



TOWN COUNCIL – REGULAR MEETING

Monday, December 02, 2024 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 Mayor and Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7 PM.

Mayor Kenneth Luersen called the meeting to order.

PRESENT

Councilmember Alexander Beyene
Councilmember Matthew Gallagher
Mayor Ken Luersen
Councilmember Joe Pasanello
Vice Mayor Tracylynn Pater
Councilmember Mary Ramirez
Councilmember Marchant Schneider

II. PLEDGE OF ALLEGIANCE - Scout Troop #924

Mayor Luersen introduced Scout Troop #924 and invited them to lead in the Pledge of Allegiance.

III. INVOCATION- Pastor Mark Brady, Park Valley Church

Mayor Luersen introduced Pastor Mark Brady from Park Valley Church and invited him to the podium to give the evening's invocation

IV. OATH OF OFFICE FOR NEWLY ELECTED MAYOR AND TOWN COUNCIL

Prince William County Clerk Jacqueline Smith was present at this evening's meeting to administer the Oath of Office to Mayor Elect TracyLynn Pater and Town Councilmembers Elect Justin Baker, Alexander Beyene, Matthew Gallagher, Ken Luersen, and Joe Pasanello with their term beginning January 1, 2025 and ending December 31, 2026.

V. RECOGNITIONS

At this time, Mayor Luersen recognized Councilmember Marchant Schneider for his years of service to the Town of Haymarket. Mr. Schneider was recognized for his years of service on the Town Council and on the Architectural Review Board, as well as his volunteer hours for Haymarket Day and the Longstreet Commons end of the school year water balloon fight. Mayor Luersen also thanked Mr. Schneider's wife, Jeanne, for sharing him with the Town. Mayor Luersen presented Mr. Schneider with a plaque and his daughters accepted a bouquet a flowers on behalf of their mother, who was unable to be at the meeting.

Vice Mayor TracyLynn Pater recognized Mayor Ken Luersen for his years of service as the Mayor for the Town of Haymarket. She thanked him for his years of dedicated service to the community as first serving on the Architectural Review Board and then as Mayor since 2020. Vice Mayor Pater stated that under his leadership, our Town made important strides and is grateful for the work he has done to shape the Town and that the foundation can help build for the next administration to spring forward. She also shared that Mayor Luersen leads by example and that his goal has always been the best possible outcome for the citizens of the Town that everyone flourish and grow.

VI. CHRISTMAS TREE LIGHTING

Mayor Luersen shared that the Christmas tree lighting was usually something the Town did at the Holiday event but said that the Council preferred not to wait. He asked to take a small break so that the tree could be lit tonight to celebrate the holiday season in Haymarket. Mayor Luersen asked Councilmember Schneider and his family to light the tree this year.

VII. HAYMARKET DAY RECAP AND RECOGNITIONS

1. Recap of the Event

Event Coordinator Julia Crofford gave a brief recap on the Haymarket Day event. She recognized the sponsors and volunteers that make the event successful.

2. Volunteer Recognitions

Ms. Crofford recognize Park Valley Church for their participation on all Town events for 2024. She presented them with a check for their dedication and sponsorship to the Town. She also recognized Scout Troop #924 for their dedication and work on Haymarket Day with making sure the trash cans were emptied and their help with clean up at the end of the day. Ms. Crofford presented a check to the Scout Troop in appreciation of their hard work on Haymarket Day. Lastly, Ms. Crofford recognized Wakefield School for their bus service they provided for Haymarket Day. She provided the school with a donation check in appreciation of their service they provided to the day.

3. Parade Winners

Event Coordinator Julia Crofford announced and provide a plaque to the winners of the Haymarket Day Parade.

VIII. FARMER'S MARKET SEASON RECAP

Event Coordinator Julia Crofford gave a brief presentation on the Farmers' Market Season. She stated that the market had 41 vendors with 18 drop in vendors. She shared that she sent a survey out at the end of the season to the vendors to get feedback on the season and how the market can improve for next season. She shared the results of the survey. After the presentation, Ms. Crofford asked open the floor for any comments or questions. There was a short discussion on the music.

IX. PUBLIC HEARING SUP 2024-001: CHICK FIL-A DRIVE THRU EXPANSION

1. Public Notice

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

2. Staff Report

Town Planner Thomas Britt gave a report on the application to the Council. Mr. Britt shared that the Special Use Permit application before the Council was for a drive thru expansion at Chick Fil-a located at 15180 Washington Street. He provided a history on the existing drive thru was approved by Special Use in 2015. He shared that the goal of the application before the Council is to add a bypass lane to the existing drive thru. He shared that currently there are two order lanes that narrow down to one pick up lane. He stated that the bypass lane would continue from the order lane pass the pick up window. He shared that this concept would facilitate faster delivery of products for the customer with a long term goal of this lane being dedicated to the mobile thru concept from Chick Fil-a. Mr. Britt stated that the proposed expansion of the lane would require the landscaping buffer that currently exist would be removed and would be replaced with delineators that would separate their property and the Virginia National Bank property. He continued to state that the parking and drive thru area at the bank would be reduced and would incorporate a one way counter clockwise flow of traffic both when entering and exiting the property. Mr. Britt also shared that the improvement would use the entry point at the north side end of the Chick Fil-a property would be reduced to exit point only. Mr. Britt shared that the removed landscaping would be planted in other areas of the property. He referred to 58-4.28 of the Town's Zoning Ordinance which relates to traffic, noise, light, hours of operation, and number of employees involved. He shared that the applicant provided a traffic impact analysis along with the other items addressed in the referenced zoning. Mr. Britt stated with the landscaping removed and the alterations to the bank parking lot, there would be potential hardship and safety issues involved with the bank parking lot and drive thru area even with wayfinding signs. He continued to state that this area would not be pedestrian friendly, as the Town prides in being a pedestrian friendly town. Mr. Britt also addressed the entry point for truck delivery to the site. Mr. Britt shared that the Planning Commission held a public hearing in July with a vote in September with a recommendation to deny the SUP based on the negative affect on the site and surrounding area with increase in traffic, increase in potential safety hazards to pedestrians and employees, decrease in driver access to the site and surrounding businesses and negative affects to the adjacent businesses. Lastly, Mr. Britt read into the record an email from Town Manager/Zoning Administrator Emily Kyriazi to Chick Fil-a stating that she supports the recommendation of denial. At this time, Mr. Britt introduced the representatives of the applicant and invited them to the podium to provide any additional information.

3. Report from Applicant

Kristina Hughes, the civil engineer from Bohler Engineering, started the applicant report on the Special Use Permit. She shared that the proposal is continue the second lane for a bypass to increase efficiency. She stated that there is no other impact to the building and no increase in traffic based off of studies. She shared that even though there will be some adjustments to the bank parking lot, Chick Fil-a is being proactive in making some adjustments to the site. She also shared that the team feels that the application reduces three potential conflict points with traffic. She stated that the bank traffic would be one way going counter clockwise around the building which would be opposite of the Chick Fil-a traffic, the entry point to the north would be an exit point only so that no traffic would back up to any shared sites, and Chick Fil-a is working with the landlord to place several wayfinding signs on the site to help clear up the traffic concerns especially those on Washington Street. She introduced Les Adkins, the traffic engineer from Galloway and Company, to address the traffic concerns associated with the application. Mr Adkins shared that they based their assessments off of a data set that Chick Fil-a maintains across the country but specifically in this region of different store types, sizes, and drive thru alignments. He stated that based on those studies, in his opinion, the addition of the bypass lane would not increase trip generation. He stated that he would anticipate that this would help serve the existing customer base and improve efficiency for the future.

Don Wooden, Meladon Group and the owner of the Crossroads Village Center, was next to address the Town Council. He shared that the company takes great pride in working with all the tenants. He shared that he has been working with both Chick Fil-a and Virginia National Bank to

make sure that there would be minimal impact on the daily operations of the businesses. He shared also shared that the group was prepared to present 3 different options for the Council to consider. He stated that any of the options work for both businesses. Ms. Hughes distributed the plans to the Town Council. The Town Council asked Town Planner Britt if he has seen the iterations. He replied that he has not seen the options before this evening's meeting. He shared that the team tried to address staff concerns in the options provided. He shared that the group met with staff looking at wayfinding, the barrier between Chick Fil-a and the bank parcel, and different angles of parking. Mr. Wooden stated that in discussion with Virginia National Bank, they would prefer the option with the one way traffic but not changing the parking or the sidewalks. There were questions from the Town Council to both Mr. Wooden regarding correspondence with Virginia National Bank and Mr. Adkins if a traffic analysis was done. He stated that there was not a traffic analysis just a trip generation study. There was also a question on how many cars can fit in the queuing lane. There was also a question on the barrier between the two parcels. The next speaker on the applicant was Chad Baker, from Chick Fil-a headquarters, who answered questions from the Town Council on the choke point when the two lanes goes back down to one lane before exiting the property. He stated that the employees would monitor the choke point and directing the traffic accordingly. Lastly, Jason Ward, owner of the Haymarket and Gainesville Chick Fil-a franchise, came to the podium to answer any questions from the Town Council on the application. He shared that he is very passionate about how he runs his business and how he takes care of his staff. Mr. Ward asked that the Town Council to give them the opportunity with this change to take care of more customers , to impact more customers, to serve the better and to be more efficient. He stated he would like the opportunity to grow his business for the community. The Town Council continued to ask questions to the team on traffic, improving efficiency and the possibility of increasing traffic, looking at ways to prepare for large orders so that it won't impact traffic flow. Mr. Baker stated that the drive thru channel is affecting how the dine in channel is working. He stated that the goal is to build capacity into the drive thru beyond the order points. There was a question to the Town Planner if he had seen the other options that was brought forth at the evening's meeting. Town Planner Britt stated although there was a discussion about the options, nothing concrete was presented to him. There was also a discussion on the safety of the employees and what steps are being taken to ensure that the employees that are walking between the cars remain safe. Ms. Hughes from Bohler and Mr. Ward answered the question.

4. Citizen Comment

Several past, present and employees of Chick Fil-a in other locations were present speaking in favor of the second drive thru concept. Laurie Parker, Gainesville, spoke in favor of the second thru concept. Tom Tomlinson, Dominion Valley, was also present at the evening's meeting in favor of the second drive thru for efficiency. Connor, Robinson Village, was also in support of the drive thru. James George, Sudley Road, stated his support of the second drive thru. A citizen stated that the impact of traffic coming into and exiting the site should be considered as well. She raised her concern of trying to make a left coming into the site as well as a left trying to get out of the site.

5. Close Public Hearing

With no further comments from the audience, Mayor Luersen closed the public hearing.

X. CITIZENS TIME

There were no citizens present wishing to address the Council at this time. Town Clerk Kim Henry stated that she received 4 emails on the subject of the Strategic Plan that she would like to read into the record. The emails were from Jim & Maureen Carroll, 6862 Track Court; and three from the survey that was conducted on the town's facebook page.

XI. CONSENT AGENDA

Mayor Luersen asked if anyone would like to pull any of the reports in the Consent Agenda. Councilmember Ramirez asked to pull the Police Report. Councilmember Pasanello asked to pull the Town Admin report and the Town Engineer's report.

Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda items A:1-2, B:2 and 5 and C:1-5. Vice Mayor Pater seconded the motion. The motion carried.

Motion made by Councilmember Pasanello, Seconded by Vice Mayor Pater.

Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello, Vice Mayor Pater, Councilmember Ramirez, Councilmember Schneider

After the discussion on the pulled reports, Councilmember Pasanello moved that the Haymarket Town Council adopt Consent Agenda items B:1,3,and 4. Councilmember Ramirez seconded the motion. The motion carried.

Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez

Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello, Vice Mayor Pater, Councilmember Ramirez, Councilmember Schneider

A.

Minute Approval

1. Mayor and Council – Work Session – October 28, 2024
2. Mayor and Council – Regular Meeting – November 4, 2024

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

1. Town Administration Report

Councilmember Pasanello asked for any updates on the Town Park sidewalk. Acting Town Manager Roberto Gonzalez provided the updates. Councilmember Pasanello also asked for any updates on the Taco Bell drive thru. Town Planner Thomas Britt provided the most recent updates by stating the permit has not been finalized at the County level.

2. Police Chief Report

Councilmember Ramirez asked in the progress of the new officer. Chief Sibert shared that the officer was almost out of field training and should be on her own by December 4. Councilmember Ramirez asked about the Toys for Tots drop off location as well as the Boxes of Basics drop off location. Chief Sibert shared that the Police Department has partnered with a Boy Scout Troop to be the drop off point for the Toys for Tots. He also shared that the department has been working with the Boxes of Basics organization as a drop off point and that everything is going well. Councilmember Ramirez also asked about if there were any updates for using the Town Hall as a comfort station. Chief Sibert shared that he met with an emergency services representative from Prince William County. He provided information from the meeting. He stated that the discussion is still in the early stages and that he has future meetings set up. Chief Sibert shared that the Police Department is looking for a new location for future blood drives. A discussion ensued on the closure at the railroad tracks that took place for repairs and the traffic impact on the Town. Chief Sibert shared that he is working with VDOT and Prince William County Board of Supervisors to get better signage for no through traffic for tractor

trailers.

3. Town Engineer Report - Councilmember Pasanello stated that he had his questions answered by the Acting Town Manager in the Admin report and had no other questions.

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Outreach Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

XII. AGENDA ITEMS

Before going onto the Agenda Items, the Town Council took a brief recess.

1. Consideration of SUP 2024-001: Chick Fil-a Drive Thru Expansion

Town Planner Thomas Britt address the Town Council on the consideration of the SUP. He shared that during the public hearing, he took notes and can address the questions that were raised. He stated that he recommends that the Council gather all the information at this meeting and vote on the SUP at the regular meeting in January. Mr. Britt asked several questions to the applicant in regards to options provided earlier. Mr. Britt also addressed wayfinding signs for the entire Crossroads Village parcel as a whole. Discussion ensued on the subject and the need for wayfinding signs even if the SUP is denied. A discussion continued on the concept of the second lane with the potential of that lane becoming a lane specifically for mobile orders. Mr. Britt also asked about the angle parking at the bank and the spaces lost. Mr. Britt stated that he still has concerns about the landscaping barrier on the bank side. There was a discussion on the time line as to when a decision needs to be made. A question was asked to the Town Attorney if both parties agree to delay decision until January, would that allow the timeline expected. There was a discussion on the wayfinding signs and options to safely get out of the complex. There was also a discussion with the bank angle parking and the traffic flow around the parcels. There was also a discussion on the closing the north entrance of Chick Fil-a and how it could impact the internal circulation around the parcel. There was also a question if the plan was reviewed regarding emergency response and fire safety perspective. Town Planner Thomas Britt stated that the plan has not been reviewed in response to fire safety emergency response perspective. Councilmember Schneider stated that even though he understands the passion of getting this approved, this application is a land use decision. He stated that Council has to evaluate if they are making an existing situation worse, especially with the affect on neighboring parcels, if they approve the SUP. After lengthy discussions on the subject, the Town Council decided to defer the decision to the next meeting on January 6, 2025..

2. Adoption of Strategic Plan

Acting Town Manager Roberto Gonzalez shared the changes that were requested by the Town Council and asking the approval the strategic plan. A discussion followed.

Vice Mayor Pater moved to adopt the strategic plan with the following changes: 1. on the front page to read improve transportation infrastructure to enrich quality of life and maintain a small town feel; and 2. In Section 1.4 add traffic flow and safety.

Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

Motion made by Vice Mayor Pater, Seconded by Councilmember Ramirez.

Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember

Pasanello, Vice Mayor Pater, Councilmember Ramirez, Councilmember Schneider

3. Planning Commission Resignation

Town Clerk Kim Henry shared with the Town Council the resignation of Justin Baker from the Planning Commission effective December 2 since he has been elected to the Town Council. Ms. Henry stated that she has reached out to a couple interested parties and but will be putting it out publicly on all platforms. There was a short discussion on the various roles Mr. Baker had as a Commissioner that will also need to be filled. Ms. Henry shared that she will be reaching out to other Planning Commission Members on the BZA and ARB liaison vacancy that will need to be filled as well.

4. December 16, 2024 Work Session

Mayor Luersen asked Town Clerk Kim Henry what the agenda looked like for the December 16th work session. Ms. Henry stated that at this point the only item that would be on the agenda is the discussion of the SUP. There was a discussion to change the work session to January 6, 2025 at 6 pm to discuss the SUP. With no objections from the Town Council, Mayor Luersen directed the Town Clerk to cancel the December 16th work session. Town Planner Thomas Britt stated that he would notify the applicant of the work session.

XIII. COUNCILMEMBER TIME

1. Councilmember Schneider
2. Councilmember Ramirez
3. Councilmember Gallagher
4. Councilmember Beyene
5. Councilmember Pasanello
6. Vice Mayor Pater
7. Mayor Luersen

1. Councilmember Schneider

Councilmember Schneider stated that when he moved to Haymarket, he didn't know the ties he had to the Town. He shared that the Council has all the resources, the staff and tools now more than ever in the Town's history. He stated that what the Council has what it needs for the Town to move forward in a positive way. He stated that the Capital projects are the key. He concluded with practice good governance, improve your government IQ, get trained on land use and government finance matters, talk to the liaisons and staff, and talk to other small town leaders. He wished everyone on the dais the best of luck in their next term as the leaders of Haymarket. He also thanked the staff and appreciates their hard work.

2. Councilmember Ramirez

Councilmember Ramirez shared about the recent Boxes of Basics shoe donation event. She stated that the Police Department is the drop off location for new or gently used shoes. She also shared that the Eagle Scout candidate Naomi Schneider will be recognized at the Haymarket Baptist Church on Wednesday, December 4. She also shared that the Police Department Santa Run is December 7 and the Town's Holiday Event is December 14. She concluded her report by wishing everyone a Happy and Safe Holiday.

3. Matthew Gallagher

Councilmember Gallagher thanked Councilmember Schneider for his service and dedication to the Town. He also thanked everyone that came out to the evening's public hearing on behalf of Chick Fil-a. Councilmember Gallagher concluded his report by wishing everyone a Happy Holiday and Happy New Year.

4. Alexander Beyene

Councilmember Beyene shared that he is very excited to be elected and to be sworn in to the Council and to be able to serve and give back to the Town. He stated that he is looking forward to working with the new Mayor and his fellow Councilmembers, as well as the staff.

5. Joe Pasanello

Councilmember Pasanello congratulated all who were elected for a new term. He also wished good luck to Councilmember Schneider. He also thanked the staff for arranging to have Prince William County Clerks office so that everyone could get sworn in. He also thanked State Senator Roem and State Delegate Thomas for attending and showing their support as they were sworn in. Councilmember Pasanello shared that County Board of Supervisor Bob Weir is holding an open house on Friday, December 13 from 5-8 pm. He also recognized Dave and Susan Bannion for being Serve Our Willing Warriors volunteers for December. He concluded his report by wishing everyone a Happy Holiday.

6. Vice Mayor Pater

Vice Mayor Pater shared that she is beyond proud for all of the accomplishments from the Farmer's Market and Haymarket Day. She thanked the staff and Council for making each a success. She stated that she is excited about the Toys for Tots drop off drive and the Boxes of Basics continued clothing drive and encourage everyone to continue to donate. She concluded her report by wishing everyone a Happy Holiday and that she looking forward to an amazing 2025.

7. Mayor Luersen

Mayor Luersen shared that with this being his last meeting as Mayor, he would like to thank staff for the support as well as Council. He congratulated Vice Mayor Pater as the future Mayor and stated that he hopes can serve under her well as a Councilmember. He also shared that his last Mayors walk will be December 14th at 9 am. He concluded his report by thanking everyone for the late night meeting.

XIV. ADJOURNMENT

With no further business before the Town Council, Councilmember Gallagher moved to adjourn with a second by Councilmember Ramirez. The motion carried.

**Motion made by Councilmember Gallagher, Seconded by Councilmember Ramirez.
Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello,
Vice Mayor Pater, Councilmember Ramirez, Councilmember Schneider**