



# TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125  
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

## ARCHITECTURAL REVIEW BOARD MEETING

**Tuesday, October 23, 2018**  
**7:30 PM**

### TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. September 25, 2018 Meeting Minutes
3. Development Presentation/Discussion
4. Signage Design Guidelines
5. Town Council Report
6. Planning Commission Report
7. Town Manager Report
8. Chair Report

Brenda Seefeldt  
Chair, Architectural Review Board

ARB Meeting – September 25, 2018  
Meeting Notes

Meeting called to order at 7:34 p.m. Carol Bailey, Doug Karstens, and Johnathan Torres were excused absent.

No citizen comments

Planning Commission Report – Ryan Somma

Ryan reported that the Planning Commission approved a revision to Keily Court application – recommended by Zoning Commissioner and Town Engineer

Lori D. made a motion to approve minutes, 2<sup>nd</sup> by Laurie H. – approved

ARB members were asked to review Signage Design Guidelines. Discussion began with the format of the document and ease of understanding, particularly for new business owners looking to create signage. It was agreed that some editing would be helpful. Town staff indicated a willingness to guide business owners who approach them with questions.

Additional recommendations by ARB members include:

- Combine the Introduction and Purpose of Guidelines sections and condense. Laurie H. agreed to work on the revisions.
- In the section Commercial Signs, C. Flags – remove inconsistencies and add a definition for commercial flags
- Put a reference to the Glossary with Definitions of the various types of signs. It was also suggested that in Section III, the definitions of the signs would be removed as those are provided in the Appendix.
- ARB recommends that color palette of Sherwin Williams America's Heritage Collection and Benjamin Moore Williamsburg or Historical Collection are examples of acceptable colors to be used in the Historic District.
- Change Residential Signage (V) to IV and make Historical Color section V.
- Remove Section XI from Signage Design Guidelines
- Remove Appendix B and D and add a short summary of the historic background to Introduction

Laurie H agreed to do an overall edit of the Signage Design Guidelines so there is one consistent "active voice" throughout the document. The goal is for the ARB to give approval of this at the October meeting.

Town Council Report – Storm water management discussion continued

Town Manager Report – Bann Thai sign was approved and one other sign is being adapted to fit color requirements

Chair Report – Laurie H will make ARB report at next Council meeting as Brenda will be unavailable

Meeting Adjourned 9:10

Minutes prepared by Lori Domenech and Brenda Seefeldt