



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

January 23, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Theo Daubresse, Merial Curren, and Lisa Terry;
Alternates: Mary Craig and Rick Fitzgerald

Excused Absences: Carol Bailey

Unexcused Absences: Jennifer Shown

Call to Order- Brenda called the meeting to order at 7:35 pm

1. Citizen's Comments – None

2. Election of Officers

a. Nomination and the Election of Officers for Calendar Year 2024

- Chairperson – Brenda Seefeldt

Brenda made a motion to be Chairperson and Rick 2nd, Approved unanimously.

- Vice – Chairperson – Darryl Hawkins

Brenda made a motion to appoint Darryl as Vice-Chairperson, Rick 2nd, Approved unanimously.

- Secretary – Merial Curren

Brenda made a motion to appoint Merial as Secretary, Rick 2nd, Approved unanimously.

3. Approval of Minutes

1. December 12, 2023 Meeting minutes

Lisa made a motion to Approve the Minutes of December 12, 2023 and Mary 2nd, Approved.

4. Exterior Elevation Applications

1. **ARB2023-004** – 204 Ellicott Street – Porch Railings - Brenda moved to deny the application because the wood rail was changed to vinyl and vinyl is not accepted within town limits in accordance with ARB Guidelines Section 13. Lisa 2nd. Motion Approved Unanimously.

2. **ARB2024-001** – 209 Washington Street – Paint Exterior Siding – Lisa moved to Approve the application as is. Merial 2nd. Motion Approved Unanimously.

5. Reports

1. Town Council Report – Theo noted the continuing of the River Walk Committee and that the Town approved and updated the Seal for official documentation.
2. Town Manager's Report – The Town Seal will change on all documents over the next month. New signage was installed at the entry ways into Town and the new sign at River Mill Park is going through the County permitting process. Mr. Whitmoyer provided a sign violation report.
3. Planning Commission Report – Darryl reported that the Planning Commission had the Green Infrastructure Report and that the Mill at Occoquan wants to demolish the steel but doesn't have the required permits yet.
4. Chair Report – Brenda noted that Carol Bailey has resigned from the ARB. Rick Fitzgerald has moved to the permanent spot from the alternative position.

6. Adjournment – 8:12 pm