



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, April 18, 2018

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance

III. Minutes' Approval

1. Architectural Review Board - Work Session - Mar 28, 2018 6:00 PM
2. Architectural Review Board - Regular Meeting - Mar 28, 2018 7:00 PM

IV. Citizens' Time

V. Certificate of Appropriateness

1. ZP#2018-012 - 14951 Keavy Place Deck Application

VI. New Business

VII. Old Business

VIII. Town Planner Update

IX. Town Council Update

X. Planning Commission Update

XI. Adjournment



ARCHITECTURAL REVIEW BOARD

WORK SESSION ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, March 28, 2018

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 Board Room, commencing at 6:00 PM.

Councilwoman Susan Edwards called the meeting to order.

I. Call to Order

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

II. Gateway Signs

Town Planner, Emily Lockhart, states she reached out to Leesburg. She states that the cost for their entire sign project was approximately \$200,000 and that they gave her some good resources to get estimates. She adds the Fairground development and Dominion lines might impact the signs and that maybe should look at signs at Jefferson Street. She concludes stating that VDOT will approve all of the signs, however, they will have to review the placement of the larger signs.

After discussion amongst the Board, the decision is to have the smaller signs at both ends of Jefferson Street which will be white/cream with either black and or Hanover Green lettering and trim.

Other discussions at the work session meeting included:

Copper Cricket roof

Ms. Lockhart states that the Copper Cricket needs a new roof. She shares with the Board some shingle sample colors. The consensus amongst the Board is to go with the black. Discussion ensues about getting a price quote for a metal roof. Ms. Cavazos and Mr. Panthi state that they will reach out for price quotes and bring them back to the board.

Chick fil A wall

Ms. Lockhart states that VDOT has agreed to put a faux rock facade on the retaining wall in front of Chick fil a. She asks the Board to choose the color. The Board unanimously chooses "Rustic Lodge".

Banners

Ms. Lockhart explains to the Board that the Town needs about 60 new banners per season. She adds that they are approximately \$37 a piece. She asks the Board if they would prefer screen or digital printing. The Board agrees on continuing with the screen printing and to alternate with the American flags and the seasonal banners. They also decide to keep the town logo and not change to the town seal. Mr. Day and Mr. Panthi both volunteer to look at pricing options. The board decides to regroup and a make decision at the next meeting.

Ms. Edwards suggests perhaps using a banner at the Museum for the various proclamations as well as displaying college flags in to the town during graduation.

Trash Cans and Pet Stations

Ms. Lockhart asks the Board what colors they would prefer for both of these items. After discussion, they decide to vote on them at the upcoming ARB regular meeting.

III. Agenda Format Discussion

The Board decides to leave the Agenda format as is with the exception of adding "New Business".

Minutes Acceptance: Minutes of Mar 28, 2018 6:00 PM (Minutes' Approval)

IV. Adjournment

V. Motion to Adjourn

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

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

Ken Luersen, Chairman

Minutes Acceptance: Minutes of Mar 28, 2018 6:00 PM (Minutes' Approval)



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, March 28, 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

II. Pledge of Allegiance

The Pledge was led by Boy Scout, Alexander Kelly.

III. Minutes Approval

- 1. Architectural Review Board - Regular Meeting - Feb 21, 2018 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Madhusudan Panthi, Commissioner
AYES:	Luersen, Edwards, Day, Panthi, Cavazos

IV. Citizens' Time

No Citizens' Comments

V. Certificate of Appropriateness

- 1. ZP#2018-002 School of Rock

Mary Hitchcock, from School of Rock, addresses the Board. She shares the stained glass design and colors that she chose for her door.

Ms. Cavazos makes a motion *to approve ZP#2018-002*. It is seconded by Mr. Day.

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

- 2. ZP#2018-006 Little Free Library

Ms. Lockhart states that Casey Rives was unable to be at the meeting. She states that the Little Free Library would be erected by the Museum using similar colors for the main structure, door and roof.

After discussion concerning the colors, roof material and lettering, Ms. Cavazos makes a motion *to approve ZP#2018-006 with white paint on the main part of the structure, green shingles and a green door, and lettering and what it will say to be approved at a later date*. Seconded by Ms. Edwards.

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

- 3. ZP#2018-009 Community Garden Located at the Town Park

Minutes Acceptance: Minutes of Mar 28, 2018 7:00 PM (Minutes' Approval)

Town Planner, Emily Lockhart introduces boy scout, Alexander Kelly. She explains that he plans on building community garden at the Town park as an Eagle scout project.

Mr. Kelly addresses the Board. He states that he will be building a community garden at the Town park. It further adds that it will have a 32' X 32' border with 16 4' X 4' beds. He adds that the beds will be filled with top soil and the outside border will be filled with mulch. He concludes stating that there will be a rain barrel placed near the garden.

The Board discussed size, maintenance and future partnering with local school and scout troops.

Ms. Cavazos asks if anyone from the community can take from it. Ms. Lockhart states that they are still working on the various rules and guidelines for the garden.

Commissioner Panthi asks where the garden is going to be located on the park property. Ms. Lockhart states behind the house.

Mr. Kelly states that the wood on the outside border will be treated wood, but, the wood around the individual beds will be non treated because the chemicals could reach into the plants.

Mr. Panthi states that he thinks it is a good idea for the kids to learn and get involved.

Mr. Luersen asks if the Town has agreed on the lay out of the park yet and would this interfere. Ms. Lockhart states no.

Mr. Luersen suggests that if we are going to have volunteers assigned to each plat, we should probably have signs. Ms. Lockhart states the plan is to add signs most likely after this growing season. She adds that they we will also have guideline signs and community garden signs as well.

Mr. Day shares concerns with maintenance and feels non treated wood will not last long in the weather. He asks if any alternate materials have been considered. Ms. Lockhart states no and adds that they will discuss options.

Ms. Edwards makes a motion to approve the Community Garden, ZP#2018-009 at the Town park. It is seconded by Ms. Cavazos.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Bond Cavazos, Board Member
AYES:	Kenneth Luersen, Susan Edwards, Madhusudan Panthi, Bond Cavazos
NAYS:	Robert Day

4. ZP#2018-008 6610 Fayette Street

Mr. Satoshi Eto, 6610 Fayette Street, addresses the Board. Ms. Lockhart states Mr. Eto would like to install bollards along his property line. She explains that there has been some issues with customers from Details for the Home driving onto his property where his well head is located. She adds that sometimes they drive over the curb onto Gossom Manor Place as an additional exit. She concludes stating this application is unique, and not covered in the ARB guidelines.

Ms. Edwards asks Mr. Eto if he has spoken to the owner of Details for the Home about this issue. Mr. Eto states yes. He adds that she was very apologetic and was fine with him installing stakes. He further adds that she added stakes as well along with a chain. He explains that the bollards are 30 inches tall and he will have them placed 8 feet apart.

Ms. Cavazos states that she would like to see the bollards along the back as well replacing the metal stakes and chain. She adds that it would look more uniformed and discourage customers from driving onto the court. Ms. Lockhart says that she could reach out to the property owner.

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Ms. Cavazos also states that she would only allow this because of the special circumstances. Ms. Edwards agrees. She also suggests perhaps putting them closer together and adding a few more. Mr. Day suggests adding landscaping between the bollards as an option as well.

Mr. Eto states that he is open to add more bollards.

Ms. Edwards makes a motion *to approve ZP#2018-008 for 6610 Fayette Street*. Seconded by Ms. Cavazos.

After discussion concerning adding additional bollards and keeping them the natural wood with a clear sealant, the motion was amended.

Ms. Edwards amends her motion *to approve ZP#2018-008 for 6610 Fayette Street with an option of adding additional bollards to decrease the space between them as well as keeping them the natural wood with a clear sealant*. Seconded by Ms. Cavazos.

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

5. ZP#2018-010 Sign Application, Allstate Insurance

Ms. Lockhart states that the applicant, Rick Robertson, from All State Insurance, could not be present at the meeting. Representing Mr. Robertson is Mr. Marc Stevenson. She states the single faced wall mounted sign above his front door, which is located in the back of the building, meets all requirements of the Guidelines and sign plan as well as the small directory wall sign to be added to the menu sign. She adds that both signs are acceptable for administrative approval. She further explains that the oval bracketed sign that would be installed on the front of the building meets all Guidelines and approved sign plan details except the blue color would be distracting on the front of the building and should be white to match the other tenants' signs. She concludes stating that the individual letter sign requested is not acceptable for approval as it does not meet the sign plan for the Bloom Building. She states other options were mentioned to the applicant, however, at this time he does not have a replacement sign proposed.

Ms. Edwards makes a motion *to approve ZP#2018-010 for All State Insurance at 15125 Washington Street, with the clarification that the colors on the sign be switched so that the background on the oval sign is white with blue lettering and the sign on the side of the building is not permitted for this use*. Seconded by Ms. Cavazos.

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

VI. Old Business

Ms. Lockhart presented the Board with various colors for trash cans and pet waste stations for the park. The Board chose trash cans to match the picnic tables and green dog waste stations. The Board also requested the trash cans with the recycling option as well.

Ms. Lockhart shares with the Board that the applicants who came for the Food Lion Monument sign have not come back. She explains to the Board that we will have to table or deny the application and have them reapply and repay the fees. Ms. Edwards makes a motion *to table ZP#2018-003 until the April Architectural Review Board meeting*. Seconded by Ms. Cavazos.

1. Motion

Ms. Edwards makes a motion *to table ZP#2018-003 until the April Architectural Review Board meeting*. Seconded by Ms. Cavazos.

Minutes Acceptance: Minutes of Mar 28, 2018 7:00 PM (Minutes' Approval)

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

VII. Town Planner Update

Ms. Lockhart reports that there are a couple of new projects coming into town that we will hear more about soon.

Ms. Cavazos asks Ms. Lockhart if there are any openings for the Planning Commission. Ms. Lockhart responds that they do and that they are taking applications for positions on Planning Commission and Architectural Review Board.

VIII. Town Council Update

Ms. Edwards shares that the Town Council has been working on the budget. Ms. Lockhart adds that in the Budget, we may adjust the fee schedules. Maybe discuss doing some more administration fees.

Ms. Edward also states that there is a new development coming. She concludes stating that the Town Council is working on getting the outside of Town Hall refaced and discussing a timeline.

IX. Planning Commission Update

Mr. Panthi states that there is no update.

X. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

Ken Luersen, Chairman

Minutes Acceptance: Minutes of Mar 28, 2018 7:00 PM (Minutes' Approval)

RECEIVED APR 13 2018



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-012

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: Matthew Stevenson, Amber Hill

PROPOSED USE: Personal Size (Sq. Ft./Length) of Construction: ~ 200¹⁹² sq ft

SITE ADDRESS: 14951 Keavy Place Parcel ID #: _____

Subdivision Name: Sherwood Forest Lot Size: < 1/4 acre

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.)
Small deck, ~ 12' x 16'

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)

Wood Deck

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

PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Name				Matthew Stevenson, Amber Hill			
Address				14951 Keavy Place			
City		State		City		State	
		Zip		Haymarket VA		20169	
Phone#		Email		Phone#		Email	
				571-232-0464		stevensm011376@gmail.com	

Attachment: SKMBT_C45218041314230 (3577 : ZP#2018-012 - 14951 Keavy Place Deck 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

Maury B...
Property Owner Signature

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

Date Filed: Apr-13-2018 Fee Amount: \$25.00 Date Paid: Apr-13-2018

DATE TO ZONING ADMINISTRATOR: Apr-13-2018

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: SKMBT_C45218041314230 (3577 : ZP#2018-012 - 14951 Keavy Place Deck Application)



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

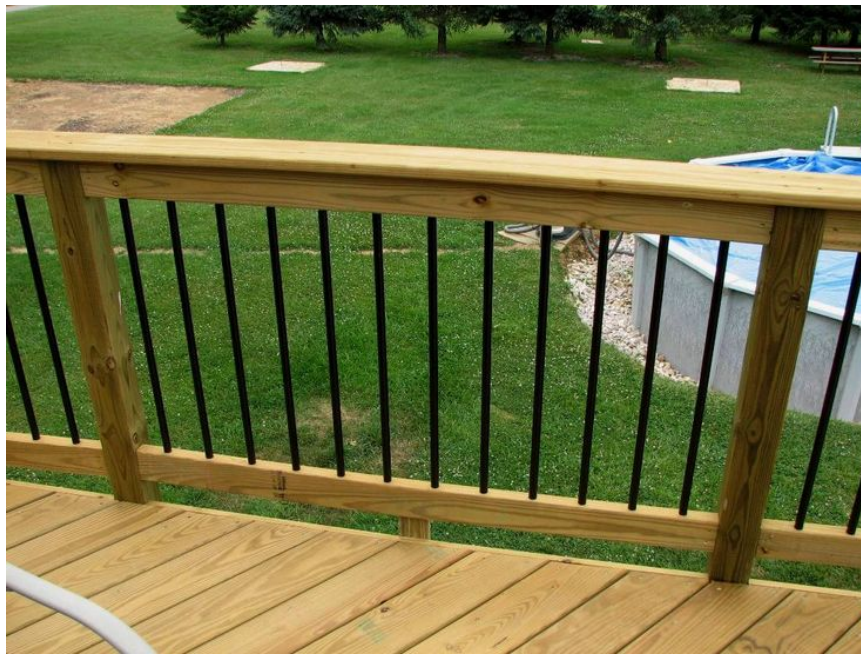
Emily Lockhart
TOWN PLANNER

MEMORANDUM

TO: Architectural Review Board
FROM: Emily Lockhart, Town Planner
DATE: April 13, 2018
SUBJECT: Zoning Permit #2018-012, Deck Application, 14951 Keavy Place

APPLICATION SUMMARY:

Applicant, Matthew Stevenson and Amber Hill, are applying for a Certificate of Appropriateness for a deck on their single family detached home in Sherwood Forest. The deck will be 12' by 16' feet. The materials for the deck will be a treated wood and black aluminum in the railing.



STAFF RECOMMENDATION:

Staff recommends approval for the deck as it meets the requirements of the Architectural Review Board.

DRAFT MOTION:

"I make a motion to approve Certificate of Appropriateness ZP#2018-012, to install a deck at 14951 Keavy Place."

Or An alternate motion.