



TOWN OF HAYMARKET PLANNING COMMISSION

REGULAR MEETING ~ AGENDA ~

Robert B. Weir,
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Monday, August 10, 2015

7:00 PM

Council Chambers

1. Call to Order

2. Minutes Approval

- a. Planning Commission - Regular Meeting - Jul 16, 2015 7:00 PM

3. Citizens Time

4. Public Hearings

- a. Fiscal Impact of Development Analysis

5. Announcements

6. ARB & Town Council Update

7. New Business

- a. In-Home Business Special Use Permit Application

8. Old Business

- a. Election of Chair
- b. Election of Vice Chair
- c. Review of PC by Laws
- d. Fiscal Impact of Development Analysis
- e. Sign Ordinance for Process/Discussion
- f. Comprehensive Plan
- g. Amendment to the Planned Land Use Map

9. Town Planner Update

- a. Developments in Town
- b. 1 Mile Notice - John Marshall Commons
- c. 1 Mile Notice - Haymarket Crossing

10. Adjournment



TOWN OF HAYMARKET PLANNING COMMISSION

REGULAR MEETING ~ MINUTES ~

Robert B. Weir,
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Thursday, July 16, 2015

7:00 PM

Council Chambers

A Regular Meeting of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Chair Robert B. Weir called the meeting to order.

1. Call to Order

Chair Robert B. Weir: Present, Commissioner Ralph Ring: Present, Council Liaison Matt Caudle: Absent, Josh Mattox: Present, James Carroll: Present, Maureen Carroll: Present, Commissioner Connor Leake: Present.

2. Minutes Approval

a. Planning Commission - Work Session - Jun 8, 2015 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ralph Ring, Commissioner
SECONDER:	Connor Leake, Commissioner
AYES:	Weir, Ring, Mattox, Carroll, Carroll, Leake
ABSENT:	Matt Caudle

b. Planning Commission - Regular Meeting - Jun 8, 2015 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Ralph Ring, Commissioner
SECONDER:	Connor Leake, Commissioner
AYES:	Weir, Ring, Mattox, Carroll, Carroll, Leake
ABSENT:	Matt Caudle

3. Citizens Time

No citizens spoke.

4. Announcements

Weir attended the Planning Commission Public Hearing for John Marshall Commons. Application deferred to a date uncertain. It may sit on the schedule for awhile. General consensus amongst Planning Commission members is to floor it that night. At both the Planning Commission hearing and meeting of Greenhill Crossing HOA has asserted that they are proffering frontage improvements in front of Old Pace West and while those are shown on the general development plan, they are not part of the proffer package. Not legally enforceable. If they plan to make proffers the Town should be involved. The Town would need a Memo Of Understanding or contract If tying into the Street Scape.

Dominion VA Power meeting last night. The routes that DVP published are routes they intend to submit. We can move on the Comprehensive Plan now. Staff asked to get detailed map for both railroad option and 66 option, work into analysis for Comp Plan. Might go to the SCC by September.

The Town Council passed an ordinance, 14.7 and 14.8, striking and replacing with outdoor event section. Staff will need to talk to the Town Attorney and get a sense of how to fix the zoning ordinance. Not complaint now with allowable use in the business section. Allowed in some sections of the code. Need outdoor events in the Zoning Ordinance. The Town Planner will take this up with the Town Attorney.

Minutes Acceptance: Minutes of Jul 16, 2015 7:00 PM (Minutes Approval)

5. ARB & Town Council Update

Ralph: The ARB has re-approved Chick-fil-A elevations. Signage will not be applied for anytime soon.

Weir asks about the new color of the Winterham house? There is a debate as to what should have been done. Some things are inconsistent. Zoning Administrator will get with the applicant.

Caudle: Absent. No Town Council update.

6. New Business

a. Election of Chair and Vice Chair

Ring motions to nominate Bob Weir.

Mrs Carroll says since Councilman Caudle is absent tonight, this should be deferred to the August meeting, as a full board would be nice to have to vote on.

Weir states the By Laws say it is required to have the organizational meeting in the first July meeting of the Fiscal Year, where a Chair and a Vice Chair are elected.

Ring states we have a quorum here tonight so we should do town business.

Mrs. Carroll emphasizes she really would like to have entire board. We have to address whether the vote will be a legal vote if a sitting member is no longer a resident of the town.

Ring states he is a legal resident as of this minute.

Mrs. Carroll asks if he resides in the Town?

Ring states he is a legal resident of the Town.

Weir asks that this item be deferred until the end of the meeting.

Back at 9:00 PM on this item.

Mattox states we didn't have a quorum on Monday. The Carroll's emailed they would not be here, but only 3 members showed. He asks that Commissioners, with respect to each others time, let us know if you cannot make the meeting. This needs to be taken care of now.

Mrs Carroll says they were concerned about missing the meeting on Monday. But we need a better process for when rescheduling meetings. Would like Councilman Caudle to have a say in tonight's voting.

Weir says he rescheduled the meeting and accepts responsibility for the date. Polled those that were here on Monday and determined a date acceptable to all that were here. We had an applicant sitting in the room. We chose the earliest date possible.

Ring nominates Weir for Chair. Mattox seconds.

Roll Call vote: Mattox: yes, Ring: yes, Leake: no, Mrs. Carroll: no, Mr. Carroll: no, Weir: yes
Motion fails

Mr. Carroll nominates Mrs. Carroll. Leake seconds.

Roll Call vote: Mattox: no, Ring: no, Leake: yes, Mrs. Carroll: yes, Mr. Carroll, yes, Weir: no
Motion fails

Leake says it would be in the best interest to defer this until next month.

Mattox says we should leave politics out of it. Believes that Weir is the best leader for the Planning Commission, with his years of experience and knowledge on this board and was also on Town Council. Ring concurs.

Mrs. Carroll respects Weir's knowledge. But believes the chair also has a role in terms of getting more information out there. Having more discussion oriented kind of meeting, so there is

more information on the record. More consensus building among members. That's the strengths she feels she would offer.

Leake asks if we can take the advice from Councilman Pasanello who is in the audience.

Weir says no, that he as Chair rules on procedure and will not allow it.

Mattox motions to recess for 5 minutes. Leake seconds.

Planning Commission reconvenes:

Weir nominates Mattox for Chair. Ring seconds.

Roll call vote: Mattox: yes, Ring: yes, Leake: no, Mrs. Carroll: no, Mr. Carroll: no, Weir: yes
Motion fails.

Mrs. Carroll nominates Caudle. Leake seconds

Weir won't allow this nomination as he is not here to accept the nomination.

As Chair, Weir determines procedure, and it appears we are at an impasse on nominations. Therefore, as the current officer, he will remain Chair until the August meeting. Item to be kept on the Agenda for August.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Robert B. Weir, Chair
SECONDER:	Ralph Ring, Commissioner
AYES:	Weir, Ring, Mattox, Carroll, Carroll, Leake
ABSENT:	Matt Caudle

b. Review of PC ByLaws

Mattox noticed correction in the By Laws that needs to be brought into compliance. Suggest everyone take a copy home, review, and bring back next month if there's anything else to edit or add.

Make action item for next months agenda.

c. Robinson's Paradise Rezoning

Town Planners gives explanation.

Mike Johnson, the P.E., and the property owner Mr. Blomquist are present.

Weir: This is a preliminary discussion and we will need to set a Public Hearing date.

Issue with utility location? There are current overhead wires running thru property. Normally show all easements but no coordination with utility company. Will need to show overhead easements on Final Site plan.

Two of these parcels are directly impacted with Dominion Power lines. Weir would like prior to the Public Hearing the Engineer's comments of the impact of these routes on those properties.

Is there enough room in the Cul De Sac for Fire Department vehicles to turn around? We did not go thru the Fire Department at this stage because that is in VDOT's criteria. Weir would like it done at the preliminary stage.

Mrs. Carroll asked about on-street parking. Yes allowed in the street. No room for parking on both sides however.

All houses driveways will have sufficient parking for 3 wide.

Any plans for Sound walls? Because at this time no permits have been pulled, the site is treated as vacant. So no sound wall plans at this time.

Minutes Acceptance: Minutes of Jul 16, 2015 7:00 PM (Minutes Approval)

Weir asks if we have a map of what sound walls have been proposed and accepted? Yes on VDOT's website. Size of wall based on topography. Weir asks for the Town Engineer to forward the Noise Abatement Study.

The Storm Water Management was moved from it's original plan. Some portions of the Right-of-Way were in it. It was moved in case parts of the Right-of-Way were taken at some point. Protection of children? It will have a 6' fence around. Access coming directly off the Cul de sac and a gate for access for maintenance. It is a dry pond but will fill during rain. Need certain amount drainage to keep full.

Clerk directed to advertise for a Public Hearing on the Comprehensive Plan amendment for Robinson's Paradise with SUP 20140507 for August 10th in accordance with 2204 code of VA. Required direct notice to adjacent property owners.

7. Old Business

a. Proffer Policies

Copy of red line version all have to review. Some additional revisions.

Weir walks everyone thru it.

Ideally to emulate Prince William County standards. This is different than that. Impact proffer policy or accommodate goals.

Which version of text would the Commission rather see published? Original or amended? Amended.

Weir instructs Clerk to advertise for a Public Hearing for August 10th.

b. Sign Ordinance for Process/Discussion

We have to go back to ground zero because of the recent Supreme Court decision. Town Attorney has brought to our attention. The structure is correct. Needs more refinement.

A Work Session is scheduled for July 28th but the consultants for the Town cannot make. At this time cancel the work session. Can set one up at the August meeting.

There are a number of additional areas to be concerned about because of supreme court. You can regulate the size and location of the sign. But there is no purview over the content. Anyone can put whatever content they want on a sign. What also needs to be addressed is enforcement.

c. Comprehensive Plan

We are now at the point where we can get that back on track. Dominion VA Power routes submitted to the SCC.

We now have a footprint of what we're dealing with.

Would like to have a preliminary draft by September of any suggested additional changes or edits.

d. Amendment to the Planned Land Use Map

Been instructed to evaluate current land designation on land use map to change to commercial. Discussed with the Town Attorney. It would be inappropriate for us to consider a Comp Plan amendment like this when we're in the midst of doing a Comp Plan review.

To report back to Town Council that their resolution will be taken under advisement and will consider Town Council recommendation or request for consideration. Doing as a separate step or action out of the Comp Plan review and not properly could be challenged. Is happy to discuss further if anyone wants to. If no one wants to and go with Legal suggestion, will draft a note back to Town Council that we will take under advisement and consider circumstances within the framework of the overall Comp Plan we are currently doing.

Mrs Carroll would like to defer a response until all can think more about it. This has been going on a long time and it needs to come to a new consensus. Statement says 120 days of adoption. Can we defer til next month?
Mattox agrees. Aggressively attack it this year. Council has what they need.
Ring: Prefers not to defer. Make a statement. Will be handled during Comp Plan.

Clerk to schedule this as an agenda item for the August meeting.

8. Town Planner Update

9. Adjournment

Mattox motions to adjourn at 9:27pm.
Mr. Carroll seconds.
Meeting adjourned.



TO: Town of Haymarket Planning Commission
SUBJECT: In-Home Business Special Use Permit Application
DATE: 08/10/15

Crave Sweets is applying for a Special Use Permit for an In-Home Business located at 14932 Southern Crossing Street. This item will need to be scheduled for a Public Hearing.

ATTACHMENTS:

- In Home Business 14932 Southern Crossing Street (PDF)



RECEIVED

JUN 11 2015

7.a.a

SUP# 201502611

SPECIAL USE PERMIT APPLICATION

NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review/Public Hearing.

NAME OF BUSINESS/APPLICANT: Crave Sweets / Adrinna Harley

SITE ADDRESS: 14932 Southern Crossing St., Haymarket, VA 20169

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 SITE PLAN PROPOSED: Yes No

PROPOSED USE(S): Home-based baking business CODE SECTION(S) #:

BRIEF DESCRIPTION OF ACTIVITY: In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.

See Attached page

Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) Plan/Plat

ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE: SFD TH TOTAL FLOOR AREA OF MAIN STRUCTURE: 3,419 (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: 143 (sq. ft.)

NUMBER / TYPE OF VEHICLES: 3 / 2 cars & 1 SUV

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.):

Kitchen baking tools stored in kitchen

OFF-STREET PARKING SPACES PROVIDED: 1 NO. OF EMPLOYEES WORKING FROM SITE: 0

FEE: \$500 Residential \$200 Residential In-Home Business \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

PAID JUN 11 #2061

Form with two columns: APPLICANT/PERMIT HOLDER INFORMATION and PROPERTY OWNER INFORMATION. Includes fields for Name, Address, City, State, Zip, and Phone#(s).

Attachment: In Home Business 14932 Southern Crossing Street (2496 : In-Home Business Special Use Permit Application)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# 20150611

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

[Signature]
Applicant Signature

[Signature]
Property Owner Signature

June 11, 2015
Date

June 11, 2015
Date

OFFICE USE ONLY

DATE FILED: 6-11-2015 FEE AMOUNT: 200- DATE PAID: 6-11-2015

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR _____ DATE _____

DATE TO PLANNING COMMISSION: 8-10-2015 PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN _____ DATE _____

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: In Home Business 14932 Southern Crossing Street (2496 : In-Home Business Special Use Permit Application)

Special Use Permit Application Supporting Documentation

Name of Business: Crave Sweets

Applicant/Permit Holder: Adrinna Harley

This will be a home-based baking business creating custom, decorated cookies and cakes. The proposed hours for creating the baked goods will be: Monday through Friday, 9am until 5:30 pm and Saturday, 9am – 12pm. Goods may be delivered by me or picked up by customers, with an estimate of 3 customers picking up their orders per week. The client base will be families ordering cookies or cakes for their celebrations. There will be no changes to the house's structure.

201502110010966

Prince William County, VA Pgs:1
2/11/2015 1:31:42 PM
Michèle B. McOuige, Clerk

CERTIFICATE OF ASSUMED OR FICTITIOUS NAME
Commonwealth of Virginia

This is to certify that the below named person, partnership, limited liability company or corporation intends to conduct or transact business under an assumed or fictitious name in the County of Prince William.

1. The ASSUMED OR FICTITIOUS NAME of business:

NAME: **CRAVE SWEETS**

2. The above business is owned by the following entity type:

- SOLE PROPRIETORSHIP (Complete A below) PARTNERSHIP (Complete B below)
- LIMITED LIABILITY COMPANY (Complete C below) CORPORATION (Complete C below)

A. NAME OF OWNER: **ADRINNA RENEE HARLEY**

RESIDENCE ADDRESS: **14932 SOUTHERN CROSSING ST., HAYMARKET, VA 20169**

POST OFFICE ADDRESS:

B. NAME OF PARTNERSHIP:

OFFICE ADDRESS:

POST OFFICE ADDRESS:

- (1) Is this a domestic general partnership? NO YES. If YES, complete the Statement of Partners.
- (2) Is this a foreign general partnership? NO YES. If YES, complete the Statement of Partners.
- (3) Is this a domestic limited partnership? NO YES. If YES, a certified copy of this certificate must be filed with the State Corporation Commission. § 59.1-70.
- (4) Is this a foreign limited partnership? NO YES. If YES, indicate the date of the certificate of registration to transact business in the Commonwealth of Virginia issued by the State Corporation Commission:

C. NAME OF CORPORATION LIMITED LIABILITY COMPANY:

N/A
OFFICE ADDRESS:

POST OFFICE ADDRESS:

- (1) A corporation or limited liability company must file a certified copy of this certificate with the State Corporation Commission. § 59.1-70.
- (2) Is this a foreign corporation or a foreign limited liability company? NO YES. If YES, indicate the date of the certificate of authority/registration to transact business in the Commonwealth of Virginia issued by the State Corporation Commission:

ACKNOWLEDGEMENT

I certify that the foregoing is true and correct to the best of my knowledge and belief.

Sole Proprietorship

ADRINNA RENEE HARLEY

NAME OF OWNER

Adrinna R. Harley
SIGNATURE OF OWNER

Partnership

NAME OF GENERAL PARTNER

SIGNATURE OF GENERAL PARTNER

Corporation

NAME OF PRESIDENT

SIGNATURE OF PRESIDENT

Limited Liability Company

NAME OF MEMBER/MANAGER

SIGNATURE OF MEMBER/MANAGER

[] City [x] County of Prince William State of Virginia

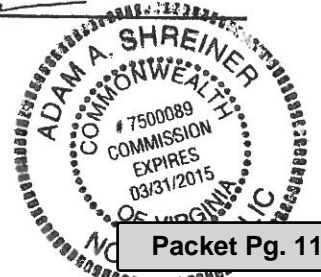
Subscribed and acknowledged before me by ADRINNA RENEE HARLEY, this 9 day of February, 2015

My commission expires March 31, 2015

Adam A. Shreiner
[] CLERK/DEPUTY CLERK [x] NOTARY PUBLIC

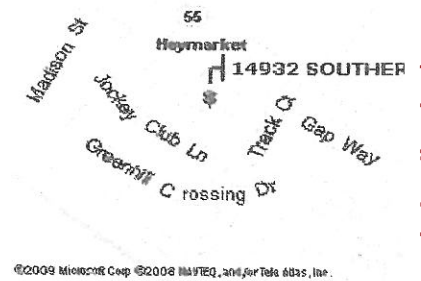
Registration # 7500089

A COPY TESTE
PRINCE WILLIAM COUNTY
CIRCUIT COURT
BY: *Adam A. Shreiner*
Deputy Clerk



Attachment: In Home Business 14932 Southern Crossing Street (2496 : In-Home Business Special Use Permit Application)

Status: ACTIVE
List Price: ██████████
Ownership: Fee Simple - Sale
BR/FB/HB: 4/2/1
Lot AC/SF: 0.10 / 4,190.00
Lvls/Fpls: 3 / 1
Tot Fin SF: 3419
Year Built: 2005
Total Tax: \$4,865
Tax Yr: 2008
Ground Rent:
Style: Colonial
Type: Detached



©2009 Microsoft Corp. ©2008 NAVTEQ, and/or Tele Atlas, Inc.

Legal Sub: Haymarket Station
Adv. Sub: Haymarket Station
Model: BROWNING

HOA Fee: \$75.00/ Monthly
C/C Fee: /
Other Fee: /
C/C Proj Name:

Tax Map:
Liber:
Folio:
Parcel:
Block/Square:
Lot: 38
Map Coord: 3J11 **Area:**

	Total	Main	Upr1	Upr2	Lwr1	Lwr2	Schools:
BR:	4	0	4	0	0	0	ES: TYLER
FB:	2	2	0	0	0	0	MS: BULL RUN
HB:	1	1	0	0	0	0	HS: BATTLEFIELD

Master Bdrm:	16	x	20	Upper 1	Fifth Bdrm:		Rec Rm:	35	x	15	Lower 1			
Master Bdrm 2:					Living Rm:	12	x	12	Main	Den:	12	x	12	Main
First- Bdrm:					Dining Rm:	11	x	7	Main	Library:				
Second Bdrm:	12	x	9	Upper 1	Kitchen:	13	x	11	Main	Sitting:				
Third Bdrm:	10	x	10	Upper 1	Brkfast Rm:	12	x	6	Main	Othr Rm 1:				
Fourth Bdrm:	11	x	11	Upper 1	Family Rm:	15	x	18	Main	Othr Rm 2:				

Exterior: Fenced-Fully, Fenced-Rear, Patio
Exterior Const: Vinyl Siding
Other Structures: Above Grade, Below Grade
Lot Desc:

Othr Rm 3:
Foyer: Main
Garage: Main
Carpport:
Unfinished:
Exposure: South
Roofing: Shingle-Asphalt

Basement: Yes, Fully Finished, Rear Entrance, Walkout Stairs
Parking: Drvwy/Off Str, Garage
Heating System: Forced Air
Water: Public
Cooling System: Ceiling Fan(s), Central A/C
Sewer/Septic: Public Sewer

Gar/Crpt/Assgd Spaces: 2//
Heating Fuel: Natural Gas
Hot Water: Natural Gas
Cooling Fuel: Electric
Soil Type:

Appliances: Cooktop, Cooktop-Down Draft, Dishwasher, Disposal, Exhaust Fan, Ice maker, Microwave, Oven-Wall, Oven/Range-Gas, Refrigerator

Amenities: Auto Gar Dr Opn, Crown Molding, FP Glass Doors, Granite Counters, MBA/Sep Shwr, MBA/Sep Tub, MBR-BA Full, Master Walk-in Closet, Shades/Blinds, Sump Pump, Tub-2 + person, Tub-Soaking, Wood Floors

HOA/C/C Fee Includes: Lawn Maintenance, Management, Snow Removal, Trash Removal

HOA/C/C Amenities: Common Grounds

List Date: 31-Mar-2009

Update Date: 26-Apr-2009

DOM-MLS: 42

DOM-Prop: 42

Remarks: Agents: Relo sale. Not a foreclosure or short sale. Seller bringing cash to settlement. Expect counter offer to any offer below list price. Sellers need settlement on or AFTER June 26. Write offers w/ Prudential Relocation as seller. **Very sick cat in MBR. Do not startle or pet.*** Friendly dogs caged in basement. Please leave card.

Directions: From Route 29 in Gainesville; follow Route 55 (John Marshall Hwy) to Haymarket; Left on Coach; Right on Caboose; Left on Southern Crossing--house on left.

Show Instructions: Call 1st-Owner, Call 1st-Pet, Lockbox-Frnt Dr, Lockbox-Sentrilock, Sign on Property, All Days, 10 AM - 7 PM

Listing Co: LONG & FOSTER REAL ESTATE, INC., LNG222

Phone: (571) 261-1400

Fax: (571) 261-1511

Listing Agent: CHRIS ANN CLELAND

Home: (703) 402-0037

Fax: (703) 392-1359

Office: (571) 261-1400

Pager:

Cell: (703) 402-0037

Owners: Collins

Home:

Show Contacts: Sherry Collins, Jason Collins

Home: (703) 753-4867

Sub Comp: 0

Buy Comp: 3

Add'l:

Dual: N

DesR: Y

VarC: N





TO: Town of Haymarket Planning Commission
SUBJECT: Election of Chair
DATE: 08/10/15

A Chair of the Planning Commission must be elected.



TO: Town of Haymarket Planning Commission
SUBJECT: Election of Vice Chair
DATE: 08/10/15

A Vice Chair of the Planning Commission must be elected.



TO: Town of Haymarket Planning Commission
SUBJECT: Review of PC by Laws
DATE: 08/10/15

BYLAWS

Town of Haymarket, Virginia

Planning Commission



Adopted and Effective January 13, 2014

ARTICLE I – AUTHORIZATION

- 1-1. This planning commission is established in conformance with a resolution adopted by the Haymarket Town Council on March 2004; and in accord 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.”

ARTICLE II – PURPOSE

- 2-1. The purpose of the Commission is to assist the Town Council to anticipate and guide 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. The Commission shall consist of five members appointed by the Town Council. All members shall be residents of the Town of Haymarket and qualified by knowledge and experience to make decisions on questions of growth and development. At least one-half of the members 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 members of the Town Council and the administrative official shall be coextensive with their terms of office, unless the Town Council appoints others in their stead. The terms of the other original members shall be for one (1), two (2), three (3), and four (4) years. Subsequent members shall be appointed for terms of four (4) years.
- 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.
- 3-6. The term of a Commission member shall expire upon the swearing in of the new commission or re-appointment of commissioner.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. Officers of the Commission shall consist of a chairman and vice-chairman. The chairman and vice-chairman shall be elected by the membership. A clerk shall serve at the request of the Commission and may be a member of the Commission, an employee of the Town government, or a citizen volunteer.
- 4-2. Nomination of officers shall be made from the floor at the regular July meeting each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
- 4-3. The term of office shall be for one (1) year or until a successor takes office.
- 4-4. Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.

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 two thirds (2/3) majority vote by the members present).
 - 5-1-4. Be informed immediately of any official communication, and 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 a majority vote of the Commission.

ARTICLE VII – MEETINGS

7-1. Regular meetings of the Commission shall be held at least once a month. Special meetings shall be called as needed. 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 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.

ARTICLE VIII – VOTING

8-1. A majority of the members shall constitute a quorum.

8-2. 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.

9-1-5. Reading of minutes.

9-1-6. .

9-1-7. Report of standing committees.

9-1-8. Report of special committees.

- 9-1-9. Unfinished business.
- 9-1-10. New business.
- 9-1-11. Adjournment.
- 9-2. Parliamentary procedure in Commission meetings shall be governed by Robert's Rules of Order as tailored by the Chairperson.
- 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, 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.
 - 10-1-3. Applicant's presentation including witnesses in support of application (fifteen minutes).
 - 10-1-4. Interested witnesses' presentation in opposition to application (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 dispose of the application on the record before it.
- 10-2. The Planning Commission shall publish a notice of public hearing at least once a week for two consecutive weeks in a newspaper of general circulation prior to conducting the hearing.
- 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 majority vote of the entire membership after thirty (30) day's prior notice.

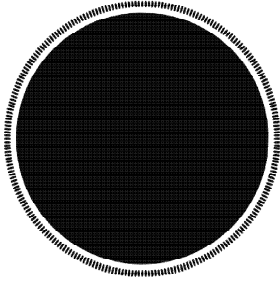


TO: Town of Haymarket Planning Commission
SUBJECT: Fiscal Impact of Development Analysis
DATE: 08/10/15

ATTACHMENTS:

- Haymarket Proffer Policy FY16 (Word Version w VFN EDITS V2) (PDF)
- Haymarket Proffer Policy FY16 (Word Version w VFN EDITS V2cln) (PDF)

Fiscal Year 2016
 Town of Haymarket ~~Policy~~
~~Guide for Monetary~~
~~Contributions~~ Fiscal Impact of
Development Analysis



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

Attachment: Haymarket Proffer Policy FY16 (Word Version w VFN EDITS V2) (2497 : Fiscal Impact of Development Analysis)

Background

A cash proffer is any voluntary funds proffered in a writing, signed by the owner of a property subject to rezoning, submitted as part of a rezoning application and accepted by a locality pursuant to the authority granted by the Code of Virginia Section 15.2-2303 or Section 15.2-2298, or any payment of money made pursuant to a development agreement entered into under authority granted in the Code of Virginia Section 15.2-2301.1.

In 1974, the Virginia General Assembly enacted legislation providing for any county administered under the urban county form of government to accept voluntary proffering of certain conditions in writing from a zoning applicant. Virginia Code Section 15.2-2303 also extends the ability for towns located within any county administered under the urban county form of government to accept cash proffers. The purpose of this legislation, known as conditional rezoning, is to provide flexibility to local jurisdictions. The concept intends that the inhibitive effects of any particular zoning application be offset through a mitigating condition by the applicant.

TOWN OF HAYMARKET

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FISCAL IMPACT OF DEVELOPMENT ANALYSIS

The Code of Virginia authorizes the Town to adopt and administer conditional zoning, whereby a zoning reclassification may be permitted subject to reasonable conditions governing the use of the property to be rezoned, such conditions being in addition to, or modification of the regulations provided for a particular zoning district by the overall zoning ordinance. The Town is permitted to accept from the zoning applicant in writing the voluntary proffering of reasonable conditions, the dedication of real property, or the payment of cash to offset the impacts of their proposed development. Applicants seeking a rezoning are free to offer such proffers to the Town. The Town is authorized to accept such proffers provided that (i) there is a nexus between each proffer offered by the applicant and the impact of the proposed development; (ii) there is a rough proportionality between each proffer (whether in the form of cash, property or conditions) and the impact of the development; and (iii) the proffers are in conformity with the Town's Comprehensive Plan. The Town expects applicants to demonstrate that the proffers offered, if any, adequately mitigate the development's impacts. The purpose of this Fiscal Impact of Development Analysis ("Analysis") is to provide applicants with information that applicants may use, if they choose to do so, in deciding what, if any, proffers an applicant may elect to offer in connection with its development.

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Fiscal impact calculations and supporting data are contained in this Analysis, which is made available to assist applicants. The Town employs a methodology for calculating the fiscal impact of development on parks and recreation, public safety, and transportation, based on current data reflecting the costs of providing capital facilities according to the adopted Capital Improvements Plan (CIP) for the current fiscal year. Additionally, because Prince William County provides the residents of the Town of Haymarket with fire, rescue and school facilities, and Town residents pay taxes to Prince William County, the Analysis utilizes the County's fiscal impact figures for such facilities. The Town will remit to the County any proffers made to mitigate the fiscal impact of development on fire, rescue and school facilities.

With respect to residential development, the Analysis utilizes a methodology based on U.S. Census population and household data that estimates the number of persons per unit for single family, townhome and multifamily housing types. However, the Town recognizes that such estimates may not in every instance reflect the impact of a particular development, as projects may vary by unit size or other characteristics that could affect the average number of persons per unit (e.g., age-restricted housing). If the applicant concludes that data or methodology used in the Analysis is not appropriate to determine the impact of the particular development at issue, the applicant should provide information regarding the actual fiscal impact of the proposed development. The Town will consider additional impact information and calculations provided by applicants that may differ from the information in this Analysis, so long as such information and calculations are based on a sound methodology that accurately reflects the fiscal impact of the proposed development. The Analysis is reviewed and updated as necessary to ensure that the Town's calculations are based on current fiscal impact data. Additionally, a cash proffer is not necessarily the only way to mitigate an impact, and consideration shall be given to an applicant's alternative proposals for impact mitigation.

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In the event an applicant offers proffers, the applicant shall be deemed to have affirmatively represented to the Town that the applicant has independently determined that the information used (whether from this Analysis or the applicant's own analysis) accurately reflects an appropriate nexus and rough proportionality between the applicant's proffers and the impact of the proposed development and that the proffers are in conformity with the Town's Comprehensive Plan. **By providing to applicants the information contained in this analysis, it is not the intent of the Town, nor is any Town official, employee or agent authorized, to demand a proffer from any applicant. The Town will not accept a proffer unless there is a nexus and rough proportionality between the proffer and the impact of the proposed development, regardless of whether the applicant's proffer is in the form of cash, property, or development conditions.**

Proffers tendered to the Town should include the following statement: "The proffers offered by the applicant are fully voluntary and not as a result of any demand by the Town or any of its officials, employees or agents. The applicant hereby represents to the Town (and agrees that the Town may rely upon said representation) that (i) the applicant has independently evaluated the impacts of its development; (ii) there is a nexus between each proffer offered by the applicant and the impact of

the proposed development: (iii) there is a rough proportionality between each proffer (whether in the form of cash, property or conditions) and the impact of the development; (iv) the proffers are in conformity with the Town's Comprehensive Plan; and (v) neither the Town nor any of its officials, employees or agents have demanded a proffer from the applicant."

POPULATION/HOUSEHOLD DATA

The population for the Town of Haymarket was 1,782 in accordance with the U.S. Department of Commerce, Bureau of the Census, 2010. ~~The This policy Analysis~~ utilizes Prince William County's methodology for computing per capita units based upon the most recent population and household information determined by Prince William County's Demographer. This ~~document sets forth the methodology used for monetary contributions to data is utilized in calculating the fiscal impact of development on the Town of~~ Haymarket Parks & Recreation, Public Safety, and Transportation.

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POPULATION/HOUSEHOLD DATA
1,782 population as of January 1, 2010
3.32 Persons/Unit in Single-Family Houses
3.04 Persons/Unit in Townhouses
2.24 Persons/Unit in Condominiums

Summary of ~~Requested Monetary Proffer Amounts~~ FY 2016 Fiscal Impact of Development

Single Family	Amount
Transportation	\$ 4,149
Parks & Recreation	\$ 12,225
Public Safety	\$ 306
Town Administration	\$ 186
Fire & Rescue	\$ 1,053
Schools	\$20,694
TOTAL	\$38,613
Townhouse	Amount
Transportation	\$ 3,799
Parks & Recreation	\$ 11,194
Public Safety	\$ 280
Town Administration	\$ 171
Fire & Rescue	\$ 974
Schools	\$17,489
TOTAL	\$33,907
Condominium	Amount
Transportation	\$ 2,799
Parks & Recreation	\$ 8,249
Town Administration	\$ 126
Public Safety	\$ 206
Fire & Rescue	\$ 718
Schools	\$10,300
TOTAL	\$22,398

~~These recommended voluntary proffer contributions reflect 2015-2019 Capital Improvement Program (CIP) funds. Actual proffer contributions may be adjusted to~~ The methodology for calculating the fiscal impacts shown in the above table is described on the following pages. The fiscal impacts shown on the above table do not account for inflation ~~in accordance with the Consumer Price Index (CPI).~~

TRANSPORTATION

The ~~fiscal impact of residential development on the Town's transportation systems may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on transportation is determined by multiplying the cost per capita of the Town's Capital Improvement Program (CIP) indicates a number of transportation-related improvement projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein. An applicant for a rezoning for residential use should consider a proffer contribution to help offset the transportation improvement projects and associated methodology as reflected below.~~

Transportation	
Downtown Enhancement Phase IB	\$ 900,000
Washington Street Beautification	\$ 102,000
Signage Improvements	\$ 60,000
Streets, Sidewalks, Parking	\$ 265,000
Shared Use Path	\$ 500,000
Quiet Zone Implementation	\$ 400,000
Total Capital Costs	\$ 2,227,000
Population in 2010 Census	1,782
Cost Per Capita	\$ 1,249.72

RESIDENTIAL SHARE

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 4,149
Townhouse Dwelling Unit Cost = 3.04	\$ 3,799
Multiple Family Dwelling Unit Cost = 2.24	\$ 2,799

NON-RESIDENTIAL SHARE

~~Applicants for rezoning~~The fiscal impact of nonresidential development on the Town's transportation systems may be offset by a proffer. ~~should consider a proportional contribution for~~ The fiscal impact analysis should consider engineering, right-of-way acquisition, construction, and other transportation improvements that serve to mitigate impacts associated with the applicants' development request needed for the appropriate level of service (LOS) of roads serving the development. ~~Cash contributions in lieu of transportation improvements may also be requested, provided the contribution is calculated based on the approximate costs of the transportation improvements that serve to mitigate, and have a reasonable relationship to, the proposed development.~~—The applicant may be required by the Town or VDOT to perform a Traffic Impact Analysis (TIA) in conjunction with local or state requirements which will indicate the nexus between the proposed development and its impact on the transportation ~~networks~~systems.



PARKS & RECREATION

The Town's Capital Improvement Program (CIP) indicates a number of parks & recreation projects. An applicant for a rezoning for residential use should consider a proffer contribution to help offset these capital projects as reflected below. The fiscal impact of residential development on the Town's parks and recreation facilities may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on parks and recreation is determined by multiplying the cost per capita of the Town's parks and recreation-related projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein.

Parks & Recreation	
Town Center Property	\$ 510,000
Harrover Property	\$ 6,000,000
Museum	\$ 52,000
Total Capital Costs	\$ 6,562,000
Population in 2010 Census	1,782
Cost Per Capita	\$ 3,682.38

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 12,225
Townhouse Dwelling Unit Cost = 3.04	\$ 11,194
Multiple Family Dwelling Unit Cost = 2.24	\$ 8,249

PUBLIC SAFETY

The Town's Capital Improvement Program (CIP) also supports improvements to the Town's public safety program including building improvements, equipment, and vehicles. An applicant for a rezoning for residential use should consider a proffer contribution to help fund the projects reflected below. The fiscal impact of residential development on the Town's public safety facilities (including buildings, vehicles and equipment) may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on public safety is determined by multiplying the cost per capita of the Town's public safety-related projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein.

Public Safety	
Police Cruiser	\$ 118,000
RADAR Speed Indicator Signs	\$ 15,000
Scene/Event Lights	\$ 6,000
6x12 Event Trailer	\$ 5,000
Variable Message Boards	\$ 20,000
Total Capital Costs	\$ 164,000

Population in 2010 Census	1782
Cost Per Capita	\$ 92.03

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 306
Townhouse Dwelling Unit Cost = 3.04	\$ 280
Multiple Family Dwelling Unit Cost = 2.24	\$ 206

TOWN ADMINISTRATION

The Town's Capital Improvement Program (CIP) also includes support for general government administrative projects, such as IT support, facility upgrades, etc. The fiscal impact of residential development on the Town's public administration facilities may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on public administration is determined by multiplying the cost per capita of the Town's public administration-related projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein.

Town Administration	
IT Upgrades	\$ 100,000
Population in 2010	\$ 1,782
Cost Per Capita	\$ 56.12

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 186
Townhouse Dwelling Unit Cost = 3.04	\$ 171
Multiple Family Dwelling Unit Cost = 2.24	\$ 126

FIRE & RESCUE

Prince William County provides the residents of the Town of Haymarket with fire and rescue facilities. Therefore, the Analysis utilizes the County's fiscal impact figures for such facilities. The Town will remit to the County any proffers made to mitigate the fiscal impact of development on fire and rescue facilities. Prince William County defines fire and rescue needs as defined as building square footage, acreage, equipment needed to provide new fire and rescue stations that meet local service standards for suburban populations, expressed as per capita cost (residential) and cost/incident (non-residential).

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Standard	Need/Cost
Number of Stations	6 Stations Needed*
Station Size	17,500 Square Feet
Building Cost	\$602.17 per sq. ft.
Equipment Cost	\$3,870,000 per station**
Acreage Needed	5 Acres Per Site
Acreage Cost	\$132,813 Per Acre***

- * Based on projected population growth by 2030
- ** Based on current cost to outfit a fully equipped station
- *** Average cost of recent land acquisitions for county agencies

RESIDENTIAL COSTS

Residential Factor (2013 Fire & Rescue Data)

$$\frac{\text{Residential Incidents}}{\text{Total Incidents}} = \frac{21,818}{44,404} = 0.54$$

Residential factor is applied to total cost of fire and rescue services.

Standards for Residential

Construction Costs	Calculation	Total
Square Feet/Capita	105,000 sq. ft./142,376 persons = 0.7374 sq. ft.	
Building Cost/Capita	0.7374 sq. ft. per capita X \$602.17 X 0.54	\$ 239.78
Land Cost/Capita	0.0002215 Acres Per Capita X \$132,813 X 0.54	\$ 15.89
Equipment Cost/Capita	6 Stations Needed X \$3,870,000 / 142376 X 0.54	\$ 88.07
GROSS COST PER CAPITA	\$239.78 + \$15.89 + \$88.07	\$ 343.74

Single Family Dwelling Unit Cost
3.32 Persons Per Household X \$343.74 = \$1,141.22
Townhouse Dwelling Unit Cost
3.04 Persons Per Household X \$343.74 = \$1,044.97
Multiple Family Dwelling Unit Cost
2.24 Persons Per Household X \$343.74 = \$769.98

SUGGESTED MONETARY CONTRIBUTION

Unit Type	Gross Cost Per Unit	Less Funds Fire Levy for Capital FY14 = 3.57%	Less Credit Debt Service	Net Cost Per Unit
Single Family	\$ 1,141	\$ (43)	\$ (45)	\$ 1,053
Townhouse	\$ 1,045	\$ (39)	\$ (32)	\$ 974
Multifamily	\$ 770	\$ (29)	\$ (23)	\$ 718

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* Debt service numbers from Prince William County Department of Finance

NONRESIDENTIAL COSTS

The suggested nonresidential monetary contribution is based on Prince William County's 2014 and 2006 Policy Guide for Monetary.

Unit	Cost
Nonresidential	\$0.61 Per Sq. Ft.

SCHOOLS

~~The basis for the monetary contribution for schools is derived from Prince William County's 2014 Policy Guide for Monetary Contributions. Prince William County provides the residents of the Town of Haymarket with school facilities. Therefore, the Analysis utilizes the County's fiscal impact figures for such facilities. The Town will remit to the County any proffers made to mitigate the fiscal impact of development on school facilities. The County defines Level of Service for Schools is defined as average use capacity determined on a countywide basis. The fiscal impact of development on schools is determined by first applying the Student Generation Factors (SGF) below to the gross capital cost per student, to determine the cost per unit for each unit type and then subtracting from the gross cost per housing unit both funding received from the state and federal funding sources for capital needs and a debt service credit. The debt service credit is derived annually by amortizing projected CIP school debt. The debt service calculations are provided by the Prince William County Finance Department.~~

~~The suggested monetary contribution for schools is determined by subtracting from the gross cost per housing unit both funding received from state and federal sources for capital needs and a debt service credit. The debt service credit is derived annually by amortizing projected CIP school debt. The debt service calculations are provided by the Prince William County Finance Department.~~

STUDENT GENERATION FACTORS (GSFSGF)

Provided by Prince William County Schools 2013 Student Census (data may exclude proffered age-restricted units).

	Single Family	Townhouse	Multifamily
Elementary	0.305	0.289	0.192
Middle	0.162	0.129	0.077
High	0.214	0.153	0.085
Total	0.681	0.572	0.353

SCHOOL COSTS

Land costs are based on public land acquisition between 2011-2013.

Standards	Elementary	Middle	High
Acres/School Site	20	40	80
Cost/Acre	\$ 132,813	\$ 132,813	\$ 132,813
Total Land Cost	\$ 2,656,260	\$ 5,312,520	\$10,625,040
Facility Cost	\$ 27,973,000	\$ 53,246,000	\$90,465,000
TOTAL COST	\$ 30,629,260	\$ 58,558,520	\$101,090,040
Student Capacity	924	1464	2053
Gross Capital Cost/Student	\$ 33,149	\$ 39,999	\$ 49,240

Cost Per Unit Type

	Single Family	Townhouse	Multifamily
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Type	Cost/Student	SGF	Cost/Unit	SGF	Cost/Unit	SGF	Cost/Unit
Elementary	\$ 33,149	0.305	\$ 10,110	0.289	\$ 9,580	0.192	\$ 6,365
Middle	\$ 39,999	0.162	\$ 6,480	0.129	\$ 5,160	0.077	\$ 3,080
High	\$ 49,240	0.214	\$ 10,537	0.153	\$ 7,534	0.085	\$ 4,185
TOTAL			\$ 27,127		\$ 22,274		\$ 13,630

STATE/FEDERAL CONTRIBUTION CALCULATION

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Total capital budget for schools = \$206,126,000
 % of Capital budget used for new construction = 67.8%
 % of Capital budget used for renewal = 32.2%
 Total funds received from State for Capital = \$13,964,000

$\$13,964,000 \times 0.678 = \$9,467,592$

SUGGESTED MONETARY CONTRIBUTION

The suggested contribution for schools is determined by subtracting from the gross cost per housing unit both funding received from the state and federal funding sources for capital needs and a debt service credit. The debt service credit is derived annually by amortizing projected CIP school debt.

Unit Type	Gross Cost Per Unit	Less State/Federal Share of Capital Costs FY14 = 4.593%	Less Credit for Debt Service	Net Cost Per Unit
Single Family	\$ 27,127	\$ (1,267)	\$ (5,166)	\$ 20,649
Townhouse	\$ 22,274	\$ (1,048)	\$ (3,737)	\$ 17,489
Multifamily	\$ 13,630	\$ (644)	\$ (2,686)	\$ 10,300

SUGGESTED PROFFER LANGUAGE

To facilitate the subsequent review of site plans and subdivision plats, the proffer statement should be written in clear and concise language with consideration of future interpretation. Proffer language should include items that are being proffered along with when action will occur and who is involved in performance of the action.

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Where possible, proffers should define objective standards of performance to avoid misinterpretation. Restatements of already existing state or local requirements should be omitted from the proffer text.

Proffers should state the time-frame within the proffered obligation will be performed. ~~Payment of cash proffers shall be at such time as may be specified or permitted by state law. In all other cases where state law does not govern, the Applicant should provide that cash proffers shall be paid to the Town at definitive times that permit the proffer funds to timely mitigate the applicable impact. In the absence of explicit language indicating when performance will occur, the Town will generally request demonstration of performance of the proffered obligation with the preliminary or final site or subdivision plan affecting the rezoned property. Actual performance is expected at the time of development subject to approved plans and issuance of permits. Preferred collection times for monetary proffers are: [check statute—do we need this at all? 15.2-2303.1:1]~~

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- Final plan approval
- Lump sum upon issuance of a land disturbance permit
- Lump sum with the first building permit for a particular type of unit
- Per lot or unit amount with every building permit for a particular type of unit

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~~Applicants proffering monetary contributions will be encouraged to include a provision to adjust the proffered amount consistent with the increase in the cost of improvements over time. The Town defers to Prince William County's most current cost of construction "index" is available to assist the applicant in determining the appropriate rate to provide for adjustment of proffered amounts to reflect the cost of improvements over time.~~

The Town Attorney will review proffer language. Applicants seeking assistance are encouraged to contact the Town Manager's Office.

Fiscal Year 2016 Town of Haymarket Fiscal Impact of Development Analysis



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

Attachment: Haymarket Proffer Policy FY16 (Word Version w VFN EDITS V2cIn) (2497 : Fiscal Impact of Development Analysis)

TOWN OF HAYMARKET

FISCAL IMPACT OF DEVELOPMENT ANALYSIS

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POPULATION/HOUSEHOLD DATA
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The methodology for calculating the fiscal impacts shown in the above table is described on the following pages. The fiscal impacts shown on the above table do not account for inflation.

TRANSPORTATION

The fiscal impact of residential development on the Town's transportation systems may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on transportation is determined by multiplying the cost per capita of the Town's transportation-related improvement projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein.

Transportation	
Downtown Enhancement Phase IB	\$ 900,000
Washington Street Beautification	\$ 102,000
Signage Improvements	\$ 60,000
Streets, Sidewalks, Parking	\$ 265,000
Shared Use Path	\$ 500,000
Quiet Zone Implementation	\$ 400,000
Total Capital Costs	\$ 2,227,000
Population in 2010 Census	1,782
<i>Cost Per Capita</i>	<i>\$ 1,249.72</i>

RESIDENTIAL SHARE

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 4,149
Townhouse Dwelling Unit Cost = 3.04	\$ 3,799
Multiple Family Dwelling Unit Cost = 2.24	\$ 2,799

NON-RESIDENTIAL SHARE

The fiscal impact of nonresidential development on the Town's transportation systems may be offset by a proffer. The fiscal impact analysis should consider engineering, right-of-way acquisition, construction, and other transportation improvements needed for the level of service (LOS) of roads serving the development. The applicant may be required by the Town or VDOT to perform a Traffic Impact Analysis (TIA) in conjunction with local or state requirements which will indicate the nexus between the proposed development and its impact on the transportation systems.

PARKS & RECREATION

The fiscal impact of residential development on the Town's parks and recreation facilities may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on parks and recreation is determined by multiplying the cost per capita of the Town's parks and recreation-related projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein.

Parks & Recreation	
Town Center Property	\$ 510,000
Harrover Property	\$ 6,000,000
Museum	\$ 52,000
Total Capital Costs	\$ 6,562,000
Population in 2010 Census	1,782
Cost Per Capita	\$ 3,682.38

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 12,225
Townhouse Dwelling Unit Cost = 3.04	\$ 11,194
Multiple Family Dwelling Unit Cost = 2.24	\$ 8,249

PUBLIC SAFETY

The fiscal impact of residential development on the Town's public safety facilities (including buildings, vehicles and equipment) may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on public safety is determined by multiplying the cost per capita of the Town's public safety-related projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein.

Public Safety	
Police Cruiser	\$ 118,000
RADAR Speed Indicator Signs	\$ 15,000
Scene/Event Lights	\$ 6,000
6x12 Event Trailer	\$ 5,000
Variable Message Boards	\$ 20,000
Total Capital Costs	\$ 164,000
Population in 2010 Census	1782
Cost Per Capita	\$ 92.03

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 306
Townhouse Dwelling Unit Cost = 3.04	\$ 280

Multiple Family Dwelling Unit Cost = 2.24	\$	206
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TOWN ADMINISTRATION

The Town's Capital Improvement Program (CIP) also includes support for general government administrative projects, such as IT support, facility upgrades, etc. The fiscal impact of residential development on the Town's public administration facilities may be offset by a proffer. The Town's analysis of the fiscal impact of residential development on public administration is determined by multiplying the cost per capita of the Town's public administration-related projects as indicated in the Capital Improvement Program (CIP) by the number of persons per dwelling unit, as determined from the Population/Household data set forth herein.

Town Administration	
IT Upgrades	\$ 100,000
Population in 2010	\$ 1,782
<i>Cost Per Capita</i>	<i>\$ 56.12</i>

Unit Type	Cost per Dwelling Unit
Single Family Dwelling Unit Cost = 3.32	\$ 186
Townhouse Dwelling Unit Cost = 3.04	\$ 171
Multiple Family Dwelling Unit Cost = 2.24	\$ 126

FIRE & RESCUE

Prince William County provides the residents of the Town of Haymarket with fire and rescue facilities. Therefore, the Analysis utilizes the County's fiscal impact figures for such facilities. The Town will remit to the County any proffers made to mitigate the fiscal impact of development on fire and rescue facilities. Prince William County defines fire and rescue needs as building square footage, acreage, equipment needed to provide new fire and rescue stations that meet local service standards for suburban populations, expressed as per capita cost (residential) and cost/incident (non-residential).

Standard	Need/Cost
Number of Stations	6 Stations Needed*
Station Size	17,500 Square Feet
Building Cost	\$602.17 per sq. ft.
Equipment Cost	\$3,870,000 per station**
Acreage Needed	5 Acres Per Site
Acreage Cost	\$132,813 Per Acre***

* Based on projected population growth by 2030

** Based on current cost to outfit a fully equipped station

*** Average cost of recent land acquisitions for county agencies

RESIDENTIAL COSTS

Residential Factor (2013 Fire & Rescue Data)

$$\frac{\text{Residential Incidents}}{\text{Total Incidents}} = \frac{21,818}{44,404} = 0.54$$

Residential factor is applied to total cost of fire and rescue services.

Standards for Residential

Construction Costs	Calculation	Total
Square Feet/Capita	105,000 sq. ft./142,376 persons = 0.7374 sq. ft.	
Building Cost/Capita	0.7374 sq. ft. per capita X \$602.17 X 0.54	\$ 239.78
Land Cost/Capita	0.0002215 Acres Per Capita X \$132,813 X 0.54	\$ 15.89
Equipment Cost/Capita	6 Stations Needed X \$3,870,000 / 142376 X 0.54	\$ 88.07
GROSS COST PER CAPITA	\$239.78 + \$15.89 + \$88.07	\$ 343.74

Single Family Dwelling Unit Cost

3.32 Persons Per Household X \$343.74 = \$1,141.22

Townhouse Dwelling Unit Cost

3.04 Persons Per Household X \$343.74 = \$1,044.97

Multiple Family Dwelling Unit Cost

2.24 Persons Per Household X \$343.74 = \$769.98

Unit Type	Gross Cost Per Unit	Less Funds Fire Levy for Capital FY14 = 3.57%	Less Credit for Debt Service	Net Cost Per Unit
Single Family	\$ 1,141	\$ (43)	\$ (45)	\$ 1,053
Townhouse	\$ 1,045	\$ (39)	\$ (32)	\$ 974
Multifamily	\$ 770	\$ (29)	\$ (23)	\$ 718

* Debt service numbers from Prince William County Department of Finance

NONRESIDENTIAL COSTS

Unit	Cost
Nonresidential	\$0.61 Per Sq. Ft.

SCHOOLS

Prince William County provides the residents of the Town of Haymarket with school facilities. Therefore, the Analysis utilizes the County's fiscal impact figures for such facilities. The Town will remit to the County any proffers made to mitigate the fiscal impact of development on school facilities. The County defines Level of Service for Schools as average use capacity determined on a countywide basis. The fiscal impact of development on schools is determined by first applying the Student Generation Factors (SGF) below to the gross capital cost per student, to determine the cost per unit for each unit type and then subtracting from the gross cost per housing unit both funding received from the state and federal funding sources for capital needs and a debt service credit. The debt service credit is derived annually by amortizing projected CIP school debt. The debt service calculations are provided by the Prince William County Finance Department.

STUDENT GENERATION FACTORS (SGF)

Provided by Prince William County Schools 2013 Student Census (data may exclude proffered age-restricted units).

	Single Family	Townhouse	Multifamily
Elementary	0.305	0.289	0.192
Middle	0.162	0.129	0.077
High	0.214	0.153	0.085
Total	0.681	0.572	0.353

SCHOOL COSTS

Land costs are based on public land acquisition between 2011-2013.

Standards	Elementary	Middle	High
Acres/School Site	20	40	80
Cost/Acre	\$ 132,813	\$ 132,813	\$ 132,813
Total Land Cost	\$ 2,656,260	\$ 5,312,520	\$10,625,040
Facility Cost	\$ 27,973,000	\$ 53,246,000	\$90,465,000
TOTAL COST	\$ 30,629,260	\$ 58,558,520	\$101,090,040
Student Capacity	924	1464	2053
Gross Capital Cost/Student	\$ 33,149	\$ 39,999	\$ 49,240

Cost Per Unit Type

Type	Cost/Student	Single Family		Townhouse		Multifamily	
		SGF	Cost/Unit	SGF	Cost/Unit	SGF	Cost/Unit
Elementary	\$ 33,149	0.305	\$ 10,110	0.289	\$ 9,580	0.192	\$ 6,365
Middle	\$ 39,999	0.162	\$ 6,480	0.129	\$ 5,160	0.077	\$ 3,080
High	\$ 49,240	0.214	\$ 10,537	0.153	\$ 7,534	0.085	\$ 4,185
TOTAL			\$ 27,127		\$ 22,274		\$ 13,630

STATE/FEDERAL CONTRIBUTION CALCULATION

Total capital budget for schools = \$206,126,000
 % of Capital budget used for new construction = 67.8%
 % of Capital budget used for renewal = 32.2%
 Total funds received from State for Capital = \$13,964,000

$$\$13,964,000 \times 0.678 = \$9,467,592$$

Unit Type	Gross Cost Per Unit	Less State/Federal Share of Capital Costs FY14 = 4.593%	Less Credit for Debt Service	Net Cost Per Unit
Single Family	\$ 27,127	\$ (1,267)	\$ (5,166)	\$ 20,649
Townhouse	\$ 22,274	\$ (1,048)	\$ (3,737)	\$ 17,489
Multifamily	\$ 13,630	\$ (644)	\$ (2,686)	\$ 10,300

SUGGESTED PROFFER LANGUAGE

To facilitate the subsequent review of site plans and subdivision plats, the proffer statement should be written in clear and concise language with consideration of future interpretation. Proffer language should include items that are being proffered along with when action will occur and who is involved in performance of the action.

Where possible, proffers should define objective standards of performance to avoid misinterpretation. Restatements of already existing state or local requirements should be omitted from the proffer text.

Proffers should state the timeframe within the proffered obligation will be performed. Payment of cash proffers shall be at such time as may be specified or permitted by state law. In all other cases where state law does not govern, the Applicant should provide that cash proffers shall be paid to the Town at definitive times that permit the proffer funds to timely mitigate the applicable impact.

Prince William County's most current cost of construction "index" is available to assist the applicant in determining the appropriate rate to provide for adjustment of proffered amounts to reflect the cost of improvements over time.

The Town Attorney will review proffer language. Applicants seeking assistance are encouraged to contact the Town Manager's Office.



TO: Town of Haymarket Planning Commission
SUBJECT: Sign Ordinance for Process/Discussion
DATE: 08/10/15



TO: Town of Haymarket Planning Commission
SUBJECT: Comprehensive Plan
DATE: 08/10/15



TO: Town of Haymarket Planning Commission
SUBJECT: Amendment to the Planned Land Use Map
DATE: 08/10/15



TO: Town of Haymarket Planning Commission
SUBJECT: Developments in Town
DATE: 08/10/15

An update on Town developments.



TO: Town of Haymarket Planning Commission
SUBJECT: 1 Mile Notice - John Marshall Commons
DATE: 08/10/15

The attached letter was received from a Mr. Wilbourn to Mayor Leake. Mr. Wilbourn said that inaccurate comments were made regarding the project at Public Meetings. Attached is also Chair Weir's response.

ATTACHMENTS:

- Wilbourn letter regarding JM Commons (PDF)
- JM Commons Response - Chair Weir (PDF)

Honorable Mayor David Leake,

July 22, 2015

It has come to our attention that a member of your town's Planning Commission, Robert Weir, has made several inaccurate comments regarding the John Marshall Commons project at public meetings. One of those was at an HOA meeting, for Green Hills Crossing, and the other at a Planning Commission meeting.

The comments at the HOA came after we gave our presentation of the project and our response to all questions from those in attendance and left the meeting. Mr. Weir was present when we gave our presentation but waited until we left to comment. We were not at the Planning Commission meeting, but we did review it online. While the inaccuracies are not monumental we still wish to correct the record two of them.

1. Comment: The project as designed does not meet the CEC long range plan objective.

Response: True, but incomplete. We never said it met CEC the requirement. What we said was that the only way to create a mixed use livable walkable community within the CEC designated area between Tyler Elementary and the old Gainesville Elementary School was to consider the existing M-2 and B-1 along with the A-1 properties as one development. CEC requires 25 contiguous acres for mixed

use. With the B-1 development, in the center, that requirement cannot be achieved. PWC Commissioners recognized the error in the long range plan and have offered to help expedite a solution that would allow the project to be considered up or down.

2. Comment: The applicant has not proffered sidewalk and street scape along John Marshall Highway frontage of Old Gainesville Elementary School property.

Response: Proffer two refers to the GDP and requirement to comply with it. The side walk/ bike trail and benches are shown on the GDP and on the landscape plans in several locations.

The units per acre and other minor issues are accurate as presented. We invite Mr. Weir to meet with us any time he has need for clarity or has concerns.

No one benefits by inaccurate representation of any subject.

Thank you for the opportunity to present our plan to your HOA.

Ed Wilbourn

John Marshall Commons

Dear Mr. Wilbourn:

I am in receipt of your letter dated July 22, 2015 regarding my allegedly inaccurate comments regarding the John Marshall Commons projects at a meeting of the Town of Haymarket Planning Commission and a meeting of the Greenhill Crossing HOA.

Concordance with Prince William County's requirements for the CEC designation

Although it is your position that you never stated the project comported with the requirements of the CEC designation, the record similarly indicates that there is no express mention of it not meeting those requirements. It is the responsibility of Planning Staffs and Planning Commissions of both Prince William County and the Town of Haymarket, absent a Comprehensive Plan Amendment or waiver request, to review such applications for concordance with the current zoning and long range land use designations of the parcels. My statements regarding the project not meeting the CEC designation are the position adopted by the Town of Haymarket Planning Commission as noted in a letter dated August 18, 2014 to Mayor Leake and The Haymarket Town Council (see attached), a position confirmed by the Prince William County Staff Report dated June 5, 2015.

It is also worth noting that at the June 17, 2015 meeting of the Prince William County Planning Commission it was my impression that you attempted to use the existing commercial development on John Marshall Highway in your CEC calculations. The Planning Commission clearly stated that they would not accept that as the commercial properties were pre-existing and neither owned by nor controlled by the Applicant.

Thus, my statement regarding the application's concordance with the CEC designation was and is factually accurate.

Proffered streetscape within the Town of Haymarket

As I noted at the June 17, 2015 meeting of the Prince William County Planning Commission, Town staff is unaware of a "proffer" regarding construction of a streetscape along the frontage of the Old Gainesville Elementary School. Subsequent to that meeting, I have confirmed that position with both the Town Planner and the Town Engineer. With regard to your assertion that Proffer Two refers to the GDP and a requirement to comply with it, I would note that an examination of the proffers dated May 11, 2015 reveals no such proffer. Rather, there is merely a reference at proffer four (4) that "development of the property will be in substantial conformance with the MZP, LP and DG". "Substantial conformance" has a significantly different definition from that of the word "requirement". Further, although significant details are provided in the Transportation Section of the Proffers for improvements along the Route 55 frontage in Prince William County, no such details are provided for the frontage in the Town of Haymarket that the applicant neither owns nor controls.

Moreover, as the improvements involve parcels within the Town of Haymarket and the proffers are regarding property in Prince William County, there is a question as to whether any such proffer would be enforceable, particularly given their vague nature. I would note that in a letter to the Prince William County Planning Commission dated June 16, 2015, the Town Planner noted additional concerns such as “no description in the proffer statement regarding timing, standards, access easements, etc.”

Thus, my statement regarding the application’s lack of acceptable proffers for the construction of the streetscape in the Town of Haymarket was and is factually accurate.

Other Minor Issues

It is difficult to ascertain from your text whether you are asserting that other statements were accurate or inaccurate. In order to make the record clear, I note the following:

1. In response to a question asked by a member of the Greenhill Crossing HOA, you asserted that the property had an average residential density of 6.5 du/ac. I have noted that the Prince William County Staff Report dated June 5, 2015 reflects a “residential density of approximately 9.5/du/ac” (Page B-3), nearly 50% greater than what you have asserted.
2. In response to a question asked by a member of the Greenhill Crossing HOA, you asserted that the existing daily LOS along John Marshall Highway was LOS C. I have noted that the Prince William County Staff Report dated June 5, 2015 reflects an existing daily LOS along John Marshall Highway of LOS E (Page B-13).
3. Although my comments made at any meeting of the Town of Haymarket Planning Commission are generally made in my capacity as a member of the Planning Commission, my comments made at meetings of the Greenhill Crossing HOA are made as a resident and homeowner unless stated otherwise.

Should you have any further questions or require additional information, please contact me at your earliest convenience.

Thank you,

Robert B. Weir
Chairman
Town of Haymarket Planning Commission



TO: Town of Haymarket Planning Commission
SUBJECT: 1 Mile Notice - Haymarket Crossing
DATE: 08/10/15

This development is requesting to amend the proffers approved with Rezoning.

ATTACHMENTS:

- 1 Mile Notice Haymarket Crossing (PDF)



COUNTY OF PRINCE WILLIAM

5 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-7615 Metro 631-1703 Ext. 7615 FAX (703) 792-4401
www.pwcgov.org/planning

**PLANNING
OFFICE**

Christopher M. Price, AICP
Director of Planning

7/30/2015

The attached packet is provided for review and comment from the following agencies:

- County Archaeologist (DS940)
- Historical Commission (DS940)
- Land Development Case Manager (DS940)
- Planning Case Planner
- Proffer Administrator (DS940)
- School Board (EA790)
- Town of Haymarket
- Transportation Department (DS990)
- VDOT Fairfax (MA290)
- Watershed Management (DS930)

RE: REZ2015-20010, HAYMARKET CROSSING

*** 3rd Submission ***

MAGISTERIAL DISTRICT: 20 - Gainesville

REZONING, PROFFER AMENDMENT

ONE WEEK REVIEW AND FINAL SIGN OFF ***

REQUEST: REQUEST TO AMEND THE PROFFERS APPROVED WITH REZONING #PLN2013-00291, TO DECREASE THE NUMBER OF UNITS FROM 316 TO A MAXIMUM OF 216 MULTIFAMILY DWELLINGS, RANGING IN SIZE FROM ONE TO THREE BEDROOMS, WITH ASSOCIATED AMENITIES SUCH AS A TOT LOT, COMMUNITY PAVILION AND AN OUTDOOR SEATING AREA; ZONED R-16; DESIGNATED REC

GPIN(s): 7298-64-4969

Your comments should:

- 1) address the anticipated impacts of the proposal on the goals, policies and action strategies of the 2008 Comprehensive Plan;
- 2) address the anticipated impacts of the proposal on the services of your department;
- 3) address any site specific concerns which are materially relevant to the requested land use decision; and
- 4) list minimum development standards which may conflict with the proposed development or require special consideration in the Planning Office's analysis of the proposal.

Your assigned Case Planner is **Steve Donohoe**. Please use **eReview** to submit your comments. Reviewers without eReview access should submit their comments by email to **JWarren@pwcgov.org**.

Your comments should be directed to **Jennifer Warren** and received no later than **August 06, 2015**. Your cooperation is appreciated.

RECEIVED
JUL 31 2015
TOWN OF HAYMARKET

Attachment: 1 Mile Notice Haymarket Crossing (2502 : 1 Mile Notice - Haymarket Crossing)