



**TOWN OF HAYMARKET PLANNING COMMISSION**  
**REGULAR MEETING**  
**~ AGENDA ~**

Emily Lockhart, Town Planner  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, May 17, 2021

7:00 PM

Council Chambers

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**I. Call To Order**

**II. Pledge of Allegiance/Moment of Silence**

**III. Citizen's Time**

**IV. Minute Approval**

1. Planning Commission - Work Session - Apr 19, 2021 6:00 PM
2. Planning Commission - Regular Meeting - Apr 19, 2021 7:00 PM

**V. Agenda Items**

1. Zoning Text Amendment Work Session Cont'

**VI. Old Business**

**VII. New Business**

**VIII. ARB Updates**

**IX. Town Council Updates**

**X. Adjournment**



# TOWN OF HAYMARKET PLANNING COMMISSION

## WORK SESSION ~ MINUTES ~

Emily Lockhart, Town Planner  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, April 19, 2021

6:00 PM

Council Chambers

A Work Session of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Chairman Matt Caudle called the meeting to order.

### I. Call To Order

Chairman Matt Caudle: Present, Commissioner Aayush Kharel: Absent, Councilman Bob Weir: Present, Commissioner Robert Hallet: Present, Commissioner Jackie Walker: Absent, Commissioner Alexander Beyene: Present, Commissioner Chuck Mason: Absent.

### II. Work Session - Zoning Text Amendment

Before going into the Zoning Text Amendment work session, Town Planner Emily Lockhart shared that Jackie Walker resigned from the Planning Commission effective immediately. Ms. Lockhart stated that she would put out notice of the vacancy.

Ms. Lockhart introduced Samantha Lewis to the Planning Commission. Ms. Lockhart shared that Ms. Lewis is the intern that has been researching some of the items from previous meetings. Ms. Lewis talked about the short term rentals,

After Ms. Lewis' presentation, Town Planner Lockhart stated that all previous edits have been made to the ZTA up to this point. Ms. Lockhart stated that she would like to pick up and work on Article 12 through Article 13. She stated that she would like to have the Architectural Review Board involved in the discussion of Article 14, which is the old and historic Haymarket district overlay section of the ZTA. Ms. Lockhart stated that her goal is to a final draft ready by the June meeting in order to hold a July public hearing.

The Planning Commission started working on the Industrial Zone. There was a suggestion to reduce the height of buildings from 50 feet to the same in the B-2 district to 45 feet. A question was asked on the definition of business support service. Ms. Lockhart shared that information with the Planning Commission. There was also a discussion on trash or refuse collection site. Ms. Lockhart showed the area of where this would be allowed. The Planning Commission eliminated the trash collection site in the Industrial Section. Ms. Lockhart struck the definition as well. There was also a question about broadcast, communication tower and utility service. It was recognized that there is only one tower in the district by communication services like AT&T could come and rent space on the tower. There was also a discussion on religious assembly was by-right yet entertainment establishment for adults was a by right use. After a short discussion, the Planning Commission decided to eliminate the use and the definition for entertainment establishment for adults. Ms. Lockhart stated that she would research changing religious assembly from a special use to a by-right and report back at the next meeting.

The Planning Commission went onto the Conservation District of the ZTA. Ms. Lockhart showed the map designating the area. There was a consensus of the Planning Commission to only allow garden center, greenhouse and utility service minor in the Conservation District. The Planning Commission also addressed the setbacks for Conservation District since no regulations were established. Ms. Lockhart stated that she will bring those to the Planning Commission at a later date.

The Planning Commission continued in the Zoning Text Amendment by reviewing and editing Article 14: Historic District. Ms. Lockhart briefly outlined the Historic District on the Town map. There was a brief discussion on shrinking the historic overlay district. Ms. Lockhart was tasked to bring the prior map and text change to the next meeting. Ms. Lockhart stated that she would also like the Architectural Review Board to make the first edits on the old and historic section and then pass it back to the Planning Commission. There was also a discussion on what is determined or what qualifying factors make an old building a historic building. The discussion continued on the process of tearing down the old buildings and erecting a new building.

Lastly, the Planning Commission started discussing the sign regulations. Ms. Lockhart stated the ARB has been addressing sign regulations in the Industrial District and B-2 and asked if the historic district

Minutes Acceptance: Minutes of Apr 19, 2021 6:00 PM (Minute Approval)

shrinks, if the sign restrictions would be the same as the historic district. She continued to state that the franchise businesses that come into the Town are used to a defined signage package. She shared that even though the ARB has worked with them from the franchise packages to be put up, however the Town is restrictive on size and height. Ms. Lockhart asked for Planning Commission input on the subject. A discussion followed. There was also a discussion on parasail and inflatable signs as prohibited. After their discussion, there was a consensus to enforce the regulations of prohibiting parasail and inflatable signs. Ms. Lockhart stated that she will research other jurisdictions that have historic districts and their sign regulations so that there can be further discussion on the subject.

### III. Adjournment

Planning Commissioner Hallet moved to adjourn from this evening's work session with a second by Councilman Beyene. The motion carried.

#### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Hallet, Commissioner
<b>SECONDER:</b>	Alexander Beyene, Commissioner
<b>AYES:</b>	Matt Caudle, Bob Weir, Robert Hallet, Alexander Beyene
<b>ABSENT:</b>	Aayush Kharel, Jackie Walker, Chuck Mason

Submitted:

Approved:

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Kim Henry, Clerk of the Council

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Matt Caudle, Chairman

Minutes Acceptance: Minutes of Apr 19, 2021 6:00 PM (Minute Approval)



# TOWN OF HAYMARKET PLANNING COMMISSION

## REGULAR MEETING ~ MINUTES ~

Emily Lockhart, Town Planner  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, April 19, 2021

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 Matt Caudle called the meeting to order.

### I. Call To Order

Due to Governor Northam's executive order on social gatherings, Commissioner Aayush Kharel was present for this evening's meeting via Zoom meeting from his home.

Chairman Matt Caudle: Present, Commissioner Aayush Kharel: Remote, Councilman Bob Weir: Present, Commissioner Robert Hallet: Present, Commissioner Alexander Beyene: Present, Commissioner Chuck Mason: Absent.

### II. Pledge of Allegiance/Moment of Silence

Chairman Matt Caudle invited everyone to stand for the Pledge of Allegiance followed by a moment of silence.

### III. Citizens Time

Dottie Leonard, 14801 Washington Street, addressed the Planning Commission on the items discussed at the evening's work session in regards to the historic overlay of the Town. Ms. Leonard stated that the historic overlay was developed by the historic commission. She stated that if the Commission is going to do anything with the historic preservation of the Town it should either all of it or none of it.

### IV. Minute Approval

1. Planning Commission - Work Session - Mar 15, 2021 6:00 PM

**Councilman Weir moved to accept the minutes from the Work Session on March 15, 2021 at 6 PM. Commissioner Hallet seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Beyene
<b>ABSENT:</b>	Chuck Mason

2. Planning Commission - Regular Meeting - Mar 15, 2021 7:00 PM

**Commissioner Hallet moved to accept the minutes from the Regular Meeting on March 15, 2021 at 7 PM. Commissioner Beyene seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Hallet, Commissioner
<b>SECONDER:</b>	Alexander Beyene, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Beyene
<b>ABSENT:</b>	Chuck Mason

### V. Agenda Items

Chairman Caudle asked that the Planning Commission address both agenda items in a timely manner so that the meeting finish by 8 pm since the past few meetings ran late. Councilman Weir asked that the Planning Commission address the CIP first and any time left would be a continuation on the ZTA. The Commission agreed to the change in the agenda.

#### 1. CIP Discussion

Minutes Acceptance: Minutes of Apr 19, 2021 7:00 PM (Minute Approval)

Town Planner Emily Lockhart distributed a draft of the Capital Improvement Plan. She shared that the plan is addressed every year during the budget season. Ms. Lockhart went over each category of the CIP. The Planning Commission went over each item in the category and suggested edits. There was a brief discussion of the paving of Washington Street. Ms. Lockhart stated that the street was paved recently but was not put back to the original stamped crosswalks. Ms. Lockhart shared that the company would be coming back to put the original stamped crosswalks back in. There was also discussion of sidewalks in front of the Town Park on Washington Street. Ms. Lockhart shared the costs related to that project. Ms. Lockhart also gave information on the Jefferson Street turn lane project. A discussion followed. Councilman Weir stated that he will do what he can to get funding from the County for the Jefferson Street turn lane project.

Town Planner Lockhart shared some information on the Town Center property. She stated that the Town Council would need to discuss the long term plan regarding the property. There were no comments or suggestions from the Planning Commission on this subject.

Ms. Lockhart shared some information on the Haymarket Community Park. She stated that there were several community meetings on the ideas for the park. She shared that the next step would be to put the ideas brought forward to be engineered and a site plan developed. She stated that there would be a phased construction plan based on the details that was included in the master plan. Discussion followed on the subject. The next item discussed by the Planning Commission was the Town's Gateway signs and the Town Hall signs.

Ms. Lockhart also shared information on having quiet zones at the railroad crossings and the estimated costs associated. She stated that this item has been requested by some of the citizens that back up to railroad. The Planning Commission discussed the subject.

Lastly, the Planning Commission reviewed and suggested edits on the vehicle fleet of the Police Department. A discussion ensued on the staffing of the Police Department. Chairman Caudle suggested that the staff post on the Town's website that the police department is not being defunded by the current Town Council.

**2. Motion to forward CIP to Town Council**

**Councilman Weir moved to forward the CIP as amended to the Town Council with a recommendation for approval or adoption. Commissioner Hallet seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Beyene
<b>ABSENT:</b>	Chuck Mason

**3. ZTA Discussion Continued**

Chairman Caudle asked that the ZTA discussion be tabled for this evening's meeting. The Planning Commission scheduled the next zoning text amendment work session for Monday, May 17th at 6 PM.

**VI. Old Business**

Town Planner Emily Lockhart shared that the Karter School has been working on their site plan and anticipates that they will be before the Planning Commission at the May meeting. Ms. Lockhart stated that Van Metre has started construction. She shared that staff will post on the website information about the blasting at the Van Metre project site.

**VII. New Business**

Town Planner Emily Lockhart shared that the Town Council will be holding a public hearing on the 2 SUP's from Crossroads Village at their May meeting. Ms. Lockhart also shared that she will need to work with the Chairman to do the annual report in order to meet the June deadline. Lastly, Ms. Lockhart shared that the Town Manager would be attending a County meeting on the proposed data center at Catharpin Road and Route 55. She stated that Town Manager Coon would be bringing forth the suggestions made by the Planning Commission on the subject. Councilman Weir gave a lengthy explanation on the project.

Minutes Acceptance: Minutes of Apr 19, 2021 7:00 PM (Minute Approval)

### VIII. Architectural Review Board Updates

Town Planner Emily Lockhart shared that the ARB would be meeting on Wednesday and had one application to consider.

### IX. Town Council Updates

Councilman Weir did not have anything to report.

### X. Adjournment

With no further business before the Planning Commission, Councilman Weir moved to adjourn with a second by Commissioner Hallet. The motion carried.

#### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Caudle, Kharel, Weir, Hallet, Beyene
<b>ABSENT:</b>	Chuck Mason

Submitted:

Approved:

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Kim Henry, Clerk of the Council

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Matt Caudle, Chairman

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