



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

**Town Hall – 314 Mill Street
Tuesday, January 28, 2020
7:30 p.m.**

1. Citizen Comments
2. Approval of Minutes
 - a. August 27, 2019 Minutes
 - b. December 10, 2019 Minutes
3. ARB2019-003: 305 Mill Street – Retractable Awning
4. ARB2020-001: 408 Mill Street – Sign Application
5. Prince William County Visitor Center Kiosk
6. Town Council Report
7. Planning Commission Report
8. Chair Report

Brenda Seefeldt
Chair, Architectural Review Board

ARB Meeting Notes – August 27, 2019

In Attendance: Doug Kastens, Laurie Holloway, Darryl Hawkins, Ryan Dillard, and Jonathan Torres.

Excused Absence: Carol Bailey, Lori Domenech, and Brenda Seefeldt.

Call to order: 7:45pm

Move to accept ARB meeting minutes from previous ARB session: first by Ryan Dillard, second by Doug Kastens. All in favor. Motion passes.

Signage font discussion:

Book Antiqua, Helvetica Neue, and Times New Roman were discussed. Some of the fonts got substituted with the wrong font when printed out, possibly due to converting from Mac OS to Windows. Laurie H. asked for a straw vote on whether we should move forward with Sans Serif and Serif: we moved forward with serif.

After discussion the consensus was the less change the better. Since the town currently uses Book Antiqua, we move forward with Book Antiqua as the signage font. Motion to recommend the Book Antiqua font of family for signage by Doug Kastens. Seconded by Jonathan. All in favor. Motion passes.

Town Council meeting report:

Scheduled town/community meeting on September 24th at 6:30pm to discuss the waterfront development. ARB to consider making a joint meeting that day or canceling the September meeting. Laurie will discuss the September ARB meeting with Mayor Porta and ARB Chair Seefeldt.

Planning commission report:

Leading up to the community meeting, air balloons will be raised to the height of the proposed waterfront development to visually illustrate the height of the proposed building. This is conditional on FAA permits.

Trees will be planted at the entrance to Occoquan. Should be completed by end of September.

Meeting adjourned: 8:06pm

ARB Meeting Notes – December 10, 2019

Meeting called to order at 7:30 pm

In attendance: Brenda Seefeldt, Carol Bailey, Darryl Hawkins, Jonathan Torres, Douglass Kastens, Lori Domenech, Laurie Holloway, Ryan Dillard

1. Citizen Comments – None
2. August Meeting Minutes will be approved at January Meeting.
3. Meeting Calendar for 2020 ARB Meetings was set with the following dates scheduled: Jan. 28, Feb. 25, March 24, Apr. 28, May 26, June 23, July 28, Aug. 25, Sept. 22, Oct. 27, Dec. 15. **Brenda S. made a motion to adopt the calendar, Laurie H. 2nd, approved.**
4. 305 Mill St. Application to install a retractable awning - tabled until January meeting as applicant was unable to attend due to illness
5. 311 Mill St. - Application to install an exhaust fan on roof - silver aluminum with a small section visible above roof line. **Laurie H. moved to accept application, Lori D. 2nd, approved.**
6. PWC Visitor Center Kiosk - Brendon Hanafin from Prince William County presented information about this project. Proposed location would be next to Mill House Museum - 10' x 4' brick pad would be installed with the sign centered on pad. It would face the street but have additional signage space on the back.

Kiosk is required to be in close proximity of rest rooms.

With regard to the sign, Laurie asked about an awning or roof over the sign to protect brochures but was informed that that is not part of the plan. Brochure pockets will have vinyl flaps that can be lifted to remove literature. Occoquan information would be limited to back side of sign.

It was suggested that an Occoquan map be displayed on the front of the sign. Mr. Hanafin seemed to think it was a PWC regulation that the PWC map be on the front. It may be possible to have both maps on the front of the sign.

Discussion moved to what information should be displayed about Occoquan. One suggestion was to list restaurants, shops, businesses, etc. It would need to be updated periodically, but might not be practical due to frequency of turnover. Displaying town events was discussed and noted that River Mill Park (close proximity) already does that.

7. Town Council Report - Laurie reported that no new info about the Mill building project was available.
8. Planning Commission Report - Darryl reported that new signage at entrance to town is being considered and the old signage removed for more beautification.

9. Chair Report - Brenda reported that ordinances regarding banners and signs, lighting, etc. were last adopted in 2011. Decisions on signs come about due to the ordinances, not personal preferences.
10. Bonus: Carol invited everyone to visit the Tourist Center in the near future to see what is being displayed, She suggested that most of the available information is about PWC rather than Occoquan.

Adjourned 8:40



Town of Occoquan
Virginia

OCT 10 2019

RECEIVED

ARB 2019-003

No. #830611
\$10.00 cash by Caita

TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential

This application must be filed at Town Hall by **noon on the Wednesday** prior to the Architectural Review Board meeting, which is regularly scheduled on the fourth Tuesday of each month at 7:30 p.m. in Town Hall. The Board requires that actual paint color samples and product brochures (and a photograph of the structure if there is to be a change to the structure's exterior) accompany this form. Applicants are encouraged to refer to the Guidelines (Residential and Commercial) which are available for review at Town Hall and online at www.occoquanva.gov. The applicant or a representative must be present at the meeting, during which the ARB will review the application.

Name: MERIAL GURRIL (Patriot Scuba)

Mailing Address: PO BOX 27

Phone: (703) 930 3584 Date Submitted: 30 Sept 19

Project Address: 305 Mill ST B-7

Work is scheduled to begin (date): As soon as approved

Roof and Roofing

Pitch: _____ Material: _____ Color: _____

Dormers

Pitch: _____ Material: _____ Color: _____

Windows

Dimensions: _____ Window Placement: _____

Grid Pattern/Color: _____ Grid Profile: _____

Shutter Color: _____ Trim Paint Color: _____

13'x8' Retractable Awning to be centered over
the first window on the side of the
building - color - white



Material(s)

Brick, stucco, siding, etc.: _____

Color(s): _____ Pattern: _____

Mortar Color: _____ Joint Pattern: _____

Doorway(s)

Design/Pattern: _____

Column Size: _____ Porch Post(s) Size: _____

Spindle Design: _____ Color(s): _____

Light Fixtures (color/style/placement): _____

Fences, walls, decks

Material(s) (wood, brick, stucco, etc.): _____

Color(s): _____

Pattern: _____

Decorative Trim and/or Hardware: _____

Mortar Color: _____ Joint Pattern: _____

For new construction or alteration of structure, attach nine copies of scale drawings of the proposal. For new construction, attach a schematic showing building in relation to neighboring buildings.

Landscape Design Plan Attached? Yes No

Meria R. Canner
Applicant's Signature

Chair, Architectural Review Board

Date Submitted: 30 Sept 19

Date Approved: _____

TOWN USE ONLY	
Check No.: _____	Cash Receipt No.: _____
Application Fee: \$10	



118

118

118



- 13' -
8'
|

Katy - k.nicholson@occoquanva.gov

paid \$10 cash Receipt # 830634



Town of Occoquan Virginia
DEC 17 2019
RECEIVED

TOWN OF OCCOQUAN

PERMIT APPLICATION FOR SIGNAGE

Applicant's Name: Rachael Bright and Roger Lin*
 Business Name: Local Colour, Shifting Tides, Occoquan Airbnbs'
 Business Address: 408 Mill Street Occoquan VA 22125
 Mailing Address: 408 Mill Street Box #234
 Business Phone: 703-357-3850 Rachael Home Phone: 703-839-2255 Roger

Check One: Commercial Residential Other

Please check applicable information:

Property Owner Tenant Corporation Partnership Sole Proprietorship

Per Town Code Sec. 66-362(b)(2) signage requiring a permit is reviewed and approved by the town Zoning Administrator or designee. All signage requires a permit prior to display or erection except as provided in Section 66-363 of the Town Code. Please refer to the Occoquan Town Code, Chapter 66, Article VIII, Signs, for more information on signage requirements within the town. The Town Code is available on the town's website at www.occoquanva.gov.

If you are repairing an existing sign, or replacing an existing sign with like materials and colors and in the same location, a new certificate of appropriateness is not required.

Colors: Within the Historic District, colors should comply with the ARB Guidelines. A suggested color palette is available in the guidelines.

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

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

Please refer to sections 66-391 and 66-392 for specific information on allowable signage sizes and location per the zoning district.

PLEASE COMPLETE APPLICATION ON REVERSE and submit to Town Hall, 314 Mill Street, Occoquan, VA 22125, Monday - Friday, 9 am - 4 pm.

APPLICATION CHECK LIST

- Image of Proposed Signage (in color)
- Schematic of Sign Location (photo of location to be placed)
- Color/Paint Samples
- Material Sample
- Other _____

SIGN DESCRIPTION

Material: Dibond

Background Color: White Secondary Color(s): Blue, Green, Purple, Black
(Actual color name(s) and paint chip(s) is required)

Font Style: Futura Sign Dimensions: _____(h)_____(w)_____(d)

One-Sided Sign _____ Two-Sided Sign Waterfront? Y or N

Location/Placement Description: 3 attached signs, 1 for Local Colour, 1 for Shifting Tides, 1 for Occoquan Air Bnbs
(A photo depicting sign placement location is required.)

Will sign be lighted? Yes No _____
(If yes, sign must not be internally lit.)

A computer-generated color illustration is required.

SIGN DESCRIPTION

Material: _____

Background Color: _____ Secondary Color(s): _____
(Actual color name(s) and paint chip(s) is required)

Font Style: _____ Sign Dimensions: _____(h)_____(w)_____(d)

One-Sided Sign _____ Two-Sided Sign _____ Waterfront? Y or N

Location/Placement Description: _____
(A photo depicting sign placement location is required.)

Will sign be lighted? Yes _____ No _____
(If yes, sign must not be internally lit.)

A computer-generated color illustration is required.

Rachael Bright
Applicant's Signature

Date Submitted: _____

TOWN USE ONLY	
Approved: _____	
Disapproved: _____	Reason: _____
_____	_____
Zoning Administrator/Designee	Date



Job Name: Outdoor Business Signs

Description: Direct print to 1/4" White Dibond with matte lamination - Double Sided - with .5" holes (Quantity: 1)

Job #: codva19796925

Size: 30"w x 30"h

Proof Version: 1

Proof for content only.



Job Name: Outdoor Business Signs

Description: Direct print to 1/4" White Dibond with matte lamination - Double Sided - with .5" holes (Quantity: 1)

Job #: codva19796925

Size: 30"w x 15"h

Proof Version: 1

Proof for content only.

Occoquan Airbnbs



Job Name: Outdoor Business Signs

Description: Direct print to 1/4" White Dibond with matte lamination - Double Sided - with .5" holes (Quantity: 1)

Job #: codva19796925

Size: 30"w x 15"h

Proof Version: 1

Proof for content only.



32" or less

Local Colour
Logo

@ Shifty Tides Studio
Art

Occoquan Airbnbs



Mock up of what it would look like hanging from our outdoor sign post. See the erased yellow blocks for an approximation of size and shape. Local Colour goes on top. Beneath that Shifting Tides, below that Occoquan Air Bnb's.

As stated on the phone, we are a mixed use building containing 3 businesses, hence the need for multiple signs.