



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

January 28, 2025 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Election of Officers**
 - a. Nominations and the elections of Officers for the Calendar Year 2025
 - Chairperson
 - Vice-Chairperson
 - Secretary
4. **Approval of Minutes**
 - a. December 10, 2024 Meeting Minutes
5. **Exterior Elevation Applications**
 - a. ARB2024-007 450 Mill Street (Doors)
6. **Reports**
 - a. Town Council Report
 - b. Deputy Town Manager's Report
 - c. Planning Commission Report
 - d. Chair Report
7. **Adjournment**

Brenda Seefeldt
Chair, Architectural Review Board



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Election of Officers	Meeting Date: January 28, 2025
3A: Nominations and the Election of Officers for Calendar Year 2025	

Attachments: a. None

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This item is for the nomination and election of officers for the Architectural Review Board, pursuant to § 33.48 of the Town Code.

Each year, at the January meeting, the ARB must select a chairperson, vice-chairperson, and secretary, who serve for a 12-month terms of office and are eligible for re-election.

Proposed/Suggested Motion:

"I would like to nominate: [NAME] for [OFFICE]." Follow nomination and roll call process as outlined in Chair's agenda.

OR

Other action the ARB deems appropriate.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Approval of Minutes	Meeting Date: January 28, 2025
4A: Request to Approve December 10, 2024 Minutes	

Attachments: a. December 10, 2024 Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to approve the meeting minutes from December 10, 2024.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from December 10, 2024 as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

December 10, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Rick Fitzgerald, Theo Daubresse (via Zoom), Jordan Sanders, Jennifer Shown, Michele White

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:30 p.m.
2. Citizen's Comments - None
3. Approval of Minutes – Brenda Seefeldt motioned to approve the Meeting Minutes of October 22, 2024: Rick Fitzgerald seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2024-007 302 450 Mill Street (Doors) – The application was tabled until the next meeting in January.
 - b. ARB2024-008 402 McKenzie Dr (New Addition; Siding, Windows, & Roof) – Applicant AS Built Drawings, LLC, represented by Angela Staffone, requests approval for new siding, windows, and roof which will be included also on the new two-story rear addition. Sample were provided. Jennifer Shown moved to approve Exterior Elevation Application ARB2024-008 as submitted; Jordan Sanders seconded. The motion was approved unanimously.
5. Reports
 - a. Town Council Report – Theo Daubresse shared that the Town Council is proceeding with the Ellicott Street sidewalk project.
 - b. Town Manager's Report – Matt Whitmoyer provided the Sign and COA Violation Report for Nov-Dec 2024 and briefly reviewed the status of any legal issues. In addition, he shared that at the November meeting, the Town Council acknowledged Bucky Brill for his many years of service, appointed new ARB members, and aligned the ARB appointment terms of service. He noted that the Ellicott St. sidewalk project had been advanced at the December meeting and directed staff to proceed with the Riverwalk Transportation Alternative Program (TAP) Grant.
 - c. Planning Commission Report – none.
 - d. Chair Report – none

6. Discussion Items – none

7. Adjournment – 7:54 p.m.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Exterior Elevation Applications	Meeting Date: January 28, 2025
5A: 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

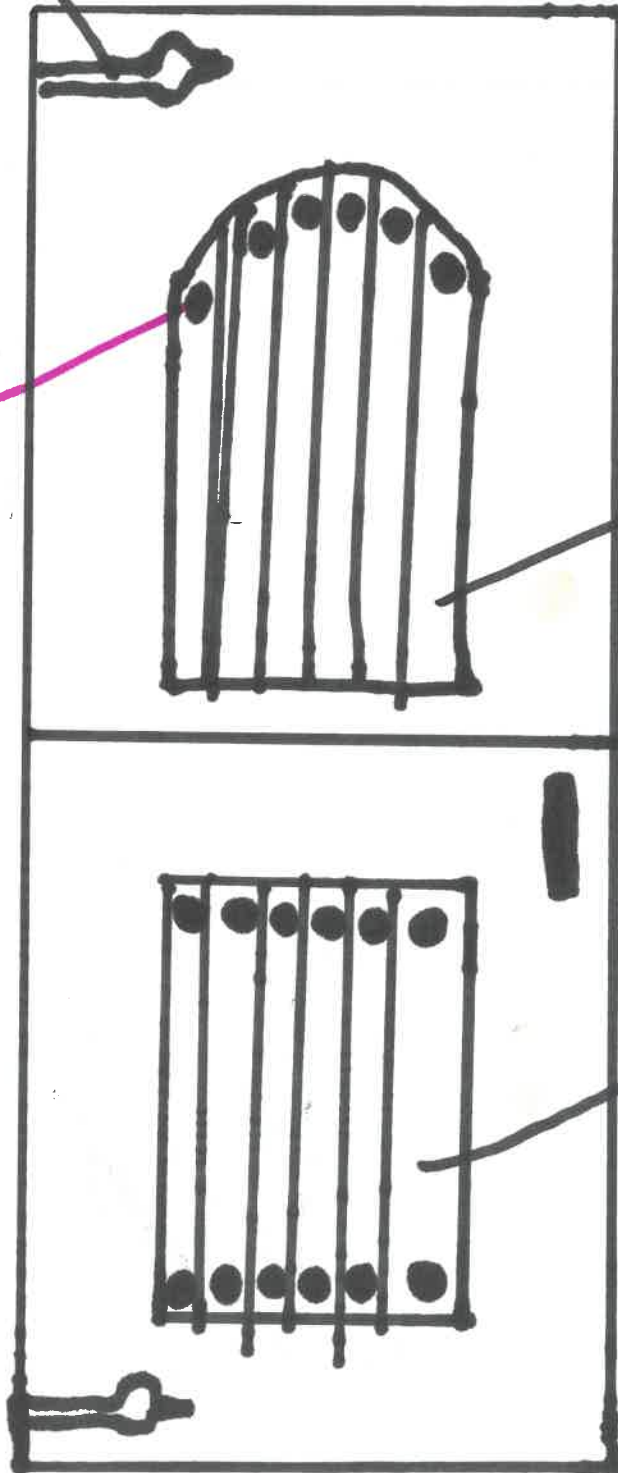
36" x 80"

Door
Hinge
STRAP

IRON
CLAVOS

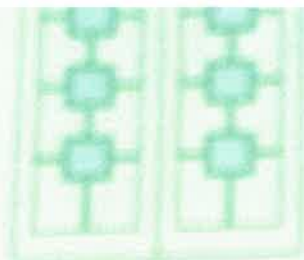
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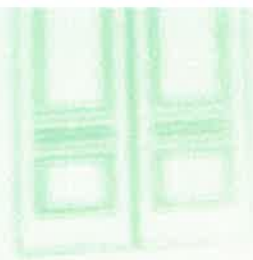




● D9100



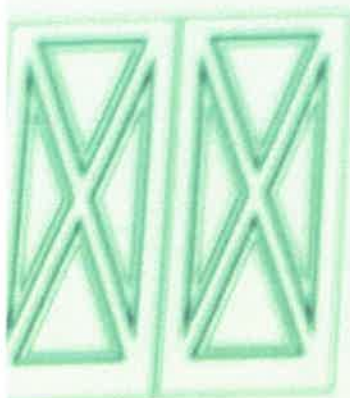
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● D9009



● D9007



● D9140



● D9150



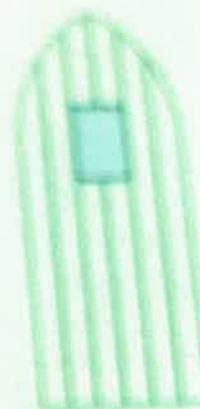
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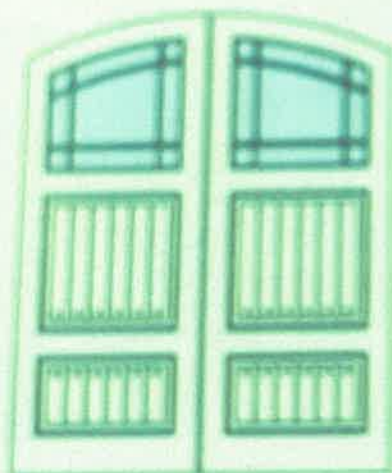
● D9101



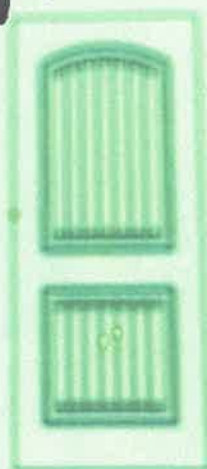
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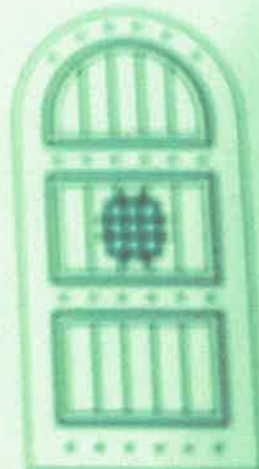
● D9037



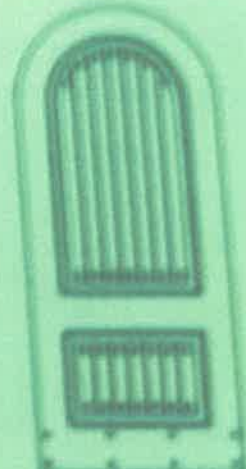
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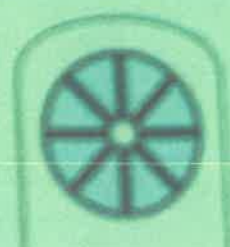
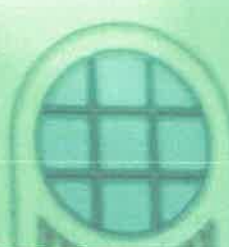
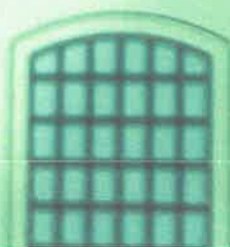
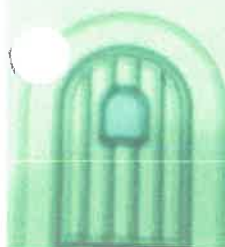
● D9104



● D9213



● D9109





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

6. Reports	Meeting Date: January 28, 2025
6B: Deputy Town Manager's Report	

Attachments: a. To be Provided

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.