



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

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## Occoquan Town Council

### Town Council Meeting

March 15, 2022 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Consent Agenda**
  - a. February 15, 2022 Meeting Minutes
  - b. Request to Set Public Hearing on Zoning Text Amendment to Bring the Town Code into Conformance with DEQ's Recommendations for Implementing the Chesapeake Bay Preservation Act
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
  - a. Administrative Report
  - b. Town Treasurer's Report
  - c. Town Attorney
9. **Work Session Items**
  - a. FY 2023 Budget Work Session
  - b. Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Briefing Update
10. **Closed Session**
11. **Adjournment**

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



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, February 15, 2022**  
**7:00 p.m.**

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

**Absent:** None

**Staff:** Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police; Julie Little, Events Director; Manuel Casillas, Town Treasurer; Michele White, Town Clerk

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:02 p.m. Councilmember Fithian attended remotely from the lower level of Town Hall for health reasons.

**2. CITIZENS' TIME**

No one spoke at Citizens' time.

**3. CONSENT AGENDA**

**a. February 1, 2022 Meeting Minutes**

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

**4. WORK SESSION ITEM - FY 2023 BUDGET WORK SESSION**

Ms. Jovanovich presented the proposed budget covering the General Fund, the Events Fund, the Mamie Davis Fund and the E-Summons Fund. Councilmembers asked questions of Ms. Jovanovich and Chief Linn on the proposed General Fund budget, and of Ms. Jovanovich and Ms. Little on the proposed Events Fund budget.

Ms. Jovanovich indicated that the second work session will include an update on these funds based on Council feedback and guidance, as well as the 2023-2027 Capital Improvement Plan.

**5. CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) BRIEFING**

Ms. Jovanovich provided a presentation and briefed the Town Council on the status of the town's Coronavirus State and Local Fiscal Recovery Funds (SLFRF) and staff's potential projects list and estimated costs. Councilmembers provided feedback on the proposed list. Ms. Jovanovich stated she would incorporate those changes and post information on the website regarding the SLFRF spending plan development process.

Mayor Porta stated that the Town will schedule several public input sessions over the coming weeks to gather feedback from the public as the town continues to draft and develop the SLFRF spending plan.

**6. ADJOURNMENT**

The meeting was adjourned at 9:18 p.m.

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Michele L. White, Town Clerk



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> March 15, 2022
<b>4 B:</b> Request to Set Public Hearing on Zoning Text Amendment to Bring the Town Code into Conformance with DEQ's Recommendations for Implementing the Chesapeake Bay Preservation Act	

**Attachments:** a. Draft Ordinance

**Submitted by:** Bruce Reese  
Town Engineer

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

This is a request to set a public hearing on amendments to the Town Code generally relating to the Chesapeake Bay Preservation Overlay District. The Town Council referred the Zoning Text Amendment to the Planning Commission, which they reviewed at their February 23, 2022 meeting and set their public hearing for Tuesday, March 22, 2022 at 6:30 p.m.

#### **Background**

On July 10, 2020, the Town was notified by the Department of Environmental Quality (DEQ) that the local Chesapeake Bay Preservation Act (CBPA) program, which the Town administers, was to be reviewed for compliance. The Town accommodated the CBPA by adopting the Chesapeake Bay Preservation Overlay District within the Zoning Ordinance in 1998 (then § 66-191).

Such reviews are conducted by DEQ periodically to assure compliance by the localities with the intent and letter of the CBPA. This review includes an evaluation of the Town's ordinances, a review of previously approved plans, a review of the Town's Comprehensive Plan, and an inspection of active construction sites. Since the July 2020 notice, Daniel Moore, Principal Environmental Planner with DEQ's Water Division, has conducted the required reviews and inspections. The Town was found to be in compliance with regard to plan review and site enforcement. There were, however, suggestions for changes to the Town's Comprehensive Plan and Zoning Ordinance (now starting at § 157.150 after the recodification).

In December 2021, the Town Council adopted changes to the Town's Comprehensive Plan which included recommendations by Mr. Moore, who has since acknowledged those changes met his criteria for compliance.

After several iterations of changes to the Town's Zoning Ordinance (Chapter 157, beginning at 157.150, Chesapeake Bay Preservation Overlay District), the revisions

proposed with this Zoning Text Amendment will bring the Town Code into conformance with DEQ's recommendations for compliance with the CBPA.

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

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

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed/Suggested Motion:**

"I move to set a public hearing date of Tuesday, April 5, 2022."

OR

Other action Council deems appropriate.

**ORDINANCE # O-2022-XX**

**AN ORDINANCE TO AMEND SECTIONS 157.152, 157.153, 157.159, 157.160, 157.161, 157.162, AND 157.163 OF THE TOWN CODE GENERALLY RELATING TO CHESAPEAKE BAY PRESERVATION OVERLAY DISTRICT**

**WHEREAS**, The Virginia Department of Environmental Quality (DEQ) has suggested various changes to the Town zoning code to address compliance with the Chesapeake Bay Preservation Act (Article 2.5 of Chapter, 3.1, Title 62.1 of the Code of Virginia); and

**WHEREAS**, The Town Council and Planning Commission are dedicated to protecting the Chesapeake Bay from pollution.

**NOW, THEREFORE, BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia meeting in regular session this \_\_\_ day of \_\_\_\_\_, 2022:

1. That the Town Council hereby amends Town Code §§ 157.152, 157.153, 157.159, 157.160, 157.161, 157.162, and 157.163 as follows:

**§ 157.152 DEFINITIONS.**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning. Words and terms not defined in this subchapter but defined in this chapter shall be given the meanings previously set forth.

**APPLICANT.** A person seeking any determination under this part or permit required by this subchapter.

**BEST MANAGEMENT PRACTICE (BMPS).** A practice, or a combination of practices, that is determined by a state or designated area-wide planning agency to be the most effective, practical means of preventing or reducing the amount of pollution generated by nonpoint sources to a level compatible with water quality goals.

**BUFFER AREA.** Natural or established vegetation managed to protect other components of a resource protection area and state waters from significant degradation due to land disturbances.

**CHESAPEAKE BAY PRESERVATION AREA (CBPA).** Any land designated by the Town Council pursuant to part III of the Chesapeake Bay Preservation Area

designation and management regulations, 9 VAC §§ 25-830-70 et seq. and 62.1-44.15:72. A CBPA shall consist of a resource protection area and a resource management area.

**CONSTRUCTION FOOTPRINT.** The area of all impervious surface including, but not limited to, buildings, roads and drives, parking areas, sidewalks, and the area necessary for construction of such improvements.

**DEVELOPMENT.** The construction or substantial alteration of residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures.

**DIAMETER AT BREAST HEIGHT (DBH).** The diameter of a tree measured outside the bark at a point four and one-half feet above ~~height (dBA)~~ the highest point of ground at the tree's base.

**DRIPLINE.** A vertical projection to the ground surface from the furthest lateral extent of a tree's leaf canopy.

**FLOODPLAIN.** All lands that would be inundated by floodwater as a result of a storm event of a 100-year return interval.

**HIGHLY ERODIBLE SOILS.** Soils (excluding vegetation) with an erodibility index (EI) from sheet and rill erosion equal to or greater than eight. The erodibility index for any soil is defined as the product of the formula  $RKLS/T$ , where K is the soil susceptibility to water erosion in the surface layer; R is the rainfall and runoff; LS is the combined effects of slope length and steepness; and T is the soil loss tolerance.

**HIGHLY PERMEABLE SOILS.** Soils with a given potential to transmit water through the soil profile. **HIGHLY PERMEABLE SOILS** are identified as any soil having a permeability equal to or greater than six inches of water movement per hour in any part of the soil profile to a depth of 72 inches, permeability groups rapid and very rapid, as found in the National Soil Survey Handbook of November 1996, in the Field Office Technical Guide of the U.S. Department of Agricultural Natural Resources Conservation Service.

**IMPERVIOUS COVER or IMPERVIOUS SURFACES.** A surface composed of any material that significantly impedes or prevents natural infiltration of water into the soil. **IMPERVIOUS SURFACES** ~~It includes, but are not limited to,~~ roofs, buildings, streets, parking areas, and any concrete, asphalt, or compacted gravel surface.

**INTENSELY DEVELOPED AREAS (IDAs).** A portion of a resource protection area or a resource management area designated by the Town Council where development is concentrated and little of the natural environment remains.

**NONPOINT SOURCE POLLUTION.** Pollution consisting of constituents such as sediment, nutrients, and organic and toxic substances from diffuse sources, such as runoff from agriculture and urban land development and use.

**NONTIDAL WETLANDS.** Wetlands other than tidal wetlands that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions, as defined by the U.S. Environmental Protection Agency pursuant to § 404 of the Federal Clean Water Act, in 33 C.F.R. § 328.3b.

**NOXIOUS WEEDS.** Weeds that are difficult to control effectively, such as Johnson grass, kudzu, and multiflora rose.

**PLAN OF DEVELOPMENT.** The process for site plan or subdivision plat review to ensure compliance with 9 VAC § 25-830, and this subchapter prior to any clearing or grading of a site or the issuance of a building permit.

**PRIVATE ROAD.** A privately owned and maintained road designed and constructed in accordance with the State Department of Transportation standards.

**PUBLIC ROAD.** A publicly owned road designed in accordance with the State Department of Transportation standards.

**REDEVELOPMENT.** The process of developing land that is or has been previously developed, including in-fill development in intensely developed areas.

**RESOURCE MANAGEMENT AREA (RMA).** The component of the CBPA that is not classified as the resource protection area. RMAS include land types that, if improperly used or developed, have the potential for causing significant water quality degradation or for diminishing the functional value of the resource protection area.

**RESOURCE PROTECTION AREA (RPA).** The component of the CBPA comprised of lands adjacent to water bodies with perennial flow, that have an intrinsic water quality value due to the ecological and biological processes they perform or are

sensitive to impacts that may result in significant degradation to the quality of state waters. See § 157.153 for areas of applicability.

***SUBSTANTIAL ALTERATION.*** The expansion or modification of a building or development within the resource management area that would result in land disturbance exceeding 2,500 square feet.

***THIS SUBCHAPTER.*** Sections 157.150 through 157.163 of this code.

***TIDAL SHORE or SHORE.*** Land contiguous to a tidal body of water between the mean low water level and the mean high water level.

***TIDAL WETLANDS.*** Vegetated and non-vegetated wetlands as defined in VA Code § 28.2-1300.

***WATER-DEPENDENT FACILITY.*** Development of land that cannot exist outside of the RPA and must be located on the shoreline due to the intrinsic nature of its operation. These facilities include, but are not limited to: ports; the intake and outfall structures of power plants, water treatment plants, sewage treatment plants, and storm sewers; marinas and other boat docking structures; beaches and other public water-oriented recreation areas; and fisheries or other marine resources facilities.

***WETLANDS.*** Tidal and nontidal wetlands.

#### **§ 157.153 AREAS OF APPLICABILITY.**

(A) The Chesapeake Bay Preservation Area Overlay District shall apply to all lands identified as CBPAs as designated by the Town Council and as shown on the Occoquan Chesapeake Bay Preservation Area Map. This map, together with all explanatory matter thereon, is adopted by reference and declared to be a part of this subchapter.

(1) The resource protection area (RPA) is hereby established and shall consist of lands adjacent to water bodies with perennial flow that include:

(a) Tidal wetlands;

(b) Nontidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow;

(c) Tidal shores; and

(d) A 100-foot vegetated buffer area located adjacent to and landward of the components listed in divisions (A)(1)(a) through (A)(1)(c) above and along both sides of any water bodies with perennial flow.

(2) The RMA is composed of concentrations of the following land categories: floodplains; highly erodible soils, including steep slopes; highly permeable soils; nontidal wetlands not included in the RPA; and other lands, including all areas in the town necessary to protect the quality of state waters.

(B) The Occoquan Chesapeake Bay Preservation Area Map shows the general location of CBPAs and should be consulted by persons contemplating activities within the town prior to engaging in a regulated activity. The specific location of RPAs on a lot or parcel shall be delineated on each site or parcel as required under § 157.158.

(C) All areas within the town limits north of and including Mill Street and Poplar Lane are designated as ~~IDEAS~~IDEASIDAs. These areas shall serve as redevelopment areas. Areas so designated shall comply with all erosion and sediment control requirements and the performance standards for redevelopment in § 157.159.

## **§ 157.159 PERFORMANCE STANDARDS.**

*(A) Purpose and intent.*

(1) The purpose and intent of this section is to prevent a net increase in nonpoint source pollution from new development and achieve a 10% reduction in nonpoint source pollution from redevelopment.

(2) The performance standards establish the means to minimize erosion and sedimentation potential, reduce land application of nutrients and toxics, and maximize rainwater infiltration. Natural ground cover, especially woody vegetation, is most effective in holding soil in place and preventing site erosion. Indigenous vegetation, with its adaptability to local conditions without the use of harmful fertilizers or pesticides, is an especially effective filter of stormwater runoff. Minimizing impervious cover enhances rainwater infiltration and effectively reduces stormwater runoff potential.

(3) Except as otherwise expressly stated in this Chapter, development in Chesapeake Bay Preservation Areas shall comply with state regulations found at 9VAC25-830-130, 9VAC25-830-140, and 9VAC25-830-150.

*(B) General performance standards for development and redevelopment.*

(1) Land disturbance shall be limited to the area necessary to provide for the proposed use or development.

(a) In accordance with an approved site plan, the limits of land disturbance, including clearing or grading, shall be strictly defined by the construction footprint. These limits shall be clearly shown on submitted plans and physically marked on the development site.

(b) Ingress and egress during construction shall be limited to one access point unless otherwise approved by the Zoning Administrator.

(2) Indigenous vegetation shall be preserved to the maximum extent practicable, consistent with the use or development proposed, and in accordance with the *Virginia Erosion and Sediment Control Handbook*.

(a) Existing trees over six inches ~~dbh~~ DBH shall be preserved outside the construction footprint. Diseased trees or trees weakened by age, storm, fire or other injury may be removed.

(b) Clearing shall be allowed only to provide necessary access, positive site drainage, water quality BMPs, and the installation of utilities, as approved by the Zoning Administrator.

(c) Prior to clearing or grading, suitable protective barriers, such as safety fencing, shall be erected one foot outside of the dripline of any tree or stand of trees to be preserved. These protective barriers shall remain erected throughout all phases of construction. The storage of equipment, materials, debris, or fill shall not be allowed within the area protected by the barrier.

(3) Land development shall minimize impervious cover to promote infiltration of stormwater into the ground consistent with the proposed use or development permitted.

(4) Notwithstanding any other provisions of this division (B) or exceptions or exemptions to this division (B), any land disturbing activity exceeding 2,500 square feet, including construction of all single-family houses, shall comply with the requirements of Chapter 152 of this code.

(5) All existing sewage disposal systems not requiring a VPDES permit shall be pumped out at least once every five years, in accordance with the provisions of the County Health Code. New septic tanks and private sewage plants are not permitted.

(6) For any development or redevelopment, stormwater runoff shall be controlled by the use of BMPs that achieve the following.

(a) For development, the post-development nonpoint source pollution runoff load shall not exceed the predevelopment load, based on a Chesapeake Bay watershed-wide average impervious surface cover of 16%.

(b) For any redevelopment site and for sites within ~~IDEAS~~ IDAS, the nonpoint source pollution load shall be reduced by at least 10%. The Zoning Administrator may waive or modify this requirement for redevelopment sites that originally incorporated BMPs for stormwater runoff quality control, provided the following provisions are satisfied:

1. In no case may the post-development nonpoint source pollution runoff load exceed the predevelopment load;

2. Runoff pollution loads must have been calculated and the BMPs selected for the expressed purpose of controlling nonpoint source pollution; and

3. If BMPs are structural, evidence shall be provided that facilities are currently in good working order and performing at the design levels of service. The Zoning Administrator may require a review of both the original structural design and maintenance plans to verify this provision. A new maintenance agreement may be required to ensure compliance with this division (B)(6).

(c) For redevelopment, both the pre- and post-development loadings shall be calculated by the same procedures. However, where the design data is available, the original post-development nonpoint source pollution loadings can be substituted for the existing development loadings.

(7) Prior to initiating grading or other on-site activities on any portion of a lot or parcel, all wetlands permits required by federal, state, and local laws and regulations shall be obtained and evidence of such submitted to the Zoning Administrator, in accordance with § 157.161.

(8) Clearing, land disturbance, or development exceeding 500 square feet, ~~on a recorded lot of record as of the date of this chapter amendment,~~ on slopes 20% or greater is prohibited.

*(C) Buffer area requirements.*

(1) To minimize the adverse effects of human activities on the other components of RPAs, state waters, and aquatic life, a 100-foot buffer area of vegetation that is effective in retarding runoff, preventing erosion, and filtering nonpoint source pollution from runoff shall be retained if present and established where it does not exist. The delineation of the 100-foot RPA boundary for the retention of an undisturbed and vegetated 100-foot-wide buffer area with permissibility of only water dependent facilities or redevelopment shall be shown on all plans and plats.

(2) The buffer area shall be located adjacent to and landward of other RPA components and along both sides of any waterbody with perennial flow. The full buffer area shall be designated as the landward component of the RPA, in accordance with sections § 157.153 and 157.161.

(3) The 100-foot buffer area shall be deemed to achieve a 75% reduction of sediments and a 40% reduction of nutrients.

(4) The buffer area shall be maintained to meet the following additional performance standards.

(a) In order to maintain the functional value of the buffer area, indigenous vegetation may be removed only, as permitted by the Zoning Administrator, to provide for reasonable sight lines, access paths, general woodlot management practices, including those that prevent upland erosion and concentrated flows of stormwater and BMPs, as follows.

1. Trees may be pruned or removed as necessary to provide for sight lines and vistas, provided that where removed, they shall be replaced with other vegetation that is equally effective in retarding runoff, preventing erosion, and filtering nonpoint source pollution from runoff.

2. Any path shall be constructed and surfaced to effectively control erosion.

3. Dead, diseased, or dying trees or shrubbery and noxious weeds may be removed and thinning of trees may be allowed pursuant to sound horticulture practice as recommended by the town.

4. For shoreline erosion control projects, trees and woody vegetation may be removed, necessary control techniques employed, and appropriate vegetation established to protect or stabilize the shoreline in accordance with the best available technical advice and applicable permit conditions or requirements.

(b) When the application of the buffer areas would result in the loss of a buildable area on a lot or parcel recorded prior to October 1, 1989, the Zoning Administrator may allow encroachments into the buffer area in accordance with § 157.161 and the following criteria.

1. Encroachments into the buffer areas shall be the minimum necessary to achieve a reasonable buildable area for a principal structure and necessary utilities.

2. Where practicable, a vegetated area that will maximize water quality protection, mitigate the effects of the buffer encroachment, and is equal to the area of encroachment into the buffer area shall be established elsewhere on the lot or parcel.

3. The encroachment may not extend into the seaward 50 feet of the buffer area.

(c) Redevelopment within ~~IDEAS~~ IDAs may be exempt from the buffer area, in accordance with § 157.161. Where possible a buffer area shall be provided in order to remove pollutants and protect water quality. Any and all buffer exemptions are to be granted by the Zoning Administrator.

## **§ 157.160 WATER QUALITY IMPACT ASSESSMENT.**

(A) The purpose of the water quality impact assessment is to:

(1) Identify the impacts of proposed development on water quality and lands within RPAs and other environmentally sensitive lands;

(2) Ensure that, where development does take place within RPAs and other sensitive lands, it will be in a manner that will be least disruptive to the natural functions of RPAs and other sensitive lands;

(3) Protect individuals from investing funds for proposed improvements on lands not suited for such development because of high groundwater, erosion, or vulnerability to flood and storm damage;

(4) Provide for administrative relief from the terms of this section when warranted and in accordance with the requirements contained in this section; and

(5) Specify mitigation that will address water quality protection.

(B) A water quality impact assessment is required for any proposed land disturbance, development, or redevelopment within an RPA, including any buffer area modification or encroachment as provided for in § 157.159; and any development in an RMA, floodplain, area of highly erodible soils, or 20% or greater slopes.

(C) There shall be two levels of water quality impact assessments, minor and major.

(1) Minor water quality impact assessment.

(a) A minor water quality impact assessment pertains only to development within an RPA and its 100-foot buffer strip under the following conditions:

1. No more than 6,000 square feet of land disturbance; and
2. No disturbance of the seaward 50 feet of the 100-foot buffer area.

(b) A minor assessment must demonstrate that the undisturbed buffer area, enhanced vegetative plantings, and any required BMPs will result in removal of no less than 75% of sediments and 40% of nutrients from post-development stormwater runoff. It must also demonstrate that it will retard runoff, prevent erosion, and filter nonpoint source pollution the equivalent of the full undisturbed 100-foot buffer area. A minor assessment shall include a site drawing to scale, which shows the following:

1. Location of the components of the RPA, including the 100-foot buffer area;

2. Location and nature of the proposed encroachment into the buffer area, including: type of paving material; areas of clearing or grading; location of any structures, drives, or other impervious cover; and sewage disposal systems or reserve drainfield sites;

3. Type and location of proposed BMPs to mitigate the proposed encroachment;

4. If development is in an IDEAIDA, proposed measures to restore all or part of the buffer strip, if possible;

5. Location of existing vegetation on-site, including the number and type of trees and other vegetation to be removed in the buffer to accommodate the encroachment or modification; and

6. Re-vegetation plan that supplements the existing buffer vegetation in a manner that provides for pollutant removal, erosion, and runoff control.

(2) Major water quality impact assessment.

(a) 1. A major water quality impact assessment shall be required for any development that:

a. Exceeds 6,000 square feet of land disturbance within an RPA or its buffer strip;

b. Disturbs any portion of the seaward 50 feet of the 100-foot buffer area; or

c. Is located in an RMA and includes areas of floodplain, highly erodible soils, or 20% or greater slopes.

2. The information required in this division (C)(2)(a) shall be considered a minimum unless the Zoning Administrator determines that some of the elements are unnecessary due to the scope and nature of the proposed use and development of land.

(b) The following elements shall be included in the preparation and submission of a major water quality assessment:

1. All of the information required in a minor water quality impact assessment, as specified in this division (C);

2. A hydrogeological element that:

a. Describes the existing topography, soils, hydrology, and geology of the site and adjacent lands; and

b. Describes the impacts of the proposed development on topography, soils, hydrology, and geology on the site and adjacent lands.

3. Indicates the following:

a. Disturbance or destruction of wetlands and justification for such action;

b. Disruptions or reductions in the supply of water to wetland, streams, lakes, rivers, or other water bodies;

c. Disruptions to existing hydrology, including wetland and stream circulation patterns;

d. Source location and description of proposed fill material;

e. Location of dredge material and location of dumping area for such material;

f. Location of and impacts on shellfish beds, submerged aquatic vegetation, and fish spawning areas;

g. Estimation of pre- and post-development pollutant loads in runoff;

h. Estimation of percentage of increase in impervious surface on the site and types of surfacing materials used;

i. Percentage of site to be cleared for the project;

j. Anticipated duration and phasing schedule of the construction project; and

k. Listing of all requisite permits from all applicable agencies necessary to develop the project.

4. Describes the proposed mitigation measures for the potential hydrogeological impacts. Potential mitigation measures include:

a. Proposed erosion and sediment control concepts; concepts may include minimizing the extent of the cleared area, perimeter controls, reduction of runoff velocities, measures to stabilize disturbed areas, schedule and personnel for site inspection;

b. Proposed stormwater management system;

c. Creation of wetlands to replace those lost; and

d. Minimizing cut and fill.

(c) A landscape element that:

1. Identifies and delineates the location of all significant plant material on-site, including all trees six inches or greater ~~d.b.h.~~DBH. Where there are groups of trees, stands may be outlined;

2. Describes the impacts of the development or use on the existing vegetation, including:

a. General limits of clearing, based on all anticipated improvements, including buildings, drives, and utilities;

b. Clear delineation of all trees to be removed; and

c. Description of plant species to be disturbed or removed.

3. Describes the potential measures for mitigation. Possible mitigation measures include:

a. Replanting schedule for trees and other significant vegetation removed for construction, including a list of possible plants and trees to be used;

b. Demonstration that the design of the plan will preserve, to the greatest extent possible, any significant trees and vegetation on the site and will provide maximum erosion control and overland flow benefits from such vegetation; and

c. Demonstration that indigenous plants are to be used to the greatest extent possible.

(d) Submission and review requirements.

1. Ten copies of all site drawings and other applicable information as required by divisions (C)(2)(c)1. and (C)(2)(c)2. above shall be submitted to the Zoning Administrator for review.

2. All information required in this section shall be certified as complete and accurate by a professional engineer.

3. A water quality impact assessment shall be prepared and submitted to and reviewed by the Zoning Administrator in conjunction with § 157.161.

4. As part of any major water quality impact assessment submittal, the Zoning Administrator may require review by the Chesapeake Bay Local Assistance Department (CBLAD). Upon receipt of a major water quality impact assessment, the Zoning Administrator will determine if such review is warranted and may request CBLAD to review the assessment and respond with written comments. Any comments by CBLAD will be incorporated into the final review by the Zoning Administrator, provided that such comments are provided by CBLAD within 90 days of the request.

(e) Evaluation procedure.

1. Upon the completed review of a minor water quality impact assessment, the Zoning Administrator will determine if any proposed modification or reduction to the buffer area is consistent with the provisions of this subchapter and make a finding based upon the following criteria:

a. The necessity of the proposed encroachment and the ability to place improvements elsewhere on the site to avoid disturbance of the buffer area;

b. Impervious surface is minimized;

c. Proposed BMPs, where required, achieve the requisite reductions in pollutant loadings;

d. The development, as proposed, meets the purpose and intent of this section; and

e. The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, will not result in a significant degradation of water quality.

2. Upon the completed review of a major water quality impact assessment, the Zoning Administrator will determine if the proposed development is consistent with the purpose and intent of this section and make a finding based upon the following criteria:

a. The proposed development within the RPA is water dependent;

b. The disturbance of any wetlands will be minimized;

c. The development will not result in unnecessary disruption of the hydrology of the site;

d. The development will not result in unnecessary degradation to aquatic vegetation or life;

e. The development will not result in unnecessary destruction of plant materials on the site;

f. Proposed erosion and sediment control concepts are adequate to achieve the reductions in erosion and minimize off-site sedimentation;

g. Proposed stormwater management concepts are adequate to control the stormwater runoff and achieve the required performance standard for pollutant control;

h. Proposed re-vegetation of disturbed areas will provide effective erosion and sediment control benefits;

i. The development, as proposed, is consistent with the purpose and intent of the overlay district;

j. The cumulative impact of the proposed development, when considered in relation to other development in the vicinity, both existing and proposed, will not result in a significant degradation of water quality;

k. The Zoning Administrator shall require additional mitigation where potential impacts have not been adequately addressed. Evaluation of mitigation measures will be made by the Zoning Administrator based on the criteria listed in division (C)(2)(e)1. above and this division (C)(2)(e)2; and

l. The Zoning Administrator shall find the proposal to be inconsistent with the purpose and intent of this section when the impacts created by the proposal cannot be mitigated. Evaluation of the impacts will be made by the Zoning Administrator based on the criteria listed in division (C)(2)(e)1. above and this division (C)(2)(e)2.

#### **§ 157.161 PLAN OF DEVELOPMENT PROCESS.**

(A) Any development or redevelopment exceeding 2,500 square feet of land disturbance shall be accomplished through a plan of development process prior to any clearing, grading, or filling of the site or the issuance of any building permit, to assure compliance with all applicable requirements of this subchapter.

(B) In addition to the requirements of this section and Chapters 155 and 156 of this code, the plan of development process shall consist of the plans and studies identified in this division (B). These required plans and studies may be coordinated or combined, as deemed appropriate by the Zoning Administrator. The Zoning Administrator may determine that some of the following information is unnecessary due to the scope and nature of the proposed development. The following plans or studies shall be submitted unless otherwise provided for in this Chapter:

(1) A site plan in accordance with the provisions of Chapter 155 of this code or a subdivision plat in accordance with the provisions of Chapter 156 of this code, as necessary;

(2) An environmental site assessment;

(3) A landscaping plan;

(4) A stormwater management plan; and

(5) An erosion and sediment control plan in accordance with the provisions of Chapter 152 of this code.

(C) An environmental site assessment shall be submitted in conjunction with preliminary site plan or preliminary subdivision plan approval.

(1) The environmental site assessment shall be drawn to scale and clearly delineate the following environmental features:

(a) Tidal wetlands;

(b) Tidal shores;

(c) Nontidal wetlands connected by surface flow and contiguous to tidal wetlands or water bodies with perennial flow;

(d) A 100-foot buffer area located adjacent to and landward of the components listed in divisions (C)(1)(a) through (C)(1)(c) above and along both sides of any waterbody with perennial flow; and

(e) Other sensitive environmental features as determined by the Zoning Administrator.

(2) Wetlands delineations shall be performed consistent with the procedures specified in the current edition of the Federal Manual for Identifying and Delineating Jurisdictional Wetlands, 1987, or as determined by the Army Corps of Engineers (ACOE).

(3) The environmental site assessment shall delineate the site-specific geographic extent of the RPA.

(4) The environmental site assessment shall be drawn at the same scale as the preliminary site plan or subdivision plat and shall be certified as complete and accurate by a professional engineer. This requirement may be waived by the Zoning Administrator when the proposed use or development would result in less than 5,000 square feet of disturbed area.

(5) Any request for exemption from the buffer requirements for properties contained wholly within designated ~~IDEAS~~ IDAs, as allowed by § 157.159(C)(4), must be submitted in writing with the assessment.

(D) A landscaping plan shall be submitted in conjunction with site plan approval or as part of subdivision plat approval. No clearing, grading, or filling of any lot or parcel shall be permitted without an approved landscaping plan.

(1) Contents of the plan.

(a) The landscaping plan shall be drawn to scale and clearly delineate the location, size, and description of existing and proposed plant material. All existing trees on the site six inches or greater ~~dbh~~ DBH shall be shown on the landscaping plan. Where there are groups of trees, stands may be outlined instead. The specific number of trees six inches or greater ~~dbh~~ DBH to be preserved outside the construction footprint shall be indicated on the plan. Trees to be removed to create a desired construction footprint shall be clearly delineated.

(b) Any required buffer area shall be clearly delineated, and any plant material to be added to establish or supplement the buffer area as required by this subchapter shall be shown.

(c) Within the buffer area, trees to be removed for sight lines, vistas, access paths, and BMPs, as provided for in this subchapter, shall be shown. Vegetation required by this subchapter to replace any existing trees within the buffer area shall also be shown.

(d) Trees to be removed for shoreline stabilization projects and any replacement vegetation required by this subchapter shall be shown on the landscaping plan.

(e) Grade changes or other work adjacent to trees that would affect adversely them. Specifications shall be provided as to how grade, drainage, and aeration will be maintained around trees to be preserved.

(f) Specifications for the protection of existing trees during clearing, grading, and all other phases of construction.

(2) Plant specifications.

(a) All plant materials necessary to supplement the buffer area or vegetated areas outside the construction footprint shall be installed according to standard planting practices and procedures.

(b) All supplementary or replacement plant materials shall be living and in a healthy condition. Plant materials shall conform to the standards of the most recent edition of the American Standard for Nursery Stock, published by the ~~American Association of Nurserymen~~ American Hort.

(c) Where areas that are to be preserved, as designated on an approved landscaping plan, are disturbed or encroached, replacement of existing trees and other vegetation will be achieved at a ratio of one planted tree to one removed. Replacement trees shall be of a similar species, a minimum of 12 feet in height and one and one-half inches DBH ~~DBA~~ at the time of planting.

(3) Maintenance.

(a) The applicant shall be responsible for the maintenance and replacement of all vegetation as may be required by the provisions of this subchapter.

(b) In buffer areas and areas outside the construction footprint, plant material shall be tended and maintained in a healthy growing condition and free from refuse and debris for a period of one year after the developer has completed all real estate sales in the developed property. Unhealthy, dying, or dead plant materials shall be replaced during the next planting season, as required by the provisions of this subchapter.

(E) A stormwater management plan shall be submitted in accordance with Chapter 153 of this code in conjunction with site plan or subdivision plan approval. The stormwater management plan shall contain maps, charts, graphs, tables, photographs, narrative descriptions, explanations, and citations to supporting references as appropriate to communicate the information required by this subchapter.

(1) At a minimum, the stormwater management plan must contain the following:

(a) Location and design of all proposed stormwater control devices;

(b) Procedures for implementing nonstructural stormwater control practices and techniques;

(c) Pre- and post-development nonpoint source pollutant loadings with supporting documentation of all utilized coefficients and calculations; and

(d) For facilities, verification of structural soundness, including a professional engineer certification.

(2) All engineering calculations must be performed in accordance with procedures outlined in the current edition of the Virginia Stormwater Management Handbook.

(3) The plan shall establish a long-term schedule for inspection and maintenance of stormwater management facilities including all maintenance requirements and persons responsible for performing said maintenance. If the designated maintenance responsibility is with a party other than the town, a maintenance agreement shall be executed between the responsible party and the town.

(F) An erosion and sediment control plan shall be submitted that satisfies the requirements of this subchapter and in accordance with Chapter 152 of this code, in conjunction with site plan or subdivision plan approval.

(G) Final plans for property within CBPAs shall be final plats for land to be subdivided or site plans for land not to be subdivided as required in Chapters 155 and 156 of this code.

(1) Final plans and plats for all lands within CBPAs shall include the following additional information:

(a) The delineation of the 100-foot RPA boundary for the retention of an undisturbed and vegetated 100-foot-wide buffer area, with permissibility of only water dependent facilities or redevelopment;

(b) The delineation of required buffer areas;

(c) All wetlands permits required by law;

(d) A maintenance agreement, as deemed necessary and appropriate by the Zoning Administrator, to ensure proper maintenance of BMPs in order to continue their functions;

(e) Measures to be taken for the protection of the resource protection areas (RPAs) during clearing, grading, and all other phases of construction. The following notations shall be included.

1. All existing vegetation within the RPA shall remain in its undisturbed natural state, except as allowed by this code.

2. Permissible development in the RPA is limited to water-dependent facilities, redevelopment, or other uses specifically allowed by this code.

(f) Gross acreages of the following physical land units shall be tabulated and computed by accurate planimetric methods at the final plan scale: 100-year floodplains; wetlands; existing water features (bodies of water, drainage channels, streams, and the like); and resource protection areas and resource management areas as specified by this subchapter; and

(g) Buildable areas allowed on each lot based on the performance criteria specified in the Chesapeake Bay Preservation Area regulations ~~in this chapter~~; front, side, and rear yard setback requirements established pursuant to this chapter, and any other relevant easements or limitations regarding lot coverage shall be graphically depicted on the site plan.

(2) Installation and bonding requirements are as follows.

(a) Where buffer areas, landscaping, stormwater management facilities, or other specifications of an approved plan are required, no certificate of occupancy shall be issued until the installation of required plant materials or facilities is completed in accordance with the approved site plan.

(b) When the occupancy of a structure is desired prior to the completion of the required landscaping, stormwater management facilities, or other specifications of an approved plan, a certificate of occupancy may be issued only if the applicant provides to the town a form of surety satisfactory to the Zoning Administrator in an amount equal to the remaining plant materials, related materials, and installation costs of the landscaping or other specifications and/or maintenance costs for any required stormwater management facilities.

(c) All required landscaping shall be installed and approved by the first planting season following issuance of a certificate of occupancy, or the surety may be forfeited to the town.

(d) All required stormwater management facilities or other specifications shall be installed and approved within 18 months of project commencement. Should the applicant fail, after proper notice, to initiate, complete, or maintain appropriate actions required by the approved plan, the surety may be forfeited to the town. The town may collect from the applicant the amount by which the reasonable cost of required actions exceeds the amount of the surety held.

(e) After all required actions of the approved site plan have been completed, the applicant must submit a written request for a final inspection with the as-built site plan or subdivision plan. If the requirements of the approved plan have been completed to the satisfaction of the Zoning Administrator, such unexpended or unobligated portion of the surety held shall be refunded in accordance with Chapters 155 and 156 of this code. The Zoning Administrator may require a certificate of substantial completion from a professional engineer before making a final inspection.

(H) Administration of the plan of development process shall be in accordance with Chapters 155 and 156 of this code.

(1) If the final plan or any component of the plan of development process, as related to this chapter, is not approved by the Zoning Administrator and/or recommended conditions or modifications are unacceptable to the applicant, the applicant may appeal such administrative decision to the Planning Commission.

(2) The appeal shall be made in writing to the Planning Commission. The Planning Commission shall review the appeal and ~~make recommendation to the Town Council. In reviewing the appeal, the Planning Commission shall~~ determine if:

(a) The plan is in accordance with all applicable ordinances and includes the necessary elements to mitigate any detrimental impact on water quality, adjacent properties, and the surrounding area; or

(b) Such plan meets the purpose and intent of the performance standards in this subchapter.

(3) If the Planning Commission finds that the applicant's plan does not meet the criteria stated in ~~subsection (i)(2) of this section, it shall recommend denial of reject~~ the plan to the Town Council. If the applicant's plan is found to meet the criteria stated in ~~subsection (i)(2) of this section, the Planning Commission shall recommend approval of approve the plan to the Town Council.~~

~~——(4) The Town Council shall consider the findings and rationale of the Planning Commission when voting to deny or approve the applicant's appeal.~~

## **§ 157.162 NONCONFORMING USES AND NONCOMPLYING STRUCTURES.**

(A) The lawful use of a building or structure existing on the effective date of the ordinance from which this section derives or which exists at the time of any amendment to this subchapter, and which is not in conformity with the provisions of the overlay district may be continued in accordance with §§ 157.210 through 157.213.

(B) No change or expansion of use shall be allowed, with the exception that:

(1) ~~The Town Council~~ Planning Commission may grant a nonconforming use and development waiver for structures on legal nonconforming lots or parcels to provide for remodeling and alterations to such nonconforming structures, provided that:

(a) There will be no increase in nonpoint source pollution load; and

(b) Any development or land disturbance exceeding 2,500 square feet in area complies with all erosion and sediment control requirement of this subchapter.

(2) An application for a nonconforming use and development waiver shall be made to and upon forms furnished by the Zoning Administrator and shall include, for the purpose of proper enforcement of this section, the following information:

(a) Name and address of the applicant and the property owner;

(b) Legal description of the property;

(c) Type of proposed use and development;

(d) A sketch of the dimensions of the lot or parcel, location of buildings, and proposed additions relative to the lot lines, and boundary of the RPA; and

(e) Location and description of any existing private water supply or sewerage system.

(3) Requests for a nonconforming use and development waiver shall be reviewed by the Planning Commission for compliance with the provisions of this section, ~~who shall forward a recommendation to the Town Council;~~

(4) The Planning Commission shall review the ~~A~~ nonconforming use and development waiver ~~shall become null and void~~ 12 months from the date issued and shall revoke it by affirmative vote if no substantial work has commenced; and

(5) An application for the expansion of a nonconforming principal structure ~~may shall~~ be approved by the ~~Town Council~~ Planning Commission ~~after an administrative review process provided that if it finds that: the following findings are made:~~

(a) The request for the waiver is the minimum necessary to afford relief;

(b) Granting the waiver will not confer upon the applicant any specific privileges that are denied by this subchapter to other property owners in similar situations;

(c) The waiver is in harmony with the purpose and intent of this subchapter and does not result in water quality degradation;

(d) The waiver is not based on conditions or circumstances that are self-created or self-imposed, either by the current property owner or by a predecessor in title;

(e) Reasonable and appropriate conditions are imposed, as warranted, that will prevent the waiver from causing degradation of water quality; and

(f) The application does not include any accessory structures. ~~Other findings, as appropriate and required by the town, are met; and~~

~~(g) In no case shall this provision apply to accessory structures.~~

### **§ 157.163 EXEMPTIONS AND EXCEPTIONS.**

#### (A) Exemptions for linear utilities:

(1) Construction, installation, operation, and maintenance of electric, natural gas, fiber optic, telephone transmission lines, underground telecommunications and

cable television lines, railroads, public roads, pedestrian and bike paths, and their appurtenant structures shall be exempt from compliance with this Subchapter so long as they comply with Erosion and Sediment Control Law, the Storm Water Management (SWM) Act of the Code of Virginia and the Prince William County Design and Construction Standards Manual. The exemption of public roads is further conditioned on the road alignment and design being such as to minimize encroachment into the RPA and adverse effects on water quality. A WQIA study will be required for public roads unless the Town grants an exception pursuant to subsection (B) of this section. The applicant shall submit proof of all required compliance to the Zoning Administrator, who shall process the application as provided in this section.

(2) Construction, installation, and maintenance of water and sewer lines owned by a regional service authority shall be exempt from the compliance with this Subchapter if the provisions of the following paragraphs (a) through (d) are met. The applicant shall submit proof of all required compliance to the Zoning Administrator, who shall process the application as provided in this section.

(a) To the degree possible, the location of such utilities and facilities should be outside Resource Protection Areas;

(b) No more land shall be disturbed than is necessary to provide for the necessary utility installation;

(c) All such construction, installation, and maintenance of such utilities and facilities shall be in compliance with all applicable state and federal requirements and permits and designed and conducted in a manner that protects water quality;

(d) Any land disturbance exceeding an area of 2,500 square feet shall comply with all erosion and sediment control requirements of the Design and Construction Standards Manual.

(B) Exceptions.

(1) Exceptions to the requirements of this Subchapter may be granted only as permitted by section 740.06 of the Prince William County Design and Construction Standards Manual. Exceptions for encroachment into the RPA will be processed in accordance with section 700 of the Prince William County Design and Construction Standards Manual either as administrative exceptions or as public hearing exceptions.

(2) When a public hearing is required by section 700 of the Prince William County Design and Construction Standards Manual, the Town Planning Commission shall conduct a public hearing to review a request for an exception for encroachment into the RPA and the associated water quality impact assessment study. The Planning Commission may grant the exception with such conditions and safeguards as stated in section 700 of the Prince William County Design and Construction Standards Manual.

~~(A) Construction, installation, and maintenance of water, sewer, roads, natural gas lines, underground telecommunications, and cable television lines owned, permitted by the town, shall be exempt from the overlay district provided that:~~

~~(1) To the extent possible, the location of such utilities and facilities shall be outside RPAs;~~

~~(2) No more land shall be disturbed than is necessary to provide for the proposed utility installation;~~

~~(3) All construction, installation, and maintenance of such utilities and facilities shall be in compliance with all applicable state and federal requirements and permits and designed and conducted in a manner that protects water quality; and~~

~~(4) Any land disturbance exceeding 2,500 square feet in area shall comply with all town erosion and sediment control requirements.~~

~~(B) Water wells; passive recreation facilities such as boardwalks, trails, and pathways; and historic preservation and archaeological activities within the RPAs may be exempted from the overlay district, provided that it is demonstrated to the satisfaction of the Zoning Administrator that:~~

~~(1) Any required permits, except those to which this exemption specifically applies, shall have been issued;~~

~~(2) Sufficient and reasonable proof is submitted that the intended use will not deteriorate water quality;~~

~~(3) The intended use does not conflict with nearby planned or approved uses;~~  
and

~~(4) Any land disturbance exceeding 2,500 square feet in area shall comply with all town erosion and sediment control requirements.~~

2. That this ordinance is effective \_\_\_\_\_.

**BY ORDER OF THE TOWN COUNCIL**

**Meeting Date:  
Town Council Meeting  
Ord No. O-2022-XX**

**RE: An Ordinance to Amend Sections 157.152, 157.153, 157.159, 157.160, 157.161, 157.162, and 157.163 of the Town Code Generally Relating to Chesapeake Bay Preservation Overlay District**

**MOTION:  
SECOND:  
ACTION:**

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

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

**Town Clerk**



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125  
(703) 491-1918 • Fax (571) 398-5016 • [info@occoquanva.gov](mailto: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:** March 1, 2022

**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:** Over the last weekend in February, CDC issued new guidance on how localities can assess COVID-19 related risk within their communities. The revised measurement of COVID-19 Community Levels looks at the combination of three metrics: new COVID-19 admissions per 100,000 population in the past 7 days; the percent of staffed inpatient beds occupied by COVID-19 patients; and total new COVID-19 cases per 100,000 population in the past 7 days. Based on these metrics, Prince William County's COVID-19 Community Levels are currently classified as LOW. As a result, the masking policy inside Town Hall facilities is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. 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 Council received a briefing at their February 15, 2022 meeting on the Coronavirus State and Local Fiscal Recovery Fund (CLFRF) regarding the town's expected distribution and the Interim Final Rule's guidance on uses. A Town Hall meeting was held on March 1, 2022 to obtain initial community feedback on the potential projects list. The Town is entitled to receive \$949,560.76 under the Non-Entitlement Unit (NEU) distribution, having received the first half on June 30, 2021, and the second tranche expected around June 2022. The Final Rule has been issued by the Treasury Department; staff is reviewing and will brief Council at a future meeting. Another briefing/status update on the proposed projects list will be provided at the March 15, 2022 Town Council meeting.
- **FY2023 Proposed Budget:** Town staff is in the process of developing the FY2023 Proposed budget (July 1, 2022 - June 30, 2023). The first work session with Town Council was held February 15, 2022, with the second scheduled for March 15, with public hearings scheduled for April and May and adoption in June. Information on the budget process is available at [www.occoquanva.gov](http://www.occoquanva.gov).
- **Intersection Improvements Update:** Work will begin on the intersection improvement project on March 14, 2022. The contractor is expected to begin work at the Washington/Mill intersection first and then progress to the Ellicott/Mill intersection, with the intent of getting the project completed as quickly as possible. The project includes installation of ADA ramps and crosswalks at the intersections of Mill/Washington Street and Mill/Ellicott Streets. Status

information on the project will be updated on the town's website at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

- **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 and notification to the community will be pushed at the end of March 2022/beginning of April. Staff is developing an informational handout on the new program.
- **Mill at Occoquan Project:** The Architectural Review Board (ARB) approved The Mill at Occoquan Exterior Elevation application (ARB2021-011R) and issued a Certificate of Appropriateness at its February 2022 meeting. The approval was for the exterior of the structure only; a separate ARB application on the design of the Riverwalk will need to be submitted for review and approval. The Applicant is continuing to work through the land use development process; a final site plan has not yet been submitted by the Applicant.
- **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 Town Council adopted a resolution of support for the project at its September 21, 2021 meeting, which has been provided to County staff. 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 develop a Community Plan as an addendum to the Town's Comprehensive Plan. The 2021 update of the Comprehensive Plan was approved at the December 7, 2021 Town Council meeting.
- **Regional Hazard Mitigation Plan Update:** Town staff is participating in the update to the Northern Virginia Hazard Mitigation Plan, which is updated every five years.
- **FY2022 Capital Projects:** Town staff met with a Prince William County representative to obtain quotes on FY2022 capital projects, specifically street maintenance projects. Once quotes are received and reviewed by Staff, Town Council will be asked to review and award contracts as appropriate.
- **Mill Street Water Issue:** The Town Manager and Zoning Administrator met with representatives from VDOT in regards to the continued water flow issue on Mill Street. VDOT contractors milled and paved the section of Mill Street from Ellicott Street to the cul-de-sac in early March; however, initial review indicates that the road still needs to be recrowned. Staff is continuing to coordinate with VDOT and will provide more information as VDOT reviews the remaining issue.
- **Meetings and Events:** (1) Participated in on-site meeting with representatives from Barrington Pointe and Town Engineering staff to address land disturbance project; (2) attended the VLGMA winter conference in Staunton; (3) met with representatives from Town engineering and VDOT to discuss and address water issues along Mill Street; (4) attended quarterly NVRS COA meeting (remotely); and(5) held several internal budget meetings in preparation of the FY2023 budget, FY2022 budget tracking, and ARPA fund planning.

### Treasurer Report – Supplemental Information

The January 2022 Financial Report is 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/Status</b>

\*2022 BPOL applications were due on March 1, 2022; payments are due by May 31, 2022. Delinquencies will be reported after May 31, 2022.

<b>Transient Tax Delinquencies</b>		
<b>Business Owner</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice/Status</b>

<b>Meals Tax Delinquencies</b>		
<b>Business Name</b>	<b>Months of Delinquency</b>	<b>Date of Last Notice/ Status</b>
Riverside Coffee/Baba & Me	7	1/24/2022

<b>Real Estate Delinquencies</b>				
<b>Property Owner</b>	<b>Years of Delinquency</b>	<b>Delinquent Tax Amount</b>	<b>Date of Last Notice</b>	<b>Notes</b>
3304 LLC	1	\$1,887.36	Pending	
BRUNSVOLD KENNETH T	1	\$180.17	Pending	
COOPER HEATHER E	1	\$450.12	Pending	
FUGATE JIM R & LINDA L SURV	1	\$164.52	10/26/2021	2020 Tax Year
GRANNY'S COTTAGE INC	6	\$403.20	8/15/2021	
HEAD NELSON H	1	\$468.84	Pending	
HOUGHTON LANCE	1	\$970.92	Pending	
HOUGHTON RONALD W ETAL	4	\$70.08	10/26/2021	
JONES SALUKA HALLIE	1	\$287.28	2/17/2022	
KASTENS DOUGLASS & MARTA SURV	1	\$6.84	10/26/2021	2020 Tax Year
KSANZNAK RYAN	1	\$549.48	Pending	
LIGHT MARK D & RINA KOCSANY J-T SURV	1	\$10.08	10/26/2021	
LUDWIG CATHERINE L	1	\$434.40	11/15/2021	
MARCELLINO ELIZABETH H	1	\$475.68	Pending	
MUNOZ VICTOR M & JOLENE A	1	\$543.00	Pending	
POTTER MARVIN H	1	\$390.36	Pending	
RIVER MILL INVESTMENTS LLC	1	\$619.08	Pending	
SALES JR FREDERICK	1	\$178.56	Pending	
STONE HOUSE HOLDING COMPANY LLC	1	\$537.00	Pending	
THREE ELEVEN MILL STREET LLC	1	\$778.32	Pending	
VOLMANFAMILY LLC	1	\$398.52	Pending	
YI KYE WHANG & NAM SUN SURV	1	\$594.12	Pending	
ZEEB CHRISTOPHER P	1	\$1,015.32	Pending	

## Engineering

### ACTIVE ITEMS:

- **FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Minor changes suggested on stream names. Town website included notification of changes to FIRM. Expected adoption of new mapping winter 2021, spring 2022. May require update of ordinance.
- **DEQ review of Town's Chesapeake Bay Preservation Ordinances - update from last report:** DEQ report issued April 7, 2021 with Draft Corrective Action Plan issued for changes to Town Code and Comprehensive Plan. Planning Commission incorporated changes into Comprehensive Plan update, which was forwarded to DEQ 12/10/21. New Chesapeake Bay changes presented to Planning Commission, who set a public hearing for March 22, 2022, then to Town Council with Planning Commission recommendation.
- **Kiely Court Project - no change from last report:** Land Disturbance Permit issued - construction commenced. Site work considered completed, but 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 3/2/22. Pre-application meeting held with J2 Engineering for site plan.
- **109 Poplar Lane - no change from last report:** PWC may be issuing building permit, which will trigger need for land disturbance permit in Town.
- **PWC Transportation Alternatives Program (TAP) grant projects - no change from last report:** Sidewalk extensions on Ellicott Street only, in conjunction with the PWC Park Authority.
- **PWC Transportation Mill Street pedestrian crosswalks - update from last report:** Crosswalks approved and ready for construction. Pre-construction meeting with VDOT and PWC held 3/1/22, with tentative start date of 3/14/22.
- **Community Strategy - no change 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. Anticipated adoption in spring 2022.
- **Stormwater Management Grants - no change from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town.
- **Site Plans Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
109 Poplar Lane	N/A	Dock extension	No submission to date
Mill at Occoquan	N/A	Mixed Use project	Pre-application 12/17/21
Barrington Point	N/A	Retaining Wall	Land disturbance exceeded original application

## Zoning Administrator

A. The following is a list of **zoning reviews** from January 27, to February 28, 2022:

	Zoning Application #	Property Address	Activity
1	TZP2022-009	204 Washington Street	New tenant- retail
2	TZP2022-010	301 Commerce St. Units D&E	Proposed Roof deck
3	TZP2022-011	199 Union St	Retail - woman's clothing/accessories

B. The following is a list of **new violation letters** from January 27, to February 28, 2022:

	Property Address	Violation	Town Action
1	Berrywood	Refuse placement	Letter drafted to be mailed to owner
2	201 Union-Zorbas	Signage (A-frame)	Letter drafted to be mailed to owner
3	440 Mill - Magical Moons	Signage (unpermitted)	Letter drafted to be mailed to owner

C. The following is a list of **active/previous violations** from January 27, to February 28, 2022:

	Property Address	Violation	Town Action
1	Rivertown Overlook	Weed violation	Violation Letter sent on 11/24/2021. <b>Resolved.</b>
2	204 Union Street	Refuse violation	Violation Letter sent on 11/24/2021. <b>Letter drafted to be mailed to owner.</b>
3	209 Commerce Street	Refuse and weed violation	Violation Letter sent on 11/24/2021. <b>Resolved.</b>
5	201 Union St. – Riverside Coffee and Ice Cream (Baba & Me)	Unpermitted Signage	E-mail correspondence on 8/2/21 and 8/12/21 to work with owner on compliance; some signs removed – some violations remain; <i>Referred to enforcement for action- see above.</i> 30-day appeal period expired on 11/30. <b>Court date scheduled for 3/23.</b>
6	307 Commerce St.	Residential use in B-1	One-story residential on Commerce Street; complies with O-2021-06 allows residential use by-right; in compliance as of December 7, 2021.
7	204 Ellicott St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed</i> – Current use is mixed-use; business front Ellicott Street and residential in rear; in compliance
8	303 Commerce St.	Residential use in B-1	Letter, 1 <sup>st</sup> Enforcement Action; <i>Action Plan Developed – In Progress</i>
9	201 Union St.	Refuse Enclosure Required	Letter - 1 <sup>st</sup> Enforcement Action; Town Manager attempted to work with property owner to bring into compliance; property owner – last written communication requesting complete zoning application sent 8/25 – Zoning Application submitted 10/21/21. Meeting on-site with ZA 11/4 to discuss options for compliance. <b>Resolved.</b>

## 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 February 28, 2022:

Permit No.	Address	Type	Status	Issue Date	Note
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.
PLB2020-00752	201 Mill Street	Plumbing	Issued	10/1/2019	No inspections have been made.
BLD2018-04471	313 Mill Street	Building	Issued	02/23/2018	No inspections have been made
Permit No.	Address	Type	Status	Issue Date	Note
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
BLD2020-03981	202 Union Street	Building	Issued	2/12/2021	

Permit No.	Address	Type	Status	Issue Date	Note
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
BLD2018-02984 ELE2020-04159 GAS2021-00349 MEC2021-00002 PLB2021-00536	430 Mill Street - Kiely Court	Various	Issued	2019-2021	Kiely Court Project - in progress
Various	1551 - 1556 Rivertown Place	Various	Issued	Various	Rivertown Overlook Project - in progress
BLD2022-03797 MEC2022-01673 MEC2022-01674 PLB2022-01611	200 Mill Street - Mill Street Beer Garden TLO	Various	Pending	Pending	Permit review 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. 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.

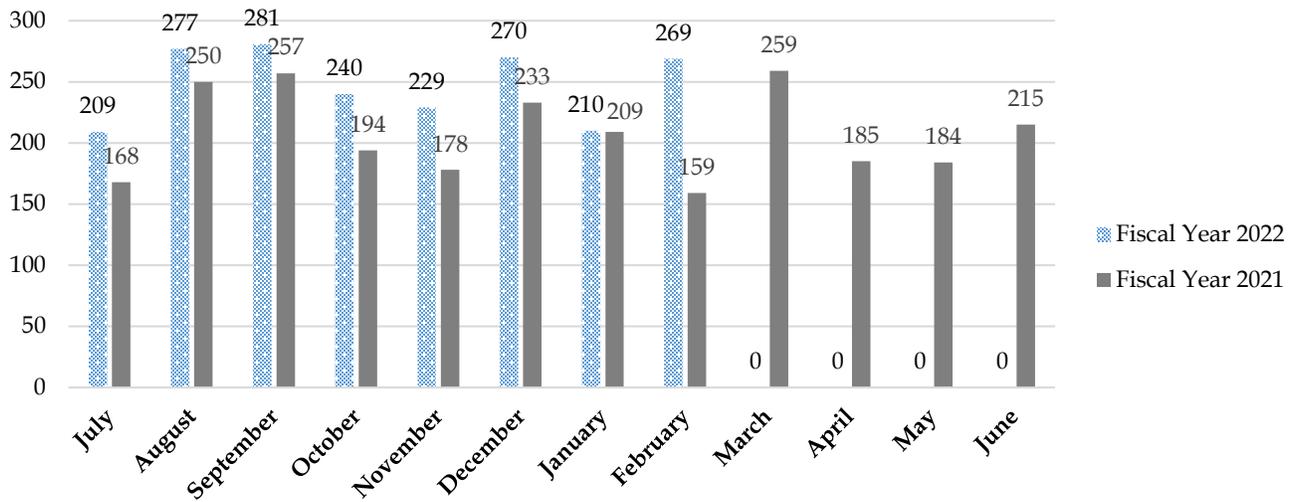
### Community Relations

Engaged in foot patrols during business hours in Town. Officers spoke with business owners and residents throughout the month.

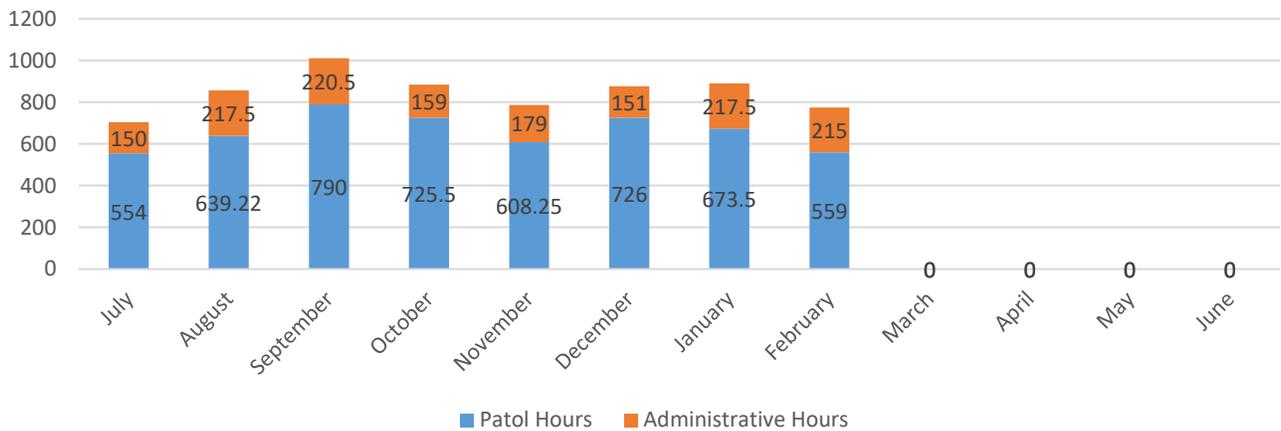
### Patrol and Enforcement Activities

In the month of February, the Town Police made 52 business checks and 159 park checks. The Town Police also had 112 calls for service, with 21 suspicious person/vehicle/circumstance calls, 15 disabled vehicles/motorist assist calls, 8 roadway obstruction calls, 7 trespassing calls, 4 welfare checks, 3 alarm/fire calls, 3 animal calls, 3 found property calls, 3 noise complaints, 3 vehicle accidents, 2 traffic control calls, 2 drug complaints, 2 disorderly/assault in progress calls, 2 protective order calls, 1 domestic in progress calls, 1 larceny call, 1 emotionally disturbed person call, 1 missing person call, 1 missing property call, 1 attempted suicide call, 1 vandalism call, multiple service/assist calls, and made 2 custodial felony arrests, issued 269 traffic summonses, 47 parking violations, and 48 warnings.

### Traffic Summonses FYTD (GRAPH)



### Patrol/Administrative Hours FYTD (GRAPH)

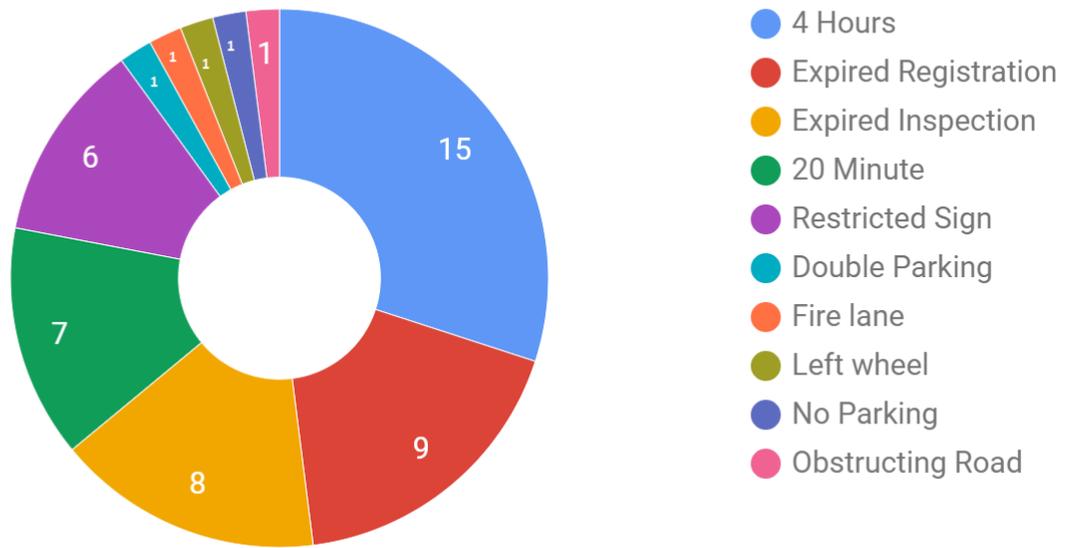


### Parking Enforcement (CHART/GRAPH)

Total Parking Enforcement (FYTD)

	Parking Tickets	Warning
July	105	6
August	50	1
September	69	2
October	81	1
November	54	2
December	54	9
January	24	5
February	47	3

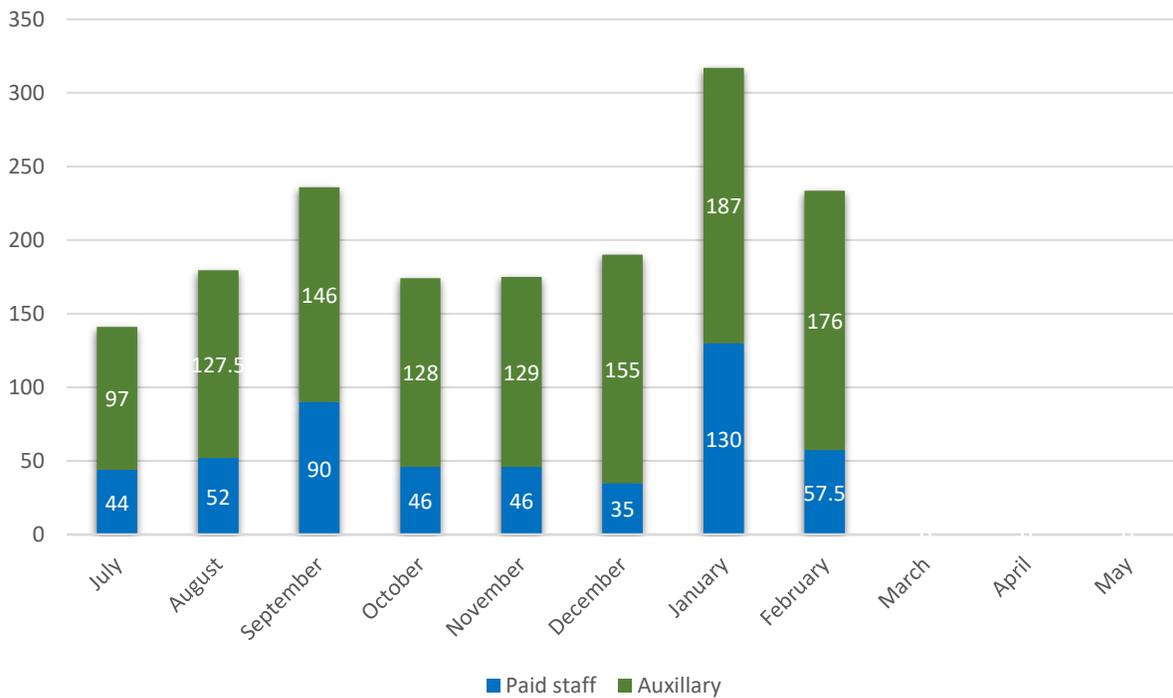
Occoquan VA - Tickets By Violation (Feb. 2022)



**Volunteer in Police Service**

For Fiscal Year 2022, our auxiliary police officers and paid police staff have donated a total of 1,646 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:

**Volunteered Hours**



## Public Works

### Weekly Activities

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

Activity	Daily, M-F	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Repair Gaslight Banners	X				
Check/Clean Trash/Recycling Cans			X		Clean as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Boardwalk	X				Review and schedule repairs as needed
Check River Mill Park	X				Review and schedule repairs as needed
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Check/Replace Flags			X		
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and Internal clean up and organization
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				

### Maintenance Highlights (February 2022)

- Working on Scope of Work for other public works capital projects scheduled for FY2022

## Upkeep and Maintenance Projects

Below is an updated list of maintenance activities with statuses updated as of February 27, 2022:

Project	Not Started	In Progress	Completed
Town Hall Bathroom Remodel	X		
Town Hall Kitchen Remodel	X		
River Mill Bathroom Upgrades	X		
Repair Town Hall Eve Damaged due to Tree	X		
Clean Lower Level Emergency Exit Stairs at Town Hall	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	
Paint Yellow curbs	X		
Address dirt area near LOVE sign steps	X		
Paint Town Hall front steps sides	X		
Repair Town Hall landscape lighting	X		
Repair concrete steps at Town Hall	X		
Clean/Maintain River Mill Park Light/Poles		X	
Clean off Kayak Ramp		X	
Repair broken light on Fairfax side of footbridge		X	
Develop Art installation project for Agnes Commemoration		X	
Install curbstops along fence line in Town parking lot	X		
Remove graffiti from under bridge (ongoing), town		X	
Replace sensor at RMP for park lights		X	
Repair town portable generator	X		
Complete minor brick repairs		X	
Complete repairs on Riverwalk/dock - replace boards; reattach; safety issues		X	
Schedule powerwash of Riverwalk/dock		X	
Review/schedule major repairs to brick sidewalk areas	X		
Clean up and organize PW Annex		X	
Repair heater in RMP Bathroom			X
Main Office Reorganization - Town Hall	X		
Obtain Quote for Street Maintenance FY22 Capital Projects		X	
Obtain Quote for concrete repairs on West Locust		X	
Obtain Quote for major brick repair locations		X	
Support Winter Weather Events		X	

Project	Not Started	In Progress	Completed
Address icing issues along Mill Street - Daily coordination with VDOT to treat as needed		X	
Met with VDOT regarding water issue on Mill Street			X
Building maintenance - light repairs at town hall		X	
Coordinate Intersection Improvement project		X	
Stabilize fallen tree in River Mill Park			X
Coordinate spring flower planting with landscaper		X	
Install donated bench in River Mill Park		X	
Spring Cleaning in Historic District		X	
Order and install new pile caps at dock		X	
Paint electric/water pedestals at dock	X		
Order/replace signs at dock	X		
Replace/repair dock payment box at dock	X		
Repair broken Sign board cover at River Mill Park			X
General repairs at RMP Bathroom - lights, baseboard	X		
Clean and touch up paint on Gaslights	X		
Remove gaslight banners			X
Repair 'icy pathways' sign at River Mill Park			X
Remove wooden shelving in Town Hall	X		
Install LED kits on three lights at Mamie Davis Park		X	
Repair/update signage on MDP Entry sign	X		
Replace HVAC at 200 Mill Street		X	
Replace HVAC at Town Hall		X	
Replace sewer line under Town Hall		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		<b>Contract awarded</b> – work to be performed by end of April 2022
206 Mill Street		X		<b>Contract awarded</b> – work to be performed by end of April 2022
Town Hall	X			
203 Union Street		X		Contractor Quote requested - concrete curb/rebuild needed – push to FY2023
Corner of Center/Washington		X		Contractor Quote requested - connect concrete into Brick, repair brick work - push to FY2023
304 Mill Street (Ballywhack)		X		<b>Contract awarded</b> – work to be performed by end of April 2022
Minor Brick Repairs - Throughout Historic District		X		Repairs and replacement ongoing; loose and missing brick repairs occurring in March/April 2021 - Ongoing

## Events and Community Development

- **Planning for 2022:** Staff's primary focus for the new year will be on RiverFest, scheduled for June 4 and 5, 2022. The Occoquan Business Partners and Town staff will continue to partner on major tourism events for 2022.
- **Peep Week, April 12-17:** In collaboration with the Occoquan Business Partners' annual Peep Show where businesses showcase Peep dioramas for the public to vote and enter to win an Easter basket, the Town will host for the 5<sup>th</sup> year the popular annual Community Peep Contest. Entrants will deliver family-friendly peep dioramas to Town Hall by April 11. Voting by the public takes place April 12-16. [More information](#).
- **Fun For Lil Peeps:** New this year is Fun For Lil' Peeps, a community oriented Easter egg hunt in River Mill Park on Saturday, April 16, from 11am to 2pm. Participants will have the opportunity to hunt for eggs, craft simple Easter projects, visit a snack table, obtain a swag bag, and meet the Easter Bunny. [More information](#)
- **FOTO Clean Up:** This spring's Friends of the Occoquan River Clean Up is Saturday, April 9, from 9 am to 12 pm. Volunteers will meet at Town Hall to collect supplies.

**Town of Occoquan - Permit Report  
February 2022**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2021-04934	124 COMMERCE ST	INSTALLATION OF GENERATOR	Electrical	Pending	C - Accessory Structure		
BLD2019-03820	206 COMMERCE ST	ANTENNA MOUNTED TO POLE IN TOWN OF OCCOQUAN.	Building	Pending	C - Alteration/Repair		
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sil plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
BLD2019-00547	402 FORTRESS WAY	KITCHEN RENOVATION TO CONDO UNIT - FOR KITCHEN CABINETS, CUTTING INTO THE CEILING TO INSTALL LIGHTS	Building	Issued	C - Alteration/Repair	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	Issued	C - Retaining Wall	11/05/2021	
GAS2019-00432	270 GASLIGHT LANDING CT	ALTERATION/REPAIRS TO REPLACE HVAC UNIT AND FURNACE LIKE FOR LIKE	Gas	Issued	C - Alteration/Repair	09/20/2018	
ELE2022-02892	115 MILL ST	This project consists of upgrading the existing SCADA System (Data Acquisition) and Radio System at the existing L-73 Lift Station which is owned by the Prince William County Service Authority. The work involves removing the Existing Scada Cabinet and installing a new one and providing a few new security devices such as Camera's and door card readers for identification. This installation only involves electrical work. I have discussed this project with Zoning and Land Development and both have said since this is an existing commercial building that they do no need to review.	Electrical	Issued	C - Alteration/Repair	01/11/2022	
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Pending	C - Tenant Layout		
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Pending	C - Tenant Layout		
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout		
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout		
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout		
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout		
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Pending	C - Tenant Layout		
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Pending	C - Tenant Layout		
PLB2020-00752	201 MILL ST	CAPPING THE WATER SERVICE	Plumbing	Issued	C - Alteration/Repair	10/01/2019	
BLD2018-04471	313 MILL ST	PARTIAL ROOF REPAIR DUE TO WATER DAMAGE - SEE PSTD2018-00224	Building	Issued	C - Alteration/Repair	02/23/2018	
BLD2022-04172	406 MILL ST	Pergola encompassing back patio. with removeable vinyl sides and top for inclement weather.	Building	Pending	C - Accessory Structure		
ELE2022-00482	415 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	415 MILL ST	TLO FOR POPPS	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	415 MILL ST	TLO FOR POPPS	Plumbing	Pending	C - Tenant Layout		
ELE2022-03572	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Electrical	Pending	C - Tenant Layout		
ELE2022-03572	416 MILL ST	(SEE BCE2021-00265) Construct a covered roof over existing patio. Located in the rear of the existing restaurant bldg and does not increase the previous occupant load.	Electrical	Pending	C - Tenant Layout		
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	Finald	R - New Single Family Dwelling	04/15/2019	02/07/2022

**Town of Occoquan - Permit Report  
February 2022**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2020-04159	430 MILL ST	HOUSE ELECTRICAL	Electrical	Finalized	R - New Single Family Dwelling	04/07/2020	02/07/2022
GAS2021-00349	430 MILL ST	1 gas fireplace , 1 gas range , 1 gas stove , 1 gas water heater	Gas	Finalized	R - New Single Family Dwelling	08/31/2020	02/07/2022
MEC2021-00002	430 MILL ST	DUCTWORK AND HVAC INSTALL	Mechanical	Finalized	R - New Single Family Dwelling	08/26/2020	02/07/2022
PLB2021-00536	430 MILL ST	water and sewer	Plumbing	Finalized	R - New Single Family Dwelling	08/31/2020	02/07/2022
ELE2022-02501	440 MILL ST	//GBC correct crawl space wiring	Electrical	Issued	C - Alteration/Repair	11/18/2021	
BLD2022-02422	458 MILL ST	TEMPORARY INFLATABLE MOVIE SCREEN - EVENT ON 10/23/2021	Building	Issued	C - Temporary Activity	10/22/2021	
ELE2022-02893	458 MILL ST	SCADA Cabinet UPGRADE - A/R	Electrical	Issued	C - Alteration/Repair	01/12/2022	
BLD2014-05879	1441 OCCOQUAN HEIGHTS CT	DECK	Building	Issued	R - Addition	04/25/2014	
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/20/2018	
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2022-01737	1552 RIVERTOWN PL	INSTALL 200 AMPS SERVICE / LTS/SW/SM/ OUTLETS	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00768	1552 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00972	1552 RIVERTOWN PL	Installation of A/C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00888	1552 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTACHED EMAIL**	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Issued	R - New Townhouse	11/21/2018	
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2022-01736	1554 RIVERTOWN PL	INSTALL 200 AMPS SERVICE SW/ SM / OUTLETS / LTS	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00767	1554 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00971	1554 RIVERTOWN PL	Installation of new A/C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00887	1554 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTACHED EMAIL	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Electrical	Issued	R - New Townhouse	04/29/2019	
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Issued	R - New Townhouse	10/22/2018	
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Issued	R - New Townhouse	11/21/2018	
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Issued	R - New Townhouse	10/22/2018	
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Issued	R - New Townhouse	03/22/2018	
ELE2022-01735	1556 RIVERTOWN PL	Install 200 amps service / outlet's / SW/ SM/ LTS by code	Electrical	Issued	R - New Townhouse	10/11/2021	
GAS2022-00766	1556 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Issued	R - New Townhouse	10/15/2021	
MEC2022-00973	1556 RIVERTOWN PL	Installation of A.C, gas furnace, and ductwork	Mechanical	Issued	R - New Townhouse	10/25/2021	
PLB2022-00886	1556 RIVERTOWN PL	rough in plumbing for new construction	Plumbing	Issued	R - New Townhouse	10/15/2021	
BLD2018-04008	199 UNION ST	UPDATE AND REPAIR BATHROOM IN RENTAL APARTMENT.***MUST PAY BCE ADMIN FEE***	Building	Issued	C - Alteration/Repair	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	C - Alteration/Repair	01/31/2018	
BLD2020-03981	202 UNION ST	ALTERATION/REPAIRS TO DEMO SPACE FOR FUTURE TENANT	Building	Issued	Demolition	02/12/2020	
BLD2020-04453	202 UNION ST	SALAD SALOON - TLO	Building	Pending	C - Tenant Layout		
MEC2020-02163	202 UNION ST	SALAD SALOON - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2021-00690	202 UNION ST	SALAD SALOON - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Issued	C - Tenant Layout	11/15/2021	
ELE2022-01996	206 UNION ST	Converting existing retails space to new Nail Salon.	Electrical	Issued	C - Tenant Layout	11/22/2021	
MEC2022-01112	206 UNION ST	Converting existing retails space to new Nail Salon.	Mechanical	Issued	C - Tenant Layout	01/14/2022	
PLB2022-01118	206 UNION ST	Converting existing retails space to new Nail Salon.	Plumbing	Pending	C - Tenant Layout		

**Town of Occoquan - Permit Report  
February 2022**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
PLB2018-02373	411 UNION ST	CONVERTING FROM SEPTIC TO PUBLIC SEWER	Plumbing	Issued	R - Alteration/Repair	03/23/2018	
BLD2022-01979	105 VISTA KNOLL DR	12' X 20' OPEN DECK NO STAIRS - PER PLANS	Building	Issued	R - Addition	09/29/2021	
BLD2022-04194	111 VISTA KNOLL DR	INSTALL A DECK 20' X 10' - NO STAIRS.	Building	Issued	R - Addition	01/25/2022	
BLD2021-00870	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Building	Issued	R - Alteration/Repair	11/09/2020	
ELE2021-02202	127 WASHINGTON ST	Add bedroom and quarters above kitchen	Electrical	Issued	R - Alteration/Repair	11/15/2020	
MEC2021-01175	127 WASHINGTON ST	install heat pump with duct work	Mechanical	Issued	R - Alteration/Repair	11/20/2020	
PLB2021-02432	127 WASHINGTON ST	A/R TO ADD BEDROOM & QUARTERS ABOVE KITCHEN	Plumbing	Issued	R - Alteration/Repair	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	R - Alteration/Repair	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	R - Alteration/Repair	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	R - Alteration/Repair	08/15/2018	
PLB2021-00738	142 WASHINGTON ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	09/23/2020	
BLD2022-01142	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Building	Finalized	C - Tenant Layout	09/28/2021	02/09/2022
ELE2022-01465	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Electrical	Finalized	C - Tenant Layout	11/22/2021	01/28/2022
MEC2022-00655	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Mechanical	Finalized	C - Tenant Layout	11/22/2021	01/27/2022
PLB2022-00561	202 WASHINGTON ST	(SEE BCE2022-00035) NEW TENANT BUILD-OUT FOR A NAIL SPA	Plumbing	Finalized	C - Tenant Layout	11/22/2021	01/28/2022
BLD2022-02442	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Building	Pending	C - Tenant Layout		
MEC2022-01565	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Mechanical	Pending	C - Tenant Layout		
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Pending	C - Tenant Layout		
PLB2022-01433	206 WASHINGTON ST	Change of Use of an existing residential space to an office. Demo and new construction of existing space to follow update ADA requirements. Mixed use.	Plumbing	Pending	C - Tenant Layout		
PLB2018-01956	103 WEST LOCUST ST	Water Service	Plumbing	Issued	R - Alteration/Repair	02/08/2018	

Permit Issued Over 2 Years Old  
Development Project

**END OF REPORT**

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 1/31/2022**

	As of 7/1/21 (unaudited)	<i>Unaudited Income/ (Loss) YTD FY22</i>	As of 1/31/2022
<b>Nonspendable:</b>			
Inventory	\$ -	\$ -	\$ -
<b>Restricted:</b>			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
<b>Assigned:</b>			
Operating Reserves	\$ 70,127	\$ -	\$ 70,127
Events Fund	\$ 25,000	\$ 45,816	\$ 70,816
CIP Fund *	\$ 148,900	\$ (2,236)	\$ 146,664
Financing Proceeds	\$ 25,271	\$ -	\$ 25,271
Public Safety Grant Fund	\$ 64,237	\$ 11,516	\$ 75,752
CARES Act fund	\$ 8,302	\$ (8,302)	\$ -
ARPA Fund	474,780	\$ -	\$ 474,780
Mamie Davis Park Fund	\$ 11,110	\$ 254	\$ 11,364
PEG Fund	\$ 1,562	\$ -	\$ 1,562
Public Art Fund	500	\$ -	\$ 500
<b>Subtotal Assigned:</b>	<b>\$ 829,788</b>	<b>\$ 47,048</b>	<b>\$ 876,836</b>
<b>Unassigned</b>	-	\$ 130,062	\$ 130,062
<b>Total Available Fund Balance:</b>	<b>\$ 929,788</b>	<b>\$ 177,110</b>	<b>\$ 1,106,898</b>

\*CIP paid by CARES is counted in CARES only

The Town of Occoquan  
Profit & Loss Budget Performance  
July 2021 through January 2022

	Jul '21 - Jan 22	Annual Budget	Over/(Under) Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>40000 · TAXES</b>				
40010 · Real Estate	\$ 236,008	\$ 249,189	\$ (13,181)	95%
40020 · Meals Tax	\$ 149,262	\$ 228,000	\$ (78,738)	65%
40030 · Sales Tax	\$ 18,083	\$ 30,000	\$ (11,917)	60%
40040 · Utility Tax	\$ 17,370	\$ 28,800	\$ (11,430)	60%
40050 · Communications Tax	\$ 20,289	\$ 35,000	\$ (14,711)	58%
40060 · Transient Occupancy Tax	\$ 8,332	\$ 11,200	\$ (2,868)	74%
<b>Total 40000 · TAXES</b>	<b>\$ 449,345</b>	<b>\$ 582,189</b>	<b>\$ (132,844)</b>	<b>77%</b>
<b>41000 · FEES/LICENSES</b>				
41010 · Vehicle License	\$ 9,398	\$ 12,000	\$ (2,602)	78%
41020 · Business Licenses	\$ 20,166	\$ 68,800	\$ (48,634)	29%
41030 · Late Fees	\$ 340	\$ 2,500	\$ (2,160)	14%
<b>41040 · FINES (PUBLIC SAFETY)</b>				
41170 · E-Summons	\$ 7,232	\$ 7,000	\$ 232	103%
41040 · FINES (PUBLIC SAFETY) - Other	\$ 212,823	\$ 297,580	\$ (84,757)	72%
<b>Total 41040 · FINES (PUBLIC SAFETY)</b>	<b>\$ 220,055</b>	<b>\$ 304,580</b>	<b>\$ (84,525)</b>	<b>72%</b>
41100 · Administrative Fees	\$ 3,548	\$ 5,000	\$ (1,452)	71%
41120 · Service Revenue - Eng	\$ 6,790	\$ 10,000	\$ (3,210)	68%
41130 · Service Revenue - Legal	\$ 4,727	\$ 10,000	\$ (5,273)	47%
41140 · Service Revenue - Other	\$ 450	\$ 1,000	\$ (550)	45%
<b>Total 41000 · FEES/LICENSES</b>	<b>\$ 266,266</b>	<b>\$ 416,380</b>	<b>\$ (150,114)</b>	<b>64%</b>
<b>42000 · GRANTS</b>				
42010 · LITTER	\$ 1,329	\$ 1,050	\$ 279	127%
42020 · HB 599	\$ 11,844	\$ 23,686	\$ (11,842)	50%
<b>Total 42021 · NHSTA (DMV)</b>	<b>\$ 5,804</b>	<b>\$ 14,594</b>	<b>\$ (8,790)</b>	<b>40%</b>
42080 · CARES Act Funds	\$ 8,807			
<b>Total 42000 · GRANTS</b>	<b>\$ 27,784</b>	<b>\$ 39,330</b>	<b>\$ (11,546)</b>	<b>71%</b>
<b>43000 · RENTALS</b>				
43010 · Town Hall	\$ -	\$ 500	\$ (500)	0%
43020 · River Mill Park	\$ 1,950	\$ 2,000	\$ (50)	98%
43030 · Mamie Davis Park Rental	\$ 550	\$ 2,000	\$ (1,450)	28%
43040 · 200 Mill Street Lease	\$ -	\$ 7,500	\$ (7,500)	0%
<b>Total 43000 · RENTALS</b>	<b>\$ 2,500</b>	<b>\$ 12,000</b>	<b>\$ (9,500)</b>	<b>21%</b>
<b>44000 · OTHER</b>				
44010 · General Fund Interest	\$ 540	\$ 120	\$ 420	450%
44060 · Other	\$ 1,510	\$ 1,000	\$ 510	151%
<b>Total 44000 · OTHER</b>	<b>\$ 2,070</b>	<b>\$ 1,120</b>	<b>\$ 950</b>	<b>185%</b>
<b>Total Income</b>	<b>\$ 747,985</b>	<b>\$ 1,051,019</b>	<b>\$ (303,034)</b>	<b>71%</b>
<b>Gross Profit</b>	<b>\$ 747,985</b>	<b>\$ 1,051,019</b>	<b>\$ (303,034)</b>	<b>71%</b>
<b>Expense</b>				
<b>Total 60000 · PERSONNEL SERVICES</b>	<b>\$ 337,508</b>	<b>\$ 633,918</b>	<b>\$ (296,410)</b>	<b>53%</b>
<b>Total 60400 · PROFESSIONAL SERVICES</b>	<b>\$ 76,267</b>	<b>\$ 156,770</b>	<b>\$ (80,503)</b>	<b>49%</b>
<b>Total 60800 · INFORMATION TECH SERV</b>	<b>\$ 16,833</b>	<b>\$ 27,205</b>	<b>\$ (10,372)</b>	<b>62%</b>
<b>Total 61200 · MATERIALS AND SUPPLIES</b>	<b>\$ 23,025</b>	<b>\$ 20,008</b>	<b>\$ 3,017</b>	<b>115%</b>
<b>Total 61600 · OPERATIONAL SERVICES</b>	<b>\$ 5,690</b>	<b>\$ 7,500</b>	<b>\$ (1,810)</b>	<b>76%</b>
<b>Total 62000 · CONTRACTS</b>	<b>\$ 64,095</b>	<b>\$ 82,000</b>	<b>\$ (17,905)</b>	<b>78%</b>
<b>Total 62400 · INSURANCE</b>	<b>\$ 24,284</b>	<b>\$ 28,000</b>	<b>\$ (3,716)</b>	<b>87%</b>
<b>Total 62800 · PUBLIC INFORMATION</b>	<b>\$ 1,848</b>	<b>\$ 2,500</b>	<b>\$ (652)</b>	<b>74%</b>
<b>Total 63200 · ADVERTISING</b>	<b>\$ 2,098</b>	<b>\$ 2,000</b>	<b>\$ 98</b>	<b>105%</b>
<b>Total 63600 · TRAINING AND TRAVEL</b>	<b>\$ 6,262</b>	<b>\$ 16,450</b>	<b>\$ (10,188)</b>	<b>38%</b>
<b>Total 64000 · VEHICLES AND EQUIPMENT</b>	<b>\$ 13,609</b>	<b>\$ 23,530</b>	<b>\$ (9,921)</b>	<b>58%</b>
<b>Total 64400 · SEASONAL</b>	<b>\$ 5,744</b>	<b>\$ 3,000</b>	<b>\$ 2,744</b>	<b>191%</b>
<b>64700 · FACILITIES EXPENSE</b>				
<b>Total 64800 · TOWN HALL</b>	<b>\$ 9,027</b>	<b>\$ 10,690</b>	<b>\$ (1,663)</b>	<b>84%</b>

The Town of Occoquan  
Profit & Loss Budget Performance  
July 2021 through January 2022

	Jul '21 - Jan 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 65200 · MILL HOUSE MUSEUM	\$ 275	\$ 6,090	\$ (5,815)	5%
Total 65600 · 200 MILL ST	\$ 452	\$ -		
Total 66000 · ANNEX / MAINTENANCE YARD	\$ 2,715	\$ 5,910	\$ (3,195)	46%
Total 66400 · MILL ST STORAGE FACILITY	\$ -	\$ 250	\$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	\$ 9,711	\$ 14,970	\$ (5,259)	65%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	\$ 1,332	\$ 2,650	\$ (1,318)	50%
Total 68400* · STREETS AND SIDEWALKS	\$ 183	\$ 700	\$ (517)	26%
Total 68800 · HISTORIC DISTRICT	\$ 7,911	\$ 14,100	\$ (6,189)	56%
Total 64700 · FACILITIES EXPENSE	\$ 31,621	\$ 55,360	\$ (23,739)	57%
Total Expense	\$ 608,895	\$ 1,058,241	\$ (449,346)	58%
Net Ordinary Income	\$ 139,090	\$ (7,222)	\$ 146,312	-1926%
General Fund Net Income	\$ 139,246	\$ (7,222)	\$ 146,468	-1928%

CIP FUND

Ordinary Income/Expense				
Income				
42000 · GRANTS	\$ -	\$ 5,000	\$ (5,000)	0%
Net Ordinary Income	\$ -	\$ 5,000	\$ (5,000)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70001 · Streetscape	\$ -	\$ 10,000	\$ (10,000)	0%
70002 · Intersection Improvements	\$ -	\$ 3,400	\$ (3,400)	0%
70003 · Street Maintenance	\$ -	\$ 83,000	\$ (83,000)	0%
70004 · Sidewalk Maintenance	\$ -	\$ 12,000	\$ (12,000)	0%
70005 · Building Maintenance	\$ -	\$ 5,000	\$ (5,000)	0%
70006 · Stormwater Management	\$ -	\$ 10,000	\$ (10,000)	0%
70014 · Timed Parking Equipment	\$ -	\$ 5,500	\$ (5,500)	0%
70015 · Gaslight Banner Replacement	\$ -	\$ 5,000	\$ (5,000)	0%
72006 · Riverwalk	\$ -	\$ 10,000	\$ (10,000)	0%
74001 · Vehicles & Equipment	\$ -	\$ 5,000	\$ (5,000)	0%
74002 · In-Vehicle Laptop Replace	\$ -	\$ 4,000	\$ (4,000)	0%
74003 · Body Armor	\$ -	\$ 1,000	\$ (1,000)	0%
74007 · LIDAR Speed Equipment	\$ 2,236			
CARES Funds: 76005 · A/V Equipment - Town Hall	\$ 5,970			
Total 70000 · CIP EXPENSE	\$ 8,206	\$ 153,900	\$ (145,694)	5%
Net Income	\$ (8,206)	\$ (148,900)	\$ 140,694	6%

EVENTS FUND

Ordinary Income/Expense				
Income				
44020 · Events Fund Interest	\$ 544	\$ 3,000	\$ (2,456)	18%
44040 · Bricks Revenue	\$ 714	\$ 3,000	\$ (2,286)	24%
Total 44000 · OTHER	\$ 1,297	\$ 6,000	\$ (4,703)	22%
47000 · EVENTS REVENUE				
47010 · Sponsorships	\$ 3,728	\$ 10,000	\$ (6,272)	37%
47020 · Booth Rentals	\$ 98,728	\$ 170,600	\$ (71,872)	58%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	\$ 9,840	\$ 9,590	\$ 250	103%
47030 · Shuttle Fees	\$ 28,268	\$ 53,000	\$ (24,732)	53%
47040 · Parking Space Sales	\$ 5,175	\$ 6,000	\$ (825)	86%
47060 · Merchandise	\$ 785	\$ 1,000	\$ (215)	79%
47081 · Alcohol	\$ -	\$ 3,600	\$ (3,600)	0%
Total 47000 · EVENTS REVENUE	\$ 146,523	\$ 253,790	\$ (107,267)	58%
Total Income	\$ 151,117	\$ 259,790	\$ (108,673)	58%
Gross Profit	\$ 151,117	\$ 259,790	\$ (108,673)	58%

The Town of Occoquan  
Profit & Loss Budget Performance  
July 2021 through January 2022

	Jul '21 - Jan 22	Annual Budget	Over/(Under) Budget	% of Budget
<b>Expense</b>				
Total 60000 · PERSONNEL SERVICES	\$ 36,249	\$ 62,892	\$ (26,643)	58%
Total 60400 · PROFESSIONAL SERVICES	\$ 8,095	\$ 10,000	\$ (1,905)	81%
Total 61200 · MATERIALS AND SUPPLIES	\$ 2,896	\$ 5,150	\$ (2,254)	56%
Total 62000 · CONTRACTS	\$ 32,100	\$ 66,700	\$ (34,600)	48%
Total 63200 · ADVERTISING	\$ 9,767	\$ 19,000	\$ (9,233)	51%
Total 64700 · FACILITIES EXPENSE	\$ 245	\$ 1,000	\$ (756)	24%
Total 69200 · SPECIAL EVENTS	\$ 15,243	\$ 12,700	\$ 2,543	120%
<b>Total Expense</b>	<b>\$ 105,301</b>	<b>\$ 177,442</b>	<b>\$ (72,141)</b>	<b>59%</b>
<b>Net Ordinary Income</b>	<b>\$ 45,816</b>	<b>\$ 82,348</b>	<b>\$ (36,532)</b>	<b>56%</b>
<b>Net Income</b>	<b>\$ 45,816</b>	<b>\$ 82,348</b>	<b>\$ (36,532)</b>	<b>56%</b>
<hr/>				
<b>MAMIE DAVIS PARK</b>				
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>44000 · OTHER</b>				
44030 · Mamie Davis Park Interest	\$ 254	\$ 500	\$ (246)	51%
<b>Total 44000 · OTHER</b>	<b>\$ 254</b>	<b>\$ 500</b>	<b>\$ (246)</b>	<b>51%</b>
<b>Total Income</b>	<b>\$ 254</b>	<b>\$ 500</b>	<b>\$ (246)</b>	<b>51%</b>
<b>Other Expense</b>				
<b>70000 · CIP EXPENSE</b>				
72005 · Mamie Davis Park Renovations	\$ -	\$ 2,000	\$ (2,000)	0%
<b>Total 70000 · CIP EXPENSE</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ (2,000)</b>	<b>0%</b>
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ (2,000)</b>	<b>0%</b>
<b>Net Other Income</b>	<b>\$ -</b>	<b>\$ (2,000)</b>	<b>\$ 2,000</b>	<b>0%</b>
<b>Net Income</b>	<b>\$ 254</b>	<b>\$ (1,500)</b>	<b>\$ 1,754</b>	<b>-17%</b>
<b>Total Net Income/Loss (All Funds)</b>	<b>\$ 177,110</b>	<b>\$ (75,274)</b>	<b>\$ 252,384</b>	<b>-235%</b>

The Town of Occoquan  
**Balance Sheet Prev Year Comparison**  
As of January 31, 2022

	Jan 31, 22	Jan 31, 21	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	\$ 100	\$ 100	\$ -
10020 · Sun Trust Operating 0438	\$ -	\$ 20,655	\$ (20,655)
10022 · Operating Account 0058	\$ 166,613	\$ 77,483	\$ 89,130
10024 · Reserves MM	\$ 200,053	\$ -	\$ 200,053
10029 · Events Fund - Checking 3126	\$ 66,698	\$ -	\$ 66,698
10030 · Events Fund - Checking B&H	\$ -	\$ 7,521	\$ (7,521)
10031 · Events Fund CD - B&H	\$ -	\$ 200,000	\$ (200,000)
10033 · Events Fund - Paypal	\$ 9,074	\$ 6,450	\$ 2,624
10034 · VIP - Investment Pool			
25-0001 · VIP 1-3 Year Bond Fund 0001	\$ 223	\$ -	\$ 223
25-5001 · VIP NAV Liquidity Pool 5001	\$ 474,947	\$ 21,522	\$ 453,426
<b>Total 10034 · VIP - Investment Pool</b>	<b>\$ 475,170</b>	<b>\$ 21,522</b>	<b>\$ 453,648</b>
10080 · Mamie Davis Checking - B&H	\$ -	\$ 6,517	\$ (6,517)
10081 · Mamie Davis CD - B&H	\$ -	\$ 100,000	\$ (100,000)
10082 · Mamie Davis Savings	\$ 6,978	\$ -	\$ 6,978
10083 · Mamie Davis CD	\$ 100,000	\$ -	\$ 100,000
10091 · Bricks - PayPal	\$ 494	\$ 592	\$ (97)
10094 · Event Fund - MM 5997	\$ 15,556	\$ 2,531	\$ 13,025
10095 · Bricks MM 2125	\$ 11,300	\$ 9,210	\$ 2,090
<b>Total Checking/Savings</b>	<b>\$ 1,052,036</b>	<b>\$ 452,580</b>	<b>\$ 599,455</b>
Accounts Receivable			
10180 · Accounts Receivable	\$ 120,630	\$ 214,104	\$ (93,475)
<b>Total Accounts Receivable</b>	<b>\$ 120,630</b>	<b>\$ 214,104</b>	<b>\$ (93,475)</b>
Other Current Assets			
14990 · Undeposited Funds	\$ 13,087	\$ 169	\$ 12,918
<b>Total Other Current Assets</b>	<b>\$ 13,087</b>	<b>\$ 169</b>	<b>\$ 12,918</b>
<b>Total Current Assets</b>	<b>\$ 1,185,753</b>	<b>\$ 666,854</b>	<b>\$ 518,899</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,185,753</b>	<b>\$ 666,854</b>	<b>\$ 518,899</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	\$ 27,166	\$ 87,329	\$ (60,162)
<b>Total Accounts Payable</b>	<b>\$ 27,166</b>	<b>\$ 87,329</b>	<b>\$ (60,162)</b>
Credit Cards			
22000 · Credit Cards			
22010 · ExxonMobil	\$ 1,188	\$ 896	\$ 292
22040 · United Bank Credit Cards	\$ 6,243	\$ 3,364	\$ 2,879
<b>Total 22000 · Credit Cards</b>	<b>\$ 7,431</b>	<b>\$ 4,261</b>	<b>\$ 3,171</b>
<b>Total Credit Cards</b>	<b>\$ 7,431</b>	<b>\$ 4,261</b>	<b>\$ 3,171</b>
Other Current Liabilities			
20935 · Performance Bond	\$ 4,568	\$ 4,568	\$ -
20960 · Unearned Other Revenue			
20970 · Rental	\$ 800	\$ 800	\$ -
20972 · Unearned CARES Act Revenue	\$ -	\$ 87,195	\$ (87,195)
20973 · Unearned ARPA Revenue	\$ 474,780	\$ -	\$ 474,780
<b>Total 20960 · Unearned Other Revenue</b>	<b>\$ 475,580</b>	<b>\$ 87,995</b>	<b>\$ 387,586</b>
20980 · Unearned R.E. Tax	\$ 8,760	\$ 2,039	\$ 6,721
21200 · Payroll Liabilities			
21230 · VRS Employee Contributions	\$ (929)	\$ (535)	\$ (394)
<b>Total 21200 · Payroll Liabilities</b>	<b>\$ (929)</b>	<b>\$ (535)</b>	<b>\$ (394)</b>
<b>Total Other Current Liabilities</b>	<b>\$ 487,979</b>	<b>\$ 94,066</b>	<b>\$ 393,913</b>
<b>Total Current Liabilities</b>	<b>\$ 522,576</b>	<b>\$ 185,655</b>	<b>\$ 336,921</b>
<b>Total Liabilities</b>	<b>\$ 522,576</b>	<b>\$ 185,655</b>	<b>\$ 336,921</b>
Equity			
<b>Total Equity</b>	<b>\$ 427,693</b>	<b>\$ 481,199</b>	<b>\$ (53,506)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 950,269</b>	<b>\$ 666,854</b>	<b>\$ 283,415</b>

# Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Kirstyn Jovanovich, Town Manager

From: Martin Crim, Town Attorney 

Re: March 2022 Town Attorney Report

Date: March 1, 2022

## **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 January 26, 2022:

1. Attended the Architectural Review Board meeting at which the Board approved the certificate of appropriateness for the Mill at Occoquan.
2. Prepared the public hearing advertisements for the Chesapeake Bay Preservation Act ordinance.
3. Monitored the progress of the Town Charter bill as it passed both houses of the General Assembly.
4. Advised as to advertisements for the Town's budget and tax rates.
5. Worked with staff to address various land use and nuisance violations.



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

<b>9. Work Session Items</b>	<b>Meeting Date:</b> March 15, 2022
<b>9 A: FY 2023 Budget Work Session</b>	

**Attachments:** a. None – draft budget worksheets will be provided at the meeting

**Submitted by:** Kirstyn Jovanovich  
 Town Manager

**Explanation and Summary:**

This is the second of two scheduled work sessions to discuss the proposed Fiscal Year 2023 Budget and Capital Improvement Plan. The proposed budget will be published by April 1, 2022 a public hearing on the budget will be held on April 19, and a public hearing on the proposed tax rates will be on May 3, 2022. The budget and tax rates are scheduled for adoption during the June 7, 2022 Town Council meeting.

The first work session focused on the Proposed General Fund, Events Fund and Mamie Davis Fund. This work session will include an update on these funds based on Council feedback and guidance, as well as the 2023-2027 Capital Improvement Plan. A third work session is tentatively scheduled for April 5, if needed.

Staff will provide a presentation and overview of the requests included in the proposed FY2023-2027 Capital Improvement Plan, and updates to the previously presented Funds. In addition, staff will provide a presentation on the status of the current FY2022 capital projects and Town Council priorities.

**BUDGET SCHEDULE**

Town Council Budget Work Session #1	Tuesday, February 15, 2022	7:00 p.m.
Town Council Budget Work Session #2	Tuesday, March 15, 2022	7:00 p.m.
Town Council Budget Work Session #3 <i>(if needed)</i>	Tuesday, April 5, 2022	7:00 p.m.
Proposed FY23 Budget Submitted to Council, Available to Public	Friday, April 1, 2022	COB
Public Hearing: Proposed FY23 Budget	Tuesday, April 19, 2022	7:00 p.m.
Public Hearing: Proposed FY23 Tax Rates	Tuesday, May 3 2022	7:00 p.m.
Adoption of FY23 Tax Rates and Budget	Wednesday, June 7, 2022	7:00 p.m.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>9. Work Session Items</b>	<b>Meeting Date:</b> March 15, 2022
<b>9 B: Coronavirus State Local Fiscal Recovery Funds (SLFRF) Briefing</b>	

**Attachments:** a. [Occoquan ARPA Information](#)

**Submitted by:** Kirstyn Jovanovich  
Town Manager

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

Staff will provide a presentation and update the Town Council on the status of the town's Coronavirus State Local Fiscal Recover Funds (SLFRF) potential projects list.

#### **Background**

Town staff provided a briefing on the Town's SLFRF funds and presented a potential projects list with rough cost estimates at the February 15, 2022 Town Council meeting. Feedback received during that meeting was incorporated into a revised list, which was then presented for community feedback during a Town Hall meeting on March 1, 2022. The website linked above includes updated information on the potential projects list.

#### **About SLFRF**

The Treasury Department has issued the Final Rule on the use of the American Rescue Plan Act (ARPA) funds, including the Coronavirus State Local Fiscal Recover Funds (SLFRF) program. The Town is entitled to \$949,560.76 under the SLFRF NEU distribution, with the first tranche of \$474,780.38 received in June 2021 and the second tranche expected in June 2022.

Recipients may use SLFRF funds to:

- Replace lost public sector revenue
- Respond to the public health and negative economic impacts of the pandemic
- Provide premium pay for essential workers
- Invest in water, sewer, and broadband infrastructure

The SLFRF funds provide flexibility for each jurisdiction to meet local needs within these four separate eligible use categories.

[Read the Final Rule](#)  
[Overview of the Final Rule](#)