Town of Occoquan

ARCHITECTURAL REVIEW BOARD
MEETING MINUTES
September 22, 2026

In Attendance: Darryl Hawkins (Vice Chair, PCR), Theo Daubresse (TCR), Lisa Terry, Rick Fitzgerald, Mary Craig, Alec Nugent (Alt.)

Excused Absences: Michele White (Chair), Jordan Sanders (BMR and Secretary)

Unexcused Absence: Jennifer Shown (Alt.)

1. **Call to Order –** Vice-Chair Darryl Hawkins called the meeting to order at 7:30 p.m. The position of secretary was filled by Mary Craig for this meeting in Jordan Sander's absence.

2. **Citizens' Comments**

Rockledge Mansion owner Lance Houghton informed the board about future plans for the Rockledge exterior, including a porch, some additions around the ballroom, and the staircase. The plan is to make the mansion an event/restaurant space. He is also talking to the planning commission about additional parking. Changes will happen over the course of the next few years. He is not making a formal application yet.

3. **Approval of Minutes**

The July 28, 2026, meeting minutes incorrectly stated Lisa Terry and Alec Nugent were not in attendance. Alec Nugent moved to approve the minutes with the corrections, Lisa Terry seconded, and the minutes were unanimously approved.

4. **Exterior Elevation Applications**

a. ARB2026-013 – 205 Center Lane 206 Commerce (Exterior Renovations)

Brian Beck briefed the changes planned for 205 Center Lane, which include an increase in the height of the second story, a new roof, and a second-floor balcony. Many of the materials and design elements haven't been chosen yet, but the amended height is within the zoning ordinance. Board members suggested more information about materials, colors and specs is needed. Rick Fitzgerald moved to defer the application to a future meeting when the owner can provide more

details and samples. Lisa Terry seconded, and the Board unanimously approved the motion.

b. ARB2026-014 - 413 Mill Street (Roof and Windows)

Megan Lubash briefed the ARB about the changes to the roof and windows of the Mill House Museum. Alec Nugent moved to approve the application, Mary Craig seconded, and the motion was unanimously approved.

5. Action Items

a. The Board reviewed correspondence about the resignation of Jennifer Shown from ARB. Theo Daubresse moved to accept her resignation, Rick Fitzgerald seconded, and the Board unanimously approved the motion. Another alternate will be needed, so applications will be sought. The incoming member must be a Town resident.

6. **Reports**

a. Town Council Report

Theo Daubresse reported that the Town Staff presented a proposal on moving Riverfest from the second weekend in June to the weekend before Memorial Day. No decision has been made yet.

b. Planning Commission Report

Darryl Hawkins reported that Eliot Perkins resigned as the Chair. The Commission discussed the 10-year plan and recommended changes. A Geotech study is being done, including gathering ground samples from the riverfront properties to determine impacts to the Riverwalk Plan.

c. **Chair Report**
Chair Michele White is attending a small business course in September and October. There is no meeting in November so she will return for the December meeting.

d. **Sign and COA Report**
No questions were presented.

7. Other Business

Rick Fitzgerald asked about the recent removal of a diseased tree on Mill Street. Town Manager Adam Linn explained that the County Arborist reviews the condition of the town's trees and makes recommendations on removal. More diseased trees will be removed in the future because of limited nutrients in the soil.

8. Adjournment

The meeting was adjourned at 8:22 p.m.