



# TOWN OF OCCOQUAN

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

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## ARCHITECTURAL REVIEW BOARD MEETING

October 25, 2022 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
  - a. September 27, 2022 Meeting Minutes
4. **Exterior Elevation Applications**
  - a. ARB2022-016 402 Mill Street (Replace Roof)
  - b. ARB2022-017 208 Poplar Alley (Install Fence)
5. **Reports**
  - a. Town Council Report
  - b. Town Manager's Report
  - c. Planning Commission Report
  - d. Chair Report
6. **Adjournment**

Brenda Seefeldt  
Chair, Architectural Review Board



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### MEETING MINUTES

September 27, 2022

In Attendance: Brenda Seefeldt, Darryl Hawkins (remotely), Lori Domenech, Carol Bailey, Cindy Fithian, Lisa Terry, Merial Currer; Alternates: Theo Daubresse

Absent: Jennifer Shown

**Call to Order-** Brenda called the meeting to order at 7:29 pm

**1. Citizen's Comments** - None

**2. Approval of Minutes**

1. August 23, 2022 Meeting Minutes – Correction was made for Lori Domenech as an excused absence.

**3. Exterior Elevation Applications**

1. **ARB2022-015** – 310 Center Lane – 5'x6' Trash Enclosure to be located in grassy area adjacent to the home. Applicant was not sure who owns the property. Matt Whitmoyer explained that the area in question is an easement with Dominion Power and Prince William Service Authority (had to be 7 ½' away from fire hydrant). Applicant said he would also clean up the area and beautify around the enclosure. Lori made a motion to approve, Cindy 2nd, All Approved.

**4. Reports**

1. Town Council Report - Cindy reported that the Craft show was great and received lots of positive feedback. Kirstyn Jovanovich has left the position as Town Manager; Adam Linn will be interim Town Manager.
2. Town Manager's Report – No report.
3. Planning Commission Report - Darryl did not attend the meeting but reported that the only agenda item was to discuss the possibility/legality of putting public parking garages in town. A public hearing date was set for 10/25/22. There was also some continued discussion of expanding the River Walk.
4. Chair Report – No report.

**5. Discussion Items**

1. Request to Review and provide feedback on the Quick Signage Guide – Matt Whitmoyer created a new document called a Quick Signage Guide that's available on the Town website to simplify the approval process for signs. We went through the document page-by-page for review as well as education for the new members. During

review of the Quick Signage Guide, Brenda suggested that ARB look into clarifying the number of A-Frame signs permitted at a business.

2. Referral from Town Council of ARB Guidelines Relating to Solar Panels and Skylights - Brenda shared comments from the town attorney regarding consideration of skylights and solar panels. As a board we decided to not list specific dates, as the attorney mentioned. Regarding solar panels, it was agreed that some of the wording should be changed to eliminate specific colors and keep the part that says they should be as inconspicuous as possible. It was also discussed that the reference to a building permit from Prince William County be kept in.

The new updates, which are now being sent to Town Council, are:

15. Skylights – An application for a skylight must be based on a historical example.

18. Solar Facilities (Photo Voltaic Systems) are allowed in the Town of Occoquan even though they are not historically accurate. Solar facilities are permitted on contributing structures only if the panels are made of materials that closely match the color of the existing roof and panels are mounted flush with the roof. The solar facilities should be located as inconspicuously as possible. A building permit from Prince William County is also required.

Brenda made a motion to update design guidelines as discussed with changes, Carol 2nd, All Approved

## **6. Adjournment - 8:43 pm**



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# TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

## APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

All exterior changes and modifications to the exterior of structures located within the [Old and Historic District](#) must be reviewed by the Architectural Review Board (ARB) for issuance of a Certificate of Appropriateness (COA) prior to the work being performed. Applicants should review the [Architectural Review Board Design Guidelines](#) for guidance of appropriate colors, materials, designs, etc.

The ARB meets regularly on the fourth Tuesday of the month at 7:30 p.m. at Town Hall. Applications must be filed at Town Hall by close of business on the Tuesday of the week prior to the meeting. Applicants must submit supplemental materials at time of application. Additional paint and material samples, product brochures and spec sheets, renderings, architectural drawings, photographs of the structure or other supplemental materials may be requested by the ARB prior to the hearing. The applicant or a representative must be present at the meeting during which the ARB will review the application. All fees must be paid prior to scheduling for ARB consideration.

Section I: Applicant and Owner Information	
<p><u>Connor Bertoldo</u> Applicant Name</p> <p><u>402 Mill St LLC</u> Business Name (if Applicable)</p> <p><u>402 Mill St Occoquan</u> Address (No., City, Address, Zip) + PO Box</p>	<p><u>902 Mill St. LLC</u> Owner Name</p> <p><u>402 Mill St LLC Occoquan</u> Address (No., City, Address, Zip) + PO Box</p> <p>[REDACTED]</p> <p>Phone Number</p> <p><input type="checkbox"/> Same as Applicant Information</p>
Section II: Property Information	
<p>Project Address:</p> <p>Type of Use (Select One):  <input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use  <input type="checkbox"/> Other: _____</p>	<p>Structure Style: <u>Colonial</u></p> <p>Exterior Elevation Type (Select all that apply):  <input checked="" type="checkbox"/> Improvement/Repair to Existing Structure  <input type="checkbox"/> New Development/In-Fill or New Accessory Structure  <input type="checkbox"/> Demolition  <input type="checkbox"/> Other: _____</p>
<p>Brief Description of Project:  <u>Replace upper roof w/ Camelot II Architectural Shingle</u></p>	
<p><b>Notice to Applicant/Property Owner:</b> Prior to construction and/or installation of improvements, it is your responsibility to determine the existence of any restrictive covenants and/or deed restrictions governing property improvements. Other permits or approvals may be required from the Town or other agencies such as Zoning Compliance Review and/or Building Permits, among others. It is your responsibility to comply with all applicable regulations and to determine any other applicable private restrictions.</p>	
<p><u>[Signature]</u> Applicant Signature</p>	<p><u>22/9/22</u> Date Submitted</p>

Section III: Application Check List	
<input type="checkbox"/> Paint Sample ( <i>identify which Architectural feature samples are included</i> ) List:	<input type="checkbox"/> Material Samples ( <i>identify which Architectural feature samples are included</i> ) List:
<input type="checkbox"/> Spec Sheets/Product Brochures: ( <i>identify which Architectural feature spec sheets are included</i> ) List:	<input type="checkbox"/> Photo of existing structure(s)  <input type="checkbox"/> Schematic(s)/Rendering(s) illustrating proposed improvement(s) on structure(s)  <input type="checkbox"/> Architectural Plans
<input type="checkbox"/> Other (List):	
<p><b>Note to Applicants:</b> 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 <a href="#">§ 157.179 of the Town Code</a> regarding matters to be considered by the ARB. At the time of the ARB meeting, the ARB may request additional information or documentation in order to complete a thorough review of the application.</p>	
Section IV: ARB Certificate Of Approval (COA)	
Date to Architectural Review Board:  _____	<input type="checkbox"/> COA Issued <input type="checkbox"/> COA Denied  Signature (ARB Chair or Designee) _____ Date _____
Section V: TOWN STAFF ONLY	
	<b>ARB APPLICATION NO.:</b> <i>ARB2022-016</i>
<b>Plan Reference Numbers:</b> <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	<b>Notes:</b>

**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: <u>402 Mill Street</u>	ARB Application No.: <u>ARB2022-016</u>
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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](http://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.*

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**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

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**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: 3 tab  
 Proposed Roof Material: ~~Camelot~~ Architectural shingles Roof Pitch 6/12  
 Proposed Roof Color and Style: \_\_\_\_\_  
 Proposed Gutter Material and Color: \_\_\_\_\_  
 Gutter Locations (provide exhibit): \_\_\_\_\_  
 Sample Included (Type): \_\_\_\_\_  
 Spec Sheet Included  Photo Included

**8. Dormers**  New  Repair/Replacement  
 Existing Material, Color and Pattern: \_\_\_\_\_  
 Proposed Material: \_\_\_\_\_ Existing Pitch \_\_\_\_\_ New Pitch \_\_\_\_\_  
 Proposed Color and Style: \_\_\_\_\_ Window Color and Style: \_\_\_\_\_  
 Sample Included (Type): \_\_\_\_\_  
 Spec Sheet Included  Photo Included

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

New  Repair/Replacement Proposed Structure Type: \_\_\_\_\_

Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_

Proposed Material: \_\_\_\_\_ Color/Stain: \_\_\_\_\_

Proposed Pattern/Design: \_\_\_\_\_ Decorative Trim/Hardware: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

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

Sample Included (Type): \_\_\_\_\_

Spec Sheet Included  Photo Included

**10. Other Exterior Improvements**  New  Repair/Replacement

Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_

Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_

**Lighting**

Light Fixtures: Color \_\_\_\_\_ Style \_\_\_\_\_ Placement \_\_\_\_\_  Spec Sheet Included

**Ramps**

ADA Ramps: Color \_\_\_\_\_ Style \_\_\_\_\_ Location \_\_\_\_\_  Spec Sheet Included

**Chimneys**

Brick  Stone Color \_\_\_\_\_ Style \_\_\_\_\_ Location \_\_\_\_\_  Spec Sheet Included

**Other**

Material: \_\_\_\_\_ Color \_\_\_\_\_ Type \_\_\_\_\_ Location \_\_\_\_\_

**Other**

Material: \_\_\_\_\_ Color \_\_\_\_\_ Type \_\_\_\_\_ Location \_\_\_\_\_

Brief Description:

Spec Sheet Included  Photo Included

\_\_\_\_\_  
Applicant Signature

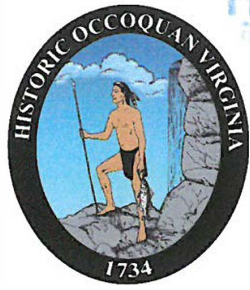
\_\_\_\_\_  
Date

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**Notes:**



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# TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

## APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential Exterior Improvements Within the Old and Historic District

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### Section I: Applicant and Owner Information

<b>Kathy &amp; Joshua Anderson</b> Applicant Name <b>Anderson's Country Store LLC</b> Business Name (if Applicable) <b>208 Poplar Alley</b> [Redacted] [Redacted] [Redacted] Phone Number	<b>Kathy &amp; Joshua Anderson</b> Owner Name [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] <input type="checkbox"/> Same as Applicant Information
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### Section II: Property Information

Project Address: <b>208 Poplar Alley</b>	Structure Style:
Type of Use (Select One): <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	Exterior Elevation Type (Select all that apply): <input checked="" type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
Brief Description of Project: <b>Install a 6' high x 60' long horizontal picket fence along property line using 1" x 6" wood material</b>	

**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 <b>10/19/2022</b>
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# 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: <u>208 Poplar Alley</u>	ARB Application No.: <u>ARB2022-017</u>

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](http://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.

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

**5. Windows**  New  Repair/Replacement  
Existing Material, Color and Pattern: \_\_\_\_\_

Proposed Material: \_\_\_\_\_ Grid Profile: \_\_\_\_\_

Grid Color: \_\_\_\_\_ Shutter Color: \_\_\_\_\_ Trim Color: \_\_\_\_\_

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

Sample Included (Type): \_\_\_\_\_  
 Spec Sheet Included  Photo Included

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**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

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**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

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**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: Fence  
Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_  
Proposed Material: Wood Color/Stain: Natural  
Proposed Pattern/Design: Install a 6' high x 60' long fence Decorative Trim/Hardware: \_\_\_\_\_  
Mortar Color: N/A Joint Pattern: N/A  
Porch/Deck Post(s) Size: N/A Spindle Design and Color: N/A  
 Sample Included (Type): \_\_\_\_\_  
 Spec Sheet Included  Photo Included

**10. Other Exterior Improvements**  New  Repair/Replacement

Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_  
Existing Material, Color and Design: \_\_\_\_\_ Type: \_\_\_\_\_

**Lighting**

Light Fixtures: Color \_\_\_\_\_ Style \_\_\_\_\_ Placement \_\_\_\_\_  Spec Sheet Included

**Ramps**

ADA Ramps: Color \_\_\_\_\_ Style \_\_\_\_\_ Location \_\_\_\_\_  Spec Sheet Included

**Chimneys**

Brick  Stone Color \_\_\_\_\_ Style \_\_\_\_\_ Location \_\_\_\_\_  Spec Sheet Included

**Other**

Material: \_\_\_\_\_ Color \_\_\_\_\_ Type \_\_\_\_\_ Location \_\_\_\_\_

**Other**

Material: \_\_\_\_\_ Color \_\_\_\_\_ Type \_\_\_\_\_ Location \_\_\_\_\_

Brief Description:

Spec Sheet Included  Photo Included

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

**TOWN STAFF ONLY**

Notes:





**Cedar Horizontal Fence | Horizon**

[www.pinterest.com](http://www.pinterest.com)