

The meeting was called at 7:31 pm.

At 7:31 p.m the meeting was called to order by chairmen Brenda Seefeldt. Present were Brenda Seefeldt, Jonathan Torres, Laurie Holloway, Carol Bailey and Lori Domenech. Doug Kastens and Stewart Emenheiser were excused absent.

There were no Citizen Comments.

The Chair asked for approval of the July 24, 2018 minutes. Jonathan Torres so moved and Laurie Holloway seconded.

Sign application SGN2018-08 (Occoquan Farm Stand) was accepted as is. Lori Domenech made the motion to approve, seconded by Johnathan Torres, all in favor.

Exterior Elevation Application ARB2018-004 (389 Myrtle Place) was accepted as is. Johnathan Torres made the motion to approve, seconded by Lori Domenech, all in favor.

Training was made available for the ARB members from Ned Marshall, Zoning Administrator, and Martin Crim, Town Attorney.

Ned Marshall explained how the ARB works under Zoning Commission. Ned recommended that everyone study the definitions of signs found in Sec. 66-361 in the ordinances.

Ned also encouraged the ARB Chair to follow the ordinance of signing off on the approved applications the night of the meeting and handing the Certificate of Appropriateness to the applicant at the meeting. This will take administrative coordination with the Town Staff.

Ned explained how the Zoning Administrator is the one who enforces the sign ordinances. It was decided to add Ned to the email list of applications with the agenda and to keep a running list of pending signs so when he is in Occoquan he can take photos and confirm that the work was completed as approved.

In the current ordinances there is no such plan for follow up of exterior elevation applications. This concern has been discussed for at least two years amongst the ARB. The ARB will be forwarding to Town Council the recommended changes to the ordinances to the Zoning Administrator can do the same follow up with exterior elevation applications.

When it comes to ordinance changes it was learned that the Town Council refers the changes to the Planning Commission, first. When Planning Commission approves the changes, it goes back to Council for approval.

Martin Crim, prepared detailed handouts about the State of Virginia laws and the Town Ordinances that apply to the ARB. Martin went over these laws noting that Prince William County has very little say over the Town of Occoquan does.

We learned it is essential to create a record for every application. All decisions can be appealed or challenged. The ARB needs to record reasoning for every decision, whether approved or denied. The ARB is a legislative body so we as members are not compelled to testify. The record we create is what is needed.

State of Virginia code requires that we declare a period of interest for Historic district. Our current ordinance calls for buildings built in 1950 or earlier to be designated historic. This list can be found in Sec. 66-222. Even for buildings within the Historic District that are not designated "historic," a certificate of appropriateness is required to make changes to the structure.

Martin Crim explained that the goal of any ARB is to encourage maintenance rather than let historic structures deteriorate to the point where they need to be demolished. He mentioned a new study where towns are offering incentives to help property owners make improvements (Manassas is one example). The study stated that the investment in the repairs brought returns was profitable for the towns in the long run.

We discussed our Vision Statement with the Town Attorney. The Vision Statement is a good idea, nonbinding statement of our desires of what we want to see for Historic Occoquan.

Martin Crim advised selecting a branded color palette with specific verbiage to help people with the issue of color. The ARB Chair officially asked the Town Attorney to put together that verbiage for us. In the near future we will choose a new color palette, add this verbiage, and update everything.

Discussion was had with Martin Crim about the parameters of Sec. 66-224 and the ARB's decision making. For example, part of the ordinance says the ARB cannot consider relative size of the building structure but we can consider how the size of a new structure does affect the overall impact on the Historic District. All parts of Sec. 66-224 can give us a filter to use so we can protect the Historic District.

Town Council Report - Storm water presentation was given at their last meeting/work session. There was also a presentation about the new website and marketing logo. Town residents had a lot to add to this conversation.

Town Manager Report – A banner was approved. Bann Thai restaurant will be opening September 8.

Chair Report – Edits were made to the Vision Statement. Brenda made the motion to adopt ARB Vision Statement as amended, 2nd by Johnathan Torres, all in favor. After the vote the acting Town Manager recommended adding the word "unique" in first sentence. This change was accepted.

The Vision Statement will be forwarded to Town Council.

Historic Occoquan Architectural Review Board Vision Statement

One of the unique qualities of Occoquan is the eclectic architecture of the Historic District. The story of the architecture of each of the buildings reflects the history of Occoquan whether it is a structure that

was built with intentionality in a certain time period or whether a structure was built to replace buildings that were destroyed in the various natural events that are a part of the story of Occoquan. This Vision Statement has been created by the Architectural Review Board (ARB) to assist members of the ARB, builders, businesses, residents, and the public to protect this distinct historic character of Occoquan.

The preferred design elements the ARB would like to see in the Historic District of the Town of Occoquan are the following (and in no particular order):

- Roofs should be angled rather than flat.
- Facades should be compatible with, match or blend with the surrounding architecture styles. Appropriate materials include stone façades or a combination of brick, stone, wood, stucco, etc; for example, Rockledge Mansion and the Mill House Museum, and other important historic structures.
- When a building has a large front face, create the appearance of separate structures. A flat façade can be avoided by using design features such as balconies and awnings, or varying the depth of the building sections. Windows can also be used for this purpose, i.e., Bay, Bow, Oriel-style.
- Windows should be of varying depths and shapes and sizes.
- Riverfront structures should provide public access to the river.
- Trim should be compatible to existing styles of the building architecture. In Occoquan we have a variety of Georgian, Federalist, Victorian, and Craftsman styles.
- Incorporate vegetation/landscaping into the building design.
- Protect or recreate elements that reflect the history of Occoquan.

Architectural Review Board, August 28, 2018

Minutes by Carol Bailey, Lori Domenech, Brenda Seefeldt