



TOWN COUNCIL – WORK SESSION MEETING

Monday, July 28, 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 Monthly 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 TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

Mayor Pater invited everyone to stand for the Pledge of Allegiance.

III. MOMENT OF SILENCE IN REMEMBRANCE OF SUPERVISOR BOB WEIR

At this time, Mayor Pater asked for a moment of silence in remembrance of the Town's colleague and friend, Supervisor Bob Weir, who passed away suddenly on July 27. After the moment of silence, Chief of Police Al Sibert offered up a prayer of condolences.

IV. TOWN MANAGER REPORT

1. Monthly Report

Town Manager Emily Kyriazi shared that she and the Chief of Police will start giving their monthly report verbally at the work session so that if Council needs additional information on any items, it can be researched and answers can be provided at the regular monthly meeting. She gave an update on the sidewalk project at the Town Park. She shared that staff had their final discussion with The Engineering Group. She stated that they will have the punch list so that they can close out the project. She also shared that the final deed and plat is under review with the Town Attorney. Mrs. Kyriazi gave an update on the stormwater assessment program. She shared that she is working with J&T as the consultant and Prince William County. She stated that they have started to do the major file upload to their drop box system. She shared that this project is moving along nicely and will schedule an on site meeting around mid August. She stated that Town Planner Thomas Britt has been working on a comprehensive inspection to hit some of the zoning issues that have recently come to light. Mrs. Kyriazi shared the date for the next Business Round Table and that the Town will be doing 3 give aways to the businesses of video recordings from Skipper films. She stated that she had a meeting with Councilmember

Ramirez on the upcoming Youth in Government program. She shared that after putting together a schedule of the staffs work load, event load and meeting load, they decided to reschedule the program date to Spring 2026. She stated that Mrs. Ramirez will be bringing more details about the date and the event at a later date. She shared that the landfill questions have been addressed by the County and that staff is working to get the correct information out to the citizens. Mrs. Kyriazi continued with her report by sharing that staff is working with Civic Plus on the website redesign. She shared that staff brought the quote to the finance liaisons and that they had some follow up questions that she is researching. She also shared that staff is working on some maintenance and building repair issues. She shared that she will keep the Council updated as staff works through the issues. Mrs. Kyriazi shared that the Mayor's message has officially been launched on social media platforms. She stated that she hopes to bring qualitative and quantitative data to Council in a few months on if the messages were beneficial to the businesses who were in the videos.

Mrs. Kyriazi shared that she is scheduling a meeting with Stephanie Davis, the consultant from Virginia Tech, in recommending an intern to help with the asset inventory along with maintenance schedule. She gave a recent update on the Town events. She also shared the design of the 2025 Christmas ornament.

V. CHIEF OF POLICE REPORT

1. Chief's Report

Chief of Police Al Sibert started by sharing that he will give information on the hot topics of his report or items he feels need addressing. He brought attention to the decrease calls for service and dispatched calls for service. Chief Sibert touched briefly on the graphs in his report. He updated the Council on the DMV grant and gave an explanation on the graph. Chief Sibert shared that the department will be moving the mobile traffic data collection sign to a different location in the near future. He continued with the grant applications that the department has either re-applied for or applying for the first time. He also mentioned the training that Sergeant Finley has taken and the bike safety night that he will be conducting. He shared that the new police cruisers have arrived and are being striped. Lastly, Chief Sibert shared information on the upcoming National Night Out event. After his report, the Council had questions for the Chief regarding the Click it or Ticket program, the Firehouse Sub grant process and the timeline as to when he may find out if the grant was approved, the new cruisers and the stripping and questions on some of the data in his report.

VI. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave a brief explanation on this monthly report. He shared that since is the first report of the new fiscal year, they would be seeing costs up front and would shows the report in the negative. He complimented Event Coordinator Julia Crofford on the increased sponsorship she has been receiving for events this year. He also shared that he will be submitting the pre-audit financials at the next regular monthly meeting. He also shared that the Town made their final debt obligation payment. Lastly, he shared one of the Town's investment accounts matured and that it is now in the Town's escrow account. He shared that he will be looking for the best interest rates from financial institutions. The Council did not have any additional questions on the financial reports.

2. Planning Commission Vacancy Appointment

Councilmember Baker moved to appoint Jeffrey Kress to the Haymarket Planning Commission filling the vacancy of Pankaj Singla with term expiring June 30, 2028. Vice Mayor Gallagher seconded the motion. Prior to the vote, Councilmember Luersen thanked

both applicants for their interest in the vacancy and for coming to a meeting. He shared that he felt both were qualified and the decision was difficult. **The motion carried with a roll call vote.**

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

3. Presentation: Planning and Zoning Updates

Town Manager Emily Kyriazi and Town Planner Thomas Britt gave a presentation on all current and open land use projects. Mrs. Kyriazi started with projects that are in the feasibility study or pre submission with a potential developer. She started with information on the rezoning request for 14600 Washington Street from B-1 to R-2 to allow for townhouse structures. She said once there is an official submission, staff will proceed with posting for a public hearing. A short discussion followed on the acreage under consideration for rezoning and traffic impact study. Mrs. Kyriazi continued with a rezoning in the I-1 that took place a few years back that still needed a site plan. She shared that staff is working with the new owner of the property to ensure a site plan is completed. A short discussion followed on concerns regarding the property in regards to the railroad crossing. She continued with the property on the southern end of Fayette Street where two lots and have been sold and the new owner will be submitting plans soon. Mrs. Kyriazi also shared about the potential hotel site in the Crossroad Village Center development. She shared that a Special Use Permit was previously approved for that site to have a hotel with a 75' height limit. She shared that it recently changed ownership and that staff is having discussions with the new owner. A short discussion followed on this subject. The next section that Mrs. Kyriazi presented was those under plan review or pre-construction phase. The first listed is the Town Center site plan. She shared that the latest update on this project is the quotes to do the cost engineering services and stated that she has proceeded with services from Downey and Scott since they are familiar with the project. A short discussion followed. She continued with the Chick Fil-a Special Use Permit that was approved in April 2025. She shared that staff has received the first submission of the updated site plan. She also provided information on the Karter School site plan and the location of the school. Discussion followed on ingress and egress. The next project under site plan review was Magnolia Crossing, which is approved for 11 townhomes at the rear of Bleight Drive near Alexandras Keep and Villages of Haymarket. Mrs. Kyriazi shared that the plan has been approved and that staff is waiting on bond submission and issuing out the grading permit. A question was raised on a timeline. Mrs. Kyriazi shared that she did not have a timeline. A question was raised on the storm water and the possible increase in construction traffic with the townhome proposal at 14600 Washington Street. Mrs. Kyriazi shared that staff would work with both construction companies to mitigate any traffic concerns. There was also a discussion on noise, debris, blasting concerns and that the developers are being proactive to ensure that the current residents are being informed during the process. A discussion also followed on staff informing the citizens of the projects and what their rights are. A suggestion was made to put something in the newsletter sharing the upcoming projects and what a citizen can do if they have concerns or issues. Mrs. Kyriazi asked that the Town Council review the evening's packet and come back with suggestions at the next meeting. She stated that the item on the next agenda will be Land Use Communication so that Council can further discuss the topic. Mrs. Kyriazi continued with the Masonic Lodge/Tobaccology lot. She shared that this plan was approved but never acted on. She shared that they will need to do a new site plan since the approved plans have expired. She continued with Lidl lot. She shared that the staff is trying to get in communication with them to find out what their plans are. She shared that E&S measures have been taken down from the site. She stated that the staff is trying to get a point of contact for that issue and the overgrown grass. She stated that she will keep Council updated on the subject. She continued with sites currently under construction. She started with the Kiddie Academy and shared that the Architectural Review Board has given approval on signage, playground

equipment and elevations. She shared that the staff is working on a resubmission of their deed. She stated that once the deed and plat is recorded then staff will work on the zoning inspection for the release of their occupancy. There were questions on the lots surrounding this parcel. She continued with the Haymarket Ice Plex sharing that they had a previously approved site plan at a three phase project. She shared that they have finished all the exterior work and now working on the second phase which is closing in the overhang portion.

Town Manager Kyriazi continued with As-Builts and Bond Releases. She shared that there are quite a few projects that are at the final stages and staff is working through reviews in order to have the bond releases. She started with the front portion of the Crossroads Village Center. She continued with the Town Park sidewalk. She shared that staff has the final punch list and is working on sending it to the contractor for As-Builts submissions and the ordering of the park benches. There was a question on zoning. She shared that the property is zoned R-1 and that the comprehensive plans designates it as public use. There was a brief discussion on changing the designation. She continued with the completion of the Taco Bell site and shared that the As-Builts have submitted. She shared that staff is reviewing that and their landscape bond release. She also shared that Lifetime Smiles Dentistry is complete and are open and functioning. She shared that the staff is working with their team to submit their As-Builts. Mrs. Kyriazi updated the Council on the Robinson Paradise subdivision. She gave a brief history on the property. She stated that around 2005 there was a site plan approval but did not go forward with construction at that time due to the downfall of the economy. She shared that they came back in 2022 to resubmit the site plans and get the plans reevaluated for storm water and any other ordinances changes that would affect the plans. She shared that construction took place and most of the homes have been turned over for a little over a year. She shared that the only bond release to date is 90% of the landscaping bond. She stated that staff is reviewing the As-Builts and waiting on second submission. She continued, however, to share that most recently there has been significant flooding on the existing homes that were there prior to construction. She shared that staff has started investigating and have met on site with the homeowners and the contractor. She continued with the Jefferson/Fayette Street lots. She shared that there has been new construction and the homes are occupied. She shared that they are working on the landscaping bond release only at this time. She stated that no As-Builts have been submitted. There was a safety concern about the road improvement and the inability for two way traffic on Fayette due to cars parking on the street. Mrs. Kyriazi stated that she and Chief Sibert will research it further. She continued with the Robinson Village/Van Metre townhouse development stating that it is completely built out and that the only thing holding is the 10% landscaping bond in escrow. Mrs. Kyriazi shared the map of the Prince William County stormwater grant funding project and the two confirmed areas of significant flooding and storm water focus. Lastly, she shared the one mile review project which is located on at the corner of Heathcote Blvd and Route 15. Discussion followed on the potential traffic flow coming from the development into town. Vice Mayor Gallagher asked staff to look into a one mile review at Catharpin and 55 and the possibility of a distribution center that could increase truck traffic through the Town.

4. Compensation Study RFP

Town Manager Emily Kyriazi started the discussion on the subject. She shared that she met with Vice Mayor Gallagher and Councilmember Baker recently on the RFP and what it still needed. She presented the updated draft to the Council for further review and discussion. There was a question on advertising platforms. Mrs. Kyriazi shared that she is will be advertising it in as many publications that she can. Discussion continued on the scope of work and contract award such as termination clause. The discussion on the scope included pay scale, employee benefits such as VRS Contributions, and preparation of a final report. Vice Mayor Gallagher explained that the liaisons would get a preliminary report to share with the Council, return with comments from the Council followed by the Council receiving the final full report with recommendations from the company. Discussion also followed on the cost of keeping the contract active on an annual basis.

The Council also discussed establishing a meeting schedule with the awardee. After the discussion, Town Manager Kyriazi provided a timeline for publishing the RFP, the study and the final report. The Council was amenable to the time line.

5. Town Park Pavilion RFP

Town Manager Emily Kyriazi distributed a memorandum which described in detail from the last meeting the scope of services for the design and an old RFP that was prepared from the approved old masterplan for the civil engineering. She explained each phase from the old RFP and making appropriate adjustments. She asked for Council direction on whether they want one big RFP that would also in the architectural design or keep it as two phases. The Council asked to have this item on the next meeting agenda for discussion after they were able to review the drafts. A question was asked on the interpretation of incorporating the elements from the old park house building.

6. Outdoor Event Ordinance Edits

Town Manager Emily Kyriazi shared that she has handed this item to Event Coordinator Julia Crofford who has been working on the permit application and addressing all the items that need to be considered. She invited Ms. Crofford to the podium to answer any questions from Council. Ms. Crofford shared that she met with Chief Sibert as they reviewed the existing ordinance and made some edits. She shared that they came up with a two step application process. She stated that she would like feedback on the application fee. Discussion followed on the application and fee schedule. The Council decided to review the ordinance for further discussion at the next regular monthly meeting.

7. Town Hall Site Plan and Building Plan Update

Town Manager Emily Kyriazi shared that she is this item on the agenda as a placeholder for continued updates. She shared that she has consulted with Downey and Scott who will be providing the engineering costs to update construction costs. She also shared that she is waiting on a response from the architect to reengage for those services.

VII. ADJOURNMENT

Prior to adjourning, Town Manager Emily Kyriazi shared that Prince William County will be holding a celebration of life event for late Supervisor Bob Weir on September 27th from 1-4 PM at Giuseppe's Restaurant on Washington Street.

With no further business before the Town Council, Councilmember Ramirez moved to adjourn seconded by Vice Mayor Gallagher. The motion carried.

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