



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, August 25, 2020

7:30 p.m.

1. Call to Order
2. Approval of Remote Electronic Participation Policy
3. Citizen Comments
4. Approval of Minutes
 - a. June 23, 2020 Minutes
 - b. July 7, 2020 Minutes
5. Exterior Elevation Applications
 - a. ARB2020-006: 404 Mill Street – Paint Application
6. Town Council Report
7. Planning Commission Report
8. Chair Report
9. Adjournment

Brenda Seefeldt
Chair, Architectural Review Board

REMOTE ELECTRONIC PARTICIPATION BY MEMBERS OF THE OCCOQUAN ARCHITECTURAL REVIEW BOARD

The following policy is established for the Town of Occoquan Architectural Review Board remote electronic participation in their public meetings. It is the policy of the Occoquan Architectural Review Board that members may participate in its public meetings by electronic means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Board members reviewing an individual member's request to participate remotely must approve such request, unless that participation would violate this written policy or the provisions of Virginia Code § 2.2-3708.2. If a member's participation from a remote location is challenged based on a violation of this written policy or Virginia Code § 2.2-3708.2, then the Board shall vote whether to allow such participation, and if the Board votes to disapprove of the member's remote participation, such disapproval shall be recorded in the meeting minutes with specificity. Only a violation of this written policy or Virginia Code § 2.2-3708.2 shall be grounds for challenge and disapproval. In all other instances, members must approve a remote participation request.

Emergency or Personal Matter

1. On or before the day of the meeting, the member must notify the chair or the vice-chair in the absence of the chair, of the Board, that he/she is unable to attend the meeting due to an emergency or personal matter.
2. The member must identify with specificity the nature of the emergency or personal matter.
3. Arrangements for the remote member's voice to be heard by all persons in physical attendance of the public meeting must be made.
4. A quorum of the Board must be physically assembled at the meeting location.
5. The Board must record in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.
6. Such participation by the member shall be limited each calendar year to two (2) meetings.

Temporary or Permanent Disability

1. On or before the day of the meeting, the member must notify the chair or the vice-chair in the absence of the chair, of the Board, that he/s she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance.
2. Arrangements for the remote member's voice to be heard by all persons in physical attendance of the public meeting must be made.
3. The Board must record in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance and the remote location from which the member participated.
4. A quorum of the Board must be physically assembled at the meeting location.

ARB Meeting Notes – June 23, 2020

1. Meeting called to order by Brenda Seefeldt at 7:30 pm.

In Attendance: Brenda Seefeldt, Laurie Holloway, Lori Domenech, Carol Bailey, Darryl Hawkins, and Jonathan Torres. *Doug Kastens attended remotely via Zoom

Excused absence: Ryan Dillard

* As there was a quorum without Doug Kastens, it was decided that he would not vote.

Town Staff in attendance: Katy Nicholson

2. No citizen comments
3. **Approval of Minutes** from February 25, 2020 meeting: Laurie Holloway moved to approve; Lori Domenech 2nd; *Approved*
4. **Exterior Elevation Applications**
 - A) 305 Mill Street - Paint Application
Lori Domenech moved to approve, Laurie Holloway 2nd; *Approved*
 - B) 430 Mill Street - Tabled as applicants were not present. Town Clerk will ask the applicant some questions such as erosion issues related to the fence which has already been installed without ARB approval.
5. **Town Council Report** – Laurie Holloway reported that the town budget was passed with no tax increase.
 - \$94,000 was received in grant money relief from Prince William County for Covid-19.
 - An account of \$30,000 was set up to help local businesses. The businesses can apply for funds in order to keep operating. Julie Little is heading up that program.
 - The Town passed a noise ordinance based on Prince William's ordinance.
6. **Planning Commission Report** – Darryl Hawkins also discussed the noise ordinance which is being reviewed and revised to better suit needs of the town.
 - A significant change was made in the town maintenance policy. The Police Department will now oversee public works issues in cooperation with Bucky.
 - Beautification projects are still pending
7. **Chair Report** – New sign ordinances is still under review by Planning Commission, delayed due to pandemic.

Adjourned - 8:00 pm

Meeting Notes prepared by Lori Domenech

ARB Special Meeting July 7, 2020

1. Called to order at 6:31

In attendance: Brenda Seefeldt, Laurie Holloway, Lori Domenech, Darryl Hawkins, Carol Bailey
Excused Absence: Doug Kastens, Ryan Dillard, Johnathan Torres

2. Exterior Elevation Application
 - A. ARB2020-005 - 430 Mill Street - Fence Application

The applicant submitted a written statement which was given to each ARB member to read, though it was not read aloud.

ARB members were asked to consider the following Town Codes in order to make a decision on the application:

1. Town Code section 33.49 (I) "vote and announce its decision on any matter properly before if not later than 14 days after the conclusion of the hearing on the matter unless time is extended by mutual agreement between the Board and the applicant"
2. Town Code section 157.175 (7) The extent to which the building or structure will promote the general welfare by:
 - a) Preserving and protecting historic places and areas;
 - b) Maintaining and increasing real estate value;
 - c) Generating business;
 - d) Creating new positions;
 - e) Attracting tourists, students, writers, historians, artists and artisans, and new residents;
 - f) Encouraging study of and interest in American history;
 - g) Stimulating interest in and study of architecture and design;
 - h) Educating citizens in American culture and heritage; and
 - i) Making the town a more attractive and desirable place in which to live.

The Town Attorney read the section of the Design Guidelines pertaining to fences.

Fences and Walls

If fences and walls are to be used as screens or accent elements, the design, colors, and choice of materials shall 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, and snow fencing are not considered appropriate.

Discussion was had on stockade, snow and chain-link fences not being allowed. Design, color and choice is governed by ARB.

There was discussion regarding the question of whether the fence complements the building it is paired with and if it is consistent with the design or materials used in the buildings. Also discussed was whether the fence was erected for privacy, safety or screening. There was some question as to whether the fence that was installed should be considered stockade in style.

The original site plan indicated that there would be a stairway going from the new construction to the Rockledge property indicating an opening through which Rockledge could be viewed. The fence as built blocks that view.

Laurie Holloway asked the town Attorney if it mattered that the fence was already installed. It does not.

ARB members were instructed that if approval was denied, reasons for denial would need to be stated. Those reasons would have to be consistent with existing regulations.

Questions to be considered in deciding whether to approve:

- a) Is the fence "stockade"? It has vertical slats but not pointed tops on slats.
- b) Does the fence obstruct the view of Rockledge?
- c) Are materials consistent with the rest of the project?

The applicant was not in attendance to answer questions. Town code does not specifically require attendance. The applicant asked the ARB to make a decision on his application in his absence although his signed application indicated that he must be present.

A Motion was made by Brenda Seefeldt; do we approve this application despite the unanswered questions (see above). Carol Bailey 2nd.

Votes:

Lori Domenech - No
Laurie Holloway - Aye
Darryl Hawkins -No
Carol Bailey - No
Brenda Seefeldt - No

Meeting adjourned 7:02 pm



Town of Occoquan
Virginia
AUG 18 2020
RECEIVED

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: The Secret Garden Cafe

Mailing Address: P.O. Box 353 Occoquan VA 22125

Phone: (703) 494-2848 Date Submitted: 08/18/20

Project Address: 404 Mill St Occoquan VA 22125

Work is scheduled to begin (date): 09/22/20

Roof and Roofing

Pitch: _____ Material: _____ Color: _____

Dormers

Pitch: _____ Material: _____ Color: _____

Windows

Dimensions: _____ Window Placement: _____

Grid Pattern/Color: _____ Grid Profile: _____

Shutter Color: Snip of Parsley Trim Paint Color: White

Material(s)

Brick, stucco, siding, etc.: Siding

Color(s): Hailstorm Gray 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

[Signature]
Applicant's Signature

Chair, Architectural Review Board

Date Submitted: 08/18/20

Date Approved: _____

TOWN USE ONLY

Check No.: 8563 Cash Receipt No.: _____

Application Fee: \$10



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White
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