



ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, August 21, 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 was held on August 21, 2024, at 7:00 PM in Haymarket, Virginia. Vice Chairman Benjamin Barben called the meeting to Order.

Roll Call

PRESENT: Vice Chairman Benjamin Barben, Board Member Chuck Mason, Board Member Joanna Mason

ABSENT: Chairman Marchant Schneider, Commissioner Justin Baker

II. PLEDGE OF ALLEGIANCE

Vice Chairman Barben invited everyone to stand for the Pledge of Allegiance.

III. CITIZENS TIME

Carmen Sabia, owner of Ghosted Concepts and Cookies and Cream, addressed his concerns about signage for his business, particularly wanting rooftop signage or some improved visibility near his building. He mentioned that the current signs are not visible when the parking lot is full and wanted to know how he could obtain approval for signage that would help increase visibility. He has a sign out at the front, main entrance, but when the parking lot is full it obscures the building, and he would like to find a solution.

Vice Chairman Barben suggested that they review the ordinance and collaborate with Thomas to determine allowable solutions, considering dimensional parameters and scale.

Board Member C. Mason proposed working together to see what is doable and find reasonable accommodation.

IV. MINUTE APPROVAL

Board Member C. Mason moves to approve the minutes from the Regular Meeting of the Architectural Review Board held on July 17, 2024, seconded by Vice Chairman Barben. All in favor, no discussion. The motion carried.

V. AGENDA ITEMS

1. ARB Guidelines Discussion: Town Planner, Thomas Britt, gave a recap of the guidelines update. Most of the comments focused on appendix references, town code references, administrative approval versus ARB approval and so Mr. Britt has brought back to the Board a couple of the updates in that regard. Mr. Britt also talked to the Planning Commission about adjusting the historic district overlay map. They have provided positive feedback so far, although

they are still in discussion about it. Mr. Britt met with Vice Chairman Barben earlier about structural changes to how the guidelines are outlined.

Vice Chairman Barben indicated some changes have been made to eliminate repetition and clarify the process for homeowners and property owners. The goal is to make it easier to understand what Certificate of Appropriateness (COA) is required for architectural review versus administrative approval. We are moving forward with edits, and it's still a work in progress.

Mr. Britt is preparing an updated historic inventory list and will have it for the next meeting for review. Additionally, Mr. Britt would like the Boards input on signage, so we provide clear visuals and references for applicants. Vice Chairman Barben and Board Member J. Mason agree incorporating more visuals will help explain what's allowed and won't be as overwhelming.

The discussion about navigating the updates to the guidelines continued.

VI. OLD BUSINESS

The Certificate of Appropriateness for demolition of the 2 shed structures has been issued. We are still working on zoning and the plan review they'll be submitting soon. The exterior for Lifetime Smiles has been completed. They hope to have a soft opening in mid-September. Taco Bell is still waiting on exterior drive-thru features. We've issued a temporary zoning release so they can still function as a business, but still waiting on some of the county applications.

VII. NEW BUSINESS

Mr. Britt shared that other than guideline updates, he has been issuing zoning compliance letters to some businesses in Town, specifically revolving around temporary signage. There is no

VIII. PLANNING COMMISSION UPDATES

Mr. Britt mentioned that we have been reviewing a special use permit from Chick-fil-A. They want to make changes to their drive-thru area to improve efficiency. Currently, there is a landscaping buffer between Chick-fil-A and the Virginia National Bank parking lot. Chick-fil-A is proposing to remove this buffer and add a bypass lane to make the drive-thru area more efficient. The proposal is still under review, as the Planning Commission has requested some additional information from Chick-fil-A.

IX. TOWN COUNCIL UPDATES

Mr. Britt said the park sidewalk construction should be starting very soon. The Town Council adopted a snow removal policy for the Town. Haymarket Day spaces have been mapped out and were able to open a few more spots. The Summer Concert was well attended. We are working on finalizing details for the Military Banner Program to begin in the new year.

X. ADJOURNMENT

Chairman C. Mason moved to adjourn, seconded by J. Mason. There were no objections. The motion carried. With no further business, this meeting was adjourned at 7:25 PM.

SUBMITTED

APPROVED

Deputy Clerk, Alexandra Elswick

Chairman Marchant Schneider