



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

August 26, 2025 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. June 24, 2025 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2025-007 309 Commerce St (Mounted Outdoor TV)
 - b. ARB2025-006 408 & 416 Mill St (Replace Roof and Siding)
 - c. SGN2025-013 201 Union St (Signage)
 - d. ARB2025-008 305 Union St (Windows)
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: August 26, 2025
3A: Request to Approve June 24, 2025 Minutes	

Attachments: a. June 24, 2025 Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to approve the meeting minutes from June 24, 2025.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from June 24, 2025 as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

June 24, 2025

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

Excused absent: Lisa Terry, Jennifer Shown (Alt.)

1. Call to Order - Chairwoman Brenda Seefeldt called the meeting to order at 7:31 p.m.
2. Citizens' Comments - None
3. Approval of Minutes — Michele White motioned to approve the Meeting Minutes of May 27, 2025; Jordan Sanders seconded. The motion was approved unanimously.
4. Exterior Elevation Applications
 - a. ARB2025-005 Application 203 Washington St. (Replace Shutters, Paint Doors, and Replace French Door)
Applicant Angie Behbahani requests approval to replace the red shutters and a French door with new black shutters and a new black French door; all remaining doors will be painted black. Michele White moved to approve the Exterior Elevation Application ARB2025-005; Mary Craig seconded. The motion was approved unanimously.
5. Reports
 - a. Town Council Report—Theo Daubresse stated that the Town Council's last meeting expressed congratulations and appreciation for the Riverfest's Coordinator, Town Staff, and many volunteers who helped make the event successful despite the weather challenges. In other news, the Town Council officially approved 'Paddler's Point' as the name for the island for 2025.
 - b. Deputy Town Manager's Report – Matt Whitmoyer provided the ARB with the June 2025 Sign and COA Violation Report. Mr. Whitmoyer provided general information from the Town Council's last meeting. He stated that the Town Council's actions included renaming the island, extending a contract, reviewing an annual budget publication, and the July

Town Council Meeting, which will take place on the 8th. The kiosk installation near the Mill House Museum is progressing.

- c. Planning Commission Report – Darryl Hawkins reported that no meeting occurred on the Planning Commission’s regularly scheduled calendar date.
- d. Chair Report—Brenda Seefeldt appreciated everyone’s attendance.

6. Discussion Items – None

7. Adjournment – 7:39 pm



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: August 26, 2025
4A: ARB2025-007 Application 309 Commerce St	

Attachments: a. ARB2025-007 Application 309 Commerce St (Mounted Outdoor TV)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for a mounted television set outdoors.

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 ARB2025-007 Application 309 Commerce St (Mounted Outdoor TV) as is."

OR

"I move to not approve ARB2025-007 Application 309 Commerce St (Mounted Outdoor TV) for the following reason: _____."

OR

Other action the Architectural Review Board deems appropriate.



AUG 20 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

Applicant Name <u>Shanda Seefeldt / John Amadeo James</u>	Owner Name <u>309 Commerce St</u>
Business Name (if Applicable) <u>309 Commerce St</u>	<u>[Redacted]</u>
Address (No., City, Address, Zip) + PO Box <u>[Redacted]</u>	<u>[Redacted]</u>
Phone Number <u>[Redacted]</u>	<input type="checkbox"/> Same as Applicant Information

Section II: Property Information

Project Address: <u>309 Commerce St</u>	Structure Style:
Type of Use (Select One): <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	Exterior Elevation Type (Select all that apply): <input checked="" type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
Brief Description of Project: <u>mounted outdoor TV</u>	
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 <u>Shanda Seefeldt</u>	Date Submitted <u>8-20-25</u>

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List:	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input type="checkbox"/> Photo of existing structure(s) <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<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;"> <div style="width: 60%;">Signature (ARB Chair or Designee)</div> <div style="width: 35%;">Date</div> </div>
Section V: TOWN STAFF ONLY	
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%; background-color: black; height: 40px;"></div> <div style="width: 35%; text-align: center;"> ARB APPLICATION NO.: ARB2025-007 </div> </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: 301 Commerce St

ARB Application No.: ARB2025-007

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

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

2. Additions and New Builds

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

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

General Description/Use of Structure: _____

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

3. Awnings ☐ New ☐ Repair/Replacement

Existing Material, Color and Design: _____

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

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

4. Exterior Walls on Structure ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

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

Material Type: _____ Color: _____ Pattern: _____

☐ Mortar: Color _____ Joint Pattern _____

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☒ Photo Included

5. Windows ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Grid Profile: _____

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

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

☐ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included**6. Doors** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Style: _____ ☐ Window (Style): _____

Door Color: _____ Trim Color: _____ Window Color: _____

Location(s) (identify location of doors and types - provide exhibit): _____

☐ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included**7. Roofs and Gutters** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Roof Material: _____ Roof Pitch _____

Proposed Roof Color and Style: _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

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

Existing Material, Color and Pattern: _____

Proposed Material: _____ Existing Pitch _____ New Pitch _____

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

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

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

☐ New ☐ Repair/Replacement Proposed Structure Type: _____

Existing Material, Color and Design: _____ Type: _____

Proposed Material: _____ Color/Stain: _____

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

Mortar Color: _____ Joint Pattern: _____

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

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

10. Other Exterior Improvements ☐ New ☐ Repair/Replacement

Existing Material, Color and Design: _____ Type: _____

Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ 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: outdoor TV Color _____ Type _____ Location back wall of home

Other

Material: _____ Color _____ Type _____ Location _____

Brief Description:

Zoning has ruled years later that the mounted outdoor TV is mounted to a historic landmark structure which needs CCA.

☐ Spec Sheet Included ☐ Photo Included This TV is only mounted from April to November.

Frank Safelt

Applicant Signature

5-20-25

Date

TOWN STAFF ONLY

Notes:



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: August 26, 2025
4B: ARB2025-006 Application 408 & 416 Mill Street	

Attachments: a. ARB2025-006 Application 408 & 416 Mill Street (Replace Roof and Siding)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for replacing the roof with weathered wood composite shingles and the siding to brown and white wood-like PVC.

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

13. Materials

Siding – Original siding materials should be repaired to retain the original character of the surface rather than removed or covered. Often this is not possible so a look-a-like and modern material will be sufficient as long as all efforts are made to maintain the same appearance.

Exterior trim – Dentil molding and crown molding were simple in the early part of the 18th Century, and elaborate in the later with columns added. 18th Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of wood. Brick lentils were laid to form an arch, either a “jack” arch or a “segmented” arch. The segmented arch was curved rather than straight.

In the 19th Century trim was elaborate. The mid- to later part of the 19th Century has often been called the “Gingerbread Age” with immigrant skilled laborers providing elaborate trim on fascia boards, soffits, rake boards, windows, doors, and porches at low costs. Brackets attached to the soffits were commonplace.

16. Roof Pitch and Material

Pitch - The pitch of a roof must be a minimum of 8/12 except on a hip roof, mansard, or gambrel (barn). On a flat roof, a parapet with trim should be erected above the roofline (such as a store or Italianate Victorian).

Materials – Cedar shingles were widely used during the 18th Century (approximately 90 percent), and the remainder of the structures most often had oak shingle roofs. Shakes were used on outbuildings only. During the 19th Century, roofs were standing ridge (metal) or slate shingles. Modern composition shingles must be chosen in colors to match the color of weathered historic roofing materials.

Wherever pressed tin or standing seam style roofs exist an effort should be made to preserve and/or refurbish. The same roof style must be extended on any addition to buildings with existing pressed tin roofs.

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 ARB2025-006 Application 408 & 416 Mill Street (Replace Roof and Siding) as is."

OR

"I move to not approve ARB2025-006 Application 408 & 416 Mill Street (Replace Roof and Siding) for the following reason: _____."

OR

Other action the Architectural Review Board deems appropriate.



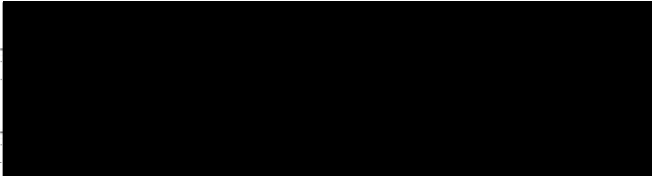
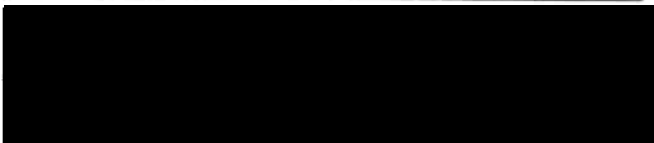
TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

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


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Section I: Applicant and Owner Information

Roger Lin Applicant Name	Roger Lin Owner Name
 Business Name (if Applicable)	Occoquan Views LLC/River Mill Investment
408 Mill Street, Occoquan, VA 22125 Address (No., City, Address, Zip) + PO Box	408 Mill Street, Occoquan, VA 22125 Address (No., City, Address, Zip) + PO Box
	 <input checked="" type="checkbox"/> Same as Applicant Information

Section II: Property Information

Project Address: 408 Mill & 416 Mill Street	Structure Style:
Type of Use (Select One): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	Exterior Elevation Type (Select all that apply): <input checked="" type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
Brief Description of Project: Replace roof and sidings of 408 and 416 Mill Street.	
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	08/14/25 Date Submitted

Section III: Application Check List	
<input checked="" type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List: Trim and siding color: Classic White SW2829	<input checked="" type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List: Roofing shingle Siding Trim
<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 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: 1.2em; font-family: cursive;">ARB2025-006</div>
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes: <div style="height: 100px;"></div>

CONTINUE TO NEXT SECTION



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

Section V: Supplemental Application For New Builds, Improvements to Existing Structures and Combination Projects - Commercial, Residential and Mixed-Use

Project Address: 408 & 416 Mill Street

ARB Application No.: ARB2025-006

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: Wood trims, wood sidings

Proposed Material: ☐ Brick ☒ Siding ☐ Other: _____ ☐ Paint ☒ Material Replacement

Material Type: Wood-like PVC Color: Brown, Classic White 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: Wood, gray

Proposed Roof Material: Composite shingles Roof Pitch existing

Proposed Roof Color and Style: Weathered wood

Proposed Gutter Material and Color: Existing

Gutter Locations (provide exhibit): _____

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

Existing Material, Color and Pattern: Plywood, cream

Proposed Material: _____ Existing Pitch _____ New Pitch _____

Proposed Color and Style: Classic White 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

08/14/25

Date

TOWN STAFF ONLY

Notes:

Hardie® Plank Lap Siding

Submittal Form

01

Submitted to:

Project Name:

Submitted by:

Date:

☐ HZ5® Product Zone ☐ HZ10® Product Zone

Product Width: ☐ 5-1/4in ☐ 6-1/4in ☐ 7-1/4in ☐ 8in ☐ 8-1/4in ☐ 9-1/4in ☐ 12in

Product Finish: ☐ Primed ☐ ColorPlus® Technology

Product Texture: ☐ Smooth ☐ Select Cedarmill® ☐ Colonial Roughsawn®
☐ Colonial Smooth® ☐ Rustic Cedar

Hardie® Plank Lap Siding

Specification Sheet

01

DIVISION: 07 00 00 THERMAL AND MOISTURE PROTECTION

SECTION: 07 46 46 FIBER CEMENT SIDING

HARDIE® PLANK LAP SIDING

Manufacturer

James Hardie Building Products, Inc.

The products are manufactured at the following locations, with quality control inspections by ICC-ES:

- Cleburne, Texas
- Plant City, Florida
- Reno, Nevada
- Waxahachie, Texas
- Prattville, Alabama
- Peru, Illinois
- Pulaski, Virginia
- Tacoma, Washington
- Fontana, California
- Summerville, South Carolina

Compliance with the following codes

- 2006 thru 2021 International Building Code (IBC)
- 2006 thru 2021 International Residential Code (IRC)

For more information about other compliances and applicable uses, refer to ICC-ES ESR-2290

Features

- Noncombustible
- Dimensionally Stable
- Resists damage from pests
- Weather Resistant-Engineered for Climate®
- Impact resistant
- Sustainable

Use

Hardie® fiber-cement lap siding is used as exterior wall covering. The product complies with IBC Section 1403.9 and IRC Section R703.10. The product may be used on exterior walls of buildings of Type I, II, III and IV construction (IBC)

Description

Hardie® Plank lap siding is a single-faced, cellulose fiber-reinforced cement (fiber-cement) product. Hardie® Plank lap siding complies with ASTM C1186, as Grade II, Type A; has a flame-spread index of 0 and a smoke-developed index of 5 when tested in accordance with ASTM E84; and is classified as noncombustible when tested in accordance with ASTM E136.

Available Sizes

Product	Width (in)	Length	Thickness (in)
Hardie® Plank lap siding*	5-1/4, 6-1/4, 7-1/4, 8, 8-1/4, 9-1/4, 12	12 feet	5/16

* HZ5: 9-1/4, 12 only available primed HZ10: 5-1/4, 9-1/4, 12 only available primed.

Weight 2.31 lbs. per square foot

Texture & Finish

Hardie® Plank lap siding comes in a variety of textures and finishes. The product is available in smooth or wood grain texture. Additional textures are available on a regional basis. Finish options are primed for field paint, or factory finished with ColorPlus® Technology. Color availability varies by region.

Engineered for Climate®

Hardie® Plank lap siding is engineered for performance to specific weather conditions by climate zones as identified by the following map.



Performance Properties

	General Property	Test Method	Unit or Characteristic	Requirement	Result
PHYSICAL ATTRIBUTES	Dimensional Tolerances	ASTM C1185	Length	± 0.5% or ± 1/4 in	Pass
			Width	± 0.5% or ± 1/4 in	
			Thickness	± 0.04 in	
			Squareness	Δ in diagonals ≤ 1/32 in/ft of sheet length. Opposite sheet sides shall not vary in length by more than 1/32 in/ft	
			Edge Straightness	≤ 1/32 in/ft of length	
	Density, lb/ft³	ASTM C1185		As reported	83
	Water Absorption, % by mass	ASTM C1185		As reported	36
THERMAL	Water Tightness	ASTM C1185	Physical Observations	No drop formation	Pass
	Flexural Strength	ASTM C1185	Wet conditioned, psi	>1015 psi	Pass
			Equilibrium conditioned, psi	>1450 psi	
	Thermal Conductivity	ASTM C177	(BTU/(hr-ft²-F))/inch	As reported	2.07
	Actual Thermal Conductivity		(K _{av})		6.62
DURABILITY	Thermal Resistance		R=1/ K _{av}		0.48
	Actual Thermal Resistance		(R)		0.15
	Warm Water Resistance	ASTM C1185	Physical Observations	No visible cracks or structural alteration	Pass
	Heat/Rain Resistance	ASTM C1185	Physical Observations	No visible cracks or structural alteration	Pass
	Freeze/Thaw Resistance	ASTM C1185	Physical Observations	No visible cracks or structural alteration	Pass
			Mass Loss, %	≤ 3.0%	
			Freeze/Thaw, % strength retention	≥ 80%	
FIRE CHARACTERISTICS	UV Accelerated Weathering Test	ASTM G23	Physical Observations	No cracking, checking, or crazing	Pass
	Surface Burning Characteristics	ASTM E84	Flame Spread Index (FSI)		0
			Smoke Developed Index (SDI)		≤ 5
			Fuel Contributed		0
			NFPA Class		A
			Uniform Building Code Class	As reported	1
			International Building Code® class		A
	Noncombustibility	ASTM E136	Noncombustible	Pass/fail	Pass
	Fire Resistance Rated Construction	ASTM E119	Fire Resistance Rating	1-hour	Note 1

Note 1: listed on Warnock Hersey and ESR 2290

Installation

Install Hardie® Plank lap siding in accordance with:

- Hardie® Plank lap siding installation instructions
- ICC-ES ESR 2290
- Requirements of authorities having jurisdiction

Warranty

Hardie® Plank lap siding: 30-year, Non-Prorated, Limited Warranty
ColorPlus® Technology: 15-year Limited Finish Warranty

Sustainable Design Contribution

- Regionally sourced content- varies by project location
- Avoidance of certain chemicals or Red List Compliance

Detailed product information for LEED projects, or other state or regional sustainability programs is available through James Hardie Technical Services.

Storage and Handling

Store flat and keep dry and covered prior to installation.

Technical Services

Contact James Hardie Technical Services online at JamesHardie.com, or by phone at (800)426-4051



SECTION 06 65 00 – Simulated Wood Trim

Plastic Simulated Wood Trim

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Cellular PVC trim boards for:
 - 1. Corner boards
 - 2. Soffits
 - 3. Fascia
 - 4. Battens
 - 5. Door pilasters
 - 6. Frieze boards
 - 7. Rake boards
 - 8. Architectural millwork
 - 9. Door trim
 - 10. Window trim
 - 11. Wainscoting
 - 12. Pergolas
 - 13. Cupolas
 - 14. Porch Ceilings
 - 15. Arbors
 - 16. Fencing
 - 17. Column Wraps
 - 18. Skirtboards
 - 19. Water tables
 - 20. Pilasters

1.2 RELATED SECTIONS

- A. Section 06 11 16 – Mechanically Graded Lumber
- B. Section 06 20 00 – Finish Carpentry
- C. Section 06 30 00 – Exterior Carpentry
- D. Section 06 40 00 – Architectural Woodwork
- E. Section 06 43 16 – Wood Railings
- F. Section 06 64 00 - Plastic Paneling
- G. Section 06 65 00 – Plastic Simulated Wood Trim
- H. Section 06 66 00 – Custom Ornamental Simulated Woodwork
- I. Section 09 90 00 – Painting and Coating

1.3 REFERENCES

- A. ASTM D792 - Density and Specific Gravity of Plastics by Displacement.
- B. ASTM D570 - Water Absorption of Plastics.
- C. ASTM D638 - Tensile Properties of Plastics.
- D. ASTM D790 - Flexural Properties of Unreinforced and Reinforced Plastics and Electrical Insulating Materials.
- E. ASTM D1761 - Mechanical Fasteners in Wood.
- F. ASTM D5420 - Standard Test Method for Impact Resistance of Flat, Rigid Plastic Specimen by means of a Striker Impacted by a Falling Weight.
- G. ASTM D256 - Determining the Pendulum Impact Resistance of Plastics.
- H. ASTM D696 - Coefficient of Linear Thermal Expansion of Plastics Between -30°C and 30°C with a Vitreous Silica Dilatometer.
- I. ASTM D635 - Rate of Burning and/or Extent and Time of Burning of Plastics in a Horizontal Position.
- J. ASTM E84 - Surface Burning Characteristics of Building Materials.
- K. ASTM D648 - Deflection Temperature of Plastics Under Flexural Load in the Edgewise Position.
- L. ASTM D3679 - Standard Specification for Rigid Poly Vinyl Chloride (PVC) Siding.

1.4 SUBMITTALS

- A. General: Submit under provisions of Section 01 30 00 – Administrative Requirements.
- B. Product Data: Manufacture's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation instructions and methods.
 - 4. Code compliance reports.
- C. LEED Submittals: Provide documentation of how the requirements of Credit will be met:
 - 1. List of proposed materials demonstration that each material was extracted, harvested or recovered, as well as manufactured within 500 miles of the project site.
- D. Samples: For each product specified, two samples, minimum size 6 inches long, representing actual product, color, finish.

1.5 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Manufacturer with a minimum of 15 years producing PVC trim products.
- B. Installer Qualifications: Installer with a minimum of 3 years experience with the installation of PVC trim products.
- C. Regulatory Requirements: Check with Local Building Code for installation requirements.
- D. Allowable Tolerances:
 - 1. Variation in component length: -0.00 / +1.00"
 - 2. Variation in component width: $\pm 1/16$ "

3. Variation in component thickness: $\pm 1/16''$
 4. Variation in component edge cut: $\pm 2^\circ$
 5. Variation in Density -0% + 10%
- E. Mock-Up: Provide a mock-up for evaluation of surface preparation techniques and application workmanship.
1. Finish areas designed by Architect.
 2. Do not proceed with remaining work until workmanship, color, and sheen are approved by architect.
 3. Refinish mock-up area as required to produce acceptable work.
 4. Accepted mock-ups shall be comparison standard for remaining work.

1.6 DELIVERY, STORAGE AND HANDLING

- A. Trim materials should be stored on a flat and level surface on a full shipping pallet. Handle materials to prevent damage to product edges and corners.
- B. Store materials under a protective covering to prevent jobsite dirt and residue from collecting on the boards.

1.7 WARRANTY

- A. Provide manufacturer's Limited Lifetime warranty against defects in manufacturing that cause the products to rot, corrode, delaminate, or excessively swell from moisture.

PART II PRODUCTS

2.1 MANUFACTURES

- A. Acceptable products: AZEK® Trimboards manufactured by The AZEK® Company, which is located at: 888 N Keyser Ave Scranton, PA 18508
- B. Substitutions: Not permitted
- C. Requests for substitutions will be considered in accordance with provisions of Section 01 60 00 – Product Requirements

2.2 MATERIALS

- A. PVC: Free foam cellular PVC material with a small cell microstructure and density of .55 grams/cm³.
- Material shall have a minimum physical and performance properties specified in the following Section C.
- C. Performance and physical characteristic requirements:

Property	Units	Value	ASTM Method
PHYSICAL			
Density	g/cm3	0.55	D 792
Water Absorption	%	0.15	D 570
MECHANICAL			
Tensile Strength	psi	2256	D 638
Tensile Modulus	psi	144,000	D 638
Flexural Strength	psi	3329	D 790
Flexural Modulus	psi	144,219	D 790
Nail Hold	Lbf/in of penetration	35	D 1761

Property	Units	Value	ASTM Method
Screw Hold	Lbf/in of penetration	680	D 1761
Staple Hold	Lbf/in of penetration	180	D 1761
Gardner Impact	in-lbs	103	D5420
Charpy Impact (@23°C)	ft-lbs	4.5	D256
THERMAL			
Coefficient of Linear Expansion	in/in/°F	3.2 x 10-5	D 696
Burning Rate	in/min	No burn when flame removed	D 635
Flame Spread Index	--	25	E 84
Heat Deflection Temp 264 psi	°F	150	D 648
Oil Canning (@140°F)	°F	Passed	D 648

2.3 SIMULATED WOOD TRIM

- A. PVC Trimboard: AZEK® Trimboard with Sealed Edge, designed with a natural appearance to compliment fiber cement and natural cedar.

1. Size:

a. Nominal Width:

- 1) 2 inches
- 2) 4 inches
- 3) 5 inches
- 4) 6 inches
- 5) 8 inches
- 6) 10 inches
- 7) 12 inches
- 8) 16 inches

b. Nominal Thickness:

- 1) 5/8 inch (5/8 inch actual size)
- 2) 1 inch (3/4 inch actual size)
- 3) 5/4 inch (1 inch actual size)
- 4) 6/4 inch (1-1/4 inch actual size)
- 5) 8/4 inch (1-1/2 inch actual size)

c. Length:

- 1) 12 feet
- 2) 18 feet

2. Finish:

- a. Traditional/Smooth finish
- b. Reversible with Traditional (Smooth)/Frontier (Woodgrain) finish

- B. Sheet Board: AZEK® Traditional (Smooth)/Frontier (Woodgrain) finish Sheet. For use as sheet materials or to create columns and gingerbread millwork.

1. Size:

a. Width/Length:

- 1) 4 foot by 8 foot
- 2) 4 foot by 10 foot
- 3) 4 foot by 12 foot
- 4) 4 foot by 18 foot
- 5) 4 foot by 20 foot

b. Thickness:

- 1) 3/8 inch
- 2) 1/2 inch
- 3) 5/8 inch

- 4) 3/4 inch
 - 5) 1 inch
 - 6) 1-1/4 inch
 - 7) 1-1/2 inch
 - 2. Finish:
 - a. Smooth/Traditional finish
 - b. Reversible with Traditional (Smooth)/Frontier (Woodgrain) finish
- C. PVC Cornerboard: AZEK® Corners: Folded, 90-degree, one-piece assembly produced with a Traditional or Frontier appearance to compliment fiber cement and natural cedar.
 - 1. Size:
 - a. Nominal Corner Size:
 - 1) 4 inches
 - 2) 6 inches
 - 3) 8 inches
 - b. Nominal Thickness:
 - 1) 5/4 inch (1 inch actual size)
 - c. Length:
 - 1) 10 feet
 - 2) 20 feet
 - 2. Finish:
 - a. Traditional (Smooth)
 - b. Frontier (Woodgrain)
- D. PVC Bead Board: AZEK® Beadboard: Tongue-and-Groove and Beaded Sheets.
 - 1. Size:
 - a. Thickness/Width/Length:
 - 1) Regular 5/8 inch by 4 Inches (Actual size 5/8 inch by 3-1/2 inches). Length 18 feet.
 - 2) Regular 1/2 inch by 6 inches (Actual size 1/2 inch by 5-1/2 inches). Length 18 feet.
 - 3) Regular 1 inch by 6 inches (Actual 3/4 inch by 5 1/2 inch). Length 18 feet.
 - 4) Sheet 1/2 inch by 4 feet (Actual size 1/2 inch by 48-1/8 inches) Length 8 feet.
 - 5) 1/2 inch by 4 Inches (Actual size 1/2 inch by 3-1/2 inches). Length 18 feet.
 - 6) 1/2 inch by 6 inches (Actual size 1/2 inch by 5-1/2 inches). Length 18 feet.
 - 7) 1 inch by 6 inch (Actual size 3/4 inch by 5 1/2 inches). Length 18 feet.
 - 8) WP4 T & G board 3/4 inch by 5-7/16 inch. Length 18 feet.
 - 9) Shiplap 1 inch by 6 inches (Actual size 3/4" by 5 1/2"). Length 18'
 - 10) Shiplap 1 inch by 8 inches (Actual size 3/4" by 7 1/4"). Length 18'
 - 2. Finish:
 - a. Traditional/Smooth finish.
- E. Mouldings: AZEK® Mouldings designed to complement exterior trim.
 - 1. Crowns:
 - a. 3 inches.
 - b. 4 Inches.
 - c. 5 inches.
 - d. 6 inches.
 - e. 8 inches.
 - f. Bed Mould.
 - g. Rams Crown.
 - h. Solid Crown.
 - i. Imperial Rake Crown.
 - j. Crosshead Pediment.
 - 2. Casings:
 - a. Base Cap.
 - b. Brick Mould.
 - c. Back Band.
 - d. Rake Moulding.

- e. Adams Casing.
 - f. Crosshead Pediment.
 - g. Fluted/Reeded Casing.
- 3. Cove:
 - a. Quarter Round.
 - b. Bed Moulding.
 - c. Baluster Moulding.
 - d. Scotia Cove.
 - e. Cove Moulding
- 4. Sill:
 - a. Sill.
 - b. Sill Nose.
 - c. Heavy Sill.
 - d. Sub Sill Nose.
 - e. Historic Sill.
 - f. Large Historic Sill.
 - g. Window Sill Nose
- 5. Specialty:
 - a. Drip Cap.
 - b. Shingle Mould.
 - c. Garage Door Thermostop.
 - d. Water Table.
 - e. Beaded Cap.
 - f. Panel Mould.
 - g. Wainscot Cap.
- 6. J-Channel Series.
 - 1) J-Brick
 - 2) 4" J-Casing
 - 3) 6" J-Casing
 - 4) 4" QuickCorner
 - 5) 6" QuickCorner
- 7. Length:
 - a. 12 feet.
 - b. 16 feet.
 - c. 18 feet.
- 8. Finish:
 - a. Smooth finish.

2.4 SIMULATED WOOD TRIM

- A. PVC Trimboard: AZEK® Rabbeted Trimboard, designed with 3/4 inch pocket to accommodate any siding product including fiber cement, cedar, hardboard and vinyl.
 - 1. Size:
 - a. Nominal Width:
 - 1) 4 inches
 - 2) 6 inches
 - 3) 8 inches
 - b. Nominal Thickness:
 - 1) 5/4 inch (1 inch actual size)
 - c. Length:
 - 1) 18 feet
 - 2. Finish:
 - a. Traditional/Smooth finish
 - b. Frontier (Woodgrain) finish
- B.
- C. PVC Cornerboard: AZEK® Rabbeted Corners. Folded 90 degree one piece corner assembly designed with 3/4 inch pocket to accommodate any siding product including fiber cement, cedar, hardboard and vinyl.
 - 1. Size:
 - a. Nominal Corner Width:

- 1) 4 inches
 - 2) 6 inches
 - b. Nominal Thickness:
 - 1) 5/4 inch (1 inch actual size).
 - c. Length:
 - 1) 10 feet.
 - 2) 20 feet.
- D. PVC Skirtboard: AZEK® 1-Piece Skirtboard. Precut trim providing grade clearance and starter strip for fiber cement sidings as well as composite sidings.
 - 1. Size:
 - a. Nominal Width:
 - 1) 5/4 inch x 4 inches
 - 2) 5/4 inch by 6 inches
 - 3) 5/4 inch by 8 inches
 - 4) 1 inch by 4 inches
 - 5) 1 inch by 6 inches
 - 6) 1 inch by 8 inches
 - 7) 1 inch by 10 inches
 - b. Length:
 - 1) 18 feet.
 - 2. Finish:
 - a. Traditional/Smooth finish.
 - b. Frontier/Woodgrain finish.
- E. PVC Skirtboard: AZEK® Universal Skirt Board, A two-piece reversible trimboard with integrated z-flashing and starter.
 - 1. Size:
 - a. Nominal Width:
 - 1) 5/4 inch by 6 inches
 - 2) 5/4 inch by 8 inches
 - 3) 5/4 inch by 10 inches
 - b. Length:
 - 1) 18 feet.
 - 2. Finish:
 - a. Traditional/Smooth finish.
 - b. Frontier/Woodgrain finish.
- F. PVC Bandboard/Skirtboard: AZEK® Integrated Drip Edge, A two-piece reversible trimboard with integrated z-flashing.
 - 1. Size:
 - a. Nominal Width:
 - 1) 5/4 inch by 6 inches
 - 2) 5/4 inch by 8 inches
 - 3) 5/4 inch by 10 inches
 - b. Length:
 - 1) 18 feet.
 - 2. Finish:
 - a. Traditional/Smooth finish.
 - b. Frontier/Woodgrain finish.
- G.
- H. PVC Columnwrap: AZEK® one-piece column wraps.
 - 1. Size:
 - a. Nominal Width:
 - 1) 4 inches by 4 inches (inside dimensions 3-3/4 inches)
 - 2) 6 inches by 6 inches (inside dimensions 5-3/4 inches)
 - 3) 8 inches by 8 inches (inside dimensions 7-1/2 inches)
 - b. Length:

- 1) 8 feet 6 inches
 - 2) 10 feet
 - c. Thickness:
 - 1) 1/2 inch
- 2. Finish:
 - a. Traditional/Smooth finish.

2.5 SIMULATED WOOD TRIM

- A. Paintable PVC Trimboard: AZEK® PaintPro® Trimboard, designed with a natural appearance to compliment fiber cement, engineered wood, natural cedar and is engineered to be painted.

- 9. Size:
 - a. Nominal Width:
 - 1) 4 inches
 - 2) 6 inches
 - 3) 8 inches
 - 4) 10 inches
 - 5) 12 inches
 - 6) 4 feet
 - b. Nominal Thickness:
 - 1) 1 inch (3/4 inch actual size)
 - 2) 5/4 inch (1 inch actual size)
 - c. Length:
 - 1) 16 feet
 - 2) 8 feet
 - 3) 10 feet
- 10. Finish:
 - a. Reversible with Traditional (Smooth)/Frontier (Woodgrain) finish
 - b. Painting
 - 1) Must be painted within 180 days of UV exposure
 - 2) For lighter colors with a Light Reflective Value (LRV) 55 or greater: paint must be 100% acrylic latex.
 - 3) For darker colors with an LRV less than 55: Paint must be vinyl-safe from a vinyl-safe color palette.
 - 4) For custom color, use a coating with solar reflective pigments

2.6 ACCESSORY PRODUCTS

- A. Fasteners:
 - 1. AZEK® Cortex for Trim
 - 2. Use fasteners design for wood trim and wood siding (thinner shank, blunt point, full round head) with AZEK®.
 - 3. Use a highly durable fastener such as stainless steel or hot-dipped galvanized.
 - 4. Staples, small brads and wire nails must not be used as fastening members.
 - 5. The fasteners should be long enough to penetrate the solid wood substrate a minimum of 1 1/2".
 - 6. Standard nail guns work well with AZEK® trim products.
 - 7. Use 2 fasteners per every framing member for trimboard applications. Trimboards 12" or wider, as well as sheets, will require additional fasteners.
 - 8. Fasteners must be installed no more than 2" from the end of each board.
 - 9. AZEK® should be fastened into a flat, solid substrate. Fastening AZEK® into hollow or uneven areas must be avoided.
 - 10. Pre-drilling is typically not required unless a large fastener is used or product is installed in low temperatures.
 - 11. 3/8" and 1/2" sheet product is not intended to be ripped into trim pieces. These profiles must be glued to a substrate and mechanically fastened.

B. Adhesives:

1. Glue all AZEK® to AZEK® joints such as window surrounds, long fascia runs, etc. with AZEK® Adhesive, a cellular pvc cement, to prevent joint separation.
2. The glue joint should be secured with a fastener and/or fastened on each side of the joint to allow adequate bonding time.
3. AZEK® Adhesive has a working time of 10 minutes and will be fully cured in 24 hours.
4. If standard pvc cements are used, keep in mind these products typically cure quickly which will result in limited working time and may reduce adhesive strength.
5. Surfaces to be glued should be smooth, clean and in complete contact with each other.
6. To bond AZEK® to other substrates, various adhesives may be used. Consult adhesive manufacturer to determine suitability.

C. Sealants:

1. Use urethane, polyurethane or acrylic based sealants without silicone.

2.7 FINISHES

A. AZEK products do not require paint for protection but may be painted to achieve a custom color.

B. Preparation:

1. No special surface preparations are required prior to painting - sanding is not necessary for paint adhesion.
2. Surface must be clean and dry.
3. Use a 100% acrylic latex paint with a Light Reflective Value (LRV) of 55 or higher.
4. Follow the paint manufacturer's recommendations to apply.

PART III EXECUTION

3.01 INSTALLATION

A. Manufacturer instructions:

1. Comply with manufacturer's product catalog installation instructions and product technical bulletin instructions.

B. Cutting:

1. AZEK® products can be cut using the same tools used to cut lumber.
2. Carbide tipped blades designed to cut wood work well. Avoid fine tooth metal cutting blades.
3. Rough edges from cutting may be caused by excessive friction, poor board support, or worn or improper tooling.

C. Cutting:

1. AZEK® products can be drilled using the same tools used to drill lumber.
2. Drilling AZEK® products is similar to drilling a hardwood. Care should be taken to avoid frictional heat build-up.
3. Use standard woodworking drills. Do not use drills made for normal rigid pvc.
4. Periodic removal of AZEK® shavings from the drill hole may be necessary.

D. Milling:

1. AZEK® products can be milled using standard milling machines used to mill lumber.
2. Relief Angle 20° to 30°
3. Cutting speed to be optimized with the number of knives and feed rate.

E. Routing:

1. AZEK® products can be routed using standard router bits and the same tools used to rout lumber.
 2. Carbide tipped router bits are recommended.
- F. Edge Finishing:
1. Edges can be finished by sanding, grinding or filing with traditional woodworking tools.
- G. Nail Location:
1. Use 2 fasteners per every framing member for trimboard applications.
 2. Trimboards over 12" or wider, as well as sheets, will require additional fasteners.
 3. Fasteners must be installed no more than 2" from the end of each board.
- H. Thermal Expansion and Contraction:
1. AZEK® products expand and contract with changes in temperature.
 2. Properly fastening AZEK® material along its entire length will minimize expansion and contraction.
 3. When properly fastened, allow 1/8" per 18 foot of AZEK® product for expansion and contraction.
 4. Joints between pieces of AZEK® should be glued to eliminate joint separation. When gaps are glued on a long run of AZEK®, allow expansion and contraction at ends of the run.

END OF SECTION



Timberline[®] NS
Natural Shadow[®] Lifetime Shingles



Excellent performance and a natural shadow effect

Timberline[®] NS shingles deliver the rugged, dependable performance only a Timberline[®] roof can offer while creating a subtle, upscale aesthetic.



Timberline® NS Shingles

Benefits:

- **Great value** — Architecturally stylish and affordable
- **Attractive appearance** — Features a classic shadow effect. Lends any home a subtle, even-toned look with the warmth of wood in an asphalt shingle.
- **Highest fire rating** — Class A fire rating from Underwriters Laboratories
- **10-year StainGuard® Algae Protection Limited Warranty** against blue-green algae discoloration¹
- **DuraGrip™ Adhesive Seals shingles** tightly to help reduce the risk of shingle blow-offs. Eligible for up to a 130 mph limited wind warranty.³
- **Peace of mind** — Lifetime[†] Limited Warranty against manufacturing defects with Smart Choice® Protection period (non-prorated material and installation labor coverage) for the first ten years
- **A roof system** — Use TimberTex® premium ridge cap shingles, Master Flow™ vents and pipe boots, StormGuard® or WeatherWatch® leak barriers, and other premium GAF accessories found at gaf.com

Regionally Available Colors:



Product details:

Product/System Specifics

- Fiberglass asphalt construction
- **Dimensions (approx.):** 13 1/4" x 39 3/8" (337 x 1,000 mm)
- **Exposure:** 5 5/8" (143 mm)
- **Bundles/Square:** 3
- **Pieces/Square:** 64
- **StainGuard® Algae Protection¹** Limited Warranty
- **Hip/Ridge:** TimberTex®; TimberCrest®; Seal-A-Ridge®; Z®Ridge; Ridglass®
- **Starter:** Pro-Start®; QuickStart®; WeatherBlocker™

Applicable Standards & Protocols:

- UL Listed to ANSI/UL 790 Class A
- Florida Building Code Approved
- ICC-ES Evaluation Reports ESR-1475 and ESR-3267
- Meets the requirements of the Texas Department of Insurance.
- Classified by UL in accordance with ICC-ES AC438
- ASTM D3161, Class F
- ASTM D7158, Class H
- ASTM D3462²
- Miami-Dade County Product Control Approved

[†] Lifetime refers to the length of warranty coverage provided and means as long as the original individual owner(s) of a single-family detached residence (or eligible second owner(s)) owns the property where the qualifying GAF products are installed. For other owners/structures, Lifetime coverage is not applicable. Lifetime coverage on shingles requires the use of GAF Lifetime Shingles only. See the *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions. Visit gaf.com/LRS for qualifying GAF products.

¹ 10-year StainGuard™ Algae Protection Limited Warranty against blue-green algae discoloration is available only on products sold in packages bearing the StainGuard™ logo. See *GAF Shingle & Accessory Limited Warranty* for complete coverage and restrictions.

² Periodically tested by independent and internal labs to ensure compliance with ASTM D3462 at time of manufacture.

³ 15-year 130 mph wind warranty requires special installation with 6 nails per shingle and GAF Starter Strip Products installed at the eaves and rakes. With standard installation wind warranty is 110 mph.

Note: It is difficult to reproduce the color clarity and actual color blends of these products. Before selecting your color, please ask to see several full-size shingles.



We protect what matters most™



**Wood roofing
to be replaced**

**Siding to be
replaced**

**Wood trims
to be replaced**



**Wood roofing
to be replaced**

**Trim & Siding
to be replaced**





Select your texture



V-Groove



Shiplap



Square Channel



Lap


Select your color collection

Primed for
Paint

Primed for Paint offers unlimited color opportunities for your home's exterior. Primed and ready for field painting, it's a durable, high-performance canvas for your vision.

Primed

Add sample to cart
| Free



Visualize with Hardie™ Designer,
powered by Hover®

→



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: August 26, 2025
4C: SGN2025-013 201 Union St	

Attachments: a. SGN2025-013 201 Union St (Signage)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to determine whether the proposed signage complies with ARB Guidelines for a signage application for a business at 201 Union Street.

As staff have not been able to definitively conclude whether the proposed signage complies with the Guidelines, this matter has been elevated to the ARB for a determination.

Background:

On November 1, 2016, the Town Council adopted a revised sign ordinance that required signage be reviewed by the Town's Zoning Administrator or designee. As a result, the ARB does not review signage requests; however, the ARB still provides guidance on color, location, size, and material of signage within the historic district through the Board's Guidelines. The Guidelines are to be referenced by all sign applicants and all applications will be reviewed for compliance with the guidelines and Section 157.335 of the Town Code.

Relevant Sections of the Town Code: The proposed work is covered under Town Code Sections 157-320 and 157-321.

Staff Recommendation: Make a determination based on the proposed work's compliance with the ARB Guidelines.

Any denial of an application must include the reason for denial and a reference to the relevant ARB guideline(s).

Proposed/Suggested Motion:

"I move to approve SGN2025-013 201 Union St (Signage) as is."

OR

"I move to not approve SGN2025-013 201 Union St (Signage) for the following reason:
_____."

OR

Other action the Architectural Review Board deems appropriate.



TOWN OF OCCOQUAN

(703) 491-1918 | signpermits@occoquanva.gov
Town Hall, 314 Mill Street, M-F, 9 a.m. – 4 p.m.

Permit No.
SGN2025-013

PERMIT APPLICATION FOR PERMANENT SIGNAGE

Per Town Code Section §157.302(b)(2) signage requiring a permit is reviewed and approved by the Town Zoning Administrator or designee. All signage requires a permit prior to display or erection except as provided in Section §157-302 of the Town Code. Please refer to the Occoquan Town Code, Chapter 157, Section .300 - .321, Signs, and the Quick Signage Guide for more information on signage. Both documents are available at www.occoquanva.gov/business/sign-permits.

APPLICATION INSTRUCTIONS

IF YOU ARE REPAIRING OR REPLACING AN EXISTING SIGN WITH LIKE MATERIALS AND COLORS AND IN THE SAME LOCATION, A NEW PERMIT IS NOT REQUIRED.

IF YOU ARE YOU ARE INSTALLING A SIGN MADE OF A NON-DURABLE MATERIAL OR FOR A LIMITED AMOUNT OF TIME, PLEASE FILL OUT A TEMPORARY SIGN PERMIT APPLICATION. A TEMPORARY SIGN PERMIT IS REQUIRED.

Colors: Within the Historic District, **colors should comply with the ARB Design Guidelines.** A suggested color palette is available in the guidelines and on the Town website.

Materials: All permanent signs shall be constructed of materials able to withstand all types of weather conditions. Furthermore, all signs shall be permanently attached to sturdy, solid sign holders/structures.

Right-of-Way: All commercial signs and flags shall be installed and/or flown at a minimum ground clearance of seven feet and shall not interfere in any way with pedestrian traffic.

PLEASE REFER TO SECTIONS 157-320 AND 157-321 FOR SPECIFIC INFORMATION ON ALLOWABLE SIGNAGE SIZES AND LOCATIONS PER ZONING DISTRICT.

PLEASE COMPLETE THE APPLICATION ON THE FOLLOWING PAGES and submit with payment to Town Hall, 314 Mill Street, Occoquan, VA 22125, Monday – Friday, 9 am – 4 pm. Email submissions to signpermits@occoquanva.gov.

Application Fees (independent of number of signs per application):

- \$50 + CRC for an aggregate sign area of 1-16 square feet
- \$75 + CRC for an aggregate sign area of 17-30 square feet
- \$100 + CRC for an aggregate sign area of greater than 30 square feet

See the Occoquan Fee Schedule for further information on application fees and contractor review charges, available at www.occoquanva.gov/government/zoning-land-development-and-building/.

APPLICATION CHECKLIST - REQUIRED

Ensure that the following items are included in the application form or attached as a separate item.

- ☒ Image of Proposed Signage (in color) *E-mailed photo's of location & sign*
☒ Schematic of Sign Location (at minimum a photo of location to be placed)
☒ Color/Paint Sample(s) - Physical or Digital Copies
☒ Material Sample(s) - Physical or Digital Copies
☒ Other: *E-mailed the picture to Matt same sign as before that was rejected because of the clips clips are removed*

SECTION 1: Applicant Information

Applicant Name:

Mike Jamn

Business Name:

Riverside Coffee DBA BABANNA

Applicant Business Address:

201 Union Street

Applicant Type:

- ☐ Property Owner
☒ Tenant
☐ Corporation
☐ Partnership
☐ Sole Proprietorship

Use Type:

- ☒ Commercial
☐ Residential
☐ Other: _____

SECTION 2: Sign Descriptions**Sign #1**

Materials:

Wood w/Metal Frame

Font Style:

Sans F

Background Color:

Mauve Pink

Sign Dimensions (in or ft):

36" (h)*48"* (l)

_____ (w)

Secondary Color(s):

Green Matte

SQFT: Actual size
2 ft by 2.5 ft; 5 sqft;
complies with Code

(Actual color name(s), paint chip(s), and/or color numbers are required)

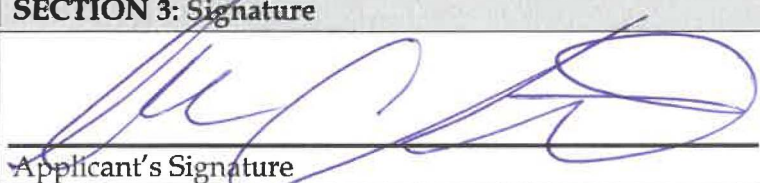
Location/Placement Description:

*Sign is in same location
Above stairs Facing Union
Street*

Please mark all that apply:

- ☐ One-Sided Sign
☒ Two-Sided Sign
☐ Waterfront Sign

(A photo depicting sign placement location is required.)		<input type="checkbox"/> Marquee Sign <input type="checkbox"/> Lit Sign (sign must not be internally lit)
A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.		
Sign #2		
Materials:	Font Style:	
Background Color:	Sign Dimensions (in or ft):	
Secondary Color(s):	_____ (h)	
(Actual color name(s), paint chip(s), and/or color numbers are required)	_____ (l)	
	_____ (w)	
Location/Placement Description:	Please mark all that apply:	
(A photo depicting sign placement location is required.)	<input type="checkbox"/> One-Sided Sign <input type="checkbox"/> Two-Sided Sign <input type="checkbox"/> Waterfront Sign <input type="checkbox"/> Marquee Sign <input type="checkbox"/> Lit Sign (sign must not be internally lit)	
A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.		
Sign #3		
Materials:	Font Style:	
Background Color:	Sign Dimensions (in or ft):	
Secondary Color(s):	_____ (h)	
(Actual color name(s), paint chip(s), and/or color numbers are required)	_____ (l)	
	_____ (w)	
Location/Placement Description:	Please mark all that apply:	
(A photo depicting sign placement location is required.)	<input type="checkbox"/> One-Sided Sign <input type="checkbox"/> Two-Sided Sign <input type="checkbox"/> Waterfront Sign <input type="checkbox"/> Marquee Sign <input type="checkbox"/> Lit Sign (sign must not be internally lit)	
A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.		
Sign #4		
Materials:	Font Style:	

Background Color: Secondary Color(s): <i>(Actual color name(s), paint chip(s), and/or color numbers are required)</i>	Sign Dimensions (in or ft): _____ (h) _____ (l) _____ (w)
Location/Placement Description: <i>(A photo depicting sign placement location is required.)</i>	Please mark all that apply: <input type="checkbox"/> One-Sided Sign <input type="checkbox"/> Two-Sided Sign <input type="checkbox"/> Waterfront Sign <input type="checkbox"/> Marquee Sign <input type="checkbox"/> Lit Sign <i>(sign must not be internally lit)</i>
A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.	
SECTION 3: Signature	
 Applicant's Signature	Date Submitted: 7/28/24

FOR TOWN USE ONLY			
Square Footage: 5 sqft	Amount Collected: N/A	Payment Method (Check/Receipt No.): N/A - resubmission	Submission Date: 8/1/25
Status:		Reasons:	
Conditions:			
Signature:			
_____ Zoning Administrator/Designee		_____ Date	

SIGN LOCATION AND DESIGN





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: August 26, 2025
4D: ARB2025-008 Application 305 Union Street	

Attachments: a. ARB2025-008 Application 305 Union Street (Windows)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for replacing the windows with new windows.

Relevant Sections of ARB Guidelines: The proposed work is covered under Section 24 of the ARB Guidelines, which reads as follows:

24. Windows

The placement and proportions of windows and doors are of paramount importance in achieving a historic reproduction. Most glass manufacturers 125 years ago did not have the capability to create large sheets of glass. That's why old window sashes are comprised of a collection of smaller pieces of glass separated and held in place by muntin bars.

Traditional windows have depth and a windowsill, as well as true divided lights or interior and exterior fixed muntin with internal spacers to reference traditional designs. No mirrored or tinted glass.

The architecture style of Craftsman homes and Victorian homes often used colors for muntin and sashes. That is encouraged using the earth tone colors.

In new construction simulated true divided light windows in the appropriate style and color (earth tones) must be used.

Storm windows must not be used unless the design allows the original window to show through.

18th Century Small panes; six over six window lights and up

1775-1800 arched at top, shutters

Proportions – one-half the width of the height

Placement – Lined up one above the other and over doorways Headers – Wood, solid beam; stone; brick; jack arches or segmented arches; lighter brick often used around windows

19th Century Windows in the early 19th Century were usually six over six. The emergence of styles such as neo-Gothic, Italianate and Queen Anne led the use of two over two, one over one, and in Queen Anne a multiplicity of combinations. By the end of the 19th Century, two over two dominated and this is the pattern most often seen in 19th Century houses in Occoquan

Proportions – Usually, one-half width of height

Headers – Elaborate, eyebrow, segmented and jack arches

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB Guidelines.

Any denial of an application for a Certificate of Appropriateness must include the reason for denial and a reference to the relevant ARB guideline(s).

Proposed/Suggested Motion:

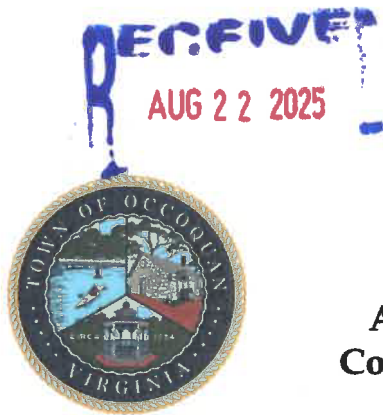
"I move to approve ARB2025-008 Application 305 Union Street (Windows) as is."

OR

"I move to not approve ARB2025-008 Application 305 Union Street (Windows) 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

<u>Theodore Daubresse</u> Applicant Name	<u>Theodore Daubresse</u> Owner Name
<u>Business Name (if Applicable)</u> <u>305 Union St</u>	<u>305 Union St</u> <u>Occoquan VA 22125</u> Address (No., City, Address, Zip) + PO Box
<u>Address (No., City, Address, Zip) + PO Box</u> <u>[Redacted]</u>	<u>[Redacted]</u>
<u>Phone Number</u> <u>[Redacted]</u>	<u>Phone Number</u> <input type="checkbox"/> Same as Applicant Information

Section II: Property Information

<u>Project Address: 305 Union St</u>	<u>Structure Style: Single Family Detached</u>
<u>Type of Use (Select One):</u> <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	<u>Exterior Elevation Type (Select all that apply):</u> <input checked="" type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
<u>Brief Description of Project:</u> <u>Replacing old/damaged windows with vinyl windows.</u>	
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.	
<u>Theodore Daubresse</u> Applicant Signature	<u>8/22/25</u> Date Submitted

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: Endure ProVia Vinyl Windows

☐ 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

ARB APPLICATION NO.:

ARB2025-008

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: **305 Union St**

ARB Application No.: **ARB2025-008**

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/ReplacementExisting Material, Color and Pattern: Glass windows with blue trimProposed Material: Endure Vinyl ProVia Grid Profile: _____Grid Color: White Shutter Color: _____ Trim Color: _____

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

☐ Sample Included (Type): _____☒ Spec Sheet Included ☒ Photo Included**6. Doors** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Style: _____ ☐ Window (Style): _____

Door Color: _____ Trim Color: _____ Window Color: _____

Location(s) (identify location of doors and types - provide exhibit): _____

☐ Sample Included (Type): _____☐ Spec Sheet Included ☐ Photo Included**7. Roofs and Gutters** ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Roof Material: _____ Roof Pitch _____

Proposed Roof Color and Style: _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

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

Existing Material, Color and Pattern: _____

Proposed Material: _____ Existing Pitch _____ New Pitch _____

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

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

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

☐ New ☐ Repair/Replacement Proposed Structure Type: _____

Existing Material, Color and Design: _____ Type: _____

Proposed Material: _____ Color/Stain: _____

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

Mortar Color: _____ Joint Pattern: _____

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

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

10. Other Exterior Improvements ☐ New ☐ Repair/Replacement

Existing Material, Color and Design: _____ Type: _____

Existing Material, Color and Design: _____ Type: _____

Lighting

Light Fixtures: Color _____ 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

Thomas Dawber 8/22/25
Applicant Signature Date

TOWN STAFF ONLY

Notes:



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: August 26, 2025
5B: Deputy Town Manager's Report	

Attachments: a. July and August Sign and COA Violation Report

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.

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OCV-2024-008	Signage	201 Union Street	4/16/2024	Permanent sign without a permit	ARB
OCV-2024-019	Signage	308 Poplar Alley, Unit B	12/19/2024	One unpermitted permanent sign; one unpermitted temporary sign; multiple off-premise signs observed; prohibited a-frame signs	RESOLVED
OCV-2025-006	Signage	125 Mill Street	6/24/2025	Two A-frame signs not in compliance with Town Code	RESOLVED
OCV-2025-007	Signage	125 Mill Street, Suite 4	6/26/2025	Unpermitted temporary sign; does not meet definition of A-frame	RESOLVED
OCV-2025-008	Signage	125 Mill St	6/26/2025	Two temporary signs w/o permits; two temp signs that do not meet definition of A-frame	Notice Sent
OCV-2025-010	Signage	301 Mill Street	6/27/2025	Second a-frame without a permit; temporary sign without a permit; potential lighting issue	RESOLVED
OCV-2025-011	Signage	202 Union St	6/27/2025	Unpermitted temporary signs; does not meet definition of A-frame	Notice Sent
OCV-2025-012	Signage	305 Mill St, Suites 3-4	6/27/2025	Second A-frame sign w/o permit	Notice Sent
OCV-2025-013	Signage	304 Mill St, Unit 102	6/27/2025	Second A-frame sign w/o permit	RESOLVED
OCV-2025-014	Signage	305 Mill St, #A7	6/27/2025	sign not mounted on wall or bracket; two unpermitted permanent signs	RESOLVED
OCV-2025-015	Signage	305 Mill St, Unit A-2	7/28/2025	Second A-frame sign w/o permit	Notice Sent
OCV-2025-026	Signage	310 Mill Street	8/7/2025	neon sign; two temporary banners without a permit	Email Sent
OCV-2025-027	Signage	313 Mill Street	8/7/2025	neon sign; window signs covering over 25% of door window area	Email Sent
OCV-2025-028	Signage	309 Mill St	8/7/2025	sign still installed for closed business	Email Sent
OCV-2025-030	Signage	310 Mill Street, Unit C	8/7/2025	window signs covering over 25% of door window area	Email Sent
OCV-2025-031	Signage	310 Mill Street	8/7/2025	window signs covering over 25% of door window area	Email Sent