



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

March 24, 2026 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. February 24, 2026 Meeting Minutes *pg. 2*
4. **Exterior Elevation Applications**
 - a. ARB2026-001 Application 199 Union street (Garland) *pg. 17*
 - b. ARB2026-002 Application 209 Washington Street (Bench) *pg.17*
 - c. ARB2206-003 Application 186 Washington Street (Railings) *pg.25*
5. **Discussion Items**
 - a. Draft Bylaws Document *pg. 34*
6. **Reports**
 - a. Town Council Report
 - b. Planning Commission Report
 - c. Chair Report
 - d. Sign and COA Report *pg. 40*
7. **Adjournment**

Michele White
Chair, Architectural Review Board

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



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Approval of Minutes	Meeting Date: March 24, 2026
3A: Request to Approve March 24, 2026 Minutes	

Attachments: a. March 24, 2026 Minutes

Submitted by: Jordan Sanders
Secretary

Explanation and Summary:

This is a request to approve the meeting minutes from March 24, 2026.

Proposed/Suggested Motion:

“I move to approve the meeting minutes from March 24, 2026, as presented.”

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

February 24, 2026

In Attendance: Michele White (Chair), Darryl Hawkins (Vice Chair, PCR), Rick Fitzgerald, Theo Daubresse (TCR), Jordan Sanders (BMR and Secretary), Mary Craig, Lisa Terry

Absent: Jennifer Shown (Alt.)

1. **Call to Order** – Chairwoman Michele White called the meeting to order at 7:36 p.m.

2. **Citizens 'Comments** – None

3. **Approval of Minutes** – Mary Craig motioned to approve the Meeting Minutes of December 16, 2025; Darryl Hawkins seconded. The motion was approved unanimously.

4. **Action Items**

a. **Create a By-Laws Committee** - Rather than create a by-laws committee, the board agreed to Mary Craig, with the help of Theo Daubresse, to review the current town code and silent ways we operate as a board, and to report back with any gaps that may need addressed, such as board terms, to create a formal operating order.

b. **Review and Recommend New Member Applications to Town Council** - The ARB Board met applicants Kerry Jetton and Alec Nugent.

A motion was made by Chairperson Michele White to move the applicants to town council for final say. That motion was second by Rick Fitzgerald. A roll call vote was taken with Jordan Sanders and Lisa Terry as Nay's - stating that they believe that the ARB should decide on the new member they will be working alongside, all other members voted yay. Motion carried to move applications to town council.

5. **Discussion Items**

a. **A-Frame Ordinance Review** - Chairperson Michele White requested that the quick signage guide be changed to reflect 2 A-Frames now permitted and that size also be consistent and/or added.

b. **Roberts Rules of Order Review** - Chairperson Michele White reviewed Robert's Rules of Order to ensure that the board operates in a formal manner.

c. **Potential Exterior Building Violations** - A member of the business community who wishes to remain anonymous, asked that his/her list of business exterior violations be presented by the business rep. That list was read aloud and town staff will be reviewing.

6. Reports

a. **Town Council** - Theo Daubresse discussed that council is now in budget season, gave a brief update on the pocket park located on Mill Street, and stated that a Riverwalk Committee will be reinstated.

b. **Sign and COA Report** - No questions asked

c. **Planning Commission Report** - Darryl Hawkins reported that the commission voted for executive chairs and reviewed the 10 year plan.

d. **Chair Report** - none

7. **Adjournment:** 8:45 pm



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: March 24, 2026
4A: ARB2025-001 Application 199 Union St	

Attachments: a. ARB2025-001 Application 199 Union St (Garland)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for garland above a doorway on the exterior of the building.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 3, 6, & 15 of the ARB Guidelines, which reads as follows:

3. Awnings

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.

6. Color

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.

15. Public Art

Public art includes artistic structures and murals erected on properties in the Historic District for non-commercial purposes.

Scale – For murals, the size must not exceed 30% of the principal building’s exterior wall surface area, ensuring it remains in scale with the building's architecture and does not overwhelm the structure. For artistic structures, the structure's height must not exceed 50% of the height of the principal building, and its footprint should be no larger than 10% of the total lot area, ensuring it is proportionate to the building and site.

Placement – No public art should be placed in a manner that obscures or distorts the architectural features of a principal building. Murals must be placed on secondary façades, avoiding primary or street-facing elevations, to minimize the visual impact on the building’s historical character. Murals must be applied to surfaces that are not historically significant or have already been altered, such as previously painted surfaces, modern extensions or non-original walls, to preserve the integrity of historic materials. Alternatively, murals can be installed on removable materials attached to the wall. When possible, artistic structures should be placed in rear or side yards, avoiding placement in front of or directly attached to historic façades, to reduce their impact on the historic streetscape. Artistic structures should be freestanding or attached to modern extensions where possible.

Reversability – Installation methods must be non-invasive, such as using removable paint or surface-mounted panels, avoiding any damage or permanent alterations to the original historic materials or features. An artistic structure should be easily removable without causing damage to the property.

Contextual Relevance – The public art must have colors (see Colors) and materials appropriate to the architectural period of the principal building. Styles and themes should be from the period of significance.

Public art must not contain information advertising goods or services provided by a business, whether located on the parcel on which the public art appears or elsewhere. Such installations are subject to the Town’s Sign Ordinance, § 157.300 and interested applicants are advised to follow that process.

Only one structure and one mural are permitted per property in the Historic District to maintain the district's historical integrity and prevent visual clutter.

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

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

Proposed/Suggested Motion:

“I move to approve ARB2025-001 Application 199 Union St (Garland) as is.”

OR

“I move to approve ARB2025-001 Application 199 Union St (Garland)

with the following condition(s): _____.”

OR

“I move to not approve ARB2025-001 Application 199 Union St (Garland)
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	
<p>Tracy Blanton Applicant Name</p> <p>Cozy Calico Books Business Name (if Applicable)</p> <p>199 Union Street PO [REDACTED] Occoquan, VA 22125 Address (No., City, Address, Zip) + PO Box</p> <p>[REDACTED] Email</p> <p>[REDACTED] Phone Number</p>	<p>Terence Quinn Owner Name</p> <p>[REDACTED] Address (No., City, Address, Zip) + PO Box</p> <p>[REDACTED] Email</p> <p>[REDACTED] Phone Number</p> <p><input type="checkbox"/> Same as Applicant Information</p>
Section II: Property Information	
<p>Project Address: 199 Union Street</p> <p>Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____</p>	<p>Structure Style:</p> <p>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: _____</p>
<p>Brief Description of Project: we would like to install a professionally made, custom flower garland to hang above the door to the bookshop. no changes will be made to the building. we will use existing hooks to affix it above the door. the garland, made by IvyCruzFlowerDesign in the United Kingdom, was handmade using artificial flowers specifically manufactured for outdoor use.</p>	
<p>Notice to Applicant/Property Owner: <i>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.</i></p>	
<p>Tracy Blanton Applicant Signature</p> <p><small>Digitally signed by Tracy Blanton Date: 2026.03.05 20:19:02 -05'00'</small></p>	<p>3/5/26 Date Submitted</p>

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 checked="" type="checkbox"/> Photo of existing structure(s) <input checked="" type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<p>Note to Applicants: Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under § 157.179 of the Town Code regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board: <u>3/24/2026</u>	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied _____ Signature (ARB Chair or Designee) _____ Date
Section V: TOWN STAFF ONLY	
Application Fee: <u>75.00</u> Date Paid: <u>3/6/2026</u> Rcpt No./Check No.: _____	ARB APPLICATION NO.: <u>ARB2026-001</u>
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes:

CONTINUE TO NEXT SECTION



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: 199 Union Street	ARB Application No.: ARB2026-001

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

1. Type of Improvement(s): <input type="checkbox"/> New Build <input checked="" type="checkbox"/> Improvements to Existing Structure(s) <input type="checkbox"/> Combination
2. Additions and New Builds <input type="checkbox"/> Accessory Structure: Size: _____ Location relative to Main Structure: _____ <input type="checkbox"/> New Build: Size: _____ Location on site: _____ General Description/Use of Structure: _____ _____ _____ <input type="checkbox"/> Rendering required <input type="checkbox"/> Plan showing location on site required <input type="checkbox"/> Architectural Plans required <i>Complete applicable sections below.</i>
3. Awnings <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Design: _____ Proposed Material (canvas or similar material): _____ Color: pink, green, blue, red, white <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
4. Exterior Walls on Structure <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____ Proposed Material: <input type="checkbox"/> Brick <input type="checkbox"/> Siding <input type="checkbox"/> Other: _____ <input type="checkbox"/> Paint <input type="checkbox"/> Material Replacement Material Type: _____ Color: _____ Pattern: _____ <input type="checkbox"/> Mortar: Color _____ Joint Pattern _____ <input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input checked="" type="checkbox"/> 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 pink, green Style _____ Location _____ Spec Sheet Included

Other

Material: UV-protected n Color pink, green, blue Type flowers/foilage Location above door

Other

Material: UV-protected n Color pink, green, blue Type _____ Location _____

Brief Description:

12' Artificial flower garland with variety of UV protected plastic flowers and foliage in colors includ

Spec Sheet Included Photo Included

Tracy Blanton

Digitally signed by Tracy Blanton
Date: 2026.03.06 12:33:12 -05'00'

3/6/26

Applicant Signature

Date

TOWN STAFF ONLY

Notes:











TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: March 24, 2026
4B: ARB2025-002 Application 209 Washington St	

Attachments: a. ARB2025-002 Application 209 Washington St (Bench)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for adding a bench next to the door and under the awning to the exterior of the building.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 6, 8, & 14 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.

8. Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials must be consistent with the design and materials of the building. Landscaping can be used in conjunction with these structures to strengthen their screening properties. Chain link, stockade, bamboo, vinyl, and snow fencing are not considered appropriate. Composite fencing can be considered appropriate if it has historic features.

14. Porches

Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. Historically porches were made of wood and/or masonry. Wood is still preferred in the Historic District but a realistic woodgrain look is acceptable.

New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District as to scale and aesthetics. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch's elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the structure

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

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

Proposed/Suggested Motion:

"I move to approve ARB2025-002 Application 209 Washington St (Bench) as is."

OR

"I move to approve ARB2025-002 Application 209 Washington St (Bench) with the following condition(s): _____."

OR

"I move to not approve ARB2025-002 Application 209 Washington St (Bench) 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	
Applicant Name <i>Khaled Muntar</i>	Owner Name
Business Name (if Applicable) <i>Masjid Al-Hussein</i>	Address (No., City, Address, Zip) + PO Box
<i>209 Washington St P [REDACTED]</i>	Email
[REDACTED]	Phone Number
[REDACTED]	<input checked="" type="checkbox"/> Same as Applicant Information
Section II: Property Information	
Project Address:	Structure Style:
Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	Exterior Elevation Type (Select all that apply): <input type="checkbox"/> Improvement/Repair to Existing Structure <input checked="" type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
Brief Description of Project: <i>Making concrete bench in front door (Right side)</i>	
Notice to Applicant/Property Owner: Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.	
Applicant Signature <i>[Signature]</i>	Date Submitted <i>03/12/2026</i>

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List:	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input type="checkbox"/> Photo of existing structure(s) <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<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: <u>03/24/2026</u>	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied _____ Signature (ARB Chair or Designee) Date
Section V: TOWN STAFF ONLY	
Application Fee: <u>\$75</u> Date Paid: <u>3/12/2026</u> Rcpt No./Check No.: <u>Same</u>	ARB APPLICATION NO.: ARB2026-002
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.:** ARB2026-002

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

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

2. Additions and New Builds

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

New Build: Size: _____ Location on site: _____

General Description/Use of Structure: _____

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

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

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

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

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: Marble Quads Color white Type _____ Location _____

Other

Material: concrete Color white Type concrete Location Front Entrance

Brief Description: make concrete bench right side of front entrance.

Measurements are, 24" tall; 15" w, 10ft long

Spec Sheet Included Photo Included

 _____ Date 03/12/2026

TOWN STAFF ONLY

Notes:

Example of Materia for seat:





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: March 24, 2026
4C: ARB2025-003 Application 186 Washington St	

Attachments: a. ARB2025-003 Application 186 Washington St (Railing)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for a new railing for a porch.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 6, 8, & 14 of the ARB Guidelines, which reads as follows:

14. Porches

Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. Historically porches were made of wood and/or masonry. Wood is still preferred in the Historic District but a realistic woodgrain look is acceptable.

New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District as to scale and aesthetics. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch’s elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the structure

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

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

Proposed/Suggested Motion:

“I move to approve ARB2025-003 Application 186 Washington St (Railing) as is.”

OR

“I move to approve ARB2025-003 Application 186 Washington St (Railing)

with the following condition(s): _____.”

OR

“I move to not approve ARB2025-003 Application 186 Washington St (Railing)
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	
<p><u>Rick Fitzgerald</u> Applicant Name</p> <p>Business Name (if Applicable)</p> <p>Address (No., City, Address, Zip) + PO Box</p> <p>Email</p> <p>Phone Number</p>	<p><u>Rick and Lee Fitzgerald</u> Owner Name</p> <p><u>186 Washington St.</u> [REDACTED] Address (No., City, Address, Zip) + PO Box</p> <p>[REDACTED] Email</p> <p>[REDACTED] Phone Number</p> <p><input type="checkbox"/> Same as Applicant Information</p>
Section II: Property Information	
<p>Project Address:</p> <p>Type of Use (Select One): <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____</p>	<p>Structure Style:</p> <p>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: _____</p>
<p>Brief Description of Project: <u>Replace front porch railing.</u></p>	
<p>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.</p>	
<p><u>R Fitzgerald</u> Applicant Signature</p>	<p><u>March 18, 2026</u> Date Submitted</p>



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: 186 Washington St.

ARB Application No.: ARB 2026-003

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: Railing

Existing Material, Color and Design: Classic Type: Iron

Proposed Material: Classic Color/Stain: Black

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

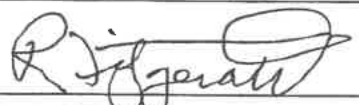
Material: _____ Color _____ Type _____ Location _____

Other

Material: _____ Color _____ Type _____ Location _____

Brief Description:

Spec Sheet Included Photo Included



Applicant Signature

March 18, 2026
Date

TOWN STAFF ONLY

Notes:



CURRENT ORIGINAL



REPLACEMENT SAMPLE

Replace the Classic iron railing ^{*} at the townhouse porch entrance. with the same style. Facing the front door, the left rail is 5'8" running up from the first step at a 30-degree angle to the 6th step. The right rail is 12'4", running 8'6½" from the 1st step to the porch landing (9 steps), at a 30° angle, then leveling off 3'9½" to the brick front entrance

** Exterior Powder Coated Steel.*



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Discussion Item	Meeting Date: March 24, 2026
5A: Draft ARB Bylaws Document	

- Attachments:**
- a. ARB Comparative Analysis
 - b. Town Code 33.45 – 33.50
 - c. Draft Bylaws

Submitted by: Michele White
Chairperson

Explanation and Summary:

This is a discussion item presented for discussion regarding the potential development of bylaws for the Town of Occoquan’s Architectural Review Board (ARB). The ARB is authorized and guided by the provisions set forth in Town Code §§ 33.45–33.50. At the request of Chairperson White, and following discussion at the ARB meeting on February 24, 2026, Board Member Craig volunteered to research whether Architectural Review Boards in other Virginia towns maintain their own bylaws. A draft set of bylaws has been prepared for discussion.

This item provides an opportunity for the Board to review the information gathered and consider how it may wish to proceed. Following its review, the Board may consider several options, including:

- **Refining the draft bylaws:** If the ARB wishes to establish more detailed procedural or operational guidance, the attached draft may be amended to incorporate additional provisions, similar to the level of detail included in the Planning Commission section of the Town Code.
- **Future Town Code amendments:** The Board may consider recommending more specific provisions for the ARB be incorporated into the Town Code during the next amendment cycle.
- **No action:** Based on the research conducted, it appears that many Architectural Review Boards in Virginia operate without formal bylaws, and the Board may determine that no further action is necessary at this time.

Comparative Analysis of Architectural Review Board (ARB) Governance Middleburg, Dumfries, Quantico, and Occoquan, Virginia

Middleburg

- Uses a Historic District Review Committee (HDRC)
- Relies on town code and design guidelines
- No publicly available standalone ARB bylaws document
- COA process embedded in ordinance framework

Dumfries

- Maintains an Architectural Review Board (ARB)
- Uses design guidelines and town code for governance
- Follows standard procedures (e.g., Robert's Rules)
- No standalone ARB bylaws document publicly available

Quantico

- Limited publicly available documentation
- Historic review handled through zoning or planning processes
- No clearly published ARB bylaws
- May not maintain a formal ARB structure

Occoquan (Comparison)

- Maintains a formal ARB structure under Town Code
- Developed standalone bylaws (more structured than peers)
- Provides clear procedures, membership rules, and governance framework
- Enhances consistency and legal clarity

Key Takeaways

- Most small Virginia towns rely on code and design guidelines rather than bylaws
- Standalone ARB bylaws are less common but beneficial
- Occoquan's approach provides stronger procedural clarity
- Bylaws should supplement—not conflict with—Town Code

ARTICLE 33.40 — ARCHITECTURAL REVIEW BOARD

§ 33.45 ESTABLISHMENT.

The Architectural Review Board heretofore created shall continue in force under the provisions of this subchapter. (1998 Code, § 2-401) (Ord. O-2023-15, passed 9-19-2023)

§ 33.46 MEMBERSHIP.

The Architectural Review Board (ARB) shall consist of nine members, appointed by and serving at the pleasure of the Town Council, of whom seven shall be appointed as regular members and two as alternate members to vote in the absence of any regular member. A quorum shall be four members. One regular member shall be a member of the Town Council, one regular member shall be a member of the Planning Commission, and one regular member may be a business owner in the town who shall be designated as the business representative. The business representative shall act as a liaison between town businesses and the ARB. Other members shall be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage and architecture of the town. All members shall be residents of the town, except the business representative, who need not be a resident but shall be: a business owner in the town; and licensed and operating his or her business in accordance with all applicable laws and ordinances. All candidates for ARB membership (other than the Council member and Planning Commission member) shall submit a written application to the Town Council.

(1998 Code, § 2-402) (Ord. passed 5-13-1997; Ord. O-2003-03, passed 12-2-2014; Ord. O-2023-15, passed 9-19-2023)

§ 33.47 TERM OF OFFICE; REMOVAL; VACANCIES.

Members of the Architectural Review Board shall be appointed to hold office for a four year term running concurrent to the term of office of the Town Council. Upon notice that the business representative no longer owns a business in the town, the Town Council may remove that person from the Board. Appointments to fill vacancies shall be only for the unexpired portion of the term and shall be done within 60 days. Members may be reappointed to succeed themselves. Recommendations to fill vacancies may be made by the Board to the Mayor and approved by the Town Council.

(1998 Code, § 2-403) (Ord. O-2023-15, passed 9-19-2023)

§ 33.48 OFFICERS.

Annually, at the January meeting, the Architectural Review Board shall select from its membership a chairperson, vice-chairperson, and secretary who shall be eligible for re-election. All officers shall serve a term of one year, or until their successors are selected and assume office. Officers may be re-elected.

(1998 Code, § 2-404) (Ord. O-2023-15, passed 9-19-2023)

§ 33.49 PROCEDURE FOR MEETINGS.

(A) The Chairperson shall conduct the meetings of the Architectural Review Board and report action taken at the regular monthly meeting of the Town Council. In the absence of the Chairperson, the Vice-Chairperson shall preside.

(B) The Secretary shall keep the minutes of the meetings and a permanent record of all resolutions, motions, transactions, and determinations.

(C) All members of the Board, with the exception of nonvoting consultants, shall be entitled to vote; and the decision of the Board shall be determined by a majority vote.

(D) A quorum of four members present is required before the Board can take any official action. When serving in the absence of a regular member, an alternate counts toward the quorum.

(E) Meetings shall be conducted according to *Robert's Rules of Order, Newly Revised*.

(F) The Board shall meet in regular session on the fourth Tuesday of each month at 7:30 p.m., if an application has been filed for its consideration, and may meet in special session as called by the Chairperson and deemed necessary for the conduct of business. When a regular or special meeting cannot be held at the scheduled time due to inclement weather, the Chairperson shall fix a date and time for the meeting to occur. Matters advertised for a meeting rescheduled due to inclement weather need not be re-advertised if the advertisement stated that the meeting may be rescheduled in the event of inclement weather.

(G) The meetings of the Board shall be open to the public, and a full and impartial hearing shall be granted.

(H) When voting on any question, no proxy shall be allowed.

(I) The Board shall vote and announce its decision on any matter properly before it not later than 14 days after the conclusion of the hearing on the matter unless the time is extended by mutual agreement between the Board and the applicant.

(J) The Board shall not reconsider any decision made by it except in cases where an applicant appears within 90 days with an amended application as hereinafter provided.

(K) In case of disapproval of the erection, reconstruction, alteration, restoration, or razing of a building or structure, the

Board shall briefly state its reasons in writing and may make recommendations to the applicant with respect to the appropriateness of design, arrangement, texture, material, color, location, and the like of the building or structure involved. In case of disapproval accompanied by recommendations, the applicant may be heard before the Board if, within 90 days, the applicant comes before the Board with an amended application so as to comply with the recommendations of the Board.

(L) In matters regarding the procedure for meetings not covered by this section, the Board may establish its own rules, provided they are not contrary to the spirit of this chapter and are consistent with the ordinances of the town and the VA Code.

(1998 Code, § 2-405) (Ord. O-2003-03, passed 5-13-2003; Ord. O-2004-12, passed 4-13-2004; Ord. O-2011-06, passed 10-4-2011; Ord. O-2018-01, passed 5-2-2018; Ord. O-2023-15, passed 9-19-2023)

§ 33.50 DUTIES.

The duties of the Architectural Review Board shall be to:

- (A) Administer §§ 157.175 through 157.182;
- (B) Prescribe rules pertaining to the administration of its affairs;
- (C) Keep a complete record of its proceedings and make provisions for the custody and preservation of its papers and documents in the Town Hall;
- (D) Assist and advise the Town Council, Planning Commission, and other town departments, agencies, and property owners in matters involving historically significant sites and buildings, such as appropriate land usage, parking facilities, and signs;
- (E) Formulate recommendations to the Town Council regarding the Old and Historic District and signage;
- (F) Prepare and recommend for adoption a design manual based upon the criteria set forth in §§157.175 through 157.182, and §§ 157.300 through 157.309, 157.320, and 157.321; and
- (G) Promote public interest in and an understanding of the history of the town.

(1998 Code, § 2-406) (Ord. O-2004-05, passed 2-10-2004; Ord. O-2012-01, passed 2-7-2012; Ord. O-2023-15, passed 9-19-2023)

****DRAFT DOCUMENT****

ARCHITECTURAL REVIEW BOARD (ARB) BYLAWS

Town of Occoquan, Virginia

Article I - Authority and Establishment

These bylaws are adopted pursuant to Article 33.40 et seq. of the Town Code of Occoquan and the Code of Virginia § 15.2-2306.

Article II - Purpose and Duties

The ARB preserves the historic, architectural, and cultural character of Occoquan.

The ARB reviews and acts upon Certificates of Appropriateness (COAs) and advises Town Council on preservation matters.

Article III - Membership

The ARB consists of seven (7) regular members and two (2) alternate members appointed by the Town Council.

Membership includes one Council member, one Planning Commission member, and one business representative.

All members must be residents except the business representative.

Terms are four (4) years. Vacancies are filled within sixty (60) days.

Article IV - Officers

Officers include Chair, Vice Chair, and Secretary.

Officers are elected annually at the January meeting.

The Chair presides over meetings; the Vice Chair serves in absence; the Secretary maintains records.

Article V - Meetings

Meetings shall comply with the Virginia Freedom of Information Act (FOIA).

A quorum consists of four (4) members.

Actions require a majority vote of members present.

Article VI - Certificates of Appropriateness

A COA is required prior to issuance of building permits where applicable.

Applications must include sufficient documentation including plans, materials, and photographs.

The ARB evaluates compatibility, scale, materials, and design consistency.

Article VII - Appeals

Appeals shall follow the Town Code and applicable provisions of Virginia law.

Article VIII - Conflict of Interest

Members must comply with the Virginia State and Local Government Conflict of Interests Act and recuse where appropriate.

Article IX - Records

Minutes and records shall be maintained as public records.

Article X - Staff Support

The Town shall provide administrative and technical support.

Article XI - Design Guidelines

The ARB shall follow design guidelines adopted by the Town Council.

Article XII - Amendments

Amendments require recommendation by the ARB and approval by the Town Council.

Adopted by the Town Council of the Town of Occoquan, Virginia:

Date: _____

Mayor: _____

Clerk: _____



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: March 24, 2026
5B: Sign & COA Violation Report	

Attachments: a. February & March 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 February & March

3/20/2026

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OCV-2026-008	Signage	301 Commerce Street	2/25/2026	prohibited sign: inflatable	With Zoning Administrator/Legal
OCV-2026-010	ARB	303 Commerce	2/25/2026	exterior alteration: COA required	Resolved
OCV-2026-011	Signage	202 Commerce	2/25/2026	prohibited sign: neon signs	Resolved
OCV-2026-012	Signage	203 Washington	2/25/2026	Plastic A-frame	Resolved
OCV-2026-013	Signage	203 Union Street	2/25/2026	Plastic A-frame	Resolved
OCV-2026-014	Signage	201 Union Street	2/25/2026	More than 4 minor signs	Unfounded
OCV-2026-017	ARB	202 Union Street	2/25/2026	exterior alteration: COA required	Notice Sent
OCV-2026-018	Signage	202 Union Street	2/25/2026	Temp signs more than 4 colors, duration	Notice Sent
OCV-2026-019	Signage	209 Washington Street	3/4/2026	Sign greater than 16 square feet	Town Hall Processing
OCV-2026-020	Signage	199 Union Street	2/25/2026	Temporary sign	Resolved

OCV-2026-021	Signage	302 Poplar Alley	2/25/2026	A-frame three and one-half feet;	Notice Sent
OCV-2026-022	Signage	126 Commerce	2/25/2026	Plastic A-frame	Notice Sent
OCV-2026-023	Signage		2/25/2026	signs that require a permit	Unfounded
OCV-2026-024	Signage	201 Mill street	2/25/2026	Window signs exceed 25% of the total area	Resolved
OCV-2026-026	Signage	303 Commerce	2/25/2026	4 minor signs allowed without a permit, 6 allowed with	Notice Sent