



ARCHITECTURAL REVIEW BOARD

WORK SESSION

~ MINUTES ~

Emily Kyriazi, Town Planner
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, August 16, 2023

6:00 PM

Council Chambers

A Work Session of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 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: Absent.

II. Architectural Review Board Guidelines Work Session

Chairman Marchant Schneider stated that the work session for this evening's meeting was to work and update the Architectural Review Board guidelines. He gave the floor the Town Planner Thomas Britt for a brief introduction.

Mr. Britt stated that in a previous meeting, he shared that there would be a discussion on the Town's Comprehensive Plan and the Zoning Ordinance that involve the Architectural Review Board guidelines and the historic district of Haymarket and its overlay. He stated that he has provided the Comprehensive Plan, ARB Guidelines with connotations, the Zoning Ordinance that details the historic overlay and revisions. He made suggestions on how the ARB should proceed however left it to them.

The discussion started on the Guidelines.

Chairman Marchant Schneider asked Town Manager Emily Kyriazi about a draft of the design guidelines that were previously presented for review. Mrs. Kyriazi stated that the agenda packet had the original guidelines and the another version of recommended edits. She stated that some of the issues have been that developers and residents don't feel like they are getting the full picture of what they can do or the guidelines being too generic and the Architectural Review Board uses its discretion that the applicant thought was within the guidelines. Mrs. Kyriazi suggested that the Board goes through the guidelines making sure that there is a clear process. Mrs. Kyriazi asked the Board to discuss application requirements that would come before the Architectural Review Board and applications, such as fences, decks and solar panel applications can be administratively approved by the Town Planner following the guidelines that were outlined. She also suggested that the Board discuss the requirements for a demolition permit using the Town's newly amended and adopted Zoning Ordinance be included in the guidelines. Mrs. Kyriazi recommended that a set of examples for what is expected for a new development application, a sign application and a demolition application in the Appendix.

Mrs. Kyriazi also addressed the color and font guidelines and encouraged the Architectural Review Board to drill down and be more specific on what is acceptable.

Chairman Schneider gave a brief history on the historic overlay district. He shared at one point the entire Town was in the historic overlay. He shared that if the Town would not currently qualify as a historic district. He stated that in the evening's packet shows an adjusted map showing the historic district being limited to the corridors of the Town identifying Washington Street, Route 15 and Old Carolina Road/Jefferson Street as the major gateways into the Town. Those communities that have their own HOA Architectural Review Board were cut out of that. Mr. Schneider continued to state that the reason the district was shrunk was to eliminate the redundant residential applications that could be administratively approved. A short discussion followed. Mrs. Kyriazi asked for feedback and also suggested that staff assign tasks to the Architectural Review Board prior to the next meeting.

The discussion reiterated items that would be added to the Appendixes. The Board also discussed items and examples of fence, patios and deck applications that is outside of the public right-of-way view that would be administratively approved. With the revised Appendix, the staff would also work updating the application itself.

At this time, the ARB started reviewing and editing some of the definitions in the guidelines. Mrs. Kyriazi asked that the ARB review the definitions that were approved in the recent amended Zoning Ordinance and compare it to what's in the guidelines for edit purposes. They also started reviewing and editing the Appendix.

- 1. Introduction
- 2. Reference to Comp Plan
- 3. Guidelines

The ARB started reviewing and editing the guidelines starting with the naming the historic structures and certificate of appropriateness, the community design and comprehensive plan. At this time, Chairman Schneider left the meeting with Vice Chairman Barben taking over. There was a discussion on the timeline of providing Town Planner Thomas Britt the suggested edits. The Board continued with Article II Streetscape and Site Design of the guidelines and the subcategories relating to fences and walls, and lighting. There was also an explanation on staff administrative approval. The ARB continued reviewing Article III: New Construction and additions to existing non-historic and non-contributing structures. They addressed section B-colors of the article. They discussed editing approved colors and lighting attached to structures. They addressed handicap ramps with it being administratively approved as long as it met ADA requirements. The ARB continued to Article IV - guidelines for alterations or additions to historic structures or contributing structures. A suggestion was made to include any code upgrades that are required depending on the use of the structure. They continued onto Article V - Signage and Article VI - Demolition guidelines. It was suggested that an example of a demolition permit and requirements be included in this section for the benefit of both staff and Board to reference in discussions and consideration of an application. A discussion followed on this subject. The ARB continued reviewing and making some edits to Appendix A - font examples, B - Sign Design Examples, C - Approved Fence Styles, D - Historic Structures, and E - Painting of Historic Structures.

The ARB stopped at this point with Town Planner Thomas Britt asking the Board to come back with any additional edits on the items reviewed at this evening's meeting at the September meeting.

4. Historic Overlay

III. Adjournment

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

1. Motion to Adjourn


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

Submitted:



 Kimberly Henry, Clerk of the Council

Approved:



 Marchant Schneider, Chairperson