

# TOWN OF HAYMARKET PLANNING COMMISSION

# REGULAR MEETING ~ AGENDA ~

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

15000 Washington Street, Suite 100 Haymarket, VA 20169

Monday, October 29, 2018

7:00 PM

Council Chambers

## I. Call to Order

# II. Pledge of Allegiance

# III. Public Hearing

- 1. ZTA#2018-001, Zoning Text Amendment for Crematory and Funeral Home Definitions
- 2. SUP#2018-009, McDonald's Drive-Thru Lane Special Use Permit

# IV. Minutes Approval

1. Planning Commission - Regular Meeting - Sep 17, 2018 7:00 PM

#### V. Citizen's Time

# VI. Agenda Items

- 1. ZTA#2018-001, Zoning Text Amendment for Crematory and Funeral Home Definitions
- 2. SUP#2018-009, McDonald's Drive-Thru Lane

#### VII. Old Business

# VIII. Town Planner Update

- IX. Town Council Update
- X. Architectural Review Board Update
- XI. Adjournment

# NOTICE OF PUBLIC HEARING OF THE PLANNING COMMISSION TOWN HALL – 15000 WASHINGTON STREET TOWN OF HAYMARKET

#### OCTOBER 29, 2018 - 7:00 PM

Notice is hereby given that the Haymarket Town Planning Commission will conduct a Public Hearing on the following item: Application for zoning text amendment to Chapter 58 of the Town Code.

The zoning text amendment will make changes to the definitions in the Zoning Ordinance. Definitions are proposed to include Crematory and amend the existing Funeral Home definition.

The public hearing for the Zoning Text amendments to Chapter 58 of the Haymarket Town Code will be held on **October 29, 2018 at 7:00 p.m.**, at Town of Haymarket Town Hall located, 15000 Washington Street, Haymarket, Virginia 20169. This location is accessible to persons with disabilities. The proposed amendments are available for review on the Town's website at <a href="https://www.townofhaymarket.org">www.townofhaymarket.org</a>. The proposed ordinance amendments can also be viewed by contacting the Town Planner at (703) 753-2600, Monday through Friday from 8:00 a.m. to 4:30 p.m. If you are in need of interpreting services for the hearing and/or vision impaired, please notify the town clerk at least one week prior to the public hearing.

#### BY THE ORDER OF THE HAYMARKET PLANNING COMMISSION

#### **Instruction to Publisher:**

Run This Notice Twice; October 17th and October 24th

# NOTICE OF PUBLIC HEARING PLANNING COMMISSION TOWN HALL, 15000 WASHINGTON STREET, ST. 100 HAYMARKET VA 20169 OCTOBER 29, 2018 - 7:00 P.M.

Notice is hereby given that the Haymarket Planning Commission will conduct a public hearing to permit a second drive-thru lane in the I-1 zoning district by Special Use Permit, 6740 Lea Berry Way, Haymarket, VA 20169. All interested parties are encouraged to present their views at these hearings. The public hearing will be held on Monday, October 29, 2018, beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, Suite 100, Haymarket, Virginia.

All are invited to attend the Public Hearing at the time and place described above and present their views pertinent to the requested Special Use Permit. Public comments can also be mailed to 15000 Washington Street, Suite 100, Haymarket, Virginia, 20169, or submitted via email to <a href="mailto:skozlowski@townofhaymarket.org">skozlowski@townofhaymarket.org</a>. A complete copy of the application for the Special Use Permit is available for public inspection during normal business hours at the Town Planner's Office of the Town of Haymarket immediately upon the advertising of this notice, The Public Hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Clerk of the Council at the above address or by telephone at (703) 753-2600.

BY ORDER OF THE HAYMARKET PLANNING COMMISSION

#### **Instruction to Publisher:**

Run This Notice Twice; October 17th and October 24th



# TOWN OF HAYMARKET PLANNING COMMISSION

# REGULAR MEETING ~ MINUTES ~

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

15000 Washington Street, Suite 100 Haymarket, VA 20169

Monday, September 17, 2018

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.

Chairman Matt Caudle called the meeting to order.

#### I. Call to Order

Chairman Matt Caudle: Present, Councilman Steve Shannon: Present, Commissioner Nicholas Pulire: Present, Commissioner Tony James: Present, Commissioner Aayush Kharel: Present.

# II. Pledge of Allegiance

# III. Minutes Approval

1. Planning Commission - Work Session - Aug 20, 2018 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Steve Shannon, Councilman

SECONDER: Aayush Kharel, Commissioner

AYES: Caudle, Shannon, Pulire, James, Kharel

2. Planning Commission - Regular Meeting - Aug 20, 2018 7:00 PM

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Steve Shannon, Councilman

SECONDER: Nicholas Pulire, Commissioner

AYES: Caudle, Shannon, Pulire, James, Kharel

#### IV. Citizens' Time

There were no Citizens' comments.

# V. Agenda Items

#### 1. Comprehensive Plan Discussion

Town Planner, Emily Lockhart, noted the copy of the Comprehensive Plan that was in the Agenda packet. She proposes a work session in October to begin working on the plan. The regular scheduled meeting was moved from October 15th to the 18th do to a lack of quorum on the 15th. The Commission also agreed upon a work session on the 18th from 6-7pm to begin working on the plan.

Ms. Lockhart states that we will begin with Part I of the Comprehensive Plan, "Community Characteristics and Resource Inventory". She adds that she would like the Commissioners to reach out to her in the next week or two and let her know what are their top priorities. She further discussed the timeline for the Comprehensive Plan.

Referencing page 46 in the current Comprehensive Plan, Chairman Caudle asks the Town Planner if she could look into what is an official historic building.

#### VI. Old Business

#### 1. Harrover Park Action Item UPDATES

Ms. Lockhart updates the Commission on the status of their priority list from the August meeting. She states that the trash cans have been ordered and expect them any day now. As

Minutes Acceptance: Minutes of Sep 17, 2018 7:00 PM (Minutes Approval)

for the bike racks, Ms. Lockhart consults the Commission concerning the size of the bike rack. The consensus was to purchase a ten user bike rack. She also shares the correspondence she received from VDOT on the proposed crosswalk installation. Discussion ensues on location of the proposed crosswalk.

The Commission decides to postpone the crosswalk until the park is built. The Commission also decides to use wood chips for the playground ground cover, and to build the playground in phases.

# VII. Town Planner Update

Ms. Lockhart states that there is a possible public hearing for McDonald's restaurant's second drive-thru lane as well as a Zoning Text Amendment.

# VIII. Town Council Update

Councilman Shannon states that at the September 4th Town Council meeting, the Council voted on 3 Special Use Permits for the Crossroads Village Project. He adds that 1 failed, 2 passed. He states that there was also a Proclamation for Suicide Prevention Awareness Week. He concludes that the Eagle Scout working on the Veteran Banners presented a sample banner to the Council to be displayed for Veteran's Day and Memorial Day.

# IX. Architectural Review Board Update

ARB Liaison, Aayush Kharel, states that his first meeting will be this Wednesday.

# X. Adjournment

Chairman Caudle thanks the new Commissioners for serving on the board.

## 1. Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]

MOVER: Steve Shannon, Councilman

SECONDER: Nicholas Pulire, Commissioner

AYES: Caudle, Shannon, Pulire, James, Kharel

Submitted:	Approved:
Shelley M. Kozlowski, Clerk of the Council	Matt Caudle, Chairman



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

# Emily K. Lockhart TOWN PLANNER

#### **MEMORANDUM**

TO: Planning Commission

FROM: Emily K. Lockhart, Town Planner

DATE: October 25, 2018

SUBJECT: 14901 Washington Street, Zoning Text Amendment, ZTA#2018-001

#### **APPLICATION SUMMARY:**

Applicant, Mountcastle Turch Funeral Home & Crematory, Inc. has proposed a Zoning Text Amendment for the Zoning Ordinance. The proposed amendment is as follows from the applicant;

"Proposed Zoning Text Amendment Submitted by Mountcastle Turch Funeral Home & Crematory, Inc.

I. Amend Section 58-1.5 to add the following definition of Crematory as follows

**Crematory**--An establishment containing a furnace for the purpose of reducing dead bodies to ashes by burning.

*II.* Amend Section 58.-1.5 to amend the definition of "Funeral Home" as follows:

**Funeral home** – Establishments engaged in undertaking services such as preparing the dead for burial, as well as related accessory activities including a crematory, and arranging and managing funerals. Typical uses include funeral homes or mortuaries

#### Justification Statement

Prince William County and the City of Manassas allow crematories as accessory to funeral home uses. Cremation is becoming more popular. It is essential, therefore, for a funeral home to offer cremation to compete with funeral homes in surrounding jurisdictions. Cremation does not create adverse impacts in terms of noise, smell or toxicity. Traffic impacts are the same as a funeral home without a crematory. In fact, vehicle trips are reduced because trips carrying bodies to off-site crematories and back would be avoided. Therefore, the amendment would allow funeral homes within the Town to be successful while also fulfilling an important community need and without adverse impacts to the community.

The proposed amendment would amend the definition of a funeral home to define a crematory and to specifically mention a crematory as an accessory use to a funeral home, both in response to the attached zoning determination holding that such specific definition is necessary in order for such to be allowed as part of a funeral home. The proposal would not allow a crematory as principal use divorced from a funeral home because such would be out of character with the B-1 Town Center District. The proposed definition of "Crematory" is taken from the Prince William County Zoning Ordinance.

#### **STAFF RECOMMENDATION:**

Staff supports the proposed **zoning text amendment** for the addition of the crematory definition and the modifications to the Funeral Home definition. Staff recommends the Planning Commission request the Crematory definition to explicitly state the crematory use is an accessory use, only to occur within a Funeral Home.

This definition will provide clarification and general updates to the Town's Zoning Ordinance. Staff's support of the Zoning Text Amendment does not mean an endorsement of any future Special Use Permits for a Funeral Home on any property located within the Town of Haymarket. Support of the Zoning Text Amendment is strictly for the purposes of clarifying the Town's Ordinance and providing stronger definitions that are in keeping with surrounding jurisdictions.

Staff recommends the Planning Commission hear all public comments and ensure all concerns and questions regarding the Zoning Text Amendment are addressed completely prior to forwarding the application to Town Council for public hearing and approval.



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

# Emily K. Lockhart TOWN PLANNER

#### **MEMORANDUM**

TO: Planning Commission

FROM: Emily K. Lockhart, Town Planner and Zoning Administrator

DATE: October 25, 2018

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 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							
REQUIRED NUMBER OF STACKING SPACES	START POINT FOR STACKING SPACES						
3	Teller machine						
3	Teller window/tube						
3	Cleaner/laundry window						
3	Pharmacy window						
6	Order box/speaker						
4*	Pick-up window						
To be determined by Town. Such determination shall consider any study prepared by an engineer or other qualified design professional.							
	REQUIRED NUMBER OF STACKING SPACES  3  3  3  4  To be determined by Town. Such of						

<sup>\*</sup> 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:

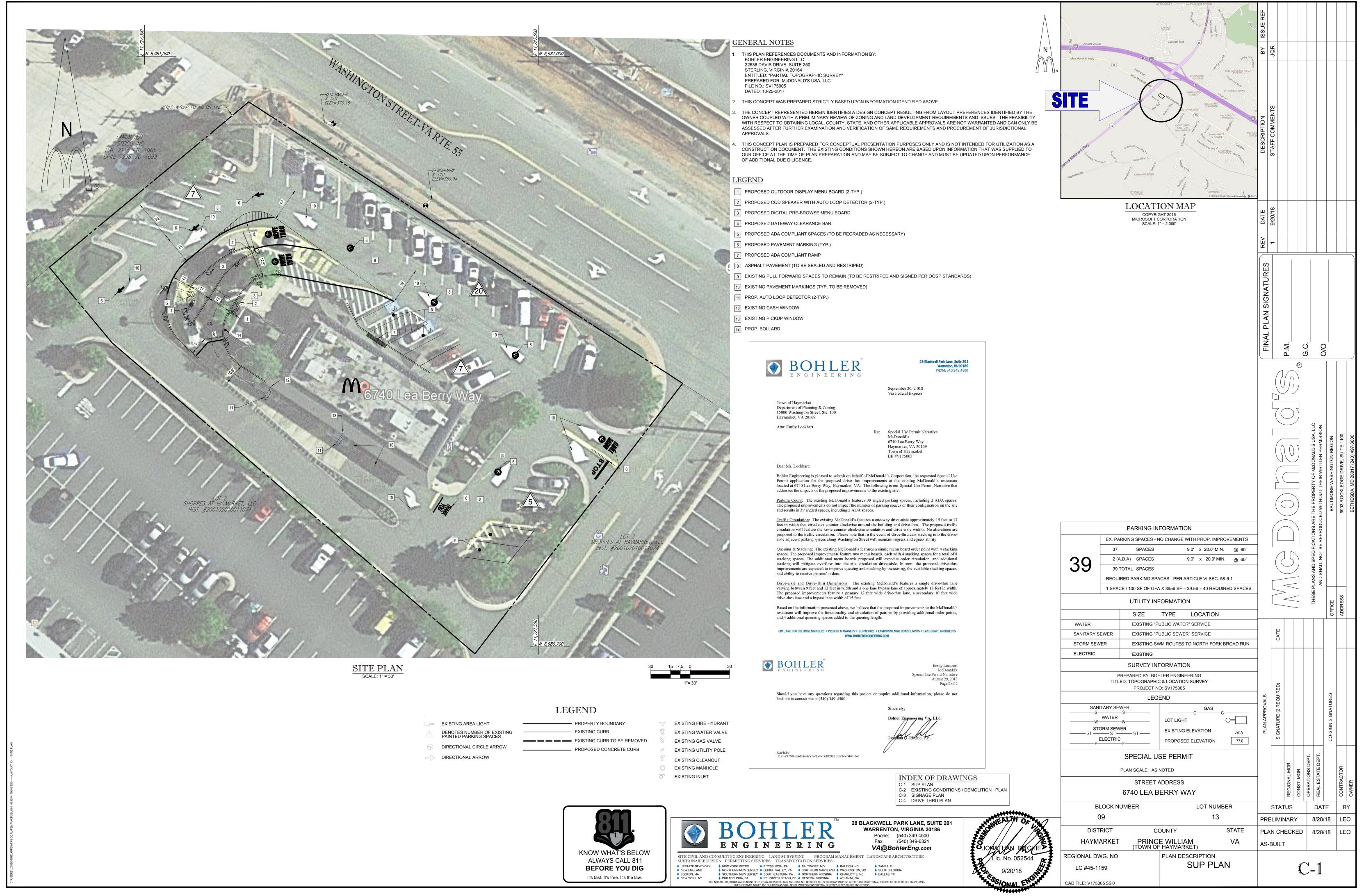
- (1) McDonald's is a preexisting drive-thru use located in the Industrial Zone of Town. The additional drive-thru lane proposed will work to alleviate the current traffic issues on the site by allowing additional vehicles to stack in the drive-thru lanes. The second drive-thru lane will specifically 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.

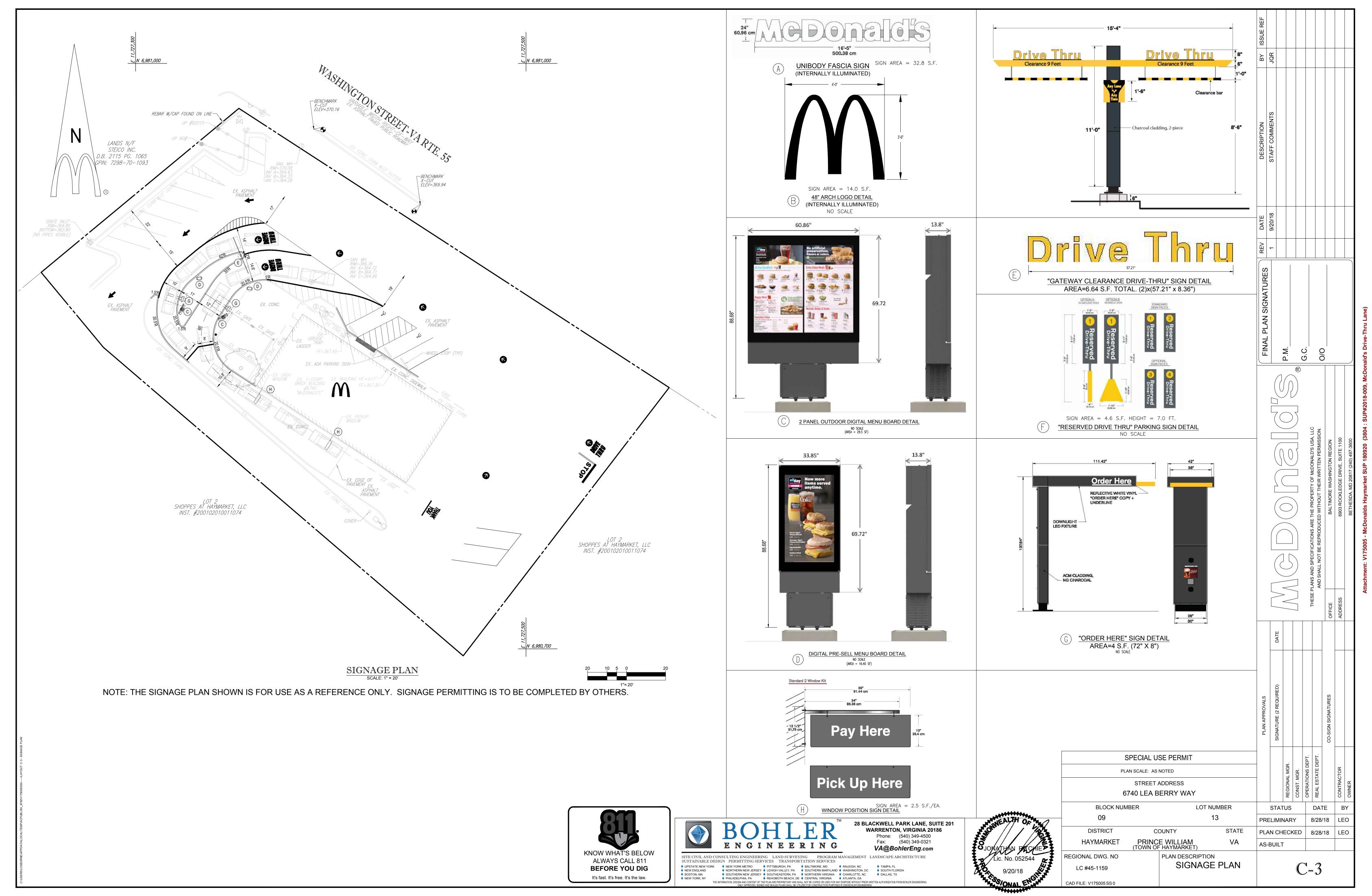
- (4) The proposed use is not expected to adversely affect the health, safety, or general welfare of person working in the building or surrounding areas.
- (5) Pedestrian and vehicular traffic generated by the proposed use is not expected to pose any hazardous conditions or conflict with existing and 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:

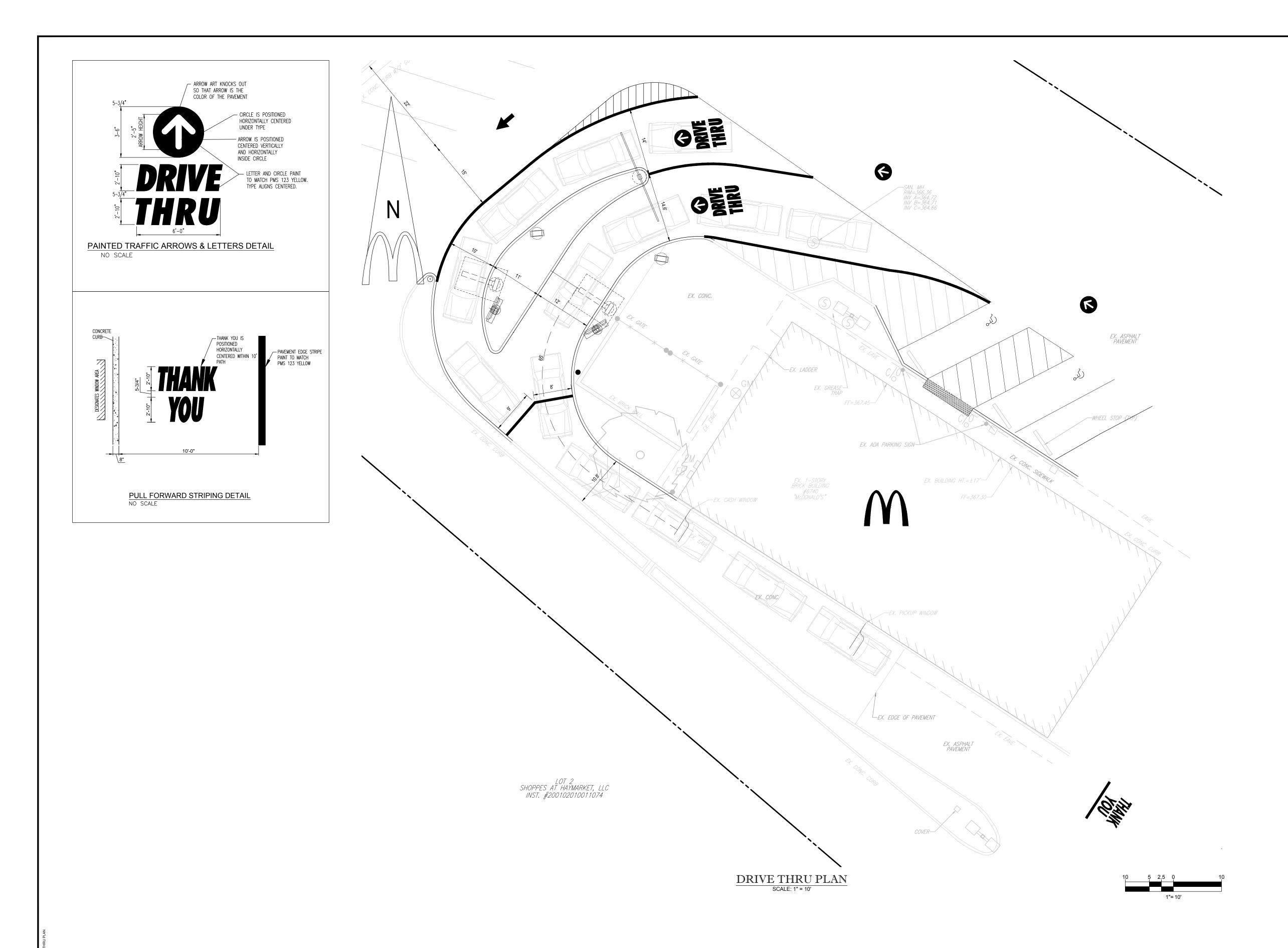
I recommend the Planning Commission visit the site prior to the meeting to look at the following; traffic flow on the current site, traffic backing up onto Leaberry Way, parking, vehicles blocked in spaces, and the general site layout. Planning Commission, please be prepared to discuss the above items, as they are crucial aspects of the second drive-thru design and successful implementation.

Staff recommends the Planning Commission hear all the public's comments at the public hearing and discuss in detail the comments and concerns. Once the Planning Commission has adequately addressed all concerns and the applicant has addressed all recommendations the Planner will provide draft motions to the Commission. Until all public comments are heard and identify this application is not ready for approval to Council.





P.M.



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VA@BohlerEng.com

AGEMENT LANDSCAPE ARCHITECTURE



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