



ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, July 16 2025 at 7:00 PM

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

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

MINUTES

I. CALL TO ORDER

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

Vice Chairman Dave Capossela called the meeting to order.

PRESENT: Vice Chairman Dave Capossela, Board Member Ben Barben, Board Member Chuck Mason, Board Member Joanna Mason

ABSENT: Chairman Ken Luersen

II. PLEDGE OF ALLEGIANCE

Vice Chairman Dave Capossela invited everyone to stand for the Pledge of Allegiance.

III. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Vice Chair Capossela opened the floor for nominations for Chairman and Vice Chairman for the next fiscal year

1. Nomination of Chairperson

Board Member Chuck Mason nominated Ken Luersen as Chairman of the Architectural Review Board. Board Member Joanna Mason seconded the nomination. With no other nominations, Board Member Chuck Mason motioned to appoint Ken Luersen as Chairman. Board Member Joanna Mason seconded the motion. All were in favor. The motion to appoint Ken Luersen as Chairman carried.

2. Nomination of Vice Chairperson

Board Member Chuck Mason nominated Dave Capossela for Vice Chair. Board Member Joanna Mason seconded the nomination. Board Member Ben Barben nominated himself for Vice Chair. Commissioner Capossela seconded the nomination. There were no other nominations for Vice Chair. Commissioner Capossela asked that his nomination be withdrawn for Vice Chair. Board Member Chuck Mason motioned to appoint Ben Barben as Vice Chair. All were in favor.

At this time, Vice Chair Ben Barben led the meeting.

IV. CITIZENS TIME

There were no citizens present at this evening's meeting.

V. MINUTE APPROVAL

Due to the late ARB meeting last month and the Deputy Clerk being on vacation, there were no minutes presented for approval at this meeting and both June and July minutes will be presented at the August meeting.

VI. AGENDA ITEMS

1. ZP #2025-0706 14600 Washington St, Suite 155, Sign Installation for Italia Performing Arts

Town Planner Thomas Britt gave an introduction of the sign permit for Italia Performing Arts, which will be occupying a suite in the rear of the QBE building. Mr. Britt stated they are looking to install signage to reflect their brand colors, light brown and gray, as shown on packet page 11, and the dimensions are going to be 12 square feet, which is the limit of what's allowable for wall signage in this district, and the sign will be made of aluminum. Mr. Britt further shared that they also applied for a spot on the existing multi-tenant sign. Mr. Britt said based on his review, the application meets all zoning requirements. If the Board is comfortable with the arrangement and design, he recommends approval.

Board Member Capossela asked for confirmation that it is 100% in accordance with the guidelines. Mr. Britt confirmed that the dimensions and materials meet the zoning ordinance requirements. Vice Chair Barben said if it meets the ordinance, he has no issue with it.

Board Member Chuck Mason moved to approve the 2025-0706 wall signage installation at 14600 Washington Street, Suite 155. Board Member Capossela seconded the motion. All were in favor, and the motion carried.

2. ZP #2025-0703 14841 Washington Street Demolition COA Application

Town Planner Thomas Britt shared that the focus of this application is the demolition of the main structure only, and no other accessory structures are included. Mr. Britt noted the applicant was not present at this evening's meeting. Mr. Britt gave a brief overview of his staff report, mentioning the structure is listed as historic per the zoning ordinance and the comprehensive plan. Additionally, it is nicknamed the Watts House and is also known as the former Rector House. Mr. Britt further shared that the structure is featured in the Town's historic walking tour, so it is a well-known building.

Mr. Britt directed the Board to packet page 22, which shows the demolition guidelines with his comments for the Board's consideration. Mr. Britt stated that per section 58-16 of the zoning ordinance, demolition criteria include how the removal of a historic resource from the property on which it is located will impact the historic integrity of the site and any remaining on-site historic resources on the same property. Mr. Britt stated that the submitted materials mention the structure is not historic by Haymarket's code. However, Prince William County records show it was built in 1901, and per the ordinance, any structure built before 1950 is considered historic. He reiterated that the house is identified in the comprehensive plan as a contributing historic structure and, per the ordinance, it qualifies as historic.

Mr. Britt moved to item B, which addresses the impact of demolition on adjacent historic properties. Mr. Britt clarified that, per the zoning ordinance, this property is not adjacent to any others with historic designation.

Mr. Britt continued to item C, which considers the impact that the loss of a historic resource would have on the overall integrity of any historic district that the resource is located in. He stated the property is located along a section of Washington Street with several nearby historic structures, and its removal would compromise the scale of that area. Additionally, its removal would compromise the visual scale of the area and reduce the cluster of historic structures in that part of town.

Mr. Britt went into item D, which addresses the potential for the resource to be adaptively reused as part of a new on-site development, without adversely impacting the structure's ability to convey its historic significance through aspects such as location, setting, feeling, association, design, materials, and workmanship. Mr. Britt directed the Board to the structural report on packet page 30, noting that the damage appears to be from lack of use and long-overdue maintenance. The applicant's goal is to build a new structure on the site, and there is currently no discussion of potential adaptive reuse options.

The final item was whether any monies or assistance for preservation of the historic resource could be made available for the property owner within 180 days of a request. Mr. Britt noted that, at this time, there are no grant funding options for those kinds of requests that would be given to us or the applicant.

Mr. Britt summed that based on the qualitative value of the structure in promoting the historic significance, the structural report, and the zoning ordinance and comprehensive plan, he concluded that the demolition would have a negative impact on Washington Street and the preservation of the town's historic resources. Mr. Britt recommended we do a site visit, as is standard with demolition COA Applications, to see the structural issues that are present on site, and have a further discussion with the applicant.

The Town Manager and Zoning Administrator, Emily Kyriazi, was present to add input and answer questions. Mrs. Kyriazi stated that since the applicant is not here tonight to champion this, and this is a larger application, one of great magnitude that impacts our town, staff should not be the ones responsible for presenting or defending it. She stated the applicant, who is actively looking to change this property, needs to address the Board directly. Mrs. Kyriazi stated staff can answer any questions from the staff report and provide any feedback to the applicant, but cannot confirm a site visit date yet, as the applicants are not the current property owners. Mrs. Kyriazi said we don't know the accessibility of the site, but a tentative date can be proposed.

Board Member Capossela expressed concern about demolishing a structure just because it's old. He pointed out that although it may not meet modern code, they aren't saying it's not operational.

Vice Chair Barben said one of the criteria is what the alternatives are to demolition, and that doesn't seem to be addressed.

Board Member Chuck Mason inquired about the Town's Strategic Plan. Mrs. Kyriazi stated she would provide everyone with it and referenced the town's strategic plan regarding preserving Haymarket history, specifically # 5 of the Strategic Plan. Mrs. Kyriazi also noted the property was rezoned in 2018 to Transitional Commercial and shared examples of other properties in that category, and that no other re-zoning applications for this property have been submitted.

There was further discussion on the intended use of this property and what it could potentially be, and what could be accommodated.

The Board agreed that this needs to be tabled until the applicant is present.

Mrs. Kyriazi clarified that the ARB is designated to discuss the general design layout, details like civil engineering, site plans and parking lot design fall under the Planning Commission. Mrs. Kyriazi further stated ARB can still voice its concerns by working through its liaison to the Planning Commission.

The Board continued to review the pictures of the property and the structure.

Mrs. Kyriazi shared that there will be a walking tour on Friday at 6 p.m. for anyone interested in learning more about the Rector House. She also encouraged members to refer to the Town's walking tour booklet and shared a brief overview of the structure's history.

Board Member Chuck Mason asked for clarification on how far renovations could go, specifically if all materials had to be removed. Mrs. Kyriazi provided some insight and said they could revisit with Town Council Liaison and stated it would be a good future guideline discussion.

Board Member Capossela asked whether the ARB could hold a closed session to discuss their thoughts on the demolition. Mrs. Kyriazi responded that she would have to speak with the Chair and Vice Chair about the topic of closed session, and then she'd be able to evaluate whether a closed session would be appropriate.

Board Member Chuck Mason moved to defer ZP 2025-0703 for 14841 Washington Street demolition COA application to the next meeting on August 20. Board Member Capossela seconded. All were in favor, and the motion passed unanimously.

3. ARB Guidelines Updates

Mr. Britt stated he and Mrs. Kyriazi have met to set timelines so that everyone knows what to expect. Mr. Britt shared that the goal is to get this across to the Town Council. Mrs. Kyriazi would like to have a final draft ready for recommendation of approval to the Town Council by November 19, which would give three solid months to fine-tune it. Mrs. Kyriazi will be working with Mr. Britt internally on revisions.

Mrs. Kyriazi further stated that a final draft from staff will be presented at the September meeting, and the goal is to gather feedback and then hold a vote in November on a clean final draft to forward to the Town Council for the formal approval process and adoption. Staff will coordinate with the Town Clerk and Deputy Clerk to determine the public hearing timeline required for a document like this.

Vice Chair Barben went over the dates, asking for clarification on the goals for the October meeting. Mrs. Kyriazi explained the draft would be given in September, and if no changes are made, October would serve as a final review to make sure there are no additional edits. She also noted the October ARB meeting is the week of Haymarket Day and suggested moving the meeting out depending on everyone's schedule. Board Member Capossela shared October 8 would be better for him and the Board indicated that it was a better option. Mrs. Kyriazi stated we will coordinate with the Chair and advertise the change. Mr. Britt will send a follow-up email with the timeline discussed.

VII. OLD BUSINESS

Thomas said this falls under both new and old business. He mentioned past installations that need to be applied for retroactively, focusing on Washington Street and Jefferson street corridors. He shared as of last week, he did a comprehensive zoning inspection of the entire town, and the next step is to send out zoning enforcement notices, particularly concerning public rights of way and if anything falls within that net, then it gets brought to the ARB, for example a lot of that is related to window signage,

Regarding the Magnolia Crossing/Bleight Drive townhomes, Mr. Britt said they are still waiting on a bond submission and a demolition timeline. He also shared an update on the Lane Motors property, who are the same applicants, stating they are still waiting on the title results. Mrs. Kyriazi shared there is a delay due to a title suit and probate proceedings, and that thirteen individuals had to be identified and properly notified. The applicant is still planning to move forward and has remained in contact.

Board Member Chuck Mason asked about the Lidl site. Mr. Britt explained that the property was included in the recent zoning inspections, specifically related to grass overgrowth. The site plan was signed in 2022–2023, and there's a five-year window for construction. He said he'll notify the Board if they receive a response to the recent inquiry about the project.

VIII. NEW BUSINESS

Mr. Britt shared they are still going through a round of comments for the Karter School site plan. Regarding the Van Metre Robinson Village townhomes on Hunting Path Road and Washington Street, there are two parcels of land in front of the townhomes that were proposed for a daycare center and tenant retail on both parcels fronting Washington Street. He stated we're still in discussion on what that grading layout looks like, and once elevations are submitted for the site plan, we will bring that to the ARB.

Mr. Britt also provided a general update on the Haymarket Iceplex, and that there was an approved site plan for the Haymarket Iceplex for expansion, and they need to enclose one of the spaces to increase occupancy. He's set to issue zoning approval for the project, and they hope to build as soon as possible. That concludes new business.

IX. PLANNING COMMISSION UPDATES

Mr. Britt gave the Planning Commission updates as Board Member Capossela was not present at the last meeting. He stated the by-laws were voted on as amended and approved. There was a presentation from a builder doing a feasibility study on rezoning a section of 14600 Washington Street from B1 to R2 Residential. Their proposal includes townhome units.

Mr. Britt continued that the commission was shown two options, one parallel to the Washington Street frontage, and one perpendicular, and they were looking for general comments from the Commission. The concept involves cutting off the back portion of the QBE school site, moving Cookies and Cream to the front of Washington Street, and converting the ball field area into residential use. Mrs. Kyriazi noted they're expecting an application to be submitted in September, and clarified that no new commercial square footage would be added.

X. TOWN COUNCIL UPDATES

Mrs. Kyriazi gave the Town Council updates, sharing there is currently a vacancy on the Planning Commission, which they are looking to fill at the next meeting.

She shared they are finalizing the town park pavilion RFP scoping document. The plan is to go out with a design scope to create a structure using the same footprint and to include stonework. In conjunction with that, it was realized that the engineering phase also needs to be completed. A second RFP will be issued to handle the civil engineering, which will include reaffirming or affirming elements of the 2015 Master Plan, conducting preliminary site plan engineering, and producing a final site plan.

Regarding the Town Hall site plan, Mrs. Kyriazi noted staff is now working on updated pricing and securing funding to move the project forward, which was previously approved. They plan to revisit both the ARB and Town Council in the fall to discuss the building's front façade, with the possibility of holding a joint work session to help streamline the conversation.

Mrs. Kyriazi shared they've recently launched a fun new video series called "Mayor's Message," which is being posted on the Town's social media. The goal is for the Mayor to visit local businesses, learn something new, do interviews, and also share insights into the history of different structures around town.

Council hosted Government Day back in June, which was a great success and is going to become an annual event.

Lastly, she reminded everyone about the walking tour on Friday, July 18 at 6 pm starting at the Town Museum and ending at the Cookies & Cream building. Board Member Capossela asked if there is a rain date in case of bad weather, and Mrs. Kyriazi said they'll work with the County to set one if needed.

Board Member Chuck Mason asked about the plan for the park area. Mrs. Kyriazi responded that they need to reaffirm what the community wants, using the 2015 Master Plan and existing documents, and once a consultant is identified, they hope the community will come out and share what they want to see.

Vice Chair Barben asked for clarification on the second RFP. Mrs. Kyriazi explained that one RFP will be to work with an architectural team to design out the pavilion structure and the restroom facilities on site, and the second RFP will be for the engineering plan to accommodate those two structures on site, which will cover stormwater, parking, entry/exit, and all standard site plan components. Vice Chair Barben asked if both RFPs would proceed in parallel, and Mrs. Kyriazi confirmed they would.

XI. ADJOURNMENT

With no further business before the Board, Vice Chair Barben moved to adjourn the meeting. Board Member Chuck Mason seconded the motion. All were in favor.



Alexandra Elswick, Deputy Clerk



Ken Luersen, Chairman
8/6/2025