



TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

ARCHITECTURAL REVIEW BOARD MEETING

April 28, 2026 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. March 24, 2026 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2026-002 (amended) Application 209 Washington Street (Concrete/Stone Bench)
 - b. ARB2026-004 Application 201 Mill Street (Trellis/Patio)
5. **Reports**
 - a. Town Council Report
 - b. Planning Commission Report
 - c. Chair Report
 - d. Sign and COA Report
6. **Adjournment**

Michele White
Chair, Architectural Review Board



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Approval of Minutes	Meeting Date: April 28, 2026
3A: Request to Approve March 24, 2026 Minutes	

Attachments: a. March 24, 2026 Minutes

Submitted by: Jordan Sanders
Secretary

Explanation and Summary:

This is a request to approve the meeting minutes from March 24, 2026.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from March 24, 2026, as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

March 24, 2026

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

Excused Absence: Lisa Terry

Unexcused Absence: Jennifer Shown (Alt.)

1. **Call to Order** – Chairwoman Michele White called the meeting to order at 7:35 p.m.

2. **Citizens 'Comments** – None

3. **Approval of Minutes** – Darryl Hawkins motioned to approve the Meeting Minutes of February 24, 2025; Mary Craig seconded. The motion was approved unanimously.

4. **Exterior Elevation Applications**

a. **ARB2026-001 – 199 Union Street (Garland)**

Theo Daubresse made a motion to approve the application with conditions as a temporary Certificate of Appropriateness (COA) expiring December 1, 2026. Darryl Hawkins seconded.
Vote: Unanimous approval.

b. **ARB2026-002 – 209 Washington Street (Bench)**

Chairwoman Michele White stated that she was not comfortable approving the application without an accurate rendering and location. In the absence of the applicant, she made a motion to table the application. Rick Fitzgerald seconded.
Vote: Unanimous approval.

c. **ARB2026-003 – 186 Washington Street (Railings)**

Rick Fitzgerald recused himself from discussion and voting due to a conflict of interest. Theo Daubresse made a motion to approve the application as presented. Mary Craig seconded.
Vote: Unanimous approval.

5. **Discussion Items**

a. **Draft Bylaws Discussion**

Mary Craig presented refinements to the draft bylaws document, noting review by the town attorney. She referenced that Planning Commission codes are more detailed and include term Limits.

Jordan Sanders expressed interest in establishing term limits. Discussion followed with the Town Manager regarding the process for amending code sections. If the Board wishes to amend its authorizing code, it must draft the amendment, which would then be reviewed by the town attorney and voted on by Town Council. If initiated by town staff, changes may take several years.

Town Manager Linn also noted that boards may establish their own procedural rules, such as attendance requirements and removal after a set number of unexcused absences.

a. Town Council Report

Theo Daubresse reported that Alec Nugent was approved to fill the vacant ARB seat. Council has completed the events portion of the budget, with three budget meetings remaining. The Riverwalk Committee has been reestablished. Regarding the Mill of Occoquan, a verbal indication was given by the developer that demolition is forthcoming. Town staff is monitoring osprey activity via drone.

b. Planning Commission Report

Darryl Hawkins reported no applications were reviewed. The Commission discussed the Green Initiative.

c. Chair Report

Chairwoman Michele White addressed the canopy at 209 Washington Street, noting that lettering was installed without a sign permit and exceeds the permitted square footage.

Discussion is underway regarding potential ARB training by a University of Virginia student developing a curriculum on ARBs across Virginia. If pursued, training may occur in September. A discussion item regarding recurring absences will be added to the next meeting agenda.

d. Sign and COA Report

ARB members asked about 209 Washington Street - Canopy Sign:
The lettering totals 21.5 square feet. The applicant has 30 days to appeal to the Board of Zoning Appeals (BZA). A question was raised regarding vinyl lettering on awnings. Assistant Town Manager Lubash will research and provide clarification.

7. Adjournment

The meeting adjourned at 8:33 p.m



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

All exterior changes and modifications to the exterior of structures located within the Old and Historic District must be reviewed by the Architectural Review Board (ARB) for issuance of a Certificate of Appropriateness (COA) prior to the work being performed. Applicants should review the Architectural Review Board Design Guidelines for guidance of appropriate colors, materials, designs, etc.

The ARB meets regularly on the fourth Tuesday of the month at 7:30 p.m. at Town Hall. Applications must be filed at Town Hall by close of business on the Tuesday of the week prior to the meeting. Applicants must submit supplemental materials at time of application. Additional paint and material samples, product brochures and spec sheets, renderings, architectural drawings, photographs of the structure or other supplemental materials may be requested by the ARB prior to the hearing. The applicant or a representative must be present at the meeting during which the ARB will review the application. All fees must be paid prior to scheduling for ARB consideration.

Section I: Applicant and Owner Information	
Applicant Name <i>Khaled Muntar</i>	Owner Name
Business Name (if Applicable) <i>Masjid Al-Hussein</i>	Address (No., City, Address, Zip) + PO Box
<i>209 Washington St P [REDACTED]</i>	Email
[REDACTED]	Phone Number
[REDACTED]	<input checked="" type="checkbox"/> Same as Applicant Information
Section II: Property Information	
Project Address:	Structure Style:
Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	Exterior Elevation Type (Select all that apply): <input type="checkbox"/> Improvement/Repair to Existing Structure <input checked="" type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
Brief Description of Project: <i>Making concrete bench in front door (Right side)</i>	
Notice to Applicant/Property Owner: Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.	
Applicant Signature <i>[Signature]</i>	Date Submitted <i>03/12/2026</i>



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

Section V: Supplemental Application For New Builds, Improvements to Existing Structures and Combination Projects – Commercial, Residential and Mixed-Use

Project Address: 209 Washington Street **ARB Application No.:** ARB2026-002

Complete only the sections below that are applicable to the application. More information on each section is included in the ARB Design Guidelines available on the Town’s website at www.occoquanva.gov. Note: Words included on any improvements constitute a sign and are not part of the Exterior Elevation review process; a separate sign application process is required.

1. Type of Improvement(s): New Build Improvements to Existing Structure(s) Combination

2. Additions and New Builds

Accessory Structure: Size: _____ Location relative to Main Structure: _____

New Build: Size: _____ Location on site: _____

General Description/Use of Structure: _____

Rendering required Plan showing location on site required Architectural Plans required
Complete applicable sections below.

3. Awnings New Repair/Replacement
Existing Material, Color and Design: _____

Proposed Material (canvas or similar material): _____ Color: _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

4. Exterior Walls on Structure New Repair/Replacement
Existing Material, Color and Pattern: _____

Proposed Material: Brick Siding Other: _____ Paint Material Replacement

Material Type: _____ Color: _____ Pattern: _____

Mortar: Color _____ Joint Pattern _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

<p>5. Windows <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____</p> <p>Proposed Material: _____ Grid Profile: _____</p> <p>Grid Color: _____ Shutter Color: _____ Trim Color: _____</p> <p>Location (identify location of windows and types – provide exhibit): _____</p> <p><input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included</p>
<p>6. Doors <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____</p> <p>Proposed Material: _____ Style: _____ <input type="checkbox"/> Window (Style): _____</p> <p>Door Color: _____ Trim Color: _____ Window Color: _____</p> <p>Location(s) (identify location of doors and types – provide exhibit): _____</p> <p><input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included</p>
<p>7. Roofs and Gutters <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____</p> <p>Proposed Roof Material: _____ Roof Pitch _____</p> <p>Proposed Roof Color and Style: _____</p> <p>Proposed Gutter Material and Color: _____</p> <p>Gutter Locations (provide exhibit): _____</p> <p><input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included</p>
<p>8. Dormers <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____</p> <p>Proposed Material: _____ Existing Pitch _____ New Pitch _____</p> <p>Proposed Color and Style: _____ Window Color and Style: _____</p> <p><input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included</p>

9. Fences, Retaining Walls, Foundations, Decks, Porches, Screenings, Patios, Enclosures etc.

New Repair/Replacement Proposed Structure Type: _____
Existing Material, Color and Design: _____ Type: _____
Proposed Material: _____ Color/Stain: _____
Proposed Pattern/Design: _____ Decorative Trim/Hardware: _____
Mortar Color: _____ Joint Pattern: _____
Porch/Deck Post(s) Size: _____ Spindle Design and Color: _____
 Sample Included (Type): _____
 Spec Sheet Included Photo Included

10. Other Exterior Improvements New Repair/Replacement

Existing Material, Color and Design: _____ Type: _____
Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ Style _____ Placement _____ Spec Sheet Included

Ramps

ADA Ramps: Color _____ Style _____ Location _____ Spec Sheet Included

Chimneys

Brick Stone Color _____ Style _____ Location _____ Spec Sheet Included

Other

Material: Marble Quads Color white Type _____ Location _____

Other

Material: concrete Color white Type concrete Location Front Entrance

Brief Description: make concrete bench right side of front entrance.

Measurements are, 24" tall; 15" w, 10ft long

Spec Sheet Included Photo Included



Applicant Signature

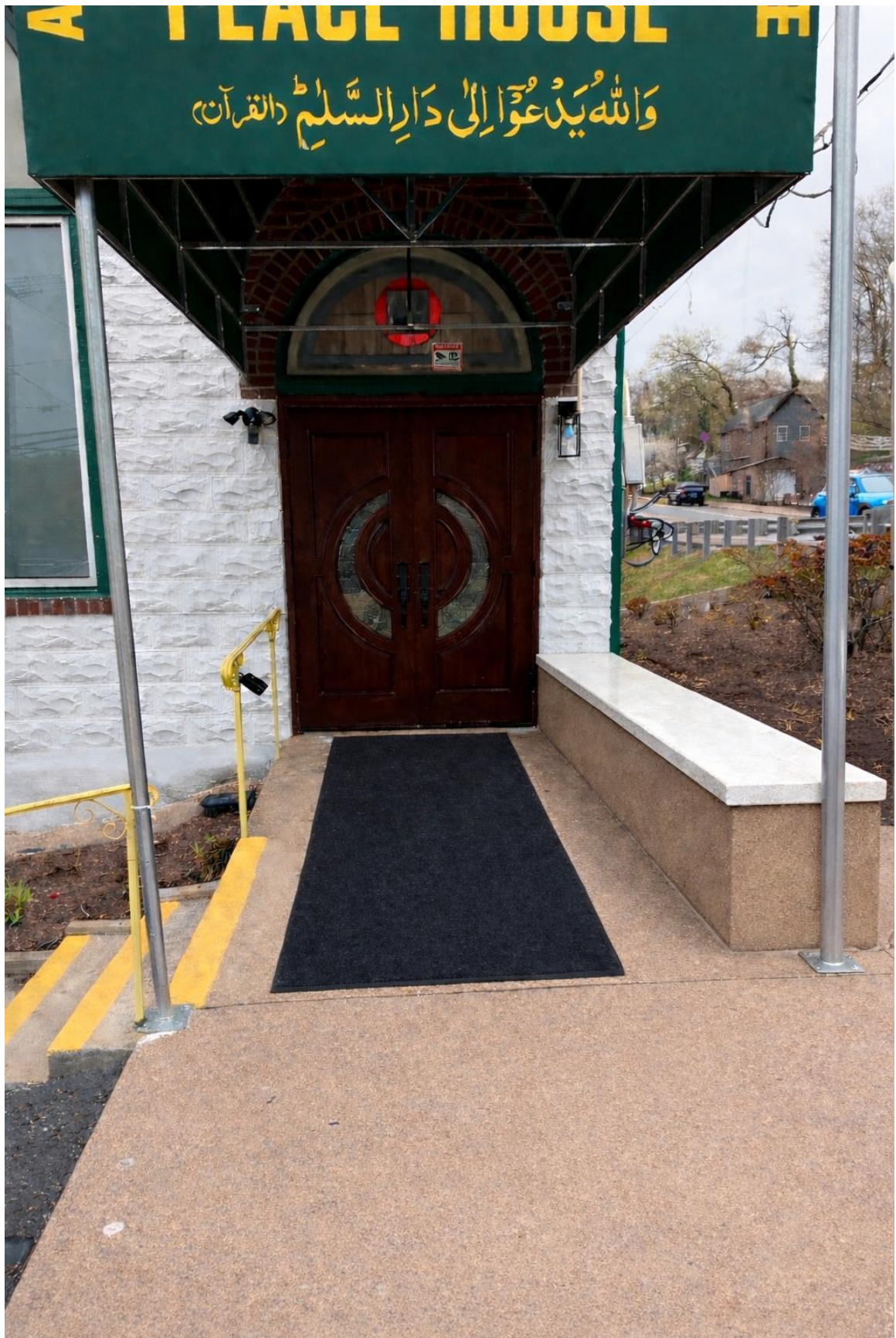
03/12/2026

Date

TOWN STAFF ONLY

Notes:





Example of Materia for seat:





TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

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Section I: Applicant and Owner Information

CHRIS MADIGAN
Applicant Name

MADIGAN'S WATERFRONT
Business Name (if Applicable)

201 Mill St. Occoquan VA 22125
Address (No., City, Address, Zip) + PO Box

[Redacted]
Email

[Redacted]
Phone Number

CHRIS MADIGAN
Owner Name

[Redacted]
Address (No., City, Address, Zip) + PO Box

Email

Phone Number

Same as Applicant Information

Section II: Property Information

Project Address: _____

Type of Use (Select One):
 Residential Commercial Mixed-Use
 Other: _____

Structure Style: _____

Exterior Elevation Type (Select all that apply):
 Improvement/Repair to Existing Structure
 New Development/In-Fill or New Accessory Structure
 Demolition
 Other: _____

Brief Description of Project:
Replacing Temp Tent w/ wooden Trusses

Notice to Applicant/Property Owner: *Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.*

Chris Madigan
Applicant Signature

4/16/2026
Date Submitted



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

Section V: Supplemental Application For New Builds, Improvements to Existing Structures and Combination Projects - Commercial, Residential and Mixed-Use

Project Address: 201 Mill St. Occoquan VA 22125

ARB Application No.: ARB2026-004

Complete only the sections below that are applicable to the application. More information on each section is included in the ARB Design Guidelines available on the Town's website at www.occoquanva.gov. Note: Words included on any improvements constitute a sign and are not part of the Exterior Elevation review process; a separate sign application process is required.

1. Type of Improvement(s): New Build Improvements to Existing Structure(s) Combination

2. Additions and New Builds

Accessory Structure: Size: _____ Location relative to Main Structure: _____

New Build: Size: _____ Location on site: _____

General Description/Use of Structure: _____

Rendering required Plan showing location on site required Architectural Plans required
Complete applicable sections below.

3. Awnings New Repair/Replacement

Existing Material, Color and Design: White Taut canvas

Proposed Material (canvas or similar material): Wood Color: Natural

Sample Included (Type): PT. PINE

Spec Sheet Included Photo Included

4. Exterior Walls on Structure New Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: Brick Siding Other: _____ Paint Material Replacement

Material Type: _____ Color: _____ Pattern: _____

Mortar: Color _____ Joint Pattern _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

5. Windows New Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Grid Profile: _____

Grid Color: _____ Shutter Color: _____ Trim Color: _____

Location (identify location of windows and types - provide exhibit): _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

6. Doors New Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Style: _____ Window (Style): _____

Door Color: _____ Trim Color: _____ Window Color: _____

Location(s) (identify location of doors and types - provide exhibit): _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

7. Roofs and Gutters New Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Roof Material: _____ Roof Pitch _____

Proposed Roof Color and Style: _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

8. Dormers New Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Existing Pitch _____ New Pitch _____

Proposed Color and Style: _____ Window Color and Style: _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

9. Fences, Retaining Walls, Foundations, Decks, Porches, Screenings, Patios, Enclosures etc.

New Repair/Replacement Proposed Structure Type: Deck

Existing Material, Color and Design: PT pine Type: pine

Proposed Material: SAME Color/Stain: clear

Proposed Pattern/Design: SAME AS photo Decorative Trim/Hardware:

Mortar Color: _____ Joint Pattern: _____

Porch/Deck Post(s) Size: _____ Spindle Design and Color: _____

Sample Included (Type): _____

Spec Sheet Included Photo Included

10. Other Exterior Improvements New Repair/Replacement

Existing Material, Color and Design: _____ Type: _____

Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ Style _____ Placement _____ Spec Sheet Included

Ramps

ADA Ramps: Color _____ Style _____ Location _____ Spec Sheet Included

Chimneys

Brick Stone Color _____ Style _____ Location _____ Spec Sheet Included

Other

Material: _____ Color _____ Type _____ Location _____

Other

Material: _____ Color _____ Type _____ Location _____

Brief Description:

Spec Sheet Included Photo Included

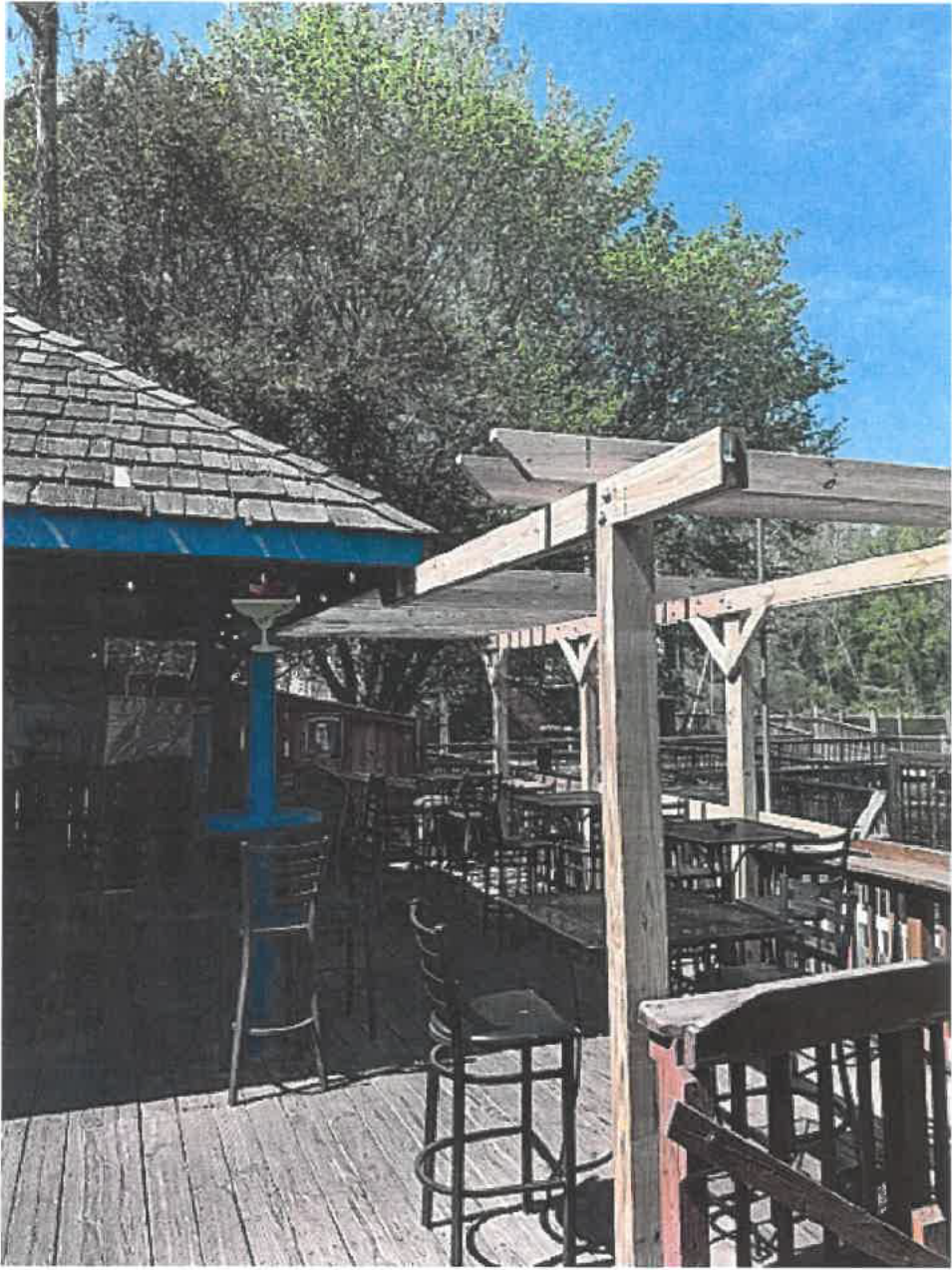
Chris Madey _____ 4/16/26 _____
Applicant Signature Date

TOWN STAFF ONLY

Notes:









TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: April 28, 2026
5D: Sign & COA Violation Report	

Attachments: a. March & April Sign and COA Violation Report

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

The report includes both sign and COA violations, showing the violation number, address, violation description and the status of the violation. All code violations follow the code violation standard operating procedure (SOP), including a tiered notice system of informal notices progressing to formal notice of violation letters. Most violations are resolved at the informal tier and do not necessitate a formal notice of violation and subsequent legal action.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

Sign & COA Violation Report March & April

4/23/2026

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OCV-2026-010	ARB	303 Commerce Street	2/25/2026	exterior alteration: COA required	Working with Business owner
OCV-2026-017	ARB	202 Union Street	2/25/2026	exterior alteration: COA required	Working with Business owner
OCV-2026-018	Signage	202 Union Street	2/25/2026	Temp signs more than 4 colors, duration	Notice Sent
OCV-2026-019	Signage	209 Washington Street	3/4/2026	Sign greater than 16 square feet	NOV
OCV-2026-026	Signage	303 Commerce	2/25/2026	4 minor signs allowed without a permit, 6 allowed with	Working with Business owner
OCV-2026-028	Signage	208 Poplar Alley	3/31/2026	Sign for a closed business remaining up	Notice sent
OCV-2026-029	ARB	201 Mill street	4/16/2026	exterior alteration: COA required	With ARB