



# TOWN OF OCCOQUAN

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

---

## ARCHITECTURAL REVIEW BOARD MEETING

March 25, 2025 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
  - a. January 28, 2025 Meeting Minutes
4. **Exterior Elevation Applications**
  - a. ARB2025-001 303 Mill Street (Removal of Stairs, and add Siding, Window, and Replace Roof)
  - b. ARB2025-002 204 Washington St (Awning and Outdoor Lights)
  - c. ARB2024-008 Amended Application 402 McKenzie Dr (Increase Size of Addition)
5. **Reports**
  - a. Town Council Report
  - b. Deputy Town Manager's Report
  - c. Planning Commission Report
  - d. Chair Report
6. **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> March 25, 2025
<b>3A: Request to Approve January 28, 2025 Minutes</b>	

**Attachments:** a. January 28, 2025 Minutes

**Submitted by:** Philip Auville  
Town Clerk

---

**Explanation and Summary:**

This is a request to approve the meeting minutes from January 28, 2025.

**Proposed/Suggested Motion:**

"I move to approve the meeting minutes from January 28, 2025 as presented."

OR

Other action the Architectural Review Board deems appropriate.



# **Town of Occoquan**

## **ARCHITECTURAL REVIEW BOARD**

### **MEETING MINUTES**

#### **January 28, 2025**

In Attendance: Brenda Seefeldt, Darryl Hawkins, Rick Fitzgerald, Theo Daubresse, Lisa Terry, Jordan Sanders, Jennifer Shown, Mary Craig, Michelle White

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:38 p.m.
2. Chairwoman Brenda Seefeldt called for the nominations and election of officers to serve on the 2025 Architectural Review Board.

The solitary nominees were Brenda Seefeldt, Darryl Hawkins, and Rick Fitzgerald for the positions of Chairwoman, Vice Chairman, and Secretary. All were elected unanimously.

3. Citizen's Comments - None
4. Approval of Minutes – Michelle White motioned to approve the Meeting Minutes of December 10, 2024; Mary Craig seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
  - a. ARB2024-007 302 450 Mill Street (Doors) – Applicants Charles and Reni Keith submitted for approval the replacement of the front and side doors. A 01/28/2025 rendering of the proposed Dutch Doors was presented to the Board. Lisa Terry moved to approve Exterior Elevation Application ARB2024-007; Michelle White seconded. The motion was approved unanimously.

#### 5. Reports

- a. Town Council Report – Theo Daubresse shared that the Town Council passed the FY2023 audit, and Occoquan received notification that it has reached the designation status of Mobilizing Mainstreet in its quest to become a Mainstreet America town. He noted that the Occoquan Police Department had an opportunity to input public-facing documents into the National Incident Management System, and the feedback from Visit Occoquan regarding events such as the tree-lighting and artisan market, which was not done this year, is being reviewed for future considerations.

- b. Deputy Town Manager's Report—Matt Whitmoyer stated that the Events Calendar would be considered at the next Town Council meeting. Budget planning for the next fiscal year is underway, and staff will work on proposals from March to April. Signage issues remain unchanged from last month. All but one problem is resolved. Tammy Hassett will become the new Events Director in June.
  - c. Planning Commission Report—Darryl Hawkins indicated the Planning Commission's Annual Report was going to the Town Council. The Mill at Occoquan has not obtained the final necessary demolition approvals. A citizen speaker noted light pollution as a topic of concern. Riverside Station, a large project with an expected 103 units, is reportedly going in on the southeast side of I-95 along the Occoquan River and northwest of Harbor View.
  - d. Chair Report –Brenda Seefeldt expressed gratitude to the members of the ARB for their support.
- 6. Discussion Items – The Board and staff discussed creating a checklist for new businesses to confirm their awareness of ARB rules and regulations.
- 7. Adjournment – 7:54 p.m.





# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

<b>4. Exterior Elevation Applications</b>	<b>Meeting Date:</b> March 25, 2025
<b>4A:</b> ARB2025-001 303 Mill St	

**Attachments:** a. ARB2025-001 303 Mill St (Removal of Stairs, and add Siding, Window, and Replace Roof)

**Submitted by:** Philip Auville  
Town Clerk

---

#### **Explanation and Summary:**

This is an Architectural Review Board (ARB) Exterior Elevation Application for doors at 303 Mill Street.

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

#### *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 ARB2025-001 303 Mill St (Removal of Stairs, and add Siding, Window, and Replace Roof) as is."

OR

"I move to not approve ARB2025-001 303 Mill St (Removal of Stairs, and add Siding, Window, and Replace 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

Applicant Name <u>Matthew Dawson</u>	Owner Name _____
Business Name (if Applicable) <u>303 Mill St LLC</u>	Address (No., City, Address, Zip) + PO Box _____
Address (No., City, Address, Zip) + PO Box <u>303 Mill St. Occoquan, 22125</u>	Email _____
Email [REDACTED]	Phone Number <input checked="" type="checkbox"/> Same as Applicant Information

### Section II: Property Information

Project Address: <u>303 Mill St.</u>	Structure Style: _____
Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" 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 checked="" type="checkbox"/> Demolition <u>stairs</u> <input type="checkbox"/> Other: _____
Brief Description of Project: <u>Replace asphalt shingles on porch roofs with metal roof.</u> <u>Remove exterior brick stairs, replace door with window and install siding</u>	
<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 <u>Matthew Dawson</u>	Date Submitted <u>3/20/25</u>

### 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

☐ Other (List):

**Note to Applicants:** Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under [§ 157.179 of the Town Code](#) regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.

### Section IV: ARB Certificate Of Approval (COA)

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

### Section V: TOWN STAFF ONLY

	<b>ARB APPLICATION NO.:</b> <div style="font-size: 1.5em; font-family: cursive;">ARB2025-001</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: 303 Mill St

ARB Application No.: ARB 2025-001

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: Brick

Proposed Material: ☐ Brick ☒ Siding ☐ Other: Hardie Board ☒ Paint ☐ Material Replacement

Material Type: \_\_\_\_\_ Color: McCormick Pattern: Petty Hill

☐ Mortar: Color \_\_\_\_\_ Joint Pattern \_\_\_\_\_

☐ Sample Included (Type): \_\_\_\_\_

☐ Spec Sheet Included ☒ Photo Included

**5. Windows** ☒ New ☐ Repair/Replacement

Existing Material, Color and Pattern: \_\_\_\_\_

Proposed Material: Wood WindowGrid Profile: 4 over 4Grid Color: Potomac

Shutter Color: \_\_\_\_\_

Trim Color: PotomacLocation (identify location of windows and types – provide exhibit): Remove existing door and replace with 4 over 4 window.☐ 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: Black asphaltProposed Roof Material: Black metal

Roof Pitch: \_\_\_\_\_

Proposed Roof Color and Style: Black standing seam metal

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

Matthew J. [Signature] 3/20/25  
Applicant Signature Date

**TOWN STAFF ONLY**

**Notes:**









# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

<b>4. Exterior Elevation Applications</b>	<b>Meeting Date:</b> March 25, 2025
<b>4B:</b> ARB2025-002 204 Washington St	

**Attachments:** a. ARB2025-002 204 Washington St (Awning and Outdoor Lights)

**Submitted by:** Philip Auville  
Town Clerk

---

#### **Explanation and Summary:**

This is an Architectural Review Board (ARB) Exterior Elevation Application for doors at 204 Washington Street.

**Relevant Sections of ARB Guidelines:** The proposed work is covered under Sections 3 and 12 of the ARB Guidelines, which reads as follows:

#### *3. Awnings*

*The use of attractive awnings and canopies is encouraged in the Historic District. Fabric must be limited to canvas or similar cloth. Vinyl, plastic, and aluminum are not compatible materials for use in the Historic District. The color should be in the palette of historic colors. See Colors.*

*Words on your awning are considered signs and must be preapproved by the ARB*

#### *12. Lighting*

*Exterior lighting for structures in the Historic District must reflect the style and era of the building. Freestanding lights must not exceed 15 feet in height, and all light must be directed downward into the site. A combination of freestanding and wallmounted fixtures is recommended in order to yield varied levels of lighting. Appropriate decorative fixtures are desirable over utilitarian fixtures. Sodium vapor lighting or anything that looks like neon is inappropriate in the Historic District.*

**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 ARB2025-002 204 Washington St (Awning and Outdoor Lights) as is."

OR

"I move to not approve ARB2025-002 204 Washington St (Awning and Outdoor Lights) 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

Petra Carden

Applicant Name

Leaf and Petal

Business Name (if Applicable)

201 Union St, Ste 101, PO Box 413, Occoquan, VA 22125

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



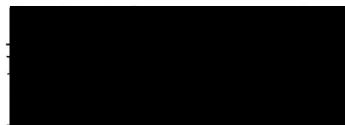
Phone Number

Donna Bell and Rachel Jones

Owner Name

201 Commerce Street, Occoquan, VA 22125

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



Phone Number

☐ Same as Applicant Information

#### Section II: Property Information

Project Address: 204 Washington St, Occoquan, VA 22125

Structure Style: **two story single building**

Type of Use (Select One):

☐ Residential ☒ Commercial ☐ Mixed-Use

☐ Other: \_\_\_\_\_

Exterior Elevation Type (Select all that apply):

☒ Improvement/Repair to Existing Structure

☐ New Development/In-Fill or New Accessory Structure

☐ Demolition

☐ Other: \_\_\_\_\_

Brief Description of Project: **1. replace the front porch awning, and 2. replace 4 outdoor sconce lights**

**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

March 20, 2025

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 checked="" 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 <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.</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;"> <div style="width: 60%;">Signature (ARB Chair or Designee)</div> <div style="width: 35%;">Date</div> </div>
Section V: TOWN STAFF ONLY	
	<b>ARB APPLICATION NO.:</b> <div style="border: 1px solid red; padding: 2px; display: inline-block;">ARB2025-002</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: 204 Washington St.

ARB Application No.: ARB2025-002

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: burgundy fabric with white block lettering

Proposed Material (canvas or similar material): similar to current Color: green hex#29554D

☐ 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 **black** Style traditional/historic Placement **4 - 1 by each door** ☒ 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

**3/20/2025**

Date

**TOWN STAFF ONLY**

**Notes:**





# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

<b>4. Exterior Elevation Applications</b>	<b>Meeting Date:</b> March 25, 2025
<b>4C: ARB2024-008 Amended Application 402 McKenzie Dr</b>	

**Attachments:** a. ARB2024-008 Amended Application 402 McKenzie Dr (Increase Size of Addition)

**Submitted by:** Philip Auville  
Town Clerk

---

#### **Explanation and Summary:**

This is an Architectural Review Board (ARB) Exterior Elevation Application for doors at 402 McKenzie Dr.

**Relevant Sections of ARB Guidelines:** The proposed work is covered under Sections 2 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.*

**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 Amended Application 402 McKenzie Dr (Increase Size of Addition) as is."

OR

"I move to not approve ARB2024-008 Amended Application 402 McKenzie Dr (Increase Size of Addition) 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

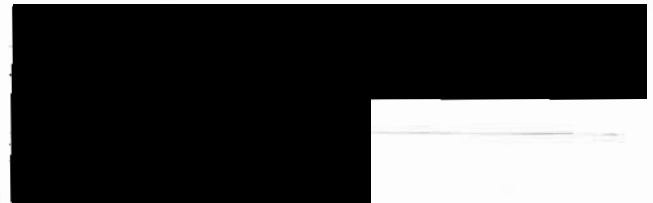
Business Name (if Applicable)



Phone Number

ECR ENTERPRISE INC

Owner Name



Phone Number

☐ 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):

☒ Residential ☐ Commercial ☐ Mixed-Use

☐ Other: \_\_\_\_\_

Exterior Elevation Type (Select all that apply):

☒ Improvement/Repair to Existing Structure

☐ New Development/In-Fill or New Accessory Structure

☐ Demolition

☐ Other: \_\_\_\_\_

Brief Description of Project: 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 (identify which Architectural feature samples are included) List: Sherwin Williams Extra White SW 7006 on new wood exterior <i>9H: Classic Light Buff, Pure White, Antique White, Classic White</i>	<input type="checkbox"/> Material Samples (identify which Architectural feature samples are included) List: Roof Shingles: Brand Certaineed, 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: (identify which Architectural feature spec sheets are included) List: Pella® Reserve™ Windows Solid Wood - Sherwin Williams Heritage Paint	<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 <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.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board: <div style="border-bottom: 1px solid black; width: 100%; text-align: center; margin-top: 5px;">12/10/2024</div>	<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> COA Issued   <input type="checkbox"/> COA Denied </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 150px; margin: 0 auto;"> <i>[Signature]</i> </div> <div style="font-size: small;">Signature (ARB Chair or Designee)</div> </div> <div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100px; margin: 0 auto;">12-10-24</div> <div style="font-size: small;">Date</div> </div> </div>
Section V: TOWN STAFF ONLY	
<div style="background-color: black; width: 100%; height: 100%;"></div>	ARB APPLICATION NO.: <div style="font-size: large; font-family: cursive;">ARB2024-008</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

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> <div>_____</div>	<b>ARB APPLICATION NO.:</b> <div>ARB2024-008 Amended Application</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> <div>Amended Application</div>

**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.: ARB2024-008 Amended Application

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: 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 EC

with two story rear addition. \*We asking to extended 6' feet further than the original plan that was approved. Change windows size to 36" x 72" and french door in the house terrace.

☒ 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 Ship lap 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 03/21/25

**TOWN STAFF ONLY**

**Notes:**

Framing Plan Key Notes Rear Addition and Main Renovation

1. Install new windows and doors throughout existing single family home
2. All new headers on upper level and rear addition to be (2)2x10, min (2)2x8
3. Lift second level roof and floor to meet ceiling heights of 9 ft
4. Install new manufactured roof structure. Ensure pitch of roof to be minimum of 8/12 on both main structure and rear addition
5. Install new two story rear addition with 2x6 exterior walls per structural engineer
6. Install new foundation and footings for addition
7. Install new full bathrooms and powder room in addition
8. Relocate laundry to new location in addition
9. Keep existing foundation and footings of existing structure
10. Install new crawlspace under addition
11. Utilize existing incoming water and sewer lines
12. Existing electrical panel 150 AMP upgrade to 200 AMP
13. Finished grade shall fall away from the foundation walls a minimum on 6 inches within the first 10 feet
14. Renovate existing kitchen
15. Renvate existing bedrooms on upper level

Framing Legend

- 1 EXISTING 8" CMU FOUNDATION WALL CRAWL SPACE W/ DBLE TOP PLATE, SILL PLATE FASTENED @ 24" O.C
- 2 NEW 8" CMU FOUNDATION WALL CRAWL SPACE W/ DBLE TOP PLATE, SILL PLATE FASTENED @ 24" O.C
- 3 EXISTING EXTERIOR WOOD STUD WALL W/ WOOD GERMAN LAP SIDING
- 4 NEW 2x6 WD EXT STUD WALL @ 16" O.C W/ R21 INS. 1/2" GYP. BD. INSIDE, 3/4" SHEATHING & WOOD GERMAN LAP SIDING SIDING PER ELEVATIONS
- 5 NEW 2x6 WD EXT STUD WALL @ 16" O.C W/ R21, INS. DUROCK AND TILE ON BATHROOM SIDE, 3/4" SHEATHING & WOOD GERMAN LAP SIDING SIDING PER ELEVATIONS
- 6 PLACEHOLDER
- 7 NEW 2x4 WD INT STUD WALL @ 16" O.C W/ 1/2" GYP. BD. EA SIDE. DBLE TOP PLATE, SILL PLATE FASTEN @ 24" O.C.

NEW 2'6 X 2'-6 CRAWL SPACE ACCESS

NEW 8" CMU BLOCK FOUNDATION WALL W/ STUCCO FINISH

1'-4" X 2'-0" CRAWL SPACE VENT CRAWL SPACE VENTILATION OPENINGS SHALL COMPLY WITH SECTION R408.2 OF THE AMENDED 2018 IRC. AT LEAST ONE VENTILATION OPENING SHALL BE WITHIN 3 FEET OF EACH CORNER OF THE BUILDING.

CRAWL SPACE ACCESS SHALL COMPLY WITH SECTION R408.4 OF THE AMENDED 2018 IRC.

EXISTING CMU BLOCK FOUNDATION WALL

EXISTING OIL TANK

EXISTING NON-INSULATED STUD FRAMING UNDER PORCH WITH TIN SHEET SIDING

EXISTING MASONRY PORCH SUPPORT COLUMNS (TYP OF 4)

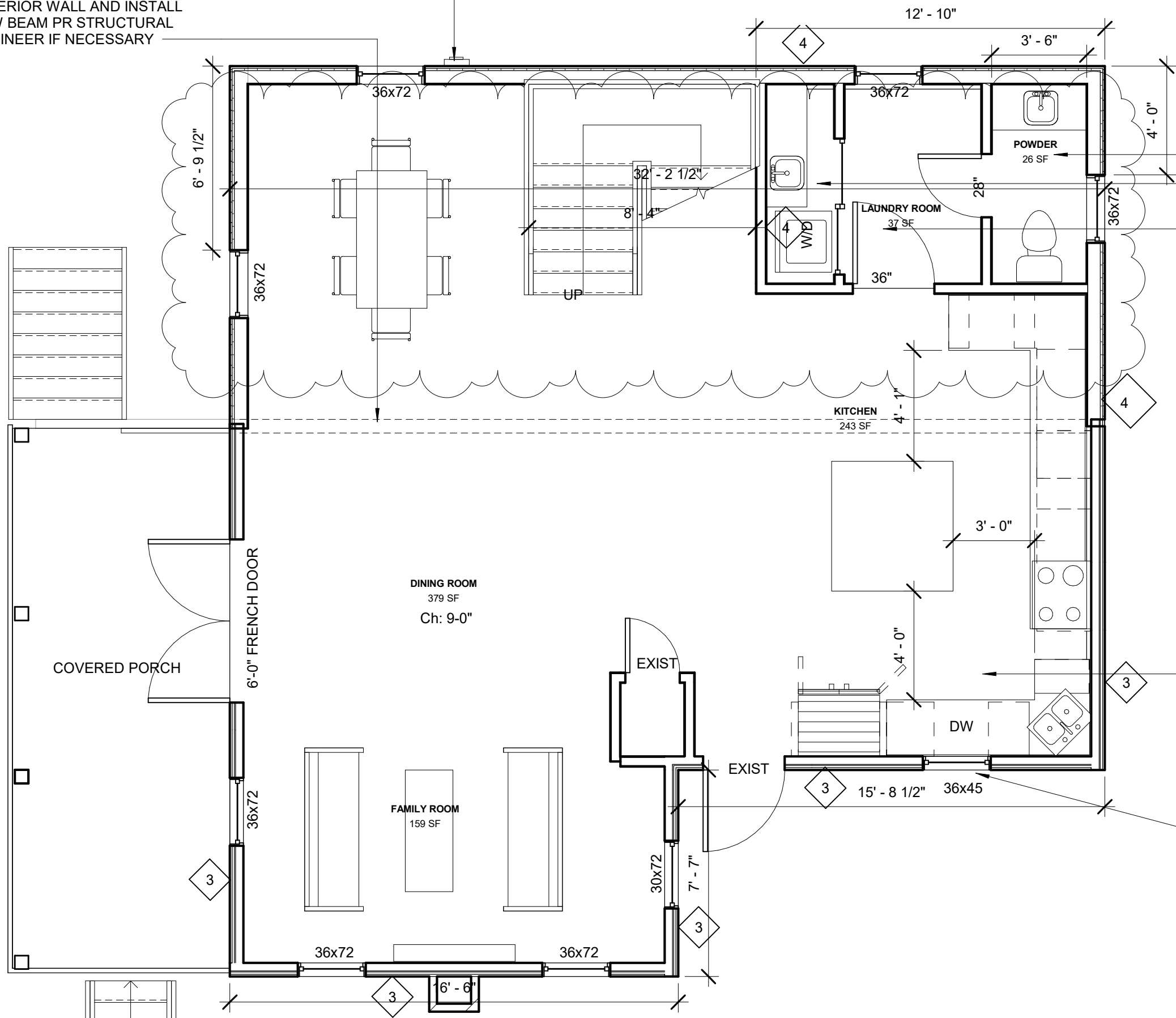
INSTALL NEW WATER HEATER W/ EXPANSION TANK

REPLACE EXISTING BOILER W/ NEW HEAT PUMP AND ASSOCIATED DUCTWORK. DUCTWORK LAYOUT TBD BY MECHANICAL CONTRACTOR

3 Basement Level - Proposed  
1/4" = 1'-0"

RELOCATE EXISTING ELECTRICAL METER TO NEW LOCATION

REMOVE LOAD BEARING EXTERIOR WALL AND INSTALL NEW BEAM PR STRUCTURAL ENGINEER IF NECESSARY



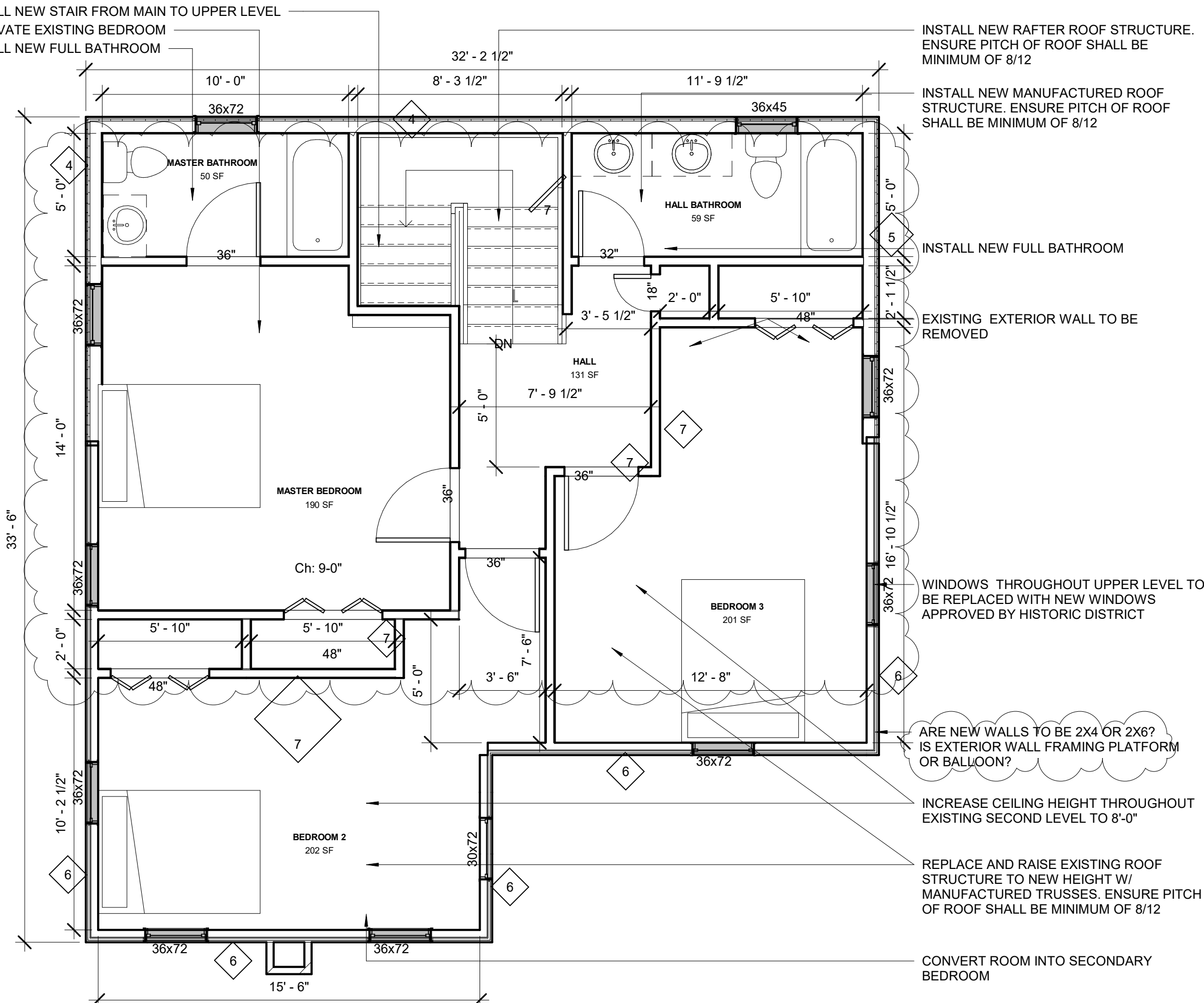
INSTALL NEW POWDER ROOM  
INSTALL NEW LAUNDRY ROOM W/ WASH SINK  
FLOOR HEIGHT OF ADDITION TO BE SAME AS EXISTING STRUCTURE

RENOVATE EXISTING KITCHEN

WINDOWS THROUGHOUT MAIN LEVEL TO BE REPLACED WITH NEW WINDOWS APPROVED BY HISTORIC DISTRICT

1 Main Level - Proposed  
1/4" = 1'-0"

INSTALL NEW STAIR FROM MAIN TO UPPER LEVEL  
RENOVATE EXISTING BEDROOM  
INSTALL NEW FULL BATHROOM



INSTALL NEW RAFTER ROOF STRUCTURE. ENSURE PITCH OF ROOF SHALL BE MINIMUM OF 8/12  
INSTALL NEW MANUFACTURED ROOF STRUCTURE. ENSURE PITCH OF ROOF SHALL BE MINIMUM OF 8/12  
INSTALL NEW FULL BATHROOM

EXISTING EXTERIOR WALL TO BE REMOVED  
WINDOWS THROUGHOUT UPPER LEVEL TO BE REPLACED WITH NEW WINDOWS APPROVED BY HISTORIC DISTRICT  
ARE NEW WALLS TO BE 2X4 OR 2X6? IS EXTERIOR WALL FRAMING PLATFORM OR BALLOON?  
INCREASE CEILING HEIGHT THROUGHOUT EXISTING SECOND LEVEL TO 8'-0"

REPLACE AND RAISE EXISTING ROOF STRUCTURE TO NEW HEIGHT W/ MANUFACTURED TRUSSES. ENSURE PITCH OF ROOF SHALL BE MINIMUM OF 8/12

CONVERT ROOM INTO SECONDARY BEDROOM

2 Upper Level - Proposed  
1/4" = 1'-0"

PROJECT DESIGNER  
Angela Staffone - Architectural Designer  
asbuiltdrawings@xecu.net

301-712-6601

402 McKenzie Dr

Proposed Floor Plan

OWNER

402 McKenzie Dr  
Occoquan Historic District,  
VA 22125

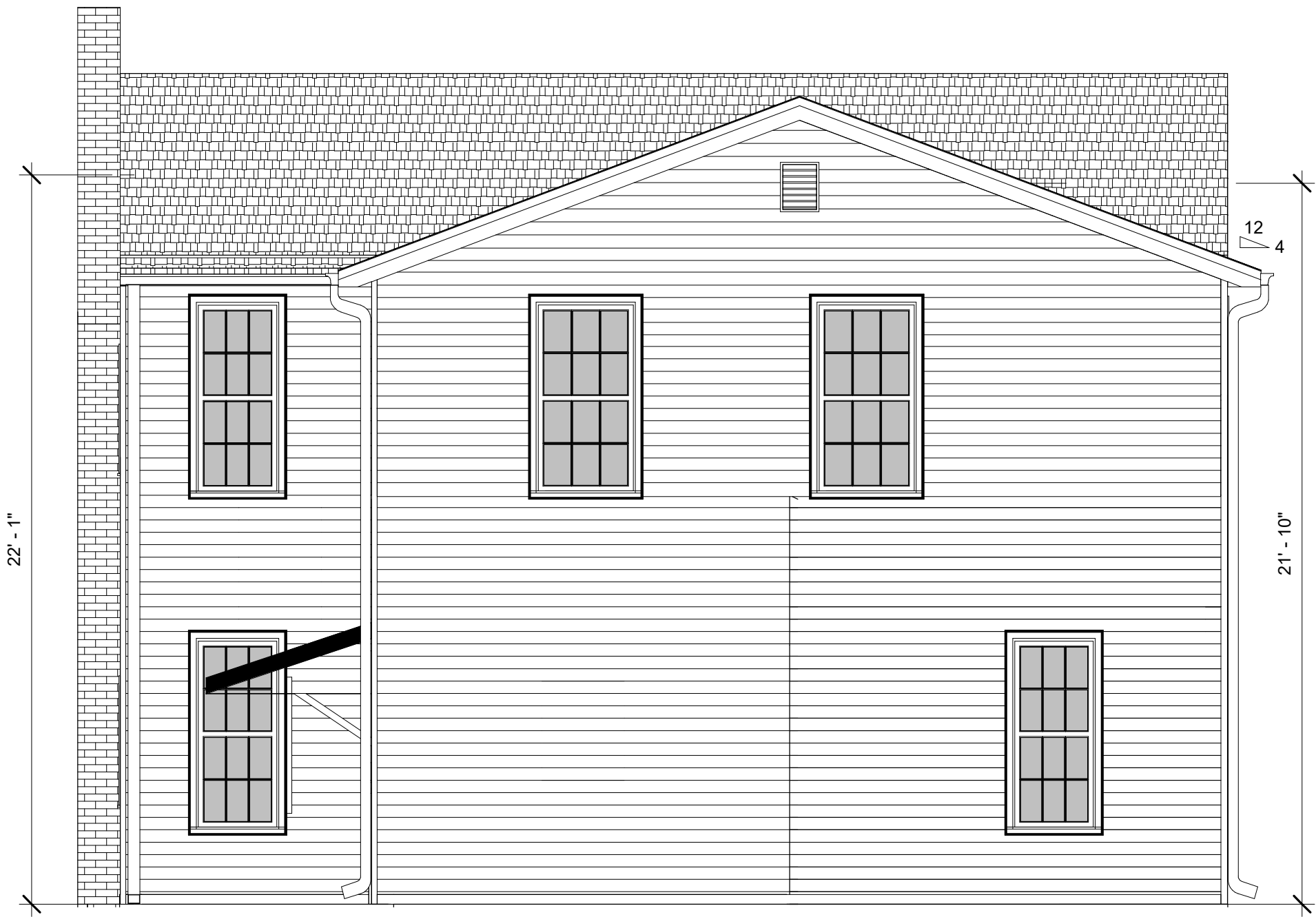
Date	6/12/24
Drawn by	Author
Scale	As indicated

A200

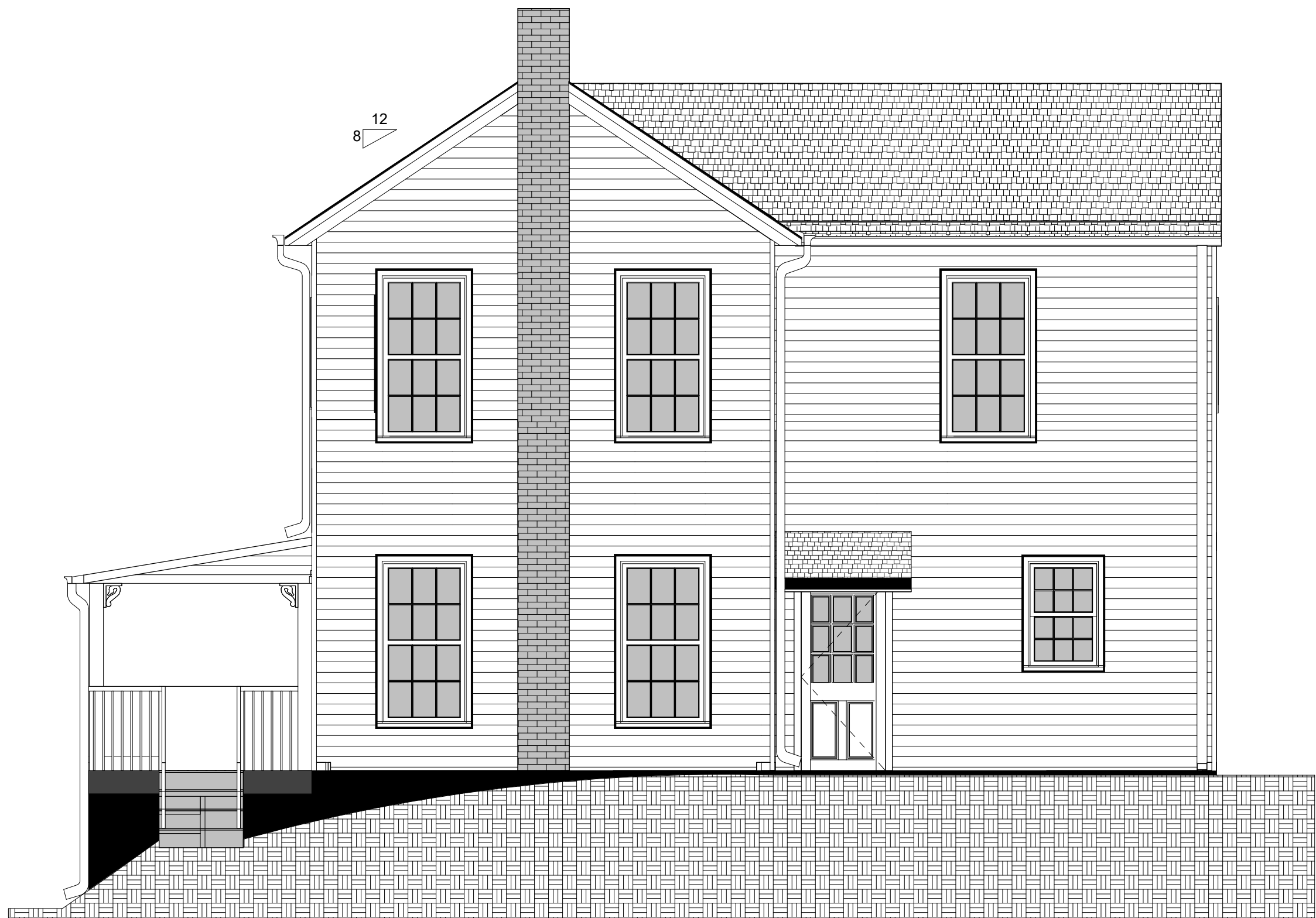




① Proposed Left Elevation  
1/4" = 1'-0"



② Proposed Rear Elevation  
1/4" = 1'-0"



③ Proposed Right Elevation  
1/4" = 1'-0"



④ Proposed Front Elevation  
1/4" = 1'-0"

PROJECT DESIGNER  
Angela Staffone - Architectural  
Designer  
asbuiltdrawings@xecu.net  
301-712-6601

402 McKenzie Dr

Proposed Elevations

OWNER  
402 McKenzie Dr  
Occoquan Historic District,  
VA 22125

Date	6/12/24
Drawn by	Author
A400	
Scale	1/4" = 1'-0"

3/19/2025 8:18:23 PM



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

<b>5. Reports</b>	<b>Meeting Date:</b> March 25, 2025
<b>5B: Deputy Town Manager's Report</b>	

**Attachments:** a. March 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-2024-019	Signage	308 Poplar Alley, Unit B	12/19/2024	One unpermitted permanent sign; one unpermitted temporary sign; multiple off-premise signs observed; prohibited a-frame signs	Town Hall Processing
OCV-2025-001	Signage	209 Washington Street	4/5/2025	Non-white lights after February 15th	RESOLVED