



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 14, 2017

7:30 PM

TOWN HALL - 314 MILL STREET

1. Citizen Comments
2. Approval of January 10, 2017 Meeting Minutes
3. ARB2017-001-Application for Exterior Elevation -301 Commerce St. Unit D & E
4. Review for Certificates of Appropriateness
5. Town Council Report
6. Town Manager Report
7. Chair Report
8. Certificate of Appropriateness Updates
9. Redesign of the Merchant Design Guidelines

Brenda Seefeldt
Chair, Architectural Review Board

Architectural Review Board Minutes Tuesday, January 10, 2017

The meeting was called to order at 7:29 p.m. by the Chairman, Brenda Seefeldt.

Attendees: Brenda Seefeldt, Carol Bailey, Deb Cruz and Dan Braswell. Kathy Alden, Matthew Dawson and Bryan Reese were excused absent.

There were no citizen comments.

The minutes for October 11, 2016 were moved to be accepted by Deb Cruz and seconded by Dan Braswell

Certificates of Appropriateness were issued to: Brambles, 302 Commerce Street, Secret Garden and roof repair 188 Washington Street.

Mathew Dawson was absent so we were encouraged to review the Town Council minutes online.

The Town Manager also asked that we read her report online.

The Chair Report was a discussion of the process change with the Town Manager, specifically about the issuance of the Certificates of Appropriateness. After lots of discussion, two discoveries were made:

Two discoveries were made in this long discussion:

- There currently is no enforcement if the applicant decides to not do what is on the application.
- Certificate of Appropriateness is probably not the "appropriate" name. What we were trying to do by holding the CoA til the work was completed was basically issuing them a "permit" to get the work done in a year (the ordinance does support the year time frame).

This discussion was tabled until the February meeting. Each member has been asked to research two similar jurisdictions to learn how they handle Certificates of Appropriateness. With the entire town code being updated this year, this is an opportunity to solidify this.

Each member was assigned a Design Guideline section to update matching the new sign ordinances.

The sign applications are being handled now by Town Staff. The new Sign Design Guidelines will be what she bases her decisions on. Occasionally a difficult application may come in. The Town Manager is requesting to have one ARB person "on call" whom she can ask further questions to. I've decided to make this "on call" position a six month position. Again, this is only for difficult applications that she has a question about. If you are not available, I will be getting the call. This should not feel like an "on call" position at all. Are there any questions about this?

The schedule for the next two years are:

January 1 to June 30, 2017 – Kathy Alden

July 1 to December 31, 2017 – Deb Cruz

January 1 to June 30, 2018 – Matthew Dawson

July 1 to December 31, 2018 – Dan Braswell

The meeting was adjourned by the chairman at 8:26

Minutes submitted by Carol Bailey

Town of Occoquan
Virginia

FEB 07 2017

RECEIVED

ARB2017-001



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: Josh Anderson

Mailing Address: ~~0200~~ 301 Commerce st D & E

Phone: (703) 989-7065 Date Submitted: 2-7-~~00~~17

Project Address: SAME

Work is scheduled to begin (date): ASAP

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.: _____

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.): wood picket privacy fence sample to be provided

Color(s): patio - stamped concrete - patio @ color grey

Pattern: reclaimed wood 14" plank

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: 2-7-2017

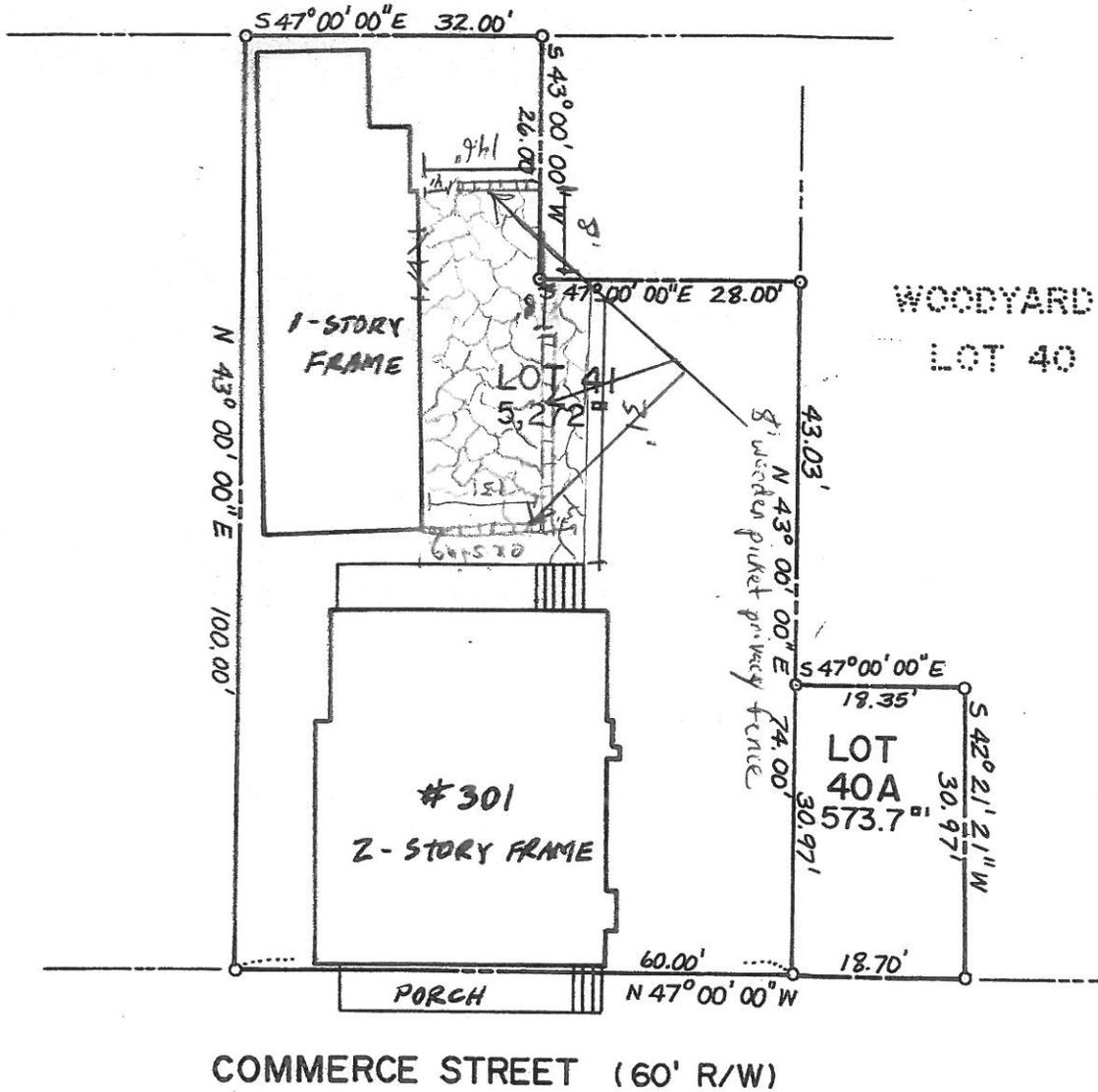
Date Approved: _____

TOWN USE ONLY

Check No.: ~~8300~~ Cash Receipt No.: 8300

Application Fee: \$10

POPLAR ALLEY (20' R/W)



NOTE: ALL BEARINGS ARE BASED ON ORIGINAL TOWN PLAT RECORDED IN 1805.

PLAT OF LOTS 40A AND 41
TOWN OF OCCOQUAN
PRINCE WILLIAM COUNTY, VIRGINIA
AUG. 26, 1986 SCALE: 1" = 20'

OWNERS:
DONALD C. AND PATRICIA LYNN



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
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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 2017

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

- Notified owner of improperly posted temporary signage.

Town Code Recodification Process

- The Town has contracted with Burns and McDonnell for a review and update of the Town's Zoning (Chapter 66) and Subdivision (Chapter 54) ordinances. This work is expected to be completed by July 2017.
- The Town has contracted with Legal Code Publishing for the recodification of the entire Town Code. This work will commence in July 2017, and is expected to last approximately 18 months.
- Town Board and Commissions will be asked to be involved as part of this project.

Sign Approvals:

None.

New Businesses:

- Norma Fayak Photography, 125 Mill Street, #9

Submitted February 10, 2017