



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

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Occoquan Town Council Town Council Meeting January 20, 2026 | 7:00 p.m.

1. **Call to Order**
2. **Public Hearing** pg.2
 - a. Public Hearing on Zoning Text Amendment to Establish Special Use Permit Requirements and Standards for Tobacco, Vape, Cannabis, or Psychoactive Establishment in the Town of Occoquan
3. **Consent Agenda** pg. 11
 - a. Request to Accept January 6, 2026, Town Council Meeting Minutes
4. **Regular Business**
 - a. Request to Appoint Member to the Board of Zoning Appeals pg.20
 - b. Request to Adopt Ordinance O-2026-01 to Establish Special Use Permit Requirements and Standards for Tobacco, Vape, Cannabis, or Psychoactive Establishment in the Town of Occoquan pg. 25
 - c. Request to Adopt Ordinance O-2026-02 Creating Specific Exterior Lighting Prohibitions, Violations, and Penalties pg.34
5. **Discussion Items**
 - a. Visit Occoquan Quarterly Report pg. 44
 - b. Front-in Only Parking in Angled Parking on One-Way Streets Discussion pg. 53
 - c. Union Street and Center Lane Parking Space Removal Discussion pg. 62
6. **Closed Session**
7. **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.



TOWN OF OCCOQUAN TOWN COUNCIL MEETING Agenda Communication

2. Public Hearing	Meeting Date: January 20, 2026
2A: Public Hearing on Zoning Text Amendment to Establish Special Use Permit Requirements and Standards for Tobacco, Vape, Cannabis, or Psychoactive Establishment in the Town of Occoquan	

Attachments: a. Public Hearing Advertisement
b. Draft SUP Ordinance

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a public hearing on a zoning text amendment to make changes to Chapter 157 of the Town Code. The proposed changes are intended to add a Section 157.248 on Special Use Permits for Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishment. The substantive change involves

1. Adding a new section to more clearly define, classify, and regulate § 157.240 et seq. focused on Special Use Permits for tobacco, vape, cannabis, and other psychoactive specialty establishments.

The draft ordinance is attached. The Planning Commission is expected to hold a public hearing at 6:30pm on January 20, 2026, and make a recommendation to the Town Council on the proposed ordinance.

This public hearing was advertised in The Washington Times on January 8, 2026, and January 15, 2026 as well as on the Town website and at locations around the town.

Town Staff's Recommendation: Recommend closing the public hearing.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:
"I move to close the public hearing."

OR

Other action Council deems appropriate.

TOWN OF OCCOQUAN, VIRGINIA

**NOTICE OF PUBLIC HEARINGS
FOR ZONING TEXT AMENDMENT FOR SPECIAL USE PERMIT**

January 20, 2026 @ 6:30 PM and 7:00 p.m.

Notice is hereby given in accordance with the Code of Virginia §§ 15.2-2204 of the Code of Virginia, as amended, that the Occoquan Town Planning Commission and Town Council will conduct concurrent Public Hearings on proposed amendments to the Zoning Ordinance. The proposed amendment is intended:

1. 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.

The proposed amendment is available for review in Town Hall, 314 Mill Street, Occoquan, VA 22125 and online at www.occoquanva.gov.

The hearing is being held on January 20, 2026, at 6:30 p.m. at the Occoquan Town Hall, located at 314 Mill Street Occoquan, VA 22125 by the Occoquan Planning Commission and then at 7:00 p.m. by the Town Council.

The Occoquan Town Hall is an accessible building. If a member of the public wishes to obtain an accommodation for a disability in order to participate in the public hearing, please contact the Town Hall Office Staff at 703-491-1918 to arrange for the accommodation as far in advance as possible.

**The Planning Commission and Town Council
of the Town of Occoquan, Virginia**

Run Dates: January 8th, 2026
January 15th, 2026

AD#99131

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 450 feet of any child day care center, park, or place of worship. No two such uses shall be located within four hundred and fifty 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
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: January 20, 2026
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Accept January 6, 2026, Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall – 314 Mill Street, Occoquan, VA 22125
Tuesday, January 6, 2026
7:00 p.m.

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

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Megan Lubash, Town Clerk / Assistant Town Manager; Jason Forman, Deputy Chief of Police; Tammy Hassett, Events Director; Martin Crim, Town Attorney; Kristin Shaw, Town Treasurer

1. CALL TO ORDER

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

Mayor Porta noted that Martin Crim, Town Attorney attended remotely.

2. PLEDGE OF ALLEGIANCE

3. CITIZENS' TIME

One resident spoke during Citizens' Time.

Justin L., a resident of Center Lane, spoke about a collision that occurred last year in which his parked vehicle was struck and damaged. He asked whether the parking spot at Union Street and Center Lane could be removed, or if other measures, such as installing cameras, could be implemented to better protect residents' vehicles.

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

Discussion on parking spot on Center Lane and Union Street Safety

Mayor Porta noted that this topic has been brought up several times before. When investigated in the past, the number of parking spaces in the Town has not been a consideration, but VDOT and other traffic engineers have mentioned this parking space serves as a de facto traffic calming measure. He directed Town Staff and Police Department to investigate this spot and similar ones such as the spot at Washington Street and Mill Street near the Post Office.

4. CONSENT AGENDA – Mayor Porta noted that since Council Members had questions about the items in the Consent Agenda he was pulling them all from the Consent Agenda to be voted on separately.

a. Request to Accept the December 9th Meeting Minutes

Councilmember Fithian had two corrections to the minutes. First, that Councilmember Love was listed as both absent and present; and second that the word “hundred” was duplicated in the draft ordinance. With those corrections made, Councilmember Fithian moved to approve the request to accept the December 9th minutes. Councilmember Love seconded. Motion passed unanimously by voice vote.

b. Request to accept Unmanned Aircraft Trade and Replacement Program Grant

Vice Mayor Loges moved to approve the request to accept the Unmanned Aircraft Trade and Replacement Program Grant. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

c. Request to Set Concurrent Public Hearing on ZTA for Special Use Permits for Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishments on January 20th, 2026.

Mayor Porta commented that he does not favor the format of holding joint public hearings with the Planning Commission. He stated that the structure of these joint public hearings is awkward and typically does not provide even minimal time to consider comments from the hearing before the Planning Commission and Town Council are expected to take action. Going forward he suggested that even on noncontroversial matters the Planning Commission's public hearing be held prior to the normally scheduled time for the Town Council meeting, followed by the Planning Commission meeting, again before the normally scheduled time for the Town Council meeting. This would then be followed by the Town Council's public hearing and regular meeting.

Mayor Porta, discussing the wording of the proposed ordinance with Vice Mayor Loges and Councilmember Daubresse, expressed concern that the wording was too broad regarding gummies. Vice Mayor Loges reminded Mayor Porta that the ordinance only impacts stores that devote more than 10 percent of their floor space to those types of goods.

Councilmember Fithian lauded the ordinance as being well written and well researched.

Councilmember Perkins, from a Planning Commissioner perspective, thought that the way the ordinance was drafted made sure that no current Town Businesses would be penalized.

Councilmember Perkins praised Vice Mayor Loges initiative in creating this ordinance and Town Attorney Crim's advice and guidance in this matter.

Mayor Porta asked Town Attorney Crim whether the 450 feet distance requirement would still allow for some properties in Town where businesses could apply for a SUP. Town Attorney Crim answered that there would be a few spaces in Town that would allow for these types of businesses using that distance.

Vice Mayor Loges drew attention to fact that similar ordinances in other Virginia municipalities use the metric of 1,000 feet from a residence, park, or place of worship as the exclusion zone. The size of Occoquan is such that 1,000 feet would exclude all of these businesses because of the density of residential properties in Occoquan.

Councilmember Perkins moved to set the Town Council Public Hearing on ZTA for Special Use Permits for Tobacco, Vape, Cannabis, or Psychoactive Specialty Establishments on January 20th, 2026. Vice Mayor Loges seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On December 12th, he attended part of the Seal the Deal Elopements with the Clerk of the Circuit Court Jacqueline Smith at Madigan's.
- On December 15th he attended the Menorah lighting event with Councilmember Love.

- On December 17th he attended the Volunteer Dinner. He thanked Town Manager Linn and Town staff for the gracious comments and gifts given to the Town Council members.
- On December 18th he oversaw the Leadership Prince William History and Government Day at VFW 7916 and the subsequent holiday party at Madigan's.
- On December 19th he judged the Occoquan Point & Barrington Point holiday lighting contest.

6. COUNCILMEMBER REPORTS

Councilmember Love indicated that this was the 3rd time he had raised his right hand in an oath and the 12th time in his life. He is looking forward to working with the Town and Town Staff in future endeavors.

Councilmember Daubresse was excited for setting out and mapping definitive goals for the Town for next year.

Vice Mayor Loges thanked Town Staff for the gift of the ornaments. She and her husband appreciated that they were made in the United States by a veteran owned company.

7. BOARDS AND COMMISSIONS

Planning Commission Chair Perkins noted that they are working on finishing the Comprehensive Plan for 2026-2036 by the end of July. They will meet the standard by the end of June and then try to do surveys and research to amend the document afterwards.

Mayor Porta noted that it was a heavy lift for the Planning Commission and Town Staff to do the Comprehensive Plan in less than 6 months' time and that he thus thought meeting the statutory requirement but then proceeding with additional analysis and recommendations was a sound strategy.

Councilmember Daubresse, the Town Council Representative for the Architectural Review Board, reported that there were three applications approved. Michelle White was elected as the chair of the Architectural Review Board (ARB). The ARB also discussed alternatives to the A-frame sign and use of vinyl on a chalkboard sign.

Mayor Porta advised that the ARB should be thorough and comprehensive about the A-frames since there is a lot of history related to those guidelines.

8. ADMINISTRATIVE REPORTS

a. Administrative Report

Town Manager Linn gave two updates. The first concerned River Road. He advised that the Town Engineer completed an auto-turn calculation and found they could not safely add another parking spot at the front of the street. The home at the end of River Road parks four cars on their property. Parking enforcement is ongoing and complaints and issues have decreased. Currently, there are some concerns with the cars in the last house blocking others access to moving their trash cans when they have too many cars parked on the property.

The second update was that Town Manager Linn requested a speed study in October from the Prince William County Department of Transportation for traffic on Washington Street. After repeated requests, the County responded on January 6th, that the average speed was 26 miles per hour and that this was not more than 5 miles above the speed limit. Town Manager Linn reminded them that

the speed limit on Washington Street is 20 miles per hour and requested the raw data from the study. The County indicated that they had lost a speed sensor loop so they did not have the data but would be redoing the study in the beginning of January.

Mayor Porta stated that he expects that if the speed study shows the real average speed to be around 26 miles per hour that the speed study will be unsatisfying and that the real issue is the need for a sidewalk on west side of Washington Steet.

Vice Mayor Loges and Councilmember Perkins remarked that the hill near the crosswalk is not safe because of sightlines of cars on that hill.

Councilmember Daubresse asked if a speed table was a possible solution. Town Manager Linn mentioned that VDOT would not consider that if the average speed was not high enough to qualify for speed remediation.

Mayor Porta believed that the fundamental issue is that the crosswalk, installed at the Town's request, is at an unsafe location.

Mayor Porta asked about Stormwater Infrastructure, specifically if we will be getting reimbursements this quarter. Town Manager Linn said that this was the goal, but to submit the documentation to EPA, the Town needed the priorities list from the engineering contractor.

Councilmember Daubresse asked how much of the grant was already spent, which Town Manager Linn replied was about \$10,000 and would be around \$27,000.00 by the time the priorities list is made. Councilmember Daubresse then asked if the \$900,000.00 was already allocated. Town Manager Linn reminded Town Council that the original solution, containing lining the stormwater pipes went from a \$800,000.00 cost to a proposed \$2.4-million-dollar cost.

Mayor Porta explained the long length of time and many pitfalls associated with acquiring money from state and federal grants. Mayor Porta, Councilmember Fithian, and Councilmember Perkins discussed grants from the state in regards to Riverwalk.

Councilmember Love mentioned he would talk and work with Staff in finding practical funding alternatives to move forward with the Riverwalk expansion.

Mayor Porta wanted to applaud the Public Safety Department of the Town for their work with events, but also with cooperation with other jurisdictions. Their ability to collaborate with other law enforcement and first responder agencies allows the Town to acquire many tools frugally.

Mayor Porta also wanted to follow up on a request from a resident about including a personal community events or meetups posting area in the Town newsletter. Councilmembers appear to be against the idea, and Mayor Porta indicated that he was not able to confirm that the Town of Clifton ever had a personal community events or meetups area in their newsletters. Councilmember Love believes the initiative is inappropriate for the Town's newsletter.

b. Town Treasurer's Report

Vice Mayor Loges asked if the vehicle that the Town is trying to sell should be sold for a lower amount. She is concerned that the Town will incur up-keep and maintenance costs if the vehicle remains in Town.

Town Manager Linn noted that the Town regularly starts the car and checks it. The car is no longer tagged, under the Town's insurance, or being operated as a vehicle. Town Manager Linn noted that the Town will try to sell the car again by the end of this quarter.

Vice Mayor Loges applauded Town Staff for cleaning up the trash along Rt. 123 with alacrity when it had accumulated. Town Manager Linn gave credit to Deputy Chief Forman and the crew of staff and police involved in the clean up along the road.

Vice Mayor Loges then spoke about the Meals Tax delinquencies; she wanted to know if they were current. Town Manager Linn noted that they were delinquent on a payment plan and have moved to collections. Town Manager Linn mentioned the next step would be going to court.

Town Treasurer Shaw mentioned that Real Estate Taxes are being processed by Deputy Treasurer Auville and that she has found a way to automate much of the process for the following year.

Mayor Porta noted a legacy remnant in the Financial Statements for the middle column and suggested that it should read, 'Unaudited income/expense' to which the Town Treasurer agreed. Town Treasurer Shaw mentioned she will try to automate these reports to make them standardized when she has time after the audit.

Mayor Porta noted that the expenses look within normal bounds. The Mayor saw a note that the report was on an accrual basis. Town Treasurer Shaw mentioned this was an automatic note from QuickBooks and that the statements are still on a cash, not accrual, basis.

c. Town Attorney's Report

Mr. Crim provided a written report as part of the agenda packet. He also reminded the Town Council that a copy of the cannabis bill is not yet available, as it has not been introduced. Additionally, he noted that the three sponsors of the cannabis bill signed an editorial saying they would not include a referendum provision. He explained that in California, including a referendum provision effectively prevented retail marijuana stores from operating, allowing black-market sales to dominate the market.

Mayor Porta added that law enforcement is frustrated with not having a rapid test for marijuana. Town Manager Linn noted he will be attending a symposium on that topic.

9. REGULAR BUSINESS

a. Request to Approve Resolution of Appreciation for Brenda Seefeldt R-2026-01

Councilmember Daubresse moved to approve the resolution of appreciation for Brenda Seefeldt. Council member Fithian seconded. Motion passed unanimously by roll call vote.

10. DISCUSSION ITEMS

a. Discussion on Mill Street Pocket Park Mural Design Contest Guidelines and Information

Mayor Porta thought it was well put together. He asked Town Attorney Crim of the verbiage, "there can be no political, social, or religious statements of influences." Town Attorney Crim said that while the statement was vague, people will understand what it means.

Mayor Porta did not like that the verbiage looked like the Town was only reimbursing for materials and not paying a commission to the artist. Town Manager Linn replied that the intent was to reimburse materials up front and then the commission or additional payment upon completion.

Mayor Porta would like it to be a set commission amount and then a budgeted amount for materials costs. The Mayor asked Town Manager Linn how this process occurred for the Mural at Route 123 and he said it was similar. Mayor Porta remembered that the commission and cost was \$5,000.00, which was criticized by the Prince William Arts Council as being too low.

Councilmember Daubresse recommended having a cap on the costs of materials which Councilmember Fithian thought was a good idea.

Mayor Porta then suggested a set commission and then materials costs and suggested \$5,000.00 plus materials costs. Town Manager Linn added that Town Staff believes it will cost closer to \$8,000.00 for commission and costs.

Mayor Porta asked Town Attorney Crim if this could be discussed in closed session. Town Attorney Crim said that this kind of procurement did not appear to qualify for what could be discussed in closed session. Town Attorney Crim then advised that requests for proposals have a \$5,000.00 dollar commission and up to \$3,000.00 for supplies and materials.

Mayor Porta, using Town Manager Linn's advice, suggested setting the commission at \$6,000.00 and having the applicants submit a budget for materials and supplies, with which the other councilmembers agreed.

b. Discussion on Utility Pole Mounted Decorations

Mayor Porta wanted to discuss this topic of replacing wreaths with snowflakes or another design. Deputy Chief Forman presented as a spokesperson for Town Staff to show the direction of the Holiday 2026 Proposal.

Deputy Chief Forman identified some challenges from this holiday season as storage & inventory, electrical & power, and décor consistency. He and Events Director Hassett have started organizing and inventorying the current decorations. He suggested having primary zones to ensure consistency and replacing wreaths with a new unified pole decoration over time as the wreaths reach the end of their life.

Deputy Chief Forman also wanted to improve the fullness and color unity of the Town Tree and other trees in the Town's parks and Historic District while also adding lights to the roof top of other government buildings as was done for the Mill House Museum. He mentioned that Public Works and Events are looking at new options for contractors for decorating the Town.

Councilmember Perkins appreciated the concept of having a more unified look. He also suggested a custom tree topper that epitomizes Occoquan.

Vice Mayor Loges reminded Town Staff that the Town Tree needs maintenance throughout the year to better shape and maintain it. Deputy Chief Forman noted that Town Staff is looking into having an arborist or our landscaping contract perform tree maintenance and the Town has funds allocated for this effort.

Vice Mayor Loges commented that the pole mounted wreaths have a character and historic charm to

them and would like to find a way to incorporate them in future plans.

Councilmember Daubresse asked if there were currently 44 pole mounted snowflakes and wreaths. Town Manager Linn and Deputy Chief Forman replied that there were currently 41 pole mounted decorations.

c. Discussion on Holiday Artisan Market

Events Director Hassett started recapping the Annual Tree Lighting. This year there were two fire pit areas that were well attended with the goal of creating movement on Mill Street.

Councilmember Fithian asked about the food vendors at the fire pits and if they were successful. Events Director Hassett explained that while food sales were slow early in the day, they revved up at night; coffee and drinks sales were steady throughout the event.

Mayor Porta mentioned that as in years past he had received multiple complaints that the musical acts performing just before the tree lighting could not be heard and expressed his preference for continuing to have such groups walk through the town singing or at set locations like the fire pits where the smaller crowds did not absorb all the sound, but not have them try to entertain the large crowd gathered immediately before the tree lighting. To make them heard at the latter would require a multiple-microphone sound system that would likely only get used once a year for a short time and thus not be cost-effective.

Vice Mayor Loges noted that having one person lead the crowd gathered for the tree-lighting in a sing-a-long was a possible solution. Building off that, Councilmember Daubresse noted that a curated list of songs that younger children would enjoy could also help. Mayor Porta supported both suggestions, mentioning that some groups, such as the New Dominion Choraliers, have preferred to sing traditional Christmas carols as opposed to some more generic holiday songs, and that a curated song list would thus be helpful.

Councilmember Fithian remembered a pianist on an electric piano that was loud enough to be heard that invited attendees to sing along.

Events Director Hassett then talked about the Holiday Artisan Market which had a new footprint, covering Commerce and Mill Streets. The shuttle was efficient in getting attendees to the event. There were 80 vendors and many attendees reported the ambiance as being charming. One thing to change in the next year will be the inclusion of port-a-potties. Events Director Hassett also noted feedback asking to start the event earlier on both days as people would like to shop in the morning and end sooner.

Councilmember Perkins noted that the event had a very different atmosphere in the day and at night. He proposed doing different activities and events in the day and at night to add to the effect. He particularly liked, as a connoisseur of holiday markets, that both the Town and then vendors decorating their booths added to the holiday ambiance of the event.

Councilmember Fithian noted that she received many accolades towards the kid's booth but indicated she thought including Chanukah as well as Santa and Christmas activities would be a great addition.

Events Director Hassett noted that the event started with Santa arriving by boat and parading through town. The Market Square was also a great facet as a central place for entertainment during

the event. The Fireside with Friends, put together by Councilmember Perkins and his friends, was very well received. Town Manager Linn noted that the roadway was burned by the firepits and caution should be taken in future years.

Events Director Hassett noted that the s'mores, which were sponsored by Westminster, were a great success, with s'mores being exhausted very quickly and having to change over to just marshmallows for the rest of the day.

Councilmember Perkins noted that after having talked to the Westminster contact they would like to have their booth closer to their sponsorship items (the s'mores) or central. Events Director Hassett noted that Westminster is a strong sponsor for events in Occoquan and they have already committed to sponsorships for future shows.

Next Events Director Hassett spoke on community engagement projects such as "Fill the Sleigh". The Donation box in Town Hall was filled with donations and Volunteer Prince William was able to make 14 very full gift baskets for seniors.

Events Director Hassett talked about the post market vendor survey with 33 responses from the 80 vendors. The responses were very positive and reported average or above average sales.

Councilmember Perkins noted that the vendors approached him saying they loved the atmosphere that the event created,

Councilmember Daubresse wanted to know if there was a different way of vetting this market than the other two, as he noted the quality of the artisans was higher for this market. Events Director Hassett noted that this market had no commercial and only makers, which is harder to do at the larger two shows. She also noted that 17 more spots could be added to this footprint. She could have added more vendors but declined to prevent certain categories from being overrepresented. She did mention that bringing in gourmet food vendors could be a new category to include in future markets.

Events Director Hassett and Town Manager Linn applauded the work of Events Coordinator Bastone in curating the success of these events. The Town Manager also thanked both Events Director Hassett's and Events Coordinator Bastone's husbands for their help and support.

Deputy Chief Forman noted that there was a great amount of public safety planning and effort that started before these events started. He had to walk a tight line of keeping Town staff and attendees feeling safe to successfully put on the event while thwarting conspiracies in the background.

Mayor Porta asked Town Manager Linn if Prince William County's change of radio encryption would impact the Town of Occoquan. Town Manager Linn responded that the Town had proactively coordinated when they received the new radios to include the new encryption keys and programming.

11. ADJOURNMENT

The meeting was adjourned at 9:23 p.m.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Regular Business	Meeting Date: January 20, 2026
4A: Request to Appoint Member to the Board of Zoning Appeals	

Attachments: a. Draft Resolution R-2026-02

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt the attached draft resolution recommending the appointment of Ms. Alexis Wright to a five-year term on the Board of Zoning Appeals (Board), ending January 31, 2031. Mrs. Vikki Soma, who has served on the Board, resigned effective January 31, 2026, which is the conclusion of her current term.

Although appointments to the Board of Zoning Appeals are made by the Prince William County Circuit Court, the Town Council is responsible for recommending a candidate to the Court for each vacancy.

In accordance with Town Code, Article 33.20, the Board is to consist of five residents of the town, who are appointed by the Circuit Court for a five-year term. Members are able to serve consecutive terms.

Staff Recommendation: Recommend adoption of the attached resolution.

Proposed/Suggested Motion:

"I move to adopt Resolution R-2026-02 to submit the following name to the Prince William County Circuit Court for appointment to the Occoquan Board of Zoning Appeals: Alexis Wright for a term through January 31, 2031."

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN

CANDIDATE APPLICATION FORM For Town Council Appointed Boards, Commissions, and Committees

Membership on the Town’s Boards and Commissions provides citizens the opportunity to become actively involved in town affairs. When a vacancy exists on a board or commission, the Town Council will interview and evaluate candidates based on his or her interests, education, philosophy and work experience according to the functions of that particular board or commission in which the candidate is being considered.

Date: 9 JAN 2026 Résumé Attached: Y N

Name: Margaret Alexis Wright

Address: [REDACTED] PO Box: [REDACTED]

Primary Phone: [REDACTED] Alternate Phone: [REDACTED]

Email: [REDACTED]

Are you a Town resident? (Circle one) Y N If yes, year moved to Occoquan: 2024

Do you own or operate a business in Town? (Circle One) Y/ N
If yes, name of business: _____

Have you ever served on a Town of Occoquan board or commission or on the Town Council? Y/ N
If yes, please explain: _____

Please summarize your education, employment and participation in community activities as it relates to this application. Please feel free to include your résumé as an attachment to this application.

Community Involvement:

Benefits Officer at VFW Post 7916 (Nov 2025 - Present); Cleaned Up after the Occoquan Holiday Artisan Market 7 Dec 2025

Girl Scouts of Texas Oklahoma Plains Board of Directors (April 2020 – Present)

U.S. Naval Academy Office of Admissions - Blue and Gold Officer (March 2020 – Present)

The Love Pit Animal Rescue – Innovative Programs & Advocacy Assistant (November 2019 – December 2021);

Virginia Beach Animal Adoption Center Volunteer (2016-2018);

Kennedy Center for the Performing Arts Volunteer (2007-2013)

Tutor at the Beaufort City Library (2005-2007)

Employment and/or Volunteer Work Experience:

Marine Corps Civilian GS-14 at Training & Education Command (2020 - Present)

Marine Corps Reserve LtCol (2002 - Present)

Other Relevant Experience and/or Educational Background:

United States Naval Academy Bachelor of Science in Ocean Engineering 2002

Johns Hopkins University, School of Advanced International Studies (SAIS)

Masters of International Public Policy 2012

U.S. Command & General Staff College- Masters of Military Arts & Sciences 2016

Are you available to participate in evening meetings, at least one per month? Y N

Which days of the week are you NOT available to meet? Tuesdays

Please note that participation on Town boards and commissions requires regular attendance at scheduled meetings. Information on meeting requirements and responsibilities of the board or commissions is available in Chapter 2, Administration of the Town Code available at www.occoquanva.gov.

On which board, commission, or committee are you interested in participating? (Check all that apply.)

Standing Boards and Commissions:

Board of Zoning Appeals Planning Commission* Architectural Review Board

*Planning Commission membership requires certification within two years.

Please explain your interest in serving on the board(s) you have selected above.

Zoning Appeals will be a great place for me to learn more about the town and how I can best serve in the future. I love the Occoquan aesthetic and want to preserve it.

M. Alexis Wright
Applicant Signature

9 JAN 2026
Date

Mail Completed Application To:

Town of Occoquan
ATTN: Town Clerk
PO Box 195
Occoquan, VA 22125

Drop Off Completed Application To:

Town of Occoquan Town Hall
314 Mill Street, Occoquan, VA
M-F, 9 am - 4 pm

Email Completed Applications To: info@occoquanva.gov
Questions? Visit www.occoquanva.gov or call (703) 491-1918.

M. ALEXIS WRIGHT

Current Top Secret / SCI Security Clearance

Marine Corps Training & Education Command (TECOM) MCB Quantico, VA
Security Assistance Branch Head (GS-14, Hours / week: 40-50) August 2020 – Present

- Formulate and implement coordinated USMC training policy in order to meet the Commandant's Planning Guidance; assess the TECOM Campaign effects and validate the Campaign Plan
- Coordinate proper staffing of Joint and Task Management Tracker (TMT) actions affecting TECOM interests; supervise and assist in delegating via TMT, provide feedback and lessons learned for future implementation across the Marine Corps
- Supervise five civilian employees

Marine Corps Advisory Company Alpha JBAB Washington, DC
Executive Officer (LtCol, Hours / week: 8 outside of Reserve Drills) October 2019 – February 2025

- Provide oversight of all staff functions and support the Commander in running an 85-person Marine Corps Reserve unit of senior officers and staff non-commission officers
- Train to build, maintain, and strengthen strategic relationships with a Foreign Security Force (FSF) in order to promote joint and multinational operability
- Served as a Civil Affairs Marine in this unit from 2016-2018

United States Marine Corps Forces North Various locations, Mexico
Advisor, Assistant OIC (O-5/LtCol, Hours / week: 50-60) October 2018 – September 2019

- Trained Mexico's Secretaría de Marina leadership on integrating intelligence into their planning process
- Reviewed training plans and security assistance programs related to Mexico and Central America; Planned and conducted special studies and articulated to the 44-person team the assignment, project, problem to be solved, actionable events, milestones, program issues under review, deadlines, and time frames for completion

Naval Special Warfare Development Group Virginia Beach, VA
Dep Director / Program Manager (GS-14, Hours/week: 40-60) March 2013 – August 2018

- Recruited, selected, and supervised 31 civilian employees; articulated their performance standards; mentored military and civilian personnel; and provided continuity amongst geographically and culturally distinct staff
- Developed administrative guidelines within the command; implemented joint staff policies; and ensured compliance with relevant federal law, Federal Acquisition Regulations (FARs), and Department of Defense (DoD) policy
- Managed all program and financial requirements of numerous concurrent multimillion-dollar acquisition, procurement and service related projects. Identified four mission-critical shortfalls requiring contracted solutions, supervising the process from gaining the commander's initial approval to contract award and implementation
- Managed a \$54M annual budget and \$150M in overseas infrastructure and equipment requirements
- Initially hired as a GG-13, Supervisory Intelligence Specialist responsible for managing seven civilian intelligence analysts and seven contract analysts; supported the Director of Intelligence with the management of over 120 intelligence professionals on a rotational basis; conducted liaison and operational coordination with the Intelligence Community

Headquarters Marine Corps – International Affairs Branch Washington, DC
Program Manager (O-4/Major, Hours / week: 40-50) June 2012 – March 2013

- Advised the Commandant of the Marine Corps (CMC) and Headquarters Marine Corps leadership on theater security cooperation activities, training opportunities, security assistance programs, and contingency plans
- Addressed Interagency issues and monitored Marine Corps initiatives to ensure comprehensive interagency coordination consistent with national security strategies and defense planning guidance
- Continued to serve in this position through June 2015 in a Marine Corps Reserve capacity in the IMA Detachment

Office of the Secretary of the Navy Washington, DC
Executive Assistant / Protocol Officer to the Secretary of the Navy October 2009 – September 2011
(O-3/Captain, Hours / week: 60-80)

- Planned, coordinated and executed programs, events, and other protocol duties in support of the Secretary of the Navy, to include conferences, ceremonies, official social events, visits, and arrivals of official guests in support of the Secretary's overarching foreign and domestic policy goals
- Managed the Secretary's extensive guest lists, regularly corresponded with members of Congress, presidents and executives of major defense contractors, Department of Defense leadership, and White House officials

M. ALEXIS WRIGHT

158 Washington St; Occoquan, VA 22125 • (512) 630-5105 • m.alexis.wright.5@gmail.com

Current Top Secret / SCI Security Clearance

- Interpreted pertinent regulations concerning the use of Official Representation Funds, maintained records of official social events as well as gifts purchased and presented using those funds

Defense Intelligence Agency

Washington, DC

Program Manager (O-3/Captain, Hours / week: 40-50)

June 2007 - September 2009

- Served as Intelligence Operations Officer and Planner in the Global Force Management Division
- Volunteered and selected for a highly competitive deployment to provide all-source intelligence analysis support to a Joint Special Operations Task Force in Afghanistan (June to October 2009)

Marine Aircraft Group 31

Beaufort, South Carolina

All-source Intelligence Officer (O-2/1st Lieutenant, Hours/week: 40-80)

October 2003 - May 2007

- Directed intelligence support and training for MAG-31, a 1300 person organization. Planned, coordinated and executed intelligence collection and dissemination within the headquarters and subordinate units
- Deployed twice as the Squadron Intelligence Officer in support of Operation Iraqi Freedom (OIF)

Park University

Beaufort, South Carolina

Adjunct Professor (Hour / week: 4-8)

October 2004 - July 2006

- Taught College Algebra to Marines while deployed aboard USS HARRY S TRUMAN and to Al Asad Airbase, Iraq

EDUCATION

U.S. Command & General Staff College

Fort Leavenworth, Kansas

Masters of Military Arts & Sciences

June 2016

- One of 12 (out of 1200) students selected as an Art of War Scholar, Military History concentration

Johns Hopkins University, School of Advanced International Studies (SAIS)

Bologna, Italy

Masters of International Public Policy

May 2012

United States Naval Academy

Annapolis, Maryland

Bachelor of Science in Ocean Engineering

May 2002

AWARDS & CERTIFICATIONS

- Joint Civilian Service Commendation Award, August 2018
- Marine Corps Civil Military Operations School, Civil Affairs Course, June 2017
- Joint Staff Officer Training Course, March 2008
- Marine Air-Ground Task Force (MAGTF) Intelligence Officer Course, April 2006
- Anti-Terrorism Force Protection Level II Certification, December 2005
- Naval Security Manager's Course, August 2004
- Joint Commendation Medal, October 2009, December 2009
- Navy Commendation Medal, 2011 / Navy Achievement Medal, 2005, 2007

ADDITIONAL INFORMATION

- Girl Scouts of Texas Oklahoma Plains Board of Directors (April 2020 – Present)
- U.S. Naval Academy Office of Admissions - Blue and Gold Officer (March 2020 – Present)

Volunteer History: The Love Pit Animal Rescue – Innovative Programs & Advocacy Assistant (November 2019 – December 2021); Virginia Beach Animal Adoption Center Volunteer (2016-2018); Kennedy Center for the Performing Arts Volunteer (2007-2013); Tutor at the Beaufort City Library (2005-2007)

Interests: Completed five marathons, multiple Ragnar Relay Races, an extensive traveler and SCUBA diver



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

4. Regular Business	Meeting Date: January 20, 2026
4b. Request to Adopt Ordinance O-2026-01 to Establish Special Use Permit Requirements and Standards for Tobacco, Vape, Cannabis, or Psychoactive Establishment in the Town of Occoquan	

Attachments: a. Draft Ordinance O-2026-01

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to adopt Ordinance O-2026-01 to add a new section in Chapter 157 of the Town Code to establish special use permit (SUP) requirements and standards for Tobacco, Vape, Cannabis, or psychoactive establishments in the Town of Occoquan.

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.

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.

At the October 7, 2025, Town Council meeting, the Council discussed and passed Resolution R-2025-14 which referred the matter of creating a Zoning Text Amendment to require SUPs for shops selling tobacco, nicotine, vapes, cannabis, and/or related items for recommendation to the Planning Commission.

At the October 28, 2025, Planning Commission meeting, the Planning Commission discussed and received presentations on SUPs and establishing SUPs related to businesses selling tobacco, vape, cannabis, or psychoactive products. The Planning Commission directed staff to draft an ordinance for their review and discussion. At the December 16th Planning Commission Meeting, the planning commission reviewed, discussed, and edited the draft ordinance and voted to hold a public hearing on the draft ordinance on January 20, 2026, at 6:30pm.

At the January 6, 2026, Town Council meeting, the Town Council moved to set a public hearing on January 20, 2026, regarding the proposed ordinance.

Staff Recommendation: Adopt the ordinance as presented.

Town Attorney Recommendation: Adopt the ordinance as presented.

Proposed/Suggested Motion:

“I move to adopt Ordinance O-2026-01 to establish special use permit requirements and standards for Tobacco, Vape, Cannabis, or Psychoactive establishments in the Town of Occoquan as presented.”

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 450 feet of any child day care center, park, or place of worship. No two such uses shall be located within four hundred and fifty 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.

BY ORDER OF THE TOWN COUNCIL

Meeting Date: January 20, 2026

Town Council Meeting

Ord No. O-2026-01

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

MOTION:

SECOND:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

4. Regular Business	Meeting Date: January 20, 2026
4c. Request to Adopt Ordinance O-2026-02 on Lighting	

Attachments: a. Draft Ordinance O-2026-02

Submitted by: Adam C. Linn
 Town Manager

Explanation and Summary:

This is a request to adopt Ordinance O-2026-02 creating specific exterior lighting prohibitions, violations, and penalties.

Background:

The Town Council has addressed exterior lighting concerns for many years. In 1998, the Council enacted Town Code §157.285 to protect dark skies and promote the general welfare by controlling the spillover of light onto adjacent properties, reducing glare from outdoor luminaires, and limiting excessive lighting levels along property lines and public roadways to enhance public safety.

Since then, lighting technology and terminology have advanced, and light pollution is now recognized as a growing threat to public health, welfare, safety, and quality of life. Excessive or poorly directed light contributes to sleep disruption, environmental harm, energy waste, and roadway visibility issues.

On December 9th, the Town Council addressed the draft ordinance, and a concern was raised regarding the maximum Correlated Color Temperature (CCT) of lights. Town Council directed staff and the Town Attorney to review and revise the ordinance to address the concerns.

The proposed ordinance updates the Town’s standards to reflect modern science and best practices, ensuring exterior lighting supports both safety and community livability and address the CCT concerns raised on December 9th.

The ordinance is placed in Section 92 – Health and Sanitation rather than the zoning code because light pollution is fundamentally a public health and nuisance issue, similar to noise or odor, and affects residents regardless of zoning district. Regulation under Section 92 allows town-wide application, clearer enforcement of ongoing maintenance issues, and a more direct connection to the Town’s responsibility to protect public health, safety, and welfare.

Staff Recommendation: Adopt the ordinance as presented.

Town Attorney Recommendation: Adopt the ordinance as presented.

Proposed/Suggested Motion:

"I move to adopt Ordinance O-2026-02 regarding lighting as presented."

OR

Other action Council deems appropriate.

CHAPTER 92: HEALTH AND SANITATION

ARTICLE 92.40 - LIGHT

§ 92.40 DECLARATION OF FINDINGS AND POLICY.

The Town Council hereby finds and declares that light pollution caused by excessive light and glare is a serious hazard to the public health, welfare, commerce, peace and safety and the quality of life; that a substantial body of science and technology exists by which light pollution caused by excessive light and glare may be substantially abated; that the people have a right to and should be ensured an environment free from light pollution caused by excessive light and glare that may jeopardize the public health, welfare, commerce, peace and safety, degrade the quality of life, or have adverse effects on birds, other wildlife and nocturnal ecosystems; and that preventing such light pollution caused by excessive light and glare serves a substantial governmental interest.

(Ord. O-2026-01, passed ___-___-2026)

§ 92.41 DEFINITIONS.

For purposes of this article the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ANSI/IES. The Illuminating Engineering Society (IES) is an American National Standards Institute (ANSI)-recognized Standards Development Organization. ANSI/IES Recommended Practices are universally recognized as authoritative references for indoor and outdoor lighting applications.

ARTIFICIAL LIGHT AT NIGHT (ALAN). Light that is created from human technology, rather than a naturally occurring process. Also sometimes known as anthropogenic lighting.

CORRELATED COLOR TEMPERATURE (CCT). The measured color appearance of light emitted by a light source described using a nominal value stated in kelvins (K). Lower CCTs (1800 K to 2200 K) appear very warm or amber. Medium CCTs (2700 K to 3900 K) appear “warm white” or “neutral white,” similar to standard incandescent bulbs. High CCTs (4000 K and higher) appear “cool white” or “blue.”

DARKSKY. DarkSky International is a non-profit organization that works to restore the nighttime environment and combat light pollution. They manage the DarkSky Approved Luminaires Program that promotes high-quality lighting for outdoor environments that minimizes light pollution, including sky glow, light trespass, obtrusive light, and harmful impacts to people, wildlife, and plants. For a luminaire to be DarkSky Approved, it must demonstrate that it meets the five principles for responsible outdoor lighting: (1) all light should have a clear purpose; (2) light should be directed only to where it is needed; (3) light should be no brighter than necessary; (4) light should be used only when it is useful; and (5) warmer-color lights should be used where possible.

DAYTIME. The local time of day between the hours of 6:00 a.m. and 10:00 p.m. weekdays, and from 9:00 a.m. to 10:00 p.m. on Saturdays, Sundays and legal holidays observed by the Town government unless otherwise specified.

FESTOON. A strand of bulbs or lamp sources attached to a flexible cable or within a tube that runs between two points. Also commonly referred to as illuminated tubing or string lights.

FLOODLAMP or FLOODLIGHT. A specific form of lamp designed to direct its output in a specific direction (a beam) but with a diffusing glass envelope. Such lamps are so designated by the manufacturers and are typically used in residential outdoor area lighting.

FOOTCANDLE (fc). A quantitative unit of measure referring to illuminance. One Footcandle is equal to one lumen uniformly distributed over an area of one square foot. It is the luminous flux per unit area in the Imperial system. One Footcandle equals approximately 10.764 lux.

FULLY SHIELDED. A Luminaire designed or shielded in such a manner that no light is emitted, either directly or indirectly, at or above a horizontal plane running through the lowest light-emitting part of the luminaire. No part of the bulb may extend past the horizontal plane of the fully opaque material of the luminaire. Also commonly referred to as full cutoff fixtures.

GLARE. The visual sensation produced by a bright light source within the visual field that is sufficiently brighter than the level to which the eyes are adapted. This sensation can cause annoyance, discomfort or cause an individual to squint or turn away, which is detrimental to navigation and public safety at night. The magnitude of glare depends on such factors as the size, position, brightness of the source, and on the brightness level to which the eyes are adapted.

HIGH INTENSITY DISCHARGE LAMP. A mercury vapor, metal halide or high- or low-pressure sodium lamp.

ILLUMINANCE. Measured in Lux or Footcandles (fc), the total luminous flux incident at a point on a surface.

INITIAL LUMENS. The lumens emitted from a lamp as specified by the manufacturer of the lamp.

LAMP. The component of a luminaire that produces light. A lamp is also commonly referred to as a bulb.

LIGHT LEVEL. The maintained Luminance or Illuminance value.

LIGHT POLLUTION. Excessive or unnecessary light traveling into areas where it is not needed or wanted. This can be in the form of Light Trespass, Glare, or upward emitted light that contributes to sky glow. All forms of Light Pollution at night have negative impacts on health and welfare.

LIGHT TRESPASS. Unwanted light entering another property without purpose or permission.

LUMEN (lm). A standard unit of measurement for visible light (luminous flux) of a light source or lamp.

LUMINAIRE. A complete lighting unit consisting of a lamp or lamps together with the components designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply. A Luminaire is also commonly referred to as a fixture or lighting fixture when permanently attached to real estate.

LUMINANCE. The intensity of light emitted from a surface per unit area in a given direction.

LUX. The SI metric system unit of measure for Illuminance. One hundred lux equals approximately nine (9.29) Footcandles.

OPAQUE. A material that does not transmit light from an internal illumination source.

NIGHTTIME. Those times excluded from the definition of Daytime.

PROPERTY BOUNDARY. An imaginary line along the ground surface, and its vertical extension, which separates the real property owned, leased, or otherwise legally controlled by one person or entity from that owned, leased, or otherwise legally controlled by another, including intra-building real property divisions.

PUBLIC AREA. Any real property owned by any unit of government, including, but not limited to, public rights-of-way, sidewalks, parks, and buildings.

RESIDENTIAL PROPERTY. For the purposes of this Article, this refers to properties used for residential use purposes regardless of its zoning district.

RESIDENTIAL AREA. Any building or other structure in which one or more persons resides on a permanent or temporary basis, including, but not limited to, houses, apartments, condominiums, hotels, and motels.

SEASONAL LIGHTING. Exterior or site lighting that is portable, temporary, decorative, and used in connection with national holidays and other cultural traditions. This includes but is not limited to string lighting, icicle lighting, and lighted inflatables, none of which are intended for general illumination use.

SECURITY LIGHTING. Illumination used specifically to protect people, property, and infrastructure from criminal threat.

THIS ARTICLE. This subchapter of Ch. 92 of this code.

(Ord. O-2026-01, passed ___-___-2026)

§ 92.42 ADMINISTRATION AND ENFORCEMENT.

(A) The police department may issue a summons for violations of this article and may be assisted by other Town departments as required.

(B) Nothing in this section shall preclude a private citizen from obtaining a magistrate’s summons based upon a probable cause determination by the magistrate’s office.

(Ord. O-2026-01, passed ___-___-2026)

§ 92.43 VIOLATIONS.

(A) Criminal violation. Any person who owns or is in possession of property where light emanates from or is in charge of the source of light, is guilty of the following offenses if that light violates the provisions of this article. A person may be charged with separate offense for any violation set forth in this article, once every twenty-four hour period regardless of whether the violation emanates from the same Lamp, Luminaire, or property.

(1) For offenses that occur and for which the person received a summons prior to that person having been found by a court of competent jurisdiction to be in violation of this article, a Class 4 misdemeanor; and

(2) for any other additional offenses by the same person within twelve months of that person having been found in violation of this article, regardless of whether the violation emanates from the same Lamp, Luminaire or property, a Class 2 misdemeanor.

(B) Any person issued a summons punishable under this article, shall give a written promise to appear at such time and place specified on the summons and they shall be released from custody. However, if that person fails or refuses to discontinue the use of the Lamp or Luminaire in violation of this article, the officer may proceed to arrest without a warrant according to the provisions of *Code of Virginia* § 19.2-82.

(C) In addition to and not in lieu of the penalties prescribed in this section, the Town may apply to the circuit court for an injunction against the continuing violation of any of the provisions of this article and may seek any other remedy or relief authorized by law.

(Ord. O-2026-01, passed ___-___-2026)

§ 92.44 MAXIMUM PERMISSIBLE LIGHT LEVELS AND CORRELATED COLOR TEMPERATURE GENERALLY.

(A) Except as otherwise provided in this article, any light which emanates from any source and which exceeds the maximum permissible light levels or correlated color temperature (CCT) established in this section below is hereby prohibited. Such light levels or CCT shall be measured at the property boundary of the property upon which the luminaire or light source exists or at any point within any other property affected by the light.

(B) Light Level: All exterior light fixtures shall be Fully Shielded and individual Lamps in outdoor fixtures shall not exceed 2,800 Initial Lumens.

(C) Light Trespass: Light Trespass, vertical or horizontal, shall not exceed one-half (0.5) Footcandles, or 5.382 lux, at the property line of the property upon which the light source exists or at any point within any other property affected by the light.

(D) Correlated Color Temperature (CCT): The maximum allowable CCT for exterior Luminaires is 3900 K.

(E) Persons performing construction of public projects, repair or maintenance work for such projects, or persons performing work for private or public utilities for the repair of facilities or restoration of services shall not be subject to the levels enumerated above.

(Ord. O-2026-01, passed ___ - ___ -2026)

§ 92.45 SPECIFIC PROHIBITIONS.

Except as expressly provided otherwise in this article, the following are prohibited exterior lighting and violations of this article:

(A) Exterior lighting that interferes with the safe movement of motor vehicles, cyclists, and pedestrians in the public right-of-way by creating the experience of Glare. Prohibited lighting that contributes to Glare includes, but is not limited to:

(1) Any lighting that is shined into oncoming traffic or crosswalks and disables the vision of a motor vehicle operator, cyclist or pedestrian, has a motion sensor triggered from motion past the property line, or involves distracting motion video, or;

(2) Any light that is strobing or blinking. However, Festoons or Seasonal Lighting that are used on a temporary basis not exceeding a total of 60 calendar days per calendar year only when such lighting does not shine into oncoming traffic or crosswalks and does not disable the vision of a motor vehicle operator, cyclist, or pedestrian shall be allowed.

(3) Any lighting that contributes to traffic control confusion (e.g., sources resembling or imitating first responders or law-enforcement, traffic, or railroad signals).

(B) Beacons and searchlights, except for emergency use by authorized first responders.

(C) Laser source light or any similar high intensity light when projected above the horizontal plane.

(D) Structure-mounted Floodlights that are adjustable and outward-facing. However, Floodlights used for Security Lighting shall be allowed during Nighttime hours if they are exclusively controlled by motion detection in compliance with § 92.46(A).

(E) High intensity discharge lamps, including but not limited to low-pressure sodium and mercury vapor light sources.

(Ord. O-2026-01, passed ___-___-2026)

§ 92.46 EXEMPTIONS.

The following activities or sources of light shall be exempt from the prohibitions set forth in this article:

(A) Luminaires used for Security Lighting purposes that are activated exclusively by motion detection that shall return to their prior state no greater than fifteen (15) minutes after activity is no longer detected.

(B) Lighting on state-maintained roadways. Luminaires installed on public utility poles in a public right-of-way or public streetlights and any lighting of Town parks, facilities, or other Public Areas.

(C) Temporary lighting approved for special events, festivals, and community benefit, provided the approved lighting still meets Section 92.45 for Specific Prohibitions and Section 92.44(C) for Light Trespass and it does not exceed a CCT of 3900 K.

(D) Underwater lighting used for the illumination of swimming pools and fountains.

(E) Lighting that is mandated by federal or state law, including but not limited to: navigational lighting systems regulated by the Federal Aviation Administration; any conflicting building code or Department of Transportation illumination requirements; lighting for first responders, emergency procedures, and worker safety mandated by the Virginia Department of Labor and Industry or Federal Occupational Safety and Health Administration regulations.

(F) Any Luminaire that was approved by the Town of Occoquan Zoning Administrator pursuant to site plan approval for the use on the property, until such Luminaire is replaced. After a replacement, the Luminaire is no longer exempt from the application of this Article. Replacement of a Luminaire shall mean a change of fixture type or change to the mounting height or location of a fixture. Routine lighting fixture maintenance, such as changing lamps or light bulbs, ballast, starter, photo control, and other similar components shall not constitute replacement and shall be permitted provided such changes do not result in an increase to CCT or higher lumen output.

(Ord. O-2026-01, passed ___-___-2026)

§ 92.47 MEASUREMENT PROCEDURES.

When this Article requires measurement of the Light Level or CCT, the measurement shall be as follows.

(A) Illumination limits and CCT are measured vertically 1.5 meters (5ft) above grade with the meter held perpendicular to the ground and aimed toward the light source in question.

Unless otherwise specified, limits are measured at any location along a property line or at any point within any other property affected by the light.

(B) If a Luminaire is equipped with more than one lamp, the lumens of the lamp with the highest Initial Lumens shall determine the lumens emitted.

(C) Method of measurement. Illumination levels shall be measured with a photoelectric photometer having a spectral response similar to that of the human eye, following the standard spectral luminous efficiency curve adopted by the International Commission on Illumination (CIE). The instruments shall be maintained in calibration and good working order. A calibration shall be made at the time of any light measurement. Measurements recorded shall be taken so as to provide a proper representation of the light source.

(D) Unless otherwise specified in this Article, the measurement shall be made at:

- (1) The property boundary on which such light is generated;
- (2) Any point within the receiving property affected by the light; or
- (3) Any public area including, but not limited to, any public streets, docks or sidewalks.

(E) When at the time of measurement of illumination levels or CCT there are sources of light visible by the individual operating the photometer that originate from properties other than the property from which the illumination level or CCT is being measured, there shall be a rebuttable presumption that the measurement obtained originated from the property from which the illumination level or CCT was being measured. The property owner, possessor of the property where the light emanates, or the individual in charge of the source of light may rebut the presumption that the Luminaire violates:

- (1) the Light Level limitations of § 92.44(B) or CCT limitations of § 92.44(D) by providing proof that the Initial Lumens or CCT of the lamp, as found on the manufacturer's stamp or label on the lamp, is below the maximum values provided herein; and
- (2) the Light Trespass limitations of § 92.44(C) if they turn off the light and the enforcement official takes a second illumination level reading, subtracts the second reading with the Luminaire off from the first reading, and the difference does not exceed the limitation found in § 92.44(C).

(Ord. O-2026-01, passed ___-___-2026)

ORDINANCE # O-2026-02

AN ORDINANCE TO AMEND CHAPTER 92 OF THE TOWN CODE

BE IT ORDAINED by the Council for the Town of Occoquan, Virginia meeting in regular session this 20th day of January, 2026:

1. That the Town Council hereby amends the Town Code as presented in the attached; and
2. That this ordinance is effective upon passage.

BY ORDER OF THE TOWN COUNCIL

Meeting Date: January 20, 2026
Town Council Meeting
Ord No. O-2026-02

RE: AN ORDINANCE TO AMEND CHAPTER 92 OF THE TOWN CODE

MOTION:
SECOND:
ACTION:

Votes:
Ayes:
Nays:
Absent from Vote:
Absent from Meeting:

CERTIFIED COPY _____
Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

5. Discussion Items	Meeting Date: January 20, 2026
5a: Visit Occoquan, Inc. FY26 Second Quarterly Report	

Attachments: 2025 Second Quarterly Report

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a discussion item to review and discuss Visit Occoquan's report on the second quarter of Fiscal Year 2026's events and marketing. A representative from Visit Occoquan will present the attached report and answer questions from the Town Council.

Staff Request: Provide feedback on the report.

Visit Occoquan Virginia

Marketing, Social Media & Tourism FY26 QUARTER 2 REPORT

Report produced by Sarah Hitchcock Burzio

Visit Occoquan Executive Director | sarah@visitoccoquanva.com



About

Quarter 1

October 1, 2025 to Dec 31, 2025

Financial Commitment

\$5,000

Goals

To provide the Town of Occoquan with marketing, tourism promotion, education, and economic development services, plus engage the business community as a partner with the Town of Occoquan.

Hours

Board of Directors
(5 volunteers):
Roughly 40 hours

Executive Director
(1 part-time staff):
Roughly 350 hours

At a Glance

0.57%

growth

in email
subscribers

56.2%

decrease

in Instagram
reach

53.57%

open rates

in email
marketing

163.9K

views

on our top
Facebook post

31%

increase

new Instagram
followers

35-44

age range

highest follower
demographic

Board & Staff

STAFF: Sarah Hitchcock Burzio, *Executive Director*

BOARD: Jordan Sanders, *President*
Petra Carden, *Vice President*
Ben Rasmussen, *Secretary/Treasurer*
Jess Bastone, *Member/Town Seat*
Gretchen Chapman, *Member*
Walt Seiberling, *Member*
Matt Whitmoyer, *Member*



Email Marketing

Subscriber growth over time:

DATE	LIST TOTAL	GROWTH
Dec. 31, 2025	15,100*	0.57%
Sep. 30, 2025	15,013	10%
June 1, 2025	13,647	47%
June 1, 2024	9,285	35%
June 1, 2023	6,880	31%
June 1, 2022	5,265	

Breakdown

Residents	4
Businesses	7
Comms Emails:**	11
Oct/Holiday Events	3
General/Multiple Events	3
Marketing Emails:	6

TOTAL EMAILS	17
---------------------	-----------

*Fall Craft Show, Halloween & Holiday Event subscribers have not yet been imported.

**Comms emails are logistical in nature and include things like the monthly Town newsletter, snow removal, business

Statistics

Open Rates	53.57%
Comms Emails Marketing	72.69%
	52.21%
Click Rates	1.76%
Unsubscription Rate	0.29%

Marketing emails with the highest open rates were Nov. Upcoming Events & VMS Survey.

OCT 1 - DEC 31, 2025

Sent	17
Recipients	73,372
Opens	38,911
Clicks	1,278
Unsubscribes	211
Replies	0
Soft + Hard Bounces	739

Analysis

While email marketing continues to be our most targeted way to stay in touch with our audience and promote events, I do believe people feel bogged down with emails in the Thanksgiving to Christmas timeframe. Every retailer is sending sales email and ever nonprift is sending EOY dontation requests.

I lookat all emails from the past and see which have done the best for us and start to push more of that nature. In general for Q2, the Upcoming Events emails (sent monthly) were highly opened and clicked through.

Social Media

Instagram

Views ⓘ

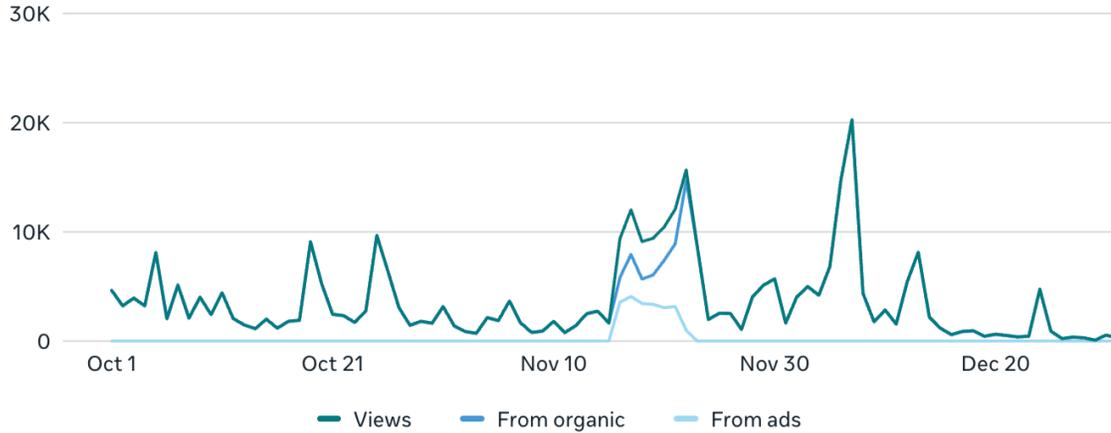
336.5K ↓ 33.2%

Reach ⓘ

35.6K ↓ 56.2%

Content interactions ⓘ

8.9K ↓ 15%



Views breakdown

Oct 1, 2025 - Dec 31, 2025

Total

336,505 ↓ 33.2%

From organic

314,794 ↓ 23.2%

From ads

21,711 ↓ 76.8%

Published content ⓘ

Based on up to 200 pieces of content

-15.0% vs. Jul 1, 2025 - Sep 30, 2025

Stories

181

Posts

62

Top Posts



Looking for your local Hallmark holiday...

Sun Nov 16, 12:50pm

61.9K 1.3K

14 343



Congratulations to @thai_ghang_waan_...

Sun Oct 19, 11:21am

95.1K 725

33 92



Join us Saturday, October 25 for our...

Sun Oct 5, 6:53am

28.6K 320

6 75



Congratulations to @evidimassage on...

Tue Oct 7, 1:24pm

15.4K 257

51 7



It's almost time for the Occoquan Holiday...

Sun Nov 30, 11:43am

82.9K 371

19 171

Ad spend: \$550

Ad spend: \$500

Social Media

Facebook

Views ⓘ

815.1K ↑ 24.9%

3-second views ⓘ

24.9K ↑ 3.5K%

1-minute views ⓘ

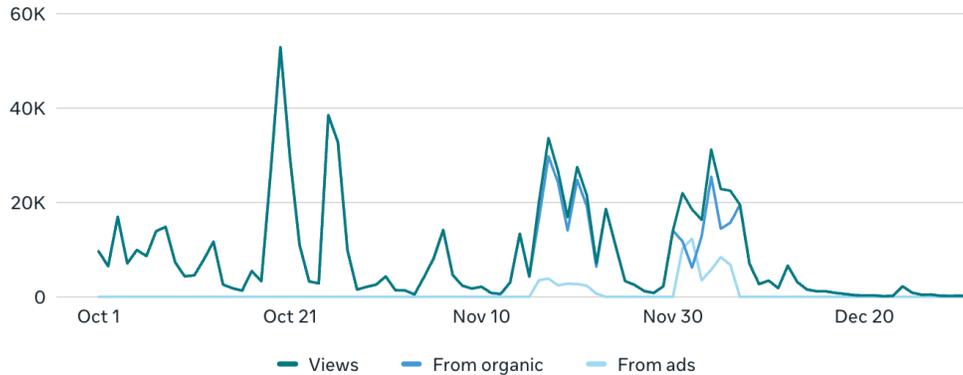
195 ↑ 19.4K%

Content interactions ⓘ

7.4K ↑ 34.5%

Watch time ⓘ

4d 15h ↑ 4.1K%



Views breakdown

Oct 1, 2025 - Dec 31, 2025

Total

815,068 ↑ 24.9%

From organic

749,677 ↑ 37.6%

From ads

65,391 ↓ 39.4%

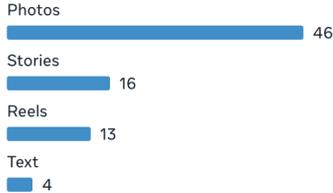
Viewers ⓘ

261,374

Published content ⓘ

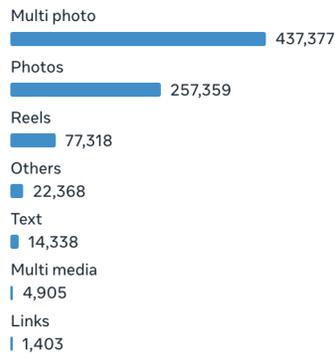
Based on up to 200 pieces of content

+14.5% vs. Jul 1, 2025 - Sep 30, 2025



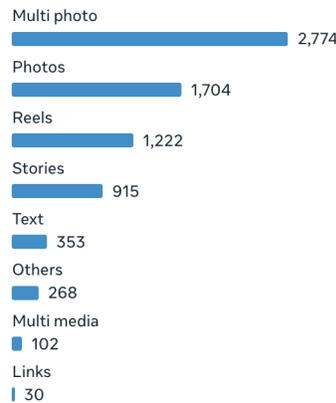
Views ⓘ

+24.9% vs. Jul 1, 2025 - Sep 30, 2025



Content interactions ⓘ

+34.5% vs. Jul 1, 2025 - Sep 30, 2025



Top Posts



Congratulations to @thai_ghang_waan_...

Sun Oct 19, 11:22am

95.1K views, 725 likes, 33 comments, 92 shares



It's almost time for the Occoquan Holiday...

Sun Nov 30, 11:43am

82.9K views, 371 likes, 19 comments, 171 shares



This morning's annual Costume Parade &...

Sat Oct 25, 9:06am

72.0K views, 339 likes, 9 comments, 17 shares



It was a beautiful weekend in Occoqua...

Mon Oct 20, 7:55am

45.2K views, 192 likes, 2 comments, 12 shares



NOTICE: Parking restrictions & road...

Wed Dec 3, 6:00pm

37.9K views, 91 likes, 7 comments, 25 shares

Social Media

Monthly Breakdown

Instagram

Facebook

	# of posts*	Follows	Views	Reach	Interactions	# of posts*	Follows	Views	Reach	Interactions
June 2024	20	unavailable	unavailable	8.3K	unavailable	11	83	unavailable	47.7K	1,167
July 2024	8	unavailable	unavailable	3.9K	unavailable	10	60	unavailable	59.1K	463
August 2024	14	unavailable	unavailable	5.3K	unavailable	18	40	unavailable	18.6K	329
September 2024	31	unavailable	unavailable	24.6K	unavailable	20	113	unavailable	31.1K	1,342
October 2024	21	unavailable	unavailable	12.4K	unavailable	20	43	57.4K	17.6K	777
November 2024	23	unavailable	19.2K	8.6K	778	24	72	77.7K	25.1K	1,207
December 2024	20	unavailable	27.1K	5.5K	991	18	38	26.4K	7.7K	410
Janaury 2025	10	73	36.9K	9.6K	1.7K	16	218	184.8K	105.9K	4,244
February 2025	8	72	20.7K	4.9K	748	8	42	35.9K	18K	453
March 2025	6	154	15K	3.3K	528	19	32	17.2K	7.3K	377
April 2025	21	173	33.8K	5.9K	1,241	20	51	33.7K	10.9K	714
May 2025	23	962	93.8K	34.6K	3,986	19	186	193.5K	69.1K	2,041
June 2025	25	585	115.43K	20.1K	3,433	27	170	193.1K	60K	2,283
July 2025	19	161	76.2K	6.6K	1,494	28	82	93.9K	35.5K	1,483
August 2025	17	153	65.3K	5.7K	1,273	17	64	48.7K	17.9K	763
September 2025	27	1,946	362.1K	77K	7,726	24	547	510K	161.8K	3,231
October 2025	19	143	105.5K	8.7K	2,570	18	319	356K	unavailable	2,503
November 2025	25	706	134.6K	25.6K	4,245	22	270	269.9K	unavailable	3,186
December 2025	18	156	96.4K	10.5K	2,049	22	112	189.2K	unavailable	1,679

Posts include main feed video, photo, and text posts. They do not include stories, of which we post 40-60 monthly, depending on the number of events and information to share.

Green highlighted months are when we ran paid advertisements. Ads bring in more followers and engagement, which has lasting results beyond the limited ad spend period.

Websites

OccoquanFestivals.com

Oct. 1 - Dec. 31, 2025

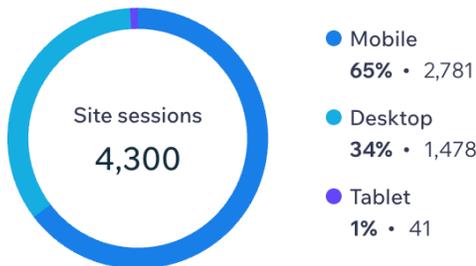
4,300
Site Sessions

3,372
Unique Visitors

New vs returning visitors



Sessions by device



Sessions by traffic source



VisitOccoquanVA.com

Oct. 1 - Dec. 31, 2025

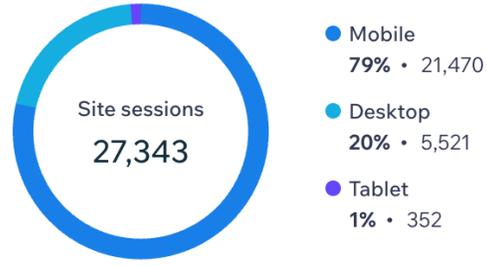
27,340
Site Sessions

19,213
Unique Visitors

New vs returning visitors



Sessions by device



Sessions by traffic source



Beyond the Contract

Noteworthy for FY26 Q2

Virginia Mobilizing Main Street

In October, Visit Occoquan launched a VMS supplied survey for the community to participate in. This survey provided data for an in-person event and report in December.

Reps from Main Street America and Virginia Main Street visited Occoquan on Thursday, December 4th at Town Hall, participating in focus groups and a presentation to the board.

Make Your Mark Awards

Some members of the board attended the PWC Make Your Mark event on Thursday, Nov. 13 at the Marine Corps Museum. Sarah Burzio and Visit Occoquan were nominated for awards at this event. Sarah is the Occoquan District representative for the PWC Economic Development Calibrate Committee, which was formed to help business development throughout the county.

Event Participation

Visit Occoquan supplied concessions & bar support for the Murder Mystery and Hocus Pocus nights in the park in October.

We ran the Shop, Dine & Win contest for businesses, running Nov. 22 - Dec. 7. Over \$2,000 in gift cards were donated and 22 winners each received four \$25 gift cards to use at businesses around town, through March 31, 2026.





TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

5. Discussion Items	Meeting Date: January 20, 2026
5b: Front-in Only Parking in Angled Parking on One-Way Streets Discussion	

Attachments: None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

During Citizen’s Time on December 9, 2025, a Town resident raised concerns regarding vehicles parking front-facing in the angled spaces within the Business District (B-1), particularly along Mill Street. The resident described this practice as a safety hazard and an impediment to traffic flow, noting that maneuvering into these diagonal spaces takes longer and can temporarily disrupt moving traffic.

Town Manager Linn and Town Attorney Crim provided brief comments, noting that district court judges can be subjective when determining how many signs must be posted for such parking regulations to be considered enforceable.

Staff has reviewed the Town Code Chapter 73 regarding Parking Regulations and Virginia Code 46.2-889 as well as reviewed accident data related to parked cars along Washington Street, Mill Street, Commerce Street, and Union Street (one-way directions). Staff does believe that front in parking would be preferred.

Staff Request: Staff is seeking feedback on requiring front in parking in angled parking spaces in the Business District.

CHAPTER 73: PARKING REGULATIONS

Section

73.01 Enforcement of parking regulations

73.02 Restricted and no parking areas generally

73.03 Parking prohibited in specific places

73.04 Parking commercial vehicles, recreational vehicles, and trailers

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73.12 Removal of motor vehicles, vehicles, or trailers against which there are outstanding parking violations

73.13 Parking districts

73.99 Penalty

§ 73.01 ENFORCEMENT OF PARKING REGULATIONS.

(A) It shall be the duty of the Police Department to enforce the parking regulations of the town.

(B) The police officer shall attach to the vehicle in violation a notice that such vehicle has been parked in a manner that fails to comply with the provisions of this chapter, and that the appropriate sum, according to the fine schedule, may be paid to the Town Treasurer or his or her duly appointed agent within ten days from the time of noncompliance appearing on such notice, exclusive of Saturdays, Sundays, and national holidays, and further notifying such owner that if the appropriate fine is paid within such time, no action shall be taken to prosecute the owner for the excessive or improper parking specified on such notice; otherwise, the owner will be in violation of this chapter, and a summons will be issued.

(C) If any person should fail to pay the appropriate fine, the police officer who issued the citation shall notify the violator on the records of the State Department of Motor Vehicles that the fine provided by law for such violation may be paid within five days of receipt of such notice. The notice to the violator shall be contained in an envelope bearing the words "Law Enforcement Notice" stamped on its face in type at least one-half inch in height.

(D) If a person should fail to respond to the notification, the police officer who issued the citation shall obtain a summons through the magistrate's office. If the officer issuing the original citation does not or cannot cause a summons to be issued in accordance with this section, the Chief of Police or his designated agent may cause such summons to be issued. Such summons shall be in a form, and shall be served, as provided by law, and the trial shall be a trial of the original parking citation.

(E) If any person should contest a parking citation, a request shall be made in writing to the Town Clerk or his or her duly appointed agent for an appointment for a slot on the issuing officer's court date. If the person cited is under age 18, the case will be heard in juvenile and domestic relations district court; if the person cited is 18 years or older, the case will be heard in general district court.

(F) The Town Treasurer or his or her duly appointed agent is authorized to collect the fines cited in this section and deposit them in the General Fund of the town treasury.

(1998 Code, § 62-111) (Ord. O-2014-05, passed 12-2-2014; Ord. O-2023-16, passed 12-5-2023)

§ 73.02 RESTRICTED AND NO PARKING AREAS GENERALLY.

The Chief of Police is hereby authorized and directed to make, promulgate and enforce rules and regulations for the parking or stopping of vehicles upon the highways; to classify vehicles with reference to parking or stopping; to designate the time, place and manner in which such vehicles may be allowed to park or stop upon the highways; to designate areas for bus stops, taxi stands and loading zones; and to revoke, alter or amend such rules and regulations at any time when, in the Chief's opinion, traffic conditions and the use of the highways require. It shall be the duty of the Chief, upon the promulgation of such regulations and before they shall become effective, to give such public notice thereof, by establishing and posting signs or otherwise as may be reasonably adequate to make clear to the operators of vehicles in no parking or restricted parking areas the existence, nature and requirements of such regulations. From and after the effective date of regulations imposed in any area by virtue of this section, it shall be unlawful for any person to stop or park any vehicle in any restricted or prohibited area otherwise in accordance with this regulations.

(Ord. 0-2023-16, passed 12-5-2023)

§ 73.03 PARKING PROHIBITED IN SPECIFIC PLACES.

(A) When parking in locations other than marked parking space, no person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer:

- (1) On or blocking a sidewalk;
- (2) In front of a public or private driveway;
- (3) On a pedestrian crosswalk;
- (4) Alongside or opposite any street excavation or obstruction when such parking would obstruct traffic;
- (5) On the roadway side of any vehicle parked at the edge or curb of a street (double parking);
- (6) In a restricted zone where such zone is marked by official signs or markings unless the vehicle properly falls within the permitted class for the restricted zone;
- (7) In a marked fire lane;
- (8) Upon any bridge;
- (9) At any place where signs prohibit parking;

(10) In any location or manner which operates to obstruct traffic;

(11) On the wrong side of the street (left wheel to curb);

(12) Across marked lines of a parking space unless the parking space is too small to avoid such manner of parking;

(13) Over the top of the curb;

(14) In a restricted zone in excess of the permitted time limit, where such zone is marked by official signs or markings, unless the vehicle properly falls within the permitted class for the restricted zone;

(15) Alongside a yellow curb; and/or

(16) At or in the vicinity of a fire, vehicle accident, or other area of emergency, in such a manner as to create a traffic hazard or interfere with law-enforcement officers, fire fighters, rescue workers, or others whose duty it is to deal with such emergencies. Any vehicle found unlawfully parked in the vicinity of a fire, accident, or area of emergency may be removed by order of a law-enforcement officer or, in the absence of a law-enforcement officer, by order of the uniformed fire or rescue officer in charge, at the risk and expense of the owner if such vehicle creates a traffic hazard or interferes with the necessary procedures of law-enforcement officers, fire fighters, rescue workers, or others whose assigned duty is to deal with such emergencies. The charge for such removal shall not exceed the actual and necessary cost. Vehicles being used by accredited information services, such as press, radio, and television, when being used for the gathering of news, shall be exempt from the provisions of this section, except when actually obstructing the law-enforcement officers, fire fighters, and rescue workers dealing with such emergencies.

(B) No person other than a police officer or a person acting at the direction of the Police Department shall move a vehicle onto any such prohibited area or away from a curb such distance as is unlawful, or start or cause to be started the motor of any motor vehicle, or shift, change, or move the levers, brake, starting device, gears, or other mechanism of a parked motor vehicle to a position other than that in which it was left by its owner or driver, or attempt to do so.

(1998 Code, § 62-112) (Ord. O-2023-16, passed 12-5-2023) Penalty, see § 73.99

Statutory reference:

Parking in certain locations, see VA Code § 46.2-1239

§ 73.04 PARKING COMMERCIAL VEHICLES, RECREATIONAL VEHICLES, AND TRAILERS.

(A) No person shall park any commercial vehicle, recreational vehicle, boat, or any trailer or semi-trailer, regardless of whether such trailer or semi-trailer is attached to another vehicle, on or alongside roads, highways and streets in any area of the town except that, during regularly scheduled school hours, school buses may be parked in town by their drivers for a continuous period not to exceed four hours.

(B) This section shall not be applicable to vehicles picking up or discharging passengers or merchandise or stopped for less than 15 minutes to make necessary repairs or pursuant to the performance of work or service in residential areas or utility generators located on trailers and being used to power network facilities during a loss of commercial power.

(C) For the purpose of this section, the term **COMMERCIAL VEHICLE** shall mean every motor vehicle with a gross weight of more than 6,500 pounds, or in excess of 246 inches (20 feet, five inches) in length or in excess of 84 inches (seven feet) wide, or in excess of 100 inches (eight feet, four inches) tall. The term shall also include all construction dump trucks, equipment, cranes, well-construction activities at sites where building permits are in force. For purposes of this section, vehicle dimensions shall include all attachments, accessories or load on the vehicle except rear view mirrors.

(D) For the purpose of this section, the term **RECREATIONAL VEHICLE** shall mean every vehicle in excess of 16 feet in length or eight feet in height, which is designed primarily for use as living quarters for human beings.

(E) For purposes of this section, the term **BOAT** shall include boats mounted on trailers.

(F) Any person found guilty of violating the provisions of this section shall pay a fine as set forth in § 73.99.

(1998 Code, § 62-113) (Ord. O-2023-16, passed 12-5-2023) Penalty, see § 73.99

§ 73.05 PARKING ON PRIVATE PROPERTY.

No person shall stand or park a vehicle on any private lot or lot area without the express or implied consent of the owner of such lot or area. Whenever signs or markings have been erected on any lot or lot area contiguous or adjacent to a street, thoroughfare, or alley indicating that no vehicles are permitted to stand or park thereon, it shall be unlawful for any person to drive a vehicle across any curb or lot line or over any driveway from a street or alley into such lot or area for the purpose of standing or parking such vehicle, or for any person to stop, stand, or park any vehicle in such lot or area.

(1998 Code, § 62-114) (Ord. O-2023-16, passed 12-5-2023) Penalty, see § 73.99

§ 73.06 DISABLED PARKING.

(A) It shall be unlawful for any nondisabled operator of a motor vehicle to park in a parking space reserved and marked for the disabled with an above-grade sign distinctly indicating that the space is reserved for disabled parking at privately owned shopping centers, business offices, or other commercial place of business, or to park in a disabled parking zone unless a disabled person is a passenger in the motor vehicle. If any vehicle so parked is not properly marked with disabled license plates or decals issued pursuant to VA Code §§ 46.2-731 or 46.2-739, or pursuant to any similar law of the state in which it is registered, it shall be deemed to be prima facie evidence of a violation of this section. A summons for this offense may be issued by a member of the town's Police Department without the necessity of a warrant's being obtained by the owner of such shopping center or business office, or other commercial place of business.

(B) It shall be unlawful for any person to block spaces reserved and marked off for the disabled by placing, or causing to be placed, snow, dirt, construction material, or any other items that effectively deny access to the disabled parking space.

(1998 Code, § 62-115) (Ord. O-2023-16, passed 12-5-2023) Penalty, see § 73.99

§ 73.07 PARKING FOR CERTAIN PURPOSES PROHIBITED.

(A) It shall be unlawful for any person to park or place any automobile, truck, trailer, or other vehicle upon or in any street or alley for the purpose of selling or offering the vehicle for sale or rent. No sign or lettering shall be attached or placed upon any automobile, truck, trailer, or other vehicle parked in or upon any public street or alley of the town indicating that such vehicle is offered for sale or for rent. It shall also be unlawful to park any vehicle from which any merchandise is being sold upon any street in the town.

(B) It shall be unlawful to stop a vehicle at any time upon a street or highway for the purpose of advertising any article of any kind, or to display upon such vehicle advertisements of any article or advertisement for the sale of the vehicle itself.

(C) It shall be unlawful for any person to park a vehicle upon any street or highway for the principal purpose of greasing or repairing the vehicle, except minor repairs necessitated by emergency.

(1998 Code, § 62-116) (Ord. O-2023-16, passed 12-5-2023) Penalty, see § 73.99

§ 73.08 PRESUMPTION AS TO OWNER OF ILLEGALLY PARKED VEHICLE.

In any prosecution charging a violation of any section of this chapter or any ordinance of the town governing the standing or parking of a vehicle, proof that the particular vehicle involved in such stated offense was parked in violation of such section or ordinance, together with proof that the defendant named in the summons or warrant was, at the time of such standing or parking, the registered owner of such vehicle, shall constitute, in evidence, a prima facie presumption that such registered owner of such vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred.

(1998 Code, § 62-117) (Ord. O-2023-16, passed 12-5-2023)

§ 73.09 STOPPING ON STREETS OR HIGHWAYS GENERALLY.

(A) No vehicle shall be stopped in such a manner as to impede or render dangerous the use of a street or highway by others, except in the case of an emergency as the result of an accident or mechanical breakdown, in which case a report shall be made to the nearest police officer as soon as practicable; and the vehicle shall be removed from the roadway to the shoulder as soon as possible and removed from the shoulder without unnecessary delay; and, if such vehicle is not promptly removed, such removal may also be ordered by a police officer at the expense of the owner if the disabled vehicle creates a traffic hazard or impedes the flow of traffic.

(B) (1) Except upon streets or portions of streets where angle parking is permitted, and except when actually loading or unloading merchandise, no vehicle shall be stopped except close to and parallel with the right-hand curb.

(2) In no instance shall such vehicle be parked with the curbside wheels farther than 12 inches from the curb.

(C) (1) No vehicle shall be stopped at or in the vicinity of a fire, accident, or other area of emergency in such a manner as to create a traffic hazard or interfere with the necessary procedures of police, firefighters, rescue workers, or others whose duty it is to deal with such emergencies.

(2) Any vehicle found unattended in the vicinity of such fire, accident, or area of emergency may be removed by order of a police officer at the risk and expense of the owner if such vehicle creates a traffic hazard or impedes the flow of traffic, or interferes with the necessary procedures of police, firefighters, rescue workers, or others whose assigned duty it is to deal with such emergencies.

(D) The provisions of this section shall not apply to any vehicle owned or controlled by the State Department of Transportation or the town, while actually engaged in the construction, reconstruction, or maintenance of streets or highways.

(1998 Code, § 62-118) (Ord. O-2023-16, passed 12-5-2023) Penalty, see § 73.99

§ 73.10 ARREST FOR VIOLATIONS OF CHAPTER; RELEASE ON SUMMONS AND PROMISE TO APPEAR; ADMITTING TO BAIL.

(A) Whenever any person is arrested for a violation of any provision of this subchapter, the arresting officer shall, except as otherwise provided in § 73.11, take the name and address of such person and the license number of his or her motor vehicle and issue a summons or otherwise notify him or her in writing to appear at a time and place to be specified in such summons or notice. Such time shall be at least five days after such arrest unless the person arrested shall demand an earlier hearing. Such person shall, if he or she so desires, have a right to an immediate hearing or a hearing within 24 hours at a convenient hour, and before a court having jurisdiction within the town. Such

officer shall thereupon and upon the giving by such person of his or her written promise to appear at such time and place forthwith release him or her from custody.

(B) Any person refusing to give such written promise to appear shall be taken immediately by the arresting or other police officer before the nearest or most accessible judicial officer or other person qualified to admit to bail having jurisdiction under this chapter.

(1998 Code, § 62-119) (Ord. O-2023-16, passed 12-5-2023) Penalty, see § 73.99

§ 73.11 WHEN ARRESTING OFFICER SHALL TAKE PERSON BEFORE JUDICIAL OFFICER IN LIEU OF ISSUING SUMMONS.

If any person is believed by the arresting officer to have committed a felony or be likely to disregard a summons issued under § 73.10, the arresting officer, unless a summons was issued, shall take such person forthwith before the nearest or most accessible judicial officer or other person qualified to admit to bail in lieu of issuing the summons required by § 73.10, who shall determine whether or not probable cause exists that such person is likely to disregard a summons, and may issue either a summons or warrant as deemed proper.

(1998 Code, § 62-120) (Ord. O-2023-16, passed 12-5-2023)

§ 73.12 REMOVAL OF MOTOR VEHICLES, VEHICLES, OR TRAILERS AGAINST WHICH THERE ARE OUTSTANDING PARKING VIOLATIONS.

(A) Any motor vehicle, vehicle, or trailer parked on a public highway or public ground against which there are three or more unpaid or otherwise unsettled parking citations may be removed by towing to a place within Prince William County designated by the Chief of Police for the temporary storage of such vehicles at the owner's expense.

(B) Any motor vehicle, vehicle, or trailer parked upon private property, including privately owned streets and roads, may be removed in the manner provided in division (A) above, provided the following conditions are met:

(1) No motor vehicle, vehicle, or trailer may be removed from property that is owned or occupied as a single-family residence.

(2) The owner of the property or an association of apartment or condominium owners formed pursuant to VA Code §§ 55-79.1 *et seq.*, or VA Code §§ 55-79.39 *et seq.*, has given written authorization to enforce this section.

(C) The removal of the motor vehicle, vehicle, or trailer shall be by or under the direction of an officer or employee of the Police Department.

(D) Upon removal of the motor vehicle, vehicle, or trailer, the Police Department shall inform as soon as practicable, the owner of the removed motor vehicle, vehicle, or trailer of the nature and circumstances of the unsettled parking citations for which the vehicle was removed.

(E) The owner of a removed motor vehicle, vehicle, or trailer, or other person acting on his behalf, shall be permitted to repossess or to secure the release of the motor vehicle, vehicle, or trailer by tendering payment for the outstanding parking citations for which the motor vehicle, vehicle, or trailer was removed, including all costs incidental to the removal, and storage of the motor vehicle, vehicle, or trailer, and the efforts to locate the owner of the motor vehicle, vehicle, or trailer.

(F) If the owner fails or refuses to pay the fines and costs identified in division (E) above, or should the identity or whereabouts of the owner be unknown and unascertainable, the motor vehicle, vehicle, or trailer may be sold in accordance with the procedures set forth in the VA Code § 46.2-1213, after giving notice to the owner at his last known address and to the holder of any lien of record with the office of the Virginia Department of Motor Vehicles.

(Ord. O-2022-03, passed 5-17-2022; Ord. O-2023-16, passed 12-5-2023)

§ 73.13 PARKING DISTRICTS.

The purpose of this section is to codify and establish a Parking District Program to address parking demand in both residential and business areas in a fair and equitable manner, particularly where demand may exceed the supply of available public or on-street parking spaces. The program seeks to reduce the volume and impact of non-resident, non-customer, and non-visitor vehicles in designated areas; achieve a balance between maximizing on-street/public parking utilization and protecting residents, businesses, and their visitors or customers from unreasonable burdens in gaining access to their properties; reduce motor vehicle congestion, excessive noise, and other adverse impacts within residential and business districts; and to promote the general health, safety, and welfare of the public.

(A) *Authority.* The Town Manager is authorized to designate, establish, and modify parking districts as necessary to meet the objectives of this program.

(B) *Free Timed Parking District.* The Town Council previously established a Free Timed Parking District in the Occoquan Historic and Business Districts to increase the availability of on-street parking spaces, reduce the practice of long-term parking in the district, and reduce non-patron use of prime business parking during peak business hours. This parking district shall continue in effect unless modified or ended by the Town Manager pursuant to this section.

(C) *Residential Parking District.* The Town Manager may designate, establish, and modify Residential Parking Districts that include on-street and public property. The Town Manager may end an existing Residential Parking District after providing notice to Town Council with the reasons for ending it.

(D) *Establishment of Residential Parking District.* The establishment of a Residential Parking District shall be effective and enforceable upon the installation of signs on public streets within the district in prominent locations that indicate the times, locations and conditions under which parking shall be by permit only. The signs placed in such areas shall be of such size and character as to inform readily an ordinarily observant person of the existence of the rules and regulations imposing such restrictions. The permit parking restrictions shall not apply to the parking of service or delivery vehicles during the time that they are actively needed in connection with services or deliveries within the district.

(E) *Parking permits.* A Residential Parking District shall require annual parking permits. In addition, the Residential Parking District permits shall:

(1) Be valid for a period of time that shall commence on November 16 and shall expire on the following November 15 of each year.

(2) No more than two resident parking permits may be sold each year for qualifying vehicles at each property in a Residential Parking District. The administrative process and requirements for enforcement of this two-permit limit shall be promulgated by the Town Manager.

(3) Each calendar year up to 20 temporary visitor/guest permits may be sold for each property.

(4) Residential parking permits shall be applied for in accordance with procedures established by the Town Manager and shall be sold through the Town Treasurer or such other department as may be designated by the Town Manager.

(5) Permit applications shall be accompanied by the fee established by the Town Council and proof of the applicant's residency in the specific Residential Parking District. The applicant must also pay all outstanding parking violations, taxes and license fees owed to the town prior to the issuance of a permit.

(6) Parking permit fees shall be established by an ordinance adopted by the Town Council, and only in such amounts that are sufficient to pay the town's costs incidental to permit processing, issuance and enforcement.

(F) *Violations.* The parking of any vehicle or the use of any parking permit in a manner contrary to the provisions of this section or the regulations established by the Town Manager pursuant to this section is prohibited, and such parking or use of a parking permit is hereby declared to be an infraction.

(1) Violations of this section shall be enforced by the Police Department.

(2) The Town Council may, by resolution or uncodified ordinance, establish a graduated scale of fines to be imposed through parking tickets or other administrative procedures as an alternative to judicial enforcement.

(G) Nothing in this section shall repeal or supersede any other provision of law which provides authority to regulate parking.

(Ord. O-2025-10, passed 9-2-2025)

§ 73.99 PENALTY.

(A) Any person violating any provision of this chapter or of a parking regulation adopted pursuant to Town Code § 70.02 shall be subject to the fines and penalties set out in the parking regulation adopted pursuant to Town Code § 70.02.

(B) Any person who willfully violates his or her written promise to appear, given in accordance with 73.10, shall be guilty of a class 1 misdemeanor and treated in accordance with the provisions of VA Code § 46.2-938.

(1998 Code, § 62-119)

(Ord. O-2014-05, passed 12-2-2014; Ord. O-2020-01, passed 2-2-2021)



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

5. Discussion Items	Meeting Date: January 20, 2026
5c: Union Street and Center Lane Parking Space Removal Discussion	

Attachments: None

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

During Citizen’s Time on January 6, 2026, a Town resident raised concerns about the parking space at Union Street and Center Lane. He indicated that his parked vehicle had been struck and damaged when a car going north on Union Street struck a vehicle attempting to pull out from Center Lane onto Union Street,

The Town Council discussed how this matter had been raised in the past and requested staff to investigate the removal of this parking space as well as the 20-minute parking space near the post office.

Staff made site visits to the locations, spoke with long-term residents and engineers concerning the parking spaces, and researched the traffic flow and accidents at the locations. As a result, staff does not believe the parking space should be removed at this time unless other traffic mitigation measures are adopted.

Staff Request: Staff is seeking feedback from Council on removing the parking spaces.