



# 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 February 27, 2024 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
  - a. January 23, 2024 Meeting Minutes
4. **Exterior Elevation Applications**
  - a. ARB2024-002 440 Mill Street (Rockledge Repairs)
5. **Reports**
  - a. Town Council Report
  - b. Deputy 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

#### January 23, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Teo Daubresse, and Lisa Terry; Alternates: Mary Craig and Rick Fitzgerald

Excused Absences: Carol Bailey

Unexcused Absences: Jennifer Shown

**Call to Order-** Brenda called the meeting to order at 7:35 pm

#### 1. Citizen's Comments – None

#### 2. Election of Officers

##### a. Nomination and the Election of Officers for Calendar Year 2024

- Chairperson – Brenda Seefeldt

Brenda made a motion to be Chairperson and Rick 2<sup>nd</sup>, Approved unanimously.

- Vice – Chairperson – Darryl Hawkins

Brenda made a motion to appoint Darryl as Vice-Chairperson, Rick 2<sup>nd</sup>, Approved unanimously.

- Secretary – Merial Curren

Brenda made a motion to appoint Merial as Secretary, Rick 2<sup>nd</sup>, Approved unanimously.

#### 3. Approval of Minutes

##### 1. December 12, 2023 Meeting minutes

Lisa made a motion to Approve the Minutes of December 12, 2023 and Mary 2<sup>nd</sup>, Approved.

#### 4. Exterior Elevation Applications

1. **ARB2023-004** – 204 Ellicott Street – Porch Railings - Brenda moved to deny the application because the wood rail was changed to vinyl and vinyl is not accepted within town limits in accordance with ARB Guidelines Section 13. Lisa 2<sup>nd</sup>. Motion Approved Unanimously.

2. **ARB2024-001** – 209 Washington Street – Paint Exterior Siding – Lisa moved to Approve the application as is. Merial 2<sup>nd</sup>. Motion Approved Unanimously.

## **5. Reports**

1. Town Council Report – Theo noted the continuing of the River Walk Committee and that the Town approved and updated the Seal for official documentation.
2. Town Manager's Report – The Town Seal will change on all documents over the next month. New signage was installed at the entry ways into Town and the new sign at River Mill Park is going through the County permitting process. Mr. Whitmoyer provided a sign violation report.
3. Planning Commission Report – Darryl reported that the Planning Commission had the Green Infrastructure Report and that the Mill at Occoquan wants to demolish the steel but doesn't have the required permits yet.
4. Chair Report – Brenda noted that Carol Bailey has resigned from the ARB. Rick Fitzgerald has moved to the permanent spot from the alternative position.

## **6. Adjournment** – 8:12 pm



# TOWN OF OCCOQUAN

## ARCHITECTURAL REVIEW BOARD

### Agenda Communication

<b>4. Exterior Elevation Applications</b>	<b>Meeting Date:</b> February 27, 2024
<b>4A:</b> ARB2024-001 209 Washington Street	

**Attachments:** a. ARB2024-002 440 Mill Street (Rockledge Repairs)

**Submitted by:** Philip Auville  
Town Clerk

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#### **Explanation and Summary:**

This is an Architectural Review Board (ARB) Exterior Elevation Application for the replacement of windows, doors, exterior wall sections, roof, and dormers, and the addition of gutters at Rockledge Mansion at 440 Mill Street.

**Relevant Sections of ARB Guidelines:** The proposed work alters the material of the windows and portions of the exterior walls, the material and color of the doors to red, the material and color of the roof and gutters, and the material of the dormers. It is therefore covered under Sections 5, 6, 12, 14, and 22 of the ARB Guidelines, which read 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.

#### **6. Doorways**

The placement and proportions of windows and doors are of paramount importance in achieving an historic reproduction. Original doors should be repaired and rehabilitated if possible. Storm doors shall allow visibility of the original door. Sliding glass doors are not considered to be in keeping with the character and architectural detail of the Old and Historic District and are prohibited if visible from the street (waterfront is also considered a street).

Style of doors from:

18th Century: Six-panel (cross and open Bible); small glass light above door Solid wood or stone header over top of door. 1775-1800 had very elaborate doorways, with sidelights and fanlights above front door and columns beside door or entry porch.

19th Century: Wide variety of elaborate doorways. Stained glass in doors. Double doors Columns.

On storefronts, doors may be constructed of painted wood or wood-look-alike, and may include large areas of glass. Paneled or glazed paneled doors are appropriate for residential buildings. Unfinished aluminum is not recommended. Security and fire-resistant updates to doors are welcomed.

## **12. Materials**

Siding – Original siding materials shall be repaired to retain the original character of the surface rather than removed or covered. Often this is not possible so a look-a-like and modern material will be sufficient as long as all efforts are made to maintain the same appearance.

Exterior trim – Dentil molding and crown molding were simple in the early part of the 18th Century, and elaborate in the later with columns added. 18th Century trim consisted of dentil and crown molding on the fascia boards, corner moldings, and lentils above windows. Lentils were of brick, stone, or a solid piece of wood. Brick lentils were laid to form an arch, either a “jack” arch or a “segmented” arch. The segmented arch was curved rather than straight.

In the 19th Century trim was elaborate. The mid- to later part of the 19th Century has often been called the “Gingerbread Age” with immigrant skilled laborers providing elaborate trim on fascia boards, soffits, rake boards, windows, doors, and porches at low costs. Brackets attached to the soffits were commonplace.

## **14. Roof Pitch and Material**

Pitch - 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.

## **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.

Any denial of an application for a Certificate of Appropriateness must include the reason for denial and a reference to the relevant ARB guideline(s).

**Proposed/Suggested Motion:**

"I move to approve ARB2024-002 440 Mill Street (Rockledge Repairs) as is."

OR

"I move to not approve ARB2024-002 440 Mill Street (Rockledge Repairs) for the following reason:  
\_\_\_\_\_."

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	
LANCE R HOUGHTON Applicant Name	SAME Owner Name
ROCKLEDGE MANSION INC Business Name (if Applicable)	Address (No., City, Address, Zip) + PO Box
[REDACTED]	Email
[REDACTED]	Phone Number
[REDACTED]	<input checked="" type="checkbox"/> Same as Applicant Information
Section II: Property Information	
Project Address:	Structure Style:
Type of Use (Select One): <input type="checkbox"/> Residential <input checked="" 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: REPAIR IN KIND - ROOF, WINDOWS, TRIM, ADD GUTTERS (COPPER) POINT UP & REPLACE MISSING STONE - ADD SHUTTERS (	
<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.	
[Signature] Applicant Signature	2-12-2024 Date Submitted

Section III: Application Check List	
<input type="checkbox"/> Paint Sample (identify which Architectural feature samples are included) List:	<input type="checkbox"/> Material Samples (identify which Architectural feature samples are included) List: " " ALL WOOD TRIM, RAKE BOARD SIDE of DORMERS TO BE REPLACED WITH PVC BOARDING OF EXACT SAME MEASUREMENTS
<input type="checkbox"/> Spec Sheets/Product Brochures: (identify which Architectural feature spec sheets are included) 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 § 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) <span style="float: right;">Date</span>
Section V: TOWN STAFF ONLY	
	<b>ARB APPLICATION NO.:</b> ARB2024 - 002
<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: 440 Mill St

ARB Application No.: 2024-002

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.*

#### 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: STONE, NATURAL, RANDOM

Proposed Material:  Brick  Siding  Other: STONE like kind  Paint  Material Replacement

Material Type: STONE Color: NATURAL Pattern: MATCH EXISTING

Mortar: Color MATCH EXISTING Joint Pattern \_\_\_\_\_

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

Spec Sheet Included  Photo Included

**5. Windows**  New  Repair/Replacement  
 Existing Material, Color and Pattern: WOOD, WHITE 9 over 9

Proposed Material: ~~ALUM~~ METAL CLAD WOOD Grid Profile: 9 over 9

Grid Color: WHITE Shutter Color: WHITE Trim Color: WHITE

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

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

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**6. Doors**  New  Repair/Replacement  
 Existing Material, Color and Pattern: WOOD 2x6 Panels

Proposed Material: FIBERGLASS Style: 2x6 Panels  Window (Style): N/A

Door Color: RED Trim Color: \_\_\_\_\_ Window Color: N/A

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: CEDAR SHINGLES, DARK GRAY,

Proposed Roof Material: COMPOSITE SHINGLES Roof Pitch: 12x12

Proposed Roof Color and Style: \_\_\_\_\_

Proposed Gutter Material and Color: COPPER & NATURAL

Gutter Locations (provide exhibit): FRONT & BACK

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

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**8. Dormers**  New  Repair/Replacement  
 Existing Material, Color and Pattern: WOOD, WHITE,

Proposed Material: PVC Existing Pitch: \_\_\_\_\_ New Pitch: \_\_\_\_\_

Proposed Color and Style: WHITE Window Color and Style: WHITE 6x6

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

 \_\_\_\_\_ Date 2.12.2024

**TOWN STAFF ONLY**

**Notes:**

# Ultimate Double Hung G2

The Ultimate Double Hung G2 window blends traditional beauty with state-of-the-art window performance. Customize your design with round top styles or single hung operation with optional bottom rail locking mechanism for easy operation.

- Extruded aluminum exterior and wood interior
- Fits openings up to 5.5 feet wide by 10.5 feet high
- Marvin's exclusive auto-lock activates when sashes are closed for convenient security
- Unique wash mode allows cleaning of both sides of glass from indoors
- Narrow checkrail maximizes view, while maintaining historical accuracy



Home >

**EX MA600 - Fused Solid Wood Mahogany EX MA600  
Exterior Door (1-3/4")-Engineered Construction**

**EX MA600 - FUSED SOLID WOOD  
MAHOGANY EX MA600 EXTERIOR DOOR (1-  
3/4")-ENGINEERED CONSTRUCTION**

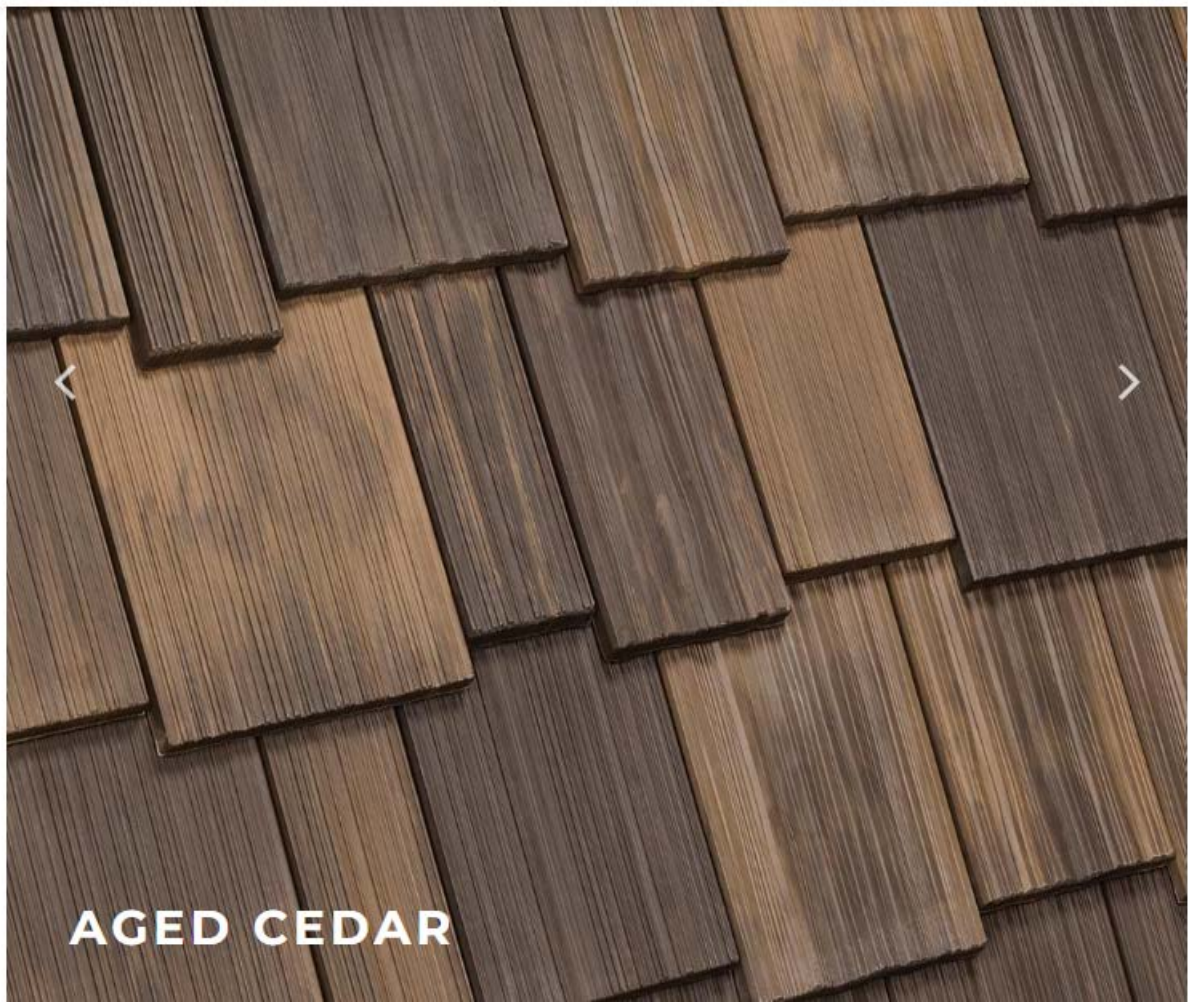
**[EXMA600]**



Roll over image to zoom in







**AGED CEDAR**



3:25

5G+ 83

X transom-gingerbread-white-... 