



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, February 4, 2019

6:00 PM

Council Chambers

I. Call to Order

II. Agenda Items

1. McDonald's Second Drive Thru Lane
2. Playground Proposal
3. Sherwood Forest Resolution
4. Building Official Discussion
5. Municipal Parking Lot

III. Adjournment



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily K. Lockhart
TOWN PLANNER

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator
DATE: January 31, 2019
SUBJECT: Special Use Permit SUP#2018-009, McDonald's Drive-Thru Located at 6740 Leaberry Way

Summary: The McDonald's located at 6740 Leaberry Way has applied for a Special Use Permit to expand the existing drive-thru lane and add a second service lane. The applicant, McDonald's will remove existing landscaping and hardscapes to improve the flow of traffic in the drive-thru lane and add the additional lane. Please see the attached site plan document for the existing conditions and the proposed conditions. The applicant has updated the proposed site plan to close the first entrance, route all traffic through the second entrance, remove the parking spaces that would be blocked in due to the drive-thru and add other parking spaces throughout the site to meet requirements. The Zoning Ordinance requires the following standards are considered and met prior to approval:

(d) A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:

- (1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.*
- (2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.*
- (3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.*
- (4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.*
- (5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.*
- (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.*

In addition, the drive-thru must meet the following Use and Design Standards;
Drive-thru facilities.

The following general standards shall apply to all drive-thru facilities:

- (1) All drive-thru entrances must be at least 50 feet from an intersection. The distance is measured along the property line from the junction of the two street lot lines to the nearest edge of the entrance.*

(2) Drive-thru facilities shall be located and designed so that vehicular circulation does not conflict with traffic movements in adjacent streets, service drives, and/or parking areas.

(3) Off-street stacking spaces shall be provided in accordance with the following requirements:

- a. Stacking spaces shall not interfere with travel way traffic or designated parking spaces.
- b. Stacking spaces shall be at a minimum of eighteen (18) feet in length.
- c. Stacking spaces shall be located to the side or rear of the principle structure and shall not be adjacent to any street right-of-way.
- d. Off-street stacking spaces shall be provided in accordance with the following table:

Stacking Space Requirements		
TYPE OF ACTIVITY	REQUIRED NUMBER OF STACKING SPACES	START POINT FOR STACKING SPACES
Financial Institutions - automated teller machine	3	Teller machine
Financial Institutions - bank teller lane	3	Teller window/tube
Professional Personal Service - dry-cleaning/laundry	3	Cleaner/laundry window
Retail Sales - pharmacy	3	Pharmacy window
Restaurant	6	Order box/speaker
	4*	Pick-up window
Other	To be determined by Town. Such determination shall consider any study prepared by an engineer or other qualified design professional.	
* These spaces are required in addition to the stacking spaces required to be located behind the order box/speaker and shall be located between the pickup window and the order box/speaker.		

Town Planner Analysis of Impacts:

- (1) McDonald’s is a preexisting drive-thru use located in the Industrial Zone of Town. The additional drive-thru lane proposed will work to alleviate the current traffic issues on the site by allowing additional vehicles to stack in the drive-thru lanes. The second drive-thru lane will specifically address the traffic back up that occurs on to Washington Street as well as Leaberry Way.
- (2) The proposed use is in general conformance with the Industrial Zoning District and the Comprehensive Plan. Specifically, the Comprehensive Plan addresses the Route 15/Route 55 Intersection and surrounding land parcels as a Planned Interchange Park, where development is highway oriented.
- (3) The proposed use is not expected to adversely affect the use or values of surrounding properties and structures, rather alleviate the traffic congestion and enhance in the aesthetics of the site.

- (4) The proposed use is not expected to adversely affect the health, safety, or general welfare of person working in the building or surrounding areas.
- (5) Pedestrian and vehicular traffic generated by the proposed use is not expected to pose any hazardous conditions or conflict with existing and anticipated traffic on the site. Please review the narrative provided by the applicant.
- (6) The utilities and drainage on the site are adequate. The parking and loading on the site should be discussed, the Town Planner is concerned about the amount of parking that would be blocked by the drive-thru lane as well as significant stacking in the second lane. If the second lane is stacked with vehicles, the parked vehicles along the north property line may be blocked in. Town Planner recommends discussing the line striping, barriers, or other measures taken to eliminate over stacking the drive-thru lanes and blocking vehicles in.

Town Planner Recommendation:

The applicants have proposed to close the first entrance and reroute traffic and update parking to meet code. Town Planner recommends the Town Council approve the SUP for McDonald's with the condition the applicant's site plan follows general conformance with the proposed layout plan attached.

Draft Motions:

"I move the Town Council to approve the Special Use Permit for McDonald's to build a second drive-thru lane at the 6740 Leaberry Way location, with the condition, that the applicant's site plan follows general conformance with the proposed layout plan attached, to include closing the first entrance, removing the parking between the building and the drive thru lane and adding the additional parking spaces."

Or

Alternate motion.





Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: January 30, 2019
SUBJECT: Harrover Park Playground Proposal

Summary:

The Planning Commission has created an Action Item List for this Fiscal Year to work towards Activating the Park Space. One of the items the Commission has tasked the Planner with is developing a Playground Proposal for the Town Park. Please find attached options for the playground.

Based on previous discussions with the Planning Commission we have chosen to go with the Wood Fiber Material for the immediate future due to the costs. As additional funding becomes available for the Park future phases can include replacing the ground cover with a permanent rubber material.

The equipment presented in each proposal allows for a variety of users to include infancy through school aged children, as well as those with limited accessibility. Option 2 and 3 each offer a piece of equipment that is handicap accessible while allowing for inclusive play with other children. Options for a wheelchair accessible swing are still being priced out as the company we are currently working with does not offer this type of swing.

Additional phases for the playground can be developed so that over time the Town can implement other active and passive activities.

The current proposals fall within the current Harrover Park Budget of \$63,000. The proposals have been designed to allow for a playground that meets the community's needs while staying within budget and keeping in mind the other park expenses that occur throughout the year.

Following discussions with the Town Council, the Town Planner recommends approval of funding for the Town Playground. Following approval of funding the Town Planner will

finalize the playground plans and begin to work through the site plan review phase, with intentions to have the playground built by early summer.

UPDATES:

Following the January 7th Town Council meeting the following information was received regarding the wheelchair accessible swing, the life expectancy of the equipment and inspections.

Evan Mynatt's response:

1. *“Accessible Swing: Yes, please share the product info for whichever swing you choose. We may need to revisit the pricing to ensure the labor for the swing is included. And yes, we can account for the swing in the drawing. We can't show the exact swing since we wouldn't have the files for it but can certainly include the dimensions and generic option in drawings.*
2. *Life Expectancy: A well maintained playground can easily last 15-20 years.*
3. *Inspections: Yes, we do offer inspections. As a part of our install and working with Playground Specialists, I'll do annual inspections at no additional cost to ensure everything is working properly. I'll share any issues with you that would need to be addressed. It's advised to keep an eye out for any moving parts every few months. But an annual walk through should suffice.”*

In addition, I have reached out to the following companies for proposals: Landscape Structures, Burke Company, and Sparks at Play.

I received a phone call and follow up email from Daniel Hack with Sparks at Play. Daniel stated via phone conversation his company was not interested in submitting a proposal due to the budget proposed, \$40,000 all in. Daniel stated that through Sparks at Play the sitework and the wood chips would cost \$22,000 roughly, and thus he did not feel we could purchase and install all the equipment requested. Daniel did, however, offer that he could work with our budgeting department and planning department to design a proposal to meet our needs, he suggested this would fall in the \$60k range.

As of January 30th, I am still awaiting feedback from the other companies contacted.

Draft Motion:

“I move the Town Council to appropriate funds for the Harrover Park Playground for Option (1, 2 or 3) and not to exceed --- insert dollar amount for preferred option or round up to nearest even amount --- .”

Or

Other Motion



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #2
C/O HARRIS CONSTRUCTION

PROPOSAL 19091A**DATE** 12/17/2018**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
0193 UNITY ROCKER	1	5,715.00	5,715.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,417.80	-2,417.80
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	7,253.00	7,253.00
TIMBERS PROVIDE AND INSTALL 214 LINEAR FEET TWO TIER 4 X 6 TIMBERS	214	12.50	2,675.00
WOODCARPET PROVIDE AND SPREAD 95 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	95	39.00	3,705.00
FILTER FABRIC PROVIDE AND SPREAD 2,434 SQ FT FILTER FABRIC	2,434	0.58	1,411.72

*3% surcharge on Visa/MasterCard

*Valid for 30 days unless otherwise noted

*50% deposit or PO. Balance due Net 30

Sign and return with approved colors for order placement

SUBTOTAL

TAX (0%)

SHIPPING

36,804.92

0.00

1,650.00

Fax # 301-271-9239 or Email: sales@playspec.com

TOTAL \$38,454.92

Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 2 Proposal #19091A (3923 : Playground Proposal)

Town of Haymarket Playground Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3923 : Playground Proposal)

Town of Haymarket Playground Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3923 : Playground Proposal)

Town of Haymarket Playground Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3923 : Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788

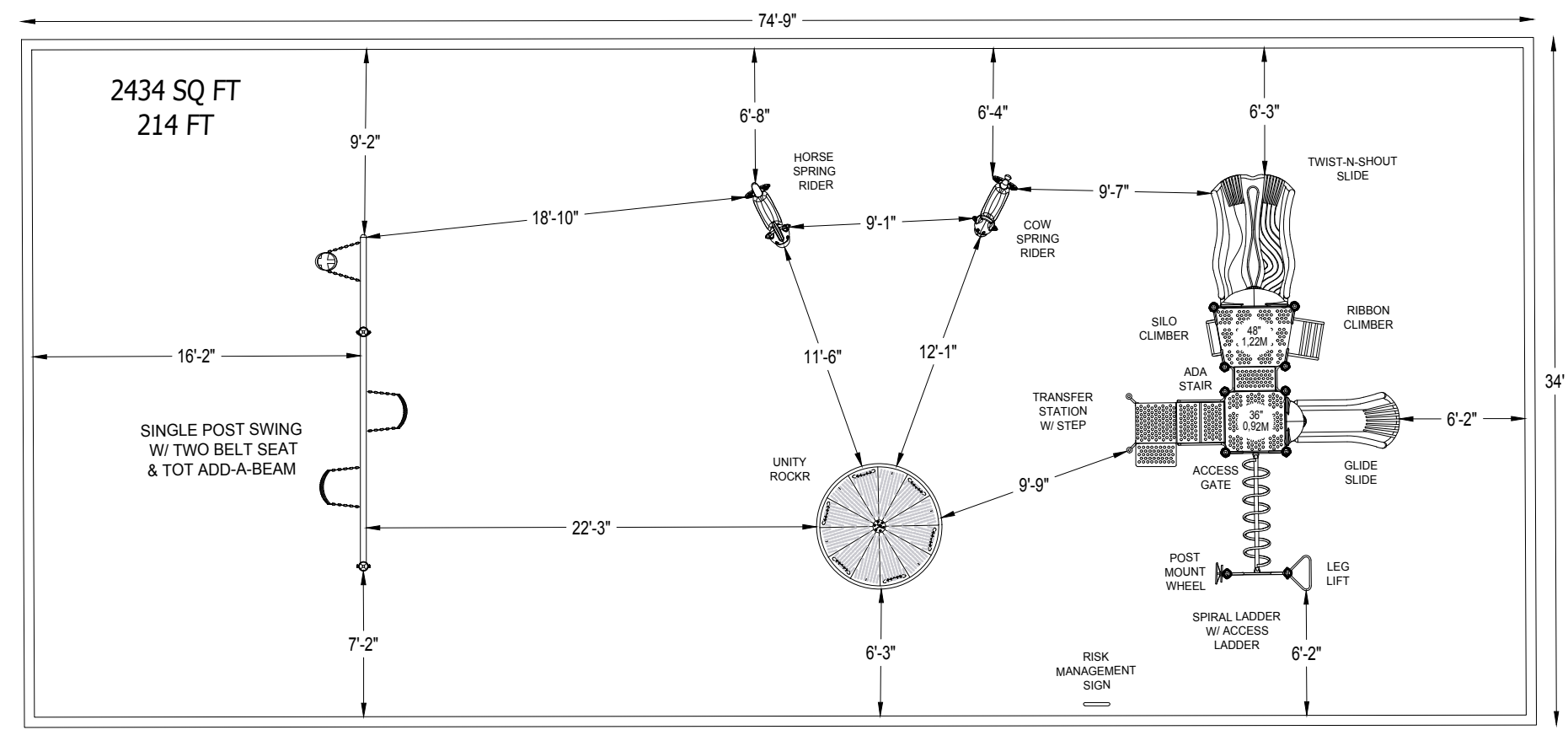
EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **2434 SqFt.** PERIMETER: **214 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **35** AGE GROUP: **2-12**



Town of Haymarket Playground

Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3923 : Playground Proposal)

ADA SCHEDULE	Total Elevated Play Activities:		X
	Total Ground-Level Play Activities:		X
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P121418-10A	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 14-DEC-18	

*PLAYGROUND SUPERVISION REQUIRED



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #1
C/O HARRIS CONSTRUCTION

PROPOSAL 18414C**DATE** 12/17/2018**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,236.90	-2,236.90
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	5,425.00	5,425.00
TIMBERS PROVIDE AND INSTALL 202 LINEAR FEET TWO TIER 4 X 6 TIMBERS	202	12.50	2,525.00
WOODCARPET PROVIDE AND SPREAD 84 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	84	39.00	3,276.00
FILTER FABRIC PROVIDE AND SPREAD 2,160 SQ FT FILTER FABRIC	2,160	0.58	1,252.80
*3% surcharge on Visa/MasterCard			
*Valid for 30 days unless otherwise noted			
*50% deposit or PO. Balance due Net 30			
Sign and return with approved colors for order placement			
	SUBTOTAL		28,704.90
	TAX (0%)		0.00
	SHIPPING		1,500.00
	TOTAL		\$30,204.90

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3923 : Playground Proposal)

Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3923 : Playground Proposal)

Town of Haymarket Playground

Option 1



Town of Haymarket Playground

Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3923 : Playground Proposal)

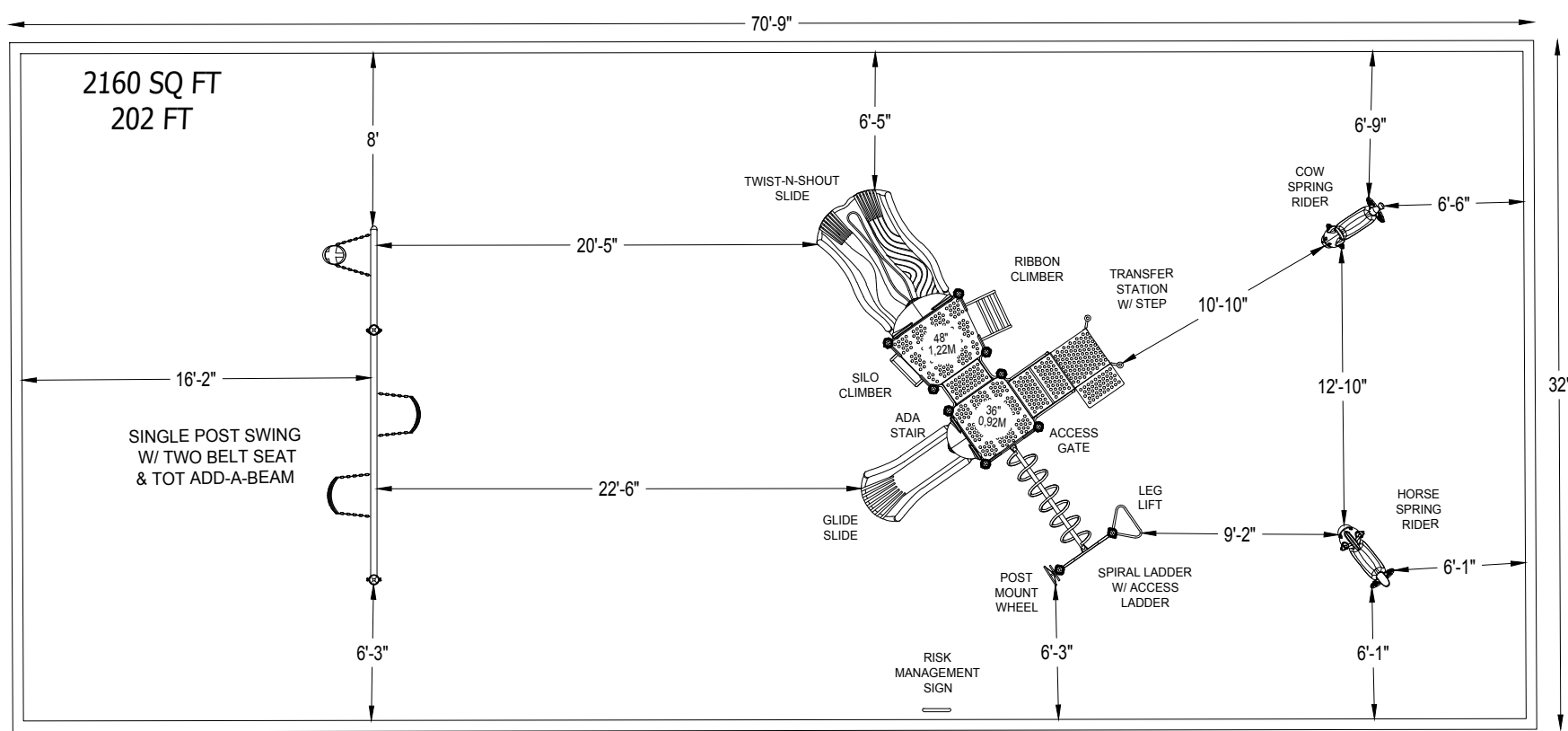
Town of Haymarket Playground Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3923 : Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788



2160 SQ FT
202 FT

EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **2160 SqFt.** PERIMETER: **202 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **30** AGE GROUP: **2-12**

ADA SCHEDULE	Total Elevated Play Activities: X		
	Total Ground-Level Play Activities: X		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P082118-2A	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 14-DEC-18	

*PLAYGROUND SUPERVISION REQUIRED

Town of Haymarket Playground

Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3923 : Playground Proposal)



RESOLUTION #2019-001

REQUEST THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO ACCEPT STREETS IN SHERWOOD FOREST SUBDIVISION INTO THE SECONDARY SYSTEM OF STATE HIGHWAYS – GAINESVILLE MAGISTERIAL DISTRICT

WHEREAS, streets described on the attachment, fully incorporated herein by reference, are shown on a plat recorded in the Clerk's Office of the Circuit Court of Prince William County; and

WHEREAS, the drainage design has been checked and approved by the Town Engineer and the streets and drainage facilities have been constructed in accordance with approved plans; and

WHEREAS, Virginia Department of Transportation staff has advised that the streets meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation; and

WHEREAS, The Town of Haymarket and the Virginia Department of Transportation have entered into a Stormwater Detention Agreement for Sherwood Forest, dated 27 April, 2016, concerning a stormwater detention facility that may receive runoff from these streets;

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council requests the Virginia Department of Transportation to add streets, described on the attachment, to the Secondary System of State Highways, pursuant to Virginia Code § 33.2-340, and the Subdivision Street Requirements of the Virginia Department of Transportation;

BE IT FURTHER RESOLVED that the Haymarket Town Council does guarantee the Commonwealth of Virginia an unrestricted right-of-way as shown on the attachment with the necessary easements for cuts, fills and drainage. It is recorded in Instrument # [200512020206629](#);

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Manassas Residency Office of the Virginia Department of Transportation.

Done this 4th Day of February, 2019

ATTACHMENT – Sherwood Forest Street Data

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

BY:

Shelley M. Kozlowski, Town Clerk

David Leake, Mayor

Voting Aye:

Voting Nay:

Abstaining:

Absent:

SHERWOOD FOREST DATA SHEET

Subdivision Name: Sherwood Forest
Property Owner: D.R. Horton, INC.
Magisterial District: Gainesville
Instrument #: 200512020206629

Street Name	Street Termini	Right-of-Way Width (ft)	Centerline Length (Miles)
Fayette Street	From: 0.13 Miles North of Route 55, Washington Street To: Gossom Manor Place	40' and Variable	0.01 Miles
Fayette Street	From: Gossom Manor Place To: Keavy Place	40' and Variable	0.05 Miles
Gossom Manor Place	From: Fayette Street To: 0.05 Miles West to the Cul-de-sac	40' and Variable	0.05 Miles
Gossom Manor Place	From: Fayette Street To: 0.05 Miles East to Cul-de-sac	40' and Variable	0.05 Miles
Keavy Place	From: Fayette Street To: 0.04 Miles West to Cul-de-sac	40' and Variable	0.04 Miles
Keavy Place	From: Fayette Street To: 0.05 Miles East to Cul-de-sac	40' and Variable	0.05 Miles
TOTAL MILEAGE = 0.25 Miles			
Two lane Road			



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Emily Lockhart
TOWN PLANNER

MEMORANDUM

TO: Town Council and Planning Commission
FROM: Emily Lockhart, Town Planner
DATE: January 31, 2018
SUBJECT: Sherwood Forest Resolution

Summary:

Town Engineer and Town Planner are working with the Sherwood Forest Developer and Bond Manager to have the roads in Sherwood Forest accepted by VDOT.

Draft Motion:

I move Town Council adopt Resolution #2019-001, to request VDOT accept the Sherwood Forest streets into the secondary system of state highways.

Or alternate motion.

Attachment: sherwood Forest resolution motion (3928 : Sherwood Forest Resolution)