



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

September 27, 2022

In Attendance: Brenda Seefeldt, Darryl Hawkins (remotely), Lori Domenech, Carol Bailey, Cindy Fithian, Lisa Terry, Merial Currer; Alternates: Theo Daubresse

Absent: Jennifer Shown

Call to Order- Brenda called the meeting to order at 7:29 pm

1. Citizen's Comments - None

2. Approval of Minutes

1. August 23, 2022 Meeting Minutes – Correction was made for Lori Domenech as an excused absence.

3. Exterior Elevation Applications

1. **ARB2022-015** – 310 Center Lane – 5'x6' Trash Enclosure to be located in grassy area adjacent to the home. Applicant was not sure who owns the property. Matt Whitmoyer explained that the area in question is an easement with Dominion Power and Prince William Service Authority (had to be 7 ½' away from fire hydrant). Applicant said he would also clean up the area and beautify around the enclosure. Lori made a motion to approve, Cindy 2nd, All Approved.

4. Reports

1. Town Council Report - Cindy reported that the Craft show was great and received lots of positive feedback. Kirstyn Jovanovich has left the position as Town Manager; Adam Linn will be interim Town Manager.
2. Town Manager's Report – No report.
3. Planning Commission Report - Darryl did not attend the meeting but reported that the only agenda item was to discuss the possibility/legality of putting public parking garages in town. A public hearing date was set for 10/25/22. There was also some continued discussion of expanding the River Walk.
4. Chair Report – No report.

5. Discussion Items

1. Request to Review and provide feedback on the Quick Signage Guide – Matt Whitmoyer created a new document called a Quick Signage Guide that's available on the Town website to simplify the approval process for signs. We went through the document page-by-page for review as well as education for the new members. During

review of the Quick Signage Guide, Brenda suggested that ARB look into clarifying the number of A-Frame signs permitted at a business.

2. Referral from Town Council of ARB Guidelines Relating to Solar Panels and Skylights - Brenda shared comments from the town attorney regarding consideration of skylights and solar panels. As a board we decided to not list specific dates, as the attorney mentioned. Regarding solar panels, it was agreed that some of the wording should be changed to eliminate specific colors and keep the part that says they should be as inconspicuous as possible. It was also discussed that the reference to a building permit from Prince William County be kept in.

The new updates, which are now being sent to Town Council, are:

15. Skylights – An application for a skylight must be based on a historical example.

18. Solar Facilities (Photo Voltaic Systems) are allowed in the Town of Occoquan even though they are not historically accurate. Solar facilities are permitted on contributing structures only if the panels are made of materials that closely match the color of the existing roof and panels are mounted flush with the roof. The solar facilities should be located as inconspicuously as possible. A building permit from Prince William County is also required.

Brenda made a motion to update design guidelines as discussed with changes, Carol 2nd, All Approved

6. Adjournment - 8:43 pm