



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ AGENDA ~

Kenneth Luersen,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

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Wednesday, June 15, 2016

7:00 PM

Council Chambers

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### 1. Call to Order

### 2. Citizens Time

### 3. Minutes Approval

- i. Architectural Review Board - Regular Meeting - Apr 20, 2016 7:00 PM
- ii. Architectural Review Board - Regular Meeting - May 18, 2016 7:00 PM

### 4. Certificate of Appropriateness

- i. 14983 Keavy Place - Wrought Iron Fence and Shed

### 5. Town Council Update

### 6. Planning Commission Update

### 7. New Business

### 8. Old Business

1. Chair Ken Luersen - ARB Task List

### 9. Adjournment



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ MINUTES ~

Kenneth Luersen,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, April 20, 2016

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.

### 1. Call to Order

Chair Kenneth Luersen: Present, Architect John Parham: Present, Councilwoman Susan Edwards: Present, Board Member Nicole Zimnoch: Present, Board Member Robert Day: Present, Commissioner Connor Leake: Present.

### 2. Citizens Time

No citizens spoke.

### 3. Minutes Approval

March minutes deferred to May.

### 4. Certificate of Appropriateness

#### a. 14833 Caboose Trail

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Connor Leake, Commissioner
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

#### b. 14920 Greenhill Crossing Drive

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Connor Leake, Commissioner
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

#### c. Hulfish Shutters

What is the measurements of the windows? Will need to be done.

Parham motions to approve the Zoning Permit on the following conditions:  
Must be proportionally to at least half of the window that it accompanies. Shutters must be operable looking if not operable hardware. Shutters to be a wood look. If not wood, should look like wood. Preferably louvered. And color to be black to match the door.

ADVISE CLERK NEED ZONING PERMIT NUMBER ON THE APPLICATION.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	John Parham, Architect
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

#### d. Haymarket Community Park - Benches & Picnic Tables 14710 Washington Street

Town Manager explains this is part of the Harrover Master Plan. To encourage more public access to the property. Will come back in the future with signage as we want to have a naming contest for the park. Tonight we are looking for direction with more style. Didn't include pricing as there are many vendors of same type and style. We will work to get the best deal for the

Minutes Acceptance: Minutes of Apr 20, 2016 7:00 PM (Minutes Approval)

town. There are many more styles and varieties than what is displayed here tonight. Council would like these ordered and on property in 45 days.

Council wants something that is sturdy and durable to last. Preference is to make sure they're made out of recycled materials. Benches will not be on concrete pads. They will need to be mobile for a later time.

Schneider: Twelve to 16 months out from now, we will possibly be seeing new structures there. This is a way to address it in the interim period. They could be reused in other areas. Want something attractive that can be moved around.

Edwards motions to approve adding 8 benches and 8 picnic tables based on this selection: PB6 Brook 6' Bench. RPD6 Picnic Table with 2" x 6" planks.

Before the order is placed, Town Manager will see if there are different colors based on the style they like, if there are, will email the ARB members to see if they like and agree.

ADVISE CLERK TO ISSUE ZONING PERMIT NUMBER.

<b>RESULT:</b>	<b>ADOPTED [5 TO 1]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Connor Leake, Commissioner
<b>AYES:</b>	Luersen, Edwards, Zimnoch, Day, Leake
<b>NAYS:</b>	John Parham

#### e. Town Hall Facade 15000 Washington Street

Schneider hands out latest elevations. John Heltzel, Architect present.

Took the comments from the November 2015 meeting and incorporated new elevations. Brought material samples tonight to make sure all are in agreement. Primary concern tonight is to nail down the basic building design to continue with engineering.

Edwards reminds the members that Council is looking for approval so we can move forward with the project. What are we comfortable with approving. We want to get this going. Color scheme can come later.

Edwards motions to approve the Zoning Permit ZP 2016-010 for Haymarket Town Center at 15000 Washington Street with conditions as follows: The roof be the architectural metal pre weathered galvalume. Color to be determined. The brick modular with grapevine mortar. Color to be determined. Hardy plank lap siding. The Police side door to be 6 panel steel. Shutters to be raised panel with hardware. Color to be determined. The front portico to be bumped out to no more than 4'. And trim the window on 2nd floor to a fixed panel door.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Connor Leake, Commissioner
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

## 5. Town Council & Planning Commission Update

Town Council: The house was moved from Harrover to QBE. Hopes to have an ice cream shop open by June 1st. Will be before us by next meeting for sign and colors for exterior. And modifications to the building.

Also moving forward with the Harrover Master Plan, an RFP for Engineering for the next phase. Hope to have an Engineer under contract by June or July. There is also going to be a naming contest for the park.

Copper Cricket tenant is coming into the old Police Dept building. Will come in next month for signage. Chick-fil-A is going up!

Planning Commission: Leake notes that he was out of town for the last Planning Commission meeting. But there was a zoning map amendment with the consultants and sign ordinance changes. Schneider says yes the consultant was here to revamp the zoning ordinance. Gave PC members some homework. Visualize those areas we allow certain uses in.

## 6. Old Business

No old business to discuss.

## 7. Adjournment

Edwards motions to adjourn.

Leake seconds.

Ayes: 6

Nays: 0

Meeting adjourned.



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ MINUTES ~

Kenneth Luersen,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, May 18, 2016

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

called the meeting to order.

### 1. Call to Order

Chair Kenneth Luersen: Present, Architect John Parham: Present, Councilwoman Susan Edwards: Present, Board Member Nicole Zimnoch: Present, Board Member Robert Day: Present, Commissioner Connor Leake: Present.

### 2. Citizens Time

No Citizen spoke.

### 3. Minutes Approval

i. Architectural Review Board - Regular Meeting - Mar 16, 2016 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Commissioner
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

ii. Architectural Review Board - Work Session - Mar 16, 2016 6:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Commissioner
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

### 4. Certificate of Appropriateness

i. 15026 Washington Street - Exterior Paint & Signs

Move to approve the Certificate of Appropriateness for the structure located at 15026 Washington Street for exterior paint and 3 signs. Certificate of Appropriateness was approved per the following conditions:

- Exterior door to be painted Tansy Green
- Shutters to be painted Tricorn Black
- Signs approved contingent on approval of amended Sign Ordinance

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Connor Leake, Commissioner
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

ii. 15201 Washington Street - Iron Fence

Move to disapprove the Certificate of Appropriateness for aluminum fence located at 15201 Washington Street. Certificate of Appropriateness denied.

- Application disapproved due to the following:
  - New segment of fencing added along Washington Street does not match the height, size, and style of the existing fencing.

Minutes Acceptance: Minutes of May 18, 2016 7:00 PM (Minutes Approval)

**RESULT:** DEFEATED [0 TO 6]  
**MOVER:** Susan Edwards, Councilwoman  
**SECONDER:** Connor Leake, Commissioner  
**NAYS:** Luersen, Parham, Edwards, Zimnoch, Day, Leake

**iii. 14942 Greenhill Crossing Drive - Shed**

Move to approve the Certificate of Appropriateness for a shed located at 14942 Greenhill Crossing Drive. Certificate of Appropriateness was approved per the following conditions:

- *Distance from property line must meet and be consistent with setback regulation and guidelines. Requirement and guidelines are 5 ft., not 4 feet as applied for in the application.*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Susan Edwards, Councilwoman  
**SECONDER:** Connor Leake, Commissioner  
**AYES:** Luersen, Parham, Edwards, Zimnoch, Day, Leake

**iv. 14650 Washington Street - Exterior Paint & Deck**

Move to approve the Certificate of Appropriateness for exterior paint, Pergola, and deck for the structure located at 14650 Washington Street. Certificate of Appropriateness approved per the following conditions:

- *Pergola to match weathered shingles or similar for stain*
- *All missing cedar shake shingles are to be replaced and match existing*
- *Exterior building to be painted Roycroft Pewter*
- *Exterior trim to be painted Roycroft Vellum*
- *Exterior Door to be painted Roycroft Copper Red*

**RESULT:** ADOPTED [5 TO 1]  
**MOVER:** Connor Leake, Commissioner  
**SECONDER:** Susan Edwards, Councilwoman  
**AYES:** Luersen, Edwards, Zimnoch, Day, Leake  
**NAYS:** John Parham

## 5. Town Council Update

Councilwoman Edwards updates the Board.

The Town Manager will be stepping down as of June 30th. There will be a search for a new town manager.

The SCC hearing was held on Monday, May 2nd. I was unable to attend the meeting. However I did see the emails of complaints from those who were unable to speak.

*Chair Luersen adds.*

I was able to attend the hearing. There was good representation. Town resident Bob Weir spoke and gave important information with supporting documentation on what's been approved and what has not and how this is totally neglecting of any of this other information.

Even though they allowed the hearing to continue for an additional half hour, the lights were was actually shut off on me.

My approach was to look at it through the sense of government funding. I spoke of the federally recognized organization Journey Through Hallowed Ground who influenced the design of the VDOT bridges that are going up. The only thing we have to prove on the hybrid is to keep it underground until you get to this point. There was extra money put in and it doesn't make sense to all of the sudden throw up poles.

Councilwoman Edwards continues her update.

The Council has been spending a lot of time on the budget. It is high priority and needs to be approved.

### 6. Planning Commission Update

Commissioner Leake updates the Board.

On June 6th there will be a joint public hearing with Town Council and Planning Commission in regards to the Sign Ordinance. Due to some recent Supreme Court decisions we were advised by our legal team and changes have been made to the Sign Ordinance and will be addressed at the public hearing.

The Planning Commission is currently working with the Berkley Group and Mr. Coffey in regards to the Town's zoning and what is or is not permitted. All of the Board's recommendations were taken and will be presented at the next Planning Commission meeting.

Chick-fil-A is coming along nicely. They are slated to open at the end of July.

The Haymarket Police Department will be moving into their new building by this Friday.

A new Town business "Cookies & Cream" will be open by the end of June.

### 7. New Business

No new business.

### 8. Old Business

#### i. ARB Monthly Task List

Chair Luersen has no updates at this time.

### 9. Adjournment

#### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Connor Leake, Commissioner
<b>AYES:</b>	Luersen, Parham, Edwards, Zimnoch, Day, Leake

Submitted:

Approved:

\_\_\_\_\_  
Denise Andrews, ARB Clerk

\_\_\_\_\_  
Ken Luersen, ARB Chair

Minutes Acceptance: Minutes of May 18, 2016 7:00 PM (Minutes Approval)



TO: Architectural Review Board  
SUBJECT: 14983 Keavy Place - Wrought Iron Fence and Shed  
DATE: 06/15/16

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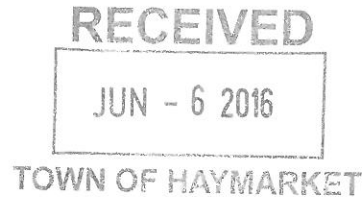
Mr. Steven property owner located at 14983 Keavy Place would like to install a black wrought iron along his property line and build a storage shed to the rear of the home.

**ATTACHMENTS:**

- 14983 Keavy Place - Wrought Iron Fence and Shed (PDF)



To: Town of Haymarket  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20169



June 6, 2016

From: Steven R. Shannon  
14983 Keavy Place  
Haymarket, Virginia 20169  
(703) 869-4584

Subject: Zoning Permit Application for Home Fence and Storage Shed

I am requesting approval for the installation of a home fence and storage shed for my residence. This packet includes the following documentation:

- a. Zoning Permit Application for a home fence and storage shed.
- b. HOA email approval for home fence and storage shed.
- c. Plat showing location of shed and fence.
- d. Picture of the type of fence to be installed.
- e. Picture and specifications of shed to be installed.

Thank you in advance for consideration of my request.

A handwritten signature in black ink, appearing to read "S. Shannon".

Steven R. Shannon  
14983 Keavy Place  
Haymarket, Virginia 20169

Attachment: 14983 Keavy Place - Wrought Iron Fence and Shed (2836 : 14983 Keavy Place - Wrought Iron Fence and Shed)



RECEIVED JUN - 6 2016 TOWN OF HAYMARKET

# ZONING PERMIT APPLICATION

ZONING PERMIT #: 2P2016-01A

*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: Steven R. Shannon

PROPOSED USE: Home fence Size (Sq. Ft./Length) of Construction: 226'

SITE ADDRESS: 14983 Keavy Place Parcel ID #: 12

Subdivision Name: Sherwood Forest 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: NA Spaces Provided: NA

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

1. Instal 4' black wrought iron fence with a gate on each side of the house (see picture).
2. Instal a 8' W x6' D Resin Storage Shed (stand alone with no electricity). Made of propylene resin construction (see picture).

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet **PAID JUN 6 2016**

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)

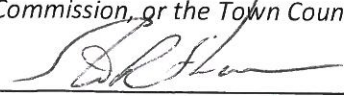
PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Steven R. Shannon			SAME		
Name			Name		
14983 Keavy Place			Name		
Address			Address		
Haymarket, VA 20169			Address		
City	State	Zip	City	State	Zip
703 869-4584					
	proudtex40@gmail.com				
Phone#	Email		Phone#	Email	

Attachment: 14983 Keavy Place - Wrought Iron Fence and Shed (2836 : 14983 Keavy Place - Wrought Iron Fence and Shed)

**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: 6/6/16 Fee Amount: 25 Date Paid: 6-6-16

**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): \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_  
CONDITIONS: \_\_\_\_\_

Attachment: 14983 Keavy Place - Wrought Iron Fence and Shed (2836 : 14983 Keavy Place - Wrought Iron Fence and Shed)





Steve Shannon <proudtex40@gmail.com>

**Re: Sherwood Forest**

1 message

**Kervi Walent** <kwalent@sequoiamgmt.com>  
To: Steve <proudtex40@gmail.com>

Thu, May 19, 2016 at 9:57 AM

Good Morning,

Please be advised that your architectural application to build a fence has been approved by the Board. An approval letter with a copy of your application will be mailed to you in a few days to keep for your own records. If you have any questions, please let me know. Thank you.

Sincerely,  
Kervi Walent  
Administrative Assistant  
Sequoia Management Company  
13998 Parkeast Circle  
Chantilly, VA 20151  
Phone:(703) 803-9641  
Fax:(703) 968-0936

**From:** Steve <proudtex40@gmail.com>  
**Sent:** Wednesday, May 18, 2016 6:56 PM  
**To:** Kervi Walent  
**Subject:** Re: Sherwood Forest

I truly appreciate your quick response Kervi. Since Jackie is the president of the HOA I'm sure she will approve with no problem. Thanks again.  
Steve

Sent from my iPhone

On May 18, 2016, at 11:53, Kervi Walent <kwalent@sequoiamgmt.com> wrote:

Mr. Shannon,

Attachment: 14983 Keavy Place - Wrought Iron Fence and Shed (2836 : 14983 Keavy Place - Wrought Iron Fence and Shed)



Steve Shannon <proudtex40@gmail.com>

**Re: Request for Approval for Installation of Shed (14983 Keavy Place, Haymarket, VA 20169**

1 message

**Kervi Walent** <kwalent@sequoiamgmt.com>  
To: Steve Shannon <proudtex40@gmail.com>  
Cc: Julie Shannon <julie.shannon15@gmail.com>

Fri, Jun 3, 2016 at 12:23 PM

Great news on your request to build a shed. The Board just got back with me and approved it. An approval letter will be mailed to you in a few days to keep for your own records. If you have any questions, please let me know.

Have a great weekend!

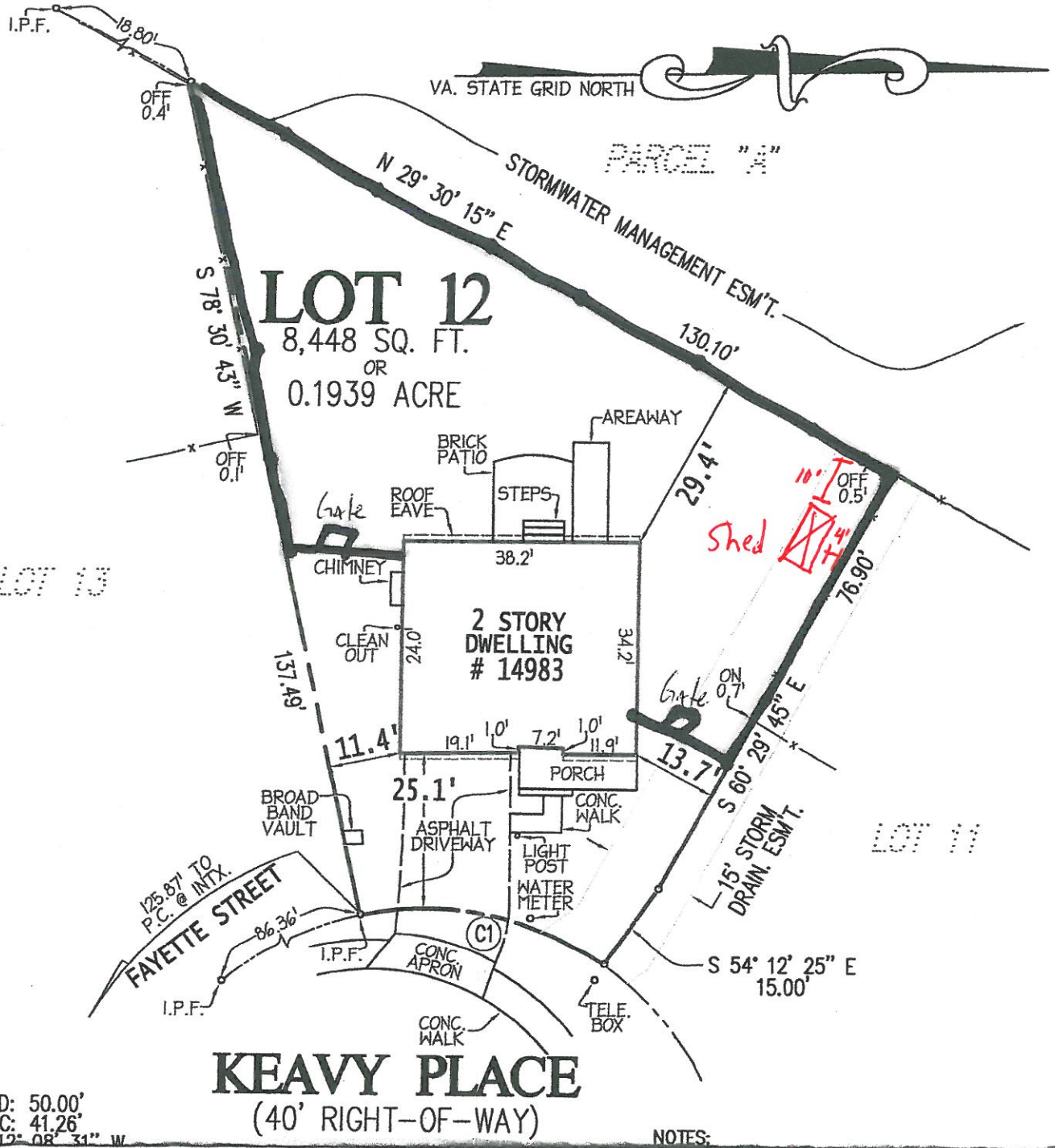
Sincerely,  
Kervi Walent  
Administrative Assistant  
Sequoia Management Company  
13998 Parkeast Circle  
Chantilly, VA 20151  
Phone:(703) 803-9641  
Fax:(703) 968-0936

**From:** Kervi Walent  
**Sent:** Friday, June 03, 2016 10:33 AM  
**To:** Steve Shannon  
**Cc:** Julie Shannon  
**Subject:** Re: Request for Approval for Installation of Shed (14983 Keavy Place, Haymarket, VA 20169

Mr. Shannon,

I forwarded your request to the Board yesterday and I'm just waiting to hear back from them. As soon as they give me their decision, I'll get back in touch with you. If you have any questions, please let me know.

Attachment: 14983 Keavy Place - Wrought Iron Fence and Shed (2836 : 14983 Keavy Place - Wrought Iron Fence and Shed)



— Fence line  
 — SHED Location

Attachment: 14983 Keavy Place - Wrought Iron Fence and Shed (2836 : 14983 Keavy Place - Wrought Iron Fence and Shed)



- Set in packed concrete
- Hardware consists of Aluminum to match Specs.



Attachment: 14983 Keavy Place - Wrought Iron Fence and Shed (2836 : 14983 Keavy Place - Wrought Iron Fence and Shed)





[Information](#) [Specifications](#) [Shipping & Returns](#) [Reviews](#) [Q&A](#)

## Information

This attractive resin shed incorporates a degree of functionality that helps it fit your storage needs. The Sun Terrace's classic neutral colors and contemporary lines of the shed will match virtually any home style. The skylight provides natural light and with its 293 cubic feet of storage space, it's roomy enough to accommodate your garden tools, lawnmower, bicycles or seasonal décor. Like all quality sheds, the Sun Terrace features steel-reinforced polypropylene resin construction for exceptional durability and increased longevity. The material won't rot, crack, fade or rust; it's impervious to termites and weather-resistant, and it won't absorb water. Your stored items will stay dry and well ventilated. Therefore, you don't have to worry about opening your shed to musty odors or other unpleasant surprises. The Sun Terrace shed features 2 lockable 6ft. tall doors, you can use the large swing-out double doors to access your bigger items like your lawnmower or open the single door to reach smaller items. With its polypropylene resin construction, you can be sure your valuable belongings are protected from the elements. Assembling the shed is easy and can usually be accomplished by two people in one afternoon. All you'll need are a few common household tools.

## Features

- Exterior Dimensions: 6W x 8D x 8H Feet
- Interior Dimensions: 5.6W x 7.7D x 7.8H Feet
- Interior provides 293 cubic feet of storage space
- Heavy duty floor panels included





TO: Architectural Review Board  
SUBJECT: Chair Ken Luersen - ARB Task List  
DATE: 06/15/16

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Chair Luersen will update the ARB on the Task List.

## May ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
<b>Welcome Signs at Town entrance</b>	Luersen	Aug. 2012	Open	<p>???? – Task Created</p> <p><b>Aug. 2012</b> – Tabled ‘til next meeting</p> <p><b>Sep. 2012</b> – Board to review other towns signs via internet and prepare for Oct. 2012 concept discussion.</p> <p><b>Oct. 2012</b> – Concept Created. Ken to create formal ARB request package for town council. ARB review set for Nov. 2012. Packet submission to town council set for Dec. 2012 town meeting</p> <p><b>Nov. 2012</b> – ARB requested that town properties be included in package. ARB moved to submit document to Town council at the December TC meeting after changes are made.</p> <p><b>Dec. 2012</b> – Task tabled for the holidays</p> <p><b>Jan. 2013</b> – Town Council approved the concept and requested ARB to move forward with sign designs and costing. Next step. Get VDOT correspondence started and a list of road sign manufacturers.</p> <p><b>Feb. 2013</b> – Got feedback from VDOT to what concepts are possible and procedures to apply for right of way use. Also got POC’s for PWC’s sign designer/builder. Asked Marchant to contact Leesburg to request cost for their stone sign structure on 15 at the south entrance.</p> <p><b>Mar. 2013</b> – Luersen will be meeting with Bud Craiger, PWC sign designer, on March 22 to discuss fabrication costs. Marchant to initiate Leeseburg costs for Stone sign and landscaping costs for their sign at the south Rt15 entrance.</p> <p><b>Apr. 2013</b> – Bud Craiger to develop sign design/costs/time frame packet to ARB. No delivery date was set. Luersen to keep communications with Bud to determine a delivery date for the packet. Marchant talking with Leesburg and will be getting the RFP quotes for us to use as reference costs.</p>

Attachment: ARB Tasking 201606 (2840 : Chair Ken Luersen - ARB Task List)

## May ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
				<p><b>May 2013</b> – Got two drawings from Bud’s group. Comments requested during meeting</p> <p><b>June 2013</b> – Luersen to reach out to Bud Craiger to reignite progress</p> <p><b>July 2013</b> – No change</p> <p><b>Aug. 2013</b> – Luersen reached out to Bud Craiger to start back up after Summer Vacation</p> <p><b>Sep. 2013</b> – Bud said review sign types and we can meet again to develop costing figures.</p> <p><b>Oct. 2013</b> – Luersen to meet with Jenifer to get sign count for Town owned buildings and give Bud Craiger details to make up the build plan.</p> <p><b>Nov. 2013</b> – Luersen met with Jenifer and determined that only the Museum needed to be updated. Luersen working with Craiger to use the new town Logo. Craiger waiting to receive the Logo from Luersen.</p> <p><b>Dec. 2013</b> – No Change. Luersen still to follow up.</p> <p><b>Jan. 2014</b> – No Change. Luersen still to follow up.</p> <p><b>Feb. 2014</b> – No Change. Luersen still to follow up.</p> <p><b>Mar. 2014</b> – No Change. Luersen still to follow up.</p> <p><b>Apr. 2014</b> – No Change. Luersen still to follow up.</p> <p><b>May 2014</b> – No Change. Luersen still to follow up.</p> <p><b>Jun. 2014</b> – No Change. Luersen wants to let the new board to settle in and will follow up in August with Bud Craiger.</p> <p><b>Jul. 2014</b> – No Change.</p> <p><b>Nov. 2014</b> – No Change.</p> <p><b>Dec. 2014</b> - Luersen to work with Swinford to get the stalled status moving.</p> <p><b>Jan. 2015</b> - Luersen relays Sign shop information and past</p>

Attachment: ARB Tasking 201606 (2840 : Chair Ken Luersen - ARB Task List)

## May ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
				<p>designs to Swinford.</p> <p><b>Feb. 2015</b> – No Meeting</p> <p><b>Mar. 2015</b> – Initial sign package emailed to Swinford from Luersen</p> <p><b>May 2015</b> – No change.</p> <p><b>Jun. 2015</b> – No change.</p> <p><b>Jul. 2015</b> – Status to be updated at July meeting.</p> <p><b>Nov. 2015</b> – working meeting held before October ARB meeting. First step is to design Welcome signs that go with the Corp limit signs. Other signs are TBD later on.</p> <p><b>Jan. 2016</b> – No Change.</p> <p><b>Mar. 2016</b> – On hold for ToT briefing this month.</p> <p><b>May 2016</b> – No change.</p> <p><b>Jun. 2016</b> – Waiting for sign amendment. Nothing further on a joint Haymarket/JTHG design.</p>
<b>Commercial Fencing</b>	Marchant and ARB staff	December 2014	On Hold	<p><b>Jan. 2014</b> – A COA for a commercial Fence, led to the discussion that commercial fences are not addressed in the ARB Guidelines. With the changes of the Historic district overlay, and comp-plan review, the ARB Guidelines will need to be updated. To that note, it was determined to begin outlining acceptable commercial fencing to include with the guideline changes.</p> <p><b>May 2014</b> – On hold until Historic District overlay is determined, requiring Guideline changes.</p> <p><b>Jun. 2014</b> – District overlay was voted down by Haymarket Town Board. Will keep this on hold until new Board Liaison gives direction.</p>

Attachment: ARB Tasking 201606 (2840 : Chair Ken Luersen - ARB Task List)