



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

March 28, 2023

In Attendance: Brenda Seefeldt, Theo Daubresse, Darryl Hawkins, Carol Bailey, Jennifer Shown;
Alternates: Mary Craig

Excused Absences: Merial Curren, Lisa Terry, and Rick Fitzgerald

Call to Order- Brenda called the meeting to order at 7:36 pm

1. Citizen's Comments – None

2. Appointment of Chair

1. Jennifer made a motion to appoint Brenda as Chair. Carol 2nd. All Approved. Brenda was renominated as Chair.
2. Brenda introduced the two new alternates to the board: Mary Craig (in attendance) and Rick Fitzgerald.

3. Approval of Minutes

1. February 28, 2023 Meeting Minutes – Brenda made a motion to approve. Jennifer 2nd, approved.

4. Exterior Elevation Applications

1. **ARB2023-001** – 1601 Sebring Court – 18-foot x 8-foot upper-level full composite deck. The applicant, Mr. Danilo Nunez was in attendance and answered questions Mr. Nunez provided a small sample for the Board to see, which the Board passed around. Carol made a motion to approve the application and Mary 2nd, Approved.

5. Discussion Item

1. Town Gateway Signage Discussion - Brenda segued into a discussion about the town's signage and explained that although the Town Council does not need the Board's permission for approval, they did want to inform the Board about the upcoming changes. There will be a new blue sign at the town entrance near the Mamie Davis Park, which will have a map without shop names, small holders for brochures, and will show the town's website, as well as the QR code. There will be V-shaped signs placed at Commerce Street/Route 123 and Tanyard Hill/Old Bridge Road. These will be in a "V" shape with the same wording on the back of the sign. All signs will have the Occoquan blue metal poles similar to the gaslights. The potential new design for the Corporate Limits signage will say "Welcome to Occoquan" instead of what we were presented because this is friendlier.

These would be placed at the six locations going in/out of Occoquan: two at Route 123, two at Tanyard Hill, one at Union Road, and 1 at Poplar Alley. Brenda remarked that she liked the new sign designs.

Town Manager Adam Linn stated that the goal was to get the new signage done by June, however, they need to get the permits approved first through VDOT (Virginia Department of Transportation). He stated at the end of April, the signage at the corner of Washington/Commerce Streets would be removed and replaced with a landscape concept by the oldest gardening club in Virginia.

6. Reports

1. Town Council Report – Town Council Representative Theo Daubresse stated that the Council was finalizing its priorities and there was nothing to mention at this meeting that would affect the ARB (Architectural Review Board).
2. Town Manager's Report – No report.
3. Planning Commission Report - Planning Commission Representative Darryl Hawkins spoke about the new, approved construction priorities, which are to make Occoquan: a trail town, "green", and to feature public art on the foot bridge in the Occoquan Park to use it as a canvas (pending VDOT approval). All of these are early discussions.
4. Chair Report – Brenda thanked all of us for reelecting her as the Chair. She then asked the Board Members and Alternate to introduce ourselves.

7. Adjournment – 8:03 pm