

**TOWN OF OCCOQUAN**  
**Architectural Review Board Meeting Minutes**  
December 15, 2020

1. Meeting called to order by Brenda Seefeldt at 7:37 p.m.

**In attendance:** Brenda Seefeldt, Lori Domenech, Carol Bailey, Darryl Hawkins, Merial Curren, via Zoom Cindy Fithian

**Excused absence:** Jonathan Torres

**Unexcused absence:** Doug Kastens

**Town Representative:** Kirstyn Jovanovich, Town Manager via Zoom

2. Approval of Remote Electronic Participation Policy – Brenda S. made a motion to approve policy, Lori D. 2<sup>nd</sup>, Approved by voice vote.
3. Citizen Comments - No comments
4. Approval of Minutes
  - a. June 23, 2020 – Brenda S. made a motion to approve, Carol B. 2<sup>nd</sup>, Approved by voice vote.
5. Exterior Elevation Applications
  - a. ARB2020-008: 413 Mill Street (Visitors Kiosk)  
Brendon Hanafin from Prince William County explained the plan for the kiosk planned next to the Mill House Museum. The undecided aspect of the plan is which side faces outward and which faces inward. Lead time is about six-eight weeks for installation.

Action taken: Merial made a motion to approve installation of the Kiosk with positioning to be determined by town staff. Lori D. 2<sup>nd</sup>; Approved

There were no reports from Town Council, Planning Commission or ARB Chair.

6. Adjournment – 8:20 pm