



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/>

DRAFT MINUTES

I. CALL TO ORDER

A Regular Meeting of the Planning Commission of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7 PM.

Vice Chairman Jerome Gonzalez called the meeting to order.

PRESENT

Vice Chairman Jerome Gonzalez

Commissioner Justin Baker

Commissioner Pankaj Singla

Commissioner Walt Young - arrived at 7:05 PM

II. PLEDGE OF ALLEGIANCE

Vice Chairman Jerome Gonzalez invited everyone to stand for the Pledge of Allegiance.

After the Pledge, Town Clerk Kim Henry asked to amend the agenda by adding Oath of Office and Appointment of Chair and Vice Chair. The Planning Commission agreed to adding the items to the agenda.

III. OATH OF OFFICE

At this time, Town Clerk Kim Henry asked David Capossela to the podium to give him the Oath of Office. She shared that the Town Council appointed Mr. Capossela to the Planning Commission at their last meeting to fill the vacant seat of Justin Baker, who was recently elected to the Town Council. Ms. Henry stated that his term would expire June 30, 2028. After giving the Oath, Mayor TracyLynn Pater welcomed Mr. Capossela to the Planning Commission and thanked him for willing to serve the Town.

Vice Chairman Gonzalez shared that the Town Council appointed Mr. Baker as the Town Council liaison to the Planning Commission. He stated that Councilmember Beyene was the Chairman and since the Council has appointed Mr. Baker as the liaison, the Planning Commission would need to appoint a new Chairman and Vice Chairman.

At this time, Mr. Young enters the meeting.

IV. APPOINTMENT OF CHAIR AND VICE CHAIR

Councilmember Baker nominated Jerome Gonzalez as the Chairman for the Planning Commission. Commissioner Singla seconded the nomination. With no other nominations,

Councilmember Singla moved to close the nominations with a second by Commissioner Baker. The motion carried.

Councilmember Young moved to appoint Jerome Gonzalez as the Chairman for the Planning Commission. Commissioner Baker seconded the motion. The motion carried.

**Motion made by Commissioner Young, Seconded by Councilmember Baker.
Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla,
Commissioner Young, Commissioner Capossela**

Chairman Gonzalez nominated Justin Baker as the Vice Chairman for the Planning Commission. Commissioner Young seconded the nomination. With no other nominations, Commissioner Singla moved to close the nominations seconded by Councilmember Baker.

Commissioner Singla moved to appoint Justin Baker as the Vice Chairman for the Planning Commission. Councilmember Baker seconded the motion. The motion carried.

**Motion made by Commissioner Singla, Seconded by Councilmember Baker.
Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla,
Commissioner Young, Commissioner Capossela**

V. CITIZENS TIME

There were no citizens present at this evening's meeting wishing to address the Planning Commission.

VI. MINUTE APPROVAL

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

Chairman Gonzalez asked for any edits to the draft minutes.

Commissioner Singla moved to accept the Planning Commission minutes from December 10, 2024 as presented. Commissioner Young seconded the motion. The motion carried.

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

VII. AGENDA ITEMS

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

Chairman Gonzalez asked Town Planner Thomas Britt for any updates. Mr. Britt gave a brief follow up from the December meeting. He stated that a public hearing was held for the Haymarket Islamic Center who wishes to operate one of the tenant spaces at the QBE building located at 14600 Washington Street as a place of religious assembly to hold prayer services and Ramadan celebrations. He shared that at the public hearing discussion mostly revolved around occupancy for the tenant space at QBE, parking related concerns and traffic related discussion and fire safety. Mr. Britt stated that he spoke with both the Town's Police Chief and the landlord of the QBE building. He addressed the fire safety concerns first. Mr. Britt stated all

fire lanes would be respected when parking on site. He also addressed the parking concerns with the Town's zoning ordinance. He shared that there is nothing in zoning that prohibits parking on the grass or on impervious surfaces. Mr. Britt also addressed the occupancy concerns and referenced Virginia Building Code and shared the information with the Commission. Additionally, he stated he spoke with the Police Chief regarding traffic and parking concerns with the Chief stating that he would not see any concerns except for some of the larger services and would be no threat or concerns to the other tenants at the property. In conclusion, Mr. Britt stated that he would recommend approval with the condition of providing occupancy, which has been done with other religious assembly SUP's.

At this time, Mr. Britt invited the applicant to the podium for further discussion with the Board. The applicant came to the podium and provided some time estimates for Ramadan. The applicant provided the information to the Commissioners for review. A discussion followed on the information provided. There was also some clarifying questions from the Planning Commission to the Town Planner. Some of the questions were related to the parking and traffic flow especially during Ramadan. Mr. Britt gave input on the parking and stated that an agreement with the landlord regarding temporary signs would help with both the parking and the flow of traffic on the parcel. A question was raised to the applicant on how the church could help free up congestion and traffic flow on the site. The applicant shared that they will have volunteer parking attendants that will help with parking and traffic so that everything is done in an orderly manner.

With no further discussion, Chairman Gonzalez moved to recommend approval of SUP #2024-002 for religious assembly use for the Haymarket Islamic Center with the following condition: The applicant provides a certificate of occupancy for the space to determine the maximum number of attendees. Commissioner Young seconded the motion. The motion carried by a roll call vote.

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

VIII. OLD BUSINESS

Town Planner Thomas Britt provided the Old Business updates. Mr. Britt shared that SUP #2024-001: Chick Fil-a Drive Through Expansion is still before the Town Council for consideration. He stated that main discussion is still focusing on landscaping, curb installation and traffic flow. He stated that at the last meeting, the applicant asked for a deferral until the March Work Session.

IX. NEW BUSINESS

Town Planner Thomas Britt provided New Business Updates. Mr. Britt stated that once Town Manager/Zoning Administrator Emily Kyriazi returns from maternity leave, he will be working with her on future zoning text amendments and maps as well as the Comprehensive Plan.

X. ARB UPDATES

Town Planner Thomas Britt gave the ARB updates. He shared that the Board reviewed some sign and fence applications. He stated that the ARB conditionally approved the elevations for 11 townhomes off of Bleight Drive. He also stated that they have started the discussion on a Certificate of Appropriateness for a demolition permit application for the Lane Motors building located at 14920 Washington Street. He stated that the ARB has scheduled a site visit with the applicant at a future meeting.

Town Clerk Kim Henry stated that the Planning Commission will need to appoint a liaison to the Architectural Review Board. She stated that Mr. Capossella has volunteered to be the liaison.

Vice Chairman Baker moved to appoint Dave Capossella as the Planning Commission liaison to the Architectural Review Board. Commissioner Singla seconded the motion. The motion carried.

Motion made by Vice Chairman Baker, Seconded by Commissioner Singla.

Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla, Commissioner Young, Commissioner Capossella

XI. TOWN COUNCIL UPDATES

Vice Chairman Baker provided the Town Council updates. He reiterated what Town Planner Britt shared in Old Business with the Chick Fil-A SUP. He also shared that the Council held their organizational meeting with the new Town Council and appointed new roles. He also shared that the Town Council approved for the Town Treasurer to sign a contract with a financial analyst for forecasting the Town's revenues and expenses so that they can plan for projects.

XII. ADJOURNMENT

With no further business before the Planning Commission, Commissioner Singla moved to adjourn with a second by Commissioner Young. The motion carried.

Motion made by Commissioner Singla, Seconded by Commissioner Young.

Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla, Commissioner Young, Commissioner Capossella