



Town of Haymarket  
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Haymarket, VA 20169  
703-753-2600

## Memorandum

**To:** Honorable Mayor and Town Council  
**From:** Emily L. Kyriazi, Town Manager  
**Date:** April 30, 2026  
**Re:** Full Time Town Planner Position (Expansion of Part Time Position)

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### Background:

The Town of Haymarket currently staffs a part-time Town Planner who works approximately 32 hours a week. After reviewing the workload for the Part Time Town Planner, job duties, the Strategic Plan initiatives and future goals of the Town, it has become apparent that the position would be most beneficial to the Town in a full-time capacity.

With the expansion of the position from part-time to full-time, additional duties would include work on the Comprehensive Plan each week, continued work on the job duties assigned and opportunities to proactively work on land use related updates and refreshing of documents. The expansion of the position provides the Town with preventative and proactive reviews and updates of administrative documents, Board and Commission support, and critical updates to the Town's Comprehensive Plan.

The full-time position is included in the proposed FY27 Budget, to include the costs for the benefits package. While the proposal is to start the position effective July 1, 2026, I would ask Council to consider funding the position effective May 4, 2026. Allowing the position to start two months earlier will give Staff the opportunity to start effective immediately on the critical Comprehensive Plan updates along with the proactive review of the Town's Zoning Ordinance without disruption to the current workload requirements.

Additionally, the position will aid the Town in offsetting the following costs; hiring a consultant to complete the Comprehensive Plan update and review, better supporting the Town Manager/Zoning Administrator in land use tasks/work hours and offsetting the permitting and clerical work hours required of the standard land use development processes in the Town Hall.

Please find attached the Town Planner Job Description.

Draft Motion: I move the Haymarket Town Council to approve the expansion of the part-time Town Planner position to a Full Time Town Planner position effective May 4, 2026.

\*The position was discussed with the Town Council at the following meetings; March 30 Work Session, April 6 Closed Session Meeting, and April 27 Work Session. Additional discussions occurred with the Finance Committee in weekly meetings during the month of March.

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