



# TOWN COUNCIL REGULAR MEETING

Monday, August 05, 2024 at 7:00 PM

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

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

---

## MINUTES

---

### I. CALL TO ORDER

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.

Vice Mayor TracyLynn Pater called the meeting to order.

#### PRESENT

**Councilmember Matthew Gallagher**  
**Councilmember Joe Pasanello**  
**Vice Mayor Tracylynn Pater**  
**Councilmember Mary Ramirez**  
**Councilmember Marchant Schneider**

#### ABSENT

**Councilmember Alexander Beyene**  
**Mayor Ken Luersen**

### II. PLEDGE OF ALLEGIANCE

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

### III. INVOCATION: Pastor Don Meeks - Greenwich Presbyterian Church

Vice Mayor Pater invited Reverend Don Meeks from Greenwich Presbyterian Church to the podium to give the evening's invocation.

### IV. HAYMARKET GAINESVILLE ROTARY CLUB - FLAGS FOR HEROES EVENT

Vice Mayor Pater invited the representatives from the Gainesville/Haymarket Rotary to the podium to speak about the upcoming Flags for Heroes event. President Rich Luttrell thanked the Mayor, Vice Mayor and the Town Council for allowing them to have the event at the Town Park. He shared that the date has been changed from June to September. He stated that the event would start the week of September 9th with the ceremony being held on September 14th at 5 pm. Mr. Luttrell invited the Council to attend and asked that the Mayor speak at the event as in years past. He shared that this is a big fundraiser for them and that the funds go back into the community. He asked President Elect Mark Cooke to join him and speak about the Creekside Veterans Club, which is in conjunction with the Flags for Heroes program. Mr. Cooke shared information on the Creekside Veterans Club. He shared that the Club helps support senior veterans within the community. He answered questions from the Town Council on how to donate, who qualifies to have a flag and the days ceremonies.

## **V. COLLIN GALLAGHER - EAGLE SCOUT AWARD PROJECT UPDATES**

Collin Gallagher, a Scout from Troop #1882, was at the evening's meeting to bring updated plans for his Eagle Scout project. He provided some background information stating that he would like to do a reflection garden at the Town Park to the rear of the property. He shared his plans, location and design of the project to the Council. He shared that he would like to start the project in late August or early September. There was a brief discussion with the Town Manager on location and the overall project. Town Manager Emily Kyriazi stated that she walked the property with Mr. Gallagher and is in support of the location and of his project. There was a question about the maintenance of the garden. Mr. Gallagher shared that his troop is always looking for service projects and that helping maintain the garden annually or semi-annually would be one of the projects his troop could take on. He stated that they could replace plants, if needed. Mrs. Kyriazi stated that Mr. Gallagher is seeking a directive from the Town Council to proceed forward and that the Town is accepting the location of the garden and of the project as a benefactor. Vice Mayor Pater asked if there were any objections of Mr. Gallagher moving forward. With no objectionis, Vice Mayor Pater gave the directive to move forward.

## **VI. PWC BOARD OF SUPERVISOR BOB WEIR - COUNTY UPDATES**

Prince William County Board of Supervisor Bob Weir was present at this evening's meeting to give a quarterly update. Mr. Weir shared that alot of the happenings involves the Town indirectly. He started off with the hot button County wide which was the subject of data centers. He shared that the trend is more density, higher elevations, bubble plans with no commitments. He asked for the Town to give a little more input on the land use cases affecting the area, particularly the ones on Catharpin. He shared that with each of the application, comes a number of impacts with respect to power. He give a detailed explanation of the power going to these properties and the future of supplying power to new parcels. He stated that if the data center is approved, it will require a new transmission line from an unknown source and in an unknown direction. He continued to state that he has had several meetings with Dominion Power on this subject. He stated that there are several residential developments coming to the immediate Haymarket area. He stated that he is concerned with the County's build out numbers. He asked that the Town provide the information to the County's Planning Office so that they are aware of how many units have been added to the Town's number so that they can be added to the forecast. His next item he touched base on was pedestrian improvements. He shared that they have reached an agreement on the shared used path that will join Catharpin and Heathcoate. He touched on the subject of Transportation. He shared that, as a result of the County not funding the additional monies that they wanted, PRTC decided to change and cut routes on the western end. He stated that they have posted the route changes on their website and if anyone has any complaints to contact PRTC directly. Mr. Weir shared that Long Park should have their new lights installed and parking improvements made by November. Mr. Weir stated that he needed to raise a long standing issue with the Town, which is on the subject of permitting and inspecting records problem in the Town. He shared that there was in permitting problem years ago with the Town's previous inspector. Mr. Weir stated that, upon his retirement, the previous Town inspector did not turn his records over to the Town or the County which has now caused some permitting issues with some In Town businesses. He shared that as a result the Town has numerous buildings without appropriate certifications particularly those with elevators. He stated that Town Staff will need to get in contact with these businesses to assure they get proper certifications and help them find out what they need to do since there is no record provided by the previous Town building inspector. Mr. Weir addressed the subject of Public Safety. He stated that it has been an increasing concern in Western Prince William County. He shared that he has met with some business owners in the Sudley corridor. He stated that the Town is going to have to rely on the Haymarket Police Department to handle this end of the County. He shared that he wanted to bring this to the Council's attention and that he doesn't know how much he could help in regards to getting better coverage from the County Police Department.

Lastly, Mr. Weir shared that there have been several legislative changes that impact the Town. One is the notice requirement for public hearings. He provided information and suggested that staff reach out to VML on the notice change. He also shared that there is an ongoing debate amongst attorneys on how to deal with the problem of pan handling. He also touched on the subject of FOIA exemptions and how they apply to and referenced the definition from the Virginia Circuit Court of Appeals. He also touched base on the subject of virtual participation in meetings. He shared that a quorum must be present in order to have the Councilmember attending virtually participate. At this time, Supervisor Weir opened the floor to questions from the Town Council. The Council asked questions on the traffic pattern on Rte. 55 and Catharpin. There was also a brief discussion on locating occupancy permits on some parcels in the Town but could be a paperwork nightmare for staff for businesses especially if there was a change in use and specifically with restaurants. Town Manager Emily Kyriazi provided information on permits. She stated that staff has been working with the businesses and suggesting that they consider the Joint Occupancy Evaluation program at the County to get the permits that are needed. She stated that she realizes that it is cumbersome on the business but may be the most effective way of receiving the needed permits. There was a question on widening the Jefferson Street/Old Carolina Road at the bridge so that fire and rescue personnel could get through. Mr. Weir stated that it was not a County regulation but a VDOT one. He stated that VDOT won't approve widening the bridge because the bridge being over protected wetlands. There was a continued discussion on the data centers and the committee Mr. Weir is on and his discussion with Dominion. At the end of Mr. Weir's presentation, Vice Mayor Pater asked him to provide information on how citizen's could get ahold of him. He gave the his business card to staff to share for those wanting to speak with him. Mr. Weir stated that his door is always open and no appointment is necessary.

## **VII. CITIZENS TIME**

There was no one in the audience wishing to address the Town Council during Citizens Time.

## **VIII. CONSENT AGENDA**

Vice Mayor Pater asked if anyone would like to pull anything off the Consent Agenda. Councilmember Gallagher asked to pull the Town Administration report and Councilmember Pasanello asked to pull the Police Department report.

**Councilmember Pasanello moved to adopt Consent Agenda items A: 1-2, B: 2,4 and 5 and C: 1-5. Councilmember Ramirez seconded the motion. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez.  
Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez,  
Councilmember Schneider**

**After the pulled reports were discussed, Councilmember Pasanello moved that the Haymarket Town Council adopt the remaining Consent Agenda items B:1 and 3. Councilmember Gallagher seconded the motion. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Gallagher.  
Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez,  
Councilmember Schneider**

**At this time, Vice Mayor Pater stated that she would like to close the loop on the Eagle Scout Agenda Item by stating without objection she would like to direct the Town Manager to proceed working with Collin Gallagher on his proposed Eagle Scout project to construct the Haymarket Town Park Reflection Garden at the proposed location in the northwestern corner of the Town Park property. She further directed the Town Manager to sign off on the project on behalf of the Town as the beneficiary.**

**A. Minute Approval**

1. Mayor and Council – Work Session: June 24 ,2024
2. Mayor and Council – Regular Meeting: July 1, 2024

**B. Department Reports**

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

**Town Administration Report**

Councilmember Gallagher shared that there are still a few properties in the Greenhill development that still has the old trash cans and that the old company hasn't been picked up. He asked what can these residents do to get in order to get the toters picked up. Town Manager Emily Kyriazi asked that the residents contact her directly so that she can coordinate the pick up. Councilmember Gallagher also shared that the new company has not been picking up yard waste on the scheduled days. He asked how this could be resolved. Mrs. Kyriazi stated that staff will get in touch with the new company.

**Police Chief Report**

Councilmember Pasanello stated that he wanted to give the Chief a chance to speak about his annual report but first had a question regarding his monthly report. Chief Sibert directed Councilmember Pasanello to the correct data in the agenda. Chief Sibert shared that speeding continues to be the biggest issue within the Town and that moving the traffic sign to better location for better visibility has helped since its recent installation. He stated that the goal of the department is to educate and charge accordingly when needed. He also shared that he has been working with VDOT on getting better visibility on the crosswalks to make Haymarket a pedestrian friendly town. Chief Sibert also stated that with the new message board, it gives the department the flexibility to set the sign in locations that will draw attention to the driver about speeding in the Town. Councilmember Pasanello inquired about the recent new full time officer. Chief Sibert shared that he brought Officer Taylor on from part time to full time. Chief Sibert stated that Officer Taylor brings with him 20 years of law enforcement experience. Councilmember Pasanello asked about the comfort station that the Chief and Town Manager has been working on. Chief Sibert shared that he has a meeting scheduled with Prince William County Fire and Rescue on the subject and will be bringing back information to the Town Manager to try and get a comfort station set up in the Town Hall. He shared that he is cautiously optimistic. Chief Sibert shared that he wanted to provide the annual report earlier in the year but he wanted to provide accurate data that was not available at the time. He shared that he had provided the report as soon as he had all the data compiled. Chief Sibert encouraged the Town Council to review the report and bring back any questions that they may have. Lastly, Chief Sibert shared that the department is ready for the National Night Out event scheduled for the next evening.

**C. Liaison Reports**

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

**IX. AGENDA ITEMS**

1. Resolution #2024-004: Amendment to define Historic Resources in the Haymarket Comprehensive Plan

Town Planner Thomas Britt shared that with being that the Planning Commission recommended approval and discussion at the Town Council Monthly Work Session, a draft motion was provided in the packet.

**Councilmember Schneider moved that the Town Council adopt Resolution #2024-004: Comprehensive Plan amendment altering the definition of a historic resource. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Schneider, Seconded by Councilmember Ramirez. Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

2. Ordinance #2024-002: Plat Notation requirements in the Town of Haymarket's Zoning Ordinance

Town Planner Thomas Britt shared that this item has been thoroughly discussed by the Architectural Review Board and Planning Commission with staff recommendation to approve it. Mr. Britt provided the draft motion for the Town Council to consider.

**Councilmember Ramirez moved that the Town Council to adopt Ordinance #2024-002: Zoning Text Amendment cross referencing plat requirements within the Zoning Ordinance. Councilmember Schneider seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Ramirez, Seconded by Councilmember Schneider. Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

3. Ordinance #2024-003: Snow Removal Policy

Town Manager Emily Kyriazi shared that there were no additions to the Ordinance and provided a draft resolution to be read into the record.

**Councilmember Gallagher read Resolution #2024-007: A resolution to adopt Ordinance #2024-003. Councilmember Schneider seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Gallagher, Seconded by Councilmember Schneider.  
Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember  
Ramirez, Councilmember Schneider**

4. Resolution #2024-005: VDOT Project Additions to Secondary Route - Kapp Way

Town Manager Emily Kyriazi shared that the draft Resolution is from VDOT adding Kapp Valley Way into the secondary route system within the Virginia's road network.

**Councilmember Pasanello moved that the Haymarket Town Council adopt Resolution #2024-005, which relates to § 33.2-705 - VDOT Project Additions to Secondary Routes. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Gallagher.  
Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember  
Ramirez, Councilmember Schneider**

5. Resolution #2024-006: Budget Amendment for FY25

Town Treasurer Roberto Gonzalez shared that this amendment is for funding of the Town Park Sidewalk project that was in the FY24 budget had not started until this fiscal year. He stated that this would bring the funds from FY24 to FY25 so that the project can be completed.

Councilmember Pasanello moved that the Haymarket Town Council approve an appropriation to the Fiscal Year 2024-2025 budget as designated in Resolution #2024-0065. Councilmember Ramirez seconded the motion. The motion carried by a roll call vote.

**Motion made by Councilmember Pasanello, Seconded by Councilmember Ramirez.  
Voting Yea: Councilmember Gallagher, Councilmember Pasanello, Councilmember  
Ramirez, Councilmember Schneider**

6. Outdoor Events Ordinance

Town Manager Emily Kyriazi shared that there were no major updates. She asked if any Councilmembers had any feedback that they would like to add at this evening's meeting. She stated that she would like to have all comments on the Ordinance to be sent to her by the following week. Councilmember Ramirez provided her comments regarding Section 15-6 Ingress and Egress: Traffic Control and Parking. She asked if the Town had any definition of what adequate parking is. Town Manager Emily Kyriazi shared that this would be something that should be added. Councilmember Ramirez also addressed Section 15-9: Filing and General Contents of Application. She asked what happens when there are multiple tenants being affected by an event held in that location. Mrs. Kyriazi stated that this could also be modified but that the application states that all tenants must acknowledge. Councilmember Ramirez stated for the record that she feels that Section 15-17: Exceptions to permit requirement, Section B needs to be removed. She stated that she feels strongly that every business or applicant should be treated the same and should all follow the same requirements. Councilmember Gallagher also address Section 15-17B on the entrance from the public right of way which meets VDOT standards for a commercial entrance. Mr. Gallagher asked where Council could find the regulations set for by VDOT on commercial entrance. Mrs. Kyriazi shared that she would be able to obtain that information.

## 7. Military Banner Program Discussion

Deputy Clerk Alexandra Elswick provided answers to the questions raised at the Work Session. She shared the material used by the Military Tribute Banner program. She stated that the material is an 18 ounce ultra flex vinyl, which holds up in most weather conditions and has a life expectancy of 5 years. She also provided guarantee information on the banners. She shared that the company will take information on how the Town would like the program to be set up and they will create a program page for those to go to for ordering. She also shared that they would keep record of the purchases. She stated that she spoke with two jurisdictions that use this program. She provided the information she obtained from these jurisdictions. Ms. Elswick also provided information on the Hometown Heroes program and provided a comparison of the two programs. She shared that the Hometown Heroes program is somewhat cheaper but they don't keep any records or files. This would be the responsibility of the Town. There was a discussion on replacement due to damage and who bears the cost. After the discussion, Town Manager Emily Kyriazi shared that Ms. Elswick will be providing additional information at the August Work Session on the application process and guidelines.

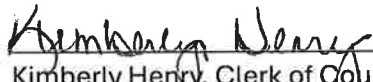
## X. COUNCILMEMBER TIME

1. Councilmember Beyene  
Councilmember Beyene did not have any written report in his absence.
2. Councilmember Pasanello  
Councilmember Pasanello thanked the Scout that was present for the meeting. He also shared that it was a pleasure having Supervisor Weir present to give the quarterly updates. Lastly, he encouraged everyone to attend the National Night Out event scheduled for the following evening.
3. Councilmember Schneider  
Councilmember Schneider did not have anything to report.
4. Councilmember Ramirez  
Councilmember Ramirez thanked Chief Sibert for bringing the need of additional officers to their attention especially with hearing from Supervisor Weir that the County department is short staffed. She shared that the Crossroads Arts Alliance is having a call for art to have art displayed in the Town's Museum. She also shared that the scavenger hunt has been a success this summer. Councilmember Ramirez stated that she is also looking forward to the walking tour brochure that is being designed by the Town's intern. Lastly, she stated that school is starting back and for everyone to keep an extra eye out for the children as they head back to school.
5. Councilmember Gallagher  
Councilmember Gallagher also thanked the Scout who attended this evening's meeting. He shared that he would like to spot light a local business in Town that goes unnoticed. He shared that Comprehensive Chiropractic is currently treating some of the Olympians at the Summer Olympics in Paris.
6. Mayor Luersen  
Mayor Luersen did not have a written report in his absence.
7. Vice Mayor Pater  
Vice Mayor Pater shared that she is humble to serve with everyone. She stated that she is excited about the National Night Out event and encourages everyone to attend.


**XI. ADJOURNMENT**

**With no further business before the Town Council, Councilmember Pasanello moved to adjourn with a second by Councilmember Ramirez. The motion carried.**

**Submitted:**

  
\_\_\_\_\_  
Kimberly Henry, Clerk of Council

**Approved:**

  
\_\_\_\_\_  
TracyLynn Pater, Vice Mayor