



# 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 September 5, 2023 | 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. July 18, 2023 Meeting Minutes
  - b. Request to Adopt Resolution Recognizing Vulcan Materials Company for Service to the Occoquan Community
  - c. Request to Execute Participation Agreement for IDSP
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. **Regular Business**
  - a. Request to Adopt Ordinance to Repeal Town Code Section 92.02 Through 92.10 and Adopt New Article 2 in Chapter 92, Generally Relating to Noise
  - b. Request to Execute Artist Agreement for Rt. 123 Mural
  - c. Request to Adopt Revised Architectural Review Board (ARB) Exterior Elevations Design Guidelines
  - d. Request to Allocate and Appropriate Funds for Purchase of Public Works Utility Vehicle
10. **Discussion Items**
  - a. Discussion on Replacing the Town Seal
  - b. Discussion on Timed Parking Enforcement
  - c. Discussion on Riverwalk Vision Plan Report
  - d. Discussion on RMP Playground
11. **Closed Session**
12. **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).



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> September 5, 2023
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Approve July 18, 2023, Town Council Meeting Minutes
- b. Request to Adopt Resolution Recognizing Vulcan Materials Company for Service to the Occoquan Community
- c. Request to Execute Participation Agreement for IDSP

**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, July 19, 2023**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Councilmembers Nancy Freeborne Brinton, Theo Daubresse, Cindy Fithian, and Eliot Perkins

**Absent:** Vice Mayor Loges

**Staff:** Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Julie Little, Events Director; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney (remote); Sara Fila, Town Zoning Administrator (remote)

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

Town resident, Darryl Hawkins, spoke on the mural contest to paint the retaining wall at the intersection of Route 123 and Commerce Street.

**4. PUBLIC HEARING**

**a. Public Hearing on Request to Vacate Parking Easement at the Townes of Occoquan Mill**

Mayor Porta opened the public hearing at 7:33 p.m.

Mayor Porta invited the public to speak. No one spoke at the public hearing.

Councilmember Perkins moved to close the public hearing at 7:34 p.m. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Mayor Porta asked for unanimous consent to move up on the agenda the request to vacate parking easement at the Townes of Occoquan Mills and designation of parking spaces to lot 19. There being no objection, the item was moved up on the agenda.

**5. REGULAR BUSINESS**

**a. Request to Vacate Parking Easement at the Townes of Occoquan Mill and designation of Parking Spaces to Lot 19**

Councilmember Perkins moved that the Town vacate the parking easement granted to the Town of Occoquan in the Deed of dedication, Subdivision, Easement and Conveyance, dated May 28, 1987, as set forth in the draft Deed of Vacate of Easement, with the costs related to be paid by

**the Townes of Occoquan Mill Homeowners' Association. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

Mayor Porta asked for unanimous consent to move up on the agenda the request to adopt an ordinance to amend sections 78.03 and 78.04 of the Town Code relating to shared mobility systems. There being no objection, the item was moved up on the agenda.

**b. Request to Adopt an Ordinance to Amend Sections 78.03 and 78.04 of the Town Code Relating to Shared Mobility Systems**

**Councilmember Freeborne Brinton moved to adopt Ordinance O-2023-13 to amend Sections 78.03 and 78.04 of the Town Code as presented. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.**

**Ayes:** Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins

**Nays:** None

Councilmember Fithian asked if the shared mobility devices will be allowed in River Mill Park.

Mr. Linn responded that shared mobility devices would be prohibited from River Mill Park, since all rolling devices except wheelchairs are prohibited within Town parks as posted at the entrances to the parks.

Mayor Porta asked for unanimous consent to move up on the agenda the Mural Finalists' Presentations. There being no objection, the item was moved up on the agenda.

## **6. PRESENTATIONS**

Mr. Whitmoyer noted that at the April 18<sup>th</sup> Town Council Meeting, Council gave guidance to Town staff to create a mural contest that would cover the retaining wall at the intersection of Route 123 and Commerce Street. On June 29<sup>th</sup>, an award committee met to review all submissions. Based on the review, the award committee recommended three submissions for final consideration by the Town Council.

The three mural finalists, Richard Moore, Alethea Robinson, and Lyton Scarbrough, presented their mural designs and responded to questions from the Town Council.

After discussion, the Council unanimously agreed to hold off on a motion to select the mural artist until further discussion.

## **7. CONSENT AGENDA**

**a. June 20, 2023, Meeting Minutes**

**b. Request to Reappropriate CIP Funds to Purchase Storage Enclosure**

**Councilmember Perkins moved to approve the Consent Agenda. Councilmember Freeborne Brinton seconded. Motion passed unanimously by voice vote.**

## **8. MAYOR'S REPORT**

Mayor Porta reported the following:

- On June 7<sup>th</sup>, he met with the Town Manager and attorneys at Vanderpool, Fostick, and Nishanian about prosecutor services.
- On June 9<sup>th</sup>, he attended the Celebration of Life event for the late Patrick King, the town's former website contractor.
- On June 11<sup>th</sup>, he went to the memorial service for the late Cathy Campbell, who owned the store Details in town.
- On June 12<sup>th</sup>, he gave a Zoom talk to the Northern Virginia Cemetery Consortium.
- On June 13<sup>th</sup>, he participated in the PWC 250<sup>th</sup> Anniversary of the American Revolution committee meeting.
- On June 14<sup>th</sup>, he served on a panel on Mapping Biking/Walkability at the 2023 Vision Zero Summit.
- On June 16<sup>th</sup>, he gave a history story of the town for the County Office of Historic Preservation's Historic Towns Tour program.
- On June 20<sup>th</sup>, he spent the day with Darley Newman and her crew of the "Travels with Darley" television show, showing her around town.

Mayor Porta reported on the passing of the former Town Police Chief and one-time interim Town Manager, Sheldon Levi.

## 9. COUNCILMEMBER REPORTS

Councilmember Perkin noted that the enforcement of timed parking has gone down and would like to talk about timed parking enforcement at the next meeting.

## 10. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission did not meet on June 27<sup>th</sup>.

Councilmember Daubresse reported that the Architectural Review Board (ARB) did not meet on June 27<sup>th</sup>.

## 11. ADMINISTRATIVE REPORTS

### a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet and responded to brief questions from the council.

Mr. Linn gave an update as part of the report. He mentioned that staff followed up with the Prince William County Traffic Safety Engineering Branch Manager regarding the lighting at the crosswalk on Washington Street. He advised that he was informed that Supervisor Boddye had approved the cost to have Dominion upgrade the lighting and the lights will be upgraded in the coming weeks. That the installation of a new light at the intersection was pending the quote from Dominion Power and then approval from Supervisor Boddye.

Councilmember Perkins asked if there were any updates on the Beer Garden.

Mr. Linn responded that the applicant has obtained his business license and advises they are pushing for an August 1<sup>st</sup> opening.

Councilmember Daubresse asked if any cost estimates will be provided on the River Walk Expansion Project.

Mr. Linn indicated that there would likely not be any cost estimates in the Riverwalk Expansion Project report, only vignettes and a narrative of the project.

Mayor Porta asked if there were any updates on the Post Office wall repair.

Mr. Linn advised that the owner of the property finally received the building permit from the County and construction will begin soon. He also indicated that the contractor estimates two weeks for the construction to be complete pending any final inspections by the County.

#### **b. Town Treasurer's Report**

The interim Town Treasurer, Mrs. Quist, provided a written report as part of the agenda packet.

Councilmember Perkins asked for an update on the meals tax delinquencies.

Mr. Linn explained that the one outstanding business had paid their outstanding meals tax and that as of the Council meeting, there were no outstanding meals tax delinquencies.

#### **c. Town Attorney**

Mr. Crim provided a written report as part of the agenda packet. There were no questions.

Mayor Porta asked for unanimous consent to move up on the agenda the EV Charger Discussion item. There being no objection, the item was moved up on the agenda.

## **12. DISCUSSION ITEMS**

#### **c. EV Charger Discussion**

Mr. Whitmoyer reported on having an EV charging station funding option with Greenspot through the Mid-Atlantic Electrification Partnership to install EV chargers at 172 Mill Street, which was discussed at the March 21<sup>st</sup> council meeting. From that meeting, Town Council directed staff to reach out to other vendors for comparison. Staff researched other vendors and based on the responses and discussion with the Town Attorney, recommended engaging with potential vendors for a vendor owned model that would require the Town to grant franchising agreements for any charging stations.

Councilmember Perkins noted concerns on the potential level of charging per hour of the proposed EV charging station.

Mr. Whitmoyer replied that the charging stations would be level 2 and noted that the cost for a DC fast charger is higher and potential vendors wouldn't want a franchise due to the costs of maintaining the charging station. Mr. Whitmoyer indicated that each of the vendors contacted by staff recommend the level 2 charger based off current infrastructure and anticipated needs for the Town.

After further discussion Town Council direct staff to proceed with a franchise agreement to solicit bids for potential vendors.

### 13. REGULAR BUSINESS

- a. **Request to Approve a Resolution Naming the 19<sup>th</sup> Century Corps of Army Engineers Dike in the Occoquan River**

**Councilmember Perkins moved to adopt Resolution R-2023-12 to Name the 19<sup>th</sup> Century Dike Heron's Haven, as submitted by Tom and Mary Craig, for a term of one year beginning immediately, and expiring on June 30<sup>th</sup>, 2024. Councilmember Fithian seconded. Motion passed unanimously by voice vote.**

- b. **Seasonal Shuttle Update and Request to Set Not-to-Exceed Amount**

Mr. Linn noted that the discussion is a follow-up to the June 20<sup>th</sup> council meeting, where staff presented estimates and options for a seasonal shuttle service to the Business District from the Rt. 123 and Old Bridge Commuter Lot. The request by staff is to approve a contract with Skyline Worldwide Transportation to provide a pilot program for the fall beginning in September 2023. Staff recommended a Saturday only service and using CIP funds from the Vehicles and Equipment Improvements Budget.

**Councilmember Freeborne Brinton moved that the Town, upon review and approval by the Town Attorney, enter into an agreement with Skyline Worldwide Transportation to provide a seasonal shuttle pilot for an amount not-to-exceed \$15,000. Councilmember Perkins seconded. Motion passed unanimously by voice vote.**

### 14. DISCUSSION ITEMS

- a. **RiverFest Report**

Ms. Little provided a report as part of the agenda packet and responded to brief questions from the council.

Mayor Porta noted that RiverFest is moving in the right direction. He further indicated that increasing activities at Riverfest brings in more people and more people will draw in more vendors, which will lead to more sponsorships.

- b. **Mural Contest Discussion**

Mayor Porta commented that the submissions were all suitable for inclusion in the Town and asked staff to (1) look into more spaces for public art and (2) look for options to fund for more public art in Town.

Councilmember Perkins noted that the Planning Commission is looking into a public arts program that would address those requests as well.

Town Council then began to discuss the three final mural designs. After discussion from all council members, the Council selected Alethea Marie Robinson's mural design to go up on the retaining wall at Rt. 123 and Commerce Street.

**Councilmember Perkins moved to select Alethea Marie Robinson as the awardee of the mural design contest. Councilmember Fithian seconded. Motion passed unanimously by roll call vote. Ayes: Councilmember Fithian, Councilmember Daubresse, Councilmember Freeborne Brinton, Councilmember Perkins**

**Nays:** None

**c. River Road Discussion**

Town resident Tra Nguyen was given an opportunity to speak since she had missed Citizens Time. Ms. Nguyen asked why the no parking signs were placed at the end of River Road and was concerned that she did not know where to park her additional vehicles.

Mr. Linn responded that the gravel lot at the end of River Road is Town property and is planned to be used as Town storage. The signs were put up in advance of the meeting to provide notice to residents who had previously used the Town's lot as additional parking and a place to store their trash. Mr. Linn further advised that there is no HOA for River Road residents.

**d. Rt. 123 Traffic Proposal Discussion**

Mayor Porta asked for unanimous consent to add to the agenda a report for traffic proposals for Rt. 123. There being no objection, the item was added to the agenda.

Mayor Porta indicated that he had been contacted by a local group concerned about the proposed Rt. 123/Old Bridge flyover project. He explained that the group had prepared a letter to VDOT and had asked the Mayor to consider signing the letter, which he advised that he could not do without Council action. Mayor Porta provided the council members with a copy of the letter, as well as suggestions from other parties, and indicated that Council should familiarize themselves with the various proposals for upcoming action on the Rt. 123/Old Bridge expansion, and consider whether or not they wished the town to take a formal position on any of them.

**15. ADJOURNMENT**

The meeting was adjourned at 9:38 p.m.

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Philip Auville, Town Clerk





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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> September 5, 2023
<b>4B:</b> Request to Adopt Resolution Recognizing Vulcan Materials Company for Service to the Occoquan Community	

**Attachments:** a. Draft Resolution R-2023-14

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to adopt a resolution recognizing Vulcan Materials Company for its service to the Occoquan Community.

**Background**

The first rock pit near the Town of Occoquan was started in the 1950's by W.A. Graham construction and was part of the first dam construction on the Occoquan River. They stayed after the dam was completed and started selling stone to the local market. Vulcan Materials Company (VMC) bought the company in the 1960's. The first pit was closed in the 1970's and the mining operation moved into the current location.

Since the 1970's VMC has made itself a good neighbor and contributor to the Town of Occoquan. VMC has donated stone to the Town for landscaping purposes as well as for riprap to be used to protect the river shoreline from water, waves, and ice erosion. For several years VMC has regularly sent a sweeper truck into Town to clean the town roadway, especially before Town events, such as Riverfest and the Fall Arts & Crafts Show and after flooding conditions. VMC also permitted the Town to utilize its once owned property across the river during the semiannual Arts & Crafts Shows so that buses could access and turn around. VMC has also donated a spirit rock and school supplies to local schools that serve the Occoquan community. All at no cost to the Town.

**Staff Recommendation:** Adopt the Resolution as presented.

**Proposed/Suggested Motion:**

"I move to adopt Resolution R-2023-14 recognizing Vulcan Materials Company for its service to the Occoquan community."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION R-2023-14**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO  
VULCAN MATERIALS COMPANY**

**WHEREAS**, in the 1960's, Vulcan Materials Company (VMC) began operations at its location at 1000 Ox Road, Lorton, VA just across the river from the Town of Occoquan; and

**WHEREAS**, Vulcan Materials Company is considered one of the nation's largest producer of construction aggregates; and

**WHEREAS**, at no cost to the Town, the Vulcan Material Company has made itself a good neighbor and corporate contributor to the Town of Occoquan. Specifically, since the 1970's VMC has donated stone to the Town for landscaping purposes as well as for riprap to be used to protect the river shoreline from water, waves, and ice erosion; VMC regularly sends a sweep truck into Town to clean the town roadway; VMC also permitted the Town to utilize its once owned property across the river during Town events to permit buses to access and turn around; VMC has also donated a spirit rock and school supplies to local schools that serve the Occoquan community; and

**WHEREAS**, the actions, efforts, and donations have earned Vulcan Material Company the respect and gratitude of the Occoquan community, residents, Town staff, and numerous Occoquan Town Councils; and

**WHEREAS**, the Town of Occoquan wishes to express its profound and sincere appreciation to Vulcan Materials Company, for its dedicated service to the Occoquan community; and

**WHEREAS**, we all hope that Vulcan Materials Company will continue to be a positive contributor to the Occoquan community.

**NOW, THEREFORE, BE IT RESOLVED**, the Occoquan Town Council hereby expresses its profound and sincere appreciation to Vulcan Materials Company and its employees for their service to the Occoquan community.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 5<sup>th</sup> Day of September, 2023.**

**MOTION:**

**DATE: September 5, 2023  
Town Council Meeting**

**SECOND:**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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

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**Philip Auville, Town Clerk**



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> September 5, 2023
<b>4C: Request to Execute Participation Agreement for IDSP</b>	

**Attachments:** a. Draft Participation Agreement

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to authorize the Town Manager to execute a Participation Agreement with Directional Signing Program, LLC for the Virginia Department of Transportation's (VDOT) Integrated Directional Signing Program (IDSP).

Due to a significant amount of deferred maintenance and safety concerns, VDOT has decided to infuse one-time funding into the SGS program via the Supplemental Guide Signs Safety Project (SGSSP). To do so, VDOT's contractor, Directional Signing Program, LLC, has asked the Town to sign a new Participation Agreement.

**Background**

The Town of Occoquan has long been a part of the Supplemental Guide Sign (SGS) program under VDOT's IDSP. Through the program, VDOT or its contractor installs two "Historic Occoquan" signs along I-95 at no cost to the Town. The Town is only required to pay potential maintenance and repair fees.

**Staff Recommendation:** Approve participation agreement and authorize execution.

**Cost and Financing:** Any potential M&R to be covered by existing line items

**Account Number:** Signage M&R

**Proposed/Suggested Motion:**

"I move that the Town Manager enter into a Participation Agreement with Directional Signing Program, LLC as part of the Virginia Department of Transportation's (VDOT) Integrated Directional Signing Program (IDSP)"

OR

Other action Council deems appropriate.

**VDOT Integrated Directional Signing Program (IDSP) Participation Agreement  
Supplemental Guide Signs (SGS) Program**

**ORD-10674-S7B9Z6**

Legal Name of Participant: Town of Occoquan Phone: (703) 491-1918  
 d/b/a: Historic Occoquan Fax: \_\_\_\_\_  
 Mailing Address: 314 Mill Street, PO Box 195, Occoquan, VA 22125  
 Contact Person: Ernest Porta, Jr Phone: (703) 491-1918  
 Email: townmanager@occoquanva.gov URL: www.occoquanva.gov

Participant authorizes the Virginia Department of Transportation ("VDOT") or Directional Signing Program, LLC, the Authorized VDOT Contractor ("Contractor") to install and maintain Supplemental Guide Signs ("SGS") as described below. The term of this Agreement (the "Contract") is subject to VDOT's Integrated Directional Signing Program Participation Criteria, VDOT IDSP Fees, and the IDSP Operating Procedures. The amounts below represent annual fees, but the commencement date and actual fees are based on the installation date and the fee will be prorated accordingly.

Main Route	Exit	Description	Direction	District	Sign Type	Status	Annual Fee
I 095	160	Historic Occoquan	North	Northern Virginia	ML	Eligible	\$0.00
I 095	160	Historic Occoquan	South	Northern Virginia	ML	Eligible	\$0.00
<b>Total Due:</b>							<b>\$0.00</b>

**Participant agrees to pay the Contractor for any agreed upon maintenance and/or construction costs, including the following administrative costs:**

**Annual Fee\* - Major Sign (12' sq and over): \$700 per sign**

**Annual Fee\* - Minor Sign (under 12' sq): \$250 per sign**

\*For Commercial Entities Only, except Wineries. Wineries are charged \$450 per year for each set of up to five (5) signs. Costs associated with the maintenance fee for wineries shall be paid by VDOT. Government and Non-Profit entities are not charged annual fees.

This Contract shall automatically renew on September 30th each year, unless otherwise notified by the Contractor or VDOT. Annual fees are due on September 30th each year.

The Contractor will fabricate and install the signs for each location within six (6) weeks of the receipt of all materials.

Nothing herein shall prohibit Participant from giving written notice to terminate this at any time, however, in such event, Participant will have accelerated the end of the applicable term and may lose its right to participate in the SGS Program in accordance with VDOT Rules and Regulations. No refunds will be given to Participants who choose to cancel their contract.

The parties agree that this Contract may be delivered and executed electronically, in accordance with the provisions of the Uniform Electronic Transactions Act, as set forth in Section 59.1-479, et seq., of the Code of Virginia.

Contractor's Initials: \_\_\_\_\_ Participants Initials: \_\_\_\_\_

Signer for Participant represents they are authorized to sign on behalf of Participant and have reviewed and understand the Participation Criteria and the Rules and Regulation of the Specific Travel Services (TODS) Program.

This Contract is signed and accepted subject to the following documents pertaining to the Virginia Specific Travel Services (TODS) Program: (i) the Addendum attached hereto; (ii) the Terms and Conditions attached hereto; (iii) VDOT's Integrated Directional Signing Program Participation Criteria, VDOT IDSP Fees, and the IDSP Operating Procedures as they currently exist, inclusive of any changes thereto, all of which by this reference are deemed incorporated in their entirety into the CONTRACT.

VDOT IDSP Authorized  
Contractor Directional Signing  
Program, LLC

By \_\_\_\_\_

Authorized Agent

PARTICIPANT:

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

Print: \_\_\_\_\_

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

**INTEGRATED DIRECTIONAL SIGNING PROGRAM  
TERMS AND CONDITIONS – SUPPLEMENTAL GUIDE SIGNS**

**ACCEPTANCE OF CONTRACT.** This contract shall become binding upon execution of a duly authorized officer or agent of Participant and acceptance by an officer of the Contractor. The Contractor may take reasonable time to check credit and retains the right not to accept this Contract.

**NOTICE:** Any written notice required under this Contract shall be given by regular mail, postage prepaid, with sufficient proof of mailing which may be either a United States postal certificate of mailing or a certificate of service confirming such mailing prepared by the sender.

**FEE:** VDOT reserves the right to increase the participation fee. In the event that VDOT exercises its right to increase the participation fee, the Contractor shall have the right to increase the payments due hereunder by providing thirty (30) days prior written notice to Participant. Billing for new Participants will be rendered following the date of installation and will be paid within thirty (30) days of receipt. The annual fees for renewing Participants will be due on September 30th of the applicable year.

**PARTICIPANT REPRESENTATIONS:** Participant represents and warrants that it is, and will continue to be during the term of this Contract and any renewal Contracts, a facility or establishment listed under VDOT's "Acceptable Sites" for Supplemental Guide Signs ("SGS"), with all facilities and operations for such service required for participation as a SGS, as outlined in VDOT participation criteria, policies, procedures, rules and regulations pertaining to SGS. During the term of this Contract and any renewal Contract, Participant agrees that the Contractor or VDOT personnel may inspect the Participant's business for compliance with the Participation Criteria, and the Rules and Regulations.

**CONFORMITY.** Participant represents and warrants that it is, and will continue at all times during this contract, to be in conformity with all Federal and State laws including those requiring Participant to provide its services without regard to race, color, sex, religion, age, or national origin.

**DESIGN.** If the Contractor is requested by Participant to submit artwork, then artwork submitted by the Contractor shall be approved or substitute artwork shall be furnished by Participant within ten (10) days after submission. In case of default in furnishing or approval of artwork by Participant, then commencement of service shall be deemed to occur on the dates on which the various spaces are available for occupancy. Participant warrants that approved artwork does not infringe upon any trademark or copyright, State or Federal. Participant agrees to defend, indemnify, and hold the Contractor and VDOT free and harmless from any and all lost liability, claims, and demands, including attorney's fees, arising out of the character, contents, or subject matter of any design displayed pursuant to this contract. The Contractor reserves the right to reject any design or logo not acceptable to VDOT.

**SEVERABILITY.** This contract is to be governed by and construed according to the laws of the Commonwealth of Virginia. Any provision of this contract which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provisions in any other jurisdiction. To the extent permitted by applicable law, Participant hereby waives any provision of law which renders any provision hereof prohibitive or unenforceable in any respect.

**DELAY AND INTERRUPTIONS TO SERVICE:** The Contractor shall not be liable for loss or damage on account of delay(s) due to any reason not in the Contractor or VDOT's control. In the event VDOT or the Contractor is responsible for a delay or interruption, the Contractor may either issue necessary credit(s) or extend the contract beyond its termination date to make up for the delay or interruption. In the event any of the locations covered by this contract become so impaired as to permanently destroy the value, Participant may delete such location from this contract. In either case, Participant shall be given credit pro rata, for the deleted location, and it shall have no further rights against the Contractor. Highway construction or maintenance may temporarily interfere with signing or highway access. VDOT and the Contractor have no liability whatsoever to Participant for any such interference or damages claimed. If a SGS or sign structure is not in service for a period exceeding seven (7) days, the Contractor may reimburse the impacted Participant on a pro-rata basis. If a sign or structure is permanently removed, this contract will be null and void and the Contractor shall refund pro-rata any unearned fees.

**TRANSFER OF CONTRACTOR.** Participant agrees in the event of termination or nonrenewal of the agreement between the Contractor and VDOT, this Contract will be terminated or automatically transferred to VDOT or the newly designated VDOT contractor. If this Contract is terminated, the Contractor shall return to Participant pro-rated unearned fees from the termination date. VDOT shall notify Participants in writing of any termination or assignment of this Contract. After any such termination, the prior Contractor shall have no further obligations under this Contract, and Participant shall hold Contractor harmless for same.

**DAMAGES.** VDOT and the Contractor are not liable for loss or damages of any kind whatsoever, arising out of the participation in the VDOT Integrated Directional Signing Program ("IDSP") in accordance with the terms of this Contract, or the Participation Criteria, procedures, policies, rules and regulations pertaining to the IDSP, including any loss or damages.

**TERMINATION FOR DEFAULT.** The contract will be terminated and Participant's sign(s) will be removed for default if the establishment ceases to exist; is found in non-compliance with eligibility or other criteria and all corrections are not made within thirty (30) calendar days of written notice; nonpayment of invoice within thirty (30) days of due date; is in default of any liability, obligation, covenant, warranties or certification made by the establishment and continuance of such default for ten (10) days after receiving written notice.

**DISQUALIFICATION.** Erection and maintenance of any advertising device found to be in violation of State or Federal laws or regulations shall disqualify a facility from participating in the VDOT IDSP and shall be cause for the removal of any previously authorized sign(s) without reimbursement.

**MAINTENANCE, REPAIRS, and REMOVALS:** Participant shall notify the Contractor of any damage to or disrepair of the sign or sign structure within fifteen (15) business days of discovery. The Contractor shall notify the Participant of any damage to or disrepair of the sign. All maintenance, construction, and removal costs will be the responsibility of the Participant. Once restoration work has begun a \$100 responsive maintenance fee will be charged to the customer.



# 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  
Cindy Fithian  
Eliot Perkins  
Nancy Freeborne Brinton  
Theo Daubresse

**TOWN MANAGER**  
Adam C. Linn, J.D.

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

**FROM:** Adam C. Linn, Town Manager

**DATE:** September 5, 2023

**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

**ARPA (SLFRF) Update - UPDATED:** 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](http://www.occoquanva.gov/american-rescue-plan-act). An update and review of the Spending Plan occurred at the March 7, 2023, Town Council Meeting. The revised plan has been integrated into the FY24 Capital Improvements Program Budget. As such, in FY24, Town staff will continue to update the Town Council on the SLFRF funded projects and solicit feedback but will no longer be seeking any approvals or appropriations of funds, unless changes are required.

### SLFRF Spending Plan Projects:

**Community Flood Preparedness Fund (CFPF) Grant - UPDATED:** In April 2022, 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). In January 2023, town staff received notification that the grant was awarded in the amount of \$84,902.50 with a total project cost of \$169,805 and a required match of 50% by the Town. The awarded grant funds a study by Weston & Sampson that will evaluate the Town's stormwater and flood resilience. Ultimately, in the grant will fund the creation of an actionable plan that, when implemented, will increase the town's overall resiliency and response to the impacts of climate change within the community and region. The contractor is currently collecting and analyzing data on existing stormwater BMPs in the Town. On July 28<sup>th</sup>, Town staff sent notice to affected property owners and has received signed permission from most of them. Field inspection will start the week of September 17<sup>th</sup>. The study will continue throughout the remainder of the calendar year with multiple opportunities for staff and community engagement.

**Riverwalk Expansion Project - UPDATED:** At the September 20, 2022, meeting, Town Council set a not-to-exceed amount of \$41,000 SLFRF funding to support the Planning Commission on its Riverwalk Visioning process. With the approval of Town Council, Town staff secured a contract with the Berkley Group. The Group has created an existing conditions map and created a first draft of a master vision plan. Town staff and Berkley Group representatives held a public input meeting on June 15<sup>th</sup> at Town Hall. The Berkley Group used feedback from that event to create a Draft Vision Plan Report. Town staff met with the Berkley Group on August 25<sup>th</sup>, 2023 to review the draft and offer revisions. The Berkley

Group is currently revising the draft and plans to submit to Planning Commission and Town staff by the end of September.

River Mill Playground and Picnic Area - UPDATED: Town staff is currently exploring equipment options that include soft play features with animals and nature-themed objects made out of sculpted and hardened foam. Staff has received proposals from two potential vendors and will update Town Council at its first September meeting. Staff will give updates as the search progresses.

Town Signage Updates - UPDATED: Town staff has chosen a vendor for two welcome signs, a wayfinder at Mamie Davis Park, and an events kiosk at River Mill Park. All signs are currently in permitting with the County or approved by VDOT ahead of install in the fall. Part of the funding for these updates will also go towards a mural contest. For more information see the mural item at the end of this section

Stormwater Improvements: On March 17<sup>th</sup> Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. Staff does not expect any updates on funding until Fall 2023.

Route 123 and Commerce Street Mural - UPDATED: Using funds for town signage and beautification, Town staff held a mural design contest for a mural to be painted on the retaining wall at the intersection of Route 123 (Gordon Boulevard) and Commerce Street. On June 29<sup>th</sup> the award committee met and made its recommendations to Town Council. At its July 18<sup>th</sup> meeting, Town Council selected Alethea Marie Robinson's submission as the winner and directed staff to find locations and funding for the other two finalists' mural as well. A revised mural design and contract will be brought to Town Council for approval at its first September meeting. For more information, please visit [www.occoquanva.gov/public-art](http://www.occoquanva.gov/public-art).

Other Projects: Further SLFRF funded projects were incorporated into the FY24 CIP Budget. As projects are implemented, more updates will follow.

### **Development Project Updates:**

The Mill at Occoquan: The Mill at Occoquan project's revised site plan has been submitted and second round comments have been sent to the applicant. Approval of the floodplain study was provided by FEMA on November 4, 2022. The developer is currently preparing for the demolition permitting process.

The Mill Street Beer Garden - UPDATED: The developer has received a revised site plan approval and has completed the bond release process with the Town. The garden opened on August 30<sup>th</sup>, 2023

More information on both projects can be found in the Engineering Section.

**Signage Education and Code Updates:** Town Council approved amendments to the sign code at its June 6, 2023 meeting. The changes limit businesses and residents to one, unpermitted A-frame sign amongst other changes. The full ordinance with the changes is available at [www.occoquanva.gov/business/sign-permits](http://www.occoquanva.gov/business/sign-permits). Town staff is currently updating signage education literature to reflect those changes. To review your current signage and ask any questions please email [signpermits@occoquanva.gov](mailto:signpermits@occoquanva.gov).

**VDOT TAP Grant Project:** In early May 2022, Town 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 was notified by County staff that surveying along McKenzie, Union, and Ellicott Streets will begin in August 2023. A notice was sent to affected property owners by the County in July. Staff is waiting to receive construction start dates from the County. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

**FY2024 Capital Projects:** Updates on FY2024 capital projects will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

**Mill Street Water Issue:** Town staff reinstalled 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 inlet. Town staff is actively reviewing better temporary solutions as well as permanent solutions. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

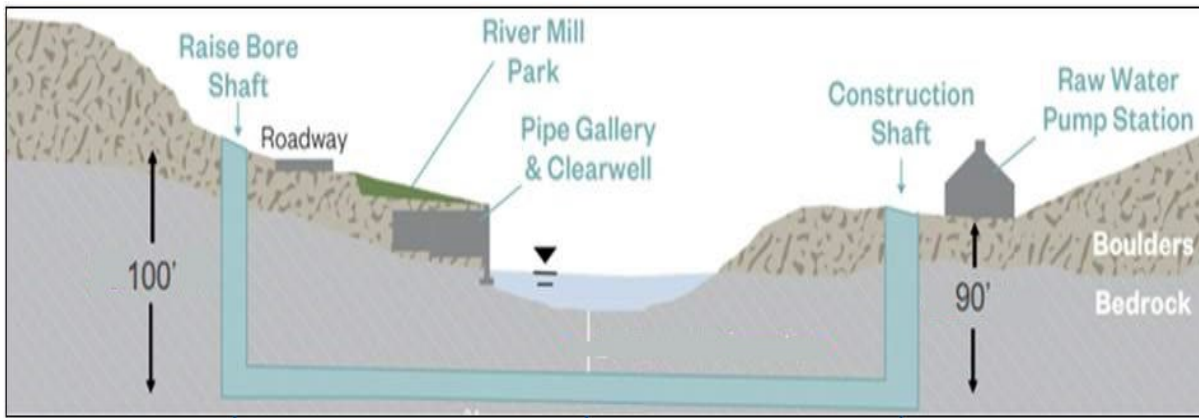
**DEQ ARPA Wastewater Funds 2022 Appropriation:** The Town received through the Department of Environmental Quality (DEQ) up to \$325,000 in ARPA funding for wastewater and stormwater remediation as a result of a funding request made by Mayor Porta in November 2021. Town staff submitted an initial program application on September 28, 2022, 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). On November 4, 2022, Town staff submitted a revised application to include other related stormwater projects for the full \$325,000. As part of the DEQ stormwater remediation, Town also obtained an environmental endangered animal study update for the applicable area. The first component, dredging, was completed as of February 24, 2023. Staff is now working with DEQ to fund other stormwater related projects with the remainder of the \$325,000 grant and has met on site with potential contractors. Staff submitted quotes to DEQ in early June and is now waiting on a response to other requested documentation provided in July.

**Fairfax Water Construction - UPDATED:** The boring project under the Occoquan River continues, and the contractor has made improvements to the roadway and property to assist traffic flow. Completion of the project is expected by summer of 2024. Boring commenced on the Fairfax side of the Occoquan River. The contractor began blasting on April 26th and continued blasting events are expected over the next several months. Short periods (approximately 15-20 minutes) of closure of the access road to the raw water pump station, foot bridge, and River Mill Park are expected to occur during the period of blasting. The blasting is minimal, with minimal disruption to Town. Staff is working with Fairfax Water Authority's project manager to provide notice to residents and visitors. To stay up to date on blastings, please sign up for AlertOccoquan at: [www.occoquanva.gov/living-here/alertoccoquan](http://www.occoquanva.gov/living-here/alertoccoquan).

Blasting has recently reached bedrock and the feel of the blasting has increased. Residents and businesses have reached out to staff concerning the increase in the feel of the blasting. Staff has contacted Fairfax Water regarding the concerns and have been advised that the blast readings in River Mill Park are still considered within acceptable range and should not create any structural damage to properties in Town.

Below is a rendering of the project:





**Property Maintenance Enforcement:** As of July 1<sup>st</sup>, 2023, Prince William County is now in charge of the Town’s property maintenance enforcement. Enforcement will be complaint based and residents can submit their complaints directly to the County by visiting [www.pwcva.gov/departments/neighborhood-services](http://www.pwcva.gov/departments/neighborhood-services) or calling (703) 792-7018 (TTY: 711).

More information on property maintenance enforcement can be found in the Property Maintenance Code Section below.

**Post Office Structural Damage - UPDATED:** On April 14, 2023, the Occoquan Post Office sustained structural damage due to a vehicle crash. Construction was completed as of late August and all cones and signage have been removed by Town staff. Residents are now able to mail packages, buy stamps, and complete all other retail transactions that were available before the closure.

**Crosswalk Safety Project:** On May 31, 2023, Town staff meet with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County’s Safe Sidewalk grant. PWCDOT has advised that Supervisor Boddye approved the cost quote for the replacement of old streetlight heads with new LED and that they will be completed within the next few weeks by Dominion Electric. PWCDOT also advised that they are waiting on Dominion Electric to provide the cost quote to place a new streetlight at the crosswalk.

**Sinkhole at Poplar Alley and Union Street - NEW:** Town staff was notified of a potential sinkhole at the intersection of Poplar Alley and Union Street. Staff is working with the County to address the issue and will be conducting camera inspections of the stormwater infrastructure in the affected area in early September. The Town Engineer has advised that no imminent safety issues exist.

## Treasurer Report - Supplemental Information

The July 2023 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
HAVANA BOUTIQUE*	2	7/7/2023

\*Business closed as of August 2023

Transient Occupancy 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
BABBANME LLC	2	
THE SPOT ON MILL STREET	1	

Real Estate Delinquencies			
Property Owner	Years of Delinquency	Date of Last Notice	Notes
GRANNY'S COTTAGE INC	7	12/1/2022	
HOUGHTON RONALD W ETAL	5	12/1/2022	
INTERNATIONAL PEACE MISSION INC	1	7/10/2023	

## Engineering

**FEMA Flood Insurance Rate Map (FIRM) - no change from last report:** Multiple appeals by residents in Prince William County will delay adoption until spring 2024, assuming no additional appeals. Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Following resolution of any other comments FEMA will issue a Letter of Final Determination, with an effective date. May require update of ordinance.

**Rivertown Overlook Project - no change from last report:** Land Disturbance Permit issued – construction complete. Erosion inspections recommended to cease. Awaiting submission of as-built plans and request for bond reduction/release.

**Mill at Occoquan - no change from last report:** Site plan submitted June 4, 2022, with Town and VDOT comments provided to Applicant’s engineer on July 19, 2022. Revised site plan submitted on May 25, 2023. All agency and Town comments returned to Applicant’s engineer by June 26, 2023. Approval not recommended at this time.

### State Local Fiscal Recovery Funds (SLFRF)

- **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. Previous structural calculations for stage reviewed with option to use outside consultant under consideration. Sketch plan will be required.
- **Community Flood Preparedness Fund (CFPF) Flood Protection Study - no change from last report:** Resiliency Plan grant consultant coordination of tasks including storm as-builts and infrastructure evaluation.

**FCWA River Crossing Construction - no change from last report:** Project underway. Blasting occurred on April 26, 2023.

**200 Mill Street - Beer Garden - no change from last report:** Land Disturbance Permit issued. Bonds and agreements posted and executed and now released. Construction for site plan completed, with minor building modifications proceeding. Site work completed and bonds released.

**127 Washington Street - landscape plan - update from last report:** landscape plan deemed in accordance with Town Code by staff.

**Town Shed on Commerce Street - update from last report -** Town staff to apply for VDOT Land Use Permit for shed. Zoning Administrator will review zoning application following VDOT permit issuance.

**Pavement breach at Poplar Alley and Union Street - update from last report -** PWC contacted and will assist in coordinating repair after camera of culvert. No imminent safety issues.

### 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; second submission 5/25/23, comments provided 6/26/23
105 Poplar Lane	Not assigned	Single family detached	Modifications to house and lot for final Occupancy Permit

## Zoning

**IMPORTANT NOTICE:** On June 6, 2023, Town Council amended the Zoning Code to grant the Zoning Administrator the authority to make modifications from the Code with respect to certain physical requirements on lots. As such, a new list of zoning modification requests has been added to this section of the report. Residents can learn more about zoning modifications at [www.occoquanva.gov/government/zoning-land-development-and-building](http://www.occoquanva.gov/government/zoning-land-development-and-building).

A. The following is a list of **zoning reviews** from August 1 to August 31, 2023:

	Zoning Application #	Property Address	Activity
1	TZP2023-027	114 Commerce Street	Carport Rebuild
2	TZP2023-028	104 Vista Knoll Dr	Solar Install
3	TZP2023-029	124 Commerce Street	Install Storage Shed
4	TZP2023-030	125 Mill Street, #3	Change of Use
5	TZP2023-031	458 Mill Street	Install Signage
6	TZP2023-032	1608 Sebring Court	Install Gas Furnace

B. The following is a list of **zoning modification requests** from August 1 to August 31, 2023:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from August 1 to August 31, 2023:

	Property Address	Violation #	Violation	Town Action
1	202 Washington St	OZV-2023-09	Signage	Emailed 7/17/23; Email follow up and phone call 7/27/23; NOV sent 8/22/23.

D. The following is a list of **active/previous violations** from August 1 to August 31, 2023:

	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. Updated plan submitted on 11/28/22. Letter sent on 12/19/22. Follow up from Zoning Administrator on 2/28/23 and on 3/15/23. New NOV sent on 5/16/23. Landscape plan submitted 7/17/23; Violation abated.
2	302 Poplar Alley	OZV-2023-01	Signage	Notified via certified mail 3/22/23; Courtesy email 3/23/23; Receipt of mail 4/4/23; Violation not resolved by deadline 4/22/23; Email from Town staff on 5/11/23; No response and matter referred to Town Attorney on 5/24/23; new NOV sent on 8/22/23.

## Building and Property Maintenance

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

**Property Maintenance:** Starting in July 2023, Prince William County now provides property maintenance enforcement for the Town of Occoquan. All complaints for property issues, excluding signage and yard and landscaping concerns, should be filed with the Prince William County Neighborhood Services at [www.pwcva.gov/department/neighborhood-services](http://www.pwcva.gov/department/neighborhood-services).

## Public Safety

### Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain a professional staff who through education, mentoring, and community policing will maintain a supportive partnership between our community and this Department. We will respect the rights and dignity of all people and always remain approachable and professional.

### Monthly 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 pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

### OPD Division Reports:

#### Professional Standards Division

The Professional Standards Division (PSD) is responsible for internal affair investigations, criminal investigations, and background investigations. Additionally, the OPD Training Unit is housed within the PSD and is responsible for identifying training needs, designing, and implementing training for OPD Officers.

The OPD did not receive any complaints against officers within the Department during the month of August.

The OPD continued to participate in the George Mason University's (GMU) monthly legal training for Law Enforcement Officers within the Northern Virginia Region.

#### Field Operations Division

The Field Operations Division (FOD) is responsible for day-to-day operations throughout the Town.

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk.

Officers provided public safety support for Town events such as Trivia Night and the Concert in the park. OPD hosted its yearly National Night Out event strengthening its commitment to and relationships with our community.

Officers continued enhanced speed enforcement on Route 123, Washington Street, and Union Street/Tanyard Hill Road with the purpose of reducing crashes and promoting safe vehicular and pedestrian traffic movement.



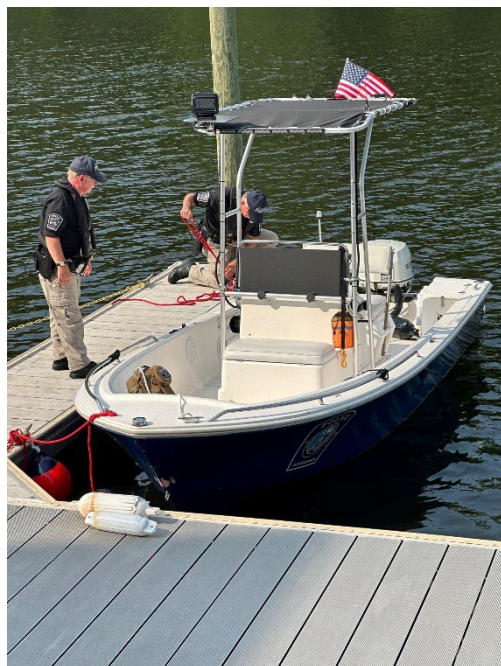
Officers continued to use DMV Grant enforcement funds for impaired driving, pedestrian safety, and speed to reduce crashes and promote safe vehicular and pedestrian traffic movement within the Town as well as in support of safer roads within Fairfax and Prince William Counties.

The OPD continues to work closely with Fairfax Water Authority staff on the new pipe river crossing project ensuring that plans are in place for safety and security during the blasting operations.

### Special Operations Division

The Special Operations Division (SOD) consists of OPD Officers who have a dual role within the FOD. The SOD consists of Auxiliary Patrol Officers, Parking Enforcement Officers, the Homeland Security and Emergency Management (HSEM) Unit, Marine Patrol Unit, Bicycle Patrol Unit and UTV Patrol Unit.

SOD Officers from the HSEM Unit flew three missions this month in support of an unknown fire in the area of the upper dam and two routine photography missions in support of Town Staff led projects. HSEM Unit Officers also completed monthly UAS training honing their skill set in identifying threats from different angles and positions.



HSEM Unit Officers assigned to physical and cyber security program management completed physical security assessments on Town facilities identifying vulnerabilities to be addressed and new hardware was installed on the Town network to assist in identifying and blocking cyber-attacks.

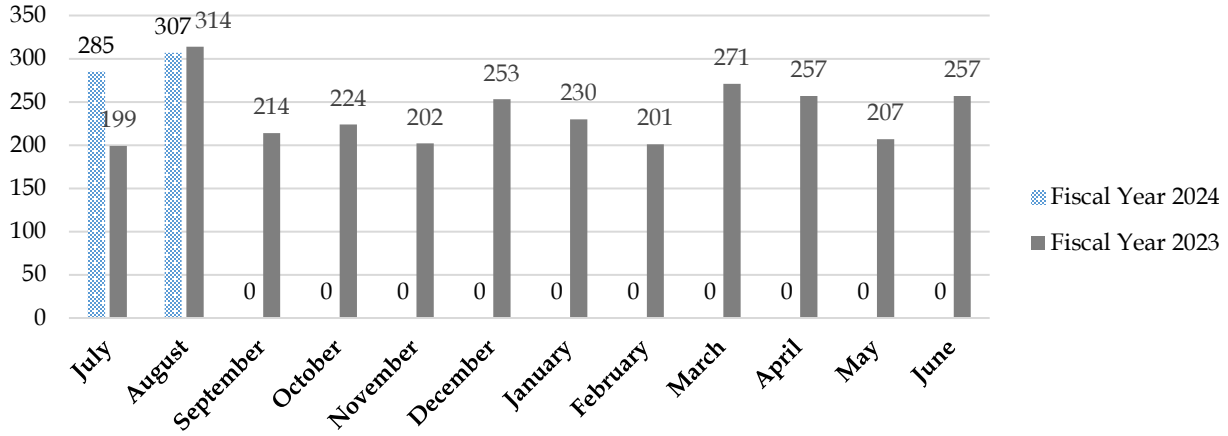
SOD Officers assigned to the Marine Patrol Unit completed their basic boat operators' course, participated in Operation DryWater with regional law enforcement officers, and supported the annual Duck Splash event.

The OPD continued to participate in the monthly Northern Virginia Emergency Response (NVERS) UAS, High Threat Response, and Emergency Managers committees. Additionally, OPD participated in the Northern Virginia Regional Intelligence Center monthly briefing.

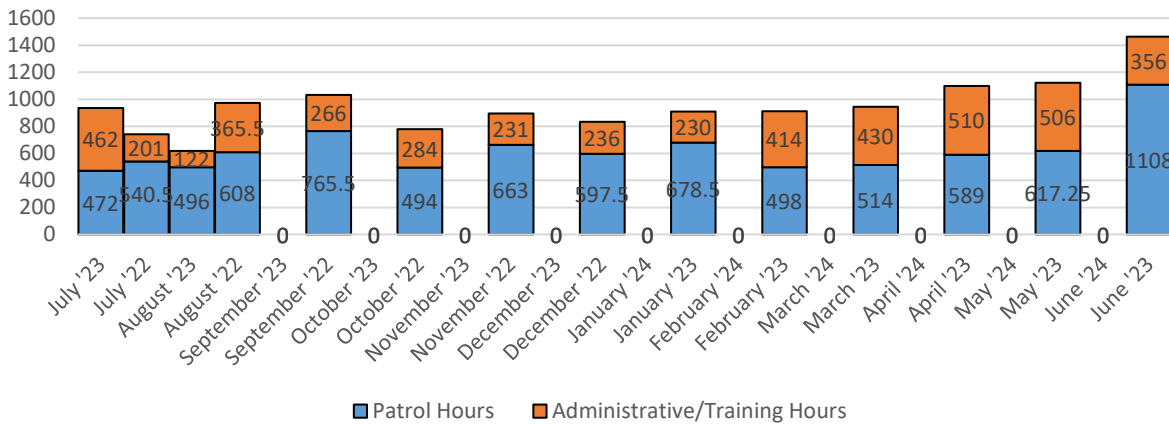
#### **Patrol and Enforcement Activities:**

As of August 29<sup>th</sup>, Police had 112 calls for service, with 13 medical/mental health calls, 11 disabled vehicles/motorist assist calls, 9 vehicle crashes, 9 suspicious person/vehicle/circumstance calls, 8 trespassing calls, 5 disorderly calls, 3 larceny/theft calls, 2 alarm calls, 2 hit and run calls, 2 missing person calls, 2 traffic control calls, 2 noise complaint calls, 2 illegal fishing calls, 1 animal call, 1 roadway obstruction call, 1 attempted suicide call, 1 racing call, 1 fleeing and eluding, 1 found property call, 1 domestic in progress call, 1 warrant service, multiple service/assist calls, and made 3 custodial arrests, issued 291 traffic summonses, 81 parking violations, and 28 warnings.

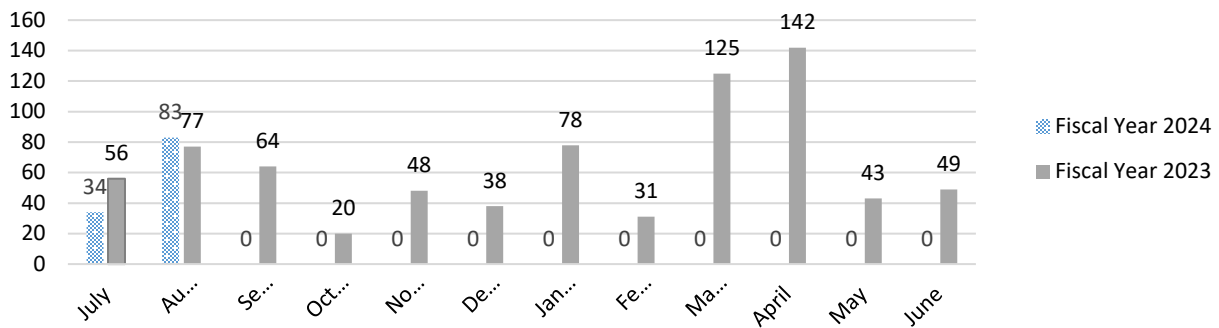
TRAFFIC SUMMONSES FYTD (GRAPH)



PATROL/ ADMINISTRATIVE/ TRAINING HOURS FYTD (GRAPH)



PARKING ENFORCEMENT (CHART/GRAPH)

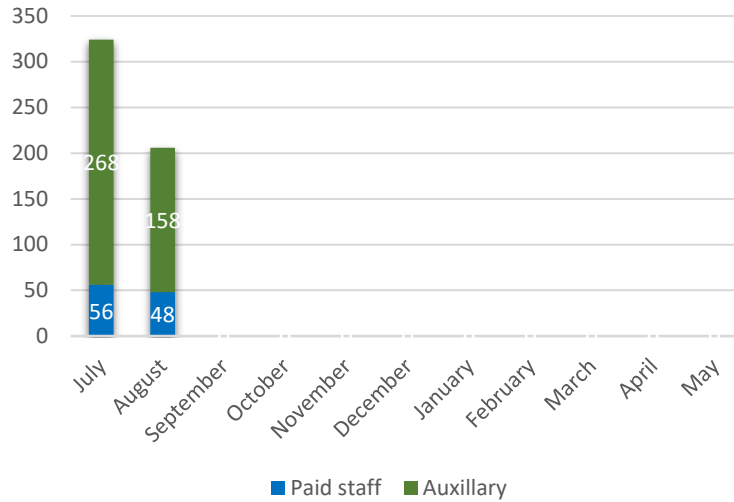




Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 530 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**



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Training Hours	Stops	Interactions	Calls for Service
July	16	24	3	15	4
August	18	0	4	26	1
<b>FY Total</b>	<b>34</b>	<b>24</b>	<b>7</b>	<b>41</b>	<b>5</b>

UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	1	8		1	1
August	4	48		0	2
<b>FY Total</b>	<b>5</b>	<b>56</b>		<b>1</b>	<b>3</b>

## Public Works

### Routine Activities

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

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Repair Gaslight Banners	X				
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/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and Internal clean up and organization
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street			X		Until no longer needed

### Maintenance Highlights (August 2023)

- Installed new signage for *Heron's Haven* on island and at kayak ramp
- Installed new flag holders and flags in River Mill Park
- Submitted all Town gateway and wayfinding signage into permitting
- Started preparations for Fall Arts and Crafts Show

### Special Maintenance Projects

Projects In-Progress: 12      Projects Completed: 8

Below is an updated list of maintenance activities with statuses updated as of August 31, 2023:

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
TH Window Cleaning 2023	Not started		Fall 2023
Repair Town Hall Eave	Not started		FY24
Repair Concrete Steps at Town Hall	In progress		September 2023
Create new mailbox and keybox area for Town Hall front office	Completed	08/17/2023	TBD
<b>Craft Show and Events Support</b>			
Install Fall Show Banners	Completed	08/18/2023	
Extend Bar on Rt. 123 Banner	Completed	08/29/2023	
<b>Landscaping</b>			
Plant liriopie along Mill St buffer in front of 402 Mill	Not started		For Fall Landscaping Review Meeting
Seed and aerate town parks	Not started		For Fall Landscaping Review Meeting
Hardscaping stairs at LOVE sign	In progress		September 2023; materials shortage
Landscaping RMP Bench Swing	In progress		For Fall Landscaping Review Meeting
<b>Park Maintenance</b>			
Create Brace for Mill Stone	Not started		Fall 2023
RMP Bathroom Upgrades	Not started		Fall 2023
Install Chimneys in RMP Lights	Not started		Fall 2023
Add Outlets to RMP and Footbridge	In progress		Fall 2023
Inspect and Repair Town Dock	In progress		Fall 2023
Install New Keypad Lock at RMP Men's Bathroom	In progress		Fall 2023
Mamie Davis Park Signage Update	In progress		In PWC permitting
River Mill Park Signage Update	In progress		In PWC permitting
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused

Project	Status	Completion Date	Notes
Fall Brick Repair and Replacement	Not started		Fall 2023
Poplar Lot Reorganization	Not started		Fall 2023
Transfer box set up at Annex	Not started		Paused
Public Works Inventory	In progress		Creating log sheet and adding PW locations
Town Gateway Updates	In progress		Tanyard Hill Signage in PWC Permitting; Proofing Commerce Signage
Install Island Naming Signage	Completed	08/24/2023	
Install Flag Holders at RMP	Completed	08/03/2023	
Paint Town Planters	Completed	08/08/2023	
<b>Streets, Sidewalks, and Parking</b>			
Replace toppers on gaslights	In progress		Fall 2023
Remove stickers from town signs	In progress		Fall 2023
Relocate Parking Sign at 302 Commerce to Gaslight Post	Completed	08/08/2023	
Install Memorial Bricks at RMP	Completed	08/10/2023	

**Brick Installation and Maintenance Projects**

Below is the status of the replacement and maintenance of sidewalk bricks:

Location	Not Started	In Progress	Completed	Notes
N/A				

## Events and Community Development

**Music on Mill:** Our final summer concert is Saturday, September 2: Mystery Machine. More information is at [www.visitoccoquanva.com/music](http://www.visitoccoquanva.com/music).

**Trivia Night:** Up-to-eight person teams, players answer six rounds of brain busters for their chance to win the grand prize of \$100. More information is at [visitoccoquanva.com/trivia](http://visitoccoquanva.com/trivia).

- 2023 Trivia Night Dates
  - Friday, September 15 - Wanderlust
  - Friday, October 20 - Earth Escape

**Fall Arts & Crafts Show, September 23 & 24:** Hosted in the streets of Historic Occoquan, the Fall Arts & Crafts Show will feature two packed days of a wide range of 300 makers and creators in over 20 categories. Visitors will have the opportunity to indulge in festival fare and enjoy live music in the Beer & Wine Garden in River Mill Park and kids will want to stop by Imagination Alley to watch performances by community groups or create their own art at the Art Bar.

Admission: FREE | Shuttle \$8 each or 2 for \$15.

We need volunteers! Opportunities are available at this link:

<https://form.jotform.com/232064213150036>.

- Schedule

SATURDAY, Sept 23

10am-5pm -- Arts & Crafts,  
Live Demos

10am-5pm -- Imagination Alley

11am-1pm -- Paint & Sip

12pm-4pm -- Concert in River Mill Park

12pm-5pm -- Beer & Wine Garden

2pm-4pm -- Paint & Sip

SUNDAY, Sept 24

10am-5pm -- Arts & Crafts, Live  
Demos

10am-5pm -- Imagination Alley

11am-1pm -- Paint & Sip

12pm-4pm -- Concert in River Mill Park

12pm-5pm -- Beer & Wine Garden

2pm-4pm -- Paint & Sip

- Main Events

**Arts & Crafts and Live Demos**

Saturday & Sunday

10:00 a.m. - 5:00 p.m.

Do you love to shop? The wonderful weekend you know and love is back! Get ready for 300 Artisans, Makers, and Creators to fill the streets of Occoquan for this dynamic event. For a demonstration of art techniques, look for signs at vendor booths that say "Ask Me About My Work."

## **Paint & Sip**

Saturday & Sunday

Sessions at 11:00 a.m. and 2:00pm

Explore your creative side at the Occoquan Fall Arts & Craft Show's first PAINT & SIP in River Mill Park!

Painting fosters relaxation, sparks creativity, and produces a one-of-a-kind piece of art by YOU! Local artist, Racheal Bright, will guide you to create your own make-and-take acrylic masterpiece. So, bring a friend and unleash your inner artist!

Tickets include all of the supplies needed to get creative, your choice of a wine slushie from Woodlawn Press Winery or a pour from Water's End Brewery, PLUS a free shuttle pass to the show! Enjoy live bands during your session, too. Each session is 2 hours.

Sessions at 11am and 2pm, both days

Cost per person: \$45

Location: River Mill Park, 458 Mill Street, Occoquan

[Tickets Here](#)

## **Imagination Alley**

Saturday & Sunday

10:00 a.m. - 5:00 p.m.

Bring the kids and explore Imagination Alley-- packed with family fun, junior artisan booths, performances, and tons of arts & crafts, including:

- Make your own art from recycled supplies at the Art Bar
- Create a masterpiece at the spin art machine (fee)
- Have your face painted by Fairy Jennabelle (fee)
- Make your very own bracelet from hand made beads (fee)
- Listen to a book reading by a junior author
- Visit Junior Artisan craft booths
- Paint a rock and leave it OCQ for someone to find!

## **Beer & Wine Garden, plus Live Music**

Saturday & Sunday

12:00 p.m. - 5:00 p.m.

River Mill Park, with its spectacular views of the river, is the perfect spot for concerts, food, and adult beverages. Ample seating makes this a great place to take a break, grab a drink, and enjoy something tasty.

- Collective - Saturday from 12:00 - 4:00 p.m.
- DC Transit Band - Sunday from 12:00 - 4:00 p.m.

## **Food Courts**

Saturday & Sunday

10:00 a.m. - 5:00 p.m.

Mill Street will have two Food Courts for you to enjoy. Look for crepes, paninis, pizza,

Himalayan, Thai, Puerto Rican, and other tasty treats galore! Plus, many of our award-winning restaurants will be open and ready for business!

**Grab a drink to go!**

Saturday & Sunday

10:00 a.m. - 5:00 p.m.

Sip & Stroll your way through the historic district! Our special license allows visitors ages 21+ to purchase alcoholic beverages from a restaurant or festival vendor and carry it within the limits of the festival. Simply visit any participating business and ask for a "to-go."

**Town of Occoquan - Permit Report  
August 2023**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
GAS2023-00907	240 BRAWNERS FARM PL	Exact replacement of 75K Gas furnace	Gas	Issued	R - Alteration/Repair	12/13/2022	
BLD2024-00722	114 COMMERCE ST	Replace/repair, roofing, rafters and two walls, install replacement windows, add door and install garage doors. Rewire garage - separate permit	Building	Pending	R - Alteration/Repair		
BLD2023-07208	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Building	Pending	C - Tenant Layout		
MEC2024-00142	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Mechanical	Pending	C - Tenant Layout		
PLB2024-00151	126 COMMERCE ST	Ballywhack Cafe: New Tenant, no new walls, no demo, minor electrical and plumbing connections	Plumbing	Pending	C - Tenant Layout		
BLD2022-02702	312 COMMERCE ST	150 lf floor joist ,390 lf floor joist replacement , 48 lf sill plate, 375 sf sub floor replacement , 3 intellijacks	Building	Issued	R - Alteration/Repair	02/02/2022	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
PLB2023-00018	312 COMMERCE ST	This is to install a sump pump in connection with a foundation drainage system installation by JES	Plumbing	Issued	R - Alteration/Repair	01/06/2023	
BLD2023-05616	107 EAST LOCUST ST	Furnish and install new exterior wrought iron handrails on the exterior steps (front, rear and left-side). This work does not extend past the existing footprint of the house.	Building	Issued	R - Alteration/Repair	07/17/2023	
BLD2022-06756	126 MILL ST	}}AXL-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	Issued	C - Tenant Layout	06/28/2023	



Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2023-06824	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.	Electrical	Issued	C - Tenant Layout	07/14/2023	
ELE2023-06824	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.	Electrical	Issued	C - Tenant Layout	07/14/2023	
BLD2023-03348	201 MILL ST	Installing additional bracing to egress stairway	Building	Issued	C - Alteration/Repair	03/24/2023	
BLD2023-06806	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident.	Building	Finaled	C - Alteration/Repair	06/26/2023	08/15/2023
ELE2023-06135	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident. ** INSPECT REPAIR TO ELECTRICAL RECEPTACLE AND BOX LISTED IN THE PDR DESCRIPTION **	Electrical	Finaled	C - Alteration/Repair	07/05/2023	08/15/2023
ELE2023-06135	202 MILL ST	Repair an exterior/interior masonry wall damaged from an automobile accident. ** INSPECT REPAIR TO ELECTRICAL RECEPTACLE AND BOX LISTED IN THE PDR DESCRIPTION **	Electrical	Finaled	C - Alteration/Repair	07/05/2023	08/15/2023
BLD2024-00448	205 MILL ST	Erecting way finding signs for the Town of Occoquan	Building	Pending	C - Sign		
BLD2023-02366	402 MILL ST	***TOWN OF OCCOQUAN*** INTERIOR A/R - STRUCTURAL WORKS	Building	Pending	C - Alteration/Repair		
PLB2023-01144	404 MILL ST	WATER SERVICE REPLACEMENT	Plumbing	Issued	R - Alteration/Repair	11/30/2022	
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS	Electrical	Pending	C - Tenant Layout		
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanic	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Pending	C - Tenant Layout		
BLD2024-00407	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Building	Pending	R - Alteration/Repair		
ELE2024-00664	1425 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 10 kW. Addition of [2] 0-30A circuits.	Electrical	Pending	R - Alteration/Repair		
BLD2023-05025	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Building	Finaled	R - Alteration/Repair	05/10/2023	06/29/2023

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Finaled	R - Alteration/Repair	05/10/2023	07/26/2023
ELE2023-05797	1427 OCCOQUAN HEIGHTS CT	Installation of solar panels on existing residential roof. 6 kW. Addition of [15] 0-30A circuits.	Electrical	Finaled	R - Alteration/Repair	05/10/2023	07/26/2023
BLD2023-03992	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Building	Issued	R - Swimming Pool	01/31/2023	
ELE2023-04139	103 POPLAR LN	Electric for inground pool and spa	Electrical	Finaled	R - Swimming Pool	02/01/2023	08/09/2023
ELE2023-05482	103 POPLAR LN	Install 60amp disconnect and two pole circuit breaker 60amp. Run wire associate	Electrical	Issued	R - Swimming Pool	04/14/2023	
GAS2023-01724	103 POPLAR LN	Inground Pool 41' x 18' with 51sf spa and Gas Heater	Gas	Finaled	R - Swimming Pool	05/10/2023	08/14/2023
BLD2022-00079	109 POPLAR LN	}}SIP CUSTOM SFD	Building	Issued	R - New Single Family Dwelling	03/01/2022	
ELE2023-00992	109 POPLAR LN	CUSTOM SFD - TEMP ON POLE FOR CONSTRUCTION	Electrical	Issued	R - New Single Family Dwelling	08/18/2022	
ELE2024-00242	109 POPLAR LN	New underground electrical service of 400amps	Electrical	Issued	R - New Single Family Dwelling	07/19/2023	
MEC2023-02547	109 POPLAR LN	NEW PREFAB FIREPLACE	Mechanical	Issued	R - New Single Family Dwelling	06/28/2023	
PLB2023-01320	109 POPLAR LN	NEW FIXTURES	Plumbing	Issued	R - New Single Family Dwelling	12/16/2022	
BLD2024-00930	104 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6 kW. Addition of [2] 0-30A circuits.	Building	Pending	R - Alteration/Repair		
BLD2024-00029	105 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6.4 kW. Addition of 2 0-30A circuits.	Building	Issued	R - Alteration/Repair	07/25/2023	
ELE2024-00214	105 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 6.4 kW. Addition of 2 0-30A circuits.	Electrical	Issued	R - Alteration/Repair	07/25/2023	
BLD2024-00658	110 VISTA KNOLL DR	Installation of solar panels on existing residential roof. 8 kW. Addition of 2 0-30A circuits.	Building	Pending	R - Alteration/Repair		
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	
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	Issued	C - Tenant Layout	11/28/2022	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
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	Issued	C - Tenant Layout	11/28/2022	
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	Issued	C - Tenant Layout	12/30/2022	
BLD2023-03631	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Building	Issued	R - Alteration/Repair	07/27/2023	
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Issued	R - Alteration/Repair	08/02/2023	
ELE2023-04914	109 WASHINGTON SQUARE CT	Installation of new, roof-mounted Solar photovoltaic electric system - 8.51kW	Electrical	Issued	R - Alteration/Repair	08/02/2023	

Development Projects

**END OF REPORT**

**TOWN OF OCCOQUAN**  
**FINANCIAL STATEMENTS**  
**AS OF 7/31/2023**

	As of 7/1/23 (unaudited)	Unaudited Income/ (Loss) YTD FY24	As of 7/31/23
<b>Nonspendable:</b>			
Mamie Davis Fund	\$ 100,000	\$ -	\$ 100,000
<b>Restricted:</b>			
E-Summons Fund	\$ 37,354	\$ 414.08	\$ 37,768
<b>Assigned:</b>			
Events Fund	\$ 70,807	\$ (2,318.30)	\$ 68,488
CIP Fund	\$ 27,363	\$ (4,510.47)	\$ 22,853
Public Safety Grant Fund	\$ 5,654	\$ (1,823.38)	\$ 3,831
Mamie Davis Park Fund	\$ 6,498	\$ 0.09	\$ 6,498
PEG Fund	\$ 1,955	\$ -	\$ 1,955
<b>Subtotal Assigned:</b>	<b>\$ 112,277</b>	<b>\$ (8,652.06)</b>	<b>\$ 103,625</b>
<b>Unassigned:</b>			
Operating Reserves	\$ -	\$ -	\$ -
Other Unassigned	\$ (15,765)	\$ (39,893.42)	\$ (55,658)
<b>Subtotal Unassigned:</b>	<b>\$ (15,765)</b>	<b>\$ (39,893.42)</b>	<b>\$ (55,658)</b>
<b>Total Fund Balance:</b>	<b>\$ 233,866</b>	<b>\$ (48,131.40)</b>	<b>\$ 185,735</b>

**Additional Information:**

<b>SLFRF Balance:</b>	\$ 691,662	\$ -	\$ 691,662
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# Town of Occoquan

## Budget vs. Actuals

July 2023

	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>				
40010 Real Estate	-	288,769	(288,769)	0.00%
40020 Meals Tax	30,936	357,641	(326,705)	8.65%
40030 Sales Tax	3,500	40,000	(36,500)	8.75%
40040 Utility Tax	3,455	31,000	(27,545)	11.15%
40050 Communications Tax	2,500	33,000	(30,500)	7.58%
40060 Transient Occupancy Tax	4,728	21,000	(16,272)	22.52%
<b>Total 40000 TAXES</b>	<b>45,120</b>	<b>771,410</b>	<b>(726,290)</b>	<b>5.85%</b>
<b>41000 FEES/LICENSES</b>				
41010 Vehicle License	103	11,000	(10,897)	0.94%
41020 Business Licenses	894	79,140	(78,246)	1.13%
41030 Late Fees	264	1,500	(1,236)	17.62%
41040 FINES (PUBLIC SAFETY)	1,750	349,830	(348,080)	0.50%
41100 Administrative Fees	881	8,500	(7,619)	10.36%
41120 Service Revenue - Eng	1,440	14,000	(12,560)	10.29%
41130 Service Revenue - Legal	-	10,000	(10,000)	0.00%
41140 Service Revenue - Other	-	500	(500)	0.00%
41160 Convenience Fees	79	-	79	
<b>Total 41000 FEES/LICENSES</b>	<b>5,481</b>	<b>477,470</b>	<b>(471,989)</b>	<b>1.15%</b>
<b>42000 GRANTS</b>				
42010 LITTER	-	1,329	(1,329)	0.00%
42020 HB 599	-	26,821	(26,821)	0.00%
42021 NHSTA (DMV)	-	15,375	(15,375)	0.00%
<b>Total 42021 NHSTA (DMV)</b>	<b>-</b>	<b>15,375</b>	<b>(15,375)</b>	<b>0.00%</b>
42030 SLFRF	-	-	-	
42040 PEG	-	-	-	
42103 Virginia Dept of Fire Programs	-	-	-	
<b>Total 42000 GRANTS</b>	<b>-</b>	<b>43,525</b>	<b>(43,525)</b>	<b>0.00%</b>
<b>43000 RENTALS</b>				
43020 River Mill Park	-	3,000	(3,000)	0.00%
43030 Mamie Davis Park Rental	-	1,500	(1,500)	0.00%
43040 200 Mill Street Lease	-	7,613	(7,613)	0.00%
<b>Total 43000 RENTALS</b>	<b>-</b>	<b>12,113</b>	<b>(12,113)</b>	<b>0.00%</b>
<b>44000 OTHER</b>				
44010 General Fund Interest	2,653	10,200	(7,547)	26.01%
44040 Bricks Revenue	-	300	(300)	0.00%
44060 Other	-	1,000	(1,000)	0.00%
<b>Total 44000 OTHER</b>	<b>2,653</b>	<b>11,500</b>	<b>(8,847)</b>	<b>23.07%</b>
<b>Total Income</b>	<b>53,253</b>	<b>1,316,018</b>	<b>(1,262,765)</b>	<b>4.05%</b>

Gross Profit	53,253	1,316,018	(1,262,765)	4.05%
<b>Expenses</b>				
Total 60000 PERSONNEL SERVICES	45,877	734,673	(688,796)	6.24%
Total 60400 PROFESSIONAL SERVICES	7,286	174,325	(167,039)	4.18%
Total 60800 INFORMATION TECH SERV	4,514	40,092	(35,578)	11.26%
Total 61200 MATERIALS AND SUPPLIES	6,402	31,125	(24,723)	20.57%
Total 61600 OPERATIONAL SERVICES	1,190	10,172	(8,982)	11.70%
Total 62000 CONTRACTS	7,494	122,135	(114,641)	6.14%
Total 62400 INSURANCE	10,528	40,300	(29,772)	26.12%
Total 62800 PUBLIC INFORMATION	217	4,036	(3,819)	5.37%
Total 63200 ADVERTISING	251	7,640	(7,389)	3.28%
Total 63600 TRAINING AND TRAVEL	1,400	16,510	(15,110)	8.48%
Total 64000 VEHICLES AND EQUIPMENT	5,560	30,050	(24,490)	18.50%
Total 64400 SEASONAL	-	11,700	(11,700)	0.00%
<b>64700 FACILITIES EXPENSE</b>				
Total 64800 TOWN HALL	394	12,624	(12,230)	3.12%
Total 65200 MILL HOUSE MUSEUM	-	6,500	(6,500)	0.00%
Total 65600 200 MILL ST	-	-	-	
Total 66000 ANNEX / MAINTENANCE YARD	1,516	3,190	(1,674)	47.52%
Total 66400 MILL ST STORAGE FACILITY	-	-	-	
Total 66800 RIVER MILL PARK & FACIL	1,669	19,318	(17,649)	8.64%
Total 67200* MAMIE DAVIS PARK & RIVERWALK	93	3,350	(3,257)	2.78%
Total 67600 TANYARD HILL ROAD PARK	-	2,500	(2,500)	0.00%
Total 67800 OCCOQUAN RIVER	-	-	-	
Total 68000 FURNACE BRANCH PARK	-	-	-	
Total 68400* STREETS AND SIDEWALKS	-	2,800	(2,800)	0.00%
Total 68800 HISTORIC DISTRICT	405	20,600	(20,195)	1.97%
Total 64700 FACILITIES EXPENSE	4,077	70,882	(66,805)	5.75%
Total Expenses	94,797	1,293,640	(1,198,843)	7.33%
Net Operating Income	(41,543)	22,378	(63,921)	
Net Income	(41,543)	22,378	(63,921)	

<b>CIP FUND</b>
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	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
42000 GRANTS	-	1,455,060	(1,455,060)	0.00%
42030 SLFRF	-	538,079	(538,079)	0.00%
Total 42000 GRANTS	-	1,993,139	(1,993,139)	0.00%
<b>44000 OTHER</b>				
44060 Other	-	-	-	
Total 44000 OTHER	-	-	-	
Total Income	-	1,993,139	(1,993,139)	0.00%
Gross Profit	-	1,993,139	(1,993,139)	0.00%
<b>Expenses</b>				
Total Expenses	173	-	173	
Net Operating Income	(173)	1,993,139	(1,993,312)	-0.01%

Other Expenses

<b>70000 CIP EXPENSE</b>			-	
70001 Streetscape	900	45,000	(44,100)	2.00%
70003 Street Improvements	-	10,000	(10,000)	0.00%
70004 Sidewalk Improvements	-	-	-	
70005 Building Improvements	3,177	62,000	(58,823)	5.12%
70006 Stormwater Management	-	1,806,073	(1,806,073)	0.00%
72006 Riverwalk Improvements	-	26,204	(26,204)	0.00%
74001 Vehicles & Equipment	433	25,000	(24,567)	1.73%
74003 Body Armor	-	4,725	(4,725)	0.00%
74005 Police Radios	-	36,000	(36,000)	0.00%
76003 Information Technology Improvements	-	5,500	(5,500)	0.00%
<b>Total 70000 CIP EXPENSE</b>	<b>4,510</b>	<b>2,020,502</b>	<b>(2,015,992)</b>	<b>0.22%</b>
<b>Total Other Expenses</b>	<b>4,510</b>	<b>2,020,502</b>	<b>(2,015,992)</b>	<b>0.22%</b>
<b>Net Other Income</b>	<b>(4,510)</b>	<b>(2,020,502)</b>	<b>2,015,992</b>	<b>0.22%</b>
<b>Net Income</b>	<b>(4,684)</b>	<b>(27,363)</b>	<b>22,679</b>	<b>17.12%</b>

**E SUMMONS FUND**

	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>				
<b>41040 FINES (PUBLIC SAFETY)</b>				
41170 E-Summons	934	11,500	(10,566)	8.12%
<b>Total 41040 FINES (PUBLIC SAFETY)</b>	<b>934</b>	<b>11,500</b>	<b>(10,566)</b>	<b>8.12%</b>
<b>Total 41000 FEES/LICENSES</b>	<b>934</b>	<b>11,500</b>	<b>(10,566)</b>	<b>8.12%</b>
<b>Total Income</b>	<b>934</b>	<b>11,500</b>	<b>(10,566)</b>	<b>8.12%</b>
<b>Gross Profit</b>	<b>934</b>	<b>11,500</b>	<b>(10,566)</b>	<b>8.12%</b>
<b>Expenses</b>				
<b>60800 INFORMATION TECH SERV</b>				
60860 Hardware/Software & Maintenance	520	4,300	(3,780)	12.09%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>520</b>	<b>4,300</b>	<b>(3,780)</b>	<b>12.09%</b>
<b>61200 MATERIALS AND SUPPLIES</b>				
61220 Operational supplies	-	1,200	(1,200)	0.00%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>-</b>	<b>1,200</b>	<b>(1,200)</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>520</b>	<b>5,500</b>	<b>(4,980)</b>	<b>9.45%</b>
<b>Net Operating Income</b>	<b>414</b>	<b>6,000</b>	<b>(5,586)</b>	<b>6.90%</b>
<b>Net Income</b>	<b>414</b>	<b>6,000</b>	<b>(5,586)</b>	<b>6.90%</b>

**EVENTS FUND**

	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>				
41160 Convenience Fees	356	5,875	(5,519)	6.06%
<b>Total 41000 FEES/LICENSES</b>	<b>356</b>	<b>5,875</b>	<b>(5,519)</b>	<b>6.06%</b>
<b>42000 GRANTS</b>	<b>-</b>	<b>6,000</b>	<b>(6,000)</b>	<b>0.00%</b>

<b>44000 OTHER</b>				
44020 Events Fund Interest	3	1,200	(1,197)	0.24%
44035 Bricks Interest	-	-	-	
44040 Bricks Revenue	227	1,275	(1,048)	17.77%
<b>Total 44000 OTHER</b>	<b>230</b>	<b>2,475</b>	<b>(2,246)</b>	<b>9.27%</b>
<b>47000 EVENTS REVENUE</b>	292	-	292	
47010 Sponsorships	3,468	42,500	(39,032)	8.16%
47020 Booth Rentals	14,985	160,375	(145,390)	9.34%
47021 Ticket Sales				
47022 HolidayFest	-	600	(600)	0.00%
47023 River Mill Park	660	11,000	(10,340)	6.00%
<b>Total 47021 Ticket Sales</b>	<b>660</b>	<b>11,600</b>	<b>(10,940)</b>	<b>5.69%</b>
47030 Shuttle Fees	-	60,500	(60,500)	0.00%
47040 Parking Space Sales	675	8,900	(8,225)	7.58%
47060 Merchandise	20	3,000	(2,980)	0.67%
47100 Cost Share Reimbursement	-	-	-	
<b>Total 47000 EVENTS REVENUE</b>	<b>20,100</b>	<b>286,875</b>	<b>(266,775)</b>	<b>7.01%</b>
<b>Total Income</b>	<b>20,686</b>	<b>301,225</b>	<b>(280,539)</b>	<b>6.87%</b>
<b>Gross Profit</b>	<b>20,686</b>	<b>301,225</b>	<b>(280,539)</b>	<b>6.87%</b>
<b>Expenses</b>				
<b>Total 60000 PERSONNEL SERVICES</b>	<b>4,330</b>	<b>84,531</b>	<b>(80,201)</b>	<b>5.12%</b>
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>360</b>	<b>17,600</b>	<b>(17,240)</b>	<b>2.04%</b>
<b>Total 60800 INFORMATION TECH SERV</b>	<b>192</b>	<b>1,200</b>	<b>(1,008)</b>	<b>15.98%</b>
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>190</b>	<b>18,025</b>	<b>(17,835)</b>	<b>1.05%</b>
61630 Postal Services	292	-	292	
<b>Total 62000 CONTRACTS</b>	<b>14,804</b>	<b>75,125</b>	<b>(60,322)</b>	<b>19.71%</b>
<b>Total 63200 ADVERTISING</b>	<b>899</b>	<b>24,875</b>	<b>(23,976)</b>	<b>3.61%</b>
<b>64700 FACILITIES EXPENSE</b>				
<b>Total 66800 RIVER MILL PARK &amp; FACIL</b>	<b>185</b>	<b>600</b>	<b>(416)</b>	<b>30.75%</b>
<b>Total 64700 FACILITIES EXPENSE</b>	<b>185</b>	<b>600</b>	<b>(416)</b>	<b>30.75%</b>
<b>69200 SPECIAL EVENTS</b>				
69210 HolidayFest	-	2,675	(2,675)	0.00%
69220 Volunteer TY / Town Party	-	1,575	(1,575)	0.00%
69250 River Mill Park Events	872	4,850	(3,978)	17.99%
69290 Other Special Events	881	3,225	(2,344)	27.32%
<b>Total 69200 SPECIAL EVENTS</b>	<b>1,753</b>	<b>12,325</b>	<b>(10,572)</b>	<b>14.23%</b>
<b>Total Expenses</b>	<b>23,004</b>	<b>234,281</b>	<b>(211,277)</b>	<b>9.82%</b>
<b>Net Operating Income</b>	<b>(2,318)</b>	<b>66,944</b>	<b>(69,262)</b>	<b>-3.46%</b>
<b>Net Income</b>	<b>(2,318)</b>	<b>66,944</b>	<b>(69,262)</b>	<b>-3.46%</b>

<b>MAMIE DAVIS PARK</b>
-------------------------

	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>44000 OTHER</b>				
44030 Mamie Davis Park Interest	0	500	(500)	0
<b>Total 44000 OTHER</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0</b>



<b>Total Income</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0</b>
<b>Gross Profit</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0</b>
<b>Expenses</b>				
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Operating Income</b>	<b>0</b>	<b>500</b>	<b>(500)</b>	<b>0</b>
<b>Other Expenses</b>				
<b>70000 CIP EXPENSE</b>				
<b>72005 Mamie Davis Park Renovations</b>		<b>-</b>	<b>-</b>	
<b>Total 70000 CIP EXPENSE</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Net Income</b>	<b>0.09</b>	<b>500</b>	<b>(500)</b>	<b>0</b>
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>(48,131)</b>	<b>68,459</b>	<b>(116,590)</b>	<b>(1)</b>

**Town of Occoquan**  
**Balance Sheet Comparison**  
As of July 31, 2023

	Total		
	As of Jul 31, 2023	As of Jul 31, 2022 (PP)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10001 Petty Cash - Operating	100	100	-
10010 Petty Cash - Events	75	-	75
10022 Checking Account 0058	83,165	75,724	7,441
10024 Money Market 4220	201,875	200,251	1,624
10029 Checking Account 3126	71,314	75,229	(3,914)
10033 Events Fund - Paypal	-	16,953	(16,953)
10034 VIP - Investment Pool	-	-	-
25-5001 VIP NAV Liquidity Pool 5001	556,383	951,555	(395,172)
<b>Total 10034 VIP - Investment Pool</b>	<b>\$ 556,383</b>	<b>\$ 951,555</b>	<b>\$ (395,172)</b>
10082 Mamie Davis Savings 4201	2,112	7,107	(4,994)
10083 Mamie Davis CD	100,000	100,000	-
10091 Bricks - PayPal	-	85	(85)
10094 Money Market 5997 (deleted)	-	15,564	(15,564)
10095 Bricks MM 2125 (deleted)	-	12,303	(12,303)
<b>Total Bank Accounts</b>	<b>\$ 1,015,024</b>	<b>\$ 1,454,870</b>	<b>\$ (439,845)</b>
<b>Accounts Receivable</b>			
10180 Accounts Receivable	69,302	94,231	(24,930)
<b>Total Accounts Receivable</b>	<b>\$ 69,302</b>	<b>\$ 94,231</b>	<b>\$ (24,930)</b>
<b>Other Current Assets</b>			
10190 Real Estate Receivable	1,191	-	1,191
14990 Undeposited Funds	7,209	1,097	6,112
<b>Total Other Current Assets</b>	<b>\$ 8,400</b>	<b>\$ 1,097</b>	<b>\$ 7,303</b>
<b>Total Current Assets</b>	<b>\$ 1,092,726</b>	<b>\$ 1,550,198</b>	<b>\$ (457,472)</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,092,726</b>	<b>\$ 1,550,198</b>	<b>\$ (457,472)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 Accounts Payable	116,386	98,987	17,399
<b>Total Accounts Payable</b>	<b>\$ 116,386</b>	<b>\$ 98,987</b>	<b>\$ 17,399</b>
<b>Credit Cards</b>			
22000 Credit Cards			-
22010 ExxonMobil	-	2,082	(2,082)
22020 Home Depot	-	202	(202)
22030 Lowe's Proservices	15,450	895	14,555
22040 United Bank Credit Cards	5,016	5,944	(928)

Total 22000 Credit Cards	\$	20,466	\$	9,123	\$	11,343
<b>Total Credit Cards</b>	<b>\$</b>	<b>20,466</b>	<b>\$</b>	<b>9,123</b>	<b>\$</b>	<b>11,343</b>
<b>Other Current Liabilities</b>						
20935 Performance Bond		1,188		35,989		(34,801)
20940 Unearned Craft Show Rev						-
20941 Show		56,508		-		56,508
20942 Parking Fee		4,875		-		4,875
<b>Total 20940 Unearned Craft Show Rev</b>	<b>\$</b>	<b>61,383</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>61,383</b>
20960 Unearned Other Revenue						-
20970 Rental		2,200		550		1,650
20973 Unearned SLFRF Revenue		691,662		947,638		(255,975)
<b>Total 20960 Unearned Other Revenue</b>	<b>\$</b>	<b>693,862</b>	<b>\$</b>	<b>948,188</b>	<b>\$</b>	<b>(254,325)</b>
20980 Unearned R.E. Tax		1,191		771		421
21100 Unearned Fire Dept Grant		1,367		-		1,367
21200 Payroll Liabilities		10,551		-		10,551
21230 VRS Employee Contributions		598		6		592
<b>Total 21200 Payroll Liabilities</b>	<b>\$</b>	<b>11,149</b>	<b>\$</b>	<b>6</b>	<b>\$</b>	<b>11,143</b>
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>770,140</b>	<b>\$</b>	<b>984,953</b>	<b>\$</b>	<b>(214,813)</b>
<b>Total Current Liabilities</b>	<b>\$</b>	<b>906,991</b>	<b>\$</b>	<b>1,093,062</b>	<b>\$</b>	<b>(186,071)</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>906,991</b>	<b>\$</b>	<b>1,093,062</b>	<b>\$</b>	<b>(186,071)</b>
<b>Equity</b>						
31000 Restricted						-
31100 Mamie Davis (Endowment)		100,000		100,000		-
31200 E Summons Fund		37,354		24,059		13,295
<b>Total 31000 Restricted</b>		<b>137,354</b>	<b>\$</b>	<b>124,059</b>	<b>\$</b>	<b>13,295</b>
31400 Assigned						-
30030 Events Fund		70,807		25,000		45,807
30040 CIP Fund		27,363		101,000		(73,637)
31050 Public Safety Grant Fund		5,654		14,283		(8,629)
31060 Mamie Davis Park Fund		6,498		11,492		(4,994)
31070 Public Education Grant Fund		1,955		1,776		180
<b>Total 31400 Assigned</b>		<b>112,277</b>	<b>\$</b>	<b>153,551</b>	<b>\$</b>	<b>(41,274)</b>
31500 Unassigned						-
30010 Operating Reserve		(15,765)		187,861		(203,626)
<b>Total 31500 Unassigned</b>		<b>(15,765)</b>	<b>\$</b>	<b>187,861</b>	<b>\$</b>	<b>(203,626)</b>
32000 Retained Earnings		-		-		-
<b>Net Income</b>		<b>(48,131)</b>		<b>(8,334)</b>		<b>(39,797)</b>
<b>Total Equity</b>	<b>\$</b>	<b>185,735</b>	<b>\$</b>	<b>457,136</b>	<b>\$</b>	<b>(271,401)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>1,092,726</b>	<b>\$</b>	<b>1,550,198</b>	<b>\$</b>	<b>(457,472)</b>

Tuesday, Aug 29, 2023 04:53:12 PM GMT-7 - Accrual Basis

# Town Attorney Report

To: Mayor and Council, Town of Occoquan

Thru: Adam Linn, Town Manager

From: Martin Crim, Town Attorney

Re: Report for September Council Meeting

Date: August 30, 2023

## **NOT CONFIDENTIAL**

This is a non-confidential report on matters that my office has been working on for the Town since my previous written report to Council, which was on August 1, 2023:

1. Discussed with staff the draft noise ordinance and proposed changes to it.
2. Researched and advised staff about the Town's options regarding downspouts connecting to town stormwater system.
3. Proposed revisions to the contract with Visit Occoquan.
4. Reviewed documents and discussed with staff the options for 302 Commerce's encroachments.
5. Discussed with staff options for replacing the Town seal.
6. Reviewed draft ARB guidelines for porches.
7. Followed up with staff on proposal for electric vehicle charging station on Mill Street.
8. Discussed with staff periodic reviews of existing Town Code provisions.



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

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 5, 2023
<b>9A:</b> Request to Adopt Ordinance to Repeal Town Code Section 92.02 Through 92.10 and Adopt New Article 2 in Chapter 92, Generally Relating to Noise	

**Attachments:** a. Draft Ordinance O-2023-14

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to adopt an ordinance to repeal Town Code Sections 92.02 through 92.10 and replace them with a new Article 2 in Chapter 92 generally relating to noise.

**Background**

At its May 6, 2020, Town Council Meeting, the Town Council adopted Ordinance O-2020-03, An Ordinance to Repeal and Replace Town Code 92.02 Generally Relating to Noise. That ordinance adopted Prince William County's Noise Ordinance as a stopgap because provisions of its previous Noise Ordinance were difficult to enforce as a result of a Virginia Supreme Court ruling. At its October 6, 2020, Town Council Meeting, the Town Council adopted Ordinance O-2020-05 that generally related to noise using the plaining audible standard and authorized the issuance of permits for amplified outdoor sound.

At the request of the Town Council, in an attempt to more appropriately address noise concerns that pose a serious hazard to the public health, welfare, commerce, peace and safety and quality of life of the Occoquan community, Town Staff has researched and evaluated the current noise ordinance with current best practices and laws relating to noise. Town Staff has drafted a noise ordinance based on that evaluation which utilizes an objective measure.

**Staff Recommendation:** Adopt the ordinance as presented.

**Town Attorney Recommendation:** Adopt the ordinance as presented.

**Proposed/Suggested Motion:**

"I move to adopt Ordinance O-2023-14 to repeal Town Code Sections 92.02 through 92.10 and replace them with a new Article 2 in Chapter 92 generally relating to noise as presented."

OR

Other action Council deems appropriate.

**ORDINANCE # O-2024-14**

**AN ORDINANCE TO REPEAL TOWN CODE SECTIONS 92.02 THROUGH 92.10 AND TO REPLACE THEM WITH A NEW ARTICLE 2 IN CHAPTER 92, GENERALLY RELATING TO NOISE**

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia, meeting on this 5th day of September, 2023:

1. That the Town Council hereby repeals existing Town Code §§ 92.02 through 92.10 and replaces them with the following:

**CHAPTER 92: HEALTH AND SANITATION**

***ARTICLE 2: NOISE***

**92.02 Declaration of Findings and Policy.**

The Occoquan Town council hereby finds and declares that excessive noise is a serious hazard to the public health, welfare, commerce, peace and safety and the quality of life; that a substantial body of science and technology exists by which excessive noise may be substantially abated; that the people have a right to and should be ensured an environment free from excessive noise that may jeopardize the public health, welfare, commerce, peace and safety or degrade the quality of life; and that preventing such excessive noise serves a substantial governmental interest.. It is the intent of this ordinance to create reasonable, narrowly tailored, and content-neutral time, place, and manner restrictions that leave open ample alternative avenues for communication.

**92.03 Definitions.**

For the purposes of this Article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

*A-weighted decibel* means the sound level, in decibels, measured with a sound level meter using the A-weighting network or scale as specified in the ANSI S1.4-1983 (specification for sound level meters). The level so read shall be postscripted dB(A) or dBA.

*ANSI* means the American National Standards Institute, Inc., New York, New York.

*Chief* means the chief of police of the town police or their designee.

*Daytime* means the local time of day between the hours of 6:00 a.m. and 10:00 p.m. weekdays and from 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays and legal holidays observed by the town government unless otherwise specified.

*Decibel* means a unit that describes the sound pressure level or intensity of sound. The sound pressure level in decibels is 20 times the logarithm to the base ten of the ratio of the pressure of the sound in microbars to a reference pressure of 0.0002 microbar; abbreviated dB.

*Dwelling unit* means one or more rooms arranged, designed or intended to be occupied as separate living quarters by one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

*Horn* means any audible signaling device on any automobile, motorcycle or other vehicle.

*Motor carrier vehicle engaged in interstate commerce* means any vehicle for which regulations apply pursuant to section 18 of the Federal Noise Control Act of 1972 (P.L. 92-574), as amended, pertaining to motor carriers engaged in interstate commerce.

*Motorcycle* means any two-wheeled or three-wheeled motor vehicle, excepting farm tractors.

*Motor vehicle* means any self-propelled device or device designed for self-propulsion, upon or by which any person or property is or may be drawn or transported upon a street or highway, except devices moved by human power or used exclusively upon stationary wheels or tracks.

*Nighttime* means those times excluded from the definition of daytime.

*Noise* means any steady-state or impulsive sound occurring on either a continuous or intermittent basis.

*Plainly audible* means capable of being perceived by the human ear of a person with normal hearing ability, including persons dependent upon normally functioning hearing aid devices. When music is involved, the detection of rhythmic bass tones or vibrations shall be sufficient to be considered plainly audible sound.

*Property boundary.* An imaginary line along the ground surface, and its vertical extension, which separates the real property owned, leased, or otherwise legally controlled by one person from that owned, leased, or otherwise legally controlled by another, including intra-building real property divisions.

*Public area* means any real property owned by the government, including, but not limited to, public rights-of-way, sidewalks, parks, and buildings.

*Residential area* means any building or other structure in which one or more persons resides on a permanent or temporary basis, including, but not limited to, houses, apartments, condominiums, hotels, and motels.

*Sound amplifying equipment* means any machine or device used for the amplification of the human voice, music or any other sound. This term shall not include warning devices on authorized emergency vehicles, or horns or other warning devices on other vehicles used only for traffic safety purposes.

*Sound level meter* means an instrument to measure sound pressure levels that meets or exceeds performance standards for a Type 2 meter as specified by the ANSI.

*Sound pressure level* means the intensity in decibels (dB) of a sound.

*This Article* means Article 2, Noise, of Chapter 92 of the Code of Ordinances, Town of Occoquan.

*Town manager* means the town manager or their designee.

*Zoning district classification* is the scheme of land use classification contained in the town zoning ordinance.

#### **92.04 Administration and Enforcement.**

- (A) The police department may issue a summons for violations of this Article and may be assisted by other Town departments as required.
- (B) Nothing in this section shall preclude a private citizen from obtaining a magistrate's summons based upon a probable cause determination by the magistrate's office.

**92.05 Violations.**

- (A) Criminal violation. Any person who owns or is in possession of property where a noise emanates from or is in charge of the source of a noise, is guilty of a Class 2 misdemeanor if that noise violates this Article.
- (B) In addition to and not in lieu of the penalties prescribed in this section, the Town may apply to the circuit court for an injunction against the continuing violation of any of the provisions of this Article and may seek any other remedy or relief authorized by law.

**92.06 Maximum Permissible Sound Levels Generally.**

(A) Except as otherwise provided in this Article, any noise which emanates from any operation, activity or source and which exceeds the maximum permissible sound levels established in this section below is hereby prohibited. Such levels shall be measured at the property boundary of the sound source or at any point within any other property affected by the noise. When a noise source can be identified and its noise measured in more than one zoning district classification, the limits of the most restrictive classification shall apply.

MAXIMUM PERMISSIBLE SOUND PRESSURE LEVELS

Zoning District Classification	Maximum dBA Daytime	Maximum dBA Nighttime
Residential (R-1 through R-4)	60	55
Business (B-1)	65	60
Parks and Public Utility District (PPU)	60	55
Old and Historic Occoquan District	65	60

(B) Heating and cooling systems, including but not limited to air conditioners and heat pumps, shall not be subject to the night levels enumerated above.

(C) Any person, with lawfully obtained permits, who during Daytime operates or causes to be operated any equipment used in construction, repair, alteration or demolition work on buildings, structures, alleys or appurtenances thereto in the outdoors shall not be subject to the levels enumerated above.

(D) Persons performing construction of public projects, repair or maintenance work for such projects or persons performing work for private or public utilities for the repair of facilities or restoration of services shall not be subject to the levels enumerated above.

**92.07 Specific Prohibitions.**

Except as expressly provided otherwise in this Article, the following acts are violations of this Article:

- (A) Sounding any Horn on any right-of-way or in any public space except when the sounding of the Horn is intended as an emergency or danger warning signal. However, sounding a Horn continuously or intermittently in a manner that is plainly audible for more than five (5) consecutive seconds shall be a violation of this Article.
- (B) Operating or causing to be operated a public or private motor vehicle or motorcycle on a public right-of-way at any time in such a manner that the sound level emitted by the motor vehicle or



motorcycle, when measured at a distance of 50 feet or more, exceeds the level set forth in the following table:

Vehicle Class	Sound Level in dBA	
	Speed Limit 25 MPH or less	Speed Limit over 25 MPH
All motor vehicles of GVWR or GCWR of 6,000 lbs. or more	86	90
Any motorcycle	82	86
Any other motor vehicle or any combination of vehicles towed by any motor vehicle	76	82

This section shall not apply to motor carrier vehicles engaged in interstate commerce.

- (C) Operating, loading or unloading any vehicle, including but not limited to trucks, or the opening and destruction of bales, boxes, crates and containers in the outdoors during Nighttime.
- (D) Operating or causing to be operated during Nighttime any equipment used in construction, repair, alteration or demolition work on buildings, structures, alleys, real property, or appurtenances thereto in the outdoors in any zoning district. This includes, but is not limited to, lawn care, tree maintenance or removal, and other landscaping activities. This section shall not apply to construction of public projects, the repair or maintenance work performed on such projects, or work performed by private or public utility companies for the repair of utility facilities or restoration of services.
- (E) The playing of radio, phonographs, television, tape or disc players, musical instruments or drums, sound amplifiers or other devices which produce, reproduce or amplify sound in such a manner as to emit sound that is plainly audible at a distance of 50 feet from the source or that is plainly audible inside another dwelling unit; provided, however that the provisions of this subsection shall not apply to any outdoor performance, parade, gathering, dance, concert, show, sporting event, or other event sponsored by the Town.
- (F) Talking, yelling, shouting, screaming, singing, or any other form of human sounds produced by any person or group of people, or any human-produced excessive noise at nighttime in such a manner as to be plainly audible across property boundaries or plainly audible inside a dwelling unit other than the dwelling unit from which the sound originates.
- (G) Sounding or permitting the sounding of any amplified signal continuously or intermittently from any bell, chime, siren, whistle or similar device from any one location that is plainly audible for more than ten (10) consecutive seconds in any hourly period. This provision shall not apply to public bodies or agencies for testing, traffic control or other public purposes.

**92.08 Exemptions.**

The following activities or sources of noise shall be exempt from the prohibitions set forth in this Article:

- (A) Town sanctioned activities in Town parks or facilities.
- (B) Public transportation.
- (C) Public safety activities by government entities.

**92.09 Waste, Recycling and Refuse Removal.**

Waste, recycling and refuse shall be removed only during Daytime and must be removed in a manner which does not create a nuisance or excessive noise, or adversely affect the public health.

**92.10 Noise from Animals.**

It shall be unlawful to own, keep, possess, harbor, or allow any animal which howls, barks, meows, squawks or makes other noise such that it is plainly audible at least once a minute for ten consecutive minutes (i) at 50 feet from the property boundary of the dwelling unit, house or apartment of another; or (ii) plainly audible within a dwelling unit other than the one from which the sound emanates.

**92.11 Measurement Procedures.**

When this Article requires measurement of the sound level, the measurement shall be as follows:

- (A) The measurement of sound or noise shall be made with sound level meters Type 1 or Type 2 which meet the standards prescribed by the ANSI. The instruments shall be maintained in calibration and good working order. A calibration shall be made of the system at the time of any noise measurement. Measurements recorded shall be taken so as to provide a proper representation of the noise source. The microphone during measurement shall be positioned so as not to create any unnatural enhancement or diminution of the measured noise. A windscreen for the microphone shall be used. A minimum of three sound level readings will be taken. The geometric mean of these readings will be used as the average sound level. If the background noise is equal to the levels set forth in section 92.06 above, three dB shall be subtracted out of the average sound level.
- (B) The slow meter response of the sound level meter shall be used to determine that the average amplitude has not exceeded the dBA readings or the limiting noise spectra set forth in section 92.06 above.
- (C) Unless otherwise specified in this Article, the measurement shall be made at (i) the property boundary on which such noise is generated, (ii) at any point within the receiving property affected by the noise, or (iii) any public area including, but not limited to, any public streets, docks or sidewalks.

**92.12 Sound Levels; Restaurants.**

The sound levels provided elsewhere in this Article shall not apply to sound emanating from a restaurant. It shall be a violation of this Article for a source of sound emanating from the a restaurant to create a sound level during Daytime in excess of eighty-five (85) dB(A), or during Nighttime in excess of sixty (60) dB(A) when measured from the boundary line of the restaurant property or any public area including, but not limited to, any public streets, docks or sidewalks.

- 2. That this ordinance shall be effective upon adoption.

BY ORDER OF THE TOWN COUNCIL

**MEETING DATE: September 5, 2023**

**RE: An Ordinance to Repeal and Replace Town Code 92.02 Through 92.10 And  
To Replace Them With A New Article 2 In Chapter 92, Generally Relating to Noise**

**MOTION:**

**SECOND:**

**ACTION:**

**VOTES:**

Ayes:

Nays:

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

Town Clerk



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

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 5, 2023
<b>9B: Request to Execute Artist Agreement for Rt. 123 Mural</b>	

**Attachments:** a. Draft Artist Agreement

**Submitted by:** Adam C. Linn  
Town Manager

---

**Explanation and Summary:**

This is a request to approve the revised version of the awarded mural design and authorize the Town Manager to execute an agreement with the artist for an amount not-to-exceed \$5,000. A revised version of the mural design will be shared with Town Council ahead of the meeting.

The awarded artist, Alethea Marie Robinson, has prepared a revised version of the awarded mural design after working through a drafting process with Town Council and staff. The revised version, with any minor modifications added by Town Council at this meeting, will be the subject of a mural agreement executed by the Town Manager.

On July 19<sup>th</sup>, 2023, the Town Council awarded Alethea Marie Robinson as the winner of the Rt. 123 and Commerce Street Mural Contest and directed staff to work with the artist to finalize and permit the design. Over the next month, Town staff worked with Town Council and the artist to revise the design. On August 4<sup>th</sup>, 2023, the Virginia Arts and Architectural Review Board approved the installment of the mural and the Town is currently awaiting VDOT permitting.

**Staff Recommendation:** Staff recommends the approval of a final design and the authorization of the Town Manager to execute an agreement with the artist.

**Cost and Financing:** \$5,000

**Account Number:** CIP 70001 (Streetscape and Infrastructure Improvements)

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

“I move that the Town Manager, upon review and approval by the Town Attorney, enter into an agreement with Alethea Marie Robinson to install a mural, based off the design agreed to by Town Council, at the intersection of Rt. 123 and Commerce Street for an amount not-to-exceed \$5,000.”

OR

Other action the Town Council deems appropriate.

## AGREEMENT

This Agreement (this "**Agreement**") is made and entered into as of \_\_\_\_\_, 2023 (the "**Effective Date**"), by and between the **Town of Occoquan**, a political subdivision of the Commonwealth of Virginia (the "**Town**"); and \_\_\_\_\_ ("**Artist**"). The Town and Artist are each a Party to this Agreement and referred to collectively in this Agreement as the "Parties."

**WHEREAS**, Artist has been awarded this Agreement by the Town for furnishing all equipment, materials, goods, labor, and services necessary for the design and fabrication of a custom mural (the "Art") on the retaining wall at Gordon Boulevard (Route 123) and Commerce Street (the "Property") belonging to the Virginia Department of Transportation ("VDOT").

**NOW, THEREFORE**, the Parties, in consideration of the promises and obligations as contained herein, mutually agree as follows:

1. The Art. The Town hereby commissions the Artist, and the Artist accepts such commission as an independent contractor, to design, construct, install, and complete the Art on the Property in a good and workmanlike manner in accordance with this Agreement within the time stipulated herein and in compliance with any applicable grant requirements of which Artist is made aware. The Art shall substantially conform to the final version submitted by the Artist to the Town in connection with the mural design contest judged by the Town Council. The Artist shall timely commence work upon execution of this Agreement and employ best practices for durability against the elements and destruction, including but not limited to protecting the Art with an anti-graffiti coating.

2. Completion. The Art shall be completed and installed no later than \_\_\_\_\_, time being of the essence. The Art is subject to final approval and acceptance by the Town upon completion by the Artist. The Artist shall notify the Town promptly when the work is complete and the Town shall then promptly inspect it and either provide final approval or a written statement of necessary corrections. Upon completion of the necessary corrections, the Artist shall again notify the Town and the Town shall again promptly inspect it and either provide final approval or a written statement of necessary corrections..

3. Labor and Materials. The Artist shall provide all labor, materials and supplies for the Art. The Artist shall be solely responsible for all costs, charges, expenses, services, or any other expenses of any type necessary to properly and fully complete the Art as called for by this Agreement except as expressly provided otherwise.

4. Compliance with Laws. The Artist shall comply with, and the Art shall be in compliance with, all applicable building, zoning, and other codes, rules, and regulations and requirements and all other applicable federal, state, and local laws, rules, and regulations. The Artist shall obtain and maintain, at the sole cost of the Artist, any and all required licenses or permits, that may be needed or required for any part of the Art. However, the Town shall have sole responsibility to obtain and maintain permission from VDOT for the location of the Art on the Property. As part of its permission from VDOT, the Town may create plans for permitting pedestrian access past the Art during its creation, and Artist shall comply with any such plans.

Artist hereby represents and warrants that the Art: (i) is Artist's sole and original creation; and (ii) does not, and use of it as licensed hereunder will not, infringe or otherwise violate any right of any third party, including any copyright, trademark, patent, trade secret, or other intellectual property right, or any right of publicity or privacy.

5. Warranty. The Artist warrants the Art to be free from any defects in material, workmanship, and design for a period of one (1) year from the date of the final completion of the Art and the acceptance of the Art by the Town. Any repairs due to faulty materials, workmanship, or design shall be the sole responsibility to be repaired or replaced by the Artist for one year from the acceptance of the Art by the Town. All repairs shall be done promptly, in such a manner as to blend in with the rest of the Art, and within 15 days of notice from the Town. However, if the high temperature for a day is below 40 degrees Fahrenheit, that day will not count against the 15 day repair period.

6. Title. After completion of the Art by the Artist and acceptance of the Art by the Town pursuant to Section 2, and payment by the Town to the Artists pursuant to Section 7, the Parties agree that ownership of the Art shall vest in the Town. From the time that the Town takes ownership of the Art, the Town will thereafter be responsible for the maintenance and upkeep of the Art, including any repairs that may be necessary, other than repairs due to faulty workmanship or otherwise due to the fault of the Artist or the Artist's subcontractors or sub-consultants. Any such repairs for faulty workmanship, materials, or design shall be the sole responsibility to be repaired or replaced by the Artist within the one-year warranty period, not to exceed the compensation paid hereunder. The Town may paint over or otherwise remove the Art in its sole discretion, at any time.

7. Compensation. The Town will pay the Artist for the Artist's complete and satisfactory completion of the Art and this Agreement the total amount of Five Thousand Dollars and No Cents (\$5,000.00), paid in two installments, as follows: \$2,000.00 upon execution of this Agreement, and \$3,000.00 upon proper and timely completion of the Art and approval and acceptance by the Town.

8. Risk of Loss. The Artist shall bear the risk of loss to the Art or any part thereof including any damages or loss from any cause of any type, loss, theft, mutilation, vandalism, or other damage, including those caused by acts of God, prior to the acceptance of the Art by the Town.

9. Grant of Rights. Artist does hereby grant to the Town, and its affiliates, and each of their respective direct and indirect licensees, successors, and assigns, a non-exclusive, perpetual, irrevocable, freely transferable and sublicensable, fully paid, royalty-free, worldwide, unconditional right and license in and to the use of the Art, including all copyrights and other intellectual property rights therein (including all extensions and renewals thereof, all reversion rights therein, and the right to register and sue to enforce such copyrights against alleged and actual infringers) and all exploitation and allied, ancillary, and subsidiary rights therein (including the right to exploit the Art, in perpetuity, throughout the universe, in any and all media and by any and all technologies and means of delivery whether now or hereafter known or

devised). Such license shall be effective upon the Town's approval and acceptance of the Art. Under this license, the Town may make photographs or copies thereof, distribute, publicly display, sell, sublicense, and use the Art, or any part thereof, as the Town deems appropriate, without restriction or limitation on their use and without any cost or additional charges of any type to the Town from the Artist. The Town shall not owe the Artist any royalty or other payments of any type for the Town's use, sale, sublicense, or other use of any of the intellectual property rights referred to in this Section. The Town will place appropriate signage on such art giving credit to the Artist. For purposes of clarity and without limiting the foregoing, Artist agrees that the foregoing grant includes the rights: (a) to modify, edit, combine with other materials, translate, include in collective works, and create derivative works of the Art ("**Adaptions**"); and (b) to reproduce, display (publicly or otherwise), and transmit the Art, in whole or in part; and/or (3) paint over, remove or destroy the Art.

10. Artist's Rights to the Art. Artist retains all copyrights and other rights to the Art not expressly granted in this Agreement, subject to the ownership transferred under Section 6 and the license granted in Section 9. The Town owns and retains all right, title, and interest in and to all Adaptations of the Art made by the Town or by any third party for the benefit of Town, subject to Artist's rights in the underlying Art. Notwithstanding the foregoing, upon completion of the Art and acceptance thereof by the Town, Artist shall have no moral right or similar right to the Art, and Artist hereby waives any rights under the Visual Artists Rights Act of 1990 or similar law, whether currently in effect or enacted after the effective date of this Agreement. This waiver shall benefit the Town and the current and future owners of the Property.

11. Indemnification. The Artist shall indemnify and hold harmless the Town and its officers, agents, and employees (the "Indemnitees") against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Artist's or its employees', agents', or subcontractors' actions, activities, or omissions, negligent or otherwise, on or near Town's property or the area where the Art is created or arising in any way out of or resulting from the Art and the creation, installation, or removal thereof, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Artist agrees to and shall protect, indemnify, and hold harmless the Indemnitees from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of this Agreement.

12. Relationship. This Agreement is not intended in any way to create a legal agency or employment relationship. Artist shall, at all times, maintain its status as an independent contractor and both Parties acknowledge that neither is an agent, partner, or employee of the other for any purpose.

13. Insurance. Artist shall maintain at its expenses the insurance coverage reasonable required by the Town and provide proof of such insurance coverage upon request.

14. Damage. The Artist shall take every reasonable precaution for the protection of persons and property at the location of the Art or in the vicinity of the Art or that may be affected by the Artist's operation in connection with the Art, and shall be responsible for any injury or damage to persons or property in connection with the Art or its performance under this Agreement.

15. Termination. The Town, at any time, may order Artist to immediately stop work, and/or by seven days written notice may terminate this Agreement, with or without cause, in whole or in part. Upon receipt of such notice, the Artist shall immediately discontinue all services affected (unless the notice directs otherwise). If work is stopped not due in any way to the fault of the Artist, the Artist shall be entitled to compensation based on the percentage of the Art completed prior to notice of termination or to stop work and shall refund any overpayment to the Town.

16. Ethics in Public Contracting. The provisions, requirements, and prohibitions contained in Virginia Code § 2.2-4367 through § 2.2-4377, pertaining to bidders, offerors, contractors, and subcontractors are applicable to this Agreement.

17. Subject to Appropriation. This Agreement is or may be subject to funding and/or appropriations from federal, state, and/or local governments and/or agencies and/or from the Town Council of the Town of Occoquan. If any such funding is not provided, withdrawn, or otherwise not made available for this Agreement, the Artist agrees that the Town may terminate this Agreement on seven (7) days written notice to Artist, without any penalty or damages being incurred by the Town.

18. Notice. Any notice required or permitted under this Agreement shall be sent as follows. Notice by U.S. mail shall be effective three days after mailing. Notice by email shall be effective upon acknowledgment by the recipient

If to the Town:           Town Manager  
                                  P.O. Box 195  
                                  Occoquan, Virginia 22125

Or                           [alinn@occoquanva.gov](mailto:alinn@occoquanva.gov)

If to the Artist:       \_\_\_\_\_

                                  \_\_\_\_\_

                                  \_\_\_\_\_

Or                           \_\_\_\_\_

Either Party may change its contact address by notice to the other Party.

19. Miscellaneous. If either Party breaches this Agreement, the non-breaching Party may recover its attorneys' fees incurred in enforcing this Agreement. This Agreement contains



the entire agreement between the parties hereto and may not be modified or amended except in a writing executed by the Parties hereto. This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, executors, successors, and assigns. This Agreement may be executed in two or more counterparts, each of which shall be an original and both of which together shall constitute one and the same instrument. To facilitate execution and delivery of this Agreement, the Parties may execute and exchange counterparts via email in a "PDF" or other electronic transmission (collectively "**Electronic Signature**"). All parties agree that Electronic Signatures shall have the same effect as original signatures and shall be considered legally binding upon the Parties. All personal pronouns used herein, whether used in the masculine, feminine or neuter gender, shall include all other genders. The singular shall include the plural and vice versa unless the context specifically requires otherwise.

**IN WITNESS WHEREOF**, the Parties hereto have affixed their signatures as of the day and year first above written.

**TOWN:**

**TOWN OF OCCOQUAN**

By: \_\_\_\_\_  
(Printed) \_\_\_\_\_  
(Title) \_\_\_\_\_

**ARTIST:**

\_\_\_\_\_

By: \_\_\_\_\_  
(Printed) \_\_\_\_\_  
(Title) \_\_\_\_\_



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 5, 2023
<b>9C: Request to Adopt Revised Architectural Review Board (ARB) Exterior Elevations Design Guidelines</b>	

**Attachments:**

- a. Draft Revised ARB Design Guidelines – Tracked Changes
- b. Town Attorney Recommendations for Revised Guidelines

**Submitted by:** Adam C. Linn  
Town Manager

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### Explanation and Summary:

This is a request to review the revisions to the Design Guidelines drafted by the ARB and submitted to the Town Council for approval as well as the recommendations submitted by the Town Attorney and take appropriate action to approve a set of guideline revisions.

At the August 22, 2023 ARB meeting, the ARB voted to recommend to the Town Council revisions to the ARB Design Guidelines. The revisions include changes to Section 13 of the Guidelines, related to porches. The draft revisions are attached.

The Town Attorney reviewed the proposed revisions and has submitted his recommendations on bringing the revisions into proper legal form.

**Staff Recommendation:** Staff defers to Town Council for determination as this is a recommendation from an advisory board to the Town Council.

**Town Attorney Recommendation:** Approve the proposed revisions as submitted by the Town Attorney.

### Proposed/Suggested Motion(s):

“I move to approve the revisions to Section 13 of the Design Guidelines as presented by the [Architectural Review Board OR the Town Attorney].”

OR

Other action the Town Council deems appropriate.



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

Prepared by the Architectural Review Board  
Adopted November 2005  
Updated October 2022; August 202~~3~~<sup>3</sup>

|

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## I. Introduction

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

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

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

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

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

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

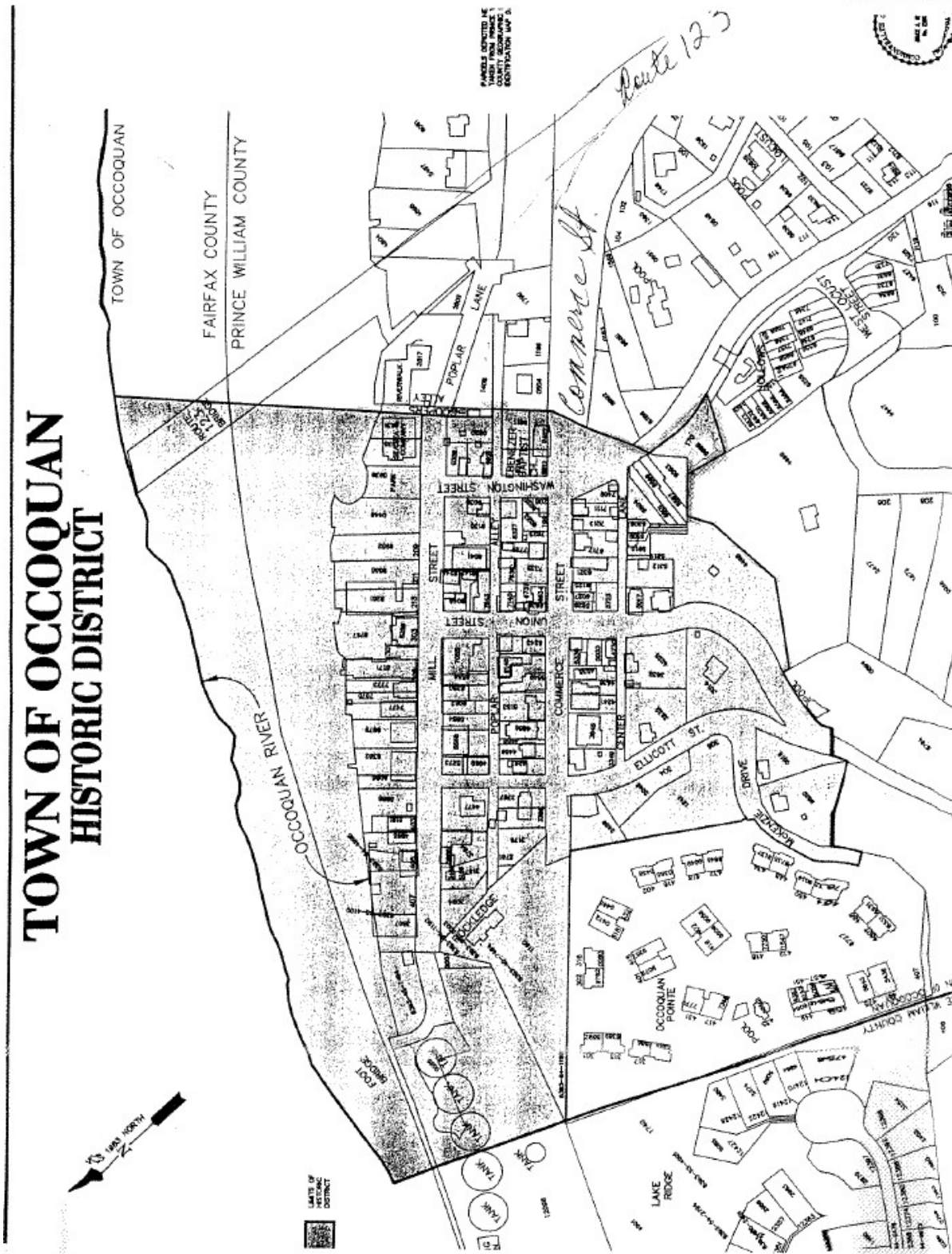
Note that the ARB considers the following things before issuing a certificate of appropriateness.

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

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

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

## II. Map of the Historic District





### III. A Brief History of Occoquan

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

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

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

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

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

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

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

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

## IV. District Character

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

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

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

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

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

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

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

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

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

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

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

## V. Rehabilitation and Construction

### 1. Additions

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

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

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

### 2. Awnings

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

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

### 3. Bricks

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

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

Style of doors from:

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### 13. Porches

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

Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. Historically porches were made of wood, and/or masonry. Wood is still preferred in the Historic District but today there are many materials that are similar to these historic materials, and upon approval, could be acceptable substitutes to the original materials. Scale and aesthetics are key, and consultation with a licensed architectural professional in Virginia is recommended.

### 14. Roof Pitch and Material

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

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

### 15. Skylights

An application for a skylight must either (i) be based on a historical example from the period 1736 through 1928 or (ii) show installation in a location not visible from the adjacent right-of-way.

### 16. Rooftop Screening

If roof-mounted mechanical equipment is used on a flat roof, it shall be screened from

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

## 17. Satellite Dishes

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

## 18. Solar Facilities (Photo Voltaic Systems)

Solar Facilities (Photo Voltaic Systems) are allowed in the Town of Occoquan even though they are not historically accurate. Solar facilities are permitted on contributing structures only if the panels are made of materials that closely match the color of the existing roof and panels are mounted flush with the roof. Solar facilities are permitted on non-contributing structures if mounted flush with the roof and gray, black, or silver in color, or if they match the existing roof color.

## 19. Screening

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

## 20. Streetscape

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

## 21. Vending Machines

Vending machines are not allowed in the Historic District.

## 22. Windows

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

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

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

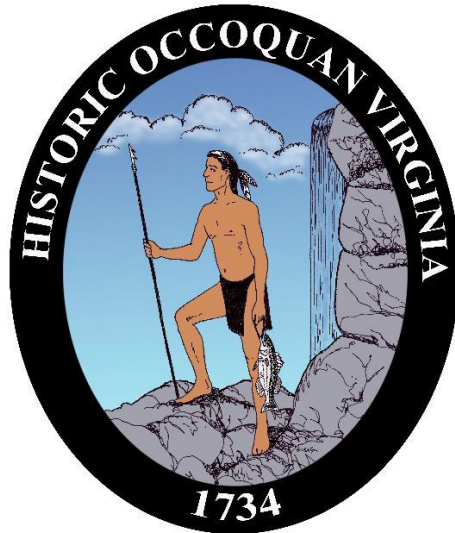
In new construction simulated true divided light windows in the appropriate style and color (earth tones) shall be used.

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

18<sup>th</sup> Century            Small panes; six over six window lights and up  
1775-1800 arched at top, shutters  
Proportions – one-half the width of the height  
Placement – Lined up one above the other and over doorways  
Headers – Wood, solid beam; stone; brick; jack arches or segmented  
arches; lighter brick often used around windows

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

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



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

Prepared by the Architectural Review Board  
Adopted November 2005  
Updated October 2022; August 202~~3~~<sup>3</sup>

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## I. Introduction

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

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

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

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

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



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

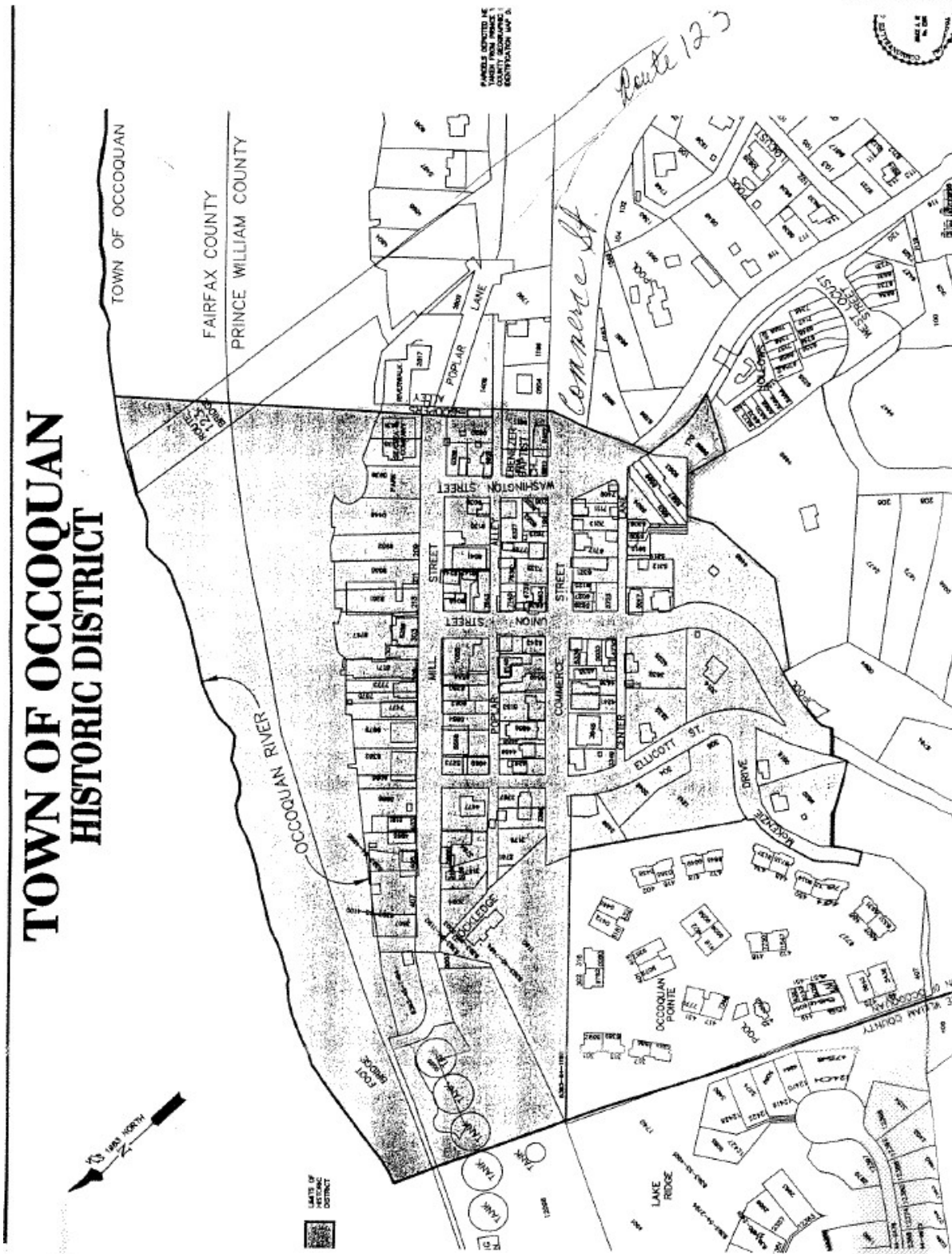
Note that the ARB considers the following things before issuing a certificate of appropriateness.

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

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

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

## II. Map of the Historic District



### III. A Brief History of Occoquan

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

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

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

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

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

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

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

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

## IV. District Character

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

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

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

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

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

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

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

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

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

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

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

## V. Rehabilitation and Construction

### 1. Additions

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

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

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

### 2. Awnings

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

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

### 3. Bricks

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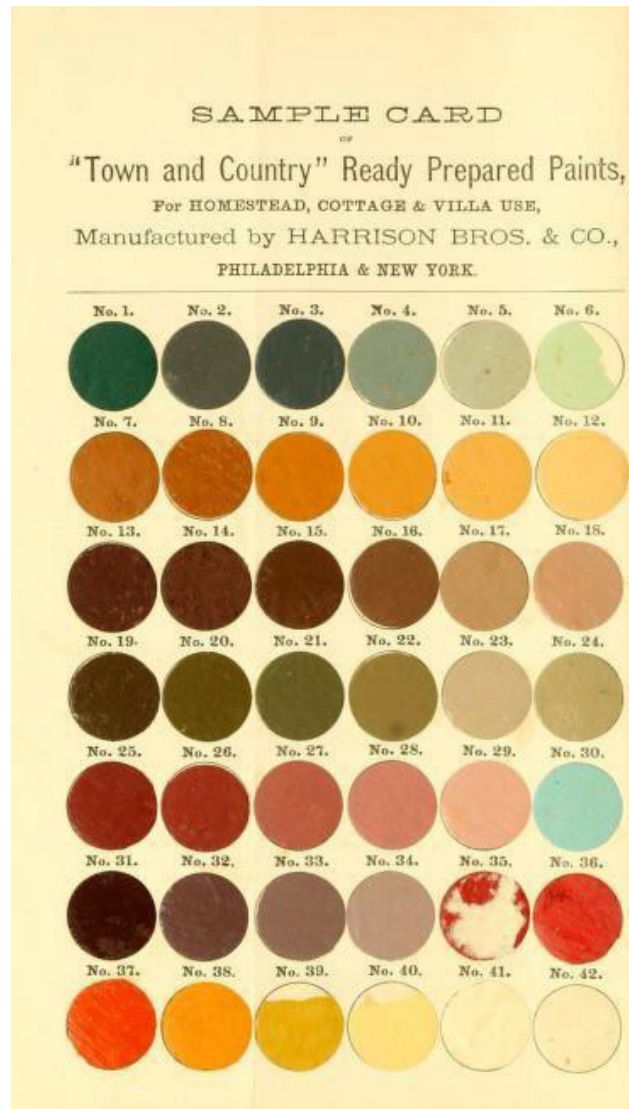
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## 6. Doorways

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

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

### 13. Porches

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

New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch’s elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the structure.

### 14. Roof Pitch and Material

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

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

### 15. Skylights

An application for a skylight must either (i) be based on a historical example from the period 1736 through 1928 or (ii) show installation in a location not visible from the adjacent right-of-way.

## 16. Rooftop Screening

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

## 17. Satellite Dishes

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

## 18. Solar Facilities (Photo Voltaic Systems)

Solar Facilities (Photo Voltaic Systems) are allowed in the Town of Occoquan even though they are not historically accurate. Solar facilities are permitted on contributing structures only if the panels are made of materials that closely match the color of the existing roof and panels are mounted flush with the roof. Solar facilities are permitted on non-contributing structures if mounted flush with the roof and gray, black, or silver in color, or if they match the existing roof color.

## 19. Screening

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

## 20. Streetscape

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

## 21. Vending Machines

Vending machines are not allowed in the Historic District.

## 22. Windows

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

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

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

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

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

18<sup>th</sup> Century            Small panes; six over six window lights and up  
1775-1800 arched at top, shutters  
Proportions - one-half the width of the height  
Placement - Lined up one above the other and over doorways  
Headers - Wood, solid beam; stone; brick; jack arches or segmented  
arches; lighter brick often used around windows

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

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



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

<b>9. Regular Business</b>	<b>Meeting Date:</b> September 5, 2023
<b>9D: Request to Allocate and Appropriate Funds for Purchase of Public Works Utility Vehicle</b>	

**Attachments:** a. None

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a request to allocate and appropriate funds for the purchase of a utility vehicle for use by Public Works and Events.

**Background**

The Town currently has a gas-powered utility cart that was purchased used in 2014. The cart is facing increasing maintenance costs and has been increasingly unreliable as it nears the end of its usable life. The Capital Improvement Program (CIP) budget proposes to replace the aging utility cart in FY2025.

As a result of increasing maintenance costs and receiving funds from the sale of the street sweeper and anticipated funds from the old public safety golf cart, staff proposes to purchase the new utility vehicle ahead of schedule to ensure continuity of support for Public Works and Events.

**Town Staff Recommendation:** Recommend allocation and appropriation of funds.

**Cost and Financing:** \$9,000

**Account Number:** CIP 74001 (Vehicles & Equipment)

**Proposed/Suggested Motion:**

"I move to allocate and appropriate the funds received from the sale of existing Town vehicles for the purpose of purchasing a utility vehicle in an amount not-to-exceed \$9,000."

OR

Other action Council deems appropriate.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> September 5, 2023
<b>10A:</b> Discussion on Replacing the Town Seal	

**Attachments:** None

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a discussion item initiated by the Town Mayor to discuss the potential of replacing the Town Seal.

The current Town Seal was adopted in 2008 and depicts a Native American against a background of blue sky, clouds, and a waterfall. The current seal is based off a previous version with similar elements that was adopted in the 1980's.

The Town Seal is used on all official letters, permits, and other important legal documents created by the Town. The Seal differs from the Town Logo, currently the Authentic Occoquan Logo, that is used exclusively for marketing and events purposes.

**Staff Request:** None





# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date: September 5, 2023</b>
<b>10B: Discussion on Timed Parking Enforcement</b>	

**Attachments:**

- a. Staff Report
- b. Quotes to Be Provided

**Submitted by:**

Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a discussion item to review the Town's Free Timed Parking District and parking enforcement in general.

On September 15, 2020, the Planning Commission presented the Town Council with a proposal for the establishment of a free timed parking program covering what is referred to as Occoquan's historic and business districts. In October 2020, the Town Council instructed staff to proceed with the necessary steps to implement such a program sometime in early 2021. On January 5, 2021, Town Council formally approved a plan to establish a free Timed Parking District. In March 2021, enforcement of the free Timed Parking District began.

Town Staff provided an update on the Free Timed Parking District policy to the Town Council at the April 18, 2023 Town Council Meeting. At the July 18, 2023 Town Council Meeting, Councilmember Perkins requested an update on the Free Timed Parking District parking enforcement.

Staff has prepared the attached report that outlines the enforcement actions taken since March 2021 as well as the issues observed in enforcing timed parking in the free timed parking district.

**Staff Request:** Town Staff is seeking Town Council comments and clarification on parking enforcement.



# TOWN OF OCCOQUAN

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

**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Eliot Perkins  
Nancy Freeborne Brinton  
Theo Daubresse

**TOWN MANAGER /  
CHIEF OF POLICE**  
Adam C. Linn, J.D.

## STAFF MEMO

TO: Town Council  
FROM: Adam C. Linn, Town Manager  
DATE: September 1, 2023  
SUBJECT: Free Timed Parking District and Parking Enforcement

In 2020, the Town Council passed the Free Timed Parking District program within the downtown business district. This program created three (3) time limited parking zones. The goals of the free Timed Parking District were to: (1) increase availability of on-street parking spaces, (2) reduce the practice of long-term parking in the district, and (3) reduce non-patron use of prime business parking during peak business hours within the district. The below image depicts the Free Timed Parking district:

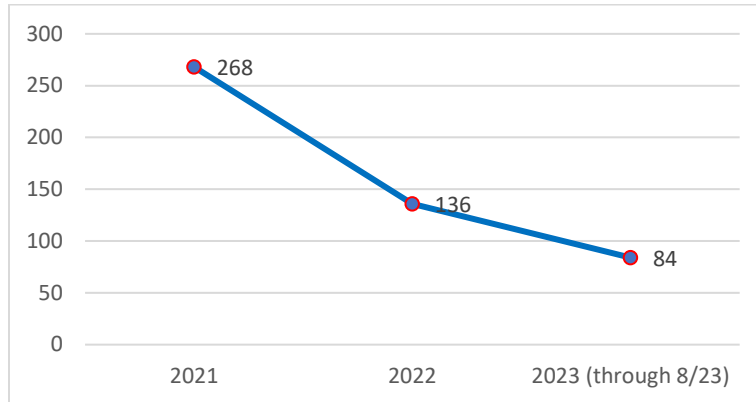


Since March 2021, parking enforcement has come from police officers and parking enforcement officers utilizing a CitePro device and software through UpSafety. The following graphs depict (a) the parking violations issued by year, (b) locations, (c) Officer violations vs. Parking enforcement violations, (d) status of parking violations.

## Statistics

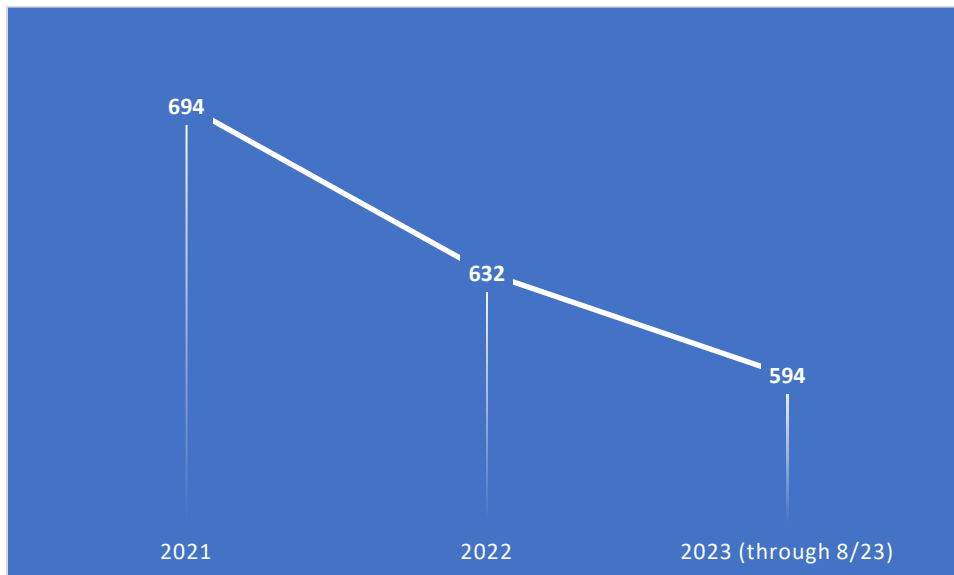
### Timed Parking Violations by Year:

Since enforcement of the timed parking began in 2021, the violations have dropped dramatically. The graph below shows the timed parking violations (20 minute, 4 hours, and 8 hours) issued by year since the inception of the Free Timed Parking in 2021.



### Total Violations by Year:

The below graph shows the total number of violations by year. The percentage of timed parking violations has decreased each year from 39% of total parking violations in 2021 to 14% of total parking violations through August 2023.



As can be seen from the chart below, registration and inspection violations relating to vehicles increased significantly since 2021. This may be a result of the pandemic and the changing of the Virginia Code § 46.2-1157, which increased the amount of time

when a police officer could stop a motor vehicle with an expired inspection sticker until the first day of the fourth month after the original expiration date. This codes section does not negate the requirement for the owner or operator of the motor vehicle to obtain a safety inspection for any vehicle operated or parked on a highway (road). The change in the code only prevented a police officer from stopping a moving vehicle, in essence it made this a secondary offense.

The below charts show the details of the violations:

<b>Parking Violation</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
12' From Curb	-	-	1
2 Spaces	6	4	71
20 Minute	70	56	24
4 Hours	180	78	56
8 Hours	18	2	4
Advertising	1	-	-
Blocking Intersection	-	-	1
Blocking Sidewalk	1	2	5
Commercial Vehicle	4	1	2
Crosswalk	17	13	10
Curb	4	-	1
Double Parking	29	31	-
Driveway	1	2	-
Emergency Area	3	-	-
Expired Inspection	69	100	163
Expired Registration	73	107	147
Fire lane	-	2	1
Handicapped	6	11	4
Left wheel	12	31	13
No Parking	69	56	36
No Town Decal	11	2	-
Obstructing Road	6	23	4
Obstruction	5	3	6
Private Property	1	2	-
Recreational Vehicle	-	-	1
Restricted Sign	103	92	39
Snow Emergency	-	3	-
No Trailer Parking	-	-	1
Yellow Curb	5	11	4
<b>Totals</b>	<b>694</b>	<b>632</b>	<b>594</b>

Parking Violations Officers vs. Parking Enforcement:

As indicated above, the Free Timed Parking District has been enforced by both police officers and parking enforcement officers. The below charts compare the total parking violations issued by police officers with those issued by parking enforcement officers.

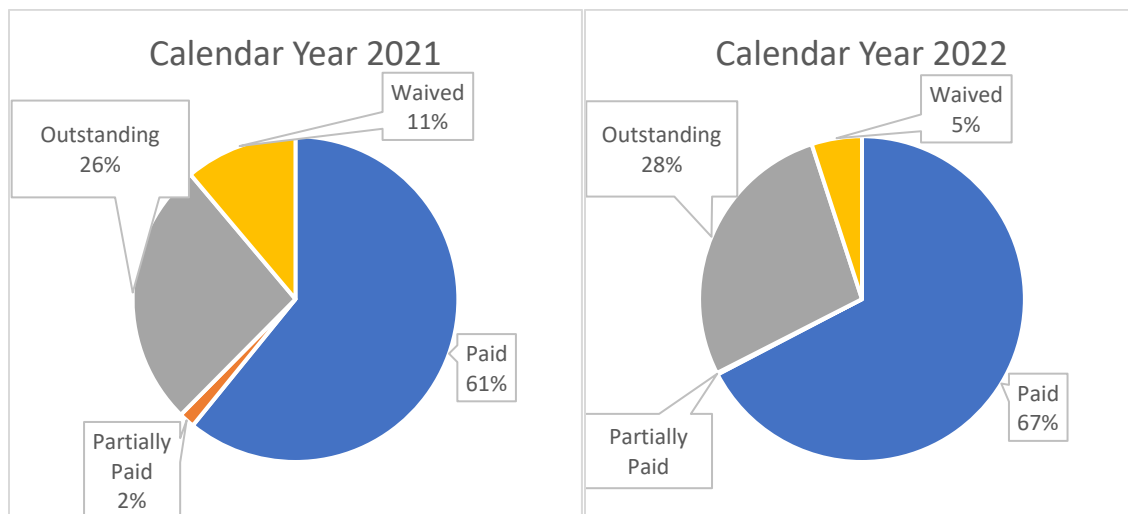
<i>Enforcement Officer</i>	<i>CY 2021</i>	<i>CY 2022</i>	<i>CY 2023</i>
Police Officer(s)	336	411	320
Parking Enforcement Officer(s)	358	221	274
Total	694	632	594

Of the total of 488 timed parking violations issued since the inception of the program, 24 or 5% were issued by police officers. All but 2 of them were for 20-minute infractions. Parking enforcement officers account for 95% of the timed parking violations.

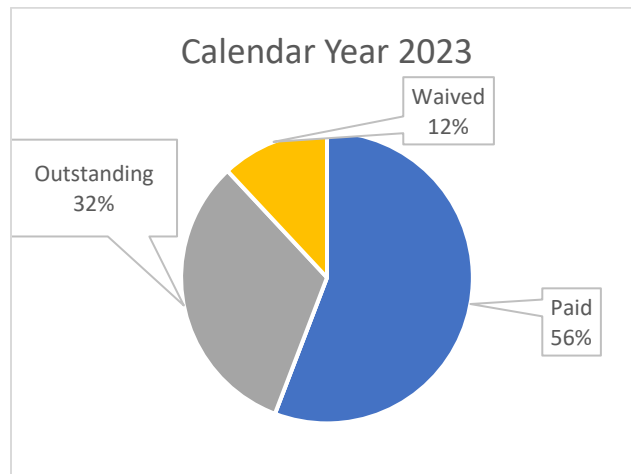
Status of Parking Violations:

The below charts display the status of tickets by year in the UpSafety system.<sup>1</sup> The status of a ticket can be: (a) *Paid* which mean that it has been paid and closed; (b) *Partially Paid* which means that payment was made but less than the full amount showing in the system (usually failing to pay late fee); (c) *Outstanding* which means not paid and not contested; or (d) *Waived* which means the violation was voided in the system since the violation was changed to a warning, was defective, or improperly issued.

Status	2021	2022	2023
Paid	426	431	341
Partially Paid	11	1	0
Outstanding	185	176	197
Waived	78	32	73
	700	640	611



<sup>1</sup> For paid items, the UpSafety system tracks violations that used the old paper system so the numbers of paid violations may include paper violations that were not issued through the UpSafety system.



### **Issue Identified**

Staff has identified 4 issues related to the enforcement of the Free Timed Parking District. Specifically:

- (1) *Marking or "chalking" of vehicles* – The process of marking timed vehicles takes a significant amount of time and physical exertion. Using the UpSafety CitePro to capture time parking data for each individual parked vehicle involves (1) manually entering the license plate data into the device, (2) marking the location of the valve stem into the device, (3) identifying the time period for the location, and (4) taking a picture of the vehicle. Then after the time period expires, the enforcement officer must return and if the vehicle is there, confirm the position of the valve stem, take a picture of the vehicle and then print out and issue the violation. This process is most effectively done by walking. The distance walked in the Free Timed Parking District to mark all the vehicles is approximately .8 miles. Historically, marking vehicles in the free timed parking district takes approximately 1.1 hours and only marks the vehicles in the initial pass. Historically, parking enforcement walks a continuous loop to add in vehicles that park since the initial "loop."
- (2) *Lack of interest in parking enforcement* – Staff has placed several employment advertisements for parking enforcement officers since 2021 and has only received 3 responses to the advertisements. One person was hired, the second never responded back after hearing the requirements and the third just contacted the Town last week.
- (3) *Concerns for police officers engaging in timed parking* – As indicated above, the process for engaging in timed parking enforcement involves walking the parking spaces and can take a significant time and effort. Police officers carry an average of 25lbs of equipment while on duty. Police Officers also need to have easy access to their patrol vehicle in order to respond to calls for service. OSHA standards are also an issue when temperatures rise above 80 degrees (OSHA Directive CPL 03-00-024). As a result, police officers are limited in their ability to provide patrol operations and timed parking enforcement.

## Options for Improved Parking Enforcement

Finding dedicated parking enforcement officers is essential and will continue to be a priority to carry out parking enforcement actions within the Town.

1. In addition to finding consistent and dedicated parking enforcement officers, a potential option to improve time-parking enforcement in the Free Timed Parking District is to equip parking enforcement with a License Plate Reader (LPR) system that works with the current UpSafety CitePro. This system will electronically read, chalk, and notify parking enforcement officers when a vehicle is parked over the approved time limit. The cost of this system and vehicle proposed is broken down below:

T2 Systems - LPR		
Item	Cost	Annual / 1 Time Cost
Subscriptions	8,754.00	Annual
Services	23,873.00	1 Time Cost
Hardware	28,940.00	1 Time Cost
Vehicle	10,000.00	1 Time Cost
Total:	<b>71,940.00</b>	

2. A second option for improving time-parking enforcement is to transition the Free Timed Parking District into a paid timed parking district with a nominal parking rate, using a timed parking system like ParkMobile. The benefits of a ParkMobile option would be:

- No upfront costs
- No monthly minimums
- Low costs
  - \$0.45 transaction fee paid by end user.
  - 3% + \$0.20 per transaction if ParkMobile is designated the merchant of record to process credit card payments
- ParkMobile will remit monthly revenues back to Town by the 15th of each month
- ParkMobile works with UpSafety and will provide notices to the CitePro device of vehicles parked and violations
- ParkMobile will provide a signage package to start operations
- 24/7/365 call center at no cost for your parking customers
- Dedicated Account Manager to help grow and provide support to your parking program
- ParkMobile will market the program free of charge

The ParkMobile system would work with the UpSafety application and provide notifications to parking enforcement officers through the CitePro device. For vehicles that use ParkMobile, the system provides notices when the parking is expired which includes the license information and location. For vehicles that fail to use the ParkMobile system and park within the timed district, the parking enforcement officer

would issue a citation. This system reduces the time required for parking enforcement but would still require staffing. This system changes the free parking into paid parking in Town.





# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> September 5, 2023
<b>10C: Discussion on Riverwalk Vision Plan Report</b>	

**Attachments:** None

**Submitted by:** Adam C. Linn  
Town Manager

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**Explanation and Summary:**

This is a discussion item to review recent developments in the Riverwalk Vision Plan process in which the Town has engaged with the Berkley Group.

**Staff Request:** None



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>10. Discussion Items</b>	<b>Meeting Date:</b> September 5, 2023
<b>10D: Discussion on RMP Playground</b>	

**Attachments:** a. Slide Deck with Proposals

**Submitted by:** Matt Whitmoyer  
Deputy Town Manager

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

This is a discussion item to review preliminary proposals for a playground in River Mill Park using glass fiber reinforced concrete (GFRC) and similar play structures, based off prior Town Council feedback. Town staff is currently working with two vendors that use GFRC equipment. Proposals can be found in the attached slide deck.

Currently, the FY24 CIP Budget allots \$50,000 to the River Mill Park Playground project, using SLFRF funding. Proposal costs range from approximately \$92,000 to \$140,000. Drawing on funds from outside grants, fundraising, and other projects in the SLFRF Spending Plan are options to meet the funding gap.

#### **Background**

At the October 18th, 2022 meeting, Town staff briefed Town Council on potential locations, designs, and costs for a playground in River Mill Park. The proposals were divided into two quality tiers (lower and upper) based on price, aesthetic, and activities. Town Council provided staff feedback and directed staff to focus on the upper tier playgrounds and provide an update in the context of a larger SLFRF Spending Plan update. At the March 7<sup>th</sup>, 2023 meeting, as part of a discussion on SLFRF projects, Town Council directed staff to investigate a new design direction for the RMP Playground with play sculptures and similar play equipment that would mimic the natural environment of Occoquan.

**Staff Request:** Town staff is seeking Town Council feedback on the type of playground and budget as well as guidance on further steps.

# River Mill Park

## **INCLUSIVE RECREATION AREA**



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TOWN OF OCCOQUAN

9/5/2023

# OVERVIEW

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- Appropriate SLFRF funds by FY25
  - Appropriate by December 31, 2024 and expend by December 31, 2026
  - Implement by Spring 2025
- Three proposals from two vendors:
  - ID Sculpture Option 1
  - Playground Specialists Option 1
  - Playground Specialists Option 2





# PROPOSAL LOCATION

The potential proposals are all located just west of the center of River Mill Park in this 45 ft x 50 ft rectangle.



# EXAMPLES OF PAST WORK

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# PLAYGROUND SPECIALISTS











# ID SCULPTURE







# PROPOSALS

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# ID SCULPTURE OPTION 1

## Specs

- Height: 6 feet
- Area: 1,900 sqft
- Cost Estimate (Equipment, Install and Concrete Base): \$130,000-140,000



1 Perspective



River Mill Park  
Occoquan, VA

Age Group: 5-12

SCHEMATIC DESIGN  
NOT FOR CONSTRUCTION

All IDS projects are designed to meet or exceed ASTM 1487.  
Not all equipment may be appropriate for all children. Supervision is required.  
ASTM compliant safety surfacing is required under and around all play equipment.  
The Americans with Disabilities Act (ADA) may require your play area to be accessible, please consult with an ADA professional to ensure compliance.

Date  
6/23/23

Drawing Title  
Perspective

Sheet #  
A.01.1



# PLAYGROUND SPECIALISTS OPTION 1

## Specs

- Height: 8 feet
- Area: 1,671 sqft
- Cost Estimate (Equipment, Install and Concrete Base): \$120,000-125,000



River Mill Park

**playground**  
Specialists Inc.  
800.385.0075 | [www.playspec.com](http://www.playspec.com)

# PLAYGROUND SPECIALISTS OPTION 2

## Specs

- Height: 3 feet
- Area: 1,025 sqft
- Cost Estimate (Equipment, Install and Concrete Base): \$92,000



## River Mill Park

**playground**  
Specialists Inc.  
800.385.0075 | [www.playspec.com](http://www.playspec.com)



# POTENTIAL FUNDING SOURCES

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- Draw from delayed SLFRF projects
  - \$50,000 base for River Mill Park Playground
  - Additional funds from other SLFRF projects
- Local Business Sponsorships
- Small Grants
  - \$11,500 max from AARP Community Challenge
- PWC Funding
- Community Fundraising



# NEXT STEPS

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- Council Feedback
  - On design and budget
- Revised Proposals
- Community Feedback
- Final Design
- Implementation



- END -

