

**Architectural Review Board**  
**Meeting Minutes November 17, 2014**

The meeting was called to order at 7:02 p.m. by the Chairman, Brenda Seefeldt.

Attendees: Brenda Seefeldt, Carol Bailey, Deb Cruz, and Matthew Dawson. Bryan Reese and Carol Bryant were excused. Puri Tan was unexcused.

There were no citizen comments.

The October minutes were approved with a motion by Matthew and a second from Deb and a unanimous vote.

There was an application for Exterior Elevation for 313 Mill Street (Labella Bridal). The owner had installed awnings. The move to accept was made by Matthew and seconded by Deb. All voted ayes.

There were 6 sign applications submitted for approval.

1. Commercial signs at 210-B Commerce Street (Trinity Counseling) submitted by the spouse of the owner Anna Campbell. (She was ill). The move to approve as submitted was made by Brenda and seconded by Carol. All ayes.
2. A sign application for the repainting of a sign at 303 Union Street (Occoquan Family Chiropractic, PLLC) submitted by Cynthia Chapman. The colors of the sign will remain the same. The move to approve as submitted was made by Matthew and seconded by Carol. Approved with all ayes.
3. A sign application was submitted by Anthony R. DeFrancesco, PhD. The sign will be located at the top of the stairs at 214B Commerce Street . It is a two sided sign which will hang from a metal sign holder already in place. A move was made by Brenda to approve this application as submitted, seconded by Matthew. Approved with all ayes.
4. Two applications for 4 signs were submitted by Linda S. Nedilsky for Proactive Wellness Concepts, Inc. at 301 D/E Commerce Street. The first sign will be to the right of the front access door. The second will hang suspended by hooks on an existing sign post by walkway on Poplar Alley. The second application submitted one sign on the side of the building and one suspended on existing sign post by walkway on Poplar Alley. Matthew moved to approve these applications and Brenda seconded. All voted ayes.
5. An application was turned in for a commercial flag at 206 Union Street (Kountrie Lanes Antiques and Collectibles). No representative of the business was present. The application had only a sketch to represent the flag which is not in compliance with the requirements. Therefore the application was tabled until next meeting.

An exterior Elevation application was presented by Matthew on behalf of his mother Hazel W. Dawson at 208 Commerce Street. They wish to paint an existing fence and trash can enclosure amber white to match the newly painted trim on the house. Brenda moved to approve and Deb seconded. Brenda, Deb and Carol voted aye. Matthew did not vote.

The following Certificates of Appropriateness were reviewed:

- Soaring Spirit: Approved.
- Off the Beading Path: the sign is up and looks wonderful. Approved.
- Yarn Cloud: Approved
- Preservation Station: Approved.
- Millhouse Museum: Gutter work not complete. Tabled until it is.
- Nazbro Chocolates: Approved
- Patriot Scuba: Exterior Elevation, work not complete. Tabled until work is done.
- Exterior Elevation at 308 Union Street: Approved.
- Gaslight Landing Exterior Elevation at 250 Gaslight Landing Court has not been verified by ARB therefore is tabled until it is.

Matthew reported on the Town Council business affecting the ARB. It primarily involved decorations for the holidays.

Brenda reminded us all that the Design Guidelines revisions have not been completed. The work needs to be done. Discussion on the proposed balloon ordinance change was tabled for December so more members could be involved. Also, the Town Council will be discussing the possibility of adding a merchant member to the ARB at a work meeting November 18. A decision may be made soon.

The Town Manager emailed her report to the ARB.

Meeting adjourned at 7:26 p.m.

Minutes submitted by Carol Bailey