



# TOWN OF OCCOQUAN

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

## ARCHITECTURAL REVIEW BOARD MEETING

**Wednesday, June 13, 2017**  
**7:30 PM**

### **TOWN HALL – 314 MILL STREET**

1. Citizen Comments
2. Approval of April 11, 2017 Meeting Minutes
3. ARB2017-004 - Application for Exterior Elevation – 206 Commerce St.
4. ARB2017-005 – Application for Exterior Elevation – 313 Mill St.
5. ARB2017-006 – Application for Exterior Elevation – 416 Mill St.
6. Discuss Town Council Comments for Guidelines
7. Town Council Report
8. Town Manager Report
9. Chair Report

Brenda Seefeldt  
Chair, Architectural Review Board

**Architectural Review Board Meeting  
Minutes for April 11, 2017**

The meeting was called to order at 7:33 p.m. by the Chairman Brenda Seefeldt.

Attendees: Brenda Seefeldt, Carol Bailey, Matthew Dawson and Deb Cruz. Daniel Braswell and Kathy Alden were excused absent. Chris Coon, the Town Clerk was also there.

There were no citizen comments.

The minutes for March were moved to be approved by Brenda Seefeldt and seconded by Matthew Dawson. All ayes.

Matthew presented a report from the Town Council meeting:

- Awarded contract for Trail Improvements at River Mill Park
- Approved parking designations on Ellicott Street
- Appropriate funding for Business Guild 2017 Ad request
- Accept FYE 2016 Financial Audit
- Adopted Multi-Jurisdictional Hazardous Mitigation Plan Update
- Proclamation for Arbor Day

Chair Report:

Brenda moved and Matthew seconded that the following proposed changes from the ARB be added to the revised zoning ordinances.

1. These items are not in the current ordinance due to the updated work that was done for signs in Chapter 66:

- Anything referencing holiday decorations
- Vending machines not being allowed
- There is no limit to the number of flags permitted; a limit of 4 signs still stands.

The following is what the outdated Merchant Design Guidelines had for holiday decorations. This is to serve as a guide to codify these restrictions. Note: While this states "colored light strings," we would like this to say simply "light strings" to eliminate all of the Christmas lights that stay hung until they burn out.

Holiday Decorating: Decorating for the holidays is highly encouraged as it creates a unique and memorable experience for visitors and customers. Please be advised, however, that these types of displays are not considered permanent, and cannot remain longer than 30 days from the original installation date. The only exception to this rule is during the Winter Holiday season, beginning 1 November and ending on 15 January when an extended display time of 45 total days is allowed. Please note that generic or non-holiday-specific colored light strings outlining property lines, sales areas or any portion of a structure are not allowed other than the Winter Holiday season.

2. Currently there is no follow-up or enforcement is an applicant does not do what is applied for when submitting for an exterior elevation change. This is our proposed change:
  1. Zoning approval
  2. ARB application and issuance of Certificate of Appropriateness
  3. Review by two ARB members for compliance before...
  4. Final inspection and/or issuance of certificate, a box is checked that the ARB approves of the work that was done.
  
3. In the Haymarket Historic District Design Guidelines under Legal Status of the Guidelines, this is the statement which we request to have something similar created:

*The Town Council recognizes it is not possible to define what may or may not be required in the many unique circumstances which will occur in the Historic District; therefore, it is impossible to define by ordinance precisely how to apply the Historic District Ordinance to these types of situations. These Guidelines shall have the legal force of a town ordinance and shall provide the legal framework for achieving the purposes of the Historic District Ordinance and the preservation of the Town's historic resources in the Historic District. By application of these Guidelines and the Historic District Ordinance, relevant matters will be decided in a consistent fashion. These Guidelines also provide important guidance to property owners within the Historic District.*

The meeting was adjourned by the Chairman at 7:52 p.m.  
Minutes submitted by Carol Bailey



# TOWN OF ( ARB2017-004

## 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](http://www.occoquanva.gov). The applicant or a representative must be present at the meeting, during which the ARB will review the application.

Name: Mark Holland as Agent for Mobilitie, LLC

Mailing Address: 3475 Piedmont Road NE, Suite 1000, Atlanta, GA 30305

Phone: ( 703 ) 479-5838 Date Submitted: \_\_\_\_\_

Project Address: 206 Commerce Street, Occoquan, VA 22125 (38.68313200, -77.26066400)  
VEPCO Pole #RM63

Work is scheduled to begin (date): November 15, 2017

#### **Roof and Roofing**

Pitch: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

#### **Dormers**

Pitch: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

#### **Windows**

Dimensions: \_\_\_\_\_ Window Placement: \_\_\_\_\_

Grid Pattern/Color: \_\_\_\_\_ Grid Profile: \_\_\_\_\_

Shutter Color: \_\_\_\_\_ Trim Paint Color: \_\_\_\_\_

**Material(s)**

Brick, stucco, siding, etc.: UV-Stabilised PVC

Color(s): White Pattern: N/A

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

**Doorway(s)**

Design/Pattern: \_\_\_\_\_

Column Size: \_\_\_\_\_ Porch Post(s) Size: \_\_\_\_\_

Spindle Design: \_\_\_\_\_ Color(s): \_\_\_\_\_

Light Fixtures (color/style/placement): \_\_\_\_\_

**Fences, walls, decks**

Material(s) (wood, brick, stucco, etc.): \_\_\_\_\_

Color(s): \_\_\_\_\_

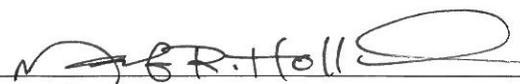
Pattern: \_\_\_\_\_

Decorative Trim and/or Hardware: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

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: \_\_\_\_\_

<b>TOWN USE ONLY</b>	
Check No.: _____	Cash Receipt No.: _____
Application Fee: \$10	



Town of Occoquan  
Virginia  
MAY 31 2017  
RECEIVED

# ARB2017-005

## TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

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Name: Andrew Lynn

Mailing Address: 634 Clarks Tract Reswick VA 22947

Phone: (\_\_\_\_) \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Project Address: 313 Mill St A, B, C

Work is scheduled to begin (date): 2 to 3 weeks after approval

**Roof and Roofing** siding  
Pitch: \_\_\_\_\_ Material: vinyl siding Color: samples

**Dormers**  
Pitch: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

**Windows**  
Dimensions: spec sheet Window Placement: all

Grid Pattern/Color: \_\_\_\_\_ Grid Profile: \_\_\_\_\_

Shutter Color: \_\_\_\_\_ Trim Paint Color: white pvc

*For windows & siding & trim boards  
on units A, B, C,*

**Material(s)**

Brick, stucco, siding etc.: \_\_\_\_\_

Color(s): \_\_\_\_\_ Pattern: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

**Doorway(s)**

Design/Pattern: \_\_\_\_\_

Column Size: \_\_\_\_\_ Porch Post(s) Size: \_\_\_\_\_

Spindle Design: \_\_\_\_\_ Color(s): \_\_\_\_\_

Light Fixtures (color/style/placement): \_\_\_\_\_

**Fences, walls, decks**

Material(s) (wood, brick, stucco, etc.): \_\_\_\_\_

Color(s): \_\_\_\_\_

Pattern: \_\_\_\_\_

Decorative Trim and/or Hardware: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

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



Town of Occoquan  
Virginia  
JUN 05 2017  
RECEIVED

## TOWN OF OCCOQUAN ARCHITECTURAL REVIEW BOARD

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Name: River Mill Investments LLC

Mailing Address: 3609-C Chain Bridge Road, Fairfax VA 22030

Phone: (703) 839-2255 Date Submitted: \_\_\_\_\_

Project Address: 416 Mill Street Unit 2

Work is scheduled to begin (date): June 2017

**Roof and Roofing** No Change  
Pitch: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

**Dormers** No Change  
Pitch: \_\_\_\_\_ Material: \_\_\_\_\_ Color: \_\_\_\_\_

**Windows**  
Dimensions: Varies, Size to match existing Window Placement: To match existing  
Grid Pattern/Color: Match existing Grid Profile: Grid Located w/i glass  
Shutter Color: No existing shutter Trim Paint Color: White to match next door (408 Mill St.)

**Material(s)** No Changes

Brick, stucco, siding, etc.: \_\_\_\_\_

Color(s): \_\_\_\_\_ Pattern: \_\_\_\_\_

Mortar Color: \_\_\_\_\_ Joint Pattern: \_\_\_\_\_

**Doorway(s)** No Changes

Design/Pattern: \_\_\_\_\_

Column Size: \_\_\_\_\_ Porch Post(s) Size: \_\_\_\_\_

Spindle Design: \_\_\_\_\_ Color(s): \_\_\_\_\_

Light Fixtures (color/style/placement): \_\_\_\_\_

**Fences, walls, decks** No Changes

Material(s) (wood, brick, stucco, etc.): \_\_\_\_\_

Color(s): \_\_\_\_\_

Pattern: \_\_\_\_\_

Decorative Trim and/or Hardware: \_\_\_\_\_

Mortar Color: WFS Joint Pattern: \_\_\_\_\_

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

[Signature]  
Applicant's Signature

\_\_\_\_\_  
Chair, Architectural Review Board

Date Submitted: 06/02/17

Date Approved: \_\_\_\_\_

**TOWN USE ONLY**

Check No.: 1051 Cash Receipt No.: \_\_\_\_\_

Application Fee: \$10