



**TOWN OF OCCOQUAN**  
**BOARD OF ZONING APPEALS (BZA)**  
**Meeting Minutes, Working Meeting**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday September 9, 2025**  
**5:00 p.m.**

**Present:** Board Members Chair Liz Quist, Vice Chair Nick Roper, Secretary Walt Seiberling, Member Vicky Somma

**Staff:** Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer (remote), Deputy Town Manager; Philip Auville, Town Clerk; and Attorney Tracy A. Gallehr, Esquire.

**1. CALL TO ORDER**

Ms. Liz Quist, Chair called the meeting to order at 5:05 P.M.

**3. APPROVAL OF MINUTES**

a. A motion was made by Ms. Quist to approve the minutes as written for the last BZA Annual Meeting, January 21, 2025. The motion was passed unanimously by voice vote.

**4. DISCUSSION ITEMS**

a. Ms. Tracy Gallehr was introduced to provide an overview of the BZA Authority, Process, and Procedures to relevant to two cases referred to the BZA (Appeal Notice of Violation and Correction Order Case # OCV-2025-002 and Application for Zoning Variance- TZP2025-029). Ms. Gallehr presented a general briefing which describes the Virginia and Occoquan code relevant to BZA actions and authority (charts "POWERS AND DUTIES OF THE BZA, Appeals, Variances and Special Exceptions").

b. Questions and discussion excluded any specifics relating to either case.

**5. FOLLOW-UP PUBLIC HEARING SCHEDULE**

a. The Board agreed that the first hearing on the Application for Zoning Variance- TZP2025-029 would continue on as announced on September 16, 2025 at 5 P.M.

b. It was also agreed the Appeal Notice of Violation and Correction Order Case # OCV-2025-002 would be scheduled for September 23, 2025 at 5 P.M to allow time to publish the Public Hearing announcement.

c. It was noted that Member James Drake has resigned, his replacement has been identified, but Circuit Court approval and installation is needed before participation. Therefore, the existing BZA members will address these cases.

**6. ADJOURNMENT**

Chair Quist adjourned the meeting at 6:15 P.M.