



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

April 22, 2025

In Attendance: Brenda Seefeldt (Chair), Darryl Hawkins (Vice Chair, PCR), Theo Daubresse (TCR), Jordan Sanders (BMR), Lisa Terry, Jennifer Shown (Alt.), Michele White (Alt.)

Unexcused absent: Rick Fitzgerald, Mary Craig

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 — Brenda Seefeldt motioned to approve the Meeting Minutes of March 25, 2025; Michele White seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2024-008 Amended Application 402 McKenzie Dr (Increase Size of Addition) - Applicant Angela Staffone requests to amend the original application by extending 6 feet further than the original plan. The window size will change to 36" x 72", and a French door will be added to the house terrace. Brenda Seefeldt moved to approve the Exterior Elevation Amended Application ARB2024-008; Jordan Sanders seconded. The motion was approved unanimously.
 - b. ARB2025-003 Application 430 Mill St (Replace Porch Railing) — Applicants Chris Pille and Jennifer Shown request to replace PVC porch railing with a black Composite railing. Lisa Terry moved to approve the Exterior Elevation Application ARB2025-003; Michele White seconded. The motion passed: 6 Yea, 0 Nay, 1 Abstention (Jennifer Shown).

5. Reports

- a. Town Council Report—Theo Daubresse stated that the Council will bring back the Christmas Market, budgeting for lighting and decorations. Artisans, Craftspeople, and Handicrafts workers will set up on Commerce and Union Streets.
 - b. Deputy Town Manager's Report – Matt Whitmoyer indicated no additional updates regarding the Sign and COA Violation Report. Deputy Town Manager Whitmoyer also brought to the attention of the ARB that Councilmember Nancy Freeborne Brinton had resigned, and the Town Council has moved to appoint Robert “Bob” Love to replace her until a replacement can be elected. Additionally, ARB member Lisa Terry's seat has been extended to December 2026, making it concurrent with all ARB members.
 - c. Planning Commission Report – Darryl Hawkins reported that the April 22, 2025, Planning Commission meeting was cancelled.
 - d. Chair Report—Brenda Seefeldt announced that the Town Attorney did not approve the proposed idea for a new business sign-off checklist on the ARB Policies Checklist. The idea has been scrapped.
6. Discussion Items – Matt Whitmoyer shared information about the Occoquan Volunteer Fair, which will be held on May 3, 2025, from 10:00 a.m. to 12:00 p.m. Refreshments will be served. We were also reminded of the River Fest on June 7 and 8 and volunteers are needed.
7. Adjournment – 7:52 pm