

Haymarket Town Council
Monday, December 05, 2005
15016 Washington Street, Haymarket Virginia 20169
Mayor Pamela E. Stutz

Roll Call: All present

Citizen's Time: Lyle Beefeldt-Member of board of Directors for Haymarket Lodge Charitable Foundation-regarding Emily Roop donates \$3,000 toward Emily's expenses.

Linda Landwehr, Fayette Street-Regarding development-feels buildings are too tall 45 feet is too tall to be next to the historic structures of this town. Reminds council that 18th Century Haymarket will be the recipient of the water flow of the new structures. She commends the council for getting a new Christmas Tree.

Tobias motions to table the minutes of November 7 & 15, 2005, Sikorsky seconds;

Ayes: 6

Nays: 0

Absent: 0

Tobias motions to table the purchase of a new police cruiser until the January meeting, Sikorsky seconds;

Noted that the council will make a decision to buy outright or finance a new cruiser at the January 2005 meeting, Sikorsky seconds;

Ayes: 6

Nays: 0

Absent: 0

**Mayor tasks James Naradzay and Bob Weir to handle the possible purchase of the new police cruiser.

Treasurer's Report

Budget Correction: Actual line items do not change, but the bottom number does in our favor.

**Mayor would like figure difference provided next month.

Weir motions to approve the Certificate of Appropriateness for 6776 Jefferson Street, Garcia seconds;

Ayes: 6

Nays: 0

Absent: 0

Motions to approve the COA for sign & fence at 14914 Washington St, Sudley Springs Washington Street, Sikorsky seconds;

Ayes: 6

Nays: 0

Absent: 0

Garcia motions to approve the Architectural Design Guidelines dated November 7, 2005; Jarboe seconds;

Tobias-Yes, Sikorsky-Yes, Cole-Yes, Garcia-Yes, Jarboe-Yes, Weir-Yes

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Motions to approve the construction permit application for 15000 Lumber Lane for Tae Kwon Do
Use, Garcia seconds;

Ayes: 6

Nays: 0

Cole motions to approve the construction of the piping in the easement contingent upon the town receiving a letter from Mr. Bloom saying he will revise the Payne Lane Approved Site Plan and that the application to amend the site plan be submitted within seven days, submit application prior to commencing any work, also contingent upon the Storm Water Mgmt System being satisfactory, in all respects, to the Town and that the applicant would agree to modify accordingly, and that the necessary proposed easements for both the Payne Lane and Winterham site plans be signed by the applicant this evening, subject to acceptance of the Town council.

The Winterham Storm Water Mgmt plan must be submitted and approved by a third party engineer, The motions was read by the clerk to the applicant and the applicant agreed to all and that the motion is at the request of the applicant to expedite the development of the

Winterham site plan, Tobias seconds;

Tobias-Yes, Sikorsky-No, Cole-Yes, Garcia-Yes, Jarboe-Yes, Weir-No

Sikorsky motions to waive the fee for the third party review of engineer, Weir seconds;

Tobias-No, Sikorsky-Yes, Cole-Yes, Garcia-No, Jarboe-Yes, Weir-Yes

Cole motions that applicant pay \$450 per plat plus a \$100 site plan amendment fee, Tobias seconds;

Tobias-Yes, Sikorsky-Yes, Cole-Yes, Garcia-Yes, Jarboe-No, Weir-Abstain

Sikorsky motions to approve a third party inspector on an interim basis on a month to month contract, Jarboe seconds; Mayor is authorized to select the third party inspector.

Ayes: 6

Nays: 0

Absent: 0

Jarboe motions to approve the business license application for 12071 Tech Rd, James R. Ballard Plumbing & Heating, Inc, Weir seconds;

Amend motion to include a signature amendment for this application.

Ayes: 6

Nays: 0

Absent: 0

**For the record, Garcia would like the amended application provided in next month's packet.

Tobias motions to approve the business license application for Mullins Plumbing, Jarboe seconds;

Ayes: 6

Nays: 0

Absent: 0

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Cole motions to approve the Special Use Permit Application for a construction trailer to be located at 15100 Washington Street, Sikorsky seconds;

Ayes: 6
Nays: 0
Absent: 0

Cole motions to send a letter to Kettler Homes regarding fee submissions to the Town with regard to the Greenhill Crossing Addition, Weir seconds;

Ayes: 6
Nays: 0

Mayor comments on the lack of security in the building.

Bryan thanks Tasha for wreaths and Christmas/holiday party.

**Clerk to look into adding outlets to poles where missing (Shoppes at Haymarket)

**Building inspections

Weir-Comprehensive plan review is on agenda for next Monday Planning Commission meeting.

Weir motions to enter into closed session pursuant to VA 2.2-3711 A1, to discuss performance of named town employees, Jarboe seconds;

By a Roll Call Vote: Tobias-Yes, Sikorsky-yes, Cole-Yes, Stutz-Yes, Garcia-Yes, Jarboe-Yes, Weir-Yes

Weir motions certification of closed session, that the only items that were discussed were read in the motion to enter, Weir seconds;

By a Roll Call Vote: Tobias-Yes, Sikorsky-yes, Cole-Yes, Stutz-Yes, Garcia-Yes, Jarboe-Yes, Weir-Yes


Tobias motions to move \$2750 from the salary line item in the budget to the Mayor's discretionary fund line item, Garcia seconds;

Ayes: 6
Nays: 0
Absent: 0

Submitted:

Approved:


Jennifer Preli, Clerk to the Council


Pamela E. Stutz, Mayor

The Town of Haymarket
-Established in 1799-
County of Prince William

TOWN OF HAYMARKET, VIRGINIA
HISTORIC DISTRICT GUIDELINES

DESIGN GUIDELINES

FOR

THE ARCHITECTURAL REVIEW BOARD

Accepted by Town Council
November 7, 2005

*Approved December 5, 2005
by Council.
Pamela Estep, Mayor.*

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1. FOREWORD

The following Guidelines have been established by the Haymarket Town Council (hereinafter, “the Town Council”) to provide the Architectural Review Board (hereinafter, “the ARB”) with guidelines to follow during their review procedure. Modifications to these Guidelines may be suggested by the ARB at any time, but all modifications must be reviewed and approved by simple majority of the Town Council prior to implementation.

It is the intent of the Town of Haymarket (hereinafter, “the Town”), by adoption of these guidelines, to maintain and promote the historic flavor and consistency of architectural styles in this region of Virginia from circa 1750 to 1900. The ARB shall advise and assist the Town Council in rendering decisions with respect to the rehabilitation, restoration, preservation and protection of historic places and non-historic places by creating between them harmonious transitional areas through the use of Architectural and Landscape materials that are consistent with the unique characteristics of this time period.

It is not the intent of the Town to restrict or prevent homeowners from remodeling, adding to, or otherwise enhancing their property. However, the ARB will interpret what will be considered the unique characteristics of this time period and may utilize architectural and historic sources to recommend on any design issue not expressly defined in these guidelines.

In accordance with the Town of Haymarket Historic Overlay District Ordinance, these guidelines are to be applied to those improvements which currently or in the future could be visible from any public view.

The Board is guided by the Codes of Haymarket and the Commonwealth of Virginia as updated and amended.

2. CERTIFICATE OF APPROPRIATENESS

The Certificate of Appropriateness is the vehicle by which an applicant receives approval for an application before the ARB. The ARB is the approving authority for all Certificate of Appropriateness applications. However, specific applications require the approval of other boards or commissions within the Town. Those specific cases are noted throughout this publication. This certificate expires one (1) year after the date of approval by the ARB if construction described in the application has not been started.

PROCEDURE

Application for Certificate of Appropriateness shall be filed with the Town Clerk. The board shall meet within 45 days after notification by the Town Clerk of such application [Haymarket Town Code Sec. 58-558 (c)]. The applicant, or a representative, is required to attend the meeting in which their application shall be heard. Should the applicant or

the applicant's designee not appear before the board, the application shall be deferred until such time the applicant is able to attend the next scheduled meeting.

The board shall vote and announce its decision on any matter properly presented before it not later than 14 days after the conclusion of the hearing on the matter unless time is extended by mutual agreement between the board and the applicant. [Haymarket Town Code Sec. 58-558 (d)]. The board shall not reconsider any decision made by it except in cases where an applicant appears within 90 days with his application amended. The board shall not hear the subject matter of any application which has been denied until a period of one year has elapsed, except in cases where an applicant appears within 90 days, with his application amended [Haymarket Code Sec. 58-558 (e)].

APPEALS

Whenever the board shall disapprove an application for a certificate of appropriateness, any person shall have the right to appeal and be heard before the Town Council provided such person files with the Town Clerk on or before 14 days after the decision of the board a written notice of intention to appeal. Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council, at a time not to exceed 45 days after the receipt of such notice of appeal. [Haymarket Code Sec. 58-561 (a)].

3. DEFINITION OF HISTORIC BUILDINGS

A "Historic Building" is defined as a site, foundation, building or facility (occupied or otherwise) initially constructed fifty (50) years or more from the date of consideration by the ARB of any intent to modify, build an addition to or demolish said facility. Any site, foundation, building or facility constructed otherwise will be considered a "Non-Historic Building."

4. SPECIAL CONSIDERATIONS FOR HISTORIC BUILDINGS

An exterior addition to a Historic Building may radically alter its appearance or obscure its historic significance. When an addition is planned, it shall be designed and constructed in a manner consistent with the architecture and design elements of the period of initial construction and not detract from the character-defining features of the Historic Building.

To this end, the ARB shall examine the proposed modifications to the historical structure and weigh if such proposed modification would detract from the significance or integrity of the existing facility.

These special considerations shall be met in any renovation or addition to a Historic Building:

- a. The size and scale of the addition shall be limited so as not to compromise the integrity of the Historic Building or the surrounding structures.
- b. The alteration or addition must use materials, level of detail, fasteners, finishes and colors that are compatible with the Historic Building's period of construction and should take into account compatibility with surrounding structures.
- c. The alteration or addition must incorporate the design elements and principles from the existing or pre-existing structure.

Historic Structures from the Comprehensive Plan (2001) and information from the Historical Commission will be utilized as Guidelines for construction purposes.

5. DEMOLITION OF HISTORIC BUILDINGS

Section 58-554 of the Town Code covers general demolition of buildings within the Town. The Haymarket Historical Commission has the authority to review all applications requesting demolition of any building located in the Town of Haymarket.

6. ADDITIONS TO CONTEMPORARY AND NON-HISTORIC STRUCTURES IN THE HISTORICAL OVERLAY

As the Town of Haymarket continues to develop, it is the ARB's responsibility to monitor the aesthetic development in a manner consistent with the time period specified in Section 1.

New constructions within the Town must have the general characteristics of this time period encompassed in the design, as defined in these guidelines.

Additions or renovations to existing structures within the District not constructed under this or previous design guidelines shall comply with these guidelines in an attempt to make these design elements common and standard amongst all properties in the Town.

To this end, the ARB shall examine the proposed modifications to any Non-Historic Building and consider if such proposed modification would detract from architectural characteristics of this time period.

Additionally, any exterior modification to any other Non-Historic Building within the Town shall be reviewed by the ARB to consider its compatibility with the surrounding structures.

7. COLORS

Painting shall be done using colors complementary to its surroundings as well as being appropriate for the architectural period of the Historic Building or Non-Historic Building. Colors of a building shall also take into consideration roof, foundation materials and design elements and principle. Approved color samples are available at the Town Hall; however, applicants may submit color samples for ARB approval.

8. AWNINGS

Material used to construct awnings or canopies shall be limited to canvas or similar material. Vinyl, plastic or aluminum will not be considered as material for use in the construction of awnings or canopies.

9. CHIMNEYS-These applications require Planning Commission approval

The exteriors of all exposed chimneys or mock-chimneys constructed in the Town shall be constructed of brick, stone, or brick and stone facing. The exterior design shall include a connection to the base or ground of the home and extend above the roofline.

10. EXTERIOR ELEMENTS

Whenever possible original siding materials shall be repaired and retained, rather than removed or covered.

Existing paint may be removed if done in a manner that will not damage the surface of the structure. Such method of paint removal shall be reviewed in advance by the ARB if such facility is a Historic Building.

Foundation exteriors must be comprised of wood, hardboard siding, brick, stone or concrete with a brick relief. *Paneling and exposed cinder or concrete block shall not be considered.*

The following materials shall be considered acceptable for exteriors of building within the District:

- a. Wood
- b. Wood-look Vinyl Siding (Specifications to be included)
- c. Hardboard Siding
- d. Stone
- e. Brick

For Wood-look Vinyl Siding, Hardboard Siding and other manufacture exterior elements, the ARB will make reasonable efforts to supply a list of selected vendors, their approved materials and a list of manufacturers. This information shall be at the Town Hall. The ARB may also consider substitutions of equal or greater quality for these materials.

Brick or stone facades may be placed on attached Historic Buildings and Non-Historic Buildings, as long as all sides of the buildings are constructed in brick or stone. All detached housing must have consistent material on fronts and sides or have a mix of materials indicative of structures built in the time period specified in Section 1. In structures where stone or brick exteriors are combined with a wood or wood-look vinyl siding, all exposed exterior sides of the structure must have a consistent distribution of materials.

All new constructions and renovations of structures constructed in the Colonial style shall have exterior dentil moldings where appropriate and must be proportionate to the size and scale of the structure.

The ARB may consider other exterior materials at its sole discretion as long as the material is consistent with the design goals of the architectural characteristics of the time period specified in Section 1.

11. DECKS-These applications require Planning Commission approval

Deck plans must be submitted to the ARB for design approval with a list of materials. The ARB will not review plans for adherence to Town or County building codes. Approved materials are pressure-treated lumber and a manufactured wood and plastic material such as TREX[®] or other similar product. Deck vertical elements will be painted or stained. Deck colors will match either the primary or trim color of the structure. Once painted or stained, the finish should be maintained to prevent peeling.

12. FENCES AND WALLS-These applications require Planning Commission approval

If walls or fencing are to be erected, colors and choice of materials shall compliment and be consistent with the design and materials of the building, taking into consideration the overall design criteria of the time period specified in Section 1. Landscaping can be used in conjunction with these structures to strengthen their screening properties.

The only approved types of fencing available within the Town shall be of a wood, or a wood-look product constructed in the manner of picket, board or split rail fence. Wrought iron fencing is also allowed. Pickets must be separated from each other by a space equal to the width of the selected picket, not greater than three inches and not less than one inch. Additionally, the picket will not have a horizontal width of more than four and a half inches but no less than two inches. Board (six-inch board only) is permitted on

rear yards only. Alternating board fences may be maintained within the Town as long as such construction was completed prior to the adoption of this regulation, provided that no more than twenty-five percent of the fence is replaced. All board fences shall be scalloped with finials on posts. Low freestanding walls (under three feet in height) may also be used in some areas. Privacy fences may only be six feet at maximum height and can only extend from the rear of the structure.

In districts zoned residential or business, the height of the fence shall comply with town ordinance. In industrial zoned areas, the fence height shall not exceed six feet but be no less than three feet.

For the selection of pickets, wall and wall patterns and wrought iron fences, the ARB will supply a list of approved materials and patterns. This information shall be made available for review at the Town Hall.

AT NO TIME WILL STOCKADE, SNOW FENCING, EXPOSED CHAIN LINK FENCING, BARBED OR RAZOR WIRE, OR ANY SIMILAR EXPOSED FENCING SECURITY DEVICE BE ALLOWED WITHIN THE TOWN.

Freestanding walls may only be constructed of brick, concrete or fieldstone. If concrete or concrete block is to be used to create a freestanding wall, it shall have a façade of brick or fieldstone around it.

Retaining walls shall be constructed of brick, concrete, fieldstone or wood. If a retaining wall is constructed of wood, a minimum of six-inch by six-inch beams in rectangular cross-section will be used. Pressure treated wood or railroad ties must be used in its construction.

Section 58-13 of the Town Code covers additional requirements for fences within the Town and must be reviewed by the applicant as part of the application procedure.

13. HANDICAPPED RAMPS

Handicapped ramps shall be at the rear or side of a building where possible, but shall not add any undue burden on the use of the facility by the handicapped. The ramp shall not be manufactured in a runway style perpendicular to the front façade.

14. LIGHTING

Lighting for structures in the District shall reflect the style and era of the time period specified in Section 1. Fixtures shall utilize an incandescent lighting source. If a more intense light source is needed, metal halide or an equivalent lighting method shall be used. In no case shall high-pressure sodium lights be permitted. Free standing lights

shall not exceed sixteen feet in height and all lights shall be directed downward into the site. A combination of free standing and wall-mounted fixtures is recommended in order to yield varied levels of lighting. Utilitarian fixtures or bare bulbs shall not be permitted in the Town.

Existing light fixtures shall be utilized where possible. In the case of Historical Buildings, lighting fixtures shall be compatible with the design and era of the Historical Building. All exterior lighting schemes shall be preplanned in its entirety and such plans, with detailed specifications, shall be presented to the ARB for consideration and approval.

Residential and Business Town lighting shall be in accordance with the Streetscape Plan.

15. ROOFING

Roof design, materials and textures shall be consistent with the existing structures in the Historic District. Approved roof materials include metal, composition shingle and wood. Wherever pressed tin or standing seam style roofs exists, it shall be preserved and refurbished unless the cost of such preservation/refurbishing exceeds twenty-five percent of the assessed value of the structure. In any additions to Historic or Non-Historic Buildings with existing pressed tin roofs, the same roof style shall be extended.

16. ROOFTOP SCREENING

If roof-mounted mechanical equipment is used, it shall be screened from public view on all sides. The screening material and design shall be consistent with the design, textures, material, and colors of the building. The screening shall appear as an integral part of the building.

17. TELECOMMUNICATION DISHES, DRUMS AND TOWERS- These applications require Planning Commission approval

Dishes, drums or other equipment used primarily for sending or receiving of satellite or terrestrial communication larger than twenty-four inches in diameter are not permitted within the Residential or Business zoned districts. Communications dishes or drums located in an Industrial zoned district must be surrounded by fencing and obscured from view if mounted on the ground. Any exposed dish or drum mounted on a tower or monopole shall be painted white or another color defined by the ARB.

No antenna larger than twenty-four linear feet shall be constructed or attached to any building or structure within the Industrial-zoned district. At no time may a device capable of transmitting more than three watts of transmission power be installed in a Residential zoned district.

At no time shall a tower or monopole be constructed within a Business or Residential zoned district.

18. SCREENING

All outdoor utilities, transformers, meters, trash dumpsters, and mechanical units shall be screened from the public view by walls, fences, landscaping or combination thereof. Where landscaping is used, it shall provide a year-round screen.

19. STREETSCAPE-These applications require approval by Planning Commission & Town Council

Benches, trees, trash receptacles, and streetlights may not be placed on public rights-of-way unless considered appropriate by the ARB and with approval of the Town Council.

At no time may sidewalks be constructed of material other than concrete or brick. The style and color of the sidewalk shall be consistent in material and pattern throughout the length of the street.

For the selection of patterns and materials for sidewalks, the ARB will make reasonable effort to supply a list of approved material and patterns, and this information shall be made available for review at the Town Hall.

Mailboxes must be compatible with the colors and style of the buildings represented.

20. WINDOWS AND DOORS

Original window and door materials, on historic structures, shall be repaired and rehabilitated rather than replaced, though, if replaced, it shall be with windows and doors similar in construction and design of the windows or doors being replaced, unless such replacement would not be characteristic of the existing architectural style utilized in the structure, as judged by the ARB. Storm window and doors shall not be used unless the design allows the original window or door to show through. Sliding glass doors shall not be allowed on the front of the structure if they are visible from the street.

21. WASHINGTON STREET AREA SPECIAL REQUIREMENTS – These applications require approval from the Planning Commission

Sections 58-713 through 58-726 of the Town Code cover additional requirements for the Washington Street Area.

22. SIGNAGE – These applications require approval from the Planning Commission

All signs shall be in strict conformance with the Haymarket Town Code Section 58, Article IX, 58-336 through 58-346 and all other applicable zoning ordinances.

Acceptable lettering styles and exemplary sign designs are included in Appendix A and B respectively.

23. SITUATIONS NOT COVERED

These guidelines are not designed to cover every possible situation. Architectural alterations or new construction requests that do not fall into any of the categories found in these guidelines will be reviewed for appropriateness by the ARB on a case-by-case basis.

Appendix A: Approved Lettering Typestyles

Typestyle Samples

Berkely Oldstyle

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Century Schoolbook

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

— Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Goudy Oldstyle

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Mariage

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Nicollet

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Palton

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Tiffany

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

University Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Zaph Chancery

ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
abcdefghijklmnopqrstuvwxyz \$&#?!%@

Appendix B: Example Sign Designs

The following examples demonstrate the subdued style from 1750 to 1900. They are not inclusive of all acceptable sign styles. Any particular sign style must be approved by the ARB in a certificate of appropriateness.

Use of these images is for exemplary purpose only and is not an endorsement of any business shown. Letter typestyle will follow paragraph 21.

