



# PLANNING COMMISSION - REGULAR MEETING

Tuesday, July 08, 2025 at 7:00 PM

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

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

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## AGENDA

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### I. CALL TO ORDER

### II. PLEDGE OF ALLEGIANCE

### III. CITIZENS TIME

### IV. PRESENTATION: DISCUSSION ON 14600 WASHINGTON ST WITH GRAYSTONE PROPERTIES - Shvon Dosky/Kirk Johnson

### V. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

### VI. MINUTE APPROVAL

1. Planning Commission - Regular Monthly Meeting: June 10, 2025

### VII. AGENDA ITEMS

1. Planning Commission By-Laws
2. Code of Ethics - New Draft

### VIII. OLD BUSINESS

### IX. NEW BUSINESS

### X. ARB UPDATES

### XI. TOWN COUNCIL UPDATES

### XII. ADJOURNMENT



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### 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**

DRAFT



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

## Memorandum

**To:** Chairman and Commissioners of Planning Commission  
**From:** Kimberly Henry, Clerk of Council  
**Re:** Planning Commission By-laws  
**Date:** July 8, 2025

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Attached is the revised clean copy of the Planning Commission By-laws. At the June 10th Planning Commission meeting, there were a few requested edits.

1. Article III - Section 3-5. I have changed this section some by referencing State Code 15.2-2212 stating that Town Council can remove someone from the Planning Commission if the member misses three consecutive meetings.

2. Article VII - Section 7-3. I finished the sentence adding Virginia Freedom of Information Act.

3.. Article IX - Order of Business. I added Pledge of Allegiance after the Roll Call. 9-1-3.

If the Planning Commission is satisfied with the edits and are ready to take action, below the motion to approve.

*I move that the Haymarket Planning Commission adopted the revised Planning Commission By-laws as presented effective July 8, 2025.*

Or Alternate Motion.

# BYLAWS

Town of Haymarket, Virginia

Planning Commission



Adopted and Effective December 14, 2015

Revised July 8, 2025

## ARTICLE I – AUTHORIZATION

1-1. This Planning Commission is established in conformance with a resolution adopted by the Haymarket Town Council 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. Pursuant to Virginia Code Section 15.2-2212, the Commission shall consist of not less than five nor 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.

Complying to Virginia Code § 15.2-2212 - a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meetings, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body 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.

## 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 Virginia. 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 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.
- 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.
- 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 the Chairman.
- 9-1-2. Roll call.
- 9-1-3. Pledge of Allegiance
- 9-1-4. Citizens Time (for those who do not have an active application)
- 9-1-5. Minute Approval
- 9-1-6. Report of Standing Committees (if applicable)
- 9-1-7. Agenda Items
- 9-1-8. Old Business: Report from Town Planner or Zoning Administrator on items that were brought before the Planning Commission
- 9-1-9. New Business: Report from Town Planner or Zoning Administrator on items that will be addressed at future meetings
- 9-1-10. Architectural Review Board Updates: A report from the Planning Commission member who serves on the Architectural Review Board as the liaison
- 9-1-11. Town Council Updates: A report from the Town Council liaison on recent actions taken by Council
- 9-1-12. 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.

## 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. Pledge of Allegiance
- 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
- 10-1-3. Applicant's presentation (fifteen minutes).
- 10-1-4. 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.

## 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.

These bylaws were completed and originally adopted on the 14th day of December, 2015, to be effective as of the date of adoption.

Revised and adopted this \_\_\_\_ day of July, 2025

Attest:

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

\_\_\_\_\_  
Jerome Gonzalez, Chairman

## DRAFT CODE OF ETHICS

### **Preamble**

*WHEREAS*, the proper operation of local government requires that public officials be independent, impartial and accountable to the citizens, that governmental decisions and policy be made through proper processes, that public office not be used for personal gain; and

*WHEREAS*, as public officials we are charged with upholding the trust of the citizens and with obeying the law and respecting established policies and procedures; and

*WHEREAS*, as public officials we have taken the oath of office and have pledged that we will support and maintain the Constitution and laws of the United States, and the Constitution and laws of the Commonwealth of Virginia and further that we will faithfully and impartially discharge the duties of our office.

*NOW THEREFORE*, in recognition of our obligations as citizens of the Commonwealth of Virginia and as public officials and citizens of the Town of Haymarket and to assure public confidence in the integrity of local government and its effective and fair operation, we do hereby adopt the following Code of Ethics to guide the Town's council and council appointed boards and commission members.

### **Ethical Responsibilities**

1. *Faithful and impartial performance of duties.* Members of the town council and council appointed boards and commission members shall faithfully and impartially perform their duties to the very best of their abilities and demonstrate integrity, independence, honesty and ethical behavior in the conduct of all town business.

2. *Demonstrate integrity and respect.* Members of the town council and council appointed board and commission members shall treat the public, town staff and each other in a respectful and courteous manner and shall at all times refrain from abusive conduct, threatening or intimidating language or gestures, personal charges, or verbal or written attacks concerning the character or motives of other members of the town council, town boards and commissions, town staff, or the public.

3. *Follow established town policies and procedures.*

- a. Members of the town council and council appointed boards and commission members shall bring any concerns about the performance of a town council member or council appointee to the entire council.

- b. Concerns about the performance of a town employee shall be discussed privately with the Town Manager.
- c. Members of the Town Council and council appointed boards and commission members should direct significant requests for information or discussions concerning town business to the Town Manager, who directs the day-to-day operations of the town and its employees.

4. *Follow the law.* Members of the Town Council and council appointed boards and commission members shall, as required by Code of Virginia, fully comply with the provisions of the Virginia Freedom of Information Act, Code of Virginia §§ 2.2-3700. et.seq. and the State and Local Government Conflict of Interests Act. Code of Virginia, §§ 2.2-3100-2.2-3131, as applicable.