

**Town of Haymarket  
Architectural Review Board  
15000 Washington Street-Haymarket, VA 20169  
Wednesday, February 15, 2012 ~ 7:00 pm  
Chair Pamela Swinford**

## **AGENDA**

**Pam Swinford, Ellie Ivancic, Mary Lou Scarbrough, Ken Luersen, John Parham, Architect**

**Call to Order**

**Roll Call**

**Citizens' Time**

**Minutes**

**January 18, 2012**

**Certificate of Appropriateness & Construction Permit Application (where required)**

**15111 Washington Street – Capital Women's Care – Sign - resubmittal**

**15151 Washington Street – Piedmont Tire & Auto – Sign**

**Town Council Update: Scarbrough**

**Planning Commission Update: Ivancic**

**New Business**

**Town Manager**

**Old Business**

**Discussion of Town Hall Building façade – Council directive**

**Street Banners**

**Signs for the Town**

**Caboose Project**

**By Laws**

**Town of Haymarket  
Architectural Review Board Meeting  
Chair Pamela Swinford  
15000 Washington Street, Haymarket, Virginia 20169  
Wednesday, January 18, 2012 - 7:00pm**

**Commissioners:** Pamela Swinford, Ellie Ivancic, Mary Lou Scarbrough, John Parham, Architect

**Chair Swinford calls the meeting to order at 7:02pm.**

**Roll Call:** Swinford, Luersen, Scarbrough, Parham  
Ivancic absent

**Citizen's Time:**  
None

**Announcements:**  
None

\*\*\*\*\*

**Luersen motions to approve the minutes of November 16, 2011. Swinford seconds. Scarbrough abstains as was absent.**

**Ayes: 3  
Nays: 0  
Abstain: 1  
Absent: 1  
Motion carries.**

**Certificates of Appropriateness**

\*\*\*\*\*

**Scarbrough motions to approve a Certificate of Appropriateness for a Wall sign for Capital Womens Care, located at 15111 Washington Street, #121. Luersen seconds.**

**Discussion:** Swinford says some buildings do have their own sign plan. We allowed Fashion Forward Salon to do something different, as felt compelled to approve it since PC did. Consensus is not liking the white background on the sign. Maybe put a border around it? Or change the background color to the color of the building. What exactly is the teal color?

**Ayes: 0  
Nays: 4  
Absent: 1  
Motion fails.**

\*\*\*\*\*

**Luersen motions to approve the Certificate of Appropriateness for a Dumpster Gate, and a Fence enclosure around AC Units at 15151 Washington Street, for Piedmont Tire & Auto. Condition being the pressure treated wood must be painted or stained to match the cream color of the accent on the brick of the building.**

**Ayes: 4  
Nays: 0  
Absent: 1  
Motion carries.**

**\*\*\*\*\*Note to Clerk:** ARB request the Clerk to confirm with the Town Manager if the ARB has recourse over Piedmont Tire & Auto not coming before the ARB for the Dumpster Enclosure. The ARB would like to see the Dumpster enclosure done in brick to match the building, as it is now enclosed in cinder blocks.

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Also ask the Town Manager how long Piedmont Tire can have their "Open" flags up? Would like to see them taken down.

**Town Council Update:** None. Scarbrough. There is a TC continuation meeting next Monday. There is discourse between the motions regarding the Hulfish House. May still be legal issues pending. Roberts Rules of Order were suspended. Swinford went to the Public Hearing and talked during Citizens Time. ARB had voted to unanimously renovate the building. If a full demo was requested, they need to give the ARB an alternate plan for that site. ARB has the right to request the sale of the property for a year before demolition. Swinford brought that information to the Council. There was a petition started. Swinford asks isn't a council member supposed to be unbiased? One member forcing the issue. What is the legality of it.

Swinford submitted something to the Council questioning the petition. What verbal information was given along with it? She will get something to the Clerk. Is everyone in support of it?

Luersen said he sees both sides of it. He signed the petition for demo'ing the Hulfish House he feels it was in Town Councils view long enough and feels they have lost their chances of being stewards of this house. It's time to get something done now. We've been bickering for five years now. Parham asks how come two council members seem to be stymieing this whole thing?

Scarbrough listened to the audience/residents at the Public Hearing. First we need to see if the building is structurally sound. She motioned to approve an amount to do this. So we can get and RFP. But bids were all over the place. It wasn't done properly. There is a way to do this right. She wants the property to thrive, and save it as long as it doesn't bankrupt the town or cause more money to taxpayers.

Swinford asks if the ARB is comfortable going forward with this information? She doesn't want this to be a moneypit either. ARB needs to be a majority vote that this is what they want her to do. Luersen suggests dropping the building and rebuilding it to spec.

Swinford will do a memo, talking about the validity of the petition, that some misinformation was given out. ARB is fine with that. Get a copy to Scarbrough.

**Planning Commission Update:** None. Ivancic absent.

**New Business:**

**Old Business:**

**Town Hall façade.** Luersen has done a rendering of it, and it is discussed. Parking is a major issue there. We also need a flagpole. There are flooding issues too with a crushed pipe, but VDOT won't fix it. Many issues to consider. Is the Town willing to pay for the Architect, Parham, to come up with a rendering? Do we want a real work session sit down meeting? \*\*\*\*Work Session scheduled for February 22, 2012, at 7:00pm. Would like Ivancic's input.

**Street Banners.** Need to make some decisions. We have one with the museum, and another with Cherry blossoms in Teal. Now we have a blue Seasons Greetings banner. Swinford shows some samples she has. All are in agreement that we only need one side of the poles done, not two sided. Take down the Seasons Greetings ones now. Just put up Town of Haymarket ones. Cherry blossoms for the Spring. Luersen would like to see new flags cycled in as well, to keep them looking good. We don't really need a Summer one. Swinford will call the company on something to put forward.

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**Signs for the town:** Clerk had said since the Museum is a historic registered site, do we want the State highway signs that say historic site at exit? Civic war trail site? Is there a Grant for it? There are proffers on some of these new buildings. Some are for ARB historical use. We could use that towards these signs. Town Council would approve it. Will get exact figures from the Clerk. Something solid so we can make a decision. Swinford will also look at Plaquards for all the old buildings in Town. Costs.

**Caboose:** Still need to find out about stabilization from Lowery. Will decking be all Trex or equivalent.

**Marchant** is working on By Laws.

\*\*\*\*\*

**Scarborough motions to adjourn the meeting at 9:07pm. Swinford seconds.**

**Ayes: 4**

**Nays: 0**

**Absent: 1**

**Meeting adjourned.**

**Submitted:**

**Approved:**

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**Sherrie Wilson, Clerk to the ARB**

---

**Pam Swinford, Chair**



RECEIVED

JAN 27 2012

TOWN OF HAYMARKET

## CERTIFICATE OF APPROPRIATENESS APPLICATION

These requirements are agreed to by the undersigned and are a condition necessary for approval of the CERTIFICATE  
This applies to all properties located in the Town of Haymarket  
See Accompanying Instructions~Please type or block print

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.

APPLICANT: D&D Signs, Inc. PHONE NO: 540-428-3144

OWNER (if different): Wood Village, LLC PHONE NO: 703-754-4503

PROPERTY ADDRESS: 15151 Washington Street

MAILING ADDRESS: 6418 Old Meetze Road- Unit B, Warrenton, 20187 EMAIL (Mandatory): dcolleran@comcast.net

Is the applicant or owner a member of a Homeowners Association (HOA)? ☐ Yes ☒ No If Yes, has this application been approved by the HOA?  
☐ Yes ☐ No HOA Representative/Landlord/Owner (Name/Signature) \_\_\_\_\_ Date: \_\_\_\_\_

In as much detail as possible, please describe the work to be performed (see following pages for additional required information in each applicable area(s):

Install monument in front of business. Sign is 1/2"x4"x5' white wood with navy blue and yellow graphics. Sign to be mounted on (2) 4x4 treated posts painted white with toppers.

- Indirect lighting to be approved by the ARB.

(For Office Use Only)

Date to ARB: 2-15-12

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL \_\_\_\_\_ ☐ DEFERRED UNTIL \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD CHAIR \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: \_\_\_\_\_

Date to PC: 2-13-12

☒ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL \_\_\_\_\_ ☐ DEFERRED UNTIL \_\_\_\_\_

PLANNING COMMISSION (where required): Rebecca Bare  
SIGNATURE PRINT

CONDITIONS: - Location to East of sidewalk - Removal of all banner signs - Indirect lighting - A to be approved by ARB

58-344(b)(2)

Date to TC: \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL \_\_\_\_\_ ☐ DEFERRED UNTIL \_\_\_\_\_

TOWN COUNCIL (where required): \_\_\_\_\_  
SIGNATURE PRINT

CONDITIONS: \_\_\_\_\_

Applicant's Signature: DAVE COLLERAN Date: 1-20-12



The Town of  
**HAYMARKET**  
Established in 1759

**RECEIVED**

JAN 27 2012

**TOWN OF HAYMARKET**

Date: 12-12-11

Permit #: \_\_\_\_\_

**Construction Permit Application**

Cost of Construction: \$ 1,400.00

Address where work is to be done: 15151 Washington Street

Scope of Work: 1/2"x4'x5' wood sign mounted on white 4x4 post with toppers

Current Zoning (check one) ☐ R1 ☐ R2 ☐ B1 ☐ B2 ☒ I1 ☐ C1

☒ New Construction \_\_\_\_\_

☐ Existing Construction \_\_\_\_\_

☐ Residential (Square Feet per floor) \_\_\_\_\_

☐ Addition \_\_\_\_\_

☒ Commercial \_\_\_\_\_

☐ Alteration \_\_\_\_\_

☐ Industrial \_\_\_\_\_

☐ Repair \_\_\_\_\_

☐ Educational \_\_\_\_\_

☐ Tenant Layout (Square Footage) \_\_\_\_\_

**PERMIT HOLDER INFORMATION**

**D&D Signs, Inc**

Name

**6418 Old Meetze Road-Unit B**

Address

**Warrenton VA 20187**

City

State

Zip Code

**540-428-3144 dcolleran@comcast.net**

Phone #

Email

**PROPERTY OWNER'S INFORMATION**

**Wood Village LLC/Daisy Wood**

Name

**7600 Rogues Road ROAD**

Address

**Warrenton VA 20187**

City

State

Zip Code

**703-754-4503**

Phone #

Email

**Type of Improvement:**


Type of Construction: MONUMENT SIGN

Use Group of structure: \_\_\_\_\_

Code and year which designed under: \_\_\_\_\_



Name of lien agent: \_\_\_\_\_ Sign below if lien agent is not designated:  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

  
 \_\_\_\_\_  
 Signature

All components of submission requirements must be met before the application can be accepted and scheduled for review/hearing. Incomplete applications will not be processed.  
Requirements: Submit three copies of all applicable plans (sites, foundation, floor, electrical, plumbing, mechanical, cross sections, elevations, etc.) and Application for Certificate of Appropriateness for Architectural Review Board (if work is visible from the street).

I certify that I have the authority to make the foregoing application, that the information given is correct and that all construction will comply with the VUSBC. Also, the person identified above as the permit holder is the responsible party for compliance with the VUSBC and all applicable ordinances. I request that after all of the work under this permit has been completed, all required inspections are performed and approved, all fees have been satisfied that a Certificate of Use and Occupancy be issued.

P.O. Box 1230 \* Haymarket, Virginia 20168 \* 703-753-2600 \* FAX: 703-753-2800  
Page 2 of 3

# APPLICATION ROUTING

|  | Date    | Approved       | Comments               |
|--|---------|----------------|------------------------|
| Construction Permit Application Submitted: | 1-27-12 |                |                        |
| Submitted to Planning Commission           | 2-13-12 | <i>Release</i> | 58-344(b)(2) condition |
| COA Submitted to ARB (if required)         | 2-15-12 |                | COA Pending            |
| Submitted to Council (if required)         | —       |                | ARB approval           |
| Submitted to Building Official             | 1-27-12 |                |                        |
| Submitted to Health Dept (if required)     | —       |                |                        |

## FEES:

Plan Review \$ \_\_\_\_\_ Inspections: \$ \_\_\_\_\_ Additional Plan Review \$ \_\_\_\_\_  
 State Surcharge \$ \_\_\_\_\_ Application Fee \$ \_\_\_\_\_ Total Fees \$ \_\_\_\_\_

Permit submitted to:

*Sherrie Wilson*

Title:

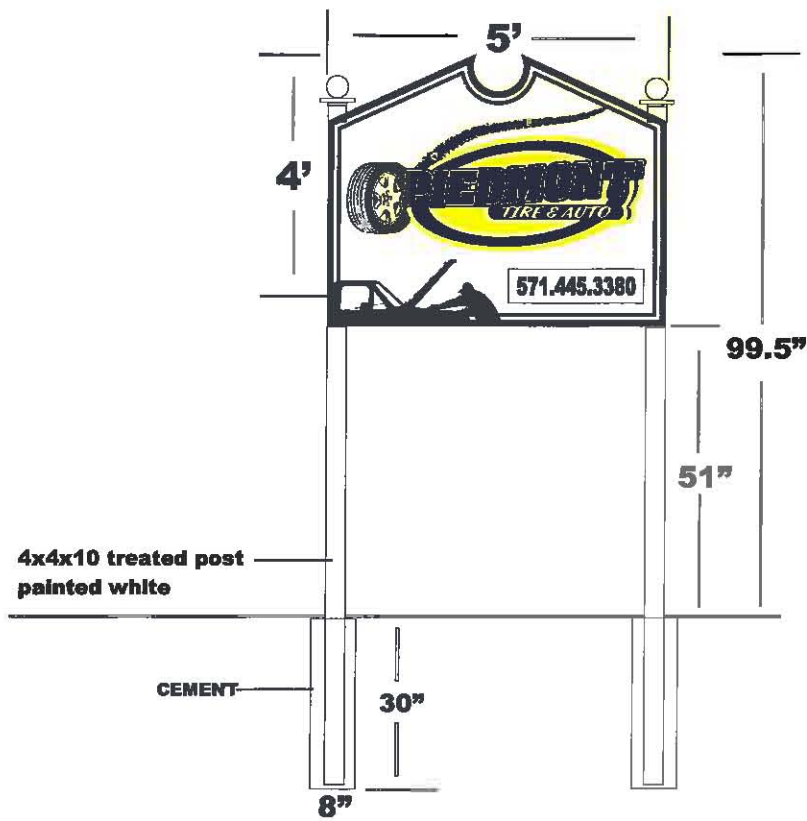
*Deputy Clerk*

## For Building Official Use:

Date Construction Permit Application Approved: 2-3-12

Initials of Person issuing Permit: SL





**1/2"X4'X5' WOOD SIGN**  
**NAVY BLUE AND YELLOW**  
**1 SIGN PER SIDE**



**SIGN**

- Perpendicular to road
- Setback 11' from Washington Street

ST. PAUL'S EPISCOPAL CHURCH  
 18.000' x 10.000'  
 18.000' x 10.000'

ST. PAUL'S EPISCOPAL CHURCH  
 18.000' x 10.000'  
 18.000' x 10.000'

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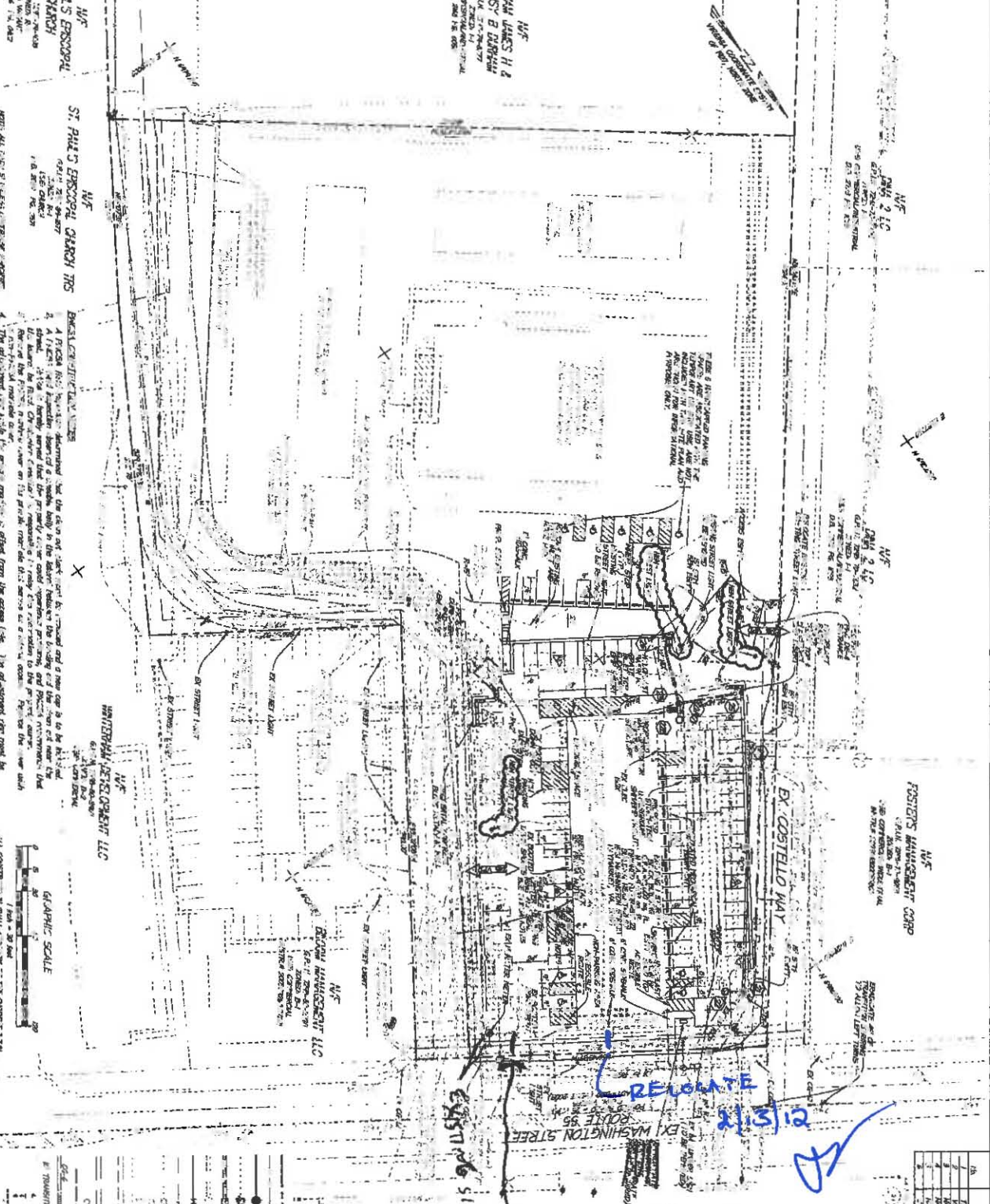
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 18.000' x 10.000'  
 18.000' x 10.000'



PIEDMONT TIRE & AUTO

FINAL SITE PLAN

TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VIRGINIA

SITE PLAN

DATE: 07/17

SCALE: 1" = 30'

SHEET NO. 01

PROJECT NO. 000000

DESIGNER: J. J. J.

CHECKER: J. J. J.

christopher consultants

engineering - surveying - land planning

6417 innovation drive, manassas, virginia 20108

703.343.1717 fax 703.343.1728

07/17

01



2011  
LICENSE YEAR  
EXPIRES JUNE 30, 2012

FAUQUIER COUNTY BUSINESS LICENSE  
OFFICE OF  
ROSS W. DURSO  
COMMISSIONER OF THE REVENUE

This is to certify that the below named business has complied with all the requirements to operate a business in the County of Fauquier, Virginia pursuant to Chapter 12 of the Fauquier County Code.

|  |  |                    |
|--|--|--------------------|
| NATURE OF BUSINESS: SIGNS MAKING   | CODE RETL  | N.A.I.C.S.: 238990 |
| APPLICANT NAME AND MAILING ADDRESS   | ACCOUNT: 13874   | DISTRICT: CENTER   |
| B & B SIGNS INC<br>8418 OLD MEETZE RD UNIT B<br>WARRENTON VA 20187   | FAUQUIER COUNTY BUSINESS LOCATION<br>8418 OLD MEETZE RD UNIT B |                    |
| <br>Commissioner of the Revenue |  |                    |

(FOUNT 0480)

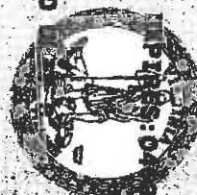
COMMONWEALTH OF VIRGINIA

BOARD FOR CONTRACTORS - CLASS C

CONTRACTOR LICENSE - CLASSIFICATIONS: BSC

NUMBER: 2708 075716  
D & D SIGNS, INC

8418 OLD MEETZE ROAD



ASSIGNMENT OF VENDOR'S RIGHTS OR USE AGREEMENT OF TERMS OF SALE



ZONING PERMIT #: \_\_\_\_\_

**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  
(Check all that apply) ☒ New Tenant/Use ☐ Change of Use ☐ Relocation

NAME OF BUSINESS/APPLICANT: Capital Women's CarePROPOSED USE: Sign - medical office Size (Sq. Ft./Length) of Construction: \_\_\_\_\_SITE ADDRESS: 1511 Washington St Ste 121 Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

ZONING DISTRICT: ☐ R-1 ☐ R-2 ☐ B-1 ☐ B-2 ☐ I-1 ☐ C-1 Site Plan Required: ☐ Yes ☐ NoSpecial Use Permit Required: ☐ Yes ☐ No Homeowners Association (HOA) Approval: ☐ Yes ☐ No

Off-street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)

12" x 72" x 1/2" Beige MDO Board with High Performance  
Avery dark blue (similar to Pantone 285 CVO) and Avery  
Teal Vinyl text and graphics. To be latched with 8 angled wood  
staples

Supporting Documentation (attached): ☐ Narrative ☐ Plan/Plot ☐ Specification SheetFEE: ☐ \$25.00 Residential ☐ \$50.00 Commercial

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

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

| PERMIT HOLDER INFORMATION |             |           | PROPERTY OWNER INFORMATION             |  |                  |
|---------------------------|-------------|-----------|--|--|------------------|
| Name _____                |             |           | Name <u>WINTERHAM DEVELOPMENT, LLC</u> |  |                  |
| Address _____             |             |           | Address <u>PO Box 430</u>              |  |                  |
| City _____                | State _____ | Zip _____ | City <u>Glen Echo MD</u>               | State <u>MD</u>                        | Zip <u>20812</u> |
| Phone# _____              | Email _____ |           | City <u>(571) 437-8083</u>             | Email <u>jessica.tracy@verizon.net</u> |                  |

## 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.

[Signature]  
Applicant Signature

[Signature]  
Property Owner Signature

## \*\*\*OFFICE USE ONLY\*\*\* ZONING PERMIT #1 \_\_\_\_\_

Date Filed: \_\_\_\_\_ Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: \_\_\_\_\_ ☐ DEFERRED UNTIL: \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS: \_\_\_\_\_

DATE TO PLANNING COMMISSION: 1-9-12

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: \_\_\_\_\_ ☐ DEFERRED UNTIL: \_\_\_\_\_

PLANNING COMMISSION (where required): \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS: \_\_\_\_\_

DATE TO TOWN COUNCIL: \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: \_\_\_\_\_ ☐ DEFERRED UNTIL: \_\_\_\_\_

TOWN COUNCIL (where required): \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS: \_\_\_\_\_



12-22-2011  
Susan Jarvis  
Practice Administrator  
Capital Women's Care Div 45  
703-368-2462

**WEISCO**  
*Signs and Awards*

9073 Liberia Ave. Manassas, VA.  
(703) 368-7810 Fax: (703) 368-8567  
E-Mail [Signsbyweisco@aol.com](mailto:Signsbyweisco@aol.com)  
All Rights Reserved





# CAPITAL WOMEN'S CARE

*Working Together For Women's Health*

12" x 72" x 1/2" Beige MDO Board with High Performance Avery Dark Blue (similar to Pantone 288 CVC) and Avery Teal Vinyl Text and Graphics

Installed using 8 white capped wood screws

1-20-2012

Susan Jarvis

Practice Administrator

Capital Women's Care Div 45

703-368-2462

**WEISCO**  
*Signs and Awards*

9073 Liberia Ave. Manassas, VA.  
(703) 368-7810 Fax: (703) 368-8567  
E-Mail [Signsbyweisco@aol.com](mailto:Signsbyweisco@aol.com)  
All Rights Reserved

**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\*\*\*

ZONING PERMIT #:

Date Filed:

1-5-2012

Fee Amount:

N/A

Date Paid:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB):

1-18-2012

☒ APPROVED

☒ DISAPPROVED

☐ TABLED UNTIL:

☐ DEFERRED UNTIL:

ARCHITECTURAL REVIEW BOARD CHAIR:

SIGNATURE

PRINT

CONDITIONS:

due to lack of copy. Sign needs borders, color specific by number, if no borders sign should have same back ground color as building.

DATE TO PLANNING COMMISSION:

1-9-2012

☒ APPROVED

☐ DISAPPROVED

☐ TABLED UNTIL:

☐ DEFERRED UNTIL:

PLANNING COMMISSION (where required):

SIGNATURE

PRINT

CONDITIONS:

58-343 (4)

DATE TO TOWN COUNCIL:

☐ APPROVED

☐ DISAPPROVED

☐ TABLED UNTIL:

☐ DEFERRED UNTIL:

TOWN COUNCIL (where required):

SIGNATURE

PRINT

CONDITIONS:



CAPITAL  
WOMEN'S  
CARE

MANASSAS/GAINESVILLE DIVISION 45

JOHN GONZALEZ, M.D., F.A.C.O.G.  
RAYMOND L. MCCUE, M.D., F.A.C.O.G.  
J. DOUGLAS WALL, M.D., F.A.C.O.G.  
DEBORAH S. THOMSON, OB/GYN N.P.

# Fax

To: Sherrie Wilson From: Susan Javine  
Fax: 703 753 2800 Pages: 3  
Phone: \_\_\_\_\_ Date: 2-6-2012  
Re: \_\_\_\_\_ CC: \_\_\_\_\_

☐ Urgent    ☒ For Review    ☐ Please Comment    ☐ Please Reply    ☐ Please Recycle

**CONFIDENTIALITY NOTICE:** The text above and any documents accompanying this fax contain confidential information that is legally privileged. This information is intended only for the use by the direct addressee(s) of the original sender. If you are not the intended recipient of the original sender, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the information is strictly prohibited. If you have received this fax in error, please notify the Capital Women's Care Privacy Officer at [PRIVACYOFFICER@CWCARE.NET](mailto:PRIVACYOFFICER@CWCARE.NET) and delete any copies of this fax in your possession. Thank you.