



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, January 17, 2018

7:00 PM

Council Chambers

A Regular Meeting of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 7:00 PM.

Chair Kenneth Luersen called the meeting to order.

### I. Call to Order

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

### II. Pledge of Allegiance

### III. Citizens' Time

No Citizen's Comments.

### IV. Minutes Approval

1. Architectural Review Board - Regular Meeting - Nov 15, 2017 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Kenneth Luersen, Susan Edwards, Robert Day
<b>ABSENT:</b>	Bond Cavazos

### V. Certificate of Appropriateness

1. ZP#2017-029, 6810 Jefferson Street, Demolition Application

Mr. Dan Radtke, the Realtor representing the property owners, addressed the Commission. He briefly explained that the property was purchased by two sisters in 1985 and it has been vacant ever since. He stated that in early 2016 to late 2017 they decided to sell the property. He explained that one sister had passed without a Will delaying the property going onto the market. He continued by stating that they had originally thought that it was one parcel. However, after the Executor researched it, it was later revealed that there is a record plat that shows it is two parcels. He explained that the owners have recently had it re-certified with a survey and a plat was generated and recorded with the County as two lots. He does not know why the town was not notified of this. He continued by stating that the owners had an inspection done on the property and it was concluded that the house is in such disrepair there is no feasible way to restructure the property because the foundation is crumbling. He feels the best thing to do for the benefit of the community would be to take it down and build another house on the property. He concluded by stating that the builder, Mr. Cowne, has a contract on the property and is here tonight to answer any questions.

Mr. Panthi asked the size of the lot. Mr. Radtke responded that it approximately 0.6 acres total.

Chairman Luersen asked Mr. Radtke if they are planning on building on both lots or keeping it as one unit. Mr. Radtke replied that the plan is to build on both lots.

Councilwoman Edwards stated that there are only two houses left in the town that were built in this style and era. She expressed how upsetting it is when people purchase these historic homes and do not keep them maintained. She also shared concerns with the Town not being notified about the subdivision of the property and feels that more research needs to be done on this issue.

Chairman Luersen stated that this house is on the Haymarket Historic Registry. He said that the Board needs to gather some more information and get a better understanding of what the future concept of this property will be.

At this time, Pat Cowne addressed the Board. He explained that he just put the property under contract over the weekend. He stated that he pulled up the Architectural Review Board guidelines and ordinances for review. He stated that he is still looking at house plans at this time and plans to check in with Board before submitting something. He concluded by stating that they will be single family homes.

Mr. Day asked if his intentions were to build two houses and sell or rent them out. Mr. Cowne stated that they would probably rent them for a couple of years and then sell.

Councilwoman Edwards asked Mr. Cowne if there are access easement points to both lots. Mr. Radtke stated that there are no driveways on Jefferson Street. Mr. Cowne stated that he will have to get a grading plan for the residential entrances onto Jefferson Street. Ms. Lockhart interjected that they would have to front Jefferson. She also stated that there needs to be some clarification concerning how the lots were recorded and that she would work with the applicants. She continued by saying the Town's records have the parcel as one lot. She also noted that the Prince William Assessment Office has no record of it as two lots prior to June 23, 2017 when it was re-recorded.

Mr. Radtke invited members of the Board to come and visit the property. Councilwoman Edwards asked if the inspector of the property was a Structural Engineer. Mr. Radtke replied no, a Home Inspector. He further stated that the Structural Engineer that was contacted declined.

The Board concluded that they would like to get feedback from a Structural Engineer and more information on the plans for the property including placement on the property, square footage, and approximate size.

A motion was made to Table ZP#2017-029, 6810 Jefferson Street until the February 21, 2018 Architectural Review Board meeting.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Robert Day, Board Member
<b>AYES:</b>	Kenneth Luersen, Susan Edwards, Robert Day, Madhusudan Panthi
<b>ABSENT:</b>	Bond Cavazos

**2. ZP2018-001: Sign Application, 15100 Washington Street**

Town Planner, Emily Lockhart, gave a brief description of the proposed sign that is in the Agenda packet.

A motion was made *To Approve ZP#2018-001: Sign Application for 15100 Washington Street.*

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

**3. ZP2018-002: Damaged Door Application, 15101 Washington Street**

Ms. Lockhart stated the School of Rock's main front door is damaged and the stained glass windows are breaking. She further explained that they are having trouble closing the door. She continued by stating that they are looking to replace the door with a custom made door very

similar to what they currently have. She introduced Mary Hitchcock, of School of Rock to further explain in more detail.

Ms. Hitchcock addressed the Board. She explained that she has hired a contractor to replace the door. She stated that they are using the exact same door and color and reapplying the original bell in the door. She said that the only thing that will be different is the hardware and door knob but they are trying to match it as close as possible. Ms. Hitchcock further explained that they are having trouble finding the stained glass windows. She stated that her contractor recommended using clear glass at this time and covering it with stained glass later. Ms. Hitchcock emphasized that she needs to move on sealing the glass door now because there are existing sharp edges on the glass and children could hurt themselves.

Councilwoman Edwards asked if she would come back if the pattern is different. Ms. Hitchcock stated that she would not be able to find the exact same pattern. She stated that she will try and replace it but if she could not, would it be okay to leave the clear glass. Mr. Day said that he would prefer it to be the stained glass and that he has some contacts that he could forward to her.

A brief discussion ensued concerning perhaps donating the original door to the museum.

A motion was made by Councilwoman Edwards *to approve ZP#2018-002 with the condition when the stained glass is contracted that Ms. Hitchcock come back for approval. The motion was seconded by Board member Robert Day.*

After discussion, the original motion was amended *to add a 90 day time limit to come back with a rendering for the stained glass.*

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

## VI. Town Council Update

Councilwoman Edwards stated that the January Town Council meeting was postponed til tomorrow. Chairman Luersen asked about the Christmas Celebration. Councilwoman Edwards stated that it was a little icy but very nice.

Ms. Lockhart stated the Meladon Group will not be able to present at the Town Council meeting tomorrow night but she has a diagram of what they are proposing if anyone would like to view it. She further stated that they are looking to come to the Architectural Review Board to do a design guideline packet. Councilwoman Edwards asked Ms. Lockhart to share with the Board some developments they have already done. Ms. Lockhart stated that they were the developers for the Cascades and are looking to model the Fairground property after the Gateway development in Purcellville.

Councilwoman Edwards stated that the Town Council is firming up plans on redoing the exterior of the building.

Chairman Luersen asked about the status of the pathway from the bridge up to the corner of Jefferson Street. Ms. Lockhart believes that it is still going on as planned.

## VII. Planning Commission Update

Chairman Luersen introduced the new Planning Commission Liaison, Commissioner Mandu Panthi.

Commissioner Panthi updated the Architectural Review Board on the Planning Commission. He stated that "A Dog's Day Out" was referred to the Town Council with Planning Commission's approval.

## VIII. New Business

Ms. Lockhart stated that someone from Prince William County reached out to the staff about doing a possible walking tour of the town showcasing the history of the town. There will be a meeting with Staff if anyone would like to attend the meeting.

## IX. Old Business

Councilwoman Edwards stated that she will be reaching out to Steve Shannon on the placement of the Gateway signs. She also stated that the Town had an Historic Commission that is no longer active. She further explained that there is a good amount of money in an account for streetscape needs such as planters and lights. She concluded by stating that they are working on getting access to that money to finish up projects in the Town that were suppose to be done.

Commissioner Panthi asked if there was any kind of State or Federal funding for the Town. Ms. Lockhart stated that there is a Main Street Program. She explained that Haymarket is too small but that we could be a Main Street affiliate. She stated that she will look into it further.

## X. Adjournment

### 1. Motion to Adjourn

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

Submitted:

Approved:



Shelley M. Kozlowski, Clerk of the Council



Kenneth Luersen, Chairman