



# **Town of Occoquan**

## **ARCHITECTURAL REVIEW BOARD**

### **MEETING MINUTES**

#### **July 28, 2026**

In Attendance: Michele White (Chair), Jordan Sanders (BMR and Secretary), Rick Fitzgerald, Mary Craig, Lisa Terry, Alec Nugent (Alt.)

Excused Absence: None

Unexcused Absence: Darryl Hawkins (Vice Chair, PCR), Jennifer Shown (Alt.)

1. **Call to Order** – Chairwoman Michele White called the meeting to order at 7:33 p.m.

2. **Citizens' Comments** –

None.

3. **Approval of Minutes**

Jordan Sanders made a motion to approve the June 2026 meeting minutes. Rick Fitzgerald seconded the motion.

**Vote:** Unanimous approval.

4. **Exterior Elevation Applications**

*a. ARB2026-010 – 302 Commerce Street (Driveway)*

The homeowners submitted an application to update the driveway. The new surface will be brushed concrete in a light, natural color that is expected to darken slightly over time. The homeowners confirmed with the contractor that no equipment or materials will be driven or wheeled over the surrounding ground in order to avoid damage.

Alec Nugent made a motion to approve the application as presented. Lisa Terry seconded. There was no further discussion.

**Vote:** Unanimous approval.

*b. ARB2026-011 – 406 Mill Street (Exterior Renovations)*

The Board welcomed Rebecca and Ben of Buzz Books, who presented the proposed updates to the exterior of the building.

Lisa Terry made a motion to approve the application as presented. Alec Nugent seconded.

**Vote:** Unanimous approval.

***c. ARB2026-012 – 450 Mill Street, The Gate House (Railings and Pavers)***

The applicant sought approval for a three-foot iron railing and brick pavers. The Board discussed potential ADA compliance considerations.

Alec Nugent made a motion to approve the application. Rick Fitzgerald seconded.

**Vote:** Unanimous approval.

## **5. Discussion Items**

***a. Dos and Don'ts for Certificates of Appropriateness***

Chairwoman Michele White asked whether the Board would like the Town Attorney to join a closed session to continue training on this matter. The Board agreed.

## **6. Reports**

***a. Town Council Report***

Megan Lubash presented the Town Council report.

***b. Planning Commission Report***

The Comprehensive Plan has been sent to Town staff to finalize and distribute to all appropriate parties.

***c. Chair Report***

The Chair's report was addressed under Discussion Items (Item 5a).

***d. Sign and COA Report***

Notices of violation will be issued.

## **7. Adjournment**

The meeting adjourned at 8:11 p.m.