



TOWN OF HAYMARKET PLANNING COMMISSION

REGULAR MEETING

~ AGENDA ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Monday, March 18, 2024

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Citizens Time

IV. Minute Approval

1. Planning Commission - Regular Meeting - Feb 20, 2024 7:00 PM

V. Agenda Items

1. Zoning Text Amendment: DEQ Requirement - Request for Public Hearing
2. Comprehensive Plan Amendment: Request for Public Hearing

VI. Old Business

VII. New Business

VIII. Architectural Review Board Updates

IX. Town Council Updates

X. Adjournment



TOWN OF HAYMARKET PLANNING COMMISSION

REGULAR MEETING ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Tuesday, February 20, 2024

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 Robert Hallet called the meeting to order.

I. Call To Order

Chairman Robert Hallet: Present, Vice Chairman Alexander Beyene: Present, Commissioner Jerome Gonzalez: Present, Commissioner Pankaj Singla: Present, Commissioner Walt Young: Present.

II. Pledge of Allegiance

Chairman Rob Hallet invited everyone to stand for the Pledge of Allegiance.

III. Citizens Time

There were no citizens present at this meeting.

IV. Minute Approval

1. Planning Commission - Regular Meeting - Nov 13, 2023 7:00 PM

Commissioner Gonzalez moved to approve the November 13, 2023 Planning Commission meeting minutes. Councilmember Beyene seconded the motion. The motion carried.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jerome Gonzalez, Commissioner
SECONDER:	Alexander Beyene, Vice Chairman
AYES:	Hallet, Beyene, Gonzalez, Singla, Young

V. Agenda Items

1. Draft Annual Report

Town Planner Thomas Britt presented the 2023 draft annual report to the Planning Commission for review and comments. He stated that the purpose of the report is to internally track what the Commission accomplished in 2023. He shared that there was no need for a motion to approve by resolution or to present to the Town Council. A short discussion followed with small spelling edits. Mr. Britt also shared that he will note all one mile review comments in the report.

2. 2024 Meeting Schedule

Town Clerk Kim Henry presented the 2024 Planning Commission meeting schedule. She shared that there were no holidays for the rest of the 2024 that would cause a conflict in the Planning Commission meeting on the third Monday of each month. No additional action was needed on this subject.

3. One Mile Review I

Town Planner Thomas Britt provided context for the one mile review and stated that he is looking for any additional comments from the Planning Commission that he has not already provided that would affect the Town.

At this time, Commissioner Gonzalez recused himself do to a conflict of interest and stepped down from the dais during this discussion.

The Commission reviewed the Grayson Overlook subdivision one mile review comments. Town Planner Britt shared that this subdivision will be single family homes along Rte. 29 and Old Carolina Road. He stated that he provided the road layout and set backs. He asked for any additional comments from the Planning Commission. There was a concern about the traffic signal and increase in the traffic pattern on Old Carolina Road coming into the Town. The

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Commission was also concerned about the road improvements and additional lanes. There was also a concern about the increase in school over crowding.

4. One Mile Review II

At this time, Commissioner Gonzalez came back on the dais to discuss the comments on the special use permit. Mr. Britt shared that this particular parcel is between the Interstate 66 and Rte. 29. He stated that this parcel is currently zoned agriculture and would need to be zoned industrial for its requested use of a power sub station and power lines for the potential data centers. The commission reviewed the plans and a short discussion followed. There was a suggestion for Mr. Britt to request a vegetative buffer as an entry point into the Town.

VI. Old Business

Town Planner Thomas Britt gave the Old Business updates. He shared that he is working on the Comprehensive Plan updates which he will provide in the upcoming months. Mr. Britt shared that the staff is considering the use of consultants to update and complete the Comprehensive Plan. He shared that he will keep the Planning Commission updated on the subject.

VII. New Business

Town Planner Thomas Britt shared that Chick Fil-a has applied for a special use permit to add a bypass to their drive thru window. He said that there is a section of the parcel that allows for one additional lane but that it is a very tight dimension, which is a main concern in the review process. He also shared adjacent to the Chick Fil-a property is the Lifetime Smiles Dental office in which construction would be starting in the near future.

VIII. Architectural Review Board Updates

Commissioner Hallet shared that the Architectural Review Board has not had a meeting since November. He shared that the ARB will meet on Wednesday, February 21st.

IX. Town Council Updates

Councilman Beyene gave the Town Council updates that were relevant to the Planning Commission. He shared that the Council started looking into strategic planning priorities. He stated that the top three was building a pavilion with public restrooms at the Town Park and to continue building out the entire park either from the Master Plan that was established years ago or by engaging the community by having a charrette. He shared the second priority was the Town Center site plan; with the third priority was identifying a place for public parking. He provided additional information on the priorities and the time lines. He also shared that the Architectural Review Board denied the Certificate of Appropriateness application from the Town to demolish the Town Park building. Mr. Beyene shared, however, that the Town Council appealed the decision of the ARB and will be starting the process of the demolishing the building to build the pavilion. The Planning Commission discussed the public parking subject and on street parking near the Town Park.

There was a question as to when Planet Fitness would be opening. Town Planner Thomas Britt shared that Planet Fitness is awaiting County inspections.

X. Adjournment

With no further business before the Planning Commission, Councilmember Beyene motioned to adjourn seconded by Commissioner Young. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Alexander Beyene, Vice Chairman
SECONDER:	Walt Young, Commissioner
AYES:	Hallet, Beyene, Gonzalez, Singla, Young

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Rob Hallet, Chairperson

Minutes Acceptance: Minutes of Feb 20, 2024 7:00 PM (Minute Approval)



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

Thomas Britt
Town Planner

MEMORANDUM

TO: Planning Commission
FROM: Thomas Britt, Town Planner
DATE: March 12, 2024
SUBJECT: Zoning Text Amendment: Cross Referencing Plat Requirements

Background:

The Town of Haymarket has previously updated the Town Zoning Ordinance to reflect the appropriate Chesapeake Bay Preservation Act Requirements for plat notations. The Subdivision Section of the Zoning Ordinance now must be amended as shown in the highlighted text below to be fully compliant with DEQ requirements. The highlighted text additions are a cross reference of plat requirements between the Zoning Ordinance and the Subdivision Ordinance.

Items for the Planning Commission's Consideration:

Sec. 58-22.23 – Preliminary plat requirements.

The subdivider shall present to the administrator six prints of a preliminary layout at a scale of 100 feet to the inch as a preliminary plat. The preliminary plat shall include the following information:

- (1) Name of subdivision, owner, subdivider, person preparing drawing, date of drawing, number of sheets, north point, and scale. If true north is used, the method of determination must be shown.
- (2) Location of proposed subdivision by an inset map at a scale of not less than two inches equal to one mile showing adjoining roads, their names and numbers, towns, subdivisions, other landmarks and, where appropriate, the existing zoning of the land and adjoining property.
- (3) The boundary survey or existing survey of record provided such survey shows a closure with an accuracy of not less than 1:2,500, with reference to a known, permanent monument, total acreage, acreage of subdivided area, number and approximate area and frontage of all building sites, existing buildings within the boundaries of the tract, and the names

of owners and their property lines within the boundaries of the tract and adjoining such boundaries.

(4) All existing, platted, and proposed streets, their names, numbers, and widths; existing utility or other easements; public areas and parking spaces; culverts, drains and watercourses and their names; flood profile and other pertinent data.

(5) The complete storm drainage layout, including all pipe sizes, types, drainage easements and means of transporting the drainage to a well-defined open stream which is considered natural drainage, or to another approved drainage control facility.

(6) Proposed connections with existing sanitary sewers and existing water supply or alternate means of sewage disposal and water supply. The location, type, profile, percentage of slope, pipe size, and location of manholes for all sewers shall be shown. The distance between manholes shall not exceed 300 feet. The location, type and sizes of all water lines shall be shown as well as the location of necessary control valves and fire hydrants.

(7) A cross section showing the proposed street construction, depth and type of base, type of surface, etc.

(8) A profile or contour map showing the proposed grades for the streets and drainage facilities, including the elevations of existing and proposed ground surface at all street intersections, and at points of major grade change along the center of streets, together with the proposed connecting grade lines.

(9) A location map tying the subdivision into the present road system, by using either aerial photographs or topographic maps of the United States Geological Survey.

(10) All parcels of land to be dedicated for public use and the condition of dedication.

(11) Plat notation of the requirement to show RPA and RMA boundaries,

(12) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;

(13) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;

(14) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;

(15) Plat notation that specifies permitted development in the RPA is limited to water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;

(16) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Note: Plat notation requirements 11-16 are also noted as required in Section 58-3.7 of the Zoning Ordinance.

Sec. 58-22.24 – Final plat requirements.

The subdivision plats submitted for final approval and subsequent recording shall be clearly and legibly drawn in ink upon stable and reproducible plastic or linen material at a scale not smaller than 100 feet to the inch on sheets having a size of not more than 24 inches by 36 inches. In addition to the requirements of the preliminary plat, the final plat shall include the following:

- (1) A blank space three inches by five inches, reserved for the use of the approving authority.
- (2) Certificates signed by a surveyor or engineer setting forth the source of title of the owners of the land subdivided and the place of record of the last instrument in the chain of title.
- (3) A statement to the effect that the subdivision as it appears on this plat is with the free consent and in accordance with the desires of the owners, proprietors, and trustees, if any, which shall be signed by the owners, proprietors and trustees, if any, and shall be duly acknowledged before some officer authorized to take acknowledgements of deeds.
- (4) When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashes, and the identification of the respective tracts shall be placed on the plat.
- (5) The accurate location and dimensions by bearings and distances with all curve data on all lots and streets, boundaries of all proposed or existing easements; parks; school sites; all existing public and private streets, their names, numbers and widths; existing utilities, and those to be provided such as sanitary sewers, storm drains, water mains, manholes and underground conduits including their size and type; watercourses and their names; and names of owners and their property lines, both within the boundary of the subdivision and adjoining such boundaries.
- (6) Distances and bearings must balance and close with an accuracy of not less than 1:10,000.
- (7) The data of all curves along the street frontage shall be shown in detail at the curve data table containing the following: delta, radius, arc, tangent, chord, and chord bearings.
- (8) Plat notation of the requirement to show RPA and RMA boundaries,
- (9) Plat notation of the requirement to retain an undisturbed and vegetated 100-foot wide buffer area;
- (10) Plat notation regarding the requirement that on-site septic systems be pumped-out every five years;
- (11) Plat notation regarding the requirement for 100% reserve drainfield sites for on-site sewage treatment systems;
- (12) Plat notation that specifies permitted development in the RPA is limited to

water dependent facilities or redevelopment, including the 100-foot wide vegetated buffer, and;
(13) The requirement that the delineation of the buildable area be shown on all submitted site plans.

Note: Plat notation requirements 8-13 are also noted as required in Section 58-3.7 of the Zoning Ordinance.

Draft Directive:

“The Planning Commission directs Town Staff to schedule and post public notice for a public hearing on the Zoning Text Amendment as presented, adding the appropriate language cross referencing Section 3.7 of the Zoning Ordinance and the Subdivision Ordinance. The public hearing shall be held at 7:00 pm on a future date decided by the Commission.”

Or other motion.



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

Thomas Britt
Town Planner

MEMORANDUM

TO: Planning Commission
FROM: Thomas Britt, Town Planner
DATE: March 12, 2024
SUBJECT: Comprehensive Plan Amendment: Definition of Historic Resource

Background:

The Town of Haymarket Comprehensive Plan has previously defined a historic resource per Section 58-554 (a) of the now amended Town Code, which stated: "all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings."

The Town Planner has provided an updated definition of a historic resource for the Planning Commission's consideration to add to the Historic Buildings inventory, which matched the current Zoning Ordinance.

Items for the Planning Commission's Consideration:

1.5.3 Historic Buildings Inventory

Based on a survey conducted by the Virginia Department of Historic Resources (VDHR) in 1996 as well as Section ~~58-554 (a)~~ **58-16.3** of the Town Code which states: "~~all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings~~ **all buildings within the Historic Haymarket Overlay which were built prior to 1950 are designated historic resources,**" the following structures are designated historic and worthy of protection in the Town of Haymarket.

Draft Directive:

"The Planning Commission directs Town Staff to schedule and post public notice for a public hearing on the Comprehensive Plan Amendment as presented, adding the appropriate language to cite the definition of a historic resource in Haymarket. The public hearing shall be held on April 15 at 7:00 pm."

Or other motion.