



# ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, October 16, 2024 at 7:00 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 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.

While waiting for Chairman Schneider to arrive, Vice Chairman Ben Barben called the meeting to order.

#### PRESENT

Chairman Marchant Schneider  
Vice Chairman Ben Barben  
Board Member Chuck Mason  
Commissioner Justin Baker

#### ABSENT

Board Member Joanna Mason

### II. PLEDGE OF ALLEGIANCE

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

### III. CITIZENS TIME

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

### IV. MINUTE APPROVAL

Town Clerk Kim Henry shared that the minutes were not ready to be approved at this meeting. No other action was taken at this time.

### V. AGENDA ITEMS

1. ZP2024-1001: Sign Application, 15111 Washington Street, Suite 113

Town Planner Thomas Britt gave information on the sign application before the Architectural Review Board. He shared that the business at 15111 Washington Street went from Eugenes and Ethels to Monroe Bay Oysterette. He stated that the sign replacement to match the rebranding. Mr. Britt shared that the sign is 9 foot square metal sign and that it meets all the requirements within Zoning. He invited the owner to podium for any questions from the ARB. At this time, Chairman Schneider entered the meeting.

**Board Member C. Mason moved to approve ZP2024-1001 at 15111 Washington Street, Monroe Bay Oysterette sign application. Commissioner Baker seconded the motion. The motion carried.**

**Motion made by Board Member Mason, Seconded by Commissioner Baker.  
Voting Yea: Chairman Schneider, Vice Chairman Barben, Board Member Mason,  
Commissioner Baker**

2. ZP2024-1002: Sign Application, 15234 Washington Street

Town Planner Thomas Britt gave information on sign permit application for Lifetime Smiles located at 15234 Washington Street. He shared that part of the Quarles property was subdivided and that the dentist office was approved for construction. He shared that the building is almost complete and that owner has submitted the application for the sign which is acrylic. He stated that he has samples available. Mr. Britt invited that applicant to the podium to answer any questions from the Board. There was a comment about the limitations is 15 feet which makes the sign off center. Chairman Schneider suggested that Mr. Britt keep record of the sign limitations for possible zoning changes in the future. There was a question about lighting. The applicant stated that at this time, there was no plans to illuminate the sign because of the lights on either side of the sign. The applicant stated that if zoning changes and would allow the sign to be higher, which would be centered, they would like to apply to relocate the sign to the higher dimension.

**Board Member C. Mason moved to approve the COA for ZP2024-1002 for the sign installation at 15234 Washington Street. Vice Chairman Barben seconded the motion. The motion carried.**

**Motion made by Board Member Mason, Seconded by Vice Chairman Barben.  
Voting Yea: Chairman Schneider, Vice Chairman Barben, Board Member Mason,  
Commissioner Baker**

3. ZP2024-0910: Roof Replacement, 6750 Fayette Street

Reverend Sean Rousseau, pastor at St. Paul's Episcopal Church, approached the podium to discuss the roof replacement application for the rectory building. He provided photos of the roof showing that part of the roof is not visible from the street. He also shared that this particular building is on the county, state and national historic resources. He shared that the other buildings on the site are not on the historic resources. There was a discussion on keeping the integrity of the building. Reverend Rousseau stated that the church is requesting to replace the metal roof with a shingle roof along with the gutters and rain spouts. Discussion followed with Town Planner Britt and Reverend Rousseau on the application.

**Chairman Schneider moved to approve COA ZP 2024-0910, replacing the roof of the church office located at 6750 Fayette Street with asphalt shingles and replacement of the gutters and down spouts as described in the application. Commissioner Baker seconded the motion. The motion carried.**

**Motion made by Chairman Schneider, Seconded by Commissioner Baker.  
Voting Yea: Chairman Schneider, Vice Chairman Barben, Board Member Mason,  
Commissioner Baker**

4. ZP2024-0908: Demolition, 6700, 6710, 6720 Bleight Drive

Town Planner Thomas Britt provided information on the demolition permit application of the three single family homes so that the 11 townhomes can be built on the parcel. Mr. Britt stated that going forward he will refer to the townhomes as Magnolia Crossing. He shared that the three homes were built in the late 1950's so they are not considered part of the historic resource for the Town. He invited the representatives from Water Creek Homes, the applicant, to the podium for further discussion with the Board. April Geyer, the representative, stated that the homes are currently rental properties with no HOA and has a lot of debris at the site. She stated that the company is planning to develop 11 townhomes at the site and has contributed to the sidewalk. She stated that the company feels strongly by making this property a townhome community that they would be contributing to the economic growth of the Town by removing some structures that has not been properly maintained. Discussion followed on the application. Chairman Schneider shared with the Board that there is criteria that needs to be met prior to approving the application. He shared the criteria that was provided in the packet by Mr. Britt. Chairman Schneider suggested that the Board conduct a site visit as they have for other demolition permit applications.

**Chairman Schneider moved to defer ZP 2024-0908 - Demolition of 6700,6710, and 6720 to the November 20th meeting and to change the time of the November 20th meeting to 5 pm for the purpose of a site visit of the 3 homes and continue with the Regular Monthly Meeting at 6 pm. Board Member C. Mason seconded the motion. The motion carried.**

**Motion made by Chairman Schneider, Seconded by Board Member Mason.  
Voting Yea: Chairman Schneider, Vice Chairman Barben, Board Member Mason,  
Commissioner Baker**

5. ZP2024-0907: Bleight Drive Townhomes Exterior Elevations

Town Planner Thomas Britt continued with the exterior architectural elevations of the proposed 11 town homes on Bleight Drive. He gave the floor to April Geyer from Water Creek Homes to discuss the plans with the Architectural Review Board. Ms. Geyer shared that Water Creek Homes feels that this property is a very desirable place for their concept on the town homes. She stated that the company does not want this to become rental property. She shared the site plan and the footprint after the 3 single family homes are removed. She also stated that they have named the development Magnolia Crossing. She provided the design for the monument sign at the entrance of the development. She also shared that there is ample parking planned and that the mailboxes will be installed at the corner to the property. She addressed the materials used and brought samples for the ARB to view. Discussion ensued on the elevations. She shared that most of the neighboring townhomes have the garages in the back. Where the design has the garages in the front so that there is a small back yard for each unit. Ms. Geyer provided two options, a more contemporary modern look and a more traditional craftsman style look. Chairman Schneider referred to the Town's comp plan on the design desired on the eastern end of the Town. The Board also discussed the exterior options provided by the applicant. There was request to show all the colors designs together and the side view of the end units from Bleight Drive. There were discussions on parking and light fixtures and deck designs. The Board provided a list of items to bring back to the next meeting. Those items are include the color options for the craftsmen design, light schematic on the units, the view of the end units facing Bleight Drive, the deck design, end units with roof pitch, the brick at the garage if it would be wrapped all the way around, and the entrance pillars with the monument sign options.

**Chairman Schneider moved deferred further discussion of ZP2024-0907 Bleight Drive Exterior Elevations to the November 20, 2024 meeting. Board Member C. Mason seconded the motion. The motion carried.**

**Motion made by Chairman Schneider, Seconded by Board Member Mason.  
Voting Yea: Chairman Schneider, Vice Chairman Barben, Board Member Mason,  
Commissioner Baker**

At this time, Commissioner Baker left the meeting.

6. Discussion: Architectural Review Board Guidelines Update

Town Planner Thomas Britt shared that he was updating the language on the historic structure of the Guidelines and that he provided a draft map. He stated that he took the new stock of what is considered historic and designated the parcel sites that's on the National and State register. He stated that all structures are now accounted for on the map. A short discussion followed.

**VI. OLD BUSINESS**

Town Planner Thomas Britt provided updates to Old Business. He gave updates on Crossroad Village multi tenant signs. He shared there have been a few new businesses opening in Crossroads Village Center. He also shared that the Town Park sidewalk has been installed and will be ready for Haymarket Day.

**VII. NEW BUSINESS**

Town Planner Thomas Britt gave updates for New Business. He shared that there has been some new signs that have gone up without ARB approval. He stated that he will follow up with the business owners and get them to apply for a COA and will be before the ARB for approval at a future meeting.

**VIII. PLANNING COMMISSION UPDATES**

Town Planner Thomas Britt gave the Planning Commission updates. He stated that the Planning Commission gave comments on a one mile review at the intersection James Madison Highway and Old Carolina and on Heathcote Blvd.

**IX. TOWN COUNCIL UPDATES**


Chairman Schneider gave the Town Council updates. He reminded everyone about the Town Elections. He stated that there are seven candidates for six seats. He also reminded everyone about Haymarket Day scheduled for the upcoming Saturday. He stated that staff is still looking for volunteers.

**X. ADJOURNMENT**

**With no further business before the Architectural Review Board, Vice Chairman Barben moved to adjourn with a second by Board Member C. Mason. The motion carried.**

**Motion made by Vice Chairman Barben, Seconded by Board Member Mason.  
Voting Yea: Chairman Schneider, Vice Chairman Barben, Board Member Mason**

Submitted By:

 Kimberly Henry, Clerk

Kimberly Henry, Clerk of Council

Approved By:



Benjamin Barben, Vice Chairman