



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 7, 2014

7:00 PM

Council Chambers

1. Call to Order

2. Pledge of Allegiance

3. Minutes Acceptance

- A. Mayor and Council - Work Session - Feb 25, 2014 7:00 PM
- B. Mayor and Council - Regular Meeting - Mar 11, 2014 7:00 PM
- C. Mayor and Council - Work Session - Mar 12, 2014 6:30 PM
- D. Mayor and Council - Emergency Meeting - Mar 24, 2014 7:00 AM

4. Public Hearings

- A. Joint Hearing - Saint Paul's Special Use Permit
- B. Historic District Overlay Revisions

5. Citizen's Time

6. Agenda Items

- A. Special Use Permit - Saint Paul's School
- B. Historic District Overlay
- C. Bull Run Middle School - Request to Council
- D. Parking Study Analysis Proposals
- E. The Very Thing...For Her Certificate of Appropriateness
- F. Appointment of Building Official - Brian Henshaw
- G. Budget Amendments - Brian Henshaw
- H. Appropriations - Renee DuBiel
- I. HVAC Replacement - 15026 Washington St.

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 - Chief James E. Roop
- F. Event Report - Kim Ingalls
- G. Building Inspector's Report - Joseph Barbeau, Jr.
- H. Town Manager's Report - Brian Henshaw

8. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

9. Councilmember Time

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

10. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, February 25, 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 7:00 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: Absent, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Agenda Items

A. Draft Town Council Agenda for March 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 Feb 25, 2014 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, March 11, 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

Tonight's meeting was rescheduled from March 3, 2014; the meeting was rescheduled due to inclement weather.

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. Pledge of Allegiance

3. Moment of Silence - Vienna Mayor Jane Seeman

Mayor David Leake calls for a moment of silence in memory of Vienna Mayor, Jane Seeman

4. Citizen's Time

5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Feb 3, 2014 7:00 PM

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

6. Agenda Items

A. Request to Council

The Town Manager asks that Council please disregard this agenda item

B. Saint Paul's Church Special Use Permit

Coke Whitrock is here this evening representing Saint Paul's School. The school would like an extension to their special use permit for a classroom trailer. Aitken asks when will Saint Paul's be done with the trailer and no longer need it. Mr. Whitrock responds that in 3-4 years they will no longer need the trailer.

Move to direct the staff to schedule a joint public hearing with the Planning Commission for April 7, 2014 for the consideration of an extension to the special use permit for a classroom trailer for Saint Paul's School at 6735 Fayette Street.

Discussion: Tobias: *In 2008 when they came to Council, they asked for waivers and told Council this was a temporary use. He doesn't see this coming to an end. Tobias asks Mr. Whitrock to provide to the Council his plan for de-occupying the trailer.*

Minutes Acceptance: Minutes of Mar 11, 2014 7:00 PM (Minutes Acceptance)

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

C. Amend Agenda

Move to amend the agenda to add a budget amendment request and a appropriation request for the purchase of mobile data computers for the police department

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

D. Mobile Data Computers

Move that the Town Council waive the spending policy for the purchase of four (4) MDCs for the Police Department based upon the State of Virginia Contract quote by DALY ENTERPRISE IT SOLUTION PROVIDER through the Northern Virginia Community College and that we amend the adopted 2014 Fiscal Budget to reflect a transfer from Asset Forfeiture Grant (100-32-00324-3240104) in the amount of \$30,000 to Police Department -Capital Outlay: Machinery & Equipment (100-03-31100-4008101). I further move that the Town Council appropriate \$14,500 from the Police Department: Capital Outlay Machinery & Equipment Line item 100-03-31100-4008101, for the purchase of four (4) Mobile Data Computers (In-Car Computers).

Discussion: Bare would like to know the status of the E-Summons hardware that was requested in the original grant applications. Tobias would like to know how we are going to pay the annual fees for maintenance of the MDC's. Tobias would also like to know a proposal to handle the surplus computers, once they are replaced.

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

7. Department Reports

A. Treasurer's Report - Renee DuBiel

Council reminds that the budget work session is scheduled for tomorrow, March 12, 2014 @ 6:30 PM

B. Engineer's Report - Holly Montague

C. Planner's Report - Marchant Schneider

D. Police Report - Chief James E. Roop

E. Museum Report - Denise Hall

F. Town Manager's Report - Brian Henshaw

Council directs that Xcellent Technology Systems and The Very Thing...for her can proceed directly to the ARB to obtain their recommendation on signage, then come back to council for final approval.

8. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(3) 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; and evaluation of performance of departments or schools of public institutions of higher education

where such evaluation will necessarily involve discussion of the performance of specific individuals.

A(7) 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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rebecca Bare, Councilwoman
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 [6 TO 1]
MOVER:	Steve Aitken, Councilman
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Leake
NAYS:	Jay Tobias

C. Parliamentarian

Discussion: *Mr. Vanderpool provides a legal opinion that any member that feels Council departed from the provisions of the Freedom of Information Act must state prior to the vote the substance of the departure for the record. The Mayor asks for clarification.*

Tobias would like it noted for the record that he voted no because he felt that one of the matters discussed was of a personal nature pertaining to one of our law enforcement officers and an insurance settlement that he may have received is not information needed to be disseminated to the Council.

The Mayor declares Tobias out of order. Tobias moves to adjourn, Kenworthy seconds; Mayor calls for a recess to consult with legal counsel. Mr. Vanderpool provides his legal opinion after review the Council Rules of Procedure that a motion to adjourn is always in order and it is not debatable and that a recess is not in order. The recess would have been in order if it had been a motion by the council.

D. Move to Adjourn

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

E. Call for Recess

Mayor calls for a recess after the defeated motion to adjourn

9. Councilmember Time

A. Steve Aitken

He would like to state how frustrated he is with the digs being taken during our meetings. He reminds the Council that it is unprofessional for our citizens to see this behavior.

B. Rebecca Bare

C. Katherine Harnest

D. Mary Lou Scarbrough

She thanks the Council members that came out for the Food Pantry fundraiser, the Haymarket Hoe Down. Preliminary numbers show they raised approximately \$4,000.

E. Milt Kenworthy

F. James Tobias

Addressing Mr. Aitken's comments. Tobias agrees with him, but unfortunately, he doesn't feel things should be hidden from the public. If performance is undermined then sometimes it needs to be called out no matter who it is. He has three months left, and he will try and do the best job he can and he will stay on top of things. Tobias notes that the 2006 Charger is moving around, but he would also like to see the Chief's cruiser get started once and a while. He would also like to see the other bids for the MDC's that Donna obtained.

G. David Leake

10. Motion to Adjourn

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

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Mar 11, 2014 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Wednesday, March 12, 2014

6:30 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:30 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. Draft Budget

Council directs the Clerk to advertise the next budget work session for March 26, 2014 @ 7:00 PM

3. Councilmember Time

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

4. Adjournment

Minutes Acceptance: Minutes of Mar 12, 2014 6:30 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

EMERGENCY MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 24, 2014

7:00 AM

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 AM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(3) 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; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.

A(7) 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.

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

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, Kenworthy, Tobias, Leake
ABSENT:	Katherine Harnest, Mary-Lou Scarbrough

C. Directive

The Town Council directs the Town Attorney, Martin Crim, to act in accordance with the direction of the closed session.

Minutes Acceptance: Minutes of Mar 24, 2014 7:00 AM (Minutes Acceptance)

3. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor

Minutes Acceptance: Minutes of Mar 24, 2014 7:00 AM (Minutes Acceptance)



TO: Town of Haymarket Town Council
 SUBJECT: Special Use Permit - Saint Paul's School
 DATE: 04/07/14

St. Paul's Anglican Church has submitted a request to extend its use of a classroom trailer at 6735 Fayette Street (St. Paul's School) through August 31, 2017 (see attached request). The current special use permit expires on April 4, 2014.

BACKGROUND

A special use permit for a classroom trailer and accompanying waivers of various site development requirements was approved by the Town Council on August 4, 2008. The permit and waivers allowed the move of the privately operated "Teaching the Basics" school (now St. Paul's School) from the police station behind Town Hall to the Parish Hall associated with St. Paul's Church at 6735 Fayette Street. The move to Fayette Street was to be a temporary condition until a permanent facility could be constructed on other properties owned by St. Paul's Church (also on Fayette Street). The conditional approval of the classroom trailer required an annual renewal of the special use permit. The Council granted an extension in May 2010. A third extension was granted by the Town Council in April 2011 and permitted the continued use of the trailer through April 4, 2014. In the interim period since the Council's last approval, the ownership of the Parish Hall and other properties associated with St. Paul's Church has been transferred to the Episcopal Diocese of Virginia. St. Paul's Anglican Church now leases the property from the Episcopal Diocese. St. Paul's School has moved several of its programs to the former Pace West School at 14600 Washington Street and expects to complete its transition from 6735 Fayette Street by the summer of 2017.

The action by the Council on April 4, 2011 was as follows: Tobias motioned that the Town Council amend Special Use Permit (SUP) #SUP20080527, St. Paul's Church School, to permit the use of a classroom trailer at 6735 Fayette Street beyond the previous SUP expiration date of June 7, 2011, AND further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, not to exceed three years from the date of approval, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

RECOMMENDATION

Staff recommends the Planning Commission forward the application to its April 14, 2014 meeting for discussion. Staff also recommends that the Town Council forward the application to May 5, 2014 Town Council meeting for action.

DRAFT MOTIONS

Planning Commission

1. I move that the Planning Commission forward SUP 20140328, St. Pauls School, to the April 14, 2014 Planning Commission meeting for further discussion.

OR

2. I move an alternate motion.

Town Council

1. I move that the Town Council forward SUP 20140328, St. Pauls School, to the May 5, 2014 Town Council meeting for action.

OR

2. I move an alternate motion.

ATTACHMENTS:

- (1) New SUP Application 03-28-14 (PDF)
- (2) Saint Pauls SUP Extension Request (PDF)

NAME OF BUSINESS/APPLICANT: ST. PAUL'S SCHOOL RECEIVED
 SITE ADDRESS: 6735 Fayette St Haymarket, VA 20168 MAR 28 2014
 ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 SITE PLAN PROPOSED: Yes No
 PROPOSED USE(S): Pre School CODE SECTION(S) #: 58-53 (3) TOWN OF HAYMARKET

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

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

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

TYPE OF STRUCTURE: SFD TH TOTAL FLOOR AREA OF MAIN STRUCTURE: _____ (sq. ft.)
 FLOOR AREA DEVOTED TO HOME OCCUPATION: _____ (sq. ft.) HOA APPROVAL: Yes No
 NUMBER / TYPE OF VEHICLES: _____
 NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.): _____

OFF-STREET PARKING SPACES PROVIDED: 15 NO. OF EMPLOYEES WORKING FROM SITE: 15

FEE: \$500 Residential
 \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)
 PAID MAR 28 2014

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Name: <u>Reginald Bell, Senior Warden</u> <u>on behalf of St Paul's School</u>	Name: <u>Episcopal Diocese of Virginia</u>
Address: <u>P.O. Box 329</u>	Address: <u>110 W. Franklin St.</u>
City: <u>Haymarket</u> State: <u>VA</u> Zip: <u>20168</u>	City: <u>Richmond</u> State: <u>VA</u> Zip: <u>23220</u>
Phone#(s): <u>703-338-5054</u>	Phone#(s): <u>804 643-8451</u>
Email Address: <u>Bellx20@worldnet</u>	Email Address: <u>ejones@thediocese.net</u>

P.O. Box 1230 * Haymarket, Virginia 20168 * 703-753-2600 * FAX: 703-753-2800
 Special Use Permit Application - Page 1 of 2 - Revised 02-04-14

Attachment: (1) New SUP Application 03-28-14 (1782 : Special Use Permit - Saint Paul's School)

foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

Ronald M. Bell
Applicant Signature

Edith W. Jones
Property Owner Signature

Mar 26.14
Date

Secretary of the Diocese
March 27, 2014
Date

*****OFFICE USE ONLY*****

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

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR DATE

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN DATE

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: (1) New SUP Application 03-28-14 (1782 : Special Use Permit - Saint Paul's School)

Special Use Permit Extension St. Paul's School January 30, 2014

St. Paul's Anglican Church (St. Paul's) requests renewal of the Special Use Permit (SUP) #SUP20080527, related to St. Paul's School, (formerly known as "Teaching the Basics") to permit the continued use of a classroom trailer (modular unit) at 6735 Fayette Street beyond the previous automatic additional periods of one year which now expires in June 2014. We further request that the SUP remain in effect with conditions as motioned by Mr. Tobias and passed by the Town Council in their meeting of April 2011.

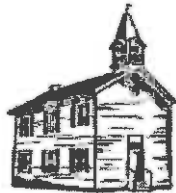
St Paul's has a lease with the Episcopal Diocese of Virginia (owner of the property) through August 31, 2017 for use of the property for the operation of St. Paul's School. We request the SUP to continue to be approved automatically for period of one year through August 31, 2017. During this period, no physical modification of the existing modular unit, other than routine maintenance is anticipated.

We wish to bring to your attention the fact that this school year (SY13-14), St Paul's moved a portion of the school program to the property previously known as Pace West at 14650 Washington Street. This move reduced the amount of traffic at the Fayette Street location. Over the next four years we will continue to further expand our school program in the building at the Washington Street location. This action will, yearly, further relieve student load and traffic at the Fayette Street campus. We plan, by the summer of 2017, to be out of the Fayette Street campus.



Raymond A. Bell
Senior Warden and President of the Board
St. Paul's Anglican Church, Inc.

Received
1/31/2014



The Town of HAYMARKET

Established in 1799

County of Prince William

Date: 27 May 2008

Case #: SUP 20080527

Special Use Permit Application

Business Name: ST PAULS SCHOOL - TEACHING THE BASICS Address: 6735 FAYETTE ST
HAYMARKET, VA 20169-0405

Applicant's Information

Property Owner's Information

Name: ST PAUL'S CHURCH
Address: 6735 FAYETTE ST
City: HAYMARKET
State/Zip: VA 20169
Phone: 703-754-7536

Name: _____
Address: _____
City: _____
State/Zip: _____
Phone: _____

Type of Structure: SFD Multi TH Zoning District: RI Code Section: 53-53

Name of Business: ST PAUL'S SCHOOL - TEACHING THE BASICS
Name of Business: _____

Number of employees working from site: 15
Number of vehicles: 10 Type: _____ GVH: _____
Number of parking spaces set aside for this activity: 16
Total floor area of structure devoted to activity: 2134 sq. ft.
Will accessory storage be necessary? Yes No
If so, where will it be? Adjacent to the existing building (ST PAUL'S CHURCH Parish Hall)
Will the activity require any special tools or structure improvements? NO

In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.
see attached Narrative

RECEIVED

The above is a true representation of the activity and the method of operation upon approval:

MAY 27 2008

TOWN OF HAYMARKET

Applicant Signature: Charles H. W. Hook

Owner's Signature: Ronald H. Beer, Sr. Warden
St Paul's church - May 27, 08

Approved Rejected by Town Council Vote: _____ Date: _____
Conditions: _____ Signature: _____
Fee: _____ Paid: _____ Date: _____

**Special Use Permit
For
St Paul's Teaching the Basics School
to be located at
St Paul's Parish Hall
6735 Fayette Street, Haymarket, Virginia
(GPIN 7297-89-5776)**

May 27, 2008

Narrative

St. Paul's Church Haymarket, Inc. (Applicant/Owner) is requesting a Special Use Permit (SUP) to accommodate the relocation of its existing school (from Town owned property at 15026 Washington St.) which is under sales contract to a location on the Church Campus. St. Paul's is requesting this SUP to position a TEMPORARY full code-compliant portable building to be used as a classroom(s) under Town Code R-1, Section 58-53 (5).

This is necessary due to increased lease costs at the schools present site, the approaching lease conclusion and the sale of the building. St. Paul's is proposing to use a temporary building until a permanent facility can be planned and built elsewhere on existing church property near the sanctuary. The Church is in the process of beginning a Capital Campaign to raise money and begin design on the permanent home for the school. The Church anticipates to begin construction within two years.

The school currently provides Haymarket and the surrounding communities with quality education for 3 and 4 year olds in Preschool, Kindergarten and 1st Grade, as well as providing Before and After Care. Currently the enrollment is 95 of this community's future citizens and leaders. The school also employs 15 adults. School hours are 8:30 AM to 3:30 PM but with Before and After Care it runs from 7:30 AM to 6:30 PM. By staggering the classes any possible congestion is minimized. Many parents depend on this school so that they can earn a living.

Approval of the Special Use Permit will allow the church and school to continue a program of similar size and scope – something that cannot be achieved with use of a single or combination of present church structures.

The *special use* portable school building is proposed to be located on a limited portion of the existing parking lot behind the St. Paul's Parish Hall located at 6735 Fayette St in the Town of Haymarket, identified by Prince William GPIN:7297-89-5776 (Property). See attached Plat. Specifically, the land area subject to the *special use* consists of 2,184 square feet of land near the center of the property and comprises slightly less than 9 percent of the property.

The *special use* portable school building will be constructed off site and set on a foundation of piers and then skirted. Its location behind the Parish Hall on the North side and trees on the West and South sides will minimize any potentially adverse aesthetic reaction. The proposed location will substantially shield the structure for line-of-sight from Fayette Street. When completed the *special use* portable school building will be connected to the Parish Hall by a covered, elevated walkway.

Does not burden Existing Roadways

The *special use* portable school building placed as proposed will have adequate space for a drive through area. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot in a counter-clockwise fashion through the parking lot and exit on the current exit on Payne St. This is a flow space similar to that available at the present site of the school which has presented no recurring problem.

Is Served By Public Water & Sanitary Sewer

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. The proposed *special use* portable school building will be served by Prince William Service Authority for both water and sewer.

Meets Special Use Standards

This application meets the SUP standards and intent enumerated in Section 58-53 (5) of the Town of Haymarket Zoning Ordinance. Please see Exhibit 1 for details.

Meets Special Use General Standards

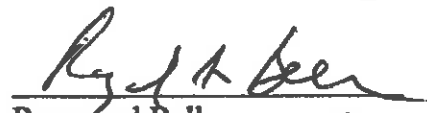
This application meets the SUP standards and intent enumerated in Section 58-9 of the Town of Haymarket Zoning Ordinance. Please see Exhibit 2 for details.

Should Be Approved

The proposed *special use* portable school building is expressly allowed under special use criteria in R-1 Zoning District. The drive through access, building location, and sit layout for the *special use* portable school building complies with the specific standards of the classroom special use. The impact on the neighborhood is minimal.

St. Paul's Church fully expects to request the SUP to be renewed as it will take time to build a permanent facility as described above. When that permanent facility is built this TEMPORARY building will be removed and the Town of Haymarket will have a fully functional, aesthetically designed, quality school for 2 year olds through 5th Grade. This school will add immeasurably to the character and quality of the Haymarket Community.

Respectfully Submitted


Raymond Bell 5.27.08
Senior Warden
St. Paul's Church, Haymarket, Inc.

Narrative to Accompany St Paul's Request for SUP on Portable Building for Teaching the Basics

The Portable Building we are planning to use to augment the space in the Parish Hall for Teaching the Basics is similar to those one sees used at other schools for temporary use. Our's also will be for temporary use. It is a one-story, metal, pre-fabricated custom-designed unit. The dimensions are 28' wide by 76' long, and 13 1/2 ' high. Total area is 2128 sq ft. It will be manufactured (probably by William Scottsman, Inc.) specifically for our use and will be two (2) sections 14 feet wide then put together at the construction site (parking lot).

The portable will be placed on a foundation of piers which will be dug into the ground (a Blocking Plan of a similar portable is attached). It will have its own metered electricity. It will also have water and sewer. The building will contain six (6) classrooms of approximately 250 sq ft each. In the present design there will be two toilets, a janitor's closet, and a hallway connecting the rooms. Each classroom will have a door which can be locked from the inside by the teacher, the doors to the classrooms will have windows, and each classroom will have a window.

Although it will be of modular construction, we anticipate the exterior will be vinyl lap siding and there will be vinyl skirting from the bottom of the portable to the ground. The roof will be pitched from the centerline of the building 7/16 inches to both sides to facilitate water run-off. The portable will be connected to the Parish Hall by a covered, wooden, temporary walkway. There will be two (2) handicap ramps at emergency exits to meet ADA requirements.

EXHIBIT 1 USE SPECIFIC SPECIAL USE APPROVAL STANDARDS

**Town of Haymarket
Zoning Ordinance**

**Application for *special use*
portable school building**

58-53 (5) Special Uses

Mobile office/classroom shall only be permitted with special use license with the following restrictions:

- a. For use as a classroom for a period of one year and must reapply for a special use permit for each additional year.

St Paul's Church fully expects to reapply for this SUP. It will take at least two years to fund, design and build a permanent building to house the school

EXHIBIT 2 GENERAL SPECIAL USE APPROVAL STANDARDS

Sec. 58-9 (c)

In consideration of an application filed with the zoning administrator, the town council, after public hearings conducted by the planning commission and the town council, may authorize the special use of those uses that are expressly listed as special uses in a certain zoning district; . . .

Town of Haymarket Zoning Ordinance

Application for the *special use* portable school building

Sec. 58-9 (d)

A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:

- | | |
|--|--|
| <p>(1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.</p> | <p>The <i>special use</i> portable school building conforms to the plan for residential zoning of R-1.</p> |
| <p>(2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.</p> | <p>The <i>special use</i> portable school building conforms to the intent and purpose of The R-1 Zoning Ordinance.</p> |
| <p>(3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.</p> | <p>The <i>special use</i> portable school building will complement the local neighborhood. Neighborhoods by definition have children. The small size of the school and the students' confinement to the property will not adversely affect the neighborhood.</p> |
| <p>(4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.</p> | <p>The primary purpose of the school is to provide quality education for the young citizens of the neighborhood. Therefore, the health, safety and general welfare of persons residing in the neighborhood will only be enhanced</p> |
| <p>(5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.</p> | <p>This project is designed to make use of the already in use parking lot behind the Parish Hall and not affect any neighborhood traffic. It will have less impact than that of the current site for the school</p> |
| <p>(6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.</p> | <p>The project will be serviced by PWSA and parking, loading are well with the current capacity of the Parish Hall</p> |

Attachment to Application for Special Use Permit for St. Paul's School

The activity is a school for Preschoolers, age 3 and 4, Kindergarten, and 1st Grade as well as Before and After Care. It operates from 7:30 AM to 6:30 PM. But the primary school hours are 8:30 AM to 3:30 PM. The maximum number of vehicles to visit (drop-off and pick-up) at any one time is 20; it is planned for that maximum number will be contained completely on the property's existing parking lot.

Traffic Management Policy for St. Paul's School Teaching the Basics at 6735 Fayette Street

St. Paul's School Teaching the Basics policy is to manage the drop-off and pick-up of children at the school in such a way that the normal traffic on Fayette Street and Payne Lane will not be affected adversely. The school seeks to be sensitive to the community around us in all of its policies and to assure minimal impact to the neighborhood and the flow of traffic. We desire the flow of traffic, including the drop-off and pick-up of children, to be efficient, smooth, and safe for everyone. Therefore, we have established a traffic management policy for the school.

Traffic Management Policy

The school uses, and will continue to use, several innovative and proven traffic-management methods. Each method is honed by experience. Each will minimize impact on the adjacent community and school parents at student drop-off and pick-up times. These are:

a. Classes start and end at different times, based on the particular class or student age. Thus, arriving/departing parents are not all at the school at the same time. The time between age groups provides sufficient time for parents of one age group or class to clear the area before the arrival of parents of the next age group or class.

b. School staff meets the arriving students. School staff meet arriving students or deliver departing students to car side and assist children out of or into the car. Therefore, parents stay in their vehicles during drop-off and pick-up. This significantly reduces the time required for student drop-off/pick-up and also ensures a smooth, "one-at-a-time" departure of departing vehicles.

c. School Staff monitor traffic flow into and out of drop-off/ pick-up area. A specifically designated and qualified staff person will monitor the traffic flow into the drop-off and pick-up area from Fayette Street. Staff at the drop-off point will monitor the traffic on Payne Lane. If, at a given time, the drop-off/ pick-up area is filled with cars, the staff person will direct any cars waiting on Fayette Street to proceed to the church parking area on a temporary basis so that parents waiting to drop off or pick up their child (or children) will not adversely affect traffic on Fayette Street or Payne Lane. (Two-way radios (walkabout radios) may be used in this process.) Once the drop-off area begins to clear, parents waiting in the church parking area will proceed back to the school drop-off area. This will assure that customary traffic on Fayette Street and Payne Lane will be allowed to flow in good order.

d. Parents will receive instructions. Parents of school children will receive instructions regarding drop-off and pick-up prior to the start of school. As parents become familiar with this process, the first week of school uncertainties and occasional problems will be resolved. Adjustments can also be made by the school administration.

St. Paul's Site Plan Traffic Narrative (Revised – 14 Jul)

SITE: The site is 0.60 acres and comprises an existing one-story building (4,157 s.f.). The interior of this building will be renovated, in full code-compliance, for school use. To further accommodate the relocation of St. Paul' School (DBA: Teaching the Basics); proposed is placement of a temporary classroom trailer (2,128 s.f.). The proposed temporary portable building will occupy 7.9% of the total area of the site. Both structures will be served by public water and sewer.

TRAFFIC FLOW/PARKING: It is envisioned traffic will enter the site from Fayette Street; travel in a one-way direction; and exit on Payne Lane. The site will provide 15 parking spaces onsite (14 regular spaces and I handicap parking space).

TRAFFIC MANAGEMENT: The school uses, and will continue to use, several innovative and proven traffic-management methods. Each method is honed by experience. Each will minimize impact on the adjacent community and school parents at student drop-off and pick-up times. These are:

a. Classes start and end at different times, based on student age. Thus, arriving/departing parents are not all at the school at the same time. The time between age groups is 30 minutes – more than sufficient time for parents of one age group to clear the area before the arrival of parents of the second age group.

b. School staff meets the arriving students; and, deliver departing students to car side and assist children out of and into the car. This significantly reduces time required for student drop-off/pick-up time and also ensures a smooth, "one-at-at-time" departure of departing vehicles.

In a recent observed event (8:30AM – 9:15AM) involving 60 to 70 cars, child drop-off/pick-up time ranged from 35 seconds to 2 minutes. Other times for drop-off/pick-up are 12:30 -12:45 (20 out), 12:30 (10 in), 1:00 – 1:30 (30 – 40 out), 2:30 – 2:45 (15 out), 3:30 (10 out), and 3:30 – 6:30 (10 – 15 out). Some 10 – 15 arrive between 7:30 AM – 8:30 AM for "Before Care." These numbers are for School Year 07 – 08, so far this year we have 73 children enrolled.

It should also be recognized that the school drop-off and pick-up times are during other than "prime-time" traffic hours for I-66 bound commuters using Fayette Street to avoid the traffic light at Washington Street.

ON-SITE WAITING AREAS: The site will have 10 stacking (car-waiting) spaces. These spaces will not interfere with general parking, through travel, or entrances to the building. Six (6) stacking spaces will be parallel to the Parish Hall on its southern side, and four (4) will be on the east side of the temporary portable. Additionally, there is room available for ten (10) more cars to move parallel to the stacking spaces. The 10 stacking spaces, and the 10 spaces parallel to them, will allow up to 20 cars to be "in cue" at peak times. In this instance, no cars would be on Fayette St. awaiting entrance to the site.

Traffic Narrative Addendum (18 Jan 09)

See "St Paul's Site Plan Traffic Narrative" dated 14 Jul 08

Site/Traffic Flow – Parking: remains the same as previously portrayed.

Traffic Management Provisions also remain the same. The process for 73 children/students does not change with the exception of the specific number of children who arrive and depart at the programmed times. The on site waiting areas and drive through drop-off/pick-up plans also remain the same.

For student loads of more than approximately 90 students the "Exception Management" situation becomes more appropriate. With more than 90 students (up to 120) this would no longer be the exceptional situation, but rather the routine. In this situation subparagraphs "a." and "b." would routinely apply.

Hence, per paragraph a. school staff would direct automobiles in excess of 20 to proceed to the "church" parking area on the West side of Fayette Street. A staff member with a cell phone/radio device would assign parent automobiles to wait until sufficient space were available and then send cars in 5 set numbers to the Parish Hall parking/waiting area to queue up to drop-off/pick-up.

If a continuing situation exists whereby crowding of the Parish Hall parking/waiting area and adjacent streets are encumbered, the students will be subdivided into two or more sets, which will arrive/depart in 15-minute intervals.

These measures would provide sufficient traffic management to limit street crowding for the local community.

EXCEPTION MANAGEMENT OF MORE THAN 20 CARS IN CUE: For the reasons identified above, this would be an exception situation. However, on occasion, the school has observed such a situation.

Typically, this occurs only during pick-up time for the largest age-group of students and only in the first or second week of the school year. Parents, particularly those “new to the school” and not wanting to be late, arrive earlier than the posted pick up time.

If this were to occur, staff will be ready to easily implement either of the following measures:

a. Staff members will direct “overflow” cars to the church parking areas. There, parents will wait until sufficient on-site space is available.

b. The largest student group will be divided alphabetically into two groups; each group assigned a more-than-adequate, 15-minute pick up time.

It should be noted that these are exception measures. It is envisioned that there will be no recurring, long-term, traffic management problems.

FUTURE ROAD WORK THAT MAY CAUSE OLD CAROLINA ROAD TO CLOSE SOMEWHERE NORTH OF HAYMARKET.

It is believed that this situation will have no adverse affect on any of the routine or exception traffic management plans presented above.

PARENT EDUCATION OF TRAFFIC MANAGEMENT AND SAFETY

Attached is the Safety Rules for the “Drive Thru” at TTB document, provided to all parents this school year. A similar document will be used in all future years.

**Request for Waiver
Zoning Sec. 58 – 506, Site Plan**

**St Paul's School Teaching the Basics
Haymarket, Virginia 20169**

July 14, 2008

Record Owner/Applicant: St Paul's Church
**Property: St Paul's Parish Hall
6735 Fayette St
Haymarket, Virginia 20169
GPIN 7297-89-5776**

Request for Waiver

After consultation with Haymarket Town Engineer and a letter on the subject from the Town Attorney, we request the "Plot" Plan provided to the Town of Haymarket serve as a substitute for the Site Plan.

The Project

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

Location off Fayette Street

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

Does Not Burden the Existing Roadways

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

Served by Public Water & Sanitary Sewer

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

Has Minimal Environmental Impact

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

Reviewed by Town Engineer

The "Plot" and all requirements of Preliminary and Final Site Plans were reviewed by the Town Engineer. She is satisfied (contingent on her final review of her suggested changes) that the applicable requirements for a Site Plan are included on the "Plot."

A waiver to Town of Haymarket Code 58-506, Site Plan Procedures and Requirements is hereby requested.

Respectfully Submitted.



Charles H. Wittrock
Chairman, Steering Group
St Paul's Church

**Request for Waiver
Zoning Sec. 58 – 701, Buffer Yards**

**St Paul's School Teaching the Basics
Haymarket, Virginia 20169**

July 14, 2002

Record Owner/Applicant: St Paul's Church

**Property: St Paul's Parish Hall
6735 Fayette St
Haymarket, Virginia 20169
GPIN 7297-89-5776**

Request for Waiver

We request a waiver to the requirement to have a Buffer Yard adjacent to the Parish Hall next to Payne Lane. There is not sufficient room per the Code to allow for a handicap access ramp, handicap parking space and for the Buffer Yard. This ramp in part will be on an existing walkway which has been in place before the requirement for the Buffer Yard was added to the Code. The handicap parking space will be "in line" with the ramp. After consultation with Haymarket Town Engineer, we request this requirement be waived.

The Project

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

Location off Fayette Street

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

Does Not Burden the Existing Roadways

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

Served by Public Water & Sanitary Sewer

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

Has Minimal Environmental Impact

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-701, Buffer Yard is hereby requested.

Respectfully Submitted.



Charles H. Wittrock
Chairman, Steering Group
St Paul's Church

**Request for Waiver
Zoning Sec. 58 – 703. Parking Lot Landscaping**

**St Paul's School Teaching the Basics
Haymarket, Virginia 20169**

July 14, 2008

Record Owner/Applicant: St Paul's Church
**Property: St Paul's Parish Hall
6735 Fayette St
Haymarket, Virginia 20169
GPIN 7297-89-5776**

Request for Waiver

We request a waiver to the requirement to have landscaping adjacent to the existing Parish Hall parking lot adjacent to Payne Lane. As per 58 – 703 (g) *Modification of parking lot landscaping requirements for landscaped area adjacent to a public street.* We request waiver of 58 – 703 (c)(1), as the “ten-foot area would serve no useful purpose and has created a hardship to the property owner.” The portable building to be placed in the parking lot is only temporary and is the only change (other than a handicap parking space next to the Parish Hall) to the current parking lot. The portable building will be removed when the permanent school is built on other church property. The inclusion of the ADA compliant handicap parking space and the ADA modifications to the Payne Lane Parish Hall building entrance would make the landscaping difficult or impossible. After consultation with Haymarket Town Engineer, we request this requirement be waived.

The Project

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

Location off Fayette Street

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

Does Not Burden the Existing Roadways

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

Served by Public Water & Sanitary Sewer

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

Has Minimal Environmental Impact

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-703, Parking Lot Landscaping is hereby requested.

Respectfully Submitted.



Charles H. Wittrock
Chairman, Steering Group
St Paul's Church

**Request for Waiver
Zoning Sec. 58 – 11 (10), Parking Lot Paving**

**St Paul's School Teaching the Basics
Haymarket, Virginia 20169**

July 14, 2008

Record Owner/Applicant: St Paul's Church

Property: St Paul's Parish Hall
6735 Fayette St
Haymarket, Virginia 20169
GPIN 7297-89-5776

Request for Waiver

We request waiver of the requirement for the parking lot to be paved (“... shall be surfaced with asphalt or concrete.”). The use of the Portable Building is for a temporary location of the Teaching the Basics School and the hardship of paving and its cost would unduly burden the church and school. We also believe that allowing the water to naturally seep into the ground through the gravel surface of the existing parking lot is better for the environment than gathering the water via paving. We have discussed this matter with the Town of Haymarket Engineer and after receiving a letter on the subject from the Town Attorney, we believe this is a reasonable solution.

The Project

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

Location off Fayette Street

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

Does Not Burden the Existing Roadways

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

Served by Public Water & Sanitary Sewer

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the

portable building will be served by Prince William Service Authority for both water and sewer.

Has Minimal Environmental Impact

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58- 11 (10) for the Parish Hall parking lot to comply with the Code “. . . shall be surfaced with asphalt or concrete.” is hereby requested.

Respectfully Submitted.



Charles H. Wittrock
Chairman, Steering Group
St Paul's Church

**Request for Waiver
Zoning Sec. 58 – 59 (b) Corner Lots**

**St Paul's School Teaching the Basics
Haymarket, Virginia 20169**

7 Aug, 2008

Record Owner/Applicant: St Paul's Church

Property: St Paul's Parish Hall
6735 Fayette St
Haymarket, Virginia 20169
GPIN 7297-89-5776

Request for Waiver

After consulting with the Town Engineer and with her guidance, we request a waiver to "corner lots" requirements. We request this waiver to allow parking in the existing Parish Hall parking lot that faces the street and which corresponds to the Plot Plan submitted for the SUP.

The Project

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

Location off Fayette Street

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

Does Not Burden the Existing Roadways

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

Served by Public Water & Sanitary Sewer

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

Has Minimal Environmental Impact

The portable building has 278 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-703, Parking Lot Landscaping is hereby requested.

Respectfully Submitted.



Charles H. Wittrock
Chairman, Steering Group
St Paul's Church

**Request for Waiver
Zoning Sec. 58 – 57 (a) Yard Regulations, Side**

**St Paul's School Teaching the Basics
Haymarket, Virginia 20169**

7 Aug. 2008

Record Owner/Applicant: St Paul's Church

Property: St Paul's Parish Hall
6735 Fayette St
Haymarket, Virginia 20169
GPIN 7297-89-5776

Request for Waiver

After consulting with the Town Engineer and with her guidance, we request a waiver to side yard requirements. We request this waiver to allow parking in the side and rear yards of the Parish Hall parking lot corresponding to the Plot Plan submitted for the SUP.

The Project

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

Location off Fayette Street

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

Does Not Burden the Existing Roadways

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

Served by Public Water & Sanitary Sewer

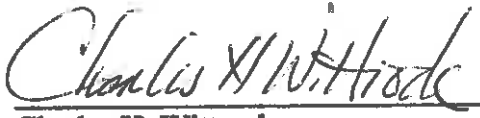
Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

Has Minimal Environmental Impact

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

requested.

Respectfully Submitted.



Charles H. Wittrock
Chairman, Steering Group
St Paul's Church

ST. PAUL'S CHURCH, HAYMARKET VIRGINIASPECIAL USE PERMIT

FORM OF THE MOTION TO BE CONSIDERED AND ADOPTED:

Case No. SUP20080527, an application for a special use permit to allow a temporary early learning center/school upon property commonly known as 6735 Fayette Street, Town of Haymarket, Virginia.

A conditional special use permit for an early learning center/school is hereby approved for St. Paul's Church, Haymarket to own and operate a temporary early learning center/school on property commonly known as 6735 Fayette Street, Town of Haymarket, Virginia subject to the following conditions:

1. If there is any change in ownership of the property, this special use permit shall automatically terminate without further action by any party. The property is currently owned by St. Paul's Church, Haymarket.
2. If St. Paul's Church, Haymarket should cease to operate the school or if any other party attempts or should operate or manage the school, this special use permit shall automatically terminate without further action by any party.
3. Notwithstanding any of the foregoing, this special use permit if not earlier terminated, shall expire ~~six~~ ^{seven} years from the date of its granting, but without prejudice for the applicant to reapply to extend the special use permit.
4. No more than 135 students shall attend the school at any one time.
5. The site shall be used, developed, constructed and reconstructed only in conformity with the site plan or site drawing and information attached hereto. Any change in the site plan or site usage not in accordance with the site information furnished the Town as part of the site plan application, unless hereafter agree to by the Town, shall terminate this SUP without further action by any party.
6. Failure by the Town or any other party to insist on any of the terms or conditions of this SUP or the provisions of any local, state or federal law or requirement shall not be deemed a waiver thereof.



TO: Town of Haymarket Town Council
 SUBJECT: Historic District Overlay
 DATE: 04/07/14

Final action by the Council was deferred pending the execution of the Boundary Line Adjustment (BLA) incorporating the former PACE West property (14600 Washington Street) into the Town's corporate boundary. The BLA has been properly executed with the circuit court and additional notice of the April 2, 2014 has been provided.

BACKGROUND

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 entry ways 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 April 7, 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. A draft Ordinance inclusive of the final text will be provided prior to the April 7 public hearing.

DRAFT MOTION(S)

1.a. I move that the Town Council adopt Resolution 20140407 - 1 regarding amendments to the Code of Haymarket, Chapter 58, Article XIV, Old and Historic Haymarket District Overlay.

and

1.b. I further move the Town Council adopt ORDINANCE 20140407 - 1 amending the boundary of the Old and Historic Haymarket District Overlay.

OR

2. I move an alternate motion

ATTACHMENTS:

- (1) TC RESOLUTION 20140407 – 1 (PDF)
- (2) ORD#20140407- 1_Section 58-553 (PDF)
- (3) 02-03-14 Proposed Old and Historic Haymarket District Overlay (PDF)
- (4) PC Resolution 12-09-13 (PDF)
- (5) PC RECOMMENDED BOUNDARY 12-09-13 (PDF)
- (6) ARB RECOMMENDED BOUNDARY 12-18-13 (PDF)
- (7) 04-01-13 Consider Amendments to Historic Overlay (PDF)

RESOLUTION 20140407 – 1

**RESOLUTION OF THE HAYMARKET TOWN COUNCIL REGARDING
AMENDMENTS TO THE CODE OF HAYMARKET, 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 and Town Council have concluded that the existing boundary of 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, 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 Town Council, pursuant to § Sec. 58-425, held public hearings on February 4 and April 7, 2014, and interested citizens were heard; and

WHEREAS, the proposed amended Old and Historic Haymarket District Overlay boundary includes lands closely related to and bearing upon the character of areas and structures within the Town which are of historic, architectural, and cultural interest as described in the Town comprehensive plan and ordinances thus providing an area needed to control potentially adverse influences; and

WHEREAS, the amended Old and Historic Haymarket District Overlay Boundary includes groupings of structures which have significance relative to the patterns of development and/or interrelationships among such structures unique to the Town of Haymarket where such structures might not possess significant merit when considered alone; and

WHEREAS, the amended Old and Historic Haymarket District Overlay boundary includes land contiguous to arterial streets within the Town which are significant routes of tourist access to the Town and its associated areas and structures which are of historic, architectural, and cultural interest; 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 Town Council does hereby approve the adoption of ORDINANCE 20140407 – 1 amending the text of § Sec. 58-553 of the Haymarket Town Code regarding the creation and boundaries of Old and Historic Haymarket District Overlay.

Done this 7th day of April, 2014

RESOLUTION 20140407 – 1
OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
TOWN OF HAYMARKET
APRIL 7, 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:

Attachment: (1) TC RESOLUTION 20140407 ? 1 (1781 : Historic District Overlay)

ORDINANCE 20140407 – 1

Enacted _____

Effective _____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING SECTION 58-553, RELATING GENERALLY TO THE CREATION AND BOUNDARIES OF THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in this regular session, this ____ day of _____, 2014:

- 1. That Section 58-553 of the Code of Ordinances, Town of Haymarket (2004), as amended, is amended, as follows:

Sec. 58-553. Creation; boundaries.

(a) 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 District Overlay," which shall include all that area which lies within the ~~corporate limits of the town.~~ boundary shown on the Amended Old and Historic Haymarket District Overlay map, dated February 3, 2014, which is hereby incorporated by this reference and made a part of the official zoning map of the Town. Development of property lying in this district shall comply with both the requirements of the underlying zoning district and of this overlay district. Where the requirements are in conflict, the requirements of this overlay district shall take precedence.

(b) Prior to the expansion of the ~~historic district~~ Old and Historic Haymarket District Overlay the town shall identify and inventory all areas and structures being considered for inclusion in such a district and shall establish written criteria to be used in making such determination. The town shall the identify all landmarks and designate by ordinance any building, structure, district, object, or site as part of the overlay district, subsequent to soliciting public input in a manner consistent with Code of Virginia, § 15.2-2204. The owners of such property proposed for designation shall be given written notice of the public hearing on the ordinance.

(Ord. of 1-3-1994; Ord. No. 20121113-4, § 1, 11-13-2012; Ord. No. 20140407-1, § 1, 04-07-2014)

ORDER OF THE COUNCIL

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

ATTEST:

 Jennifer Preli, Town Clerk

Attachment: (2) ORD#20140407- 1_Section 58-553 (1781 : Historic District Overlay)

Date: April 7, 2014
Regular Meeting
Ord. No. #ORD20140407 – 1

MOTION:

Date: _____

SECOND:

Regular Meeting

Ord. No. _____

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY _____

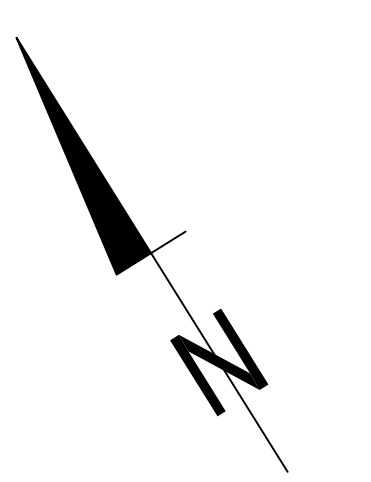
Jennifer Preli, Town Clerk

Attachment: (2) ORD#20140407- 1_Section 58-553 (1781 : Historic District Overlay)

TOWN OF HAYMARKET

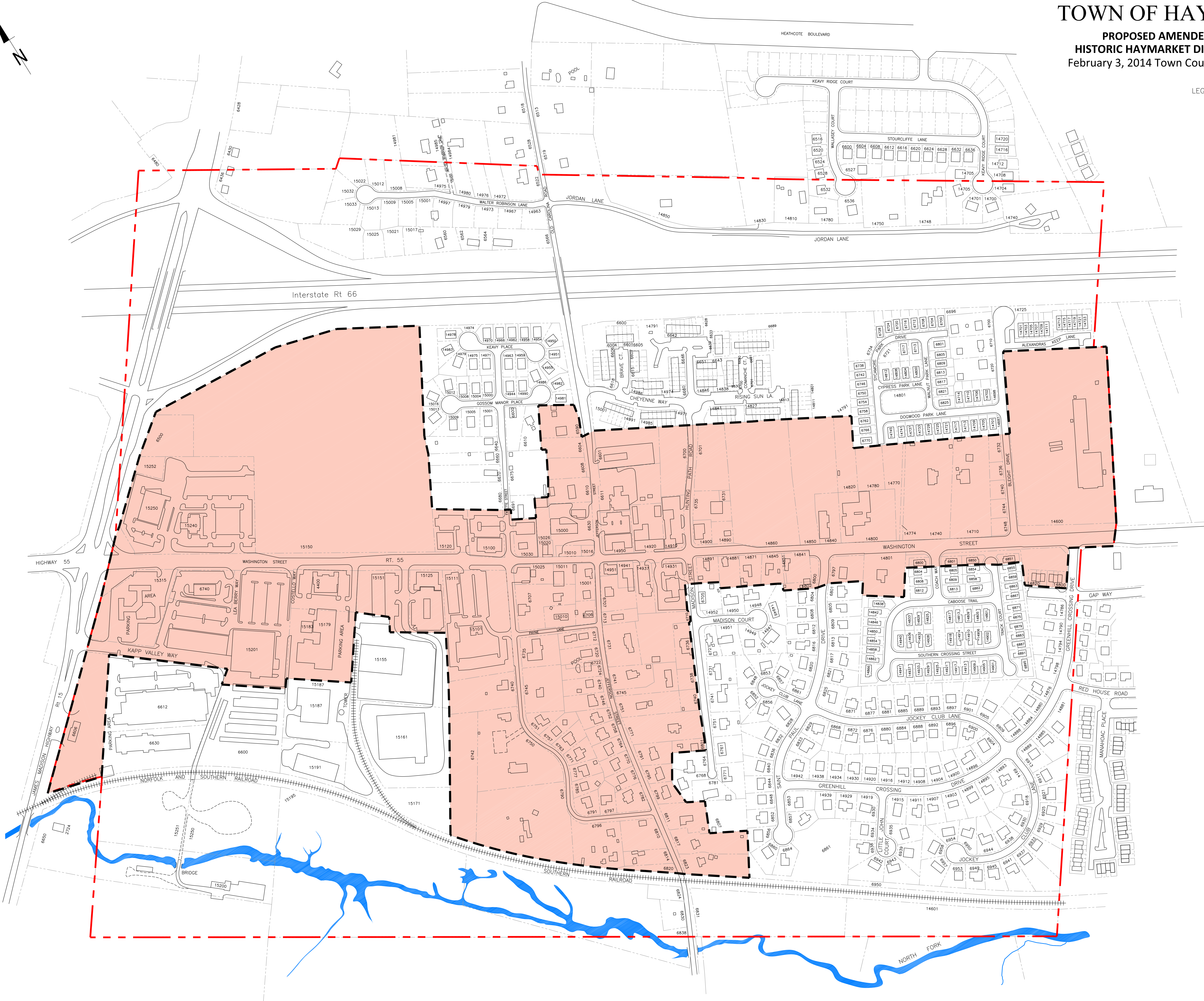
PROPOSED AMENDED OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

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 18840-18841 to 14850; 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 6767 / corr. lot line, 6610 Fry / vacated lot line in 6710
I	12-2-13	CM	JP	12-2-13	Added Historic Overlay to 6738 - overall map update
J	12-2-13	CM	JP	12-2-13	Added Historic Overlay to 6738 - overall map update
REV.	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

DATE: 1-1-2014
 REV: H
 PROJ: 1781 - Historic District Overlay

**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: (4) PC Resolution 12-09-13 (1781 : Historic District Overlay)



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.

Attachment: (7) 04-01-13 Consider Amendments to Historic Overlay (1781 : Historic District Overlay)



TO: Town of Haymarket Town Council
SUBJECT: Bull Run Middle School - Request to Council
DATE: 04/07/14

ATTACHMENTS:

- BRMS Robotics Sponsorship Request (PDF)

BRMS Robotics Team1489D
13701 Piedmont Vista Drive
Haymarket, Virginia 20169

Thursday, March 27, 2014

Mayor David Leake & the Town of Haymarket Council
c/o Ms. Jennifer Preli
Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, Virginia 20168

Dear Mayor Leake and the Town of Haymarket Council,

In February, Bull Run Middle School Robotics Team 1489D earned a spot to participate at the World VEX competition in California. The team has worked hard to get this far, but they need help to get to World's.

We are enclosing the team's corporate sponsorship packet and school team packet explaining why this is so important and asking for support from the Town of Haymarket. Although our school is located in Gainesville, our team members and their families are residents of Haymarket. We would be so proud to have the Town of Haymarket as our team sponsor.

Please consider making a donation for this team. Every little bit will help them get closer to their goal.

Thanks so much,

Kimberly and Michael Wong



Support Our Team

BRMS Robotics 1489D

Dear Partner in Education,

Our Bull Run Middle School (BRMS) Robotics Team 1489D from Gainesville, VA is proud to announce that during the Virginia State VEX Robotics Competition, we won the Design Award and earned a spot to the World's Vex Robotics Competition in Anaheim, California! The VEX Robotics Design Award is presented to the team that demonstrates the most organized and professional approach to the design process, project management, time management and team organization. We are so very proud that our team won this distinction and are now off to compete in the world competition in Anaheim, CA. The event takes place from April 23-26, 2014 and we need your help. With a donation, you can assist with the travel, accommodations and registration costs for our BRMS team. We want to raise \$10,000 by April 1st.

Please take some time to read a little about our team and what it takes to become a team sponsor. From the entire 1489D team, thank you so much for your consideration. We appreciate all your support.

Sincerely,

The BRMS Robotics Team #1489D
(Noah, Erik, Nathan, Anna, Kofi, Dev and Mason)

One of the main missions of VEX Robotics Competition is to help students acquire real world life skills that will benefit them in their academic and professional future. The Engineering Notebook is a way for teams to document how the Vex Robotics Competition experience has helped them better understand the engineering design process while also practicing a variety of critical life skills including project management, time management, brainstorming and teamwork.



BRMS 1489D wins Design Award at the VEX Robotics Virginia State Championship 2014

Our Team Values:

- All team members are equals and have an equal voice
- All team members must lead in their roles
- All team members must take ownership of their task
- All team members will support one another

Our Journey

BRMS Robotics Team 1489D is comprised of a diverse group of seven students passionate about science, technology, engineering, and math. Team 1489D began their journey in July 2013 with its first three members. During the school year, four additional members joined and completed our team. For each meeting, we set an agenda which focused on the goals and tasks of the robot design and build. Each task was broken down to an individual resource, allowing each team member to contribute to the success of our mission. Following each meeting, we evaluated our progress and set homework assignments when necessary. Our team co-leaders encouraged teamwork and cross-training of duties, to ensure that beginning students learned from the experienced students. Most importantly, each team member was given ownership of their role and duties within the team, ensuring all members were fully invested.

Meeting twice a week and on some weekend days, our team members worked together to design and build an 18"x 18"x18" robot from scratch to travel and compete against other teams from local area Virginia schools. The goal for these local events is to win one of the few coveted spots to compete at the state level, ultimately competing with teams from around the world when qualifying for the VEX World Championship in Anaheim, California. During the BRMS Middle School Invitational tournament held this January, BRMS 1489D succeeded and earned the Design Award leading to the Virginia State VEX competition. Now, by winning the same award at the state level, we are preparing for to compete at the world championship.

Your Support

Our school robotics program provides its members the opportunity to apply the knowledge and skills acquired in the classroom to hands-on strategic projects, all while learning the lessons of applied engineering, teamwork and fair competition. As a school-based organization, the BRMS Robotics depends on the funding provided by corporate sponsors and supporters who recognize the importance of this experience and the growing need for a workforce trained in the fields of science, technology, engineering, and math. The program requires approximately \$60,000 to cover yearly budget costs, and additionally, to participate in the world competition, each team requires approximately \$10,00.

As Team 1489D is set to compete at the world level, we are asking for support from corporate partners. If you are interested in helping our efforts, you can become a sponsor. Corporate sponsors who choose to support BRMS Robotics will receive a tax-deduction for their donation. Additionally, by providing your support and funding, you will foster a program which seeks to guarantee that students leave school with the skills necessary to succeed and lead as they enter high school, college and the workplace.

Organizations that choose to support BRMS Robotics through a tax-deductible donation are publically acknowledged on our promotional material and the competition robot itself. Our audience is continually growing and we are proud to provide our sponsors expanded visibility both on the local and world stage. By lending support and funding, sponsors can guarantee that students will leave school with the skills necessary to succeed as well as lead in today's society.

Send Checks:

BRMS Team 1489D
Attn: Kimberly Wong
13701 Piedmont Vista Dr.
Haymarket, VA 20169

Visit us on the web at
www.brms1489D.weebly.com

Help Support BRMS Team 1489D!

Donation Options

Through your donation, you provide us the opportunity to promote your company to our varied audiences. Last year alone, our sponsors were visible to well over fifty thousand individuals through print, internet media, and at competitions. We are looking for more than just financial sponsorships. A robotics team needs a great number of resources to make it successful such as robot building supplies, discounted parts...the list is endless. Your sponsorship through donations or goods will help us grow and promote programs that guarantee a solidly educated workforce for your company in the years to come.

Please consider sponsorship of the BRMS Robotics Team #1489D this year. Below is information about sponsorship levels and benefits:

Diamond \$5000 - You are registered as a Major Sponsor and your Name and Logo will be placed on a banner to take to ALL Competitions. (And all items beneath)

Platinum \$2000 - Your Logo and Name are placed on our Robot. (And all items beneath)

Gold \$1000 - Your Logo and Name are placed on our T-shirts. (And all items beneath)

Silver \$500 - Your Logo and Name are placed on our promotional materials and traveling boxes. (And all items beneath)

Bronze \$100 - Your Logo and Name are placed on our website. (And all items beneath)

Partner \$50 - You receive a letter of appreciation and a framed picture.

Supporter \$25 - You receive a letter of appreciation.

Please send a high quality electronic copy of your corporate logo (if applicable) to Kimberly Wong at kimmikewong@comcast.net no later than April 7, 2014 for processing.

Donation Details

If you would like to become a sponsor and make a donation by check, please fill out the attached **BRMS Robotics 1489D Sponsorship Form** (see last page) and send it along with your check to:

Bull Run Middle School #1489D
Attn: Kimberly Wong
13701 Piedmont Vista Drive
Haymarket, VA 20169

PLEASE NOTE: Checks should be made payable to "Bull Run Middle School" with "BRMS Robotics 1489D" in the memo line.

Contact Us

Give us a call for more information about donations:

BRMS TEAM 1489D
13701 Piedmont Vista Dr.
Haymarket VA 20169
571.248.8072

Visit us on the web at
www.brms1489D.weebly.com

Help Support BRMS Team 1489D!



BRMS ROBOTICS SPONSORSHIP 1489D FORM

Dear BRMS Robotics 1489D,

I am interested in sponsoring your team for this year at the following level:

- ◇ **DIAMOND Supporter (\$5000):**
You are registered as a Major Sponsor and your Name and Logo will be placed on a banner to take to ALL Competitions. (And all items beneath)
- ◇ **PLATINUM Supporter (\$2000):**
Your Logo and Name are placed on our Robot. (And all items beneath)
- ◇ **GOLD Supporter (\$1000):**
Your Logo and Name are placed on our T-shirts. (And all items beneath)
- ◇ **SILVER Supporter (\$500):**
Your Logo and Name are placed on our promotional materials (Traveling Boxes)
(And all items beneath)
- ◇ **BRONZE Supporter (\$100):**
Your Logo and Name are placed on our website (And all items beneath)
- ◇ **PARTNER Supporter (\$50):**
You receive a letter of appreciation and a framed picture.
- ◇ **SUPPORTER (\$25):**
You receive a letter of appreciation.

Name:

Address:

Phone: _____ **Email:** _____

Please accept my donation and support for your middle school robotics team that develops the technology and science leaders of tomorrow.

Corporate Sponsor Information Packet

Bull Run Middle School's Robotics



Team 1489

Show above: Team 1489D - Before earning the VA State Design Award
Proud to be at the VA State Championship Competition
February 22, 2014



About Us:

MISSION:

The purpose of the club is to develop students' interest in Science, Technology, Engineering and Math (STEM) through robotics competitions. Robotics competitions foster students' interest in STEM, develop skills in team effectiveness, and develop a community of excited learners. VEX Robotics promotes "gracious professionalism", where teams compete against each other yet at the same time help each other with problems. The BRMS Robotics Club provides a place where all students, especially those with an inclination for technology, can thrive. We hope to inspire students who never thought they could do this kind of work, and to encourage students to explore career alternatives.

GOAL:

Robotics Students Goals are to learn:

- Teamwork
- Engineering/Product Design (Mechanical, Electrical, and Software)
- Problem Solving, Strategy
- Development of Algorithms
- Self Confidence
- Career opportunities

BRMS Robotics is much more than a class. We are a team of motivated students who work together to accomplish a single goal: to design and build a robot as a team and to have it perform well in competition. This goal, however, should not be considered the sole ambition of the BRMS Robotics Team 1489. While a competent and successful robot is important to us, we value the lessons and benefits of the VEX program.

Among these are:

- The prospect of new friends
- The opportunity we have to work with amazing mentors who willingly offer their time, experience, and patience year after year, regardless of our performance
- The ability to learn from our successes and build upon the BRMS Robotics' prestige on a yearly basis



About Us:

HISTORY:

- ✓ **2008-2009**
 - Started 2 teams consisting of 4 students each. The program just started out as an after school independent study for our gifted students.
- ✓ **2009-2010**
 - First year competing in VEX robotics competitions: Team 1489 A-D
 - Increased our teams to 4 and had a total of 16 students from the 7th and 8th grade level.
 - Challenge for the year was called “Clean Sweep”
 - Awards:
 - Design Award
- ✓ **2010-2011**
 - Extended the program to 6th grade and start a Basics Robotics Program
 - 7th and 8th grade turned into an Advanced Robotics program
 - Challenge for the year was called “Round-Up”
 - Awards
 - Design Award
- ✓ **2011-2012**
 - Added 2 additional teams increasing the total to 6 teams. Each team consisting of 5-6 students. Team 1489 A-F
 - Team 1489A, 1489B, and 1489D attended the 2011-2012 VEX World Robotics Championship in Anaheim, CA on April 19, 2012 to April 21, 2012.
 - 1489 A Placed 53 out of 76 in the Opportunity Division. (3-6-1)
 - 1489 B Placed 49th out of 76 in the Opportunity Division (4-6-0)
 - 1489 C Places 74th out of 76 in the Spirit Division (Record 1-9-0)
 - Team 1489A placed 52nd out of a 100 in the Programming Challenge
 - Team 1489B placed 37th out of 100 in the Programming Challenge
 - Team 1489A placed 146 out of 229 in the Skills challenge
 - Team 1489B placed 164 out of 229 in the skills challenge
 - VEX Challenge for the year was called “Gateway”
 - Awards:
 - Design Award
 - Design Award
 - Tournament Champion
 - Judges Award



What We Need:

Now that our season has started we are looking for more and more support from our community. With the most participants we have ever had yet, we are hoping to make this year a great one!

If you are interested in helping our efforts you can become a sponsor. Your sponsorship of BRMS Robotics supports an organization that is equipping students to enter high-school, college, and the work-place with more than just book knowledge.

Through your donation, you also provide us the opportunity to promote your company to our varied audiences. For the last two years, our sponsors were visible to well over fifty thousand individuals through print and internet media, as well as competitions. We are looking for more than just financial sponsorships. A robotics team needs a great number of resources to make it successful such as building supplies, discounted parts...the list is endless. Through donations or goods, your sponsorship, helps us to grow and to promote programs that guarantee a solidly educated workforce for your company in the years to come.

Sponsorship Levels and Reciprocity Agreements:

Diamond \$5000

You are registered as a Major Sponsor.
Your Name and logo will be placed on a banner to take to the World Competitions.
(And all Items beneath)

Platinum \$2000

Your Logo and name are placed on our Robot.
(And all items beneath)

Gold \$1000

Your Logo and Name are placed on our T-shirts.
(And all Items beneath)

Silver \$500

Your Logo and name are placed on our team's promotional materials
(And all items beneath)

Bronze \$100

Your Logo is placed on our team website. You receive a letter of appreciation and a team picture.



About Us:

What is VEX?

The VEX Robotics Design System offers students an exciting platform for learning about areas rich with career opportunities spanning science, technology, engineering and math (STEM). These are just a few of the many fields students can explore by creating with VEX Robotics technology. Beyond science and engineering principles, a VEX Robotics project encourages teamwork, leadership and problem solving among groups. It also allows educators to easily customize projects to meet the level of students' abilities. The VEX platform is expanding rapidly and is now found in middle schools, high schools and university labs around the globe.

TEAM #1489

BRMS Robotics (VEX #1489) is a diverse group of students passionate about science, technology engineering and math. BRMS Robotics motivates and employs the skills students have learned in school to real-life experiences. Each year, club members design a 18" x 18" 18" robot from scratch to compete in robotics competitions around the area. They accomplish this task throughout the school year, meeting twice a week and some Saturday meetings. The team then travels and competes against hundreds of schools in the local VA area as well as teams from around the world when qualifying for the World Championship in Anaheim, California.

As a school-based organization, BRMS Robotics depends on the funding provided by sponsors that recognize the need for a workforce trained in the fields of science, technology, engineering, and math. The team requires approximately \$25,500 to cover yearly budget costs such as travel, registration fees, and building components.

Organizations that choose to support BRMS Robotics through a tax-deductible donation are publically acknowledged on our promotional material and the robot itself. Our audience is continually growing and we are proud to provide our sponsors continued visibility both on the local and world stage. By lending support and funding, sponsors can guarantee that students will leave school with the skills necessary to succeed as well as lead in today's society.



About Us:

- The fortune to learn from our failures as a team and our individual mistakes in order to avoid them both in season and in the future
- The immense potential for personal growth as we work towards the goal of our team, especially in the areas of Cooperation and Gracious Professionalism

VISION:

As excited as we are about the world of Science and Engineering, students and mentors here at Team 1489 would like to spread our enthusiasm and knowledge throughout the community!

Team 1489 beliefs (and hope others will come to agree with):

- Reform the way we approach everyday situations
- Open other's eyes to Science, Technology, and Math
- Build awareness of Engineering and problem solving
- Overlook differences and embrace similarities
- Traverse the gap between education and application
- Interact with the community and local businesses
- Create a final product using cutting-edge technology
- Strive to always better ourselves and the world around us

As we prepare for the 2013 VEX Robotics season, we understand the technicalities and necessities that will make up a successful year for the Bull Run Middle School Robotics Team. Still, we realize that we don't have all the answers yet. We look forward to what we do not already know — the lessons and experiences that are sure to come — because we understand that whether a robot that can succeed on a game field will have little bearing on the future. The journey we take along the way, however, could make all the difference.



✓ 2012-2013

- Added 1 additional team expanding the program to 7 teams, consisting of 4 basic robotics teams and 3 advanced teams (Teams 1489A-G)
- Basic Robotics had a total of 20 students
- Advanced Robotics had a total of 40 students
- VEX Challenge for the year was called “Sack Attack”
- Team 1489A, 1489C, and 1489D attended the 2012-2013 VEX World Robotics Championship in Anaheim, CA on April 17, 2012 to April 20, 2013.
- Awards:
 - Excellence Award (Team 1489D) (1-19-2013 The Potomac School – Washington DC Regional-MS Division Competition at McLean, VA)
 - Design Award (Team 1489D) (1-19-2013 The Potomac School – Washington DC Regional-MS Division Competition at McLean, VA)
 - Sportsmanship (Team 1489D) (1-19-2013 The Potomac School – Washington DC Regional-MS Division Competition at McLean, VA)
 - Tournament Champion (Team 1489C & 1489D)(2-16-2013 VEX Qualifier – PWCS)
 - Excellence Award (Team 1489D)(2-16-2013 VEX Qualifier –PWCS)
 - Robot Skills (Team 1489D)(2-16-2013 VEX Qualifier – PWCS)
 - Design Award (Team 1489A)(2-16-2013 VEX Qualifier – PWCS)
 - Judges Award (Team 1489D) (4-20-2013 VEX Worlds Championship)

✓ 2013-2014

- VEX Challenge of the year is called “Toss Up”
- Invitation to the Superintendence Breakfast
- Community outreach with local Elementary for STEM activities.
- Awards:
 - Team 1489 A
 - Excellence Award
 - Tournament Champion
 - Design Award
 - Tournament Finalist
 - Team 1489 B
 - Tournament Champion
 - Tournament Finalist
 - Team 1489 D
 - Design Award



TO: Town of Haymarket Town Council
SUBJECT: Parking Study Analysis Proposals
DATE: 04/07/14



TO: Town of Haymarket Town Council
SUBJECT: The Very Thing...For Her: Landlord Authorization
DATE: 04/07/14

BACKGROUND

The Very Thing for Her had placed a sign up at the Hulfish House that was determined to have not gone through the proper approval process with the Architectural Review Board (ARB). Per Council's direction as well as the Zoning Administrator the sign was removed and the Council recommended that the tenant put together an application for the ARB to discuss the appropriateness of the sign.

At the March 19th ARB meeting, the ARB worked with the tenant and approved the Certificate of Appropriateness for a smaller sign as pictured in the Zoning Permit Application on March 25, 2014. As the landlord for the building, we still need to approve the tenant for the improvement/ sign request.

RECOMMENDATION

As the ARB and the Town's Zoning Administrator has worked with the tenant to resolve the issue of the additional signage to an appropriately sized sign and aesthetic as recommended by the ARB and Zoning Administrator, I would recommend that approve the sign to be installed.

MOTION:

I move to authorize The Very Thing for Her to install their sign per the guidelines recommended and approved by the ARB and Town Zoning Administrator at the Hullfish House, as reflected on the attached Certificate of Appropriateness.

Or

I move to ...

ATTACHMENTS:

- TVT for Her COA (PDF)

The Town of HAYMARKET

Established in 1799

ZONING PERMIT APPLICATION

ZONING PERMIT #: ZP 20140311

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

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: The Very Thing for Her

PROPOSED USE: Signage Size (Sq. Ft./Length) of Construction: 1x6

SITE ADDRESS: 6030 Jefferson Street Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)
store signage - WALL SIGN SOUTHERN FACADE

Supporting Documentation (attached): Narrative Plan/Plat Specification sheet

FEE: \$25.00 Residential \$50.00 Commercial



CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)
1x6 sign

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>The Very Thing for Her</u>			<u>Town of Haymarket</u>		
Name			Name		
<u>6030 Jefferson St.</u>			<u>P.O. BOX 1230</u>		
Address			Address		
<u>Haymarket</u>	<u>VA</u>	<u>20155</u>	<u>HAYMARKET</u>	<u>VA</u>	<u>20169</u>
City	State	Zip	City	State	Zip
<u>703-743-1494</u>	<u>tttforher@comcast.net</u>		<u>703-753-2600</u>		
Phone#	Email		Phone#	Email	

APPLICANT / PROPERTY OWNER SIGNATURE

*****REQUIRED*****

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

Lisa Lynn Dalby
Applicant Signature

[Signature]
Property Owner Signature

*****OFFICE USE ONLY*****

EP 20140307

Date Filed: 3-11-2014 Fee Amount: \$50.00 Date Paid: 03-11-2014

DATE TO ZONING ADMINISTRATOR: 3-25-14

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

[Signature] R. MARCHANT SCHNEIDER
SIGNATURE PRINT

CONDITIONS: APPROVED PURSUANT TO SECTION 58-343(b)(4)
WALL SIGN

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): Approved on 3-19-2014

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE PRINT

CONDITIONS: _____

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required): _____
SIGNATURE PRINT

CONDITIONS: _____



The Very Thing For Her 

MAR 11 2014

The Town of HAYMARKET

Established in 1799

ZONING PERMIT APPLICATION

ZONING PERMIT #: ZP20140311

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

ZONING ACTIVITY: New Construction Alteration/Repair Addition Sign
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: The Very Thing for Her

PROPOSED USE: store signage Size (Sq. Ft./Length) of Construction: 2 x 6

SITE ADDRESS: 6630 Jefferson St, Haymarket, Va. Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 Site Plan Required: Yes No

Special Use Permit Required: Yes No Homeowners Association (HOA) Approval: Yes No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)
Have had store sign up for over a year. Was told by sign company that they had obtained approval. It is on side of building, 2 x 6 -> it matches the sign in front of store.

Supporting Documentation (attached): Narrative Plan/Plat Specification Sheet photograph

FEE: \$25.00 Residential \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)
black w/ white script letters and logo of shoe - matching front sign

Supporting Documentation (attached): Specification Sheet Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>The Very Thing for Her / Lisa Dalby</u>			<u>Town of Haymarket</u>		
Name			Name		
<u>6630 Jefferson Street</u>			<u>PO Box 1230</u>		
Address			Address		
<u>Haymarket</u>	<u>VA</u>	<u>20169</u>	<u>Haymarket Va.</u>	<u>20169</u>	
City	State	Zip	City	State	Zip
<u>703-743-1494</u>	<u>thtforher@comcast.net</u>				
Phone#	Email		Phone#	Email	

APPLICANT / PROPERTY OWNER SIGNATURE

*****REQUIRED*****

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

Lisa Lynn Dalby
Applicant Signature

[Signature]
Property Owner Signature

*****OFFICE USE ONLY*****

Date Filed: 3-11-2014 Fee Amount: 50- Date Paid: 3-11-2014

DATE TO ZONING ADMINISTRATOR: 3-11-2014

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

[Signature] R. MARCHANT SCHNEIDER
SIGNATURE PRINT

CONDITIONS:
WALL SIGN LIMITED TO SIX SQUARE FEET
MAXIMUM SIGN IS 12 SQUARE FEET. REVISE ACCORDINGLY

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 3-19-2014

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

[Signature] Kenneth M. Luersen
SIGNATURE PRINT

CONDITIONS:

DATE TO TOWN COUNCIL (IF APPLICABLE): _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required):

SIGNATURE PRINT

CONDITIONS:

*The Very Thing
For Her*





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The information contained on this page is not to be construed or used as a legal description. Map information is believed to be accurate but accuracy is not guaranteed. Any errors or omissions should be reported to the Prince William County Geographic Information Systems Division of the Department of Information Technology. In no event will Prince William County be liable for any damages, including loss of data, lost profits, business interruption, loss of business information or other pecuniary loss that might arise from the use of this map or the information it contains.

Attachment: TVT for Her COA (1794 : The Very Thing...For Her: Landlord Authorization)



TO: Town of Haymarket Town Council
SUBJECT: Appointment of Building Official
DATE: 04/07/14

BACKGROUND

In the process of working with Doug Smith, President of SCE to secure a new Building Inspector we discovered that while we were contracting a Board Certified Building Inspector for our inspections, we were still without a Certified Building Official. After looking into our regulations through our Charter and our Town Attorney researching both State Code and Virginia Uniform Statewide Building Code (USBC), it has been determined that we still need to appoint a Building Official for the Town.

Fortunately, Mr. Barbeau, our current Inspector through SCE has the credentials to begin the process of becoming a Certified Building Official and the provisions within the USBC allows inspectors proceeding through the process of becoming a certified building official to act within that capacity, provided they complete requirements within a year of their appointment. Mr. Crim will be prepared to comment on this if anyone has any questions. Furthermore, Mr. Barbeau has already begun the process of becoming a certified Building Official by registering for the required classes.

Mr. Smith of SCE has also started a new company that will handle this side of construction and inspections, Total Construction Solutions (TCS) in order to separate this function from the functions of SCE. Mr. Barbeau will be employed by TCS. I have included the draft contract with this recommendation.

RECOMMENDATION

I would recommend that we approve the draft contract with Total Construction Solutions, LLC (TCS) who will designate its employee, Mr. Joe Barbeau, as interim Building Official for the Town of Haymarket.

SUGGESTED MOTION:

I move to approve the proposed contract with Total Construction Solutions, LLC, authorize the Town Manager to execute the Contract, and authorize TCS to designate its employee, Mr. Joe Barbeau, as the Town's interim Building Official to perform the services and responsibilities identified within the contract.

ATTACHMENTS:

- Contract for Building Official Services (PDF)
- Building Inspection Rates 2014 (PDF)

TOWN OF HAYMARKET
 CONTRACT FOR BUILDING OFFICIAL SERVICES

This Contract is entered into this ____ day of _____, 2014, by and between the Town of Haymarket, a municipal corporation, and _____ (hereinafter, "Contractor").

I) FORMATION

A) Conditions Precedent and Ongoing Obligations:

Before any Contract between the Town and the Contractor is effective, the following conditions precedent must be satisfied. Satisfaction of these conditions is the responsibility of the Contractor. The Contractor shall submit evidence to the Town that all condition precedents have been met prior to commencing work. The Contractor will maintain each of these conditions as ongoing conditions of the Contract, and failure to maintain any of these conditions shall constitute a breach of the Contract:

- 1) Insurance: The Contractor must provide proof of insurance in the amounts required by the terms of this Contract with an insurance company licensed to do business in the Commonwealth of Virginia.
- 2) Permits and licenses: Contractor and individuals designated to perform work under this Contract are responsible for obtaining and maintaining all necessary licenses and permits.
- 3) Payment of Debts: Contractor must pay all amounts shown as due to the Town on the Town's accounts, even if a dispute exists as to the debt's validity or enforceability.
- 4) The Contractor must have or provide all equipment, software, tools, office space and personnel necessary for the work.

B) Parties

- 1) The parties to this Contract are the Town of Haymarket and the Contractor.
- 2) Neither this Contract, nor any part hereof, may be assigned or subcontracted by the Contractor to any other party without the express written permission of the Town in advance. No assignment or subcontracting without such permission will relieve the Contractor of any responsibility under this Contract.
- 3) There are no intended third party beneficiaries of this Contract, unless it is made available by rider for other governmental entities to use. Making the Contract available to them by rider is the sole extent of the intended third party benefit.

- 4) If this Contract is made available by rider for other governmental entities to use, any contracts formed between the Contractor and such other governmental entities shall be solely between those parties. The Town shall not be a party to any of these Contracts.
- 5) The Contractor represents that he has the ability to perform all work required by this Contract. Contractor may not subcontract any of the work under this Contract without the prior, written approval of the Town. The Contractor will, as soon as practicable after award of the Contract, give the Town a written list of each proposed subcontractor and the work to be done by that subcontractor. The Town shall, after reasonable investigation, promptly inform the Contractor if it objects to a particular subcontractor. If the Town objects, the Contractor will not use that subcontractor for any part of the work and shall promptly submit in writing for the Town's approval the name of another subcontractor (or propose to use the Contractor's own forces) to perform those portions of the work. The Contractor will not change a subcontractor without giving the Town written notice of the proposed new Subcontractor and receiving the Town's approval after reasonable investigation. If the Town objects, the Contractor will either retain the existing subcontractor or propose a different subcontractor to the Town for approval. It is the Contractor's responsibility to obtain subcontractors whom the Town approves, and no delay due to the Town's objection to a subcontractor will authorize any change in the time required to perform the work. Under no circumstances may any subcontractor enter into a further subcontract with a lower-tier subcontractor

C) Authority to Execute

By executing this Contract on behalf of Contractor, the Contractor's Representative warrants that he or she has full authority to do so.

D) Incorporation of Documents

The Contract consists of this document and the Town's "Policies Regarding the expenditures of Town Funds" ("Town Policy"), which is hereby incorporated by reference and fully made a part of the Contract. If anything in this document conflicts with the Town Policy, Town Policy shall control over the inconsistent terms in this document, to the extent of the conflict.

E) Effective Date

The Effective Date of this Contract shall be the last to occur of (1) the date on which the Contractor's Representative signs the Contract, (2) the date on which the Town Manager

signs the Contract, and (3) the date that all conditions precedent to formation are satisfied.

II) PERFORMANCE

A) Scope of Services

- 1) Contractor shall provide Building Official Services to the Town as an independent contractor. "Building Official Services" is defined, for purposes of this Contract, as all those services incumbent upon a Building Official under Virginia law, including but not limited to those described in Virginia Code § 36-105 and the Uniform Statewide Building Code. "Building Official Services" does not, however, include routine permit application review conducted by Town staff. Contractor shall perform all administrative functions required by the Uniform Statewide Building Code, except as may be performed by the Town.
- 2) Contractor shall coordinate with Zoning Administrator and will not approve building permits without zoning approval.
- 3) Contractor shall furnish its own office space and equipment.
- 4) Contractor shall attend meetings, report monthly to Town Council and submit status to Town Manager on request and perform such other duties as the Town Manager reasonably requests.
- 5) Contractor shall appear in Court and at depositions related to any Building Code issues arising during the term of this Contract and shall assist with any litigation arising during the term of this Contract.
- 6) Persons assigned to perform work for the Contractor will be acceptable to Town Council.
- 7) Contractor shall maintain records in accordance with PRA and make avail under FOIA.
- 8) All documents of the Contractor relating to the scope of this Contract shall be and remain property of the Town. Contractor shall maintain, produce, and destroy all such documents in accordance with the Code of Virginia and the General Schedules of the Library of Virginia.
- 9) Contractor shall use dedicated email addresses for all Town work.
- 10) Contract shall respond to all requests for inspections and approvals within a timeframe satisfactory to the Town.

B) Contacts

In addition to the Contract Administrator and the Contractor's Representative, the parties may designate additional contacts for exchange of information.

C) Acceptance of Work

Performance of the work and delivery of all reports shall be conducted and completed in accordance with recognized and customarily accepted industry practices, and shall be considered complete when the services are approved as acceptable by the Contract Administrator. In the event of rejection of any deliverable, the Contractor shall be notified and shall have fourteen (14) calendar days from date of issuance of notification to correct the deficiencies and resubmit the deliverable. Notwithstanding the foregoing, the Contractor shall comply with all deadlines imposed by law for performance of the work.

D) Warranty

The Contractor warrants that all Services it performs will be of good quality and meet the specifications of this Contract and, to the extent not in conflict with such specifications, shall meet the quality and specifications of all literature supplied by the Contractor. "Literature" as used in this provision means any and all brochures, fliers, catalogs, web sites, email, or other information, in whatever written form, relating to the quality, utility, economic advantages, or composition of the Services.

E) Invoices

- 1) Vendor will submit all its invoices for payment in the fiscal year in which the Services were provided or within thirty days thereafter. Late invoices are subject to rejection if no appropriated funds are available for their payment.
- 2) The invoice must be in the name of the Contractor unless an assignment has been received and approved by the Town.

F) Payment

- 1) Contractor shall be compensated at the hourly rate(s) per the attached rate schedule. The hourly rate(s) shown thereon shall be inclusive of all costs.

- 2) In return for the services that are the subject of this Contract, and subject to paragraph IV(D) of this Contract relating to "Termination for Non-Appropriation," the Town shall compensate the Contractor within thirty (30) days after receipt of proper invoice for the amount of payment due or thirty (30) days after receipt of the goods or services, whichever is later.
- 3) Within seven days after receipt of amounts paid to the Contractor by the Town for satisfactorily completed performance, Contractor agrees to:
 - a) Pay each subcontractor for the proportionate share of the total payment received from the Town attributable to the work performed by the subcontractor under that contract; or
 - b) Notify the Town and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

If the Contractor after having received payment for the Owner fails to pay each subcontractor its proportionate share of the total payment, the Contractor shall be obligated to pay interest to each subcontractor on all amounts that remain unpaid after the seven days following receipt by the Contractor of payment from the Owner. Under no circumstances will the Town pay or reimburse this interest payment.

- 4) Unless otherwise provided under the terms of this Contract or by statute, interest shall accrue at a rate of one percent per month against the Contractor on any unpaid amounts owed to each subcontractor.
- 5) Contractor must provide its federal employer identification number to the Contract Administrator before payment can be made.
- 6) The Town may offset any payment due to Contractor by any debt shown on the Town's accounts, even if a dispute exists as to the debt's validity or enforceability.

III) TERM AND TERMINATION

A) Term

This Contract is for an indefinite term. The Town retains the right to appoint a Building Official annually, but this Contract shall continue until the Contract is terminated in accordance with its terms.

B) Termination for Default

- 1) Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.
- 2) The party claiming default shall provide notice and an opportunity to cure the default to the other party before terminating the Contract for default.
 - a) Notice of Default shall be given at least ten business days before the date set for termination and shall set forth the grounds for claiming default of the other party and the steps demanded to cure the default.
 - b) If the party receiving the Notice of Default cures the default before the end of the cure period set out in the Notice, then the party sending the Notice of Default shall not terminate the Contract for default.
- 3) If the period for cure passes without curing of the default, then the party sending the Notice of Default may send a Notice of Termination for default to the defaulting party.
- 4) No cure period shall be required in the following circumstances, and the non-defaulting party may immediately terminate the contract by Notice of Default to the defaulting party:
 - a) In an emergency endangering life, safety, or the operation of the public, or
 - b) If more than two Notices of Default have been issued to the defaulting party in the 365 preceding days.

C) Termination for Convenience

- 1) The Town may terminate this Contract or any work or delivery required hereunder from time-to-time either in whole or in part, whenever the Contract Administrator, with the concurrence of the Town Manager, determines that such termination in the best interest of the Town.
- 2) Termination may occur in whole or as to any discrete part of the Contract. A partial termination shall set forth the portions of the Contract which are terminated.
- 3) The effective date of the termination shall be three days after issuance of a Notice of Termination signed by the Contract Administrator and Town Manager and its mailing or delivery to the Contractor, or any later date specifically set forth in the Notice of Termination.

D) Termination for Non-Appropriation

- 1) If funds are not appropriated for purposes of this Contract for any succeeding fiscal year subsequent to the one in which this Contract is entered into, then the Town may terminate this Contract upon thirty (30) days written notice to the Contractor. The notice shall set forth the grounds for termination and its effective date.
- 2) If the Town terminates for non-appropriation, the Town shall be liable only for payments due through the effective date of termination.
- 3) Until the effective date of the termination, the Contractor shall continue to perform its duties under the Contract and is not excused from any portion of the Contract.

E) Payment Upon Termination

- 1) Upon receipt of a Notice of Termination, the Contractor shall:
 - a) Cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
 - b) Place no further orders with any subcontractors except as may be necessary to perform any portion of the Contract not subject to the Notice (in the case of partial termination);
 - c) Terminate all subcontractors except to the extent necessary to complete work which was not subject to the Notice (in the case of partial termination);
 - d) Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Contract Administrator; and
 - e) Use its best efforts to mitigate expenses to the Town which may be sustained by the Contractor or any of its subcontractors as a consequence of termination.
- 2) After complying with the foregoing provisions, the Contractor shall submit a final invoice within thirty days unless an extension is granted by the Contract Administrator. This final invoice shall document all amounts due under this provision.
 - a) Upon receipt of the Contractor's final invoice, the Contract Administrator, with the approval of the Town Manager, shall pay from the appropriate budget category the undisputed amount due for services rendered through the effective date of the Termination.
 - b) If the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Contract Administrator shall pay the Contractor from the appropriate budget category the amounts due without

duplicating any amount which may have already been paid under the preceding paragraph of this clause the undisputed amount due.

- c) If the Contractor is not satisfied with any payments which the Contract Administrator determines to be due under this provision, the Contractor may appeal any claim to the Town in accordance with paragraph V)C)1), Submission of Disputes.
- 3) The Contractor shall include similar provisions for termination in any subcontractors and shall require subcontractors to make reasonable efforts to mitigate damages if the Contract is terminated. Failure to include such provisions shall bar the Contractor from any recovery from the Town whatsoever for loss or damage sustained by a subcontractor as a consequence of termination.

IV) STATUTORY REQUIREMENTS

A) Employment Discrimination

In all contracts, regardless of contract amount, the Contractor will abide by the provisions of the Americans with Disabilities Act, and will require each sub-contractor to do so. The Contractor also agrees as follows:

- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- 2) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- 3) Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this paragraph.
- 4) The Contractor will include the provisions of this Contract paragraph in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

B) Ethics

The provisions contained in Chapter 43, Article 6, Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act, as set forth in the 1950 Code of Virginia, as amended, apply to this contract. The provisions of Article 6 of Chapter 43 supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

C) Drug-Free Workplace

During the performance of this contract the contractor agrees to:

- 1) Provide a drug-free workplace for the Contractor's employees.
- 2) Post in conspicuous places, available to employees and applicants for employment a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 3) State in all solicitations or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.
- 4) Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, or so that the provisions will be binding upon each subcontractor or vendor.

D) Faith-Based Organizations

The Town of Haymarket in procuring goods and services shall not discriminate against a faith-based organization on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except funds provided for expenditure pursuant to contracts with public bodies shall not be spent on religious worship, instruction, or proselytizing, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

E) Foreign And Domestic Businesses Authorized to Transact Business in the Commonwealth

- 1) A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
- 2) A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of this contract. The Town may void any contract with a business entity if the business entity fails to remain in compliance with this provision.

V) DISPUTES

A) Governing Law

This Contract is governed by the law of the Commonwealth of Virginia, including but not limited to the Virginia Public Procurement Act (VPPA), Sections 2.2-4300 et seq. of the Code of Virginia (1950), as amended. This Contract is also governed by the applicable Town Policies.

B) Hold Harmless

- 1) To the fullest extent permitted by law, except where such claims are defended and indemnified against by insurance, the Contractor shall indemnify, defend, and hold harmless the Town and its officers, agents, employees, community representatives, volunteers or others working on behalf of the Town from any and all claims, judgments, suits, losses, damages, payments, costs, fines and/or fees levied against the Owner and expenses of every nature and description, including attorney's fees, arising out of, connected or associated with or resulting from the lack of performance or the negligent performance of work as described in this Contract, Contract Documents or any agreement that results from this Contract. Further, if the Contractor subcontracts for work, it will require in its subcontracts that each subcontractor indemnify, defend, and hold harmless the Town and its officers, agents, employees and community representatives, from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this Contract. Nothing in this provision shall affect the availability or priority of insurance coverage.

- 2) Virginia is a Dillon Rule state. Unless specifically permitted by statute, indemnification or any attempt to have the Town hold others harmless is invalid and unenforceable as an impermissible waiver of the Town's sovereign immunity which may create potential future debt in violation of Virginia Constitutional and statutory requirements. The Town cannot waive its sovereign immunity.

C) Conditions Precedent to Pursuit of Legal Remedies

Before the Contractor may exercise any legal remedy it may have in relation to rights arising out of this Contract, it must comply fully and strictly with each of the applicable conditions below. Failure to comply fully and strictly with an applicable condition precedent bars the Contractor from exercising any legal remedies it may otherwise have in relation to this Contract until it complies with the condition precedent or the Town knowingly and intentionally waives the condition precedent.

- 1) **Submission of Disputes:** A Contractor must submit any dispute arising out of this Contract to the Town for adjustment. In doing so, it shall provide all relevant evidence that bears on the Town's liability for the amount claimed or responsibility to grant any non-monetary relief requested.
- 2) Disputes by the Contractor with respect to this Contract shall be decided within fifteen (15) days from submission by the Town Manager's designee, who shall reduce his/her decision to writing, and mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and binding unless within five (5) days from the date of such decision the Contractor mails or otherwise furnishes the Town Manager a written appeal addressed to the Town Council. The Town Council shall consider the appeal and render its written decision within forty (40) days. The decision of the Town Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or as not supported by any evidence. Pending a final determination of a properly appealed decision of the Town Manager's designee, the Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

D) Venue

Any action brought under this Contract must be brought in the state courts for the County of Prince William and may not be removed to the Federal Court system.

E) Limitations on Actions

Any action brought under this Contract, except an action for breach of warranty, shall be brought within the shorter of the statutory limitations period and the period of three years from the date of final payment without any tolling of this statutory limitations period for any reason whatsoever.

F) Waiver of Jury Trial

In any action brought under this Contract, the parties expressly waive their right to trial by jury and agree to submit all questions of fact to the judge as trier of fact.

G) Attorney's Fees

If the Town prevails in any litigation brought under this Contract, it shall be entitled to recover its reasonable attorney's fees and costs from the Contractor.

VI) MISCELLANEOUS**A) Definitions**

Capitalized terms that are defined in the VPPA or Town Policy have the same meanings in this Contract as are given in that law or policy. Capitalized terms not defined in those sources but used in this Contract have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.

- 1) "Contract Administrator" means the person designated by the Town Manager to administer the Contract for the Town. The initial Contract Administrator is _____ but the Town Manager may designate a new Contract Administrator by notice to the Contractor.
- 2) "Contractor's Representative" means the person who is responsible for the performance obligation of the Contractor under this Contract. The initial Contractor's Representative is _____ but the Contractor may designate a new Contractor's Representative by notice to the Town.
- 3) "Drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- 4) "Notice of Default" means a notice sent to the other party's designee (Contract Administrator for the Town, Contractor's Representative for the Contractor) setting forth the facts showing that party to be in default under the Contract.
- 5) "Notice of Termination" means a notice sent to the other party's designee (Contract Administrator for the Town, Contractor's Representative for the Contractor) informing that party of the termination of the Contract as of a particular date.
- 6) "Town" means the Town of Haymarket, Virginia, the Town Manager, or the Manager's designee assigned responsibility for this Contract.

B) Time of the Essence

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

- 1) Contractor is responsible for meeting all deadlines required by statute or the USBC. Contractor shall provide the Contract Administrator a schedule of work to be performed and shall keep the Contract Administrator informed as to progress or delays in the schedule.
- 2) The Town shall not be liable to Contractor for any delays or for any claims, costs, losses, or damages (including but not limited to all fees and charges of Engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) sustained by Contractor on or in connection with any other work or anticipated work.

C) Integration Clause; Modifications to the Contract

- 1) This Contract, including its incorporated documents, contains the whole agreement between the parties as to its subject, and no prior or contemporaneous communications, representations, or agreements, written or verbal, may alter, add to, or contradict any provision in it. There are no promises, terms, conditions, or obligations related to the subject of this Contract other than those contained herein.
- 2) All modifications and changes to the Contract shall be in writing and signed by the party to be charged, or its authorized representative.
- 3) The Contract Administrator, with the concurrence of the Town Manager, shall have the authority to obtain additional services from Contractor. Any such agreement for additional services shall be in writing specifically designated to be a "Change Order."

- a) Change Orders shall be limited to services for which Contractor has all necessary licenses, permits, insurance, and personnel, and Contractor shall expressly represent to that effect.
- b) Contractor need not perform any work described in any Change Order unless it has received a written certification from the Town that there are funds budgeted and appropriated sufficient to cover the cost of such changes.
- c) The Contractor shall make a demand for payment for completed changed work within 30 days of completion of Change Order, unless such time period is extended in writing, or unless the Contract Administrator requires submission of a cost proposal prior to the initiation of any changed work or services.
- d) No claim for changes made by Change Order shall be considered if made after final payment in accordance with the Contract.

D) Examination of Records

- 1) The Contractor agrees that the Town or any duly authorized representative of the Town may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of the Contractor involving the transaction of public business related to this Contract. This right does not extend to personnel records, trade secrets, or other confidential or proprietary information. This right shall expire on the third anniversary of the issuance of final payment under this Contract.
- 2) The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the Town or any duly authorized representative may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of such subcontractor subject to the restrictions set out in paragraph VI)D)1), above. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

IN WITNESS WHEREOF, the Town of Haymarket has caused its name to be hereunto subscribed by Brian Henshaw, its Town Manager, with its corporate seal hereunto duly affixed and attested by its Clerk, pursuant to authority heretofore duly granted by the Town of Haymarket; and

Contractor has caused its name to be hereunto subscribed by Contractor's Representative, and (if a Corporation) has caused its corporate seal to be duly affixed and attested by the person authorized to do so, signifying that it intends to be bound by this Contract.

THE TOWN OF HAYMARKET
By:

CONTRACTOR

Brian Henshaw, Town Manager

Contractor's Representative

Print Name and Title

ATTEST:

ATTEST:

Clerk

Its:

Date

Date

APPROVED AS TO FORM
TOWN ATTORNEY
Marti R. Ciim
DATE 3/24/14

Attachment: Contract for Building Official Services (1797 : Appointment of Building Official)

**BUILDING CODE INSPECTIONS
TOWN OF HAYMARKET, VIRGINIA**

FEE SCHEDULE

Building Code Inspections (Unit Rates)

<u>Building Code Inspections (maximum of 1 hour/inspection)</u>	<u>\$80.00/inspection</u>
<u>Building Code Inspector</u>	<u>\$80.00/hour</u>
<u>Building Code Inspection Report</u>	<u>\$160.00/report</u>
<u>Building Official</u>	<u>\$145.00/hour</u>
<u>Principle</u>	<u>\$200.00/hour</u>
<u>Technical Typist</u>	<u>\$30.00/hour</u>
<u>Mileage</u>	<u>\$0.70/mile</u>

A 24 hour notice is required to allow adequate time and planning to insure our inspector will be on site, at the time agreed upon by both parties properly prepared for the requested inspection.

Attachment: Building Inspection Rates 2014 (1797 : Appointment of Building Official)



TO: Town of Haymarket Town Council
 SUBJECT: Budget Amendments
 DATE: 04/07/14

BACKGROUND

1. In addition, staff is asking that the budget be amended by moving \$4,000 into Maintenance of General Buildings and Grounds. The use of the funds will be for the installation of a sump pump at the Food Pantry Building, 14740 Washington Street. The amount of the estimate for the installation is \$2,457.40. The remaining will be used for the delivery and install of crush 21A gravel along the travel and parking areas behind Town Hall. Estimated cost for the gravel is \$1800.
2. In addition to the funds appropriated for the remainder of the current fiscal year, staff is requesting that Council consider amending the budget in the amount of \$7,194 in order to retire the Capital Lease debt with The Fauquier Bank. The Capital lease was originally secured for the payoff of two 2009 Police cruisers and the purchase of a 2011 Police cruiser.

RECOMMENDATION

It is recommended that the Town Council amend the adopted Fiscal Year 2014 Budget, as recommended:

I move to amend the Fiscal Year 2014 Adopted Budget, Amendment #2014-002 by the following:

Budget Line Item	Adopted Budget	Amended Budget
Revenue: Transfer of Cash Reserves		
Total Revenue	\$1,048,771	\$1,055,965
	\$4,335,430	\$4,342,624
Debt Service: Capital Lease: 100-09-95100-4009210	\$21,794	\$28,988
TOTAL EXPENSES	\$4,335,430	\$4,342,624

And...

Budget Line Item	Adopted Budget	Amended Budget
14710 Washington: Repairs & Maintenance Services 100-04-43205-4003310	\$2,500	\$1,500
14710 Washington: Electrical Services 100-04-43205-4005110	\$4,000	\$3,000
Maintenance of General Buildings & Grounds: Repairs & Maintenance Services 100-04-43100-4003130	\$15,000	\$19,000



TO: Town of Haymarket Town Council
 SUBJECT: Appropriations
 DATE: 04/07/14

Pursuant to Policy #20100816 adopted by the Town Council on August 16, 2010, it is requested that the Council appropriate the following for the fourth quarter of Fiscal Year 2014:

AMOUNT	LINE ITEM	Action	PURPOSE
\$198,374	Police & Public Safety	Appropriate	Quarterly Appropriation
\$138,500	Administration	Appropriate	Quarterly Appropriation
\$43,615	Public Works	Appropriate	Quarterly Appropriation
\$24,591	Community Development	Appropriate	Quarterly Appropriation
\$18,237	Non-Departmental	Appropriate	Quarterly Appropriation
\$7,194	Cash on Hand	Appropriate	Pay off Capital Lease



TO: Town of Haymarket Town Council
SUBJECT: HVAC Replacement - 15026 Washington St.
DATE: 04/07/14

BACKGROUND

After noticing our electric bills have been abnormally higher at the Police Department and the Administrative Assistant noticing the continual running of the heating system upstairs, we asked our Public Works contractors, Genesis to perform an energy audit on the facility. After a detailed inspection, Genesis determined that the heating system was permanently damaged and the unit was essentially stuck in "auxiliary or emergency" heat mode. Furthermore it was determined the outside unit had undersized "feed" lines and the compressor was beyond repair.

Per our spending policy I have solicited three cost estimates for the replacement of the system, like for like. These estimates are included with this recommendation.

RECOMMENDATION

I would recommend that the Council approve the cost estimate from Brothers Mechanical Services (BMS). I would furthermore recommend us to utilize the under budget line item from Vehicle/ Powered Equipment Supplies within the Public Safety line item in the approved budget.

RECOMMENDED MOTION

I move to authorize the Town Manager to enter into an agreement with BMS for the replacement of the upstairs HVAC unit at the Police Department utilizing funds from the Vehicle/Powered Equipment Supplies within the Public Safety line item in the approved budget.

ATTACHMENTS:

- BMS(PDF)
- Artic Sun Upstairs HVAC PD Quote(PDF)
- AW Mechanical Upstairs HVAC PD Quote (PDF)

Friday, April 04, 2014
4:10 PM



 "WE DO IT RIGHT THE FIRST TIME" 

Page # 1 of 3

Wednesday, April 02, 2014

Town of Haymarket
Attn: Brian P. Henshaw
14710 Washington St
Haymarket, VA 20169
703-753-2600

We are hereby proposing to furnish the Material Provide Tools, Equipment and perform the Labor necessary for the following:

1. Install one (1) TRANE (XB13) 5 Ton R-410A 13.00 SEER Heat Pump Unit.
2. Install one (1) TRANE (GAM5) Hyperion™ 5 Ton R-410A Air Handler with All-aluminum coil and Voritica™ Blower Motor.
3. Install one (1) 20KW Emergency Heat Backup Heater.
4. Install one (1) Aprilaire Energy savings Touch Screen Digital Programmable Thermostats.
5. Replace existing copper line-set Suction and Discharge with insulation.
6. Install one (1) Clear Condensate Drain with EZ TRAP and Cleanout.
7. Install one (1) Drain Pan with Safety Switch.
8. Install one (1) Reinforced composite equipment pad to proper support new Heat Pump.
9. REMOVE YOUR EXISTING EQUIPMENT from the premises and see to it that it's properly recycled and disposed of in accordance with all local and national standards. All refrigerant will be handled in an environmentally responsible manor in accordance with the Clean Air Act.
10. Reconnect Electrical wiring for the New HVAC System inside and outside.
11. All work completed will be to all LOCAL AND NATIONAL CODES.

Brothers Mechanical Services

8996 Mike Garcia Dr • Manassas, VA 20109
Office 703-659-1369 • Fax 703-342-4317
WWW.BMSHVACR.COM

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Attachment: BMS (1804 : HVAC Replacement - 15026 Washington St.)



 "WE DO IT RIGHT THE FIRST TIME" 

Page # 2 of 3

Wednesday, April 02, 2014

12. Vacuum the system down to 500 Microns per MANUFACTURE REQUIREMENT.
13. ENSURE THE EQUIPMENT "ON-RATE" (BTU/HR. input during steady state operation) for the HVAC system is at the equipment nameplate value.
14. Ensure proper material selection and assembly of the HVAC System.
15. Ensure PROPER SELECTION AND FUNCTIONING OF ALL SYSTEM OPERATIONAL AND SAFETY CONTROLS.
16. Provide and Install all necessary PIPING needed for your new equipment connection points.
17. Ensure leak free CONNECTIONS at the new equipment.
18. Ensure proper selection and functioning of the SYSTEM CONTROLLER.
19. Check all INDOOR AIR QUALITY ACCESSORY OPTIONS per the manufacturer's recommendations.
20. Ensure ALL 24V ELECTRICAL REQUIREMENTS are met as related to the installed equipment.
21. Manufacture and install all required sheet metal transitions needed for Air Handler Unit.
22. COMPLETE CLEAN-UP. We don't consider the job finished until a complete clean-up of the job site and inspection is performed.
23. FULL SYSTEM STARTUP and review of installation with owner in order to educate on both operation and maintenance of new system and all installed accessories.
24. The following items are considered permanent to the building are not replaced or modified as part of a normal HVAC system replacement. Unless specifically referenced in the scope of work above, the following are not included. The existing BREAKERS and BREAKER PANEL will be re-used in their current condition.

Brothers Mechanical Services

8996 Mike Garcia Dr • Manassas, VA 20109

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 "WE DO IT RIGHT THE FIRST TIME" 

Page # 3 of 3

Wednesday, April 02, 2014

The above work to be performed and completed in substantial workman like manner for the sum of Six Thousand Seven Hundred Eighty-Nine Dollars. Total cost of \$6789.00 is due at completion of the project.

- Limited Manufacture Warranty Terms:
- TRANE Heat Pump Compressor – (Term Length 5 years)
- TRANE Air Handler Internal Functional Parts - (Term Length 1 year)
- TRANE Heat Pump Condenser Coil – (Term Length 1 year)
- TRANE Heat Pump Internal Functional Parts - (Term Length 1 year)
- Aprilaire Thermostat: Functional Parts – (Term Length 5 years)
- Brothers Mechanical Services Labor Warranty – (Term Length 1 year)

Total Project Cost: \$7953.00

Discount \$1164.00

Net Project Cost: \$6789.00

Acceptance of Contract and Authorization to Proceed.

Brothers Mechanical Services

8996 Mike Garcia Dr • Manassas, VA 20109

Office 703-659-1369 • Fax 703-342-4317

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9. REMOVE YOUR EXISTING EQUIPMENT from the premises and see to it that it's properly recycled and disposed of in accordance with all local and national standards. All refrigerant will be handled in an environmentally responsible manor in accordance with the Clean Air Act.
10. Reconnect Electrical wiring for the New HVAC System inside and outside.
11. All work completed will be to all LOCAL AND NATIONAL CODES.

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 "WE DO IT RIGHT THE FIRST TIME" 

Page # 2 of 3

Wednesday, April 02, 2014

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Brothers Mechanical Services

8996 Mike Garcia Dr • Manassas, VA 20109

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Page # 3 of 3

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Brothers Mechanical Services

8996 Mike Garcia Dr • Manassas, VA 20109

Office 703-659-1369 • Fax 703-342-4317

WWW.BMSHVACR.COM

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Proposal/Agreement



Phone: 703-331-5655
Fax: 571-292-2793
www.articsuninc.com
9520 Technology Drive
Manassas, VA 20110

Customer Name Town of Hymanville Date _____ Work Order # _____

Address 15046 Washington St

City Hymanville State VA Zip _____

Home Ph. (BRAN) _____ Work Ph. (703 753 2600) _____ Email _____

OUTSIDE YOUR HOME

- Replace existing unit Add new unit
- Air conditioner Heat pump
- Packaged unit Protective gutter
- Unit support New disconnect
- Use existing disconnect
- Relocate
- New circuit from existing electrical panel
-
-

SYSTEM INSTALLATION INCLUDES

- All labor
- Performance Control Center
- Standard Electronic Programmable
- All required permits
- Removal and proper disposal of old equipment
- Check entire system for safety and efficiency
- Check and reseal minor leaks in exposed ducts
- One year scheduled service

FRANS# 571-2472330

SPECIAL AIR TREATMENT PRODUCTS FOR IMPROVING THE QUALITY OF YOUR AIR

- MicroGuardian Air Scrubber® Quantum 254® UV Sterilizer OxyPure® Air Enrichment System
- OxyQuantum® Combination System Micro PowerGuard Air Cleaner® ToraNac® Source Removal System

WARRANTIES (Under terms of warranty, routine scheduled service must be performed on system)

2 years labor 10 years parts 10 years on compressor 10 years on heat exchanger
GUARANTEES (All guarantees are explained on the reverse side of this agreement)

- Comfort No Lemons Utility Savings \$500 No-Frustration \$500 Installation Property Protection Money Back
- No Surprises:** The investment quoted is what you pay. **Customer Respect:** Our technicians will not swear or use tobacco products while on your property. They will courteously answer any questions or concerns and leave your home as neat as they found it. **Code Compliance:** The installation will comply with all existing local codes. **Drug Free:** Your work will be performed by our professional, highly trained and drug-free associates. **Satisfaction:** We will guarantee that your system meets or exceeds your expectations for quality and reliability.

WE PROPOSE TO INSTALL THE FOLLOWING:

1) AMANA 5 TON HEAT PUMP SYSTEM INCLUDING OUTDOOR HEAT PUMP, SHUT DISCONNECT, DIGITAL THERMOSTAT, AIR HANDLING HEATER PACKAGE AND ALL NECESSARY MODIFICATIONS

TOTAL INVESTMENT: \$7995.00 (FIN PERMIT INFO)

We hereby propose to complete work as specified above for the sum of: _____
Payment terms: _____

Financed* _____ 50% deposit. Balance due upon installation

Company approval by Fred Jettan Date 4-2-14

Customer approval by _____ Date _____

Customer approval by _____ Date _____

*Subject to approval by finance company. Certain restrictions apply

A & W MECHANICAL
HVACR-SHEETMETAL

Phone: 540-316-7727
7255 KING WILLIAM ST., WARRENTON, VA 20187
jasaroaw@GMAIL.COM

HAYMARKET POLICE DEPT.
HAYMARKET,VA

4-01-14

BRIAN HENSHAW
TOWN OF HAYMARKET
HAYMARKET,VIRGINIA

THE FOLLOWING IS A QUOTE FOR THE HVAC WORK AT THE ADDRESS LISTED ABOVE:
TO DEMO EXISTING 5-TON AIR HANDLER ,HEATPUMP AND REFRIGERANT PIPING.A&W WILL ALSO FURNISH AND INSTALL A NEW 5-TON AIR HANDLER,HEATPUMP,ELECTRIC HEAT PACKAGE AND PROPERLY SIZED REFRIGERANT PIPING.FURNISH AND INSTALL NEW HONEYWELL TOUCHPAD THERMOSTAT.
THE EQUIPMENT LIST CONSISTS OF:LENNOX MERIT SERIES MOD#13HPX-060-230 HEATPUMP 13 SEER CBX25UH-060 AIR HANDLER WITH ELECTRIC HEAT ALSO LENNOX MERIT SERIES.DEBRIS AND OLD EQUIPMENT WILL BE HAULED AWAY BY A&W MECHANICAL

PRICE IS GOOD FOR 30 DAYS

A&W HAS 1 YEAR WARRANTY
PLEASE SIGN AND RETURN FOR ACCEPTANCE OF PROPOSAL

TOTAL PRICE :\$ 8,800.00

SIGNED: _____
DATE: _____

Attachment: AW Mechanical Upstairs HVAC PD Quote (1804 : HVAC Replacement - 15026 Washington St.)



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 04/07/14

ATTACHMENTS:

- April 2014 Treasurer's Report .pdf (PDF)

**Town of Haymarket
Treasurer's Report
July 1, 2013 through March 28, 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	311,154.59	300,742.45		(10,412.14)	(10,412.14)
OTHER LOCAL TAXES	1,068,000.00	1,068,000.00	663,100.41	629,623.31		(33,477.10)	(33,477.10)
PERMITS, FEES & LICENSES	45,750.00	45,750.00	31,858.39	52,077.12	20,218.73		20,218.73
FINES & FORFEITURES	75,000.00	75,000.00	55,645.16	74,582.41	18,937.25		18,937.25
REVENUE FROM COMMONWEALTH	190,499.00	220,499.00	174,799.43	180,985.13	6,185.70		6,185.70
MISCELLANEOUS	14,800.00	14,800.00	9,954.84	14,594.31	4,639.47		4,639.47
RENTAL (USE OF PROPERTY)	239,826.00	239,826.00	177,935.42	164,787.83		(13,147.59)	(13,147.59)
INTEREST ON BANK DEPOSITS	1,000.00	1,000.00	741.94	1,538.27	796.33		796.33
SAFETY LU/MAP 21 GRANT	1,290,852.00	1,290,852.00	719,783.83	192,466.21		(527,317.62)	(527,317.62)
TRANSFER OF CASH RESERVES	1,048,771.00	1,048,771.00	0.00	0.00	0.00		0.00
4,305,430.00	4,335,430.00	2,144,974.01	1,611,397.04	50,777.48	(584,354.45)	(533,576.97)	

Summary of Expenditures

01 - ADMINISTRATION	523,483.00	523,483.00	394,027.71	422,703.69	28,675.98		28,675.98
03 - PUBLIC SAFETY	714,794.00	744,794.00	568,005.21	492,262.50		(75,742.71)	(75,742.71)
04 - PUBLIC WORKS	216,307.00	216,307.00	171,254.42	154,299.79		(16,954.63)	(16,954.63)
07 - PARKS, REC & CULTURAL	42,479.00	42,479.00	30,745.07	25,402.47		(5,342.60)	(5,342.60)
08 - COMMUNITY DEVELOPMENT	2,379,987.00	2,379,987.00	2,375,247.91	219,781.33		(2,155,466.58)	(2,155,466.58)
09 - NON-DEPARTMENTAL	428,380.00	428,380.00	383,825.96	186,248.16		(197,577.80)	(197,577.80)
4,305,430.00	4,335,430.00	3,923,106.28	1,500,697.94	28,675.98	(2,451,084.32)	(2,422,408.34)	

2. Additional Appropriations:

3/11/2014 Council Meeting - Appropriated \$14,500 from the line item:
Public Safety, "Capital Outlay - Machinery & Equipment" for Mobile Data Computers (4)

4/11/2014 - Pay off Capital Lease (Cruiser) \$14,458.62; \$7,264.16 remaining in budget,
appropriate remainder \$7,194.46 from Cash on Hand

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	17,361.29	23,900.00	6,538.71
FICA/Medicare	1,755.00	1,755.00	1,302.10	1,828.35	526.25
12110 - TOWN ADMINISTRATION					
Accounting Services	0.00	0.00	14,938.71	30,958.26	16,019.55
Office Supplies	3,500.00	3,500.00	2,229.16	2,379.79	150.63
Computer, Internet & Website	0.00	0.00	0.00	2,862.28	2,862.28 (wasn't budgeted)
Telecommunications	2,600.00	2,600.00	1,929.03	2,184.26	255.23
Books & Subscriptions	800.00	800.00	593.55	860.65	267.10
12210 - LEGAL SERVICES					
Legal Services	80,000.00	80,000.00	59,354.84	73,551.63	14,196.79

Attachment: April 2014 Treasurer's Report .pdf (1788 : Treasurer's Report)

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
03 - PUBLIC SAFETY					
31100 - POLICE DEPARTMENT					
Legal Services	14,500.00	14,500.00	10,758.06	12,093.13	1,335.07
Repair/Maintenance Service	2,025.00	2,025.00	1,502.42	1,820.61	318.19
Maintenance Service Contracts	1,200.00	1,200.00	890.32	5,465.10	4,574.78
Electrical Services	2,000.00	2,000.00	1,483.87	3,659.79	2,175.92
Computer, Internet & Website	3,180.00	3,180.00	2,359.35	3,337.12	977.77
Telecommunications	4,700.00	4,700.00	3,487.10	4,182.59	695.49
Equipment Rental	500.00	500.00	370.97	947.94	576.97
Meals and Lodging	250.00	250.00	185.48	354.09	168.61
Office Supplies	3,375.00	3,375.00	2,504.03	2,635.47	131.44
Police Supplies	2,700.00	2,700.00	2,003.23	2,811.95	808.72
34100 - BUILDING OFFICIAL	30,000.00	30,000.00	40,806.45	61,905.00	21,098.55
04 - PUBLIC WORKS					
Trash Removal Contract	67,000.00	67,000.00	49,709.68	50,478.81	769.13
43100 - MAINT OF GENERAL BLDG & GROUNDS					
Repairs/Maintenance Services	15,000.00	15,000.00	11,129.03	13,653.44	2,524.41
Website & Internet Svcs	12,000.00	12,000.00	8,903.23	11,525.93	2,622.70

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
EVENTS - Contractual Services	7,500.00	7,500.00	4,500.00	5,164.55	664.55 offset by extra Event revenue
72200 - MUSEUM					
Salaries & Wages - Part Time	12,000.00	12,000.00	8,903.23	10,161.71	1,258.48
Repairs & Maintenance Services	4,000.00	4,000.00	2,967.74	3,551.18	583.44
Telecommunications	1,500.00	1,500.00	1,112.90	1,864.31	751.41
Office Supplies	500.00	500.00	370.97	495.30	124.33



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 04/07/14

Enhancement Project

- Due to inclement weather, progress has still been slow. However, with the snow hopefully over, the pace on the project should pick up significantly. After several delays, it is expected the concrete barricade and lane shift will occur the week of March 31st.
- There has been no change to the contract end date and Finley is stating they can complete the project on schedule. There is a penalty clause in the contract if work is not completed on time.
- Sidewalk during construction
 - The week of March 31st, a temporary sidewalk will be installed on eastbound Washington Street in between Madison Street and St. Paul Drive. .
 - Since there a way to detour pedestrians between St. Paul Drive and Greenhill Crossing Drive, a sidewalk detour will be posted for eastbound pedestrians from Washington Street to St. Paul Drive to Jockey Club Lane to Greenhill Crossing Drive to Washington Street (and vice versa for westbound pedestrians).
- Fiberlight conflict
- While they were given our plans and agreed to avoid conflict with this project, it was discovered during construction that there is a conflict with the Fiberlight conduit constructed in 2009.
- Fiberlight will relocate their conduit at their cost.
- Fiberlight will be relocating the conduit that is in conflict over the next week or two and will be using a boring method that does not use open trenching. Since there is no open trenching, there will not be lane closures on Washington Street and there will not be conflict with the on-going work for the Enhancement Project.

I-66 Widening Project

- Construction on the I-66 widening project is scheduled to begin on or about April 7th.
- The first stage of work will be widening the I-66 westbound off-ramp at Route 15 in order to add an additional left turn lane onto southbound Route 15. This work will be behind barriers but there may be off-peak daytime lane closures. There will be no night work and no detours for the off-ramp work.
- Also in the first stage of work, there will be milling/overlaying and outside (not median) shoulder build up along the I-66 mainline. This work will only occur at night and is scheduled to last for

approximately six to eight weeks. This outside shoulder work is to allow for a traffic shift to the outside in the next phase of construction in order to construct the ultimate median work (HOV lane and median grading).

- VDOT will be placing variable message signs notifying the public about this work approximately one week prior to construction. In addition, VDOT will send out a News Release which the Town will also post on our website when it becomes available.
- The Old Carolina Bridge is scheduled for closure beginning this summer. The closure is expected to last approximately one year. VDOT will hold additional meeting(s) with the Town and the County prior to this closure.
- The Catharpin Bridge will be constructed parallel to the existing bridge so traffic will utilize the existing bridge while the new bridge is being constructed.
- The sound barriers are scheduled to be installed Spring to Fall of 2015. If this changes, I will update Town Council and Sherrie will update the Town's website with the new dates.
- A letter has been prepared to send to Haymarket residents directly adjacent to or near I-66 letting them know about the upcoming I-66 night work and the VDOT News Release regarding this work will be included. The letter will be sent when the News Release is issued (scheduled to be released 4/3).
- VSMP Authority**
- VSMP ordinances will be presented to the Town Council at the May meeting for adoption. The VSMP ordinances follow the template from the DEQ.
- Site Plans**
- Sheetz: The site plan has been submitted and is under review.
- Alexandra's Keep: The Town Manager and I met with DR Horton to go over the remaining work (streetlights, final pavement layer and entrance sign). DR Horton expects to move forward completing these items this spring.
- Sherwood Forest: The Town Manager and I met with DR Horton to go over the remaining work (Fayette Street widening and final pavement layer). DR Horton expects to move forward completing these items this spring.
- Haymarket Self Storage: The environmental documents have been submitted and are under review by myself and the DEQ.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 04/07/14

Chic-Fil-A Restaurant with Drive-Thru.

The Applicant has resubmitted a special use permit for a fast food restaurant with drive-thru at the Quarles Property next to Fauquier Bank. Zoning text amendments are also proposed to increase the number of stacking spaces within the drive-thru as well create standards for menu boards.

Sheetz

The Applicant has submitted a site plan amendment and special use permit for a new service station with fuel sales. Zoning text amendments are also proposed in order to create sign standards for fuel pumps stations and canopy signs as well as increase freestanding signage along Route 15.



TO: Town of Haymarket Town Council
SUBJECT: Museum Report
DATE: 04/07/14

□ **Town of Haymarket Health & Fitness Expo**

On March 12th myself along with the Town Clerk, Jennifer Preli met with Wendy Adkins and Sosan Azmeh of Carient Heart & Vascular for a preliminary meeting. In the meeting we discussed; possible site location, vendor participation, proper advertising, sponsorship as well as a "grass-roots" campaign of getting the word out. However, due to time constraints it was decided this event would not take place in May of 2014 as hoped. We are currently looking at the event to be held on a Saturday in one of the following months; August - 2014, October - 2014 or May- 2015.

□ **Re-Opening of the Haymarket Museum**

The Haymarket Museum will reopen Saturday, May 3rd. Operational hours will be Saturdays and Sundays 11 am until 3 pm. Featured on exhibit will be the original doors to the Old Post Office building along with the history of the building and its various usages over the years.

□ **2014 - Train Exhibit**

The Haymarket Museum will have its first Train Exhibit every weekend starting Saturday, June 14th thru Sunday, June 29th. The exhibit will explore the history of the railways through the Town of Haymarket from its conception to its closing. The Dominion Valley Railways Club will have a model train on display along with railway members on hand to answer questions. A 6 Pipe Pneumatic Train Whistle has been donated by the Harnest Family to the Haymarket Museum and Caboose, it will be on display during the exhibit. Additional details to follow as we move closer to the exhibit.

□ **Museum Attendance for March 2014**

Museum is currently closed for the winter.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 04/07/14

ATTACHMENTS:

- April 2014 Police Report (PDF)

**Town Police Statistics for
December, 2013, February & January 2014**

Activity	December	January	February	Total
Mileage	8183	4645	2799	15627
Parking Tickets	0	3	8	11
Uniform Traffic Summons	120	78	54	252
Criminal Felony	0	0	1	1
Criminal Misdemeanor	4	5	1	10
Reports	5	13	7	25
Complaints	297	151	148	596
Accidents	6	1	1	8
Hours Worked	1113	616.5	704.5	2434

Criminal Stats for February 2014
Haymarket Police Department

1. Suspicious Person = 6
2. DUI Lookout = 3
3. Citizen Assist = 3
4. Suspicious Vehicles = 2
5. Larceny = 6
6. Alarm Calls = 3
7. Open Door = 2
8. Domestic = 1
9. Animal Bite = 1 (Dog)
10. Accidents = 6
11. Traffic Obstruction = 5
12. Motorist Assist = 7
13. 911 Hang Up = 2
14. Runaway Juvenile = 1
15. Funeral Assist = 1
16. Disorderly = 1
17. Assist PWCPD = 11
18. Panhandler = 1
19. BOL for Pet = 1



Attachment: April 2014 Police Report (1784 : Police Report)



TO: Town of Haymarket Town Council
SUBJECT: Event Report
DATE: 04/07/14

Earth Day is almost here and we are working hard and very excited to kick off the 2014 Event Season!

- It's April 12, 2014 10:00 AM - 4:00 PM
- The day will start off with a small parade that will begin at The Fauquier Bank and end on Hunting Path. It should only take about 30 minutes to complete.
- We will have the event from Jefferson St to just past Giuseppe's Restaurant. As we discussed, it is safer to cut the distance of this event due to road construction.
- We have roughly 100 vendors, kids area, Beer Garden, etc. Same as other events.
- As always, we sure could use the council's help with collecting trash and recycling throughout the day. This is especially important for Earth Day and I think it's an excellent community relations opportunity for the current council!
- The event set up begins at 8:00 am and breakdown begins at 4:00 pm, when the event ends.
- All road closures will be coordinated with VDOT, through Sherrie Wilson.
- Let me know if you need anything!

Kim Ingalls, Director
Spend The Day In Haymarket



TO: Town of Haymarket Town Council
 SUBJECT: Building Inspector's Report
 DATE: 04/07/14

Inspections Report for the month of March 2014, by Joseph E. Barbeau, Jr.

Inspections:

- March 6**
14830 Jordan Lane, Rough Inspections for New Structure, Building, Plumbing, Mechanical, Electrical, and Gas. All approved. Gas Inspection was from the foundation in, as the external tank and gas fitting had yet to be installed.
- March 10**
14830 Jordan Lane, new construction. Inspection of insulation prior to wall enclosure, with a follow-up Inspection for the Blown In component of the Insulation, due to it not having been installed at this point. All other is Approved.
- March 13**
14600 Washington Street, QBE Building. Partial Gas Inspection, Partial Plumbing Inspection. Installation of lines to service ovens and proof boxes. Approved with exception of hanger backing boards which will be change to a non-combustible material.
- March 15**
Food Pantry conducted Structural Integrity and Life Safety Inspection due to concerns regarding this structure (see report for same)
- March 19**
6804 Coach Way, renovation project. Rough Inspections for Plumbing, Gas, Mechanical, Electrical, and Building. All Approved, with changes required to meet code on existing exhaust flue on HVAC equipment.
- March 21**
With Brian and Colby at NLT, to discuss on-going issues with regard to the project at Next Level Fitness. Regarding Handicapped Accessibility, Egress Lighting, and other minor issues.

14830 Jordan lane, Gas inspection regarding the Installation of gas storage tank and lines to connect to previously inspected service. Approved.

14830 Jordan Lane, Inspection of wire lathe bonding for masonry façade. Approved.
- March 28;**
15111 Power Yoga, to confirm change to underground plumbing Installation, Approved.

15111, Washington Street, Winterham Mansion, meeting with Property manager to discuss the work being conduct without the benefit of permitting or licensed tradesman. A call was placed to me to respond to this site after it was found that Electrical work was being conducted on this structure. A meeting was arranged with the Property Manager, at which time she voluntarily agreed to stop any further work upon this property prior to proper submission of applications and granting of permits. The nature of these required submissions, as well as the requirements to meet both ADA compliance and existing Proffers upon this Property were discussed. It is this Inspectors understanding that these will be forthcoming, prior to the initiation of any further work.

A Permit application for the completed installations will be filed and upon the issuance of this Permit an Inspection will be performed.

Document Review:

- **March 7**
15111 Washington Street, Power Yoga, review of submitted application and documents for build out. Plans forwarded to Engineer for further review.
- **March 14**
Emails, calls, and scheduling meeting to review the Food Pantry structure for Structure Integrity, set for March 15 at 8:00 AM.
- **March 18**
Calls and emails regarding the Inspection at the Food Pantry, clarifications and explanations.
- **March 19;**
Meeting with Brian and Colby to discuss on-going issues with regard to the project at Next Level Fitness.
- **March 24**
Follow-up on issues regarding gas line installation at SFD on Madison Road.
- **March 25**
Document review for permits, and phone conference with Marchant to schedule meeting and review of on-going Town Planning concerns.
- **March 26**
Software training with Sherrie for the use of the Facilities Dawg software system for the Town.

End of Report, submitted on March 31, 2014



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 04/07/14

Building Official Update:

- Memorandum and recommendation included in packet.

VDOT -Washington/ Jefferson Street Intersection:

- VDOT is attending the March Work Session for the April mtg. to make a presentation on the Jefferson Street and Washington Street intersection and their findings.

Food Pantry Repairs Update:

- To date, I have authorized the installation of a sump pump to address the water within the basement. This is the first phase to getting the basement dry.
- As of the time of this report, I am awaiting the report from our Structural Engineer, Dave Hall with regard to any structural issues that may or may not need to be addressed. Once I receive the report, I will get that to you all.
- Once we have the structural report, we can assess the work to be done and move forward with soliciting quotes/ bids.
- Per our Inspector's report on the facility, there are a few additional repairs we would need to consider and to work with on the Pantry to reach an agreement on who is responsible for what.

Upstairs HVAC System in PD:

- Memorandum and recommendation included in packet.
- At the time of this report, I am still awaiting on three estimates on the replacement.

Earth Day Update:

- Report from our Event Coordinators included.
- I will be working with our coordinators throughout the event and afterwards
- This is the first event under the Contract extension and addendum.
- If you have any concerns or comments, please get in touch with me prior to the week of the event, April 12th.
- The Parade will only go to Hunting Path Rd. this year so as not to conflict with the Streetscape Project.

Bike to Work Day:

- I am working with Jared Nieters (One of the Haymarket Bicycles shop owners) to help sponsor "Bike to Work Day" on Friday, May 16th.
- We will be assisting by providing some drinks and light snacks for the Bike Pit Stop.
- Participants can get a quick check up on their bikes and will be given some give items by various sponsors.
- We will trying to promote this event in the coming month and are really going to focus on the day being not just "Bike to Work Day" but also just encouraging residents to "Just Bike".
- We will also participate by having a table set up and be available to discuss how the Town is working on becoming more pedestrian and bicycle friendly.
- This participation also ties in nicely with our HEAL initiative.

CIP:

- I am continuing to work with the PC and Rebecca on the 5 year Capital Improvements Plan.

Comprehensive Plan Update:

- I will be working Marchant to wrap up the Comprehensive Plan Update.



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 04/07/14

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 04/07/14

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: 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.