



**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, April 19, 2021

7:00 PM

Council Chambers

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**I. Call To Order**

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

**III. Citizens Time**

**IV. Minute Approval**

1. Planning Commission - Work Session - Mar 15, 2021 6:00 PM
2. Planning Commission - Regular Meeting - Mar 15, 2021 7:00 PM

**V. Agenda Items**

1. ZTA Discussion Continued
2. CIP Discussion

**VI. Old Business**

**VII. New Business**

**VIII. Architectural Review Board 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, March 15, 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: Absent, Commissioner Chuck Mason: Present.

### II. Agenda Items

#### 1. ZTA Work Session

The Planning Commission continued to work on the Zoning Text Amendment. Town Planner Emily Lockhart shared that the Planning Assistant, Samantha Lewis, has been working on the landscaping buffers and appropriate plant list. Ms. Lockhart stated that she will be bringing back the edited version to the next work session. Ms. Lockhart also shared that Ms. Lewis started working on the minimum parking standards.

The Planning Commission worked on the B1 section of the ZTA. Ms. Lockhart stated that Ms. Lewis has also been working on the definitions for accessory apartments and condominiums in the residential portion of B1. She stated the clean edited version will be presented at the next work session. The Planning Commission reviewed and edited allowable usages of accessory apartments, condominiums, and guest rooms. They moved medical offices from special use to a by right use. They also reviewed the commercial portion and professional portion of the B-1 section. They addressed the restaurant portion, particularly the subject of restaurant mobile or food trucks. A discussion started on the subject of food trucks and how they would like to proceed with business licensing and design standards. Ms. Lockhart stated that she would come back with regulations for food trucks. Ms. Lockhart shared that she removed liquor store from B-1 and moved it to the B-2 and I-1 Districts.

The Planning Commission also addressed the Special Uses in B-1. They decided to delay on making any changes until the definitions are updated and provided. There was a short discussion on the topic of fast food restaurants as a special use in the commercial portion. Ms. Lockhart shared that drive thrus are not permitted in the B-1 in order to keep the historic feel of the downtown. The Planning Commission asked for the traffic statistics for a sit down fast food versus a drive thru fast food. There was a question on parking spaces for sit down restaurants versus fast food. Ms. Lockhart shared that the Planning Assistant is researching those numbers as well. Ms. Lockhart stated that she will bring back more information regarding the restaurant section at the next work session. Ms. Lockhart stated that she will also bring updates on light manufacturing by Special Use in the B-1 as well as the occupancy regulations. She asked for any edits on area regulations, setbacks, and height regulations. There were no comments on the regulations. Ms. Lockhart stated that she will change the coverage regulations to ensure that there is 15% green space on each property.

The Planning Commission also reviewed the B-2 Section of the ZTA. Ms. Lockhart stated that she has flagged some issues in the residential portion and would like the Planning Commission to review them after the definitions are finalized. The Planning Commission discussed the use of greenhouses, refuse collection and recycling. Ms. Lockhart stated that she would move recycling and refuse collection to the I-1. There was discussion on moving gas station from by right to special use. There was also a short discussion about religious assembly by special use. Ms. Lockhart stated that she will research it and come back with some different ideas. After a short discussion, the Planning Commission decided to move bed and breakfast from special use to a by-right use. Town Planner Lockhart shared some of the differences in the regulations

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in B-2. Ms. Lockhart stated that she will bring forth a clean version of all the edits prior to the next work session. The Planning Commission finished this evening work session on Article XII of the document.

### III. Adjournment

Commissioner Hallet moved to adjourn this evening's Work Session with a second by Commissioner Mason. The motion carried.

#### 1. Motion to Adjourn

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

Submitted:

Approved:

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Kim Henry, Clerk of the Council

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Matt Caudle, Chairperson

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# 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, March 15, 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 the COV-ID 19 pandemic and Governor Northam's executive order on social distancing, Commissioner Aayush Kharel joined the meeting via Zoom.

Chairman Matt Caudle: Present, Commissioner Aayush Kharel: Remote, Councilman Bob Weir: Present, Commissioner Robert Hallet: Present, Commissioner Jackie Walker: Absent, Commissioner Alexander Beyene: Absent, Commissioner Chuck Mason: Present, Clerk of Council Kimberly Henry: Present, Town Planner Emily Lockhart: Present, Town Manager Chris Coon: Present.

### 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

There were no citizens wishing to address the Planning Commission at this evenings meeting.

### IV. Minute Approval

1. Planning Commission - Work Session - Feb 16, 2021 6:00 PM

**Commissioner Hallet moved to accept the Planning Commission minutes from the February 16, 2021 Work Session. Commissioner Mason seconded the motion. The motion carried.**

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

2. Planning Commission - Public Hearing/Regular Meeting - Feb 16, 2021 7:00 PM

**Commissioner Mason moved to accept the Planning Commission minutes from the February 16, 2021 Public Hearing/ Regular Meeting. Commissioner Hallet seconded the motion. The motion carried.**

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

### V. Agenda Items

#### 1. Crossroads Village Center SUP 2021-001 Restaurant W/Drive Thru

Town Planner Emily Lockhart gave her updated staff report on SUP #2021-001 for a request to have a restaurant with a drive thru at Crossroads Village. She stated that although the applicant provided additional information to modify the drive thru layout, she still had some concerns with the traffic flow at the drive thru and potential congestion to exit onto Washington Street. Ms. Lockhart invited the applicant to the podium to present their modifications of the layout. Brian

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Prater, the representative for the applicant, gave a complete presentation of the property since there were new Commissioners on the Board. Mr. Prater narrowed his presentation to address the modifications to the restaurant and stacking at the drive thru. Mr. Prater ended his presentation by stating that the applicant and staff has been working on the traffic and pedestrian modifications since the February meeting and asked that the Planning Commission approve the SUP as presented. Mr. Prater stood to answer several questions by the Planning Commission on the updates presented. A suggestion was made to make the exit a right turn only out of the restaurant so that traffic would be directed to the traffic signal on Washington Street. Mr. Don Wooden, applicant of Crossroads Village Center, stated that a required right turn only exit would create an unnecessary traffic flow through the Center. Town Planner Emily Lockhart asked Mr. Wooden to show the location of the speaker box when submitting the plans to the Town Council. There was a discussion on parking spaces for customers and employees. A discussion continued on the traffic flow and exit points. Town Planner Emily Lockhart brought forth a draft resolution for consideration. The Planning Commission added the following condition to the resolution: appropriate signage for traffic mitigation be added at egress. Ms. Lockhart corrected the address to state 15150 Washington Street.

**Commissioner Mason moved to approve Resolution 2021-006 as amended.  
Commissioner Hallet seconded the motion. The motion carried by a roll call vote.**

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

## 2. Crossroads Village Center: SUP 2021-002 Multifamily Residential Units

Town Planner Emily Lockhart gave the updated staff report on SUP #2021-002 for the consideration of 76 two over two townhomes. Ms. Lockhart stated that she was not in support based on the proposed dwelling units does not meet the intent of the planned interchange park designation from the Comprehensive Plan or the intent of the business commercial zoning district and will deplete approximately 3.6 acres of commercial land base. She also stated that the proposed plan has triggered numerous concerns in regards to parking, frontages, proximity to the I-66 interchange and student generation. Ms. Lockhart invited the applicant to the podium to present the changes to the plan from the previous meeting.

Brian Prater, who represented the applicant, gave a presentation on the multi family dwelling special use request for the back of the property of the Crossroads Village Center site. He stated that the two over two units are similar to a split town home. He stated this addresses the shortage of housing for middle income families which would allow affordability for this income range. Mr. Prater recognized and agreed that the residential component is not consistent with the planned interchange park, however it is one of the overall uses proposed in the Crossroads Village Center plan as a commercial mix of uses and the applicant is responding to market forces. Mr. Prater showed in his presentation the building concepts of the two over two townhomes. He also showed the design changes of the property which added a potential tot lot, increase parking spaces, extended driveways that would fit 2 vehicles, and changes to the ingress/egress on the property, Mr. Prater showed the proposed landscaping design along the outside perimeter of the property that is close to the I-66 interchange. Mr. Prater concluded his presentation with the trips per day comparison and student generation data. The Planning Commission addressed their concerns regarding the parking to the applicant and the wording of "potential" tot lot. There was a suggestion from the Planning Commission to re-configure the placement of some of the units and reducing the number of units in order to increase the green space for recreational activities. There was also concern from the Planning Commission that the residential units would be taking away from the limited amount of what's left for commercial use and the increase in student population. The applicant answered the Planning Commissions concerns on each topic. There was also a discussion on how a trash truck or larger vehicle could navigate at the re-designed hammerhead in the one section of housing. There was also a discussion on the green space at the entrance of the property. Councilman Weir reiterated that Haymarket does not have the urban lifestyle similar to other cities in Northern Virginia and felt that the homes would generate a student population higher than the applicant showed in the



data. He also stated that he felt this would be taking away from the commercial tax base for the Town and he would not support the SUP. Chairman Caudle stated that overall he felt the applicant had a great product. However, Mr. Caudle stated his main concern was a place for children to play. Mr. Caudle stated that he is for less commercial but would like to see the units reconfigured to make a larger green space. The applicant stated that he would consider having 2 less units in order to have a soccer type field for play adjacent to the tot lot in the design. He stated that this would also make more room for trash truck type vehicles to navigate the back part of the property for servicing those units. Chairman Caudle asked Town Planner Lockhart for her comments after listening to the presentation and the discussion between the applicant and the Commissioners. Ms. Lockhart stated that she would still not recommend the approval of the SUP. Commissioner Kharel stated the Commission should take into consideration the comments from the citizens and to consider the vision of the future for the Town of Haymarket. He stated that he felt the design needed more work particularly the spacing and the layout of the units. Town Manager Chris Coon stated that if the Planning Commission would like to defer this for an additional month, staff could provide the cost to the Town for police coverage, trash and other services the Town provides if the 76 units were considered.

At this time, the applicant proposed the following conditions for Planning Commission consideration: the units would be reduced to not exceed 74 two over two units, adding in a play field that would be adjacent to the tot lot, and bring additional parking or loading area for the accessibility of a trash truck. Chairman Caudle asked each Commissioner if they would support the conditions. Each Commissioner gave their opinion of the conditions. The Planning Commission took a brief recess for Ms. Lockhart to prepare the motion.

**Commissioner Mason moved that the Planning Commission recommend approval of SUP #2021-002 with the following conditions: the development shall not exceed 74 two over two units, the developer will provide a tot lot and expand a play field and provide an additional parking/loading spaces. Commissioner Hallet seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Chuck Mason, Commissioner
<b>SECONDER:</b>	Robert Hallet, Commissioner
<b>AYES:</b>	Matt Caudle, Aayush Kharel, Robert Hallet, Chuck Mason
<b>NAYS:</b>	Bob Weir
<b>ABSENT:</b>	Jackie Walker, Alexander Beyene

### 3. Preliminary Discussion for Karter School Site Plan

Town Planner Emily Lockhart shared that the site plans for the Karter School located at 14860 Washington Street are ready for review and that they will be on the agenda for the next months Planning Commission meeting. There was a short discussion on subject.

## VI. Old Business

Town Planner Emily Lockhart shared that McDonald's is moving forward with their site plans for the second drive thru and will be before the ARB at their next meeting for the sign submission package. She also shared that Van Metre has bonded their project and has been issued their grading permit and should be getting their building permit within the next few months.

## VII. New Business

Town Planner Emily Lockhart shared that staff has received site plan submission for 16 single family homes at Robinson Paradise Development.

## VIII. Architectural Review Board Update

Town Planner Emily Lockhart gave the ARB update by stating that the previous meeting was canceled due to no agenda items. She shared that the next scheduled meeting was the upcoming Wednesday.

### IX. Town Council Update

Councilman Weir shared that the Town Council tasked Ms. Lockhart and himself to speak on behalf of the Town on the Route 29 small area plan at the next County meeting. Mr. Weir provided the Planning Commission some background information on the plan.

### 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, Mason
<b>ABSENT:</b>	Jackie Walker, Alexander Beyene

Submitted:

Approved:

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Kim Henry, Clerk of the Council

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Matt Caudle, Chairperson

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