



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 7, 2019

6:00 PM

Council Chambers

I. Call to Order

II. Agenda Items

1. Haymarket Day 2019 Event Date
2. Town Building Official Discussion
3. Park Playground Proposal
4. SUP#2018-009, McDonald's Second Drive-Thru Lane

III. Delegate Danica Roem, 13th District

IV. Adjournment



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: January 2, 2019
SUBJECT: Haymarket Day 2019 Event Date

Summary:

Based on feedback received from Vendors, Participants and the Community, there was a consensus that the later Fall date was preferred for the Event. With that being said, Staff would like to propose to the Town Council to hold Haymarket Day 2019 on October 19, 2019 and all Haymarket Day Celebrations on the Third Saturday of October.

Draft Motion:

“I move the Town Council to adopt the Third Saturday of October as the new date for the Annual Haymarket Day Celebration.”

Or

Other Motion

Attachment: Haymarket Day Memo (3894 : Haymarket Day 2019 Event Date)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: January 2, 2019
SUBJECT: Harrover Park Playground Proposal

Summary:

The Planning Commission has created an Action Item List for this Fiscal Year to work towards Activating the Park Space. One of the items the Commission has tasked the Planner with is developing a Playground Proposal for the Town Park. Please find attached options for the playground. One additional handicap accessible option will be sent to Council, upon receipt from Playspec, approximately 1/03/2019.

Based on previous discussions with the Planning Commission we have chosen to go with the Wood Fiber Material for the immediate future due to the costs. As additional funding becomes available for the Park future phases can include replacing the ground cover with a permanent rubber material.

The equipment presented in each proposal allows for a variety of users to include infancy through school aged children, as well as those with limited accessibility. Option 2 and 3 each offer a piece of equipment that is handicap accessible while allowing for inclusive play with other children. Options for a wheelchair accessible swing are still being priced out as the company we are currently working with does not offer this type of swing.

Additional phases for the playground can be developed so that over time the Town can implement other active and passive activities.

The current proposals fall within the current Harrover Park Budget of \$63,000. The proposals have been designed to allow for a playground that meets the community's needs while staying within budget and keeping in mind the other park expenses that occur throughout the year.

Following discussions with the Town Council, the Town Planner recommends approval of funding for the Town Playground. Following approval of funding the Town Planner will

Attachment: Park Proposal Memo (3893 : Park Playground Proposal)

finalize the playground plans and begin to work through the site plan review phase, with intentions to have the playground built by early summer.

Draft Motion:

“I move the Town Council to appropriate funds for the Harrover Park Playground for Option (1, 2 or 3) and not to exceed --- insert dollar amount for preferred option or round up to nearest even amount --- .”

Or

Other Motion

Town of Haymarket Playground

Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3893 : Park Playground Proposal)

Town of Haymarket Playground

Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3893 : Park Playground Proposal)

Town of Haymarket Playground Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3893 : Park Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788

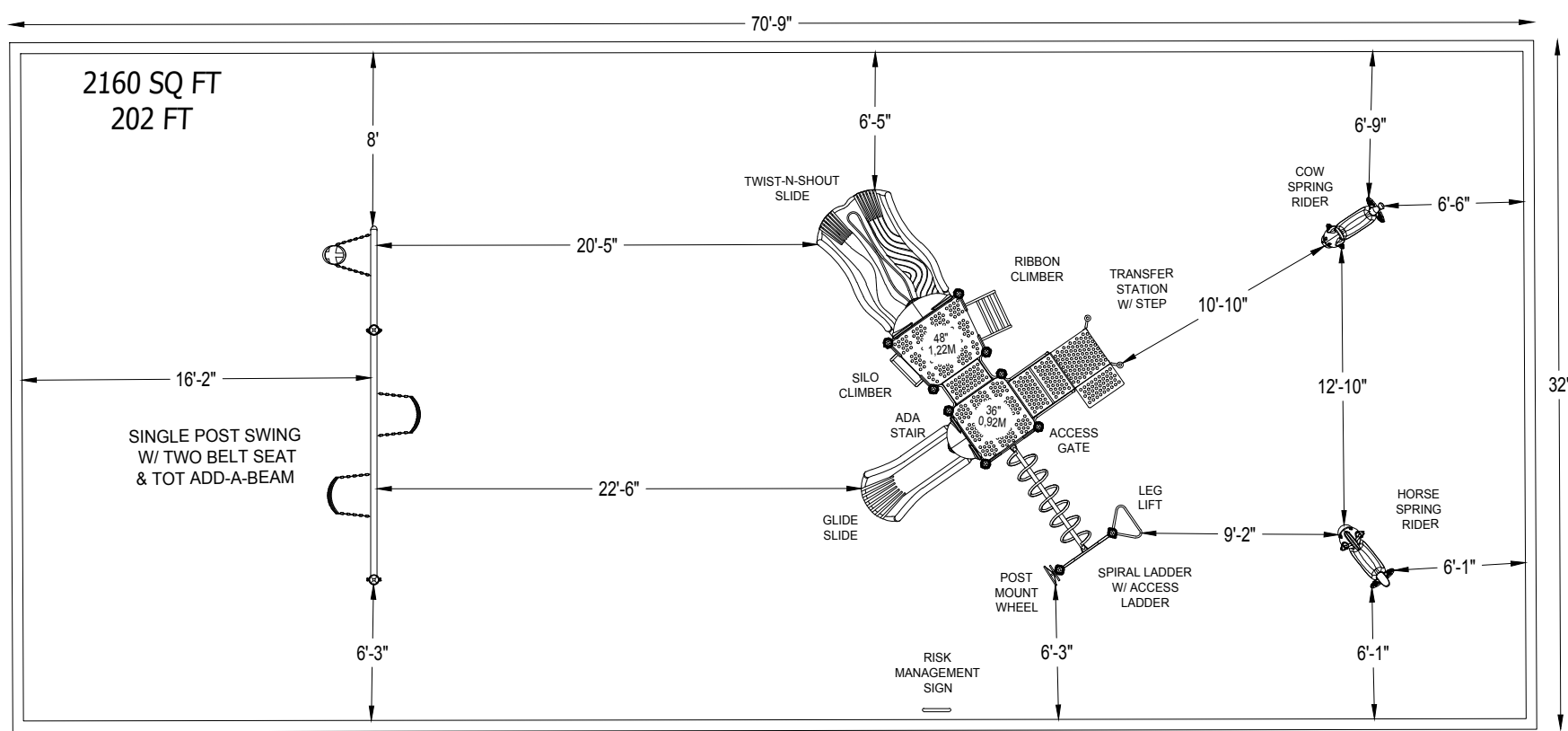
EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **2160 SqFt.** PERIMETER: **202 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **30** AGE GROUP: **2-12**



2160 SQ FT
202 FT

SINGLE POST SWING
W/ TWO BELT SEAT
& TOT ADD-A-BEAM

ADA SCHEDULE	Total Elevated Play Activities:		X
	Total Ground-Level Play Activities:		X
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P082118-2A	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 14-DEC-18	

*PLAYGROUND SUPERVISION REQUIRED

Town of Haymarket Playground

Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3893 : Park Playground Proposal)



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #1
C/O HARRIS CONSTRUCTION

PROPOSAL 18414C**DATE** 12/17/2018**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,236.90	-2,236.90
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	5,425.00	5,425.00
TIMBERS PROVIDE AND INSTALL 202 LINEAR FEET TWO TIER 4 X 6 TIMBERS	202	12.50	2,525.00
WOODCARPET PROVIDE AND SPREAD 84 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	84	39.00	3,276.00
FILTER FABRIC PROVIDE AND SPREAD 2,160 SQ FT FILTER FABRIC	2,160	0.58	1,252.80
*3% surcharge on Visa/MasterCard			
*Valid for 30 days unless otherwise noted			
*50% deposit or PO. Balance due Net 30			
Sign and return with approved colors for order placement			
	SUBTOTAL		28,704.90
	TAX (0%)		0.00
	SHIPPING		1,500.00
	TOTAL		\$30,204.90

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3893 : Park Playground Proposal)

Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3893 : Park Playground Proposal)

Town of Haymarket Playground

Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3893 : Park Playground Proposal)

Town of Haymarket Playground

Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3893 : Park Playground Proposal)

Town of Haymarket Playground Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3893 : Park Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788

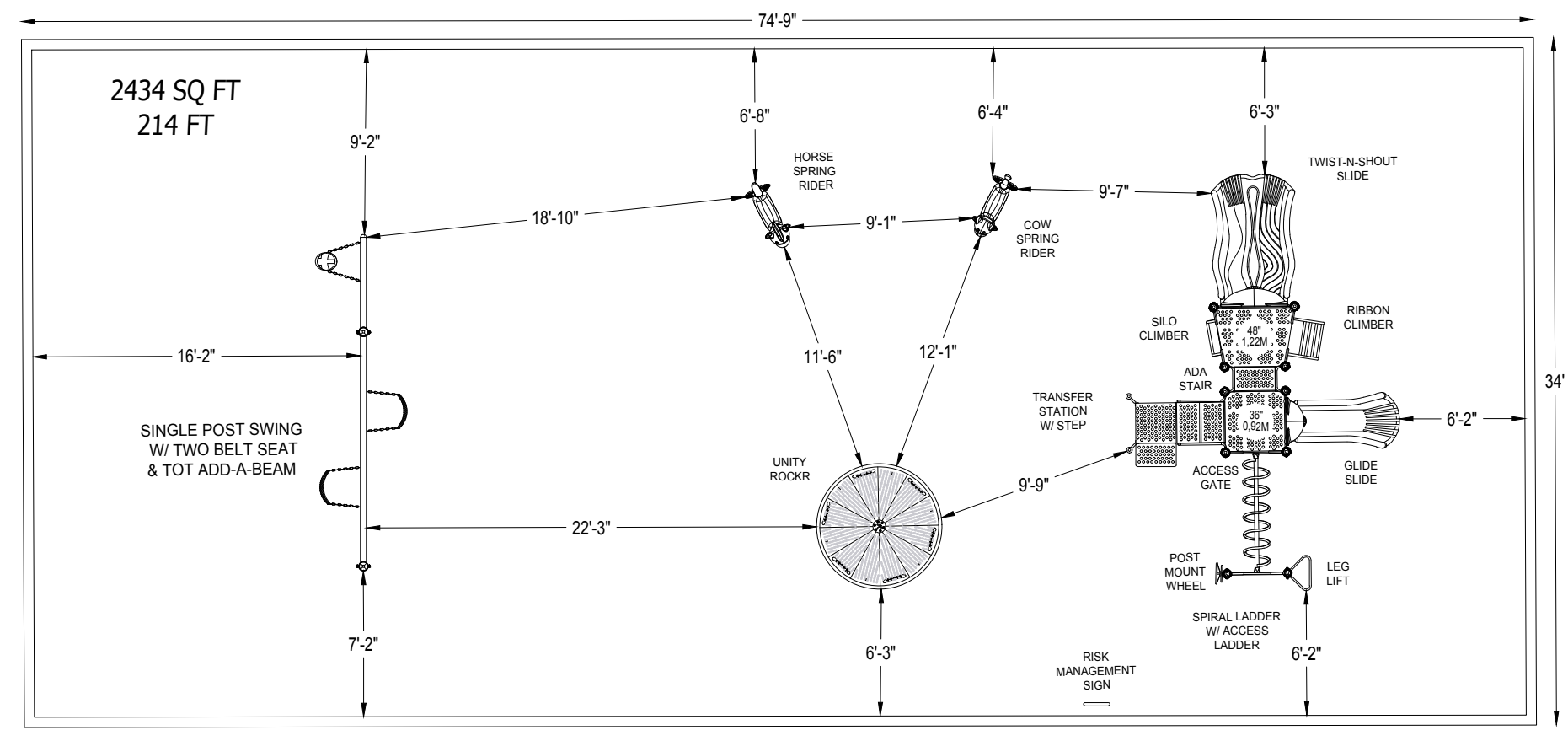
EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **2434 SqFt.** PERIMETER: **214 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **35** AGE GROUP: **2-12**



Town of Haymarket Playground

Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3893 : Park Playground Proposal)

ADA SCHEDULE	Total Elevated Play Activities: X		
	Total Ground-Level Play Activities: X		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P121418-10A	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 14-DEC-18	

*PLAYGROUND SUPERVISION REQUIRED



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #2
C/O HARRIS CONSTRUCTION

PROPOSAL 19091A**DATE** 12/17/2018**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
0193 UNITY ROCKER	1	5,715.00	5,715.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,417.80	-2,417.80
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	7,253.00	7,253.00
TIMBERS PROVIDE AND INSTALL 214 LINEAR FEET TWO TIER 4 X 6 TIMBERS	214	12.50	2,675.00
WOODCARPET PROVIDE AND SPREAD 95 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	95	39.00	3,705.00
FILTER FABRIC PROVIDE AND SPREAD 2,434 SQ FT FILTER FABRIC	2,434	0.58	1,411.72

*3% surcharge on Visa/MasterCard

*Valid for 30 days unless otherwise noted

*50% deposit or PO. Balance due Net 30

Sign and return with approved colors for order placement

SUBTOTAL

36,804.92

TAX (0%)

0.00

SHIPPING

1,650.00

Fax # 301-271-9239 or Email: sales@playspec.com

TOTAL \$38,454.92

Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 2 Proposal #19091A (3893 : Park Playground Proposal)



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

Emily K. Lockhart
TOWN PLANNER

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator
DATE: January 2, 2019
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		
TYPE OF ACTIVITY	REQUIRED NUMBER OF STACKING SPACES	START POINT FOR STACKING SPACES
Financial Institutions - automated teller machine	3	Teller machine
Financial Institutions - bank teller lane	3	Teller window/tube
Professional Personal Service - dry-cleaning/laundry	3	Cleaner/laundry window
Retail Sales - pharmacy	3	Pharmacy window
Restaurant	6	Order box/speaker
	4*	Pick-up window
Other	To be determined by Town. Such determination shall consider any study prepared by an engineer or other qualified design professional.	
* 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 Town Council approve the SUP application for a second drive-thru lane located at McDonald's, 6740 Leaberry Way. As part of the approval I recommend the Council place a condition that requires the property owner to come back to the Town Council for an amendment, at the Council's request if the traffic and parking issues continue following the addition of the second lane.

As a separate matter, if Council is interested in pursuing a discussion with the involved parties regarding the Deed of Easement that was brought up at December's Meeting, I can facilitate a discussion and solution following Council directive.

Draft Motions:

"I move the Town Council to approve the Special Use Permit for McDonald's to build a second drive-thru lane at the 6740 Leaberry Way location."

Or

Alternate motion.