



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

3. Approval of Minutes	Meeting Date: March 25, 2025
3A: Request to Approve January 28, 2025 Minutes	

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

4. Exterior Elevation Applications	Meeting Date: March 25, 2025
4A: 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 OCQUOAN 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 <i>Matthew Dawson</i>	Owner Name
Business Name (if Applicable) <i>303 Mill St LLC</i>	Address (No., City, Address, Zip) + PO Box <i>303 Mill St. Occoquan, 22125</i>
Address (No., City, Address, Zip) + PO Box <i>303 Mill St. Occoquan, 22125</i>	Email <i>[REDACTED]</i>
Email <i>[REDACTED]</i>	Phone Number <i>[REDACTED]</i>
<input type="checkbox"/> Same as Applicant Information	
Section II: Property Information	
Project Address: <i>303 Mill St.</i>	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 <i>stairs</i> <input type="checkbox"/> Other: _____
Brief Description of Project: <i>Replace asphalt shingles on porch roofs with metal roof. Remove exterior brick stairs, replace door with window and install siding.</i>	
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 <i>Matthew Dawson</i>	_____ Date Submitted <i>3/20/25</i>

Section III: Application Check List

<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List:	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input type="checkbox"/> Photo of existing structure(s) <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	

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

Section IV: ARB Certificate Of Approval (COA)

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

Section V: TOWN STAFF ONLY

<input type="checkbox"/> _____		ARB APPLICATION NO.: <i>ARB2025-001</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: 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. 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: _____

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 window

Grid Profile: 4 over 4

Grid Color: Potomac

Shutter Color: _____

Trim Color: Potomac

Location (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/Replacement

Existing Material, Color and Pattern: Black asphalt

Proposed 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


Applicant Signature


Date

TOWN STAFF ONLY

Notes:







TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: March 25, 2025
4B: 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:	<ul style="list-style-type: none"> ■ Photo of existing structure(s) ■ Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s)
<input type="checkbox"/> Other (List):	<input type="checkbox"/> Architectural Plans

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

Section IV: ARB Certificate Of Approval (COA)

Date to Architectural Review Board:	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied
	Signature (ARB Chair or Designee) _____ Date _____
Section V: TOWN STAFF ONLY	
[REDACTED]	ARB APPLICATION NO.: ARB2025-002

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. 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

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

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 OCQUOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

All exterior changes and modifications to the exterior of structures located within the [Old and Historic District](#) must be reviewed by the Architectural Review Board (ARB) for issuance of a Certificate of Appropriateness (COA) prior to the work being performed. Applicants should review the [Architectural Review Board Design Guidelines](#) for guidance of appropriate colors, materials, designs, etc.

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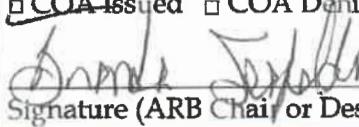
Section I: Applicant and Owner Information	
Angela Staffone Applicant Name AS Built Drawings, LLC Business Name (if Applicable)	ECR ENTERPRISE INC Owner Name [REDACTED]
[REDACTED]	Phone Number <input type="checkbox"/> Same as Applicant Information
Section II: Property Information	
Project Address: 402 McKenzie Dr, Occoquan Historic District, VA 22125 Type of Use (Select One): <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	Structure Style: 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.	
[Signature] Applicant Signature	11/11/24 Date Submitted

Section III: Application Check List

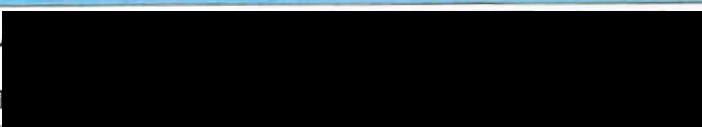
<input type="checkbox"/> Paint Sample (identify which Architectural feature samples are included) List: Sherwin Williams Extra White SW 7006 on new wood exterior <p><i>Alt: Classic Light Blue, Pure White, Antique white, Classic White</i></p>	<input type="checkbox"/> Material Samples (identify which Architectural feature samples are included) List: Roof Shingles: Brand Certainteed, Landmark 3tab, 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 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):	

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: <u>12/10/2024</u>	<input checked="" type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied  Signature (ARB Chair or Designee)	<u>12-13-24</u> Date
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Section V: TOWN STAFF ONLY

	ARB APPLICATION NO.: <u>ARB2024-008</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

Section III: Application Check List

<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List:	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input type="checkbox"/> Photo of existing structure(s) <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	

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

Section IV: ARB Certificate Of Approval (COA)

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

Section V: TOWN STAFF ONLY

[Redacted] [Redacted]	ARB APPLICATION NO.: ARB2024-008 Amended Application
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes: Amended Application

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. 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/Replacement

Existing Material, Color and Pattern: Wood, White, 6 over 6

Proposed Material: Wood

Grid Profile: 6 over 6

Grid Color: White

Shutter Color:

Trim Color: white

Location (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/Replacement

Existing Material, Color and Pattern: 3 TAB SHINGLE, LIGHT GREY

Proposed Roof Material: ASPHALT 3 TAB SHINGLE Roof Pitch 5/12

Proposed Roof Color and Style: TRADITIONAL, DOVE GREY

Proposed Gutter Material and Color: METAL, WHITE

Gutter 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

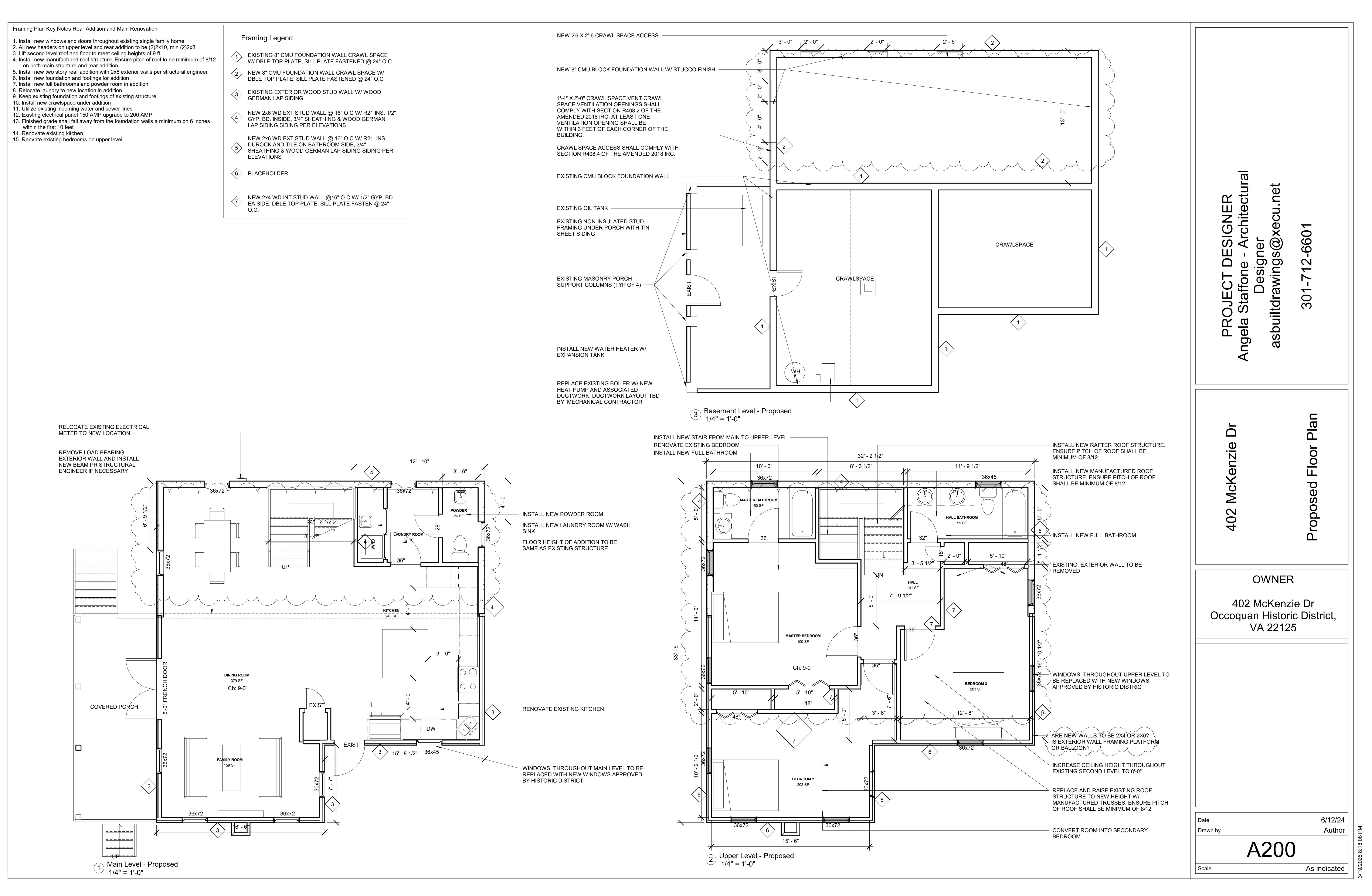

Applicant Signature

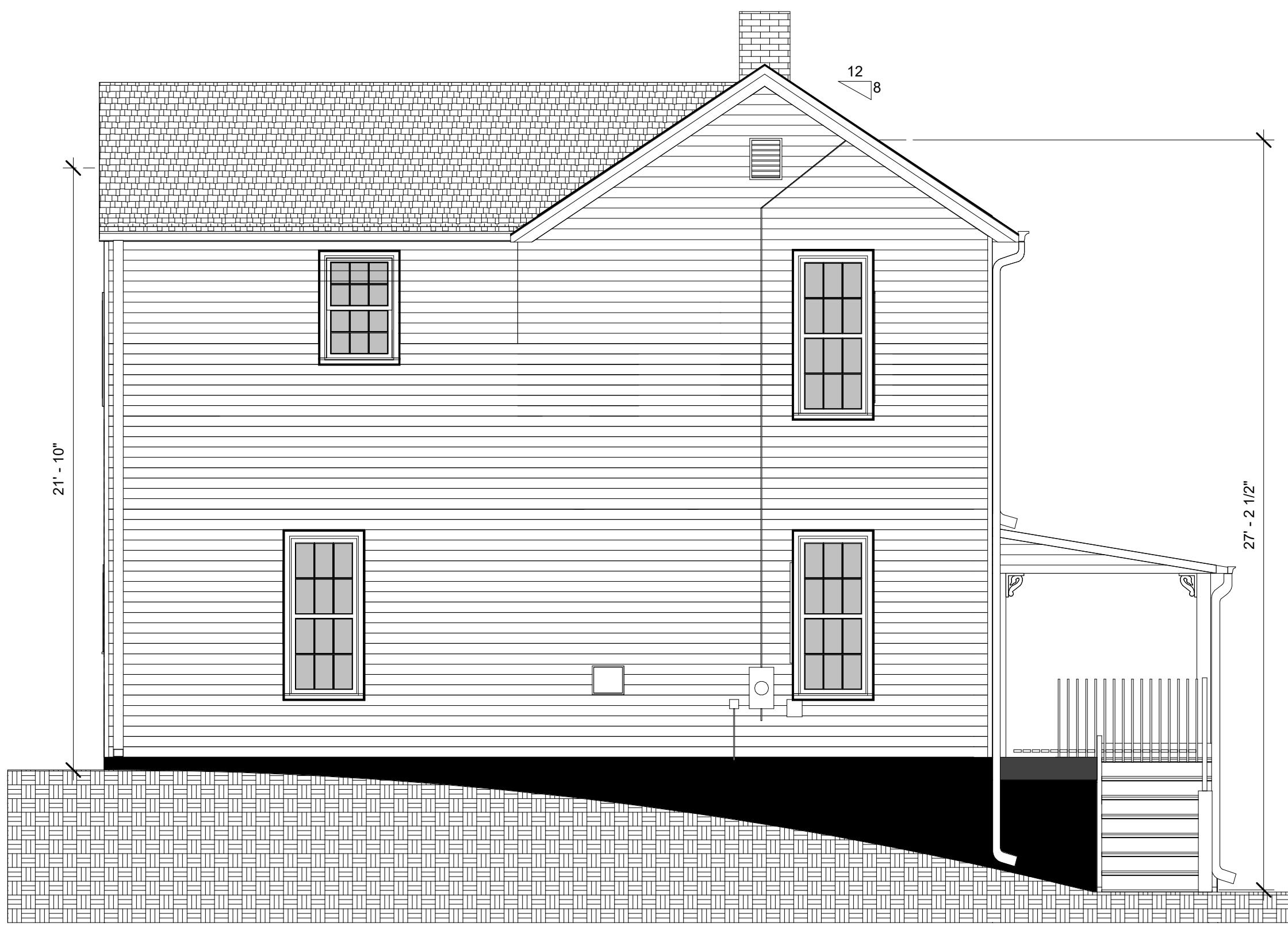
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07/21/25

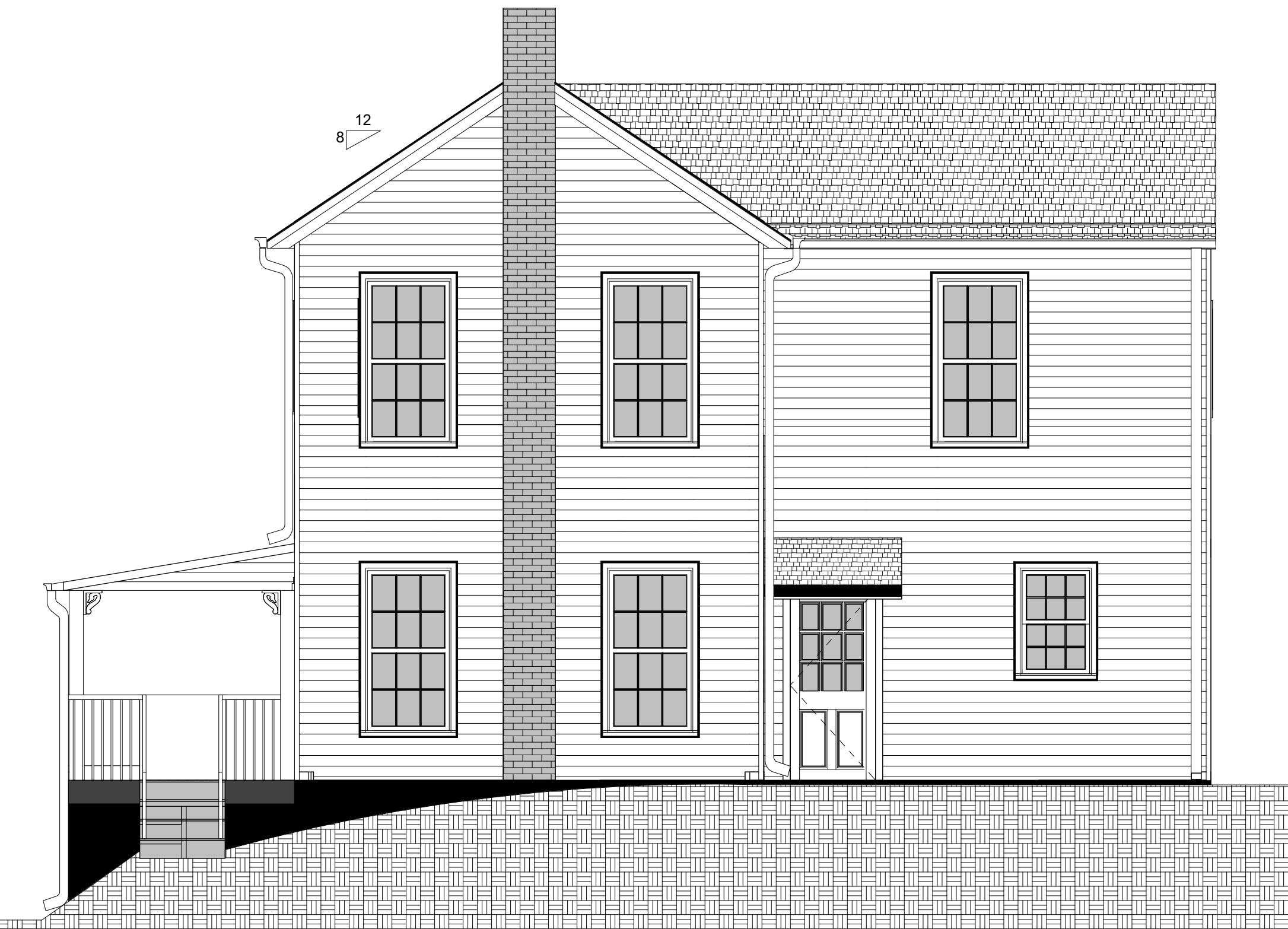
TOWN STAFF ONLY

Notes:

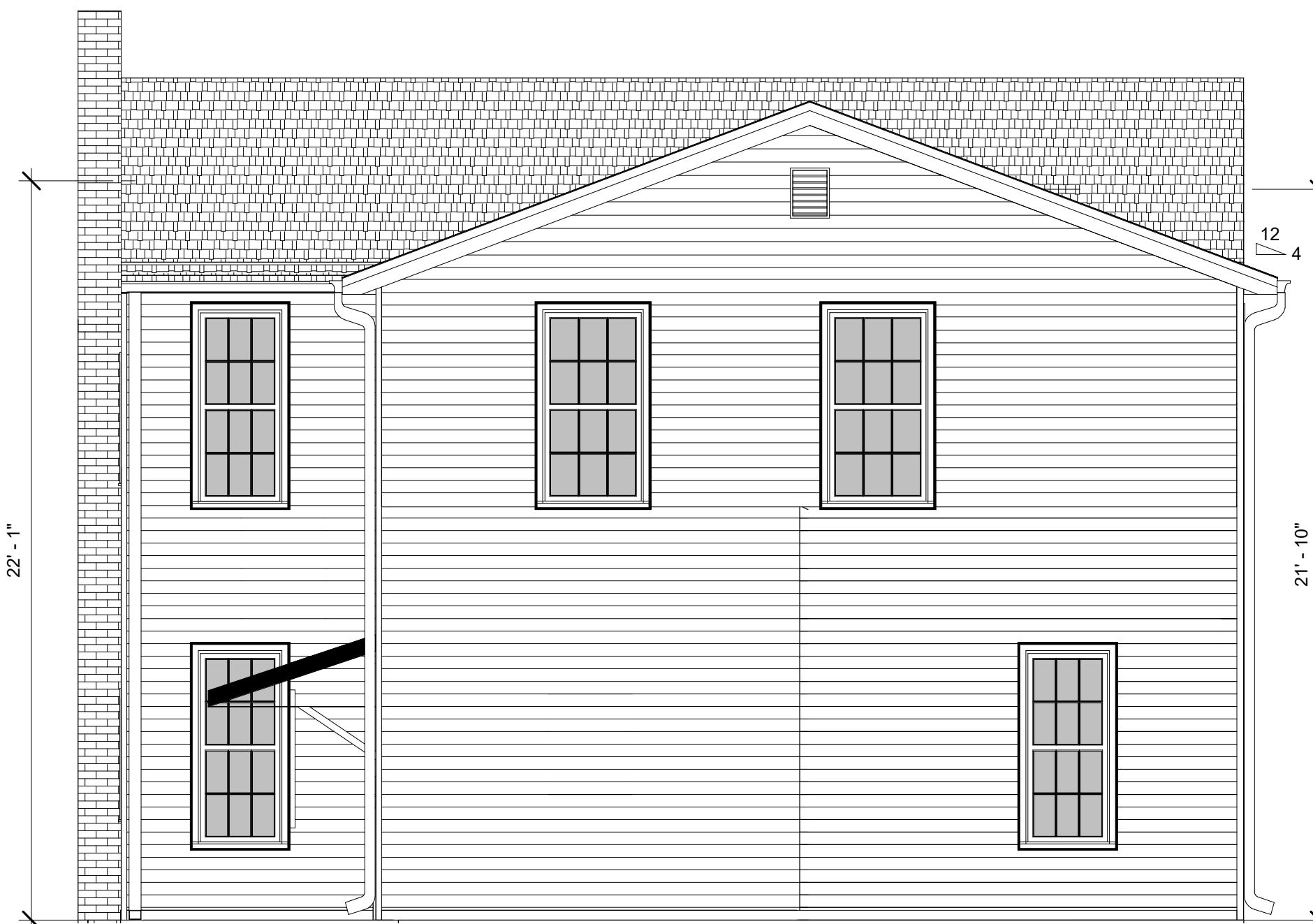




① Proposed Left Elevation
1/4" = 1'-0"



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



② Proposed Rear 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"
31/9/2025 8:18:23 PM



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

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

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.

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