



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ MINUTES ~

Chris Coon, Business Manager
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, September 9, 2019

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Late, Councilman Steve Shannon: Present, Mayor David Leake: Present, Councilwoman Bond Cavazos: Present.

II. Pledge of Allegiance - Troop #90064

III. Invocation - Pastor Mark Brady, Park Valley Church

IV. Public Hearing - Williams Holdings Special Use Permit

Michelle Williams, President of Williams Holdings, addressed the Council on the Special Use Permit application to allow residential use of the construction of 7 townhomes, an apartment over a garage and 7 commercial spaces in the B-1 zoning district. Ms. Williams gave a presentation showing the elevation of the building, the materials used and the setbacks. She stated that they originally came with a different set of plans and was denied. She shared that, after speaking with the owner of the neighboring property, the design plans changed to accommodate more green space and less parking restrictions for the property.

After the presentation, Mayor Leake opened the floor for citizens comment.

Dottie Leonard, 14801 Washington Street, stated that she was in favor of the project. Ms. Leonard stated she felt this was the best use of the space.

With no further comments, Mayor Leake closed the public hearing.

V. Blue Help Suicide Prevention Walk Presentation

Megan Hawkins, a local law enforcement officer, spoke on behalf on Blue Help. She stated that September is Suicide Prevention Month and shared the mission of Blue Help. Ms. Hawkins stated the first ever law enforcement suicide awareness walk will be held in the Town of Haymarket on September 28, 2019. Proceeds from the walk will help fund care packages for families and departments after a suicide, grief camps and training other costs associated with awareness and prevention.

VI. Alex's Army's Childhood Cancer Awareness Month Proclamation

Jenny and Derek Green, President and Co-founder of Alex's Army Childhood Cancer Foundation, thanked the Mayor and Council for issuing the proclamation and for allowing them to place the gold ribbons on the light post on Washington Street. She shared her personal story and also invited families who live in the Town of Haymarket and also have been affected by childhood cancer to share their stories.

1. Alex's Army

Councilman Connor Leake read the Proclamation September 2019 Childhood Cancer Awareness Month: The Town of Haymarket Goes Gold for Kids. Mayor Leake and the Town Council presented the proclamation to Alex's Army.

VII. Minutes Approval

1. Mayor and Council - Regular Meeting - Aug 5, 2019 7:00 PM

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Connor Leake, Councilman |
| SECONDER: | Steve Shannon, Councilman |
| AYES: | Edwards, Day, Leake, Shannon, Cavazos |
| ABSENT: | Madhusudan Panthi |

2. Mayor and Council - Work Session - Aug 5, 2019 6:00 PM

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| RESULT: | ACCEPTED [UNANIMOUS] |
| MOVER: | Connor Leake, Councilman |
| SECONDER: | Steve Shannon, Councilman |
| AYES: | Edwards, Day, Leake, Panthi, Shannon, Cavazos |

VIII. Citizens' Time

Jim Payne, 6680 Fayette Street, stated that he fully supports the plans for the hotel. He stated that he felt this adds to what Haymarket is trying to achieve by being a walking town and that the patrons of the hotel would benefit from the businesses during their stay in Haymarket.

IX. Agenda Items

1. Special Use Permit SUP#2019-001 Williams Holdings, 6604 & 6608 Jefferson Street

Town Planner Emily Lockhart shared with the Town Council that the applicant met with the Planning Commission in the spring on the original application. She stated that the Planning Commission asked the applicant to come back with some revisions. Ms. Lockhart continued to state that the application came back with the revisions that were presented in the evenings meeting to the Planning Commission and that the Planning Commission recommended approval based on the revisions. Ms. Lockhart also stated that the only item left to consider was the entry onto the property and coordinating it with VDOT. The Town Council discussed the subject.

Councilman Shannon moved for the Town Council approve the Special Use Permit for the 7 residential townhome units above commercial retail at 6604 and 6608 Jefferson Street with the condition that the applicant follow the proposed concept plan submitted in the application materials to include the exception to the 25 foot setback between 6610 Jefferson Street and 6608 Jefferson Street. Furthermore the setback exception will be for the purpose of the drive aisle to the townhomes at the rear of the property. Councilwoman Cavazos seconded the motion.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Steve Shannon, Councilman |
| SECONDER: | Bond Cavazos, Councilwoman |
| AYES: | Edwards, Day, Leake, Panthi, Shannon, Cavazos |

2. Administrative Staff Reports

Mayor Leake asked for any questions on the Administrative Staff Reports. There were questions for Town Planner Emily Lockhart on the subject of the removal of a chain-linked fence and the parking lot at the Ice Plex. Ms. Lockhart stated that she would follow up on both subjects.

Mayor Leake gave the updates on Phase I of the Town Center project.

Mayor Leake introduced Chris Coon as the Business Manager to the Town of Haymarket. Vice Mayor Edwards asked for a review of all the staff titles and job descriptions so that the Council is aware of each persons responsibilities. The Council discussed appointing a FOIA officer because of the resignation of the Town Clerk. Mayor Leake suggested that the Council consider appointing Mr. Coon as the FOIA officer. A short discussion followed.

3. Appoint FOIA Officer

Councilman Connor Leake moved to appoint Chris Coon as the Town of Haymarket FOIA Officer.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Connor Leake, Councilman |
| SECONDER: | Steve Shannon, Councilman |
| AYES: | Edwards, Day, Leake, Panthi, Shannon, Cavazos |

4. Police Department Report - Chief Kevin Lands

Chief Lands asked the Town Council for any questions on the statistics report. Chief Lands gave updates on the Police Department events. Chief Lands also gave some information on the upcoming events that the department is participating in.

5. Villages of Haymarket Phase II, Landscape Bond Release

Town Planner Emily Lockhart shared with the Town Council the Bond Release would be to release the remaining of the landscape bond. Ms. Lockhart stated that she and the Town Engineer walked the property and that all the landscaping met the requirements.

Councilman Leake moved that the Town Council release the remaining portion of the Oakridge Landscape Bond for the Villages of Haymarket Phase II.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Connor Leake, Councilman |
| SECONDER: | Bond Cavazos, Councilwoman |
| AYES: | Edwards, Day, Leake, Panthi, Shannon, Cavazos |

6. Haymarket Sheetz Bond Release

Town Planner Emily Lockhart shared that the Town Engineer completed her as built review, that everything is in accordance with our requirements and is recommending the Town Council release the Performance Bond.

Councilman Connor Leake moved that the Town Council release the Performance Bond for the Haymarket Sheetz Convenience Store.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Connor Leake, Councilman |
| SECONDER: | Steve Shannon, Councilman |
| AYES: | Edwards, Day, Leake, Panthi, Shannon, Cavazos |

7. Haymarket Baptist Church Bond Release

Town Planner Emily Lockhart shared that Haymarket Baptist Church finished repaving their parking lot and submitted their as built plan. She stated that the Town Engineer reviewed the plan and recommended to release the Bond.

Councilman Connor Leake moved that the Town Council release the Performance Bond for Haymarket Baptist Church.

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Connor Leake, Councilman |
| SECONDER: | Bond Cavazos, Councilwoman |
| AYES: | Edwards, Day, Leake, Panthi, Shannon, Cavazos |

8. Communication Policy

Mayor Leake gave a brief explanation on the communication policy that is part of the Town record. The Mayor handed the floor to Councilwoman Cavazos, who asked for this line item to be on the agenda.

Ms. Cavazos stated that she would like to see the Town use all forms of media, including text alerts, to inform the citizens of public hearings and important meetings. She said she feels that the Town should utilize all forms of ways to communicate to the citizens. She said that the citizen should have the option to opt in to receive text messages so that they can receive

information on not only the fun events but important subjects that are being discussed at meetings. The Town Attorney stated that he will work with the Business Manager on the language and will bring it to Council for approval at the next meeting.

X. Updates

1. Planning Commission

Councilman Shannon shared that the Planning Commission had a public hearing on the Van Metre/Smith Property. He stated that the Planning Commission was not in favor the plans that were submitted.

2. Architectural Review Board

Councilwoman Cavazos stated that the Taco Bell design plans were referred to the September meeting. She also shared that the Board worked on the By-Laws and submitted some edits. Ms. Cavazos stated that the ARB did not recommend the Town Center informational sign to be placed at the museum. Ms. Cavazos read a letter to the Council from the ARB. There was a discussion on the subject of the placement of the sign.

XI. Councilmember Time

1. Steve Shannon

Councilmember Shannon welcomed Business Manager Chris Coon to the Town of Haymarket team. Mr. Shannon expressed his appreciation of service of the past Town Clerk.

2. Connor Leake

Councilman Leake also welcomed Town Business Manager Chris Coon. Mr. Leake informed the Town Council that one of the Town's Police Officer was asked to teach a Crisis Intervention Training Class.

3. Madhu Panthi

Councilman Panthi did not have anything to report.

4. Susan Edwards

Vice Mayor Edwards shared that she is pleased that the communication policy will be updated and will be helpful to keep the citizens informed. Ms. Edwards also expressed her disappointment of where the informational sign was installed and wished there was a better working relationship with the ARB. Ms. Edward also expressed her appreciation of service to the past Town Clerk.

5. Bond Cavazos

At this time, Councilwoman Cavazos read her resignation letter to the Town Council effective immediately.

6. Robert Day

Councilwoman Day did not have any comments for this meeting.

7. David Leake

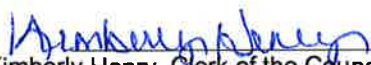
Mayor Leake did not have additional comments at this meeting.

XII. Adjournment

1. Motion to Adjourn

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| RESULT: | ADOPTED [UNANIMOUS] |
| MOVER: | Steve Shannon, Councilman |
| SECONDER: | Connor Leake, Councilman |
| AYES: | Edwards, Day, Leake, Panthi, Shannon, Cavazos |

Submitted:


Kimberly Henry, Clerk of the Council

Approved:


David Leake, Mayor