



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, June 20, 2018

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance

III. Minutes Approval

1. Architectural Review Board - Regular Meeting - May 16, 2018 7:00 PM

IV. Certificate of Appropriateness

A. Sign Applications

1. ZP#2018-020, Copper Cricket Sign Application
2. ZP#2018-024, Longstreet Commons HOA, Entrance Sign Application
3. ZP#2018-030, Hidden Jules Cafe, Sign Application

B. Residential Applications

1. ZP#2018-025, 6813 Coach Way, Deck and Fence Application
2. ZP#2018-021, ZP#2018-022, ZP#2018-023, Fayette Street Single Family Homes

C. Commercial Applications

1. ZP#2018-031, a Dog's Day Out, Retaining Wall Application
2. ZP#2018-026, McDonald's Exterior Alterations

V. New Business

VI. Old Business

VII. Town Planner Update

VIII. Planning Commission Update

IX. Adjournment



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, May 16, 2018

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 Board Room, commencing at 7:00 PM.

Chair Kenneth Luersen called the meeting to order.

I. Call to Order

Chair Kenneth Luersen: Present, Councilwoman Susan Edwards: Present, Board Member Robert Day: Present, Commissioner Madhusudan Panthi: Present, Board Member Bond Cavazos: Absent.

II. Pledge of Allegiance

III. Minutes Approval

- 1. Architectural Review Board - Regular Meeting - Apr 18, 2018 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Robert Day, Board Member
AYES:	Kenneth Luersen, Susan Edwards, Robert Day, Madhusudan Panthi
ABSENT:	Bond Cavazos

IV. Citizens' Time

V. Certificate of Appropriateness

- 1. Zoning Permit #2018-014, Fence Replacement, 6610 Jefferson Street

Town Planner, Emily Lockhart, states that the applicant at 6610 Jefferson Street would like to replace her existing fence. She states that the current fence is a 6 foot wooden privacy fence. She adds that the applicant could not be present at this evening's meeting. She further adds that she would like to erect a 6 foot privacy fence similar to the style of the existing one, however, in forest green vinyl. She concludes that the applicant was not able to get a picture of the fence that she is requesting from the fence company.

After discussion of colors and styles, it was a consensus of the Board that they did not have enough adequate information to make a decision.

Chairman Luersen directs the Town Planner to work with the applicant referencing the ARB guidelines.

Councilwoman Edwards makes a motion to approve Zoning Permit #2018-014 for Myrtle Bailey, 6610 Jefferson Street, for a 6 foot privacy fence with the condition that she work with Ms. Lockhart to pick the style of fencing and the Board prefers either white or black vinyl fencing, not green. Mr. Day seconds the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Robert Day, Board Member
AYES:	Kenneth Luersen, Susan Edwards, Robert Day, Madhusudan Panthi
ABSENT:	Bond Cavazos

- 2. Zoning Permit #2018-015, New Sign, 4412 Costello Way, Code Red Karate, LLC.

Minutes Acceptance: Minutes of May 16, 2018 7:00 PM (Minutes Approval)

Ms. Lockhart states that this is a sign application for a new business, Code Red Karate. She references the picture in the Board packet. She adds that she spoke with the applicant to let him know that a banner is not considered a permanent sign according to the guidelines. She further adds that she asked the applicant to come up with some more permanent options and in the meantime he can have a temporary sign up for 45 days. However, she states he would like to use the same font.

The Board directs Ms. Lockhart to check into the building's sign plan and to work with the applicant on materials and font type that are within the guidelines.

Councilwoman Edwards makes a motion *to deny Zoning Permit #2018-015 for new sign at 4412 Costello Way for Code Red Karate, LLC. on the basis that the materials and font are not permitted under our guidelines.* Mr. Day seconds the motion.

RESULT:	DENIED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Robert Day, Board Member
AYES:	Kenneth Luersen, Susan Edwards, Robert Day, Madhusudan Panthi
ABSENT:	Bond Cavazos

3. Zoning Permit #2018-016, 14845/14851 Washington St. & Zoning Permit #2018-017, 14871 Washington St.

Ms. Rafferty, owner of the properties, addresses the Board. She states that she would like to make some moderate changes on the homes on her property. She states that she would like to paint all brick white, change shutters and doors to black, paint porches white, paint flooring gray, replace light fixtures with black ones and replace crumbling brick on walkway.

Councilwoman Edwards makes a motion *to approve Zoning Permit #2018-016 for Maria and William Rafferty at 14845, 14851 and 14871 Washington Street to paint all of the brick white, to change the shutters the doors and the garage doors to black, to paint the porches white, to paint the flooring on the porches gray, to replace the light fixtures with black ones, replace crumbling brick and replace one of the roofs to moray black.* Mr. Day seconds the motion.

Mr. Day asks if the shed and garage will be painted as well? Ms. Rafferty states that they will be repaired and painted as well.

Councilman Edwards amends her motion *to include the painting of the shed and garage.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Robert Day, Board Member
AYES:	Kenneth Luersen, Susan Edwards, Robert Day, Madhusudan Panthi
ABSENT:	Bond Cavazos

4. Zoning Permit #2018-018, 14979 Keavy Place, Porch Addition

Ms. Jackie Walker, 14979 Keavy Place, addresses the Board. She states that she is requesting approval to modify her existing front porch. She is resurfacing the existing porch with flagstone, adding a flagstone walkway, replacing the current railing with Trex and adding stone to the bottom of the porch pillars.

Councilwoman Edwards makes a motion *to approve Zoning Permit #2018-018, for Jackie Walker at 14979 Keavy Place.* Mr. Day seconds the motion.

VI. New Business

1. Discussion on Town Banners

Ms. Lockhart reminds the Board of the decision at the last meeting to erect a banner on every other pole. However, she thinks that it would be more cost effective to put a banner on each pole. She states that it would be very costly to have the banner arms removed and she was also concerned with fading on the under side of the poles. After discussion, the Board decides

to purchase additional banners for each pole and to keep the winter banners with "Welcome" and purchase additional winter banners with "Town of Haymarket".

Ms. Lockhart continues with new business stating that the Meladon Group, the developers who are doing the Crossroads Village Center, would like to start the ARB process. She adds that this will be for the June 20th meeting.

In other new business, Ms. Lockhart states that there is a developer that would like to build 3 single family homes on Fayette Street. She adds that he would also like to come to the June meeting to discuss the outside of the homes.

Councilwoman Edwards asks for a work session with the Meladon Group. The Board agrees and asks the Town Planner to set up a work session prior to the June regular meeting.

Chairman Luersen asks for a briefing on the John Marshall Commons' recent public hearing. Ms. Lockhart states that the plan is to have a roundabout as you enter into the Town of Haymarket. She adds that the developers have been working on this development since 2012 and did not notify the Town of the last submission because it was less intense. Ms. Lockhart states that she has a meeting tomorrow with Denise Harrover from Van Metre the developers of the property to discuss sidewalks and monument signs. She concludes that the development did pass with the County which included a Rezoning, Comprehensive Plan Amendment and a Special Use Permit.

Councilwoman Edwards shares with the Board the plans to begin the Pedestrian Improvement Plan from the bridge to the corner of Jefferson Street that will begin in the fall.

VII. Old Business

Councilwoman Edwards states that she would like to make a decision on the materials that will used for Town Hall. Ms. Lockhart recommends discussing this in a work session.

Ms. Lockhart updates the Board on the blighted properties across the street. She states that letters have been sent to the property owner.

VIII. Town Planner Update

IX. Planning Commission Update

Chairman Luersen asks what the status is on "A Dog's Day Out". Ms. Lockhart states that they are working on the grading portion of their plan at this time. They will be going through the Town for this service.

X. Adjournment

XI. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Robert Day, Board Member
AYES:	Kenneth Luersen, Susan Edwards, Robert Day, Madhusudan Panthi
ABSENT:	Bond Cavazos

Submitted:

Approved:

Minutes Acceptance: Minutes of May 16, 2018 7:00 PM (Minutes Approval)

Shelley M. Kozlowski
Shelley M. Kozlowski, Clerk of the Council

Kenneth Luersen
Kenneth Luersen, Chairman

Minutes Acceptance: Minutes of May 16, 2018 7:00 PM (Minutes Approval)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner
DATE: June 12, 2018
SUBJECT: Zoning Permit #2018-024, Longstreet Commons Entrance Signs

APPLICATION SUMMARY:

Applicant, Longstreet Commons HOA is applying for a Certificate of Appropriateness for two new entrance signs. The sign specifications are listed below along with pictures of the proposed new signs. The red signs will be mounted on a stone wall. One entrance sign will be located at the Cheyenne Way entrance and the other sign will be located at the Hunting Path Road entrance. Each new sign replaces an old pre-existing sign.

Sign Specifications:

- Sign Width: 53"
- Sign Height: 18"
- Sign Structure: Height 4' by width 5.5' = 22 sq ft.
- Number of Faces: 1
- Sign Material: Stone wall structure, composite material for the sign
- Sign Color: White Lettering, Red Background, Stone Wall
- Sign Font: Goudy Bold

The sign meets all applicable Guidelines requirements. The maximum height for freestanding signs in the R-1 Zoning District are 8 feet and the maximum area is 18 sq. ft. per sign, 24 total.

STAFF RECOMMENDATION:

Staff recommends approving ZP#2018-024 Certificate of Appropriateness for the two entrance signs for Longstreet Commons.

DRAFT MOTION:

"I make a motion to approve Certificate of Appropriateness ZP#2018-024 for two new entrance signs located at the entrances to Longstreet Commons."

Or An alternate motion.



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-024

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Longstreet Commons HOA

PROPOSED USE: Entrance signs (2) Size (Sq. Ft./Length) of Construction: 4 ft tall, 5.5 ft wide

SITE ADDRESS: Cheyenne Way + Hunting Path Rd. Parcel ID #: 7298-90-9641

Subdivision Name: Longstreet Commons Lot Size:

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No Site Plan Required: Yes No

Off-street Parking: Spaces Required: N/A Spaces Provided: N/A

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

The community would like to upgrade the entrance monument signs. Signs are 4' tall, 5.5 wide, 18 inches deep, sign insert made w/ 1" thick extruded, finished in Matthews paint. blind fasten sign to wall, no hardware visible.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)

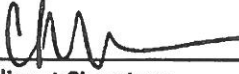
PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Name				Longstreet Commons HOA c/o Mimi			
Address				20915 Ashburn Rd Ste 235			
City	State	Zip		City	State	Zip	
				Asheburn, VA		20147	
Phone#	Email			Phone#	Email		
				703-723-8450	Christa@mimi-loudoun.com		

Attachment: Longstreet Commons Entrance Signs (3651 : ZP#2018-024, Longstreet Commons HOA, Entrance Sign Application)

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.


Christina Macdonald

 Applicant Signature Community manager Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

APPROVED
 DISAPPROVED
 TABLED UNTIL: _____
 DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED
 DISAPPROVED
 TABLED UNTIL: _____
 DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED
 DISAPPROVED
 TABLED UNTIL: _____
 DEFERRED UNTIL: _____

TOWN COUNCIL (where required):

SIGNATURE

PRINT

CONDITIONS:

Attachment: Longstreet Commons Entrance Signs (3651 : ZP#2018-024, Longstreet Commons HOA, Entrance Sign Application)

SIGN SPECIFICATION SHEET

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: 4' ft Sign Width: 18 in deep Length: 5.5 ft Area in Sq Ft: _____

Number of Faces: 1 Sign Material/Color/Font: Mesa Verde Stone w/ grey stone cap, red insert

Location of Sign (Include photo): Cheyenne way / Jefferson

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: 4 ft Sign Width: 18 in deep Length: 5.5 ft Area in Sq Ft: _____

Number of Faces: 1 Sign Material/Color/Font: Mesa Verde Stone w/ grey stone cap, red insert

Location of Sign (Include photo): Intersection of Hunting Path Rd & Cheyenne Way

Lighting Type/Fixture (No internal illumination is allowed): none

SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

FREQUENTLY ASKED QUESTIONS

1. *What projects require architectural review?*
Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.
2. *How long does the architectural review process take?*
The time required to process an application will vary with the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.
3. *What does the ARB look for in a project?*
Refer to the Town of Haymarket Architectural Review Design Guidelines.
4. *What happens after I submit my application?*
After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.
5. *What is the review process?*
For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at www.townofhaymarket.org).
6. *Is there a submission deadline?*
An application must be submitted to and verified complete by a Town Clerk one week prior to the meeting date, so that the application can be properly reviewed for completion.
7. *What happens at the ARB meeting?*
The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town's Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.
8. *What should I present at my review?*
To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and the architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors, and materials. For larger development projects, be able to discuss traffic impacts.
9. *When can I submit my plans for a building permit?*
If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).

INSTRUCTIONS FOR COMPLETING APPLICATION

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

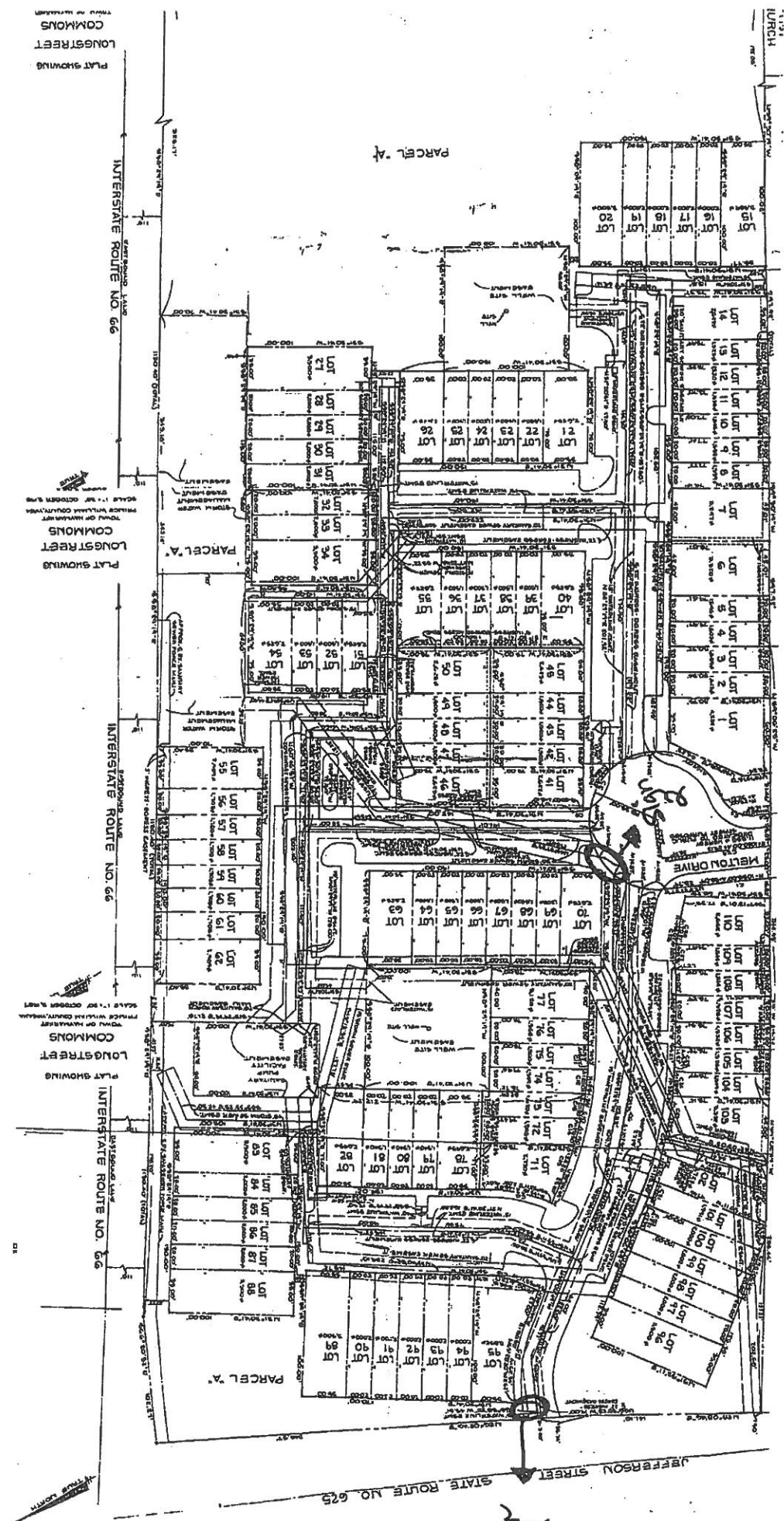
Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm one week prior to the meeting date.

- ✓1) One copy of the Plat showing location of sign/fence/addition on the façade or grounds
- ✓2) Photograph of the existing structure and closest neighboring structures
- ✓3) Photograph/drawings, including measurements, of the proposed change
- ✓4) Material specifications
- ✓5) Color/material samples
- ✓6) Description of method of mounting and description of hardware to be used
- ✓7) Landlord/HOA approval letter where indicated N/A
- ✓8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- ✓10) Applicant or a representative must be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169



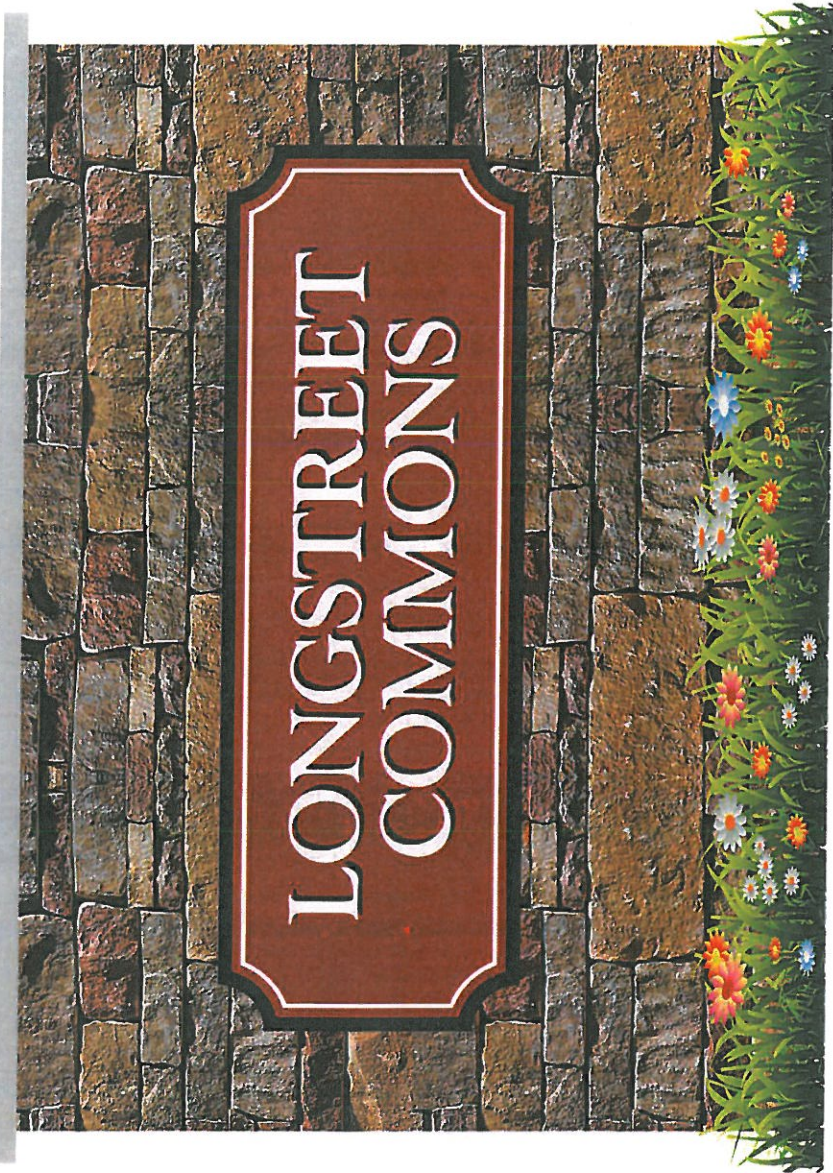
Attachment: Longstreet Commons Entrance Signs (3651 : ZP#2018-024, Longstreet Commons HOA, Entrance Sign Application)

OLD SIGNS



01/08/2013

NEW SIGNS



4' x 5.5' stone wall in Mesa Verde with thin/solid stone cap in grey

53"w x 18"h, 1-sided Extra Sign



43 E Colonial Hwy • Hamilton, VA 20158
 phone (540) 338-8412 • fax (540) 572-4677

CUSTOMER: Millennium Management
 ADDRESS:
 CITY:
 STATE:
 DATE: April 3, 2018



2018 Business License

Business/Trade Name :
QUAIL RUN SIGNS
Hamilton Location :
43 E COLONIAL HWY

Date Issued :
3/14/2018
License Expires :
MARCH 1, 2019
Type of Business :
IN TOWN CONTRACTOR

License Number :
BL18-035

RESIDENT BUSINESS MUST POST IN A CONSPICUOUS PLACE
NON-RESIDENT BUSINESS MUST KEEP IN POSSESSION


AUTHORIZED SIGNATURE



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner
DATE: June 12, 2018
SUBJECT: Zoning Permit #2018-030, 14950 Washington Street, Hidden Julles Café Sign Application

APPLICATION SUMMARY:

Applicant, Aaron Lynch is applying for a Certificate of Appropriateness for a new hanging sign above Hidden Julles Café's front door. The sign specifications are listed below. The new hanging sign will be mounted on the existing hanging arm.

Sign Specifications:

- Sign Width: 2'
- Sign Height: 3'
- Sign Structure: Height 7.6 feet to the lower edge, 10.6 feet to the upper edge
- Number of Faces: 2
- Sign Material: Wood
- Sign Color: White Lettering, Black Background, Alexandrite (Green) accent
- Sign Font: Tahoma

The sign meets all applicable Guidelines requirements and sign regulations.

STAFF RECOMMENDATION:

Staff recommends approving ZP#2018-030 Certificate of Appropriateness for the new hanging sign at Hidden Julles Café main entrance.

DRAFT MOTION:

"I make a motion to approve Certificate of Appropriateness ZP#2018-030 for the proposed hanging sign for Hidden Julles Café."

Or An alternate motion.

Attachment: Hidden Julles (3654 : ZP#2018-030, Hidden Julles Cafe, Sign Application)



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-030

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Hidden Jules Cafe

PROPOSED USE: Sign Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 14950 Washington St. suite 100 Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Sign approval

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)


PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
<u>Aaron Lynd</u>				Name			
<u>14950 Washington St suite 100</u>				Address			
<u>Haymarket</u>	<u>VA</u>	<u>20169</u>		City	State	Zip	
<u>540-327-0755</u>	<u>aaronlynd@live.com</u>			Phone#	Email		

Attachment: Hidden Jules (3654 : ZP#2018-030, Hidden Jules Cafe, Sign Application)


APPLICANT / PROPERTY OWNER SIGNATURE

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.



Applicant Signature



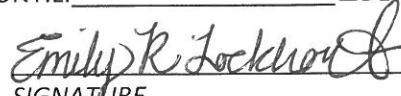
Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: 6/12/2018 Fee Amount: \$50.00 Date Paid: 6/12/2018

DATE TO ZONING ADMINISTRATOR: 6/12/2018

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____



SIGNATURE Emily Lockhart
PRINT

CONDITIONS:
Conditional on the sign proof being presented at the June 20, 2018 meeting

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 6/20/2018

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

SIGNATURE PRINT

CONDITIONS:

Attachment: Hidden Julles (3654 : ZP#2018-030, Hidden Julles Cafe, Sign Application)

SIGN SPECIFICATION SHEET

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: 7'6" Upper Edge: 10'6"

Height of Sign Structure: 3' Sign Width: 1/2" Length: 2' Area in Sq Ft: 6

Number of Faces: 2 Sign Material/Color/Font: Wood / Blue, white, Tahoma, alexand

Location of Sign (Include photo): entrance from parking lot

Lighting Type/Fixture (No internal illumination is allowed): no lighting

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

Attachment: Hidden Julles (3654 : ZP#2018-030, Hidden Julles Cafe, Sign Application)

INSTRUCTIONS FOR COMPLETING APPLICATION

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

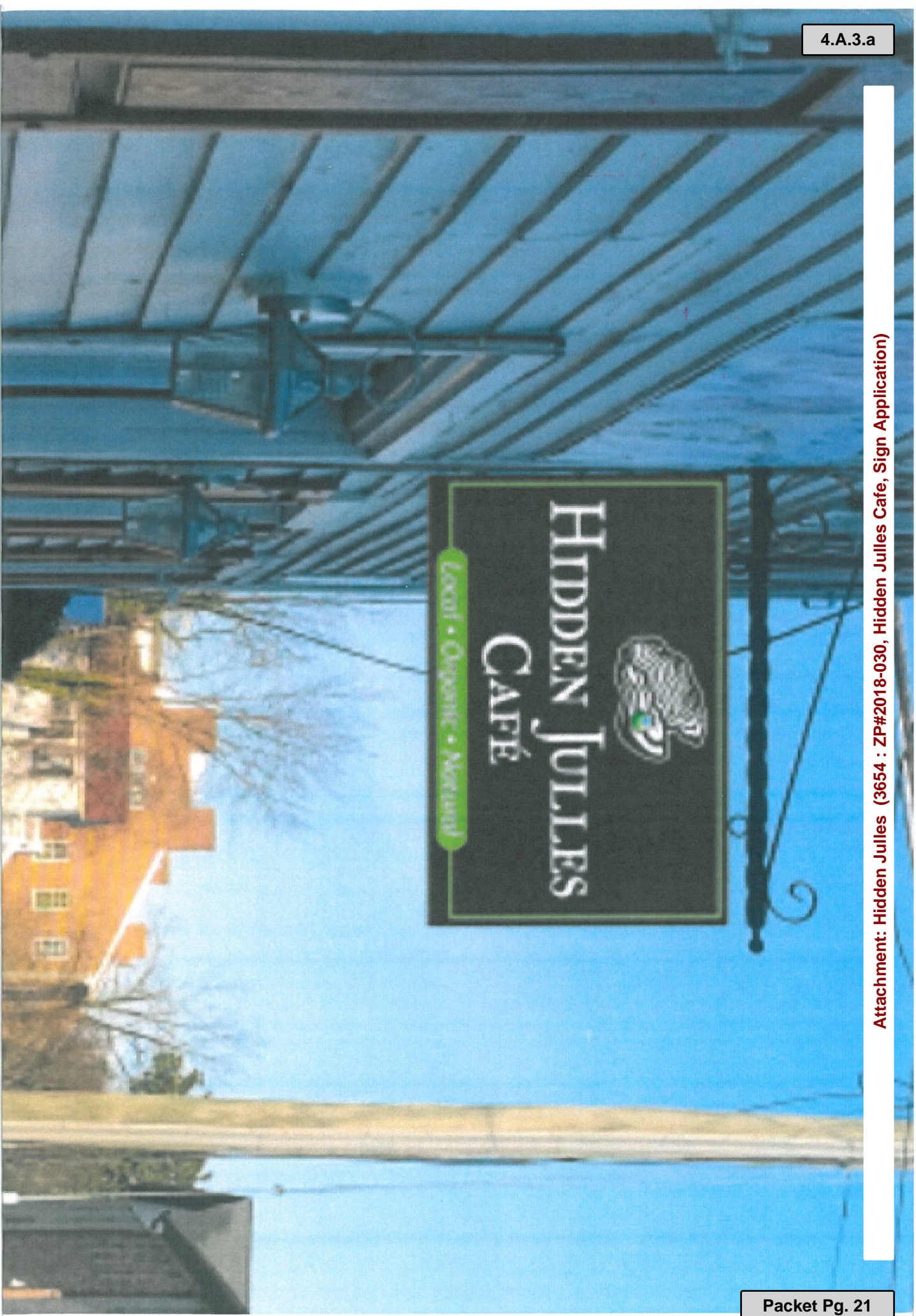
Check List**Signs/Fences/New Building/Additions/Remodel**

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169**



Attachment: Hidden Jules (3654 : ZP#2018-030, Hidden Jules Cafe, Sign Application)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner
DATE: June 12, 2018
SUBJECT: Zoning Permit #2018-025, 6813 Coach Way, Deck and Fence Application

APPLICATION SUMMARY:

Homeowner, Cynthia James is applying for a deck and fence application. The deck will be constructed with Trex material, the color will be Winchester Grey (a dark gray). The applicant has not included all of the fence details in the application nor contact information. The applicant will need to address all of the deficiencies of the application at the June 20th meeting. If the applicant is able to supply sufficient material and information, then the Board may act on the application.

The proposed deck meets all applicable Guideline requirements.

STAFF RECOMMENDATION:

Staff recommends approving ZP#2018-025, conditional on the applicant working with the Town Planner on the details of the fence material. Condition for the application: Applicant must submit additional material information and pictures of the specific fence that is proposed for installation. Upon receipt of the information the Town Planner may issue a zoning permit.

DRAFT MOTION:

"I make a motion to approve Certificate of Appropriateness ZP#2018-025, for a deck and fence located at 6813 Coach Way with the condition...(insert condition)--- "

Or An alternate motion.

Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)



RECEIVED
MAY 29 2018
TOWN OF HAYMARKET

ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-025

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: CYNTHIA JAMES

PROPOSED USE: _____ Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 6813 COACH WAY Parcel ID #: _____

Subdivision Name: HAYMARKET STATION Lot Size: 5

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No

Site Plan Required: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

DECK & FENCE Lattice under the Deck

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)

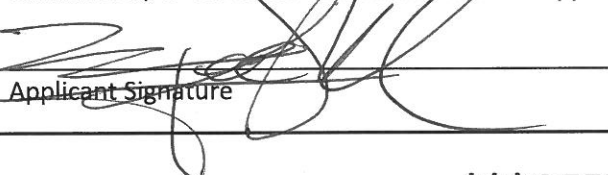
PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Name _____			Name _____		
Address _____			Address _____		
City _____	State _____	Zip _____	City _____	State _____	Zip _____
Phone# _____	Email _____		Phone# _____	Email _____	

Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.


Applicant Signature


Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: 5/29/2018 Fee Amount: \$25.00 Date Paid: 5/29/2018

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL {where required}:

SIGNATURE PRINT

CONDITIONS:

Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)

INSTRUCTIONS FOR COMPLETING APPLICATION

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169**

SIGN SPECIFICATION SHEET

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)

FREQUENTLY ASKED QUESTIONS

1. *What projects require architectural review?*
Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.
2. *How long does the architectural review process take?*
The time required to process an application will vary with the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.
3. *What does the ARB look for in a project?*
Refer to the Town of Haymarket Architectural Review Design Guidelines.
4. *What happens after I submit my application?*
After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.
5. *What is the review process?*
For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at www.townofhaymarket.org).
6. *Is there a submission deadline?*
An application must be submitted to and verified complete by a Town Clerk one week prior to the meeting date, so that the application can be properly reviewed for completion.
7. *What happens at the ARB meeting?*
The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town's Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.
8. *What should I present at my review?*
To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and the architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors, and materials. For larger development projects, be able to discuss traffic impacts.
9. *When can I submit my plans for a building permit?*
If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).



Prince William County 2018 Business License

Tax Administration Division, Prince William County
PO Box 2467, Woodbridge, VA 22195-2467
Phone: 703-792-6710 www.pwccgov.org/tax

Trade Name: RN CONTRACTORS INC
Mailing Address: RN CONTRACTORS INC
PO BOX 1214
CENTREVILLE, VA 20122-8214

License Number: 10039049-2018
Tax Period: 2018
Account Number: 10039049
Account Type: Business License
Business Location: 10981 WILD GINGER CIR # 102
MANASSAS, VA 20109
License Classification(s): Contractor (CO)
Date Issued: March 30, 2018

Dear Business Owner:

This is your 2018 Prince William County Business License. The bottom portion of this page is perforated to allow you to tear off and post the business license in your establishment.

If you paid for your business license via check, please be aware that if your check is not honored by your financial institution, this business license shall be invalid.

As with all taxes, our goal is to administer Business License taxes fairly and in accordance with the Commonwealth and Locality codes. Our staff strives to provide professional assistance and quality customer service. Your satisfaction is important to us and your comments are always welcome.

If you have any questions regarding this letter, please call our office at 703-792-6710 or contact us by email at TaxpayerServices@pwccgov.org.

Sincerely,

Tax Administration Division

Keep this letter for your records.



Prince William County 2018 Business License

Tax Administration Division, Prince William County
PO Box 2467, Woodbridge, VA 22195-2467
Phone: 703-792-6710 www.pwccgov.org/tax

Business Location: 10981 WILD GINGER CIR # 102
MANASSAS, VA 20109

Tax Period: 2018

Account Type: Business License

License Classification(s): Contractor (CO)

RN CONTRACTORS INC
10981 WILD GINGER CIR # 102
MANASSAS, VA 20109

Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
10-31-2019

NUMBER
2705129039

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CEM CIC HIC ISC LSC

RN CONTRACTORS INC
PO BOX 1214
CENTREVILLE, VA 20122



James W. DeBoer
James W. DeBoer, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)



CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS CEM CIC HIC ISC LSC
NUMBER: 2705129039 EXPIRES: 10-31-2019

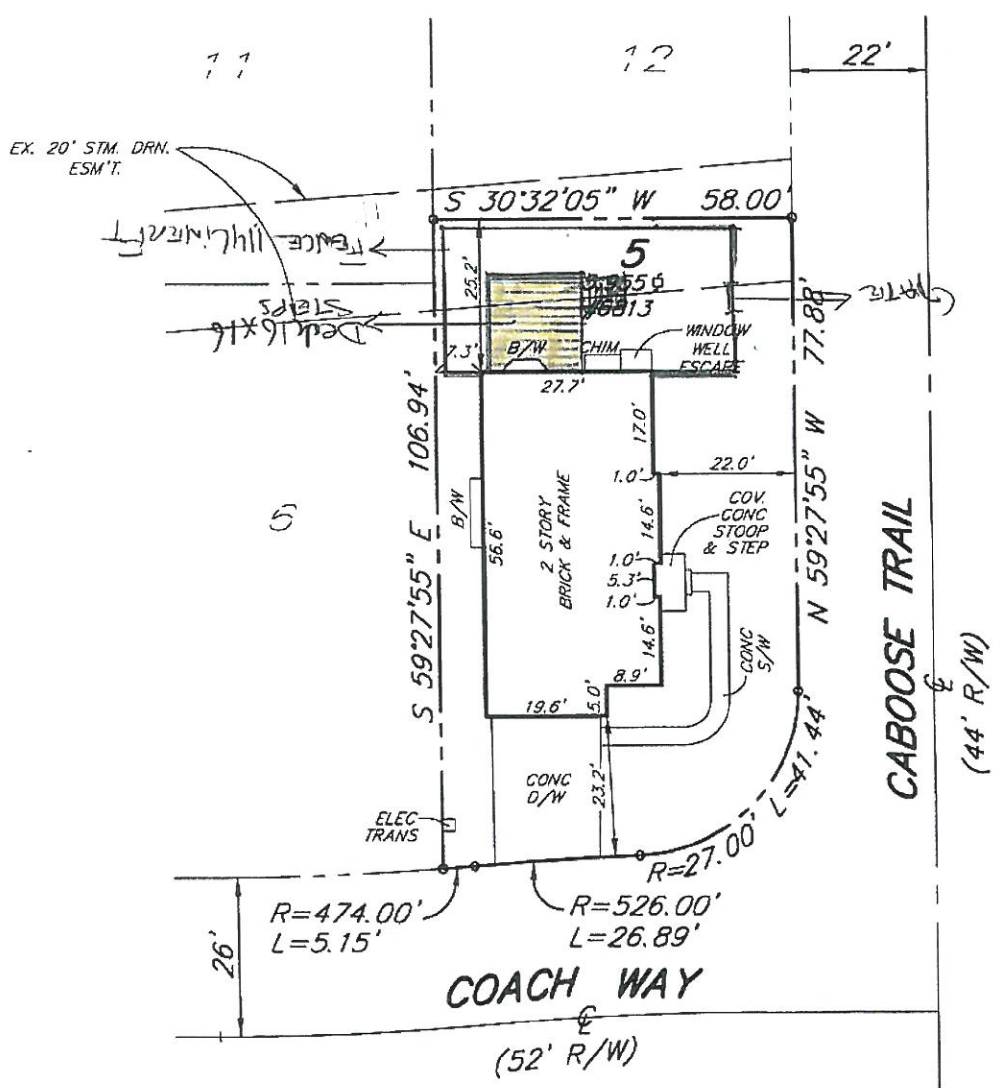
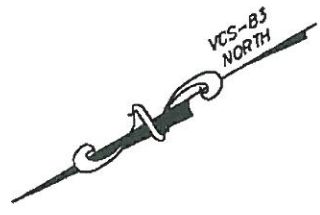
RN CONTRACTORS INC
PO BOX 1214
CENTREVILLE, VA 20122



Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)

DPOR-LIC (02/2017)
(DETACH HERE)



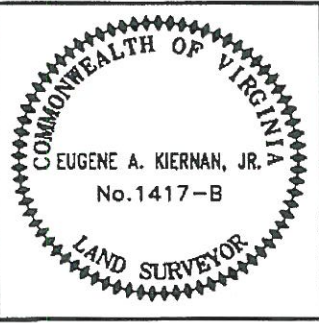
THE PROPERTY DELINEATED HEREON IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN) AS DELINEATED ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S, FLOOD INSURANCE RATE MAP OF PRINCE WILLIAM COUNTY, VIRGINIA COMMUNITY-PANEL NUMBER 51153C0067 D EFFECTIVE JANUARY 5, 1995

HOUSE LOCATION SURVEY

WALL CHECK: 11-08-04
FINAL: 03-23-05

LOT 5
HAYMARKET STATION
TOWN OF HAYMARKET
GAINESVILLE ELECTION DISTRICT
PRINCE WILLIAM COUNTY, VIRGINIA

ALL EXISTING ESM'T. SHOWN HEREON ARE RECORDED IN INSTR. NO. 200407230124526 UNLESS OTHERWISE NOTED.



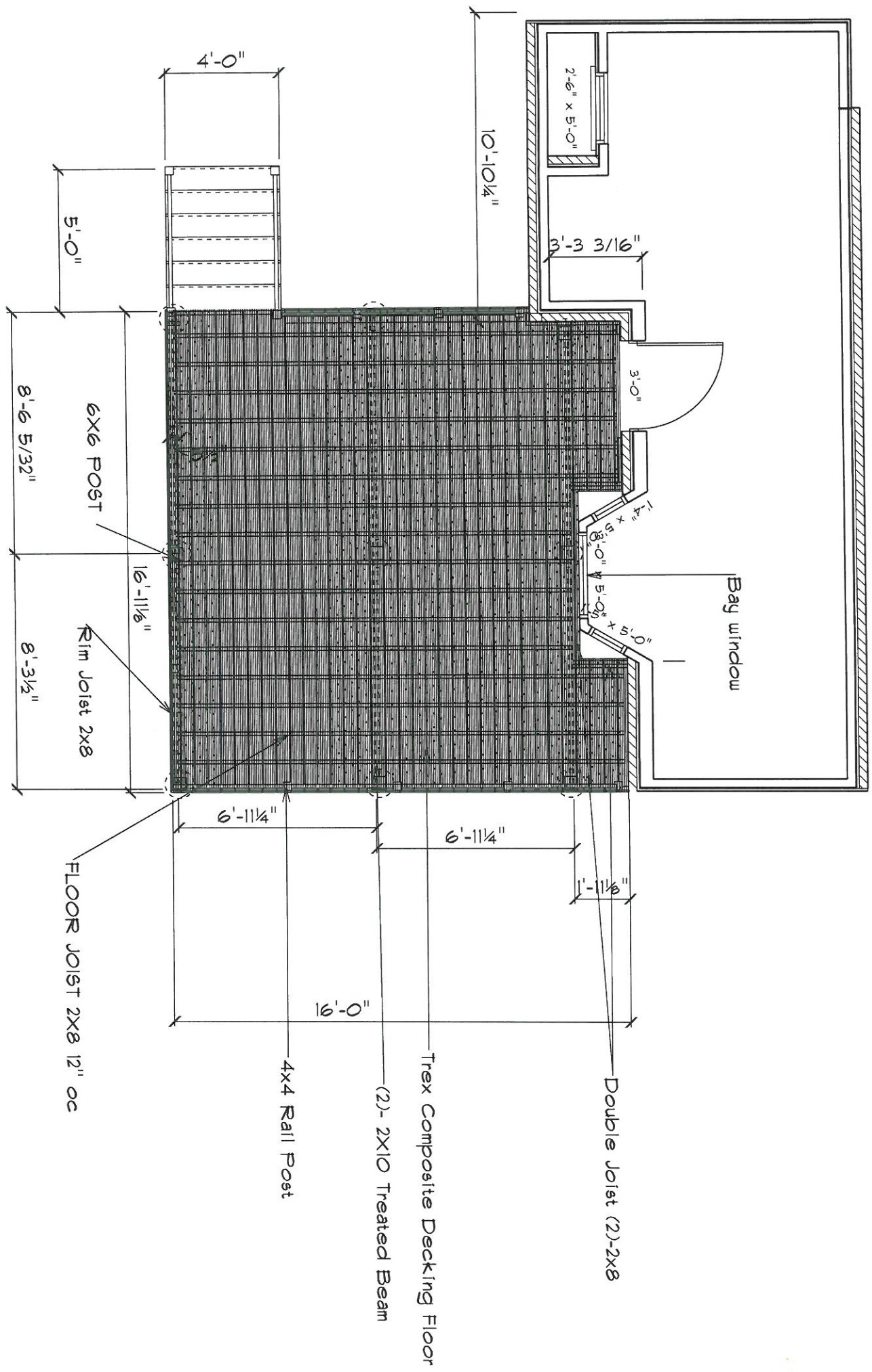
BC Consultants
Planners • Engineers • Surveyors • Landscape Architects
12600 Fair Lakes Circle, Suite 100, Fairfax, VA 22033
(703) 449-8100 (703) 449-8108 (Fax)
www.bcon.com

REFERENCE	DRAWN BY: JC	CHECKED: JAW
INSTR. NO. 200407230124526	SCALE: 1" = 30'	DATE: 11-11-04
	FILE NO.: 02062-71	

SURVEYOR'S CERTIFICATE

I, HEREBY CERTIFY THAT THE LOCATIONS OF ALL EXISTING IMPROVEMENTS ON THIS PROPERTY HAVE BEEN CAREFULLY ESTABLISHED BY A TRANSIT-TAPE SURVEY AND UNLESS OTHERWISE SHOWN, THERE ARE NO ENCROACHMENTS. NO TITLE REPORT FURNISHED.

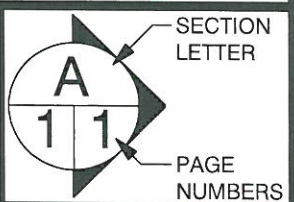
Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)



Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)

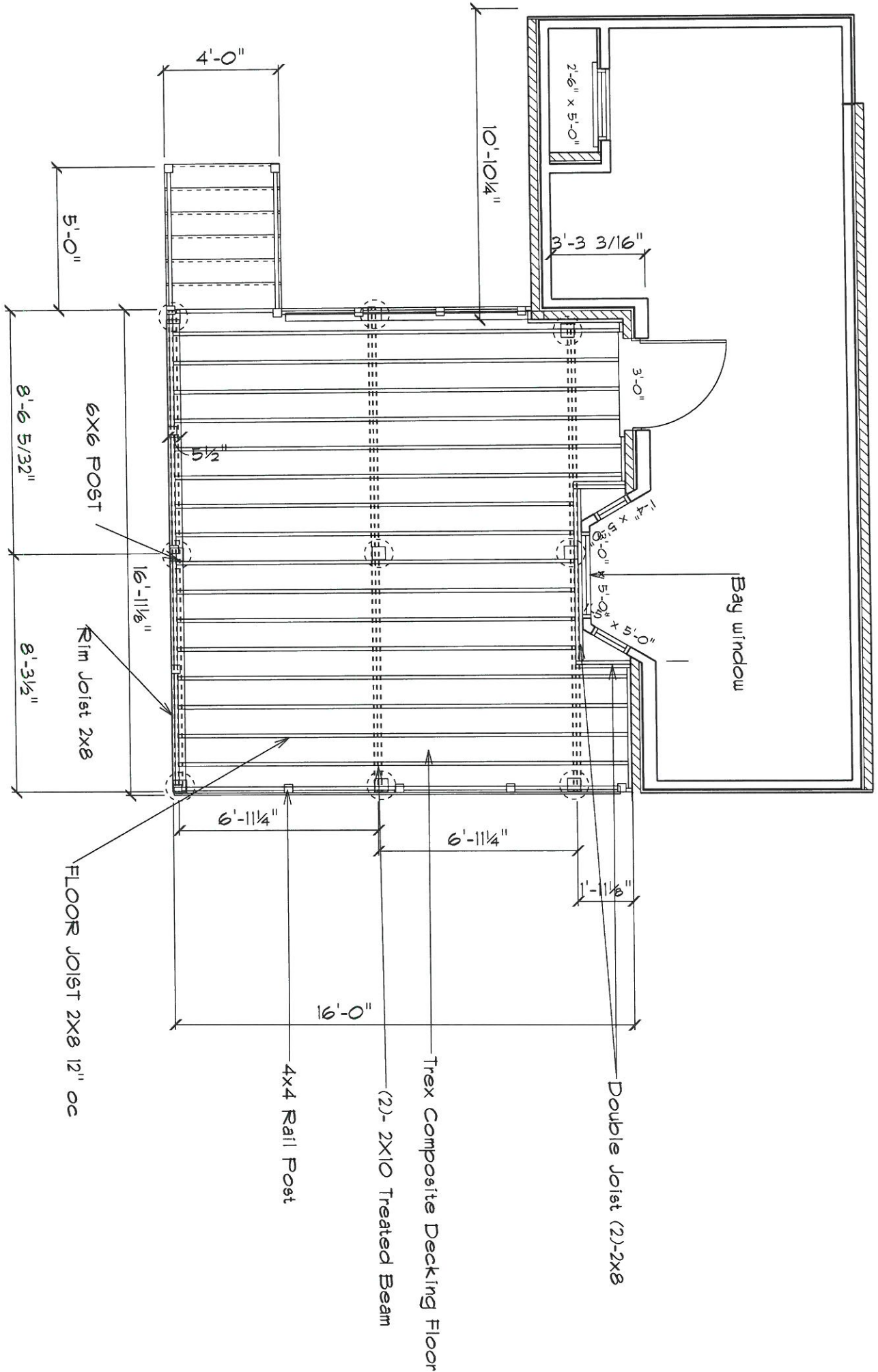
Rn Contractors, INC
 P.O. BOX 1214
 Centreville
 VA
 20122
 PHONE: 703-887-3827
 FAX:
 rncontractorsinc@gmail.com

CYNTHIA JAMES
 6813 COACH WAY
 HAYMARKET
 Virginia
 20169
 PHONE: 703-887-3827
 FAX:



DRAWN BY:
 SCALE: 0.2188" = 1'-0"
 DATE: Friday, April 06, 2018

PAGE:
 1 / 1
 DECK 1



Rn Contractors, INC

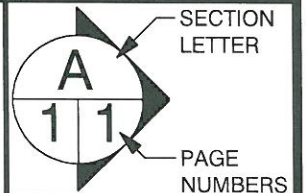
P.O. BOX 1214
Centreville
VA
20122

PHONE: 703-887-3827
FAX:
rncontractorsinc@gmail.com

CYNTHIA JAMES

6813 COACH WAY
HAYMARKET
Virginia
20169

PHONE: 703-887-3827
FAX:



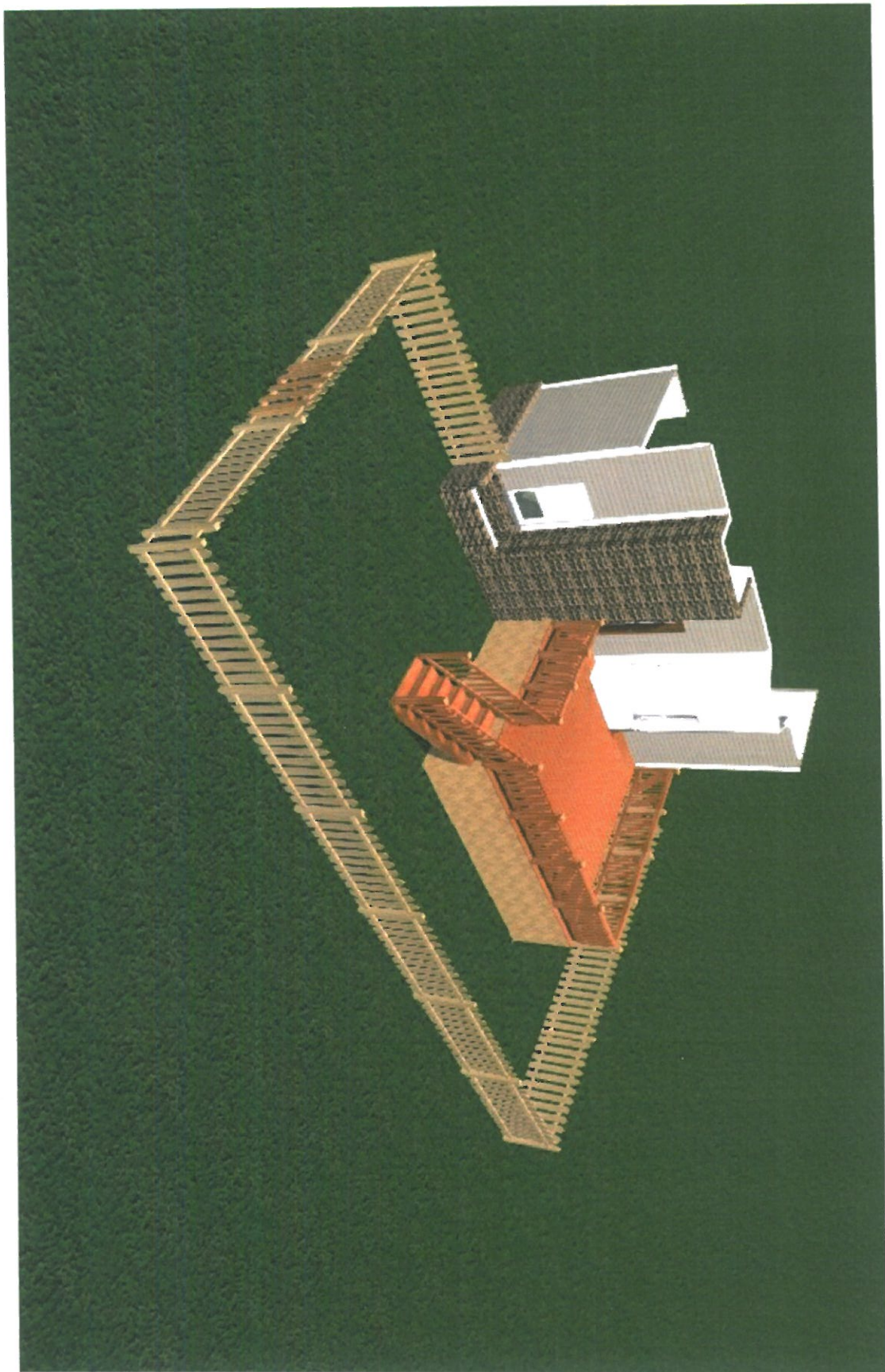
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SCALE: 0.2188" = 1'-0"

DATE: Friday, April 06, 2018

PAGE:

1 / 1
DECK 1



Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)

Rn Contractors, INC

P.O. BOX 1214 PHONE: 703-887-3827
 Centreville FAX:
 VA rncontractorsinc@gmail.com
 20122

CYNTHIA JAMES

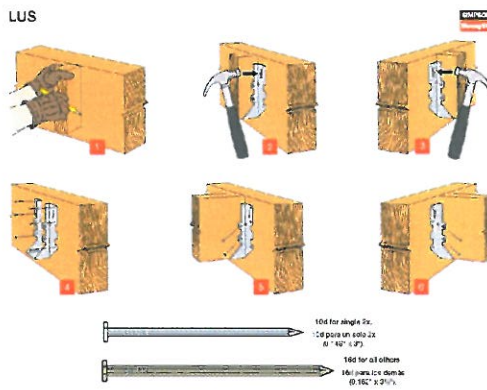
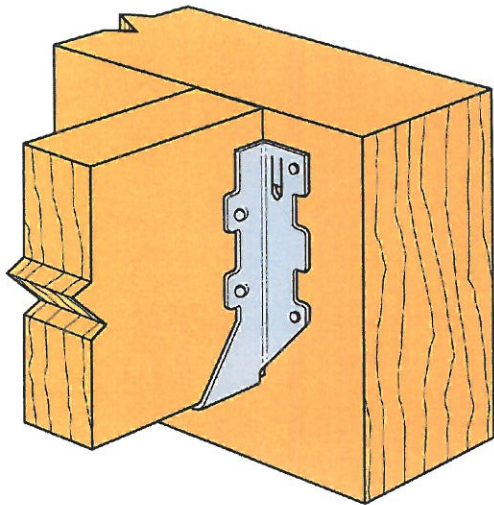
6813 COACH WAY PHONE: 703-887-3827
 HAYMARKET FAX:
 Virginia
 20169

A diagram showing a circle with the letter 'A' in the top half and the number '1' in the bottom half. A horizontal line separates the letter and the number. To the right of the circle, there are two arrows pointing to the top and bottom halves, with labels 'SECTION LETTER' and 'PAGE NUMBERS' respectively.



DRAWN BY:
 SCALE: As Noted
 DATE: Friday, April 06, 2018

PAGE:
 1 / 1
 DECK 2 3D VIEW



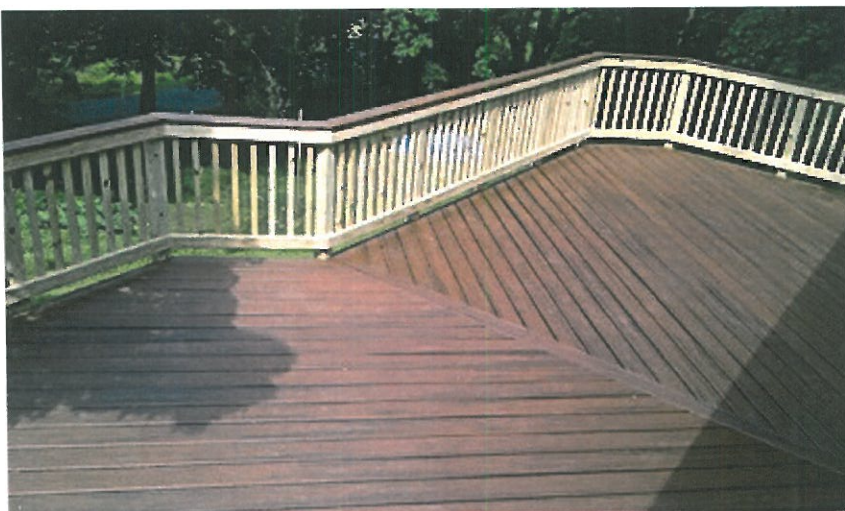
1/2 in. x 4 in. Galvanized Hex Bolt use for the beam and post



WE ARE GOING TO USE POST CAP LIGHT FOR THE OTHER POST



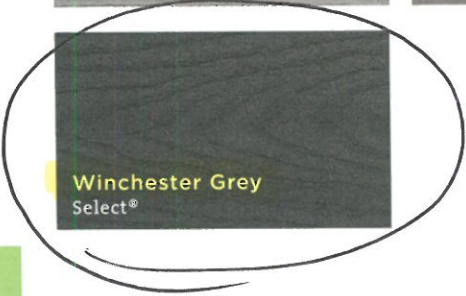
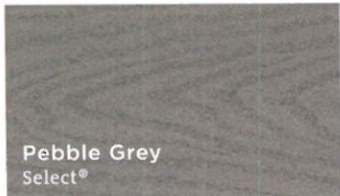
LED STEPS LIGHT



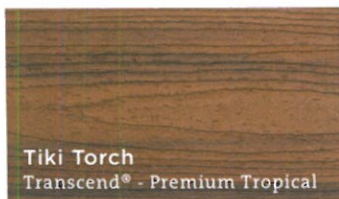
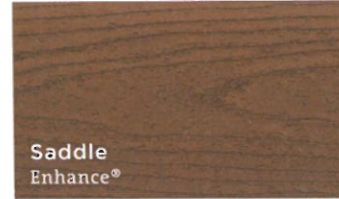
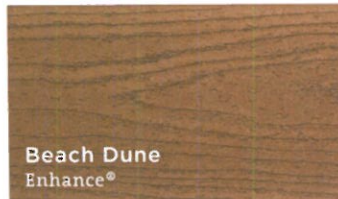
PRESSURE TREATED HANDRAIL SYSTEM

PICK YOUR PALETTE

Greys



Browns



Reds



DECKING

Attachment: 6813 Coach Way (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)

COLOR EVERY WHICH WAY

SOULFUL BROWNS. STATEMENT REDS.
SOOTHING GREYS.

Vibrant shades of possibility give you unmatched control over the design of your deck.



In a color rut? A sample will solve that. Order yours at trex.com/shop



Attachment: 6813 Coach Way Part A (3652 : ZP#2018-025, 6813 Coach Way, Deck and Fence Application)





Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner
DATE: June 12, 2018
SUBJECT: Zoning Permit #2018-031, 6680 Fayette Street, A Dog's Day Out Retaining Wall Application

APPLICATION SUMMARY:

Applicant, A Dog's Day Out, is applying for a retaining wall zoning permit. The retaining wall has been approved through the site plan phase with the condition, the applicants return to the ARB to discuss the material being used for the wall. The applicants are proposing a pressure treated wood retaining wall. See the pictures attached. ****A large hardcopy of the approved site plan will be presented at the meeting to show the location of the retaining wall****

STAFF RECOMMENDATION:

Staff recommends approving ZP#2018-031 Certificate of Appropriateness for the proposed wooden retaining wall at 6680 Fayette Street as its meets the requirements of the approved site plan and the historic guidelines.

DRAFT MOTION:

"I make a motion to approve Certificate of Appropriateness ZP#2018-031 for the proposed retaining wall at A Dog's Day Out."

Or An alternate motion.

Attachment: ADDO Retaining Wall (3655 : ZP#2018-031, a Dog's Day Out, Retaining Wall Application)



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-031

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: A Dog's Day Out Haymarket

PROPOSED USE: _____ Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 6680 Fayette Street Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association ^{*per site plan} Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Timber retaining wall
Board on Board Fence
(+) outdoor coach lights for the exterior.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Name _____				Name _____			
Address _____				Address _____			
City _____	State _____	Zip _____		City _____	State _____	Zip _____	
Phone# _____	Email _____			Phone# _____	Email _____		

Attachment: ADDO Retaining Wall (3655 : ZP#2018-031, a Dog's Day Out, Retaining Wall Application)



Attachment: ADDO Retaining Wall (3655 : ZP#2018-031, a Dog's Day Out, Retaining Wall Application)

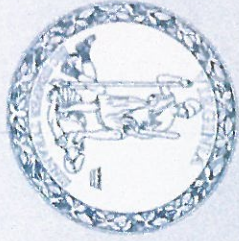
EXPIRES ON
02-28-2019

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

BOARD FOR CONTRACTORS
CLASS B CONTRACTOR
INVALID ON JOBS \$120,000 OR MORE
CLASSIFICATIONS CBC RBC

CONCEPTS LLC
10867 KING NOBEL LN
BEALETON, VA 22712



Status can be verified at <http://www.dpor.virginia.gov>

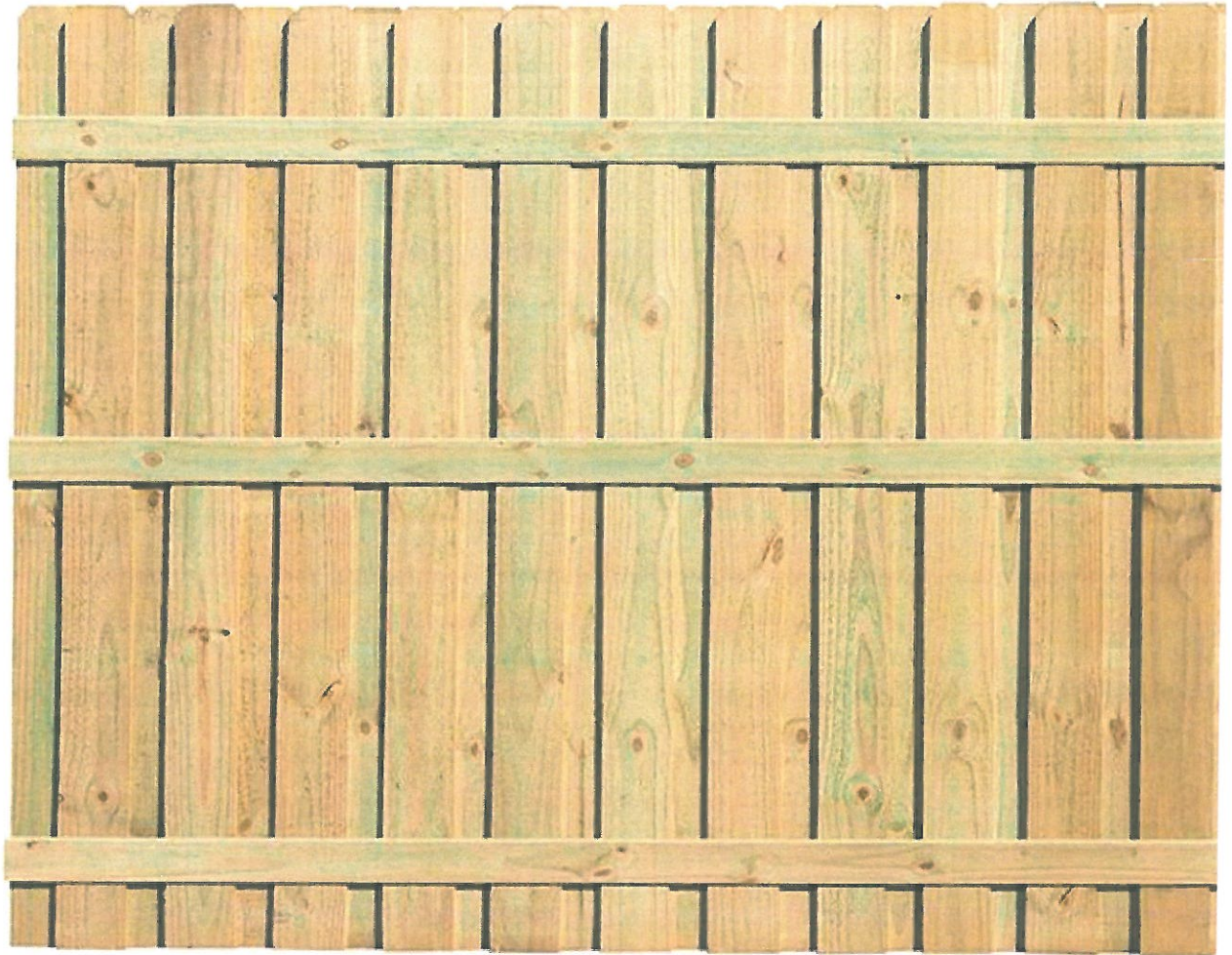
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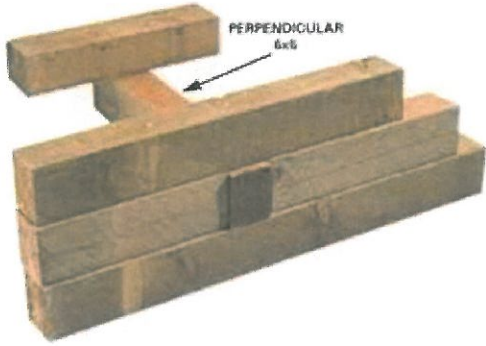
James W. Barber
James W. Barber, Director

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)



Attachment: ADDO Retaining Wall (3655 : ZP#2018-031, a Dog's Day Out, Retaining Wall Application)



Attachment: ADDO Retaining Wall (3655 : ZP#2018-031, a Dog's Day Out, Retaining Wall Application)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner
DATE: June 12, 2018
SUBJECT: Zoning Permit #2018-026, McDonald's Exterior Alterations Application

APPLICATION SUMMARY:

Applicant, McDonald's is working on renovating their location in Town. The renovation will include exterior alterations, interior modifications and the addition of a second drive-thru lane and new signage/menu boards for the drive-thru. The proposed new exterior elevations are modern in style and remove the existing colonial/historic elements. The colors and materials meet the Historic Guidelines' requirements however, the modern architecture of the proposed building does not fit the character of the Town nor the Historic Overlay.

STAFF RECOMMENDATION:

Staff recommends the ARB consider the proposed building and how it may or may not fit with the historic character of our Town. When considering the application Staff suggests the Board think about what elements could be altered on the new elevations to maintain the historic nature while allowing the applicant to refresh the exterior. The roofline would be a major aspect to consider in order to maintain the historic character/feel. Staff recommends the ARB work with the applicant to make changes to the proposed exterior elevations to better incorporate the historic overlay into the remodel.

DRAFT MOTION:

"I make a motion to table Certificate of Appropriateness ZP#2018-026 for the McDonald's renovation to the July 18, 2018 Architectural Review Board meeting."

Or An alternate motion.

Attachment: McDonald's Renovation (3653 : ZP#2018-026, McDonald's Exterior Alterations)



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-026

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: McDonald's

PROPOSED USE: Restaurant (ETR) Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 6740 Lea Berry Way, Haymarket, VA 20168 Parcel ID #: 7298-70-4485

Subdivision Name: HAYMARKET TOWN PLAT Lot Size: 0.9816

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: *(i.e. previous use, height/length of fencing, deck specs, etc.)*

Remodel to an existing McDonald's restaurant, including drive-thru equipment updates, interior and exterior ADA barrier removal, dining and restroom finish and fixture upgrades, and new interior furniture

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: *(i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)*

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>McDonald's USA LLC</u>			<u>ARCHLAND PROPERTY I LLC</u>		
Name			Name		
_____			_____		
Address			Address		
_____			_____		
City	State	Zip	City	State	Zip
_____	_____	_____	_____	_____	_____
Phone#	Email		Phone#	Email	
_____	_____		_____	_____	

Attachment: McDonald's Renovation (3653 : ZP#2018-026, McDonald's Exterior Alterations)

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Applicant Signature

Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

TOWN COUNCIL (where required):

CONDITIONS:

Attachment: McDonald's Renovation (3653 : ZP#2018-026, McDonald's Exterior Alterations)

SIGN SPECIFICATION SHEET

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: 14'-6" Upper Edge: 10'-0"

Height of Sign Structure: 15'-5" Sign Width: 2'-0" Length: 16'-5" Area in Sq Ft: 328

Number of Faces: 1 Sign Material/Color/Font: METAL & ACRYLIC, WHITE, "MCDONALD'S" FONT

Location of Sign (Include photo): FRONT ELEVATION, SEE COLORED ELEVATIONS

Lighting Type/Fixture (No internal illumination is allowed): FLOOD LIGHT FROM BELOW

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

Attachment: McDonald's Renovation (3653 : ZP#2018-026, McDonald's Exterior Alterations)



Stantec Architecture Inc.
 224 South Michigan Ave.
 Suite 1400
 Chicago, Illinois 60604

4.C.2.a
RECEIVED
 MAY 11 2018
 TOWN OF HAYMARKET

May 8th, 2018

Scope of Work Description: Site, Building Exterior, and Building Interior

The following scope of work applies to the McDonald's restaurant located at 6740 Leaberry Way in Haymarket, Virginia.

Site Description:

The existing asphalt ramp and ADA parking stalls are to be removed and replaced with a new concrete pad incorporating ADA compliant slopes. The existing concrete sidewalk and curb located on the north side, and the sidewalk on the east side of the building are to be removed and replaced with new concrete curbs and sidewalks. The new curbs and sidewalk will have compliant slopes for the ADA path of travel to and from the building and site. The asphalt crosswalk located northwest of the building will be removed and replaced with a new ADA compliant concrete crosswalk. All areas of removed asphalt will be patched and repaired with new asphalt to match slopes and heights of new areas of concrete. These updates to make the existing site ADA compliant will not affect the current number of parking stalls. The new ADA stalls will be restriped per code.

The existing pavement markings on the site are to be removed and replaced with updated pavement markings. The existing parking stalls will be repainted as required pending an onsite evaluation.

The existing drive-thru menu board, pre-browse board, clearance bar, and customer order display (COD) are to be removed, as well as a portion of the existing island to make way for a new SBS (Side By Side) drive thru with (2) new digital menu boards, (2) new customer order display (COD), Double clearance bar, and (2) new pre-sell board.

Building Exterior Description:

The existing mansard roof is to be removed and replaced with a raised parapet wall above the existing brick facade. The existing brick facade is to remain as is. The new parapet walls are to be sided with "Nichiha Vintage Wood" Fiber Cement Boards in the color "Cedar". New canopies are proposed at the drive-thru windows. New trellises and will wrap around the building from the south-east elevation to the north-east elevation. Two new "Brand Walls" are to be installed on the south-east and north-east elevations. Each "Brand Wall" is to be finished in an exterior grade tile. An existing storefront window on the north-east elevation next to the entry door is to be replaced. Two windows are to be removed on the south-east elevation and will be replaced by the "Brand Wall" and a smaller storefront window. The existing "McDonald's" sign on the south-east elevation will be removed and will be replaced with a newer version of a similar sign. The existing "McDonald's" sign on the north-west elevation is to be removed and not replaced.

Building Interior Description:

The dining room and front counter service area are to receive new finishes and furniture. The ceilings within the dining room and front counter service area are to be replaced with a new ceiling grid

Design with community in mind

Attachment: McDonald's Renovation (3653 : ZP#2018-026, McDonald's Exterior Alterations)

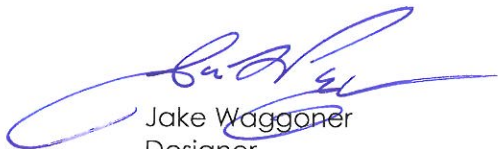
May 8, 2018
Department of Community Development
Page 2 of 2

Scope of Work Description: Site, Building Exterior, and Building Interior

and tiles. New interior walls, doors, and windows are proposed at both vestibules to achieve ADA compliance. The restrooms will have alternations to their layout in order to achieve current ADA compliance. The restrooms will also receive new finishes. The existing ceilings within the restrooms are to be patched, repaired, and painted as required for the new layout and lights. The kitchen and storage areas will have no new work and will remain as they are.

If you have any questions or concerns, please feel free to contact me via email or a phone call.

Stantec Architecture Inc.



Jake Waggoner
Designer
Phone: 312-453-7533
jacob.waggoner@stantec.com

Attachment: McDonald's Renovation (3653 : ZP#2018-026, McDonald's Exterior Alterations)