



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING January 23, 2024 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Election of Officers**
 - a. Nominations and the Election of Officers for Calendar Year 2024
 - Chairperson
 - Vice-Chairperson
 - Secretary
4. **Approval of Minutes**
 - a. December 12, 2023 Meeting Minutes
5. **Exterior Elevation Applications**
 - a. ARB2023-004 204 Ellicott Street (Porch Railings)
 - b. ARB2024-001 209 Washington Street (Siding)
6. **Reports**
 - a. Town Council Report
 - b. Deputy 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

Agenda Communication

3. Election of Officers	Meeting Date: January 23, 2024
3A: Nominations and the Election of Officers for Calendar Year 2024	

Attachments: a. N/A

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This item is for the nomination and election of officers for the Architectural Review Board, pursuant to § 33.48 of the Town Code.

Each year, at the January meeting, the ARB must select a chairperson, vice-chairperson, and secretary, who serve for a 12-month terms of office and are eligible for re-election.

Proposed/Suggested Motion:

“I would like to nominate: [NAME] for [OFFICE].” Follow nomination and roll call process as outlined in Chair’s agenda.

OR

Other action the ARB deems appropriate.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Approval of Minutes	Meeting Date: January 23, 2024
4A: Request to Approve December 12, 2023 Minutes	

Attachments: a. December 12, 2023 Meeting Minutes

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is a request to approve the meeting minutes from December 12, 2023.

Proposed/Suggested Motion:

"I move to approve the meeting minutes from December 12, 2023 as presented."

OR

Other action the Architectural Review Board deems appropriate.

**TOWN OF OCCOQUAN
ARCHITECTURAL REVIEW BOARD
MEETING MINUTES
12 December, 2023**

In Attendance: Brenda Seefeldt, Darryl Hawkins, Jennifer Shown, Lisa Terry and Merial Curren
Alternates: Mary Craig and Rick Fitzgerald
Excused Absences: Carol Bailey

1. Call to Order- Brenda called the meeting to order at 7:345pm

2. Citizen's Comments – None

3. Approval of Minutes

23 May 2023 and 22 August 2023 Minutes – Jennifer made a motion to approve. Lisa 2nd, approved.

4. Exterior Elevation Applications

A - ARB2023-004 204 Ellicott Street (Porch Railings)
Applicant did not show up.

5. Discussion of Sign Code

A. Matt Whitmoyer - discussed the current sign code and the enforcement process.

6. Reports

A. Town Council Report - River Walk committee is looking at the boardwalk and will direct questions to ARB.

B. Town Manager's Report – 3 of the 4 new town signs have been installed.

C. Planning Commission Report – Occoquan is a Trail Town and the planning commission is discussing ways to improve walking, hiking and biking trails.

D. Chair Report – Thanks for all our help.



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Exterior Elevation Applications	Meeting Date: January 23, 2024
5A: ARB2023-004 204 Ellicott Street	

Attachments: a. ARB2023-004 204 Ellicott Street (Porch Railings)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for the installation of new porch railings made of wood with smooth white vinyl covers at 204 Ellicott Street.

Relevant Section of ARB Guidelines: The proposed work alters the railings of the existing porch and is therefore covered under Section 13 of the ARB Guidelines, which reads as follows:

13. Porches

Porches are the welcoming hand to any structure, sometimes covered, sometimes not. Porches have played an important role in many Historic Districts, including Occoquan, and consist of many styles over the years. **Historically porches were made of wood and/or masonry. Wood is still preferred in the Historic District but a realistic woodgrain look is acceptable.**

New or modified porches in the Historic District should reflect the styles and appearance of existing porches in the Historic District as to scale and aesthetics. When modifying a porch, the property owner must maintain or enlarge the existing dimensions of the porch and must match or retain the profiles of the porch's elements (such as column bases, shafts and capitals, balusters, and ornamental millwork). Existing open-air front porches on primary elevations must not be enclosed. Any building with an existing primary-elevation porch should not have an additional porch created. For contributing structures, a ramp for ADA access should work with the existing porch rather than alter the features of the structure.

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB guidelines, including its congruence with the styles and appearances of neighboring porches in the Historic District.

Proposed/Suggested Motion:

"I move to approve ARB2023-004 204 Ellicott Street (Porch Railings) as is."

OR

"I move to not approve ARB2023-004 204 Ellicott Street (Porch Railings)."

OR

Other action the Architectural Review Board deems appropriate.



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>WILLIAM JENNINGS Applicant Name</p> <hr/> <p>Business Name (if Applicable)</p> <hr/> <p>Address (No., City, Address, Zip) + PO Box 204 ELLICOTT ST [REDACTED]</p> <hr/> <p>Email [REDACTED]</p> <hr/> <p>Phone Number [REDACTED]</p>	<p>William JENNINGS Owner Name</p> <hr/> <p>Address (No., City, Address, Zip) + PO Box</p> <hr/> <p>Email</p> <hr/> <p>Phone Number</p> <hr/> <p><input checked="" type="checkbox"/> Same as Applicant Information</p>
Section II: Property Information	
<p>Project Address:</p> <hr/> <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> <hr/> <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: REPLACED HAND RAILING TO ENTRANCE. (WOOD TO VINYL)</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>William Jennings Applicant Signature</p>	<p>10/25/23 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>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.: ARB2023-004
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: <u>204 ELLICOTT ST.</u>	ARB Application No.: <u>ARB2023-004</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. 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 checked="" 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: <u>REPLACED WOOD HAND RAILING WITH WHITE VINYL.</u> _____ _____ <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): <u>N/A</u> 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: <u>N/A</u> <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: N/A 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: N/A 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: N/A Roof Pitch _____

Proposed Roof Color and Style: N/A _____

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: N/A 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:



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Exterior Elevation Applications	Meeting Date: January 23, 2024
5B: ARB2024-001 209 Washington Street	

Attachments: a. ARB2024-001 209 Washington Street (Exterior Siding)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for the painting of the exterior siding to white and the window trims to green at 209 Washington Street.

Relevant Section of ARB Guidelines: The proposed work alters the color of the existing siding and is therefore covered under Section 5 of the ARB Guidelines, which reads as follows:

5. Colors

Exterior paint colors shall be appropriate for the architectural period of the building. Colors of a building shall take into consideration roof and foundation colors. It is encouraged that when rehabilitating Craftsman or Victorian style homes to use period-appropriate color pairings. In addition, for rehabilitation or replacement of windows, "earth tone" colors are appropriate.

The book *A Century of Color* is an excellent reference. Another resource is the following color chart which is taken from the website Archive.org and the document "Every Man His Own Painter!" which was originally written in 1872.

Note that none of these colors are modern paint chips. Use these colors as a guide as you pick out your exact paint colors. Most popular exterior paint brands now have historic palettes available.

Painting of brick or stone is not recommended. Existing paint may be removed if done in a manner which will not damage the surface of the structure. Methods such as sandblasting, chemical application and heat guns tend to damage the structure.

22. Windows

The placement and proportions of windows and doors are of paramount importance in achieving a historic reproduction. Most glass manufacturers 125 years ago did not have the capability to create large sheets of glass. That's why old window sashes are comprised of a collection of smaller pieces of glass separated and held in place by muntin bars.

Traditional windows have depth and a windowsill, as well as true divided lights or interior and exterior fixed muntin with internal spacers to reference traditional designs. No mirrored or tinted glass.

The architecture style of Craftsman homes and Victorian homes often used colors for muntin and sashes. That is encouraged using the earth tone colors.

In new construction simulated true divided light windows in the appropriate style and color (earth tones) shall be used.

Storm windows shall not be used unless the design allows the original window to show through.

18th Century Small panes; six over six window lights and up
1775-1800 arched at top, shutters
Proportions - one-half the width of the height
Placement - Lined up one above the other and over doorways Headers -
Wood, solid beam; stone; brick; jack arches or segmented arches; lighter
brick often used around windows

19th Century Windows in the early 19th Century were usually six over six. The emergence of styles such as neo-Gothic, Italianate and Queen Anne led the use of two over two, one over one, and in Queen Anne a multiplicity of combinations. By the end of the 19th Century, two over two dominated and this is the pattern most often seen in 19th Century houses in Occoquan
Proportions - Usually, one-half width of height
Headers - Elaborate, eyebrow, segmented and jack arches

Staff Recommendation: Make a determination based off the proposed work's compliance with the ARB guidelines, including its congruence with the styles and appearances of neighboring siding colors in the Historic District.

Proposed/Suggested Motion:

"I move to approve ARB2024-001 209 Washington Street (Exterior Siding) as is."

OR

"I move to not approve ARB2024-001 209 Washington Street (Exterior Siding)."

OR

Other action the Architectural Review Board deems appropriate.



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>Muhammad Z. Iqbal</u> Applicant Name</p> <p><u>Masjid Al-Hussain</u> Business Name (if Applicable)</p> <p><u>209 Washington St. Woodbridge VA</u> Address (No., City, Address, Zip) + PO Box</p>	<p><u>Muhammad Z. Iqbal</u> Owner Name</p> <p><u>209 Washington St. Woodbridge VA</u> Address (No., City, Address, Zip) + PO Box</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: <u>Religious</u></p>	<p>Structure Style:</p> <p>Exterior Elevation Type (Select all that apply): <input type="checkbox"/> Improvement/Repair to Existing Structure <input type="checkbox"/> New Development/In-Fill or New Accessory Structure <input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Other: <u>Exterior Paint</u></p>
<p>Brief Description of Project: <u>To white wash the exterior of the building in white color.</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>M. Iqbal</u> Applicant Signature</p>	<p><u>12/11/23</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>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.: <div style="border: 2px solid red; padding: 2px; display: inline-block; background-color: yellow;">ARB2024-001</div>
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: **209 Washington St**

ARB Application No.: **ARB2024-001**

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): 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.

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

4. Exterior Walls on Structure New Repair/Replacement

Existing Material, Color and Pattern: _____ *Tan*

Proposed Material: Brick Siding Other: _____ *Paint* Paint Material Replacement

Material Type: _____ *N/A* Color: _____ *Exterior White* Pattern: _____ *N/A*

Mortar: Color _____ *N/A* Joint Pattern _____ *N/A*

Sample Included (Type): _____

Spec Sheet Included Photo Included

Amendment submitted on behalf of applicant via phone on 1/16/24 - MW

5. Windows <input type="checkbox"/> New <input checked="" type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: <u>White</u>
Proposed Material: <u>N/A</u> Grid Profile: <u>N/A</u>
Grid Color: <u>N/A</u> Shutter Color: <u>N/A</u> Trim Color: <u>Hunter Green</u>
Location (identify location of windows and types - provide exhibit): <u>All exterior windows</u>
<input checked="" type="checkbox"/> Sample Included (Type): <u>Hunter Greene paint sample</u> <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
6. Doors <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____
Proposed Material: _____ Style: _____ <input type="checkbox"/> Window (Style): _____
Door Color: _____ Trim Color: _____ Window Color: _____
Location(s) (identify location of doors and types - provide exhibit): _____
<input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
7. Roofs and Gutters <input type="checkbox"/> New <input type="checkbox"/> 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): _____
<input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> Photo Included
8. Dormers <input type="checkbox"/> New <input type="checkbox"/> Repair/Replacement Existing Material, Color and Pattern: _____
Proposed Material: _____ Existing Pitch _____ New Pitch _____
Proposed Color and Style: _____ Window Color and Style: _____
<input type="checkbox"/> Sample Included (Type): _____ <input type="checkbox"/> Spec Sheet Included <input type="checkbox"/> 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:



SW 7005
Pure White

1 qt. Protective Enamel Gloss Dark Hunter Green Interior/Exterior Paint (2-Pack)

★★★★★ (3089) ✓





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

6. Reports	Meeting Date: January 23, 2024
6B: Deputy Town Manager's Report	

Attachments: a. CY2023 Sign Violation Report

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is the Deputy Town Manager's monthly ARB report, including an initial sign violations report for calendar year (CY) 2023, at the request of the ARB. All subsequent reports will be on a monthly basis.

The report includes the violation number, address, violation description and the status of the violation. All sign violations follow the code violation standard operating procedure (SOP), including a tiered notice system of informal notices progressing to formal notice of violation letters. Most violations are resolved at the informal tier and do not necessitate a formal notice of violation and subsequent legal action.

Title	Violation Type	Address of Violation	Date of Observation	General Description of Violation	Status
OZV-2023-01	Signage	302 Poplar Alley	2/28/2023	More than 4 permanent signs, including 2 flags; Unpermitted permanent sign; More than 6 minor signs; Unpermitted temporary signs	With Legal
OZV-2023-02	Signage	303 Commerce Street	2/28/2023	Three prohibited signs (two yard signs for commercial use and one banner used as a permanent sign); Sign greater than 16 sq ft (banner in back); One portable sign (chalkboard)	RESOLVED
OZV-2023-03	Signage	202 Union Street	6/29/2023	Strings of flags, unpermitted banner	RESOLVED
OZV-2023-09	Signage	202 Washington St	6/29/2023	Window signs greater than 25% of surface area; two unpermitted signs and one over limit	RESOLVED
OZV-2023-04	Signage	304 Mill Street	6/29/2023	More than one unpermitted a-frame sign	RESOLVED
OZV-2023-06	Signage	304 Mill Street	6/29/2023	More permanent signs than allowable by code; no permitting for allowed signage	Town Hall Processing
OZV-2023-05	Signage	201 Union St	6/29/2023	More than one unpermitted a-frame sign	RESOLVED
OZV-2023-07	Signage	126A Commerce Street	7/10/2023	Sign still out over 60 days after close of business	RESOLVED
OZV-2023-08	Signage	202 Commerce Street	7/24/2023	Prohibited A-frame material; Over A-frame sign limit	RESOLVED
OZV-2023-10	Signage	311 Mill Street	8/14/2023	Sign still installed more than 60 days after closing	With Zoning Admin
OZV-2023-12	Signage	126 Mill Street	10/12/2023	Neon sign - prohibited; box sign - does not meet code	RESOLVED
OZV-2023-13	Signage	203 Washington Street	10/12/2023	unpermitted temporary sign on railing in HOD; prohibited sign - feather sign	RESOLVED
OZV-2023-14	Signage	303 Mill Street	10/12/2023	Prohibited electronically lit sign - electronic open sign	RESOLVED