

**Architectural Review Board  
Meeting Minutes April 14, 2015**

The meeting was called to order at 7:31 p.m. by the Chairman, Brenda Seefeldt.

Attendees: Brenda Seefeldt, Deb Cruz, Carol Bailey, Bobbie Frank, Bryan Reese, Matthew Dawson, Carol Bryant, Daniel Braswell. Kathy Alden was excused.

There were no citizen comments.

The minutes for March 10, 2015 were discussed and Bryan motioned to accept them; Matthew seconded. All ayes.

An application for Commercial Signage was submitted for 305 Mill Street (Wolfe and Beane Ice Creamery). Bobbie moved to approve the application providing the colors are adjusted to be less intense and more a match with the town's approved color choices. The motion was seconded by Carol Bailey. The merchant will work with Signarama to achieve this and Bobbie will be their contact person if they have questions.

Exterior Elevation application was presented for 402 Mill Street by Smith Roofing on behalf of Mr. and Mrs. McManus. They were seeking a replacement for asphalt shingles to match what was already there. Matthew moved to accept the application as is, Bryan seconded. All ayes.

An application for Commercial Signage was submitted for 304 Mill Street, #203 (Occoquan Vapor Shop). The owner informed us of a size change for the sign. Bryan moved to accept the application, Carol Bryant seconded; all ayes.

An Application for Commercial Signage was submitted by Penguin Paddling at 201 Mill Street. Matthew moved that it be accepted; Bryan seconded. All ayes.

Certificates of Appropriateness will be issued to the following businesses:

Kaluca Art  
Personally Yours  
S&J Enterprises (Pink Bicycle Tea Room)  
Town Hall Signs  
Carbide Bunker

Matthew provided a report from Town Council:

- Approved a franchise agreement with Comcast
- Approved a contract for an on-call building official
- Awarded contract for a project administrator for the park restroom
- Awarded a contract and appropriated funds for repairs to asphalt and curbing on River Road

Report from the Chairman:

Cathy suggested some changes in the Design Guidelines

1. Deflated balloons should be removed.
2. The names of people who no longer are employed by the town should be removed from the guidelines and up to date names added.

Bryan moved that the ARB approve these changes. Carol Bryant seconded. All ayes.

The Town Manager emailed to the ARB her monthly report relating to ARB activities.

We are still working on the Exterior Elevation Guidelines. We should make an effort to have them ready by the next meeting.

Meeting adjourned at 8:31 p.m.  
Minutes submitted by Carol Bailey