



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

May 27, 2025 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. April 22, 2025 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2025-004 204 Washington St (Awning, and Paint Shutters and Door)
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: May 27, 2025
3A: Request to Approve April 22, 2025 Minutes	

Attachments: a. April 22, 2025 Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to approve the meeting minutes from April 22, 2025.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from April 22, 2025 as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

April 22, 2025

In Attendance: Brenda Seefeldt (Chair), Darryl Hawkins (Vice Chair, PCR), Theo Daubresse (TCR), Jordan Sanders (BMR), Lisa Terry, Jennifer Shown (Alt.), Michele White (Alt.)

Unexcused absent: Rick Fitzgerald, Mary Craig

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 — Brenda Seefeldt motioned to approve the Meeting Minutes of March 25, 2025; Michele White seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2024-008 Amended Application 402 McKenzie Dr (Increase Size of Addition) - Applicant Angela Staffone requests to amend the original application by extending 6 feet further than the original plan. The window size will change to 36" x 72", and a French door will be added to the house terrace. Brenda Seefeldt moved to approve the Exterior Elevation Amended Application ARB2024-008; Jordan Sanders seconded. The motion was approved unanimously.
 - b. ARB2025-003 Application 430 Mill St (Replace Porch Railing) — Applicants Chris Pille and Jennifer Shown request to replace PVC porch railing with a black Composite railing. Lisa Terry moved to approve the Exterior Elevation Application ARB2025-003; Michele White seconded. The motion passed: 6 Yea, 0 Nay, 1 Abstention (Jennifer Shown).

5. Reports

- a. Town Council Report—Theo Daubresse stated that the Council will bring back the Christmas Market, budgeting for lighting and decorations. Artisans, Craftspeople, and Handicrafts workers will set up on Commerce and Union Streets.
 - b. Deputy Town Manager's Report – Matt Whitmoyer indicated no additional updates regarding the Sign and COA Violation Report. Deputy Town Manager Whitmoyer also brought to the attention of the ARB that Councilmember Nancy Freeborne Brinton had resigned, and the Town Council has moved to appoint Robert “Bob” Love to replace her until a replacement can be elected. Additionally, ARB member Lisa Terry's seat has been extended to December 2026, making it concurrent with all ARB members.
 - c. Planning Commission Report – Darryl Hawkins reported that the April 22, 2025, Planning Commission meeting was cancelled.
 - d. Chair Report—Brenda Seefeldt announced that the Town Attorney did not approve the proposed idea for a new business sign-off checklist on the ARB Policies Checklist. The idea has been scrapped.
6. Discussion Items – Matt Whitmoyer shared information about the Occoquan Volunteer Fair, which will be held on May 3, 2025, from 10:00 a.m. to 12:00 p.m. Refreshments will be served. We were also reminded of the River Fest on June 7 and 8 and volunteers are needed.
7. Adjournment – 7:52 pm



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: May 27, 2025
4A: ARB2025-004 Application 204 Washington St	

Attachments: a. ARB2025-004 Application 204 Washington St (Awning, and Paint Shutters and Door)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for adding an awning above the front window and painting the shutters and door.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 3 and 6 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

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.

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 ARB2025-004 Application 204 Washington St (Awning, and Paint Shutters and Door) as is."

OR

"I move to not approve ARB2025-004 Application 204 Washington St (Awning, and Paint Shutters and Door) 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.

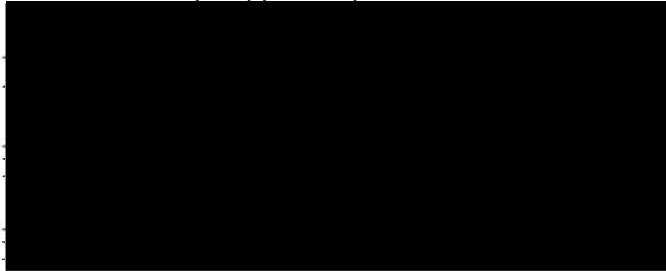
Section I: Applicant and Owner Information

Petra Carden

Applicant Name

Leaf & Petal

Business Name (if Applicable)

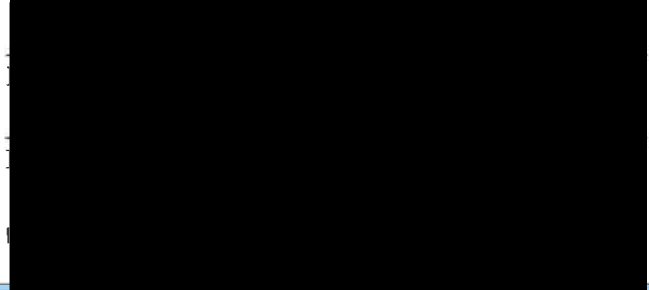


Donna Bell

Owner Name

201 Commerce St

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



Section II: Property Information

Project Address: 204 Washington St

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. add a 2nd awning above the front window, 2. paint all the shutters to match the awning, 3. paint the exterior doors to match the shutters

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

May 23, 2025

Date Submitted

Section III: Application Check List	
<input checked="" type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List: Valspar Salty Sea paint sample for doors and shutters	<input checked="" type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List: sample of current awning, which will match the new awning
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input checked="" type="checkbox"/> Photo of existing structure(s) <input checked="" type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<p>Note to Applicants: Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under § 157.179 of the Town Code regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board: _____	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Signature (ARB Chair or Designee) Date </div>
Section V: TOWN STAFF ONLY	
	ARB APPLICATION NO.: <div style="font-size: 1.5em; font-family: cursive;">ARB 2025-004</div>
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes:

CONTINUE TO NEXT SECTION



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.: A17B2025-001

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): sunbrella outdoor Color: beaufort sagebrush

☒ Sample Included (Type): fabric sample

☐ 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): paint sample

☐ Spec Sheet Included ☒ Photo Included

5. Windows ☐ New ☒ Repair/ReplacementExisting Material, Color and Pattern: shuuter colors currently muddy brown

Proposed Material: _____ Grid Profile: _____

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

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

☒ Sample Included (Type): paint sample☐ Spec Sheet Included ☐ Photo Included**6. Doors** ☐ New ☒ Repair/ReplacementExisting Material, Color and Pattern: whiteProposed Material: Valspar Salty Sea paint color Style: green ☐ Window (Style): _____Door Color: green Trim Color: white Window Color: _____Location(s) (identify location of doors and types – provide exhibit): front, both sides☒ Sample Included (Type): paint sample☐ Spec Sheet Included ☐ Photo Included**7. Roofs and Gutters** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Roof Material: _____ Roof Pitch: _____

Proposed Roof Color and Style: _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

☐ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included**8. Dormers** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Existing Pitch: _____ New Pitch: _____

Proposed Color and Style: _____ Window Color and Style: _____

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

9. Fences, Retaining Walls, Foundations, Decks, Porches, Screenings, Patios, Enclosures etc.

☐ New ☐ Repair/Replacement Proposed Structure Type: _____

Existing Material, Color and Design: _____ Type: _____

Proposed Material: _____ Color/Stain: _____

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

Mortar Color: _____ Joint Pattern: _____

Porch/Deck Post(s) Size: _____ Spindle Design and Color: _____

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

10. Other Exterior Improvements ☐ New ☐ Repair/Replacement

Existing Material, Color and Design: _____ Type: _____

Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ Style _____ Placement _____ ☐ Spec Sheet Included

Ramps

ADA Ramps: Color _____ Style _____ Location _____ ☐ Spec Sheet Included

Chimneys

☐ Brick ☐ Stone Color beaufort sag Style _____ Location _____ ☐ Spec Sheet Included

Other

Material: _____ Color beaufort sagebrus Type _____ Location _____

Other

Material: _____ Color beaufort sagebrus Type _____ Location _____

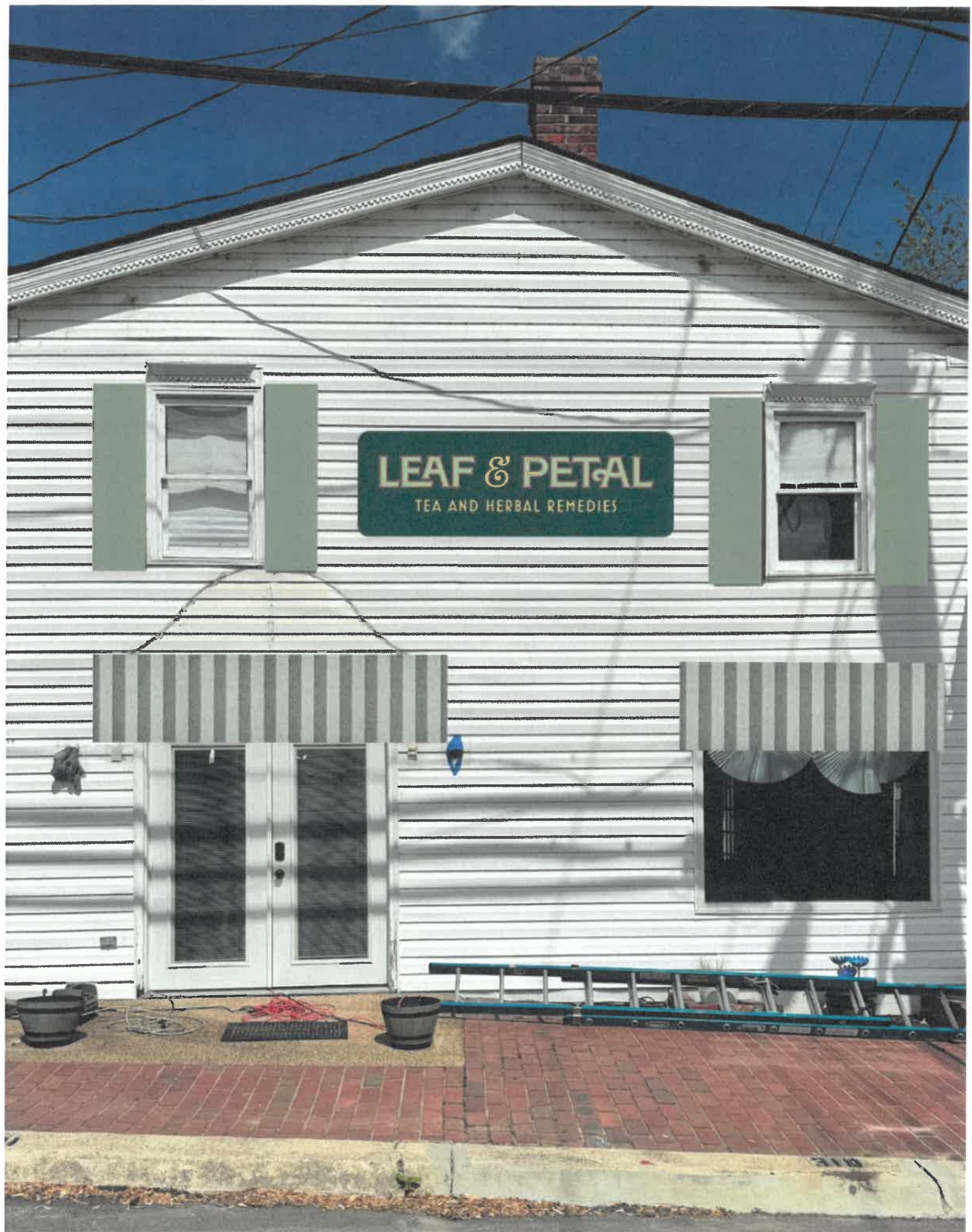
Brief Description:

☐ Spec Sheet Included ☐ Photo Included

 _____ 5/23/2025
Applicant Signature Date

TOWN STAFF ONLY

Notes:





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: May 27, 2025
5B: Deputy Town Manager's Report	

Attachments: a. May 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.