

## Town Council Actions: December 2025

- Appointed Michele White to the Architectural Review Board.
- Adopted Ordinance O-2025-14 Designating the Town Manager as Chief Executive Officer for VA FOIA Process.

*The above items are extracts of recent actions and are not official meeting minutes. Minutes and agendas are posted at [occoquanva.gov](http://occoquanva.gov).*

## Business License Renewal Applications and Payments

### Both Due By March 1, 2026

Time to renew and keep growing! The business license renewal window is open — submit your application and payment today to keep your success story going strong. Town of Occoquan Business, Professional, and Occupational License (BPOL) renewals for 2026 and the payments are both due by March 1st. Renewal notices will be emailed and mailed in January to businesses holding a license with the Town. Please be sure to submit applications and payments on time. A penalty of 10% of the tax may be imposed upon failure to file an application or payment of the tax by the due date. The business license fee is based on gross receipts for the calendar year 2025. Visit [occoquanva.gov/doing-business-in-occoquan](http://occoquanva.gov/doing-business-in-occoquan) for more information.

## OCCOQUAN NEWSLETTER

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### TOWN OF OCCOQUAN

314 Mill Street  
P.O. Box 195  
Occoquan, VA 22125

**CARRIER ROUTE**  
**OCOCQUAN, VA 22125**

Presort Standard  
U.S. Postage Paid  
Occoquan, VA  
Permit No. 19

# OCCOQUAN NEWSLETTER

VOLUME XXXIII, ISSUE I

703-491-1918

January 2026

### TOWN COUNCIL

Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Theo Daubresse  
Cindy Fithian  
Eliot Perkins  
Robert Love



### TOWN HALL STAFF

Adam Linn, Town Manager & Chief of Police  
Megan Lubash, Asst. Town Manager & Town Clerk  
Philip Auville, Deputy Town Treasurer  
Kristen Shaw, Town Treasurer  
Tammy Hasset, Events Director  
Jessica Bastone, Administrative Assistant  
Jason Forman, Deputy Chief of Police

### Mayor's Letter

Happy New Year, everyone! I hope you had a Merry Christmas and Happy Holidays last month and amid all the hustle and bustle had an opportunity to perhaps slow down some and to enjoy the numerous holiday-themed events we held in town on which our staff, volunteers, and others worked so hard. At the start of a new year I like to take some time to thank all of you who have supported the town over the past year. Residents, businesses and their staffs, volunteers, visitors, and town employees all contribute to making our community the special place that it is, and we appreciate all of you for your effort and support.

January is one of the few months of the year that we do not typically hold events, giving all of us a little time to catch our breaths after the winter holidays. It is also the time of year that we encourage everyone to review the expectations regarding snow and ice removal. Some streets (generally the major ones) are the responsibility of VDOT (and some of these are designated as snow emergency routes from which cars must be moved once an emergency is declared), others (the alleys and a few roads) are the responsibility of the town, and the remainder are generally the responsibility of individual HOAs. We are all, however, typically responsible for clearing any public sidewalks in front of our residences or business. Accordingly, I urge you if you have any questions about snow or ice removal to contact the town hall and/or review information on the town web site. When such weather events arrive we strive to work together and help each other out, and remain particularly alert to the needs of those for whom the weather creates special difficulty.

As always, I encourage you to contact me at [eporta@occoquanva.gov](mailto:eporta@occoquanva.gov) if you have any comments, questions, or concerns. Thank you once again for your support and I wish you all the best for the coming New Year.

## Emergency Snow Removal Routes

When winter storms hit, our emergency snow removal routes keep the community moving safely. Parking on these streets during snow emergencies can delay plowing and put everyone at risk. When snow is expected, on-street parking will not be permitted on the following roads to allow for snow removal: Mill, Commerce, Ellicott, Union, and Washington Streets. During inclement weather, if you normally park on-street, please consider parking under the Route 123 bridge. Timed parking restrictions will not be enforced under the bridge during snow emergencies. For more information, visit [occoquanva.gov](http://occoquanva.gov).

## Let's Keep Pathways Happy!

Snow and ice may look magical, but they can be tricky underfoot. A quick sweep or shovel keeps our sidewalks safe for kids walking to school, neighbors out for a stroll, and our furry friends on their daily adventures. Let's work together to keep our paths clear — your neighbors (and their toes!) will thank you. Residents and businesses are responsible for clearing snow and ice from sidewalks adjacent to their property. Please do not use salt on brick sidewalks. For more information, visit [occoquanva.gov/snow-removal](http://occoquanva.gov/snow-removal).

## Have You Signed Up for AlertOccoquan?

Be the first to know before everyone else does! In an effort to easily distribute important Town information to residents, businesses, and visitors, the Town of Occoquan has partnered with the Prince William County Office of Emergency Management to create a new citizen notification system called AlertOccoquan.

To sign up to receive notifications on Town events and emergencies, and for more information visit: [occoquanva.gov/government/public-safety/alertoccoquan](http://occoquanva.gov/government/public-safety/alertoccoquan)

## MEETINGS & EVENTS

**January 1**

**New Year's Day**

*Town Hall Closed*

**January 6**

**Town Council Meeting**

*7:00 pm*

**January 19**

**Martin Luther King, Jr. Day**

*Town Hall Closed*

**January 20**

**Meals and Transient Occupancy Taxes Due**

**Board of Zoning Appeals**

*6:30 pm*

**Town Council Meeting**

*7:00 pm*

**January 27**

**Planning Commission**

*6:30 pm*

**Architectural Review Board**

*7:30 pm*

**March 1**

**BPOL Renewal Applications and Payment Due**

*Meetings held at Town Hall, 314 Mill Street, unless otherwise noted.*

## Volunteer for Board Vacancies

**Shape the future of our community-one decision at a time!**

Join the Board of Zoning Appeals or the Architectural Review Board and help guide the look, feel, and growth of our town. We're seeking dedicated volunteers to bring vision, fairness, and creativity to our community's future. The Board of Zoning Appeal is seeking two volunteers to serve a four-year appointment through January 31st, 2030. The Board of Zoning Appeals meets on one time in January and as needed throughout the year. The Architectural Review Board is seeking one volunteer to serve through December 31st, 2026. The Planning Commission meets on the fourth Tuesday of each month at 6:30 pm.

If interested, please complete the short application and submit to Town Hall M-F, 9 a.m. - 4 p.m., 314 Mill Street. Applications are available at Town Hall or online under the Boards and Commissions page at [occoquanva.gov](http://occoquanva.gov).

## Holiday Greenery Recycling

Give your holiday greenery a new life! Christmas trees, wreaths, and other cut greenery can be transformed into compost, mulch, or wild-life habitat. Ornaments, decorations, tinsel, nails, and tree stands must be removed before greenery items are taken to the following locations to be composted or repurposed:

**Prince William County Landfill**

**14811 Dumfries Road in Manassas**

*Monday - Friday, 6am - 6pm*

*Saturday and Sunday, 8am - 5pm*



**The Compost Facility**

**13000 Hansen Farm Road in Manassas**

*Monday - Friday, 6am - 6pm*

*Saturday - 8am - 5pm*

