



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, February 13, 2018
7:30 PM

TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. Approval of November 21, 2017 Meeting Minutes
3. Military Tribute Banners - VFW
4. Town Council Report
5. Town Manager Report
6. Chair Report

Brenda Seefeldt
Chair, Architectural Review Board

Architectural Review Board Minutes

Tuesday, November 21, 2017

6:30 p.m.

The meeting was called to order at 6:30 p.m. by the Chairman, Brenda Seefeldt.

Attendees: Brenda Seefeldt, Carol Bailey, Laurie Holloway, Kelly Davis. Mathew Dawson, Dan Braswell and Stewart Emenheiser were excused absent.

There were no citizen comments.

Kelly Davis moved that the minutes from October 24, 2017 meeting be approved and Laurie Holloway seconded. All voted ayes.

ARB2017-008 External Elevation application for 202 Commerce Street presented by Josh Anderson for the installation of metal posts instead of wood posts. Kelly moved and Laurie seconded that this Exterior Elevation be approved. All voted aye.

ARB2017-011 External Elevation application for 202 Commerce Street also presented by Josh Anderson. This will be a 6' wood fence along Washington Street and Center Lane around the property. The specifics were provided to us. Laurie moved to accept and Carol seconded. All ayes.

ARB2017-010 External Elevation for 310 Mill Street presented by Patricia Lynn. The roof is to be replaced being the same pitch, the same material and the same color as it is now. The East, South and West sides of the building will be replaced with new vinyl siding 5" lap also the same color as it is now. Carol moved to approve and Laurie seconded it. All voted ayes.

The Town Manager gave the report for Town Council:

Approval of Site Plan for 113 Poplar Lane

Approved Subdivision Plat for 205 Union Street

Set a Not-To-Exceed amount of \$4,500 for Installation and Maintenance of Holiday Wreaths and Repairs to Electrical Outlets on Dominion Poles

Approved a Not-To- Exceed amount of \$5,000 for Manufacture of Hardware and Installation of Light Facilities on Pedestrian Bridge.

Reappointed Brenda Seefeldt and Carol Bailey to the Architectural Review Board, effective November 8, 2017

Approved to no longer have the Town administer or enforce Building Code, allowing Prince William County to do so, pursuant to the Virginia State Code. Approved, 4-1, Dawson voting Nay.

In the Chairman's Report Brenda announced that we have another alternate. His name is Jonathan Torres.

Laurie Holloway volunteered to serve as Vice Chair. There was a vote and it was unanimous.

The meeting was adjourned at 6:46.

Minutes submitted by Carol Bailey

Military Veteran Tribute Banners



Town of Occoquan & VFW Post 7916



Military Veteran Tribute Banners

- **Honor local military veterans by displaying banners in the historic district of Occoquan**
- **Demonstrates to residents, visitors, tourists, and friends the community's history of service**
- **Serve as an attraction for both the Town of Occoquan & VFW Post 7916**
- **Principles of the Banner program**
 - **Partnership between the Town and the VFW**
 - **Funded completely by sponsor donations**
 - **Banners displayed from May to November**

Proposed Number and Locations

Military Tribute Banners Occoquan

Write a description for your map.

Legend

📍 Occoquan

Mill Street	10
Commerce St	10
Poplar Alley	4
Washington St	1
Total	25

Number & locations correspond to existing Christmas wreaths



Town of Occoquan & VFW Post 7916

Military Veteran Tribute Banners

VFW Post 7916

- Collaborate with the Town on the banner design and locations where banners will be installed
- Select a vendor
- Post announcement & application links on <http://www.vfwpost7916.org/> and on Facebook
- Manage the number of sponsorships
- Collect veteran information & transmit it to the vendor
- Collect sponsorship payments
- Order banners & brackets
- Install, maintain, & remove banners
 - Volunteers
 - Community groups
 - Town or county maintenance
 - Execute an agreement with a general contractor

Town of Occoquan

- Obtain permit from Dominion Power to hang banners on 25 telephone poles in the Historic District
- Collaborate with the VFW on the banner design and locations where banners will be installed
- Assist in advocating the banner program
 - Post information about the banner program including link to the VFW webpage on the Town's website
 - Announcements in the Town Newsletters
 - Promotional material at Town Hall and on bulletin boards
 - Other promotional opportunities such as an opening ceremony
- Assist with guidance and/or recommendations on the installation, maintenance, and removal of banners

Sponsorships

- **Sponsors can be veterans, family or friends of veterans, or businesses**
- **Open to the public**
- **\$200 Sponsorship fee**
- **Sponsorship fee includes**
 - **Banner fabrication & shipping**
 - **Installation (incl/ brackets for 1st banners) & maintenance**

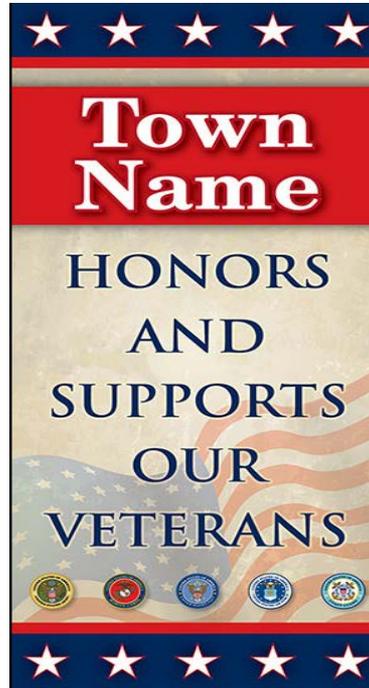
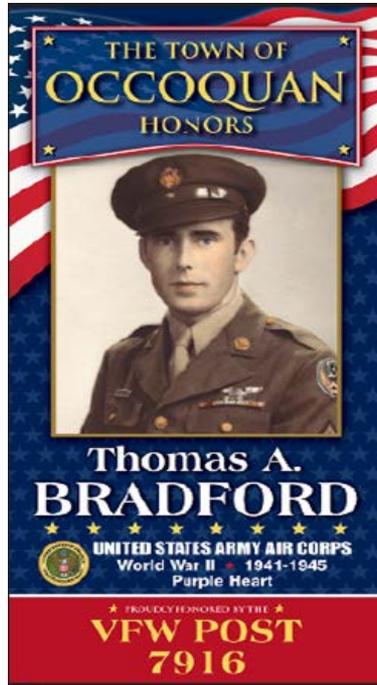
or

 - **Donation to veteran programs**

Timeline

When	Action
Mid Jan 2018	VFW briefs Town Council
End Jan 2018	Town submits permit request to Dominion
Mid Feb 2018	Town & VFW finalize banner design
End Feb 2018	DVP grants permit
End Feb 2018	VFW executes contract w/ vendor
Early Mar 2018	Vendor opens sponsorship period
Late Apr 2018	Vendor closes sponsorship period & fabrication begins
End Apr 2018	Vendor ships materials to VFW
End Apr 2018	VFW finalizes plan for installation/removal
Mid May 2018	VFW installs banners
Mid Nov 2018	VFW removes banners

Vendors



Military Tribute Banners

- States: New York, Florida
- 5 common designs but can be customized
- Reverse side can show a message, duplicate photo, or a different photo
- Service includes marketing materials, a dedicated webpage for online orders and a promotional video

<http://militarytributebanners.com/>



TroopBanners by HTM Designs

- States: Pennsylvania, Ohio, New York, New Jersey, Maryland, West Virginia, North Carolina, Oklahoma
- Various designs & sizes, can be customized
- 12x18 yard banners can also be purchased
- Reverse side can show a message, duplicate photo, or a different photo
- Program administrator (VFW) handles payments, applications, and email submissions to vendor

<http://www.troopbanners.com/>

Military Tribute Banner Example Clarkstown NY



~ Military Tribute Banner Program ~

Honoring our military by displaying beautiful banners of our veterans and active-duty service members in New City, Nanuet, Congers, Valley Cottage, West Nyack or Central Nyack.

Our way of saying "Thank You" to our heroes.

Program Highlights:

- Honoring our local veterans and active-duty
- Beautiful, patriotic design
- Your business/family name printed on banner
- Display from Armed Forces Day to Veterans Day
- Banner is yours to keep after display period

Sponsorship Period & Pricing
NEXT DISPLAY - ARMED FORCES DAY 2017*

\$260.00 per sponsorship period

Armed Forces Day & Memorial Day through Veterans Day

Payment can be done by credit card at check-out or by check. Make Check Payable To:

TOWN OF CLARKSTOWN

Send to: 10 Maple Ave • New City, NY 10956

*Subject to change based on city approval.

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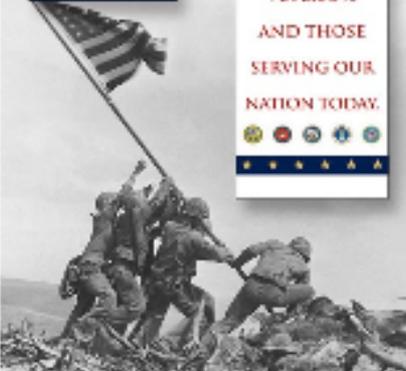
~ Give Honor to Whom Honor is Due ~



SPONSOR YOUR MILITARY TRIBUTE BANNER TODAY.



HONORING OUR LOCAL VETERANS AND THOSE SERVING OUR NATION TODAY.



[Read what is being said about the program.]

**CLARKSTOWN, NEW YORK
MILITARY TRIBUTE
BANNERS**

~ How to Sponsor Your Banner ~

First: Click on button to take you the ordering page. Enter the quantity of banners you wish to sponsor and then select 'add to cart'. Follow the checkout process.

You can pay securely by credit card through PAYPAL BUSINESS or you may choose to Pay by Check. You will receive email confirmation with your order number.

Next: Submit your banner info/photo by selecting 'INFORMATION/PHOTO' under the 'SUBMIT' tab. Fill in applicable fields, upload photo and submit order.

Once information / photo is received, a proof of your banner will be emailed to you for your review typically within 1 business day. Upon approval of artwork, your banner will be produced for display.

CLICK HERE TO SPONSOR A BANNER



★ ★ ★ ★ ★ ★ ★ ★

- ⇒ Vendor establishes webpage on vendor's website
- ⇒ uses online application & approval
- ⇒ Payment made online or by check to program administrator (Clarkstown)
- ⇒ Town pays vendor

Military Tribute Banner Sponsorship Page

HOME ABOUT ... ORDERING SUBMIT CONTACT ACCOUNT CART

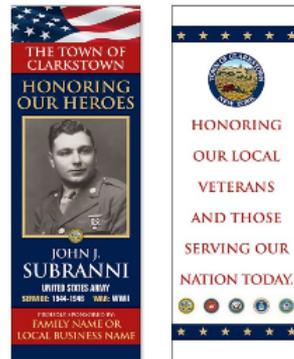
← Military Tribute Mini Banners

Military Tribute Banners Mini Prints →

Clarkstown Military Tribute Banners

Back to: Shop home

click on image for larger view.



\$250.00

SPONSORSHIP (Select One) :

New City Program - \$0

New Sponsorship / Renewal Sponsorship :

New Sponsorship - \$0

Veteran/Active-Duty Member to Sponsor :

I would like to submit my own...

SPONSORSHIP DETAILS :

Display Location: Various (See Below)

Display Duration: 6 months*

Next Display Period Begins: Armed Forces Day / Memorial Day 2017

*Subject to minor change in dates.

You may pay by credit card online or by check.**

[Enter banner QTY to be sponsored]

1

+

-

add set(s) to cart

Description

The Clarkstown Military Tribute Banners are created to honor the area's brave men and women of the United States Armed Forces. Beautifully designed, they are to be displayed for 6 months throughout the various hamlets of Clarkstown. The banners are yours after the display period as a wonderful keepsake. [CLICK HERE TO READ MORE ABOUT THE PROGRAM.](#)

[If submitting your own individual to sponsor, please fill in the 'Submit Information' section to submit banner information and to upload photo.]

**If paying by check, make check payable to: Town of Clarkstown, 10 Maple Avenue, New City, NY 10956. Write "Military Tribute Banners" in the memo section.

Specifications:

• 17" X 50" Full-Color Banner

• Double-sided Patriotic Design

Military Tribute Banner Information/Approval

Information / Photo Upload

Please be specific and enter information exactly the way you wish for it to appear on the items you are ordering. Some items may not be available in all banner styles, program specifications and space limitations.

PLEASE NOTE: When uploading images for banners, the higher the resolution, the better the end product will be. Images taken from screens are low resolution and lose clarity in large format printing. We are more than happy to assist you with your photo scanning in making sure that

Order Information

MTB Order #:

Which Program:

Contact Information

Contact Name:

Address:

Contact Phone:

 -

Area Code Phone Number

Street Address

Street Address Line 2

City State

Postal / Zip Code

Contact e-mail:

Display Information

Honoree's Name:

Sponsor's Name: (as it will appear on banner)

Branch of Service:

Years of Service:

Major wars fought in:

Major awards or medals

comments:

Upload Photo Image:



approval / change form

IMPORTANT: PLEASE VERIFY THAT ALL INFORMATION ON BANNER IS CORRECT

We strive to produce the best, error-free, tribute banners and prints possible. However, from time to time, we may have errors. It is your responsibility to check your proof very carefully before you in helping us make sure that your banner and prints are perfect.

NOTE: Once approval has been submitted, there is very little time, if any, to modify your order prior to production and changes after approval is given is your responsibility and additional charges may be incurred. PLEASE CHECK YOUR PROOF VERY CAREFULLY.

Your Name:

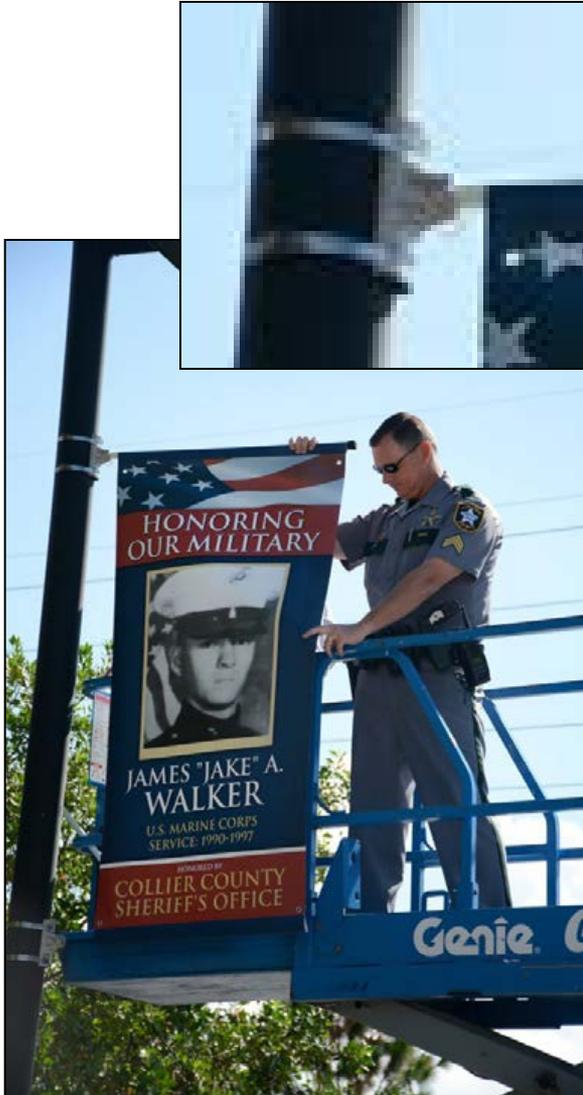
e-mail:

Order #

approval:

Comments / Changes:

Military Veteran Tribute Banners Bracket Hardware



- **Standard Bracket kit for Poles 12" diameter or less**



Description

Our Street Pole Banner Brackets 18" also known as Light Pole Banner Brackets are a great way to enhance the ambiance of any street. These Pole Banners with their cast aluminum base is specifically designed to adhere to any street pole or lamp post whether it is square, round, or multi sided. Great for cities who want to add a festive look during the holidays or special events. Small businesses can use these Street Pole Banner brackets to showcase special deals and bring more traffic into their business. The fiberglass rods help reduce the wind load from strong winds therefore ensuring your banner lasts through the various weather conditions that it is subjected to. The bracket can fit a banner up to 18" wide.

Includes:

- (2) 21 3/4" Fiberglass Rods (3/4" diameter)
- (2) Aluminum Cast Bases
- (2) Metal Rings & Pins
- (4) 40" Stainless Steel Bands

- **Bracket kits for Poles up to 16" diameter will include 52" stainless steel bands in lieu of standard 40" size**

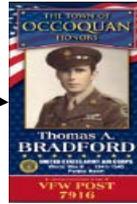
Our durable stainless steel mounting strap with convenient threaded tightening assembly fits street light poles or utility poles up to 16" diameter. This strap fits our [electric way brackets](#).

Stainless Steel Mounting Strap 16in.

Price: \$7.49 - In stock - Brand: Eder - Product ID: AMS16



18" x 36"
Banner



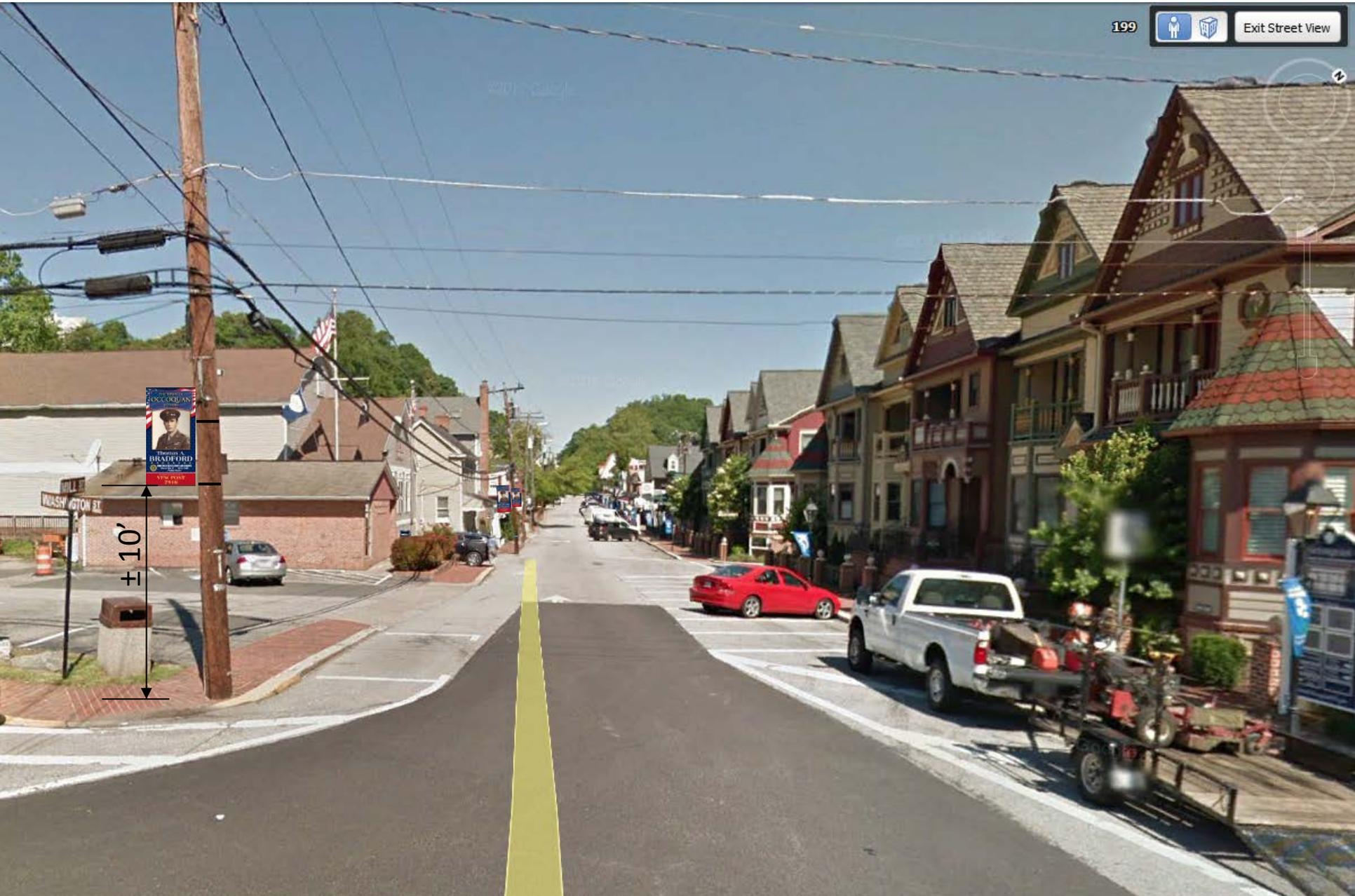
3 ft - 2 in

Steel Band &
Bracket

10 ft



Sidewalk Installation



+ 10'

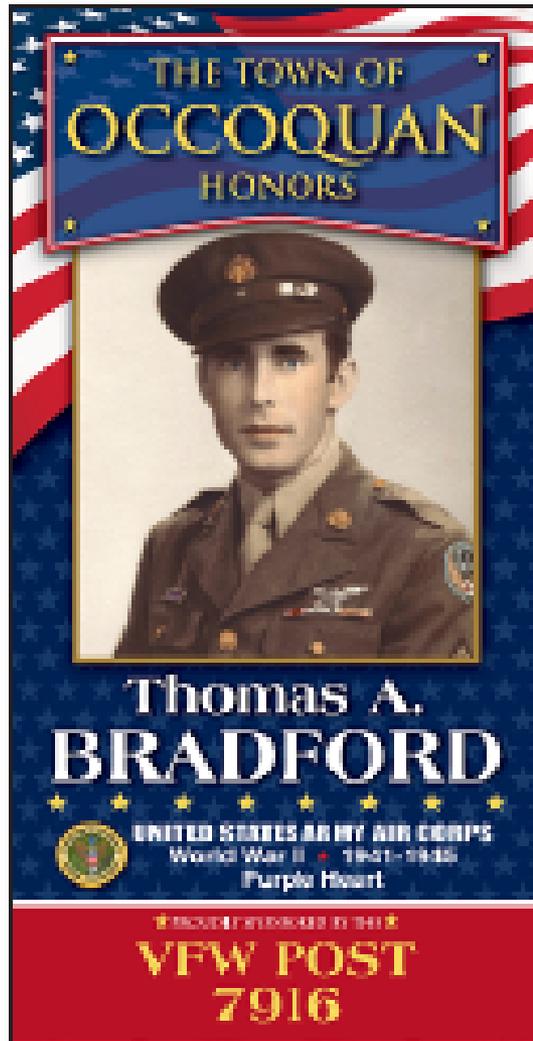


YOU DON'T WANT THE TOWN OF ROCKSWORTH TO BE A VETERAN AND SURE TO HAVE THE NATION'S BEST

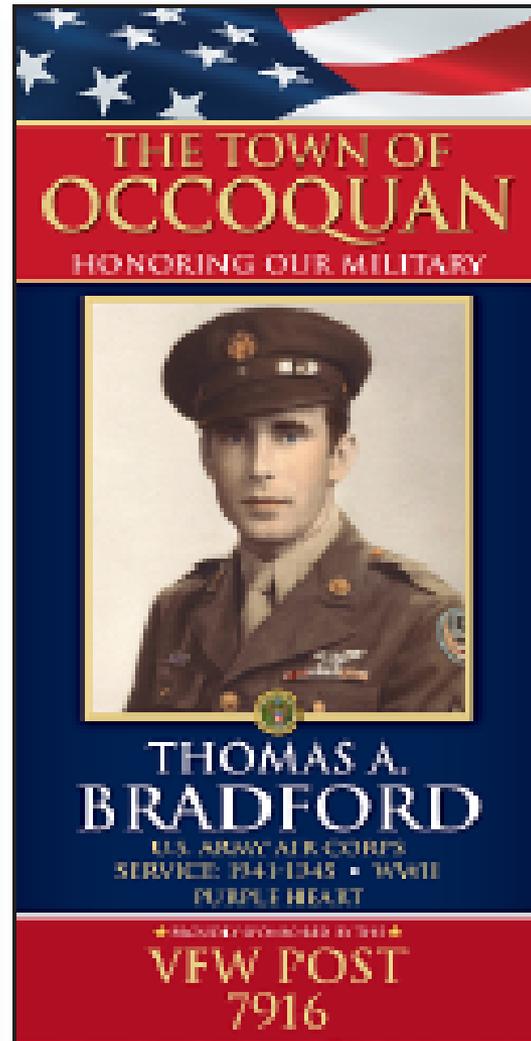
± 10'

Front Design

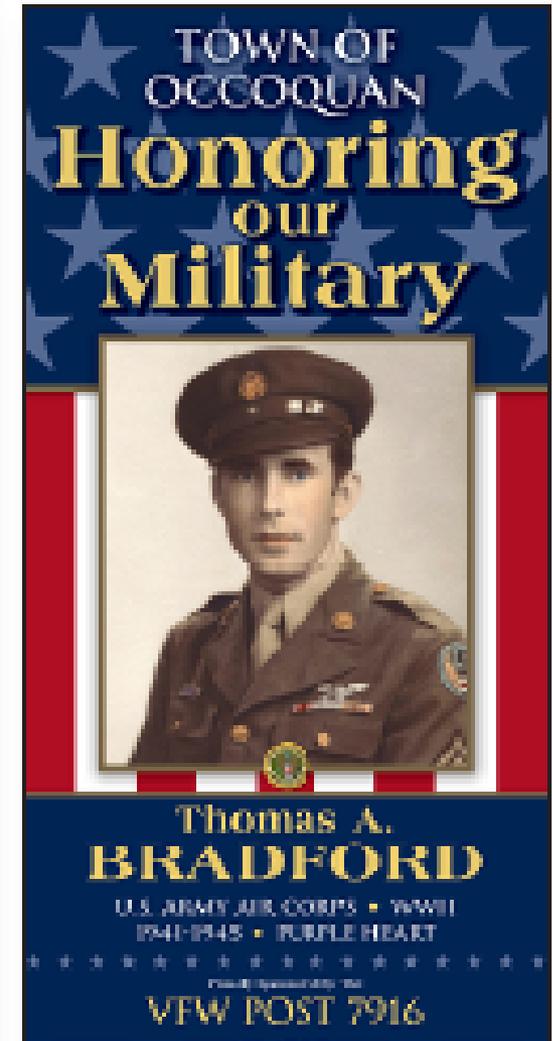
SAMPLE 1



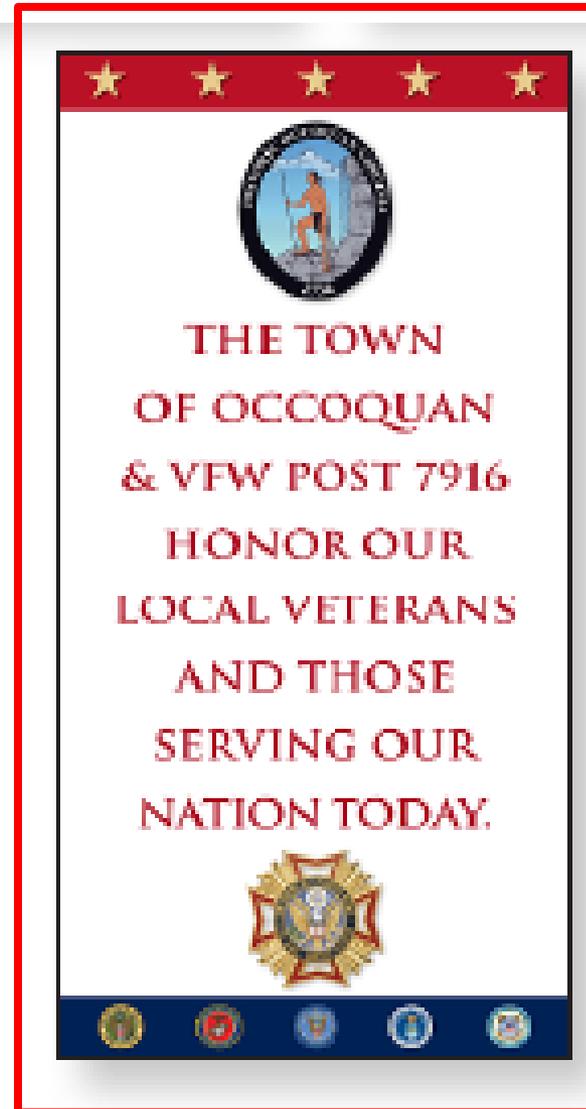
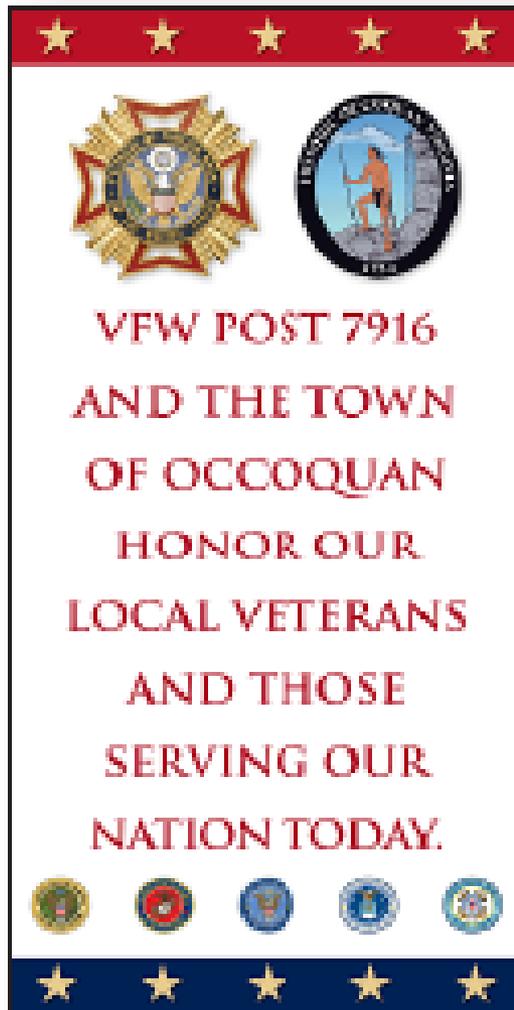
SAMPLE 2



SAMPLE 3



Back Design





TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Elizabeth A. C. Quist, Mayor
Patrick A. Sivigny, Vice Mayor
J. Matthew Dawson
Jim Drakes
Cindy Fithian
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

Town Manager's Report Architectural Review Board January 2018

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

- Addressed lighted sign at 301 Commerce Street
- Zoning violation issued for signage at 199 Union Street

Sign Approvals:

- SGN2017-08, Permanent Hanging Sign, Gift and Gather
- SGN2018-01, Temporary Sign, Third Base
- SGN2018-02, Permanent Hanging Sign and Wall Signs, Third Base

New Businesses:

- Third Base, 202 Commerce Street
- The Pretentious Gourmet, 305 Mill Street
- Gift and Gather, 307 Mill Street
- Bann Thai Old Town, 416 Mill Street
- The Reclaimed Treasures, 408 Mill Street

Other Activities Impacting the Historic District:

- Completed annual maintenance on gaslights (painting pending in spring)
- Coordinating installation of lighting on footbridge with VDOT
- Council authorized purchase of new refuse containers within Historic District - implementation pending
- Planning Arbor Day Celebration for April 28; Street Tree planting planned for Commerce Street

Submitted February 9, 2018