



ARCHITECTURAL REVIEW BOARD
REGULAR MEETING
~ MINUTES ~

Thomas Britt, Town Planner
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, March 20, 2024

7:00 PM

Council Chambers

A Regular Meeting of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairperson Marchant Schneider called the meeting to order.

I. Call To Order

Chairperson Marchant Schneider: Present, Commissioner Robert Hallet: Present, Board Member Chuck Mason: Present, Vice Chairman Benjamin Barben: Present, Board Member Joanna Mason: Present.

II. Pledge of Allegiance

Chairman Marchant Schneider invited everyone to stand for the Pledge of Allegiance.

III. Citizens Time

There were no citizens present at this evening's meeting.

IV. Minute Approval

There was a discussion on the draft minutes from the March 6 Special Meeting. Board Member Barben asked that in the recommendations of items to be kept from the Town Park building not reflect if possible and make that the minutes be stronger in the ARB's recommendations. He stated that the intention is not to let it up to the contractor to decide what is salvageable. Town Clerk Kim Henry stated that she reflected of what was said at the meeting and that she would review that portion of the meeting and make any edits if needed.

1. Architectural Review Board - Regular Meeting - Feb 21, 2024 7:00 PM

Board Member Chuck Mason moved to approve the February 21, 2024 minutes. Commissioner Hallet seconded the motion. The motion carried.

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Chuck Mason, Board Member
SECONDER: Robert Hallet, Commissioner
AYES: Schneider, Hallet, Mason, Barben, Mason

2. Architectural Review Board - Special Meeting - Mar 6, 2024 5:00 PM

Chairman Schneider moved that the Architectural Review Board approve the Special meeting minutes of March 6, 2024 as amended as needed upon further review of the meeting video. Board Member C. Mason seconded the motion. The motion approved.

RESULT: ACCEPTED AS AMENDED [UNANIMOUS]
MOVER: Marchant Schneider, Chairperson
SECONDER: Chuck Mason, Board Member
AYES: Schneider, Hallet, Mason, Barben, Mason

V. Agenda Items

1. ZP #2024-0204 Virginia National Bank Signage

The applicant, originally the Fauquier Bank now Virginia National Bank, is applying to have their sign refaced. Town Planner, Thomas Britt, reviewed the application and says the two awning signs and the wall sign in the front of the bank meets all of the zoning ordinance requirements. Applicant appeared via Zoom. Discussion followed regarding scaling and existing wash lights. No further discussion or comments were made.

Board Member Benjamin Barben moves to approve the Certificate of Appropriateness, ZP#2024-0204, as presented, for Virginia National Bank at 15240 Washington Street. Board Member Chuck Mason seconds the motion. The motion carried.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Benjamin Barben, Vice Chairman
SECONDER:	Chuck Mason, Board Member
AYES:	Schneider, Hallet, Mason, Barben, Mason

2. April Meeting Date Change

Town Planner T. Britt shared that the Town Clerk and Deputy Clerk will be at a Clerk's conference for the April 17th ARB Meeting. Chairperson Marchant Schneider gave a directive to change the ARB meeting date to April 10.

3. Conceptual Design Plan for Town Park Pavilion

Town Planner, Thomas Britt, discussed after the ARB Special Meeting of March 6 and the discussion of salvageable items and preparing a design plan. The goal tonight is to finalize this concept and whatever is finalized along with a memo provided by the ARB chair to provide to the next Town Council in their work Session next week for consideration. Board Member Benjamin Barben prepared some design concept drawings. There's two proposed roof lines to walk through showing what to change and what to get rid of. The yellow outlines show what we intend to keep. Maintain the feel of the front porch and keep existing slab line and maintain all the way back. Retain the elements and aesthetics of the front porch, stone foundation, stone front around porch walls, removing and salvaging the decorative brackets around the front and retaining and protecting the existing chimney. Discussion followed about what comes off, what stays, where pillars would be located, what to maintain for the porch, and screening for porta johns. Chairperson M. Schneider will bring this concept to Town Council making recommendations on keeping certain elements and as we move forward with the demolition, rather than have the site sit unused for awhile can we move the concept quicker and save time.

VI. Old Business

Town Planner, Thomas Britt, shared all previous applications brought before the ARB in the last few months have gone fine with the county so far. He's working on spring cleaning notices and correspondence to our construction sites. Board Member M. Schneider mentioned when looking at graphics versus detailed notes to pay attention to the detail as there may be a subtle difference. When looking at details make sure we have a sample or look it up as slightly different design but sometimes same name.

VII. New Business

Town Planner, Thomas Britt, shared he will have a full draft of Architectural Review Board Guidelines by July, making sure to provide incremental updates as the July date approaches, with the goal having the final product by July 2024.

VIII. Planning Commission Updates

Commissioner Rob Hallet gave the updates from the Planning Commission meeting. They went over the zoning text amendment and the comprehensive plan revisions to the historical venues, they had everything listed as anything over 50 years or older is a historic structure versus what the current zoning ordinance says. We are changing it back to 1950 or older. In the historic building inventory in the comprehensive plan, we updated the language of that to match the current zoning ordinance. The public hearing is in April.

IX. Town Council Updates

Chairperson Marchant Schneider provided Town Council updates. We are hiring a full time event coordinator. He shared we are in budget season, putting priorities together for projects such as the Town Park, town center and sidewalk. Mobile Food Ordinance is being taken up next meeting. Our trash service is up for negotiation and a survey will be out soon about pick up schedules.

X. Adjournment


With no further business before the Architectural Review Board, Commissioner Hallet moved to adjourn with a second by Board Member Barben. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Robert Hallet, Commissioner
SECONDER:	Benjamin Barben, Vice Chairman
AYES:	Schneider, Hallet, Mason, Barben, Mason



Alexandra Elswick, Deputy Town Clerk



R. Marchant Schneider, Chairperson

