



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

December 16, 2025

In Attendance: Darryl Hawkins (Vice Chair, PCR), Rick Fitzgerald (Sec.), Theo Daubresse (TCR), Jordan Sanders (BMR), Mary Craig, Lisa, Terry, Michele White, Jennifer Shown (Alt.)

1. Call to Order – Vice Chairman Darryl Hawkins called the meeting to order at 7:30 p.m.
2. Citizens' Comments – None
3. Approval of Minutes – Jordan Sanders motioned to approve the Meeting Minutes of October 28, 2025; Mary Craig seconded. The motion was approved unanimously.
4. Election of Officers
 - a. Nominations and the election of a slate of officers for Calendar Year 2026
 - Chair – Michele White, nominated by Mary Craig, seconded by Lisa Terry.
 - Vice-Chair – Darryl Hawkins, nominated by Michele White, seconded by Lisa Terry.
 - Secretary – Jordan Sanders nominated by Michelle White, seconded by Darryl Hawkins.The slate of officers was elected unanimously.
5. Exterior Elevation Applications
 - a. ARB2025-011 Application 413 Mill Street, The Mill House Museum requests approval to replace the current era door with a custom-built historic door, circa 18th century. Mary Craig moved to approve. Lisa Terry seconded. Exterior Elevation Application ARB2025-011 was approved unanimously.
 - b. ARB2025-012 Application 402 McKenzie Drive. Owner Elias Castro requests approval to change the siding and put asphalt on the driveway. Darryl Hawkins moved to approve. Mary Craig seconded. Exterior Elevation Application ARB2025-012 was approved unanimously.

- c. ARB2025-013 Application 209 Washington Street. Applicant Khalid Mumtaz requests approval to replace the front door, add a canopy awning to the front entrance, add another awning at the rear entrance, and install a small shoe rack at the rear door entrance. Rick Fitzgerald moved for approval. Jordan Sanders seconded. The motion was approved, 7 yea, 1 nay.

4. Work Session

- a. The topic: A-frames and Alternatives to A-frames. It was suggested that a proposed change to the current sidewalk A-frame ordinance be considered to eliminate concerns about chalk use. Additionally, it was suggested that consideration be given to revising the signage ordinance to allow for pole, planter, and other types of A-frame sidewalk signs. A revised definition might describe sidewalk signs as constructed of various materials, including two-faced or double-sided signs, A-frames, and single-pole signs, which may be marked with vinyl, chalk, or other similar removable materials, so long as they remain compatible with the town's characteristics. Discussion was tabled until the next meeting.

5. Reports

- a. Town Council Report— Theo Daubresse stated that the biggest thing considering the ARB was the guidelines for voting moving forward and allowing for as much independence as possible.
- b. Asst. Town Manager's Report – Megan Lubash presented the Sign & COA Violation Report for October & December, indicating a violation at 209 Washington St. with corrections abated.
- c. Planning Commission Report – Darryl Hawkins stated the Planning Commission was working on their 2026 Comprehensive Plan and has until June 30, 2026, to bring it before the Town Council.
- d. Chair Report— Chair Michele White reminded everyone of the holiday celebration to be held at Madigan's, 5:30 pm, Wednesday, December 17, 2025.

Adjournment – 8:44 p.m.