



# TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
occoquanva.gov  
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## Occoquan Town Council Town Council Meeting January 6, 2026 | 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 December 9, 2025, Town Council Meeting Minutes - pg.2
  - b. Request to Accept Unmanned Aircraft Trade and Replace Program Grant - pg. 10
  - c. Request to Set Concurrent Public Hearing on ZTA for Special Use Permits for Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishments on January 20, 2026 - pg. 13
5. **Mayor's Report**
6. **Councilmembers Reports**
7. **Administrative Reports - pg. 22**
  - a. Administrative Report
  - b. Town Treasure's Report
  - c. Town Attorney
8. **Regular Business**
  - a. Request to Approve Resolution of Appreciation for Brenda Seefeldt - pg. 65
9. **Discussion Items**
  - a. Discussion on Mill Street Pocket Park Mural Design Contest Guidelines and Information pg. 68
  - b. Discussion on Utility Pole Mounted Holiday Decorations - pg. 78
  - c. Discussion on Holiday Artisan Market - pg. 79
10. **Closed Session**
11. **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> January 6, 2026
Request to Approve Consent Agenda	

**Attachments:** See below

**Submitted by:** Adam Linn  
Town Manager

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**Explanation and Summary:**

This is a request to approve the consent agenda:

- a. Request to Accept December 9, 2025, Town Council Meeting Minutes
- b. Request to Accept Unmanned Aircraft Trade and Replace Program Grant
- c. Request to Set Concurrent Public Hearing on ZTA for Special Use Permits for Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishments on January 20, 2026

**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, December 9, 2025**  
**7:00 p.m.**

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

**Absent:** Councilmember Love

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

**1. CALL TO ORDER**

Mayor Porta called the meeting to order at 7:02 p.m.

Mayor Porta noted that Vice Mayor Loges was attending remotely from Fulton, Maryland for medical reasons.

**2. PLEDGE OF ALLEGIANCE**

**3. CITIZEN'S TIME**

Three residents spoke during Citizen's Time.

Lance H. congratulated the Town on a successful Holiday Artisan Market. He made a suggestion for the Police Department to use more people or mechanical aids to help project their voices without needing to yell. He updated the progress on Rockledge Mansion and 204 Ellicott Street. Lastly, he mentioned that there were no major changes to the work being done at the Parsonage.

Mayor Porta asked about trees behind the lot containing the Parsonage and Lance H. replied that those trees would be removed. The Mayor also inquired about Rockledge Mansion and Lance H. noted that they are renovating that building with the hope of renting it to possibly a restaurateur and if not possibly selling it.

Walt S. noted that the Holiday Artisan Market was great, but noted some speed concerns with traffic on Mill Street. He also had a concern with the draft lighting ordinance. He mentioned his concern was with the definition of the color temperature of lights; lights labeled as warm are sold at 2,700 or 3,000 kelvin while the ordinance limits warm to be 2,400 Kelvin or less. Walt S. asked that council keep this and other factors in mind with the draft lighting ordinance.

Michelle W. inquired if there was a way to enforce or stop cars from parking in reverse on the diagonal spaces. She also commented that she loved the Holiday Artisan Market and that it was well run and helped her as a business owner in Town.

Mayor Porta asked Town Staff about the backing in parking on the timed district. Town Manager Linn mentioned that there is no ordinance against it. Town Attorney Crim mentioned that signage would be needed to enforce any rule against backing-in to park. Councilmember Perkins inquired into how

many signs would be needed to enforce this. Town Attorney Crim and Town Manager Linn mentioned that different district court judges have subjective criteria to how many signs would be needed to enforce this rule. Mayor Porta directed Town Staff to look into this matter.

#### 4. CONSENT AGENDA

- a. Request to Accept November 18<sup>th</sup>, 2025, Town Council Meeting Minutes
- b. Request to Appoint Michele White to the ARB

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

Town Manager Linn asked for unanimous consent for permission to change the closed session of the November 18<sup>th</sup> 2025 minutes to change the phrase, "Town Council Meeting minutes November 2025" to "Town Manager". The motion to amend was made by Councilmember Fithian and seconded by Councilmember Daubresse. It passed by unanimous voice vote.

#### 5. MAYOR'S REPORT

Mayor Porta reported the following:

- On November 18<sup>th</sup> he attended a dinner of the Virginia House Appropriations Committee by invitation of Chairman Delegate Luke Torian.
- On November 20<sup>th</sup> he attended the ribbon cutting for Fix O'Whimsy.
- On November 20<sup>th</sup> he attended a historical talk at Town Hall co-sponsored with the County Historical Preservation Division and Historic Prince William
- One November 22<sup>nd</sup> he attended a filming at the Mill Street Draft Garden.
- One November 22<sup>nd</sup> he attended the Shop Late and Tree Lighting events.
- On November 23<sup>rd</sup> he gave a presentation on Inez Thurston at Ebenezer Baptist Church on the occasion of her 99<sup>th</sup> birthday.
- On December 4<sup>th</sup> he gave a lunch and tour to the Main Street representatives
- On December 6<sup>th</sup>- 7<sup>th</sup> he successfully brought Santa in by boat for the Holiday Artisan Market which he attended both days.

Mayor Porta also lauded Town Staff on putting on such a great Holiday Artisan Market. He noted that he had never received so many compliments for an event and so many happy patrons. He also liked the holiday market square at the center of the market.

Mayor Porta would like to include a copy of an anonymous note with many complimentary words and some suggestions for future holiday events. The main problem was with sound, as not everyone could hear. He believes the sound system has been fixed, but it is hard to hear the New Dominion Choraliers. He would also like to discuss the wreaths and stars/snowflakes. These two topics should be discussed in January for the debrief.

The Mayor also wanted to alert the public to challenges in Virginia's upcoming budget that may impact the Town.

The Mayor also talked about the Mainstreet program. Small municipalities of 5000 people or less are expected to fundraise \$100,000.00 dollars annually through their 501(3)(c) organizations, with 30-50%

coming from the municipality. He does not expect progress to be instantaneous, but it is important to keep these expectations in mind if the program is something the Council wishes to pursue.

He also addressed Town Attorney Crim about a small community announcements board in the newsletter that will be further addressed in the Town Attorney's report.

## 6. COUNCILMEMBERS REPORTS

Mayor Porta presented Councilmember Love's report as he could not attend tonight's meeting:

- On November 10<sup>th</sup> he attended the VFW Post 7916 Marine Corps Birthday Celebration.
- On November 18<sup>th</sup> he participated in the Invasive Species discussion with a representative from Loudon County.
- On December 4<sup>th</sup> he attended the Bells Across PA for Pittsburgh 250 at the Heinz History Center.
- On December 6<sup>th</sup> and 7<sup>th</sup> he participated in the Holiday Artisan Market.

Councilmember Perkins reported the following:

- On November 18<sup>th</sup> he attended the Invasive Species discussion with a representative from Loudon County. He thanked Councilmember Love for initiating the discussion.
- On November 20<sup>th</sup> he attended the ribbon cutting for Fix O'Whimsy.
- On November 22<sup>nd</sup>, he attended the Tree Lighting event.
- On December 1<sup>st</sup>, he attended a meeting with Town Staff regarding the firesides at the Holiday Artisan Market
- On December 4<sup>th</sup>, he attended the Mainstreet presentation.
- On December 6<sup>th</sup> he took part in the Artisan Market in managing the fireside

Councilmember Perkins lauded the Holiday Artisan Market's organization and atmosphere. He believes that Occoquan's atmosphere was better than the other holiday market he attended with events such as Santa moving throughout town and decorations from the vendors and Staff. He would like to thank his wife Heather Welker, and neighbors: Ralph Newel, Melanie Fenwick, Elise LeGuelte, Johann LeGuelte, Michael Lochner, & Sandra Sierdzinska.

Councilmember Daubresse spoke on the Holiday Artisan Market. He noted how the Town Council was receptive to suggestions for changes from prior years and listened to the Town's businesses, Town's residents, and vendors to make an event that surpassed that of prior years and was beneficial to all parties. He also thanked the Town's Police Department for helping maintain people's peace of mind in these large events.

Councilmember Fithian reported the following:

- On November 22<sup>nd</sup> she attended the Tree Lighting event.
- One December 4<sup>th</sup> she attended the Mainstreet presentation.
- On December 6<sup>th</sup> she attended and volunteered at the Holiday Artisan Market.

Councilmember Fithian reported hearing only good comments in regards to the Holiday Artisan Market. She volunteered at Santa's workshop and saw that families and children loved the crafts at the event, especially the letters to Santa.

Councilmember Perkins and Mayor Loges took a moment to thank Visit Occoquan, Inc. and Sarah Burzio for their work in promoting the Holiday Artisan Market on social media.

Vice Mayor Loges reported the following:

- She praised Riverside Pizza Factory's pizza, commenting that it was her first choice for pizza now.
- She reported that she continues to work with Town Staff and Town Attorney Crim on the vape shop ordinance.
- She also praised the Holiday Artisan Market.

Vice Mayor Loges gave a special thank you to Police Department for their dedication to public safety. She thought that the duct tape crosswalk at D'Rocco's was a great idea to help pedestrians access the market. She also approved of the permanent bollards but noted that there should be a sign at the start of the alleys so that cars know there is no through traffic. She also appreciated that the barriers were decorated so that they blended into the event.

## 7. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission will be taking up a reasonable standard for vape shops, a process the Planning Commission is working along side Town Attorney Crim and Vice Mayor Loges. The Planning Commission is also starting the process of evaluating and updating the Comprehensive Plan for July 1<sup>st</sup>, 2026. The Planning Commission has also started the process of working on their piece of the Strategic Planning document.

Councilmember Daubresse mentioned that there was no meeting in the past month for the Architectural Review Board and they will have an election for a new Chair at this upcoming meeting.

## 8. ADMINISTRATIVE REPORTS

### a. Admin Report

Town Manager Linn let the council know that there will be a report on the Holiday Artisan Market at the January 6<sup>th</sup>, 2026, meeting.

Mayor Porta asked, after having seen an update regarding police vehicles on the report, how many police vehicles the Town owns. Town Manager Linn reported that the Town has 6 police vehicles, and they are looking to sell one and one is leased.

Mayor Porta requested an update on the parking situation on River Road. Town Manager Linn replied that there is going to be a discussion item on January 6<sup>th</sup>, 2026. Mayor Porta decided to defer his questions until the next meeting.

Mayor Porta asked about the CBG art project and asked that the email be sent to the members of the Town Council to approve before being sent out to the public.

Councilmember Fithian asked if there was a plan to approach the Governor-Elect and her administration about the Riverwalk project.

### b. Treasurer Report

Town Treasurer Shaw talked about her first month working for the Town.

Mayor Porta indicated there were no expenses that seemed out of line and that he expected a large change to the Real Estate Tax in next month's report.

Mayor Porta mentioned there was a small lag in the Meals Tax revenue for this month. Town Treasurer Shaw mentioned there was four to six thousand dollars outstanding.

Vice Mayor Loges noted that CIP - Streetscape that had \$8,800 budgeted and had paid out \$22,000.00. Town Manager Linn believed that the discrepancy came from the vehicle crashing into the kiosk near the Mill Street Museum and that they had received insurance proceeds to cover that replacement.

#### c. Town Attorney Report

Before starting with the report, Town Attorney Crim wanted to address previous comments. He first addressed Walt S.'s comment regarding lighting enforcement. His colleague Tracy Gallehr worked hard on this new area of enforcement. Town Attorney Crim mentioned the use of criminal penalties as an enforcement tool that could be waived for smaller offenses, but allows for better enforcement for repeat offenders.

Town Attorney Crim mentioned that the state's cannabis ordinance is not yet pre-filed. The three patrons published an editorial stating that they are removing the referendum provision from the draft legislation because of the experience in California. The goal of removing this provision is to eliminate the black market for cannabis.

Mayor Porta asked about there being a small amount of space on the newsletter for community events. The Mayor brought up possible first amendment issues if they opened up a board on the community meet up groups. The Mayor suggested if it was opened to a first-come-first-serve bases to non-commercial groups. Town Attorney Crim replied that you could do that, by establishing a limited public forum with specific rules that was content neutral based on an assessment of the needs of the community for such a group. There would need to be definitions of what non-commercial and other terms would be. Town Attorney Crim noted a possible problem with such meeting boards needing to be content-neutral, giving the example of allowing a white supremacist bicycle club to advertise.

## 9. REGULAR BUSINESS

### a. Request to Adopt Ordinance O-2025-12 on Lighting

Town Manager Linn noted the idea behind moving this lighting ordinance into general regulations from a zoning violation was to provide for quicker responses to complaints similar to the noise ordinance. When asked for an example by the Mayor, Town Manager Linn noted the recent Board of Zoning Appeal case where there was a light that could not easily be measured and was unshielded. Town Manager Linn mentioned that the case was centered on the shielding because the brightness or lumens could not be measured within the current code system; the Town Code is currently set to measure watts which is not useful with LED lights.

Walt S. spoke again about the problem with the amount of kelvin measured from a light and the possibility of false advertising in bulbs. Walt S. brought up that this ordinance will have a major impact on the town.

Mayor Porta noted examples of ordinance changes and that there is often a gradual spread of a new standard when pre-ordinance, non-conforming uses are subsequently renovated and required to come

into compliance.

Town Manager Linn clarified that this ordinance is not addressing shielding; it is just covering the brightness of light directed at light pollution and complaints.

Mayor Porta was concerned that the draft ordinance uses 2400 kelvin as the standard and retail stores sell lights advertised as warm up to 2700 kelvin. The Mayor and councilmembers noted it would be a good idea to investigate this matter further before voting on it.

Mayor Porta received unanimous consent to defer this to a later meeting.

**b. Request to Adopt Ordinance O-2025-14 Designating the Town Manager as Chief Executive Officer for VA FOIA Purposes**

Mayor Porta agreed that it was a good idea to designate the Town Manager as the chief executive officer under the Virginia Freedom of Information Act.

Councilmember Perkins moved to adopt the ordinance. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

**Ayes:** Vice Mayor Loges, Councilmember Fithian, Councilmember Daubresse, and Councilmember Perkins

**Nays:** None

## 10. CLOSED SESSION

Councilmember Perkins moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(1), a personnel matter involving: assignment, appointment, Town Council Meeting Minutes November 18, 2025 promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Attorney, Town Maintenance Assistance, and ARB Chairperson.

Councilmember Perkins further moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving: discussion or consideration of the acquisition of real property for a public purpose specifically involving river front property along Mill Street, because discussion in an open meeting would adversely affect the Town's bargaining position or negotiation strategy. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 8:18 p.m.

The Council came out of closed session at 9:23 p.m.

Councilmember Perkins moved to certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Seconded by Councilmember Daubresse. The motion passed unanimously by roll call vote.

**Ayes:** Vice Mayor Loges, Councilmember Daubresse, Councilmember Fithian, Councilmember Perkins

**Nays:** None

#### **11. BUSINESS AFTER CLOSED SESSION**

Councilmember Daubresse moved to approve one-time year-end bonus of \$1,730.40 for James Auville for his outstanding performance, reliability, and positive impact on Public Works and the Town. Town Attorney Crim noted that this was gross pay and would have taxes deducted from the amount. Councilmember Daubresse agreed to the gross pay. Councilmember Perkins seconded. Motion passed voice vote.

#### **12. ADJOURNMENT**

The meeting was adjourned at 9:25 p.m.

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Megan Lubash, Town Clerk



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> January 6, 2026
<b>4B: Request to Accept Unmanned Aircraft Trade and Replace Program Grant</b>	

**Attachments:** None

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

**Explanation and Summary:**

This is a request to accept the Virginia Department of Criminal Justice Services Unmanned Aircraft Trade and Replace Program grant award in the amount of \$24,257 to purchase a replacement drone.

Background:

In late November 2025, staff prepared and submitted a grant application through the Virginia Department of Criminal Justice Services for up to \$25,000 acquire a replacement unmanned aircraft (drone) that is manufactured in the United States. On December 16, 2025, staff was advised that the Town had been awarded the grant in the amount of \$24,257 to purchase a drone for public safety. This is a reimbursement grant with no match requirement.

Staff is seeking Council acceptance of the 560183-CY26 DCJS Unmanned Aircraft Trade and Replace Program grant and to allocate appropriate funds to be reimbursed by the grant through the Capital Improvement Program budget for the purpose of purchasing a public safety drone.

Town Staff Recommendation: Recommend acceptance.

Cost and Financing: \$24,257

Account Number: Public Safety Drone / CIP - Equipment

Proposed/Suggested Motion:

“I move to accept the Virginia Department of Criminal Justice Services Unmanned Aircraft Trade and Replace Program grant award in the amount of \$24,257 to purchase a replacement drone.”

OR

Other action Council deems appropriate.



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

The Honorable Jackson H. Miller  
Director

Tracy Louise Winn Banks, Esq.  
Chief Deputy Director

Washington Building  
1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

December 16, 2025

Adam Linn  
Town Manager / Chief of Police  
314 Mill Street  
Occoquan, Virginia 22125

RE: 560183-CY26 DCJS Unmanned Aircraft Trade and Replace Program

Dear Adam Linn:

We are pleased to inform you that your organization has been awarded a grant under the funding opportunity listed above. Your DCJS grant award number is **563623** and was approved for a total budget of **\$24,257**, through state funding. The project period is **1/1/2026** through **12/31/2026**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. Please review these materials carefully. In addition, there may be Encumbrances, action items related to your grant award, that require your immediate attention. If applicable, these must be addressed and submitted through the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov>.

We are committed to supporting you throughout the life of your grant and are available to assist in any way to help ensure your project's success. To formally accept the award and its conditions, please sign the enclosed Statement of Grant Award/Acceptance (SOGA) and return it electronically within 60 days to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov). If you have questions, contact your DCJS Grant Monitor **Carolyn Dellorso** at **804-845-1200** or via email at **Carolyn.Dellorso@dcjs.virginia.gov**.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson H. Miller".

Jackson Miller  
Director

**STATEMENT OF GRANT AWARD (SOGA)**

Virginia Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, VA 23219

**560183-CY26 DCJS Unmanned Aircraft Trade and Replace Program**

**DCJS Grant Information**

Please note grant awards are contingent on the availability of funding.

<b>Subgrantee:</b>	Occoquan, Town	<b>DCJS Grant Number:</b>	563623
<b>UEI Number:</b>	MSC3EG7RJEE5	<b>Indirect Cost Rate*:</b>	%
<b>Grant Start Date:</b>	1/1/2026	<b>Grant End Date:</b>	12/31/2026

**Award Amounts**

<b>State General Funds:</b>	<b>\$24,257</b>
<b>State Special Funds:</b>	<b>\$ 0</b>
<b>Local Match:</b>	<b>\$ 0</b>
<b>TOTAL BUDGET:</b>	<b>\$24,257</b>

**Authorized Officials**

<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>
Jason Forman Deputy Chief of Police 124 Commerce Street Occoquan, Virginia 22125 703-491-1918 jforman@occoquanva.gov	Adam Linn Town Manager / Chief of Police 314 Mill Street Occoquan, Virginia 22125 703-491-1918 alinn@occoquanva.gov	Philip Auville Deputy Town Treasurer 314 Mill Street Occoquan, Virginia 22125 703-491-1918 pauville@occoquanva.gov

\*If applicable, please indicate your ICR in the space provided and attach written documentation.

As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award. If there has been a change in an authorized official, cross out the information on the document and write the new contact information. Do not electronically alter this document.

Signature: \_\_\_\_\_  
*Authorized Official (Project Administrator)*

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

Date: \_\_\_\_\_



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

<b>4. Consent Agenda</b>	<b>Meeting Date:</b> January 6, 2026
<b>4C: Request to Set a Concurrent Public Hearing on ZTA for Special Use Permits for Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishments</b>	

**Attachments:** Draft Ordinance

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

**Explanation and Summary:**

This is a request to set a concurrent public hearing date on a zoning text amendment on adopting special use permits for tobacco, vape, cannabis, or Psychoactive Specialty Establishments. The draft ordinance is attached.

The proposed ordinance is intended to more clearly define, classify, and regulate § 157.240 et seq. by adding a new section focused on Special Use Permits for tobacco, vape, cannabis, and other psychoactive specialty establishments.

Background:

Over the past two years, the Town Council has discussed concerns regarding the potential impacts of businesses selling tobacco, nicotine, vapes, and cannabis products on public health, safety, and welfare. The possible proliferation of such shops, particularly in inappropriate locations, was identified as a threat to the community. In response, the Town Council enacted Ordinance O-2025-07, establishing a tax on the sale, use, or distribution of cigarettes within the Town as well as discussed options to address the possible proliferation of such shops.

At the September 16, 2025, Town Council meeting, the Council discussed Special Use Permits (SUPs) as a zoning tool authorized under §15.2-2286 of the Code of Virginia. SUPs are used to provide a process for reviewing proposed uses in terms of context, public safety, and compatibility. They allow the Town to evaluate potential impacts on nearby residents and businesses, consider consistency with the Town’s historic fabric, and apply reasonable conditions to ensure mutual benefit while protecting public health, safety, and welfare. Establishing an SUP requires a Zoning Text Amendment (ZTA), which may be initiated by Town Council through a resolution and must be referred to the Planning Commission for its recommendation. At the October 7, 2025 meeting, the Town Council adopted Resolution R-2025-14 initiated a Zoning Text Amendment and sent the matter to the Planning Commission.

At the October 28<sup>th</sup> Planning Commission meeting, the Planning Commission discussed SUPs related to tobacco, vape, cannabis, and other psychoactive specialties establishments and directed staff to draft a ZTA for their review and discussion. At the December 9<sup>th</sup> Planning Commission Meeting, the members reviewed the draft code, made some modification to the

draft code, and voted to have a public hearing on January 20, 2026, so that the Planning Commission may make its recommendation on the draft zoning text amendment.

Staff Recommendation:       Recommend setting a concurrent public hearing on January 20, 2026.

Cost and Financing:               N/A

Account Number:                 N/A

Proposed/Suggested Motion:

“I move to set a concurrent public hearing date of January 20, 2026, on the attached draft zoning text amendment.”

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA**

**ORDINANCE #O-2026-\_\_\_\_\_**

**AN ORDINANCE TO ESTABLISH SPECIAL USE PERMIT REQUIREMENTS AND STANDARDS FOR TOBACCO, VAPE, CANNABIS, OR PSYCHOACTIVE SPECIALTY ESTABLISHMENTS IN THE TOWN OF OCCOQUAN**

**WHEREAS**, pursuant to Virginia Code §§ 15.2-2280, 15.2-2283, and 15.2-2286(A)(3), the Town of Occoquan is authorized to regulate land uses through zoning and to require Special Use Permits for uses that pose heightened impacts on neighboring properties; and

**WHEREAS**, the Town’s Historic District contains many older buildings constructed as mixed-use structures with commercial spaces and residences within the same building or on immediately adjoining lots, and these buildings typically lack the modern fire separation, insulation, and ventilation systems found in contemporary construction, making compatibility between uses essential to preserving both resident quality of life and the historic character of the area; and

**WHEREAS**, retail establishments primarily engaged in the sale of tobacco products, vaping devices, e-liquids, hemp- or cannabinoid-derived substances, kratom, and other psychoactive goods present distinct land-use considerations, including ventilation, odor control, lighting, storage of lithium-ion batteries, and patterns of customer activity; and

**WHEREAS**, in an environment where homes and businesses frequently share walls, courtyards, or adjacent lot lines, these establishments may create impacts that warrant individualized review and conditions to mitigate effects on nearby residences and pedestrian areas; and

**WHEREAS**, the Town’s zoning ordinance does not currently define or classify “tobacco, vape, cannabis, or psychoactive specialty establishments,” resulting in their treatment as general retail uses permitted by right and limiting the Town’s ability to address their unique operational characteristics; and

**WHEREAS**, the Town Council further finds that regulating these specialty establishments is necessary to maintain consistency with the Town’s Comprehensive Plan, which emphasizes preserving the Historic District’s character, protecting adjacent residential uses, and ensuring that new commercial activity is compatible with the Town’s scale, form, and mixed-use pattern; and

**WHEREAS**, the Town Council finds that defining these uses and subjecting them to Special Use Permit review is necessary to protect the public health, safety, and welfare, and ensure that new commercial activity remains compatible with adjacent residential properties and the Town’s historic district; and

**WHEREAS**, the Council further finds that establishing clear operational and design performance standards is essential to preventing land-use conflicts and supporting consistent, predictable zoning administration; and

**NOW, THEREFORE, BE IT ORDAINED** by the Council for the Town of Occoquan, Virginia, meeting in regular session this \_\_\_\_ day of \_\_\_\_\_, 2026, that:

1. That the Town Council hereby amends Chapters 157 of the Town Code by adding Section 157.248 as presented below:

**§ 157.248 Special Use Permits for Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishment**

**(A) Definitions.**

For purposes of this ordinance, the following definitions shall apply:

**“Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishment”** means a commercial establishment in which ten percent (10%) or more of the floor area, inventory value, or gross sales is devoted to the display, sale, exchange, or delivery of any combination of the following items intended for human consumption, inhalation, or ingestion:

- 1) Tobacco, cigarettes, cigars, pipes, rolling papers, or other tobacco-related products;
- 2) Electronic cigarettes, vaping devices, e-liquids, or similar vapor-producing products;
- 3) Cannabidiol (CBD), tetrahydrocannabinol (THC), Delta-8, Delta-9, Delta-10, or any other cannabinoid-containing product, whether derived from hemp or marijuana, that is intended to be consumed, ingested, or inhaled;
- 4) Any paraphernalia or accessory items used for the consumption of such products, including but not limited to pipes, hookahs, grinders, or similar devices; and

- 5) Any herbal, synthetic, or natural psychoactive substance, including kratom (*Mitragyna speciosa*) and any products containing its active alkaloids (mitragynine or 7-hydroxymitragynine), whether in raw, extract, or derivative form, intended for ingestion, inhalation, or other human consumption.

For purposes of this definition, the sale of paraphernalia or accessories used for the consumption of such products shall be considered part of the same use category, regardless of whether the consumable products themselves are sold on the premises.

This definition also includes any business that holds itself out by signage, advertising, or trade name as primarily engaged in such sales, regardless of the actual percentage of merchandise.

This definition shall not include:

- a) Topical or cosmetic products, such as creams, lotions, or balms, that are not marketed or intended for ingestion, inhalation, transdermal psychoactive absorption, or other forms of human consumption; and
- b) Pharmacies or licensed medical dispensaries operating under state law.

This definition is intended solely for zoning and land-use classification purposes and does not regulate or prohibit any product authorized for sale under federal or state law.

**“On-Premises Consumption Establishment”** means any establishment, whether public or private, membership-based or otherwise, that allows the use, sampling, or consumption of tobacco, vape, hemp, cannabinoid, kratom, or other psychoactive products on the premises.

Such use shall be considered a “Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishment” for zoning purposes, regardless of whether products are sold or whether the business is designated as a private club or social venue.

**(B) Applicability.**

The use category “Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishment” shall be permitted only by Special Use Permit within the B-1, Business District, and shall be prohibited in all other zoning districts.

**(C) Separation Requirements.**

No such use shall be located within a building containing a residential use, nor within four hundred fifty (450) feet of any child day care center, park, or place of worship. No two such uses shall be located within four hundred fifty (450) feet of one another.

**(D) Conditions of Approval.**

In addition to any other conditions deemed necessary by the Town Council to mitigate the potential zoning impacts of a Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishment, the following standards are established pursuant to Virginia Code § 15.2-2286(A)(3) as reasonable conditions to ensure the compatibility of such uses with surrounding properties and the public welfare and shall apply to all Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishments approved by Special Use Permit:

(1) Operational & Public Safety Standards

- i. Hours of operation shall be limited to 9:00 a.m. to 9:00 p.m.
- ii. Adequate exterior lighting and security cameras shall be provided and maintained in accordance with a lighting and security plan approved by the Town Council and made a condition of the Special Use Permit.
- iii. The business will register and maintain an active alarm system and after-hours emergency contact with the Town throughout the life of the Special Use Permit.
- iv. No exterior seating, tables, benches, vending equipment, or other fixtures designed for customer congregation shall be installed or allowed to remain outside the building.
- v. Compliance with all Fire Marshal and building code standards for storage of lithium-ion batteries or other flammable materials is required.

(2) Residential Compatibility Standards

- i. Ventilation and exhaust systems shall be designed, operated, and maintained to prevent the escape of odors noticeable to a person of ordinary sensitivity to adjacent residential dwellings or pedestrian areas. If the business involves storage, handling, or packaging of aromatic or powdered products (including hemp flower, kratom, or flavored e-liquids), additional filtration or odor control measures may be required based on generally accepted industry standards such as

ASHRAE Standard 62.1 (Ventilation for Acceptable Indoor Air Quality) or equivalent, as verified by a licensed mechanical engineer.

- ii. On-premises consumption, sampling, or product use is prohibited.

(3) Design & Aesthetic Standards

- i. Windows shall remain visually open; physical obstructions, opaque films and heavily tinted glass are prohibited.
- ii. No display racks, product shelving, or promotional merchandise shall be placed outside the building.
- iii. Products, packaging, or advertising visible from the public right-of-way shall not depict or simulate drug paraphernalia.
- iv. Interior window displays shall be limited to professionally printed signage or merchandise typical of a retail storefront and shall be arranged to maintain visibility into the sales area from the public right-of-way.
- v. Lighting shall be designed to minimize glare onto sidewalks and adjacent buildings and shall not include flashing or color-changing effects visible from the public right-of-way.

All improvements or equipment necessary to comply with these standards shall be installed and maintained by the business operator at their expense.

**(E) Duration and Recertification.**

Special Use Permits issued for such establishments shall be valid for a period of five (5) years from the date of approval, unless otherwise specified by the Town Council. Each permit holder shall submit an annual certification of compliance confirming adherence to all conditions of approval. Failure to file certification or violation of any condition may constitute grounds for revocation pursuant to Sections 15.2-2208 or 15.2-2286 of the Code of Virginia.

**(F) Enforcement, Reporting, and Revocation.**

- (1) The Zoning Administrator shall have a right of entry during all hours of operation to inspect any establishment operating under this ordinance for compliance with all Special Use Permit conditions.
- (2) Each permit holder shall file an annual report with the Town as part of its recertification process. The report shall include:
  - i. The percentage of floor area and display space devoted to products listed in Section 2 of this ordinance;

- ii. The percentage of annual gross sales derived from such products;  
and
- iii. A certification, signed by the business owner or manager, attesting that these figures are true and that the establishment remains in compliance with all conditions of approval.

(3) Information submitted under this section shall be treated as confidential to the extent permitted by Virginia law and used solely for zoning and business-license compliance purposes.

(4) The Town reserves the right to audit the information contained in the annual report at reasonable times and upon reasonable notice. Such audits may include inspection of premises, review of sales records, or verification through the Town's business-license reporting process. Businesses found to have under-reported the percentage of specialty sales may be deemed in violation of this ordinance and subject to enforcement under Section 15.2-2208 of the Code of Virginia.

Information demonstrating a violation of the Special Use Permit may include, but is not limited to, discrepancies between reported and observed floor area devoted to such products, inconsistencies in sales figures disclosed to the Town under business license reporting, or failure to provide requested documentation during an audit.

(5) Failure to submit the annual report or to cooperate with an audit shall constitute a violation of this ordinance and may result in suspension or revocation of the Special Use Permit following notice and hearing before the Town Council.

(6) Upon finding a violation, the Zoning Administrator shall issue a written notice of violation specifying the corrective action required and the time period for compliance before referral for enforcement or revocation.

(7) Each day a violation continues shall constitute a separate offense. Nothing herein limits the authority of the Town to pursue civil penalties, injunctive relief, or any other remedy authorized by Virginia law.

(8) Nothing in this section limits the authority of law enforcement to enforce any state or federal law relating to controlled substances or public nuisance.

The Town Manager or designee may establish forms and procedures necessary to implement this section.

2. This ordinance shall take effect immediately upon adoption.

DRAFT



# TOWN OF OCCOQUAN

*Circa 1734 • Chartered 1804 • Incorporated 1874*  
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**TOWN COUNCIL**  
Earnest W. Porta, Jr., Mayor  
Jenn Loges, Vice Mayor  
Cindy Fithian  
Eliot Perkins  
Theo Daubresse  
Robert E. Love

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

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

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

**DATE:** January 6, 2026

**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 every April, July, October, and January.

### Capital Tiers

#### Tier 1

➤ **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 to explore both private and public options for increasing parking.

➤ **Upgrading Stormwater Infrastructure:**

- 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. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13<sup>th</sup>, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. In March 2025, staff bid out the CCTV of the existing system and selected the County to do the work in Spring 2025. Staff also worked with EPA staff to address comments on the application and

submitted revised documentation to meet compliance requirements in late March. In June 2025, staff met on site with the County and its contractor to review the scope of work. In July 2025, the County met with Town staff to review the budget and prioritize improvements in light of increased project costs. The County also completed the CCTV inspection of the system. Staff has contracted with a consultant to develop a risk-based priority plan focused on addressing critical failure points, environmental hazards, and illegal intrusions, ahead of construction based on the plan's recommendations. Staff has met with the consultant and as a result of several delays, the final list is not expected until the end of January. Staff has communicated with the EPA contracting officer and is planning on provided the updated information to have the grant awarded and reimbursements by the first quarter of 2026.

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission UPDATED: With Council direction, staff did not pursue a VDOT TAP grant for the project due to eligibility concerns. At the December Town Council Meeting, staff received updated direction to seek alternative funding sources for the riverwalk. Staff has begun researching funding opportunities.
- Riverwalk Extension Project: Preliminary engineering and design of the Riverwalk extension are on pause until funding is secured.

*Tier 2*

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

- Trail Town Research: Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission's initial recommendations were presented to Town Council at its April 16<sup>th</sup>, 2024, meeting and revised recommendations were submitted in March 2025.

➤ **Promoting Connections with Regional Partners:**

- Occoquan Greenway (VDOT TAP Grant Project): In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes 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 worked with the contractor and the County throughout 2024 to come to a solution that addresses potential turning issues and limits damage to the root system of the magnolia tree at the intersection of Mill and Ellicott Streets. The County Arborist has made recommendations for protecting the magnolia and staff is waiting on 100% plans from the County contracted engineer that will need to be reviewed and approved by VDOT.

Town staff and Mayor Porta attended a meeting with Lake Ridge Parks & Recreation Association, Supervisor Boddye, and Prince William County Parks staff to discuss the phases of the Occoquan Greenway project. In April 2025, staff supplied their final comments on the contractor's 100% plans, including a 3-D brick design on the retaining walls along Union and Ellicott. Staff has been advised that the final plans are under review by VDOT and that the contractor intends to submit a site plan for land disturbance imminently with the Town. The contractor is moving forward with obtaining VDOT land use permit for construction instead of the Town land use permit. Utility relocations and right of way authorizations are being applied for and construction is proposed for late spring early summer 2026. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements : Staff including gateway improvements in its 2025 Landscaping Plan. Native plantings were redesigned and some annuals were planted at the Commerce entry sign in late May. Staff has worked with the landscaping contractor to design native perennials and other hardscape accents that were installed at the Tanyard Hill Road entrance to town on October 28, 2025.

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

- Glass Recycling: In support of a Planning Commission recommendation, Town staff has been working with Prince William County on the placement of a glass recycling bin in proximity to town residents. After further review and in light of cost constraints, the County indicated it will not be able to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot nor any town lots. Town staff is currently working with the County on potential alternatives. Currently, the closest County glass recycling bin for town residents is at the County Center.

➤ **Improving Town Infrastructure**

- Staff will provide updates as the FY2026 Capital Improvement Program progresses.

Tier 3

➤ **Implementing Public Safety Projects:**

- Replacement PS Vehicle: The Occoquan Police Department has procured and onboarding two new fleet vehicles as part of its fleet maintenance program. One of the outdated replaced vehicles has been retired in accordance with its lease agreement. The second vehicle was initially expected to be sold; however, staff removed it from the listing after it did not receive the minimum bid following two separate attempts. This vehicle will be placed back on the market in the first quarter of 2026.

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

- River Mill Park Upgrades: Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Staff have completed repairs to trim, vents, and plumbing in the park bathrooms. In mid-July 2025, an additional outdoor electrical receptacle was installed in River Mill Park near the LOVEwork. The area will be seeded in the fall.

In early 2025, FCWA notified staff that inspections of the park and the concrete structure below the park had been completed, and they requested the Town make

repairs to both the park and the structure below. Staff indicated that the maintenance on the concrete structure is beyond the Town's scope and worked with FCWA on a solution. In July 2025, FCWA requested the Town work with them to address drainage issues in the park, but are no longer requesting that the Town make repairs to the structure below until after the next scheduled inspection in approximately three years.

- River Road and Town Dumpster Storage: In December 2023, staff began storing Public Works equipment on Town property at River Road following the installation of a fence along Rt. 123. Additional improvements were implemented to better secure the property, enhance refuse storage for residents, and provide limited access to the VDOT easement for River Road residents. On March 17, 2025, staff cleared and organized the River Road property, chaining off the entrance and installing a gravel cover. Staff also cleared and improved the storage area at the Town dumpster, adding storage capacity and repairing the dumpster enclosure. In July 2025, staff finalized a contract for a storage shed and completed supplementary site preparation. By October 2025, all improvements were completed, including the erection of the storage shed, installation of fencing, and enhancements to refuse storage facilities.
- Street and Informational Signage Updates: Town staff is updating signage on town streets and properties to reflect current town branding and add new information.
- Town Dock Regulations: Staff has completed the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff ordered new signage and is updating the Town website with the rules and regulations as well as payment options for the next boating season.

### Operating Tiers

#### Tier 1

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

- Volunteer Program: The Events Office is currently implementing a new volunteer program for the Town, including onboarding and scheduling, in order to recruit and retain more volunteers for expanded opportunities across Town events and projects. The program is a partnership with Visit Occoquan and Occoquan Historical Society, with whom the Town will share volunteers and resources. Sign up information is available on the Visit Occoquan website at <https://www.visitoccoquanva.com/getinvolved>.
- Staff Retention Program: The Town Manager has been researching and implementing options to promote retention of staff across all Town departments.

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

- Program Information: There has been a significant increase in timed parking violations by business employees during the fall months. Staff used this trend as an opportunity to educate business owners and employees about the regulations, emphasizing that there are no exemptions to the timed parking limits. Parking enforcement has now shifted to a random weekly schedule to ensure consistent compliance. 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/).

##### ➤ Enhancing Revenue from Town Events Programming

- Reconfigured Artisan Market - UPDATED: After consultation with the business community and direction from the Town Council, staff planned the return of the Holiday Artisan Market in December 2025. The two-day event was held on December 6<sup>th</sup> -7<sup>th</sup>, featuring a new layout and revised programming designed to make the event more logistically and financially feasible for the Town while providing a holiday draw for local businesses. Approximately 80 vendors participated.

➤ **Evaluating a Business Recruitment Program**

- Business Recruitment Research: With direction from Town Council, staff is researching the feasibility and parameters of a business recruitment program for the town. Staff will provide updates to Town Council as appropriate.

➤ **Enhancing Public Safety**

- Snakehead Roundup Pilot: On August 3, 2025, the Town hosted a snakehead roundup from 8-11 pm in River Mill Park. The Public Safety-led event allowed anglers to fish from the park and foot bridge, which are usually prohibited, in order to catch and dispatch the invasive snakehead fish. The successful event has staff considering similar events involving permitting fishing throughout the year.
- Unmanned Aircraft Program - NEW: Town Police have expanded the use of their Unmanned Aircraft System (UAS) program and began utilizing drones to support situational awareness and public safety during major events such as the Fall Arts & Crafts Show and the Holiday Artisan Market. In addition to event monitoring, the UAS program can be used for activities such as assisting in missing person searches, supporting traffic and crowd management, documenting accident or incident scenes, assessing hazardous areas that may be unsafe for officers to enter, and providing aerial imagery to enhance emergency response operations. Town Police applied for a grant to further increase the efficiency and capabilities of the program and have received notice that they were awarded the requested funding.

➤ **Enhancing Town Services**

- Event Mobile Sound System UPDATED: The Town received a donation of sound equipment and has successfully piloted the equipment at Trivia Nights. The results are positive and staff has undergone training on the equipment. Staff is investigating further sound improvements for larger special event uses. The sound system was also successfully utilized in the Fall Craft Show for Imagination Alley performances and during the Holiday Artisan Market.

➤ **Enhancing Town Beautification**

- 2025 Landscaping Plan Improvements: At its February 18, 2025, meeting, the Town Council reviewed the 2025 Landscaping Plan. This plan created by the Deputy Town Manager and Public Works Department, covers the plantings and bed improvements to public properties and right of ways around Town. In late May 2025, staff completed most of these improvements by planting a mix of native perennials and annuals in locations across town, including a wildflower garden at the LOVEwork in River Mill Park, native shrubs and flowers at the East Locust and Washington Bed, and new annuals at Mamie Davis Park, PD, and the 123 and Commerce welcome sign. Staff and contractors will continue to implement the plan through the fall with improvements to the bed at 204 Washington St and a new bed at the Tanyard Hill Rd welcome sign.
- Gardening and Invasives Cleanup Programming: On July 26, 2025, staff held a pilot

gardening and invasives cleanup in coordination with volunteers. Based off the success of the event, staff is working with volunteer leaders to assess needs and resources and develop more programming. A second meeting was held on September 20<sup>th</sup> to remove invasives. Members of Town Council and Staff met with the Program Manager of Loudon County's Invasive Plant Species Management Program to discuss how to create community buy in, best practices for reducing invasive and increasing native plants species, and how to fund these efforts.

## Tier 2

### ➤ **Monitoring Technology Improvements for Productivity Enhancement**

- Town staff continues to monitor opportunities for technological improvements that will increase productivity.

### ➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings : 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 meetings will now take place before Town Council meetings to optimize staff and attendee schedules. The last Town & Business Quarterly Meeting for 2025 took place on October 7<sup>th</sup>, 2025 at 5:30 pm. Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support : Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also now host semi-annual listening meetings for town businesses only, to provide a forum for business owners to discuss issues that affect the business community at large. Finally, Visit is currently working to provide welcome packages to new businesses and has incorporated welcome information into the packets that Town staff supplies to new businesses.

### ➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. Town and Visit staff attended an orientation on January 23, 2025, and receives monthly trainings. Starting in late summer, VMS staff worked with the Town and Visit to collect and analyze the town's economic development data and the organizational capacity of Visit. VMS Staff came to Town to conduct focus groups, site visits and surveys on December 4<sup>th</sup>, 2025.
- 2025 CVG Grant Application: In conjunction with Visit Occoquan, Town staff submitted a grant application for a 2025 Community Vitality Grant from Virginia Main Street (VMS) for a beautification/public art project at the Mill Street Storage Shed. In July 2025, the Town was awarded a \$15,000 grant to complete the project. The Town Council accepted the grant at the October 7<sup>th</sup> meeting and staff requested the first tranche shortly thereafter. As part of the grant, staff presented guidelines and information regarding the Mural Contest to Town Council on November 5<sup>th</sup>, 2025 and is

implementing changes before a planned announcement of the Contest in January 2026.

➤ **Development of a Capital Asset Maintenance Program**

- Maintenance Plan Research: Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority. Staff have identified the acquisition of an OOTB asset management system as the first step. Staff are currently onboarding a budget-friendly system for use by Public Safety and Public Works in managing their respective assets.

**Capital and Maintenance Project Updates:**

These are updates on significant maintenance items and 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: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead traveling through the pipe to the Ellicott Street inlet. Minor damage occurred to the pipe over the winter and repairs were completed in March 2025. Updates will be available at [www.occoquanva.gov/construction-updates](http://www.occoquanva.gov/construction-updates).
- Edgehill Drive Water Issues: 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 has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. Water again began to bubble through the road in February 2025. Town staff reported the issue to VDOT. In April 2025, staff removed sediment buildup from the area and power washed to help abate the smell and sediment issue. VDOT installed additional drains in late May; however, staff have noted continued water buildup in the area and has notified VDOT.
- Mill Street Cul-de-sac Railing: In July 2025, a car struck the railing along the top of the cliffside at the Mill Street cul-de-sac, causing thousands of dollars in damage. Approximately 80 feet of railing was broken off the concrete base and requires replacement. Staff contracted out the replacement and work was completed in August.

Mill House Visitor Kiosk: In 2024, a car struck the visitor kiosk outside the Mill House Museum, destroying the structure. In June 2025, the Town received funding from Prince William County to replace it. Staff are currently working through permitting and design with a contractor. Staff has obtained permits necessary for installation and the installation is expected in the first quarter of 2026.

**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: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting

updates from the developer on asbestos removal and a new zoning permit application for demolition for the buildings on the properties. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March.

- 406 McKenzie Drive Subdivision: Owners of 406 McKenzie 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, and several meetings have been held with them, their engineers, and the Town Engineer. At each meeting, the owners were advised of the Town Code provisions that limit development on slopes steeper than 20 degrees. They continue to work on options for subdividing the property within that limitation.
- Rivertown Overlook UPDATED: The developer submitted an as-built and boundary line adjustment to the Town. The Town Engineer reviewed and returned comments in April 2025. The developer has responded and staff has responded with additional comments.
- 116 Washington Street: The developer submitted site plans for the development of 5 town homes. Staff has reviewed and responded with comments. The developer will need to respond back on the comments before further approval.

#### 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.

- Tax Delinquencies: A number of BPOL filings are still outstanding. **The filings were due on March 1, 2025.** All delinquent accounts receive 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/or [www.occoquanva.gov/business/doing-business-in-occoquan/](http://www.occoquanva.gov/business/doing-business-in-occoquan/).
- Town Vehicle License Enforcement—Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15<sup>th</sup> of each year. The Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. The Town decal should be displayed on the front windshield. The 2026 Town Decals are now available. **Please fill out the PDF or online form at [www.occoquanva.gov/living-here/tax-information](http://www.occoquanva.gov/living-here/tax-information).**
- Meals Tax Discount Repealed: At the March 18<sup>th</sup>, 2025, meeting, the Town Council voted to repeal § 35.044 of the Town Code, repealing the 3% discount on timely meals tax filings that file on or before the 20<sup>th</sup> of the month. The repeal took effect on July 1, 2025. New filing forms are updated on the Town website and have already been delivered to affected businesses in advance of that date. For any questions please contact [townclerk@occoquanva.gov](mailto:townclerk@occoquanva.gov).
- Grass and Weed Code Compliance: Staff has fielded an unusually high number of complaints about overgrown grass, weeds and invasive species on private properties in town. As a reminder, having grass, weeds, and/or foreign growth of over 12 inches in height is a violation of Chapter 92 of the Town Code. Property owners are asked to please try to maintain their yards as regularly as possible. When complaints are filed or vegetation crosses onto and/or obstructs public property and rights of way, violation notices will be sent to property owners.

Naming of Town Visitor Center: In coordination with the Occoquan Historical Society and Visit

Occoquan, the Mill House Museum will also serve as the town’s Visitor Center. Wayfinding and marketing information will be updated over the coming weeks to reflect this change. The change aims to give town visitors a clear location to go to for questions and to learn more about the town, while leveraging existing resources and generating more foot traffic at the museum.

**Strategic Framework Tracker:**

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

Project/Program	Priority	Fiscal Year Started	Status
<b>Capital 1</b>			
Riverwalk Extension Project	Completing Riverwalk	2027	Planning
Riverwalk Grant Research and Submission	Completing Riverwalk	2023	Implementing
Riverwalk Vision Plan	Completing Riverwalk	2023	Completed
Riverwalk Planning Project	Completing Riverwalk	2024	Completed
Investigating Increasing Efficiency at Private Parking Areas	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2023	Planning
Expanded Parking Lot at 123 Bridge	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2024	Not Obtained
Parking Facility at Poplar Lane Parking Lot	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2024	Not Obtained
Parking Opportunity Research	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2023	Completed
Stormwater Improvements (Community Project Funding - EPA Grant)	Upgrading Stormwater Infrastructure	2023	Planning
Flood Protection Study (CFPF Grant)	Upgrading Stormwater Infrastructure	2022	Completed
Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation)	Upgrading Stormwater Infrastructure	2022	Completed
<b>Capital 2</b>			
Gateway Landscaping Improvements	Improving Town Gateways	2024	Completed
Town Signage Updates	Improving Town Gateways	2023	Completed
123 and Commerce Mural	Improving Town Gateways	2023	Completed
McKenzie Drive Restriping	Improving Town Infrastructure	2026	Not Started
Events Benches	Improving Town Infrastructure	2026	Completed

Holiday Lights and Decorations Improvement	Improving Town Infrastructure	2026	Implementing
Holiday Snowflake Transition	Improving Town Infrastructure	2025	Implementing
Occoquan Greenway (VDOT TAP Grant Project)	Promoting Connections with Regional Partners	2022	Planning
PWCDOT Crosswalk Safety Project	Promoting Connections with Regional Partners	2024	Implementing
Trail Town Research	Promoting Town as Trail Junction	2024	Planning
PHNST Historical Interpretation Signage	Promoting Town as Trail Junction	2025	Completed
Glass Recycling Bin	Pursuing Energy Efficiency/Sustainability Enhancements	2024	Planning
170 Mill Street EV Charging	Pursuing Energy Efficiency/Sustainability Enhancements	2023	Completed
EV Charging (CFI Grant)	Pursuing Energy Efficiency/Sustainability Enhancements	2024	Completed
Gaslight Conversion Project	Pursuing Energy Efficiency/Sustainability Enhancements	2023	Completed
Capital 3			
Fire Suppression and Command Trailer	Implementing Public Safety Projects	2025	Planning
Replacement PS Vehicles	Implementing Public Safety Projects	2026	Completed
PS Uniform Replacement	Implementing Public Safety Projects	2026	Not Started
Timed Parking Equipment	Implementing Public Safety Projects	2026	Not Started
County CAD and RMS Integration	Implementing Public Safety Projects	2025	Completed
Body Armor Replacement	Implementing Public Safety Projects	2025	Implementing
Hybrid Patrol Vehicles	Implementing Public Safety Projects	2023	Completed
Body Worn Camera Expansion	Implementing Public Safety Projects	2024	Completed
Street and Informational Signage Updates	Improving Town Properties	2024	Planning

Mill Street Storage Improvements	Improving Town Properties	2026	Implementing
River Road and Town Dumpster Storage	Improving Town Properties	2024	Completed
River Mill Park Upgrades	Improving Town Properties	2024	Implementing
Annex Storage Enclosure	Improving Town Properties	2024	Completed
LOVE Sign Mural Update	Improving Town Properties	2024	Completed
Operating 1			
Reconfigured Artisan Market	Enhancing Revenue from Town Events	2026	Implementing
2024 Events Sponsorship Drive	Enhancing Revenue from Town Events	2024	Completed
Replacement of Artisan Market and Concerts with Firelight Nights	Enhancing Revenue from Town Events	2025	Completed
Murder Mystery Night	Enhancing Revenue from Town Events	2024	Completed
Parking Enforcement Personnel Increase	Enhancing Timed Parking Program Education and Enforcement	2024	Completed
Event Mobile Sound System	Enhancing Town Services	2026	Completed
Business Recruitment Research	Evaluating a Business Recruitment Program	2025	Planning
Planning Commission Recommendations	Evaluating a Business Recruitment Program	2023	Completed
Staff Retention Program	Personnel Recruitment, Retention, and Succession Planning	2025	Planning
Events Personnel Planning	Personnel Recruitment, Retention, and Succession Planning	2024	Implementing
Volunteer Program	Personnel Recruitment, Retention, and Succession Planning	2024	Implementing
New Town Treasurer	Personnel Recruitment, Retention, and Succession Planning	2024	Completed
Maintenance Associate Position	Personnel Recruitment, Retention, and Succession Planning	2025	Completed
New Landscaping Contractor	Enhancing Tow Beautification	2026	Completed

Gardening Invasives Cleanup Programming	Enhancing Town Beautification	2026	Implementing
Snakehead Roundup	Enhancing Public Safety	2026	Completed
Town Clerk/ Assistant Manager Position	Personnel Recruitment, Retention, and Succession Planning	2026	Completed
Operating 2			
Visit Occoquan Business Support Programming	Business Support Programming	2025	Implementing
Continuance of Quarterly Business Meetings	Business Support Programming	2024	Completed
Maintenance Plan Research	Development of Capital Asset Maintenance Program	2025	Implementing
Staff Laptop Replacements	Monitoring Technology Improvements for Productivity Enhancements	2026	Not Started
New Town Intranet	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Town Hall POS	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Online Payment System	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Network Systems Support	Monitoring Technology Improvements for Productivity Enhancements	2025	Completed
IT Security Protocols and Procedures Update	Monitoring Technology Improvements for Productivity Enhancements	2025	Completed
2025 CVG Grant Application	Tourism-led Economic Development	2025	Implementing
VMS Mobilizing Main Street Cohort	Tourism-led Economic Development	2025	Implementing
Visit Occoquan Partnership	Tourism-led Economic Development	2024	Completed

## Treasurer Report - Supplemental Information

The November 2025 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 November 30, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
AMAYA STUDIOS LLC	2 years	9/25/25
BALLYWHACK INC	7 months	9/25/25
NEXTHOME BELTWAY REALTY	7 months	9/25/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	7 months	9/25/25
RUBICON CONSTRUCTION AND SURVEYING	7 months	9/25/25
TALENT ACQUISITION CONCEPTS	3 years	9/25/25

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
BAR J CHILI PARLOR	3 months	12/19/25
GRIND N CREPE	3 months	12/19/25
THIRD BASE	3 months	12/19/25
BLACK MAGIC OCCOQUAN	2 months	12/03/2025

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
WHITE, FRANCESCA*	9 months	9/23/2025	1521 COLONIAL DR

\*By Mortgage Company

Meals Tax by Fiscal Year			
Month	FY24	FY25	FY26
July	31,379	29,964	30,559
August	31,029	31,192	37,849
September	29,843	27,870	25,453*
October	26,873	28,254	26,840*
November	22,505	22,792	22,322*
<b>Total as of Latest Month:</b>	<b>141,629</b>	<b>140,072</b>	<b>140,013</b>

\*Delinquencies still outstanding for this month that will noticeably increase tax revenue

## Engineering

**River Mill Park Drainage – no change from last report:** staff met with Fairfax County Water Authority to review options to modify park surface on 3/31/2025.

**Mill at Occoquan – no change from last report:** Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24. October 24, 2024, the applicant was notified that additional demolition permits are needed for the removal of structures other than boat storage.

**Ellicott Sidewalk Extension Project – no change from last report:** Project construction tentatively scheduled for FY2026. County Arborist examined magnolia and made recommendations, which will be part of final plan. Town will be issuing Land Disturbance Permit following application by Prince William County. Prince William County agrees to correct Union & Mill ADA complaint as part of TAP grant with Ellicott sidewalk. Layout proposed by Prince William County Transportation on 9/3/25, design accepted by Town Manager on 9/5/25.

**Auto-turn Evaluation of River Road- new from last report:** An Auto-turn evaluation was requested by town staff to determine if an additional parking space could be added on River Road without interfering with the ability for emergency vehicles and refuse vehicles to navigate the intersection of East Locust St and River Rd. The Auto-turn evaluation was conducted and completed on 12/4/25, displaying the likely inability to add an additional parking space.

**303 Union St- PWC GIS Addressing Issue- new from last report:** A meeting was held with Prince William County GIS on December 9<sup>th</sup> to resolve the incorrect addressing of 303 Union St on PWC GIS. The issue was resolved on 12/9/25, determining that 303 Union St, **GPIN: 8393-64-5017** was incorrectly labeled in GIS as 305 Center Ln, and **GPIN: 8393-64-5312** was incorrectly labeled as 303 Union St. PWC GIS sent confirmation on 12/12/25 that they have corrected the address at **GPIN: 8393-64-5017** to 303 Union St and changed the address at **GPIN: 8393-64-5312** to 212 Center Ln.

### Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	Plan approved by Town 8/12/24. 78 months expire 1/6/2028.
Kiely Court – 426 Mill Street	AB2025-017	Single family detached	As-built plans submitted May 10, 2025 - comments issued to Applicant on June 20, 2025. Resubmittal required.
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 multiple parcels	Applicant contemplating subdivision into more than up to 5 lots. Plan still active but no resubmission. Meeting on 3/12/25. Follow-up meeting with Owner on 9/26/25. Most recent meeting on 12/22/2025. Variance request may be forthcoming.
Rivertown Overlook	BLA2025-006	Boundary Line Adjustment for	Small change to increase lot size to keep steps within property line submitted 3/3/25; comments issued on 4/16/2025. Fourth

		Townhomes Development	submission received 12/3/25. Approvable 12/12/25.
Rivertown Overlook	AB2025-005	As-built submission for bond release	As-built submission for bond release submitted 3/3/25; comments issued on 4/16/2025. Revised as-builts submitted 7/14/25, comments returned 8/1/25. Potential encroachment agreement may be needed for porch near Ellicott Street. As-Builts forwarded to PWW by engineering on 9/9/25. Third submission received 9/29/25. Comments sent on 10/29/2025. Fourth submission received 12/3/2025
116 Washington	SP2025-002	Townhouses	Site plan submitted on 8/19/25, comments returned 10/4/2025. Fire Marshall comments returned 10/23/2025
116 Washington	SUB2025-003	Townhouses	Subdivision plat submitted 8/19/25, comments returned 10/4/2025
Berrywood	AB2025-041	As built submission for bond release	Submission received 12/8/25.

### Zoning and Code Enforcement

Below is an overview of zoning permit applications and Town Code violations for the past month. Residents can learn more about zoning 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 December 1 to December 31, 2025:

	Zoning Application #	Property Address	Activity
1	TZP2025-041	113 Edgehill Dr	New Gas Range

B. The following is a list of **zoning modification requests** from December 1 to December 31, 2025:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from December 1 to December 31, 2025:

	Property Address	Violation #	Violation	Town Action
1	209 Washington Street	OCV-2025-042	ARB	Courtesy email and call on 11/19/25;

D. The following is a list of **active/previous violations** from December 1 to December 31, 2025:

	Property Address	Violation #	Violation	Town Action

## **Building and Property Maintenance**

**Building:** The Building Official monthly permit report provided by Prince William County is attached.

For more information on building permits and building code violations go to [www.pwcva.gov/department/building-development-division](http://www.pwcva.gov/department/building-development-division).

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

Prince William County 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/department/neighborhood-services](http://www.pwcva.gov/department/neighborhood-services).

## Public Safety

### Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain 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 people 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) oversees critical functions within the department, including internal affairs investigations, criminal investigations, and comprehensive background checks. In addition, the OPD Training Unit, which operates under PSD, is responsible for assessing training needs, developing curricula, and delivering programs that ensure OPD officers maintain the highest standards of professionalism and readiness.

During the month of December, the OPD did not receive any complaints against its officers, reflecting continued commitment to accountability and community trust.

#### Field Operations Division

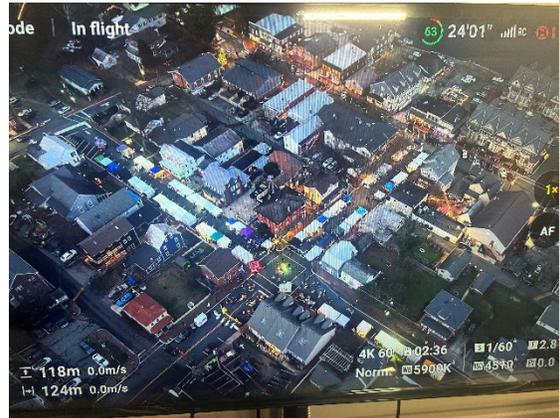
The Field Operations Division (FOD) is responsible for managing day-to-day patrol operations throughout the Town, ensuring public safety and maintaining a visible law enforcement presence. During the month of December, officers conducted proactive foot patrols across key areas, including the residential neighborhoods, the historic district, and along the Town Riverwalk. These patrols were designed to strengthen community engagement and deter criminal activity.

Enhanced enforcement patrols were conducted during peak holiday travel periods and known high-crash windows to deter risky driving, accelerate incident response, and calm traffic. This targeted presence in crash hotspots reduced the risk of severe collisions and improved overall safety for motorists.



## Special Operations Division

The Special Operations Division (SOD) is composed of OPD officers who serve dual roles within the Field Operations Division (FOD), providing specialized capabilities to support a wide range of public safety functions. SOD encompasses Auxiliary Patrol Officers, Parking Enforcement, Homeland Security and Emergency Management (HSEM), Marine Patrol, Bicycle Patrol, Fire Services, and the Unmanned Aircraft System (UAS) Unit. These units enable OPD to respond effectively unique operational challenges and enhance community safety.



to

In December, Officers assigned to the HSEM Unit leveraged specialized training in crowd management, threat assessment, and incident command to develop the Holiday Market safety plan and pre-position resources in high-risk areas. Teams equipped with mobile camera units, UAS (drones), portable lighting, vehicle and pedestrian barriers, and explosive detection capabilities provided real-time monitoring, controlled access and egress, and rapid incident response. This integrated posture reduced risk, shortened response times, and ensured a safe, orderly experience for all attendees and vendors.

Beyond local operations, OPD remains actively engaged in regional collaboration. The department participates monthly in Northern Virginia Emergency Response System (NVERS) meetings, local and state public safety forums, and Council of Governments (COG) committees. These partnerships strengthen interagency coordination and reinforce OPD's commitment to maintaining a safe and secure region.

### Patrol and Enforcement Activities:

As of December 29<sup>th</sup>, for the month of December, the town police had 166 calls for service including:

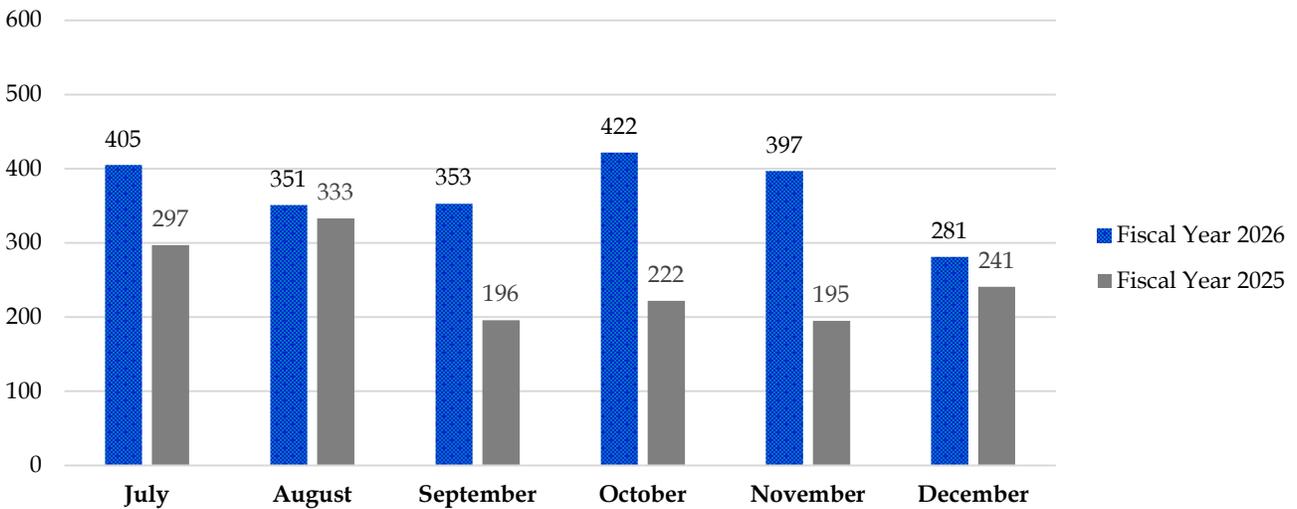
<i>Call for Service</i>	<i>#</i>	<i>Call for Service</i>	<i>#</i>
Animal Call	2	Neighbor Dispute	1
Disabled Vehicle/Motorist Assist	24	Noise Complaint	1
Disorderly	7	Other/Services	43
Destruction of Property	3	Parking Complaints	6
Domestic Complaint	5	Person in Crisis /Suicide Attempt	3
DUI Arrest	1	Reckless Driving/Road Rage	3
Fight in Progress	1	Roadway Obstruction	8
Firearm Violation	1	Stolen / Abandoned Vehicle	3
Found/Lost Property	4	Suspicious Calls	9
Gas Leak	1	Traffic Control	1
Hit & Run	3	Trespassing	2
Illegal Fishing	1	Vandalism	1
Impaired Driving	4	Vehicle Crash	16
Larceny/Theft	1	Vehicle Tow	2
Medical Calls	3	Warrant Arrest	1

Missing Person	3	Welfare Checks	2
			166

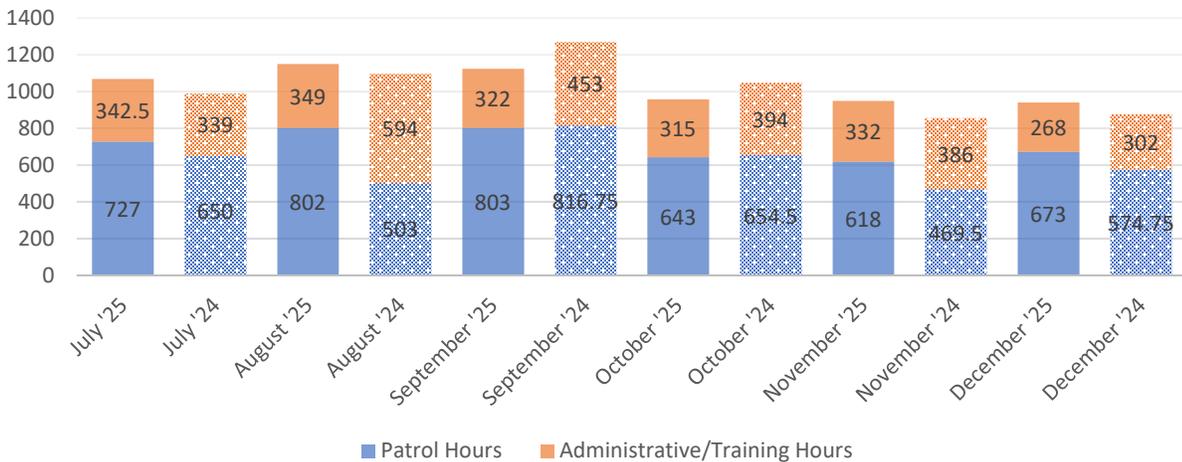
Town police made 2 custodial arrests, issued 281 traffic summonses, 37 parking violations, and 51 warnings.

Officers also engaged in 278 business checks and 249 park checks during the month of December.

Traffic Summonses FYTD (GRAPH)



Patrol/Administrative/Training Hours FYTD (GRAPH)

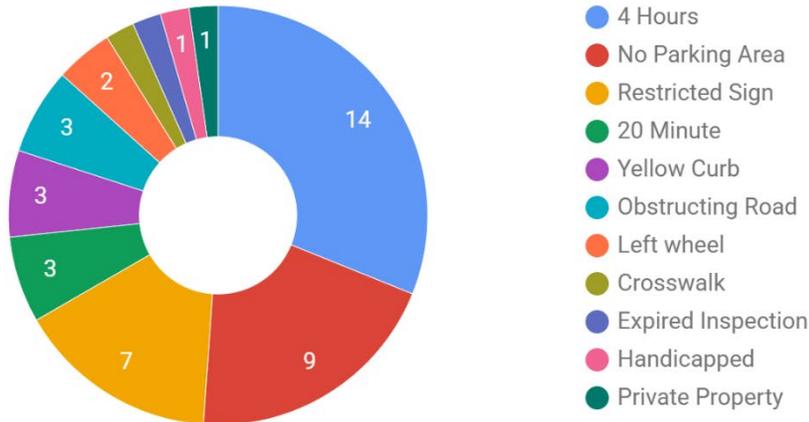


Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	44	3
August	65	1

September	89	0
October	52	5
November	38	6
December	40	5

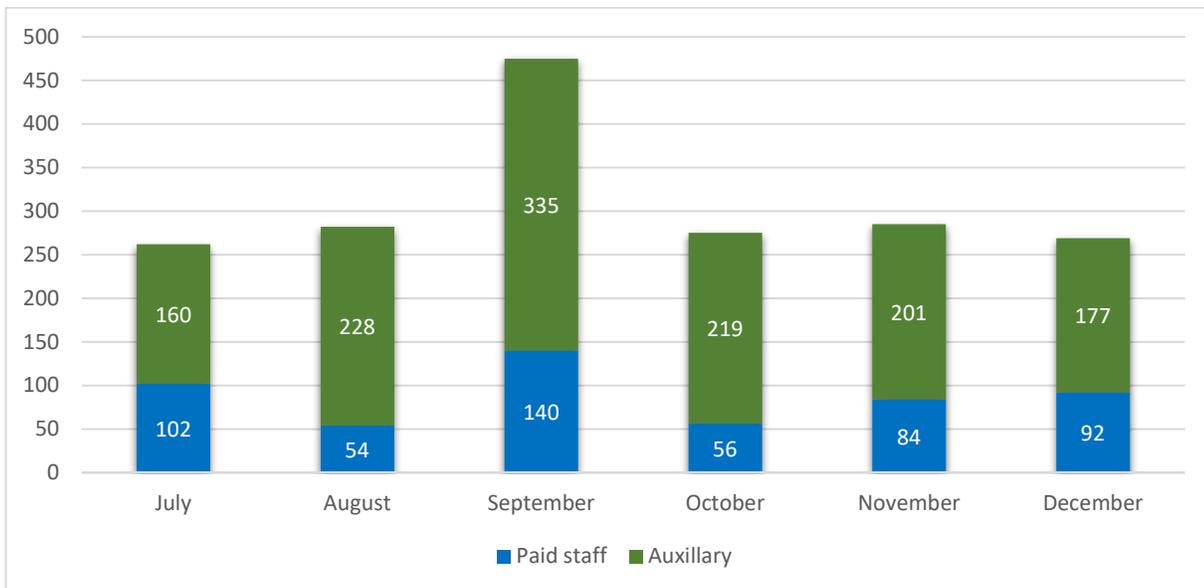
Occoquan VA - Tickets By Violation (Month To Date)



Data as of 12/30/2025, 12:00:00 AM

*Volunteer in Police Service*

For Fiscal Year 2026, our auxiliary police officers and paid police staff donated a total of 1,848 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	Other Hours	Stops	Interactions	Calls for Service
July	50	16	15	73	4
August	21	12	14	65	8
September	0	5	0	0	0
October	11	4	7	8	2
November	0	6	0	0	0
December	2	3	0	0	0
<b>FY Total</b>	<b>84</b>	<b>46</b>	<b>36</b>	<b>146</b>	<b>14</b>
UAS Operations					
Month	Operational Hours	Training Hours		Special Events	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	22	6		1	2
October	6	0		1	0
November	8	0		1	0
December	20	0		2	0
<b>FY Total</b>	<b>56</b>	<b>6</b>		<b>5</b>	<b>2</b>
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	22	8		1	0
August	23	12		2	0
September	154	0		2	0
October	24	0		3	0
November	38	0		1	0
December	172	0		2	0
<b>FY Total</b>	<b>433</b>	<b>20</b>		<b>11</b>	<b>0</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
Pest Treatment				X	Town buildings every 3 months

**Public Works Highlights (December 2025)**

- Supported Events staff with the Holiday Artisan Market with audio production, groundskeeping, set up, and break down.
- Supported Events staff with holiday events by repairing and creating a more stable base for the menorah.
- Maintained roads and safe sidewalks with salting and monitoring during winter events and thaws.
- Checked and maintained equipment including rebuilding the Town snowblower and prepping the Town truck for winter events.

**Special Public Works Projects**

*Projects In-Progress: 8                      Projects Completed: 6*

Below is an updated list of maintenance activities with status updated as of December 31, 2025:

Project	Status	Completion Date	Notes
<b>Building and Property Maintenance (TH, Annex, Museum and River Rd)</b>			
Mill House Museum Interior Renovations	In Progress		Winter 2026
Annex Indoor Painting	In Progress		Winter 2026
<b>Craft Show and Events Support</b>			
Holiday Artisan Market Support	Completed	12/8/2025	Fall2025
Repair Menorah and prepare for Chanukah Event at RMP	Completed	12/15/2025	
Investigate New Sound Equipment	Completed	11/26/2025	
Support Tree Lighting	Completed	11/22/2025	
<b>Landscaping</b>			
Spring Plantings	Not Started		Spring 2026
Spring Weeding, Pruning, Mulching	Not Started		Spring 2026
<b>Holiday</b>			
Holiday Improvements Planning	In progress		Events Joint Project
Lighting Mamie Davis Park, River Mill Park, the Historic District and Town	Completed	11/21/2025	
<b>Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)</b>			
Touch Up MDP Wayfinder	In progress		Winter 2026
<b>Special Projects</b>			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	In progress		TH started; Events Joint Project – Winter 2026

Project	Status	Completion Date	Notes
River Road and Town Dumpster Improvements	Complete	11/7/2025	November 2025
<b>Spring Cleaning</b>			
Inspect Gaslight Landing Riverwalk	Not started		Spring 2026
Inspect Town Dock and Riverwalk	Not started		Spring 2026
Curb and Striping Review and Painting	In progress		Winter 2026
Clean Trash and Recycling Containers	Not started		Spring 2026
<b>Streets, Sidewalks, and Parking</b>			
Repair Dogwoods on TH Bricks	Not started		
Repaint Parking lines at 200 Block of Mill Street	In progress		Winter 2025/2026
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Winter 2026
Center Lane Brick Repair	Not started		Spring 2026

## Events and Community Development

### Events and Community Development

#### Holiday Season

A variety of holiday programs and events held in December were well received and reflected Occoquan's strong spirit of community, service, and celebration. The Senior Basket Program, Fill the Sleigh, demonstrated the Town's commitment to giving back, with generous donations resulting in 14 full baskets delivered to seniors and veterans in need.

The "Seal-the-Deal" Holiday Elopements brought a joyful and memorable experience to Occoquan, as 20 couples celebrated their nuptials with the support of local businesses whose contributions added a special touch to each ceremony. The Circuit Court expressed sincere appreciation for the Town's partnership in making this event a success.

The Holiday Artisan Market was enthusiastically welcomed by residents, vendors, and local businesses, creating a lively weekend filled with twinkly lights, great shopping, and small-town holiday charm. More than 80 artisans lined Union and Commerce Streets in the heart of the historic district, while many downtown businesses extended their hours to participate. Overall feedback was very positive, and while a few areas for improvement were identified, the event was a strong success. A full report will be presented at the January 6 Town Council meeting.

The season concluded with the Occoquan Volunteer Holiday Dinner, which provided a festive opportunity to recognize and thank the staff and volunteers who play an essential role in supporting the Town. Collectively, these events fostered strong participation and meaningful community engagement.

#### Occoquan's PEEPS Week

Occoquan's sweet spring tradition continues with the return of the Occoquan PEEPS Show, taking place March 31-April 4. The event will once again bring creative PEEPS dioramas to historic Occoquan. There will be two ways to participate: patrons may stroll through town to view the displays and vote for their favorites, and community members are invited to create a diorama to be displayed in Town Hall. The event encourages community engagement and draws visitors to town during the spring season.

#### 2026 Event Calendar

A proposed calendar of events for 2026 is currently under review by the Town Manager and will be presented next month to Council for consideration.

TOWN OF OCCOQUAN  
FINANCIAL STATEMENTS  
AS OF NOVEMBER 2025

	As of 7/1/25 (unaudited)	Unaudited Income / (Loss) FY26 YTD	As of 11/30/2025 (Unaudited)
<b>Nonspendable:</b>			
Mamie Davis Fund	\$100,000	\$-	\$100,000
Prepaid Items	\$-		\$-
<b>Restricted:</b>			
E-Summons Fund	\$57,268	\$2,382.26	\$59,651
<b>Assigned:</b>			
Events Fund	\$-	\$72,009.94	\$72,010
CIP Fund	\$347,267	\$(54,124.89)	\$293,142
State Aid 599 Program Fund	\$35,167	\$-	\$35,167
Mamie Davis Park Fund	\$8,879	\$898.57	\$9,777
PEG Fund	\$2,245	\$-	\$2,245
<b>Subtotal Assigned:</b>	\$393,558	\$18,783.62	\$412,341
<b>Unassigned:</b>			
Operating Reserves	\$200,000	\$-	\$200,000
Other Unassigned	\$624,537	\$(51,064.42)	\$573,473
<b>Subtotal Unassigned:</b>	\$824,537	\$(51,064.42)	\$773,473
<b>Total Fund Balance:</b>	<b>\$1,375,363</b>	<b>\$(29,898.54)</b>	<b>\$1,345,465</b>

# Town of Occoquan

## Budget vs. Actuals

July - November, 2025

	Actual	Annual Budget	Net Change	% of Budget
<b>Income</b>				
<b>40000 TAXES</b>			0	
40010 Real Estate	135,436	311,289	(175,853)	43.51%
40020 Meals Tax	143,371	315,452	(172,081)	45.45%
40030 Sales Tax	20,628	48,000	(27,372)	42.97%
40040 Utility Tax	12,044	37,000	(24,956)	32.55%
40050 Communications Tax	12,523	31,000	(18,477)	40.40%
40060 Transient Occupancy Tax	12,987	43,000	(30,013)	30.20%
40070 Peer-to-Peer Vehicle Tax	0	0	0	
<b>Total 40000 TAXES</b>	<b>\$336,989</b>	<b>\$785,742</b>	<b>\$(448,752)</b>	<b>42.89%</b>
<b>41000 FEES/LICENSES</b>	740	1,000	(260)	74.00%
41010 Vehicle License	8,390	10,308	(1,918)	81.39%
41020 Business Licenses	3,935	93,499	(89,565)	4.21%
41025 Business License Fee	330	4,320	(3,990)	7.64%
<b>Total 41020 Business Licenses</b>	<b>\$4,265</b>	<b>\$97,819</b>	<b>\$(93,555)</b>	<b>4.36%</b>
41030 Late Fees	1,523	2,500	(977)	60.93%
41040 FINES (PUBLIC SAFETY)	163,026	427,000	(263,974)	38.18%
41100 Administrative Fees	8,788	8,500	288	103.39%
41120 Service Revenue - Eng		14,000	(14,000)	0.00%
41130 Service Revenue - Legal		5,000	(5,000)	0.00%
41140 Service Revenue - Other		500	(500)	0.00%
41160 Convenience Fees	573	0	573	
<b>Total 41000 FEES/LICENSES</b>	<b>\$187,305</b>	<b>\$566,627</b>	<b>\$(379,323)</b>	<b>33.06%</b>
<b>42000 GRANTS</b>			0	
42021 NHSTA (DMV)	0	26,000	(26,000)	0.00%
42110 Virginia DCJS	0	0	0	
42020 HB 599	14,186	29,223	(15,037)	48.54%
<b>Total 42110 Virginia DCJS</b>	<b>\$14,186</b>	<b>\$29,223</b>	<b>\$(15,037)</b>	<b>48.54%</b>
42130 DEQ			0	
42010 LITTER	0	1,800	(1,800)	0.00%
<b>Total 42130 DEQ</b>	<b>\$-</b>	<b>\$1,800</b>	<b>\$(1,800)</b>	<b>0.00%</b>
<b>Total 42000 GRANTS</b>	<b>\$14,186</b>	<b>\$57,023</b>	<b>\$(42,837)</b>	<b>24.88%</b>
<b>43000 RENTALS</b>				

43010 Town Hall	0	80	(80)	0.00%
43020 River Mill Park	0	3,500	(3,500)	0.00%
43030 Mamie Davis Park Rental	1,575	2,500	(925)	63.00%
43040 200 Mill Street Lease	0	7,843	(7,843)	0.00%
<b>Total 43000 RENTALS</b>	<b>\$1,575</b>	<b>\$13,923</b>	<b>\$(12,348)</b>	<b>11.31%</b>
44000 OTHER		44,060	(44,060)	0.00%
44005 Insurance Proceeds	14,752	0	14,752	
44010 General Fund Interest	17,128	25,000	(7,872)	68.51%
44030 Mamie Davis Park Interest	0	0	0	
44040 Bricks Revenue	872	800	72	108.95%
44060 Other	6,747	5,000	1,747	134.94%
<b>Total 44000 OTHER</b>	<b>\$39,499</b>	<b>\$74,860</b>	<b>\$(35,361)</b>	<b>52.76%</b>
<b>Total Income</b>	<b>\$579,554</b>	<b>\$1,498,175</b>	<b>\$(918,621)</b>	<b>38.68%</b>
<b>Gross Profit</b>	<b>\$579,554</b>	<b>\$1,498,175</b>	<b>\$(918,621)</b>	<b>38.68%</b>
<b>Expenses</b>				
60000 PERSONNEL SERVICES			0	
60010 Salaries and Wages	273,074	667,101	(394,028)	40.93%
60020 Overtime	5,486	15,440	(9,954)	35.53%
60030 On-call Labor	24,725	68,800	(44,075)	35.94%
60040 Other Benefits (Cell)	0	0	0	
60050 Payroll Taxes	22,586	57,472	(34,886)	39.30%
60060 Life Insurance	2,364	6,081	(3,717)	38.88%
60070 Health Insurance	15,834	40,457	(24,623)	39.14%
60095 VRS Employer Contrib	11,173	40,116	(28,943)	27.85%
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$355,241</b>	<b>\$895,467</b>	<b>\$(540,226)</b>	<b>39.67%</b>
60400 PROFESSIONAL SERVICES			0	
60420 Consulting	0	0	0	
60430 Zoning and Engineering Services	15,922	40,000	40,000	39.80%
60435 Services Expense - Engineering	6,551	0	6,551	
<b>Total 60430 Zoning and Engineering Services</b>	<b>\$22,473</b>	<b>\$40,000</b>	<b>\$(17,527)</b>	<b>56.18%</b>
60440 Legal Services			0	
60443 Prosecutions	15,000	40,000	(25,000)	37.50%
60444 Administration	21,554	64,260	(42,706)	33.54%
<b>Total 60440 Legal Services</b>	<b>\$36,554</b>	<b>\$104,260</b>	<b>\$(67,706)</b>	<b>35.06%</b>
60450 Audit Services	0	20,370	(20,370)	0.00%
60460 Payroll Processing	3,324	8,150	(4,826)	40.79%
60465 Financial System Maintenance	2,160	2,160	0	100.00%
60470 Bank Charges	3,615	2,840	775	127.30%
60480 Facility Security Services	0	0	0	

<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$68,127</b>	<b>\$177,780</b>	<b>\$(109,653)</b>	<b>38.32%</b>
<b>60800 INFORMATION TECH SERV</b>			0	
60810 Website Support	3,256	3,820	(564)	85.23%
60840 Phone Service	5,596	9,800	(4,204)	57.11%
60850 Internet Service	2,629	6,800	(4,171)	38.66%
60860 Hardware/Software & Maintenance	4,823	12,140	(7,317)	39.73%
60870 IT Support Services	3,096	11,000	(7,904)	28.15%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$19,400</b>	<b>\$43,560</b>	<b>\$(24,160)</b>	<b>44.54%</b>
<b>61200 MATERIALS AND SUPPLIES</b>			0	
61210 Office Supplies	1,697	4,600	(2,903)	36.90%
61220 Operational supplies	10,250	21,900	(11,650)	46.80%
61240 Janitorial Supplies	114	1,000	(886)	11.43%
61250 Uniforms	4,194	7,000	(2,806)	59.91%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$16,255</b>	<b>\$34,500</b>	<b>\$(18,245)</b>	<b>47.12%</b>
<b>61600 OPERATIONAL SERVICES</b>			0	
61620 Copier Lease, Contract	2,682	6,000	(3,318)	44.71%
61630 Postal Services	567	2,500	(1,933)	22.70%
61640 Postal Machine Rental	291		291	
<b>Total 61600 OPERATIONAL SERVICES</b>	<b>\$3,540</b>	<b>\$8,500</b>	<b>\$(4,960)</b>	<b>41.65%</b>
<b>62000 CONTRACTS</b>			0	
62010 Refuse Collection	48,557	100,274	(51,718)	48.42%
62030 Snow Removal	0	2,500	(2,500)	0.00%
62040 Landscaping	9,412	35,000	(25,588)	26.89%
<b>Total 62000 CONTRACTS</b>	<b>\$57,969</b>	<b>\$137,774</b>	<b>\$(79,805)</b>	<b>42.08%</b>
<b>62400 INSURANCE</b>			0	
62410 Insurance	44,703	45,023	(320)	99.29%
<b>Total 62400 INSURANCE</b>	<b>\$44,703</b>	<b>\$45,023</b>	<b>\$(320)</b>	<b>99.29%</b>
<b>62800 PUBLIC INFORMATION</b>		0	0	
62820 Design/Print - Auto Decal	677	652	25	103.83%
62840 Postage - Newsletter	1,143	2,700	(1,557)	42.34%
<b>Total 62800 PUBLIC INFORMATION</b>	<b>\$1,820</b>	<b>\$3,352</b>	<b>\$(1,532)</b>	<b>54.30%</b>
<b>63200 ADVERTISING</b>			0	
63210 Advertising - Legal	1,191	2,500	(1,309)	47.66%
63230 Community/Business Supp	0	4,200	(4,200)	0.00%
<b>Total 63200 ADVERTISING</b>	<b>\$1,191</b>	<b>\$6,700</b>	<b>\$(5,509)</b>	<b>17.78%</b>
<b>63600 TRAINING AND TRAVEL</b>	266	0	266	
63610 Conferences	375	1,750	(1,375)	21.43%
63620 Membership and Dues	1,663	3,700	(2,037)	44.93%
63630 Travel Reimbursement	0	1,500	(1,500)	0.00%

63640 Employee Training	9,246	10,390	(1,144)	88.99%
63650 Boards and Comm Training	0	800	(800)	0.00%
<b>Total 63600 TRAINING AND TRAVEL</b>	<b>\$11,550</b>	<b>\$18,140</b>	<b>\$(6,590)</b>	<b>63.67%</b>
<b>64000 VEHICLES AND EQUIPMENT</b>			0	
64010 Town Vehicles M&R	6,059	8,500	(2,441)	71.28%
64030 Equipment M&R	2,501	6,400	(3,899)	39.07%
64040 Fuel	8,479	27,200	(18,721)	31.17%
64050 Equipment and Tools	7,516	5,950	1,566	126.33%
<b>Total 64000 VEHICLES AND EQUIPMENT</b>	<b>\$24,556</b>	<b>\$48,050</b>	<b>\$(23,495)</b>	<b>51.10%</b>
<b>64400 SEASONAL</b>			0	
64430 Parks/Town Hall Decor	4,710	9,200	(4,490)	51.20%
64440 Wreath Installation/Maint	1,730	3,000	(1,270)	57.67%
<b>Total 64400 SEASONAL</b>	<b>\$6,440</b>	<b>\$12,200</b>	<b>\$(5,760)</b>	<b>52.79%</b>
<b>64700 FACILITIES EXPENSE</b>			0	
<b>64800 TOWN HALL</b>			0	
64820 Elevator Inspection/Maint	220	400	(180)	54.92%
64830 Janitorial Services	1,457	4,937	(3,480)	29.52%
64850 Repair and Maintenance	227	1,000	(773)	22.69%
64860 Equipment Maint Contracts	0	400	(400)	0.00%
64870 Exterminating Services	0	0	0	
64880 Utilites - Gas/Water/Elec	1,113	4,700	(3,587)	23.68%
<b>Total 64800 TOWN HALL</b>	<b>\$3,017</b>	<b>\$11,437</b>	<b>\$(8,420)</b>	<b>26.38%</b>
<b>65200 MILL HOUSE MUSEUM</b>			0	
65210 OHS Subsidy (Mill Museum)	6,000	6,000	0	100.00%
65240 Repair and Maintenance	57	500	(443)	11.34%
<b>Total 65200 MILL HOUSE MUSEUM</b>	<b>\$6,057</b>	<b>\$6,500</b>	<b>\$(443)</b>	<b>93.18%</b>
<b>66000 ANNEX / MAINTENANCE YARD</b>			0	
66010 Exterminating Services	0	0	0	
66020 Equipment Maint Contracts	0	150	(150)	0.00%
66030 Utilities - Elect/Water	933	4,000	(3,067)	23.33%
66040 Repair and Maintenance	858	1,000	(142)	85.82%
<b>Total 66000 ANNEX / MAINTENANCE YARD</b>	<b>\$1,791</b>	<b>\$5,150</b>	<b>\$(3,359)</b>	<b>34.78%</b>
<b>66400 MILL ST STORAGE FACILITY</b>	<b>\$26</b>	<b>\$-</b>	<b>26</b>	
<b>66800 RIVER MILL PARK &amp; FACIL</b>			0	
66810 Brick Paver Program	367	300	67	122.33%
66820 Restroom Janitorial Serv	2,915	8,495	(5,580)	34.31%
66830 Winterization	0	350	(350)	0.00%
66840 Repair and Maintenance	811	4,000	(3,189)	20.28%
66850 Utilities	844	5,800	(4,956)	14.55%

66870 Equipment Maint Contracts	0	0	0	
<b>Total 66800 RIVER MILL PARK &amp; FACIL</b>	<b>\$4,937</b>	<b>\$18,945</b>	<b>\$(14,008)</b>	<b>26.06%</b>
<b>67200* MAMIE DAVIS PARK &amp; RIVERWALK</b>			0	
67220 Riverwalk & Dock	0	500	(500)	0.00%
67230 Winterization	0	350	(350)	0.00%
67240 Mamie Davis Park Repair & Maint	0	250	(250)	0.00%
67250 Utilities	47	1,700	(1,653)	2.75%
67260 Kayak Ramp - Repair & Maint	118	250	(132)	47.39%
<b>Total 67200* MAMIE DAVIS PARK &amp; RIVERWALK</b>	<b>\$165</b>	<b>\$3,050</b>	<b>\$(2,885)</b>	<b>5.42%</b>
<b>67600 TAYNARD HILL ROAD PARK</b>	<b>\$1,496</b>			
<b>67800 OCCOQUAN RIVER</b>			0	
67810 River Water Quality Testing	0	2,500	(2,500)	0.00%
<b>Total 67800 OCCOQUAN RIVER</b>	<b>\$-</b>	<b>\$2,500</b>	<b>\$(2,500)</b>	<b>0.00%</b>
<b>68000 FURNACE BRANCH PARK</b>			0	
68010 Repair and Maintenance	0	250	(250)	0.00%
<b>Total 68000 FURNACE BRANCH PARK</b>	<b>\$-</b>	<b>\$250</b>	<b>\$(250)</b>	<b>0.00%</b>
<b>68400* STREETS AND SIDEWALKS</b>		0	0	
68410 Street Painting	0	1,500	(1,500)	0.00%
68420 Brick Sidewalk Repair	0	1,000	(1,000)	0.00%
<b>Total 68400* STREETS AND SIDEWALKS</b>	<b>\$-</b>	<b>\$2,500</b>	<b>\$(2,500)</b>	<b>0.00%</b>
<b>68800 HISTORIC DISTRICT</b>			0	
68810 Gas Light - Repair & Maint	0	1,000	(1,000)	0.00%
68820 Gas Light Utilities (Gas)	2,276	7,200	(4,924)	31.60%
68830 Signage - Repair & Maint	62	2,500	(2,438)	2.47%
68850 Street Tree - Repair & Maint.	0	2,000	(2,000)	0.00%
68860 Public Trash Containers	0	1,600	(1,600)	0.00%
<b>Total 68800 HISTORIC DISTRICT</b>	<b>\$2,337</b>	<b>\$14,300</b>	<b>\$(11,963)</b>	<b>16.35%</b>
<b>Total 64700 FACILITIES EXPENSE</b>	<b>\$19,826</b>	<b>\$64,632</b>	<b>\$(44,806)</b>	<b>30.68%</b>
<b>68900 PUBLIC ART PROGRAM</b>			0	
68910 Mural Installation	0	2,500	(2,500)	0.00%
<b>Total 68900 PUBLIC ART PROGRAM</b>	<b>\$-</b>	<b>\$2,500</b>	<b>\$(2,500)</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$630,618</b>	<b>\$1,498,178</b>	<b>\$(867,560)</b>	<b>42.09%</b>
<b>Net Operating Income</b>	<b>\$(51,064)</b>	<b>\$(3)</b>	<b>\$(51,062)</b>	
<b>Net Income</b>	<b>\$(51,064)</b>	<b>\$(3)</b>	<b>\$(51,062)</b>	

<b>CIP FUND</b>
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	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
Income				

<b>42000 GRANTS</b>	7,500	35,500	(28,000)	21.13%
<b>42050 DOJ BVP</b>	0	1,750	(1,750)	0.00%
<b>42103 Virginia Dept of Fire Programs</b>	737	0	737	
<b>42130 DEQ</b>	0	0	0	
<b>42020 HB 599</b>	0	19,000	(19,000)	0.00%
<b>42070 EPA Community</b>	0	904,025	(904,025)	0.00%
<b>Total 42000 GRANTS</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Total Income</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Gross Profit</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Expenses</b>				
<b>Total Expenses</b>			<b>\$-</b>	
<b>Net Operating Income</b>	<b>\$8,237</b>	<b>\$960,275</b>	<b>\$(952,038)</b>	<b>0.86%</b>
<b>Other Expenses</b>				
<b>62000 CONTRACTS</b>				
<b>62040 Landscaping</b>	0			
<b>Total 62000 CONTRACTS</b>	<b>\$-</b>			
<b>70000 CIP EXPENSE</b>			0	
<b>70001 Streetscape</b>	21,772	8,800	12,972	247.41%
<b>70005 Building Improvements</b>	12,051	33,725	(21,674)	35.73%
<b>70006 Stormwater Management</b>	8,903	1,130,031	(1,121,128)	0.79%
<b>70014 Timed Parking Equipment</b>	0	4,000	(4,000)	0.00%
<b>70018 Snow Removal Equipment</b>	0		0	
<b>70020 Street/Curb Striping Prog</b>	0	5,000	(5,000)	0.00%
<b>72005 Mamie Davis Park Renovations</b>	3,600		3,600	
<b>72006 Riverwalk Improvements</b>		0	0	
<b>74001 Vehicles &amp; Equipment</b>	13,699	110,000	(96,301)	12.45%
<b>74003 Body Armor</b>	504		504	
<b>76001 Computer Upgrades</b>	1,834	3,000	(1,166)	61.12%
<b>76006 Records Management Syst</b>			0	
<b>Total 70000 CIP EXPENSE</b>	<b>\$62,362</b>	<b>\$1,294,556</b>	<b>\$(1,232,194)</b>	<b>4.82%</b>
<b>Total Other Expenses</b>	<b>\$62,362</b>	<b>\$1,294,556</b>	<b>\$(1,232,194)</b>	<b>4.82%</b>
<b>Net Other Income</b>	<b>\$(62,362)</b>	<b>\$(1,294,556)</b>	<b>\$1,232,194</b>	<b>4.82%</b>
<b>Net Income</b>	<b>\$(54,125)</b>	<b>\$(334,281)</b>	<b>\$280,156</b>	<b>16.19%</b>

<b>E SUMMONS FUND</b>				
	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>			0	

41040 FINES (PUBLIC SAFETY)	3,523		3,523	
41170 E-Summons		14,500	(14,500)	0.00%
<b>Total 41040 FINES (PUBLIC SAFETY)</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>
<b>Total 41000 FEES/LICENSES</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>
<b>Total Income</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>
<b>Gross Profit</b>	<b>\$3,523</b>	<b>\$14,500</b>	<b>\$(10,977)</b>	<b>24.30%</b>
<b>Expenses</b>				
<b>60800 INFORMATION TECH SERV</b>				
60850 Internet Service	848	2,200	(1,352)	38.54%
60860 Hardware/Software & Maintenance	848	8,500	(7,652)	9.98%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$848</b>	<b>\$10,700</b>	<b>\$(9,852)</b>	<b>7.92%</b>
<b>61200 MATERIALS AND SUPPLIES</b>				
61220 Operational supplies	132	1,200	(1,068)	11.00%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$132</b>	<b>\$1,200</b>	<b>\$(1,068)</b>	<b>11.00%</b>
<b>64060 E-Summons Equipment</b>	<b>\$161</b>	<b>\$-</b>	<b>\$161</b>	
<b>Total Expenses</b>	<b>\$1,141</b>	<b>\$11,900</b>	<b>\$(10,759)</b>	<b>9.59%</b>
<b>Net Operating Income</b>	<b>\$2,382</b>	<b>\$2,600</b>	<b>\$(218)</b>	<b>91.63%</b>
<b>Net Income</b>	<b>\$2,382</b>	<b>\$2,600</b>	<b>\$(218)</b>	<b>91.63%</b>

<b>EVENTS FUND</b>
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	<b>Actual</b>	<b>Annual Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>41000 FEES/LICENSES</b>			0	
41100 Administrative Fees	50			
41160 Convenience Fees	2,009	5,627	(3,618)	35.70%
<b>Total 41000 FEES/LICENSES</b>	<b>\$2,059</b>	<b>\$5,627</b>	<b>\$(3,568)</b>	<b>36.59%</b>
<b>42000 GRANTS</b>		9,000	(9,000)	0.00%
<b>44000 OTHER</b>		0	0	
44020 Events Fund Interest	0	25	(25)	0.00%
44040 Bricks Revenue	0	0	0	
44060 Other	0	0	0	
<b>Total 44000 OTHER</b>	<b>\$-</b>	<b>\$25</b>	<b>\$(25)</b>	<b>0.00%</b>
<b>47000 EVENTS REVENUE</b>			0	
47010 Sponsorships	11,030	26,800	(15,770)	41.16%
47020 Booth Rentals	124,050	187,575	(63,525)	66.13%
47021 Ticket Sales	48	0	48	
47023 Community Events	2,000	11,800	(9,800)	16.95%
<b>Total 47021 Ticket Sales</b>	<b>\$2,048</b>	<b>\$11,800</b>	<b>\$(9,752)</b>	<b>17.36%</b>

47030 Shuttle Fees	37,106	71,500	(34,394)	51.90%
47040 Parking Space Sales	6,825	9,875	(3,050)	69.11%
47060 Merchandise	79	200	(121)	39.50%
47105 Revenue Share Agreements	0	0	0	
<b>Total 47000 EVENTS REVENUE</b>	<b>\$181,138</b>	<b>\$307,750</b>	<b>\$(126,612)</b>	<b>58.86%</b>
<b>Total Income</b>	<b>\$183,197</b>	<b>\$322,402</b>	<b>\$(139,205)</b>	<b>56.82%</b>
<b>Gross Profit</b>	<b>\$183,197</b>	<b>\$322,402</b>	<b>\$(139,205)</b>	<b>56.82%</b>
<b>Expenses</b>				
<b>60000 PERSONNEL SERVICES</b>			0	
60010 Salaries and Wages	23,206	50,025	(26,819)	46.39%
60020 Overtime	1,940	4,000	(2,060)	48.51%
60030 On-call Labor	4,933	18,220	(13,287)	27.07%
60050 Payroll Taxes	2,908	5,527	(2,619)	52.62%
60060 Life Insurance	588	1,650	(1,062)	35.66%
60095 VRS Employer Contrib	1,100	3,141	(2,041)	35.01%
<b>Total 60000 PERSONNEL SERVICES</b>	<b>\$34,675</b>	<b>\$82,563</b>	<b>\$(47,888)</b>	<b>42.00%</b>
<b>60400 PROFESSIONAL SERVICES</b>			0	
60460 Payroll Processing				
60465 Financial System Maintenance				
60470 Bank Charges	394	5,796	(5,402)	6.79%
<b>Total 60400 PROFESSIONAL SERVICES</b>	<b>\$394</b>	<b>\$5,796</b>	<b>\$(5,402)</b>	<b>6.79%</b>
<b>60800 INFORMATION TECH SERV</b>			0	
60840 Phone Service	0	600	(600)	0.00%
<b>Total 60800 INFORMATION TECH SERV</b>	<b>\$-</b>	<b>\$600</b>	<b>\$(600)</b>	<b>0.00%</b>
<b>61200 MATERIALS AND SUPPLIES</b>			0	
61210 Office Supplies	71	0	71	
61220 Operational supplies	3,975	14,175	(10,200)	28.04%
<b>Total 61200 MATERIALS AND SUPPLIES</b>	<b>\$4,046</b>	<b>\$14,175</b>	<b>\$(10,129)</b>	<b>28.54%</b>
<b>62000 CONTRACTS</b>			0	
62020 Equipment Rental	38,379	74,407	(36,028)	51.58%
62050 Entertainment	4,040	5,000	(960)	80.80%
<b>Total 62000 CONTRACTS</b>	<b>\$42,419</b>	<b>\$79,407</b>	<b>\$(36,988)</b>	<b>53.42%</b>
<b>63200 ADVERTISING</b>			0	
63220 Advertising - Marketing	7,749	10,000	(2,251)	77.49%
63230 Community/Business Supp	12,500	24,000	(11,500)	52.08%
<b>Total 63200 ADVERTISING</b>	<b>\$20,249</b>	<b>\$34,000</b>	<b>\$(13,751)</b>	<b>59.56%</b>
<b>64700 FACILITIES EXPENSE</b>			0	
<b>66800 RIVER MILL PARK &amp; FACIL</b>			0	
66810 Brick Paver Program	0	0	0	

Total 66800 RIVER MILL PARK & FACIL	\$-	\$-	\$-	
Total 64700 FACILITIES EXPENSE	\$-	\$-	\$-	
69200 SPECIAL EVENTS			0	
69210 HolidayFest	2,093	13,315	(11,222)	15.72%
69220 Volunteer TY / Town Party	0	1,750	(1,750)	0.00%
69225 Sponsorship Breakfast	0	0	0	
69240 Annual Tree Lighting	257	0	257	
69250 River Mill Park Events	4,724	10,720	(5,996)	44.06%
69290 Other Special Events	2,330	3,555	(1,225)	65.54%
Total 69200 SPECIAL EVENTS	\$9,404	\$29,340	\$(19,936)	32.05%
Total Expenses	\$111,187	\$245,881	\$(134,694)	45.22%
Net Operating Income	\$72,010	\$76,521	\$(4,511)	94.10%
Net Income	\$72,010	\$76,521	\$(4,511)	94.10%

**MAMIE DAVIS PARK**

	Actual	Annual Budget	over Budget	% of Budget
<b>Income</b>				
44000 OTHER			0	
44030 Mamie Davis Park Interest	899	840	59	106.97%
Total 44000 OTHER	\$899	\$840	\$59	106.97%
Total Income	\$899	\$840	\$59	106.97%
Gross Profit	\$899	\$840	\$59	106.97%
<b>Expenses</b>				
70000 CIP EXPENSE	0	3,200	\$(3,200)	0.00%
Total Expenses	0	3,200	(3,200)	0
Net Operating Income	\$899	\$(2,360)	\$3,259	-38.08%
Net Income	\$899	\$(2,360)	\$3,259	-38.08%
<b>TOTAL NET INCOME (LOSS) ALL FUNDS</b>	<b>(29,899)</b>	<b>(257,523)</b>	<b>227,624</b>	<b>11.61%</b>

**Town of Occoquan**  
**Balance Sheet Comparison**  
As of November 30, 2025

	Total		
	As of Nov 30, 2025	As of Nov 30, 2024 (PP)	Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	75	0
10022 Checking Account 0058	97,874	247,298	(149,424)
10024 Money Market 4220	202,881	201,567	1,314
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	853,969	616,302	237,668
<b>Total 10034 VIP - Investment Pool</b>	<b>\$853,969</b>	<b>\$616,302</b>	<b>\$237,668</b>
10082 Mamie Davis Savings 4201	5,392	3,600	1,791
10083 Mamie Davis CD	100,000	100,000	0
<b>Total Bank Accounts</b>	<b>\$1,260,291</b>	<b>\$1,168,942</b>	<b>\$91,349</b>
<b>Accounts Receivable</b>			
10180 Accounts Receivable	89,892	186,029	(96,137)
<b>Total Accounts Receivable</b>	<b>\$89,892</b>	<b>\$186,029</b>	<b>\$(96,137)</b>
<b>Other Current Assets</b>			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	74,458	147,590	(73,132)
<b>Total Other Current Assets</b>	<b>\$74,458</b>	<b>\$147,590</b>	<b>\$(73,132)</b>
<b>Total Current Assets</b>	<b>\$1,424,641</b>	<b>\$1,502,561</b>	<b>\$(77,920)</b>
<b>TOTAL ASSETS</b>	<b>\$1,424,641</b>	<b>\$1,502,561</b>	<b>\$(77,920)</b>
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 Accounts Payable	51,245	58,597	(7,352)
<b>Total Accounts Payable</b>	<b>\$51,245</b>	<b>\$58,597</b>	<b>\$(7,352)</b>
<b>Credit Cards</b>			

22000 Credit Cards			0
22010 ExxonMobil	0	1,567	(1,567)
22020 Home Depot	59	311	(251)
22030 Lowe's Proservices	90	364	(274)
22040 United Bank Credit Cards	9,334	6,232	3,102
22050 Shell Credit Card	3,181	0	3,181
<b>Total 22000 Credit Cards</b>	<b>\$12,665</b>	<b>\$8,474</b>	<b>\$4,191</b>
<b>Total Credit Cards</b>	<b>\$12,665</b>	<b>\$8,474</b>	<b>\$4,191</b>
<b>Other Current Liabilities</b>			
20935 Performance Bond	1,188	1,188	0
20940 Unearned Craft Show Rev	0	11,825	(11,825)
20960 Unearned Other Revenue	0	0	0
20970 Unearned Rental	500	525	(25)
20973 Unearned SLFRF Revenue	0	0	0
<b>Total 20960 Unearned Other Revenue</b>	<b>\$500</b>	<b>\$525</b>	<b>\$(25)</b>
20980 Unearned R.E. Tax	1,786	645	1,141
21100 Unearned Fire Dept Grant	9,309	7,081	2,228
21200 Payroll Liabilities	0	0	0
21230 VRS Employee Contributions	2,585	(135)	2,721
<b>Total 21200 Payroll Liabilities</b>	<b>\$2,585</b>	<b>\$(135)</b>	<b>\$2,721</b>
<b>Total Other Current Liabilities</b>	<b>\$15,368</b>	<b>\$21,128</b>	<b>\$(5,760)</b>
<b>Total Current Liabilities</b>	<b>\$79,277</b>	<b>\$88,198</b>	<b>\$(8,921)</b>
<b>Total Liabilities</b>	<b>\$79,277</b>	<b>\$88,198</b>	<b>\$(8,921)</b>
<b>Equity</b>			
30000 Nonspendable			0
30005 PrePaid Items	0	0	0
<b>Total 30000 Nonspendable</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
31000 Restricted			0
31100 Mamie Davis (Endowment)	100,000	100,000	0
31200 E Summons Fund	57,268	48,985	8,283
<b>Total 31000 Restricted</b>	<b>\$157,268</b>	<b>\$148,985</b>	<b>\$8,283</b>
31400 Assigned			0
30030 Events Fund	0	0	0
30040 CIP Fund	347,267	436,006	(88,739)
31050 Public Safety Grant Fund	35,167	24,235	10,932
31060 Mamie Davis Park Fund	8,879	7,090	1,788
31070 Public Education Grant Fund	2,245	2,111	134
<b>Total 31400 Assigned</b>	<b>\$393,558</b>	<b>\$469,442</b>	<b>\$(75,885)</b>

<b>31500 Unassigned</b>			0
<b>30010 Emergency Operating Fund</b>	200,000	200,000	0
<b>30020 Unrestricted</b>	624,537	469,519	155,018
<b>Total 31500 Unassigned</b>	<b>\$824,537</b>	<b>\$669,519</b>	<b>\$155,018</b>
<b>32000 Retained Earnings</b>	(101)	(101)	0
<b>Net Income</b>	(29,899)	126,517	(156,415)
<b>Total Equity</b>	<b>\$1,345,364</b>	<b>\$1,414,363</b>	<b>\$(68,999)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,424,641</b>	<b>\$1,502,561</b>	<b>\$(77,920)</b>

[Accrual Basis Monday, December 22, 2025 09:36 PM GMT-05:00](#)

DEVELOPMENT SERVICES - BUILDING DEVELOPMENT

Town of Occoquan - Permit Report  
December 2025

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
GAS2026-00568	113 EDGEHILL DR	New Gas Range Installation	Gas	Finalized	R - Alteration/Repair	11/18/2025	12/05/2025
BLD2026-01771	102 FRAYERS FARM CT	5' X 4' CONCRETE LANDING AND STAIRS BUILT TO GRADE - PER PLAN	Building	Finalized	R - Addition	10/06/2025	11/05/2025
BLD2024-03128	12591 HALL ST	INTERIOR A/R - STRUCTURAL MODIFICATION TO EXISTING WINDOW IN KITCHEN	Building	Issued	R - Alteration/Repair	03/29/2024	
ELE2024-02812	12591 HALL ST	KITCHEN REMODEL - NO NEW FRAMING OR DRYWALL	Electrical	Issued	R - Alteration/Repair	11/21/2023	
PLB2024-01053	12591 HALL ST	KITCHEN REMODEL - NO NEW FRAMING OR DRYWALL	Plumbing	Issued	R - Alteration/Repair	11/21/2023	
BLD2025-03492	402 MCKENZIE DR	NEW TWO-STORY 7' x 32' REAR ADDITION -- AND -- INTERIOR RENO. INCREASE FLOOR-TO-CEILING HEIGHT OF MAIN AND UPPER LEVEL --AND -- REPLACE EXISTING ROOF.	Building	Issued	R - Addition	02/28/2025	
ELE2026-02108	402 MCKENZIE DR	upgrade service and panel 200 amps and adding switches plugs	Electrical	Issued	R - Addition	10/29/2025	
PLB2026-00375	402 MCKENZIE DR	Tapping into main sewer and new plumbing for new addition	Plumbing	Issued	R - Addition	08/11/2025	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Finalized	C - Alteration/Repair	11/12/2025	12/05/2025
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS (**PLAN REVISED TO INCLUDE (2) SERVICE DISC, (2) SUB PANELS, (1) 225A ECB FOR WATER HEATER 4-14-25 -HXF.**)	Electrical	Issued	C - Tenant Layout	12/22/2023	
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Issued	C - Tenant Layout	08/29/2025	
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023	
BLD2026-00562	458 MILL ST	Replacement of destroyed kiosk outside Mill House Museum; on Town Sidewalk - FREE-STANDING SIGN	Building	Issued	C - Sign	10/07/2025	
BLD2025-01755	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached unhabitable garage and linked electrical changes	Building	Issued	R - Alteration/Repair	02/18/2025	
ELE2025-03052	1604 MOUNT HIGH ST	SOLAR PANELS ON DETACHED GARAGE - Adding Solar + ESS on detached unhabitable garage and linked electrical changes	Electrical	Issued	R - Alteration/Repair	02/18/2025	
BLD2026-00383	1400 OCCOQUAN HEIGHTS CT	OVERALL 19' 8" X 12' 4" ATTACHED DECK - PER PLAN	Building	Issued	R - Addition	10/30/2025	
BLD2026-01961	1411 OCCOQUAN HEIGHTS CT	Build new deck with no steps and landing. The size is 20'x12'	Building	Finalized	R - Addition	10/27/2025	11/17/2025
BLD2026-02413	12524 POPLAR LN	24' 7" X 16' 9" ONE-STORY ATTACHED ADDITION (GARAGE CONVERSION TO LIVING ROOM WITH GAS FIREPLACE AND MUDROOM)	Building	Pending	R - Alteration/Repair		
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Electrical	Issued	C - Alteration/Repair	09/22/2025	
ELE2026-00933	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Electrical	Issued	C - Alteration/Repair	09/22/2025	
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Issued	C - Alteration/Repair	09/12/2025	
PLB2026-00507	203 UNION ST	**BCE FEES TO ONLY BE CHARGED ON ELE - PER KRISTIN ALEXANDER**BCE2024-00873 - **TEMPLATE ONLY FOR TRACKING PURPOSES - ELECTRICAL AND PLUMBING** This application is being submitted to get on BLD number so the Master Electrician can get a permit to make some upgrades.	Plumbing	Issued	C - Alteration/Repair	09/12/2025	
PLB2026-00959	305 UNION ST	Replace a water service	Plumbing	Finalized	R - Alteration/Repair	11/03/2025	11/13/2025
ELE2025-06069	103 WASHINGTON ST	200 amp service upgrade, New 200 amp disconnect New ground rods Water main bonding update, Whole house surge protector	Electrical	Finalized	R - Alteration/Repair	06/18/2025	11/18/2025

END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 12/08/2025

\*Counts business days only.

**Town of Occoquan**

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
116 WASHINGTON ST 1	<a href="#">UNS2024-00063</a> Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	<a href="#">UNS2024-00065</a> Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	Fire Damage attributed to contents within structure. Exact cause TBD. This is an old building that looks like apartments but are actually condo's. The configuration is as follows, units 1 and 2 are two stories side by side. the back wall to unit 1 and 2 is the separation wall to the back four units. On the 1st floor are units 3 and 5 on the second level are units 4 and 6. The origin of fire was in unit 1, this unit was a complete burn out and destroyed wall to units in back and to unit two to the side. C is the owner of unit 2 directly to the side of unit one that is the complete burn out . There is no 1 hour separation and there was extreme damage to this wall between units 1and 2. In the roof system trusses will need repair and / or replacement. This unit has fire, water, and smoke damage, unit posted unsafe . Meter was pulled and water shut down, This unit will require building, electrical, repair details for rated separation wall and truss repair.	General (Unsafe)	01/23/2024	01/23/2024		
	<a href="#">UNS2024-00066</a> Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
116 WASHINGTON ST 3	<a href="#">UNS2024-00069</a> Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	<a href="#">UNS2024-00070</a> Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

**PCE Cases Initiated by Town**

**All Open Cases and Cases Closed On or After 12/08/2025**

*\*Counts business days only.*

**Town of Occoquan**

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
116 WASHINGTON ST 6	<a href="#">UNS2024-00071</a> Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

**Total Number of Cases for Town of Occoquan: 6**

**Total Number of Addresses Affected: 2**

**Total Number of Violations Issued: 6**

**Total Number of Cases Closed : 6**

**Total Number Cases Closed with No Violation: 6**

**Total Number of Cases Still Open: 0**

**Total Number of Open Cases with Violations: 0**

**Average Number of Business Days Cases are Open This Town: 259.50**

**Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 259.50**

**Total Number of Cases with Pending Activities for this Town: 0**

**Total Business Days of Pending Activities for this Town: 0**



# Town Attorney Report

To: Mayor and Council, Town of Occoquan  
Thru: Adam Linn, Town Manager  
From: Martin Crim, Town Attorney  
Re: Report for January 6, 2026, Council Meeting  
Date: December 22, 2025

## **NOT CONFIDENTIAL**

This is a non-confidential report on the matters that my office has been working on for the Town since my previous written report to Council on December 1, 2025:

1. Tracked public comments by patrons of the General Assembly bill to legalize the recreational cannabis market.
2. Provided a draft ordinance to designate the “Chief Executive Officer” for purposes of the FOIA correspondence and working papers exemption.
3. Attended a Planning Commission meeting on the proposed ordinance to regulate vapes and related businesses under the zoning ordinance.
4. Consulted with staff regarding the revision of the Comprehensive Plan.



# TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> January 6, 2026
<b>8A: Request to Approve Resolution of Appreciation for Brenda Seefeldt</b>	

**Attachments:** a. Draft Resolution R-2026-01

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

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**Explanation and Summary:**

This is a request to adopt a resolution of appreciation and recognition for Brenda Seefeldt in honor of her many years of dedicated service to the Town of Occoquan, including twenty-four years on the Architectural Review Board.

Ms. Seefeldt was appointed to the Architectural Review Board on January 1, 2001, and served with distinction until her retirement on October 31, 2025. In addition to her service on the Architectural Review Board, Brenda has volunteered many hours supporting the town. Her long-standing commitment and thoughtful contributions have played a significant role in shaping the Town's built environment and future.

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

**Proposed/Suggested Motion:**

"I move to adopt Resolution R-2026-01 recognizing Brenda Seefeldt for her years of dedicated service to the Occoquan community."

OR

Other action Council deems appropriate.

**TOWN OF OCCOQUAN, VIRGINIA  
RESOLUTION R-2026-01**

**RESOLUTION OF APPRECIATION AND RECOGNITION TO  
BRENDA SEEFELDT ON THE OCCASION OF HER RETIREMENT FROM  
THE ARCHITECTURAL REVIEW BOARD**

**WHEREAS**, Brenda Seefeldt has been an integral part of the Occoquan community for over two decades, dedicating her time and talents for the betterment of the community and assisting the Town in multiple volunteer roles over the years; and

**WHEREAS**, on September 9, 2003, Ms. Seefeldt was nominated, appointed, and started her tenure as a member of the Architectural Review Board and on February 15, 2011, she was appointed acting chairperson and continued as chairperson until her resignation; and

**WHEREAS**, as a member and chairperson of the Architectural Review Board, Ms. Seefeldt was a strong advocate for preserving the historic and cultural character of the town's designated Historic District; and

**WHEREAS**, during her tenure, she played a critical role in fulfilling the Architectural Review Board's responsibilities, including reviewing and evaluating proposals and providing careful oversight for new construction, alterations, additions, and exterior modifications within the Historic District to ensure consistency with the Town's historic guidelines; and

**WHEREAS**, Ms. Seefeldt led and guided multiple updates to the Architectural Review Board Design Guidelines, strengthening the standards that safeguard the Town's architectural and cultural heritage; and

**WHEREAS**, Ms. Seefeldt devoted extensive time advising and reporting to successive Town Councils on Architectural Review Board actions, policies, and preservation matters, continually championing the importance of maintaining Occoquan's historic character; and

**WHEREAS**, after multiple terms and over twenty-two years of service on the Board, Ms. Seefeldt retired from the Architectural Review Board effective November 1, 2025; and

**WHEREAS**, Ms. Seefeldt's dedication, energy, and passion have earned her the respect and gratitude of the Town's residents, staff, her fellow Architectural Review Board members, and multiple Occoquan Town Councils; and

**WHEREAS**, the Town of Occoquan wishes to express its profound and sincere appreciation to Ms. Seefeldt for her dedicated service to the Occoquan community; and

**WHEREAS**, we all hope that Ms. Seefeldt, and the entire Seefeldt family, will continue to be active participants in the Occoquan community.

**NOW, THEREFORE, BE IT RESOLVED**, the Occoquan Town Council hereby congratulates Ms. Seefeldt on her retirement from the Architectural Review Board and wishes to express its profound and sincere appreciation to her for her service to the Occoquan community and wish her well in all her future endeavors.

**Adopted by the Town Council of the Town of Occoquan, Virginia this 6<sup>th</sup> Day of January, 2026.**

**MOTION:  
SECOND:**

**DATE: January 6, 2026  
Town Council Meeting**

**Votes**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

**BY ORDER OF THE TOWN COUNCIL**

**Attested:**

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

\_\_\_\_\_  
**Megan Lubash, Town Clerk**

DRAFT



# TOWN OF OCCOQUAN

## TOWN COUNCIL MEETING

### Agenda Communication

<b>9. Discussion Items</b>	<b>Meeting Date:</b> January 6, 2026
<b>9A: Mill Street Pocket Park Mural Design Contest Guidelines and Information</b>	

**Attachments:** Mill Street Pocket Park Mural Design Contest Guidelines and Information

**Submitted by:** Megan Lubash  
Asst. Town Manager

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

On October 7, 2025, the Town accepted a FY26 Community Vitality Grant (Pocket Park Grant) award from the Department of Housing and Community Development, Virginia Main Street. The Town was awarded a total sum of \$15,000.00 to improve an underused area of the historic downtown to create a new public space with community-based public art.

As part of the grant, a mural will be installed at the pump house building located at 172 Mill Street to add public art to the proposed Pocket Park. To choose the design, there will be a contest open to artists. Based on the prior mural project, the staff have drafted contest guidelines and information for Town Council review.

On November 18<sup>th</sup>, 2025 Town Council discussed additions and changes to the guidelines proposed. Mural Guidelines were changed to include no religious statements or influence (pg.6). Two more evaluation criteria were added to make the aesthetic component more objective: the use of color & light as well as the utilization of the space (pg. 6).

**Staff Request:** Staff is seeking feedback on the proposed Mill Street Pocket Park Mural Design Contest Guidelines and Information.



# Town of Occoquan Mill Street Pocket Park Mural Design Contest

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Thank you for your interest in the Town of Occoquan Mural Contest!

This contest was created to give local artists an opportunity to showcase their talents while transforming an underused area of the Town of Occoquan into a welcoming space for art and relaxation. The goal is to establish a vibrant public area that celebrates creativity and attracts visitors to the Town. One finalist will be selected from the submissions received and funded by the Town to bring their proposed design to life.

## **Project Details:**

### *Project*

The Town of Occoquan is working to transform a former pumphouse, now used as a storage shed, into a vibrant public art installation featuring artwork, seating, and greenery.

### *Specifications*

The maximum dimensions for the proposed mural project are approximately 135.75 inches (11.3 feet) wide by 124.75 inches (10.4 feet) high on each side of the building, totaling 543 inches (45.25 feet) in width and 124.75 inches (10.4 feet) in height.

Artists are not required to cover each wall in its entirety; however, the mural design must include artwork on all four sides of the building.

North face of building



Southside of Building



Westside of Building



East Side of Building & EV Charging Station



## Cost

The Town anticipates the total project cost for the mural to range between \$6,000 and \$8,000. The selected artist will be responsible for providing all materials and supplies. The Town will reimburse materials and supplies at the start of the process and issue final payment once the mural is completed. Overall costs will be considered in the award process.

### **Application Process:**

Applicants can submit their personal information, proposed design, cost estimate, 5-10 examples of previous work, and all other relevant information using the proposal form available at: [www.occoquanva.gov/public-art](http://www.occoquanva.gov/public-art). (link to be changed)

Please follow the guidelines and criteria as described on page 3 as you submit your application.

To ask questions or to arrange a tour of the site, please contact Megan Lubash at [mlubash@occoquanva.gov](mailto:mlubash@occoquanva.gov) or call (703) 491-1918.

### **Submission Deadline:**

The deadline for entry is February 6<sup>th</sup> at 5:00pm. Submissions should be through the portal or by email to: [townmanager@occoquanva.gov](mailto:townmanager@occoquanva.gov).

### **Project Timeline:**

Application Period: December 12 - Feb 6<sup>th</sup>

Review by Town Staff: February 9 - February 17<sup>th</sup>

Voting by Jurors: February 17<sup>th</sup> - February 24<sup>th</sup>

Selection of Winner: March: 3<sup>rd</sup>

Installation: April 1<sup>st</sup> - May 22<sup>nd</sup>

Reveal Ceremony: May 29<sup>th</sup>

## **Contest Guidelines and Award Process**

### **General Guidelines:**

These guidelines provide an overview of how to participate in the Town of Occoquan Mural Contest. They are intended to ensure that the selected mural enhances the community's appearance while maintaining public safety and welfare. Proposals that do not comply with these guidelines may be disqualified from the competition.

### *Mural Guidelines*

- Must be original artwork of the person(s) named on the entry form
- When possible, encourage public engagement
- No political, social, or religious statements or influences
- When possible, represent a pro-Occoquan message
- Happy, uplifting, inspiring and colorful in nature
- No advertisements, logos or copyrighted images
- Universal appeal – accepted and loved
- Follow the spirit of the Town’s Architectural Review Board guidelines, found at: [www.occoquanva.gov/architectural-review-board/](http://www.occoquanva.gov/architectural-review-board/)
  - Neon, fluorescent, or reflective type colors are discouraged
- Keep the piece relevant to the Town of Occoquan’s values, culture and people
  - Some theme ideas: natural beauty of the river, trails, & wildlife; Occoquan’s history

### *Artist Guidelines*

- Artist must have the capacity to paint/install the designs for themselves
- Artist must have the experience in this process or understand the right steps of scaling a small drawing to the mural space
- Artist must reside, work, or study in Virginia, Maryland, or the District of Columbia
- Artist must have the ability to work in the United States

### *Juror Guidelines*

- Jurors must be one of the following: resident, business owner, or member of a Town Board or Commission
- Jurors must submit an application explaining their relationship to town and view of public art
- Jurors must be available to vote between February 17<sup>th</sup> – February 24<sup>th</sup>

For examples of murals that the Town likes, see the appendix.

### **Evaluation Criteria:**

In deciding on the winner of the contest, the Town will use the below criteria:

1. The aesthetic beauty of the mural design
  - a. Use of color and light
  - b. Utilization of Space
2. The proposed design’s fidelity to the general guidelines
3. The qualifications and experience of the applicant
4. The estimated cost for the install of the mural

## **Awarded Mural Details:**

### *Ownership*

The Mill Street Storage Shed (172 Mill St.) is owned by the Town of Occoquan, and the completed public art will likewise be owned and maintained by the Town. The Town commits to maintaining the artwork for a minimum of three years.

### *Costs and Artist Responsibilities*

All work and costs involved in the creation and installation of the public art piece, including materials, supplies, and labor, will be the responsibility of the awarded applicant. The awarded applicant will be reimbursed by the Town for up to \$8,000 upon receipt of invoices or itemized receipts from the awarded applicant. The applicant must supply a comprehensive cost estimate (including the financial contribution expected from the Town and any other potential funding sources, if intending to use outside funds in addition to the Town's contribution), for the proposed public art piece.

The artist is to make sure that all paint and supplies are properly disposed of – paint or other materials are not to be left at the mural site between working sessions.

If traveling from out of the area, housing and transportation are the artist's expense. Artists may recruit the help of other artists to complete the mural.

### *Install Procedures*

The mural surface must be prepared to assure that the mural will have a long life. This may include pressure washing and/or wall surface base painting. The awarded applicant will collaborate with Town staff on what prep work needs to be done to ensure a quality finished mural. The artist will be responsible for ensuring the prep works completion.

Murals must be completed within the specified timeframe.

# Appendix: Mural Examples

Photo Opportunity



## History Inspired



DRAFT

Nature Inspired





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

<b>9. Discussion Items</b>	<b>Meeting Date:</b> January 6, 2026
<b>9B. Discussion on Utility Pole Mounted Holiday Decorations</b>	

**Attachments:** N/A

**Submitted by:** Earnest W. Porta, Jr.  
Mayor

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**Explanation and Summary:**

This is a discussion item to review and discuss the holiday decorations mounted on utility poles throughout the town.

In August, the Town Council commented on staff's plan to replace the older utility-pole-mounted holiday wreaths with new LED snowflakes and other shapes. At that time, the Council recommended that staff avoid replacing all of the wreaths and instead maintain the existing alternating "wreath/snowflake" pattern.

**Staff Request:** Provide clear direction to staff on utility pole decorations to support FY2027 budgeting.



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

<b>10. Discussion Items</b>	<b>Meeting Date:</b> January 6, 2026
<b>10C: Holiday Artisan Market</b>	

**Attachments:** 2025 Holiday Artisan Market Report

**Submitted by:** Tammy Hassett  
Event Director

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**Explanation and Summary:**

On December 6-7<sup>th</sup>, 2025, the Town held its Holiday Artisan Market, which featured a revised event footprint and updated vendor lineup. Staff has prepared the attached report for Council's review and discussion.

**Staff Request:** Staff is seeking feedback on the December 6-7<sup>th</sup> Holiday Artisan Market.

## HOLIDAYS IN OCCOQUAN 2025



### Annual Tree Lighting - November 22

The Town's annual Tree Lighting and holiday festivities were a great success, drawing a large and enthusiastic crowd of residents and visitors to kick off the holiday season. The evening featured live entertainment, including The Onyx Project's flash mob orchestra and interactive caroling, along with a roaming vocal and mandolin duet that added festive charm throughout the town. Mayor Earnie Porta officiated the time-honored tradition. A notable highlight of the evening was the addition of two cozy fire pits with seating and marshmallow roasting, which provided a warm and inviting gathering space for attendees. It also included a coffee vendor and funnel cake stand. Strong participation in Shop Late Night, extended business hours, and complimentary shuttle service further contributed to a vibrant, well-attended, and memorable community celebration.



## Holiday Artisan Market, December 6 & 7

The Holiday Artisan Market in historic Occoquan was very well received, bringing a festive and lively atmosphere to the heart of town. With more than 80 artisans lining Union and Commerce Streets, the event attracted strong foot traffic and enthusiastic community engagement, creating a twinkly, small-town holiday experience for residents and visitors. Many local businesses extended their hours to align with the market, further enhancing the weekend's success and supporting the local economy. Overall, the market showcased Occoquan's charm, strengthened our partnerships with artisans and businesses, and reinforced the town's reputation as a welcoming destination for seasonal events.



Fireside with Friends was a special addition to this year's market and was enjoyed by many attendees. The fire pits and s'mores in Market Square created a cozy gathering spot where visitors could relax, warm up, and spend time with friends and family. This feature helped make the event feel even more festive and memorable.

Santa arrived by boat on December 6<sup>th</sup>, once again escorted by Mayor Porta. A large, enthusiastic crowd gathered at the Town Dock to welcome him, cheering as he disembarked and waved to excited families. Santa then paraded down Mill Street, turned onto Union Street, and officially opened the Holiday Market. He and his Elf led a joyful sing-along with the crowd in Market Square before heading to Town Hall for one-on-one visits, where children and adults alike enjoyed time with Santa and captured photos together.



On Sunday December 7<sup>th</sup>, members of the Occoquan Elementary School music program entertained the crowd with festive songs and dance performances. Holiday cheer filled the air as town decorations and twinkling lights added to the charm of the celebration.



The Kids Tent was a popular feature of the market, offering a warm and welcoming space for children to enjoy holiday-themed activities. Kids had the opportunity to create ornaments, color festive pages, and write letters to Santa, providing a fun and creative experience for families throughout the weekend.

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children to enjoy holiday-themed activities. Kids had the opportunity to create ornaments, color festive pages, and write letters to Santa, providing a fun and creative experience for families throughout the weekend.

This year's market benefited from generally mild conditions, with cooler temperatures setting in after sunset. Attendance met expectations, and visitors enjoyed a comfortable and festive atmosphere throughout the weekend. Satellite parking and shuttle service were offered providing convenient access for patrons. Local businesses reported positive activity during the market, adding to the overall success of the event.

Thanks to the help of several wonderful volunteers and the support of council members who took part, we were able to host another enjoyable holiday event in Occoquan. The market brought residents and visitors together to celebrate the season and enjoy the festive spirit of our community.

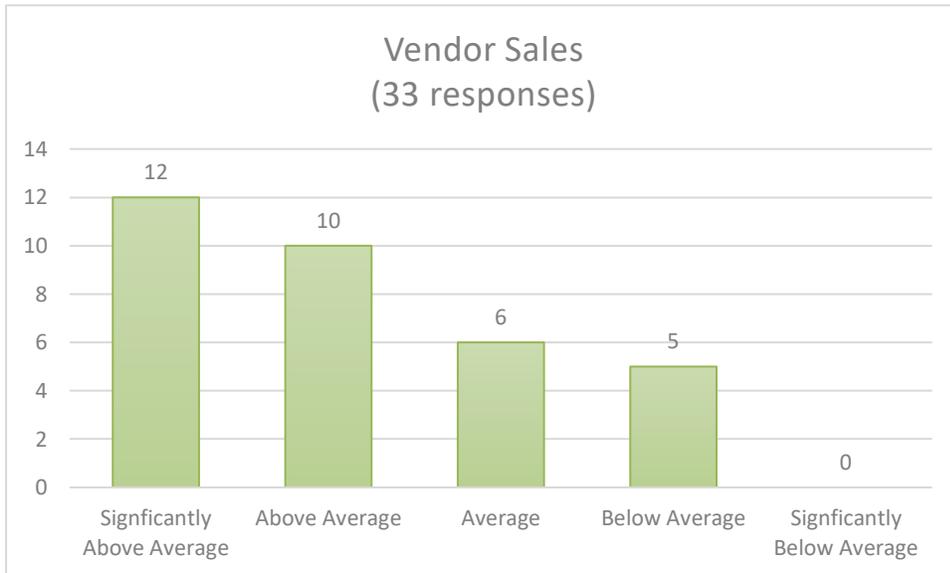
### **HOLIDAY ARTISAN MARKET EXPENSES AND REVENUES**

It is important to note that the Holiday Artisan Market was not held in 2024, and it is a different event than the HolidayFest held in 2023. Because of this, comparisons between the two should be viewed as general rather than direct.

			<b>FY2025 Actuals</b>
<b>Expenditure</b>			
	On-call Labor		1,771
	Total Material and Supplies		3076
	Equipment Rental		6,093
	Entertainment ( <i>VFW sponsored Santa this year, others were free</i> )		0
Expenses Total			<b>10,940</b>
<b>Revenue</b>			
	Booth Rentals		15,800
	Sponsorships		1,500
	Merchandise Sales		185
	Shuttle Sales		3,550
Revenue Total			<b>20,850</b>
<b>Net Revenue</b>			<b>9,910</b>

## HOLIDAY ARTISAN MARKET VENDOR FEEDBACK

Vendors were invited to share feedback on their experience during the Holiday Artisan Market in Occoquan. Forty-one percent responded, the highlights are outlined below.



## SUGGESTED CHANGES/CRITICISM

- Earlier ending time on Saturday (stated by several vendors)
- Too cold and less foot traffic after sunset
- Additional bathrooms needed
- Concerns about lack of foot traffic on upper Commerce toward Washington
- Possibly hot beverages and soups available for vendors. Hard to get food and wait on lines when you are trying to sell your goods.
- Narrow streets caused challenges for load in and load out

## POSITIVE FEEDBACK/FAVORITE ASPECT

- Friendly crowds
- Festive Environment
- Well Organized

## **HIGHLIGHTED STATEMENTS**

“I loved this event so much. I had a blast and so did all my friends and family who attended. I really want to do it again next year!”

“Our sales were off the charts and far better than the last time we were at an event there in Occoquan. Thank you so much for allowing us into the event.”

Many different activities included in this event for all ages, was really fun.”

“The s'mores bar and the fire were so nice to have.”

“Everything was perfect. Overall, the atmosphere was lovely, the team was kind, and the event was well-organized.”

“An absolutely charming and festive event! I believe that the new set up of the event along with all of the special activities and attention to details created a perfect holiday market for vendors and customers alike. It helped that the weather cooperated, too. It really was a Hallmark movie and people loved it. I also like that it is a smaller event than the spring and fall events and would like to see it stay with actual artisans and craftspeople. With all of these factors, it can truly grow to be a special holiday market unique from all others set in quaint Occoquan.”