



# ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, March 19, 2025 at 7:00 PM

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

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

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## MINUTES

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### I. CALL TO ORDER

A Regular Meeting of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Ken Luersen called the meeting to order.

PRESENT: Chairman Ken Luersen, Vice Chair Dave Capossela, Board Member Ben Barben

ABSENT: Board Member Chuck Mason, Board Member Joanna Mason.

### II. PLEDGE OF ALLEGIANCE

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

### III. CITIZENS TIME

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

### IV. MINUTE APPROVAL

1. Due to some computer issues the minutes for the February ARB meeting have been delayed.

### V. AGENDA ITEMS

#### 1. ZP#2025-0107 6515 Crossroads Village Blvd, Kiddie Academy Sign Installation

Town Planner Thomas Britt provided a history of the application. Kiddie Academy applied for both wall signage and a monument sign. However, due to discussion regarding height requirements in the zoning ordinance, the application was split into two parts: one for the wall signage and one for the monument signage. The monument sign was approved by the Board in the fall of 2024, so this is a resubmission of the wall signage application.

Mr. Britt informed the Board that he met with the Town Zoning Administrator and the applicant to discuss the height requirements for the zoning ordinance. In the Gateway Zone, wall signage and channel letter signage are permitted up to 15 feet above floor level. Floor level can be defined as the ground floor, first floor or second floor. The Town Administrator determined that, given the site's proximity to I-66, it's warranted that the height can be above the second level as shown in the application.

The applicant is proposing the addition of two externally illuminated wall signs, measuring 22.6 square foot, with channel lettering on the wall signage as accents. Mr. Britt noted that both signs are 27 feet above grade, but they meet the 15-foot height limit when measured from the second floor.

The applicant was present to answer questions. Board Member Barben inquired about the illumination of the sign and asked for clarification on the color of the sign's backing. The applicant responded to these questions and confirmed gooseneck lighting would be installed above the signs. The Town Planner recommended including a condition, with administrative approval, that the gooseneck lighting matches the other Crossroads Village sites.

**Board Member Barben moved to approve COA ZP #2025-0107 wall sign installations at 6515 Crossroads Village Boulevard with the caveat of the external illumination to be gooseneck lighting to match the standard at Crossroads Village. Vice Chair Capossela seconded the motion. The motion carried.**

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

Town Planner Thomas Britt gave an overview of the application, which was originally brought to the Board in November, and there were concerns about the dimensions meeting the zoning ordinance requirements. The application was tabled, and it is now being revisited for a final vote by the Board.

The original proposal included the addition of a 26 square foot channel letter wall sign near the patio of the tenant space at suite 164, located at 14600 Washington Street. The applicant later agreed to reduce the sign by shortening the name on the sign from Zandra's Taqueria to Zandra's, which would reduce it to 13.33 square feet. However, while the revised sign does not meet the core wall signage dimension requirement of 12 feet in width, it does comply with the total area requirement for signage with channel lettering, which is 18 square feet. It does meet the height requirements.

The applicant was not present, so the Town Planner offered to answer any questions. Vice Chair Capossela noted that the application also referenced planters, and the patio. Mr. Britt clarified that we are only talking about signage today, and that discussions with the applicant regarding patio modifications are ongoing and will be addressed separately. Board Member Barben asked for clarification regarding the signage height requirements. Discussion followed.

**Board Member Barben moves to approve COA for ZP#2024-1103 for the sign installation at 14600 Washington Street, Suite 164, with a condition that the signage be divided in half and the taqueria section of the sign is removed. Vice Chair Capossela seconded the motion. The motion carried. Chairman Luersen made a friendly amendment to only include the signage and not the patio for approval of this application. There were no objections. All in favor.**

## **3. ZP#2025-0303 6750 Fayette Street, Window, Door, and Siding Replacement**

The Town Planner introduced the application. Mr. Britt directed the Board to packet pages 41-44 to review the current conditions of the rectory structure, noting that the siding replacement will be vinyl. The applicant was present to answer questions and clarified that the windows are going from wood to vinyl and from single-pane to double-pane, removing the storm windows that were put on sometime in 1970s. The windows will look like those on the Carried to Full Term building, as shown on page 54.

There was further discussion regarding the windows and doors. Board Member Barben asked if the Rectory Building is included on the Town's inventory list, because the state only references the Church. The Town Planner clarified St. Paul's Church is on the list, and the Rectory is considered historic under the zoning ordinance.

There were no further questions from the Board.

**Chairman Luersen moved to approve ZP#2025-0303 for door, window and siding replacement at 6750 Fayette Street as presented. Board Member Barben seconded the motion. The motion carried.**

## **VI. OLD BUSINESS**

Town Planner Thomas Britt shared the main old business involves following up on any signage that has been installed without first going before the Board. Additionally, we are still refining the ARB Guidelines.

Vice Chair Capossela asked about Greenhill Crossing, noting that he had been asked whether the replacement of garage doors, storm doors and shutters needs to come before the Board. Mr. Britt responded that if the road is public (not private), and there is HOA approval, then yes, it should go before the Board. Generally speaking, if it's a public road, it falls under the town ordinance.

Board Member Barben added if we're updating the guidelines, St. Paul's Church and the Museum, both of which are on the National Register, should also be included on the inventory list.

## **VII. NEW BUSINESS**

Chairman Luersen indicated some New Business was covered in Old Business. The Town Planner shared there was no further new business to discuss.

## **VIII. PLANNING COMMISSION UPDATES**

Vice Chair Capossela said there are no planning commission updates as last month's meeting was canceled.

## **IX. TOWN COUNCIL UPDATES**

Chairman Luersen gave the Town Council updates. He shared Town Council is going over Liaison roles and responsibilities. He further shared we are evaluating a Special Use Permit (SUP) that was tabled and will be readdressed next month for Chick-fil-a for extending their extra lane in their drive thru.

## **X. ADJOURNMENT**

**With nothing further before the Board, Board Member Barben made a motion to adjourn. Vice Chair Capossela seconded the motion. All were in favor.**

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Alexandra Elswick, Deputy Clerk

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Ken Luersen, Chairman