



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:

(Signature of Current Mayor)

Clerk

Table of Contents (to be updated once final draft is provided)

I. Introduction

A. Purpose and Intent of the Architectural Review Board

In 1994 the Haymarket Town Council (herein after, the “Town Council”) placed the entire town under a Historic District Overlay, which identifies additional protection specific to historic structures and the historic resources of the Town of Haymarket (herein after, the Town) in addition to underlying requirements already required by the Town’s zoning regulations. The adoption of a local historic district and ordinances to protect historic resources is authorized by Sec. [15.2-2201](#) and [15.2-2306](#) of the Code of Virginia.

[ARTICLE XVI. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY](#) in the Haymarket Zoning Ordinance designates all buildings within the Historic District Overlay which were built prior to 1950 as historic.

When the Town Council adopted the Historic District Overlay, it also established the Haymarket Architectural Review Board (herein after, ARB). The regulations imposed in the district are intended to protect against the destruction of, or encroachment upon, Haymarket’s historic structures and resources.

Certificate of Appropriateness

No building, structure or sign shall be erected, constructed, or altered within the Historic Overlay District must be reviewed and approved by the ARB before a Certificate of Appropriateness (herein after, a COA) may be granted, which includes, but is not limited to:

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

See [Sec. 58-16.4](#) of the Zoning Ordinance for language referring to the COA.

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

It is the intent of 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 overly restrict property owners, architects, builders, and contractors 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 District Overlay, these guidelines are to be applied to those improvements which currently or in the future could be visible from any public view.

Additionally, according to the Town’s Comprehensive Plan (2008-2013), a close relationship between the Planning Commission (herein after, the “PC”) and the Architectural Review Board (herein after, the “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.

The overall community design and its resulting policies should produce a Haymarket that gives the impression of “built over time”. Each section of the Town 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.

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.

B. Process of Review and Approval

Please see the review and approval procedures <[insert hyperlink to review/approval flow chart](#)> to see the steps to be taken when an application is submitted to the Town for review and approval.

An idealized timeline for review and approval is listed in the above linked attachments; however, the timeline for review and approval may vary based on the nature and content of the submitted application.

Please note that some cases under review will only require Administrative approval prior to installation or application to Prince William County’s Building Department. The Town Planner or Zoning Administrator will notify the applicant whether or not the submitted application will require Administrative or ARB approval prior to submission of the application.

Appeals

Whenever the board ARB, Town Planner, or Zoning Administrator 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.

The appeal process applies to applications that require either Administrative and ARB approval/denial.

C. Exemptions for ARB Review and Approval

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.

Architectural Styles of Haymarket

This plan can be described with respect to the main geographic portions of The Town is commonly described with respect to the main geographic sections found within:

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

Certain applications require additional approval from the Town Council and Planning Commission due to their proximity to specific road corridors or the alteration's visibility from the public view.

Aside from the Washington Street Enhancement Project, all below alteration designs and types will go through general Administrative or ARB approval processes.

A. Washington Street Enhancement Project

There are additional Town Code requirements for site and streetscape design in 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

All fence applications will be administratively reviewed and approved.

1. Types

- Wood or wood-look products in the style of a picket, board, or split-rail.

- Regarding fence installation at the Longstreet Commons Subdivision: The subdivision was created in 1987 prior to the establishment of the guidelines and all lots within this subdivision are subject to a restrictive covenant that any fence constructed must be board on board and none other.
- 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.
 - Wrought iron.
 - Other fence styles, such as ornamental and privacy fences will be considered on a case-by-case basis.
- 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.
 - 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.

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. 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.

4. 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 (freestanding and 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 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.
- Lighting fixture types must be included in either the exterior elevations submission to the ARB

Regarding footcandle requirements and other general specifications for lighting installations in the Town, please see the following sections from the Zoning Ordinance:

[Section 58-20.10-Lighting](#)

[Section 58-20.11-Lighting in Residential Subdivisions](#)

[Section 58-20.12-Business and Industrial Lighting](#)

[Section 58-20.13-Lighting Installation, Operation, and Maintenance Costs](#)

D. Telecommunication Dishes, Drums, and Towers

- Communication dishes or drums located in an Industrial Zoned I-1 district (in the southwest corner of Haymarket between Fayette Street and James Madison Highway) 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.

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.

F. Solar Energy Systems

The standards for solar energy installations in residential districts are found in [Section 58-21.4\(d\)](#) of the Zoning Ordinance.

III. New Construction and Additions to Existing 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 visible from the public right of way, within an HOA, or have been deemed an Administrative review, are reviewed and approved by either the Town Planner or the Zoning Administrator. All other alterations to existing structures will be reviewed and approved by the ARB.
- All 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

1. Foundations and Siding

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

- Foundation exteriors must be comprised of brick, stone or concrete with a brick relief.
- Wood siding
- Wood-look Vinyl Siding, if consistent in quality and texture with Historic District requirements
- Hardboard Siding
- Stone
- 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.

2. 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. Decoration shall be made of wood/vinyl trim that matches the colors and aesthetics of the exterior of the building.

D. Roofing and Chimneys

- All roofing applications that fall outside of public right of way view 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.
- The exteriors of all exposed chimneys or mock-chimneys constructed in the Town shall be constructed of brick, stone, brick and stone facing, vinyl, or metal.
- The exterior design shall include a connection to the base or ground of the home and extend above the roofline.
- Gutters, downspouts, entablatures, cornices, and eaves will match the color scheme and aesthetics of the exterior of the structure

E. Patios

- All patios applications outside of public right of way will be administratively reviewed and approved once HOA approval is granted, if necessary.
- Patio additions may require a minor site plan review and approval by the Zoning Administrator depending on amount of land disturbed during installation or increase in impervious surface with the addition.

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.
- Applications for porticos, porches and other building entrances will be approved by the ARB.
- 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:

- Pressure-treated lumber
- Manufactured wood
- Composite material such as TREX or other similar product
- 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. Accessibility/ADA Compliance

- Applications for handicapped ramps for residential buildings will be administratively approved, while the ARB will approve all commercial ramp installation, including storefronts.
- 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 structures.

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.

Signage

See [Section 58-17](#) of the Zoning Ordinance for Town signage requirements. See Appendix A in these guidelines for design examples for signage.

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.

Demolition Guidelines

The requirements for demolition COA review and approval can be found in [Section 58-16.12](#) of the Zoning Ordinance. This Zoning Ordinance section also notes the criteria the ARB will use to review and approve/deny Demolition COA applications.

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:

Complete, professional, photographic documentation of the interior and exterior of the building, including black and white print and digital images.

Phase I archaeological survey of the property to determine if the property yields information important to the Town's history.

The applicant must demonstrate that the site will be prepared and maintained in accordance with a landscape plan once the building has been demolished.

The demolition may occur only following receipt of a building demolition permit for the new construction structure.

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. If there are any further questions that applicants may have in this process, please contact Town Staff at (703) 753-2600 or visit Haymarket Town Hall at 15000 Washington Street Suite 100.

Legal Status of the 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 PC 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: SIGN DESIGN EXAMPLES

(Use of these images is for exemplary purpose only and is not an endorsement of any business shown.)

MENU SIGNS

HANGING SIGNS

FREESTANDING SIGNS

INDIVIDUAL LETTER SIGNS

WALL SIGNS

DIRECTIONAL SIGN

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

Appendix B: APPROVED FENCE STYLES

PICKET STYLE FENCES

ENCLOSURES

OTHER FENCE STYLES/RETAINING WALLS

Ornamental Fencing

Wrought Iron Fence

Stone Retaining Wall
Wood Retaining Wall

Appendix C: HISTORIC STRUCTURES INVENTORY AND MAP

Address	Date of Construction	Historic Name
14600 Washington Street	Ca. 1925	Pace West Schoolhouse
14650 Washington Street		
14710 Washington Street	Ca. 1924	Lewis Home
14801 Washington Street	Ca. 1900s	Jordan House
14800 Washington Street	Ca. 1900	Haymarket Baptist Church
14841 Washington Street	Ca. 1900	Watts House
14845 Washington Street		
14881 Washington Street	Ca.1900	
14891 Washington Street	Ca.1900	LeRoy House/Madison Shop
14898 Washington Street		
14910 Washington Street	Ca.1895	Melton House/Store
14920 Washington Street	Ca.1900	Lane Motors Property
14951 Washington Street	Ca.1910	Old Bank Building
15020 Washington Street	Ca. 1920s	Old Post Office
15030 Washington Street	Ca. 1920s	Rust/Pickett House
15101 Washington Street	Ca. 1888/1890	Dr. Payne House/Winterham
6721 Madison Street		
6760 Madison Street		
6560 Madison Street		
6590 Jefferson Street	Ca. 1910	Garrett House
6611 Jefferson Street		
6620 Jefferson Street	Ca. 1900	Downs House
6707 Jefferson Street	Ca. 1920s	Large Example Bungalow
6706 Jefferson Street	Ca. 1901	Gossom House
6713 Jefferson Street	Ca. 1910	Masonic Lodge
6720 Jefferson Street	Ca. 1930	Gossom House
6741 Jefferson Street	Ca. 1890	Brownie Smith House
6722 Jefferson Street		
6735 Jefferson Street		
6751 Jefferson Street	Ca. 1870	Alrich House
6771 Jefferson Street	Ca. 1870-1880	Wise/Creech House
6810 Jefferson Street	Ca. 1900	Leonard House
6811 Jefferson Street	Ca. 1890	James Beale House
6814 Jefferson Street		
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 Church and Rectory
6790 Fayette Street	Ca. 1930	Sarah Turner House
6796 Fayette Street	Ca. 1800	Pearson House
14975 Walter Robinson Ln		