



TOWN OF OCCOQUAN

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ARCHITECTURAL REVIEW BOARD MEETING

Tuesday, July 24, 2018
7:45 PM

TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. Approval of April 10, 2018 Meeting Minutes
3. Questions with Prince William County ARB
4. Town Council Report
5. Planning Commission Report
6. Town Manager Report
7. Chair Report

Brenda Seefeldt
Chair, Architectural Review Board

Architectural Review Board Meeting Minutes for April 10, 2018

The meeting was called to order at 7:35 p.m. by the Chairman, Brenda Seefeldt.

Present were Brenda Seefeldt, Carol Bailey, Matthew Dawson, Kelly Davis, Laurie Holloway, Stewart Eminheiser and Jonathan Torres.

There were no Citizen Comments.

The minutes for March were moved to be approved by Laurie Holloway and seconded by Kelly Davis. All ayes.

ARB2018-003: Exterior Elevation at 201 Union Street. The plan was presented by a representative of the owner of the building. The request was to install a new exhaust fan on the roof of the building to replace the existing one. Members of the ARB were concerned that the metal screening be considered acceptable. Several were not agreeable to make this available as a choice. But whereas the exhaust fan will not be visible from the street, and whereas circumstances regarding the condition of the property, limit an alternative position of the exhaust fan the ARB voted to approve this application pending, the receiving of the correct paint chip.

Report from Town Council:

1. Council approved an Arts and Craft Show Exploratory Committee Charter
2. Approved Arbor Day Proclamation

Planning Commission Report - A report from Ryan Somma representing the Planning Commission was presented. The Planning Commission approved the motion to move their regularly scheduled meeting night to the fourth Tuesday of each month. This motion is contingent upon the ARB also moving their meeting to the same week of the month.

2. The Planning Commission is in need of new members and was wondering if anyone on the ARB would like to serve on the Planning Commission in addition to the ARB and serve as the representative between the two entities.

The Chair's Report included the bad news that Kelly Davis is resigning from ARB. Brenda also distributed to the members an update for the ARB portion of the town website. Brenda and Stewart produced this document. The updates were agreed upon and submitted to the Town Manager to have the webpage updated.

The following is the webpage update which was given to the Town Manager to do:

ARB Guidelines, Forms and Information

Signage Approval in Occoquan

Previously, the Architectural Review Board was responsible for reviewing and approving all signage requests within the Historic District during their monthly meeting. On November 1, 2016, the Town Council adopted a [revised sign ordinance](#) that now requires signage be reviewed by the Town's Zoning Administrator or designee and is no longer required to be approved by the ARB. This change allows signage requests to be reviewed and approved in a more efficient and timely manner. The ARB still provides guidance on color, location, size and material of signage within the historic district. The [Signage Guidelines](#) was created to be a helpful and starting-point resource to guide you in this process. This should be referenced by all applicants and all applications will be reviewed for compliance with the guidelines and Article VIII of the Chapter 66 of the Town Code. [Applications for signage](#) are available online and are to be submitted to Town Hall for review and approval.

Exterior Changes in the Historic District

Exterior changes to buildings and properties within the Historic District require application and review by the ARB prior to work beginning. For all questions related to businesses, please see #1 below. If you are a resident of the historic district, please view #2 below.

1. FOR BUSINESSES:

[Sign Ordinances](#) - Updated 0-2016-03

[Signage Guidelines](#)

[Application for a Temporary Banner](#)

[Sign Application](#) (Commercial, waterfront, other)

Exterior Changes in the Historic District

Any modification to the exterior of a building in the historic district must be reviewed by the ARB prior to implementation. Applicable modifications can include, but are not limited to, changes to roofs, windows, siding, doorways, fences, walls, overhangs, railings and decks.

Applicable Forms and Information

Zoning Ordinances

[Exterior Elevations Application](#) - ARB Application

[Exterior Elevation Guidelines](#)

Temporary Banner Request

Temporary Banner permits are issued by the Town Manager. Complete the application and submit to the Town Manager at Town Hall or by [e-mail](#). Temporary banners can include grand openings or closings, and other special events.

Applicable Forms and Information

[Temporary Banner Ordinances](#) – Sec. 66-367 (d)

[Application for a Temporary Banner](#)

2. FOR RESIDENTS OF THE HISTORIC DISTRICT:

Any modifications made to the exterior of your home must be reviewed by the ARB. For information on appropriateness, view the Exterior Elevation Guidelines. Complete an Exterior Elevations Application to have proposed changes reviewed by the ARB.

Applicable Forms and Information

[Exterior Elevation Guidelines](#)

[Exterior Elevations Application](#)- ARB Application

Minutes submitted by Carol Bailey