



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

February 27, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Theo Daubresse, Lisa Terry, and Jennifer Shown; Mary Craig

Excused absences: Merial Currer and Rick Fitzgerald

1. Call to Order – Brenda called the meeting to order at 7:38 pm. Note: The ARB Meeting started late due to the Planning Commission going over their allotted time.
2. Citizen's Comments – None
3. Approval of Minutes – January 23, 2024, Meeting Minutes

Lisa made a motion to approve the Meeting Minutes of January 23, 2024; Mary 2nd approved.

4. Exterior Elevation Applications – ARB2024-001 – 440 Mill Street

Discussion was had about the windows, doors, roof, cornice, trim, and gutters. The owner, Lance Houghton, has been asked to provide a sample of the trim material. He was advised that the PVC boarding must have a wood grain appearance. A final decision on the door was not made by the owner so this part of the application was amended to a future meeting.

Darryl Hawkins recused himself as he has been hired by the owner to help with the work.

Lisa made a motion to approve the amended application; Jennifer 2nd approved. Motion Approved Unanimously.

5. Reports –
 1. Town Council Report – Theo noted that the Town Museum's lease was renewed and its roof and windows will need to be replaced soon. Additionally, the Town Council is in budget season.
 2. Town Manager's Report – Matt Whitmoyer, the Deputy Town Manager stated the Town Staff will be sending out warnings for sign violations, and they will have a report for the March 26 ARB Meeting.
 3. Planning Commission Report – Darryl noted that the 60 items initially recorded in the Strategic Planning Project list have been reduced to 26 items.
 4. Chair Report – Brenda noted that several businesses are still displaying winter icicle-style lights. The Town Staff will send a reminder to them about the mid-January deadline to remove all holiday season decorations. They will have the option to replace the icicle lights with white string lights.

5. Adjournment – 8:23 pm