



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, January 7, 2019

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance - Alvey Elementary School Cub Scouts

III. Invocation - Pastor Tim MacGowan, Living Hope Evangelical Presbyterian Church

IV. Public Hearing

1. ZTA#2018-001- Funeral Home and Crematory Definition Amendments
2. SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special Use Permit

V. Deck the Door's contest winners

VI. Serve Our Willing Warriors Presentation

VII. Mayor's Volunteer of the Year Awards

VIII. Officer Down Memorial Ride Presentation

IX. Minutes' Approval

1. Mayor and Council - Work Session - Dec 3, 2018 6:00 PM
2. Mayor and Council - Regular Meeting - Dec 3, 2018 7:00 PM

X. Department Reports

1. Police Department - Chief Kevin Lands
2. Administrative Staff Report - Jerry Schiro, Business Manager

XI. Citizens' Time

XII. Agenda Items

1. SUP#2018-009, McDonald's Second Drive-Thru Lane
2. ZTA#2018-001- Funeral Home and Crematory Definitions
3. SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special Use Permit
4. Harrover Park Playground Proposal
5. Haymarket Day 2019 Event Date

XIII. Council Member Time

1. Steve Shannon
2. Connor Leake
3. Madhu Panthi
4. Susan Edwards
5. Bond Cavazos
6. Robert Day
7. David Leake

XIV. Adjournment



**NOTICE OF PUBLIC HEARING OF THE
TOWN COUNCIL
TOWN HALL - 15000 WASHINGTON STREET
TOWN OF HAYMARKET**

JANUARY 7, 2019 - 7:00 PM

Notice is hereby given that the Haymarket Town Council will conduct a Public Hearing on the following item: Application for zoning text amendment to Chapter 58 of the Town Code.

The zoning text amendment will make changes to the definitions in the Zoning Ordinance. Definitions are proposed to include Crematory and amend the existing Funeral Home definition, for the property - **14901 Washington Street, Haymarket, VA 20169.**

The public hearing for the Zoning Text amendments to Chapter 58 of the Haymarket Town Code will be held on **January 7, 2019 at 7:00 p.m.**, at Town of Haymarket Town Hall located, 15000 Washington Street, Haymarket, Virginia 20169. This location is accessible to persons with disabilities. The proposed amendments are available for review on the Town's website at www.townofhaymarket.org. The proposed ordinance amendments can also be viewed by contacting the Town Planner at (703) 753-2600, Monday through Friday from 8:00 a.m. to 4:30 p.m. If you are in need of interpreting services for the hearing and/or vision impaired, please notify the town clerk at least one week prior to the public hearing.

BY THE ORDER OF THE HAYMARKET TOWN COUNCIL

Instruction to Publisher:

Run This Notice Three Times; December 19, December 26, and January 2nd

**NOTICE OF PUBLIC HEARING
TOWN COUNCIL
TOWN HALL, 15000 WASHINGTON STREET, ST. 100
HAYMARKET VA 20169
JANUARY 7, 2019 - 7:00 P.M.**

Notice is hereby given that the Haymarket Town Council will conduct a public hearing for a Special Use Permit at 14901 Washington Street, to permit a Funeral Home by special use permit. All interested parties are encouraged to present their views at these hearings. The public hearing will be held on Monday, January 7, 2019, beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, Suite 100, Haymarket, Virginia.

All are invited to attend the Public Hearing at the time and place described above and present their views pertinent to the requested Special Use Permit. Public comments can also be mailed to 15000 Washington Street, Suite 100, Haymarket, Virginia, 20169, or submitted via email to skozlowski@townofhaymarket.org. A complete copy of the application for the Special Use Permit is available for public inspection during normal business hours at the Town Planner's Office of the Town of Haymarket immediately upon the advertising of this notice, The Public Hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Clerk of the Council at the above address or by telephone at (703) 753-2600.

BY ORDER OF THE HAYMARKET TOWN COUNCIL

Instruction to Publisher:

Run This Notice Twice; December 26 and January 2



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, December 3, 2018

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Agenda Items

1. Work Session Discussion

Mayor Leake states that tonight's meeting was originally not recorded. However, after discussing with the Council, it has been the consensus this evening to record the work sessions moving forward. He adds that the cameras are now on for the remainder of this evening's meeting.

Other items discussed concerning work sessions include time, meeting pay structure, and the value of the sessions.

2. SUP#2018-009, McDonald's SUP

Town Planner, Emily Lockhart, states that McDonald's is requesting a second drive thru. She adds that the Planning Commission has forwarded it to the Town Council with a recommendation of approval. Discussion ensues amongst the Council, Town Planner and the Engineer for McDonald's concerning the 2001 *Reciprocal Shopping Center Easement Agreement* as well as stacking and parking.

3. Bond Release - Haymarket Iceplex

Ms. Lockhart states she and the Town Engineer have looked over everything. She adds that they have completed all the work according to their site plans and are ready to come off bond. There were no questions from the Council.

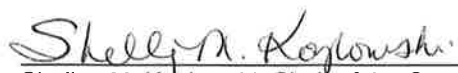
III. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Connor Leake, Councilman
AYES:	Robert Day, Connor Leake, Madhusudan Panthi, Steve Shannon
ABSENT:	Susan Edwards, Bond Cavazos

Submitted:

Approved:


Shelley M. Kozlowski, Clerk of the Council


David Leake, Mayor



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
 Haymarket, VA 20169

Monday, December 3, 2018

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

I. Call to Order

The Regular Meeting commenced outside of the Council Chambers for a special Police Presentation. Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Present (7:20 PM), Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Pledge of Allegiance - Girl Scout Troop 90064

Girl Scout Troop 90064 lead the Pledge at the evening's meeting.

III. Invocation - Pastor Ruth Anne Sawyer, Haymarket Baptist Church

Pastor Sawyer gives the evening's Invocation.

IV. Honorary Police Officer Presentation

The presentation is held on the stage in the parking lot of the Town Hall. Chief Lands swears in Town resident Ethan Dixon, age 9, as an honorary Haymarket police officer. The presentation is well received with over 2000 in attendance including police and fire departments from area municipalities as well as local metropolitan television news stations.

After the presentation, staff, Council and Mayor return to the Council Chambers to continue the remainder of the meeting.

V. Public Hearing

1. McDonald's Second Drive Thru Lane

The Mayor opens the floor for SUP#2018-009, McDonald's Special Use Permit.

Dottie Leonard, 14801 Washington Street, states that she is in favor of proposed second drive thru.

With no one else to speak, Mayor Leake closes the public hearing.

VI. Department Reports

1. Police Department Report - Chief Kevin Lands

Chief Lands reports that the department did their firearms training and recertification. He adds that they have purchased the AR15's for the vehicles and completed the training for that as well. He reports that the department also completed their taser recertification. He states that Officer Davis conducted a women's self defense class. All of the proceeds will be used for the AEDs. He concludes his report recognizing Officer O'Neal and his wife for preparing Thanksgiving dinner for the officers on duty within his department and western Prince William.

2. Administrative Staff Report - Jerry Schiro, Business Manager

Business Manager, Jerry Schiro thanks the Town Staff for their work with the Christmas and Holiday Event. He states that in the packet are the reports from the Treasurer, Planner and Engineer. He reports that the Veteran Banner project and ornament sales have both been very well received in the community. He concludes his report stating that the Clerk arranged for the Dominion Woman's Club to decorate the Council Chambers, a Holiday newsletter was recently

Minutes Acceptance: Minutes of Dec 3, 2018 7:00 PM (Minutes' Approval)

mailed out to the area businesses and residents and Fall/Winter event folders were distributed to the local businesses.

VII. Minutes Approval

1. Mayor and Council - Work Session - Nov 5, 2018 6:00 PM
2. Mayor and Council - Regular Meeting - Nov 5, 2018 7:00 PM

Councilman Leake makes a motion *to accept the minutes from the work session and regular meeting from November 5, 2018*. Councilman Shannon seconds the motion.

There is no discussion on the motion.

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

VIII. Citizens' Time

Ashley Gray, 6601 Jefferson Street, Ash Salon, addresses the Council. She states that she opened her business in Haymarket a year ago and now needs to expand. She shares her concerns with working with Prince William County for her building permits and would like to see the permitting services brought back to the Town.

Dottie Leonard, 14801 Washington Street, states that she is speaking on behalf of the *Citizens for the Betterment and Harmony of Haymarket and western Prince William County*. She agrees with Ashley Gray and would like to see the building permitting services brought back to the Town.

With no one else to speak, the Mayor closes Citizens' Time.

IX. Action Items

1. Work Session Discussion

Mayor Leake reiterates what was discussed in the evening's work session. He concludes that it was the consensus of the Council that were present at the work session to record work sessions moving forward, to continue work sessions at 6 pm and not to be paid for both meetings.

Discussion ensues on how the work sessions are being utilized, concerns with additions to the work session agendas, transparency, as well as if they should be held every month.

2. Bond Release - Haymarket Iceplex

Councilman Shannon moves *to release the performance bond for the Haymarket Iceplex*. Councilman Leake seconds the motion.

There is no discussion on the motion.

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

3. SUP#2018-009 McDonald's Special Use Permit

Town Planner, Ms. Lockhart, states that McDonald's is proposing a second drive thru lane. She adds that she has some concerns with parking and traffic flow around the site.

The Council discuss the issue of patrons not being able to back out or enter into certain parking spaces at the restaurant. Other discussions include perhaps looking at relocating parking spaces and re-routing the cars around the building as well as possibly altering the entrance/exit.

The Mayor and Council decide to continue Special Use Permit #2018-009 until the next regularly scheduled Town Council meeting.

X. Updates

1. Planning Commission

Councilman Shannon reports that at the last meeting the agenda items included a Zoning Text Amendment for a crematorium and funeral home and Madison Street home remodeling.

2. Architectural Review Board

Councilwoman Cavazos reports that the Architectural Review Board meeting was held on November 13th. She states that the Crossroads Village Center application was approved. Also approved was the QBE application for an outdoor patio roof and an outdoor patio with brick pavers to match the exterior of their building. She adds that the sign plan for the McDonald's additional drive thru, the Madison Street exterior renovations and a deck on Track Court were all approved. She further adds that the Board voted to give the Zoning Administrator the authority to approve applications for small items such as decks and patios that are out of sight from public view and have HOA approval if applicable. Councilwoman Cavazos concludes her update stating that during the future budget meetings the Council needs to make sure that money is appropriated back to the ARB for the Town of Haymarket signs.

XI. Council Member Time

1. Steve Shannon

Councilman Shannon reiterates what a great team we have both with the police department and town staff. He adds that on Bleight Drive there will be a 25 mph speed limit sign posted soon and tomorrow morning there will be some VDOT representatives to discuss the turn lane and re-striping.

2. Connor Leake

Councilman Leake expresses his condolences to the Edwards family from Winchester and the Bush family over the recent passing of our 41st U.S. President, George H.W. Bush. Encourages those to help out Ethan Dixon's family in other ways including the *Sweet Julia Grace Foundation*. Thanks staff for the successful Christmas and Holiday Event and to the O'Neal family for preparing Thanksgiving dinner for the police officers on the western district of the county. He concludes that he would like to add to the next work session agenda a discussion of possibly a building official for the town. Wishes everyone a Happy Hanukah and Merry Christmas.

3. Madhu Panthi

Councilman Panthi has no comments.

4. Susan Edwards

Vice Mayor Edwards briefs the listening audience and Council on the history of Haymarket. She begins including the Charter of the Town in 1799 on the land of William Skinker. She adds that Haymarket was the site for the district courthouse to service the counties of Prince William, Fairfax and Loudoun. The courthouse was deeded to St. Paul's Episcopal church in 1830. She adds that during the Civil War federal troops invaded the town and set the entire town ablaze with the exception of St. Paul's and 3 small houses. In 1871 the town began to rebuild and these buildings along with those that remained became monuments and symbols of resiliency to the residence of Haymarket. She continues with the history of the town and shares her disappointment with the terrible disrepair of some of the town's historic buildings and the recent "demolitions by neglect". She states the Architectural Review Board was established to maintain our historic overlay and have painstakingly taking on the job with many challenges but also great success. Some of those successes include the properties the town own, the Hullfish House, Old Post Office building and the Museum. The others include the McCormick home, St. Paul's, the Carried to Full Term house, Haymarket Baptist Church, The Red House Ordinary, Exit Realty, the Old Bank Building, the former Tyler Elementary school and Pace West school as well as the Cookies and Cream structure. She further adds that these buildings hold within them the story of our town. She notes that in June, Haymarket participated in the Prince William County Historic walking tour program and stood out among the other towns because of the preservation of so many of the structures that are contributing resources to the history and growth of our town. Vice Mayor Edwards concludes her council member time stating that if we continue to allow property owners to demolish these buildings, we are slowly erasing those things that have sustained this town for hundreds of years. She urges all to respect where this

town has come from and the previous residents who fought so hard to create and maintain this wonderful town.

5. Bond Cavazos

Councilwoman Cavazos shares concerns with the banter during the Police Chief's department report. She adds that this could appear disrespectful and should remain professional. She concludes that she would like to look at possibly giving the town staff a raise at the appropriate time. She thanks the staff for such a wonderful Christmas and Holiday event.

6. Robert Day

Councilman Day has no comments.

7. David Leake

Mayor Leake thanks the town staff and police department for their professionalism and all that they do.

XII. Closed Session

1. Enter into Closed Session

The Town Attorney reads the following motion: *To enter into closed session pursuant to VA Code 2.2 3711 A(1) and A(8), A(1) specifically to deal with the performance evaluations of direct reports of the Town Council and A(8) consultation with legal counsel regarding a matter of potential litigation.*

There is no discussion on the motion.

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

2. Certification of Closed Session

Town Attorney, Martin Crim, notes that he would like to correct something he said in the motion to enter into closed session. He stated "potential litigation" but meant to say "we have an exposure to liability".

The Town Attorney reads the following motion: *That to each member's knowledge only those matters lawfully exempted from open meeting discussion under the provisions of the Virginia Freedom of Information Act and only those items identified in the motion preceding the closed session were heard and considered by the Council during that closed session.*

There is no discussion on the motion.

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

3. Motion

Mayor Leake states that there is a motion that has come out of closed session.

The Town Attorney reads the motion: *That the Council approve salary increases for the Planner, Clerk and Treasurer as discussed in closed session.*

There is no discussion on the motion.

Minutes Acceptance: Minutes of Dec 3, 2018 7:00 PM (Minutes' Approval)

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

XIII. Adjournment

1. Motion to Adjourn


RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Vice Mayor
SECONDER:	Steve Shannon, Councilman
AYES:	Edwards, Day, Leake, Panthi, Cavazos, Shannon

Submitted:

Approved:



 Shelley M. Kozlowski, Clerk of the Council



 David Leake, Mayor

Minutes Acceptance: Minutes of Dec 3, 2018 7:00 PM (Minutes' Approval)



**HAYMARKET POLICE
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members
 From: Chief Lands
 Date: 12-18-2018
 Subject: Monthly Report for December 2018

Felony Arrests	4	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	13	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1285	Various
Out of Town Calls for Service	23	Various
Traffic Summons	28	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	216	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	5	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	521	All Town Businesses

Points of Interest:

Ethan's Swearing In
 Assisted Sweet Julia Grace Foundation
 Patrol Christmas Dinner
 New Year's Eve



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

JERRY M. SCHIRO
BUSINESS MANAGER

SHELLEY M. KOZLOWSKI
TOWN CLERK
OFFICE MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

BUSINESS MANAGER'S REPORT

Month of December 2017

Regular Council Meeting – January 07, 2019

Administration

All staff attended and assisted with the Christmas /Holiday event on Saturday, December 1, the Council work session and the regular meeting on December 3rd.

The Clerk completed minutes for the Planning Commission and ARB work session and regular meetings as well as the December Town Council Meetings. She attended the Planning Commission work session meeting. The Administrative Assistant and Clerk designed and ordered Town holiday cards. The Clerk attended Haymarket Gainesville Business Association meeting. She worked on Veteran Banner and Ornament orders, recorded and distributed the resident's tax forms as received by the Town Office. She followed up on missed trash complaints from a resident on Jefferson Street. She arranged to have the carpet cleaned in the Council meeting room and Administrative offices. The foot traffic from Christmas event took a toll on the carpet.

Staff reorganized the various Board minutes and set up files for 2019. They are now in uniform binders located in the Council room. They also assembled a new bookshelf to house the files.

The Administrative Assistant set up alerts, news and public notices for email contact on the website. Residents interested in receiving this information can provide their emails to the list.

To date 40 Veteran Banners have been sold. We sold out of the Christmas Ornaments and received requests for more.

The Town's Christmas/Holiday Event received 25,000 views on Facebook. Staff is exploring additional avenues to establish regular contact with the Town Residents and Business.

Staff attended a Christmas event debriefing with the Events Committee.

Planning/Zoning

The Town Planner prepared a Citizens Survey for Planning Commission to use as they begin work on the Comprehensive Plan update. She staffed the Planning Commission and Architectural Review Board work sessions. The Planner prepared the staff packet for the demolition requests that were the subject of the ARB work session. She also prepared staff reports for the funeral home and crematory Special Use Permit applications.

The Planner and Town Engineer began their review for the first round of comments for the Cross Roads Village project.

The Zoning Administrator she issued a Zoning Approval Letter for a potential new wine tasting room in Town. She also is reviewing a request from Fosters for a second front entrance sign on the building.

The Business Manager and the Town Planner met with the Town Engineer to discuss comments on the Jefferson Street Sidewalk project, comments will be sent to Rinker. Requests for bids are scheduled to be advertised later this month.

Non-planning activities included hand writing thank you notes for the Christmas Event Sponsors. She also finalized a park playground proposal to present to Planning Commission. That proposal will be before the Council at this meeting.

Finance

The Treasurer is processing the remaining real property tax payments and sending late notices to those not yet paid. The Business Manager and the Treasurer met with representatives from Sona Bank to discuss setting up an asset forfeiture account for the PD and reviewed the other account options available for the Town. The institution is offering some very competitive rates on accounts we use on a regular basis. The Treasurer met with the Fauquier Bank manager and had services fees removed from the remaining accounts in that bank. Those accounts are being closed out.

The Treasurer is building a project tracking spreadsheet to insure all review fees are being billed back for development applications. He is also preparing for a mid-year budget report and implemented salary adjustments effective January 1, 2019. He assisted the PD with setting up compensation for an officer while recuperating from a work-related injury.

The Treasurer prepared the weekly accounts payables and payroll for review by the Business Manager and checks for review and signatures from the Mayor.

The Treasurer worked with the Business Manager and Town Planner to prepare bond releases for Alexander's Keep and the Iceplex project.

Public Works

The fire extinguishers in all Town Buildings were inspected and replaced as necessary. This was part of the yearly inspection program.

The colder weather caused an increase in rodent sightings in the Museum and the rental buildings. Our extermination contractor serviced all the buildings.

The work force from the Prince William-Manassas Adult Detention Center is looking for a winter project. This is the group that did the work in the Community Park this past summer. There would be no charge for the labor other than possibly buying crew a couple of pizzas. I suggested we look at repairing the interior of the Harrover House. The crew looked at the building and we are scheduling the work for this month. I am working to get the furnace operational. Apparently when the Food Pantry moved out of the space the gas service was in their name. Subsequent to having the service discontinued, someone turned the gas back on at the meter without authorization from Columbia Gas. The company started an investigation and it is still open. We are working with their representative to get the investigation closed and have the service reinstated. The work on the interior will require heat for the repair work. We hope to start the work in early January 2019. Materials estimates will be prepared for review.

The Town Engineer's contract is being amended requiring more detailed hourly billing for the work. This will assist staff in assigning the cost to specific projects. The firm also now has a certified Erosion and Sedimentation Inspector. I have asked for a proposal to include this service under the comprehensive service proposal.

Town Planner							
Task List December 2018							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Agape Beauty	Old Bank Building, 2nd Story	Emily	November	Approval		12/19/2018	Sign was approved at the December Meeting, with the option for the applicant to work with the Zoning Administrator to enlarge the sign size within the allotted code requirements.
Swirlies	Behind Sheetz	Emily	November	Approval		12/19/2018	Applicant applied for new signage, as well as new outdoors accessories for the ice cream shop.
A Dog's Day Out	6680 Fayette Street	Emily	November	Approval		12/19/2018	Sign was approved at the December Meeting, ARB approved for the applicant to use the franchise logo do with the full details and colors.
Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2018		Applicant has requested a work session with the ARB in December. In addition, the applicant has requested the ARB defers the application for review in January when the property owner can be present. Held a work session with the ARB and the applicant to discuss the demolition permits. The ARB has stated their interest retaining several historic structures on the property.
ARB Work Session		Emily		Research			ARB held a work session on December 5th with the Town Attorney regarding Robert's Rules and a work session on December 11th to discuss the Demolition Permits for the 7 structures across the street on the Smith Property.
Board of Zoning Appeals							
No Activity for December 2018							
Planning Commission							
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017				Applicant's received the building permits. UPDATE: Contractors are working inside building, with hopes of opening in 2/2019
ZTA: Crematory Definition	Zoning Ordinance	Emily	October	Town Council Public Hearing			Planning Commission held a Public Hearing on October 29th and requested additional information from the Town Planner in regards to performance standards for crematories. At the November 19th meeting the Planning Commission forwarded the ZTA application to the Town Council with a recommendation for approval. The Planning Commission altered the definition prior to recommendation. Town Planner will submit public notices for the application in preparation for a January Hearing.
SUP: Funeral Home	14901 Washington Street	Emily	August	Town Council Public Hearing			Planning Commission held a Public Hearing on December 17, 2018 and after thorough discussion the Planning Commission forwarded the SUP application to the Town Council for January's meeting.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18		Comments have been sent to the applicants for the first round of review
Planning Commission	Harrover Park	Emily					Working with the Planning Commissioners to get feedback and comments on the Comprehensive Plan and the priorities for the update. Worked with the Planning Commission to set a priority list for the Park. Trash Cans and a Bike Rack have been installed. Planning Commission will give the final okay on the Park Playground Plan so that the Town Planner can present the plan to the Town Council for funding approval in January.
Prince William County (1 Mile Review)							

Attachment: December Report for Council, 1-7-2019 Planner (3888) : Administrative Staff Report - Jerry

No Activity for PWC 1 Mile Review December

Staff				
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	Plats have been recorded, Applicant has submitted their site plan. Engineer and Planner working on processing the plan, Site Plan will go before the Planning Commission in January 2019
the ARTS at the Haymarket Museum		Emily		Artists will occupy the space in January for workshops
Christmas and Holiday Event				Held Christmas and Holiday Event Debrief on 12/19/2018
Zoning Violations				
Blight Ordinance	Payne Lane	Emily Lockhart	2/21/2018	Working with an interested party to answer questions and check zoning options. 7 Demolition Permits have been submitted to the Town
Blight Ordinance	14881 & 14891 Washington Street	Emily Lockhart		Met with a current tenant on the property to discuss some of the maintenance issues pertaining to her business/portion of the property. Notified the tenant of my intent to address the issues in a friendly manner and my intent to contact the property owner regarding the status of the properties. Following back up with the tenant to discuss the repairs. UPDATE: Located a new form of contact information, will be sending out violation letters
Blight Ordinance	14941 Washington Street	Emily Lockhart		Property was publicly noticed and violation letters mailed. Will be following up on next course of action for Blight Ordinance

Attachment: December Report for Council, 1-7-2019 Planner (3888) : Administrative Staff Report - Jerry

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Crossroads Village	Katie/Emily	10/18/2018	12/21/2018	Applicant			-Plan submitted for review. Engineering review comments provided to Town Planner 12/21 -Outside agency coordination required (fire marshall approval received)
Pedestrian Improvements Project	Katie	7/14/2014	12/21/2018	RDA/Town/VDOT			-Phone call with VDOT 12/i6 to discuss advertisement and construction process. Waiting on inspector contact info from VDOT. -RDA addressed VDOT comments on IFB documents 12/21/18. VDOT review expected to be complete 1/4/19. -Package to be advertised by Town upon VDOT approval of IFB documents. Advertisement should be 30 days.
QBE Final Site Plan	Emily	1/20/2017	11/12/2018	Applicant			-Site Plan amendment submitted 10/25/18 -Comments provided 11/12/18 -Site Plan amendment bonds to be provided prior to construction

Attachment: Dec Engineer's Reports_KMM 2 (3888 : Administrative Staff Report - Jerry Schiro, Business

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	10/29/2018	Applicant			-Engineeruing plan review comments provided to Town Planner 10/29 -Outside agency coordination required

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
Haymarket Iceplex As-built	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request
Dog's Day Out Final Site Plan	Emily	12/13/2016	6/12/2018	N/A			-Applicant provided revised sheet per PWC Building Official comments -Project is under construction. Ongoing E&S inspection coordination
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/11/2018	RDA			-RDA preparing to resubmit



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
December 3, 2018

Highlights:

- The financials attached are as of November 30st 2018
- As of November 30st, 2018, we are at 43.3% mark of our budgeted Revenues and 37.5% of our budgeted Expenditures.
- The Auditors were onsite the week of November 19th to November 20th 2018, I assisted with any questions or documents they requested.
- Assisted Mortgage lenders with Real Estate information requested for Town parcels.
- Continue working with the Auditors for any documents they may still need to complete the annual audit.

Town of Haymarket
Statement of Net Position
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,404,421.09
11000 · CD's & Money Market Funds	3,946.15
11010 · Virginia Investment Pool	307,346.71
Total Checking/Savings	1,715,713.95
Accounts Receivable	
12000 · Accounts Receivable	180,369.24
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	184,299.72
Other Current Assets	
11499 · Undeposited Funds	224,703.18
12012 · Local Accounts Receivable-Other	81,906.19
12025 · Due from Prince William County	32,896.75
12030 · Due from Commonwealth	20,051.79
12040 · Due from Federal Government	1,994.46
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	257,776.73
Total Current Assets	2,157,790.40
Fixed Assets	
12500 · General Property	4,455,923.20
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,857,867.23
Other Assets	
19100 · Deferred Outflow - Pension Cont	63,045.77
Total Other Assets	63,045.77
TOTAL ASSETS	8,078,703.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	26,966.43
Total Accounts Payable	26,966.43
Credit Cards	
20040 · Town Credit Card	-1,600.77
Total Credit Cards	-1,600.77
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	54.40
21000 · Payroll Liabilities	5,838.87
22000 · Security Deposits	10,030.92
22010 · Escrow Deposits	326,604.04
Total Other Current Liabilities	352,528.23
Total Current Liabilities	377,893.89

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

Town of Haymarket
Statement of Net Position
As of November 30, 2018

	Nov 30, 18
Long Term Liabilities	
20080 · Accrued Interest Payable	11,345.59
23000 · Accrued Leave	21,263.02
25000 · General Obligation Bonds	1,068,200.00
25010 · Captial Leases Payable	120,947.21
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
	1,320,257.82
Total Long Term Liabilities	1,320,257.82
Total Liabilities	1,698,151.71
Equity	
34110 · Net OPEB Activity Offset	-57,000.00
34000 · Net Pension Activity Offset	21,543.77
30000 · Unrestricted Net Assets	1,619,030.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,857,867.23
33000 · Amt Long Term Obligations	-1,221,755.82
Net Income	154,866.20
	6,380,551.69
Total Equity	6,380,551.69
TOTAL LIABILITIES & EQUITY	8,078,703.40

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2018

	Nov 18
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
Real Estate - Current	-79.72
Interest - All Property Taxes	0.02
Penalties - All Property Taxes	0.11
Total 3110 · GENERAL PROPERTY TAXES	-79.59
3120 · OTHER LOCAL TAXES	
Business License Tax	105.00
Cigarette Tax	13,005.00
Consumer Utility Tax	12,622.06
Meals Tax - Current	65,792.00
Sales Tax Receipts	10,949.13
Penalties (Non-Property)	154.88
Total 3120 · OTHER LOCAL TAXES	102,628.07
3130 · PERMITS,FEES & LICENESES	
Application Fees	225.00
Inspection Fees	2,550.00
Motor Vehicle Licenses	90.00
Other Planning & Permits	4,492.63
Total 3130 · PERMITS,FEES & LICENESES	7,357.63
3150 · REVENUE - USE OF MONEY	
Earnings on VACO/VML Investment	931.75
Interest on Bank Deposit	750.85
Interest on Bank Deposits	19.12
Total 3150 · REVENUE - USE OF MONEY	1,701.72
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,206.85
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,687.00
315160 · The Very Thing For Her	2,810.00
Total 3151 · RENTAL (USE OF PROPERTY)	9,683.68
3160 · CHARGES FOR SERVICES	
Public Safety	
Donation/Grants	720.00
Total Public Safety	720.00
Total 3160 · CHARGES FOR SERVICES	720.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	3,355.60
Total 3165 · REVENUE - TOWN EVENTS	3,355.60
3180 · MISCELLANEOUS	
Citations & Accident Reports	125.00
Vetern Banners	-108.00
Miscellaneous	30.00
Total 3180 · MISCELLANEOUS	47.00
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	471.15
Communications Tax	9,204.00
Total 32 · REVENUE FROM COMMONWEALTH	9,675.15

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2018

	Nov 18
33 · REVENUE FROM FEDERAL GOVERNMENT	
DMV Transp Safety Grant	1,159.03
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	1,159.03
Total Income	136,248.29
Gross Profit	136,248.29
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
FICA/Medicare	118.57
Salaries & Wages - Regular	1,950.00
Total 11100 · TOWN COUNCIL	2,068.57
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	16,487.57
Salaries/Wages - Part Time	6,345.00
FICA/Medicare	1,840.46
VRS	1,578.21
Health Insurance	3,213.60
Life Insurance	204.14
Disability Insurance	126.43
Unemployment Insurance	393.23
Accounting Services	1,673.04
Cigarette Tax Administration	413.38
Printing & Binding	629.70
Advertising	144.50
Computer, Internet & Website Svc	1,861.19
Meals & Lodging	390.14
Books, Dues & Subscriptions	1,309.60
Office Supplies	671.45
Total 12110 · TOWN ADMINISTRATION	37,281.64
12210 · LEGAL SERVICES	
Legal Services	6,653.66
Total 12210 · LEGAL SERVICES	6,653.66
Total 01 · ADMINISTRATION	46,003.87
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	31,245.21
Salaries & Wages - OT Regular	0.00
Salaries & Wages - OT Premium	3,020.99
Salaries & Wages - Holiday Pay	1,250.00
Salaries & Wages - Part Time	1,520.00
Salary & Wages - DMV Grant	108.18
FICA/MEDICARE	2,612.33
VRS	3,217.25
Health Insurance	5,644.26
Life Insurance	429.28
Disability Insurance	195.88
Legal Services	1,572.69
Computer, Internet & Website	245.23
Telecommunications	863.92
Convention & Edu. (Training)	120.87
Annual Dues & Subscriptions	4,662.00
Office Supplies	204.97

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2018

	Nov 18
Vehicle Fuels	3,359.04
Vehicle Maintenance/Supplies	681.93
Uniforms & Police Supplies	977.93
Community Events	87.88
Capital Outlay-Machinery/Equip	5,517.00
Total 31100 · POLICE DEPARTMENT	67,536.84
34100 · BUILDING OFFICIAL	
Erosion & Sedimentation Ins.	1,200.00
Total 34100 · BUILDING OFFICIAL	1,200.00
Total 03 · PUBLIC SAFETY	68,736.84
04 · PUBLIC WORKS	
Town Public Works	435.67
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,220.98
Total 43200 · REFUSE COLLECTION	6,220.98
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	1,025.00
Maint Svc Contract-Pest Control	220.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	470.00
Electric/Gas Services	870.50
Electrical Services-Streetlight	464.18
Water & Sewer Services	171.03
Total 43100 · MAINT OF 15000 Wash St./Grounds	5,295.71
Total 04 · PUBLIC WORKS	11,952.36
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
Grounds Maintenance/Repairs	140.67
Total 70000 · HAYMARKET COMMUNITY PARK	140.67
71110 · EVENTS	
Advertising - Events	2,890.11
Contractual Services	6,706.71
Total 71110 · EVENTS	9,596.82
72200 · MUSEUM	
Telecommunications	219.54
Total 72200 · MUSEUM	219.54
Total 07 · PARKS, REC & CULTURAL	9,957.03
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	570.00
FICA/Medicare	29.83
Consultants - Engineer	4,400.00
81100 · PLANNING COMMISSION - Other	0.00
Total 81100 · PLANNING COMMISSION	4,999.83
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	195.00
FICA/Medicare	43.98
Total 81110 · ARCHITECTURAL REVIEW BOARD	238.98
Total 08 · COMMUNITY DEVELOPMENT	5,238.81

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2018

	<u>Nov 18</u>
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.01
Total EMPLOYEE BENEFITS	0.01
Staff Wages & Benefits	
Salaries & Wages	0.00
Total Staff Wages & Benefits	0.00
Total 94105 · PERSONNEL	0.01
Total Expense	141,888.92
Net Ordinary Income	-5,640.63
Net Income	<u><u>-5,640.63</u></u>

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

01/02/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through November 2018

Ordinary Income/Expense	Jul - Nov 18	Budget	% of Budget
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	362,220.57	367,666.00	98.5%
Public Service Corp RE Tax	11,778.30	11,274.00	104.5%
Interest - All Property Taxes	0.02	0.00	100.0%
Penalties - All Property Taxes	-17.47	1,000.00	-1.7%
Total 3110 · GENERAL PROPERTY TAXES	373,981.42	379,940.00	98.4%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,729.70	180,000.00	2.1%
Cigarette Tax	67,515.00	135,000.00	50.0%
Consumer Utility Tax	64,749.68	150,000.00	43.2%
Meals Tax - Current	303,533.22	650,000.00	46.7%
Sales Tax Receipts	62,720.33	155,000.00	40.5%
Penalties (Non-Property)	527.22	0.00	100.0%
Interest (Non-Property)	18.43	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	502,793.58	1,288,000.00	39.0%
3130 · PERMITS,FEES & LICENESES			
Application Fees	4,275.00	2,700.00	158.3%
Inspection Fees	5,040.00	10,000.00	50.4%
Motor Vehicle Licenses	392.00	1,900.00	20.6%
Other Planning & Permits	10,442.63	25,000.00	41.8%
Total 3130 · PERMITS,FEES & LICENESES	20,149.63	39,600.00	50.9%
3140 · FINES & FORFEITURES			
Fines	15,751.19	65,000.00	24.2%
Total 3140 · FINES & FORFEITURES	15,751.19	65,000.00	24.2%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	2,251.85	0.00	100.0%
Interest on Bank Deposit	2,171.39	8,000.00	27.1%
Interest on Bank Deposits	4,751.61	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	9,174.85	8,000.00	114.7%
3151 · RENTAL (USE OF PROPERTY)			
	58,889.66	136,957.00	43.0%
3160 · CHARGES FOR SERVICES			
FOIA Receipts	120.00		
Public Safety			
Donation/Grants	3,502.00	5,000.00	70.0%
Public Safety - Other	125.00	0.00	100.0%
Total Public Safety	3,627.00	5,000.00	72.5%
Total 3160 · CHARGES FOR SERVICES	3,747.00	5,000.00	74.9%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	67,630.60	70,000.00	96.6%
Total 3165 · REVENUE - TOWN EVENTS	67,630.60	70,000.00	96.6%
3170 · HISTORICAL FUND			
Historical Fund	21,230.02		
Total 3170 · HISTORICAL FUND	21,230.02		

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

01/02/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through November 2018

	Jul - Nov 18	Budget	% of Budget
3180 · MISCELLANEOUS			
Citations & Accident Reports	260.00	1,000.00	26.0%
Veteran Banners	1,149.00		
Miscellaneous	60.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	1,469.00	1,000.00	146.9%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	7,591.00	28,000.00	27.1%
Car Rental Reimbursement	3,235.76	5,500.00	58.8%
Communications Tax	36,909.64	117,000.00	31.5%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
Railroad Rolling Stock	1,333.31	1,500.00	88.9%
Total 32 · REVENUE FROM COMMONWEALTH	67,696.68	171,627.00	39.4%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	3,153.49	13,000.00	24.3%
CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	3,153.49	228,700.00	1.4%
35 · Reserve Funds For CIP	0.00	250,000.00	0.0%
Total Income	1,145,667.12	2,643,824.00	43.3%
Gross Profit	1,145,667.12	2,643,824.00	43.3%
Expense			
99999 · Uncategorized	90.00		
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	2,352.46	5,000.00	47.0%
FICA/Medicare	549.27	2,000.00	27.5%
Meals and Lodging	1,015.37	1,500.00	67.7%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	8,500.00	32,100.00	26.5%
Total 11100 · TOWN COUNCIL	12,417.10	41,350.00	30.0%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	94,752.93	241,800.00	39.2%
Salaries/Wages - Part Time	31,041.00	70,200.00	44.2%
FICA/Medicare	9,382.97	20,000.00	46.9%
VRS	7,294.37	37,000.00	19.7%
Health Insurance	18,724.04	50,000.00	37.4%
Life Insurance	1,058.36	4,000.00	26.5%
Disability Insurance	670.79	2,900.00	23.1%
Unemployment Insurance	1,102.19	2,000.00	55.1%
Worker's Compensation	200.00	300.00	66.7%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	3,811.03	8,000.00	47.6%

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

01/02/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through November 2018

	Jul - Nov 18	Budget	% of Budget
Cigarette Tax Administration	2,100.20	5,500.00	38.2%
Printing & Binding	3,043.26	13,000.00	23.4%
Advertising	1,074.50	12,000.00	9.0%
Computer, Internet & Website Svc	10,284.05	23,650.00	43.5%
Postage	1,126.98	4,000.00	28.2%
Telecommunications	222.03	6,000.00	3.7%
Mileage Allowance	33.25	2,500.00	1.3%
Meals & Lodging	729.34	6,000.00	12.2%
Convention & Education	1,160.05	8,000.00	14.5%
Discretionary Fund	0.00	1,000.00	0.0%
Books, Dues & Subscriptions	7,252.42	15,000.00	48.3%
Office Supplies	2,448.11	4,000.00	61.2%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	212,211.87	559,850.00	37.9%
12210 · LEGAL SERVICES			
Legal Services	22,855.68	73,000.00	31.3%
Total 12210 · LEGAL SERVICES	22,855.68	73,000.00	31.3%
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	247,484.65	690,700.00	35.8%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	154,830.55	355,347.00	43.6%
Salaries & Wages - OT Regular	2,659.78	14,000.00	19.0%
Salaries & Wages - OT Premium	11,062.54	20,000.00	55.3%
Salaries & Wages - Holiday Pay	4,673.04	10,000.00	46.7%
Salaries & Wages - Part Time	7,800.00	14,000.00	55.7%
Salary & Wages - DMV Grant	813.17		
FICA/MEDICARE	13,458.60	27,923.00	48.2%
VRS	13,579.92	39,457.00	34.4%
Health Insurance	25,048.62	56,057.00	44.7%
Life Insurance	1,871.68	4,344.00	43.1%
Disability Insurance	899.62	1,195.00	75.3%
Unemployment Insurance	0.00	2,178.00	0.0%
Workers' Compensation Insurance	7,360.00	6,813.00	108.0%
Line of Duty Act Insurance	0.00	1,304.00	0.0%
Legal Services	5,202.05	12,000.00	43.4%
Advertising	27.40		
Computer, Internet & Website	11,323.70	14,000.00	80.9%
Postage	22.10	300.00	7.4%
Telecommunications	3,442.19	10,350.00	33.3%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-32.74		
Convention & Edu. (Training)	2,579.66	3,500.00	73.7%
Misc - Discretionary Fund	0.00	500.00	0.0%
Annual Dues & Subscriptions	9,678.50	7,524.00	128.6%
Office Supplies	3,425.82	3,500.00	97.9%
Vehicle Fuels	8,350.13	16,000.00	52.2%
Vehicle Maintenance/Supplies	4,385.37	8,000.00	54.8%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	27,015.97	22,300.00	121.1%
Community Events	4,407.97	5,000.00	88.2%
Grant Expenditures	0.00	13,000.00	0.0%
Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%
Capital Outlay-Machinery/Equip	21,313.19	31,592.00	67.5%
Total 31100 · POLICE DEPARTMENT	349,452.88	720,184.00	48.5%

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01/02/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through November 2018

	Jul - Nov 18	Budget	% of Budget
34100 · BUILDING OFFICIAL			
Erosion & Sedimentation Ins.	5,250.00	40,000.00	13.1%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
Total 34100 · BUILDING OFFICIAL	5,250.00	50,000.00	10.5%
Total 03 · PUBLIC SAFETY	354,702.88	770,184.00	46.1%
04 · PUBLIC WORKS			
Town Public Works	17,109.66	70,426.00	24.3%
43200 · REFUSE COLLECTION			
Trash Removal Contract	37,530.18	78,000.00	48.1%
Total 43200 · REFUSE COLLECTION	37,530.18	78,000.00	48.1%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	19,895.31	55,000.00	36.2%
Maint Svc Contract-Pest Control	595.00	2,000.00	29.8%
Maint Svc Contract-Landscaping	10,375.00	35,000.00	29.6%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	1,770.00	2,000.00	88.5%
Electric/Gas Services	6,099.90	15,000.00	40.7%
Electrical Services-Streetlight	1,873.06	5,500.00	34.1%
Water & Sewer Services	879.42	2,000.00	44.0%
Janitorial Supplies	720.65	1,000.00	72.1%
Real Estate Taxes	1,115.91	4,000.00	27.9%
Total 43100 · MAINT OF 15000 Wash St./Grounds	43,324.25	128,500.00	33.7%
Total 04 · PUBLIC WORKS	97,964.09	276,926.00	35.4%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
Grounds Maintenance/Repairs	4,914.33	68,000.00	7.2%
Total 70000 · HAYMARKET COMMUNITY PARK	4,914.33	68,000.00	7.2%
71110 · EVENTS			
Advertising - Events	9,696.49	0.00	100.0%
Contractual Services	47,331.59	70,000.00	67.6%
71110 · EVENTS - Other	130.38	0.00	100.0%
Total 71110 · EVENTS	57,158.46	70,000.00	81.7%
72200 · MUSEUM			
Advertising	0.00	750.00	0.0%
Telecommunications	1,074.01	2,200.00	48.8%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	0.00	1,700.00	0.0%
Total 72200 · MUSEUM	1,074.01	5,150.00	20.9%
Total 07 · PARKS, REC & CULTURAL	63,146.80	143,150.00	44.1%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	2,010.00	5,000.00	40.2%
FICA/Medicare	158.35	500.00	31.7%
Consultants - Engineer	15,708.67	50,000.00	31.4%
Consultants - Comp Plan	0.00	40,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Total 81100 · PLANNING COMMISSION	17,877.02	98,750.00	18.1%

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

01/02/19

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through November 2018

	Jul - Nov 18	Budget	% of Budget
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	1,350.00	4,000.00	33.8%
FICA/Medicare	159.88	850.00	18.8%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,509.88	5,850.00	25.8%
81111 · Board Of Zoning Appeals			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
Salaries & Wages - Regular	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	19,386.90	106,773.00	18.2%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond - Prin	169,499.91	186,440.00	90.9%
Total 95100 · DEBT SERVICE	169,499.91	186,440.00	90.9%
Total 09 · NON-DEPARTMENTAL	169,499.91	186,440.00	90.9%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	7,100.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	10,040.00		
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	0.00	208,600.00	0.0%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	10,040.00	208,600.00	4.8%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	28,485.69	203,951.00	14.0%
Total 94106 · TOWN CENTER MASTER PLAN	28,485.69	203,951.00	14.0%
94107 · BLIGHT MITIGATION			
Building Official/Engr.	0.00	50,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	50,000.00	0.0%
Total Expense	990,800.92	2,643,824.00	37.5%
Net Ordinary Income	154,866.20	0.00	100.0%
Net Income	154,866.20	0.00	100.0%

Attachment: Treasurer & Financial Report for 01-07-2018 (3888 : Administrative Staff Report - Jerry Schiro, Business Manager)

Town of Haymarket - Permit Report
January 2019

Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date	Sq Feet	Valuation
14813 CABOOSE TRL	20' X 12' OPEN DECK W/STAIRS PER COUNTY TYPICAL DETAILS	Building	Finald	R - Addition	10/29/2018	11/25/2018	240.00	\$10,800.00
4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET	Building	Issued	C - Tenant Layout	09/18/2018		2,260.00	\$40,000.00
4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET - ALSO INCLUDES CAT5 DATA & VOICE	Electrical	Issued	C - Tenant Layout	10/25/2018		2,260.00	\$9,700.00
4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET	Electrical	Issued	C - Tenant Layout	12/11/2018		2,260.00	\$4,000.00
4426 COSTELLO WAY	FPP - FIRE SPRINKLER - SMILES ON HAYMARKET	Fire Protection Permit	Issued	Sprinkler	11/20/2018		2,260.00	\$5,000.00
4426 COSTELLO WAY	FPP - FIRE ALARM - FOR SMILES ON HAYMARKET	Fire Protection Permit	Issued	Fire Alarm	12/11/2018		2,260.00	\$2,500.00
4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET	Mechanical	Issued	C - Tenant Layout	10/25/2018		2,260.00	\$4,500.00
4426 COSTELLO WAY	TLO FOR SMILES ON HAYMARKET	Plumbing	Issued	C - Tenant Layout	10/25/2018		2,260.00	\$11,000.00
6665 FAYETTE ST	WATER & SEWER - SITE WORK BLD'S NOT ISSUED YET	Plumbing	Issued	R - New Single Family Dwell	11/26/2018		0.00	\$1,000.00
6665 FAYETTE ST	Install plumbing in new single family dwelling	Plumbing	Issued	R - New Single Family Dwell	12/17/2018		3,752.00	\$11,000.00
6675 FAYETTE ST	SFD LOT C	Building	Issued	R - New Single Family Dwell	10/11/2018		3,752.00	\$300,000.00
6680 FAYETTE ST	RETAINING WALL #1 - 4'-6"	Building	Issued	C - Retaining Wall	08/24/2018		0.00	\$15,450.00
6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TOWN OF HAYMARKET INCLUDES CARETAKER RESIS	Electrical	Issued	C - New Structure	09/25/2018		5,960.00	\$1,500.00
6680 FAYETTE ST	TEMP POWER FOR CONSTRUCTION	Electrical	Issued	C - New Structure	09/25/2018		5,960.00	\$1,500.00
6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TOWN OF HAYMARKET INCLUDES CARETAKER RESIS	Gas	Issued	C - New Structure	12/26/2018		6,039.00	\$750.00
6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TOWN OF HAYMARKET INCLUDES CARETAKER RESIS	Mechanical	Issued	C - New Structure	09/07/2018		6,039.00	\$30,000.00
6680 FAYETTE ST	NEW TWO STORY BUILDING IN THE TOWN OF HAYMARKET INCLUDES CARETAKER RESIS	Plumbing	Issued	C - New Structure	09/07/2018		6,039.00	\$50,000.00
6795 JEFFERSON ST	REPLACE EXISTING FIREPLACE WITH NEW INSERT	Mechanical	Issued	R - Alteration/Repair	12/06/2017		4,000.00	\$1,000.00
6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODEL **TOWN OF HAYMARKET TAKE OVER PERMIT**	Electrical	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00
6896 JOCKEY CLUB LN	NON STRUCTURAL KITCHEN REMODEL **TOWN OF HAYMARKET TAKE OVER PERMIT**	Mechanical	Issued	R - Alteration/Repair	02/02/2018		128.00	\$15,000.00
6711 LEA BERRY WAY	ONE FOR ONE REPLACEMENT OF FLOW SWITCH	Fire Protection Permit	Issued	Sprinkler	02/06/2018		0.00	\$550.00
6721 MADISON ST	REMODEL INTERIOR OF HOME - BUILDING WAS PREVIOUSLY DEMO'ED ALL NEW INTERIO	Building	Issued	R - Alteration/Repair	12/13/2018		900.00	\$50,000.00
6721 MADISON ST	ADDING FRONT AND SIDE PORCHES TO STRUCTURE	Building	Pending	R - Addition			225.00	\$25,000.00
6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INS	Building	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$31,800.00
6760 MADISON ST	}}JXB 28' 4" x 25' 6" TWO STORY REAR ADDITION *MECHANICAL WORK DONE ON MAIN PEF	Building	Issued	R - Addition	03/02/2018		722.00	\$31,800.00
6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INS	Electrical	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$15,000.00
6760 MADISON ST	}}JXB 28' 4" x 25' 6" TWO STORY REAR ADDITION	Electrical	Issued	R - Addition	03/02/2018		722.00	\$31,800.00
6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INS	Mechanical	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$31,800.00
6760 MADISON ST	}}JXB COMPLETE INTERIOR REMODEL THROUGHOUT EXISTING SFD TO INCLUDE NEW INS	Plumbing	Issued	R - Alteration/Repair	03/02/2018		1,136.00	\$16,800.00
6760 MADISON ST	}}JXB 28' 4" x 25' 6" TWO STORY REAR ADDITION	Plumbing	Issued	R - Addition	03/02/2018		722.00	\$6,000.00
14925 SOUTHERN CRO	FINISH BASEMENT (EXISTING EGRESS) WETBAR AND DRYWALL WORK - NO ADDITIONAL E	Electrical	Issued	R - Alteration/Repair	02/21/2018		63.00	\$300.00
14925 SOUTHERN CRO	FINISH BASEMENT (EXISTING EGRESS) WETBAR AND DRYWALL WORK - NO ADDITIONAL E	Plumbing	Issued	R - Alteration/Repair	02/21/2018		63.00	\$500.00
14600 WASHINGTON ST	NEW TENANT TO OCCUPY EXISTING TENANT SPACE	Building	Pending	C - Tenant Layout			6,582.00	\$55,000.00
14600 WASHINGTON ST	A/R FOR VACANT SUITE - REMANAING BUILDING AREA ADJACENT TO DANCE STUDIO TO	Building	Pending	C - Alteration/Repair			215.00	\$1,500.00
14800 WASHINGTON ST	ALTERATION/REPAIR TO REPLACE EXISTING FURNANCE WITH 80,000 BTU UNIT	Gas	Issued	C - Alteration/Repair	09/05/2018		0.00	\$4,201.00
15100 WASHINGTON ST	1 -NON-ILLUMINATED WALL SIGN (SUITE 104 - ADDRESS NOT IN SYSTEM)	Building	Pending	C - Sign			0.00	\$500.00
15180 WASHINGTON ST	EXTERNALLY-ILLUMINATED FREESTANDING SIGN FOR - "CHICK-FIL-A" (3'10" X 3'11")	Building	Issued	C - Sign	07/11/2018		12.00	\$7,500.00
15315 WASHINGTON ST	ELECTRIC VEHICLE CHARGING STATION AT SHEETZ.	Building	Issued	C - Alteration/Repair	10/10/2018		2,000.00	\$120,000.00
15315 WASHINGTON ST	ELECTRIC VEHICLE CHARGING STATION AT SHEETZ.	Electrical	Issued	C - Alteration/Repair	10/10/2018		2,000.00	\$120,000.00

\$1,079,751.00

END OF REPORT

Attachment: Building Permits 01.2019 (3888 : Administrative Staff Report - Jerry Schiro, Business



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

Emily K. Lockhart
TOWN PLANNER

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator
DATE: January 2, 2019
SUBJECT: Special Use Permit SUP#2018-009, McDonald's Drive-Thru Located at 6740 Leaberry Way

Summary: The McDonald's located at 6740 Leaberry Way has applied for a Special Use Permit to expand the existing drive-thru lane and add a second service lane. The applicant, McDonald's will remove existing landscaping and hardscapes to improve the flow of traffic in the drive-thru lane and add the additional lane. Please see the attached site plan document for the existing conditions and the proposed conditions.

The Zoning Ordinance requires the following standards are considered and met prior to approval.
(d) A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:

- (1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.*
- (2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.*
- (3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.*
- (4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.*
- (5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.*
- (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.*

In addition, the drive-thru must meet the following Use and Design Standards;
Drive-thru facilities.

The following general standards shall apply to all drive-thru facilities:

- (1) All drive-thru entrances must be at least 50 feet from an intersection. The distance is measured along the property line from the junction of the two street lot lines to the nearest edge of the entrance.*

(2) Drive-thru facilities shall be located and designed so that vehicular circulation does not conflict with traffic movements in adjacent streets, service drives, and/or parking areas.

(3) Off-street stacking spaces shall be provided in accordance with the following requirements:

- a. Stacking spaces shall not interfere with travel way traffic or designated parking spaces.
- b. Stacking spaces shall be at a minimum of eighteen (18) feet in length.
- c. Stacking spaces shall be located to the side or rear of the principle structure and shall not be adjacent to any street right-of-way.
- d. Off-street stacking spaces shall be provided in accordance with the following table:

Stacking Space Requirements		
TYPE OF ACTIVITY	REQUIRED NUMBER OF STACKING SPACES	START POINT FOR STACKING SPACES
Financial Institutions - automated teller machine	3	Teller machine
Financial Institutions - bank teller lane	3	Teller window/tube
Professional Personal Service - dry-cleaning/laundry	3	Cleaner/laundry window
Retail Sales - pharmacy	3	Pharmacy window
Restaurant	6	Order box/speaker
	4*	Pick-up window
Other	To be determined by Town. Such determination shall consider any study prepared by an engineer or other qualified design professional.	
* These spaces are required in addition to the stacking spaces required to be located behind the order box/speaker and shall be located between the pickup window and the order box/speaker.		

Town Planner Analysis of Impacts:

- (1) McDonald’s is a preexisting drive-thru use located in the Industrial Zone of Town. The additional drive-thru lane proposed will work to alleviate the current traffic issues on the site by allowing additional vehicles to stack in the drive-thru lanes. The second drive-thru lane will specifically address the traffic back up that occurs on to Washington Street as well as Leaberry Way.
- (2) The proposed use is in general conformance with the Industrial Zoning District and the Comprehensive Plan. Specifically, the Comprehensive Plan addresses the Route 15/Route 55 Intersection and surrounding land parcels as a Planned Interchange Park, where development is highway oriented.
- (3) The proposed use is not expected to adversely affect the use or values of surrounding properties and structures, rather alleviate the traffic congestion and enhance in the aesthetics of the site.

Attachment: Report for the TC McDonald's SUP (3890 : SUP#2018-009, McDonald's Second Drive-Thru Lane)

- (4) The proposed use is not expected to adversely affect the health, safety, or general welfare of person working in the building or surrounding areas.
- (5) Pedestrian and vehicular traffic generated by the proposed use is not expected to pose any hazardous conditions or conflict with existing and anticipated traffic on the site. Please review the narrative provided by the applicant.
- (6) The utilities and drainage on the site are adequate. The parking and loading on the site should be discussed, the Town Planner is concerned about the amount of parking that would be blocked by the drive-thru lane as well as significant stacking in the second lane. If the second lane is stacked with vehicles, the parked vehicles along the north property line may be blocked in. Town Planner recommends discussing the line striping, barriers, or other measures taken to eliminate over stacking the drive-thru lanes and blocking vehicles in.

Town Planner Recommendation:

I recommend the Town Council approve the SUP application for a second drive-thru lane located at McDonald's, 6740 Leaberry Way. As part of the approval I recommend the Council place a condition that requires the property owner to come back to the Town Council for an amendment, at the Council's request if the traffic and parking issues continue following the addition of the second lane.

As a separate matter, if Council is interested in pursuing a discussion with the involved parties regarding the Deed of Easement that was brought up at December's Meeting, I can facilitate a discussion and solution following Council directive.

Draft Motions:

"I move the Town Council to approve the Special Use Permit for McDonald's to build a second drive-thru lane at the 6740 Leaberry Way location."

Or

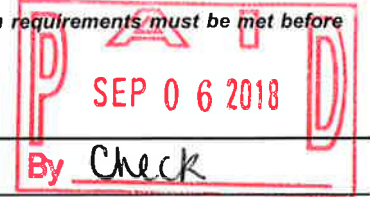
Alternate motion.

SUP# 2018-009



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: McDonald's Corporation

SITE ADDRESS: 6740 Lea Berry Way, 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): Fast Food Restaurant 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.*
The proposed site is located at 6740 Lea Berry Way, Haymarket Virginia and is currently a fast food restaurant with drive thru and associated infrastructure. Proposed improvements on the site include upgrading to a dual side by side drive thru, interior dining room improvements, ADA upgrades, menu board replacement and parking lot seal coating and striping. No changes to the hours of operation, expected vehicular traffic or type of clientele are anticipated with the proposed improvements.

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: N/A (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: N/A (sq. ft.)

NUMBER / TYPE OF VEHICLES: N/A

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

OFF-STREET PARKING SPACES PROVIDED: N/A NO. OF EMPLOYEES WORKING FROM SITE: N/A

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

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
McDonald's Corporation	Archland Property LLC
Name	Name
6930 Rockledge Drive, Suite 1100	PO Box 182571
Address	Address
Bethesda, MD 20817	Columbus, OH 43218
City State Zip	City State Zip
(571) 882-4055	
Phone#(s)	Phone#(s)
nobert.akas@us.mcd.com	
Email Address	Email Address

Attachment: SUP#2018-009, McDonald's SUP (3890 : SUP#2018-009, McDonald's Second Drive-Thru Lane)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# _____

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] SENIOR COUNSEL
Property Owner Signature

8/22/18
Date

8/22/18
Date

OFFICE USE ONLY

DATE FILED: _____ FEE AMOUNT: \$1,500 DATE PAID: 9/06/2018

DATE TO ZONING ADMINISTRATOR: 9/10/2018 STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR DATE

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN DATE

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: SUP#2018-009, McDonald's SUP (3890 : SUP#2018-009, McDonald's Second Drive-Thru Lane)

Archland Property I, LLC

VIA OVERNIGHT DELIVERY

March 2, 2018

McDonalds Corporation
2915 Jorie Boulevard
Oak Brook, Illinois 60523

Re: Authorization to Execute Certain Documents

Ladies and Gentlemen:

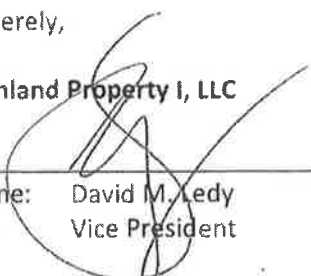
I, David M. Ledy, as Vice President of Archland Property I, LLC, the landlord (the "Landlord") of the properties set forth on Exhibit A (the "Properties") in my true and lawful capacity as the authorized representative of the Landlord hereby authorize any authorized signatory of McDonald's Corporation set forth on Exhibit B ("Authorized Agents") hereto to prepare, execute, file and apply for and with any relevant governmental authority or other person any and all types of applications, licenses, permits, variances and any other land use matters necessary for the construction, remodeling, improvement, and development of the McDonald's restaurants located at the addresses set forth on Exhibit A and to appear in any public or private hearings and proceedings with any competent governmental authority related thereto. In furtherance of the preceding authorization, Landlord appoints each Authorized Agent as its true and lawful attorney in fact to perform the terms set forth herein.

The name and specimen signature of the Authorized Agent(s) appearing on Exhibit B may be amended or supplemented from time to time.

We authorize McDonalds Corporation to share this instrument with relevant public authorities as evidence of the foregoing authority.

Sincerely,

Archland Property I, LLC

By: 
Name: David M. Ledy
Its: Vice President

Attachment: SUP#2018-009, McDonald's SUP (3890 : SUP#2018-009, McDonald's Second Drive-Thru Lane)

041-0719	504 Asheville Hwy	Greeneville	TN	Raleigh
041-0720	3805 Hacks Crossing Rd	Memphis	TN	Great Southern
041-0726	3371 Memorial Blvd	Murfreesboro	TN	Indianapolis
041-0729	Hwys 100 & 48	Centerville	TN	Indianapolis
041-0731	3685 Pulaski Hwy	Comersville	TN	Indianapolis
041-0734	Hwy. 79 & The Trace Road	Dover	TN	Great Southern
041-0741	300 Bigmac Dr	Algood	TN	Indianapolis
041-0742	7200 Hwy 64	Oakland	TN	Great Southern
041-0744	201 Silver Lake Rd	Church Hill	TN	Raleigh
041-0745	4908 Columbia Hwy	Spring Hill	TN	Indianapolis
041-0746	2001 Hwy 47 N	White Bluff	TN	Indianapolis
041-0755	506 Boones Creek Rd	Jonesborough	TN	Raleigh
041-0763	5147 Murfreesboro Rd	LaVergne	TN	Indianapolis
041-0764	1716 S Rutherford Blvd	Murfreesboro	TN	Indianapolis
043-0157	312 E State St	Pleasant Grove	UT	Rocky Mtn
043-0179	2085 S 1100 W	West Haven	UT	Rocky Mtn
043-0181	2002 W 12600 S	Riverton	UT	Rocky Mtn
043-0208	3540 S 8400 W	Magna	UT	Rocky Mtn
043-0221	970 N Main	Tooele	UT	Rocky Mtn
044-0021	195 Woodstock Ave	Rutland	VT	Boston
044-0069	112 Northside Dr	Bennington	VT	Boston
045-0171	801 London Blvd	Portsmouth	VA	BWR
045-0335	8210 Brook Rd	Bennington	VA	BWR
045-0450	9846 Winche Ster Road	Front Royal	VA	BWR
045-0519	9398 Richmond Hwy	Lorton	VA	BWR
045-0706	1105 Old Berry Dr	Abingdon	VA	Raleigh
045-0784	10000 Brook Rd	Glen Allen	VA	BWR
045-0790	2700 W Broad St	Richmond	VA	BWR
045-1085	2139 S. Crater Road	Petersburg	VA	BWR
045-1094	2306 And 2310 Mechanicsvil Tpke	Richmond	VA	BWR
045-1156	6201 College Dr	Suffolk	VA	BWR
045-1157	11311 Nuckols Rd	Glen Allen	VA	BWR
045-1159	6740 Leaberry Way	Haymarket	VA	BWR
045-1163	Ballou Park	Danville	VA	Raleigh
045-1177	4030 Wards Rd	Lynchburg	VA	Raleigh
045-1178	22492 Lankford Hwy	Cape Charles	VA	BWR
045-2014	43250 Defender Dr	South Riding	VA	BWR
046-0084	10124 Edmonds Way	Edmonds	WA	Pacific NW
046-0134	20533 Viking Ave NW	Poulsbo	WA	Pacific NW
046-0288	Barton Street @ 25th Avenue	Seattle	WA	Pacific NW
046-0403	4647 S Regal St	Spokane	WA	Pacific NW
046-0439	710 NE 98th Cir	Vancouver	WA	Pacific NW
046-0460	1601 Pacific Ave	Woodland	WA	Pacific NW
046-0559	10516 E Sprague	Spokane	WA	Pacific NW
046-0560	2608 196th St SW	Lynnwood	WA	Pacific NW
046-0561	620 Meridian E	Milton	WA	Pacific NW
046-0562	3530 N Sullivan Rd	Spokane	WA	Pacific NW
046-0570	17301 Meridian E	Puyallup	WA	Pacific NW



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

Emily K. Lockhart
TOWN PLANNER

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart, Town Planner
DATE: December 28, 2018
SUBJECT: 14901 Washington Street, Zoning Text Amendment, ZTA#2018-001

APPLICATION SUMMARY:

Applicant, Mountcastle Turch Funeral Home & Crematory, Inc. has proposed a Zoning Text Amendment for the Zoning Ordinance. The proposed amendment is as follows from the applicant;

“Proposed Zoning Text Amendment Submitted by Mountcastle Turch Funeral Home & Crematory, Inc.

I. Amend Section 58-1.5 to add the following definition of Crematory as follows

Crematory--*An establishment containing a furnace for the purpose of reducing dead bodies to ashes by burning.*

II. Amend Section 58.-1.5 to amend the definition of “Funeral Home” as follows:

Funeral home – *Establishments engaged in undertaking services such as preparing the dead for burial, as well as related accessory activities including a crematory, and arranging and managing funerals. Typical uses include funeral homes or mortuaries*

Justification Statement

Prince William County and the City of Manassas allow crematories as accessory to funeral home uses. Cremation is becoming more popular. It is essential, therefore, for a funeral home to offer cremation to compete with funeral homes in surrounding jurisdictions. Cremation does not create adverse impacts in terms of noise, smell or toxicity. Traffic impacts are the same as a funeral home without a crematory. In fact, vehicle trips are reduced because trips carrying bodies to off-site crematories and back would be avoided. Therefore, the amendment would allow funeral homes within the Town to be successful while also fulfilling an important community need and without adverse impacts to the community.

The proposed amendment would amend the definition of a funeral home to define a crematory and to specifically mention a crematory as an accessory use to a funeral home, both in response to the attached zoning determination holding that such specific definition is necessary in order for such to be allowed as part of a funeral home. The proposal would not allow a crematory as principal use divorced from a funeral home because such would be out of character with the B-1 Town Center District. The proposed definition of "Crematory" is taken from the Prince William County Zoning Ordinance.

Planning Commission Meeting Summary:

The Planning Commission held a public hearing for the Zoning Text Amendment on October 29th. Several citizens spoke for and against the ZTA; for a detailed summary of the comments and the discussion please watch the recorded video on the Town Website. After discussion amongst the Commissioners it was decided the application would be tabled until the Town Planner could produce additional information on surrounding jurisdictions' performance standards for crematoriums. Following the November 2018 Planning Commission meeting the PC forwarded the application to the Town Council.

Town Planner Update:

After thorough research of surrounding Towns and jurisdictions the following performance standards were found. The vast majority of surrounding jurisdictions do not have performance standards in place for crematoriums or they do not include crematoriums in their ordinance.

Town of Leesburg

Crematorium (Accessory to a Funeral Home)

- A. The Virginia Department of Environmental Quality Air Permit Local Governing Body Certification must be completed prior to submission to the Town for sign off.*
- B. External storage of fuels shall comply with all applicable federal, state, and/or county regulations, such as 40 CFR 112 or its state/local equivalent.*
- C. Minimum setback for outdoor fuel storage containers shall be 50 feet from residential districts; 25 feet from non-residential districts.*
- D. All outdoor fuel storage containers shall be screened from public view on three sides by a solid wall at least six (6) feet in height and on the fourth side by a solid gate at least five (5) feet in height. The gate and wall shall be maintained in good working order and shall remain closed except when refueling occurs. The wall and gate shall be architecturally compatible with other buildings and structures on site.*
- E. The facility shall be used solely for the cremation of human corpses and shall not be used for disposition of animal remains or medical waste.*
- F. Crematorium facilities shall be limited to no more than 25% of the total gross floor area of the funeral home.*

STAFF RECOMMENDATION:

Staff supports the proposed **zoning text amendment** for the addition of the crematory definition and the modifications to the Funeral Home definition. Staff recommends the Planning Commission request the Crematory definition to explicitly state the crematory use is an accessory use, only to occur within a Funeral Home.

Following the Planning Commission’s recommendation, the proposed definition reads as follows;

“Crematory – an establishment containing a furnace for the purpose of reducing dead human bodies to ashes by burning” and “Funeral Home – Establishments engaged in undertaking services such as preparing the dead for burial, as well as related secondary accessory activities such as a crematory, if allowed by SUP, and arranging and managing funerals. Typical uses include funeral home or mortuaries.”

This definition will provide clarification and general updates to the Town’s Zoning Ordinance. Staff’s support of the Zoning Text Amendment does not mean an endorsement of any future Special Use Permits for a Funeral Home on any property located within the Town of Haymarket. Support of the Zoning Text Amendment is strictly for the purposes of clarifying the Town’s Ordinance and providing stronger definitions that are in keeping with surrounding jurisdictions. Additional conditions or performance standards can be applied to the ZTA or a SUP at the time of its review. Appropriate performance standards or conditions would be in regard to setbacks, screening of outdoor storage, the use of the cremation facilities, amount of square footage dedicated to the accessory use, etc.

DRAFT Motions:

“I move the Town Council approve ZTA#2018-001 to add the crematory definition to the Town Code”

OR

“I move the Town Council deny ZTA#2018-001 to not add the crematory definition to the Town Code”

RECEIVED SEP 06 2018

- Check Appropriate Item(s):
- Amendment to Zoning Map
 - Zoning Text Amendment
 - Special Use
 - Variance
 - Appeal of Administrative Decision

Office Use Only:

Date Received: Sept 06, 2018

Application Number: ZTA#2018-001

Fees Received: _____

Part 1 – to be completed by ALL applicants

1-A Identification of Property – For zoning text amendments, this is the property in which the applicant has an interest, which will be affected by the text change. For all other applications, it is the land, which is covered by the application.

- 1) Number and Street: 14901 Washington Street
- 2) Present Zoning: B-1 3) Acres: .7801
- 4) Legal Description of Property (Omit for zoning text amendment) – Attach if necessary. N/A

1-B Property – (Omit for zoning text amendments) N/A

- 1) The deed restrictions, covenants, trust indentures, etc. on said property are as follows (or copy attached); if NONE, so state: _____
- 2) a) Has this property or any part thereof ever been considered for Variance, Special Use, Appeal of Administrative Decision or Amendment to the Zoning District Map before?
 - YES NO
 - b) Date: _____ c) Former Application No. _____
 - d) What was the disposition of the case? _____
 - e) Former Applicant Name: _____
 - Former Address: _____
 - Former Phone: _____

1-C Identification of Applicant – All applicants must have standing (an interest in property that will be directly affected by requested action)

- 1) Applicant Information:
 - Name: Mountcastle Jurch Funeral Home & Crematory, Inc.
 - Address: 14901 Washington Street
 - Phone Number: (703) 484-2000
- 2) Agent Information (if any):
 - Name: Gifford R. Hampshire
 - Address: 4020 University Drive, Site 300, Fairfax Va 2203
 - Phone Number: (703) 790-6691-1235
- 3) Owners of all property included in this application (omit for zoning text change): ✓
 - Name: _____
 - Address: _____
 - Phone Number: _____
 - Name: _____
 - Address: _____
 - Phone Number: _____

Attachment: ZTA#2018-001 Funeral Home Definition (AGI-2019-2 : ZTA#2018-001- Funeral Home and Crematory Definitions)

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

- 4) If applicant is a Land Trust or Partnership or if the subject property is owned or controlled by a Land Trust or Partnership, List name and interest of **ALL** Land Trust Beneficiaries or Partners and attach evidence that the person submitting the application on behalf of the Land Trust or Partnership is authorized to do so.

N/A

Trustee/Partner Name: _____

Address: _____

Phone Number: _____ Interest: _____

Beneficiary/Partner Name: _____

Address: _____

Phone Number: _____ Interest: _____

Beneficiary/Partner Name: _____

Address: _____

Phone Number: _____ Interest: _____

- 5) Does the applicant have a proprietary interest in the land or land improvements? YES NO (In the case of a zoning text amendment, this means at least one parcel of land is subject to the text change)

If YES, state interest and attach documentation: owner see attached deed

If NO, state what interest otherwise qualifies the applicant to apply: _____

- 6) Names of the owners of improvement(s) on the property in this application if different from above: (Omit for zoning text amendment)

Name: _____ ✓

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

Name: _____

Address: _____

Phone Number: _____

- 7) If the applicant is a corporation, attach the evidence that the person submitting the application on behalf of the corporation is authorized to do so.

See Authorization letter dated _____.

Part 2 – Complete **ONLY** portion(s) of Pages 3, 4 & 5 pertaining to your case. (as checked at top of Page 1)

2-A Rezoning – (Amendment to the zoning district map) – Applications for Amendments to the Zoning District Map are heard by the Planning Commission which makes a positive or negative recommendation to the Town Council. Only the Town Council has authority to grant or deny amendments to the Zoning District Map.

N/A

Attachment: ZTA#2018-001 Funeral Home Definition (AGI-2019-2 : ZTA#2018-001- Funeral Home and Crematory Definitions)

- 1) a) Existing Zoning: _____ b) Proposed Zoning: _____
 c) Existing Use: _____
 d) Proposed Use: _____
- 2) a) The following are submitted with this application:
 Preliminary Site Plan Rendering or Perspective Other
 b) Are there any land use intensity (LUI) requirements? YES NO
 c) Attach brief justifying this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

2-B Zoning Text Amendment – Applications for amendments to the zoning text are heard by the Planning Commission, which makes a recommendation to the Town Council. Only the Town Council has the authority to change the zoning text, which is done by passing an amendment to the Town Code.

- 1) What section(s) of the Town Code is proposed to be amended? 58-1.5
- 2) What is the nature of the proposed change? add definition of "crematory" and add crematory as accessory to "funeral home"
- 3) Attach the exact language suggested by the application to be added, deleted, or changed in the Town Code. (See attached)
- 4) Attach a written statement, which justifies the proposed change. The statement should also identify potential positive and negative impacts (if any) of the proposed change to the applicant's property, nearby properties, and the entire community if the application is approved or if it is denied. (see attach)

2-C Special Use Request – Special Use requests are heard by the Planning Commission, which makes a positive or negative recommendation to the Town Council. Only the Town Council has the authority to grant or deny a Special Use.

- 1) Are development plans submitted with this application? (Staff member will explain.) YES NO
- 2) Parking Requirements:
 a) Proposed number of parking spaces to be provided: _____
 b) Number of parking spaces required by Town Code: _____
 c) Attach tabulation of total land area and percentage thereof designated for various uses
 d) Are there any land use intensity (LUI) requirements? YES NO
 If YES, attach data.
- 3) Estimated cost of proposed Special Use project:
 a) Land: \$_____ Improvements: \$_____ N/A
 b) Estimated completion date: _____
- 4) Submit a brief justifying the reasons for this request. This brief should include an analysis of how the rezoning application is supportive or not supportive of relevant goals, objectives, policies or programs in the Comprehensive Plan. (Staff will assist.)

2-D Variance Request – Variances are granted or denied by the Zoning Board of Appeals (ZBA). Reversal of ZBA decisions may be secured only through the judicial system. N/A

- 1) a) All information required may be shown on one sheet if appropriate.
 b) Check characteristic(s) of the property preventing it from being used in accordance with the terms of the Town Code (Zoning Ordinance):
 Too Narrow Elevation Soil

Attachment: ZTA#2018-001 Funeral Home Definition (AGI-2019-2 : ZTA#2018-001- Funeral Home and Crematory Definitions)

- Too Small
- Slope
- Subsurface
- Too Shallow
- Shape
- Other (Attach specifics)

- c) Attach a description and/or drawings of the item(s) checked, giving dimensions were appropriate.
- 2) Attach requirements for the appropriate zoning district from which relief is sought as described in the Town Code.
 - 3) Attach a brief explanation how the above site zoning conditions prevent any reasonable use of the land under the terms of the Town Code (Zoning Ordinance).
 - 4) a) To the best of your knowledge, can you affirm that the hardship described above was not created by an action of anyone having proprietary interest in the land after the zoning article or applicable part thereof became law? YES NO
 b) If NO, explain why the hardship should not be regarded as self-imposed (self-imposed hardships are not entitled to variance).
-
- c) Are the conditions on the property the result of other man-made changes (such as relocation of a road or highway, etc.)? YES NO
 - d) If YES, attach descriptions and maps where appropriate.
 - e) Do the above-described conditions of hardship for which this request for variance is filed apply only to this property? If YES, attach an explanation. YES NO
- 5) Which of the following modifications will allow a reasonable use of the land?
 - Change in the setback requirements
 - change in lot coverage requirements
 - Change in height requirements
 - change in area requirements
 - Other (attach description)
 - 6) a) Attach description of proposed use.
 b) Is proposed use permitted in the zoning district? YES NO
 c) Will the granting of a variance in the form requested be in harmony with the general purpose and intent of the zoning article and district statement of intent and not be injurious to the neighborhood or detrimental to the public welfare? YES NO
 d) Attach a brief elaborating on this last point.

2-E Appeal of Administrative Decision – Administrative decisions are reviewed by the Zoning Board of Appeals (ZBA). Such administrative decisions may be reversed or sustained by the ZBA. Reversal of ZBA decision may be secured only through the judicial system.

MA

- 1) Date of administrative decision leading to this appeal: _____
- 2) Attach a brief, which specifically states the decision the administrative official made, the reasons given for the decision and specifically what you are herewith appealing. Elaborate on the reasons for this request, and why the Zoning Board of Appeals in your opinion should overrule the administrative official's decision.

Part 3 – To be completed by ALL applicants

AFFIDAVIT – This part of the application must be notarized. Do not sign until in the presence of a Notary Public.

1) To the best of my knowledge, I hereby affirm that all information in this application and any attached material and documents are true:

a) Signature of **applicant**: Mountcastle Jurch Funeral Home & Crematory, Inc

b) Signature of **agent** (if any): [Signature]

c) Date: 08/14/2018 Michael E. M. Jurch
Managing Partner *Notary Seal*

2) a) Signed and sworn before me this: August 14, 2018

b) Signature of **Notary**: Ruth Olinda Kabel



Attachment: ZTA#2018-001 Funeral Home Definition (AGI-2019-2 : ZTA#2018-001- Funeral Home and Crematory Definitions)

Proposed Zoning Text Amendment Submitted by Mountcastle Turch Funeral Home & Crematory, Inc.

Section 58-1.5

- I. Amend Section 58.1-1.5 to add the following definition of Crematory as follows

Crematory means the use of land for a facility licensed and registered with the Commonwealth of Virginia containing a furnace for cremation of human or animal remains.

Section 58-1.5

- II. Amend Section 58.1-1.5 to amend the definition of "Funeral Home" as follows:

Funeral home – Establishments engaged in undertaking services such as preparing the dead for burial, as well as related accessory activities including a crematory, and arranging and managing funerals. Typical uses include funeral homes or mortuaries

Justification Statement

Prince William County and the City of Manassas allow crematories as accessory to funeral home uses. Cremation is part of approximately 40 percent of all funerals conducted by Mountcastle Turch and is becoming more popular. It is essential, therefore, for a funeral home to offer cremation to compete with funeral homes in surrounding jurisdictions. Cremation does not create adverse impacts in terms of noise or smell. Traffic impacts are the same as a funeral home without a crematory. Therefore, the amendment would allow funeral homes within the Town to be successful and will also fulfilling an increasing need. Further, it would do so without significant adverse impacts to the community. fulfill

The proposed amendment would amend the definition of a funeral home to define a crematory and to specifically mention a crematory as an accessory use to a funeral home, both in response to the attached zoning determination holding that such specific definition is necessary in order for such to be allowed as part of a funeral home. The proposal would not allow a crematory as principal use divorced from a funeral home because such would be out of character with the B-1 Town Center District. The proposed definition of "Crematory" is copied from the City of Manassas Zoning Ordinance.

15000 Washington Street
Suite 100
Haymarket, Virginia 20169
Twitter: @townofhaymarket



703-753-2600
Fax 703-753-2800
www.townofhaymarket.org
Facebook: Haymarket Town Hall

August 14, 2018

Gifford Hampshire
Blankingship & Keith, PC.
4020 University Drive, Suite 300
Fairfax, VA 22030

Via E-Mail and First-Class Mail

RE: Zoning Determination – Celebration Home and Crematorium
14901 Washington Street, Haymarket, Virginia 20169
G.P.I.N: 7297-99-2468
Zoning: B-1 and Historic Overlay Districts

Dear Mr. Hampshire,

This correspondence is in response to your letter dated June 27, 2018, in which you request, on behalf of Mr. Turch ("Owner"), a zoning interpretation regarding the applicability of certain Town of Haymarket Zoning Ordinance ("Ordinance") requirements in reference to a proposed Special Use Permit application for the above-mentioned property. As the Zoning Administrator, I offer the following information in response to your request:

1. *Owner wishes to confirm that a crematory is included within the definition of "Funeral Home" such that its special use permit to operate the Celebration Home would include the accessory right to operate a crematory as an accessory use, as will be reflected in the details of any successful permit.*

Response: The Ordinance defines Funeral Homes as "*establishments engaged in undertaking services such as preparing the dead for burial, as well as related accessory activities, and arranging and managing funerals. Typical uses include funeral homes or mortuaries.*" The Ordinance does not specifically define Crematory. For this definition, I will look to the Prince William County Zoning Ordinance, which defines Crematory as "*Crematory, crematorium shall mean an establishment containing a furnace for the purpose of reducing dead bodies to ashes by burning.*" Each use as defined above poses different effects on the community through its day-to-day operations, and each use can stand independent of the other.

It is my interpretation as Zoning Administrator that a Funeral Home is a permitted primary use with a special use permit in the B-1 zoning district, but a Crematory is a separate use not included within the definition of Funeral Home. Currently, the Ordinance does not provide for Crematories in any zoning district in the Town, either as a primary use or an ancillary use.

To file a Special Use Permit application for a Funeral Home and ancillary Crematory, the Owner would first need to file a request for a Zoning Text Amendment to amend the Ordinance to include the Crematory use. To file a request for a Zoning Text Amendment, please complete

the Planning/Multi-Use Zoning Form. Once the Zoning Text Amendment request is filed and reviewed, the application will go before the Planning Commission and the Town Council for a public hearing and a vote.

PLEASE NOTE: This opinion is valid only as of the date of this letter, and this opinion does not and shall not relieve the owner or any occupant of the property in question from the obligation to comply with all applicable Town of Haymarket Zoning Ordinance and other Town Ordinance requirements. This opinion is based upon the text of the Ordinance as it exists today, August 14, 2018, and such text is subject to change. This determination applies solely to the referenced properties and is not binding upon the Town, the Zoning Administrator or any other official with respect to any other properties. No person may rely upon this determination with respect to any property other than the referenced properties.

Please be advised that any person aggrieved, or any officer, department, board or bureau of the town affected by an order, requirement, decision or determination made by an administrative officer in the administration or enforcement of the provisions of the Zoning Ordinance, may appeal said decision within thirty days to the Board of Zoning Appeals in strict accordance with Section 15.2-2311 of the Code of Virginia. This decision is final and unappealable if not appealed within 30 days. An application package for an appeal to the Board of Zoning Appeals may be obtained by visiting Haymarket Town Hall, 15000 Washington Street, Suite 100, Haymarket, VA. The completed application must be submitted to Town Hall with the fee payment of \$350.00 within 30 days from the date of this letter.

Please feel free to contact Town Hall if you need further assistance.

Very Truly Yours,



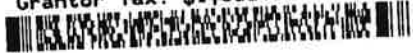
Emily K. Lockhart

Town Planner and Zoning Administrator

Town of Haymarket

201808140059709

Prince William County, VA
08/14/2018 11:25 AM Pgs: 4
Jacqueline C Smith, Esq., Clerk
Grantor Tax: \$1,066.00



Tax Map Number: 7297-99-2468 *14901
Property Address: 4493 1/2 Washington Street, Haymarket, VA 20169
Grantee's Address: 4143 Dale Boulevard, Dale City, VA 22193
Consideration: \$750,000
Assessed Value: \$1,065,800
Title Insurance Underwriter:
First American Title Insurance Company

Prepared by:
Timothy M. Purnell, VSB#40870
Purnell, McKennett & Menke, PC
P.O. Box 530
Manassas, VA 20108
Return to:

BOX 16

Deed

THIS DEED, made and entered into this 10th day of August, 2018, by and between BRANCH BANKING and TRUST COMPANY, a North Carolina banking corporation and successor in interest to First Virginia Bank, hereinafter referred to as GRANTOR; and Mountcastle Turch Funeral Home & Crematory, Inc., a Virginia corporation, hereinafter referred to as GRANTEE;

WHEREAS, First Virginia Bank, a Virginia corporation acquired the property on October 16, 1984. First Virginia Bank merged with Branch Banking and Trust Company of Virginia on October 10, 2003. Branch Banking and Trust Company of Virginia merged with Branch Banking and Trust Company, a North Carolina banking corporation on December 28, 2006.

WITNESSETH:

That for and in consideration of the sum of TEN DOLLARS (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the GRANTOR does hereby grant, bargain, sell and convey with SPECIAL WARRANTY, unto the GRANTEES, all that certain lot or parcel of land, together with improvements thereon, being situate in Prince William County, Virginia, and more particularly described as follows (the "Property"):

Parcel 1, containing 39,475 square feet, more or less, as shown on plat recorded in Map Drawer 189, at page 6, attached to Deed of Subdivision, Easement and

Return To: *Freedom Title Inc.*
9300 Grant Avenue, Suite 102
Manassas, Virginia 20110
703-330-8047 FT27983CTS

Attachment: ZTA#2018-001 Funeral Home Definition (AGI-2019-2 : ZTA#2018-001- Funeral Home and Crematory Definitions)

Conveyance recorded in Deed Book 2518, at page 639, among the land records of Prince William County, Virginia.

LESS AND EXCEPT that portion conveyed to Commonwealth of Virginia by Deed recorded in Deed Book 2827, at page 1889.

AND BEING a portion of the same property conveyed to First Virginia Bank by Deed from Betton Joint Venture, a Virginia general partnership, dated October 16, 1984 and recorded October 16, 1984 in Deed Book 1286, at page 1399, among the land records of Prince William County, Virginia. Branch Banking and Trust Company is successor by merger with First Virginia Bank.

BY ACCEPTANCE OF THIS DEED, GRANTEE ACKNOWLEDGES THAT GRANTOR HAS NOT MADE, DOES NOT MAKE, AND HEREBY DISCLAIMS ANY AND ALL REPRESENTATIONS, WARRANTIES, PROMISES, COVENANTS, AGREEMENTS OR GUARANTIES OF ANY KIND OR CHARACTER WHATSOEVER, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, PAST, PRESENT OR FUTURE, OF, AS TO, CONCERNING OR WITH RESPECT TO (I) THE VALUE, NATURE, QUALITY OR CONDITION OF THE PROPERTY; (II) THE INCOME TO BE DERIVED FROM THE PROPERTY; (III) THE SUITABILITY OF THE PROPERTY FOR ANY AND ALL ACTIVITIES AND USES WHICH GRANTEE MAY CONDUCT THEREON; (IV) THE COMPLIANCE OF OR BY THE PROPERTY OR ITS OPERATION WITH ANY LAWS, RULES, ORDINANCES OR REGULATIONS OF ANY APPLICABLE GOVERNMENTAL AUTHORITY OR BODY; (V) THE HABITABILITY, MERCHANTABILITY, MARKETABILITY, PROFITABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE PROPERTY; (VI) THE MANNER OR QUALITY OF THE CONSTRUCTION OR MATERIALS, IF ANY, INCORPORATED INTO THE PROPERTY, OR (VII) ANY OTHER MATTER WITH RESPECT TO THE PROPERTY, AND SPECIFICALLY, THAT GRANTOR HAS NOT MADE, DOES NOT MAKE AND SPECIFICALLY DISCLAIMS ANY REPRESENTATIONS REGARDING COMPLIANCE WITH ANY ENVIRONMENTAL PROTECTION, POLLUTION OR LAND USE, LAWS, RULES, REGULATIONS, ORDERS OR REQUIREMENTS, INCLUDING THE DISPOSAL OR EXISTENCE, IN OR ON THE PROPERTY, OF ANY HAZARDOUS MATERIALS AS DEFINED BY LOCAL, STATE OR FEDERAL AGENCIES, LAWS AND REGULATIONS RELATING TO HAZARDOUS SUBSTANCES, TOXIC WASTES AND UNDERGROUND STORAGE TANKS. GRANTEE ACKNOWLEDGES THAT NO SUCH REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, HAVE BEEN MADE, EXCEPT FOR THE WARRANTY OF TITLE EXPRESSLY SET FORTH IN THIS DEED.

Grantee acknowledges and agrees that the Property is conveyed subject to the following use restriction: From the date of the recording of this Deed and continuing for a period of twenty-four (24) months, Grantee, its successors, assigns, tenants and all others with an interest in the Property shall not operate, sell, lease or allow the operation, sale or lease of the Property as or for

a Banking Use (the "Use Restriction"). For purposes of the Use Restriction, a Banking Use shall mean a state and/or national bank, national or regional savings bank, national or regional branch banking facility, federally insured credit union, automated teller machine associated with the foregoing ("ATM"), and/or federally chartered savings and loan institution. The Use Restriction shall run with and bind title to the Property for such twenty-four (24) month period and the Grantee, its successors, assigns, tenants and all others with an interest in the Property shall incorporate the Use Restriction by reference in any conveyance or leasehold estate of all or any portion of the Property.

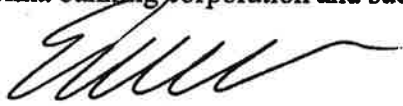
And the Grantor covenants with the Grantee, that Grantor has done nothing to impair such title as Grantor received, and Grantor will warrant and defend the title against the lawful claims of all persons claiming by, under or through Grantor only, other than the following exceptions: Ad valorem property taxes for the current and subsequent years (prorated through the date of Closing), easements, rights of way, restrictions and conditions of record and matters visible from an inspection of the Property or reflected on an accurate survey of the Property, any local, county, state, or federal laws, ordinances or regulations relating to zoning, environment, subdivision, occupancy, use, construction or development of the Property, including existing violations of said laws, ordinances or regulations.

**THIS SPACE INTENTIONALLY LEFT BLANK
SIGNATURE AND NOTARY ON FOLLOWING PAGE**

This conveyance is made subject to the covenants, conditions, restrictions, easements and rights of way of record.

WITNESS the following signatures and seals:

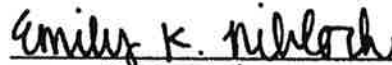
BRANCH BANKING and TRUST COMPANY,
a North Carolina banking corporation and successor in interest to First Virginia Bank



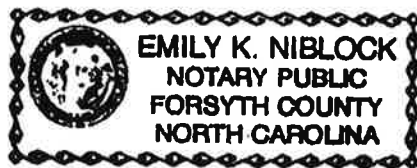
By: Eugenia R. Wade, Senior Vice President

State of North Carolina,
County of Forsyth, to-wit:

I, the undersigned, Notary Public in and for the jurisdiction aforesaid, do hereby certify that Eugenia R. Wade, whose name is signed to the foregoing Deed, personally appeared before me and acknowledged the same as Senior Vice President of BRANCH BANKING and TRUST COMPANY, a North Carolina banking corporation and successor in interest to First Virginia Bank. Given under my hand and seal this 10th day of August, 2018.


Notary Public Emily K. NIBLOCK

My Commission Expires: 02/14/2022
(SEAL)





Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council

FROM: Emily K. Lockhart

DATE: December 28, 2018

SUBJECT: SUP#2018-010 Turch Celebration of Life Home, Special Use Permit for a Funeral Home including a Crematory, 14901 Washington Street, GPIN 7297-99-2468

Application Summary:

Applicant, Mountcastle Turch Funeral Home & Crematory, Inc. has submitted the attached Special Use Permit application for a funeral home and accessory cremation services to be located at 14901 Washington Street, Haymarket. The applicant has an ongoing Zoning Text Amendment application before Town Council to modify the definition of funeral home in the Zoning Ordinance as well as add the definition of Crematory.

The applicant has provided a Development Narrative, Proposed Site Plan and additional documents to address the environmental concerns often associated with a Crematory.

The Zoning Ordinance requires the following standards are considered and met prior to approval.

- (1) *The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.*
- (2) *The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.*
- (3) *The proposed use shall not adversely affect the use or values of surrounding properties and structures.*
- (4) *The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.*
- (5) *Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.*
- (6) *Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.*

In addition, all Funeral Homes within Town Limits must follow these Use & Design Standards (Sec 58 -19.2.)

*(l) Funeral home.**(1) All funeral homes shall be subject to the following general standards:*

- a. The funeral home shall have a buffer between it and any residentially-zoned property abutting or directly across the street from the funeral home use as specified in sections [58-17.8](#) through [58-17.12](#) of this chapter.*

(2) Additional standards in the B-1 district.

- a. Loading areas shall be sited in such a way so as to minimize the impact on any surrounding uses. Sufficient screening meeting the standards of sections [58-17.8](#) through [58-17.12](#) of this chapter shall be provided.*

Town Planner Analysis of Impacts*(1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.*

Response: The Comprehensive Plan provides the following statement for the purpose and the intent of the Neighborhood Town Center as proposed in the Comprehensive Plan:

Neighborhood/Town Center – Development of a center within the Town is proposed to provide a convenient focus for community activities and services such as neighborhood stores, offices and restaurants. A cluster of dwellings, stores, and local institutions has grown at the intersection of Washington Street and Jefferson Street as a result of convenient location, traffic flow, and nearby residential development. In addition, some portions of Washington Street west from the intersection of Washington Street and Hunting Path are proposed as Neighborhood/Town Center commercial areas with a visual connection of brick sidewalks and period street furniture.

Features of community development needed to strengthen Haymarket's Town Center include:

- 1. Provisions for expansion of retail stores and offices serving Town residents in a manner consistent with an appropriate village character for the Center;*
- 2. Provision of additional off-street parking and loading facilities to serve commercial development, including a public parking lot to limit parking needs at individual sites;*
- 3. Preservation of architecturally significant structures including older residential and commercial structures as well as the Old Town Hall and Old Post Office buildings;*
- 4. Beautification activities including additional landscaping, new street furniture (lights, benches, trashcans) and brick sidewalks;*
- 5. The elimination of distracting signs;*
- 6. Repair and improve maintenance of sidewalks serving the residents adjacent to the Town Center;*
- 7. The construction of new structures that are carefully integrated with older, existing buildings and do not overpower the existing Streetscape or pose a threat to the center's character.*

With the above intent in mind it is the Town Planner's understanding that the proposed use will a convenient community service. The use will not provide a restaurant, store or office but rather a service the community currently has to travel greater distances to access.

- (2) *The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.*

Response: The Zoning Ordinance provides the following statement for the purpose and the intent of the Town Center Business District;

ARTICLE X. - TOWN CENTER DISTRICT B-1

Sec. 58-10.1. - Intent.

The Town Center District, B-1, provides primarily for retail shopping and personal services to be developed either as a unit or in individual parcels oriented to attracting pedestrian shoppers, tourism and local convenience. Recognizing the economic value of the existing historical area, it shall further be the intent of the district to encourage the retention and rehabilitation of structures and uses in the district that have historic and/or architectural significance. The range, size, hours of operation, lighting, signs and other developmental aspects of permitted uses may be limited in order to enhance the general character and historic nature of the district.

With the above intent in mind it is the Town Planner's understanding that the proposed use will adaptively reuse the existing structure and provide a local convenience to the Town residents and surrounding community.

- (3) *The proposed use shall not adversely affect the use or values of surrounding properties and structures.*

The proposed use fronts Washington Street with commercial businesses immediately surrounding the property. Diagonally and across Madison Street are several residential homes in the immediate vicinity of the property. The residential homes continue down Madison Street and within Madison Court. Additional residential units are located diagonally across Washington Street in the B-1 Zoning District. The hearse parking and loading area will be appropriately screened from the public view in a new addition that will be created in the existing drive-thru (see attached Site Plan). Additional landscaping and screening efforts will be completed to further beautify the property and provide screening. Environmental concerns are addressed in the attached reports. According to the reports the cremation services will not adversely affect the surrounding uses or properties.

- (4) *The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.*

Please see all attached environmental reports for the cremation services. The reports indicate that no environmental effects or harm will be done to the property, surrounding properties or Town as a whole. In previous discussions the concern for emissions, noise,

smell, and toxicity have been raised by the Planning Commission. In order to best address these concerns the applicant has provided the attached reports. In addition, the applicant will be bringing a representative of the Environmental Company to the public hearing. It is the Town Planner's understanding that the cremation services will not cause undue hardships or adverse environmental, health or safety concerns. It is the intent of the Town Planner to ask additional questions to the Environmental representative at the public hearing to further clarify the following; the impact of cremation services on the water source, expected quantity of cremations per year, expected impacts on the environment after 5-10-25-50 years of cremation services, and other questions as they arise.

(5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

Town Planner is concerned about the expected volume of traffic that will be generated by each funeral service, the safety of the ingress and egress for vehicles and the over flow parking. The proposed site plan addresses some concerns regarding the flow of traffic on the site; restricting the flow to one-way traffic, entering from Madison and exiting onto Washington Street. The Town Planner would like to discuss with the applicant in detail the safety plan for cars entering and exiting, the potential back up on Washington Street, taking into consideration the timing of Haymarket Baptist pick-up and drop-off (as Washington Street gets congested during these times) and the overflow parking.

(6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.

As stated above, Town Planner has concerns about the overflow parking on the site and surrounding streets. Town Planner is okay with the accommodations for the hearse loading zone to be located within the new proposed addition. The proposed addition will be built out in the existing drive-thru lanes and covered area.

Town Planner will discuss with the Applicant and the Council the above concerns that have been stated following the Public Hearing on January 7, 2019.

Planning Commission Meeting Summary:

Following the December 17th Planning Commission meeting and Public Hearing the PC forwarded the SUP application to the Town Council with a recommendation of approval. The applicant presented new environmental materials to the Planning Commission in response to previous concerns the Commissioners had during discussions regarding the ZTA. Following lengthy discussions, the Planning Commission concluded to forward the application to the Council with a recommendation of approval. The main concerns brought up during the meeting included; environmental concerns, property values, and traffic congestion.

Planner Recommendation:

Town Planner recommends the Town Council review the environmental documents to best understand the impact, if any, the use will have on the surrounding environment. After several lengthy discussions with the Applicants, Planning Commission and Town Engineer,

Planner finds that the parking on site will be adequate for the proposed use, based on the Zoning requirements, layout and proposed parking plan by the applicant. In addition, the applicant has addressed the traffic concerns with rerouting the flow of traffic around the site and proposing the use of parking attendants in the lot to allow continued flow and the use of hired off-duty officers for road traffic management when necessary.

Following lengthy research and discussions with the applicant and Planning Commission, the Town Planner is in support of the proposed Special Use Permit. The applicant has provided numerous environmental documents to demonstrate the minimal impacts the crematory will have on the surrounding environment. The applicant has also provided adequate alterations to the current site to promote best parking practices and safely manage traffic. The proposed use will adaptively reuse an existing structure that has sat vacant for approximately two years and will provide a needed service in the Town and surrounding Community.



December 11, 2018

Mr. Michael Turch
MT Castle Funeral Home

Subject: Haymarket, VA - Proposed Crematory

Dear Michael,

The following are FAQ's that could arise as it relates to the installation of a cremation system along with my standard answers for each:

Will there be smoke and odor?

Under normal operating conditions there will not be any smoke or odor. Our equipment protects against this by a large internal secondary chamber whereby the products of combustion are re-burned or cleansed prior to their discharge into the environment. It is equipped with a proactive opacity (visual) monitor. The opacity monitor is continuously scanning the existing gases and takes automatic action by turning off the cremation burner if the opacity reaches a level of 10%. Lastly, the equipment has a M-pyre 2.0 PC Based Intuitive Logic Operating System. This web based, state of the art technology continuously monitors the operation 24/7. In the unlikely event an occurrence happens, our service department is immediately notified as well as the client. Our technicians can therefore identify the issue and adjust as necessary to resolve the issue.

Is the equipment environmentally safe?

Yes. Matthews Environmental Solutions currently have over 4,500 installations globally and over 143 units operating within Virginia alone. Each unit has been approved and permitted by Virginia's Department of Environmental Quality. The emission levels are well below permissible levels. (See attached independent emissions source test summary).

Will the facility be operating 24/7?

It will not. The average cycle time is 2 hours or less. In fact, a crematory that is operating at 200 cremations per year sits idle over 95% of the time. (8,760 hours in a year, 200 cremations X avg. cycle time of 2 hours)

Will it be loud?

It will not. The noise emitted is similar, to an air conditioner running. Attached is a Report on Noise Emissions performed by an independent testing laboratory. Also attached is a listing of decibels emitted and their source. As you will see, other sources we are surrounded by in our daily lives emit more noise emissions than the cremation equipment.

Matthews Environmental Solutions

2045 Sprint Boulevard | Apopka, Florida 32703
O: 407-886-5533 | F: 407-886-5990 | www.matthewsenvironmentalsolutions.com

Matthews
INTERNATIONAL

Matthews Environmental Solutions is a (MATW) Matthews International company

Will it decrease property values?

This argument has never been authenticated. Funeral Homes are typically located in residential or light commercial zoned areas as that is where they are best suited to serve their communities. Funeral Homes are typically the one of the most well-maintained properties in the neighborhood. Attached are some property value assessments from several years ago when property values were higher than today. The properties are located near downtown Orlando, next to a funeral home with a crematory. In thirty (30) years of operation there was never a complaint. As one will see, the values increased.

What about Mercury?

The subject of Mercury arises on occasion. The USEPA defines Mercury as a natural occurring element. The reality is, Mercury from the cremation process is an insignificant source of Mercury emissions. Attached is information from the USEPA and other sources. As one will see, the amount of mercury emissions, are much greater than from cremation. Unfortunately, there is so much inaccurate information on the Internet some people will believe it to be true.

Sincerely,

Jeffrey Barron
Account Manager
Matthews Environmental Solutions

Matthews Environmental Solutions

2045 Sprint Boulevard | Apopka, Florida 32703
O: 407-886-5533 | F: 407-886-5990 | www.matthewsenvironmentalsolutions.com

Matthews
INTERNATIONAL[®]

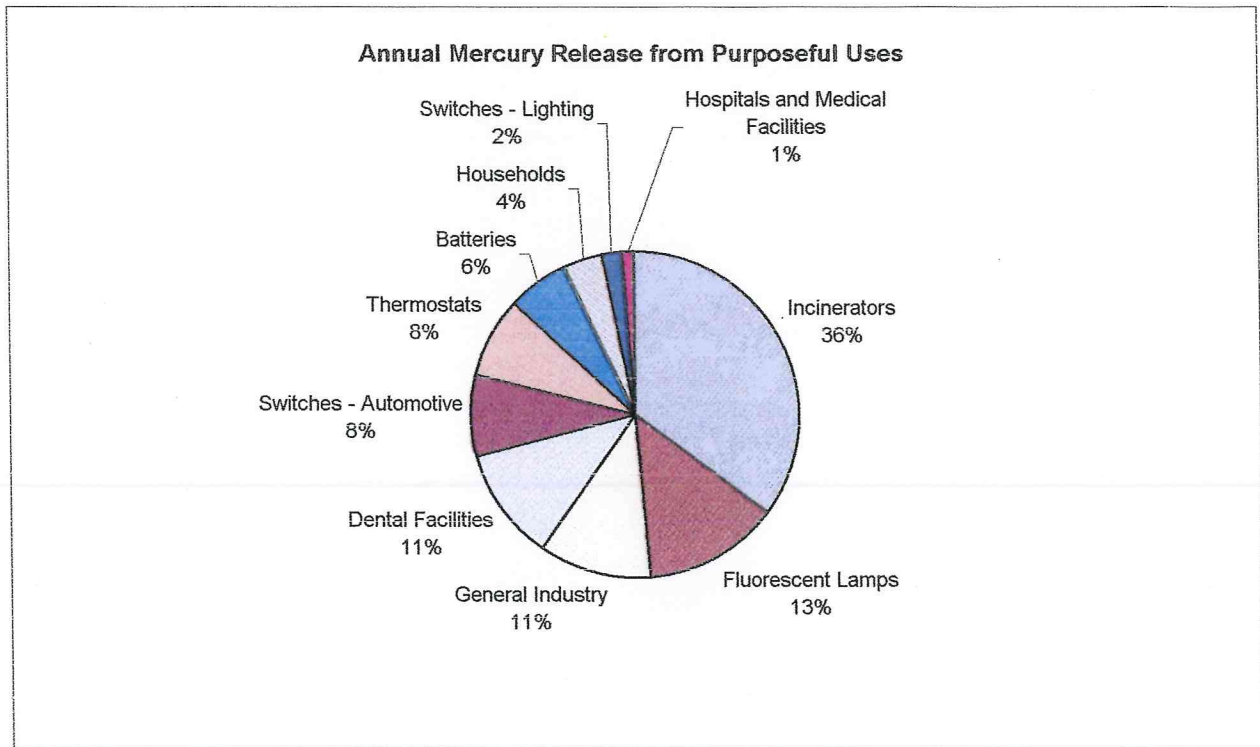
Matthews Environmental Solutions is a (MATW) Matthews International company

10 THINGS YOU SHOULD KNOW ABOUT MERCURY AND CREMATION

1. The most in-depth study of cremation released mercury showed that after 40 years and 112,000 cremations, land around the tested crematory was found to be 10 times below the maximum level for food producing soil and 200 times below the maximum level allowed for children's playgrounds. (For more information on this go to "More About Mercury").
2. The US EPA describes mercury as a "naturally occurring element that can be found throughout the environment," although naturally occurring, different human activities can increase the amount of mercury that is moving between the atmosphere, bodies of water, soils, crops, animals and humans. (See "Mercury Cycle Graphic").
3. Human activities that increase the cycling of mercury include: Utilities (33%), hospital waste (19%), industry power (18%), municipal incinerators (10%), manufacturing (10%), hazardous waste (4.5%), residential heat (2.5%), breakage of lamp bulbs (1.0%), general laboratory (.7%), dentists (.4%), and crematories (0%). (See US EPA Best Point Estimates of Natural Mercury Emissions).
4. Cremation and its process of intense heat often exceeding 1800° results in the volatilization of mercury and its emission into the atmosphere.
5. Animal and pet cremations produce almost no mercury emissions as there is no source of mercury like found in human dental fillings.
6. Dentists' offices and uses produce 10 times more mercury emissions than crematories. (See US EPA Best Point Estimates of Mercury Emissions).
7. Mercury enters the cremation process through human remains which contain silver amalgam dental fillings that are found in many humans.
8. According to the ADA (February 2009 American Dental Association), since 1990, the use of silver amalgam fillings has steadily dropped from 68% usage to a current rate of only 30% usage. This represents a 65% reduction, a tremendous decrease.
9. The primary factor driving the significant decline (65%) of mercury use in dental fillings is not the environment nor is it personal health. It is vanity. Composite resins look better than silver amalgam and contain no mercury.
10. The Cremation Association of North America's (CANA) contribution to the development of good environmental data is acknowledged by the US EPA. CANA is cited as a reference by the US EPA on the cremation statistics and the Joint Test Project performed and co-financed by CANA and US EPA is the reference utilized for mercury and other pollutants. (See "EPA National Emission Inventory").

Annual Mercury Release from Purposeful Uses

Sector	Amount (lb/yr)	Percent of Total	Releases to Media		
			Air (lb/yr)	Solid Waste (lb/yr)	Wastewater (lb/yr)
Incinerators	326	35%	326	0	0
Fluorescent Lamps	126	13%	0	126	0
General Industry	102	11%	0	0	102
Dental Facilities	99	11%	0	40	59
Switches - Automotive	72	8%	7	51	14
Thermostats	70	8%	0	70	0
Batteries	53	6%	0	53	0
Households	40	4%	0	0	40
Switches - Lighting	16	2%	0	16	0
Hospitals and Medical Facilities	7	1%	0	0	7
Switches - Appliances	4	<1%	0	3	1
Crematories	3	<1%	3	0	0
Landfills	1	<1%	0	0	1
Veterinary Facilities	1	<1%	0	1	0
Septage	0	0%	0	0	0
Total for Purposeful Uses (lb/yr)	920		336	360	224
Total for Purposeful Uses (percent)		100%	37%	39%	24%



MORE ABOUT MERCURY

Following the report in the Spring edition about samples for Mercury taken at a crematorium, it is now possible to publish the results from two other crematoria in different parts of the country.

In the November edition of the Lancet, Volume 352, an article appeared concerning mercury levels in the hair of crematoria workers. In view of the claims made it was decided to carry out an investigation into possible mercury contamination of the grounds surrounding the crematorium.

The crematorium in question has carried out in excess of 112,000 cremations since opening 40 years ago.

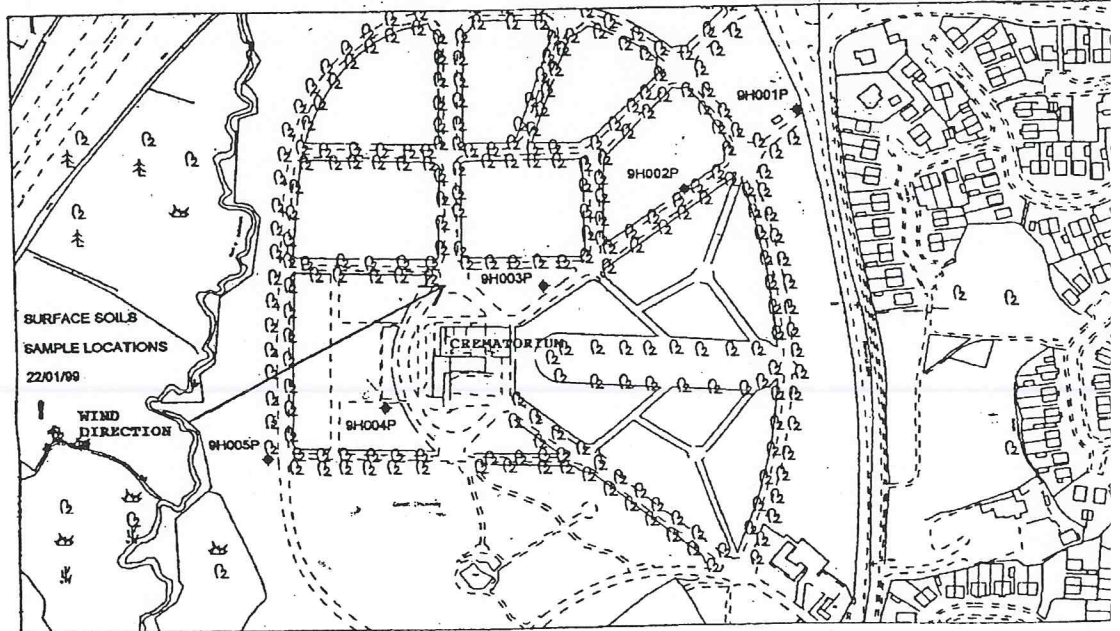
It was decided to take five soil samples from within the crematorium grounds along the axis of the prevailing wind. The soil samples 9H005P and 9H004P were taken upwind of the crematorium chimney and the three remaining samples, 9H003P, 9H002P and 9H001P were taken downwind. The results indicate a higher concentration of mercury downwind of the crematorium (see Table A below). All the results, however, were within acceptable levels.

In July 1987 the Interdepartmental Committee on the Redevelopment of Contaminated Land issued a number of 'trigger concentrations' for determining the significance of contamination in soil, ICRCL 59/93 2nd Edition July 1987.

If samples taken from a site are in below the trigger concentration it is reasonable to regard the site as uncontaminated. The trigger concentration for mercury in domestic gardens and allotments, which takes into account the possibility that food could be grown and mercury could enter the food chain, is 1mg/kg. The trigger concentration for parks, playing fields and open spaces is 20mg/kg. The concentrations found within the crematorium grounds ranging between 0.09mg/kg and 0.17mg/kg are below the trigger concentrations and therefore the ground can be considered to be uncontaminated.

TABLE A:

Sample Number	Distance from Chimney	Mercury (mg/kg)
9H005P	142 metres	0.09
9H004P	61 metres	0.10
9H003P	51 metres	0.17
9H002P	138 metres	0.17
9H001P	233 metres	0.09



United States Environmental Protection Agency (EPA) – Status on Crematories

>>> <Johnson.Mary@epamail.epa.gov> 12/06/05 12:10 PM >>>

Mr. Rahill,

Final regulations for other solid waste incineration (OSWI) units were signed by the EPA's Administrator on November 30, 2005, and can be found at <http://www.epa.gov/ttn/oarpg/new.html>. They should be published in the Federal Register within the next couple of weeks. Regarding the status of human and animal crematories, EPA did not change its position with respect to these sources between proposal and promulgation, and they are not regulated as part of the final OSWI regulations or any other existing Clean Air Act section 129 incineration regulation.

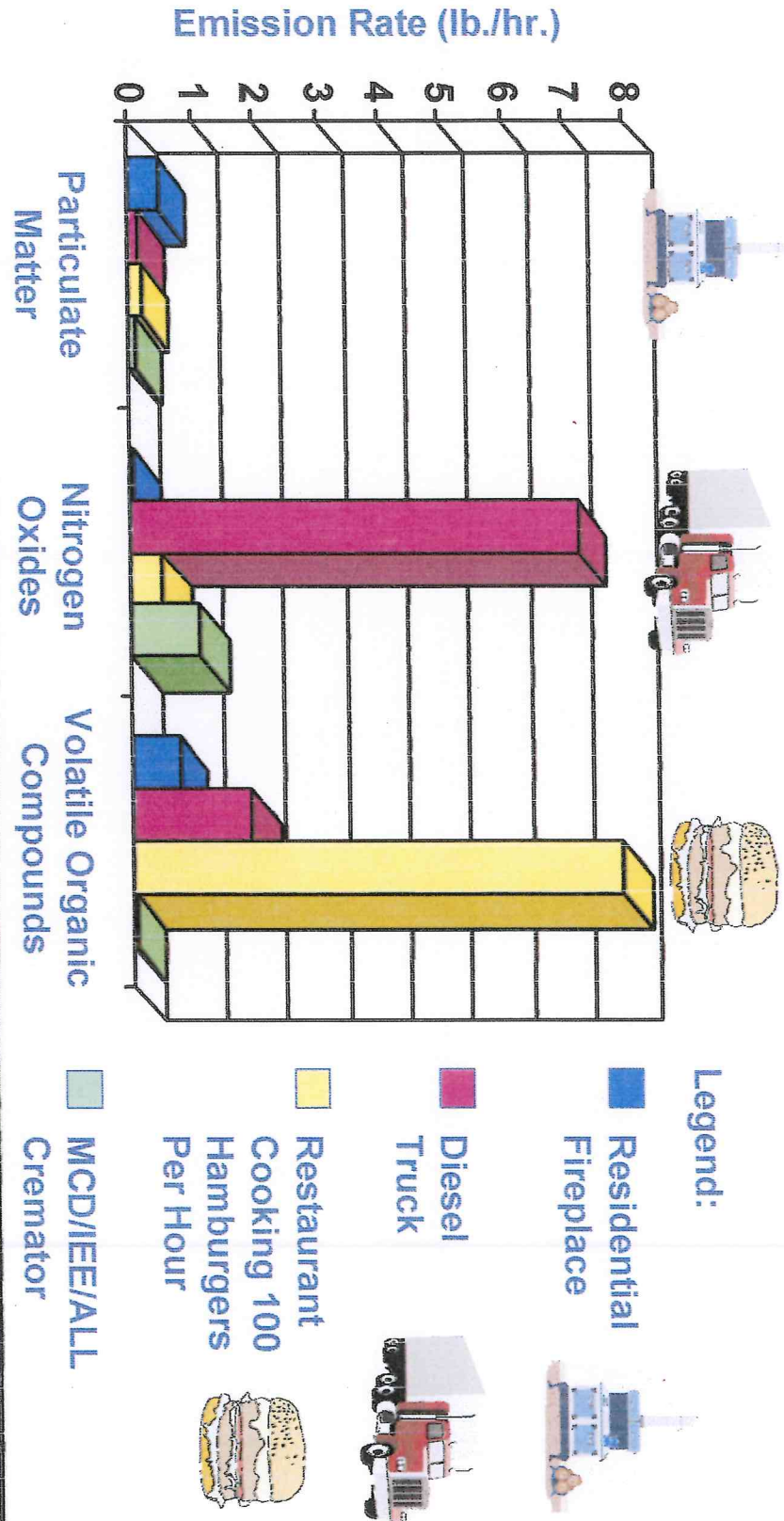
Human Crematories: We noted in the preamble to the proposed rules that "In considering the nature of human crematories . . . , EPA has come to the conclusion that the human body should not be labeled or considered "solid waste". Therefore, human crematories are not solid waste combustion units, and are not a subcategory of OSWI for regulation." Moreover, we state in the preamble to the final rules that "as stated in the preamble to the proposed OSWI rules, if EPA or States determine in the future that human crematories should be considered for regulation, they would be addressed under other authorities".

Animal Crematories: In the preamble to the proposed rules, we noted that (1) "emissions from these units are very low when compared to other solid waste combustion units. The emissions levels from uncontrolled animal crematory units are, in fact, less than emissions after controls from other types of incinerators that are regulated . . ."; (2) "EPA is concerned about biosecurity within the agricultural sector."; (3) "In many areas there is also a lack of reasonable and economic alternatives (e.g., rendering, composting, burial) to incineration."; and (4) "EPA has determined that the adverse impacts associated with regulation of animal crematories outweigh the benefits of regulation and these units are not included as a subcategory of OSWI for regulation at this time." We state in the preamble to the final rules that "EPA has not changed our decision to exclude animal crematories and pathological waste incineration units, based on our analysis of their emissions and the adverse impacts that would occur if these units were regulated under the final OSWI rules, . . ."

At this time, EPA has no plans underway to regulate human or animal crematories. I hope that you find this information helpful. Thanks.

Mary Johnson
 Environmental Engineer
 U.S. Environmental Protection Agency
 Office of Air Quality Planning and Standards
 Mail Code C 439-01
 Research Triangle Park, NC 27711
 Phone: (919) 541-5025
 Fax: (919) 541-5450

Emissions Comparison



NATIONAL EMISSIONS INVENTORY

Property value has increased!

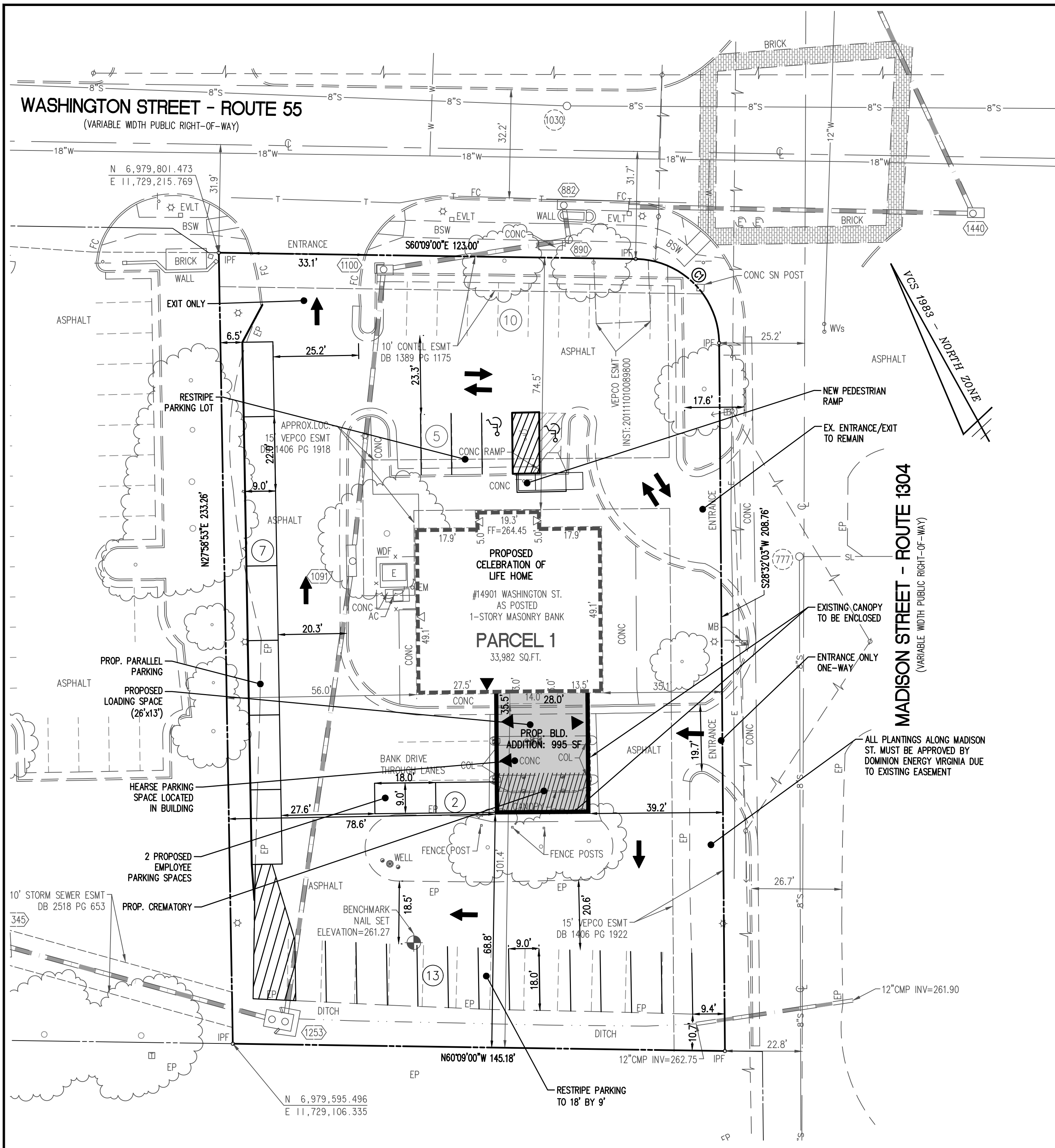
Woodlawn Crematory
400 Woodlawn Cemetery Rd.
Gotha Fl, 34734

single family home #1
361 Woodlawn Cemetery RD.
TAV:
2000 = \$141,600.00
2017 = \$278,922.00

Single family home #2
353 Woodlawn Cemetery RD.
TAV:
2000 = \$122,810.00
2017 = \$376,387.00

Single family home #3
9024 Spence CT.
TAV:
2000 = \$170,131.00
2017 = \$270,085.00

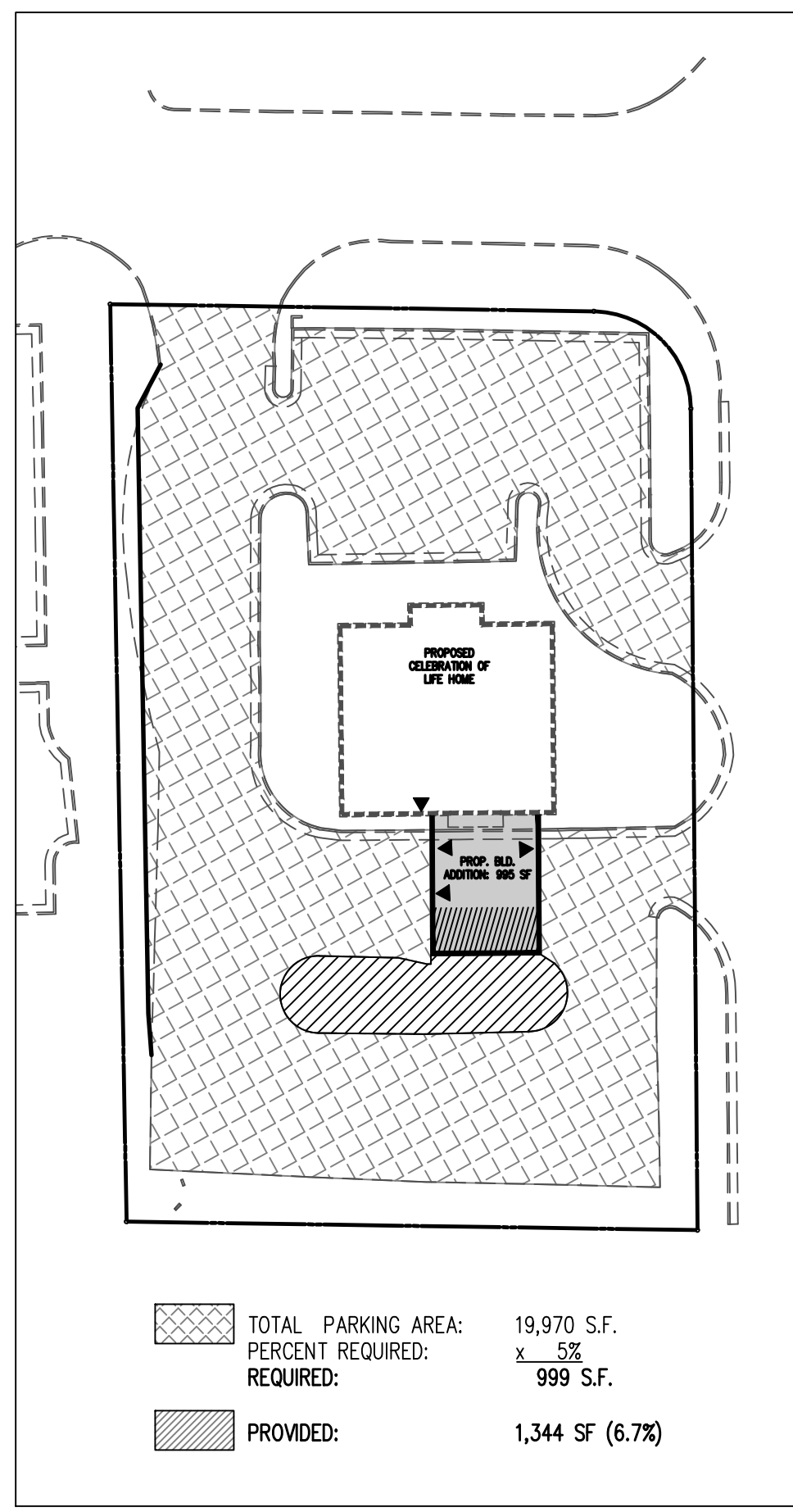
Single family home #4
9025 Spence CT.
TAV:
2000 = \$153,119.00
2017 = \$251,997.00



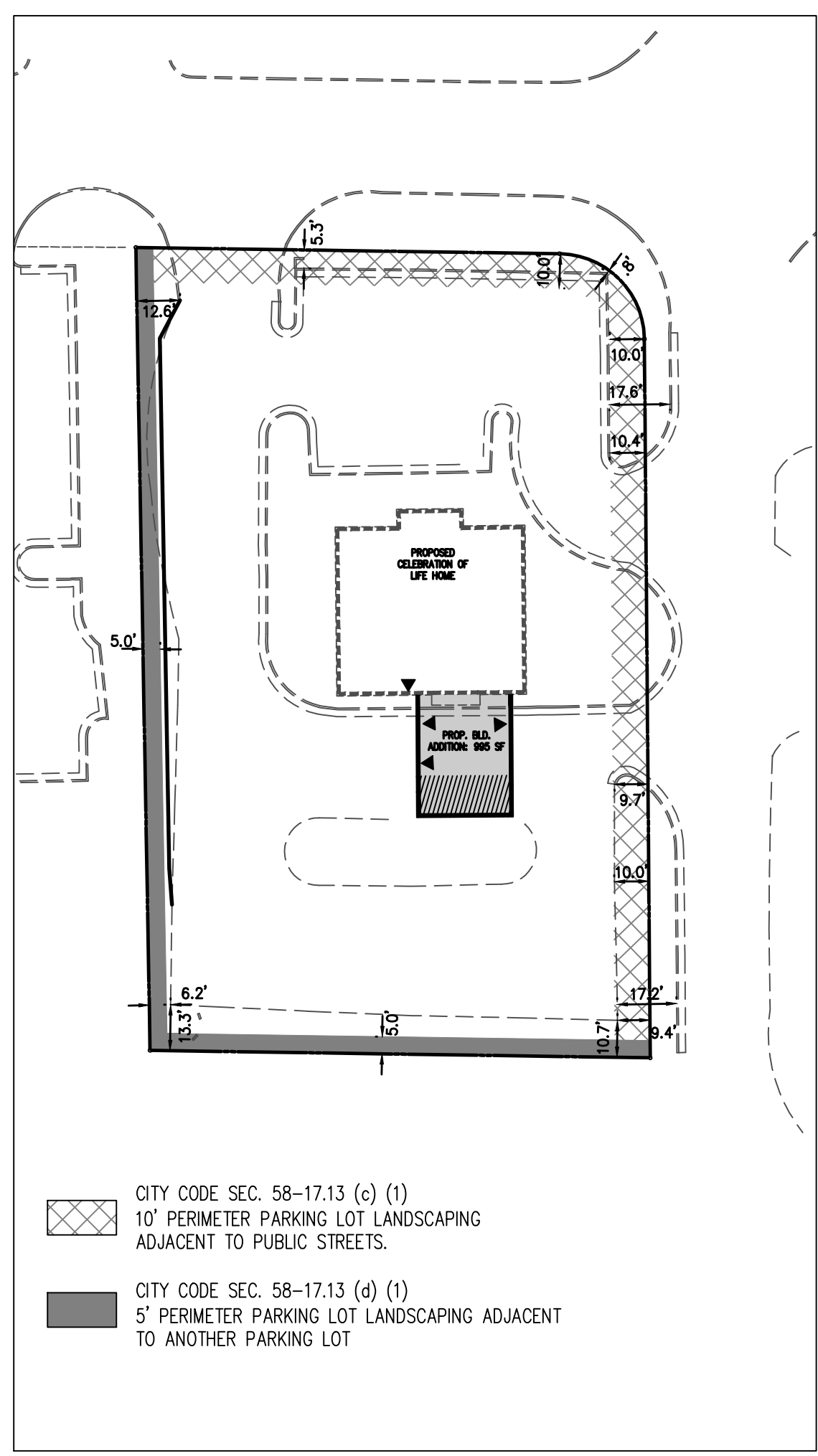
ZONING TAB:

SITE AREA: 33,982 SF (0.7801 ac)
 EXISTING ZONE: B-1
 PROPOSED USE: FUNERAL HOME AND CREMATORY

	PERMITTED	PROVIDED
MAX BUILDING HEIGHT:	50	+30
MAX STORIES:	4	1
MIN. BUILDING SETBACKS FOR NON PRINCIPAL USES:		
FRONT:	5' OF ANY STREET ROW	74.5
SIDE/REAR:	5' OF ANY STREET ROW, 0' WHEN ABUTTING SIMILAR COMMERCIAL USES	56
	25' SIDE YARD WHEN ABUTTING RESIDENTIAL	35.1
PARKING:		
	1 SPACE PER 4 SEATS (+96 SEATS = +24 SPACES)	37 SPACES (INCLUDES 2 HANDICAP)
	1 SPACE PER 2 EMPLOYEES (+4 EMPLOYEES = +2 SPACES)	2 TANDUM SPACES
	1 SPACE PER HEARSE	1 HEARSE SPACES (INSIDE BUILDING ADDITION)
	1 LOADING SPACE	1 LOADING SPACE (INSIDE BUILDING ADDITION)
PERIPHERAL PARKING LOT LANDSCAPING:		
10' BETWEEN THE PROPERTY LINE AND PARKING LOT	NORTH/EAST: 10'	0.8'-5.3'/0.8'-10.4' * * WAIVER REQUESTED
5' BETWEEN THE PROPERTY LINE AND PARKING LOT IF ADJACENT TO ANOTHER PARKING LOT	SOUTH/WEST: 5'	10.7'-13.3'/6.2'-12.6'
INTERIOR PARKING LOT LANDSCAPING:		
PARKING LOT AREA:		19,970 SF
MINIMUM 5% REQUIRED:		999 SF
PROVIDED:		1,344 SF



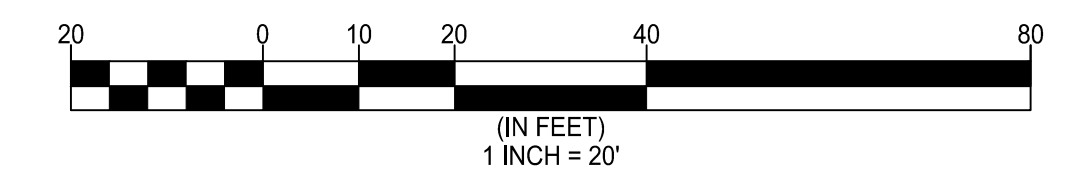
INTERIOR PARKING LOT LANDSCAPING CALCULATIONS
 SCALE: 1"=40'



PERIMETER PARKING LOT LANDSCAPING AND BUFFER REQUIREMENTS
 SCALE: 1"=40'

LEGEND

PROPOSED	DESCRIPTION	EXISTING	PROPOSED	DESCRIPTION	EXISTING
EP	EDGE OF PAVEMENT	EP	—	OVERHEAD WIRES	—
MH	MANHOLE	MH	—	UTILITY POLE	—
WV	WATER VALVE	WV	—	UNDERGROUND ELECTRIC	—
WM	WATER METER	WM	—	TELEPHONE	—
GM	GAS METER	GM	—	GAS MAIN	—
TCB	TRAFFIC CONTROL BOX	TCB	—	ELECTRICAL	—
LP	LIGHT POLE	LP	—	TRANSFORMER	—
LP/S	LIGHT POLE WITH SIGNALS	LP/S	—	HANDICAP RAMP (CG-12)	—
CG-2	CURB & GUTTER	CG-2	—	GUARDRAIL	—
CG-6R	TRANSITION FROM CG-6 TO CG-6R	CG-6R	—	FENCE	—
CG-6	SANITARY SEWER	S	—	TRAFFIC FLOW	—
SL	SANITARY LATERAL	SL	—	LIGHT	—
C.O.	CLEAN OUT	C.O.	—	DOOR	—
SS	STORM SEWER	SS	—	TREES	—
W	WATER MAIN	W	—	LIMITS OF CLEARING AND GRADING	—
FH	FIRE HYDRANT	FH	—	LIMITS OF CONCEPTUAL DEVELOPMENT PLAN (CDP)	—
P	PLUG	P	—		



CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA	TANGENT	CHORD	CHORD BEARING
C1	25.00'	38.70'	88°41'03"	24.43'	34.95'	S15°48'29"E

Engineers • Surveyors • Planners
 Landscape Architects • Arborists
WALTER L. PHILLIPS
 207 PARK AVENUE
 FALLS CHURCH, VIRGINIA 22046
 (703) 532-6163 Fax (703) 533-1301
 www.WLPINC.com

INCORPORATED ESTABLISHED 1945
 DATE: AUGUST 3, 2018
 SCALE: 1"=20'

REVISION APPROVED BY

NO.	DESCRIPTION	DATE	REV. BY	APPROVED	DATE

SPECIAL USE PERMIT PLAN
TURCH FUNERAL HOME
 14931 WASHINGTON STREET
 SPECIAL USE PERMIT PLAN
 TOWN OF HAYMARKET, VIRGINIA

REPORT ON NOISE EMISSIONS
FOR
MATTHEWS CREMATION GROUP.

Prepared for:
Jarrod Gogel
Matthews Cremation Group
2045 Sprint Blvd
Apopka, FL 32703
jgogel@matthewsintl.com
800-327-2831

Date:
June 21, 2010

Prepared by:
Trevor Reschny, MS, CSP
Florida Safety Links Inc.
P.O. Box 933
Gotha, Florida 34734



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2.0 SAMPLING METHOD AND QUALITY CONTROL..... 3

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3.0 NOISE REDUCTION BY DISTANCE FORMULA..... 4

4.0 SAMPLING RESULTS..... 4

5.0 HEALTH EFFECTS AND OSHA EXPOSURE LIMITS..... 5

 Background information about occupational noise exposure:..... 5

 Introduction to the OSHA regulations:..... 5

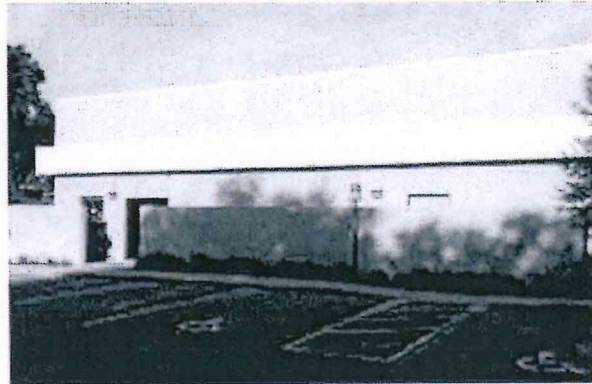
APPENDIX A: RIVERSIDE COUNTY CALIFORNIA NOISE ORDINANCES..... 6





1.0 BACKGROUND INFORMATION

At the request of Jarrod Gogel with Matthews Cremation Group, Safety Links Inc conducted a noise survey of a Cremation unit located at the Woodlawn Cemetery in Gotha Florida.



The results outlined in this report will help you:

1. Identify the baseline noise levels of the equipment
2. Document potential noise exposure for employees working in the vicinity
3. Document the noise emission levels to ensure compliance with the Riverside County California Noise Ordinances.

2.0 SAMPLING METHOD AND QUALITY CONTROL

- Noise Mapping was conducted to determine the potential noise emission levels at various distances both inside and outside of the cremation building.
- To obtain a baseline Safety Links first took noise measurements with all equipment off. Then a single unit was turned on and measurements were taken. Afterwards both units were turned on and the noise measurements were recorded.
- According to the staff and management onsite the noise levels emitted from these units remain consistent throughout start up and operation.
- All outside measurements were taken in the dBL (linear scale) for comparison purposes to the Riverside County California Noise Ordinances. All inside measurements were taken in dBA scale for OSHA permissible exposure level (PEL) comparison.

Instrumentation used:

- Extech 407732 SLM -Type II, Sr.# 080301516 (Factory calibrated 11/17/09)
- Calibrator: Extech 407744 Sr# R.144827 (Factory calibrated 11/17/09).
- The sound level meter used in the survey met the ANSI Type 2 specifications as established in ANSI Policy S 1.4-1991 (R 1997) entitled "Specifications for Sound Level Meters." The sound level meter was calibrated before and after the monitoring periods.
- The equipment was calibrated within +2% 94.0 dB at 1000 Hz using an acoustical calibrator meeting the ANSI Policy 1.25 – 1991 (R 1997).





3.0 NOISE REDUCTION BY DISTANCE FORMULA

$$dB_1 = dB_0 + 20 \log_{10} \left(\frac{d_0}{d_1} \right)$$

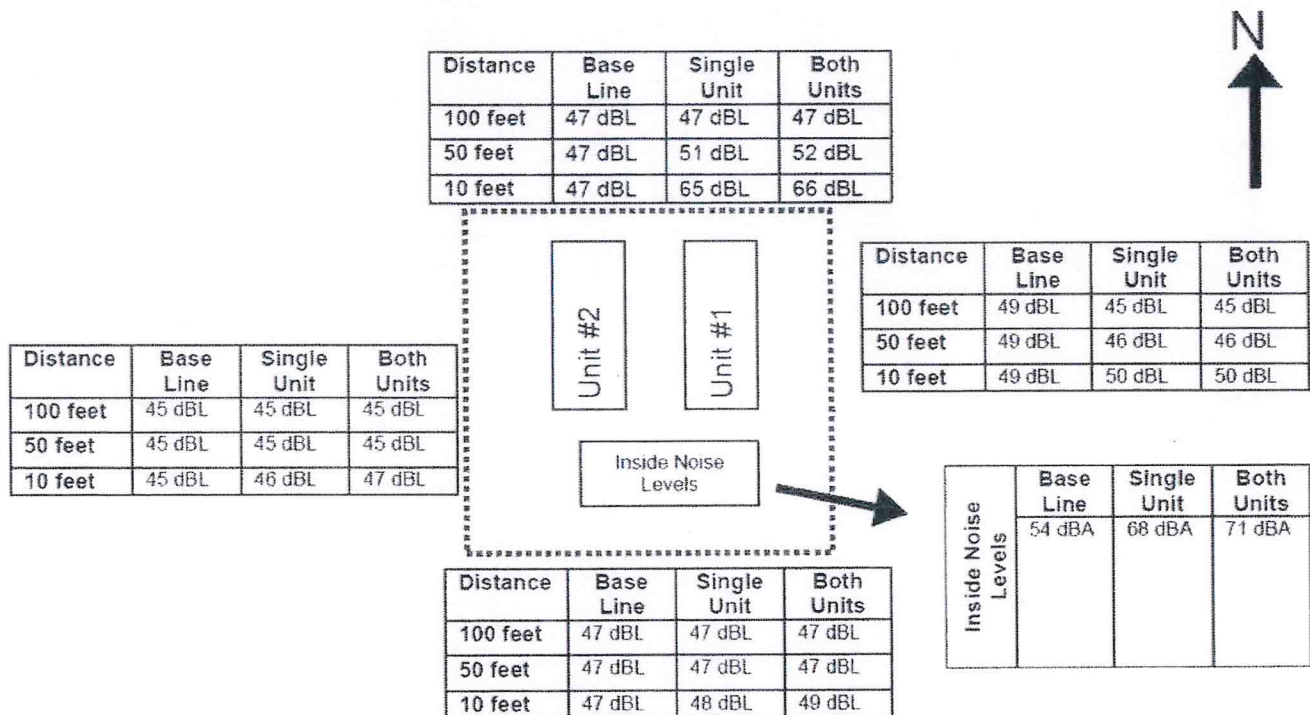
Where: db1 = noise at first distance and db0= noise at second distance

Or just remember the Rule of 6's:

- o 6 dB loss w/ doubling of distance
- o 6 dB gain w/ halving of distance

4.0 SAMPLING RESULTS

- o All measurements were taken on June 21, 2010
- o The first sample corresponds to the Base Line noise levels (i.e. no equipment running) and was conducted at 722AM
- o The second sample corresponds to the noise levels of a single unit running at full capacity and was conducted at 730AM
- o The third sample corresponds to the noise levels of both units running at full capacity and was conducted at 740AM
- o Both units were the Matthews Cremation Group "Super Power Pak III" model.



Please note: All distances are approximate. Drawing not to scale!





5.0 HEALTH EFFECTS AND OSHA EXPOSURE LIMITS

Background information about occupational noise exposure:

Noise is one of the most widespread occupational health problems in industry. Exposure to noise can cause hearing loss in addition to other harmful health effects. Other effects can include the interference with understanding speech; stress reaction; lower employee morale; reduced efficiency; annoyance; interference with concentration; and overall employee fatigue. The effects of noise depend primarily on the intensity and frequency of the noise in addition to the duration of the exposure.

Noise-induced hearing loss can be temporary or permanent. Temporary hearing loss results from short-term exposures to noise, with normal hearing returning after period of rest. On the other hand, prolonged exposure to noise over a period of time gradually causes permanent damage. This type of noise-induced hearing loss is a permanent sensorineural condition that cannot be treated medically and is initially characterized by a declining sensitivity to high-frequency sounds, usually at frequencies above 2,000 Hz.

Introduction to the OSHA regulations:

The Occupational Safety and Health Administration's hearing conservation regulations have been designed to protect workers from hearing impairment throughout their entire working lifetimes. To do this, OSHA has implemented a Permissible Noise Exposure Level of 90 dBA averaged over an eight hour period. OSHA has further established the "Action Level" at 85 dBA meaning that employers are responsible for implementing a Hearing Conservation Program when workers are exposed to levels at or above 85 dBA. The OSHA standard uses a 5 dBA doubling scale meaning that for every 5 dBA increase in exposure, the allowable time is reduced to half. For example, workers can be exposed without the use of hearing protectors for 8 hours at 90 dBA, 4 hours allowed at 95 dBA, 2 hours allowed at 100 dBA, etc.

The applicable federal regulations includes: *Code of Federal Regulations, Title 29, Chapter XVII, Part 1910, Subpart G, 1910.95: sections (a), (b), (c), (d), (e), (f), Appendix A, and Appendix G.*





APPENDIX A: RIVERSIDE COUNTY CALIFORNIA NOISE ORDINANCES



P.O. Box 933 Gotha, Florida 34734 Phone Fax 800.768.7036 info@safetylinks.net www.safetylinks.net

SOUND	NOISE LEVEL (dBA)	EFFECT
Jet Engines (Near)	140	
Shotgun Firing	130	
Jet Takeoff (100-200 Ft.)	130	
Rock Concert (Varies)	110-140	Threshold of pain (125 dB)
Oxygen Torch	121	
Discotheque/Boom Box	120	Threshold of sensation (120 dB)
Thunderclap (Near)	120	
Stereo (Over 100 Watts)	110-125	
Symphony Orchestra	110	
Power Saw (Chain Saw)	110	Regular exposure of more than 1 minute risks permanent hearing loss (over 100 dB)
Jackhammer	110	
Snowmobile	105	
Jet Fly-over (1000 Ft.)	103	
Electric Furnace Area	100	
Garbage Truck/Cement Mixer	100	No more than 15 minutes of unprotected exposure recommended (90-100 dB)
Farm Tractor	98	
Newspaper Press	97	
Subway, Motorcycle (25 Ft)	88	Very annoying
Lawnmower, Food Blender	85-90	Level at which hearing damage (8 hrs.) begins (85dB)
Recreational Vehicles, TV	70-90	
Diesel Truck (40 Mph, 50 Ft.)	84	
Average City Traffic Noise	80	Annoying; interferes with conversation; constant exposure may cause damage
Garbage Disposal	80	
Washing Machine	78	
Dishwasher	75	
Vacuum Cleaner	70	
Hair Dryer	70	Intrusive; interferes with telephone conversation
Normal Conversation	50-65	
Quiet Office	50-60	Comfortable (under 60 dB)
Refrigerator Humming	40	
Whisper	30	Very quiet
Broadcasting Studio	30	
Rustling Leaves	20	Just audible
Normal Breathing	10	
	0	Threshold of normal hearing (1000-4000 Hz)



Paul Rahill
President

Cremation Division

The Standard of Excellence in Cremation Solutions

PROJECT NOTES

FROM: Paul Rahill **DATE:** June 7, 2006

PROJECT: Opacity Control System Description

These opacity systems are usually adjusted to between 10% and 20% as an opacity alarm set point. If these opacity settings are exceeded, it will set off a visual (red light) and audible alarm (buzzer) and send the control system into correction mode. If an opacity event occurs the monitor detects it and automatically reduces the burner fuel input to the cremation chamber and increases the air inputs to the secondary chamber. This all happens without the operator doing anything and usually allows the secondary chamber to quickly restore a clean stack output. If the condition remains stable for 3 to 5 minutes, it will allow the system to return to its normal cremation cycle.

A simple calibration plate is provided along with training for the operator to clean and recalibrate as needed. Calibration is recommended each time the lenses, transmitter and receiver, are cleaned. This would occur probably 1 to 4 times per month depending on volume of cremations processed. If the transmitter or receiver lenses are not periodically wiped clean, which takes only minutes to do say once per week, the opacity system will "fail safe" assuming the dirt on the lenses is smoke in the stack and place the equipment into corrective mode. The operator could take 3 possible actions

- 1) clean the lenses while the unit is running which is easy
- 2) adjust the set point higher on the opacity unit as a temporary fix or
- 3) shut down the opacity controller and finish the cremation.

Overall, through the years, we have been quite satisfied with the function and reliability of this simple system.

Our reasoning for equipping our cremation systems with these units was that although it was not required by the DEP, our installations were most often in Funeral Homes which were sited in light commercial and/or residential areas. Often these units are set and left during their 2 to 3 hour cycle.

These opacity systems provided added assurance to the operators and owners that they could install and operate these cremation systems within their funeral homes without disrupting their clientele or neighbors.

2045 Sprint Boulevard, Orlando, Florida 32703
407 886 5533 - 800 327 2831
FAX 407 886 4498

www.matthewscremation.com
www.faithfulforeverpets.com

2045 Sprint Boulevard, Orlando, Florida 32703
407 886 5533 - 800 327 2831
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www.matthewscremation.com
www.faithfulforeverpets.com

PowerPak II PLUS

A Higher Standard

- Designed for 6 Cremations Per Day
- 100 minutes or Less Cremation Time
- Secondary Chamber Volume: 96 Cu. Ft.
- Oversize 43" Door For Maximum Load Capacity



*PowerPak II PLUS shown with optional EX-1 Design Upgrade, and remote operation via included Android tablet.

The Future Of Cremation

Matthews
INTERNATIONAL
ENVIRONMENTAL SOLUTIONS

Attachment: PowerPak II Digital Brochure-ENG Rev 2015-08-06 (002) (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and

High-Tech Productivity

For Small And Mid-Sized Crematories

The PowerPak II PLUS delivers industry-leading technology and the extra capacity you need to grow your business. Featuring a larger secondary chamber and faster cremation times than our basic cremation system, the PowerPak II PLUS is perfect for businesses that perform up to 6 cremations per day.

Ready To Go

The PowerPak II PLUS arrives at your doorstep ready to go. It comes pre-wired, pre-piped, and pre-tested. All you have to do is unload it, connect it to gas and electricity, and attach the exhaust stack. As always, our team is available to help you prepare your site so installation is quick and easy.



M-pyre® Makes A Tough Job Easy

Managing the operation of your cremation equipment has never been easier! Our intuitive logic control system allows you to answer four basic questions prior to starting the cremation cycle and your equipment automatically set for maximizing operating conditions. It features remote capabilities that let you monitor your crematory activity, create instant performance reports and communicate with Matthews technical support via the Internet from anywhere in the world. Matthews service team can stay connected to your machine 24/7 to provide peace of mind and instant support. We are with you every step of the way.



The Future Of Cremation: Matthews Gives You More

Matthews is redefining the future of cremation. We offer a powerful partnership that gives you access to our global resources and combines all of our engineering talents. With more than 100 of years of experience and 4,500 installations in over 50 countries, we are the most trusted brand in cremation technology and service. Count on Matthews to help build your business for both today's challenges and tomorrow's opportunities. Visit us at MatthewsCremation.com.

Stainless Steel Stack

Non-Corrosive, with 4½" refractory lining for strength, durability and facility safety.

Emission Monitoring System

Opacity sensor automatically monitors and corrects any visible smoke leaving the system.

M-pyre® 2.0 Operating Controls

18.5 inch Hi-Definition color monitor with keyboard, mouse and PC interface. Web-based system with live operating graphics.

Oversize Loading Door

43" wide for larger cases. Automated self-locking, self-sealing, pressurized door system to control oxygen and maximize combustion.

Smoke-Buster™ System

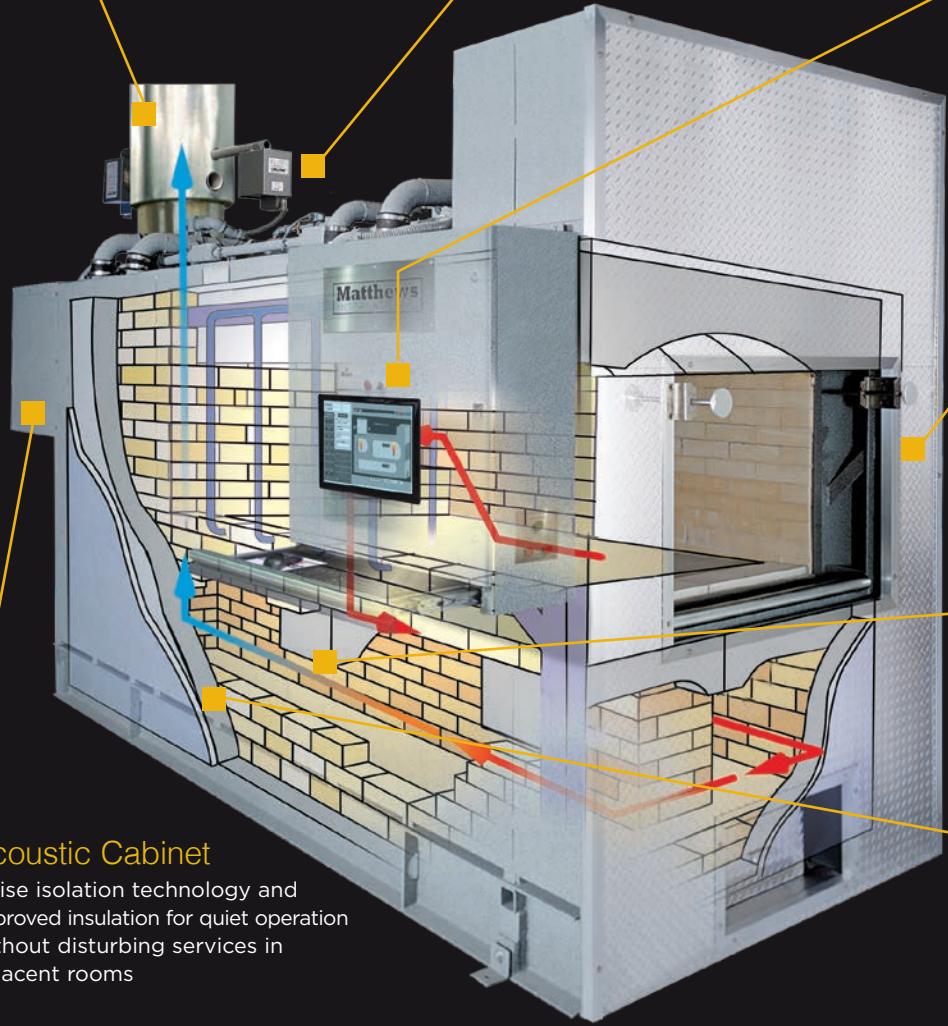
Largest secondary combustion chamber in its class — 96 cu. ft. — for complete combustion of smoke and odor.

Air-Cooled Side Panels

Operational safety of the equipment to protect both your staff and the facility.

Acoustic Cabinet

Noise isolation technology and improved insulation for quiet operation without disturbing services in adjacent rooms



*PowerPak II PLUS shown with standard configuration.

The Power Of Partnership

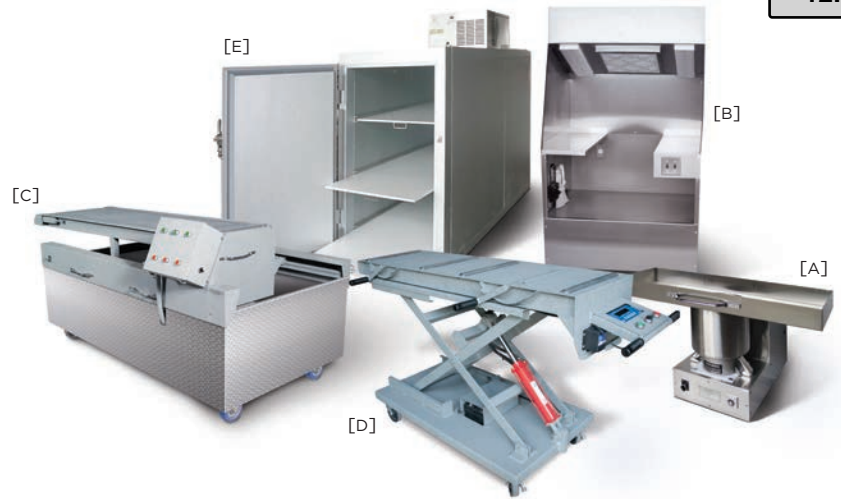
- Financial ROI Analysis
- Zoning and Permitting Support
- Operator Training and Certification
- 24/7 Customer Service and Support
- Custom Engineering and Design
- Facility Layout and Design
- Crematory Accessories and Supplies
- Leasing and Financing Options
- Turn-Key Installation

PowerPak II PLUS Specifications

Overall Height:	9' (2.74 m)
Overall Width:	5' 9" (1.75 m)
Overall Length:	14' 10.5" (4.53 m)
Weight:	28,000 lb. (12,700.586 kg)
Fuel:	Natural or L.P. Gas (Oil available)
Electrical:	230 volts, 1-phase/3-phase



Get the Most from Your Matthews Cremator



System Accessories

[A] ECP-200 Electric Cremated Remains Processor

- Reduces cremated remains to fit standard-sized urns
- Average processing time \leq 30 seconds
- Quiet and dust-proof

[B] VPS-1 Processing Station

- Recovers dust when transferring cremated remains for operator safety
- Ventless design eliminates wall or ceiling openings
- Built-in overhead lighting adds convenience and safety
- Steel frame construction, finished with heavy-gauge stainless steel

[C] Auto-Loader

- Increases production and enhances operator safety
- Extends the cremation chamber floor life
- Offers a professional presentation during family viewing

[D] Hydraulic Lift Table - LT1BS

- Includes battery and scale

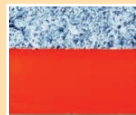
[E] Three-Body Cooler

- Safe storage until final disposition
- Thermostatically controlled system maintains constant temperature
- Removable shelves accommodate a mortuary cart or caskets

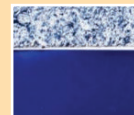
[X] EX-1 Design Upgrade

- Sleek, streamlined appearance
- Includes front facade and lighted hood.
- Remote operation via included Android tablet
- Choice of 5 colors

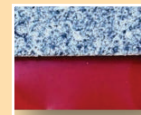
Orange



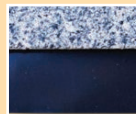
Blue



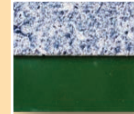
Red



Black



Green



April.17, 2017

SPECIFICATIONS- Model Power-Pak II Plus

1. Equipment Type..... Model Power-Pak II Plus
 - A. Model No. IE43-PPII Plus
 - B. Underwriters Laboratories Listing and File No. .. 87E8; MH14647

2. Dimensions
 - A. Footprint 12' – 9 ½ " x 5' - 9" (3.9 m x 1.8 m)
 - B. Maximum Length..... 14' – 10 ½ " (4.53 m)
 - C. Maximum Width 6' -10" (2.08 m)
 - D. Maximum Height 9' (2.74 m)
 - E. Chamber Loading Opening 30 ¾ " H x 43 ½ " W (781 mm x 1105 mm)

3. Weight 28,000 lbs. (12,700 kg)

4. Utility/Air Requirements
 - A. Gross Gas Input, Natural or LP Gas..... 3,000,000 BTU/hr. (3,165,168 kJ/h)

Running Gas Pressure, LP or Natural Gas 11 inches (279.4 mm) water column or greater
 - B. Electrical Supply..... 230 volt, 3Ø or 1Ø, 50/60 hz (others available)
 - C. Air Supply..... 2,500 cfm (70.8 standard m³/min)

5. Incineration Capacity 175 lbs./hr. (79 kg/h)

6. Typical Loading Capacity of Waste Types..... 750 lbs. (340.2 kg)

7. Construction and Safety Standards..... Incineration Institute of America, Underwriters Laboratories, Canadian Standards Association

8. Steel Structure Construction
 - A. Frame 2" (51 mm) square tubing
 - B. Front/Rear Plates 3/8" (9.5 mm) plate
 - C. Floor Plates..... 3/16" (5 mm) plate
 - D. Outer Side Casing..... 12 gauge (3 mm) plate
 - E. Inner Side Casing..... 12 gauge (3 mm) plate

9. Stack Construction
 - A. Inner Wall..... 4 1/2" (110 mm) insulating firebrick or castable
 - B. Outer Wall..... 12 gauge (3 mm) sheet, Stainless Steel, welded seams (unlined stack available)

10. Draft Nozzle Construction Schedule 40 Stainless Steel pipe with welded connections

11. Main Chamber Door Construction
 - A. Steel Shell..... 3/16" (5 mm) steel, welded with reinforcement
 - B. Outer Refractory..... 1" (25 mm) insulating block
 - C. Inner Refractory 4½" (110 mm) insulating firebrick

April.17, 2017

SPECIFICATIONS- Model Power-Pak II Plus

12. Primary Chamber Wall Construction
- A. Outer Casing Wall 12 gauge (3 mm) sheet
 - B. Inner Frame/Air Compartment..... 2" (51 mm) air compartment
 - C. Inner Casing Wall..... 12 gauge (3 mm) sheet
 - D. Outer Refractory Wall..... 5" (127 mm) insulating block
 - E. Inner Refractory Wall 4½" (114 mm) firebrick
13. Secondary Chamber Wall Construction
- A. Outer Casing Wall 12 gauge (3 mm) sheet
 - B. Inner Frame/Air Compartment..... 2" (51 mm) air compartment
 - C. Inner Casing Wall..... 12 gauge (3 mm) sheet
 - D. Outer Refractory Wall..... 6" (152 mm) insulating block
 - E. Inner Refractory Wall 4½" (114 mm) firebrick
14. Refractory Temperature Ratings
- A. Standard Firebrick..... 3,100° F. (1704° C)
 - B. Insulating Firebrick..... 2,600° F. (1427° C)
 - C. Castable Refractory (Hearth)..... 2,550° F. (1399° C)
 - D. Castable Refractory 3,100° F. (1704° C)
 - E. Insulating Block..... 1,900° F. (1038° C)
 - F. Bonding Mortar 3,200° F. (1760° C)
15. Chamber Volumes (not including external flues, stacks or chimneys)
- A. Primary Chamber 70 cubic feet (2.12 m³)
 - B. Secondary Chamber 96 cubic feet (2.72 m³)
16. Emission Control Features
- A. Secondary Chamber with Afterburner Included
 - B. Opacity Monitor and Controller with Visual and Audible Alarms..... Included
 - C. Auxiliary Air Control System..... Included
 - D. Microprocessor Temperature Control System Included
17. Operating Temperatures
- A. Primary Chamber 32° F. - 1,800° F. (0° C - 982° C)
 - B. Secondary Chamber 1,400° F. - 1,800° F. (760°C - 982°C)
(as required by Env. agency)
18. Secondary Chamber Retention Time > 1 second
19. Ash Removal Door functions as a heat shield. Sweep out beneath front door into hopper that fills collection pan.

April.17, 2017

SPECIFICATIONS- Model Power-Pak II Plus

- 20. Safety Interlocks
 - A. High Gas Pressure..... Optional
 - B. Low Gas Pressure..... Optional
 - C. Blower Air Pressure Included
 - D. Door Position Included
 - E. Opacity..... Included
 - F. Motor Starter Function..... Included
 - G. Chamber Temperature Included
 - H. Motor Overload Included
 - I. Flame Quality Included
 - J. Burner Safe Start Included
 - K. Cremation Burner/Door Interlock..... Available upon Env. Agency requirements

- 21. Burner Description The nozzle mix burners used on this cremation equipment are industrial quality and designed for incinerator use.

- 22. Ultraviolet Flame Detection Ultraviolet flame detection has proven to be the most reliable means of flame safety. The system is completely sealed in a quartz capsule to eliminate problems, caused by moisture and dust created in the cremation process, which effect flame rod detectors.

- 23. Operating Panel indicators
 - A. Safe Run..... Included
 - B. Door Closed..... Included
 - C. Pollution Alarm..... Included
 - D. Afterburner On (Secondary Burner)..... Included
 - E. Cremation Burner On Included
 - F. Low Fire Cremation Burner On..... Included
 - G. Afterburner (Secondary Burner) Reset Included
 - H. Cremation Burner Reset..... Included
 - I. Hearth Air..... Included
 - J. Throat Air Off Included

- 24. Automatic Timer Functions
 - A. Master Cycle Included
 - B. Afterburner (Secondary Burner) Included
 - C. Cremation Burner..... Included
 - D. Low Fire Cremation Burner Included
 - E. Hearth Air..... Included
 - F. Throat Air Included
 - G. Pollution Monitoring..... Included
 - H. Afterburner (Secondary Burner) Prepurge..... Included
 - I. Cremation Burner Prepurge Included
 - J. Cool Down Included

- 25. Exterior Finish
 - A. Primer 2 coats rust inhibiting
 - B. Finish 2 coats textured finish

Attachment: PPII Plus Spec_R2 (002) (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special Use Permit)

April.17, 2017

SPECIFICATIONS- Model Power-Pak II Plus

- 26. Start-Up and Training..... Startup of cremation equipment and training of operators to properly operate and maintain the equipment is performed on-site under actual operating conditions. Included is a comprehensive owner's manual, with details on the equipment, its components and proper operation.
- 27. Environmental Submittals Complete technical portion of state environmental permits. Engineering calculations, technical data, existing stack test results and equipment blueprints provided.

Attachment: PPII Plus Spec_R2 (002) (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special Use Permit)

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4020 University Drive, Suite 300
 Fairfax, Virginia 22030
 T: 703.691.1235
 F: 703.691.3913

Gifford R. Hampshire
 Writer's email: ghampshire@bklawva.com

October 29, 2018

Via Courier and Email

Emily Lockhart, A.I.C.P.
 Town Planner/Zoning Administrator
 15000 Washington Street, Ste. 100
 Haymarket, VA 20169
elockhart@townofhaymarket.org

Re: Turch Celebration of Life Home, Special Use Permit Application for Funeral Home including Crematory, 14901 Washington Street, GPIN 7297-99-2468.

Dear Ms. Lockhart:

On behalf of Mountcastle Turch Funeral Home & Crematory, Inc. (Turch), I submit a special use permit application for Turch Celebration of Life Home to for a funeral home, including a crematory. In support of the application, I submit:

- * A completed and signed Special Use Permit Application Form.
- * An Interest Disclosure Affidavit.
- * A Certified Statement of Agency authorizing me to act on behalf of Application.
- * Elevations and Floor Plan by JST Architects
- * Development Narrative Dated October 29, 2018
- * Fifteen (15) copies of the Special Use Permit Plan, Turch Funeral Home, 14931 Washington Street, Haymarket, Virginia" dated August 3, 2018 and prepared by Walter L. Phillips, Incorporated (the "Plan").
- * Application Fee of \$1,500.00 Turch's check drawn on Bank of America, Number 54901.



Emily Lockhart, A.I.C.P.
October 29, 2018
Page 2

I trust these materials render this application complete but please let me know if your office requires any additional materials.

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Gifford R. Hampshire'.

Gifford R. Hampshire

Enclosures: as stated

cc:

Michael M. Turch, Managing Partner, Moutcastle Funeral Home & Crematory, Inc.
Karen L.S. White, P.E., Walter L. Phillips, Inc.

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Attachment: SUP#2018-010 Funeral Home SUP (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special

SUP# 2018-010



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.

RECEIVED
Attachment: SUP#2018-010 Funeral Home SUP (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special

NAME OF BUSINESS/APPLICANT: Mountcastle Turch Funeral Home & Crematory, Inc.

SITE ADDRESS: 14901 Washington Street

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

PROPOSED USE(S): Funeral Home and Crematory CODE SECTION(S) #: 58-10.1

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.*
The applicant would operate a funeral home and crematory with approximately 16 seats and a maximum of 4 employees. Hours of operation would be from 8:00 a.m. to 5:00 p.m., Monday through Saturday, and by appointment on Sunday for a scheduled service. Employees would assist with parking on site.

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: _____ (sq. ft.)

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

NUMBER / TYPE OF VEHICLES: _____

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

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

FEE: \$500 Residential \$200 Residential In-Home Business

\$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

APPLICANT/PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Mountcastle Turch Funeral Home & Crematory, Inc. Name				Mountcastle Turch Funeral Home & Crematory, Inc. Name			
4143 Dale Boulevard Address				4143 Dale Boulevard Address			
Dale City	VA	22193		Dale City	VA	22193	
City	State	Zip		City	State	Zip	
(703) 494-2000 Phone#(s)				(703) 494-2000 Phone#(s)			
mturch@icloud.com Email Address				mturch@icloud.com Email Address			



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# 2018-010

RECEIVED OCT 30 2018
Attachment: SUP#2018-010 Funeral Home SUP (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special

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

Property Owner Signature

8/14/18
Date

Date

OFFICE USE ONLY

DATE FILED: _____ FEE AMOUNT: _____ DATE PAID: _____

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR

DATE

DATE TO PLANNING COMMISSION: _____

PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN

DATE

DATE TO TOWN COUNCIL: _____

PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

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Attachment: SUP#2018-010 Funeral Home SUP (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special

INTEREST DISCLOSURE AFFIDAVIT

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF _____, TO WIT:

This ____ day of _____, 2018, I, Mountcastle Turch Funeral Home & Crematory, Inc. (Owner), hereby make oath that no member of the Haymarket Town Council, nor the Planning Commission of Haymarket, Virginia, has interest in 14901 Washington Street (GPIN 7297-99-2468), either individually, by ownership of stock in a corporation owing such land, or partnership, or as holder of ten (10) percent or more of the outstanding shares of stock in or as a director of any corporation owning such land, directly or indirectly, by such member or members of his immediate household, except as follows:

(NONE)

MOUNTCASTLE TURCH FUNERAL HOME & CREMATORY, INC.

Date: 08/14/2018

By: [Signature]
Michael E.M. Turch
Managing Partner

COMMONWEALTH OF VIRGINIA)
COUNTY OF Prince William) to-wit:

The foregoing instrument was acknowledged before me by Michael E.M. Turch,
Managing Partner of Mountcastle Turch Funeral Home & Crematory, Inc., this 14
day of August 2018.

Notary Public: Ruth Olinda Kabel Commission #: 7500823
My Commission Expires: 4/30/2019



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Attachment: SUP#2018-010 Funeral Home SUP (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special

CERTIFIED STATEMENT OF AGENCY

Please be advised that Blankingship & Keith, PC and Gifford R. Hampshire, are authorized to act as the Agent of Mountcastle Turch Funeral Home & Crematory, Inc. in all respects, with respect to the application for a special use permit to allow a funeral home, including a crematory, on 14901 Washington Street, GPIN 7297-99-2468.

RECEIVED OCT 30 2018

MOUNTCASTLE TURCH FUNERAL HOME & CREMATORY, INC.

Date: 08/14/2018, 2018

By: [Signature]
Michael E.M. Turch
Managing Partner

COMMONWEALTH OF VIRGINIA)
COUNTY OF Prince William) to-wit:

The foregoing instrument was acknowledged before me by Michael E.M. Turch,
_____ of Mountcastle Turch Funeral Home & Crematory, Inc., this
14 day of August 2018.

Notary Public: Ruth Olinda Kabel Commission #: 7500823
My Commission Expires: 4/30/2019



Attachment: SUP#2018-010 Funeral Home SUP (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special

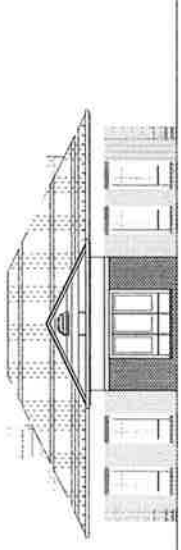
NOT FOR CONSTRUCTION
 THIS SET OF DOCUMENTS ARE FOR REVIEW AND COST ESTIMATION ONLY
 DATE: 05/20/2019
 DRAWING

JST ARCHITECTS
 ARCHITECTS PLANNING (ANSI) CONCRETE REPAIRS
 W.W. JST ARCHITECTS, C.O.M.
 2110 WILSON STREET, SUITE 100, OAKLAND, TEXAS 75119-4224
 P. 214.781.7000, INC.

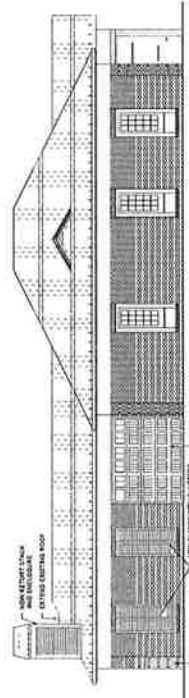


MOUNTCASTLE TURCH FUNERAL HOME AND CREMATORY
 PRELIMINARY DESIGN
 HAYMARKET, VA

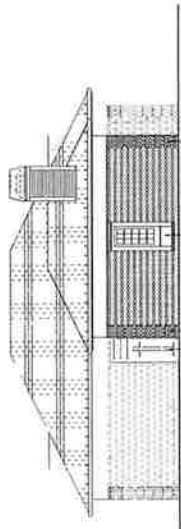
SHEET NO. A1.0
 JOB NUMBER: 1004



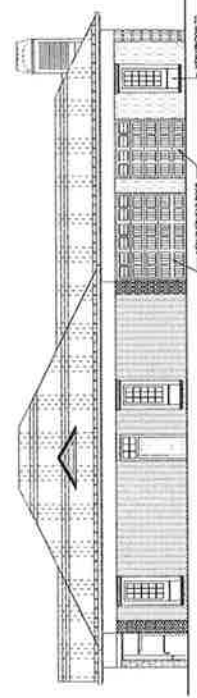
02 EXISTING NORTHEAST ELEVATION TO REMAIN
 SCALE: 1/8" = 1'-0"



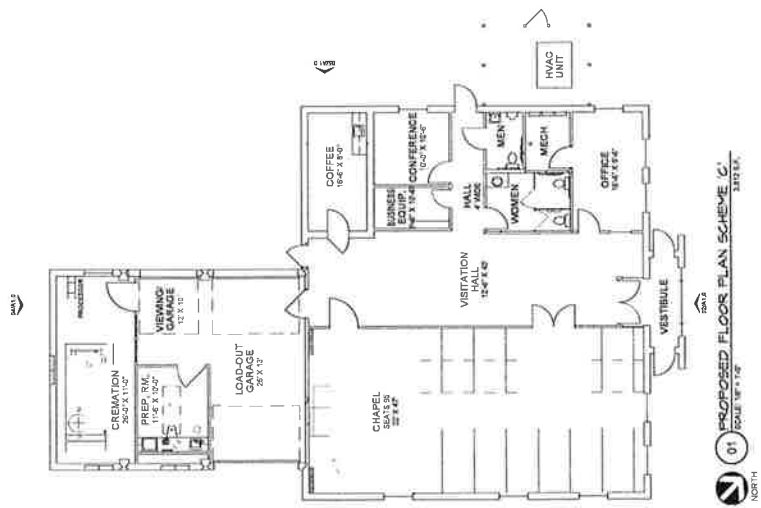
03 PROPOSED SOUTHEAST ELEVATION
 SCALE: 1/8" = 1'-0"



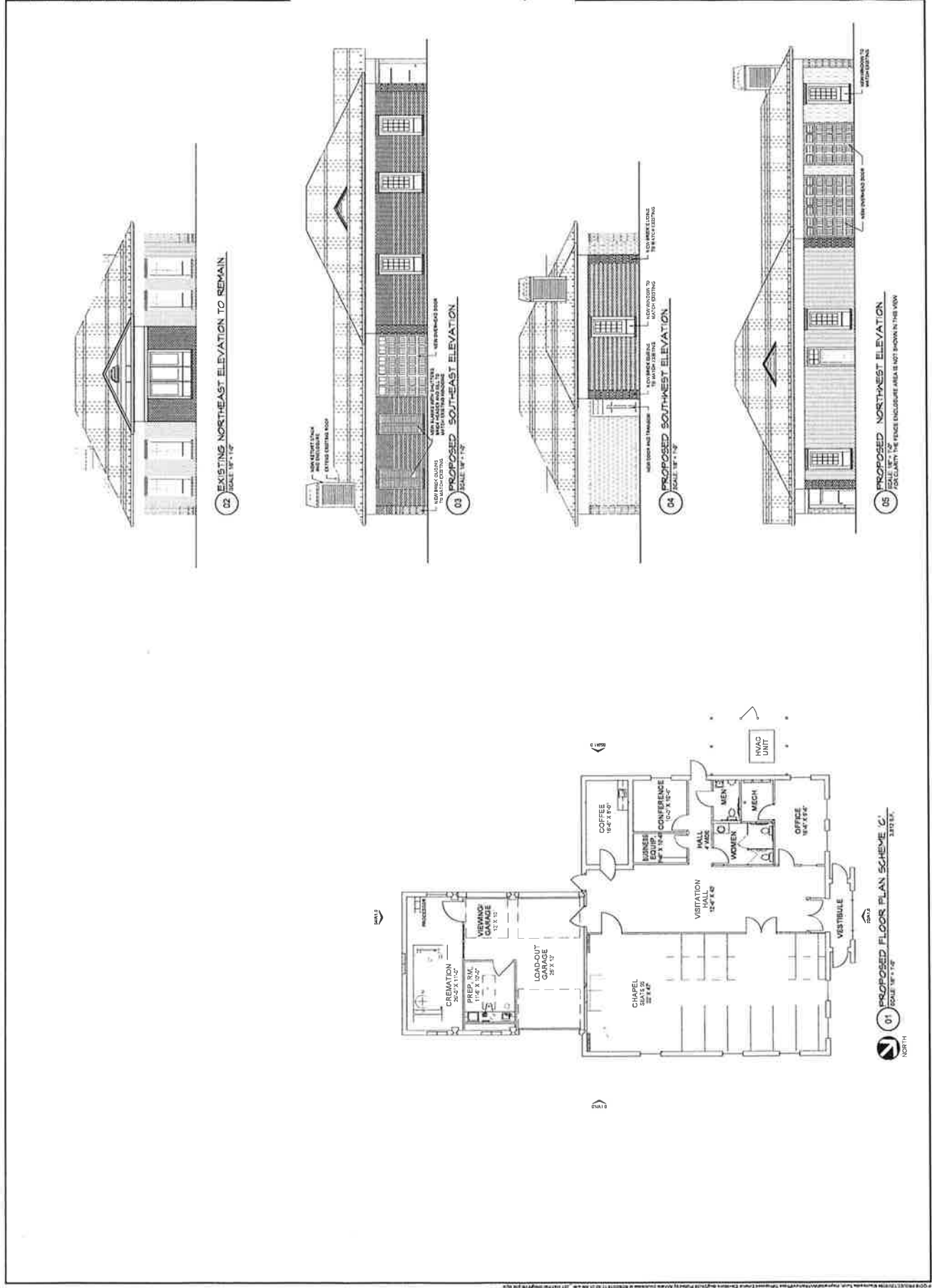
04 PROPOSED SOUTHWEST ELEVATION
 SCALE: 1/8" = 1'-0"



05 PROPOSED NORTHEAST ELEVATION
 SCALE: 1/8" = 1'-0"
 FOR CLARITY, THE PORCH ENCLOSURE AREA IS NOT SHOWN IN THIS VIEW



01 PROPOSED FLOOR PLAN SCHEME (C)
 SCALE: 1/8" = 1'-0"



**DEVELOPMENT NARRATIVE
TURCH CELEBRATION OF LIFE HOME
GPIN 7297-99-2468**

**Date:
October 29, 2018**

Mountcastle Turch Funeral Home & Crematory, Inc. proposes a funeral home and crematory, which it refers to as a “celebration of life home” at 14901 Washington Street, GPIN 7297-99-2468 (The Property). The Property is currently occupied by a building that was formerly a bank. The service lanes of the bank building would be enclosed for garage and cremation use. Preliminary elevations and a floor plan by JST Architects are attached. The site would be developed and used in substantial conformance with the plan entitled “Special Use Permit Plan, Turch Funeral Home, 14931 Washington Street, Haymarket, Virginia” dated August 3, 2018 and prepared by Walter L. Phillips, Incorporated (the “Plan”).

As shown on the Plan, the public would enter the site from Madison Street and exit on Washington Street, with one-way traffic on site to avoid any stacking that would otherwise occur on Washington Street and to avoid traffic conflicts on site. Parking attendants would be required to greet each car in the lot during celebration events. They would provide directions for any travel to a cemetery and a sticker to identify the car as part of the funeral procession. The attendants would instruct each car to a space to facility easy and conflict-free exit from the site and to address any special parking needs for handicapped or elderly customers. The parking attendants will also assist with security on site during celebration events.

The celebration of life home would entail a maximum of 4 employees and would be open from 8:00 a.m. to 5:00 p.m. Monday through Saturday and by appointment for celebration events on Sundays. The use would entail approximately 96 seats. As shown on the plan, parking will be provided in conformance with Town requirements.

58-1.7(d) Standards (special use permits)

1. The proposed uses at stipulated locations shall be in accordance with official policies of the Comprehensive Plan.

The proposed funeral home use honor the General Land Use Polices set forth in Section 1.2.2. The use would promote the Comprehensive Plan’s vision for services of public convenience within walking distance of residences and for a commercial use that that would promote a balanced tax base and provide jobs. The services that the funeral home would provide are particularly convenient given the prevalence of age-restricted and retirement communities in the Haymarket area and existence of a hospital directly across I-66. The availability of such services within walking distance honors the Town’s planning goals of reducing vehicle trips.

RECEIVED OCT 30 2018

Attachment: SUP#2018-010 Funeral Home SUP (AGI-2019-3 : SUP#2018-010- 14901 Washington Street, Funeral Home and Crematory Special

2. The proposed uses shall be in accordance with the general purpose and intent of the applicable zoning district requirements.

Development of the requested special uses on land near the heart of the Town Center honors the purpose of the B-1 District to provide personal services on individual parcels oriented to local convenience. Repurposing of the dormant BB&T Bank building, that has been vacant for some time, honors the stated purpose of the B-1 District of encouraging the retention and rehabilitation of structures and uses that have architectural significance. As conditioned with respect to hours of operation and various aspects of development as more particularly shown on the Plan, the proposed use will enhance the general character of the B-1 District.

3. The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.

The use of the property for a funeral home, including a crematory will not create adverse impacts to neighbors. The Plan shows how traffic will be routed in a one-way fashion through the site from Madison Street to Washington Street to avoid stacking on Washington Street of those seeking to enter the site. The proposed crematory and hearse parking would be shielded from view from Washington Street because it would be directly behind the existing bank building inside an addition to be constructed in the location of the current drive through lanes. The addition would also be separated from residences to the south by the parking lot and screened by an existing landscaped strip, as shown on the Plan. As stated above, there would not be any noise, smell or toxicity impacts to adjoining properties. The site would only be used for funerals as need dictates and impacts at other times would be minimal with a maximum of 4 employees.

4. Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

Traffic will be routed on site in a one-way fashion from Madison Street to Washington Street to avoid stacking on Washington Street and to avoid traffic conflicts on site. Parking attendants would be required to greet each car in the lot during celebration events. They provide directions for any travel to a cemetery and a sticker to identify the car as part of the funeral procession. The attendants would instruct each car to a space to facility easy and conflict-free exist from the site and to address any special parking needs for handicapped or elderly customers. The parking attendants will also assist with security on site during celebration events.

5. Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.

Public Water and sewer with capacity is available and proposed parking meets ordinance requirements as demonstrated by the Plan. The site is already developed with storm drainage structures in place.

Conclusion

The proposed funeral home, with crematory, honors the Comprehensive Plan goal of providing services of public convenience in Town Center (B-1) District. As stated herein, and shown in more detail on the Plan, the proposed use does so in a way that does not negatively impact the health, safety or general welfare of those living and working nearby. Traffic impacts, in particular, will be minimal, with traffic being routed in a way to avoid stacking on Washington Street and with parking attendants present at celebration of life events to avoid conflicts on site. The use will not tax other public infrastructure because utilities of adequate capacity are available and because this use generates relatively little demand.

Town of Haymarket Playground

Option 1



Town of Haymarket Playground

Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3884 : Harrover Park Playground Proposal)

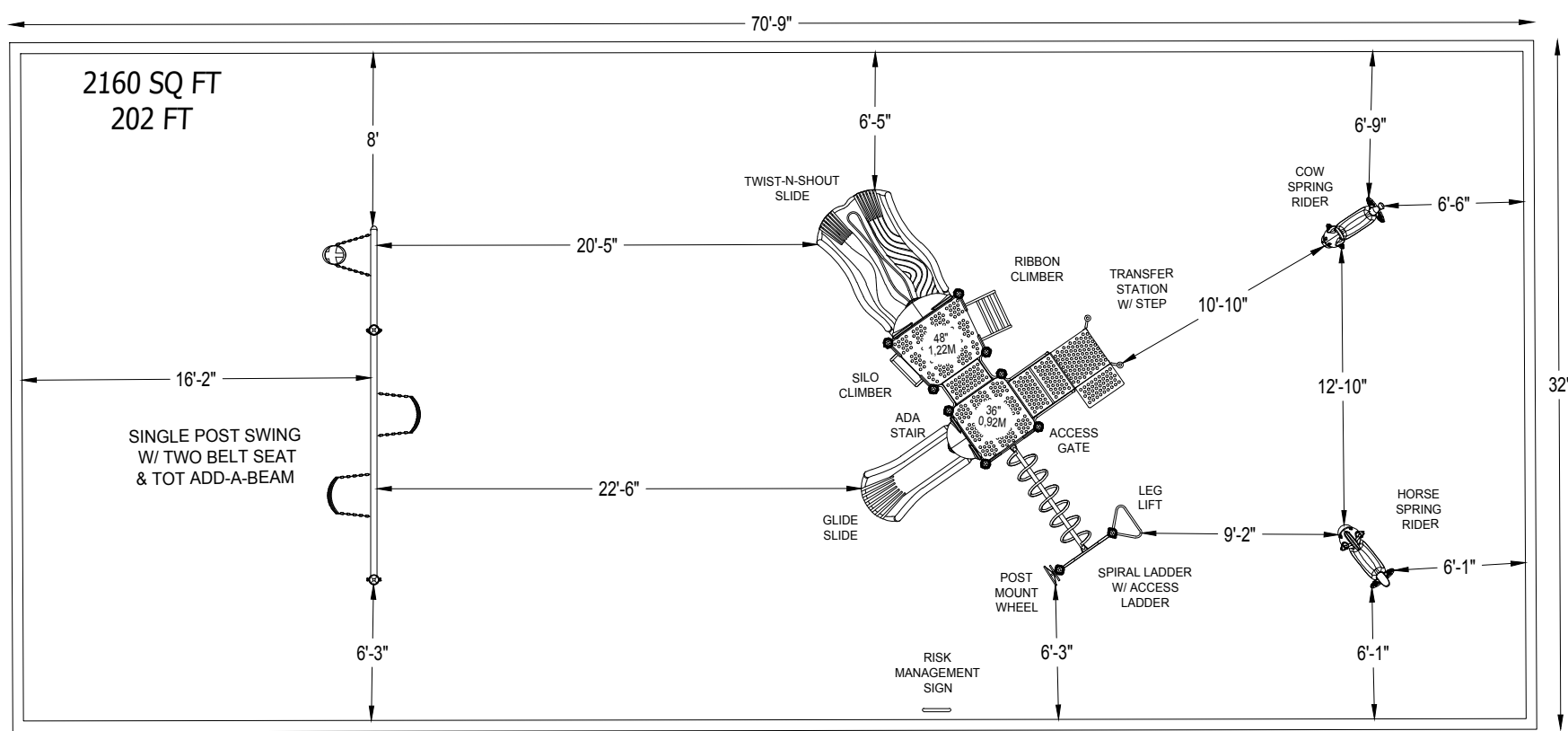
Town of Haymarket Playground Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3884 : Harrover Park Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788



EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **2160 SqFt.** PERIMETER: **202 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **30** AGE GROUP: **2-12**

ADA SCHEDULE	Total Elevated Play Activities:		X
	Total Ground-Level Play Activities:		X
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P082118-2A	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 14-DEC-18	

*PLAYGROUND SUPERVISION REQUIRED

Town of Haymarket Playground

Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3884 : Harrover Park Playground Proposal)



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #1
C/O HARRIS CONSTRUCTION

PROPOSAL 18414C**DATE** 12/17/2018**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,236.90	-2,236.90
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	5,425.00	5,425.00
TIMBERS PROVIDE AND INSTALL 202 LINEAR FEET TWO TIER 4 X 6 TIMBERS	202	12.50	2,525.00
WOODCARPET PROVIDE AND SPREAD 84 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	84	39.00	3,276.00
FILTER FABRIC PROVIDE AND SPREAD 2,160 SQ FT FILTER FABRIC	2,160	0.58	1,252.80
*3% surcharge on Visa/MasterCard			
*Valid for 30 days unless otherwise noted			
*50% deposit or PO. Balance due Net 30			
Sign and return with approved colors for order placement			
	SUBTOTAL		28,704.90
	TAX (0%)		0.00
	SHIPPING		1,500.00
	TOTAL		\$30,204.90

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3884 : Harrover Park Playground Proposal)

Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3884 : Harrover Park Playground Proposal)

Town of Haymarket Playground

12.4.c

Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3884 : Harrover Park Playground Proposal)

Town of Haymarket Playground

Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3884 : Harrover Park Playground Proposal)

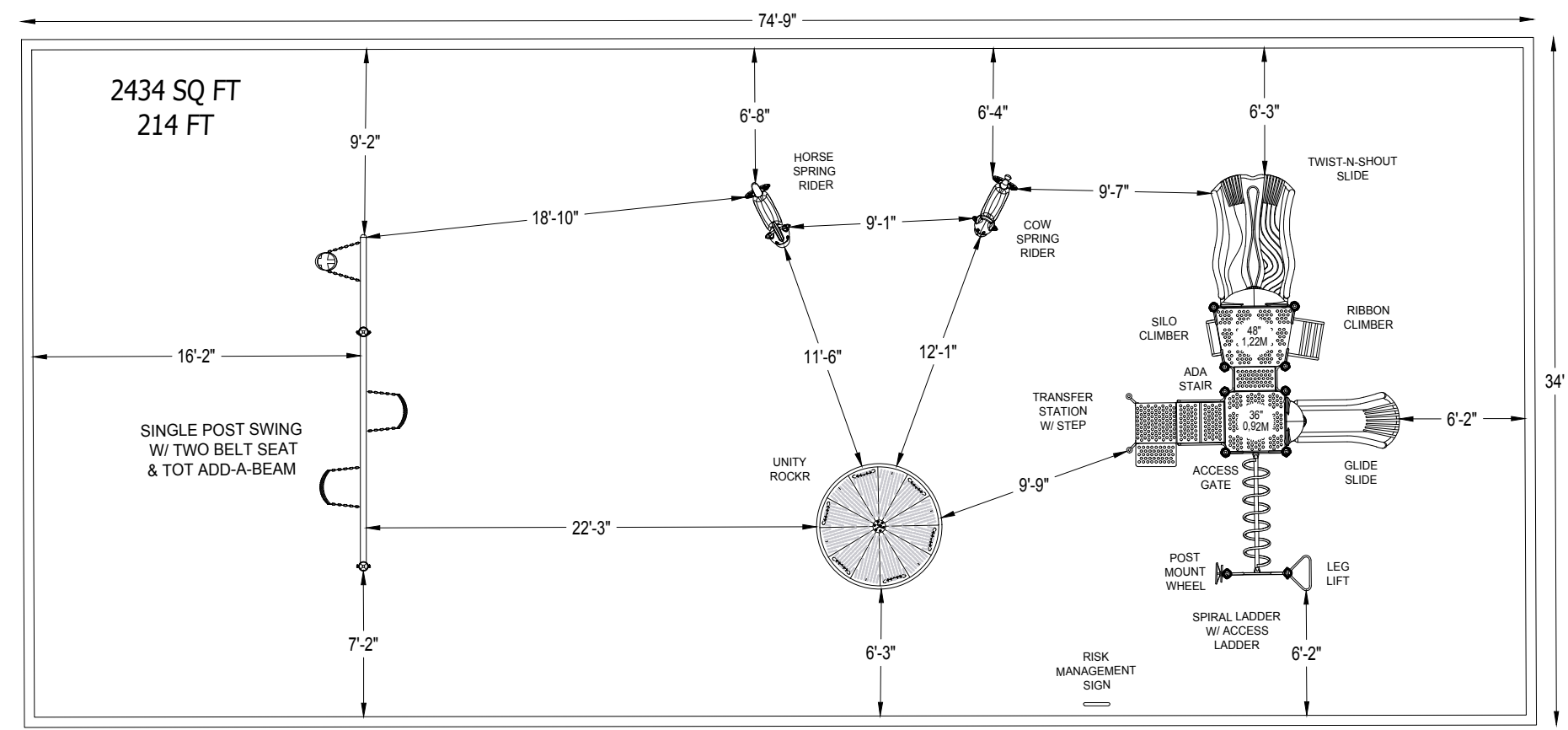
Town of Haymarket Playground Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3884 : Harrover Park Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788



2434 SQ FT
214 FT

SINGLE POST SWING
W/ TWO BELT SEAT
& TOT ADD-A-BEAM

EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **2434 SqFt.** PERIMETER: **214 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **35** AGE GROUP: **2-12**

ADA SCHEDULE	Total Elevated Play Activities: X		
	Total Ground-Level Play Activities: X		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P121418-10A	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 14-DEC-18	

*PLAYGROUND SUPERVISION REQUIRED

Town of Haymarket Playground

Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3884 : Harrover Park Playground Proposal)



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #2
C/O HARRIS CONSTRUCTION

PROPOSAL 19091A**DATE 12/17/2018****SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
0193 UNITY ROCKER	1	5,715.00	5,715.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,417.80	-2,417.80
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	7,253.00	7,253.00
TIMBERS PROVIDE AND INSTALL 214 LINEAR FEET TWO TIER 4 X 6 TIMBERS	214	12.50	2,675.00
WOODCARPET PROVIDE AND SPREAD 95 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	95	39.00	3,705.00
FILTER FABRIC PROVIDE AND SPREAD 2,434 SQ FT FILTER FABRIC	2,434	0.58	1,411.72

*3% surcharge on Visa/MasterCard

*Valid for 30 days unless otherwise noted

*50% deposit or PO. Balance due Net 30

Sign and return with approved colors for order placement

SUBTOTAL

TAX (0%)

SHIPPING

36,804.92

0.00

1,650.00

Fax # 301-271-9239 or Email: sales@playspec.com

TOTAL \$38,454.92

Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 2 Proposal #19091A (3884 : Harrover Park Playground Proposal)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: January 2, 2019
SUBJECT: Harrover Park Playground Proposal

Summary:

The Planning Commission has created an Action Item List for this Fiscal Year to work towards Activating the Park Space. One of the items the Commission has tasked the Planner with is developing a Playground Proposal for the Town Park. Please find attached options for the playground. One additional handicap accessible option will be sent to Council, upon receipt from Playspec, approximately 1/03/2019.

Based on previous discussions with the Planning Commission we have chosen to go with the Wood Fiber Material for the immediate future due to the costs. As additional funding becomes available for the Park future phases can include replacing the ground cover with a permanent rubber material.

The equipment presented in each proposal allows for a variety of users to include infancy through school aged children, as well as those with limited accessibility. Option 2 and 3 each offer a piece of equipment that is handicap accessible while allowing for inclusive play with other children. Options for a wheelchair accessible swing are still being priced out as the company we are currently working with does not offer this type of swing.

Additional phases for the playground can be developed so that over time the Town can implement other active and passive activities.

The current proposals fall within the current Harrover Park Budget of \$63,000. The proposals have been designed to allow for a playground that meets the community's needs while staying within budget and keeping in mind the other park expenses that occur throughout the year.

Following discussions with the Town Council, the Town Planner recommends approval of funding for the Town Playground. Following approval of funding the Town Planner will

finalize the playground plans and begin to work through the site plan review phase, with intentions to have the playground built by early summer.

Draft Motion:

“I move the Town Council to appropriate funds for the Harrover Park Playground for Option (1, 2 or 3) and not to exceed --- insert dollar amount for preferred option or round up to nearest even amount --- .”

Or

Other Motion



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: January 2, 2019
SUBJECT: Haymarket Day 2019 Event Date

Summary:

Based on feedback received from Vendors, Participants and the Community, there was a consensus that the later Fall date was preferred for the Event. With that being said, Staff would like to propose to the Town Council to hold Haymarket Day 2019 on October 19, 2019 and all Haymarket Day Celebrations on the Third Saturday of October.

Draft Motion:

“I move the Town Council to adopt the Third Saturday of October as the new date for the Annual Haymarket Day Celebration.”

Or

Other Motion