



# **Town of Occoquan**

## **ARCHITECTURAL REVIEW BOARD**

### **MEETING MINUTES**

#### **May 27, 2025**

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

Excused absent: Jordan Sanders (BMR), Jennifer Shown (Alt.)

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:27 p.m.
2. Citizens' Comments - None
3. Approval of Minutes — Michele White motioned to approve the Meeting Minutes of April 22, 2025; Lisa Terry seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
  - a. ARB2025-004 204 Washington St (Awning, Paint Shutters and Door)  
Applicant Petra Carden requests the addition of an awning above the front window and painting of the shutters and door. Michele White moved to approve the Exterior Elevation Application ARB2025-004; Mary Craig seconded. The motion was approved unanimously.
5. Reports
  - a. Town Council Report—Theo Daubresse stated that the Town Council's last meeting focused on approving the budget and taxes for the coming year. A special note of recognition was given to the Town Staff for their assistance with gardening services.
  - b. Deputy Town Manager's Report – Matt Whitmoyer provided the ARB with the May 2025 Sign and COA Violation Report. In addition, Mr. Whitmoyer provided the ARB with an 11" x 17" illustration of the proposed "Architectural Post & Panel Sign" scheduled for installation at the Mill House later in the summer to replace the previous sign. This is part of the Prince William Tourism program. Also, information regarding an A-frame sign for the stores on Poplar Alley managed by Town Staff was briefly discussed. More discussion to come.
  - c. Planning Commission Report – Darryl Hawkins reported that no meeting occurred on the Planning Commission's regularly scheduled calendar date; however, a meeting was held during the latest Town Council meeting,

which included a special session to approve an adjustment to the Planning Commission appeal process.

- d. Chair Report—Brenda Seefeldt reminded everyone that Riverfest was approaching soon and expressed her hope that many would step forward to volunteer.

6. Discussion Items – None

7. Adjournment – 7:45 pm