



ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, February 19, 2025 at 6:00 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. APPOINTMENT OF CHAIR AND VICE CHAIR

IV. CITIZENS TIME

V. MINUTE APPROVAL

1. Architectural Review Board - Regular Meeting - 12/18/2024

VI. AGENDA ITEMS

1. ZP#2024-1201 6800 Fayette Street Fence Application
2. ZP#2024-1202 6804 Fayette Street Fence Application
3. ZP#2025-0202 6758 Jefferson Street Fence Installation
4. ZP#2025-0105 15111 Washington St., Suite 121, Sign Application
5. ZP#2024-1104 14920 Washington Street Demolition COA Application
6. ARB Guidelines Discussion for New Members

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PLANNING COMMISSION UPDATES

X. TOWN COUNCIL UPDATES

XI. ADJOURNMENT



ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, December 18, 2024 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, Virginia, was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Marchant Schneider called this meeting to order.

PRESENT

- Chairman Marchant Schneider
- Vice Chairman Benjamin Barben
- Board Member Chuck Mason
- Board Member Joanna Mason

II. PLEDGE OF ALLEGIANCE- Girl Scout Troop

Chairman Marchant Schneider introduced Girl Scout Troop 90205, who then led the Pledge of Allegiance.

III. CITIZENS TIME

No citizens wished to address the Architectural Review Board at this evening’s meeting.

IV. MINUTE APPROVAL

Board Member Chuck Mason moved to approve the minutes from the November 20, 2024 Architectural Review Board Meeting. Vice Chairman Benjamin Barben seconded the motion. The motion carried.

V. AGENDA ITEMS

1. 2025 Meeting Dates

Without any objections, Chairman Schneider added this agenda item to tonight’s meeting and presented the 2025 meeting schedule. The Deputy Clerk noted that the third Wednesday in April coincided with Prince William County Schools’ Spring Break and asked if the meeting should be moved to another date. The Board members agreed to move the meeting to Wednesday, April 9, 2025. Chairman Schneider also reminded everyone that his term ends on December 31. He mentioned having spoken with Benjamin Barben about taking over as Chair and that new appointments would be made at the January meeting.

2. ZP #2024-1201 Fence Installation-6800 Fayette St. and ZP #2024-1202 Fence Installation-6804 Fayette St.

Town Planner Thomas Britt introduced the application and proposed combining it with the next item on the Agenda, ZP #2024-1202. These applications pertain to two single-family units located at the gateway of Haymarket on the south end. The property is bordered by the railroad and an additional property where numerous vehicles are stored. The applicant requests a board-on-board fence for both single-family units due to the location, noise, and proximity to other homes. The boundaries of the proposed fences can be found on packet pages 13 and 25. The Town Planner invited the representative of both applications to the podium to speak and answer any questions.

The representative for the property owner, Fairfax Developments LLC, and the contractor, Landmark Renovations, introduced that both buyers have requested the installation of a privacy fence. The buyers at 6804 Fayette Street, who have four young children and animals, have asked for the fence to be placed on three sides of the property, extending toward the front elevation of the house. Similarly, the buyer at 6800 Fayette Street would do the same on the right side and rear of their property. They acknowledge that the Architectural Review Board guidelines require that privacy fences are considered on an individual basis. They have asked for this due to the busyness of the intersection and the proximity of the railroad in the back, and they hope those items be considered when reviewing their request.

Vice Chair Barben inquired about the difference between the two fence photos that were provided. Chairman Schneider mentioned most fences can come up to the rear side of the building and the ones shown in this application are coming all the way forward. Chairman Schneider asked that the Town Planner check the ordinance regarding this. Chairman Schneider mentioned the one on the corner shows the gate on the right side but does not have a schematic for the hardware or height. The representative indicated it would be black hardware and the same dimensions. Chairman Schneider noticed the fence for the other property does not connect to the house. The representative explained that the buyers didn't want a gate, as they just wanted privacy at the perimeter.

Chairman Schneider stated the board-on-board is not a standard we have. He noted that the house across the street features a solid board fence, as do the houses behind it, setting a precedent for solid fencing in the area. He explained that the predominant style is solid fencing. Chairman Schneider pointed out that we have other examples in the design guidelines and throughout the Town to look at. He asked the Town Planner to research the location of where the fence will begin and end, look into other solid board examples, and review the gate hardware. Board Member Chuck Mason asked for clarification on the standard of the fence coming up to the front of the property. The Board Members did not provide any additional thoughts or recommendations. With no objections, Chairman Schneider deferred this item to the January 15 meeting with the revisions and additional information described this evening.

3. ZP #2024-1106 Kiddie Academy Signage

The Town Planner introduced the application for the monument sign. Vice Chair Barben asked for clarification as the application mentioned both the wall and monument sign. The Town Planner clarified being discussed tonight was just the monument sign. The representative for the application joined via Zoom. The owner was present and answered questions from the Board regarding the board and batten and brick. Chairman Schneider clarified that it would be ground lit, and asked to see examples, which the owner mentioned was a different contractor. Discussion followed regarding monument signs in that area. The owner indicated they will follow the recommendation of the Board. Vice Chairman Barben indicated if we already have a precedent over there to go with that, Chairman Schneider said the Board is fine to give the

Town Planner the discretion to approve a fixture that is of similar design and color to the ground-lit fixtures for the rest of the development.

Chairman Schneider moves to conditionally approve the sign subject to the materials presented this evening subject to the brick matching the material color of the water table on the main structure and subject to light fixtures of similar color and style to that of the larger Crossroads Village Development, and the lights being determined by the Zoning Administrator. With nothing further and no objections, Board Member Chuck Mason seconds the motion. All in favor. The motion passes 4-0.

4. ZP #2024-1107 Kiddie Academy Playground

Town Planner Thomas Britt introduced the application. The applicant joined the meeting via zoom, and the owner of Kiddie Academy was also present. The applicant discussed the materials and colors of the equipment. This was followed by a discussion. Vice Chair Barben asked about landscaping plans. The applicant responded that there were no plans for landscaping in the playground area.

Board Member Chuck Mason moved to approve ZP #2024-1107 for the Kiddie Academy Playground. Vice Chair Benjamin Barben seconded the Motion. All in favor. The Motion carried.

5. ZP #2024-0907: Magnolia Crossing Exterior Elevations Application

The Town Planner reintroduced the application for the 11 townhomes to be built at the rear on Bleight Drive, across from Alexandra's Keep, while the applicant set up materials for the presentation. The applicant has returned with updated elevations, color renderings, site elevations, and general plans. The Town Planner passed out an alternate fence option while Chairman Schneider welcomed the applicant and asked them to walk through the new changes.

The applicant, Water Creek Homes, redesigned the townhomes as the original was more modern and the Board requested they reflect the beginning of the Town and the craftsman style that was being looked for. They've redesigned all new elevations, and the architect is here to answer any questions they also brought physical samples. They decided as a company that they are not going to give potential buyers the option to pick their colors, so you'll see the order of the 5 units and the other 6. Renderings of the sign, mailbox design, light fixtures, and brick options were also made as requested.

The applicant directed them to begin on page 2, which shows the location of the Magnolia Crossing sign, the mailbox cluster, the VDOT turnaround, and the parking spaces. Page 4 outlines the different elevations, with physical examples also provided. Page 5 features the side elevation, while page 6 shows the back elevation. The physical example was passed around for reference. Vice Chair Barben inquired about the material being used for the bump-out. The architect confirmed that the bump-out material is painted composite. Discussion followed, reviewing the various elevations that were being passed around.

Board Member Joanna Mason brought up the color variation just because they are townhomes and while we want a contrast, it should fit with the integrity of the town. Discussion followed regarding the craftsman style, and color for the front elevation, attempting to keep the same color in each unit. Chairman Schneider clarified the concern is around the front not the rear elevation. The Board and the applicant reviewed elevation packet c and discussed color options. It was agreed that elevation packet c is changing to Misty Gray, making the middle Board and Batten and outside all one color.

Chairman Schneider moved to page 6 for rear elevations. Railing Style and material were discussed. Deck and light fixtures in the back were also discussed.

The Board continued to review the application moving on to discuss the fencing, entrance pillars and the height of the sign, which needs to be adjusted as it's too high.

Chairman Schneider moved that the ARB approve ZP 2024-0907 Magnolia Crossing Exterior Application as presented and with the following amendments; Elevation C is to be all misty gray to include the board and batten bump out and the side color to match the front elevation; signage, as presented, stone, is to match elevations, light fixture to match elevations and height and dimension of the sign to meet the zoning ordinance as approved by the Zoning Administrator prior to zoning permit; Fencing as presented which would include a solid board and batten, six feet in height as presented at the meeting. Board Member Joanna Mason seconded the motion. No further discussion. All in favor.

6. ZP #2024-1104 Lane Motors Demolition COA Application

Town Planner Thomas Britt introduced the application for Lane Motors, which is located at 14920 Washington Street. The site contains three structures: the main garage and two accessory buildings, all of which are proposed for demolition. The applicant, Water Creek Homes, appeared and explained that they are looking to create a space for their construction, architect, showroom, and brokerage. They expressed their enthusiasm for the building which was constructed in 1922. The oil tanks have been removed, and the soil is in good condition. The applicant plans to salvage some of the stone from the exterior to use as an accent wall inside. They are not changing the footprint, but plan to build up, aiming to keep the garage style and not disturb the existing footprint.

Chairman Schneider indicated we are mixing the two, and while it's good to talk about them in tandem we have to address them individually. He mentioned there was an icehouse on top, and most of the stone came off of Bull Run Mountain, that a guy would come in with a cart and sell it. Unfortunately, this is one of the few buildings left that still has that stone. But for tonight, the demolition criteria. He shared this is one of our most notable structures in town, so we have to be deliberate about how we consider it. The three things to consider are whether it is in the Historic District Overlay, whether it is built by a certain date, and whether it is a contributing resource. This is not listed as a contributing resource, but it is historic by the date of construction.

Chairman Schneider stated we have to schedule a site visit. The structural assessment provided indicates the building is acceptable, but what was said this evening and what the structural report is saying are two different things. In the narrative, it's very positive about the new building, but it should also address the other options considered and why they weren't economically viable. Chairman Schneider asked the Town Planner if additional information could be found and asked that he talk with the Relic Library, which holds a lot of historical records and could provide more background. He requested that research be conducted on this as well.

Chairman Schneider mentioned that while working with the applicant on the elevations implies we're ready to make a decision on the demolition, we still need more information before we can make a recommendation. He asked the applicant to update their narrative of the alternative to demolition and explain why it isn't economically viable. Chairman Schneider asked the Town Planner to answer the criteria in the ordinance regarding demolition. The Town Planner asked where to put the cost analysis, to which Chairman Schneider answered would be part of the applicant's narrative. 0

The Board discussed doing a site visit at 5 pm and the regular meeting at 6 pm on January 15.

Chairman Schneider deferred 2024-1104 to the January meeting site visit at 5:00 pm, and the regular meeting at 6 pm.

7. ZP #2024-1105 Lane Motors Property Architectural Elevations

The Town Planner introduced the application, noting where to review the elevations. Chairman Schneider asked questions about the architectural style. The applicant responded that it came out of necessity, not wanting to change the footprint. They were inspired by the Hilton’s big windows and kept the existing barrel roof over the garage. Discussion continued regarding the style of the proposed building. The applicant mentioned wanting to keep the buildings on the back of the property to use as storage. Chairman Schneider wanted clarification regarding the demo application, which mentioned demolishing all three buildings. The applicants clarified that they intend to demolish only the front building while preserving the two back buildings, if possible. There was further discussion and feedback on the concept of the front of the building and the roof. The applicant asked what the height limit was for this district, to which the Town Planner answered this district’s height limit is 35 feet. Desired color schemes were discussed, along with the material of the roof and salvaging of the stone. Chairman Schneider mentioned if there’s a color scheme that could closely match the stone that is out there today, that would be a good direction. He mentioned after going through the demo discussion we can pick up the architectural discussion again.

Chairman Schneider deferred ZP#2024-1105 Lane Motors Property Architectural Elevations to the January 15 meeting at 6 pm.

VI. OLD BUSINESS

The Town Planner Thomas Britt shared that he has now been provided photo documentation for the single-family units on Bleight Drive. The COA has been met for the demolition of that structure. That is all for old business. Chairman Schneider noticed that there was disturbed land behind the Masonic Lodge, near the tobacco shop, and he asked the Town Planner to investigate what is happening there, as well as the backhoe at Dottie Leonard’s house.

VII. NEW BUSINESS

The Town Planner indicated he is following up on signage requirements with a few businesses in Town. Chairman Schneider asked the Town Planner to check the Certificate of Appropriateness, specifically for the architectural, for Lidl. Chairman Schneider asked about two pad sites by Kiddie Academy. The Town Planner said the owner is looking for a franchise to buy the hotel pad site. The other site has had no submissions for that. One other item of new business, we are starting a review of a site plan by Robinson Village across that patch of grass and forest still left there, next to VCA. It’ll be another childcare center, maybe some retail spaces in there as well. So eventually we’ll be looking at architectural for that. Vice Chair Barben brought attention to the traffic and asked about any traffic studies done in that area. There was no other new business.

VIII. PLANNING COMMISSION UPDATES

Town Planner Thomas Britt stated that, aside from a couple of one-mile review cases, the only big item discussed was a special use permit application for a religious assembly in the QBE building. They talked about the expected size of the congregations and the traffic requirements, and he mentioned it is still in discussion and will be revisited in January.

IX. TOWN COUNCIL UPDATES

Chairman Schneider announced that the new council has been sworn in. They approved the contract to remove the park building, noting the stone from the chimney would be salvaged. Chick-fil-A wants to put in two drive-thru lanes, which has raised concerns regarding traffic circulation. The Strategic Plan is available on the website, so please take a look at that. The sidewalk in front of the park is open to traffic, but the safety cones are still up due to a delay in receiving the light poles.

X. ADJOURNMENT

Board Member Joanna Mason moved to adjourn. Board Member Chuck Mason seconded the Motion. All in favor.

Alexandra Elswick, Deputy Clerk

Marchant Schneider,

DRAFT



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
DATE: February 13, 2025
SUBJECT: ZP #2024-1201 6800 Fayette Street Fence Installation

APPLICATION SUMMARY:

Business/ Applicant: Landmark Atlantic Holdings LLC on behalf of the buyer.

Street Address: 6800 Fayette Street

Proposed Alteration: Fence addition to new build.

Applicant’s Brief Description of the Activity: Addition of fencing for a single family home at the corner of Fayette and Jefferson street.

Town Planner Assessment		
Zoning Ordinance	Application Details	Staff Response
Sec. 58-16.8 Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure.	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The proposed alteration is visible from the public right of way. The fence meets the requirements found in the zoning ordinance.
Sec. 58-16.8 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The proposed alteration is visible from the public right of way. Fence is pressure treated wood, with no caps or other notable features.
Sec. 58-16.8 (2) General Design Arrangement	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The design is in keeping with the guidelines.
Sec. 58-16.8 (3) Texture, material and color	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The design and materials are in keeping with the guidelines.

<p>Sec. 58-16.8 (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings</p>	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings</p>	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sec. 58-16.8 (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas</p>	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>This matter is at the discretion of the ARB</p>
<p>Sec. 58-16.8 (8) The extent to which the building or structure will promote the general welfare by:</p> <ul style="list-style-type: none"> (a) Maintaining and increasing real estate values (b) Generating business (c) Creating new positions (d) Attracting tourists, students, writers, historians, artists and artisans, and new residents (e) Encouraging study of and interest in American history 	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>These matters are at the discretion of the ARB</p>

(f) Stimulating interest in and study of architecture and design		
(g) Educating citizens in American culture and heritage		
(h) Making the Town a more attractive and desirable place in which to live		
Comprehensive Plan		
Comp Plan 1.5.3 Historic Resource Inventory List	Site – 6800 Fayette Street	The main structure/site IS NOT listed as a Historic Resource
Comp Plan 1.5.4 Potential Archaeological Site	Site – 6800 Fayette Street	The site is not one of those listed as a potential archaeological site in the Comprehensive Plan
Architectural Review Board Historic Guidelines		
I. Introduction (E) Community Design and the Comprehensive Plan	Site – 6800 Fayette Street	R-1 Property
II. Streetscape and Site Design		
II. (a) Washington Street Enhancement Project	Not applicable	Not applicable
II. (b) Streetscapes Other Than Washington Street	Not applicable	Not applicable
II. (c) Fences and Walls		
II. (d) Lighting (Free Standing/Posts)	Not Applicable	Not Applicable
II. (e) Telecommunication Dishes, Drums and Towers	Not Applicable	Not Applicable
II. (f) Screening	Not Applicable	Not Applicable
III. New Construction and Additions to Existing Non-Historic and Non-Contributing Structures		
III. (a) General Guidelines	<i>“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”</i>	These matters are at the discretion of the ARB
III. (b) Colors		The fence colors do not distract from streetscape and neighborhood character.
III. (c) Exterior Elements		Not Applicable
III. (d) Chimneys	Not Applicable	Not Applicable
III. (e) Roofing	Not Applicable	Not Applicable
III. (f) Lighting, (attached to structure)	None	None

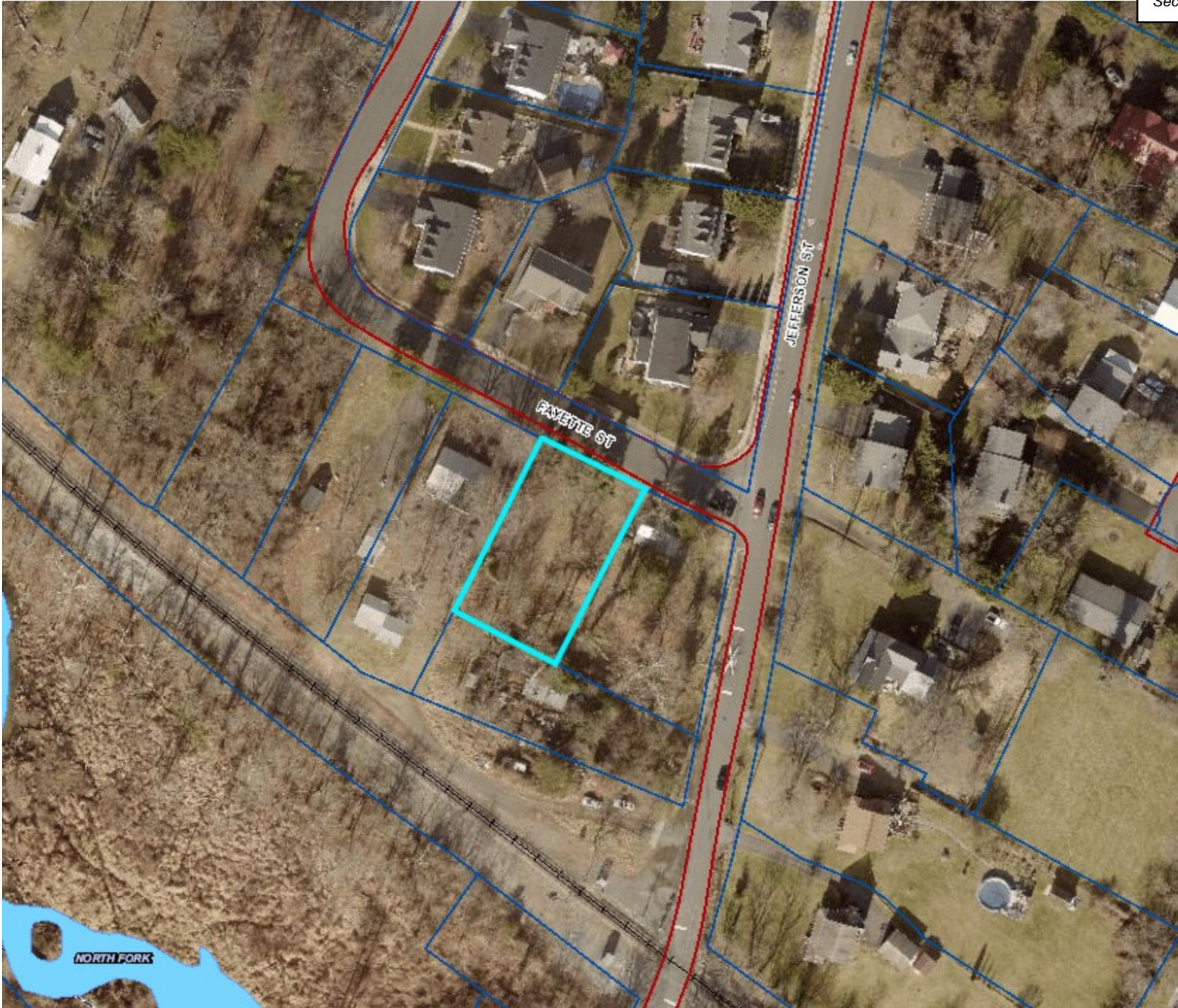
III. (g) Windows and Doors	Not Applicable	Not Applicable
III. (h) Decks	Not Applicable	Not Applicable
III. (i) Handicapped Ramps	Not Applicable	Not Applicable
III. (j) Awnings	Not Applicable	Not Applicable
IV. Guidelines for Alterations or Additions to Historic Structures or Contributing Structures		
IV. (a) General Guidelines	Not Applicable	Not Applicable
V. Signage	Not Applicable	Not Applicable, not historic or contributing
VI. Demolition Guidelines	Not Applicable	Not Applicable
VII. Situations Not Covered, Additional Requirements	Not Applicable	Not Applicable

STAFF RECOMMENDATION:

Based on the above assessment of the proposed fence installation at 6800 Fayette Street, the Town Planner recommends approval of the main fence submission and not the alternate privacy fence.

Draft Motion: "I move the Board approve the COA for ZP#2024-1201, for the fence addition at 6800 Fayette Street."

Or an alternate motion.





ZONING PERMIT APPLICATION

ZONING PERMIT #: 2024-1201

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Landmark Renovations

PROPOSED USE: 6ft Fence at rear & right side Size (Sq. Ft./Length) of Construction: 188 lf

SITE ADDRESS: 6800 Fayette St Parcel ID #: 7297-88-4480

Subdivision Name: _____ Lot Size: 12,239 sf

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No Site Plan Required: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Construct a 6ft high fence along the rear property line and the right side of the property to the rear corner of the house.. Fence will be constructed with pressure treated wood.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
<u>Landmark Renovations</u>	<u>Fairfax Developments LLC</u>
Name <u>Bernadette Manara</u>	Name <u>Bernadette Manara</u>
Address <u>8550 Lee Highway, Suite 250</u>	Address <u>8550 Lee Highway, Suite 250</u>
City State Zip <u>Fairfax, VA 22031</u>	City State Zip <u>Fairfax, VA 22031</u>
Phone# <u>703.201.0632</u> Email <u>bmanara@landmarkatlantic.com</u>	Phone# <u>703.201.0632</u> Email <u>bmanara@landmarkatlantic.com</u>

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

Section VI, Item 1.

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Bernadette Manara, VP

Bernadette Manara, VP

Applicant Signature

Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

SIGNATURE

PRINT

CONDITIONS:

INSTRUCTIONS FOR COMPLETING APPLICATION

Section VI, Item 1.

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk’s office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town’s website for a list of the Town’s scheduled meetings. It is the applicant’s responsibility to keep apprised of the Town’s meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169**

SIGN SPECIFICATION SHEET

Section VI, Item 1.

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

1. *What projects require architectural review?*

Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.
2. *How long does the architectural review process take?*

The time required to process an application will vary with the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.
3. *What does the ARB look for in a project?*

Refer to the Town of Haymarket Architectural Review Design Guidelines.
4. *What happens after I submit my application?*

After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.
5. *What is the review process?*

For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at www.townofhaymarket.org).
6. *Is there a submission deadline?*

An application must be submitted to and verified complete by a Town Clerk one week prior to the meeting date, so that the application can be properly reviewed for completion.
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8. *What should I present at my review?*

To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and the architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors, and materials. For larger development projects, be able to discuss traffic impacts.
9. *When can I submit my plans for a building permit?*

If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).

LOT 1A-1

AREA OF DISTURBANCE = 0.224 ACRES (9772 SF)

IMPERVIOUS AREA:
 DRIVEWAY / WALK = 1,360 SF (0.031 AC)
 UNDER ROOF = 1,950 SF (0.045 AC)
 TOTAL = 3,310 SF (0.076 AC)

MAXIMUM LOT COVERAGE = 30%
 PROVIDED LOT COVERAGE = 27%
 FRONTAGE LENGTH AT SETBACK = 64.5'

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AREA OF DISTURBANCE = 0.247 ACRES (10740 SF)

IMPERVIOUS AREA:
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MAXIMUM LOT COVERAGE = 30%
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GENERAL NOTES

NO INSPECTION WILL BE MADE UNLESS AN APPROVED GRADING PLAN IS ON THE JOB SITE.

THE APPROVAL OF THIS LOT GRADING PLAN IS FOR BUILDING PERMIT APPLICATION ONLY AS SHOWN ON THE SITE DEVELOPMENT PLAN. MASS GRADING IS NOT PERMITTED UNLESS BUILDING PERMITS ARE OBTAINED.

THIS LOT GRADING PLAN IS APPROVED FOR:

- NONMANUFACTURED DWELLINGS: X
- MANUFACTURED DWELLINGS:
- ORIGINAL SITING: X
- REVISED SITING:

SIDEWALKS AND/OR TRAILS MUST BE IN PLACE PRIOR TO OCCUPANCY PERMIT IF THE APPROVED SUBDIVISION PLAN SHOWS THEM IN THE VICINITY OF THIS LOT.

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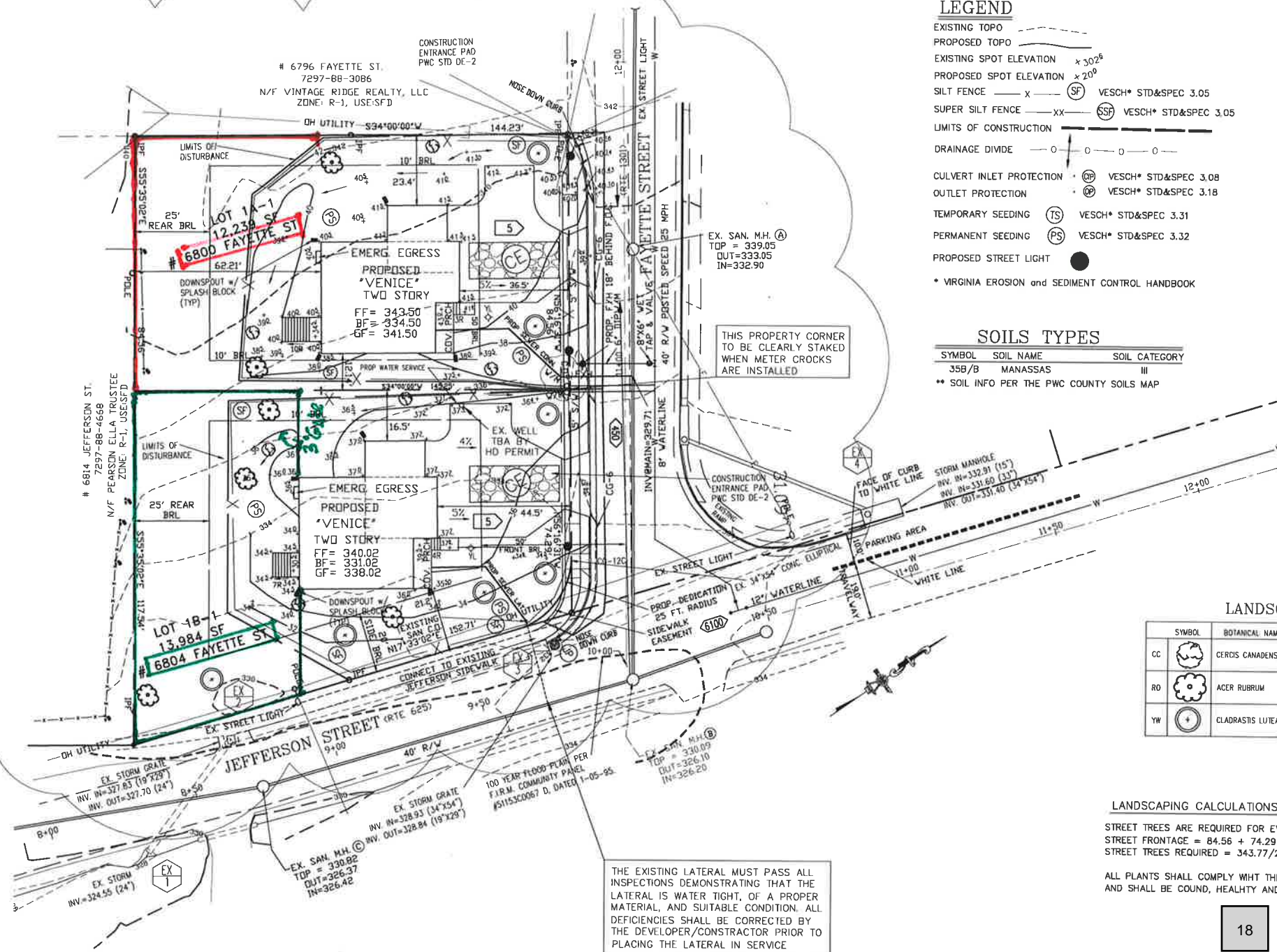
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FEMA FLOODPLAIN ESTABLISHED FROM FIRM PANEL #51153C0165 D

OWNER/DEVELOPER/PERMITEE INFORMATION

PROJECT NAME 6800 & 6804 FAYETTE STREET
 PROJECT NUMBER
 DISTRICT TOWN OF HAYMARKET TAX MAP & PARCEL # 7297-88-4480
 FOR 6800 AND 7297-88-5276 FOR 6804
 OWNER/DEVELOPER/PERMITEE CRAYONS TO PERFUME, LLC
 TELEPHONE NUMBER :
 ADDRESS 4713 BENJAMIN CROSS CT CHANTILLY, VA 20151

RESPONSIBLE LAND DISTURBER INFORMATION



LEGEND

- EXISTING TOPO
- PROPOSED TOPO
- EXISTING SPOT ELEVATION $\times 302^8$
- PROPOSED SPOT ELEVATION $\times 20^9$
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- DRAINAGE DIVIDE
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- PROPOSED STREET LIGHT
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SOILS TYPES

SYMBOL	SOIL NAME	SOIL CATEGORY
3S/B	MANASSAS	III

** SOIL INFO PER THE PWC COUNTY SOILS MAP

LANDSC

SYMBOL	BOTANICAL NAME
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6800 & 6804 Fayette Street Fencing

Outside view: Dog ear privacy fence 6ft high

Material: Pressure treated wood



6800 & 6804 Fayette Street

Inside view: Dog Ear fence 6ft high

Material: Pressure Treated Wood



6804 Fayette Street - Fence Gate



Fence Latch



6804 Fayette Gate Hinges



Alternate solid privacy fence: outside view

Pressure treated solid privacy fence with flat top pickets and 1x4 cap trim (which protects the boards from direct rain and provides additional stability).



Alternate solid privacy fence: Inside view

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Alternate Gate with curved pickets, cedar railing, 6 x 6 post and black gate hardware



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
 DATE: February 13, 2025
 SUBJECT: ZP #2024-1202 6804 Fayette Street Fence Installation

APPLICATION SUMMARY:

Business/ Applicant: Landmark Atlantic Holdings LLC on behalf of the buyer.

Street Address: 6804 Fayette Street

Proposed Alteration: Fence addition to new build.

Applicant’s Brief Description of the Activity: Addition of fencing for a single family home at the corner of Fayette and Jefferson street.

Town Planner Assessment		
Zoning Ordinance	Application Details	Staff Response
Sec. 58-16.8 Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure.	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The proposed alteration is visible from the public right of way. The fence meets the requirements found in the zoning ordinance.
Sec. 58-16.8 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The proposed alteration is visible from the public right of way. Fence is pressure treated wood, with no caps or other notable features.
Sec. 58-16.8 (2) General Design Arrangement	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The design is in keeping with the guidelines.
Sec. 58-16.8 (3) Texture, material and color	Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.	The design and materials are in keeping with the guidelines.

<p>Sec. 58-16.8 (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings</p>	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings</p>	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sec. 58-16.8 (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas</p>	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>This matter is at the discretion of the ARB</p>
<p>Sec. 58-16.8 (8) The extent to which the building or structure will promote the general welfare by:</p> <ul style="list-style-type: none"> (a) Maintaining and increasing real estate values (b) Generating business (c) Creating new positions (d) Attracting tourists, students, writers, historians, artists and artisans, and new residents (e) Encouraging study of and interest in American history 	<p>Addition of 6ft wood fence along the rear property line and right side of property. Alternate 6’ solid privacy fence provided for consideration.</p>	<p>These matters are at the discretion of the ARB</p>

(f) Stimulating interest in and study of architecture and design		
(g) Educating citizens in American culture and heritage		
(h) Making the Town a more attractive and desirable place in which to live		
Comprehensive Plan		
Comp Plan 1.5.3 Historic Resource Inventory List	Site – 6804 Fayette Street	The main structure/site IS NOT listed as a Historic Resource
Comp Plan 1.5.4 Potential Archaeological Site	Site – 6804 Fayette Street	The site is not one of those listed as a potential archaeological site in the Comprehensive Plan
Architectural Review Board Historic Guidelines		
I. Introduction (E) Community Design and the Comprehensive Plan	Site – 6804 Fayette Street	R-1 Property
II. Streetscape and Site Design		
II. (a) Washington Street Enhancement Project	Not applicable	Not applicable
II. (b) Streetscapes Other Than Washington Street	Not applicable	Not applicable
II. (c) Fences and Walls		
II. (d) Lighting (Free Standing/Posts)	Not Applicable	Not Applicable
II. (e) Telecommunication Dishes, Drums and Towers	Not Applicable	Not Applicable
II. (f) Screening	Not Applicable	Not Applicable
III. New Construction and Additions to Existing Non-Historic and Non-Contributing Structures		
III. (a) General Guidelines	<i>“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”</i>	These matters are at the discretion of the ARB
III. (b) Colors		The fence colors do not distract from streetscape and neighborhood character.
III. (c) Exterior Elements		Not Applicable
III. (d) Chimneys	Not Applicable	Not Applicable
III. (e) Roofing	Not Applicable	Not Applicable
III. (f) Lighting, (attached to structure)	None	None

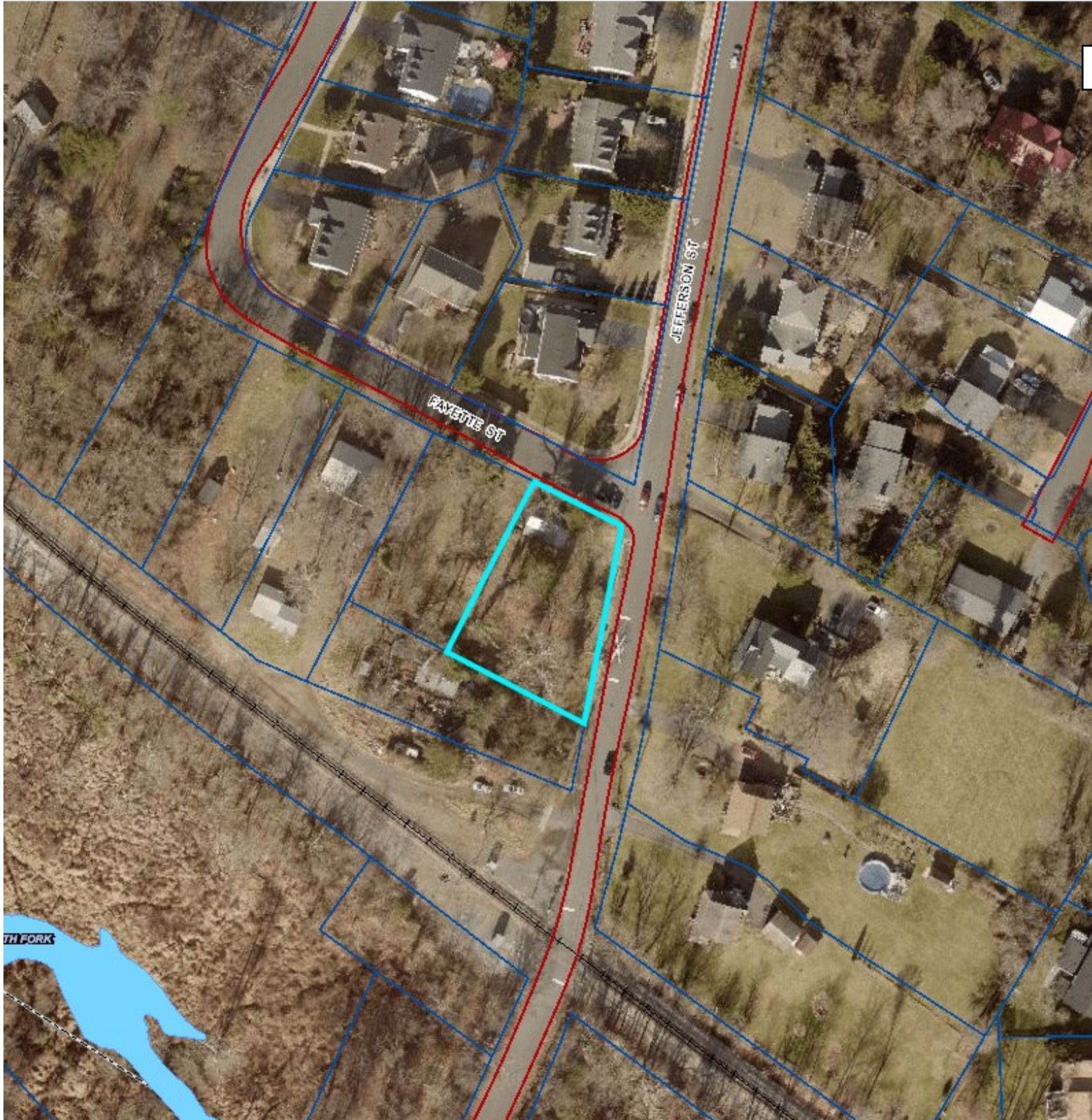
III. (g) Windows and Doors	Not Applicable	Not Applicable
III. (h) Decks	Not Applicable	Not Applicable
III. (i) Handicapped Ramps	Not Applicable	Not Applicable
III. (j) Awnings	Not Applicable	Not Applicable
IV. Guidelines for Alterations or Additions to Historic Structures or Contributing Structures		
IV. (a) General Guidelines	Not Applicable	Not Applicable
V. Signage	Not Applicable	Not Applicable, not historic or contributing
VI. Demolition Guidelines	Not Applicable	Not Applicable
VII. Situations Not Covered, Additional Requirements	Not Applicable	Not Applicable

STAFF RECOMMENDATION:

Based on the above assessment of the proposed fence installation at 6804 Fayette Street, the Town Planner recommends approval of the main fence submission and not the alternate privacy fence.

Draft Motion: "I move the Board approve the COA for ZP#2024-1202, for the fence addition at 6804 Fayette Street."

Or an alternate motion.





ZONING PERMIT APPLICATION

ZONING PERMIT #: 2024-1202

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Landmark Renovations

PROPOSED USE: 6ft fence to enclose yard Size (Sq. Ft./Length) of Construction: 350 lf

SITE ADDRESS: 6804 Fayette St Parcel ID #: 7297-88-5276

Subdivision Name: _____ Lot Size: 13,984

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No Site Plan Required: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Construct a 6ft high fence along rear property line and both sides of yard to rear corner of house. Right side will have a 6ft high gate. The fence will be constructed of pressure treated material.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Landmark Renovations	Fairfax Developments LLC
Name Bernadette Manara	Name Bernadette Manara
Address 8550 Lee Highway, Suite 250	Address 8550 Lee Highway, Suite 250
City State Zip Fairfax, VA 22031	City State Zip Fairfax, VA 22031
Phone# 703.201.0632 Email bmanara@landmarkatlantic.com	Phone# 703.201.0632 Email bmanara@landmarkat

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

Section VI, Item2.

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Bernadette Manara, VP

Bernadette Manara, VP

Applicant Signature

Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

SIGNATURE

PRINT

CONDITIONS:

INSTRUCTIONS FOR COMPLETING APPLICATION

Section VI, Item2.

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk’s office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town’s website for a list of the Town’s scheduled meetings. It is the applicant’s responsibility to keep apprised of the Town’s meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169**

SIGN SPECIFICATION SHEET

Section VI, Item2.

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

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SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
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Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

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Location of Sign (Include photo): _____

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Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

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1. *What projects require architectural review?*
Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.
2. *How long does the architectural review process take?*
The time required to process an application will vary with the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.
3. *What does the ARB look for in a project?*
Refer to the Town of Haymarket Architectural Review Design Guidelines.
4. *What happens after I submit my application?*
After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.
5. *What is the review process?*
For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at www.townofhaymarket.org).
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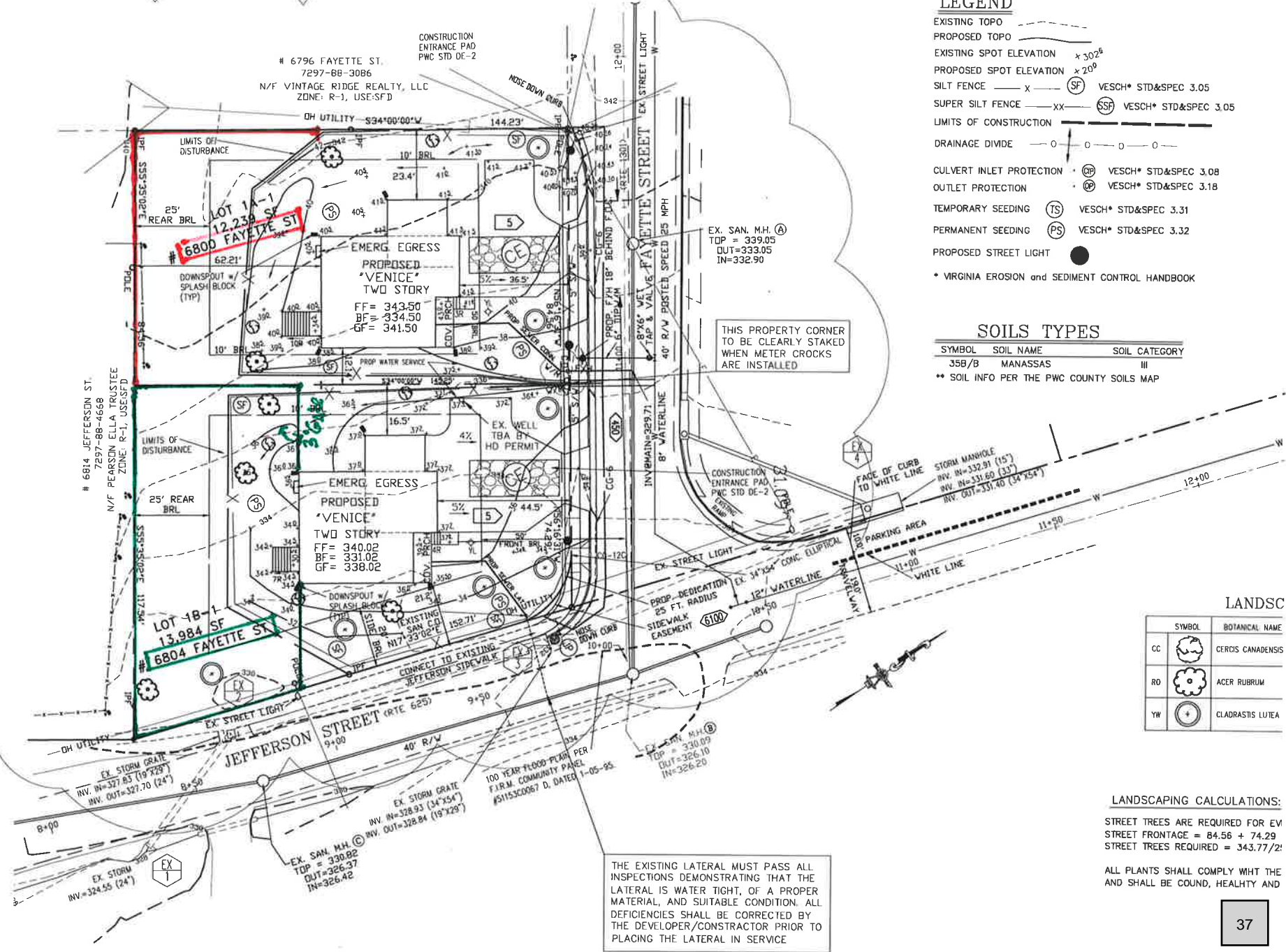
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 TELEPHONE NUMBER :
 ADDRESS 4713 BENJAMIN CROSS CT CHANTILLY, VA 20151

RESPONSIBLE LAND DISTURBER INFORMATION



LEGEND

- EXISTING TOPO (dashed line)
- PROPOSED TOPO (solid line)
- EXISTING SPOT ELEVATION x 302⁸
- PROPOSED SPOT ELEVATION x 20⁹
- SILT FENCE x (SF) VESCH* STD&SPEC 3.05
- SUPER SILT FENCE xx (SSF) VESCH* STD&SPEC 3.05
- LIMITS OF CONSTRUCTION (thick dashed line)
- DRAINAGE DIVIDE (line with '0' symbols)
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- OUTLET PROTECTION (circle with 'OP') VESCH* STD&SPEC 3.18
- TEMPORARY SEEDING (circle with 'TS') VESCH* STD&SPEC 3.31
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Pressure treated solid privacy fence with flat top pickets and 1x4 cap trim (which protects the boards from direct rain and provides additional stability).



Alternate Gate with curved pickets, cedar railing, 6 x 6 post and black gate hardware



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
DATE: February 12, 2025
SUBJECT: ZP #2025-0202, 6758 Jefferson Street Fence Installation

APPLICATION SUMMARY:

Business/ Applicant: Walt and Michelle Young, Haymarket residents.

Street Address: 6758 Jefferson Street

Proposed Alteration: Fence addition to existing single family home.

Applicant’s Brief Description of the Activity: Addition of fencing for a single family home along Jefferson Street.

Town Planner Assessment		
Zoning Ordinance	Application Details	Staff Response
Sec. 58-16.8 Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure.	Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.	The proposed alteration is visible from the public right of way. The fence meets the requirements found in the zoning ordinance.
Sec. 58-16.8 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.	Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.	The proposed alteration is visible from the public right of way. Fence is stained southern yellow pine, with black caps on 4x4 posts. 3” spacing between pickets.
Sec. 58-16.8 (2) General Design Arrangement	Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.	The design is in keeping with the guidelines.
Sec. 58-16.8 (3) Texture, material and color	Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.	The design and materials are in keeping with the guidelines.

<p>Sec. 58-16.8 (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings</p>	<p>Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings</p>	<p>Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sec. 58-16.8 (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas</p>	<p>Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.</p>	<p>This matter is at the discretion of the ARB</p>
<p>Sec. 58-16.8 (8) The extent to which the building or structure will promote the general welfare by:</p> <ul style="list-style-type: none"> (a) Maintaining and increasing real estate values (b) Generating business (c) Creating new positions (d) Attracting tourists, students, writers, historians, artists and artisans, and new residents (e) Encouraging study of and interest in American history 	<p>Addition of 4.5ft picket fence surrounding backyard with front of fence connecting to siding of the home, and 3 gates.</p>	<p>These matters are at the discretion of the ARB</p>

(f) Stimulating interest in and study of architecture and design		
(g) Educating citizens in American culture and heritage		
(h) Making the Town a more attractive and desirable place in which to live		
Comprehensive Plan		
Comp Plan 1.5.3 Historic Resource Inventory List	Site - 6758 Jefferson Street	The main structure/site IS NOT listed as a Historic Resource
Comp Plan 1.5.4 Potential Archaeological Site	Site - 6758 Jefferson Street	The site is not one of those listed as a potential archaeological site in the Comprehensive Plan
Architectural Review Board Historic Guidelines		
I. Introduction (E) Community Design and the Comprehensive Plan	Site - 6758 Jefferson Street	R-1 Property
II. Streetscape and Site Design		
II. (a) Washington Street Enhancement Project	Not applicable	Not applicable
II. (b) Streetscapes Other Than Washington Street	Not applicable	Not applicable
II. (c) Fences and Walls		
II. (d) Lighting (Free Standing/Posts)	Not Applicable	Not Applicable
II. (e) Telecommunication Dishes, Drums and Towers	Not Applicable	Not Applicable
II. (f) Screening	Not Applicable	Not Applicable
III. New Construction and Additions to Existing Non-Historic and Non-Contributing Structures		
III. (a) General Guidelines	<i>"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"</i>	These matters are at the discretion of the ARB
III. (b) Colors		The fence colors do not distract from streetscape and neighborhood character.
III. (c) Exterior Elements		Not Applicable
III. (d) Chimneys	Not Applicable	Not Applicable
III. (e) Roofing	Not Applicable	Not Applicable
III. (f) Lighting, (attached to structure)	None	None

III. (g) Windows and Doors	Not Applicable	Not Applicable
III. (h) Decks	Not Applicable	Not Applicable
III. (i) Handicapped Ramps	Not Applicable	Not Applicable
III. (j) Awnings	Not Applicable	Not Applicable
IV. Guidelines for Alterations or Additions to Historic Structures or Contributing Structures		
IV. (a) General Guidelines	Not Applicable	Not Applicable
V. Signage	Not Applicable	Not Applicable, not historic or contributing
VI. Demolition Guidelines	Not Applicable	Not Applicable
VII. Situations Not Covered, Additional Requirements	Not Applicable	Not Applicable

STAFF RECOMMENDATION:

Based on the above assessment of the proposed fence installation at 6758 Jefferson Street, the Town Planner recommends approval of the addition.

Draft Motion: "I move the Board approve the COA for ZP#2025-0202, for the fence addition at 6758 Jefferson Street."

Or an alternate motion.



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2025-0202

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Walt and Michelle Young

PROPOSED USE: addition of fence Size (Sq. Ft./Length) of Construction: 223 ft. total

SITE ADDRESS: 6758 Jefferson St. Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No Site Plan Required: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)
4.5 ft. fence, southern yellow pine, pointed pickets with 3" spacing, 3 gates, black caps on posts, 4x4 posts

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)
gates have black hardware and 6x6 posts. All posts set in dry-packed concrete 24"-30" in the earth

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Name				Walt Young + Michelle Young			
Address				6758 Jefferson St.			
City		State		Haymarket VA		20169	
Phone#		Email		985-445-4825		waltyoung@hotmail.com	
				985-290-3318		michelleyoung724@g	

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

Section VI, Item 3.

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.


Applicant Signature




Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: 2/11/2025 Fee Amount: \$25.00 Date Paid: 2/11/2025

DATE TO ZONING ADMINISTRATOR: 2/12/2025

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 2/19/2025

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

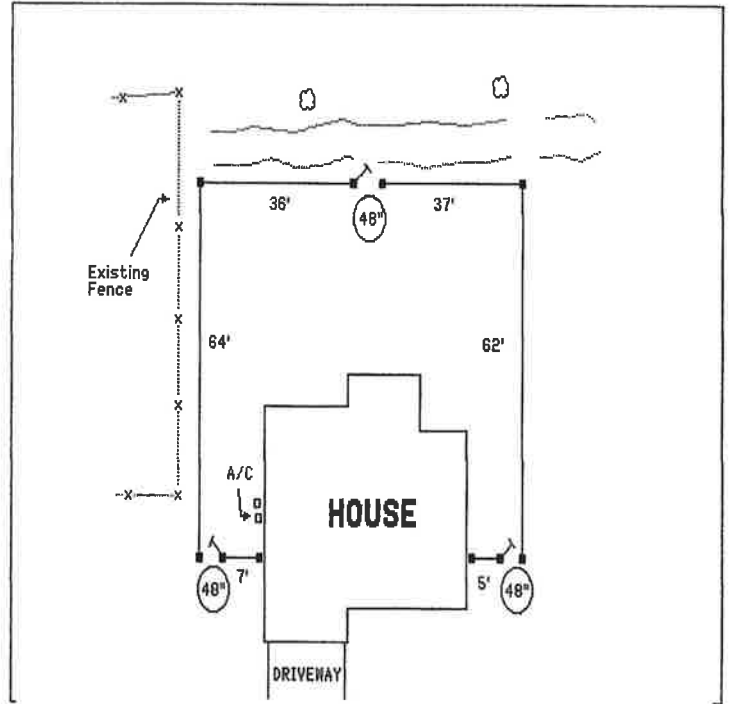
TOWN COUNCIL {where required):

SIGNATURE

PRINT

CONDITIONS:

Fence to Meet Pool Code



Grade

Level at Top

Following Grade

Step and Level



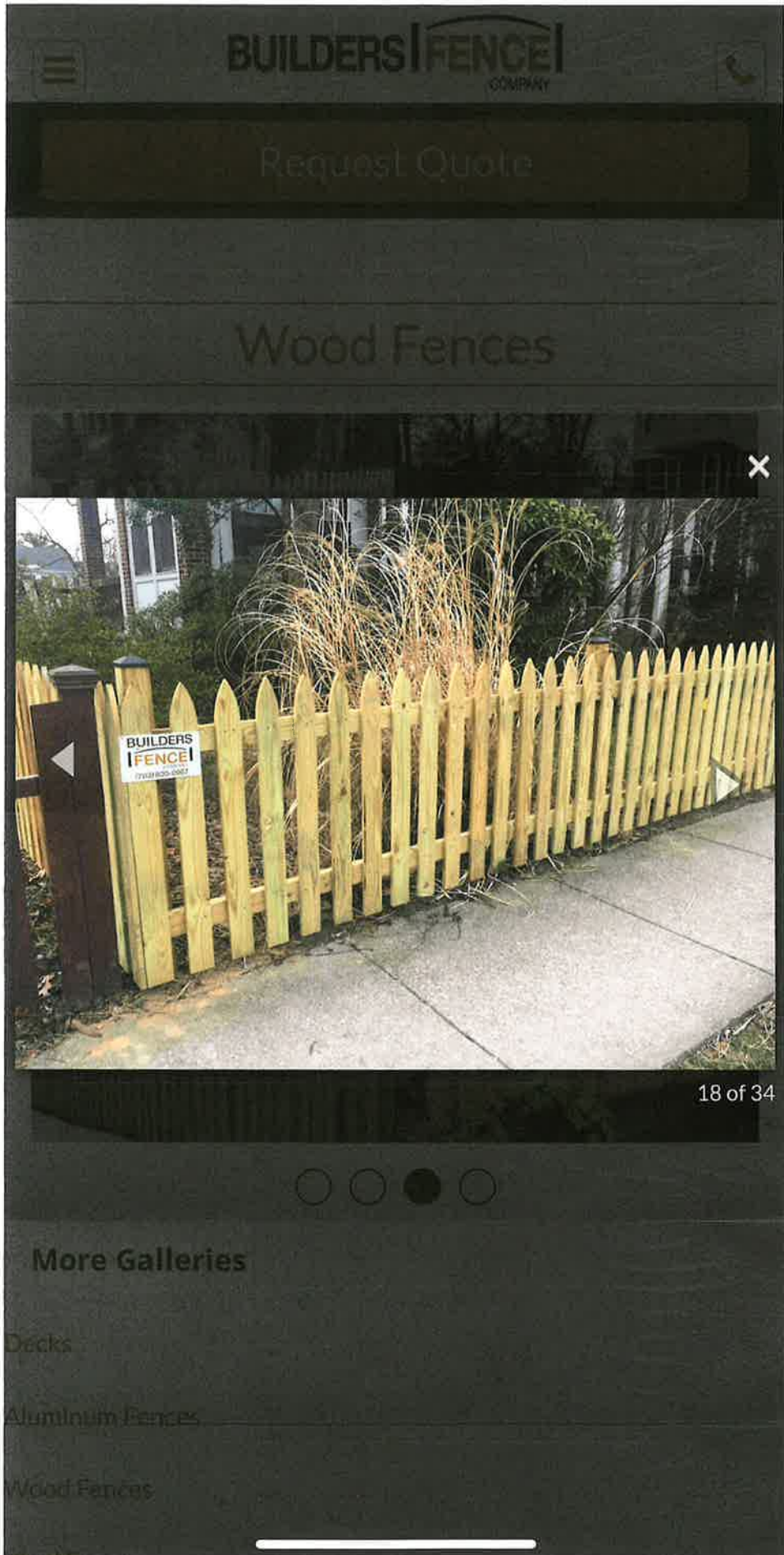
Fence to be level with highest grade. (Customer to fill in gaps)

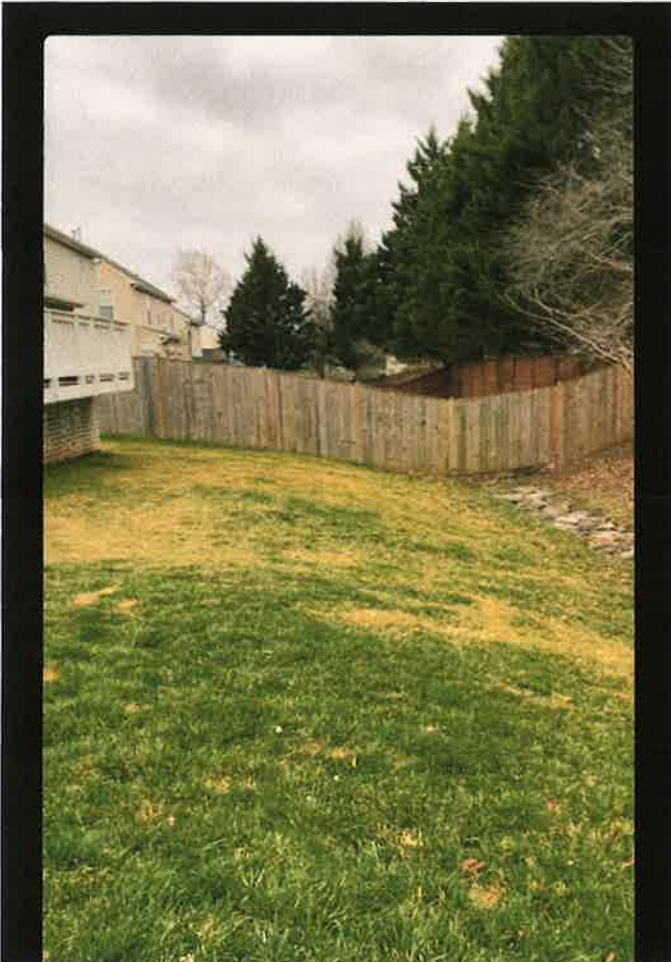
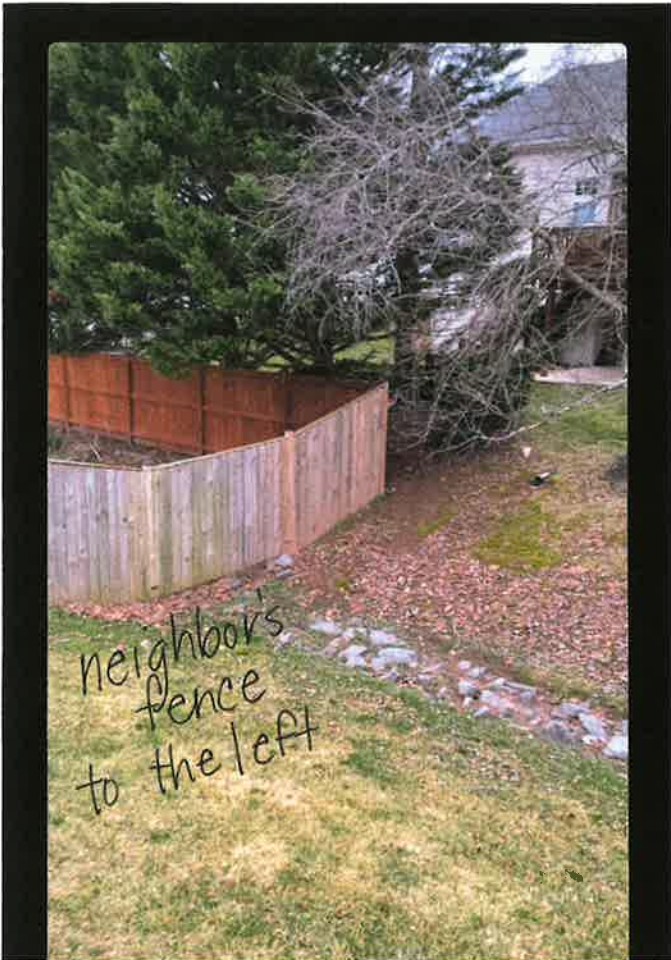
Fence following flow of ground. (Fence will be uneven at top)

Each section to step as dictated by the grade. May result in large gaps under the fence. (Customer to fill in gaps)

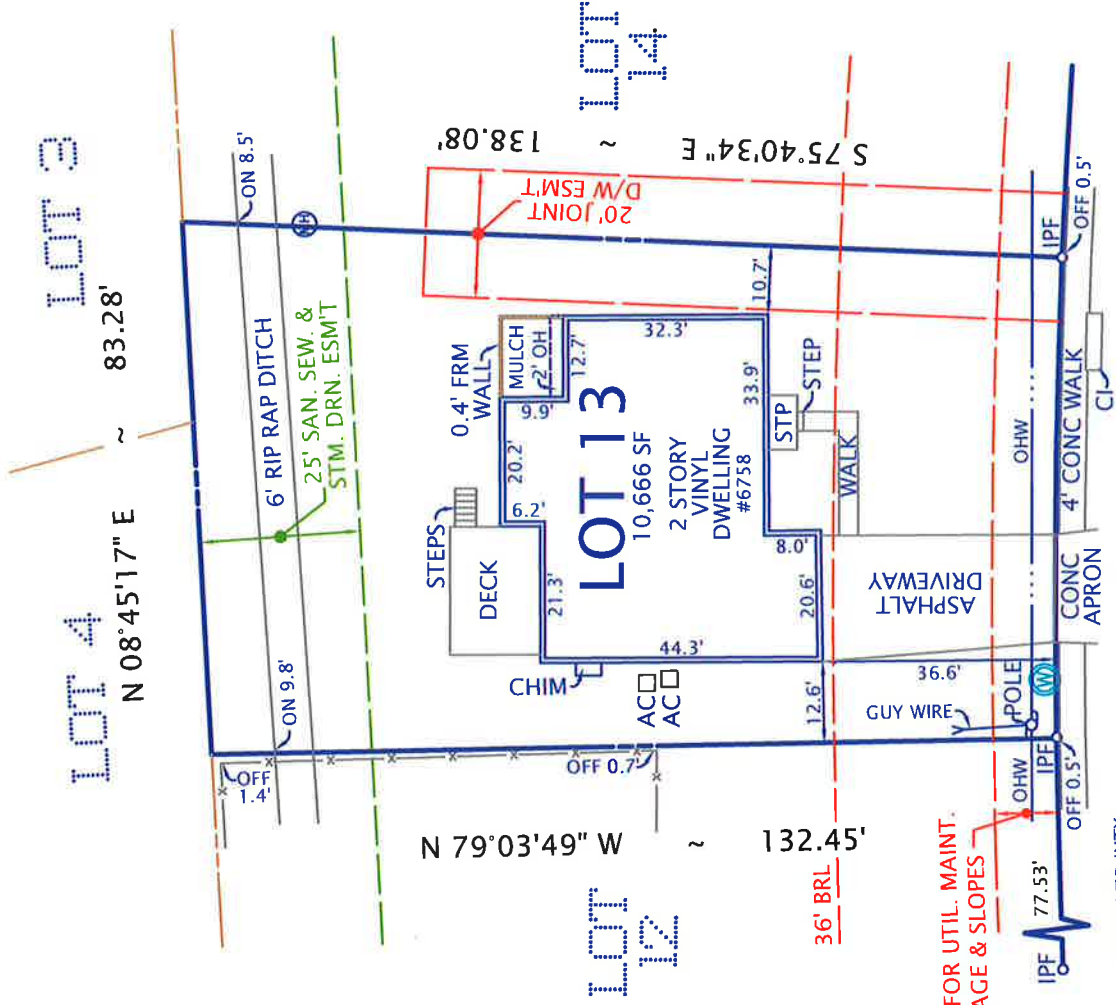
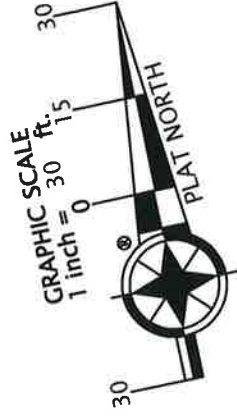
Toe Nail

Face Nail





- NOTES: 1. FENCES ARE FRAME.
2. UTILITIES ARE UNDERGROUND.



JEFFERSON STREET
40' R/W ~ STATE ROUTE #625

PLAT
SHOWING HOUSE LOCATION ON
LOT 13

18TH CENTURY HAYMARKET

(DEED BOOK 2221, PAGE 154)
TOWN OF HAYMARKET, VIRGINIA
PRINCE WILLIAM COUNTY
SCALE: 1" = 30' MAY 25, 2022

I HEREBY CERTIFY THAT THE POSITIONS OF ALL THE EXISTING IMPROVEMENTS HAVE BEEN CAREFULLY ESTABLISHED BY A CURRENT FIELD SURVEY AND UNLESS SHOWN THERE ARE NO VISIBLE ENCROACHMENTS AS OF THIS DATE:

THIS PLAT IS SUBJECT TO RESTRICTIONS OF RECORD.
A TITLE REPORT WAS NOT FURNISHED.
NO CORNER MARKERS SET.



Ordered by:

EKKO
TITLE

410 Pine Street, Suite 220
Vienna, Virginia 22180
Phone: (703) 537-0800 Fax: (888) 448-3556

DOMINION Surveyors Inc.®

8808-H PEAR TREE VILLAGE COURT
ALEXANDRIA, VIRGINIA 22309
703-619-6555
FAX: 703-799-6412

SE NAME: BOYKIN ~ YOUNG

CASE NO: V22-05-22

#2205160

COMMONWEALTH of VIRGINIA

Section VI, Item 3.

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
10-31-2025

NUMBER
2705078833

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CBC CIC HIC RBC



BUILDERS FENCE COMPANY
44330 MERCURE CIR
SUITE 174
STERLING, VA 20166



Kisbore S. Thota
Kisbore S. Thota, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

(DETACH HERE)

CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS CBC CIC HIC RBC
NUMBER: 2705078833 EXPIRES: 10-31-2025

BUILDERS FENCE COMPANY
44330 MERCURE CIR
SUITE 174
STERLING, VA 20166



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)



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
 DATE: February 12, 2025
 SUBJECT: ZP #2025-0105, 15111 Washington Street Suite 121 Signage Installation

APPLICATION SUMMARY:

Business/ Applicant: Starling Health Solutions
 Street Address: 15111 Washington Street Suite 121
 Proposed Alteration: Signage addition to tenant space at Winterham property.
 Applicant’s Brief Description of the Activity: Signage installation at tenant space for chiropractic care office.

Town Planner Assessment		
Zoning Ordinance	Application Details	Staff Response
Sec. 58-16.8 Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure.	Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.	The proposed alteration is visible from the public right of way. The signage meets the requirements of the Zoning Ordinance
Sec. 58-16.8 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.	Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.	The proposed alteration is visible from the public right of way. Sign material is aluminum cabinet, white background with green lettering, externally illuminated.
Sec. 58-16.8 (2) General Design Arrangement	Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.	The design is in keeping with the guidelines.
Sec. 58-16.8 (3) Texture, material and color	Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.	The design and materials are in keeping with the guidelines.

<p>Sec. 58-16.8 (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings</p>	<p>Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings</p>	<p>Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.</p>	<p>The design is in keeping with the guidelines and the immediate surrounding tenants and buildings.</p>
<p>Sec. 58-16.8 (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town</p>	<p>Not applicable</p>	<p>Not applicable</p>
<p>Sec. 58-16.8 (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas</p>	<p>Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.</p>	<p>This matter is at the discretion of the ARB</p>
<p>Sec. 58-16.8 (8) The extent to which the building or structure will promote the general welfare by:</p> <ul style="list-style-type: none"> (a) Maintaining and increasing real estate values (b) Generating business (c) Creating new positions (d) Attracting tourists, students, writers, historians, artists and artisans, and new residents (e) Encouraging study of and interest in American history 	<p>Addition of 10sq ft wall signage, with aluminum cabinet, 15ft high above tenant space entrance.</p>	<p>These matters are at the discretion of the ARB</p>

(f) Stimulating interest in and study of architecture and design		
(g) Educating citizens in American culture and heritage		
(h) Making the Town a more attractive and desirable place in which to live		
Comprehensive Plan		
Comp Plan 1.5.3 Historic Resource Inventory List	Site - 15111 Washington Street Suite 121	The main structure/site IS NOT listed as a Historic Resource
Comp Plan 1.5.4 Potential Archaeological Site	Site - 15111 Washington Street Suite 121	The site is not one of those listed as a potential archaeological site in the Comprehensive Plan
Architectural Review Board Historic Guidelines		
I. Introduction (E) Community Design and the Comprehensive Plan	Site - 6758 Jefferson Street	R-1 Property
II. Streetscape and Site Design		
II. (a) Washington Street Enhancement Project	Not applicable	Not applicable
II. (b) Streetscapes Other Than Washington Street	Not applicable	Not applicable
II. (c) Fences and Walls		
II. (d) Lighting (Free Standing/Posts)	Not Applicable	Not Applicable
II. (e) Telecommunication Dishes, Drums and Towers	Not Applicable	Not Applicable
II. (f) Screening	Not Applicable	Not Applicable
III. New Construction and Additions to Existing Non-Historic and Non-Contributing Structures		
III. (a) General Guidelines	<i>"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"</i>	These matters are at the discretion of the ARB
III. (b) Colors		The fence colors do not distract from streetscape and neighborhood character.
III. (c) Exterior Elements		Not Applicable
III. (d) Chimneys	Not Applicable	Not Applicable
III. (e) Roofing	Not Applicable	Not Applicable
III. (f) Lighting, (attached to structure)	None	None

III. (g) Windows and Doors	Not Applicable	Not Applicable
III. (h) Decks	Not Applicable	Not Applicable
III. (i) Handicapped Ramps	Not Applicable	Not Applicable
III. (j) Awnings	Not Applicable	Not Applicable
IV. Guidelines for Alterations or Additions to Historic Structures or Contributing Structures		
IV. (a) General Guidelines	Not Applicable	Not Applicable
V. Signage	Not Applicable	Not Applicable, not historic or contributing
VI. Demolition Guidelines	Not Applicable	Not Applicable
VII. Situations Not Covered, Additional Requirements	Not Applicable	Not Applicable

STAFF RECOMMENDATION:

Based on the above assessment of the proposed sign installation at 15111 Washington Street Suite 121, the Town Planner recommends approval of the addition.

Draft Motion: "I move the Board approve the COA for ZP#2025-0105, for the sign installation at 15111 Washington Street Suite 121."

Or an alternate motion.



ZONING PERMIT APPLICATION

ZONING PERMIT #: _____

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Starling Health Solutions/Matthew Starling

PROPOSED USE: Chiropractic & healthcare office Size (Sq. Ft./Length) of Construction: 1097

SITE ADDRESS: 15111 Washington St Ste. 121 Parcel ID #: _____

Subdivision Name: Winterham Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No Site Plan Required: Yes No

Off-street Parking: Spaces Required: N/A Spaces Provided: N/A

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)
Previous office was used as a medical space and going to be used as a chiropractic/medical space

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)


PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>Matthew Starling</u>			<u>Winterham II, LLC c/o Woodmont Properties II, LLC</u>		
Name			Name		
<u>6844 Chestnut Oak Lane</u>			<u>4919 Bethesda Ave, Suite 200</u>		
Address			Address		
<u>Warrenton</u>	<u>VA</u>	<u>20187</u>	<u>Bethesda, MD</u>	<u>20814</u>	
City	State	Zip	City	State	Zip
<u>626-234-3102</u>	<u>drmatthewstarling@gmail</u>		<u>301-652-2303</u>	<u>dsmith@woodmont.us</u>	
Phone#	Email		Phone#	Email	

*****REQUIRED*****

APPLICANT / PROPERTY OWNER SIGNATURE

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

 1/24/25
Applicant Signature

 1/24/2025
Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required):

SIGNATURE

PRINT

CONDITIONS:

INSTRUCTIONS FOR COMPLETING APPLICATION

Section VI, Item4.

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169**

SIGN SPECIFICATION SHEET

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
 Other _____

Height above Ground at Signs: Lower Edge: 115" Upper Edge: 130"

Height of Sign Structure: 15" Sign Width: 92" Length: _____ Area in Sq Ft: 10 sq ft

Number of Faces: 1 Sign Material/Color/Font: Aluminum cabinet, white background, green lettering

Location of Sign (Include photo): Above entrance

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
 Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
 Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
 Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

1. *What projects require architectural review?*

Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.
2. *How long does the architectural review process take?*

The time required to process an application will vary with the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.
3. *What does the ARB look for in a project?*

Refer to the Town of Haymarket Architectural Review Design Guidelines.
4. *What happens after I submit my application?*

After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.
5. *What is the review process?*

For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at www.townofhaymarket.org).
6. *Is there a submission deadline?*

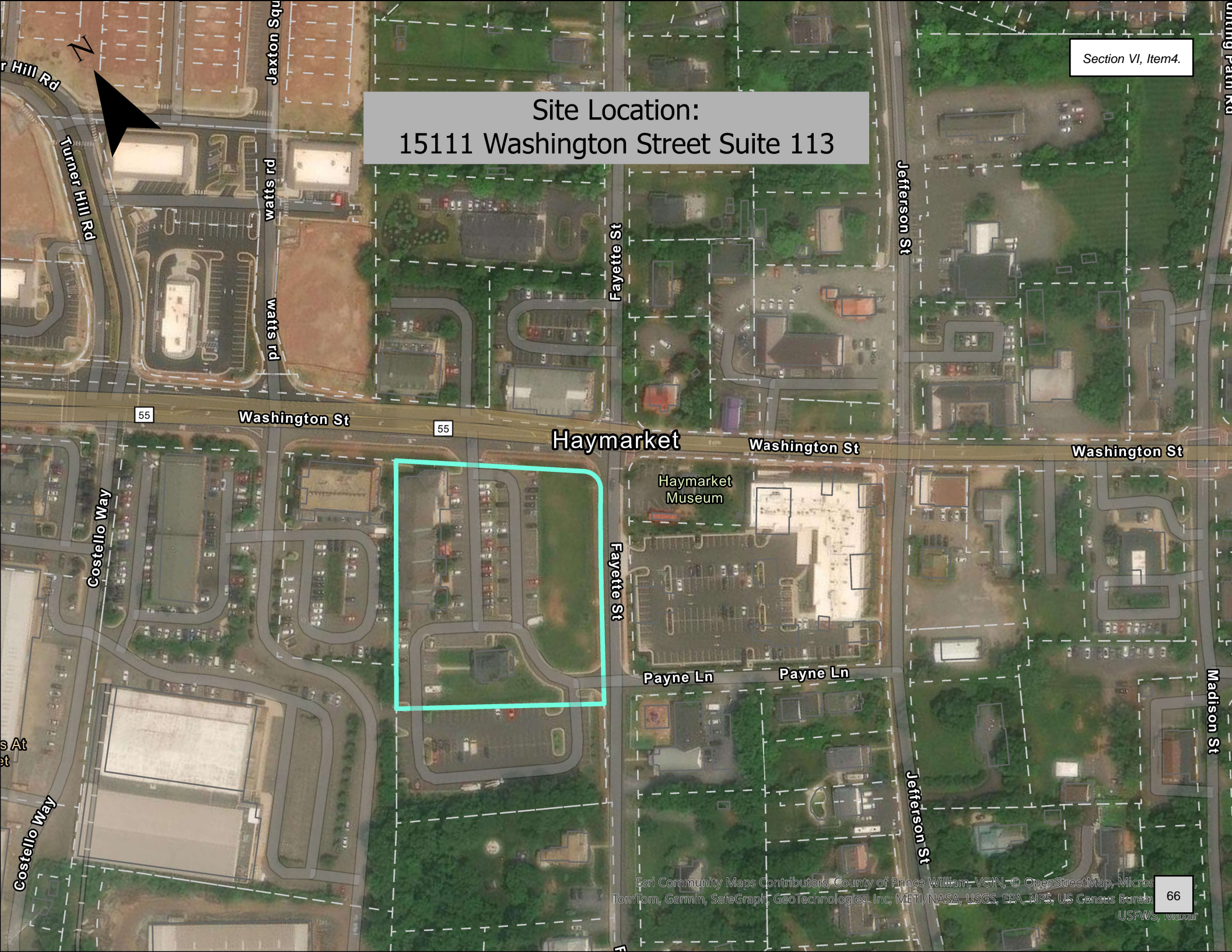
An application must be submitted to and verified complete by a Town Clerk one week prior to the meeting date, so that the application can be properly reviewed for completion.
7. *What happens at the ARB meeting?*

The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town's Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.
8. *What should I present at my review?*

To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and the architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors, and materials. For larger development projects, be able to discuss traffic impacts.
9. *When can I submit my plans for a building permit?*

If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).

Site Location:
15111 Washington Street Suite 113









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
DATE: February 13, 2025
SUBJECT: ZP #2024-1104: 14920 Washington Street Demolition COA Application

APPLICATION SUMMARY:

Business/ Applicant: Water Creek Homes

Street Address: 14920 Washington Street

Proposed Alteration: Request for Demolition COA

Applicant’s Brief Description of the Activity: Request to obtain COA for demolition of main structure at 14920 Washington Street. The Applicant has provided a narrative/request letter for the demolition, as well as reports of a two-phase environmental study to determine the level of contamination of the soil on site due to a hydraulic system used previously in the main building.

Town Planner Assessment		
Zoning Ordinance	Application Details	Staff Response
Sec. 58-16.8 Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure.	Demolition of original car repair shop. The two accessory structures on site will be refurbished. The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures and an environmental study.	The proposed alteration is visible from the public right of way.
Sec. 58-16.8 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.	Demolition of original car repair shop and two accessory buildings on site.	The proposed alteration is visible from the public right of way.

	The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.	
Sec. 58-16.8 (2) General Design Arrangement	Demolition of original car repair shop and two accessory buildings on site. The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.	.
Sec. 58-16.8 (3) Texture, material and color	Demolition of original car repair shop and two accessory buildings on site. The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.	
Sec. 58-16.8 (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings	Demolition of original car repair shop and two accessory buildings on site. The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.	Not Applicable
Sec. 58-16.8 (5) The extent to which the building or structure would be harmonious with or	Demolition of original car repair shop and two accessory buildings on site.	Not Applicable

<p>obviously incongruous with the old and historic aspect of the surroundings</p>	<p>The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.</p>	
<p>Sec. 58-16.8 (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town</p>	<p>Demolition of original car repair shop and two accessory buildings on site.</p> <p>The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.</p>	<p>The structures on site are listed in the Historic Inventory, removal of structures would compromise some of the 20th Century history of Haymarket.</p>
<p>Sec. 58-16.8 (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas</p>	<p>Demolition of original car repair shop and two accessory buildings on site.</p> <p>The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.</p>	<p>This matter is at the discretion of the ARB</p>
<p>Sec. 58-16.8 (8) The extent to which the building or structure will promote the general welfare by:</p> <ul style="list-style-type: none"> (a) Maintaining and increasing real estate values (b) Generating business (c) Creating new positions (d) Attracting tourists, students, writers, historians, artists and artisans, and new residents 	<p>Demolition of original car repair shop and two accessory buildings on site.</p> <p>The applicant has supplied a brief narrative as to why the demolition permit has been requested for the structure, along with photo documentation of the structures.</p>	<p>These matters are at the discretion of the ARB</p>

(e) Encouraging study of and interest in American history		
(f) Stimulating interest in and study of architecture and design		
(g) Educating citizens in American culture and heritage		
(h) Making the Town a more attractive and desirable place in which to live		
Comprehensive Plan		
Comp Plan 1.5.3 Historic Resource Inventory List	Site - 14920 Washington Street	The main structures/site ARE NOT listed as a Historic Resource
Comp Plan 1.5.4 Potential Archaeological Site	Site - 14920 Washington Street	The site is not one of those listed as a potential archaeological site in the Comprehensive Plan
Architectural Review Board Historic Guidelines		
I. Introduction (E) Community Design and the Comprehensive Plan	Site - 14920 Washington Street	B-1 Property
II. Streetscape and Site Design		
II. (a) Washington Street Enhancement Project	Not applicable	Not applicable
II. (b) Streetscapes Other Than Washington Street	Not applicable	Not applicable
II. (c) Fences and Walls		
II. (d) Lighting (Free Standing/Posts)	Not Applicable	Not Applicable
II. (e) Telecommunication Dishes, Drums and Towers	Not Applicable	Not Applicable
II. (f) Screening	Not Applicable	Not Applicable
III. New Construction and Additions to Existing Non-Historic and Non-Contributing Structures		
III. (a) General Guidelines	<i>"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"</i>	These matters are at the discretion of the ARB
III. (b) Colors		
III. (c) Exterior Elements		Not Applicable
III. (d) Chimneys	Not Applicable	Not Applicable
III. (e) Roofing	Not Applicable	Not Applicable

III. (f) Lighting, (attached to structure)	None	None
III. (g) Windows and Doors	Not Applicable	Not Applicable
III. (h) Decks	Not Applicable	Not Applicable
III. (i) Handicapped Ramps	Not Applicable	Not Applicable
III. (j) Awnings	Not Applicable	Not Applicable
IV. Guidelines for Alterations or Additions to Historic Structures or Contributing Structures		
IV. (a) General Guidelines	Not Applicable	Not Applicable
V. Signage	Not Applicable	Not Applicable, not historic or contributing
VI. Demolition Guidelines	See Below	See Below
VII. Situations Not Covered, Additional Requirements	Not Applicable	Not Applicable

VI. DEMOLITION GUIDELINES

The Town Code has important requirements for all demolition of buildings within the Town.

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:
 1. Complete, professional, photographic documentation of the interior and exterior of the building, including black and white print and digital images.
 2. Phase I archaeological survey of the property to determine if the property yields information important to the Town’s history.
 3. The applicant must demonstrate that the site will be prepared and maintained in accordance with a landscape plan once the building has been demolished.
 4. The demolition may occur only following receipt of a building permit for the new construction.

ARTICLE XVI. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

Sec. 58-16.1 - Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

'Board' means the Architectural Review Board, abbreviated 'ARB'.

'Altered' means any readily apparent change, including paint.

Sec. 58-16.2 - Purpose and Intent.

The Town of Haymarket seeks to identify, preserve, and enhance landmarks, buildings, structures, and neighborhoods with historical, cultural, and architectural significance to the Town. The historic overlay is intended to implement these goals and ensure that new development is in keeping with the character of Haymarket. The overlay intends to encourage a compatible aesthetic treatment within the Town, promote tourism and visitor opportunities, provide an attractive entry into town, and promote and advance the health, welfare and safety of town residents and visitors.

Sec. 58-16.3 - Creation; boundaries.

(a) In order to preserve the unique culture of the Town, there is hereby established an overlay district to be known as the "Historic Haymarket Overlay" which shall include all that area that lies within the corporate limits of the Town.

(b) Prior to any expansion of the historic district the Town shall identify and inventory all structures being considered for inclusion in such a district and shall establish written criteria to be used in making such determination. The Town shall identify all landmarks and designate by ordinance any resource as part of a local historic district, subsequent to soliciting public input in a manner consistent with Code of Virginia, §15.2-2204. The owners of such property proposed for designation shall be given written notice of the public hearing on the ordinance.

(c) The town may annually consider updates to the boundaries of the Historic Haymarket Overlay so that it is expanded to include newly identified historic resources, and/or contracted to reflect the removal or demolition of historic resources.

In order to promote the general welfare, through the preservation and protection of historic places and areas of historic interest, all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources.

Sec. 58-16.4 - Certificate of appropriateness required in the Historic Haymarket Overlay

(a) Application for a certificate of appropriateness shall be made to the Architectural Review Board. Any decision of the Architectural Review Board shall be appealable by any member of the Town Council after consultation with the Board, or any aggrieved person to the Town Council.

(b) No building, structure or sign shall be erected, reconstructed, altered, or restored within the Historic Haymarket Overlay, unless and until a complete application for a certificate of appropriateness shall have been approved by the Board or, on appeal, by the Town Council. Review of such applications by the Board will include analysis of external architectural features which are subject

to public view from a public street, way, or place, in light of their architectural compatibility with the historic buildings in the district.

(c) The zoning administrator shall determine whether a change is readily apparent, subject to appeal to the Board of Zoning Appeals.

Sec. 58-16.5 - Architectural review board; creation, membership.

(a) For the purpose of making effective the provisions of this article, an Architectural Review Board (ARB) is established. The Board shall consist of up to seven members, but not fewer than five, appointed by the Town Council, and shall be legal residents of the Town. Board members will be appointed from the Town Council and one from the Planning Commission. Members should have a demonstrated interest, competence, or knowledge of historic preservation.

(b) The term of office of the members shall be for three years, except that the term of the Council member and Planning Commission member shall correspond to their official tenure of office. Members may be removed from office by Town Council at will and without notice. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves.

Sec. 58-16.6 - Chairman, vice-chairman, and secretary of the board.

The Architectural Review Board shall elect its chairman and vice-chairman from its membership, and the Town Clerk shall be its secretary.

Sec. 58-16.7- Rules

1. The ARB shall meet for a regular session at least once a month.
2. The Architectural Review Board shall adopt and maintain bylaws governing the procedure for meeting dates and other rules set forth by this article. The bylaws may be reviewed annually for updates.
3. Special meetings may be called in accordance with the ARB procedures as adopted and amended.
4. A quorum shall be no less than a majority of sitting members.
5. All meetings shall be open to the public unless the ARB enters closed session as permitted by the Virginia Freedom of Information Act.

Sec. 58-16.8 - Matters to be considered by the Board

1. The board shall not consider interior arrangement, relative size of the building or structure, detailed design or features not subject to any public view and shall not make any requirements regarding such matters. After receiving a certificate of appropriateness, the zoning administrator shall determine whether this provision applies.
2. The board shall consider the following in passing upon the appropriateness of architectural features:
 - (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way, or place
 - (2) General design arrangement.
 - (3) Texture, material, and color.

- (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings.
- (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings.
- (6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town.
- (7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas.
- (8) The extent to which the building or structure will promote the general welfare by:
- a. Maintaining and increasing real estate value
 - b. Generating business;
 - c. Attracting tourists and visitors;
 - d. Encouraging study of and interest in American history, architecture, and design;
 - e. Making the Town a more attractive and desirable place in which to live.

Sec. 58-16.9 - Issuance of certificate of appropriateness.

Decisions of the Board will be incorporated in approved certificates of appropriateness or written reasons for disapproval. Immediately upon approval by the board of any application to erect, reconstruct, alter, restore, or raze a building, a certificate of appropriateness, signed by the chairman of the Board and bearing the date of issuance, shall be made available to the applicant. The zoning administrator shall refuse to honor any request for a building permit without such certificate of appropriateness, but a certificate of appropriateness will in no way affect the requirement to comply with the other provisions necessary to obtain a building permit.

Sec. 58-16.10 - Right of appeal.

- (a) Whenever the board shall approve or disapprove an application for a certificate of appropriateness or fail to take action within 60 days of its filing, any aggrieved party shall have the right to appeal and be heard before the Town Council provided such person files with the Town Clerk on or before 30 days after the decision of the board a written notice of appeal. Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council.
- (b) Any party may appeal the decision of the Town Council to the circuit court pursuant to this section.
- (1) A party is any applicant or any person who owns property adjacent to the property which the application concerns. For the purposes of this section, the term "adjacent" includes any property separated from the applicant's property only by a road and which would be adjacent if the road were not present.
- (2) Appeal shall be by petition at law setting forth the alleged illegality of the action of the Town Council.
- (3) The appellant must file the appeal with the circuit court of the county within 30 days of the Town Council's decision.
- (c) In addition to the right of appeal, the owner of an historic landmark, building or structure shall have

a right to raze or demolish such landmark, building or structure provided he has complied with the provisions of the second paragraph of Code of Virginia, § 15.2-2306(A)(3), as amended.

Sec. 58-16.11 - Deterioration by neglect.

(a) No owner of an officially designated historic building within the historic district shall allow it to deteriorate to the point where it is not economically feasible to repair or restore it. Specifically, no owner may permit:

- (1) Deterioration of the exterior of a historic building to the extent that it creates or permits a hazardous or unsafe condition;
- (2) Deterioration of exterior walls or other vertical supports, horizontal members, roofs, chimneys, exterior wall elements such as siding, wooden walls, brick, plaster, or mortar, of a historic building to the extent that it adversely affects the character of the historic district or could reasonably lead to irreversible damage to the structure. In determining whether deterioration adversely affects the character of the historic district, the zoning administrator shall be guided by the comprehensive plan and, if adopted, the strategic plan and capital improvements budget.

(b) If a building inspector determines that a historic structure is violating the Property Maintenance Code, he shall so notify the owner, the zoning administrator, and the chairman of the Architectural Review Board of this conclusion, stating the reason for such determination, and shall give the owner 30 days from the date of the notice in which to commence work rectifying the specifics, or to initiate a request to demolish, move or relocate such structure. If appropriate action is not timely taken, the Town Building Inspector shall initiate appropriate legal action.

Sec. 58-16.12 - Demolition review and approval

1. No historic resource, as defined in this article within the Historic Haymarket Overlay shall be demolished or moved, in whole or in part, until the demolition or moving thereof is approved by the Architectural Review Board, or, on appeal by the town council after consultation with the ARB.

2. In addition to the right of appeal set forth herein, the owner of a historic resource, the demolition or moving of which is subject to the provisions of this section, shall, as a matter of right, be entitled to demolish or move such historic resource provided that:

- a. The owner or applicant has applied to the town council for such right,
- b. the owner has for the period of time set forth in the schedule contained in Section 15.2-2306 of the Virginia code and at a price reasonably related to its fair market value, made a bona fide offer to sell the historic resource, and the land pertaining thereto, to the town or to any person, firm, corporation, government or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the historic resource and the land pertaining thereto, and,
- c. No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such historic resource, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule specified in the Virginia Code. Any appeal which may be taken to the court for the decision of the town council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating

to a stay of the decision appealed from shall not affect the right of the owner to make the bona fide offer to sell referred to above. No offer to sell shall be made more than one year after a final decision by the town council, but thereafter the owner may renew his request to the town council to approve the demolition or moving of the historic resource.

3. Demolition Approval Criteria Considerations. In reviewing applications for the demolition or moving of a historic resource from or within the Historic Haymarket Overlay, the Architectural Review Board shall consider the following:

- a. How the demolition or 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;
- b. How the loss of the historic resource will impact the historic integrity of any adjacent historic property;
- c. The impact the loss of the historic resource will have on the overall integrity to any historic district the historic resource is located in ;
- d. The ability of the historic resource to be adaptively reused as part of a new on-site development which would not adversely impact the historic resource’s ability to convey its historic significance through its integrity of location, setting, feeling, association, design, materials and workmanship; and
- e. Whether any monies or assistance for preservation of the historic resource could be made available to the property owner within 180 days of the owner’s request to demolish or move it.

Sec. 58-16.13 Time Limit

A certificate of appropriateness shall be valid for one (1) year from the date of issuance. If the demolition, erection, reconstruction, alteration, relocation or restoration for which the certificate of appropriateness was issued is not commenced within one year and thereafter diligently pursued, a new certificate shall be obtained prior thereto.

Discussion:

a. How the demolition or 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;

Staff Response – The structures were built in 1922. While not listed as a historic resource in the 2008-2013 Comprehensive Plan, the structures on this site meet the Zoning Ordinance definition of a historic structure. There have been two environmental surveys conducted by the applicant to check for soil contamination from the previous vehicle repair and use in the main structure. Additionally, the foundations of the main building, are damaged enough to necessitate reconstruction rather than restoration. The other two accessory structures on site would be preserved and restored.

b. How the loss of the historic resource will impact the historic integrity of any adjacent historic property;

Staff Response – The Lane Motors property is located next to a historic structure built in 1870. However, the architectural style of both properties are not similar, and demolition would not detract the adjacent property from its historic significance.

c. The impact the loss of the historic resource will have on the overall integrity to any historic district the historic resource it is located in;

Staff Response – The demolition of the structure would remove a well-known historic building from the Town of Haymarket and could have potential impact to the integrity of the Historic District Overlay due to its location along Washington Street a major corridor running through the center of Haymarket.

d. The ability of the historic resource to be adaptively reused as part of a new on-site development which would not adversely impact the historic resource’s ability to convey its historic significance through its integrity of location, setting, feeling, association, design, materials and workmanship;

Staff Response – The foundations of the main building, are damaged enough that adaptive reuse of the existing structure or use of the structure as a viable addition to a new development would be difficult and very costly. The applicant’s insurance company does not consider it prudent to invest time and financial resources in restoring a building in the condition this main structure is in. While the demolition proposal would raze the main building, the applicant has proposed new construction that would reflect the original form and scale of the demolished property.

e. Whether any monies or assistance for preservation of the historic resource could be made available to the property owner within 180 days of the owner’s request to demolish or move it.

Staff Response – There are no grant funding options currently available from the Town of Haymarket, Grant funding options would require further discussion by Town Council.

STAFF RECOMMENDATION:

The Haymarket Comprehensive Plan does not list this structure as a historic resource, while the current Zoning Ordinance considers this structure historic per the definition of historic being any structure build before the year 1950. The buildings at 14920 Washington Street are part of the core of historic Haymarket. Removal of any structure will cause part of the history of the Town to be removed. If approved, conditions of approval should include incorporation of the architectural character of the original structure including replication of the front façade. The state of these structures at its worst case prevents adaptive reuse of the buildings entirely or at its best case would become very costly for any property owner to repair the structures to a viable state. The environmental studies conducted by the applicant show that minimal brownfield development work is required for adaptive reuse of the site. The applicant also has provided a set of designs

that would aid in preserving the old form of these structures while allowing for more durable and higher quality materials to be used in a new construction. Discussion of the integrity of the structure and cost of rehabilitation was had in the December 18th 2024 ARB meeting.

Since the structure has been vacant for multiple decades, the Board should discuss what building codes would need to be met to rehabilitate the structure versus a complete demolition and rebuild. The Town Planner is still currently processing RELIC information for this site.

There is a site visit that will take place Wednesday, February 19th, 2025 to assess the structural conditions of the property in person. Based on the above assessment of the proposed demolition of the main building at 14920 Washington Street, the Town Planner recommends approval of the COA for demolition, with conditions including photo documentation of the exterior and interior of the structure, including all four elevations of the structure, which demonstrates the relationship of the structure to adjacent structures and Washington Street, documentation of, and providing residents opportunities to collect salvageable material from the structure.

Draft Motion: "I move the Board approve the COA for ZP#2024-1104, for the demolition of the garage structure at 14920 Washington Street, with conditions." Or an alternate motion.



ZONING PERMIT APPLICATION

ZONING PERMIT #: _____

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Water Creek Homes, INC

PROPOSED USE: Office Space Size (Sq. Ft./Length) of Construction: 4312

SITE ADDRESS: 14920 Washington St Haymarket, VA 20169 Parcel ID #: _____

Subdivision Name: _____ Lot Size: 0.74 acres

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No Site Plan Required: Yes No

Off-street Parking: Spaces Required: 12 Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)
Dilapidated building. Old garage. Most of building unsalvageable. Partial demolition and remodel.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION		PROPERTY OWNER INFORMATION	
<u>Water Creek Homes, INC</u>		<u>Douglas Medrano</u>	
Name		Name	
<u>7250 Heritage Village Plaza</u>		<u>7250 Heritage Village Plaza</u>	
Address		Address	
<u>Gainesville</u>	<u>VA</u>	<u>Gainesville</u>	<u>VA</u>
<u>20155</u>		<u>20155</u>	
City	State	City	State
<u>571.422.546JKirkland@watercreekhomes.c</u>		<u>571-249-0487</u>	<u>DM@watercreekhomes.com</u>
Phone#	Email	Phone#	Email

APPLICANT / PROPERTY OWNER SIGNATURE

*******REQUIRED*******

Section VI, Item5.

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Jaime Kirkland
Applicant Signature

Douglas Medrano
Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

SIGNATURE

PRINT

CONDITIONS:

INSTRUCTIONS FOR COMPLETING APPLICATION

Section VI, Item5.

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk’s office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town’s website for a list of the Town’s scheduled meetings. It is the applicant’s responsibility to keep apprised of the Town’s meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169**

SIGN SPECIFICATION SHEET

Section VI, Item 5.

SIGN 1:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 2:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 3:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

SIGN 4:

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window
Other _____

Height above Ground at Signs: Lower Edge: _____ Upper Edge: _____

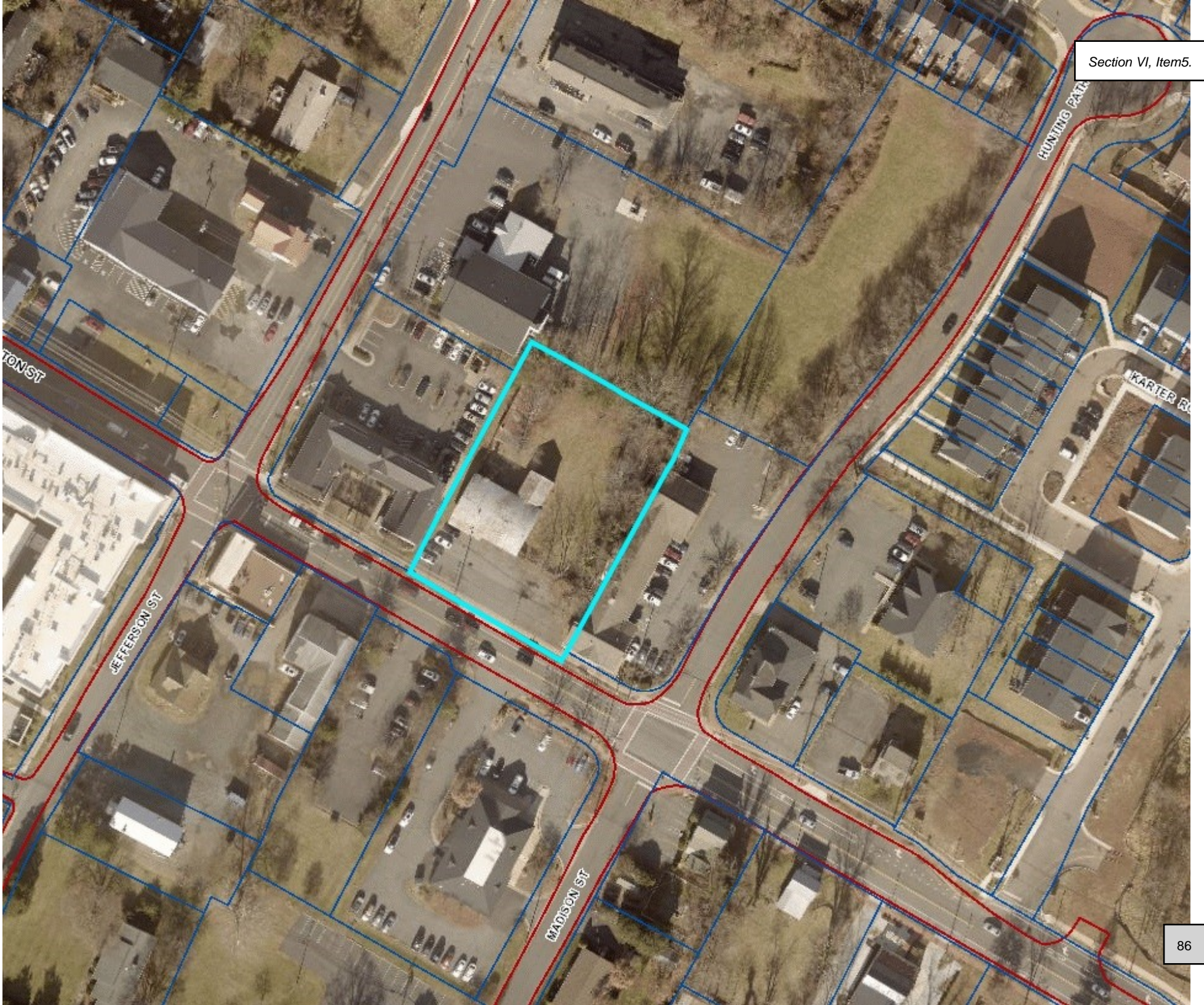
Height of Sign Structure: _____ Sign Width: _____ Length: _____ Area in Sq Ft: _____

Number of Faces: _____ Sign Material/Color/Font: _____

Location of Sign (Include photo): _____

Lighting Type/Fixture (No internal illumination is allowed): _____

1. *What projects require architectural review?*
Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.
2. *How long does the architectural review process take?*
The time required to process an application will vary with the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.
3. *What does the ARB look for in a project?*
Refer to the Town of Haymarket Architectural Review Design Guidelines.
4. *What happens after I submit my application?*
After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.
5. *What is the review process?*
For any submission, there are two reviewing bodies in the Town. The Zoning Administrator, and the Architectural Review Board (If applicable). All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at www.townofhaymarket.org).
6. *Is there a submission deadline?*
An application must be submitted to and verified complete by a Town Clerk one week prior to the meeting date, so that the application can be properly reviewed for completion.
7. *What happens at the ARB meeting?*
The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town’s Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.
8. *What should I present at my review?*
To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and the architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors, and materials. For larger development projects, be able to discuss traffic impacts.
9. *When can I submit my plans for a building permit?*
If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).



Town of Haymarket Architectural Review Board
15000 Washington Street, Suite 100
Haymarket, VA 20169

Subject: Lane Motors Property

Dear ARB Members,

We are writing to propose the demolition of the old garage building located at 14920 Washington Street. Upon thorough inspection, it has become increasingly clear that this structure poses significant safety risks to our community, and here are the key reasons why it should be removed.

1. Structural Integrity: The building is constructed primarily of aging stone and concrete, which have deteriorated over time. The lack of proper framing compromises its stability, making it more susceptible to collapse under stress or during adverse weather conditions. For instance, during heavy rains or snowfall, the weight of accumulated water or snow may lead to critical structural failures.

2. Decaying Materials: The exterior walls are showing clear signs of decay, with visible cracks and crumbling surfaces. This decay not only affects the aesthetic appeal of our town but also indicates a weakening of the overall structure. Without proper maintenance, the situation will only worsen, leading to potential hazards for anyone nearby.

3. Lack of Modern Amenities: The absence of a proper HVAC system means that the building is not equipped to handle temperature fluctuations, leading to excessive moisture buildup, which can foster mold growth. Mold not only damages the structure further but also poses health risks to individuals who may encounter it.

4. Safety Hazards: The design of the building, with no framing and inadequate support, creates an unsafe environment. In the event of an earthquake or strong winds, this

structure could easily become a hazard, putting lives at risk. The insurance company has noted the building's lack of structural value, highlighting the challenges we face in ensuring safety for anyone who may enter the premises.

5.Environmental Considerations: We have proactively removed oil tanks from the rear building and conducted both Phase One and Phase Two soil studies. We have invested upwards of \$50,000 to ensure that the land itself is safe for our employees and the surrounding community. This commitment to environmental safety underscores our dedication to responsible development.

6. Community Impact: Leaving this unsafe structure standing undermines the overall safety and well-being of our community. It may serve as a liability, inviting vandalism or unwanted activities. By demolishing the building, we can promote a safer environment and pave the way for future developments that benefit our town.

7. Honoring Historic Features: We are mindful of the building's historic significance and are committed to honoring the original footprint of the main garage. We plan to salvage some of the exterior brick to create a possible accent wall, preserving a piece of our town's history while allowing for modern development.

In conclusion, the old garage building poses significant risks due to its deteriorating condition, lack of structural support, and absence of essential systems. Coupled with our investments in safety and environmental studies, we believe that demolishing this structure is not only necessary but also beneficial for our community's future. I urge the council to consider this proposal seriously and take action to ensure the safety and well-being of our residents.

Thank you for your attention to this matter.

Sincerely,

Water Creek Homes

Inspection Report

Section VI, Item 5.

Provided by:



Donofrio & Associates, LLC

Inspector: Edward Donofrio
20242 Portsmouth Blvd
Ashburn, VA 20147
703-771-8374

Property Address

Property Condition Assessment

Water Creek Homes

PROPERTY

14920 Washington Street
Haymarket, VA 20169



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Client Information

Client Name

Property Information

Approximate Year Built

1922

Property Identification

Tax ID 7297-99-2992

Direction Building Faces

South

Building Occupancy

Vacant

Property Utilities

All utilities were off at the time of inspection.

Inspection Information

Inspection Date

September 10, 2024

Inspection Time

10:00 AM

Weather Conditions

Sunny

Outside Temperature

75F

Buyers Agent

April Geyer

1 Executive Summary

Executive Summary

1.1) Building Assessment Summary

Building Condition Assessment Summary:

In accordance with ASTM E2018-15 as applicable, this is a limited commercial inspection (PCA) for the purposes of a Phase 1 Environmental Site Assessment of a three building commercial property originally built in 1922.

The overall condition of the property poor and will require major renovation for habitability.

The roof is in overall good condition.

The only HVAC on the property are gas fired unit heaters in the from building.

There was no water service to the building at the time of inspection.

The building 120/208 volt electrical service was off at the time of inspection and electrical could not be tested. Electrical needs significant upgrading.

Commercial buildings will require significant regular and routine maintenance of all systems and structures. Please review the entire contents of this report especially the Report Summary at the end and contact Donofrio & Associates with any concerns or questions.

Phase 1 Environmental Site Assessment

1.2) Phase 1 ESA Summary

ACC

Phase I ESA

Based upon this property condition assessment historical and regulatory research, the only issue that is considered a Recognized Environmental Concern is an under slab hydraulic lift and hydraulic tank. The system was installed in the 1950s and has not been utilized in over 20 years due to failure of the system at that time. The tank is reported to have hydraulic fluid.

It is recommended that a IPhase 2 Environmental Site Assessment be conducted in the area of the hydraulic system. This will include:

- 1) Removal of the slab as necessary to access the hydraulic system.
- 2) Removal of the hydraulic lift and tank
- 3) Disposal of the system, tanks and fluid under the auspices of the Virginia DEQ.
- 4) Removal of contaminated soil.
- 5) Testing of remaining soil.
- 6) Reporting results to all parties to include the Virginia DEQ for case closure.
- 7) Backfilling the tank area but not replacing the slab.

Utilizing a MiniRae 2000 Photoionization Detector, six borings were examined. The screening for Volatile Organic Compounds (VOC) was negative. The grounds are clear of Recognized Environmental Concerns.

Refer to the full Phase I Environmental Site Assessment for all details which include historical data and regulatory research verifying the historical absence of recognized environmental conditions as defined by ASTM Standard E-1527-21.

1.3) Adjacent Properties

ACC

There is no evidence of recognized environmental conditions on any adjacent properties.



ACC = Acceptable | DEF = Defective | NI = Not Inspected | NP = Not Present | MAR = Marginal



2 Grounds

Landscaping - Grading

2.1) Landscaping - Grading Conditions

ACC

There are no visible areas of concern such as stressed vegetation, no drains, sumps or clarifiers, no pits, ponds or lagoons, no evidence of spills or leaks, and no strong, pungent or noxious odors. There are no visible areas of concern such as stressed vegetation, no drains, sumps or clarifiers, no pits, ponds or lagoons, no evidence of spills or leaks, and no strong, pungent or noxious odors.







Parking Lot

Parking Lot - Material(s)

Brick

2.2) Parking Lot Conditions

ACC



Front Walks- Steps

Walks-Steps Materials

Concrete

2.3) Walks-Steps Conditions

ACC



3 Building 1

Rooms

3.1) Building 1

ACC



3.2) Walls, Ceilings, Floors

ACC





3.3) Automobile Lift

DEF

The only issue that is considered a Recognized Environmental Concern is an under slab hydraulic lift and hydraulic tank. The system was installed in the 1950s and has not been utilized in over 20 years due to failure of the system at that time. The tank is reported to have hydraulic fluid. A Phase 2 ESA is recommended.



Utilities

3.4) Electrical - Lighting Conditions

NI

Power was off at the time of inspection.



3.5) Electrical Inspection

Random Sampling of outlets, switches, fixtures per NACHI.

3.6) Gas

NI

Gas was off at the time of inspection.

3.7) Plumbing

NI

Plumbing was off at the time of inspection.

3.8) HVAC

NI

The only HVAC, which was the unit heaters in the front building were not able to be tested as gas was off to the building.



4 Building 2

Rooms

4.1) Building 2

ACC



4.2) Walls, Ceilings, Floors

ACC



Utilities

4.3) Electrical - Lighting Conditions

NI

Electric was off to the building.



4.4) Electrical Inspection

Random Sampling of outlets, switches, fixtures per NACHI.

5 Building 3

Rooms

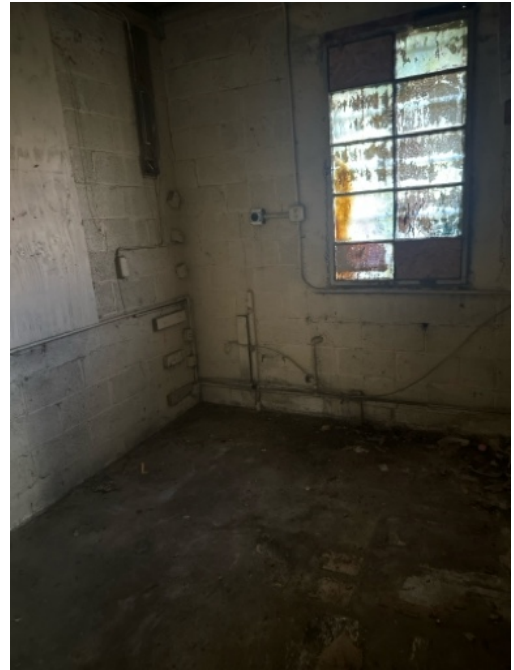
5.1) Building 3

ACC



5.2) Walls, Ceilings, Floors





Utilities

5.3) Electrical - Lighting Conditions

NI

Electric was off to the building.



5.4) Electrical Inspection

Random Sampling of outlets, switches, fixtures per NACHI.

MAR (Marginal) The item/system was marginally acceptable. (It performed its designed function as of the time of inspection. However, due to age and/or deterioration, it will likely require early repair/replacement.)
DEF (Defective) The item/system failed to operate/perform its intended function, was structurally deficient, was unsafe or was hazardous at time of inspection. This may affect entire system/item and is not limited to the issues identified in the comment field(s).

Building 1

3.3 Automobile Lift (Defective)

The only issue that is considered a Recognized Environmental Concern is an under slab hydraulic lift and hydraulic tank. The system was installed in the 1950s and has not been utilized in over 20 years due to failure of the system at that time. The tank is reported to have hydraulic fluid. A Phase 2 ESA is recommended.



20242 Portsmouth Blvd
Ashburn, VA 20147
703-771-8374

LIMITED PHASE II ENVIRONMENTAL SITE ASSESSMENT

WATER CREEK HOMES

PROJECT
14920 WASHINGTON STREET
HAYMARKET, VIRGINIA 20169

OCTOBER 14, 2024

PREPARED FOR:

DOUGLAS M. MEDRANO
APRIL GEYER
MONIQUE RODRIGUEZ

PREPARED BY

EDWARD J. DONOFRIO
ASTM CERTIFIED

Executive Summary

In accordance with E1903.19, ASTM Standards of Practice and the All-Appropriate Inquiry Rule (AAI) 40 CRF Part 312 rule, this is a Phase II Environmental Site Assessment of this three building commercial property originally improved in 1922, on 0.77 acres.

Based upon the limited PCA, it is our professional opinion that the overall condition of this property is poor. The Phase II Environmental Site Assessment was performed due to the potential of Recognized Environmental Conditions based upon an existing, below slab, hydraulic system that was installed in the late 1950s and was out of service in approximately 2003. The current owner, Mr. Russell Lane, believed that there was hydraulic fluid/oil in the lift and based upon the condition at the time of the termination of service, it had most likely been leaking.

The hydraulic system was excavated and removed along with soil and hydraulic fluid/oil. The excavation was witnessed by Billy Willard, Virginia DEQ. The soil sample was tested by HP Environmental Incorporated for Total Petroleum Hydrocarbons – Oil Range Organics (TPH-ORO). The results indicate no detection to a reporting limit of 20 mg/kg

The Commonwealth of Virginia Professional Engineer report from John Pollard, PE No. 2801001384 with chain of custody and lab results is attached (Appendix F).

Because the investigation indicated no evidence of a release, there is no requirement to report the information to any regulatory agencies.

With respect to the Phase II Environmental Site Assessment, based upon the property condition assessment, historical data, regulatory research, current excavation and testing, there are currently no Recognized Environmental Conditions associated with the subject property. No further action required or necessary.

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1.0 Executive Summary

1.1 Background

Water Creek Homes, represented by Douglas M. Medrano retained Donofrio & Associates, LLC, to perform this Limited Phase II Environmental Site Assessment (ESA) of (subject property) at 14920 Washington Street, Haymarket, VA 20169 following E1903.19, ASTM Standards of Practice. The site is identified by the Prince William County Records in Deed Book 114, Page 422 and Deed Book 116, Page 129, Tax ID 7297-99-2992.

The subject site has three cinder block structures: an approximate 2000 square foot building, an approximate 1550 square foot building, and an approximate 1500 square foot, five bay building on approximately 0.77 acres. All buildings are currently vacant. The condition of the residential building at the time of the Phase I Property Condition Assessment is poor.

According to information obtained during this investigation, the subject property was developed with the current improvements from an undeveloped lot which was vacant until approximately 1942.

The purpose of this Limited Phase II Environmental Site Assessment was:

- 1) Perform six random borings throughout the subject property to test the soil for Volatile Organic Compounds (VOCs) per EPA 8260 and Gas Range Organics (GRO) and Diesel Range Organics (DRO) per EPA 8015.
- 2) Excavate, remove, and dispose of the under-slab hydraulic lift and hydraulic oil/fluid in the front building. Soil sample collection and testing beneath and adjacent to the hydraulic lift. Please note that Mr. Willard, Virginia DEQ, was on-site to inspect the procedure.

1.2 Objective and Scope

It is Donofrio & Associates, LLC's understanding that this Limited Phase II ESA is being conducted for the purpose to make a determination, regarding the purchase of the subject property.

2.0 Historical Overview

2.1 Ownership

The subject property is owned by Russell Lane, Executor of the Estate of Barbara Jean Lane. Ms. Barbara Jean Lane passed in 2021.

Clarence W. Lane and Barbara Jean Lane purchased the subject property from Edmund B. Roland and Irma C. Roland in 1971.

2.2 Title Review

Donofrio & Associates, LLC was not engaged to perform a title review of 14920 Washington Street, Haymarket, Virginia 20169 to search for environmental liens or activity and use limitations.

2.3 Aerial Photos

Based upon aerial photos dating back to 1937. Aerial photos were examined for 1937, 1954, 1959, 1963, 1965, 1970, 1980, 1989, 1994, 2005, 2008, 2011, 2014, and 2018. The subject property has remained relatively unchanged since 1954. Prior to 1954, the subject property appears to have been undeveloped land. The aerial photos are consistent with the details in Section 3.3, Historical and Sanborn Maps.

2.4 Historical and Sanborn Maps

There were no Sanborn Maps available for the subject property.

2.5 Interviews

Mr. Russel Lane, Executor of the Estate of Barbara Jean Lane LLC, was interviewed. Mr. Lane has been associated with the subject property as a tenant and subsequently as a member of the owner's family since approximately 1955. Mr. Lane confirmed that there are no underground storage tanks currently or in the past. He has never seen stressed vegetation, drains, sumps or clarifiers, no pits, ponds or lagoons, no evidence of spills or leaks, and no strong, pungent or noxious odors. Mr. Lane confirmed the presence of a hydraulic lift under the slab in the rear room of the front building on the subject property. He indicated that the lift was installed in the late 1950s and was out of service in approximately 2003. To the best of his knowledge, he believed that there was hydraulic fluid/oil in the lift and based upon the condition at the time of the termination of service, it had most likely been leaking.

Ms. Susan Tiffany, Compliance Inspector, Virginia DEQ, was interviewed. She confirmed that there is no record of underground storage tanks currently or in the past. There is no record of hazardous waste associated with the subject property or adjacent properties currently or in the past.

Interviews with past owners prior to 1974, operators and occupants were not reasonably ascertainable. However, based upon all the findings, this did not impact the conclusion and

recommendations.

2.6 Previous Environmental Site Assessments

There were no previous Environmental Site Assessments available for the subject property.

3.0 Field Activities

3.1 Physical Site Assessment

The Physical Site Assessment was conducted on September 10, 2024, by Edward J. Donofrio. (Appendix D). There were no visible areas of concern such as stressed vegetation, no drains, sumps or clarifiers, no pits, ponds or lagoons, no evidence of spills or leaks, and no strong, pungent or noxious odors.

In the rear room of the front building, there was evidence of a hydraulic lift. The owner, Russell Lane, who was present at the Physical Site Assessment, confirmed the presence of a hydraulic lift under the slab in the rear room of the front building on the subject property. He indicated that the lift was installed in the late 1950s and was out of service in approximately 2003. To the best of his knowledge, he believed that there was hydraulic fluid/oil in the lift and based upon the condition at the time of the termination of service, it had most likely been leaking.



The Physical Site Assessment and interview with the current owner, Russell Lane, prompted the recommendation for Phase II Environmental Site Assessment.

3.2 Soil Boring Samples

The soil sampling was done at the request of the purchaser. Utilizing a handheld auger six (6) random soil samples were taken at random locations at a depth of approximately 2 feet. Based upon our experience, the soil collected had no visible evidence of recognized environmental conditions, nor was the texture of the soil consistent with recognized environmental conditions.

3.3 Soil Test Results

Utilizing a Honeywell RAE Photo Ionization Detector (PID), the six (6) samples were tested for:

- 1) VOC per EPA 8260

Volatile Organic Compounds (VOCs) are human-made chemicals that are used and produced in the manufacture of paints, pharmaceuticals, and refrigerants. VOCs typically are industrial solvents, such as trichloroethylene; fuel oxygenates, such as methyl tert-butyl ether (MTBE); or by-products produced by chlorination in water treatment, such as chloroform. VOCs are often components of petroleum fuels, hydraulic fluids, paint thinners, and dry-cleaning agents. VOCs are common ground-water contaminants.

VOC testing is measured in ppm. The six (6) samples tested had negligible readings considered ND (Non-Detect) This data indicates no detectable VOCs in the soil.

- 2) DRO and GRO per EPA 8015

Gas Range Organics (GRO) and Diesel Range Organics (DRO) are hydrocarbons associated with a release of gasoline, diesel and potentially any petroleum products.

GRO and DRO testing is measured in ppm. The six (6) samples tested had negligible readings considered ND (Non-Detect) This data indicates no detectable petroleum in the soil and no evidence of petroleum releases.

3.4 Hydraulic System Removal

On September 30, 2024, and October 1, 2024, the hydraulic system was removed from the subject. Mr. Billy Willard, Virginia DEQ witnessed the operation, which included:

- 1) Penetration and removal of the slab.
- 2) Hydraulic fluid removed. Fluid Manifest (Appendix G).
- 3) Hydraulic lift system removed.
- 4) Visually impacted soil removal.
- 5) Soil sample collection beneath and adjacent to the location of the hydraulic lift system.
- 6) Backfill to grade with evacuated soils.



3.5 Hydraulic System Excavation Results

- 1) The hydraulic system and cylinder were full of hydraulic fluid/oil.
- 2) The hydraulic cylinder has leaked a significant amount of hydraulic fluid/oil.
- 3) The soil sample was obtained at a depth of 7 feet below grade.
- 4) The soil sample was tested by HP Environmental Incorporated for Total Petroleum Hydrocarbons – Oil Range Organics (TPH-ORO).
- 5) The results indicate no detection to a reporting limit of 20 mg/kg

The Commonwealth of Virginia Professional Engineer report from John Pollard, PE No. 2801001384 with chain of custody and lab results is attached (Appendix F)

Because the investigation indicated no evidence of a release, there is no requirement to report the information to any regulatory agencies. No further action necessary or required.

4.0 Regulatory Research

4.1 Radius Map Report

An environmental records search was conducted using the EDR Radius Map Report (Appendix C) for the subject property and the surrounding areas that included approximately 1600 federal, city and tribal sources. For the purposes of this ESA, we have utilized the full EDR Radius Map Report environmental maps.

Based upon the EPA database in the Radius Report for the area, there is no “recognized environmental conditions”, no historical RECs nor de minimus conditions as defined below related to the subject property or adjacent properties.

Brownfields

Brownfields are real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleaning up and reinvesting in these properties protects the environment, reduces blight, and takes development pressures off greenspaces and working lands.

Superfund

Superfund is the federal government's program to clean up the nation's uncontrolled hazardous waste sites. We're committed to ensuring that remaining [National Priorities List](#) hazardous waste sites are cleaned up to protect the environment and the health of all Americans.

Hazardous Waste

Hazardous waste is defined as liquid, solid, contained gas, or sludge wastes that contain properties that are dangerous or potentially harmful to human health or the environment. Learn how to properly manage and dispose of hazardous waste.

The EPA Cleanup Map can be found in the Radius Map Report (Appendix C).

5.0 Conclusions and Recommendations

5.1 Conclusions and Recommendations

The Limited Phase II ESA indicates no evidence of VOCs, GROs or DROs on the subject property at this property.

As such, there is no recommendation for further investigation of on-site soil on the subject property at this time.



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: February 12, 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 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.

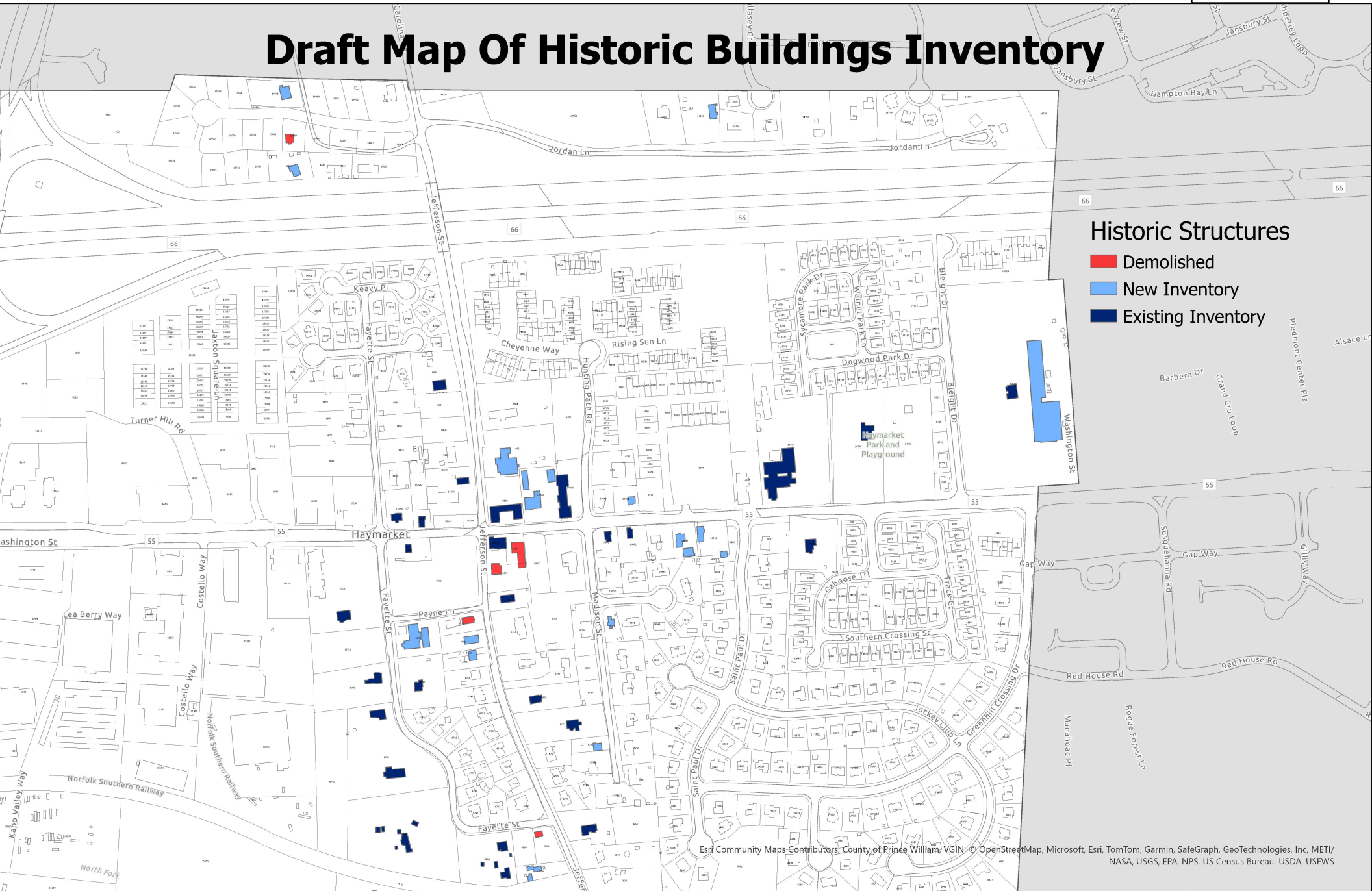
Note, formatting of the guidelines are subject to change, and alterations to the theme and format of the final copy recommended by the ARB are expected as this discussion continues.

The Town Planner has taken the recommendations from the ARB in previous 2024 meetings and presented the revisions for discussion and comment.

The Town Planner has previously discussed with the Planning Commission amending the historic district overlay of the Town, but will format the current guidelines updates to work both with the current historic overlay and any future proposals.

The Town Planner will send out the revised guidelines in a separate email and will provide a hard copy of the packet pages for the public in the February 19 meeting.

Draft Map Of Historic Buildings Inventory

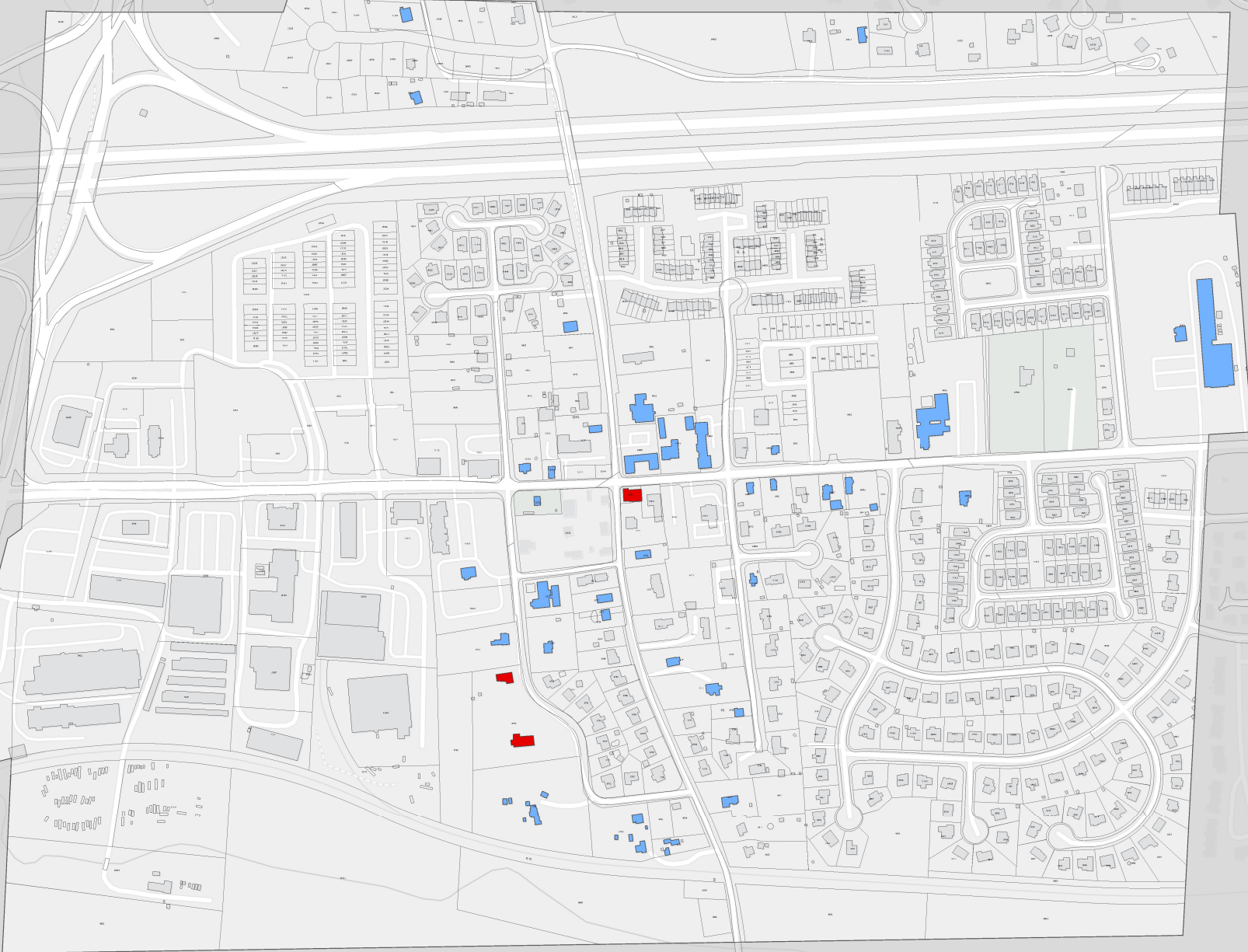


Historic Structures

- Demolished
- New Inventory
- Existing Inventory

Esri Community Maps Contributors, County of Prince William, VGIN, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

Draft Haymarket Historic Structures inventory



- Legend**
- Historic Structures
 - National/State Register
 - Historic Inventory