



County of Prince William

**HISTORIC DISTRICT
DESIGN GUIDELINES**

FOR

THE ARCHITECTURAL REVIEW BOARD

**Adopted by the Town Council _____
Public Hearing Held _____**

Adopted by the Haymarket Town Council by a quorum present, upon a roll call vote, as follows:

Motion By:
Seconded By:
Voting Aye: Voting Nay:
Absent: 0
Abstain: 0

Done this ___ Day of _____, 2024

ATTEST:

Ken Leursen, Mayor

Clerk

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I. INTRODUCTION

A. BACKGROUND AND PURPOSE OF THE ARCHITECTURAL REVIEW BOARD AND THE DESIGN GUIDELINES

In 1994 the Haymarket Town Council (herein after, the “Town Council”) placed the entire town under a Historic District Zoning Ordinance. A “Historic District” is an overlay zoning which imparts additional protection specific to historic structures and the historic resources of the Town in addition to underlying zoning requirements already required by a locality’s zoning regulations. The adoption of a local historic district and ordinances to protect historic resources is authorized by Sec. 15.2-2306 of the Virginia Code, which recognizes the importance of preserving a local jurisdiction’s historic heritage. A local property does not have to be listed in either a state or national register in order to be designated historic on the local level. The Town Code designates “historic” as ~~all structures that are 50 years old or older~~ **all buildings within the Historic District Overlay which were built prior to 1950.**

A map of the Historic District Overlay can be found in Appendix A

When the Town Council adopted the Historic District in 1994 it also established the Haymarket Architectural Review Board (herein after, the “ARB”) and determined that no building, structure or sign shall be erected, constructed, or altered until the ARB has issued a Certificate of Appropriateness (**herein after, a COA**). The regulations imposed in the district are intended to protect against the destruction of, or encroachment upon, Haymarket’s historic structures and resources.

Any change within the Historic Overlay District including, but not limited to:

- rehabilitation of or additions to existing buildings
- new construction
- razing or demolition

must be reviewed and approved by the ARB before a COA may be granted.

Any change undertaken without issuance of a COA may, among other actions, be ordered removed and returned to the original condition.

The following has been adopted by the Town Council to provide the ARB with guidelines to follow during their review procedure. Modifications to these guidelines may be suggested by the ARB at any time, but all modifications must be reviewed and approved by the Town Council prior to implementation.

It is the intent of the Town of Haymarket (herein after, the “Town”), by adoption of these guidelines, to maintain and promote the historic resources and appropriate architectural styles within the Town.

It is not the intent of the Town to restrict or prevent homeowners from remodeling, adding to, or otherwise enhancing their property. However, the ARB will interpret

what will be considered the unique characteristics of the Town's historic structures

and may refer to architectural and historic sources other than these guidelines in order to make recommendations about all design issues not expressly defined in these guidelines.

In accordance with the Town of Haymarket Historic Overlay District Ordinance, these guidelines are to be applied to those improvements which currently or in the future could be visible from any public view.

B. APPROVAL BY THE ARB MAY BE ONLY ONE STEP IN REQUIRED APPROVAL PROCESS

The regulations imposed by the Historic District Zoning Ordinance are in addition to the requirements of the Town Code, state and federal laws and building codes. Therefore, application to and approval by the ARB may only be one step in the process of receiving full approval of an application. It is the responsibility of all applicants to comply with all building codes and state, federal, and Town requirements.

C. CERTIFICATE OF APPROPRIATENESS

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.

The ~~Certificate of Appropriateness~~-(COA) is the vehicle by which an applicant receives approval for an application before the ARB. All applicants must receive a COA prior to construction, alteration, or restoration of any building, structure, or sign in the Historic District Overlay.

While the timelines for review and approval found in Section C.1 of these guidelines are ideal, the review and approval time may vary based on the content of the application.

1. Procedure

1. Application for a ~~Certificate of Appropriateness~~ (COA) shall be filed with the Town ~~Clerk~~ **Administrative Assistant** with all required accompanying documentation and fees.
 - The Town Administrative Assistant will be given two days to process the

application and hand materials to the Town Planner before application review begins.

- All applications that require administrative approval will be approved within 10 days of processing of the application. For applications requiring ARB review, see step #2 below.
2. The ~~board~~ ARB shall meet within 45 days after notification by Town Clerk Staff that such application is complete and ready for consideration.
 3. The applicant, or a representative, is required to attend the meeting at which their application is to be heard. If the applicant or the applicant's designee does not appear before the ~~board~~ ARB, the application may be deferred until the next meeting. If this applicant or their representative does not again appear, the application may be discontinued.
 4. The ~~board~~ ARB shall endeavor to vote and announce its decision on any matter properly presented within 14 days after the conclusion of the final hearing on the matter unless time is extended by mutual agreement between the board and the applicant and the applicant waives the 45 day deadline in writing.
 5. The ~~board~~ ARB shall not reconsider any decision made by it except in cases where an applicant appears with an amended application addressing all areas of concern and two-thirds of a quorum of the ~~Board~~ ARB votes to reconsider such applications.

2. Appeals

- Whenever the ~~board~~ ARB shall approve or disapprove an application for a COA, any aggrieved party or member of the Town Council shall have the right to appeal and be heard before the Town Council provided such person files a written notice of intention to appeal with the Town Clerk on or before 14 days after the decision of the board.
- Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council, at a time not to exceed 45 days after the receipt of such notice of appeal.

D. EXEMPTIONS

When in compliance with all Town ordinances and other requirements, the following projects are exempted from all provisions of these Design Guidelines:

- Routine maintenance work on buildings that does not significantly alter the appearance or function of the building, nor materially replaces old roofing, siding, or window materials with new materials substantially identical to the repaired materials. Replacement of more than 10% of a feature (i.e. roof, siding, etc.) is NOT considered routine maintenance and shall be deemed "material".
- Interior Remodeling Work.

E. COMMUNITY DESIGN AND THE COMPREHENSIVE PLAN

According to the Town's Comprehensive Plan (2008-2013), a close relationship between the Planning Commission (PC) and the Architectural Review Board (ARB) is necessary to implement a community design. The PC is responsible for ensuring

that development plans abide by existing land use and zoning ordinances whereas the ARB is responsible for ensuring that the design of new structures and the modification of existing buildings adhere to an overall architecture consistent with the Historic District Ordinance and these Guidelines. The community design plan must be a balance of meeting future and current community needs, saving and rehabilitating historic structures, and allowing homeowners and business owners enough latitude to enhance their properties all while creating and preserving the historic “character” of Haymarket.

This plan can be described with respect to the main geographic portions of the **Town**:

Industrial/Retail, West of Fayette Street

As development has progressed, styles of new buildings show a regression of architectural styles from modern (~~Sheetz~~, **Crossroads Village Center**), to neo-colonial (Leaberry and Quarles shopping centers), to late-1800s urban (Bloom building) and finally to colonial (Giuseppe’s Restaurant and Remax Realtors). One historic structure has been saved, Winterham, ~~albeit in the midst of a~~ **between** new shopping **centers** and professional complexes. This regression is in concert with the overall goal of maintaining the feel of the town center as the oldest portion of Haymarket. ~~Only one property of this part of town is undeveloped, the land between Quarles and Giuseppe’s Restaurant.~~ The overall design of a retail or professional complex on this site must flow into this age progression. Accordingly, the style and size of structures here should be consistent with mid-1800 and early 1900 historic architecture. Locations in this part of town should be accessible by foot traffic. Parking will generally be available on site and is to be behind the structure, if feasible.

Historic Walking/Central Portion of the Town

This portion of Haymarket houses the old Town Hall, now the Haymarket museum, and the historic old post office. Development here should be carefully considered and should reflect the architecture that lines Washington Street and defines historic Haymarket. Architectural styles and building sizes should include Colonial, Federalist, and Folk Victorian with Greek revival and Italianate architectural details. Visual interest should be encouraged through the use of height variations ranging from one to three stories. Retail and professional buildings should be arranged in a “walk-around” manner, with parking off-site. In essence, development in this area should create a town center with a historical feel in which residents and visitors can walk, shop, eat, conduct business and relax. Restoration of the old post office will be required as part of any development plan. Consideration must be made to the utility of maintaining town hall in this portion of town or moving it to another location. From this point in town, all other structures should begin to look “newer”. **The newest building addition to this portion of Town is the Hilton Garden Inn directly across Washington Street from Town Hall, which has a more modern design, and has a walkable pedestrian scale of architecture from street level.**

Commercial/Residential Blend East of Town’s Center

Traveling east from the central portion of town, Haymarket unfolds in a pleasant mix of older, residential homes and low intensity commercial uses such as a veterinary clinic and a Baptist Church. This blend of uses continues to the eastern town limit, where a neo-colonial residential development is across the street from public uses in two Sears houses fronted by a planned village green. The two Sears structures fit this area architecturally and historically and should be preserved, if at all possible. Almost all the land north and south of Washington Street is developed. Much of the available land on the north side of Washington Street seems well suited to low intensity commercial uses, with adequate buffering to separate it from residential neighborhoods. Whenever possible, existing residential buildings should be converted to commercial use, rather than have new buildings constructed, to continue the open, small town atmosphere and sense of place. As per the ARB guidelines, any new development must follow architectural styles represented by the surviving historic buildings in Haymarket. In general, developments within the last seven years have been styled as neocolonial. As other residential developments are planned, the ARB will encourage developers to move away from “cookie cutter” designs and explore styles that reflect a post-Civil War era. This would include Victorian styles. Modern or industrial designs are not consistent with the Historic District and are not appropriate.

Overall Plan

The overall community design and its resulting policies should produce a Haymarket that gives the impression of “built over time”. Each of these sections of town discussed above should flow into the other. As developers present designs and requests for zoning changes, the PC, ARB, and, ultimately, the Town Council must keep this overall design goal in mind when approving these designs and granting requests.

II. STREETScape AND SITE DESIGN

These applications require additional approval from the ~~Town Council and Planning Commission~~

A. WASHINGTON STREET ENHANCEMENT PROJECT

There are additional Town Code requirements for the Washington Street area, **found in Section 58-20.9, 58-20.10, and 58-20.16 of the Zoning Ordinance.**

B. FENCES AND WALLS

The ARB generally approves fences that meet the following criteria and that are consistent with the fence style examples shown in Appendix C.

All fence applications outside of the Historic District Overlay will be administratively reviewed and approved.

1. Types

- Wood or wood-look products in the style of a picket, board, or split-rail.
- Wrought iron.
- Other fence styles, such as ornamental and privacy fences will be considered on a case-by-case basis.

- Screen fencing is discussed in Section II H.
- At no time will stockade, snow fencing, exposed chain link fencing or barbed or razor wire (or any similar exposed security fencing) be allowed within the Historic District.
- Alternating board fences are not approved for new fences.

Notwithstanding the foregoing, all existing residential lots located within the subdivision commonly known as Longstreet Commons, are hereby exempted from the prohibition of board on board fences based on the following findings by Council:

1. All of these lots are subject to a restrictive covenant that any fence constructed must be board on board and none other.
2. This subdivision was created in the year 1987.
3. Since that time and prior to the adoption of these Guidelines, approximately 110 lots have constructed board on board fences in conformity with the requirements of the covenants.
4. Due to the foregoing circumstances, unique to these lots, Longstreet Subdivision should be exempted from the requirements of the Guidelines.

2. Materials

Colors and choice of materials for fences and walls shall compliment and be consistent with the design and materials of the parent building.

3. Special Instructions

- For picket fencing, pickets must be separated from each other by a space of one to three inches but should not be any wider than the width of the picket. Additionally, the picket will have a horizontal width of two to four and one-half inches. The fence will be constructed with the finished side facing outside of the fenced property.
- Board fencing will be constructed of six-inch wide boards. If more than twenty-five percent is to be replaced, then the entire fence will be considered as a new fence and must adhere to these guidelines.
- For split-rail fencing, a maximum of three rails is permitted. The height of a split-rail fence should not exceed 48 inches at the highest rail.
- Partial and/or decorative fencing styles should be appropriate to the architecture of the parent building. Partial and/or decorative fences are not to be used extensively along the property line.
- For fences with an open design, wire mesh can be used to contain pets. The wire mesh should be of a heavy gage in black or dark green with a square or rectangular weave. It should be installed on the inside of the fence and not extend above the top of the fence or top rail in a split-rail design. “Chicken wire” is not approved.

4. Gates

- All fence gates should match the design and construction of the fence.
- If a matching design cannot be met due to structural integrity, a solid board or vertical picket design can be substituted.
- The gate may have either a flat level top or a rounded top.
- Ornamental gates will be considered if the design is harmonious with the parent structure architecture and fence style.
- Gates should be single hung with the stile at the same height as the fence.

5. Walls

- Freestanding walls may only be constructed of brick, concrete or fieldstone. If concrete or concrete block is used, it shall have a façade of brick or fieldstone.
- Retaining walls shall be constructed of brick, concrete, fieldstone or wood. If constructed of wood, a minimum of six-inch by six-inch beams in rectangular cross-section will be used. Pressure treated wood or railroad ties must be used.

C. LIGHTING (FREE STANDING/POSTS)

- All exterior lighting schemes shall be preplanned in its entirety and such plans, with detailed specifications, shall be presented to the ARB for consideration and approval.
- Business Town lighting located along Washington Street shall also be in accordance with the Streetscape Plan.
- Free standing light posts shall be compatible with the prevailing and recognized historic architectural character of the Town.
- Free standing lights shall not exceed sixteen feet in height in business and industrial zones.
- Free standing lights shall not exceed six feet in height in residential zones.
- All free standing lights shall be directed downward onto the site and light shall not materially project onto adjoining properties.
- A combination of free standing and wall-mounted fixtures is recommended in order to yield varied levels of lighting.

D. TELECOMMUNICATION DISHES, DRUMS AND TOWERS

- Communication dishes or drums located in an Industrial zoned district must be surrounded by fencing and obscured from view if mounted on the ground.

- Any exposed dish or drum mounted on a tower or monopole shall be painted white or another color approved by the ARB.
- No antenna higher than twenty-four linear feet from ground level shall be constructed or attached to any building or structure within the Industrial-zoned district.
- Small cell facilities and similar infrastructure deployments must meet the following criteria:
 - [reasonable, nondiscriminatory, and objective standards to be drafted]

E. SCREENING

- All outdoor utilities, transformers, meters, trash dumpsters, mechanical, heating and a/c units shall be screened from the public view by walls, fences, landscaping or a combination thereof.
- If roof-mounted mechanical equipment is used, it shall be screened from public view on all sides. The screening material and design shall be consistent with the design, textures, material, and colors of the building. The screening shall appear as an integral part of the building.

III. NEW CONSTRUCTION AND ADDITIONS TO EXISTING NON-HISTORIC AND NON-CONTRIBUTING STRUCTURES

A. GENERAL GUIDELINES

- In order 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.
- New buildings shall be designed to complement rather than detract from adjacent buildings in terms of mass, scale, and materials.
- Alterations to existing structures that are not within the Historic District Overlay are reviewed and approved administratively by either the Town Planner or the Zoning Administrator.
- Any new construction within the corporate limits of Haymarket must go through review and approval by the ARB.

B. COLORS

- Painting, architectural accents, and signage shall use colors complementary to adjacent structures as well as being appropriate for the adjacent architectural styles.
- Colors of a building shall also take into consideration roof, foundation materials and design elements and principle.
- The ARB may adopt an approved color palette from time to time. Applicants are not limited to using the approved color palette, but if using another color palette they must submit sufficient information to the ARB for it to determine that the proposed color palette is compatible with the historic color scheme of the Town and adjacent architecture.
- ~~The approved colors are from the Martin Senour Paints-Williamsburg collection. These colors may be viewed at the Town Hall office.~~
- Corporate logo colors may not meet the Town design guidelines and may not be

approved.

C. EXTERIOR ELEMENTS

• **Foundations**

Foundation exteriors must be comprised of brick, stone or concrete with a brick relief.

- **Siding**

The following materials are acceptable for exteriors of buildings within the Town, if consistent with the other requirements of the Historic District Ordinance and these Guidelines:

1. Wood
2. Wood-look Vinyl Siding, if consistent in quality and texture with Historic District requirements
3. Hardboard Siding
4. Stone
5. Brick

Paneling and exposed cinder or concrete blocks are not appropriate for any structures. The ARB may consider other exterior materials if such material is consistent with the Historic District Ordinance and these Guidelines. The applicant is responsible for providing the ARB sufficient information to determine such consistency.

- **Decorative Detailing**

All new construction in the Colonial style shall have exterior dentil moldings where appropriate that must be proportionate to the size and scale of the structure.

D. CHIMNEYS

- The exteriors of all exposed chimneys or mock-chimneys constructed in the Town shall be constructed of brick, stone, or brick and stone facing.
- The exterior design shall include a connection to the base or ground of the home and extend above the roofline.

E. ROOFING

- All roofing applications that fall outside of the Historic District Overlay will be administratively reviewed and approved once HOA approval is granted, if necessary.
- Roof design, materials, colors and textures shall be consistent with the Historic District Ordinance and these Guidelines.
- Roof materials may include metal, composition shingle and wood.
- On any additions to structures with existing pressed tin roofs, the same roof style shall be extended.

F. LIGHTING (ATTACHED TO STRUCTURE)

- The ARB may adopt from time to time a list of approved lightbulb types.
- All attached exterior lighting shall be contained in fixtures that meet the requirements of these guidelines.

G. WINDOWS AND DOORS

- All window and door applications will be administratively reviewed and approved once HOA approval is granted, if necessary.
- Storm doors and windows must be full view.
- Sliding glass doors shall not be allowed on the front of the structure if they are visible from a public way or street.

H. DECKS

- All deck applications will be administratively reviewed and approved once HOA approval is granted, if necessary.
- Deck plans must be submitted to the ~~ARB~~ Town Planner for design approval with a list of materials.
- Permitted materials are:
 1. Pressure-treated lumber
 2. Manufactured wood
 3. Composite material such as TREX® or other similar product
 4. Wood
- Deck colors must match either the primary or trim color of the structure.
- Once painted or stained, the finish must be maintained to prevent peeling.

I. HANDICAPPED RAMPS

- Applications for handicapped ramps for residential buildings will be administratively approved, while the ARB will approve all commercial ramp installation.
- Handicapped ramps should not be built in a runway style perpendicular to the front façade unless all other alternatives present undue hardship.
- Potential materials are:
 1. Pressure-treated lumber
 2. Manufactured wood
 3. Composite material such as TREX or other similar product
 4. Wood

J. AWNINGS

- Administrative review and approval will be given for non-contributing resources.
- Awnings may be permitted if consistent with the Historic District Ordinance and these Guidelines.
- Material used to construct awnings or canopies shall be limited to canvas or similar material.
- Vinyl, plastic or aluminum will not be considered as material for use in the construction of awnings or canopies.
- The design of the awning and color of the cloth should complement the building.

- The scale of the design should be related to the proportions of the building.
- Awnings must be a solid color.
- All awnings should be well maintained, washed regularly, and replaced when faded or torn.

- Any lettering applied to an awning shall be considered a sign and must comply with the Town Ordinance regarding signs.

IV. GUIDELINES FOR ALTERATIONS OR ADDITIONS TO HISTORIC STRUCTURES OR CONTRIBUTING STRUCTURES

Note: The Town Code designates as “historic” ~~all structures that are 50 years old or older.~~ all buildings within the Historic District Overlay which were built prior to 1950.

See Appendix D for a list and map of the Town’s Historic Structures

A. GENERAL GUIDELINES:

- Any exterior alteration or addition to a historic structure has the potential to radically alter the structure’s appearance and/or obscure its historic significance. When an alteration or addition is planned, it shall be designed and constructed in a manner consistent with the architecture and design elements of the period of initial construction and not detract from the character-defining features of the historic structure. To this end, the ARB shall examine the proposed modifications to the historic structure and determine if such proposed modification would detract from the significance or integrity of the structure.
- The following considerations shall be met in any renovation or addition to a historic structure:
 - A. The size and scale of any alteration or addition shall be limited so as not to compromise the integrity of the historic structure or the surrounding structures.
 - B. The alteration or addition must use materials, level of detail, fasteners, finishes and colors that are consistent with the historic structure’s period of construction and should take into account compatibility with surrounding structures.
 - C. The alteration or addition must incorporate the design elements and principles of the existing structure.
 - D. Original siding materials shall be repaired and retained, rather than removed or covered. If replacement must be made, and is approved by the ARB, it must be with like materials. Replacing original wood siding with cement siding products, such as Hardiplank siding, is not permitted.
 - E. Existing paint may be removed if done in a manner that will not damage the surface of the structure. Such method of paint removal shall be reviewed in advance by the ARB if such facility is a historic building.

See appendix E for Painting Instructions

V. SIGNAGE

See Section 58-17 of the Zoning Ordinance for Town signage requirements. See Appendix B for Sign Design Examples

- Signs associated with historic structures shall use fonts and designs documented to be from the time period of (1) the structure's construction or (2) the period 1750 to 1900.
- Signs should make a positive contribution to the general appearance of the street and neighborhood in which they are located as well as complement the architecture of the building(s).
- It is not a given that corporate business logos or color schemes will meet sign guidelines.
- The ARB strongly encourages the use of durable synthetic materials.

VI. DEMOLITION GUIDELINES

The requirements for demolition review and approval can be found in Section 58-16.12 of the Zoning Ordinance.

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.

VII. SITUATIONS NOT COVERED, ADDITIONAL REQUIREMENTS

These guidelines do not cover every possible situation. Architectural alterations or construction requests not covered by these Guidelines will be reviewed for appropriateness by the ARB on a case-by-case basis applying the standards and principles

set forth in these Guidelines and the Town's Comprehensive Plan and ordinance provisions. **The timeline for review and approval of the application may vary based on the content and historic context of the submitted application.** It is the responsibility of all applicants to comply with all Town building, zoning, subdivision and land use requirements as well as all state and federal requirements.

VIII. LEGAL STATUS OF GUIDELINES

The Town Council recognizes it is not possible to define what may or may not be required in the many unique circumstances which will occur in the Historic District. It is therefore impossible to define by ordinance precisely how to apply the Historic District Ordinance to these type situations. These Guidelines are the result of mature consideration by the Town Council after input and comment by the public, the ARB, the Planning Commission and the residents of the Town. These Guidelines shall have the legal force of a town ordinance and shall provide the legal framework for achieving the purposes of the Historic District Ordinance and the preservation of the Town's historic resources in the Historic District. By application of these Guidelines and the Historic District Ordinance, relevant matters will be decided in a consistent fashion. These Guidelines also provide important guidance to property owners within the Historic District

APPENDIX A: HISTORIC DISTRICT OVERLAY AND MAP

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:

Altered means any readily apparent change, including paint.

Board means the architectural review board, abbreviated 'ARB'.

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.

(a) The ARB shall meet for a regular session at least once a month.

(b) 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.

(c) Special meetings may be called in accordance with the ARB procedures as adopted and amended.

(d) A quorum shall be no less than a majority of sitting members.

(e) 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.

(a) 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.

(b)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.

(a) 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.

(b) 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:

(1) The owner or applicant has applied to the town council for such right,

(2) 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,

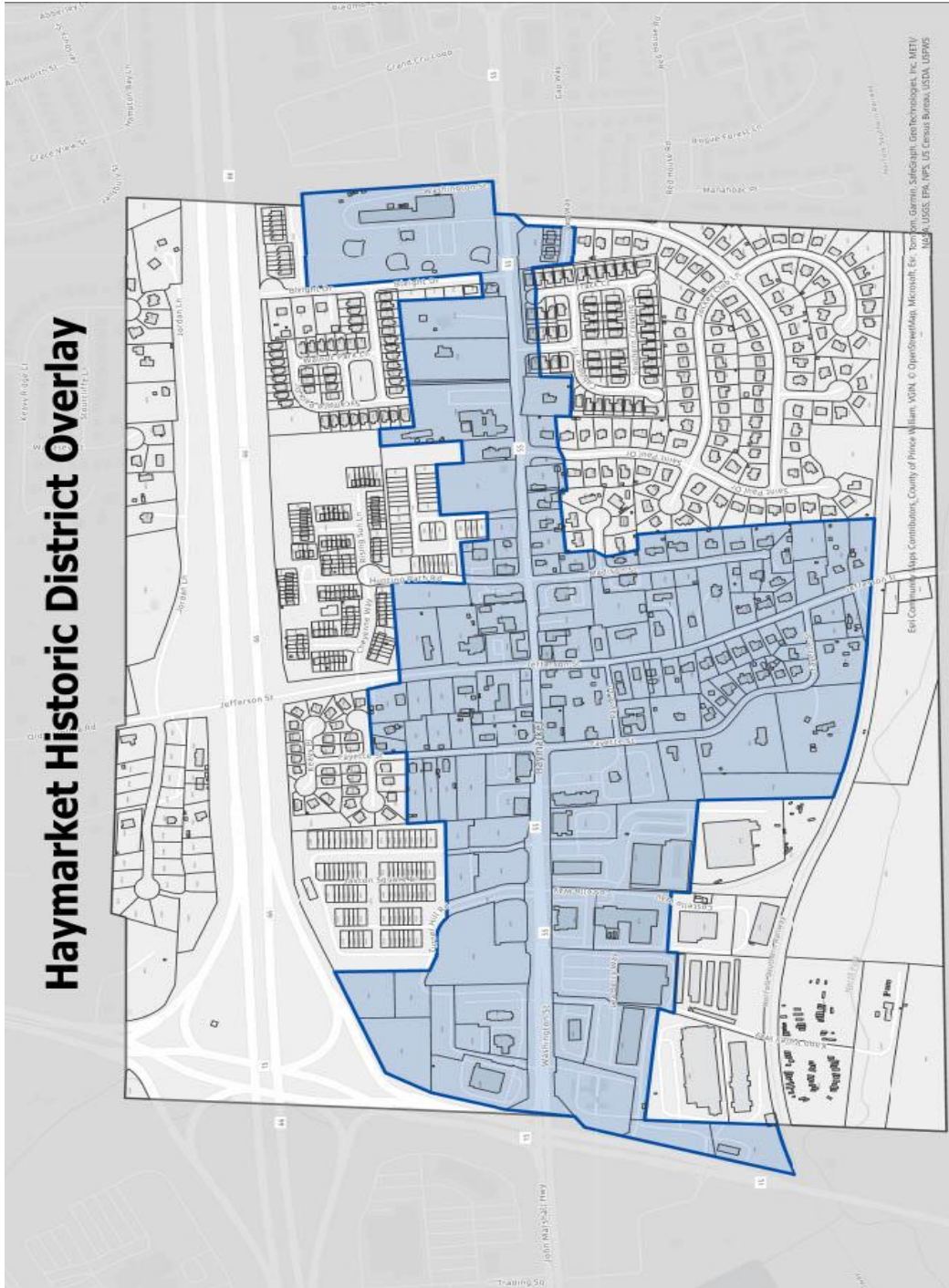
(3)No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such historic resource, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule specified in the Virginia Code. Any appeal which may be 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.

(c)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:

- (1)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;
- (2)How the loss of the historic resource will impact the historic integrity of any adjacent historic property;
- (3)The impact the loss of the historic resource will have on the overall integrity to any historic district the historic resource is located in;
- (4)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
- (5)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 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.



APPENDIX B: SIGN DESIGN EXAMPLES

The following examples of current Town Business signs demonstrate the subdued style from 1750 to 1900. They are not inclusive of all acceptable sign styles. Any particular sign style must be approved by the ARB in a certificate of appropriateness.

(Use of these images is for exemplary purpose only and is not an endorsement of any business shown. Letter typestyle can be found in Appendix A)

MENU SIGNS



HANGING SIGNS



FREESTANDING SIGNS



INDIVIDUAL LETTER SIGNS



WALL SIGNS



DIRECTIONAL SIGN



NEON "OPEN" SIGN (Non-Flashing/Non-Moving)



APPENDIX C: APPROVED FENCE STYLES



PICKET STYLE FENCES:



ENCLOSURES:



OTHER FENCE STYLES/RETAINING WALLS:



Ornamental Fencing



Wrought Iron Fence



Stone Retaining Wall



Wood Retaining Wall

APPENDIX D: HISTORIC STRUCTURES INVENTORY

Address	Date of Construction	Historical Name
14710 Washington Street	ca. 1924	Sears House
14740 Washington Street	ca. 1926	Sears House
14801 Washington Street	ca. 1900's	Jordan House
14800 Washington Street	ca. 1900	Baptist Church
14841 Washington Street	ca. 1900	Watts House
14881 Washington Street	ca. 1900	House
14891 Washington Street	ca. 1900	LeRoy House/Madison Shop
14910 Washington Street	ca. 1895	Melton House/store
14941 Washington Street 14950 Washington Street	ca. 1948 ca. 1870's Built on site of the Red House Tavern	Old Fire Station (first one in Western Prince William County) Roland House/Red House Tavern (first building built before Haymarket became a town)
14951 Washington Street	ca. 1910	Old Bank Building
15020 Washington Street	ca. 1920's	Old Post Office
15030 Washington Street	ca. 1920	Rust/Pickett House
15101 Washington Street	ca. 1888/90	Dr. Payne House/Winterham
6590 Jefferson Street	ca. 1910	Garrett House
6620 Jefferson Street	ca. 1900	Downs House
6707 Jefferson Street	ca. 1920's	Large example bungalow
6706 Jefferson Street	ca. 1901	Gossom House
6712 Jefferson Street	ca. 1935	Baker/Bean House
6713 Jefferson Street	ca. 1910	Masonic Lodge
6720 Jefferson Street	ca. 1930	Gossom House
6741 Jefferson Street	ca. 1890	Brownie Smith House
6751 Jefferson Street	ca. 1870	Alrich House
6771 Jefferson Street	ca. 1870-80	Wise/Creech House
6810 Jefferson Street	c. 1900	Leonard House
6811 Jefferson Street	ca. 1890	James Beale House
6735 Fayette Street	ca. 1911	St. Paul's Parish Hall
6740 Fayette Street	ca. 1890-1910	Meade House
6750 Fayette Street	ca. 1900	St. Paul's Rectory
6790 Fayette Street	ca. 1930	Sarah Turner House
6796 Fayette Street	ca. 1800	Pearson's House

APPENDIX E: ADDITIONAL RESOURCES

Recommended/Preferred Font Samples:

Bradley Hand ITC
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890

Californian FB
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890

Century Schoolbook
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890

Garamond
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890

Georgia
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890

~~Geoslab
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890~~

Goudy Oldstyle
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890

Monotype Corsiva
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz
1234567890

~~Pegasus
ABCDEFGHIJKLMN OPQRSTUVWXYZ
Abcdefghijklmnopqrstuvwxyz~~

1234567890

Tahoma

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

Times New Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

~~Tunga~~

~~ABCDEFGHIJKLMNOPQRSTUVWXYZ~~

~~abcdefghijklmnopqrstuvwxyz~~

~~1234567890~~

Source: *Town of Warrenton Guide to Historic Resources, Warrenton, VA*
Prepared by Michael Baker Associates with the Town of Warrenton, 2022
<https://www.warrentonva.gov/DocumentCenter/View/179/Historic-District-Design-Guidelines-PDF?bidId=>

**~~SOLUTIONS TO EXTERIOR PAINT PROBLEMS ON HISTORIC
WOODWORK & REPAINTING TECHNIQUES~~**

**GUIDELINES FOR PRESERVATION OF HISTORIC
STRUCTURES**

This link leads to the US Department of the Interior's Standards for the Treatment of Historic Properties and provides property owners with multiple resources to aid in preservation and maintenance of historic structures.

<https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

