



**TOWN OF OCCOQUAN**  
**ARCHITECTURAL REVIEW BOARD**  
**MEETING MINUTES**  
**May 23, 2023**

In Attendance: Brenda Seefeldt, Darryl Hawkins, Carol Bailey, Jennifer Shown, Merial Curren, and Lisa Terry; Alternates: Mary Craig and Rick Fitzgerald

Excused Absences: Theo Daubresse

**Call to Order-** Brenda called the meeting to order at 7:34 pm

**1. Citizen's Comments** – None

**2. Approval of Minutes**

1. March 28, 2023 Meeting Minutes – Carol made a motion to approve. Lisa 2nd, approved.

**3. Exterior Elevation Applications**

1. **ARB2023-002** – 450 Mill Street – Siding - Lisa made a motion to approve the application and Jennifer 2nd, Approved.

**4. Action Item**

1. Request to Name an ARB Representative to the Mural Contest Award Committee - Brenda made a motion to name Lisa Terry as the ARB Representative to the Mural Contest Award Committee. Merial 2nd, approved.
2. Request to Make a Recommendation to Town Council on Zoning Text Amendment Generally Relating to the Sign Ordinance

The following changes to the sign ordinance were recommended.

§ 157.301 DEFINITION

A-FRAME SIGN. A two-faced chalkboard sign with supports that are connected at the top and separated at the base, forming an "A" shape. These are also referred to as SANDWICH BOARD SIGNS. They are included in the term PORTABLE SIGN.

§ 157.303 SIGNS NOT REQUIRING A PERMIT

(F) One A-frame sign not in the public right-of-way, consistent with the tables in §§ 157.320 through 157.322;

§ 157.304 PROHIBITED SIGNS.

A

(12) Internally lighted signs, except for marquees and box signs;

(13) Neon signs;

(14) A-frame signs made of plastic, vinyl, and/or non-durable materials

Merial made a motion to send the proposed changes to Town Council. Carol 2nd.  
Approved

## **5. Discussion Item**

1. Exterior Elevation Design Guidelines (EEDG) Updates - Brenda discussed that changes to the EEDG can be made for items such as “plastic porches” have to be constructed from woodgrain materials (ex: Trex) without a public hearing. This proposal will be discussed at our next meeting.

## **6. Reports**

1. Town Council Report – Matt Whitmoyer reported that the budget and tax rates had been passed by Town Council. Volunteers are needed for RiverFest.
2. Town Manager’s Report – No report.
3. Planning Commission Report – No report.
4. Chair Report – Brenda will be gone in June. Darryl will be chairing the meeting.

## **7. Adjournment – 8:50 pm**