



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

July 23, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Theo Daubresse, Lisa Terry, Mary Craig; Alternate Jennifer Shown; Excused Tardy: Rick Fitzgerald

1. Call to Order - Brenda called the meeting to order at 7:39 p.m. Note: The ARB Meeting started late because the Planning Commission exceeded its allotted time. Brenda announced the resignation of Merial Currer, who is also secretary. Jennifer Shown offered to step in and take minutes.
2. Citizen's Comments - None
3. Approval of Minutes - Brenda made a motion to approve the Meeting Minutes of May 28, 2024; Mary 2nd approved. The motion was approved unanimously.
4. Exterior Elevation Applications - ARB2024-003 - 402 Mill Street (Sculpture) - After discussing, Brenda made a motion to defer ARB2024-003 402 Mill Street again until the ARB finalizes guidelines for art in the Historic District. Lisa 2nd approved. The motion was approved unanimously.
5. Reports
 - a. Town Council Report – Theo Daubresse noted there will be a new sign to rename Occoquan Island for the naming of the island contest.
 - b. Town Manager's Report - Matt Whitmoyer, the Deputy Town Manager, mentioned that Carol Bailey was honored with a town proclamation for her volunteer work which included the Architectural Review Board (ARB). Matt also mentioned that the town is making storm water pipe improvements, by replacing the defective pipes. For the July Violations Report, he stated there were no new items; he was in the process of resolving the old items.
 - c. Planning Commission Report – Darryl Hawkins stated that the Planning Commission had discussed the town density and the pros and cons in relation to zoning.
 - d. Chair Report – None
6. Discussion Items - Draft Amendments to ARB Design Guidelines Relating to Public Art

Adam Linn, the Town Manager, Matt Whitmoyer, Assistant Town Manager, Brenda Seefeldt, and Theo Daubresse had a meeting to discuss art in the historic district. Brenda asked Matt to give the overview of the new design guidelines. Some of the guidelines include the following: it cannot block or damage the historical fixtures, must be non-invasive, must be relevant to the historical district, and cannot contain any advertising since it would then be considered as signage. There was no discussion. Brenda made a motion to recommend the

new ARB design guidelines to the Town Council. Mary 2nd approved. The motion was approved unanimously.

e. Adjournment – 7:52 pm