



# PLANNING COMMISSION - REGULAR MEETING

Tuesday, April 08, 2025 at 7:00 PM

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

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

---

## AGENDA

---

### I. CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

### III. CITIZENS TIME

### IV. MINUTE APPROVAL

1. Planning Commission - Regular Monthly Meeting: January 14, 2025

### V. AGENDA ITEMS

1. Discussion on Updating the Comprehensive Plan
2. Discussion on updating the Planning Commission Bylaws

### VI. OLD BUSINESS

### VII. NEW BUSINESS

### VIII. ARB UPDATES

### IX. TOWN COUNCIL UPDATES

### X. ADJOURNMENT



# PLANNING COMMISSION - REGULAR MEETING

Tuesday, January 14, 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.

Vice Chairman Jerome Gonzalez called the meeting to order.

#### PRESENT

Vice Chairman Jerome Gonzalez  
Commissioner Justin Baker  
Commissioner Pankaj Singla  
Commissioner Walt Young - arrived at 7:05 PM

### II. PLEDGE OF ALLEGIANCE

Vice Chairman Jerome Gonzalez invited everyone to stand for the Pledge of Allegiance.

After the Pledge, Town Clerk Kim Henry asked to amend the agenda by adding Oath of Office and Appointment of Chair and Vice Chair. The Planning Commission agreed to adding the items to the agenda.

### III. OATH OF OFFICE

At this time, Town Clerk Kim Henry asked David Capossela to the podium to give him the Oath of Office. She shared that the Town Council appointed Mr. Capossela to the Planning Commission at their last meeting to fill the vacant seat of Justin Baker, who was recently elected to the Town Council. Ms. Henry stated that his term would expire June 30, 2028. After giving the Oath, Mayor TracyLynn Pater welcomed Mr. Capossela to the Planning Commission and thanked him for willing to serve the Town.

Vice Chairman Gonzalez shared that the Town Council appointed Mr. Baker as the Town Council liaison to the Planning Commission. He stated that Councilmember Beyene was the Chairman and since the Council has appointed Mr. Baker as the liaison, the Planning Commission would need to appoint a new Chairman and Vice Chairman.

At this time, Mr. Young enters the meeting.

### IV. APPOINTMENT OF CHAIR AND VICE CHAIR

**Councilmember Baker nominated Jerome Gonzalez as the Chairman for the Planning Commission. Commissioner Singla seconded the nomination. With no other nominations,**

**Councilmember Singla moved to close the nominations with a second by Commissioner Baker. The motion carried.**

**Councilmember Young moved to appoint Jerome Gonzalez as the Chairman for the Planning Commission. Commissioner Baker seconded the motion. The motion carried.**

**Motion made by Commissioner Young, Seconded by Councilmember Baker.  
Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla,  
Commissioner Young, Commissioner Capossela**

**Chairman Gonzalez nominated Justin Baker as the Vice Chairman for the Planning Commission. Commissioner Young seconded the nomination. With no other nominations, Commissioner Singla moved to close the nominations seconded by Councilmember Baker.**

**Commissioner Singla moved to appoint Justin Baker as the Vice Chairman for the Planning Commission. Councilmember Baker seconded the motion. The motion carried.**

**Motion made by Commissioner Singla, Seconded by Councilmember Baker.  
Voting Yea: Chairman Gonzalez, Councilmember Baker, Commissioner Singla,  
Commissioner Young, Commissioner Capossela**

**V. CITIZENS TIME**

There were no citizens present at this evening's meeting wishing to address the Planning Commission.

**VI. MINUTE APPROVAL**

- 1. Planning Commission - Public Hearing/Regular Meeting: December 10, 2024

Chairman Gonzalez asked for any edits to the draft minutes.

**Commissioner Singla moved to accept the Planning Commission minutes from December 10, 2024 as presented. Commissioner Young seconded the motion. The motion carried.**

**Motion made by Commissioner Singla, Seconded by Commissioner Young.  
Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla,  
Commissioner Young, Commissioner Capossela**

**VII. AGENDA ITEMS**

- 1. Consideration of SUP #2024-002- Religious Assembly: 14600 Washington Street

Chairman Gonzalez asked Town Planner Thomas Britt for any updates. Mr. Britt gave a brief follow up from the December meeting. He stated that a public hearing was held for the Haymarket Islamic Center who wishes to operate one of the tenant spaces at the QBE building located at 14600 Washington Street as a place of religious assembly to hold prayer services and Ramadan celebrations. He shared that at the public hearing discussion mostly revolved around occupancy for the tenant space at QBE, parking related concerns and traffic related discussion and fire safety. Mr. Britt stated that he spoke with both the Town's Police Chief and the landlord of the QBE building. He addressed the fire safety concerns first. Mr. Britt stated all

fire lanes would be respected when parking on site. He also addressed the parking concerns with the Town's zoning ordinance. He shared that there is nothing in zoning that prohibits parking on the grass or on impervious surfaces. Mr. Britt also addressed the occupancy concerns and referenced Virginia Building Code and shared the information with the Commission. Additionally, he stated he spoke with the Police Chief regarding traffic and parking concerns with the Chief stating that he would not see any concerns except for some of the larger services and would be no threat or concerns to the other tenants at the property. In conclusion, Mr. Britt stated that he would recommend approval with the condition of providing occupancy, which has been done with other religious assembly SUP's.

At this time, Mr. Britt invited the applicant to the podium for further discussion with the Board. The applicant came to the podium and provided some time estimates for Ramadan. The applicant provided the information to the Commissioners for review. A discussion followed on the information provided. There was also some clarifying questions from the Planning Commission to the Town Planner. Some of the questions were related to the parking and traffic flow especially during Ramadan. Mr. Britt gave input on the parking and stated that an agreement with the landlord regarding temporary signs would help with both the parking and the flow of traffic on the parcel. A question was raised to the applicant on how the church could help free up congestion and traffic flow on the site. The applicant shared that they will have volunteer parking attendants that will help with parking and traffic so that everything is done in an orderly manner.

**With no further discussion, Chairman Gonzalez moved to recommend approval of SUP #2024-002 for religious assembly use for the Haymarket Islamic Center with the following condition: The applicant provides a certificate of occupancy for the space to determine the maximum number of attendees. Commissioner Young seconded the motion. The motion carried by a roll call vote.**

**Motion made by Chairman Gonzalez, Seconded by Commissioner Young.  
Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla,  
Commissioner Young, Commissioner Capossela**

### VIII. OLD BUSINESS

Town Planner Thomas Britt provided the Old Business updates. Mr. Britt shared that SUP #2024-001: Chick Fil-a Drive Through Expansion is still before the Town Council for consideration. He stated that main discussion is still focusing on landscaping, curb installation and traffic flow. He stated that at the last meeting, the applicant asked for a deferral until the March Work Session.

### IX. NEW BUSINESS

Town Planner Thomas Britt provided New Business Updates. Mr. Britt stated that once Town Manager/Zoning Administrator Emily Kyriazi returns from maternity leave, he will be working with her on future zoning text amendments and maps as well as the Comprehensive Plan.

### X. ARB UPDATES

Town Planner Thomas Britt gave the ARB updates. He shared that the Board reviewed some sign and fence applications. He stated that the ARB conditionally approved the elevations for 11 townhomes off of Bleight Drive. He also stated that they have started the discussion on a Certificate of Appropriateness for a demolition permit application for the Lane Motors building located at 14920 Washington Street. He stated that the ARB has scheduled a site visit with the applicant at a future meeting.

Town Clerk Kim Henry stated that the Planning Commission will need to appoint a liaison to the Architectural Review Board. She stated that Mr. Caposella has volunteered to be the liaison.

**Vice Chairman Baker moved to appoint Dave Caposella as the Planning Commission liaison to the Architectural Review Board. Commissioner Singla seconded the motion. The motion carried.**

**Motion made by Vice Chairman Baker, Seconded by Commissioner Singla.  
Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla, Commissioner Young, Commissioner Caposella**

## **XI. TOWN COUNCIL UPDATES**

Vice Chairman Baker provided the Town Council updates. He reiterated what Town Planner Britt shared in Old Business with the Chick Fil-A SUP. He also shared that the Council held their organizational meeting with the new Town Council and appointed new roles. He also shared that the Town Council approved for the Town Treasurer to sign a contract with a financial analyst for forecasting the Town's revenues and expenses so that they can plan for projects.

## **XII. ADJOURNMENT**

**With no further business before the Planning Commission, Commissioner Singla moved to adjourn with a second by Commissioner Young. The motion carried.**

**Motion made by Commissioner Singla, Seconded by Commissioner Young.  
Voting Yea: Chairman Gonzalez, Vice Chairman Baker, Commissioner Singla, Commissioner Young, Commissioner Caposella**



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

## Memorandum

**To:** Haymarket Planning Commission  
**From:** Thomas Britt, Town Planner  
**DATE:** April 8, 2025  
**Re:** Town Comprehensive Plan Update

---

In the Town's FY 2025 budget, there is \$5,000.00 USD allocated to pay for outside consulting to help with updating the Town Comprehensive Plan. The Town Planner is reaching out to outside consultants to coordinate fees and the next steps on community outreach.

The Town Planner has provided this update to the Planning Commission to open discussion for any comments or requests from the Planning Commission prior to community outreach.

# BYLAWS

Town of Haymarket, Virginia

Planning Commission



Adopted and Effective December 14, 2015

## ARTICLE I – AUTHORIZATION

- 1-1. This Planning Commission is established in conformance with a resolution adopted by the Haymarket Town Council ~~on~~ in March 2004; and in accordance with the provisions of Section 15.2-2210, Code of Virginia (1997), as amended.
- 1-2. The official title of this Planning Commission shall be the “Town of Haymarket Planning Commission,” hereinafter referred to as the “Commission.”
- 1-3. These bylaws shall be interpreted to be consistent with state law; to the extent there is a conflict between these bylaws and state law, the provisions of state law shall govern.

## ARTICLE II – PURPOSE

- 2-1. The purpose of the Commission is primarily to advise the Town Council with respect to anticipating and guiding future development and change by preparing plans, ordinances, capital improvements programs, studies, reports, and other documents for consideration by the Town Council.

## ARTICLE III – MEMBERSHIP

- 3-1. As of the effective date of these Bylaws, Town Council has approved a seven-member Commission. The Commission shall consist of not less than five nor no more than fifteen members appointed by the Town Council, all of whom shall be residents of the Town of Haymarket and qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. One member may be a member of the Town Council and one member may be an administrative official of the Town government.
- 3-2. The terms of office for the member who is a member of the Town Council and the member who is an administrative official shall be coextensive with the term of office to which he or she has been elected or appointed, unless the Town Council, at the first regular meeting each year, appoints others to serve as their representatives. As to the remaining members of the Commission, upon expiration of the statutorily mandated staggered terms of the members first appointed, subsequent appointments shall be for terms of four (4) years each or such other terms as established by the Town Council.
- 3-3. Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only.
- 3-4. Any member of the Commission shall be eligible for reappointment.



- 3-5. Any member of the Commission may be removed by the Town Council for malfeasance in office or other grounds permitted by law. In either such event, a successor shall be appointed by the Town Council for the unexpired portion of the term of the member who has been removed.
- 3-6. The term of a Commission member shall expire upon the swearing in of his or her successor or if the Commission member is re-appointed, then his or her prior term expires upon such reappointment to another term.
- 3-7. The Town Council may provide for the payment of expenses incurred by Commission members in the performance of their official duties and compensation for services.
- 3-8. If a member misses more than three (3) consecutive meetings for any reason with exception of conflict with their professional work or unforeseen emergencies, they shall resign from the Commission.

#### ARTICLE IV – SELECTION OF OFFICERS

- 4-1. The Commission shall elect from the appointed members a Chairman and a Vice-Chairman, whose terms shall be for one (1) year. A clerk shall serve at the request of the Commission and shall be an employee of the Town government. The Clerk shall be deemed “secretary” for the purposes of complying with Va. Code § 15.2-2214.
- 4-2. Nomination for the offices of Chairman and Vice-Chairman shall be made from the floor with the election to immediately follow at the regular July meeting each year or if a quorum is not present, or if no one is elected, then the nomination and election of officers shall be held as reasonably close in time as possible to such regularly scheduled meeting. A candidate receiving a majority vote of those present and voting shall be declared elected.
- 4-3. Said officers shall serve until the expiration of their terms of office or until a successor takes office.
- 4-4. Any vacancy in office of Chairman or Vice-Chairman shall be filled for the unexpired portion of the term in the same manner as such officers are originally chosen, with the election taking place as reasonably close in time as possible to when the vacancy occurs.

#### ARTICLE V – DUTIES OF OFFICERS

- 5-1. The Chairman shall be a member of the Commission and shall:
  - 5-1-1. Preside at all meetings.
  - 5-1-2. Appoint all committees.
  - 5-1-3. Rule on all procedural questions (subject to a reversal by a majority vote by the

Formatted: Indent: Left: 0.07", Hanging: 0.93"

members present and voting).

5-1-4. When informed immediately of any official communication, report same at the next regular Commission meeting.

\_\_\_\_\_ 5-1-5. Certify all official documents involving the authority of the Commission.

Formatted: Indent: Left: 0.07", Hanging: 0.43"

\_\_\_\_\_ 5-1-6. Certify all minutes as true and correct copies.

\_\_\_\_\_ 5-1-7. Carry out other duties as assigned by the Commission.

5-2. The Vice-Chairman shall be a member of the Commission and shall:

\_\_\_\_\_ 5-2-1. Act in the absence or inability of the Chairman to act, with the full powers of the Chairman.

5-3. The Clerk shall:

\_\_\_\_\_ 5-3-1. Record attendance at all meetings.

\_\_\_\_\_ 5-3-2. Record the minutes of the Commission meetings.

\_\_\_\_\_ 5-3-3. Notify all members of all meetings.

Formatted: Indent: Left: 0.4", Hanging: 0.6", Right: 1.6"

\_\_\_\_\_ 5-3-4. Maintain a file of all official Commission records and reports.

5-3-5. Certify all maps, records, and reports of the Commission.

\_\_\_\_\_ 5-3-6. Give notice and be responsible for publishing public notices of all Commission public hearings and public meetings.

\_\_\_\_\_ 5-3-7. Attend to the correspondence necessary for the execution of the duties and functions of the Commission.

## ARTICLE VI – COMMITTEES

6-1. Committees, standing or special, may be appointed by the Chairman, to serve as needed. Such committees shall be subject to the approval of the Commission by a vote in accordance with Article VIII hereof.

## ARTICLE VII – MEETINGS

7-1. Regular meetings of the Commission shall be held at least once a month. If the Commission has no pending business, the Chairman may cancel the meeting by notice through the Clerk; provided, however, that the Commission shall meet at least once every two months. Special meetings shall be called as needed in accordance with § 7-2 of these bylaws. When a meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Commission.

7-2. Special meetings may be called by the Chairman or by two (2) members upon written request to the Clerk. The Clerk shall mail and email to all members, at least five (5) days before a special meeting, a written notice giving the time, place and purpose of the meeting.

7-3. All meetings of the Commission shall be open to the public unless closed in accordance with the Virginia Freedom of Information Act.

## ARTICLE VIII – VOTING

- 8-1. The presence of a quorum is necessary for a vote on any matter.
- 8-2. A majority of the currently serving members shall constitute a quorum. Vacant seats are not counted as “currently serving members.” Notwithstanding the foregoing, for a quorum to exist, there must be at least three currently serving members present.
- 8-3. No action of the Commission shall be valid unless authorized by a majority vote of those present and voting.

## ARTICLE IX – ORDER OF BUSINESS

- 9-1. The order of business for a regular meeting shall be:
  - ~~9-1-1. Call to order by Chairman.~~
  - ~~9-1-2. Roll call.~~
  - ~~9-1-3. Determination of a quorum.~~
  - ~~9-1-4. Public expression. Citizens Time – this time is for those who do not have an active application~~
  - ~~9-1-5. Reading of minutes. Minute Approval~~
  - ~~9-1-6. Report of standing committees. Agenda Items~~
  - ~~9-1-7. Report of special committees. Old Business: Report from Town Planner or Zoning Administrator on items that were brought before the Planning Commission~~
  - ~~9-1-8. Unfinished business. New Business: Report from Town Planner or Zoning Administrator on items that will be addressed at future meetings~~
  - ~~9-1-9. New business. Architectural Review Board Updates: A report from the Planning Commission member who serves on the Architectural Review Board as the liaison~~
  - ~~9-1.10 Town Council Updates: A report from the Town Council liaison on recent actions taken by Council~~
  - ~~9-1-110. Adjournment.~~
- 9-2. Parliamentary procedure in Commission meetings shall be governed by Robert’s Rules of Order applicable to small boards.
- 9-3. The Commission shall keep a set of minutes of each meeting, and these minutes shall become a public record.
- 9-4. The Clerk and Chairman shall sign all minutes and, at the end of the year, shall certify that the minutes of the preceding year are a true and correct copy.

Formatted: Indent: Left: 0.07", Hanging: 0.43"

Formatted: Indent: Left: 0.07", Hanging: 0.43"

## ARTICLE X – PUBLIC HEARING

10-1. The procedures normally followed for a public hearing involving a rezoning application, a special use permit, etc., amendment of the Zoning or Subdivision Ordinance, or matter other than the consideration of the comprehensive plan or part thereof, shall be:

- 10-1-1. Call to order; determination of quorum.
- 10-1-2. ~~Description of properties in issue.~~Pledge of Allegiance

Formatted: Indent: Left: 0.07", Hanging: 0.43", Right: 1.5", Space After: Auto

10.1-3 Staff Report on Public Hearing: a short description of the application without recommendation at this time

10.1-4 Citizen Comment on the subject of the Public Hearing

10-1-53. Applicant's presentation ~~including witnesses in support of application~~ (fifteen minutes).

~~10-1-4. Interested witnesses' presentation in opposition to application (twenty minutes);~~ Town Planner or Zoning Administrator's presentation with recommendations (twenty minutes)

10-1-5. Applicant's rebuttal (five minutes).

10-1-6. The normal time limitations are set forth in parentheses, but may be shortened or extended as determined by the Planning Commission.

10-1-7. Planning Commission discussion and action.

10-1-8. An applicant may appear in his own behalf, or be represented by an attorney or agent at the hearing.

10-1-9. In the absence of a personal appearance by the applicant or his agent, the Planning Commission may proceed to vote on the application on the record before it.

10-2. The Planning Commission shall publish a notice of public hearing in accordance with state law.

10-3. The procedures normally followed for a hearing involving consideration of the comprehensive plan or a part thereof shall be:

10-3-1. Call to order, determination of a quorum.

10-3-2. Description of area under study, together with presentation, by the Planning Commission or its representative of recommendations for development of the area.

10-3-3. Call by Chairman for names of interested parties who wish to speak to the proposed plan.

10-3-4. Presentation by interested parties to the proposed plan. (Time limitations as announced by the Chairman.)

10-3-5. Planning Commission – staff discussion of the proposed plan.

10-3-6. Planning Commission discussion and action.

10-4. The Planning Commission shall keep a set of minutes of all meetings, including the names and addresses of all witnesses giving testimony before the Planning Commission.

Formatted: Indent: Left: 1.07"

Formatted: Indent: Left: 0", Hanging: 1"

Formatted: Indent: Left: 0.07", Hanging: 1.43"

Formatted: Indent: Left: 0.07", Hanging: 1.43"

Formatted: Indent: Left: 0.07", Hanging: 1.43"

Formatted: Indent: Left: 0.07", Hanging: 0.93"

Formatted: Indent: Left: 0.07", Hanging: 0.43", Right: -0.9"

Formatted: Indent: Left: 0.07", Hanging: 1.43", Right: 0.8"

## ARTICLE XI – CORRESPONDENCE

- 11-1. All official papers and plans involving the authority of the Planning Commission shall bear the signature of the Chairman, together with the certification signed by the Clerk.

## ARTICLE XII – AMENDMENTS

- 12-1. These Bylaws may be amended by a vote of the Commission in accordance with Article VIII hereof after thirty (30) days' prior notice.

Done and originally adopted this 14th day of December, 2015, to be effective as of the date of adoption.



BY:

\_\_\_\_\_  
~~Matthew Caudle, Chairman of the Planning Commission~~

ATTEST:

\_\_\_\_\_  
~~Sherrie Wilson, Clerk of the Planning Commission~~