

Architectural Review Board Meeting Minutes for November 27, 2018

The meeting was called to order at 7:39 p.m. by the Chairman, Brenda Seefeldt with the help of Vice Chairman Laurie Holloway. The Chairman attended in spite of a broken ankle and laryngitis. The latter demanded the vice chairman's assistance for the entire meeting.

Attendees: Brenda Seefeldt, Laurie Holloway, Carol Bailey, Stewart Emenheiser, and Jonathan Torres. Excused absences were Lori Domenech and Doug Kastens. Chris Coon, the Town Clerk was present in addition to members of the Planning Commission Elliott Perkins, chair, Ryan Somma, and Jenn Matthis.

- There were no citizen comments.
- Stewart Emenheiser moved that the minutes from the October 23, 2018 meeting be approved. Jonathan Torres seconded. All ayes.
- **Signage Design Guidelines** : The members of the ARB were given copies of the revised Signage Design Guidelines. The guidelines had been redone by Brenda Seefeldt and Laurie Holloway. They are much more compact and understandable for anyone hoping to have a business in the town. The Signage Design Guidelines were approved with the understanding that some grammatical corrections and edits would be made. The members were asked to have these changes made by Thursday, November 29. Brenda moved to accept the new guidelines. Jonathan seconded. All voted ayes.
- **Historical Marker Discussion/Approval** Historic Occoquan proposed a new historical marker. This new marker is not in the Historic District but Historic Occoquan wanted to put the application before the ARB anyway in a show of good faith. The ARB appreciated the gesture and found no issues with the application.
- **Report from Town Council** - Discussion of the Craft Show and what the future might mean for this tradition; a new Town Manager has been hired.
- **Report from Planning Commission** – Elliott Perkins, Planning Chair, briefed the ARB on the current Planning Commission projects which include recommendations from the parking study and priorities from the Comp Plan for 2019.
- **Chair Report** - Questions remain concerning the proposed building on the 400 Mill Street block. The Chair had several questions since she was not present at the last meeting. The Planning Commission members who were present entered in this discussion to help the Chair be caught up. The Chair thanked the Board for the time this discussion took.

The meeting was adjourned at 8:21.

Minutes submitted by Carol
Bailey