



# TOWN OF OCCOQUAN

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## ARCHITECTURAL REVIEW BOARD MEETING

**Tuesday, July 23, 2019**  
**7:30 PM**

### TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. June 25, 2019 Meeting Minutes
3. Town Sign Font/Color Discussion
4. Town Council Report
5. Planning Commission Report
6. Chair Report

Brenda Seefeldt  
Chair, Architectural Review Board

## **ARB Meeting Notes - June 25, 2019**

Meeting called to order by Brenda Seefeldt at 7:31 pm.

In Attendance: Brenda Seefeldt, Laurie Holloway, Lori Domenech, Carol Bailey, Darryl Hawkins, Ryan Dillard, Doug Kastens; Jonathan Torres unexcused absent

Town Staff in attendance: Kathy Leidich, Chris Coon, Luke Seigfried (intern)

No citizen comments

Minutes from May 28, 2019 meeting: A motion was made by Laurie to approve; Darryl 2nd, Approved as written (note correction: Laurie Holloway was in attendance)

### **Exterior Elevation Applications:**

A. ARB2019-001 - 201 Mill St. - AT&T wireless communications antenna installation. Existing wooden pole which is owned by Dominion Power will be replaced by another of the same size/height. A 24.9" Canister would be affixed to the top of the pole. There would also be a meter attached to the pole approximately 8' from the ground. The canister is to be painted brown to match the pole and minimize impact.

ARB was reminded that our task is to approve materials and color, The Council is responsible for overall approval of other aspects. A motion was made by Lori D to approve; Doug 2nd; approved unanimously.

B. ARB2019-002 - 303 Mill Street - change of exterior paint colors. New paint colors proposed are: McCormick Paint - Kingston Clay (taupe) for the siding, Putty Hill (lighter taupe) for trim, and Potomac (dark gray/green) for shutters. A motion was made by Carol to approve; Laurie 2nd; approved unanimously.

### **Town Sign Inventory Presentation/Discussion:**

A slide show was prepared by town staff to show all signs in Occoquan, followed by staff recommendations for changes, repairs, removal, or replacement.

Chris C. suggested the ARB have input into font choices for any new signs in order to create consistency. It was suggested by the ARB that street name signs be changed to a more historic style, keeping the brown color currently being used. It was also suggested that new signs omit the town emblem or make it smaller, except for major entrance or information signs, and to use a uniform color blue for all town signs,

ARB also agreed with staff to change the information boards to blue with white trim rather than the raw wood.

### **Town Code Discussion:**

Brenda reviewed the areas for discussion of temporary seasonal displays, stringed lighting, yard signs, and illegal banners. Town Manager brought up some discrepancies in the code which makes enforcement difficult, particularly regarding stringed lights and the removal of illegal

banners. The ARB was informed that even though the code says the Town has authority to remove illegal signs, the attorney advises that Town does not have that authority.

It was recommended that ARB members read through the following sections of town code to consider how to clarify the temporary seasonal display issue: 157.121 (a) 21 and 157.304 (b) 4. Chris C. suggested specifying dates (e.g., Nov. 1-Jan. 15 or 30) for holiday lights/decorations, etc. Brenda would like for the ARB to write the start of the new ordinance for temporary seasonal displays at the next meeting.

Brenda asked that town council and staff look into ways to enforce codes including consequences (penalties, fines, etc.) for infractions. Staff said they would speak with the town attorney. She pointed out again that there are multiple violations currently in evidence.

Laurie thanked staff for pursuing banner removals requested at the May meeting. It was agreed that this discussion would continue at the next ARB meeting.

9:45 pm adjournment