



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING August 22, 2023 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. May 23, 2023 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2023-003 206 Washington Street (Porch Railings)
5. **Discussion Item**
 - a. Exterior Elevation Design Guidelines (EEDG) Updates
6. **Reports**
 - a. Town Council Report
 - b. Town Manager's Report
 - c. Planning Commission Report
 - d. Chair Report
7. **Adjournment**

Brenda Seefeldt
Chair, Architectural Review Board



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

RECEIVED
AUG 18 2023

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>Donna Bell</u> Applicant Name</p> <p><u>Donna Bell</u> Business Name (if Applicable)</p> <p><u>Cypress</u> Address (No., City, Address, Zip) + PO Box</p> <div style="background-color: black; width: 100%; height: 80px;"></div>	<p>_____ Owner Name</p> <p><u>Donna Bell</u> Address (No., City, Address, Zip) + PO Box</p> <p><u>206 Washington St</u> Email</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: _____</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>Fixed railing and come to find out needs to 42" Tall Commercial</u></p>	
<p>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.</p>	
<p><u>Donna M Bell</u> Applicant Signature</p>	<p><u>8/18/2023</u> Date Submitted</p>

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (<i>identify which Architectural feature samples are included</i>) List: <div style="font-size: 2em; font-family: cursive;">white</div>	<input type="checkbox"/> Material Samples (<i>identify which Architectural feature samples are included</i>) List: <div style="font-size: 2em; font-family: cursive;">wood</div>
<input type="checkbox"/> Spec Sheets/Product Brochures: (<i>identify which Architectural feature spec sheets are included</i>) List:	<input checked="" 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>Note to Applicants: 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 § 157.179 of the Town Code 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	
	ARB APPLICATION NO.: ARB2023-003
Plan Reference Numbers: <input type="checkbox"/> Zoning Approval _____ <input type="checkbox"/> Site Plan _____ <input type="checkbox"/> SUP _____ <input type="checkbox"/> Other _____	Notes:

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: 206 Washington Street	ARB Application No.: 2023-003

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. 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): <input type="checkbox"/> New Build <input type="checkbox"/> Improvements to Existing Structure(s) <input type="checkbox"/> Combination
2. Additions and New Builds <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>
3. Awnings <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
4. Exterior Walls on Structure <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

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: _____

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

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

TOWN STAFF ONLY

Notes:



Property -
206 Washington St.
Occoquan Va.

Donna Bell

