



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

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

**Absent:** None

**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.

Mayor Porta noted that Vice Mayor Loges was attending remotely from Galveston, Texas for personal reasons.

Mayor Porta noted that Asma Rupani, Town Treasurer, and Martin Crim, Town Attorney, were also attending remotely.

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZENS' TIME**

Two residents spoke during Citizens' Time.

Tra N., a resident of River Road, wanted to speak about parking. She indicated that she had spoken on this matter two years ago and it is still a concern. She has multiple cars and not enough parking spaces, she has received a parking ticket for parking at the entrance to River Rd. and also feels unsafe to park late at night under the Rt. 123 bridge and walk back to her home.

Jenn P., a resident of Washington Street, asked if Council would consider a dog park in River Mill Park to help dogs socialize in Occoquan. She mentioned using the area on the far side of River Mill Park. She also noted that the lights are infrequent and dim or flickering on Washington Street when she walks her dog in the mornings. She asked for a survey or speed camera to make the street safer for pedestrian in the cross walk.

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

**Discussion on Dog Park & Lights on Washington Street**

Mayor Porta noted that it is difficult to find suitable public space within the Town for a dog park or playground. He also referenced previous discussions in which residents expressed that they did not want to designate specific areas of parks solely for dogs, preferring instead to keep parks open for shared use by both people and dogs. Mayor Porta added that the remaining section of the park serves as a lookout point

for viewing the dam, which could raise concerns among regular park visitors. He asked Staff to explore options with Fairfax Water and other nearby property owners to identify potential sites for a dog park.

With respect to Washington Street, Mayor Porta noted that the streetlights are under VDOT and they have been generally unaccommodating to change requests. He explained that the flashing lights on Washington Street were implemented through the Town's own initiative when the speed limit was reduced from 25 to 20 miles per hour, which then permitted the installation of the flashing lights on the speed limit signs. Mayor Porta also raised concerns about the sidewalk near Furnace Hill Park, citing potential safety issues and suggesting the Town consider requesting reflective tabs on the roadway.

Councilmember Perkins added that while new crosswalks have been installed along Washington Street, many residents find them frustrating due to the need to cross the street multiple times. He also noted that one crosswalk light was previously so bright that nearby homeowners complained.

Mayor Porta mentioned that Councilmember Perkins would be willing to grant an easement for a sidewalk in front of his home, and Councilmember Perkins affirmed that he would be willing.

#### River Road

Mayor Porta mentioned that since parking in the community is private property that it was the homeowner's association's responsibility to manage the parking, if a homeowner's association existed.

Town Manager Linn noted that, because of regular complaints from residents about parking, staff plans to notify all residents of River Road about the possibility of creating a residential parking zone there. This follows the Council's passage of an ordinance in September allowing for the establishment of such zones and would enable the Town to issue permits restricting and limiting parking spots for resident use only.

Mayor Porta noted that the creation of a parking zone would not allow for houses in the parking zone to have more than 2 cars on the road because of the constraints.

Town Manager Linn noted that the area for any additional parking spaces near the entrance to River Road is limited to allow emergency vehicles and garbage trucks through.

Mayor Porta suggested a homeowner's association to help with the parking issue or talking to neighbors on East Locust Street about being able to park residents' cars on the East Locust Street owners' private property.

#### **4. Public Hearing on Franchise Agreement**

**Mayor Porta opened the public hearing at 7:24 p.m. and there were no comments.**

**Councilmember Perkins moved to close the public hearing and Councilmember Fithian seconded the motion. Motion passed unanimously by voice vote and the public hearing was closed at 7:25 p.m.**

#### **5. CONSENT AGENDA**

- a. Mayor Porta removed item 5C. The remaining items are 5A to accept September 21<sup>st</sup> Town Council minutes, 5B request to approve authorization of Vehicle sale and price, and 5D request to accept the HEAT grant.

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

- b. Request to accept Pocket Park Grant. This item was pulled because of a change in motion language. It is a grant of \$15,000.00 to develop an underused area of Mill Street. Motion was made by Councilmember Perkins and seconded by Councilmember Fithian. Motion was passed by unanimous voice vote.

## 6. MAYOR'S REPORT

Mayor Porta reported the following:

- On September 12<sup>th</sup>, he emceed the trivia night at River Mill Park.
- On September 13<sup>th</sup> he volunteered at the Patriot Cruise at the Prince William Marina
- On September 13<sup>th</sup> he attended and spoke at the Eid celebration at the Mosque
- On September 15<sup>th</sup> he attended and emceed the live auction at the Celebrate Occoquan event
- On September 19<sup>th</sup> he attended the VFW 7916 POW/MIA ceremony at Mamie Davis Park
- On September 24<sup>th</sup> attended the volunteer orientation for the Arts and Crafts Show
- On September 25<sup>th</sup> attended the farewell event for Matthew Whitmoyer
- On September 27<sup>th</sup> volunteered at the Craft Show
- On September 28<sup>th</sup> attended the island naming dedication
- On October 1<sup>st</sup> attended D'Rocco's one year anniversary event
- On October 3<sup>rd</sup> attended the Ribbon Cutting for the Mill House Museum and Visitor Center
- On October 7<sup>th</sup> attended the Ribbon Cutting for Evidi Massage

## 7. COUNCILMEMBER REPORTS

Councilmember Daubresse attended the Move Council with Sarah Burzio of Visit Occoquan

Councilmember Love attended the ribbon cutting for the Visitor Center in Occoquan. He also attended the ribbon cutting for Evidi Massage. He attended the Quarterly business meeting earlier that day.

Councilmember Fithian also attended the ribbon cutting for the Visitor Center in Occoquan and the ribbon cutting for Evidi Massage. She attended the Craft Show and liked imagination alley and the braiding of the jump ropes.

## 8. BOARDS AND COMMISSIONS

Chair Seefeldt was absent so Councilmember Daubresse who is the Town Council Representative for the Architectural Review Board, reported that there was one application and it was approved.

Planning Commission Chair Perkins noted that they are working on strategic planning items that Town Council has indicated they should be moving on. There is a public meeting coming up as well regarding sign ordinance amendments.

The Mayor discussed the Fall Craft Show again and noted that Events Direct Tammy Hassett did a great job. He further noted that the shuttle services not only broke even but made some revenue. He indicated that the cost of the buses has risen dramatically during COVID.

## 9. ADMINISTRATIVE REPORTS

### a. Town Treasurer's Report

Mayor Porta asked if the Treasurer's report could be moved up on the agenda. His view of the

revenue for the first few months of the fiscal year is that it looks good for the moment. He brought up that he also had the same question about accounts receivable for the craft show that Vice Mayor Loges had asked about at the last Town Council Meeting.

Vice Mayor Loges summarized Treasurer's Rupani's response from last month's question that historically those funds were recognized on the first of the day of the new fiscal year as that is when expenses are starting to be incurred and that is when those funds are becoming available.

Mayor Porta then asked about Events revenue, noting that booth rental income is currently well below the budget. He suggested this may be because many vendors do not pay until September and the report was through August.

Town Manager Linn responded and affirmed that a significant amount of the booth rental income is received just prior or at the craft show and those amounts will be reported in the September report.

#### **b. Administrative Report**

Town Manager Linn provided a written report as part of the agenda packet and responded to questions.

Mayor Porta had a question regarding the Police Report on suspicious calls. He sought clarification that the report referred to calls about suspicious individuals, rather than suspicious calls received by the police, which Town Manager Linn confirmed that the events were related to suspicious individuals not telephone calls.

Councilmember Perkins talked about delinquencies on Meals Tax. He noticed that three of them were on a payment plan in the past and that they are now only a month behind.

Councilmember Fithian noted that there were 9 hit and runs and asked Town Manager Linn if this was a normal amount. He noted it was higher than normal. Mayor Porta and Councilmember Fithian inquired if these were related to pedestrian/vehicle incidents. Town Manager Linn responded that most involved vehicles striking parked cars, none involved pedestrians.

Councilmember Love asked if there was a timeframe on completion of the information sign near Mill House Museum. Town Manager Linn noted that it is currently getting permitted by the county and he is projecting its completion for December.

Councilmember Perkins noticed that the timed parking has been working and that the majority of parking tickets are for 4 hour violations.

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

Mr. Crim provided a written report as part of the agenda packet.

### **10. REGULAR BUSINESS**

#### **a. Request to Approve and Authorize Town Manager to execute the renewal Franchise Agreement with Comcast**

Councilmember Perkins moved to authorize the Town Manager to execute the renewal Franchise Agreement with Comcast. Council member Fithian seconded. Motion passed unanimously by roll

call vote.

**b. Request to Adopt Resolution to Initiate a Zoning Text Amendment to Require Special Use Permits for Shops Selling Tobacco, Nicotine, Vapes, Cannabis, and Related Items**

Mayor Porta asked Town Attorney Crim to clarify that they would be voting to initiate a zoning text amendment without an ordinance being drafted. Town Attorney Crim affirmed that that was correct and explained the ways to initiate a zoning text amendment.

Mayor Porta indicated a reservation against including a joint public hearing with the Planning Commission in the Resolution. He asked that this be looked at and studied by the Planning Commission and then have the Planning Commission have its own hearing and then make a recommendation to the Town Council. The Town Council would then hold its own public hearing before making a decision. This would give the public multiple opportunities for comment, one before the Planning Commission and then one before the Town Council after the Planning Commission recommendation. He felt this was more appropriate given the subject matter. Mayor Porta asked that the joint public hearing be removed from the resolution.

Councilmember Daubresse believed that the conversation should be a broader conversation than just these listed types of businesses. He suggested that if we are looking at Special Use Permits, that we should take a wider look at Special Use Permits for a wide variety of business segments.

Councilmember Fithian asked Town Attorney Crim if the structure of the current request would be challenged by Virginia law in the future. Town Attorney Crim mentioned that this could be challenged by someone who applied for a business that was denied by the Special Use Permit.

Vice Mayor Loges wanted to clarify that this is looking at negative impacts to the public health, safety, welfare, and the historic character of the town. She wanted to confirm that this would not be passing judgement on what people can or cannot do or sell.

Mayor Porta confirmed the removal of the last paragraph and then addressed Councilmember Perkins as the Planning Commission Chair to use what was talked about today in the Planning Commission to look into Special Use Permits for these businesses as well as others that might be considered similar in terms of their impact.

Vice Mayor Loges moved to adopt the resolution to initiate a zoning text amendment to require special use permits for shops selling tobacco, nicotine, vapes, cannabis, and related items as presented with the last paragraph involving a joint public hearing being removed. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

## 11. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.