



TOWN OF OCCOQUAN

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

ARCHITECTURAL REVIEW BOARD MEETING

Tuesday, April 12, 2016

7:30 PM

TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. Approval of March 8, 2016 Meeting Minutes
3. ARB2016-005 - Application for Exterior Elevation- 408 Mill St.
4. ARB2016-006- Application for Commercial Signage- 305 Mill St. A-2
(Sugar Mama's)
5. Review for Certificates of Appropriateness
6. Town Council Report
7. Town Manager Report
8. Chair Report

Brenda Seefeldt
Chair, Architectural Review Board

Architectural Review Board
Meeting Minutes March 8, 2016

The meeting was called to order at 7:42 p.m. by the Chairman, Brenda Seefeldt.

Attendees: Brenda Seefeldt, Deb Cruz, Carol Bailey, Kathy Alden, Daniel Braswell, Matthew Dawson, Bryan Reese and Carol Bryant.

There were no citizen comments.

Matthew Dawson made a motion to accept the minutes for the February 9, 2016. meeting. Carol Bryant seconded the motion and the board voted all ayes.

ARB2016-002- An application for Commercial Signage at 311 Mill St., the Bottle Stop, was submitted by Emil Wigode. They were seeking to replace the existing awning above the front patio. A diagram including the colors and the lettering were available in the application. Bryan moved to accept the application and Matthew moved to second the motion. All ayes.

ARB2016-003-Application was made for Exterior Elevation by Adam Schmidt for 302 Commerce Street. The request was to apply plank cedar shake in Mountain Sage on the gable ends of the house. Porch rails and for steps will be wood painted white. Bryan made the motion to accept the proposal as presented; Matthew seconded. All ayes.

ARB2016-004-An application was presented by Christi Carter for Commercial Signage at 301 Commerce St. (Emerald Bee Bath) the sign is 11"x4'x2". The colors are appropriate as is, the material. After consulting with the landlord the sign could be hung on brackets between posts on the porch parallel to the sidewalk or below the soffit which hangs perpendicular to the sidewalk. Matthew moved to accept the application; Daniel seconded; all ayes.

Certificates of Appropriateness will be issued to :

Capital Custom Clothiers at 310 Mill St. Suite 3
Resident at 304 Commerce Street

Town Council Report from Matthew:

- Made appointments to Town Positions
- Approved additional funding for snow removal
- Approved to hire the Berkley group to help with the comprehensive plan as relates to the Chesapeake Bay Act
- Made appointment of Vicky Somma to the Board of Zoning Appeals
- Work session on the budget

There were no Chairman comments or report from the Town Manager.

The meeting was adjourned by the chairman at 8:10



TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

APPLICATION FOR EXTERIOR ELEVATIONS Commercial and Residential

This application must be filed at Town Hall **by noon on the Wednesday** prior to the Architectural Review Board meeting, which is regularly scheduled on the first Tuesday of each month at 7:30 p.m. in Town Hall. The Board requires that actual paint color samples and product brochures (and a photograph of the structure if there is to be a change to the structure's exterior) accompany this form. Applicants are encouraged to refer to the Guidelines (Residential and Commercial) which are available for review at Town Hall and online at www.occoquanva.gov. The applicant or a representative must be present at the meeting, during which the ARB will review the application.

Name: John Zemlan

Mailing Address: 721 N Nelson St, Arlington, VA 22203

Phone: (703) 785-2843 Date Submitted: 04/05/2016

Project Address: 408 Mill St
May 2016

Work is scheduled to begin (date): May 2016

Roof and Roofing No changes.

Pitch: _____ Material: _____ Color: _____

Dormers

Pitch: _____ Material: _____ Color: _____

Windows Varies, Sizes to match

Dimensions: existing openings Window Placement: To match existing

Grid Pattern/Color: Grid patterns 3x2
per window lite, typ. Grid Profile: Grid located within glass

Shutter Color: No existing shutters Trim Paint Color: White to match existing

Material(s) No changes.

Brick, stucco, siding, etc.: _____

Color(s): _____ Pattern: _____

Mortar Color: _____ Joint Pattern: _____

Doorway(s)

Design/Pattern: New full glass exterior front entry door to Mill St retail entrance.

Column Size: N/A Porch Post(s) Size: N/A

Spindle Design: N/A Color(s): White to match adjacent windows

Light Fixtures (color/style/placement): N/A

Fences, walls, decks Rear porch guardrails & widow's walk

Material(s) (wood, brick, stucco, etc.): Replacing existing with vertical wood balustrade

Color(s): Painted white

Pattern: 1"x1" wood balusters, 4" on center

Decorative Trim and/or Hardware: N/A

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

For new construction or alteration of structure, attach seven copies of scale drawings of the proposal. For new construction, attach a schematics showing building in relation to neighboring buildings.

Landscape Design Plan Attached? Yes No

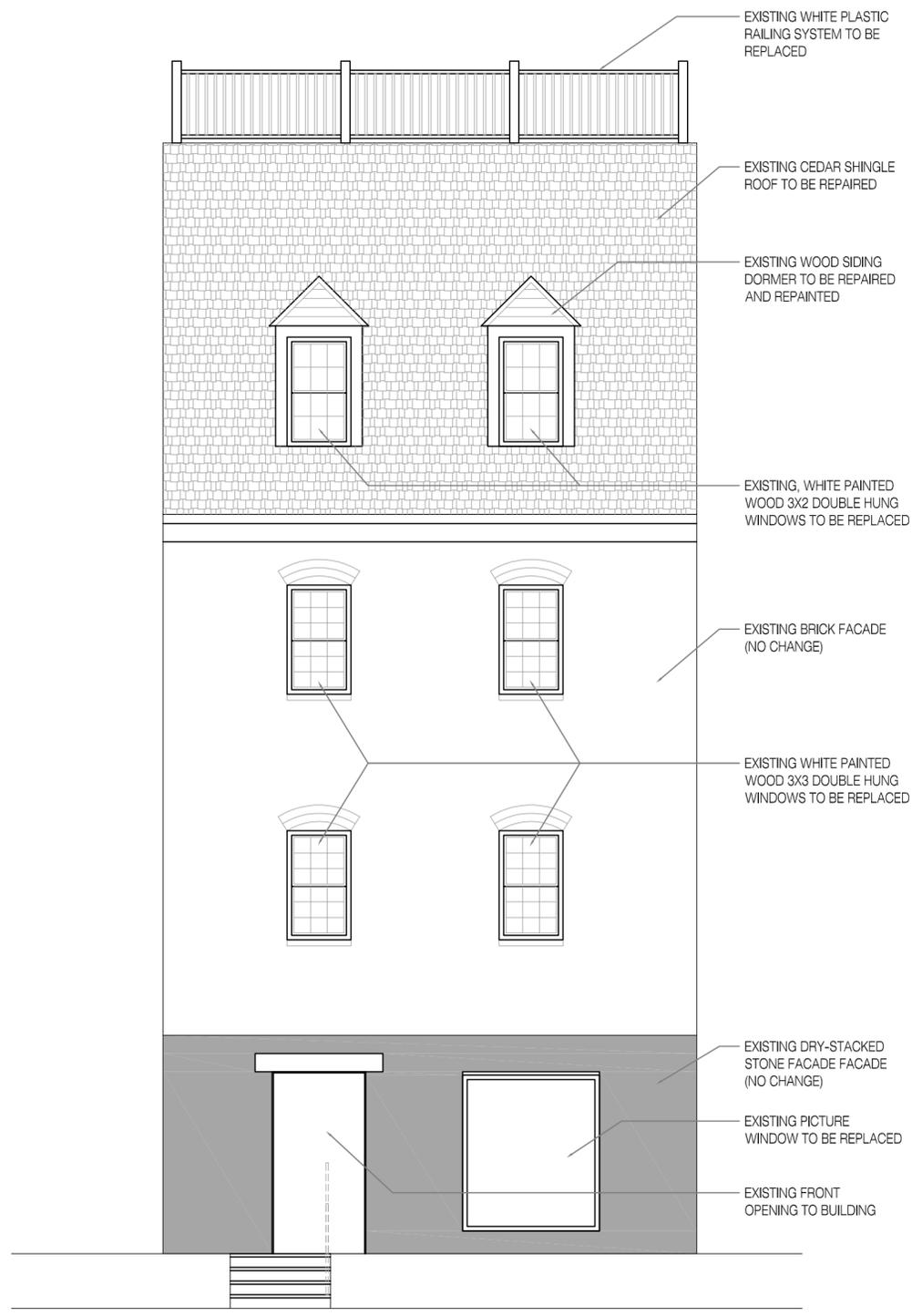
Applicant's Signature

Chair, Architectural Review Board

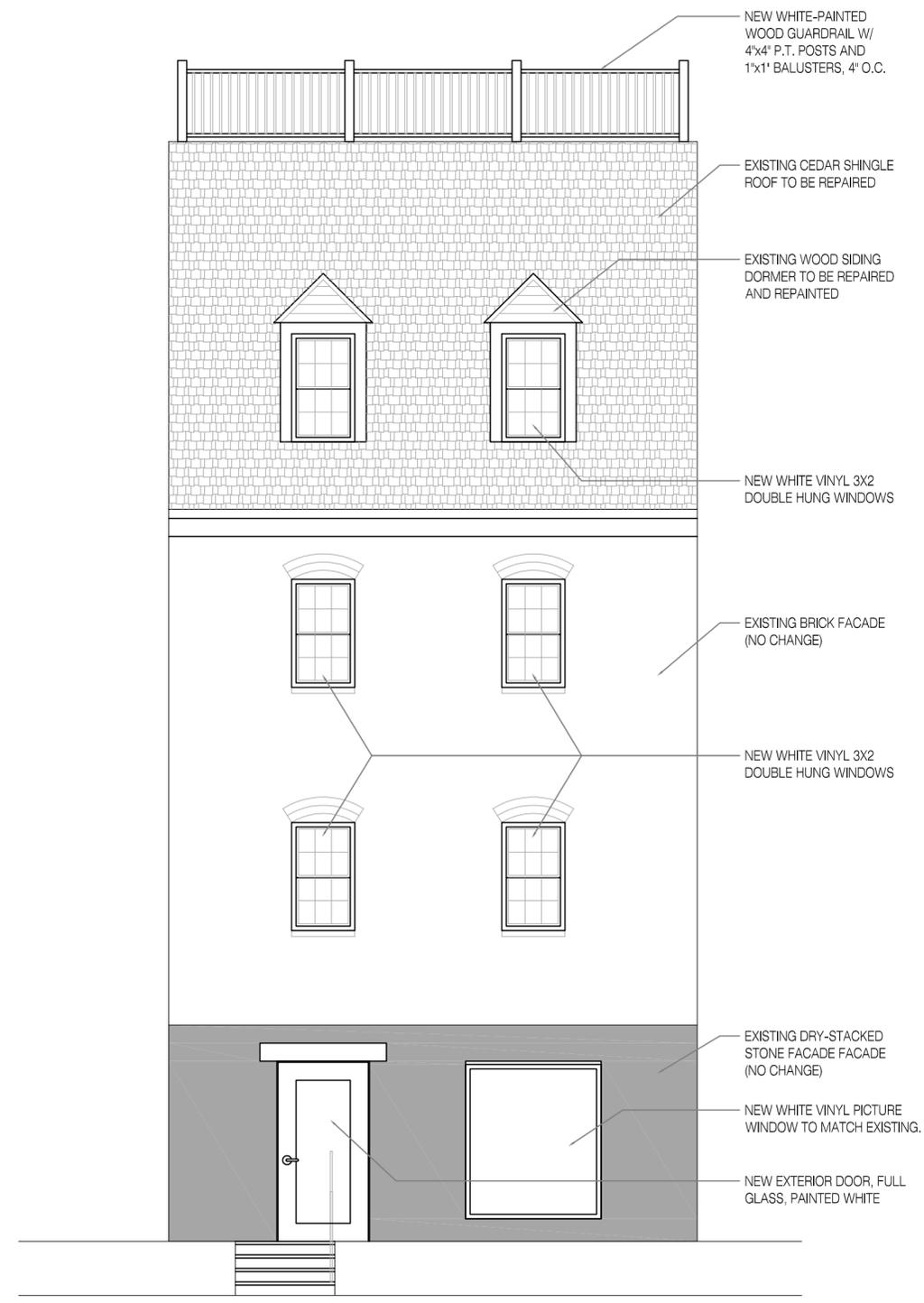
Date Submitted: _____

Date Approved: _____

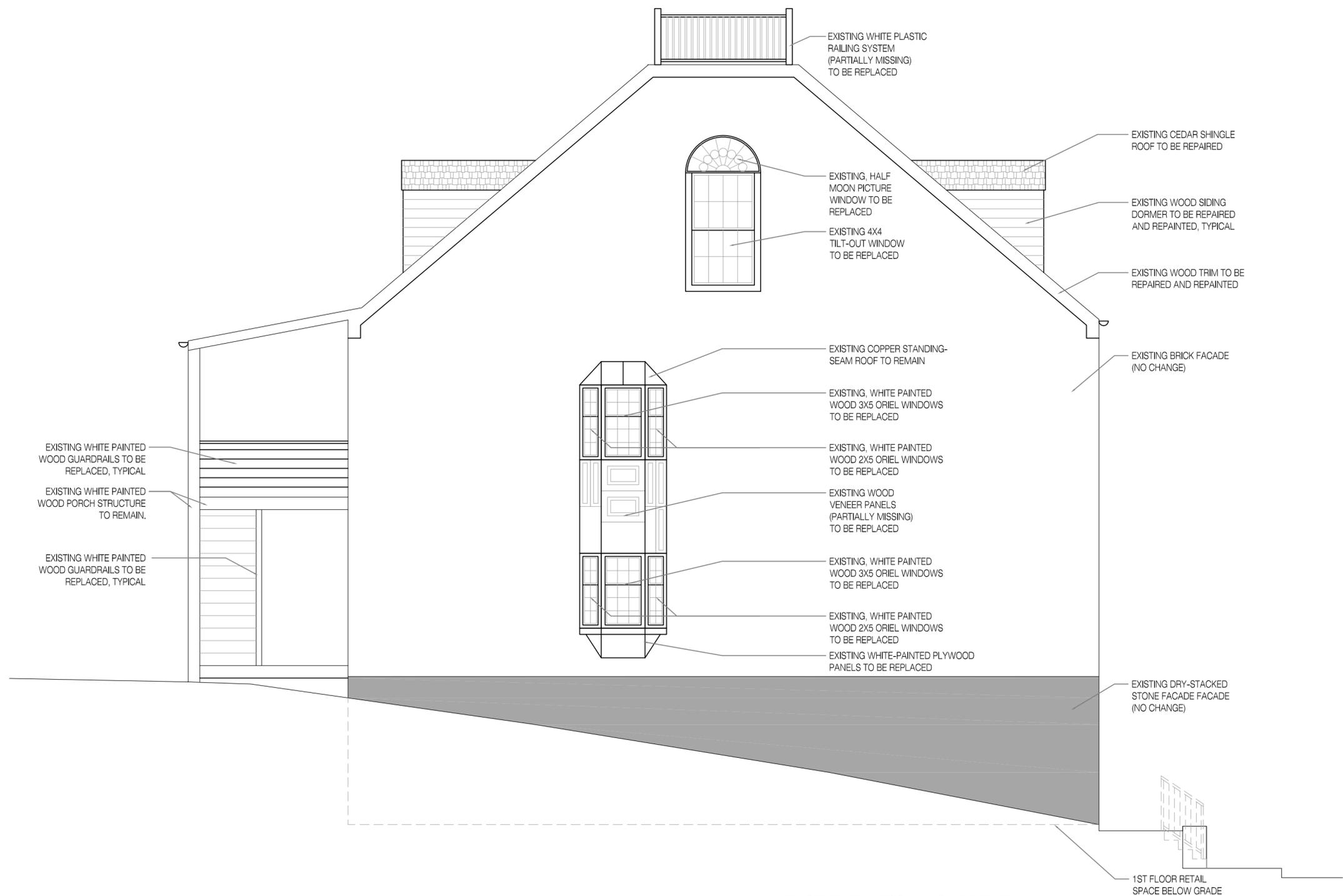
TOWN USE ONLY	
Check No.: _____	Cash Receipt No.: _____
Application Fee: \$10	



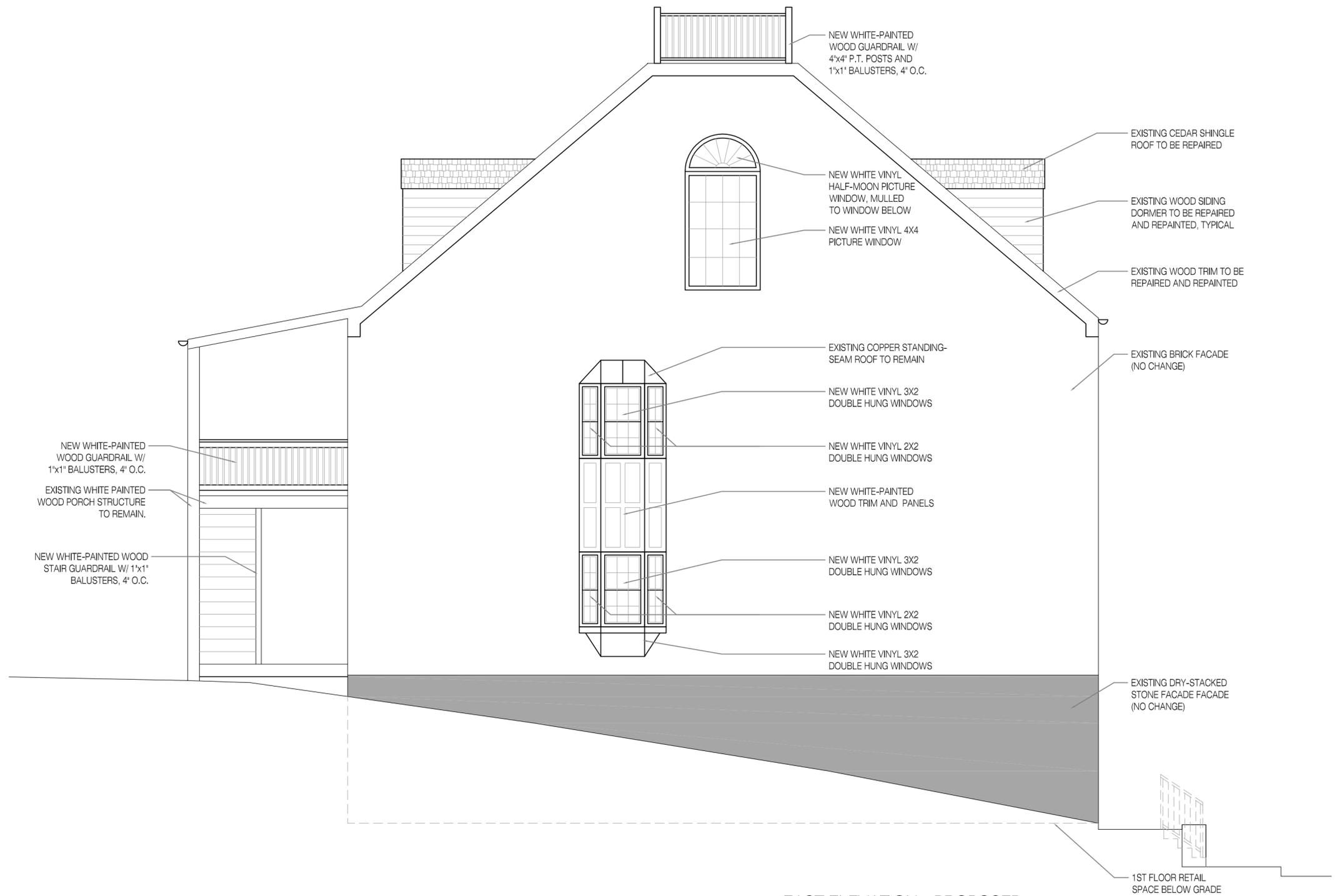
1 NORTH ELEVATION - CURRENT
SCALE: 1/4"=1'-0"



2 NORTH ELEVATION - PROPOSED
SCALE: 1/4"=1'-0"



3 EAST ELEVATION - CURRENT
 SCALE: 1/4"=1'-0"



4 EAST ELEVATION - PROPOSED
SCALE: 1/4"=1'-0"

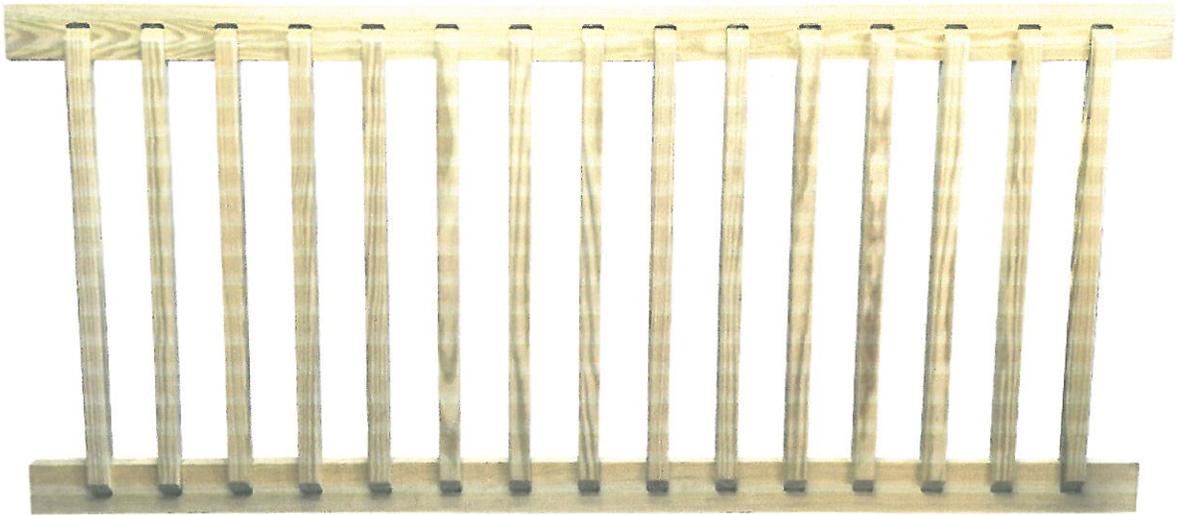


5 SOUTH ELEVATION - CURRENT
SCALE: 1/4"=1'-0"



6 SOUTH ELEVATION - PROPOSED
SCALE: 1/4"=1'-0"

Pre made P.T. 6ft Rail
\$29.97



P.T. TOP RAIL

\$ 6.97 Per 8 Ft



P.T. Post

\$ 9.98





TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

Town of Occoquan
Virginia
APR 06 2016
RECEIVED

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS COMMERCIAL SIGNS

Applicant's Name: Vicki Ballowe
Business Name: Sugar Mama's, LLC
Business Address: 305 Mill Street A-2
Mailing Address: 11208 Lee Hwy. Fairfax, VA 22030
Business Phone: 703-272-8797 Home Phone: 703-323-6309

Please check applicable information:

Property Owner Tenant Corporation Partnership Sole Proprietorship

Many businesses are attracted to Occoquan because of the quaint and historic environment. The Sign Regulations were put in place to protect this environment. Details of our sign regulations are found in Chapter 66, Article VIII of the Town Code, available on the Town's website (www.occoquanva.gov). Businesses should thoroughly read the guidelines before making any signage decisions.

Each business is allowed a total of four signs and flags (See Town Code, Article VIII, Section 66-393, for details). While a maximum of four are allowed, we ask you to take into consideration the frontscape of your building and create signage to maximize your business without cluttering your frontscape. Also note that overall appearance and installation must be of professional quality.

Sign/flag size: The maximum allowed is 4 x 4 feet.

Color: Historic or restoration colors. Some suggested color palettes can be found in the book *Century of Color* (a copy is available for viewing in Town Hall) and online at: <http://www.archive.org/stream/everymanhisownpa00phil#page/n11/mode/2up>, turn to page 6.

Materials: Signs must be constructed of materials which can withstand weather conditions and will be attached on sign holders that are not flimsy.

Commercial flag: A commercial flag is one that contains the store name, logo or the like, is of flexible material, and is flown from a pole that is connected to the building.

Right-of-Way: All signs/flags must have a 7-foot ground clearance and not interfere with traffic on the brick sidewalks.

*This application must be filed and the fee paid at Town Hall by noon on the Wednesday prior to the Architectural Review Board meeting, which is regularly scheduled to meet on the **second Tuesday of each month** at 7:30 p.m. in Town Hall. The applicant or representative must be present at the meeting during which the ARB will review the application.*

SIGN DESCRIPTION

Material: 1/2" MDO 12" x 18" (~~#29~~) (~~#30~~) (~~#21~~)

Town & Country

Background Color: white Secondary Color(s): ~~pink~~ blue, brown
(Actual color name(s) and paint chip(s) is required)

Font Style: Hv+table Sign Dimensions: 12 (h) 18 (w) 1/2" (d)

Location/Placement: 12x18 to be hung by door. 23" x 48" to be hung on street using same wooden blank and hardware as previous tenant
(A photo depicting sign placement location is required.)

Will sign be lighted? Yes No
(If yes, sign must not be internally lit.)

A computer-generated color illustration is required.

SIGN DESCRIPTION

Material: 1/2" MDO 23" x 48" (~~#29~~) (~~#30~~) (~~#21~~)

Town & Country

Background Color: white Secondary Color(s): ~~pink~~ blue, brown
(Actual color name(s) and paint chip(s) is required)

Font Style: Hv+table Sign Dimensions: 48 (h) 23 (w) 1/2" (d)

Location/Placement: see above

(A photo depicting sign placement location is required.)

Will sign be lighted? Yes No
(If yes, sign must not be internally lit.)

A computer-generated color illustration is required.

Vicki Ballowe
Applicant's Signature

Chair, Architectural Review Board

Date Submitted: _____

Date approved: _____

TOWN USE ONLY			
Check No.:	_____	Cash Receipt No.:	<u>418224</u> Total Fees: <u>\$20</u>
Fees:	Wall Sign: \$10.00 <input checked="" type="checkbox"/>	Hanging Sign: \$10.00 <input checked="" type="checkbox"/>	
	Ground Sign: \$10.00 _____	Awning Sign: \$10.00 _____	

**Sugar
Mama's**



**Ice
Cream**

 **Sugar
Mama's
Ice Cream**





TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
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(703) 491-1918 • Fax (703) 491-4962 • info@occoquanva.gov
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TOWN COUNCIL
Elizabeth A. C. Quist, Mayor
Patrick A. Sivigny, Vice Mayor
Tyler C. Brown
J. Matthew Dawson
Jim Drakes
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

Town Manager's Report Architectural Review Board January - March 2016

The following activities were performed by the Town regarding Zoning Code Enforcement:

- Sent several zoning violations out in February including illegal banners and signage.
- Met with property owner of 201 Union Street regarding directory signage that was to be removed after discussing this issue with the ARB on May 8, 2012. Advised the owner that the sign needed to be removed.

ARB Business:

- Draft Revised Sign Ordinance to be submitted to Town Attorney and Zoning Administrator by April 15, 2016. Once reviewed by staff, a draft will be submitted to ARB for review and comment. This ordinance will replace the Sign ordinance revised in 2015.

Other activities related to the historic district:

- Comcast Cares Day will be on April 30, and includes maintenance and update of several locations throughout town including: renovation, repairs, cleaning of Town dock and boardwalk; repairs and upgrades inside Mamie Davis Park; maintenance at Town Hall, Annex, Visitor's Center, Mill House Museum and storage shed on Mill Street; gardening and beautification efforts throughout town; and sign replacement. Volunteer are needed and are asked to sign up through Leadership Prince William. This project is able to be done through partnership with Leadership Prince William and Comcast, and is made possible through donations, volunteers and in-kind services.
- Sign replacement will focus on Town Dock, Mamie Davis Park and at the Visitors Center. The next increase of cumulative signage replacement is 5, and those additional signs will be facing the water and will not be viewable from inside the town.
- Working with VDOT to develop plans for installation of handicap ramps and crosswalks on Mill Street at two intersections.
- Working to finalizing required documentation to release grant funding to construct Canoe/Kayak facility under Rt. 123 bridge. The project is intended to be contracted and built in Summer of 2016.
- River Mill Park Phase II has begun, which includes completion of stone dust trail, construction of event pavilion, addition of lighting. The project is expected to be fully completed by the end of June. A grand opening event will be held.
- In the process of updating a revised Comprehensive Plan. The Planning Commission is intending to have a final draft ready for adoption by June 30, 2016.
- On-boarded new Town Clerk in February. New Events and Community Development Director scheduled to begin mid-April.

New Businesses:

- Bar-J Chili Parlor, 125 Mill St.
- Touch of Gold (New Owner), 202A Washington St.
- Emerald Bee Bath, 301 Commerce St.