



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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Occoquan, VA 22125  
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## Occoquan Town Council Town Council Meeting September 7, 2021 | 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. Special Presentations**
  - a. Request to Adopt Resolution of Appreciation and Recognition to Ms. Betsy Merklein on the Occasion of her Retirement
  - b. Request to Adopt Resolution of Remembrance of the 20<sup>th</sup> Anniversary of September 11th
  - c. FY 2020 Draft Financial Audit Presentation
- 5. Consent Agenda**
  - a. July 6, 2021 Meeting Minutes
  - b. Request to Accept DMV NHTSA Highway Safety Grants
  - c. Request to Accept FYE 2020 Financial Audit
  - d. Request to Approve Site Plan SP-2021-006, 102 Poplar Lane
  - e. Request to Approve an Encroachment License with 203 Union Street LLC
- 6. Mayor's Report**
- 7. Councilmember Reports**
- 8. Boards and Commissions**
- 9. Administrative Reports**
  - a. Administrative Report
  - b. Town Treasurer's Report
  - c. Town Attorney
- 10. Regular Business**
  - a. Request to Approve Site Plan SP-2021-005, Occoquan Beer Garden
  - b. Request to Approve Site Plan SP-2021-008, 301 Commerce Street
  - c. Request to set Public Hearing Date for Town Charter Update
  - d. Request to Approve Updated Architectural Review Board Design Guidelines
  - e. Request to Adopt a Resolution to Refer Subdivision and Site Plan Amendments to the Planning Commission, Relating to Land Development Process

**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).*

- f. Request to Allow Installation of Historic Marker within the Town Addressing Valentine Peyton
- g. Request to Appoint Members to the Board of Zoning Appeals
- h. Request to Appoint a Member to the Planning Commission

**11. Closed Session**

**12. Adjournment**

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO  
MS. BETSY MERKLEIN ON THE OCCASION OF HER RETIREMENT**

**WHEREAS**, Ms. Betsy Merklein in 1985 opened her business Personally Yours offering her hand-crafted products, and thereupon participated in arts and crafts shows throughout the Northern Virginia region, including the Occoquan Arts and Crafts Shows; and

**WHEREAS**, in 1992, after participating in a number of Occoquan Arts and Crafts Shows, Ms. Merklein leased space at 306 Commerce Street and opened her first brick and mortar store front in the Town of Occoquan; and

**WHEREAS**, over the years Personally Yours grew and flourished and moved to 308 Mill Street in 2006, and then to its current location at 402 Mill Street in 2015 where the business now offers an extensive line of home accessories and gifts; and

**WHEREAS**, Ms. Merklein has been an integral part of the Occoquan community for the past 30 years, dedicating her time and talents for the betterment of the community including organizing the Town's participation in the Untrim-A-Tree program since 1986, serving for two years as the Arts and Crafts Show Chair, and assisting with organizing a host of community and business events; and

**WHEREAS**, Ms. Merklein has served in several leadership positions within the Occoquan Merchants Guild including as President, Vice-President, and Secretary, and also serves on the Guild's Events Committee, which partners with the Town to develop and implement many community events; and

**WHEREAS**, Ms. Merklein's efforts, energy, and passion have earned her the respect and gratitude of the Occoquan business community, residents, Town staff, and several Occoquan Town Councils; and

**WHEREAS**, the Town of Occoquan wishes to express its profound and sincere appreciation to Ms. Merklein, and to her husband Jack, for their dedicated service to the Occoquan community; and

**WHEREAS**, we all hope that the Merkleins will continue to be active participants in the Occoquan community.

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

**Adopted by the Town Council of the Town of Occoquan, Virginia this 7<sup>th</sup> Day of September 2021.**

**MOTION:**

**DATE: September 7, 2021  
Town Council Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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

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**Michele White, Town Clerk**

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION OF REMEMBRANCE  
OF THE 20TH ANNIVERSARY OF SEPTEMBER 11TH**

**WHEREAS**, the Occoquan Town Council expresses their support for remembrance beginning at 9:00 a.m. Eastern Daylight Time on September 11, 2021, in honor of the 20th anniversary of the terrorist attacks committed against the United States on September 11, 2001; and

**WHEREAS**, at 8:46 a.m., on September 11, 2001, hijacked American Airlines Flight 11 crashed into the upper portion of the North Tower of the World Trade Center in New York City, New York; and

**WHEREAS**, 17 minutes later, at 9:03 a.m., hijacked United Airlines Flight 175 crashed into the South Tower of the World Trade Center; and

**WHEREAS**, at 9:37 a.m., the west wall of the Pentagon was hit by hijacked American Airlines Flight 77, the impact of which caused immediate and catastrophic damage to the headquarters of the Department of Defense; and

**WHEREAS**, at approximately 10:00 a.m., the passengers and crew of hijacked United Airlines Flight 93 acted heroically to retake control of the airplane and thwart the taking of additional American lives by crashing the airliner in Shanksville, Pennsylvania, and, in doing so, gave their lives to save countless others; and

**WHEREAS**, countless fire departments, police departments, first responders, governmental officials, workers, emergency medical personnel, and volunteers responded immediately and heroically to those horrific events; and

**WHEREAS**, twenty years later, the people of Town of Occoquan and people around the world continue to mourn the tremendous loss of innocent life on that fateful day; and

**WHEREAS**, twenty years later, thousands of men and women in the United States Armed Forces remain in harm's way defending the United States against those who seek to threaten the United States; and

**WHEREAS**, on the 20th anniversary of this tragic day, the thoughts of the people of the Town of Occoquan are with all of the victims of the events of September 11, 2001 and their families; and

**NOW, THEREFORE BE IT RESOLVED** that the Town of Occoquan Town Council recognizes September 11, 2021, as a day of solemn commemoration of the events of September 11, 2001, and a day to come together as a Nation; and

(1) offers its deepest and most sincere condolences to the families, friends, and loved ones of the innocent victims of the September 11, 2001, terrorist attacks; and

(2) honors the heroic service, actions, and sacrifices of first responders, law enforcement personnel, state and local officials, volunteers, and countless others who aided the innocent victims of those attacks and, in doing so, bravely risked and often gave their own lives; and

(3) recognizes the valiant service, actions, and sacrifices of United States personnel, including members of the United States Armed Forces, the United States intelligence agencies, the United States diplomatic service, homeland security and law enforcement personnel, and their families, who have given so much, including their lives and well-being, to support the cause of freedom and defend the security of the United States; and

(4) wishes to recognize and honor those members of Occoquan VFW Post 7916 who served in the resulting war in Afghanistan and in countless other operations against terrorist threats.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 7th day of September, 2021.**

**MOTION:**

**DATE:**

**SECOND:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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

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**Michele L. White, Town Clerk**



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, July 6, 2021**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Krys Bienia, Cindy Fithian, Laurie Holloway (remotely), and Eliot Perkins

**Absent:** None

**Staff:** Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Manuel Casillas, Town Treasurer; Michele White, Town Clerk

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:05 p.m. Due to personal reasons, Councilmember Holloway participated remotely from South Dakota in accordance with Town ordinances.

Mayor Porta requested unanimous consent to add to the agenda a vote on adopting an ordinance establishing procedures for participation in meetings by electronic communications.

**Councilmember Fithian moved to adopt the Ordinance Establishing Procedures for Participation in Meetings by Electronic Communications. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None.

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

Mr. Lance Houghton, 127 Washington Street, spoke about the Rockledge property and a safety inspection conducted by Prince William County.

Mr. Rick Torres, 264 Gaslight Landing Court, stated he was in support of Council's approval of the Special Use Permits for the Mill at Occoquan Project and encourage support of all restaurants in Town.

Mr. Dan Domenech, 254 Gaslight Landing Court, spoke to the work and effort in support of the Mill at Occoquan Project.

Mr. Walt Seiberling, 107 Poplar Lane, echoed the previous two speakers. Mr. Seiberling also spoke about the VDOT STARS Study Citizen's Survey regarding the proposed intersection options and traffic impacts on the town.

Mr. Henry Brinton, 223 Mill Street, thanked the town for working on the Mill at Occoquan project.

Former Mayor Elizabeth Quist, 116 Edgehill Drive, expressed her and her husband's support of the Mill at Occoquan Project with the developer's recent improvements. She also stated concerns if Council does not approve the project.

Mayor Porta stated he would ask VDOT to do a presentation on the STARS study for Route 123 and Old Bridge Road and the options included in the study.

#### 4. SPECIAL PRESENTATION

- a. Request to Adopt Resolution of Congratulations to VFW Post 7916 on the Occasion of their 75<sup>th</sup> Anniversary

**Councilmember Fithian moved to adopt the Resolution. Councilmember Holloway seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember Bienia, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None.

#### 5. CONSENT AGENDA

- a. June 15, 2021 Meeting Minutes

**Councilmember Perkins moved approval of the Consent Agenda. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

#### 6. MAYOR'S REPORT

Mayor Porta reported the following:

- In January he was appointed to the Prince William County Schools' (PWCS) Superintendent's Advisory Commission on Sustainability and subsequently appointed Chair of the Subcommittee on Collaboration with the County. In that capacity on June 2, he spoke at the Board of County Supervisors meeting in support of Occoquan Supervisor Boddye's resolution regarding the establishment of a Joint Environmental Taskforce between PWCS and the County, which passed unanimously. He also noted that he has been appointed to a PWCS committee tasked with developing curriculum materials for commemorating the 20<sup>th</sup> Anniversary of 9-11.
- On June 3 he participated in the Crisis Stakeholders Stabilization Meeting with Supervisor Andrea Bailey of the Potomac District.
- On June 5 & 6 he volunteered at the town's Artisans Market.
- On June 19 he attended a Patriots for Disabled Divers reception.
- On June 19 he attended the concert at River Mill Park by Monallo.
- On June 25 he emceed Trivia Night with Dr. Bienia and noted that 29 teams were in attendance as the event continues to increase in popularity.
- On June 26 he participated in VFW Post 7916's 75th Anniversary Celebration, noting that the Post is designated as an All-American Post, landing them in the top one percent of 6,000 Posts worldwide.

#### 7. COUNCILMEMBER REPORTS

Vice Mayor Loges, Councilmembers Bienia, Holloway and Perkins had no reports.

Councilmember Fithian spoke in positive support of the Artisan Markets, noted that she is looking forward to the Fall Arts & Crafts Show which she believes will draw many people and much needed revenue, and remarked that she thoroughly enjoyed Trivia Night.

## 8. BOARDS AND COMMISSIONS REPORTS

Brenda Seefeldt reported that the Architectural Review Board did not meet in June.

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

## 9. ADMINISTRATIVE REPORTS

### a. Administrative Report

Mayor Porta asked if there were any questions for Ms. Jovanovich.

Mayor Porta noted that it has been alleged by some members of the public that the Town is attempting to change the FEMA flood insurance map and asked for clarification on the issue from staff. Mr. Reese stated that the town is suggesting edits to name unnamed streams on the map.

The Mayor requested an update on the George Mason University project, specifically the recommendation of a junction box at the culvert on Poplar Lane. Mr. Reese responded that the student recommendation was an attempt to solve a problem that does not really exist, which was to determine the culvert size needed to replace the existing five culverts under Poplar Lane. The solutions did not resolve the methods to prevent or reduce sediment from reaching the river. The exercise was a benefit to the students going through the engineering calculations to establish stormwater runoff and determine an appropriate means of conveying that runoff under the road.

### b. Town Treasurer Report

Mr. Casillas provided a written Treasurer's report.

Mayor Porta asked about the increase in BPOL and other delinquencies and asked if this was due to timing. Mrs. Jovanovich confirmed that it was.

Mayor Porta asked if staff anticipated that the funds transfer included in the FY2021 budget was going to be needed. Mrs. Jovanovich stated that staff is still reviewing; however, she is not anticipating a transfer greater than budgeted.

### c. Town Attorney

Mr. Crim provided a written report. There were no questions.

## 10. REGULAR BUSINESS

### a. Request to Adopt Resolution(s) Regarding The Mill at Occoquan Special Use Permit Applications SE-2018-01 and SE-2018-03

Mr. Perkins asked the Town Manager to read R-2021-07B, Resolution Approving the Application by Mid-Atlantic Real Estate Investments, Inc. for Two Special Use Permits for the Mill at Occoquan Development, with conditions, into the record.

Mrs. Jovanovich read Resolution R-2021-07B, including the following conditions:

1. Staff recommended condition #6 is replaced with the following: The Riverwalk shall be constructed by the Applicant and developed simultaneously with the development of the remaining site and be completed and opened to free public access before the occupancy of 75 percent of the residential units. The width and length shall be as generally shown on the Preliminary Site Plan. The surface of the construction shall be of suitable material approved by the Town Manager as to safety and durability and by the Architectural Review Board as to aesthetics.
2. Staff recommended condition #9 is replaced with the following: On-Street parking along Mill Street will be maintained to the greatest extent possible, including during construction. The Town may approve on-street parking upon request pursuant to Virginia Code § 15.2-2014 and/or Town Code § 93.01.
3. Staff recommended condition #10 is replaced with the following: Construction will be temporarily suspended at the request of the Town Manager for Town events as identified in advance by the Town Manager.
4. The following condition is added as condition #19: Applicant shall incorporate in relevant covenants and require inclusion in sale and tenancy documents notice to residential and commercial users of the project that the Town holds at least two events annually (and reserves the right to hold more) that will prevent the user from moving vehicles into or from the parking facility of the building for a period of at least two days per event.
5. The following condition is added as condition #20: Applicant shall incorporate in relevant covenants and require inclusion in sale and tenancy documents notice to residential and commercial users of the project that the Town currently maintains time-parking restrictions in the district in which the project is located and owners/tenants of the building will not be eligible to receive Visitor Parking Passes under the Occoquan Timed Parking Program On-Street and Off-Street Parking Regulations.

**Councilmember Perkins moved to adopt Resolution R-2021-07B. Vice Mayor Loges seconded.**

Mayor Porta asked if there was any discussion.

Councilmember Perkins noted the many meetings, discussions, questions, and numerous renditions provided by the applicant. As Chairperson of the Planning Commission and a proud member of the Town Council, Councilmember Perkins stated that he has taken substantial responsibility in the process due to the high importance and fundamental impact the development will have on Occoquan.

Vice Mayor Loges recognized the hard work of staff throughout the three-year process. Vice Mayor Loges also recognized the diligence of Councilmember Perkins, dedicating countless hours to the process. She stated that that first rendition of the project was a "non-starter". Vice Mayor Loges described the Town's Comprehensive Plan as "the desire of the people" and noted specifics from the Plan and the Riverwalk along riverfront property. She mentioned three issues related to the development of the property, and that she believes that the Mill at

Occoquan Projects meets these three specific requirements in the Comprehensive Plan. She believes that this project, while not perfect, is in harmony with the Town's Comprehensive Plan and she asks her fellow Councilmembers to join her in approving both Special Use Permits.

Councilmember Bienia thanked the developer, Town Staff and Councilmember Perkins.

Councilmember Fithian stated that while she started as a "no" on the project, she recognizes that the developer has made multiple changes and that she will vote in the affirmative.

Councilmember Holloway stated that the points made here were excellent. She added that she appreciates the local comments from town citizens. She noted that she was a member of ARB when the first iteration was presented and appreciates the hard work of both the ARB and the Planning Commission. She agrees with the Comprehensive Plan comments and that it is a road map that this Council should follow. Finally, she asks that this project becomes a "lesson learned in transparency" in communicating changes moving forward.

Mayor Porta asked that the record show that the town received 16 written comments via email in support of the project.

Mayor Porta thanked the developer and his team, all of the members of the Boards and Commissions who worked on this project, and Town Staff, Councilmembers, and members of the public.

Mayor Porta stated that a motion to adopt Resolution R-2021-07B has been made by Councilmember Perkins and seconded by Vice Mayor Loges. With no further discussion, Mayor Porta asked Ms. White to call the roll.

**The motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember, Bienia, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None.

**Councilmember Perkins made a motion to adopt R-2021-08 a non-binding resolution memorializing the development promises by Mid-Atlantic Real Estate Investments, Inc. related to the Mill at Occoquan development. Vice Mayor Loges seconded. The motion passed unanimously by roll call vote.**

**Ayes:** Vice Mayor Loges, Councilmember, Bienia, Councilmember Fithian, Councilmember Holloway, Councilmember Perkins

**Nays:** None.

Mayor Porta clarified that the items included in R-2021-08 are not conditions, but a non-binding resolution that memorializes certain discussions with the Developer.

**b. Request to Approve The Mill at Occoquan Preliminary Site Plan PSP-2018-01**

Vice Mayor Loges made a motion to approve the Preliminary Site Plan PSP-2018-01 dated May 13, 2021. Councilmember Fithian seconded the motion. Motion passed unanimously by voice vote.

**c. Request to Award RFP-2021-01 Trash, Recycling, Bulk and Yard Waste Collection**

Councilmember Bienia made a motion to award RFP-2021-01 to Bates Trucking and Trash Company, Inc. for weekly refuse, recycling, bulk, and yard waste collection within the Town of Occoquan. Councilmember Holloway seconded the motion. Motion passed unanimously by voice vote.

**d. Request to Approve Revised Architectural Review Board Design Guidelines**

Mrs. Jovanovich noted that these were last updated in 2015; however, the guidelines were not considered by the Town Council at the time. Mrs. Seefeldt did not have any comments.

Councilmember Perkins asked about holding another work session for more feedback and improvement. Vice Mayor Loges agreed.

The Town Attorney stated that Ms. Seefeldt has indicated that she is fine with the document as it is and if Council is going to refer it back to the ARB for further action, then Council should give direction to the ARB on what needs further attention.

Mayor Porta stated that he is concerned that the current adopted guidelines are from 2005 and his preference is to adopt the document as it is now and request that the current ARB review these guidelines and provide revised guidelines to the Town Council at a future meeting.

**Councilmember Fithian made a motion to approve the revised Architectural Review Board Design Guidelines as presented. Councilmember Perkins seconded the motion. Motion passed unanimously by voice vote.**

**11. CLOSED SESSION**

No items scheduled.

Mayor Porta requested unanimous consent to add to the agenda a vote canceling the July 20 and August 3, 2021 Town Council meetings.

**Councilmember Bienia made a motion to cancel the July 20 and August 3, 2021 Town Council Meetings. Councilmember Holloway seconded the motion. The motion passed unanimously by voice vote.**

**12. ADJOURNMENT**

The meeting was adjourned at 8:20 p.m.



## TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>5. Consent Agenda</b>	<b>Meeting Date:</b> September 7, 2021
<b>5 B: Request to Accept DMV NHTSA Highway Safety Grants</b>	

**Attachments:**                   a. None

**Submitted by:**                   Adam Linn  
   Chief of Police

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**Explanation and Summary:**

This is a request to accept the Department of Motor Vehicle's (DMV) pass-through grant from the National Highway Safety Traffic Safety Administration's (NHTSA) highway safety grants.

Three grant applications were submitted for funding to supplement the Town's public safety education and enforcement in the areas of impaired driving, speeding, and pedestrian/bicyclist enforcement. The Town received grant agreements in response to those applications. The federal funds obligated under these grants are as follows:

- Selective Enforcement – Speed federal funding \$6,500
- Selective Enforcement – Alcohol Impaired driving federal funding \$4,800
- Selective Enforcement – Pedestrian/Bicyclist federal funding \$3,500

The grants require a fifty percent soft match from the Town totaling \$7,400 and is expected to come from funds budgeted under vehicle fuel and maintenance.

The grants are cost reimbursement.

**Staff Recommendation:**     Recommend acceptance.

**Cost and Financing:**   \$22,200 (\$14,800 to be reimbursed)

**Account Number:**              Public Safety Labor \$11,200 / Equipment \$2,300 / Training  
  \$1,300 / Fuel and Maintenance \$7,400

**Proposed/Suggested Motion:**

"I move to accept the grant funds from the DMV pass-through grants from the National Highway Safety Traffic Safety Administration."

OR

Other action Council deems appropriate



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>5. Consent Agenda</b>	<b>Meeting Date:</b> September 7, 2021
<b>5C:</b> Request to Accept FYE 2020 Financial Audit	

**Attachments:** a. FYE 2020 Draft Financial Audit

**Submitted by:** Manuel Casillas  
Town Treasurer

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#### Explanation and Summary:

The review of the FYE 2020 financials has been completed and a representative from Robinson, Farmer, Cox & Associates will provide a presentation of the audit. This is an opportunity for Council to be briefed on the status of the report and have any questions addressed.

**Staff Recommendation:** Recommend acceptance.

#### Proposed/Suggested Motion(s):

"I move to accept the Fiscal Year End June 30, 2020 Financial Report."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA**

**FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2020**

**DRAFT**

**TOWN OF OCCOQUAN, VIRGINIA**

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**TOWN COUNCIL**

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Earnest W. Porta Jr., Mayor

Jenn Loges, Vice-Mayor

Krys Bienia

Cindy Fithian

Laurie Holloway

Eliot Perkins

**OFFICIALS**

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Kirstyn Jovanovich, Town Manager

Manuel Casillas, Town Treasurer

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**TOWN OF OCCOQUAN, VIRGINIA**

Financial Report  
Year Ended June 30, 2020

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TOWN OF OCCOQUAN, VIRGINIA

Financial Report  
Year Ended June 30, 2020

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DRAFT

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## INDEPENDENT AUDITORS' REPORT

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**TO THE HONORABLE MEMBERS OF THE TOWN COUNCIL  
TOWN OF OCCEOQUAN, VIRGINIA  
OCCEOQUAN, VIRGINIA**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Town of Occoquan, Virginia, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Occoquan, Virginia's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Town of Occoquan, Virginia, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## *Other Matters*

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that budgetary comparison information on page 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Town of Occoquan, Virginia's basic financial statements. The supporting schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supporting schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated DRAFT, on our consideration of Town of Occoquan, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Town of Occoquan, Virginia's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Occoquan, Virginia's internal control over financial reporting and compliance.

Fredericksburg, Virginia

DRAFT

DRAFT

Basic Financial Statements

DRAFT

Government-wide Financial Statements

DRAFT

## TOWN OF OCCOQUAN, VIRGINIA

## Exhibit 1

Statement of Net Position  
At June 30 2020

	<b>Governmental Activities</b>
<b>Assets:</b>	
Cash and cash equivalents	\$ 636,301
Restricted cash	100,000
Accounts receivables	50,229
Taxes receivables	2,039
Due from other governments	198,558
Capital assets:	
Land	1,081,564
Other capital assets, net of accumulated depreciation	<u>1,885,351</u>
Capital assets, net	<u>\$ 3,193,071</u>
Total assets	<u>\$ 4,180,198</u>
<b>Liabilities:</b>	
Accounts payable	\$ 199,567
Accrued payroll	3,807
Refunds payable	9,224
Unearned revenues	88,099
Long-term liabilities:	
Due within one year	3,351
Due in more than one year	<u>60,912</u>
Total liabilities	<u>\$ 364,960</u>
<b>Net Position:</b>	
Investment in capital assets	\$ 3,193,071
Restricted - Mamie Davis funds	100,000
Unrestricted	<u>522,167</u>
Total net position	<u>\$ 3,815,238</u>

The accompanying notes to financial statements are an integral part of this statement.

Statement of Activities  
Year Ended June 30, 2020

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Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position				
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government				
					Governmental Activities				
<b>Primary Government:</b>									
<b>Governmental activities:</b>									
General government administration	\$ 460,342	\$ -	\$ -	\$ -	\$ -	(460,342)			
Public safety	295,581	234,599	49,173	-	-	(11,809)			
Public works	204,112	5,759	814	-	-	(197,539)			
Parks, recreation, and cultural	152,164	-	-	184,508	-	32,344			
Interest on long-term debt	3,199	-	-	-	-	(3,199)			
Total governmental activities	\$ 1,115,398	\$ 240,358	\$ 49,987	\$ 184,508	\$ -	(640,545)			
<b>General Revenues:</b>									
General property taxes					\$ 238,713				
Local sales and use taxes					30,470				
Auto decals					10,814				
Business license tax					68,965				
Meals tax					210,113				
Consumer utility tax					31,299				
Other local taxes					2,676				
Unrestricted revenues from the use of money and property					12,949				
Grants and contributions not restricted to specific programs					41,496				
Miscellaneous					153,225				
Total general revenues					\$ 800,720				
Change in net position					\$ 160,175				
Net position, beginning of year					\$ 3,655,063				
Net position, end of year					\$ 3,815,238				

The accompanying notes to financial statements are an integral part of this statement.

Fund Financial Statements

DRAFT

Balance Sheet  
 Governmental Funds  
 At June 30, 2020

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	<u><b>General</b></u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 636,301
Restricted cash	100,000
Accounts receivables	50,229
Taxes receivable	2,039
Due from other governments	<u>198,558</u>
Total assets	<u>\$ 987,127</u>
<b>Liabilities:</b>	
Accounts payable	\$ 199,567
Accrued payroll	3,807
Refunds payable	9,224
Unearned revenues	<u>88,099</u>
Total liabilities	<u>\$ 300,697</u>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue - taxes	<u>2,039</u>
Total deferred inflows of resources	<u>\$ 2,039</u>
<b>Fund Balance:</b>	
<b>Restricted:</b>	
Mamie Davis funds	100,000
<b>Assigned:</b>	
Financing proceeds	25,271
Events fund	88,371
Capital projects	146,486
Mamie Davis funds	10,160
Public art	500
Public safety	39,354
PEG funds	1,313
<b>Unassigned</b>	<u>272,936</u>
Total fund balance	<u>\$ 684,391</u>
Total liabilities, deferred inflows of resources and fund balance	<u>\$ 987,127</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF OCCOQUAN, VIRGINIA****Exhibit 4**

Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position  
At June 30, 2020

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Total fund balances for governmental funds (Exhibit 3) \$ 684,391

Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Land	\$ 1,081,564
Construction in progress	226,156
Depreciable capital assets, net of accumulated depreciation	<u>1,885,351</u> 3,193,071

Other long-term assets are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds:

Unavailable revenue related to property taxes	2,039
---	-------

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Compensated absences	(33,507)
Capital lease	<u>(30,756)</u> (64,263)

Total net position of governmental activities	\$ <u>3,815,238</u>
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The accompanying notes to financial statements are an integral part of this statement.

## TOWN OF OCCOQUAN, VIRGINIA

## Exhibit 5

Statement of Revenues, Expenditures and Changes in Fund Balances  
 Governmental Funds  
 Year Ended June 30, 2020

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	<u>General</u>
<b>Revenues:</b>	
General property taxes	\$ 239,385
Other local taxes	354,337
Fines and forfeitures	234,599
Revenue from use of money and property	12,949
Charges for services	5,759
Recovered costs	4,146
Miscellaneous	153,225
Intergovernmental:	
Commonwealth	75,994
Federal	<u>195,851</u>
Total revenues	<u>\$ 1,276,245</u>
<b>Expenditures:</b>	
Current:	
General government administration	\$ 431,190
Public safety	272,468
Public works	192,133
Parks, recreation, and cultural	137,503
Capital outlay	250,745
Debt service:	
Principal retirement	28,825
Interest and fiscal charges	<u>3,199</u>
Total expenditures	<u>\$ 1,316,063</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ (39,818)</u>
Changes in fund balances	<u>\$ (39,818)</u>
Fund balances at beginning of year	<u>724,209</u>
Fund balances at end of year	<u>\$ 684,391</u>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances  
of Governmental Funds to the Statement of Activities  
Year Ended June 30, 2020

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Net change in fund balances - total governmental funds (Exhibit 5)	\$	(39,818)
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Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation expense in the current period.

Capital outlay	\$	248,992
Depreciation expense		<u>(64,634)</u>
		184,358

The net effect of various miscellaneous transactions involving capital assets (i.e. sales, trade-ins, and donations) is to decrease net position. (3,730)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. The change in unavailable property taxes is reported as revenues in the governmental funds. (672)

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net assets. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Principal repayments		<u>28,825</u>	28,825
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds.

Change in compensated absences		<u>(8,788)</u>
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Change in net position of governmental activities	\$	<u>160,175</u>
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The accompanying notes to financial statements are an integral part of this statement.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020

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#### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

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##### Narrative Profile:

Town of Occoquan, located in Prince William County, Virginia, approximately 25 miles south of Washington, D.C. was incorporated in 1874. The town has a population of 934 and a land area of 0.2 square miles.

The Town is governed under the Council-Manager form of government. The Town government engages in wide ranges of municipal services including general government administration, public safety, public works, and parks, recreation, and cultural. Judicial administration, education, fire, library, health and welfare services are provided by Prince William County.

The financial statements of Town of Occoquan, Virginia have been prepared in conformity with the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board and specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia. The more significant of the Town's accounting policies are described below.

##### **A. Financial Reporting Entity**

Management's Discussion and Analysis: The Management's Discussion and Analysis has been omitted.

Government-wide Financial Statements: The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads, and general obligation debt). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter.

Statement of Net Position: The Statement of Net Position is designed to display the financial position of the primary government (governmental and business-type activities) and its discretely presented component units. Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Position and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government will be broken down into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities: The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expenses of individual functions are compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

Fund Financial Statements: Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020 (Continued)

#### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

##### A. Financial Reporting Entity (Continued)

Budgetary Comparison Schedules: Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons. The budgetary comparison schedules present the government's original budget as well as a current comparison of final budget and actual results for its major funds.

Accounting principles generally accepted in the United States require financial statements to present the primary government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The Town has no component units that meet the requirements for blending. Discretely presented component units, on the other hand, are reported in a separate column in the government-wide statements to emphasize that they are legally separate from the primary government. The Town does not have any discretely presented component units.

##### B. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements. The focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary funds (by category) and the component units, if applicable. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, and (b) are reflected, on a full accrual, economic resources measurement focus, which incorporates long-term assets and receivables as well as long-term debt and obligations. Each presentation provides valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the information. The Town generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Town may defer the use of restricted assets based on a review of the specific transaction.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, community development, etc.) that are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public safety, public works, community development, etc.) or a business-type activity. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function, and 2) grants and contributions that are restricted to meeting the operation or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues. The Town does not allocate indirect expenses.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2020 (Continued)

### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

#### B. Government-Wide and Fund Financial Statements (Continued)

The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. Internal service charges, if applicable, are eliminated and the net income or loss from internal service activities is allocated to the various functional expense categories based on the internal charges to each function.

In the fund financial statements, financial transactions and accounts of the Town are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statement's governmental column, a reconciliation is presented, which briefly explains the adjustments necessary to reconcile the fund financial statements to the governmental column of the government-wide financial statement.

The following is a brief description of the specific funds used by the Town in FY 2020.

1. *Governmental Funds* - Governmental Funds account for and report the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. The Governmental Funds utilize the modified accrual basis of accounting where the measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise. The individual Governmental Funds are:

*General Fund* - The General Fund is the primary operating fund of the Town. This fund is used to account for and report all financial resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service and interest income. The General Fund is considered a major fund for reporting purposes.

#### C. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020 (Continued)

#### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

##### C. Basis of Accounting (continued)

Governmental funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts, except that property taxes not collected within 60 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the Town, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the Town. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when measurable and available or at the time of the specific expenditure.

Expenditures, other than interest on long-term obligations, are recorded as the related fund liabilities are incurred. Principal and interest on long-term obligations is recognized when due except for amounts due on July 1, which are accrued.

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The accrual basis of accounting is used for the Enterprise Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred. The Town has no proprietary funds.

##### D. Budgets and Budgetary Accounting

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

1. Prior to May 1, the Town Manager submits to the Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.
4. The Appropriations Resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by the Town Council. The Town Administrator is authorized to transfer budgeted amounts within departments.
5. Formal budgetary integration is employed as a management control device during the year for all funds.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. Appropriations lapse on June 30, for all Town funds unless they are carried forward by a resolution of Town Council.
8. All budgetary data presented in the accompanying financial statements reflect budget revisions as of June 30.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020 (Continued)

#### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

##### E. Cash and Cash Equivalents

Cash and cash equivalents include all cash on hand and in banks, certificates of deposit, and highly liquid investments with original maturities of three months or less.

##### F. Prepaid Items

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

##### G. Capital Assets

Capital outlays are recorded as expenditures of the governmental funds of the Town and as assets in the government-wide financial statements.

Property, plant and equipment purchased are stated at cost or estimated cost. Donated property is recorded at acquisition value prevailing at date of donation. Capital Assets are defined by the Town as property, plant, and equipment with an individual cost of more than \$5,000 and an estimated useful life in excess of two years. Depreciation is recorded on capital assets on a government-wide basis using the straight-line method and the following estimated useful lives:

Buildings and improvements	15-40 years
Vehicles	5 years
Equipment	3-7 years

##### H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

##### I. Compensated Absences

The Town accrues compensated absences (annual and sick leave benefits) when vested. The amounts include all balances earned by employees which would be paid upon employee terminations, resignations or retirements.

An estimate of ten percent of the liability has been classified as current in the government-wide financial statements.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020 (Continued)

#### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

##### J. Fund Equity

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balances - amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Town's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

Town Council establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by Town Council through adoption or amendment of the budget as intended for specific purposes (such as the purchase of capital assets, construction, debt service, or for other purposes).

##### K. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2020 (Continued)

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### NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

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#### L. Net Position Flow Assumption

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

#### M. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town does not have any deferred outflows of resources at June 30, 2020.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported in the governmental funds balance sheet and the statement of net position. The governmental funds report unavailable revenue from delinquent property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

### NOTE 2—PROPERTY TAXES RECEIVABLE:

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Property is assessed at its value on January 1. Property taxes attach as an enforceable lien on property as of January 1. Taxes are payable February 15<sup>th</sup> of the following year. The Town bills and collects its own property taxes. The Town does not record an allowance for uncollectible receivables as all receivables are deemed collectible.

### NOTE 3—DEPOSITS AND INVESTMENTS:

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#### Deposits:

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020 (Continued)

#### NOTE 3—DEPOSITS AND INVESTMENTS: (Continued)

##### Investments:

Statutes authorize the Town to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, “primary quality” commercial paper and certain corporate notes, banker’s acceptances, repurchase agreements and the State Treasurer’s Local Government Investment Pool (LGIP).

##### Custodial Credit Risk (Investments):

The Town’s investments at June 30, 2020 were held by the Town or in the Town’s name by the Town’s custodial banks.

##### Credit Risk of Debt Securities:

The Town does not have a policy related to credit risk of debt securities. The Town’s rated debt investments as of June 30, 2020 were rated by Standard and Poor’s and the ratings are presented below using the Standard and Poor’s rating scale.

**Town's Rated Debt Investments' Values**

	Fair Quality Rating	
	AAAm	AA+F/S1
VML/VACO Virginia Investment Pool	\$ 30,004	\$ 144,039

##### Fair Value Measurements:

Fair Value is the price that would be received to sell an asset or paid to transfer a liability in orderly transaction between market participants at the measurement date. The Town has measured fair value of the above investments at the net asset value (NAV). Funds can be accessed twice a month, generally with 5 days’ notice.

##### Interest Rate Risk:

The Town does not have a policy related to interest rate risk. The Town’s investment subject to interest rate risk is VML/VACO Virginia Investment Pool with a fair value of \$105,423 and a maturity of less than one year.

#### NOTE 4—DUE FROM OTHER GOVERNMENTS:

At June 30, 2020 the Town has receivables from other governments as follows:

Prince William County:	
Sales Tax	\$ 2,251
Commonwealth of Virginia:	
Department of Conservation and Recreation	180,002
Department of Fire Programs	10,000
Communications Tax	6,305
Totals	\$ 198,558

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020 (Continued)

#### NOTE 5—CAPITAL ASSETS:

The following is summary of changes in capital assets during the fiscal year:

##### Governmental Activities:

	<u>Balance</u> <u>July 1, 2019</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2020</u>
Capital assets not being depreciated:				
Land	\$ 1,081,564	\$ -	\$ -	\$ 1,081,564
Construction in progress	-	226,156	-	226,156
Total capital assets not being depreciated	\$ 1,081,564	\$ 226,156	\$ -	\$ 1,307,720
Other capital assets:				
Buildings and improvements	\$ 2,052,256	\$ -	\$ -	\$ 2,052,256
Vehicles	171,593	-	37,297	134,296
Equipment	110,034	22,836	-	132,870
Total other capital assets	\$ 2,333,883	\$ 22,836	\$ 37,297	\$ 2,319,422
Accumulated depreciation:				
Buildings and improvements	\$ 268,879	\$ 41,279	\$ -	\$ 310,158
Vehicles	86,344	11,420	33,567	64,197
Equipment	47,781	11,935	-	59,716
Total accumulated depreciation	\$ 403,004	\$ 64,634	\$ 33,567	\$ 434,071
Other capital assets, net	\$ 1,930,879	\$ (41,798)	\$ 3,730	\$ 1,885,351
Net capital assets	\$ 3,012,443	\$ 184,358	\$ 3,730	\$ 3,193,071
Depreciation expense has been allocated as follows:				
General government administration		\$ 13,449		
Public safety		14,441		
Public works		848		
Parks, recreation and cultural		35,896		
Total depreciation expense		\$ 64,634		

#### NOTE 6—LONG-TERM OBLIGATIONS:

The following is a summary of long-term obligations for the fiscal year ended June 30, 2020:

	<u>Balance</u> <u>July 1, 2019</u>	<u>Issuances/</u> <u>Increases</u>	<u>Retirements/</u> <u>Decreases</u>	<u>Balance</u> <u>June 30, 2020</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
Compensated absences	\$ 24,719	\$ 11,260	\$ 2,472	\$ 33,507	\$ 3,351
Capital lease	59,581	-	28,825	30,756	-
Total	\$ 84,300	\$ 11,260	\$ 31,297	\$ 64,263	\$ 3,351

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2020 (Continued)

### NOTE 6—LONG-TERM OBLIGATIONS: (Continued)

	<u>Amount Outstanding</u>	<u>Amounts Due Within One Year</u>
<u>Capital Lease:</u>		
\$73,000 capital lease obligation, issued February 2019, due in semi-annual installments of \$8,005 through February 15, 2024, interest payable at 3.27%, secured by vehicles.	\$ 30,756	\$ -
Compensated absences	\$ 33,507	\$ 3,351
Total Governmental Activities	\$ 64,263	\$ 3,351

Annual requirements to amortize long-term obligations and related interest are as follows:

Year	Capital Lease	
	Principal	Interest
2022	\$ -	\$ -
2023	15,129	883
2024	15,627	765
	\$ 30,756	\$ 1,648

### NOTE 7—COMPENSATED ABSENCES:

The Town has accrued the liability arising from outstanding compensated absences. Town employees earn vacation and sick leave based upon length of service. The Town has outstanding accrued vacation pay totaling \$33,507 in the General Fund.

### NOTE 8—CONTINGENT LIABILITIES:

At June 30, 2020, there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

## TOWN OF OCCOQUAN, VIRGINIA

Notes to Financial Statements  
As of June 30, 2020 (Continued)

### NOTE 9—UNEARNED AND DEFERRED/UNAVAILABLE REVENUES:

Unearned and deferred/unavailable revenue represents amounts for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. Under modified accrual basis of account, such amounts are measurable, but not available. Under the accrual basis, assessments for future periods are deferred. Unearned and deferred/unavailable revenue is comprised of the following:

	Balance Sheet	Government-wide Statements
	Governmental Funds	Governmental Activities
Deferred property tax revenue:		
Unavailable revenue representing uncollected property tax billings for which revenue recognition criteria has not been met. The uncollected tax billings are not available for the funding of current expenditures.	\$ 2,039	\$ -
Unearned revenues - CRF funds	<u>87,082</u>	<u>87,082</u>
Total	<u>\$ 89,121</u>	<u>\$ 87,082</u>

### NOTE 10—RISK MANAGEMENT:

The Town participates in the Virginia Municipal Group Risk Management Pool for workers' compensation insurance coverage. Other insurance coverage for property, crime, dishonesty and related coverage are purchased from a commercial insurance carrier. Coverage for these items varies. There are no surety bonds for directors. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

### NOTE 11—EXPENDITURES IN EXCESS OF APPROPRIATIONS:

Fund	Appropriations	Actual	Variance
General Fund:			
Public safety	\$ 219,427	\$ 272,468	\$ (53,041)
Parks, recreation and cultural	25,000	137,503	(112,503)
Debt service	-	32,024	(32,024)

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements: (Continued) At June 30, 2020

#### NOTE 12—PENSION PLAN:

Effective June 1, 2020, the Town joined VRS to provide VRS retirement benefits for its eligible employees.

##### *Plan Description*

All full-time, salaried permanent employees of the Town are automatically covered by a VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

##### *Benefit Structures*

The System administers three different benefit structures for covered employees - Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

- a. Employees hired before July 1, 2010, vested as of January 1, 2013, and have not taken a refund, are covered under Plan 1, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced retirement benefit beginning at age 65 with at least 5 years of service credit or age 50 with at least 30 years of service credit. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of service credit or age 50 with at least 10 years of service credit. Hazardous duty employees (law enforcement officers, firefighters, and sheriffs) are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit .
- b. Employees hired on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013 are covered under Plan 2, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of service credit or when the sum of their age plus service credit equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit . Hazardous duty employees are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit . Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of service credit .
- c. Non-hazardous duty employees hired on or after January 1, 2014 are covered by the Hybrid Plan combining the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members also had the option of opting into this plan during the election window held January 1 - April 30, 2014 with an effective date of July 1, 2014. Employees covered by this plan are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of service credit , or when the sum of their age plus service credit equals 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of service credit . For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements: (Continued) At June 30, 2020

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#### **NOTE 12—PENSION PLAN: (Continued)**

##### ***Average Final Compensation and Service Retirement Multiplier***

The VRS defined benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the employee's average final compensation multiplied by the employee's total service credit. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.70% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.70% or 1.85% for hazardous duty employees as elected by the employer. Under Plan 2, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the retirement multiplier is 1.65% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.70% or 1.85% for hazardous duty employees as elected by the employer. Under the Hybrid Plan, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the multiplier is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

##### ***Cost-of-Living Adjustment (COLA) in Retirement and Death and Disability Benefits***

Retirees with an unreduced benefit or with a reduced benefit with at least 20 years of service credit are eligible for an annual COLA beginning July 1 after one full calendar year from the retirement date. Retirees with a reduced benefit and who have less than 20 years of service credit are eligible for an annual COLA beginning on July 1 after one calendar year following the unreduced retirement eligibility date. Under Plan 1, the COLA cannot exceed 5.00%. Under Plan 2 and the Hybrid Plan, the COLA cannot exceed 3.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia, as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

##### ***Contributions***

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement.

The Town's contractually required employer contribution rate for the year ended June 30, 2020 was 8.28% of covered employee compensation.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Town was \$2,252 for the period of June 2020.

The Town will receive a valuation in accordance with GASB 68 for the FY20 financial statements. There are no deferred outflows, net pension asset or liability, or deferred inflows to report for fiscal year 2020.

## TOWN OF OCCOQUAN, VIRGINIA

### Notes to Financial Statements As of June 30, 2020 (Continued)

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#### NOTE 13—COVID-19:

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On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency stemming from a new strain of coronavirus that was spreading globally (the “COVID-19 outbreak”). On March 11, 2020, the WHO classified the COVID-19 outbreak as a pandemic, triggering volatility in financial markets and a significant negative impact on the global economy. The COVID-19 pandemic has developed rapidly in 2020 and remains a quickly evolving situation. As a result of the spread of COVID-19, economic uncertainties have arisen which are likely to negatively impact economic activity. Town of Occoquan, Virginia is not able to estimate the effects of the COVID-19 pandemic for fiscal year 2021.

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was passed by the federal government to alleviate some of the effects of the sharp economic downturn due to the COVID-19 pandemic. Among the CARES Act key provisions was \$339.8 billion designated for programs for state and local government, which included \$150 billion in direct aid for state and local governments from the federal Coronavirus Relief Fund (CRF), pursuant to the federal CARES Act, to address spending shortages related to the COVID-19 pandemic.

The Commonwealth of Virginia received approximately \$3.1 billion from the CRF, of which \$1.3 billion was allocated for localities with fewer than 500,000 people. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

On May 12, 2020, the first round of the allocations to local governments was authorized by the Commonwealth. On June 1, 2020, each locality received its share of the first half, or fifty (50) percent, of the locally based allocations. Unspent funds at June 30 from the initial allocation are reported as unearned revenue. Like the first round, the second round of allocations was based on population and was for the same total amount distributed in the first round. Town of Occoquan, Virginia, received the second round of CRF funds in the amount of \$94,380 after June 30, 2020.

The federal guidance for the CARES Act states that the CRF funds can be used only for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to address revenue shortfalls. CRF funds are considered one-time funds and should not be used for ongoing services or base operations. As a condition of receiving CRF funds, any funds unexpended as of December 30, 2021 will be returned to the federal government.

## Required Supplementary Information

### Note to Required Supplementary Information:

Presented Budgets were prepared in accordance with Accounting Principles Generally Accepted in the United States of America.

## General Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual  
Year Ended June 30, 2020

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
General property taxes	\$ 244,890	\$ 244,890	\$ 239,385	\$ (5,505)
Other local taxes	370,880	370,880	354,337	(16,543)
Fines and forfeitures	162,360	162,360	234,599	72,239
Revenue from use of money and property	8,600	8,600	12,949	4,349
Charges for services	4,350	4,350	5,759	1,409
Recovered costs	5,000	5,000	4,146	(854)
Miscellaneous	191,180	191,180	153,225	(37,955)
Intergovernmental:				
Commonwealth	67,153	67,153	75,994	8,841
Federal	121,965	121,965	195,851	73,886
Total revenues	\$ 1,176,378	\$ 1,176,378	\$ 1,276,245	\$ 99,867
<b>Expenditures</b>				
Current:				
General government administration	\$ 537,760	\$ 537,760	\$ 431,190	\$ 106,570
Public safety	219,427	219,427	272,468	(53,041)
Public works	211,918	211,918	192,133	19,785
Parks, recreation, and cultural	25,000	25,000	137,503	(112,503)
Capital outlay	444,039	444,039	250,745	193,294
Debt service:				
Principal retirement	-	-	28,825	(28,825)
Interest and fiscal charges	-	-	3,199	(3,199)
Total expenditures	\$ 1,248,581	\$ 1,248,581	\$ 1,316,063	\$ 122,081
Excess (deficiency) of revenues over (under) expenditures	\$ (72,203)	\$ (72,203)	\$ (39,818)	\$ 221,948
Changes in fund balances	\$ (72,203)	\$ (72,203)	\$ (39,818)	\$ 221,948
Fund balances at beginning of year	72,203	72,203	724,209	652,006
Fund balances at end of year	\$ -	\$ -	\$ 684,391	\$ 873,954

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Supporting Schedules

## TOWN OF OCCOQUAN, VIRGINIA

Schedule 1  
Page 1 of 2

Governmental Funds  
 Schedule of Revenues - Budget and Actual  
 Year Ended June 30, 2020

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund:</b>				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 240,890	\$ 240,890	\$ 236,465	\$ (4,425)
Penalties and interest	<u>4,000</u>	<u>4,000</u>	<u>2,920</u>	<u>(1,080)</u>
Total general property taxes	\$ 244,890	\$ 244,890	\$ 239,385	\$ (5,505)
Other local taxes:				
Local sales and use taxes	\$ 25,500	\$ 25,500	\$ 30,470	\$ 4,970
Auto decals	<u>11,500</u>	<u>11,500</u>	<u>10,814</u>	<u>(686)</u>
Business license tax	<u>70,060</u>	<u>70,060</u>	<u>68,965</u>	<u>(1,095)</u>
Meals tax	<u>227,320</u>	<u>227,320</u>	<u>210,113</u>	<u>(17,207)</u>
Transient lodging tax	<u>4,000</u>	<u>4,000</u>	<u>2,676</u>	<u>(1,324)</u>
Consumer utility tax	<u>32,500</u>	<u>32,500</u>	<u>31,299</u>	<u>(1,201)</u>
Total other local taxes	\$ 370,880	\$ 370,880	\$ 354,337	\$ (16,543)
Fines and forfeitures:				
Court fines and forfeitures	\$ 162,360	\$ 162,360	\$ 234,599	\$ 72,239
Total fines and forfeitures	\$ 162,360	\$ 162,360	\$ 234,599	\$ 72,239
Revenue from use of money and property:				
Revenue from use of money	\$ 1,100	\$ 1,100	\$ 6,781	\$ 5,681
Revenue from use of property	<u>7,500</u>	<u>7,500</u>	<u>6,168</u>	<u>(1,332)</u>
Total revenue from use of money and property	\$ 8,600	\$ 8,600	\$ 12,949	\$ 4,349
Charges for services:				
Miscellaneous	\$ 4,350	\$ 4,350	\$ 5,759	\$ 1,409
Total charges for services	\$ 4,350	\$ 4,350	\$ 5,759	\$ 1,409
Recovered costs:				
Engineering fees	\$ 5,000	\$ 5,000	\$ 4,146	\$ (854)
Total recovered costs	\$ 5,000	\$ 5,000	\$ 4,146	\$ (854)
Miscellaneous:				
Brick paver program	\$ 2,000	\$ 2,000	\$ 865	\$ (1,135)
Craft show	<u>181,900</u>	<u>181,900</u>	<u>120,460</u>	<u>(61,440)</u>
Other miscellaneous	<u>7,280</u>	<u>7,280</u>	<u>31,900</u>	<u>24,620</u>
Total miscellaneous	\$ 191,180	\$ 191,180	\$ 153,225	\$ (37,955)
Total revenue from local sources	\$ 987,260	\$ 987,260	\$ 1,004,400	\$ 17,140

## TOWN OF OCCOQUAN, VIRGINIA

Schedule 1  
Page 2 of 2

Governmental Funds  
 Schedule of Revenues - Budget and Actual  
 Year Ended June 30, 2020 (Continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b><u>General Fund: (Continued)</u></b>				
Intergovernmental:				
Revenue from the Commonwealth:				
Noncategorical aid:				
Telecommunications tax	\$ 41,310	\$ 41,310	\$ 41,496	\$ 186
Total noncategorical aid	\$ 41,310	\$ 41,310	\$ 41,496	\$ 186
Categorical aid:				
Public safety grant	\$ 22,793	\$ 22,793	\$ 23,684	\$ 891
Fireman's insurance fund	\$ -	\$ -	\$ 10,000	\$ 10,000
Other state funds	\$ 3,050	\$ 3,050	\$ 814	\$ (2,236)
Total categorical aid	\$ 25,843	\$ 25,843	\$ 34,498	\$ 8,655
Total revenue from the Commonwealth	\$ 67,153	\$ 67,153	\$ 75,994	\$ 8,841
Revenue from the federal government:				
Noncategorical aid:				
Coronavirus relief funds	\$ -	\$ -	\$ 6,781	\$ 6,781
Total Noncategorical aid	\$ -	\$ -	\$ 6,781	\$ 6,781
Categorical aid:				
Public safety grant	\$ -	\$ -	\$ 23,684	\$ 23,684
Occoquan water trail ADA access point	\$ 121,965	\$ 121,965	\$ 180,362	\$ 58,397
DMV ground transaprtation safety grant	\$ -	\$ -	\$ 8,708	\$ 8,708
Total Categorical aid	\$ 121,965	\$ 121,965	\$ 189,070	\$ 90,789
Total revenue from the federal government	\$ 121,965	\$ 121,965	\$ 195,851	\$ 97,570
Total General Fund	\$ 1,176,378	\$ 1,176,378	\$ 1,276,245	\$ 123,551

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Compliance



# ROBINSON, FARMER, COX ASSOCIATES, PLLC

Certified Public Accountants

## INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

TO THE HONORABLE MEMBERS OF THE TOWN COUNCIL  
TOWN OF OCQUAN, VIRGINIA  
OCQUAN, VIRGINIA

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities and each major fund of Town of Occoquan, Virginia, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town of Occoquan, Virginia's basic financial statements, and have issued our report thereon dated DRAFT.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Occoquan, Virginia's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Occoquan, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Occoquan, Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Town of Occoquan, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Fredericksburg, Virginia  
DRAFT

DRAFT



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>5. Consent Agenda</b>	<b>Meeting Date:</b> September 7, 2021
<b>5 D:</b> Request to Approve Site Plan SP-2021-006, 102 Poplar Lane	

- Attachments:**
- a. Staff Report
  - b. Site Plan (SP-2021-006)

**Submitted by:** Sara Fila  
Assistant Town Engineer

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

This is a request for approval of Site Plan SP-2021-006, 102 Poplar Lane. The site improvements include a driveway extension. A staff report is included as part of this agenda item.

On July 29, 2021, the Planning Commission reviewed and unanimously recommended approval to the Town Council for SP-2021-006.

**Staff Recommendation:** After staff review, staff is recommending approval of the site plan.

#### **Proposed/Suggested Motion(s):**

##### **Recommendation for Approval:**

"I move to approve Site Plan SP-2021-006."

##### **Recommendation for Denial:**

"I move to deny Site Plan SP-2021-006."

##### **Recommend Deferment:**

"I move to defer action on this item to MEETING DATE."

OR

Other action the Council deems appropriate.



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*

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

## TOWN COUNCIL

Earnie W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Krys Bienia  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## TOWN MANAGER

Kirstyn Jovanovich

## STAFF REPORT

## TOWN OF OCCOQUAN

Applicant: Mr. Adam McBride

Prepared by: Bruce Reese, Sara Fila

Case Number: SP2021-006

Date: July 20, 2021

### PART I

#### A. EXECUTIVE SUMMARY

The applicant proposes ±700 square foot concrete driveway extension and sidewalk. The driveway extension and sidewalk are located in the front yard adjacent to the existing driveway at 102 Poplar Lane.

#### B. DESCRIPTION OF PETITION

The applicant requests approval of the Site Plan for the driveway and sidewalk extension titled “Plat Showing House Location on Lot 2-A Section One Poplar Lane Subd.” The plan is dated April 28, 2021.

#### C. APPLICABLE REGULATIONS

1. Chapter 152 – Erosion and Sediment Control
2. Chapter 153 – State Stormwater Management Program
3. Chapter 155 – Site Plan
4. Chapter 157 – Zoning (which includes Chesapeake Bay Preservation)

## PART II

### A. ANALYSIS OF EXISTING CONDITIONS

1. Site Address: 102 Poplar Lane  
Site Area: 22,242 square feet in parcel ( $\pm 0.5106$  acres)  
Area Disturbed: 700 square feet ( $\pm 0.016$  acres)
2. Use: Residential
3. Zone: R-1
4. Location: The referenced property is located at 102 Poplar Lane (Prince William County GPIN 8393-73-8517).
5. Buildings/Structures: One existing residential structure with patio and gazebo. There is also an existing driveway that will connect to the proposed driveway and sidewalk extension.
6. Access: Access is from Public R/W on Poplar Lane.
7. Chesapeake Bay Preservation: This site is within the Chesapeake Bay Preservation Area Resource Management Area (RMA). The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations.
8. Stormwater Management and Virginia Stormwater Management Program (VSMP): The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations. Neither a VSMP permit, nor a Stormwater Pollution Prevention Plan (SWPPP) will be required.
9. Erosion and Sediment Control: The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations.

## B. ANALYSIS OF PROPOSED DEVELOPMENT

The applicant has submitted a site plan showing the location of the proposed driveway and sidewalk extension. No modifications to the existing building or site grading are included with the site plan.

If not for the provision in § 155.003 Development of land use requiring site plan, which states “A site plan is required and shall be submitted for approval of any use or development in the R-1 District,” the proposed development would not need a site plan due to the disturbance being less than 2,500 square feet. Below that threshold, Chesapeake Bay Preservation, Erosion & Sediment Control, and VSMP are deemed to have been met.

## PART III

### STAFF CONCLUSIONS

The proposed site plan, having been duly reviewed by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. It is, therefore, Staff’s recommendation to grant approval to the site plan.

PREPARED BY:     Bruce A. Reese, PE, LS, Town Engineer  
                         Sara R. Fila, PE, Zoning Administrator



cc:     File  
         Kirstyn Jovanovich, Town Manager, Town of Occoquan

Altered diagram

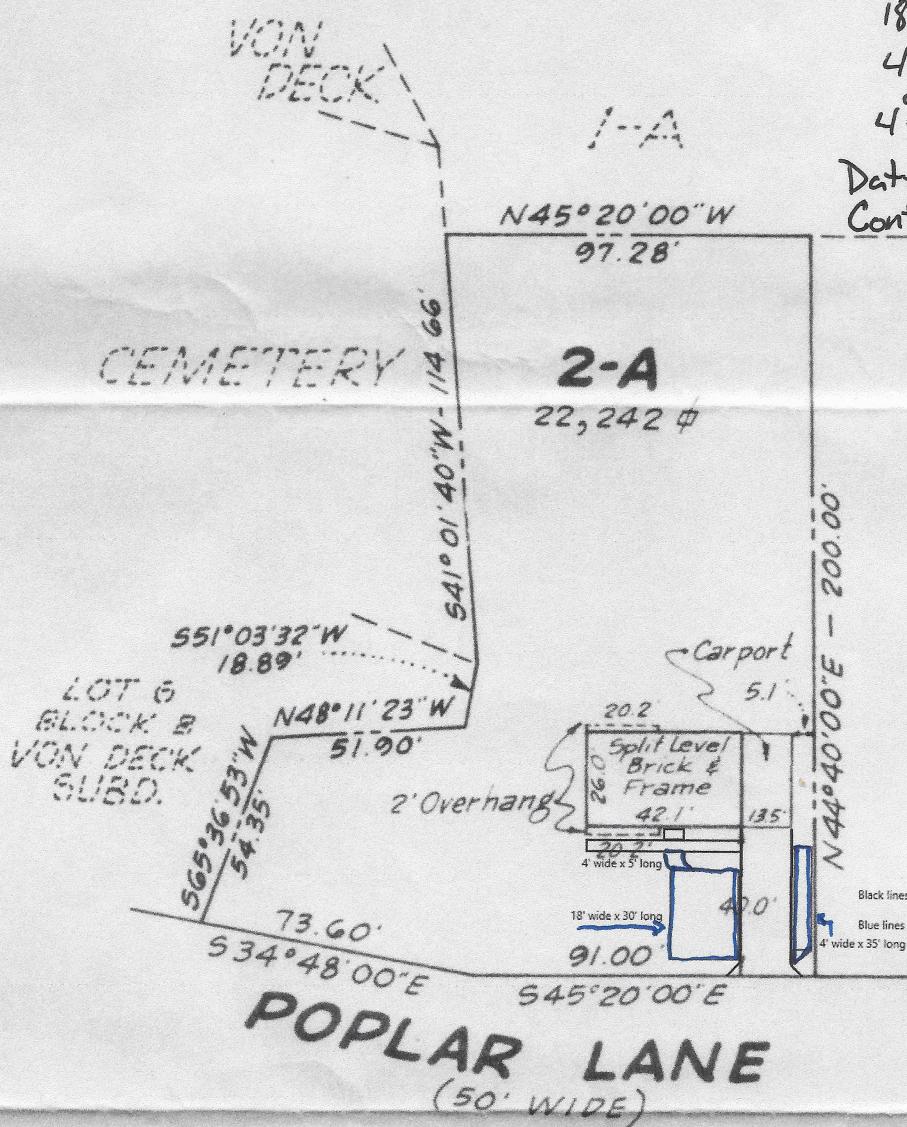
Owner: Adam McBride  
102 Poplar Ln.  
Occoquan, VA 22128

Project : Driveway extension  
18'w x 30'L Drive pad (left)  
4'w x 5'L Side walk connection  
4'w x 35'L Drive ext. (right)

Date Completed: 28 Apr '21

Contractor: TUCK GC, INC.

www.tuckgc.com  
(703)943-9430



Black lines are existing driveway/sidewalk structures.  
Blue lines are new driveway extension structures.  
4' wide x 35' long

**PLAT**  
SHOWING HOUSE LOCATION ON  
LOT 2-A  
SECTION ONE  
**POPLAR LANE SUBD.**

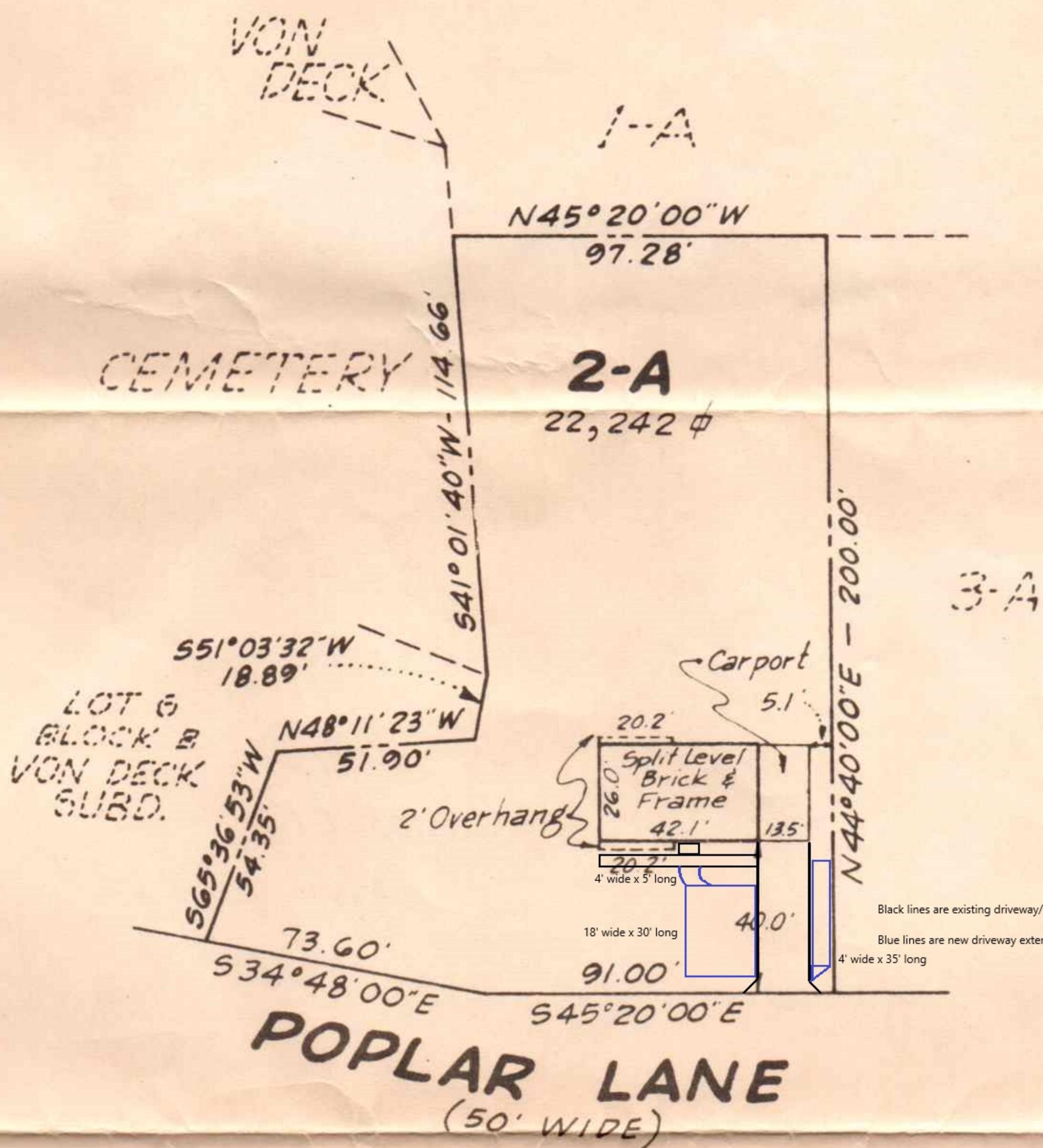
PRINCE WILLIAM COUNTY, VIRGINIA

SCALE: 1" = 50'

SEPT. 26, 1961

B. CALVIN BURNS - CERTIFIED LAND SURVEYOR  
WOODBRIDGE, VIRGINIA

CERTIFIED CORRECT: *B. C. Burns*



**PLAT**  
 SHOWING HOUSE LOCATION ON  
 LOT 2-A  
 SECTION ONE  
**POPLAR LANE SUBD.**

PRINCE WILLIAM COUNTY, VIRGINIA  
 SCALE: 1" = 50' SEPT. 26, 1961  
 B. CALVIN BURNS - CERTIFIED LAND SURVEYOR  
 WOODBRIDGE, VIRGINIA

CERTIFIED CORRECT:

*B. Calvin Burns*











# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>5. Consent Agenda</b>	<b>Meeting Date:</b> September 7, 2021
<b>5 E:</b> Request to Approve an Encroachment License with 203 Union Street LLC	

- Attachments:**
- a. Draft Encroachment License
  - b. Site Plan SP-2021-02R

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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

This is a request to approve an encroachment license with 203 Union Street, LLC, owners of 203 Union Street and 208 Poplar Alley.

At their April 6, 2021 meeting, the Town Council approved Site Plan SP-2021-02 for improvements to the properties located at 203 Union Street and 208 Poplar Alley. As part of the review process, the Town Engineer recommended entering into an encroachment license agreement with the property owner for the proposed encroachments into the town right-of-way. Since the approval, field revisions were made and administratively approved as permitted per Town Code in the attached SP-2021-02R.

The attached Encroachment License includes the new improvements, as well as the existing building encroachments.

**Town Attorney Recommendation:** Recommend approval as presented.

**Staff Recommendation:** Concur with Town Attorney's recommendation.

**Proposed/Suggested Motion(s):**

"I move to approve the encroachment license for 203 Union Street/208 Poplar Alley and authorize the Mayor to sign the license agreement."

OR

Other action the Council deems appropriate.

Prepared by and return to:  
Martin Crim, VSB 33385  
Vanderpool, Frostick & Nishanian, PC  
9200 Church St., Suite 400  
Manassas, VA 20110

TAX EXEMPT PER VA. CODE § 58.1-811 D.

## ENCROACHMENT LICENSE

THIS ENCROACHMENT LICENSE (the "License") made on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, ("Effective Date") by and between the TOWN OF OCCOQUAN, a municipal corporation of the Commonwealth of Virginia (the "Town"), GRANTOR, and 203 UNION STREET LLC (the "Licensee"), GRANTEE, (each a "Party", and collectively referred to as the "Parties").

### R E C I T A L S

1. The Town is empowered to remove or authorize encroachments upon public rights-of-way in Occoquan, Virginia, under Virginia Code § 15.2-2009.
2. The Licensee is the owner of property at 203 Union Street, Occoquan Virginia, further identified as GPIN 8393-64-7140, and 208 Poplar Alley, Occoquan Virginia, further identified as GPIN 8393-64-7635 ("the Property").
3. The Licensee wishes to install and maintain a concrete sidewalk and bollards, and a portion of a timber retaining wall, concrete ramp, and concrete stairs within the Town's Poplar Alley public right-of-way (the "New Encroachments").
4. The Town is willing to grant a limited license to Licensee to permit the continued encroachment of the structures located at 208 Poplar Alley and 203 Union Street (the "Encroaching Structures") and the New Encroachments under the terms and conditions set forth in this License.
5. This License is made without consideration between the Parties and may be recorded as a deed of gift for purposes of Virginia Code § 58.1-811 D.

### W I T N E S S E T H

That, subject to the limitations, terms and conditions hereinafter provided, the Town hereby grants this License to use and occupy the property described below according to the terms and conditions set forth herein:

1. Recitals: The Recitals are incorporated herein and made a material part of this License.
2. Description of the Licensed Property: Exhibit A titled "New Site Plan 208 Poplar Alley" prepared by E.L. Baucom Engineering, as modified and approved by Sara Fila 8/31/2021, and the illustrative photograph, attached, show the location and extent of the New Encroachments granted in this License.

3. Term: This License expires at the earlier of: (a) 10 years from the Effective Date, or, (b) the date when the Licensee's operation of a restaurant on the Property ceases. The Town may terminate the License before its expiration date as provided below.

4. Use of Premises: The Town hereby authorizes Licensee to maintain the sidewalk, bollards, retaining wall, stairs, ramp, and buildings on the encroachment as shown in Exhibit A. No other or additional use of the right-of-way is authorized by this License.

5. Assignment: Assignment of this License is strictly prohibited, and any attempt to transfer this License shall void it.

6. Insurance and Indemnification:

A. Licensee agrees to maintain liability insurance in an amount satisfactory to the Town, naming the Town as an additional insured. The minimum liability insurance coverage required shall be Three Million Dollars and 00/100 (\$3,000,000); however, the Town, in its sole discretion, may increase this amount by notice to Licensee.

B. Licensee agrees to indemnify, defend, save and hold harmless the Town, its officers, agents, servants and employees (the "Indemnified Parties") of and from any and all costs of suit, together with the Indemnified Parties' reasonable expenses of legal services, by reason of all claims, demands, or judgments asserted or recovered, whether justly, unjustly, falsely, fraudulently or frivolously, by a person, firm or entity by reason of injury to, or death of, any person or persons, and damage to, destruction or loss of use of any and all property, directly or indirectly arising from, or resulting from, any operations, works, acts or omissions of Licensee, its agents, employees, contractors, guests or invitees. Upon the filing with the Town by anyone of a suit, demand, or claim for damages arising out of incidents for which Licensee herein agrees to indemnify and hold the Town harmless, the Town shall notify Licensee of such claim and in the event that Licensee does not settle or compromise such claim, Licensee shall undertake the legal defense of such claim both on behalf of Licensee and on behalf of the Town. It is specifically agreed, however, that the Town may participate in the legal defense of any such claim. Any final judgment rendered against the Town for any cause for which Licensee is liable hereunder shall be conclusive against Licensee as to liability and amount upon the expiration of the time for appeal.

C. Licensee represents that it is the owner of, or fully authorized to use, any and all services, processes, machines, articles, marks, names or slogans used by it in its operations under or in any way connected with the License. Licensee agrees to save and hold the Indemnified Parties free and harmless from any loss, liability, expense, suit or claim for damages in connection with any actual or alleged infringement of any patent, trademark or copyright, or arising from any alleged or actual unfair competition or other similar claim arising out of the operations of Licensee or in any way connected with this License.

7. Notices: All communications hereunder with the Licensee shall be in writing and shall be delivered by hand, or sent by the United States mail, certified, postage prepaid, return receipt requested, to the Property and to the address designated below:

**Licensee's Additional Address for Notice:**

203 Union Street LLC  
204 Commerce Street  
Occoquan, VA 22125

United States Corporation Agents, Inc.  
4445 Corporation Lane, Suite 259  
Virginia Beach, Virginia 23462

Licensee may change the additional address for service of notice by giving notice to the Town. Notice to the Town shall be given or directed to the Town Clerk at the Town Hall, and it shall only be effective upon actual receipt.

8. Termination: The Town may terminate this License by notice to the Licensee upon any of the following events: (1) Licensee's failure to insure, hold harmless, indemnify or defend the Town as required in paragraph 6, above, (2) Licensee's unauthorized expansion, enlargement, or extension of the New Encroachments in the public right-of-way, or (3) development of plans for public use of any part of the area where the New Encroachments are located. Upon termination, Licensee shall promptly remove the New Encroachments and restore the property to its condition prior to the encroachment. Upon termination of this License, the Town may take any lawful action with regard to the Encroaching Structures and the New Encroachments.

9. Governing Law: This License shall be construed and enforced in accordance with the laws of the Commonwealth of Virginia.

10. No Amendment: This License represents the entire agreement between the Parties as to its subject matter, and may only be amended or waived by a writing, signed by the Parties hereto.

11. Interpretation: The paragraph headings used herein are for reference and convenience only, and shall not enter into the interpretation hereof. Whenever herein the singular number is used, the same may include the plural, and the masculine gender may include the feminine and neuter genders, and vice-versa, if the context shall require.

12. Partial Invalidity: If any term, covenant, clause, or condition of this License or the application thereof to any person or circumstance shall be found to be invalid or unenforceable, the remainder of this License or the application thereof to any person or circumstance other than those to which it has been held invalid or unenforceable shall not be affected thereby. If any term, covenant, or condition exceeds what is legally permissible, then the Parties' intent is that the offending term, covenant, or condition be interpreted as being the maximum permitted by law.

13. No Partnership or Agency. This License creates no partnership between the Parties, and neither Party is made an agent of the other by this License.

**LICENSEE**

By: \_\_\_\_\_

Title: \_\_\_\_\_

COMMONWEALTH OF VIRGINIA,  
CITY/COUNTY OF \_\_\_\_\_, to-wit:

Subscribed and sworn to before me by \_\_\_\_\_,  
authorized agent for \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

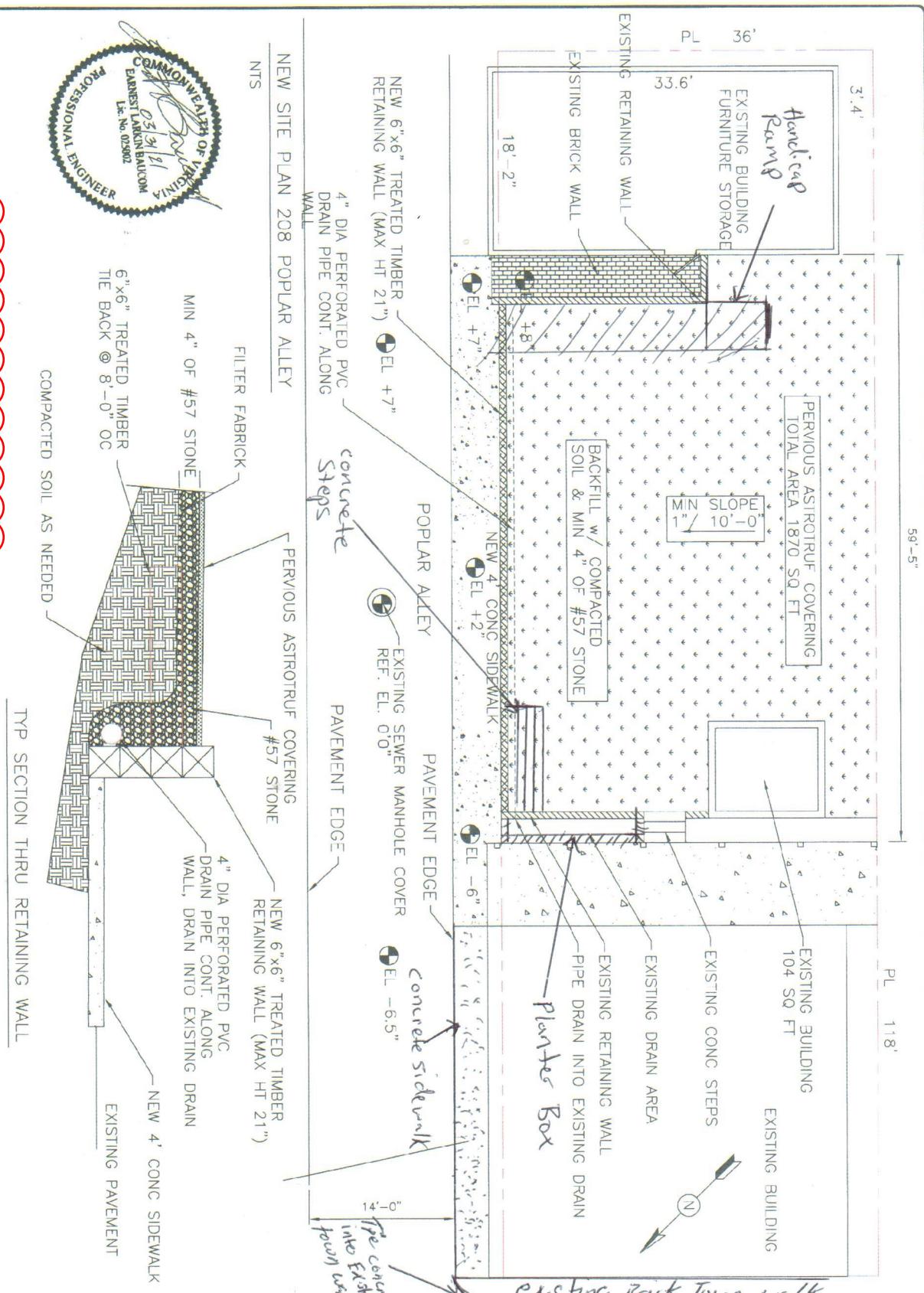
**ON BEHALF OF THE TOWN COUNCIL OF OCCOQUAN, VIRGINIA**

ATTEST:

\_\_\_\_\_  
Town Clerk

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

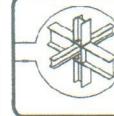
208 POPLAR ALLEY  
SP2021-02  
FIELD REVISION 8/25/21



DATE ISSUED:	DRAWN BY:
02/24/04	BIB
COMM. NUMBER:	CHECKED BY:
CAD FILE NUMBER:	
SHEET TITLE:	
SPE PLM	
SHEET 1 OF 1	
SHEET NUMBER:	
C1	

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NEW SITE PLAN  
208 POPLAR ALLEY



E. L. Baucom Engineering, LLC  
STRUCTURAL ENGINEERING  
14702 FEATHERSTONE RD., WOODBRIDGE, VA  
PH. 202-415-2668 ♦



# TOWN OF OCCOQUAN

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

**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Krys Bienia  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

**TOWN MANAGER**  
Kirstyn Jovanovich

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

**FROM:** Kirstyn Jovanovich, Town Manager

**DATE:** September 7, 2021

**SUBJECT:** Administrative Report

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

## Administration

- **Coronavirus Updates:** Town staff is continuing to monitor the impacts of the COVID-19 pandemic, including the rise and impact of the Delta Variant. On July 27, the CDC updated their masking guidelines recommending that all individuals, including those fully vaccinated, wear a face covering in public indoor settings in areas of substantial or high transmission. As of August 6, Prince William County is classified as Substantial Transmission. At this time, masking indoors is not required, but highly recommended. The Town's masking policy in public facilities remains: employees and visitors who are fully vaccinated do not need to wear face coverings; unvaccinated or not fully vaccinated individuals must wear a mask while in town facilities. Fully vaccinated people may choose to wear a mask. Staff will continue to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA Update:** The Town received notice that it is entitled to receive \$949,560.76 under the Coronavirus State and Local Fiscal Recovery Fund Non-Entitlement Unit (NEU) distribution. The first tranche was received on June 30, 2021 and the second will be distributed in approximately 12 months. Town staff is reviewing U.S. Department of the Treasury Operational FAQs on the NEU distribution and identifying opportunities. Staff will be providing a presentation to the Town Council on the program and allowable uses at the September 21, 2021 Town Council meeting.
- **Intersection Improvements Update:** The intersection improvements that will include installation of ADA ramps and crosswalks at the intersections of Mill/Washington Street and Mill/Ellicott Streets is on schedule to occur early fall.
- **Tanyard Hill Paving:** VDOT is planning on paving Tanyard Hill Road in October, weather dependent.
- **Amplified Outdoor Sound Permit:** An Amplified Outdoor Sound Permit has been established as per Town Code § 92.10. Information on the process is available on the Town's website; however, the permit process will not be enacted until Spring 2022. Staff will provide information to the businesses over the next few months in preparation for launching the permit program in early 2022.
- **FY2021 Audit:** The FY2021 Audit process will begin in November with a draft audit presentation planned for February 2022.

- **FY2022 Budget:** The FY2022 Adopted Budget document is under development and will be posted on the Town's website.
- **CARES Funds:** The funds the Town received through the CARES Act have been designated and must be fully distributed by December 31, 2021. Town staff worked with consultants for Prince William County to conduct an audit on the Town's CARES funds uses through March 2021. Additional monitoring on the remaining fund uses will be conducted in the fall.
- **Mill at Occoquan Project:** Facilitated pre-application meeting regarding forthcoming Architectural Review Board (ARB) application for the Mill at Occoquan project. Application expected to be scheduled for September 28, 2021 ARB meeting.
- **VDOT TAP Grant Project:** Participated in a meeting with representatives from Prince William County and VDOT regarding the County's TAP projects, specifically the Union Street sidewalk project that would connect the proposed Occoquan Greenway Trail to the Town's existing sidewalk along Ellicott Street. The project is being proposed by Prince William County Parks and includes sidewalk improvements along Ellicott Street, including adding a missing sidewalk connection near the intersection Mill and Ellicott Streets. The project is being submitted as part of the County's TAP project list. Notification of award status is not expected until Spring 2022.
- **Community Strategy & Comprehensive Plan Update:** Staff is working with the Planning Commission to update the Comprehensive Plan, as well as develop a Community Strategy Plan as an addendum to the Comprehensive Plan. A public hearing/meeting will be scheduled in the fall for the Comprehensive Plan and Community Strategy, with it scheduled to go to Council at its December 2021 meeting.
- **Administrative Assistant Position:** The position remains open and seeking qualified candidates.

#### **Treasurer Report - Supplemental Information**

The June 2021 Financial Report and July 2021 Financial Report are included in the Town Council agenda packet. Additional information regarding current delinquencies is included below.

<b>BPOL Tax Delinquencies</b>		
<b>Business Name</b>	<b>Years of Delinquency</b>	<b>Date of Last Notice</b>
Ballywhack Inc.	1	6/29/2021
Berrywood, Inc.	2	6/29/2021
Norma Fayak Photography	2	6/29/2021

\* Reminder notices were sent multiple times to all Town businesses since January 2021 during the business license renewal period. Business must submit applications by March 1, and pay by May 31. The businesses noted above received notices of violation related to operating without a business licenses as the application and/or payment has not been received to date.

<b>Transient Tax Delinquencies</b>		
<b>Business Owner</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice</b>
Ballywhack Inc.	5	6/30/2021

<b>Meals Tax Delinquencies</b>		
<b>Business Name</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice</b>
Zorbas Grill	1	8/23/2021
Riverside Coffee/Baba & Me	2	8/23/2021

Real Estate Delinquencies				
Property Owner	Years of Delinquency	Delinquent Tax Amount	Date of Last Notice	Notes
3304 LLLC	1	\$2,012.16	8/15/2021	
Chen Daxing & Phuong Chen TRS	1	\$2,466.48	8/15/2021	
Cruise Claudia A	1	\$293.03	8/15/2021	2019 Tax Year – Non-compliant
Feingold David S	1	\$28.34	8/15/2021	
Ferlazzo Ronald A & Nadine L Ferlazzo	1	\$590.64	8/15/2021	
Fugate Jim R & Linda L Surv	1	\$164.52	8/15/2021	
Golkar Bardia	1	\$339.96	8/15/2021	
Granny's Cottage Inc	5	\$336.00	8/15/2021	Enforcement Pending
Head Nelson H	1	\$33.39	8/15/2021	
Houghton Ronald	3	\$49.21	8/15/2021	Enforcement Pending
Jones, Saluka Hallie	1	\$276.48	8/15/2021	2019 Tax Year – Non-compliant
Kastens, Douglass & Marta Surv	1	\$6.84	8/15/2021	
Kiely, Christopher & Jillian	1	\$436.68	8/15/2021	
Kim Han Sol & Hyunjeong Shin Surv	1	\$18.00	8/15/2021	
Light Mark D & Rina Kocsany J-T Surv	1	\$10.08	8/15/2021	
Ludwig Catherine K	1	\$434.40	8/15/2021	
Rainey Nicole & Zachary	1	\$342.12	8/15/2021	
Sales Jr Frederick	1	\$147.00	8/15/2021	
Tolbert Dolores	1	\$35.10	8/15/2021	
Yahya Mir A & Lahora Jan Surv	1	\$176.16	8/15/2021	
Yi Kye Whang & Nam Sun Surv	1	\$587.40	8/15/2021	

## Engineering

### ACTIVE ITEMS:

- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Minor changes suggested on stream names. Will be working with PWC for community notification. Town website includes notification of changes to FIRM. Appeals by individual property owners can were accepted through August 11, 2021.
- **DEQ review of Town's Chesapeake Bay Preservation Ordinances - no change from last report:** DEQ report issued April 7, 2021 with Draft Corrective Action Plan issued for changes to Town code and Comprehensive Plan not later than March 31, 2022. Working with Town Manager and Town Attorney to craft appropriate language.
- **Kiely Court Project -no change 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.
- **Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued - construction proceeding.

- **Mill at Occoquan - update from last report:** Floodplain study comments by FEMA issued.
- **PWC Transportation Mill Street pedestrian crosswalks - no change from last report:** Crosswalks approved and ready for construction. County is preparing to issue construction bid. Construction expected late fall.
- **Community Strategy - update from last report:** Working with Planning Commission on addendum to Comprehensive Plan to establish minimum standards for Town facilities. Preliminary outline presented to Planning Commission on August 26, 2021.
- **Site Plans Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
126&200 Mill Street	SP2021-005	Restaurant use	To PC and TC 9/7/21
102 Poplar Lane	SP2021-006	Driveway expansion	PC approved 7/29/21; to TC 9/7
480 Mill Street	SP2021-007	FCWA waterline extension	Awaiting 2 <sup>nd</sup> submission
301 Commerce Street	SP2021-008	Concrete drive and artificial turf	To PC and TC 9/7/21
208 Poplar Alley	SP2021-002R	Added sidewalk	Field revision approved 8/31/21
109 Poplar Lane	N/A	Dock extension	No submission to date

#### INACTIVE ITEMS (no action/monitoring pending):

- **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.
- **Tanyard Hill Park (Oaks III) - no change from last report**
  - Approved by PWC BOS 5/15/18 with revised proffers
  - Trails marked and blazed on site
  - 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)

#### Zoning Administrator

A. The following is a list of **zoning reviews** from July 29, to August 31, 2021:

	Zoning Application #	Property Address	Activity
1	TZP2021-033	440 Mill Street	Minor electrical repair

B. The following is a list of **new violation letters** from July 29, to August 31, 2021:

	Property Address	Violation	Town Action
1			

C. The following is a list of **active/previous violations** from July 29, to August 31, 2021:

	Property Address	Violation	Town Action
1	Berrywood	Trash Enclosure not present	Met on-site with developer on 8/3 to discuss next steps and close out of project, including design of enclosure and location; Received ARB approval on enclosure design on 8/24; Pending plan submission
2	201 Union St. – Riverside Coffee and Ice Cream	Unpermitted Signage	E-mail correspondence on 8/2/21 and 8/12/21 to work with owner on compliance; some sign removed - some violation remain; Further enforcement action pending

	<b>Property Address</b>	<b>Violation</b>	<b>Town Action</b>
3	307 Commerce St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Working with property owner to develop Action Plan</i>
4	204 Ellicott St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed – In Progress</i>
5	303 Commerce St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed – In Progress</i>
6	201 Union St.	Refuse Enclosure Required	Letter - 1 <sup>st</sup> Enforcement Action; Town Manager actively working with business owner to bring into compliance; property owner – last written communication requesting complete zoning application sent 8/25 – no response received as of 8/31; Further enforcement action pending
7	199 Union St.	Improper Sign Mount; sign count exceeded	Letter sent August 27, 2021 <i>Resolved 8/29/2021</i>
8	416 Mill St.	Unpermitted Signage	8/17/21 - Replacement sign unpermitted (new design) <i>Resolved; permit issued</i>

## Building Official

Please see the attached monthly report provided by Prince William County providing information on permits within the Town of Occoquan. Below are status notes related to permits issued two or more years ago as of August 31, 2021:

<b>Permit No.</b>	<b>Address</b>	<b>Type</b>	<b>Status</b>	<b>Issue Date</b>	<b>Note</b>
BLD-2019-00547	402 Fortress Way	Building	Issued	07/30/2018	No inspections have been made.
GAS2019-00432	270 Gaslight Landing Ct	Gas	Issued	9/20/2018	No inspections have been made.
BLD2018-04471	313 Mill Street	Building	Issued	02/23/2018	No inspections have been made
BLD2014-05879	1441 Occoquan Heights Ct	Building	Issued	04/25/2014	Footing Inspection Approved 5/5/2014
BLD2018-04008	199 Union Street	Building	Issued	01/31/2018	No inspections have been made
PLB2018-01862	199 Union Street	Plumbing	Issued	01/31/2018	450 Final Inspection rejected on 4/12/2018
PLB2018-02373	411 Union Street	Plumbing	Issued	03/23/2018	404 Sewer Lateral Inspection approved on 3/29/2018
BLD2019-00785 ELE2019-00643 PLB2019-00381	131 Washington Street	Building Electrical Plumbing	Issued	08/13/2018	198 Combination concealment rejected on 9/18/2018
PLB2018-01956	103 West Locust Street	Plumbing	Issued	02/08/2018	No inspections have been made
BLD2018-02969 ELE2021-02568 GAS2021-00350 MEC2021-00780 PLB2021-00537	426 Mill Street – Kiely Court	Various	Finalized	2019-2020	Finalized on 07/21/2021

Permit No.	Address	Type	Status	Issue Date	Note
BLD2018-02984					Kiely Court Project - in progress
ELE2020-04159	430 Mill Street – Kiely Court	Various	Issued	2019-2021	
GAS2021-00349					
MEC2021-00002					
PLB2021-00536					
Various	1551 – 1556 Rivertown Place	Various	Issued	Various	Rivertown Overlook Project - in progress

Staff will work with Prince William County Building Department staff to develop a letter template to notify property owners within the town of outstanding open permits.

## Public Safety

### 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 patrol and business coverage in town. Marine patrol on weekends continued. Continued community policing and safe sidewalks. Continued speed enforcement on Route 123, Washington Street, and Union Street/Tanyard Hill Road. Continued DMV selective enforcement grants to address impaired driving, reduce accidents, and increase pedestrian safety.

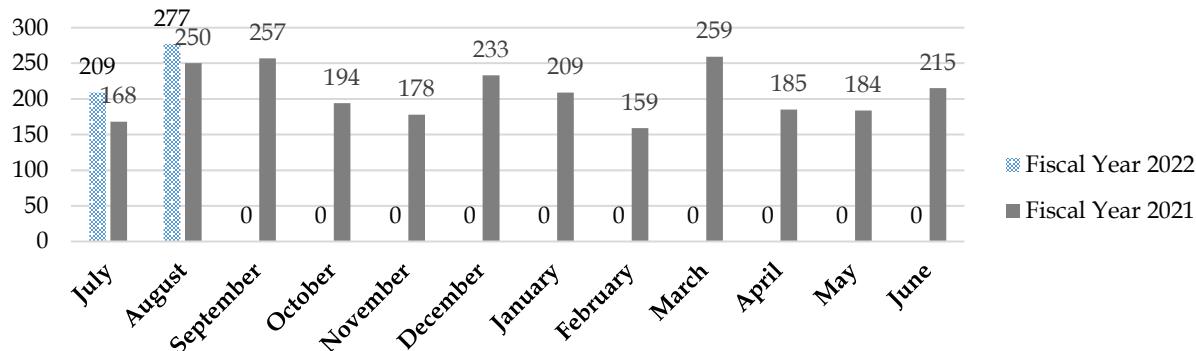
### Community Relations

Engaged in foot and bike patrols during times of high pedestrian traffic in Town. Officers provided coverage for events in River Mill Park. Chief and officers spoke with business owners and residents throughout the month.

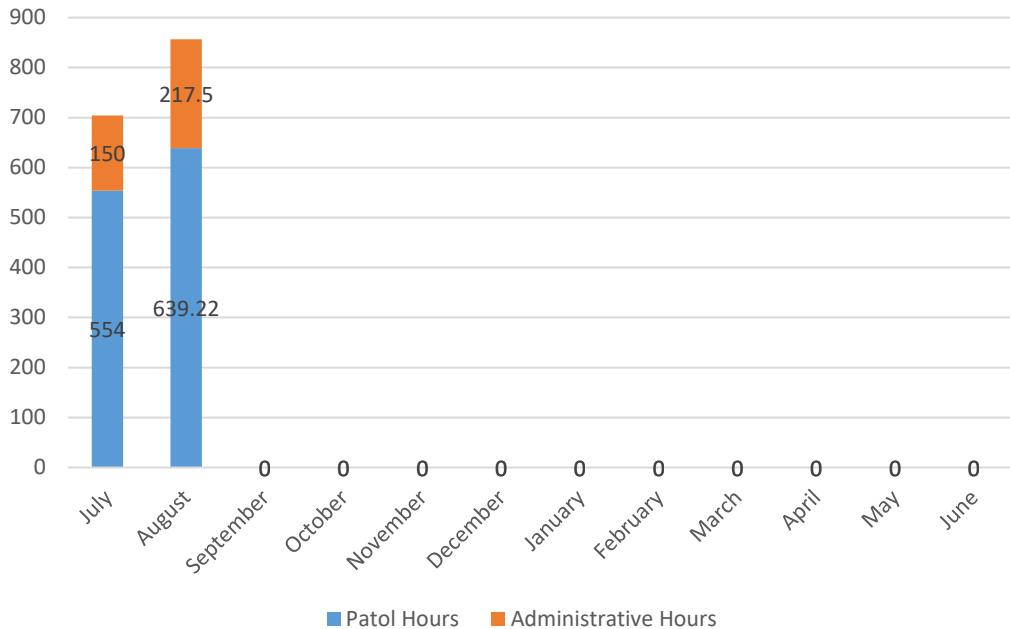
### Patrol and Enforcement Activities

In the month of August, the Town Police had 113 non-traffic calls for service, with 17 suspicious persons/vehicle calls, 14 trespassing calls, 13 disabled vehicles/motorist assist, 11 boating safety violations (grouped together as part of Marine Patrol), 9 vehicle accidents, 3 disorderly/assault in progress calls, 3 alarm calls, 3 lost property calls, 3 animal calls, 2 impaired driving calls, 2 destruction of property/vandalism calls, 2 attempted suicide calls, 2 medical/mental health calls, 2 welfare check, 1 petty theft call, 1 blocking the roadway, 1 illegal fishing complaint, 1 fleeing and eluding call, 1 noise complaint, 1 intoxicated in public call, 1 DOA call, 1 DUI arrest, multiple service/assist calls, and issued 277 traffic summonses, 50 parking violations, and 75 warnings.

Traffic Summonses FYTD (GRAPH)

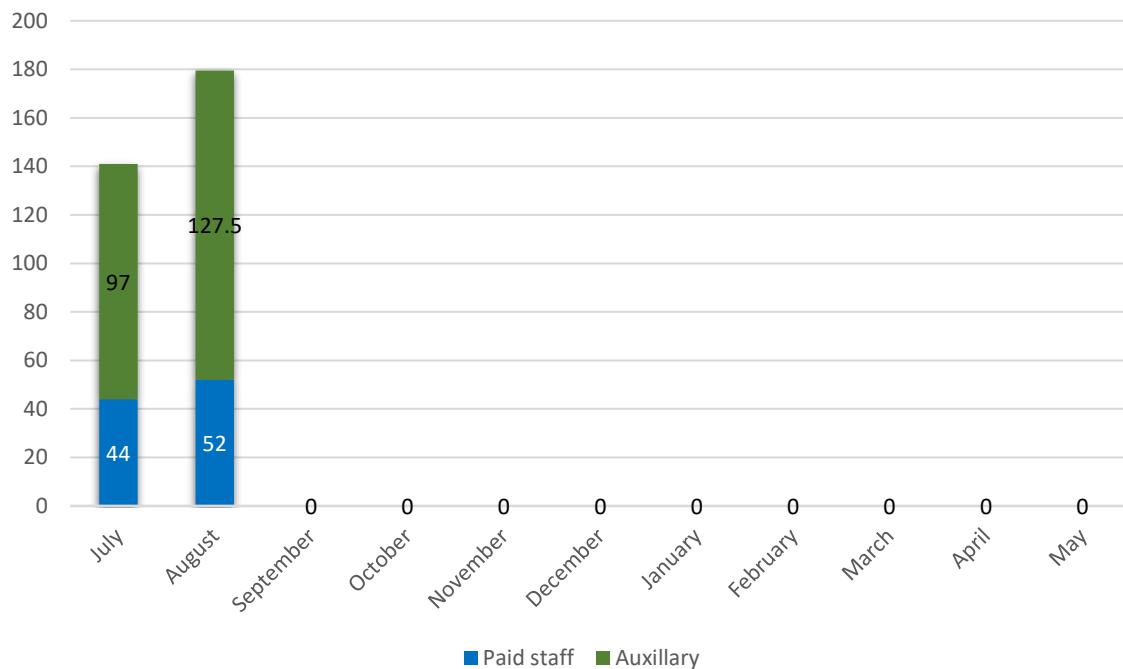


## Patrol/Administrative Hours FYTD (GRAPH)



### **Volunteer in Police Service**

For fiscal year 2022, our auxiliary police officers and paid police staff have donated a total of 320.5 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



## Public Works

### Weekly Activities

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

Activity	WEEKLY MAINTENANCE ACTIVITIES							Notes
	Mon	Tue	Wed	Thur	Fri	Sat	Sun	
Trash Collection	✓	✓	✓	✓	✓	✓	✓	Done Daily
Street Sweeping	✓		✓		✓			Done Mon/Wed/Fri
Check/Repair Gaslights			✓		✓			Due Wed/Fri
Check/Repair Street Banners	✓		✓		✓			Due Mon/Wed/Fri
Clean Trashcan Lids					✓			Due Friday
Check/Replace Doggie Bags					✓			Due Friday
Check Storm Water Drains					✓			Due Friday
Clean River Mill Park Restrooms		✓	✓		✓	✓	✓	Due Mon/Wed/Fri (COVID- daily)
Clean RMP Restrooms/Contractor	✓			✓				Due Mon/Thur
Check Tanyard Hill Park		✓		✓				Due Tue/Thur
Brick Sidewalk Review/Repair								See Brick Replacement Schedule
Check/Replace Flags					✓			Due Friday
Annex Cleanup	✓	✓	✓	✓	✓	✓	✓	Due Daily
Review/Clean Dumpster Area	✓				✓			Due Mon/Fri
Confirm Trash Contractor	✓				✓			Due Mon/Fri
Water Flowers	✓		✓		✓			Due Mon/Wed/Fri
Open Bathrooms	✓	✓	✓	✓	✓	✓	✓	Done Daily

### Maintenance Highlights

- Working with an Eagle Scout candidate to replace bench in River Mill Park; identifying other potential bench locations
- Provided event support for Music on Mill and Plays in the Park
- Weekly Maintenance activities include: gaslight mantle replacement, staff street sweeping, public trash removal, public bathroom checks, park and facility checks, graffiti check/removal, dog waste bag station check/refill, and litter removal.
- Preparing Scope of Work for paving projects for FY2022
- Seeking quotes for turf repair at River Mill Park
- Obtaining quotes for HVAC unit replacements at Town Hall and 200 Mill Street
- Installed art installation at River Mill Park LOVE Sign; supported ribbon cutting event

### Upkeep and Maintenance Projects

Below is an updated list of maintenance activities with statuses updated as of August 31, 2021:

Project	Not Started	In Progress	Completed
Town Hall Bathroom Remodel	X		
Town Hall Kitchen Remodel	X		
Paint Door and Repair Windows on Storage Building	X		
River Mill Bathroom Upgrades	X		
Repair Town Hall Eve Damaged due to Tree	X		
Repair/Replace Hazardous Boards on Riverwalk		X	
Obtain Estimates for Gutter Guards on Town buildings		X	
Clean Lower Level Emergency Exit Stairs at Town Hall		X	

Project	Not Started	In Progress	Completed
Footbridge Repair and Inspection			X
Install Custom Bricks at River Mill Park			X
Backup Generator Project			X
Paint cigarette Urns	X		
Install new fence at Mamie Davis Park	X		
Install replacement bench in River Mill Park	X		
Paint street sign poles black outside of historic district			X
Reorder/install Litter Spot Sign at Kayak Ramp			X
Paint Yellow curbs			X
Paint craft show booth numbers	X		
Address dirt area near LOVE sign steps	X		
Install art display at LOVE Sign			X
Paint Town Hall front steps sides	X		
Install Rubber tubing on Kayak Ramp platform			X
Repair broken railing at Kayak Ramp			X
Replace Town Hall landscape lighting	X		
Repair concrete steps at Town Hall	X		
Replace address numbers at annex			X
Repair Cart			X
Replace broken Gaslight on Mill Street			X
Repair Lights on Footbridge - Sensor Issue			X
Clean/Maintain River Mill Park Light/Poles			X
Service/Repair PW Cart			X
Build Storage/Organization Systems for RMP Basement			X
Treat RMP Grass with Bug Spray			X
Remove oxidization on water fountains at RMP	X		
Clean off Kayak Ramp			X
Check Drains/Stormwater facilities pre-storm			X
Repair broken light on Fairfax side of footbridge			X
Install Craft Show Banners			X
Coordinate with VDOT on cleaning up Rt 123 ahead of Craft Show			X
Replace hinges on River Mill Park bathroom doors	X		
Develop Art installation project for Agnes Commemoration			X

**Brick Installation and Maintenance Projects** - Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Not Started	In Progress	Completed	Notes
Corner by Post Office		X		Contractor Quote requested - concrete curb/rebuild needed
206 Mill Street		X		Contractor Quote requested - concrete curb/rebuild needed

Location	Not Started	In Progress	Completed	Notes
Town Hall	X			
203 Union Street		X		Contractor Quote requested - concrete curb/rebuild needed
Corner of Center/Washington		X		Contractor Quote requested - connect concrete into Brick, repair brick work
304 Mill Street (Ballywhack Shack)		X		Brick over dirt area - Contractor Quote requested

\*Staff is identifying and marking loose/broken bricks to be replaced in-house.

## Events and Community Development

- **A Midsummer Night's Dream, September 3-5:** Occoquan Plays in the Park presents A Midsummer Night's Dream in River Mill Park, September 3-5. The Town partners with Castaways Repertory Theatre to perform this classic on Labor Day weekend. Guests are asked to bring their camp chairs or a blanket to enjoy the show. Tickets are required and available at [Eventbrite](#). River Mill Park will close to the public during these performances.
- **Rescheduled from August-Back to School Trivia Night to September 17:** Our popular Trivia Night series continues this month on September 17 in River Mill Park, 6:30PM start. Contestants rent a picnic circle in the park for a trivia session of 6 rounds; tickets can be found on [EventBrite](#). The Mayor will host and Councilmember Bienia will act as judge and score keeper. More information can be found at [www.occoquanva.gov/trivia](http://www.occoquanva.gov/trivia).
- **Occoquan Fall Arts & Crafts Show:** The Occoquan Fall Arts and Crafts Show returns to the streets of Historic Occoquan on September 25 and 26, 2021. The show will be open to the public from 10:00 a.m. to 5:00 p.m. both Saturday and Sunday and will take place rain or shine.

In addition to arts and crafts, the show will include a food court, kids' activities, and a beer garden. Water's End will pour local craft brews in River Mill Park both days from 12 p.m. to 5 p.m. Live music will be in the park both days as well.

At a cost of \$5 per rider (kids 12 and under ride free), visitors will park at designated lots and will be transported by shuttle into Town to attend the show. The shuttle runs for patrons from 9 a.m. to 6 p.m. Riders are requested to mask up while riding the shuttle. Satellite parking can be found at three locations: (1) 123 Commuter Lot, at the corner of Route 123 & Old Bridge Road; (2) Lake Ridge Commuter Lot, at the corner of Old Bridge & Minnieville Roads; (3) and the Workhouse Arts Center, at 9518 Workhouse Road in Lorton. There is no additional admission fee at the gate.

The following roads will be closed to traffic and public parking from 8 a.m. to 6:30 p.m. on September 25 and 26: Mill, Commerce, Union, Washington Streets, as well as Ellicott Street from Mill Street to Center Lane. Free parking permits will be available on 9/21 to businesses and residents living or working in the event area for parking under the Route 123 bridge from 10 p.m., Friday, Sept. 24, until 6:30 p.m., Sunday, Sept. 26.

Volunteers are needed for Bus Stop, Vendor Assistance, and Information Booth for both days of the craft show. More about the duties can be found [here](#). The **Craft Show Volunteer Sign Up Form** can be found [here](#).

**Town of Occoquan - Permit Report**

August 2021

Permit Number	Main Address	Description	Permit Type	Permit Status	Issue Date	Finalize Date
ELE2021-04934	124 COMMERCE ST	INSTALLATION OF GENERATOR	Electrical	Pending		
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN OF OCCOQUAN.	Building	Pending		
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN CABINETS, CUTTING INTO THE CEILING TO INSTALL LIGHTS	Building	Issued	07/30/2018	
BLD2021-07195	459 FORTRESS WAY	Installation of a new timber retaining wall with 6 x 6 pressure treated lumber. Inclusive of backfill and compact excavated areas with finished grade sloped and the installation of a new foundation drainage system and new clean stone.	Building	Pending		
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FURNACE LIKE FOR LIKE	Gas	Issued	09/20/2018	
ELE2021-01246	93 HERON LN	MASTER BATH REMODEL - NO BLD	Electrical	Finalized	09/16/2020	08/02/2021
PLB2021-00706	93 HERON LN	MASTER BATH REMODEL - NO BLD	Plumbing	Finalized	09/16/2020	08/02/2021
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	10/01/2019	
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018-00224	Building	Issued	02/23/2018	
BLD2021-06635	415 MILL ST	TLO FOR POPPS	Building	Pending		
ELE2022-00482	415 MILL ST	TLO FOR POPPS	Electrical	Pending		
MEC2021-02381	415 MILL ST	TLO FOR POPPS	Mechanical	Pending		
BLD2018-02969	426 MILL ST	))RTS LOT SPECIFIC SFD - KIELY RESIDENCE	Building	Finalized	10/22/2019	07/21/2021
ELE2021-02568	426 MILL ST	HOUSE ELECTRICAL	Electrical	Finalized	12/04/2020	07/21/2021
GAS2021-00350	426 MILL ST	1 gas fireplace, 1 gas furnace, 1 gas range ,1 water heater	Gas	Finalized	08/31/2020	07/21/2021
MEC2021-00780	426 MILL ST	hvac and ductwork install **05/14/2021** added prefab fireplace to permit	Mechanical	Finalized	10/08/2020	07/21/2021
PLB2021-00537	426 MILL ST	water and sewer	Plumbing	Finalized	08/31/2020	07/21/2021
BLD2018-02984	430 MILL ST	*SEE NOTE* KIELY RESIDENCE - LOT SPECIFIC SFD - PRIOR TO BEGINNING CONSTRUCTION ON NEW SFD, BLD2019-04458 (SHEETING & SHORING) MUST HAVE AN APPROVED FINAL INSPECTION/BE COMPLETED.	Building	Issued	04/15/2019	
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Issued	04/07/2020	
GAS2021-00349	430 MILL ST	1 gas fireplace , 1 gas range , 1 gas stove , 1 gas water heater	Gas	Issued	08/31/2020	
MEC2021-00002	430 MILL ST	DUCTWORK AND HVAC INSTALL **05/14/2021** added prefab fireplace to permit	Mechanical	Issued	08/26/2020	
PLB2021-00536	430 MILL ST	water and sewer	Plumbing	Issued	08/31/2020	
BLD2021-06428	440 MILL ST	SEE BCE2021-00264 -(S) Add sub floor reinforcing pier and cross beam support to supplement existing floor joists. No demolition or alteration of existing structures.	Building	Pending		
ELE2022-00668	440 MILL ST	correct crawl space wiring	Electrical	Issued	08/09/2021	
BLD2014-05879	1441 OCCOQUAN HEIGHTS CT	DECK	Building	Issued	04/25/2014	
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Pending		
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Issued	03/22/2018	
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Electrical	Issued	04/29/2019	
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Issued	10/22/2018	
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	11/20/2018	

**Town of Occoquan - Permit Report**

**August 2021**

<b>Permit Number</b>	<b>Main Address</b>	<b>Description</b>	<b>Permit Type</b>	<b>Permit Status</b>	<b>Issue Date</b>	<b>Finalize Date</b>
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Issued	10/22/2018	
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Issued	03/22/2018	
GAS2019-00603	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Gas	Issued	10/22/2018	
PLB2019-00870	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Plumbing	Issued	10/22/2018	
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Issued	03/22/2018	
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Electrical	Issued	04/29/2019	
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Gas	Issued	10/22/2018	
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	11/21/2018	
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Plumbing	Issued	10/22/2018	
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Issued	03/22/2018	
GAS2019-00601	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Gas	Issued	10/22/2018	
PLB2019-00869	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Plumbing	Issued	10/22/2018	
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Issued	03/22/2018	
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Electrical	Issued	04/29/2019	
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Issued	10/22/2018	
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	11/21/2018	
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Issued	10/22/2018	
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Issued	03/22/2018	
GAS2019-00600	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Gas	Issued	10/22/2018	
PLB2019-00867	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Plumbing	Issued	10/22/2018	
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PAY BCE ADMIN FEE***	Building	Issued	01/31/2018	
PLB2018-01862	199 UNION ST	INTERIOR RENOVATIONS TO LAUNDRY AND BATHROOM IN RESIDENCE ON THE SECOND FLOOR. 1 BATH, 1 DRAIN.	Plumbing	Issued	01/31/2018	
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPACE FOR FUTURE TENANT	Building	Issued	02/12/2020	
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO	Building	Pending		
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO	Mechanical	Pending		

**Town of Occoquan - Permit Report**

August 2021

<b>Permit Number</b>	<b>Main Address</b>	<b>Description</b>	<b>Permit Type</b>	<b>Permit Status</b>	<b>Issue Date</b>	<b>Finalize Date</b>
PLB2021-00690	202 UNION ST	SALAD SALOON - TLO	Plumbing	Pending		
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Pending		
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	03/23/2018	
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Issued	11/09/2020	
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Issued	11/15/2020	
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Issued	11/20/2020	
PLB2021-02432	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Plumbing	Issued	04/01/2021	
BLD2019-00785	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Building	Issued	08/13/2018	
ELE2019-00643	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Electrical	Issued	08/16/2018	
PLB2019-00381	131 WASHINGTON ST	FINISH BASEMENT -*REVISED 9/19/18 TO REMOVE BEDROOM - SPACE WILL BE A REC ROOM NOW, WINDOW THAT WAS INSTALLED DID NOT REQUIRE MODIFICATION OF WINDOW OPENING* INSTALLING INTERIOR DOOR AND WET BAR- NON STRUCTURAL WORK	Plumbing	Issued	08/15/2018	
PLB2021-00738	142 WASHINGTON ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	09/23/2020	
BLD2021-06519	206 WASHINGTON ST	TENANT LAYOUT FOR VILLAGE AMERICANA FURNITURE - CONVERTING FIRST FLOOR OF FORMER SFD	Building	Pending		
MEC2021-02457	206 WASHINGTON ST	TENANT LAYOUT FOR VILLAGE AMERICANA FURNITURE - CONVERTING FIRST FLOOR OF FORMER SFD	Mechanical	Pending		
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	02/08/2018	

**END OF REPORT**

# TOWN OF OCCOQUAN

## FINANCIAL STATEMENTS

**AS OF 06/30/2021**

	<i>As of 7/1/20</i>	<i>Unaudited Income/ (Loss) YTD FY21</i>	<i>As of 06/30/2021</i>	<i>Transfers (Unaudited)</i>	<i>As of 07/01/2021</i>
<b>Nonspendable:</b>					
<b>Inventory</b>		\$      -	\$      -		
<b>Restricted:</b>					
<b>Mamie Davis Fund</b>	\$    100,000		\$    100,000		\$    100,000
<b>Assigned:</b>					
<b>Operating Reserves</b>	\$    185,338	\$      -	\$    185,338	\$    (81,702)	\$    103,636
<b>Events Fund</b>	\$    88,371	\$    1,168	\$    89,540	\$    (64,540)	\$    25,000
<b>CIP Fund *</b>	\$    146,485	\$    (91,090)	\$    55,395	\$    93,505	\$    148,900
<b>Financing Proceeds</b>	\$    25,271	\$      -	\$    25,271		\$    25,271
<b>Public Safety Grant Fund</b>	\$    39,354	\$    19,494	\$    58,849		\$    58,849
<b>CARES Act fund</b>	\$    87,599	\$    (79,666)	\$    7,933		\$    7,933
<b>Mamie Davis Park Fund</b>	\$    10,160	\$    949	\$    11,110	\$    (1,600)	\$    9,510
<b>PEG Fund</b>	\$    1,313		\$    1,313		\$    1,313
<b>Public Art Fund</b>	<u>\$    500</u>	<u>\$      -</u>	<u>\$    500</u>	<u>\$      -</u>	<u>\$    500</u>
<b>Subtotal Assigned:</b>	\$    584,393	\$    (149,144)	\$    435,249	\$    (54,337)	\$    380,912
<b>Unassigned</b>	\$    -	\$    (54,337)	\$    (54,337)	\$    54,337	\$    -
<b>Total Available Fund Balance:</b>	<b>\$    684,393</b>	<b>\$    (203,481)</b>	<b>\$    480,912</b>	<b>\$      -</b>	<b>\$    480,912</b>

\*CIP paid by CARES is counted in CARES only

**The Town of Occoquan  
Profit & Loss Budget Performance  
July 2020 through June 2021**

	Jul '20 - Jun 21	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Total 40000 - TAXES	\$ 563,772	\$ 555,096	\$ 8,676	102%
Total 41000 - FEES/LICENSES	\$ 320,670	\$ 279,590	\$ 41,080	115%
Total 42000 - GRANTS	\$ 212,344	\$ 25,630	\$ 186,714	828%
Total 43000 - RENTALS	\$ 2,600	\$ 4,500	\$ (1,900)	58%
Total 44000 - OTHER	\$ 6,688	\$ 1,000	\$ 5,688	669%
Total 47000 - EVENTS REVENUE	<u>\$ 7,387</u>	<u>\$ -</u>	<u>\$ 247,645</u>	<u>129%</u>
<b>Total Income</b>	<u>\$ 1,113,461</u>	<u>\$ 865,816</u>	<u>\$ 247,645</u>	<u>129%</u>
<b>Gross Profit</b>	<u>\$ 1,113,461</u>	<u>\$ 865,816</u>	<u>\$ 247,645</u>	<u>129%</u>
<b>Expense</b>				
Total 60000 - PERSONNEL SERVICES	\$ 587,070	\$ 531,849	\$ 55,221	110%
Total 60400 - PROFESSIONAL SERVICES	\$ 199,732	\$ 163,400	\$ 36,332	122%
Total 60800 - INFORMATION TECH SERV	\$ 40,788	\$ 17,300	\$ 23,488	236%
Total 61200 - MATERIALS AND SUPPLIES	\$ 44,764	\$ 14,634	\$ 30,130	306%
Total 61600 - OPERATIONAL SERVICES	\$ 12,639	\$ 8,550	\$ 4,089	148%
Total 62000 - CONTRACTS	\$ 76,565	\$ 82,000	\$ (5,435)	93%
Total 62400 - INSURANCE	\$ 26,996	\$ 20,120	\$ 6,876	134%
Total 62800 - PUBLIC INFORMATION	\$ 3,749	\$ 3,300	\$ 449	114%
Total 63200 - ADVERTISING	\$ 7,242	\$ 9,000	\$ (1,758)	80%
Total 63600 - TRAINING AND TRAVEL	\$ 8,991	\$ 13,237	\$ (4,246)	68%
Total 64000 - VEHICLES AND EQUIPMENT	\$ 37,207	\$ 21,000	\$ 16,207	177%
Total 64400 - SEASONAL	\$ 1,379	\$ 5,000	\$ (3,622)	28%
Total 64700 - FACILITIES EXPENSE	\$ 50,646	\$ 48,491	\$ 2,155	104%
Total 69200 - SPECIAL EVENTS	\$ 8,319	\$ 15,050	\$ (6,731)	55%
69300 - OTHER EXPENSES				
69310 - Grant recipients	<u>\$ 76,800</u>	<u>\$ -</u>	<u>\$ 230,830</u>	<u>124%</u>
Total 69300 - OTHER EXPENSES	<u>\$ 76,800</u>	<u>\$ 952,931</u>	<u>\$ 16,815</u>	<u>81%</u>
<b>Total Expense</b>	<u>\$ 1,183,761</u>	<u>\$ 952,931</u>	<u>\$ 230,830</u>	<u>124%</u>
<b>Net Ordinary Income</b>	<u>\$ (70,300)</u>	<u>\$ (87,115)</u>	<u>\$ 16,815</u>	<u>81%</u>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
80100 - VIP - Unrealized Gain/Loss	\$ (166)			
<b>Total Other Income</b>	<u>\$ (166)</u>			
<b>Net Other Income</b>	<u>\$ (166)</u>			
General Fund Net Income	<u>\$ (70,466)</u>	<u>\$ (87,115)</u>	<u>\$ 16,649</u>	<u>81%</u>

<b>CIP FUND</b>						
Total Other Income	\$ 24,637	\$ 19,411	\$ 5,226	127%		
<b>70000 - CIP EXPENSE</b>						
70002 - Intersection Improvements	\$ -	\$ 10,000	\$ (10,000)	0%		
70005 - Building Maintenance	\$ -	\$ 10,000	\$ (10,000)	0%		
70006 - Stormwater Management	\$ -	\$ 50,341	\$ (50,341)	0%		
70008 - Trash/Recycling Container	\$ -	\$ 2,000	\$ (2,000)	0%		
70012 - Gas Light Replacement	\$ -	\$ 7,500	\$ (7,500)	0%		
70013 - Parking Management Plan	\$ 13,831	\$ 10,000	\$ 3,831	138%		
70018 - Snow Blower Replacement	\$ -	\$ 2,500	\$ (2,500)	0%		
70020 - Street/Curb Striping Prog	\$ -	\$ 5,000	\$ (5,000)	0%		
72004 - Canoe/Kayak Ramp	\$ 94,542	\$ -				
72005 - Mamie Davis Park Renovations	\$ -	\$ 7,500	\$ (7,500)	0%		
72008 - River Mill Park Maint	\$ -	\$ 5,000	\$ (5,000)	0%		
74001 - Police Vehicle	\$ -	\$ 16,900	\$ (16,900)	0%		
74003 - Body Armor	\$ -	\$ 4,800	\$ (4,800)	0%		
74005 - Police Radios	\$ -	\$ 4,200	\$ (4,200)	0%		
CARES Funds: 74005 - Police Radios	\$ 4,783					

**The Town of Occoquan  
Profit & Loss Budget Performance  
July 2020 through June 2021**

	Jul '20 - Jun 21	Annual Budget	Over/(Under) Budget	% of Budget
74007 · LIDAR Speed Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
74009 · Pedestrian and Bicyclist	\$ -	\$ 2,500	\$ (2,500)	0%
74010 · Alcohol-Related Safety	\$ -	\$ 4,400	\$ (4,400)	0%
74011 · Firearm Transition	\$ 3,967			
76001 · Computer Upgrades	\$ 3,388	\$ 9,944	\$ (6,556)	34%
CARES Funds: 76001 · Computer Upgrades	\$ 10,040			
76002 · Server Room Relocation	\$ -	\$ 2,811	\$ (2,811)	0%
76005 · A/V Equipment - Town Hall	\$ -	\$ 2,000	\$ (2,000)	0%
CARES Funds: 76005 · A/V Equipment - Town Hall	\$ 29,219			
76006 · Document Management Syst	\$ -	\$ 3,000	\$ (3,000)	0%
<b>Total 70000 · CIP EXPENSE</b>	<b>\$ 159,769</b>	<b>\$ 165,896</b>	<b>\$ (6,127)</b>	<b>96%</b>
<b>CIP Net Income</b>	<b>\$ (135,132)</b>	<b>\$ (146,485)</b>	<b>\$ 11,353</b>	<b>92%</b>

**EVENT FUND**

Total Income	\$ 58,521	\$ 225,110	\$ (166,589)	26%
Total Expense	<b>\$ 57,353</b>	<b>\$ 156,552</b>	<b>\$ (99,199)</b>	<b>37%</b>
Events Fund Net Income	<b>\$ 1,168</b>	<b>\$ 68,558</b>	<b>\$ (67,390)</b>	<b>2%</b>

**MAMIE DAVIS PARK**

Total Income	\$ 949	\$ 1,200	\$ (251)	79%
Mamie Davis Park Net Income	<b>\$ 949</b>	<b>\$ 1,200</b>	<b>\$ (251)</b>	<b>79%</b>

Total Net Income/Loss (All Funds) \$ (203,481) \$ (163,842) \$ (39,639) 124%

**The Town of Occoquan**  
**Balance Sheet Prev Year Comparison**  
As of June 30, 2021

	Jun 30, 21	Jun 30, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10001 · Petty Cash - Operating	100.00	100.00	0.00
10020 · Sun Trust Operating 0438	17,057.01	31,848.63	-14,791.62
10022 · Operating Account 0058	577,619.93	82,250.44	495,369.49
10030 · Events Fund - Checking B&H	58,468.95	92,397.81	-33,928.86
10031 · Events Fund - MM/CD	200,000.00	200,000.00	0.00
10033 · Events Fund - Paypal	12,603.25	6,162.03	6,441.22
10034 · VIP - Investment Pool			
25-0001 · VIP 1-3 Year Bond Fund 0001	0.00	109,658.50	-109,658.50
25-0002 · VIP 1-3 Year Bond Fund 0002	0.00	34,380.00	-34,380.00
25-5001 · VIP NAV Liquidity Pool 5001	21,530.19	30,003.71	-8,473.52
Total 10034 · VIP - Investment Pool	21,530.19	174,042.21	-152,512.02
10080 · Mamie Davis - Checking	6,724.14	6,224.92	499.22
10081 · Mamie Davis - MM/CD	100,000.00	100,000.00	0.00
10091 · Bricks - PayPal	1,988.10	297.68	1,690.42
10094 · Event Fund - MM 5997	2,482.46	22,897.82	-20,415.36
10095 · Bricks MM 2125	9,211.68	9,207.08	4.60
Total Checking/Savings	1,007,785.71	725,428.62	282,357.09
<b>Accounts Receivable</b>			
10180 · Accounts Receivable	33,460.40	248,786.93	-215,326.53
Total Accounts Receivable	33,460.40	248,786.93	-215,326.53
<b>Other Current Assets</b>			
10190 · Real Estate Receivable	2,038.83	2,038.83	0.00
14990 · Undeposited Funds	1,555.00	10,871.92	-9,316.92
Total Other Current Assets	3,593.83	12,910.75	-9,316.92
<b>Total Current Assets</b>	<b>1,044,839.94</b>	<b>987,126.30</b>	<b>57,713.64</b>
<b>TOTAL ASSETS</b>	<b>1,044,839.94</b>	<b>987,126.30</b>	<b>57,713.64</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 · Accounts Payable	26,123.88	177,049.89	-150,926.01
Total Accounts Payable	26,123.88	177,049.89	-150,926.01
<b>Credit Cards</b>			
22000 · Credit Cards			
2220 Home Depot	314.85	0.00	314.85
22010 · ExxonMobil	1,219.68	0.00	1,219.68
22030 · Lowe's Proservices	274.33	3,159.40	-2,885.07
22040 · United Bank Credit Cards	1,549.00	10,003.67	-8,454.67
Total 22000 · Credit Cards	3,357.86	13,163.07	-9,805.21
Total Credit Cards	3,357.86	13,163.07	-9,805.21
<b>Other Current Liabilities</b>			
20935 · Performance Bond	4,567.50	9,542.00	-4,974.50
20960 · Unearned Other Revenue			
20970 · Rental	1,800.00	500.00	1,300.00
20972 · Unearned CARES Act Revenue	7,933.49	87,599.32	-79,665.83
20973 · Unearned ARPA Revenue	474,780.38	0.00	474,780.38
Total 20960 · Unearned Other Revenue	484,513.87	88,099.32	396,414.55
20980 · Unearned R.E. Tax	2,038.83	2,038.83	0.00
20990 · Refunds Payable	0.00	9,224.40	-9,224.40
21100 · Fire Dept Grant Pass-thru	15,000.00	0.00	15,000.00
<b>21200 · Payroll Liabilities</b>			
21230 · VRS Employee Contributions	2,317.15	30.72	2,286.43
21200 · Payroll Liabilities - Other	26,197.16	3,773.88	22,423.28
Total 21200 · Payroll Liabilities	28,514.31	3,804.60	24,709.71
Total Other Current Liabilities	534,634.51	112,709.15	421,925.36
Total Current Liabilities	564,116.25	302,922.11	261,194.14
Total Liabilities	564,116.25	302,922.11	261,194.14
<b>Equity</b>			
Total Equity	480,723.69	684,204.19	-203,480.50
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,044,839.94</b>	<b>987,126.30</b>	<b>57,713.64</b>

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 07/31/2021**

	As of 7/1/21 (unaudited)	Unaudited Income/ (Loss) YTD FY22	As of 7/31/2021
<b>Nonspendable:</b>			
<b>Inventory</b>	-	\$ -	\$ -
<b>Restricted:</b>			
<b>Mamie Davis Fund</b>	100,000	\$ -	\$ 100,000
<b>Assigned:</b>			
<b>Operating Reserves</b>	103,636	\$ -	\$ 103,636
<b>Events Fund</b>	25,000	\$ (3,557)	\$ 21,443
<b>CIP Fund</b>	148,900	\$ -	\$ 148,900
<b>Financing Proceeds</b>	25,271	\$ -	\$ 25,271
<b>Public Safety Grant Fund</b>	58,849	\$ -	\$ 58,849
<b>CARES Act fund</b>	7,933	\$ (59)	\$ 7,875
<b>ARPA Fund</b>	474,780	\$ -	\$ 474,780
<b>Mamie Davis Park Fund</b>	9,510	\$ 41	\$ 9,551
<b>PEG Fund</b>	1,313	\$ -	\$ 1,313
<b>Public Art Fund</b>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ 500</u>
<b><i>Subtotal Assigned:</i></b>	<b>\$ 855,693</b>	<b>\$ (3,574)</b>	<b>\$ 852,118</b>
<b>Unassigned</b>	-	\$ (2,063)	\$ (2,063)
<b>Total Available Fund Balance:</b>	<b>\$ 955,693</b>	<b>\$ (5,638)</b>	<b>\$ 950,055</b>

**The Town of Occoquan  
Profit & Loss Budget Performance  
July 2021**

	Jul 21	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Total 40000 - TAXES	30,457.41	582,189.00	-551,731.59	5%
Total 41000 - FEES/LICENSES	33,140.35	416,380.00	-383,239.65	8%
Total 42000 - GRANTS	0.00	39,330.00	-39,330.00	0%
Total 43000 - RENTALS	0.00	12,000.00	-12,000.00	0%
Total 44000 - OTHER	1,982.59	1,120.00	862.59	177%
<b>Total Income</b>	<b>65,580.35</b>	<b>1,051,019.00</b>	<b>-985,438.65</b>	<b>6%</b>
<b>Gross Profit</b>	<b>65,580.35</b>	<b>1,051,019.00</b>	<b>-985,438.65</b>	<b>6%</b>
<b>Expense</b>				
Total 60000 - PERSONNEL SERVICES	36,794.29	633,918.00	-597,123.71	6%
Total 60400 - PROFESSIONAL SERVICES	2,202.65	156,770.00	-154,567.35	1%
Total 60800 - INFORMATION TECH SERV	1,263.70	27,205.00	-25,941.30	5%
Total 61200 - MATERIALS AND SUPPLIES	1,022.65	20,008.00	-18,985.35	5%
Total 61600 - OPERATIONAL SERVICES	932.10	7,500.00	-6,567.90	12%
Total 62000 - CONTRACTS	8,100.42	82,000.00	-73,899.58	10%
Total 62400 - INSURANCE	8,608.00	28,000.00	-19,392.00	31%
Total 62800 - PUBLIC INFORMATION	161.95	2,500.00	-2,338.05	6%
Total 63200 - ADVERTISING	-750.00	2,000.00	-2,750.00	-38%
Total 63600 - TRAINING AND TRAVEL	1,184.00	16,450.00	-15,266.00	7%
Total 64000 - VEHICLES AND EQUIPMENT	1,256.52	23,530.00	-22,273.48	5%
Total 64400 - SEASONAL	0.00	3,000.00	-3,000.00	0%
Total 64700 - FACILITIES EXPENSE	6,925.74	55,360.00	-48,434.26	13%
<b>Total Expense</b>	<b>67,702.02</b>	<b>1,058,241.00</b>	<b>-990,538.98</b>	<b>6%</b>
<b>General Fund Net Income</b>	<b><u>-2,121.67</u></b>	<b><u>-7,222.00</u></b>	<b><u>5,100.33</u></b>	<b><u>29%</u></b>
<b>CIP FUND</b>				
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
42000 - GRANTS	0.00	5,000.00	-5,000.00	0%
<b>Total Income</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0%</b>
<b>Gross Profit</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0%</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>5,000.00</b>	<b>-5,000.00</b>	<b>0%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>70000 - CIP EXPENSE</b>				
70001 - Streetscape	0.00	10,000.00	-10,000.00	0%
70002 - Intersection Improvements	0.00	3,400.00	-3,400.00	0%
70003 - Street Maintenance	0.00	83,000.00	-83,000.00	0%
70004 - Sidewalk Maintenance	0.00	12,000.00	-12,000.00	0%
70005 - Building Maintenance	0.00	5,000.00	-5,000.00	0%
70006 - Stormwater Management	0.00	10,000.00	-10,000.00	0%
70014 - Timed Parking Equipment	0.00	5,500.00	-5,500.00	0%
70015 - Gaslight Banner Replacement	0.00	5,000.00	-5,000.00	0%
72006 - Riverwalk	0.00	10,000.00	-10,000.00	0%
74001 - Vehicles & Equipment	0.00	5,000.00	-5,000.00	0%
74002 - In-Vehicle Laptop Replace	0.00	4,000.00	-4,000.00	0%
74003 - Body Armor	0.00	1,000.00	-1,000.00	0%
<b>Total 70000 - CIP EXPENSE</b>	<b>0.00</b>	<b>153,900.00</b>	<b>-153,900.00</b>	<b>0%</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>153,900.00</b>	<b>-153,900.00</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-153,900.00</b>	<b>153,900.00</b>	<b>0%</b>
<b>Net Income</b>	<b><u>0.00</u></b>	<b><u>-148,900.00</u></b>	<b><u>148,900.00</u></b>	<b><u>0%</u></b>

1:32 PM  
08/31/21  
Accrual Basis

The Town of Occoquan  
Profit & Loss Budget Performance  
July 2021

	Jul 21	Annual Budget	Over/(Under) Budget	% of Budget
<b>EVENT FUND</b>				
Total Income	6,152.57	259,790.00	-253,637.43	2%
Total Expense	9,709.51	177,442.00	-167,732.49	5%
Net Income	<b>-3,556.94</b>	<b>82,348.00</b>	<b>-85,904.94</b>	<b>-4%</b>
<b>MAMIE DAVIS PARK</b>				
Total Income	41.10	500.00	-458.90	8%
Total Other Expense	0.00	2,000.00	-2,000.00	0%
Net Income	<b>41.10</b>	<b>-1,500.00</b>	<b>1,541.10</b>	<b>-3%</b>
<b>Total Net Income/Loss (All Funds)</b>	<b>(5,637.51)</b>	<b>(75,274.00)</b>	<b>69,636.49</b>	<b>7%</b>

**The Town of Occoquan**  
**Balance Sheet Prev Year Comparison**  
As of July 31, 2021

	Jul 31, 21	Jul 31, 20	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
10001 - Petty Cash - Operating	100.00	100.00	0.00
10020 - Sun Trust Operating 0438	17,057.01	36,646.68	-19,589.67
10022 - Operating Account 0058	467,309.69	65,079.33	402,230.36
10029 - Events Fund - Checking 3126	32,375.15	0.00	32,375.15
10030 - Events Fund - Checking B&H	27,626.84	93,454.78	-65,827.94
10031 - Events Fund - MM/CD	200,000.00	200,000.00	0.00
10033 - Events Fund - Paypal	19,616.85	5,687.02	13,929.83
10034 - VIP - Investment Pool			
25-0001 - VIP 1-3 Year Bond Fund 0001	0.00	109,777.80	-109,777.80
25-5001 - VIP NAV Liquidity Pool 5001	21,531.44	64,432.35	-42,900.91
Total 10034 - VIP - Investment Pool	21,531.44	174,210.15	-152,678.71
10080 - Mamie Davis - Checking	6,765.24	6,265.91	499.33
10081 - Mamie Davis - MM/CD	100,000.00	100,000.00	0.00
10091 - Bricks - PayPal	1,988.10	297.68	1,690.42
10094 - Event Fund - MM 5997	62,536.45	12,589.67	49,946.78
10095 - Bricks MM 2125	9,212.07	9,207.47	4.60
Total Checking/Savings	966,118.84	703,538.69	262,580.15
<b>Accounts Receivable</b>			
10180 - Accounts Receivable	24,193.36	176,857.71	-152,664.35
Total Accounts Receivable	24,193.36	176,857.71	-152,664.35
<b>Other Current Assets</b>			
10190 - Real Estate Receivable	2,038.83	2,038.83	0.00
14990 - Undeposited Funds	4,228.78	125.00	4,103.78
Total Other Current Assets	6,267.61	2,163.83	4,103.78
Total Current Assets	996,579.81	882,560.23	114,019.58
<b>TOTAL ASSETS</b>	<b>996,579.81</b>	<b>882,560.23</b>	<b>114,019.58</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 - Accounts Payable	10,167.76	151,859.77	-141,692.01
Total Accounts Payable	10,167.76	151,859.77	-141,692.01
<b>Credit Cards</b>			
22000 - Credit Cards			
2220 Home Depot	162.81	0.00	162.81
222010 - ExxonMobil	1,143.40	0.00	1,143.40
222030 - Lowe's Proservices	600.84	364.38	236.46
222040 - United Bank Credit Cards	0.00	8,879.58	-8,879.58
Total 22000 - Credit Cards	1,907.05	9,243.96	-7,336.91
Total Credit Cards	1,907.05	9,243.96	-7,336.91
<b>Other Current Liabilities</b>			
20935 - Performance Bond	4,567.50	9,542.00	-4,974.50
20960 - Unearned Other Revenue			
20970 - Rental	2,100.00	250.00	1,850.00
20972 - Unearned CARES Act Revenue	7,933.49	87,599.32	-79,665.83
20973 - Unearned ARPA Revenue	474,780.38	0.00	474,780.38
Total 20960 - Unearned Other Revenue	484,813.87	87,849.32	396,964.55
20980 - Unearned R.E. Tax	2,038.83	2,038.83	0.00
21100 - Fire Dept Grant Pass-thru	15,000.00	0.00	15,000.00
21200 - Payroll Liabilities			
21230 - VRS Employee Contributions	2,090.40	-104.05	2,194.45
Total 21200 - Payroll Liabilities	2,090.40	-104.05	2,194.45
Total Other Current Liabilities	508,510.60	99,326.10	409,184.50
Total Current Liabilities	520,585.41	260,429.83	260,155.58
Total Liabilities	520,585.41	260,429.83	260,155.58
<b>Equity</b>			
Total Equity	475,994.40	622,130.40	-146,136.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>996,579.81</b>	<b>882,560.23</b>	<b>114,019.58</b>

# Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Kirstyn Jovanovich, Town Manager

From: Martin Crim, Town Attorney 

Re: September 2021 Town Attorney Report

Date: September 1, 2021

## **NOT CONFIDENTIAL**

This is a non-confidential report on matters that my office has been working on for the Town since my previous report dated June 28, 2021:

1. Worked with staff to prepare a zoning text amendment revising the land development provisions (subdivision and site plans), along with a resolution referring the draft ordinance to the Planning Commission for its recommendations.
2. Worked with staff to prepare a zoning text amendment to allow first floor residential in the B-1 zoning district under certain conditions, along with a resolution to refer the draft ordinance to the Planning Commission.
3. Prepared draft encroachment licenses for properties having or desiring to maintain improvements in the Town right-of-way.
4. Advised the Town Manager as to charter revisions and the newsletter announcement on the subject.
5. Discussed various zoning matters with staff, including ARB guidelines, illuminated signs, issuance of Notices of Violation and Corrective Orders, outstanding bonds, and forms.
6. Communicated with the courts regarding docket changes and speed enforcement on the 123 bridge.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> September 7, 2021
<b>10A:</b> Request to Approve Site Plan SP-2021-005, Occoquan Beer Garden	

- Attachments:**
- a. Staff Report
  - b. Site Plan Dated July 1, 2021; last revised August 25, 2021 (SP-2021-005)

**Submitted by:** Sara Fila  
Assistant Town Engineer

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

Occoquan Beer Garden, LLC (Applicant) has submitted a site plan for the property located at 126 Mill Street and is requesting approval of the site plan, SP-2021-005. The site improvements are located on 126 Mill Street property; however, the business use of a restaurant with outdoor seating will jointly use the adjacent property located at 200 Mill Street.

The Planning Commission will review this site plan at its meeting on Tuesday, September 7, 2021, at 6 p.m., and the Assistant Town Engineer will provide the Commission's recommendation to the Town Council at time of presentation.

A staff report prepared by the Assistant Town Engineer is included as part of this agenda packet.

**Town Attorney Recommendation:** Recommend approval as presented.

**Staff Recommendation:** Staff has reviewed the site plan and has deemed it consistent with the applicable provisions of the Town Code. Staff is recommending approval of the site plan subject to the following conditions: (1) proof of purchase for the offsite nutrient credits, and (2) bonds posted.

#### **Proposed/Suggested Motion(s):**

**Motion for Approval:**

"I move to approve Site Plan SP-2021-005 dated July 1, 2021, last revised August 25, 2021."

**Motion for Denial:**

"I move to deny Site Plan SP-2021-005 dated July 1, 2021, last revised August 25, 2021."

**Motion for Deferment:**

"I move to defer action on this item to MEETING DATE."

OR

Other action the Town Council deems appropriate.



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*

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

## TOWN COUNCIL

Earnie W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Krys Bienia  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## TOWN MANAGER

Kirstyn Jovanovich

## STAFF REPORT

### TOWN OF OCCOQUAN

**Applicant:** Occoquan Beer Garden, LLC  
Jeremy Barber (Lessee)

**Prepared by:** Bruce Reese, Sara Fila

**Owners:** Town of Occoquan (200 Mill Street)  
Riverwalk at Occoquan Inc (126 Mill Street)

**Case Number:** SP-2021-005

**Address:** 126 Mill Street/200 Mill Street

**Project Title:** Occoquan Beer Garden

**Date:** September 1, 2021

## PART I

### A. EXECUTIVE SUMMARY

The applicant proposes to use the properties jointly as an outdoor restaurant and will serve food and alcohol. The properties' topography will remain as existing and the ground surface will be treated with pervious TrueGrid material. This material has a stone base with the ability for grass to grow up through the grid to create a solid sub-surface while maintaining a pervious grass layer above. The site plan includes a location for a kitchen trailer/structure along with proposed sitting areas throughout the TrueGrid area. The applicant has added seven new parking spaces to the property and expanded Poplar Alley to a 13' wide drive aisle along the property boundary. There are also six proposed trees to be planted, as well as retention of an existing tree, along the East side of the property. The entire TrueGrid area will be fenced with access to the property through an entrance gate along Mill Street near 200 Mill Street. All of the proposed site improvements are planned on the property located at 126 Mill Street; however, the business use will include use of the adjacent Town owned property located at 200 Mill Street.

### B. DESCRIPTION OF PETITION

The applicant requests approval of the Site Plan for "Occoquan Beer Garden," dated 7/1/21, last revised 8/25/21.

## C. APPLICABLE REGULATIONS

1. Chapter 152 – Erosion and Sediment Control
2. Chapter 153 – State Stormwater Management Program
3. Chapter 155 – Site Plan
4. Chapter 157 – Zoning

## PART II

### A. ANALYSIS OF EXISTING CONDITIONS

1. Site Area: 12,679 square feet in parcel ( $\pm 0.29107$  acres)  
Area Disturbed: 12,679 square feet in parcel ( $\pm 0.29107$  acres)
2. Use: Restaurant
3. Zone: B-1
4. Location: The referenced properties are located at 126 Mill Street (Prince William County GPIN 8393-74-1408) and 200 Mill Street (Prince William County GPIN 8393-74-0717).
5. Buildings/Structures: The property that includes the proposed site improvements at 126 Mill Street is currently vacant.
6. Access: Access is from the Poplar Alley to the South and Mill Street to the North.
7. Stormwater Management and Virginia Stormwater Management Program (VSMP): The disturbed area is 12,679 square feet, and as such, is required to meet SWM and VSMP regulations. A VSMP permit and a Stormwater Pollution Prevention Plan (SWPPP) will be required. The proposed plan addresses stormwater quality through the purchase of offsite nutrient credits. The stormwater quantity has been addressed through the use of sheet flow and the site location in vicinity of the Occoquan River.
8. Erosion and Sediment Control: The disturbed area is 12,679 square feet, and as such, is required to meet the Erosion and Sediment Control measures. The proposed plan utilizes a construction entrance for access during construction as well as silt fence surrounding the disturbed area.

### B. ANALYSIS OF PROPOSED DEVELOPMENT

The applicant has submitted a site plan showing how the proposed improvements will be constructed, including the TrueGrid surface material, required parking spaces, refuse location, pedestrian pathways, stormwater management, erosion and sediment control and landscape. Portions of the existing vegetative cover will be removed as part of this site plan. However, landscaping requirements were calculated and have been met per the Code.

### PART III

## **STAFF CONCLUSIONS**

The proposed site plan, having been duly reviewed by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. It is, therefore, Staff's recommendation to grant approval to the site plan, subject to the following conditions:

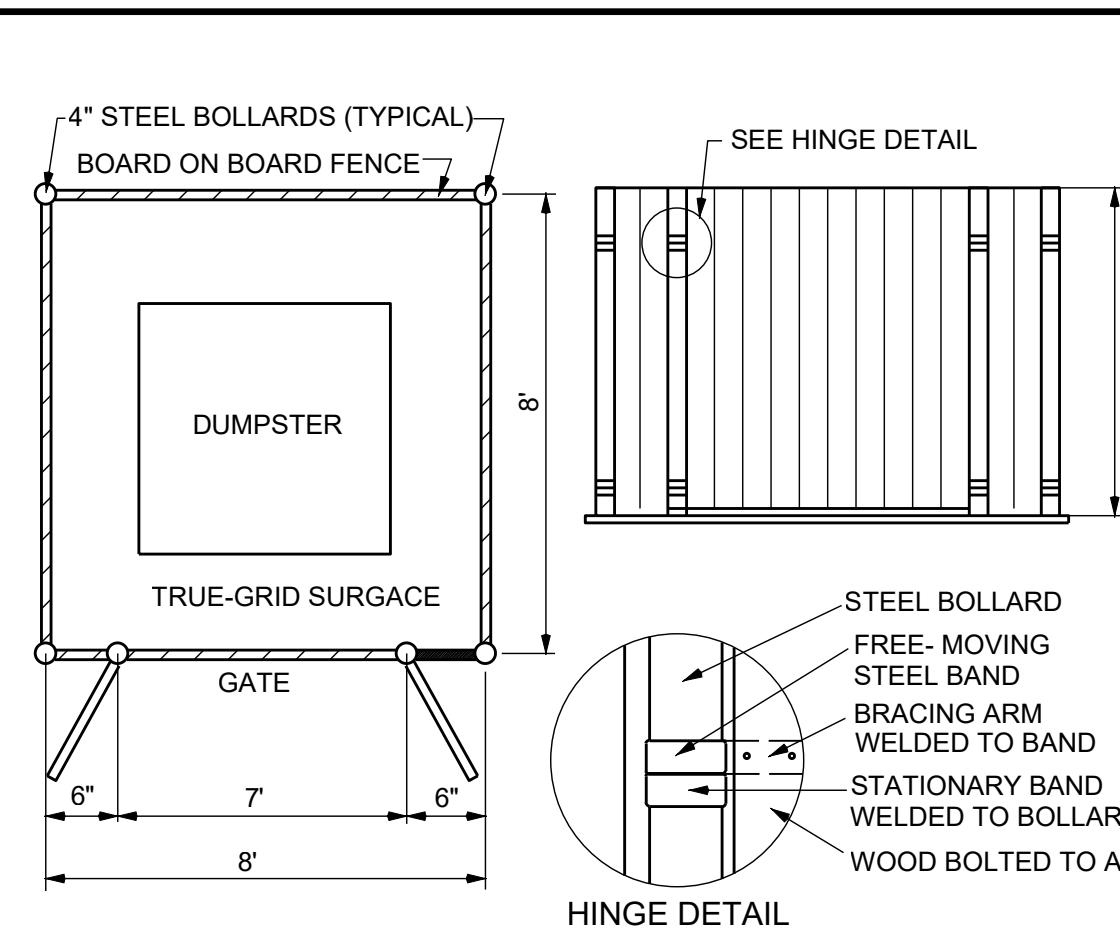
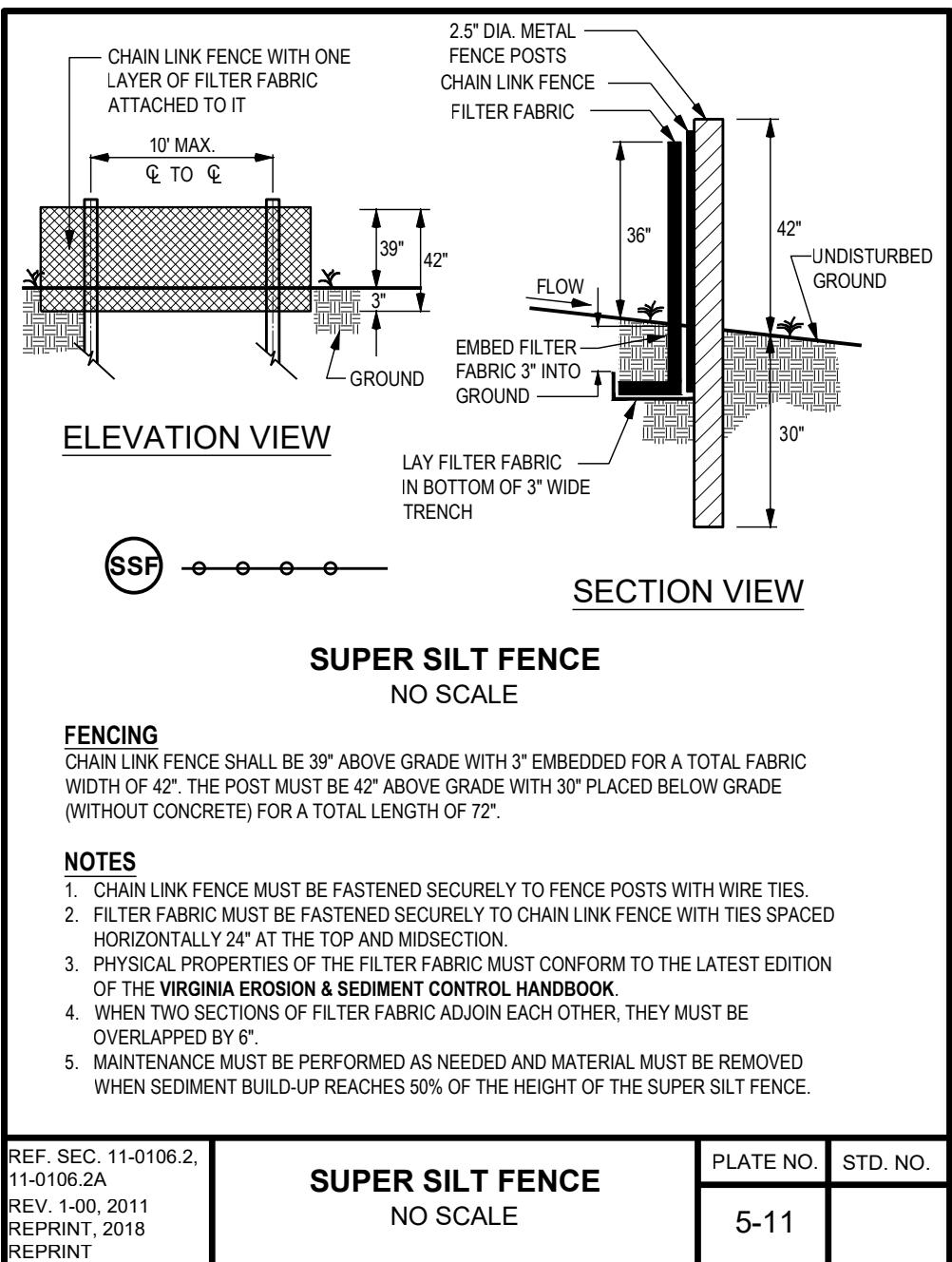
1. Proof of purchase for the offsite nutrient credits.
  2. Bonds posted.

It is suggested that signatures on the site plan be withheld until these conditions are met and verified by the Town Manager.

**PREPARED BY:** Bruce A. Reese, PE, LS, Town Engineer  
Sara R. Fila, PE, Zoning Administrator

Be Rose  
Sara R Fila

cc: File  
Kirstyn Jovanovich, Town Manager, Town of Occoquan



#### DESIGN FOR TRASH RECEPTACLE ENCLOSURE

NOT TO SCALE

GPN: 8393-74-1408  
ZONING: B-1  
FEMA FLOOD ELEVATION = 14.0  
ADDRESS: #126 MILL STREET OCOQUAN, VA 22125

#### PARKING TABULATION

SITE AREA= 12,679 S.F. = 0.29107 AC.

EXISTING REGULAR PARKING SPACES= 4  
EXISTING HANDICAP PARKING SPACES= 2  
PROPOSED PARKING SPACES= 7  
TOTAL PARKING SPACES PROVIDED= 13

8 SEATS/ PER 6 EXISTING SPACES = 48  
8 SEATS/ PER 7 PROPOSED SPACES = 56  
SEATS PERMITTED PER TOWN 157.197(O) = 50  
TOTAL NUMBER OF SEATS PROVIDED = 154

#### SITE CONDITIONS:

OCCOQUAN RIVER WATERSHED  
12679 SF (0.29 ACRES)

**PRE-DEVELOPMENT:**  
PAVEMENT 237 SF  
TURF 12442 SF  
TOTAL 12679 SF

$$[(0.0054)(0.9) + (0.2857)(0.3)]/0.29 = C\text{-FACTOR} = 0.31$$

$$Q10 = (0.31)(0.29)(7.27) = 0.65 \text{ CFS}$$

**POST DEVELOPMENT**  
PAVEMENT 237 SF  
GRAVEL 1298 SF  
TURF (TRUEGRID TURF SYSTEM 8711 SF) 11144 SF  
TOTAL 12679 SF

$$[(0.0352)(0.9) + (0.2559)(0.3)]/0.29 = C\text{-FACTOR} = 0.37$$

$$Q10 = (0.37)(0.29)(7.27) = 0.78 \text{ CFS}$$

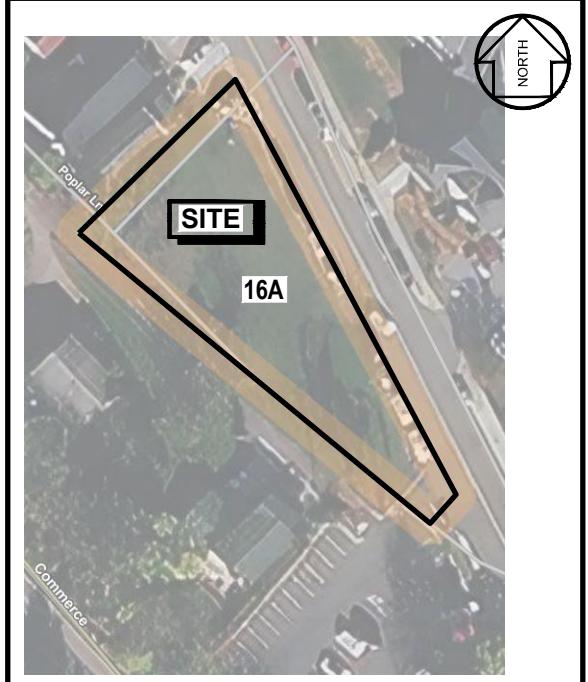
**RUNOFF CALCULATIONS:**  
POST-DEVELOPMENT VOLUME:  
0.78 CFS - 0.65 CFS = 0.13 CFS INCREASE

#### OWNER:

RIVERWALK AT OCOQUAN, INC  
349 GUNDY DRIVE  
FALLS CHURCH, VA  
PHONE: 703-533-9488  
CELL: 703-307-7393  
LETTY.LYNN@VERIZON.NET

#### LESSEE:

THE GARDEN & LIVE OAK RESTAURANT  
JEREMY BARBER  
7000 ELKTON DRIVE  
SPRINGFIELD VA 22152  
PHONE: 703-851-3270  
EMAIL: JEREMY@THEGARDENDELRAY.COM



SOILS MAP

SCALE: 1" = 100'

HYDROLOGIC GROUP C/D

#### Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
16A	Delanco fine sandy loam, 0 to 4 percent slopes	0.4	100.0%
<b>Totals for Area of Interest</b>			0.4 100.0%

REF. SEC. 11-0106.2, 11-0106.2A REV. 1-00, 2011 REPRINT, 2018 REPRINT	SUPER SILT FENCE NO SCALE	PLATE NO. 5-11	STD. NO.
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#### GENERAL NOTES

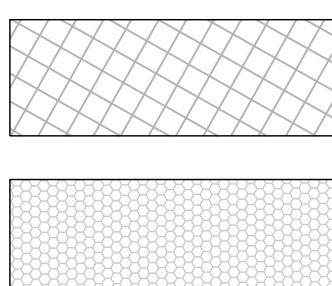
- PERMITS WILL BE OBTAINED FOR TWO SIGNS. ONE WILL BE PLACED IN FRONT OF THE VISITOR CENTER. THE SECOND WILL BE PLACED AT #126 MILL STREET CLOSE TO THE VISITOR CENTER.
- LED STRIPING LIGHTS WILL BE STRUNG ACROSS THE PROPERTY IN A RANDOM PATTERN TO PROVIDE AMBIENT LIGHT TO THE AREA.
- ENTIRE SITE IS ADA ACCESSIBLE - NO ACCESSIBLE ROUTE WILL BE EXCEED 5% SLOPE.
- THE EXISTING SITE GRADES WILL REMAIN POST-DEVELOPMENT.
- NO FILL PERMITTED IN FLOOD PLAIN AREA (ELEVATION BELOW 14.0).
- NO INLET PROTECTION REQUIRED. SUPER SILT FENCE WILL BE INSTALLED. ALL WORK AREAS WILL BE COVERED DAILY.
- INSTALL TRAFFIC BEARING LID FOR EXISTING WATER METER.

#### CONSTRUCTION SEQUENCE

- INSTALL SUPER SILT FENCE.
- REMOVE TREES AS SHOWN AS PLAN.
- INSTALL TRUE-GRID SYSTEM IN AREA DESIGNATED AS CONSTRUCTION ENTRANCE.
- COMPLETE INSTALLATION OF TRY-GRID SYSTEM IN AREAS NO LARGER THAN CAN BE PREPARED AND COMPLETED IN ONE DAY TO ENSURE NO AREA REMAINS DENUDED OR UN-STABILIZED ALLOWING EROSION EROSION OR SEDIMENTATION RUN-OFF.
- INSTALL LED LIGHTING AND SIGNAGE.
- REMOVE SUPER SILT FENCE AND COMPLETE SODDING AND STABILIZATION.

#### LEGEND

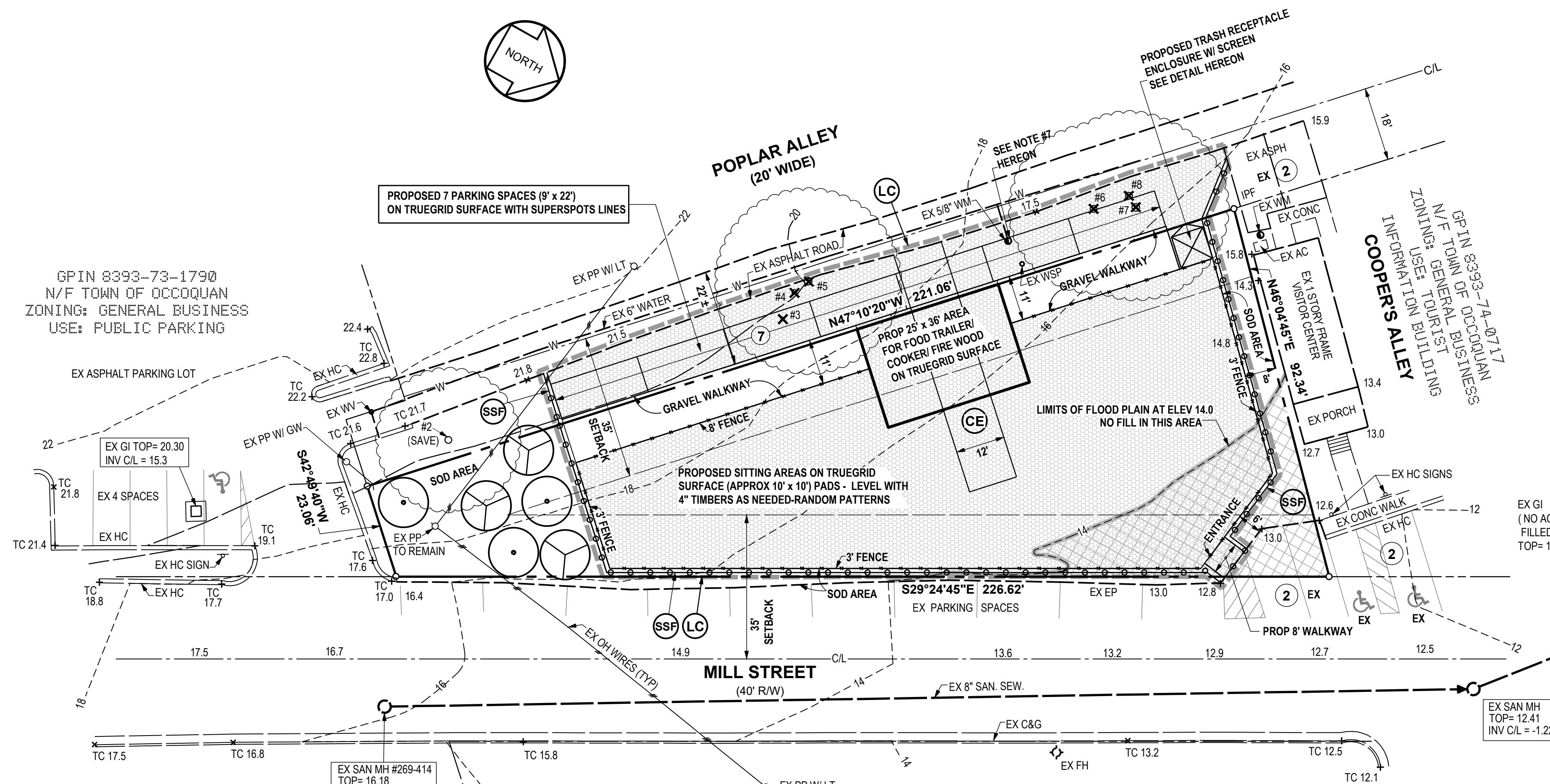
AC = AIR CONDITIONING UNIT  
C&G = CURB AND GUTTER  
CI = CURB INLET  
EP = EDGE OF PAVEMENT  
DW = DRIVEWAY  
HC = HEADER CURB  
HC SIGN = HANDICAP SIGN  
IPI = IRON PIPE FOUND  
GI = GRATE INLET  
OH = OVERHANG/ OVERHEAD  
PP = POWER POLE  
PP W/ GW = POWER POLE WITH GUY WIRE  
PP W/ LT = POWER POLE WITH LIGHT  
(R) = TO BE REMOVED  
(S) = TO BE SAVED  
SAN MH = SANITARY MANHOLE  
SL = SANITARY LATERAL  
STORM MH = STORM MANHOLE  
TC = TOP OF CURB  
WM = WATER METER  
WSP = WATER SPIGOT  
WS = WATER SERVICE  
WW = WATER VALVE



FLOOD PLAIN AREA

TRUE-GRID SYSTEM

GPN: 8393-73-1790  
N/F TOWN OF OCOQUAN  
ZONING: GENERAL BUSINESS  
USE: PUBLIC PARKING



TREE CANOPY REQUIRED = 10%  
(0.10) (12,679 S.F.) = 1,268 S.F. REQUIRED

TREE PLANTED = 1,200 S.F.  
TREE PRESERVED = 200 S.F.  
TOTAL TREE PROVIDED = 1,400 S.F.

(PL) PROPERTY LINE

⑥ NUMBER OF PARKING SPACES

(LC) LIMITS OF CLEARING, GRADING  
AND / OR DISTURBANCE

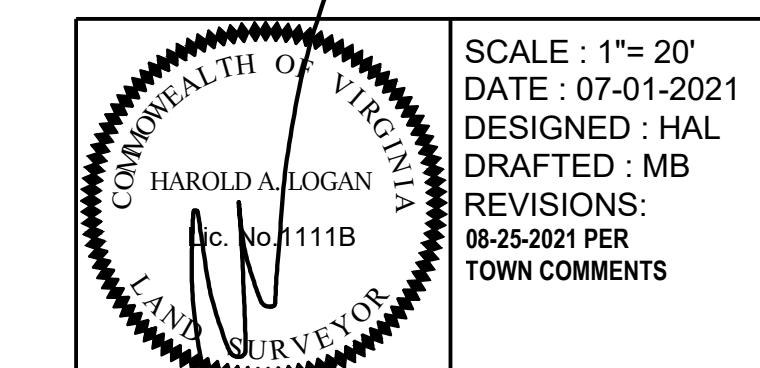
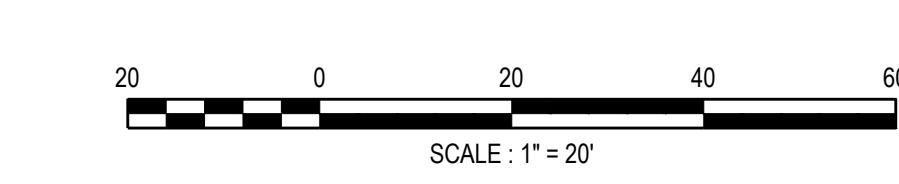
3.05 (SSF) TEMPORARY SUPER SILT FENCE

PLATE 7-11

EXISTING TREE TO BE REMOVED

#### TREE PLANTING

Symbol	Botanical Name	Common Name	Quantity	Caliper	Height	Tree Cover Credit (sq. ft.)	Remarks
○	Acer rubrum	Red Maple	3	2"	NA	3 @ 200 sf each 600 sf total	B & B
△	Quercus falcata	Southern Red Oak	3	2"	NA	3 @ 200 sf each 600 sf total	B & B



OCOQUAN BEER GARDEN  
TOWN OF OCOQUAN, VIRGINIA

#### SITE PLAN

HAROLD A. LOGAN ASSOCIATES P.C.  
LAND SURVEYING - SITE PLANNING - SUBDIVISION DESIGN  
9114 INDUSTRY DRIVE  
MANASSAS PARK, VA, 20111 (703) 330-1988  
LOGANASSOCMARK@GMAIL.COM

SHEET  
1 OF 3

SP 2915



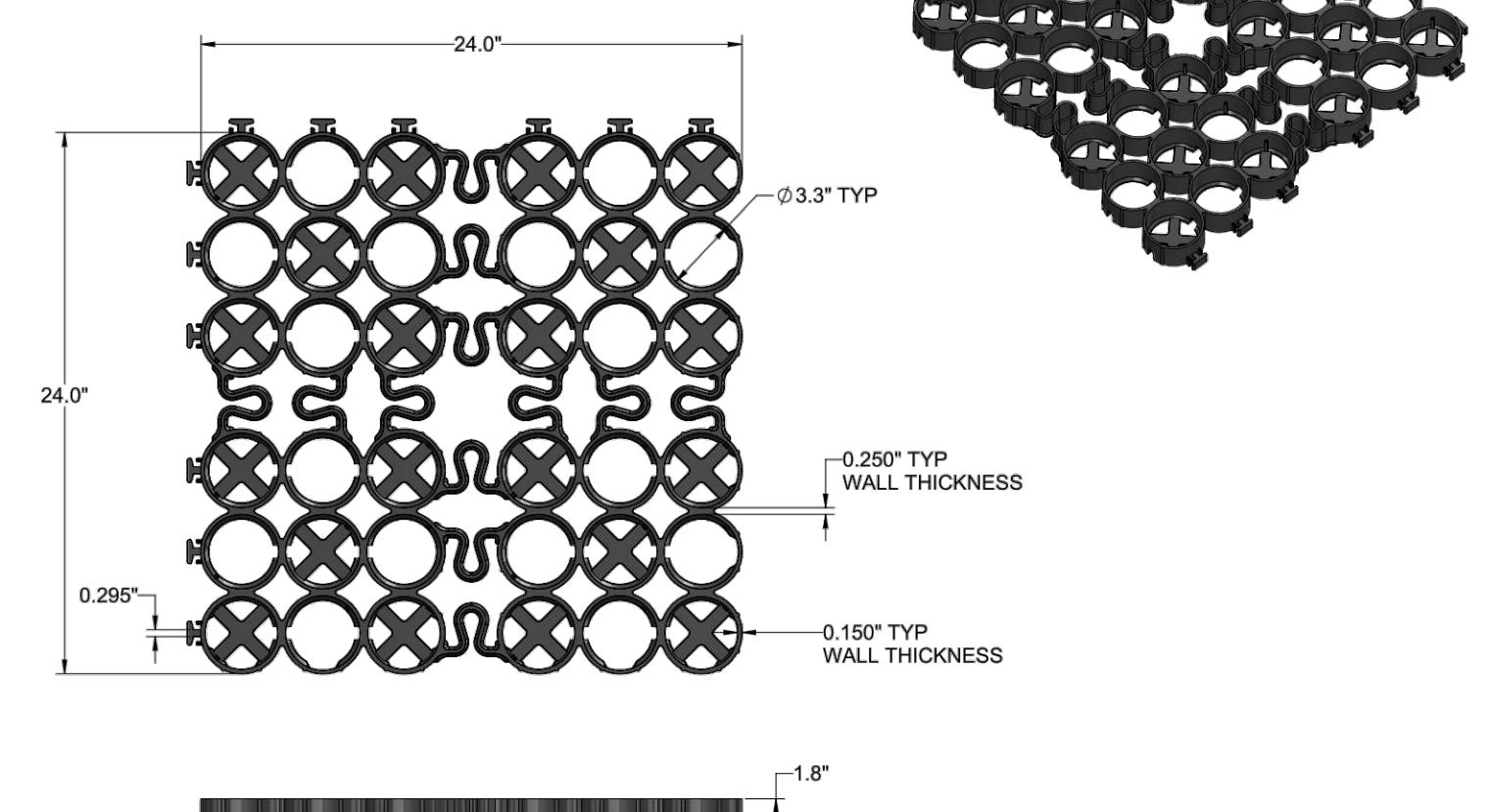
True to your project. True to the environment.  
MADE IN U.S.A.

TRUEGRID PRO PLUS 24" X 24" X 1.6"

US PATENT NO. 8,734,049

**PROPRIETARY FEATURES:**  
 1) X-POINT LOCKING (LOCKING NEEDED)  
 2) 3-POINT MALE/FEMALE LOCKING TABS  
 3) S-FLEX JOINTS (BUILT IN EXPANSION JOINTS FOR SOIL MOVEMENT AND SEASONAL CHANGES)  
 4) HOOP STRENGTH DESIGN

**OTHER:**  
 1) 100% POST-CONSUMER RECYCLED HDPE  
 2) DELIVERED IN PREASSEMBLED 4' X 4' SHEETS THAT CAN BE RECONFIGURED, AS NEEDED.



SEE WEB-SITE FOR SPECIFICATIONS AND INSTALLATION INSTRUCTION

FOR PRICING OR ORDERING: CALL 1-855-355-GRID (4743). IN STOCK. FACTORY DIRECT.

#### EROSION AND SEDIMENT CONTROL NARRATIVE:

**PROJECT DESCRIPTION:**  
 THE PURPOSE OF THIS PROJECT IS TO PROVIDE TURFGRID TURF SYSTEM PAVERS ON A VACANT (TURF) SITE IN ORDER TO PROVIDE SPACE FOR TABLES/SEATING AS WELL AS VEHICLE PARKING IN THE EXISTING ALLEYWAY. PROPOSED GRADING WILL RETAIN THE EXISTING SHEET FLOW PATTERNS ON THE SITE POST DEVELOPMENT. THE PROPOSED IMPERVIOUS AREA, HOWEVER GRAVEL IS BEING PROPOSED AS SHOWN. THE PROPOSED GRADING WILL MATCH EXISTING CONTOURS AT THE PROPERTY LINES AND AS SUCH WILL NOT CREATE ANY AREAS OF CONCENTRATED FLOWS OFFSITE. PLEASE SEE CALCULATIONS HEREON THAT INDICATE THE OVERALL CHANGES IN FLOWS. THIS PROJECT WILL REQUIRE APPROXIMATELY 6 MONTHS TO COMPLETE.

**EXISTING SITE CONDITIONS:**  
 THE SITE IS CURRENTLY VACANT EXCEPT FOR A SMALL AREA OF PAVEMENT AND IS LOCATED IN THE OCOQUAN RIVER WATERSHED. THE SITE SLOPES GENERALLY TO THE NORTH AT APPROXIMATELY 3% OR LESS FROM THE HIGH POINT LOCATED NEAR THE PROPERTY LINE SHARED WITH POPLAR ALLEY. PRESENT CONDITIONS ON THE SITE INDICATE RELATIVELY UNIFORM SHEET FLOW DRAINAGE ACROSS THE SITE.

**ADJACENT PROPERTIES:**  
 COOPER'S ALLEY BORDERS THE PROJECT SITE TO THE NORTH, POPLAR ALLEY TO THE EAST, TOWN OF OCOQUAN PARCEL TO THE SOUTH, AND MILL STREET TO THE WEST. COOPER'S ALLEY AND THE TOWN PROPERTY CONTAIN STRUCTURES/BUILDINGS.

**OFF-SITE AREAS:**  
 POPLAR ALLEY RIGHT-OF-WAY WILL BE DISTURBED TO INSTALL THE TRUEGRID SURFACE MATERIALS AND ASSOCIATED SITE IMPROVEMENTS AS SHOWN. NO OFFSITE AREAS WILL ENCOUNTER ANY DELETERIOUS EFFECTS AS A RESULT OF THE PROPOSED CONSTRUCTION ON THIS SITE.

**SOILS:**  
 16A-DELANCO FINE SANDY LOAM, 0 TO 4 PERCENT SLOPES

##### MAP UNIT SETTING

- NATIONAL MAP UNIT SYMBOL: KH99
- ELEVATION: 50 TO 900 FEET
- MEAN ANNUAL PRECIPITATION: 19 TO 50 INCHES
- MEAN ANNUAL AIR TEMPERATURE: 46 TO 69 DEGREES F
- FROST-FREE PERIOD: 168 TO 211 DAYS
- FARMLAND CLASSIFICATION: FARMLAND OF STATEWIDE IMPORTANCE

##### MAP UNIT COMPOSITION

- DELANCO AND SIMILAR SOILS: 80 PERCENT
- MINOR COMPONENTS: 5 PERCENT
- ESTIMATES ARE BASED ON OBSERVATIONS, DESCRIPTIONS, AND TRANSECTS OF THE MAPUNIT.

##### DESCRIPTION OF DELANCO

###### SETTING

- LANDFORM: STREAM TERRACES
- LANDFORM POSITION (THREE-DIMENSIONAL): TREAD
- DOWN-SLOPE SHAPE: LINEAR
- ACROSS-SLOPE SHAPE: LINEAR
- PARENT MATERIAL: ALLUVIUM

###### TYPICAL PROFILE

- H1 - 0 TO 11 INCHES: FINE SANDY LOAM
- H2 - 11 TO 45 INCHES: CLAY LOAM
- H3 - 45 TO 76 INCHES: SANDY LOAM

###### PROPERTIES AND QUALITIES

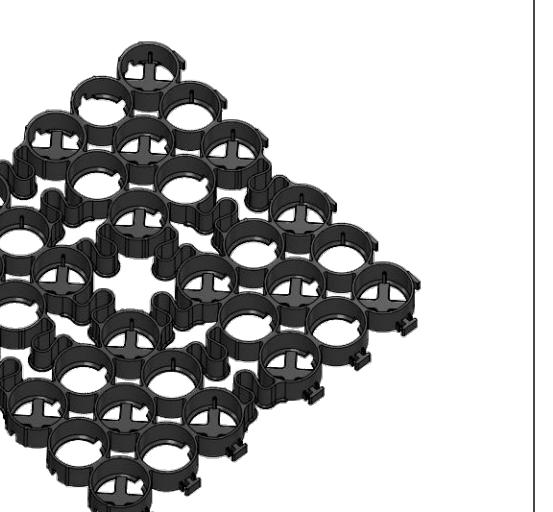
- SLOPE: 0 TO 7 PERCENT
- DEPTH TO RESTRICTIVE FEATURE: MORE THAN 80 INCHES
- DRAINAGE CLASS: MODERATELY WELL DRAINED
- RUNOFF CLASS: MEDIUM
- CAPACITY OF THE MOST LIMITING LAYER TO TRANSMIT WATER (KSAT): MODERATELY HIGH (0.20 TO 0.57 IN/HR)
- DEPTH TO WATER TABLE: ABOUT 12 TO 30 INCHES
- FREQUENCY OF FLOODING: RARE
- FREQUENCY OF PONDING: NONE
- AVAILABLE WATER CAPACITY: HIGH (ABOUT 10.8 INCHES)

###### INTERPRETIVE GROUPS

- LAND CAPABILITY CLASSIFICATION (IRRIGATED): NONE SPECIFIED
- LAND CAPABILITY CLASSIFICATION (NONIRRIGATED): 2E
- HYDROLOGIC SOIL GROUP: C/D
- HYDRIC SOIL RATING: NO

###### MINOR COMPONENTS

- HATBORO
- PERCENT OF MAP UNIT: 5 PERCENT
- LANDFORM: FLOOD PLAINS
- LANDFORM POSITION (THREE-DIMENSIONAL): TREAD
- DOWN-SLOPE SHAPE: LINEAR
- ACROSS-SLOPE SHAPE: LINEAR
- HYDRIC SOIL RATING: YES



1

2

3

4

5

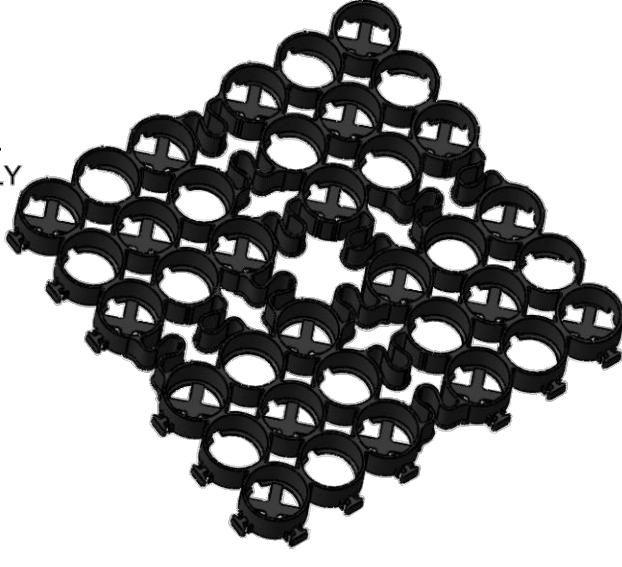
6

7

A

NOTES:

- SUB-BASE DEPTH AND PREPARATION IS DEPENDENT ON SITE CONDITIONS PLUS LOADING REQUIREMENTS.
- TRUEGRID PRO PLUS PRODUCTS ARE SUFFICIENTLY RATED FOR H-20 /HS-20 LOADING AND GREATER.
- SEEDING METHOD: FILL SOIL/GROWING MEDIA TO TOP OF GRID. APPLY SEEDING OR HYDROSEEDING PER MANUFACTURERS' (BY OTHERS) REQUIRED APPLICATION RATES.
- SOD INSTALLATION METHOD: FILL TOPSOIL/GROWING MEDIA HALF-WAY (~1") WITHIN TRUEGRID AND PRESS IN SOD SO THAT TOP OF GRID IS AT SOIL/ROOT LEVEL AND ONLY THE GRASS BLADES EXTEND ABOVE THE GRID.
- GEORGRID MESH OR GEOPOLYMER MAY BE REQUIRED BETWEEN SUBGRADE & SUBBASE FOR CERTAIN SOILS AND SITE SPECIFIC REQUIREMENTS.
- NO STAKING NECESSARY WITH TRUEGRID PRO PLUS WHEN SLOPE IS BELOW 20 DEGREES. ASSESS PROJECT, AS NEEDED.
- TRUEGRID PRO PLUS IS ADA COMPLIANT WITH PROPER FILL MATERIAL.
- ALTERNATIVE ENGINEERED SUB-BASE MIXES CAN BE USED PROVIDED THEY PROMOTE GRASS GROWTH, HAVE ADEQUATE VOID SPACE FOR DRAINAGE, AND PROVIDE REQUIRED STRUCTURAL SUPPORT.
- THIS CROSS SECTION IS FOR INFORMATION ONLY.



**TRUEGRID BLOCK REFERENCE VIEW**  
PREASSEMBLED & DELIVERED IN 4' X 4' SHEET, RECONFIGURED AS NEEDED. NO EXTRA TOOLING OR ACCESSORIES REQUIRED

ADJOINING FINISH GRADE TRUEGRID SURFACE FLUSH OR SLIGHTLY RECESSED SEE DRAWING TG-EDGE-OPTS FOR EDGING OPTIONS

GEOGRID MESH OR GEOPOLYMER OPTION LOCATION: SEE NOTE #5

B

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E

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Project Name:	OCCOQUAN BEER GARDEN
Date:	8/9/2021
Linear Development Project? No	

### Site Information

#### Post-Development Project (Treatment Volume and Loads)

Enter Total Disturbed Area (acres) → 0.29

Maximum reduction required:	10%
The site's net increase in impervious cover (acres) is:	0.0298
Post-Development TP Load Reduction for Site (lb/yr):	0.07

#### Pre-ReDevelopment Land Cover (acres)

	A Soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) -- undisturbed forest/open space					0.00
Managed Turf (acres) -- disturbed, graded for yards or other turf to be					0.29
Impervious Cover (acres)					0.01

#### Post-Development Land Cover (acres)

	A Soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) -- undisturbed, protected forest/open space or reforested					0.00
Managed Turf (acres) -- disturbed, graded for yards or other turf to be					0.26
Impervious Cover (acres)					0.04

#### Constants

Annual Rainfall (inches)	43
Target Rainfall Event (inches)	1.00
Total Phosphorus (TP) EMC (mg/L)	0.26
Total Nitrogen (TN) EMC (mg/L)	1.86
Target TP Load (lb/acre/yr)	0.41
R <sub>v</sub> (unless correction factor)	0.90

#### Runoff Coefficients (R<sub>v</sub>)

	A Soils	B Soils	C Soils	D Soils
Forest/Open Space	0.02	0.03	0.04	0.05
Managed Turf	0.15	0.20	0.22	0.25
Impervious Cover	0.95	0.95	0.95	0.95

#### LAND COVER SUMMARY -- PRE-REDEVELOPMENT

Land Cover Summary-Pre		
Pre-ReDevelopment	Listed	Adjusted <sup>1</sup>
Forest/Open Space Cover (acres)	0.00	0.00
Weighted R <sub>v</sub> (forest)	0.00	0.00
% Forest	0%	0%
Managed Turf Cover (acres)	0.29	0.26
Weighted R <sub>v</sub> (turf)	0.25	0.25
% Managed Turf	98%	98%
Impervious Cover (acres)	0.01	0.01
R <sub>v</sub> (impervious)	0.95	0.95
% Impervious	2%	2%
Total Site Area (acres)	0.29	0.26
Site R <sub>v</sub>	0.26	0.26

#### Treatment Volume and Nutrient Load

Pre-ReDevelopment Treatment Volume (acre-ft)	0.0064	0.0058
Pre-ReDevelopment Treatment Volume (cubic feet)	278	251
Pre-ReDevelopment TP Load (lb/yr)	0.17	0.16
Pre-ReDevelopment TP Load per acre (lb/acre/yr)	0.60	0.60
Baseline TP Load (lb/yr) (0.41 lbs/acre/yr applied to pre-redevelopment areas excluding previous land proposed for new impervious cover)		0.11

<sup>1</sup> Adjusted Land Cover Summary:  
Pre ReDevelopment land cover minus pervious land cover (forest/open space or managed turf) acreage proposed for new impervious cover.

Adjusted total acreage is consistent with Post-ReDevelopment acreage (minus acreage of new impervious cover).

Column 1 shows load reduction requirement for new impervious cover (based on new development load limit, 0.41 lbs/acre/year).

#### Post-Development Requirement for Site Area

TP Load Reduction Required (lb/yr) 0.07

#### Nitrogen Loads (Informational Purposes Only)

Pre-ReDevelopment TN Load (lb/yr)	1.25
Final Post-Development TN Load (Post-ReDevelopment & New Impervious) (lb/yr)	1.59

#### Drainage Area A

##### Drainage Area A Land Cover (acres)

	A Soils	B Soils	C Soils	D Soils	Totals	Land Cover R <sub>v</sub>
Forest/Open Space (acres)					0.00	0.00
Managed Turf (acres)					0.26	0.25
Impervious Cover (acres)					0.04	0.95
					Total	0.29

Total Phosphorus Available for Removal in D.A. A (lb/yr) 0.22  
Post Development Treatment Volume in D.A. A (ft<sup>3</sup>) 354

TOTAL IMPERVIOUS COVER TREATED (ac) 0.00 AREA CHECK: OK.  
TOTAL MANAGED TURF AREA TREATED (ac) 0.00 AREA CHECK: OK.

TOTAL RUNOFF REDUCTION IN D.A. A (ft<sup>3</sup>) 0  
TOTAL PHOSPHORUS AVAILABLE FOR REMOVAL IN D.A. A (lb/yr) 0.22  
TOTAL PHOSPHORUS REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr) 0.00  
TOTAL PHOSPHORUS REMAINING AFTER APPLYING RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr) 0.22

SEE WATER QUALITY COMPLIANCE TAB FOR SITE COMPLIANCE CALCULATIONS

TOTAL RUNOFF REDUCTION IN D.A. A (ft<sup>3</sup>) 0  
NITROGEN REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr) 0.00

SEE WATER QUALITY COMPLIANCE TAB FOR SITE CALCULATIONS (Information Only)

TOTAL IMPERVIOUS COVER TREATED (ac) 0.00 AREA CHECK: OK.  
TOTAL MANAGED TURF AREA TREATED (ac) 0.00 AREA CHECK: OK.

TOTAL PHOSPHORUS REMOVAL REQUIRED ON SITE (lb/yr) 0.07  
TOTAL PHOSPHORUS AVAILABLE FOR REMOVAL IN D.A. A (lb/yr) 0.22  
TOTAL PHOSPHORUS REMOVED WITHOUT RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr) 0.00  
TOTAL PHOSPHORUS REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr) 0.00  
TOTAL PHOSPHORUS LOAD REDUCTION ACHIEVED IN D.A. A (lb/yr) 0.00  
TOTAL PHOSPHORUS REMAINING AFTER APPLYING BMP LOAD REDUCTIONS IN D.A. A (lb/yr) 0.22

SEE WATER QUALITY COMPLIANCE TAB FOR SITE COMPLIANCE CALCULATIONS

NITROGEN REMOVED WITH RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr) 0.00  
NITROGEN REMOVED WITHOUT RUNOFF REDUCTION PRACTICES IN D.A. A (lb/yr) 0.00  
TOTAL NITROGEN REMOVED IN D.A. A (lb/yr) 0.00

#### Runoff Volume and Curve Number Calculations

Enter design storm rainfall depths (in):

1-year storm 2-year storm 10-year storm

2.57 3.11 4.80

Use NOAA Atlas 14 (<http://hdsc.nws.noaa.gov/hdsc/pdf/>)

#### \*Notes (see below):

- [1] The curve numbers and runoff volumes computed in this spreadsheet for each drainage area are limited in their applicability for determining and demonstrating compliance with water quantity requirements. See VRRM User's Guide and Documentation for additional information.
- [2] Runoff Volume (RV) for pre- and post-development drainage areas must be in volumetric units (e.g., acre-feet or cubic feet) when using the Energy Balance Equation. Runoff measured in watershed-inches and shown in the spreadsheet as RV(watershed-inch) can only be used in the Energy Balance Equation when the pre- and post-development drainage areas are equal. Otherwise RV(watershed-inch) must be multiplied by the drainage area.
- [3] Adjusted CNs are based on runoff reduction volumes as calculated in D.A. tabs. An alternative CN adjustment calculation for Vegetated Roofs is included in BMP specification No. 5.

#### Drainage Area Curve Numbers and Runoff Depths\*

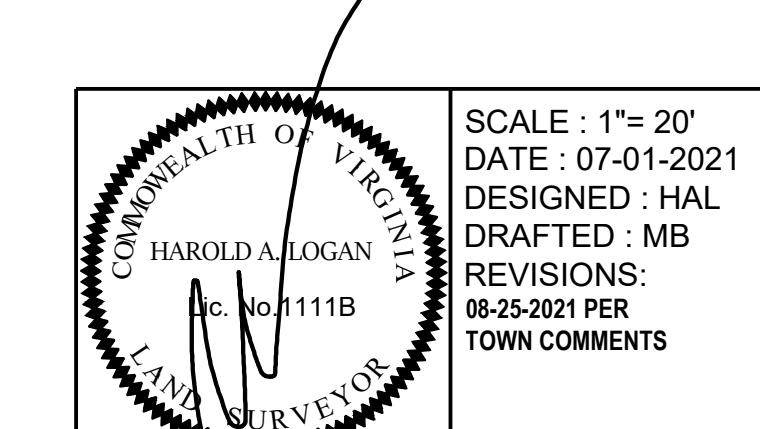
Curve numbers (CN, CNadj) and runoff depths (RV<sub>Developed</sub>) are computed with and without reduction practices.

Drainage Area A	A Soils	B Soils	C Soils	D Soils	Total Area (acres): 0.29
Forest/Open Space -- undisturbed, protected forest/open space or reforested land	Area (acres)	0.00	0.00	0.00	
Managed Turf -- disturbed, graded for yards or other turf to be mowed/managed	Area (acres)	30	55	70	77
Impervious Cover	Area (acres)	39	61	74	80
	CN	98	98	98	98
	CN <sub>(D.A.)</sub>	82			

1-year storm 2-year storm 10-year storm

RV<sub>Developed</sub> (watershed-inch) with no Runoff Reduction\*  
RV<sub>Developed</sub> (watershed-inch) with Runoff Reduction\*  
Adjusted CN\*

1.05 1.47 2.90  
1.05 1.47 2.90  
82 82 82



SCALE : 1"= 20'

DATE :

07-01-2021

DESIGNED :

HAL

DRAFTED :

MB

REVISIONS:

08-25-2021

PER

TOWN COMMENTS

SP 2915

SP 291



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> September 7, 2021
<b>10B:</b> Request to Approve Site Plan SP-2021-008, 301 Commerce Street	

- Attachments:**
- a. Staff Report
  - b. Site Plan Dated July 22, 2021 (SP-2021-008)

**Submitted by:** Sara Fila  
Assistant Town Engineer

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**Explanation and Summary:**

Kathy and Josh Anderson (Applicant) has submitted a site plan for the property located at 301 Commerce Street and is requesting approval of the site plan, SP-2021-008. The site plan includes conversion of existing gravel driveway and parking area to poured concrete, and an existing gravel seating area to Astroturf.

The Planning Commission will review this site plan at its meeting on Tuesday, September 7, 2021, at 6 p.m., and the Assistant Town Engineer will provide the Commission's recommendation to the Town Council at time of presentation.

A staff report prepared by the Assistant Town Engineer is included as part of this agenda packet.

**Town Attorney Recommendation:** Recommend approval as presented.

**Staff Recommendation:** Staff has reviewed the site plan and has deemed it consistent with the applicable provisions of the Town Code. Staff is recommending approval of the site plan subject to execution of a license agreement for the encroachments on this site within the Town right-of-way.

**Proposed/Suggested Motion(s):**

**Motion for Approval:**

"I move to approve Site Plan SP-2021-008 dated July 22, 2021."

**Motion for Denial:**

"I move to deny Site Plan SP-2021-008 dated July 22, 2021."

**Motion for Deferment:**

"I move to defer action on this item until MEETING DATE."

OR

Other action the Council deems appropriate.



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*

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

## TOWN COUNCIL

Earnie W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Krys Bienia  
Cindy Fithian  
Laurie Holloway  
Eliot Perkins

## TOWN MANAGER

Kirstyn Jovanovich

## STAFF REPORT

## TOWN OF OCCOQUAN

**Applicant:** Kathy and Josh Anderson

**Property Owner:** 301 Commerce Street LLC

**Prepared by:** Bruce Reese, Sara Fila

**Case Number:** SP-2021-008

**Date:** September 1, 2021

**Site Location:** LOT 41A (301 Commerce Street)

### PART I

#### A. EXECUTIVE SUMMARY

The applicant proposes conversion of  $\pm 400$  square feet of existing gravel driveway and parking area to poured concrete, and an existing gravel seating area to Astroturf. A 6" trough drain discharging to a 4" outlet pipe is proposed to collect stormwater runoff from the driveway surface. The driveway, parking area, and seating area is located in the side yard.

#### B. DESCRIPTION OF PETITION

The applicant requests approval of the Site Plan for the driveway and parking area concrete improvements, the Astroturf seating area, and associated drainage infrastructure titled "Physical Improvement Survey Lot 41A Occoquan Town," dated July 22, 2021. The site plan application was submitted to the Town on August 24, 2021.

#### C. APPLICABLE REGULATIONS

1. Chapter 152 – Erosion and Sediment Control
2. Chapter 153 – State Stormwater Management Program
3. Chapter 155 – Site Plan

## PART II

### A. ANALYSIS OF EXISTING CONDITIONS

1. Site Address: 301 Commerce Street  
Site Area: 5,846 square feet in parcel ( $\pm 0.1342$  acres)  
Area Disturbed:  $\pm 400$  square feet ( $\pm 0.009$  acres)
2. Use: Retail
3. Zone: B-1
4. Location: The referenced property is located at 301 Commerce Street (Prince William County GPIN 8393-64-5549) within the Old and Historic Occoquan District.
5. Buildings/Structures: One existing 2-story building along Commerce Street and one existing 1-story building along Poplar Alley. There is an existing gravel driveway in the side yard and outdoor patio with seating.
6. Access: Access is from Public R/W on Commerce Street in the front and through Poplar Alley in the rear.
7. Stormwater Management and Virginia Stormwater Management Program (VSMP): The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations. Neither a VSMP permit, nor a Stormwater Pollution Prevention Plan (SWPPP) will be required.
8. Erosion and Sediment Control: The disturbed area is less than 2,500 square feet, and as such, is exempt from the regulations.

### B. ANALYSIS OF PROPOSED DEVELOPMENT

The applicant has submitted a site plan showing the location of the proposed driveway, parking lot, seating area and storm infrastructure. No modifications to the existing building or site grading are included with the site plan.

If not for the provision in § 155.003 Development of land use requiring site plan, which states “A site plan is required and shall be submitted for approval of any use or development in the B-1 District,” the proposed development would not need a site plan due to the disturbance being less than 2,500 square feet. Below that threshold, Chesapeake Bay Preservation, Erosion & Sediment Control, and VSMP are deemed to have been met.

### PART III

## **STAFF CONCLUSIONS**

The proposed site plan, having been duly reviewed by Town Staff, has been deemed consistent with the applicable provisions of the Town Code. It is, therefore, Staff's recommendation to grant approval to the site plan, subject to a license agreement for the encroachments on this site within the Town property. The encroachments on Commerce Street include the proposed concrete parking area and the existing porch. The encroachments on Poplar Alley include the dumpster pad, concrete walk, and asphalt driveway.

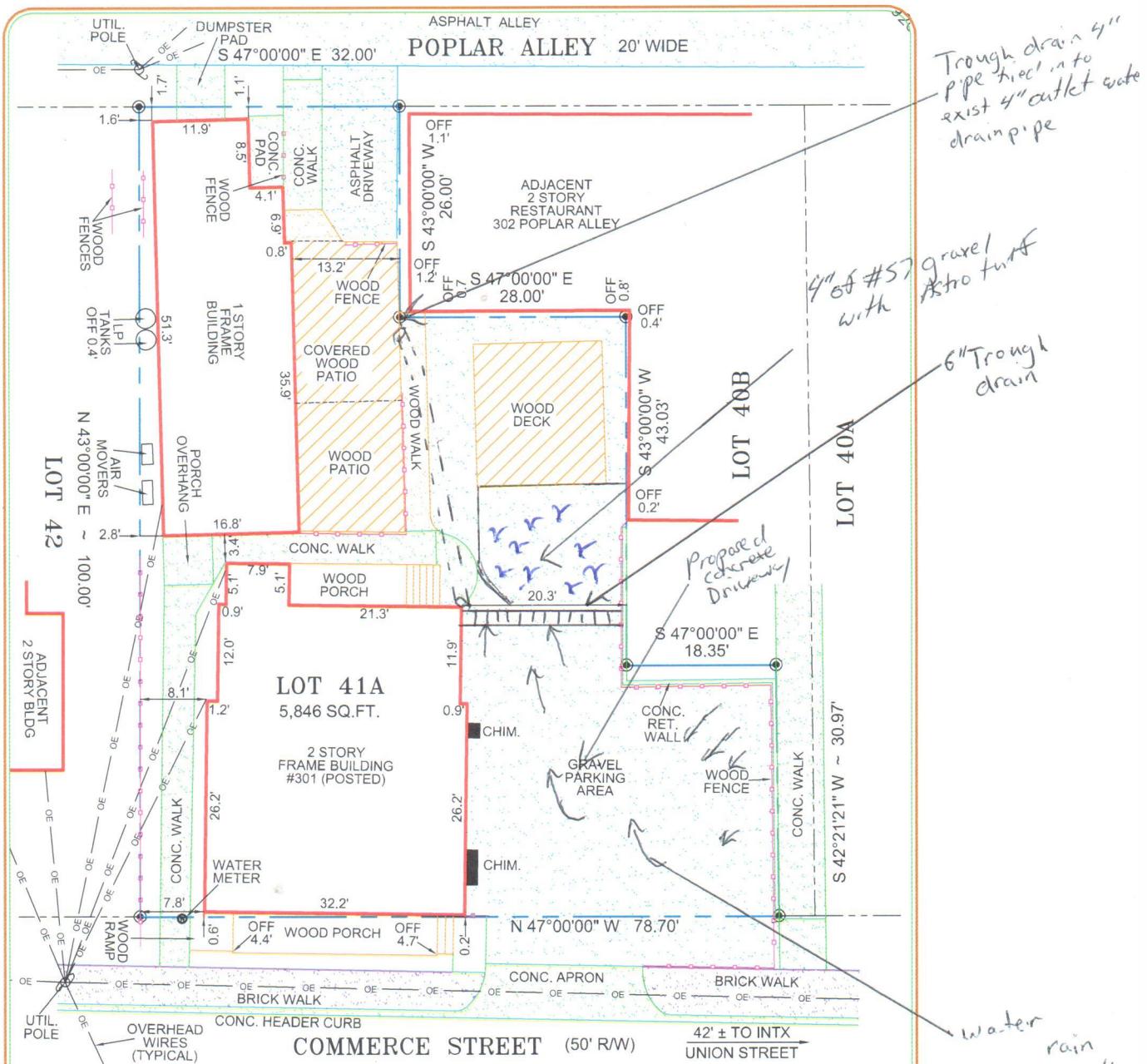
Staff recommends a licensing agreement for those encroachments listed above, but this recommendation for approval is only contingent on the currently proposed encroachment.

It is suggested signatures on the site plan be withheld until the licensing agreement is executed and confirmed by the Town Attorney or Town Manager.

PREPARED BY: Bruce A. Reese, PE, LS, Town Engineer  
Sara R. Fila, PE, Zoning Administrator

Be Rose  
Sarah Fila

cc: File  
Kirstyn Jovanovich, Town Manager, Town of Occoquan

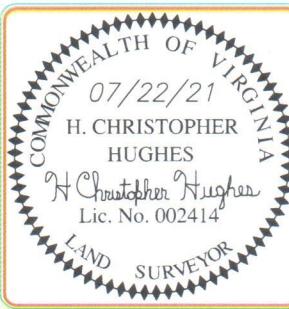


1) THIS PROPERTY IS SHOWN ON PRINCE WILLIAM COUNTY GPIN NO. 8393-64-5549.  
2) THE IMPROVEMENTS DELINEATED HEREON FALL ENTIRELY WITHIN ZONE "X" (AREAS OF MINIMAL FLOOD HAZARD)  
AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP #51153C-0217D DATED: JANUARY 5, 1995.  
3) THE IMPROVEMENTS SHOWN HEREON HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT SURVEY USING  
MODERN SURVEY METHODS AND UNLESS OTHERWISE SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS.  
4) FENCES SHOWN, IF ANY, ARE FOR INFORMATION ONLY AND DO NOT REFLECT OWNERSHIP.  
5) NO TITLE REPORT FURNISHED. EASEMENTS MAY EXIST WHICH ARE NOT SHOWN HEREON.  
6) IPF (●) DENOTES IRON PIN FOUND.

PREPARED FOR  
 CENTERVIEW

*PREPARED FOR*

NO TITLE REPORT FURNISHED  
THIS IS NOT A BOUNDARY SURVEY



## **PHYSICAL IMPROVEMENT SURVEY**

LOT 41A  
OCCOQUAN TOWN

**INSTRUMENT #200701310013920  
OCOQUAN MAGISTERIAL DISTRICT  
PRINCE WILLIAM COUNTY, VIRGINIA**

JULY 22, 2021

THIS SHEET IS USED FOR BOTH SURVEY & ARBORIST PURPOSES

# BL SURVEY ARBORIST

**BLSURVEYARBORIST@GMAIL.COM**  
**GAINESVILLE VA**



301 Commerce Concrete driveway proposed + Astro turf



## TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> September 7, 2021
<b>10C: Request to Set Public Hearing Date for Town Charter Update</b>	

**Attachments:**                    a. Draft Charter Update  
    b. Track Changes

**Submitted by:**                 Kirstyn Jovanovich  
    Town Manager

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

This is a request to set a date for a public hearing on proposed updates to the Town of Occoquan Charter. Previously, the Town Council directed staff to draft an update to the Town Charter.

The current charter dates to 1930 with revisions through 1993, and reflects the times in which it was written. The proposed changes updates the Charter in several ways including establishing a Council-Manager form of government, updating the description of the Town's boundary by referencing prior acts of the General Assembly and court orders, updating the election dates for council members and the mayor, updating or deleting provisions governed by general state law, and deleting provisions found to be unconstitutional since 1930.

A clean copy of the draft Charter Update, as well as table that compares the current charter language with the proposed revisions.

This is a request to set the public hearing on the Charter amendments for October 5, 2021.

**Town Attorney's Recommendation:**      Recommend setting a public hearing date.

**Town Manager's Recommendation:**      Concur with the Town Attorney's recommendation.

#### **Proposed/Suggested Motion:**

"I move to advertise a public hearing for the proposed Charter amendments for October 5, 2021."

OR

Other action Council deems appropriate.

**CHARTER OF THE TOWN OF OCCOQUAN, VIRGINIA  
DRAFT**

## **CHARTER**

### **Chapter**

- 1      Incorporation and Boundaries
- 2      Powers
- 3      Mayor and Town Council
- 4      Appointed Officers
- 5      Miscellaneous

## **Chapter 1. Incorporation and Boundaries.**

### **§ 1.1 Incorporation.**

The inhabitants of the territory comprised within the present limits of the Town of Occoquan in Prince William County, as such limits are now or may hereafter be altered and established by law, shall constitute and continue to be a body politic and corporate, to be known and designated as the Town of Occoquan, and as such shall have perpetual succession, may sue and be sued, implead and be impleaded, contract and be contracted with and may have a corporate seal which it may amend at its pleasure.

### **§ 1.2. Boundaries.**

The boundaries of the Town until altered, shall be as shown in Chapter 680 of the Acts of the General Assembly of 1993 as modified by a boundary line adjustment entered into between the Town of Occoquan and the County of Prince William, Approved by Circuit Court order recorded in the Prince William County land records as Instrument number 201311060109504.

## **Chapter 2. Powers.**

### **§ 2.1 General grant of powers.**

The Town of Occoquan shall have and may exercise all powers which are now or hereafter may be conferred upon or delegated to towns under the Constitution and laws of the Commonwealth of Virginia, as fully and completely as though such powers were specifically enumerated herein, and no enumeration of particular powers by this chapter shall be held to be exclusive, and the town shall have, exercise and enjoy all the rights, immunities, powers and privileges and be subject to all the duties and obligations now appertaining to and incumbent on the town as a municipal corporation.

### **§ 2.2 Adoption of powers granted by Code of Virginia.**

The powers granted in § 2.1 of this charter include specifically, but are not limited to, all powers set forth in Chapter 11 of Title 15.2 of the Code of Virginia, as amended.

### **§ 2.3 Shows and fairs.**

In addition to any powers granted by general law to license and regulate businesses, the town council shall also have the right to license and regulate the holding and location of shows, circuses, public exhibitions, carnivals and similar shows or fairs and to prohibit the holding of the same, or any of them, within the town.

## **Chapter 3. Mayor and Town Council.**

### **§ 3.1. Election, qualification, and term of office for mayor and council.**

The Town of Occoquan shall be governed by a town council composed of five councilmembers and a mayor, all of whom shall be qualified voters in the town and shall be elected by the qualified voters of the town in the manner provided by law from the town at large. The councilmembers and mayor in office at the time of adoption of this charter shall continue in office until the expiration of the terms for which they were elected or until their successors are duly elected and qualified. An election for five councilmembers and mayor shall be held on the first Tuesday in November, two-thousand and twenty-two. Elections shall be held on the first

Tuesday in November every four years thereafter. The councilmembers and mayor so elected shall take office on the first day of the following January. The councilmember and mayor shall serve for a term of four years, or until their successors are elected and qualified.

### § 3.2 Council a continuing body.

The council shall be a continuing body, and no measure pending before such body nor any contract or obligation incurred shall abate or be discontinued because of the expiration of the term of office or removal of any council members.

### § 3.3 Powers and duties of the council.

The government of the Town of Occoquan shall be vested in the council, which shall have the power to enact and enforce ordinances to carry into effect all powers granted by this charter and by law. The council shall be responsible for the determination of all matters of policy for the Town of Occoquan and for ensuring the implementation thereof by the town administration. All actions requiring a majority of all members of council shall require three affirmative votes of council members.

### § 3.4. Mayor.

The mayor shall see that the duties of the various appointed officers are faithfully performed and shall execute such documents or instruments as the council, this charter, or the laws of the Commonwealth shall require. The mayor shall be the head of the town government for all ceremonial purposes and shall perform such other duties consistent with the office as may be imposed by the town council. The mayor shall preside over the meetings of the council but shall not vote except in the case of a tie vote.

### § 3.5. Vice Mayor

The town council shall, by a majority of all of its members, elect a vice mayor from its membership at its first meeting to serve for a term of four years in the absence of or during the disability of the mayor; and the vice mayor shall possess the powers and discharge the duties of the mayor when serving as mayor.

### § 3.6. Meetings of council.

The council shall fix the time of its regular meetings, which shall be at least six times per year, and, except as herein provided, the council shall establish its own rules of procedure and such rules as are necessary for the orderly conduct of its business not inconsistent with the laws of the Commonwealth of Virginia.

Three members of the council in the absence of the mayor, or three members of the council in addition to the mayor, as applicable, shall constitute a quorum for the transaction of business at any meeting.

If any member of the council shall be voluntarily absent from three regular meetings of the council consecutively, his or her seat may be deemed vacant by resolution approved by a majority vote (three) of all members elected to the council, and thereupon his unexpired term shall be filled according to the provisions of this Charter.

### **§ 3.7. Salaries.**

The salaries of the mayor, councilmembers, members of boards and commissions, and all appointed officers of the town shall be authorized and fixed by the council at a sum not to exceed any limitations placed thereon by the laws of the Commonwealth of Virginia. Increases in the salaries of the mayor and members of the council shall not be effective until the first day of January following the next local election after the council approves such increase.

## **Chapter 4. Appointed Officers.**

### **§ 4.1. Town Manager**

The council shall appoint a town manager, who shall be the chief administrative officer of the town and have the powers and perform the duties set forth in this charter, general law, and town ordinances, and shall be responsible to the council for the proper administration of all affairs of the town.

The town manager shall be chosen by the council solely on the basis of executive and administrative qualifications in the profession of public management. The town manager need not be a resident of the town or Commonwealth.

The town manager shall appoint and when necessary suspend, demote, and remove the Town Clerk, the Chief of Police, and any of the other officers and employees of the town except as otherwise provided in this charter or town ordinances. The town manager may authorize the head of a town office, department, or board to appoint subordinates in such office, department, or board. With regard to any of the officers subject to the town manager's appointment power, the town manager may appoint an acting officer in the case of the absence, incapacity, death, or resignation of the permanent officer.

The action of the council in suspending or removing the town manager shall be final, it being the intention of this charter to vest all authority and fix all responsibility for any such suspension or removal in the council.

### **§ 4.2. Acting Town Manager.**

The town manager may designate an individual who shall serve as the acting town manager in the event of the absence, incapacity, death, or resignation of the town manager, until the town manager's return to duty or the appointment by the council of a successor.

### **§ 4.3. Town Attorney**

The council shall appoint a town attorney, who shall be an attorney-at-law licensed to practice in the Commonwealth of Virginia. The town attorney may designate an individual who shall serve as the acting town attorney in the event of the absence, incapacity, death, or resignation of the town attorney, until the town attorney's return to duty or the appointment by the council of a successor.

### **§ 4.4. Term of office.**

The council's appointed officers shall serve for an indefinite term at the pleasure of the council.

**§ 4.5. Bonds.**

Appointees may be required to execute such bonds as the council may deem necessary.

**Chapter 5. Miscellaneous.**

**§ 5.1. Ordinances continued.**

All ordinances now in force in the town and not inconsistent with this charter shall be and remain in force until altered, amended or repealed by the council.

**§ 5.2. Severability.**

If any clause, sentence, paragraph or part of this charter shall for any reason be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of the charter.

## TOWN CHARTER UPDATE - TRACK CHANGES

<b>Original Charter Language</b>	<b>Proposed Update</b>
Section	Chapter
1 [Continuation of town]	1 Incorporation and Boundaries
2 [Town boundaries]	2 Powers
3 [Town council]	3 Mayor and Town Council
4 [Continuation of officers]	4 Appointed Officers
5 [Appointment of clerk, sergeant]	5 Miscellaneous
6 [Mayor]	
7 [Vice-mayor]	
8 [Filling vacancy in office of mayor]	
9 [Election of pro tempore]	
10 [Emergency powers of mayor]	
11 [Enactment of ordinances]	
12 [Duty of clerk to keep record of council proceedings]	
13 [Town treasurer]	
14 [Town sergeant]	
15 [Council control over clerk, treasurer, officer]	
16 [Council meetings]	
17 [Ordinances, bylaws]	
18 [Reserved]	
19 [Reserved]	
20 [Right of council regarding sidewalks]	
21 [Right of council to regulate building construction]	
22 [Reserved]	
23 [General powers, authority of town council]	
24 [Retention of existing ordinances]	
25 [Separability]	
26 [Repeal of conflicting acts]	

*Editor's note:*

*Printed herein is the town Charter, as adopted by the Virginia General Assembly and signed by Governor L. Douglas Wilder, to be effective on March 28, 1993. Amendments to the Charter are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original Charter.*

## TOWN CHARTER UPDATE - TRACK CHANGES

<p><i>Obvious misspellings have been corrected without notation. For stylistic purposes, a uniform system of headings, catchlines, and citations to state statutes has been used. Additions made for clarity are indicated by brackets. Sections 18, 18a, 19 and 22 of the Charter have been repealed by the act that adopted the current Charter.</i></p>	
<p><b>Sec. 1. [Continuation of town.]</b></p> <p>The Town of Occoquan, in the County of Prince William, shall continue to be a town corporate, in the name style of the Town of Occoquan, and as such shall have and exercise all the powers conferred upon towns in this Commonwealth by the general laws of this Commonwealth concerning towns now in force, or that may hereafter be enacted for the government of towns.</p>	<p><b>Chapter 1. Incorporation and Boundaries.</b></p> <p>§ 1.1 Incorporation. The inhabitants of the territory comprised within the present limits of the Town of Occoquan in Prince William County, as such limits are now or may hereafter be altered and established by law, shall constitute and continue to be a body politic and corporate, to be known and designated as the Town of Occoquan, and as such shall have perpetual succession, may sue and be sued, implead and be impleaded, contract and be contracted with and may have a corporate seal which it may amend at its pleasure.</p>
<p><b>Sec. 2. [Town boundaries.]</b></p> <p>The following are hereby declared to be the bounds of the town: Beginning at a prominent stone, marked X on the south bank of Occoquan River, one hundred fifty feet above the northwest corner of the old cotton factory building, and running thence in a direct line through Janney's land, in a southeast direction to a forked white oak and stone marked X, on Janney's land and on the north side of a small branch; running thence in a direct line southeasterly, to the corner of Janney and Selecman, on the west side of the Deep Hole Road; thence running with Janney and Selecman's lines to Occoquan River; and thence with Occoquan River to place of beginning. The corporation shall embrace all of Occoquan River opposite to the bounds above named.</p>	<p>§ 1.2. Boundaries.</p> <p>The boundaries of the Town until altered, shall be as shown in Chapter 680 of the Acts of the General Assembly of 1993 as modified by a boundary line adjustment entered into between the Town of Occoquan and the County of Prince William, Approved by Circuit Court order recorded in the Prince William County land records as Instrument number 201311060109504.</p>

## TOWN CHARTER UPDATE – TRACK CHANGES

[see Sections 17, 20, 21, and 23 below]

### **Chapter 2. Powers.**

#### §2.1 General grant of powers.

The Town of Occoquan shall have and may exercise all powers which are now or hereafter may be conferred upon or delegated to towns under the Constitution and laws of the Commonwealth of Virginia, as fully and completely as though such powers were specifically enumerated herein, and no enumeration of particular powers by this chapter shall be held to be exclusive, and the town shall have, exercise and enjoy all the rights, immunities, powers and privileges and be subject to all the duties and obligations now appertaining to and incumbent on the town as a municipal corporation.

#### §2.2 Adoption of powers granted by Code of Virginia.

The powers granted in § 2.1 of this charter include specifically, but are not limited to, all powers set forth in Chapter 11 of Title 15.2 of the Code of Virginia, as amended.

#### § 2.3 Shows and fairs.

In addition to any powers granted by general law to license and regulate businesses, the town council shall also have the right to license and regulate the holding and location of shows, circuses, public exhibitions, carnivals and similar shows or fairs and to prohibit the holding of the same, or any of them, within the town.

## TOWN CHARTER UPDATE - TRACK CHANGES

<p><b>Sec. 3. [Town council.]</b></p> <p>The government of the town shall be vested in a town council which shall be composed of the mayor and five councilmen, each of whom shall be a qualified voter within the town.</p> <p><b>Sec. 4. [Continuation of officers.]</b></p> <p>Those councilmen and mayor in office on April 1, 1972, shall continue in office until July 1 of the year following termination of their respective terms or until their respective successors shall have been duly elected and qualified. On the first Tuesday in May of even-numbered years, there shall be elected by the qualified voters of the town, five councilmen and a mayor who shall be electors of the town and who shall hold office for terms of two years, each beginning on July 1 following the date of their election and thereafter until their respective successors have been duly elected and qualified.</p>	<p><b>Chapter 3. Mayor and Town Council.</b></p> <p>§ 3.1. Election, qualification and term of office for mayor and council. The Town of Occoquan shall be governed by a town council composed of five councilmembers and a mayor, all of whom shall be qualified voters in the town and shall be elected by the qualified voters of the town in the manner provided by law from the town at large. The councilmembers and mayor in office at the time of adoption of this charter shall continue in office until the expiration of the terms for which they were elected or until their successors are duly elected and qualified. An election for five councilmembers and mayor shall be held on the first Tuesday in November, two-thousand and twenty-two. Elections shall be held on the first Tuesday in November every four years thereafter. The councilmembers and mayor so elected shall take office on the first day of the following January. The councilmember and mayor shall serve for a term of four years, or until their successors are elected and qualified.</p> <p>§ 3.2 Council a continuing body. The council shall be a continuing body, and no measure pending before such body nor any contract or obligation incurred shall abate or be discontinued because of the expiration of the term of office or removal of any council members.</p> <p>§ 3.3 Powers and duties of the council. The government of the Town of Occoquan shall be vested in the council, which shall have the power to enact and enforce ordinances to carry into effect all powers granted by this charter and by law. The council shall be responsible for the determination of all matters of policy for the Town of Occoquan and for ensuring the implementation thereof by the town administration. All actions requiring a majority of all members of council shall require three affirmative votes of council members.</p> <p>§ 3.4. Mayor. The mayor shall see that the duties of the various appointed officers are faithfully performed and shall execute such documents or instruments as the council, this charter, or the laws of the Commonwealth shall require. The mayor shall be the head of the town government for all ceremonial purposes and shall perform such other duties consistent with the office as may be imposed by the town council. The mayor shall preside over the meetings of the council but shall not vote except in the case of a tie vote.</p>
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## TOWN CHARTER UPDATE - TRACK CHANGES

### § 3.5. Vice Mayor

The town council shall, by a majority of all of its members, elect a vice mayor from its membership at its first meeting to serve for a term of **four years** in the absence of or during the disability of the mayor; and the vice mayor shall possess the powers and discharge the duties of the mayor when serving as mayor.

### § 3.6. Meetings of council.

The council shall fix the time of its regular meetings, which shall be at least six times per year, and, except as herein provided, the council shall establish its own rules of procedure and such rules as are necessary for the orderly conduct of its business not inconsistent with the laws of the Commonwealth of Virginia.

Three members of the council in the absence of the mayor, or three members of the council in addition to the mayor, as applicable, shall constitute a quorum for the transaction of business at any meeting.

If any member of the council shall be voluntarily absent from three regular meetings of the council consecutively, his seat may be deemed vacant by resolution approved by a majority vote (three) of all members elected to the council, and thereupon his unexpired term shall be filled according to the provisions of this Charter.

### § 3.7. Salaries.

The salaries of the mayor, councilmembers, members of boards and commissions, and all appointed officers of the town shall be authorized and fixed by the council at a sum not to exceed any limitations placed thereon by the laws of the Commonwealth of Virginia. Increases in the salaries of the mayor and members of the council shall not be effective until the first day of January following the next local election after the council approves such increase.

## TOWN CHARTER UPDATE - TRACK CHANGES

<b>Sec. 5. [Appointment of clerk, sergeant.]</b> <p>The council shall appoint a clerk and town sergeant, and if they deem it advisable a deputy town sergeant, a town treasurer and such other officers as the council may deem necessary and proper, all of whom shall hold office at and during the pleasure of the council, and said officers shall qualify and execute bonds in the manner prescribed by resolution of the council; and the council shall have power to fill vacancies in any of these offices created by death, resignation, removal or otherwise. The council shall not appoint any officer for a term extending beyond the council's term in office.</p>	See New Chapter 4
<b>Sec. 6. [Mayor.]</b> <p>The mayor shall be the chief executive officer of the town and shall preside over the meetings of the council. The mayor shall be a member of the council but shall have no right to vote in the council except that, in every case of a tie vote of council, the mayor shall be entitled to vote. The mayor's vote in case of a tie does not increase the number of votes required for a majority of all members elected to the council, which is three affirmative votes, as required by Section 7 of Article VII of the Constitution of Virginia, or for any other purpose, and the mayor's vote does not increase the number of votes required for a three-fourths majority of all members elected to the council, which is four affirmative votes, as required by Section 9 of Article VII of the Constitution of Virginia.</p>	See New Section 3.4
<b>Sec. 7. [Vice-mayor.]</b> <p>At its first meeting following the regular municipal election for members of the council, the council shall elect one of its members as vice-mayor. In the absence of the mayor or during vacancy in his office, the vice-mayor shall have and exercise the same jurisdiction and authority, including presiding at council meetings, and shall continue to have the right to vote in the council.</p>	See New Section 3.5

## TOWN CHARTER UPDATE - TRACK CHANGES

<b>Sec. 8. [Filling vacancy in office of mayor.]</b> <p>In case a vacancy shall occur in the office of the mayor the same shall be filled by appointment of the council of any one eligible to such office.</p>	Covered by General Law; not required in Charter
<b>Sec. 9. [Election of pro tempore.]</b> <p>If the mayor and vice-mayor are absent during any meeting of the council it shall elect one of its members as president pro tempore to preside at such meeting, which member shall continue to have the right to vote in council.</p>	Covered by General Law; not required in Charter
<b>Sec. 10. [Emergency powers of mayor.]</b> <p>If at any time the mayor shall believe that an emergency exists or that it is necessary for the good order and preservation of the laws that additional police be provided, the mayor shall have the power to furnish and qualify such additional police, their compensation to be fixed by the council.</p>	Covered by General Law; not required in Charter
<b>Sec. 11. [Enactment of ordinances.]</b> <p>All ordinances, appointments or resolutions of the Town, including ordinances or resolutions appropriating money exceeding the sum of \$500.00, imposing taxes, or authorizing the borrowing of money, shall become effective only upon the affirmative vote of a majority (three) of all members elected to the council. Notwithstanding the above, all ordinances or resolutions enacted pursuant to Section 9 of Article VII of the Constitution of Virginia, including authorizing the sale of the rights to public property or a public utility system, shall become effective only upon the affirmative vote of three-fourths (four) of all of the members elected to the council. No penalty shall be imposed under any ordinance enacted by the council until such ordinance shall have been posted for a period of thirty days in one or more conspicuous places in the said town.</p>	Covered by General Law; not required in Charter Portion of language moved to New Section 3.3

## TOWN CHARTER UPDATE - TRACK CHANGES

<b>Sec. 12. [Duty of clerk to keep record of council proceedings.]</b> <p>It shall be the duty of the town clerk to keep a correct and proper record of the proceedings of the council and to publish in such manner as the council may indicate the bylaws, ordinances and resolutions that may from time to time be adopted. The clerk shall issue licenses to all persons engaged in a pursuit, business, occupation, or profession for which a license shall be required, shall prepare the tax tickets and shall perform such other duties as may be required by the council and by the provisions of this Charter, for which services the clerk shall receive such compensation as the council may determine,</p>	Covered by General Law; not required in Charter
<b>Sec. 13. [Town treasurer.]</b> <p>The treasurer of the town shall be the disbursing agent of the town and have the custody of all monies and securities belonging thereto; he shall collect all taxes and assessments, light bills, water bills, and other charges payable to the town, and for that purpose he is hereby vested with all powers which are now or may hereafter be vested in county and city treasurers for the collection of county, city and state taxes under general law. The treasurer shall keep an accurate account of all receipts from all sources and of expenditures of all departments of the town government.</p> <ul style="list-style-type: none"><li>a. No money shall be paid out by the treasurer except by order of the council and upon a warrant of the clerk of the council countersigned by the mayor.</li><li>b. The treasurer shall annually at the end of each fiscal year publish, either in a newspaper published in Prince William County or by posting in front of his office, a statement showing all receipts and income of the town and from what source derived, and all disbursements made and for what purpose.</li><li>c. The treasurer shall make such other reports from time to time as may be required by ordinance or by resolution of the council.</li><li>d. The treasurer's compensation shall be fixed by the council, but in no case shall it exceed five per centum of all monies collected from all sources; provided the treasurer shall receive no commission or compensation on bonds issued or money borrowed by the town.</li></ul>	See New Chapter 4

## TOWN CHARTER UPDATE - TRACK CHANGES

<b>Sec. 14. [Town sergeant.]</b> <p>The town sergeant shall be a conservator of the peace and [sic] in civil cases that may arise within the corporate limits of the town and shall be invested with all the powers which the general laws of this state confer upon sheriffs. The sergeant shall possess the like right of distress and power in collecting municipal taxes possessed by sheriffs in the collection of state and county taxes. He shall receive the same fees as a sheriff, and such other compensation as may be prescribed by the council.</p>	<p>Town Sergeant appointment not required Police Chief position referenced under new §4.1</p>
<b>Sec. 15. [Council control over clerk, treasurer, officer.]</b> <p>The clerk, treasurer and sergeant shall be under direct control of the council and in addition to the duties required of them under this Charter they shall perform such other duties as may be required by the council. They shall be subject to removal for incompetence, misconduct or negligence of duty by the affirmative vote of a majority (three) of all members elected to the council. If required by the council, they shall execute bond in such penalty as may be prescribed by the council, surety to be approved by the mayor. The town council shall have the right to pay the premiums of the official bonds of its officers.</p>	<p><b>Chapter 4. Appointed Officers.</b></p> <p>§ 4.1. Town Manager The council shall appoint a town manager, who shall be the chief administrative officer of the town and have the powers and perform the duties set forth in this charter, general law, and town ordinances, and shall be responsible to the council for the proper administration of all affairs of the town.</p> <p>The town manager shall be chosen by the council solely on the basis of executive and administrative qualifications in the profession of public management. The town manager need not be a resident of the town or Commonwealth.</p> <p>The town manager shall appoint and when necessary suspend, demote, and remove the Town Clerk, Chief of Police, and any of the officers and employees of the town except as otherwise provided in this charter or town ordinances. The town manager may authorize the head of a town office, department, or board to appoint subordinates in such office, department, or board. With regard to any of the officers subject to the town manager's appointment power, the town manager may appoint an acting officer in the case of the absence, incapacity, death, or resignation of the permanent officer.</p> <p>The action of the council in suspending or removing the town manager shall be final, it being the intention of this charter to vest all authority and fix all responsibility for any such suspension or removal in the council.</p> <p>§ 4.2. Acting Town Manager.</p>

## TOWN CHARTER UPDATE - TRACK CHANGES

	<p>The town manager may designate an individual who shall serve as the acting town manager in the event of the absence, incapacity, death, or resignation of the town manager, until the town manager's return to duty or the appointment by the council of a successor.</p> <p>§ 4.3. Town Attorney The council shall appoint a town attorney, who shall be an attorney-at-law licensed to practice in the Commonwealth of Virginia. The town attorney may designate an individual who shall serve as the acting town attorney in the event of the absence, incapacity, death, or resignation of the town attorney, until the town attorney's return to duty or the appointment by the council of a successor.</p> <p>§ 4.4. Term of office. The council's appointed officers shall serve for an indefinite term at the pleasure of the council.</p> <p>§ 4.5. Bonds. Appointees may be required to execute such bonds as the council may deem necessary.</p>
<p><b>Sec. 16. [Council meetings.]</b></p> <p>The council shall hold regular or stated meetings once a month at such time as shall be fixed by their body. Extra or special meetings may be called by the mayor or by three members of the council; but the purpose for which a special meeting is called shall be stated in writing. Three councilmen and the mayor, or in the absence of the mayor, three councilmen shall constitute a quorum for the transaction of business. If any member of the council shall be voluntarily absent from three regular meetings of the council consecutively, his seat may be deemed vacant by resolution approved by a majority vote (three) of all members elected to the council, and thereupon his unexpired term shall be filled according to the provisions of this Charter.</p> <p>a. The council shall have the power to fill all vacancies in its own body and in any other office of the town. It may elect such committees for the various departments of the town as it may desire.</p>	See New Section 3.6

## TOWN CHARTER UPDATE - TRACK CHANGES

<b>Sec. 17. [Ordinances, bylaws.]</b>	<b>Chapter 5. Miscellaneous.</b>
<p>The town council may make ordinances and bylaws for carrying into effect the provisions of this Charter; may prescribe fines and other punishment for the violation of any of the ordinances of the town; may levy and collect privilege and other kinds of taxes not prohibited by general law; may prevent animals and fowl from running at large on the streets of the town; may prohibit cruelty to animals; may restrain and punish beggars, peddlers and vagrants; may prevent and disperse riots, disturbances and unlawful or disorderly assemblies; may suppress houses of ill fame and bawdy houses; may abate as a nuisance any house or other place upon evidence of general reputation that the same is being used for the purpose of lewdness; may prohibit and punish gaming and betting, regardless of the amount won or lost; may prevent indecent or lewd conduct, pictures and exhibitions; may prevent and prohibit immoral and lewd picture shows, or motion pictures calculated to injure the morals of the town; may prohibit the coming into town of persons having no ostensible means of support and of persons who may be dangerous to the peace and safety of the town; may offer rewards for the apprehension of persons committing felonies in the town; may prescribe rules and regulations for the orderly building of blacksmith shops, garages and other shops and structures; may control or prevent the storage of firecrackers, gunpowder and other works manufactured or prepared therefrom, kerosene oil, gasoline or other combustible materials.</p> <p>The council may compel the abatement and removal of nuisances within the town, at the expense of the person or persons causing the same, or at the expense of the owner or occupant of the ground or premises wherein the same may be found; may require all lands and lots and other premises within the town to be kept clean and sanitary and free from stagnant water, weeds, filthy and unsightly deposits; may regulate or prevent slaughterhouses or other noisome and offensive business within the town, and may generally prohibit, abate and suppress and prevent all things detrimental to the health, morals, safety, convenience and welfare of the inhabitants of the town.</p> <p>The council shall also have the right to license and regulate the holding and location of shows, circuses, public exhibitions, carnivals and similar</p>	<p>§ 5.1. Ordinances continued. All ordinances now in force in the town and not inconsistent with this charter shall be and remain in force until altered, amended or repealed by the council.</p> <p>§ 5.2. Severability. If any clause, sentence, paragraph or part of this charter shall for any reason be adjudged by any court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of the charter.</p>

## TOWN CHARTER UPDATE - TRACK CHANGES

<p>shows or fairs and to prohibit the holding of the same, or any of them, within the town. The council may require a license tax for anything for which a state license tax is required, and for which under the general laws of the Commonwealth a license tax may be required by a town, and in addition thereto may impose a license tax on any business or thing carried on or done in the town, for which under the general laws of the Commonwealth a license tax may be required by a town, whether a license tax is required therefor by the Commonwealth or not.</p>	
<b>Secs. 18, 19. [Reserved.]</b>	Remove Reference
<b>Sec. 20. [Right of council regarding sidewalks.]</b> <p>The council shall have the right to require the owners of real estate abutting upon paved or other improved sidewalks to remove the snow therefrom, and the council shall also have the right to prohibit skating and riding of bicycles thereon and of all other improper uses thereof, and to enforce the regulations and ordinances with reference thereto by fine.</p>	Covered by State Law
<b>Sec. 21. [Right of council to regulate building construction.]</b> <p>The council may prohibit the erection of frame buildings in any part of the town designated by it as the fire area; may prescribe and locate building lines and regulate the height and construction of buildings; may require building permits and may make reasonable rules and regulations regarding the building and construction of houses in the town.</p>	Covered by State Law
<b>Sec. 22. [Reserved.]</b>	Remove Reference

## TOWN CHARTER UPDATE - TRACK CHANGES

<b>Sec. 23. [General powers, authority of town council.]</b> <p>The town council shall have all powers and authority that are now or may hereafter be granted to councils of towns by the general laws of this Commonwealth, and the recital of special powers and authority herein shall not be taken to exclude the exercise of any power granted by the general laws of the Commonwealth of Virginia to town councils, but not herein specified.</p>	See New Section 2.1
<b>Sec. 24. [Retention of existing ordinances.]</b> <p>All ordinances now in force in the town of Occoquan not inconsistent with this Charter shall be and remain in force until amended or repealed by the town council.</p>	See New Section 5.1
<b>Sec. 25. [Separability.]</b> <p>If any clause, sentence, paragraph or part of this Charter shall for any reason be adjudged by any court of competent jurisdiction to be invalid[,] that judgment shall not affect, impair or invalidate the remainder of the Charter, but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy in which such judgment shall have been rendered.</p>	See New Section 5.2
<b>Sec. 26. [Repeal of conflicting acts.]</b> <p>All acts or parts of acts in conflict with the provisions of this Charter are hereby repealed; provided that the officers of the town of Occoquan shall continue in office until their successors have been elected and qualified.</p>	First Part Removed – Not Needed (and potentially harmful)  Continuation in Office is Governed by New Section 3.1



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> September 7, 2021
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**10D:** Request to Approve Updated Architectural Review Board Design Guidelines

**Attachments:** a. Draft Revised ARB Guidelines

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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#### Explanation and Summary:

During the July 2021 meeting, Town Council approved revised Architectural Review Board (ARB) Design Guidelines. Since then, the ARB has made additional revisions and is recommending approval by the Town Council.

**Staff Recommendation:** Recommend approval.

#### Proposed/Suggested Motion(s):

"I move to approve the revised Architectural Review Board Design Guidelines as presented."

OR

Other action the Council deems appropriate.



**TOWN OF OCCOQUAN**  
**ARCHITECTURAL REVIEW BOARD**  
**DESIGN GUIDELINES MANUAL**

Prepared by the  
Architectural Review Board  
Adopted November 2005  
Updated July 2021

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## I. Introduction

In 1983 the Virginia Historic Landmarks Commission, after conducting a survey of structures within the Town of Occoquan, designated 13.25 acres as a historic area. Consequently, the United States Department of the Interior's National Park Service added the Town of Occoquan to the National Register of Historic Places. The Occoquan Town Council subsequently enacted ordinances that created an Architectural Review Board (ARB) to "preserve the unique cultural heritage represented by the original section of the town" and gave the ARB certain powers to regulate rehabilitation and new construction in the Historic District, as well as the right to approve or disapprove signs within the business district. The ARB works to uphold the intent of the ordinances and to further the aims set forth in the Comprehensive Plan.

The Code of Ordinances of the Town of Occoquan (Code), Section 157.179, "Matters to be Considered by the Board", states:

(A) *"The board shall not consider interior arrangement, relative size of the building or structure, detailed design, or features not subject to any public view. The Board shall not make any requirements, except for the purpose of preventing developments obviously incongruous to the old and historic aspect of the surroundings."*

(B) *The board shall consider the following in passing upon the appropriateness of architectural features:*

- (1) *Exterior architectural features, including all signs, that are subject to public view from a public street, way or place;*
- (2) *General design and arrangement;*
- (3) *Texture, material and color;*
- (4) *The relation of the factors, (B)(1)through(B) (3) above, to similar features of the buildings and structures in the immediate surroundings;*
- (5) *The extent to which the building or structure would be in harmony with the old and historic aspect of the surroundings;*
- (6) *In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplacable historic places and preserve the general historic atmosphere of the town; and*
- (7) *The extent to which the building or structure will promote the general welfare by:
  - (a) Preserving and protecting historic places and areas;
  - (b) Maintaining and increasing real estate value;
  - (c) Generating business;
  - (d) Creating new positions;*

- (e) Attracting tourists, students, writers, historians, artists and artisans, and new residents;
- (f) Encouraging study of and interest in American history;
- (g) Stimulating interest in and study of architecture and design;
- (h) Educating citizens in American culture and heritage; and
- (i) Making the town a more attractive and desirable place in which to live.

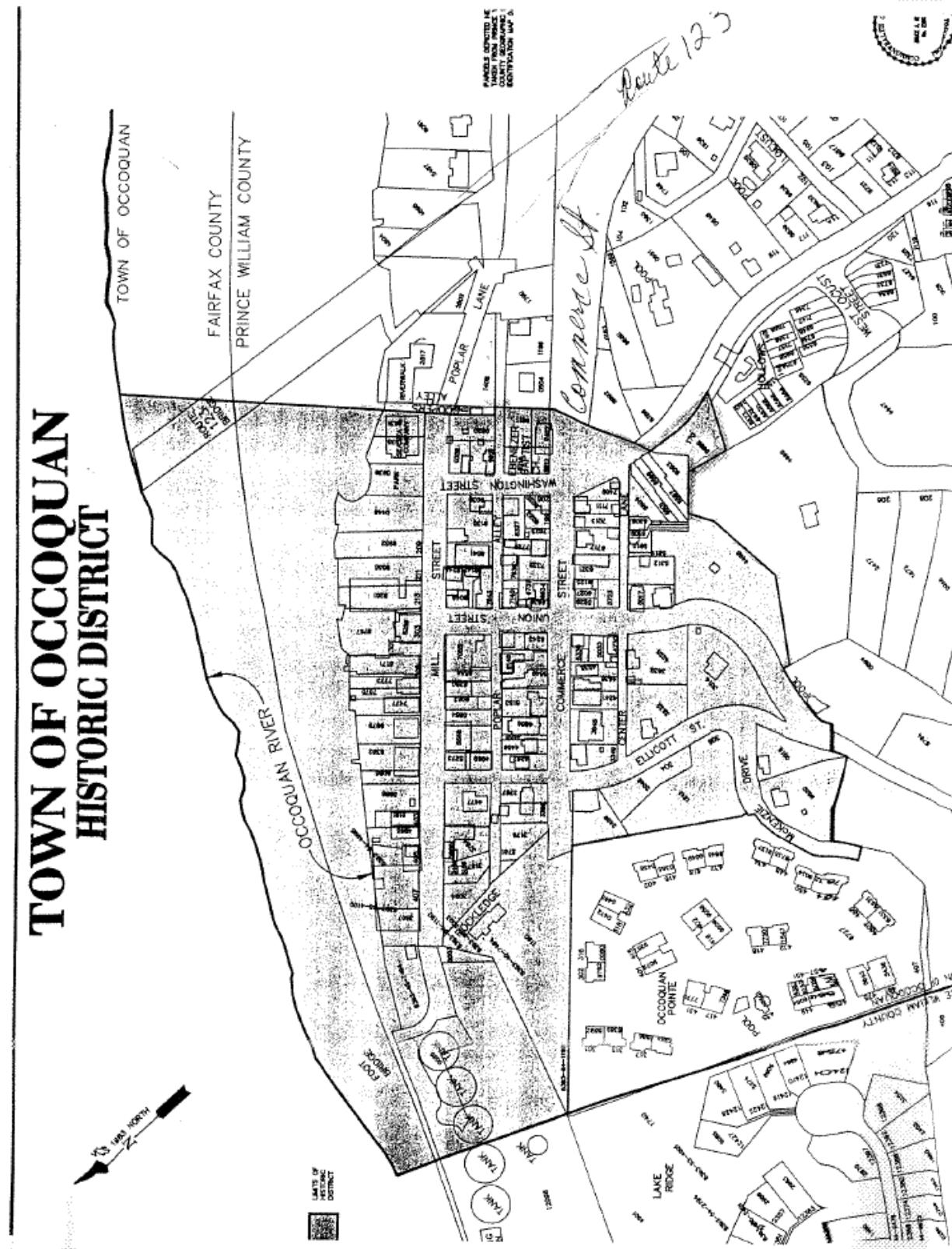
Note that the ARB considers the following things before issuing a certificate of appropriateness.

1. Exterior features that are subject to public view.
2. General design and arrangement.
3. Texture, material, and color.
4. Compatibility of factors 1, 2, and 3 with the surrounding buildings.
5. The harmony of the building or awning or bricks with the old and historic aspect of the surroundings.

The ARB must consider each and every one of these criteria in their decisions. Take note that interiors are exempt from ARB review as well as "detailed design or features not subject to any public view."

This Design Guidelines Manual has been created to assist members of the ARB, builders, merchants, residents, and the public in protecting the historic character of Occoquan. It is the hope of the ARB that this document will assist in the ARB review application process by better informing and preparing applicants for presenting their plan to the ARB for review.

## II. Map of the Historic District



### III. A Brief History of Occoquan

Occoquan derived its name from the language of the Dogue Indians. It is believed that the Dogues had settled next to the Occoquan River due to the abundance of fish and ease of travel it afforded. It was the river and its location at the head of the tidewater that eventually made Occoquan a natural location for water-borne commerce. The “falls” of the fall line prevented ships from sailing farther upstream, and because the river is at its narrowest point, it became a natural spot for river crossings between what eventually became Fairfax and Prince William Counties. Early records indicate that agents of Robert “King” Carter hauled copper ore from the Frying Pan Copper mine near present day Dulles Airport. A tobacco warehouse was built as early as 1736, and an industrial complex began in 1750. In the 1790’s, Oliver Evans established and patented a milling process at the Merchant’s Mill; thus making it the first automated gristmill in the nation. The mill remained in operation for 175 years until it was ultimately destroyed by fire. The only remaining structure, the Miller’s office, is now a museum operated by the Occoquan Historical Society.

By 1828, Occoquan had a cotton mill, and by 1835, several mercantile stores and various mechanics had established themselves here. Farmers and traders came from as far as the Blue Ridge Mountains to patronize the town’s businesses, and those who traveled here often stayed overnight at the Alton, Occoquan, or Hammill hotels, the last of which still stands today.

Prior to the Civil War, shipbuilding began in Occoquan, specializing in schooners and longboats. In addition to products from the cotton and gristmills, there was a lucrative trade in cord wood, fish and river ice. Occoquan also built the first commercial ice storage house in this area. River ice, railroad ties and large logs were shipped upriver from Occoquan to Washington, D.C. and points north.

A mail stagecoach route was established through Occoquan in 1805. During the Civil War, both Washington D.C. and Alexandria were under blockade, and as a result, the Occoquan Post Office played a key role in passing letters and packages between North and South. During one winter, the Hammill Hotel served as temporary headquarters for Confederate General Wade Hampton.

The dawn of the 20th Century saw a town bustling with grocery stores, a lumber and hardware store, drugstore, millinery, churches, school, jail, blacksmith, barber, undertaker, doctor, and pharmacy. The Oddfellows Hall became a performance venue in

the area, and the Lyric Theater brought people to town by car, thus making Occoquan a social and commercial center. For Occoquan, the twentieth century also unfortunately brought one economic disaster followed by another. In 1916, a devastating fire destroyed many of the structures located in the historic center of town. The coming of the automobile and silting of the river heralded the end of shipping as the main commercial highway of the area.

With the opening of Route 1 in 1928, Occoquan no longer stood astride the major north-south travel route. The construction of Interstate 95 in later years caused an explosion of residential and commercial building in nearby Woodbridge, and as a result, the town's standing as the area's primary center of commerce declined. Then in 1972, the ravaging waters of Hurricane Agnes destroyed buildings, sidewalks, streets and the iron truss bridge that crossed the Occoquan River.

Any one of these events could have meant the demise of our small riverside town, but Occoquan is a town destined to survive. After every tragedy, townspeople and merchants alike repaired, rebuilt, and restored it creating a unique place that offers boating, fishing, shopping, and pleasant dining in an historic atmosphere. Antiques, collectibles, fine art, crafts, clothing, gourmet food, and unique gifts have replaced mills, ice houses, lumberyards, and shipyards. Through good times and bad Occoquan is a town that refuses to die. As history has shown time and time again and with each passing year, Occoquan shall remain as it has always been--unique, special, and unforgettable.

## IV. District Character

Geographically, Occoquan is bounded to the north by the Occoquan River and to the south by wooded bluffs. The streets are laid out in a simple grid pattern that stretches up a light sloping hill to the south. Five major streets—Mill, Union, Commerce, Washington, and Ellicott—comprise the district.

The potential value of the site on a river that opens into the Potomac River was recognized as early as 1755 by John Ballendine, who hoped to establish forges, mills, stores, and dwellings on the site. As early as 1804, Occoquan achieved the status of an official town. A map which survives from that date illustrates a street pattern nearly identical to the present layout. Over thirty structures are noted on the map, including a mill and cooper shop. Few buildings constructed during the town's settlement years stand today. Most notable is Rockledge, constructed by Ballendine in 1758. The Georgian two-story stone house with elaborate work rises on a rock ledge overlooking Mill Street and the Occoquan River.

The most widely recognized structure in Occoquan was a flour mill owned by Nathaniel Ellicott. Illustrated in Oliver Evans' *The Young Mill-Wright and Miller's Guide*, the building was destroyed in 1924. However, the miller's office, now the Mill House Museum, still stands on Mill Street immediately southeast of the mill site. The small one-story stone and brick structure above a raised basement covered by a gable roof was erected in the late 18<sup>th</sup> century or early 19<sup>th</sup> century. The house is presently occupied by Occoquan Historical Society, which uses the building for exhibition space. A replica of the original mill is found in the museum.

Occoquan continued to flourish throughout the 19<sup>th</sup> century. Both commercial and residential structures remain from the mid-19<sup>th</sup> century. The circa 1830 Hammill Hotel, located in the center of the district at the intersection of Commerce and Union streets, is a square, three-story building constructed of five-course American bond brick beneath a hipped roof.

Evidence of Occoquan's continued prosperity during the late 19<sup>th</sup> century survives in a large number of residences that line Commerce and Union streets. Constructed primarily in the building vernacular of folk Victorian tradition, the two-story frame buildings frequently display German siding and decorative porches. Buildings in the 200 through 300 blocks of Commerce Street are examples of this type. Typical of these houses is 202 Commerce Street, a two-story frame, five-bay building with a gable roof, the façade

decorated by a porch consisting of stylized Doric columns and sawncut balustrade. Dating to the same period is 306 Commerce Street, a two-story frame, three-bay house with a shed roof fronted by a porch supported on chamfered posts with scroll brackets connected by a sawnwork balustrade. A variety of simple un-ornamented buildings also exist in the district, including 209 Commerce Street, a two-story frame house covered in German siding beneath a gable roof, and 304 Commerce Street, another two-story, three-bay building sheathed in weatherboards.

Fire swept down Mill Street in 1916 destroying many of the town's major commercial structures. However, a few residential structures which date to the late 19<sup>th</sup> century still stand at the west end of Mill Street and have now been converted to businesses. Among these is 406 Mill Street, a two-story, five-bay building with a porch consisting of turned posts and a decorative sawncut balustrade. The residence at 402 Mill Street, now a business, is a good example of early twentieth century craftsman or bungalow architecture. There are several of these in the Historic District. Most of the commercial buildings are simple commercial vernacular structures built after the fire.

The Historic District contains few public buildings. Two churches, both dating to the 20<sup>th</sup> century, are located within the boundaries. The Ebenezer Church, built in 1924, stands on Washington Street. The Methodist congregation constructed their church at 314 Mill Street in 1926 which now serves as Town Hall.

Toward the end of the last century improved economic conditions in town and an increase in the population of Northern Virginia combined to create an atmosphere favorable to new commercial and residential construction. Keeping true to the tradition of eclectic design in Occoquan, these buildings reflect Federal, vernacular, even Tudor influences. Several townhouse developments have dramatically changed the landscape of the town.

Each major period of Occoquan's history is represented in its buildings. Well-kept, shaded yards surround many of the residential structures on Washington, Commerce, and Ellicott Streets. Shops and commercial buildings on Mill Street are tightly knit and open directly onto the paved streets. The lawns and decorative details of the residential structures, in contrast with the density of the commercial core, create a unified, yet varied, combination of buildings and building types within the Historic District.

--Adapted from *District Character* by Virginia Historic Landmarks Commission

## V. Rehabilitation and Construction

### 1. Additions

An exterior addition to a historic building is acceptable with three suggestions strongly recommended:

- a) Locating the addition so as not to be conspicuous.
- b) Limiting the size and scale of the addition in order not to compromise the integrity of the building or any structures surrounding it.
- c) Using materials compatible with the historic building and the other buildings nearby.

The Occoquan Code requires a building permit when constructing, enlarging, altering, repairing or demolishing a building or structure.

### 2. Awnings

The use of attractive awnings and canopies is encouraged in the Historic District. Fabric shall be limited to canvas or similar cloth. Vinyl, plastic, and aluminum are not compatible materials for use in the Historic District. The color should be in the palette of historic colors. See Colors.

Words on your awning are considered signs and must be preapproved by the ARB.

### 3. Bricks

18<sup>th</sup> and 19<sup>th</sup> century bricks were much larger than 20<sup>th</sup> century bricks and the use of the oversized bricks is encouraged. Brick color shall be in the terra cotta or reddish-orange tones. Colored bricks were unknown in the 18<sup>th</sup> and 19<sup>th</sup> centuries. All bricks were made from natural clays, and varied in shade depending on the region of the origin. Burned or black bricks were usually used only on the gable ends or chimneys.

Mortar shall be sand-colored. "C-73" is an example of a modern mortar which most closely resembles historic mortar. Blue Bond or gray mortar is prohibited. Mortar joints were "grapevine" or other patterns were used rather than the smooth joints used in modern times.

Bricks were laid to form patterns, such as Flemish bond, English bond, common bond, rather than modern-day running bond. A "water table" course was built about two feet about the foundation to deflect running off the roof.

#### 4. Chimneys

Chimneys shall extend at least six (6) feet above the roof bridge, corbelled and be of a design appropriate to the architectural style. Suitable materials are brick or stone.

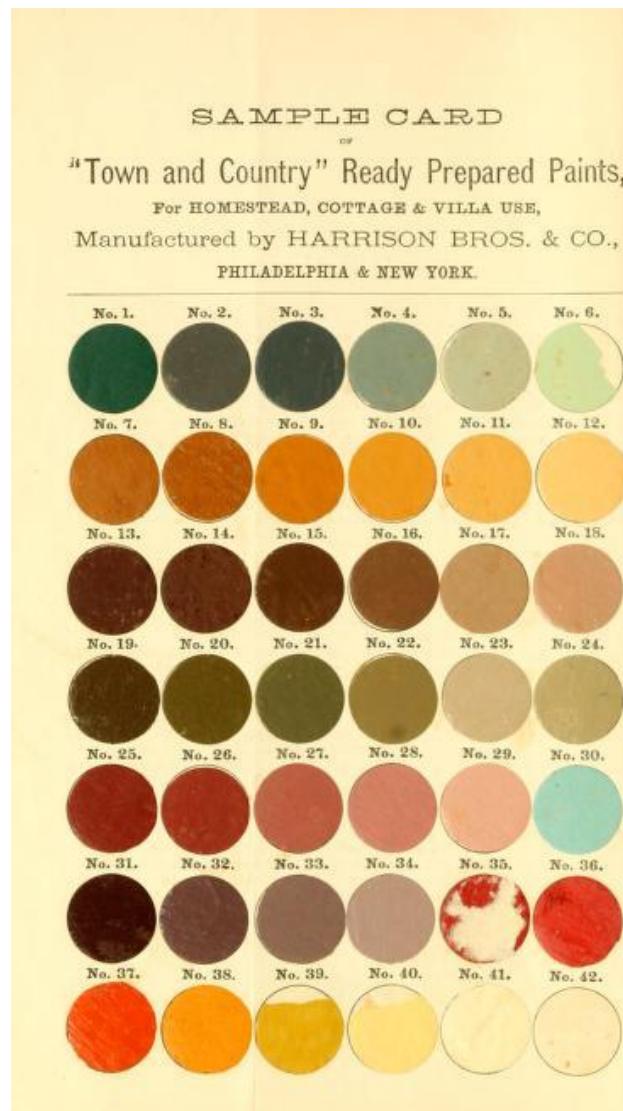
#### 5. Colors

Exterior paint colors shall be appropriate for the architectural period of the building. Colors of a building shall take into consideration roof and foundation colors. It is encouraged that when rehabilitating Craftsman or Victorian style homes to use period-appropriate color pairings. In addition, for rehabilitation or replacement of windows, "earth tone" colors are appropriate.

The book *A Century of Color* is an excellent reference. Another resource is the following color chart which is taken from the website Archive.org and the document "Every Man His Own Painter!" which was originally written in 1872.

Note that none of these colors are modern paint chips. Use these colors as a guide as you pick out your exact paint colors. Most popular exterior paint brands now have historic palettes available.

Painting of brick or stone is not recommended. Existing paint may be removed if done in a manner which will not damage the surface of the structure. Methods such as sandblasting, chemical application and heat guns tend to damage the structure.



## 6. Doorways

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors shall allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18 <sup>th</sup> Century	Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door 1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch
19 <sup>th</sup> Century	Wide variety of elaborate doorways Stained glass in doors Double doors Columns

On storefronts, doors may be constructed of painted wood or metal/wood-look-alike, and may include large areas of glass. Paneled or glazed paneled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

## 7. Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials shall be consistent with the design and materials of the building. Landscaping can be used in conjunction with these structures to strengthen their screening properties. Chain link, stockade, bamboo, vinyl, and snow fencing are not considered appropriate. Composite fencing can be considered appropriate if it has historic features.

## 8. Foundations

Foundation walls shall be covered with brick, stucco, stone, aluminum, vinyl, or wood siding. Paneling and exposed cinder or concrete block or monolithic concrete walls are not considered appropriate.

## **9. Handicap Ramps**

Handicapped ramps shall be ADA compatible and located at the rear or side of a building, if possible. The design shall be consistent with the design, textures, materials, and colors of the building.

## **10. Landscaping**

Trees, shrubs, and flowering plants contribute greatly to the character of an area; therefore, existing vegetation, especially trees, should be preserved if at all possible. Adding shrubbery does not need ARB review. Taking out trees 4" in diameter or more needs permission from the Town Manager.

## **11. Lighting**

Exterior lighting for structures in the Historic District shall reflect the style and era of the building. Freestanding lights shall not exceed 15 feet in height, and all light shall be directed downward into the site. A combination of freestanding and wall-mounted fixtures is recommended in order to yield varied levels of lighting. Appropriate decorative fixtures are desirable over utilitarian fixtures. Sodium vapor lighting or anything that looks like neon is inappropriate in the Historic District.

## **12. Materials**

Siding - Original siding materials shall be repaired to retain the original character of the surface rather than removed or covered. Often this is not possible so a look-a-like and modern material will be sufficient as long as all efforts are made to maintain the same appearance.

Exterior trim - Dentil molding and crown molding were simple in the early part of the 18<sup>th</sup> Century, and elaborate in the later with columns added. 18<sup>th</sup> Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of wood. Brick lentils were laid to form an arch, either a "jack" arch or a "segmented" arch. The segmented arch was curved rather than straight.

In the 19<sup>th</sup> Century trim was elaborate. The mid- to later part of the 19<sup>th</sup> Century has often been called the "Gingerbread Age" with immigrant skilled laborers providing elaborate trim on fascia boards, soffits, rake boards, windows, doors, and porches at low costs. Brackets attached to the soffits were commonplace.

### **13. Porches**

Porch posts shall be at least 4x4, round or square, so the correct scale between the building and the porch is achieved. In the 18<sup>th</sup> Century square posts were chamfered on the corners. Victorian porch posts were decoratively turned on a lathe or trimmed in a decorative manner. Victorian porches, often up to three per house or wrapped around three sides of the house in a continuous line, were widely used and elaborately trimmed with spandrels, brackets, and often flat lacy balusters. Porches in the latter part of the century were decorated with "gingerbread" on rake boards, and spandrels and brackets, as well as flat lacy spindles were often used.

### **14. Roofs**

**Pitch** – The pitch of a roof shall be a minimum of 8/12 except on a hip roof, mansard, or gambrel (barn). On a flat roof, a parapet with trim should be erected above the roofline (such as a store or Italianate Victorian).

**Materials** – Cedar shingles were widely used during the 18th Century (approximately 90 percent), and the remainder of the structures most often had oak shingle roofs. Shakes were used on outbuildings only. During the 19th Century, roofs were standing ridge (metal) or slate shingles. Modern composition shingles shall be chosen in colors to match the color of weathered historic roofing materials. Wherever pressed tin or standing seam style roofs exist an effort should be made to preserve and/or refurbish. The same roof style shall be extended on any addition to buildings with existing pressed tin roofs.

### **15. Rooftop Screening**

If roof-mounted mechanical equipment is used on a flat roof, it shall be screened from public view on all sides by a parapet. If additional screening is necessary, the screening material and design shall be consistent with the design, textures, materials, and colors of the building. The screening shall appear as an integral part of the building. All effort should be made to locate equipment in a location that takes full advantage of the screening provided by the parapet from a street perspective.

### **16. Satellite Dishes**

FCC rules allow for satellite dishes even though they are not historically accurate. If a satellite dish is installed it should be placed in an obscure location.

## 17. Screening

All outdoor utilities, transformers, meters, trash dumpsters, and mechanical units shall be screened from the public view by walls, fences, or landscaping as long as such uses are compatible with zoning regulations. Screening should appear to be an integral part of the overall site plan.

## 18. Streetscape

Town standards must be adhered to when sidewalks are placed on public right-of-way. Benches, trees, trash receptacles, and street lights may not be placed on public right-of-way.

## 19. Vending Machines

Vending machines are not allowed in the Historic District.

## 20. Windows

The placement and proportions of windows and doors are of paramount importance in achieving a historic reproduction. Most glass manufacturers 125 years ago did not have the capability to create large sheets of glass. That's why old window sashes are comprised of a collection of smaller pieces of glass separated and held in place by muntin bars.

Traditional windows have depth and a windowsill, as well as true divided lights or interior and exterior fixed muntin with internal spacers to reference traditional designs. No mirrored or tinted glass.

The architecture style of Craftsman homes and Victorian homes often used colors for muntin and sashes. That is encouraged using the earth tone colors.

In new construction simulated true divided light windows ~~with white panes~~ in the appropriate style and color (earth tones) shall be used.

Storm windows shall not be used unless the design allows the original window to show through.

### 18<sup>th</sup> Century

Small panes; six over six window lights and up  
1775-1800 arched at top, shutters  
Proportions - one-half the width of the height  
Placement - Lined up one above the other and over doorways

Headers – Wood, solid beam; stone; brick; jack arches or segmented arches; lighter brick often used around windows

19<sup>th</sup> Century

Windows in the early 19<sup>th</sup> Century were usually six over six. The emergence of styles such as neo-Gothic, Italianate and Queen Anne led the use of two over two, one over one, and in Queen Anne a multiplicity of combinations. By the end of the 19<sup>th</sup> Century, two over two dominated and this is the pattern most often seen in 19<sup>th</sup> Century houses in Occoquan

Proportions – Usually, one-half width of height

Headers – Elaborate, eyebrow, segmented and jack arches

*For information on the Architectural Review Board, visit [www.occoquanva.gov](http://www.occoquanva.gov).*



## TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> September 7, 2021
10E: Request to Adopt Resolution to Refer Subdivision and Site Plan Amendments to the Planning Commission, Relating to Land Development Process	

**Attachments:**                    a. Resolution  
    b. Draft Ordinance

**Submitted by:**                 Kirstyn Jovanovich  
    Town Manager

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

This is a request to initiate amendments to Town Code Chapter 155, Site Plan, and Chapter 156, Subdivisions, generally relating to land disturbance, site plan, and subdivision plat requirements and approval.

Currently, the Town's ordinances require Town Council approval of site plans and subdivision plats and puts the responsibility for review of compliance with the Town Code on the Planning Commission. In addition, the current Town ordinances require a site plan for any use or development within the R-1, R-2 and B-1 zoning district, which requires an engineer-signed plan even for minor changes to existing buildings and uses. As legally, such approval is a ministerial act as opposed to being a discretionary or policy-level decision, Staff is recommending changes to these Chapters to make the site plan and subdivision processes administrative.

These proposed changes will assist in streamlining the site plan and subdivision processes for residents and property owners and relieve the administrative and cost burden on residents and property owners for minor changes to their property.

Approval of Special Use Permits will remain with the Planning Commission and Town Council.

**Town Attorney's Recommendation:** Recommend referral to the Planning Commission for review, public hearing, and recommendation.

**Town Manager's Recommendation:** Concur with the Town Attorney's recommendation.

#### **Proposed/Suggested Motion:**

"I move to adopt Resolution R-2021-11 to refer subdivision and site plan amendments to the Planning Commission for its recommendation after public hearing."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION TO REFER SUBDIVISION AND SITE PLAN AMENDMENTS TO  
PLANNING COMMISSION, RELATING TO LAND DEVELOPMENT PROCESS**

**WHEREAS**, Virginia Code § 15.2-2204 (A) requires that any ordinance adopted under Chapter 22 of Title 15.2, Code of Virginia, be reviewed by the locality's planning commission prior to its recommendation to adopt any change to such an ordinance; and

**WHEREAS**, Subdivision, site plan, and zoning ordinances are all adopted under the authority conferred to localities by Chapter 22 of Title 15.2, Code of Virginia; and

**WHEREAS**, the Town's ordinances currently require Town Council approval of site plans and subdivision plats, even though legally such approval is a ministerial act, as opposed to being a discretionary or policy-level decision; and

**WHEREAS**, the current Town ordinances require a site plan for any use or development within the R-1, R-2, and B-1 zoning districts, which requires an engineer-signed plan even for minor changes to existing buildings and uses; and

**WHEREAS**, the Town Council of the Town of Occoquan, as governing body of the Town, wishes to initiate an ordinance amendment regarding land development processes that will (1) change the final decision-making authority from the Town Council to the Town Engineer for site plans and to the Subdivision Agent for subdivision plats, (2) limit the types of developments that require a full site plan as opposed to a less formal sketch plan, and (3) make related changes.

**NOW, THEREFORE, BE IT RESOLVED** that the attached draft ordinance amendment is referred to the Town Planning Commission for its review and recommendations.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 7<sup>th</sup> Day of September 2021.**

**MOTION:**

**DATE: September 7, 2021  
Town Council Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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

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**Michele White, Town Clerk**

## **ORDINANCE # O-2021-\_\_\_\_\_**

### **AN ORDINANCE TO AMEND §§ 155.003, 155.025, 155.040, 155.041, 155.043, 155.044, 155.045, 155.046, 155.061, 155.062, 156.001, 156.003, 156.015, 156.030, 156.032, 156.049, 156.066, 156.068, 156.084, AND 156.085 OF THE TOWN CODE TO ADD A SECTION NUMBERED 155.006, AND TO REPEAL SECTIONS 155.042 AND 155.063, GENERALLY RELATING TO LAND DISTURBANCE, SITE PLAN, AND SUBDIVISION PLAT REQUIREMENTS AND APPROVAL**

**WHEREAS**, Current Town Code requires a site plan for any use or development in the B-1 District, regardless of impact, which presents an unnecessary administrative burden on property owners, and

**WHEREAS**, Current Town Code requires Council approval for all site plans, even though review of site plans is, by state law, a ministerial act and largely non-discretionary;

**BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in \_\_\_\_\_ session this \_\_\_\_\_ day of \_\_\_\_\_, 2021:

1. That the Town Council hereby amends Town Code §§ 155.003, 155.025, 155.040, 155.041, 155.043, 155.044, 155.045, 155.046, 155.061, 155.062, 156.001, 156.003, 156.015, 156.030, 156.032, 156.049, 156.066, 156.068, 156.084, and 156.085 as follows:

### **CHAPTER 155. SITE PLAN**

#### **§ 155.003 DEVELOPMENT OF LAND USE REQUIRING SITE PLAN.**

Except as provided in Section 155.006, A site plan is required and shall be submitted for approval of:

(A) Any use or development in the B-1 District; Any development that involves the provision of public improvements, such as curbs, parking, water, sewer and stormwater facilities;

(B) Any land use or development in the R-2 District, in any residential planned community division, or the R-1 District; Any improvements involving land disturbance over XXX square feet in area;

(C) Churches, schools, hospitals, and nursing homes; Any additions to existing multifamily, commercial or industrial buildings and uses in excess of 10% of the sum of all gross horizontal areas under a roof or roofs, measured from the exterior faces of walls or from the center-line of party walls, excluding elevator and stair bulkheads, multi-story atriums and similar volumetric construction, not involving floor space;

(D) Any exterior addition or change in any existing residential use or development when changing the residential use to commercial, industrial, or institutional use; Any addition to a Place of Assembly as defined in Town Code § 157.008; and

(E) Any land use or development for which a special use permit (except signs) is required, except single trailers, and signs.

#### **§ 155.025 NUMBER AND SIZE OF SHEETS; NUMBER OF COPIES.**

(A) A site plan may be prepared in one or more sheets to show clearly the information required by this Chapter 155 and to facilitate review and approval of the plan. If prepared in more than one sheet, match lines shall clearly indicate where the several sheets join.

(B) The sheets to be used shall be 24 inches by 36 inches, or any multiple thereof.

(C) The applicant shall submit a full set of the site plan in a computer file format acceptable to the Town along with two clearly legible blue or black line copies (four administrative, plus Planning Commission members) of a site plan, prepared in accordance with the requirements of this chapter 155, are required to be submitted for approval, as provided in this chapter.

#### **§ 155.040 SUBMISSION OF SITE PLAN.**

The required number of copies of the site plan, preliminary or final, shall be filed with the Town Engineer or designee. Planning Commission The filing of the plan, signed by the applicant or his or her agent, shall constitute the application for approval. The plan shall be accompanied by a receipt from the Town Treasurer evidencing the payment of all site plan fees, as prescribed by the Town Council for the examination and approval of site plans.

#### **§ 155.041 RESPONSIBILITY OF THE PLANNING COMMISSION GENERALLY REVIEW OF SITE PLAN.**

The Town Engineer, assisted by other staff, applicable state agencies, and applicable public authorities, shall review each site plan application for compliance with state code, the Town Comprehensive Plan, and Town ordinances and for consistency with development standards that promote and protect public health, safety, and welfare. Where Town ordinances do not explicitly provide a standard for development, the Town Engineer shall be guided by the applicable provisions of the Prince William County Design and Construction Standards Manual as in effect on the date of the application. The Town Engineer is responsible for forwarding the site plan to state agencies or other public authorities as necessary and for compliance with the time limitations for review under Virginia law. The Planning Commission is responsible for checking the site plan for general completeness and compliance with the adopted plans or such administrative requirements as may be established prior to routing copies to reviewing agencies or officials. It shall see that all examination and review of the site plan are completed by the approving authorities. The Planning Commission shall recommend approval or disapproval of the site plan to the Town Council, in accordance with reviewing authorities' recommendations. It shall then return to the applicant two copies of the site plan, together with modifications, noting

~~any changes that will be required. Such return to the applicant shall be made not later than 45 days from the date of submission, except under abnormal circumstances.~~

### **§ 155.043 PERIOD OF VALIDITY OF APPROVED SITE PLAN.**

An approved preliminary site plan shall become null and void if the final site plan is not submitted to the ~~Planning Commission~~ ~~Town Engineer~~ within six months from the date of approval of the preliminary plan. An approved final site plan shall be valid for a period of five years from the date of approval thereof. A site plan shall be deemed final once it has been reviewed and approved by the ~~Council~~ ~~Town Engineer~~ if the only requirement remaining to be satisfied in order to obtain a building permit is the posting of any bonds and escrows. Construction or development may begin upon approval by ~~Council~~ ~~the Town Engineer~~ of the final site plan, upon payment of site plan fees and acquisition of construction permits. The ~~Planning Commission~~ ~~Town Engineer~~ may grant a single one-time, six-month extension, upon written request of the applicant, made at least 30 days before the expiration of the approved site plan.

### **§ 155.044 MINOR ADJUSTMENTS OF APPROVED SITE PLAN; EFFECT OF DEVIATIONS FROM APPROVED SITE PLAN.**

After a site plan has been approved by the ~~Town Council~~ ~~Town Engineer~~, minor adjustments of the site plan, which comply with the spirit of this section and other provisions of this ~~subchapter~~ ~~Chapter 155~~, with the intent of the approving bodies in their approval of site plans, and with the general purpose of the master plan for development of the area, may be approved by the ~~Planning Commission~~ ~~Town Engineer~~, with concurrence of the reviewing authorities concerned. ~~Deviation from an approved site plan without the written approval of the Planning Commission shall void the plan, and the Planning Commission shall require the applicant to submit a new site plan for consideration. Any such minor adjustment must be in writing signed by the Town Engineer to be effective. No such minor adjustment shall be granted that has the effect of a zoning variance.~~

### **§ 155.045 MAJOR REVISIONS OF APPROVED SITE PLAN; WAIVER OF REQUIREMENTS OF ~~SUBCHAPTER~~ ~~CHAPTER 155~~.**

Application for approval of any major revision of an approved site plan may be made in the same manner as for approval of an original site plan; and any requirement of this ~~subchapter~~ ~~Chapter 155~~ may be waived by the ~~Town Council~~ ~~Town Engineer~~ in specific cases where such requirement is found to be unreasonable ~~in terms of burden on the developer in relation to the public benefit~~ and where such waiver will not be adverse to the purposes of this ~~subchapter~~ ~~Chapter 155~~. ~~Any such waiver shall be made in writing supported by an analysis of the private burden and public benefit involved and the substitute, if any, proposed in place of the waived requirement. No such waiver shall be granted that has the effect of a zoning variance.~~

### **§ 155.046 EXTENSION OF SITE PLAN APPROVALS TO ADDRESS HOUSING CRISIS.**

~~(A) Any valid final site plan outstanding as of January 1, 2009, shall remain valid until July 1,~~

~~2014, or such later date provided for by the terms of the town's approval, local ordinance, resolution, or regulation, or for a longer period as agreed to by the Town Council by express action and recorded roll call vote. Any other plan or permit associated with such site plan extended by this section shall likewise be extended for the same time period.~~

(B) The extension of site plan validity provided under state law to address the housing crisis ~~in division (A) above~~ shall not be effective unless any performance bonds and agreements or other financial guarantees of completion of public improvements in or associated with the proposed development are continued in force.

### **§ 155.061 CONSTRUCTION REQUIREMENTS INSPECTION OF IMPROVEMENTS.**

~~The construction standards for off site improvements and on site improvements, required by this chapter, shall conform to the design and construction standards of the town. The Planning Commission or its agents shall approve the plans and specifications for all required improvements, and The Town Engineer and applicable state or local agencies shall inspect the installation of such improvements shown on the approved final site plan to assure conformity to the plan. Such inspection and approval of the improvements is required for bond release.~~

### **§ 155.062 AGREEMENT AS TO CONSTRUCTION.**

Prior to approval of the final site plan, the applicant shall execute an agreement to construct such required improvements as are located within public rights-of-way or easements or such as are connected to any public facility, and shall file a performance bond with surety acceptable to the town in the amount of the estimated costs of the required improvements, ~~as determined by the Planning Commission~~.

## **CHAPTER 156. SUBDIVISIONS**

### **§ 156.001 DEFINITIONS.**

[The following definition is modified as shown; the remainder of the section is unchanged by this ordinance]

**AGENT.** The representative of the ~~Planning Commission Town~~ who has been appointed to serve the ~~Commission Town Council~~ in the processing, reviewing, and approving of preliminary subdivision plats.

### **§ 156.003 EXCEPTION.**

(A) Where the subdivider can show that a provision of these standards would cause unnecessary hardship if strictly adhered to, and where, because of topographical or other conditions peculiar to the site, and where, in the opinion of the agent, an exception may be made without destroying the intent of such provisions, the agent, ~~with approval of the Council~~, may authorize an exception.

(B) (1) Any exception to be authorized shall be stated, in writing, by the agent, with the reasoning upon which the exception is justified, and shall be noted on the plat.

(2) No exception to this Chapter 156 may be granted if it is opposed, in writing, by ~~the highway engineer or health official Virginia Department of Transportation or the Virginia Department of Health~~.

#### **§ 156.015 APPOINTED.**

The agent appointed by the Town Council is delegated the responsibility and authority to oversee administration of this Chapter 156 and shall have the responsibility of approving or denying ~~the preliminary plats~~.

#### **§ 156.030 PLATTING REQUIRED.**

Any owner or developer of any tract of land situated within the town who subdivides a parcel of land shall prepare a plat of such subdivision, in accordance with the provisions of this Chapter 156, and shall record the plat in the office of the Clerk of the Court. No such subdivision plat shall be recorded unless it has been ~~submitted to~~ approved by the agent, ~~approved, and certified by the Planning Commission~~ in accordance with the regulations set forth in this Chapter 156.

#### **§ 156.032 APPEALS.**

If a final plat of a subdivision is denied by ~~Planning Commission~~the agent, the subdivider may appeal the decision of the ~~Planning Commission~~ agent to the Circuit Court of the county. If a preliminary plat has been denied by the agent, the subdivider may appeal the decision of the agent to the Planning Commission.

#### **§ 156.049 CHANGES.**

No change, erasure, or revision shall be made on any subdivision plat intended for recording, nor on accompanying data sheets, after the written approval of the ~~Planning Commission~~ agent on the plat or sheets, unless written authorization for such change has been granted by the agent ~~Planning Commission~~.

#### **§ 156.066 SUITABLE LAND.**

The ~~Planning Commission~~ agent may not approve the subdivision of land if it has been determined that, from adequate investigations conducted by all public agencies concerned and in the best interest of the public, the site is not suitable for the platting and development purposes being proposed. The ~~Planning Commission~~ agent may require the subdivider to furnish topographic maps, floodplain profile elevation information, or other relevant information.

#### **§ 156.068 IMPROVEMENTS.**

(A) *Cost of required improvements.* All required improvements shall be installed by the subdivider at his or her cost. Specifications that have been established either by the State Department of Transportation (VDOT) for streets or town regulations, ordinances, and codes

shall be followed. The subdivider's bond shall not be released until all construction has been completed and approved by the Town Engineer or appropriate official. All improvements shall be in accordance with the requirements of this section.

(B) *Construction of public streets.* All public streets in the proposed subdivision shall be designed and constructed in accordance with the standards set by VDOT for acceptance into the state secondary road system, and at no cost to the town.

(1) *Alignment and layout.*

(a) The arrangement of streets in new subdivisions shall make provision for the continuation of existing streets in adjoining areas and proposed streets, as shown on the approved site plan. The street arrangement must cause no unnecessary hardship to owners of adjoining property when seeking convenient access to their property.

(b) Where, in the opinion of the agent, it is desirable to provide for street access to adjoining properties, the right-of-way of the proposed streets shall be extended to the boundary line of such properties.

(c) Half streets along the boundary of land proposed for subdivision shall not be permitted, ~~unless approved by Town Council~~.

(d) Wherever possible, streets shall intersect at right angles. In all hillside areas, streets running with contours shall be required to meet the intersecting streets at angles of not less than 60 degrees unless approved by the agent upon recommendation of the highway engineer.

(2) *Alleys in new subdivisions.* Use of alleys in new subdivisions is not permitted.

(3) *Private streets.*

(a) Private streets shall not be allowed in any new subdivisions; except that townhouse, multifamily, and apartment projects may have access to a publicly maintained road via a private street, provided that it meets the appropriate design standards as approved by the ~~Planning Commission of the town regulations~~ Town Engineer. In no case shall there be reserve strips.

(b) Private streets shall be platted such that all lot owners are assured perpetual right of access to a publicly maintained street. The final plat shall note each private street as "privately owned and privately maintained by the lot owner(s)". The final plat shall also provide an adequate easement for ingress, egress, maintenance of utilities, and public agencies, including police and fire departments.

(c) Private streets shall be constructed of minimum pavement design of six-inch 21A subgrade and two-inch SM-2A asphalt surface, or other such road section approved by the Town Engineer. Dead-end streets or cul-de-sacs shall be terminated with a turnaround approved by the Town Engineer.

(4) *Names.*

(a) Proposed streets that are obviously in alignment with other existing and named streets shall bear the names of the duplicate existing street names, regardless of the use of the suffixes "street", "avenue", "boulevard", "road", "driveway", "place", "lane", or "court".

(b) Street names shall be indicated on the preliminary and final plats and shall be approved by the Council.

(c) Names of existing streets shall not be changed, except by approval of the Town Council.

(d) Street names shall be approved by County GIS for full use in the 9-1-1 system.

(5) *Identification signs.* Street identification signs shall be readable from either side, of a design

approved by the Town Council, and installed at all intersections by the subdivider.

(C) *Monuments.*

(1) *Installation.* All monuments shall be installed by the subdivider and shall meet the minimum specifications described in this division (C). Upon completion of subdivision streets, sewers, and other improvements, the subdivider shall make certain that all required monuments are clearly visible for inspection and use. Such monuments shall be inspected and approved before an occupancy permit is issued by the Building Official.

(2) *Location.* All lot corners shall be marked with iron pipe not less than three-fourths inch in diameter and 18 inches long, and driven so as to be flush with the finished grade.

(D) *Water facilities.* Public water service shall be extended by the subdivider to all lots within a subdivision, in accordance with the approved site plan.

(E) *Sewerage facilities.* Public sewerage facilities shall be extended by the subdivider to all lots within a subdivision, and septic tanks will not be permitted. The subdivider shall provide each lot with a satisfactory and sanitary means of sewage collection and disposal in accordance with the approved site plan.

(F) *Storm drainage facilities.* The subdivider shall provide all necessary information needed to determine what drainage improvements are necessary to develop such property. The subdivider shall install the approved storm drainage facilities in accordance with the approved site plan.

(G) *Fire protection.* Fire hydrants shall be required in a subdivision at locations approved by the agent, provided adequate public water is available. The location and design of the fire hydrants shall meet the American Insurance Association's specifications and be in accordance with the approved site plan.

(H) *Easements.* The Planning Commission agent may require the subdivider to provide easements through adjoining property. The width of easement provided for drainage, water, sewer, power lines, and other utilities in the subdivision shall be determined by the Planning Commission agent.

(I) *Plans and specifications.* Six blue or black line prints of the plans and specifications, for all required physical improvements to be installed, shall be prepared by an engineer or land surveyor and shall be submitted with the final plat to the agent for approval within 30 days. If approved, one copy, bearing certification of such approval, shall be returned to the subdivider. If denied, all papers, except for one copy, shall be returned to the subdivider, with written reason(s) for denial.

(J) *Bonding.*

(1) *Performance bond.*

(a) The subdivider shall furnish a cash bond or equivalent, a surety bond of a surety company, or a certified check, payable to the town, in an amount equal to the total cost of the public improvements determined by the Council agent using the most recent county unit price list. Such bond or check shall guarantee that the improvements will be installed within a

reasonable length of time in a manner acceptable to the ~~Council~~ agent. The bond or check shall accompany the final plat. When construction has been completed, approved, and accepted on sections of the required improvements, the ~~Council~~ agent may release the bond submitted for the amount of the entire required improvements or a portion thereof leaving an amount adequate to cover the entire cost of the improvements yet to be constructed, approved, and accepted.

(b) Occupancy permits shall not be issued until all proposed public and private improvements on a site plan are completed; however, the Zoning Administrator shall have the authority, in his or her discretion and in appropriate cases, to accept a completion bond in a satisfactory amount to ensure completion of public or private improvements in lieu of actual completion where the Zoning Administrator finds that a completion bond adequately protects future owners.

(2) *Maintenance bond.* The subdivider shall be required to file a maintenance bond with the town in an amount considered adequate and in a form satisfactory to the town, in order to assure the satisfactory condition of the required landscape improvements, for a period of one year after the date of their acceptance. ~~by the Town Council~~.

(3) *Phased development.* If development is projected over a period of years, the ~~Planning Commission~~ agent may authorize submission of final plats by section or phase of development, subject to requirements or guarantees for improvements in future sections or phases of development essential for the protection of any approved section of development.

(4) *Absence of bond.* In the absence of a performance bond or check, no final plat shall be approved or recorded until the required improvements have been installed and approved by the agent or his or her authorized representative.

(5) *Final as-built drawings.* Final as-built drawings, showing all subsurface utility conditions, shall be provided prior to release of the performance bond. Three certified reproducible copy shall be provided to the agent, with accompanying letter certifying accuracy, submitted in sufficient time to permit review prior to release of performance bond.

(K) *Sidewalks.* Sidewalks shall be constructed in all subdivisions in accordance with the specifications of VDOT.

(L) *Curb and gutter.* Where deemed necessary by ~~the agent~~ the ~~Planning Commission~~, curbs and gutters shall be installed in accordance with the standards and specifications of the Town Engineer and VDOT.

## **§ 156.084 APPROVAL OF FINAL PLAT.**

The completed plat shall be submitted to the ~~Planning Commission~~ agent for approval. The plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this Chapter 156 and has made satisfactory arrangements for performance bond, cash, or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of the town. Upon the approval by the

~~Planning Commission agent~~, the plat will be signed by the ~~Planning Commission or its~~ agent, marked “approved”, and returned to the subdivider, who will cause the plat to be recorded in the Clerk’s office of the Circuit Court of the county. No plat shall be recorded until approval has been made. If the plat submission is denied, the ~~Planning Commission agent~~ will return the plat to the subdivider, indicating corrections to be made by the subdivider.

## **§ 156.085 EXTENSION OF SUBDIVISION PLAT APPROVALS TO ADDRESS HOUSING CRISIS.**

~~Provisions for extension of zoning approvals shall be in conformance with VA Code§ 15.2-2209.1. The extension of subdivision plat validity provided under state law to address the housing crisis shall not be effective unless any performance bonds and agreements or other financial guarantees of completion of public improvements in or associated with the proposed development are continued in force.~~

2. That the Town Council hereby adds a new section numbered 155.006 to the Town Code as follows:

### **§ 155.006 SITE SKETCH IN LIEU OF SITE PLAN REQUIREMENT.**

~~The following types of development shall not require submission or approval of a site plan, but shall require approval of a site sketch showing the location of all site improvements or alterations, a scale, a north arrow, the site address(es), the name of the preparer, and the date of preparation. The site sketch shall comply with the substantive requirements of this Chapter 155. The Town Engineer will review a submitted site sketch and either issue an approval of it or return it with the reasons for its rejection within 60 days. Prior to commencing the development permitted under the approved site sketch, the property owner shall post a copy of the approval document in a prominent place on the property, visible to the public from the public right-of-way adjacent to the property. The approval document must remain posted in such location until completion of the development.~~

(A) Land disturbance over XXX square feet in area but less than 2,500 square feet in area.

(B) Land use or development on a single lot in the R-1 or R-2 district where (i) the lot contains an existing dwelling unit that is not being removed in connection with the land disturbance and (ii) less than 2,500 square feet of land will be disturbed.

3. That Sections 155.042 and 155.063 of the Town Code are repealed.

4. That this ordinance is effective \_\_\_\_\_.

### **MOTION:**

**SECOND:**

Date: \_\_\_\_\_  
Regular Meeting  
Ord. No. \_\_\_\_\_

**RE:**

**ACTION:**

**Votes:**

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

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

**Town Clerk**



## TOWN OF OCCOQUAN

### TOWN COUNCIL MEETING

#### Agenda Communication

#### 10. Regular Business

**Meeting Date:** September 7, 2021

**10F:** Request to Allow Installation of a Historic Marker within the Town Addressing Valentine Peyton

**Attachments:** a. Proposed Historic Marker Language

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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#### Explanation and Summary:

Earlier this year, the Town was contacted by a member of the Peyton Society of Virginia requesting permission to install a historic marker within the Town addressing their ancestor, Valentine Peyton. Valentine Peyton established the first tobacco warehouse on the south bank of the Occoquan River in 1736 that arguably was the first step in the creation of the Town of Occoquan. The proposed marker language is attached.

The design and material of the proposed marker would be consistent with the Town's existing black and gold historic markers. The location of the marker is to be determined. The Peyton Society of Virginia will pay for the production and installation of the marker. The Town must approve the text, materials, and grant permission to install a historic marker within the Town's right-of-way.

**Staff Recommendation:** Recommend approval of installation and direct staff to work with the Peyton Society of Virginia to identify an appropriate marker location.

**Cost and Financing:** N/A

**Account Number:**

#### Proposed/Suggested Motion:

"I move to allow the installation of a historic marker within the Town of Occoquan addressing Valentine Peyton, and direct the Town Manager to work with the Peyton Society of Virginia in identifying an appropriate location."

OR

Other action Council deems appropriate.

## Valentine Peyton

Valentine Peyton built the second tobacco warehouse on the shores of the Occoquan River in 1736 by authorization of the VA General Assembly. It was the first on the south bank of the river and ultimately gave rise to the Town of Occoquan.

Valentine Peyton was born circa 1687 in Westmoreland Co. VA, the son of Henry and Ann Peyton. His grandfather, Henry Peyton, emigrated to VA from England in the mid 1650s. Valentine was a planter, land speculator, and public servant, he served in the House of Burgesses 1736-1740, as a justice 1738-43, Captain in the VA Militia, and as sheriff of Prince William Co in 1749. He was also vestryman in Overwharton and Dettingen Parishes. His business interests included purchasing several tracts of land on the Occoquan River from 1725 to 1739, and he inherited 100 acres near the falls of the river from his father-in-law, Moses Linton, in 1729. In 1755, Valentine Peyton's heirs sold the tobacco warehouse to John Ballendine.

Valentine married Frances Linton, daughter of Moses and Margaret Linton, circa 1718. At least 3 sons and 14 grandsons of Valentine and Frances were patriots, serving in the colonies' struggle for independence in the Revolutionary War. Valentine died in 1751.

As of 2021, the Peyton Society of Virginia identified over 5600 descendants of Valentine and Frances.



[www.peytonsocietyva.org](http://www.peytonsocietyva.org)

This memorial plaque donated to the Town of Occoquan in 2021 by The Peyton Society of Virginia.



## TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> September 7, 2021
<b>10G: Request to Appoint Members to the Board of Zoning Appeals</b>	

**Attachments:** a. Resolution

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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

The Prince William County Circuit Court makes appointments to the Board of Zoning Appeals; however, the Town Council is asked to recommend names to the Court for consideration and appointment of one individual for each vacancy.

The Board of Zoning Appeals is described in § 33.20 – 33.31 of the Town Code. The Board is to consist of five residents of the town, who are appointed by the circuit court for a five-year term. Members are able to serve consecutive terms.

At this time, all five positions need to be appointed due to resignations or term expirations. Previous members include Christopher Hardy (1/30/2019), Teresa Janssen (1/30/2020), Vicky Somma (1/31/2021), Kevin Whaley (2/1/2022), and Mary Ann Phelps (1/31/2023). Mr. Whaley and Ms. Phelps have resigned their positions.

**Town Attorney's Recommendation:** Recommend identifying five residents to submit to the Circuit Court for consideration and appointment of one individual to the BZA for each member vacancy.

**Staff Recommendation:** Concur with Town Attorney's recommendation.

#### **Proposed/Suggested Motion:**

"I move to adopt Resolution R-2021-12 to submit the following names to the Prince William County Circuit Court for appointment to the Occoquan Board of Zoning Appeals: \_\_\_\_\_."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION**

**RESOLUTION FOR APPOINTMENTS TO BOARD OF ZONING APPEALS**

**WHEREAS**, the terms of three of the five current members of the Occoquan Town Board of Zoning Appeals have expired without reappointment of such members; and

**WHEREAS**, two members of the Occoquan Town Board of Zoning Appeals have resigned and whose terms have not yet expired, namely Mary Ann Phelps, whose term expires January 31, 2023, and Kevin Whaley, whose term expires February 1, 2022; and

**WHEREAS**, the Town Council wishes the Circuit Court to appoint five new members to fill out the five-member Occoquan Town Board of Zoning Appeals.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council directs the Town Attorney to submit the names of \_\_\_\_\_ to the Prince William County Circuit Court for appointment to the Occoquan Town Board of Zoning Appeals for terms ending \_\_\_\_\_.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 7<sup>th</sup> Day of September 2021.**

**MOTION:**

**DATE: September 7, 2021  
Town Council Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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Earnest W. Porta, Jr., Mayor

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Michele White, Town Clerk



## TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Regular Business</b>	<b>Meeting Date:</b> September 7, 2021
<b>10H:</b> Request to Appoint a Member to the Planning Commission	

**Attachments:**                   a. None

**Submitted by:**                   Kirstyn Jovanovich  
  Town Manager

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

There is currently one vacancy on the Planning Commission. This is a request to appoint a qualified resident to the Commission to bring the membership to five.

The Planning Commission is described in Sections 33.01 – 33.10 of the Town Code. The Commission shall consist of not less than five nor more than 15 members appointed by the Town Council. All members are residents of the town, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least half the members so appointed shall be owners of real property. Each member shall be appointed to hold office for a four-year term. All new Commissioners are expected to complete a Certified Planning Commissioners Program within 24 months of appointment.

**Staff Recommendation:** Recommend appointment of a qualified resident to the Planning Commission.

#### **Proposed/Suggested Motion:**

"I move to appoint \_\_\_\_\_ to serve on the Planning Commission for a four-year term, effective \_\_\_\_\_. "

OR

Other action Council deems appropriate.