



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

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Wednesday, March 21, 2018

7:00 PM

Council Chambers

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### **I. Call to Order**

### **II. Pledge of Allegiance**

### **III. Minutes Approval**

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

### **IV. Citizens' Time**

### **V. Certificate of Appropriateness**

1. ZP#2018-002 School of Rock
2. ZP#2018-006 Little Free Library
3. ZP#2018-009 Community Garden Located at the Town Park
4. ZP#2018-008 6610 Fayette Street
5. ZP#2018-010 Sign Application, Allstate Insurance

### **VI. Old Business**

### **VII. Town Planner Update**

### **VIII. Town Council Update**

### **IX. Planning Commission Update**

### **X. 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, February 21, 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: Present.

### II. Pledge of Allegiance

### III. Minutes Approval

- 1. Architectural Review Board - Regular Meeting - Jan 17, 2018 7:00 PM
- Approved with the correction of Commissioner Panthi's name on page 3.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Robert Day, Board Member
<b>AYES:</b>	Luersen, Edwards, Day, Panthi, Cavazos

### IV. Citizens' Time

No Citizens' Comments.

### V. Certificate of Appropriateness

#### 1. #ZP2018-003 Shoppes of Haymarket Sign Application

Town Planner, Emily Lockhart reported that the Shoppes At Haymarket are applying for a freestanding menu sign. She added that the sign will be located within a sign-easement on the McDonald's property. At this time, Deborah Heavener and Karen Weldon, onsite managers for the Shoppes At Haymarket, addressed the Board. They discussed with the Board sign dimensions, style, font and color. They stated that this is something new for them and that they would be back to present to the Board at a later date once they have made all of the revisions.

Councilwoman Edwards made a motion *to table #ZP2018-003, Shoppes At Haymarket Sign Application until the next regularly scheduled meeting.*

Chair Luersen directed the Planning Director to make sure that the applicants are prepared for next month's meeting.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>SECONDER:</b>	Susan Edwards, Robert Day
<b>AYES:</b>	Luersen, Edwards, Day, Panthi, Cavazos

#### 2. #ZP2018-004 6760 Madison Street

Rosanna Smith, 6760 Madison Street, addressed the Board with an update on the home restorations that she is making. She stated that she is asking for approval to change the porch roof to match the house roof, change out a gable vent to a window, recessed light in the beadboard ceiling at the front porch, and two matching wall mounted lights on either side of the front door. Ms. Smith said that she will be donating remnants of wallpaper that she found to the museum.

Minutes Acceptance: Minutes of Feb 21, 2018 7:00 PM (Minutes Approval)

Councilwoman Edwards made a motion *to approve #ZP2018-004, 6760 Madison Street, for the porch roof to match the roof on the main house, to replace the gable vent with a stationary window, either a rectangular or octagonal, and any 3 lighting choices for the front porch are acceptable.*

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

### 3. #ZP2018-005 6761 Madison Street, Fence Application

Jason Scott, of 6761 Madison Street is applying for a fence application. The fence will close in his backyard and join with the two adjacent neighbors' fencing. The fence will be a natural color picket 4' fence. This picket is not an approved style however, since it matches the neighbors' fence type and is on a side street it will be okay.

A motion was made *to approve ZP#2018-005.*

Discussion on the Motion: Chairman Luersen stated for the record this is not a typical style that is within the style guidelines, but because of the situation with the neighboring fences this would be a continuation where the Board feels this except would be appropriate.

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

### 4. #ZP2018-006 Little Free Library

The applicant, Casey Rives was not present at the meeting.

Ms. Cavazos has read the letter and application and likes the idea, however, she would like to see the details of the structure.

The Town Planner, Emily Lockhart explains the application and the concept of the Little Free Library. The ARB shared their preferences on style and made general suggestions for the structure's style such as looking similar to the Town's museum.

A Motion was made *to Table ZP#2018-006 until the next regularly scheduled meeting when the applicant could attend.*

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

## VI. Old Business

### 1. 6748 Bleight Drive Amendment to Fence Application

Ms. Shalvey has returned to amend application ZP#2017-027 for a fence located at 6748 Bleight Drive. Ms. Shalvey's HOA has since denied her application that the ARB approved in November 2017. The HOA has denied the application because the fence style is not the approved style of the neighborhood, a scalloped wooden picket fence.

Ms. Shalvey presented the new HOA approved fence style, a 4 foot white vinyl picket fence with a scalloped top and a sphere finial. She explains that she feels the wood was not a good look for that location based on the style of home she has. The HOA is not allowing a privacy fence. The Shalvey's have also amended the square footage of the fence area to make it smaller and not include any privacy fencing.

Ms. Cavazos states she likes everything except for the sphere finial, she prefers the straight line caps because they will better complement the style of home she has.

Councilwoman Edwards states that she feels for the Shalveys because when the HOA created their guidelines the Bleight homes were not in place and the design of them was unknown and not considered.

Ms. Shalvey states the HOA is in the processing of changing the documents to consider the new homes.

The applicant and Board discuss the course of action. The Board directed the Town Planner to send a letter to the HOA to discuss the fence and ask the HOA to approve the fence style that has already been approved.

A Motion was made *to amend ZP#2017-027 to allow for a smaller square footage of fenced area, removal of the privacy fence and the same style of fence that was already approved.*

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

**2. Haymarket Baptist Church Fence**

The original approved fence style, a board on board fence, was proposed in the Haymarket Baptist Church site plan. However the fencing company has stated they are unable to install the approved fence in it's location because the area is too small and abuts an existing powder coated chain link fence. The applicant is asking for an amendment to the approved style to allow for a different style of board on board fence.

Councilwoman Edwards states for the record the chain link fence that runs the length of the property is a preexisting condition of the property and was never approved. Dan Sawyer explains the reasoning and existence of the chain link fence around the tot lot. Mr. Sawyer further explains the style of fence they are asking for and the reasoning for the amendment. Mr. Sawyer states this is required to get off bond.

The ARB and Mr. Sawyer discuss the different fence styles on the property. Councilwoman Edwards states for the record there are many different fence styles. The ARB asks for the purpose of the fence. Town Planner, Emily Lockhart states that looking at the site plan the fence would be required to meet the buffer requirements for the site plan.

The Board and applicant further discuss the styles of fencing on the property, the changes that were made and the existing fences that were not approved.

The Town Planner asks the applicant if they have plans to remove the existing chain link fence that runs along the property line between the veterinary clinic and the church. The applicant states that this could be a compromise.

The applicant suggests that the church could consider replacing the chain link fence along the property line with a four foot fence and then transition into the white vinyl privacy fence leading up to the chain link fence and then stop.

A Motion was made *to approve #ZP2018-007, amendment to Haymarket Church Site Plan, to amend the proposed board on board fence along the western property line from Washington Street to the existing chain link fence with further documentation and agreements to be approved and signed by all property owners. The fence will be a vinyl four foot picket fence from Washington Street to the vet's fence line and then a privacy fence from that point to the chain link fence surrounding the tot lot. If the buffer is taken down behind the tot lot chain link fence then the privacy fence will need to be extended to the back property line.*

Minutes Acceptance: Minutes of Feb 21, 2018 7:00 PM (Minutes Approval)

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

### 3. #ZP2017-029 6810 Jefferson Street Demolition Application

Since January 17th's ARB Meeting the applicant hired a structural engineer to complete a survey on the home. The survey was completed and is attached in the packet. Based on the information in the structural engineer's survey, Ms. Lockhart reached out to the engineer, Tom Basham, to inquire if 1) is it a possibility for this structure to be moved and relocated elsewhere and 2) is it a possibility for this structure to be lifted up and replace the foundation? Mr. Basham's response was no, the structural stability of the home would not allow for these options, the home is comparable to a wet cardboard box.

Ms. Lockhart reviews the materials in the packet, she discusses that while there is a concept plan shown in the packet, it will all have to come back to the ARB because this is just a concept/vision. The applicant will need to go through the site plan phase first and then come back to the ARB.

Ms. Lockhart recommends that the ARB could provide suggestions for the home.

Ms. Edwards asks if the accessory structure is a detached garage? Applicant answers yes, only the one home will have it. Ms. Cavazos asks how you get to the accessory structure? From the audience, the applicant states by walking. He further states there will not necessarily be a paved driveway all the way back there.

Ms. Cavazos states she lives very close to this property and understands the concept drawing idea. She also states she really loves the two old farmhouses that are across the street from the property.

Ms. Edwards states for the record again that she is very disappointed that people buy properties and let them deteriorate, we need to stop that process in Town because we are losing our history in Town. We really need to do our best to enforce the Blight Ordinance and send out notices of violation.

Mr. Day states that going inside is what you would expect with the amount of neglect it has seen.

Discussion continues about the additions to the structure and the integrity of the home as it stands today.

Ms. Cavazos states that even though they are taking away an old structure she would like to see a new home with some older style architectural features.

The applicant, Dan Radtke asks why do they stick with the black and white photos. Ms. Edwards states that this is what the guidelines request. Mr. Radtke further asks what additional photos would the ARB want. The Board responds that they would like any photos they have of the home and any additional ones they can find via the library.

Mr. Day makes a motion *to approve the COA to demolition the residential home at 6810 Jefferson Street with the following conditions the owner hire a professional photographer to document the home according the historic guidelines and the demolition may occur only following receipt of a building permit for a new home and we request permission to enter the home and take artifacts for our museum.*

**RESULT:**           **ADOPTED [UNANIMOUS]**  
**MOVER:**           Robert Day, Board Member  
**SECONDER:**       Madhusudan Panthi, Commissioner  
**AYES:**             Luersen, Edwards, Day, Panthi, Cavazos

**4. Gateway Signs**

The Board discussed with the Town Planner several action items for preparation for the work session on March 21, 2018 at 6:00pm.

The Board discussed additional updates within Town.

**VII. 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

\_\_\_\_\_  
Kenneth Luersen, Chairman

Minutes Acceptance: Minutes of Feb 21, 2018 7:00 PM (Minutes Approval)



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: March 15, 2018  
SUBJECT: Zoning Permit #2018-002, School of Rock, Stain Glass Application

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### APPLICATION SUMMARY:

Mary Hitchcock will be presenting the stain glass samples to the ARB on March 21, 2018.

### STAFF RECOMMENDATION:

The stain glass will be presented at the meeting therefore, staff recommends the ARB consider the location and style accordingly.

### DRAFT MOTION:

*"I make a motion to approve Certificate of Appropriateness ZP#2018-002, to replace the stain glass at 15101 Washington Street, School of Rock."*

*\*\*Please state for the record the colors of the stained glass and the style/and or image in the stain glass\*\**

*Or An alternate motion.*

Attachment: ZP2018-002 Staff Report (3542 : ZP#2018-002 School of Rock)

RECEIVED  
JAN 05 2018  
TOWN OF HAYMARKET



P A D  
JAN 05 2018  
By Mary Hitchcock

# ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-002

**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: School of Rock Haymarket

PROPOSED USE: front door Size (Sq. Ft./Length) of Construction: 9'x4'

SITE ADDRESS: 15101 Washington St Haymarket VA Parcel ID #: 7298-80-3903

Subdivision Name: N/A 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.)  
replace broken front door with same style & same color wood & tile red

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)  
attached

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

PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Name: <u>Mary Hitchcock</u>	Name: <u>Winterham II LLC</u>
Address: <u>J Hitchcock SOR LLC</u>	Address: <u>4919 Bethesda Ave #200</u>
City: <u>20121</u> State: <u>Tranquil</u> Zip: <u>CT</u>	City: <u>Bethesda</u> State: <u>MD</u> Zip: <u>20814</u>
City: <u>Sterling</u> State: <u>VA</u> Zip: <u>20165</u>	City: _____ State: _____ Zip: _____
Phone#: <u>703-725-9132</u> Email: <u>mhitchcock@</u>	Phone#: <u>(571)437-8683</u> Email: <u>jperkins@woodmont.us</u>
	Phone#: _____ Email: <u>Schoolofrock.com</u>

Attachment: Zoning Permit #ZP2018-002 (3542 : ZP#2018-002 School of Rock)




**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: 01/05/2018 Fee Amount: \$50.00 Date Paid: 01/05/2018

**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: Zoning Permit #ZP2018-002 (3542 : ZP#2018-002 School of Rock)



C.M. HUNTER, inc

16 Mucklehany Ln  
Sterling, VA 20165  
703-307-4613

## PROPOSAL

**BILL TO:**

Mary Hitchcock  
Haymarket School Of Rock

**PHONE:**

703-725-9132

**DATE:**

January 3, 2018

**We hereby submit specifications to:**

- |  |                          |
|--|--------------------------|
| <p><b>1) Build and install custom front doors to approximate existing historic doors.</b></p> <p>A) Build two 24" wide wooden doors with tempered class windows that match the shape of the existing ones.</p> <p>B) Install new hinges.</p> <p>C) Install modern rustic style lock set.</p> <p>D) Doors will be 1-1/2" thick and primed. Finish paint by others.</p> <p>E) Doors will be fitted and hung in existing door jams.</p> | <p><b>\$1,668.00</b></p> |
|--|--------------------------|

Attachment: Zoning Permit #ZP2018-002 (3542 : ZP#2018-002 School of Rock)



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: March 15, 2018  
SUBJECT: Little Free Library Update

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### APPLICANT INFORMATION:

Casey Rives has approached Town Hall and has offered to donate a Little Free Library to our Town. Ms. Rives has proposed the structure below for the Little Free Library. All red features on the structure would be changed to the Hanover Green color that appears on the Town signs, light poles, etc.

The ARB should review the pictures provided by Ms. Rives so that we can give guidance on the aesthetics of the structure. The Town Staff would like to see the structure placed at the Museum courtyard near the benches. We feel that at this time it would be an ideal location for keeping an eye on the structure, it would be in a high traffic area, and children could even sit on the benches and read at the site. Hopefully, in the future we can place another structure at the park.

Ms. Rives has outlined in her letter her intent to provide the structure, care and maintenance. The Town Staff will work with Ms. Rives on the details of the long-term care.

### STAFF RECOMMENDATION:

Staff recommends the ARB approve the proposed structure. The paint colors and style will complement the Museum and other surrounding features.

### DRAFT MOTION:

*"I make a motion to approve Certificate of Appropriateness ZP#2018-006, for the proposed Little Free Library following the conditions and requirements set forth by the ARB."*

*Or An alternate motion.*

Attachment: Little Free Library Update (3543 : ZP#2018-006 Little Free Library)



Attachment: Little Free Library Update (3543 : ZP#2018-006 Little Free Library)



# ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-006

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: Casey Rives

PROPOSED USE: Donation of a Little Free Library Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

SITE ADDRESS: Location per Town's preference Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ 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: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

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

Free standing library as a donation to the Town of Haymarket. The structure will provide free books to engage children in reading. The structure will stand approximately 5' and be constructed of materials to match the Town. Pictures attached

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)

Approximately 5' tall - color scheme to match that of the Town's current buildings or perhaps the Police Dept's theme. Glass front w/opr natural wood structure

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

<b>PERMIT HOLDER INFORMATION</b> Casey Rives Name 14191 Hunters Run Way Address Gainesville VA 20155 City State Zip 703-887-8666 Phone# Email			<b>PROPERTY OWNER INFORMATION</b> Town of Haymarket Name 15000 Washington Street, Suite 100 Address Haymarket VA 20169 City State Zip 703-753-2600 elockhart@townofhaymarket.org Phone# Email		
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Attachment: #ZP2018-006 Little Free Library (3543 : ZP#2018-006 Little Free Library)

**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: 1/26/2018 Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**DATE TO ZONING ADMINISTRATOR:** 1/26/18

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

Emily P. Lockhart  
SIGNATURE PRINT

CONDITIONS:

Meet the requirements and recommendations set forth by the ARB. Sign agreement with the Town regarding the maintenance & care.

**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: #ZP2018-006 Little Free Library (3543 : ZP#2018-006 Little Free Library)



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: March 15, 2018  
SUBJECT: Zoning Permit #2018-009, Community Garden located at the Town Park

### APPLICATION SUMMARY:

Alexander Kelly is a Boy Scout working on earning his Eagle Scout Rank. For his Eagle Scout project he will be building a community garden at the Town Park. He will be building a 32' by 32' garden with pressure treated lumber; southern yellow pine. Within the garden there will be 16 4' by 4' raised garden beds. In addition to the community garden, Alexander will be installing a 55-gallon rain barrel behind the building, within easy access to the garden. Since this project is being done on Town Property we are bringing it to the ARB for approval of the materials used and the Board's support.

The materials Alexander will be using for the garden bed frames are pressure treated lumber. The rain barrel will be a black plastic barrel. The mulch and topsoil will be purchased by the Town and will be the same mulch color as the beds around the home.

Alexander will be leading this project for the Town and is aiming to complete the build out by April 21, 2018, the Town's Earth Day Event. Alexander will be attending the March 21, 2018 meeting to receive the ARB's approval for the project. The garden and all materials met the approved ARB Guidelines.

### STAFF RECOMMENDATION:

Staff recommends approving the application for the community garden as it meets all requirements set forth by the ARB.

### DRAFT MOTION:

*"I make a motion to approve Certificate of Appropriateness ZP#2018-009, to build a community garden at the Town Park and install a rain barrel."*

*Or An alternate motion.*



# ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-009

*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: Alexander Kelly for Town of Haymarket

PROPOSED USE: Community Garden Size (Sq. Ft./Length) of Construction: 32'x32'

SITE ADDRESS: 14740 & 14710 Washington Street Parcel ID #: 7397-09-4941

Subdivision Name: 02019 Town of Haymarket Lot Size: 2.1544 Acres

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.)

Building 32'x32' outside border with 6"x6"x16" pressure treated lumber, southern yellow pine. Building 16- 4'x4'x10" inside raised garden beds. They will be made from douglas fir boards. A 55-gallon capacity rain barrel will be added to the property, behind the house.

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)

Using #2 pressure treated southern yellow pine, #2 kiln-dried douglas fir lumber, and 55-gallon, black plastic rain barrel. Lumber to be left natural.

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

PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION		
Name				Town of Haymarket		
Address				15000 Washington Street Suite #100		
City	State	Zip	Haymarket	VA	20169	
Phone#	Email		703-753-2600			

*same*

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)

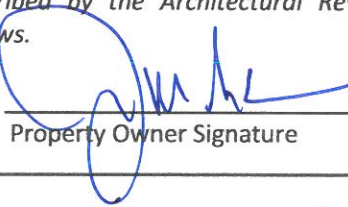


**APPLICANT / PROPERTY OWNER SIGNATURE**

**\*\*\*\*\*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.

Alexander Kelly  
Applicant Signature

  
Property Owner Signature

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

Date Filed: 3/13/2018 Fee Amount:  Date Paid: Service Project: Fee Waived by Business Manager

**DATE TO ZONING ADMINISTRATOR:** 3/13/2018

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

**DATE TO ARCHITECTURAL REVIEW BOARD (ARB):** 3/21/2018

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:  
\_\_\_\_\_  
\_\_\_\_\_



# Eagle Scout Service Project Proposal



**Eagle Scout candidate's full legal name** Alexander Joseph Kelly

**Eagle Scout Service Project Name** Town of Haymarket Community Garden

**Eagle Scout Requirement 5**  
While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)

### Project Description and Benefit

Briefly describe your project.

Scouts will build a 32x32 foot border for a community garden, then build 16 individual 4x4 foot beds. The 32x32 border will be filled with mulch, while the 4x4 foot beds will be filled with topsoil.

Attach sketches or "before" photographs if these will help others visualize the project.

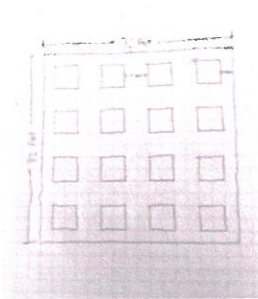
Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Before



After-Look Alike



Click above box to add an image. Click here to add an image caption.

Tell how your project will be helpful to the beneficiary. Why is it needed?

It will be used for Preschoolers to learn about gardening, and the project was specifically requested by the beneficiary.

When do you plan to begin carrying out your project? Early March

When do you think your project will be completed? Mid April

### Giving Leadership

Approximately how many people will be needed to help on your project? 15

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit unit members at Troop meetings and a couple of friends from school.

What do you think will be most difficult about leading them?

I think the most difficult thing about leading the Scouts will be getting them to nail the boards to each other evenly.

**Materials**

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Nails, connectors, topsoil, mulch, and lumber with dimensions of 6in x 32feet x 6in, and lumber 2in x12in x 16feet.

**Supplies**

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Food, water, markers, garbage bags, pens, twine, tables, safety goggles, gloves and a notebook.

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)

**Tools**

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Shovels, hoes, hammers, wheel barrow, level, Tsquare, and a tiller.

**Other Needs**

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

Truck rental, and on-site parking.

**Permits and Permissions**

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Permissions from the Architectural Review Board, who will be having a meeting on 3-21-18, and I must meet with the Town Council, on 4-2-18.

**Preliminary Cost Estimate**

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below:  
(Include sales tax if applicable)

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$1,631.00	I will get a 10% discount at Lowes, and other stores have offered discounts. Town of
Supplies:	\$150.00	Haymarket said they would contribute. I plan to ask my parents/family/friends.
Tools:	\$0.00	
Other:	\$20.00	
<b>Total costs:</b>	<b>\$1,801.00</b>	

**Project Phases**

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Planning session with Ms. Andrews
2. Turn in ARB paperwork by 3-12. Meeting on 3-21.
3. Town Council Meeting 4-2, leading in the Pledge of Allegiance.
4. Order supplies
5. Call Miss Utility
6. Ground work prep
7. Transportation of supplies, executing project
8. Reporting

**Logistics**

*Check with your council service center to determine if a Tour and Activity Plan is required.*

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

Lowes will be able to rent a truck for 20 dollars, allowing us to take all the supplies and materials to the site. No Tour and Activity Plan needed.

**Safety Issues**

*The Guide to Safe Scouting is an important resource in considering safety issues.*

Describe the hazards and safety concerns you and your helpers should be aware of.

Tripping, improper use of tools, splinters, dehydration, heat stroke, and misbehavior.

**Project Planning**

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Two committee meetings, call Ms. Utilities, complete a set of more detailed drawings, and prepping the area.

**Candidate's Promise\*** *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

**Unit Leader Approval\***

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

**Unit Committee Approval\***

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

**Beneficiary Approval\***

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

*Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."*

Yes  No

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

**Council or District Approval**

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

*\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.*

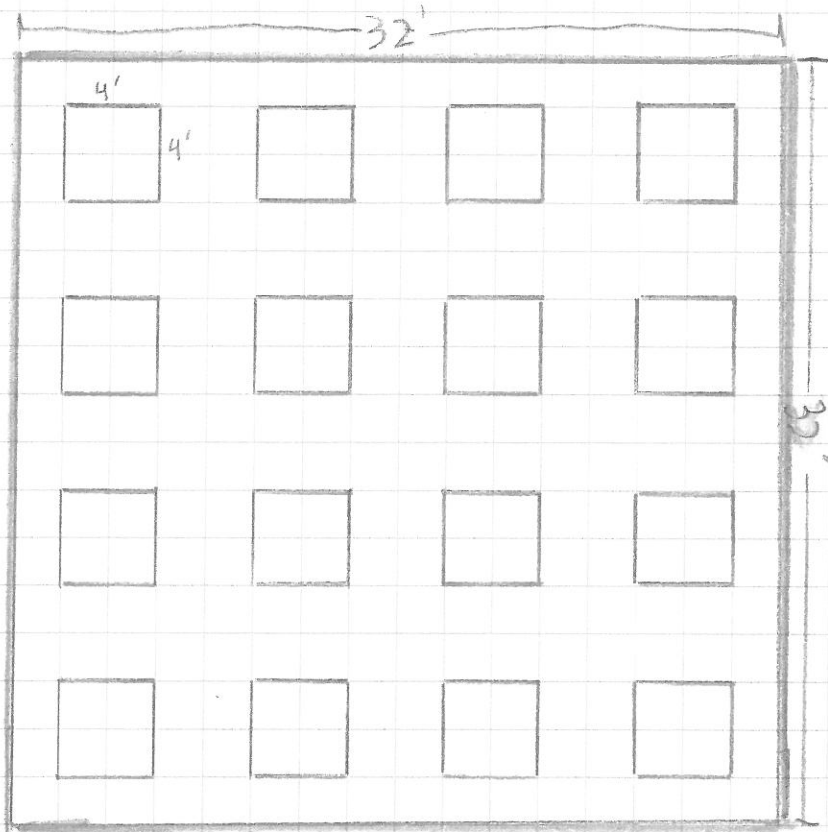


Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)



Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)





32' x 32' outside border constructed of  
6" x 6" x 16' severe weather pressure treated lumber #2 grade.



Open until 9PM!  
Gainesville Lowe's

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Item # 468964 Model # 66162

### Severe Weather (Common: 6-in x 6-in x 16-Ft; Actual: 5.5-in x 5.5-in x 16-ft) Pressure Treated Lumber

**140 Ratings**  
★★★★☆  
4.0 Average

**85%**  
Recommend this product

Community Q&A  
[View Now](#)



Product is sold in individual pieces, please review product specifications for details

**\$45.57**

- #2 Grade allows wane
- Approved for ground contact and fresh-water immersion applications
- Treatment meets AWPA (American Wood Protection Association) standards

**Common Length in Feet**

16-Ft ▼

**Common Measurement (T x W)**

6-In X 6-In ▼

**FREE Store Pickup**

✓ 81 available today at

**Delivery**

✓ Delivery available

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)

Aisle 18119 , Bay 99



Get 5% OFF\* Every Day

Subject to credit approval. Exclusions apply. Cannot be combined with Special Financing.

[Get Details >](#)

## Product Information

### Description

- #2 Grade allows wane
- Approved for ground contact and fresh-water immersion applications
- Treatment meets AWPA (American Wood Protection Association) standards
- Limited lifetime warranty that protects against rot, decay, and wood ingesting insects
- Easily painted or stained: topical application recommended when wood is dry enough to absorb
- Hot-dipped galvanized or stainless-steel screws, fasteners and fittings are recommended
- Safe for use around people, pets and plants
- Specie of product is Southern Yellow Pine

### Specifications

<b>Series Name</b>	N/A	<b>For Use with Landscaping</b>	✓
<b>Industry Standard Min Thickness</b>	5.5	<b>For Use with Decking</b>	✓

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)

Model # 2x10-8 #2/btr prime doug fir    Internet #300184321    Store SKU #915564



[Share](#)    [Save to List](#)    [Print](#)

2 in. x 10 in. x 8 ft. #2 and Better Prime Doug Fir Lumber

**\$12<sup>36</sup>** /piece

### Overview

IDAHO FOREST GROUPs wood is grown in the intermountain west where deep fertile soil, abundant rainfall and a shorter growing season gives IFG's mills some of the highest quality timber in the world. Every piece meets the highest standards for strength and appearance. Dimension lumber come ... [See Full Description](#)

Quantity

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)

IDAHO FOREST GROUPs wood is grown in the intermountain west where deep fertile soil, abundant rainfall and a shorter growing season gives IFG's mills some of the highest quality timber in the world. Every piece meets the highest standards for strength and appearance. Dimension lumber comes in a variety of widths and lengths to meet all your construction needs.

California residents: see [Proposition 65 information](#) ↗

- IDAHO FOREST doug fir lumber has tight grain
- IDAHO FOREST doug fir lumber has small knots
- IDAHO FOREST doug fir lumber has high structural integrity
- IDAHO FOREST doug fir lumber has less cup and twist
- IDAHO FOREST doug fir lumber is perfect for painting or staining
- [Click to learn how to select the right lumber for your project](#)

## Specifications

### Dimensions

Actual product Length (ft.)

8

Actual product thickness (in.)

1.5

Actual product width (in.)

9.5

Nominal Product Length (ft.)

8

Nominal Product Thickness (in.)

2

Nominal Product Width (in.)

9.5



Open until 10PM!  
Gainesville Lowe's

Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Item # 4023 Model # 979304

(Common: 4-in x 4-in x 8-ft; Actual: 3.437-in x 3.437-in x 7.937-ft)  
Lumber

3 Ratings



33%

Recommend this product



Community Q&A  
[View Now](#)



In-use/lifestyle images - accessories not included

**\$12.48**

- "Common: 4-in x 4-in x 8-ft; actual 3.5-in x 3.5-in x 8'ft"
- Perfect for porch posts, bunk beds, furniture, general construction and crating
- Kiln dried for less shrinking, splitting and cracking



**FREE Store Pickup**

- ✓ 126 available today at Gainesville Lowe's!



**Delivery**

- ✓ Delivery available

**Aisle 53 , Bay 53**

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)



Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)



Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)



Model # EWC-14 Internet #302439594



Share Save to List Print

### FreeGarden RAIN

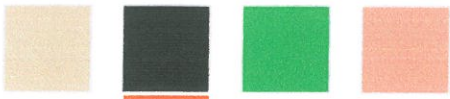
Rain Barrel Black

★★★★★ (356) Write a Review Questions & Answers (50)

**\$79<sup>99</sup>** /each

### Choose Your Options

Black



Quantity

- 1 +

Attachment: Zoning Permit #ZP2018-009 (3544 : ZP#2018-009 Community Garden Located at the Town Park)

The FreeGarden RAIN collection system is designed specifically with you the home owner in mind. Its sleek never aging look fits naturally into any location around the home. The flat back and square design allows it to fit flush to wall or corner installation. Injection molded and made from high density polyethylene makes it easy to keep clean and looking brand new year after year. It comes complete with a powder coated steel screen, all brass standard size spigot, extension hose and child lock screws. The spigot is located to allow for easy access with any watering can eliminating any need for a base. The two sided overflow allows for multiple connecting containers from either side. Your garden and lawn will love your preserved precious warm natural rain water.

- Large 55 Gal. capacity
- No cheap imitation that looks worn out after one season
- Sleek flat back square design fits naturally in any location around the home
- High quality injection molded easy to keep clean and look new year after year
- Comes complete with all brass standard size spigot, extension hose, powder coated steel screen and child locking screws, no base required
- Modern sleek flat back design
- Mosquito proof stainless steel mesh screen
- Overflow hose and hose clamp
- No base required
- All you need for years of use

## Specifications

### Dimensions

Product Depth (in.)

24

Product Height (in.)

33

Product Width (in.)

23.875



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: March 15, 2018  
SUBJECT: Zoning Permit #2018-008, 6610 Fayette Street, Installation of Bollards on Property Line

### APPLICATION SUMMARY:

Satoshi Eto, resident at 6610 Fayette Street is requesting approval to install six bollards along his back property line, where it meets up with Details for the Home's parking lot. In the past when the business is busy, the customers will use Mr. Eto's property as overflow parking and a "back exit". Initially, metal stakes and cable were installed to deter customers from using his property for parking and driving through to get to Gossom Manor Place. Additionally, Mr. Eto's wellhead is also located in this area. The metal stakes and cable have been hit and bent by the vehicles and the landscape crew for Details for the Home, thus damaging them and requiring replacement.

Mr. Eto has provided a narrative and set of picture attachments to show the proposed request. Please review the attached narrative. Mr. Eto is requesting the bollards in place of a traditional fence along the property.

The materials would meet the ARB Guidelines however, this is a unique application as this type of project has not been requested before and the Guidelines do not specifically address bollards.

### STAFF RECOMMENDATION:

Staff suggests the ARB visit the property to better understand where the bollards will be located and the visibility to surrounding properties. This type of structure meets the ordinance and guidelines provided by the Town. Staff recommends the ARB consider the situation, location and other factors involved and approve accordingly.

### DRAFT MOTION:

*"I make a motion to approve Certificate of Appropriateness ZP#2018-008, to install 6 bollards at 6610 Fayette Street"*

*Or An alternate motion.*

Attachment: ZP2018-008 Staff Report (3545 : ZP#2018-008 6610 Fayette Street)

Due 3/12

paid 3/6/18  
Received 3/6/18



# ZONING PERMIT APPLICATION

ZONING PERMIT #: 2018-008

**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: Satoshi Eto

PROPOSED USE: Ballards Size (Sq. Ft./Length) of Construction: 50ft, 6 ballards

SITE ADDRESS: 6610 Fayette St Parcel ID #: 7298-90-0463

Subdivision Name: Haymarket Town Plat Lot Size: 0.2581 AC

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.)  
I would like to install 6 ballards, 6x6" timber to help keep vehicles from the Details For The Hane business from driving/parking on my lawn and to protect my well head from damage by vehicle

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)  
6x6" pressure treated timber post, beveled top, 30" tall.

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

PERMIT HOLDER INFORMATION		PROPERTY OWNER INFORMATION	
<u>Satoshi Eto</u>		<u>Satoshi Eto</u>	
Name		Name	
<u>6610 Fayette St</u>		<u>6610 Fayette St</u>	
Address		Address	
<u>Haymarket VA 20169</u>	City State Zip	<u>Haymarket VA 20169</u>	City State Zip
<u>703 489 9471</u>	Phone#	<u>703 489 9471</u>	Phone#
<u>seto@vt.edu</u>	Email	<u>seto@vt.edu</u>	Email

Attachment: Zoning Permit Application ZP#2018-008 (3545 : ZP#2018-008 6610 Fayette Street)

**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: 3/6/2018 Fee Amount: \$25.00 Date Paid: 3/6/2018

**DATE TO ZONING ADMINISTRATOR:** 3/6/2018

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: Zoning Permit Application ZP#2018-008 (3545 : ZP#2018-008 6610 Fayette Street)

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 ListSigns/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
- N/A 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**

Tuesday, March 06, 2018

Satoshi Eto  
 6610 Fayette St  
 Haymarket, VA 20169  
 703 489 9471  
[seto@vt.edu](mailto:seto@vt.edu)

Town of Haymarket  
 Architectural Review Board  
 15000 Washington St  
 Haymarket, VA 20169

Request for Certificate of Appropriateness – Bollards at 6610 Fayette St

---

Dear Board Members,

This letter is a supplement to my application for a Certificate of Appropriateness to install six bollards along the eastern property line of my lot at 6610 Fayette St.

My eastern property line is shared with 6590 Jefferson St, the *Details for the Home* business. When this business has many customers, the rear parking lot will become full. Customers will then often park their vehicles in my yard. Customers also drive across my yard and over the curb to Gossom Manor PI when leaving the business. The vehicles leave depressions in the yard and have come close to hitting my well head. **Please see Attachment 1.**

Last year I installed seven metal stakes with cable strung between them. This has prevented vehicles from crossing the property line, however customer vehicles and the businesses' landscaper's equipment have bent these stakes over. **Please see Attachments 2 & 3.**

I am applying for a Certificate of Appropriateness to install six bollards along the property line to replace the metal stakes. **Please see Attachment 4 & 5.** The bollards will be more noticeable to drivers and more durable. I am proposing to use 6x6" pressure treated posts, spaced evenly between the end of the existing fence and the curb at Gossom Manor PI. I am proposing for the bollards to be 50" tall (30" above grade, 20" buried), with a beveled top, similar to these;



continued;

Attachment: Zoning Permit Application ZP#2018-008 (3545 : ZP#2018-008 6610 Fayette Street)

I am willing to consider alternative dimensions or materials for these bollards and am open to suggestions from the Board, however I strongly prefer not to install a traditional fence to keep vehicles from driving across the property line.

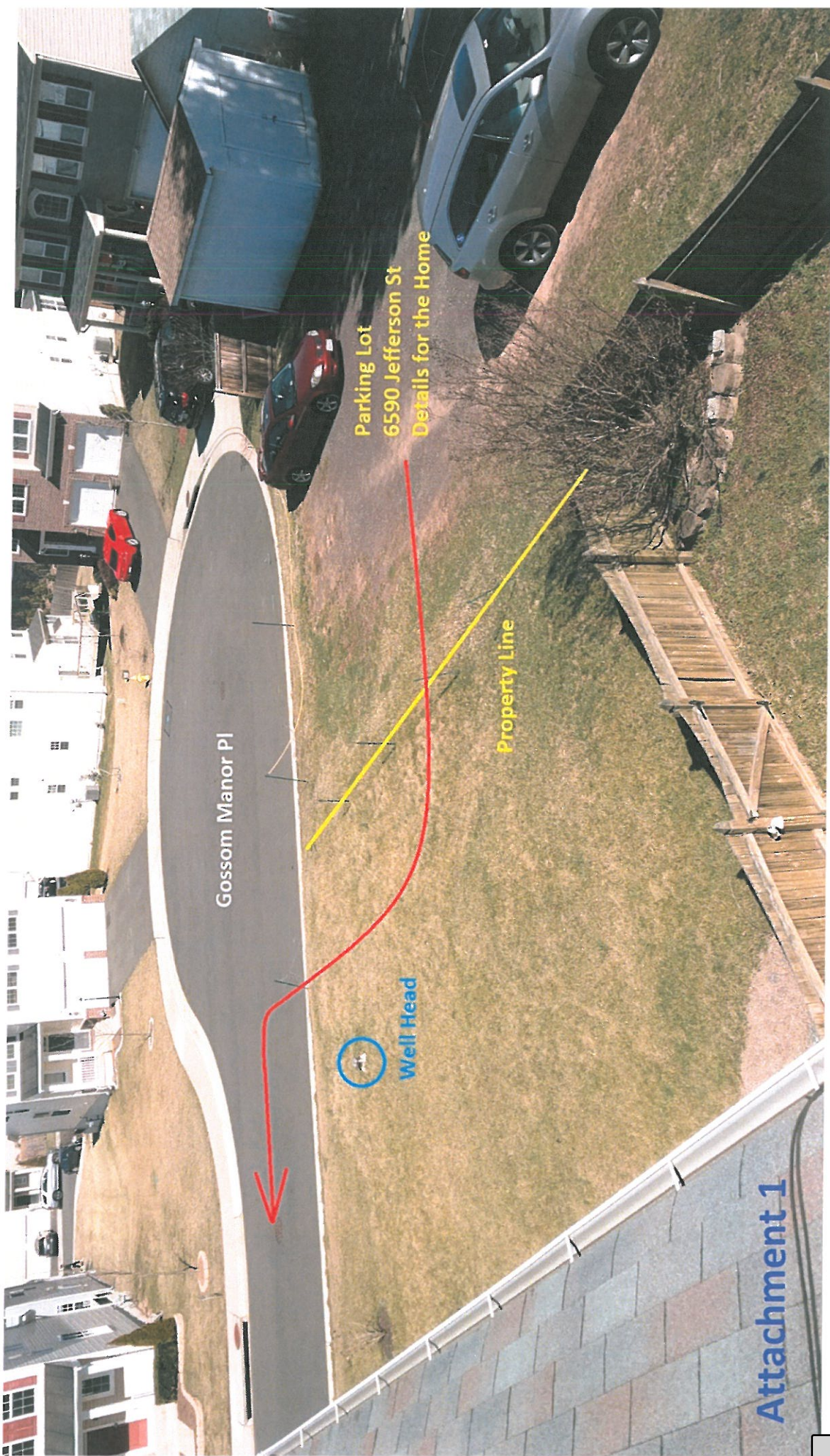
Your consideration is appreciated and I look forward to meeting with you,  
Sincerely,



**Attached:**

1. Photo showing path of travel from 6590 Jefferson St to Gossom Manor PI
2. Photo showing current condition of the metal stakes
3. 2<sup>nd</sup> Photo showing current condition of the metal stakes
4. House Location Survey Plat showing approximate locations of bollards
5. Depiction of bollards over current photo of the property

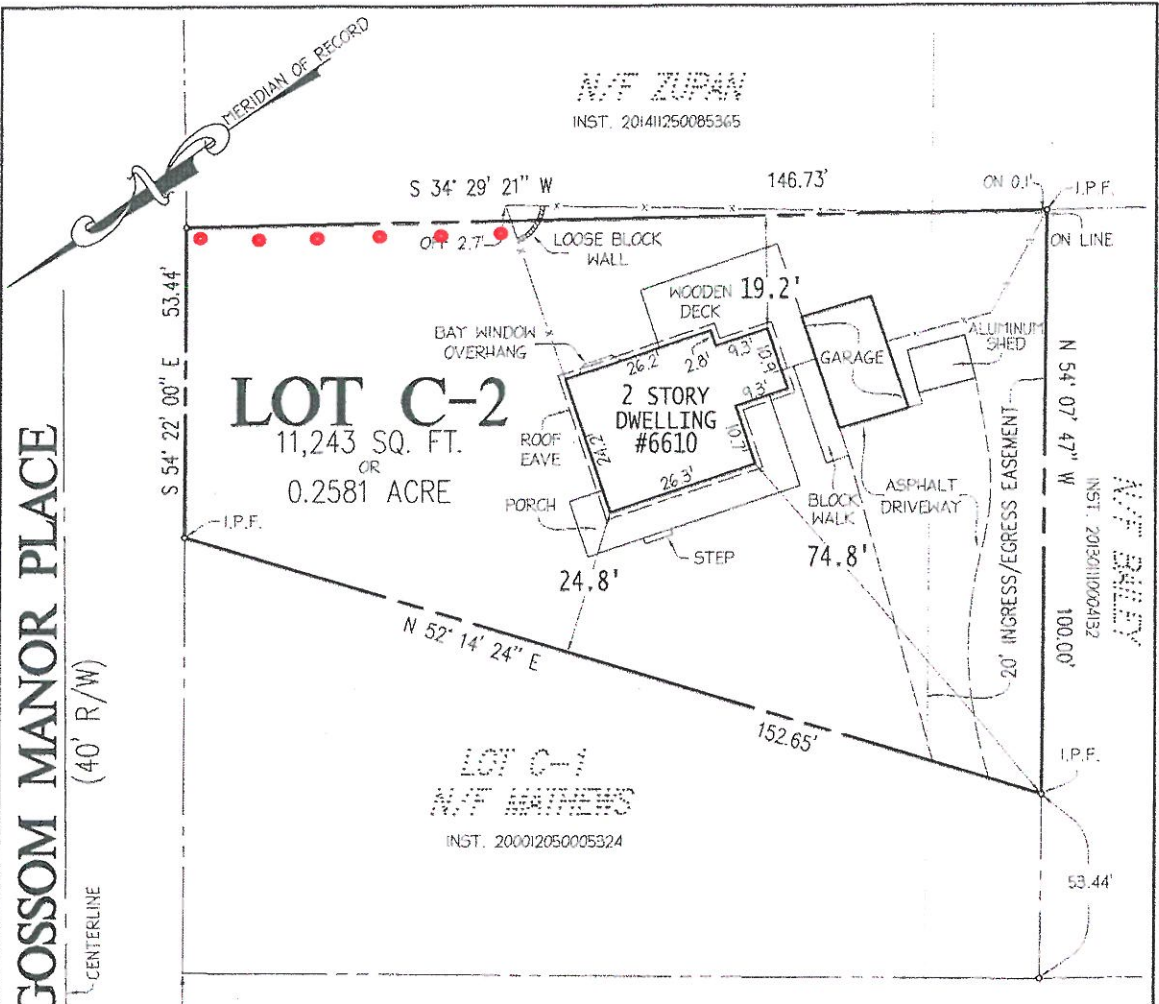






## Attachment 2





**GOSSOM MANOR PLACE**  
 (40' R/W)  
 CENTERLINE

**LOT C-2**  
 11,243 SQ. FT.  
 OR  
 0.2581 ACRE

LOT C-1  
 N/F MATTHEWS  
 INST. 200012050005324

**FAYETTE STREET**  
 (VARIABLE WIDTH)

**LEGEND:**  
 I.P.F. DENOTES IRON PIPE FOUND  
 -X- DENOTES FENCE LINE  
 B.R.L. DENOTES BUILDING RESTRICTION LINES  
 N/F DENOTES NOW OR FORMERLY



HOUSE LOCATION SURVEY  
**LOT C-2** THE  
**EDWARD A. & PATRICIA A. FRANCOVIC PROPERTY**

DEED BOOK 2920, PAGE 315  
 TOWN OF HAYMARKET  
 PRINCE WILLIAM COUNTY, VIRGINIA

- NOTES:
- 1) THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
  - 2) THE LOT SHOWN HEREON APPEARS TO PLOT IN FLOOD ZONE "X" AREA DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN, AS SHOWN ON F.E.M.A. MAP # 51153C0067 D EFFECTIVE DATE: JANUARY 5, 1995
  - 3) THIS SURVEY WAS NOT PREPARED FOR CONSTRUCTION PURPOSES. (INCLUDING FENCES)
  - 4) LOCATION OF FENCES (IF ANY) ARE APPROXIMATE AND DO NOT CERTIFY TO OWNERSHIP.
  - 5) THE PROPERTY SHOWN ON THIS PLAT IS LOCATED BY PIN 7298-90-0463
  - 6) PROPERTY CORNERS NOT SET PER WAIVER REQUEST.
  - 7) EASEMENTS, B.R.L.S & MERIDIAN, IF SHOWN HEREON, ARE AS DELINEATED ON PLAT RECORDED IN DEED BOOK 1483, PAGE 1639 (UNLESS NOTED OTHERWISE).
  - 8) ALL IMPROVEMENTS MAY NOT BE SHOWN DUE TO SNOW COVER

<b>B.W. SMITH AND ASSOCIATES, INC.</b>				FIELD CREW: D. ARMSTRONG	
PROFESSIONAL LAND SURVEYING					
MANASSAS, VIRGINIA (703) 368-5866				www.bwsmithassoc.com	
				JOB# 20150322	
DFT: A.P.N.	CHK: T.J.F.	NO TITLE REPORT FURNISHED	SCALE= 1" = 25'	DATE: 2/24/15	

Attachment: Zoning Permit Application ZP#2018-008 (3545 : ZP#2018-008 6610 Fayette Street)





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: March 15, 2018  
SUBJECT: Zoning Permit #2018-010, Sign Application, 15125 Washington Street, Allstate Insurance

### APPLICATION SUMMARY:

Applicant, Rick Robertson is applying for a sign permit for Allstate Insurance located at 15125 Washington Street on the third floor. The applicant has followed the sign plan and is requesting approval for an oval bracketed sign and a single face wall mounted sign above the front door. Additionally, the applicant is requesting a sign similar to the Remax sign across the street (individual letter sign on the front of the building)

- The single faced wall mounted sign above his front door, which is located on the back of the building, meets all requirements of the Guidelines and the sign plan. This sign is acceptable for administrative approval.
- The small directory wall sign to be added to the menu sign on the backside of the building is acceptable for administrative approval.
- The oval bracketed sign that would be installed on the front of the building meets all Guidelines and approved sign plan details EXCEPT for the blue color. The colors follow the franchise's trademark. However, staff is concerned that the blue color would be distracting on the front of the building and should be white to match the other tenants' signs.
- The individual letter sign requested is not acceptable for approval as it does not meet the sign plan approved for the Bloom Building. Other options have been mentioned to the applicant however at this time he does not have a replacement sign proposed.

### STAFF RECOMMENDATION:

Staff recommends approval for the single side wall mounted sign above the front door and the small directory sign on the menu board. Staff recommends the ARB ask the applicant to change the background color of the oval sign to white and the letters to blue to better match the other existing signs. Lastly, staff recommends the ARB deny the individual letter sign as it does not meet the sign plan approved for the Bloom Building.

### DRAFT MOTION:

Attachment: ZP2018-010 Staff Report (3547 : ZP#2018-010 Sign Application, Allstate Insurance)

*“I make a motion to approve Certificate of Appropriateness ZP#2018-010, to install a single faced wall mounted sign above the front door, an oval bracketed sign and small directory sign to be added to the menu board. All signs will follow the conditions set forth by the Architectural Review Board.”*

*Or An alternate motion.*



# ZONING PERMIT APPLICATION

ZONING PERMIT #: \_\_\_\_\_

**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: Robertson Insurance Associates, Inc

PROPOSED USE: BUSINESS SIGN Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

SITE ADDRESS: 15125 Washington St Parcel ID #: SK 316

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.)  
Allstate Insurance Company

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

Name Charles (Rick) Robertson

Address 14535 John Marshall # 104

City Stafford State VA Zip 20155

Phone# 571-248-6464 Email rickrobertson@allstate.com

### PROPERTY OWNER INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Email \_\_\_\_\_

Attachment: Allstate Insurance Application (3547 : ZP#2018-010 Sign Application, Allstate Insurance)



**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: \_\_\_\_\_

CONDITIONS:

SIGNATURE

PRINT

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

CONDITIONS:

SIGNATURE

PRINT

DATE TO TOWN COUNCIL (IF APPLICABLE): \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

TOWN COUNCIL (where required):

CONDITIONS:

SIGNATURE

PRINT

Attachment: Allstate Insurance Application (3547 : ZP#2018-010 Sign Application, Allstate Insurance)



GENERAL NOTES:

2" THK. SIGN BOARD. EDGES AND BORDER ARE PAINTED BENJAMIN MOORE WROUGHT IRON 2124-10 WITH A SMOOTH FINISH.

COPY TO BE BENJAMIN MOORE WROUGHT IRON 2124-10 WITH A SMOOTH FINISH.

BACKGROUND TO BE PAINTED BENJAMIN MOORE ELMIRA WHITE #HC-84 WITH A SMOOTH FINISH.

COPYSTYLE IS GARAMOND

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



**SINGLE FACE NON-ILLUMINATED WALL MOUNTED SIGN**

**SIDE VIEW**

SCALE 3/4"=1'-0"



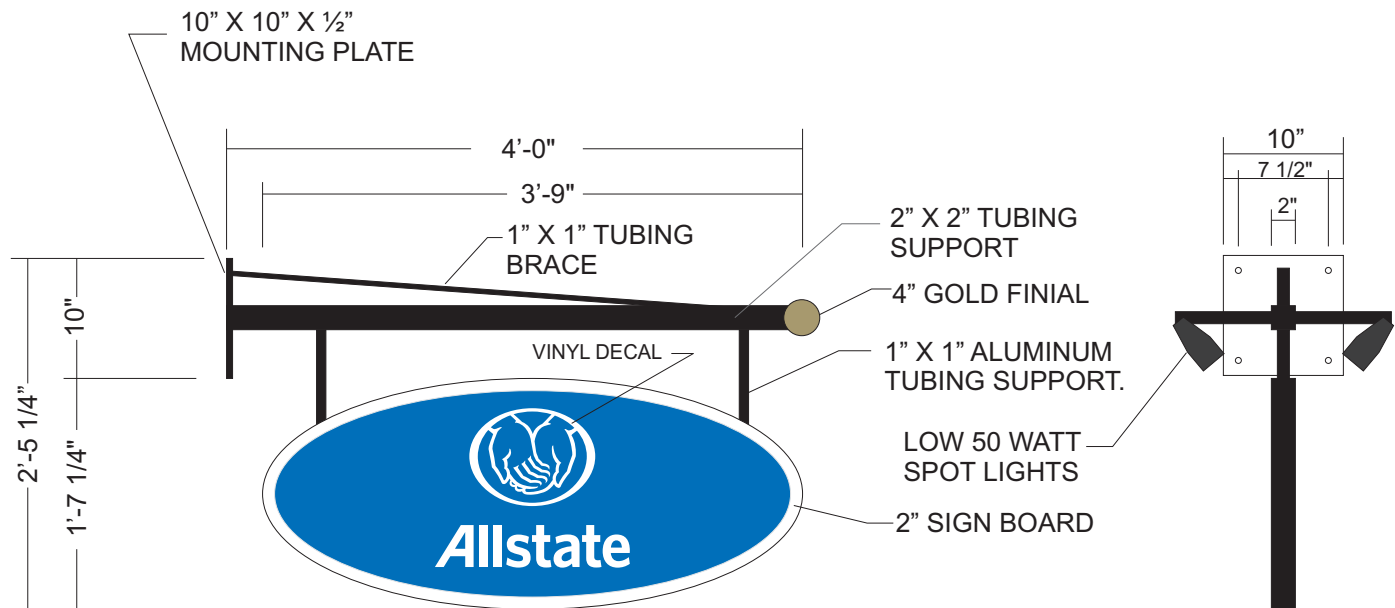
**CONCEPT  
UNLIMITED, Inc.**  
10020 Farrow Rd. Columbia, SC 29203  
Phone (803) 755-9100

**Revision:**  
R1

**BLOOM BUILDING  
15125 WASHINGTON ST. #316  
HAYMARKET, VA.**

THIS IS AN ORIGINAL DESIGN SUBMITTED BY CONCEPT UNLIMITED FOR YOUR PERSONAL USE. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION, NOR IT IS TO BE USED, COPIED, REPRODUCED, OR EXHIBITED IN ANYWAY WHATSOEVER. ALL OR ANY PART OF THIS DESIGN (EXCEPT REGISTERED TRADE-MARKS) REMAIN THE PROPERTY OF CONCEPT UNL. INC.

Customer: ALLSTATE INSURANC  
Salesman: Matt Higgins  
Drawn By: AS  
Date: 2/13/2018  
Drawing No. \_\_\_\_\_  
Pg. 1 of \_\_\_\_\_



GENERAL NOTES:

2" THK. SIGN BOARD. EDGES ARE PAINTED MP BLACK WITH A SMOOTH FINISH.

BORDER TO BE PAINTED MP WHITE WITH A SMOOTH FINISH. BACKGROUND TO BE PAINTED TO MATCH AKZONOBEL 482B4 BLUE (PMS# 2395C BLUE) WITH A SATIN FINISH. ALLSTATE HANDS AND COPY TO BE WHITE VINYL.

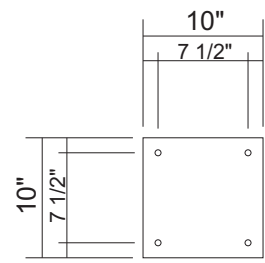
SIGNS TO COME WITH (2) LOW 50 WATT SPOT LIGHTS FOR ILLUMINATION. HANGING FRAME PAINTED BLACK.

ACCEPTED BY: \_\_\_\_\_

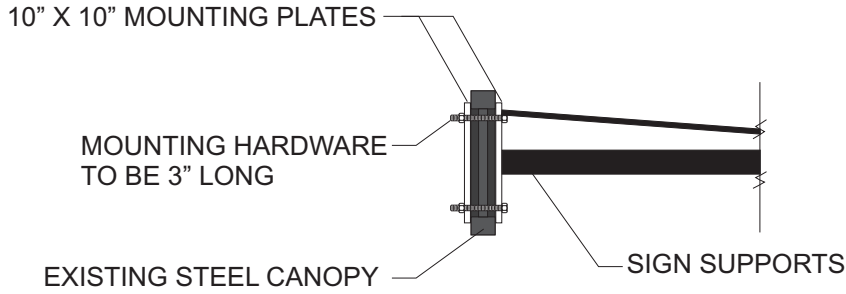
DATE: \_\_\_\_\_

**DOUBLE FACE NON-ILLUMINATED HANGING SIGN**  
 SCALE 3/4"=1'-0"      SQUARE FOOTAGE - 6.0

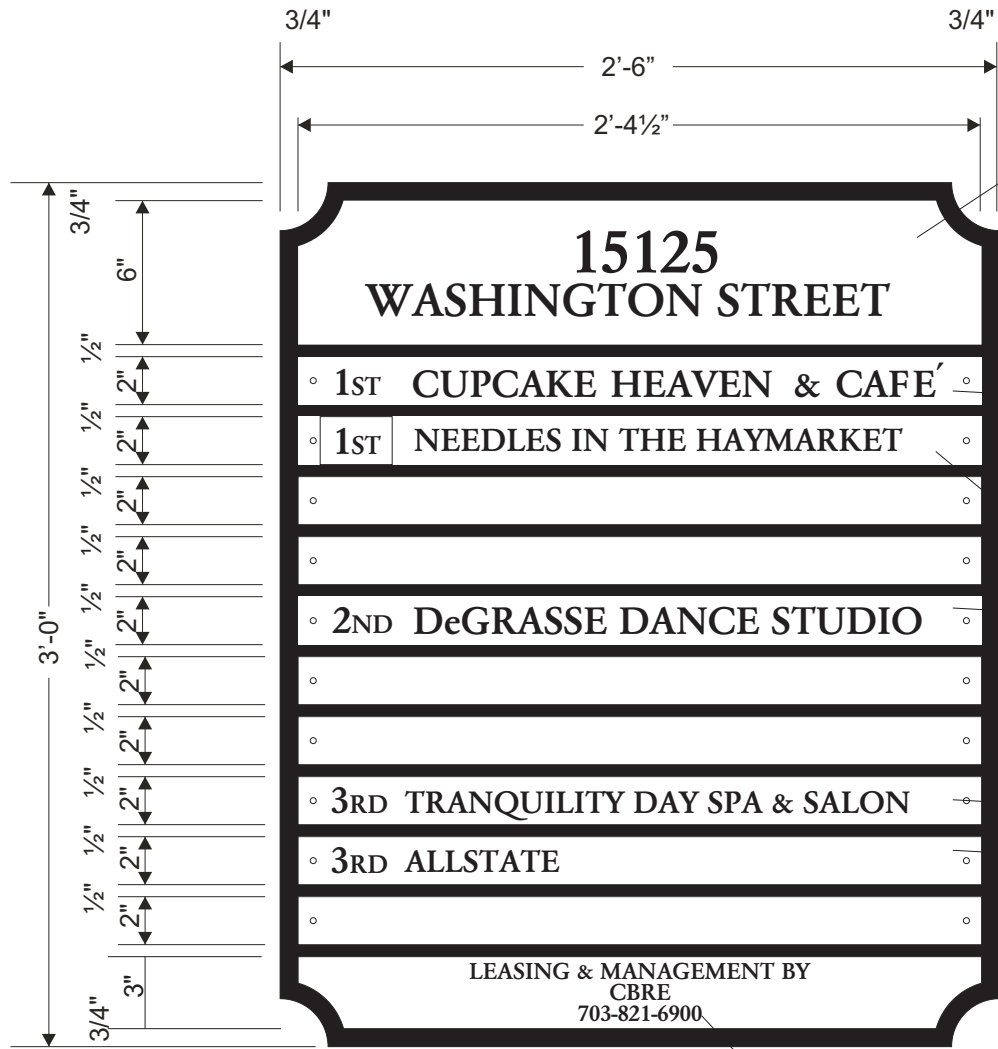
**SIDE VIEW**



**MOUNTING PLATES**



Attachment: Allstate Sign 1 (3547 : ZP#2018-010 Sign Application, Allstate Insurance)



EXISTING

EXISTING PANEL

EXISTING PANEL

EXISTING PANEL

EXISTING PANEL

NEW .090 THK. ALUMINUM PANEL.  
PAINT BACKGROUND ELMIRA WHITE  
HC-84 WITH SMOOTH FINISH.  
COPY TO BE PAINTED BM  
WROUGHT IRON 2124-10 WITH  
A SMOOTH FINISH.

EXISTING VINYL COPY

**WALL DIRECTORY SIGN**

GENERAL NOTES:

TENANT PANEL FOR EXISTING WALL SIGN.

TENANTS TO BE .090 ALUMINUM STRIPS PAINTED  
BENJAMIN MOORE #HC-84 WITH A SMOOTH FINISH.

COPY TO BE PAINTED COLOR TO MATCH BENJAMIN  
MOORE #2124-10 WROUGHT IRON WITH A  
SMOOTH FINISH.

COPYSTYLE IS GARAMOND

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



Attachment: Allstate Sign 1 (3547 : ZP#2018-010 Sign Application, Allstate Insurance)

SCALE 1 1/2"=1'-0"

**CONCEPT  
UNLIMITED, Inc.**  
10020 Farrow Rd. Columbia, SC 29203  
Phone (803) 755-9100

**Revision:**  
R1

**BLOOM BUILDING  
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HAYMARKET, VA.**

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MARKS) REMAIN THE PROPERTY OF CONCEPT UNL. INC.

Customer: ALLSTATE INSURANC  
Salesman: Matt Higgins  
Drawn By: AS  
Date: 2/13/2018  
Drawing No. \_\_\_\_\_  
Pg. 3 of \_\_\_\_\_

Agent: Rick Robertson

Location Code: VAE67

Address: 15125 Washington St  
Haymarket, VA 20169

Phone: (571) 248-6464



21" h Blue Day/White Night Blue Raceway Channel Letters 3' 0" oah x 12' 4-1/2" oal



Rick Robertson would like to add an Allstate sign (example above) in the front of the building similar to what is on the building across the street. See example pictured to left.

Is this something that can be approved? If so, are we allowed to install an illuminated sign?

Attachment: Signage Layout Allstate Exterior Signage (3547 : ZP#2018-010 Sign Application, Allstate