



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

August 27, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Theo Daubresse, Lisa Terry, Mary Craig, Rick Fitzgerald

1. Call to Order - Brenda Seefeldt called the meeting to order at 7:30 p.m.
2. Citizen's Comments - None
3. Approval of Minutes—Mary Craig made a motion to approve the Meeting Minutes of July 23, 2024; Theo Daubresse seconded. The motion was approved unanimously.
4. Exterior Elevation Applications—ARB2024-003 - 402 Mill Street (Sculpture) —
The applicant was a no-show. It is the practice of the ARB for an applicant to be present with the application. Discussion was had about voting on the application even with this absence since we asked all of our questions at the original review of the application, June 2024 meeting. It was decided to vote on the application. Darryl Hawkins made a motion to pass the Certificate of Appropriateness for Exterior Elevation of the Dragon. Mary Craig seconded. The motion was approved unanimously.
5. Reports
 - a. Town Council Report – Theo Daubresse noted the Draft Amendments to ARB Guidelines Relating to Public Art have been made through the Town Council's discussion and approval process.
 - b. Town Manager's Report – The Deputy Town Manager Matt Whitmoyer. Provided an update on the signage cases and on the written language changes in regulations as provided by the Town Attorney. Matt also noted there is a need for volunteers for the upcoming Fall Arts and Crafts Show, September 28 -29, 10 a.m. – 5 p.m.
 - c. Planning Commission Report – Darryl Hawkins stated that the Planning Commission meets next on September 24, 2024
 - d. Chair Report – Brenda announced she would not attend the September meeting.
6. Discussion Items

- a. Decoration Discussion – Brenda brought to the ARB’s attention a question regarding a lack of prohibitions on plastic foil fringe strips or garlands, aka pennant strips or banners. New written language to coincide with Town of Occoquan Ordinance § 157.304 PROHIBITED SIGNS(A)(8) will be prepared for review and consideration.

7. Adjournment – 8:00 pm