



# 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, December 16, 2019

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, Councilman Steve Shannon: Present, Commissioner Nicholas Pulire: Present, Commissioner Aayush Kharel: Present, Commissioner Pearl Carter-Bush: Present.

## II. Comprehensive Plan Work Session

### 1. Comprehensive Plan Working Document

The Town of Haymarket Planning Commission started working on updating the Comprehensive Plan. Town Planner Emily Lockhart stated that she would like the members of the Planning Commission to bring back their 5 top priorities of what they see is important to them for the Town at the next meeting based on the discussion at the evening's meeting. She stated that the staff will do a citizens survey as well to gather information. She stated that once they establish the 5 top vision or mission statements, it will help guide the document. Once the 5 priorities are set, they will schedule meetings for the public, both formal and informal. Ms. Lockhart stated that there should be a good vision and mission statement. A discussion followed on the vision and mission statement. Ms. Lockhart also shared that she will be working with the Architectural Review Board on the historic portion of the Comprehensive Plan by updating a historic inventory list. There was a suggestion from Councilman Shannon to establish, set and don't not alter the public hearings. Ms. Lockhart suggested that the Commission schedule work sessions at 6 pm before the Planning Commission Regular Monthly meetings for the purpose of working on the Comprehensive Plan. Ms. Lockhart stated that for the next meeting they will work on the Introduction, top priorities, vision and mission statements. The Commission asked for updated zoning and mapping of in town developments.

## III. Haymarket Hotel Venture, LLC Discussion

Town Planner Emily Lockhart displayed the site plan for the hotel for the Commission to review and ask questions to the applicant who was in attendance. There was a question about the entrance for the hotel off of Fayette Street instead of Payne. The applicant stated that the entrance was dictated by VDOT. There was also a question about parking in case of an event and the hotel is booked at capacity since the parking requirements is just over the allowable space per room. The applicant stated that they would internally work with another business to accommodate the overflow parking. There was also a discussion on the sidewalk. The applicant stated that there would be a brick sidewalk along Jefferson Street. Councilman Shannon suggested that the sidewalk be stamped concrete that looks like brick on Jefferson Street. Town Planner Lockhart shared that the Architectural Review Board approved the final submittal at their last meeting. Ms. Lockhart shared that the applicant has adequately addressed the landscape buffering from the Town's ordinance. A question was raised about signage notifying the traveler where the entrance is. The applicant addressed the question with the requirements given to them from VDOT. There was also a discussion on the subject of sidewalk near the corner of Fayette Street and Payne Lane. There was a discussion about dust and debris during construction. Ms. Lockhart stated that the applicant would need to follow Prince William County regulations. The applicant also stated that they have strict guidelines that would be followed as well.

Chairperson Matt Caudle asked to have a joint meeting with the Architectural Review Board to discuss the subject of signage not only in the Comprehensive Plan but also on this project. Ms. Lockhart stated that she would bring that up at the next Architectural Review Board meeting for a possible March meeting.

**IV. Adjournment**

WORK  
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**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Nicholas Pulire, Commissioner
<b>AYES:</b>	Caudle, Shannon, Pulire, Kharel, Carter-Bush

Submitted:

Approved:

  
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Kimberly Henry, Clerk of the Council

  
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Matt Caudle, Chairperson