TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING
April 22, 2025 | 7:30 p.m.

1. **Call to Order**

2. **Citizen Comments**

3. **Approval of Minutes**
   a. March 25, 2025 Meeting Minutes

4. **Exterior Elevation Applications**
   a. ARB2024-008 Amended Application 402 McKenzie Dr (Increase Size of Addition)
   b. ARB2025-003 Application 430 Mill St (Replace Porch Railing)

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

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.

TOWN OF OCCOQUAN
ARCHITECTURAL REVIEW BOARD
Agenda Communication

3. Approval of Minutes	**Meeting Date:** April 22, 2025
3A: Request to Approve March 25, 2025 Minutes	

Attachments: a. March 25, 2025 Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:
This is a request to approve the meeting minutes from March 25, 2025.

Proposed/Suggested Motion:
"I move to approve the meeting minutes from March 25, 2025 as presented."

OR

Other action the Architectural Review Board deems appropriate.

Town of Occoquan

ARCHITECTURAL REVIEW BOARD
MEETING MINUTES
March 25, 2025

In Attendance: Brenda Seefeldt (Chair), Darryl Hawkins (Vice Chair), Rick Fitzgerald (Sec.), Theo Daubresse (TCR), Jordan Sanders (BMR), Lisa Terry, Mary Craig, Michele White (Alt.)

Absent: Jennifer Shown (Alt.)

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:34 p.m.

2. Citizens' Comments - None

3. Approval of Minutes – The Meeting Minutes of January 28, 2025, were revised to include the corrections of the name Michelle to read Michele and a language error with the appropriate addition of the term "respectively". Subsequently, Brenda Seefeldt motioned to approve the Meeting Minutes of January 28, 2025; Lisa Terry seconded. The motion was approved unanimously.

4. Exterior Elevation Applications

    a. ARB2025-001 303 Mill Street (Removal of Stairs, and add Siding, Window, and Replace Roof) - Applicant Matthew Dawson requests to renovate the exterior front facing Mill Street. The brick front, steps, and door will be removed from the right exterior and replaced with siding that matches the current one. The door will be replaced with a double-hung window to match the design of the neighboring window. Three front porches will have their roofs replaced with black metal. Michele White moved to approve the Exterior Elevation Application ARB2025-001; Mary Craig seconded. The motion was approved unanimously.

    b. ARB2025-002 204 Washington Street (Awning and Outdoor Lights)— Applicant Petra Carden deferred a request to replace four outdoor sconce lights until a future meeting. The applicant presented an example of the awning. The frame is made of 1" square tubing with stainless steel hardware; there are no posts. The fabric is commercial-grade Sunbrella anti-fade awning fabric (water, UV, and mildew resistant). Jordan Sanders moved to approve the Exterior Elevation Application ARB2025-002; Lisa Terry seconded. The motion was approved unanimously.

c. ARB2024-08 Amended Application 402 McKenzie Drive (Increase Size of Addition) – Deferred for consideration at a future meeting.

5. Reports

a. Town Council Report – Theo Daubresse informed the ARB that the Town Council is continuing to work through preparations for the FY26 budget. The Town Council has additional information on light pollution, having received a presentation by the initiator of concern.

b. Town Manager's Report – Matt Whitmoyer provided the Sign and COA Violation Report for March 2025.

c. Planning Commission Report—Darryl Hawkins indicated a summary list of Planning Commission items has been prepared. A 1.2-million-dollar boardwalk could be added back into the plan.

d. Chair Report – Jordan Sanders continues working on the new business checklist.

6. Discussion Items – Congratulations to Michele White and the opening of Occoquan Outfitters Souvenir Shack.

7. Adjournment – 8:09 p.m.

TOWN OF OCCOQUAN
ARCHITECTURAL REVIEW BOARD
Agenda Communication

4. Exterior Elevation Applications	**Meeting Date:** April 22, 2025
4A: 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.

ARB2024-008 Amended Application

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	ECR ENTERPRISE INC Owner Name
AS Built Drawings, LLC Business Name (if Applicable)	[redacted] Phone Number
[redacted] 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

☐ Paint Sample *(identify which Architectural feature samples are included)* List: Sherwin Williams Extra White SW 7006 on new wood exterior GH: Classic Light Buff, Pure White, Antique White, Classic White	☐ Material Samples *(identify which Architectural feature samples are included)* List: Roof Shingles: Brand Certainteed, Landmark 3top, color is Dove Gray Oxford Wholesale Wood Products German Lap Siding Sample 1 x 6 German Siding #105 STK
☐ Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List: Pella® Reserve™ Windows Solid Wood - Sherwin Williams Heritage Paint	■ Photo of existing structure(s) ■ Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) ■ 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: 12/10/2024	☐ ~~COA Issued~~ ☐ COA Denied Signature (ARB Chair or Designee) 12-18-24 Date

Section V: TOWN STAFF ONLY

[redacted]	**ARB APPLICATION NO.:** ARB2024-008
Plan Reference Numbers: ☐ Zoning Approval_____ ☐ Site Plan_____ ☐ SUP_____ ☐ Other_____	**Notes:**

CONTINUE TO NEXT SECTION

Section III: Application Check List	
□ Paint Sample *(identify which Architectural feature samples are included)* List:	□ Material Samples *(identify which Architectural feature samples are included)* List:
□ Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List:	□ Photo of existing structure(s) □ Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) □ 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: _____	□ COA Issued □ COA Denied _____ _____ Signature (ARB Chair or Designee) Date

Section V: TOWN STAFF ONLY	
[redacted]	**ARB APPLICATION NO.:** ARB2024-008 Amended Application
Plan Reference Numbers: □ Zoning Approval_____ □ Site Plan_____ □ SUP_____ □ 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: addition 225.4 SQ FT Location relative to Main Structure: Rear

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

General Description/Use of Structure: Increase of ceiling height and roof height of upper level with two story rear addition. EC we asking to extended 6' feet further than the original plan that was approved. Change windows size to 36"x72" 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 Shie 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 Date 07/21/25

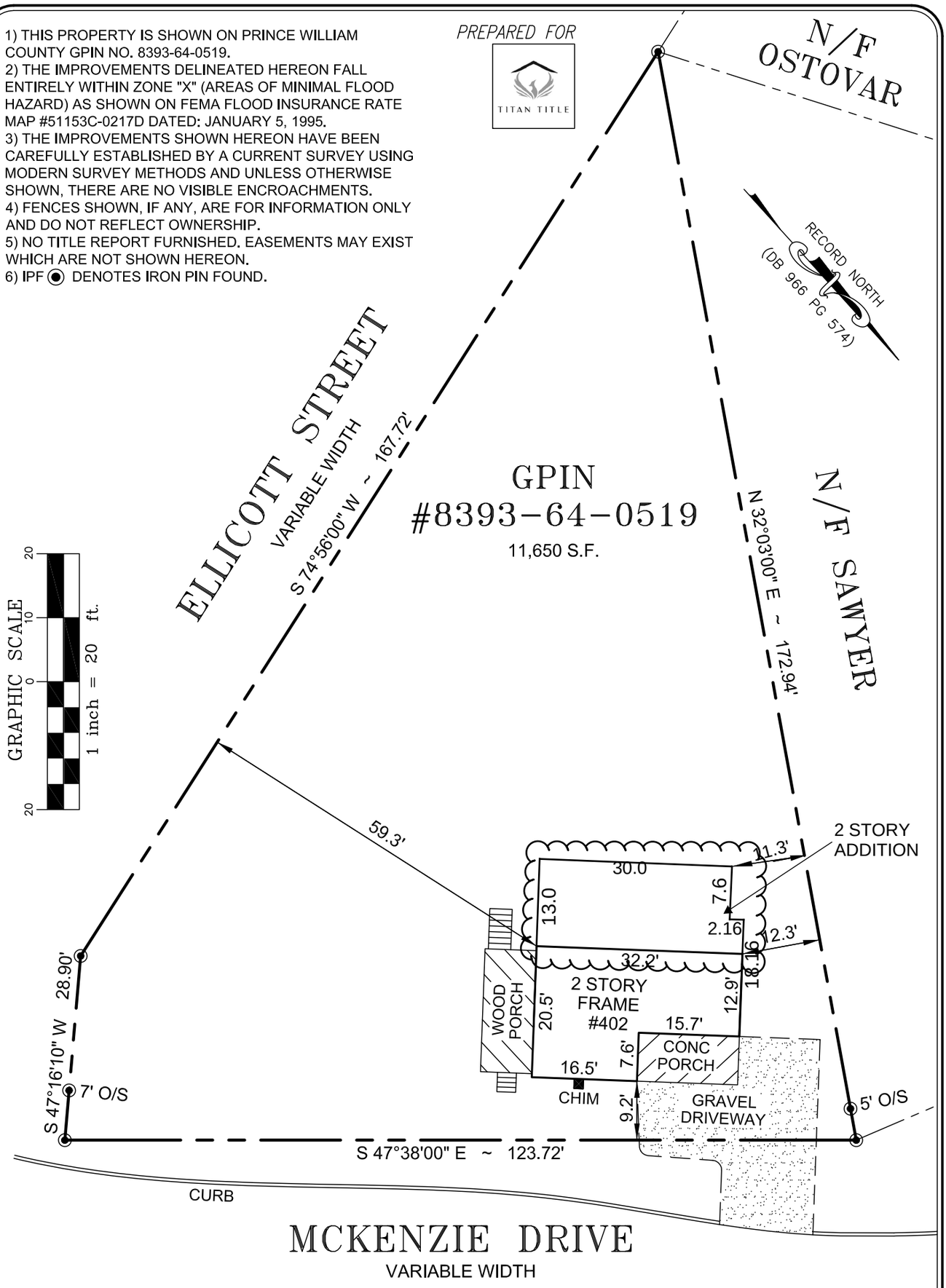
TOWN STAFF ONLY

Notes:

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

PREPARED FOR

TITAN TITLE



SCALE: 1" = 20'

SEPTEMBER 9, 2024

NO TITLE REPORT FURNISHED
THIS IS NOT A BOUNDARY SURVEY

COMMONWEALTH OF VIRGINIA
09/09/24
H. CHRISTOPHER HUGHES
H Christopher Hughes
Lic. No. 002414
LAND SURVEYOR

PHYSICAL IMPROVEMENT SURVEY

GPIN #8393-64-0519

#402 MCKENZIE DRIVE

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

THIS SHEET IS USED FOR BOTH SURVEY & ARBORIST PURPOSES

BL SURVEY ARBORIST
BLSURVEYARBORIST@GMAIL.COM [PH] 703-624-4821
GAINESVILLE VA

INTERIOR AND EXTERIOR RENOVATION

402 McKenzie Dr, Occoquan Historic District, VA 22125

GENERAL NOTES

1. ALL CONSTRUCTION ASSOCIATED WITH THIS PROJECT SHALL CONFORM TO THE LISTED BUILDING CODES AS DICTATED AND INTERPRETED BY THE LOCAL AUTHORITY HAVING JURISDICTION. COMPLIANCE WITH THE BUILDING CODE REQUIREMENTS IS THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR

2. ALL BUILDING COMPONENTS AND SYSTEMS SHALL BE INSTALLED AS DIRECTED BY THE LOCAL CODE OFFICIAL HAVING JURISDICTION AND IN ACCORDANCE WITH THE CLIMATE AND GEOGRAPHICAL DESIGN CRITERIA

3. THE STRUCTURAL INTEGRITY OF THE BUILDING IS DEPENDENT UPON THE COMPLETION ACCORDING TO THE PLANS AND SPECIFICATIONS. THE METHOD OF CONSTRUCTION AND THE SEQUENCE OF OPERATIONS US THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR. THE CONTRACTOR SHALL SUPPLY ANY NECESSARY BRACING, SHEATHING AND SHORING TO PROPERLY BRACE THE STRUCTURE AGAINST WIND, DEAD AND LIVE LOADS UNTIL THE BUILDING IS COMPLETED ACCORDING TO THE PLANS AND SPECIFICATIONS.

4. DO NOT START CONSTRUCTION UNTIL ALL THE REQUIRED PERMIT APPROVALS ARE OBTAINED.

5. VISIT THE SITE PRIOR TO CONSTRUCTION TO VERIFY EXISTING CONDITIONS. THOROUGHLY EXAMINE AND BE FAMILIAR WITH THE DRAWINGS, DRAWING NOTES AND SPECIFICATIONS. FIELD VERIFY ALL DIMENSIONS BEFORE ORDERING MATERIALS. ANY AND ALL DISCREPANCIES AND CONFLICTS BETWEEN EXISTING CONDITIONS AND THESE DOCUMENTS SHALL IMMEDIATELY BROUGHT TO THE ATTENTION OF THE ARCHITECT AND OWNER.

6. DO NOT SCALE DRAWINGS FOR ANY PURPOSE. CONTACT ARCHITECT IF ADDITIONAL DIMENSIONS ARE NEEDED.

7. FURNISH AND INSTALL ALL THE ITEMS SHOWN OR IMPLIED ON THESE DRAWINGS UNLESS NOTE OTHERWISE.

8. GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL BUILDING TRADES ASSOCIATED WITH THE WORK OUTLINED IN THESE DOCUMENTS. PRIOR TO CONSTRUCTION, GENERAL CONTRACTOR SHALL BRING TO THE ATTENTION OF THE OWNER AND THE ARCHITECT ALL CONFLICTS AS THEY RELATE TO THE BUILDING TRADES AND SUB CONTRACTORS FOR RESOLUTION.

9. INFORMATION ON THESE DRAWINGS IS BASE ON LIMITED FIELD MEASUREMENT AND MAY REQUIRE ADJUSTMENTS OR MODIFICATIONS TO CONFORM WITH EXISTING CONDITIONS. IN CASES WHERE CHANGES IN DETAIL ARE NECESSARY, THESE DRAWINGS SHALL BE USED TO SHOW DESIGN INTENT ONLY. PERFORM WORK, SHOWN OR IMPLIED, THAT IS NECESSARY TO CARRY OUT THE INTERN OF THE DRAWINGS AND SPECIFICATIONS OR IS CUSTOMARILY PERFORMED AS IF FULLY AND CORRECTLY SET FORTH AND DESCRIBED IN THE DRAWINGS AND SPECIFICATIONS..

10. PROTECT EXISTING BUILDING ELEMENTS TO REMAIN FROM DEMOLITION AND CONSTRUCTION ACTIVITIES. PATCH AND REPAIR ALL DAMAGE FROM CONSTRUCTION ACTIVITIES.

11. GENERAL CONTRACTOR TO KEEP DISTURBANCE TO THE NEIGHBORS TO A MINIMUM.

12. GENERAL CONTRACTOR TO ENSURE FLUSH TRANSITION FROM EXISTING WORK TO NEW WORK.

13. ALL WALL SURFACES ARE TO BE MADE FLUSH AND SMOOTH AND SMOOTH TO PRIOR TO PAINTING OR INSTALLATION OF WALL COVERING.

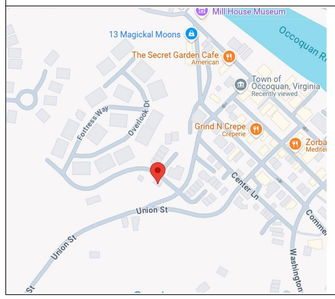
14. PRIOR TO CUTTING OR DRILLING AFFECTING STRUCTURAL MEMBERS NOT INDICATED, SUBMIT WRITTEN NOTICE TO ARCHITECT SPECIFYING LOCATION AND REQUESTING CONSENT TO PROCEED WITH CUTTING OR DRILLING. CONTRACTOR SHALL DO CUTTING AND DRILLING OF EXISTING CONSTRUCTION REQUIRED FOR INSTALLATION OF NEW WORK, INCLUDING CUTTING OF HOLES FOR NEW ELECTRICAL WORK . COVER OPENINGS TEMPORARILY WHEN NOT IN USE AND PATCH AS SOON AS WORK IS INSTALLED. REFINISH ALL AFFECTED AREAS TO THEIR ORIGINAL CONDITION.

15. COORDINATE THE UNLOADING AND SAFE STORAGE OF OWNER DELIVERED MATERIAL ON SITE (CASEWORK, EQUIPMENT ETC...). INSTALLATION OF OWNER DELIVERED MATERIAL IS T BE INCLUDED IN THE BASE BID (UNLESS NOTED OTHERWISE) GENERAL WATERPROOFING NOTES:

1.1. CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR WATERPROOFING SUPPLIER DETAILS.

1.2. CONTRACTOR TO COORDINATE INSPECTION OF WATERPROOFING BY WATERPROOFING SUPPLIER REPRESENTATIVE TO INSPECT AND APPROVE THE

VICINITY MAP



CONTACT INFORMATION

PROPERTY OWNER	402 McKenzie Dr, Occoquan Historic District, VA 22125
PLAN DESIGNER	AS Built Drawings, LLC 7005 Runny Ct Frederick, MD 21702
PLAN ENGINEER	

BUILDING CODE REF.

VIRGINIA	2021 Virginia Construction Code 2021 Virginia Residential Code 2021 Virginia Existing Building Code

SCOPE OF WORK

Revise scope to enlarge rear addition. Revise structural framing to accommodate increase in size. New addition in size to be 13 ft x 13'-2".

DRAWING INDEX

CALCULATIONS

BUILDING CODE ANALYSIS

CHAPTER 3: USE AND OCCUPANCY	
USE GROUP: CONGREGATE LIVING FACILITIES WITH MORE THAN 16 OCCUPANTS	R-2
CHAPTER 5 - GENERAL BUILDING HEIGHTS & AREAS	
USE GROUP	R-2
CONSTRUCTION TYPE	V - B
AUTOMATIC SPRINKLER	N / A
SECTION 504 - BUILDING HEIGHT AND NUMBER OF STORIES	
HEIGHT ALLOWED (PER TABLE 504.3)	40 FEET
HEIGHT PROVIDED	
STORIES ALLOWED (PER TABLE 504.4)	3
STORIES PROVIDED	2
SECTION 506 - BUILDING AREA	
ALLOWABLE LOT OCCUPANCY	40%
AREA PROVIDE	N/A
CHAPTER 6 - TYPES OF CONSTRUCTION	
TABLE 601 - FIRE RESISTANCE RATING REQUIREMENTS FOR BUILDING ELEMENTS	
PRIMARY STRUCTURAL FRAME	0 HR
BEARING WALLS EXTERIOR	0 HR
BEARING WALLS INTERIOR	0 HR
NON-BEARING WALLS AND PARTITIONS EXTERIOR	0 HR
NON-BEARING WALLS AND PARTITIONS INTERIOR	0 HR
FLOOR CONSTRUCTION	0 HR
ROOF CONSTRUCTION	0 HR
TABLE 602 - FIRE SEPARATION DISTANCE < 5FT	0 HR
FIRE SEPARATION DISTANCE 5FT < X < 10FT	0 HR
FIRE SEPARATION DISTANCE 10FT < X < 30FT	0 HR
CHAPTER 7 - FIRE RESISTANCE RATED CONSTRUCTION	
SECTION 705 - EXTERIOR WALLS	N/A
SECTION 705.8 - OPENINGS AND TABLE 705.8	
SECTION 705.11.1 - PARAPET CONSTRUCTION	N/A
SECTION 707 - FIRE BARRIERS	N/A
SECTION 707.3.1 - SHAFT ENCLOSURES	N/A
SECTION 707.3.2 - INTERIOR EXIT STAIRWAY	N/A
SECTION 707.3.3 - ENCLOSURES FOR EXIT ACCESS STAIRWAYS	N/A
SECTION 708.3 - FIRE RESISTANCE RATING	N/A
CHAPTER 9 - FIRE PROTECTION SYSTEMS	
SECTION 903.3.1.2 - NFPA 13R SPRINKLER SYSTEMS	N/A
ONE COMBO SMOKE/ CO2 SECTION 908.7 - CARBON MONOXIDE ALARMS: ALARM PER DWELLING	
CHAPTER 10 - MEANS OF EGRESS	
TABLE 1004.1.2 - OCCUPANT LOAD:	
SECTION 1006.2.1 - COMMON PATH OF EGRESS TRAVEL	N/A
SECTION 1007.1.1 - TWO EXITS, EXCEPTION 2	N/A
SECTION 1010.1.1 - SIZE OF DOORS	N/A
SECTION 1011.2 - STAIRWAYS, EXCEPTION 1	N/A
SECTION 1011.3 - HEADROOM: 80" MIN.	N/A
SECTION 1011.5.2 - RISER HEIGHT AND TREAD DEPTH	N/A
SECTION 1011.12 - STAIRWAY TO ROOF	N/A
SECTION 1014.2 - HANDRAIL HEIGHT	N/A
SECTION 1014.6 - HANDRAIL EXTENSIONS	N/A
TABLE 1020.2 - MIN. CORRIDOR WIDTH	N/A
SECTION 1030 - EMERGENCY ESCAPE AND RESCUE	N/A
CHAPTER 12 - INTERIOR ENVIRONMENT	
SECTION 1203.1 - VENTILATION MECHANICAL VENT. PER SECTION 403 (MECH CODE)	N/A
SECTION 1203.5 - NATURAL VENTILATION	N/A
SECTION 1205 - LIGHTING	N/A
SECTION 1205.2 - NATURAL LIGHT	N/A
SECTION 1207 - SOUND TRANSMISSION	N/A
SECTION 1207.1 AND 1207.2 - AIR BORNE SOUND, DCMR 2013	N/A
SECTION 1207.3 - STRUCTURE BORNE SOUND	N/A

STRUCTURAL SPECIFICATIONS

Division 1- General Requirements

Any Federal, State or Municipal laws, codes, rules or regulations as may be applicable shall be complied with, whether or not indicated and/or specified herein. This building is designed in conformance with the 2018 Edition of the International Residential Code (IRC) and the 2018 edition of the International Building Code (IBC) along with any adopted amendments from local agencies. All work shall be performed in a workman like fashion in conformance with rules of accepted good practice.

Division 2- Structural Requirements

Foundation

1.Soil bearing value at the bottom of all footings is assumed for design purposes to be 2000 psi in VA and MD, 1500 in Washington, DC. Notify the Engineer immediately about any changes in excavation work, unexpected soil or ground water conditions etc.
2.Bottom of all exterior footings shall bear a minimum of 1'-0" into original undisturbed soil, and be a minimum of 30" below finish exterior grade at the lowest point of the foundation hole. Where required, step footings in a ratio of two horizontal to one vertical.
3.Foundation walls are designed for lateral earth pressure of 40 PCF assuming a free draining material or draining board behind the wall with a perimeter drain tile system. Notify the Engineer if soil conditions differ.

Concrete

1.All concrete to have minimum compressive strength (F° c) = 3000 psi in 28 days, with a maximum slump of 4". Extended slabs, including garage floor slabs, shall have a minimum strength of 4000 psi. All concrete shall be poured in accordance with ACI 301 specification. Concrete exposed to weather to be air entrained.
2.All reinforcing steel to meet ASTM-A-615 Grade 60. Detailing, fabricating and placing of reinforcement shall be in accordance with ACI-315 "Manual of Standard Practice for Detailing Reinforced Concrete Structures." Furnish support bars and all required accessories in accordance with C.R.S.I. Standards. All reinforcing to be spliced a minimum of 40 bar diameters. Welded wire fabric shall conform to ASTM A-165.
3.All reinforcing bars that intercept perpendicular elements shall terminate in hooks, place two (2) inches clear from outer face of element.
4.No concrete shall be placed until the Contractor has installed all reinforcing and had it inspected by the building official. Protective cover for reinforcing steel shall be as follows:
a.Footings- 3" from bottom
b.Beams and columns- 2" – exposed to weather
c.Slab- mid-depth (UNO)
d.Walls – 1 ½" at interior face, 3" at exterior face.
e.Wire mesh to be placed at mid-depth of slab.
5.Concrete slabs-on-grade to be 4" thick, reinforced with 6x6 W1.4 x W1.4 and shall be placed on 6 mil vapor barrier over 4" of compacted gravel. If additional reinforcing is required, it will be showing in the Drawings.

Masonry

1.All concrete masonry units to conform to ASTM Spec. C-90 for load-bearing masonry. All masonry to be reinforced a 16" o.c. horizontally with ladder-type reinforcing. Mortar to be ASTM C-270 Type N for brick veneer, and Type M for all other conditions.
2.All vertical reinforcing shall be grouted in place with mortar of pea gravel concrete (min 1,500 psi). Provide dowels from all footings to masonry walls to match size and spacing of vertical reinforcing.
3.Unless noted otherwise, provide a 16" long by 24" deep solid block or grouted block under bearing ends of beams. Provide 16" long by 8" deep solid masonry at joist bearing.
4.The top of all foundation walls to be a one-course bond beam, with (2) #4s and min 1,500 psi grout. All expansion bolts or sleeve anchors in masonry walls shall be placed in grouted solid masonry.
5.Reinforcing steel to be ASTM A615 Grade 60 and placed in accordance with ACI Code.
6.All masonry lintels to have a minimum bearing of 4" on both ends.
7.Concrete block manufacture to conform to ASTM C90 with a minimum prism strength of 1000 psi.
8.Brick manufacture to conform to ASTM C62.
9.Masonry grout to conform to ASTM C476
10.Epoxy is AC Powers 100+ or equivalent

DESIGN LIVE LOADS

1.Roof (snow) - 30 psf
2.Floors - 40 psf Living areas
- 30 psf Sleeping areas
3.Wind - 115mph, 3 second gust
4.Wall bracing for wind and seismic loads has been specified as per the IRC 2018, sections in 602.10 for wall bracing requirements, or designed for the wind loading, as stated above.
5.Seismic design category B
6.Equivalent fluid pressure: 40 psf
7.All footings to bear on solid, undisturbed soil, and a minimum of 30 inches below finished grade

LUMBER

1.Lumber to be minimum- No.2 SPF with fb = 1000 psi and E = 1,200,000 psi
2.Window and door headers to be minimum (2) 2x8s, unless noted otherwise.
3.Posts supporting sawn lumber beams and headers to be a minimum of (2) 2x4's.
4.Posts supporting manufactured lumber beams and headers to be a minimum of (3) 2x4's.
5.Posts free-standing, posts at porches or decks to use Simpson PC caps, and the ABU bases, unless otherwise specified.
6.All rafter ends to be secured to tops of walls with hurricane clips (Simpson H2.5A or approved equal).
7.Manufactured lumber design values: fb = 2000 psi E=2,000,000 psi
8.Prefabricated truss manufacture and design to conform to ANSI/TPI 1 and WTCA standards
9.Minimum half sheets of sheathing to join the rim board to the wall framing system
10.All hardware noted is 'Simpson Strong Tie,' or equivalent

STEEL

1.Reinforcing steel to be ASTM A615 Grade 60, and placed in accordance with ACI Code.
2.Structural steel to be ASTM A 36 fabricated in accordance with AISC Standards, supplied and installed with one coat of red-oxide primer.
3.Welding of structural steel to be performed by an AWS certified welder in accordance with AWS D1.1 Code using E70XX rod.
4.All field welds must be cleaned and painted with red-oxide primer.
5.The use of adjustable, screw-type steel columns is NOT permitted, unless the screw end is embedded in concrete.
6.Tubular steel to conform to ASTM A501. Unless noted otherwise, the following column caps and bases are to be used. Column cap for steel beam connections to be 4x8x1/2" plate with (2) A325, ¾" diameter, thru-bolts into each beam. Column base secured with (2) ½" dia. all-thread, epoxy-set , min 4" depth

MISC

1.Handrail assemblies shall conform to IRC, section 311.8.3, and the load requirements of IBC section 1607.7

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COVER SHEET

OWNER

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Occoquan Historic District,
VA 22125

Date	6/12/24
Drawn by	ARS
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Scale	

Framing and Safety: Installation Standards

1. Contractor shall provide temporary bracing for the structure and structural components until all final connections have been completed in accordance with the plans.
2. All wood framing details not shown otherwise shall be constructed to the minimum standards of the IRC.
3. Each pane of glazing installed in hazardous locations as defined in Section R308.4 shall be provided with a manufacturer's designation specifying who applied the designation, designating the type of glass and the safety glazing standard with which it complies, which is visible in the final installation. The designation shall be acid etched, sandblasted, ceramic-fired, laser etched, embossed, or be of a type which once applied cannot be removed without being destroyed. A label shall be permitted in lieu of the manufacturer's designation.
   Glazing in all fixed and operable panels of swinging, sliding and bifold doors shall be considered a hazardous location.
   Glazing in an individual fixed or operable panel adjacent to a door where the nearest vertical edge of the glazing is within a 24-inch arc ofeither vertical edge of the door in a closed position and where the bottom exposed edge of the glazing is less than 60 inches above the floor or walking surface shall be considered a hazardous location.
   The bottom edge of the glazing is less than 18 inches above the floor
   Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 36 inches above the landing and within 60 inches horizontally of the bottom tread shall be considered a hazardous location
   Glazing in walls, enclosures or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface shall be considered a hazardous location. This shall apply to single glazing and all panes in multiple glazing.
4. The minimum headroom in all parts of the stairway shall not be less than 6 feet 8 inches measured vertically from the sloped line adjoining the tread nosing or from the floor surface of the landing or platform on that portion of the stairway.
5. Wood sole plates at all exterior walls on monolithic slabs, wood sole plates of braced wall panels at building interiors on monolithic slabs and all wood sill plates shall be anchored to the foundation with anchor bolts spaced a maximum of 6 feet on center. Bolts shall be at least ⅞ inch in diameter and shall extend a minimum of 7 inches into concrete or grouted cells of concrete masonry units.
6. There shall be a minimum of two bolts per plate section with one bolt located not more than 12 inches or less than seven bolt diameters from each end of the plate section.
7. All exterior footings shall be placed at least 12 inches below the undisturbed ground surface. Carry all footings to solid, undisturbed original earth.
8. Exposed glued-laminated timbers. The portions of glued-laminated timbers that form the structural supports of a building or other structure and are exposed to weather and not properly protected by a roof, eave or similar covering shall be pressure treated with preservative, or be manufactured from naturally durable or preservative treated wood.
9. Fasteners, including nuts and washers, for preservative treated wood shall be of hot-dipped, zinc-coated galvanized steel, stainless steel, silicon bronze or copper
10. Under-stair protection. Enclosed accessible space under stairs shall have walls, under-stair surface and any soffits protected on the enclosed side with ½-inch gypsum board.

Draft and Fire Stops: Installation Standards

1. Draftstops shall comply with IRC R502.12 and local amendments
2. Draft stops shall be installed if there is usable space both above and below the concealed space of a floor/ceiling assembly so that the concealed space does not exceed 1,000 sqft
3. Where the assembly is enclosed by a floor membrane above and a ceiling membrane below draftstopping shall be provided floor/ceiling assemblies under the following circumstances
   1. Ceiling is suspended under the floor framing
   2. Floor framing is constructed of truss-type open web or perforated members
4. Draftstopping shall be min. 1/2" gyp.board. Other approved materials under the building code can be used as alternates
5. Fireblocks shall comply with IRC R602.8 and local amendments
6. Fireblocking material shall consist of 2-inch nominal lumber. Fire rated batt or blankets or glass fiber materials are permitted as long as materials are securly fastened in place
7. Fireblocking shall be provided to cut off all concealed draft openings and to form an effective fire barrier between stories, and between a top story and the roof space. Fire blocking shall be provided at the following min. locations:
   1. In concealed spaces of stud walls and partitions, including furred out spaces, at the ceiling and floor level and at 10 ft intervals both horizontal and vertical.
   2. At all interconnections between concealed vertical and horizontal spaces such as soffits and drop ceilings
   3. At openings around vents, pipes and ducts at ceiling and floor levels, with an approved material to resist free passage of flame and products of combustion.

Air Barrier Sealing Notes: Installation Standards

1. Range vent to be a 170/300 CFM Two Speed Ventilation Over-The-Range microwave that doubles as a convertible hood
2. Seal all HVAC duct joints and seams with metal tape
3. HVAC register boots that penetrate building thermal envelope shall be sealed to the subfloor or drywall.
4. Interior and exterior HVAC line-set piping to be insulated with R3 self-seal split foam insulation
5. A continuous air barrier shall be installed in the building envelope. Exterior thermal envelope contains a continuous air barrier. Breaks or joints in the air barrier shall be sealed. Air-permeable insulation shall not be used as a sealing material.
6. Cavities within corners and headers shall be insulated by completely filling the cavity with a material having a minimum thermal resistance of R-3 per inch. The junction of the foundation and sill plate shall be sealed. The junction of the top plate and top of exterior walls shall be sealed. Exterior thermal envelope insulation for framed walls shall be installed in substantial contact and continuous alignment with the air barrier. Knee walls shall be sealed.
7. The space between window/door jambs and framing and skylights and framing shall be sealed.
8. Rim joists shall be insulated and include the air barrier.
9. Insulation shall be installed to maintain permanent contact with underside of subfloor decking. The air barrier shall be installed at any exposed edge of insulation.
10. Where provided in lieu of floor insulation, insulation shall be permanently attached to the crawlspace walls. Exposed earth in unvented crawl spaces shall be covered with a Class I vapor retarder with overlapping joints taped.
11. Duct shafts, utility penetrations, and flue shafts opening to exterior or unconditioned space shall be sealed.
12. Batt insulation shall be cut neatly to fit around wiring and plumbing in exterior walls, or insulation that on installation readily conforms to available space shall extend behind piping and wiring.
13. Exterior walls adjacent to showers and tubs shall be insulated, and an air barrier shall be installed on the interior side of the exterior wall, adjacent to the shower or tub.
14. Recessed light fixtures installed in the building thermal envelope shall be air tight, IC rated, and sealed to the drywall.
15. Building envelope tightness and insulation installation shall be considered acceptable when tested air leakage is less than 3 ACH when tested with a blower door at a pressure of 50 pascals. Testing shall occur after rough in and after installation of penetrations of the building envelope, including penetrations for utilities, plumbing, electrical, ventilation, and combustion appliances. A written report of the results of the test shall be signed by the party conducting the test and provided to the code official. Testing shall be conducted in accordance w/ ASTM E 779 OR ASTM E 1827
   a. Rough-in test: total leakage shall be less than or equal to 4 cfm per 100 sq ft of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. across the system, including the manufacturer's air handler enclosure. All registers shall be taped or otherwise sealed during the test. If the air handler is not installed at the time of the test, total leakage shall be less than or equal to 3 cfm per 100 sq ft of conditioned floor area.
   b. Post Construction Test: total leakage shall be less than or equal to 4 cfm per 100 sq ft of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. accross the entire system, including the manufacturer's air handler enclosure. All register boots shall be taped or otherwise sealed during the test.
16. Per R402.2.3 For air permeable insulations in vented attic, baffle shall be installed adjacent to soffit and eave vents. Baffles shall maintain an opening equal or greater than the size of the vent. The baffle shall extend over the top of the attic insulation. The baffle shall be permitted to be any solid material

Soil Erosion and Sediment Control Plan Key: Installation Standards

1. Following initial land disturbance or re-disturbance, permanent or interim stabilization must be completed within seven (7) calendar days for the surfaces of all perimeter controls, dikes, swales, ditches, perimeter slopes, and slopes greater than three (3) horizontal to one (1) vertical (3:1); and fourteen (14) days for all other disturbed or graded areas on the project site. These requirements do not apply to areas shown on the plan that are used for material storage other than stockpiling, or for those areas on the plan where actual construction activities are being performed. Maintenance shall be performed as necessary so that stabilized areas continuously meet the appropriate requirements of Fairfax County
2. ESC measures shall be in place before and during land disturbance.
3. ESC measures shall be in place to stabilize an exposed area as soon as practicable after construction activity has temporarily or permanently ceased but no later than fourteen (14) days following cessation, except that temporary or permanent stabilization shall be in place at the end of each day of underground utility work that is not contained within a larger development site.
4. Stockpiled material being actively used during a phase of construction shall be protected against erosion by establishing and maintaining perimeter controls around the stockpile.
5. Stockpiled material not being actively used or added to shall be stabilized with mulch, temporary vegetation, hydro-seed or plastic within fifteen (15) calendar days after its last use or addition.
6. Fill material must be free of contamination levels of any pollutant that is, or may be considered to represent, a possible health hazard to the public or may be detrimental to surface or ground water quality, or which may cause damage to property or the drainage system. All fill material must be free of hazardous materials and comply with all applicable county and federal regulations.
7. Protect best management practices from sedimentation and other damage during construction for proper post construction operation.
8. Final stabilization means that all land-disturbing activities at the site have been completed and either of the following two criteria have been met: (1) a uniform (for example, evenly distributed, without large bare areas) perennial vegetative cover with a density of seventy percent (70%) of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures, or (2) equivalent permanent stabilization measures have been employed (such as the use of riprap, gabions, or geotextiles).
9. Follow the requirements of the United States Environmental Protection Agency approved Stormwater Pollution Prevention Plan (SWPPP) and maintain a legible copy of this SWPPP on site.

Silt Fence: Installation Standards

1. In areas of less than 2% slope and sandy soils (USDA general classification system, soil class A), maximum slope length and silt fence length will be unlimited. In these areas, a silt fence may be the only perimeter control required.
2. To avoid circumvention, extend the ends of the silt fence upslope to prevent water and sediment from flowing around the ends of the fence.
3. Fence posts must be a minimum of 36 inches long driven 16 inches minimum into the ground. Wood posts must be of sound quality hardwood with 1½ inches minimum width when square cut or 1¾ inches minimum diameter when round. Steel posts must be standard T or U section weighing not less than 1 pound per linear foot.
4. Fasten geotextile securely to each fence post with wire ties or staples at top and mid-section.
5. Where ends of geotextile fabric come together, overlap, fold, and staple them to prevent sediment bypass.

Filter Sock: Installation Standards

1. Before installing, clear all obstructions including rocks, clods, and debris greater than 1-inch that may interfere with proper function of the filter sock.
2. Fill sock uniformly with compost or alternate filter media to desired length, with enough material that the socks do not deform.
3. Place socks along contours, with the ends turned upslope at 30 to 45 degrees for a length of at least 5 feet to prevent runoff bypass.
4. For entrenched installation, backfill mulch or compost on the upstream side of the sock and tamp to prevent undercutting and piping.
5. Anchoring stakes must conform to the following list (a) Minimum 2-inch square cross section hardwood; (b) Driven at least 12 inches below grade, or 8 inches if in dense clay soils; (c) Protrude above filter socks at least 3 inches; (d) Driven in at 45-degree angle upslope; (e) Spaced at no more than 4 feet apart, or 8 feet apart if the filter sock is entrenched 4 inches in to the ground
6. Do not use entrenched installation on filter socks smaller than 12 inches in diameter.
7. For hard surface installation, such as on pavement, anchoring may be necessary where straight sections exceed 4 feet. When no anchoring is used, the practice must be checked daily, regardless of whether rainfall occurs. Anchored installation is always preferred to non-anchored installation, if possible.
8. For at-grade inlet protection, filter socks must completely enclose the drain (Figure 3.1). If used as curb inlet protection, the effective height of the filter sock must not be higher than the height of the curb (Figure 3.2); use 8- inch diameter filter sock for standard highway applications.
9. If multiple sections of filter sock are needed for a continuous run, overlap ends of separate sections a minimum 2 feet and stake ends.
10. To reach taller heights, it is possible to stack filter socks. If using filter socks of multiple sizes, larger socks go beneath smaller socks.

Curb Inlet Protection: Installation Standards

1. Attach a continuous piece of ½-inch × ½-inch wire mesh (30 inches minimum width by throat length, plus 4 feet) to the 2-inch × 4-inch weir (measuring throat length plus 2 feet) as shown on the standard drawing.
2. Place a continuous piece of approved Geotextile Class E of the same dimensions as the wire mesh over the wire mesh and securely attach it to the 2-inch × 4-inch weir.
3. Securely nail the 2-inch by 4-inch weir to a 9-inch long vertical spacer to be located between the weir and the inlet face (maximum 4 feet apart).
4. Place the assembly against the inlet throat and nail (minimum 2-foot lengths of 2 inches by 4 inches to the top of the weir at spacer locations). Extend these 2-inch by 4-inch anchors across the inlet top and be held in place by sandbags or alternate weight.
5. Place the assembly so that the end spacers are 1 foot beyond both ends of the throat opening.
6. Form the ½-inch by ½-inch wire mesh and the geotextile fabric to the concrete gutter and against the face of the curb on both sides of the inlet. Place clean ¾-inch to 1½-inch stone over the wire mesh and geotextile in such a manner as to prevent water from entering the inlet under or around the geotextile.
7. This type of protection must be inspected frequently and the geotextile fabric and stone replaced when clogged with sediment.
8. Assure that storm flows do not bypass the inlet by installing a temporary earth or asphalt dike to direct the flow to the inlet.
9. If there are any signs of street flooding or water ponding, this structure must be cleaned or replaced, or redesigned with a viable alternative

Note: Filter Sock is an alternative which is easier to install and maintain than this standard design.

Mechanical Notes: Installation Standards

1. Replace HVAC registers throughout
2. Per R403.1.1 Install at least one programmable thermostat per dwelling unit and shall be capable of controlling the heating and cooling system on a daily schedule to maintain different temperature set points at different times of the day. This thermostat shall include the capability to set back or temporarily operate the system to maintain zone temperatures down to 55 degrees F or up to 85 degrees F. The thermostat shall initially be programmed with a heating temperature set point no higher than 72 degrees F and a cooling temperature set point no lower 75 degrees F
3. Replace existing HVAC unit in main level and outside condenser
4. Range vent to be a 170/300 CFM Two Speed Ventilation Over-The-Range microwave that doubles as a convertible hood
5. Ventilation of all areas shall be in conformance with the 2015 IRC and current state amendments
6. Heating and cooling equipment and appliances shall be installed in accordance with the manufacturer's installation instructions
7. Heating and cooling equipment and appliances shall be sized in accordance with ACCA Manual S based on building loads calculated in accordance with ACCA Manual J or other approved heating and cooling calculation methodologies.
8. Exhaust ducts shall terminate on the outside of the building. Exhaust duct terminations shall be in accordance with the dryer manufacturer's installation instructions. If the manufacturer's instructions do not specify a termination location, the exhaust duct shall terminate not less than 3 feet in any direction from openings into buildings. Exhaust duct terminations shall be equipped with a auto-gravity backdraft damper. Screens shall not be installed at the duct termination.
9. HVAC register boots that penetrate building thermal envelope shall be sealed to the subfloor or drywall.
10. Duct shafts, utility penetrations, and flue shafts opening to exterior or unconditioned space shall be sealed.
11. Exhaust duct joints shall be shall be securely fastened and sealed with welds, gaskets, mastics (adhesives), mastic-plus-embedded-fabric systems or tapes.
12. Interior and exterior HVAC line-set piping to be insulated with R3 self-seal split foam insulation
13. Air-intakes and exhaust vents to include gravity-dampers for whole-house mechanical ventilation system fan efficacy.
14. Per 403.2.1 Supply ducts in attics shall be insulated to a minimum of R-8. All other ducts shall be insulated to a minimum of R-6 unless ducts or portions therof located completely inside the building thermal envelope
15. Per R402.2.3 For air permeable insulations in vented attic, baffle shall be installed adjacent to soffit and eave vents. Baffles shall maintain an opening equal or greater than the size of the vent. The baffle shall extend over the top of the attic insulation. The baffle shall be permitted to be any solid material
16. New HVAC to be 92% efficiency. Does not use internal air combustion
17. Range hood to be 400 cfm or lower

Electrical Notes: Installation Standards

1. Install new plugs, switches, and cover plates throughout both levels
2. All light bulbs should be daylight balanced
3. Install new fixtures throughout main level
4. Install new doorbell
5. All installations should performed per code / manufacturer's standard
6. Rewire house as needed per VRC 2018
7. All receptacles shall be at 15" from finished floor to bottom of box unless otherwise noted.
8. All switches shall be at 42" from finished floor to bottom of box unless otherwise noted.
9. The dimension of the working space in the direction of access to panelboards and live parts likely to require examination, adjustment, servicing or maintenance while energized shall be not less than 36 inches in depth.
10. The workspace shall not be less than 30 inches wide in front of the electrical equipment and not less than the width of such equipment.
11. The work space shall be clear and shall extend from the floor or platform to a height of 6.5 feet or the height of the equipment
12. Panelboards, service equipment and similar enclosures shall not be located in bathrooms, toilet rooms, clothes closets or over the steps of a stairway
13. A minimum of two 20-ampere-rated branch circuits shall be provided to serve all wall and floor receptacle outlets located in the kitchen, pantry, breakfast area, dining area or similar area of a dwelling.
14. All branch circuits that supply 120-volt, single-phase, 15- and 20-ampere outlets installed in family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreations rooms, closets, hallways and similar rooms or areas shall be protected by a combination type arc-fault circuit interrupter installed to provide protection of the branch circuit.
15. Receptacles shall be installed so that no point measured horizontally along the floor line of any wall space is more than 6 feet, from a receptacle outlet.
16. Wall space includes any space that is 2 feet or more in width, including space measured around corners, and that is unbroken along the floor line by doorways and similar openings, fireplaces, and fixed cabinets
17. All 125-volt, single-phase, 15- and 20-ampere receptacles installed in bathrooms shall have ground-fault circuit-interrupter protection for personnel.
18. At least one wall receptacle outlet shall be installed in bathrooms and such outlet shall be located within 36 inches of the outside edge of each lavatory basin
19. All 125-volt, single-phase, 15- and 20-ampere receptacles that serve kitchen countertop surfaces shall have ground-fault circuit-interrupter protection for personnel.
20. A receptacle outlet shall be installed at each wall countertop space 12 inches or wider.
21. New kitchen receptacle outlets to be centered between c-top and cabinets
22. All 125-volt, single-phase, 15- or 20-ampere receptacles installed in garages and grade-level portions of unfinished accessory buildings used for storage or work areas shall have ground-fault circuit-interrupter protection for personnel.
23. A 15- or 20- ampere-rated receptacle outlet shall be installed at an accessible location for the servicing of heating, air-conditioning and refrigeration equipment. The receptacle shall be located on the same level and within 25 feet of the heating, air-conditioning and refrigeration equipment. The receptacle outlet shall not be connected to the load side of the HVAC equipment disconnecting means.
24. All 125-volt, single-phase, 15- and 20-ampere receptacles installed outdoors shall have ground-fault circuit-interrupter protection for personnel.
25. At least one receptacle outlet that is accessible while standing at grade level and located not more than 6 feet, 6 inches above grade, shall be installed outdoors at the front and back of each dwelling unit having direct access to grade.
26. A receptacle installed outdoors in a location protected from the weather or in other damp locations shall have an enclosure for the receptacle that is weatherproof when the receptacle cover(s) is closed and an attachment plug cap is not inserted.
27. A surface mounted switch or circuit breaker located in a damp or wet location or outside of a building shall be enclosed in a weatherproof enclosure
28. Fifteen- and 20-ampere, 125- and 250-volt non-locking receptacles installed in wet locations shall be a listed weather-resistant type.
29. Outdoor outlets to be encased in water-tight weatherproof rated while-in-use cover kit
30. Carbon Monoxide/Smoke alarms shall be installed in the following locations:
   1. In each sleeping room.
   2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
   3. On each additional story of the dwelling, including basements and habitable attics but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split-levels andwithout an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.
31. All smoke/carbon detectors to be minimum 12 inches from interior wall
32. New meter installation shall be arranged so center of meter is no more than 6 feet or less than 4 feet above final grade
33. Contractors not making electrical meter connections are required to leave 15"-18" excess conductor past knockout
34. Ensure all 15-20 amp receptacle to be tamper-resistant. Tamper-Resistant receptacles to have built in shutters to prevent foreign objects from entering receptacle slots
35. All new appliances: refridgerator, dishwasher, stove, microwave, ect. to be energy star rated

Plumbing Notes: Installation Standards

1. Relocate plumbing for new sink and DW location per design as necessary
2. Install new H2O line for refrigerator and new hook up for dishwasher and sink per new fixture layout
3. Install new main level hall powder bathroom and upper level bathroom plumbing fixtures
4. New plumbing lines should be properly secured behind all diverters and at all shut-off valves
5. Snake all new drains
6. Install new full open water shut off valve at supply pipe for new tankless HWH in main level
7. Install new plumbing for washer / dryer per plan in upper level
8. Install drain pan under stack washer/dryer
9. Shower and tub/shower combination valves shall be equipped with control valves of the pressure balance, thermostatic mixing or combination pressure balance/thermostatic mixing valve types with a high limit stop in accordance with ASSE 1016 or ASME A112.18.1/CSA B125.1. The high limit stop shall be set to limit water temperature to a maximum of 120°F
10. Insulation for hot water pipe with a minimum thermal resistance of R-3 shall be applied to the following:
   1. Piping larger than 3/4-inch nominal diameter.
   2. Piping serving more than one dwelling unit.
   3. Piping from the water heater to kitchen outlets.
   4. Piping located outside the conditioned space.
   5. Piping from the water heater to a distribution manifold.
   6. Piping located under a floor slab.
   7. Buried piping.
   8. Supply and return piping in recirculation systems other than demand recirculation systems
11. Install new water hammer arrestors at all washer locations, dishwashers, and all other quick closing valve locations per manufacturer's specs.
12. Open 3" vent pipes that extend through a roof shall be terminated not less than 6 inches above the roof or 6 inches above the anticipated snow accumulation
13. Cleanouts shall be accessible. The clearance in front of cleanouts shall be not less than 18 inches on 3-inch and larger pipes, and not less than 12 inches on smaller pipes. Concealed cleanouts shall be provided with access of sufficient size to permit removal of the cleanout plug and rodding of the system. Cleanout plugs shall not be concealed by permanent finishing material.
14. Cleanouts shall be the same nominal size as the pipe they serve up to 4 inches. For pipes larger than 4 inches nominal size, the size of the cleanout shall be not less than 4 inches
15. In accordance to 2706.1.2.1, where the laundry tray waste line connects into a standpipe for an automatic clothes washer drain, the standpipe shall extend not less than 30" above the stand pipe wier and shall not extend above the flood level rim of the laundry tray. The outlet of the laundry tray shall not be greater that 30 inches horizontally from the stand pipe trap
16. Horizontal run from washer to main plumbing stack shall be min. 3"
17. All refridgerator, freezer, dishwasher, clothes dryer, ceiling fans and water heater must be energy star certified

18 Ensure dwelling unit shall be provided with accessible main shut-off valve near entrance of water service. Valve shall be of full open type having nominal restriction to flow, with provision for drainage such as bleed orifice or installation of a separate drain valve. Water service shall be valved at the curb or lot line in accordance w/ local requirements

19. Shower compartments shall have not less than 900 square inches (0.6 m2) of interior cross-sectional area. Shower compartments shall be not less than 30 inches (762 mm) in minimum dimension measured from the finished interior dimension of the shower compartment, exclusive of fixture valves, shower heads, soap dishes, and safety grab bars or rails. The minimum required area and dimension shall be measured from the finished interior dimension at a height equal to the top of the threshold and at a point tangent to its centerline and shall be continued to a height of not less than 70 inches (1778 mm) above the shower drain outlet. Hinged shower doors shall open outward. The wall area above built in tubs having installed shower heads and in shower compartments shall be constructed in accordance with Section R702.4. Such walls shall form a water-tight joint with each other and with either the tub, receptor or shower floor.
20. Heated water circulation systems shall be provided with a circulation pump. The system return pipe shall be a dedicated return pipe or a cold water supply pipe. Gravity and thermosyphon circulation systems shall be prohibited. Controls for circulating hot water system pumps shall start the pump based on the identification of a demand for hot water within the occupancy. The controls shall automatically turn off the pump when the water in the circulation loop is at the desired temperature and when there is no demand for hot water.
21. Heated water circulation systems shall be in accordance with Section R403.5.1.1. Heat trace temperature maintenance systems shall be in accordance with Section R403.5.1.2. Automatic controls, temperature sensors and pumps shall be accessible. Manual controls shall be readily accessible.

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Specification Sheet

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Scale	

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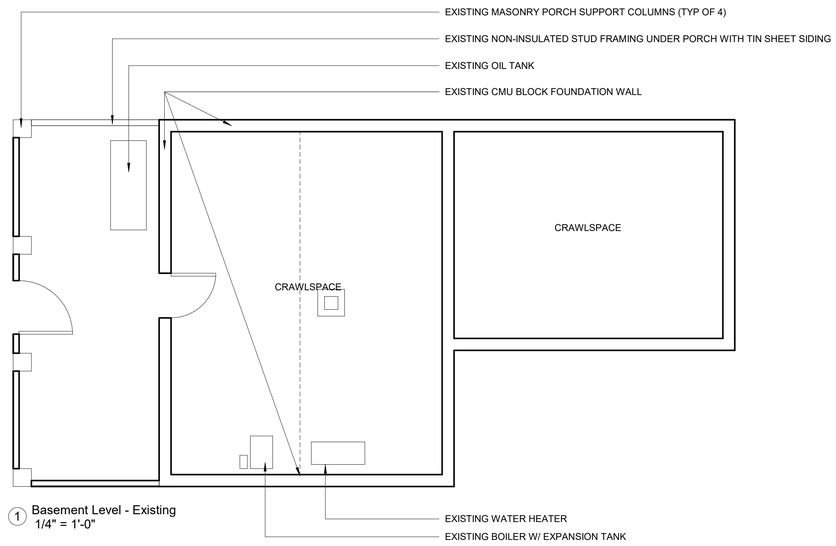
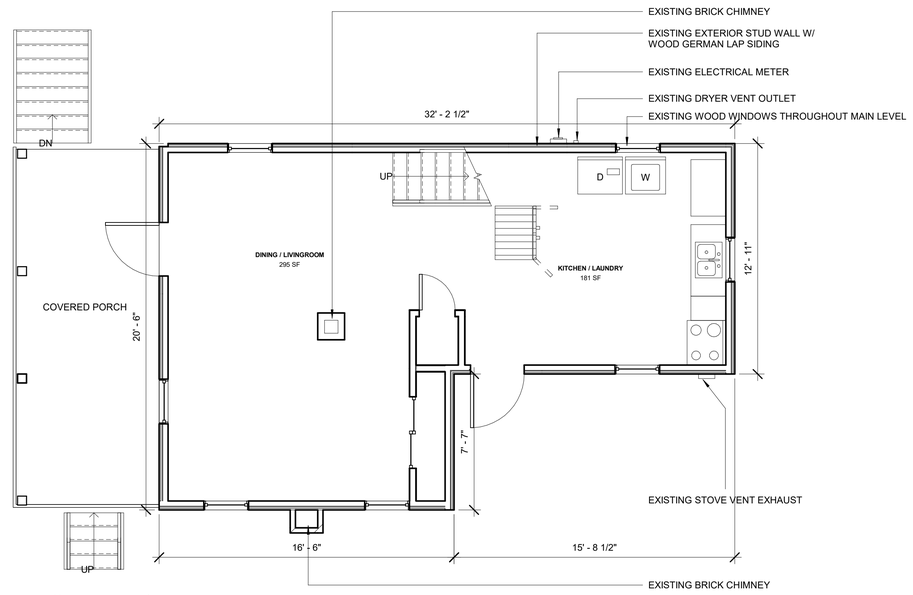
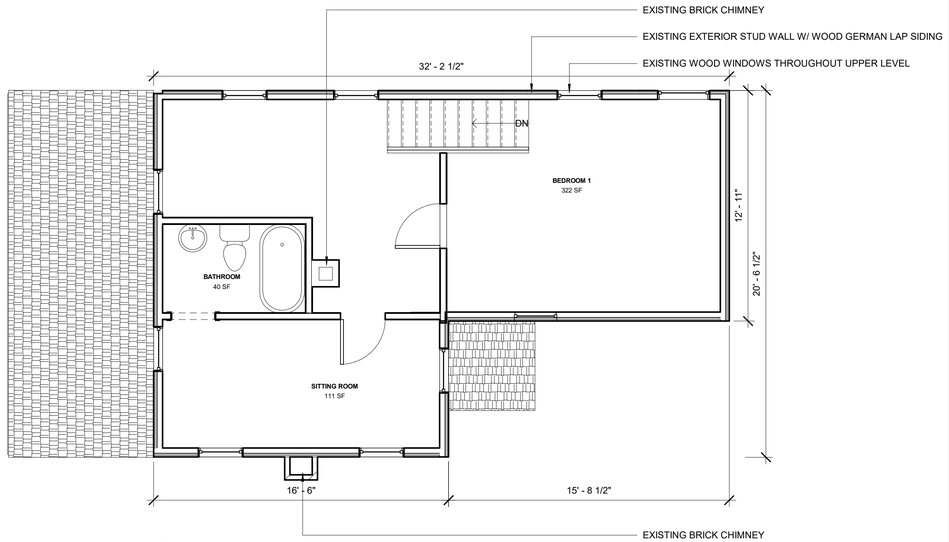


1 Basement Level - Existing
1/4" = 1'-0"



2 Main Level - Existing
1/4" = 1'-0"



3 Upper Level - Existing
1/4" = 1'-0"

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

402 McKenzie Dr

Existing Floor Plan

OWNER

402 McKenzie Dr
Occoquan Historic District,
VA 22125

Date	6/12/24
Drawn by	ARS
	A100
Scale	1/4" = 1'-0"

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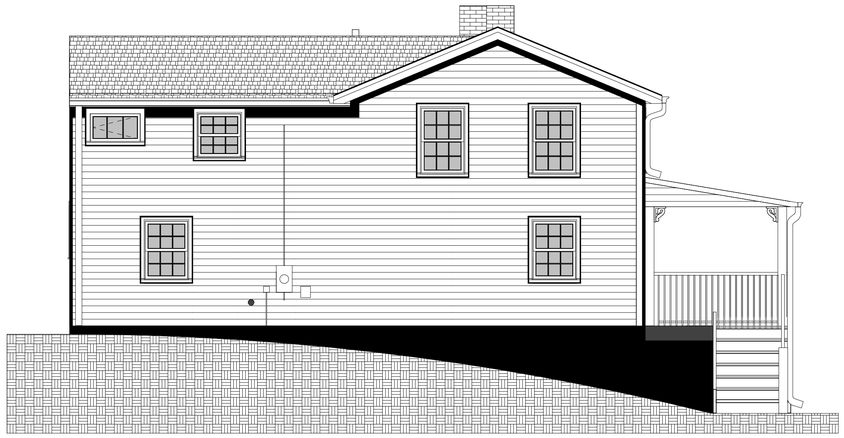
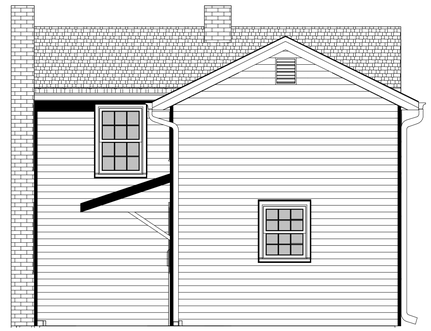
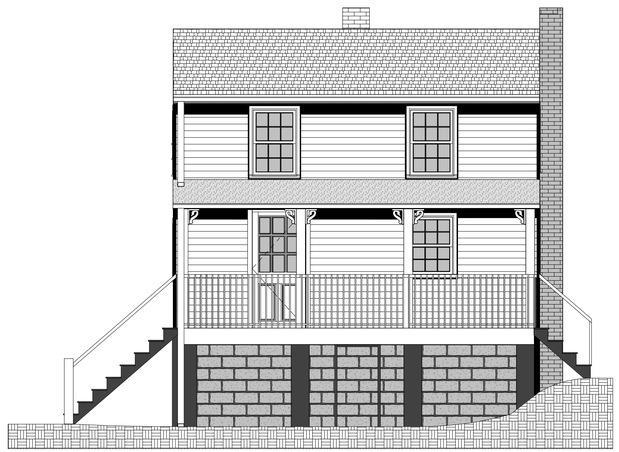


1 Existing Left Elevation
1/4" = 1'-0"



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

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



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

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

402 McKenzie Dr

Existing Elevations

OWNER

402 McKenzie Dr
Occoquan Historic District,
VA 22125

Date	6/12/24
Drawn by	Author

A300

Scale	1/4" = 1'-0"

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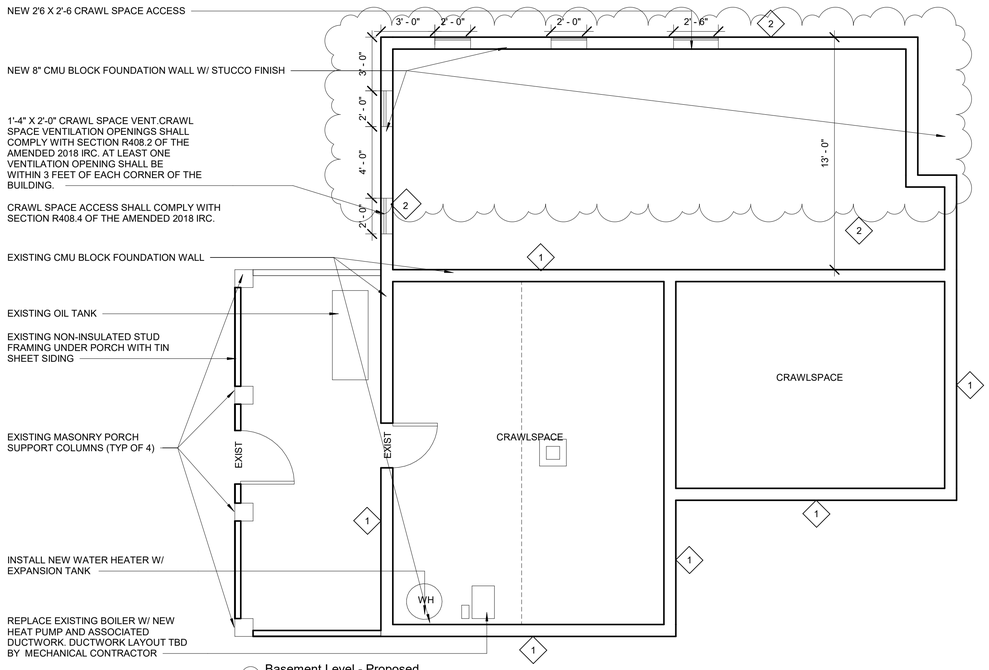
Framing Plan Key Notes Rear Addition and Main Renovation

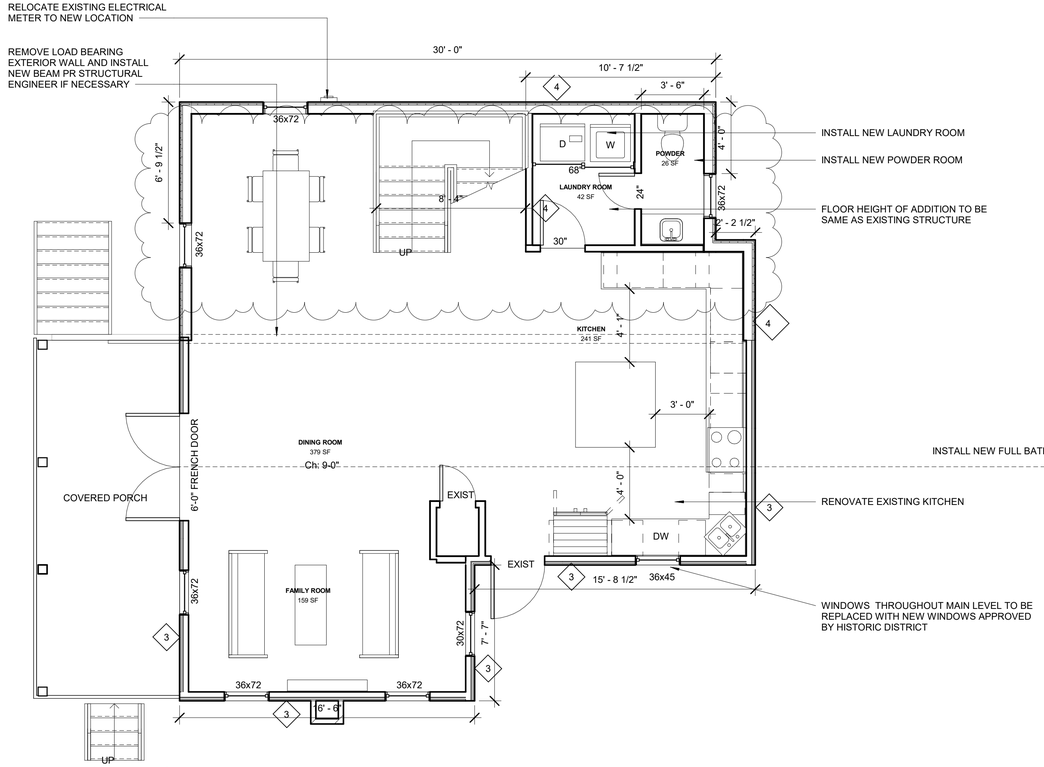
1. Install new windows and doors throughout existing single family home
2. All new headers on upper level and rear addition to be (2)2x10, min (2)2x8
3. Lift second level roof and floor to meet ceiling heights of 9 ft
4. Install new manufactured roof structure. Ensure pitch of roof to be minimum of 8/12 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

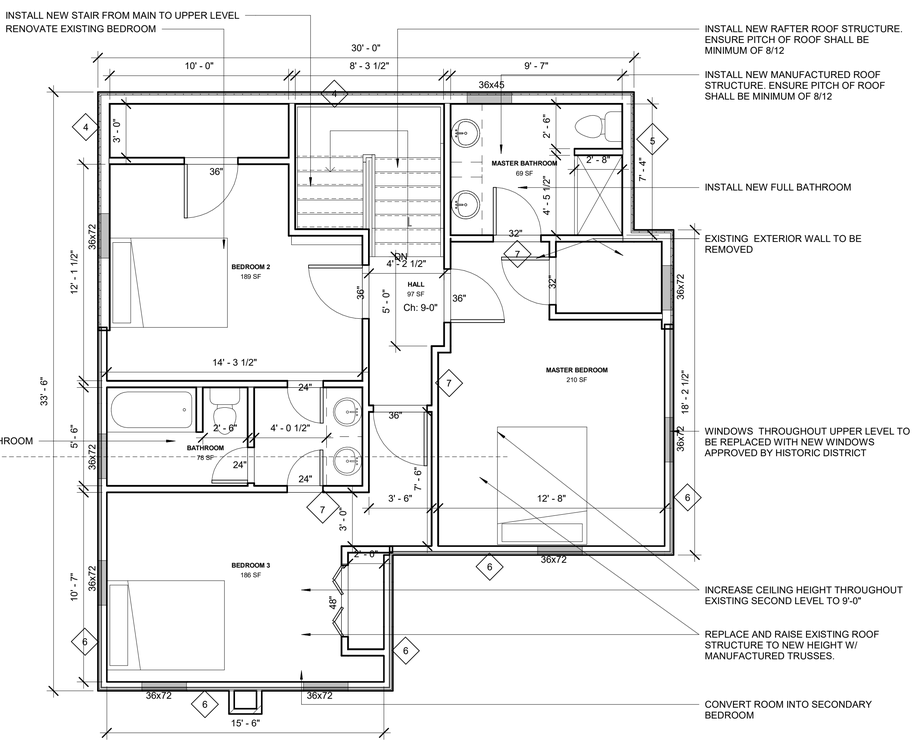
1. EXISTING 8" CMU FOUNDATION WALL CRAWL SPACE W/ DBLE TOP PLATE, SILL PLATE FASTENED @ 24" O.C
2. NEW 8" CMU FOUNDATION WALL CRAWL SPACE W/ DBLE TOP PLATE, SILL PLATE FASTENED @ 24" O.C
3. EXISTING EXTERIOR WOOD STUD WALL W/ WOOD GERMAN LAP SIDING
4. NEW 2x6 WD EXT STUD WALL @ 16" O.C W/ R21 INS. 1/2" 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.



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



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



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
	A200
Scale	As indicated

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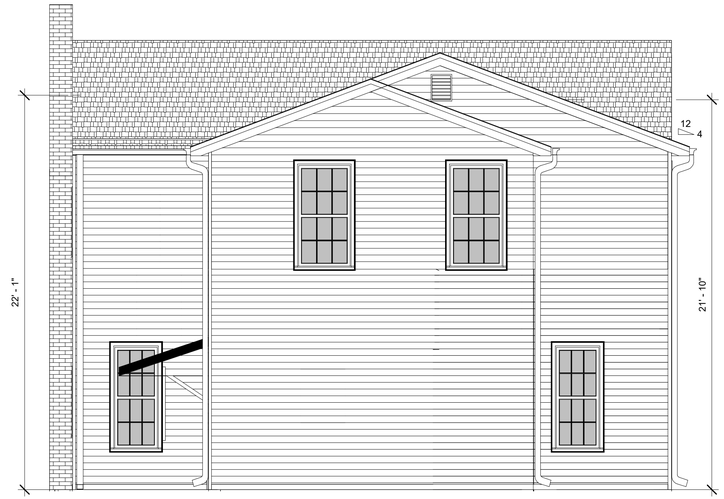
1 Proposed Left Elevation
1/4" = 1'-0"



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"

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TOWN OF OCCOQUAN
ARCHITECTURAL REVIEW BOARD
Agenda Communication

4. Exterior Elevation Applications	**Meeting Date:** April 22, 2025
4B: ARB2025-003 Application 430 Mill St	

Attachments: a. ARB2025-003 Application 430 Mill St (Replace Porch Railing)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:
This is an Architectural Review Board (ARB) Exterior Elevation Application for a porch railing at 430 Mill St.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 14 of the ARB Guidelines, which reads as follows:

> *14. Porches*
>
> *Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. Historically porches were made of wood and/or masonry. Wood is still preferred in the Historic District but a realistic woodgrain look is acceptable.*
>
> *New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District as to scale and aesthetics. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch's elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the 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 ARB2025-003 Application 430 Mill St (Replace Porch Railing) as is."

OR

"I move to not approve ARB2025-003 Application 430 Mill St (Replace Porch Railing) for the following reason: _____."

OR

Other action the Architectural Review Board deems appropriate.

RECEIVED
APR 17 2025

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

Chris Pille Applicant Name	Chris Pille & Jennifer Shown Owner Name
Business Name (if Applicable)	[redacted]
Address (No., City, Address, Zip) + PO Box	[redacted]
Email	Phone Number
Phone Number	■ Same as Applicant Information

Section II: Property Information

Project Address: 430 Mill St	Structure Style: Colonial, Federal
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: On the 3rd and 4th floor decks: remove deck tiles and replace with waterproof decking; remove current handrails and replace with those made of composite material.

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	4/18/2025 Date Submitted

Section III: Application Check List	
■ Paint Sample *(identify which Architectural feature samples are included)* List: Railing comes in a black color with a flat finish; it will replace the existing white PVC railing.	□ Material Samples *(identify which Architectural feature samples are included)* List:
■ Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List: Pictures of the new waterproof decking and handrails.	■ Photo of existing structure(s) ■ Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) ■ 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: _____	□ COA Issued □ COA Denied _____ _____ Signature (ARB Chair or Designee) Date

Section V: TOWN STAFF ONLY	
[redacted]	**ARB APPLICATION NO.:** ARB 2025-003
Plan Reference Numbers: □ Zoning Approval_____ □ Site Plan_____ □ SUP_____ □ 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:	**ARB Application No.:**

Complete only the sections below that are applicable to the application. More information on each section is included in the ARB Design Guidelines available on the Town's website at www.occoquanva.gov. Note: Words included on any improvements constitute a sign and are not part of the Exterior Elevation review process; a separate sign application process is required.

1. Type of Improvement(s): □ New Build ■ Improvements to Existing Structure(s) □ Combination

2. Additions and New Builds

□ Accessory Structure: Size:_____ Location relative to Main Structure:_____

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

General Description/Use of Structure:_____

_____

_____

□ Rendering required □ Plan showing location on site required □ Architectural Plans required
Complete applicable sections below.

3. Awnings □ New □ Repair/Replacement
Existing Material, Color and Design:_____

Proposed Material (canvas or similar material):_____ Color:_____

□ Sample Included (Type):_____
□ Spec Sheet Included □ Photo Included

4. Exterior Walls on Structure □ New □ Repair/Replacement
Existing Material, Color and Pattern:_____

Proposed Material: □ Brick □ Siding □ Other:_____ □ Paint □ Material Replacement

Material Type:_____ Color:_____ Pattern:_____

□ Mortar: Color _____ Joint Pattern_____

□ Sample Included (Type):_____
□ Spec Sheet Included ■ Photo Included

5. Windows □ New □ Repair/Replacement
Existing Material, Color and Pattern: _____

Proposed Material: _____ Grid Profile: _____

Grid Color: _____ Shutter Color: _____ Trim Color: _____

Location (identify location of windows and types – provide exhibit): _____

□ Sample Included (Type): _____
□ Spec Sheet Included □ Photo Included

6. Doors □ New □ Repair/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: White PVC Type:_____

Proposed Material: Black Composite Color/Stain: Black

Proposed Pattern/Design:_____ Decorative Trim/Hardware:_____

Mortar Color:_____ Joint Pattern:_____

Porch/Deck Post(s) Size: 3 Feet 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:

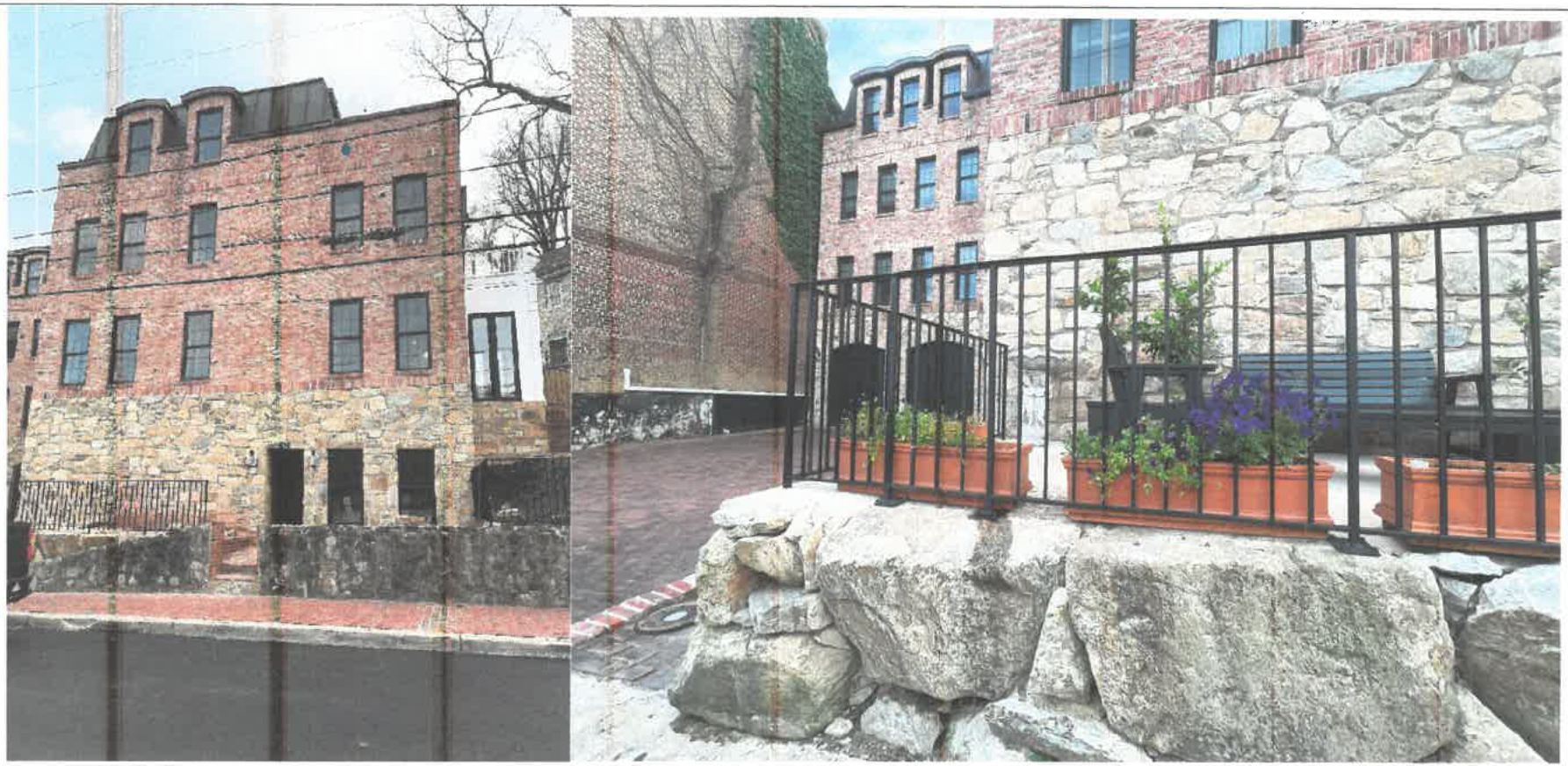
■ Spec Sheet Included ■ Photo Included

_____ 4/18/2025

Applicant Signature Date

TOWN STAFF ONLY

Notes:



Taken 2022-2023

Old PVC railing that is not up to code

The new membrane on the two Terrance decks will not be visible to the street.

TOWN OF OCCOQUAN
ARCHITECTURAL REVIEW BOARD
Agenda Communication

5. Reports	**Meeting Date:** April 22, 2025
5B: Deputy Town Manager's Report	

Attachments: a. April Sign and COA Violation Report – To be provided

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:
The Deputy Town Manager's monthly ARB report will be provided at the meeting.

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.