



# ARCHITECTURAL REVIEW SITE VISIT MEETING

Wednesday, November 20, 2024 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 Regular Meeting of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 5:00 PM for a site visit followed by the Regular Meeting held at 6:00 PM.

Chairman Schneider called the meeting to order at 5:00 PM but had to leave shortly before 6:00 PM. Vice Chair Barben called the regular meeting to order at 6:00 PM.

#### PRESENT

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

#### ABSENT

Board Member Joanna Mason

### II. SITE VISIT 6700 6710 6720 BLEIGHT DRIVE

### III. PLEDGE OF ALLEGIANCE

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

### IV. CITIZENS TIME

No citizens were present wishing to address the Architectural Review Board.

### V. MINUTE APPROVAL

**Board Member Chuck Mason moves to approve the minutes from September 18, 2024, and October 16, 2024, regular meetings of the Architectural Review Board. Commissioner Justin Baker seconded the motion. The motion carried.**

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

1. Architectural Review Board - Regular Meeting - September 18, 2024
2. Architectural Review Board - Regular Meeting - October 16, 2024

## VI. AGENDA ITEMS

Vice Chair Barben moved item ZP2024-0908 COA application for Demolition be moved up to agenda item #1. It was the consensus of the board to move this to Agenda item number one. Also, without objection and with the consensus of the Board, Town Planner Thomas Britt would like to pull item #2 off of the Agenda as the current sign is in violation of the zoning ordinance. There were no objections to removing Agenda item #2.

### 1. ZP #2024-0908: 6700, 6710, 6720 Bleight Drive Demolition COA Application

Town Planner Thomas Britt presented application ZP #2024-0908. The applicant was present to answer any questions. The Town Planner discussed the application included sufficient documentation, such as photographs and the staff report confirming it is not a historic structure, and it does not hold other historical significance. Vice Chair Barben wanted to clarify that the purpose of the site visit was to verify the structures are not identified as contributing structures in the Comprehensive Plan or the ARB Guidelines. Vice Chair Barben requested the Applicant provide additional horizontal photographs from the street to capture the overall scale and elevation, to be preserved for archival purposes.

**Board Member Chuck Mason moved to approve the COA for ZP#2024-0908 for the demolition of the three single-family units at 6700, 6710, and 6720 Bleight Drive, with the caveat of additional photo documentation. Commissioner Baker seconded the Motion. All in favor.**

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

### 2. ZP #2024-1102 14600 Washington Street #164, Zandra's Taqueria Patio Installation

Town Planner Thomas provided a brief introduction to the application. The QBE building, located on the east side of town, has multiple tenant spaces approved within it. There was a 2017 site plan submitted to add a sidewalk and other exterior elements to the site. In 2018, a revision was made to add more pickup and drop-off points for tenants on the west side of the building. There was an enclosure approved by the ARB in 2021, the conditions of that enclosure can be found on page 19 of the agenda packet. The second enclosure is an existing fence structure surrounding the patio, with the older enclosure visible at the rear. The Applicant has provided pictures for reference. That is the background history for the application.

The Applicant was present to answer questions. Vice Chairman Barben inquired about the intended schedule and if they were still looking to use it from October to May. The Applicant explained they have not used the full enclosure in over a year as it is not financially feasible to set it up and take it down all the time. The Applicant is looking for guidance from the ARB, as they don't have a preference. The Applicant proposes to keep the vestibule in front of the door year-round or if it's not within the ARB Guidelines they are happy to take it away. Vice Chairman Barben asked for the rationale behind the October - May timeframe. The Applicant explained there was a grant application with Prince William County, and they were in the thick of COVID, so they wanted to allow for more spacing for customers. With the end of COVID, they no longer intend to use the full enclosure and are open to suggestions as the Board sees fit. The Applicant indicated they left one panel up between them and the Brewery, and they also left the vestibule area up because it provided a winter/summer screening to go in and out of the restaurant. Discussion followed clarifying the sizing, material and specifics of how the canopy is set up. The Applicant clarified there's the vestibule that goes over the front door and then the "L" of the canopy is on the other end to help let customers know there is a drop-off and also to

provide privacy from the brewery and help define their space. The applicant indicated if the ARB wants this removed they would probably come back to propose the use of something else.

Vice Chairman Barben noted that the second part of the application concerns the fence and patio structure. He noted there were improvements made, including infilling the drop-off space, and suggested tabling it to review these changes. Board Member Chuck Mason asked if the application involves removing the fence and planters. The Town Planner confirmed that if tabled, he could discuss this with the applicant. The applicant explained that the changes were made during COVID and that the patio expansion was part of their leased space, with landlord approval, so he didn't realize that wasn't allowed. Regarding the planters, the applicant views them as movable patio fixtures, weighed down by gravel and soil. The applicant said the goal is to have something that is approvable and hopes to improve safety by creating a defined area away from traffic. Vice Chairman Barben recommended reviewing zoning and site plans for the expansion. The Town Planner suggested tabling the application to work on a compatible solution over the next few months. Vice Chairman Barben said it would be best to start from scratch and work with the Town Planner to ensure we have something that is compliant with zoning and has the approval of the ARB.

**Commissioner Baker moves to defer this to a future meeting as set by the Town Planner. Board Member Chuck Mason seconded the Motion. All in favor.**

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

3. ZP #2024-1103 14600 Washington Street #164, Zandra's Taqueria Sign Installation

This item was removed from the Agenda as the current sign is in violation of the zoning ordinance.

4. ZP #2024-1106 6515 Crossroads Village Blvd (Kiddie Academy) Signage Installation

The Town Planner introduced Kiddie Academy's application for wall and monument signage at their property which is coming in on the West end of Crossroads Village behind Chick-fil-A and Lifetime Smiles. They are in the building process right now. The Town Planner said there are zoning requirements that need to be met, but he wanted to bring it to the Board regarding the design. The applicant appeared via Zoom. Discussion followed regarding the color and materials being used and how they'd be illuminated. Vice Chairman Barben questioned the surrounding businesses and how they have gooseneck lighting instead of self-illuminated, so there's already precedence for gooseneck lighting. Board Member Chuck Mason agreed to keep it consistent. Further discussion followed regarding the wall signage and its height, which does not meet compliance. Commissioner Baker asked for clarification on the coloring of the sign. Vice Chairman Barben and Board Member Chuck Mason agree to maintain consistent lighting. The Town Planner said since this was applied for after the building had been constructed, he suggests tabling the matter to see if a variance or another design submission would be the next best step.

**Commissioner Baker motioned to move the application to a future meeting as set forth by the Town Planner. Chuck Mason seconded the Motion. All in favor.**

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

## VII. OLD BUSINESS

The Town Planner gave updates on old business. He indicated the Crossroads village tenants are almost filled. Taco Bell is almost through with the Building Department for its drive-thru features. The construction of the sidewalk is progressing well, but we are waiting for back-ordered lights for installation.

## VIII. NEW BUSINESS

The Town Planner said he'll be reviewing the applications for the Lane Motors property. The applicant wishes to demolish it and build a new site within it. That is the main item of new business.

## IX. PLANNING COMMISSION UPDATES

Commissioner Baker stated the November meeting was canceled.

## X. TOWN COUNCIL UPDATES

The Town Clerk was present and stated we had the election in November. Commissioner Baker was elected to be on the Town Council so he is leaving the position as the ARB Liaison. We are getting ready for our Christmas and holiday event on December 14. The Town Council had a work session meeting where they opened up a special citizen's time to discuss the Strategic Plan which can be found on our website and Facebook or it can be emailed upon request. They are still looking for input on the strategic plan. They hope to adopt it at their December meeting if there is no other input from the public. In November they awarded the bid to demolish the Town Park house.

## XI. ADJOURNMENT

**Board Member Chuck Mason motioned to adjourn with a second by Commissioner Baker. All in favor.**

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

Submitted By:



Alexandra Elswick, Deputy Clerk

Approved By:



Benjamin Barben, Vice Chairman