



**OCCOQUAN TOWN COUNCIL**  
**Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, September 2, 2025**  
**7:00 p.m.**

**Present:** Mayor Earnie Porta; Vice Mayor Jenn Loges, Councilmembers Robert Love, and Cindy Fithian

**Absent:** Councilmembers Theo Daubresse and Eliot Perkins

**Staff:** Adam Linn, Town Manager / Chief of Police; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; Martin Crim, Town Attorney; Asma Rupani, Town Treasurer

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

Two residents spoke during Citizens' Time.

Walt S., a resident of Poplar Lane, wanted to speak on the Catfish King and if the town was going to have another fishing tournament.

Karl A., a resident of Sebring Court, wanted to mention there was a jet ski left as an eyesore near his house. He wanted to help with regards to the beautification and improvement of the town.

Since there were no further citizen comments, Citizens' Time was closed.

**Discussion on Jet Ski**

Mayor Porta asked Town Manager Linn which house was the one with the jet ski.

Town Manager Linn replied it was the first house on the left on McKenzie Drive that was now occupied.

Mayor Porta noted that staff should investigate if there is a violation.

**4. CONSENT AGENDA**

**a. Request to Accept August 6<sup>th</sup>, 2025, Town Council Meeting Minutes**

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

## 5. MAYOR'S REPORT

Mayor Porta reported the following:

- On August 14<sup>th</sup>, he participated in the ribbon cutting for Eureka Coffee.
- On August 15<sup>th</sup>, he emceed Trivia Night in River Mill Park.
- On August 20<sup>th</sup>, he met with the Mill at Occoquan owner.
- On August 22<sup>nd</sup>, he emceed Triva Night in River Mill Park.
- On August 25<sup>th</sup>, he took fifteen members from the town's congressman on a tour of the town.

## 6. COUNCILMEMBER REPORTS

Councilmember Love noted that he attended the Eureka Coffee ribbon cutting.

Councilmember Fithian noted that she too was at the Eureka Coffee ribbon cutting.

## 7. BOARDS AND COMMISSIONS

Chair Seefeldt reported that the Architecture Review Board (ARB) met in August having received 4 applications. She indicated that 2 applications were approved. She advised that one of the applications related to her application for an exterior change for her house's outdoor television. She indicated that the Zoning Administrator found a violation to the bracket on the side of the house. The ARB did not make a determination at the August meeting.

Mayor Porta reported that it was his understanding that a complaint of the outdoor television came in and staff referred it to the Zoning Administrators because it related to a member of the ARB. He further stated that it was his understanding that a Certificate of Appropriateness was required for the TV/brackets to be allowed. Town Manager Linn confirmed. Mayor Porta then commented on the rationale for the ARB to review minor attachments to residential units. A discussion was entertained regarding the appropriateness of the ARB to review minor attachments.

Town Manager Linn reported that the zoning administrator found that since it was bolted permanently to the wall, that it was a structural change that needed to be reviewed by the ARB.

Town Attorney Mr. Crim explained that per town code, brackets attached to a wall would be considered 'parts thereof' and therefore be parts of a structure that required ARB approval.

Mayor Porta then asked Staff to investigate if a reasonable ordinance change could resolve the ambiguity regarding minor attachments to a wall. He also asked if enforcement would be abated until that investigation took place.

Town Manager Linn advised that the ARB deferred the matter until its next meeting; therefore no further enforcement action would be taken.

Chair Seefeldt also questioned the Town Attorney's direction that a member of the Board who has a matter before the board was required to leave the building, not just recuse themselves from voting.

Mayor Porta, mentioned that Councilmembers have removed themselves from the Council Chambers when they have had matters before council. Mayor Porta asked Mr. Crim for his legal opinion.

Mr. Crim indicated that the Conflict of Interest provisions of the State Code, require that any board or

commission member must recuse themselves in such circumstances. Mayor Porta asked if leaving the room is part of the requirement to which Mr. Crim responded that it is the best practice.

Planning Commission (PC) Chair Perkins was not present and there was no report.

## **8. ADMINISTRATIVE REPORTS**

### **a. Administrative Report**

Town Manager Linn provided an oral update on the resident at 107 East Colonial.

Town Manager Linn provided a written report as part of the agenda packet.

Town Manager was asked by Mayor Porta about the storm water money and if it will be awarded by the end of the year. Town Manager Linn replied that the Town was advised that it will be awarded when we can provide a detailed statement of work based on an engineering evaluation. Town Manager Linn further advised that staff is working on contracting with a stormwater engineer.

Mayor Porta also advised Town Manager Linn to go forward with the letters in regards to easements for the Riverwalk Extension Project.

Mayor Porta noted that he received some feedback regarding volunteers finding the sign-up process to be difficult with volunteers not knowing what they can participate in.

Mayor Porta noted that there will be an invasive clean up on September 20<sup>th</sup> that was not in the newsletter, but it is still scheduled to happen.

Mayor Porta and Vice Mayor Loges asked whether a formerly delinquent business was up to date on their BPOL and Meals Tax. Town Manager Linn advised that they were as of the ARB meeting. Vice Mayor Loges asked if they will be audited, which Town Manager Linn deferred to Town Treasurer Rupani who advised they were on the list.

Council member Love wanted to note that the staff had done a great job power washing the Riverwalk and on the Mill House Museum work.

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

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

Vice Mayor Loges asked questions regarding revenue recognition for the Craft Show.

Ms. Rupani advised that she would check and provide a follow up response to the questions.

### **c. Town Attorney's Report**

Mr. Crim provided a written report as part of the agenda packet and responded to a question from Vice Mayor Loges.

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**9. REGULAR BUSINESS****a. Request to Appoint a New Member to the Board of Zoning Appeals**

Councilmember Fithian moved to adopt Resolution R-2025-11 to submit Don Wood to the Prince William County Circuit Court for appointment to the Board of Zoning Appeals through January 31, 2027. Council member Love seconded. Motion passed unanimously by voice vote.

**b. Request to Appoint New Members to the Planning Commission**

Vice Mayor Loges moved to appoint Ms. Samantha Sparks and Mr. Margaret Pepin as members of the Planning Commission to fill the unexpired terms of Mr. Robert Love and Mr. Ann Kisling, effective immediately and expiring on December 31, 2026. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

**c. Request to Adopt Ordinance Creating Parking Districts**

This is a request to adopt an ordinance to add a code section to Chapter 73 to codify parking districts in the Town Code. Councilmember Love moved to adopt the ordinance as presented. Vice Mayor Loges seconded. Motion was passed by roll call vote.

**Ayes:** Vice Mayor Loges, Councilmember Love, and Councilmember Fithian

**Nays:** None

**d. Request to Adopt Resolution to Set the Calendar Year 2026 Schedule of Regular Town Council**

Vice Mayor Loges moved to approve R-2025-12 with the one amendment of removing the Tuesday November 17 meeting. Seconded by Council member Fithian. Motion was passed by roll call vote.

**Ayes:** Vice Mayor Loges, Councilmember Love, and Council Fithian

**Nays:** None

**10. ADJOURNMENT**

The meeting was adjourned at 7:53 p.m.

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Philip Auville, Town Clerk