



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ AGENDA ~

Pam Swinford,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

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Wednesday, August 15, 2012

7:00 PM

Council Chambers

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### 1. Call to Order

### 2. Citizens Time

### 3. Appointments

- a. Appoint Chair of the ARB
- b. Appoint Vice Chair of the ARB

### 4. Minutes Approval

- a. Minutes from June 20, 2012

### 5. Certificate of Appropriateness

- a. 6770 Sycamore Park Drive - Deck
- b. 14950 Washington Street - Sign
- c. 6719 Leaberry Way - Individual Letter Sign
- d. 6719 Leaberry Way - ATM
- e. 15240 Washington Street - Signage

### 6. Town Council Update

### 7. Planning Commission Update

### 8. Old Business

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

### 9. Adjournment



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TO: Architectural Review Board

SUBJECT: Appoint Chair of the ARB

DATE: 08/15/12

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Pursuant to Article IV, Selection of Officers, the Architectural Review Board shall consist of a Chairman, and Vice Chairman. Nominations shall be made at the regular June meeting each year. Election of Officers shall follow immediately. The term of the Chairman shall coincide with the term of the appointment.



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TO: Architectural Review Board  
SUBJECT: Appoint Vice Chair of the ARB  
DATE: 08/15/12

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Pursuant to Article IV, Selection of Officers, the Architectural Review Board shall consist of a Chairman, and Vice Chairman. Nominations shall be made at the regular June meeting each year. Election of Officers shall follow immediately. The term of the Chairman shall coincide with the term of the appointment.



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TO: Architectural Review Board  
SUBJECT: Minutes from June 20, 2012  
DATE: 08/15/12

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It is recommended that these minutes be deferred to the September 19, 2012 ARB Meeting.



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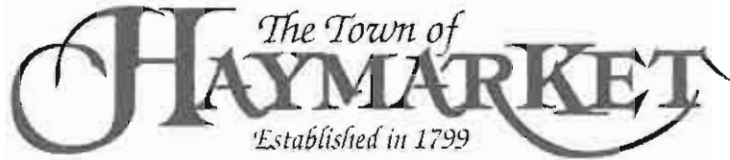
TO: Architectural Review Board  
SUBJECT: 6770 Sycamore Park Drive - Deck  
DATE: 08/15/12

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Green Shield Services has applied to construct a deck for the Kennedy residence. The Planning Commission has approved this deck on August 13, 2012. This will just be a pressure treated deck with landing and stairs.

**ATTACHMENTS:**

- 6770 Sycamore Park Drive - Deck (PDF)



RECEIVED

JUL 23 2012

TOWN OF HAYMA

ZONING PERMIT #: ZP20120723

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 PERMIT APPLICATION

ZONING ACTIVITY: [X] New Construction [ ] Alteration/Repair [ ] Addition [ ] New Tenant/Use [ ] Change of Use [ ] Relocation

NAME OF BUSINESS/APPLICANT: Green Shield Services

PROPOSED USE: Deck Size (Sq. Ft./Length) of Construction: 10x15 = 150 sqft

SITE ADDRESS: 6770 Sycamore Park Drive Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

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

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

Off-street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)

10x15 Pressure Treated Deck with landing and stairs

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

FEE: [X] \$25.00 Residential [ ] \$50.00 Commercial

PAID

JUL 23 2012

58-156

Town of Haymarket

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

Pressure Treated Southern pine materials

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

PERMIT HOLDER INFORMATION: Jeremy Mitchell / Green Shield Services, 14460 Village High St, Gainesville VA 20155, 703-786-3314, greenshieldservices@yahoo.com. PROPERTY OWNER INFORMATION: David & Carrie Kennedy, 6770 Sycamore Park Drive, Haymarket VA 20169, 703-508-7297, cbkennedy76@gmail.com

Attachment: 6770 Sycamore Park Drive - Deck (1107 : 6770 Sycamore Park Drive - Deck)

**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.

Jeremy W. Mitchell  
Applicant Signature

Cam B Kennedy  
Property Owner Signature

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

ZONING PERMIT #: ZP20120723

Date Filed: 7-23-12 Fee Amount: 25.00 Date Paid: 7-23-12

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 8-15-12

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

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

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

DATE TO PLANNING COMMISSION: 8-13-12

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

PLANNING COMMISSION (where required): [Signature] 8-13-12  
SIGNATURE PRINT

CONDITIONS: Approved in accordance w/ 58-15 B

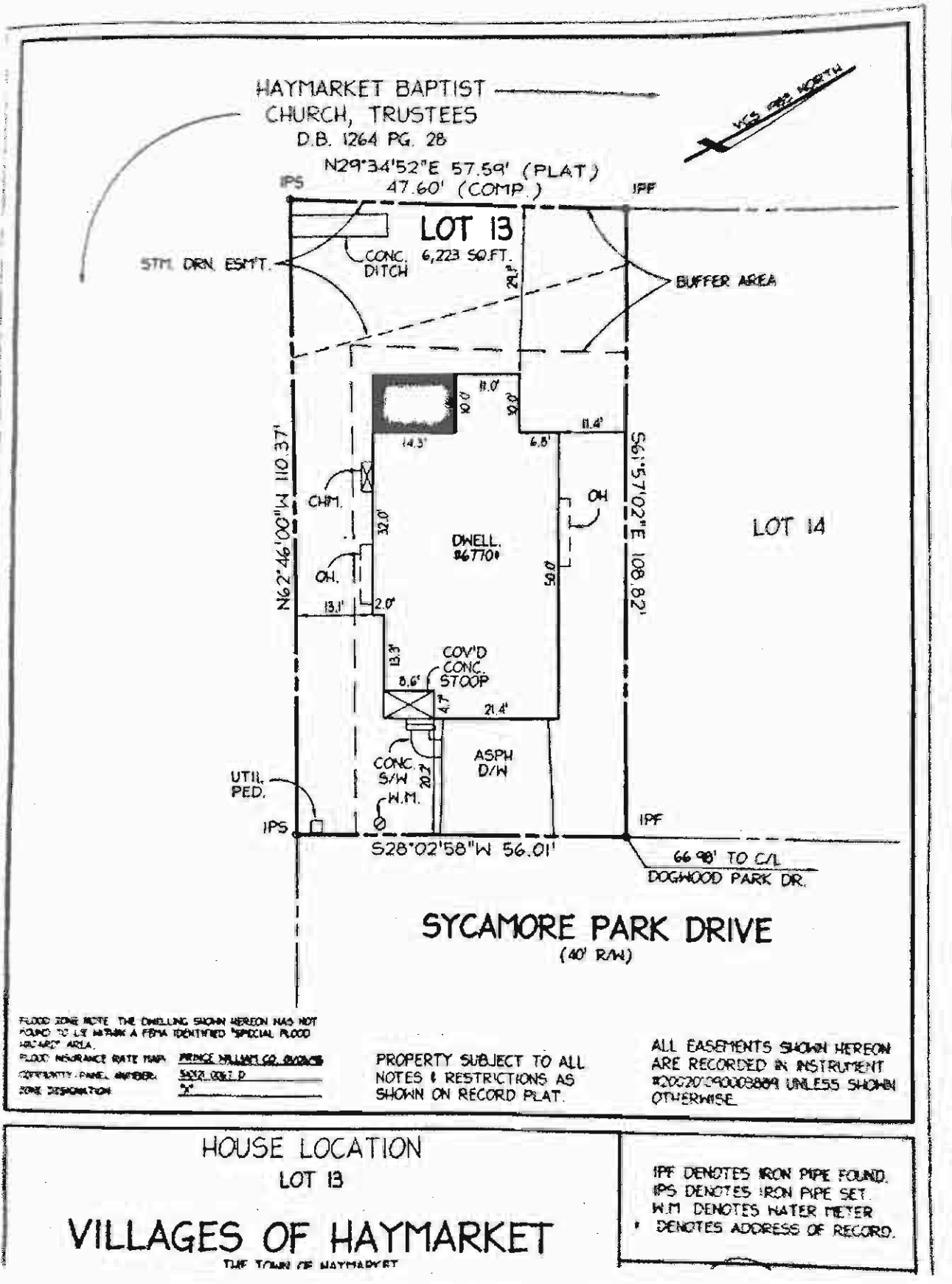
DATE TO TOWN COUNCIL: \_\_\_\_\_

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

TOWN COUNCIL (where required): \_\_\_\_\_  
SIGNATURE PRINT

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

Attachment: 6770 Sycamore Park Drive - Deck (1107 : 6770 Sycamore Park Drive - Deck)



HAYMARKET BAPTIST CHURCH, TRUSTEES  
 D.B. 1264 PG. 28  
 N29°34'52"E 57.59' (PLAT)  
 47.60' (COMP.)

LOT 13

LOT 14

SYCAMORE PARK DRIVE  
 (40' R/W)

FLOOD ZONE NOTE: THE DWELLING SHOWN HEREON HAS NOT  
 FOUND TO BE WITHIN A FEMA IDENTIFIED "SPECIAL FLOOD  
 HAZARD" AREA.  
 FLOOD INSURANCE RATE MAP: PRINCE WILLIAM CO. BOARDS  
 EFFICIENCY PANEL NUMBER: 5252.002.P  
 ZONE DESIGNATION: X

PROPERTY SUBJECT TO ALL  
 NOTES & RESTRICTIONS AS  
 SHOWN ON RECORD PLAT.

ALL EASEMENTS SHOWN HEREON  
 ARE RECORDED IN INSTRUMENT  
 #20020790008889 UNLESS SHOWN  
 OTHERWISE.

HOUSE LOCATION  
 LOT 13

VILLAGES OF HAYMARKET  
 THE TOWN OF HAYMARKET

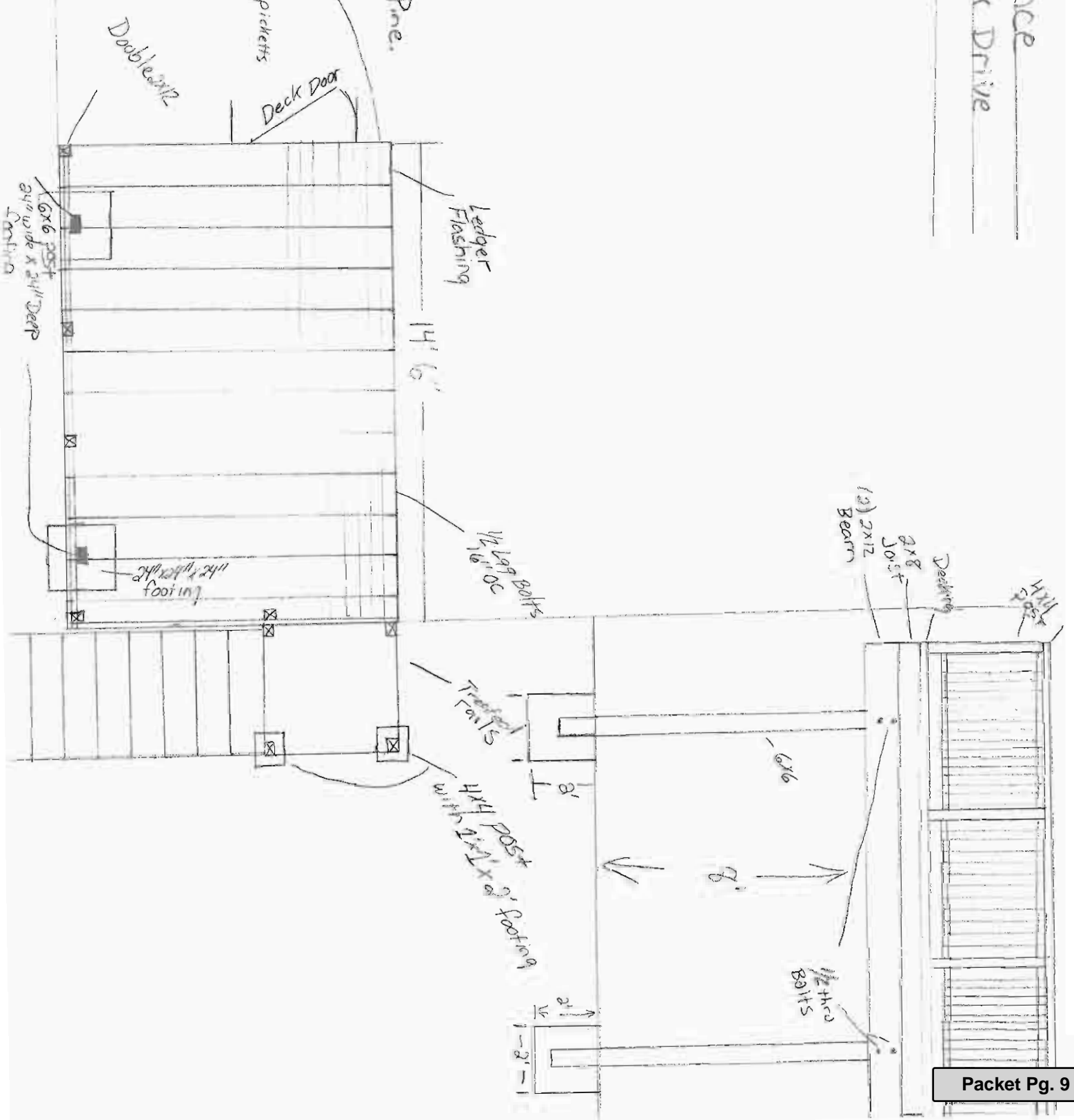
IPF DENOTES IRON PIPE FOUND.  
 IPS DENOTES IRON PIPE SET.  
 W.M. DENOTES WATER METER.  
 \* DENOTES ADDRESS OF RECORD.

Attachment: 6770 Sycamore Park Drive - Deck (1107 : 6770 Sycamore Park Drive - Deck)



Smedley Residence  
6770 Sycamore Park Drive  
Haymarket VA

All materials will be  
Pressure Treated Southern Pine.  
Decking will be 5/4x6"  
treated Decking  
Railing will be 2x4 rail, 2x2 pickets  
with Decking on top cap.



Attachment: 6770 Sycamore Park Drive - Deck (1107 : 6770 Sycamore Park Drive - Deck)



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TO: Architectural Review Board  
SUBJECT: 14950 Washington Street - Sign  
DATE: 08/15/12

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Renee Enterprises is applying for a hanging sign to be placed on the corner of 14950 Washington Street, above Arsel Driving School's hanging sign. The Planning Commission approved this sign on August 13, 2012.

**ATTACHMENTS:**

- 14950 Washington Street - Renee Enterprises new tenant-sign (PDF)

# The Town of HAYMARKET

Established in 1799

RECEIVED

JUL 11 2012

TOWN OF HAYMARKE

ZONING PERMIT #: ZP20120711

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 PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: Renee Enterprises LLC

PROPOSED USE: Advertisement - location Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

SITE ADDRESS: 14950 Washington Street suite 203 Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

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

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

Off-street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)  
1) Housing Redevelopment / Buying Houses and remodeling to SA  
2) Sign - Renee Enterprises LLC - colors Brown & Teal - hanging

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet  SIGN  
FEE:  \$25.00 Residential  \$50.00 Commercial

① 58-177(4)  
② 58-343(3)

PAID  
JUL 11 2012

## CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

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

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>Ralph Monaco - crystal ours</u>			<u>Gerry Kennedy</u>		
Name			Name		
<u>14950 Washington St - Suite 203</u>			<u>PO Box 546</u>		
Address			Address		
<u>Haymarket</u>	<u>Va</u>	<u>20169</u>	<u>Haymarket</u>	<u>VA</u>	<u>20168</u>
City	State	Zip	City	State	Zip
<u>703-743-5663 / crystal@renee</u>			<u>703-754-3908</u>		
Phone#	Email		Phone#	Email	
<u>763-870-405</u>	<u>enterprisesva.com</u>				

Cell

Attachment: 14950 Washington Street - Renee Enterprises new tenant-sign (1108 : 14950 Washington Street - Sign)

**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.

Cryptal Ours Pees Attached email  
Applicant Signature Ralph Monero Pees \* Property Owner Signature

\*\*\*OFFICE USE ONLY\*\*\* ZONING PERMIT #: ZP20120711

Date Filed: 7-11-12 Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 8-15-12

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

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

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

DATE TO PLANNING COMMISSION: 8-13-12

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

PLANNING COMMISSION (where required): [Signature] 8-13-12  
SIGNATURE PRINT

CONDITIONS: Approved per 58-177(a) + 58-343 (b)(3)

DATE TO TOWN COUNCIL: 9-4-12

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

TOWN COUNCIL (where required): \_\_\_\_\_  
SIGNATURE PRINT

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

Attachment: 14950 Washington Street - Renee Enterprises new tenant-sign (1108 : 14950 Washington Street - Sign)



(1) 18"x24" 1/2" Wood (double-sided)

Brown bkgd / Teal and beige letters/ border

w/graphic

\$129.38 (plus tax)

**Sherrie Wilson**

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**From:** Gerry Kennedy [gkennedy@attivacorp.com]  
**Sent:** Thursday, July 19, 2012 2:41 PM  
**To:** Sherrie Wilson  
**Subject:** Re: New Tenant

Hello Sherrie: Thanks for your email. Plz consider this email as my agreement with Renee Enterprises zoning and sign request. Thank you. Best regards, gerry

Sent from my iPhone  
Thank you,  
gerry kennedy  
(o) 703 754 3900  
(c) 301 639 0058

On Jul 19, 2012, at 11:51 AM, "Sherrie Wilson" <[swilson@townofhaymarket.org](mailto:swilson@townofhaymarket.org)> wrote:

**I received Renee Enterprises Zoning Permit app  
for a new tenant at 14950 Washington Street.**

**They were supposed to get you to sign it.  
Can you send me an email stating you have  
approved them in your building, and them  
putting up a small hanging sign?**

Sherrie Wilson  
Deputy Clerk

<image001.jpg>

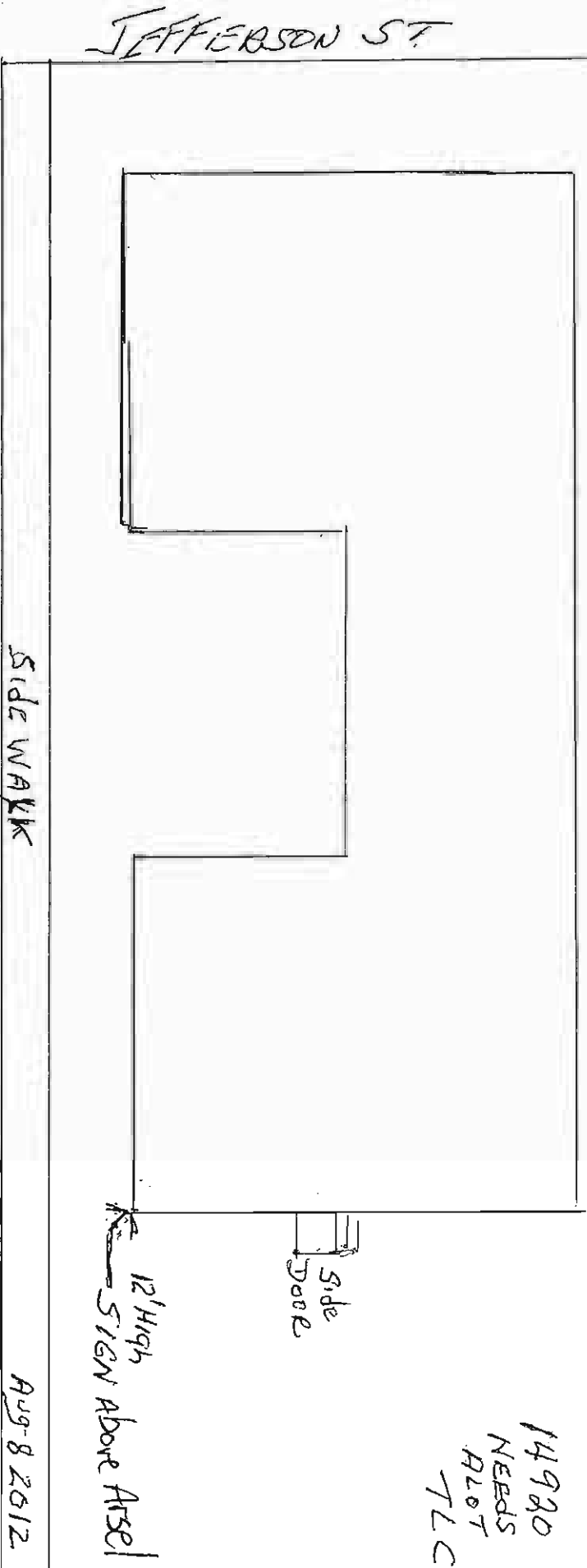
P.O. Box 1230  
Haymarket, VA 20168  
703-753-2600  
Fax: 703-753-2800  
Please visit our website at [www.townofhaymarket.org](http://www.townofhaymarket.org)

Attachment: 14950 Washington Street - Renee Enterprises new tenant-sign (1108 : 14950 Washington Street - Sign)



Sign WATER

Parking lot



14930  
NEEDS  
PLOT  
TLC

Aug-8-2012

Washington ST

RENEE ENTERPRISES LLC #203

REAL HOUSE ORDINARY

14950 WASHINGTON ST

HAYMARKET VA 20186

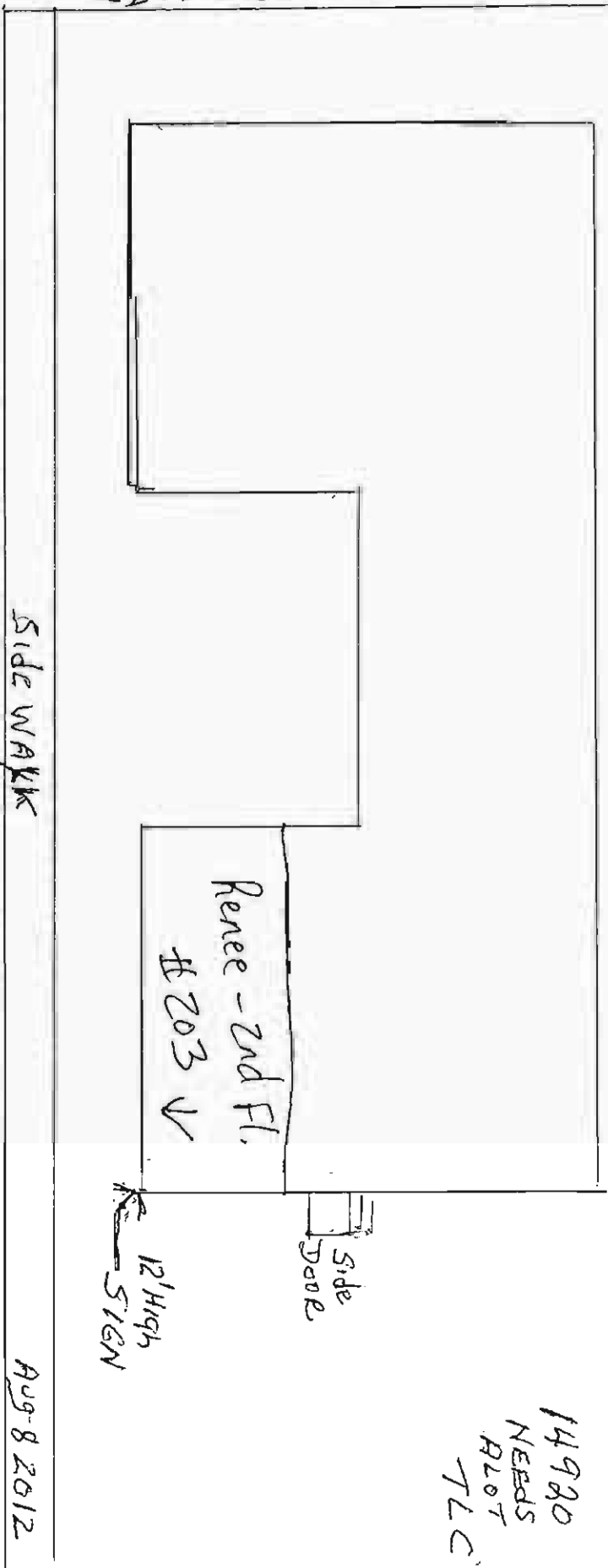
NOT TO SCALE

R Monahan

LOCATION OF SIGN

Parking lot

JEFFERSON ST



WASHINGTON ST

SIDE WALK

Renee - 2nd Fl. #203

SIDE DOOR

12' HIGH SIGN

AUG 8 2012

14920 NEEDS PLOT TLC

NOT TO SCALE

RENEE ENTERPRISES LLC #203  
 RED HOUSE ORDINARY  
 14950 WASHINGTON ST  
 HAYMARRET VIA 201816

R MANAGER





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TO: Architectural Review Board  
SUBJECT: 6719 Leaberry Way - Individual Letter Sign  
DATE: 08/15/12

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Sona Bank has applied to install a 20 square foot Individual Letter Sign. Planning Commission has approved this sign on August 13, 2012.

**ATTACHMENTS:**

- 6719 Leaberry Way - Sona Bank Individual Letter Sign (PDF)

RECEIVED

JUL 27 2012

TOWN OF HAYMARK

# The Town of HAYMARK

Established in 1799

ZONING PERMIT #: ZP20120727

**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 PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: Sona Bank

PROPOSED USE: Bank Size (Sq. Ft./Length) of Construction: 18 3/4 x 153'  
19,82 sf

SITE ADDRESS: 6719 Leaberry Way Unit L Parcel ID #: \_\_\_\_\_

Subdivision Name: Shoppes at Haymarket 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, type and dimensions of signs, height/length of fencing, etc.)

Individual Letter Sign - ~~20~~  
20 SQ FEET MAX.

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

FEE:  \$25.00 Residential  \$50.00 Commercial

58-348

## CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

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

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>Concept Unlimited</u>			<u>The Shoppes at Haymarket LLC</u>		
Name			Name		
<u>10020 Farrow Rd</u>			<u>PO Box 1146</u>		
Address			Address		
<u>Columbia</u>	<u>SC</u>	<u>29203</u>	<u>Haymarket</u>	<u>Va</u>	<u>20168</u>
City	State	Zip	City	State	Zip
<u>803-755-9120</u>	<u>jhiggs@conceptunlimited.com</u>		<u>703-987-8052</u>		
Phone#	Email		Phone#	Email	

Attachment: 6719 Leaberry Way - Sona Bank Individual Letter Sign (1110 : 6719 Leaberry Way - Individual Letter Sign)

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.

[Signature]  
Applicant Signature

Karen H. Walden  
Property Owner Signature

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

ZONING PERMIT #: ZP20120727

Date Filed: 7-27-12 Fee Amount: 50 - Date Paid: \_\_\_\_\_

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 8-15-12

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

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

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

DATE TO PLANNING COMMISSION: 8-13-12

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

PLANNING COMMISSION (where required): [Signature] 8-13-12  
SIGNATURE PRINT

CONDITIONS: Approved per 58-348

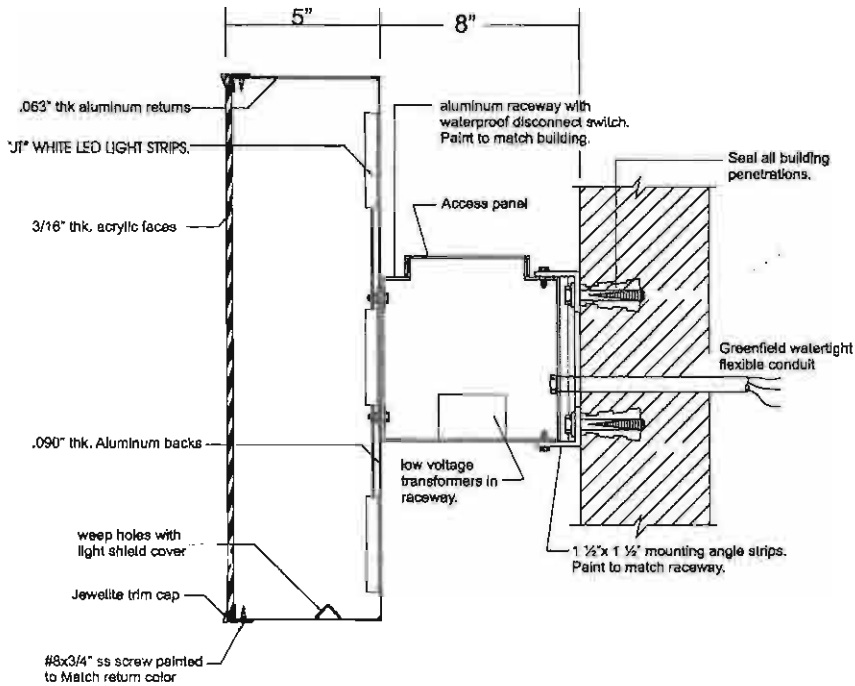
DATE TO TOWN COUNCIL: N/A

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

TOWN COUNCIL (where required): \_\_\_\_\_  
SIGNATURE PRINT

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

Attachment: 6719 Leaberry Way - Sona Bank Individual Letter Sign (1110 : 6719 Leaberry Way - Individual Letter Sign)



GENERAL NOTES:

ILLUMINATED LETTERSET LAYOUT.

FABRICATED ALUMINUM RETURNS PAINTED MP WHITE WITH A SMOOTH FINISH.

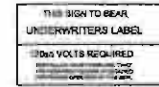
FACES TO BE #7328 WHITE ACRYLIC.

COPY TO BE HELVETICA BOLD

JEWELITE TRIM CAP IS TO BE WHITE.

8" X 8" RACEWAY PAINTED TO MATCH BUILDING WITH A MEDIUM STIPPLE FINISH.

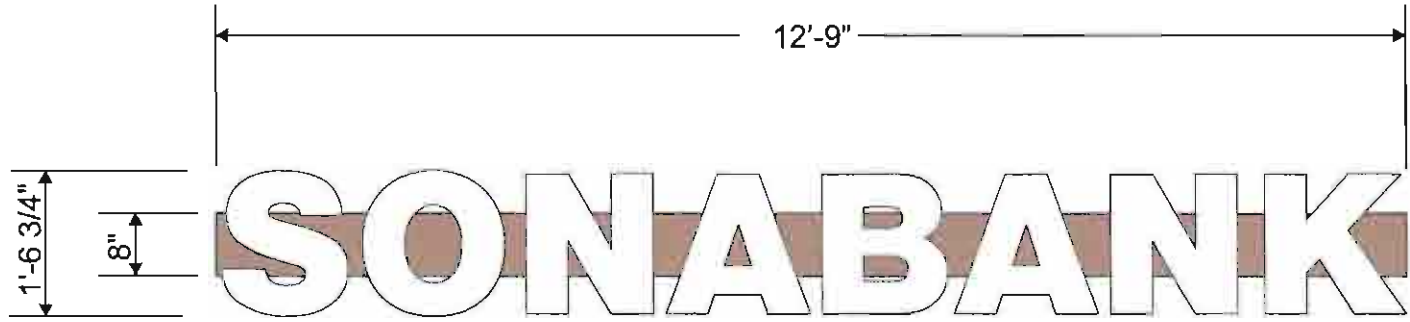
ILLUMINATED WITH "JT" .6 WATTS SMD WHITE LED'S. 120V LOW VOLTAGE TRANSFORMERS



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

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

RACEWAY COLOR TO BE DETERMINED



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

TOTAL SIGN AREA: 19.92FT.

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

Revision:  
R1 7/12/12 Change the height of letterset and building, delete page 3 (ATM).

**SONABANK**  
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 IS IT 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: SONABANK  
Salesman: M. Higgins/J. Higgs  
Drawn by: SRS  
Date: 6/1/2012  
Drawing No: A7506  
Pg. 1 of \_\_\_\_\_

Attachment: 6719 Leaberry Way - Sona Bank Individual Letter Sign (1110 : 6719 Leaberry Way - Individual



SCALE: 3/16"=1'-0"



**CONCEPT  
UNLIMITED, Inc.**  
10026 Forest Hill Rd. Columbia, SC 29203  
Phone: (803) 755-9100

Revision:  
R1 7/12/12 Change the height of letterset and building.

**SONABANK**  
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 IS IT 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: SONABANK  
Salesman: M. Higgins/J. Higgs  
Drawn By: SRS  
Date: 6/1/2012  
Drawing No: **A7596**  
Pg. 2 of 2

Attachment: 6719 Leaberry Way - Sona Bank Individual Letter Sign (1110 : 6719 Leaberry Way - Individual



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TO: Architectural Review Board

SUBJECT: 6719 Leaberry Way - ATM

DATE: 08/15/12

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Sona Bank has applied for an ATM to be installed in the window frontage. Planning Commission has approved this on August 13, 2012. This will be a NON Illuminated panel.

**ATTACHMENTS:**

- 6719 Leaberry Way - Sona Bank ATM (PDF)



RECEIVED

AUG - 6 2012

TOWN OF HAYMARKET

# The Town of HAYMARKET

Established in 1799

ZONING PERMIT #: ZP20120804

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 PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: SONABANK

PROPOSED USE: BANK Size (Sq. Ft./Length) of Construction: 1600<sup>sq</sup> total

SITE ADDRESS: 6719 Leaberry Way Parcel ID #: \_\_\_\_\_

Subdivision Name: The Shoppes at Haymarket 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, type and dimensions of signs, height/length of fencing, etc.)

Install ATM in FRONT windows.  
Remove glass panel and insert ATM with  
night drop

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

FEE:  \$25.00 Residential  \$50.00 Commercial

## CERTIFICATE OF APPROPRIATENESS

*Secondary ent*  
*58-343 (b)E*

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

print previously submitted

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

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>Sonabank</u>			<u>The Shoppes at Haymarket</u>		
Name			Name		
<u>111 Main St.</u>			<u>Patricia M Leaberry</u>		
Address			Address		
<u>Warrenton Va 20186</u>			<u>PO Box 1146</u>		
City State Zip			City State Zip		
<u>540-468-3435</u>			<u>Haymarket, Va 20168</u>		
Phone# Email			City State Zip		
			<u>703-987-8050</u>		
			Phone# Email		

Attachment: 6719 Leaberry Way - Sona Bank ATM (1109 : 6719 Leaberry Way - ATM)

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.

~~Signature~~  
Applicant Signature

Attached  
Property Owner Signature

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

ZONING PERMIT #: ZP20120806

Date Filed: 8-6-12 Fee Amount: 50.00 Date Paid: \_\_\_\_\_

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 8-15-12

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

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

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

DATE TO PLANNING COMMISSION: 8-13-12

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

PLANNING COMMISSION (where required): \_\_\_\_\_ 8-13-12  
SIGNATURE PRINT

CONDITIONS: Approved per 58-343(b)(8) ~~58 348~~  
with the provision that the ATM sign is not backlit

DATE TO TOWN COUNCIL: \_\_\_\_\_

APPROVED  DISAPPROVED  TA

TOWN COUNCIL (where required): \_\_\_\_\_

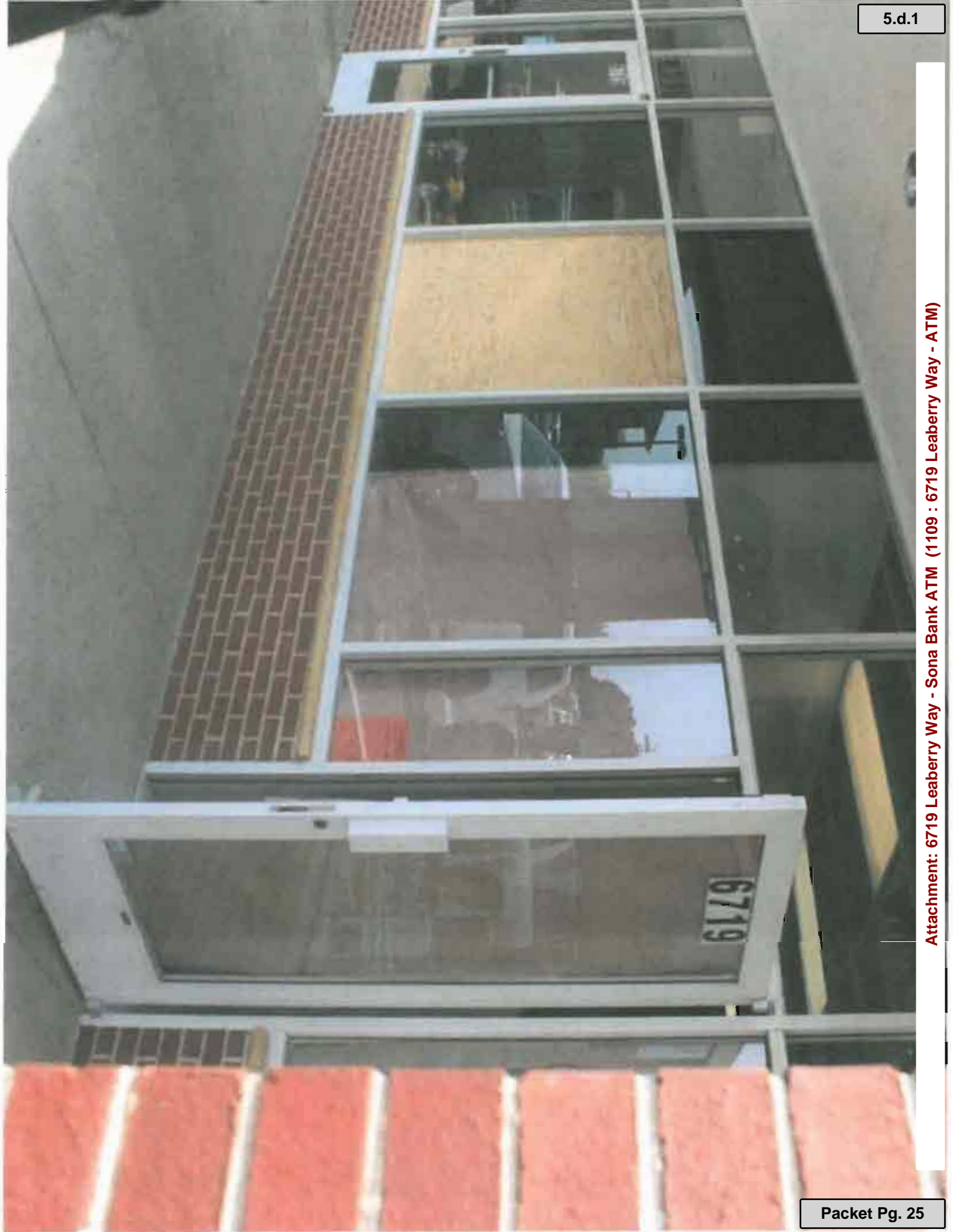
CONDITIONS: \_\_\_\_\_

~~HOLD!~~  
Per Karen Weldon  
7-26-12  
~~Approved!~~  
Approved!  
Karen H. Weldon 8-3-12

P.O. Box 1234  
70

Attachment: 6719 Leaberry Way - Sona Bank ATM (1109 : 6719 Leaberry Way - ATM)





Attachment: 6719 Leaberry Way - Sona Bank ATM (1109 : 6719 Leaberry Way - ATM)





- AMENDED - 8-13-12

5.d.1

GENERAL NOTES:

NON-ILLUMINATED

Surround to be fabricated from .090" aluminum. Unit to be painted PMS #648c Blue. Painted areas to have a medium stipple finish.

Sign face to be #7328 White acrylic with translucent vinyl to match PMS #648c Blue (3630-36 Blue) and printed PMS #1245c Gold vinyl.

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



PLAN VIEW



FRONT VIEW



SIDE VIEW

Flat background panel

1" x 2" aluminum tubing painted PMS #648c Blue

THIS SIGN TO BEAR UNDERWRITERS LABEL  
120V VOLTS REQUIRED



Revision:  
R1 6/20/12 Reduce size of surround from 58" to 57.875"

**WALK-UP SURROUND FOR NCR 6626 (SS26) ATM & NIGHT DEPOSIT**

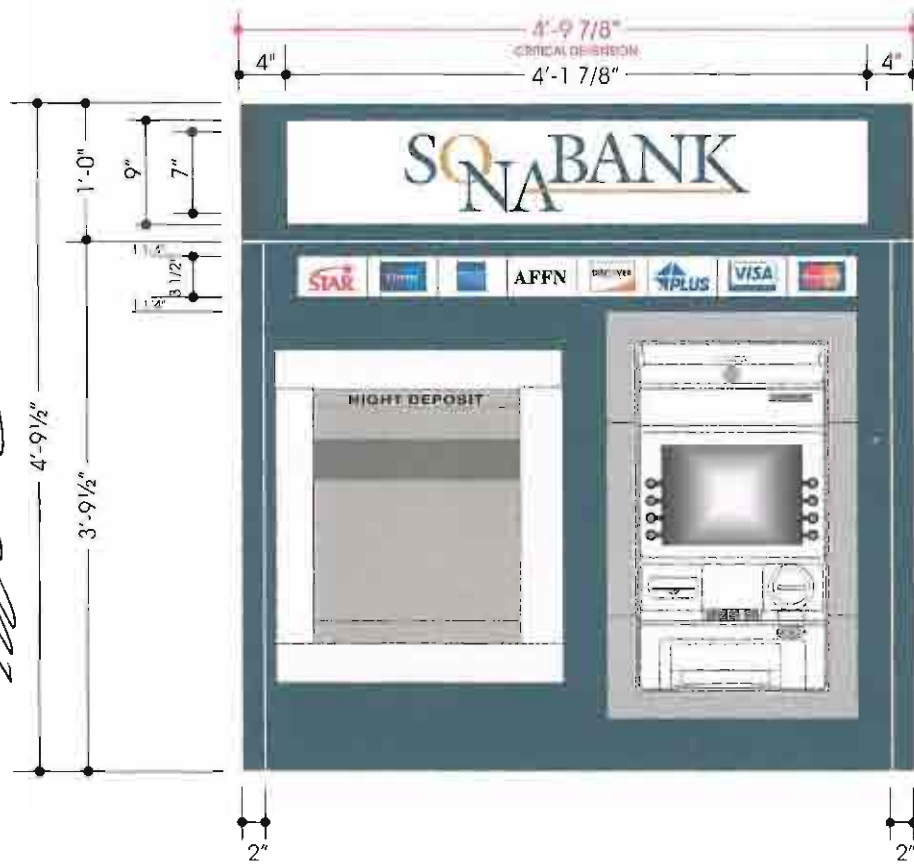
THIS IS AN ORIGINAL DESIGN SUBMITTED BY CONCEPT UNLIMITED FOR YOUR PERSONAL USE. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION, NGR IT IS TO BE USED, COPIED, REPRODUCED, OR EXHIBITED IN ANYWAY WHATSOEVER. ALL OR ANY PART OF THIS DESIGN (EXCEPT REGISTERED TRADE MARKS) REMAIN THE PROPERTY OF CONCEPT UNL, INC.

Customer: SONABANK  
Salesman: Debbie Hinkle  
Drawn By: TGP  
Date: 5-25-2012  
Drawn: \_\_\_\_\_  
Pg. 2

Attachment: 6719 Leaberry Way - Sona Bank ATM (1109 : 6719 Leaberry Way - ATM)



PLAN VIEW



FRONT VIEW



SIDE VIEW

Flat background panel

1" x 2" aluminum tubing pointed PMS #648c Blue

Vendor 8-13-12

GENERAL NOTES:  
Surround to be fabricated from .090" aluminum. Unit to be painted PMS #648c Blue. Painted areas to have a medium stipple finish.

Sign face to be #7328 White acrylic with translucent vinyl to match PMS #648c Blue (3630-36 Blue) and printed PMS #1245c Gold vinyl.

Sign box to be backlit and downlit.

Unit to include desk with stainless steel writing surface and (8) 3 1/2" x 6" PVC network panel with full color graphics.

(2) F48T12/D/HO fluorescent lamps with (1) ASB-0412-12 ballast, 120V electrical. Electrical to come out center back of header.

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

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

THIS SIGN TO BE IN UNDERWRITERS LABEL  
120V VOLTS REQUIRED



**CONCEPT UNLIMITED, Inc.**  
10030 Farwell Rd. Columbia, SC 29203  
Phone: (803) 755-9100

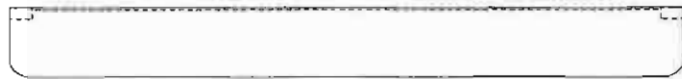
Revision:  
R1 6/23/12 Reduce size of surround from 58" to 57.875"

**WALK-UP SURROUND FOR NCR 6626 (SS26) ATM & NIGHT DEPOSIT**

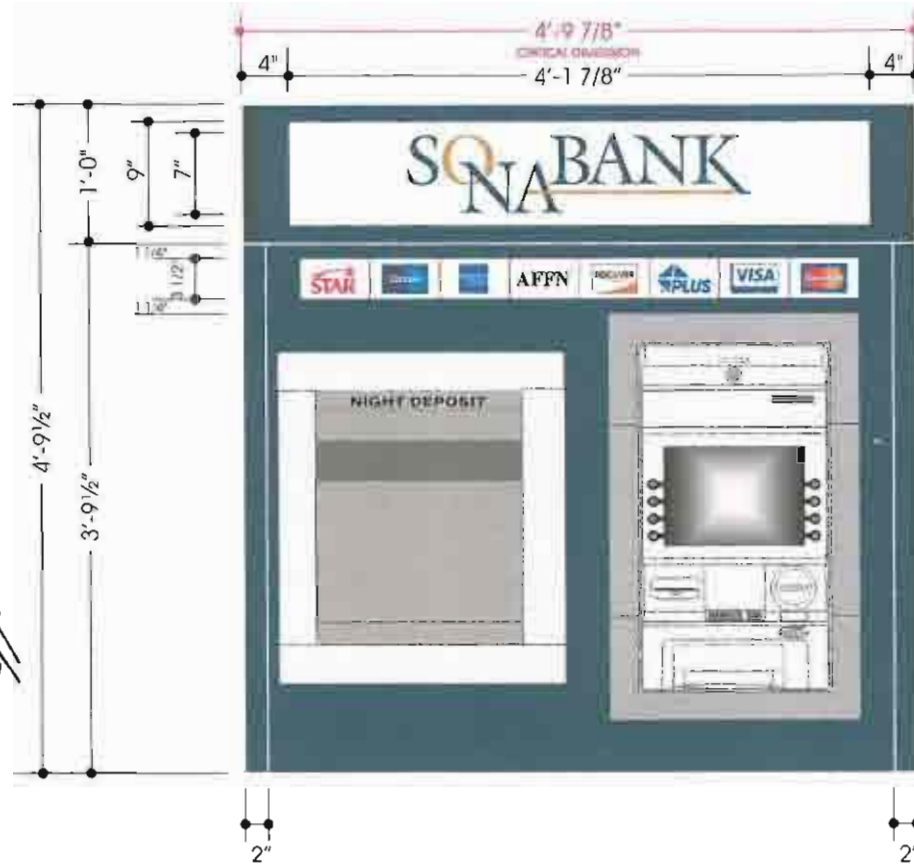
THIS IS AN ORIGINAL DESIGN SUBMITTED BY CONCEPT UNLIMITED FOR YOUR PERSONAL USE. IT IS NOT TO BE SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION. NOW IT IS TO BE USED, COPIED, REPRODUCED, OR EXHIBITED IN ANYWAY WHATSOEVER. ALL OR ANY PART OF THIS DESIGN (EXCEPT REGISTERED TRADEMARKS) REMAIN THE PROPERTY OF CONCEPT UNL. INC.

Customer: SONABANK  
Salesman: Debbie Hinkle  
Drawn By: IGP  
Date: 5-25-2012  
Drawing No.: **A7591**  
Pg. 1 of 1

Attachment: 6719 Leaberry Way - Sona Bank ATM (1109 : 6719 Leaberry Way - ATM)



PLAN VIEW



FRONT VIEW



SIDE VIEW

*Void 8-13-12*

Flat background panel

1" x 2" aluminum tubing painted PMS #648c Blue

GENERAL NOTES:  
Surround to be fabricated from .090" aluminum. Unit to be painted PMS #648c Blue. Painted areas to have a medium stipple finish.

Sign face to be #7328 White acrylic with translucent vinyl to match PMS #648c Blue (3630-36 Blue) and printed PMS #1245c Gold vinyl.

Sign box to be backlit and downlit.

Unit to include desk with stainless steel writing surface and (8) 3 1/2" x 6" PVC network panel with full color graphics.

(2) F48T12/D/HO fluorescent lamps with (1) ASB-0412-12 ballast. 120V electrical. Electrical to come out center back of header.

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

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

THIS SIGN TO BEAR UNDERWRITERS LABEL  
120v GITS REQUIRED



Revision:  
R1 6/20/12 Reduce size of surround from 58" to 57.875"

**WALK-UP SURROUND FOR NCR 6626 (SS26) ATM & NIGHT DEPOSIT**

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 IS IT TO BE USED, COPIED, REPRODUCED, OR EXHIBITED IN ANYWAY WHATSOEVER. ALL OR ANY PART OF THIS DESIGN (EXCEPT REGISTERED TRADEMARKS) REMAIN THE PROPERTY OF CONCEPT UNLIMITED.

Customer: SONABANK  
Salesman: Debbie Hinkle  
Drawn By: TGP  
Date: 5-25-2012  
Drawing No: **A7591**  
Pg. 1 of 1



---

TO: Architectural Review Board  
SUBJECT: 15240 Washington Street - Signage  
DATE: 08/15/12

---

The Fauquier Bank has applied to enlarge their Individual Letter sign, since the sign ordinance has changed, after The Fauquier Bank put up their sign. They can now have a larger sign, which they are applying for. They are also applying for Signage over their ATM. The Planning Commission approved both of these sign on August 13, 2012.

**ATTACHMENTS:**

- 15240 Washington Street - The Fauquier Bank Signage (PDF)

JUL 17 2012



TOWN OF HAYMARKE

ZONING PERMIT #: ZP20120717

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 PERMIT APPLICATION

ZONING ACTIVITY: [ ] New Construction [ ] Alteration/Repair [ ] Addition [x] Sign [ ] New Tenant/Use [ ] Change of Use [ ] Relocation

NAME OF BUSINESS/APPLICANT: The Fauquier Bank

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

SITE ADDRESS: 15240 Washington Street, Haymarket Va 20189 Parcel ID #: \_\_\_\_\_

Subdivision Name: Quarles Center Lot Size: \_\_\_\_\_

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

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

Off-street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.) In large signage on Building (South Side) and install secondary signage at ATM

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

FEE: [ ] \$25.00 Residential [x] \$50.00 Commercial

*Paid*

*Letter Sign 343(b)5 58-343(b)8*

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

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

PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
<u>The Fauquier Bank</u>	<u>Quarles Haymarket Center, LLC</u>
Name	Name
<u>10 Court House Square</u>	<u>1701 Fall Hill Avenue, Suite 500</u>
Address	Address
<u>Warrenton Va 20186</u>	<u>Fredericksburg VA 22401</u>
City State Zip	City State Zip
<u>540-349-0226 Joe.beggette@fauquierbank.com</u>	<u>540-368-0127 cnc@ride@quarles.thefarm</u>
Phone# Email	Phone# Email

Attachment: 15240 Washington Street - The Fauquier Bank Signage (1111 : 15240 Washington Street - Signage)



**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 plot, 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.

Joseph Baggett  
Applicant Signature

Joseph Baggett  
Property Owner Signature

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

ZONING PERMIT #: ZP20120717

Date Filed: 7-17-12

Fee Amount: 50<sup>00</sup>

Date Paid: 7-17-12

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 8-15-12

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

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

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

DATE TO PLANNING COMMISSION: 8-13-12

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

PLANNING COMMISSION (where required): \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: Approved per 58-343(6)(5) + 58-343(6)(8)  
with the provision that the ARB not be notified

DATE TO TOWN COUNCIL: \_\_\_\_\_

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

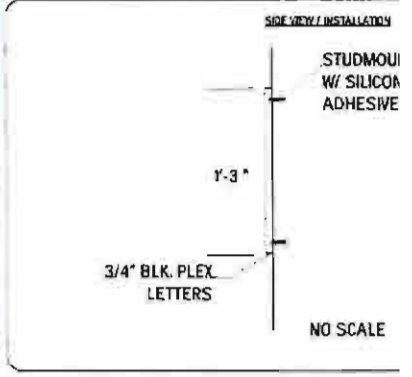
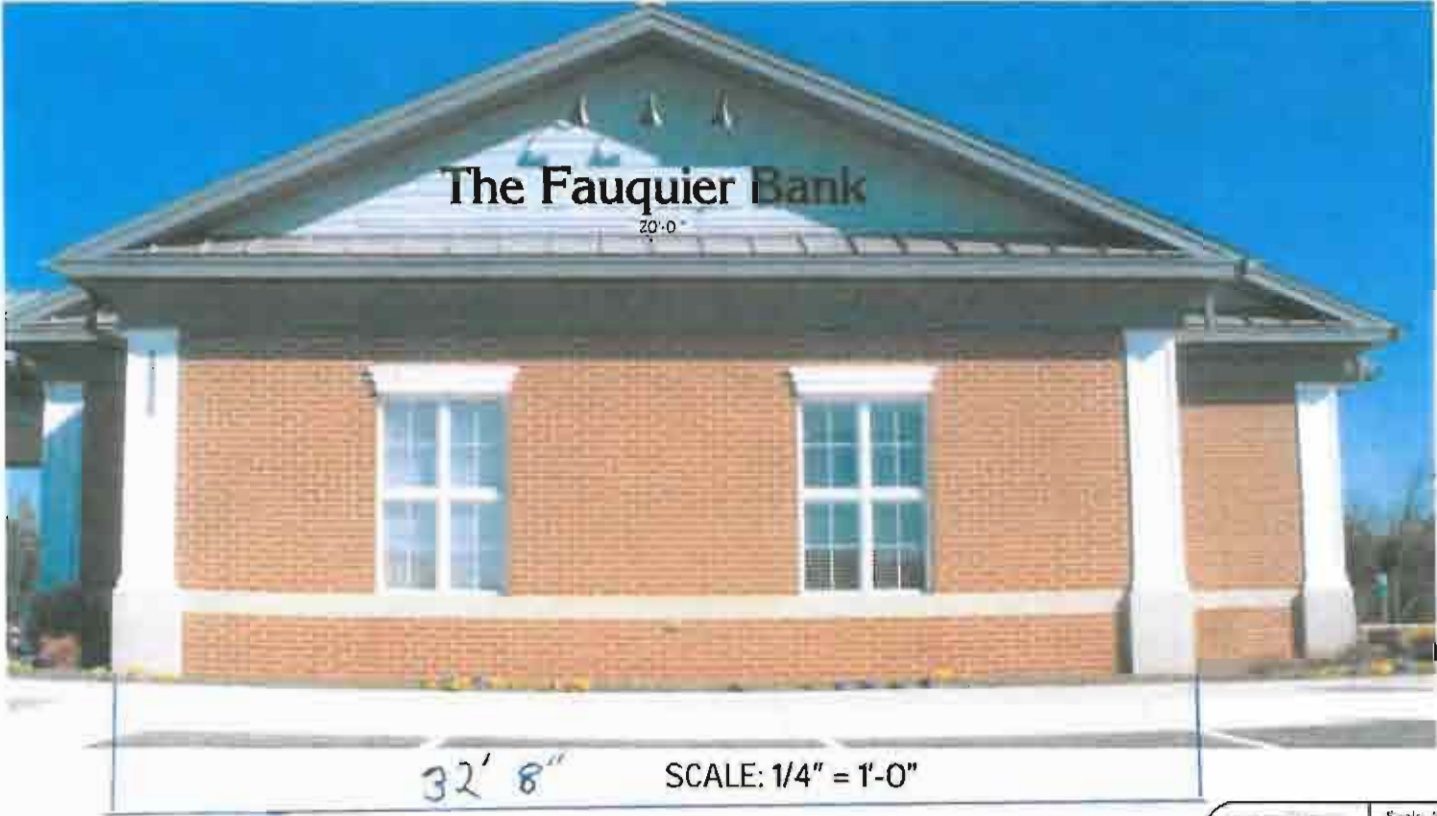
TOWN COUNCIL (where required): \_\_\_\_\_  
SIGNATURE PRINT

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

Attachment: 15240 Washington Street - The Fauquier Bank Signage (1111 : 15240 Washington Street - Signage)



# The Fauquier Bank



**PRODUCE AND INSTALL**  
 ONE (1) SET OF 15" LETTERS OUT OF 3/4" BLACK PLEX STUD MOUNTED W/ SILICONE ADHESIVE

	Scale: 3/4" = 1'-0"	Customer: The Fauquier Bank
	Date: 05-04-2012	15240 Washington St.
	W/C#: 24460	haymarket VA
	Drawn By: RB	
		Sales Rep: Bob Anderson
8197 Euclid Court, Manassas Park, Virginia (703)798-1988 All Rights Reserved		

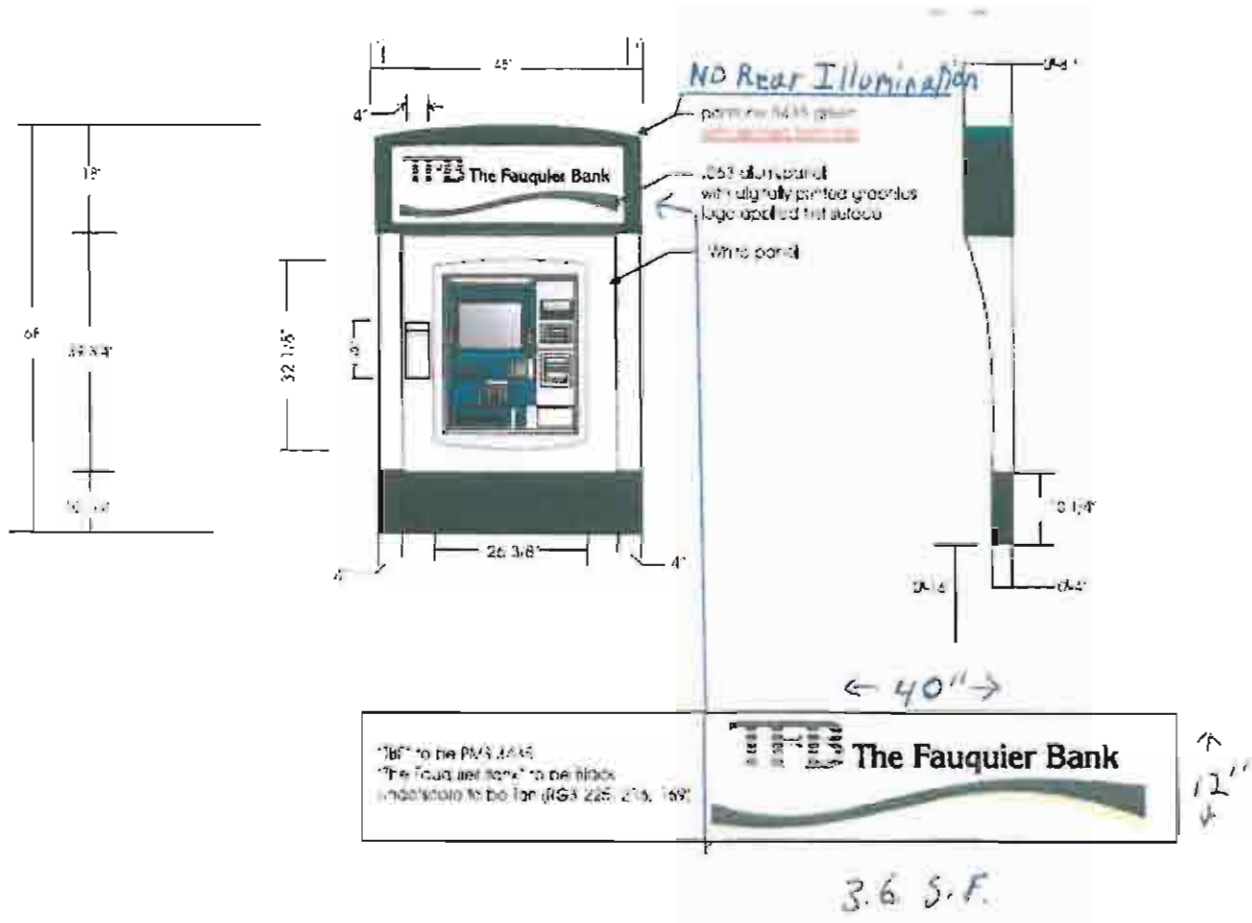
All designs, sketches and layouts are property of Metro Sign & Design, Inc. and may not be reproduced without written permit.

Attachment: 15240 Washington Street - The Fauquier Bank Signage (1111 : 15240 Washington Street -



7466 New Ridge Rd., Suite 18  
Hanover, Maryland 21076  
Fax (410) 850-7575  
(410) 850-5400  
DCJS # 11-4362

**The Fauquier Bank- Haymarket Surround Rendering**



Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 15240 Washington Street - The Fauquier Bank Signage (1111 : 15240 Washington Street -



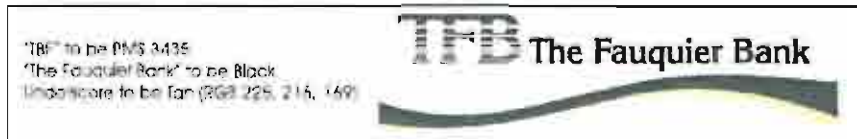
7466 New Ridge Rd., Suite 18  
Hanover, Maryland 21076  
Fax (410) 850-7575  
(410) 850-5400  
DCJS # 11-4362

The Fauquier Bank- Haymarket Surround Rendering



Approved: \_\_\_\_\_

Date: \_\_\_\_\_



Attachment: 15240 Washington Street - The Fauquier Bank Signage (1111 : 15240 Washington Street -



---

TO: Architectural Review Board

SUBJECT: Caboose Project

DATE: 08/15/12

---

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)









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

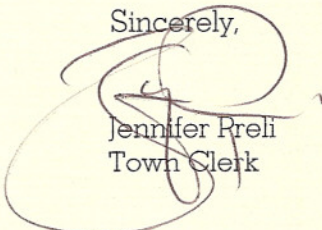
Dear Mr. Estes:

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

<b>1. Applicant</b>	Name and Title: Organization: Address: City, State, Zip: Telephone/Fax: E-mail Address:	Jennifer Preli Town of Haymarket, Virginia PO Box 1230 Haymarket, Virginia 20168 703-753-2600/703-752-2800 Jpreli@townofhaymarket.org
<b>2. Project Sponsor</b>	Name and Title: Sponsoring Agency: Address: City, State, Zip: Telephone/Fax: E-mail Address:	Gene Swearingen Town of Haymarket, Virginia PO Box 1230 Haymarket, Virginia 20168 703-753-2600/703-752-2800 Gswearingen@townofhaymarket.org
<b>3. Project Manager</b>	Name and Title: Organization: Address: City, State, Zip: Telephone/Fax: E-mail Address:	Jennifer Preli Town of Haymarket, Virginia PO Box 1230 Haymarket, Virginia 20168 703-753-2600/703-752-2800 Jpreli@townofhaymarket.org
<b>4. Project Description</b>	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	
<b>5. Primary Category of Eligibility (Select ONLY one)</b>		
<p>List <b>primary category of eligibility</b>. Select major category of eligibility even if other categories may apply.</p> <p>(See Enhancement <a href="http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf">http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf</a> for a listing and description of the 12 categories)</p> <p>6. Historice preservation - Non-motorized access improvements to an existing surface transportation facility</p>		
<b>6. Relationship to Surface Transportation (Select ONLY one and explain)</b>		
<p>Select the primary relationship to transportation (past or future) and describe how the project demonstrates this relationship. (Please limit your response to 150 characters)</p> <p>(See Enhancement <a href="http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf">http://www.virginiadot.org/projects/resources/EligibilityTAB.pdf</a> for a description of relationships)</p> <p><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</p> <p><input type="checkbox"/> Impact Explain:</p> <p><input type="checkbox"/> Proximity</p>		

Attachment: 2010-2011 Caboose Enhancement Application (1114 : Caboose Project)



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

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

<b>12. Sponsor Certification</b>		
<b>a. Public Hearing Held</b>	Date: 12/7/2009	Attached: <input checked="" type="checkbox"/>
<b>b. MPO Resolution of Support (if applicable)</b>	Date:	Attached: <input type="checkbox"/>
<b>c. Local Resolution to Sponsor Project</b>	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 (1114 : Caboose Project)





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

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

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

**Payment Method**  
**Confirmation Notes:**  
 Text:  
**Order Notes:**

<b>Ad Number</b>	<b>Ad Type</b>	<b>Color</b>	<b>Production Color</b>
0001689432-01	CLS Legal Liner	<NONE>	
<b>Pick Up Number</b>	<b>Ad Size</b>	<b>Production Method</b>	<b>Production Notes</b>
	2.0 X 36 Li	AdBooker (liner)	
<b>Product</b>	<b>Placement/Class</b>	<b>Position</b>	<b># Inserts</b>
Run Schedule Invoice Text			
Run Dates			
Tag Line			

WBD News & Messenger::	Legal Ads - Classified	<b>Legal Notices-</b>	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	<b>Legal Notices-</b>	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 (1114 : Caboose 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
<b>PRELIMINARY ENGINEERING PHASE</b>				
Engineering/Design Fee	\$200			\$200
Environmental Document	\$200			\$200
Estimated VDOT review charges				\$1644.25
Grant Administrative Costs	\$456.20			\$456.20
<b>PE Phase TOTAL COSTS</b>				<b>\$2,500.45</b>
<b>RIGHT OF WAY PHASE</b>				
Right of Way Purchase				
Utility Relocation				
<b>RW Phase TOTAL COSTS</b>				<b>0</b>
<b>CONSTRUCTION PHASE</b>				
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
<b>CN Phase TOTAL COSTS</b>				<b>\$40,250.00</b>
<b>TOTAL COSTS (PE, RW, &amp; CN)</b>				<b>\$42,750.45</b>





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 2<sup>nd</sup> 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?

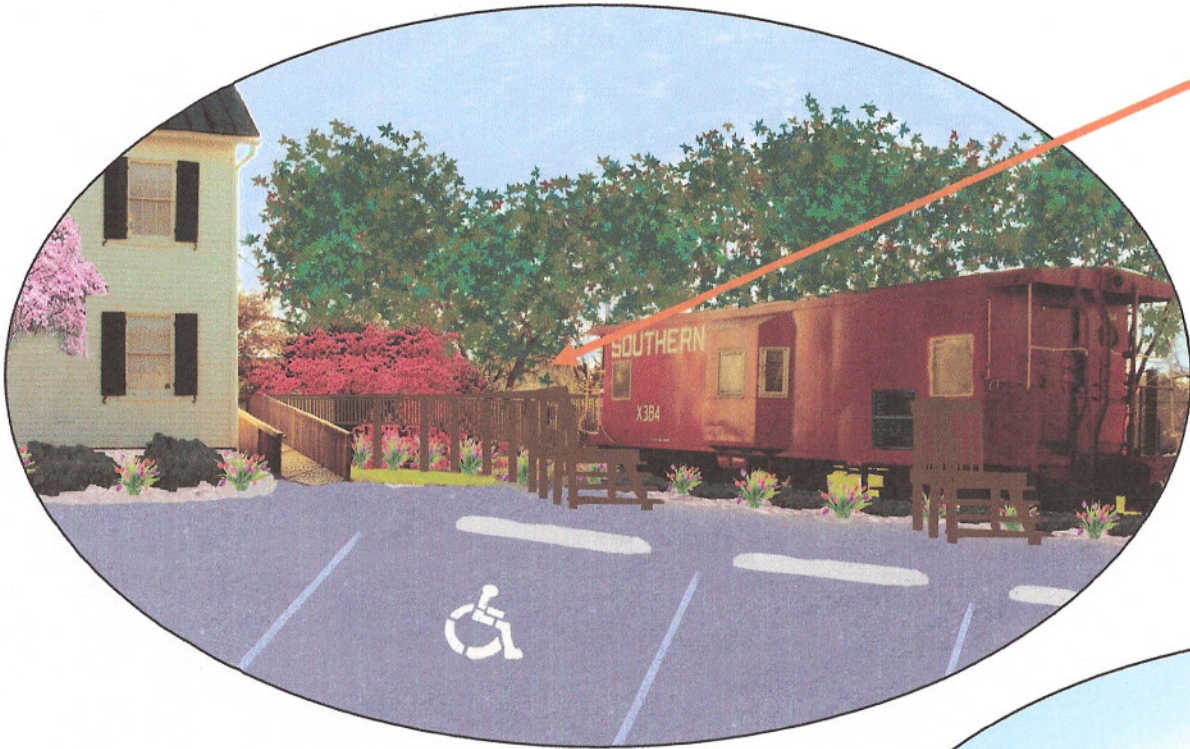
All property is acquired and owned by the Project Sponsor, The Town of Haymarket

- 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.







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TO: Architectural Review Board

SUBJECT: By Laws

DATE: 08/15/12

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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.

**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.



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TO: Architectural Review Board

SUBJECT: Signs for the Town

DATE: 08/15/12

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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.