



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ AGENDA ~

Kenneth Luersen,
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, January 20, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Citizens Time

3. Minutes Approval

i. Architectural Review Board - Regular Meeting - Nov 18, 2015 7:00 PM

4. Certificate of Appropriateness

i. 14710 Washington Street - Relocation/Demo

5. Town Council Update

6. Planning Commission Update

7. New Business

i. Sign Ordinance - Revised Draft

8. Old Business

i. ARB Task List

9. Adjournment



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ MINUTES ~

Kenneth Luersen,
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, November 18, 2015

7:00 PM

Council Chambers

A Regular Meeting of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Chair Kenneth Luersen called the meeting to order.

1. Call to Order

Chair Kenneth Luersen: Present, Architect John Parham: Present, Councilwoman Susan Edwards: Present, Board Member Nicole Zimnoch: Present, Board Member Robert Day: Present, Commissioner Connor Leake: Present.

2. Citizens Time

No Citizens spoke.

3. Minutes Approval

i. Architectural Review Board - Regular Meeting - Oct 21, 2015 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Commissioner
AYES:	Luersen, Parham, Edwards, Zimnoch, Day, Leake

4. Certificate of Appropriateness

5. Town Council Update

Councilwoman Edwards updates the ARB.

Harrover Property - Thank you to Nicole and Robert who came and spoke during the discussion of the Harrover Property. So far it looks like we are going to keep the house that is now being used as the Haymarket Food Pantry. The Council would like to remove the additions that were done on the back of the house. This space would be used to house the restroom facilities and some small storage space. Second, the Council would like to remove the building that was once used as the Haymarket Police Department. First, the Council would try to sell it, if it doesn't sell then they would like to donate it and salvage the inside to be used in other areas on the property.

Haymarket/Gainesville Firehouse - Stergio Zissios has expressed an interest to demolish the old firehouse. His plan is to create a building that mimics the firehouse theme.

Lastly, Chick-Fil-A and Sheetz will be coming before the Town Council in December for final approval.

6. Planning Commission Update

Commissioner Leake updates the ARB.

On November 9th a Public Hearing was held for the Sign Ordinance Zoning Text Amendment. On December 14th the Planning Commission will hold a Public Hearing to discuss the possible amendment to the Plan Use Map.

On December 14th a Public Hearing will be held for the review and possible amendment to the Plan Use Map. There are currently 2 properties that are listed commercial and 3 of them are zoned residential.

Minutes Acceptance: Minutes of Nov 18, 2015 7:00 PM (Minutes Approval)

On December 7th there will be a joint hearing with the Town Council regarding Chick-Fil-A and Sheetz final submissions.

7. Town Planner Update

Town Planner Marchant Schneider updates the ARB.

Payne Lane Property - There was a contract on the property. Once the contract period ended the owner took the property of the market and then put it back on. There are a few people interested in the property again. However, they would like to "scorch" the earth.

Sign Ordinance - We engaged Mike Cereny with Foster's Grille as a stakeholder. Mr. Cereny addressed his concerns that Prince William County had an unfair advantage over the Town on their usage of signs. He felt in order to compete with the businesses on the other side of route 15, Foster's needed signage that could be seen from route 15.

Under the new Sign Ordinance it would allow for what he is requesting and addresses those concerns.

8. Old Business

i. Renderings - Town of Haymarket Government Facade

From the discussion the Recommendations made by the Architectural Review Board for the Haymarket Town Center Façade are as follows:

The Board preferred Front Elevation #3 with the following changes and/or variations

1. *Would like to see a refined door.*
2. *Would like to see a rail feature and or rail balcony above the main entrance door.*
3. *Standing seam roof.*
4. *Wrapping architecture to the Jefferson Street side. The Jefferson Street side should mimic or tie into the front elevation.*

ii. ARB Task List

Chair Luersen has no updates at this time.

9. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Nicole Zimnoch, Board Member
AYES:	Luersen, Parham, Edwards, Zimnoch, Day, Leake

Submitted:

Approved:

Denise Hall, ARB Clerk

Ken Luersen, ARB Chair

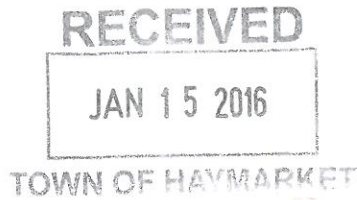


TO: Architectural Review Board
SUBJECT: 14710 Washington Street - Relocation/Demo
DATE: 01/20/16

The Town of Haymarket Request for Certificate of Appropriateness approval for offsite relocation and/or demolition of designated historic structure (Lewis Home) located at 14710 Washington Street per the adopted Harrover Property Master Plan.

ATTACHMENTS:

- 14710 Washington Street - Relocation-Demo (PDF)



ZONING PERMIT APPLICATION

ZONING PERMIT #: COA 20160115

NOTE: This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: ☐ New Construction ☐ Alteration/Repair ☐ Addition ☐ Sign (See Spec sheet)
 (Check all that apply) ☐ New Tenant/Use ☐ Change of Use ☒ Relocation

NAME OF BUSINESS/APPLICANT: Town of Haymarket

PROPOSED USE: Structure Relocation/Demo Size (Sq. Ft./Length) of Construction: _____

SITE ADDRESS: 14710 Washington Street Parcel ID #: _____

Subdivision Name: Harrover Property Lot Size: _____

ZONING DISTRICT: ☒ R-1 ☐ R-2 ☐ B-1 ☐ B-2 ☐ I-1 ☐ C-1 Site Plan Required: ☐ Yes ☒ No

Special Use Permit Required: ☐ Yes ☐ No Homeowners Association (HOA) Approval: ☐ Yes ☒ No

Off-street Parking: Spaces Required: n/a Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Request for Certificate of Appropriateness approval for offsite relocation and/or demolition of
of designated historic structure (Lewis Home) per the adopted Harrover Property Master Plan
(see attached narrative and supporting documentation)

Supporting Documentation (attached): ☒ Narrative ☒ Plan/Plat ☒ Specification Sheet

FEE: ☐ \$25.00 Residential ☐ \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached): ☒ Specification Sheet ☒ Photograph(s)

PERMIT HOLDER INFORMATION

Brian Henshaw / Town of Haymarket

Name

15000 Washington Street

Address

Haymarket Virginia 20169

City State Zip

703.753.2600

Phone#

Email

PROPERTY OWNER INFORMATION

Same as Permit Holder

Name

Address

City State Zip

Phone#

Email

APPLICANT / PROPERTY OWNER SIGNATURE*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Applicant Signature

Property Owner Signature

*****OFFICE USE ONLY*****Date Filed: 01/15/2016 Fee Amount: _____ Date Paid: _____**DATE TO ZONING ADMINISTRATOR:** _____
☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): _____
☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

SIGNATURE

PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____
☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

TOWN COUNCIL {where required):

SIGNATURE

PRINT

CONDITIONS:

Attachment: 14710 Washington Street - Relocation-Demo (2697 : 14710 Washington Street - Relocation/Demo)

Request for Certificate of Appropriateness Approval
Relocation and/or demolition of Lewis Home (14710 Washington Street)

January 15, 2016

REQUEST

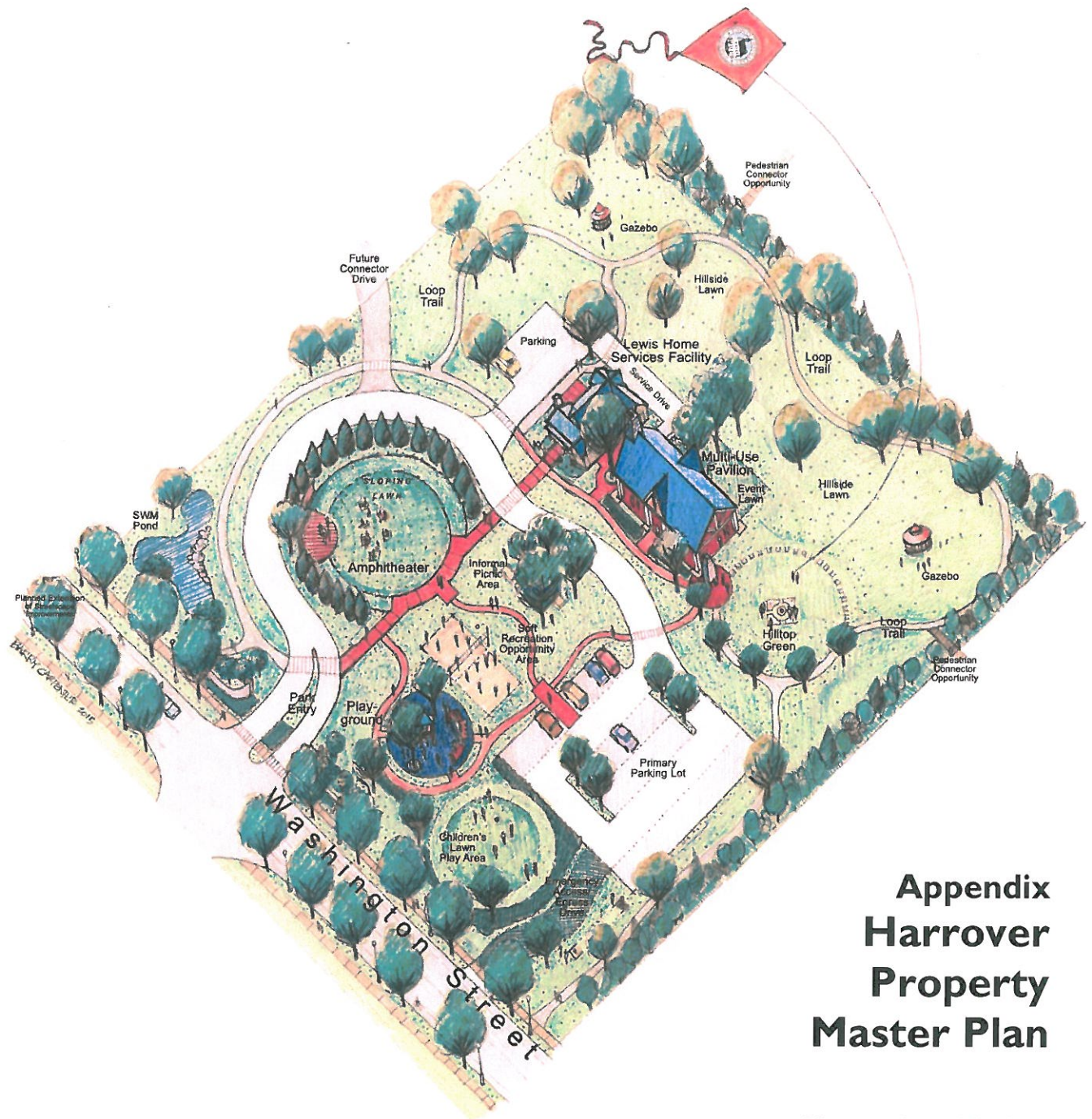
1. The Town Council is requesting Certificate of Appropriateness (COA) approval for the offsite relocation of a former residential structure from the property known as the "Harrover Property". Said structure has been determined to be a "Lewis" manufactured home and is a contributing structure to the Town Historic District Overlay District. The structure was previously used by the Town of Haymarket Police Department
2. The Town Council has offered the structure for sale and the Town Manager has received several inquiries regarding purchase and removal of the structure from the Harrover Property (advertisement attached).
3. The Town Council request is in conjunction with its recent adoption of the Harrover Master Plan (see attached). The Master Plan retains the second Lewis home on the property for use as public restrooms and storage. The second home was determined to be the more architecturally significant of the two Lewis Homes. Removal of the structure was deemed an appropriate compromise given, among other factors, the existence of two similar structures on the property, proposal to sell the structure, and the balancing other needs at the property to serve the public.
4. The Town Council also requests approval to demolish the structure and repurpose materials onsite should the structure not be sold.

BACKGROUND

5. The Architecture Review Board (ARB) previously commented on the Master Plan and provided formal comment to the Town Council (see attached). The Council request is consistent with the "4th Choice" option offered by the ARB.
6. Additional background regarding the structure (i.e. architectural surveys, environmental assessments, structural evaluation, etc.) was previously submitted to the ARB in paper form (i.e. 3-ring binder).
7. Disconnection of utilities is anticipated to be completed and verified by the Building Official prior to relocation and/or demolition

RECOMMENDATION

8. Staff recommends the ARB review the attached materials and applicable Sections of the ARB design guidelines. Should the ARB support the request, Staff further recommends the ARB condition the approval based on its previous discussion of the Harrover Master Plan (i.e. interpretive signage describing the structure's significance to the Town's history, etc.)



Appendix Harrover Property Master Plan

Haymarket, Virginia



Prepared for the
Town of Haymarket

Prepared by
**Sympoetica
EPR, P.C.**

December 29, 2015

Town of Haymarket, Virginia

City Council:

David Leake, Mayor
 Steve Aitken, Vice Mayor
 Joe Pasanello
 Chris Morris
 Matt Caudle
 Susan Edwards
 Kurt Woods

Planning Commission

Matt Caudle, Chair
 Cathy Pasanello
 James Carroll
 Maureen Carroll
 Connor Leake

Architectural Review Board

Kenneth Luersen, Chair
 Susan Edwards, Council Liaison
 Robert Day
 Nicole Zimnoch
 John Parham, AIA, Professional Liaison
 Connor Leake, Planning Commission Liaison

Public Facilities Committee: Input / November 19, 2014

Citizens of Haymarket: Input / Public Stakeholder Forum / March 24, 2015

Town Staff:

Brian Henshaw, Town Manager
 Marchant Schneider, Town Planner
 Holly Montague, PE, Town Engineer
 Joe Barbeau, Jr., Building Official

Master Plan Consulting Team:

Barry Carpenter / Principal, Sympoetica
 Lynette Wuensch / Principal, EPR, P.C.

**Adopted by the Haymarket Town Council
 on January 4, 2016.**

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APPENDIX A / Master Plan Development Budget

Preferred Master Plan Budget / Summary

Opinion of Probable Costs for Construction of the Harrover Community Site

EPR,
P.C.

SUMMARY (All Phases)

Revised per Town Council
meeting comments on
10/26/15 and 11/6/15

11/20/2015

ITEM			
#	DESCRIPTION	TOTAL	Notes:
1	Parking Lot	\$106,375.55	
2	Roadway	\$98,877.44	
3	Concrete Sidewalk/Pad	\$24,083.41	
4	Loop Trails	\$20,134.20	
5	Gazebo - 15'	\$7,041.06	
6	Gazebo - 20'	\$12,490.92	
7	Emergency Access	\$15,292.04	
8	Retaining Wall	\$16,556.40	
9	Amphitheater	\$79,224.52	
10	Type B, Class 1 thermoplastic pavement line markings, 24" white (crosswalks)	\$1,296.00	
11	Pavers on Hilltop	\$10,242.00	
12	Trash Receptacles	\$2,779.86	
13	Pavilion, Picnic Shelter	\$75,675.00	
14	Landscaping	\$22,252.02	
15	Dog Waste Stations w/ post and disposal	\$1,125.00	
16	Stormwater Management	\$136,037.20	
17	Stone Entry/sign walls	\$25,754.40	
18	Exterior Lighting	\$59,593.84	
19	Metal Sign Letters ("Hilltop Park") - 10"	\$2,273.48	
20	Picnic Tables	\$32,419.60	
21	Bike Racks - 10' long	\$1,477.86	
22	Benches - 8' long	\$13,605.04	
23	BBQ Grill - ADA double	\$1,030.00	
24	Hose Bibs - piping	\$750.00	
25	Water Fountains	\$4,520.74	
26	Playground	\$84,287.49	
27	Signage	\$4,607.26	
28	Survey	\$6,000.00	
29	Utility upgrade/installation	\$210,145.00	
30	Demolition/Harvesting Police Structure	\$40,908.00	
31	Upgrade Pantry in Place (Adaptive Reuse)	\$142,720.00	
32	Remodel to include 5 stall men's and women's bathrooms	\$47,564.24	
	Sub-Total	\$1,307,139.57	
	Design Contingency (8%)	\$104,571.17	
	General Conditions & Contractors Overhead & Profit (12%)	\$156,856.75	
	Construction Contingency (12%)	\$156,856.75	
	Soft Cost (20%)	\$261,427.91	
	Inflation Cost Total from Phases	\$139,188.09	
	Grand Total	\$2,126,040.23	

Attachment: 14710 Washington Street - Relocation-Demo (2697 : 14710 Washington Street - Relocation/Demo)

Preferred Master Plan Budget / Phase 1

Opinion of Probable Costs for Construction of the Harrover Community Site

EPR, P.C.

PHASE 1

11/20/2015

Phase 1

Revised per Town
Council meeting
comments on 10/26/
and 11/6/15

ITEM				UNIT	
#	DESCRIPTION	UNIT	QTY.	PRICE	TOTAL
1	Parking Lot - Striping	SPACE	61	\$25.41	\$1,551
2	Parking Lot - Wheel Stops	EA	61	\$90.98	\$5,550
3	Parking Lot - 2" Overlay	SY	2242	\$13.21	\$29,610
4	Parking Lot - 3" binder base	SY	2242	\$19.89	\$44,590
5	Parking Lot - 6" aggregate base	SY	2242	\$8.58	\$19,220
6	Parking Lot - Geotechnical base fabric	SY	2242	\$2.60	\$5,829
7	Roadway - 2" overlay	SY	1667	\$13.21	\$22,020
8	Roadway - 3" binder base	SY	1667	\$19.89	\$33,150
9	Roadway - 6" aggregate base	SY	1667	\$8.58	\$14,300
10	Roadway - Geotechnical base fabric	SY	1667	\$2.60	\$4,330
11	Concrete Sidewalk/Pad	SF	3037	\$7.93	\$24,080
12	Loop Trails	SY	1380	\$14.59	\$20,130
13	Emergency Access - (Paver System)	SF	1000	\$14.75	\$14,750
14	Emergency Access - Gate	EA	1	\$542.04	\$542
15	Type B, Class 1 thermoplastic pavement line markings, 24" white (crosswalks)	LF	72	\$18.00	\$1,296
16	Pavers on Hilltop	SF	150	\$68.28	\$10,242
17	Trash Receptacles	EA	6	\$463.31	\$2,780
18	Seeding/Grading - (Hilltop Green, Amphitheater, Pavilion Green)	SY	1764	\$3.64	\$6,420
19	6" Topsoil, furnish, place, grade	SY	1764	\$6.09	\$10,740
20	Dog Waste Stations w/ post and disposal	EA	5	\$225.00	\$1,125
21	Landscaping - Flowering Trees	EA	10	\$328.50	\$3,285
22	Landscaping - Bushes	EA	30	\$60.11	\$1,803
23	Stormwater Management - Pond, dry, fine grade & seed pond slopes	SY	1250	\$3.73	\$4,663
24	Stormwater Management - Pond, dry, fine grade, seed pond bottom	SY	1250	\$7.56	\$9,450
25	Stormwater Management - Pond overflow structure	EA	1	\$6,116.44	\$6,116
26	Stormwater Management - 48" trash rack	EA	1	\$805.78	\$806
27	Stormwater Management - Outfall piping - 36" dia	LF	80	\$74.95	\$5,996
28	Stormwater Management - Grate Inlets	EA	8	\$2,687.81	\$21,503
29	Stormwater Management - RCP Class 3, 18" dia	LF	1200	\$72.92	\$87,504
30	Stone Entry/sign walls	SF	280	\$91.98	\$25,754
31	Exterior Lighting - post lights - 20'	EA	16	\$1,920.34	\$30,725
32	Exterior Lighting - post lights - 12'	EA	10	\$581.09	\$5,811
33	Exterior Lighting - Flood Lights	EA	6	\$542.72	\$3,256
34	Metal Sign Letters ("Hilltop Park") - 10"	EA	22	\$103.34	\$2,273
35	Lighting Controller	EA	1	\$7,801.18	\$7,801
36	Picnic Tables	EA	20	\$1,620.98	\$32,419

37	Bike Racks - 10' long	EA	2	\$738.93	\$1,477.86
38	Benches - 8' long	EA	8	\$1,700.63	\$13,605.04
39	BBQ Grill - ADA double	EA	2	\$515.00	\$1,030.00
40	Hose Bibs - piping	EA	1	\$750.00	\$750.00
41	Water Fountains	EA	2	\$2,260.37	\$4,520.74
42	Signage - Informational	EA	5	\$182.90	\$914.50
43	Signage - Directional	EA	3	\$182.90	\$548.70
44	Signage - T-Iron Post	EA	14	\$54.33	\$760.62
45	Signage - Trail	EA	7	\$75.00	\$525.00
46	Signage - Trail Wood Post	EA	7	\$108.72	\$761.04
47	Signage - Directional	EA	6	\$182.90	\$1,097.40
48	Sewer Line upgrade/connections	LS	1	\$175,000.00	\$175,000.00
49	Water Line upgrade/meter/connections	LS	1	\$11,000.00	\$11,000.00
50	Communications/Electric upgrade and connections	LS	1	\$24,145.00	\$24,145.00
51	Retaining Wall	SF	180	\$91.98	\$16,556.40
52	Screen Fencing - 60'x8'	LF	60	\$31.88	\$1,912.80
53	Stage/turf bloc construction	SF	350	\$69.04	\$24,164.00
54	Sound & Light Equipment - Stage	LS	1	\$17,453.00	\$17,453.00
55	Survey	LS	1	\$6,000.00	\$6,000.00
56	Demolition/Harvesting Police Structure	LS	1	\$40,908.00	\$40,908.00
57	Upgrade Pantry in Place (Adaptive Reuse)	LS	1	\$142,720.00	\$142,720.00
58	Remodel to include 5 stall men's and women's bathrooms	LS	1	\$47,564.24	\$47,564.24

Sub-Total

\$1,054,88

Design Contingency (8%)

\$84,39

General Conditions & Contractors Overhead & Profit (12%)

\$126,58

Construction Contingency (12%)

\$126,58

Soft Cost (20%)

\$210,97

Construction Year (1-3)

Yr 2 5.70%

\$60,12

Grand Total

\$1,663,55

Attachment: 14710 Washington Street - Relocation-Demo (2697 : 14710 Washington Street - Relocation/Demo)

Preferred Master Plan Budget / Phase 2

EPR,
P.C.

PHASE 2

Revised per
Town Council
meeting
comments on
10/26/15 and
11/6/15

11/20/2015

ITEM				UNIT	
#	DESCRIPTION	UNIT	QTY.	PRICE	TOTAL
1	Roadway - 2" overlay	SY	300	\$13.21	\$3,963
2	Roadway - 3" binder base	SY	300	\$19.89	\$5,967
3	Roadway - 6" aggregate base	SY	300	\$8.58	\$2,574
4	Roadway - Geotechnical base fabric	SY	300	\$2.60	\$780
5	Gazebo - 15'	SF	177	\$39.78	\$7,041
6	Pillars, harvest brick from Police building	SF	480	\$18.75	\$9,000
7	Pavilion, Picnic Shelter, timber w/ shingles treated pine	SF	3000	\$20.95	\$62,850
8	Electric, outlets - 8-110 volts, 1-220 volts	EA	9	\$425.00	\$3,825
9	Playground - Surface rubber	SF	2400	\$18.32	\$43,968
10	Playground - edging	LF	200	\$3.68	\$736
11	Playground Structure - All ages	LS	1	\$22,713.49	\$22,713
12	Playground Structure - Timber w/ roof/canopy 12'x12'	LS	1	\$16,870.00	\$16,870
Sub-Total					\$180,287
Design Contingency (8%)					\$14,423.0
General Conditions & Contractors Overhead & Profit (12%)					\$21,634.4
Construction Contingency (12%)					\$21,634.4
Soft Cost (20%)					\$36,057.1
Construction Year (4-7)					\$46,243.7
Grand Total					\$320,280.8

Attachment: 14710 Washington Street - Relocation-Demo (2697 : 14710 Washington Street - Relocation/Demo)

Preferred Master Plan Budget / Phase 3

EPR,
P.C.

PHASE 3

11/20/2015

Revised per Town
Council meeting
comments on 10/26/15
and 11/6/15

ITEM				UNIT	
#	DESCRIPTION	UNIT	QTY.	PRICE	TOTAL
1	Roadway - 2" overlay	SY	266	\$13.21	\$3,513.99
2	Roadway - 3" binder base	SY	266	\$19.89	\$5,290.74
3	Roadway - 6" aggregate base	SY	266	\$8.58	\$2,282.32
4	Roadway - Geotechnical base fabric	SY	266	\$2.60	\$691.63
5	Gazebo - 20'	SY	314	\$39.78	\$12,490.92
6	Seat Wall - Concrete	SF	576	\$61.97	\$35,694.72
7	Perimeter Lighting	EA	8	\$1,500.00	\$12,000.00
Sub-Total					\$71,964.32
Design Contingency (8%)					\$5,757.15
General Conditions & Contractors Overhead & Profit (12%)					\$8,635.72
Construction Contingency (12%)					\$8,635.72
Soft Cost (20%)					\$14,392.86
Construction Year (8-10) Yr 9 5.70%					\$32,815.73
Grand Total					\$142,201.50

Attachment: 14710 Washington Street - Relocation-Demo (2697 : 14710 Washington Street - Relocation/Demo)

Appendix B / Alternative Sketch Plans Program Summaries

Alternative Sketch Plan A / Program Summary

Alternative Sketch Plan A Summary

Harrover Property Master Plan Study / Haymarket, Virginia

Key Plan Program Elements

Alternative A

Concepts/Themes

Central Park / Gardens & Events

Pavilion/ Amphitheater/Arboretum

Disposition of Lewis Homes

14740 Washington Street (Pantry)

Upgraded / In place

14710 Washington Street (Former Police)

Upgraded / In place

Vehicular Environment

Access/Entry

Washington Street / Dual

Circulation (Interior Drives)

Loop Drive

Vehicle Parking

85 Spaces

Bicycle Parking

Pavilion Area & Sculpture Garden

Pedestrian Environment

Accessible per ADA Guidelines

Arboretum Paths/Sculpture Garden/Lawns

Links to Sidewalks; Potential Off-Site Links

Site-wide Trails: Loops & Segments

Site Furnishings & Signage

Measured Segments / Fitness Stations

Special Activity Environment

Community Buildings/Structures

Major Open Air Pavilion (3600 GSF)

Multi-Use; Potential Ice Rink

Pavilion Event Lawns

Pavilion Amphitheater

Meetings/Gallery/Services/Admin

Arboretum & Wedding Pavilion

Sculpture Garden

Amphitheater

Major Community Playground

Lewis Homes (Adaptive Reuse)

Special Places / Features

Partnership Potential

Potential Town/County Or Public/Private Venture

Yes / Pavilion & Amphitheater

Income Potential / Rental Fees

Pavilions/Amphitheater; Garden; Mtg

Income Potential / Activity User Fees

Rms

Art & Other Courses

Potential Early Projects

Upgrade Lewis Homes

Both homes; in place.

Access Drive & Phase I Parking

Major Playground

Interim Green Space - Informal Use

Loop Trail

\$2,380,000

Conceptual Development Budget

(Planning level concept budget only.)

Note: This summary comparison of alternative sketch master plan options, as presented April 13, 2015, is for informational and discussion purposes. The intent is to provide an array of possible program elements, across three alternative concept sketch plans, from which to select a preferred Harrover Property Master Plan program.

Alternative Sketch Plan B / Program Summary

Alternative Sketch Plan B Summary

Harrover Property Master Plan Study / Haymarket, Virginia

Key Plan Program Elements	Alternative B
Concepts/Themes	Community Center / Meeting Small Center/Amphitheater/Green
Disposition of Lewis Homes	
14740 Washington Street (Pantry)	Upgraded / In place
14710 Washington Street (Former Police)	Upgraded / New On-Site Location
Vehicular Environment	
Access/Entry	Washington Street / Single
Circulation (Interior Drives)	Spine/Loop Drive
Vehicle Parking	66 Spaces
Bicycle Parking	Community Center & Lewis Homes
Pedestrian Environment	
Accessible per ADA Guidelines	Hilltop Green/Amphitheater
Links to Sidewalks; Potential Off-Site Links	Site-wide Trails: Loops & Segments
Site Furnishings & Signage	Measured Segments / Fitness Stations
Special Activity Environment	
Community Buildings/Structures	Small Community Center (7000 GSF) Multi-Use; Meetings; Activities Support Option: Small Outdoor Swimming Pool Option: Multi-Purpose Courts
Lewis Homes (Adaptive Reuse)	Meetings/Services/Admin
Special Places / Features	Hilltop Amphitheater/Stage/Green Woodland Playground
Partnership Potential	
Potential Town/County Or Public/Private Venture	Yes / Small Community Center
Income Potential / Rental Fees	Multi-use Rms; Mtg Rms; Amphitheater
Income Potential / Activity User Fees	Rec/Ed Courses; Swimming (Pool Option)
Potential Early Projects	
Upgrade Lewis Homes	Pantry: in place; Police: Move on-site.
Access Drive & Phase I Parking	Woodland Playground
	Interim Green Space - Informal Use
	Loop Trail
Conceptual Development Budget	3,957,000
(Planning level concept budget only.)	

Note: This summary comparison of alternative sketch master plan options, as presented April 13, 2015, is for informational and discussion purposes. The intent is to provide an array of possible program elements, across three alternative concept sketch plans, from which to select a preferred Harrover Property Master Plan program.

Alternative Sketch Plan C / Program Summary

Alternative Sketch Plan C Summary Harrover Property Master Plan Study / Haymarket, Virginia

Key Plan Program Elements	Alternative C
Concepts/Themes	Community Center / Fitness Larger Center/Community Pavilion
Disposition of Lewis Homes	
14740 Washington Street (Pantry)	Removed from site by others
14710 Washington Street (Former Police)	Removed from site by others
Vehicular Environment	
Access/Entry	Washington Street / Single
Circulation (Interior Drives)	Spine/Loop Drive
Vehicle Parking	126 Spaces
Bicycle Parking	Community Center/Pavilion
Pedestrian Environment	
Accessible per ADA Guidelines	Hilltop Pavilion Plaza
Links to Sidewalks; Potential Off-Site Links	Site-wide Trails: Loops & Segments
Site Furnishings & Signage	Measured Segments / Fitness Stations
Special Activity Environment	
Community Buildings/Structures	Larger Community Center (16,250 GSF) Multi-Use; Fitness/Gym & Support Indoor Events
Lewis Homes (Adaptive Reuse)	No longer on site.
Special Places / Features	Hilltop Community Pavilion Event Plaza (Weddings, etc.) Small Playground Small Picnic Pavilion
Partnership Potential	
Potential Town/County Or Public/Private Venture	Yes / Larger Community Center
Income Potential / Rental Fees	Multi-use Rms; Fitness/Gym; Pavilion
Income Potential / Activity User Fees	Fitness Club; courses
Potential Early Projects	
Upgrade Lewis Homes	Sell or donate; then move both off-site.
Access Drive & Phase I Parking	Picnic Pavilion Interim Green Space - Informal Use Loop Trail
Conceptual Development Budget (Planning level concept budget only.)	7,255,000

Note: This summary comparison of alternative sketch master plan options, as presented April 13, 2015, is for informational and discussion purposes. The intent is to provide an array of possible program elements, across three alternative concept sketch plans, from which to select a preferred Harrover Property Master Plan program.

Appendix C / Planning Commission Input Summary

Town Staff worked with the Planning Commission to obtain input on which elements of the three alternative sketch plans should be included in a Preferred Master Plan. Following is of full summary of guidance from the Planning Commission, in the form of notes provided by Town Staff.

Concepts/Themes

- overall like Concept A, with some changes
- concepts A and B more realistic
- concept C not supported

Disposition of Lewis Homes

- food pantry should be located to another building
- agreeable to concept incorporating one of the two homes, possibly public bathroom facility
- address houses now, or how to deal with them and provide illustrative concepts
- demolition of both houses would allow and/or will be necessary for more room for green space, pavilion, and recreation
- harvest materials / stone for reuse

Vehicular Environment

- less parking, provide minimum necessary
- single vehicular access entrance, not double

Pedestrian Environment

- continue streetscape improvements along Washington Street
- onsite trails / linkages supported

Special Activity Environment

- less landscaping
- provide more open space / formal open space
- pavilion supported, move towards back of property away from street ; not center, not too close to church; consider buffer to church
- playground area / picnic tables supported
- outdoor elements should require little or no maintenance
- construct new, or use existing home(s) for, ADA compliant public bathroom facility
- dog park too busy due to size of property and other supported elements

Partnership Potential

- No charge for use of pavilion and recreation areas
- Concern that reuse of houses and/or new facilities will require staffing

Potential Early Projects

- remove unhealthy trees / overgrowth
- construct pavilion / playground as first phases
- address houses now, or how to deal with them and provide illustrative concepts

Conceptual Development Budget

- Concern that maintenance and upkeep of houses has become expensive
- Concern that cost to reuse homes will outweigh benefits (extra costs, safety, insurance)

[SOURCE: DRAFT 08-27-15) PLANNING COMMISSION SUMMARY COMMENTS – HARROVER MASTER PLAN

**Appendix D / ARB Recommendation
to Haymarket Town Council**
Harrover Master Plan / July 2015

The Haymarket Architecture Review Board (ARB) appreciates the opportunity extended by Council to participate in the development of the Harrover Property Master Plan Study.

The ARB administers the Town's Old and Historic Haymarket District Overlay, the purpose of which is to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest to the Town. Specific to the Harrover Property Master Plan, the ARB's charge, among other elements, is to evaluate the extent to which each of three Alternative Plans promote the general welfare of the Town, and all citizens, by:

- a. Maintaining and increasing real estate value;
- b. Generating business;
- c. Creating new positions;
- d. Attracting tourists, students, writers, historians, artists and artisans, and new residents;
- e. Encouraging study of and interest in American history;
- f. Stimulating interest in and study of architecture and design;
- g. Educating citizens in American culture and heritage; and
- h. Making the town a more attractive and desirable place in which to live.

The ARB referred to relevant policies of the Town Comprehensive Plan, the standards of the Zoning Ordinance and ARB Design Guidelines, and feedback from the public input session as part of its evaluation. The ARB also conducted a site visit with the Town Building Official.

The ARB notes the location of Haymarket at the North-South "crossroads" used by Indians and early colonial settlers, as well as by confederate and union troops during the Civil War, gives the Town a rich history. Toward that end, the Town's Comprehensive Plan states the Town will preserve its rich history by: (1) identifying, documenting and promoting its historic resources; (2) encouraging the adaptive reuse of historic structures; and (3) maintaining Town-owned historic resources, such as the Lewis Homes.

The Town's Comprehensive Plan designates the property for public / civic use and the two Lewis Homes are listed as contributing resources to the Town's Historic District. The Plan further recommends development of the Harrover Property to meet the social (community center) and recreational needs (open space) of the community to include maintaining the Lewis Homes as part of that goal.

The ARB notes the Harrover Property offers cultural reference to how Haymarket has developed over time (i.e. Lot size on town periphery, building setback, open lot, etc). The architecture of the Lewis homes indicates a time period for both town and national level (i.e. Craftsman style, mail / catalog ordering, etc.). The consultant for the Master Plan noted differences between the two structures that could be used to explain the style / construction and evolution of housing mechanical systems over time (i.e. Original exterior elements vs. add-ons. Early mechanical systems vs. newer technology. Cellar vs. today's finished basements, etc). All these elements contribute to the Town's history and the ARB recommends

such elements be reflected, all or part, in the development of the Master Plan.

The ARB notes that, per its charge and the guidance of the above policies and standards, worked with the developer of Villages of Haymarket Phase II (east of the Harrover Property along Bleight Drive) to develop standards for new residential construction to be compatible with the Lewis Homes.

The ARB understands that the Master Plan Study is conceptual and that further refinement of the Plan's "hardscape" elements (i.e. landscape, structures, building materials, etc.) will be subject to future ARB review.

Given that three Alternative Plans were presented for consideration by the ARB, the ARB has chosen to give prioritized property end result preference.

Immediate recommendations - things that can be done without any "property use" decisions (not in any specific order)

- Remove out buildings
- Consult arborist and clean up landscaping (trim/ remove unwanted and overgrown trees/shrubs, etc....)
- Coax public use of front end of property (signs stating open to public, install some picnic benches and grills, etc....)
- Shutter buildings until use is decided to help salvage and reduce liability when we welcome people to use the property.
- Add interpretive signs identifying the Lewis buildings highlighting their history and the influence they brought to how people lived during their in the time period.,
-

Long term recommendations - set by preference

- Keep both buildings as they stand (1st choice)
- Repair foundation and stonework
- Restore exterior to original state
- Paint exterior using the traditional three color palette
- Renovate interior to fit use purpose any new additions will need to comply with architecture style and be approved by ARB existing building additions can stay or be removed as decided upon by use purpose, but original exterior architectural elements must be replaced when addition removal occurs
- Original building structure must stay.
- Keep one building as it stands and relocate one building to a new location on the property (2nd choice)
- Follow same recommendations as preference #1
- Relocate both buildings to new locations on the property (3rd choice)
- Follow same recommendations as preference #1
- Keep one building as it stands or relocate it to a new location on the property, remove and replace the other building from the property (4th choice)
- For the kept building - Follow same recommendations as preference #1
- For the removed/replaced building use the preferred methods below
 - Removal
 - Give it to a preservation party to move and restore under the requirement that the move and restoration needs to be documented by our historian for the

- Haymarket museum (1st choice).
- Demolish with requirement to allow our historian to document architectural style/Fabrication techniques and take samples for the Haymarket museum (Last choice).
- Replacement
 - All architectural element styles used on the original Lewis home must be incorporated into the new structure. This includes the foundation/porch stone work.
 - Exterior paint needs to incorporate a traditional three color palette typical of the Lewis homes.
 - ARB approval is required.
 - Remove and replace both buildings from the property (5th choice)
 - Follow removal/replacement recommendations as preference #4
 - Remove and replace one building from the property, completely remove the other building from the property (6th choice)
 - Follow removal/replacement recommendations from preference #4
 - Remove both buildings from the property (last choice)
 - Follow removal recommendations from preference #4

Recommend site plan based on prioritized property preference above. Using our prioritized preference list above, the ARB recommends site plan A. It keeps both building structures in place, incorporates outside elements not presently available in Haymarket, can readily be used as a contributing area during annual Haymarket sponsored events (Haymarket Day, Earth day, etc...) and fits a cost model that can be supported by small town funding.

ARB remarks about Site Plan A:

- Playground structures need to be themed with building elements that incorporate the Lewis structures
- Find a logical location for a gazebo (wedding Pavilion) that will support both Lewis buildings, but not take up space that could be used for park and recreational purposes.
- Use recycled materials for playground and mulch
- ARB would like to participate in the final landscaping design. We want to discuss more of the walking and running paths, picnic areas, and the general vision to include: Lewis house architectural theme; historical/information signs to highlight the building structure influence in history, the shrubbery elements used during the Lewis home time period and the typical sculpting elements used in a sculpture garden of this time period; etc.....
- A phased approach can be used to build out plan
- remove all out buildings
- remove all scrub trees and overgrown landscaping (consult arborist)
- install walking trails
- install parking lot and locate permanent driveway and complete
- Refurbish exterior of homes
- add pavilion
- add amphitheater
- add playground structure

- Update interior of homes
- Optional elements that we may want to add
 - Outdoor Restrooms
 - Picnic Tables and grills
- Suggested Building uses for this plan:
 - Administrative Use
 - Public Meeting use
 - Birthday parties
 - Boy and Girl scout meetings
 - Church meetings
 - a small church may want to meet there on Sunday
 - there are a large number of churches (non-denominational and otherwise) that rent space on Sunday. These need places to meet for other than Sunday functions or for church picnics on Sunday, etc.
 - churches often have retreats where they need to get away for a weekend. They normally require one building for men and a separate for women.
 - Company picnics
 - Wedding receptions
 - Light vending facility (hot dogs, etc...) when the amphitheater is being used). This could either be staffed by Haymarket or rented out as an optional add on when the amphitheater is rented. Either way- extra income for Haymarket.

[SOURCE: Town Staff /July 2015)

Appendix E / Town Council Guidance on the Preferred Master Plan

The Council was reviewed guidance from the Planning Commission and the ARB , and made the following recommendations for the program and plan concepts to be incorporated into the Preferred Master Plan for the property. Following is the Council guidance summary, as prepared by the Town Staff:

Concepts/Themes

- Overall preference to Alternative A (size and scale meets desired outcomes)

Vehicular Environment

- Single entrance opposite Coach Way, spine with a loop
- Natural circulation
- Minimal parking requirements / parking areas
- Pedestrian oriented design, less focus on vehicular traffic, more open space
- Shared access to Haymarket Baptist Church (interparcel)
- A dual entrance should be one way traffic flow (overall preference for single entrance)

Pedestrian Environment

- Continue streetscape improvements along Washington Street
- Onsite trails- looped / linkages supported

Special Activity Environment

- Pavilion- Multi-Use - forward and centered on the property
 - Picnic shelter
 - Amphitheater- part of or adjacent to pavilion
 - Open space / lawns adjacent to pavilion
- Playground- forward on property, near pavilion or within reasonable distance.
 - Multi-age attraction
- Clearly defined open space
- Hilltop green (option for future stage, gazebo)
- Small service / meeting facility in general location of Lewis House (pantry)
 - Public restrooms
 - Small meeting room

Disposition of Lewis Homes

- Hilltop green at location of 14710 (former police) / high point of the Town
- Potential reuse of 14740 (pantry) for small service facility

Partnership Potential

- Project designed / scaled / sized so as not to require partnership / rental income to support ongoing maintenance, staffing, debt payoff, etc.

Amenities:

- Picnic tables / areas
- Wide open spaces for recreation.
- Walking trails (repeat from pedestrian environment)

Early Projects/Phasing:

- Priority- ACCESSIBILITY (pedestrian access, trails, travelways, parking)
- Creating short range opportunities to utilize the public space (accessibility, signage, picnic areas, interim green space – informal use)
- Annual budget will determine phasing options / priorities

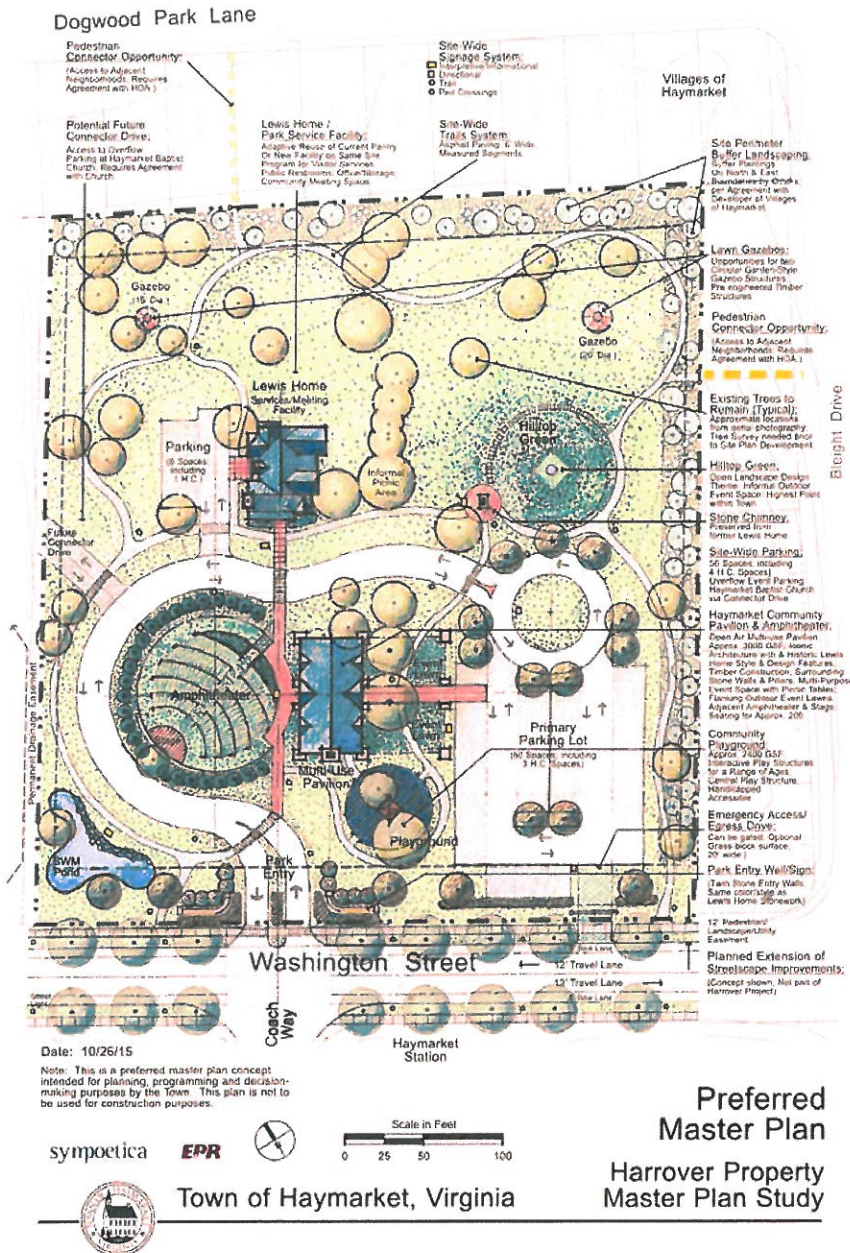
[SOURCE: TOWN STAFF DRAFT 09-28-15] TOWN COUNCIL
SUMMARY COMMENTS – HARROVER MASTER PLAN

The master planning team presented the Preliminary Preferred Plan to the Council on October 26, 2015; this plan reflected the guidance as detailed above. The Council met again on November 6, 2015 to discuss the preliminary plan and determine its input on the Final Preferred Master Plan. Town staff summarized the Council's guidance as follows:

- Rotate the Pavilion and move to the top of the hill to the east of the current food pantry.
- Reduce the size (footprint) of the current pantry to original size to house public restrooms and storage.
- Keep the patio and fireplace (of the former police station Lewis home) to incorporate with the new location of the pavilion.
- In the area where the pavilion was, show soft recreation, such as sand volleyball court, horseshoe pits, or similar uses.
- Reduce the size of the parking lot and move into the location of the traffic circle. Continue to have a circular flow around the parking lot.
- Leave the section closest to the road, where parking is currently shown, as open green space.
- Take out the “hardscape” out of the amphitheater

[SOURCE: TOWN STAFF EMAIL 11-9-15] TOWN COUNCIL
SUMMARY DIRECTION – HARROVER MASTER PLAN

A preliminary preferred park master plan and program were prepared, incorporating direction from the Town Council, who considered input from both the Planning Commission and Architectural Review Board. This plan and program were presented to the Town Council in a work session on October 26, 2012. This plan formed the basis for Council comment and direction for the preparation of the Final Preferred Master Plan (dated 11/15/15), shown in the Master Plan Report.



Preliminary Preferred Master Plan / Program Summary
Harrover Property Master Plan Study / Haymarket, Virginia
Key Plan Program Elements

10/26/1

Sympoetica & EP

Concepts/Themes**Vehicular Environment**

Access/Entry

Vehicular Circulation

Vehicle Parking

Bicycle Parking

Pedestrian Environment

Accessible per ADA Guidelines

Trails & Links

Major Open Space

Landscape Theme

Buffer Landscape

Site Furnishings

Signage

Streetscape

Special Activity Environment

Community Structures & Special Activity Area

Town & Community Park / Open Space & Events**Pavilion / Amphitheater / Playground / Open Space**

Washington Street / Single Entrance across from Coach Way

Emergency Access/Egress Lane (Gated)

Potential Connector Drive to Haymarket Baptist Church Parking

Naturalistic Curving Spine Drive with Circle Terminus

56 Spaces (Including 4 HC spaces)

Special Event Overflow Parking: At adjacent Church via future access drive

Pavilion/Playground Area

All Facilities & Paths

Site-wide Trails: Loops & Segments; opportunities for off-site links

Site-wide open space theme; Hilltop Green and Natural sweeping lawns

Save existing trees as landscape framework; economy of new plantings

Park Entry Drive Landscape: Stone wall/sign & ornamental plantings

Per agreement with Villages of Haymarket developer on North & East edges

Existing trees along the west edge; new trees & streetscape along frontage

Benches, picnic tables, trash receptacles, drinking fountains, bike racks

Park Gazebos (2) on rear lawn; informal & small event usage potential

Vehicular/Directional /Crossing Warnings, Interpretive/Informational,

Trail Signs

Continue planned Town improvements along site frontage

Pavilion Area - Multi-Use Facilities (ADA Accessible)

Multi-Use Open Air Structure (3000 GSF)

Picnic & Events; Lewis Home (Craftsman) Theme & Elements

Approximately 100-125 person capacity, seated.

Pavilion Event Lawns (adjacent to pavilion for event use)

Pavilion Amphitheater (natural theme; stage, seats up to 200)

Community Playground (ADA Accessible)

Interactive Play Structures (Approx. 2400 GSF)

For a Range of Ages

Central Play Structure as focal element

Services & Meeting Facility (ADA Accessible)

Option 1:

Adaptive Reuse of Current Lewis Home (Pantry):

Program for Visitor Services:

Public Restrooms; Office/Storage; Community Meeting Space.

Option 2:

New Service Facility on same site as pantry;

requires removal of Lewis Home (Pantry).

Program for Visitor Services:

Public Restrooms; Office/Storage; Community Meeting Space.

Disposition of Lewis Homes

14740 Washington Street (Pantry)

14710 Washington Street (Former Police)

Two Options (See Services & Meeting Facility above)

Demolished with harvesting of architectural elements

(Brackets, windows/doors, stone, etc.) for use on-site or at Pantry home;

Preserve stone chimney as landscape/interpretive feature at Hilltop Green

Conceptual Development Budget

(Planning level concept budget only.)

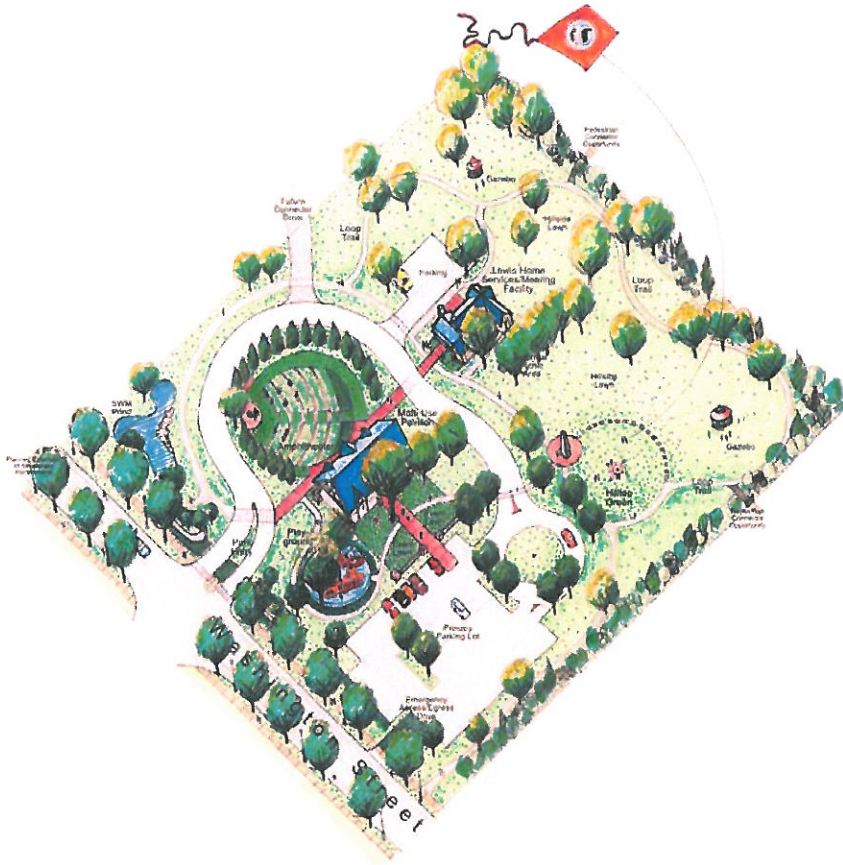
\$1,819,073

\$1,879,156

Option 1 / Lewis Home Service Facility

Option 2 / New Service Facility

Appendix G / Birdseye View of the *Preliminary Preferred Master Plan*



Date: 10/26/15

Note: This is a preferred master plan concept intended for planning, programming and decision-making purposes by the Town. This plan is not to be used for construction purposes.

synpoetica **EPR**

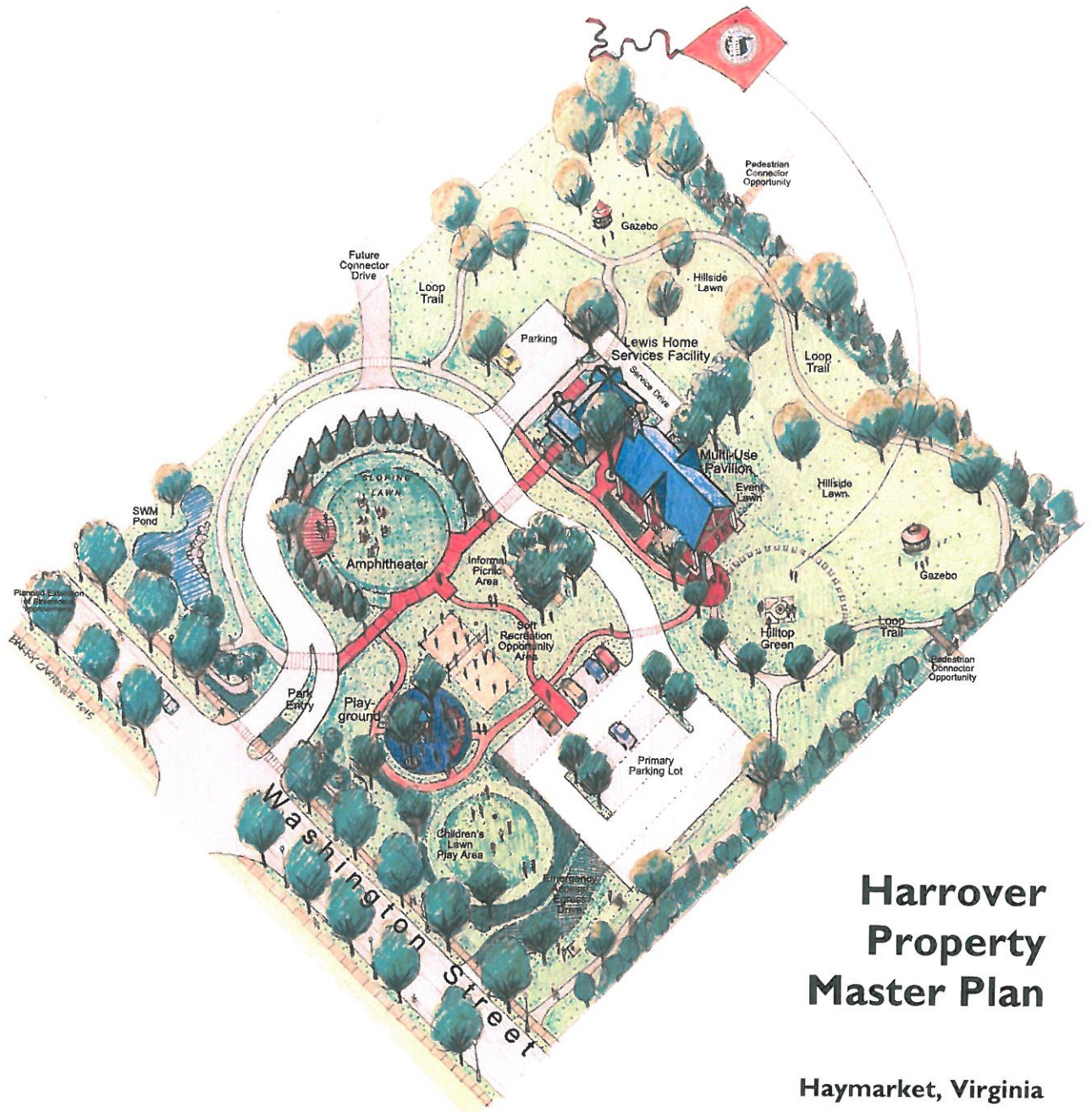


Town of Haymarket, Virginia

Birdseye View

Preferred
Master Plan

Harrover Property
Master Plan Study



Harrover Property Master Plan

Haymarket, Virginia



Prepared for the
Town of Haymarket

Prepared by
**Sympoetica
EPR, P.C.**

December 29, 2015

Town of Haymarket, Virginia

City Council:

David Leake, Mayor
 Steve Aitken, Vice Mayor
 Joe Pasanello
 Chris Morris
 Matt Caudle
 Susan Edwards
 Kurt Woods

Planning Commission

Matt Caudle, Chair
 Cathy Pasanello
 James Carroll
 Maureen Carroll
 Connor Leake

Architectural Review Board

Kenneth Luersen, Chair
 Susan Edwards, Council Liaison
 Robert Day
 Nicole Zimnoch
 John Parham, AIA, Professional Liaison
 Connor Leake, Planning Commission Liaison

Public Facilities Committee: Input / November 19, 2014

Citizens of Haymarket: Input / Public Stakeholder Forum / March 24, 2015

Town Staff:

Brian Henshaw, Town Manager
 Marchant Schneider, Town Planner
 Holly Montague, PE, Town Engineer
 Joe Barbeau, Jr., Building Official

Master Plan Consulting Team:

Barry Carpenter / Principal, Sympoetica
 Lynette Wuensch / Principal, EPR, P.C.

**Adopted by the Haymarket Town Council
 on January 4, 2016.**

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Executive Summary

In order to preserve diminishing open space and provide opportunities for public use, the Town purchased 14710 and 14740 Washington Street from Philip and Nancy Harrover in September 2005. Now referred to as the Harrover property, the site is comprised of three parcels totaling 4.35 acres, and contains two Craftsman Style “kit homes” built in the early 20th century. The Town planned to build a new Town Hall on the property, and began marketing the current Town Hall facilities (15000 Washington Street) for sale. The Town police occupied one of the homes in 2007 and a regional food pantry leased the other in 2011. In that year, the Council decided not to continue to market the Town Center property for sale and subsequently held public hearings regarding potential uses of the Harrover Property. The Haymarket Police department moved back to the Town Center in 2013. In late 2014, as part of future planning for the Harrover property, the Town contracted with the consulting team of Sympoetica, master planners, and EPR, P.C., engineers, to provide master planning, programming and budget analysis services for the Harrover property.

After conducting site and building assessments, in March of 2015, the consultants conducted a public forum stakeholder ideas and issues that were instrumental in early site program development. After reviewing the stakeholder input, and developing a preliminary program menu, the master planning team developed a set of three alternative sketch master plans for the site. These plans offered a variety of design themes, layout concepts and program element mixes, along with conceptual development budgets, for review by the Council, Planning Commission and Architectural Review Board (ARB). Summary concept-level construction budgets, along with early project suggestions, were prepared for each alternative sketch plan. The team presented the alternative sketch plans and programs to the Council, Planning Commission and Architectural Review Board on April 13, 2015. The Town’s approach for determining the theme and programmatic content for the preferred master plan called for independent evaluations of the sketch alternatives by the Planning Commission and the ARB; each body then made recommendations to the Council on its preferred concept and program elements for inclusion in the preferred master plan. The Council reviewed and evaluated these recommendations, and made its own summary recommendations for the preferred plan content. With this direction, the study team prepared a preliminary preferred master plan and program, along with a phasing strategy and concept-level construction budget, and presented them to the Council on October 26, 2015. The Council provided summary direction on the preferred plan in its November 6, 2015 work session. Subsequently, the team made refinements to the plan and program, culminating in the preparation of the final preferred plan, program, phasing strategy and estimated development budget (November 15, 2015).

The inclusive planning process set the basic park program concepts for Harrover, calling for a desired master plan concept of a town (scale) park theme with substantial open space and opportunities for community events. Primary park amenities include a community multi-use pavilion, lawn amphitheater, and playground, set within a naturalistic landscape and connected by a system of site-wide loop trails. Other planned activities and features include picnicking facilities and opportunities for soft recreation activities. The former pantry building will be adaptively reused for park services, while the former police station will be removed in order to create a hilltop green on the highest point in the Town. A significant area in the rear of the site is maintained as a sloping lawn with small park gazebo structures. A curving park drive serves the facilities and parking. Provisions are included for an emergency access drive and connection to overflow event parking on the adjacent Haymarket Baptist Church property.

This master plan provides a framework for the phasing and development of the Harrover property as the Flagship Town park. It is a guide and resource for park project funding that offers flexibility to accommodate change in recreation needs and desires and in Town resources. The Harrover Property Master Plan is a long-range guide for the development of park and recreation facilities and amenities over a 10-year timeframe. A separate Appendix document contains detailed documents developed as part of master planning process.

This executive summary provides only an introductory synopsis of this document, and is not a full account of the Harrover Property Master Plan.

Project History

The Town purchased 14710 and 14740 Washington Street from Philip and Nancy Harrover in September 2005 *“in order to preserve a portion of diminishing open space and provide a viable option should primary public facilities provide inadequate or inefficient”*. Referred to as “the Harrover Property”, the site sat unused while the Town actively marketed the sale of the Town Center (15000 Washington Street) and developed concept plans to relocate Town Hall to the property. The Haymarket Police Department was moved to 14710 Washington Street in 2007 and shared space with Town administrative staff from 2008-2010. The Town leased 14740 Washington Street to the Haymarket Regional Food Pantry in 2011. The same year the Town Council decided not to continue to market the Town Center property for sale and subsequently held public hearings regarding potential uses of the Harrover Property. The Haymarket Police department moved back to the Town Center in 2013 and the Town Hall Master Plan was adopted by the Town Council later in the year. The Town awarded Sympoetica and EPR a contract to develop a Harrover Property Master Plan in 2014. The Consultant held a stakeholders meeting in March 2015.

Town Policies Regarding the Harrover Property

The Harrover Property is zoned Residential District R-1 and is designated Public / Semi Public use by the 2008-2013 Town of Haymarket Comprehensive Plan. The two Lewis homes on the property (previously referred to as “Sears Homes”) are listed as contributing resources to the Town’s Old and Historic Haymarket Overlay District. Although no longer planned as a replacement “Government Center”, the Comprehensive Plan further recommends development of the Harrover property to meet the social (community center) and recreational (open space) needs of the community. Maintenance and reuse of the Lewis homes is also a stated goal of the adopted Plan.

What is a Master Plan?

A master plan is a comprehensive guide for the long-term physical development of a significant public property, based upon community values and program input from stakeholders, recreation and community facility characteristics, and site analyses. More than just a ‘map’ of planned facilities, a property master plan provides a framework for the phasing and development of the site, in this case a town park, a guide and resource for park project funding, and flexibility to accommodate change in recreation needs and desires. The Harrover Property Master Plan is a long-range guide for the development of park and recreation facilities and amenities over a 10-year timeframe.

Master Planning Process

The master planning process was undertaken over a 12-month period, starting with site reconnaissance and analysis in November 2014. The Town of Haymarket (Town) contracted with the consulting team of Sympoetica, master planners, and EPR, P.C., engineers, to provide master planning, programming and budget analysis services for the Harrover property. Following is an outline summary of the key steps in the master plan process:

Project Initiation & Early Stakeholder Input

Early on in the study, the consultant team met with Town staff to refine the project goals and work plan, and to collect relevant information about the Harrover property. The team conducted a brief site visit with the staff, then remained on-site to conduct a closer evaluation of existing conditions. These evaluations included an overall site reconnaissance and walk-through review and assessment of the two Craftsman style homes. Existing conditions findings were recorded in a facility assessment summary.

All Town-provided documentation pertaining to the two homes on-site identified them as “Sears” kit-built homes, but after further research by the team, it was determined that the homes are actually Lewis Manufacturing Homes. Architectural features, such as window and door treatments, roof-style, stone pillars and eaves bracket style all pointed to the Lewis home origin, rather than a Sears’s product.

The Town and team conducted a public forum in March of 2015 to invite input from stakeholders on the future of the Harrover property. The forum generated stakeholder ideas and issues that were instrumental in early site program development.

Alternative Sketch Master Plan Development

After conducting site and building assessments, reviewing the stakeholder input, and developing a preliminary program menu, the master planning team developed a set of alternative sketch master plans for the site. These plans offered a variety of design themes, layout concepts and program element mixes, along with conceptual development budgets, for review by the Council, Planning Commission and Architectural Review Board (ARB). Summary concept-level construction budgets, along with early project suggestions, were prepared for each alternative sketch plan. The team presented the alternative sketch plans and programs to the Council, Planning Commission and Architectural Review Board on April 13, 2015.

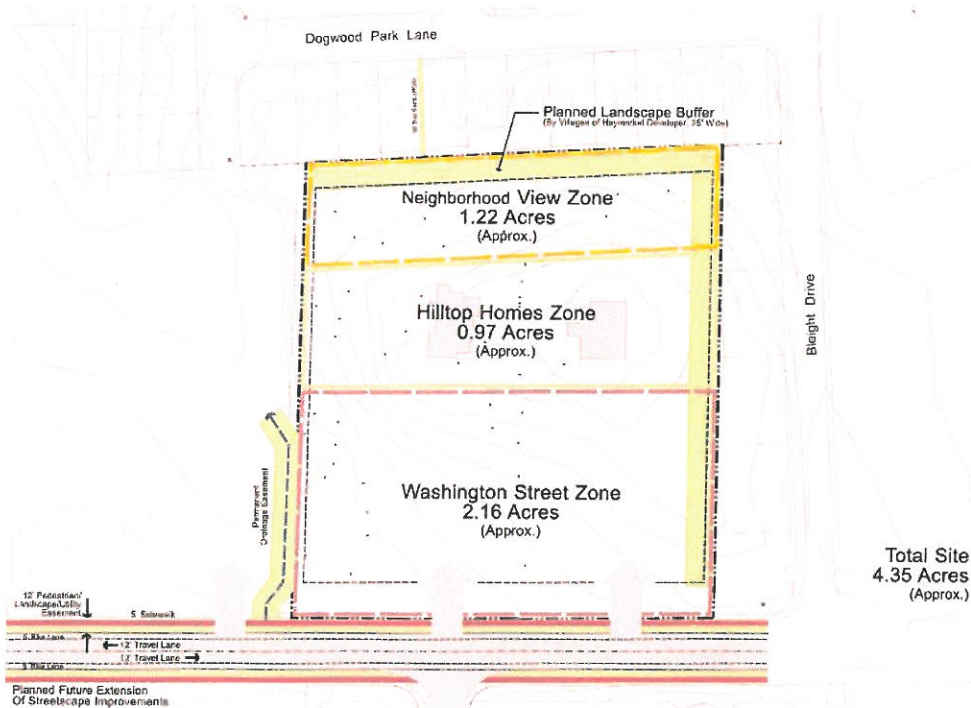
Preferred Master Plan & Program Development

The Town's approach for determining the theme and programmatic content for the preferred master plan called for independent evaluations of the sketch alternatives by the Planning Commission and the ARB; each body then made recommendations to the Council on its preferred concept and program elements for inclusion in the preferred master plan.

The Council reviewed and evaluated these recommendations, and made its own summary recommendations for the preferred plan content. With this direction, the study team prepared a preliminary preferred master plan and program, along with a phasing strategy and concept-level construction budget. The team presented this plan and program to the Council on October 26, 2015. The Council provided summary direction on the preferred plan in its November 6, 2015 work session. Subsequently, refinements were made in the plan and program by the planning team, culminating in the preparation of the final preferred plan, program, phasing strategy and estimated development budget (November 15, 2015). A birds-eye sketch of the plan was prepared to aid in visualizing the developed property. Finally, a summary report describes the study process and findings, along with potential funding opportunities for park development.

Site Character Zones & Planning Context

The Harrover property site is comprised of three parcels totaling 4.35 acres. It can be defined by three distinct character zones as shown below. The primary development opportunity zone is along the Washington Street frontage. This area is gently sloping with a few existing trees, and contains approximately 2.16 acres. The secondary development opportunity zone is the Hilltop Homes Zone, which stretches laterally across the site along the ridge/hilltop area. This zone is approximately 0.97 acres in area and contains two Craftsman Style homes as well as two accessory buildings (small storage and garage structures). The third character zone, containing approximately 1.22 acres is along the rear property line, and is bounded by the Villages of Haymarket residential community. A number of large and medium size existing trees are located in this area, and a landscaped buffer is planned as a visual screen between the Harrover site and the adjoining residential lots. Neighboring uses include existing homes along the northern boundary, proposed homes along the eastern edge, the Haymarket Baptist Church along the western boundary, and Washington Street along the southern edge. The map illustration below also shows potential vehicular access points, and the Town's planned streetscape and drainage improvements along Washington Street, the town's "main street".



Site Baseline Conditions

Baseline conditions for the Harrover property were identified and mapped as a framework for the development of alternative and refined master plan layouts. This conditions summary, shown below, provides key site-related opportunities and constraints, both natural and manmade, which will influence the location of facilities, access roads and amenity areas within the new park. The numbered blue arrows key to the photos of views into the site.

Landform & Vegetation

The most distinctive landform for the site is the hilltop, from which gentle to moderate slopes fall toward the front and back of the property. Notable is the highpoint on the site, atop which one of the existing homes sits (the former police station). At an elevation of approximately 382', this is the highest point within the Haymarket town limits.

The site is predominantly open, with existing trees scattered along the perimeter. A distinctive tree line is evident along the current parcel line between the two homes on-site. Although no tree survey has been conducted for the property, the map shows the general locations of significant trees based upon current aerial photography.



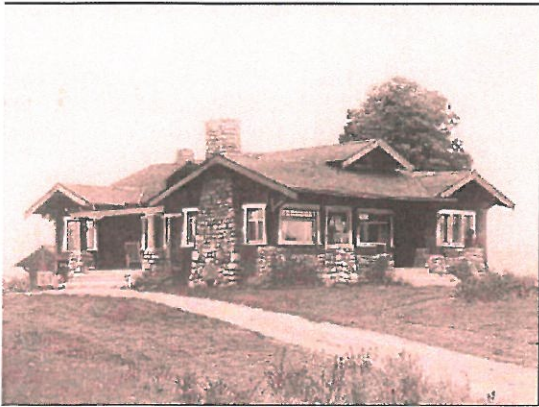
Existing Structures

The Harrover property contains two Craftsman Style homes as well as two accessory buildings (small storage and garage structures). As part of the site reconnaissance and assessment activities in support of preparing the master plan for the site, EPR, PC conducted building assessments for the two existing homes on January 15, 2015. Site assessment, documentation, and pictures were taken for both the Pantry (14740 Washington Street) and Old Police station (14710 Washington Street) structures.

Current Town documents at the time referred to these two structures as Sears homes constructed circa 1924 and 1926, respectively. While conducting the site visit, it was noted that a few signature features of actual Sears's homes were not present on the two homes on site. Specifically, Sears homes uses a 5-piece eaves bracket, shown below, and a unique porch column design, also shown below.



After conducting further research on the structures, it was determined that the homes are actually Lewis Manufacturing Homes. This was determined based on site findings. The eaves bracket type, window and door trim taper treatments, pillar design, and handwritten numbers (in grease pencil in attic), led the team to the La Vitello model from Lewis Manufacturing. You can see from the pictures of La Vitello model homes in other locations that the distinctive window and door trim treatments from Lewis Manufacturing are present on the two structures on the Harrover property. Also Lewis Manufacturing is also known for its handwritten numbers on the lumber, see pictures below from Old Police station building. Lewis Manufacturing, located in Bay City, Michigan, was a notable "kit-built" homes builder of the era.



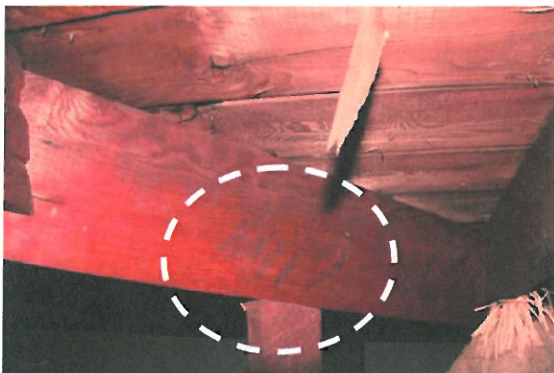
Original Photo from Lewis Homes Catalogue; La Vitello model home in Bowling Green, OH.



Former Police Station Building
14710 Washington Street



Current Food Pantry Building
14740 Washington Street



Grease handwritten numbers in attic of 14710, an indicator of a Lewis Manufacturing-made home.

Other features identifying the Harrover homes as Lewis Homes include:

- Outbuilding at 14710 Washington Street, note window trim
- Porch at 14740 Washington Street, note pillars & end treatments on porch beam
- Eaves brackets used on both homes

Both of these homes have been altered from their original footprint. The old police station structure has expanded the footprint by adding an additional room off the side of the house, and extended the rear of the house about six feet out. With these renovations, the historical porch and pillars have been removed. This addition has added two additional half bathrooms, and a great room. The pantry structure has seen two expansions as well one of the modification was to the rear bedroom. This addition added about 6 feet to the side of the house, giving the bedroom in the rear an additional 87 square feet. The second addition was to the rear of the house where an additional room(s) has been added. This addition appears to be divided into two separate rooms, but is currently unfinished due to needed repairs.

The Lewis Company published its own catalog of precut homes in 1913. They continued to produce precut buildings until 1973. They were able to sell about 60,000 homes prior to closing their doors in 1973. This will make replacing the historic features more difficult since, unlike Sears Homes, reproduction parts are no longer produced. However, hand crafted replications can be made by skilled carpenters. . The summary cost for the three alternatives are as follows:

It was determined that three alternative concept options for the future disposition of the existing homes would be evaluated and concept budgets for each alternative would be prepared. These alternative building dispositions include:

- Upgrade in-place,
- Move elsewhere on-site and upgrade, and
- Demolish, while calling for the harvesting of key architectural elements and creating a photographic record of the structures.

Optionally, the Town may consider saving one of the homes and demolishing or moving the other due to building conditions and upgrade costs.

None of these options was developed as a recommendation to the Town; rather, they provided conceptual budgeting information, which the Town may consider when actually making decisions on the disposition of the homes as guidance for master planning.



Public Stakeholder Forum / March 24, 2015

This public forum provided valuable early input into the long-range master planning study for the Harrover Property. The forum process included a presentation on the study approach and key analysis findings by the planning team, followed by small group sessions to gather stakeholder ideas and issues regarding the future of the Harrover property. Each group selected a group leader to present the group's ideas and issues. Below are ideas and issues offered at the forum by each of the two stakeholder groups. These comments were helpful as guidance in preparing a series of alternative sketch master plans and programs for the site.

Group #1 Notes: Ideas, Issues & Comments

Top 5 Ideas (By vote of Group):

1. (Tie for #1) Community Park / Center / Garden / Playground
1. (Tie for #1) Demolish existing buildings. Develop a "purpose built" recreation center
2. Revenue Generating / No Tax Burden / Tax Neutral / Dedicated Funding Stream
3. Open Air Area / Amphitheater / Town Events
4. Restoring one of the better buildings (of the two existing residential buildings on-site)
5. Follow LEED Guidelines (for new development)

All Ideas (In the order that they were offered by group participants):

- Community Park / Center / Garden / Playground (No Pool)
- Restoring one of the better buildings
- Open Air Area / Amphitheater / Town Events
- Demo Buildings - Purpose Built Recreation Center
- Revenue Generating / No Tax Burden / Tax Neutral / Dedicated Funding Stream
- Follow LEED Guidelines

Group #2 Notes: Ideas, Issues & Comments

Top 5 Ideas (By vote of Group):

1. Pavilion / Amphitheater / Ice Rink / Concerts
2. (Tie for #2) Town Rec Park or County Partnership
2. (Tie for #2) Food Pantry
2. (Tie for #2) Community Pool / Clubhouse
3. (Tie for #3) Retain Town ownership or sell to non-profit
3. (Tie for #3) Jogging / Walking Trail / Obstacle Course
4. (Tie for #4) Dog Park
4. (Tie for #4) Community Hall
4. (Tie for #4) Restore Both Buildings In-Place
5. (Tie for #5) Basketball / Softball / Multi-purpose Courts / Volleyball Courts
5. (Tie for #5) Sell Property – Use Money to Develop Other Town Projects

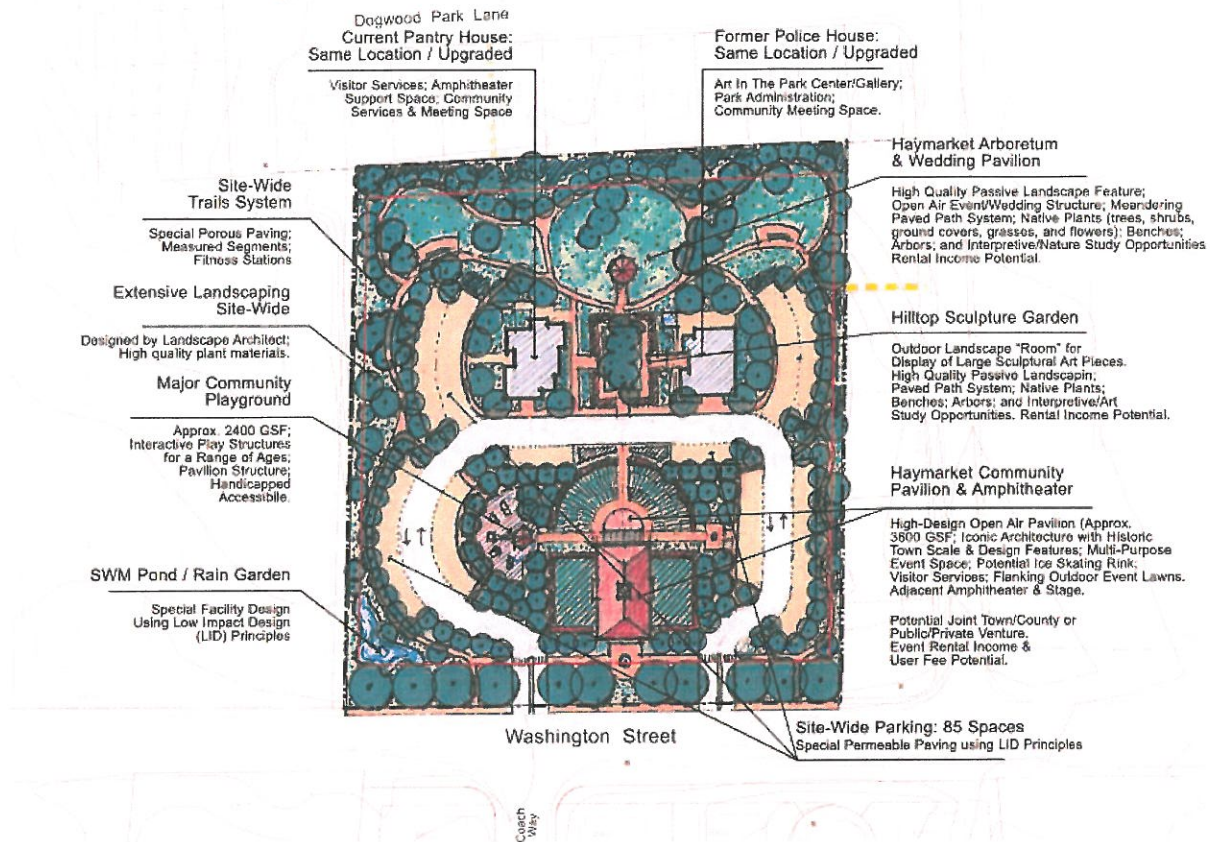
All Ideas (In the order that they were offered by group participants):

- Retain Town ownership or sell to non-profit
- Town Rec Park or County Partnership
- Community Pool / Clubhouse
- Play Area
- Subdivide property. Sell or lease one parcel. Keep Food Pantry.
- Teen Community Use
- Pavilion: In winter, ice skate; In summer, concerts / family reunions
- Food Pantry stays "as is"
- Basketball / Softball / Multi-Purpose Courts / Volleyball Courts
- Sell Property – Use money to develop other Town projects
- Chip / Putt Golf Course
- Jogging / Walking Trail / Obstacle Course
- BBQ Pit / Picnic Area
- Restore both buildings in place
- Community Hall (rented out)
- Dog Park
- Private-Public Partnership with non-profit

Alternative Plans / Concepts

The master planning team developed three alternative sketch master plan concepts, integrating the public forum input and applying planning principles and program concepts compatible with the site's unique characteristics. These alternative plans and programs were presented in a public (worksession) meeting before the Town Council, Planning Commission and the Architectural Review Board (ARB on April 13, 2015). Following are the three alternative sketch plans along with a design theme/program/budget summary for each:

Sketch Plan / Alternative A

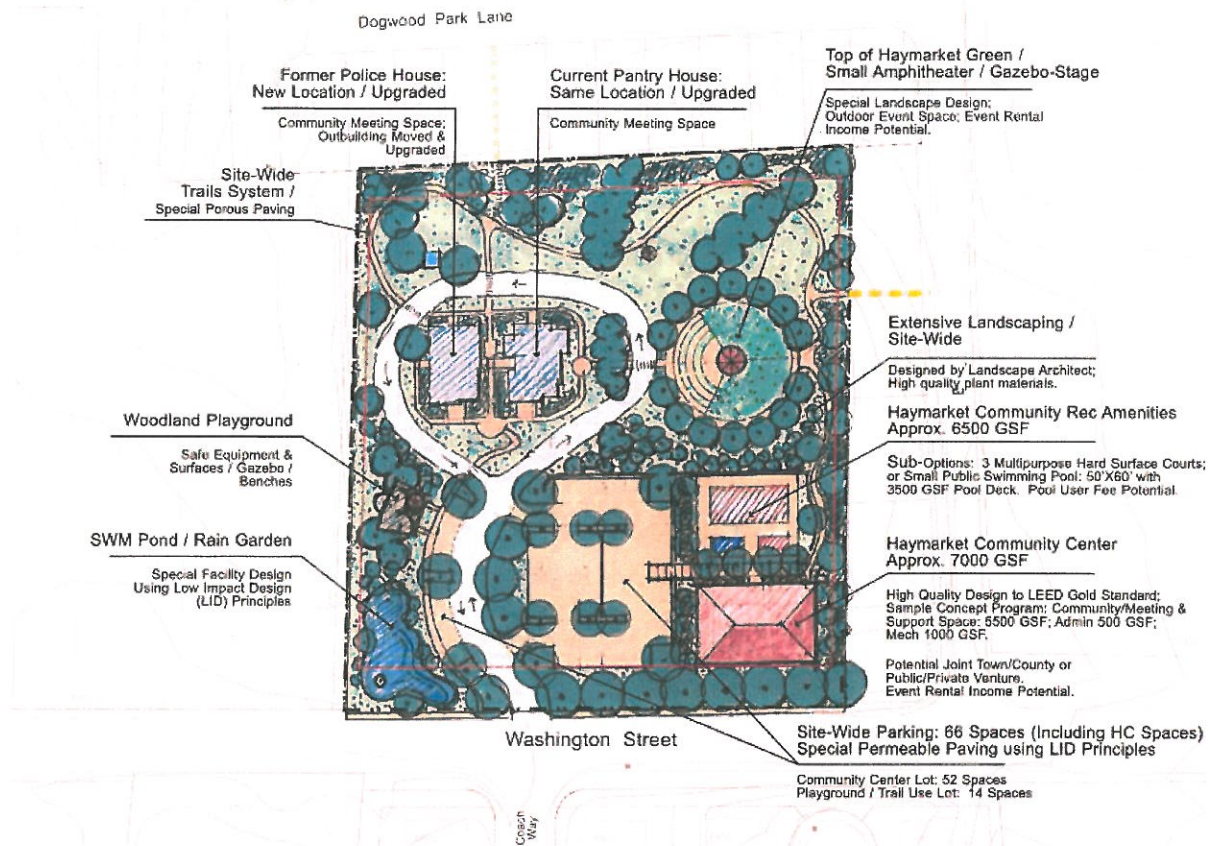


Alternative A: Key Concept/Theme:
Central Park with Gardens & Event Venues

This concept features a loop drive encircling core park amenities, including a community multi-use pavilion, amphitheater, and playground. Parking is directly off the loop drive or secondary lanes. Both historic Lewis homes are upgraded and adaptively reused for visitor services, meeting and classroom space, storage and office use. Extensive landscaping reinforces the central park concept. Special outdoor spaces include an arboretum with wedding gazebo and sculpture garden. Loop trails offer outdoor strolling and jogging opportunities.

Find the full program for Sketch Plan Alternative A in the appendix. The conceptual development budget for this alternative is \$2.38 M.

Sketch Plan / Alternative B

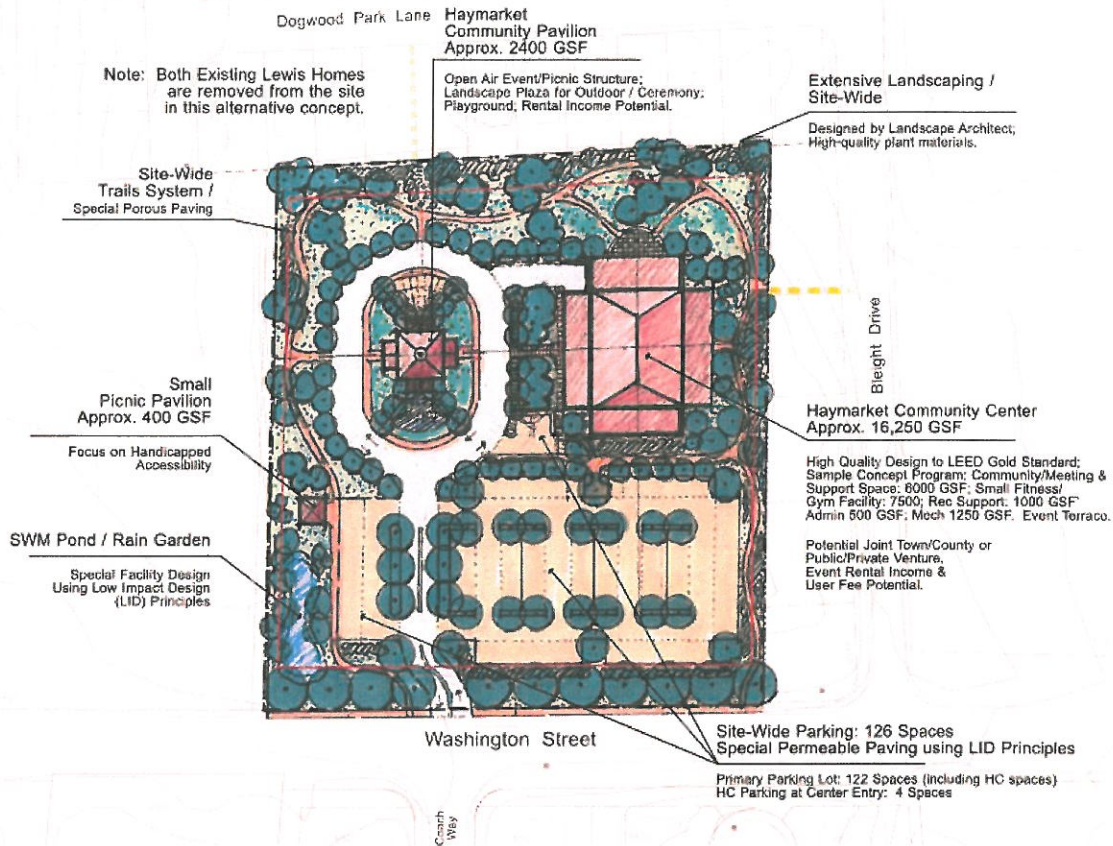


Alternative B: Key Concept/Theme: Community Center / Meetings & Events

Access and circulation is via a single spine drive serving the primary parking lot and community center. A one-way loop drive extends around both Lewis homes. In this case the former police structure is relocated immediately west of the current pantry building. Both homes are adaptively reused for visitor services, meeting and classroom space, storage and offices. The primary parking lot is centrally located along the Washington Street frontage in front of a small community center featuring multi-use and meeting rooms; hard-surface courts are adjacent, with the potential for an outdoor swimming pool. A small outdoor amphitheater and green are located on the hilltop (formerly the police building). A woodland playground is located along the western edge. Loop trails offer outdoor walking and exercise opportunities.

Find the full program for Sketch Plan Alternative B in the appendix. The conceptual development budget for this alternative is \$3.96 M.

Sketch Plan / Alternative C



Alternative C: Key Concept/Theme:
Community Center / Fitness, Meetings & Events

Here again, access and circulation is provided by a single, two-way entry drive terminating with a loop at the primary facilities on the site. In this alternative, both Lewis homes are moved off-site. The primary parking lot is located along the Washington Street frontage. This major parking facility serves two primary facilities along the ridgeline, a large community recreation & fitness center, and an outdoor multi-use/event pavilion. Extensively landscaping complements the planned facilities, offers a high quality park environment, and buffers adjacent uses. A perimeter trail system offers enjoyment and fitness opportunities.

Find the full program for Sketch Plan Alternative C in the appendix. The conceptual development budget for this alternative is \$7.26 M.

Determining the Preferred Master Plan and Program Elements

Defining the Preferred Plan

The planning team prepared a preliminary preferred park master plan and program for the property. This plan incorporated direction from the Town Council, who had considered earlier input from both the Planning Commission and Architectural Review Board. Further Council direction refined the preliminary plan to yield a final plan and program. Following are summaries of comments and recommendations from each of the three town bodies:

Planning Commission Input Summary

Town Staff worked with the Planning Commission to obtain input on which elements of the three alternative sketch plans should be included in a Preferred Master Plan. Following is a brief overview of guidance from the Planning Commission. (The full summary of staff notes are in the appendix.)

The Planning Commission preferred the concepts and themes exhibited in Alternative Sketch Plan A. They were not definitive in their recommendations for the Lewis homes, but discussed potential options ranging from the demolition of both structures to saving only one for adaptive reuse as a services facility. Also discussed was an option for a new park services facility. Overall, they preferred minimizing parking, a single site access point and less new landscaping, with a reliance on existing trees and future Washington Street streetscape improvements for enhancement. There was strong support for a community playground, picnic areas and on-site trails. The commission had concerns about potential construction and maintenance costs for the two homes outweighing the benefits of adaptively reusing them.

Architectural Review Board (ARB) Input:

Town Staff also worked with the ARB to obtain input on which elements of the three alternative sketch plans should be included in a Preferred Master Plan. Following is a brief overview of guidance from the Planning Commission. (The full summary of staff notes are in the appendix.)

The ARB preferred the concepts and themes exhibited in Alternative Sketch Plan A based on relevant policies of the Town Comprehensive Plan, Zoning Ordinance Standards specific to the Historic District Overlay, ARB Guidelines, and stakeholder input. They were clear that saving both Lewis homes in place was a priority, although there was discussion

Harrover Property Master Plan / Haymarket, Virginia / Page 14

of secondary and tertiary alternatives for the disposition of the homes, including moving one or both of them off-site. Specific recommendations were made for buildings that stay, such as: repair foundation / stonework, restore original exterior / paint color, new additions to match architecture, and retain original building footprint. If the Lewis buildings are removed: give to preservation party to remove and restore, document activities (preferred). If demolished, document architectural style / fabrication techniques and take samples for Haymarket Museum (least preferred option). The ARB supported the key features of Alternative A in terms of vehicular circulation and pedestrian environment, especially the on-site trails system. They made specific recommendations for the future reuse and architectural treatments of the Lewis homes.

Town Council Guidance on the Preferred Master Plan

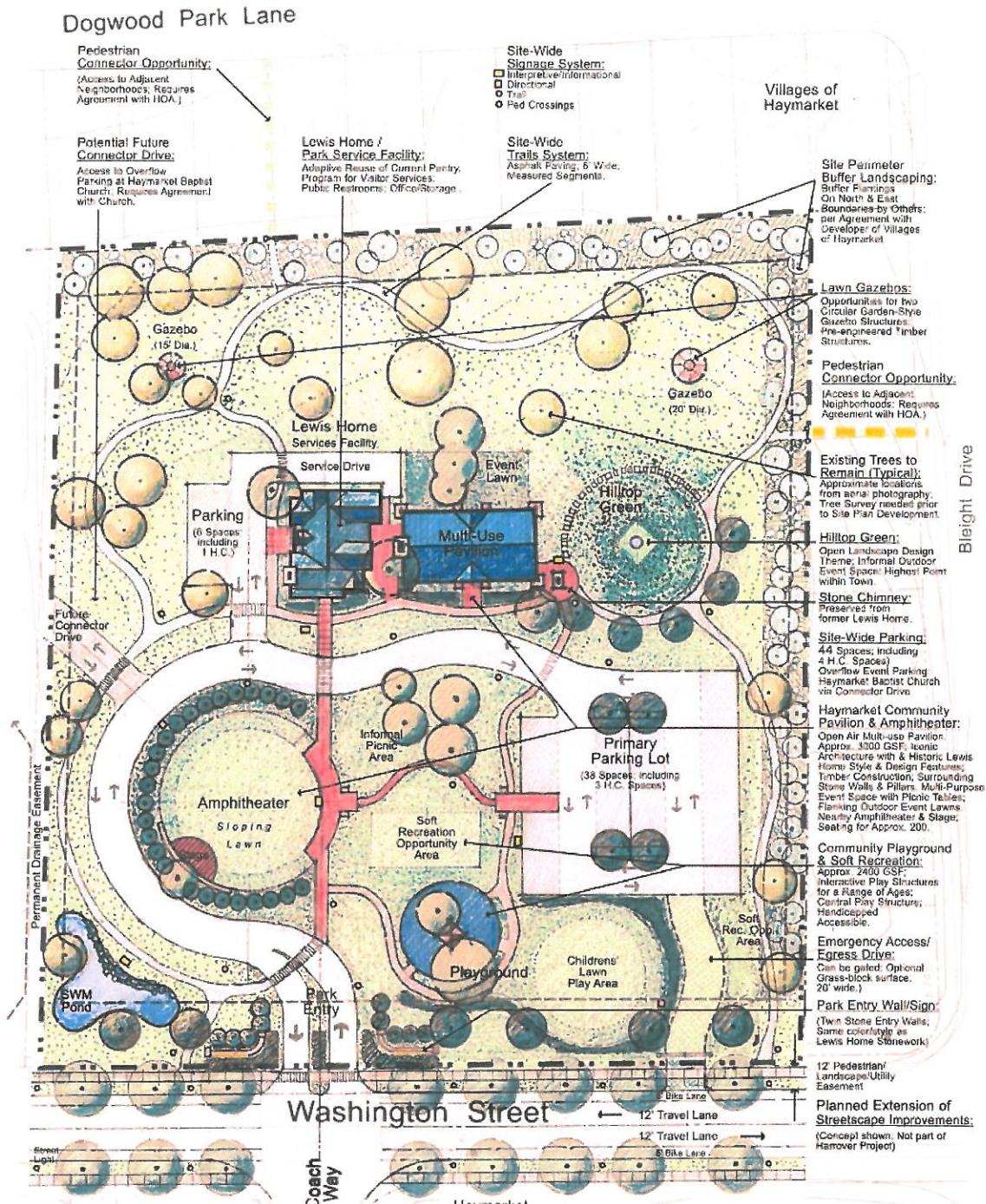
The Council reviewed guidance from the Public Forum, Planning Commission and the ARB, and recommended the following program and plan concepts for incorporation into the Preferred Master Plan for the property. Following is the Council guidance summary, as prepared by the Town Staff. This summary reflects two reviews by Council, providing input into the preliminary and final preferred plans. (The full summary of staff notes are in the appendix.)

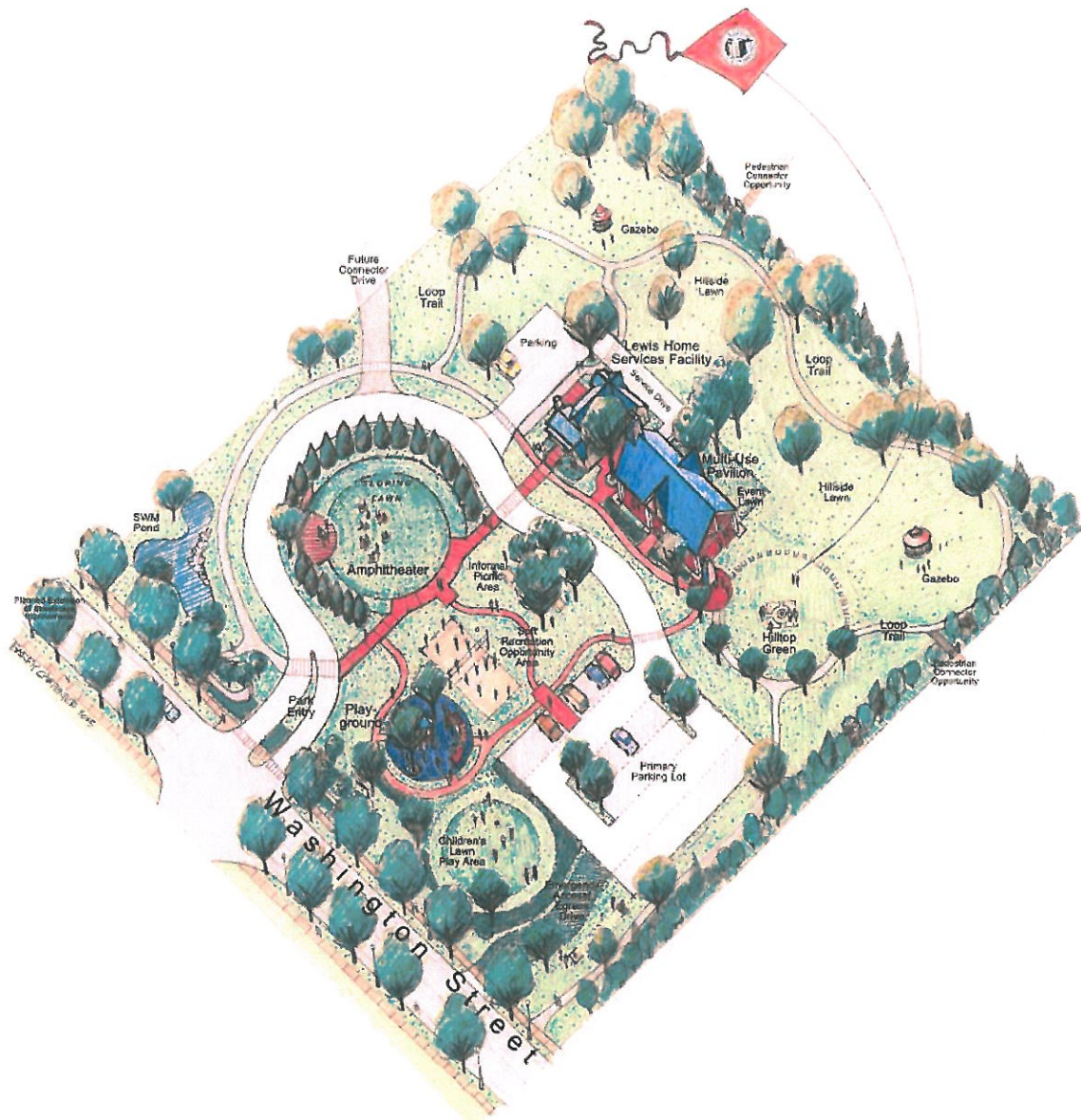
The Council preferred the concepts described in Alternative A, with a single vehicular entrance and spine circulation design. Overall, they wanted a more naturalistic, flowing circulation system with a focus on pedestrian facilities over vehicular, and a reduction in parking. Additionally, they preferred a connector drive linking the site with the adjacent Haymarket Baptist Church; this supports shared parking with the church during community events at the Harrover site. They favored the extension of streetscape improvements along the Washington Street frontage. There was strong support for a multi-use open-air pavilion, lawn amphitheater, community playground, picnic areas and on-site trails. Although finally they recommended the removal of the former police building, while saving the chimney, they initially considered an option for a new service facility on the site of the pantry building. The Council favored clearly defined open space, with a hilltop green on the highpoint where the police building had stood, as well as opportunities for soft recreation uses such as volleyball and horseshoes. They strongly recommended that the multi-use pavilion be located adjacent to the adaptively reused Lewis home (pantry) atop the ridge. This suggestion, along with the reduction in parking, allowed more open space along the Washington Street frontage.

Preferred Master Plan & Program

A preliminary preferred park master plan and program were prepared, incorporating direction from the Town Council, who considered input from both the Planning Commission and Architectural Review Board. The team presented this plan and program to the Council on October 26, 2015. The Council provided summary direction on the preferred plan in its November 6, 2015 work session. Subsequently, the planning team made refinements to the preliminary plan and program, culminating in the creation of the final preferred plan, program, phasing strategy and estimated development budget (November 15, 2015). One notable refinement called for by the Council was the relocation of the Multi-Use Pavilion from the preliminary location adjacent to the amphitheater and parking area to a hilltop site just east of the remaining Lewis home (current food pantry). Additionally, the Council desired that potential “soft recreation” opportunities, such a sand volleyball court, horseshoe pits or similar uses be located at the former pavilion site near the parking and amphitheater.

Below are the **Final Preferred Master Plan** and **Illustrative Birdseye Sketch**, followed by a narrative **Preferred Master Plan Overview** narrative describing key elements of the plan.





Preferred Master Plan Overview

Plan Concept/Theme

The overarching master plan concept is a town park theme with substantial open space and opportunities for community events. Planned activities and features include picnicking facilities, outdoor performance and event venues, a community playground, opportunities for soft recreation activities, trail loops and abundant green space. The facilities will be phased over a ten-year period.

Vehicular Environment: Access & Parking

Access and circulation is via a single spine drive located off Washington Street across from Coach Way. The drive sweeps around the amphitheater offering views of the historic Lewis home and pavilion building, then terminates in a loop serving the primary parking lot. A gated emergency vehicle access drive links the parking area to Washington Street. The primary parking lot contains 38 spaces and the smaller Lewis home lot contains 6 spaces, for a total of 44 parking spaces, including 4 handicapped spaces. A connecting link from the park drive to the Haymarket Baptist Church parking lot supports opportunities for overflow parking during community events. Bicycle parking will be provided at the pavilion and playground.

Pedestrian & Open Space Environment:

A system of paved site-wide loop trails offer outdoor strolling and jogging opportunities. Measured trail loop segments of one-fifth and one-third mile lengths connect all park facilities; all trails and facilities will meet ADA accessibility standards. Selected existing tree retention forms the framework for site landscaping, augmented by new plantings around the adaptively reused Lewis home (former pantry providing park services), multi-use pavilion, picnic areas and parking areas. New buffer plantings are planned along the northern and eastern boundaries as part of an agreement with the developer of the residential neighborhoods along those edges. The Washington Street frontage will feature new landscaping and sidewalks as part of the Town's extension of streetscape; this project is separate from Harrover site master plan improvements. A site-wide vehicular and pedestrian signage system, including interpretive and park entry signs, is planned. Site furnishings include benches, picnic tables, grills, trash receptacles, drinking fountains, and bicycle racks. The landscape concept also includes two small lawn gazebos for informal and small event uses.



Special Activity Environment:

Primary park amenities include a community multi-use pavilion, amphitheater, and playground. All park facilities will meet ADA accessibility standards. An open-air pavilion with a capacity of approximately 100-125 persons is planned adjacent to the adaptively reused Lewis home along the central ridge. The pavilion, with its adjacent event green, will be a primary visual element and will provide expansive views to the rear lawn area of the site. The design of this pavilion will evoke the Craftsman style of the Lewis homes with similar materials. Key architectural elements will be harvested prior to the removal of the former police station. These elements will be integrated into the reuse in the remaining Lewis home and new pavilion facilities, as appropriate. The stone chimney will remain as homage to the structure, and will be set within a new paved plaza with interpretive signage. The newly open site of the former police station will be treated as a hilltop green; this is the highest elevation within the town of Haymarket.

The remaining Lewis home will be renovated to accommodate park visitor services such as public restrooms, park office and storage, and informal meeting space. Its location adjacent to the new multi-use pavilion will be convenient for users of that facility. A major community playground is provided within a major green space along Washington Street. The playground design will accommodate a range of ages and user abilities. An informal picnic area and soft recreation facilities (such sand volleyball, horseshoe pits and similar uses) are centrally located near the primary parking lot.

The proposed amphitheater can accommodate an audience of up to 200 in a natural lawn setting. An elevated stage along with sound and lighting systems will support outdoor performances. The entire site will offer extensive open space and support facilities for Town events and festivals. Overflow parking will be available at the adjacent Haymarket Baptist Church lot.



Final Preferred Master Plan / Program Summary
Harrover Property Master Plan Study / Haymarket, Virginia

11/15/15
 Sympoetica & EPR

Key Plan Program Elements

Concepts/Themes	Town & Community Park / Open Space & Events
Vehicular Environment	Pavilion / Amphitheater / Playground / Open Space
Access/Entry	Washington Street / Single Entrance across from Coach Way Emergency Access/Egress Lane (Gated) Potential Connector Drive to Haymarket Baptist Church Parking Naturalistic Curving Spine Drive with Circle Terminus 44 Spaces (Including 4 HC spaces) Special Event Overflow Parking: At adjacent Church via future access drive Pavilion and Playground Areas
Vehicular Circulation	
Vehicle Parking	
Bicycle Parking	
Pedestrian Environment	
Accessible per ADA Guidelines	All Facilities & Paths
Trails & Links	Site-wide Trails: Loops & Segments; opportunities for off-site links
Major Open Space	Site-wide open space theme; Hilltop Green and Natural sweeping lawns
Landscape Theme	Save existing trees as landscape framework; economy of new plantings
Buffer Landscape	Park Entry Drive Landscape: Stone wall/sign & ornamental plantings Per agreement with Villages of Haymarket developer on North & East edges Existing trees along the west edge; new trees & streetscape along frontage Benches, picnic tables, trash receptacles, drinking fountains, bike racks Park Gazebos (2) on rear lawn; informal & small event usage potential Vehicular/Directional /Crossing Warnings, Interpretive/Informational, Trail Signs Continue planned Town improvements along site frontage
Site Furnishings	
Signage	
Streetscape	
Special Activity Environment	
Community Structures & Special Activity Areas	Multi-Use Pavilion (ADA Accessible) Multi-Use Open Air Structure (3000 GSF) Lewis Home (Craftsman) Theme & Elements Approximately 100-125 person capacity, seated. Pavilion Event Lawn (adjacent to pavilion for event use) Amphitheater (ADA Accessible; natural theme; stage, seats up to 200) Community Playground (ADA Accessible) Interactive Play Structures (Approx. 2400 GSF) For a Range of Ages Central Play Structure as focal element Soft Recreation Opportunities (Sand Volleyball, Horseshoe Pits, and similar uses) Adaptive Reuse of Current Lewis Home (Pantry): Program for Visitor Services , public restrooms, storage, office & informal community space: Hilltop Green: Removal of Existing Lewis Home (former police use); save chimney and create open hilltop open space on high point
Disposition of Lewis Homes	
14740 Washington Street (Pantry)	Adaptively re-use as Park Services Facility
14710 Washington Street (Former Police)	Demolish or Move off-site with harvesting of architectural elements (Brackets, windows/doors, stone, etc.) for use on-site or at Pantry home; Preserve stone chimney as landscape/interpretive feature at Hilltop Green
10-Year Phasing Strategy (All 3 Phases)	
Conceptual Development Budget (Harrover)	\$2,126,040 (Includes Inflation Factor)

Attachment: 14710 Washington Street - Relocation-Demo (2697 : 14710 Washington Street - Relocation/Demo)

Harrover Master Plan Implementation

The following implementation measures offer ways to achieve the type of park and recreation development desired for the Harrover Property. Project implementation includes development of a number of key tools, including:

- Concept-level development budget,
- Phasing strategy for site and facility development, and
- Potential project funding opportunities.

Harrover Master Plan Development Budget:

Based upon Council-approved phasing of the Harrover property master plan program elements, a set of planning-level probable development costs were prepared. A detailed set of probable costs, itemizing programmed development elements of the master plan, are included in the appendix to this report; following is a summary of those costs by phase for use by the Town in budgeting for park improvements.

Phase 1 / 1-3 Year Timeframe	\$1,663,558
Phase 2 / 4-7 Year Timeframe	\$ 320,281
Phase 3 / 8-10 Year Timeframe	<u>\$ 142,201</u>

All Phases / 10-Year Timeframe \$2,126,040
(Harrover Property Development Only; Escalated for Inflation)

Washington Street Improvements Development Budget:

In the next Washington Street streetscape project, the Town plans to extend improvements along the frontage of the Harrover property to the west side of Bleight Drive. The Town Engineer's scoping level construction estimate for these improvements, which are limited to the north side of Washington Street, is \$705,000. The Town recommends that these improvements coincide with Phase 1 development of the Harrover property master plan; this timing provides new sidewalk access and integrates vehicular access to the property. These streetscape improvements are not a part of the Harrover Property Master Plan project.

Harrover Property Phasing Strategy:

This master plan will guide park's development to fruition over a 10-year timeframe. It must provide guidance, while offering flexibility for the Town to implement individual projects as market, funding and partnering opportunities arise. The phasing strategy reflects two reviews by Council, in which they provided input into the preliminary and final preferred plans and programs. Following is the Final Preferred Master Plan Phasing Strategy, identifying Short, Mid, and Long Range Projects for implementation.

**Final Preferred Master Plan / Program & Phasing Strategy
Harrover Property Master Plan Study / Haymarket, Virginia**

**11/15/15
Sympoetica & EPR**

Incorporates Town Council Input (10/26/15 and 11/6/15)

Park Development Projects & Phases

Phase 1: Short Range / 1-3 Year Timeframe

Site-wide Utility Upgrades & SWM Facilities
Park Entry & Access Road
Parking Facilities (Primary & Lewis Home Lots)
Emergency Access Drive
Lewis Home (Pantry) / Park Services (Adaptive Reuse)
Lewis Home (Police) / Demolish (Save Chimney; Harvest arch. Elements)
Amphitheater (Stage/Rear Screen Fence, Sound/Light System & Lawn)
Informal Picnic Area (Between Parking & Amphitheater)
Soft Recreation Areas (Between Parking & Amphitheater)
Site-wide Trails
Site-wide Signage
Tree Save Measures & New Landscaping

Phase 2: Mid Range / 4-7 Year Timeframe

Multi-Use Pavilion & Event Green (Hilltop Location)
Rear Service Drive (Lewis Home & Pavilion)
Community Playground & Lawn Play Area
Lawn Gazebo

Phase 3: Long-Range / 8-10 Year Timeframe

Amphitheater (Seat Walls/Walks, Perimeter Lighting)
Connector Drive to Haymarket Baptist Church
Lawn Gazebo

Total Project Development

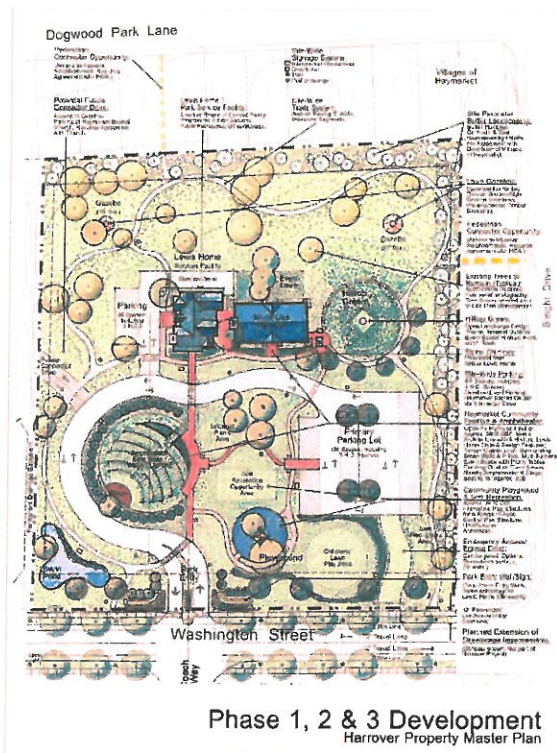
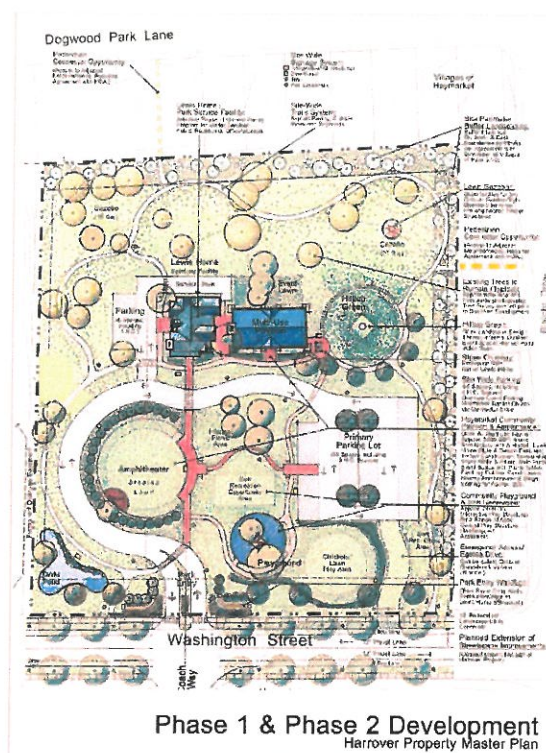
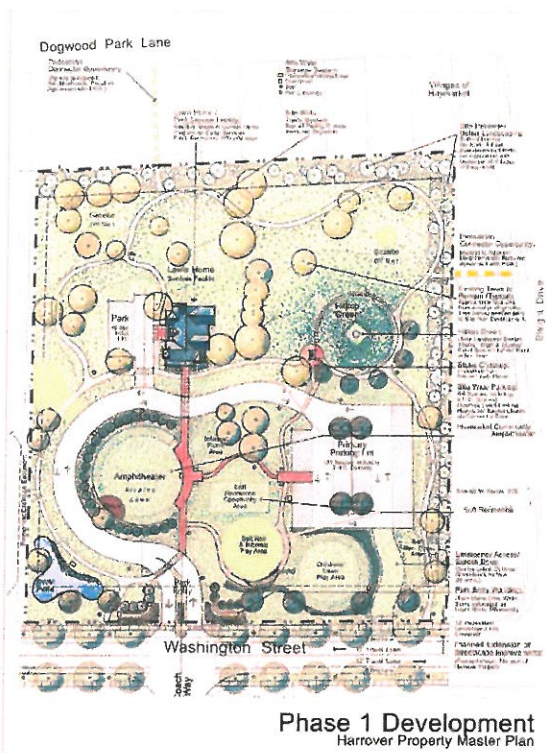
Construction Budget Escalation Assumptions by Phase

Assume January 2016 to start process.
Phase 1 (1-3 years) midpoint would be June 2017
Phase 2 (4-7 years) midpoint would be June 2021
Phase 3 (8-10 years) midpoint would be January 2025

Notes:

This phasing summary reflects facilities shown on the Preferred Master Plan (Revision date November 15, 2015).
This program reflects and illustrates the Town Council's suggested refinements (October 26 & November 6, 2015).
It is intended for use as a guide during future Town budget processes aimed at project funding & implementation.
Phasing timeframes shown above may change with Town Council direction.

Harrover Property Phasing Illustrations:



Harrover Property Park Funding Opportunities:

CIP Funding

Local governments can commit an annual appropriation for park and open space development through a Capital Improvements Program (CIP). The park master plan will define projects for inclusion into the CIP. CIP funds can be earmarked as matching funds when seeking grants with such requirements. CIP funding excludes yearly maintenance costs, which are funded through the appropriate budget category, such as the Parks and Recreation annual Operations Budget.

Special Appropriations

Funds not identified in the Capital or Operating Budgets can also be appropriated by the Town Council as a special project initiated by that legislative body.

Park Trust Fund

A trust fund can be created for park facility funding; it can be administered by a private non-profit advocacy group, or by a local commission. A trust fund can aid in the development of large projects. Funding the trust fund can come from many sources, including local government general funds, private grants, and gifts.

Local Private Sector Funding

Private industries and businesses may donate cash, materials, and/or in-kind services. Examples include: Donations of cash to a specific park project; donations of services by businesses to reduce the cost of park implementation expenses including equipment and labor costs; discounted materials costs.

Volunteer Organizations

The Town can create a volunteer organization called Friends of Harrover Park. Volunteers are an invaluable resource for assisting in actual park construction or in conducting fund-raisers. A park volunteer manual will guide and regulate their work. The manual should include a description of appropriate volunteer efforts, request forms, waiver and release forms, and a task completion form. Virginia State Parks and local jurisdictions have been quite successful in using such 'friends' groups for special park project implementation.

Trail and Special Amenity Sponsors

A sponsorship program for park amenities, especially for pavilions, playgrounds and trail elements of the master plan,

Harrover Property Master Plan / Haymarket, Virginia / Page 25

accommodates smaller donations received from individuals and businesses. The program provides design standards and estimated costs established for each amenity project. Project elements can include trail markers/signs, call boxes, trash receptacles, benches, entry signage, directional signs, interpretive brochures, bollards, and picnic areas.

State & Federal Government Funding Sources

A wide range of grants is available from state and federal agencies and programs, as well as from institutions and foundations. Importantly, most grant applications require an approved project master plan that supports the jurisdiction's comprehensive plan goals and objectives. Some state monies are pass-through funds from federal agencies; most grant opportunities require a 'local match' and some are reimbursement-based. Following is a summary outline of those funding sources:

State Government Funding Sources

- Recreational Access Program (VDOT)
- SAFETEA-LU Grants (VDOT)
- Safe Routes to School Program (VDOT)
- Virginia Land Conservation Foundation
- Virginia Department of Conservation and Recreation (DCR)
- Virginia Recreation Trails Fund
- Land and Water Conservation Fund (LWCF)
- Virginia Department of Forestry (DOF)
- Water Quality Improvement Fund

Federal Government Funding Sources:

- Community Development Block Grant Program
- U.S. Department of the Interior Fish and Wildlife Service (FWS)
- North American Wetlands Conservation Act Grants (NAWCA)
- U.S. Environmental Protection Agency, Environmental Education Grants Program
- Chesapeake Bay Gateways Program
- Conservation Reserve Program (USDA)
- Wetlands Reserve Program (USDA)
- Watershed Protection and Flood Prevention (Small Watersheds) Grants (USDA/NRCS)
- Urban and Community Forestry Assistance Program (USDA)
- Small Business Tree Planting Program (SBA)
- Economic Development Grants for Public Works and Development of Facilities (The US Department of Commerce, Economic Development Administration (EDA))

Other Potential Funding Sources

There are a number of partnerships that can be created specifically to meet the diverse needs of a community with respect to funding and programming. In addition to partnerships, additional funds can be generated through the following activities to help offset development costs.

Fundraising: The YMCA is a good example of this opportunity. All YMCA facilities rely on fundraising and support of the community to develop facilities. This requires a market study that is funded by the community that expressed interest in building a YMCA in their area. The market study projects membership and gauges support for fundraising. A capital campaign is initiated with a target goal. Once that goal is reached, they begin development of the facility. Similar campaigns are used for other public recreation facilities.

Sponsorship and Advertising: Naming rights are becoming increasingly prevalent revenue opportunities for various facility types. The pricing of these rights varies and can have a significant impact on financing this type of facility. The amount of participants attracted to a facility typically dictates the amount of advertising income that can be generated. The greater the number of participants, the more likely advertisers will support the facility.

User Fees: Although the Town currently does not intend to charge user fees for park facilities, such fees can help to offset operational fees. Recreation facilities that don't fit certain profile (i.e. membership-based fitness centers), rarely turn a profit. Most of the successful venues include some type of public contribution, usually in the way of free land and/or infrastructure costs. Once the building is developed user fees (membership fees), rental revenues, and other revenue streams are used to support operating expenses. These revenues can be supplemented with grants, donations, and other fund-raising activities. Below is a list of grants types available through various, federal and state agencies as well as from foundations. Most of these grants can be located at www.nrpa.org.

- Grants for Programs for Children and Youth
- Grants to Promote Health
- Grants for Seniors Programs
- State and Regional Agency Federally Sponsored Grants
- Natural Resources Grants
- Grants for Gardens
- The Department of Conservation and Recreation administers a grant-in-aid program for the acquisition and development for public outdoor recreation areas and facilities.

Partnering Opportunities: Although the Town currently does not intend to use partnerships for implementing park facilities, such opportunities might be considered in the future. Community recreation facilities are traditionally funded through bond referendums that require the support of local citizens. Although demand may exist for community recreation, funding may be limited due to more pressing community needs, and sensitivity of using tax dollars for specific projects. Therefore, traditional funding mechanisms are giving way to unique partnerships among public and private entities. These partnerships can be structured in a number of ways with the goal of providing support both financially as well as programmatically. Potential partners include, but are not limited to:

- Park Districts
- County Park Agency
- Hospitals
- County School District
- Corporations
- Boys and Girls Clubs
- YMCA

Crowdfunding: Crowdfunding is the web-based practice of funding a venture or project by seeking many small donations from a large number of people.

Two notable crowdfunding platforms include:

Kickstarter: <https://www.kickstarter.com/>

Indiegogo: <https://www.indiegogo.com/>

The National Park & Recreation Association (NRPA) has developed a crowdfunding platform designed especially for public park and recreation facility providers. This platform is called *Fund Your Park*. (<http://www.fundyourpark.org>) Selected projects are profiled on the platform for funding. Projects can vary from a new playground to picnic facilities to trail signage. The platform engages supporters and helps create new ones by allowing donors to share their experiences with friends easily on the web. Fund Your Park is free to NRPA members; NRPA retains a 5 percent administration fee on all donations.

Historic Lewis House - Haymarket, Virginia

The Town of Haymarket, Virginia is selling a historic house manufactured by Lewis Manufacturing of Bay City, Michigan, transported as a kit home by rail in about 1926 and erected at 14710 Washington Street, Haymarket Virginia. The identification of the house as a Lewis Manufacturing product is based on site findings such as the eaves bracket type, window and door trim taper treatments, pillar design and handwritten numbers in grease pencil in the attic. This house is the La Vitello model Craftsman-style bungalow.

The Town of Haymarket, Virginia is accepting offers on the house in an effort to preserve it by having it relocated off site. All offers can be submitted to the Town Manager at 15000 Washington Street, Haymarket, Virginia 20169. Offers should include the purchase price and plan for relocation off site. The house must be moved by the end of April, 2016.



ARB Recommendation to Haymarket Town Council
Harrover Master Plan
July 2015

- The Haymarket Architecture Review Board (ARB) appreciates the opportunity extended by Council to participate in the development of the Harrover Property Master Plan Study.
- The ARB administers the Town's Old and Historic Haymarket District Overlay, the purpose of which is to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest to the Town. Specific to the Harrover Property Master Plan, the ARB's charge, among other elements, is to evaluate the extent to which each of three Alternative Plans promote the general welfare of the Town, and all citizens, by:
 - a. Maintaining and increasing real estate value;
 - b. Generating business;
 - c. Creating new positions;
 - d. Attracting tourists, students, writers, historians, artists and artisans, and new residents;
 - e. Encouraging study of and interest in American history;
 - f. Stimulating interest in and study of architecture and design;
 - g. Educating citizens in American culture and heritage; and
 - h. Making the town a more attractive and desirable place in which to live.
- The ARB referred to relevant policies of the Town Comprehensive Plan, the standards of the Zoning Ordinance and ARB Design Guidelines, and feedback from the public input session as part of its evaluation. The ARB also conducted a site visit with the Town Building Official.
- The ARB notes the location of Haymarket at the North-South "crossroads" used by Indians and early colonial settlers, as well as by confederate and union troops during the Civil War, gives the Town a rich history. Toward that end, the Town's Comprehensive Plan states the Town will preserve its rich history by: (1) identifying, documenting and promoting its historic resources; (2) encouraging the adaptive reuse of historic structures; and (3) maintaining Town-owned historic resources, such as the Lewis Homes.
- The Town's Comprehensive Plan designates the property for public / civic use and the two Lewis Homes are listed as contributing resources to the Town's Historic District. The Plan further recommends development of the Harrover Property to meet the social (community center) and recreational needs (open space) of the community to include maintaining the Lewis Homes as part of that goal.
- The ARB notes the Harrover Property offers cultural reference to how Haymarket has developed over time (i.e. Lot size on town periphery, building setback, open lot, etc). The architecture of the Lewis homes indicates a time period for both town and national level (i.e. Craftsman style, mail / catalog ordering, etc.). The consultant for the Master Plan noted differences between the

two structures that could be used to explain the style / construction and evolution of housing mechanical systems over time (i.e. Original exterior elements vs. add-ons. Early mechanical systems vs. newer technology. Cellar vs. today's finished basements, etc). All these elements contribute to the Town's history and the ARB recommends such elements be reflected, all or part, in the development of the Master Plan.

- The ARB notes that, per its charge and the guidance of the above policies and standards, worked with the developer of Villages of Haymarket Phase II (east of the Harrover Property along Bleight Drive) to develop standards for new residential construction to be compatible with the Lewis Homes.
- The ARB understands that the Master Plan Study is conceptual and that further refinement of the Plan's "hardscape" elements (i.e. landscape, structures, building materials, etc.) will be subject to future ARB review.
- Given that three Alternative Plans were presented for consideration by the ARB, the ARB has chosen to give prioritized property end result preference.
 - Immediate recommendations - things that can be done without any "property use" decisions (not in any specific order)
 - Remove out buildings
 - Consult arborist and clean up landscaping (trim/ remove unwanted and overgrown trees/shrubs, etc....)
 - Coax public use of front end of property (signs stating open to public, install some picnic benches and grills, etc....)
 - Shutter buildings until use is decided to help salvage and reduce liability when we welcome people to use the property.
 - Add interpretive signs identifying the Lewis buildings highlighting their history and the influence they brought to how people lived during their the time period.,
 - Long term recommendations - set by preference
 - Keep both buildings as they stand (1st choice)
 - Repair foundation and stonework
 - Restore exterior to original state
 - Paint exterior using the traditional three color palette
 - Renovate interior to fit use purpose
 - any new additions will need to comply with architecture style and be approved by ARB
 - existing building additions can stay or be removed as decided upon by use purpose, but original exterior architectural elements must be replaced when addition removal occurs
 - Original building structure must stay.
 - Keep one building as it stands and relocate one building to a new location on the property (2nd choice)
 - Follow same recommendations as preference #1
 - Relocate both buildings to new locations on the property (3rd choice)

- Follow same recommendations as preference #1
- Keep one building as it stands or relocate it to a new location on the property, remove and replace the other building from the property (4th choice)
 - For the kept building - Follow same recommendations as preference #1
 - For the removed/replaced building use the preferred methods below
 - Removal
 - Give it to a preservation party to move and restore under the requirement that the move and restoration needs to be documented by our historian for the Haymarket museum (1st choice).
 - Demolish with requirement to allow our historian to document architectural style/Fabrication techniques and take samples for the Haymarket museum (Last choice).
 - Replacement
 - All architectural element styles used on the original Lewis home must be incorporated into the new structure. This includes the foundation/porch stone work.
 - Exterior paint needs to incorporate a traditional three color palette typical of the Lewis homes.
 - ARB approval is required.
- Remove and replace both buildings from the property (5th choice)
 - Follow removal/replacement recommendations as preference #4
- Remove and replace one building from the property, completely remove the other building from the property (6th choice)
 - Follow removal/replacement recommendations from preference #4
- Remove both buildings from the property (last choice)
 - Follow removal recommendations from preference #4
- Recommend site plan based on prioritized property preference above

Using our prioritized preference list above, the ARB recommends site plan A. It keeps both building structures in place, incorporates outside elements not presently available in Haymarket, can readily be used as a contributing area during annual Haymarket sponsored events (Haymarket Day, Earth day, etc...) and fits a cost model that can be supported by small town funding.

- ARB remarks about Site Plan A
 - Playground structures need to be themed with building elements that incorporate the Lewis structures
 - Find a logical location for a gazebo (wedding Pavilion) that will support both Lewis buildings, but not take up space that could be used for park and recreational purposes.
 - Use recycled materials for playground and mulch
 - ARB would like to participate in the final landscaping design. We want to discuss more of the walking and running paths, picnic areas, and the general vision to include: Lewis

house architectural theme; historical/information signs to highlight the building structure influence in history, the shrubbery elements used during the Lewis home time period and the typical sculpting elements used in a sculpture garden of this time period; etc.....

- A phased approach can be used to build out plan
 - remove all out buildings
 - remove all scrub trees and overgrown landscaping (consult arborist)
 - install walking trails
 - install parking lot and locate permanent driveway and complete
 - Refurbish exterior of homes
 - add pavilion
 - add amphitheater
 - add playground structure
 - Update interior of homes
- Optional elements that we may want to add
 - Outdoor Restrooms
 - Picnic Tables and grills
- Suggested Building uses for this plan:
 - Administrative Use
 - Public Meeting use
 - Birthday parties
 - Boy and Girl scout meetings
 - Church meetings
 - a small church may want to meet there on Sunday
 - there are a large number of churches (non-denominational and otherwise) that rent space on Sunday. These need places to meet for other than Sunday functions or for church picnics on Sunday, etc.
 - churches often have retreats where they need to get away for a weekend. They normally require one building for men and a separate for women.
 - Company picnics
 - Wedding receptions
 - Light vending facility (hot dogs, etc...) when the amphitheater is being used). This could either be staffed by Haymarket or rented out as an optional add on when the amphitheater is rented. Either way- extra income for Haymarket.



TO: Architectural Review Board
SUBJECT: Sign Ordinance - Revised Draft
DATE: 01/20/16

The attached ordinance is the latest draft developed by the Town's Consultant, Staff, Planning Commission and the Town Attorney.

The proposed Ordinance generally increases signage sizes available to business and creates distinct overlay areas. Staff will provide a more detailed explanation at the meeting.

ATTACHMENTS:

- Sign Ordinance - Revised Draft (PDF)

The attached ordinance is the latest draft developed by the Town's Consultant, Staff, Planning Commission and the Town Attorney.

The proposed Ordinance generally increases signage sizes available to business and creates distinct overlay areas. Staff will provide a more detailed explanation at the meeting.

REVISED DRAFT
Town of Haymarket Sign Ordinance Rewrite
December 17, 2015 - Following First Planning Commission Public Hearing

*Prepared by the Team of EPR, PC; Herd Planning & Design, Ltd.; and Sympoetica
Revisions and Comments by Town Attorney*

Article IX. Signs

- Sec. 58-336. Purpose.
- Sec. 58-337. Applicability
- Sec. 58-338. Permit Required
- Sec. 58-339. Exemptions.
- Sec. 58-340. Prohibited signs.
- Sec. 58-341. Temporary signs
- Sec. 58-342. Process for permitting
- Sec. 58-343. Enforcement
- Sec. 58-344. General requirements for all signs
 - (1) Sign area computations.
 - (2) Placement of signs.
 - (3) Materials, colors, and styles.
 - (4) Lighting.
 - (5) Substitution.
- Sec. 58-345. Permanent sign standards - Type, Number, Area, and Height of signs
- Sec. 58-346. Structural and maintenance requirements.
- Sec. 58-347. Nonconforming signs.
- Sec. 58-348. Definitions.
- Sec. 58-349-380. Reserved.

Sign Areas Map

Sec. 58-336. Findings, purpose and intent; interpretation.

- (a) Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this article is to regulate the size, color, illumination, movement, materials, location, height and condition of all signs placed on private property for exterior observation, thus ensuring the protection of property values, the character of the various neighborhoods, the creation of a convenient, attractive and harmonious community, protection against destruction of or encroachment upon historic areas, and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development. This article does not entirely eliminate all of the harms that may be created by the installation and display of signs, but allows adequate communication through signage while encouraging aesthetic quality in the design, location, and size of all signs. This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech and in a manner consistent with the Town's Comprehensive Plan. If any provision of this article is found by

Town of Haymarket, Virginia

a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this article, which can be given effect without the invalid provision.

- (b) Signs not expressly permitted as being allowed by right or by special use permit under this article, by specific requirements in another portion of this chapter, or otherwise expressly allowed by the Town Council are forbidden.
- (c) A sign placed on land or on a building for the purpose of identification, protection or directing persons to a use conducted therein shall be deemed to be an integral but accessory and subordinate part of the principal use of land or building. Therefore, the intent of this article is to establish limitations on signs in order to ensure they are appropriate to the land, building or use to which they are appurtenant and are adequate for their intended purpose while balancing the individual and community interests identified in subsection (a) of this section.
- (d) These regulations are intended to promote signs that are compatible with the use of the property to which they are appurtenant, landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorists, and are constructed and maintained in a structurally sound and attractive condition.
- (e) These regulations distinguish between portions of the Town designed for primarily vehicular access and portions of the Town designed for primarily pedestrian access.
- (f) These regulations do not regulate every form and instance of visual speech that may be displayed anywhere within the jurisdictional limits of the Town. Rather, they are intended to regulate those forms and instances that are most likely to meaningfully affect one or more of the purposes set forth above.

Sec. 58-337. Applicability

The provisions of this article apply to all property within the corporate limits of the town.

Sec. 58-338. Permit Required.

Except when otherwise exempted by this article, no sign shall be erected, constructed, posted, painted, altered, or relocated, unless and until a zoning permit has been issued by the zoning administrator and where provided for in this article, subsequent to an approval of a certificate of appropriateness by the architectural review board (ARB).

Sec. 58-339. Exemptions.

Sign permits shall not be required for the following signs; however, all applicable regulations of this chapter shall apply.

- (a) Government signs or signs required by law, including official traffic signs or sign structures, provisional warning signs or sign structures, and temporary signs indicating danger.
- (b) Minor Signs not exceeding three (3) total signs per separate road frontage per lot, and not less than 30 feet apart.
- (c) Change of message or content of an approved Sign.
- (d) Flags, provided, however, that no single flag shall exceed twenty-four (24) square feet in area and no single lot shall display more than three flags in commercial or industrial zoning districts. (e) Temporary Signs as set forth in 58-341(1).
- (f) Signs applied directly and entirely to and flush with any horizontal paved surface.

*Town of Haymarket, Virginia***Sec. 58-340. Prohibited signs.**

The following signs are prohibited:

- (a) Flashing Signs
- (b) Moving or Rotating Signs.
- (c) Portable Signs with the exception of A-frame Signs.
- (d) Off-premises signs, except as specifically authorized in Sec. 58-345 (a).
- (e) Inflatable signs.
- (f) Roof Signs
- (g) Signs illuminated with sodium halide lights; and any illuminated sign that emits lighting levels in excess of the limitation set forth in Sec. 58-344 (4)
- (i) Abandoned sign structures.
- (j) Changeable copy signs, except in the B-1, B-2, and I-1 zoning districts or accessory to a by-right non-residential use in the R-1 zoning district. Changeable copy signs may not exceed 25% of the total maximum square footage of all signs permitted for the business.
- (k) Any signs, including posters and handbills, affixed to any structures, trees or other natural vegetation, rocks or poles.
- (l) Any sign that may be confused with or obstruct the view of any authorized traffic sign or signal, or obstruct the sight-distance triangle at any road intersection, or otherwise create a distraction for drivers.
- (n) Signs that prevent free ingress or egress from any door, window, fire escape, or that prevent free access from one part of a roof to any other part or otherwise adversely affect safety or are in violation of any building code or other applicable law.
- (o) Signs that emit smoke, visible vapors, particles, normally detectable sound or odor shall not be permitted, including open flames used to attract public attention.
- (p) Mirrors or mirror devices on, in, or as part of a sign.
- (q) Parked vehicle signs.
- (r) Signs erected on public land other than those approved by an authorized City/County/Town official in writing, required by law without such approval, or permitted under Virginia Code § 24.2-310 E. Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign.
- (s) Bench signs.

Sec. 58-341. Temporary signs

- (1) *Permit not required.* Temporary signs may be erected or constructed without a permit in all zoning districts as provided in this section; however, all applicable code requirements in this chapter shall apply.
- (2) *Temporary Signs in Commercial Zoning Districts.* These signs shall be either Freestanding Signs, Wall Signs, Window Signs, Banner Signs, or A-Frame Signs, and may be displayed for up to 45 consecutive days. The date of first display shall be marked on the reverse of the sign in indelible ink. The zoning administrator may extend the time limit by up to 45 days upon application by the owner at the end of the initial 45-day period, if the applicant shows that the sign is maintained in sound condition and the purpose for it still pertains. Temporary Freestanding Signs, Wall Signs, Banner Signs, shall not exceed one sign per location, nor eight (8) square feet in area and six (6) feet in height. Temporary Window Signs shall not obstruct more than twenty (20) percent of the area of the window on which the sign is located. A-

Town of Haymarket, Virginia

Frame Signs must not be more than an aggregate of twelve (12) square feet or less in a sandwich board design as defined herein. A-Frame signs and other signs not affixed to a building or the ground may only be displayed during business hours. The placement of the sign shall not impede pedestrian, wheelchair, or vehicular traffic flow. Only one such sign is permitted per business.

- (3) *Temporary Signs in Residential Zoning Districts.* These signs shall be either Freestanding Signs, Wall Signs, Window Signs or Banner Signs. Freestanding and Wall Signs shall not exceed sixteen (16) square feet in area per property. No sign shall exceed six (6) feet in height, except Window Signs. Window signs shall not obstruct more than twenty-five (25) percent of the total area of all windows on each building façade on the property.
- (4) *Temporary Signs in Industrial Zoning Districts.* These signs shall be either Freestanding Signs, Wall Signs, Window Signs or Banner Signs, subject to the same standards and limitations as temporary signs for the commercial districts (Sec. 58-341 (2)).
- (5) *Temporary Signs required to be posted by law.* Any such sign shall be removed the day after the last day for which it is permitted to be displayed. The administrator may require proof of legal requirement for the posting of the sign. These signs are permitted in all zoning districts.

Sec. 58-342. Process for permitting.

- (a) *Permit required.* Except when otherwise exempted by this article, no sign shall be erected, posted, painted, altered, or relocated, unless and until a zoning permit has been issued by the zoning administrator. Except for signs allowed without a permit under § 58-339, any new or enlarged sign, and any sign with changed colors, materials or style, requires a certificate of appropriateness by the architectural review board (ARB).
- (b) *Permit process.* Before any zoning permit is issued, the applicant shall submit to the administrator a sign permit application and an application for certificate of appropriateness when applicable provided by the administrator, together with drawings and/or specifications depicting the proposed signs and providing such other information as may be necessary to fully advise and acquaint the administrator with the location, construction, materials, manner of illuminating and/or securing or fastening, and number of the proposed signs. .
- (c) *Approval of permit.* For signs not requiring architectural review, the zoning administrator shall act on the permit application within 14 days of acceptance of the application. For signs requiring action by the architectural review board, the board shall act on the application within sixty (60) days after acceptance of the application by the zoning administrator, in accordance with Secs. 58-554 – 58-562 of this chapter, and the Historic District Design Guidelines adopted by the Town Council, as amended, unless such timeline is extended by the applicant in writing. The zoning administrator shall issue a zoning permit within three (3) business days following approval by the ARB.
- (d) *Building codes; inspections.* All signs shall be constructed and mounted in compliance with the Virginia Uniform Statewide Building Code.
- (e) *General permit application requirements.* Submission requirements for ARB sign guidelines as set forth in the Historic District Design Guidelines adopted by the Town Council, as amended, shall be followed for selecting the type of sign, location, colors, lettering style, materials and type of illumination (if applicable). Sign permit application(s) also require:
 - (i) An application for a certificate of appropriateness, as applicable.
 - (ii) A plat showing location of existing and proposed sign(s) on building façade(s) or grounds and exterior dimensions of buildings subject to the sign permit.
 - (iii) Scaled drawings showing dimensions, scale, and elevation of proposed sign(s) to include specific materials, hardware, and methods of mounting and illumination.

Town of Haymarket, Virginia

- (f) Except with signs approved through a comprehensive sign plan as a part of an approved site plan or as otherwise provided in this Chapter, all signs shall be erected within one year from the date of approval of the sign permit; otherwise, the permit shall become null and void and a new permit shall be required. The zoning administrator may grant one extension of the permit for a period of six (6) months, but in no case shall a permit be valid for more than a total of eighteen (18) months. Extensions may be granted only when the proposed sign is in compliance with all current applicable regulations.

Sec. 58-343. Enforcement

Violations of this Article constitute violations of the zoning code and the Town may obtain compliance through any of the methods available for other zoning violations.

Sec. 58-344. General requirements for all signs**(1) Sign area computations.**

- (a) The surface area of any sign permitted under this article is determined by measuring the entire face of the sign including any wall work incidental to its decoration, but excluding support elements whose sole purpose and function is to support the sign, except as noted below:
- (b) The surface area of any sign made up only of individual letters or figures shall include the space between such letters or figures.
- (c) Whenever one sign contains information on both sides, one side only shall be used in computing the surface area of the sign.

(2) Placement of signs

Signs shall be placed so they do not obstruct vehicles, pedestrians, or the signs of adjacent businesses. Unless otherwise provided for in this chapter, permanent signs shall be located:

- (a) At least ten (10) feet from any lot line within the Gateway Sign Area, or no closer than the building façade is to the lot line, whichever is less.
- (b) At least five (5) feet to any lot line within the Core Sign Area, or no closer than the building façade is to the lot line, whichever is less.
- (c) At least ten (10) feet to any lot line within the Residential Sign Area, or no closer than the building façade is to the lot line, whichever is less.

(3) Materials, colors, and styles

All materials, colors, and styles of non-temporary signs are subject to approval by the architectural review board in accordance with the Historic District Design Guidelines adopted by the Town Council, as amended.

(4) Lighting.

No sign shall be permitted to have an illumination spread of more than 0.05 foot candle at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit. Internal illumination is not permitted except that in the B-1 and B-2 districts, a single neon window sign is permitted not more than 15" high by 24" wide, and in the I-1 district, freestanding signs may be internally illuminated. Permitted neon signs shall not flash and shall be "on" only during posted hours of business.

(5) Substitution.

Wherever this Article permits a sign with commercial content, non-commercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height and construction.

Town of Haymarket, Virginia

(6) Total Maximum Signage.

On properties used for commercial purposes, the total maximum signage of window, freestanding, projecting, wall, individual letter, directory, canopy, A-frame, and painted signs shall not exceed _____ square feet per business or _____ square feet per linear foot of road frontage, whichever is greater.

Sec. 58-345. Permanent sign standards - type, number, area, and height of signs

(a) Signs in Commercial and Industrial Zoning Districts

<p align="center">Table (a)(i) Maximum Limits on Sign Dimensions for Lots in B-1 Zoning District</p>						
	B-1 Zoning in Core and Residential Sign Map Areas as shown on Zoning Map			B-1 Zoning in Gateway Sign Map Area as shown on Zoning Map		
Sign Type	Number	Area (Sq. Ft.)	Height (Ft.)	Number	Area (Sq. Ft.)	Height (Ft.)
Window ⁵	Not limited	Lesser of 20% of window area or 6 Sq. Ft.	Not limited	Not limited	Lesser of 20% of window area or 6 Sq. Ft.	Not limited
Freestanding	1 per road front; 2 maximum per lot	18 per sign; 24 Total	8	1 per road front; 2 maximum	24 Sq Ft per sign; 36 Total	10
Projecting ¹	1 per business	9	No less than 9	1 per business	9 Sq Ft	No less than 9
Wall ²	1 per business per road frontage	12	15 ft. above floor level but not above roof line	1 per business per road front.	12 Sq Ft per business for front façade; 36 Sq Ft per building on rear or side façades only	15 ft. above floor level, except no limit for rear or side façades, but not above the roofline
Individual Letter	1 per business per road frontage	1.5 Ft. letter height. 18 Sq Ft. total area.	15 ft. above floor level	1 per business per road frontage	1.5 ft. letter height; 18 S. F. total area. If setback 100 ft. or >, 2 Ft. Ht., 20 S. F. total area.	15 ft. above floor level
Multiple tenant sign	1 wall or freestanding sign per multi-tenant building or site, in addition to other permitted signs	32 if less than 100 Ft road frontage. 48 if 100 Ft. or more lot width on any side.	8	1 wall or freestanding sign per multi-tenant building or site, in addition to other permitted signs	32 if less than 100 Ft road frontage. 56 if 100 Ft or more lot width on any side.	10
Canopy ³	Permitted	Letters not more than 12 inches high.	Not limited	Permitted	Letters not more than 12 inches high.	Not limited
Minor signs (see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))
Internally Illuminated	Not permitted except one neon window-sign not more than 15" high by 24" wide ⁴	n/a	n/a	Not permitted except one neon window sign not more than 15" high by 24" wide ⁴	n/a	n/a
A-Frame (see in Sec. 58-341(1)(a))	1 per 30 feet of frontage	12	5 feet	1 per 30 feet of frontage	12	5
Off premises	Not permitted	n/a	n/a	Not permitted	n/a	n/a
Painted	Not permitted	n/a	n/a	1 on side or rear wall	Shall not exceed 15% of that wall area	As per other standards

¹ Shall be mounted perpendicular to principal building façade; shall project no greater than four (4) feet from building and no closer than one foot to back of curb.

²Shall be mounted flat on building façade; letters shall not extend more than six inches from surface of building. Signs shall be no higher than 15 feet above the floor level on which the sign is placed.

³To be placed only in valance of the building with a margin of a minimum of one inch above and below the letters.

Town of Haymarket, Virginia

Table (a)(ii) Maximum Limits on Sign Dimensions for Lots in B-2 and I-1 Zoning Districts						
Sign Type	B-2 Zoning as shown on Zoning Map			I-1 Zoning as shown on Zoning Map		
	Number	Area in square feet (S. F.)	Height in feet (Ft.)	Number	Area in square feet (S. F.)	Height in feet (Ft.)
Window ¹	Not limited	Lesser of 20% of window area or 6 S. F.	Not limited	Not limited	Lesser of 20% of window area or 10 S. F.	Not < 5 Ft.
Freestanding	1 per road front; 2 maximum per lot	24 per sign; 36 total	10	1 per road front; 2 maximum per lot	36 total	15
Projecting ¹	1 per business	12	No less than 9	1 per business	12	No less than 9
Wall ²	1 per business, plus 1 for end units	9	15 above floor level	1 per tenant	12 ; 1 SF per linear foot of property width ⁴	15 above floor level
Individual Letter	1 per business per road frontage	1.5 Ft. letter height. 18 Sq Ft. total area. If setback 100 ft or > , 2 ft. ht. 20 S. F. area.	15 above floor level	1 per business per road frontage	1.5 ft. letter height per 10 ft bldg. height. w/ maximum 2 ft. letter ht. and 20 S. F. area.	15 above floor level
Directory (Wall or Freestanding) (In addition to other permitted Freestanding or Wall signs)	1 per multi-tenant building or site	32 if less than 100 Ft road frontage. 48 if 100 Ft. or more lot width on any side.	10	1 per multi-tenant building	4.5 Sq. Ft. per tenant;	15
Canopy ³	Permitted	letters not > 12 inches high	Not limited	Permitted	letters not more than 12 inches high	Not limited
Minor signs (see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))
Internally Illuminated	Not permitted except one neon sign window not more than 15" high by 24" wide ⁷	n/a	n/a	Permitted for freestanding signs	As per other standards in this article	As per other standards
A-Frame (see Sec. 58-341(2))	1 per 30 feet of frontage	12	5	Not permitted	n/a	n/a
Off premises	Not permitted	n/a	n/a	1 freestanding sign on contiguous lot ⁶	As per other standards	As per other standards
Painted	1 on side or rear wall	Shall not exceed 15% of that wall area	As per other standards	Not permitted	n/a	n/a
Temporary (freestanding, banner sign or wall only)	1 per lot	8	4	1 per lot	8	4
Address numbers	One set per building	n/a	Letters not > 12"	One set per building	n/a	Letters not > 12"

¹ Shall be mounted perpendicular to principal building façade; shall project no greater than four (4) feet from building and no closer than one foot to back of curb.

² Shall be mounted flat on building façade; letters shall not extend more than six inches from surface of building. Signs shall be no higher than 15 feet above the floor level on which the sign is placed, or to the top of the ceiling height of that floor. For industrial zoning, a maximum 3 SF sign is allowed for each tenant if a common entrance, or maximum 8 SF per tenant for each multiple entrance. For shopping centers in B-2, all property signage must be located in the sign band provided above the building canopy. The sign shall occupy a maximum sign area not taller than 18 inches and not longer than 65 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. Any store in excess of 10,000 sq ft shall have a maximum sign area not taller than 24 inches and not longer than 40% of tenant's unit width.

³ To be placed only in valance of the building with a margin of a minimum of one inch above and below the letters.

⁴ Applies to retail shopping space constructed in excess of 75 feet from edge of public right of way and not within 500 feet of residential property. If the tenant is located in an end unit, it is permitted to install an additional sign. Total area of second sign may not exceed the result of one and one half times the width of the store. All property signage must be located in the sign band provided above the building canopy. The sign shall occupy a maximum sign area not taller than two feet and not longer than 80 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. Any store in excess of 40,000 square feet may have a maximum sign area not taller than 3.5 feet and not longer than 80 percent of the tenant's unit width.

⁵ Such signs shall be no closer than 10 feet to any street line, travel lane or access road.

⁶ Off premise sign is contingent on permission from owner of property on which the sign is located. No such sign may be located within 30 feet of any other sign.

Town of Haymarket, Virginia

(b) Signs in Residential Zoning Districts

Table (b) Maximum Limits on Sign Dimensions for Lots in Residential Zoning Districts (R-1 and R-2)									
Sign Type	Residential Uses			Residential Projects ¹			Non-Residential Uses		
	Number	Area (Sq. Ft.)	Height (Ft.)	Number	Area (Sq. Ft.)	Height (Ft.)	Number	Area (Sq. Ft.)	Height (Ft.)
Minor signs (see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))	(see Sec. 58-339(b))
Freestanding Signs	1 per lot	6 sq. ft.	Not more than 4 feet from existing grade	1 per site entrance	24 Sq. Ft.	5 feet	1 per separate road frontage	24 Sq. Ft.	5 feet
Wall Signs	1 per lot	6 sq. ft.	n/a	n/a	n/a	n/a	1 per separate road frontage	12 Sq. Ft.	12 ft.

¹Includes subdivisions and other types of residential projects built as a unified development.

Sec. 58-346. Structural and maintenance requirements.

(a) All signs shall be maintained in good condition and remain structurally safe. Any sign that has deteriorated to a state of peeling, cracking, splitting, fading or rusting, is in violation of this ordinance and subject to enforcement.

(b) The owner of any advertising sign located on commercial property where the use or business has ceased operating shall, within 60 days of the cessation of use or business operation, replace the sign face with a blank face until such time as a use or business has resumed operating on the property.

Sec. 58-347. Nonconforming signs.

(a) Any nonconforming sign may be maintained even though it does not conform with the provisions of this article except as provided in this section or section 58-381 (c). The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. Upon notice from the zoning administrator, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into compliance with the current ordinance.

(b) No nonconforming sign may be enlarged or altered in such a manner as to expand the nonconformity, nor may illumination be added to any nonconforming sign, except as provided in Sec. 58-347 (h).

Town of Haymarket, Virginia

- (c) A nonconforming sign may not be moved or replaced except to bring the sign into complete conformity with this article.
- (d) A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty (50) percent of the sign structure may be restored within two (2) years after such destruction or damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an extent exceeding fifty (50) percent, it shall not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this article.
- (e) The sign face of a nonconforming sign may be changed so long as this does not create any new nonconformities and so long as a new certificate of appropriateness is not required under § 58-342 (a).
- (f) Existing signs on an industrially zoned lot may be reconfigured so as to increase the number of signs, the mix of sign types, and the location of signs, as long as the total area of all signs on the lot is not increased, that existing maximum sign heights are maintained, and as long as all other requirements of this article are met.
- (g) A nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or more. Such structure sign shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the zoning administrator or designee shall give the owner fifteen (15) days' written notice to remove it. Upon failure to comply with this notice, the zoning administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

Sec. 58-348. Definitions.

Illustrations show only the form of defined signs. Dimensional standards are shown only in the text of this article.

- (1) *A-Frame sign.* A temporary, portable sign used at a place of business to provide information to pedestrians and slow moving vehicles. The sign may be one or two sided.

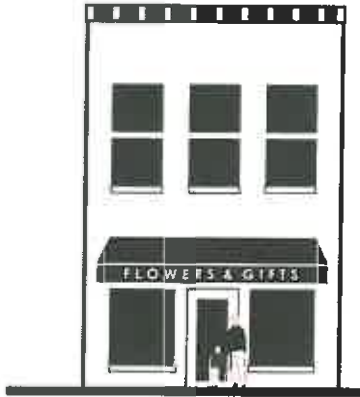


Sign
Detail /
Oblique
View

A-Frame Sign

Town of Haymarket, Virginia

- (2)
- (3) *Awning sign.* See canopy sign.
- (4) *Banner sign.* A temporary sign made of cloth, paper, vinyl or like material attached to a wall so as to remain in a generally stationary position.
- (5) *Bench sign.* A sign painted, located on, or attached to any part of the surface of a bench, seat or chair placed on or adjacent to a public place or roadway.
- (6) *Billboard sign.* (see off-premises sign)
- (7) *Canopy sign.* A sign placed directly on or attached to the surface of an awning or canopy.



Canopy/Awning Sign



Canopy/Awning Sign

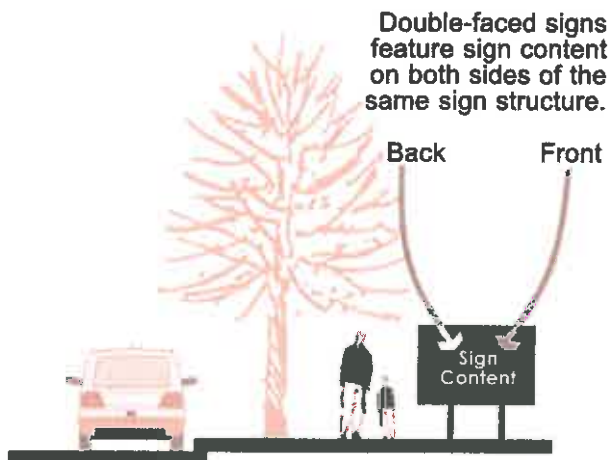
- (8) *Changeable copy sign.* A sign or part of a sign that is designed so that characters, letters or illustrations can be mechanically, physically, or electronically changed or rearranged without altering the face or surface of the sign. This does not include a flashing sign or a moving or rotating sign.
- (9) *Multi-tenant sign, Wall.* A wall sign at a building or group of buildings with multiple commercial tenants, controlled by the landlord thereof.
- (10) *Multi-tenant sign, Freestanding.* A freestanding sign at a building or group of buildings with multiple commercial tenants, controlled by the landlord thereof.

Town of Haymarket, Virginia



Directory Sign

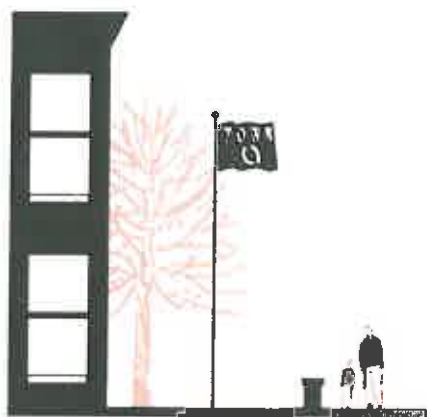
- (11) *Double-faced sign.* A sign with two parallel or nearly parallel faces, back to back, upon which advertising is displayed. For purposes of this definition, “nearly parallel” means having an internal angle between its two faces of no more than 45 degrees.



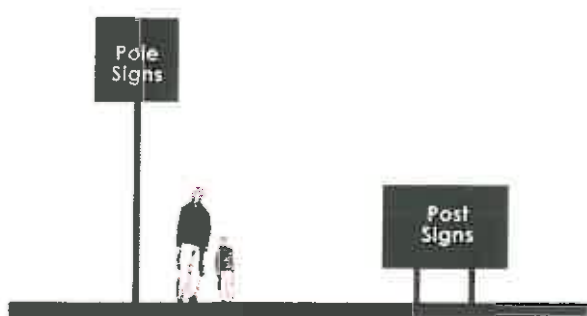
Double-Faced Sign

(12)

- (13) *Flags.* Cloth or similar flexible fabric attached to a pole at one end such that the material can bend or flutter from the point (s) of attachment.

Town of Haymarket, Virginia**Flag Sign**

- (14) *Flashing sign.* Any illuminated sign on which there is light which is not stationary or constant in intensity or color at all times when such sign is in use. For the purposes of this article, a sign that has a change rate or dwell time of four (4) seconds or longer is not a flashing sign.
- (15) *Freestanding sign.* Sign supported by one or more upright poles, columns, or braces placed in or on the ground and not attached to any building or structure, or a monument form without separate supporting elements.

**Freestanding Signs****Freestanding Sign**

Town of Haymarket, Virginia

- (16) *Government sign.* Government signs that are approved by the town council or installed for the public benefit by a branch, department, or authority of a local, state, or federal government..
- (17) *Hanging house or address numbers.* House numbers hanging from a lamppost or similar structure.
- (18) *Hanging sign.* (see Projecting sign)
- (20) *Illuminated sign.* A sign illuminated in any manner by a light source, whether internally or externally lit. Externally illuminated signs are those that have a light source projecting onto the face of the sign either by downlighting or indirectly with fluorescent, halogen or a source that gives off light. Internally illuminated signs are those that have a light source inside or behind the sign structure or sign face which projects lights through or from the sign face.
- (21) *Individual letter sign.* A sign made up of letters only that are attached directly to the building.



Individual Letter Sign

- (22) *Inflatable sign.* Any display capable of being expanded by air or other gas and used on a temporary or permanent basis.
- (23) *Location.* A lot, parcel, building site or tenant space.
- (24) *Marquee sign.* See canopy sign.
- (25) *Menu sign.* (see directory sign)
- (26) *Minor sign.* A wall or freestanding sign with a sign face not exceeding one (1) square foot in area, not exceeding four feet in height, and not illuminated.
- (27) *Moving or Rotating Sign* - An environmentally activated sign or other display with mechanical motion or the appearance of motion powered by natural, manual, mechanical, electrical or other means, including but not limited to pennant strings, streamers, spinners, propellers, and search lights. It does not include a flag or a hand held sign; see Portable Sign.
- (28) *Neon sign.* A sign that uses light-emitting gas to convey a message in a form such as letters, numbers, and figures.

Town of Haymarket, Virginia

- (29) *Off-premise sign.* A sign which directs attention to a commercial business, product, service or establishment conducted, sold or offered at a location other than the premises on which the sign is erected.
- (30) *Painted sign.* Any sign painted on the exterior surface of a building; includes a mural sign.
- (32) *Political sign.* A temporary sign announcing or supporting political candidates or issues in connection with any national, state or local election. Political signs are regulated the same as other temporary signs.
- (33) *Portable sign.* Any temporary sign not affixed to a building, structure or the ground. It does not include a flag or banner sign.
- (34) *Projecting sign.* (Also Hanging Sign) A sign attached to a building, approximately perpendicular to the building wall.



Projecting/Hanging Sign

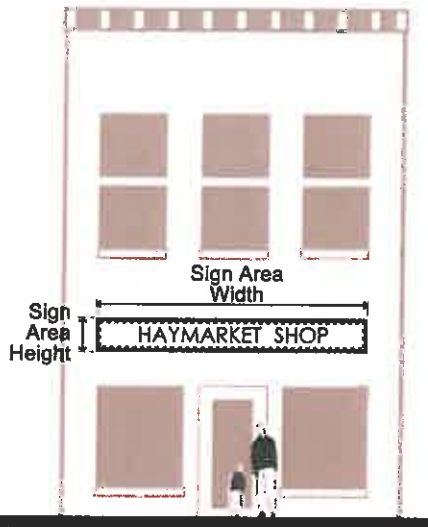
- (35) *Real estate sign.* A temporary sign that advertises the property on which it is located, for sale, rent, or lease, regulated the same as other temporary signs.
- (36) *Roof sign.* Any sign which extends above the lower edge of the roof of the building to which it is attached.



Roof Sign (Not Permitted)

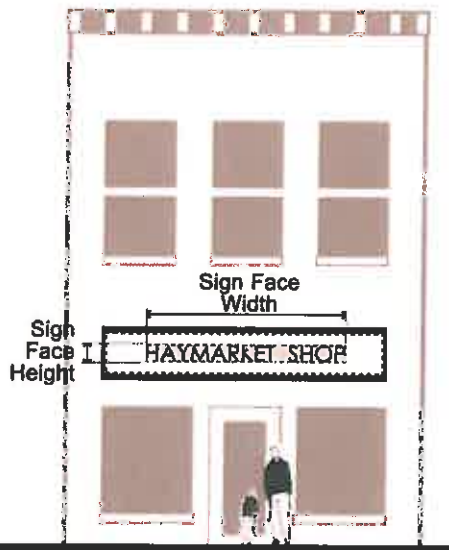
Town of Haymarket, Virginia

- (40) *Sign*. Any device (writing, letter work or numeral, pictorial presentation, illustration or decoration, emblem, device, symbol or trademark, flag, banner or pennant or any other device, figure or character) visible to and designed to communicate information to persons in a public place, public right-of-way, or parking area or travel area open to the general public. However, the term “sign” does not include public art, holiday displays, or architectural features, except those that identify products or services or advertise a business use. The term “sign” also does not include the display of merchandise for sale on the site of the display.
- (41) *Sign area*. The entire face of a sign, including the advertising surface and any framing, trim or molding, but not including the supporting structure. Sign area is calculated by standard mathematical formulas such as height times width for rectilinear signs, πr^2 for circular signs, and the applicable standard mathematical formula for other geometrical shapes.

**Sign Area**

For area calculation, see definition in ordinance.

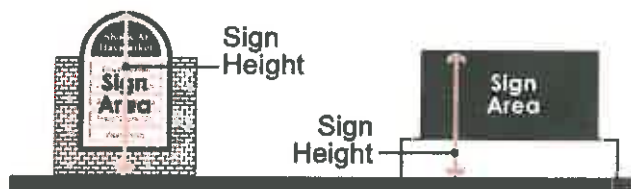
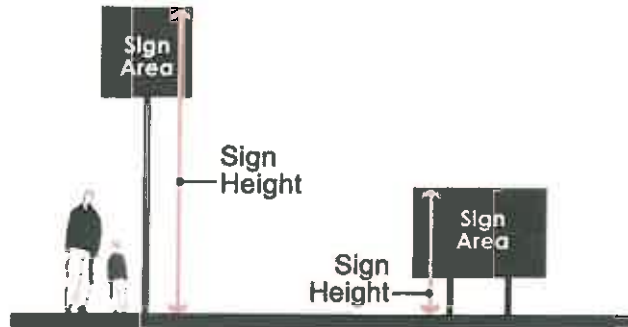
- (42) *Sign face*. The area or display surface used for the message, not including any framing, trim or molding, or the support structure. Face area is calculated using the same mathematical formulas as for sign areas.

**Sign Face**

For area calculation, see definition in ordinance.

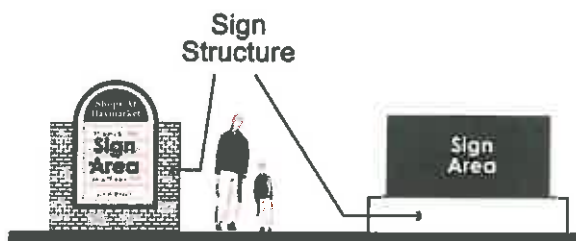
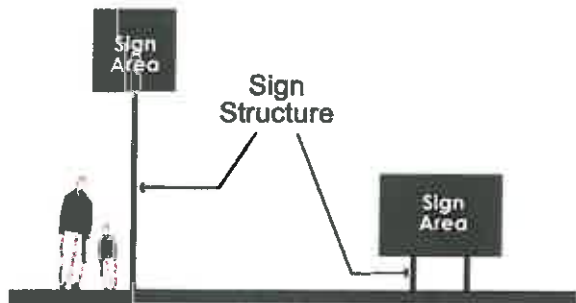
Town of Haymarket, Virginia

- (43) *Sign height.* Distance measured in feet and inches from the ground below the sign to highest point of sign to include sign structure, or in the case of wall signs on upper floors, from the floor level immediately below the sign to the highest point of the sign. Artificially increasing the height of the sign by berming or mounding dirt or other material at the sign base is prohibited.



Sign Height

- (44) *Sign structure.* Sign structure includes the supports, uprights, bracing, and framework of any structure, be it single-faced, double-faced, V-type, or otherwise exhibiting sign.



Sign Structure

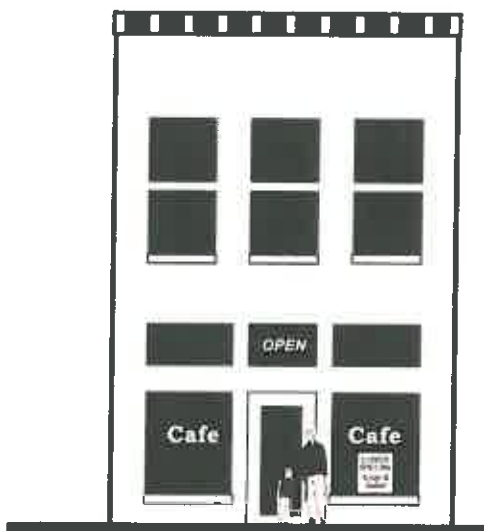
Town of Haymarket, Virginia

- (46) *Temporary sign.* A sign constructed of cloth, canvas, vinyl, paper, plywood, fabric, or other lightweight material not well suited to provide a durable substrate or, if made of some other material, is neither permanently installed in the ground nor permanently affixed to a building or structure which is permanently installed in the ground
- (48) *Vehicle sign, parked.* A sign placed, affixed or painted on a motor vehicle or trailer parked with the primary purpose of providing signage not otherwise allowed by this article. Any such vehicle or trailer shall, without limitation, be considered to be used for the primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.
- (49) *Wall sign.* Any signs or lettering, projecting not more than eight inches, which are placed against or attached to the front, rear, or side wall of a building, but shall not include painted or mural signs, or roof signs as defined herein.



Wall Sign

- (50) *Window sign.* A sign visible outside the building and attached to or within 18 inches in front of or behind the surface of a window or door

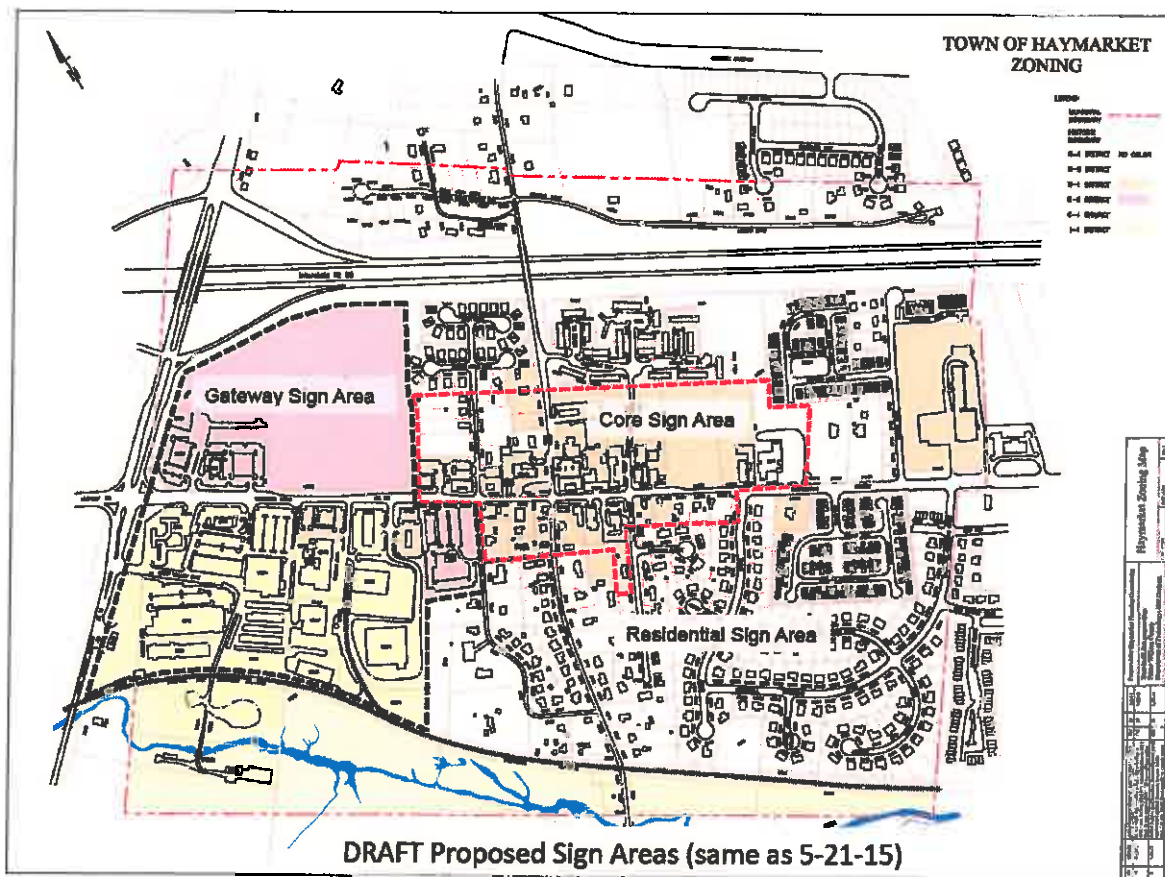


Window Sign

Town of Haymarket, Virginia

- (51) *Yard sale sign*. A temporary sign advertising private sales of personal property (such as garage sales or rummage sales), regulated the same as other temporary signs.
- (52) *Advertise* means to call attention to a commercial product, service, or activity.
- (53) *Nonconforming sign* means any sign which was lawfully erected in compliance with applicable regulations of the Town and maintained prior to the effective date of this ordinance and which fails to conform to current standards and restrictions of the zoning ordinance.
- (54) *Parked vehicle sign*: see Vehicle sign, parked.
- (55) *Sign Style*. With regard to wall and freestanding signs, this term refers to one of the following historical/colonial types: Classic banner, classic tablet, contemporary oval, contemporary tablet, Hyde Park, and the traditional circular and rectangular type signs.

Sign Area Map



Town of Haymarket, Virginia

**V:\Company\Town of Haymarket\Ordinances and Resolutions\sign ordinance\Haymarket
Sign Amends DRAFT for council agenda REV 1-11-16.docx**



TO: Architectural Review Board
SUBJECT: ARB Task List
DATE: 01/20/16

Chair Luersen will update the ARB on the Task List.

ATTACHMENTS:

- ARB Tasking 201601 (PDF)

January ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
Welcome Signs at Town entrance	Luersen	Aug. 2012	Open	<p>???? – Task Created</p> <p>Aug. 2012 – Tabled 'til next meeting</p> <p>Sep. 2012 – Board to review other towns signs via internet and prepare for Oct. 2012 concept discussion.</p> <p>Oct. 2012 – Concept Created. Ken to create formal ARB request package for town council. ARB review set for Nov. 2012. Packet submission to town council set for Dec. 2012 town meeting</p> <p>Nov. 2012 – ARB requested that town properties be included in package. ARB moved to submit document to Town council at the December TC meeting after changes are made.</p> <p>Dec. 2012 – Task tabled for the holidays</p> <p>Jan. 2013 – Town Council approved the concept and requested ARB to move forward with sign designs and costing. Next step. Get VDOT correspondence started and a list of road sign manufacturers.</p> <p>Feb. 2013 – Got feedback from VDOT to what concepts are possible and procedures to apply for right of way use. Also got POC's for PWC's sign designer/builder. Asked Marchant to contact Leesburg to request cost for their stone sign structure on 15 at the south entrance.</p> <p>Mar. 2013 – Luersen will be meeting with Bud Craiger, PWC sign designer, on March 22 to discuss fabrication costs. Marchant to initiate Leeseburg costs for Stone sign and landscaping costs for their sign at the south Rt15 entrance.</p> <p>Apr. 2013 – Bud Craiger to develop sign design/costs/time frame packet to ARB. No delivery date was set. Luersen to keep communications with Bud to determine a delivery date for the packet. Marchant talking with Leesburg and will be getting the RFP quotes for us to use as reference costs.</p>

Attachment: ARB Tasking 201601 (2699 : ARB Task List)

January ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
				<p>May 2013 – Got two drawings from Bud’s group. Comments requested during meeting</p> <p>June 2013 – Luersen to reach out to Bud Craiger to reignite progress</p> <p>July 2013 – No change</p> <p>Aug. 2013 – Luersen reached out to Bud Craiger to start back up after Summer Vacation</p> <p>Sep. 2013 – Bud said review sign types and we can meet again to develop costing figures.</p> <p>Oct. 2013 – Luersen to meet with Jenifer to get sign count for Town owned buildings and give Bud Craiger details to make up the build plan.</p> <p>Nov. 2013 – Luersen met with Jenifer and determined that only the Museum needed to be updated. Luersen working with Craiger to use the new town Logo. Craiger waiting to receive the Logo from Luersen.</p> <p>Dec. 2013 – No Change. Luersen still to follow up.</p> <p>Jan. 2014 – No Change. Luersen still to follow up.</p> <p>Feb. 2014 – No Change. Luersen still to follow up.</p> <p>Mar. 2014 – No Change. Luersen still to follow up.</p> <p>Apr. 2014 – No Change. Luersen still to follow up.</p> <p>May 2014 – No Change. Luersen still to follow up.</p> <p>Jun. 2014 – No Change. Luersen wants to let the new board to settle in and will follow up in August with Bud Craiger.</p> <p>Jul. 2014 – No Change.</p> <p>Nov. 2014 – No Change.</p> <p>Dec. 2014 - Luersen to work with Swinford to get the stalled status moving.</p> <p>Jan. 2015 - Luersen relays Sign shop information and past</p>

Attachment: ARB Tasking 201601 (2699 : ARB Task List)

January ARB Tasking Status

Task Description	Owner	Date Started	Status	Chronologic Detail
				<p>designs to Swinford.</p> <p>Feb. 2015 – No Meeting</p> <p>Mar. 2015 – Initial sign package emailed to Swinford from Luersen</p> <p>May 2015 – No change.</p> <p>Jun. 2015 – No change.</p> <p>Jul. 2015 – Status to be updated at July meeting.</p> <p>Nov. 2015 – working meeting held before October ARB meeting. First step is to design Welcome signs that go with the Corp limit signs. Other signs are TBD later on.</p> <p>Jan. 2016 – No Change.</p>
Commercial Fencing	Marchant and ARB staff	December 2014	On Hold	<p>Jan. 2014 – A COA for a commercial Fence, led to the discussion that commercial fences are not addressed in the ARB Guidelines. With the changes of the Historic district overlay, and comp-plan review, the ARB Guidelines will need to be updated. To that note, it was determined to begin outlining acceptable commercial fencing to include with the guideline changes.</p> <p>May 2014 – On hold until Historic District overlay is determined, requiring Guideline changes.</p> <p>Jun. 2014 – District overlay was voted down by Haymarket Town Board. Will keep this on hold until new Board Liaison gives direction.</p>

Attachment: ARB Tasking 201601 (2699 : ARB Task List)