



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ AGENDA ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, September 19, 2012

7:00 PM

Council Chambers

1. Call to Order

2. Citizens Time

3. Minutes Approval

- a. Architectural Review Board - Regular Meeting - Aug 15, 2012 7:00 PM
- b. Minutes

4. Certificate of Appropriateness

- a. 15012 Gossom Manor Place - Deck

5. Town Council Update

6. Planning Commission Update

7. New Business

8. Old Business

- a. Caboose Enhancement Project
- b. By Laws
- c. Signs for the Town

9. Adjournment



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, August 15, 2012

7:00 PM

Council Chambers

A Regular Meeting of the Mayor & Council 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

The regular scheduled Architectural Review Board meeting was called to order at 7:00pm.
Sheila Jarboe: Absent, Kenneth Luersen: Present, AIA John Parham: Late (7:08 PM), Councilwoman Katherine Harnest: Present, Ellie Ivancic: Present.

2. Citizens Time

There was no one to speak at Citizens Time.

3. Appointments

a. Appoint Chair of the ARB

Ken Luersen will now be the new ARB Chair.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Katherine Harnest, Councilwoman
SECONDER:	Ellie Ivancic
AYES:	Kenneth Luersen, Katherine Harnest, Ellie Ivancic
ABSENT:	Sheila Jarboe, John Parham

b. Appoint Vice Chair of the ARB

Katherine Harnest will now be the ARB's Vice Chair.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Kenneth Luersen, Katherine Harnest, Ellie Ivancic
ABSENT:	Sheila Jarboe, John Parham

4. Minutes Approval

a. Minutes from June 20, 2012

The minutes from June 20, 2012 will be reviewed at the September 19, 2012 meeting.

RESULT:	TABLED [UNANIMOUS]
AYES:	Kenneth Luersen, Katherine Harnest, Ellie Ivancic
ABSENT:	Sheila Jarboe, John Parham

5. Certificate of Appropriateness

a. 6770 Sycamore Park Drive - Deck

This deck has been approved by the Planning Commission on August 13, 2012.

And now approved by the ARB.

No further approval is needed.

Minutes Acceptance: Minutes of Aug 15, 2012 7:00 PM (Minutes Approval)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Ellie Ivancic
SECONDER: Katherine Harnest, Councilwoman
AYES: Kenneth Luersen, Katherine Harnest, Ellie Ivancic
ABSENT: Sheila Jarboe, John Parham

- b. 14950 Washington Street - Sign
 This Sign was approved by the Planning Commission on August 13, 2012.

And now approved by the ARB.

No further approval is needed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Katherine Harnest, Councilwoman
SECONDER: Ellie Ivancic
AYES: Kenneth Luersen, Katherine Harnest, Ellie Ivancic
ABSENT: Sheila Jarboe, John Parham

- c. 6719 Leaberry Way - Individual Letter Sign
 This sign was approved by the Planning Commission on August 13, 2012.

And now approved by the ARB.

No further approval is needed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Katherine Harnest, Councilwoman
SECONDER: Ellie Ivancic
AYES: Kenneth Luersen, John Parham, Katherine Harnest, Ellie Ivancic
ABSENT: Sheila Jarboe

- d. 6719 Leaberry Way - ATM
 This ATM was approved by the Planning Commission on August 13, 2012.

And now approved by the ARB.

No further approval is needed.

RESULT: ADOPTED [UNANIMOUS]
AYES: Kenneth Luersen, John Parham, Katherine Harnest, Ellie Ivancic
ABSENT: Sheila Jarboe

- e. 15240 Washington Street - Signage
 This sign was approved by the Planning Commission on August 13, 2012.

And now approved by the ARB.

No further approval is needed.

RESULT: ADOPTED [UNANIMOUS]
AYES: Kenneth Luersen, John Parham, Katherine Harnest, Ellie Ivancic
ABSENT: Sheila Jarboe

6. Town Council Update

Harnest says she has been appointed as the liaison to the ARB by the Town Council.
 If anyone needs anything answered please let her know.

Luersen brings up the question about the Banners in town being backwards. The Clerk explains that the manufacturer was called about it, and that is the way the banners are supposed to be made. They do need to be all uniform with the grommet holes facing the pole. That will be taken care of the next time the banners are put out.

Luersen just wants to show that as an example of something to be relayed to Town Council by the liaison.

7. Planning Commission Update

Ivancic relays information about Sheetz is going to do a total rebuild. The building will be set back a little further. Awnings will be over the gas pumps only. The sign will be an issue. The town attorney will need to check out the variance of the sign. If the sign changes is the variance no longer in effect.

Also mentioned the Walmart signs are already up. Not as obtrusive as originally thought they would be.

McDonalds is also going to be applying to do some renovation. They are changing the facade, and also wanting to construct 2 drive-thru lanes as opposed to the one they have now. There will also be zoning issues with this.

8. Old Business

It has been recommended that these items be deferred until next month's ARB meeting so the new ARB members can review these items and get familiar with them.

Clerk to check with the Building Official Jim Lowery to get clarification on the stability of the Caboose.

- a. Caboose Project
- b. By Laws
- c. Signs for the Town

9. Adjournment

Harnest motions to adjourn the meeting at 7:25pm.
Ivancic Seconds.
Meeting adjourned.

10. Motion to Adjourn

Submitted:

Approved:

Sherrie Wilson, Clerk to the ARB

Ken Luersen, Chairman

Minutes Acceptance: Minutes of Aug 15, 2012 7:00 PM (Minutes Approval)



TO: Architectural Review Board

SUBJECT: Minutes

DATE: 09/19/12

Minutes from the June 20, 2012 ARB Meeting.

ATTACHMENTS:

- ARB 6-20-2012 Signed Minutes (PDF)

Architectural Review Board – Chair Pamela Swinford
Wednesday, June 20, 2012 7:00 p.m.
15000 Washington Street, Haymarket, Virginia 20169

Roll Call

Swinford, Ivancic, Scarbrough

Citizen’s Time

No public comment

Minutes

Ivancic motions to approve the minutes of May 16, 2012, Scarbrough seconds;

Ayes: 3 Nays: 0

Luersen joins the meeting at 7:04 p.m.

Certificate of Appropriateness

6562 Jefferson Street - Fence

Scarbrough motions to approve the Certificate of Appropriateness for a fence (natural color) to be located at 6562 Jefferson Street, Luersen seconds;

Ayes: 4 Nays: 0

Parham joins meeting at 7:18 p.m.

Sherwood Forest - Fence

Scarbrough motions to approve the fence at Sherwood Forest, the fence will be located adjacent to I-66 along the back property lines of all lots backing to I-66; length of the fence is 635 linear feet, Luersen seconds;

Ayes: 4 Nays: 0 Abstain: Parham

Jefferson Street – Street Lights

The purpose of this application is a result of federally funded VDOT project, widening of Old Carolina Bridge over I-66. The widening will extend down Old Carolina (Jefferson) and will include the installation of street lights. Since it is a federally funded project, we are required by law to provide three different light manufacturers (we currently only have one, Hanover). This application is asking for the ARB’s approval of the other two manufacturers and their similar light poles.

Luersen motions to approve the Certificate of Appropriateness for the Old Carolina Road pedestrian improvements that are part of the I-66 widening project, Scarbrough seconds;

Ayes: 5 Nays: 0

New Business

Rick Turner with Diamond Z Engineering and Allen Stevens with Sheetz, Inc. are here to discuss the upcoming improvements to Sheetz. They are proposing to remove the current canopies. All of the lighting will be retrofitted to LED. The large yellow stripe on the canopies and the block letter will go away. Signage on the canopy will be cut in half. Freestanding sign by the street is proposed to be redone, it will be reduced a bit, but the sign is under a variance currently. The Town will continue discussion with Sheetz with regard to their upcoming improvements.

Town Council Update – Councilwoman Mary Lou Scarbrough

Councilwoman Scarbrough announces that the Town Council has passed the Fiscal Year 2013 Budget

Planning Commission Update – Commissioner Ellie Ivancic

They are working on a citizen survey for the comprehensive plan update. The survey will be online and not mailed.

Architectural Review Board – Chair Pamela Swinford
Wednesday, June 20, 2012 7:00 p.m.
15000 Washington Street, Haymarket, Virginia 20169

3.b.a

Packet Pg. 7

Old Business

Town Signs

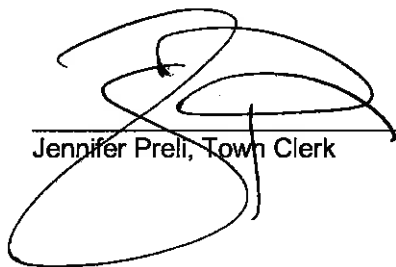
Welcome signs at all entrances to the Town is discussed. The ARB plans to fill out a certificate of appropriateness for new signs.

Caboose

It is recommended that we discuss the caboose stabilization with the structural engineer that is working on the Old Post Office and the Hulfish House.

Submitted:

Approved:



Jennifer Preli, Town Clerk

Ken Luersen, Chairman



TO: Architectural Review Board
SUBJECT: 15012 Gossom Manor Place - Deck
DATE: 09/19/12

Prince William Home Improvements is applying for a 12 x 14 deck with stairs for homeowners David & Glicell Nearon-Alicia. This will be a natural pressure treated wood only.

ATTACHMENTS:

- 15012 Gossom Manor Place - Deck (PDF)



ZONING PERMIT / CERTIFICATE OF APPROPRIATENESS

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.

PERMIT #: ZP 20120914

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

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

SITE ADDRESS: 15012 Gossom Manor Place Parcel ID #: 7298-81-9002

Subdivision Name: Sherwood Forest Lot Size: .1739

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:

New Deck with stairs - Finish to be natural pressure treated wood

PAID
SEP 14 2012
Town of Haymarket

Supporting Documentation Provided (attached): Plat Plan Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION <u>Prince William Home Improvements</u> Name <u>14906 Persistence Dr</u> Address <u>Woodbridge VA 22191</u> City State Zip <u>7034921294 runaround1@verizon</u> Phone# Email			PROPERTY OWNER INFORMATION <u>David & Glicell Nearon-Alicia</u> Name <u>15012 Gossom Manor Place</u> Address <u>Haymarket VA 20169</u> City State Zip <u>407-413-1501</u> Phone# Email		
<p><i>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 Architecture Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.</i></p>					
<u>[Signature]</u> Applicant Signature			_____ Property Owner Signature		

OFFICE USE ONLY
Date Filed: 9-14-12 Fee Amount: 925- Date Paid: 9-14-12 PERMIT #: ZP 20120914

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)

OFFICE USE ONLY

Date to ARB: 9-19-12 PERMIT #: ZP 20120914

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

ARCHITECTURAL REVIEW BOARD CHAIR: _____

SIGNATURE PRINT

CONDITIONS: _____

Date to PC: 10-15-12

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

PLANNING COMMISSION (where required): _____

SIGNATURE PRINT

CONDITIONS: _____

Date to TC: N/A

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required): _____

SIGNATURE PRINT

CONDITIONS: _____

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)

Sherrie Wilson

From: Jennifer Preli
Sent: Tuesday, September 18, 2012 9:13 AM
To: Glicell Rodriguez
Cc: olivia@pwhomeimprovement.com; Sherrie Wilson
Subject: RE: Permit Request (Application # 20120914)

Thank you so much!

*Jennifer Preli, Town Clerk
 PO Box 1230
 Haymarket, Virginia 20168
 703-753-2600
 703-753-2800 Fax
 Dine in Haymarket Today!*



From: Glicell Rodriguez [mailto:glicellrodriguez@gmail.com]
Sent: Tuesday, September 18, 2012 9:07 AM
To: Jennifer Preli
Cc: olivia@pwhomeimprovement.com
Subject: Permit Request (Application # 20120914)

Good morning Ms. Jennifer Preli,

It was brought to my attention that PWHI needs our consent to request a zoning permit on our behalf. Prince William Home Improvement, Inc. did submit an application (application# 20120914) on our behalf requesting a permit to build a deck in our property (15012 Gossom Manor Place Haymarket, VA). They have our consent to request the zoning permit. If you have any questions or concerns, please do not hesitate to contact us at 703-754-0535.

Thank you for your attention to this matter.

Very respectfully,

David & Glicell Negrón

--

Glicell Rodríguez- Negrón

"Live as if you were to die tomorrow. Learn as if you were to live forever."-- Gandhi

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)



SEP 14 2012

TOWN OF HAYMARKET

Date: 9/14/12

Permit #: _____

Construction Permit Application

Cost of Construction: \$ 7255

Address where work is to be done: 15012 Gossom Manor Pl

Scope of Work: Deck - 12x14 w/ steps

Current Zoning (check one) R1 R2 B1 B2 I1 C1

<input type="checkbox"/> New Construction	<input type="checkbox"/> Existing Construction
<input checked="" type="checkbox"/> Residential (Square Feet per floor) <u>168 SF</u>	<input type="checkbox"/> Addition
<input type="checkbox"/> Commercial	<input type="checkbox"/> Alteration
<input type="checkbox"/> Industrial	<input type="checkbox"/> Repair
<input type="checkbox"/> Educational	<input type="checkbox"/> Tenant Layout (Square Footage) _____

PERMIT HOLDER INFORMATION	PROPERTY OWNER'S INFORMATION
<u>Prince William Home Imp</u> Name	<u>David + Glicell Nearon-Alicia</u> Name
<u>14906 Persistence Dr</u> Address	<u>15012 Gossom Manor Pl</u> Address
<u>Woodbridge VA 22191</u> City State Zip Code	<u>Haymarket VA 20169</u> City State Zip Code
<u>(703) 492-1294</u> Phone # Email	<u>(407) 413-1501</u> Phone # Email

Type of Improvement:

Type of Construction: Deck Use Group of structure: SFD

Code and year which designed under: IRC 2009

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)

Lien Agent: (Required by state law for all permits issued for all new residential and commercial construction). Applications must **EITHER** furnish the lien agent's information or sign under **not designated.**

Name of lien agent: none designated Sign below if lien agent is not designated:

Address: _____

City/State/Zip: _____

Phone: _____



Signature

BUILDING CONTRACTOR INFORMATION

Prince William Home Imp 14906 Persistence Dr Woodbridge VA 22191
Name Address City State Zip

2705026530
DPOR License # (Copy must be submitted)

A
Class

Brief description of work to be performed

Deck 12 x 14 w/ steps

All components of submission requirements must be met before the application can be accepted and scheduled for review/hearing. Incomplete applications will not be processed.

Requirements: Submit three copies of all applicable plans (sites, foundation, floor, electrical, plumbing, mechanical, cross sections, elevations, etc.) and Application for Certificate of Appropriateness for Architectural Review Board (if work is visible from the street).

Certification

I certify that I have the authority to make the foregoing application, that the information given is correct and that all construction will comply with the VUSBC. Also, the person identified above as the permit holder is the responsible party for compliance with the VUSBC and all applicable ordinances. I request that after all of the work under this permit has been completed, all required inspections are performed and approved, all fees have been satisfied that a Certificate of Use and Occupancy be issued.

Print Name: Susan O'Connell

Title: Owner

Signature: 

Contractor

Date: 9/14/12

Authorized Agent

Phone: (703) 419-0496

Other

Email: flunaround7@verizon.net

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)

APPLICATION ROUTING			
	Date	Approved	Comments
Construction Permit Application Submitted:	9-14-12	_____	_____
Submitted to Planning Commission	10-15-12	_____	_____
COA Submitted to ARB (if required)	9-19-12	_____	_____
Submitted to Council (if required)	—	_____	_____
Submitted to Building Official	9-14-12	_____	_____
Submitted to Health Dept (if required)	_____	_____	_____

FEES:					
Plan Review	\$ _____	Inspections:	\$ _____	Additional Plan Review	\$ _____
State Surcharge	\$ _____	Application Fee	\$ _____	Total Fees	\$ _____

Permit submitted to: Jennifer Preli Title: Clerk

For Building Official Use:
 Date Construction Permit Application Approved: _____
 Initials of Person issuing Permit: _____

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
COMMONWEALTH OF VIRGINIA

EXPIRES ON
01-31-2013

9960 Mayland Dr., Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

NUMBER
2705 026530A

BOARD FOR CONTRACTORS
CLASS A CONTRACTORS LICENSE

SCOTT HOLTZHAUER INC
PRINCE WILLIAM HOME IMPROVEMENT
14910 PERSISTENCE DRIVE
WOODBIDGE VA 22191



Gordon N. Dixon
Gordon N. Dixon, Director

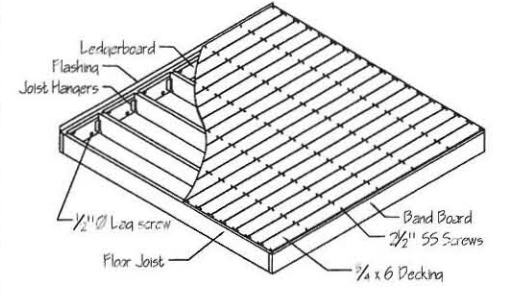
CLASSIFICATIONS BLD HIC

ALTERATION OF THIS DOCUMENT, USE AFTER EXPIRATION, OR USE BY PERSONS OR FIRMS OTHER THAN THOSE NAMED MAY RESULT IN CRIMINAL PROSECUTION UNDER THE CODE OF VIRGINIA.

(SEE REVERSE SIDE FOR NAME AND/OR ADDRESS CHANGE)

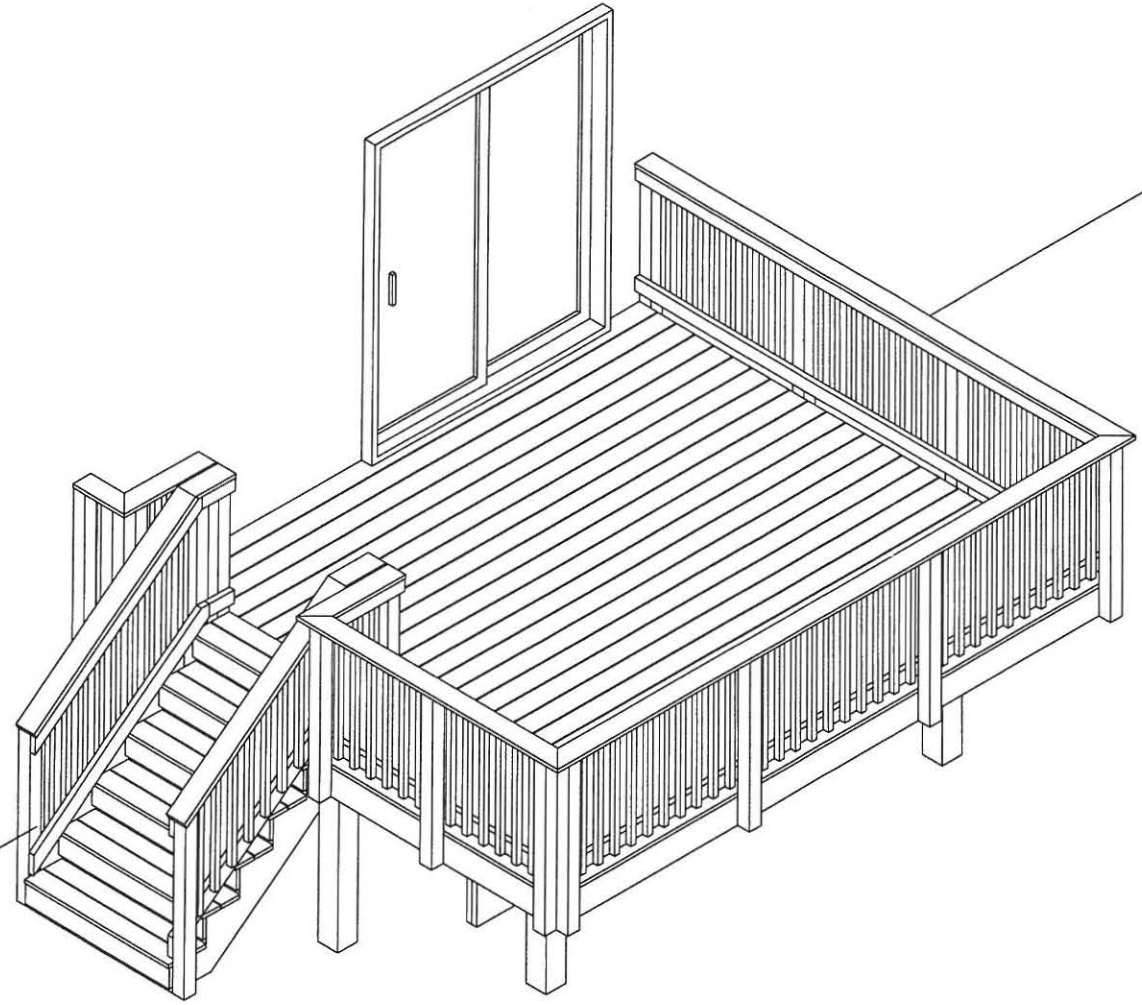
also license # 55170-01

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)



Typical Floor Section

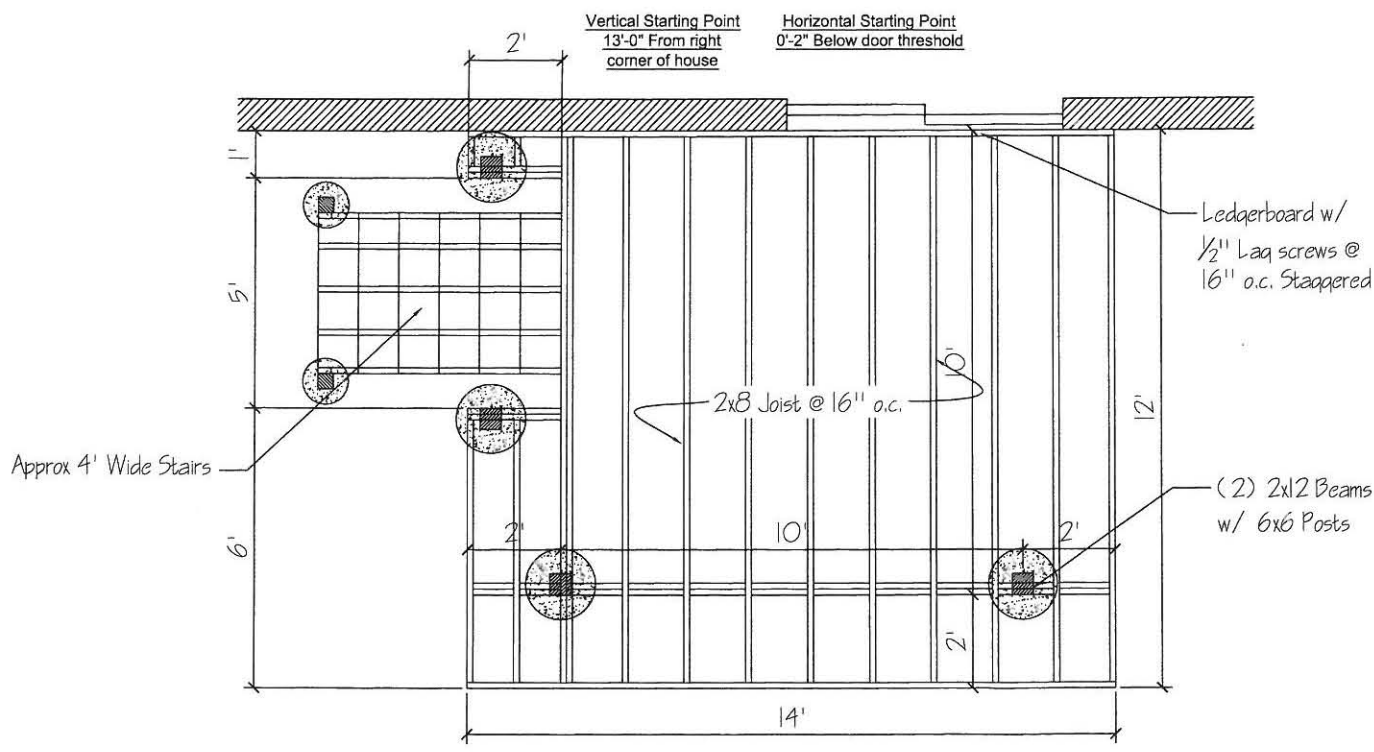
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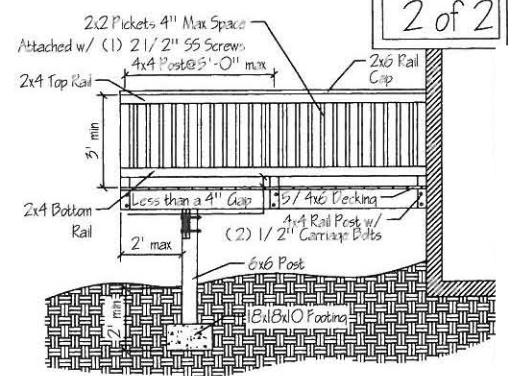
Isometric View

Customer Name David & Alicell Negron-Alicea	Date Sep. 12, 12
Customer Address 15012 Gossom Manor Place, Haymarket, VA 20169	
Contractor Prince William Home Improvement	
Contractor's Address 14906 Persistence Dr Woodbridge, VA 22191	Drawn by Henry Villanueva

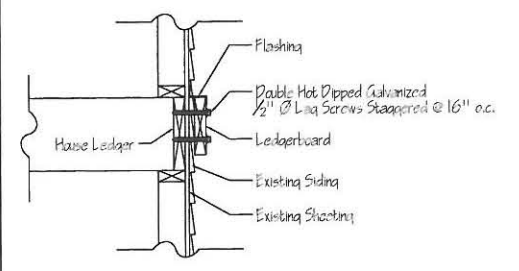
Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)



Plan View
Scale: 3/8" = 1'



Sample Cross Section

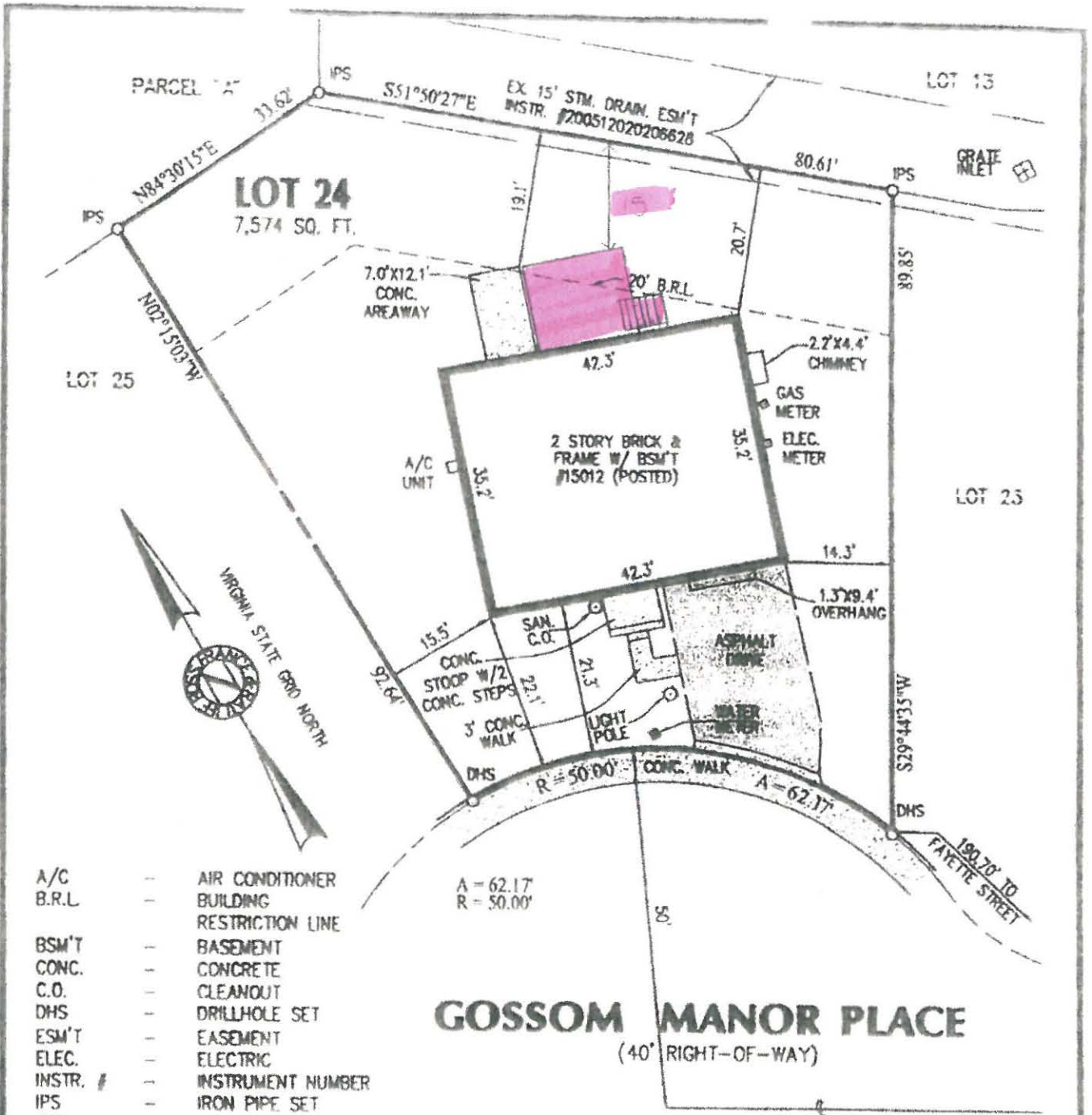


Ledger Board Attachment Detail

- Notes:
- 1) Joist to be spaced at 16" o.c.
 - 2) Beam - Double 2x12 P.T.
 - 3) Footers 24" deep - 18" across - 10" min concrete
 - 4) Decking to be 5/4" x 6" P.T.
 - 5) Stairs to be built per county typical deck details.
 - 6) Railings are to be P.T. w/ Trex ~ Spiced Rum Rail Cap
 - 7) Elevation is 4'-0"

Customer Name	David & Alicell Nepron-Alice	Date	Sep. 12, 12
Customer Address	15012 Gossom Manor Place, Haumarket, VA 20169		
Contractor	Prince William Home Improvement		
Contractor's Address	14906 Persistence Dr Woodbridge, VA 22191	Drawn by	Henry Villanueva

Attachment: 15012 Gossom Manor Place - Deck (1152 : 15012 Gossom Manor Place - Deck)



- A/C - AIR CONDITIONER
- B.R.L. - BUILDING RESTRICTION LINE
- BSM'T - BASEMENT
- CONC. - CONCRETE
- C.O. - CLEANOUT
- DHS - DRILLHOLE SET
- ESM'T - EASEMENT
- ELEC. - ELECTRIC
- INSTR. # - INSTRUMENT NUMBER
- IPS - IRON PIPE SET
- SAN. - SANITARY
- STM. - STORM
- SQ. FT. - SQUARE FEET

GOSSOM MANOR PLACE

(40' RIGHT-OF-WAY)

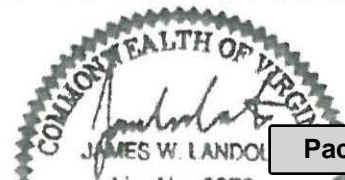
THE GEOGRAPHIC PARCEL IDENTIFICATION NUMBER (G.P.I.N.) FOR THE PROPERTY SHOWN HEREON IS 7298-81-9002. THIS PROPERTY WAS ACQUIRED BY DEED RECORDED AS INSTRUMENT #201011050098724 IN THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.

THE PROPERTY DELINEATED HEREON DOES NOT LIE WITHIN THE LIMITS OF A 100-YEAR FLOODPLAIN EASEMENT.

I HEREBY CERTIFY THAT THE POSITION OF ALL THE EXISTING IMPROVEMENTS ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN CAREFULLY ESTABLISHED BY A FIELD SURVEY AND THAT UNLESS OTHERWISE SHOWN THERE ARE NO ENCROACHMENTS.

HOUSE LOCATION SURVEY
LOT 24

SHERWOOD FOREST





TO: Architectural Review Board
SUBJECT: Caboose Enhancement Project
DATE: 09/19/12

The Town has received \$42,000 in Grant money, of which we can use \$36,000 to update the Caboose, to be used by September 2014. These funds are granted to provide ADA compliant access to view educational placards, visually enhance the caboose area with upgraded landscaping and lighting, stabilize the caboose so that safety is a priority prior to opening the caboose to the Public, and to provide historical research so that interpretation of rail transportation is portrayed accurately and effectively to the public.

ATTACHMENTS:

- 2010-2011 Caboose Enhancement Application (PDF)



Sherrie Wilson

From: jimlowery@cox.net
Sent: Monday, April 16, 2012 4:35 PM
To: Sherrie Wilson
Cc: plswinford Contact
Subject: RE: Caboose

For 3 years it has been moving or tilting. If they don't want to do anything to support it, they can hire a structural engineer to verify it won't move and get a report.

----- Sherrie Wilson <swilson@townofhaymarket.org> wrote:

=====

Jim

Can you tell me why there needs to be a support for the Caboose?
Please reply all so Pam has the answer for her meeting Wednesday night.

-----Original Message-----

From: jimlowery@cox.net [<mailto:jimlowery@cox.net>]
Sent: Saturday, April 14, 2012 1:11 PM
To: Sherrie Wilson
Subject: Re: Caboose

It needs a 8" block or use wood timbers, 24 inches deep, used to support wall or post.

----- Sherrie Wilson <swilson@townofhaymarket.org> wrote:

=====

Jim

Didn't I ask you a month or so ago about the Caboose..

that I think you said something needed to be done to stabilize it?

Can you tell me exactly what needs to be done?

The ARB is still discussing it and will need an update for next week's meeting.

Sherrie Wilson

Deputy Clerk

P.O. Box 1230

Haymarket, VA 20168



The Town of
HAYMARKET
 Established in 1799-

December 1, 2009

Mr. Michael A. Estes
 Local Assistance Division
 Virginia Department of Transportation
 1401 East Broad Street
 Richmond, VA 23219

Re: Transportation Enhancement Program Application 2010/2011
 Southern Railway Caboose Enhancement Project

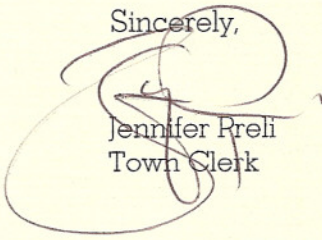
Dear Mr. Estes:

On behalf of the Town of Haymarket, I am pleased to submit five (5) copies of the enclosed package for The Town's proposed Southern Railway Caboose Enhancements. These funds are requested to provide ADA compliant access to view educational placards and inside of the caboose, visually enhance the caboose area with upgraded landscaping and lighting; stabilize the caboose so that safety is a priority prior to opening the caboose to the public; and to provide historical research so that interpretation of rail transportation is portrayed accurately and effectively to the public.

The Town Council has expressed their support of this project and will hold a public hearing on December 7, 2009 to receive public input on the proposed enhancements.

We look forward to your favorable consideration of our application. Please feel free to contact me at 703-753-2600 should you have any questions or require additional information.

Sincerely,


 Jennifer Preli
 Town Clerk



COMMONWEALTH OF VIRGINIA

**FY 2010 – 2011
PROJECT APPLICATION FORM**

****APPLICATION DEADLINE DECEMBER 1, 2009****

Use TAB KEY to reach each field

1. Applicant	Name and Title: Jennifer Preli Organization: Town of Haymarket, Virginia Address: PO Box 1230 City, State, Zip: Haymarket, Virginia 20168 Telephone/Fax: 703-753-2600/703-752-2800 E-mail Address: Jpreli@townofhaymarket.org
2. Project Sponsor	Name and Title: Gene Swearingen Sponsoring Agency: Town of Haymarket, Virginia Address: PO Box 1230 City, State, Zip: Haymarket, Virginia 20168 Telephone/Fax: 703-753-2600/703-752-2800 E-mail Address: Gswearingen@townofhaymarket.org
3. Project Manager	Name and Title: Jennifer Preli Organization: Town of Haymarket, Virginia Address: PO Box 1230 City, State, Zip: Haymarket, Virginia 20168 Telephone/Fax: 703-753-2600/703-752-2800 E-mail Address: Jpreli@townofhaymarket.org
4. Project Description	This project proposes to outfit the Town's Southern Railway Caboose so that the public, including American's with Disabilities, can view, access, and gain education on the role of railway transportation in the Town and the functions of a caboose
5. Primary Category of Eligibility (Select ONLY one)	
List primary category of eligibility . Select major category of eligibility even if other categories may apply. (See Enhancement http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf for a listing and description of the 12 categories)	
6. Historice preservation - Non-motorized access improvements to an existing surface transportation facility	
6. Relationship to Surface Transportation (Select ONLY one and explain)	
Select the primary relationship to transportation (past or future) and describe how the project demonstrates this relationship. (Please limit your response to 150 characters) (See Enhancement http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf for a description of relationships)	
<input checked="" type="checkbox"/> Function Explain:he enhancements proposed will provide access to the caboose and education to the public on rail transportation in Virginia	
<input type="checkbox"/> Impact Explain:	
<input type="checkbox"/> Proximity	

Attachment: 2010-2011 Caboose Enhancement Application (1153 : Caboose Enhancement Project)

7. Total Project Cost		
7a. Total Estimated Project Cost	All Phases	\$42,750.45
7b. Total Enhancement Funds Anticipated	All Phases (Maximum 80%)	\$34,000.00
7c. Other Anticipated Project Funding:		
Source	Confirmed Amount	Anticipated Amount
Budget FY-2011		\$8,750.45

8. Transportation Enhancement Funds Requested			
8a. Federal Enhancement Funds Requested	This Application Only	\$34,000.00	
8b. Match Required	This Application Only	\$6,000.00	
8c. Match Source(s) for this application (see 8b):			
Source	Type	Confirmed Amount	Anticipated Amount
FY 2011 Budget			\$6,000.00

9. Attachment A- Project Budget: Enclose a complete project budget (See 7a). If the project includes multiple phases, show ALL phases. Budget projections should reflect the total project cost, including federal and non-federal costs. Format budget to separate PE, RW and CN costs.

10. Attachment B- Scoring Criteria. To be completed by all project applicants.

11. Attachment C- Project Status. Existing Enhancement Projects ONLY. To be completed by project applicants that have received federal Enhancement funds in the past for this project.

12. Sponsor Certification		
a. Public Hearing Held	Date: 12/7/2009	Attached: <input checked="" type="checkbox"/>
b. MPO Resolution of Support (if applicable)	Date:	Attached: <input type="checkbox"/>
c. Local Resolution to Sponsor Project	Date: 12/7/2009	Attached: <input type="checkbox"/>

d. Sponsor certifies the following: (Read and check each statement below)

- We are familiar with Enhancement Procedure Manual and the Locally Administered Projects Manual
- We will provide technical guidance and oversight throughout project development
- Budget accurately reflects cost of proposed project
- Project development will comply with all state and federal regulations
- We understand these funds must be expended within four (4) years of federal availability
- We will be responsible for future maintenance and operating costs of the completed project

Sponsor Signature (Authorized Local Official) _____ Date _____

Attachment: 2010-2011 Caboose Enhancement Application (1153 : Caboose Enhancement Project)



Northern Virginia Community Newspapers Order Confirmation for Ad #0001689432-01

Client	HAYMARKET TOWN COUNCIL	Payor Customer	HAYMARKET TOWN COUNCIL	Acct. Exec	dadams
Client Phone	703-753-2600	Payor Phone	703-753-2600		
Account#	3373407	Payor Account	3373407	Ordered By	Jennifer Preli
Address	P O BOX 1230 HAYMARKET VA 20168 USA	Payor Address	P O BOX 1230 HAYMARKET VA 20168		

Ad Content Proof Actual Size

NOTICE OF PUBLIC HEARING

KINDLY TAKE NOTICE, that the Town Council of the Town of Haymarket will hold a public hearing on **December 7, 2009 beginning at 7:00 pm at the Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169.** The purpose of the hearing is to receive public input on an application filed by the Town for grant funding through the Virginia Department of Transportation, Transportation Enhancement Program, in an amount of \$40,000 for the **enhancement of the Town's Caboose.** The Caboose is located at the site of the Haymarket Museum at 15025 Washington Street. The requested enhancements include ADA compliant decking to the caboose, educational materials; security lighting; landscaping and electricity to the caboose.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by telephone at (703) 753-2600.

**TOWN COUNCIL & PLANNING COMMISSION,
TOWN OF HAYMARKET, VIRGINIA
December 1, 2009**

Total Amount	\$140.20	Status		Materials	
Payment Amt	\$0.00	Tear Sheets	0	Proofs	0
Amount Due	\$140.20	Affidavits	0	PO Number	
		Blind Box			

Payment Method
Confirmation Notes:
 Text:
Order Notes:

Ad Number	Ad Type	Color	Production Color
0001689432-01	CLS Legal Liner	<NONE>	
Pick Up Number	Ad Size	Production Method	Production Notes
	2.0 X 36 Li	AdBooker (liner)	

Product	Placement/Class	Position	# Inserts
Run Schedule Invoice Text			
Run Dates			
Tag Line			

WBD News & Messenger::	Legal Ads - Classified	Legal Notices-	1
NOTICE OF PUBLIC HEARING KINDLY TAKE NOTICE, that the Town Co 12/1/2009 NOTICE OF PUBLIC HEARING KINDLY TAKE NOTICE THAT THE TOWN COUNCIL OF THE TOWN OF HAYMARKET WILL HOLD A PUBLIC HEARIN			
WBD insidenova.com: Onl Any:	Legal Ads - Classified	Legal Notices-	30
NOTICE OF PUBLIC HEARING KINDLY TAKE NOTICE, that the Town Co 12/1/2009, 12/2/2009, 12/3/2009, 12/4/2009, 12/5/2009, 12/6/2009, 12/7/2009, 12/8/2009, 12/9/2009, 12/10/2009, 12/11/2009, 12/12/2009, 12/13/2009, 12/14/2 NOTICE OF PUBLIC HEARING KINDLY TAKE NOTICE THAT THE TOWN COUNCIL OF THE TOWN OF HAYMARKET WILL HOLD A PUBLIC HEARIN			

Attachment: 2010-2011 Caboose Enhancement Application (1153 : Caboose Enhancement Project)

TOWN OF HAYMARKET PROJECT BUDGET SOUTHERN RAILWAY CABOOSE ENHANCEMENT PROJECT

Task by Project Development Phase	Construction Phase I	Construction Phase II	Construction Phase III	Total Project Costs
PRELIMINARY ENGINEERING PHASE				
Engineering/Design Fee	\$200			\$200
Environmental Document	\$200			\$200
Estimated VDOT review charges				\$1644.25
Grant Administrative Costs	\$456.20			\$456.20
PE Phase TOTAL COSTS				\$2,500.45
RIGHT OF WAY PHASE				
Right of Way Purchase				
Utility Relocation				
RW Phase TOTAL COSTS				0
CONSTRUCTION PHASE				
Inspection Fees	\$250			\$250
Construction Management	\$			
Contingency				
Decking & Stairs	\$15,000			\$15,000
Electricity	\$5,000			\$5,000
Informational Placards	\$10,000			\$10,000
Landscaping	\$2,500			\$2,500
Stabilization of Caboose	\$5,000			\$5,000
Historical Research	\$2,500			\$2500
CN Phase TOTAL COSTS				\$40,250.00
TOTAL COSTS (PE, RW, & CN)				\$42,750.45



FY 2010 - 2011
ATTACHMENT B
 SELECTION CRITERIA

COMPLETED BY ALL APPLICANTS

A. Applicant Name: Town of Haymarket, Virginia

B. Project Title: Southern Railway Caboose Enhancement Project

C. Complete the following questions providing as much detail as possible while including examples when available. Responses will automatically expand to additional sheets as needed.

1. **Demonstrated Need** – What need(s) will this project fulfill within the community? Explain all that apply.

- Safety: The caboose will be additionally stabilized by using a wire and anchoring system. It is anticipated that the enhancements would add a lot of activity on and around the caboose.
- Non-motorized Transportation:
- Economic:
- Historic Preservation: The caboose has been owned by the Town since 1999, daily visitors stop by to inspect it. This project proposes to open the caboose to the public by providing ADA accessibility to view inside the caboose from a deck platform, persons that have the ability to walk can enter the caboose. The project also proposes to provide outdoor informational placards on the deck platform so as to educate the public on the role of railway in Haymarket and Virginia
- Other:

2. Project Usefulness and/or Benefit

- a) What purpose will this project serve and how will it benefit the community? Explain all that apply.
- Provides new bicycle/pedestrian facilities where none exist:
- Provides connectivity within the existing transportation network:
- Environmental air quality benefit via alternate transportation:
- Tourism / Education benefit: A portion of the funds requested will be used to provide informational placards that will be placed on the decking platform. One placard will give history of rail in the Town/Virginia and a 2nd placard will provide informational details of that specific caboose. Lighting will be provided to add safety and enhanced visualization
- Beautification / Revitalization of existing transportation network: This project also proposes to beautify the surroundings by landscaping around the caboose and make it visually attractive to stop and learn about rail transportation in Virginia.
- Other:
- b) Describe the primary users – provide numbers/if available: Route 55 is a Virginia Scenic Byway. The Town's museum is on Route 55 and is an official stop on the Civil War Trail. The caboose is located on the same parcel as the Town's museum. This project would add beauty and an appealing uncommon stop along one of Virginia's beautiful byways.

3. Amenities/Support Facilities – What facilities are available and/or included in this proposal? Describe.

This is an enhancement and accessibility extension to an existing train caboose that is located on the grounds of the Haymarket Museum.

4. Educational/Historical

- a) What educational experience will be provided? Describe.
- The Town intends to open the caboose to the public on a regular basis once the proposed enhancements are designed to increase public accessibility to the Caboose and increase public awareness of the history of rail in the Town. What is especially unique about this project is that even if the inside of the caboose is not open and educational experience can still be gained from the outside of the caboose with the outside informational placards.
- b) Will interpretation of the site be provided and in what format?
- The site will be outfitted with informational placards. The public will be able to view the history of railroad transportation in the Town and the functions of a caboose.
- c) What other historic / scenic sites are within the immediate vicinity?
- The caboose sits on the grounds of the Haymarket Museum and a Civil War Trail stop. The museum and caboose will share the same ADA compliant ramp, thereby tying the two into one educational experience. The Town of Haymarket received its HISTORIC DISTRICT designation in 1997 through HR 27

5. Project Resources – What resources are available? Describe.

- a) What financial support is available for project design and / or construction?

The Town proposes to budget the required 20% match. In addition provide staff time dedicated to the successful construction and grant management of this project

- b) Describe any preliminary engineering activities that have occurred including completion of a master plan:

The Town has worked with the building official to design a deck and deck platform area that will be ADA compliant, safe stairs, and serve as an educational venue for rail transportation

- c) Has all required property been secured?

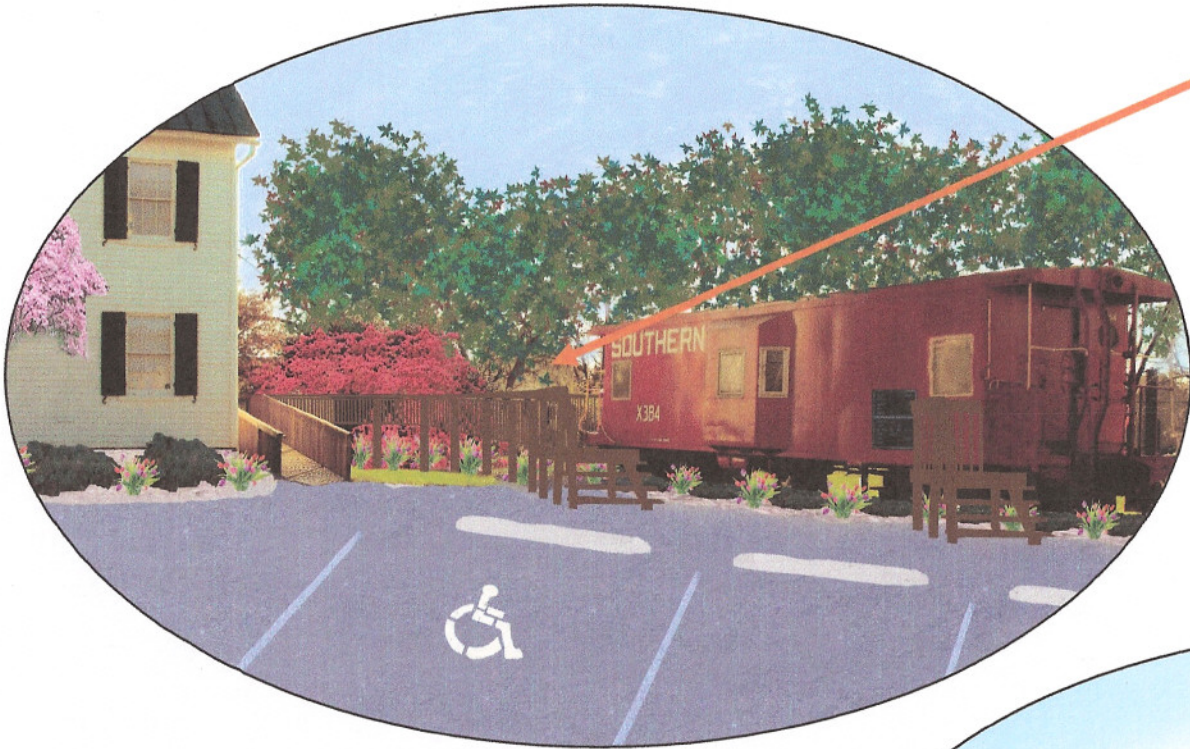
All property is acquired and owned by the Project Sponsor, The Town of Haymarket

- d) Will this funding request fully fund the proposed project and all its phases?

This funding request will fully fund all phases of the proposed project.

- e) Describe how local support has been demonstrated – provide numbers / data / statistics:

The Town Council is in full support of this project and has demonstrated that the caboose is vital to the Town's historic overlay designation.



This picture can be seen in larger view on the front cover of the grant application. Note the bridged decking will open up to a platform area 14' x 14'. Though wheelchair access inside the caboose will not be possible visibility of the inside will be obtained from the platform. It is the intent that one of the placards will show detail views of the inside of the caboose if a visitor is not able to entrance the caboose.

Current view of the back of the museum and front of caboose. The project proposes to use the existing ADA compliant ramp and connect the museum to the left side of the caboose. The bridge decking will continue around as shown in rendering above to a platform decking where informational placards will be placed for an educational experience on railway transportation in Virginia.





TO: Architectural Review Board

SUBJECT: By Laws

DATE: 09/19/12

It has been recommended that the ARB implement a set of By Laws to help guide the Board. The Town Planner will work with the new Chair or appointee in establishing these guidelines. The recommendation is for the ARB to appoint the liaison at tonight's meeting. Attached are the Planning Commission's By Laws to look at.

ATTACHMENTS:

- BYLAWS 2004(PDF)

BYLAWS

Town of Haymarket, Virginia

Planning Commission

March, 2004

ARTICLE I – AUTHORIZATION

- 1-1. This planning commission is established in conformance with a resolution adopted by the Haymarket Town Council on March 2004; and in accord with the provisions of Section 15.2-2210, Code of Virginia (1997), as amended.
- 1-2. The official title of this planning commission shall be the “Town of Haymarket Planning Commission,” hereinafter referred to as the “Commission.”

ARTICLE II – PURPOSE

- 2-1. The purpose of the Commission is to assist the Town Council to anticipate and guide future development and change by preparing plans, ordinances, capital improvements programs, studies, reports, and other documents for consideration by the Town Council.

ARTICLE III – MEMBERSHIP

- 3-1. The Commission shall consist of five members appointed by the Town Council. All members shall be residents of the Town of Haymarket and qualified by knowledge and experience to make decisions on questions of growth and development. At least one-half of the members shall be owners of real property. One member may be a member of the Town Council and one member may be an administrative official of the Town government.
- 3-2. The terms of office for the members of the Town Council and the administrative official shall be coextensive with their terms of office, unless the Town Council appoints others in their stead. The terms of the other original members shall be for one (1), two (2), three (3), and four (4) years. Subsequent members shall be appointed for terms of four (4) years.

- 3-3. Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only.
- 3-4. Any member of the Commission shall be eligible for reappointment.
- 3-5. Any member of the Commission may be removed by the Town Council for inefficiency, neglect of duty, or malfeasance in office.
- 3-6. The term of a Commission member shall expire immediately prior to the beginning of the regular June meeting at which meeting his successor's term of office shall begin.
- 3-7. The Town Council may provide for the payment of expenses incurred by Commission members in the performance of their official duties and compensation for services.

ARTICLE IV – SELECTION OF OFFICERS

- 4-1. Officers of the Commission shall consist of a chairman, vice-chairman, and secretary. The chairman and vice-chairman shall be elected by the membership. The secretary shall serve at the request of the Commission and may be a member of the Commission, an employee of the Town government, or a citizen volunteer.
- 4-2. Nomination of officers shall be made from the floor at the regular June meeting each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4-3. The term of office shall be for one (1) year or until a successor takes office.
- 4-4. Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.

ARTICLE V – DUTIES OF OFFICERS

- 5-1. The chairman shall be a member of the Commission and shall:
- 5-1-1. Preside at all meetings.

- 5-1-2. Appoint all committees.
- 5-1-3. Rule on all procedural questions (subject to a reversal by a two thirds (2/3) majority vote by the members present).
- 5-1-4. Be informed immediately of any official communication, and report same at the next regular commission meeting.
- 5-1-5. Certify all official documents involving the authority of the Commission.
- 5-1-6. Certify all minutes as true and correct copies.
- 5-1-7. Carry out other duties as assigned by the Commission.
- 5-2. The vice-chairman shall be a member of the Commission and shall:
 - 5-2-1. Act in the absence or inability of the chairman to act, with the full powers of the chairman.
- 5-3. The secretary shall:
 - 5-3-1. Record attendance at all meetings.
 - 5-3-2. Record the minutes of the Commission meetings.
 - 5-3-3. Notify all members of all meetings.
 - 5-3-4. Maintain a file of all official Commission records and reports.
 - 5-3-5. Certify all maps, records, and reports of the Commission.
 - 5-3-6. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
 - 5-3-7. Attend to the correspondence necessary for the execution of the duties and functions of the Commission.

ARTICLE VI – COMMITTEES

- 6-1. Committees, standing or special, may be appointed by the Chairman, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Commission.

ARTICLE VII – MEETINGS

- 7-1. Regular meetings of the Commission shall be held at least once a year. Special meetings shall be called as needed. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Commission.
- 7-2. Special meetings may be called by the chairman or by two (2) members upon written request to the secretary. The secretary shall mail to all members, at least five (5) days before a special meeting, a written notice giving the time, place and purpose of the meeting.
- 7-3. All meetings of the Commission shall be open to the public.

ARTICLE VIII – VOTING

- 8-1. A majority of the members shall constitute a quorum.
- 8-2. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.

ARTICLE IX – ORDER OF BUSINESS

- 9-1. The order of business for a regular meeting shall be:
- 9-1-1. Call to order by chairman.
- 9-1-2. Roll call.
- 9-1-3. Determination of a quorum.
- 9-1-4. Public expression.
- 9-1-5. Reading of minutes.
- 9-1-6. Report of secretary.
- 9-1-7. Report of standing committees.
- 9-1-8. Report of special committees.
- 9-1-9. Unfinished business.

- 9-1-10. New business.
- 9-1-11. Adjournment.
- 9-2. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order as tailored by the Chairperson.
- 9-3. The Commission shall keep a set of minutes of each meeting, and these minutes shall become a public record.
- 9-4. The secretary and chairman shall sign all minutes and, at the end of the year, shall certify that the minutes of the preceding year are a true and correct copy.

ARTICLE X – PUBLIC HEARING

- 10-1. The procedures normally followed for a public hearing involving a rezoning application, use permit, etc., amendment of the Zoning or Subdivision Ordinance, or matter other than the consideration of the comprehensive plan or part thereof, shall be:
 - 10-1-1. Call to order; determination of quorum.
 - 10-1-2. Description of properties in issue.
 - 10-1-3. Applicant's presentation including witnesses in support of application (fifteen minutes).
 - 10-1-4. Interested witnesses' presentation in opposition to application (twenty minutes).
 - 10-1-5. Applicant's rebuttal (five minutes).
 - 10-1-6. The normal time limitations are set forth in parentheses, but may be shortened or extended as determined by the Planning Commission.
 - 10-1-7. Planning Commission discussion and action.
 - 10-1-8. An applicant may appear in his own behalf, or be represented by an attorney or agent at the hearing.
 - 10-1-9. In the absence of a personal appearance by the applicant or his agent, the Planning Commission may proceed to dispose of the application on the record before it.

- 10-2. The Planning Commission shall publish a notice of public hearing at least once a week for two consecutive weeks in a newspaper of general circulation prior to conducting the hearing.
- 10-3. The procedures normally followed for a hearing involving consideration of the comprehensive plan or a part thereof shall be:
- 10-3-1. Call to order, determination of a quorum.
- 10-3-2. Description of area under study, together with presentation, by the Planning Commission or its representative of recommendations for development of the area.
- 10-3-3. Call by Chairman for names of interested parties who wish to speak to the proposed plan.
- 10-3-4. Presentation by interested parties to the proposed plan. (Time limitations as announced by the Chairman.)
- 10-3-5. Planning Commission – staff discussion of the proposed plan.
- 10-3-6. Planning Commission discussion and action.
- 10-4. The Planning Commission shall keep a set of minutes of all meetings, including the names and addresses of all witnesses giving testimony before the Planning Commission.

ARTICLE XI – CORRESPONDENCE

- 11-1. All official papers and plans involving the authority of the Planning Commission shall bear the signature of the Chairman, together with the certification signed by the Security.

ARTICLE XII – AMENDMENTS

- 12-1. These Bylaws may be amended by a majority vote of the entire membership after thirty (30) day's prior notice.



TO: Architectural Review Board

SUBJECT: Signs for the Town

DATE: 09/19/12

The East entrance sign to the Town is in a state of disrepair. The West entrance sign to the Town was destroyed in approximately 2008. The sign was not salvageable. It has been requested that the ARB provide the Town Council a recommendation to replace both signs.