



# 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, December 9, 2013

7:00 PM

Council Chambers

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### **1. Call to Order**

### **2. Public Hearing**

- a. Historic District Overlay Boundary Amendments

### **3. Announcements**

### **4. Citizens Time**

### **5. Minutes Approval**

- a. Planning Commission - Regular Meeting - Nov 12, 2013 7:00 PM

### **6. ARB and Council Update**

### **7. New Business**

- a. By Laws - Revision
- b. Parking Ordinance Review

### **8. Town Planner Report**

### **9. Old Business**

- a. Historic District Overlay Boundary Amendments
- b. Comprehensive Plan Update

### **10. Discussion Items**

### **11. Adjournment**



# TOWN OF HAYMARKET PLANNING COMMISSION

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Tuesday, November 12, 2013

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

called the meeting to order.

### 1. Call to Order

Chair Robert B. Weir: Present, Councilwoman Rebecca Bare: Present, Ed Robinson: Absent, Commissioner Ralph Ring: Present, Commissioner Christopher Johnson: Absent.

### 2. Public Hearings

a. ZTA #2013 Amend Haymarket Town Code Sec. 58-11  
Zoning Text Amendment 58-11

Open Public Hearing.

Colby Schreckengost comes forward from Next Level Fitness. Lives in Warrenton. There are a few things not being addressed in the ordinance.

One being warehouse use. Does it figure in core factor? Is that 75% of actual space being used? If building is multi tenant, and use, parking calculations should be applied to each tenant use. Doesn't address Handicap or office use in that recreation. One issue is being used for office/warehouse/indoor sports. In the last 4 years our parking lot is never more than 50% full. Seems reasonable relaxing recreational use parking standards.

No one else spoke at the Public Hearing.

Close Public Hearing.

<b>RESULT:</b>	<b>CLOSED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert B. Weir, Chair
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Robert B. Weir, Rebecca Bare, Ralph Ring
<b>ABSENT:</b>	Ed Robinson, Christopher Johnson

b. Haymarket IcePlex Preliminary Site Plan - Request for waivers  
Open Public Hearing.

No one comes forward to speak.

Close Public Hearing.

<b>RESULT:</b>	<b>CLOSED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert B. Weir, Chair
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Robert B. Weir, Rebecca Bare, Ralph Ring
<b>ABSENT:</b>	Ed Robinson, Christopher Johnson

### 3. Announcements

No Announcements.

Minutes Acceptance: Minutes of Nov 12, 2013 7:00 PM (Minutes Approval)

## 4. Citizens Time

No Citizens Spoke.

## 5. Minutes Approval

a. Planning Commission - Regular Meeting - Oct 21, 2013 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [2 TO 0]</b>
<b>MOVER:</b>	Ralph Ring, Commissioner
<b>SECONDER:</b>	Robert B. Weir, Chair
<b>AYES:</b>	Robert B. Weir, Ralph Ring
<b>ABSTAIN:</b>	Rebecca Bare
<b>ABSENT:</b>	Ed Robinson, Christopher Johnson

## 6. ARB and Council Update

No updates at this time.

## 7. Town Planner Report

Town Planner absent at this time. No update.

## 8. Old Business

### a. Zoning Text Amendment Haymarket Town Code Section 58-11

Core factor is figured into the calculations. 75% has been factored in. Handicap facilities and parking is in another section of the code and separate from this requirement.

Ring moves that the Planning Commission forward ZTA #20131021, Minimum Off-Street Parking Standards for Recreation, Commercial, Indoor, Fitness and Sports Activity Use, to the Town Council with a recommendation of approval.

#### Sec. 58-11. Minimum off-street parking.

There shall be provided that at the time of erection of any main building, or at the time any main building or its accessory uses is enlarged or the use changed, all provisions of article XIII shall be met along with minimum off-street parking space with adequate provision for entrance and exit by standard size automobiles, as follows:

(11) For recreation, commercial, indoor, fitness and sports activity use, at least one parking space for each 300 square feet of floor space in the building

(12) Reserved.

Ring: Yes

Bare: Yes

Weir: Yes

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ralph Ring, Commissioner
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Robert B. Weir, Rebecca Bare, Ralph Ring
<b>ABSENT:</b>	Ed Robinson, Christopher Johnson

### b. Haymarket Iceplex Preliminary Site Plan Waiver Request to Haymarket Town Code Sections 58-701 and 58-702, and Section 58-703

Weir asks if the requirements of the previous site plan been met? Next to St Pauls church? The Engineer is present. He is not sure of that answer. Screen for the chillers hasn't been verified yet.

Bare asks about the facade improvements for the front? Was that part of the original plan? Still intends to do that.

Weir motions to forward Preliminary Site Plan PRE20130415, Haymarket Iceplex Expansion, at 15151 Washington Street, along with the proposed alternate buffer yard and waiver of perimeter parking lot landscaping as shown on said plan, to the Town Council with a conditional recommendation of approval. The conditional approval is contingent upon an amendment to Section 58-11, Minimum Off-Street Parking Requirements, accommodating the proposed parking standard described on the plan prior to or in conjunction with approval of PRE20130415 by the Town Council, contingent upon completion of the proffered conditions and modified buffer requirements of the approved Site Plan, and completion of the screening for the chillers.

Ring: Yes

Bare: Yes

Weir: Yes

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert B. Weir, Chair
<b>SECONDER:</b>	Ralph Ring, Commissioner
<b>AYES:</b>	Robert B. Weir, Rebecca Bare, Ralph Ring
<b>ABSENT:</b>	Ed Robinson, Christopher Johnson

#### c. Planning Commission By-Laws

All the corrections and amendments made. 30 day notice published.

As of 11/12/2013 Ring motion to approve the Amended By Laws, to be effective December 15, 2013.

Bare Seconds.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ralph Ring, Commissioner
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Robert B. Weir, Rebecca Bare, Ralph Ring
<b>ABSENT:</b>	Ed Robinson, Christopher Johnson

#### d. Comprehensive Plan

Town Planner absent at this time. No update.

#### e. Historic District Overlay

There is a Public Hearing on this item at the December 9, 2013 Planning Commission Meeting.

## 9. Discussion Items

No other items to discuss.

## 10. Adjournment

Bare motions to adjourn the meeting.

Ring seconds.

Ayes: 3

Meeting adjourned



TO: Town of Haymarket Planning Commission  
SUBJECT: By Laws - Revision  
DATE: 12/09/13

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The Planning Commission approved the ByLaws in their November Meeting. However, the Town Attorney comments and Town Managers comments were not presented in that version. Therefore they are back on the Agenda for re-review, including the Town Attorney and Town Manager's comments and suggestions.

**ATTACHMENTS:**

- By-Laws w 10-2013 Changes (PDF)

# BYLAWS

Town of Haymarket, Virginia

Planning Commission



November 12, 2013, effective December 15, 2013

## ARTICLE I – AUTHORIZATION

- 1-1. This planning commission is established in conformance with a resolution adopted by the Haymarket Town Council on March 2004; and in accord with the provisions of Section 15.2-2210, Code of Virginia (1997), as amended.
- 1-2. The official title of this planning commission shall be the “Town of Haymarket Planning Commission,” hereinafter referred to as the “Commission.”

## ARTICLE II – PURPOSE

- 2-1. The purpose of the Commission is to assist the Town Council to anticipate and guide future development and change by preparing plans, ordinances, capital improvements programs, studies, reports, and other documents for consideration by the Town Council.

## ARTICLE III – MEMBERSHIP

- 3-1. The Commission shall consist of five members appointed by the Town Council. All members shall be residents of the Town of Haymarket and qualified by knowledge and experience to make decisions on questions of growth and development. At least one-half of the members shall be owners of real property. One member may be a member of the Town Council and one member may be an administrative official of the Town government.
- 3-2. The terms of office for the members of the Town Council and the administrative official shall be coextensive with their terms of office, unless the Town Council appoints others in their stead. The terms of the other original members shall be for one (1), two (2), three (3), and four (4) years. Subsequent members shall be appointed for terms of four (4) years.
- 3-3. Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only.
- 3-4. Any member of the Commission shall be eligible for reappointment.
- 3-5. Any member of the Commission may be removed by the Town Council for malfeasance in office.
- 3-6. The term of a Commission member shall expire upon the swearing in of the new commission or re-appointment of commissioner.3-7. The Town Council may provide for the payment of expenses incurred by Commission members in the performance of their official duties and compensation for services.

## ARTICLE IV – SELECTION OF OFFICERS

- 4-1. Officers of the Commission shall consist of a chairman and vice-chairman. The chairman and vice-chairman shall be elected by the membership. A clerk shall serve at the request of the Commission and may be a member of the Commission, an employee of the Town government, or a citizen volunteer.
- 4-2. Nomination of officers shall be made from the floor at the regular July meeting each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4-3. The term of office shall be for one (1) year or until a successor takes office.
- 4-4. Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.

## ARTICLE V – DUTIES OF OFFICERS

- 5-1. The Chairman shall be a member of the Commission and shall:
- 5-1-1. Preside at all meetings.
- 5-1-2. Appoint all committees.
- 5-1-3. Rule on all procedural questions (subject to a reversal by a two thirds (2/3) majority vote by the members present).
- 5-1-4. Be informed immediately of any official communication, and report same at the next regular commission meeting.
- 5-1-5. Certify all official documents involving the authority of the Commission.
- 5-1-6. Certify all minutes as true and correct copies.
- 5-1-7. Carry out other duties as assigned by the Commission.
- 5-2. The vice-chairman shall be a member of the Commission and shall:
- 5-2-1. Act in the absence or inability of the chairman to act, with the full powers of the chairman.
- 5-3. The clerk shall:
- 5-3-1. Record attendance at all meetings.
- 5-3-2. Record the minutes of the Commission meetings.
- 5-3-3. Notify all members of all meetings.
- 5-3-4. Maintain a file of all official Commission records and reports.
- 5-3-5. Certify all maps, records, and reports of the Commission.
- 5-3-6. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.
- 5-3-7. Attend to the correspondence necessary for the execution of the duties and functions of the Commission.



## ARTICLE VI – COMMITTEES

- 6-1. Committees, standing or special, may be appointed by the Chairman, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Commission.

## ARTICLE VII – MEETINGS

- 7-1. Regular meetings of the Commission shall be held at least once a month. Special meetings shall be called as needed. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Commission.
- 7-2. Special meetings may be called by the chairman or by two (2) members upon written request to the clerk. The clerk shall mail to all members, at least five (5) days before a special meeting, a written notice giving the time, place and purpose of the meeting.
- 7-3. All meetings of the Commission shall be open to the public.

## ARTICLE VIII – VOTING

- 8-1. A majority of the members shall constitute a quorum.
- 8-2. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.

## ARTICLE IX – ORDER OF BUSINESS

- 9-1. The order of business for a regular meeting shall be:
- 9-1-1. Call to order by chairman.
- 9-1-2. Roll call.
- 9-1-3. Determination of a quorum.
- 9-1-4. Public expression.
- 9-1-5. Reading of minutes.
- 9-1-6. .
- 9-1-7. Report of standing committees.
- 9-1-8. Report of special committees.
- 9-1-9. Unfinished business.
- 9-1-10. New business.
- 9-1-11. Adjournment.
- 9-2. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order as tailored by the Chairperson.
- 9-3. The Commission shall keep a set of minutes of each meeting, and these minutes shall become a public record.

- 9-4. The clerk and chairman shall sign all minutes and, at the end of the year, shall certify that the minutes of the preceding year are a true and correct copy.

## ARTICLE X – PUBLIC HEARING

- 10-1. The procedures normally followed for a public hearing involving a rezoning application, use permit, etc., amendment of the Zoning or Subdivision Ordinance, or matter other than the consideration of the comprehensive plan or part thereof, shall be:
- 10-1-1. Call to order; determination of quorum.
- 10-1-2. Description of properties in issue.
- 10-1-3. Applicant's presentation including witnesses in support of application (fifteen minutes).
- 10-1-4. Interested witnesses' presentation in opposition to application (twenty minutes).
- 10-1-5. Applicant's rebuttal (five minutes).
- 10-1-6. The normal time limitations are set forth in parentheses, but may be shortened or extended as determined by the Planning Commission.
- 10-1-7. Planning Commission discussion and action.
- 10-1-8. An applicant may appear in his own behalf, or be represented by an attorney or agent at the hearing.
- 10-1-9. In the absence of a personal appearance by the applicant or his agent, the Planning Commission may proceed to dispose of the application on the record before it.
- 10-2. The Planning Commission shall publish a notice of public hearing at least once a week for two consecutive weeks in a newspaper of general circulation prior to conducting the hearing.
- 10-3. The procedures normally followed for a hearing involving consideration of the comprehensive plan or a part thereof shall be:
- 10-3-1. Call to order, determination of a quorum.
- 10-3-2. Description of area under study, together with presentation, by the Planning Commission or its representative of recommendations for development of the area.
- 10-3-3. Call by Chairman for names of interested parties who wish to speak to the proposed plan.
- 10-3-4. Presentation by interested parties to the proposed plan. (Time limitations as announced by the Chairman.)
- 10-3-5. Planning Commission – staff discussion of the proposed plan.
- 10-3-6. Planning Commission discussion and action.
- 10-4. The Planning Commission shall keep a set of minutes of all meetings, including the names and addresses of all witnesses giving testimony before the Planning Commission.

## ARTICLE XI – CORRESPONDENCE

- 11-1. All official papers and plans involving the authority of the Planning Commission shall bear the signature of the Chairman, together with the certification signed by the clerk.

## ARTICLE XII – AMENDMENTS

12-1. These Bylaws may be amended by a majority vote of the entire membership after thirty (30) day's prior notice.

Done and adopted this 12<sup>th</sup> Day of November 2013; to be effective December 15, 2013:

BY:

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Robert B. Weir, Chair

ATTEST:

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Sherrie Wilson, Deputy Clerk

Attachment: By-Laws w 10-2013 Changes (1689 : By Laws - Revision)



TO: Town of Haymarket Planning Commission  
SUBJECT: Parking Ordinance Review  
DATE: 12/09/13

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At the December 2nd Town Council Meeting, Council made a directive that the Staff and Planning Commission start a study of all of the Town's parking standards. To be presented at the March 2014 Town Council Meeting.



TO: Town of Haymarket Planning Commission  
SUBJECT: Historic District Overlay Boundary Amendments  
DATE: 12/09/13

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At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundary. The district overlay boundary currently encompasses all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text describing the boundary. The joint public hearing was held on April 1, 2013. At the conclusion of its discussion on April 1, the Council motioned to send the item back to the Planning Commission and directed the Commission to draft a formal resolution for a small central historic district with due consideration of all four entry ways into the Town. Subsequent meetings held by the Commission expanded the discussion of the overlay boundary to include additional edits to the text the Old and Historic Haymarket District Overlay Ordinance regarding the Architectural Review Board's review of Certificates of Appropriateness. It was later decided by the Commission that a smaller district boundary may affect the content of the various text revisions under consideration and therefore scaled back its discussion to only the historic district overlay boundary. The amended boundary includes all four major corridors into downtown Haymarket and excludes most residential properties governed by HOA review.

At its November meeting, the Planning Commission instructed staff to advertise a public hearing for the amended historic district boundary at its December meeting. The hearing has been properly advertised and all property owners within the overlay district have been notified via U.S. Mail. A copy of the boundary and text is attached and with a copy of the previous staff analysis and summary of the Planning Commission discussion regarding the historic district overlay.

Staff will provide draft motions and formal resolution regarding the amended boundary and text at the December Planning Commission meeting.

**ATTACHMENTS:**

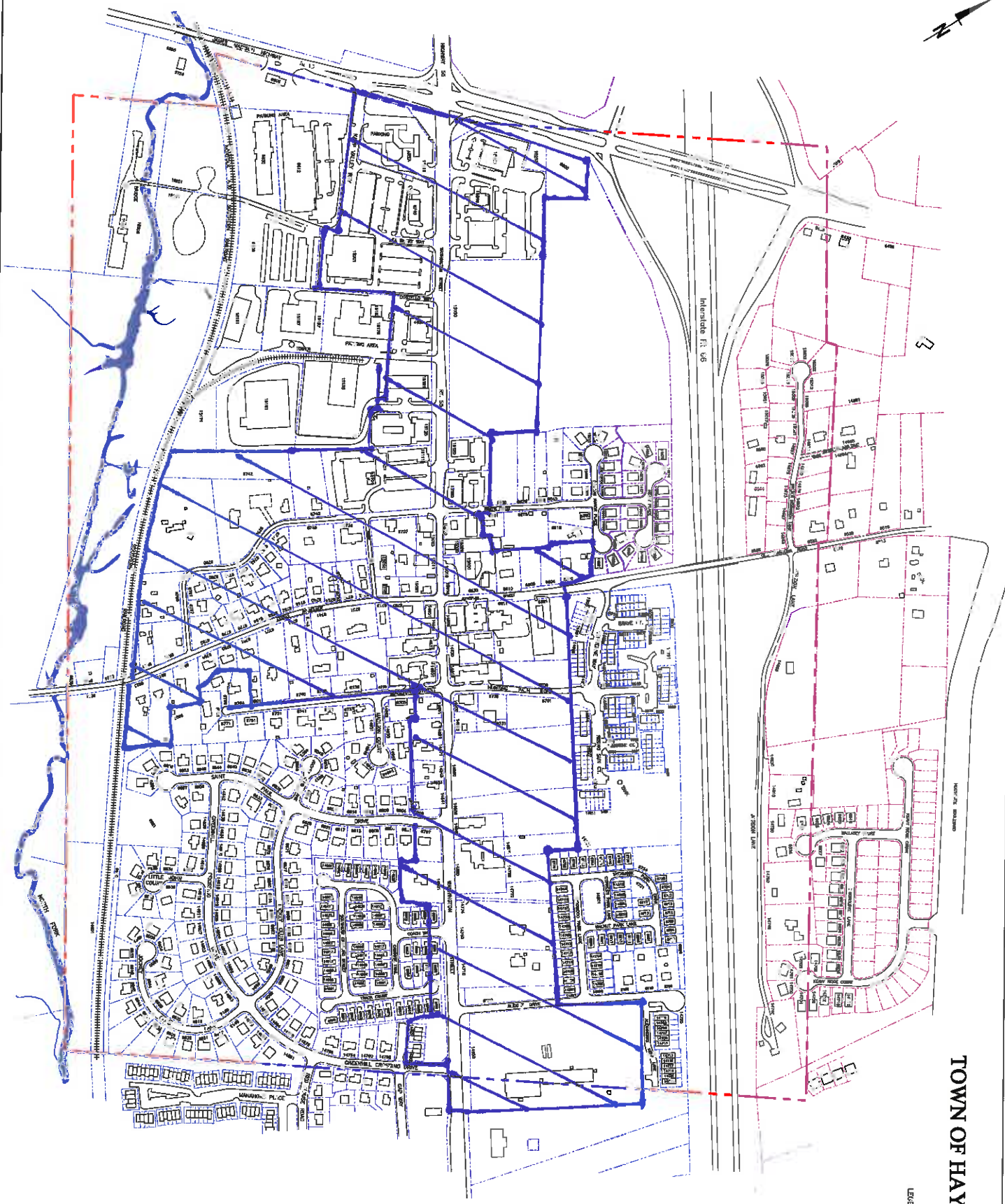
- PC Historic District Packet for 12-09-13 (PDF)

**Sec. 58-553. Creation; boundaries.**

In order to preserve the unique cultural heritage of the town, there is hereby established an overlay district to be known as the "Old and Historic Town of Haymarket," which shall include all that area bounded by [ ] and which lies within the corporate limits of the town. The boundary of this district shall overlay the boundaries of districts as shown on the official zoning map. Development of property lying in this district shall comply with both the requirements of the underlying district and of the overlay district. Where the requirements are in conflict, the requirements of this district shall take precedence.

(a) The Old and Historic Town of Haymarket district boundaries shall in general be drawn so as to include lands closely related to and bearing upon the character of those areas or structures which are of historic, architectural, or cultural interest, thus providing an area needed to control potentially adverse influences. Said boundary shall include land on both sides of a street or streets where desirable to accomplish the preservation objective. Said boundary shall also include parcels of land contiguous to streets or highways that are routes of tourist access to the Town or to the Old and Historic Town of Haymarket district boundaries. Whenever a portion of a lot or parcel lies within the district as described above, the entire lot or parcel shall be subject to the provision of this ordinance. The concept of the Old and Historic Town of Haymarket district shall include groupings of structures which have significance relative to their patterns of development and/or interrelationships among such structures, while some of the structures might not possess significant merit when considered alone.

(b) The Old and Historic Town of Haymarket district boundaries, regulations and amendments thereto may be initiated (i) by resolution of the Town Council, (ii) by motion of the Planning Commission, or (iii) by petition of the owner, contract purchaser with the owner's written consent, or the owner's agent therefore, of the property which is the subject of the proposed amendment, addressed to the governing body or the local planning commission. Any such resolution or motion by the Town Council or Planning Commission proposing the amendment shall state the public purposes therefore.



TOWN OF HAYMARKET

PC RECOMMENDED  
HISTORIC DISTRICT  
OVERLAY 10-21-13

6	5-5-08	12041 Work - General from 8-12 to 8-1	04	5-5-08	Prepared for Municipal Planning Commission
7	5-28-10	12510(2)11 Work - added with another change (1687 to 14846, 14848 to 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000			



INTEROFFICE MEMORANDUM

**TO:** MAYOR AND TOWN COUNCIL, MEMBERS OF THE PLANNING COMMISSION  
**FROM:** MARCHANT SCHNEIDER, TOWN PLANNER  
**SUBJECT:** **\*\*JOINT PUBLIC HEARING\*\* CONSIDER AMENDMENTS TO THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY BOUNDARIES OF THE TOWN OF HAYMARKET, VIRGINIA**  
**DATE:** 04-01-13  
**CC:** STAFF

**Please see packet page 53 for additional materials**

At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundaries. The district overlay boundaries currently encompass all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text (see attached). Should the Town Council further consider the amendment, it is recommended that the Council adopt a resolution of intent to amend Zoning Ordinance pursuant to Section 58-425 and 15.2-2285 of the Code of Virginia. Staff will provide a brief presentation to Town Council regarding the proposed amendments.

**BACKGROUND**

The Old and Historic Haymarket District Overlay was created in the late 1990s. The Town's Zoning Ordinance and Comprehensive Plan speak to the Town's intent and goals with regard to preservation of the Town's areas and structures which are of historic, architectural, and cultural interest to the Town. Currently all property owners within the Town's corporate limits must file a Certificate of Appropriateness (COA) when improving the exterior of existing structures or constructing new structures. The Town Council previously considered amending the district overlay boundaries in July 2011. The Council voted down the proposal 4-3. In the fall of 2012, the Council's liaison on the Architectural Review Board (ARB) inquired as to the whether or not the Town should consider pursuing a Certified Local Government (CLG) status with the Virginia Department of Historic Resources. Designation as a CLG would give the Town access to, among other resources, state and federal resources, matching grants, technical assistance, and a network of other state CLGs. Participation in the CLG program is subject to several requirements, one of which is minimum qualifications for ARB members. During the Council and Planning Commission discussion of the CLG certification, the question again arose as to whether the existing boundaries of the district overlay should be amended.



## **PLANNING COMMISSION REVIEW AND RECOMMENDATION**

During its discussion, the Commission noted several potential benefits to amending the historic district overlay boundaries:

1. A more defined and compact district overlay would aide in CLG certification.
2. A more defined and compact district overlay would be a “true” overlay district and would allow for greater flexibility in many areas of the Zoning Ordinance text (i.e. signage, allowable uses, etc.).
3. A more defined and compact district overlay would eliminate the COA requirement for residents and businesses outside of a more narrowly defined district overlay. In many instances, the same residents are already subject to architectural covenants through respective Homeowner’s Associations (HOAs).
4. The reduction of the number of COA’s would result in a cost savings to the Town (i.e. reduction of staff / ARB resources necessary to process applications).
5. The reduction in the size of the district overlay would limit the number of residents / businesses that otherwise have to incur the cost of a COA.

The revised district overlay boundaries recommended by the Planning Commission remove all residential developments subject to HOAs as well as residential structures along the east side of Madison Street. The revised boundaries also remove commercial and industrial properties on the west side of Town that do not include contributing historic resources listed in the Comprehensive Plan; however, the revised boundaries do continue to include the Town’s eastern and southern entrance corridors. The Commission also recommended corresponding Zoning Ordinance text amendments.

The Planning Commission is concurrently considering an entrance corridor overlay which would take the place of the exiting district overlay boundary governing the commercial and industrial properties on the west side of town.

## **STAFF REVIEW AND RECOMMENDATION**

Staff recommends that the Council consider amendments to the district overlay boundaries which better align with the intent of the Old and Historic Haymarket District Overlay; however, it is noted that § 15.2-2306 of State Code does permit “...parcels of land contiguous to arterial streets or highways found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein, or in a contiguous locality...” to be included in a local historic district overlay. Due to the high visibility of the Town’s western entrance corridor and its linkage to the Journey Through Hallowed Ground National Heritage Area, and due to the considerable investment made by property owners within the corridor, staff does recommend that the western entrance corridor continue to be included in the historic district overlay as permitted by the State Code.

Staff will make a brief presentation at the April 1 meeting providing some additional background regarding the historic district overlay, the various historic district designations, opportunities and weaknesses of the existing district overlay boundaries, historic district vs. entrance corridor overlays, and recommendations regarding next steps.

**DRAFT MOTIONS**

1. I move that the Town Council instruct staff to draft a Resolution of Intent to Amend Chapter 58, Article XIV, Old and Historic Haymarket District Overlay.

Or,

2. I move that the Town Council take no action regarding \_\_\_\_\_.

Or,

3. I move an alternate motion.



TO: Town of Haymarket Planning Commission  
SUBJECT: Comprehensive Plan Update  
DATE: 12/09/13

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The Town Planner will report on the Comprehensive Plan.