



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

December 10, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Rick Fitzgerald, Theo Daubresse (via Zoom), Jordan Sanders, Jennifer Shown, Michele White

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:30 p.m.
2. Citizen's Comments - None
3. Approval of Minutes – Brenda Seefeldt motioned to approve the Meeting Minutes of October 22, 2024: Rick Fitzgerald seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2024-007 302 450 Mill Street (Doors) – The application was tabled until the next meeting in January.
 - b. ARB2024-008 402 McKenzie Dr (New Addition; Siding, Windows, & Roof) – Applicant AS Built Drawings, LLC, represented by Angela Staffone, requests approval for new siding, windows, and roof which will be included also on the new two-story rear addition. Sample were provided. Jennifer Shown moved to approve Exterior Elevation Application ARB2024-008 as submitted; Jordan Sanders seconded. The motion was approved unanimously.
5. Reports
 - a. Town Council Report – Theo Daubresse shared that the Town Council is proceeding with the Ellicott Street sidewalk project.
 - b. Town Manager's Report – Matt Whitmoyer provided the Sign and COA Violation Report for Nov-Dec 2024 and briefly reviewed the status of any legal issues. In addition, he shared that at the November meeting, the Town Council acknowledged Bucky Brill for his many years of service, appointed new ARB members, and aligned the ARB appointment terms of service. He noted that the Ellicott St. sidewalk project had been advanced at the December meeting and directed staff to proceed with the Riverwalk Transportation Alternative Program (TAP) Grant.
 - c. Planning Commission Report – none.
 - d. Chair Report – none

6. Discussion Items – none

7. Adjournment – 7:54 p.m.