



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

February 24, 2026

In Attendance: Michele White (Chair), Darryl Hawkins (Vice Chair, PCR), Rick Fitzgerald, Theo Daubresse (TCR), Jordan Sanders (BMR and Secretary), Mary Craig, Lisa Terry

Absent: Jennifer Shown (Alt.)

1. **Call to Order** – Chairwoman Michele White called the meeting to order at 7:36 p.m.

2. **Citizens 'Comments** – None

3. **Approval of Minutes** – Mary Craig motioned to approve the Meeting Minutes of December 16, 2025; Darryl Hawkins seconded. The motion was approved unanimously.

4. **Action Items**

a. **Create a By-Laws Committee** - Rather than create a by-laws committee, the board agreed to Mary Craig, with the help of Theo Daubresse, to review the current town code and silent ways we operate as a board, and to report back with any gaps that may need addressed, such as board terms, to create a formal operating order.

b. **Review and Recommend New Member Applications to Town Council** - The ARB Board met applicants Kerry Jetton and Alec Nugent.

A motion was made by Chairperson Michele White to move the applicants to town council for final say. That motion was second by Rick Fitzgerald. A roll call vote was taken with Jordan Sanders and Lisa Terry as Nay's - stating that they believe that the ARB should decide on the new member they will be working alongside, all other members voted yay. Motion carried to move applications to town council.

5. **Discussion Items**

a. **A-Frame Ordinance Review** - Chairperson Michele White requested that the quick signage guide be changed to reflect 2 A-Frames now permitted and that size also be consistent and/or added.

b. **Roberts Rules of Order Review** - Chairperson Michele White reviewed Robert's Rules of Order to ensure that the board operates in a formal manner.

c. **Potential Exterior Building Violations** - A member of the business community who wishes to remain anonymous, asked that his/her list of business exterior violations be presented by the business rep. That list was read aloud and town staff will be reviewing.

6. Reports

a. **Town Council** - Theo Daubresse discussed that council is now in budget season, gave a brief update on the pocket park located on Mill Street, and stated that a Riverwalk Committee will be reinstated.

b. **Sign and COA Report** - No questions asked

c. **Planning Commission Report** - Darryl Hawkins reported that the commission voted for executive chairs and reviewed the 10 year plan.

d. **Chair Report** - none

7. **Adjournment:** 8:45 pm