TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan Town Council

Town Council Meeting

November 17, 2026 | 7:00 p.m.

1. **Call to Order**

2. **Consent Agenda**
   a. Request to Accept the November 4, 2026, Town Council Meeting Minutes

3. **Regular Items**
   a. Request to Approve Winter Public Forum Policy

4. **Closed Session**

5. **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. Consent Agenda	**Meeting Date:** November 17, 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 November 4, 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
Wednesday, November 4, 2026
7:00 p.m.

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

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Philip Auville, Deputy Town Treasurer; Kristin Shaw, Town Treasurer; Tammy Hassett, Events Director

1. CALL TO ORDER

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

Vice Mayor Loges attended remotely from Baltimore, MD for medical reasons.

2. PLEDGE OF ALLEGIANCE

3. CITIZEN'S TIME

No one spoke at Citizen's Time

4. CONSENT AGENDA

a. Request to Accept the October 20, 2026, Town Council Meeting Minutes

b. Request to Adopt Resolution of Appreciation to Darryl Hawkins for His Service to the Town

Councilmember Fithian moved to Approve the consent agenda. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

Councilmember Perkins mentioned the amount of time Darryl helped him to understand the ins and outs of the process for the Mill at Occoquan Development and how he had an enormous impact on the project through the Planning Commission.

Mayor Porta asked for unanimous consent to move up on the agenda the Discussion Item 10 a. Fall Craft Show Discussion. There being no objection the item was moved up on the agenda.

5. DISCUSSION ITEMS

a. Fall Craft Show Discussion

The Events Director Tammy Hassett provided a report as part of the agenda packet and presented a presentation to the council.

Ms. Hassett discussed the issues related to the Temporary Food establishment Permits (TFEP), the lower number of volunteers, the new beer garden location being moved from River Mill Park to Mill Street Draft Garden, and the additions of the Corner Lounge and the Art Park in Mamie Davis Park.

Mr. Linn noted the success of the Corner Lounge and how the sponsors of it want to continue that at future shows.

Councilmember Fithian asked if moving the Beer Garden to the Mill Street Draft Garden was successful.

Councilmember Perkins replied that he had spoken to the owner who had noted it was excellent.

Mayor Porta mentioned an excellent job everyone did during the craft show. He noted that with the backlogs in the County Health Department and their limited staffing he was inclined to ask the Council at a future date to formally support the Health Department's request to the state for additional staffing.

Councilmember Perkins noted the issue of many vendors not having weights on their tents and to look into possibilities on making sure vendors are weighing down their tents.

Vice Mayor Loges noted that a recruitment option for volunteers might be to have a number that can be texted about opportunities.

Ms. Hassett briefly discussed with Council upcoming events such as the Tree Lighting on November 21st and the Holiday Artisan Market on December 5th and 6th.

6. MAYOR'S REPORT

Mayor Porta reported the following:

- On October 21st, he attended the ribbon cutting at Pilates by Cynthia.
- On October 31st, he participated in the Towns' Halloween Parade and Costume Contest.
- On November 4th, he along with Mr. Linn and Ms. Hassett, participated in the Towns Association of Northern Virginia Meeting, which was hosted in Town at D'Rocco's.

7. COUNCILMEMBERS' REPORTS

Councilmember Perkins reported that on October 27th, he met with Loudoun County's Invasive Plant Species Management Program Administrator. He participated in the Halloween Parade and Costume Contest. He also noted that he is creating draft reports on

becoming a trail town and on an invasive plant species program for town.

Councilmember Love reported that he attended the ribbon cutting at Pilates by Cynthia.

Councilmember Fithian reported that she attended the ribbon cutting at Pilates by Cynthia.

8. COMMISSION & BOARD REPORTS

Councilmember Perkins reported that the Planning Commission met on October 27th. He noted that Samantha Sparks was elected the new Chair and that Darryl Hawkins was leaving the Planning Commission.

Councilmember Daubresse reported that the Architectural Review Board met on October 27th and approved one application that was revised from the last meeting. A vote to elect a new Vice Chair after Darryl Hawkins resignation was tabled until the full board could be together.

9. ADMINISTRTAIVE REPORTS

a. Administrative Report

Mr. Linn clarified that the Architectural Review Board application was for the building behind 206 Commerce Street.

Mayor Porta requested that when there are updates on any planned work to fix the Edgehill Drive water issue, that council be notified in advance.

Mayor Porta also added that some residents have commented to him that they would prefer the town's electronic sign not to be displayed except when necessary, so as to avoid the appearance that the town is always undergoing construction. Council member Perkins indicated he felt similarly. Town Manager Linn indicated he will look into the matter.

b. Town Treasurer's Report

Treasurer Shaw provided a written report as part of the agenda packet and responded to questions regarding the Treasurers' report. She noted that the auditors were pressed as to dates for the completion of the audit and they sent over requests which have been fulfilled.

c. Town Attorney Report

Town Attorney Crim provided a report as part of the agenda packet.

Mr. Crim noted that he finished reviewing the updated Zoning Chapter to the Town

Code and made his comments.

Mayor Porta indicated that some council members had expressed concerns over the Faith in Housing Bill, and whether or not the applicable exemptions for items like building heights, applied only if such restrictions were enumerated specifically in the historic districts section of the town code as opposed to being enumerated only in a code section on an overall zoning district of which the historic district may be a part.

Mr. Crim replied that height restrictions can be added to the historical district overlay to make it more explicit.

Vice Mayor Loges asked if the Architectural Review Board could take into consideration the density of a project.

Mr. Crim replied that the Historic District has no restrictions on density.

Mayor Porta noted that with the menorah damaged from last year that he is talking with non-profit organizations to collect donations for its replacement. He directed staff to demarcate and area to be approved by Council that would be a public forum in River Mill Park for donated displays to be set up during the holiday season.

10. REGULAR ITEMS

a. Request to Adopt Ordinance O-2026-06 Regarding Cannabis Regulations

Vice Mayor Loges moved to adopt Ordinance O-2026-06 establishing regulations governing certain cannabis and marijuana related activities in Town. Councilmember Perkins seconded. Vote passed by roll call vote.
Ayes: Vice Mayor Loges, Councilmember Perkins, Councilmember Fithian and Councilmember Love
Nays: Councilmember Daubresse

Vice Mayor Loges asked if anything overlaps with the vape ordinance and if any adjustments to the code would be needed.

Mr. Crim replied that he already incorporated the state law revisions that were adopted into the ordinance.

11. DISCUSSION ITEMS

a. Riverwalk – Geotechnical Survey Discussion

Mr. Reese presented and discussed the Preliminary Geotechnical Report on the Riverwalk Expansion Project. He briefed Council on the boring samples that were taken and how it affects the different designs for a Riverwalk: built out on the water, built on the bulkhead, and cantilevered.

The Council discussed the different options to build the Riverwalk Expansion and the

cost estimates for them.

12. CLOSED SESSION

Councilmember Daubresse moved that the Council convene in closed session to discuss the following as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving discussion or consideration of the acquisition of real property for a public purpose, specifically involving the Riverwalk Project, because discussion in an open meeting would adversely affect the Town's bargaining position or negotiating strategy, as well as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel, relating to the Riverwalk Project. Councilmember Perkins seconded. Motion passed unanimously by voice vote.

The Council went into closed session at 9:29 p.m.

The Council came out of closed session at 10:00 p.m.

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

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

Nays: None

13. ADJOURNMENT

The meeting was adjourned at 10:02 p.m.

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Philip Auville, Acting Town Clerk

TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

3. Regular Business	**Meeting Date:** November 17, 2026
3a. Request to Approve Holiday Display Public Forum Policy	

Attachments: a. Draft Policy

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:
This is a request to approve a Holidays Display Public Forum Policy that establishes a designated area within River Mill Park for the temporary exhibition of privately sponsored holiday decorations and displays provided to the Town.

Background:
During its October 20th and November 4th meetings, Town Council discussed the establishment of a designated Holiday Display Public Forum within River Mill Park to accommodate privately sponsored holiday displays on public property.

Further at its November 4th meeting, Council directed staff to identify an appropriate location within River Mill Park and develop a policy governing the placement, installation, and maintenance of holiday displays.

In response, staff identified an approximately 12-foot-wide by 10-foot-deep area at the western end of River Mill Park capable of accommodating up to two holiday displays. Staff also developed a proposed policy. Under the proposed policy, holiday displays would be provided to the Town, with installation and removal performed by Town staff. Displays would be required to meet established standards for professional construction, weather resistance, structural stability, and public safety. The Town Manager would be responsible for administering the policy and ensuring applications are evaluated in a fair, consistent, and viewpoint-neutral manner.

Staff Recommendation: Adopt the policy as presented.

Town Attorney Recommendation: Adopt the policy as presented.

Proposed/Suggested Motion:
"I move to approve the River Mill Park Holiday Display Public Forum Policy as presented, establishing a designated area within River Mill Park for temporary holiday display and authorizing the Town Manager to implement and administer the policy."

OR

Other action Council deems appropriate.

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RIVER MILL PARK HOLIDAY DISPLAY LIMITED PUBLIC FORUM POLICY

Effective Date: 11/17/2026

1. Purpose

This policy establishes a designated area within River Mill Park for the temporary exhibition of privately sponsored and owned holiday decorations and displays provided to the Town. The policy is intended to accommodate private religious, secular, cultural, and other holiday expression while protecting park use, public safety, accessibility, and Town resources.

2. Designated Forum and Location

The Town Council establishes a limited public forum for temporary, privately sponsored holiday displays at the western end of River Mill Park, 458 Mill Street, Occoquan, Virginia. The designated display area is approximately 12 feet wide by 10 feet deep (120 square feet), on sloping outdoor terrain.



River Mill Park – Display location in red



Display Area – up to two 5’x4’x6’ displays

A maximum of two (2) displays may be exhibited at any one time. The exact boundaries and approved positions shall be determined by the Town Manager. This designation does not authorize installations throughout the remainder of the park or diminish rights otherwise applicable to Town property.

3. Eligibility and Permitted Expression

Individuals, residents and nonresidents, civic or cultural groups, religious organizations, businesses, and other private entities may submit a proposed holiday display. Displays may contain religious, secular, cultural, historical, or traditional holiday expressions. Decisions shall be made without favoritism or discrimination based on the identity of a lawful viewpoint, the religious or nonreligious character of the display, or public disagreement with a message. The displays must meet the requirements of this policy.

4. Ownership and Responsibility

Approved displays shall be delivered to the Town at no cost to the Town. The title to the display materials remains with the private sponsor. Acceptance for display does not transfer ownership of the display materials to the Town. The Town, through its personnel or authorized contractors, shall exclusively perform placement, installation, connection to available electrical service, routine inspection, and removal. Sponsors may not install, modify, move, or remove a display without Town authorization. The Town may decline displays that exceed its documented installation capabilities, electrical capacity, staffing, equipment, or established program resources.

All displays are provided at the sponsoring party's risk. The Town shall not be responsible for theft, vandalism, weather-related damage, deterioration, and/or other damage to or loss of displays.

The Town shall not be required to insure, repair, or replace privately owned displays. Nothing in this section shall waive or otherwise limit any governmental immunity or legal defense available to the Town under Virginia law.

5. Annual Display Season

The display season shall ordinarily run from November 15th through January 15th of the following year. The Town Manager shall schedule delivery, installation, de-energizing, removal, and return based on staffing, weather, planned park events, and safety. Display authorization does not grant sponsors general access outside normal park hours.

6. Application and Selection

Sponsors should apply by October 15th for the upcoming display season. Applications shall identify the sponsor and contact person; include a photograph, drawing, or rendering; state overall width, depth, height, weight, construction and finish materials, base and stabilization method, electrical needs, and handling instructions. The Town Manager or designee shall review applications against published, objective physical and operational requirements and provide a written decision ordinarily within five business days after the application is complete. If more than two applications qualify, the Town shall select the two displayed installations by an impartial lottery. Approval does not guarantee placement in later years.

7. Technical Standards

All displays shall comply with the following technical specifications. In general, each display is limited to a 5-foot by 4-foot footprint, including bases and ballast, and 6 feet in height above the installed base. Displays must be constructed of outdoor-rated, weather-resistant materials, with a clean, finished, well-maintained condition; handcrafted displays may qualify on the same basis as manufactured displays. Inflatable, air-supported, or similar temporary decorative structures are not permitted. The Town Manager may approve

equivalent materials or limited dimensional alternatives based solely on objective safety and site constraints. All supports must be stable on the sloped terrain and must not interfere with drainage or public access. Any lighting is subject to and must comply with Occoquan Town Code Sections 92.45 and 92.44(C).

8. Public Safety and Maintenance

The Town Manager shall determine the final positioning, base arrangements, installation methods, electrical connections, and protective clearances. The Town may disconnect, temporarily secure, or remove a display when reasonably necessary to address a documented safety hazard, severe weather, an emergency, or material noncompliance. Except where prompt action is required to protect people or property, the sponsor shall receive notice and a reasonable opportunity to correct a curable deficiency. The Town is not obligated to undertake repairs or expenditures related to the display.

9. Removal, Return and Abandonment

The Town shall remove installations after the display season. Displays shall be available for pickup by their owners at a location and time designated by the Town. Failure to collect the displays within five business days of such designated time for pickup shall be considered abandonment of the property. Any such abandoned property may be disposed of by the Town in any manner they deem appropriate in their sole discretion.

10. Identification and Disclaimer

The Town may post a uniform sign identifying this location as a community holiday display area, stating: "The displays in this area are privately sponsored expressions. Their inclusion does not signify the Town of Occoquan's endorsement of any religious, cultural, philosophical, or other viewpoint." Signs approved by the Town Manager may be placed in the community holiday display area identifying the sponsor of the display. The Town's logistical installation and ordinary maintenance are not intended to adopt sponsors' messages as Town speech. Official Town-sponsored decorations elsewhere in the park shall be administered separately.

11. Indemnification and Hold Harmless

To the fullest extent permitted by law, any individual or organization permitted to display shall agree to indemnify, defend, and hold harmless the Town of Occoquan, its elected and appointed officials, employees, and agents from and against any claims, damages, liabilities, losses, or expenses, including reasonable attorney's fees, arising from defective materials, improper construction, undisclosed hazards, or negligent acts or omissions of the sponsoring party associated with the display.

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12. Appeals

An applicant may appeal a denial, condition, or revocation in writing within five business days of notice. A designated reviewer who did not make the initial determination shall review the application and objective grounds for the decision and issue a written determination ordinarily within five business days. An appeal does not restrict any legal remedy otherwise available.

13. Administration; Severability; Effective Date

The Town Manager may prescribe forms, additional technical details, delivery procedures, and safety inspections consistent with this policy. If any provision is found invalid, the remaining provisions shall continue to the extent permitted by law. This policy becomes effective upon Town Council adoption and remains effective until amended or repealed.

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