



TOWN COUNCIL – WORK SESSION MEETING

Monday, March 31, 2025 at 7:00 PM

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

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

MINUTES

I. CALL TO ORDER

A Work Session of the Mayor and Town Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7 PM.

Vice Mayor Matthew Gallagher called the meeting to order.

PRESENT

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

ABSENT

Mayor TracyLynn Pater

II. PLEDGE OF ALLEGIANCE

Vice Mayor Gallagher invited everyone to stand for the Pledge of Allegiance.

III. AGENDA ITEMS

At this time, Vice Mayor Gallagher stated that the Council was not able to finish their discussion of the FY26 Budget Work Session earlier and asked if there were any objections to adding this item to the agenda. The Town Council did not have any objections. The FY26 Budget Work Session was added to the agenda.

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez presented the monthly financial report to the Town Council. He shared that the revenue side is coming in strong with some line items ahead of projection. He shared that the Treasurer's Report at the regular meeting will show the funds transfer for payment of the park sidewalk. He shared that once he meets with the Town Engineer, he will have a final cost available for the Council for the sidewalk. A short discussion followed on the subject. Mr. Gonzalez stated that overall the budget is in the black and opened the floor up for any additional questions. A short discussion followed on the sale of the old message board.

2. Draft Resolution #2025-002: A Request for Virginia Department of Transportation to accept Walter Robinson Lane into the system

Town Planner Thomas Britt shared a brief history regarding Walter Robinson Lane and the snow removal policy for the street. He shared that he told the residents of Walter Robinson that

the snow removal would be the responsibility of the HOA since the street is not in the VDOT public system. He stated that staff is still reviewing the as-builts for Robinson Paradise. He provided information to the Council on the process for Walter Robinson Lane to be accepted into the VDOT system. Mr. Britt provided a draft resolution for Council review to send to VDOT. Town Manager Emily Kyriazi stated that this is a standard procedure with VDOT. A short discussion followed.

3. Continue Discussion on Consideration of SUP #2024-001: Chick Fil-a Drive Through Expansion

Town Planner Thomas Britt provided some updates regarding the SUP. He shared that after speaking with Prince William County Fire Marshal about the safety and access to the building in case of a fire, the Fire Marshal was ok with exhibit 3 that included the hardscape curve and angle parking at the adjacent Virginia National Bank property and 17ft drive aisle. Mr. Britt shared that he met with the applicant after speaking with the Fire Marshal. He shared that the applicant presented a different exhibit that would keep the landscaping buffer and reduce the sidewalk and drive aisle at the Virginia National Bank property. Mr. Britt shared that all the alterations would meet the Town's zoning ordinance since the Town would not give a landscaping buffer exemption. He shared that he presented the latest exhibit to the Fire Marshal. He stated that the Fire Marshal was not in favor of the newest exhibit because of the reduced space.

At this time, Mr. Britt took questions from the Council. A question was raised regarding the Fire Marshal and the latest exhibit. Mr. Britt reiterated that the Fire Marshal would not be favor of latest exhibit 6 because of the reduce size and the firetrucks would have difficulty fitting in the space. Town Manager Emily Kyriazi shared that staff has met with the Fire Marshal several times on this application. She stated that because Prince William County serves as the Town's building official and fire marshal, the staff was trying to take a proactive approach on the review of the SUP. She shared that the Fire Marshal was understanding about the angled parking at the bank and other alterations except for the 15 foot aisle width. She shared that the Fire Marshal stated that the 17 foot aisle width is needed for accessibility of a fire truck on the bank property and surrounding buildings such as the Chick Fil-a building and the new dental office building. There was a question on the depth of the angle parking. Kristina Hughes, Bohler Engineering representing Chick Fil-a, answered the question on the angle parking at the bank. There were questions from Council to Mr. Britt if the bank or dentist office had any comments on the changes. Mr. Britt stated that the dentist office building was constructed with these changes in mind and that locally the bank is concerned with the proposed changes. There were questions to Ms. Hughes about the reduction of the bank sidewalk being ADA compliant. She confirmed that the reduction would meet ADA requirements. There were questions about the internal wayfinding signage on the Crossroads property. A discussion followed on the signage. There was also a discussion on the parcel east of the Chick Fil-a and the frontage road that would connect the parcels. Don Wooden, Meladon Group and owner of the Crossroads Village Center, stated that the frontage road in front of the parcel would be one way by the request of the Town when the parcel was approved.

A question was asked of staff if they still recommend denial even based on the changes that were made. Mr. Britt confirmed that, even though the latest exhibit meets the Town's zoning ordinance, staff would still recommend denial based on the changes that could negatively affect the surrounding businesses and based on the potential increase in traffic volume. In conclusion of the discussion, the Council raised their concerns on the encroachment of the bank's property and the traffic flow at the site, the Crossroads property and visible useful wayfinding signs.

4. Continue Discussion on SUP #2024-002: Religious Assembly at 14600 Washington Street

Town Planner Thomas Britt gave a brief update on the SUP. He shared that staff met with the applicant after the last meeting to discuss the concerns of parking, traffic and occupancy. Mr. Britt stated that staff worked with the applicant to provide some answers at this evening's

meeting. Mr. Britt stated that he spoke with a representative from Prince William County Building Department regarding the occupancy. He stated that occupancy is a "B" use as long as it does not exceed 50 persons. Once it exceeds 50, it changes to an "A" type use, which would require specific certain entrance and exit points to allow occupants to safely enter and exit the facility. Mr. Britt shared that this particular use would likely be an "A3" use and that the applicant would need to provide a plan to the building department with an adjustment of the need for additional doors for entry/exit. He gave updates on the parking. Mr. Britt stated that he did a separate tabulation compared to what the landlord submitted. He stated that the numbers are pretty even. He provided an update to the tabulation and shared that staff met with the landlord at the property. He also provided additional information on the parking plan sketch from landlord. He stated that an updated striping plan will be provided by the next meeting from the contractor. A discussion followed on the plan provided by the landlord. Town Manager Emily Kyriazi provided answers regarding the back part of property when staff walked it with the landlord. She also provided information from when staff met with the Fire Marshal to review the whole site for the accessibility of fire trucks to be able to get onto the property. Mrs. Kyriazi stated that the landlord intends on being at the next meeting to answer any questions that Council may have. There was a question if there was an original site plan showing the striping. Mrs. Kyriazi gave a brief history regarding the property site plan. Councilmember Luersen stated that he would like to see the approved parking spaces that they have from an updated site plan. There was also a question about the storage of vehicles on the property and if it is permitted in the Town's zoning ordinance. Town Manager Kyriazi stated that she would follow up once she does some research. A discussion continued on occupancy permits and requirements needed if the number of occupants exceeded the threshold number. A discussion also continued on the updated parking spaces that were provided by the landlord. Mrs. Kyriazi shared that when staff walked the site with the landlord, the existing pavement would be utilized and striping. She continued to state that there would no parking on the grass permitted. There was also discussion on wayfinding and traffic control. Mrs. Kyriazi shared that this would need to be a conversation with the landlord. There was also a discussion on peak times for their services and the peak times for the other businesses within the property. Mrs. Kyriazi stated that, based on the sheet provided on the times of services, there would need to be a study on how the use would conflict with parking issues with the other users in the direct end of the building. A question was raised on the availability of either Haymarket Police Department of Prince William County police department being able to have available man power for traffic control. There was a question to the applicant if there would be any events other than the prayer services. The applicant shared that there would be scheduled events but it would not be on a regular basis. The Council re-addressed the subject of the site plan. Mrs. Kyriazi gave the history from when the owner bought the property from Prince William County. She stated that a site plan was submitted by the owner however it was never bonded. With that the site plan has now expired. She shared that the owner would need to either bring an updated site plan or provide a new site plan for approval. The Council asked how could they consider an SUP if there is no site plan. Mrs. Kyriazi responded that the Town has considered and approved other SUP's within the Town without updated site plans but at the this capacity. She provided information on the last religious assembly SUP that was approved was on occupancy with less than 49 attendees and that the other users in the building were Monday-Friday and this assembly would meet during the off hours.

5. Discussion on Policies and Procedures

Town Clerk Kim Henry lead the conversation on updating the Council's Policies and Procedures. She provided the first draft for Council's review and discussion. She stated that she added the policy on remote participation, cross referenced emergency meetings with the remote participation policy, changed the date of the Organizational Meeting and updated the agendas and the roles of the liaisons. She shared that she pulled some of the language from other jurisdictions and also provided suggestions that Council provided. The Council went through

each section to review the added language. After the Council reviewed the entire draft policy, there were questions and suggested edits to the draft. Some of the suggested edits were if a citizen want to send a comment through email they would need to provide a name and address, to give a more clear explanation to not have interaction with the speaker at the podium during citizens' time or during public comment at a public hearing, a discussion of having the Town Manager and Chief of Police report a separate line on the agenda, and discussion about the seating on the dais. There was also a discussion on the delivery of the agenda and it being made available to the public concurrently. A discussion followed on the recommendation of having all the department reports on the work session agenda. There was a discussion on the liaisons positions and roles. There was a discussion particularly on having two finance liaisons. Councilmember Ramirez suggested that the Council consider having one liaison so that if another member of Council wanted to sit in a liaison meeting, they would be able to do that. Councilmember Pasanello stated that anyone can sit in on a finance meeting, even if there are two liaisons. A lengthy discussion followed on the subject. Town Treasurer Roberto Gonzalez stated that the main roles for the finance liaisons is to review the payables and sign any checks that need to be signed. He continued to state that any decision on expenditures of funds is made at the Council level not at the liaison meetings. At the conclusion of the discussion, Vice Mayor Gallagher summarized that if a third member wanted to attend the scheduled finance meetings staff would be flexible and make arrangements to be in attendance for the purpose of taking minutes. He continued by stating that if three in attendance started to become an issue, staff would alert the Council so that Council could assess the policy and make changes, if needed. But for now, leave the policy as is with two members. All members except Councilmember Ramirez was in agreement with the recommendation from the Vice Mayor.

6. Communication Plan Discussion

Vice Mayor Gallagher lead the conversation on the first draft of the Communication Plan. Mr. Gallagher presented the draft for Council review and stated that he appreciated all the help he received from Council and staff in drafting the document for consideration. He shared that he met with the Event Coordinator who provided detail to the document. He asked for edits and questions from Council. Discussion followed on various suggested edits to the Communication Plan. Vice Mayor Gallagher gathered all the edits and shared that he would bring back the updated version at the next meeting for consideration of approval.

7. FY26 Budget Work Session Continued

Town Treasurer Roberto Gonzalez presented an updated draft FY26 budget for the Council to review. Vice Mayor Gallagher opened the floor for questions and suggested edits. There was a brief discussion on the cigarette tax and BPOL revenue line items. A discussion followed on the revenue vs expenditures. Councilmember Beyene stated that looking at the differences from last year, it looks like the expenses are out pacing the income. A discussion followed on the subject on this subject. Councilmember Beyene also addressed the surplus from previous years. He stated that since there is such a big surplus why not considered minimizing the increase in real estate taxes. Mr. Gonzalez responded to Mr. Beyene's question by stating that the Town has a surplus because they have not executed any projects in the past two years. He stated that this year there are projects being executed. There was also a discussion on available ARPA funds. Town Treasurer Gonzalez shared that his concern about lowering the real estate tax rate is the debt assumed on the projects in the future and the Town would still be paying the loans on the projects. There was a discussion on legal fees and Council conventions and lodging line items. Mr. Gonzalez stated that the convention and education for Council is an unknown until a policy is established. He stated that this year was the first time that there was a large interest of Council wanting to attend conferences. He shared on the administrative side, he feels confident in the number. He also addressed the cost in legal fees. He stated that staff has been able to use templates for items such as leases to keep down the cost of legal fees. A

question was raised to the Police Chief on the office supplies and offsetting the copier fees from the admin side of the budget. There was also a discussion on fuel cost for the year. Chief Sibert suggested that, even though costs are down a bit currently, he would like to leave that number alone because of the volatile market. A question was asked on Blight mitigation and how many properties are there in the Town under blight. Town Manager Emily Kyriazi responded to the question by stating that there is not enough staff to properly pursue and that it requires a lot of legal steps. She shared when the staff is able to communicate directly with the property owner, they are able to get more accomplished. Councilmember Pasanello stated that it would be very helpful to see where all the "pots of money" are so that everyone can see what the Town has in hand, restricted and unrestricted funds, such as proffer and ARPA funds.

IV. ADJOURNMENT

With no further business before the Town Council, Councilmember Beyene moved to adjourn seconded by Councilmember Luersen. The motion carried.

Motion made by Councilmember Pasanello, Seconded by Councilmember Luersen.

Voting Yea: Councilmember Pasanello, Councilmember Ramirez, Councilmember Beyene, Councilmember Luersen, Councilmember Baker