



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

January 28, 2025

In Attendance: Brenda Seefeldt, Darryl Hawkins, Rick Fitzgerald, Theo Daubresse, Lisa Terry, Jordan Sanders, Jennifer Shown, Mary Craig, Michele White

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:38 p.m.
2. Chairwoman Brenda Seefeldt called for the nominations and election of officers to serve on the 2025 Architectural Review Board.

The solitary nominees were Brenda Seefeldt, Darryl Hawkins, and Rick Fitzgerald for the positions of Chairwoman, Vice Chairman, and Secretary, respectively. All were elected unanimously.

3. Citizen's Comments - None
4. Approval of Minutes – Michele White motioned to approve the Meeting Minutes of December 10, 2024; Mary Craig seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2024-007 302 450 Mill Street (Doors) – Applicants Charles and Reni Keith submitted for approval the replacement of the front and side doors. A 01/28/2025 rendering of the proposed Dutch Doors was presented to the Board. Lisa Terry moved to approve Exterior Elevation Application ARB2024-007; Michele White seconded. The motion was approved unanimously.

5. Reports

- a. Town Council Report – Theo Daubresse shared that the Town Council passed the FY2023 audit, and Occoquan received notification that it has reached the designation status of Mobilizing Mainstreet in its quest to become a Mainstreet America town. He noted that the Occoquan Police Department had an opportunity to input public-facing documents into the National Incident Management System, and the feedback from Visit Occoquan regarding events such as the tree-lighting and artisan market, which was not done this year, is being reviewed for future considerations.

- b. Deputy Town Manager's Report—Matt Whitmoyer stated that the Events Calendar would be considered at the next Town Council meeting. Budget planning for the next fiscal year is underway, and staff will work on proposals from March to April. Signage issues remain unchanged from last month. All but one problem is resolved. Tammy Hassett will become the new Events Director in June.
 - c. Planning Commission Report—Darryl Hawkins indicated the Planning Commission's Annual Report was going to the Town Council. The Mill at Occoquan has not obtained the final necessary demolition approvals. A citizen speaker noted light pollution as a topic of concern. Riverside Station, a large project with an expected 103 units, is reportedly going in on the southeast side of I-95 along the Occoquan River and northwest of Harbor View.
 - d. Chair Report –Brenda Seefeldt expressed gratitude to the members of the ARB for their support.
- 6. Discussion Items – The Board and staff discussed creating a checklist for new businesses to confirm their awareness of ARB rules and regulations.
- 7. Adjournment – 7:54 p.m.