



# ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, May 21, 2025 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.

Chairman Ken Luersen called the meeting to order.

PRESENT: Chairman Ken Luersen, Vice Chair Dave Capossela, Board Member Chuck Mason, Board Member Ben Barben, Board Member Joanna Mason.

### II. PLEDGE OF ALLEGIANCE

Chairman Ken Luersen invited everyone to stand for the Pledge of Allegiance.

### III. CITIZENS TIME

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

### IV. MINUTE APPROVAL

1. Architectural Review Board - Regular Meeting – 3.19.2025
2. Architectural Review Board - Regular Meeting – 4.9.2025

**Board Member Chuck Mason moved to accept the Architectural Review Board minutes from March 19, 2025, and April 9, 2025, as presented. Board Member Ben Barben seconded the motion. All were in favor.**

### V. AGENDA ITEMS

#### 1. ZP#2025-0503 6611 Jefferson Street, Suite 201, Signage Installation

Town Planner Thomas Britt provided some background, noting the sign was installed prior to the filing of an application. After speaking with the applicant, they submitted a permit request for an aluminum free-standing sign with a white background and purple lettering, which reflects their branding.

Mr. Britt directed the Board to Packet Page 15, which shows the sign's location on Jefferson Street, and that it sits slightly outside the property lines of 6611 Jefferson. While the sign meets the ARB design guidelines, Mr. Britt stated that per Ordinance 58-17.6, which outlines prohibited signs, Item 3 specifies that off-premises signs are not permitted except in the I-1 zoning district. Since this property is zoned B-1, the sign is technically not permitted based on its location, even though it meets other requirements. Also, Mr. Britt wanted to highlight that there is already a sign being used on site for multiple tenants.

Mr. Britt continued to present the application and stated that his recommendation is a denial of the application.

Chairman Luersen pointed out that sign placement is typically tied to a site plan in terms of size and scope. Chairman Luersen said that the ARB's role is to make sure it doesn't destroy the architectural value that's in place. If it's in a placement that doesn't fit the site plan, that is the Planning Commission. When it comes to the sign itself and placement on the building, that's an architectural consideration. Board Member Barben agreed, adding that the ARB's focus is on architectural features. The ARB reviews the architectural features. When Board Member Chuck Mason asked for clarification about sign placement, Chairman Luersen reiterated it falls to the Planning Commission. Vice Chair Capossela said it seems to be a gray area, but he feels it's more Planning and Zoning. There was additional discussion about the Board's role in such matters and its power to make the decision.

Board Member Barben raised a concern that if this is a zoning ordinance issue, the Board may not have the authority to vote to approve or deny the application. Chairman Luersen responded that the Board can approve the design of the sign, with the condition that any ordinance violations are resolved through the Planning Commission. Further discussion followed regarding the need to resolve zoning issues before making approval for the design.

**Board Member Chuck Mason moved to deny ZP#2025-0503 freestanding sign installation at 611 Jefferson Street due to uncertain positions that the zoning violations will be. The Board can reconsider upon a subsequent zoning application. There was a friendly amendment to correct the address to 6611. Board Member Chuck Mason agreed with the amendment. Board Member Joanna Mason seconded the motion. The motion carried.**

## **2. Discussion of the ARB Guidelines**

Town Planner Thomas Britt provided updates to the ARB Guidelines, directing the Board to packet page 24, referencing item C, which doesn't include any requirements related to materials, etc. His goal is to add a reference and hyperlink to a PDF outlining the review and approval procedures that applicants and developers can access on the website.

Mr. Britt also shared that he created a flowchart for the Board to review, which he then handed out at the meeting. The chart is part of a broader overhaul of all reviews and procedures for site plan, special use permit (SUP), and ARB processes, designed to provide clear, easy-to-follow steps for residents, developers, and contractors. Vice Chair Capossela asked if there is something out there already in other areas like us, such as Occoquan, that we could refer to and see if there is a similar chart used. Mr. Britt responded that he is open to looking at other towns and also asked for preferences on using the hyperlink within the guidelines. Vice Chair Capossela shared that it would be his preference and would like a link and embed it in there. Chairman Luersen said timelines should be added as well. Discussion followed regarding the flowchart. Vice Chairman Capossela offered to work with the Town Planner on the flowchart. Mr. Britt said he'll continue the updates and revisions and work with Vice Chair Capossela on the flowchart.

## **VI. OLD BUSINESS**

Town Planner Thomas Britt shared that Magnolia Crossing is still working on a bond submission, and we are waiting on a timeline for the demolition of the three single-family homes to make way for site work. The site plan has been approved, and designs are ready to be submitted to the building department. We are still waiting on a title update in regards to the Lane Motor property. These are the main updates for old business.

## VII. NEW BUSINESS

Town Planner Thomas Britt provided New Business. He indicated it ties into the Planning Commission updates. Hopefully, by July's Planning Commission meeting, there will be a site plan submitted for Karter School. It was originally part of the SUP package for the Robinson Village townhome development. They reworked the application to where they have two parcels; it's that one smaller parcel sitting in front of the townhomes, and then the large parcel, both along Washington Street. The school itself is planned for inside the lot, while retail space would be along Washington Street. Discussions are still ongoing regarding grading, site layout, and parking for the project.

## VIII. PLANNING COMMISSION UPDATES

Vice Chair Capossela shared that there was no Planning Commission Meeting.

## IX. TOWN COUNCIL UPDATES

Chairman Luersen gave the Town Council Updates. He shared that work on the budget is still ongoing. Right now, the recommendation is to reduce the tax rate rather than trying to maintain the previous rate. This would result in about a 6% increase in revenue, as opposed to a 13-13.5% increase if the current rate were kept. It will still cause an increase in some, depending on property appraisals.

The SUPs for QBE and Chick-fil-A were both approved with conditions. Chick-fil-A has to go through all required outside agency approvals, as well as site plan approval from the Planning Commission. For QBE, for the Muslim Church, the condition is that they need to have the owners draft up a site plan since there is no site plan to show the improvements that were required to meet the SUP. It will also be reviewed yearly. The rented space would facilitate a Church, which is why the SUP was required. The applicant has to work with the property management company to meet these requirements.

Chairman Luersen shared that another thing reviewed was the policies, procedures, and code of ethics. That discussion was tabled so we could have a full council. These were the three major things discussed at the last meeting.

## X. ADJOURNMENT

**With no further business before the Board, Board Member Barben moved to adjourn. Board Member Chuck Mason seconded the motion. The motion carried.**

  
Alexandra Elswick, Deputy Clerk

  
Ken Luersen, Chairman