TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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

Occoquan Town Council

Town Council Meeting
September 6, 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**
   Request to Approve Consent Agenda:
   a. Request to Approve August 2, 2022 Meeting Minutes
   b. Request to Accept DMV-NHSTA Highway Safety Grants
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. **Public Hearing**
   a. Public Hearing on Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered § 157.013 Generally Relating to Solar Facilities
10. **Regular Business**
    a. Request to Adopt Ordinance to Amend the Town Code Generally Relating to Solar Facilities
    b. Request to Adopt Support Resolution for PWC (SRTS Study)
    c. Request for Guidance on 2022 Holiday Decorations Program
11. **Discussion Items**
    a. RiverFest 2022 Recap and Future Planning
    b. Parking Structures
12. **Closed Session**
13. **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.

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	**Meeting Date:** September 6, 2022
4 A: Request to Approve Consent Agenda	

Attachments: a. Request to Approve August 2, 2022 Meeting Minutes
b. Request to Accept DMV-NHSTA Highway Safety Grants

Submitted by: Kirstyn Jovanovich
Town Manager

Explanation and Summary:
This is a request to approve the consent agenda:

a. Request to Approve August 2, 2022 Town Council meeting minutes
b. Request to Accept DMV-NHSTA Highway Safety Grants

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:
"I move to approve the consent agenda."

OR

Other action Council deems appropriate.

OCCOQUAN TOWN COUNCIL

Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, August 2, 2022
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Jenn Loges; Councilmembers Laurie Holloway, Robert Love, and Eliot Perkins

Absent: Councilmember Cindy Fithian

Staff: Kirstyn Jovanovich, Town Manager; Adam Linn, Chief of Police; Manual Casillas, Town Treasurer; Philip Auville, Town Clerk; Julie Little, Events Director; Matt Whitmoyer, Management Fellow

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

No one spoke during citizen's time.

4. CONSENT AGENDA

a. Request to Approve July 19, 2022 Meeting Minutes

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

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On July 20, he attended a dedication ceremony for the bench at the kayak launch provided by the Woodbridge Women's Club.

He also wished to publicly thank Occoquan District Supervisor Kenny Boddye who he had contacted regarding a regulatory difficulty that a town business was experiencing with a county agency. Supervisor Boddye responded promptly, and that same day worked out a solution between the agency and the town business.

6. COUNCILMEMBER REPORTS

Mayor Porta noted that if there are any damages from the recent paving work to let the Town Manager know so that they can be submitted to the contractor's claims department.

Vice Mayor Loges acknowledged National Night Out.

7. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission met on July 26 and held a

public hearing on the draft solar facilities ordinance. He noted that the Planning Commission deferred action on this item to their next meeting and asked staff to update the proposed ordinance to reflect the Planning Commission's discussion and public feedback received during the public hearing. In addition, he noted that the Woodbridge Town Center zoning update has been approved and construction will occur within five to ten years in multiple phases.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

Ms. Jovanovich provided a written report as part of the agenda packet and responded to brief questions from the Council.

Mayor Porta confirmed the date for the Town Hall rededication ceremony as August 13, 2022.

Mayor Porta noted that the ABC permit for the Sip & Stroll has been approved.

b. Town Treasurer's Report

Mr. Casillas provided a written report as part of the agenda packet. Mr. Casillas responded to brief questions from the Town Council.

c. Town Attorney Report

A written report was included in the agenda packet. There were no questions.

9. PUBLIC HEARING

a. Public Hearing on Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered § 157.013 Generally Relating to Solar Facilities

Mayor Porta opened the public hearing at 7:20 p.m. Mayor Porta invited the public to speak. One resident, Walt Seiberling, spoke.

Councilmember Perkins advised that the Planning Commission held a public hearing on the proposed ordinance at their July meeting, but deferred action until their next meeting and directed staff to revise the draft ordinance based on public comment and Planning Commission discussion.

The Town Council discussed the proposed ordinance and Mayor Porta recommended leaving the public hearing open until their next regular meeting or until the Planning Commission takes action on providing a recommendation to Town Council.

Mayor Porta asked for unanimous consent to continue the public hearing to their next regular meeting. Without objection the public hearing was continued.

10. REGULAR BUSINESS

a. Request to Approve the McKenzie Drive Sidewalk Project and Set a Not-To-Exceed Amount

Vice Mayor Loges moved approval of the McKenzie Drive Sidewalk project and

appropriate SLFRF Funds for a not-to-exceed amount of $140,000 and further moved to authorize the Town Manager to obtain bids and award a contract for project construction. Councilmember Holloway seconded. Motion passed unanimously by voice vote.

11. CLOSED SESSION

Vice Mayor Loges moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 7:41 p.m.

The Council came out of closed session at 8:52 p.m.

Vice Mayor Loges moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Love. The motion passed unanimously by roll call vote.
Ayes: Vice Mayor Loges, Councilmember Holloway, Councilmember Love, Councilmember Perkins
Nays: None

12. BUSINESS AFTER CLOSED SESSION

a. Acceptance of Resignation of Town Manager

Councilmember Holloway moved acceptance of the resignation of the Town Manager Kirstyn Jovanovich effective close of business September 26, 2022. Councilmember Love seconded. The motion passed unanimously by voice vote.

b. Resolution Appointing Adam Linn Interim Town Manager

Vice Mayor Loges moved to appoint Adam Linn Interim Town Manager effective immediately during any absence of the Town Manager. Councilmember Perkins seconded. The motion passed unanimously by roll call vote.
Ayes: Vice Mayor Loges, Councilmember Love, Councilmember Perkins, Councilmember Holloway
Nays: None

13. ADJOURNMENT

The meeting was adjourned at 8:57 p.m.

_____

Philip Auville, Town Clerk

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	**Meeting Date:** September 6, 2022
4 B: Request to Accept DMV – NHSTA Highway Safety Grants	

Attachments: a. None

Submitted by: Adam Linn
Chief of Police

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

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

- Selective Enforcement – Speed Federal Funding $5,600
- Selective Enforcement – Alcohol Impaired Driving Federal Funding $5,600
- Selective Enforcement – Pedestrian/Bicyclist Federal Funding $4,450

The grants require a 50% soft match from the Town which totals $7,825 and is expected to come from vehicle fuel and maintenance.

The Grants are cost reimbursement.

Staff Recommendation: Recommend acceptance.

Cost and Financing: $23,475 ($15,650 to be reimbursed)
Account Number: Public Safety Labor $14,400 / Equipment $450 / Training $800/ Fuel and Maintenance $7,825

Proposed/Suggested Motion:
"I move to accept funds from the DMV pass-through grants from the National Highway Safety Traffic Safety Administration."

OR

Other action Council deems appropriate.

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

TOWN MANAGER
Kirstyn Jovanovich

TO: The Honorable Mayor and Town Council

FROM: Kirstyn Jovanovich, Town Manager

DATE: September 6, 2022

SUBJECT: Administrative Report

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

Administration

- **Coronavirus Updates:** As of the date of this report, Prince William County's COVID-19 community level is LOW. This is based on the revised guidance issued by CDC in February 2022 on how localities can assess COVID-19 related risk within their communities. The optional masking policy remains in place for town facilities: masking is optional for fully vaccinated individuals; unvaccinated and high-risk individuals should continue to wear masks in public indoor spaces. Staff continues to closely monitor information from the CDC and local health and government authorities to guide decisions about Town activities and policies.
- **ARPA (SLFRF) Update:** The Town Council approved the Town's SLFRF Spending Plan during their July 19, 2022 meeting. The Spending Plan is available on the Town's website at www.occoquanva.gov/american-rescue-plan-act. The Spending Plan identifies four funding groups: Infrastructure – Parks and Public Spaces; Infrastructure – Energy Efficiencies and Building Upgrades; Infrastructure – Stormwater; and Administrative. Each funding group includes a list of potential uses. With the funding levels approved by group, town staff is continuing to obtain estimates, identify grant opportunities, and assess feasibility for the various projects listed within the Spending Plan. Staff will bring the projects to the Town Council as they are refined for final approval and appropriation. Updates on the status of the Spending Plan implementation will be available on the town's website at the link above.
- **SLFRF Spending Plan Projects:** Town Council approved the McKenzie Street Sidewalk project (Infrastructure – Parks and Public Spaces) at the August 2, 2022 meeting; construction documents are in development with plans to obtain construction bids this fall. In addition, staff is actively working on scope and estimate refinement on the following SLFRF proposed projects: River Mill Park Playground and Picnic Area; Riverwalk Expansion Project/Mill House Overlook Expansion; Energy Audit – Town Hall energy and ventilation upgrades; Street Gaslight Conversion Project; process improvements. Stormwater System Plan progress is pending notice of award for potential grant funding.
- **Intersection Improvements Update:** The intersection improvement project is completed. A ribbon cutting event was held on August 18, at 11 a.m. at the intersection of Ellicott Street and Mill Street.
- **Development Project Updates:** The Mill at Occoquan project's site plan has been submitted and

is currently under review; first round comments have been sent to the applicant. The Mill Street Beer Garden project is progressing through construction toward opening and will undergo a secondary inspection. No opening date has been provided.

- **Amplified Outdoor Sound Permit:** An Amplified Outdoor Sound Permit has been established as per Town Code § 92.10. The permit and general information are available on the town's website. Staff has developed an informational handout on the new program that will be provided to town businesses.
- **Signage Education:** As part of zoning enforcement, staff is developing a handout highlighting the Town's sign ordinance and will be sent to all businesses and property owners within the B1 district. This is intended to serve as an educational outreach to first educate on the regulations and then follow up with enforcement procedures.
- **VDOT TAP Grant Project:** In early May, we received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes trail installation on Union Street to connect a planned off-road trail section of the Occoquan Greenway Trail, sidewalk improvements along Ellicott Street, and construction of a sidewalk section between Poplar Alley and Mill Street along Ellicott Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Staff will work with County staff in administering this project. Updates will be available at www.occoquanva.gov/construction-updates.
- **Riverwalk Visioning Process:** Staff is working with the Planning Commission on its Riverwalk Visioning process, including identifying planning support options and opportunities for community input. In addition, staff is continuing to work 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.
- **VDOT Road Paving Update:** On July 18, VDOT contractors began milling, paving, and marking operations within the town's historic district. Work concluded the week of July 31, 2022. Town staff is currently working with VDOT to resolve a 'punch list' of various concerns related to the road paving.
- **FY2023 Capital Projects:** Yellow curbs were painted after VDOT paving was completed in the historic district. Repairs to West Locust Street sidewalk are complete. Updates on FY2023 capital projects will be available at www.occoquanva.gov/construction-updates.
- **Mill Street Water Issue:** Town staff is reinstalling the temporary pipe to direct water from the pipe at 426/430 Mill Street to the Ellicott Street stormwater inlet. The recrowning work completed by VDOT contractors in June along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. As a result, water is continuing to flow across Mill Street instead of traveling along the curb line to the Ellicott Street intlet. Staff is reviewing permanent solutions to address this continued stormwater issue in this area. VDOT has advised no further crowning work will be conducted in response to this issue. In the meantime, staff will continue to maintain the temporary pipe. Updates will be available at www.occoquanva.gov/construction-updates.
- **Public Art Project:** The Town held a commemoration ceremony of the 50th Anniversary of Hurricane Agnes on Saturday, August 20, at 11 am in River Mill Park as part of Discover Occoquan. The dedicated art piece, made from beams from the old Pratt truss bridge, is on display permanently near the entrance to River Mill Park.

- **Block the Box:** Town staff met with VDOT representatives to discuss opportunities to improve signage and markings indicating prohibition of blocking the intersection at Rt 123 and Commerce Street. Staff had a positive conversation with VDOT and they will be looking into installing additional signage on the signal arm and adding additional markings in the intersection. They indicated that they would not be able to install the improvements until later this year due to staffing and timing issues. OPD will be launching a Don't Block the Box education and enforcement campaign at the intersection to improve compliance and educate drivers. Staff will continue to coordinate with VDOT and monitor this issue.
- **Community Flood Preparedness Fund Grant Request:** In April, town staff prepared and submitted a grant application for the third round of the Virginia Community Flood Preparedness Fund administered by the Virginia Department of Conservation and Recreation (DCR). The grant request is for $131,250 to fund the development of a Resilient Stormwater and Flood Management and Implementation Plan. The plan will evaluate the Town's stormwater and flood resilience and ultimately result in an actionable plan that when implemented, increase the town's overall resiliency and response to the impacts of climate change within the community and region. Notice of award is pending. Updates will be available at www.occoquanva.gov/construction-updates.
- **Litter Grant:** Town staff has submitted its annual application for DEQ's non-competitive Litter Grant program for FY2023. In 2021, the General Assembly allocated up to 5% of the net resources allocated for the Litter Control and Recycling Fund for the operation of public information campaigns to discourage the sale and use of expanded polystyrene (EPS) products and to promote alternatives to EPS in the Commonwealth. This year, localities applying for the non-competitive grant can opt to receive additional funding to implement the EPS program. The Town has opted in for this additional funding and will be working on a public information campaign regarding this issue later this fiscal year. Staff will provide more information as we move through this process.
- **River Mill Park Playground Grant:** In August, Town staff prepared and submitted a grant request for $25,000 through the Get Outdoors (GO) grant program of the Virginia Outdoors Foundation (VOF) to assist in the construction of a concrete base for the future playground in River Mill Park. A decision on the application is expected in October. The River Mill Park Playground and picnic area project is included in the Town's SLFRF Spending Plan.
- **DEQ ARPA Wastewater Funds 2022 Appropriation:** The Town has received through the Department of Environmental Quality (DEQ) up to $325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff, along with Mayor Porta and Council Member Love, attended a kickoff meeting with DEQ in August. Town staff is preparing an initial program application for part of the funding for storm water remediation through sediment removal from the Occoquan River in the areas of 101 Poplar Lane and Mill Street, Gaslight Landing (locations where stormwater has created significant sediment buildup). Staff will provide more information as we move through this process.

Treasurer Report – Supplemental Information

The July 2022 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies.

BPOL Tax Delinquencies		
Business Name	**Years of Delinquency**	**Date of Last Notice/Status**
GHR INVESTMENTS, LLC	1	8/25/2022
BLUE LIST PARTNERS, LLC	1	8/25/2022

Transient Tax Delinquencies		
Business Owner	**Months of Delinquency**	**Date of Last Notice/Status**

Meals Tax Delinquencies		
Business Name	**Months of Delinquency**	**Date of Last Notice/ Status**
BANN THAI OLD TOWN	1	Pending
BABBANME LLC	5	7/11/2022

Real Estate Delinquencies*				
Property Owner	**Years of Delinquency**	**Delinquent Tax Amount***	**Date of Last Notice**	**Notes**
GRANNY'S COTTAGE INC	6	$403.20	5/24/2022	
HOUGHTON RONALD W ETAL	4	$70.08	5/25/2022	
JONES SALUKA HALLIE	1	$287.28	8/26/2022	
LIGHT MARK D & RINA KOCSANY J-T SUR	1	$10.08	7/11/2022	

**Excludes penalties and interest*

Engineering

- **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 spring 2022 – FEMA will issue a "Revised Preliminary" map, after which there will be another 90-day appeal period. Following resolution of any comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.
- **Rivertown Overlook Project – update from last report:** Land Disturbance Permit issued – construction proceeding. Erosion inspections reduced to monthly.
- **Mill at Occoquan – update from last report:** Floodplain study comments by FEMA issued and resubmitted by applicant June 28, 2022. Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant's engineer on July 19, 2022. PWCSA review forwarded directly to project engineer July 8, 2022. PWC Fire Marshall's office requesting plans be submitted directly to them through the County's ePlan review system.
- **Community Strategy – No change from last report:** Met with Planning Commission to review options for Riverwalk on June 28, 2022.
- **Stormwater Management Grants – no change from last report:** Reviewing various grant and loan opportunities for multiple projects throughout Town. Grant request forwarded to Department of Conservation and Recreation (DCR) for Virginia Community Flood Preparedness Fund on April 8, 2022.
- **State Local Fiscal Recovery Funds (SLFRF)**
  - **McKenzie Drive Sidewalks – update from last report:** Part of SLFRF Funding discussion. Legacy proceeding with construction documents.
  - **Playground Structure in River Mill Park – no change from last report:** Met with Town Manager and Fairfax Water on June 21, 2022, to begin discussions on engineering design for potential future installation of a playground structure in River Mill Park. Town Manager working to establish playground type and fixtures to determine impact on FCWA infrastructure.
  - **Washington Street – update from last report** – Legacy to provide rough cost estimates based on GIS data.

- **FCWA River Crossing Construction – no change from last report:** Project delayed, but expected to begin in the fall.
- **200 Mill Street – Beer Garden – update from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed. Construction nearing completion and developer has requested bond release.
- **127 Washington Street – landscape plan – update from last report:** landscape plan submitted and reviewed with comments requesting changes to comply with native planting requirements.
- **Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:**

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	First submission 6/4/22, comments provided 7/19/22
114 Poplar Lane	SKE2022-002	Driveway	Submitted 8/23/22, approved

Zoning Administrator

A. The following is a list of **zoning reviews** from August 1 to August 30, 2022:

	Zoning Application #	Property Address	Activity
1	TZP2022-028	310 Center Lane	Move trash enclosure
2	TZP2022-029	391 Myrtle Place	Replace gas furnace
3	TZP2022-030	402 Mill Street	Convert space for usable retail
4	TZP2022-031	1601 Sebring Court	Add deck to rear yard
5	TZP2022-032	300 Ellicott Street, Suite C	Beauty Shop- personal service

B. The following is a list of **new violation letters** from August 1 to August 30, 2022:

	Property Address	Violation #	Violation	Town Action
1				

C. The following is a list of **active/previous violations** from August 1 to August 30, 2022:

	Property Address	Violation #	Violation	Town Action
1	127 Washington St.		Tree removal without permit	Letter sent on 6/10/22. On-site meeting held on 6/29 to discuss abatement and next steps. Plan to be submitted by 8/8/22. Comments sent on 8/26/22.

Building Official

The Building Official monthly report provided by Prince William County for the month of August is attached.

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.

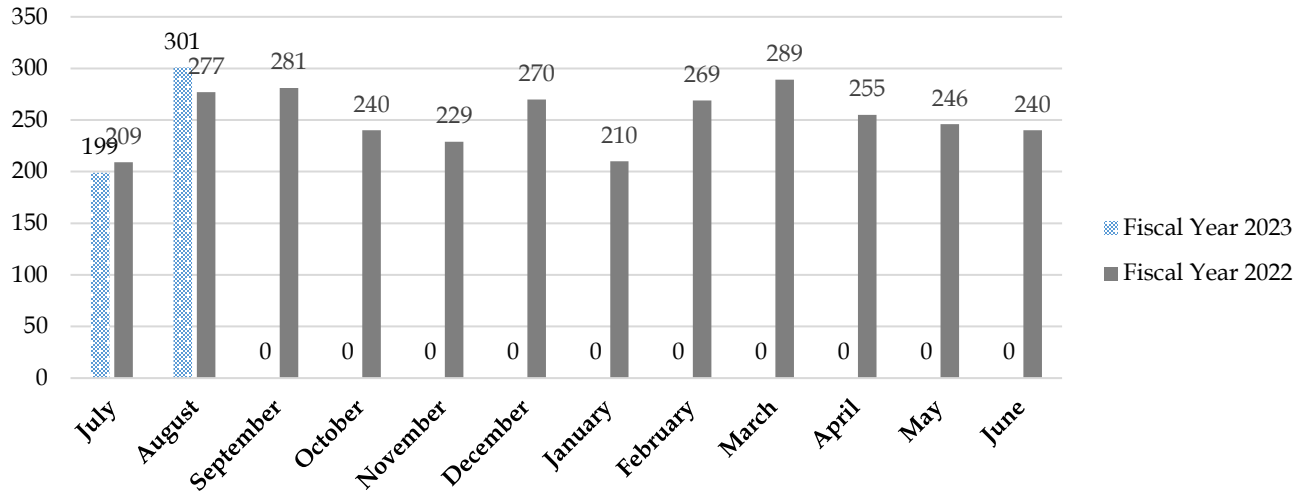
Community Relations

Provided public safety patrols during Town events (Discover Occoquan, Sip & Stroll, Trivia Night, Concert in the Park, and Taming of the Shrew). Engaged in foot patrols throughout historic district and Town boardwalk. Officers spoke with business owners and residents throughout the month.

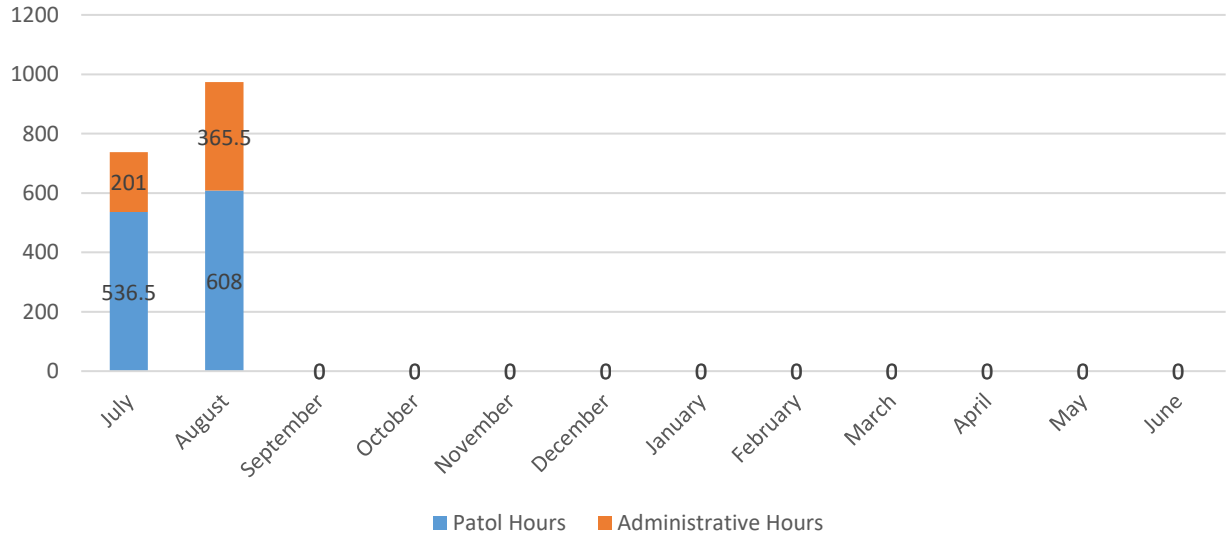
Patrol and Enforcement Activities

As of August 29th, during the month of August, the Town Police made 70 business checks and 190 park checks. The Town Police also had 146 calls for service, with 21 trespassing calls, 13 roadway obstruction calls, 12 suspicious person/vehicle/circumstance calls, 11 disabled vehicles/motorist assist calls, 8 miscellaneous complaint calls, 7 alarm calls, 5 vehicle crashes, 5 medical/mental health calls, 3 drug complaint calls, 3 illegal fishing calls, 2 animal calls, 2 traffic control calls, 2 hit and run calls, 1 disorderly in progress call, 1 domestic in progress call, 1 assault & battery call, 1 burglary in progress call, 1 fleeing and eluding call, 1 noise complaint, 1 found property call, 1 vandalism call, 1 DUI arrest, multiple service/assist calls, and made 1 custodial arrests, issued 301 traffic summonses, 34 parking violations, and 50 warnings.

Traffic Summonses FYTD (GRAPH)



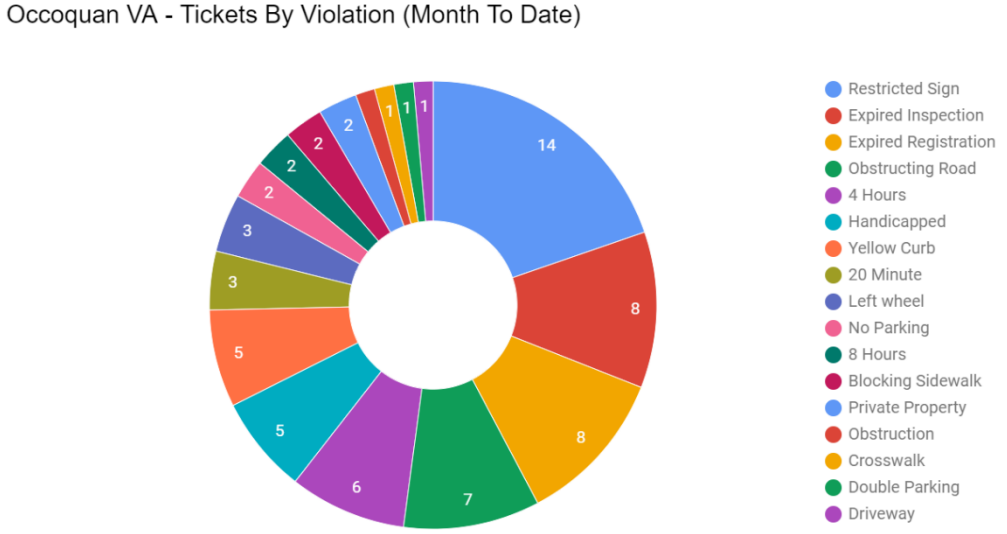
Patrol/Administrative Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

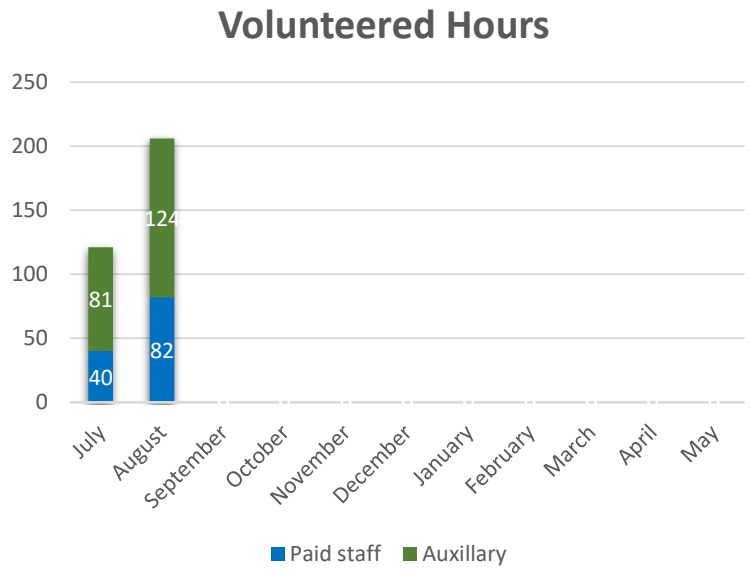
	Parking Tickets	Warning
July	56	1
August	72	2

Total Parking Enforcement (FYTD)



Volunteer in Police Service

For Fiscal Year 2023, our auxiliary police officers and paid police staff have donated a total of 327 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff:



Public Works

Weekly Activities

The Public Works Department engages in the following 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 (August 2022)

- Completed milling and paving of Town streets and coordinated punch list items with VDOT
- Installed new Hurricane Agnes art dedication at River Mill Park
- Installed Davis-Randolph dedication plaque and new drop box at Town Hall
- Started Fall Craft Show preparations (installing banners, marking booth numbers)

Upkeep and Maintenance Projects
Below is an updated list of maintenance activities with statuses updated as of August 30, 2022:

Project	Not Started	In Progress	Completed	Notes
Town Hall Kitchen Remodel	X			Delay until FY23
River Mill Bathroom Upgrades	X			Touchless faucet
Repair Town Hall Eve Damaged due to Tree	X			Need Quote
Install Custom Bricks at River Mill Park		X		Ongoing
Backup Generator Project		X		Seeking Grant - Annex
Paint street sign poles black outside of historic district		X		
Paint Yellow curbs			X	
Address dirt area near LOVE sign steps		X		Working with landscaper
Repair concrete steps at Town Hall	X			
Clean/Maintain River Mill Park Light/Poles		X		
Clean off Kayak Ramp		X		Requires occasional debris removal
Install Fall Craft Show Banners			X	
Coordinate with VDOT on cleaning up Rt 123 ahead of Craft Show	X			
Develop Art installation project for Agnes Commemoration			X	
Install curb stops along fence line in Town parking lot	X			
VDOT to make repairs to footbridge decking		X		
Replant flower pots on riverwalk by MDP	X			
Repair A-Frames for Craft Show		X		
Remove graffiti from under bridge (ongoing), town		X		Ongoing
Replace sensor at RMP for park lights	X			Quote Received
Winterize MDP (contractor)	X			Fall 2022
Wash windows at Town Hall (contractor)	X			Spring 2023
Repair town portable generator	X			
Repair Holiday Wreaths	X			Fall 2022
Install Holiday Wreaths	X			Fall 2022
Assist with holiday decorating in historic district	X			Fall 2022
Support tree lighting event	X			Nov-22
Complete minor brick repairs		X		Various locations throughout historic district
Complete repairs on Riverwalk/dock - replace boards; reattach; safety issues		X		
Schedule power wash of Riverwalk/dock		X		Contractor terminated; seeking another contractor
Clean out leaves in front of Town Hall	X			Fall, ongoing
Support HolidayFest Event	X			Set up, day of support, clean up
Clean up and organize PW Annex		X		
Main Office Reorganization - Town Hall		X		

Project	Not Started	In Progress	Completed	Notes
Schedule concrete repairs on West Locust			X	
Support Winter Weather Events	X			
Remove and store holiday decorations	X			January 2023
Met with VDOT regarding water issue on Mill Street			X	No further work scheduled
Building maintenance - light repairs at town hall	X			Contact electrician
Coordinate spring flower planting with landscaper	X			Spring 2023
Order/replace signs at dock	X			
Replace/repair dock payment box at dock			X	
General repairs at RMP Bathroom - lights, baseboard		X		
Clean and touch up paint on Gaslights	X			Spring 2023
Repair/update signage on MDP Entry sign	X			
Replace HVAC at Town Hall		X		
Install/repair event banners as needed		X		Ongoing
Seal crack at Town Hall RE: Water issues (ongoing)		X		Must watch
Replant flower pots in Town ROW	X			Fall 2022, Spring 2023
Maintain temporary pipe to redirect water flow down Mill Street to Ellicott/Mill stormwater inlet		X		Watching and repair as necessary
Assist with preparation for Peep Week events	X			Spring 2023
Support Friends of the Occoquan River Cleanup	X			Fall, Spring
Repaint Craft Show Booth numbers			X	
Move Mill Stone to display location in RMP	X			Display rock placed
Plant tree in RMP - Tree City USA requirement	X			October 5 Event
Plant trees along Washington Street garden area	X			Fall 2023
Plant liriope along Mill Street sidewalk buffer in front of 402 Mill Street (dirt area with tree roots)	X			Fall 2023
Spray and seed MDP	X			Fall 2023
Clean public trash and recycling cans	X			Spring 2023
Plant groundcover at RMP along fence line near Mill House Museum and near footbridge bed		X		Fall 2023
Address garden bed along Washington Street near crosswalk	X			
Cut back vegetation on River Road		X		Monitor
Coordinate Footbridge walkway repairs		X		
Remove old/broken bird houses and poles from Furnace Branch and near the public art banner		X		
Cut bolts on parking signs		X		
Keep public art banner secure; remove when property owner has replacement banner	X			
Install plaque on Town Hall			X	
Support monthly RMP events		X		Trivia night, concerts, theater
Paint Lower level outside of Town Hall - white part	X			
Remove no parking signs from VDOT road work			X	

Project	Not Started	In Progress	Completed	Notes
Supply new life preserver at kayak ramp			X	
Replace old drop box at Town Hall			X	
Support Sip and Stroll setup and teardown			X	
Supply and install signage for Fall Craft Show parking		X		
Paint "motorcycle parking" on Commerce and Mill			X	
Replaced plexi cover on sign holder at MDP signage			X	
Remove improper yellow paint on curb near Commerce/Union Street			X	
Paint yellow curb in curb cut section on Commerce Street	X			
Repaint '15 Minute' curb at Town Hall			X	
Added missing parking striping on Mill Street			X	
Hang Town Hall Dedication Resolution in 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
Town Hall	X			FY2023
Minor Brick Repairs		X		Repairs and replacement ongoing; loose and missing brick repairs ongoing
Union/Mill Street Intersection	X			Obtaining estimates to install ramp at Union/Mill Street (currently a step down curb) Not budgeted; only obtaining estimates at this time.

Events and Community Development

- **Trivia Night, September 16, 2022**: Enjoy six rounds of Heroes and Villains trivia. Food and adult beverages will be available for order from The Spot on Mill Street. For more details, visit www.occoquanva.gov/trivia/.
- **Fall Arts & Crafts Show, September 24 & 25, 2022, 10am-5pm:** For more details, visit www.occoquanva.gov/fall-arts-crafts-show.
  Highlights include:
  - 200+ artisans, makers, and creators in 20+ categories
  - Art Demonstrations throughout event venue. Vendors are designated with signage and featured in the program.
  - Beer & Wine Garden and live concerts, located in River Mill Park, both days, 12-5pm
  - Imagination Alley, located at 305 Mill Street, is a space where families may create their own art through craft workshops and decorate the community mural.
  - Emerging Artists Category: contemporary artworks created by new artists and creators whose up-and-coming talents have yet to be recognized. Vendors are assigned spaces throughout the venue, designated with signage, and featured in the program.

- Imagination Alley Teen Art Challenge: Local teens have submitted art to be juried and displayed at the craft show in Imagination Alley. Winners in each category receive Occoquan gift cards.
- Satellite parking in 3 lots: Workhouse Art Center, and VDOT lots at Rt 123 and Old Bridge and Minnieville and Old Bridge.
- Shuttle rates $8 round trip; pass package 2 for $15; 12 and under are free. Patrons can use the EventBrite app on their own devices to prepay shuttle fees or pay cash at the gate.

Volunteers are needed for the craft show and can sign up here.

Town of Occoquan - Permit Report
August 2022

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
ELE2016-04490	204 BRAWNERS FARM PL	200 Amp Panel Change	Electrical	Issued	R - Alteration/Repair	04/28/2016		0.00	$3,200.00
ELE2023-01004	1521 COLONIAL DR	Replace existing electrical outlet for Washer machine with a new 20 PSTD2023-00020 amp TR GFCI. Check existing dedicated 20 amp 120v circuit and replace it if necessary	Electrical	Pending	C - Alteration/Repair			676.00	$375.00
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		390.00	$25,000.00
BLD2022-06847	312 COMMERCE ST	FLOOR AND ROOF REPAIR AFTER CHIMNEY REMOVAL.	Building	Issued	R - Alteration/Repair	07/26/2022		20.00	$5,000.00
BLD2022-07449	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Building	Issued	R - Alteration/Repair	06/02/2022		480.00	$20,000.00
ELE2022-04507	312 COMMERCE ST	REPLACING 200 AMP PANEL - DID NOT RUN ANY NEW CIRCUITS, NEW CIRCUITS RUN BY HOMEOWNER AFTER THE FACT	Electrical	Issued	R - Alteration/Repair	03/24/2022		0.00	$2,300.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
ELE2023-01050	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Electrical	Pending	R - Alteration/Repair			480.00	$10,000.00
MEC2023-00021	312 COMMERCE ST	Ductless Hvac for building	Mechanical	Issued	R - Alteration/Repair	08/12/2022		0.00	$35,000.00
MEC2023-00394	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Mechanical	Pending	R - Alteration/Repair			480.00	$20,000.00
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair			2,500.00	$500.00
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Pending	R - Alteration/Repair			2,500.00	$500.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
PLB2023-00432	312 COMMERCE ST	DOWNSTAIRS/MAIN LEVEL - KITCHEN AND BACK BAY WINDOW ROOM, ADD PARTITION WALL TO CREATE TWO NEW HALF BATHROOMS. UPSTARIS/SECOND LEVEL - ADD SHOWER TO EXISTING HALF BATH AND BUILD NEW MASTER BATHROOM. ALL NON-STRUCTURAL FRAMING, DRYWALL, AND PAINTING. **Homeowner takeover permit from BLD2022-06230**	Plumbing	Pending	R - Alteration/Repair			480.00	$20,000.00
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		1,200.00	$20,000.00
BLD2022-06756	126 MILL ST	TLO & Occupancy permit for the A-2 use of an outdoor seating area for a beer garden w/two 800 SF pergolas. Adjacent kitchen and bathroom permit is BLD2022-03797. Anticipated power service will be under a separate permit.	Building	Pending	C - Tenant Layout			1,800.00	$8,500.00
BLD2022-03797	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN (KITCHEN & BATHROOM BUILDING) IN THE TOWN OF OCCOQUAN.□ OUTDOOR SEATING AREA PERMIT - BLD2022-06756	Building	Issued	C - Tenant Layout	05/05/2022		708.00	$2,500.00
ELE2022-03957	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Electrical	Pending	C - Tenant Layout			708.00	$2,500.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
MEC2022-01673	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout			708.00	$2,500.00
MEC2022-01674	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Mechanical	Pending	C - Tenant Layout			708.00	$2,500.00
PLB2022-01611	200 MILL ST	TENANT LAYOUT FOR MILL STREET BEER GARDEN IN THE TOWN OF OCCOQUAN.	Plumbing	Issued	C - Tenant Layout	05/13/2022		708.00	$2,500.00
PLB2022-02374	314 MILL ST	water pipe replacement of bathroom (not fixtures), interior building drain/groundworks replacement	Plumbing	Issued	C - Alteration/Repair	04/12/2022		0.00	$10,000.00
ELE2022-06383	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use witih less than 15 occupants	Electrical	Pending	C - Tenant Layout			1,300.00	$12,000.00
GAS2022-02325	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use witih less than 15 occupants	Gas	Pending	C - Tenant Layout			1,300.00	$12,000.00
MEC2022-02843	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use witih less than 15 occupants	Mechanical	Pending	C - Tenant Layout			1,300.00	$12,000.00
PLB2022-02785	404 MILL ST	Interior alteration of an existing shop into a bakery with a small space at the front for sale s& dining. Tenant space designed as B use witih less than 15 occupants	Plumbing	Pending	C - Tenant Layout			1,300.00	$12,000.00
BLD2022-04172	406 MILL ST	Pergola encompassing back patio. with removeable vinyl sides and top for inclement weather.	Building	Issued	C - Accessory Structure	04/21/2022		250.00	$1,000.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
BLD2022-01583	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.	Building	Issued	C - Tenant Layout	03/01/2022		293.00	$4,000.00
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	Finaled	C - Tenant Layout	07/14/2022	08/19/2022	293.00	$4,000.00
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	Finaled	C - Tenant Layout	07/14/2022	08/19/2022	293.00	$4,000.00
ELE2022-02501	440 MILL ST	correct crawl space wiring	Electrical	Finaled	C - Alteration/Repair	11/18/2021	07/29/2022	0.00	$500.00
BLD2021-06635	450 MILL ST	TLO FOR POPPS	Building	Issued	C - Tenant Layout	05/03/2022		737.00	$125,000.00
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout			737.00	$125,000.00
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout			737.00	$125,000.00
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout			737.00	$125,000.00
BLD2022-06163	101 POPLAR LN	**REVISED 5/9/2022** - FINISH BASEMENT - rec room, wet bar, powder room, den and existing lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Building	Finaled	R - Alteration/Repair	04/21/2022	08/15/2022	563.00	$39,815.00
ELE2022-05240	101 POPLAR LN	FINISH BASEMENT - rec room, wet bar, powder room, den and lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Electrical	Finaled	R - Alteration/Repair	04/22/2022	08/15/2022	899.00	$1,200.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
PLB2022-02506	101 POPLAR LN	FINISH BASEMENT - rec room, wet bar, powder room, den and lounge NO ADDITIONAL BEDROOM NON STRUCTURAL	Plumbing	Finaled	R - Alteration/Repair	04/22/2022	08/15/2022	899.00	$800.00
BLD2022-00079	109 POPLAR LN	CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022		4,938.00	$640,000.00
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022		4,938.00	$640,000.00
BLD2022-06898	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Building	Issued	C - Tenant Layout	07/29/2022		182.00	$5,000.00
ELE2022-06643	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Electrical	Issued	C - Tenant Layout	08/04/2022		182.00	$5,000.00
MEC2022-02770	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Mechanical	Issued	C - Tenant Layout	08/04/2022		182.00	$5,000.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
PLB2022-03056	208 POPLAR ALY	New tenant layout for a Micro Bar. Interior renovation to include a warming kitchen (no hood), bar service & the demolition of a section of the existing upper floor area to create a mezzanine. The reaming floor area to be walled off as an attic space.	Plumbing	Issued	C - Tenant Layout	08/04/2022		182.00	$5,000.00
BLD2018-04392	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	2,754.00	$45,000.00
ELE2019-04221	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Electrical	Finaled	R - New Townhouse	04/29/2019	08/10/2022	2,754.00	$45,000.00
GAS2019-00596	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Gas	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	$1,000.00
MEC2019-01181	1551 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Finaled	R - New Townhouse	11/20/2018	08/10/2022	2,754.00	$5,500.00
PLB2019-00861	1551 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 1 1551 RIVERTOWN PLACE	Plumbing	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	$10,000.00
BLD2018-04390	1552 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 6 1552 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/12/2022	3,246.00	$45,000.00
ELE2022-01737	1552 RIVERTOWN PL	INSTALL 200 AMPS SERVICE / LTS/SW/SM/ OUTLETS	Electrical	Finaled	R - New Townhouse	10/11/2021	08/12/2022	3,246.00	$7,000.00
GAS2022-00768	1552 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/12/2022	3,246.00	$2,000.00
MEC2022-00972	1552 RIVERTOWN PL	Installation of A/C, gas furnace, and ductwork	Mechanical	Finaled	R - New Townhouse	10/25/2021	08/12/2022	3,246.00	$9,500.00
PLB2022-00888	1552 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTACHED EMAIL**	Plumbing	Finaled	R - New Townhouse	10/15/2021	08/12/2022	3,246.00	$5,000.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
BLD2018-04393	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	07/11/2022	2,790.00	$45,000.00
ELE2019-04222	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Electrical	Finaled	R - New Townhouse	04/29/2019	07/11/2022	2,790.00	$45,000.00
GAS2019-00598	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Gas	Finaled	R - New Townhouse	10/22/2018	07/11/2022	2,790.00	$1,000.00
MEC2019-01193	1553 RIVERTOWN PL	INSTALL NEW HVAC SYSTEM	Mechanical	Finaled	R - New Townhouse	11/21/2018	07/11/2022	2,790.00	$5,500.00
PLB2019-00864	1553 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 2 1553 RIVERTOWN PLACE	Plumbing	Finaled	R - New Townhouse	10/22/2018	07/11/2022	2,790.00	$10,000.00
BLD2018-04376	1554 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 5 1554 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	3,246.00	$45,000.00
ELE2022-01736	1554 RIVERTOWN PL	INSTALL 200 AMPS SERVICE SW/ SM / OUTLETS / LTS	Electrical	Finaled	R - New Townhouse	10/11/2021	08/10/2022	3,246.00	$7,000.00
GAS2022-00767	1554 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	$2,000.00
MEC2022-00971	1554 RIVERTOWN PL	Installation of new A/C, gas furnace, and ductwork	Mechanical	Finaled	R - New Townhouse	10/25/2021	08/10/2022	3,246.00	$9,500.00
PLB2022-00887	1554 RIVERTOWN PL	ROUGH IN PLUMBING FOR NEW CONSTRUCTION**ADD ON WATER SERVICE SEE ATTAHCED EMAIL	Plumbing	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	$5,000.00
BLD2018-04394	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	2,754.00	$45,000.00
ELE2019-04220	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Electrical	Finaled	R - New Townhouse	04/29/2019	08/10/2022	2,754.00	$45,000.00
GAS2019-00599	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Gas	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	$1,000.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
MEC2019-01194	1555 RIVERTOWN PL	INSTALL NEW HVAC	Mechanical	Finaled	R - New Townhouse	11/21/2018	08/10/2022	2,754.00	$5,500.00
PLB2019-00865	1555 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 3 1555 RIVERTOWN PLACE	Plumbing	Finaled	R - New Townhouse	10/22/2018	08/10/2022	2,754.00	$10,000.00
BLD2018-04375	1556 RIVERTOWN PL	LOT SPECIFIC TOWNHOUSE - LOT 4 1556 RIVERTOWN PLACE	Building	Finaled	R - New Townhouse	03/22/2018	08/10/2022	3,246.00	$45,000.00
ELE2022-01735	1556 RIVERTOWN PL	Install 200 amps service / outlet's / SW/ SM/ LTS by code	Electrical	Finaled	R - New Townhouse	10/11/2021	08/10/2022	3,246.00	$7,000.00
GAS2022-00766	1556 RIVERTOWN PL	ROUGH IN GAS LINES FOR NEW CONSTRUCTION**FIREPLACE REMOVED 1/26/2022 SEE ATTACHED EMAIL	Gas	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	$2,000.00
MEC2022-00973	1556 RIVERTOWN PL	Installation of A.C, gas furnace, and ductwork	Mechanical	Finaled	R - New Townhouse	10/25/2021	08/10/2022	3,246.00	$9,500.00
PLB2022-00886	1556 RIVERTOWN PL	rough in plumbing for new construction	Plumbing	Finaled	R - New Townhouse	10/15/2021	08/10/2022	3,246.00	$5,000.00
BLD2021-08525	206 UNION ST	Converting existing retails space to new Nail Salon.	Building	Issued	C - Tenant Layout	11/15/2021		462.00	$9,000.00
ELE2022-04601	206 UNION ST	Converting existing retails space to new Nail Salon. TAKE-OVER PERMIT FROM ELE2022-01996	Electrical	Issued	C - Tenant Layout	03/23/2022		462.00	$2,000.00
MEC2022-01112	206 UNION ST	Converting existing retails space to new Nail Salon.	Mechanical	Issued	C - Tenant Layout	01/14/2022		462.00	$3,000.00
PLB2022-01118	206 UNION ST	Converting existing retails space to new Nail Salon.	Plumbing	Issued	C - Tenant Layout	03/01/2022		462.00	$500.00
ELE2023-00837	104 WASHINGTON ST	Adding 240volts 20amps outlet in garage **FOR WOOD JOINTER PER DISCUSSION WITH ELE CONTRACTOR**	Electrical	Issued	R - Alteration/Repair	08/11/2022		0.00	$350.00
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	Issued	C - Tenant Layout	06/17/2022		638.00	$7,500.00

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
ELE2022-03991	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.	Electrical	Pending	C - Tenant Layout			638.00	$7,500.00
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			638.00	$7,500.00
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			638.00	$7,500.00

Development Project

END OF REPORT

TOWN OF OCCOQUAN

FINANCIAL STATEMENTS

AS OF 7/31/2022

	As of 7/1/22 (unaudited)	Unaudited Income/ (Loss) YTD FY23	As of 7/31/2022
Nonspendable[1]:			
Mamie Davis Fund	$ 100,000		$ 100,000
Prepaid Items	$ 6,621	$ (6,621)	$ -
Restricted[2]:			
E-Summons Fund	$ 22,085	$ 791	$ 22,877
Assigned:			
Operating Reserves	$ 190,346		$ 190,346
Events Fund	$ 25,000	$ 24,922	$ 49,922
CIP Fund	$ 101,000	$ (5,936)	$ 95,064
Public Safety Grant Fund	$ 13,206	$ (357)	$ 12,849
Mamie Davis Park Fund	$ 11,492	$ 1	$ 11,492
PEG Fund	$ 1,776	$ -	$ 1,776
Subtotal Assigned:	$ 342,819	$ 18,630	$ 361,448
Unassigned	$ -	$ (21,898)	$ (21,898)
Total Available Fund Balance:	**$ 471,525**	**$ (9,098)**	**$ 462,427**

Additional Information:

SLFRF Balance:	$ -		$ -

Note 1 GASBS 54 ¶ 7

Note 2 GASBS 54 ¶ 8

The Town of Occoquan
Profit & Loss Budget Performance
July 2022

	Jul 22	Annual Budget	Over/(Under) Budget	% of Budget
Ordinary Income/Expense				
Income				
40000 · TAXES				
40010 · Real Estate	$ -	$ 275,492	$ (275,492)	0%
40020 · Meals Tax	$ 28,151	$ 282,499	$ (254,348)	10%
40030 · Sales Tax	$ 2,921	$ 36,000	$ (33,079)	8%
40040 · Utility Tax	$ 2,440	$ 30,000	$ (27,560)	8%
40050 · Communications Tax	$ 2,761	$ 33,000	$ (30,239)	8%
40060 · Transient Occupancy Tax	$ 1,466	$ 14,500	$ (13,034)	10%
Total 40000 · TAXES	$ 37,738	$ 671,491	$ (633,753)	6%
41000 · FEES/LICENSES				
41010 · Vehicle License	$ 184	$ 11,000	$ (10,817)	2%
41020 · Business Licenses	$ -	$ 68,800	$ (68,800)	0%
41030 · Late Fees	$ 43	$ 2,500	$ (2,457)	2%
41040 · FINES (PUBLIC SAFETY)	$ 23,005	$ 345,000	$ (321,995)	7%
41100 · Administrative Fees	$ 1,495	$ 10,000	$ (8,505)	15%
41120 · Service Revenue - Eng	$ 450	$ 10,000	$ (9,550)	5%
41130 · Service Revenue - Legal	$ -	$ 10,000	$ (10,000)	0%
41140 · Service Revenue - Other	$ -	$ 500	$ (500)	0%
41000 · FEES/LICENSES - Other	$ -	$ 1,500	$ (1,500)	0%
Total 41000 · FEES/LICENSES	$ 25,448	$ 459,300	$ (433,852)	6%
42000 · GRANTS				
42010 · LITTER	$ -	$ 1,329	$ (1,329)	0%
42020 · HB 599	$ -	$ 35,688	$ (35,688)	0%
42021 · NHSTA (DMV)	$ -	$ 15,000	$ (15,000)	0%
42030 · SLFRF	$ -	$ 30,225	$ (30,225)	0%
Total 42000 · GRANTS	$ -	$ 82,242	$ (82,242)	0%
43000 · RENTALS				
43020 · River Mill Park	$ -	$ 3,000	$ (3,000)	0%
43030 · Mamie Davis Park Rental	$ -	$ 2,000	$ (2,000)	0%
43040 · 200 Mill Street Lease	$ -	$ 7,613	$ (7,613)	0%
Total 43000 · RENTALS	$ -	$ 12,613	$ (12,613)	0%
44000 · OTHER				
44010 · General Fund Interest	$ 819	$ 900	$ (81)	91%
44060 · Other	$ -	$ 1,000	$ (1,000)	0%
Total 44000 · OTHER	$ 819	$ 1,900	$ (1,081)	43%
Total Income	$ 64,004	$ 1,227,546	$ (1,163,542)	5%
Gross Profit	$ 64,004	$ 1,227,546	$ (1,163,542)	5%
Expense				
Total 60000 · PERSONNEL SERVICES	$ 44,524	$ 708,934	$ (664,410)	6%
Total 60400 · PROFESSIONAL SERVICES	$ 7,398	$ 169,321	$ (161,923)	4%
Total 60800 · INFORMATION TECH SERV	$ 3,795	$ 31,100	$ (27,305)	12%
Total 61200 · MATERIALS AND SUPPLIES	$ 1,828	$ 27,230	$ (25,402)	7%
Total 61600 · OPERATIONAL SERVICES	$ 1,588	$ 9,000	$ (7,412)	18%
Total 62000 · CONTRACTS	$ 10,729	$ 112,382	$ (101,653)	10%
Total 62400 · INSURANCE	$ 10,057	$ 33,690	$ (23,633)	30%
Total 62800 · PUBLIC INFORMATION	$ 170	$ 5,020	$ (4,850)	3%
Total 63200 · ADVERTISING	$ 1,260	$ 2,000	$ (740)	63%
Total 63600 · TRAINING AND TRAVEL	$ 2,170	$ 18,210	$ (16,040)	12%
Total 64000 · VEHICLES AND EQUIPMENT	$ 4,896	$ 27,210	$ (22,314)	18%
Total 64400 · SEASONAL	$ -	$ 10,500	$ (10,500)	0%
64700 · FACILITIES EXPENSE				
Total 64800 · TOWN HALL	$ 687	$ 11,890	$ (11,203)	6%
Total 65200 · MILL HOUSE MUSEUM	$ -	$ 6,500	$ (6,500)	0%
Total 65600 · 200 MILL ST	$ -	$ 500	$ (500)	0%

The Town of Occoquan
Profit & Loss Budget Performance
July 2022

	Jul 22	Annual Budget	Over/(Under) Budget	% of Budget
Total 66000 · ANNEX / MAINTENANCE YARD	$ 181	$ 5,910	$ (5,729)	3%
Total 66400 · MILL ST STORAGE FACILITY	$ -	$ 250	$ (250)	0%
Total 66800 · RIVER MILL PARK & FACIL	$ 1,688	$ 16,200	$ (14,512)	10%
Total 67200* · MAMIE DAVIS PARK & RIVERWALK	$ 340	$ 3,600	$ (3,260)	9%
Total 67600 · TANYARD HILL ROAD PARK	$ -	$ 250	$ (250)	0%
Total 68000 · FURNACE BRANCH PARK	$ -	$ 250	$ (250)	0%
Total 68400* · STREETS AND SIDEWALKS	$ -	$ 3,000	$ (3,000)	0%
Total 68800 · HISTORIC DISTRICT	$ 1,568	$ 24,600	$ (23,032)	6%
Total 64700 · FACILITIES EXPENSE	$ 4,465	$ 72,950	$ (68,485)	6%
Total Expense	$ 92,879	$ 1,227,546	$ (1,134,667)	8%
Net Ordinary Income	$ (28,875)	$ (0)	$ (28,875)	
Net Income	**$ (28,875)**	**$ (0)**	**$ (28,875)**	
CIP FUND				
Ordinary Income/Expense				
Income				
42000 · GRANTS	$ -	$ 165,000	$ (165,000)	0%
Total Income	$ -	$ 165,000	$ (165,000)	0%
Gross Profit	$ -	$ 165,000	$ (165,000)	0%
Net Ordinary Income	$ -	$ 165,000	$ (165,000)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
70003 · Street Maintenance	$ -	$ 10,000	$ (10,000)	0%
70005 · Building Maintenance	$ 5,936	$ 74,500	$ (68,564)	8%
70006 · Stormwater Management	$ -	$ 155,000	$ (155,000)	0%
70014 · Timed Parking Equipment	$ -	$ 5,500	$ (5,500)	0%
74001 · Vehicles & Equipment	$ -	$ 16,000	$ (16,000)	0%
76001 · Computer Upgrades	$ -	$ 5,000	$ (5,000)	0%
Total 70000 · CIP EXPENSE	$ 5,936	$ 266,000	$ (260,064)	2%
Total Other Expense	$ 5,936	$ 266,000	$ (260,064)	2%
Net Other Income	$ (5,936)	$ (266,000)	$ 260,064	2%
Net Income	**$ (5,936)**	**$ (101,000)**	**$ 95,064**	**6%**
E-Summons Fund				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41040 · FINES (PUBLIC SAFETY)				
41170 · E-Summons	$ 791	$ 12,000	$ (11,209)	7%
Total 41040 · FINES (PUBLIC SAFETY)	$ 791	$ 12,000	$ (11,209)	7%
Total 41000 · FEES/LICENSES	$ 791	$ 12,000	$ (11,209)	7%
Total Income	$ 791	$ 12,000	$ (11,209)	7%
Expense				
60800 · INFORMATION TECH SERV				
60860 · Hardware/Software & Maintenance	$ -	$ 1,750	$ (1,750)	0%
Total 60800 · INFORMATION TECH SERV	$ -	$ 1,750	$ (1,750)	0%
61200 · MATERIALS AND SUPPLIES				
61220 · Operational supplies	$ -	$ 1,400	$ (1,400)	0%
Total 61200 · MATERIALS AND SUPPLIES	$ -	$ 1,400	$ (1,400)	0%
Total Expense	$ -	$ 3,150	$ (3,150)	0%
Net Ordinary Income	$ 791	$ 8,850	$ (8,059)	9%
Net Income	**$ 791**	**$ 8,850**	**$ (8,059)**	**9%**

The Town of Occoquan
Profit & Loss Budget Performance
July 2022

	Jul 22	Annual Budget	Over/(Under) Budget	% of Budget
EVENTS FUND[1]				
Ordinary Income/Expense				
Income				
41000 · FEES/LICENSES				
41160 · Convenience Fees	$ 344	$ 5,500	$ (5,156)	6%
Total 41000 · FEES/LICENSES	$ 344	$ 5,500	$ (5,156)	6%
42000 · GRANTS	$ -	$ 10,000	$ (10,000)	0%
44000 · OTHER				
44020 · Events Fund Interest	$ 12	$ 1,200	$ (1,188)	1%
44040 · Bricks Revenue	$ -	$ 1,800	$ (1,800)	0%
Total 44000 · OTHER	$ 13	$ 3,000	$ (2,987)	0%
47000 · EVENTS REVENUE				
47010 · Sponsorships	$ 2,850	$ 13,000	$ (10,150)	22%
47020 · Booth Rentals	$ 54,930	$ 138,195	$ (83,265)	40%
47021 · Ticket Sales				
Total 47021 · Ticket Sales	$ 376	$ 11,100	$ (10,724)	3%
47030 · Shuttle Fees	$ -	$ 66,600	$ (66,600)	0%
47040 · Parking Space Sales	$ 3,300	$ 7,725	$ (4,425)	43%
47060 · Merchandise	$ -	$ 1,750	$ (1,750)	0%
Total 47000 · EVENTS REVENUE	$ 61,456	$ 238,370	$ (176,914)	26%
Total Income	$ 61,813	$ 256,870	$ (195,057)	24%
Expense				
Total 60000 · PERSONNEL SERVICES	$ 3,610	$ 71,548	$ (67,938)	5%
Total 60400 · PROFESSIONAL SERVICES	$ 447	$ 10,000	$ (9,553)	4%
Total 61200 · MATERIALS AND SUPPLIES	$ -	$ 9,400	$ (9,400)	0%
Total 62000 · CONTRACTS	$ 27,240	$ 64,875	$ (37,635)	42%
Total 63200 · ADVERTISING	$ 3,298	$ 25,500	$ (22,202)	13%
Total 64700 · FACILITIES EXPENSE	$ -	$ 650	$ (650)	0%
Total 69200 · SPECIAL EVENTS	$ 2,296	$ 14,250	$ (11,954)	16%
Total Expense	$ 36,891	$ 196,223	$ (159,332)	19%
Net Ordinary Income	$ 24,922	$ 60,647	$ (35,726)	41%
Net Income	**$ 24,922**	**$ 60,647**	**$ (35,726)**	**41%**
MAMIE DAVIS PARK				
Ordinary Income/Expense				
Income				
44000 · OTHER				
44030 · Mamie Davis Park Interest	$ 1	$ 500	$ (499)	0%
Total 44000 · OTHER	$ 1	$ 500	$ (499)	0%
Total Income	$ 1	$ 500	$ (499)	0%
Net Ordinary Income	$ 1	$ 500	$ (499)	0%
Other Income/Expense				
Other Expense				
70000 · CIP EXPENSE				
72005 · Mamie Davis Park Renovations	$ -	$ 5,000	$ (5,000)	0%
Total 70000 · CIP EXPENSE	$ -	$ 5,000	$ (5,000)	0%
Total Other Expense	$ -	$ 5,000	$ (5,000)	0%
Net Other Income	$ -	$ (5,000)	$ 5,000	0%
Net Income	$ 1	$ (4,500)	$ 4,501	0%
TOTAL NET INCOME (LOSS) ALL FUNDS	**$ (9,098)**	**$ (36,003)**	**$ 26,905**	**25%**

Note 1: Includes amounts collected for Fall Craft Show 2022

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

	Jul 31, 22	Jul 31, 21	$ Change
ASSETS			
Current Assets			
Checking/Savings			
10001 · Petty Cash - Operating	100.00	99.00	1.00
10020 · Sun Trust Operating 0438	0.00	17,057.01	-17,057.01
10022 · Operating Account 0058	75,763.89	468,302.89	-392,539.00
10024 · Reserves MM	200,217.09	0.00	200,217.09
10029 · Events Fund - Checking 3126	75,228.67	32,375.15	42,853.52
10030 · Events Fund - Checking B&H	0.00	30,775.04	-30,775.04
10031 · Events Fund CD - B&H	0.00	200,000.00	-200,000.00
10033 · Events Fund - Paypal	16,953.14	19,616.85	-2,663.71
10034 · VIP - Investment Pool			
25-5001 · VIP NAV Liquidity Pool 5001	951,554.65	21,531.44	930,023.21
Total 10034 · VIP - Investment Pool	951,554.65	21,531.44	930,023.21
10080 · Mamie Davis Checking - B&H	0.00	6,765.24	-6,765.24
10081 · Mamie Davis CD - B&H	0.00	100,000.00	-100,000.00
10082 · Mamie Davis Savings	7,106.78	0.00	7,106.78
10083 · Mamie Davis CD	100,000.00	0.00	100,000.00
10091 · Bricks - PayPal	84.94	2,084.90	-1,999.96
10094 · Event Fund - MM 5997	15,563.76	62,536.45	-46,972.69
10095 · Bricks MM 2125	12,302.62	9,212.07	3,090.55
Total Checking/Savings	1,454,875.54	970,356.04	484,519.50
Accounts Receivable			
10180 · Accounts Receivable	92,420.54	110,897.47	-18,476.93
Total Accounts Receivable	92,420.54	110,897.47	-18,476.93
Other Current Assets			
14990 · Undeposited Funds	797.05	3,739.35	-2,942.30
Total Other Current Assets	797.05	3,739.35	-2,942.30
Total Current Assets	1,548,093.13	1,084,992.86	463,100.27
TOTAL ASSETS	**1,548,093.13**	**1,084,992.86**	**463,100.27**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 · Accounts Payable	92,897.18	53,030.87	39,866.31
Total Accounts Payable	92,897.18	53,030.87	39,866.31
Credit Cards			
22000 · Credit Cards			
Total 22000 · Credit Cards	9,122.58	5,424.44	3,698.14
Total Credit Cards	9,122.58	5,424.44	3,698.14
Other Current Liabilities			
20935 · Performance Bond	35,988.55	4,367.50	31,621.05
20960 · Unearned Other Revenue			
20970 · Rental	1,350.00	2,100.00	-750.00
20972 · Unearned CARES Act Revenue	0.00	8,807.24	-8,807.24
20973 · Unearned SLFRF Revenue	949,560.76	474,780.38	474,780.38
Total 20960 · Unearned Other Revenue	950,910.76	485,687.62	465,223.14
20980 · Unearned R.E. Tax	1,741.56	8,760.01	-7,018.45
21200 · Payroll Liabilities			
21230 · VRS Employee Contributions	5.28	5.28	0.00
Total 21200 · Payroll Liabilities	5.28	5.28	0.00
Total Other Current Liabilities	988,646.15	498,820.41	489,825.74
Total Current Liabilities	1,090,665.91	557,275.72	533,390.19
Total Liabilities	1,090,665.91	557,275.72	533,390.19
Equity	457,427.22	527,717.14	-70,289.92
TOTAL LIABILITIES & EQUITY	**1,548,093.13**	**1,084,992.86**	**463,100.27**

Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Kirstyn Jovanovich, Town Manager

From: Martin Crim, Town Attorney MRC

Re: September 2022 Town Attorney Report

Date: August 26, 2022

NOT CONFIDENTIAL

This is a report on non-confidential matters that my office has been working on for the Town since my previous report dated July 25, 2022:

1. Worked with the Planning Commission and staff to revise the draft solar ordinance.

2. Assisted the Town Manager with a proposed budget amendment.

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

9. Public Hearing	**Meeting Date:** September 6, 2022
9 A: Public Hearing on Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered 157.013 Generally Relating to Solar Facilities	

Attachments: a. Draft Ordinance – Revised
b. Advertisement

Submitted by: Matt Whitmoyer
Management Fellow

Explanation and Summary:
This is a public hearing on a zoning text amendment to add definitions to Town Code § 157.008 and to add section § 157.013 generally relating to solar facilities. The draft ordinance is attached. This is a continuation of the public hearing that was opened by Town Council on August 2, 2022. The Town Council continued the public hearing to its September meeting in order to allow the Planning Commission time to complete their review and make a recommendation to the Town Council on the proposed ordinance.

Should the Town Council choose to close the public hearing, the Town Council will take action to approve the ordinance later on the meeting agenda.

During the June 7, 2022, meeting, the Town Council referred a zoning text amendment to the Planning Commission to add definitions to Town Code § 157.008 and to add section § 157.013 generally relating to solar facilities. At their June 28, 2022 meeting, the Planning Commission considered the zoning text amendment and held a public hearing on the proposed ordinance at their July 26, 2022 meeting. Three residents provided comments during the public hearing.

After closing the public hearing, the Planning Commission reviewed the ordinance and questions raised by the public during the public hearing. In addition, staff provided draft language to add a definition for "Temporary Photovoltaic Facility" to address allowing solar landscape lighting, solar powered fountains, and other smaller temporary solar panels within all zoning districts. After discussion, the Planning Commission directed staff to address the concerns raised during the public hearing regarding placing a limitation of 10 kilowatts or less on rooftop solar facilities on residential properties. The Planning Commission deferred action on the item until their next regular meeting on August 23, 2022.

A public hearing was advertised to be held by Town Council on August 2, 2022 at 7:00 p.m. As the Planning Commission had not provided a recommendation to Council on

this item, staff recommended that the Town Council open the public hearing and continue it to the September 6, 2022 meeting at 7:00 p.m.

On August 23, 2022, the Planning Commission held discussion on the new draft of the ordinance put forth by Town staff. Town staff recommended certain changes to the draft ordinance including the removal of the 10-kW restriction and definition changes for temporary photovoltaic facilities. The Planning Commission approved forwarding a recommendation of approval of the ordinance as presented to Town Council.

Background

Currently, the Town Code does not allow solar facilities within the town in any zoning district. The proposed amendments would permit rooftop solar facilities on the roofs of primary or accessory structures in all Town zoning districts. Both solar energy facilities (shared facilities that supply multiple properties through the grid) and ground mounted facilities would be prohibited. The proposed Ordinance includes Certificate of Appropriateness requirements within the Old and Historic District for solar facilities that are visible from a public street, way or place. The ARB will review potential guidelines for such requirements. All other solar facilities that are outside of the Old and Historic District or within the Old and Historic District and not viewable from a public street, way or place are permitted.

Staff Recommendation: Unless public comment provides a reason not to, staff recommends closing the public hearing.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
"I move to close the public hearing."

OR

"I move to continue the public hearing to MEETING DATE."

OR

Other action the Council deems appropriate.

ORDINANCE # O-2022-____

AN ORDINANCE TO ADD DEFINITIONS TO TOWN CODE § 157.008 AND TO ADD A SECTION NUMBERED 157.013 GENERALLY RELATING TO SOLAR FACILITIES

WHEREAS, Virginia Code § 15.2-2288.7 authorizes the regulation of solar facilities through local zoning ordinances; and

WHEREAS, the Town Council wishes to encourage the placement of rooftop solar facilities, consistent with the historic protection provisions of the Town's zoning ordinance; and

WHEREAS, the Town Planning Commission and Town Council have advertised and held public hearings on the proposed amendments to the Town zoning ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in _____ session this ___ day of _____, 2022:

1. That the Town Council finds that commercial and ground-based solar energy facilities are not suited to the small, densely occupied area of the Town.

2. That the Town Council hereby amends Town Code § 157.008 as follows:

§ 157.008 DEFINITIONS.

Add the following definitions in their alphabetical location:

ROOFTOP SOLAR FACILITY: A solar electrical or thermal facility that is integrated into or mounted on the wall or roof of a primary or accessory structure~~. for the principal purpose of serving the electricity or thermal needs of that property. A Rooftop Solar Facility has the principal purpose of serving the electricity needs of a residential property if its peak generation is 10 kilowatts or less. For commercial and mixed-use properties, a Rooftop Solar Facility has the principal purpose of serving the electricity needs of the property if its peak production is no more than twice the anticipated peak electricity usage of the property, as determined by the electric utility serving the property.~~

SOLAR ENERGY FACILITY: A facility ~~primarily~~ consisting of activities, applications or devices designed to convert sunlight into electricity for storage and/or distribution from one property to others through the transmission grid~~. The term "Solar Energy Facility" shall not include~~ except for facilities meeting the definition of "Rooftop Solar Facilities."

TEMPORARY PHOTOVOLTAIC FACILITY: One or more photovoltaic panels, not permanently affixed to the ground or to any structure, not exceeding 10 square feet in the total area of all panels on a single parcel, and not connected to the electrical grid.

UTILITY SOLAR FACILITY: A solar array consisting of one or two panels for the sole purpose of providing electricity to a traffic sign, utility installation, or public facility.

3. That the Town Council hereby adopts Town Code § 157.013 as follows:

157.013 SOLAR ENERGY.

(A) Solar Energy Facilities and ground-mounted solar energy generation facilities are not permitted in any zoning district in the Town.

(B) Utility Solar Facilities are permitted as accessory to any use by the state, county, or town, subject only to the requirements of maintaining vertical clearance for pedestrian and vehicle traffic.

(C) Rooftop Solar Facilities are permitted as accessory uses in every zoning district in the Town subject to the following conditions and approvals:

(1) In the Old and Historic Occoquan District, Rooftop Solar Facilities are permitted (a) in locations not visible from a public street, way or place or (b) with a certificate of appropriateness from the Architectural Review Board.

(2) Height limitations in individual zoning districts do not apply to Rooftop Solar Facilities less than 5 feet in height.

(3) Rooftop Solar Facilities must meet the setback requirements in the zoning district where the property is located.

(D) Temporary Photovoltaic Facilities are allowed in all zoning districts, subject to the applicable setback regulations. Temporary Photovoltaic Facilities in the Old and Historic Occoquan District do not require a Certificate of Appropriateness.

4. That this ordinance is effective upon passage.

MOTION:

Date:_____

SECOND: **Regular Meeting**

Ord. No._____

RE:

ACTION:

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

CERTIFIED COPY_____

Town Clerk

Version 3 after PC comments

TOWN OF OCCOQUAN, VIRGINIA
NOTICE OF TOWN COUNCIL PUBLIC HEARING

August 2, 2022 – 7:00 PM

Notice is hereby given pursuant to § 15.2-2204 of the Code of Virginia, as amended, that the Occoquan Town Council will conduct a Public Hearing on proposed amendments to the Occoquan Town Code generally relating to solar facilities. The proposed amendments are to accomplish the following:

1. Addition of the following zoning definitions: Rooftop Solar Facility, Solar Energy Facility, and Utility Solar Facility.
2. Addition of Town Code § 157.013 prohibiting solar energy facilities, prohibiting ground-mounted solar energy generation facilities, permitting utility solar facilities, and permitting rooftop solar facilities as accessory uses in all zoning districts.
3. In the Old and Historic Occoquan District, the proposed ordinance will allow rooftop solar facilities (a) in locations not visible from a public street, way, or place or (b) with a certificate of appropriateness from the Architectural Review Board.
4. Establishing height and setback limitations for rooftop solar facilities.

The proposed amendments are available for review in Town Hall, 314 Mill Street, Occoquan, Virginia 22125 and online at www.occoquanva.gov.

This hearing is being held on August 2, 2022 at 7:00 p.m. at the Occoquan Town Hall, located at 314 Mill Street, Occoquan, Virginia 22125. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk by mail at PO Box 195, Occoquan, VA 22125, by email at info@occoquanva.gov, or by telephone at (703) 491-1918. Persons needing interpreter services for the hearing impaired and/or vision impaired should notify the Town Clerk no later than one week prior to the hearing.

The Town Council of the Town of Occoquan, Virginia
7/21 & 728/22

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Regular Business	**Meeting Date:** September 6, 2022
10 A: Request to Adopt Zoning Text Amendments to add Definitions to Town Code § 157.008 and to add a Section Numbered § 157.013 Generally Relating to Solar Facilities	

Attachments: a. Ordinance O-2022-04

Submitted by: Matt Whitmoyer
Management Fellow

Explanation and Summary:
This is a request to adopt Ordinance O-2022-04 to add definitions to Town Code § 157.008 and to add section § 157.013 generally relating to solar facilities. The ordinance is attached.

Background
During the June 7, 2022, meeting, the Town Council referred a zoning text amendment to the Planning Commission to add definitions to Town Code § 157.008 and to add section § 157.013 generally relating to solar facilities.

At their June 28, 2022 meeting, the Planning Commission considered the zoning text amendment and held a public hearing on the proposed ordinance at their July 26, 2022 meeting. Three residents provided comments during the public hearing. After closing the public hearing, the Planning Commission reviewed the ordinance and questions raised by the public during the public hearing. The Planning Commission deferred action on the item until their next regular meeting. On August 23, 2022, the Planning Commission discussed a new draft of the ordinance put forth by Town staff. The Planning Commission approved recommendation of the ordinance as presented to Town Council.

The Town Council opened a public hearing on August 2, 2022 at 7:00 p.m. and continued it to the next regular meeting. The continuation of the public hearing is scheduled for earlier on this meeting agenda. Unless public comment received during the public hearing provides a reason not to, staff is recommending that the Town Council approve the revised Ordinance as presented.

Staff Recommendation: Recommend approval of the ordinance as presented.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
"I move to adopt Ordinance O-2022-04 as presented."

OR

"I move to adopt Ordinance O-2022-04 with the following changes:_____."

OR

"I move to disapprove Ordinance O-2022-04 because _____."

OR

Other action the Council deems appropriate.

ORDINANCE # O-2022-04

AN ORDINANCE TO ADD DEFINITIONS TO TOWN CODE § 157.008 AND TO ADD A SECTION NUMBERED 157.013 GENERALLY RELATING TO SOLAR FACILITIES

WHEREAS, Virginia Code § 15.2-2288.7 authorizes the regulation of solar facilities through local zoning ordinances; and

WHEREAS, the Town Council wishes to encourage the placement of rooftop solar facilities, consistent with the historic protection provisions of the Town's zoning ordinance; and

WHEREAS, the Town Planning Commission and Town Council have advertised and held public hearings on the proposed amendments to the Town zoning ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in _____ session this ___ day of _____, 2022:

1. That the Town Council finds that commercial and ground-based solar energy facilities are not suited to the small, densely occupied area of the Town.

2. That the Town Council hereby amends Town Code § 157.008 as follows:

§ 157.008 DEFINITIONS.

Add the following definitions in their alphabetical location:

ROOFTOP SOLAR FACILITY: A solar electrical or thermal facility that is integrated into or mounted on the wall or roof of a primary or accessory structure.

SOLAR ENERGY FACILITY: A facility consisting of activities, applications or devices designed to convert sunlight into electricity for storage and/or distribution from one property to others through the transmission grid except for facilities meeting the definition of "Rooftop Solar Facilities."

TEMPORARY PHOTOVOLTAIC FACILITY: One or more photovoltaic panels, not permanently affixed to the ground or to any structure, not exceeding 10 square feet in the total area of all panels on a single parcel, and not connected to the electrical grid.

UTILITY SOLAR FACILITY: A solar array consisting of one or two panels for the sole purpose of providing electricity to a traffic sign, utility installation, or public facility.

3. That the Town Council hereby adopts Town Code § 157.013 as follows:

157.013 SOLAR ENERGY.

(A) Solar Energy Facilities and ground-mounted solar energy generation facilities are not permitted in any zoning district in the Town.

(B) Utility Solar Facilities are permitted as accessory to any use by the state, county, or town, subject only to the requirements of maintaining vertical clearance for pedestrian and vehicle traffic.

(C) Rooftop Solar Facilities are permitted as accessory uses in every zoning district in the Town subject to the following conditions and approvals:

(1) In the Old and Historic Occoquan District, Rooftop Solar Facilities are permitted (a) in locations not visible from a public street, way or place or (b) with a certificate of appropriateness from the Architectural Review Board.

(2) Height limitations in individual zoning districts do not apply to Rooftop Solar Facilities less than 5 feet in height.

(3) Rooftop Solar Facilities must meet the setback requirements in the zoning district where the property is located.

(D) Temporary Photovoltaic Facilities are allowed in all zoning districts, subject to the applicable setback regulations. Temporary Photovoltaic Facilities in the Old and Historic Occoquan District do not require a Certificate of Appropriateness.

4. That this ordinance is effective upon passage.

MOTION:

Date:_____

SECOND:

Regular Meeting

Ord. No._____

RE:

ACTION:

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

CERTIFIED COPY_____

Town Clerk

Version 3 after PC comments

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Regular Business	**Meeting Date:** September 6, 2022
10 B: Request to Adopt Resolution of Support for Prince William County's Grant Application to the Fiscal Year 2022 Safe Streets and Roads for All (SS4A) Program	

Attachments: a. Resolution R-2022-09

Submitted by: Matt Whitmoyer
Management Fellow

Explanation and Summary:
Prince William County will be submitting an application to the U.S. Department of Transportation's (USDOT) Safe Streets and Roads for All (SS4A) Grant Program requesting funding for a Comprehensive Safety Action Plan that encompasses the entire County. SS4A is a new program established by the Federal Infrastructure Bill that provides funding for planning and implementing proven safety strategies that support Vision Zero or Towards Zero Deaths goals in support of the National Roadway Safety Strategy.

USDOT provides the option of submitting a joint application for the development of several plans for individual jurisdictions, administered by a lead agency. Given that context, the County has offered to submit an application as a lead agency and has asked the Town of Occoquan to be a partner. Prince William County has assumed full responsibility for completing and submitting the application and is not asking for a financial commitment towards the grant. Prince William County will be utilizing funds from the Northern Virginia Transportation Authority to meet the required twenty percent local match.

If the application is selected, being a partner would allow the Town to have a separate safety plan developed for it under the grant. The Town would also participate in the County's planning process for its Comprehensive Safety Action Plan.

County staff has requested the attached resolution from the Town of Occoquan in order to show the Town's support and partnership in applying for and implementing the SS4A grant. It will be included as part of the final application submission to the FY 2022 SS4A program.

Staff Recommendation: Recommend approval of the attached resolution as presented.

Proposed/Suggested Motion:
"I move to adopt Resolution R-2022-09 A Resolution of Support for Prince William County's Grant Application to the FY 2022 Safe Streets and Roads for All Program."

OR

Other action Council deems appropriate.

TOWN OF OCCOQUAN, VIRGINIA
RESOLUTION

RESOLUTION OF SUPPORT FOR PRINCE WILLIAM COUNTY'S GRANT APPLICATION TO THE FISCAL YEAR 2022 SAFE STREETS AND ROADS FOR ALL PROGRAM FOR FEDERAL GRANT FUNDING FROM THE UNITED STATES DEPARTMENT OF TRANSPORTATION – VARIOUS MAGISTERIAL DISTRICTS

WHEREAS, the Safe Streets and Roads for All ("SS4A") program, administered by the United States Department of Transportation ("USDOT"), provides federal funding for regional, local and Tribal initiatives to prevent roadway deaths and serious injuries (Vision Zero/Towards Zero Death); and

WHEREAS, the Fiscal Year 2022 SS4A program will award $1 billion in discretionary grant funds through a competitive process; and

WHEREAS, the SS4A 2022 Notice of Funding Opportunity was released in May 2022 to solicit applications to support planning, infrastructure, behavioral and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians, bicyclists, public transportation, personal conveyance, micromobility users, motorists and commercial vehicle operators; and

WHEREAS, Prince William County is an eligible applicant and desires to pursue all available funding sources to enhance the transportation network of the County; and

WHEREAS, the SS4A program provides funding for two types of grants: Action Plan grants (for comprehensive safety action plans) and Implementation grants. Action Plan grants are used to develop, complete or supplement a comprehensive safety action plan. To apply for an Implementation grant, an eligible applicant must have a qualifying Action Plan. Implementation grants are available to implement strategies or projects that are consistent with an existing Action Plan; and

WHEREAS, the Action Plan will go towards holistic safety initiatives to identify traffic and pedestrian safety projects, programs and strategies to move towards zero deaths across the County. USDOT considers the process of developing an Action Plan to be critical for success; and

WHEREAS, Prince William County will coordinate with the Towns of Dumfries, Haymarket and Occoquan to create application competitiveness; and

WHEREAS, Prince William County's application requests the maximum $1 million of federal funding; and

WHEREAS, Recipients of the SS4A grant are required to contribute a local matching share of 20 percent and the County has identified Northern Virginia Transportation Authority 30% Local Funds to support the required 20 percent match; and

WHEREAS, the Town is not making any financial commitment at this time with regard to the SS4A grant; and

WHEREAS, County staff is recommending to the County Board of Supervisors the inclusion of the Town of Occoquan as a partner in the final grant application; and

WHEREAS, Town staff fully supports the final application that the County will submit to the FY 2022 SS4A program and supports the Town's coordination in any subsequent planning process.

NOW, THEREFORE, BE IT RESOLVED that the Occoquan Town Council does hereby support Prince William County's submission of final application to the FY 2022 SS4A program.

Adopted by the Town Council of the Town of Occoquan, Virginia this 6th day of September 2022.

MOTION: **DATE: September 6, 2022**
Town Council Meeting

SECOND:

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

BY ORDER OF THE TOWN COUNCIL

Attested:

_____ _____
Earnest W. Porta, Jr., Mayor **Philip Auville, Town Clerk**

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Regular Business	**Meeting Date:** September 6, 2022
10 C: Request for Guidance on 2022 Holiday Decorations Program	

Attachments: a. None

Submitted by: Matt Whitmoyer
Management Fellow

Explanation and Summary:
This is a request for policy guidance regarding the process by which the Town procures and installs the annual holiday decorations within the Town.

Background
Traditionally, town staff, Council, businesses, community volunteers, and contractors have procured and installed holiday decorations throughout the town in time for the annual holiday tree lighting event in mid-November. Generally, the Town holiday tree has been decorated by town staff, Councilmembers, community volunteers, and businesses, with other decorations being installed in the historic district by town staff or volunteers. In addition, town staff contracts with vendors to repair and install (and remove) the lighted wreaths that go on the Dominion poles.

Over the 2021 holiday season, additional trees were lighted through the assistance of volunteers and additional staff hours which included increasing decorations and lights in River Mill Park and in street trees along Mill Street. We received overwhelmingly positive feedback on the additional lights and overall elevated decorations within the historic district.

At the end of each season, staff and volunteers, as well as contractors, remove the decorations and store them for the next season.

2022 Holiday Season
For the 2022 season, staff has investigated the feasibility of contracting out the supply and installation of holiday decorations and lights around the Town to further elevate the Town's holiday decorations. Potential vendors have submitted multiple quotes with the best value for supplies and labor fitting within the current FY23 budget, as shown below.

FY 23 Seasonal Budget	
Parks/Town Hall Decorations	$ 7,000
Wreath Installation and Maintenance	$ 3,500
Total	**$ 10,500**

If contracted out, the vendor will provide for the supply, install and removal of all lights and decorations, including both rentals and Town-owned supplies, as needed. The contracted work would include:

- Ornament package and decoration installation, removal, and storage for Town holiday tree (using and installing town-owned stringed lights)
- Installation of town-owned lights on sycamore tree
- Installation of town-owned lights on evergreens in River Mill Park
- Installation of town-owned lights on Mill Street and Union Street trees
- Installation and removal of lighted holiday wreaths on Dominion Poles

Town staff will install remaining decorations including those on town gaslights, Mamie Davis Park, Town Hall, the footbridge, and River Mill Park. Decorations will be installed prior to the November 19 tree lighting event.

If town staff and volunteers continue to procure, install and store holiday decorations as has been the process in past years, the cost is also estimated to be within the FY2023 seasonal budget.

Staff Recommendation: Recommend hiring an outside vendor to supply, install, and store holiday decorations and staying within the adopted FY2023 budget for seasonal decorations.