



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

March 25, 2025

In Attendance: Brenda Seefeldt (Chair), Darryl Hawkins (Vice Chair), Rick Fitzgerald (Sec.), Theo Daubresse (TCR), Jordan Sanders (BMR), Lisa Terry, Mary Craig, Michele White (Alt.)

Absent: Jennifer Shown (Alt.)

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:34 p.m.
2. Citizens' Comments - None
3. Approval of Minutes – The Meeting Minutes of January 28, 2025, were revised to include the corrections of the name Michelle to read Michele and a language error with the appropriate addition of the term “respectively”. Subsequently, Brenda Seefeldt motioned to approve the Meeting Minutes of January 28, 2025; Lisa Terry seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2025-001 303 Mill Street (Removal of Stairs, and add Siding, Window, and Replace Roof) - Applicant Matthew Dawson requests to renovate the exterior front facing Mill Street. The brick front, steps, and door will be removed from the right exterior and replaced with siding that matches the current one. The door will be replaced with a double-hung window to match the design of the neighboring window. Three front porches will have their roofs replaced with black metal. Michele White moved to approve the Exterior Elevation Application ARB2025-001; Mary Craig seconded. The motion was approved unanimously.
 - b. ARB2025-002 204 Washington Street (Awning and Outdoor Lights)—Applicant Petra Carden deferred a request to replace four outdoor sconce lights until a future meeting. The applicant presented an example of the awning. The frame is made of 1” square tubing with stainless steel hardware; there are no posts. The fabric is commercial-grade Sunbrella anti-fade awning fabric (water, UV, and mildew resistant). Jordan Sanders moved to approve the Exterior Elevation Application ARB2025-002; Lisa Terry seconded. The motion was approved unanimously.

- c. ARB2024-08 Amended Application 402 McKenzie Drive (Increase Size of Addition) – Deferred for consideration at a future meeting.

5. Reports

- a. Town Council Report – Theo Daubresse informed the ARB that the Town Council is continuing to work through preparations for the FY26 budget. The Town Council has additional information on light pollution, having received a presentation by the initiator of concern.
- b. Town Manager's Report – Matt Whitmoyer provided the Sign and COA Violation Report for March 2025.
- c. Planning Commission Report—Darryl Hawkins indicated a summary list of Planning Commission items has been prepared. A 1.2-million-dollar boardwalk could be added back into the plan.
- d. Chair Report – Jordan Sanders continues working on the new business checklist.

6. Discussion Items – Congratulations to Michele White and the opening of Occoquan Outfitters Souvenir Shack.

7. Adjournment – 8:09 p.m.