



TOWN OF HAYMARKET PLANNING COMMISSION

REGULAR MEETING ~ AGENDA ~

Matt Caudle, Councilman
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, June 1, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Pledge of Allegiance

3. Moment of Silence

4. Minutes Approval

a. Planning Commission - Regular Meeting - May 4, 2016 7:00 PM

5. Citizens Time

6. Announcements

7. ARB & Town Council Update

8. New Business

a. Capital Improvement Plan

9. Old Business

- a. Zoning Ordinance Rewrite
- b. Sign Ordinance Update
- c. Comprehensive Plan

10. Town Planner Update

11. Adjournment



TOWN OF HAYMARKET PLANNING COMMISSION

REGULAR MEETING ~ MINUTES ~

Matt Caudle, Councilman
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, May 4, 2016

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 7:00 PM

Chairman Matt Caudle called the meeting to order.

1. Call to Order

Chairman Matt Caudle: Present, James Carroll: Present, Maureen Carroll: Present, Commissioner Connor Leake: Present, Commissioner Cathy Pasanello: Present, Madhusudan Panthi: Present.

2. Pledge of Allegiance

3. Moment of Silence

4. Minutes Approval

a. Planning Commission - Regular Meeting - Apr 6, 2016 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	James Carroll
SECONDER:	Cathy Pasanello, Commissioner
AYES:	Caudle, Carroll, Carroll, Leake, Pasanello, Panthi

5. Citizens Time

No citizens spoke.

6. Announcements

Congratulations to all winners of the Election. There are 2 new members of Council as of July 1. Leake will stay on as a liaison.

7. ARB & Town Council Update

Town Council: The Old Police Station house at Harrover has been moved over to the QBE lot. Putting foundation in. Block work is beginning. We have filled in the hole that was left behind. Council is working on removing the shed and garage.

When will the Police move into the new location at Town hall? Expected to hand the keys over hopefully on May 16th.

A new tenant, Copper Cricket, will be going into the location they are moving out of. 15026 Washington Street.

ARB: Harrover property is moving forward with the park. Town Manager approached the ARB about picking out benches and picnic tables, and they were picked out. Also approved shutters to be installed on the Hulfish house.

Leake reached out to Stan Smith from the Payne Lane property. He was very responsive. Wanted to make sure he understands the Blight Ordinance. Brought up that the area is an eye sore and he is aware of it. He will move forward in getting it cleaned up. Schneider spoke with the developer as well.

8. Old Business

a. Zoning Ordinance Rewrite

Minutes Acceptance: Minutes of May 4, 2016 7:00 PM (Minutes Approval)

Schneider gives explanation to the new PC member on what has been developing on this item.

Mrs. Payne here to talk about the dog kennel. Proposed now only allowed in B2 district. So right now it would not allow a kennel as it's under Residential. Unless they came and rezoned it to Commercial.

Potential location for VRE with the study in Town. Could possibly go in Durham's property. Light Industrial area. The drive between Piedmont Tire and Fosters Grille. Makes sense to have VRE in town where people could walk. Could solve traffic issues. Caudle looking for some formal proposal to go to Town Council that we are in favor of VRE coming to Haymarket. Will benefit the Town and businesses. Spoke to several people and they said VRE has good on-time rates. Easy to get in and out. Only thing is last train leaves 6:30. Maybe the hours can be increased.

Pasanello is in favor of VRE. They do have walkover's in other places that go above tracks. Has a question on Private Cemetery's. By-right if in the R1. Can anyone put this in their yard? There is a number of health codes and State regulations. Schneider will track down.

Leake: Rewrite is good as proposed.

Mrs. Carroll would like to see a format of the definitions. There are quite a few editing errors that need to be addressed.

This is a working draft. Will make sure they know about the errors.

Education use: We have no college here obviously. Is this proposed? Yes. No provision right now if some school wanted to come in as satellite facility. B1 and B2 can accommodate it. Certain things listed, such as a liquor store. None present at this time. The intent is in case they want to come into the Town they would need an SUP.

Caudle: Religious assembly. What numbers constitute a religious assembly? Doesn't sit right. Take Giuseppe's Restaurant. A Mosque was meeting there at one time. But the primary use is a restaurant. Same thing here at town hall. Churches can use town hall. This doesn't preclude someone from doing that. Religious freedom is big in Caudles opinion.

An SUP allows us to see how these things would effect businesses and those around it. Do you want an SUP in light industrial? Yes. Set it up the best we can for long term.

This is a working draft. Will take back to Darren Coffey. Bring back to PC a more polished document.

Thanks for all the work from PC members.

b. Sign Ordinance Update

Likely to take to Joint hearing in June. Attorney did some comments. Need to make some tweaks.

9. Town Planner Update

Town Center Master plan. Preliminary is ready to review. Amending the ordinance. Will bring site plan to PC in June for a hearing.

Haymarket Baptist Church changed their site plan. Was a parking lot and sanctuary addition. Backed off of that. Now just paving the lot. PC and Council will need to look at.

Fairgrounds moving along. Couple of months away from PC.

Chick-fil-A moving along.

Sheetz is waiting on gas line easements. Need Final plan.

Ice rink moving along.

Houses on Bleight Drive going up. Putting the roofs on now.

Landry project is moving along.

Farmers Market has been decided to be moved to Harrover last weekend. Wasn't well attended as it was pouring rain. Project out to bid for an Engineer for a master plan.

Are their priorities on the projects at Harrover? Will do once the engineering is done. Maybe pavilion and playground. Separate cost is Street Scape.

Bridge work going along on Old Carolina.

Robinson's Paradise: Rezoning on the east side. Supposed to provide sidewalks when developed. Talked to the supervisor to bridge the gap. They said it was the Town's problem. Maybe we can work with County to make that connection.

Diverging Diamond Interchange going on up at 15.

GET PLANNED LAND USE MAP ON WEBSITE WITH OTHER MAP

10. Adjournment

Leake motions to adjourn the meeting.

Mrs. Carroll seconds.

Ayes: 6

Meeting adjourned 8:06 PM



TO: Town of Haymarket Planning Commission
SUBJECT: Capital Improvement Plan
DATE: 06/01/16

To be reviewed by the Planning Commission and forward to Town Council with recommendations.

ATTACHMENTS:

- 2016-2021 Capital Improvements Plan (2) (PDF)
- PC Mtg 06-01-2016 - DRAFT CIP 2016-17 (5 Year Plan-Working File Updated) (PDF)



Capital Improvements Plan

Fiscal Years 2016-2021

Attachment: 2016-2021 Capital Improvements Plan (2) (2818 : Capital Improvement Plan)

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Attachment: 2016-2021 Capital Improvements Plan (2) (2818 : Capital Improvement Plan)

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.

Capital improvements are generally costs of equipment, machinery, tools and software exceeding \$5000.00 or cost of infrastructure, building and property acquisition.

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

SUMMARY OF PROPOSED PROJECTS for 2016-2017

The Town is planning on starting and/or completing the following projects within 2016-2017 fiscal years. 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.

Category	Project Description	Estimated Cost	Year Proposed
General Government	Shared Use Path	\$250,000*	2013-2014 (Carried)
General Government	Town Center Master Plan Construction	\$100,000	2014-2015 (Carried)
General Government	Harrover Architectural / Engineering	\$300,000	2015-2016 (Carried)
Police Department	Patrol Car	\$35,000	2016-2017
Museum	Caboose Renovations	\$15,500**	2013-2014 (Carried)

Total Estimated Cost for 2016-2017: \$700,500

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.

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 2017, 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. In May of 2016 the Town completed the renovation and movement of the Town’s Police Department over to the Town Center main building, creating a permanent location of the Police Department. The Town intends to move forward with future façade improvements and site improvements within the coming years. 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 has completed 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 are planned to 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 time honoring the Town's history. The 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 replace the oldest current patrol car in 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 Jefferson Street in both the north and south directions upon entering the Town. 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 finalize 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.

Adopted this ___ day of June, 2016

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Jennifer Preli, Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay: 0

Absent: 0

Abstaining: 0



Town of Haymarket
2016-2021 Capital Improvements Plan

	Town Contributions					Total Project Costs
	Current Year	Future Years				
	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	
GENERAL GOVERNMENT						
Streetscape						
Phase 1b		\$100,000	\$800,000			\$900,000
Washington Street Beautification						
Painting of Light Posts		\$20,000				\$20,000
Benches, Pads, Trashcans, Bike Racks		\$5,000	\$5,000	\$5,000	\$5,000	\$20,000
Crosswalk repair		\$50,000			\$20,000	\$70,000
Streets, Sidewalks, Parking						
Shared Use Path	\$250,000					\$250,000
Street Striping (Traffic Calming)			\$7,500		\$7,500	\$15,000
Sidewalk extension (Jefferson St./ Town Side Streets)			\$50,000	\$100,000		\$150,000
Town Center Property						
Master Plan construction	\$100,000	\$0				\$100,000
Security Surveillance System				\$10,000		\$10,000
Harrover Property						
Master Plan Engineering	\$300,000					\$300,000
Construction		\$2,000,000	\$2,000,000	\$2,000,000		\$6,000,000
Town Administration						
Information Technology Upgrades		\$25,000		\$25,000		\$50,000
Town Signage						
4 Gate Way Signs		\$25,000	\$25,000			\$50,000
National Historic Registry Marker				\$5,000		\$5,000
Historic Highway Markers				\$5,000		\$5,000
Quiet Zone						
Quiet Zone Implementation		\$150,000	\$150,000	\$250,000		\$550,000
POLICE DEPARTMENT						
Police Cruiser	\$35,000	\$40,000		\$35,500		\$110,500
RADAR Speed Indicator Signs		\$15,000				\$15,000
Scene/Event Lights						\$0
6x12 enclosed Trailer						\$0
Variable Message Boards			\$20,000			\$20,000
MUSEUM						
Caboose Renovations	\$15,500					\$15,500
Totals	\$700,500	\$2,430,000	\$3,057,500	\$2,435,500	\$32,500	\$7,756,000

Attachment: PC Mtg 06-01-2016 - DRAFT CIP 2016-17 (5 Year Plan-Working File Updated) (2818 : Capital



TO: Town of Haymarket Planning Commission
SUBJECT: Zoning Ordinance Rewrite
DATE: 06/01/16

The Town Planner will update on this item.



TO: Town of Haymarket Planning Commission
SUBJECT: Sign Ordinance Update
DATE: 06/01/16

The Town Planner will update on this item.



TO: Town of Haymarket Planning Commission
SUBJECT: Comprehensive Plan
DATE: 06/01/16

The Town Planner will update on this item.