



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

July 28, 2026 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. June 23, 2026 Meeting Minutes *pg. 2*
4. **Exterior Elevation Applications**
 - a. ARB2026-010 Application 302 Commerce Street (Driveway) *pg. 5*
 - b. ARB2026-011 Application 406 Mill Street (Exterior Renovations) *pg. 17*
 - c. ARB2026-012 Application 450 Mill Street (Rails and Pavers) *pg. 30*
5. **Discussion Item**
 - a. Do's and Don'ts for Certificates of Appropriateness *pg. 40*
6. **Reports**
 - a. Town Council Report
 - b. Planning Commission Report
 - c. Chair Report
 - d. Sign and COA Report *pg. 43*
7. **Adjournment**

Michele White
Chair, Architectural Review Board



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

3. Approval of Minutes	Meeting Date: July 28, 2026
3A: Request to Approve June 23, 2026 Minutes	

Attachments: a. June 23, 2026 Minutes

Submitted by: Jordan Sanders
Secretary

Explanation and Summary:

This is a request to approve the meeting minutes from June 23, 2026.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from June 23, 2026, as presented."

OR

Other action the Architectural Review Board deems appropriate.



Town of Occoquan

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

June 26, 2026

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

Excused Absence: Lisa Terry, Alec Nugent (Alt.)

Unexcused Absence: Jennifer Shown (Alt.)

1. **Call to Order** – Chairwoman Michele White called the meeting to order at 7:31 p.m.

2. **Citizens' Comments** –

None.

3. **Approval of Minutes**

Motion by Rick Fitzgerald, second by Mary Craig, to approve the May 2026 meeting minutes. Motion carried unanimously.

4. **Exterior Elevation Applications**

a. ARB2026-009 – 202 Union Street # 103 (Siding, Door, Steps)

Chairperson Michele White recused herself from making a motion on this matter.

Darryl Hawkins made a motion to approve the application as presented. Theo Daubresse seconded the motion.

Vote: Unanimous approval.

5. **Reports**

a. Town Council Report

Theo Daubresse reported that the council recapped Riverfest and discussed potential adjustments. The naming of the mural pocket park and rock island was also discussed.

b. Planning Commission Report

Darryl Hawkins reported that the June meeting was moved to early July.

c. Chair Report

Michele White stated that she gave a report at the last Town Council meeting. The 202 Garland application was brought forward, and the council requested that the applicant be refunded and the issue suspended until further notice.

d. Sign and COA Report

No questions presented.

6. Adjournment

The meeting was adjourned at 7:39 p.m.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: July 28, 2026
4B: ARB2026-010 Application 302 Commerce St (Driveway)	

Attachments: a. ARB2026-010 Application 302 Commerce St (Driveway)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application that includes adding a brushed concrete driveway.

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

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 ARB2026-010 Application 302 Commerce St (Driveway) as is."

OR

"I move to approve ARB2026-010 Application 302 Commerce St (Driveway)

with the following condition(s): _____."

OR

"I move to not approve ARB2026-010 Application 302 Commerce St (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	
<u>Alex Gerndt</u> Applicant Name	<u>Alex Gerndt</u> Owner Name
<u>N/A</u> Business Name (if Applicable)	<u>302 Commerce St</u> Address (No., City, Address, Zip) + PO Box
<u>302 Commerce St</u> Address (No., City, Address, Zip) + PO Box	[REDACTED] Email
[REDACTED] Email	[REDACTED] Phone Number
[REDACTED] Phone Number	☒ Same as Applicant Information
Section II: Property Information	
Project Address: <u>302 Commerce St</u>	Structure Style:
Type of Use (Select One): ☒ Residential ☐ Commercial ☐ Mixed-Use ☐ Other: _____	Exterior Elevation Type (Select all that apply): ☒ Improvement/Repair to Existing Structure ☐ New Development/In-Fill or New Accessory Structure ☐ Demolition ☐ Other: _____
Brief Description of Project: <u>Driveway (brushed concrete) install</u>	
Notice to Applicant/Property Owner: Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.	
<u>[Signature]</u> Applicant Signature	<u>6.24.26</u> Date Submitted

Section III: Application Check List

☐ Paint Sample (identify which Architectural feature samples are included) List: NIA	☐ Material Samples (identify which Architectural feature samples are included) List:
☐ Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List:	☐ Photo of existing structure(s) ☒ Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) ☒ Architectural Plans

☒ Other (List):
contract + project sketch

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: 7/28/26	☐ COA Issued ☐ COA Denied
Signature (ARB Chair or Designee) _____ Date _____	

Section V: TOWN STAFF ONLY

Application Fee: 75	ARB APPLICATION NO.: ARB2026-010
Date Paid: 6/25/26 Rcpt No./Check No.: Square	

Plan Reference Numbers: ☐ Zoning Approval _____ ☐ Site Plan _____ ☐ SUP _____ ☐ Other _____	Notes:
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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: 302 Commerce St

ARB Application No.: ARB2026-010

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

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

2. Additions and New Builds

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

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

General Description/Use of Structure: _____

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

3. Awnings ☐ New ☐ Repair/Replacement

Existing Material, Color and Design: _____

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

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

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

Existing Material, Color and Pattern: _____

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

Material Type: _____ Color: _____ Pattern: _____

☐ Mortar: Color _____ Joint Pattern _____

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☒ Photo Included

5. Windows ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: _____ Grid Profile: _____

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

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

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

Existing Material, Color and Pattern: _____

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

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

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

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

Existing Material, Color and Pattern: _____

Proposed Roof Material: _____ Roof Pitch _____

Proposed Roof Color and Style: _____

Proposed Gutter Material and Color: _____

Gutter Locations (provide exhibit): _____

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

Existing Material, Color and Pattern: _____

Proposed Material: _____ Existing Pitch _____ New Pitch _____

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

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

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

☐ New ☐ Repair/Replacement Proposed Structure Type: _____

Existing Material, Color and Design: _____ Type: _____

Proposed Material: _____ Color/Stain: _____

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

Mortar Color: _____ Joint Pattern: _____

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

☐ Sample Included (Type): _____

☐ Spec Sheet Included ☐ Photo Included

10. Other Exterior Improvements ☒ New ☐ Repair/Replacement

Existing Material, Color and Design: grass 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:

install of 12x30.5 brushed concrete driveway

☒ Spec Sheet Included ☐ Photo Included

alex gunt 6.24.26
Applicant Signature Date

TOWN STAFF ONLY

Notes:

Salzano Custom Concrete
42020 Village Center Plaza
Suite 12055
Aldie, Va 20105
703-996-9001



4/27/2026, 5/21/2026 (updates), 5/23/2026 (updates, truck access),
5/28/2026 (updates), 5/30/2026 (updates), 6/13/2026 (updates),
6/14/2026 (updates), 6/24/2026 (updates)

Name: Mashhi and Alex Dehghanpour
Address: 302 Commerce St Occoquan, Va 22125
Phone:
Email: [REDACTED]

Concrete Driveway

Driveway

Build a new concrete driveway in the grass/dirt area between the apron and the shed.

Customer will remove the wood ramp at the shed before this project starts.

The new driveway will extend back to the shed, ie driveway will be 2-3 inches down from the shed door.

The driveway will be approx 30.5ft long and 12ft wide = 366sf

The concrete apron near the street will be left as-is

(the apron is the existing concrete "ramp" that connects the driveway to the street)

The front of the driveway will be level with the apron. The natural slope of the yard should be sufficient slope for the new driveway to divert water back toward the street. The new driveway will be ramped up a few inches so that the back of the driveway will be 2-3 inches down from the shed door.

Driveway Material

Discussed building the driveway with various materials including plain poured brushed concrete, exposed aggregate (pebble surface), stamped concrete, pavers, or natural flagstone.

Customer opts for plain poured brushed concrete.

Driveway Construction

Concrete installations include excavation, grading, framing, approx 4" concrete thickness, 4000 psi concrete strength, 2" gravel base with wire mesh steel reinforcement.

Project also includes top soil dressing "backfill" around the new concrete to fill in areas disturbed, typically 6-12 inches around the perimeter during construction.

See notes below on sealer and suggested maintenance for stamped concrete

Final shape, size, and configuration to be finalized with customer prior to work starting.

Pricing:

Driveway

Build new Concrete Driveway, 366sf

Plain poured brushed concrete = \$6,775

Misc

Remove the small concrete pad in the grass \$300

Remove small landing/step approx 4x3ft, next to the existing
back yard stamped concrete patio, DECLINED

Remove plain poured brushed concrete, 2 existing small steps near the front
porch and also small section 3-4ft long of walkway next to the steps,
DECLINED

*NOTE: See waiver for risk of damage during demolition, ie not liable
for related repairs.*

Drain Pipes

If desired, extend downspout along the side of the house with 4 inch black plastic corrugated buried drain pipe
approx 6 to 8 inches deep to out beyond the new concrete walkway with pop-up emitter end fitting.

Add \$25/ft

DECLINED

Truck Access

We will leave all work trucks and the large concrete mixer truck in the street adjacent to the driveway project and
wheelbarrow all material including gravel and concrete to the driveway.

JOB SUB-TOTAL: \$7,075

DISCOUNT: As discussed \$400 off of job total

JOB TOTAL: \$6,675

*Note: We had discussed also building walkways adjacent to the driveway, however walkways are
DECLINED and not included in this project.*

Scope

We do our best to list details above for all work items in the scope of this project. If you don't see a work item listed, then please don't assume it's included. Please ask.

Sealer and Suggested Maintenance:

We do not include sealer with flagstone, plain poured brushed concrete, or paver installations because many customers want to apply sealer themselves or do not want the ongoing maintenance for those surface types. Sealer is recommended to help reduce effects or deterioration from winter weather, de-icing salt, etc. We can add-on water based sealer application as an option for those surface types if desired by customer, at \$1.50/sf

Please ask if you don't understand these details on the sealer and maintenance.

See "Maintenance" link on our website for additional maintenance information

www.saizanoconcrete.com/maintenance.html

Payment Terms		
Initial Deposit	With signed contract (non-refundable)	\$500
40% Down Payment (less the initial \$500 deposit)	As work begins	
30% Progress Payment	At first concrete pour	
30% Final Payment	Upon Job completion	

Please note: \$6,500 minimum charge; reminder, bank charges 3% service fee on credit card transactions

General Notes:

- See warranty notes below regarding common concrete imperfections / blemishes to be expected and the risk of cracking. All concrete cracks. Your concrete will crack, likely within the first 30 days which is the initial curing cycle. Our objective is not to keep the concrete from cracking, but instead to direct the cracks into the control joints so the cracks are less visible. Some cracks may be visible and some chipping can occur along cracks. No warranty coverage for visible hairline cracks. Please ask if you don't understand these risks.

- Control joints are slits that we cut in stamped concrete or tool into brushed concrete at periodic spacing to weaken the concrete to attract cracks to happen within these grooves. Expansion joint is different, it is a dark brown fiber material that is placed between the new concrete and other structures and is a spacer to absorb expansion and contraction of new concrete. The top 1/2 inch edge of this material will be visible between the new concrete and other structures. Customer to advise us before work starts if any desired changes for control or expansion joint placement otherwise we will use standard placement. Reminder, these joints are straight lines so thus more noticeable in irregular stamp patterns and a bit less noticeable in linear patterns.

- For brick or natural stone work, reminder, please confirm your brick or stone selection in advance. Colors vary from pallet to pallet. There will likely be color variation from photos. Once the material is delivered to the jobsite, if you ask to exchange bricks or stones, additional restocking and delivery charges will apply. Also if you "pick through" and discard certain pieces, additional fee can apply to bring more material. It is expected that bricks or stones will have natural imperfections, chips, scratches, etc.

- Assumes concrete truck access authorized into driveway. Not liable for damage to apron or driveway. If this is not acceptable, additional labor will be needed to place concrete by wheelbarrow. Additional fee will apply.

- Outside lower vertical surfaces of patio, driveway, walkway or other slabs can be pitted or other bigger voids or rough surfaces. These areas were behind the wood framing and are not finished the same as the top horizontal surface. If those areas will be visible they will be

coated "parged" to fill rough areas. Otherwise, these side areas will be back filled with topsoil toward the end of the project so those areas will not be visible.

- Internet, Google, Artificial Intelligence (AI) or other outside sources.... We have a particular installation method for our projects that we have been using successfully for many years but may not necessarily align with what you find online or any other sources. If you have any requirements for any detail of how the project should be constructed, please tell us in advance. Please do not wait until after work is done to tell us what other sources might advise for best practices etc.

Notes for plain poured brushed concrete

- Regarding color, the color of plain poured broom finish (brushed) concrete will be very light / white'ish tone. If you have selected a color to be added, the color should roughly resemble the color chart and other photos, other jobs with the same color. The colors on the color chart are shown as sealed colors with solvent based sealer. The color will be a shade lighter without sealer. Color always varies from job to job. You may perceive the color to be not a good match with the color chart or other concrete with the same color. Since the final color tone is largely out of our control, there is no warranty for the final color tone. Color can take up to 2 months or more to develop into the final tone. Please ask if you don't understand these risks.

- You agree to not hold final payment for any color related issues.

- Regarding discoloration of plain broom finish (brushed) concrete with or without color added, during initial days and weeks of curing the color will be darker due to moisture content. During curing, concrete will be heavily discolored or spotted as moisture cures out. The color will lighten and blend and most darker discoloration will dissipate. However, some discoloration can remain permanently. This is also largely out of our control and thus no warranty implied or included for final concrete color or for any discoloration.

- For poured broom finish (brushed) concrete the density of the broom finish will vary. Crew plans for medium dense broom lines, however some areas will have finer broom lines and other areas will have coarser (rougher) broom lines. Broom lines also are not always perfectly straight and broom lines near structures, fence, wall, control joints, etc. can be more coarse or can be less even where the broom strokes begin and end. No warranty is implied, and no fixes or repairs assumed or included for broom lines.

- Any asphalt patching is not included, such as patching between new driveway or apron and the street. Let us know if required by your HOA or VDOT or other. Asphalt work priced separately.

- Gravel base can be made up of new gravel, crushed concrete from demolition or recycled concrete gravel or other base material already on site, depending on the project.

Concrete Limited Warranty Concrete work carries a 1-year limited warranty for repair or replacement of sections that develop cracks that are wider than ¼ inch. Cracks that are ¼ inch wide or less are hairline cracks and are not covered under warranty. Repair or replacement of sections with cracks wider than ¼ inch will be performed at the discretion of Salzano Custom Concrete. To reduce the risk of visible cracks, control and expansion joints are installed as part of standard installation. Customer to advise before work starts if these joints are not desired or if special joint pattern is desired.

Hairline cracks, whether in a control joint or random, occur as part of the normal curing process, and are not covered under warranty. Cracks can occur at any time in the lifespan of the concrete and are common within the first 30 days. Cracks are common at corners, near curves, and close to drains, deck posts and other items within the concrete structure. Also, no warranty for concrete that is more than 18 inches above ground without a foundation wall and engineered support.

Customer acknowledges inherent risk of concrete cracking and that visible hairline cracks are not covered under any warranty.

CUSTOMER APPROVAL: MD

Stone Work Limited Warranty Natural stone work carries a 1-year limited warranty for mortar failure or delamination of stones from the base slab. Warranty also covers grout between the stones from significant cracking or chipping. Some minor chipping or hairline separation between the grout and the stones is to be expected. No warranty coverage for stone discoloration from natural weathering over time. No redo or repair for hollow sounding stones after installation due to heavy texture on the back of some stones and also due to laminated makeup of natural stones. Mortar in grout joints can vary in color due to various batches mixed separately, ie perfectly matching grout throughout the job is not to be expected. Some surface "scaling" of natural cleft stone is to be expected.

CUSTOMER APPROVAL: MD

Color Variations & Other Common Imperfections: Actual colors vary from color charts, pictures, or other jobs due to variables coloring concrete. Concrete and resurfacing colors vary between sections of concrete, pours, or truckloads of concrete, and discoloration at seams where truckloads of concrete meet. Concrete will be discolored initially, and may blend over time, however some discoloration can be permanent. We guarantee to use the color you have selected, however final finished color is not guaranteed. Color of overlay products varies from stamped concrete. All concrete projects will have imperfections, i.e. defects, areas of any size, perceived to be less than perfect, for any reason. Concrete can have "birdbaths" (areas with puddling), uneven release (accent) color, tooling lines, crazing or spider web cracks, crusting/tears that appear to be small 1"-2" cracks, tear out (coin size bits of surface pops out during stamping) or stamp misalignment. Areas near house/bldg, steps, deck posts, etc. are finished by hand and can look different than the main sections. Vertical front and side surfaces of patio and steps are finished with a different process on a subsequent day, and thus will look different than the top surface, typically brushed and less detailed. For broom finish concrete, broom lines and control joints are tooled or cut by hand and can be misaligned. Customer acknowledges that concrete is hand-crafted and will have imperfections as a natural part of this process. Patches or fixes will be applied at our discretion. Full payment is expected upon project completion, and customer agrees to not hold payment due to discoloration or other imperfections.

CUSTOMER APPROVAL: MD

Customer responsibility: Customer to review formwork and advise of any changes before concrete pour. Note: finished height of concrete is level with the top of the formwork. Additional charges apply for customer changes. Customer is responsible to provide specific locations of utilities, plumbing, wiring, pool or sprinkler system components, etc. in the job area. Not liable for any related damage. Customer also responsible to monitor job site once crew leaves to keep concrete clear from animals, vehicles or foot traffic, falling debris, leaves, etc. Customer to provide water and electric for use by workers. Customer to provide clear access to job area. If access across HOA or common area is needed, customer to confirm approval with neighbors, HOA, etc. Customer is responsible for any related expenses caused by access denial by neighbors, etc. Customer shall secure doors and windows to prevent water or odor intrusion. Additional charges apply for any related repairs. Customer is responsible for periodic sealer maintenance. Sealer protects the concrete and colors. Hand applied colors with our multi-color style stamped concrete are guaranteed for 1 year. Color touch ups after a year may be needed and is not included. Customer shall not use de-icing products on concrete, directly or dripping from cars; related scaling, spalling or other surface deterioration is not covered by any warranty. Customer also is responsible for all permits, zoning, HOA and other approvals that may be required for the work. Customer shall indemnify and hold Salzano Custom Concrete, its officers and employees harmless from any claims arising out of the permit and approval process. Customer understands and acknowledges all responsibilities.

CUSTOMER APPROVAL: MD

Other Items: Customer agrees to allow photographs or descriptions of their project in job reference list and other advertising. Some or all work may be completed by our partner company. Additional charges may apply for any unforeseen conditions such as excavation, testing or replacement of unsuitable soils, excavation and removal of rock or tree roots, toxic or hazardous materials or any other differing condition requiring extra work not specifically included within this proposal. Removal of old concrete assumes 4" thickness, additional cost if thicker. When jackhammering or other demolition in close proximity, not liable for damage to adjacent structures such as house, siding, trim, doors, windows, stone or brick, deck or building interiors, walls, pictures, floor tile, etc. Also not liable during demolition for pool components, pool structure, foundation, plumbing, coping, electric, tile, plaster, etc. Regarding drainage, we will install drainage components per design, however results are not guaranteed and any future adjustments charged separately. Not responsible for water mgmt design or current or future drainage issues. **Not included:** railing, caulking, landscaping. Damage repair of existing apron or driveway due to truck access is not included. Our liability is limited to our insurance coverage. In the event of litigation or other action to enforce the terms of this agreement, Salzano Custom Concrete shall be entitled to all costs including reasonable attorney's fees.

CUSTOMER APPROVAL: MD

Acceptance of Proposal

The prices and specifications in this contract are satisfactory and are hereby accepted. You are authorized to do the work.

Customer Name Mashi Dehghanpour Mashi Dehghanpour Date: 6.24.26
(printed) (signed)

Company Authorized Representative: C.J. Salzano, President, Salzano Custom Concrete

Mashi Dehghanpour

302 Commerce St
Occoquan, Va

leave existing stamped
concrete patio and lower
step as-is

House

leave existing old concrete
steps and small walkway
section as-is

front
porch

no buried drain
pipes included

customer will remove wood ramp before
project starts.
New driveway will extend back to the
storage shed.
The end of driveway ramped up to be
approx 2-3 inches down from the shed door
(to be confirmed)

project includes
jackhammer and haul
away old concrete pad

12ft wide
storage shed

12ft wide storage shed is not exactly
aligned with the 12ft wide driveway
opening at the apron

Customer opts for the new driveway
to be straight regardless of offset of
the shed, aqua blue lines

Leave concrete apron and brick
sidewalks as-is.

Leave all trucks on the street
No trucks on the apron or in the
driveway area.

brick sidewalk

12ft apron

brick sidewalk

Plain Poured Brushed

Concrete Driveway

4-inch concrete thickness

Gravel base

Steel reinforcement

Salzano Custom Concrete

scale
1 box = 2ft



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: July 28, 2026
4B: ARB2026-011 Application 406 Mill St (Outside Remodel)	

Attachments: a. ARB2026-011 Application 406 Mill St (Outside Remodel)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application to update the paint on the porch, windows, shutters & doors, add decorative brackets, a wooden panel skirt, spindles, Folk Victorian elements on the exterior of the building.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 6, 13, 14 & 16 of the ARB Guidelines, which reads as follows:

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.

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.

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.

16. Roof Pitch and Material

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

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

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

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

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

Proposed/Suggested Motion:

“I move to approve ARB2026-011 Application 406 Mill St (Outside Remodel) as is.”

OR

“I move to approve ARB2026-011 Application 406 Mill St (Outside Remodel)

with the following condition(s): _____.”

OR

"I move to not approve ARB2026-011 Application 406 Mill St (Outside Remodel)

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

Ben and Rebecca Pagel

Applicant Name

Buzz Bookstore

Business Name (if Applicable)

406 Mill Street, Occoquan, VA

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

[REDACTED]

Email

[REDACTED]

Phone Number

Owner Name

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

Email

Phone Number

☒ Same as Applicant Information

Section II: Property Information

Project Address: **406 Mill Street**

Structure Style: **Folk Victorian**

Type of Use (Select One):

☐ Residential ☒ Commercial ☐ Mixed-Use

☐ Other: _____

Exterior Elevation Type (Select all that apply):

☒ Improvement/Repair to Existing Structure

☐ New Development/In-Fill or New Accessory Structure

☐ Demolition

☐ Other: _____

Brief Description of Project: Update paint color of the porch, windows, shutters, and doors. Add decorative sawn brackets and corner brackets to the front porch, consistent with the Folk Victorian style of the building. Replace the plastic lattice porch skirt with wood panel skirt. Repair/replace hand-sawn porch spindles and porch elements with same material and style as needed.

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

Date Submitted

7/13/26

Section III: Application Check List

☒ Paint Sample (identify which Architectural feature samples are included) List: Benjamin Moore Hale Navy (HC-154): porch, shutters, window frames, downspout Benjamin Moore Stonington Gray (HC-170): window sashes, painted decoration on porch skirt, porch ceiling Benjamin Moore Dorset Gold (HC-8): two front doors	☐ Material Samples (identify which Architectural feature samples are included) List: Wood: sawn bracket on front porch, porch skirt Durabrac PVC: porch corner brackets (these have a wood weight and look)
☒ Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List: Antique Brass Exterior Lantern Lights Porch Corner Brackets	☒ Photo of existing structure(s) ☒ Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) ☐ Architectural Plans

☒ **Other (List):**

Application Addendum explaining our proposed improvements to the building's exterior.

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: <u>7/28/26</u>	☒ COA Issued ☐ COA Denied
Signature (ARB Chair or Designee) _____ Date _____	

Section V: TOWN STAFF ONLY

Application Fee: <u>75.00</u>	ARB APPLICATION NO.: ARB2026-011
Date Paid: <u>9/13/26</u> Rcpt No./Check No.: <u>Signature</u>	

Plan Reference Numbers: ☐ Zoning Approval _____ ☐ Site Plan _____ ☐ SUP _____ ☐ Other _____	Notes:
--	---------------------------

CONTINUE TO NEXT SECTION



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

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

Project Address: 906 MILL ST

ARB Application No.: ARB2026-011

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): paint chip

☐ Spec Sheet Included ☐ Photo Included

5. Windows ☐ New ☒ Repair/Replacement

Existing Material, Color and Pattern: no change to wood windows or plastic shutters except for paint

Proposed Material: wood skirt; PVC brackets Grid Profile: stonington gray

Grid Color: stonington gray Shutter Color: hale navy Trim Color: hale navy

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

☒ Sample Included (Type): paint chip

☐ Spec Sheet Included ☒ Photo Included

6. Doors ☐ New ☒ Repair/Replacement

Existing Material, Color and Pattern: no change to wood doors except paint

Proposed Material: same door material; new paint Style: _____ ☐ Window (Style): _____

Door Color: Dorset Gold Trim Color: _____ Window Color: _____

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

☒ Sample Included (Type): paint chip

☐ Spec Sheet Included ☒ Photo Included

7. Roofs and Gutters ☐ New ☒ Repair/Replacement

Existing Material, Color and Pattern: Brown plastic downspout-no change to this except paint

Proposed Roof Material: same gutter material; new paint Roof Pitch _____

Proposed Roof Color and Style: _____

Proposed Gutter Material and Color: Paint Hale Navy (Benjamin Moore HC-154)

Gutter Locations (provide exhibit): _____

☒ Sample Included (Type): paint chip

☐ Spec Sheet Included ☒ Photo Included

8. Dormers ☐ New ☐ Repair/Replacement

Existing Material, Color and Pattern: _____

Proposed Material: wood skirt; PVC brackets 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: porch paint and embellishments, replace porch skirt

Existing Material, Color and Design: wooden brown porch; plastic lattice skirting Type: _____

Proposed Material: wood skirt; PVC brackets Color/Stain: Hale Navy

Proposed Pattern/Design: Folk Victorian

Decorative Trim/Hardware: sawn bracket and corner brackets

Mortar Color: _____ Joint Pattern: _____

Porch/Deck Post(s) Size: no change Spindle Design and Color: same design; new color (Hale Navy)

☒ Sample Included (Type): paint chip

☒ 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 Antique Brass Style Lantern Placement Current 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

[Signature] 7/13/26
Applicant Signature Date

TOWN STAFF ONLY

Notes:

406 Mill Street ARB Application Addendum

Historical Underpinnings and Rationale

Based on our research, 406 Mill Street has a structure reflective of the Folk Victorian / Late 19th-Century Residential Vernacular (see Figure 1). Thus, our submission to the Oceanquan Architectural Review Board (ARB) reflects the styles and colors of the simpler Folk Victorian style and the late 19th century.

Further, our intent to use the building as a rare and vintage book store led us to examine images of bookstores, libraries, and printers in the time period in order to reflect some of the elements of such scholarly buildings. We discovered that these buildings often had lighter color exteriors, darker trim and porch elements contrasting the paler walls, and window sashes frequently differentiated from window casings.



Figure 1: 406 Mill Street, Current Facade

Finally, our selected paint colors were inspired by a paint palette from the Victorian period (see Figure 2, "A Century of Color," pg. 20), with specific colors selected from Benjamin Moore's historic collection.

Design Details

Paint. Our reimagining of 406 Mill Street seeks to approximate colors from the 1871 Harrison Brothers' "Town and Country" paint card (see Figure 2). Specifically, we propose using the following colors (see included paint chips in Annex 1):

- Benjamin Moore's Hale Navy to approximate Harrison Brothers' No. 3: Grayish Blue on the porch, window frames, shutters, and downspouts
- Benjamin Moore's Stonington Gray to approximate Harrison Brothers' No 49: Light Neutral Gray on the porch ceiling, window sashes and for the paint detailing on the porch skirt.
- Benjamin Moore's Dorset Gold to approximate Harrison Brothers' No. 11: Moderate Orange Yellow on the doors.

Figure 2: Harrison Brothers' Town and Country Paint Card, 1871 and Proposed Benjamin Moore Colors



Architectural Details. Our design maintains the existing porch railing, posts, and spindles—which will be repaired or replaced with the same design and material (wood) as needed. We will add or replace the following:

- A simple sawn bracket connecting each porch post just beneath the porch reofline, with corner brackets on each side of each post. The corner brackets (see Figure 3 as well as Annex 2) selected are decorative without being too ornate to match the folk Victorian style of the building.
- A panel porch skirt (replacing the existing lattice porch skirt)
- Decorative paint border on the panel porch skirt, including the bee design from our Buzz Bookstore logo. In Victorian imagery, bees represented industry, learning, and intellectual labor, and often graced bookplates, making the presence of our bee logo on the building apropos of a Victorian-style bookstore facade (see Figure 4).
- Antique brass wall lanterns replacing current black wall lanterns (see Annex 3)

Figure 2: Porch Bracket



Figure 4: Bee imagery for Porch Skirt Detail



Figure 5 visually depicts these changes to 406 Mill St.

Figure 5: 406 Mill Street after Renovation
(AI-generated image)

Downspouts
in Hale Navy

Shutters in
Hale Navy

Doors in
Dorset Gold

Window
Frames in Hale
Navy with
sashes in
Stonington
Gray



Porch features
(posts, railings,
spindles, panel,
sawn bracket
and corner
brackets, etc.) in
Hale Navy

Decorative
detailing
(incorporating
our bee logo)
in Stonington
Gray

Annex 2: Porch Bracket Specifications

These decorative porch brackets are made of vinyl but have the weight and feel of wood. When painted to match our other porch elements, they will look like wood. You can find the link to the specific bracket we've chosen (Cortez, pictured below) at this link: <https://www.durabrac.com/Cortez-PB112.html>. The link to the details on the material can be found here: https://www.durabrac.com/files/product-support-docs/painting_altering_guide.pdf



Cortez (pb112)

Manufacturer	DURABRAC
Code/SKU	PB112
Shipping Note	10-15 working days
In Stock	Yes
Price Range	\$26.90 to \$69.55

Size 12-3/4" x 12-3/4" x 1" ▾

Framing Unframed (Standard) ▾

Quantity 1 \$37.90

[View Cart](#)

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[Checkout](#)

[Add to cart](#)

Other Views



Description

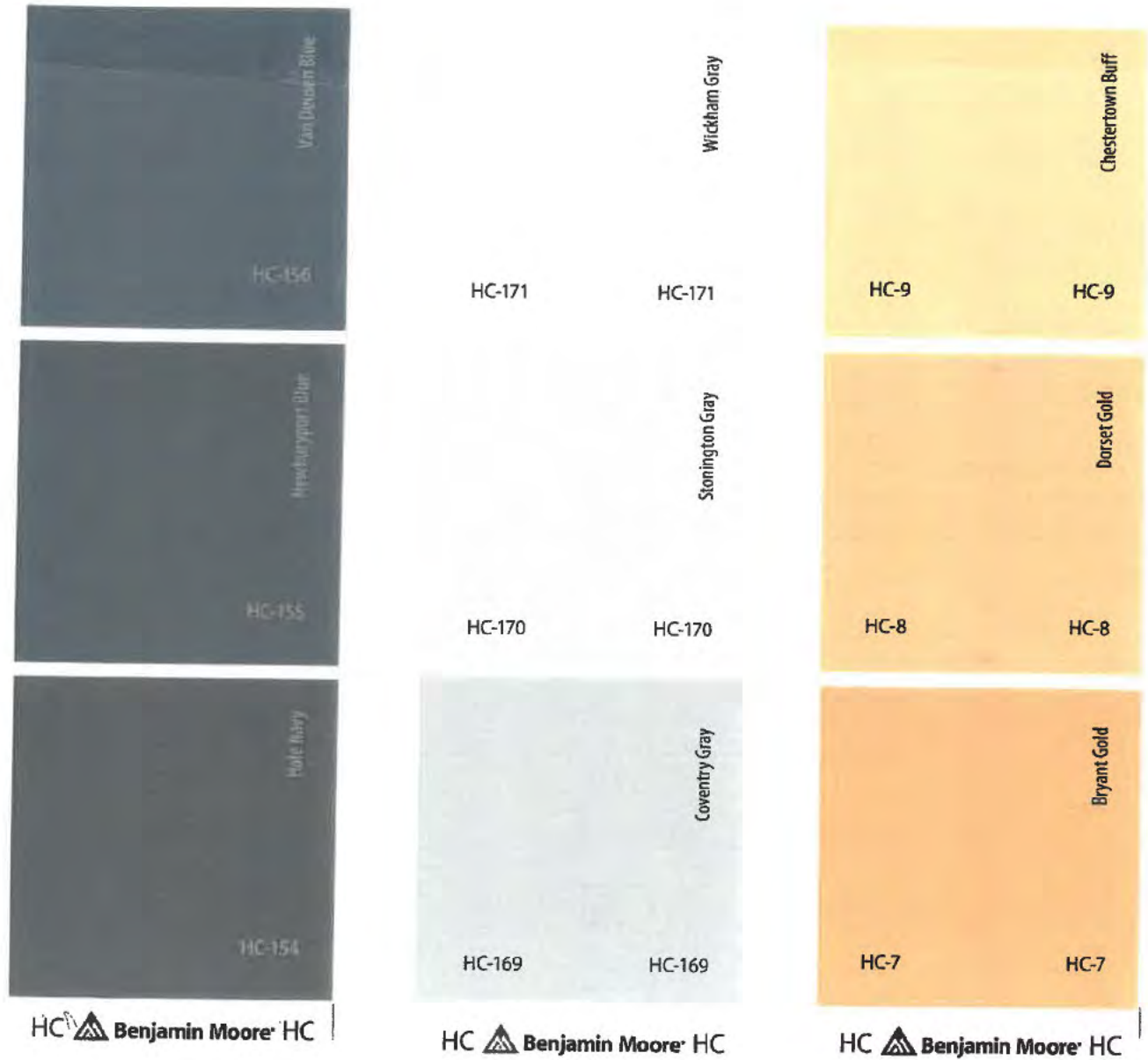
The Cortez bracket is available with an optional frame in the following sizes:

3/4" thick brackets have a 3/4" thick x 1-1/2" wide frame

1" thick brackets have a 1" thick x 1-3/4" wide frame

For complete information about selecting, sizing and installing your brackets, click here to go to the Product Support page.

Annex 1: Paint Chips



Annex 3: Light Fixture Specifications

<https://www.homedepot.com/p/AVIANCE-LIGHTING-Willowdale-12-5-in-1-Light-Antique-Brass-Outdoor-Hardwired-Wall-Lantern-Sconce-with-No-Bulbs-Included-HD51997/302085874>



Willowdale 12.5 in. 1-Light Antique Brass Outdoor Hardwired Wall Lantern Sconce with No Bulbs Included

AVIANCE LIGHTING



Specifications



Product Size

Medium

[See Similar Items](#)

Power Source

Hardwired

[See Similar Items](#)

Rated

Wet Rated
(Uncovered Outdoor)

[See Similar Items](#)

Style

Classic

Traditional

Exterior Fixture Type

Sconce

[See Similar Items](#)

Outdoor Lighting Features

No additional
features

[See Similar Items](#)

Dimensions

Mounting Plate Width (in.)

4.25

Product Height (in.)

12.5 in

Product Width (in.)

7.6 in

Details

Exterior Fixture Type

Features

Fixture Color/Finish

Glass Shade Type

Included

Light Bulb Base Code

Max. Bulb Wattage (W)

Package Quantity

Power Source

Product Height x Width (in.)

Product Size

Rated

Returnable

Shade Material

Style



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: July 28, 2026
4C: ARB2026-012 Application 450 Mill St (Rails and Pavers)	

Attachments: a. ARB2026-012 Application 450 Mill St (Rails and Pavers)

Submitted by: Megan Lubash
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application to repair, replace, and add pavers and railings.

Relevant Sections of ARB Guidelines: The proposed work is covered under Sections 4, 6 & 8 of the ARB Guidelines, which reads as follows:

4. Bricks

18th and 19th century bricks were much larger than 20th century bricks and the use of the oversized bricks is encouraged. Brick color must be in the terra cotta or reddish-orange tones. Colored bricks were unknown in the 18th and 19th centuries. All bricks were made from natural clays, and varied in shade depending on the region of the origin. Burned or black bricks were usually used only on the gable ends or chimneys.

Mortar must be sand-colored. "C-73" is an example of a modern mortar which most closely resembles historic mortar. Blue Bond or gray mortar is prohibited. Mortar joints were "grapevine" or other patterns were used rather than the smooth joints used in modern times

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.

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 ARB2026-012 Application 450 Mill St (Rails and Pavers) as is."

OR

"I move to approve ARB2026-012 Application 450 Mill St (Rails and Pavers)

with the following condition(s): _____."

OR

"I move to not approve ARB2026-012 Application 450 Mill St (Rails and Pavers)

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	
Charles Keith Applicant Name GateHouse Business Name (if Applicable) 450 Mill St. [REDACTED] Address (No., City, Address, Zip) + PO Box Occoquan, VA 22125 Email [REDACTED] Phone Number [REDACTED]	Owner Name Address (No., City, Address, Zip) + PO Box Email [REDACTED] Phone Number ☒ Same as Applicant Information
Section II: Property Information	
Project Address: 450 Mill St Type of Use (Select One): ☐ Residential ☒ Commercial ☐ Mixed-Use ☐ Other: _____	Structure Style: 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: Outdoor Railings in the front of the house. <i>REPAIR / REPLACE / ADD PAVERS</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.	
<i>Charles Keith</i> Applicant Signature	7/17/2026 Date Submitted

Section III: Application Check List	
☒ Paint Sample (identify which Architectural feature samples are included) List: Outdoor Railings painted black	☐ Material Samples (identify which Architectural feature samples are included) List: Iron Railings
☒ Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) List: See Attached	☒ Photo of existing structure(s) ☐ Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s) ☐ Architectural Plans
☐ Other (List):	
Note to Applicants: Applicants are responsible for providing supplemental materials for proposed improvements. Applicants are responsible for ensuring proposed improvements are based on requirements listed in the Architectural Review Design Guidelines (as amended) and included under § 157.179 of the Town Code regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board: <u>7/28/26</u>	☐ COA Issued ☐ COA Denied Signature (ARB Chair or Designee) _____ Date _____
Section V: TOWN STAFF ONLY	
Application Fee: <u>75.00</u> Date Paid: <u>7/17/2026</u> Rcpt No./Check No.: _____	ARB APPLICATION NO.: <u>ARB2026-012</u>
Plan Reference Numbers: ☐ Zoning Approval _____ ☐ Site Plan _____ ☐ SUP _____ ☐ Other _____	Notes:

CONTINUE TO NEXT SECTION



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS SUPPLEMENTAL APPLICATION

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

Project Address: **450 Mill Street**

ARB Application No.: **ARB2026-012**

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: **3ft x 67 Ft.** Location relative to Main Structure: _____

☐ New Build: Size: _____ Location on site: **Front Yard**

General Description/Use of Structure: **Outdoor Railings for the front yard**

**1 3/4" Top MOLD, 1" SQUARE TUBE, 1" x 1/2" Channel,
1/2" SQUARE Solid BAR, BLACK PAINT FINISH**

☐ 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: IRON 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: Iron 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: New Outdoor Railings

Existing Material, Color and Design: Black

Proposed Material: Iron / PAVERS Color/Stain: RED PAVERS Type: _____

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

Mortar Color: _____ Joint Pattern: _____

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

☐ Sample Included (Type): It looks just like the one that's in front of Town Hall

☐ 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:

ADD/REPLACE/REPAIR existing
PAVERS FOR ADDITIONAL SAFETY

☐ Spec Sheet Included ☒ Photo Included

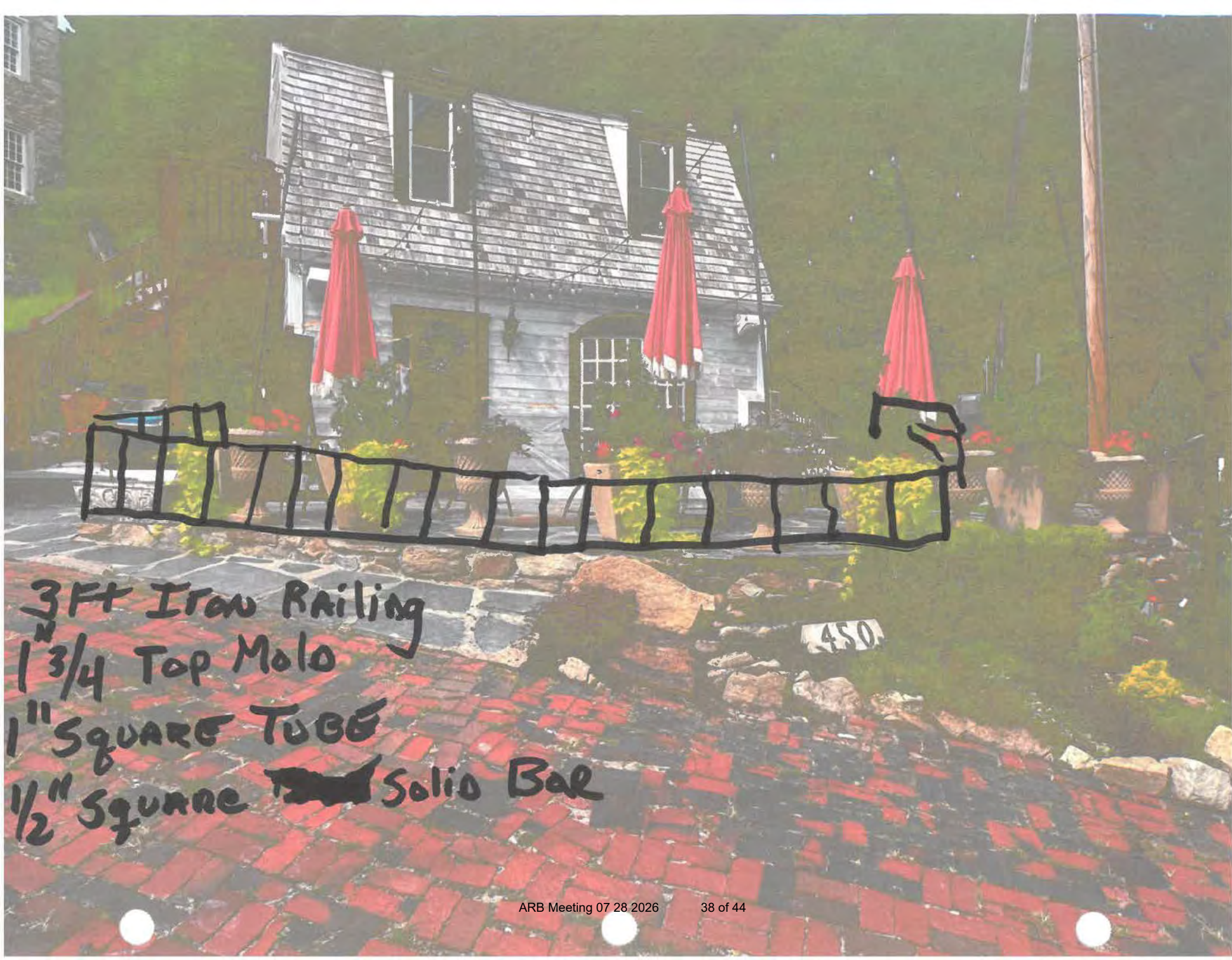
Charles Key
Applicant Signature

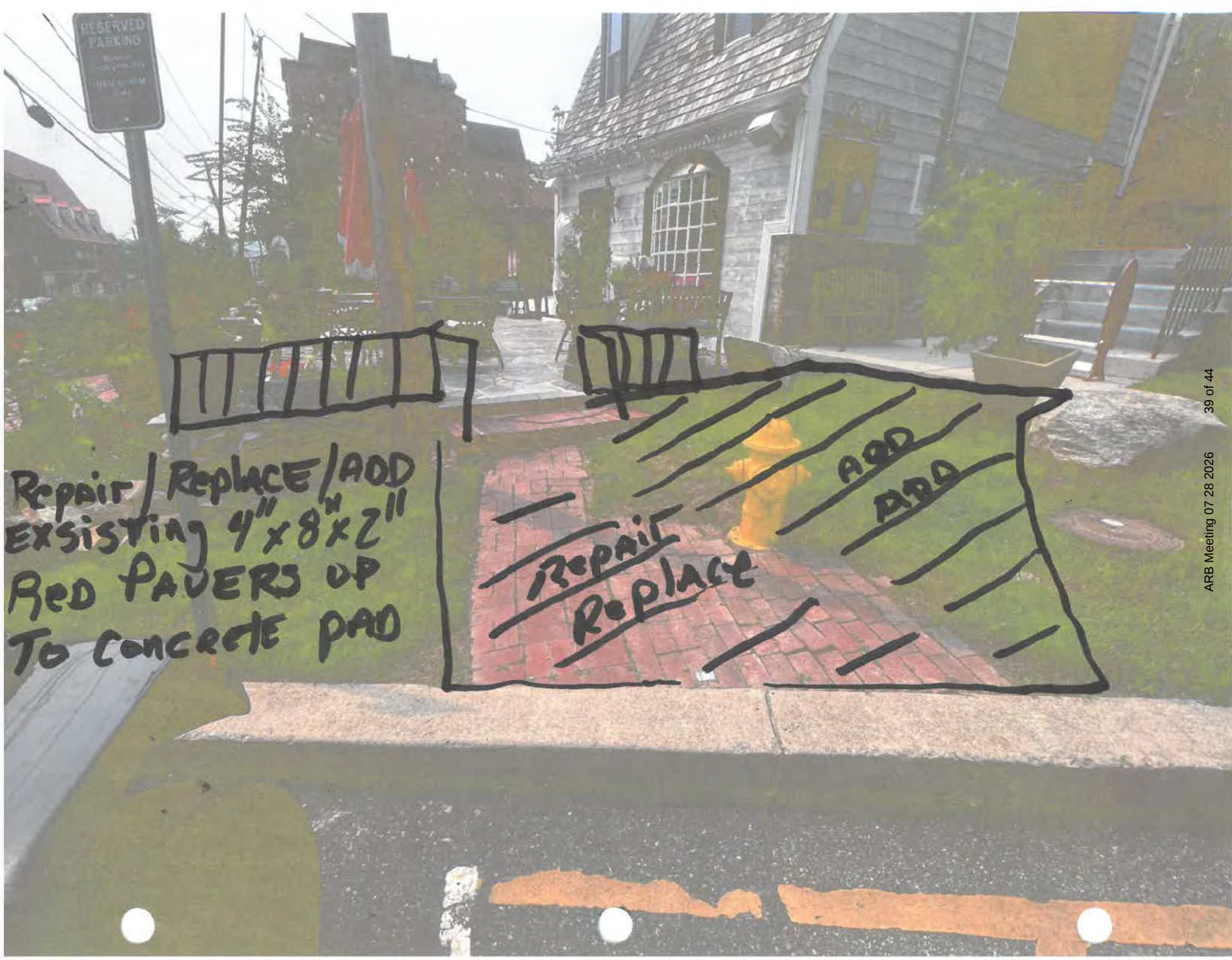
7-17-26
Date

TOWN STAFF ONLY

Notes:









TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Discussion Item	Meeting Date: June 28, 2026
5A: The Scope of the Architectural Review Board's Authority	

Attachments: a. Memorandum on Do's and Don'ts for Certificates of Appropriateness

Submitted by: Martin Crim
Town Attorney

Explanation and Summary:

This is a discussion item created by the Town Attorney Martin Crim to recap the training he provided on May 23, 2026 regarding the Architectural Review Board's authority in Certificate of Appropriateness determinations. This memo will assist members of the Board in understanding how to make these determinations and better understand the purview of the Architectural Review Board.

MEMORANDUM

To: Town of Occoquan Architectural Review Board

From: Martin Crim, Town Attorney

Re: Do's and Don'ts for Certificates of Appropriateness

Date: July 1, 2026

NOT CONFIDENTIAL

This memorandum is subject to disclosure under FOIA and may be freely distributed.

Purpose of This Memorandum

The purpose of this memorandum is to provide a reference resource for members of the Architectural Review Board. It serves as a follow-up to the training I provided to the ARB on May 26, 2026. Application of these tips will help the ARB, staff, and applicants understand how the ARB makes decisions and what kinds of decisions the ARB can make. It also is intended to minimize the number of appeals taken to the Town Council and the Circuit Court.

Do's

- Identify the factors in Virginia Code § 15.2-2306, Town Code § 157.179, and ARB guidelines that are relevant to the question presented for ARB decision-making.
- Identify the facts which weigh for or against the requested Certificate of Appropriateness (COA) and make them part of the record through discussion after the making of a motion and before voting.
- When speaking of architectural compatibility, be as specific as possible.
- Bear in mind that the Old and Historic Occoquan District exists “[i]n order to preserve the unique cultural heritage represented by the original section of the town” and “to promote the general welfare.” Town Code §§ 157.176 and 157.177.
- When drafting guidelines for Council review, provide concrete criteria, requirements, or guidelines for approval.
- When considering a COA for demolition of a structure, the “primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the town.” Town Code § 157.179 (B) (6). However, the ARB must consider the other factors in § 157.179 to the extent they apply.
- If the statute, ordinance, or guidelines justify denial, discuss with the applicant the reasons you see for denial and offer the applicant an opportunity to amend the application during the hearing.
- Decide cases promptly by voting to approve or deny the COA.

- Only continue cases for a decision if the ARB needs additional information to make a decision in the public interest. In that case, identify with specificity the information you need.

Don'ts

- Don't add conditions to a Certificate of Appropriateness. The ARB has no authority to do so.
- Don't look beyond the relevant factors in the Virginia Code, Town Code, and ARB guidelines to find grounds for action. If the applicant appears to be violating (or about to violate) some other law, refer the matter to Town staff.
- When drafting guidelines for Council review, don't use vague terms like "visually appealing," "general character," and "modern materials."
- Don't take action that would impose a substantial burden on the exercise of the freedom of religion.
- Don't try to enforce the Town's ordinances yourself; refer any apparent code violations to the appropriate Town staff.
- Don't try to dictate the materials, style, or color of proposed improvements beyond what the guidelines provide.
- Don't approve an incomplete application. Either deny the application or defer action for the applicant to provide the necessary materials to constitute a complete application. Consider placing a time limit on a deferral. If the application is still incomplete at the end of the deferral period, deny the application.

Conclusions

Enforcing the esthetic regulations of the Old and Historic Occoquan District serves a substantial government interest in preserving the historic atmosphere of the Town, but the law limits the enforcement of esthetic regulations in a number of ways. The Architectural Review Board serves a vital role in such enforcement and serves the public interest best when it creates a clear record of its decisions by pointing to its guidelines and applicable laws to justify its decisions.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

6. Reports	Meeting Date: July 28, 2026
6D: Sign & COA Violation Report	

Attachments: a. June & July 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 June & July

7/23/2026

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OCV-2026-028	Signage	208 Poplar Alley	3/31/2026	Sign for a closed business remaining up	Working with Business owner