



TOWN OF HAYMARKET PLANNING COMMISSION  
REGULAR MEETING  
~ MINUTES ~

Emily Kyriazi, Town Planner  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, April 17, 2023

7:00 PM

Council Chambers

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 Alexander Beyene called the meeting to order.

**I. Call To Order**

Commissioner Robert Hallet: Present, Chairman Alexander Beyene: Present, Commissioner Sandy Freeman: Absent, Commissioner Jerome Gonzalez: Present.

**II. Pledge of Allegiance**

Chairperson Alexander Beyene invited everyone to stand for the Pledge of Allegiance.

**III. Oath of Office for New Planning Commisison Member**

Town Clerk Kim Henry gave the Oath of Office to Jerome Gonzalez. The Town Council appointed Mr. Gonzalez to the Planning Commission at their April 10, 2023 Regular Monthly Meeting. Mr. Gonzalez filled the vacancy seat of Bob Chrisman. His term will expire on June 30, 2025.

**IV. Citizens Time**

Mayor Luersen addressed the Planning Commission welcoming Mr. Gonzalez to the Planning Commission and presented me a Certificate of Office.

There were no other citizens present at this evening's meeting.

**V. Minute Approval**

1. Planning Commission - Regular Meeting - Mar 20, 2023 7:00 PM

**Commissioner Hallet moved to approve the minutes from the March 20,2023 Planning Commission meeting. Commissioner Gonzalez seconded the motion The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Hallet, Commissioner
<b>SECONDER:</b>	Jerome Gonzalez, Commissioner
<b>AYES:</b>	Robert Hallet, Alexander Beyene, Jerome Gonzalez
<b>ABSENT:</b>	Sandy Freeman

**VI. Agenda Items**

**A. Capital Improvements Plan Revision**

Town Manager Emily Kyriazi asked if the Capital Improvement Plan could be moved up in the agenda before the Comprehensive Plan Amendment. There was a consensus of the Commission to move the agenda up.

Mrs. Kyriazi introduced Town Treasurer Roberto Gonzalez to the Planning Commission. Mrs. Kyriazi presented the draft CIP which is a 5 year snapshot brought to the Planning Commission for review, make any edits and provide a recommendation to the Town Council during budget season. Mrs. Kyriazi gave the floor to Mr. Gonzalez who will talk about the availability of funds for the next fiscal year and where it is being pulled from. Mr. Gonzalez shared that the park sidewalk project and the Town Centre Master Plan are the two projects that will be part of next years budget. He stated that the Town Centre Master plan has been an ongoing project since 2015. He gave a brief description of the plan and the cost of the project. He shared that the project for the Town Centre will be a hefty cost. He also shared that the Town received American Rescue Plan Act (ARPA) funds and will be using that funding for the Park sidewalk. He shared that this project would be at no cost to the citizen. He shared that he presented a lower tax

rate for the FY24 budget. He also shared information regarding the fleet replacement of the Police vehicles.

At this time, Mrs. Kyriazi went over the line items of the CIP. She provided information on how the projects could be funded. She shared information on the stamped concrete sidewalk in front of the Haymarket Hotel for an example as to what is being used and what will be used going forward. She changed the item from sidewalk repair to sidewalk replacement and repair program. Mrs. Kyriazi gave information about the street light maintenance program. She asked if the Planning Commission had any other projects or ideas for the Washington Street corridor. There was a discussion regarding the funding. Mrs. Kyriazi shared that the funding for the coming year will be focusing on the Town Park sidewalk project. There was a suggestion and discussion on shade trees along Washington Street.

Mrs. Kyriazi spoke on the Town Centre Master Plan. She shared that the staff received final comments from the Town Engineer and that an approved site plan will be provided within a couple of months for staff to proceed with obtaining DEQ permit and putting the job out to bid. She also shared information on the Jefferson Street turn lane and details on the Town Centre. Mrs. Kyriazi shared that the Town Council has been discussing the Haymarket Town Park and the Park Building. She stated that she would like to leave this item open ended for right now.

Mrs. Kyriazi addressed the Town Hall Signage. She stated that the signs above the Town Hall door and Police Department is still being funded in this years budget. She stated that the design has been approved through the Architectural Review Board. She shared that staff is gathering price comparisons in order to move forward. She continued with the subject of the Gateway sign project. She shared that the Town has wanted to install Gateway signs at each entrance point into Town. She provided additional information regarding the signs including designs, materials and placement and where it falls on the Council's priority list. She continued down the CIP list with the quiet zone implementation. She stated that she will be leaving it on the list but moving it further out on future budgets. She gave an update on the police vehicle replacement program. She shared that Chief Sibert was working on a phased approach so that all the vehicles are not needing to be replaced at one time. A short discussion followed on the police vehicle replacement program. There was also a discussion on the staff establishing an asset management plan.

Lastly, Mrs. Kyriazi addressed the Town Museum. She stated that the Museum is not currently opened for a true historic museum. She shared that the staff is working on getting everything cleaned up so that the Town can offer the space for rent for Community functions such as HOA meetings. She also shared that the caboose is in desperate need of beautification. She shared that staff is currently working at getting an RFP ready for bids for painting all exterior structures that the Town owns, including the caboose.

Mrs. Kyriazi asked for Planning Commission input on ideas or suggested projects for staff to submit to the Town Council. There was a short discussion on safe pedestrian crosswalks and a possibility of converting the museum into a children's museum.

#### **1. CIP Working Document**

#### **B. Comprehensive Plan Amendments**

Town Planner Thomas Britt shared that one his goals for the year is to overhaul the Comprehensive Plan and make sure there is updates on vision that the Town has. He shared that included in updating the Comp Plan was to meet requirements from outside agencies that the Town needs to fulfill. He stated that an example of that is the narrative about erosion hazards in the Town that has been passed down through the Chesapeake Bay Preservation Act. He provided language of how it could affect developments and recommendations that the Town can do to mitigate the negative affects of the erosion. Mr. Britt also provided a map showing the possible erosion areas. A discussion followed. Commissioner Gonzalez offered his help to Mr. Britt on the Comprehensive Plan.

There was a directive for staff to proceed with a public notice.

#### **1. Chesapeake Bay Preservation Act Requirements**

## **VII. Old Business**

Town Planner Thomas Britt shared that he and Town Manager Emily Kyriazi have a meeting scheduled with the representatives from VDOT to discuss the new traffic light and intersection at Crossroads Village Center. He also shared that the first submission for the 11 townhomes on Bleight Drive is being reviewed and waiting comments. He also shared that the Town Engineer has given approval on the final site plan submission for the Town Center Master Plan. He also shared that he has started giving construction release for the town homes in Crossroads Village. Lastly, Mr. Britt shared that he would be signing the Masonic Lodge site plans in the near future.

**VIII. New Business**

Town Planner Thomas Britt shared that the Kidde Academy elevation plans will be before the Architectural Review Board at their next meeting. He stated that he hopes to be bringing their site plans before the Planning Commission by the next Planning Commission meeting. He also shared that he will be bringing updates on the soil erosion map.

**IX. ARB Updates**

Commissioner Rob Hallet shared that there has not been a meeting since the Planning Commission met last. He stated that the ARB will have their next meeting on April 19th.

**X. Town Council Updates**

Chairperson Beyene gave the Town Council updates. He shared that the Council is working on the FY24 proposed budget. He also shared that he addressed the potential of meeting the 3500 population threshold and questioned what is allowed in certain zoning districts. A discussion followed. Town Manager Emily Kyriazi suggested that the Planning Commission review the zoning districts and address those that may be of concern. There was also a discussion on a rezoning request of a piece of parcel currently in C-1 to R-3. Mrs. Kyriazi shared that she is meeting the Gainesville District Supervisor to discuss the parcel in depth. The Commission talked in depth about the Census and the Town reaching the threshold of 3500 in population and the responsibilities.

Town Manager Emily Kyriazi shared information on the upcoming Farmer's Market. There was a short discussion regarding vendors and the possibility of more space once the Town Centre Master Plan was finished.

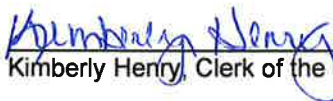
**XI. Adjournment**

With no further business before the Planning Commission, Commissioner Hallet moved to adjourn with a second from Commissioner Gonzalez. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Robert Hallet, Commissioner
<b>SECONDER:</b>	Jerome Gonzalez, Commissioner
<b>AYES:</b>	Robert Hallet, Alexander Beyene, Jerome Gonzalez
<b>ABSENT:</b>	Sandy Freeman

Submitted:

  
Kimberly Henry, Clerk of the Council

Approved:

  
Alexander Beyene, Chairperson

