



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

ARCHITECTURAL REVIEW BOARD MEETING
October 22, 2024 | 7:30 p.m.

- 1. Call to Order**
- 2. Citizen Comments**
- 3. Approval of Minutes**
 - a. September 24, 2024 Meeting Minutes
- 4. Exterior Elevation Applications**
 - a. ARB2024-005 302 Commerce Street (Fence)
 - b. ARB2024-006 404 McKenzie Dr (Fence)
 - c. ARB2024-007 450 Mill Street (Doors)
- 5. Reports**
 - a. Town Council Report
 - b. Deputy Town Manager's Report
 - c. Planning Commission Report
 - d. Chair Report
- 6. Discussion Items**
- 7. Adjournment**

Brenda Seefeldt
Chair, Architectural Review Board



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Approval of Minutes	Meeting Date: October 22, 2024
3A: Request to Approve September 24, 2024 Minutes	

Attachments: a. September 24, 2024 Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to approve the meeting minutes from September 24, 2024.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from September 24, 2024 as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

September 24, 2024

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

Excused Absence: Jennifer Shown

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:31 p.m.
2. Citizen's Comments - None
3. Approval of Minutes— Mary Craig motioned to approve the Meeting Minutes of August 27, 2024; Lisa Terry seconded. The motion was approved unanimously.
4. ARB2024-004 312 Commerce Street (Greenhouse) — Applicant David M. Leckenby requests approval to place an 8' x 18' x 7' polycarbonate greenhouse constructed on a frame of aluminum and steel alloy laid on a bed of gravel surrounded by 2" x 4" exterior grade lumber in the back yard at his residence located at 312 Commerce St.

Upon advisement from the town manager that the project would remain under review for construction permits from the county, a motion was made by Rick Fitzgerald to approve the applicant's application ARB2024-004, seconded by Lisa Terry. The motion was approved unanimously.

5. Reports
 - a. Town Council Report – Theo Daubresse highlighted the Town Council's Arbor Day appreciation at its last meeting.
 - b. Town Manager's Report – It was noted the Ospreys had abandoned their nests; however, there are no reports of demolition or building permits being drawn by The Mill at Occoquan.
 - c. Planning Commission Report – Darryl Hawkins reported that the Planning Commission is preparing a comprehensive 2026 plan and the top 10 priorities to give to the Town Council.
 - d. Chair Report – Brenda announced two Architectural Review Board vacancies, one for a regular business member and one for an alternate member.

The sign code amendment discussed at the last meeting continues to move forward.

6. Adjournment – 7:55 pm



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: October 22, 2024
4A: ARB2024-005 302 Commerce Street	

Attachments: a. ARB2024-005 302 Commerce Street (Fence)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for a fence at 302 Commerce Street.

Relevant Sections of ARB Guidelines: The proposed work is covered under Section 8 of the ARB Guidelines, which reads as follows:

8. Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials must be consistent with the design and materials of the building. Landscaping can be used in conjunction with these structures to strengthen their screening properties. Chain link, stockade, bamboo, vinyl, and snow fencing are not considered appropriate. Composite fencing can be considered appropriate if it has historic features.

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB Guidelines.

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 ARB2024-005 302 Commerce Street (Fence) as is."

OR

"I move to not approve ARB2024-005 302 Commerce Street (Fence) 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	Owner Name
Business Name (if Applicable)	Address (No., City, Address, Zip) + PO Box
Address (No., City, Address, Zip) + PO Box	
Email	
Phone Number	<input type="checkbox"/> Same as Applicant Information
Section II: Property Information	
Project Address:	Structure Style:
Type of Use (Select One): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	Exterior Elevation Type (Select all that apply): <input type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
Brief Description of Project:	
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.	
<u><i>Mashi Dehghanpour</i></u> Applicant Signature	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 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):	

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.

Section IV: ARB Certificate Of Approval (COA)

Date to Architectural Review Board:	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied
	Signature (ARB Chair or Designee) _____ Date _____

Section V: TOWN STAFF ONLY

	ARB APPLICATION NO.: ARB2024-005
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: **302 Commerce St** ARB Application No.: **ARB2024-005**

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: _____ Location relative to Main Structure: _____

New Build: Size: _____ Location on site: _____

General Description/Use of Structure: _____

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

Mashi Dehghanpour

Applicant Signature

Date

TOWN STAFF ONLY

Notes:

Friday, September 27, 2024

ARMOR FENCE LLC

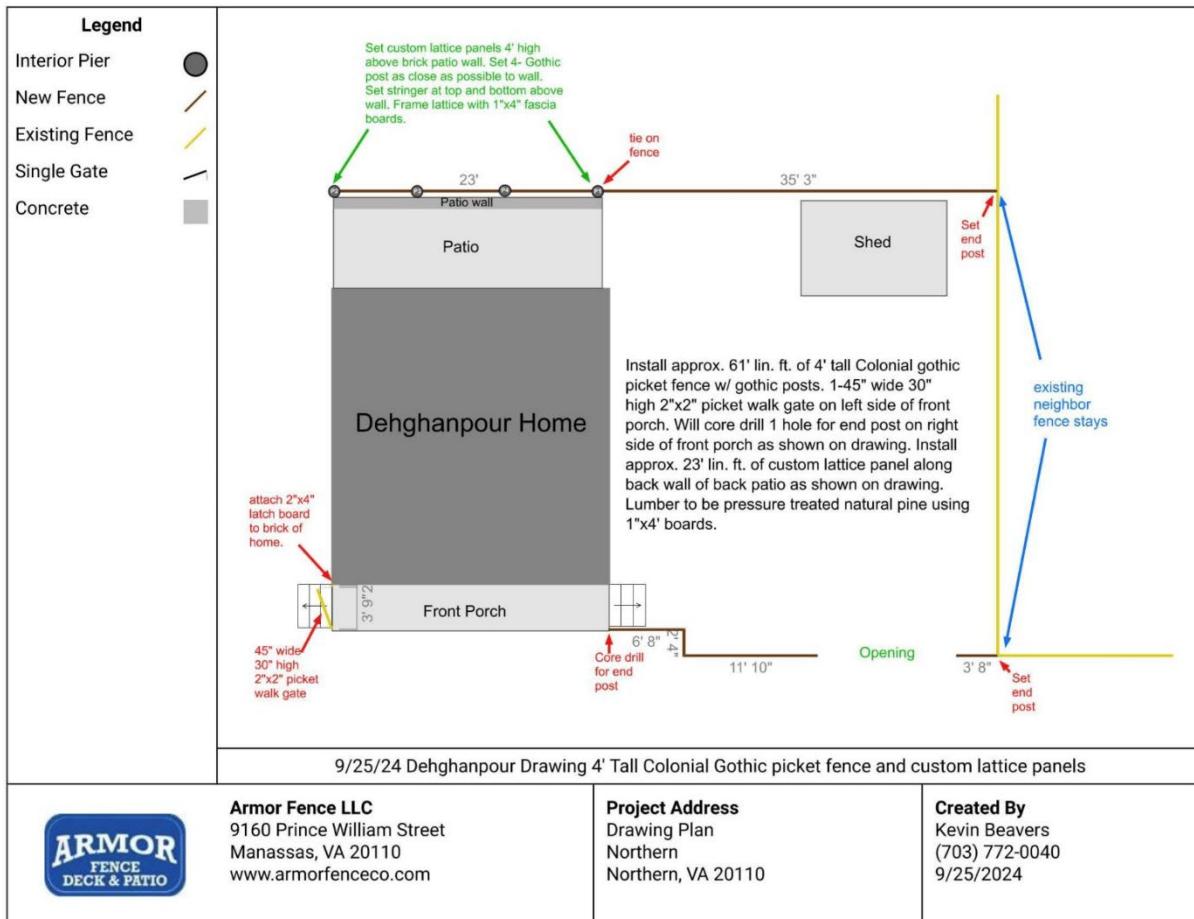
Customer Mash & Alex Dehghanpour
Address 302 Commerce St.
Occoquan Historic District, Va. 22125

Kevin Beavers Armor Design Consultant
9160 Prince William St. Cell 703-772-0040
Manassas, Va. 20110 Phone 703-361-1141
kevin@armorfenceco.com

License: Class A: 2705068210

Project Description:

Supply labor and materials to install approx. 61' Lin. ft. of 4' tall Colonial Gothic picket fence. Using 1"x4" boards double nailed to 2 - 2"x4" runners attached to 4"x4" gothic posts set in dry pack concrete. Will need to core drill 1 hole next to front porch next to stairs for end post, as shown on drawing. Install 1-45" wide 30" high walk gate on left side of front porch. Using 2"x2" pickets with cedar A brace frame and 1"x4" top cap board. Attach hinges to existing decking posts to left and attach 2"x4" to brick of home for latch. Install approx. 23' lin. ft. of custom lattice panels along back patio wall. Will set 4 - 4"x4" gothic posts along back of patio wall at approx. 8' sections as close to wall as possible. Setting lattice above brickwall 4' high, set 2"x4" stringers in each section to attach lattice and frame out with 1"x4" fascia boards, all facing towards the back of home. All lumber to be pressure treated natural pine. We are only approx. 2 weeks out on installations currently depending on weather and delivery of materials. Armor Fence Co. will contact miss utilities prior to the fence installation. Any HOA and zoning approvals if needed will need to be done by the homeowner; the bid has all the required information. I am happy to provide any additional information if needed. Please read the terms and general section of the contract. SPECIAL SAVINGS HAS BEEN APPLIED.







TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: October 22, 2024
4B: ARB2024-006 404 McKenzie Dr	

Attachments: a. ARB2024-006 404 McKenzie Dr (Fence)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for a fence at 404 McKenzie Dr.

Relevant Sections of ARB Guidelines: The proposed work is covered under Section 8 of the ARB Guidelines, which reads as follows:

8. Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials must be consistent with the design and materials of the building. Landscaping can be used in conjunction with these structures to strengthen their screening properties. Chain link, stockade, bamboo, vinyl, and snow fencing are not considered appropriate. Composite fencing can be considered appropriate if it has historic features.

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB Guidelines.

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 ARB2024-006 404 McKenzie Dr (Fence) as is."

OR

"I move to not approve ARB2024-006 404 McKenzie Dr (Fence) 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

Crystal Blair

Applicant Name

Long Fence Company, Inc.

Business Name (if Applicable)

Anne Sawyer

Owner Name

404 Mckenzie Dr

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

Phone Number

Same as Applicant Information

Section II: Property Information

Project Address: 404 Mckenzie Dr

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: Install 140' of 3' high 2 rail split rail fence

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

10/8/24

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 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):	

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.

Section IV: ARB Certificate Of Approval (COA)

Date to Architectural Review Board:	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied
<hr/> <div style="display: flex; justify-content: space-between;"> <div>Signature (ARB Chair or Designee)</div> <div>Date</div> </div>	

Section V: TOWN STAFF ONLY

	ARB APPLICATION NO.:
	ARB2024-006

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: **404 Mckenzie Dr** ARB Application No.: **ARB2024-006**

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: _____ Location relative to Main Structure: _____

New Build: Size: _____ Location on site: _____

General Description/Use of Structure: _____

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: Split rail fence

Existing Material, Color and Design: _____ Type: _____

Proposed Material: Wood Color/Stain: Natural

Proposed Pattern/Design: Split rail (2 rail) 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

10/8/24

Date

TOWN STAFF ONLY

Notes:



Split Rail

NOTES:

NO TITLE REPORT FURNISHED.
PLAT SUBJECT TO EASEMENTS & RESTRICTIONS
OF RECORD OR OTHERWISE.
TAX MAP NO: 57-1-104 A & 105 B
BOUNDARY INFORMATION TAKEN FROM SURVEY BY
J.C. RUSSELL.

Hill

S. 70° 52' E. ~ 90.00'

109.4'

N 80° 00' E.

SPIKE

140'



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: October 22, 2024
4C: ARB2024-007 450 Mill St	

Attachments: a. ARB2024-007 450 Mill St (Doors)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for front and side doors at 450 Mill Street.

Relevant Sections of ARB Guidelines: The proposed work is covered under Section 7 of the ARB Guidelines, which reads as follows:

7. Doorways

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors must allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18th Century

Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door

1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch

Wide variety of elaborate doorways

Stained glass

in doors

Double doors

Columns

19th Century

On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Panelled or glazed panelled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB Guidelines.

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 ARB2024-007 450 Mill St (Doors) as is."

OR

"I move to not approve ARB2024-007 450 Mill St (Doors) 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

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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

<p>CHARLES + Reni Keith</p> <p>Applicant Name</p> <p>THE GATE House</p> <p>Business Name (if Applicable)</p> <p>450 Mill St Occoquan VA 22153</p> <p>Address (No., City, Address, Zip) + PO Box</p> <p>Phone Number</p>	<p>CHARLES + Reni Keith</p> <p>Owner Name</p> <p>Address (No., City, Address, Zip) + PO Box</p> <p>Email</p> <p>Phone Number</p> <p><input checked="" type="checkbox"/> Same as Applicant Information</p>
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Section II: Property Information

<p>Project Address: 450 Mill, Occoquan, VA</p> <p>Type of Use (Select One): 22153</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Mixed-Use</p> <p><input type="checkbox"/> Other: _____</p>	<p>Structure Style:</p> <p>Exterior Elevation Type (Select all that apply):</p> <p><input checked="" type="checkbox"/> Improvement/Repair to Existing Structure</p> <p><input type="checkbox"/> New Development/In-Fill or New Accessory Structure</p> <p><input type="checkbox"/> Demolition</p> <p><input type="checkbox"/> Other: _____</p>
--	--

<p>Brief Description of Project:</p> <p>Install Front + Side Entry Doors</p> <p>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.</p>	<p>10/18/24</p> <p>Date Submitted</p>
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Section III: Application Check List

Paint Sample (identify which Architectural feature samples are included)

List:

*Solid Wood
AFRICAN Mahogany
w/ SANSIN Translucent STAIN*

Material Samples (identify which Architectural feature samples are included)

List:



Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included)

List:

SEE Illustration

Photo of existing structure(s)

Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s)

Architectural Plans

Other (List):

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.

Section IV: ARB Certificate Of Approval (COA)

Date to Architectural Review Board:

COA Issued COA Denied

Signature (ARB Chair or Designee)

Date

Section V: TOWN STAFF ONLY

ARB APPLICATION NO.:

ARB 2024-007

Plan Reference Numbers:

Zoning Approval _____
 Site Plan _____
 SUP _____
 Other _____

Notes:



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: 450 Mill St

ARB Application No.: ARB 2024-007

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: _____ Location relative to Main Structure: _____

New Build: Size: _____ Location on site: _____

General Description/Use of Structure: _____

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: *BLUE STEEL Door*

Proposed Material: *Solid Wood* Style: *Rustic* Window (Style): *None*

Door Color: *DARK BROWN* Trim Color: *SAME* Window Color: _____

Location(s) (identify location of doors and types - provide exhibit): *Front & Side Entry*

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

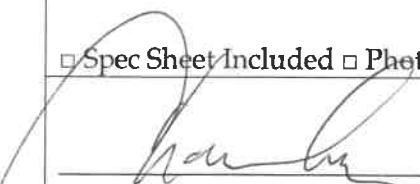
Material: _____ Color _____ Type _____ Location _____

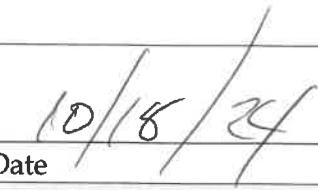
Other

Material: _____ Color _____ Type _____ Location _____

Brief Description:

Spec Sheet Included Photo Included

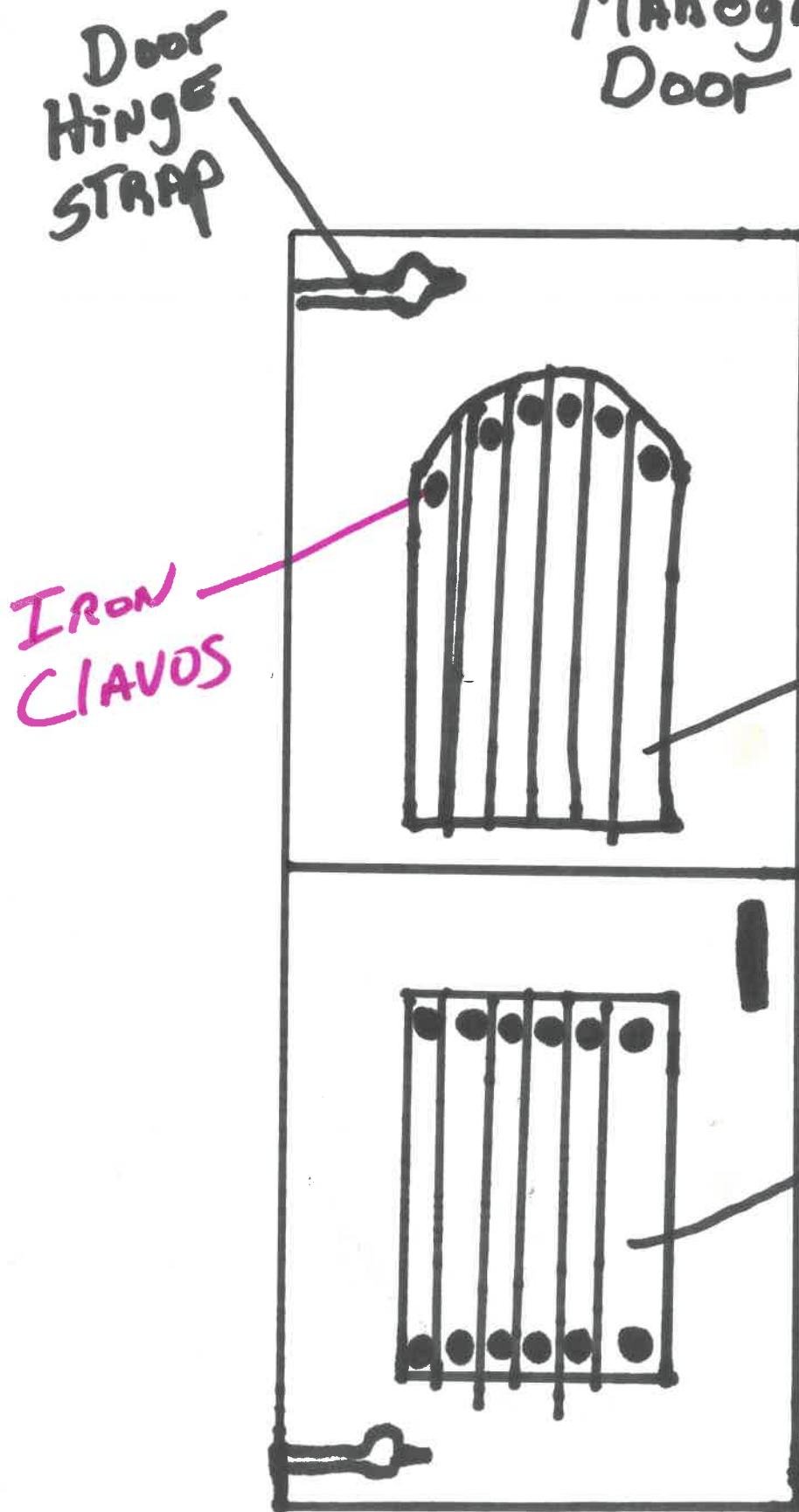

Applicant Signature


Date

TOWN STAFF ONLY

Notes:

(2) Solid Wood African
Mahogany Exterior
Door (Dutch style)

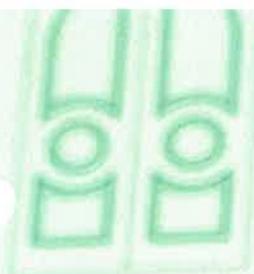


SANSINTM TRANSUCER
CARBON STAIN

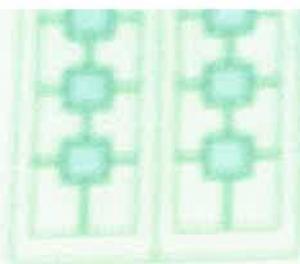
36" x 80"

RAISED
PANELS

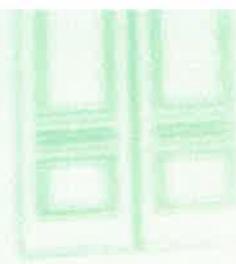
RAISED
PANELS



● D9103



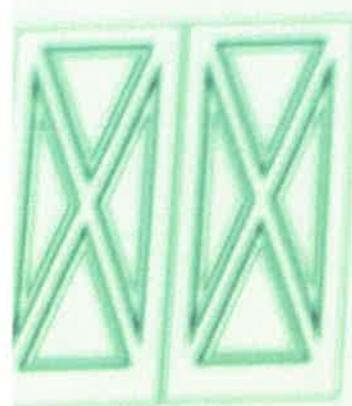
● D9105



● D9107



● D9109



● D9140



● D9150



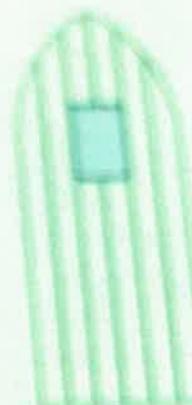
● D9151



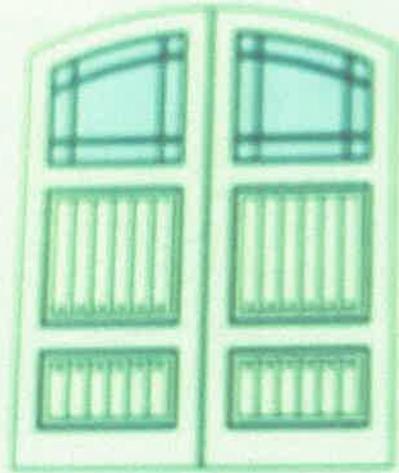
● D9152



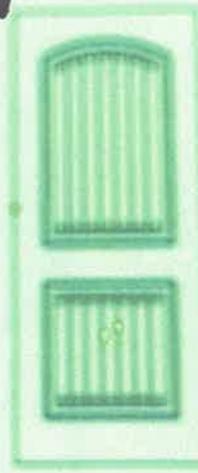
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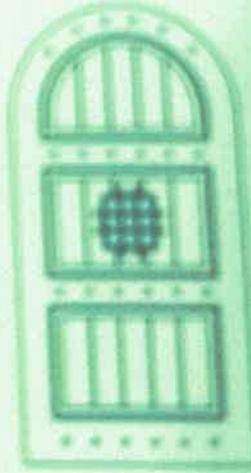
● D9157



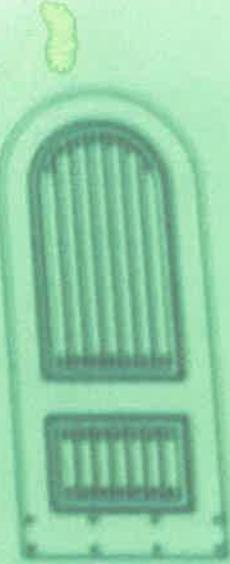
● D9230



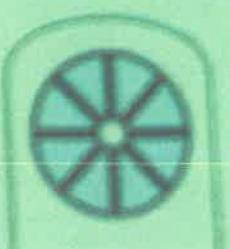
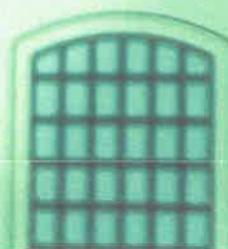
● D9104



● D9213



● D9109





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: October 22, 2024
5B: Deputy Town Manager's Report	

Attachments: a. October 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.

Violation					
Title	Type	Address of Violation	Date of Observation	General Description of Violation	Status
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