



# TOWN OF OCCOQUAN

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

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## 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

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

**Attachments:** a. September 24, 2024 Minutes

**Submitted by:** Philip Auville  
Town Clerk

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**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

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

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

**Submitted by:** Philip Auville  
Town Clerk

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#### **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:	
<b>Notice to Applicant/Property Owner:</b> 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.	
<i>Mashi Dehghanpour</i> 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):	
<b>Note to Applicants:</b> 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 <a href="#">§ 157.179 of the Town Code</a> 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	
<div></div>	ARB APPLICATION NO.: <div>ARB2024-005</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: **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](http://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

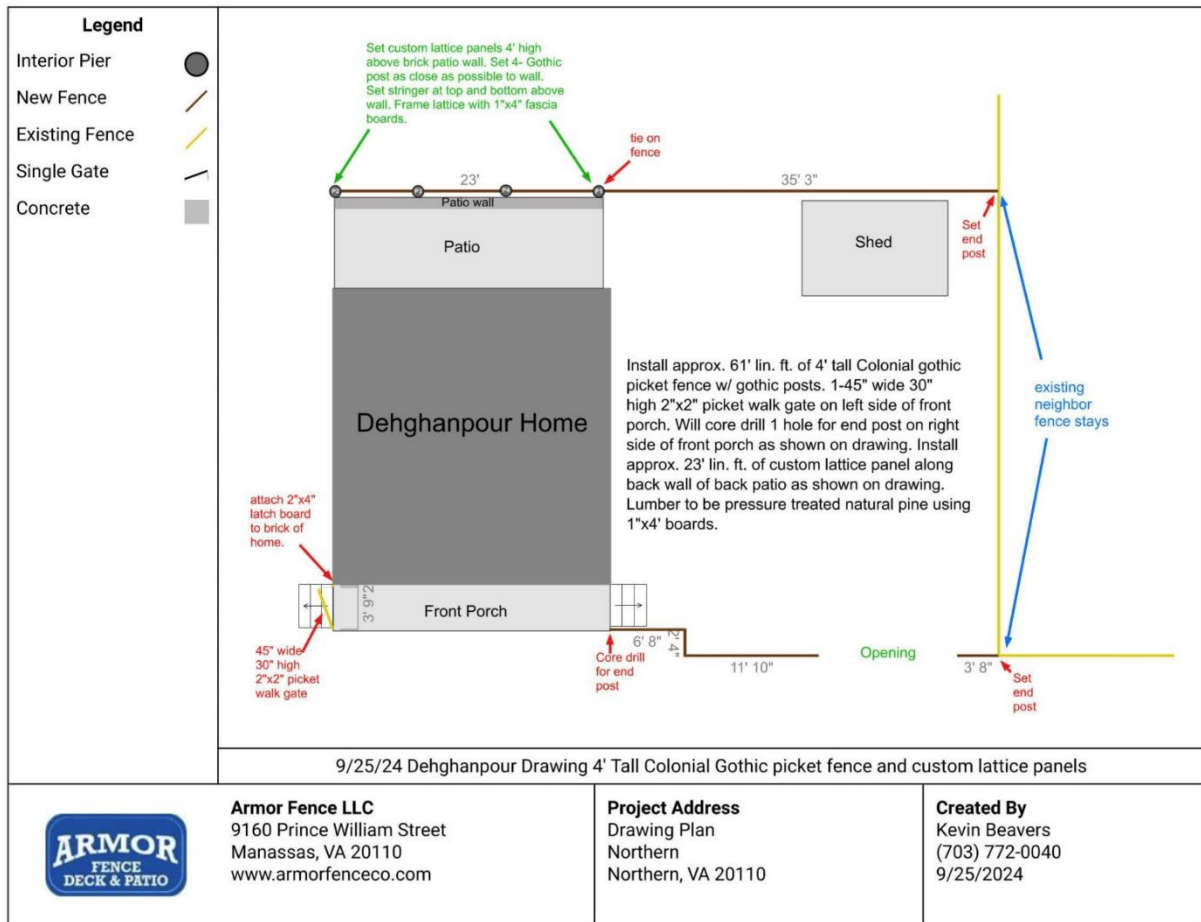
Date

**TOWN STAFF ONLY**

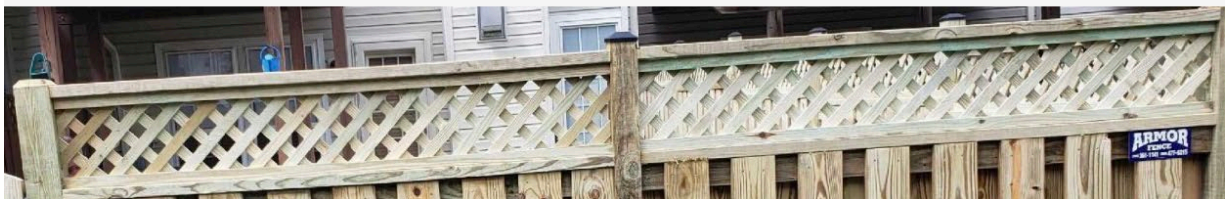
**Notes:**

**ARMOR FENCE LLC**

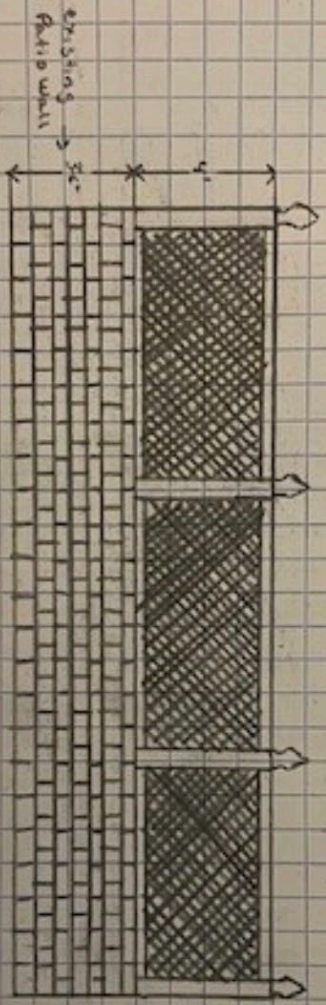
**Project Description:**







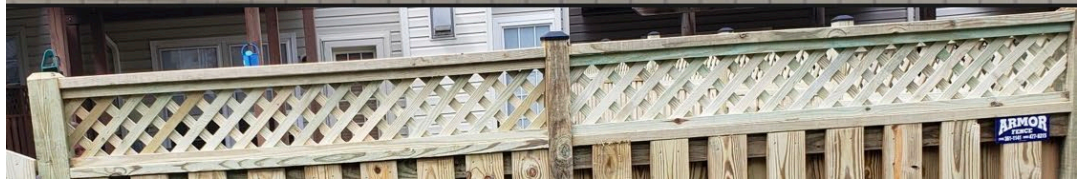




\* Lattice to be pressure treated  
natural pine.

\* Posts to be 4" x 4" corker posts.

← setting 4" x 4" lattice panels  
to set on fitch posts  
set behind wall  
close to wall.  
lattice to set  
from top of wall  
up. Framed with  
1" x 4" fascia boards.  
to cover around lattice





# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

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

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

**Submitted by:** Philip Auville  
Town Clerk

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#### **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.

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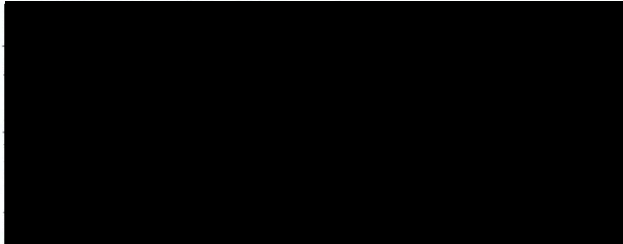
### Section I: Applicant and Owner Information

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

Type of Use (Select One):

☒ Residential ☐ Commercial ☐ Mixed-Use

☐ Other: \_\_\_\_\_

Structure Style:

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):	
<p><b>Note to Applicants:</b> 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> <div>Signature (ARB Chair or Designee)</div> <div>Date</div> </div>
Section V: TOWN STAFF ONLY	
<div></div>	ARB APPLICATION NO.: <div>ARB2024-006</div>
<b>Plan Reference Numbers:</b> <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	<b>Notes:</b> 

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](http://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:**



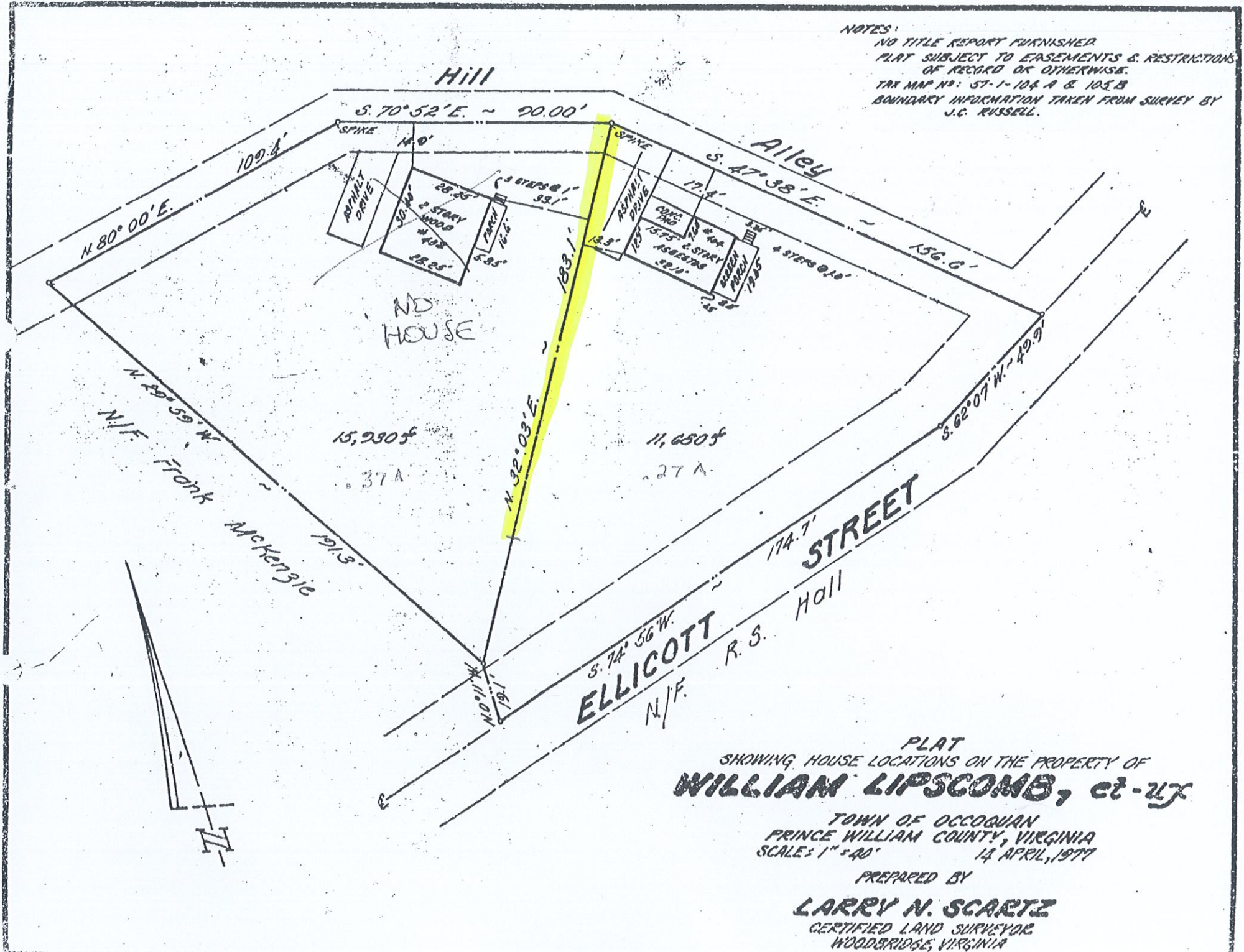


**Split Rail**



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.





# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

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

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

**Submitted by:** Philip Auville  
Town Clerk

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#### **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*

#### *19th Century*

*Wide variety of elaborate doorways*

*Stained glass*

*in doors*

*Double doors*

*Columns*

*On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Paneled or glazed paneled 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

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 <b>CHARLES + RENI KEITH</b>	Owner Name <b>CHARLES + RENI KEITH</b>
Business Name (if Applicable) <b>THE GATE HOUSE</b>	Address (No., City, Address, Zip) + PO Box <b>450 Mill St, Occoquan VA 22153</b>
Address (No., City, Address, Zip) + PO Box <b>[REDACTED]</b>	Email <b>[REDACTED]</b>
Phone Number <b>[REDACTED]</b>	Phone Number <b>[REDACTED]</b>
<input checked="" type="checkbox"/> Same as Applicant Information	

### Section II: Property Information

Project Address: <b>450 Mill, Occoquan, VA 22153</b>	Structure Style: <b>[REDACTED]</b>
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 checked="" 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: <b>INSTALL Front + Side Entry Doors</b>	
<b>Notice to Applicant/Property Owner:</b> 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 <b>[Signature]</b>	Date Submitted <b>10/18/24</b>



Section III: Application Check List	
<input type="checkbox"/> Paint Sample (identify which Architectural feature samples are included) List: <u>Solid Wood</u> <u>AFRICAN MAHOGANY</u> <u>w/ SANSIN TRANSLUCENT STAIN</u>	<input type="checkbox"/> Material Samples (identify which Architectural feature samples are included) List: <u>→</u>
<input type="checkbox"/> Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List: <u>SEE ILLUSTRATION</u>	<input type="checkbox"/> Photo of existing structure(s) <input checked="" type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List): _____	
<p><b>Note to Applicants:</b> 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;"> <span>Signature (ARB Chair or Designee) _____</span> <span>Date _____</span> </div>
Section V: TOWN STAFF ONLY	
	<b>ARB APPLICATION NO.:</b> <u>ARB 2024 - 007</u>
<b>Plan Reference Numbers:</b> <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	<b>Notes:</b>   

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: 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](http://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/ReplacementExisting Material, Color and Pattern: BLUE STEEL DOORProposed Material: SOLID WOOD Style: RUSTIC ☐ Window (Style): NONEDoor 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)

SAN SIN<sup>11</sup> TRANSLUCENT  
CARBON STAIN

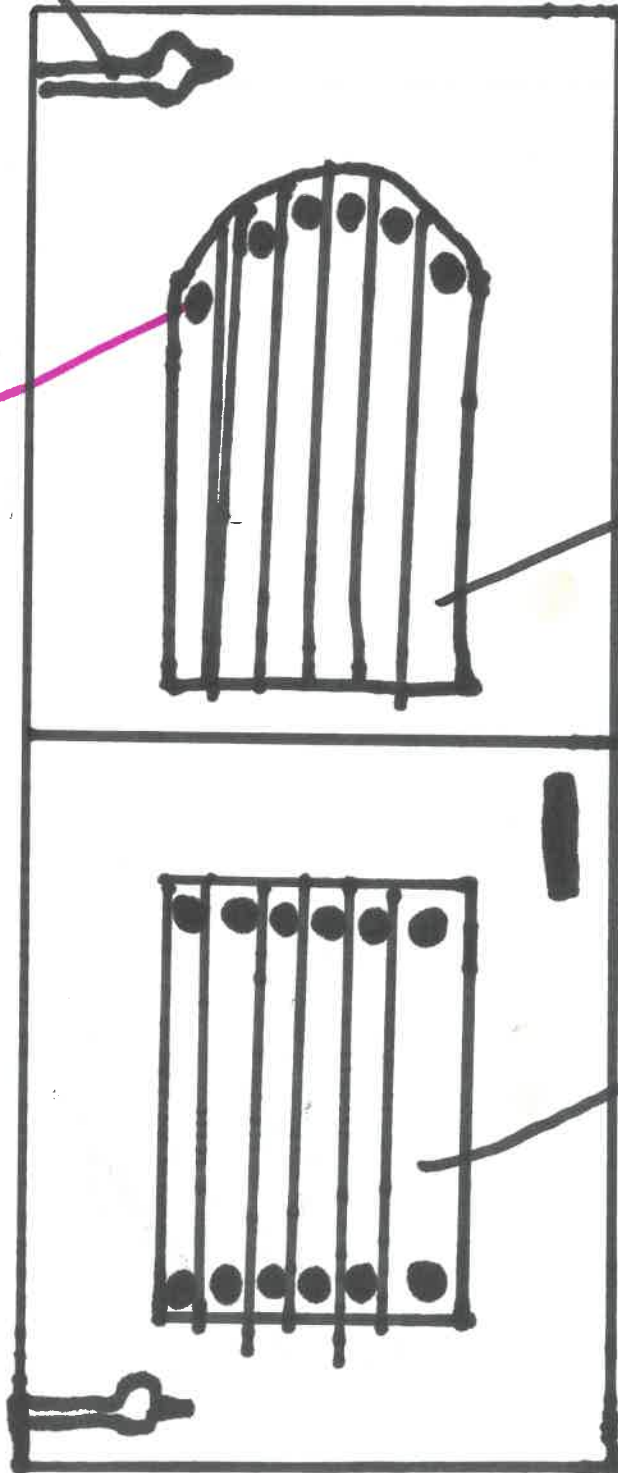
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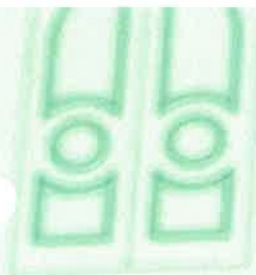
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Hinge  
STRAP

IRON  
CLAVOS

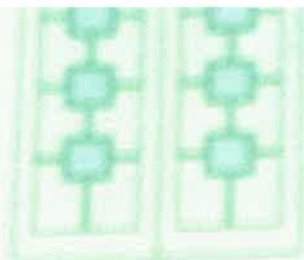
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PANELS

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PANELS

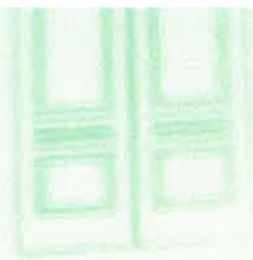




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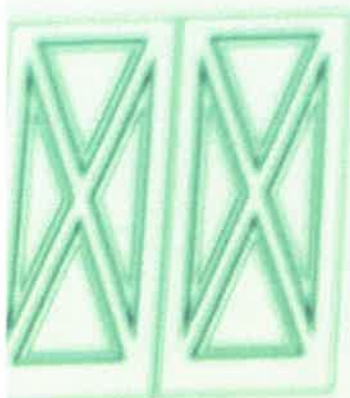
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● D9009



● D9007



● D9140



● D9150



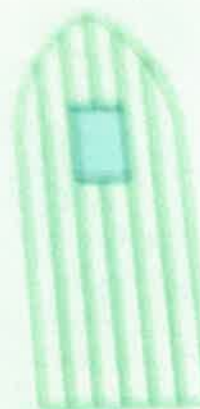
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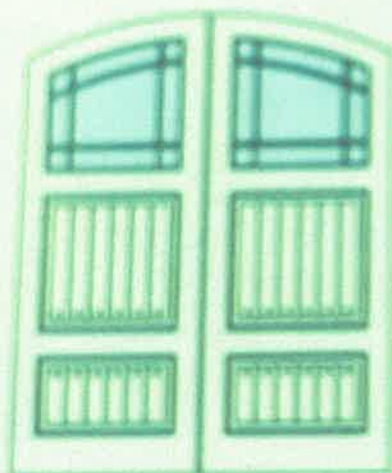
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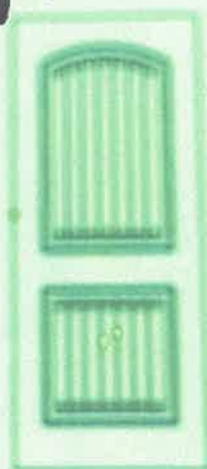
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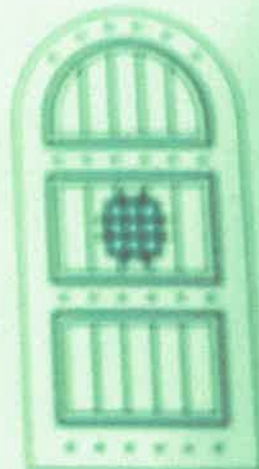
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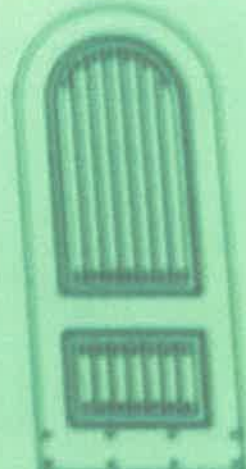
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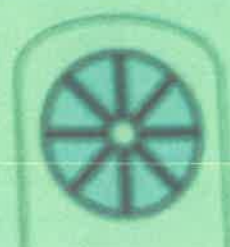
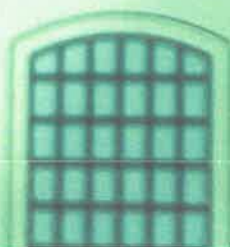
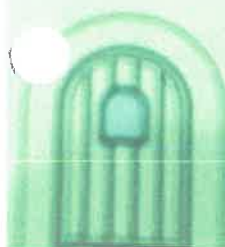
● D9104



● D9213



● D9109





# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

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

**Attachments:** a. October Sign and COA Violation Report

**Submitted by:** Matt Whitmoyer  
Deputy Town Manager

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#### **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-2024-008	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