



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

MEETING MINUTES

August 23, 2022

In Attendance: Brenda Seefeldt, Darryl Hawkins, Carol Bailey, Cindy Fithian, Lisa Terry; Alternates: Theo Daubresse

Excused Absent: Merial Currer and Lori Domenech

Call to Order- Brenda called the meeting to order at 7:32 pm

1. Citizen's Comments - None

2. Approval of Minutes

1. July 26, 2022 Meeting Minutes – Brenda made a motion to accept, Carol 2nd, Approved

3. Exterior Elevation Applications

1. **ARB2022-012** – 300 Center Lane - New trash bin enclosure with proposed solid wood and natural color/stain – Cindy made a motion to accept, Carol 2nd, Approved.
2. **ARB2022-013** – 304 Center Lane - New trash bin enclosure with proposed solid wood and natural color/stain. Location requires bushes to be trimmed – Brenda made a motion to accept, Cindy 2nd, Approved.
3. **ARB2022-014** – 306 Center Lane - New trash bin enclosure with proposed solid wood and natural color/stain. Location requires bushes to be trimmed – Lisa made a motion to accept, Cindy 2nd, Approved.

4. Reports

1. Town Council Report - Cindy postponed delivery of the report and will be distributing updates via email prior to the next meeting.
2. Town Manager's Report – No report.
3. Planning Commission Report - Darryl reported that discussions were held around swimming in the Occoquan River, potential for mussels to be added to the river, plans for the riverwalk, approval of solar updates to be presented to town council, and brief updates for the Alpine-X and Belmont Bay projects.
4. Chair Report - Brenda continued the conversation about solar panels to update the Exterior Elevation Design Guidelines:
 - a. Zoning provided a staff report for guidance. There were questions involving the language within the roofing section regarding the reference to the terms “single family dwelling” as well as “materials”. Brenda is looking to confirm that residential and commercial properties will be treated in the same capacity. Interim Town Manager Adam Linn to follow-up.

- b. Discussion was held around the language used regarding future skylight installments. It was deemed that skylights are not historically accurate for the design of existing buildings within the town. Cindy stated the current language did not leave opportunity for skylights to be added in the future. Brenda referenced that no buildings built prior to the establishment of the Architecture Review Board have skylights within the Historic District. Brenda indicated that the current language states skylights do not align to historical accuracy so it is stating future installments would have to provide justification as to why it is accurate. Darryl stated the language may require adjustments to open up the possibility for future skylights with ARB approval. Slight adjustments were made to the second sentence to now say “If the homeowner or business owner would like to install skylights, a historical preference should be referenced.”
- c. Brenda motioned to accept the guideline language reflective of the adjustment made in the meeting, Lisa 2nd, Cindy abstained, approved.
- d. This is what is being sent to Town Council for approval:

14. Roof Pitch and Material – The pitch of a roof shall 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 shall 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 shall be extended on any addition to buildings with existing pressed tin roofs.

15. Skylights are not historically appropriate. If the homeowner or business owner would like to install skylights, a historical preference should be referenced.

16. Rooftop Screening If roof-mounted mechanical equipment is used on a flat roof, it shall be screened from public view on all sides by a parapet. If additional screening is necessary, the screening material and design shall be consistent with the design, textures, materials, and colors of the building. The screening shall appear as an integral part of the building. All effort should be made to locate equipment in a location that takes full advantage of the screening provided by the parapet from a street perspective.

17. Satellite Dishes FCC rules allow for satellite dishes even though they are not historically accurate. If a satellite dish is installed it should be placed in an obscure location.

18. Solar Facilities (Photo Voltaic Systems) are allowed in the Town of Occoquan even though they are not historically accurate. If a home or business owner wants to install solar facilities, they should be located as inconspicuously as possible and have a building permit from Prince William County.

5. Adjournment - 8:19 pm