



ARCHITECTURAL REVIEW BOARD MEETING

Wednesday, June 25, 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 – 5.21.2025

Board Member Ben Barben moved to accept the Architectural Review Board minutes from May 21, 2025, as presented. Vice Chair Dave Capossela seconded the motion. All were in favor.

V. AGENDA ITEMS

1. Draft Code of Ethics

Town Planner Thomas Britt shared during the Town Council meeting that a discussion had taken place regarding the update of the Code of Ethics for the Town Council, as well as for boards and commissions. He explained that as the town continues to grow and new residents move in, the goal is to modernize and align with the Council's vision and how the town staff can best assist the Town Council and the public. They reviewed resources from nearby jurisdictions, and the goal is to gather feedback from the board to share with the Council.

Chairman Luersen mentioned the Town of Herndon's Code of Ethics is short and simple, and that was under discussion, and any feedback the board provides will be considered before they adopt it.

Vice Chair Capossela asked whether the changes discussed in the Planning Commission had been included in the current copy. The Deputy Clerk clarified that this was the original, clean version, and

all comments, concerns, and questions will be passed along to Kim, the Town Clerk, to share with Council at the next work session or meeting.

Board Member Barben requested a copy of the Town of Herndon's Code of Ethics for reference. Chairman Luersen suggested it be emailed to the board and asked that all comments be submitted to the Town Clerk prior to Monday.

2. Discussion of the ARB Guidelines

Town Planner Thomas Britt shared that he printed updates from other jurisdictions to review how their guidelines are structured and organized. He looked at Middleburg and Warrenton, and also referenced Abingdon, which recently revamped its historic guidelines. He mentioned that he worked with Vice Chair Capossela on the flow chart.

A discussion followed about the goal of the flow chart, which is to include clear timelines and expectations for the review and approval process. Thomas noted he is still incorporating comments from the past few months, including feedback from his prior meetings with Board Member Barben.

There was further discussion about how other jurisdictions organize their guidelines. Vice Chair Capossela shared that he prefers using appendices, as it allows for easier updates, noting you only need to revise the appendix rather than the entire document.

The group discussed the differences in formatting styles and what level of generalization should be included in their updates. Thomas confirmed the Board's requested changes to the flow chart. Chairman Luersen clarified the importance of making it clear that timelines reset when rejections occur.

Thomas said he'll continue reformatting and plans to present a better product next month.

VI. OLD BUSINESS

Thomas shared that the only item of old business is looking back at the previous sign application that was reviewed. He stated he worked with the Town Manager, Emily, and noted that moving forward, they'll make sure proper procedures are followed if anything is out of order with zoning. Vice Chair Capossela mentioned he noticed Zandra's sign had been changed

VII. NEW BUSINESS

The Town Planner shared that a few new tenants have moved in, so we can expect to see some sign applications coming through in the next month or two. The monument sign at 14600 Washington Street is getting full, so they're reviewing options for signage for new tenants.

Additionally, it's still in the early feasibility study stage, but there is a potential buyer who is interested in 14841 Washington Street. They may apply for a demolition Certificate of Appropriateness (COA) for that building. Thomas stated discussions are ongoing, but the concept is a custom boutique business and would involve the demolition and new build.

The Town Manager has also met with the Lane Motors property owners to discuss how best to meet the demolition criteria. As for the Bleight Drive project, the site plan has been approved. Thomas shared they're likely to submit bonds and start tenant move-outs and demolish the homes sometime after the July 4th holiday.

Chairman Luersen mentioned the initial discussion of townhomes on the QBE property, and the interested party is currently doing their due diligence on what kind of risk they are looking at when purchasing the property.

VIII. PLANNING COMMISSION UPDATES

Vice Chair Capossela shared that it was a brief meeting, and all they went through was the review of the draft Code of Ethics.

IX. TOWN COUNCIL UPDATES

Chairman Luersen gave the Town Council Updates. He shared that it was a quick meeting where they passed resolution 2025-006 budget amendment, 2025-003 adoption of FY26 tax rate, 2025-007 adoption of the FY26 budget and 2025-004 adoption of town policies and procedures. That's it for Town Council updates.

X. ADJOURNMENT

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

Alexandra Elswick, Deputy Clerk

Ken Luersen, Chairman