



TOWN OF OCCOQUAN

Town Hall, 314 Mill Street, Occoquan, VA 22125
www.occoquanva.gov | info@occoquanva.gov | (703) 491-1918

ARCHITECTURAL REVIEW BOARD MEETING

September 24, 2024 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. August 27, 2024 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2024-004 312 Commerce Street (Greenhouse)
5. **Reports**
 - a. Town Council Report
 - b. Deputy Town Manager's Report
 - c. Planning Commission Report
 - d. Chair Report
6. **Discussion Items**
 - a. Appointment of New Members
 - b. Proposed Sign Code Amendment
7. **Adjournment**

Brenda Seefeldt
Chair, Architectural Review Board



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Approval of Minutes	Meeting Date: September 24, 2024
3A: Request to Approve August 27, 2024 Minutes	

Attachments: a. August 27, 2024 Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to approve the meeting minutes from August 27, 2024.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from August 27, 2024 as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

August 27, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Theo Daubresse, Lisa Terry, Mary Craig, Rick Fitzgerald

1. Call to Order - Brenda Seefeldt called the meeting to order at 7:30 p.m.
2. Citizen's Comments - None
3. Approval of Minutes—Mary Craig made a motion to approve the Meeting Minutes of July 23, 2024; Theo Daubresse seconded. The motion was approved unanimously.
4. Exterior Elevation Applications—ARB2024-003 - 402 Mill Street (Sculpture) —
The applicant was a no-show. It is the practice of the ARB for an applicant to be present with the application. Discussion was had about voting on the application even with this absence since we asked all of our questions at the original review of the application, June 2024 meeting. It was decided to vote on the application. Darryl Hawkins made a motion to pass the Certificate of Appropriateness for Exterior Elevation of the Dragon. Mary Craig seconded. The motion was approved unanimously.
5. Reports
 - a. Town Council Report – Theo Daubresse noted the Draft Amendments to ARB Guidelines Relating to Public Art have been made through the Town Council's discussion and approval process.
 - b. Town Manager's Report – The Deputy Town Manager Matt Whitmoyer. Provided an update on the signage cases and on the written language changes in regulations as provided by the Town Attorney. Matt also noted there is a need for volunteers for the upcoming Fall Arts and Crafts Show, September 28 -29, 10 a.m. – 5 p.m.
 - c. Planning Commission Report – Darryl Hawkins stated that the Planning Commission meets next on September 24, 2024
 - d. Chair Report –. Brenda announced she would not attend the September meeting.

6. Discussion Items

- a. Decoration Discussion – Brenda brought to the ARB’s attention a question regarding a lack of prohibitions on plastic foil fringe strips or garlands, aka pennant strips or banners. New written language to coincide with Town of Occoquan Ordinance § 157.304 PROHIBITED SIGNS(A)(8) will be prepared for review and consideration.

7. Adjournment – 8:00 pm



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: September 24, 2024
4A: ARB2024-004 312 Commerce Street	

Attachments: a. ARB2024-004 312 Commerce Street (Greenhouse)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for a greenhouse at 312 Commerce Street.

Relevant Sections of ARB Guidelines: The Design Guidelines do not explicitly address greenhouses; however, the guidelines on additions may be a helpful reference for assessing the appropriateness of a small structure like a greenhouse. Section 2 of the ARB Guidelines reads as follows:

2. Additions

An exterior addition to a historic building is acceptable with three suggestions strongly recommended:

- a) Locating the addition so as not to be conspicuous.*
- b) Limiting the size and scale of the addition in order not to compromise the integrity of the building or any structures surrounding it.*
- c) Using materials compatible with the historic building and the other buildings nearby.*

Relevant Sections of the Town Code: Section 157.179, "Matters to be Considered by the Board", which read as follows:

(A) "The board shall not consider interior arrangement, relative size of the building or structure, detailed design, or features not subject to any public view. The Board shall not make any requirements, except for the purpose of preventing developments obviously incongruous to the old and historic aspect of the surroundings.

(B) The board shall consider the following in passing upon the appropriateness of architectural features:

- (1) Exterior architectural features, including all signs, that are subject to public view*

from a public street, way or place;

(2) General design and arrangement;

(3) Texture, material and color;

(4) The relation of the factors, (B)(1)through(B) (3) above, to similar features of the buildings and structures in the immediate surroundings;

(5) The extent to which the building or structure would be in harmony with the old and historic aspect of the surroundings;

(6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the town; and

(7) The extent to which the building or structure will promote the general welfare by:

(a) Preserving and protecting historic places and areas;

(b) Maintaining and increasing real estate value;

(c) Generating business;

(d) Creating new positions;

(e) Attracting tourists, students, writers, historians, artists and artisans, and new residents;

(f) Encouraging study of and interest in American history;

(g) Stimulating interest in and study of architecture and design;

(h) Educating citizens in American culture and heritage; and

(i) Making the town a more attractive and desirable place in which to live.

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB guidelines and the review criteria set forth within Town Code §157.179 (B).

Any denial of an application for a Certificate of Appropriateness must include the reason for denial and a reference to the relevant ARB guideline(s).

Proposed/Suggested Motion:

"I move to approve ARB2024-004 312 Commerce Street (Greenhouse) as is."

OR

"I move to not approve ARB2024-004 312 Commerce Street (Greenhouse) for the following reason: _____."

OR

Other action the Architectural Review Board deems appropriate.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS

Commercial and Residential Exterior Improvements

Within the Old and Historic District

All exterior changes and modifications to the exterior of structures located within the Old and Historic District must be reviewed by the Architectural Review Board (ARB) for issuance of a Certificate of Appropriateness (COA) prior to the work being performed. Applicants should review the Architectural Review Board Design Guidelines for guidance of appropriate colors, materials, designs, etc.

The ARB meets regularly on the fourth Tuesday of the month at 7:30 p.m. at Town Hall. Applications must be filed at Town Hall by close of business on the Tuesday of the week prior to the meeting. Applicants must submit supplemental materials at time of application. Additional paint and material samples, product brochures and spec sheets, renderings, architectural drawings, photographs of the structure or other supplemental materials may be requested by the ARB prior to the hearing. The applicant or a representative must be present at the meeting during which the ARB will review the application. All fees must be paid prior to scheduling for ARB consideration.

Section I: Applicant and Owner Information

Applicant Name

David M. Leckenby

Business Name (if Applicable)

Leaf and Moss

Address (No., City, Address, Zip) + PO Box

312 Commerce St., Occoquan, VA 22125

Email

Owner Name

David M. Leckenby

Address (No., City, Address, Zip) + PO Box

Section II: Property Information

Project Address:

Structure Style:

Type of Use (Select One):

- ☐ Residential ☐ Commercial ☒ Mixed-Use
☐ Other: _____

Exterior Elevation Type (Select all that apply):

- ☐ Improvement/Repair to Existing Structure
☐ New Development/In-Fill or New Accessory Structure
☐ Demolition
☐ Other: _____

Brief Description of Project:

8' x 18" Greenhouse, Polycarbonate with aluminum frame & alloy steel base (black). Will built on a gravel bed with 4"x2" frame to hold gravel. (see attached)

Notice to Applicant/Property Owner: Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.

Applicant Signature

9/13/2024

Date Submitted

Section III: Application Check List	
<input type="checkbox"/> Paint Sample <i>(identify which Architectural feature samples are included)</i> List:	<input type="checkbox"/> Material Samples <i>(identify which Architectural feature samples are included)</i> List:
<input checked="" type="checkbox"/> Spec Sheets/Product Brochures: <i>(identify which Architectural feature spec sheets are included)</i> List:	<input type="checkbox"/> Photo of existing structure(s) <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<p>Note to Applicants: Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under § 157.179 of the Town Code regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board: 	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Signature (ARB Chair or Designee) Date </div>
Section V: TOWN STAFF ONLY	
	ARB APPLICATION NO.: <div style="border: 1px solid red; padding: 2px; display: inline-block; color: green;">ARB2024-004</div>
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes:

CONTINUE TO NEXT SECTION



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

Section V: Supplemental Application For New Builds, Improvements to Existing Structures and Combination Projects - Commercial, Residential and Mixed-Use

Project Address: **312 Commerce St**

ARB Application No.: **ARB2024-004**

Complete only the sections below that are applicable to the application. More information on each section is included in the ARB Design Guidelines available on the Town's website at www.occoquanva.gov. Note: Words included on any improvements constitute a sign and are not part of the Exterior Elevation review process; a separate sign application process is required.

1. Type of Improvement(s): ☐ New Build ☐ Improvements to Existing Structure(s) ☐ Combination

2. Additions and New Builds

☐ Accessory Structure: Size: 8' x 18' Location relative to Main Structure: Backyard on Right

☐ New Build: Size: _____ Location on site: _____

General Description/Use of Structure: Greenhouse

☐ Rendering required ☐ Plan showing location on site required ☐ Architectural Plans required
Complete applicable sections below.

3. Awnings ☐ New ☐ Repair/Replacement

Existing Material, Color and Design: _____

Proposed Material (canvas or similar material): _____ Color: _____

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

4. Exterior Walls on Structure ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: ☐ Brick ☐ Siding ☐ Other: _____ ☐ Paint ☐ Material Replacement

Material Type: _____ Color: _____ Pattern: _____

☐ Mortar: Color _____ Joint Pattern _____

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

5. Windows ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Grid Profile: _____

Grid Color: _____ Shutter Color: _____ Trim Color: _____

Location (identify location of windows and types – provide exhibit): _____

☐ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included**6. Doors** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Style: _____ ☐ Window (Style): _____

Door Color: _____ Trim Color: _____ Window Color: _____

Location(s) (identify location of doors and types – provide exhibit): _____

☒ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included**7. Roofs and Gutters** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Roof Material: _____ Roof Pitch: _____

Proposed Roof Color and Style: _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

☐ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included**8. Dormers** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Existing Pitch: _____ New Pitch: _____

Proposed Color and Style: _____ Window Color and Style: _____

☐ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included

9. Fences, Retaining Walls, Foundations, Decks, Porches, Screenings, Patios, Enclosures etc.

☐ New ☐ Repair/Replacement Proposed Structure Type: _____

Existing Material, Color and Design: _____ Type: _____

Proposed Material: _____ Color/Stain: _____

Proposed Pattern/Design: _____ Decorative Trim/Hardware: _____

Mortar Color: _____ Joint Pattern: _____

Porch/Deck Post(s) Size: _____ Spindle Design and Color: _____

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

10. Other Exterior Improvements ☐ New ☐ Repair/Replacement

Existing Material, Color and Design: _____ Type: _____

Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ Style _____ Placement _____ ☐ Spec Sheet Included

Ramps

ADA Ramps: Color _____ Style _____ Location _____ ☐ Spec Sheet Included

Chimneys

☐ Brick ☐ Stone Color _____ Style _____ Location _____ ☐ Spec Sheet Included

Other

Material: _____ Color _____ Type _____ Location _____

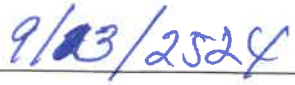
Other

Material: _____ Color _____ Type _____ Location _____

Brief Description:

☐ Spec Sheet Included ☐ Photo Included


Applicant Signature


Date

TOWN STAFF ONLY

Notes:



99.99% UV Protection

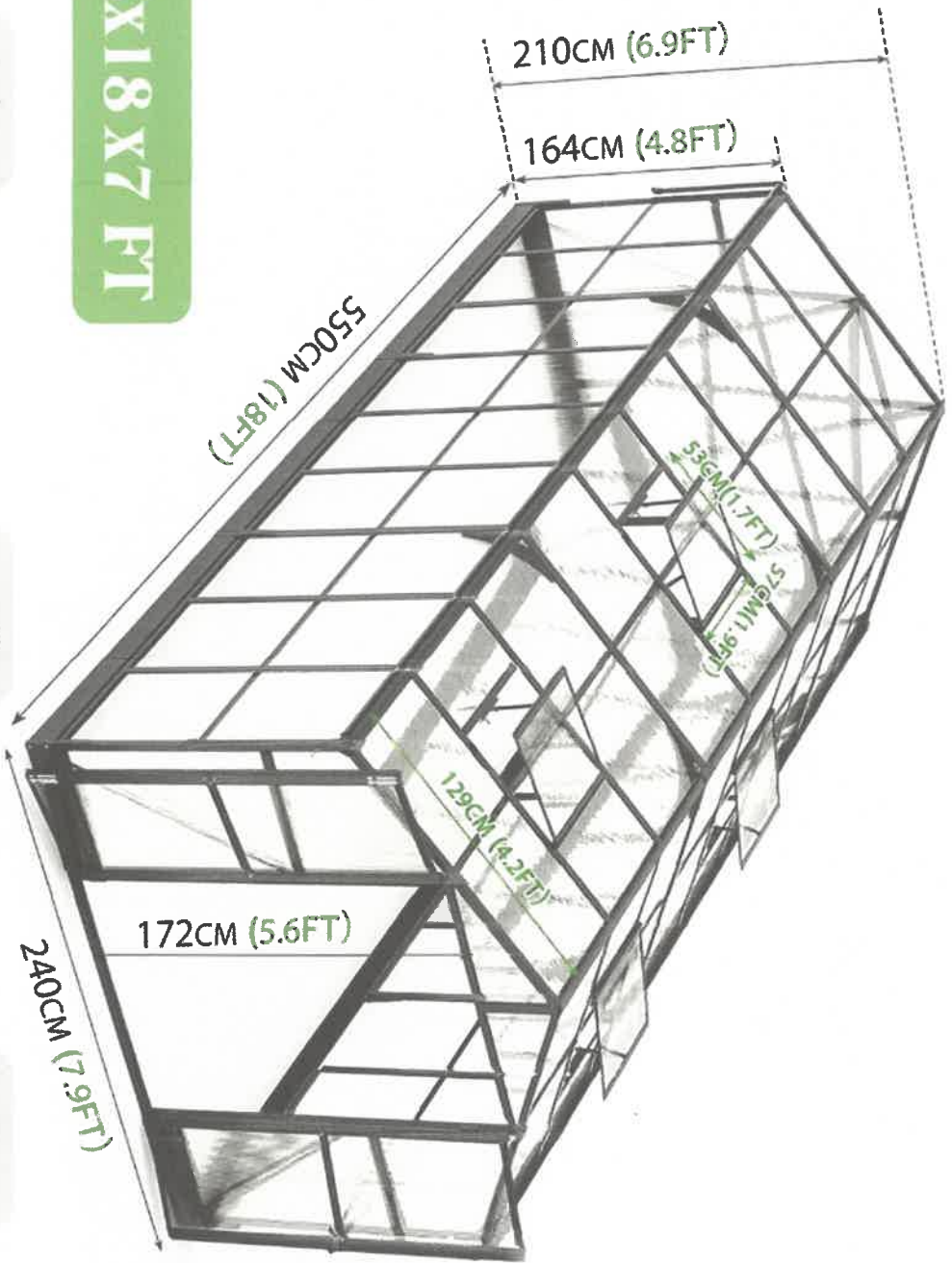


Windproof: Wind Rating: 60 mph



Maximum Load: 18 psf of snow

8X18X7 FT



Amazon.com



**PaPaJet 8x18 FT
Polycarbonate Greenhouse
with Quick-Connect Fittings,
Walk-in Large Aluminum
Greenhouse with 2 Swing
Doors, Winter Greenhouse for
Outdoors Black**

Style: 8x18 FT



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**PaPaJet 8x18 FT
Polycarbonate Greenhouse
with Quick-Connect Fittings,
Walk-in Large Aluminum
Greenhouse with 2 Swing
Doors, Winter Greenhouse for
Outdoors Black**

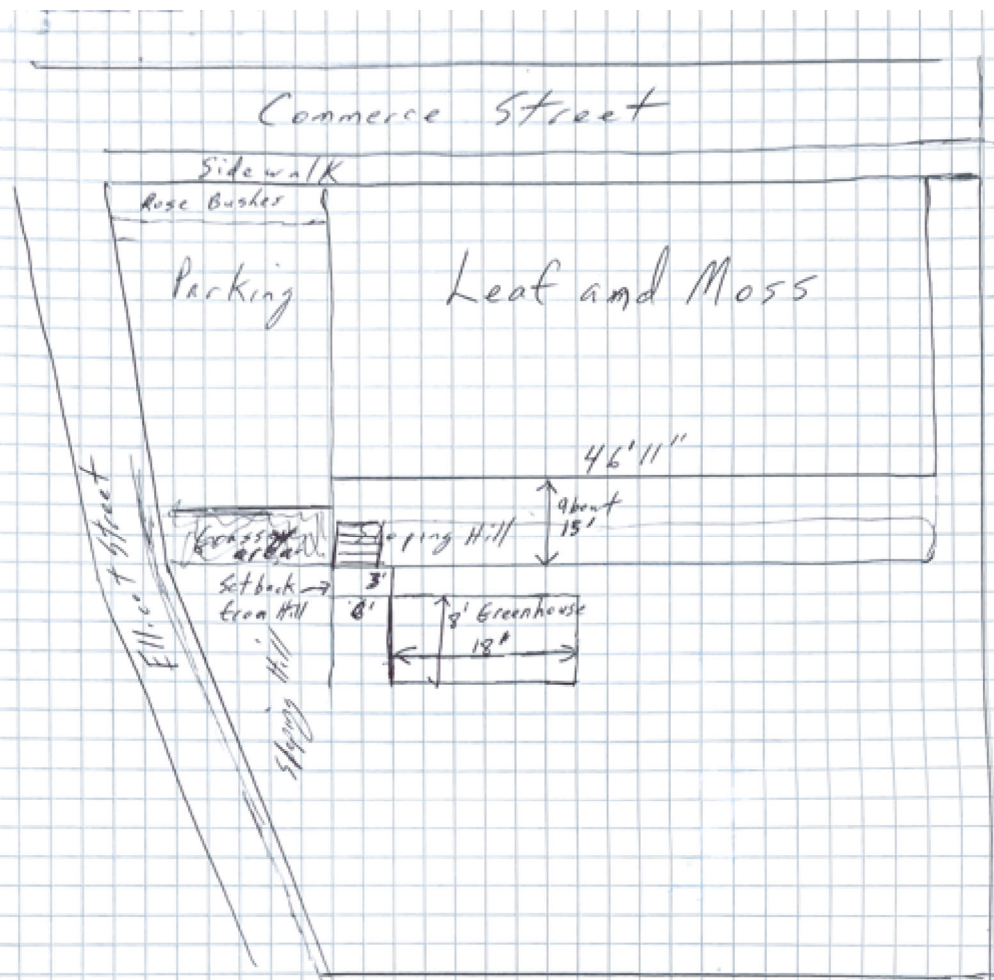
Style: 8x18 FT



About this item

- **Quick-Connect Fittings:** 60% joints of the greenhouse are designed with patented quick connect fittings that can be installed by just three people in 10 hours and have a service life of 10 years.
- **Ample Space:** Sunroom with 12 Ft depth offers 1000 Cu.Ft. space to contain tall plants and workbenches. Combining outdoor leisure living and gardening into one space.
- **Sturdy Frame:** Aluminum frame and ground stakes of greenhouse kit make it extremely stable and weather resistant(wind protection up to 62 mph) whether on soil, concrete or wooden floor.
- **Twin-Wall Translucent Panels:** Garden greenhouse with UV-protected and unbreakable polyothermic panels blocks 99.99% of UV while gathering heat for plants. It can hold up to 1200LB.
- **Ventilable and Drainable:** 6 roof window vents with manual openers and drainpipes ensuring air and water circulation of the heavy duty greenhouse.

Brand	PaPaJet
Color	black
Material	Aluminum
Item Weight	206 Pounds
Style	8x18 FT
Base Material	Alloy Steel
Top Material Type	Polycarbonate
Frame Material	Aluminum
Door Style	Swing Doors, Swing Doors
Ultraviolet Light Protection	99.99%
Assembly Required	Yes
Weight Limit	1200 Pounds
Manufacturer	PAPAJET
Product Dimensions	216 x 96 x 82.8 inches
Item Weight	206 pounds
ASIN	B0D6GFTTSQ





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: September 24, 2024
5B: Deputy Town Manager's Report	

Attachments: a. September Sign and COA Violation Report

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is the Deputy Town Manager's monthly ARB report.

The report includes both sign and COA violations, showing the violation number, address, violation description and the status of the violation. All code violations follow the code violation standard operating procedure (SOP), including a tiered notice system of informal notices progressing to formal notice of violation letters. Most violations are resolved at the informal tier and do not necessitate a formal notice of violation and subsequent legal action.

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OCV-2024-004 (In Part)	COA	402 Mill Street	4/4/2024	Structure (dragon sculpture) erected in HOD without COA	RESOLVED
OCV-2024-008	Signage	201 Union Street	4/16/2024	Window signs occupying more than 25% of area; internally lit signage; three temporary signs (materials and no permanent attachment); box sign larger than 4.5 sqft	Town Hall Processing



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

6. Discussion Items	Meeting Date: September 24, 2024
6A: Appointment of New Members	

Attachments: a. None

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a discussion item to discuss adding two new members to the Board, one alternate and one business representative.

This year, members Merial Currer and Carol Bailey resigned from the Board. Currently, the Board has seven (7) members and, per Town Code § 33.46, is required to have nine (9) members, leaving two (2) vacancies. Per § 33.47 of the Town Code, ARB Members are appointed by the Town Council and the Board may recommend candidates.

Since early August 2024, Town staff has been actively advertising the opening in the Town newsletter and has posted on the Town website but is yet to receive any applications.

Relevant Sections of the Town Code:

§ 33.46 MEMBERSHIP.

*The Architectural Review Board (ARB) shall consist of **nine members, appointed by and serving at the pleasure of the Town Council, of whom seven shall be appointed as regular members and two as alternate members to vote in the absence of any regular member.** A quorum shall be four members. One regular member shall be a member of the Town Council, one regular member shall be a member of the Planning Commission, and **one regular member may be a business owner in the town who shall be designated as the business representative. The business representative shall act as a liaison between town businesses and the ARB.** Other members shall be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage and architecture of the town. All members shall be residents of the town, except the business representative, who need not be a resident but shall be: a business owner in the town; and licensed and operating his or her business in accordance with all applicable laws and ordinances. All candidates for ARB membership (other than the Council member and Planning Commission member) shall submit a written application to the Town Council.*

§ 33.47 TERM OF OFFICE; REMOVAL; VACANCIES.

Members of the Architectural Review Board shall be appointed to hold office for a four year term running concurrent to the term of office of the Town Council. Upon notice that the business representative no longer owns a business in the town, the Town Council may remove that person from the Board. Appointments to fill vacancies shall be only for the unexpired portion of the term and shall be done within 60 days. Members may be reappointed to succeed themselves. Recommendations to fill vacancies may be made by the Board to the Mayor and approved by the Town Council.

Staff Request: Assist in recruiting an alternate and a business representative to the ARB for recommendation to Town Council.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

6. Discussion Items	Meeting Date: September 24, 2024
6B: Proposed Sign Code Amendment	

Attachments: a. Draft Language

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a discussion item to discuss draft sign code amendment language relating to fringe-style decorations.

At the August 27, 2024 meeting, the Board discussed the appropriateness of fringe-style decorations, such as fringe streamers. Pursuant to that conversation, the Chair has drafted the attached language for a potential zoning text amendment to the sign code.

Concurrently, Town staff is performing a title by title review of the Town Code and anticipates a review and set of amendments to the Town's Land Usage Title, which includes the zoning and sign codes, to begin in 2025.

Staff Request: Review the draft language and determine if tabling action on the amendment to coincide with the staff code review in 2025 is acceptable to the Board.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

6. Discussion Items	Meeting Date: September 24, 2024
6B: Proposed Sign Code Amendment Draft Language	

What the town code currently says:

157.304 (8) - Strings of flags (two or more connected together) visible from, and within 50 feet of, any public right-of-way

Proposed change:

Strings of flags (two or more connected together), pennant banners, fringe streamers, stringed decorations visible from, and within 50 feet of, any public right-of-way.