



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

December 10, 2024 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. October 22, 2024 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2024-007 450 Mill Street (Doors)
 - b. ARB2024-008 402 McKenzie Dr (New Addition; Siding, Windows, & Roof)
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: December 10, 2024
3A: Request to Approve October 22, 2024 Minutes	

Attachments: a. October 22, 2024 Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to approve the meeting minutes from October 22, 2024.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from October 22, 2024 as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

October 22, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Lisa Terry, Rick Fitzgerald;

Excused absences: Theo Daubresse, Mary Craig

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:34 p.m.
2. Citizen's Comments - None
3. Approval of Minutes - Lisa Terry motioned to approve the Meeting Minutes of September 24, 2024; Brenda Seefeldt seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2024-005 302 Commerce Street (Fence) - Alex Kerns and Mashi Dehghanpour request approval of a perimeter front and back Colonial Gothic picket, and patio linked custom lattice panels 4' tall fence on the property. Brenda Seefeldt motioned to approve Exterior Elevation Application ARB2024-005; Lisa Terry seconded. The motion was approved unanimously.
 - b. ARB2024-006 404 McKenzie Drive (Fence) –Anne Sawyer request approval for the installation of a wooden Split Rail fence to run the length of the property on the NE side as a visual barrier. Rick Fitzgerald moved to approve Exterior Elevation Application ARB2024-006; Lisa Terry seconded. The motion was approved unanimously.
 - c. The committee's request to review Exterior Elevation Application ARB2024-007 was "Tabled" until the meeting scheduled for December 10, 2024, at the owner's request.
5. Reports
 - a. Town Council Report – None

- b. Town Manager's Report – It was noted that the Town Council has enacted an ordinance allowing new fees for collecting delinquent taxes. The Town Council also provided a report on the Fall Show at their last meeting. It was announced that Julie Little was retiring as Events Director, and the position is to be filled by Tammy Hassett. In addition, The Mill at Occoquan developer has tentatively indicated a planned demolition at the construction site beginning January 2025.
- c. Planning Commission Report – Darryl Hawkins reported that the Planning Commission continued its discussion of a comprehensive plan and the top priorities to give to the Town Council.
- d. Chair Report – Brenda announced two Architectural Review Board vacancies have been tentatively filled to be approved by the Town Council. The regular Business Member is Ms. Jordan Sanders and Alternate Member is Ms. Michelle White.

Brenda reminded everyone that there is no meeting in November due to Thanksgiving. The December meeting is the 2nd Tuesday so that the December meeting doesn't interfere with Christmas.

6. Discussion Items – none

7. Adjournment – 7:56 p.m.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: December 10, 2024
4A: 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 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 CHARLES + RENI KEITH	Owner Name CHARLES + RENI KEITH
Business Name (if Applicable) THE GATE HOUSE	Address (No., City, Address, Zip) + PO Box 450 Mill St, Occoquan VA 22153
Address (No., City, Address, Zip) + PO Box [REDACTED]	Email [REDACTED]
Phone Number [REDACTED]	Phone Number [REDACTED]
<input checked="" type="checkbox"/> Same as Applicant Information	

Section II: Property Information

Project Address: 450 Mill, Occoquan, VA 22153	Structure Style: [REDACTED]
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: INSTALL FRONT + SIDE ENTRY DOORS	
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 [Signature]	Date Submitted 10/18/24

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>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;"> Signature (ARB Chair or Designee) _____ Date _____ </div>
Section V: TOWN STAFF ONLY	
	ARB APPLICATION NO.: <u>ARB 2024 - 007</u>
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: 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/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 SIN¹¹ TRANSLUCENT
CARBON STAIN

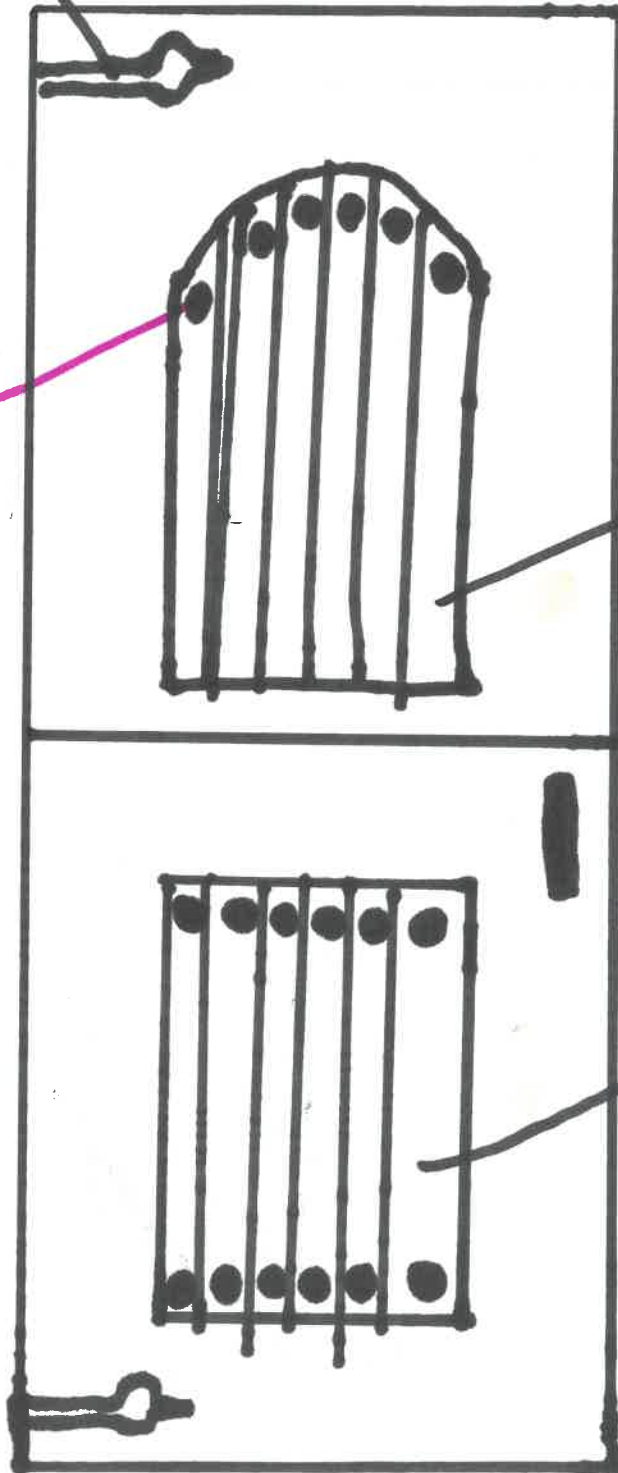
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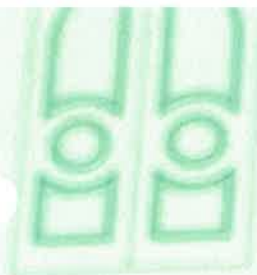
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CLAVOS

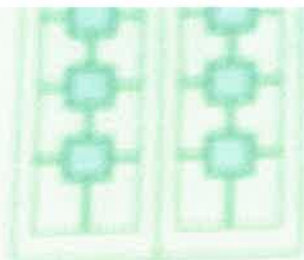
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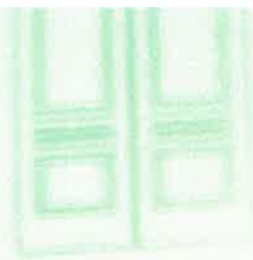




● D9100



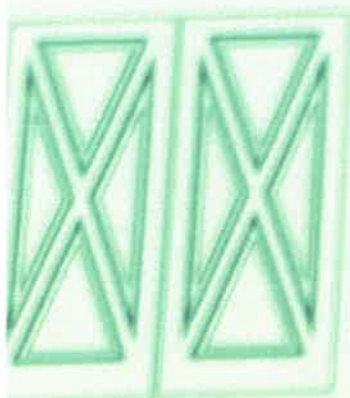
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● D9009



● D9007



● D9140



● D9150



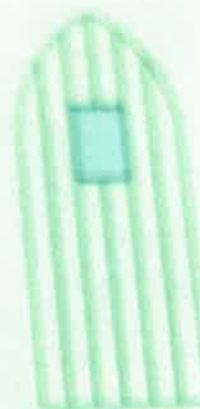
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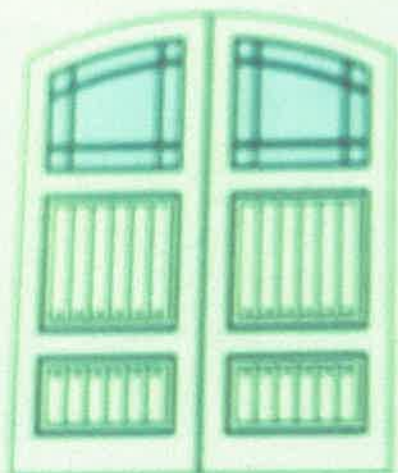
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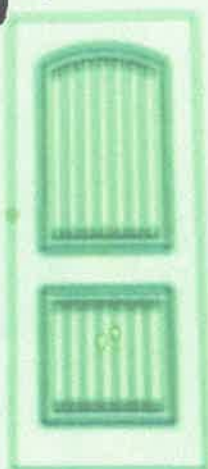
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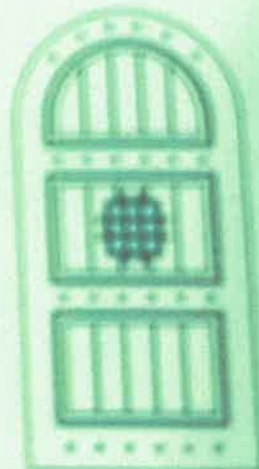
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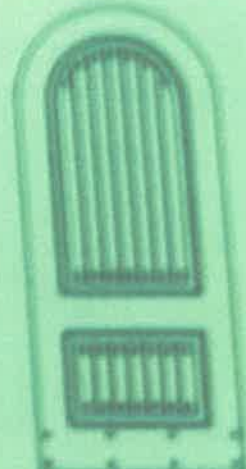
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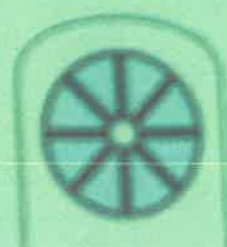
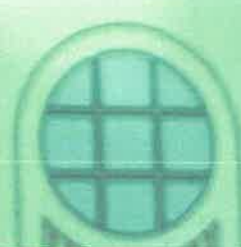
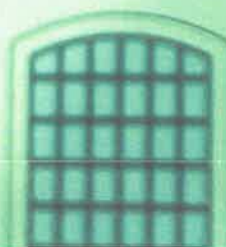
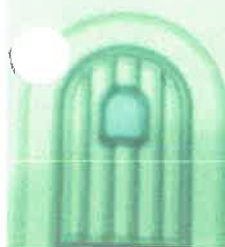
● D9104



● D9213



● D9109





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: December 10, 2024
4B: ARB2024-008 402 McKenzie Dr	

Attachments: a. ARB2024-008 402 McKenzie Dr (New Addition; Siding, Windows, & Roof)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for a new addition; new siding, windows, and roof at 402 McKenzie Dr.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 2, 6, 13, 16, and 24 of the ARB Guidelines, which 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.*

The Occoquan Code requires a building permit when constructing, enlarging, altering, repairing or demolishing a building or structure.

6. Colors

Exterior paint colors must be appropriate for the architectural period of the building. Colors of a building should take into consideration roof and foundation colors. It is encouraged that when rehabilitating Craftsman or Victorian style homes to use period-appropriate color pairings. In addition, for rehabilitation or replacement of windows, "earth tone" colors are appropriate.

The book A Century of Color is an excellent reference. Another resource is the following color chart which is taken from the website Archive.org and the document "Every Man His Own Painter!" which was originally written in 1872.

Note that none of these colors are modern paint chips. Use these colors as a guide as you pick out your exact paint colors. Most popular exterior paint brands now have historic palettes available.

Painting of brick or stone is not recommended. Existing paint may be removed if done in a manner which will not damage the surface of the structure. Methods such as sandblasting, chemical application and heat guns tend to damage the structure.

13. Materials

Siding – Original siding materials should be repaired to retain the original character of the surface rather than removed or covered. Often this is not possible so a look-a-like and modern material will be sufficient as long as all efforts are made to maintain the same appearance.

Exterior trim – Dentil molding and crown molding were simple in the early part of the 18th Century, and elaborate in the later with columns added. 18th Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of wood. Brick lentils were laid to form an arch, either a “jack” arch or a “segmented” arch. The segmented arch was curved rather than straight.

In the 19th Century trim was elaborate. The mid- to later part of the 19th Century has often been called the “Gingerbread Age” with immigrant skilled laborers providing elaborate trim on fascia boards, soffits, rake boards, windows, doors, and porches at low costs. Brackets attached to the soffits were commonplace.

16. Roof Pitch and Material

Pitch - The pitch of a roof must be a minimum of 8/12 except on a hip roof, mansard, or gambrel (barn). On a flat roof, a parapet with trim should be erected above the roofline (such as a store or Italianate Victorian).

Materials – Cedar shingles were widely used during the 18th Century (approximately 90 percent), and the remainder of the structures most often had oak shingle roofs. Shakes were used on outbuildings only. During the 19th Century, roofs were standing ridge (metal) or slate shingles. Modern composition shingles must be chosen in colors to match the color of weathered historic roofing materials.

Wherever pressed tin or standing seam style roofs exist an effort should be made to preserve and/or refurbish. The same roof style must be extended on any addition to buildings with existing pressed tin roofs.

24. Windows

The placement and proportions of windows and doors are of paramount importance in achieving a historic reproduction. Most glass manufacturers 125 years ago did not have the capability to create large sheets of glass. That's why old window sashes are comprised of a collection of smaller pieces of glass separated and held in place by muntin bars.

Traditional windows have depth and a windowsill, as well as true divided lights or interior and exterior fixed muntin with internal spacers to reference traditional designs. No mirrored or tinted glass.

The architecture style of Craftsman homes and Victorian homes often used colors for muntin and sashes. That is encouraged using the earth tone colors.

In new construction simulated true divided light windows in the appropriate style and color (earth tones) must be used.

Storm windows must not be used unless the design allows the original window to show through.

*18th Century Small panes; six over six window lights and up
1775-1800 arched at top, shutters*

*Proportions – one-half the width of the height
Placement – Lined up one above the other and over
doorways Headers – Wood, solid beam; stone; brick; jack
arches or segmented arches; lighter brick often used
around windows*

19th Century Windows in the early 19th Century were usually six over six.

*The emergence of styles such as neo-Gothic, Italianate and
Queen Anne led the use of two over two, one over one, and
in Queen Anne a multiplicity of combinations. By the end of
the 19th Century, two over two dominated and this is the
pattern most often seen in 19th Century houses in Occoquan
Proportions – Usually, one-half width of height
Headers – Elaborate, eyebrow, segmented and jack arches*

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 ARB2024-008 402 McKenzie Dr (New Addition; Siding, Windows, & Roof) as is."

OR

"I move to not approve ARB2024-008 402 McKenzie Dr (New Addition; Siding, Windows, & Roof) for the following reason: _____."

OR

Other action the Architectural Review Board deems appropriate.

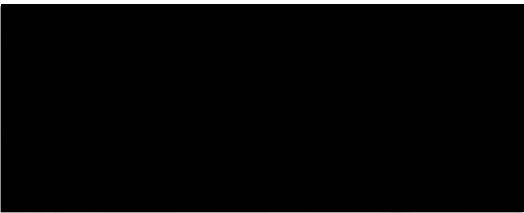
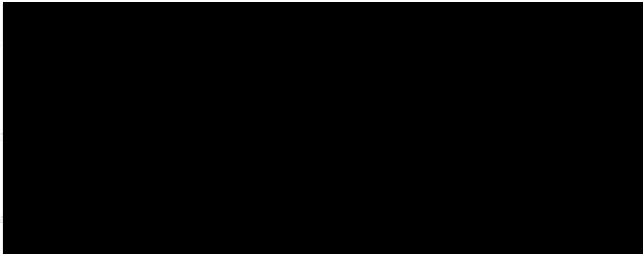
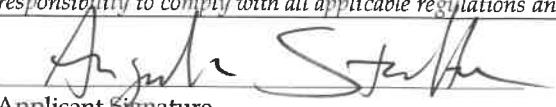


TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

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	
Angela Staffone Applicant Name AS Built Drawings, LLC Business Name (if Applicable) 	ECR ENTERPRISE INC Owner Name  <input type="checkbox"/> Same as Applicant Information
Section II: Property Information	
Project Address: 402 McKenzie Dr, Occoquan Historic District, VA 22125	Structure Style:
Type of Use (Select One): <input checked="" 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: Increase of ceiling height and roof height of upper level with two story rear addition.	
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	11/11/24 Date Submitted

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List: Sherwin Williams Extra White SW 7006 on new wood exterior <i>Alt: Classic Light Buff, Pure White, Antique White, Classic White</i>	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List: Roof Shingles: Brand Certainteed, Landmark 3top, color is Dove Gray Oxford Wholesale Wood Products German Lap Siding Sample 1 x 6 German Siding #105 STK
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List: Pella® Reserve™ Windows Solid Wood <i>- Sherwin Williams Heritage Paint</i>	<input checked="" type="checkbox"/> Photo of existing structure(s) <input checked="" type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input checked="" 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; padding-top: 5px;"> Signature (ARB Chair or Designee) Date </div>
Section V: TOWN STAFF ONLY	
	ARB APPLICATION NO.: <i>ARB2024-008</i>
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: 402 McKenzie Dr

ARB Application No.: ARB 2024-008

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: 225.4 SQ FT Location relative to Main Structure: Rear
addition

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

General Description/Use of Structure: Increase of ceiling height and roof height of upper level with two story rear addition.

☒ 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: Wood German Lap siding painted white with black trim

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

Material Type: Wood Color: White Pattern: German Lap Siding

☐ Mortar: Color _____ Joint Pattern _____

☒ Sample Included (Type): Wood German Shiplap Siding

☐ Spec Sheet Included ☒ Photo Included

5. Windows ☐ New ☒ Repair/ReplacementExisting Material, Color and Pattern: Wood, White, 6 over 6Proposed Material: Wood Grid Profile: 6 over 6Grid Color: White Shutter Color: _____ Trim Color: WhiteLocation (identify location of windows and types - provide exhibit): addition and second level of existing structure.☐ 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/ReplacementExisting Material, Color and Pattern: 3 TAB SHINGLE, LIGHT GREYProposed Roof Material: ASPHALT 3 TAB SHINGLE Roof Pitch 5/12Proposed Roof Color and Style: TRADITIONAL, DOVE GREYProposed Gutter Material and Color: METAL, WHITEGutter Locations (provide exhibit): ON ELEVATIONS☒ 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

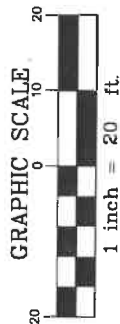
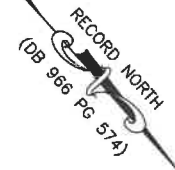
Notes:

- 1) THIS PROPERTY IS SHOWN ON PRINCE WILLIAM COUNTY GPIN NO. 8393-64-0519.
- 2) THE IMPROVEMENTS DELINEATED HEREON FALL ENTIRELY WITHIN ZONE "X" (AREAS OF MINIMAL FLOOD HAZARD) AS SHOWN ON FEMA FLOOD INSURANCE RATE MAP #51153C-0217D DATED: JANUARY 5, 1995.
- 3) THE IMPROVEMENTS SHOWN HEREON HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT SURVEY USING MODERN SURVEY METHODS AND UNLESS OTHERWISE SHOWN, THERE ARE NO VISIBLE ENCROACHMENTS.
- 4) FENCES SHOWN, IF ANY, ARE FOR INFORMATION ONLY AND DO NOT REFLECT OWNERSHIP.
- 5) NO TITLE REPORT FURNISHED. EASEMENTS MAY EXIST WHICH ARE NOT SHOWN HEREON.
- 6) IPF  DENOTES IRON PIN FOUND.

PREPARED FOR



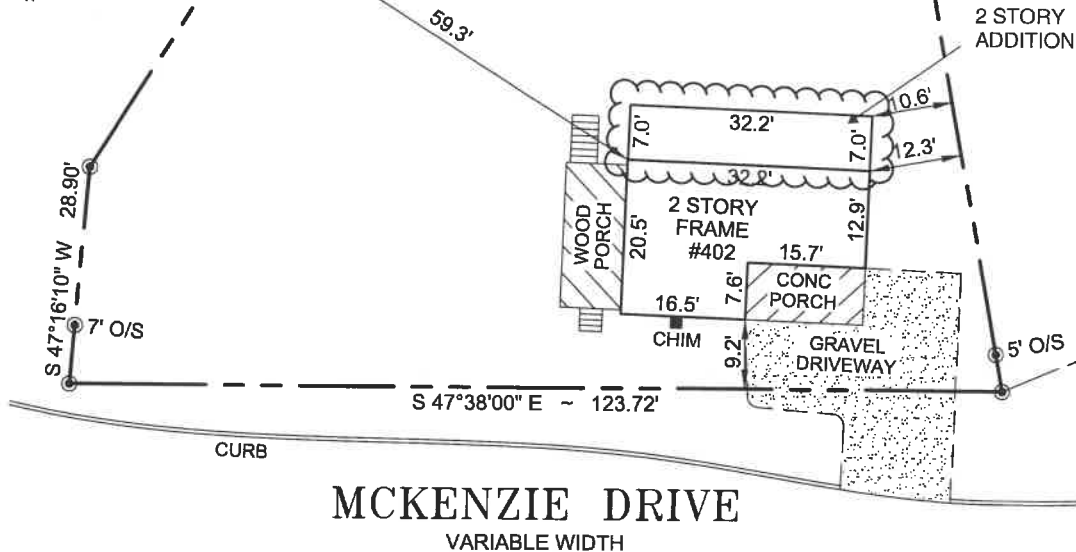
N/F
OSTOVAR



ELLCOTT STREET
VARIABLE WIDTH
S 74°56'00" W - 167.72'

GPIN
#8393-64-0519
11,650 S.F.

N 32°03'00" E - 172.94'
N/F SAWYER

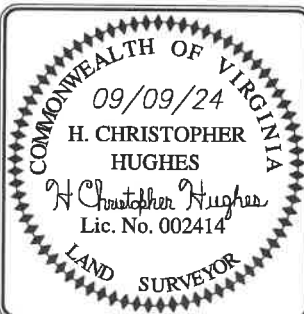


MCKENZIE DRIVE
VARIABLE WIDTH

SCALE: 1" = 20'

SEPTEMBER 9, 2024

NO TITLE REPORT FURNISHED
THIS IS NOT A BOUNDARY SURVEY



PHYSICAL IMPROVEMENT SURVEY

GPIN #8393-64-0519
#402 MCKENZIE DRIVE

DEED BOOK 966 PAGE 574
OCCOQUAN MAGISTERIAL DISTRICT
PRINCE WILLIAM COUNTY, VIRGINIA

THIS SHEET IS USED FOR BOTH SURVEY & ARBORIST PURPOSES

BL SURVEY ARBORIST

BLSURVEYARBORIST@GMAIL.COM
GAINESVILLE VA

[PH] 703-624-4821



exterior historic colors

AMERICA'S HERITAGE



SHERWIN-WILLIAMS.

SW 6119
Antique White

263-C6

SW 0050
Classic Light Buff
The Classics

SW 2829
Classical White
Classical/Colonial

SW 7005
Pure White

255-C1

SW 7006
Extra White

257-C1



Contract - Detailed

Pella Window and Door Showroom of Beltsville
12100 Baltimore Avenue Suite 1
Beltsville, MD 20705-1363
Phone: (301) 685-1715 **Fax:**

Sales Rep Name: McHugh, Peter K.
Sales Rep Phone: 240-315-3090
Sales Rep Fax:
Sales Rep E-Mail: pmchugh@pellamidatlantic.com

Customer Information	Project/Delivery Address	Order Information
As Built Drawings Llc 7005 Runny Ct Frederick, MD 21702-2939 Primary Phone: (301) 7126601 Mobile Phone: Fax Number: E-Mail: Contact Name: Great Plains #: 1007491629 Customer Number: Customer Account:	Lot # County: Owner Name: Owner Phone:	Quote Name: Order Number: Quote Number: Order Type: Wall Depth: Payment Terms: Tax Code: Cust Delivery Date: Quoted Date: Contracted Date: Booked Date: Customer PO #:

Customer Notes:

RESERVE SERIES
PRIMED WOOD EXTERIOR
PRIMED WOOD INTERIOR
WHITE HARDWARE- NO SASH LIFTS
NO SCREENS
5/8" SIMULATED DIVIDED LITE GRILLES- PUTTY/OGEE PROFILE
NO ATTACHMENT METHOD
NO JAMB EXTENSION

Line # Location:

Attributes

15 None Assigned

Special Pella Reserve, Traditional Double Hung,

Item Price Qty Ext'd Price



PK # 2172
1: Non-Standard SizeNon-Standard Size Double Hung, Equal
Frame Size:
General Information: Standard, Luxury, Wood, Pine, 4 3/8", 4 3/16"
Exterior Color / Finish: Primed, Primed Wood
Interior Color / Finish: Primed Interior

Viewed From Exterior

Sash / Panel: Putty Glaze, Ogee, Standard, No Sash Lugs
Glass: Insulated Dual Clear Air Filled Non High Altitude Upgrade To 3mm
Hardware Options: Cam-Action Lock, White, No Window Opening Control Device, No Limited Opening Hardware, No Sash Lift, No Integrated Sensor
Screen: No Screen

Performance Information: U-Factor 0.46, SHGC 0.53, VLT 0.55, CPD PEL-N-234-01111-00001, Performance Class CW, PG 45, Calculated Positive DP Rating 45, Calculated Negative DP Rating 45, Clear Opening Width 29.875, Clear Opening Height 21.937, Clear Opening Area 4.551166, Egress Does not meet Typical United States egress, but may comply with local code requirements

Grille: ILT, No Custom Grille, 5/8", Traditional (3W2H / 3W2H), Putty Glaze, Ogee
Wrapping Information: No Exterior Trim, 4 3/16", 4 3/8", Factory Applied, Pella Recommended Clearance, Perimeter Length = 172"

Custom Product Instructions:

***No NFRC or Hallmark labels will be supplied for this unit. To print an accurate acknowledgement for this line only, please choose the Proposal-Detailed report with the Exclude Performance box chosen. ***
Lead-time does not include any extended lead-times that may be in effect at time of order. ** Not tested or certified for performance; Unit will have minimal condensation resistance. ***

Line # Location:

Attributes

20 None Assigned

TRFUELSURCHARGE - Fuel Surcharge - TRADE

Item Price Qty Ext'd Price

Thank You For Purchasing Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor the Seller will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Folscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at [insynctive.pella.com](https://www.pella.com). By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

Notice of Collection of Personal Information: We may collect your personal information when you interact with us. Under the California Consumer Privacy Act (CCPA), California residents have specific rights to request this information, request to delete this information, and opt out of the sharing or sale of this information to third parties. To learn more about our collection practices and your rights under the CCPA please visit our link <https://www.pella.com/california-rights-policy/> at [pella.com](https://www.pella.com).

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

YOU and Pella and its subsidiaries and the Pella Branded Distributor AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS. You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Opt Out" or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Details" or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE [PELLA.COM/ARBITRATION](https://www.pella.com/arbitration). DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER [PELLA.COM/ARBITRATION](https://www.pella.com/arbitration).

Seller shall not be held liable for failure or delay in the performance of its obligations under this Agreement, if such performance is hindered or delayed by the occurrence of an act or event beyond the Seller's reasonable control (force majeure event), including but not limited to earthquakes, unusually severe weather and other Acts of God, fire, strikes and labor unrest, epidemics, riots, war, civil unrest, and government interventions. Seller shall give timely notice of a force majeure event and take such reasonable action to mitigate the impacts of such an event.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC).

Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product for any specific use.

Design Pressure (DP), Performance Class, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mulled and/or product combinations unless noted. Actual product results will vary and change over the products life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

Including during the construction period, casement windows should never be left open and unlocked for prolong periods or during high wind conditions to avoid sash detachment/damage.

Actual sizes tested for documented STC and OITC ratings may vary from the ASTM E 1425 sizes to better represent Pella product offering.

STC and OITC ratings shown may be conservatively based on products tested with thinner panes of glass.

STC and OITC ratings may be from test results from an equivalent product.

Pella Mid-Atlantic, Inc. (the “Seller”)**QUOTE:**

Due to unprecedented volatility in the market surrounding home improvement materials pricing, this quote is subject to change based on increases from Pella Corporation and our other suppliers. Seller cannot guarantee these prices until the project is purchased. Seller will do its best to honor the original pricing but based on circumstances out of its control, this may not be possible. The Seller is not responsible for delays due to labor troubles, fire, accidents, transportation, or other causes beyond its control.

CONTRACT:

This Contract constitutes the sole and complete agreement between the Purchaser and Seller and is subject to additional charges should changes be required. No statement, representation or agreement, written or verbal, not appearing on the face of this Contract is binding on the Seller. This Contract is binding upon the Seller only upon acceptance by an authorized executive of the Seller at the home office. All agreements are subject to prior sale, government regulations and requirements. If Contract is not approved, the Purchaser will be notified within fourteen (14) days of Contract date, otherwise the same is automatically approved.

MATERIALS TO BE FURNISHED:

Contract is based upon quantities, unit sizes, and unit numbers as sketched and listed on enclosed proposal, as well as equipment and fittings as specified. Drawings are as viewed from the exterior. Purchaser should carefully check quantities, sizes, and specifications.

Note: All Pella products are custom built for your specific project, designed for professional installation and non-returnable. It is the responsibility of the Purchaser to verify all sizes and window attributes prior to ordering. Seller is not responsible or liable for inaccurate measurements. Installers will often have different preferences on how they measure or install windows and doors. Due to these variances, it is imperative your project manager or installer is involved in the measuring process.

Purchaser has verified that all attributes and sizes are correct.

[INITIAL] _____

If Seller is doing the installation, then Seller is responsible for the sizing on replacement projects only.

Unless otherwise noted:

- Pella wood windows and sliding glass doors are factory primed on the exterior (excludes Mahogany).
- Units with wood exterior, assembled by the Seller include standard brickmould, subsill and outside mullion covers.

DELIVERY:

PURCHASER MUST FURNISH HELP TO UNLOAD AT TIME OF DELIVERY. Purchaser is responsible for checking the material upon arrival. Any shortage or damage must be noted on the delivery/packing list. No claims will be considered unless Seller is notified within seventy-two (72) hours from the date of delivery. Seller will deliver the goods covered by this Contract within a commercially reasonable time from the date of Contract ratification given supply and market conditions, unless otherwise expressly stated in this written contract.

Purchaser agrees to take receipt of all materials within 30 days of either original requested need by date or actual date of arrival at Seller's warehouse, whichever is later. After 30 days, materials will be subject to a recurring monthly storage fee equal to 20% of product contracted price. All storage fees are required to be paid in whole prior to product delivery. Exceptions for screens and hardware items must be requested and approved prior to order placement.

PAYMENT TERMS:

Materials purchased through Service or Parts department must be prepaid in full and do not qualify for the payment schedules below.

If Seller is doing the installation, the following payment schedule is applied:

PAYMENT SCHEDULE		
Deposit Amount: \$	Delivery Payment: \$	Final Payment: \$
(30% - Due when Contract signed)	(60% - Due on the first day of work/delivery)	(10% Due at substantial completion)

For Delivery only:

Unless you have been approved for "Net 30 Days," a 50% Deposit must be made upon execution of this Contract. The remaining 50% balance must be received from Purchaser not less than five (5) days prior to Anticipated Delivery Date. Purchaser must make payment by credit card (no checks will be accepted).

In all payment scenarios, when Purchaser supplies the credit card number for the deposit, Purchaser agrees that Seller may retain the credit card information in a PCI compliant system, and that Seller is authorized to use this card for making final payment. To be clear, Purchaser is authorizing Seller to use Purchaser's card on file to make final payment five days prior to delivery. _____ [INITIAL]

NET 30 DAYS (if applicable): Net 30 terms are subject to approval by Seller of Purchaser's credit. A one- and one-half percent (1.5%) per month (annual percentage rate of eighteen percent) late charge will apply to all payments over thirty (30) days past due computed on the basis of the balance outstanding at the end of each monthly statement period.

SELLER REMEDIES:

Seller reserves a security interest in the goods sold pursuant to this Contract under the applicable provisions of Article 9 -Secured Transactions-Uniform Commercial Code. Seller further reserves the right to perfect and enforce any statutory lien, including any mechanic's contractor's or materialmen's lien, arising under local law to secure payment of the account debt arising under this Contract. In the event Seller employs an attorney-at-law after Purchaser has defaulted in its payment as agreed under the terms of this contract, then Purchaser shall pay Seller a collection fee in a fixed and stipulated sum equal to twenty percent (20%) of the outstanding principal account balance at time of buyers default, or two thousand five hundred dollars (\$2,500), whichever is greater, together with any court or litigation costs incurred by Seller in collecting the account debt arising under this contract.

LIMITATION OF WARRANTIES AND DAMAGES:

Seller expressly warrants the goods sold under this contract will be as described in this contract. ALL OTHER WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE EXPRESSLY DISCLAIMED. Purchaser's remedy for breach shall be limited to replacement of the goods sold or to a return of the goods and a refund of their purchase price, at Purchaser's option, which shall be the Purchaser's sole remedy in the event of Seller's breach in the performance of this contract. Seller shall not be liable for any consequential or incidental damages for breach of any warranty.















TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: December 10, 2024
5B: Deputy Town Manager's Report	

Attachments: a. November and December 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-2024-008	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	Referred to Legal
OCV-2024-014	Signage	199 Union Street	9/24/2024	Unpermitted temporary sign	RESOLVED
OCV-2024-015	Signage	201 Union St	10/3/2024	Two a-frames; one off premises a-frame	RESOLVED
OCV-2024-016	Signage	201 Union St	10/3/2024	Two a-frames; one off premise a-frame	RESOLVED
OCV-2024-017	Signage	202 Union St	10/3/2024	Unpermitted temporary sign, not an a-frame/unpermitted temporary sign, prohibited strings of flags	RESOLVED
OCV-2024-018	Signage	199 Union Street	10/3/2024	Temporary signs on residential use property with total square footage greater than 8 sqft	RESOLVED