



TOWN OF HAYMARKET PLANNING COMMISSION
REGULAR MEETING
~ MINUTES ~

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15000 Washington Street, Suite 100
Haymarket, VA 20169

Monday, August 14, 2023

7:00 PM

Council Chambers

A Regular Meeting of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Alexander Beyene called the meeting to order.

I. Call To Order

Chairman Alexander Beyene: Present, Commissioner Robert Hallet: Present, Commissioner Jerome Gonzalez: Present, Commissioner Pankaj Singla: Present.

II. Pledge of Allegiance

Chairman Alexander Beyene invited everyone to stand for the Pledge of Allegiance.

III. Oath of Office

Town Clerk Kim Henry stated that this item was not needed for this evening's meeting.

IV. Appointment of Chairperson, Vice Chairperson, Liaison

1. Motion to appoint Chairman

Mr. Beyene opened the floor for the nomination of the Chairman. Mr. Beyene shared that since he is on the Town Council, he felt it was fair to not be the Chairman.

Mr. Beyene nominated Rob Hallet as the Chairman of the Planning Commission. There were no other nominations.

Commissioner Gonzalez moved to appoint Mr. Hallet as the Chairman of the Planning Commission. Commissioner Singla seconded the motion. The motion carried.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jerome Gonzalez, Commissioner
SECONDER: Pankaj Singla, Commissioner
AYES: Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

2. Motion to appoint Vice Chairman

Mr. Hallet nominated Alexander Beyene as the Vice Chairman of the Planning Commission. There were no other nominations.

Commissioner Gonzalez moved to appoint Alexander Beyene as the Vice Chairman of the Planning Commission. The motion carried.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jerome Gonzalez, Commissioner
SECONDER: Pankaj Singla, Commissioner
AYES: Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

3. Motion to appoint Planning Commission Liaison to the Architectural Review Board

Mr. Beyene nominated Rob Hallet as the liaison to the Architectural Review Board. There were no other nominations.

Mr. Beyene moved to appoint Rob Hallet as the liaison to the Architectural Review Board. Mr. Gonzalez seconded the motion. The motion carried.

At this time, Mr. Hallet assumed the role as Chairman.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Alexander Beyene, Chairman
<b>SECONDER:</b>	Jerome Gonzalez, Commissioner
<b>AYES:</b>	Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

## V. Citizens Time

Chairman Hallet opened the floor for Citizens Time. There were no citizens in attendance wishing to address the Planning Commission.

## VI. Minute Approval

1. Planning Commission - Regular Meeting - Jul 24, 2023 7:00 PM

**Vice Chairman Beyene moved to approve the minutes from the July 24, 2023 Planning Commission meeting. Commissioner Singla seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Alexander Beyene, Chairman
<b>SECONDER:</b>	Pankaj Singla, Commissioner
<b>AYES:</b>	Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

## VII. Agenda Items

### 1. Kiddie Academy Site Plan - 6515 Crossroads Village Center

Mr. Sam Baker, Baker Architects, was in attendance for this meeting via Zoom. Town Planner Thomas Britt updated the Planning Commission by stating that Kiddie Academy is a child day center located 6515 Crossroads Village Blvd. He stated that the Planning Commission reviewed the application at their last meeting and asked for Mr. Baker to be in attendance at this meeting to discuss the parking and traffic flow along with the school layout. At this time, Mr. Britt invited Mr. Baker to speak on these subjects prior the discussion with the Planning Commission.

Mr. Baker stated that his company has designed several Kiddie Academy's and that the document before the Planning Commission is one that was prepared by Kiddie Academy based on their experience with the number of children and staff that would be at this particular facility. He spoke on the subject of the parking spaces that they would like to have available. He referenced the study that was prepared for the Planning Commission which gave a breakdown on the amount of hours a day the facility is operational with the projected drop off and arrival times. He also shared the drop off procedures of the parent. He stated that the parent would park their vehicle and proceed into the vestibule of the school where there would be a computer system to obtain a secure entrance into the lobby and accounts for the student so that a staff member can take them to their classroom. He also provided the most active time at the school. He stated that the facility would be open from 6:30 am - 6:30 pm Monday - Friday with no activity on the weekends, on holidays or scheduled closures. He continued to share that average drop off and pick up time is approximately 5 minutes. He stated that the original parking design had 41 spaces. Mr. Baker also shared that the staff members come in at staggered times depending on the needs at the school. He also stated that even though there are 23 staff members scheduled to be at the facility, about 20% will not be in need of a parking space due to ride sharing or using other means of transportation.

At this time, Mr. Baker opened the dialogue with the Planning Commission. Chairman Hallet stated that at the last meeting, the Planning Commission had a concern on the parking. But with this further explanation from Mr. Baker, Mr. Hallet stated that he doesn't see a concern any longer. A discussion followed on the subject. Vice Chairman Beyene stated that with 80% of staff driving to the facility, there would be 20 spaces of the 41 being taken up by staff, leaving 21 for parents and visitors. He also stated that at the peak time of drop off and pick up, 15 spaces would be occupied which the 21 parking spaces would accommodate. The Planning Commission continued the discussion of the traffic flow, designated parking for the staff and shared parking with the adjacent pad sites. There was a request that signage be provided at the entry points for designated parking. Town Planner Thomas Britt stated that he would follow up with the developer on that request. There was a short discussion on the layout of the playground and the square footage requirement.

With no further discussion, Chairman Hallet moved that the Planning Commission approve Site Plan #2023-0510, Kiddie Academy at Crossroads Village Center. Vice Chairman Beyene seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Hallet, Commissioner
<b>SECONDER:</b>	Alexander Beyene, Chairman
<b>AYES:</b>	Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

**2. Comprehensive Plan RPA Map: Authorize to Advertise for Public Hearing**

Town Planner Thomas Britt shared that the Chesapeake Bay Preservation Act (CBPA) has established requirements for each locality to follow with standards set by Virginia DEQ. One of those requirements is a Resource Protection Area map showing all areas that require protection under the statute of the CBPA. Mr. Britt provided a draft map for review at the last meeting. He stated that there was a suggestion to provide scale adjustments. Mr. Britt shared the revised map for further review by the Planning Commission. There was a short discussion on the subject. There was a suggestion to provide street and road references. Mr. Britt requested that the Planning Commission proceed with authorization to advertise for the public hearing with the suggestions added to the map.

Vice Chairman Beyene moved for the Planning Commission to hold a public hearing for the adoption of Haymarket RPA map in the Town's Comprehensive Plan for September 18, 2023. Chairman Hallet seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Alexander Beyene, Chairman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

**3. Town Park Sidewalk**

Town Planner Thomas Britt shared that staff has met with The Engineering Groupe to discuss designing a sidewalk addition from Haymarket Baptist Church to Bleight Drive. Mr. Britt shared provided the design plans and gave a timeline of events leading up to this point. Mr. Britt confirmed that the sidewalk would be of stamped concrete. There was a question making sure that the color stays consistent with the rest of the sidewalk. Mr. Britt stated that he will bring this to the attention of the Town Manager and the contractor. There was also a question about the materials used for the crosswalk and the foot traffic at the crosswalk. Mr. Britt stated that he would follow up with The Engineering Groupe to see if it would be a high visibility or the stamped concrete crosswalk similar to the other crosswalks in the Town and would inquire with VDOT about the estimated foot traffic at the crosswalk. There was a question on the dimensions of the left turn lane that has been submitted in the plans. Mr. Britt provided those dimensions and confirmed that the Town Engineer has reviewed the plans. Lastly, there was a question about traffic flow during the construction phase. Mr. Britt stated that if there is any interruptions in the traffic flow, it would be brief.

With no further discussion, Commissioner Gonzalez moved to approve the completed Washington Streetscape redesign pending final review by VDOT. Vice Chairman Beyene seconded the motion. The motion carried.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jerome Gonzalez, Commissioner
<b>SECONDER:</b>	Alexander Beyene, Chairman
<b>AYES:</b>	Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

**4. Haymarket Zoning Map**

Town Planner Thomas Britt shared that he has been working with the Town Manager on updating the Town's zoning map because of the new construction that has been happening recently in the Town. Mr. Britt provided a draft map for the purpose of discussion and editing. He stated to stay consistent, he kept the color scheme the same. He provided a brief

description of the transitional commercial district. Mr. Britt asked for feedback and suggested edits from the Planning Commission. There was a suggestion to add the roads and streets for better references in the Town. There was also a question as to why the structures were not added to this map. Mr. Britt shared that this is a preliminary draft and can add the building structures at a later date, if needed. The Planning Commission also discussed the labeling of the B1 district as Town Center. Mr. Britt read into the record the description of the B1 zoning district and its allowable uses as the Town Center. There was also a discussion on the I-1 district. Mr. Britt stated that the map is a general layout of what is zoned which will affect future businesses coming into the Town. But the relationship of what currently exist compared to what the zoning is becomes more complicated because of the past. There was a discussion about the allowable use of the I-1 district. Mr. Britt stated that he will make the suggested revisions to the map.

**VIII. Old Business**

Town Planner Thomas Britt provided the Old Business updates. He shared that he is still working with the company on the Bleight Drive town homes site plan. He also shared that there is preliminary approval for the Lifetime Smiles site plan that will be in the Crossroads Village Center. He also stated that the Robinson Paradise single family home construction has started. He also shared that he has been doing inspections on the Pulte town homes in Crossroads Village as they come to completion. He stated that Taco Bell has started grading and will start construction in the near future. Lastly, Mr. Britt shared that Planet Fitness has started inside build out recently.

**IX. New Business**

Town Planner Thomas Britt gave New Business updates on the Lifetime Smiles and Bleight Drive town homes site plans. He also shared that the applicant requesting a rezoning of the conservation district and Prince William County will be holding a town hall type meeting at the end of August. He stated that he will share that information with the Planning Commission and encouraged them to attend since this subject could be coming before them in the near future.

**X. Architectural Review Board Updates**

Chairman Hallet gave the Architectural Review Board updates. He stated that the Board reviewed the exterior elevations for Lifetime Smiles. He shared that the Board approved the revisions of three sided brick facade. Mr. Hallet also shared that they appointed Marchant Schneider as the Chairman and Ben Barben as the Vice Chairman for the next year. Lastly, he shared that they will start working on the ARB Guidelines at their next meeting.

**XI. Town Council Updates**

Vice Chairman Beyene stated that the regular meeting was cancelled due to potential severe weather and that he was not in attendance at the July Work Session. Town Clerk Kim Henry gave the updates from the Work Session. She shared that the results from the Town Park building survey was discussed. She also shared that Sandy Freeman resigned from the Planning Commission. Ms. Henry shared that the Council discussed filling the vacancy with the recent applications that were received. Ms Henry also shared that the Town Manager and Vice Mayor presented the first draft of the Town's Communication Plan for Town Council review.

**XII. Adjournment**

With no further business before the Planning Commission, Vice Chairman Beyene moved to adjourn with a second by Commission Singla. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Alexander Beyene, Chairman
<b>SECONDER:</b>	Pankaj Singla, Commissioner
<b>AYES:</b>	Alexander Beyene, Robert Hallet, Jerome Gonzalez, Pankaj Singla

Submitted:

Approved:

  
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Kimberly Henry, Clerk of the Council

  
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Rob Hallet, Chairperson

