



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

September 24, 2024

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

Excused Absence: Jennifer Shown

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:31 p.m.
2. Citizen's Comments - None
3. Approval of Minutes— Mary Craig motioned to approve the Meeting Minutes of August 27, 2024; Lisa Terry seconded. The motion was approved unanimously.
4. ARB2024-004 312 Commerce Street (Greenhouse) — Applicant David M. Leckenby requests approval to place an 8' x 18' x 7' polycarbonate greenhouse constructed on a frame of aluminum and steel alloy laid on a bed of gravel surrounded by 2" x 4" exterior grade lumber in the back yard at his residence located at 312 Commerce St.

Upon advisement from the town manager that the project would remain under review for construction permits from the county, a motion was made by Rick Fitzgerald to approve the applicant's application ARB2024-004, seconded by Lisa Terry. The motion was approved unanimously.

5. Reports
 - a. Town Council Report – Theo Daubresse highlighted the Town Council's Arbor Day appreciation at its last meeting.
 - b. Town Manager's Report – It was noted the Ospreys had abandoned their nests; however, there are no reports of demolition or building permits being drawn by The Mill at Occoquan.
 - c. Planning Commission Report – Darryl Hawkins reported that the Planning Commission is preparing a comprehensive 2026 plan and the top 10 priorities to give to the Town Council.
 - d. Chair Report – Brenda announced two Architectural Review Board vacancies, one for a regular business member and one for an alternate member.

The sign code amendment discussed at the last meeting continues to move forward.

6. Adjournment – 7:55 pm