



## OCCOQUAN TOWN COUNCIL

### Meeting Minutes

Town Hall - 314 Mill Street, Occoquan, VA 22125

Tuesday, July, 7 2026

7:00 p.m.

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

**Absent:** Councilmember Cindy Fithian

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

#### 1. CALL TO ORDER

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

Mayor Porta noted that Councilmember Fithian was out due to illness and Town Attorney Martin Crim was attending remotely.

#### 2. PLEDGE OF ALLEGIANCE

#### 3. CITIZENS' TIME

One resident and one Town artisan spoke during Citizens' Time.

Lance H., a business owner and resident of Washington Street, addressed the Council concerning Rockledge Mansion's renovations. He talked about his desire to extend Poplar Alley west of Town Hall, to connect with the parking lot at Ellicott Street. Lance H reported that he would pay for the construction and hoped the Town would not be an obstacle to this development.

Lance H. also talked about his project at 116 Washington Street, the Parsonage, which was on its third submission.

Olga R., an artist working out of Art a la Carte, informed the Town Council about her non-profit, Olma Mater, which was running a children's art contest. She provided flyers for her organization's contest.

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

Mayor Porta stated that he loved what Lance H. was doing at Rockledge Mansion. In regards to the extension of Poplar Alley, the Mayor advised that the proprietor of Secret Garden should be informed and included in the planning and discussion, as their business would be directly impacted by this change. The Mayor also noted that the Town would be responsible for the maintenance and upkeep of the road after its construction.

Lance H. reported adding the road would be a benefit to the community and he also planned on adding a paid parking lot where 204 Ellicott Street is currently located that would add between 30 to 50 parking spots. To lessen the impact on nearby businesses, Lance H. noted he would be willing to provide space for a dumpster for Secret Garden. Mayor Porta reiterated that he should bring his ideas to the owners of Secret Garden as they currently use Poplar Alley for their refuse management.

#### **4. CONSENT AGENDA**

- a. Request to Accept the June 16<sup>th</sup>, 2026 Minutes**
- b. Request to Adopt Remote Participation Policy**

Councilmember Perkins moved to approve the request to accept consent agenda. Councilmember Love seconded. Motion passed unanimously by voice vote.

#### **5. MAYOR'S REPORT**

Mayor Porta reported the following:

- On June 17<sup>th</sup>, he participated in a ceremonial bill signing by Governor Spanberger at Occoquan Regional Park.
- On June 19<sup>th</sup>, he emceed our largest Trivia Night in the Park to-date.
- On June 20<sup>th</sup>, he spoke at the ribbon-cutting for the Batestown Exhibit at Williams Ordinary.
- On June 27<sup>th</sup>, he emceed the dedication of the Mural Garden Park
- On June 27<sup>th</sup>, he presented a plaque and research on Occoquan's WWI veterans at the 80<sup>th</sup> Anniversary Celebration of VFW Post 7916
- On June 27<sup>th</sup>, he dedicated the Little Free Library at VFW Post 7916 in honor of the late Don Ohs.
- On June 27<sup>th</sup>, he attended the concert by the 257<sup>th</sup> Army Band and had the opportunity to thank all of the band members.

Mayor Porta also suggested a location for another pocket park near River Mill Park with plaques to potentially honor World War I, American Revolution, and Spanish-American War veterans.

#### **6. COUNCILMEMBER REPORTS**

Councilmember Perkins noted that he had been traveling around the United States to follow the US Men's team in the FIFA World Cup. Being his 6<sup>th</sup> World Cup, he reflected that this one has been a particularly wonderful event.

Councilmember Love noted that he attended the Mural Garden Mural Dedication, the 80<sup>th</sup> Anniversary for VFW Post 7916, the dedication of the Little Free Library in honor of Don Ohs, and the concert performed by the 257<sup>th</sup> Army Band on June 27<sup>th</sup>. Councilmember Love also provided an update on the proposed mural on the side of the Occoquan US Post Office. He received the unfortunate news that the US Post Office declined the mural project.

#### **7. BOARDS AND COMMISSIONS**

Architectural Review Board Town Council Representative Daubresse reported that the Board met on June 24<sup>th</sup> and approved one application.

Planning Commission Chair Perkins noted that their meeting in June had been canceled and they are expecting to discuss the last steps of the Comprehensive Plan 2026-2036 in their upcoming meetings.

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## 8. ADMINISTRATIVE REPORTS

### a. Administrative Report

Town Manager Linn presented a written report and answered questions from the Council. Vice Mayor Loges asked about the increase in parking enforcement incidents in the previous month. Town Manager Linn noted that some officers take it upon themselves to conduct foot patrols and look for parking and vehicle violations. Town Manager Linn reiterated that this was of the officer's own volition and not prescribed by management.

Councilmember Love inquired about the geotechnical survey being completed by the end of July. Town Manager Linn informed him that it was projected to be done by July before the Virginia Department of Transportation (VDOT) requested their approval on the sites by their Bridges and Structures group. The Town Manager noted that VDOT has sixty days to review the plans and get back to the Town.

Councilmember Love also inquired about the police vehicle remaining on the market. Town manager Linn noted that it was just placed back on auction with an end date of July 10<sup>th</sup>.

### b. Town Treasurer's Report

Mayor Porta noted a discrepancy of \$100,000.00 on revenue. Town Manager Linn reported certain revenues such as taxes, fines, and fees that the Town is receiving do not have expenses associated with them. The Mayor retorted that he was commenting on a reduction in revenue that was being compensated for by changes in spending.

Mayor Porta also wanted to note that the Meal's Tax is over its levels from the previous years, but he wondered if it is due to an increase in prices instead of an increase in throughput for the businesses.

Councilmember Love inquired about Talent Acquisition Concepts. Town Treasurer Shaw noted that in her investigation that business left Occoquan in March of 2025 and their online presence notes Occoquan as one of their locations. Town Manager Linn noted there were a few different options as to how the Town could handle the outstanding debts, but they had not made that determination yet.

Vice Mayor Loges noted that the numbers of the Transient Occupancy Tax were higher than in past years.

### c. Town Attorney's Report

Town Attorney Crim alerted the Town Council to SB 699 on the use of Agendas. This law took effect on July 1, 2026 and states that there can be no changes to the agenda with a final action added after the publication of the agenda.

Mayor Porta asked Town Attorney Crim to see if the Town should change the Accessory Dwelling Unit code given the changes in the recent legislative sessions. Town Manager Linn noted that the Town is looking into the changes and seeing if the current Town Code needs to be updated

## 9. Discussion Items

### a. Visit Occoquan Inc FY26 Annual Report

Mayor Porta asked about the previous meeting and what Visit Occoquan, Inc discussed on June 16, 2026. Town Manager noted that the previous meeting discussed the Visit Occoquan contract and preliminary RiverFest statistics. Executive Director Sarah Burzio noted that this year showed significant growth in advertising key performance indicators. Mayor Porta noted that the open rate was relatively high above the 40% open rate. Councilmember Perkins asked if the high open rate was because of the high quality of recipients and focused marketing, with which Executive Director Burzio agreed. She noted that they try to target people who interact with the Town frequently and help keep the Town businesses alive.

When discussing social media, Executive Director Burzio noted that certain influencers raise the amounts of views and engagement on those platforms. Mayor Porta noted that he thought it was odd for the Cozy Calico Books ribbon cutting to be in the top five. Executive Director Burzio noted that Cozy Calico Books did a large amount of advertising and that ribbon cuttings get a large number of views and high engagement.

### b. 2026-2036 Comprehensive Plan Discussion

Mayor Porta noted that the Comprehensive Plan looked like a high-quality document. Councilmember Perkins remarked that he canceled the July 6 meeting as it would be more effective for Town Councilmembers to provide high quality feedback that the Planning Commission can incorporate at their next meeting. Councilmember Perkins lamented that that the Virginia Department of Transportation had 90 days to evaluate the comprehensive plan when they receive it and he believed it would be in the Town's interest to send a nearly finalized document to them and other Virginia governmental bodies that have review requirements. He asked Town councilmembers to review the Comprehensive Plan. Mayor Porta asked that councilmembers send comments to the Town Manager to discuss at the next Planning Commission meeting.

## 10. ADJOURNMENT

The meeting was adjourned at 8:08 p.m.

  
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Megan Lubash, Town Clerk