



PLANNING COMMISSION - REGULAR MEETING

Tuesday, June 10, 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 Meeting of the Planning Commission of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 7 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 wishing to address the Planning Commission. Chairman Gonzalez noted that a Councilmember was in the audience for this evening's meeting.

IV. MINUTE APPROVAL

Vice Chairman Baker moved to approve the minutes from the April 8, 2025 Planning Commission meeting as presented. 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

Absent: Commissioner Singla

1. Planning Commission - Regular Monthly Meeting: April 8, 2025

V. AGENDA ITEMS

1. Planning Commission Bylaws

The Planning Commission continued their discussion on the proposed edited Planning Commission bylaws. Deputy Clerk Alexandra Elswick lead the discussion in the absence of Town Clerk Kim Henry. She shared that Ms. Henry presented the clean version as well as the red line version. Ms. Elswick stated that if there were no additional edits, the bylaws would need to be adopted. The Planning Commission discussed the section on absences and asked for the clarification. In Article III, Section 3-5 a timeline be added that a commissioner would need to resign within 30 days of last absence if they missed 3 consecutive meetings. They also asked for rewording of the when the bylaws were originally adopted. They also asked to have the Pledge of Allegiance added to the Order of Business and to finish a sentence in Article VII-meetings by adding "in accordance with the Virginia Freedom of Information Act." They asked that these changes be made and brought back at the July meeting for adoption. No other action was taken at this time.

2. Draft Code of Ethics

Councilmember Baker shared that the Town Council have been working in the Code of Ethics and asked for Planning Commission input since they would also need to abide by them. The only comment made by the Planning Commission was with all public comment to the media would be made by the Town Manager. They agreed that it should be channeled through the Town Manager so to give a unified front to the media.

VI. OLD BUSINESS

Town Planner Thomas Britt gave the Old Business updates. He shared that he is still working with staff on Comprehensive Plan updates and getting funding for that. He shared that staff is waiting on bond submission on the Magnolia Crossing site plans. He also shared that staff gave zoning release for the two lots on Jefferson and Fayette Streets.

VII. NEW BUSINESS

Town Planner Thomas Britt gave New Business updates. He shared that he and Town Manager Emily Kyriazi met with the engineers and designers for the Karter School site plan. He shared that those plans will be coming before the Planning Commission at a future meeting. He also shared that there has been a feasibility study taking place for 14600 Washington Street. He shared that the developers met with the Town Council on their concept. He stated staff will be meeting with them and VDOT to further discuss a traffic impact analysis. He shared that the Cookies and Cream building would be moved to the front of the parcel and that the back end of the school would be taken down for additional parking. He also shared that the developers is looking at doing a rezoning of part of the parcel from B-1 to R-2 for the construction of townhomes. Mr. Britt shared that the developers will likely be present at a future meeting to discuss their concept with the Planning Commission.

VIII. ARB UPDATES

Commissioner Capossela gave the ARB updates. He shared that he is working with the Town Planner on flow charts for the ARB guidelines. Town Planner Britt shared that this is to establish a uniform process for applicants to follow and would like to also incorporate this to zoning applications for Planning Commission.

IX. TOWN COUNCIL UPDATES

Councilmember Baker gave the Town Council updates. Mr. Baker shared that the Town Council approved the real estate tax rate and the budget for FY26. He also shared that the Youth in Government day is scheduled for Friday, June 13th from 9:30-3:30.

X. ADJOURNMENT

With no further business before the Planning Commission, Vice Chairman Baker moved to adjourn seconded by Commissioner Capossela. The motion carried.

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

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

Absent: Commissioner Singla