



TOWN OF OCCOQUAN

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ARCHITECTURAL REVIEW BOARD MEETING

September 23, 2025 | 6:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. August 26, 2025 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2025-007 309 Commerce St (Bracket Mounted for Outdoor TV)
5. **Reports**
 - a. Town Council Report
 - b. Sign and COA Violation Report
 - c. Planning Commission Report
 - d. Chair Report
6. **Adjournment**

Brenda Seefeldt
Chair, Architectural Review Board



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Approval of Minutes	Meeting Date: September 23, 2025
3A: Request to Approve August 26, 2025, Minutes	

Attachments: a. August 26, 2025, Minutes

Submitted by: Megan Lubash
Town Clerk/ Assistant Town Manager

Explanation and Summary:

This is a request to approve the meeting minutes from August 26, 2025.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from August 26, 2025, as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

August 26, 2025

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

Excused absent: Jennifer Shown (Alt.)

1. Call to Order – Vice Chair Darryl Hawkins called the meeting to order at 7:30 p.m. Vice Chair Darryl Hawkins assumed the gavel in the absence of Chair Brenda Seefeldt due to the Town Attorney ruling she could not be in attendance in the building for ARB2025-007.
2. Citizens' Comments - None
3. Approval of Minutes — Mary Craig motioned to approve the Meeting Minutes of June 24, 2025; Michele White seconded. The motion was approved unanimously.
4. Exterior Elevation and Signage Applications
 - a. ARB2025-007 Application 309 Commerce St. (Mounted Outdoor TV)
Applicant John Amodea (also representing Brenda Seefeldt) amended the application to specify “black metal bracket” where appropriate in the description. Staff informed the ARB that, according to legal, “the bracket requires a Certificate of Appropriateness and (a determination of) whether the bracket will be consistent with the historic styles based on the guidelines and the code.” Staff suggested reviewing the surrounding jurisdictions on this topic before a determination is made. Lisa Terry moved to table Exterior Elevation Application ARB2025-005: Mary Craig seconded. The motion was approved unanimously.
 - b. ARB2025-006 Application 408 & 416 Mill St. (Replace Roof and Siding)
Partner representative John Zenlan, on behalf of the applicant, Roger Lin, requests replacement of roof and replacement of trim to the properties owned by Occoquan Views LLC/River Mill Investment. Michele White moved to approve the Exterior Elevation Application ARB2025-006 as is, with Jordan Sanders seconding. The motion was approved unanimously.

Note: Brenda Seefeldt was in attendance and assumed duties as chair at 7:45 pm.

c. SGN2025-013 201 Union St. (Signage)

Applicant Mike Jamil, owner of Riverside Coffee, requests approval for the proposed signage and its compliance with ARB Guidelines. Town staff deferred approval and requested that the ARB make the final decision. After an exchange of conversation with the owner and ARB, Michele White moved to approve SGN2025-013 as is, with Brenda Seefeldt seconding. The motion was approved unanimously.

d. ARB2025-008 305 Union St. (Windows)

The Chair ruled that applicant Theodore Daubresse, a member of the ARB, shall remain for any questions before leaving the building when the board calls for a vote on his application. Upon conclusion of the vote, Mr. Daubresse shall return to continue ARB duties.

The applicant requests approval to replace the old, damaged windows with vinyl windows. Michele White moved to approve the Exterior Elevation Application ARB2025-008 as is, with Lisa Terry seconding. The motion was approved unanimously.

5. Reports

a. Town Council Report — None

b. Deputy Town Manager's Report – Matt Whitmoyer provided the ARB with the August 2025 Sign and COA Violation Report. Mr. Whitmoyer reported that Ann Kisling has submitted her resignation from the Planning Commission, and Jim Drakes has stepped down from the Board of Zoning Appeals. In addition, the roof at the park gazebo has been replaced. Mr. Whitmoyer announced his resignation. His replacement will be Meghan Lebash.

c. Planning Commission Report – None

d. Chair Report— The Chair delivered personal remarks regarding a zoning violation and requested that the statement be entered into the record:

“In my time as Chair since 2011, I have had many businesses come after me. This is part of my role. You guys are pretty much exempt from this. I have had things said to me, violations tried against me. It's part of my role. I'm thick-skinned enough not to go into those business

and spend my money there. That's just what it is. I've outlived many of the stores that have done this. For Zoning to create a violation, which I'm not even clear on, has created something that I'm just sorry that you all have to be involved in. And on that, I also want to say publicly, I don't know who has put in this complaint against me. I don't know why Zoning has created a violation that, for something nine years ago, I would have asked for a COA for if I had known it was a violation. This TV is not new, obviously. You have been with me watching TV out there. So, I don't know, honest, But I do want to say we have worked hard for the businesses in this town. In 2011, when I came on as Chair, I started a three-year project to update all of the ordinances to become way more business-friendly.. It took us three years. It was a complete overhaul, and we made a lot of decisions for the businesses that were not done back in the 80s, 90s, and 2000s. I did that. And then the U.S. Supreme Court came up with that ruling, and we had to redo it again. And that was a lot of work. It took us til about 2018 to get everything settled, so that's seven years. I've made the ordinances strong for the historic district and strong for the businesses. Now, a year ago, Zoning came up with a violation for the dragon (sculpture) across the street here. That had been up for a couple of years, and all of a sudden, there's a violation here. We, as an ARB, did everything we could to allow that dragon to stay. And to allow that dragon to stay took hours of my time, not your guy's time. It took more hours for our Town Manager to find a solution to allow that dragon to stay. This is what we do for our businesses. We find means to allow this stuff to happen. This has been my practice as a Chair. And I just want to make this a public statement for what's going on so that people can understand the heart of why I do what I do. I'm thick-skinned enough. I'm thick-skinned enough that I won't shop in these stores anymore. That's a statement I want to make. Any comments or questions for me?"

6. Discussion Items – None

7. Adjournment – 8:33 pm



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ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: September 23, 2025
4A: ARB2025-007 Application 309 Commerce St	

Attachments: a. ARB2025-007 Application 309 Commerce St (Bracket Mounted for Outdoor TV)

Submitted by: Adam Linn
Town Manager

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for a bracket mounted for an outdoor television. The application was originally presented at the August 26, 2025, meeting and continued to the September 23, 2025, meeting for determination.

The ARB requested Staff to review other historical municipalities for their handling of brackets and other permanent fixtures to walls.

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB Guidelines.

Any denial of an application for a Certificate of Appropriateness must include the reason for denial and a reference to the relevant ARB guideline(s).

Proposed/Suggested Motion:

"I move to approve ARB2025-007 Application 309 Commerce St (Mounted Outdoor TV) as is."

OR

"I move to approve ARB2025-007 Application 309 Commerce St (Mounted Outdoor TV) with the following condition(s): _____."

OR

"I move to not approve ARB2025-007 Application 309 Commerce St (Mounted Outdoor TV) for the following reason: _____."

OR

Other action the Architectural Review Board deems appropriate.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: September 23, 2025
5B: Sign & COA Violation Report	

Attachments: a. August & September Sign and COA Violation Report

Submitted by: Megan Lubash
Town Clerk/ Assistant Town Manager

Explanation and Summary:

The report includes both sign and COA violations, showing the violation number, address, violation description and the status of the violation. All code violations follow the code violation standard operating procedure (SOP), including a tiered notice system of informal notices progressing to formal notice of violation letters. Most violations are resolved at the informal tier and do not necessitate a formal notice of violation and subsequent legal action.



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Agenda Communication

Town of Occoquan Sign & COA Violation Report August & September

9/23/2025

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OCV-2025-002	General	125 East Colonial I	4/24/2025	unshielded light sending light trespass to adjacent properties	With Legal
OCV-2025-012	Signage	305 Mill St, Suites	6/27/2025	Second A-frame sign w/o permit	Notice Sent
OCV-2025-025	ARB	309 COMMERCES	7/31/2025	TV on back patio	Town Hall Processing
OCV-2025-026	Signage	310 Mill Street	8/7/2025	neon sign; two temporary banners without a permit	RESOLVED
OCV-2025-027	Signage	313 Mill Street	8/7/2025	neon sign; window signs covering over 25% of door window area; signs display for non-existent/closed business	RESOLVED
OCV-2025-028	Signage	309 Mill St	8/7/2025	sign still installed for closed business	Email Sent
OCV-2025-029	Signage	313 Mill Street	8/7/2025	sign still installed for closed business	UNFOUNDED
OCV-2025-030	Signage	310 Mill Street, Uni	8/7/2025	window signs covering over 25% of door window area	RESOLVED
OCV-2025-031	Signage	310 Mill Street	8/7/2025	window signs covering over 25% of door window area	RESOLVED
OCV-2025-032	Signage	310 Mill Street, Uni	8/7/2025	yard sign	UNFOUNDED
OCV-2025-033	Grass/Vegetati	312 Center Lane	8/21/2025	Grass and weed over 12 inches in height	RESOLVED
OCV-2025-034	Signage	199 Union Street	8/27/2025	window signs covering over 25% of door window area	UNFOUNDED
OCV-2025-034	Grass/Vegetati	311 Mill Street	8/29/2025	Grass and weed over 12 inches in height	RESOLVED
OCV-2025-035	Grass/Vegetati	312 Center Lane	9/4/2025	Grass and weed over 12 inches in height	RESOLVED
OCV-2025-036	Signage	233 Mill Street	9/11/2025	A-Frame for unclear business	Town Hall Processing
OCV-2025-037	Signage	300 Ellicott Ste E	9/16/2025	1 Permanent Sign without a permit	Email Sent