



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

March 26, 2024 | 7:30 p.m.

1. **Call to Order**
2. **Citizen Comments**
3. **Approval of Minutes**
 - a. February 27, 2024 Meeting Minutes
4. **Exterior Elevation Applications**
 - a. ARB2024-002R 440 Mill Street (Doors)
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

February 27, 2024

In Attendance: Brenda Seefeldt, Darryl Hawkins, Theo Daubresse, Lisa Terry, and Jennifer Shown; Mary Craig

Excused absences: Merial Currer and Rick Fitzgerald

1. Call to Order – Brenda called the meeting to order at 7:38 pm. Note: The ARB Meeting started late due to the Planning Commission going over their allotted time.
2. Citizen's Comments – None
3. Approval of Minutes – January 23, 2024, Meeting Minutes

Lisa made a motion to approve the Meeting Minutes of January 23, 2024; Mary 2nd approved.

4. Exterior Elevation Applications – ARB2024-001 – 440 Mill Street

Discussion was had about the windows, doors, roof, cornice, trim, and gutters. The owner, Lance Houghton, has been asked to provide a sample of the trim material. He was advised that the PVC boarding must have a wood grain appearance. A final decision on the door was not made by the owner so this part of the application was amended to a future meeting.

Darryl Hawkins recused himself as he has been hired by the owner to help with the work.

Lisa made a motion to approve the amended application; Jennifer 2nd approved. Motion Approved Unanimously.

5. Reports –
 1. Town Council Report – Theo noted that the Town Museum's lease was renewed and its roof and windows will need to be replaced soon. Additionally, the Town Council is in budget season.
 2. Town Manager's Report – Matt Whitmoyer, the Deputy Town Manager stated the Town Staff will be sending out warnings for sign violations, and they will have a report for the March 26 ARB Meeting.
 3. Planning Commission Report – Darryl noted that the 60 items initially recorded in the Strategic Planning Project list have been reduced to 26 items.
 4. Chair Report – Brenda noted that several businesses are still displaying winter icicle-style lights. The Town Staff will send a reminder to them about the mid-January deadline to remove all holiday season decorations. They will have the option to replace the icicle lights with white string lights.

5. Adjournment – 8:23 pm



TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

4. Exterior Elevation Applications	Meeting Date: March 26, 2024
4A: ARB2024-002R 440 Mill Street	

Attachments: a. ARB2024-002R 440 Mill Street (Door Replacement)

Submitted by: Philip Auville
Town Clerk

Explanation and Summary:

This is an Architectural Review Board (ARB) Exterior Elevation Application for the replacement of the doors at Rockledge Mansion at 440 Mill Street.

Relevant Sections of ARB Guidelines: The proposed work alters the material and color of the doors. It is therefore covered under Sections 5 and 6 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.

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 ARB2024-002R 440 Mill Street (Door Replacement) as is."

OR

"I move to not approve ARB2024-002R 440 Mill Street (Door Replacement) 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	
<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Applicant Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Business Name (if Applicable)</div> <div style="background-color: black; width: 100%; height: 100px; margin-bottom: 10px;"></div>	<div style="border-bottom: 1px solid black; margin-bottom: 10px;">Owner Name</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Address (No., City, Address, Zip) + PO Box</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Email</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Phone Number</div> <div style="margin-top: 10px;"><input type="checkbox"/> Same as Applicant Information</div>
Section II: Property Information	
Project Address:	Structure Style:
Type of Use (Select One): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Other: _____	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 type="checkbox"/> Other: _____
Brief Description of Project:	
Notice to Applicant/Property Owner: <i>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.</i>	
<div style="border-bottom: 1px solid black; text-align: center; margin-bottom: 5px;"> </div> Applicant Signature	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Date Submitted

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;">ARB2024-002R</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: 440 Mill St	ARB Application No.: ARB2024-002R
---	--

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: _____

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: _____

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:

FIBERGLASS



Loren

Hi Lance, here is an example of our unfinished mahogany:



Lance Houghton

EX-600 mahogany exterior door



Type your message and hit enter





TOWN OF OCCOQUAN

ARCHITECTURAL REVIEW BOARD

Agenda Communication

5. Reports	Meeting Date: March 26, 2024
5B: Deputy Town Manager's Report	

Attachments: a. March Sign Violation Report

Submitted by: Matt Whitmoyer
Deputy Town Manager

Explanation and Summary:

This is the Deputy Town Manager's monthly ARB report.

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
OCV-2024-001	Signage	303 Commerce	2/13/2024	More than one a-frame sign	RESOLVED
OCV-2024-002	Signage	203 Washington	2/13/2024	Unpermitted permanent sign	Town Hall Processing
OCV-2024-003	Signage	201 Union	2/13/2024	Prohibited signs (internally lit); more than one a-frame sign; sign obstructing architectural feature and no permit	Town Hall Processing