



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

October 22, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Lisa Terry, Rick Fitzgerald;

Excused absences: Theo Daubresse, Mary Craig

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:34 p.m.
2. Citizen's Comments - None
3. Approval of Minutes - Lisa Terry motioned to approve the Meeting Minutes of September 24, 2024; Brenda Seefeldt seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2024-005 302 Commerce Street (Fence) - Alex Kerns and Mashি Dehghanpour request approval of a perimeter front and back Colonial Gothic picket, and patio linked custom lattice panels 4' tall fence on the property. Brenda Seefeldt motioned to approve Exterior Elevation Application ARB2024-005; Lisa Terry seconded. The motion was approved unanimously.
 - b. ARB2024-006 404 McKenzie Drive (Fence) –Anne Sawyer request approval for the installation of a wooden Split Rail fence to run the length of the property on the NE side as a visual barrier. Rick Fitzgerald moved to approve Exterior Elevation Application ARB2024-006; Lisa Terry seconded. The motion was approved unanimously.
 - c. The committee's request to review Exterior Elevation Application ARB2024-007 was "Tabled" until the meeting scheduled for December 10, 2024, at the owner's request.
5. Reports
 - a. Town Council Report – None

- b. Town Manager's Report – It was noted that the Town Council has enacted an ordinance allowing new fees for collecting delinquent taxes. The Town Council also provided a report on the Fall Show at their last meeting. It was announced that Julie Little was retiring as Events Director, and the position is to be filled by Tammy Hassett. In addition, The Mill at Occoquan developer has tentatively indicated a planned demolition at the construction site beginning January 2025.
- c. Planning Commission Report – Darryl Hawkins reported that the Planning Commission continued its discussion of a comprehensive plan and the top priorities to give to the Town Council.
- d. Chair Report – Brenda announced two Architectural Review Board vacancies have been tentatively filled to be approved by the Town Council. The regular Business Member is Ms. Jordan Sanders and Alternate Member is Ms. Michelle White.

Brenda reminded everyone that there is no meeting in November due to Thanksgiving. The December meeting is the 2nd Tuesday so that the December meeting doesn't interfere with Christmas.

6. Discussion Items – none

7. Adjournment – 7:56 p.m.