

#### ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, June 25, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169 http://www.townofhaymarket.org/

#### **AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- **III. CITIZENS TIME**
- IV. MINUTE APPROVAL
  - 1. Architectural Review Board Regular Meeting 5.21.2025
- V. AGENDA ITEMS
  - 1. Draft Code of Ethics
  - 2. ARB Guidelines Discussion
- **VI. OLD BUSINESS**
- **VII. NEW BUSINESS**
- **VIII. PLANNING COMMISSION UPDATES**
- IX. TOWN COUNCIL UPDATES
- X. ADJOURNMENT



#### 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/

#### **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.

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, Member Chuck Mason seconded the motion	Board Member Barben moved to adjourn. Board n. The motion carried.
Alexandra Elswick, Deputy Clerk	Ken Luersen, Chairman

## TOWN OF HAYMARKET TOWN COUNCIL AND APPOINTED OFFICIALS CODE OF ETHICS AND STANDARDS OF CONDUCT



#### **Preamble**

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, Planning Commission (PC) and Architectural Review Board (ARB) and recommends adoption by the Board of Zoning Appeals (BZA) to assure public confidence in the integrity of local government and its effective and fair operation.

#### CODE OF ETHICS

- 1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
- 2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
- Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
- Give a full measure of dedication and service to the positions of trust in which you have been placed, giving your best effort and thought to the performance of duties.
- 5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
- Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
- 7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member shall never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing

the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc. No member shall benefit from Town sponsorship of special events, such as the acceptance of free tickets or other special favors. This shall not apply to attendance at an event in which the individual is performing official Town duties.

- 8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
- A member should identify any associations with an organization or interest group that presents in any manner to the body on which the member serves prior to any discussion or decision related to that organization or interest group
- At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
- 11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the the Freedom of Information Act.
- 12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. All media inquiries shall be forwarded to the Town Manager or designee for a response. Staff comments to the media shall be in a courteous, statesmanlike manner and shall maintain the propriety of the Town when speaking to public issues.
- 13. Make sure that a clear distinction is made between personal opinion or belief and a decision made by the Mayor, Town Council, PC, or ARB.
- 14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
- 15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
- 16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager
- 17. Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police.
- 18. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.

- 19. Review orally and in public session at the annual organizational meeting each of these principles.
- 20. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

#### STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and the public , and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government, the Mayor and every member of the Town Council, PC and ARB shall adhere to the following Standards of Conduct. It is recommended by Council that the BZA also adhere to the following these Standards of Conduct.

- Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
- Attend all regularly scheduled meetings of the Town Council, PC and ARB to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
- Make a conscientious effort to be prepared for each meeting.
- 4. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
- Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
- 6. Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and so that citizens will feel comfortable as observers or participants.
- 7. Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
- 8. Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
- Be concise. Avoid the practice of taking more time to address an issue before the body than
  is necessary and essential for an adequate consideration of those matters being discussed.

#### **IMPLEMENTATION**

As an expression of the standards of conduct for members expected by the Town, the Town of Haymarket CODE OF ETHICS and STANDARDS OF CONDUCT are intended to be self- enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for all newly elected and appointed officials. Members entering office shall be provided with the Town of Haymarket Code of Ethics and Standards of Conduct. In addition, the Town Council, PC and ARB annually review the Code of Ethics and Standards of Conduct and the Town Council shall consider recommendations from

commissions and committees to update it as necessary. The BZA is encouraged by Council to also adopt and uphold the Code of Ethics and Standards of Conduct as presented.

#### COMPLIANCE and ENFORCEMENT

The Town of Haymarket Code of Ethics and Standards of Conduct expresses standards of ethical conduct expected of members of the Town of Haymarket Town Council, PC and ARB and recommended for the Town's BZA. Member themselves have the primary responsibility to ensure that these ethical standards and that the code of conduct is understood and practiced during all times while serving the Town in order to assure the public can continue to have full confidence in the integrity of government.

Citizens may bring complaints about the conduct of elected or appointed officials to the mayor, any member of council, or the chair of the commission, board or committee on which the appointed official serves.

The Town Council <u>may</u> impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, PC, ARB, and committees from office. The Town Council acknowledges that it does not have such authority over the BZA for the Town.

A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission or committee decision.



#### Town of Haymarket 15000 Washington Street, #100 Haymarket, VA 20169 703-753-2600

#### Thomas Britt Town Planner

#### **MEMORANDUM**

TO: Architectural Review Board FROM: Thomas Britt, Town Planner

DATE: June 20, 2025

SUBJECT: Discussion Item, Revisions to ARB Guidelines

#### **Background:**

The Town Planner is providing edits of the current Architectural Review Board Guidelines for the ARB's review and comment. The goal of revising these updates is to streamline permitting processes and ensure that ARB review is consistent with the current needs of the Town.

The Town Planner will take the comments and recommendations of the ARB into consideration when bringing the revised guidelines to the Town Council for review and approval.

The sections provided for review in this meeting include:

- General Summary of Conditions in each district of Haymarket
- List of Administrative Approval Items versus ARB Approval Items
- Cleanup of language and formatting in the guidelines.
- Updated external links on miscellaneous management of exterior elements, such as painting guidelines.

The Town Planner has included map elements such as the Historic District Overlay Map as placeholders until documents are finalized and any zoning text and comprehensive plan amendments are approved.

Note, formatting of the guidelines are subject to change, and alterations to the theme and format of the final copy recommended by the ARB are expected as this discussion continues.

The Town Planner has taken the recommendations from previous meetings and presented the revisions for discussion and recommendation.



County of Prince William

## HISTORIC DISTRICT DESIGN GUIDELINES FOR

### THE ARCHITECTURAL REVIEW BOARD

Adopted by the Town Council Public Hearing Held
Adopted by the Haymarket Town Council by a quorum present, upon a roll call vote, as follows: Motion By:
Seconded By: Voting Aye: Voting Nay: Absent: 0 Abstain: 0
Done this Day of, 2024 ATTEST:
Ken Leursen, Mayor Clerk

15000 Washington Street • Haymarket, Virginia 20169 • 703-753-2600 Fax 703-753-2800

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#### INTRODUCTION

#### A. PURPOSE AND INTENT OF THE ARCHITECTURAL REVIEW BOARD

In 1994 the Haymarket Town Council (herein after, the "Town Council") placed the entire town under a Historic District Zoning Ordinance. A "Historic District" is an overlay zoning which imparts identifies additional protection specific to historic structures and the historic resources of the Town of Haymarket (herein after, the Town) in addition to underlying zoning requirements are already required by a locality's zoning regulations. The adoption of a local historic district and ordinances to protect historic resources is authorized by Sec. 15.2-2201 and 15.2-2306 of the Code of Virginia Virginia Code, which recognizes the importance of preserving a local jurisdiction's historic heritage. A local property does not have to be listed in either a state or national register in order to be designated historic on the local level.

ARTICLE XVI. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY in the Haymarket Zoning Ordinance designates all structures that are 50 years old or older all buildings within the Historic District Overlay which were built prior to 1950.

When the The Town Council adopted the Historic District it also established the Haymarket Architectural Review Board (herein after, ARB) and determined that no building, structure or sign shall be erected, constructed, or altered until the ARB has issued a Certificate of Appropriateness (herein after, a COA). The regulations imposed in the district are intended to protect against the destruction of, or encroachment upon, Haymarket's historic structures and resources.

Any change within the Historic Overlay District must be reviewed and approved by the ARB before a COA may be granted, which includes, but is not limited to:

- rehabilitation of or additions to existing buildings
- new construction
- razing or demolition

Any change undertaken without issuance of a COA may, among other actions, be ordered removed and returned to the original condition.

The following has been adopted by the Town Council to provide the ARB with guidelines to follow during their review procedure. Modifications to these guidelines may be suggested by the ARB at any time, but all modifications must be reviewed and approved by the Town Council prior to implementation.

It is the intent of the Town by adoption of these guidelines, to maintain and promote the historic resources and appropriate architectural styles within the Town.

It is not the intent of the Town to overly restrict property owners, architects, builders, and contractors restrict or prevent homeowners from remodeling, adding to, or otherwise enhancing their property. However, the ARB will interpret what will be considered the unique characteristics of the Town's historic structures

and may refer to architectural and historic sources other than these guidelines in order to make recommendations about all design issues not expressly defined in these guidelines.

In accordance with the <del>Town of Haymarket</del> Historic District Overlay, these guidelines are to be applied to those improvements which currently or in the future could be visible from any public view.

Additionally, according to the Town's Comprehensive Plan (2008-2013), a close relationship between the Planning Commission (herein after, the "PC") and the Architectural Review Board (herein after, the "ARB") is necessary to implement a community design. The PC is responsible for ensuring that development plans abide by existing land use and zoning ordinances whereas the ARB is responsible for ensuring that the design of new structures and the modification of existing buildings adhere to an overall architecture consistent with the Historic District Ordinance and these Guidelines. The community design plan must be a balance of meeting future and current community needs, saving and rehabilitating historic structures, and allowing homeowners and business owners enough latitude to enhance their properties all while creating and preserving the historic "character" of Haymarket.

The overall community design and its resulting policies should produce a Haymarket that gives the impression of "built over time". Each section of the Town should flow into the other. As developers present designs and requests for zoning changes, the PC, ARB, and, ultimately, the Town Council must keep this overall design goal in mind when approving these designs and granting requests.

#### **B. PROCESS OF REVIEW AND APPROVAL**

Please see the review and approval procedures <insert hyperlink to pdf attachment> to see what steps will be taken when an application is submitted to the Town for review and approval.

#### C. CERTIFICATE OF APPROPRIATENESS

See Sec. 58-16.4 of the Zoning Ordinance for language referring to the Certificate of Appropriateness.

The Certificate of Appropriateness COA is the vehicle by which an applicant receives approval for an application before the ARB. All applicants must receive a COA prior to construction, alteration, or restoration of any building, structure, or sign in the Historic District Overlay.

An idealized timeline for review and approval is listed in Section D.1; however, the timeline for review and approval may vary based on the nature and content of the submitted application.

Please note that some cases under review will only require Administrative approval prior to installation or application to Prince William County's Building Department. The Town Planner will notify the applicant whether or not the submitted application will require Administrative or ARB approval prior to submission of the application.

The procedure for Administrative Review and approval is as follows:

- 1. Submission of application materials to Town Staff—an application for a COA will be picked up from Town Hall/downloaded from the Town website and filed with the Administrative Assistant with all required accompanying documentation and fees.
- 2. Review and comment from Town Staff—the application will be reviewed by the Town Planner and will receive approval/denial within 10 days of processing of the application. Revision of application materials and resubmission by the applicant may be necessary per the Town Planner's request.
- 3. Approval of application

#### 1. Procedure for ARB Review and Approval

- 1. Application for a Certificate of Appropriateness COA shall be filed with the Town Clerk Administrative Assistant with all required accompanying documentation and fees. An application for a COA may be obtained via the Town website or by visiting Town Hall. The Town Administrative Assistant will be given two days to process the application and hand materials to the Town Planner before application review begins. If any additional information is required for the application, the Town Planner will notify the applicant within the 10 day processing time.
- 2. The <del>board ARB</del> shall meet within 45 days after notification by Town <del>Clerk Staff</del> that such application is complete and ready for consideration.
- 3. The applicant, or a representative, is required to attend the meeting at which their application is to be heard. If the applicant or the applicant's designee does not appear before the board-ARB, the application may be deferred until the next meeting. If this applicant or their representative does not again appear, the application may be discontinued.
- 4. The board ARB shall endeavor to vote and announce its decision on any matter properly presented within 14 days after the conclusion of the final hearing on the matter final meeting unless time is extended by mutual agreement between the board and the applicant and the applicant waives the 45 day deadline in writing.
- 5. The board ARB shall not reconsider any decision made by it except in cases where an applicant appears with an amended application addressing all areas of concern and two-thirds of a quorum of the Board ARB votes to reconsider such applications.

#### 2. Appeals

Whenever the board ARB or Town Planner shall approve or disapprove an application for a COA, any aggrieved party or member of the Town Council shall have the right to appeal and be heard before the Town Council provided such person files a written notice of intention to appeal with the Town Clerk on or before 14 days after the decision of the board. Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council, at a time not to exceed 45 days after the receipt of such notice of appeal.

The appeal process applies to applications that require either Administrative and ARB approval/denial.

#### D. EXEMPTIONS

When in compliance with all Town ordinances and other requirements, the following projects are exempted from all provisions of these Design Guidelines:

- Routine maintenance work on buildings that does not significantly alter the appearance or function of the building, nor materially replaces old roofing, siding, or window materials with new materials substantially identical to the repaired materials. Replacement of more than 10% of a feature (i.e. roof, siding, etc.) is NOT considered routine maintenance and shall be deemed "material".
- Interior Remodeling Work.

#### ARCHITECTURAL STYLES OF HAYMARKET

This plan can be described with respect to the main geographic portions of The Town is commonly described with respect to the main geographic sections found within:

Industrial/Retail, West of Fayette Street

As development has progressed, styles of new buildings show a regression of architectural styles from modern (Sheetz, Crossroads Village Center), to neo-colonial (Leaberry and Quarles shopping centers), to late-1800s urban (Bloom building) and finally to colonial (Giuseppe's Restaurant and Remax Realtors). One historic structure has been saved, Winterham, albeit in the midst of a between new shopping centers and professional complexes. This regression is in concert with the overall goal of maintaining the feel of the town center as the oldest portion of Haymarket. Only one property of this part of town is undeveloped, the land between Quarles and Giuseppe's Restaurant. The overall design of a retail or professional complex on this site must flow into this age progression. Accordingly, the style and size of structures here should be consistent with mid-1800 and early 1900 historic architecture. Locations in this part of town should be accessible by foot traffic. Parking will generally be available on site and is to be behind the structure, if feasible.

Historic Walking/Central Portion of the Town

This portion of Haymarket houses the old Town Hall, now the Haymarket museum, and the historic old post office. Development here should be carefully considered and should reflect the architecture that lines Washington Street and defines historic Haymarket. Architectural styles and building sizes should include Colonial, Federalist, and Folk Victorian with Greek revival and Italianate architectural details. Visual interest should be encouraged through the use of height variations ranging from one to three stories. Retail and professional buildings should be arranged in a "walk-around" manner, with parking off-site. In essence, development in this area should create a town center with a historical feel in which residents and visitors can walk, shop, eat, conduct business and relax. Restoration of the old post office will be required as part of any development plan. Consideration must be made to the utility of maintaining town hall in this portion of town or moving it to another location. From this point in town, all other structures should begin to look "newer". The newest building addition to this portion of Town is the Hilton Garden Inn directly across Washington Street from Town Hall, which has a more modern design, and has a walkable pedestrian scale of architecture from street level.

#### Commercial/Residential Blend East of Town's Center

Traveling east from the central portion of town, Haymarket unfolds in a pleasant mix of older, residential homes and low intensity commercial uses such as a veterinary clinic and a Baptist Church. This blend of uses continues to the eastern town limit, where a neo-colonial residential development is across the street from public uses in two Sears houses fronted by a planned village green. The two Sears structures fit this area architecturally and historically and should be preserved, if at all possible. Almost all the land north and south of Washington Street is developed. Much of the available land on the north side of Washington Street seems well suited to low intensity commercial uses, with adequate buffering to separate it from residential neighborhoods. Whenever possible, existing residential buildings should be converted to commercial use, rather than have new buildings constructed, to continue the open, small town atmosphere and sense of place. As per the ARB guidelines, any new development must follow architectural styles represented by the surviving historic buildings in Haymarket. In general, developments within the last seven years have been styled as neocolonial. As other residential developments are planned, the ARB will encourage developers to move away from "cookie cutter" designs and explore styles that reflect a post-Civil War era. This would include Victorian styles. Modern or industrial designs are not consistent with the Historic District and are not appropriate.

#### Overall Plan

The overall community design and its resulting policies should produce a Haymarket that gives the impression of "built over time". Each of these sections of town discussed above should flow into the other. As developers present designs and requests for zoning changes, the PC, ARB, and, ultimately, the Town Council must keep this overall design goal in mind when approving these designs and granting requests.

#### II. STREETSCAPE AND SITE DESIGN

Certain applications require additional approval from the Town Council and Planning Commission due to their proximity to specific road corridors or the alteration's visibility from the public view.

Aside from the Washington Street Enhancement Project, all below alteration designs and types will go through general Administrative or ARB approval processes.

#### A. WASHINGTON STREET ENHANCEMENT PROJECT

There are additional Town Code requirements for site and streetscape design in the Washington Street area, found in Section 58-20.9, 58-20.10, and 58-20.16 of the Zoning Ordinance.

#### **B. FENCES AND WALLS**

The ARB generally approves fences that meet the following criteria and that are consistent with the fence style examples shown in Appendix C. All fence applications will be administratively reviewed and approved.

#### 1. Types

- Wood or wood-look products in the style of a picket, board, or split-rail.
  - Regarding fence installation at the Longstreet Commons Subdivision: The subdivision was created in 1987 prior to the establishment of the guidelines and all lots within this subdivision are subject to a restrictive covenant that any fence constructed must be board on board and none other.
  - o For picket fencing, pickets must be separated from each other by a space of one to three inches but should not be any wider than the width of the picket. Additionally, the picket will have a horizontal width of two to four and one-half inches. The fence will be constructed with the finished side facing outside of the fenced property.
  - Board fencing will be constructed of six-inch wide boards. If more than twenty- five percent is to be replaced, then the entire fence will be considered as a new fence and must adhere to these guidelines.
  - o For split-rail fencing, a maximum of three rails is permitted. The height of a split-rail fence should not exceed 48 inches at the highest rail.
- Wrought iron.
- Other fence styles, such as ornamental and privacy fences will be considered on a case-by-case basis.
  - Partial and/or decorative fencing styles should be appropriate to the architecture of the parent building. Partial and/or decorative fences are not to be used extensively along the property line.
  - o For fences with an open design, wire mesh can be used to contain pets. The wire mesh should be of a heavy gage in black or dark green with a square or rectangular weave. It should be installed on the inside of the fence and not extend above the top of the fence or top rail in a split-rail design. "Chicken wire" is not approved.

- Screen fencing is discussed in Section II H.
- At no time will stockade, snow fencing, exposed chain link fencing or barbed or razor wire (or any similar exposed security fencing) be allowed within the Historic District.
- Alternating board fences are not approved for new fences.

#### 2. Materials

Colors and choice of materials for fences and walls shall compliment and be consistent with the design and materials of the parent building.

#### Special Instructions (Moved as sub bullets to fence types)

For picket fencing, pickets must be separated from each other by a space of one to three inches but should not be any wider than the width of the picket. Additionally, the picket will have a horizontal width of two to four and one half inches. The fence will be constructed with the finished side facing outside of the fenced property.

Board fencing will be constructed of six-inch wide boards. If more than twenty- five percent is to be replaced, then the entire fence will be considered as a new fence and must adhere to these guidelines.

For split-rail fencing, a maximum of three rails is permitted. The height of a split-rail fence should not exceed 48 inches at the highest rail.

Partial and/or decorative fencing styles should be appropriate to the architecture of the parent building. Partial and/or decorative fences are not to be used extensively along the property line.

For fences with an open design, wire mesh can be used to contain pets. The wire mesh should be of a heavy gage in black or dark green with a square or rectangular weave. It should be installed on the inside of the fence and not extend above the top of the fence or top rail in a split-rail design. "Chicken wire" is not approved.

#### 3. Gates

- All fence gates should match the design and construction of the fence.
- If a matching design cannot be met due to structural integrity, a solid board or vertical picket design can be substituted.
- The gate may have either a flat level top or a rounded top.
- Ornamental gates will be considered if the design is harmonious with the parent structure architecture and fence style.
- Gates should be single hung with the stile at the same height as the fence.

#### 4. Walls

- Freestanding walls may only be constructed of brick, concrete or fieldstone. If concrete or concrete block is used, it shall have a façade of brick or fieldstone.
- Retaining walls shall be constructed of brick, concrete, fieldstone or wood. If
  constructed of wood, a minimum of six-inch by six-inch beams in rectangular crosssection will be used. Pressure treated wood or railroad ties must be used.

#### C. LIGHTING (FREE STANDING/POSTS)

- All exterior lighting schemes shall be preplanned in its entirety and such plans, with detailed specifications, shall be presented to the ARB for consideration and approval.
- Business Town lighting located along Washington Street shall also be in accordance with the Streetscape Plan.
- Free standing light posts shall be compatible with the prevailing and recognized historic architectural character of the Town.
- Free standing lights shall not exceed sixteen feet in height in business and industrial zones.
- Free standing lights shall not exceed six feet in height in residential zones.
- All free standing lights shall be directed downward onto the site and light shall not materially project onto adjoining properties.
- A combination of free standing and wall-mounted fixtures is recommended in order to yield varied levels of lighting.

#### D. TELECOMMUNICATION DISHES, DRUMS AND TOWERS

- Communication dishes or drums located in an Industrial Zoned I-1 district (in the southwest corner of Haymarket between Fayette Street and James Madison Highway) must be surrounded by fencing and obscured from view if mounted on the ground.

- Any exposed dish or drum mounted on a tower or monopole shall be painted white or another color approved by the ARB.
- No antenna higher than twenty-four linear feet from ground level shall be constructed or attached to any building or structure within the Industrial-zoned district.
- Small cell facilities and similar infrastructure deployments must meet the following criteria:

#### [reasonable, nondiscriminatory, and objective standards to be drafted]

#### E. SCREENING

All outdoor utilities, transformers, meters, trash dumpsters, mechanical, heating and a/c units shall be screened from the public view by walls, fences, landscaping or a combination thereof. If roof-mounted mechanical equipment is used, it shall be screened from public view on all sides. The screening material and design shall be consistent with the design, textures, material, and colors of the building. The screening shall appear as an integral part of the building.

## III. NEW CONSTRUCTION AND ADDITIONS TO EXISTING NON-HISTORIC AND NON-CONTRIBUTING STRUCTURES

#### A. GENERAL GUIDELINES

- In order to create a more pleasing blend of historic and new elements in the Town, new structures shall be compatible with the prevailing and recognized historic architectural character of the existing adjacent structures.
- New buildings shall be designed to complement rather than detract from adjacent buildings in terms of mass, scale, and materials.
- Alterations to existing structures that are not within the Historic District Overlay or have been deemed an Administrative review procedure are reviewed and approved by either the Town Planner or the Zoning Administrator. All other alterations to existing structures will be reviewed and approved by the ARB.
- All new construction within the corporate limits of Haymarket must go through review and approval by the ARB.

#### **B. COLORS**

- Painting, architectural accents, and signage shall use colors complementary to adjacent structures as well as being appropriate for the adjacent architectural styles.
- Colors of a building shall also take into consideration roof, foundation materials and design elements and principle.
- The ARB may adopt an approved color palette from time to time. Applicants are not limited to using the approved color palette, but if using another color palette they must submit sufficient information to the ARB for it to determine that the proposed color palette is compatible with the historic color scheme of the Town and adjacent architecture.
- The approved colors are from the Martin Senour Paints Williamsburg collection. These colors may be viewed at the Town Hall office.
- Corporate logo colors may not meet the Town design guidelines and may not be approved.

#### C. EXTERIOR ELEMENTS

#### 1. Foundations and Siding

The following materials are acceptable for exteriors and foundations of buildings

within the Town, if consistent with the other requirements of the Historic District Ordinance and these Guidelines:

- Foundation exteriors must be comprised of brick, stone or concrete with a brick relief.

- Wood siding
- Wood-look Vinyl Siding, if consistent in quality and texture with Historic District requirements
- Hardboard Siding
- Stone
- Brick

Paneling and exposed cinder or concrete blocks are not appropriate for any structures. The ARB may consider other exterior materials if such material is consistent with the Historic District Ordinance and these Guidelines. The applicant is responsible for providing the ARB sufficient information to determine such consistency.

#### - Decorative Detailing

All new construction in the Colonial style shall have exterior dentil moldings where appropriate that must be proportionate to the size and scale of the structure. Decoration shall be made of wood/vinyl trim that matches the colors and aesthetics of the exterior of the building.

#### CHIMNEYS

The exteriors of all exposed chimneys or mock-chimneys constructed in the Town shall be constructed of brick, stone, or brick and stone facing.

The exterior design shall include a connection to the base or ground of the home and extend above the roofline.

#### D. ROOFING and CHIMNEYS

- All roofing applications that fall outside of the Historic District Overlay will be administratively reviewed and approved once HOA approval is granted, if necessary.
- Roof design, materials, colors and textures shall be consistent with the Historic District Ordinance and these Guidelines.
- Roof materials may include metal, composition shingle and wood.
- On any additions to structures with existing pressed tin roofs, the same roof style shall be extended.
- The exteriors of all exposed chimneys or mock-chimneys constructed in the Town shall be constructed of brick, stone, brick and stone facing, vinyl, or metal.
- The exterior design shall include a connection to the base or ground of the home and extend above the roofline.
- Gutters, downspouts, entablatures, cornices, and eaves will match the color scheme and aesthetics of the exterior of the structure.

#### E. LIGHTING (ATTACHED TO STRUCTURE)

The ARB may adopt from time to time a list of approved lightbulb types. All attached exterior lighting shall be contained in fixtures that meet the requirements of these guidelines.

#### F. WINDOWS AND DOORS

- All window and door applications will be administratively reviewed and approved once HOA approval is granted, if necessary.
- Applications for porticos, porches and other building entrances will be approved by the ARB.
- Storm doors and windows must be full view.
- Sliding glass doors shall not be allowed on the front of the structure if they are visible from a public way or street.

#### G. DECKS

All deck applications will be administratively reviewed and approved once HOA approval is granted, if necessary.

Deck plans must be submitted to the ARB Town Planner for design approval with a list of materials.

Permitted materials are:

Pressure-treated lumber

Manufactured wood

Composite material such as TREX<sup>©</sup> or other similar product

Wood

Deck colors must match either the primary or trim color of the structure.

Once painted or stained, the finish must be maintained to prevent peeling.

#### H. HANDICAPPED RAMPS

- Applications for handicapped ramps for residential buildings will be administratively approved, while the ARB will approve all commercial ramp installation, including storefronts.
- Handicapped ramps should not be built in a runway style perpendicular to the front façade unless all other alternatives present undue hardship.
- Potential materials are:
- 1. Pressure-treated lumber
- 2. Manufactured wood
- 3. Composite material such as TREX or other similar product
- 4. Wood

#### 5. AWNINGS

Administrative review and approval will be given for non-contributing structures.

Awnings may be permitted if consistent with the Historic District Ordinance and these Guidelines.

Material used to construct awnings or canopies shall be limited to canvas or similar material.

Vinyl, plastic or aluminum will not be considered as material for use in the construction of awnings or canopies.

The design of the awning and color of the cloth should complement the building.

The scale of the design should be related to the proportions of the building.

Awnings must be a solid color.

All awnings should be well maintained, washed regularly, and replaced when faded or torn.

Any lettering applied to an awning shall be considered a sign and must comply with the Town Ordinance regarding signs.

## GUIDELINES FOR ALTERATIONS OR ADDITIONS TO HISTORIC STRUCTURES OR CONTRIBUTING STRUCTURES

Note: The Town Code designates as "historic" all structures that are 50 years old or older. all buildings within the Historic District Overlay which were built prior to 1950.

See Appendix D for a list and map of the Town's Historic Structures

#### A. GENERAL GUIDELINES:

Any exterior alteration or addition to a historic structure has the potential to radically alter the structure's appearance and/or obscure its historic significance. When an alteration or addition is planned, it shall be designed and constructed in a manner consistent with the architecture and design elements of the period of initial construction and not detract from the character-defining features of the historic structure. To this end, the ARB shall examine the proposed modifications to the historic structure and determine if such proposed modification would detract from the significance or integrity of the structure.

The following considerations shall be met in any renovation or addition to a historic structure: The size and scale of any alteration or addition shall be limited so as not to compromise the integrity of the historic structure or the surrounding structures.

The alteration or addition must use materials, level of detail, fasteners, finishes and colors that are consistent with the historic structure's period of construction and should take into account compatibility with surrounding structures.

The alteration or addition must incorporate the design elements and principles of the existing structure.

Original siding materials shall be repaired and retained, rather than removed or covered. If replacement must be made, and is approved by the ARB, it must be with like materials. Replacing original wood siding with cement siding products, such as Hardiplank siding, is not permitted.

Existing paint may be removed if done in a manner that will not damage the surface of the structure. Such method of paint removal shall be reviewed in advance by the ARB if such facility is a historic building.

#### **SIGNAGE**

See Section 58-17 of the Zoning Ordinance for Town signage requirements. See Appendix B for Sign Design Examples

Signs associated with historic structures shall use fonts and designs documented to be from the time period of (1) the structure's construction or (2) the period 1750 to 1900. Signs should make a positive contribution to the general appearance of the street and neighborhood in which they are located as well as complement the architecture of the building(s).

It is not a given that corporate business logos or color schemes will meet sign guidelines. The ARB strongly encourages the use of durable synthetic materials.

#### **DEMOLITION GUIDELINES**

The requirements for demolition review and approval can be found in Section 58-16.12 of the Zoning Ordinance.

#### A. SPECIAL INSTRUCTIONS FOR HISTORIC STRUCTURES

The Haymarket Comprehensive Plan supports the preservation of the Town's historic resources to the greatest extent possible. Therefore, there must be a compelling reason to demolish a historic structure.

Applicants must provide a written statement explaining the reason for the demolition and describe alternatives to demolition and why such alternatives are not considered feasible. In some instances, the ARB may require a structural analysis of the building by a licensed professional engineer regarding the structural integrity of a building prior to a demolition permit decision.

If an applicant is successful in demonstrating that a historic structure is a candidate for demolition the ARB may approve the demolition request with one or more of the following conditions, depending on the circumstances surrounding the request:

Complete, professional, photographic documentation of the interior and exterior of the building, including black and white print and digital images.

Phase I archaeological survey of the property to determine if the property yields information important to the Town's history.

The applicant must demonstrate that the site will be prepared and maintained in accordance with a landscape plan once the building has been demolished.

The demolition may occur only following receipt of a building demolition permit for the new construction structure.

#### SITUATIONS NOT COVERED, ADDITIONAL REQUIREMENTS

These guidelines do not cover every possible situation. Architectural alterations or construction requests not covered by these Guidelines will be reviewed for appropriateness by the ARB on a case-by-case basis applying the standards and principles

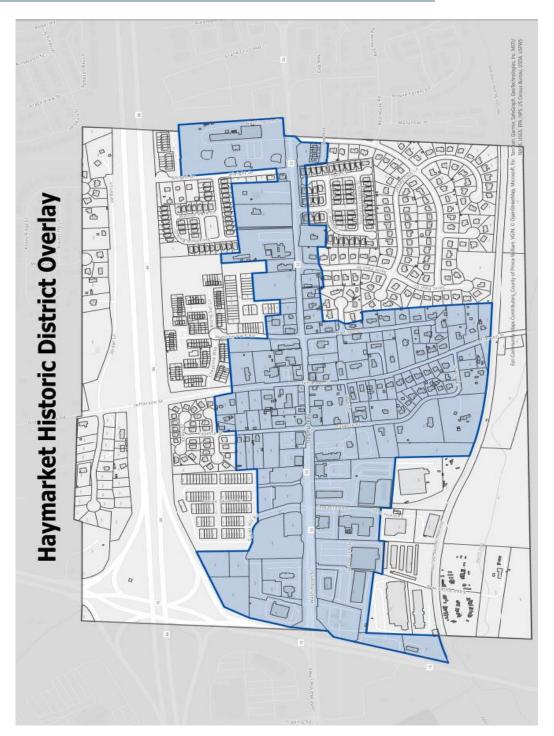
set forth in these Guidelines and the Town's Comprehensive Plan and ordinance provisions. The timeline for review and approval of the application may vary based on the content and historic context of the submitted application. It is the responsibility of all applicants to comply with all Town building, zoning, subdivision and land use requirements as well as all state and federal requirements. If there are any further questions that applicants may have in this process, please contact Town Staff at (703) 753-2600 or visit Haymarket Town Hall at 15000 Washington Street Suite 100.

#### LEGAL STATUS OF GUIDELINES

The Town Council recognizes it is not possible to define what may or may not be required in the many unique circumstances which will occur in the Historic District. It is therefore impossible to define by ordinance precisely how to apply the Historic District Ordinance to these type situations. These Guidelines are the result of mature consideration by the Town Council after input and comment by the public, the ARB, the PC Planning Commission and the residents of the Town. These Guidelines shall have the legal force of a town ordinance and shall provide the legal framework for achieving the purposes of the Historic District Ordinance and the preservation of the Town's historic resources in the Historic District. By application of these Guidelines and the Historic District Ordinance, relevant matters will be decided in a consistent fashion. These Guidelines also provide important guidance to property owners within the Historic District

#### APPENDIX A: HISTORIC DISTRICT OVERLAY AND MAP

To read the language of the Historic District Overlay in its entirety, please refer to <u>ARTICLE</u> XVI. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY



#### APPENDIX B: SIGN DESIGN EXAMPLES

The following examples of current Town Business signs demonstrate the subdued style from 1750 to 1900. They are not inclusive of all acceptable sign styles. Any particular sign style must be approved by the ARB in a certificate of appropriateness.

(Use of these images is for exemplary purpose only and is not an endorsement of any business shown. Letter typestyle can be found in Appendix A)

#### **MENU SIGNS**





#### **HANGING SIGNS**



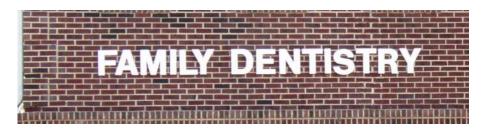


#### FREESTANDING SIGNS





#### **INDIVIDUAL LETTER SIGNS**





#### **WALL SIGNS**





#### **DIRECTIONAL SIGN**



#### NEON "OPEN" SIGN (Non-Flashing/Non-Moving)



#### APPENDIX C: APPROVED FENCE STYLES









#### PICKET STYLE FENCES:





#### ENCLOSURES:









#### OTHER FENCE STYLES/RETAINING WALLS:



Ornamental Fencing



Wrought Iron Fence



Stone Retaining Wall

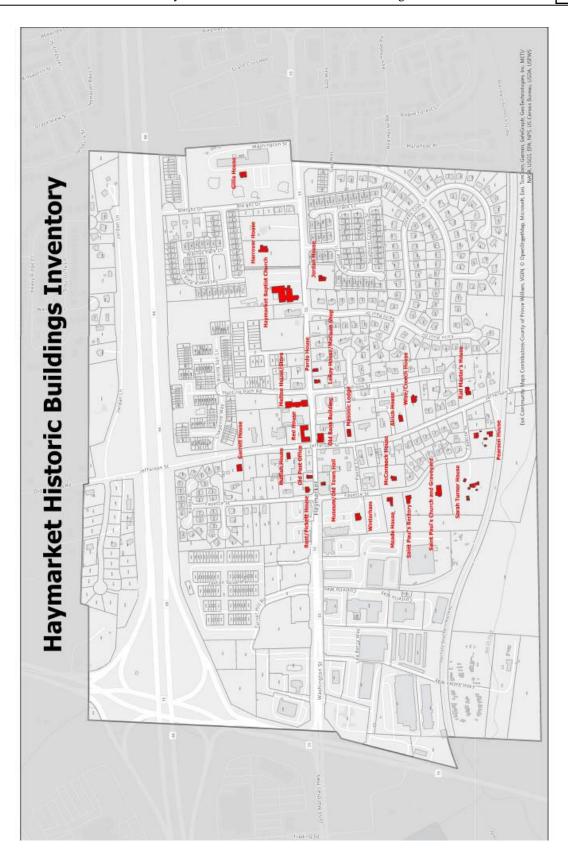


Wood Retaining Wall

#### APPENDIX D: HISTORIC STRUCTURES INVENTORY

Address	Date of Construction	Historical Name
14600 Washington Street		QBE Building
14650 Washington Street		1
14710 Washington Street	ca. 1924	Sears House
14740 Washington Street	ca. 1926	Sears House
14801 Washington Street	ca. 1900's	Jordan House
14800 Washington Street	ca. 1900	Baptist Church
14841 Washington Street	ca. 1900	Watts House
14845 Washington Street		1
14881 Washington Street 14891 Washington Street	ca. 1900 ca. 1900	House LeRoy House/Madison Shop
14898 Washington Street		
14910 Washington Street 14920 Washington Street	ca. 1895 ca. 1900	Melton House/store Lane Motors Property
14941 Washington Street 14950 Washington Street	ca. 1948 ca. 1870's Built on site of the Red House Tavern	Old Fire Station (first one in Western Prince William County) Roland House/Red House Tavern (first building built before Haymarket became a town
14951 Washington Street	ca. 1910	Old Bank Building
15020 Washington Street	ca. 1920's	Old Post Office
15030 Washington Street	ca. 1920	Rust/Pickett House
15101 Washington Street	ca. 1888/90	Dr. Payne House/Winterham
6721 Madison Street		ĺ
6760 Madison Street		ĺ
6560 Jefferson Street		ĺ
6590 Jefferson Street	ca. 1910	Garrett House
6611 Jefferson Street		1
6620 Jefferson Street 6707 Jefferson Street	ca. 1900 ca. 1920's	Downs House Large example bungalow
6706 Jefferson Street	ca. 1901	Gossom House
6712 Jefferson Street	<del>ca. 1935</del>	Baker/Bean House
6713 Jefferson Street	ca. 1910	Masonic Lodge
6720 Jefferson Street 6741 Jefferson Street	ca. 1930 ca. 1890	Gossom House Brownie Smith House
6722 Jefferson Street		

6735 Jefferson Street		
6751 Jefferson Street	ca. 1870	Alrich House
6771 Jefferson Street 6810 Jefferson Street	ca. 1870-80 c. 1900	Wise/Creech House Leonard House
6811 Jefferson Street	ca. 1890	James Beale House
6814 Jefferson Street		
6735 Fayette Street	ca. 1911	St. Paul's Parish Hall
6740 Fayette Street	ca. 1890-1910	Meade House
6750 Fayette Street	ca. 1900	St. Paul's Church and Rectory
6790 Fayette Street 6796 Fayette Street	ca. 1930 ca. 1800	Sarah Turner House Pearson's House
14997 Walter Robinson Lane		
14975 Walter Robinson Lane		



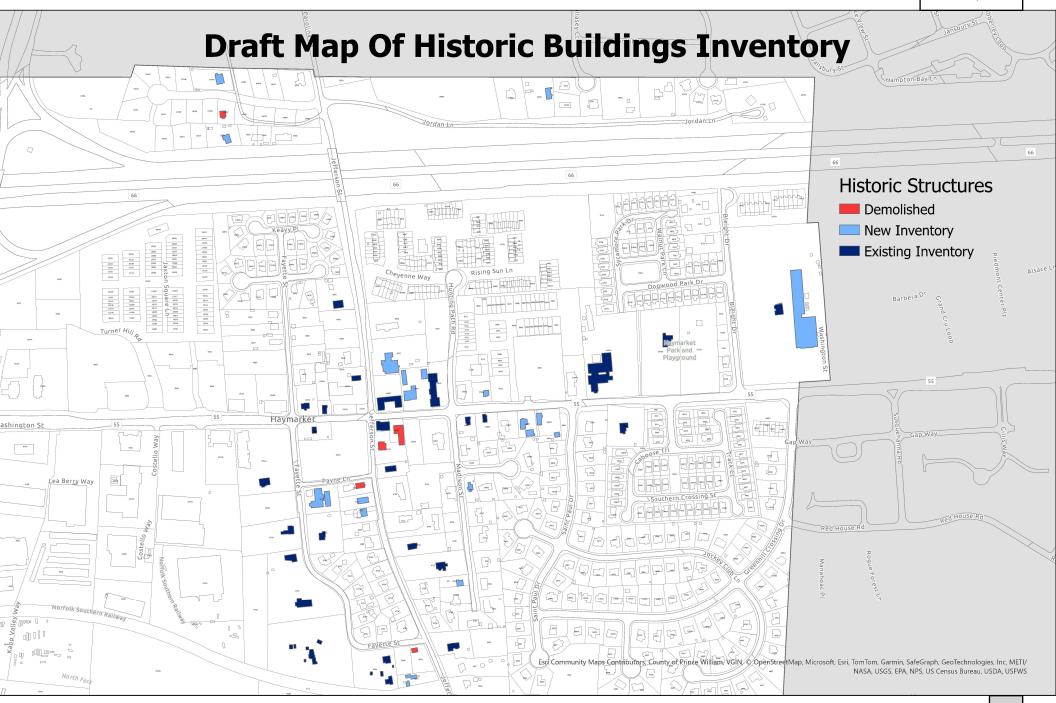
Map showing the location of the <del>buildings</del> structures within the historic <del>buildings</del> structures inventory.

Source: Town of Warrenton Guide to Historic Resources, Warrenton, VA
Prepared by Michael Baker Associates with the Town of Warrenton, 2022
<a href="https://www.warrentonva.gov/DocumentCenter/View/179/Historic District Design-Guidelines-PDF?bidId="https://www.warrentonva.gov/DocumentCenter/View/179/Historic District Design-Guidelines-PDF?bidId="https://www.warre

## SOLUTIONS TO EXTERIOR PAINT PROBLEMS ON HISTORIC WOODWORK & REPAINTING TECHNIQUES

GUIDELINES FOR PRESERVATION OF HISTORIC STRUCTURES

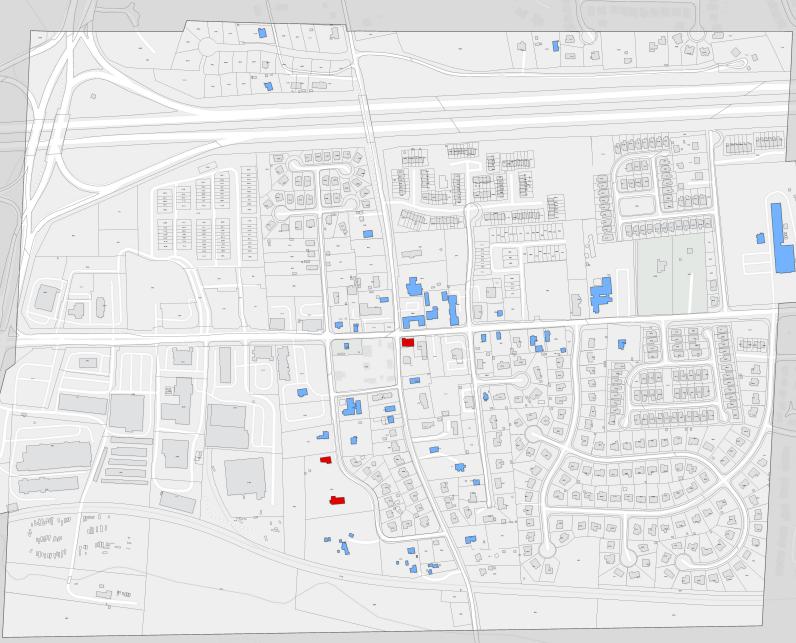
This link leads to the US Department of the Interior's Standards for the Treatment of Historic Properties and provides property owners with multiple resources to aid in preservation and maintenance of historic structures.





# 1-1

## Draft Haymarket Historic Structures inventory



#### Legend

**Historic Structures** 

- National/State Register
- Historic Inventory

Section V, Item2.

