



# 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, October 18, 2017

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.

Councilwoman Susan Edwards called the meeting to order.

### I. Call to Order

Chair Kenneth Luersen: Late, Councilwoman Susan Edwards: Present, Board Member Robert Day: Present, Commissioner Steve Shannon: Present, Board Member Bond Cavazos: Present.

### II. Pledge of Allegiance

### III. Citizens' Time

No citizens present

### IV. Minutes Approval

A motion was made to approve the Minutes from the September 20, 2017 meeting.

1. Architectural Review Board - Regular Meeting - Sep 20, 2017 7:00 PM

No discussion on the Minutes from the September 20, 2017 meeting.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bond Cavazos, Board Member
<b>SECONDER:</b>	Robert Day, Board Member
<b>AYES:</b>	Susan Edwards, Robert Day, Steve Shannon, Bond Cavazos
<b>ABSENT:</b>	Kenneth Luersen

### V. Certificate of Appropriateness

#### 1. ZP2017-022: Sign Application for New Business

ZP 2017-022: Staff Report: Ms. Lockhart shares that the sign meets all of the Architectural Review Board guidelines.

Applicant has added a light fixture to the sign since submitting the application. Edwards asks for picture of the light, Cavazos requests picture before approval.

Board finds picture, Steve Shannon gives background of these types of lights he has seen before. Cavazos asks for specifics on where the light will be placed. Applicant states light will be above the letters, but offers she can place the light wherever they prefer. Cavazos recommends a more decorative lighting, such as Foster's wrought iron light fixture. Board states preference of wrought iron light with LEDs.

Applicant asks if she does the wrought iron can it be placed above her letters with the light shining directly down on the sign.

Shannon questions if Board should require a picture prior to the installation.

A motion was made to approve the application with the condition that the lighting be the black wrought iron gooseneck lighting fixture with approval from Town Planner before installation.

Minutes Acceptance: Minutes of Oct 18, 2017 7:00 PM (Minutes Approval)



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, November 15, 2017

7:00 PM

Council Chambers

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

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

### **III. Citizens' Time**

### **IV. Minutes Approval**

1. Architectural Review Board - Regular Meeting - Oct 18, 2017 7:00 PM

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

1. ZP2017-026, Sign Application, 15100 Washington Street
2. ZP2017-027, Fence Application, 6748 Bleight Drive
3. ZP2017-028, Deck Application, 6748 Bleight Drive

### **VI. Town Council Update**

### **VII. Planning Commission Update**

### **VIII. New Business**

### **IX. Old Business**

### **X. Adjournment**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Bond Cavazos, Board Member  
**SECONDER:** Steve Shannon, Commissioner  
**AYES:** Susan Edwards, Robert Day, Steve Shannon, Bond Cavazos  
**ABSENT:** Kenneth Luersen

**2. ZP2017-023: Roof Change Application, 14890 Washington St,**  
 Chairman Ken Luersen joins the Board.

ZP 2017-023: Staff Report: Ms. Lockhart shares a summary of the roofing application  
 A motion was made to approve the roofing shingle change at 14890 Washington Street.  
 No discussion on the floor.

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

**3. ZP2017-024: Roof Change, 6785 Fayette St.**

ZP 2017-024: Staff Report: Ms. Lockhart shares a summary of the roofing application  
 Board reviews the color samples  
 A motion was made to approve the roofing shingle change at 6785 Fayette Street to replace the current roof with Timberline GAF Barkwood Shingles.  
 No discussion on the floor.

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

**4. ZP2017-025: Roof Change Application, 6777 Fayette St.**

ZP 2017-025: Staff Report: Ms. Lockhart shares a summary of the roofing application  
 Board reviews the color samples  
 A motion was made to approve the roofing shingle change at 6777 Fayette Street to replace the current roof with Timberline GAF Charcoal Shingles  
 No discussion of the floor.

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

Minutes Acceptance: Minutes of Oct 18, 2017 7:00 PM (Minutes Approval)

**VI. Town Council Update**

Susan Edwards shares that Kimberly Murray is no longer the Town Manager. Introduces Jerry Schiro as the new Business Manager, which will be a part-time position. Introduces Shelley Kozlowski as the new Clerk of the Council.

Susan Edwards reminds every one of the Holiday Celebration on December 2, 2017

Susan Edwards tells the Board Ms. Lockhart has been sending out violation letters and to please notify Emily of any violations of concern.

Update on the Fairground property being under contract with the Meladon Group.

**VII. Planning Commission Update**

Steve Shannon updates Board on the A Dog's Day Out. Applicant asking for apartment for permanent residence rather than a caretaker and a full kennel for boarding at night.

**VIII. New Business**

**IX. Old Business**

Planning Commission meeting discussed a bike rack for the Town Center Site. Ms. Lockhart asks if the Board would like to look at the bike rack and discuss the implementation.

Board reviews the bike rack and suggests a different style and/or other options for the racks.

Luersen concerned about the rules and regulations of bike racks.

Shannon shares that covered bike racks may provide an issue.

Board discusses options for where to place the bike racks.

Cavazos asks about the spray paint on the road from Haymarket Day. Ms. Lockhart explains the issue with the spray paint and the solution.

Cavazos asks to come up with a plan for the welcome signs. Day has prepared a sign presentation based on the surrounding jurisdictions. Shannon gives update that the landscaping will not take place until the spring around the new construct. Cavazos requests a work session to discuss the signs and draft a rendering. Work Session will be on November 15, 2017 at 6:00pm

Cavazos asks about the Chick-fil-a wall. No updated currently, Ms. Lockhart will provide update next meeting.

Cavazos asks about fence around the CVS property. Shannon informs her that the Town can replace it however, all costs will need to be covered by the Town. Edwards informs Bond that once the Fairgrounds is developed then the fence could take care of itself.

Shannon asks about wetlands on the back side of the Fairgrounds property. Concerned about a buffer between the existing residential and Interstate 66. Shannon also shares his excitement for the Fairgrounds.

Luersen asks about the Town Limit signs, Shannon informs him that VDOT put the signs up and any additional signs must be permitted through VDOT.

**X. Adjournment**

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Steve Shannon, Commissioner
<b>AYES:</b>	Luersen, Edwards, Day, Shannon, Cavazos

Submitted:

Approved:

Minutes Acceptance: Minutes of Oct 18, 2017 7:00 PM (Minutes Approval)



Shelley Kozlowski, Clerk of the Council



Kenneth Luersen, Chairman

Minutes Acceptance: Minutes of Oct 18, 2017 7:00 PM (Minutes Approval)



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

**Emily Lockhart**  
TOWN PLANNER

## MEMORANDUM

TO: Architectural Review Board  
FROM: Emily Lockhart, Town Planner  
DATE: November 7, 2017  
SUBJECT: Zoning Permit #2017-026, 15100 Washington St.

### APPLICATION SUMMARY:

The applicant is applying for a sign permit for a new business. The business is located at 15100 Washington St, in the B-1 Zoning District.

- Sign Type: Individual Letters, Flush Stud Mounted to the Exterior Wall
- Total Square Footage: 13.24 sqft.
- Material: 1" Thick Flat Cut Acrylic, logo
- Color: Green and White
- Letter Height: "loandepot" = 15"
- Total height 19"
- Total width 100.375" (or approximately 8.4 feet)

The materials, color, and size all fall within the ARB Guidelines. The sign will be mounted on the exterior wall that fronts Washington Street. Pictures of the sign are included in the packet for location, proximity, and size.

### STAFF RECOMMENDATION:

Staff recommends visiting the location prior to the meeting to become familiar with the surroundings, the view points as one approaches the building and the nature of the site. The applicant has put forth a sign that meets the ARB's guidelines. Upon consideration of the site, Staff recommends approving ZP#2017-026, Certificate of Appropriateness for a sign located at 15100 Washington St.

### DRAFT MOTION:

*"I make a motion to approve Zoning Permit #2017-026, for a new sign for LoanDepot, located at 15100 Washington Street."*

*Or An alternate motion.*