



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

October 28, 2025

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

1. Call to Order – Chairwoman Brenda Seefeldt called the meeting to order at 7:37 p.m.
2. Citizens' Comments – None
3. Approval of Minutes – Lisa Terry motioned to approve the Meeting Minutes of September 23, 2025; Mary Craig seconded. The motion was approved 8-0; Chairwoman Brenda Seefeldt abstained.
4. Exterior Elevation Applications
 - a. ARB2025-010 Application 390 Myrtle Place (Hardie Plank Lap Siding and Retaining Wall) Applicant William Jones requests approval to remove and replace vinyl siding and a portion of a retaining wall at his residence. Michelle White moved to approve the Exterior Elevation Application ARB2025-010. Jordan Sanders seconded. The motion was approved unanimously.
 - b. ARB2025-009 Application 413 Mill Street (Sign) The Mill House Museum, represented by the Occoquan Historical Society, requests approval to mount a sign on the SW corner of the building. The sign will not interfere with the existing historical marker. The Occoquan Historical Society sign will be relocated near the doorway.
5. Reports
 - a. Town Council Report—Theo Daubresse, representing the Town Council, stated that the Planning Commission brought forward their re-evaluation

of the A-frame chalkboard signs, and whether one or two should be permitted. In addition to the current “on-site” A-frame chalkboard sign, the Town Council approved the option for an “off-site” A-frame chalkboard sign.

- b. Town Manager’s Report – Adam Linn provided the ARB with the September – October 2025 Sign and COA Violation Report.
- c. Planning Commission Report – Darryl Hawkins reported on the work of the Commission, which has most recently focused on attention to citizen comments.
- d. Chair Report—Chairwoman Brenda Seefeldt read a statement regarding signage.

6. Discussion Items

- a. Jordan Sanders moved to workshop A-frames and alternatives, with a work session for the December 9, 2025, ARB meeting. Darryl Hawkins seconded the motion. The motion passed unanimously.

7. Adjournment – 8:03 pm