the event.

(E) *Flags.* In the Old and Historic Occoquan District, flags shall be attached to an existing principal structure or pole. They must not obscure architectural features of the building (such as windows, railings, or ornamentation).

(1998 Code, § 66-367) (Ord. passed 9-5-2017) Penalty, see § 10.99

### § 157.308 NONCONFORMING SIGNS.

(A) Signs lawfully existing on the effective date of this chapter or prior ordinances, which do not conform to the provisions of this chapter, and signs which are accessory to a nonconforming use shall be deemed to be nonconforming signs and may remain except as qualified below. The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. Upon notice from the Zoning Administrator, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into compliance with the current ordinance.

(B) No nonconforming sign shall be enlarged nor shall any feature of a nonconforming sign, such as illumination, be increased.

(C) (1) Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming sign.

(2) Nonconforming signs shall not be extended or structurally reconstructed or altered in any manner, except a sign face may be changed so long as the new face is equal to or reduced in height and/or sign area.

(D) No nonconforming sign shall be moved for any distance on the same lot or to any other lot unless such change in location will make the sign conform in all respects to the provisions of this subchapter.

(E) (1) A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding 50% of its area may be restored within two years after such destruction or damage but shall not be enlarged in any manner.

(2) If such sign is so destroyed or damaged to an extent exceeding 50%, it shall not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this subchapter.

(F) A nonconforming sign which is changed to becoming conforming or is replaced by a conforming sign shall no longer be deemed nonconforming, and thereafter such sign shall be in accordance with the provisions of this subchapter.

(G) A nonconforming sign structure shall be subject to the provisions of § 157.212. In addition, a nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or more. Such sign structure shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the Zoning Administrator or designee shall give the owner 15 days' written notice to remove it. Upon failure to comply with this notice, the Zoning Administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

(1998 Code, § 66-368) (Ord. passed 9-5-2017) Penalty, see § 10.99

#### § 157.309 NONCOMMERCIAL SIGNS.

Wherever this subchapter permits a sign with commercial content, noncommercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height, and construction.

(1998 Code, § 66-369) (Ord. passed 9-5-2017) Penalty, see § 10.99



**Occoquan - Land Usage**

<i>Table 2: Non-residential Use Property Signs</i>							
<i>Type</i>	<i>Flags</i>	<i>Temporary</i>	<i>Variable Message Signs</i>	<i>Permanent Box, Freestanding, Monument, Pole, Projecting, and Wall</i>	<i>Minor</i>	<i>Monument</i>	<i>Waterfront</i>
Size (each/total)	16 sf/no limit	8 sf/8 sf	16 sf/16 sf	16 sf/16 sf	1 sf/4 sf	16 sf	16 sf

(1998 Code, § 66-391) (Ord. passed 9-5-2017) Penalty, see § 10.99

**§ 157.321 COMMERCIAL DISTRICT SIGNS (B-1).**

(A) (1) Except as otherwise prohibited in this subchapter, provided otherwise in Table 3 below includes signs that are permitted in commercial districts, the following signs are permitted as accessory uses in commercial districts.

(2) In addition, up to one minor sign per business is permitted as a wall sign.

(B) Window signs are permitted up to 25% of the area of a window and count toward the maximum square footage of wall signs. Window signs are permitted only on the first floor of a building unless the business advertised is only on the floor where the window sign is displayed.

(C) Commercial signs are not permitted as yard signs in commercial districts.

<i>Table 3: Commercial Signs</i>						
<i>Type</i>	<i>Permanent-Box, Freestanding, Monument, Pole, Projecting, and Wall</i>	<i>Temporary</i>	<i>Flags</i>	<i>Minor</i>	<i>Waterfront</i>	<i>Marquee</i>
Duration	Unlimited	20 days	Unlimited	Unlimited	Unlimited	Unlimited
Illumination	Indirect	None	As required by law	None	Indirect	Backlit, internally or indirectly
Location	Wall, window sign, freestanding or affixed to mailbox	See § 157.303(D)	See § 157.303(B)	Wall, window, freestanding, or affixed to mailbox	Wall, window, freestanding, or affixed to mailbox	SUP req.
Maximum number	4 (with no flags)*	Unlimited**	4 (with no signs)*	4 signs total without a permit; up to 2 additional with a permit	Unlimited up to maximum size	1

<i>Table 3: Commercial Signs</i>						
<i>Type</i>	<i>Permanent-Box, Freestanding, Monument, Pole, Projecting, and Wall</i>	<i>Temporary</i>	<i>Flags</i>	<i>Minor</i>	<i>Waterfront</i>	<i>Marquee</i>
Maximum height	6 ft	6 ft	15 ft	6 ft	Height of building	Height of building
Setback	None	See § 157.303(D)	See § 157.303(B)	None	None	None
Size (each)	16 sf (except box signs, which are limited to 4.5 sf by definition)	16 sf total for commercial use property; 8 sf total for residential use property	16 sf	1 sf total	Total: 2 sf/linear foot of building riverfront width, divided into as many signs as occupant wishes	SUP req.
SUP req.	No	No	No	No	No	Yes
Table notes: *: Maximum number is a combination of signs and flags. There shall be no more than four signs and/or flags on any one property at a given time. **Commercial signs are not permitted as yard signs in commercial districts.						

(1998 Code, § 66-392) (Ord. passed 9-5-2017) Penalty, see § 10.99

**§ 157.322 HISTORIC DISTRICT SIGNS.**

(A) In the Old and Historic Occoquan District, a certificate of appropriateness is required before erection or alteration of any structure.

(B) Repair of an existing sign, or replacement of an existing sign with like materials and colors, does not require a certificate of appropriateness.

(1998 Code, § 66-393) (Ord. passed 9-5-2017) Penalty, see § 10.99

**SIGNS; ADMINISTRATION**

**§ 157.335 SIGN PERMIT PROCEDURES.**

(A) *Applicability.* A sign permit shall be required for all signs erected after December 12, 1995, except for those signs specifically excluded from the sign permit requirements as provided in § 157.307.

(B) *Filing of application; fees.* Applications for sign permits shall be filed on a form provided by the town by the applicant or his or her agent. Applications for permits for signs in the Old and Historic Occoquan District shall be subject to review and approval by the Architectural Review Board. All applications for permits for signs outside the Old and Historic Occoquan District shall be subject to the review and approval of the Town Zoning Administrator, and shall contain information required in division (C) below, and shall be accompanied by a fee, as established from time to time by resolution of the Town Council.

(C) *Information required.* All applications for sign permits shall contain or have attached thereto the following information in either written or graphic form:

- (1) Name, address, and telephone number of the sign erector and the sign owner;
- (2) Positions of the sign in relation to adjacent lot lines, buildings, sidewalks, streets, and intersections;
- (3) Type of sign and general description of structural design and construction materials to be used; and
- (4) Drawings of the proposed sign, which shall contain specifications indicating the height, perimeter, and area dimensions, means of support, method of illumination, colors, and other significant aspects of the proposed sign.

(D) *Inspections.* A final inspection shall be completed after installation of approved signs. Any discrepancies between the approved sign and the sign as constructed shall be identified and may result in the halt of construction or sign removal, if so ordered by the town.

(E) *Revocations.* The town may revoke a permit or approval if it is found that there has been concealment or misrepresentation of material facts in either the application or plans. (1998 Code, § 66-401) (Ord. passed 9-5-2017) Penalty, see § 10.99

#### § 157.336 TEMPORARY SIGN PERMIT PROCEDURES.

(A) All applications for signs requiring the issuance of a temporary sign permit, as established in § 157.308~~2~~, shall contain all information requested by the ~~Town Architectural Review Board~~ prior to the issuance of such permit. The approved permit shall include the expiration date of the temporary permit. The applicant may request extensions of the permit for good cause. Temporary signs remaining after the expiration of the permit shall be shall be removed by the applicant or property owner. If the applicant or property owner fails to do so, after a reasonable attempt to notify the property owner, the Town may enter upon the property upon which the sign is located and remove the sign, with the cost of such removal chargeable to the owner of the property, considered obsolete.

(B) All applications for banners, as established in § 157.308~~2~~, shall contain all information requested by the town prior to the issuance of such permit. The approved permit shall include the expiration date of the temporary permit. The applicant may request extensions of the permit for good cause. Banners remaining after the expiration of the permit shall be shall be removed by the applicant or property owner. If the applicant or property owner fails to do so, after a reasonable attempt to notify the property owner, the Town may enter upon the property upon which the banner is located and

~~remove the banner, with the cost of such removal chargeable to the owner of the property, considered~~

~~obsolete.~~

(1998 Code, § 66-402) (Ord. passed 9-5-2017) Penalty, see § 10.99

**§ 157.337 EXPIRATION OF SIGN PERMITS; SIGNS NOT CONSTRUCTED.**

(A) A sign permit shall expire and become null and void if the approved sign is not erected within a period of 12 months from the date the permit was originally issued. The town may grant one extension of the sign permit for a period of six months, but in no case shall a permit be valid for more than a total of 18 months. Extensions may be granted only when the proposed sign is in compliance with all current applicable regulations.

(B) A sign permit shall expire and become null and void if the sign is deemed to be an abandoned sign in accordance with the Town Code. Upon the sign being deemed abandoned the sign shall be removed by the owner of the property on which the sign is located, if notified by the Town to do so. If the Town has made a reasonable attempt to notify the property owner, the Town may enter upon the property upon which the sign is located and remove the sign, with the cost of such removal chargeable to the owner of the property.

(1998 Code, § 66-403) (Ord. passed 9-5-2017)

**§ 157.338 VARIANCES TO SIGN REGULATIONS NOT PERMITTED.**

(There is no text for this section.)

(1998 Code, § 66-404) (Ord. passed 9-5-2017)

**§ 157.339 REMOVAL OF SIGNS.**

(A) *Illegal signs.* The town may remove or order the removal of any illegal sign at the expense of the property owner.

(B) *Structurally unsafe signs.* Whenever in the opinion of the Zoning Administrator or building official, board a sign becomes structurally unsafe or endangers the safety of a building or premises, or endangers the public safety, or is in need of maintenance, the Zoning Administrator shall order that such sign be made safe, repaired, or removed. Such order shall be complied with within five days of receipt of the order by the person owning or using the sign or the owner of the building or premises on which such unsafe sign is affixed or erected.

(1998 Code, § 66-405) (Ord. passed 9-5-2017) Penalty, see § 10.99



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> March 4, 2020
<b>8 D: Request to Approve Amendment to Chapter 71 of the Town Code, Licensing Requirements for Parked Vehicles</b>	

**Explanation and Summary:**

There is a public safety and general welfare issue created by vehicles illegally parked in public parking lots within the Town. The Police Department regularly enforces parking violations within Town; however, recently an issue was identified related to the ability of the Police to remove illegally parked vehicles from public parking lots.

The current Town Code provides that vehicles may be towed away by the Town at the owner's expense after two consecutive days if "parked on any public thoroughfare, street, or alley within the town limits."

Currently, there are a number of illegally parked vehicles/trailers that are parked in public parking lots but have not been removed because of the identified issue with the wording of the Town Code.

The proposed ordinance amendment will add public "property" and "parking area" to the Town Code which will create consistency with § 74.01 which permits towing on any on public property and address the safety and welfare issue.

**Chief of Police Recommendation:** Recommend adoption.

**Town Attorney Recommendation:** Recommend adoption.

**Town Manager Recommendation:** Recommend adoption.

**Proposed/Suggested Motion:**

"I move to adopt the proposed Ordinance #O-2020-01 to amend Chapter 71 of the Town Code, specifically §71.06 as reflected in the attachment presented at the March 4, 2020 Regular Business Meeting."

OR

Other action Council deems appropriate.

**Attachments: (1)** Proposed Ordinance  
Photos of illegally parked vehicles

Current Code -

§ 71.06 LICENSING REQUIREMENTS FOR PARKED VEHICLES.

*It shall be unlawful for any motor vehicle to be parked on any public thoroughfare, street, or alley within the town limits unless such vehicle has a valid state license plate, state emissions, or other inspection sticker if required by law and, if otherwise required by the provisions of this chapter, a valid town decal. If such violation continues for more than two consecutive days, such motor vehicle may be towed away by the town at the owner's expense. (1998 Code, § 62-42) Penalty, see § 71.99*

Proposed Code -

§ 71.06 LICENSING REQUIREMENTS FOR PARKED VEHICLES.

It shall be unlawful for any motor vehicle to be parked on any public property, thoroughfare, street, alley, or parking area within the town limits unless such vehicle has a valid state license plate, state emissions, or other inspection sticker if required by law and, if otherwise required by the provisions of this chapter, a valid town decal. If such violation continues for more than two consecutive days, such motor vehicle may be towed away by the town at the owner's expense. (1998 Code, § 62-42) Penalty, see § 71.99



## ORDINANCE # O-2020-01

### AN ORDINANCE TO AMEND CHAPTER 71 OF THE TOWN CODE GENERALLY RELATING TO LICENSING REQUIREMENTS FOR PARKED VEHICLES

**WHEREAS**, there is a public safety, and general welfare issue in Town created by vehicles illegally parked in public parking lots, and

**WHEREAS**, the Town Code currently provides that vehicles can be towed by the Town at the Owner's expense after two consecutive days if "parked on any public thoroughfare, street, or alley within the Town limits", and

**WHEREAS**, currently there are a number of illegally parked vehicles/trailers that are parked in public parking lots, and

**WHEREAS**, the proposed ordinance amendment will add "public property" and "parking area" to the Town Code Section 71.06, which will create consistency with Section 74.01 of the Town Code which permits towing on any public property, and will enable the Town to properly address the public safety and general welfare concerns that are created by illegally parked vehicles,

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in Regular Business session this 4th day of March, 2020:

1. That the Town Council hereby amends Town Code Chapter 71, specifically §71.06 as follows:

#### Section 71.06 Licensing Requirements for Parked Vehicles

It shall be unlawful for any motor vehicle to be parked on any public **property**, thoroughfare, street, alley, **or parking area** within the town limits unless such vehicle has a valid state license plate, state emissions, or other inspection sticker if required by law and, if otherwise required by the provisions of this chapter, a valid town decal. If such violation continues for more than two consecutive days, such motor vehicle may be towed away by the town at the owner's expense. (1998 Code, §62-42) Penalty, see §71.99.

2. That this ordinance is effective April 4, 2020.

BY ORDER OF THE TOWN COUNCIL

Regular Business Meeting

Date: March 4, 2020

**RE: AN ORDINANCE TO AMEND CHAPTER 71 OF THE TOWN CODE  
GENERALLY RELATING TO LICENSING REQUIREMENTS FOR PARKED  
VEHICLES**

**MOTION:**

**SECOND:**

**ACTION: Adopt Ordinance O-2020-01**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

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

**Town Clerk**