



ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, April 9, 2025 at 7:00 PM

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

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

MINUTES

I. CALL TO ORDER

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

Chairman Ken Luersen called the meeting to order.

PRESENT: Chairman Ken Luersen, Vice Chair Dave Capossela, Board Member 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. Architectural Review Board - Regular Meeting – 2.19.2025

Chairman Luersen asked if there were any edits to the draft minutes. There were no objections to the minutes from the February 19th meeting.

Chairman Luerson motioned to accept the Architectural Review Board minutes from February 19, 2025, as presented. All were in favor.

V. AGENDA ITEMS

1. Discussion of the ARB Guidelines

Town Planner Thomas Britt gave a brief overview of updates to the design guidelines, which haven't been revised since around 2010. With Haymarket's rapid growth and significant changes, a comprehensive overhaul is needed. The goal is to ensure the guidelines are consistent with the Comprehensive Plan, Zoning Ordinance, and Historic District Overlay, while also streamlining the review and approval processes. Mr. Britt noted a lot of the changes, such as clarifying administrative vs. ARB approvals, and that formatting is also being worked on with the goal of hyperlinking a lot of this back to the zoning ordinance and comprehensive plan for clearer reference. Mr. Britt referenced section 58-16.8, which is in the historic district overlay section of the ordinance.

Board Member Barben mentioned we've had some applications in the past that have difficulty navigating through the guidelines, whether residents, developers, architects etc., and ideally would

like to make it more concise. Mr. Barben noted there is still repetitive language and has a lot of questions and comments and thinks it might be best to sit down and discuss them separately. Mr. Britt welcomed the meeting to have a more in-depth discussion about the changes and edits to be made.

Chairman Luersen asked the Board if they had any specific section additions they wanted to mention. Chairman Luersen noted solar panels are coming into town and some are confused about the process. Board Member Barben shared his thoughts, and there was further discussion about this and to pay attention to the Virginia State laws around this topic and perhaps reference them to those, so they are more familiar with the process. The goal is to make sure all hyperlinks are usable.

Chairman Luersen referenced the administrative section, noting that there are certain things subject to interpretation regarding what should be included or excluded, for example, when it comes to ground covering structures like patios. He questioned whether these types of improvements should be reviewed at the ARB level, if they're not visible from the streetscape. However, if the structure is in a public space, for instance, the Hidden Jules space, we want to keep before the Board, particularly for businesses.

Vice Chair Capossela suggested including language related to HOAs, specifically outlining the process that follows HOA approval. Board Member Barben shared the HOA regulations in his neighborhood and inquired what the rules were for other HOA communities within Haymarket. Further discussion was had regarding certain HOA standards across the area. Mr. Britt informed the Board that we are currently working on the Town's Communications Plan, noting we recently obtained more HOA contacts and including that information would be helpful. Vice Chair Capossela proposed that a flowchart might be more helpful to show the approval process more clearly.

Mr. Britt wanted to bring up that currently, the historic district overlay covers the entire corporate limits of the Town. There's more corridors that are more prominent than others. Mr. Britt asked the Board if they had any comments on how best to balance out preserving the historic district per the ordinance but also ensuring there's a focus on maintaining some scale with these corridors, specifically Washington Street, Jefferson Street, Fayette Street, and Madison Street. Chairman Luersen noted that it's an ordinance put together by the Council, so they are the ones who delegate what the true overlay is. ARB is the executor of the ordinance and we have the power to influence it, but the Council makes the changes. Vice Chair Capossela mentioned that perhaps an "if-then" statement would be best used. For example, "If in the historic district overlay and not part of an HOA, then follow the town guidelines". Discussion followed.

VI. OLD BUSINESS

Town Planner Thomas Britt shared he's still working with the applicant for the Lane Motors property, and that the COA for demolition was previously approved by the ARB. He's still waiting on a site plan submission and other exterior architectural details before the project is brought to the Planning Commission or the Board. He noted he will not issue the COA for demolition officially until that's more solidified by them. He will follow up to confirm if they've officially closed on the property.

In regard to Magnolia Crossing, which is the 11 townhomes on Bleight Drive, they are still in the process of obtaining approvals from the Prince William County Building Department.

VII. NEW BUSINESS

The Town Planner shared that the main new business is getting sign applications prepared and working to get other outstanding applications from business owners onto the agenda. Mr. Britt noted

that he worked with Board Member Barben on updates and can email those to all members of the Board.

Chairman Luersen asked whether the COA related to the demolition of the park building had been finalized. Mr. Britt responded that we've received all outside agency termination letters that we needed for the park house demolition permit, and he is hoping to close it out this week. Chairman Luersen emphasized that as we go forward with the design process, we remember to keep the ARB up to date.

Board Member Barben asked what was salvaged from the park building. Mr. Britt responded that the stones from the chimney and fireplace and a few other sections of the house have been preserved.

VIII. PLANNING COMMISSION UPDATES

Vice Chair and Commissioner Capossela mentioned the Planning Commission had not met for the past two months, and they were required by the guidelines to have a meeting this month. He shared that at last night's meeting they started working on updating the comprehensive plan.

IX. TOWN COUNCIL UPDATES

Chairman Luersen provided the Town Council updates, noting the primary focus was the budget. There were two Special Use Permits (SUPs) on the agenda- one was pulled back by the applicant, and the other was conditionally approved, so the Planning Commission can expect site plans to the Chick-fil-A SUP to be submitted soon. Chairman Luersen mentioned if anyone wants more details on that, to listen to the Town Council meeting minutes.

X. ADJOURNMENT

With no further business before the Board, Board Member Barben moved to adjourn. Vice Chair Capossela seconded the motion. The motion carried.

Alexandra Elswick, Deputy Clerk

Ken Luersen, Chairman