



PLANNING COMMISSION - REGULAR MEETING

Tuesday, January 14, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS TIME

IV. MINUTE APPROVAL

1. Planning Commission - Public Hearing/Regular Meeting: December 10, 2024

V. AGENDA ITEMS

1. Consideration of SUP #2024-002- Religious Assembly: 14600 Washington Street

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. ARB UPDATES

IX. TOWN COUNCIL UPDATES

X. ADJOURNMENT



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DRAFT MINUTES

I. CALL TO ORDER

A Public Hearing and Regular Monthly Meeting of the Haymarket Planning Commission was held this evening in the Council Chambers commencing at 7 PM. Chairman Alexander Beyene called the meeting to order.

PRESENT

Chairman Alexander Beyene
Vice Chairman Jerome Gonzalez
Commissioner Pankaj Singla
Commissioner Walt Young

II. PLEDGE OF ALLEGIANCE

Chairman Beyene invited everyone to stand for the Pledge of Allegiance.

III. PUBLIC HEARING

1. Public Notice

Town Clerk Kim Henry read the public notice into the record.

2. Citizen Comment

Chairman Beyene opened the floor for citizen comment.

The applicant addressed the Planning Commission regarding the request for their religion to hold services at the back end of the QBE building located at 14600 Washington Street. He stated that they currently do not have a space where they can hold their services. He provided information on the size of their congregation and the amount of services that would be held within a week. He also stated that this meeting place will be a place for the kids that they do not have now.

A parishioner stated that he supports all the comments from the applicant.

3. Close Public Hearing

With no other public comment, Chairman Beyene closed the public hearing.

IV. CITIZENS TIME

Chairman Beyene opened up the regular meeting and asked there were any citizens wishing to address the Planning Commission during this time. There were no other citizens present at this meeting.

V. MINUTE APPROVAL

1. Planning Commission - Regular Meeting: October 8, 2024

Commissioner Young moved to approve the Planning Commission minutes from October 8, 2024. Commissioner Singla seconded the motion. The motion carried.

**Motion made by Commissioner Young, Seconded by Commissioner Singla.
Voting Yea: Chairman Beyene, Vice Chairman Gonzalez, Commissioner Singla,
Commissioner Young**

VI. AGENDA ITEMS

1. Consideration of SUP #2024-002: Religious Assembly - 14600 Washington Street

Town Planner Thomas Britt started his report by giving the general zoning in Haymarket. He shared, as stated in his report, that religious assembly is only allowed by right in the transitional commercial district. He stated that all other districts require a special use permit for approval. He shared that the application before the Planning Commission is for the Haymarket Islamic Center which would like to occupy one of the tenant spaces at the QBE building located at 14600 Washington Street as a place of worship mostly focusing on the prayer services related to the Muslim faith. He stated that the space would be at the back end of the building. He shared that the tenant space is surrounded by a residential property and a multi use building within the County is adjacent to the property. He shared that the general use meets the definition in the Comprehensive Plan. He stated his concerns is with parking during special events but is in support of approving the SUP. Mr. Britt provided the parking range requirements and the parking spaces needed for the services from the applicant for Commission review. At this time, Mr. Britt invited the applicant to the podium for further questions and discussions from the Planning Commission.

The Planning Commission asked the maximum occupancy during the busiest day and time of prayer. The applicant stated that if there were more than 100 participants, they would have 2 services to accommodate the space. Commissioner Young raised about if there was any fire lane or restrictions considered. Mr. Britt stated that he would look into a potential fire safety concerns. Commissioner Gonzalez addressed the storage area in the back of the property and asked if that would be addressed to accommodate additional parking spaces. He also asked about the seating capacity within the space. The applicant stated that the space would be open with no seating. He stated that those who would come for prayer would be on lined up on the floor as their services begin. The applicant also addressed the storage area by sharing that he would need to speak with the owner to see if more spaces would be available. Mr. Gonzalez asked the applicant if they had a plan to help with traffic coming in and out of the property. The applicant stated that the intention is to carpool as much as possible. And also they do have a traffic team that would be directing vehicles on parking and safely exiting the property after services.

Chairman Beyene asked Town Planner Britt about the parking space requirements for the entire site. A discussion ensued about the parking requirements for the property and the parking concerns with the existing businesses using the green spaces for parking. There was also a discussion on the time of the services in respects to parking. Mr. Britt stated that he will come back the maximum number of occupants allowed through the fire marshall regulations and allowable parking spaces per unit along with how the traffic would flow on the property at the next meeting.

2. One Mile Review: Carver Road Subdivision

Town Planner Thomas Britt shared the information from Prince William County on the one mile review. He stated that it was a rezoning application and is at the intersection of Old Carolina and Carver Road. At this time, Commissioners Gonzalez and Singla stepped down from the dais due to a possible conflict of interest on the project. Mr. Britt shared that he didn't have any concerns with the proposed use. He shared that his only concern is in regards to traffic and increased student population on the schools. A short discussion followed on the subject. After the discussion concluded, Commissioners Gonzalez and Singla joined the rest of the Commissioners on the dais.

3. Planning Commission 2025 Meeting Schedule

Town Clerk Kim Henry presented the 2025 Planning Commission meeting schedule for review. Ms. Henry stated that there was a conflict for the November meeting. She stated that the meeting falls on Veteran's Day and recommended that the Commission meeting the next day. There was no objection for the Planning Commission to meet on November 12. The Planning Commission directed Town Clerk Henry to post the meeting schedule as presented.

VII. OLD BUSINESS

Town Planner Thomas Britt provided the Old Business updates. He shared that the Special Use Permit application from Chick Fil-a for a second drive through lane is being heard by the Town Council. He shared that a public hearing was held and that the Council asked for additional information for their next meeting before making a decision. A short discussion followed.

VIII. NEW BUSINESS

Town Planner Thomas Britt did not have any New Business updates.

IX. ARB UPDATES

Town Planner Thomas Britt provided the Architectural Review Board updates. He shared that the ARB approved the demolition of the single family homes on Bleight Drive and are reviewing the exterior elevations for the proposed townhomes. He shared that the ARB also considered a sign permit application.

X. TOWN COUNCIL UPDATES

Chairman Beyene gave the Town Council updates. He shared that at the December meeting, the new Town Council was sworn in and there were some recognitions from Haymarket Day. He stated that a public hearing was held on the Chick Fil-a Special Use Permit application and that the Town Council will likely make a decision at the January 6th meeting once they receive additional information from Mr. Britt and the applicant. He also shared that the Town Council approved the strategic plan that they have been working on.

XI. ADJOURNMENT

With no further business before the Planning Commission, Commissioner Singl moved to adjourn seconded by Commissioner Young. The motion carried.

**Motion made by Commissioner Singla, Seconded by Commissioner Young.
Voting Yea: Chairman Beyene, Vice Chairman Gonzalez, Commissioner Singla,
Commissioner Young**

Submitted By:

Approved BY;

Kimberly Henry, Clerk of Council

Alexander Beyene, Chairman

DRAFT



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

STAFF REPORT

PC Meeting Date: January 14th, 2025
Agenda Title: Special Use Permit Application #2024-002, Religious Assembly for Haymarket Islamic Center
Zoning District: B-1 Town Center
Requested Action: Recommendation of approval of Special Use Permit #2024-002



The applicant is requesting to operate a tenant space as a place of religious assembly.

The property is part of the QBE property, located on the eastern end of the corporate limits of Haymarket, at the intersection of Washington Street and Greenhill Crossing Drive. The address for this site is 14600 Washington Street, Suite 155 or Suite 160.

Staff recommends that the Planning Commission recommend approval of the Special Use Permit SUP#2024-002, Religious Assembly for Haymarket Islamic Center, with conditions.

BACKGROUND

Request: The applicant, Haymarket Islamic Center, has requested to operate a tenant space as a space for religious assembly.

Site Location: 14600 Washington Street, near the northeast corner of the intersection of Washington Street and James Madison Highway. The potential tenant location within this address is either Suite 155 or Suite 160.

Zoning: This site is zoned B-1, Town Center.

Surrounding Land Uses: Immediately on site near the main building is a Lewis Home single family home that has been repurposed as a restaurant carry out use. The site is surrounded by R-2 zoned properties to the north, west, and south of the property, with R-1 zoned single family neighborhoods and the Town Park just outside of the adjacent R-2 zoned properties. To the west of the site in Prince William County are a multitenant commercial building and residential subdivisions.

Background and Context: The QBE building has housed multiple tenants representing various types of businesses in Town. Haymarket Islamic Center, the applicant, has been using a community space in a nearby neighborhood outside of Haymarket to hold prayer service multiple times a day as part of the Muslim faith. The applicant is proposing to use a tenant space in the QBE building to hold these daily prayer services as well as an assembly space to hold special Ramadan services. The goal of this use is to provide a more convenient location for prayer services in the Muslim community in west Prince William County.

The proposal does not expand the existing site and will occupy only a single tenant space based on the timeline of approval.

Town Staff are reviewing this application based on the below definition of religious assembly in the Zoning Ordinance. Per this definition, this use is approved by-right only in the T-C Transition Commercial zone and approved via SUP in the B-1 Town Center, B-2 Business Commercial, and I-1 Light Industrial zones, necessitating an SUP application for religious assembly at this location.

Zoning Ordinance Reference Article II: Definitions

Public assembly. Facilities that accommodate public assembly for sports, amusements, or entertainment purposes. Typical uses include auditoriums, sports stadiums, convention facilities, religious, and incidental sales, and exhibition facilities.

Additional Analysis for Matters to be Considered in Special Use Permit Application Review follows.

STAFF RECOMMENDATION

Matters to be Considered in Application Review (per Section 58-4.28 of the Zoning Ordinance)

- (1) The nature of the proposed use, including factors such as traffic, noise, light, hours of operation, and number of employees involved.

The use will be contained to the tenant space the applicant has leased. There will be little to no additional light or noise greater than that of existing tenants at this building. Depending on the time of year, the dawn prayer service may be much earlier than most tenants at this building. There is a significant increase in projected car traffic potentially during Friday afternoon prayer service, and especially during the month of Ramadan. The applicant has provided a submittal showing the projected amount of traffic and vehicles that would use the parking on the property. The property owner has provided a tabulation for each individual tenant space’s parking requirements (adjusted to allowable occupancy standards) for consideration. Current Zoning Ordinance requirements for religious assemblies are 1 per 4 seats. The parking for this tenant space is functional if the number of spaces counted are correct. From observation, the number of spaces counted in the submitted parking tabulation exceeds the number of marked spaces on site.

The Haymarket Police Department has confirmed they help with guiding traffic for Sunday services for one of the existing churches in Haymarket. However, the current number of officers employed and on duty at that time can only limit their help to the one church. The volume of services that might require traffic help by this proposed use would strain the Police Department’s resources that are already allocated within the existing community. Please see the attached email from Haymarket’s Police Chief on this subject.

- (2) The character of the existing area, including existing structures and structures under construction, existing public facilities, and public facilities under construction, and private, commercial and/or service facilities available within the existing area.

The use will not alter the existing structure in any way, and there are no areas under construction that will be affected by this use. Customers from the other tenant spaces may struggle to find parking in the existing lot at certain times of day and during parts of Ramadan due to the frequency/length of the prayer services, but for most hours of the day the parking of this lot will not be significantly affected.

(3) The area's designation on the town's comprehensive plan, and relevant text provisions of the plan.

Town Comprehensive Plan. 1.2.9 Community Design Policy

Commercial/Residential Blend East of Town's Center

“Traveling east from the central portion of town, Haymarket unfolds in a pleasant mix of older, residential homes and low intensity commercial uses such as a veterinary clinic and a Baptist Church. This blend of uses continues to the eastern town limit, where a neo-colonial residential development is across the street from public uses in two Sears houses fronted by a planned village green. The two Sears structures fit this area architecturally and historically and should be preserved, if at all possible. Almost all the land north and south of Washington Street is developed. Much of the available land on the north side of Washington Street seems well suited to low intensity commercial uses, with adequate buffering to separate it from residential neighborhoods. Whenever possible, existing residential buildings should be converted to commercial use, rather than have new buildings constructed, to continue the open, small town atmosphere and sense of place.”

The proposed use has adequate buffering from existing residential neighborhoods and does not qualify as an adaptive reuse of a residential building. This use will continue the open small town atmosphere due to no structural changes. While the traffic volume may increase heavily in this area due to the proposed use, the use itself reflects existing businesses mentioned in the comprehensive plan, and the use does not alter the sense of place within the community.

(4) The minimum off-street parking area required, and the amount of space needed for the loading and unloading of trucks.

The routine loading and unloading of trucks will not be affected by the change in use so long as the main entry/exit points onto the site remain open. The site has not been altered

(5) Whether the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation.

The increases in vehicle traffic at certain times of the day caused by the proposed use may negatively affect the pedestrian and car traffic using the existing tenant spaces due to overcrowding. Consideration should be given to conditions affirming occupancy standards and attendance standards.

(6) Any other factors relating to the purposes of zoning that the Planning Commission and/or Haymarket Town Council, in its legislative discretion, shall consider as relevant.

The current Zoning Ordinance only states religious assembly as defined within “Public Assembly.” Aside from the parking requirements for religious assembly, there are no congregation attendance requirements or other measurable factors that would allow Town Staff or the Planning Commission to evaluate at face value a church site versus a smaller tenant use such as the one presented in this application. As referenced in the above sections, the proposed use of a religious assembly for the Haymarket Islamic Center does not significantly alter the site as it is contained within one tenant space and reflects the existing character of this side of the Town.

The frequency of the prayer services and the projected attendance of Friday services and Ramadan events may cause a highly intensive use of the parking lot that will be of detriment to the other tenants at the QBE building unless managed. With these effects considered, Town Staff recommend approval of SUP #2024-002 for the religious assembly of the Haymarket Islamic Center at 14600 Washington Street, with recommended conditions including the applicant providing certificate of occupancy once obtained and the applicant provide a carpooling plan to reduce number of vehicles used during large services.

Public Notice and Input

The Town posted notice of public hearing for the SUP application for all residents of the Town in the Prince William Times on November 21st and November 27th, 2024. The Planning Commission held a public hearing for this application on December 10th, 2024.

Timing

The Planning Commission has until March 10, 2025, which is 90 days from the first public hearing date, to act on the proposed Special Use Permit (SUP) proposal. A recommendation to approve or deny the requests would meet the 90-day requirement.

STAFF CONTACT INFORMATION

Thomas Britt, (703) 753-2600
tbritt@townofhaymarket.org

ATTACHMENTS

- A—Special Use Permit Application
- B—Applicant Narrative, Prayer Schedule, and Expected Attendance/Parking
- C—Parking Tabulation provided by the property owner
- D—Haymarket Police Department response on helping with religious assembly



SPECIAL USE PERMIT APPLICATION

NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review/Public Hearing.

NAME OF BUSINESS/APPLICANT: Haymarket Islamic Center

SITE ADDRESS: 14600 Washington St, Haymarket, VA 20169 (Suite 155 or Suite 160)

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 SITE PLAN PROPOSED: Yes No

PROPOSED USE(S): Religious Use CODE SECTION(S) #: _____

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*
Muslim community of Haymarket area lacks a local place for worship. There is a pressing need for a small space to facilitate the five daily prayers for the local Muslim community. We are aiming to lease one of the two Suites located at 14600 Washington St. for this purpose and further details are provided in the attached document.

Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) Plan/Plat

ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE: SFD TH TOTAL FLOOR AREA OF MAIN STRUCTURE: _____ (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: _____ (sq. ft.)

NUMBER / TYPE OF VEHICLES: _____

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.): _____

OFF-STREET PARKING SPACES PROVIDED: 150/185 NO. OF EMPLOYEES WORKING FROM SITE: See attached

FEE: \$500 Residential \$200 Residential In-Home Business
 \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
<u>Muhammad Qasim Gul</u>	<u>HAYMARKET PROPERTIES GROUP LLC</u>
Name	Name
<u>15082 Stepping Stone Dr</u>	<u>14600 WASHINGTON ST 137</u>
Address	Address
<u>Haymarket VA 20169</u>	<u>HAYMARKET VA 20169</u>
City State Zip	City State Zip
<u>202-368-2566</u>	<u>703 895 0677</u>
Phone#(s)	Phone#(s)
<u>qasim.gul@gmail.com</u>	<u>CONNOR.LEAKE@QBE.NET</u>
Email Address	Email Address



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP#2024-00

Section V, Item 1.

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

[Signature]
Applicant Signature

[Signature]
Property Owner Signature

October 21, 2024
Date

11-04-2024
Date

OFFICE USE ONLY

DATE FILED: _____ FEE AMOUNT: _____ DATE PAID: _____

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR DATE

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN DATE

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Overview

The Muslim community in the Haymarket/Gainesville area currently lacks a local place for worship. The nearest proper facilities are the Manassas Muslim Association (9059 Euclid Ave, Manassas, VA 20110) and Zakaria Islamic Academy (26243 Gum Spring Rd, Chantilly, VA 20152), both located approximately 13 miles away. There is a pressing need for a small space to facilitate the five daily prayers for the local Muslim community.

Schedule of Prayers

Muslims gather for congregational prayers five times a day. Additionally, a Friday prayer service is held weekly shortly after noon. During the sacred month of Ramadan, the schedule includes longer Sunset and Nighttime prayers.

Below are the estimated times and anticipated attendance:

Prayer Name	Prayer Time	Recurrence	Duration (Approx.)	Expected Attendance	Expected Vehicles
Fajr	Early Morning (Usually 90 minutes before Sunrise)	Daily	15 – 20 Minutes	10 – 20	10 – 20
Dhuhr	Noon (Usually around 1:30pm)	Daily	10 - 15 Minutes	10 – 12	10 – 12
Asr	Late Afternoon (Usually around: 4pm)	Daily	10 – 15 Minutes	10 – 12	10 – 12
Maghrib	Sunset	Daily	15 – 20 Minutes	20 – 30	20 – 30
Isha	Nighttime (Usually 90 minutes after Sunset)	Daily	20 – 30 Minutes	20 – 40	20 – 40
Jummah	Friday – Noon	Weekly	30 – 45 Minutes	100 – 125	60 – 90
Taraweeh	30 Days of Ramadan Month Sunset thru Nighttime	Annually	3 – 4 Hours	100 – 150	60 – 100

Property

We are interested in leasing an available suite or one that will soon be available (around February 2025) at QBE Business Park, located at 14600 Washington St, Haymarket, VA 20169.

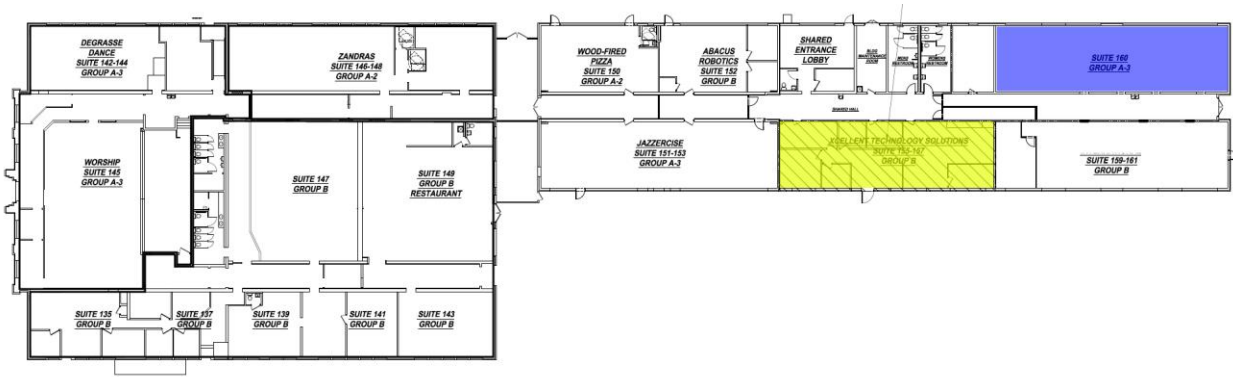
- **Suite 155** (marked in yellow in Appendix A) - Available for immediate lease
Square Footage: Approximately 2,146 SF
- **Suite 160** (marked in blue in Appendix A) - Available for lease around February 2025
Square Footage: Approximately 2,200 SF

Total Building Square Footage: Approximately 32,000 G.S.F.

Total Parking Spots: 150 Surface Parking Spaces

Note: Property details and floor plan images were obtained from the property listing and realtor.

Appendix A



Company	Use	SQFT	Ratio	# allocated
161 (Vacant)	Office	1840	1 per 300	6.1
160 (Religious)	Religious	2200	1 per 4 seats	30.0
155 (Vacant)	Office	1946	1 per 300	6.5
Jazz	Gen Retail	1800	1 per 300	6.0
Brewery	Restaurant	2715	1 per 100	27.2
Zandras	Restaurant	2535	1 per 100	25.4
Magellan	Gen Retail	2208	1 per 300	7.4
QBE	Office	4804	1 per 300	16.0
VFI	Office	800	1 per 300	2.7
149 (vacant)	Office	1210	1 per 300	4.0
Braz Jiu Jitsu	Gen Retail	5170	1 per 300	17.2
Cookie & Cream	Restaruant	1300	1 per 100	13.0

based off 120

Out Front	77
Front Parallel	15
Zandras Head In	7
C&C Rear	3
Brewery Side	4
North / Alex Keep	10
Rear West Row	24
Dumbster Row	25
QBE / VFI Row	20
Total	185

Total	161.4
Current Have	185.0
Total Left	23.6

Thomas Britt

From: Chief Al Sibert
Sent: Wednesday, December 18, 2024 3:10 PM
To: Thomas Britt
Cc: Roberto Gonzalez
Subject: Questions Regarding Places of Worship Security Security and Traffic

Thomas,

In response to your question about off-duty Haymarket PD Officers assisting with places of worship, ie. Security and traffic.

The Haymarket Police Department currently assist the Haymarket Baptist Church. This is the only religious entity to request our assistance in town.

Each Sunday, we staff the church with one officer from 9am to 12pm. During this time, the officer will maintain a preventive presence while services are being conducted. Upon completion of services, the officer will assist with traffic control by helping vehicles exit the parking lot onto Washington Street.

The church pays the officer’s salary for his time.

Due to the distance that most of our officers live from the department, there is currently only one officer that signs up for the detail. Although we attempt to cover every Sunday, sometimes we are not able to do so. On the days we are not able to cover, we enhance our on-duty officer’s patrol pattern to have a heavier presence in the area. Since that officer is answering calls and conducting preventive patrol throughout town, he is not able to help with traffic.

If a second or third place of worship requested the same service, it is highly unlikely that we would be able to accommodate.

Please let me know if you need further information or assistance. Always willing to help. Merry Christmas!

Thanks, Big Al



Allen Sibert
Chief of Police
Town of Haymarket Police Department
15000 Washington Street, Suite 110
Haymarket, VA 20169