



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, September 17, 2018

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance

III. Minutes Approval

1. Planning Commission - Work Session - Aug 20, 2018 6:00 PM
2. Planning Commission - Regular Meeting - Aug 20, 2018 7:00 PM

IV. Citizens' Time

V. Agenda Items

1. Comprehensive Plan Discussion

VI. Old Business

1. Harrover Park Action Item UPDATES

VII. Town Planner Update

VIII. Town Council Update

IX. Architectural Review Board Update

X. Adjournment



TOWN OF HAYMARKET PLANNING COMMISSION

WORK SESSION ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Monday, August 20, 2018

6:00 PM

Council Chambers

A Work Session of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Board Room, 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 Tony James: Absent, Commissioner Aayush Kharel: Present.

II. Walking Work Session: Discussion at the Park

Members of the Commission along with the Town Planner and Clerk of Council walk to the Town Park taking note of the conditions of the infrastructure on the way. Discussion ensues at the Town Park concerning the conditions and top priorities. Noted deficiencies in roadway and sidewalks. On the walk back to Town Hall, discussion of the existing conditions on the south side of Washington Street were noted.

III. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Nicholas Pulire, Commissioner
AYES:	Matt Caudle, Steve Shannon, Nicholas Pulire, Aayush Kharel
ABSENT:	Tony James

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

Matt Caudle, Chairman

Minutes Acceptance: Minutes of Aug 20, 2018 6:00 PM (Minutes Approval)



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, August 20, 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: Absent, Commissioner Aayush Kharel: Present.

II. Pledge of Allegiance

III. Minutes Approval

1. Planning Commission - Continuation Meeting - Jun 18, 2018 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Aayush Kharel, Commissioner
AYES:	Matt Caudle, Steve Shannon, Nicholas Pulire, Aayush Kharel
ABSENT:	Tony James

2. Planning Commission - Regular Meeting - Jul 16, 2018 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Nicholas Pulire, Commissioner
AYES:	Matt Caudle, Steve Shannon, Nicholas Pulire, Aayush Kharel
ABSENT:	Tony James

3. Planning Commission - Continuation Meeting - Jul 16, 2018 7:30 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Aayush Kharel, Commissioner
AYES:	Matt Caudle, Steve Shannon, Nicholas Pulire, Aayush Kharel
ABSENT:	Tony James

IV. Citizens' Time

No Citizens' Comments

V. Agenda Items

1. Architectural Review Board Liaison Appointment

Councilman Shannon made a motion *to nominate Commissioner Aayush Kharel as liaison to the Architectural Review Board*. Commissioner Pulire seconds the motion.
There was no discussion on the motion.

Minutes Acceptance: Minutes of Aug 20, 2018 7:00 PM (Minutes Approval)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Nicholas Pulire, Commissioner
AYES:	Matt Caudle, Steve Shannon, Nicholas Pulire, Aayush Kharel
ABSENT:	Tony James

2. 6675 Fayette Street, 3 Single Family Residential Lots, Site Plan, FINAL Approval

After a brief discussion on buffering requirements, Commission Kharel makes a motion to approve Site Plan #2018-001 for 6675 Fayette Street. Councilman Shannon seconds the motion.

There was no discussion on the motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Aayush Kharel, Commissioner
SECONDER:	Steve Shannon, Councilman
AYES:	Matt Caudle, Steve Shannon, Nicholas Pulire, Aayush Kharel
ABSENT:	Tony James

3. Harrover Park Master Plan Action Items

Ms. Lockhart gives an overview of the Harrover Park Master Plan. She asks the Commission to outline 5 action items that she begin working on to begin activating the space. She states that Dr. Landry from the QBE Foundation would like to donate the playground equipment that is currently fenced off on his property to the Town. Ms. Lockhart adds that unfortunately the Town cannot accept the equipment based on the inspection reports, a third party assessment as well as our insurance carrier opinion. She concludes that they will be looking at other options for the playground.

The Commission outline 5 items that they would like to see addressed

1. Trash Cans/Recycling
2. Crosswalk to park
3. Bicycle Racks
4. Playground (call insurance company about location)
5. Gazebo (in distant future)

Both Councilman Shannon and Chairman Caudle state that they would like to see the park sign taken down. Chairman asks for there to be a timeline on this outline and would like to see this accomplished by the end of the year. The Commission agree.

VI. Old Business

1. Crossroads Village Center UPDATE

Ms. Lockhart updates the Commission on the current actions taken by the Town Council at the August 6th meeting concerning the Crossroads Village Center.

VII. Town Planner Update

VIII. Town Council Update

Councilman Shannon echoes what Ms. Lockhart stated about the current situation of the Crossroads Village Center project. He also states that he was happy to see so many people come out to the public hearing.

IX. Architectural Review Board Update

Ms. Lockhart states that the Staff is working on veteran banners. She also states that there will be Tesla charging stations at the Sheetz station. She concludes that Swirlies has recently purchased Pickle Bobs and will be coming to the ARB with some exterior modifications.

X. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Nicholas Pulire, Commissioner
AYES:	Matt Caudle, Steve Shannon, Nicholas Pulire, Aayush Kharel
ABSENT:	Tony James

Submitted:

Approved:

 Shelley M. Kozlowski, Clerk of the Council

 Matt Caudle, Chairman

Minutes Acceptance: Minutes of Aug 20, 2018 7:00 PM (Minutes Approval)



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

Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Planning Commission
FROM: Emily K. Lockhart, Town Planner
DATE: September 12, 2018
SUBJECT: Comprehensive Plan Updates & Revisions

Background:

The Comprehensive Plan is in need of an update and revisions. As Town Planner, I would like to work closely with the Planning Commission to set a work session date to start the revision process and hold Charrettes to work with the public to best plan the vision for our Town. I will begin gathering research for the data sections and present those to the Planning Commission at our first work session. To best prepare, I ask the Planning Commission to read the Comprehensive Plan closely and begin flagging areas for updates, revisions and rewrites.

I suggest we schedule a work session for the month of October to begin the discussions. I propose October 15, 2018 at 6:00pm.

Please advise me on what materials if any the Commission would like to see at the work session.

Attachment: Memo initiating the update process (3744 : Comprehensive Plan Discussion)



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

Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Planning Commission
FROM: Emily K. Lockhart, Town Planner
DATE: September 12, 2018
SUBJECT: Town Park Master Plan & Priority List Updates

Background:

At the August 20th Planning Commission Meeting, the Commission and Town Planner completed a Walking Work Session to determine the top priority list for Harrover Park. The Commission has developed the following priority list;

1. Trash Cans
2. Bike Racks
3. Crosswalk
4. Playground
5. Other activities/infrastructure as permitted within the budget

The current Park budget is 68k. Park expenses include but are not limited to;

- Pet Waste Stations
- Maintenance of the grounds
- Maintenance of the Harrover House

Update on the Current Status of our Action Items:

Following the August 20th meeting, the Town Planner worked with Staff to order the combination trash and recycling bin along with the single trash can. These items should be delivered in the coming days or week. We will have them immediately placed and ready for use at the Park by the end of the month.

Discussion Items:

Bike Racks

The bike racks will be on the Architectural Review Board's agenda for aesthetic approval. For September 17th's meeting I would like for the Planning Commission to discuss the bike rack locations and the size of the racks (i.e. how many bikes you can place on the rack). Please consider the follow items below;

- What destination will the user be traveling to?

- Is there an expected high volume of users at certain times? (for example, weekends at the farmer's market)
- Is the bike rack location on public or private property?
- Which locations are top priority?

A large map will be provided at the meeting to denote the top locations to install bike racks.

Crosswalk Update

Information has been received from VDOT regarding the crosswalk feasibility for the Town Park location. Please see below for VDOT's requirements.

"Thank you for forwarding your inquiry regarding what is needed to install a crosswalk across Washington St at the park entrance across from Coach Way.

We have conducted a field review along Washington St at Coach Way for the proposed crosswalk and this is what I have noticed:

- *the street is a two way street with no median,*
- *the resolved posted speed limit along Washington St is 25 MPH*
- *The 2017 average daily traffic (ADT) for Washington Street is 12,000.*
- *There is a brick/concrete sidewalk along the eastbound side of Washington St, but there was no sidewalk along the westbound side of Washington St until just prior to Haymarket Baptist Church.*
- *ADA's would have to be installed as well*
- *The stopping sight distance was adequate.*

Crossings of uncontrolled roadway approaches shall not be marked unless all of the following are met:

1) The crossing is on a direct route between significant pedestrian generator(s) and attractor(s), where engineering judgment determines that the crosswalk would likely see a minimum of 20 pedestrians/bicyclists using the crosswalk in an hour. That threshold may be reduced to 10 pedestrians per hour if the crossing is expected to be used by a high number of vulnerable pedestrians (pedestrians who are disabled, age 65 and over, or age 15 and under), or if the reduced volume is met for three consecutive hours.

2) The location is 300 feet or more from another marked crosswalk across the same road, or engineering judgment determines that sufficient demand and pedestrian desire lines exist to justify both crosswalks.

3) Drivers will have an unrestricted view of the entire length of the crosswalk, including the waiting areas at either end of the crosswalk. If possible, this unrestricted view should be equal to or exceeding the Stopping Sight Distance (SSD) requirements shown in Table 1 and as per the latest effective version of VDOT's Road Design Manual. If the SSD requirements cannot be met and the crosswalk cannot be relocated to a place where SSD requirements will be met, warning signs shall be used. (Warning signs may be omitted on downtown urban streets with speed limit < 35 mph if justified by documented engineering judgment.)

4) The required engineering study determines that the introduction of a marked crosswalk will not produce an unacceptable safety hazard.

Listed below are the 2016 Road and Bridge Standards, the TE-384.0 Pedestrian Crossing Accommodations at Unsignalized intersections and Virginia Department of Transportation Road Design Manual for your reference:

http://www.virginiadot.org/business/locdes/2016_road_and_bridge_standards.asp

http://www.virginiadot.org/business/resources/IIM/TE-384_Ped_XinLocs.pdfq_Accommodations_Unsignalized

<http://www.virginiadot.org/projects/resources/AppendixG.pdf>

Therefore, based on my field observations and the criteria established above I would recommend that once the plans have been developed, they be submitted to our Land Development section and Traffic Engineering Plan Review Team for review/approval along with a documented pedestrian count.

If I may be of any further assistance, please email me.

Thanks,

Jim

James (Jim) F. Lilly II

Virginia Department of Transportation

Traffic Section"

With this information in mind I would like for the Planning Commission to consider crosswalk placement from Saint Paul across to the VCA Healthy Paws handicap ramp, until the Town is able to properly install our Streetscape infrastructure at the Park.

The Playground Equipment

The playground equipment has been priced out and would require the Town to use 80% of the Town Park Budget. With many unforeseen site costs in a project of this magnitude, I would like to take the time to apply for grant funding, research other playground options and work on lowering the costs. I will be discussing phasing options with the Playground Specialists to better determine feasibility and long-term maintenance. As more information becomes available I will continue to update the Commission.

Other Activities/Infrastructure

- A VA tourism LOVE sign – I will be discussing a VA tourism sign with the Architectural Review Board at the September Meeting to determine interest, discuss design and placement and work on feasibility.
- Community Board – The Commission should consider the placement of the Community Board if it were to move to Town property.

Conclusion:

As I continue to work through the planning and research process I will share all available information with the Planning Commission and the Town Council, so that this fiscal year we can see the Park activated and better utilized.