



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
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occoquanva.gov  
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## Occoquan Town Council

### Town Council Meeting

April 2, 2024 | 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. Request to Accept March 19, 2024, Town Council Meeting Minutes
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 Review Zoning Administrator Reports on Density Items Referred to Planning Commission
10. **Discussion Items**
  - a. FY2025 Budget Work Session #2
    - i. General Fund
    - ii. Capital Improvement Program Fund
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> April 2, 2024
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 March 19, 2024, Town Council Meeting Minutes

**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, March 19, 2024**  
**7:00 p.m.**

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

**Absent:** None

**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

**1. CALL TO ORDER**

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

**2. CONSENT AGENDA**

**a. Request to Accept March 5, 2024, Town Council Meeting Minutes**

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

Mr. Linn introduced the new Town Prosecutor, Jean Humbrecht, who started in August.

Ms. Humbrecht discussed her role and updates on the County's Court System related to issues and responses on how they are handling the Town's traffic violation cases.

**3. DISCUSSION ITEMS**

**a. EV Infrastructure Discussion**

Mr. Linn noted that the Town has been working with Greenspot JC, LLC to install two Level 2 charging stations at 170 Mill Street. Town staff have been looking at other vendors who would participate in the Charging and Fueling Infrastructure Grant (CFI), as well as other federal grant opportunities to add more charging stations and is seeking guidance as to potential sites.

Mr. Whitmoyer provided a presentation showcasing potential sites in Town for additional EV charging stations. Potential locations included: the Poplar Lane Parking Lot, East of the 123 Bridge, the 200 Block of Union Street, the Commerce Street Parking Lot, the 126 Commerce Street Parking Lot, and the Mill Street Cul-de-sac.

After discussion it was decided that the best option would be for the Town to acquire a new space to add more parking rather than take up current parking for only electric vehicles. The Council directed staff to move forward with seeking any possible grant opportunities that would lead to acquiring more land for surface parking.

**b. Proclamation Discussion**

Mr. Linn noted that the Town was approached by a group requesting a Proclamation for Pride

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Month in June. In the past Council has done proclamations for Arbor Day, Veterans Day, National Police Week, and occasionally a day to honor a member of the community. Staff sought Council feedback on preferred usage and frequency of proclamations, as well as the possible creation of an annual calendar.

After discussion it was decided for staff to move forward on an annual calendar that would be approved by the Council on proclamations to be issued throughout the year.

**c. FY2025 Event Fund Update**

Mr. Linn provided a presentation and briefed the Town Council on the update to the FY2025 Events Fund based on feedback from the last Council Meeting.

After discussion, the Council directed staff to continue to have the Craft Show Programs printed in color rather than in black and white.

**4. ADJOURNMENT**

The meeting was adjourned at 9:20 p.m.

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Philip Auville, Town Clerk



# TOWN OF OCCOQUAN

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**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:** April 2, 2024

**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

### Strategic Framework Updates:

These special updates cover all projects, programs and initiatives currently underway that further the priorities of the Town Council as laid out in their FY24-25 Strategic Framework adopted at the April 18, 2023 Town Council Meeting. The updates are divided into each tier and priority. A Strategic Framework Tracker will be provided quarterly.

### Capital Tiers

➤ **Continuing to Investigate Opportunities to Expand Public Parking Facilities:**

- Staff investigated options for constructing parking facilities within Town limits. No available options are fiscally appropriate at the current time. Staff will continue explore both private and public options for increasing parking.

➤ **Upgrading Stormwater Infrastructure:**

- Flood Protection Study (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, 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 collected and analyzed data on existing stormwater systems (Best Management Practices or BMPs) in the Town. On July 28<sup>th</sup>, Town staff sent notice to affected property owners and received signed permission from almost all property owners. Field inspections started the week of September 25<sup>th</sup>. The field team was able to inspect and collect data on most stormwater BMPs in the Town. Minimal follow up field work was completed in late October. The contractor met

with Town staff in December to review the modeling and in January to review initial results and recommendations. Town staff has reviewed the final report with the contractor and presentation to Town Council is planned for their April 16<sup>th</sup> meeting.

- Stormwater Improvements (Community Project Funding) - UPDATED: On March 17<sup>th</sup>, 2023, 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. On March 6<sup>th</sup>, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. Town staff are awaiting more details for the Congresswoman's office and the Commonwealth of Virginia.
- Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation) - UPDATED: 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. The first component, dredging, was completed as of February 24, 2023. The second component will use the remainder of the \$325,000 grant to address a stormwater issue on Commerce Street. After multiple rounds of information submissions, on January 30, 2024, DEQ provided the grant agreement to staff for components 1 and 2. On February 6<sup>th</sup>, 2024, Town Council accepted the grant. Town staff is awaiting reimbursement for the dredging project and preparing an RFQ to engaged a contractor for Component 2 of the grant.

➤ **Completing Riverwalk:**

- Riverwalk Planning Project – UPDATED: After completion of the Riverwalk Vision Plan process and review by the Planning Commission, at the November 8<sup>th</sup>, 2023 meeting, the Town Council authorized the Mayor to create and appoint members to a committee, the Riverwalk Expansion Special Committee (RESC), that will evaluate and report on the next steps for the project. The committee met twice in 2023 and thrice in 2024. **The RESC's last meeting will be held on April 15<sup>th</sup>** at which it will approve its report to Town Council for May 2024. Additionally, Town staff should hear a decision on the application to MWCOG's Transportation Land-Use Connections (TLC) program by mid-April 2024. If awarded, the project would provide technical assistance to cover preliminary engineering and design for a riverwalk expansion.

➤ **Developing/Promoting Town as a Trail Junction:**

- Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: On May 31, 2023, Town staff met 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. Dominion Electric installed new LED streetlight heads in September. Town staff are waiting to receive notice from PWCDOT on the Dominion Electric cost quote to place a new streetlight at the crosswalk.

- Occoquan Greenway (VDOT TAP Grant Project) – UPDATED: 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 sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff again met with the contractor in early February to discuss modifications and met in March to discuss the ability of vehicles to turn onto Ellicott from Mill Street. Town is awaiting the contractor's submittal of the conceptual designs to VDOT. Staff were advised that construction start dates will begin sometime in 2026. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Town Signage Updates: In mid-December, the welcome signs on Commerce Street and Tanyard Hill Road and the wayfinder at Mamie Davis Park were installed. The remaining sign at River Mill Park is in permitting and install is expected in Spring 2024.
- Gateway Landscaping Improvements – NEW: Landscaping improvements at the town's gateways are underway with completion by mid-April. Improvements include new mulch beds, planters, native plantings, and lighting.



➤ **Pursuing Energy Efficiency/Sustainability Enhancements:**

- 170 Mill Street EV Charging – UPDATED: At the December 5<sup>th</sup>, 2023, Town Council meeting, Greenspot JC, LLC was granted a franchise to install two (2) Level 2 electric vehicle (EV) charging stations at the Town parking lot at 170 Mill Street on the corner of Mill and Washington Streets. Installation will occur within the next year. Town staff have accepted the engineering plans and Greenspot is currently bidding out the project and preparing for permitting.
- EV Charging (CFI Grant): Town staff are working with a contractor to identify new areas for EV charging in town and submit a grant proposal to the FHWA's Charging and Fueling Infrastructure Grant Program, created by the Bipartisan Infrastructure Law.

➤ **Enhancing Timed Parking Program Education and Enforcement:**



- Town staff will continue to monitor opportunities for increasing education on and optimizing enforcement of the Timed Parking Program. For more on the most up-to-date information on the Timed Parking Program, please visit: [www.occoquanva.gov/timed-parking-3/](http://www.occoquanva.gov/timed-parking-3/).

➤ **Implementing Public Safety Projects:**

- The Occoquan Police Department has placed into service two (2) Ford Intercept Hybrid SUVs and all patrol officers are equipped with Body Worn Cameras (BWC), having received training on their proper use.

➤ **Improving Town Properties (Mill House Museum, River Mill Park, Furnace Branch Park, Tanyard Hill Park):**

- River Mill Park Upgrades – UPDATED: In January 2024, a new water heater was installed in the RMP bathhouse. Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Town staff met with FCWA in March and FCWA has informed the Town that it will be making physical improvements to the property to alleviate drainage issues, including a drop outlet to divert water away from the Park. Town staff and FCWA staff will meet after pipe construction is completed to assess any further improvements that may be needed.
- River Road Storage: In December, staff started storing Public Works equipment on the Town property at River Road after installing a fence along Rt. 123. Staff are currently planning further improvements to the property that will better secure it, improve refuse storage for residents, and allow limited access to the VDOT easement by River Road residents. A gate was installed in February and further fencing upgrades are planned for this year.
- LOVE Sign Mural Update: The Town is currently working with a local artist to create a new mural on the River Mill Park LOVE sign. This project is being made possible through a grant from the Virginia Tourism Corporation. Installation is expected in April 2024.

### Operating Tiers

➤ **Personnel Recruitment, Retention, and Succession Planning**

- Events Personnel Planning: Town staff are currently engaging in a months-long planning process to assess and reorganize the Town’s Events Office in order to best meet the Town’s present and future events needs and goals.
- Volunteer Program – NEW: The Events Office is currently planning a new volunteer program for the town that will include onboarding and scheduling in order to recruit and retain more volunteers and expand the use of volunteers across more Town events and projects.

➤ **Tourism-led Economic Development Programming**

- Visit Occoquan Partnership: At the December 5th, 2023 Town Council meeting, the Town Council approved an agreement with Visit Occoquan, the marketing and tourism non-profit that is succeeding the Occoquan Business Partners as the hub for Occoquan’s business community. The agreement is the foundation of future events, marketing, and business support coordination between the Town and Visit Occoquan.



- **Enhancing Revenue from Town Events Programming**
  - Town staff are currently evaluating the past events season and assessing possible opportunities for revenue enhancement as the FY2025 Annual Budget and CY2025 Events Calendar are finalized.
- **2024 Event Sponsorship Drive: In mid-February the Town Events Office started an inaugural events sponsorship drive. The new initiative builds off last year's sponsorship breakfast to expand to new potential partners by creating a robust engagement schedule. Town staff has already reached out to dozens of local vendors and staff and councilmembers will continue to engage with them ahead of the Community Partnership Breakfast on March 26, 2024, at 9:30 a.m. at Town Hall. If interested in becoming a sponsor, you can find more information at [occoquanfestivals.com/sponsor](https://occoquanfestivals.com/sponsor)**
  - **Monitoring Technology Improvements for Productivity Enhancement**
    - New Town Intranet: Town staff are currently in the planning phase for creating an intranet for Town staff that will replace the existing shared physical drive system with a cloud-based, collaborative intranet, utilizing existing Microsoft 365 products. Implementation of a new SharePoint-based system is anticipated by Spring 2024.
- **Business Support and Development Programming**
  - Continuance of Quarterly Business Meetings – UPDATED: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next meeting will be on April 9<sup>th</sup> at 5:30 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- **Development of a Capital Asset Maintenance Program**
  - Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority.
- **Development of a Business Recruitment Program**
  - Staff are currently in the research and planning phase for this priority. The Planning Commission has completed preliminary strategic planning related to Economic Development and Business Recruitment and is expected to report to Town Council on the matter.

### Strategic Framework Tracker:

Below is the quarterly report on Strategic Framework priorities, tracking progress on a 5-step scale.

Priority	Project/Program	Fiscal Year Started	Not Pursued	Not Started	Planning	Implementing	Completed
Capital 1							
Completing Riverwalk	Riverwalk Vision Plan	2023					x
Completing Riverwalk	Riverwalk Planning Project	2024				x	
Completing Riverwalk	Riverwalk Expansion Project	2027		x			
Continuing to Investigate Opportunities to Expand Public Parking Facilities	Expanded Parking Lot at 123 Bridge	2024	x				
Continuing to Investigate Opportunities to Expand Public Parking Facilities	Parking Facility at Poplar Lane Parking Lot	2024	x				
Upgrading Stormwater Infrastructure	Flood Protection Study (CFPF Grant)	2022				x	
Upgrading Stormwater Infrastructure	Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation)	2022				x	
Upgrading Stormwater Infrastructure	Stormwater Improvements (Community Project Funding)	2023			x		
Capital 2							
Improving Town Gateways	Town Signage Updates	2023				x	
Improving Town Gateways	123 and Commerce Mural	2023					x
Improving Town Gateways	Gateway Landscaping Improvements	2024				x	
Promoting Connections with Regional Partners	Occoquan Greenway (VDOT TAP Grant Project)	2022			x		
Promoting Connections with Regional Partners	PWC DOT Crosswalk Safety Project	2024			x		
Pursuing Energy Efficiency/Sustainability Enhancements	170 Mill Street EV Charging	2023			x		
Pursuing Energy Efficiency/Sustainability Enhancements	EV Charging (CFI Grant)	2024			x		
Capital 3							
Implementing Public Safety Projects	Hybrid Patrol Vehicles	2023					x
Implementing Public Safety Projects	Body Worn Camera Expansion	2024					x
Improving Town Properties	River Road Storage	2024				x	
Improving Town Properties	Annex Storage Enclosure	2024					x

Improving Town Properties	River Mill Park Upgrades	2024				x	
Improving Town Properties	LOVE Sign Mural Update	2024				x	
Operating 1							
Enhancing Revenue from Town Events Programming	2024 Events Sponsorship Drive	2024				x	
Enhancing Revenue from Town Events Programming	Replacement of Artisan Market and Concerts with Firelight Nights	2025			x		
Enhancing Revenue from Town Events Programming	Parking Enforcement Personnel Increase	2024					x
Personnel Recruitment, Retention, and Succession Planning	Events Personnel Planning	2024				x	
Personnel Recruitment, Retention, and Succession Planning	New Town Treasurer	2024					x
Personnel Recruitment, Retention, and Succession Planning	Volunteer Program	2024			x		
Tourism-led Economic Development	Visit Occoquan Partnership	2024				x	
Tourism-led Economic Development	Addition of Firelight Night	2024					x
Operating 2							
Business Support and Development Programming	Continuance of Quarterly Business Meetings	2024					x
Monitoring Technology Improvements for Productivity Enhancement	New Town Intranet	2024			x		
Monitoring Technology Improvements for Productivity Enhancement	New Town Hall POS	2024					x
Monitoring Technology Improvements for Productivity Enhancement	New Online Payment System	2024					x

### **Capital and Maintenance Project Updates:**

These are updates on existing and planned capital projects that are part of the Town's Capital Improvements Program (CIP) and additional to the Town Council's Strategic Framework priorities. Further project updates on capital and maintenance projects are available in the Public Works section of this report and 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 currently reviewing a major repair or replacement of the pipe by the end of FY2024. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues – NEW: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority is working to identify the source of the issue and resolve it.

### **Development Project Updates:**

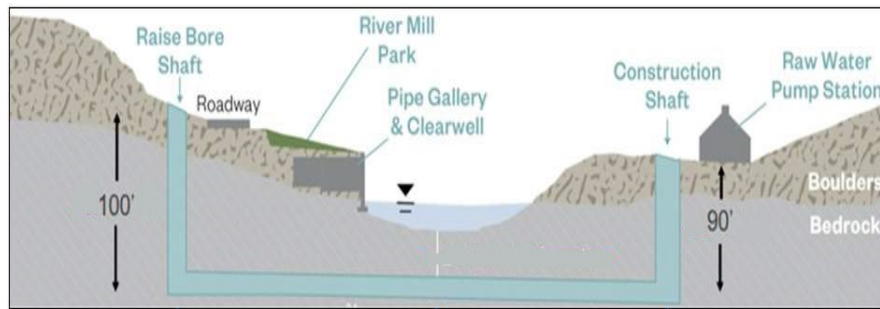
These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan – UPDATE: 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. Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March. However, due to the need for asbestos removal and the return of an active osprey nest, demolition is not expected until Fall 2024. As the developer finalizes a demolition permit with Prince William County, asbestos removal is expected to take place over the month of April and the entire site will be tented.
- 406 McKenzie Drive Subdivision: Owners of 406 Mackenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners.

### **Other News and Updates:**

These are updates on any other noteworthy projects, programs, or initiatives being carried out in and around the town, including updates on deadlines and administrative projects.

- Fairfax Water Construction: The boring project under the Occoquan River has been completed. The installation of new pipes and connections has started. Completion of the project is expected by summer of 2024. To stay up to date on construction, please sign up for AlertOccoquan at [www.occoquanva.gov/living-here/alertoccoquan](http://www.occoquanva.gov/living-here/alertoccoquan). Below is a rendering of the project:



- Auto Decal Enforcement:** All vehicles regularly garaged in the Town of Occoquan are subject to the vehicle license fee. The auto decal is used as proof of payment of that fee and a new one is required to be placed on car windshields each year in mid-November. In order to ensure compliance with the tax, the Occoquan Police Department has begun an enforcement campaign and will be ensuring all regularly garaged vehicles have the proper and current auto decal. **If you have paid the fee but not received an auto decal for 2024, please contact Town staff immediately at [info@occoquanva.gov](mailto:info@occoquanva.gov). If you have not paid the fee for 2024, please submit an application with payment to Town Hall or apply online at [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/).**
- Tax Delinquencies – NEW:** A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5<sup>th</sup>, 2023 while the latter were due on March 1, 2024.** All delinquent accounts have received mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at [townclerk@occoquanva.gov](mailto:townclerk@occoquanva.gov) or visit [www.occoquanva.gov/living-here/tax-information/](http://www.occoquanva.gov/living-here/tax-information/) and [www.occoquanva.gov/business/doing-business-in-occoquan/](http://www.occoquanva.gov/business/doing-business-in-occoquan/).

## Treasurer Report - Supplemental Information

The February 2024 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 (as of March 29, 2024).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AJANI TRUTH PHOTOGRAPHY	1 month	3/15/2024
AMAYA STUDIOS LLC	1 month	3/15/2024
APIARY MARKET	1 month	3/15/2024
BABBANME LLC DBA RIVERSIDE	1 month	3/15/2024
BANN THAI OLD TOWN LLC	1 month	3/15/2024
BLACK MAGIC	1 month	3/15/2024
CRAVE KANGEN LLC	1 month	3/15/2024
CURATE	1 month	3/15/2024
ECOGLO DETAILING	1 month	3/15/2024
HAVANA BOUTIQUE*	2 years, 1 month	1/31/2024
LEGGY LASHES	1 month	3/15/2024
PIN CURLS HAIR SALON	2 years, 1 month	1/8/2024
ROCKLEDGE MANSION	1 month	3/15/2024
SALON 8 HAIR & NAILS SPA	1 month	3/15/2024
SO BOHEMIAN INC	1 month	3/15/2024
THE PRESERVATION STATION	1 month	3/15/2024
THE SECRET JEWELRY GARDEN	1 month	3/15/2024

\*Business closed as of August 2023

Transient Occupancy Tax Delinquencies		
Business Owner	Delinquency Period	Date of Last Notice/Status

Meals Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/ Status
BABBANME LLC	9 months	1/29/24
BANN THAI	4 months	1/29/24
BAR-J CHILLI PARLOR	1 month	
BLACK MAGIC	7 months	1/29/24
GRIND N CREPE LLC	1 month	
THIRD BASE LLC	1 month	

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
GRANNY'S COTTAGE INC	7 years, 2 months	1/30/2024	116 WASHINGTON ST
HOUGHTON RONALD W ETAL	5 years, 2 months	1/30/2024	103 WASHINGTON ST
BEAUTIFUL FUTURE PROPERTIES LLC	2 months	1/30/2024	308 MILL ST
CAO VINCENT MARTIN	2 months	1/30/2024	1437 OCCOQUAN HTS CT



CRAIG THOMAS M & MARY J CRAIG TRS	2 months	1/30/2024	252 GASLIGHT LNDG CT
GOLDEN TIMOTHY JAMES	2 months	1/30/2024	104 W LOCUST ST
HASSAN YOSRA & KAREEM YOUSRY BASSIONY SALAHEDIN SURV	2 months	1/30/2024	101 W LOCUST ST
INTERNATIONAL PEACE MISSION INC	2 months	1/30/2024	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	2 months	1/30/2024	209 WASHINGTON ST
OWENS SHANA M & DANIEL RONSHOLDT SURV	2 months	1/30/2024	111 EDGEHILL DR
RYBA MICHAEL L & DOURRIA F SURV	2 months	1/30/2024	1606 SEBRING CT
SALES JR FREDERICK	2 months	1/30/2024	1521 COLONIAL DR #203

<b>Meals Tax by Fiscal Year</b>			
<b>Month</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>
July	27,749	28,956	30,936
August	25,668	27,894	31,014
September	24,585	25,730	26,989
October	24,952	24,180	24,819
November	17,803	19,372	21,381
December	17,838	18,277	16,922
January	11,337	16,646	17,293
February	16,871	17,348	23,541

## Engineering

**FEMA Flood Insurance Rate Map (FIRM) – no change from last report:** Town residents can use the new map since it is the “best available data” even though not yet officially adopted by FEMA. Letter of Final Determination (LFD) is scheduled for 3/26/24. That will start the 6-month adoption period and the map is slated to be effective on 9/26/24. Meeting with FEMA scheduled for 3/7/24 to review final steps in process. Code revisions still likely.

**River Mill Park drainage – no change from last report:** staff to set meeting with Fairfax County Water Authority to review options to modify park surface – awaiting response from FCWA.

**Electrical Vehicle (EV) charging station grant – no change from last report:** staff reviewing options.

**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 6/4/22, with Town and VDOT comments provided to Applicant’s engineer on 7/19/22. Revised site plan submitted on 5/25/23. All agency and Town comments returned to Applicant’s engineer by 6/26/23. Approval not recommended at this time. Application for demolition of boat storage structure approved 2/27/24.

### 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 – update from last report:** Resiliency Plan grant consultant coordination of tasks including storm as-builts and infrastructure evaluation. Permission letters to enter property to gather as-built storm information received from property owners. Field crews on site week of 9/25/2023. Review of final report on 3/25/2024.

**FCWA River Crossing Construction – no change from last report:** Project continuing.

**Ellicott Sidewalk Extension Project – no change from last report –** Meeting on 2/5/24 with revisions to accommodate requests from previous meeting (truck traffic turning movements at Mill Street, avoidance of fence removal on Union Street, accommodation of storm conveyance along Union). Project construction now tentatively scheduled for FY2026.

### 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
406 McKenzie Drive	SUB2023-036	Subdivide existing lot into two parcels	Comment letter sent to applicant on Nov. 27, 2023. Met Applicant on 12/21/23 with future meeting attended by engineer to be scheduled. Applicant contemplating subdivision into more than 2 lots.
109 Poplar Lane	FRV-2024-007	Driveway reduction	Approved on 3/14/24; final site inspection and approval on 3/28/24

## 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 March 1 to March 29, 2024:

	Zoning Application #	Property Address	Activity
1	TZP2024-008	128 E Colonial Dr	Add Gas Line
2	IAP2024-003	184 Washington St	Bathroom and Laundry Room Renovations
3	FRV2024-007	109 Poplar Lane	Site Plan Revision
4	TZP2024-009	202 Washington St Unit A	New Business
5	TZP2024-010	200 Mill St	Install Wood Posts
6	IAP2024-004	113 Poplar Ln	Install vent for gas fireplace and gas logs
7	TZP2024-011	1435 Occoquan Heights Ct	Replace Decking
8	IAP2024-005	104 West Locust St	Replace Gas Water Heater and Furnace
9	IAP2024-006	180 Washington St	Replace Gas Furnace

B. The following is a list of **zoning modification requests** from March 1 to March 29, 2024:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from March 1 to March 29, 2024:

	Property Address	Violation #	Violation	Town Action
1				

D. The following is a list of **active/previous violations** from March 1 to March 29, 2024:

	Property Address	Violation #	Violation	Town Action
1	302 Poplar Alley	OZV-2023-01	Signage	New NOV sent on 8/22/23; Meeting with Zoning Administrator on 9/28/23; owner given 45 days, until 11/13/23 to respond to Town and abate violations; no abatement or response by 11/13/23; email and call giving final opportunity sent on 11/20/23; no response as of 11/30/23; Referred to Town Attorney on 12/4/23

## **Building and Property Maintenance**

**Building:** The Building Official monthly permit report as well as the building code violation reports provided by Prince William County are attached.

For more information on building permits and building code violations go to <https://www.pwcva.gov/departments/building-development-division>.

**Property Maintenance:** The Property Maintenance monthly report provided by Prince William County is attached.

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

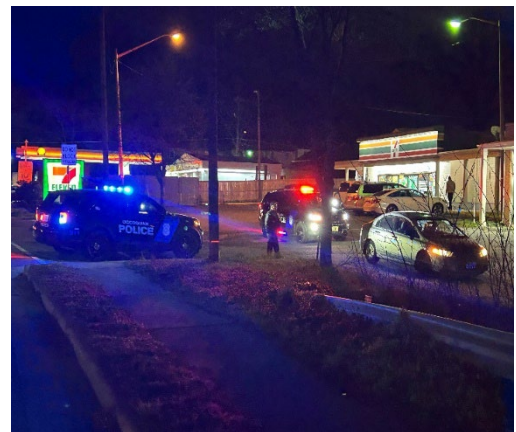
The OPD did not receive any complaints against officers within the Department during the month of March.

#### 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 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. Within the month of March, the OPD completed enhanced high-visibility patrols during the St. Patrick's Day weekend.

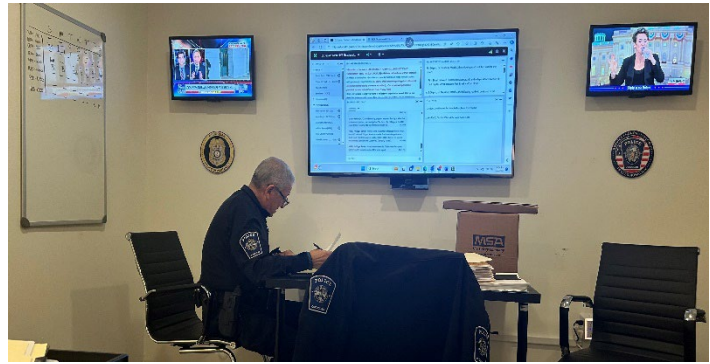


#### Special Operations Division

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

SOD Officers assigned to the HSEM Unit continued to complete its annual review of the Town's emergency plans. SOD Officers supported regional safety and security initiatives during the State of the Union.

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

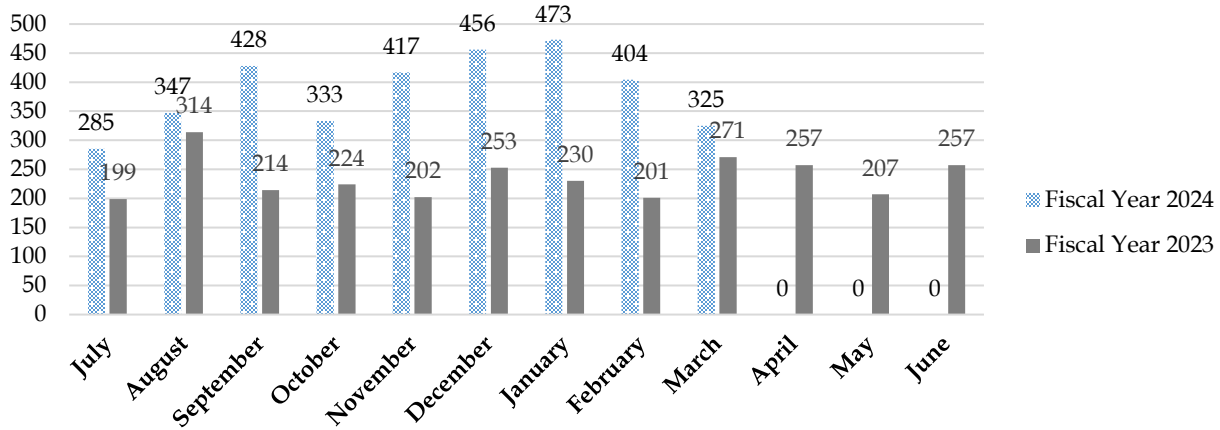


**Patrol and Enforcement Activities:**

As of March 26<sup>th</sup>, for the month of March, Police had 93 calls for service, with 18 disabled vehicles/motorist assist calls, 12 suspicious person/vehicle/circumstance calls, 10 vehicle crash calls, 6 parking complaint calls, 5 medical/mental health calls, 4 domestic calls, 3 roadway obstruction calls, 2 disorderly calls, 2 trespassing calls, 2 illegal fishing calls, 2 noise complaint calls, 2 hit and run calls, 2 driving impaired arrests, 1 drunk in public call, 1 recovered stolen vehicle, 1 larceny call, 1 unsafe commercial vehicle call, 1 escaped prisoner call, 1 Landlord/Tenant Complaint, 1 missing person call, multiple service/assist calls, and made 2 custodial arrests, issued 325 traffic summonses, 85 parking violations, and 80 warnings.

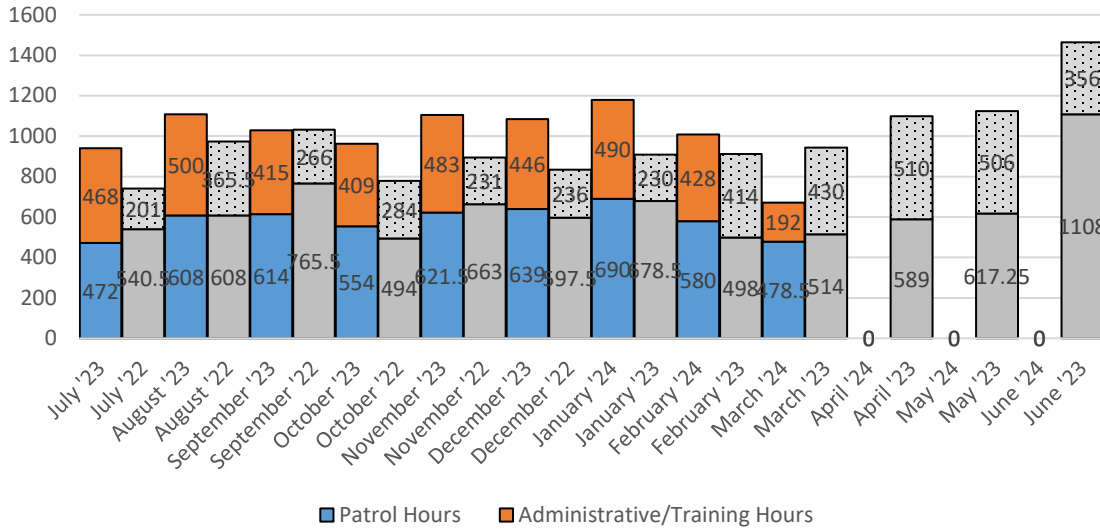
Officers also engaged in 130 business checks and 175 park checks during the month of March.

Traffic Summonses FYTD (GRAPH)





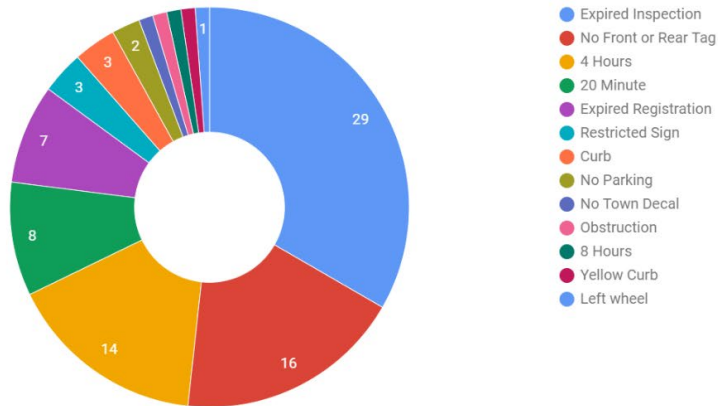
### Patrol/Administrative/Training Hours FYTD (GRAPH)



### Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	32	2
August	87	2
September	113	6
October	20	3
November	40	1
December	57	8
January	109	6
February	73	4
March	85	4

### Occoquan VA - Tickets By Violation (Month To Date)

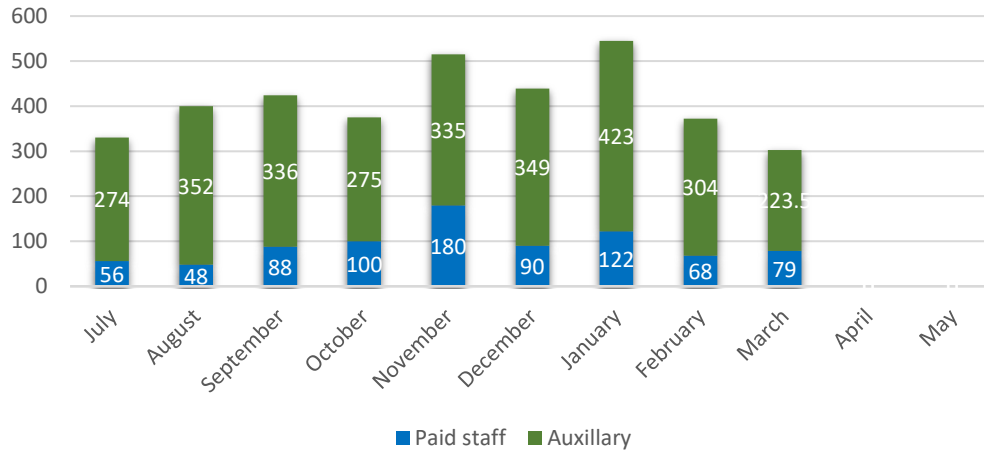


Data as of 3/27/2024, 12:00:00 AM



## Volunteer in Police Service

For Fiscal Year 2024, our auxiliary police officers and paid police staff donated a total of 3,679 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.



## 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
September	0	0	0	0	0
October	4	8	0	0	1
November	2	0	0	0	0
December	1	0	0	0	2
January	0	0	0	0	0
February	0	0	0	0	0
March	0	0	0	0	0
<b>FY Total</b>	<b>41</b>	<b>32</b>	<b>7</b>	<b>41</b>	<b>8</b>
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	1	8		1	1
August	4	48		0	2
September	0	32		0	0
October	8	0		0	1
November	0	0		0	0
December	0	0		0	0
January	0	16		0	0
February	0	4		0	0

March	0	0		0	0
<b>FY Total</b>	<b>13</b>	<b>108</b>		<b>1</b>	<b>4</b>
<b>UTV Operations</b>					
<b>Month</b>	<b>Hours on Patrol</b>	<b>Training Hours</b>	<b>Stops</b>	<b>Special Events</b>	<b>Calls for Service</b>
July	0	0	0	0	0
August	0	0	0	0	0
September	0	18	0	0	0
October	8	0	0	4	0
November	32	0	0	6	1
December	42	0	0	1	1
January	16	0	0	0	0
February	16	2	0	0	2
March	0	0	0	0	0
<b>FY Total</b>	<b>114</b>	<b>20</b>	<b>0</b>	<b>10</b>	<b>4</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/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 Riverwalk	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

**Public Works Highlights (March 2024)**

- Started spring cleaning and landscaping projects
  - Installed elevated planter boxes at 123 and Commerce intersection
- Installed water quality testing signage

**Special Public Works Projects**

*Projects In-Progress: 13      Projects Completed: 3*

Below is an updated list of maintenance activities with statuses updated as of March 29, 2024:

Project	Status	Completion Date	Notes
<b>Building Maintenance</b>			
Repair and Paint Town Hall Eaves	In progress		Getting quotes from vendors; may move to FY25
Paint Annex	In progress		Getting quotes from vendors; may move to FY25
<b>Craft Show and Events Support</b>			
Peep Show Support	Completed	3/26/2024	
<b>Landscaping</b>			
Seed and aerate town parks	Not started		Summer 2024
Plant boxwoods at Union St	Not started		Spring 2024; alternative to mulch or stone
Improvements at Tanyard Hill and Old Bridge	In progress		Early April
Spring Mulching and Planting	In progress		Completing in early April
Improvements at 123 and Commerce	In progress		Elevated boxes installed; plantings and traffic box by early April
Hardscaping stairs at LOVE sign	In progress		Spring 2024; materials shortage
<b>Park Maintenance</b>			
RMP Plumbing and Bathroom Upgrades	In progress		New water heater installed in January; further improvements in planning
River Mill Park Signage Update	In progress		In PWC permitting
<b>Public Art/Historic Markers</b>			
Install New Mural Surfacing	In progress		Delivery to Artist in early April; install scheduled for end of April
<b>Special Projects</b>			

Project	Status	Completion Date	Notes
Backup Generator Project	Not started		Paused – OPD Joint Project
Transfer box set up at Annex	Not started		Paused – OPD Joint Project
River Road Improvements	In progress		Summer 2024; addressing resident concerns and planning fencing and refuse storage – OPD Joint Project
Install Water Quality Testing Signage	Completed	3/8/2024	Installed at kayak ramp and Mill Overlook
<b>Streets, Sidewalks, and Parking</b>			
Repair/Replace Mill Street Pipe	Not started		Spring 2024
Paint Ellicott Curb and Touch Up Existing Curbs	In progress		May 2024
Seasonal Brick Repair and Replacement	In progress		March 2024; marking completed
Remove debris from RMP manhole	In progress		Spring 2024
Repair and Readjust Wheel Stops Under 123 Bridge	Completed	3/25/2024	
<b>Spring Cleaning</b>			
Repair Dogwoods on TH Bricks	Not started		Spring 2024
Powerwash Town Hall	Not started		Spring 2024
Paint and Clean Town Hall Basement Door	Not started		Spring 2024
Repair/Paint Town Hall Steps	Not started		Spring 2024
Powerwash Gaslight Landing Riverwalk	Not started		Spring 2024
Clean and Paint Gaslights	Not started		Spring 2024

**Brick Installation and Maintenance Projects**

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

Location	Status	Notes
Brick Repairs	In progress	Repairs in progress.



## **Events and Community Development**

### **Friends of the Occoquan Clean Up April 6, 2024, 9am to 12pm**

Be a River Hero!

Saturday, April 6, 2024, 9 am to 12 pm

Meet in front of Town Hall on Saturday, starting at 9 am and collect your gloves and bags and help us tidy the riverbank and town to prevent trash from collecting in the river. Refreshments will be in a grab-and-go style. Wear sturdy shoes and proper attire for getting muddy. Bring a friend!

### **Ribbon Cutting April 12, 2024 at 4pm**

Join us to welcome a new business in Town. Waters Way Counseling will host a ribbon cutting at 308 Poplar Alley on April 12th at 4pm.



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>9. Regular Business</b>	<b>Meeting Date:</b> April 2, 2024
<b>9A: Request to Review Zoning Administrator Reports on Density Items Referred to Planning Commission</b>	

**Attachments:** a. Zoning Administrator Reports

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

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

This is an action item to review the reports referred by the Planning Commission and created by the Zoning Administrator on potential zoning text and comprehensive plan amendments relating to density issues.

The Town Engineer will be present to answer questions on the reports.

#### **Background**

At the February 6<sup>th</sup> meeting, the Town Council requested that the Planning Commission evaluate and report on the following three (3) zoning-related items:

1. Evaluate the extent to which it is appropriate to alter density in specific areas,
2. Consider whether the parcel immediately east of the Route 123 bridge currently zoned R-1, should be considered for business zoning, and
3. Review the restrictions on accessory dwellings and determine whether or not adjustments are warranted.

At the February 27<sup>th</sup> meeting, the Planning Commission requested that the Zoning Administrator evaluate and report on the three (3) zoning-related items. At the March 26<sup>th</sup> meeting, the Planning Commission reviewed the reports and, upon finding them satisfactory, referred them to the Town Council for review.

A number of jurisdictions in the area have been reviewing their density restrictions over the past year. As Occoquan continues to mature, it seems likely that the Town too will need to do so in response to expressed needs for additional housing and revenues.

**Staff Recommendation:** Provide guidance to staff on drafting potential zoning text and comprehensive plan amendments.

**Cost and Financing:** N/A

**Account Number:** N/A

**Proposed Motion:**

“I move to direct staff to create draft language for [ZONING TEXT AND/OR COMPREHENSIVE PLAN] amendments that increase density in [LOWER DENSITY OR ALL] districts [WITHIN THE CONSTRAINTS OF THE COMPREHENSIVE PLAN] based off Town Council feedback. I further move to direct staff to draft language for zoning text amendments that lighten restrictions on accessory dwelling units in all zoning districts based on Town Council feedback.”

OR

Other action Council deems appropriate.



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
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[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 /  
CHIEF OF POLICE**  
Adam C. Linn, J.D.

March 22, 2024

Mr. Eliot Perkins, Chair  
Planning Commission  
Town of Occoquan  
P.O. Box 195  
Occoquan, VA 22125

*Re: Evaluation of Potential Changes to Density – Washington Street and other areas of the Town*

Dear Chair Perkins:

The Town Council at its February 27, 2024, meeting requested the Zoning Administrator to evaluate the extent to which the Comprehensive Plan and Zoning Ordinance could be adjusted to increase development densities of properties along Washington Street that are in proximity to other properties zoned R-3. This was the primary area of focus, but other areas of the Town could be considered.

## **COMPREHENSIVE PLAN:**

The Comprehensive Plan is the guiding document that the Town uses to make land use decisions. Comprehensive Plans are known to be “Living Documents”, as they reflect the desires of the community, but they change over time, and must be reevaluated every five years as required by the Code of Virginia. Occoquan’s Comprehensive Plan has several themes that would apply to the review of density. These themes are:

- Sustain Occoquan’s community character and distinctive quality of life.
- Enhance Occoquan’s circulation and mobility with an emphasis on pedestrian safety.
- Sustain and enhance Occoquan’s business/historic district while diversifying the town’s economic base.

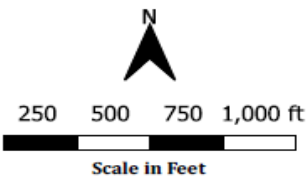
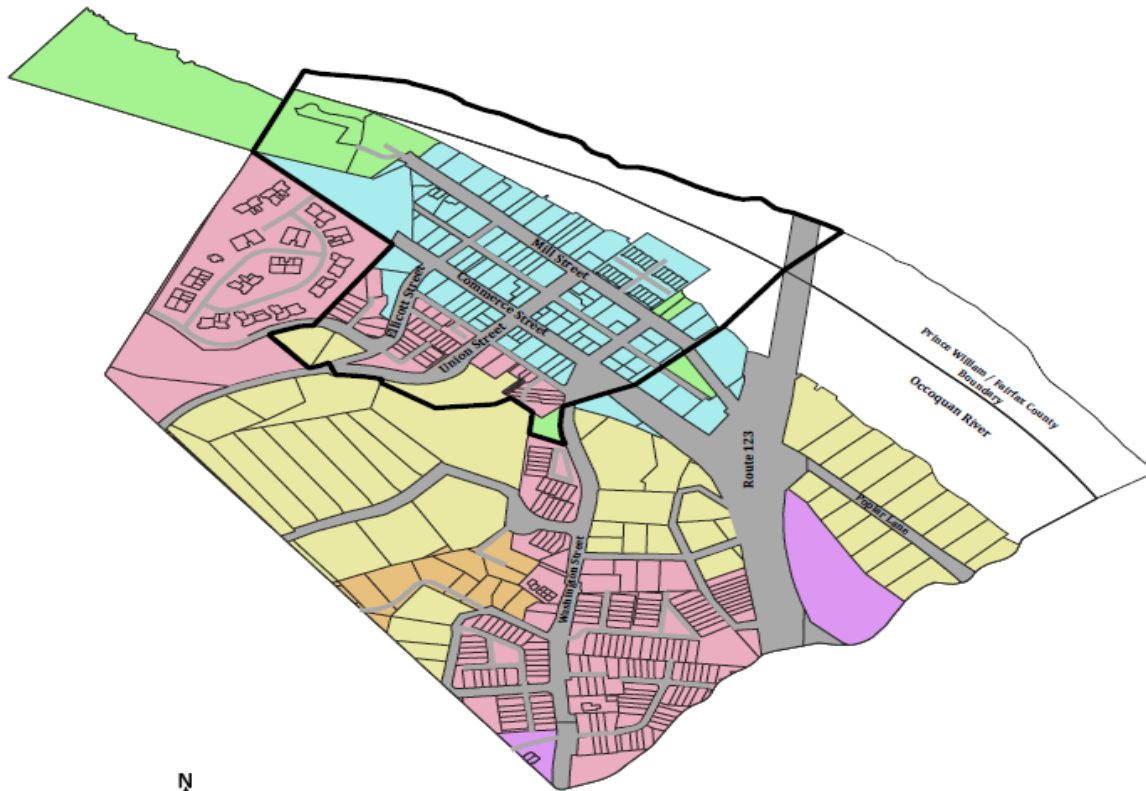
- Witness environmental stewardship by living in harmony with our diverse natural environment.
- Partner with neighboring localities to coordinate planning and governance matters of mutual interest.
- Commit to developing a comprehensive plan schedule and accountability metric.

The Plan acknowledges past population growth, its desirable location to include proximity to the Occoquan River and easy transportation access to Interstate-95, making it a “community of choice”. It also acknowledges a changing demographic that is more family-focused and diverse. Future growth should take those factors into account. The Plan notes the past growth and development and mentions community debate about adding additional townhome communities to the Town.

The Future Land Use map acknowledges the existing development pattern along Washington Street. It varies from the Zoning Map in that the Zoning Map indicates two parcels being zoned R-2, medium density residential where the Land Use Map indicates the future use should be low-density residential.









There are several areas located along East Locust Street, Poplar Lane, Union Street, and West Locust Street that are currently planned and zoned for low-density residential use. If desired those areas could be considered for in-fill/redevelopment. However, page 20 of the Plan speaks to the need for housing development to be closely monitored to maintain the current balance of affordable, mid-level, and luxury level residential choices. *“As for the areas outside the Historic District, the Town should seek to limit the expanded use of current residential areas so as to ease the strains on the community’s transportation networks.”* These statements imply that future increases in density should be limited and provide adequate areas for parking and pedestrian connectivity to minimize traffic impacts.

# Town of Occoquan, VA Future Land Use Map



For more information on Zoning, please refer to the Town Code, Chapter 157.

Zoning update June 12, 2014

Zoning District Designation	
 Low Density Residential	 Mixed Use Overlay
 Medium Density Residential	 Park and Open Space
 Med-High Density Residential	 Street
 High Density Residential	 Historic District

## ZONING:

The Zoning Map of the Town (below) shows the area of Washington Street primarily being encompassed by R-3, general residential, high-density zoning. The zoning density generally decreases as you travel north on Washington Street towards the Historic District with R-1, limited residential – low density and R-2, general residential, medium density. The applicable residential zoning districts allow for the following forms of development:

**R-3** – Single family detached dwellings, duplex dwellings, townhouse dwellings, and multi-family dwellings. The minimum lot size of single family detached dwellings is 6,000 square



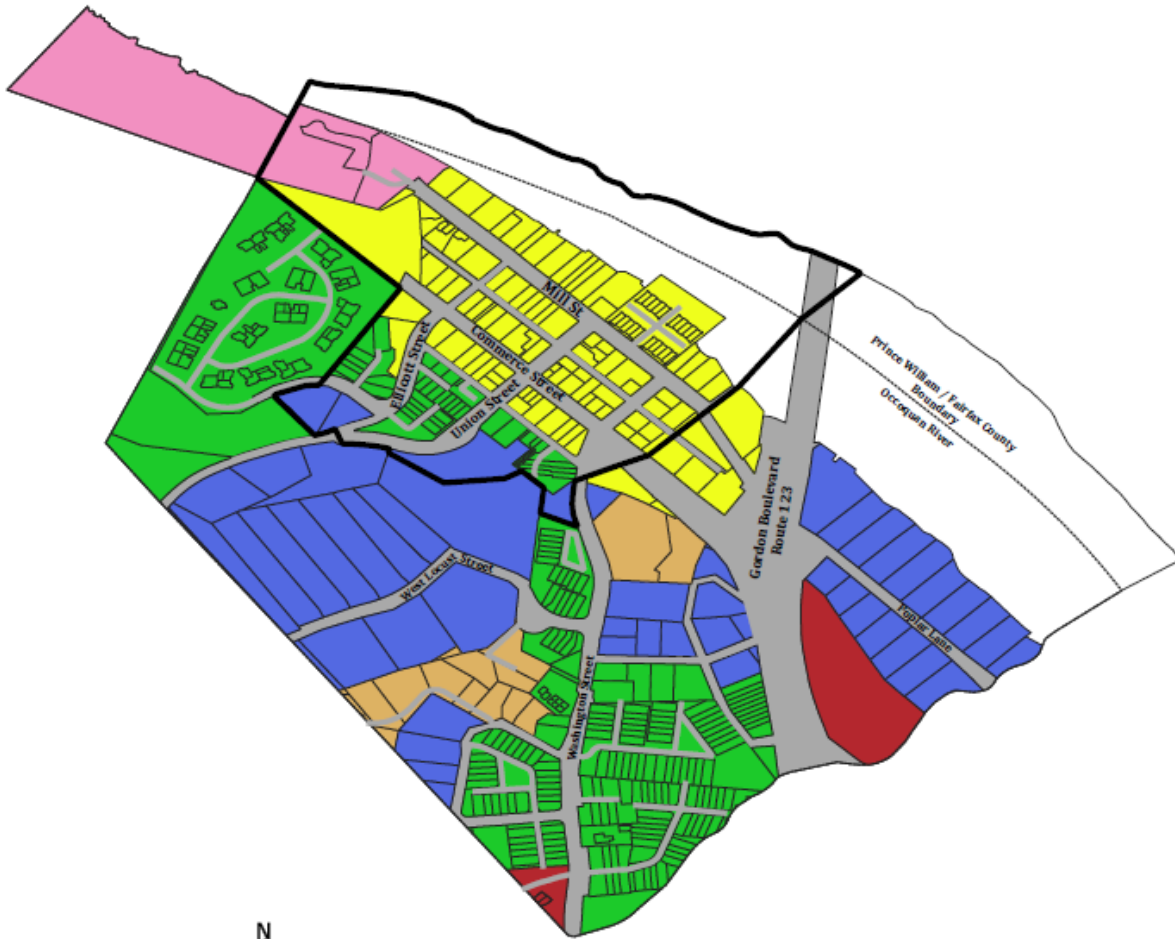
feet. The minimum lot size of duplex dwellings is 12,000 square feet. The minimum lot width and requirement for 40% open space dictate the lot yield for townhouse developments. Multi-family dwellings can be built at a maximum density of 16 units per acre on a minimum lot size of 10,000 square feet with a minimum 30% open space.

**R-2** – Detached single family dwellings and duplex dwellings. The minimum lot size of single family detached dwellings is 10,000 square feet. The minimum lot size for duplex units is 12,000 square feet.

**R-1** – Single family detached dwellings with minimum lot size of 10,000 square feet. The minimum lot width is 70 feet.

Other areas of the town, outside the historic district, are zoned R-1 and R-4. The R-4 district is exclusive to multi-family housing. R-4 zoned properties are located at the periphery of town. All these residential zoning districts limit building heights to a maximum of 35 feet. As such, all dwellings are two or three stories at most depending on the type of construction.

# Town of Occoquan, VA Zoning District Map



250 500 750 1,000 ft



Scale in Feet

For more information on Zoning, please refer to the Town Code, Chapter 157.

Zoning update March 7, 2023

## Zoning Districts

R-1	B-1
R-2	PPU
R-3	Street
R-4	Historic District

## **ANALYSIS:**

Considering the guidance of the Comprehensive Plan, current zoning scheme, and topography of the town, there appears to be limited potential for significant in-fill/redevelopment. The Comprehensive Plan reflects the current conditions in town and does not have any direct recommendations for increased development densities. The current zoning scheme is suburban in scale with substantial lot sizes, significant setbacks, and limited building height. Areas located outside the historic district are characterized as a plateau and hillside overlooking the Occoquan River. Zoning regulations limiting development on steep slopes and the practicalities of developing on those slopes also limit new residential development potential without tear-down and rezoning.

## **RECOMMENDATIONS:**

In keeping with the spirit of the Comprehensive Plan and the current zoning scheme, there are a few tools that can be considered to allow a limited increase in residential development in the town. Those items are:

1. Consider reducing the minimum lot size for single family detached homes in the R-1 and R-2 zones to 6,000 square feet. This would allow a uniform lots size in town where single family homes are permitted. It could also retain the feeling of being located in a town if connecting sidewalks are constructed.
2. Consider allowing flag or stem lots. This allows for limited road frontage but gives a separate driveway access to the new home.
3. Adopt zoning changes to allow for cluster development. The intent of cluster development is to reduce lot sizes to preserve open space. It is permitted per Sec. 15.2-2286.1. <https://law.lis.virginia.gov/vacode/title15.2/chapter22/section15.2-2286.1/> Given the small sizes of parcels in the Town, a change in permitted dwelling unit types or density may be necessary.
4. Permit the use of accessory dwellings. An accessory dwelling is essentially an apartment in a dwelling or detached structure that is smaller in size and scale than the primary dwelling.
5. Consider relaxing the slope restriction for land areas exceeding 20% slope.

If the Planning Commission is inclined to consider an amendment to Comprehensive Plan to increase development densities the following considerations are recommended to be part of the decision-making process to adjust the Future Land Use Map:

1. Consider higher density development along roadways that are not gateways to the historic district. Over-building in gateways to the historic district may detract from its sense of place.
2. Consider areas where pedestrian connectivity can be achieved to minimize traffic congestion and promote the sense of small-town community.
3. Consider areas where the traffic volume on existing streets can accommodate the increase in vehicles associated with new development.

4. Consider promoting small lot detached, attached, and semi-attached dwelling unit types as additional housing options to achieve density goals and desired scale of development.
5. Consider higher density areas to be located near existing or planned parks and playgrounds. This will promote social interaction and a sense of community.
6. Consider increasing maximum building heights where appropriate. Increased building height should not detract from the viewshed of the historic district.

Thank you for the time and consideration.

Sincerely,



Jeffrey A. Harvey, AICP  
Assistant Zoning Administrator

JAH/bar

cc: Adam C. Linn, Town Manager



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

March 22, 2024

Mr. Eliot Perkins, Chair  
Planning Commission  
Town of Occoquan  
P.O. Box 195  
Occoquan, VA 22125

*Re: Potential Zoning for 119 Poplar Lane*

Dear Chair Perkins:

The Town Council at its February 27, 2024, meeting requested the Zoning Administrator to review 119 Poplar Lane GPIN 8393-73-4888 east of the Route 123/Gordon Boulevard Bridge which is currently zoned R-1, limited residential, low-density and evaluate whether it should be rezoned to B-1, general business, with mixed-use components.

## **EXISTING CONDITIONS:**

119 Polar Lane is an undeveloped property located adjacent to the Gordon Boulevard Bridge and the Occoquan River. The property is 0.8952 acre ( $\pm 38,995$  square feet). Improvements consist of an existing paved driveway entrance, electric power lines, transformer boxes, and a private pier. The property has gradually sloping topography. The highest elevation is approximately 18 feet, mean sea level at the driveway entrance on Polar Lane and slopes towards the river. It is comprised of a cleared area with tree lines along the river and a drainageway extending from Polar Lane north to the river. Most of the property is located within the 100-year floodplain. There is Resource Protection Area (RPA) extending 100 feet from the shoreline of the river interior to the parcel. There is also an Intensely Developed Area (IDA) across the property's shoreline, allowing development, within certain circumstances to occur within the RPA. The entire parcel is located within a dam break inundation zone (DBIZ) associated with the Occoquan Dam.

Member of Virginia Municipal League

The street conditions in front of the property are open ditch drainage and asphalt curb. There is no sidewalk along the property frontage. There is a sidewalk immediately across the street that extends to the west under the Gordon Boulevard Bridge. The area under Gordon Boulevard immediately west of the property is used for a public parking lot and kayak launch. The area along Poplar Lane east of the property is occupied by single family residences. The property is also encumbered by two utility easements associated with overhead electric service. There is an easement along the eastern part of the Poplar Lane frontage for a local distribution line. There is also an easement generally running parallel to the Gordon Boulevard Bridge across a portion of the property that serves a significant electrical transmission line.

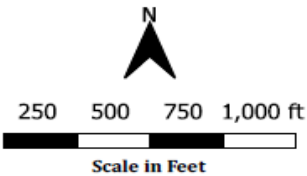
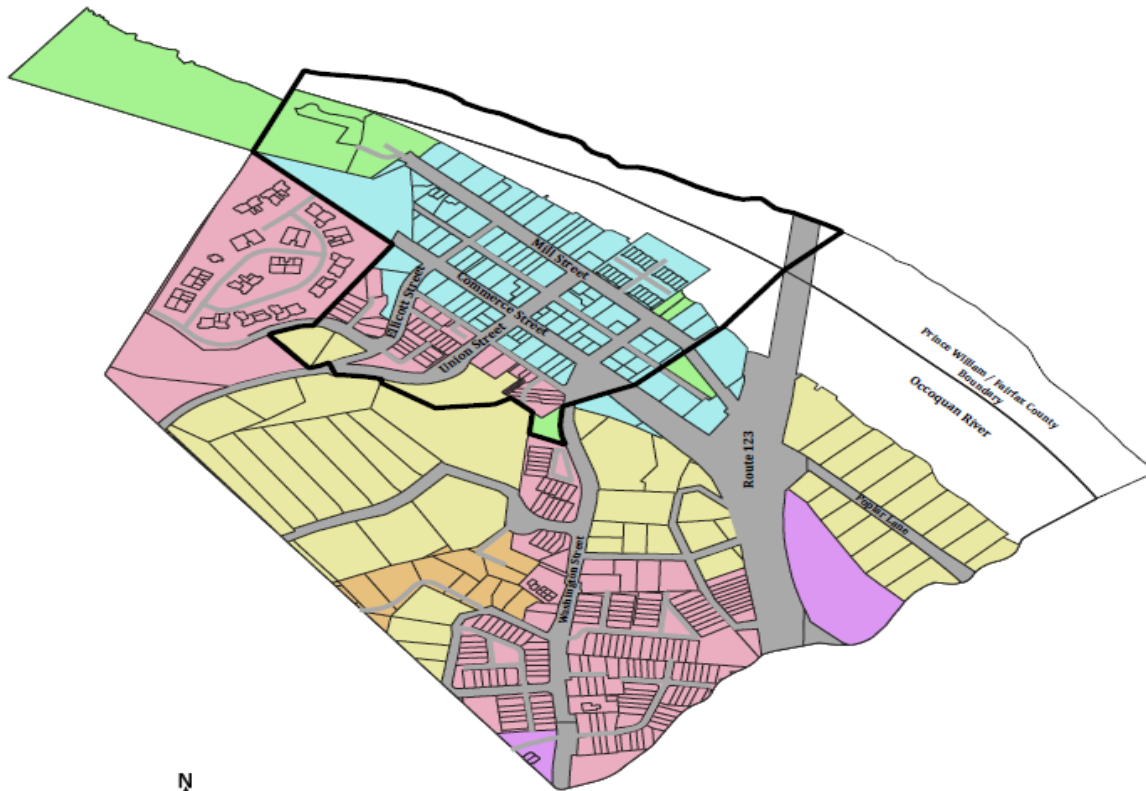


**COMPREHENSIVE PLAN:**

The Future Land Use Plan Map in the Comprehensive Plan identifies 119 Poplar Lane for Low Density Residential use. This land use is compatible with the property’s current R-1, limited residential, low-density zoning. The Land Use Plan Map recommends low-density residential use along Poplar Lane east of the Gordon Boulevard Bridge. This is reflective of the existing R-1 zoning and single family detached housing units that can be seen along Poplar Lane extending east to the town limits. Properties located to the west of the Gordon Boulevard Bridge along Mill Street are designated for mixed use overlay and park and open space. They are zoned B-1, general business and are comprised of several commercial establishments leading into the historic downtown area.











# Town of Occoquan, VA Future Land Use Map



For more information on Zoning, please refer to the Town Code, Chapter 157.

Zoning update June 12, 2014

Zoning District Designation	
 Low Density Residential	 Mixed Use Overlay
 Medium Density Residential	 Park and Open Space
 Med-High Density Residential	 Street
 High Density Residential	 Historic District

## **ZONING ORDINANCE:**

The Town has six primary zoning districts. R-1, R-2, R-3, R-4, B-1, and PPU.

As noted earlier, the property is currently zoned R-1. The intent of the R-1 district is *“...to promote and encourage a healthy and sustainable environment for family life, especially for families that include children, and to ensure that the limited physical size of the town is developed in accordance with its historical character as a town that is primarily residential,*

*with concentrations of commercial uses. To this end, development in the R-1 District is limited to low concentration residential use, mostly detached single-family residences, together with certain additional uses that would serve the residences of the district, including schools, parks, and utilities.....".* The permitted uses in the district are single-family homes and activities that support single-family homes such as parks, schools, places of assembly, public utilities, and limited home related businesses. The minimum lot size in the district is 10,000 square feet with a minimum lot width of 70 feet. The property in its current configuration has only 76 feet of frontage along Poplar Lane and therefore cannot be further subdivided.

The request from the Town Council was to evaluate whether the property should be rezoned to the B-1 zoning district. The intent of the B-1 district is *"...for the conduct of general business to which the public requires direct and frequent access, but is not characterized either by constant heavy trucking, other than stocking and delivery of light retail goods, or by any nuisance factors, other than incident light and noise congregation of people and passenger vehicles. This includes the use of retail stores, banks, theaters, business offices, newspaper offices, restaurants, and taverns. The B-1 district is also encouraged to incorporate mixed-use designs, characterized by business uses along the street or water font with high-density residential above, as new developments and redevelopment occurs.* The permitted uses in the district match the intent as they are primarily commercial businesses. Residential uses may not occupy the floor of the building that is adjacent to the primary street and, or sidewalk. Buildings can be constructed as close as 5 feet from the front property line. There are no requirements for side or rear yard setbacks and no floor area ratio (FAR) requirements.

**RECOMMENDATION:**

The Zoning Administrator recommends that 119 Polar Lane retain its current R-1 zoning. The Comprehensive Plan recommends the future use for the property to be low-density residential which is compatible with the current R-1 zoning. The Comprehensive Plan is intended to be a guide for future development but is not determinative. The Gordon Boulevard Bridge acts as a physical delimiter between the residential part of town along Poplar Lane and the commercial and mixed-use area along Mill Street. The current conditions on the property significantly restrict the buildable area. Since the B-1 zoning district has no side yard setback, any commercial building would likely be constructed close to the eastern property line and Poplar Lane frontage to avoid impacts of the RPA and floodplain. There is an existing single-family dwelling abutting the property that would be directly impacted without mitigation measures such as buffers, fencing, limiting the types of businesses and hours of operation. Given the limited buildable area and physical constraints of the property, a likely use could be for a parking lot. If the existing parking lot under the Gordon Boulevard Bridge were to be expanded on to this property, a rezoning to the B-1 district would not be necessary as a public parking lot owned by the Town could be permitted in any zoning district. Mitigating measures such as buffering, fencing and hours of operation would also be advisable for a parking lot in this location.



Thank you for the time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey A. Harvey". The signature is stylized with large loops and a cursive font.

Jeffrey A. Harvey, AICP  
Assistant Zoning Administrator

JAH/bar

cc: Adam C. Linn, Town Manager



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

March 29, 2024

Mr. Eliot Perkins, Chair  
Planning Commission  
Town of Occoquan  
P.O. Box 195  
Occoquan, VA 22125

*Re: Accessory Dwellings*

Dear Chair Perkins:

The Town Council at its February 27, 2024, meeting requested the Zoning Administrator to review the restrictions on accessory dwellings and determine whether adjustments to the zoning ordinance are warranted.

## **ZONING ORDINANCE:**

The zoning ordinance includes some definitions that are important to understanding what an accessory dwelling is and how it may be permitted.

Accessory building use or structure. *"A separate building, use or structure on the same lot with and customarily incidental to the principal use of the parcel or principal structure."*

Apartment house. See Dwelling, multi-family.

Boardinghouse. *"A building arranged or used for lodging for compensation, with or without meals, and not occupied as a single-family unit"*.

Building, main. *"A building in which the principal use of the lot is conducted"*.

Duplex. *"A building situated on a single lot and containing two dwelling units structurally attached, each having separate entrances."*

Dwelling, attached. *"One of a series of three or more dwelling units separated from one another by common party separated from one another by common party walls without openings, i.e., townhouses."*

Dwelling, detached single-family. *"A detached dwelling designed for occupancy by one family and not attached, duplex, or semidetached."*

Dwelling, multifamily. *“A building or portion of a building, designed for occupancy by three or more dwelling units with shared principal entryways,, including rental apartments and apartment condominiums.”*

Dwelling, semidetached. *“A dwelling having a party wall in common with another dwelling but which otherwise is designed to be and is substantially separate from any other structure or structures except accessory buildings.”*

Dwelling unit. *“A room, interconnected rooms, constituting a separate independent housekeeping establishment intended for permanent, full-time human occupancy and physically separated from any other rooms or dwelling units which may be in the same structure, and containing independent cooking and sleeping facilities.”*

Recreational vehicle. *“Any vehicle, trailer, or semitrailer designed for human occupation and not meeting the definition of manufactured home and is not meant for permanent occupancy.”*

There is no separate definition for accessory dwelling or accessory dwelling unit. Zoning districts R-1, R-2, R-3, R-4, and PPU all allow accessory buildings. The B-1 zoning district has conflicting requirements. It does not allow accessory buildings as a permitted use but does allow residential uses provided that they do not occupy the floor of the building that is adjacent to the primary street or sidewalk. However, in the height limitations, it references that *“no accessory building may be more than one story tall.”*

Reading the definitions of accessory building use or structure combined with the definition of dwelling unit, it can be surmised that accessory dwelling units are permitted in the R-1, R-2, R-3, and R-4 zoning districts. The units would have to be incidental to the principal use of the parcel or principal structure. For an accessory dwelling unit to be incidental to a principal dwelling unit, it must serve the occupants of the principal dwelling. Traditionally this means that the accessory dwelling unit must be designated for a family member(s), employee(s) of a family run home business or guest(s) of the family residing in the principal dwelling. An accessory dwelling unit is smaller in scale and subordinate to the primary dwelling. They are often found in the basement of a dwelling where they can be physically separated or as part of or the entirety of a detached structure.

Recently, there has been some discussion in the Town about the permissibility of the use of Tiny Houses on private property. The use of tiny houses or tiny homes has been growing in popularity in recent years. This practice is often referred to as alternative housing and sometimes associated with Affordable Dwelling Units (ADU). Such use has been defined and permitted by some locality zoning ordinances and restricted by others.

Any single-family dwelling unit is a principal structure that requires a building permit and building inspections to ensure compliance with building code regulations. When constructing any house it must meet the Building Code. A tiny house being constructed as a single-family dwelling must meet appendix Q of the International Residential Code (IRC) which would be reviewed by Prince William County Building Official’s Office. As a principal structure, there could be only one tiny house on a lot. A tiny house could be an accessory dwelling provided it is smaller in size and subordinate to the principal dwelling.

Many tiny houses are marketed and sold on wheels for mobility, which requires registration and licensing by the Virginia Department of Motor Vehicles. Many localities regulate these

structures as “campers” or “recreational vehicles” or “Tiny-Homes-On-Wheels (THOW’s). Tiny homes could be captured in this definition if it was on wheels, but it would further be restricted by the permanent occupancy provision of the definition. In other words, a tiny house on wheels cannot be used for permanent residence, cannot be permanently connected to utilities and similar to a recreational vehicle must periodically be removed from a property.

The zoning ordinance for the Town does not define tiny homes. However, it does define *Dwelling, Detached Single-Family* which does not outline size or square footage for such a unit. Accessory building is also defined. This can be viewed in one of two ways. Either construction of a tiny home is permitted if constructed as a single-family dwelling, or it is permitted as an accessory dwelling. Any tiny home constructed on a chassis is not a building and would be categorized as a recreational vehicle.

**RECOMMENDATION:**

The Zoning Administrator recommends that the zoning requirements in the B-1 zoning district be clarified to permit accessory buildings and to permit accessory dwellings. Accessory dwellings should be called out as use permitted in the residential zoning district. It would be advisable to create a definition of accessory dwelling and place limits on its size and scale to minimize community impacts.

*Dwelling, accessory.* An ancillary dwelling unit which may be located in a principal structure or a detached accessory building for such uses as a family member apartment, guest house (for occasional visits by family or friends), maid's quarters, short term rental, and shall conform to the following:

- (1) An accessory dwelling shall not exceed the total gross floor area of the principal dwelling unit.
- (2) When an accessory building is located in the principal dwelling, the entry to the unit and its design shall be such that the appearance of the building shall remain a one-family residence.
- (3) An accessory dwelling shall have the same address as the principal dwelling.
- (4) Detached accessory dwellings shall meet the setback and building height requirements of accessory buildings.
- (5) Each accessory dwelling shall have at least one (1) designated off-street parking space.

Thank you for the time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey A. Harvey". The signature is stylized with large loops and a long horizontal stroke at the end.

Jeffrey A. Harvey, AICP  
Assistant Zoning Administrator

JAH/bar

cc: Adam C. Linn, Town Manager



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

<b>10. Discussion Items</b>	<b>Meeting Date:</b> April 2, 2024
<b>10A: FY2025 Budget Work Session #2</b>	

- Attachments:**
- a. Power Point Presentation
  - b. FY2025 Proposed Events Fund
  - c. FY2025 Proposed General Fund Budget
  - c. FY2025 Proposed Capital Improvement Program Budget

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

**Explanation and Summary:**

This is a discussion item to review the proposed FY2025 budgets for the General Fund Budget and Capital Improvement Program Budget.

Attached are the draft budgets and a slide deck that will be used to guide the discussion.

**Background**

Prior to approving and publishing the Adopted Budget by June 30<sup>th</sup> of each year, Town Council has the opportunity to review the proposed budgets and make any updates or alterations that the Town Council discerns meet the strategic framework, comprehensive plan, and/or the needs of the Town.

**Staff Request:** Staff is requesting feedback on the proposed budgets and direction on any changes ahead of budget adoption in May.

Any requested changes will be addressed at later work sessions and/or prior to adoption of the budget.

FY2025 PROPOSED BUDGET - EVENT FUND								
Account	Revenue Source	FY2023 Actual (unaudited)	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Event Revenues</b>								
47010	Sponsorships	17,658	42,500	15,515	34,000	119.1%	-20.0%	(8,500)
47020	Booth Rentals	164,250	160,375	94,250	166,000	76.1%	3.5%	5,625
47030	Shuttle Fees	60,270	60,500	28,500	60,500	112.3%	0.0%	-
47040	Parking Space Sales	9,900	8,900	5,250	10,500	100.0%	18.0%	1,600
47060	Merchandise	1,070	3,000	1,778	1,125	-36.7%	-62.5%	(1,875)
47021	Ticket Sales	9,376	11,000	14,007	18,575	32.6%	68.9%	7,575
<b>Other Revenues</b>								
44040	Bricks Program	1,814	1,275	1,500	1,575	5.0%	23.5%	300
41160	Convenience Fees	5,023	5,875	4,378	4,550	3.9%	-22.6%	(1,325)
44020	Events Fund Interest	99	1,200	-	-		-100.0%	(1,200)
47000	Other Revenue	12,642	6,000	10,012	16,460	64.4%	174.3%	10,460
<b>Total Events Fund Revenues</b>		<b>282,102</b>	<b>300,625</b>	<b>175,190</b>	<b>313,285</b>	<b>78.8%</b>	<b>4.2%</b>	<b>12,660</b>
Account	Expenses	FY2023 Actual (unaudited)	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	65,311	84,531	70,995	98,371	38.6%	16.4%	13,840
60400	Total Professional Services	13,804	17,600	11,055	5,050	-54.3%	-71.3%	(12,550)
60800	Total Information Tech Services	1,230	1,200	900	390	-56.7%	-67.5%	(810)
61200	Total Material and Supplies	20,061	18,025	13,450	13,545	0.7%	-24.9%	(4,480)
62000	Total Contracts	74,692	75,125	54,769	75,100	37.1%	0.0%	(25)
63200	Total Advertising	21,372	24,875	30,494	32,500	6.6%	30.7%	7,625
64000	Vehicles and Equipment	-	-	-	-			-
66800	River Mill Park and Facility	375	600	750	850	13.3%	41.7%	250
69210	Holidayfest / Santa	6,269	2,675	17,908	1,000			
69220	Volunteer Thank You Event	1,565	1,575	1,617	1,595	-1.4%	1.3%	20
69250	River Mill Park Special Events	10,599	4,850	1,592	1,050	-34.0%	-78.4%	(3,800)
69290	Other Special Events	4,150	3,225	6,278	9,275	47.7%		6,050
<b>Total Events Fund Expenses</b>		<b>219,428</b>	<b>234,281</b>	<b>209,808</b>	<b>238,726</b>	<b>13.8%</b>	<b>1.9%</b>	<b>4,445</b>
<b>Total Events Fund Net Revenue</b>		<b>62,674</b>	<b>66,344</b>	<b>(34,618)</b>	<b>74,559</b>	<b>-315.4%</b>	<b>12.4%</b>	<b>8,215</b>

Account	FY2025 Proposed General Fund - Expenditures	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
60000	Total Personnel Services	\$ 708,934	\$ 667,537	\$ 734,672	\$ 717,061	\$ 827,001	15.3%	12.6%	\$ 92,329
60400	Total Professional Services	\$ 169,321	\$ 161,302	\$ 174,325	\$ 170,652	\$ 175,967	3.1%	0.9%	\$ 1,642
60800	Total Information Technology Services	\$ 31,100	\$ 35,193	\$ 40,092	\$ 43,070	\$ 40,430	-6.1%	0.8%	\$ 338
61200	Total Materials and Supplies	\$ 27,230	\$ 28,554	\$ 31,125	\$ 38,729	\$ 34,850	-10.0%	12.0%	\$ 3,725
61600	Total Operational Services	\$ 9,000	\$ 9,300	\$ 10,172	\$ 8,179	\$ 9,200	12.5%	-9.6%	\$ (972)
62000	Total Contracts	\$ 112,382	\$ 109,433	\$ 122,135	\$ 116,277	\$ 125,103	7.6%	2.4%	\$ 2,968
62400	Total Insurance	\$ 33,690	\$ 37,918	\$ 40,300	\$ 40,672	\$ 43,500	7.0%	7.9%	\$ 3,200
62800	Total Public Information	\$ 5,020	\$ 2,808	\$ 4,036	\$ 3,755	\$ 4,050	7.8%	0.4%	\$ 14
63200	Total Advertising	\$ 2,000	\$ 4,875	\$ 7,640	\$ 7,540	\$ 6,610	-12.3%	-13.5%	\$ (1,030)
63600	Total Training and Travel	\$ 18,210	\$ 10,244	\$ 16,510	\$ 13,840	\$ 17,050	23.2%	3.3%	\$ 540
64000	Total Vehicles and Equipment	\$ 27,210	\$ 49,375	\$ 30,050	\$ 58,163	\$ 47,650	-18.1%	58.6%	\$ 17,600
64400	Total Seasonal	\$ 10,500	\$ 10,623	\$ 11,700	\$ 11,710	\$ 13,000	11.0%	11.1%	\$ 1,300
64800	Total Town Hall	\$ 11,890	\$ 11,689	\$ 12,624	\$ 10,618	\$ 11,344	6.8%	-10.1%	\$ (1,280)
65200	Total Mill House Museum	\$ 6,500	\$ 300	\$ 6,500	\$ 6,500	\$ 6,500		0.0%	\$ -
65600	Total 200 Mill Street	\$ 500	\$ -	\$ -	\$ -	\$ -			\$ -
66000	Total Police/PW Annex	\$ 5,910	\$ 5,483	\$ 3,190	\$ 5,163	\$ 3,350	-35.1%	5.0%	\$ 160
66400	Total Mill Street Storage	\$ 250	\$ -	\$ -	\$ -	\$ -			\$ -
66800	Total River Mill Park and Facility	\$ 16,200	\$ 18,398	\$ 19,318	\$ 19,882	\$ 18,154	-8.7%	-6.0%	\$ (1,164)
67200	Total Mamie Davis Park and Riverwalk	\$ 4,100	\$ 4,049	\$ 5,850	\$ 4,822	\$ 5,400	12.0%	-7.7%	\$ (450)
67600	Total Tanyard Hill Park	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
68000	Total Furnace Branch Park	\$ -	\$ -	\$ -	\$ -	\$ 500			\$ 500
68400	Total Streets and Sidewalks	\$ 3,000	\$ 2,727	\$ 2,800	\$ 1,800	\$ 2,500	38.9%	-10.7%	\$ (300)
68800	Total Historic District	\$ 24,600	\$ 15,888	\$ 20,600	\$ 11,210	\$ 13,600	21.3%	-34.0%	\$ (7,000)
69200	Special Events	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
68900	Total Public Art Program	\$ -	\$ -	\$ -	\$ -	\$ 2,500			\$ 2,500
TBD	Total Fund Transfer	\$ -	\$ -	\$ 22,379	\$ -	\$ -		-100.0%	\$ (22,379)
	<b>TOTALS</b>	<b>\$ 1,227,546</b>	<b>\$ 1,185,695</b>	<b>\$ 1,316,017</b>	<b>\$ 1,289,645</b>	<b>\$ 1,408,258</b>	<b>9.2%</b>	<b>7.0%</b>	<b>\$ 92,241</b>



Account	FY2025 Proposed Budget General Fund - Revenues	FY2023 Budget	FY2023 Actual	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
<b>Taxes</b>									
40010	Real Estate Tax	275,492	275,340	288,769	289,560	304,351	5.1%	5.4%	15,582
40020	Meals Tax	282,499	281,566	357,641	338,851	354,914	4.7%	-0.8%	(2,727)
40030	Sales Tax	36,000	40,686	40,000	47,954	48,000	0.1%	20.0%	8,000
40040	Utility Tax	30,000	34,765	31,000	36,457	36,500	0.1%	17.7%	5,500
40050	Communications Tax	33,000	32,168	33,000	32,893	33,000	0.3%	0.0%	-
40060	Transient Occupancy Tax	14,500	36,604	21,000	43,974	46,500	5.7%	121.4%	25,500
40070	Peer-to-Peer Vehicle Tax				3,300	6,600	100.0%		6,600
<b>Fees</b>									
41010	Vehicle License Fee	11,000	10,521	11,000	11,000	11,000	0.0%	0.0%	-
41020	Business Licenses	68,800	65,047	75,000	76,180	76,500	0.4%	2.0%	1,500
41025	Business License Fee		-	4,140	4,140	4,260	2.9%	2.9%	120
41030	Late Fees	2,500	2,440	1,500	1,522	1,500	-1.5%	0.0%	-
41040	Fines - Public Safety	345,000	328,796	349,830	350,100	367,800	5.1%	5.1%	17,970
41100	Administrative Fees	10,000	5,870	8,500	8,000	8,500	6.3%	0.0%	-
41120	Service Revenue - Engineering	10,000	12,354	14,000	13,109	14,000	6.8%	0.0%	-
41130	Service Revenue - Legal	10,000	-	10,000	-	5,000		-50.0%	(5,000)
41140	Service Revenue - Other	500	741	500	620	600	-3.2%	20.0%	100
41000	Fees - Other	1,500	786	3,000	1,271	2,500	96.8%	-16.7%	(500)
<b>Grants</b>									
42010	Litter Grant	1,329	3,025	1,329	2,085	1,329	-36.3%	0.0%	-
42020	Public Safety (HB599)	35,688	26,041	26,821	27,388	27,678	1.1%	3.2%	857
42021	NHSTA (DMV)	15,000	11,512	15,375	15,000	16,000	6.7%	4.1%	625
42040	PEG	-	180	-	-	-			-
	Other Grants	-	34,435	-	-	-			-
<b>Public Property Leases and Rentals</b>									
43010	Town Hall Rentals	-		-		-			-
43020	River Mill Park Rentals	3,000	1,000	3,000	4,375	4,000	-8.6%	33.3%	1,000
43030	Mamie Davis Park Rentals	2,000	1,100	1,500	3,750	3,000	-20.0%	100.0%	1,500
	200 Mill Street Lease	7,613	7,993	7,613	7,613	7,727	1.5%	1.5%	114
<b>Other</b>									
44010	General Fund Interest	900	30,133	10,200	31,239	25,000	-20.0%	145.1%	14,800
44040	Brick Program	-		300	300	300	0.0%	0.0%	-
44060	Other Revenues	1,000	73	1,000	7,369	1,700	-76.9%	70.0%	700
	Fund Transfers	30,225							-
	<b>General Fund Revenue Total</b>	<b>1,227,546</b>	<b>1,243,176</b>	<b>1,316,017</b>	<b>1,358,050</b>	<b>1,408,258</b>	<b>3.7%</b>	<b>7.0%</b>	<b>92,241</b>
	<b>Net Revenue</b>	<b>\$ -</b>	<b>\$ 57,481</b>	<b>\$ -</b>	<b>\$ 68,406</b>	<b>\$ -</b>	<b>-100.0%</b>		<b>-</b>

FY2025 Proposed Budget								
Capital Improvement Program (CIP)								
	Activity	Funding Source	FY25	FY26	FY27	FY28	FY29	Totals
<b>Street and Parking Improvements</b>	<b>Public Works</b>	<b>CIP</b>	\$ -	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 75,000
	FY26 - Poplar Alley Repaving	Public Works		25,000				\$ 25,000
	FY29 - Road Resurfacing	Public Works					\$ 50,000	\$ 50,000
<b>Sidewalk Improvements</b>	<b>Public Works</b>	<b>CIP</b>	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
	FY28 - Sidewalk Improvements	Public Works				\$ 40,000		\$ 40,000
<b>Riverwalk Improvements</b>	<b>Public Works</b>	<b>CIP* / Grant</b>	\$ 110,000	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ 1,610,000
	FY25-FY26 - Riverwalk Extensions	Public Works	CIP* / Grant	\$ 110,000	\$ 750,000	\$ 750,000		\$ 1,610,000
<b>Building and Parks Improvements</b>	<b>Public Works</b>	<b>CIP</b>	\$ 9,700	\$ 18,000	\$ 10,000	\$ -	\$ -	\$ 37,700
	FY25 - Annex Building Painted	Public Works	CIP	\$ 5,000				\$ 5,000
	FY25 - Annex ADA Project (1st floor reception)	Public Works	CIP	\$ 1,500				\$ 1,500
	FY25 - Mill Street Storage - door replacement	Public Works	CIP	\$ 1,500				\$ 1,500
	FY26 - Mill Street Storage Improvements	Public Works	Grant		\$ 8,000			\$ 8,000
	FY25 - River Road Fence	Public Works	CIP	\$ 1,700				\$ 1,700
	FY26 - Mill House Museum - New windows and Door	Public Works	CIP		\$ 10,000			\$ 10,000
	FY27 - Mill House Museum - New Roof	Public Works	CIP			\$ 10,000		\$ 10,000
<b>Vehicles and Equipment Improvements</b>	<b>PS/PW/ADM</b>	<b>CIP / Grants</b>	\$ 81,300	\$ 68,500	\$ 42,000	\$ 24,000	\$ 14,000	\$ 229,800
	FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000		\$ 27,000
	FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000	\$ 9,000	\$ 9,000		\$ 27,000
	FY27-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 30,000
	FY25 - Trailer - Fire Suppression / Command	Public Safety	Grant	\$ 15,000				\$ 15,000
	FY25 - Snow Plow & Spreader	Public Works	CIP	\$ 7,300				\$ 7,300
	FY26 - Thermal Drone (UAS)	Public Safety	CIP/Grant		\$ 6,000			\$ 6,000
	FY25-FY26 - Body Armor Replacement	Public Safety	CIP/Grant	\$ 6,000	\$ 1,500			\$ 7,500
	FY25-FY26 - Holiday Snowflakes	Public Works	CIP	\$ 10,000	\$ 15,000			\$ 25,000
	FY25-FY29 - Police Record Management System	Public Safety	CIP	\$ 15,000	\$ 18,000	\$ 4,000	\$ 4,000	\$ 45,000
	FY24-FY28 - AXON Body Worn Camera System	Public Safety	CIP*	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 40,000
<b>Stormwater Improvements</b>	<b>Public Works</b>	<b>CIP* / CIP / Grant</b>	\$ 1,150,031	\$ 120,000	\$ -	\$ -	\$ -	\$ 1,270,031
	FY26 - Stormwater - Green Solutions	Public Works	Grant					\$ -
	FY25 - Stormwater Implementation and Match	Public Works	Grant/CIP*	\$ 1,150,031	\$ 120,000			\$ 1,270,031
								\$ -
<b>Streetscape and Infrastructure Improvements</b>		<b>CIP</b>	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
	FY28 - Signage and Gateway Beautification		CIP			\$ 5,000	\$ 5,000	\$ 10,000
<b>Information Technology Improvements</b>	<b>Administration</b>	<b>CIP / CIP*</b>	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
	FY25-FY27 - Staff Laptop Replacement	Administration	CIP	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 9,000
	FY25-FY26 - Timed Parking Equipment	Administration	CIP*	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ 11,000
	<b>Total</b>			<b>\$ 1,359,531</b>	<b>\$ 990,000</b>	<b>\$ 805,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>
								<b>\$ 3,292,531</b>

Fund Source Summary	FY25	FY26	FY27	FY28	FY29	5-Year Total
<b>CIP Funds</b>	\$ 57,000	\$ 206,750	\$ 151,000	\$ 54,000	\$ 64,000	\$ 532,750
<b>CIP*</b>	\$ 355,506	\$ 105,500	\$ 40,000	\$ 10,000	\$ -	\$ 511,006
<b>599 Funding (Capital)</b>	\$ 9,000	\$ 9,000	\$ 14,000	\$ 5,000	\$ 5,000	\$ 42,000
<b>DOJ BVP Grant</b>	\$ 3,000	\$ 750	\$ -	\$ -	\$ -	\$ 3,750
<b>Other Grants</b>	\$ 935,025	\$ 668,000	\$ 600,000	\$ -	\$ -	\$ 2,203,025
<b>Total</b>	\$ 1,359,531	\$ 990,000	\$ 805,000	\$ 69,000	\$ 69,000	\$ 3,292,531

Proposed Budget by Activity	FY25	FY26	FY27	FY28	FY29	5-Year Total
<b>Administration</b>	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
<b>Public Safety</b>	\$ 64,000	\$ 53,500	\$ 42,000	\$ 24,000	\$ 14,000	\$ 183,500
<b>Public Works</b>	\$ 1,287,031	\$ 928,000	\$ 760,000	\$ 45,000	\$ 55,000	\$ 3,020,031
<b>Total</b>	\$ 1,359,531	\$ 990,000	\$ 805,000	\$ 69,000	\$ 69,000	\$ 3,292,531



# FY2025 Budget

## General Fund / Capital Improvement Program

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**TOWN OF OCCOQUAN**

**APRIL 2, 2024**

# FY2025 Budget Schedule

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- ❑ March 5, 2024 – Budget Work Session #1
- ❑ April 2, 2024 – Budget Work Session #2
- ❑ April 16, 2024 – Budget Work Session #3
- ❑ May 7, 2024 – Public Hearing on Proposed FY2025 Budget
- ❑ May 21, 2024 – Public Hearing on Proposed FY2025 Tax Rates
- ❑ May 21, 2024 – Adoption of FY2025 Tax Rates and Budget



# Work Session #1 - Update

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- eSummons Fund – No Update
- Mamie Davis Fund – No Update
- Event Fund - Updated



# EVENTS FUND - UPDATE

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PROPOSED FY2025 BUDGET



# Events Fund - Update

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After the March 19<sup>th</sup> Council meeting staff has proposed the following changes to the proposed Event Fund:

- Add back color Riverfest Brochure (-1,250)
- The addition of revenue from cultural fire light events (\$1,000)
- Moved the May fire light to January

## Discussion on Tree Lighting Firelight

- Proposed budget \$850 vs. \$1,050:
  - Ancillaries either \$300 or \$550



# Events Fund = Revenues

Revenue Category	FY2023 Actuals	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Sponsorships</i>	\$ 17,658	\$ 42,500	\$ 15,515	\$ 34,000	119.1%	-20.0%
<i>Booth Rentals</i>	\$ 164,250	\$ 160,375	\$ 94,250	\$ 166,000	76.1%	3.5%
<i>Shuttle Fees</i>	\$ 60,270	\$ 60,500	\$ 28,500	\$ 60,500	112.3%	0.0%
<i>Parking Space Sales</i>	\$ 9,900	\$ 8,900	\$ 5,250	\$ 10,500	100.0%	18.0%
<i>Merchandise</i>	\$ 1,070	\$ 3,000	\$ 1,778	\$ 1,125	-36.7%	-62.5%
<i>Ticket Sales</i>	\$ 9,376	\$ 11,000	\$ 14,007	\$ 18,575	32.6%	68.9%
<i>Bricks Program</i>	\$ 1,814	\$ 1,275	\$ 1,500	\$ 1,575	5.0%	23.5%
<i>Convenience Fees</i>	\$ 5,023	\$ 5,875	\$ 4,378	\$ 4,550	3.9%	-22.6%
<i>Events Fund Interest</i>	\$ 99	\$ 1,200	\$ -	\$ -	0.0%	-100.0%
<i>Other Revenues</i>	\$ 12,642	\$ 6,000	\$ 10,012	\$ 16,460	64.4%	174.3%
<b>TOTAL REVENUE</b>	<b>\$ 282,102</b>	<b>\$ 300,625</b>	<b>\$ 175,190</b>	<b>\$ 313,285</b>	<b>78.8%</b>	<b>4.2%</b>





# Events Fund = Expenses

Expense Category	FY2023 Actuals	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Personnel Services</i>	65,311	84,531	70,995	98,371	38.6%	16.4%
<i>Professional Services</i>	13,804	17,600	11,055	5,050	-54.3%	-71.3%
<i>Information Tech Services</i>	1,230	1,200	900	390	-56.7%	-67.5%
<i>Material and Supplies</i>	20,061	18,025	13,450	13,545	0.7%	-24.9%
<i>Contracts</i>	74,692	75,125	54,769	75,100	37.1%	0.0%
<i>Advertising</i>	21,372	24,875	30,494	32,500	6.6%	30.7%
<i>River Mill Park and Facility</i>	375	600	750	850	13.3%	41.7%
<i>Special Events</i>	22,582	12,325	27,395	12,920	-52.8%	4.8%
<b>TOTAL EXPENSES</b>	<b>219,428</b>	<b>\$234,281</b>	<b>\$209,808</b>	<b>\$238,726</b>	<b>13.8%</b>	<b>1.9%</b>



# Net Revenue

Category	FY2023 Actuals	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)
<i>Revenues</i>	\$282,102	\$300,625	\$175,190	\$313,285	78.8%
<i>Expenses</i>	\$219,428	\$234,281	\$209,808	\$238,726	13.6%
<b>Net Revenue - Fund Level</b>	<b>\$62,674</b>	<b>\$66,344</b>	<b>-\$34,618</b>	<b>\$74,559</b>	<b>-316.2%</b>



# Event Calendar – Updated FY2025

July 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	Trivia	13	14
15	16	17	18	19	Music	21
22	23	24	25	26	27	28
29	30	31				

August 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	Trivia	10	11
12	13	14	15	16	Music	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	Trivia	14	15
16	17	18	19	20	21	22
23	24	25	26	27	Fall Crafts Show	
30						

October 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	Trivia	12	13
14	15	16	17	Mystery	Mystery	20
21	22	23	24	25	Spirits	27
28	29	30	31			

November 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	Tree-lighting	24
25	26	27	28	#shopsmall (11/29-12/1)		

December 2024						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	Santa/ Firelight	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



# Event Calendar – Updated FY2025

January 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	Firelight	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	Firelight	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
The Peep Show (4/13 - 4/17)				18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	Trivia	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2025						
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	Riverfest (7th - 8th)	
9	10	11	12	Trivia	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# Questions or Further Direction on Events Fund

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????



# GENERAL FUND

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## PROPOSED FY2025 BUDGET OPERATING REVENUES



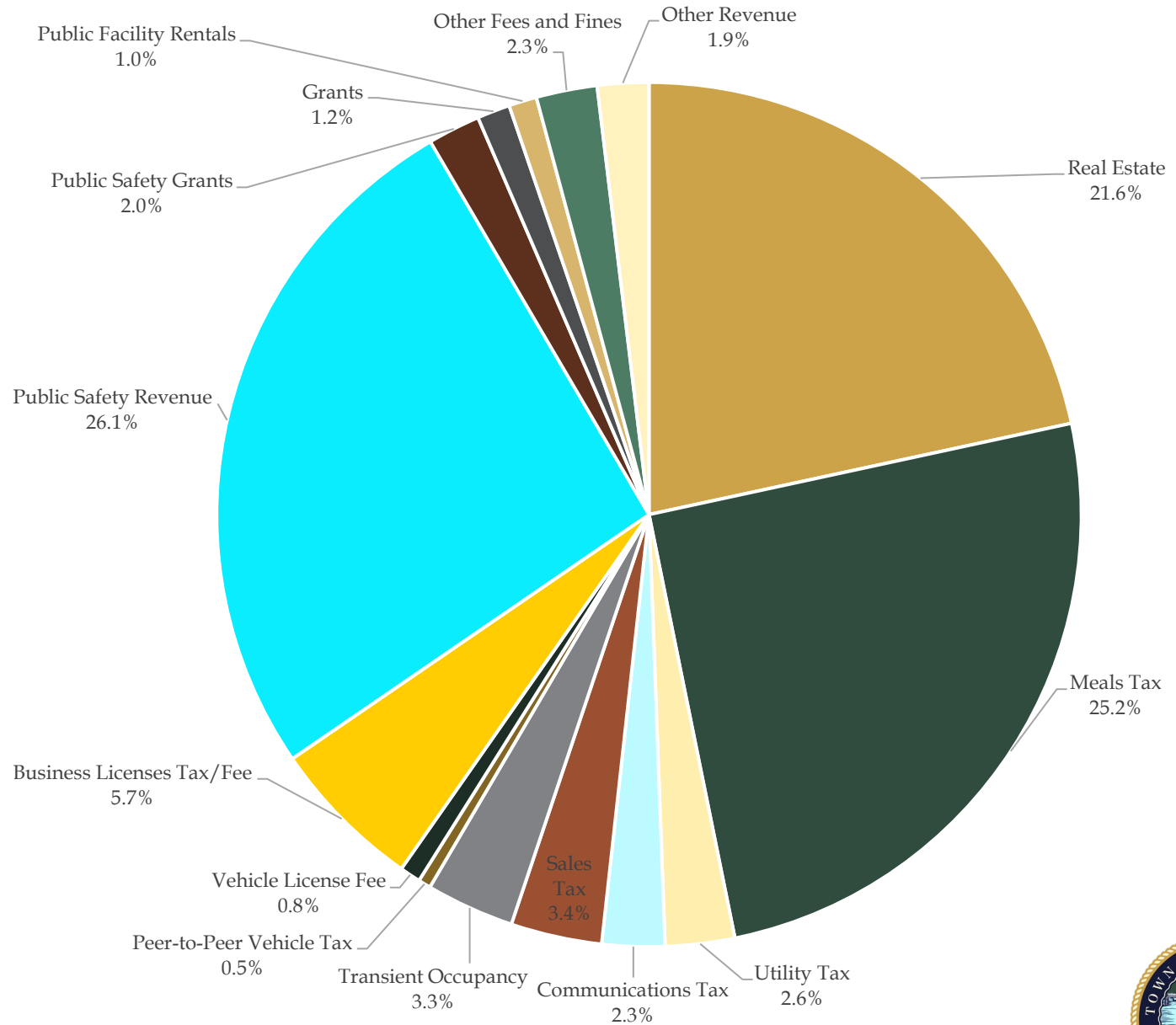
# GENERAL FUND PROPOSED REVENUES

## ALL REVENUES

Total Projected: \$1,408,25

Increase of 7%

### FY2025 PROPOSED GENERAL FUND - ALL REVENUES



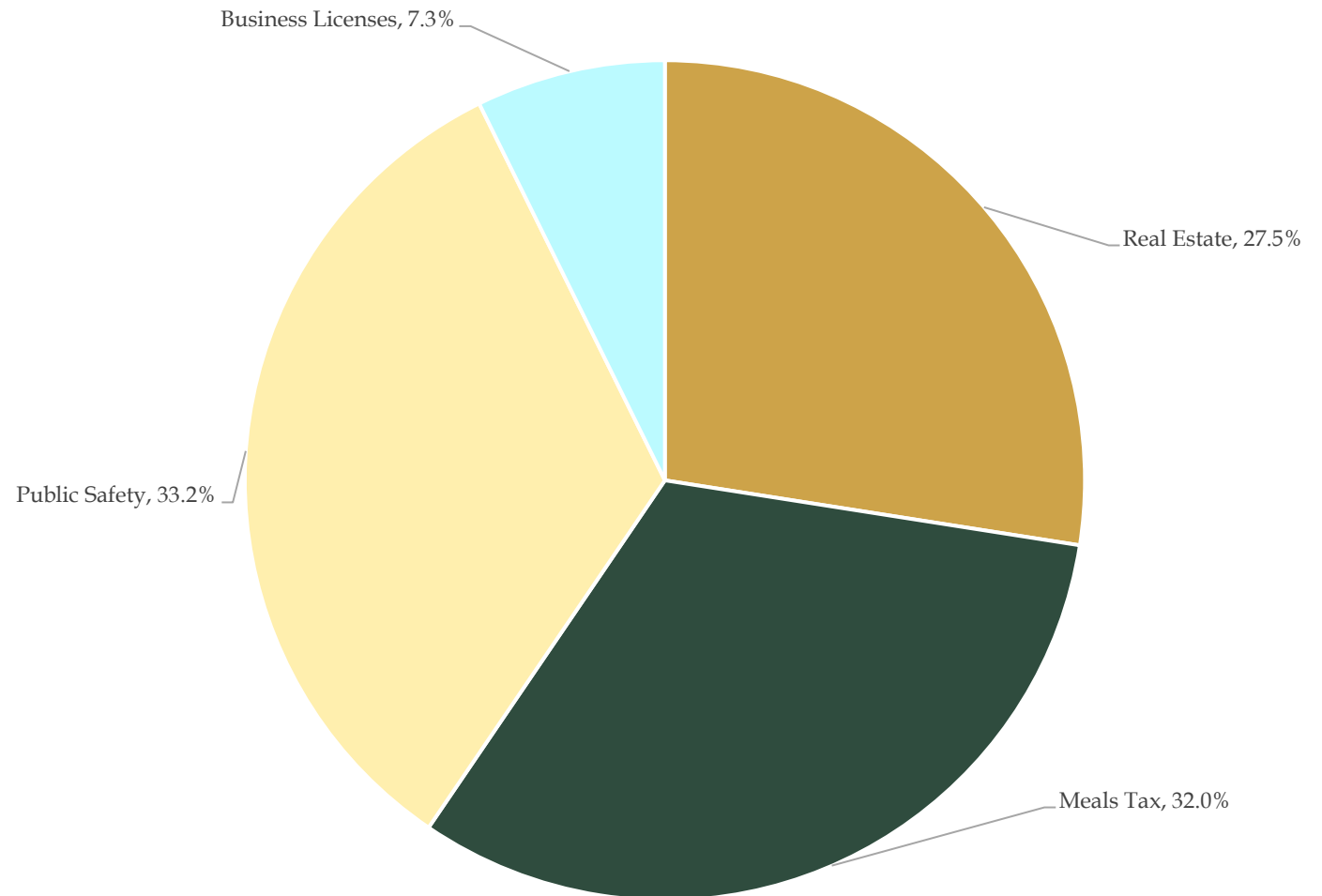
# GENERAL FUND PROPOSED REVENUES

## MAJOR REVENUES CATEGORIES

78.7% of General Fund Revenue:

- Public Safety Revenue
- Meals Taxes
- Real Estate Taxes
- Business Licenses Tax (BPOL)

## FY2025 PROPOSED GENERAL FUND - MAJOR REVENUE CATEGORIES





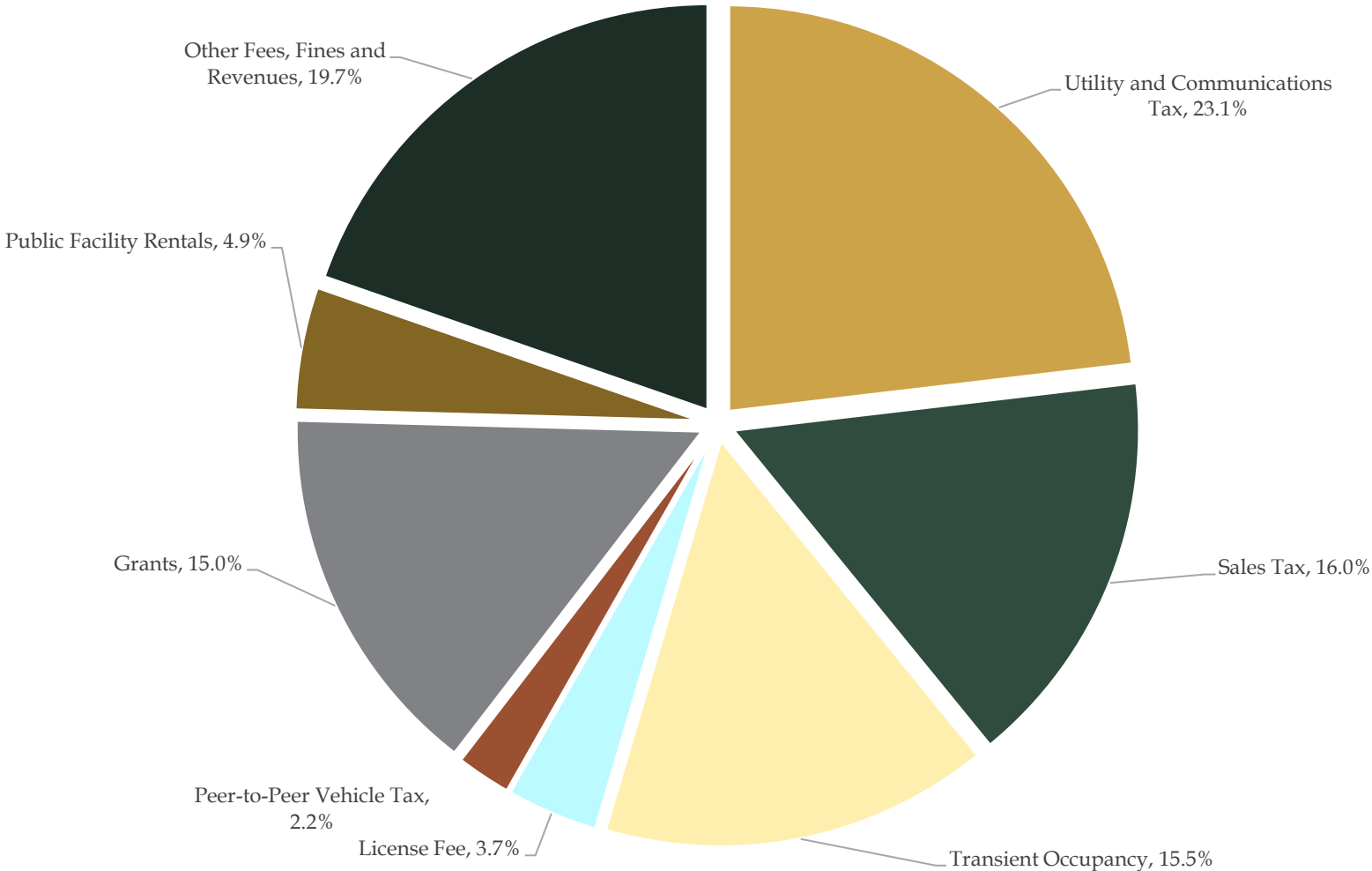
FY2024 PROPOSED GENERAL FUND - MINOR REVENUE CATEGORIES

# GENERAL FUND PROPOSED REVENUES

## OTHER REVENUES CATEGORIES

21.3% of General Fund Revenue:

- State Distributed Funds
- Transient Occupancy
- License Fees
- Grants
- Public Facility Rentals
- Other Revenues



# REAL ESTATE TAX - Revenue

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- Propose a projected a 5.4% increase or \$15,582 over FY24 real estate tax revenues
- Budget developed based on maintaining \$0.116 real estate tax rate



# REAL ESTATE ASSESSMENTS

- County Assessment: 9.1% increase in residential properties
- County Assessment: 7% increase in commercial properties

Assessed Property Value Range	# of Properties	Average Property Value	Median Property Value	Average Tax (RE \$.116)	Median Tax (RE \$.116)
<b>-Commercial Properties-</b>					
Less than \$200,000	17	\$ 102,871	\$ 122,600	\$ 91.63	\$ 105.79
\$200,000 - \$399,999	22	\$ 327,795	\$ 345,550	\$ 380.24	\$ 400.84
\$400,000 - \$700,000	20	\$ 536,825	\$ 516,050	\$ 559.85	\$ 581.22
Over \$700,000	16	\$ 1,111,225	\$ 887,400	\$ 1,161.65	\$ 1,004.10
<b><i>SUBTOTAL</i></b>	<b><i>75</i></b>	<b><i>\$ 499,685</i></b>	<b><i>\$ 387,000</i></b>	<b><i>\$ 529.42</i></b>	<b><i>\$ 440.45</i></b>
<b>-Residential Properties-</b>					
Less than \$200,000	58	\$ 58,564	\$ 100	\$ 53.58	\$ -
\$200,000 - \$399,999	32	\$ 305,141	\$ 313,200	\$ 333.31	\$ 358.67
\$400,000 - \$700,000	331	\$ 512,358	\$ 480,500	\$ 562.99	\$ 551.23
Over \$700,000	53	\$ 1,063,034	\$ 833,700	\$ 1,217.36	\$ 967.09
<b><i>SUBTOTAL</i></b>	<b><i>474</i></b>	<b><i>\$ 504,415</i></b>	<b><i>\$ 472,700</i></b>	<b><i>\$ 558.32</i></b>	<b><i>\$ 541.60</i></b>
<b>TOTAL</b>	<b>549</b>	<b>\$ 503,769</b>	<b>\$ 472,200</b>	<b>\$ 554.37</b>	<b>\$ 539.17</b>



# REAL ESTATE ASSESSMENTS (cont.)

Property Value Range	FY2024			FY2025			
	% of Taxable Properties	Average Property Value	Average Tax (RE \$.116)	% of Taxable Property	# of Taxable Property	Average Property Value	Average Tax (RE \$.116)
Less than \$200,000	7.7%	\$105,186	\$122.02	7.6%	37	\$108,703	\$126.10
\$200,000 - \$399,999	17.1%	\$336,880	\$390.78	10.7%	52	\$315,504	\$365.98
\$400,000 - \$700,000	63.7%	\$492,261	\$571.02	68.2%	333	\$511,410	\$593.24
Over \$700,000	11.4%	\$1,115,741	\$1,294.26	13.5%	66	\$1,085,506	\$1,259.19
TOTAL	100.00%	\$506,832	\$587.92	100.00%	488	\$537,646	\$623.67



# REAL ESTATE TAX - Assessments

- Real Estate Tax assessment figures show an average of 6.0% increase in all assessments and would result in:

	F24	FY25	Assessed Value Increase (next step if >1%)	101% Limit per 100 (if no PH)	Lowered Rate Necessary to Offset Increased Assessment	Difference between the lowered tax rate and the proposed rate	Effective Rate Increase
Assessment (All)	\$260,554,400	\$ 276,569,000	6.1%				
Tax Rate	\$0.11600			\$0.11038	\$0.10928	\$0.00672	6.1%
Tax Amount (Before Exempt/Relief)	\$302,243.10						

- Lowered Tax Rate: **\$0.10928** (to offset increased assessment)
- Effective Rate Increase: **6.1%** (if tax rate is maintained)



# REAL ESTATE TAX - Revenue

---

- Real Estate Tax assessment figures show an average of 6.0% increase in all assessments.
- The Real Estate Tax assessments excluding Tax Exempt & all Tax Relief w/o prorating and would result in:
  - Effective Rate Increase: 5.8% (if tax rate is maintained)



# MEALS TAX

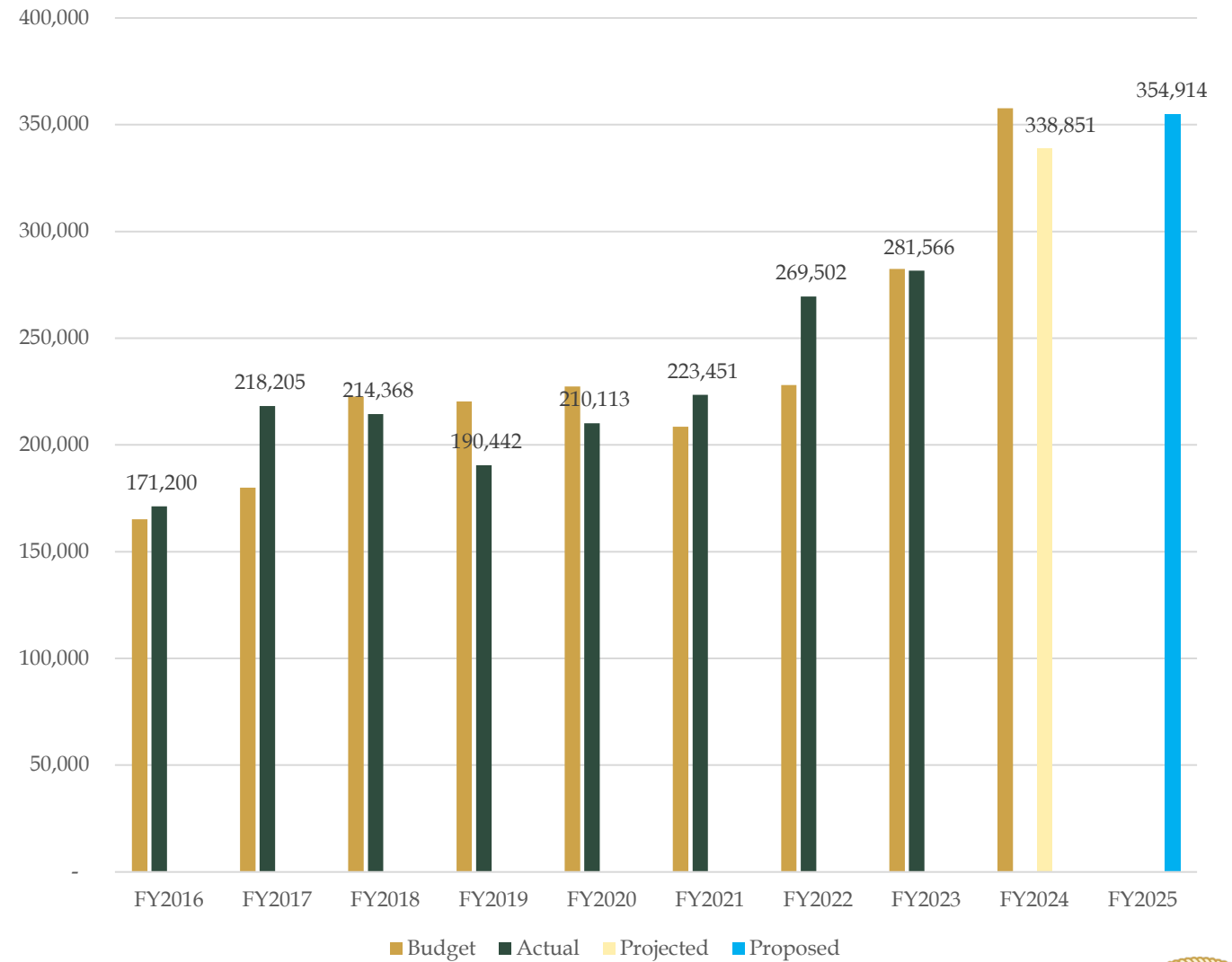
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- Proposed at \$354,914
- Maintains Current 3.5% rate
- Estimates based on current restaurant stock and continued economic recovery.



# MEALS TAX

## Historical Information





# Business License

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- Proposed at \$76,500 or 2% increase
- Healthy business community, low vacancy rate
- Rates are comparable to County/Regional rates



# SERVICE FEES

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- Reduction for legal by \$5,000
- Development fee schedule regulates service fees
- Engineering and Zoning not cost neutral – town costs associated with engineering and zoning requirements and activities



# STATE DISTRIBUTED FUNDS

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- **Communications Tax**
  - .3% increase to projected, 0 % to budget
  
- **Utility Tax**
  - .1% increase to projected, 17.7% to budget
  
- **Sales Tax**
  - .1% increase to projected and 20% to budget
  
- **Peer-to-Peer Vehicle Tax - New**
  - 100% increase to projected



# TRANSIENT OCCUPANT TAX

---

- Proposed increase of \$25,500
- Includes estimated revenue from 9 homestay businesses currently operating within the town
- 4.6% to projected, 119.0% increase to budget
- Based on maintaining current rate of 7%



# FY2025 PROPOSED BUDGET GF TAX REVENUES SUMMARY

Revenue Category	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Real Estate Tax</i>	\$288,769	\$289,560	\$304,351	5.1%	5.4%
<i>Meals Tax</i>	\$357,641	\$338,851	\$354,914	4.7%	-0.8%
<i>Sales Tax</i>	\$40,000	\$47,954	\$48,000	0.1%	20.0%
<i>Utility/Communications Tax</i>	\$64,000	\$69,350	\$69,500	0.2%	8.6%
<i>Transient Occupancy Tax</i>	\$21,000	\$43,974	\$46,500	5.7%	121.4%
Peer-to-Peer Vehicle Tax	\$0	\$3,300	\$6,600	100.0%	
<b>Total</b>	<b>\$771,409</b>	<b>\$792,989</b>	<b>\$829,864</b>	<b>4.7%</b>	<b>7.6%</b>



# FY2025 PROPOSED BUDGET GF LICENSE AND FEES REVENUES SUMMARY

Revenue Category	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Projected (%)	Change to Budget (%)
<i>Business Licenses (BPOL &amp; Fee)</i>	\$79,140	\$80,320	\$80,760	0.5%	2.0%
<i>Vehicle License Fee</i>	\$11,000	\$11,000	\$11,000	0.0%	0.0%
<i>Public Safety Fines</i>	\$349,830	\$350,100	\$367,800	5.1%	5.1%
<i>Service Revenue</i>	\$24,500	\$13,729	\$19,600	42.8%	-20.0%
<i>Grants</i>	\$43,525	\$44,473	\$45,007	1.2%	3.4%
<i>Rentals</i>	\$12,113	\$15,738	\$14,727	-6.4%	21.6%
<i>Other Fees and Revenues</i>	\$24,500	\$49,701	\$39,500	-20.5%	61.2%
<b>Total</b>	<b>\$544,608</b>	<b>\$565,061</b>	<b>\$578,393</b>	<b>2.4%</b>	<b>6.2%</b>
<b>TOTAL REVENUES</b>	<b>\$1,316,017</b>	<b>\$1,358,050</b>	<b>\$1,408,258</b>	<b>3.7%</b>	<b>7.0%</b>



# GENERAL FUND

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## PROPOSED FY2025 BUDGET OPERATING EXPENDITURES

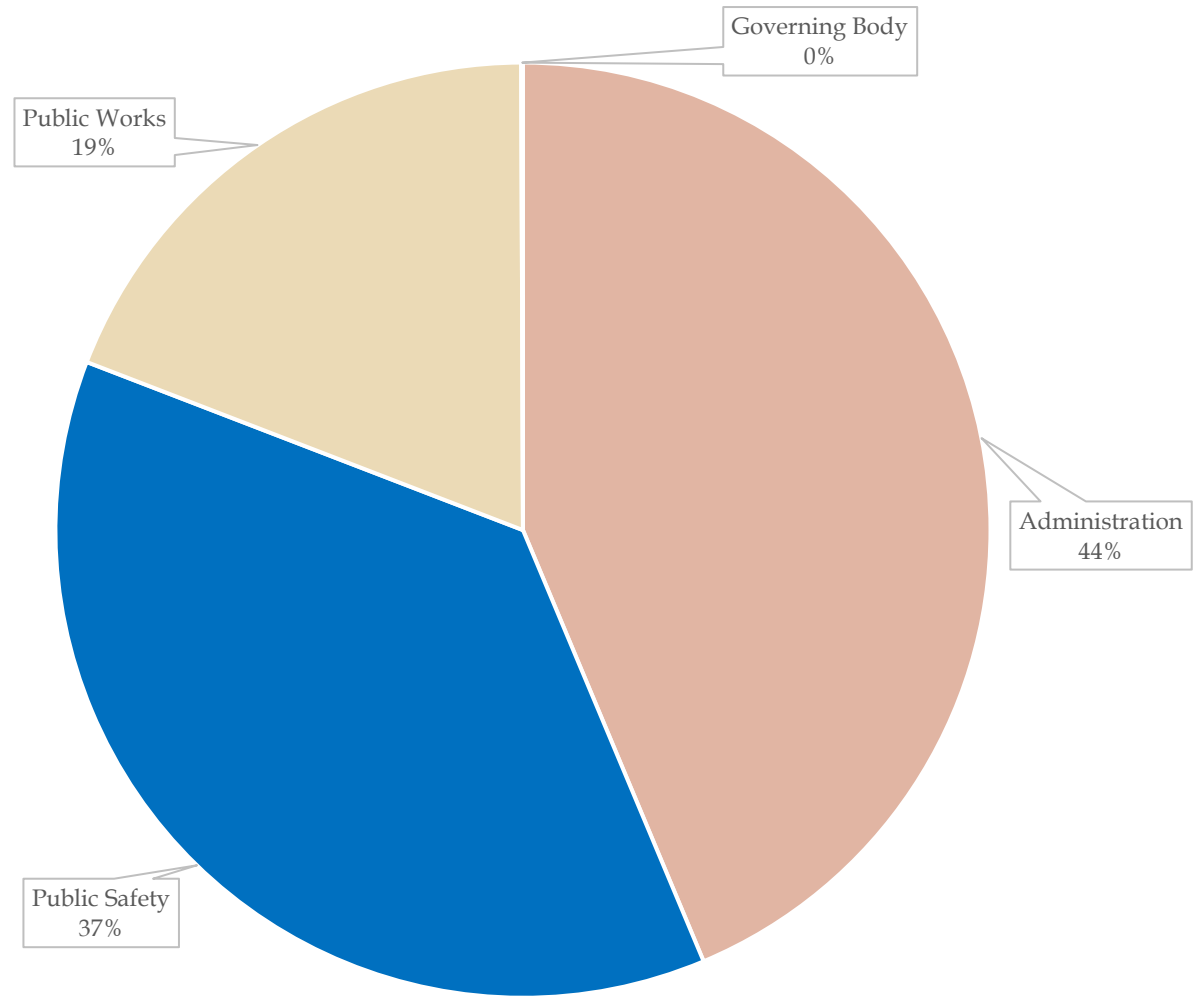


# GENERAL FUND PROPOSED EXPENDITURES

Total Projected: \$1,408,258

## Proposed Expenditures by Activity

- 43.7% Administration
- 37.2% Public Safety
- 19.1% Public Works
- 0.1% Governing Body





# FY2025 PROPOSED BUDGET GENERAL FUND EXPENSES

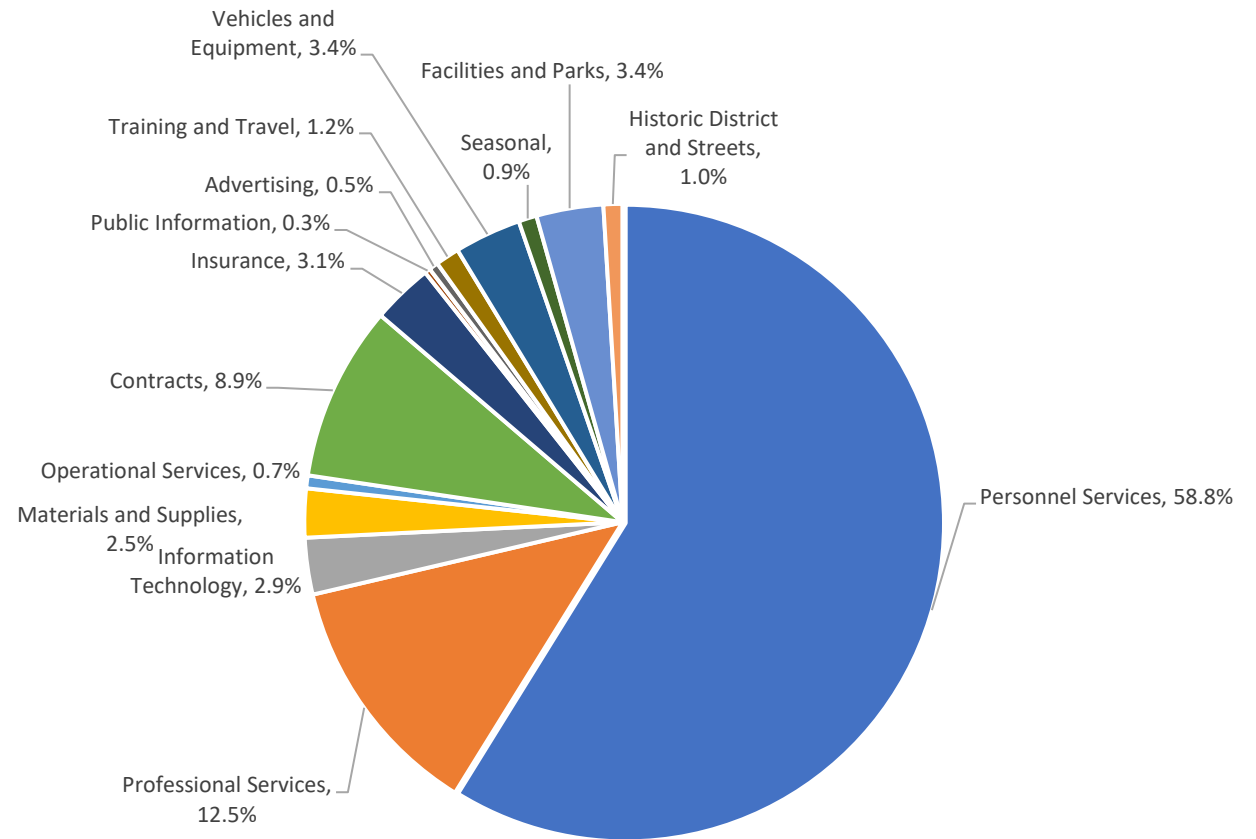
	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Budget (%)	Change to Budget (\$)
Administration	\$614,295	\$569,978	\$615,206	0.1%	\$ 912
Public Safety	\$437,275	\$472,573	\$523,432	19.7%	\$ 86,156
Public Works	\$263,375	\$247,021	\$268,748	2.0%	\$ 5,373
Governing Body	\$1,072	\$72	\$872	-18.7%	\$ (200)
<b>TOTAL</b>	<b>\$1,316,017</b>	<b>\$1,289,645</b>	<b>\$1,408,258</b>	<b>7.0%</b>	<b>\$92,241</b>



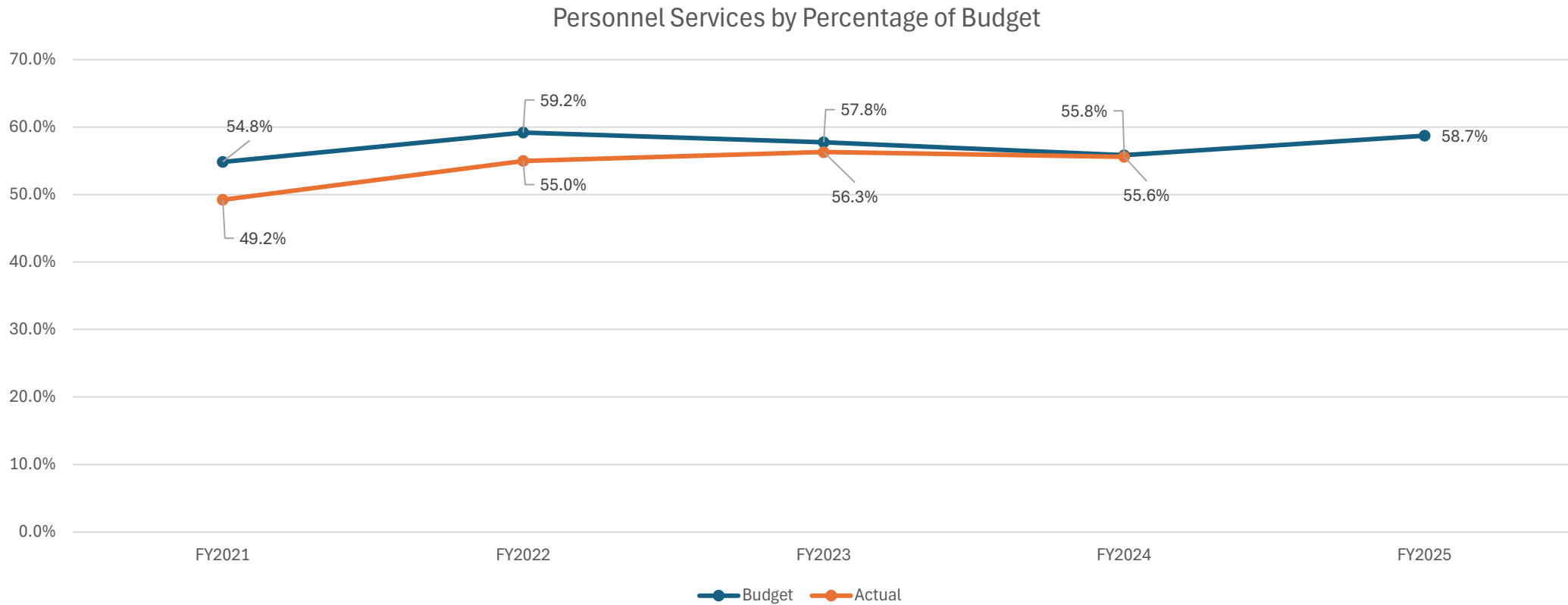
# GENERAL FUND PROPOSED EXPENDITURES

## Proposed Expenditures by Category

- 58.8% Personnel Services
- 12.5% Professional Services
- 8.9% Public Contracts
- 3.4% Facilities and Parks
- 3.4% Vehicles & Equipment
- 3.1% Insurance
- 2.9% Information Technology



# Historically Personnel Services



# FY2025 PROPOSED BUDGET PERSONNEL SERVICES

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## Staffing – Administration

- Town Administration – (3 FT Staff / **3 PT New**)
  - Town Manager – FT (shared position with Chief of Police)
  - Deputy Town Manager – FT
  - Town Clerk – FT
  - Town Treasurer – **PT (formerly FT now shared position = .25 FTE)**
  - Assistant Town Treasurer – **PT (current shared position = .75 FTE)**
  - Hourly Admin Assistant – PT (current hourly position = .2 FTE)**

Total Projected Increase: 9.4% or \$26,963

(includes salaries, taxes, insurances, and retirement)



# FY2025 PROPOSED BUDGET PERSONNEL SERVICES

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## Staffing – Public Safety

- Police Department – (3 FT Officers/ **1 FT request**)
  - Deputy Chief of Police – FT
  - Police Officers (x3) – FT (**request for 1 New – reduce PT**)
  - Part-Time Officer Pool – PT (**reduced pool hours down from FY24**)
  - Overtime Reduced (**reduced by 50% from FY24**)
  - Part-Time Parking Enforcement Officer
  - Auxiliary Program (volunteers)

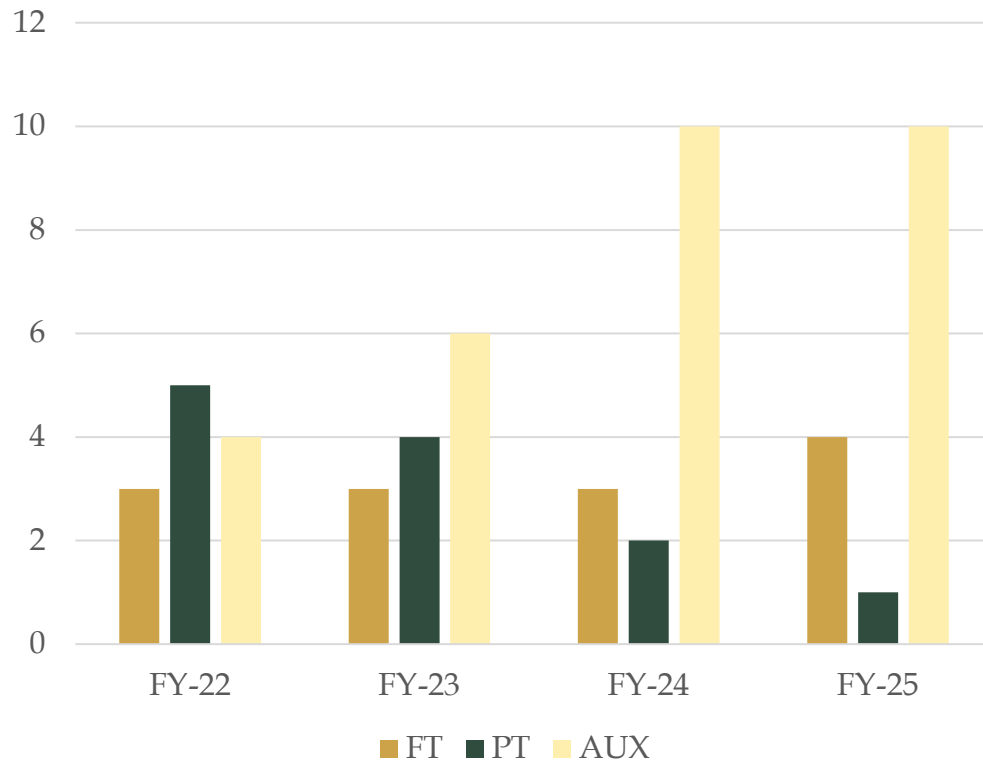
Total Projected Increase: 18.7% or \$63,638

(includes salaries, taxes, insurances, and retirement)



# FY2025 PROPOSED BUDGET PERSONNEL SERVICES

Public Safety Staffing Levels



## Proposed FTE -

### *Needed to address:*

- Reduction in available PT Officers.
- Reliance on auxiliaries to provide patrol shifts is not sustainable.
- Avoid increase in overtime.
- Projected decrease in auxiliaries due to retirements.

### *Benefits:*

- Increased Patrol Coverage:
  - 0600-1200 / 0600-0200 (18 Hours Weekly)
- Reliable coverage for patrol shift.
- Reduction in PT Hours and OT.



# FY2025 PROPOSED BUDGET PERSONNEL SERVICES

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## Staffing – Public Works

- Public Works/Maintenance Department – (1 FT)
  - Maintenance Supervisor – FT
  - Part-Time Seasonal Work –PT (Pool of approximately 625 hours)

Total Projected Increase: 1.1% or \$823

(includes salaries, taxes, insurances, and retirement)



# FY2025 PROPOSED BUDGET PROFESSIONAL SERVICES

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- Total Projected Increase: .9% or \$1,642
  - Consulting Services
  - Zoning/Engineering Services
  - Legal Services
  - Audit Services
  - Payroll Services
  - Financial System Maintenance
  - Processing Fees
  - Facility Security Services





# FY2025 PROPOSED BUDGET INFORMATION TECHNOLOGY

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- Total Projected Increase: .8% or \$338
  - Website Support and Maintenance
  - Phone Services
  - Internet Services
  - Hardware/Software Maintenance (Microsoft Licensing)
  - IT Support Services



# FY2025 PROPOSED BUDGET

## Materials & Supplies

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- Total Projected Increase: 12.0% or \$3,725
  - Operational Supplies (increase of \$3,005)
  - Office Supplies (Increase of \$750)
  - Janitorial Supplies (Reduction of \$300)
  - Uniforms (Increase of \$270)



# FY2025 PROPOSED BUDGET PUBLIC CONTRACTS

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- Total Projected Increase: 3.2% or \$3,968
  - Refuge Collection Contract
  - Landscaping
  - Snow Removal



# FY2025 PROPOSED BUDGET

## Insurance

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- Total Projected Increase: 7.9% or \$3,200
  - Liability Insurance
  - Vehicle Insurance
  - Property Insurance



# FY2025 PROPOSED BUDGET

## Advertising and Training

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- ❑ Total Advertising Projected Decrease: **-\$1,030**
  - ❑ Reduction in anticipated legal publishing
- ❑ Total Training Increase: **3.3% or \$540**



# FY2025 PROPOSED BUDGET

## Vehicles and Equipment

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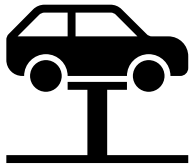
- Total Projected Increase: 58.6% or \$17,600
  - Town vehicles - M&R (increase of \$9,500)
  - Equipment - M&R (Increase of \$1,200)
  - Fuel (Increase of \$4,980)
  - Equipment and Tools (Increase of \$1,920)



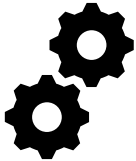
# FY2025 PROPOSED BUDGET

## Vehicles and Equipment

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Brakes/Rotors/Tires/Oil Changes – Costs have risen in both labor and materials.  
Increase resulting from more grant and patrol activities  
Officers and being trained to assist in offsetting some costs for the FY-25/FY-26 budget years



Preventive Maintenance Schedule completed by trained OPD Officers



Increase from FY-23 due to additional officers and vehicles on patrol  
Decrease from FY-24 due to hybrid and fuel price drop



# FY2025 PROPOSED BUDGET GENERAL FUND SUMMARY

FY2025 Proposed Expenditures - General Fund	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2024 Projected	FY2025 Proposed	% to Projected	% to Budget	\$ to Budget
Total Personnel Services	\$ 708,934	\$ 667,537	\$ 734,672	\$ 717,061	\$ 827,001	15.3%	12.6%	\$ 92,329
Total Professional Services	\$ 169,321	\$ 161,302	\$ 174,325	\$ 170,652	\$ 175,967	3.1%	0.9%	\$ 1,642
Total Information Technology Services	\$ 31,100	\$ 35,193	\$ 40,092	\$ 43,070	\$ 40,430	-6.1%	0.8%	\$ 338
Total Materials and Supplies	\$ 27,230	\$ 28,554	\$ 31,125	\$ 38,729	\$ 34,850	-10.0%	12.0%	\$ 3,725
Total Operational Services	\$ 9,000	\$ 9,300	\$ 10,172	\$ 8,179	\$ 9,200	12.5%	-9.6%	\$ (972)
Total Contracts	\$ 112,382	\$ 109,433	\$ 122,135	\$ 116,277	\$ 125,103	7.6%	2.4%	\$ 2,968
Total Insurance	\$ 33,690	\$ 37,918	\$ 40,300	\$ 40,672	\$ 43,500	7.0%	7.9%	\$ 3,200
Total Public Information	\$ 5,020	\$ 2,808	\$ 4,036	\$ 3,755	\$ 4,050	7.8%	0.4%	\$ 14
Total Advertising	\$ 2,000	\$ 4,875	\$ 7,640	\$ 7,540	\$ 6,610	-12.3%	-13.5%	\$ (1,030)
Total Training and Travel	\$ 18,210	\$ 10,244	\$ 16,510	\$ 13,840	\$ 17,050	23.2%	3.3%	\$ 540
Total Vehicles and Equipment	\$ 27,210	\$ 49,375	\$ 30,050	\$ 58,163	\$ 47,650	-18.1%	58.6%	\$ 17,600
Total Seasonal	\$ 10,500	\$ 10,623	\$ 11,700	\$ 11,710	\$ 13,000	11.0%	11.1%	\$ 1,300
Total Town Hall	\$ 11,890	\$ 11,689	\$ 12,624	\$ 10,618	\$ 11,344	6.8%	-10.1%	\$ (1,280)
Total Mill House Museum	\$ 6,500	\$ 300	\$ 6,500	\$ 6,500	\$ 6,500		0.0%	\$ -
Total 200 Mill Street	\$ 500	\$ -	\$ -	\$ -	\$ -			\$ -
Total Police/PW Annex	\$ 5,910	\$ 5,483	\$ 3,190	\$ 5,163	\$ 3,350	-35.1%	5.0%	\$ 160
Total Mill Street Storage	\$ 250	\$ -	\$ -	\$ -	\$ -			\$ -
Total River Mill Park and Facility	\$ 16,200	\$ 18,398	\$ 19,318	\$ 19,882	\$ 18,154	-8.7%	-6.0%	\$ (1,164)
Total Mamie Davis Park and Riverwalk	\$ 4,100	\$ 4,049	\$ 5,850	\$ 4,822	\$ 5,400	12.0%	-7.7%	\$ (450)
Total Tanyard Hill Park	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Total Furnace Branch Park	\$ -	\$ -	\$ -	\$ -	\$ 500			\$ 500
Total Streets and Sidewalks	\$ 3,000	\$ 2,727	\$ 2,800	\$ 1,800	\$ 2,500	38.9%	-10.7%	\$ (300)
Total Historic District	\$ 24,600	\$ 15,888	\$ 20,600	\$ 11,210	\$ 13,600	21.3%	-34.0%	\$ (7,000)
Special Events	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Total Public Art Program	\$ -	\$ -	\$ -	\$ -	\$ 2,500			\$ 2,500
Total Fund Transfer	\$ -	\$ -	\$ 22,379	\$ -	\$ -		-100.0%	\$ (22,379)
<b>TOTALS</b>	<b>\$ 1,227,546</b>	<b>\$ 1,185,695</b>	<b>\$ 1,316,017</b>	<b>\$ 1,289,645</b>	<b>\$ 1,408,258</b>	<b>9.2%</b>	<b>7.0%</b>	<b>\$ 92,241</b>





# DEFICIT/REVENUE WORKSHEET

	FY2024 Adopted	FY2024 Projected	FY2025 Proposed	Change to Budget (%)	Change to Budget (\$)
Revenues	\$1,316,017	\$1,358,050	\$1,408,258	7.0%	92,241
Expenses	\$1,316,017	\$1,289,645	\$1,408,258	7.0%	92,241
(Deficit)/Surplus	-	\$68,406	-		



# Questions or Direction on General Fund

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# FY24-25 Strategic Framework

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## *Capital Tiers*

### **Tier 1**

- Parking Facility
- Upgrading Stormwater Infrastructure
- Completing Riverwalk

### **Tier 2**

- Developing/Promoting Town as a Trail Junction
- Promoting Connections with Regional Partners
- Improving Town Gateways
- Pursuing Energy Efficiency/Sustainability Enhancements

### **Tier 3**

- Continue Analysis and Refinement of 3-Pronged Parking Program
- Public Safety Projects
- Town Properties Improvements

## *Operating Tiers*

### **Tier 1**

- Personnel Recruitment, Retention, and Succession Planning
- Tourism-led Economic Development Programming
- Enhancing Revenue from Town Events Programming

### **Tier 2**

- Monitor Technology Improvements for Productivity Enhancement
- Business Support and Development Programming
- Development of Capital Asset Maintenance Program
- Development of a Business Recruitment Program



# CAPITAL IMPROVEMENT PROGRAM

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PROPOSED FY2025 BUDGET



# CIP Funding Sources

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## **CIP Account -**

- Surplus from General Fund (Working Capital)
- Surplus from Events Fund (Working Capital)

## **State Aid to Localities -**

- Department of Criminal Justice Services (Public Safety 599 Funding)
- Department of Fire Programs

## **Grants -**

- DOJ BVP Grant
- DEQ 2022 ARPA Appropriations Grant
- FY2025 Community Project Funding Appropriations Grant
- Other grants



# 5-year Capital Improvement Plan

Projects

5-Year Proposed Budget Capital Improvement Program	
<b>Street and Parking Improvements</b>	
	FY26 - Poplar Alley Repaving
	FY29 - Road Resurfacing
<b>Sidewalk Improvements</b>	
	FY28 - Sidewalk Improvements
<b>Riverwalk Improvements</b>	
	FY25-FY27 - Riverwalk Extensions
<b>Building and Parks Improvements</b>	
	FY25 - Annex Building Painted
	FY25 - Annex ADA Project (1st floor reception)
	FY25 - Mill Street Storage - door replacement
	FY26 - Mill Street Storage Improvements
	FY25 - River Road Fence
	FY26 - Mill House Museum - New windows and Door
	FY27 - Mill House Museum - New Roof
<b>Vehicles and Equipment Improvements</b>	
	FY24-FY29 - Replacement PS Vehicle - Hybrid SUV
	FY24-FY29 - Replacement PS Vehicle - Hybrid SUV
	FY27-FY29 - Replacement PS Vehicle - Hybrid SUV
	FY25 - Trailer - Fire Suppression / Command
	FY25 - Snow Plow & Spreader
	FY26 - Thermal Drone (UAS)
	FY25 - AED
	FY25-FY26 - Body Armor Replacement
	FY25-FY29 - Police Record Management System
	FY24-FY28 - AXON Body Worn Camera System
<b>Stormwater Improvements</b>	
	FY26 - Stormwater - Green Solutions
	FY25 - Stormwater Implementation and Match
<b>Streetscape and Infrastructure Improvements</b>	
	FY28 - Signage and Gateway Beautification
<b>Information Technology Improvements</b>	
	FY25-FY27 - Staff Laptop Replacement
	FY25-FY26 - Timed Parking Equipment



# 5-Year Capital Improvement Program

FY2025 Proposed Budget Capital Improvement Program (CIP)	Activity	Funding Source	FY25	FY26	FY27	FY28	FY29	Totals
Street and Parking Improvements	Public Works	CIP	\$ -	\$ 25,000	\$ -	\$ -	\$ 50,000	\$ 75,000
Sidewalk Improvements	Public Works	CIP	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
Riverwalk Improvements	Public Works	CIP® / Grant	\$ 110,000	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ 1,610,000
Building and Parks Improvements	Public Works	CIP	\$ 9,700	\$ 18,000	\$ 10,000	\$ -	\$ -	\$ 37,700
Vehicles and Equipment Improvements	PS/PW/ADM	CIP / Grants	\$ 81,300	\$ 68,500	\$ 42,000	\$ 24,000	\$ 14,000	\$ 229,800
Stormwater Improvements	Public Works	CIP® / CIP / Grant	\$ 1,150,031	\$ 120,000	\$ -	\$ -	\$ -	\$ 1,270,031
Streetscape and Infrastructure Improvements		CIP	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
Information Technology Improvements	Administration	CIP / CIP®	\$ 8,500	\$ 8,500	\$ 3,000	\$ -	\$ -	\$ 20,000
<b>Total</b>			<b>\$ 1,359,531</b>	<b>\$ 990,000</b>	<b>\$ 805,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 3,292,531</b>

Fund Source Summary	FY25	FY26	FY27	FY28	FY29	5-Year Total
CIP Funds	\$ 57,000	\$ 206,750	\$ 151,000	\$ 54,000	\$ 64,000	\$ 532,750
CIP®	\$ 355,506	\$ 105,500	\$ 40,000	\$ 10,000	\$ -	\$ 511,006
599 Funding (Capital)	\$ 9,000	\$ 9,000	\$ 14,000	\$ 5,000	\$ 5,000	\$ 42,000
DOJ BVP Grant	\$ 3,000	\$ 750	\$ -	\$ -	\$ -	\$ 3,750
Other Grants	\$ 935,025	\$ 668,000	\$ 600,000	\$ -	\$ -	\$ 2,203,025
<b>Total</b>	<b>\$ 1,359,531</b>	<b>\$ 990,000</b>	<b>\$ 805,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>	<b>\$ 3,292,531</b>



# FY25 CIP Project Budget

FY2025 Proposed Budget Capital Improvement Program (CIP)	Activity	Funding Source	FY25
<b>Street and Parking Improvements</b>	<b>Public Works</b>	<b>CIP</b>	<b>\$ -</b>
<b>Sidewalk Improvements</b>	<b>Public Works</b>	<b>CIP</b>	<b>\$ -</b>
<b>Riverwalk Improvements</b>	<b>Public Works</b>	<b>CIP® / Grant</b>	<b>\$ 110,000</b>
FY25-FY27 - Riverwalk Extensions	Public Works	CIP® / Grant	\$ 110,000
<b>Building and Parks Improvements</b>	<b>Public Works</b>	<b>CIP</b>	<b>\$ 9,700</b>
FY25 - Annex Building Painted	Public Works	CIP	\$ 5,000
FY25 - Annex ADA Project (1st floor reception)	Public Works	CIP	\$ 1,500
FY25 - Mill Street Storage - door replacement	Public Works	CIP	\$ 1,500
FY25 - River Road Fence	Public Works	CIP	\$ 1,700
<b>Vehicles and Equipment Improvements</b>	<b>PS/PW/ADM</b>	<b>CIP / Grants</b>	<b>\$ 81,300</b>
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000
FY24-FY29 - Replacement PS Vehicle - Hybrid SUV	Public Safety	599/CIP	\$ 9,000
FY25 - Trailer - Fire Suppression / Command	Public Safety	Grant	\$ 15,000
FY25 - Snow Plow & Spreader	Public Works	CIP	\$ 7,300
FY25-FY26 - Body Armor Replacement	Public Safety	CIP/Grant	\$ 6,000
FY25-FY26 - Holiday Snowflakes	Public Works	CIP	\$ 10,000
FY25-FY29 - Police Record Management System	Public Safety	CIP	\$ 15,000
FY24-FY28 - AXON Body Worn Camera System	Public Safety	CIP®	\$ 10,000
<b>Stormwater Improvements</b>	<b>Public Works</b>	<b>CIP® / CIP / Grant</b>	<b>\$ 1,150,031</b>
<b>Streetscape and Infrastructure Improvements</b>		<b>CIP</b>	<b>\$ -</b>
<b>Information Technology Improvements</b>	<b>Administration</b>	<b>CIP / CIP®</b>	<b>\$ 8,500</b>
FY25-FY27 - Staff Laptop Replacement	Administration	CIP	\$ 3,000
FY25-FY26 - Timed Parking Equipment	Administration	CIP®	\$ 5,500
<b>Total</b>			<b>\$ 1,359,531</b>





# Questions or Direction on Capital Improvement Program

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# NEXT STEPS

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- Work Session #3: April 16, 2024
  - Discuss Updates to Funds reviewed at prior Work Sessions.
- Budget Available to Council/Public: May 3, 2024
- Public Hearing on Budget: May 7, 2024
- Public Hearing on Tax Rates: May 21, 2024
- Adoption of Budget and Tax Rates: May 21, 2024

