



# ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, February 19, 2025, at 5:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

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## MINUTES

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### I. CALL TO ORDER

A site visit to the Lane Motors property located at 14920 Washington Street was conducted by the Architectural Review Board at 5:00 p.m. Following the site visit, a regular meeting of the Architectural Review Board for the Town of Haymarket, VA, was held in the Council Chambers, beginning at 6:00 p.m..

Board Member Ben Barben called the meeting to order at 5:00 p.m.

PRESENT: Chairman Ken Luersen, Vice Chair Dave Capossela, Board Member Ben Barben, Board Member Chuck Mason. Board Member Barben left just before 6pm. Board Member Joanna Mason was not present for the site visit but was present for the 6pm meeting.

\*Mr. Britt's notes from the site visit are attached to these minutes.

### II. PLEDGE OF ALLEGIANCE

Board Member Barben invited everyone to stand for the Pledge of Allegiance.

### III. APPOINTMENT OF CHAIR AND VICE CHAIR

Board Member Chuck Mason nominated Ken Luersen for Chairman. There were no other nominations for Chairman. **Board Member Chuck Mason made a motion to appoint Ken Luersen as Chairman. Dave Capossela seconded the Motion. The motion carried by a roll call vote.**

Board Member Chuck Mason nominated Dave Capossela for Vice Chair. With no other nominations for Vice Chair, **Board Member Chuck Mason made a motion to appoint Dave Capossela as Vice Chair. Ken Luersen seconded the Motion. The motion carried by a roll call vote.**

### IV. CITIZENS TIME

There were no citizens present wishing to address the Architectural Review Board at this evening's meeting.

### V. MINUTE APPROVAL

**Board Member Chuck Mason moved to approve the minutes from the December 18, 2024 Regular Meeting of the Architectural Review Board. Vice Chairman Dave Capossela seconded the Motion. With no objections, the Motion carried.**

### VI. AGENDA ITEMS

1. **ZP#2024-1201 6800 Fayette Street Fence Application**

Town Planner Thomas Britt presented the application, which had previously been reviewed by the Board at the December 18<sup>th</sup> meeting. During that meeting, the fence was found to be non-compliant with the Architectural Review Board Guidelines. Mr. Britt explained the applicant was asked to bring back an updated application that meets the ARB Guidelines, which has now been done. He recommended approval of the proposed dog ear fence as presented in the application. A representative of the applicant was present to answer questions and discuss the changes requested by the ARB. The representative noted the proposed fence is the same fence as the house across the street at 6782 Jefferson Street, which had been recommended by the Board at the December meeting. Chairman Luersen inquired about the alternative fence option, as it's a sturdier fence, and indicated that he believes both options are appropriate. The applicant expressed a preference for the alternative option, but said they are happy to do what the ARB recommends.

**Board Member Chuck Mason moved to approve COA ZP #2024-1201 for the dog ear fence. Vice Chair Dave Capossela seconded the motion. The motion carried.**

## **2. ZP#2024-1202 6804 Fayette Street Fence Application**

**Board Member Chuck Mason moved to approve COA ZP#2024-1202 for the dog ear fence. Vice Chair Dave Capossela seconded the motion. The motion carried.**

## **3. ZP#2025-0202 6758 Jefferson Street Fence Installation**

Town Planner Thomas Britt presented the application for a 4.5-foot-high picket fence to surround the backyard with the front of the fence connecting to the siding of the home which would also include three gates and openings. Mr. Britt referenced packet pages 52-55, which provided details on the fence dimensions, type, plot, and what adjacent properties currently have. Mr. Britt stated his recommendation was for approval as presented.

Mr. Britt also noted one of the residents at this address was present to answer questions. Chairman Luersen pointed out, typically, the fence line is restricted to the back edge of the house, but this one comes forward about what looks like 5 feet from the front of the house and 7 feet from the garage side. The resident confirmed this was correct. Mr. Britt added that he could not find any specific guidelines or rules regarding the location of the fence, only that there are height requirements.

**Board Member Chuck Mason moved to approve COA ZP#2025-0202 for the extension of 4.5 ft fence around the property as presented on the application. Board Member Joanna Mason seconded the motion. All were in favor. The motion carried.**

## **4. ZP#2025-0105 15111 Washington St., Suite 121, Sign Application**

Town Planner Thomas Britt introduced the application, noting we recently gave zoning approval for a new tenant, Starling Health Solutions, in the Winterham building at 15111 Washington Street, Suite 121. The application is for the installation of a 10-foot wall sign. Mr. Britt confirmed that the sign meets the height requirements outlined in the zoning ordinance.

The sign will feature a white background with green lettering and will be externally illuminated, similar to the signage for other tenants. Details of the proposed sign can be seen on packet page 68. The applicant was present to address any questions from the ARB.

Chairman Luersen inquired whether the new sign was the same size as the previous one. The applicant confirmed that it was, adding that the new sign should be as close to the pre-existing sign so they could get approval. Discussion followed regarding the sizing, lighting and coloring of the sign. Chairman Luersen asked the Town Planner if there was a sign package for the Winterham property. Mr. Britt responded that after researching, he could not find any existing package, and that

the current approach right now is to review each tenant's signage individually, making sure it complies with the zoning ordinance.

**Board Member Chuck Mason moved to approve COA ZP#2025-0105 for the sign installation at 15111 Washington Street, Suite 121. Vice Chair Dave Capossela seconded the motion. The motion carried.**

#### **5. ZP#2024-1104 14920 Washington Street Demolition COA Application**

Town Planner Thomas Britt stated in December discussion was had over this COA application as for the feasibility of the demolition of the structure. Mr. Britt wanted to make some clarifying points and then go into detail about the site visit which was had earlier at 5:00 pm. Mr. Britt shared just the main structure will be demolished, and the rest of the structures will be refurbished, so this application is on that main structure. He shared that during the site visit today, the cost of demolition versus refurbishment was discussed, how they would honor the site, and also a discussion about possibly salvaging some of the materials. Mr. Britt shared that he was previously asked to look into the Relic system, and upon his research, he found the deed from 1974 when the property transfer was given and further stated it was built in 1922. Mr. Britt distributed previous minutes from the demolition of the firehouse, which he believes provides useful context for the Board should they approve this application. He noted the property is currently only listed as historic per the zoning ordinance and is not included as a historic resource in the comprehensive plan. Mr. Britt pointed out the comprehensive plan was last updated in 2013. Additionally, he mentioned that the property is adjacent to other historic structures and is located in the center of Haymarket. Mr. Britt shared that the applicant indicated during the site visit that adaptive reuse of this structure would be more costly than demolition and rebuilding of the structure. Mr. Britt shared that his recommendation would be approval of the demolition and to use the conditions in the firehouse demolition minutes which he passed out to the Board. He further stated these conditions would aid in preserving the historic integrity.

The applicant was present to answer questions and discuss the application with the Board. Board Member Chuck Mason asked for the applicant's thoughts on preserving the building's stones. The applicant appreciates the stone and hopes to use it as an accent wall inside the building or in the porch area. Discussion followed regarding the intended colors for the new building and the overall aesthetics. Mr. Britt reminded everyone that the details of the new building will be discussed at a later date.

Chairman Luersen emphasized the true criteria here is do we deem this building historic. Mr. Britt said the comprehensive plan does not list this property as historic or a contributing resource, and further that according to the zoning ordinance, the definition for a historic structure is anything built prior to 1950. Since this building was constructed in 1922, it meets the definition because it is a 1922 build it is historic per the definition in the ordinance.

Chairman Luersen said that, in his opinion, based on the inspection, this building is salvageable. However, Chairman Luersen pointed out this is only one of the criteria they have to evaluate. They also have to consider the building's historic value to the town. He mentioned it wasn't on the 2008 comprehensive plan, and other than a tax record in Relic there is no significant documentation to support its historic importance. It is only historic based on it being built prior to 1950. Chairman Luersen concluded it doesn't meet the historic requirement necessary for the owners to go above and beyond to reconcile. Chairman Luersen reminded everyone there is no commitment to what the applicant has discussed doing and that once this building is down it's down. Discussion followed regarding the applicant's willingness to work with the town and preserve the spirit of the building.

Chairman Luersen suggested implementing conditions to archive any historic elements or influences of the building, such as pictures. Mr. Britt referenced the demolition motion for the Firehouse Building, which is in the ARB minutes from the June 15, 2022 meeting. The applicant expressed her

interest in using the stone. Chairman Luersen indicated it might be hard to salvage, but you could leave the salvaging element as seen appropriate by the Town Planner.

**Board Member Chuck Mason moved to approve COA ZP#2024-1104 for the demolition of the garage structure at 14920 Washington Street with conditions, the conditions being similar to the demolition permit of the Firehouse Building:**

- 1. Photo Documentation:** Prior to Issuance of a Town Zoning Permit for demolition of the structure, the applicant will provide the Town complete photographic documentation of the exterior and interior of the structure. Photo documentation to include all four elevations of the exterior of the structure, including view from Washington Street that demonstrates the structure's relationship to adjacent structures and the streetscape. Photo documentation shall also include architectural details of the structure, such as building eaves, columns, entry doors, windows, etc. Interior photos should note room layout and similar architectural details. Photographic documentation to be submitted to the Town in hard copy and digital formats.
- 2. Written Documentation:** Prior to the issuance of a Town Zoning Permit for demolition of the structure, the Applicant will provide to the Town a complete written description of the exterior and interior of the structure. Written documentation to include interior and exterior dimensions of the structure, orientation of the building on the property through a plat or similar description, and a description of the architectural style, period and method of construction of the structure. Written descriptions to be submitted to the Town in hard copy and digital formats.
- 3. Architectural Salvage:** Prior to, or conjunction with, the demolition of the structure, the Applicant, as reasonably practicable, will make available to the public, without charge, architectural components of the structure including, but not limited to, windows, doors, decorative and structural elements, etc. Prior to issuance of Town zoning permit for demolition of the structure, the Applicant will provide the Town a written description of how and when this Condition 3 will be fulfilled, including the means of public notice. Such notice to also be shared on the Town's website and social media platforms as appropriate. Work with salvaging with the Town Planner as appropriate.
- 4. New Construction:** New construction shall incorporate the architectural character of the original structure to Include replication and/or reuse of the front elevation (Washington Street) and use of the exterior architectural details/materials documented in Conditions 1 and 2.

**Findings For Approval**

- 1. Conditional approval of the demolition requires photographic and written documentation of the architectural elements of the structure and its context relative to the Town's streetscape and adjacent properties for future study and architectural reference.**
- 2. Conditional approval of the demolition allows for the opportunity for adaptive reuse of the architectural components of the structure.**
- 3. Demolition of the structure has the potential to improve, and/or continue the visibility of, adjacent occupied historic structures (Old Bank Building, Red House Tavern).**

**Board Member Joanna Mason seconded the motion. The motion carried by a roll call vote as follows:**

**Ayes:** Board Member Chuck Mason, Chairman Ken Luersen, Board Member Joanna Mason, Vice Chairman Dave Capossela

**Nays:**

**Absent:** Board Member Ben Barben

**COA ZP#2024-1104 passes 4-0-1.**

## **6. ARB Guidelines Discussion for New Members**

Mr. Britt gave an overview of the last update to the guidelines, noting they are about 25 years old. He shared previous discussions held by the Board, such as the current historic district overlay is the entire town boundaries and would like to narrow that down. There has also been discussion about involving administrative approval for certain matters and determining which items should be brought before the ARB.

Mr. Britt stated he would send the guidelines to all Board Members to review, and we can discuss it further at the March meeting. Chairman Luersen clarified the steps moving forward. Mr. Britt explained the ARB will propose changes, which will then be recommended for approval by the Town Council. Since this is a discussion item, no action is required at this time.

## **VII. OLD BUSINESS**

Town Planner Thomas Britt shared there were a couple of fence applications now approved. The elevations for the Magnolia Crossing were approved and the site plan has subsequently been approved and signed, and they are finishing up with deed plat submissions and PWC permits. Mr. Britt shared there was an application for monument signage for Kiddie Academy which was approved and is now going through the County. Apart from that there is no other old business.

## **VIII. NEW BUSINESS**

Town Planner Thomas Britt stated there was no new business but provided an update on the Town Park. He reported that the gas and electric services have been disconnected, and they are now awaiting letters from the utility companies to move forward with the demolition. These letters are expected soon, and demolition is anticipated to take place within the next month, once we receive final approval from the building department. Mr. Britt also shared that the installation of lights along the park sidewalk is expected to begin shortly.

## **IX. PLANNING COMMISSION UPDATES**

Town Planner Thomas Britt gave the Planning Commission updates regarding a special use permit for current use and what the chart allows for religious assembly. Mr. Britt stated the QBE building is B1 land use, and there was an applicant who wished to have a religious assembly space in one of the tenant spaces at QBE. They're currently applying for a special use permit for that. There was a discussion about occupancy and parking on site. Currently, the commission recommended approval of the application with conditions, and there is a public hearing that will be held for that application for this March Town Council meeting.

## **X. TOWN COUNCIL UPDATES**

Chairman Ken Luersen provided updates from the Town Council. In addition to the demolition update shared by Thomas, he mentioned that the demolition is still pending, but the equipment and fencing are in place. He also noted the new crosswalk at the park.

## **XI. ADJOURNMENT**

**With no further business before the Architectural Review Board, Vice Chair Dave Capossela moved to adjourn with a second by Board Member Chuck Mason. The motion carried.**

  
Alexandra Elswick, Deputy Clerk

  
Ken Luersen, Chairman

## Lane Motors Property Site Visit Notes

Icehouse check, no crawl space beneath

Windows are plastic,

Hall space tour, two floors in some spaces

Concrete wall, not block

One restroom

Garage turned into showroom

Stone wall shown in garage portion

Discussion of wall and truss bearing capacity

NE Accessory structure will be partial demolition. Partial demo preferred to ensure the adjacent building isn't disturbed

Discussion of consideration of leasing the space for events and other things

Only existing plumbing in main structure is on one side of the building

Discussion of salvaging wall stone where possible

Lots of discussion about structural integrity and cost of rehab vs demo and rebuild

Applicant states Another large expense is leveling out the floor