



# TOWN OF HAYMARKET PLANNING COMMISSION

## REGULAR MEETING ~ AGENDA ~

Robert B. Weir,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

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Monday, April 13, 2015

7:00 PM

Council Chambers

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### 1. Call to Order

### 2. Minutes Approval

- a. Planning Commission - Regular Meeting - Mar 9, 2015 7:00 PM

### 3. Citizens Time

### 4. Announcements

### 5. ARB & Town Council Updates

### 6. Old Business

- a. Capital Improvement Program
- b. Comprehensive Plan
- c. 1 Mile Notice

### 7. Town Planner Report

### 8. New Business

- a. Harrover Master Plan Presentation
- b. Saint Paul's Special Use Permit Application #SUP20150331 Temporary Classroom Trailer

### 9. Adjournment



# TOWN OF HAYMARKET PLANNING COMMISSION

## REGULAR MEETING ~ MINUTES ~

Robert B. Weir,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, March 9, 2015

7:00 PM

Council Chambers

A Regular Meeting of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at

called the meeting to order.

### 1. Call to Order

Chair Robert B. Weir: Present, Commissioner Ralph Ring: Present, Council Liaison Matt Caudle: Present, Josh Mattox: Present, James Carroll: Present, Maureen Carroll: Present.

### 2. Public Hearings

a. Zoning Text Amendment - Parking Ordinance  
Chairman Weir opens the Public Hearing.

Chair Weir asks anyone that wishes to come forward, to speak for or against, please do so. No one comes forward to speak.

Chairman Weir closes the Public Hearing.

### 3. Minutes Approval

a. Planning Commission - Regular Meeting - Feb 9, 2015 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ralph Ring, Commissioner
<b>SECONDER:</b>	Josh Mattox
<b>AYES:</b>	Weir, Ring, Caudle, Mattox, Carroll, Carroll

### 4. Announcements

Delegate Marshall here. Been walking thru Haymarket today to get signatures to get back on the ballet. Been very successful. Been working on some efforts to find something to throw at Dominion Power in regards to the Power Lines. Won't go into all of it now. Just letting the PC Members know he's working on it.

### 5. ARB & Town Council Update

Ring: ARB did not meet this month so there is no update.

Caudle: Town Council, nothing to report.

### 6. New Business

a. Capital Improvement Program - 2015/2016

CIP work and Budget season starting.

We are developing a proffer policy based on the PWC proffer standards. That would be based in part on the Town's Capital Improvement Program, so this does become an important Planning document in terms of the Town being able to obtain proffers on rezonings to help fund some line items.

Information only for discussion tonight.

Ring says ARB is working on Town signs at the entrances. Is something the ARB is interested in.

Minutes Acceptance: Minutes of Mar 9, 2015 7:00 PM (Minutes Approval)

It is under Town signage. Four gateway signs not to be funded until next year. \$50,000 estimated. Get that number updated from ARB in case it has fluctuated? Ring thinks less than that. Didn't yet know what Hallowed Ground wanted to do yet. Town Planner explains Hallowed Ground to new members.  
 Want to make town signs complimentary with Hallowed Ground.  
 Caudle asks if the new interchange will have stamped concrete?  
 Yes and some other decorative developments as well. This is the only major highway connection thru the Journey is at this interchange.

Weir asks as the date of completion of the interchange project 29/Linton Hall moves forward on it's scheduled time frame, we have an initiative that is tied to completion that's been sitting on the side for awhile in the form of the Quiet Zone. And we have Capital Improvements to make that are as of yet unfunded, and not noted in the report, that are going to be required for that implementation if and when the Town chooses to pursue it. Specifically that Improved rail crossing at Jefferson St. Town Manager might want to consider putting that in.  
 What are audio enhancement council chambers. That is the new sound system that we are using right now. This is last years list.

Pasanello says we got funding thru the grant from VDOT. Waiting on VDOT to work with Norfolk Southern to do the improvements at the Crossings. Once that is done, we will be in a better position for the next steps to move forward.  
 Weir in order for us to pursue that is should be a part of the CIP. Whether immediately or part of a 5 year plan. Something that is noticeably lacking. Suggestion to put in. Need to figure out funding and where we will draw it from.

Town Planner said we had some matching funds to look at. There was also a timing issue as well.

Mattox asks if it's the Railroad crossing on 15 or Jefferson? Jefferson one is substandard. Weir's understanding is the equipment at 15 is fine for the quiet zone. But the equipment at Jefferson was not.

## 7. Old Business

### a. Zoning Text Amendment - Parking Ordinance

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ralph Ring, Commissioner
<b>SECONDER:</b>	Josh Mattox
<b>AYES:</b>	Weir, Ring, Caudle, Mattox, Carroll, Carroll

### b. Comprehensive Plan

Still on hold pending Power lines.

The Berkley Group Planning Service has done a diagnostic of all ordinances. They will help our plans become more in line with the state.

Should have recommendations in the near future.

### c. 1-Mile Notices

Dominion Hunt. Submission in June 2014. Has a copy of the concept plan and response letter. Previously an old application is still on deferral status. This is a 51 acre property south of Thoroughfare Drive.  
 A1 to Suburban Residential. 42 single family detached units.

Weir asks if comporting with 2014 proffer guidelines? Or 2008. They are complying with the latest guidelines. Updated their fee schedule, about \$17,000.

Woodburn Estates - No movement on that.

John Marshall Commons? In a holding pattern.

Minutes Acceptance: Minutes of Mar 9, 2015 7:00 PM (Minutes Approval)

## 8. Town Planner Report

2nd phase Villages of Haymarket. ARB received an application with architectural drawings and will review this month.

We sent an email to the owner rejecting it as there is missing documents and checklist items.

This will be a busy Spring coming up. Sheetz has resubmitted. Ice Rink moving forward. Robinsons Paradise North of Town. All of this becoming active again.

We received the Traffic Impact Analysis (TIA) for the Fairgrounds. We will be coordinating a review with the county. Weir requests electronic copy of the TIA.

Winterham 2nd building. Construction bid out. Should be moving forward soon.

Payne Lane. Met with them several times. There will be revised plans based on the tenants they want. Parking is an issue. We have made mention we are allowed shared parking option thru the new ordinance. Will share with Residential component on the 2nd floor. Offset of times when the Resident's will be there, compared to the Businesses.

## 9. Adjournment

Ring motions to adjourn.

Mattox seconds.

Ayes: 6

Meeting adjourned.



TO: Town of Haymarket Planning Commission  
SUBJECT: Capital Improvement Program 2015/2016  
DATE: 04/13/15

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The Town Manager will present items for the Capital Improvement Program.

**ATTACHMENTS:**

- CIP Package 2015 (Draft) (PDF)
- DRAFT CIP 2015-16 (5 Year Plan-Working File Updated) (PDF)



# Capital Improvements Plan

## Fiscal Years 2015-2020

Attachment: CIP Package 2015 (Draft) (2307 : Capital Improvement Program 2015/2016)

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Attachment: CIP Package 2015 (Draft) (2307 : Capital Improvement Program 2015/2016)

## INTRODUCTION

The initial Capital Improvements Plan (CIP) for Haymarket was adopted in the early 1980s.

Haymarket initiated the CIP in the early 1980s by including projects into the annual fiscal budget and conducting periodic reviews and recommendations by the Planning Commission, which are accepted and approved by the Town Council.

The Town has been successful in completing many projects over the years and has done well in meeting impending needs while still working towards completion of more long range projects.

Haymarket's 2010 Census showed that the Town's population had significantly increased from 879 individuals in 2000 to 1,782 within ten years later. It was anticipated that the Town would grow between the 2000 and 2010 Census, but it makes the importance of the Capital Improvement Plan even more apparent.

The Town strives to keep the Capital Improvements Plan up to date and current by an annual review and update by the Town's Planning Commission and Town Council. The Town is committed to continually make recommendations for new projects and to making every effort to provide funding for crucial future projects for the betterment and sustainability of the Town.

## THE CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan, or CIP, is an optional component of the Comprehensive Plan. A CIP is a management tool that deals with the construction, purchase or acquisition of major public facilities such as public buildings or improvements, land, parks, streets and sidewalks, technology advancements and major equipment. These items, due to their high cost and long-life expectancy, are not easily included in the annual operating budget.

A CIP covers a five-year period and is updated annually. The CIP process involves identifying projects needed over the ensuing five years and ranking them by priority. The projects are tentatively scheduled during this five-year period and a program for financing them is established. The first year of the adopted CIP becomes the basis for the capital budget; the remaining four years is the longer-term capital program. Annually, another year of projects is added and integrated into the CIP so that it always covers a five-year span.

Adoption of a Capital Improvement Plan can benefit the Town of Haymarket in important ways such as:

- Anticipating future capital facility needs;
- Correlating projects to meet community goals, financial capabilities and anticipated growth;
- Eliminating duplication and poorly planned expenditures;
- Encouraging cooperation with other governmental units;
- Establishing work schedules and cost estimates, thereby aiding local officials in projecting future expenditures;



- Providing an opportunity for early selection and acquisition of needed land before it increases in value or is lost to other uses;
- Helping the town get ready to apply for state and federal assistance;
- Enabling developers and public utility companies to plan improvements in anticipation of future capital facilities; and
- Getting town residents interested and involved in capital planning.

The Town of Haymarket defines a capital improvement as any addition, restoration or alteration to real property that meets all three of the following conditions:

- It substantially adds to the value of the real property, or appreciably prolongs the useful life of the real property.
- It becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself.
- It is intended to become a permanent installation.

Capital Improvements costs do not include personnel, operations and management (O&M), items included in general budgeting, debt service or other overhead costs.

However, the Town also includes in this Capital Improvements Plan what the Town considers a Capital Asset. Capital assets are defined within the Town's Fiscal Policy Guidelines in the following manner:

- The Town will capitalize all fixed assets with a value greater than \$5,000 and an expected life of two years or more.
- The operating budget will provide for minor and preventative maintenance.
- The capital budget will provide for the acquisition of fixed assets and the construction, or total replacement of physical facilities to include additions to existing facilities, which increase the square footage or asset value of that facility or other asset. The Town will protect assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental entities.

**SUMMARY OF PROPOSED PROJECTS for 2015-2016**

The Town is planning on starting and/or completing the following projects within 2015-2016 fiscal year. The following projects are not within in particular priority or order. Some proposed projects have been carried from previous years within the CIP and is indicated by the year it was proposed and acknowledged by stating that the project has been “carried” from year to year until funding became available or the priority is needed. Not all of the following projects will necessarily be completed, but is included as they are being initiated this fiscal year.

<b>Category</b>	<b>Project Description</b>	<b>Estimated Cost</b>	<b>Year Proposed</b>
General Government	Painting of Light Posts	\$7,000	2013-2014 (Carried)
General Government	Benches, Pads, Trashcans & Bike Racks	\$5,000	2013-2014 (Carried)
General Government	Crosswalk Repair	\$50,000	2014-2015 (Carried)
General Government	Shared Use Path	\$250,000*	2013-2014 (Carried)
General Government	Town Center Master Plan Construction	\$350,000	2014-2015 (Carried)
General Government	Harrover Architectural / Engineering	\$75,000	2015-2016
General Government	Harrover Master Plan Construction	\$300,000	2015-2016
General Government	Council Chamber Visual Enhancements	\$25,000	2014-2015 (Carried)
General Government	Gateway Signs	\$25,000	2013-2014 (Carried)
Police Department	Police Cruiser	\$38,000	2015-2016
Police Department	RADAR Speed Indicators Signs	\$15,000	2015-2016
Museum	Caboose Renovations	\$42,000**	2013-2014 (Carried)

**Total Estimated Cost for 2015-2016: \$1,182,000**

**NOTES:**

**\*Federally funded through the Connolly funds.**

**\*\*Funded through a VDOT Enhancement Grant**

The following narrative of CIP projects is not based on priorities of the projects, which are categorized in the CIP spread sheet on page.

Attachment: CIP Package 2015 (Draft) (2307 : Capital Improvement Program 2015/2016)

## GENERAL GOVERNMENT

### **I. Streetscape:**

This Streetscape Project was started in the late 90's that constructed brick sidewalks to both sides of Washington Street. Construction also included crosswalks, decorative street lights, street trees, landscaping and dedicated bicycle lanes on Washington Street. Phase 1b would be the conclusion of the Town portion of the Streetscape project and would include the design, engineering and construction across the Harrover property to Bleight Drive.

### **II. Washington Street Beautification:**

The Washington Street Beautification initiative is a continuation of the Streetscape project. By creating funding for additional aesthetic treatments to Washington Street these improvements help to add to the creation of a community by adding amenities such as benches, trashcans and bike racks. This contributes to the overall goal of creating a walkable community. Furthermore, funds within this category are also budgeted to make crosswalk repairs and replacement where necessary.

### **III. Streets, Sidewalks, Parking:**

In an effort to increase the use of multi-modal transportation the Town has secured ear marked funding through a federal grant source for pedestrian improvements along Jefferson Street in coordination with the Old Carolina bridge replacement project. These improvements will provide a shared use path from the reconstructed Old Carolina Bridge to the Washington Street intersection.

The Town will also look to improve the aesthetic treatment of the Town's streets by exploring a street striping project that would create a street striping plan for the majority of the streets. A Street striping plan would create traffic calming affect by creating "edge" lines, and on some streets create a defined center line. Aesthetically, having a striping plan on the Town's streets leads to the having a more defined and finished look.

#### **IV. Town Center Property:**

In 2010 the Town Council decided that it was going to make the property at 15000 Washington Street the Town Center and Administrative Offices. As a Town progressing to move forward with initiatives against blight of aging structures the Town sees that it is important for the integrity of the Town as well as the economic well being of the center of the Town for the Town to invest in the community by renovating the Town Center property. This process began with a Conceptual Master Plan that was completed in May of 2013. This conceptual plan is now being engineered and construction is slated to begin in the spring of 2016, which will address the storm water drainage issues on the site, the aesthetic features to the buildings, and create a community focal point with a Town “green” application. As these improvements are made the Town will need to invest into installing a security surveillance system for the site in general.

#### **V. Harrover Property:**

Similar to the initiative at the Town Center property, the Town is completing the creation of a Master Plan for the identified public use property. The Town currently does not possess a distinctive recreational area within the Town. The Harrover property has often been identified as a potential location for a municipal park or active recreation destination. Much like the Town Center property project, the Town will look to fund architecture and engineering and construction in subsequent years as funding allows for significant construction projects, but will also look to construct smaller fiscally feasible projects that are part of the Master Plan.

#### **VI. Town Administration:**

One of the many areas that the Town prides itself on is the ability to keep up with modern technologies with regard to informing the public about the Town and offering the residents and public in general the ability to access their local government. In continuing these efforts it has been determined that we need to make significant upgrades to our audio and visual equipment within the Council Chambers. As technologies continue to advance, it is the desire of the Town to become less dependent upon paper and will explore going to handheld devices for meetings. As technology of the facility improves, the need for additional security and reorientation of the administrative offices will also need to be addressed. As part of the Town Center Property project, the administrative offices will be renovated and re-orientated to function more efficiently as a municipal government building. It is the goal to utilize the main building on the Town

Center site as a “regional government center” and locating all of the Town’s Administrative offices, including the police department on the first floor of the building.

## **VII. Town Signage:**

One of the more important characteristics within any community is its gateways. Gateway signage is the first impression any community has upon visitors. Understanding this, the Town will be creating gateway signage that is symbolic of the Town’s values while at the same honoring the Town’s history. Town is also working with the Journey Through Hallowed Ground through the ARB to also compliment their endeavors as the Town is part of the Journey Furthermore, the Town will also work with the Department of Historic Resources and the Department of Conservation and Recreation to place within the Town a National Historic Marker and to construct signage along Interstate 66 acknowledging our Historic District and museum.

### **POLICE DEPARTMENT**

The Police Department within a Town provides its own unique needs, set of capital improvements and capital assets. The nature of the Town’s Police Department provides a wide range of services and therefore requires additional equipment for the delivery of their services.

The Town will plan on purchasing another police cruiser that will take two existing police vehicles out of the fleet. This improvement is considered a capital asset. With public safety in mind, the Police Department is also proposing the installation of RADAR Speed Indicator signs along Washington Street in both the east and west directions upon entering the Town. In the years to come, the Town will look to equip the Police Department with scene/event lights that aid the Police Department when working special events for the Town or more importantly when the Police run DUI Checkpoints or other traffic stops at night time. With the need to provide scene/event lights also comes the need to move this equipment and the equipment required for a road closure. Through this CIP, the Town plans on purchasing an enclosed trailer. Finally, in addition the Town will explore the possibilities of purchasing a variable message board. In 2013, the Police Department was successful in obtaining a grant that will cover the costs of purchasing one variable message board, through this CIP the Town will look to provide additional message boards.

## MUSEUM

The Town's museum is one of the oldest buildings in the Town. The museum is open from the spring through the fall and only closed during the winter, although does open by appointment. As a matter of maintaining the building as a destination location and stop for out of town visitors, the Town will look into making landscaping improvements around the facility. In the upcoming fiscal year the Town will utilize a VDOT Enhancement Grant to construct a deck structure that will go from the rear museum exit to the Caboose and will feature two interpretive signs about the history of rail and transportation within the Town.

**Town of Haymarket**  
**Capital Improvements Plan (DRAFT)**  
**2015-2016**

Projects	Town Contributions					Notes	Total Project Costs	ACTUAL Project Costs
	Current Year	Future Years						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020			
<b>GENERAL GOVERNMENT</b>								
<i>Streetscape</i>								
Phase 1b		\$100,000	\$800,000			A	\$900,000	
<i>Washington Street Beautification</i>								
Painting of Light Posts	\$7,000						\$7,000	
Benches, Pads, Trashcans, Bike Racks	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		\$25,000	
Crosswalk repair	\$50,000				\$20,000		\$70,000	
<i>Streets, Sidewalks, Parking</i>								
Shared Use Path	\$250,000	\$250,000				B	\$500,000	
Street Striping (Traffic Calming)		\$7,500		\$7,500			\$15,000	
Sidewalk extension (Jefferson St./ Town Side Streets)		\$50,000	\$100,000		\$100,000		\$250,000	
<i>Town Center Property</i>								
Master Plan construction	\$500,000	\$0					\$500,000	
Security Surveillance System			\$10,000				\$10,000	
<i>Harrover Property</i>								
Master Plan engineering	\$75,000						\$75,000	
Master Plan construction	\$300,000						\$300,000	
<i>Town Administration</i>								
Visual Enhancements	\$25,000						\$25,000	
Technology Upgrades		\$6,000					\$6,000	
<i>Town Signage</i>								
4 Gate Way Signs	\$25,000	\$25,000					\$50,000	
National Historic Registry Marker			\$5,000				\$5,000	
Historic Higway Markers			\$5,000				\$5,000	
<i>Quiet Zone</i>								
Quiet Zone Implementation/ Signage		\$50,000	\$50,000			C	\$100,000	
<b>POLICE DEPARTMENT</b>								
Police Cruiser	\$38,000		\$40,000		\$40,000		\$118,000	
RADAR Speed Indicator Signs	\$15,000						\$15,000	
Scene/Event Lights		\$6,000					\$6,000	
6x12 enclosed Trailer		\$5,000					\$5,000	
Variable Message Boards			\$20,000			D	\$20,000	
<b>MUSEUM</b>								
Landscaping Improvements		\$5,000		\$5,000			\$10,000	
Caboose Renovations	\$42,000					E	\$42,000	
<b>Totals</b>	\$1,332,000	\$509,500	\$1,035,000	\$17,500	\$165,000		\$3,059,000	

NOTES:  
A. To be funded privately or with VDOT Enhancement Funds  
B. Federally funded through the Connolly funds  
C. Implementation could be more costly for equip upgrades.  
D. Allows for the purchase of additonal message board.  
E. Funded with VDOT Enhancement Funds

GENERAL NOTE:  
Whenever possible the Town will seek appropriate grant funding opportunities for projects identified within this Capital Improvements Plan.

Black - Existing Figures  
Red - Proposed Capital Improvement Projects  
Green- Sub-Categories within funding Categories  
Blue - Carried over from previous CIP's

Attachment: DRAFT CIP 2015-16 (5 Year Plan-Working File Updated) (2307 : Capital Improvement Program 2015/2016)



TO: Town of Haymarket Planning Commission  
SUBJECT: Comprehensive Plan  
DATE: 04/13/15

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Town Planner will report on this item.





TO: Town of Haymarket Planning Commission  
SUBJECT: 1 Mile Notice  
DATE: 04/13/15

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Town Planner will report on this item.



TO: Town of Haymarket Planning Commission  
SUBJECT: Harrover Master Plan Presentation  
DATE: 04/13/15

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The Town Council and Architectural Review Board are here this evening for this presentation by Sympoetica. This is based on the Public Forum held at Town Hall on March 24th.

**ATTACHMENTS:**

- Harrover Property Study 3-24-15 Public Forum - Summary of Stakeholder Comments (2) (PDF)



## Public Stakeholder Forum / Small Group Notes Harrover Property Master Plan Study

March 24, 2015  
Town of Haymarket

This forum provided valuable early input into the long-range master planning study for the Harrover Property. Below are the ideas and issues offered at the forum by each of the two small stakeholder groups. These comments are helpful as guidance in preparing a preliminary sketch master plan and program for the site.

### Group #1 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 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



TO: Town of Haymarket Planning Commission  
SUBJECT: Saint Paul's Special Use Permit Application  
DATE: 04/13/15

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