



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, February 3, 2014

7:00 PM

Council Chambers

1. Call to Order

2. Pledge of Allegiance-Colton Bradley

3. Citizen's Time

4. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Jan 6, 2014 7:00 PM
- B. Mayor and Council - Continuation Meeting - Jan 15, 2014 6:30 PM
- C. Mayor and Council - Special Meeting - Jan 20, 2014 7:00 PM
- D. Mayor and Council - Emergency Meeting - Jan 24, 2014 7:00 PM
- E. Mayor and Council - Special Meeting - Jan 28, 2014 6:30 PM
- F. Mayor and Council - Work Session - Jan 28, 2014 7:00 PM

5. Public Hearing

- A. Historic District Boundary Amendment

6. Agenda Items

- A. Historic District Boundary Amendment- Marchant Schneider
- B. Eagle Scout Request - Colton Bradley
- C. Code of Conduct (Draft) - Rebecca Bare, Steve Aitken, Brian Henshaw
- D. Resolution for Special Election - Martin Crim, Town Attorney
- E. Site Plan Approval Extension - Marchant Schneider
- F. Request for Proposals - Parking Ordinance Review

7. Department Reports

- A. Treasurer's Report - Renee DuBiel
- B. Engineer's Report - Holly Montague
- C. Planner's Report - Marchant Schneider
- D. Museum Report - Denise Hall
- E. Police Report
- F. Town Manager's Report - Brian Henshaw

8. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

9. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, January 6, 2014

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.

1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Absent, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Pledge of Allegiance

3. Minutes Acceptance

A. Mayor and Council - Special Meeting - Nov 18, 2013 7:00 PM

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Rebecca Bare, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy
ABSTAIN:	Jay Tobias

B. Mayor and Council - Regular Meeting - Dec 2, 2013 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Rebecca Bare, Councilwoman
SECONDER:	Steve Aitken, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

C. Mayor and Council - Special Meeting - Dec 16, 2013 7:00 AM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Rebecca Bare, Councilwoman
SECONDER:	Steve Aitken, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

D. Mayor and Council - Special Meeting - Dec 16, 2013 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Steve Aitken, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

E. Mayor and Council - Emergency Meeting - Dec 18, 2013 5:30 PM

Minutes Acceptance: Minutes of Jan 6, 2014 7:00 PM (Minutes Acceptance)

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Rebecca Bare, Councilwoman
SECONDER:	Steve Aitken, Councilman
AYES:	Aitken, Bare, Scarbrough, Kenworthy, Tobias
ABSTAIN:	Katherine Harnest

4. Public Hearing

A. Town/County Boundary Line Adjustment

Coke Whitrock - Director, Saint Paul's School

Mr. Whitrock is here tonight in support of the boundary line adjustment at 14550 John Marshall Highway (14600 Washington Street, formerly PACE West Elementary School). Saint Paul's Church made this building their home this past summer and they are so pleased with their move. He thanks the Council for doing such a great job working on this project.

Shawn Landry - Owner of the former PACE West Building

He is here in support of the boundary line adjustment. The community support has been overwhelming. Hundreds of people have helped bring the building up to code. He appreciates the Council support and looks forward to their continued support.

Tim McGowan - Pastor, Living Hope Evangelical Church

They had been in the building behind El Vaquero Restaurant, but have moved to the former PACE building a couple of months ago. The move for them to the former PACE West School has been tremendous for them.

5. Citizen's Time

Eric Teitelman - South Market

He is here tonight to talk with the Council about the Railroad Quiet Zone. There would be a cost to the Town for some safety equipment upgrades required to make the quiet zone. The cost would be about \$10,000 per crossing. Blowing the horns is required by law unless a quiet zone is declared. The grant application is due this month. He recommends these upgrades even if we do not do a quiet zone. Tobias asks, if we don't do the safety upgrades, will Norfolk Southern implement them in the near future. Mr. Teitelman expect they will not automatically do the upgrade.

Joe Passanello - Track Court

He is here in support of going forward with the grant money for the Quiet Zone. This is a quality of life issue. He did regulatory oversight working with the FRA for more than 38 years. Safety statistics have no difference in a quiet zone or not in a quiet zone.

John Cole - Fayette Street

Quiet Zone - There is a fee for the assessment of \$2,800. If we say no now, we will never be able to say yes. The opportunity will be lost. If we don't get the grant, then nothing changes.

6. Agenda Items

A. Boundary Line Adjustment

Move that the Town Council adopt Resolution 20140106-1 to approve and execute an agreement with Prince William County authorizing adjustments to the corporate boundary line of the Town of Haymarket regarding the PACE West School property

RESULT:	ADOPTED [4 TO 1]
MOVER:	Steve Aitken, Councilman
SECONDER:	Katherine Harnest, Councilwoman
AYES:	Steve Aitken, Rebecca Bare, Katherine Harnest, Milt Kenworthy
NAYS:	Jay Tobias
ABSENT:	Mary-Lou Scarbrough

B. Settlement Agreement - Daytime Playtime Enrichment Ctr, LLC - Martin Crim, Town Attorney

Move to authorize the Mayor to execute the agreement between Daytime Playtime Enrichment Center, LLC and the Town of Haymarket for a settlement of lease arrearage owed to the Town, pursuant to the closed session discussions on the matter.

RESULT: ADOPTED [UNANIMOUS]
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

C. Events Contract

Tobias moves to authorize the Mayor to execute the contract with ATTIVA for the Town events

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

D. Budget Appropriations - 3Rd Quarter FY 2014

Move, Pursuant to Policy #20100816 adopted by the Town Council on August 16, 2010, appropriate the following for the third quarter of Fiscal Year 2014:

Police & Public Safety: \$177,672; Administration: \$190,069; Public Works: \$56,763;
 Community Development: \$35,773

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Milt Kenworthy, Councilman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

E. Rail Safety Grant Application

Move to authorize the Town Manager to move forward with the grant application for rail safety improvements through VDOT and authorize the expenditure of up to \$2,800 for Norfolk Southern Railroad to perform an assessment of what safety requirements will be necessary to implement a Train Horn Quiet Zone, funds for the \$2,800 to come from the General Reserves Line item

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Aitken, Councilman
SECONDER: Jay Tobias, Vice Mayor
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

F. Historic District Overlay Amendment

Move to adopt the amended map, reflecting revisions to the Historic District Overlay boundaries, from the Planning Commission resolution as presented by the Architectural Review Board including the three parcels that the Planning Commission had excluded on their map. The advertised map is dated 12/18/2013

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

G. Parking Ordinance - Authorize RFP

Move to authorize the Town staff to draft an RFP for the Planning Commission's consideration and return to the Council in February with the draft RFP and an estimated budget to complete the scope of work

RESULT: ADOPTED [UNANIMOUS]
MOVER: Katherine Harnest, Councilwoman
SECONDER: Milt Kenworthy, Councilman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

H. Employee Recognition - Mayor David Leake

Move to table to February 3, 2014 Town Council meeting

RESULT: TABLED [UNANIMOUS]
MOVER: Katherine Harnest, Councilwoman
SECONDER: Milt Kenworthy, Councilman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

I. Request to Council - GMDDC

Move to approve the request from Gainesville District Democratic Committee for the use of Town Hall facilities, at no cost for the following dates: January 11, February 8, March 8, & April 12, 2014

RESULT: ADOPTED [UNANIMOUS]
MOVER: Katherine Harnest, Councilwoman
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

J. Enforcement of Imposed Fine - Mayor David Leake

Move to rescind the fine imposed on Vice Mayor Tobias, due to the dismissal of his charges

Discussion: *Tobias provides evidence of the dismissal. Tobias notes that Councilwoman Scarbrough has sent him an email indicating she is in support of the dismissal. He also notes for the record that the fine was imposed in error, for reasons that the Council cannot fine. Tobias asks the Clerk to enter the email from Scarbrough into record. Councilwoman Scarbrough was unable to attend tonight*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Milt Kenworthy, Councilman
AYES: Aitken, Bare, Harnest, Kenworthy, Tobias
ABSENT: Mary-Lou Scarbrough

7. Department Reports

A. Treasurer's Report - Renee DuBiel

B. Engineer's Report - Holly Montague

Directive from Council for staff to notify the Virginia Department of Environmental Quality that the Town of Haymarket will become its own VSMP Authority

C. Planner's Report - Marchant Schneider

D. Museum Report - Denise Hall

E. Town Manager's Report - Brian Henshaw

F. Police Report - Chief James E. Roop

G. Building Department Report - Soil Consultants, Inc.

8. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to Virginia State Code 2.2-3711:

A1. Discussion, consideration, or interviews of prospective candidates for employment;

assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Town Appointed Officials**

A7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party, specifically **Carvajal lease**

A3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically **Lease with the Town**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Katherine Harnest, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Kenworthy, Tobias, Leake
ABSENT:	Mary-Lou Scarbrough

B. Certification of the Closed Session

Pursuant to VA 2.2-2712 (D), Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Aitken, Bare, Harnest, Kenworthy, Tobias, Leake
ABSENT:	Mary-Lou Scarbrough

Directives

- Direct the Town Manager to draft a letter to Ms. Doris buck as directed in closed in regards to her lease with the Town
- Direct the Town Attorney to proceed as discussed in closed session in reference to the settlement agreement with Daytime Playtime and Mrs. Adriana Carvajal
- Direct the Town Manager to communicate with Soil Consultants as discussed in closed session regarding future inspection. The Town Manager should insure that all inspections should be performed in the company of a Town employee
- Direct the Clerk to advertise a continuation meeting for Wednesday, January 15 @ 6:30 PM

9. Councilmember Time

- Steve Aitken**
- Rebecca Bare**
- Katherine Harnest**
- Mary Lou Scarbrough**
- Milt Kenworthy**

Councilman Kenworthy would like the Town to start looking to correct our failing crosswalks

- James Tobias**
- David Leake**

The Mayor comments that he has looked into the Zoom Info matter somewhat has so far been unable to correct the problem with Haymarket Motors

10. Motion to Adjourn

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Jan 6, 2014 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Wednesday, January 15, 2014

6:30 PM

Council Chambers

A Continuation Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:32 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Agenda Items

A. Request from Tobias to add a discussion item

With no objection from any members, Council discusses a specific Freedom of Information Act request received by the Clerk....

The Town has received a freedom of information act request from a resident. The request is for a copy of all the attorney invoices from July 1 through services rendered on December 31, 2013. Tobias is concerned that the Town is redacting too much information from the invoices. The Town Attorney acknowledges that, ultimately, this is a decision of Council what is to be redacted from an attorney invoice. After some discussion, the Council agrees to redact any information that is specific to an employee if the employee is the subject of the matter.

B. Enter into Closed Session

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

C. Certification of the Closed Session

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

D. Directives

Direct the Town Clerk to advertise a special meeting of the Town Council for Monday, January 20, 2014 at 7:00 PM

3. Motion to Adjourn at 7:57 PM

Submitted:

Approved:

Minutes Acceptance: Minutes of Jan 15, 2014 6:30 PM (Minutes Acceptance)

Jennifer Preli, Town Clerk

David Leake, Mayor

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

Minutes Acceptance: Minutes of Jan 15, 2014 6:30 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, January 20, 2014

7:00 PM

Council Chambers

A Special 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.

1. Call to Order

2. Roll Call

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

3. Agenda Items

A. Enter into Closed Session

Move to enter into closed session pursuant to Virginia State Code 2.2-3711:

A1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Personnel Matters - Police Department Employees**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Katherine Harnest, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

B. Certification of the Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

C. Suspend Employment

Move to suspend Chief Roop, Deputy Chief Greg Breeden, and Officer Jake Davis without pay until February 3, 2014, and direct the Town Attorney to proceed as discussed in closed session with regard to employment issues. It is further moved to appoint Town Manager, Brian Henshaw as administrator for the Police Department and appoint Officer Jeff Shaver as temporary supervisor of the Police Department. All legal questions by Officer Shaver should be directed to the Town prosecuting attorney.

Minutes Acceptance: Minutes of Jan 20, 2014 7:00 PM (Minutes Acceptance)

RESULT: DEFEATED [2 TO 4]
MOVER: Steve Aitken, Councilman
SECONDER: Jay Tobias, Vice Mayor
AYES: Steve Aitken, Jay Tobias
NAYS: Rebecca Bare, Katherine Harnest, Mary-Lou Scarbrough, Milt Kenworthy

D. Enter into closed session

Move to enter into closed session pursuant to Virginia State Code 2.2-3711:

A1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Personnel Matters - Police Department Employees**

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

E. Certification of the Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

F. Suspend Chief Roop

Move to suspend Chief James Roop for sixty days, effective immediately, without pay and without the use of leave, for loss of confidence and inappropriate actions. Completion of twenty-four hours of professional counseling to include topics of ethics in the work place, sexual harassment, and sensitivity training, all to be completed with proof of completion before returning to active duty. Chief Roop is directed to turn in his gun, badge, and vehicle to Town Manager Brian Henshaw, as soon as possible, but no later than 4:00 PM on Friday, January 24, 2014

Discussion: *Councilman Aitken does not believe we are tackling the root cause of the problem, in his opinion. Tobias agrees 100%; Mayor Leake concurs with Tobias and Aitken*

RESULT: ADOPTED [4 TO 2]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Milt Kenworthy, Councilman
AYES: Rebecca Bare, Katherine Harnest, Mary-Lou Scarbrough, Milt Kenworthy
NAYS: Steve Aitken, Jay Tobias

G. Suspend Deputy Chief Greg Breeden

Move to suspend Deputy Chief Greg Breeden, effective immediately, for sixty days, without pay or use of leave for loss of confidence. Completion of twenty-four hours of professional counseling to include topics of ethics in the workplace and sensitivity training is to be completed, with proof of completion, before return to duty. Deputy Chief Greg Breeden is to turn in his gun, badge, and vehicle to Town Manager Brian Henshaw, as soon as possible, but no later than 4:00 on Friday, January 24, 2014.

Discussion: *Councilman Aitken does not believe we are tackling the root cause of the problem, in his opinion. Tobias agrees 100%; Mayor Leake concurs with Tobias and Aitken*

RESULT: ADOPTED [4 TO 2]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Mary-Lou Scarbrough, Councilwoman
AYES: Rebecca Bare, Katherine Harnest, Mary-Lou Scarbrough, Milt Kenworthy
NAYS: Steve Aitken, Jay Tobias

H. Suspend Officer Jake Davis

Move to suspend Officer Jake Davis for sixty days, without pay or use of leave for loss of confidence. Completion of twenty-four hours of professional counseling to include topics of ethics in the workplace, sexual harassment and sensitivity training is to be completed, with proof of completion, before return to duty. Officer Jake Davis is to turn in his gun, badge, and vehicle to Town Manager Brian Henshaw by 4:00 on Friday, January 24, 2014.

Discussion: *Councilman Aitken does not believe we are tackling the root cause of the problem, in his opinion. Tobias agrees 100%; Mayor Leake concurs with Tobias and Aitken*

RESULT: ADOPTED [5 TO 1]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Milt Kenworthy, Councilman
AYES: Bare, Harnest, Scarbrough, Kenworthy, Tobias
NAYS: Steve Aitken

I. Appointment

Move to appoint Brian Henshaw as administrator of the Police Department and Officer Jeff Shaver as temporary supervisor of the Police Department, with legal questions to be directed to the Town's prosecuting attorney.

Discussion: *Tobias would like to clarify administrative duties include purchases, acquisitions, vacation and all leave requests and anything else that may come up administratively. For supervisory purposes Officer Shaver should understand that current schedules should be abided by as much as possible and there should be no substantial changes to the schedule unless it is authorized by the Council. The Mayor would like it clarified who the officers should go to when on the job with questions. Tobias explains all questions about on-the-job issues should go to Officer Jeff Shaver. If Officer Shaver has questions, it should go to the Town's prosecuting attorney. The Mayor is concerned if Officer Shaver has questions after hours. Tobias feels that Officer Shaver can use his discretion when in the field or questions presented to him in the field. The Town Attorney reminds that these employees are all still "at-will" employees. Clarification that the suspensions are effective immediately.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Steve Aitken, Councilman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

J. Amend three motions of suspension

Move to add to the terms of the suspensions of Chief Roop, Deputy Chief Breeden, and Jake Davis that the suspensions are effective immediately and that they need to turn in their guns, badges, and vehicles as soon as possible, but no later than Friday, January 24, 2014 at 4:00 PM

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Milt Kenworthy, Councilman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

K. Chief's Authority

Move to suspend, upon his return to active duty, Chief Roop's ability to fire or suspend his employees until June 30, 2014.

Discussion: *Harnest & Tobias thought the closed session discussions included his ability to discipline. It is requested that the motion is amended.*

Motion amended to: Suspend, upon his return to active duty, Chief Roop's ability to hire, fire, discipline his department employees until June 30, 2014, and as such the Town Council is retaining that authority upon themselves until June 30, 2014.

**Direct clerk to inform Mr. Henshaw that he is to email the Council when each employee returns his Town property and that he should coordinate with Officer Shaver to secure the property returns.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rebecca Bare, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

4. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Jan 20, 2014 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

EMERGENCY MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Friday, January 24, 2014

7:00 PM

Council Chambers

A Emergency 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.

1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Public Portion

The Mayor asks for Council discussion. Tobias responds that he and Councilwoman Scarbrough called for this emergency meeting to address the Mayoral vetoes received by the clerk yesterday, January 23, 2014.

a. Mayoral Veto

Move to override the Mayoral veto of the Council vote on Monday, January 20, 2014, to suspend Chief James E. Roop

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

b. Mayoral Veto

Move to override the Mayoral veto of the Council vote on Monday, January 20, 2014, to suspend Deputy Chief Greg Breeden

RESULT:	ADOPTED [5 TO 1]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Scarbrough, Kenworthy, Tobias
NAYS:	Katherine Harnest

c. Mayoral Veto

Move to override the Mayoral veto of the Council vote on Monday, January 20, 2014, to suspend Officer Jake Davis

Discussion: *The Mayor asks how are we getting around the General Orders of the Police Department that give the department employees due rights and due process? Tobias responds that he believes the Mayor was notified by the Town Attorney, but he will read aloud an email from the Town Attorney on this matter. "The Policy [general orders] speaks to the discipline imposed by a supervisor to a subordinate with the supervisor being below the level of Council. The grievance policy leaves the ultimate decision making in the hands of Council. Whereby, Council has originated the discipline of this issue, the grievance policy does not and cannot apply." Tobias summarizes that the Police Department General Orders applies to matters within the department, grievances and matters that are amongst themselves. Council initiated this investigation, their policy has no merit. The Mayor notes that the policy says "all grievances", it does not say "some". Tobias reminds that the Council has been informed that the Town Charter supersedes all policies and procedures. The Mayor responds that the Charter was last updated in the 1950's and 1960's and that the general orders were last revised in 2007. Tobias reminds Council of the last review of the powers granted in the Charter with*

Minutes Acceptance: Minutes of Jan 24, 2014 7:00 PM (Minutes Acceptance)

regard to the Mayor's ability to veto actions against himself; until we modify the Charter it supersedes all.

RESULT: ADOPTED [4 TO 2]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Rebecca Bare, Mary-Lou Scarbrough, Milt Kenworthy, Jay Tobias
NAYS: Steve Aitken, Katherine Harnest

d. Mayoral Veto

Move to call for the vote to override the Mayoral veto of the Council vote on Monday, January 20, 2014, to suspend Officer Jake Davis

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

e. Mayoral Veto

Move to override the Mayoral veto of the Council's January 20, 2014 vote to appoint Town Manager, Brian Henshaw as temporary administrator of the Police Department and to appoint Officer Jeff Shaver as temporary supervisor of the Police Department

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Steve Aitken, Councilman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

f. Mayoral Veto

Move to override the Mayoral veto of the Council's January 20, 2014 vote to amend the original motions to suspend each officer by clarifying the time the equipment was due and the effective date of the motion.

Discussion: *Mayor asks if that motion was clarifying the start of the suspension? Tobias said it was the motion to add a time to which the equipment needed to be turned in. The next motion will address a new date and time to have each officer's equipment turned in.*

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

g. Council Directive

Equipment, gun, badge, vehicle, to be turned into Town Manager, Brian Henshaw by close of business on Tuesday, January 28, 2014. All of Council agrees with this directive.

Motion to Adjourn

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Mary-Lou Scarbrough, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Jan 24, 2014 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, January 28, 2014

6:30 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:30 PM

Mayor David Leake called the meeting to order.

1. Call to Order

2. Roll Call

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

3. Agenda Items

A. Violation of Executive Privilege

This meeting was called by Councilwoman Bare and Vice Mayor Jay Tobias. Ms. Bare notes that her reasons for calling the meeting are based on the Mayor's disclosure of items that are personnel related, and therefore privileged. They were contained in the veto and were disclosed to the press.

The Mayor doesn't believe that the officers have any objection to him making their grievance letters public, nor his responses to those grievance letters. The Mayor comments that he is entitled to his opinion. He notes that in the January 20th meeting both Ms. Bare & Mr. Tobias made reference to privileged information. Mayor Leake believes the whole idea of government is transparency; the citizens listening and watching don't want a government that hides things and sweeps them under the rug.

Aitken agrees in generality of this as long as no specific information is given. He is not sure that this time specific information has been given out. The Mayor addresses Tobias' concern that the Mayor reached out to Mayors of other Towns. Tobias clarifies that his problem reaching out would be if it had been in specific nature. Ms. Scarbrough believes that matters discussed in the closed session must stay there. Mr. Kenworthy agrees with Scarbrough; he believes we are sworn to the privilege.

Tobias had full intentions of revealing a long list of the Mayor's indiscretions over the past few weeks tonight. However, he has come to the conclusion that anything he says would not make a difference. So he is asking tonight to set aside personal differences and move forward supporting decisions made by the majority of Council; he agrees the Mayor is entitled to his opinion, but the actions of Council were adopted in a proper fashion. He is hoping that Council can move away from this issue and look toward the business at hand.

B. Improper Release of Privileged Information

4. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body, specifically **Police Department Employees**

Minutes Acceptance: Minutes of Jan 28, 2014 6:30 PM (Minutes Acceptance)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Steve Aitken, Councilman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

B. Certification of the Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Steve Aitken, Councilman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

C. Directive

Council directs the Town Attorney to communicate with the three suspended police officers, Breeden, Davis, & Roop, as discussed in the closed session

Minutes Acceptance: Minutes of Jan 28, 2014 6:30 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

David Leake, Mayor
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, January 28, 2014

7:00 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 7:08 PM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Agenda Items

A. Town Council Meeting Draft Agenda - February 3, 2014

3. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

4. Adjournment

Minutes Acceptance: Minutes of Jan 28, 2014 7:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
 SUBJECT: Historic District Boundary Amendment
 DATE: 02/03/14

At its January 2014 meeting, the Town Council reviewed Planning Commission and Architecture Review Board (ARB) recommendations regarding an amended Old and Historic Haymarket District Overlay boundary. Members of both the Commission and ARB were in attendance to answer questions from the Town Council regarding their respective recommendations. Council subsequently directed staff to schedule a public hearing advertising the district boundary recommended by the ARB.

At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundary. The district overlay boundary currently encompasses all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text describing the boundary. The joint public hearing was held on April 1, 2013. At the conclusion of its discussion on April 1, the Council motioned to send the item back to the Planning Commission and directed the Commission to draft a formal resolution for a small central historic district with due consideration of all four entryways into the Town. Subsequent meetings held by the Commission expanded the discussion of the overlay boundary to include additional edits to the text the Old and Historic Haymarket District Overlay Ordinance regarding the ARB's review of Certificates of Appropriateness. It was later decided by the Commission that a smaller district boundary may affect the content of the various text revisions under consideration and therefore scaled back its discussion to only the historic district overlay boundary. The amended boundary recommended by the Planning Commission includes all four major corridors into downtown Haymarket and excludes most residential properties governed by HOA review.

The Planning Commission held a public hearing on December 9, 2013. All property owners within the Town were notified of the hearing via U.S. Mail. Several members of the public spoke at the hearing. Most were in favor of keeping the current boundary of the district (i.e. the entire Town) while others suggested Madison Street and Madison Court continue to be included in the district. Following the hearing, the Commission voted 3-0 to forward the attached Resolution supporting the amended district boundary as advertised.

At its December 18, 2013 meeting, the Architectural Review Board (ARB) discussed the revised district boundary and recommended 3-1 (Ring opposed) that the parcel containing Ala Carte Catering (south of Sheetz, bordering Route 15) and the entirety of the old fairgrounds property continued to be included in the overlay district. The general consensus was that these properties were "highly visible gateways" into the Town as seen from Route 15 and I-66. The ARB also recommended the Century Stair warehouse complex south of the Fosters building continued to be included in the overlay district due to the high visibility of the site from Washington Street.

STAFF RECOMMENDATION

All property owners within the current district boundary were notified of the February 3, 2014 public hearing via U.S. Mail. A copy of the proposed Old and Historic Haymarket District Overlay and

associated Zoning Ordinance text amending the boundary are attached. A copy of the previous staff analysis and summary of the Planning Commission discussion regarding the historic district overlay is also included for the Council's reference.

Staff recommends the Town Council consider public comment regarding the amended district boundary. The Town Attorney continues to review the associated text amending the boundary. A draft Ordinance inclusive of the final text will be provided prior to the February 3 public hearing.

DRAFT MOTION(S)

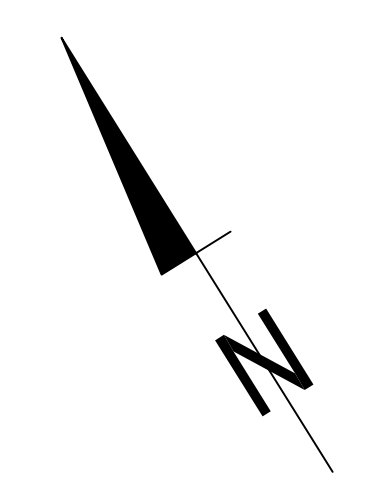
1. I move that the Town Council adopt Ordinance ORD#20140103 amending the boundary of the Old and Historic Haymarket District Overlay.

OR

2. I move an alternate motion

ATTACHMENTS:

- (1) 02-03-14 Proposed Old and Historic Haymarket District Overlay (PDF)
- (2) ARTICLE XIV REVISIONS 58-553_10-21-13 (PDF)
- (3) PC Resolution 12-09-13 (PDF)
- (4) PC RECOMMENDED BOUNDARY 12-09-13 (PDF)
- (5) ARB RECOMMENDED BOUNDARY 12-18-13 (PDF)
- (6) 04-01-13 Consider Amendments to Historic Overlay (PDF)



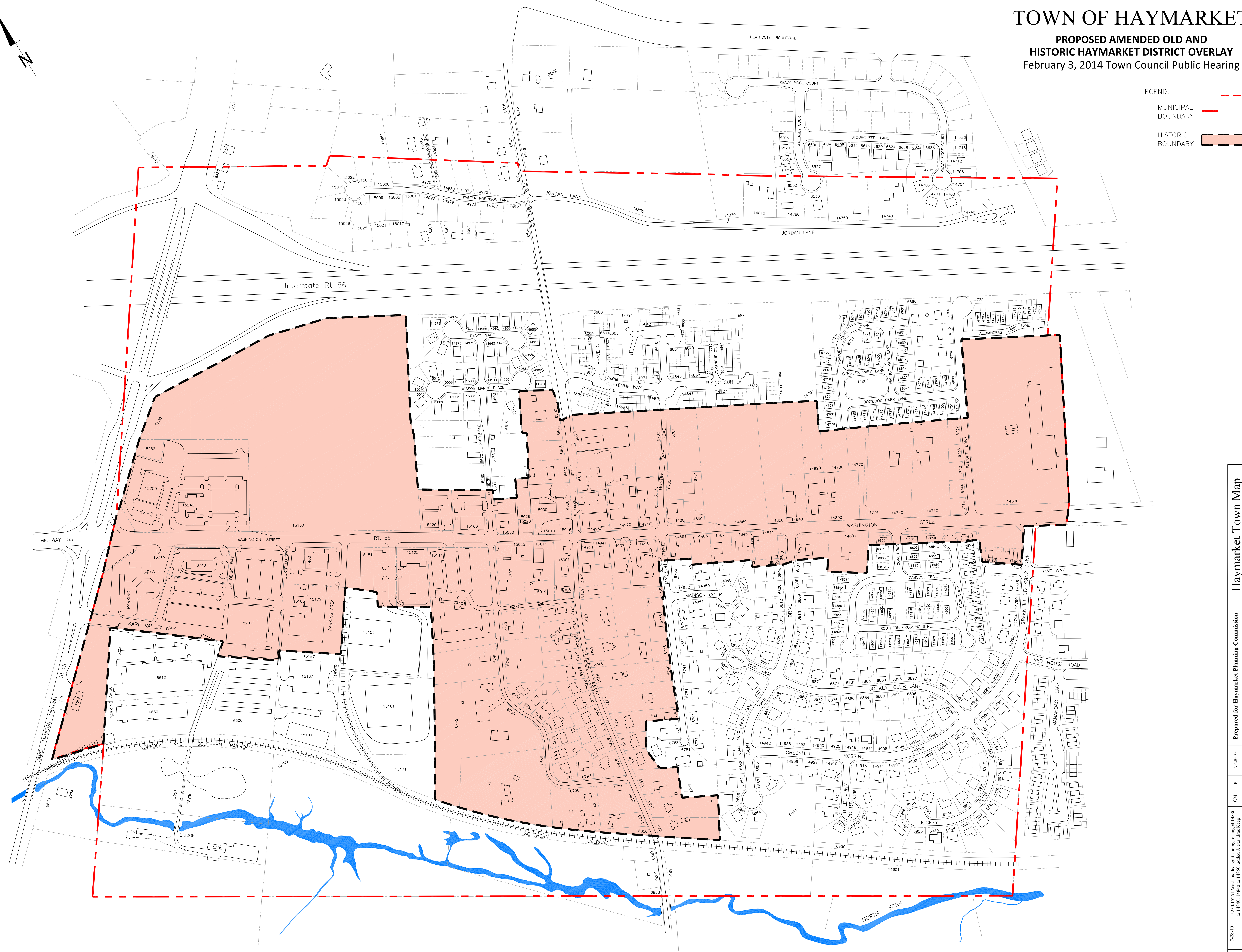
TOWN OF HAYMARKET

PROPOSED AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

February 3, 2014 Town Council Public Hearing

LEGEND:

- MUNICIPAL BOUNDARY
- HISTORIC BOUNDARY



Haymarket Town Map		Prepared for Haymarket Planning Commission			
F	7-28-10	CM	JP	7-28-10	15280-15251 Wash. added split zoning; changed 14830 to 18840-18844 to 4850; added Alexandria Keep
GI	8-17-10	CM	JP	8-5-10	Added Piedmont Mews / GI and IDs 15250 & 15251
H	4-22-13	CM	JP	4-22-13	14830 Wash. chg from R-1 to R-1 / chg 6765 Fry to 6763 / corr. lot line, 6610 Fry / vacated lot line in 6710
I	12-2-13	CM	JP	12-24-13	Added Historic Overlay to 6738 - overall map update
J	DATE	BY	APP	APP DATE	REMARKS
					Chris Moran

Base-build data prepared by:
 Prince William County
 Department of Technology, GIS Division

Haymarket Town Map
 PROPOSED AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
 February 3, 2014 Town Council Public Hearing

Attachment: (1) 02-03-14 Proposed Old and Historic Haymarket District Overlay (1733 - Historic District Boundary Amendments)

Sec. 58-553. Creation; boundaries.

In order to preserve the unique cultural heritage of the town, there is hereby established an overlay district to be known as the "Old and Historic Town of Haymarket," which shall include all that area bounded by [] and which lies within the corporate limits of the town. The boundary of this district shall overlay the boundaries of districts as shown on the official zoning map. Development of property lying in this district shall comply with both the requirements of the underlying district and of the overlay district. Where the requirements are in conflict, the requirements of this district shall take precedence.

(a) The Old and Historic Town of Haymarket district boundaries shall in general be drawn so as to include lands closely related to and bearing upon the character of those areas or structures which are of historic, architectural, or cultural interest, thus providing an area needed to control potentially adverse influences. Said boundary shall include land on both sides of a street or streets where desirable to accomplish the preservation objective. Said boundary shall also include parcels of land contiguous to streets or highways that are routes of tourist access to the Town or to the Old and Historic Town of Haymarket district boundaries. Whenever a portion of a lot or parcel lies within the district as described above, the entire lot or parcel shall be subject to the provision of this ordinance. The concept of the Old and Historic Town of Haymarket district shall include groupings of structures which have significance relative to their patterns of development and/or interrelationships among such structures, while some of the structures might not possess significant merit when considered alone.

(b) The Old and Historic Town of Haymarket district boundaries, regulations and amendments thereto may be initiated (i) by resolution of the Town Council, (ii) by motion of the Planning Commission, or (iii) by petition of the owner, contract purchaser with the owner's written consent, or the owner's agent therefore, of the property which is the subject of the proposed amendment, addressed to the governing body or the local planning commission. Any such resolution or motion by the Town Council or Planning Commission proposing the amendment shall state the public purposes therefore.

**PLANNING COMMISSION RESOLUTION
RES#20131209**

**A RESOLUTION RECOMMENDING AMENDMENTS TO THE
CODE OF HAYMARKET, VIRGINIA, CHAPTER 58, ARTICLE
XIV, OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY**

WHEREAS, the Town of Haymarket, Virginia, in order to preserve the unique cultural heritage of the town, has established an overlay district known as the "Old and Historic Town of Haymarket," which includes all that area which lies within the corporate limits of the town, § Sec. 58-553; and

WHEREAS, the Town has enacted Article XIV, Old and Historic Haymarket District Overlay, pursuant to Code of Virginia, § 15.2-2306, as amended, for the purpose of imposing special requirements in addition to the requirements pertaining to the underlying zoning in the town, in order to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest, § Sec. 58-552(a); and

WHEREAS, the regulations imposed in this district are intended to protect against destruction of, or encroachment upon, such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences, § Sec. 58-552(b); and

WHEREAS, in its administration of the Ordinance, the Planning Commission has concluded that the Old and Historic Haymarket District Overlay includes areas or structures which are not of historic, architectural or cultural interest to the town; and

WHEREAS, a majority of those areas or structures which have been determined not to be of historic, architectural or cultural interest to the town are either subject to restrictive covenants of a Homeowners Association (HOA) or are not otherwise contiguous to an arterial street within the town (Washington Street and Jefferson Street); and

WHEREAS, amending the boundary of the Old and Historic Haymarket District Overlay to exclude areas or structures which have been determined not to be of historic, architectural or cultural interest to the town will reduce the number of Certificate of Appropriateness (COA) applications required to erect, reconstruct, alter, restore or raze a building within the Old and Historic Haymarket District Overlay, § Sec. 58-554; and

WHEREAS, reducing the number of Certificate of Appropriateness (COA) applications will result in a cost savings to the Town through a reduction in staff time and resources required to process such applications as well as reduce a duplicative layer of regulation imposed on homeowners subject to an HOA; and,

WHEREAS, the Planning Commission, pursuant to § Sec. 58-425, held a public hearing on December 9, 2013, and has recommended that the Old and Historic Haymarket District Overlay boundary be amended; and

WHEREAS, the public necessity, convenience, general welfare and good zoning practice are served by amending Old and Historic Haymarket District Overlay;

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission does hereby recommend an amendment to the text § Sec. 58-553 as outlined in the attached text and amended Old and Historic Haymarket District Overlay map, dated December 9, 2013.

Done this 9th day of December, 2013

PLANNING COMMISSION
TOWN OF HAYMARKET, VIRGINIA

BY _____
CHAIRMAN

ATTEST:

Clerk

Voting Aye: _____

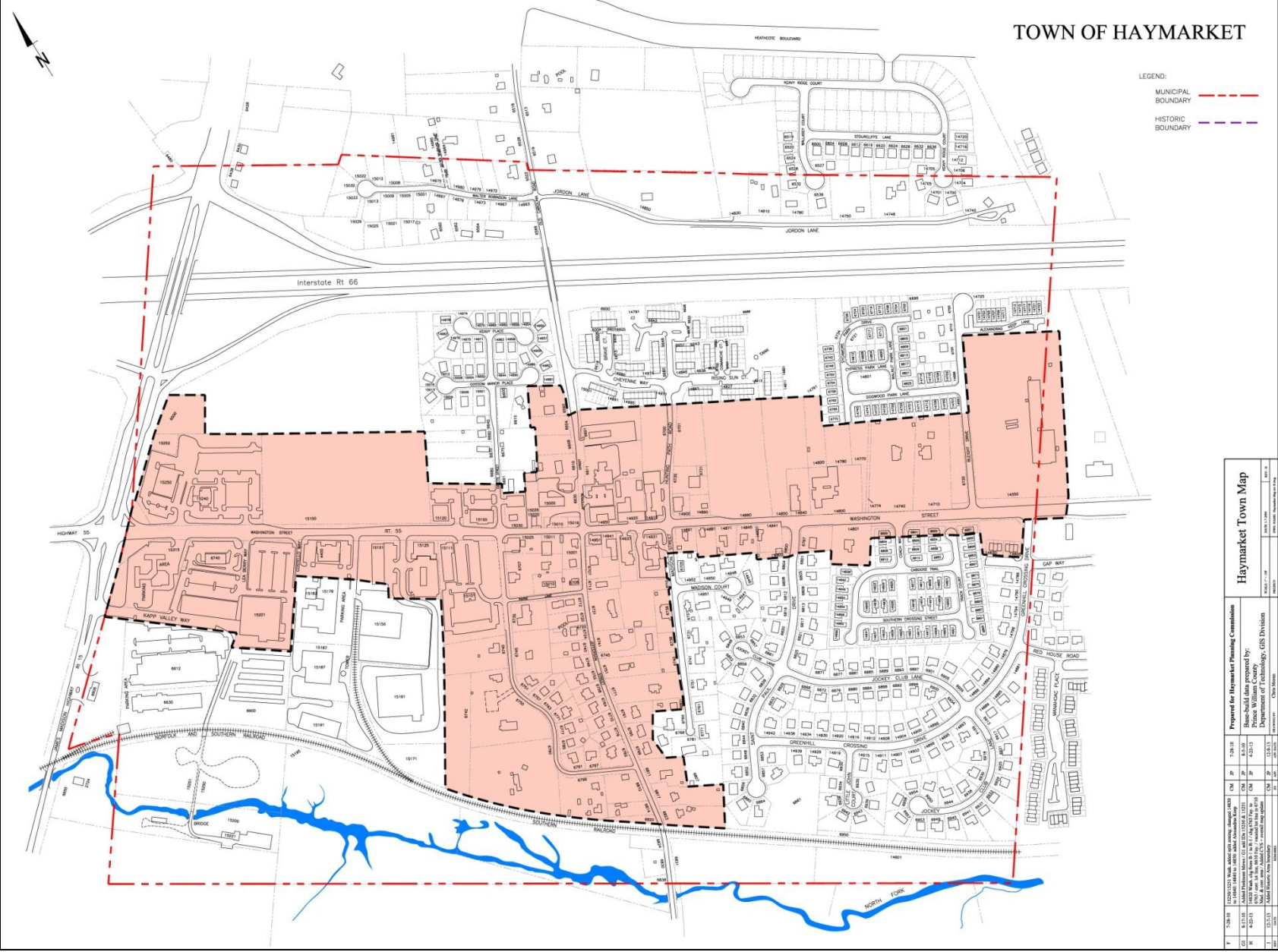
Voting Nay: _____

Abstaining: _____

Absent: _____

Attachment: (3) PC Resolution 12-09-13 (1733 : Historic District Boundary Amendment)

PLANNING COMMISSION RECOMMENDATION – AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY 12-09-13



Haymarket Town Map			
7	7-28-13	12/22/13	Map of Haymarket Planning Commission
8	8-1-13	12/22/13	Prepared for Haymarket Planning Commission
9	8-1-13	12/22/13	Baseball data prepared by:
10	8-1-13	12/22/13	Prince William County
11	8-1-13	12/22/13	Department of Technology GIS Division
12	8-1-13	12/22/13	Map of Haymarket
13	8-1-13	12/22/13	Map of Haymarket

Attachment: (4) PC RECOMMENDED BOUNDARY 12-09-13 (1733 : Historic District Boundary Amendment)



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, MEMBERS OF THE PLANNING COMMISSION

FROM: MARCHANT SCHNEIDER, TOWN PLANNER

SUBJECT: **JOINT PUBLIC HEARING CONSIDER AMENDMENTS TO THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY BOUNDARIES OF THE TOWN OF HAYMARKET, VIRGINIA**

DATE: 04-01-13

CC: STAFF

Please see packet page 53 for additional materials

At its February 2013 continuation meeting, the Town Council directed staff to schedule a joint public hearing with the Planning Commission to consider amendments to the Town's historic district boundaries. The district overlay boundaries currently encompass all lands within the Town's corporate limits. At its March 2013 meeting, the Planning Commission recommended an amended historic district overlay boundary and corresponding zoning text (see attached). Should the Town Council further consider the amendment, it is recommended that the Council adopt a resolution of intent to amend Zoning Ordinance pursuant to Section 58-425 and 15.2-2285 of the Code of Virginia. Staff will provide a brief presentation to Town Council regarding the proposed amendments.

BACKGROUND

The Old and Historic Haymarket District Overlay was created in the late 1990s. The Town's Zoning Ordinance and Comprehensive Plan speak to the Town's intent and goals with regard to preservation of the Town's areas and structures which are of historic, architectural, and cultural interest to the Town. Currently all property owners within the Town's corporate limits must file a Certificate of Appropriateness (COA) when improving the exterior of existing structures or constructing new structures. The Town Council previously considered amending the district overlay boundaries in July 2011. The Council voted down the proposal 4-3. In the fall of 2012, the Council's liaison on the Architectural Review Board (ARB) inquired as to the whether or not the Town should consider pursuing a Certified Local Government (CLG) status with the Virginia Department of Historic Resources. Designation as a CLG would give the Town access to, among other resources, state and federal resources, matching grants, technical assistance, and a network of other state CLGs. Participation in the CLG program is subject to several requirements, one of which is minimum qualifications for ARB members. During the Council and Planning Commission discussion of the CLG certification, the question again arose as to whether the existing boundaries of the district overlay should be amended.

PLANNING COMMISSION REVIEW AND RECOMMENDATION

During its discussion, the Commission noted several potential benefits to amending the historic district overlay boundaries:

1. A more defined and compact district overlay would aide in CLG certification.
2. A more defined and compact district overlay would be a “true” overlay district and would allow for greater flexibility in many areas of the Zoning Ordinance text (i.e. signage, allowable uses, etc.).
3. A more defined and compact district overlay would eliminate the COA requirement for residents and businesses outside of a more narrowly defined district overlay. In many instances, the same residents are already subject to architectural covenants through respective Homeowner’s Associations (HOAs).
4. The reduction of the number of COA’s would result in a cost savings to the Town (i.e. reduction of staff / ARB resources necessary to process applications).
5. The reduction in the size of the district overlay would limit the number of residents / businesses that otherwise have to incur the cost of a COA.

The revised district overlay boundaries recommended by the Planning Commission remove all residential developments subject to HOAs as well as residential structures along the east side of Madison Street. The revised boundaries also remove commercial and industrial properties on the west side of Town that do not include contributing historic resources listed in the Comprehensive Plan; however, the revised boundaries do continue to include the Town’s eastern and southern entrance corridors. The Commission also recommended corresponding Zoning Ordinance text amendments.

The Planning Commission is concurrently considering an entrance corridor overlay which would take the place of the exiting district overlay boundary governing the commercial and industrial properties on the west side of town.

STAFF REVIEW AND RECOMMENDATION

Staff recommends that the Council consider amendments to the district overlay boundaries which better align with the intent of the Old and Historic Haymarket District Overlay; however, it is noted that § 15.2-2306 of State Code does permit “...parcels of land contiguous to arterial streets or highways found by the governing body to be significant routes of tourist access to the locality or to designated historic landmarks, buildings, structures, or districts therein, or in a contiguous locality...” to be included in a local historic district overlay. Due to the high visibility of the Town’s western entrance corridor and its linkage to the Journey Through Hallowed Ground National Heritage Area, and due to the considerable investment made by property owners within the corridor, staff does recommend that the western entrance corridor continue to be included in the historic district overlay as permitted by the State Code.

Staff will make a brief presentation at the April 1 meeting providing some additional background regarding the historic district overlay, the various historic district designations, opportunities and weaknesses of the existing district overlay boundaries, historic district vs. entrance corridor overlays, and recommendations regarding next steps.

DRAFT MOTIONS

1. I move that the Town Council instruct staff to draft a Resolution of Intent to Amend Chapter 58, Article XIV, Old and Historic Haymarket District Overlay.

Or,

2. I move that the Town Council take no action regarding _____.

Or,

3. I move an alternate motion.



TO: Town of Haymarket Town Council
SUBJECT: Eagle Scout Request - Colton Bradley
DATE: 02/03/14

Colton Bradley has a request to the Council for an Eagle Scout project for the Town. Mr. Bradley will be here on February 3 for any questions from Council.

ATTACHMENTS:

- Colton Bradley request to Council (PDF)

Colton Bradley
 12909 Darnick CT
 Bristow VA 20136

January 22, 2014

Mayor David Leake & Haymarket Town Council
 c/o Jennifer Preli, Town Clerk
 PO Box 1230
 Haymarket, VA 20168

Dear Mr. Mayor and Haymarket Town Council Members,

I am Colton Bradley, a Life Scout and Troop Guide for Troop 924 of Haymarket, VA, and I am currently eligible and striving to earn my Eagle Scout Rank. One of the requirements to earn Eagle Scout is planning, developing, and giving leadership to others in a service project helpful to any religious institution, school, or my community. The project must benefit an organization other than Boy Scouting. The project proposal must be approved by the organization benefiting from the effort as well as my unit leader, unit committee, the National Capital Area Council, and Bull Run District, before I can begin. That's why I'm contacting you now.

Haymarket has been my troop's hometown for over 25 years, and I would like my project to benefit the Town of Haymarket. I would like to propose replacing the "Welcome to Haymarket" sign, as my service project. I believe this would leave a positive lasting impression and legacy to the long-standing relationship between the Town and Troop 924.

I would like to request a meeting with you or your representative(s) to seek your approval for my project, to address any questions/concerns, and to discuss and outline any preferences you may have (providing you approve my proposal).

Please feel free to contact me at home, (703) 349-3441, or email (colt1@rcn.com), or USPS mail at my address above.

I am looking forward to your anticipated approval and meeting your expectations!

Very Respectfully,

Colt Bradley

Colton Bradley

Attachment: Colton Bradley request to Council (1748 : Eagle Scout Request - Colton Bradley)



TO: Town of Haymarket Town Council
SUBJECT: Code of Conduct (Draft)
DATE: 02/03/14

ATTACHMENTS:

- 01-29-2014 Code of Ethics - Standards of Conduct (PDF)

**TOWN OF HAYMARKET
TOWN COUNCIL AND APPOINTED OFFICIALS
CODE OF ETHICS AND STANDARDS OF CONDUCT**

Preamble

The citizens and businesses of the Town Haymarket, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. The effective functioning of democratic government requires that public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government; that public officials be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, commissions, boards and committees, to assure public confidence in the integrity of local government and its effective and fair operation.

CODE OF ETHICS

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
4. Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor and Town Council by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. However, per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a small gift of monetary value not to exceed \$25, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc.
8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word which can be binding on public duty.
9. A member should identify any associations with an organization or interest group that presents in any manner to the Council for a decision.

10. At all times, meet the requirements of the State and Local Government Conflict of Interest Act and the Public Procurement Act.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals.
13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Mayor and Town Council.
14. No member may disclose or use confidential information without the consent of Town Council. Confidential information includes discussions during executive or closed sessions, attorney-client communications and certain economic development information.
15. Members shall not use public resources that are not available to the public in general, such as the Town staff time, equipment, supplies or facilities, for private gain or personal purposes.
16. The Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, council, commissions, boards, and committees and Town staff. The Town Council delegates authority for the administration of the Town to the Town Manager

Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager, Town Clerk, Chief of Police or indentified appropriate staff member.
17. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Member shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.
18. Review orally and in public session at the annual organizational meeting each of these principles.
19. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

Recognizing that persons holding a position of public trust are under constant observation by the media and interested Town of Haymarket residents, and recognizing that maintaining the integrity and dignity of the public office is essential for maintaining high levels of public confidence in our institutions of government. The Mayor and every member of the Town Council should adhere to the following Standards of Conduct.

1. Avoid, during either public or private meetings and during the predominance of public duties, the use of abusive, threatening or intimidating language or gestures directed at colleagues, citizens or personnel.
2. Pay all taxes due to the Town, county, state or national government.
3. Attend all regularly scheduled meetings of the Town Council, commissions, boards and committees to which he or she has been assigned, resigning whenever personal circumstances preclude regular attendance.
4. Make a conscientious effort to be prepared for each meeting.
5. Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.
6. Respect the rights of colleagues to have different opinions. Enter into constructive and factual discussions when attempting to resolve issues or reach a consensus, refraining from disparaging remarks.
7. Work to create a positive environment in public and private meetings, so that the environment is conducive to a productive dialogue between all parties and citizens will feel comfortable as observers or participants.
8. Maintain an attitude of courtesy and consideration toward all citizens, colleagues and staff during all discussions and deliberations.
9. Be open minded and patient. Allow citizens, employees, or colleagues sufficient opportunity to present their views.
10. Be concise. Avoid the practice of taking more time to address an issue before the body than is necessary and essential for an adequate consideration of those matters being discussed.

IMPLEMENTATION

As an expression of the standards of conduct for members expected by the Town, the Town of Haymarket CODE OF ETHICS and STANDARDS OF CONDUCT are intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientations for candidates for the Town of Haymarket, applicants to commissions, committees and newly elected and appointed officials. Members entering office shall be provided with the Town of Haymarket Code of Ethics and Standards of Conduct. In addition, the Town Council, commissions, committees shall annually review the Code of Ethics and Standards of Conduct and the Town Council shall consider recommendations from commissions and committees to update it as necessary.

COMPLIANCE and ENFORCEMENT

The Town of Haymarket Code of Ethics and Standards of Conduct expresses standards of ethical conduct expected of members of the Town of Haymarket Town Council, commissions, and committees. Member themselves have the primary responsibility to assure that these ethical standards and that the code of conduct is understood and practiced during all times while serving the Town in order to ensure the public can continue to have full confidence in the integrity of government.

Citizens may bring complaints about the conduct of elected or appointed officials to the mayor, any member of council, or the chair of the commission, board or committee on which the appointed official serves.

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, appointed boards, commissions, and committees from office.

A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission or committee decision.



TO: Town of Haymarket Town Council
 SUBJECT: Resolution for Special Election
 DATE: 02/03/14

BACKGROUND

Council has been looking into the possible change of the terms of the council members for the past several months. As a request of Council, staff put together a survey asking the general public about their interest in the Town Council changing the terms of elected officials from two year terms to four year staggered terms. This survey was posted on the Town's website and on the Town's Facebook site. Below are the results:

Responses Received: 46
 Yes - 10
 No- 33
 Not Sure - 1

There were 8 responses also left as part of the survey. They are in no particular order.

- Of more importance than term length is a term limit, with a maximum of two.*
- Keep mayor term only for two years. Limit the number of terms council members and mayor to only two consecutive terms.*
- No form of elected government has staggered terms of the type being proposed. Elected officials are supposed to demonstrate their capability. If they are found not able to perform their duties they do not win the next election. This is a process that should continue unchanged. There should also be term limits, of two terms for the mayor and town council members*
- Ok to move to Nov*
- 3 year staggered would be better. 4 is too long.*
- For the benefit of long term goals-a lofty ideal and if an individual truly has the town's and residents best interest at heart, that's a valid concern. my experience however-with the mayor's position particularly- is that once elected, the concerns of the constituency are immediately overshadowed by greed, petty power trips and special interests, to the great detriment of the town and her people. Please institute strict term LIMITS so that we can finally excise the cancer that's made Haymarket the laughingstock it's become in the last 7 years.*
- Background checks should be mandatory and any local arrest records should prohibit guilty council members from running for office.*
- Move elections to November for better voter turnout. Four year terms are fine. But need a two term limit. After term limit you have to sit out of Town positions (including boards and committees) for four years. And if you are a current Town Council member your time already served applies to term limit. I don't agree with popularity contest where top three vote getters in the first four year election. Candidates should run campaigns for specific seat/term.*

It is important to note that these results are not guaranteed to be responses and survey results directly from Town residents, let alone registered voters. It is my belief that some of the comments raise some topics for discussion.

Some of these topics include, limiting the Mayor to a Two Year Term. After looking into this issue, I have discovered that other jurisdictions within the area do have two year terms for the mayor's position, so it is not unheard of. Secondly, the consideration of including term limits into the referendum should possibly be discussed as well.

RECOMMENDATION

I would recommend that Council proceed with the special referendum on the May 2014 Election ballot on changing the Town Charter to allow for the Council to serve 4 year staggered terms. Furthermore I would recommend that the Council decide on the following conditions to include in the change:

- To include term limits? (suggested 2 term limit);
- To make the Mayor's term a two year term, opposed to a four year term?;
- The method in which to create staggered terms. The option currently presented is one option, of many. For example, as suggested in the survey responses, candidates could run for a particular term (2 or 4 year term beginning in 2016).

Finally, I believe it is important to remind you all that this decision is simply a decision as to place a referendum on the May 2014 Election ballot to switch from two year terms to four year staggered terms. This truly places the decision about the change in length of terms in the voters and residents hands. Furthermore, we would need to use every possible method to educate the citizens about the referendum prior to the May election

MOTION:

I move to authorize the Town Attorney to submit to the Prince William County Board of Elections a referendum for the May 2014 Election ballot to switch the length of Town Council terms from two year terms to four year staggered terms at the May 2016 election ... with the following provisions: (add any of the discussed and agreed upon provisions)

Or

I move to ...

ATTACHMENTS:

- Resolution to obtain special election on charter amendment (PDF)

RESOLUTION 20140203 – 1

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO PROVIDE FOR HOLDING AN ELECTION TO DETERMINE IF THE VOTERS OF THE TOWN DESIRE THAT IT REQUEST THE GENERAL ASSEMBLY TO AMEND ITS EXISTING CHARTER TO CHANGE THE TERMS OF THE TOWN COUNCIL FROM TWO YEARS TO FOUR YEAR STAGGERED TERMS

WHEREAS, the current Town Charter, Article III § 2, provides for council members to serve two year terms; and

WHEREAS, The Town Council wishes to have the voters determine whether to seek a charter amendment whereby the council would be elected to four year staggered terms instead of two year terms; and

WHEREAS, Virginia Code § 15.2-201 permits the Town Council to provide for holding an election to determine if the voters of the Town desire that it request the General Assembly to amend its existing charter;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 3rd day of February, 2014, that the Council does hereby provide for holding an election at the next May general election (May 6, 2014) to determine if the voters of the Town desire that it request the General Assembly to amend Article III § 2 of the Town charter as follows:

- (2) *Council election; term; oath.* On the ~~second~~ first Tuesday in ~~June~~ May, ~~2016, nineteen hundred and fifty one, and every two (2) years thereafter,~~ there shall be elected by the qualified voters of the town, one (1) elector of the town, who shall be denominated mayor, and six (6) other electors, who shall be denominated ~~councilmen~~ members, and the mayor and ~~councilmen~~ members shall constitute the town council. ~~They shall enter upon the duties of their offices on the first day of September next succeeding their election, and shall continue in office until their successors are duly elected and qualified.~~ Every person so elected shall take ~~an oath faithfully to execute and discharge the duties of his office to the best of his judgment, and the mayor shall take the oath prescribed by law for state officers.~~ The failure of any person elected or appointed under the provisions of this Charter to qualify or to take the oath required, within the time prescribed for entering upon the discharge of the duties of the office to which he is elected or appointed, shall vacate the said office and the council shall proceed and is hereby vested with power to fill such vacancy in the manner ~~herein~~ prescribed by general law. The person elected mayor and the three candidates for town council receiving the highest number of votes in the May 2016 election shall serve four-year terms. The other three persons elected to town council in May 2016 shall serve two-year terms. Thereafter, all council members shall be elected at the May general election for four-year terms. The persons so elected shall qualify and take office on the first day of July following their election. They shall continue to serve until their successors are duly elected, qualified and assume office.

BE IT FURTHER RESOLVED that at least ten days prior to the holding of such election, the text or an informative summary of the proposed charter amendment shall be published in a newspaper of general circulation in the Town.

BE IT FINALLY RESOLVED that the Town Clerk is directed to take such steps as are necessary to communicate the results of the election to the General Assembly if the voters are in favor of the proposed amendment.

Done this 3rd day of February, 2014.

ORDER OF THE COUNCIL

David Leake, Mayor
On Behalf of the Town Council of
Haymarket, Virginia

ATTEST:

Jennifer Preli, Town Clerk

MOTION:

SECOND:

Votes:

Ayes:

Nays:

Abstain:

Absent:



TO: Town of Haymarket Town Council
 SUBJECT: Site Plan Approval Extension
 DATE: 02/03/14

At its July 2013 meeting, the Town Council approved Final Site Plan FSP#20081212, Haymarket Baptist Church - Building Addition and Parking Expansion. Motion 1.c. by the Council required recordation of a lot consolidation plat, deed, and easements associated with the site plan within 180 days of the Town Council approval; otherwise, the approval of the site plan would be void and of no further effect. The 180 day deadline expired December 28, 2013.

Staff has been in contact with the attorney representing the Trustees of Haymarket Baptist Church regarding the deadline. The attorney has noted that additional time is necessary to secure the signatures of the church trustees and record the noted consolidation plat and easements.

STAFF RECOMMENDATION

Staff recommends the Town Council re-approve FSP#2001212 and extend the recordation deadline an additional 90 days.

DRAFT MOTIONS

1.a. I move that the Town Council **REAPPROVE** final site plan FSP#20081212, Haymarket Baptist Church - Building Addition and Parking Expansion, prepared by Ross, France, and Ratliff, LTD, dated May 15, 2007, sealed May 16, 2013, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING:

1. Recordation of a Stormwater Management Facilities Maintenance Agreement providing for maintenance of all such facilities without cost to the Town for all on-site (and off-site, if applicable) stormwater facilities to be installed in conjunction with the development of the subject property; and,
2. Payment of all costs, fees and expenses due the Town.

and

1.b. I further move that the Town Council, pursuant to Sections 58-699(c) and 58-703(f) of the Town Code, approve the alternative buffer yards and waiver of perimeter parking lot landscaping as depicted on Sheet 6 of FSP#20081212;

and

1.c. I further move that the Town Council approve the record plat titled "Record Plat Showing Consolidation and Various Easements, the Property of Trustees of Haymarket Baptist Church," prepared by Ross, France, Ratliff, LTD, dated July 7, 2008, and its associated Deed of Consolidation and Easement, subject to, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING:

1. Recordation of all plats and documentation in a form and substance as approved by the Town Attorney; and

2. Payment of all costs, fees and expenses due the Town; and
3. The foregoing two conditions to be completed and satisfied within ~~180 days~~ **90 days** of the date of Town Council approval, otherwise the approval to be void and of no further effect.

OR,

2. I move an alternate motion



TO: Town of Haymarket Town Council
 SUBJECT: Request for Proposals - Parking Ordinance Review
 DATE: 02/03/14

At its January 2014 meeting, the Town Council authorized staff to draft a Request for Proposals (RFP) to conduct an analysis of parking demand within the Town as well as an analysis the Town's Parking Ordinance. Staff reviewed the attached RFP with the Planning Commission at the Commission's January 2014 meeting. As directed at the January Council meeting, staff is returning to the Council with the draft RFP and a recommended budget for the proposal not to exceed \$15,000.

At is December 2013 meeting, the Town Council directed the Planning Commission to review the Town's Parking Ordinance and return to the Council in March 2014 with recommended changes. The Commission discussed the Council's directive at their December meeting and instructed the Town Planner to work with Town Manager to draft a Request for Proposals (RFP) to conduct an analysis of the parking demand for existing and planned land uses within the Town as well as an analysis the Town's Parking Ordinance. The RFP would include recommendations regarding parking standards and/or alternate parking options. The general consensus of the Commission was that the current parking ordinance, combined with no on-street parking along the Town's major corridors or municipal parking, hampered redevelopment within the Town and limited the Town's ability to achieve its desired "walking town". As such, a holistic approach would be appropriate.

STAFF RECOMMENDATION

Staff recommends that the Town Council authorize staff to advertise the Request for Proposals for a.

DRAFT MOTION(S)

1. I move that the Town Council authorize staff to advertise the attached Request for Proposals for a Parking Ordinance and Needs Assessment and return to Council with a recommendation regarding an award of a contract for said proposal.

OR

2. I move an alternate motion

ATTACHMENTS:

- (1) RFP - Parking Ordinance and Needs Assessment (2014) (2) (PDF)

REQUEST FOR PROPOSALS

PARKING ORDINANCE AND NEEDS ASSESSMENT HAYMARKET, VIRGINIA

The Town of Haymarket, Virginia is requesting proposals (RFPs) from consulting firms who wish to be considered for providing professional services for the modification of the Town's parking ordinance and to perform a needs assessment for parking demand for the Town's various zoning districts. The selected consultant will be responsible for the review of Town's Parking Ordinance, providing recommendations and a parking needs assessment of the current and future land use development needs. The selected consultant will also be responsible for rewriting the existing ordinance to better reflect current parking standards in and around the Town of Haymarket.

Interested firms are asked to submit information to the Town Manager, at PO Box 1230, 15000 Washington Street, Suite 100, Haymarket, Virginia 20168 no later than **3:00 P.M., FRIDAY, FEBRUARY 28, 2014**. For a copy of the Town's RFP contact Sherrie Wilson, Deputy Clerk at (703) 753-2600 or swilson@townofhaymarket.org.

REQUEST FOR PROPOSALS

PARKING ORDINANCE AND NEEDS ASSESSMENT HAYMARKET, VIRGINIA

The Town of Haymarket, Virginia is requesting proposals (RFPs) from consulting firms who wish to be considered for providing professional services for the review of the Town's parking ordinance, modification of the parking ordinance and to perform a parking needs assessment.

Project

The Town of Haymarket is seeking an assessment of current parking conditions and supply necessary to support current and future land use development based on the Comprehensive Plan, Zoning Ordinance, and Future Land Use Zoning Map. In an effort to strike a balance between having enough parking and trying to focus on the Town's goal of being a Walkable Community, it is important to have the adequate amount of public and private parking to achieve the Town's goal. Furthermore, the ordinance should convey new trends in parking management, which would include, but not be limited to access management, signage, and ADA requirements.

Scope

Although a scope of work is not required as part of this submission, a general outline of the anticipated project issues and work efforts is included. The purpose of this study is to assess the impact of potential and existing development on the Town's parking needs. This study will provide the basis for modification of the Town's Parking Ordinance and identify the needs for the Town's Capital Improvements Plan.

This analysis should include, but not be limited to the following:

- Review and analysis of the Town's current parking ordinance.
- Inventory of both public and private parking lots.
- Review of Town's parking standards compared to surrounding jurisdictions.
- Overall assessment of the Town's current parking conditions and needs.
- Resolve conflicts with the Comprehensive Plan and Zoning Ordinance.

Deliverables

A technical report on the current and future needs for parking within the Town of Haymarket and the modified Town Parking Ordinance.

The report should include the following:

- Assessment of current parking conditions.
- Deficiencies in current parking ordinance
- Needs for improvements to existing parking.
- Needs for additional municipal parking and potential locations.
- Possible funding sources.

Submittal

Submittals shall be prepared simply and economically, presenting a concise description of the firms' capabilities to satisfy the requirements of the ordinance and needs assessment and any relevant local government experience. The submittals should indicate key personnel who will be assigned to this project and give the experience record of each. A proposed estimate of the total cost of the project and a proposed schedule for completion.

Five copies must be submitted and received no later than **3:00 p.m., Friday, February 28, 2014**. Responses received after this time will not be accepted. Send submittals to:

Brian P. Henshaw
Town Manager
Town of Haymarket
PO Box 1230
15000 Washington Street.
Haymarket, VA 20168

Any questions should be directed to Brian P. Henshaw, Town Manager at 703-753-2600 or bhenshaw@townofhaymarket.org.

Selection

The selection will be based upon quality and thoroughness of the submittals. The Town of Haymarket shall not be responsible for any expense incurred by the firm in preparing and submitting a proposal. All proposals submitted shall become the property of the Town. All submissions are final and may not be withdrawn.

Firms who submit a response to this RFP may be required to make an oral presentation of their proposal with participation by designated key personnel. If requested by the Town of Haymarket, failure to provide an oral presentation or provide additional information, within a reasonable period of time, shall be reason for the Town of Haymarket to consider the firm's offer non-responsive. The Town of Haymarket reserves the right to request clarification of information submitted and to request

additional information of one or more applicants. The Town also reserves the right to reject any or all of the submittals.



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 02/03/14

ATTACHMENTS:

- Treasurer's Report - February 2014(PDF)

**Town of Haymarket
Treasurer's Report
July 1, 2013 through January 23, 2014**

1.

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget	Under Budget	Net
Summary of Revenues							
GENERAL PROPERTY TAXES	330,932.00	330,932.00	304,022.04	297,887.51		(6,134.53)	(6,134.53)
OTHER LOCAL TAXES	1,068,000.00	1,068,000.00	474,647.64	439,744.52		(34,903.12)	(34,903.12)
PERMITS, FEES & LICENSES	45,750.00	45,750.00	22,163.21	42,607.12	20,443.91		20,443.91
FINES & FORFEITURES	75,000.00	75,000.00	42,137.10	56,835.22	14,698.12		14,698.12
CHARGES FOR SERVICES			0.00	284.55	284.55		284.55
REVENUE FROM COMMONWEALTH	190,499.00	190,499.00	115,572.01	103,690.10		(11,881.91)	(11,881.91)
MISCELLANEOUS	14,800.00	14,800.00	9,504.57	13,988.41	4,483.84		4,483.84
RENTAL (USE OF PROPERTY)	239,826.00	239,826.00	134,740.94	132,830.44		(1,910.50)	(1,910.50)
INTEREST ON BANK DEPOSITS	1,000.00	1,000.00	561.83	1,232.50	670.67		670.67
SAFETY LU/MAP 21 GRANT	1,290,852.00	1,290,852.00	321,225.84	60,520.16		(260,705.68)	(260,705.68)
TRANSFER OF CASH RESERVES	1,048,771.00	1,048,771.00	0.00	0.00	0.00		0.00
4,305,430.00	4,305,430.00	1,424,575.18	1,149,620.53	40,581.09	(315,535.74)	(274,954.65)	

Summary of Expenditures

01 - ADMINISTRATION	523,483.00	523,483.00	305,714.02	302,267.57		(3,446.45)	(3,446.45)
03 - PUBLIC SAFETY	714,794.00	714,794.00	417,806.00	416,937.68		(868.32)	(868.32)
04 - PUBLIC WORKS	216,307.00	216,307.00	139,155.26	124,699.30		(14,455.96)	(14,455.96)
07 - PARKS, REC & CULTURAL	42,479.00	42,479.00	24,649.50	21,401.04		(3,248.46)	(3,248.46)
08 - COMMUNITY DEVELOPMENT	2,379,987.00	2,379,987.00	2,172,402.92	81,846.43		(2,090,556.49)	(2,090,556.49)
09 - NON-DEPARTMENTAL	428,380.00	428,380.00	352,730.92	160,585.24		(192,145.68)	(192,145.68)
4,305,430.00	4,305,430.00	3,412,458.62	1,107,737.26	0.00	(2,304,721.36)	(2,304,721.36)	

2. Additional Appropriations:

Reduced General Reserve for: Safety Assessment - Norfolk Southern Rail \$2,800

3. Line Items Over 3rd Qtr Appropriations:

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
01 - ADMINISTRATION					
11100 - TOWN COUNCIL					
Salaries & Wages - Regular	23,400.00	23,400.00	13,146.77	15,150.00	2,003.23
FICA/Medicare	1,755.00	1,755.00	986.01	1,308.15	322.14
12110 - TOWN ADMINISTRATION					
VRS	13,646.00	13,646.00	7,666.70	8,489.88	823.18
Health Insurance	34,232.00	34,232.00	19,232.49	20,293.40	1,060.91
Life Insurance	0.00	0.00	0.00	407.72	407.72
Disability Insurance	910.00	910.00	511.27	672.64	161.37
Unemployment Insurance	2,500.00	2,500.00	579.84	801.34	221.50
Worker's Compensation	500.00	500.00	500.00	503.00	3.00
Accounting Services - Consultants	0.00	0.00	0.00	11,502.50	11,502.50
Office Supplies	3,500.00	3,500.00	1,966.39	2,165.81	199.42
Computer, Internet & Website	0.00	0.00	0.00	1,001.38	1,001.38 (wasn't budgeted)
Dues & Memberships	3,500.00	3,500.00	1,966.39	2,210.00	243.61 over budget because of coding errors; will corre
Books & Subscriptions	800.00	800.00	449.46	830.65	381.19
12210 - LEGAL SERVICES					
Legal Services	80,000.00	80,000.00	44,946.23	57,303.46	12,357.23

Attachment: Treasurer's Report - February 2014 (1746 : Treasurer's Report)

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
03 - PUBLIC SAFETY					
31100 - POLICE DEPARTMENT					
Salaries & Wages - Regular	338,312.00	338,312.00	192,273.13	197,164.45	4,891.32
Salaries & Wages - Overtime	15,000.00	15,000.00	8,427.42	9,298.97	871.55
Life Insurance	4,802.00	4,802.00	2,697.89	2,750.36	52.47
Workers' Compensation Insurance	10,000.00	10,000.00	10,000.00	10,126.00	126.00
Line of Duty Act Insurance	2,500.00	2,500.00	2,500.00	2,600.00	100.00
Legal Services	14,500.00	14,500.00	8,146.51	9,513.13	1,366.62
Repair/Maintenance Service	2,025.00	2,025.00	1,137.70	1,740.61	602.91
Maintenance Service Contracts	1,200.00	1,200.00	674.19	3,923.55	3,249.36
Electrical Services	2,000.00	2,000.00	1,123.65	1,962.08	838.43
Computer, Internet & Website	3,180.00	3,180.00	1,786.61	2,581.57	794.96
Telecommunications	4,700.00	4,700.00	2,640.59	3,188.30	547.71
Equipment Rental	500.00	500.00	280.91	623.45	342.54
Meals and Lodging	250.00	250.00	140.45	354.09	213.64
Dues & Subscriptions	5,400.00	5,400.00	3,033.87	3,818.50	784.63
Office Supplies	3,375.00	3,375.00	1,896.17	2,328.69	432.52
Repair & Maintenance Supplies	500.00	500.00	280.91	0.00	-280.91
Vehicle Fuels	25,000.00	25,000.00	14,045.70	14,255.90	210.20
Police Supplies	2,700.00	2,700.00	1,516.94	2,706.70	1,189.76
34100 - BUILDING OFFICIAL	30,000.00	30,000.00	30,900.54	51,585.00	20,684.46
04 - PUBLIC WORKS					
Trash Removal Contract	67,000.00	67,000.00	37,642.48	39,121.99	1,479.51
43100 - MAINT OF GENERAL BLDG & GROUNDS					
Repairs/Maintenance Services	15,000.00	15,000.00	8,427.42	9,348.56	921.14
Water & Sewer Services	350.00	350.00	196.63	226.72	30.09
Website & Internet Svcs	12,000.00	12,000.00	6,741.94	9,430.66	2,688.72
General Property Insurance	1,701.00	1,701.00	1,701.00	1,800.33	99.33
43201 - RENTAL PROPERTY - SUITE 110					
Water/Sewer Services	350.00	350.00	196.63	226.72	30.09
General Property Insurance	810.00	810.00	810.00	857.30	47.30
Real Property Taxes	463.00	463.00	0.00	0.00	0.00
43202 - RENTAL PROPERTY - SUITE 200					
Repairs/Maintenance Services	1,000.00	1,000.00	561.83	591.00	29.17
Water and Sewer Services	350.00	350.00	196.63	226.71	30.08
General Property Insurance	810.00	810.00	810.00	857.30	47.30
Real Property Taxes	1,060.00	1,060.00	0.00	280.77	280.77
43203 - RENTAL PROPERTY - SUITE 204					
Water and Sewer Services	350.00	350.00	196.63	226.70	30.07
General Property Insurance	486.00	486.00	810.00	857.30	47.30
Real Property Taxes	1,000.00	1,000.00	0.00	0.00	0.00
43204 - RENTAL PROPERTY - 15020 WASH ST					
Repairs/Maintenance Services	1,000.00	1,000.00	561.83	806.23	244.40
General Property Insurance	350.00	350.00	486.00	514.38	28.38
43205 - RENTAL PROPERTY-HULFISH HOUSE					
General Property Insurance	570.00	570.00	570.00	600.11	30.11
43206 - 14710 WASHINGTON STREET					
Gas Services	0.00	0.00	0.00	343.78	343.78 (wasn't budgeted)
General Property Insurance	810.00	810.00	810.00	1,028.76	218.76

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
EVENTS - Contractural Services	7,500.00	7,500.00	4,500.00	5,072.52	572.52
72200 - MUSEUM					
Salaries & Wages - Part Time	12,000.00	12,000.00	6,741.94	7,576.33	834.39
Repairs & Maintenance Services	4,000.00	4,000.00	2,247.32	3,551.18	1,303.86
Telecommunications	1,500.00	1,500.00	842.74	1,358.23	515.49
General Property Insurance	1,135.00	1,135.00	1,135.00	1,200.22	65.22
Office Supplies	500.00	500.00	280.91	588.14	307.23



TO: Town of Haymarket Town Council
SUBJECT: Engineer's Report
DATE: 02/03/14

Enhancement Project

- Due to inclement weather, progress has been slow. Finley is working on providing a revised schedule to show how remaining work can still be completed on time.

VSMP Authority

- The Draft VSMP Application was submitted to the DEQ on January 15.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 02/03/14

- Parking RFP. Staff has recommended that the Town Council authorize the advertisement of a Request for Proposals to solicit proposal for a parking demand study and review of the Town's parking ordinance.
- Jordan Lane. The ARB approved demolition of the garage structure at 14850 Jordan Lane. The structure is not listed as a contributing resource within the Town's Historic District.
- Fortiline Waterworks. The company has occupied the west end of the Rose warehouse at 6630 James Madison Highway. Fortiline has installed fencing to enclose its inventory. Equipment associated with Rose Roofing located around stormwater pond adjacent to Route 15 has been moved to the rear of the property.
- Chick-fil-a. The company has submitted a site plan amendment to permit the fast food restaurant at the Quarles Property next to Fauquier Bank. A special exception permit is necessary for a proposed drive-thru window. Staff is reviewing the initial submission. Public hearing by the Planning Commission and Town Council will be necessary.



TO: Town of Haymarket Town Council
SUBJECT: Museum Report
DATE: 02/03/14

Carient Heart & Vascular Healthcare Screenings

The following screenings will be conducted on Saturday, February 1st during heart month.

Time:

9:00 am - 11:00 am

Date:

February 1st 2014

Screenings:

- Cholesterol
- BMI
- Blood Pressure
- Carotid Ultrasound
- Echocardiogram
- Consultation with physician

Location:

Carient Heart & Vascular Haymarket Office: 15195 Heathcote Blvd., Suite 350

Museum Attendance for January 2014

Museum is currently closed for the winter.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 02/03/14

ATTACHMENTS:

- February 2014 Police Report (PDF)

**Town Police Statistics for
October, November, & December 2013**

Activity	October	November	December	Total
Mileage	6320	6065	8183	20568
Parking Tickets	16	2	0	18
Uniform Traffic Summons	127	136	120	383
Criminal Felony	7	0	0	7
Criminal Misdemeanor	9	4	4	17
Reports	20	16	5	41
Complaints	393	269	297	959
Accidents	7	3	6	16
Hours Worked	1241	1067.5	1113	3421.5

- During the month of December 2013 The Haymarket Police Department participated in the following:
- On December 6, 2013 Officer Shaver gave safety talk at Minnieland Daycare
- On December 14, 2013 Officer Anderson participated in Santa Cop and transported 2 local children to Manassas for the event.

Criminal Stats for December 2013
Haymarket Police Department

1. Suspicious Person = 10
2. Traffic Control for Streetscape = 2
3. Citizen Assist = 3
4. BOL for DUI = 5
5. Suspicious Vehicles = 7
6. Larceny = 3
7. Alarm Calls = 5
8. Fight w/weapons = 2 (Assist in County)
9. Lockout = 1
10. Suicide Threat = 2
11. Accidents = 5
12. Fight = 1
13. Business Check = 1
14. Domestic = 1
15. Domestic with weapons = 3 (Backup in County)
16. Open Door = 1
17. Injured Animal = 1
18. Assist PWCPD = 5
19. Assist VSP = 1
20. DUI = 1
21. Assist Fauquier Co. = 1
22. Assist Fire and Rescue = 1
23. Motorist Assist = 15
24. Identity Theft = 1
25. Drug = 3 (Marijuana)
26. 911 Hang-up = 1
27. Traffic Obstruction = 3
28. Vin Verification = 1
29. Unconscious Person = 1
30. Assault = 1 (Turned over to County)
31. Vandalism = 1
32. Animal Complaint = 1



Attachment: February 2014 Police Report (1753 : Police Report)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 02/03/14

Change to Term Limits:

- I have included a memorandum in your packet.

Fiscal Year 2015 Budget:

- I have begun the budget process this month and will be communicating with the various departments and boards to obtain their initial budget needs. I plan to present you with a draft budget at your March 4th Town Council meeting.
- I am also planning on working with the Planning Commission on the 2014-2015 Capital Improvements Plan.

Rail Safety Grant Application Update:

- Grant applications for the Rail Crossing Safety Improvements have been submitted to VDOT.
- We most likely will not hear anything definitive until June of this year.
- I did get further clarification from Norfolk Southern with regard to the \$2,800 for the assessment. This fee is not due until such time that the Town decides to declare a Quiet Zone and it covers the expenses to verify the field equipment, legal documentation of the Quiet Zone and other related expenses.
- At this time we are only proceeding with the rail crossing safety improvements and grant applications.

Code of Conduct:

- A draft copy was provided for review at last month's meeting.
- We should discuss at the Work Session.

VDOT -Washington/ Jefferson Street Intersection:

- I have been in touch with VDOT and they were going to perform traffic counts on the intersection late this month and are planning on attending the meeting in March to discuss findings.

Building Inspector Update:

- Doug Smith, President of SCE has informed me that he hired a new building inspector and that he anticipates him starting in February.
- Mr. Smith intends to be at the regular Council meeting to address the Council in general.

SOP (Standards of Operation Procedures and Policy Manual):

- I am continuing to work on these policies.