



ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, September 17, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS TIME

IV. AGENDA ITEMS

1. ZP #2025-0901 6691 Fayette Street COA for Portico Installation

V. OLD BUSINESS

VI. NEW BUSINESS

VII. PLANNING COMMISSION UPDATES

VIII. TOWN COUNCIL UPDATES

IX. ADJOURNMENT



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

Emily L. Kyriazi
Town Manager
Zoning Administrator

MEMORANDUM

TO: Architectural Review Board
FROM: Emily L. Kyriazi
DATE: September 12, 2025
SUBJECT: ZP #2025-0901, COA for Portico Installation at 6691 Fayette Street

APPLICATION SUMMARY:

Business/ Applicant: Steve Adams, owner of 6691 Fayette Street

Street Address: 6691 Fayette Street

Proposed Alteration: Portico Installation, Siding and Roof

Applicant's Brief Description of the Activity: Installation of Portico around existing front door and porch steps, and repainting of exterior of structure. The portico structure will be tied into the existing roofline, see attached photograph.

The applicant will be remodeling the exterior of the structure; modifications will include new siding in a dark grey or dark blue color (vinyl for the entire building, possibly front façade as cement plank, applicant dependent), new foundation coverings in a stone or brick material to match the bases of the columns of the portico, and a new charcoal grey shingle roof.

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.	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the existing roof line, new siding and a new roof.	The proposed alteration is visible from the public right of way. The Board shall consider the new portico addition and siding color.
Sec. 58-16.8 (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the existing roof line, new siding and a new roof.	The proposed alteration is visible from the public right of way. The Board shall consider the new portico addition and siding color.
Sec. 58-16.8 (2) General Design Arrangement	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the	The portico addition ties into the existing roof. The applicant will also be replacing the siding around the entire structure and the roof. The siding will

	existing roof line, new siding and a new roof.	be a dark grey or dark blue color, the roof shingles will be charcoal grey in color.
Sec. 58-16.8 (3) Texture, material and color	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the existing roof line, new siding and a new roof.	The portico is shown in the attached rendering; the applicant intends to utilize brick or stone on the columns of the portico and tie the masonry elements into the foundation of the house with use of stone or brick on the front foundation. The new siding will be a dark grey or dark blue color. The new roof shingles will be a charcoal grey color. The trim, doors, shutters and columns will be coordinating to the color palette mentioned above and be similar in style to the rendering shown.
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	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the existing roof line, new siding and a new roof.	The addition of the portico, new siding, and new roof are in line with the style of homes along Fayette Street. The repairs/maintenance work being done to the structure will significantly increase the aesthetics of the structure and remedy the maintenance concerns noted by the Zoning Administrator for the structure.
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	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the existing roof line, new siding and a new roof.	As stated above, the improvements proposed will significantly alter the character of the structure and be a welcome improvement along the street, tying into the character of the other surrounding structures.
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	Not applicable	Not applicable
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	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the existing roof line, new siding and a new roof.	Not applicable

and protection of historic places and areas		
Sec. 58-16.8 (8) The extent to which the building or structure will promote the general welfare by: <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 (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 	Installation of 13' x 6' portico addition over the existing front stoop and stairs, tying into the existing roof line, new siding and a new roof.	These matters are at the discretion of the ARB.
Comprehensive Plan		
Comp Plan 1.5.3 Historic Resource Inventory List	Site – 6691 Fayette Street	The main structure/site IS NOT listed as a Historic Resource
Comp Plan 1.5.4 Potential Archaeological Site	Site – 6691 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 – 6691 Fayette Street	Residential 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	Dark Grey or Dark Blue	In keeping with the historic color palette, the Town of Haymarket utilizes
III. (c) Exterior Elements	New Portico, New Siding (Dark Grey or Dark Blue), New Roof (Charcoal Grey), Painted trim to coordinate with the approved color palette	All elements are acceptable within the ARB Guidelines and the Town's Zoning Ordinance.
III. (d) Chimneys	Not Applicable	Not Applicable
III. (e) Roofing	Charcoal Grey Roof Shingles	Meet Criteria per the ARB Guidelines
III. (f) Lighting, (attached to structure)	Coach/Craftsmen style lighting	Meet Criteria per the Guidelines
III. (g) Windows and Doors	Colors and styles shown on the rendering	Meet Criteria per the ARB Guidelines
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

Discussion:

ARB shall discuss the design of the portico and the color palette chosen by the Applicant.

STAFF RECOMMENDATION:

Based on the application submitted, the rendering provided, and additional information received from the applicant, the Zoning Administrator recommends the approval of the Certificate of Appropriateness for 6691 Fayette Street.

The portico addition is a welcome improvement to the structure providing architectural interest and elements to tie into the other homes along the street. The new siding color is in keeping with the historic color palette and will further aid the improvement of the aesthetics of the structure.

Draft Motion: I move the Architectural Review Board approve ZP #2025-0901, COA for Portico Installation at 6691 Fayette Street. The approval includes the following details: the portico as shown in the rendering, the new siding in dark grey or dark blue, the new roof in charcoal grey shingles and coach/craftsmen styling lighting fixtures.

Or alternate motion.



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2025-0901

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: _____

PROPOSED USE: _____ **Size (Sq. Ft./Length) of Construction:** _____

SITE ADDRESS: _____ **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.)

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

Name

Address

City

State

Zip

Phone#

Email

PROPERTY OWNER INFORMATION

Name

Address

City

State

Zip

Phone#

Email

APPLICANT / PROPERTY OWNER SIGNATURE*******REQUIRED*******

Section IV, Item1.

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: _____ Fee Amount: _____ Date Paid: _____

DATE TO ZONING ADMINISTRATOR: _____☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: __________
SIGNATURE_____
PRINTCONDITIONS:

_____**DATE TO ARCHITECTURAL REVIEW BOARD (ARB):** _____☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: __________
SIGNATURE_____
PRINTCONDITIONS:

_____**DATE TO TOWN COUNCIL (IF APPLICABLE):** _____☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

SIGNATURE_____
PRINTCONDITIONS:

INSTRUCTIONS FOR COMPLETING APPLICATION

Section IV, Item1.

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 IV, Item1.

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?*

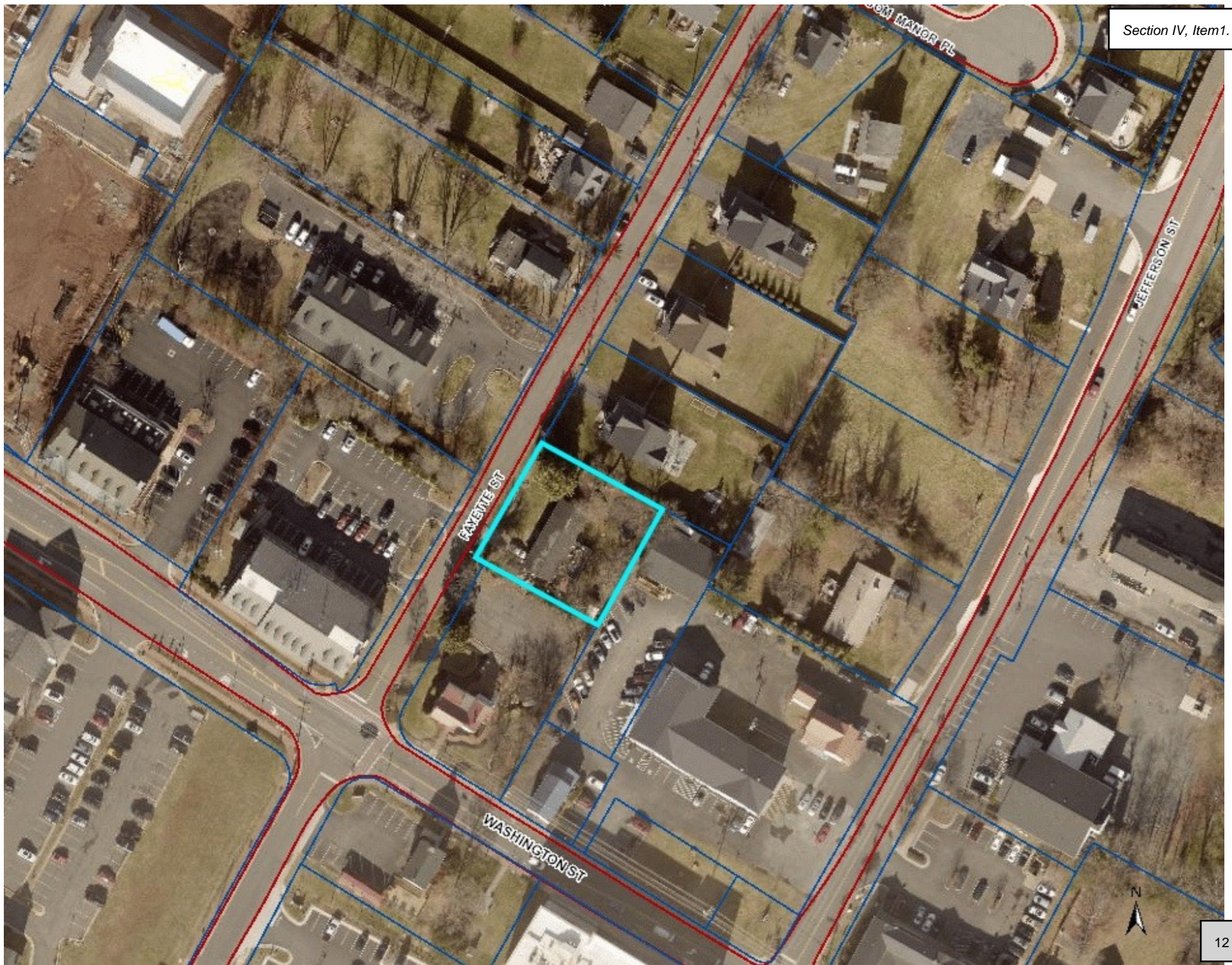
The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town's Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.

8. *What should I present at my review?*

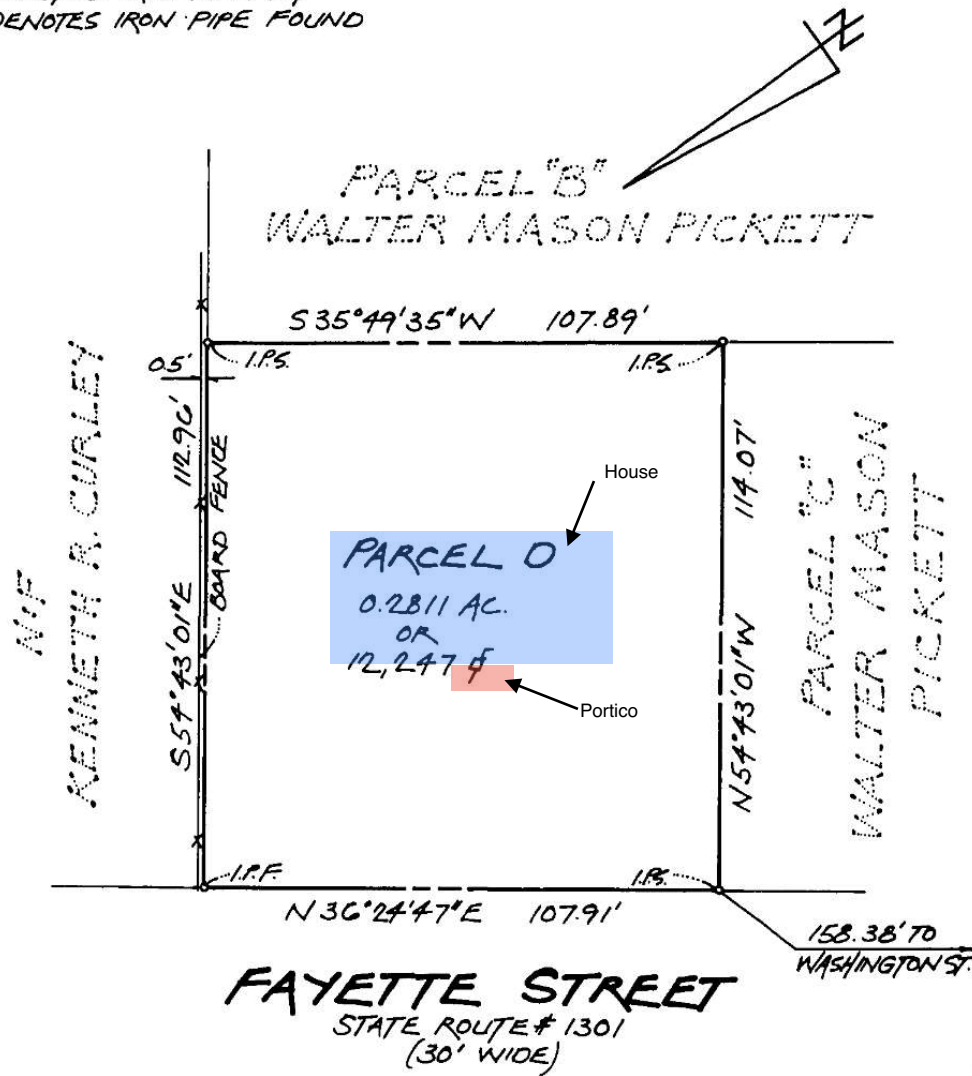
To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and the architecture should be presented. Speak briefly to the design and landscaping 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).



I.P.S., DENOTES IRON PIPE SET
I.P.F., DENOTES IRON PIPE FOUND



BOUNDARY SURVEY
A PORTION OF THE
PROPERTY OF

WALTER MASON PICKETT

TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA
SCALE: 1"=30' MAY 3, 1983

GARNETT M. WOMACK & ASSOCIATES

LAND SURVEYING
MANASSAS, VIRGINIA

Schedule "B"

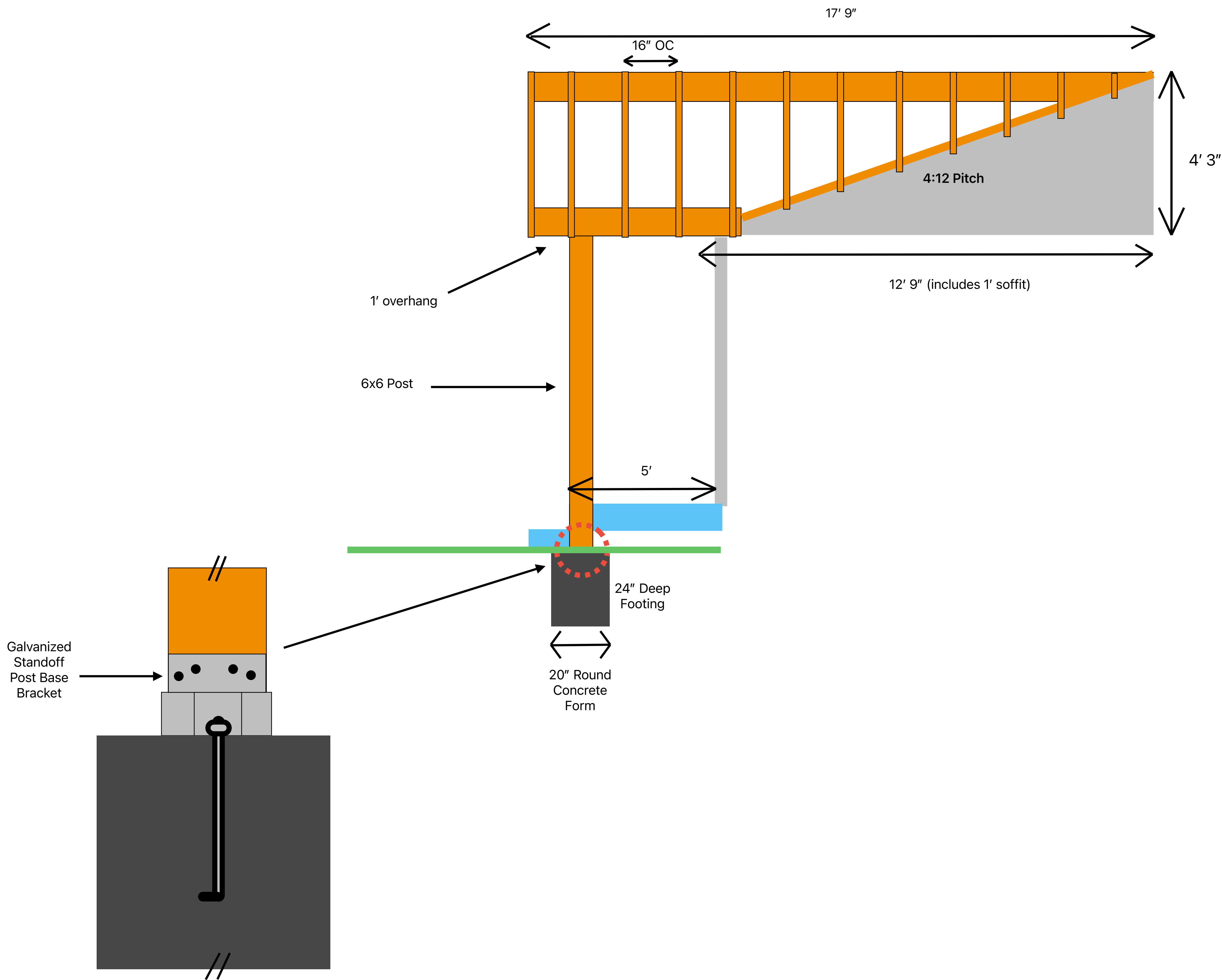
DRAWN BY: RM
FD. WK. BY: WEF

TAX MAP 137-2-75

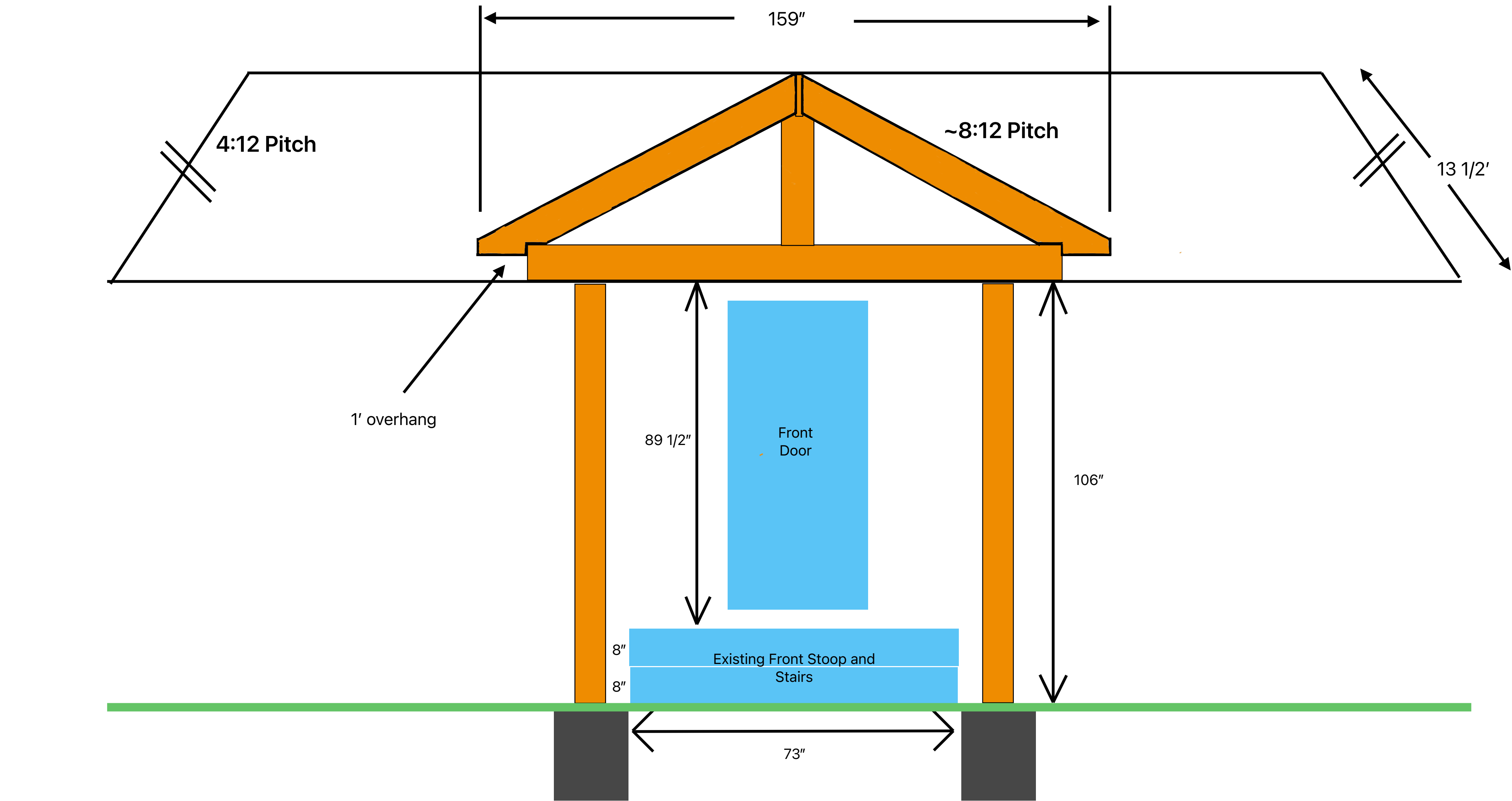
ORDER NO 10638



Side View



Front View



- Material List**
- Charcoal color shingles
 - 1/2" OSB roof sheathing
 - 2"x8" for rafters
 - 6"x6" pressure treated posts
 - Galvanized Standoff Post Base Brackets
 - PVC or Fiber Cement for white trim

Section IV, Item 1.



