



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

December 16, 2025 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes** pg. 2
 - a. October 28, 2025 Meeting Minutes
4. **Election of Officers** pg. 5
 - a. Nominations and the elections of Officers for the Calendar Year 2026
 - Chairperson
 - Vice-Chairperson
 - Secretary
5. **Exterior Elevation Applications**
 - a. ARB2025-011 413 Mill Street (New Door) pg. 6
 - b. ARB2025-012 402 McKenzie Drive (Siding Color and Asphalt Driveway) pg.18
 - c. ARB2025-013 209 Washington Street (New Door, Awnings, & Rack) pg. 27
6. **Reports**
 - a. Town Council Report
 - b. Sign and COA Violation Report pg. 38
 - c. Planning Commission Report
7. **Work Sessions** pg. 40
 - a. A-frames and Alternatives to A-frames
8. **Adjournment**



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Approval of Minutes	Meeting Date: December 16, 2025
3A: Request to Approve October 28, 2025 Minutes	

Attachments: a. October 28, 2025 Minutes

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

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

Proposed/Suggested Motion:

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

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

October 28, 2025

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

1. Call to Order – Chairwoman Brenda Seefeldt called the meeting to order at 7:37 p.m.
2. Citizens' Comments – None
3. Approval of Minutes – Lisa Terry motioned to approve the Meeting Minutes of September 23, 2025; Mary Craig seconded. The motion was approved 8-0; Chairwoman Brenda Seefeldt abstained.
4. Exterior Elevation Applications
 - a. ARB2025-010 Application 390 Myrtle Place (Hardie Plank Lap Siding and Retaining Wall) Applicant William Jones requests approval to remove and replace vinyl siding and a portion of a retaining wall at his residence. Michelle White moved to approve the Exterior Elevation Application ARB2025-010. Jordan Sanders seconded. The motion was approved unanimously.
 - b. ARB2025-009 Application 413 Mill Street (Sign) The Mill House Museum, represented by the Occoquan Historical Society, requests approval to mount a sign on the SW corner of the building. The sign will not interfere with the existing historical marker. The Occoquan Historical Society sign will be relocated near the doorway.
5. Reports
 - a. Town Council Report—Theo Daubresse, representing the Town Council, stated that the Planning Commission brought forward their re-evaluation

of the A-frame chalkboard signs, and whether one or two should be permitted. In addition to the current “on-site” A-frame chalkboard sign, the Town Council approved the option for an “off-site” A-frame chalkboard sign.

- b. Town Manager’s Report – Adam Linn provided the ARB with the September – October 2025 Sign and COA Violation Report.
- c. Planning Commission Report – Darryl Hawkins reported on the work of the Commission, which has most recently focused on attention to citizen comments.
- d. Chair Report—Chairwoman Brenda Seefeldt read a statement into the record. A copy of the statement is on file with the official meeting minutes.

6. Discussion Items

- a. Jordan Sanders moved to workshop A-frames and alternatives, with a work session for the December 9, 2025, ARB meeting. Darryl Hawkins seconded the motion. The motion passed unanimously.

7. Adjournment – 8:03 pm



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Election of Officers	Meeting Date: December 16, 2025
4A: Nominations and the Election of Officers for Calendar Year 2026	

Attachments: a. None

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This item is for the nomination and election of officers for the Architectural Review Board, for the calendar year 2026 pursuant to § 33.48 of the Town Code.

Each year, at the January meeting, the ARB must select a chairperson, vice-chairperson, and secretary, who serve for a 12-month terms of office. Officers may be re-elected.

The slate of officers for 2025 is:

Chairperson – None
Vice Chairperson – Darryl Hawkins
Secretary – Rick Fitzgerald

Proposed/Suggested Motion:

“I would like to nominate: [NAME] for [OFFICE].”

Or

“I would like to propose the following slate of officers for the Architectural Review Board:

Chairperson: _____
Vice Chairperson: _____
Secretary: _____”

Follow nomination and roll call process as outlined in Chair’s agenda.

OR

Other action the ARB deems appropriate.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Exterior Elevation Applications	Meeting Date: December 16, 2025
5A: ARB2025-011 Application 413 Mill Street	

Attachments: a. ARB2025-009 Application 413 Mill Street (New Door)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for removing and replacing a door.

Relevant Sections of ARB Guidelines: The proposed work is covered under Section 7 of the ARB Guidelines, which reads as follows:

7. Doorways

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors must allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18th Century

Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door

1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch

19th Century

Wide variety of elaborate doorways

*Stained glass
in doors*

*Double doors
Columns*

On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Paneled or glazed paneled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

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 ARB2025-011 Application 413 Mill Street (New Door) as is."

OR

"I move to not approve ARB2025-011 Application 413 Mill Street (New 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

Bob Love

Applicant Name

Occoquan Historical Society

Business Name (if Applicable)

PO Box 65, Occoquan, VA 22125

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

Email

Phone Number

Town of Occoquan

Owner Name

PO Box 195, Occoquan VA 22125

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

townmanager@occoquanva.gov

Email

7034911918

Phone Number

☐ Same as Applicant Information

Section II: Property Information

Project Address: **413 Mill Street**

Structure Style: **Stone**

Type of Use (Select One):

☐ Residential ☐ Commercial ☐ Mixed-Use

☒ Other: **Museum & Visitor Center**

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: **Replace the current era decrepit door with a custom built historic door circa 18th century.**

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

18 November 2025

Date Submitted

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List: See Attachment C	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List: See Attachment B & C
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List: See Attachment B	<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): Attachment D has samples of historic doors of the 18th Century.	
Note to Applicants: Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under § 157.179 of the Town Code regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board: _____	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied <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	
Application Fee: <u>N/A</u> Date Paid: <u>N/A</u> Rcpt No./Check No.: _____	ARB APPLICATION NO.: <u>ARB2025-011</u>
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: 413 Mill Street

ARB Application No.: ARB2025-011

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): **See attachment C** _____

☐ 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: Wood, hollow, painted white (See attachment A)

Proposed Material: **Minwax Oil Based Stain** Style: **Exterior** ☐ Window (Style): _____Door Color: **Aged Oak** Trim Color: **N/A** Window Color: **N/A**Location(s) (identify location of doors and types – provide exhibit): **Front Door, See Attachment A & E**☒ Sample Included (Type): **See attachment C**☒ 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



Applicant Signature

18 November 2025

Date

TOWN STAFF ONLY

Notes:

Attachment A
Mill House Museum Current Door



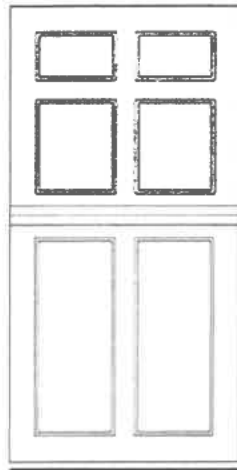
Attachment B
Mill House Museum Replacement Door Materials

Six panel exterior door

Dimensions: 70 ¼" (H) 35 ½" (W) 1 ¾" (Depth)

- Door, White Oak, Kiln dried, quartersawn 8/4 rough
- Six (6) board feet White Oak 5/4 for panels
- Two (2) Stiles 5 ½" x 1 ¾" x 70 ¼" milled from blank
- Two (2) Top/bottom rails 8 ½" x 1 ¾" x 24 ½" milled from blank
- Three (3) middle rails 6 ½" x 1 ¾" x 24 ½" milled from blank
- Six (6) floating panels 5/8" thick, 3/8" field rise milled from 5/4"
- Eighteen (18) 3/8" x 2" oak pegs, machine riven
- Four (4) strap hinges, hand forged iron, 20" pintle
- One (1) Suffolk thumb hatch, forged iron, 10" beam
- One (1) Rim lock, colonial iron 5" x 3 ½"

Schematic



Attachment C
Mill House Museum Replacement Door Color Sample

Minwax Gel Oil-based Aged Oak Semi-transparent Exterior/Interior Stain (or equivalent)

Item #105069 |
Model #66020000



Attachment D
Mill House Museum Historic Door Examples



Mount Vernon circa 18th Century

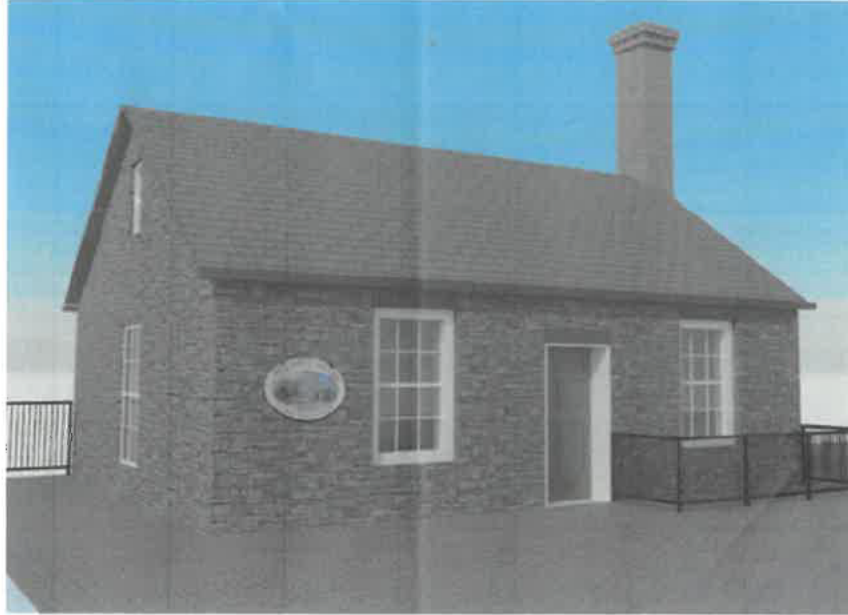


Typical 18th Century Door



Jordan's Point Miller's House circa 18th Century
Lexington, Virginia

Attachment E
Mill House Museum Replacement Door Rendering





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Exterior Elevation Applications	Meeting Date: December 16, 2025
5B: ARB2025-012 Application 402 McKenzie Drive	

Attachments: a. ARB2025-012 Application 402 McKenzie Drive (Siding Color and Asphalt Driveway)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for painting the exterior siding and for improving te.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 6, 13, & 22 of the ARB Guidelines, which reads as follows:

6. Colors

Exterior paint colors must be appropriate for the architectural period of the building. Colors of a building should take into consideration roof and foundation colors. It is encouraged that when rehabilitating Craftsman or Victorian style homes to use period-appropriate color pairings. In addition, for rehabilitation or replacement of windows, "earth tone" colors are appropriate.

The book A Century of Color is an excellent reference. Another resource is the following color chart which is taken from the website Archive.org and the document "Every Man His Own Painter!" which was originally written in 1872.

Note that none of these colors are modern paint chips. Use these colors as a guide as you pick out your exact paint colors. Most popular exterior paint brands now have historic palettes available.

Painting of brick or stone is not recommended. Existing paint may be removed if done in a manner which will not damage the surface of the structure. Methods such as sandblasting, chemical application and heat guns tend to damage the structure.

13. Materials

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

Exterior trim – Dentil molding and crown molding were simple in the early part of the 18th Century, and elaborate in the later with columns added. 18th Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of

wood. Brick lentils were laid to form an arch, either a “jack” arch or a “segmented” arch. The segmented arch was curved rather than straight.

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

22. Streetscape

Town standards must be adhered to when sidewalks are placed on public right-of-way. Benches, trees, trash receptacles, and street lights may not be placed on public right-of- way.

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 ARB2025-012 Application 402 McKenzie Drive (Siding Color and Asphalt Driveway) as is.”

OR

“I move to not approve ARB2025-012 Application 402 McKenzie Drive (Siding Color and Asphalt Driveway) 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	
ELIAS CASTRO Applicant Name	ELIAS CASTRO Owner Name
Business Name (if Applicable) 402 Mckenzie Dr Occoquan Va 22191	Address (No., City, Address, Zip) + PO Box [REDACTED]
Address (No., City, Address, Zip) + PO Box [REDACTED]	Email [REDACTED]
Email [REDACTED]	Phone Number [REDACTED]
Phone Number [REDACTED]	<input type="checkbox"/> Same as Applicant Information
Section II: Property Information	
Project Address: 402 Mckenzie Dr	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 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: Changes
Brief Description of Project: 1. - To change the exterior siding colors, as specified in the general architectural plan of the property, to Adirondack for the main body and Classical White for the trim. 2. I propose to apply a new layer of asphalt over the existing driveway to improve safety, durability, and appearance while maintaining the current size and layout.	
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 [Signature]	11/22/2025 Date Submitted

Section III: Application Check List	
<input checked="" type="checkbox"/> Paint Sample (identify which Architectural feature samples are included) List:	<input type="checkbox"/> Material Samples (identify which Architectural feature samples are included) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) 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: 12/16/2025	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied Signature (ARB Chair or Designee) _____ Date _____
Section V: TOWN STAFF ONLY	
Application Fee: 75.00	ARB APPLICATION NO.: ARB2025-012
Date Paid: 11/24/2025 Rcpt No./Check No.: Square	
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: **402 McKenzie Dr**

ARB Application No.: **ARB2025-012**

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: Natural color Wood siding

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

Material Type: _____ Color: Acanthus and Classical White Pattern: _____

☐ Mortar: Color _____ Joint Pattern _____

☐ Sample Included (Type): Sherwin Williams

☒ Spec Sheet Included ☒ Photo Included

5. Windows <input type="checkbox"/> New <input type="checkbox"/> 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): _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
6. Doors <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____ Proposed Material: _____ Style: _____ <input type="checkbox"/> Window (Style): _____ Door Color: _____ Trim Color: _____ Window Color: _____ Location(s) (identify location of doors and types – provide exhibit): _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
7. Roofs and Gutters <input type="checkbox"/> New <input type="checkbox"/> 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): _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
8. Dormers <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____ Proposed Material: _____ Existing Pitch _____ New Pitch _____ Proposed Color and Style: _____ Window Color and Style: _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> 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: Soil and Gravel _____ 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: Asphalt _____ Color _____ Type _____ Location _____

Driveway

Other

Material: Asphalt _____ Color _____ Type _____ Location _____

Brief Description:

We propose to apply a new layer of asphalt over the existing driveway to improve safety, durability

☐ Spec Sheet Included ☒ Photo Included

Applicant Signature Date

TOWN STAFF ONLY

Notes:

Explore Authentic Historic Colors by Era

Whether updating a modern home or restoring a historic dwelling, find perfection in these timeless and versatile palettes.

- COLONIAL REVIVAL
- THE CLASSICS
- VICTORIAN
- ARTS & CRAFTS
- THE JAZZ AGE
- THE STREAMLINED YEARS
- SUBURBAN MODERN



Dutch Tile Blue SW 0031

Colonial Revival (1870s-1900s)

Mixing paler colors with lush ones, this era reflects a return to design inspired by ancient Greece, as well as a renewed interest in America's own past.

SW 2829
Classical White

SW 2865
Classical Yellow

SW 0028
Caen Stone

SW 0027
Aristocrat Peach

SW 0029
Acanthus

SW 0030
Colonial Yellow

SW 0026
Rachel Pink

SW 2831
Classical Gold

SW 2828
Colonial Revival Tan

SW 2832
Colonial Revival Gray

SW 0031
Dutch Tile Blue

SW 0025
Rosedust

SW 2826
Colonial Revival Green Stone

SW 2827
Colonial Revival Stone

SW 0032
Needlepoint Navy



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Exterior Elevation Applications	Meeting Date: December 16, 2025
5C: ARB2025-013 Application 209 Washington Street	

Attachments: a. ARB2025-013 Application 209 Washington Street (New Door, Awnings, & Rack)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for removing a replacing a new door, adding an awning, and adding a rack to the exterior of the building.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 3, 6, 7, & 13 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.

7. Doorways

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors must allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and

architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18th Century

Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door

1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch

19th Century

Wide variety of elaborate doorways

Stained glass in doors

Double doors

Columns

On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Paneled or glazed paneled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

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.

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 ARB2025-013 Application 209 Washington Street (New Door, Awnings, & Rack) as is.”

OR

“I move to not approve ARB2025-013 Application 209 Washington Street (New Door, Awnings, & Rack) 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

KHALID MUMTAZ Applicant Name MASJED AL-HUSSAIN Business Name (if Applicable) 209 WASHINGTON ST Address (No., City, Address, Zip) + PO Box OCCOQUAN VA Email [REDACTED] Phone Number [REDACTED]	 Owner Name Address (No., City, Address, Zip) + PO Box Email [REDACTED] Phone Number <input checked="" type="checkbox"/> Same as Applicant Information
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Section II: Property Information

Project Address: EXTERIRO DOOR, CANAPOY AND SHOES RACK	Structure Style:
Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: MOSQUE	Exterior Elevation Type (Select all that apply): <input 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: WE ARE REPLACE FRONT DOOR WITH NEWER ONE MADE BY OAK WOOD IN BROWN COLOR. ADDING CANAPOY AT FRONT AND REAR SIDE OF THE DOORS(MEASUREMENTS ARE INCLUDED IN PIC) MAKING SMALL SHOES RACK AT REAR DOOR ENTRANCE	
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	12/05/2025 Date Submitted

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List:	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input 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	
Application Fee: <u>75</u> Date Paid: <u>12/5/2025</u> Rcpt No./Check No.: <u>cash 893283</u>	ARB APPLICATION NO.: ARB2025-013
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: **209 Washington Street**

ARB Application No.: **ARB2025-013**

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: ADDING CANAPOY AT FRONT AND REAR ENTRANCE(PIC ARE INCLUDED WITH MEASUREMENTS)

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

☐ 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: REPLACING DOOR WITH NEWER ONE

Proposed Material: **OAK WOOD** Style: **DOUBLE DOOR** ☐ Window (Style): _____Door Color: **BROWN** 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: REPLACING FRONT DOOR . ADDING CANAPDY AT FRONT AND BACK. ADDING SMALL SHOES RACK 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 **GREEN** Style _____ Location _____ ☐ Spec Sheet Included

Other

Material: _____ Color **GREEN** Type _____ Location _____

Other

Material: _____ Color **GREEN** Type _____ Location _____

Brief Description:

☐ Spec Sheet Included ☒ Photo Included



Applicant Signature

12/05/2025

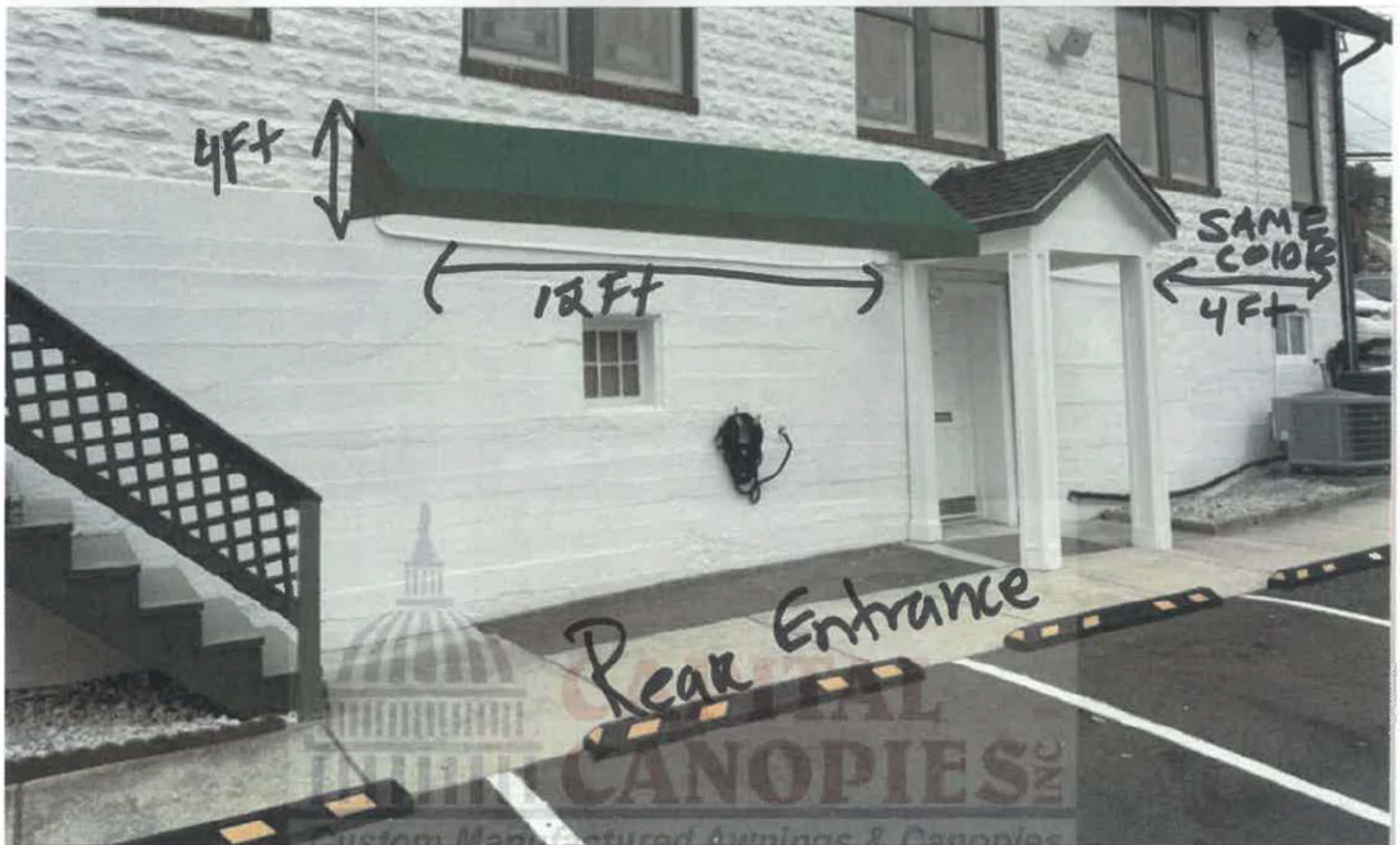
Date

TOWN STAFF ONLY

Notes:









TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

6. Reports	Meeting Date: December 16, 2025
6B: Sign & COA Violation Report	

Attachments: a. November & December Sign and COA Violation Report

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

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.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

Sign & COA Violation Report October & December

12/16/2025

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OCV-2025-042	ARB	209 Washington Street	11/17/2025	New Door installation without a COA	Email Sent/ARB Application Received



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

7. Work Sessions	Meeting Date: December 16, 2025
7A: A-frames and Alternatives to A-frames	

Attachments: a. none

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is a discussion item to look at A-frames and alternatives to A-frames for use in Town. The sign ordinance, O-2025-12 was amended by Town Council on October 21, 2025. A-frame signage was impacted in two ways by this ordinance: two A-frame signs were allowed without a permit and that an A-frame could be placed off-premises of a business within certain parameters. ARB member Michelle White will present information to be discussed in this work session looking at A-frames and possible alternatives.