



# PLANNING COMMISSION - REGULAR MEETING

Tuesday, April 08, 2025 at 7:00 PM

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

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

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## DRAFT MINUTES

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### 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 7:00 PM.

Chairman Jerome Gonzalez called the meeting to order.

#### PRESENT

Chairman Jerome Gonzalez  
Vice Chairman Justin Baker  
Commissioner Walt Young  
Commissioner Dave Capossela

#### ABSENT

Commissioner Pankaj Singla

### II. PLEDGE OF ALLEGIANCE

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

### III. CITIZENS TIME

There were no citizens present at this meeting.

### IV. MINUTE APPROVAL

Councilmember Baker moved to adopt the Planning Commission minutes from January 14, 2025. Commissioner Young seconded the motion. The motion carried.

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

Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Young, Commissioner Capossela

1. Planning Commission - Regular Monthly Meeting: January 14, 2025

### V. AGENDA ITEMS

1. Discussion on Updating the Comprehensive Plan

Town Planner Thomas Britt reported that at a previous meeting he would look into obtaining an outside source to help with updating the Town's Comprehensive Plan. He gave a brief history about the Comp Plan. He shared that it has not been updated since 2013. He stated that generally a Comprehensive Plan is updated every 5 years. He shared that staff is looking at outsourcing the project to do the work required for public engagement while Town Staff works

on the details of the Plan such as the maps. He provided an update on what has been budgeted. He also shared that he is in the process of reaching out to different consulting firms for pricing and services. A discussion followed on the subject including the vision of growth and including the citizens, the monies budgeted for the update and what's currently in the plan.

## **2. Discussion on updating the Planning Commission Bylaws**

Chairman Gonzalez asked Town Clerk Kim Henry to lead the Commission in the discussion on updating the By-laws. Ms. Henry shared that the by-laws have not been updated since 2015. She stated that since the Planning Commission is looking at updating the Comp Plan and the Town Council have been reviewing their Policies and Procedures for updates, she would provide suggested edits to update the by-laws. She shared that the by-laws just needed some formatting changes but didn't have many suggested edits. The Commission reviewed each section and the edits that Ms. Henry provided. Discussion followed on the by-laws. After the Planning Commission provided their suggested edits, Ms. Henry stated that she would present a clean copy for final review and adoption at the May meeting.

## **VI. OLD BUSINESS**

Town Planner Thomas Britt gave the updates to Old Business. He shared that the Bleight Drive townhomes, referred to as Magnolia Crossing, are waiting on the building permits from Prince William County. He also gave the updates on the drive thru expansion Special Use Permit for Chick Fil-a. He shared that the Town Council approved the Special Use Permit.

## **VII. NEW BUSINESS**

Town Planner Thomas Britt shared that comments have been sent on the site plans for the Karter School. He shared that the Planning Commission will have those site plans before them for consideration at a meeting in the near future.

## **VIII. ARB UPDATES**

Commissioner Caposella gave the Architectural Review Board updates. He shared that the Board reviewed and approved 2 fence applications. He also shared that the Board reviewed 2 sign permit applications; Zandra's was approved with conditions and Kidde Academy sign and lighting was approved. He also shared that the ARB reviewed and approved windows and siding for the rectory at St. Paul's Episcopal Church.

## **IX. TOWN COUNCIL UPDATES**

Councilmember Baker gave the Town Council updates. He shared that the Council had a public hearing on the FY26 tax rate and the FY26 budget public hearing is scheduled for May. He also shared that Council received comments from citizens about the Park House demolition and their concerns of possible after hours activity and loitering. He also shared that the SUP for religious assembly at 14600 Washington Street was deferred by the applicant until the April Work Session. He shared that the Special Use Permit for the drive thru expansion at Chick Fil-a was approved with the applicant obtaining approval from all outside agencies, including the approval from Prince William County Fire Marshal. He stated that the applicant will need to provide a new site plan, which will be seen by the Planning Commission at a future meeting. Lastly, Councilmember Baker shared that the Haymarket Farmer's Market started this past Sunday and encouraged everyone to attend.

## **X. ADJOURNMENT**

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

**Motion made by Vice Chairman Baker, Seconded by Commissioner Young.**

**Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Young, Commissioner Capossela**