



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 2, 2018

7:00 PM

Council Chambers

I. Roll Call

II. Invocation - Joel Andreason, Bishopric Second Counselor of the Haymarket Ward, of the Church of Jesus Christ of Latter-day Saints

III. Pledge of Allegiance

IV. Minutes Approval

1. Mayor and Council - Regular Meeting - Jun 4, 2018 7:00 PM

V. Citizen's Time

VI. Public Hearing - SUP#2018-008 - St. Michael's Academy

1. St. Michael's Academy Public Notice

VII. Haymarket Masonic Lodge No. 313 Community Builder's Award - Charles Wagner, presenter

VIII. Department Reports

1. Police Department Report - Chief Kevin Lands
2. Building Official's Report - Prince William County
3. Business and Community Relations Specialist's Report - Denise Andrews
4. Town Planner Report - Emily Lockhart
5. Town Engineer's Report
6. Treasurer's Report - Roberto Gonzalez
7. Business Manager's Report - Jerry Schiro

IX. Action Items

1. Resolution #2018-05
2. Saint Michael's Academy Special Use Permit

X. Updates

1. Planning Commission
2. Architectural Review Board

XI. Closed Session

1. Enter into Closed Session
2. Certification of Closed Session

XII. Appointments

XIII. Councilmember Time

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

7. David Leake

XIV. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 4, 2018

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

I. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

II. Invocation - Rev. Christopher Murphy, St. Katharine Drexel Mission Church

Rev. Christopher Murphy, of St. Katharine Drexel Mission Church, gives the evening's Invocation.

III. Pledge of Allegiance - Girl Scout Troop 90064, Hannah Wells, Lauren Rasmussen, Naomi Burruel and Stella Rodes

Girl Scout Troop 90064 leads the Council in the Pledge of Allegiance.

IV. Minutes Approval

- 1. Mayor and Council - Regular Meeting - May 7, 2018 7:00 PM
- 2. Mayor and Council - Public Hearing - May 29, 2018 7:00 PM

Councilwoman Edwards makes a motion to approve the minutes from the Town Council May 7, 2018 Regular Meeting and the May 29, 2018 Public Hearing. Councilman Leake seconds the motion. Mayor Leake asks Vice Mayor Pasanello if there is anything that he would like to say for the record concerning his abstention. The Vice Mayor says no.

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Edwards, Leake, Shannon
ABSTAIN:	Joe Pasanello

V. Mayor and Council Swearing In Ceremony - The Honorable Jacqueline C. Smith, Prince William County Clerk of the Circuit Court

The new Council and Mayor were sworn in by the Honorable Jacqueline Smith, Prince William County Clerk of the Circuit Court.

VI. Citizens' Time

John "Jack" Kapp, 8010 Six Towers Road, Manassas, Virginia, addresses the Council. He states that he was the Mayor of Haymarket from 1990-2003. He states that in the early 1990's the Town raised money by selling street lights with plaques adhered to the light poles with the name of the donors. He shares concerns with the 18 people who paid \$600 for street lights that still do not have the plaques placed on the designated street light poles. He adds he hopes the Town can have the plaques installed at least by Haymarket Day. He concludes by asking the Council when the remainder of the streetscape is going to be complete.

Dottie Leonard, 14801 Washington Street, expresses her appreciation for the Council and Mayor's service. She states that she feels the salaries for the Council and Mayor should be more. She shares concerns with the ARB following the guidelines.

Minutes Acceptance: Minutes of Jun 4, 2018 7:00 PM (Minutes Approval)

Bob Weir, 6853 St. Paul Drive, expresses concerns with the Council adopting the tax rate tonight.

VII. Mayor's Announcement - Boy Scout Alexander Kelly

Mayor Leake recognizes Boy Scout Alexander Kelly, with a certificate of appreciation for his work on the Community Garden at the Town park.

VIII. Proclamation

1. Legg Calve Perthes Awareness Month

A Proclamation to Legg Calve Perthes Awareness Month is read and presented to Colleen Rathgeber, Founder of the Legg Calve Perthes Foundation.

IX. Department Reports

1. Police Department Report - Chief Kevin Lands

Chief Kevin Lands thanks the Council for giving him the opportunity to come make a difference in the Town of Haymarket. He adds that the police department as a whole would also like to thank the Council as well.

There were no questions concerning the monthly statistics. He reports that the new RMS (Records Management System) was implemented this month. He thanks Sgt. Shaver for his work on this. He adds that they attended the Rotary Club's "Flags for Heroes" event and The Health and Fitness event.

Officer's Highlights for May include Officer O'Neal and Sgt. Shaver's hard work and forethought on the recent vehicle thefts and vandalism. He adds that the suspects have been arrested. He also thanks Prince William County and Virginia State Police for their assistance as well as resident, Kimberly Poth's involvement with reporting the location of one of the stolen vehicles.

He concludes his report reminding everyone about the "Car Show" on Saturday, June 9th in the QBE parking lot. All funds will go towards defibrillator's for the police vehicles.

2. Town Planner's Report - Emily Lockhart

Town Planner, Emily Lockhart, thanks the outgoing Council members.

She reports that the Planning Commission and Town Council had their joint public hearing on the Crossroads Village Center in May and it has been continued to June 18th for the Planning Commission.

Vice Mayor Pasanello thanks Ms. Lockhart for all her hard work on this project. He further shares concerns with the recent resolution that was present at the joint public hearing. He asks Ms. Lockhart if she feels 60 days is enough time for the Planning Commission to work through any issues that they have. Ms. Lockhart states that she feels 2 months should be plenty of time.

Vice Mayor Pasanello also asks Ms. Lockhart her opinion on the recent John Marshall Commons public hearing. She states that they should now be going into their site plan phasing. She states that she met with Denise Harrover from Van Metre about some concerns with proffers with the sidewalks.

Vice Mayor Pasanello asks the Town Planner to expand on the boundary line adjustment on Walter Robinson Lane. Ms. Lockhart states that it is an adjustment of 5 feet involving two neighbors. She concludes that she is working with the applicant.

Councilman Shannon asks Ms. Lockhart if she knows of a timeline for John Marshall Commons. Ms. Lockhart responds that they did not give a timeline but, she says they are hoping to submit an official site plan in August or September and she will be given a "1 Mile Review". She further states that right outside of the town limit there will be a stamped asphalt 10 foot path which will mimic the Town's crosswalk paths.

3. Town Engineer's Report - Katie McDaniel

Vice Mayor states that he will address his question to the Business Manager during his report.

4. Building Official Report - Prince William County

No questions or comments.

5. Business & Community Relation Specialist's Report - Denise Andrews

Ms. Andrews was not able to attend the meeting. There were no questions or comments.

6. Town Treasurer's Report - Roberto Gonzalez

Town Treasurer, Roberto Gonzalez, reports that he is still working on some delinquent Bpol applications. He states that we are at 80% of our Bpol collections. He adds that we are well within our budget both on the revenue and expenditure side. He concludes stating that on June 7th he will be meeting Mary Earhart to work on the prep for the audit in October.

7. Business Manager's Report - Jerry Schiro

Business Manager, Jerry Schiro, addresses the Council. He expresses how much he has enjoyed working with the Council. He highlights his report stating the Prince William County Fire Marshall's office has agreed to conduct inspections on some dangerous properties here in Town. He also reports that Staff is working with a private contractor on some erosion and sedimentation issues on one of the projects. He adds that he has been working with the Finance Director to finalize the budget. He concludes that some of the receptacles on the street poles have been repaired.

Councilwoman Edwards states that the sidewalk on St. Paul Drive, near Washington Street, has never been connected. She asks Mr. Schiro to let the Town Engineer know so that she can look into it.

Councilman Cole asks the Town Planner to contact the owner about a property on Payne Lane that has overgrown grass.

Referencing the Haymarket Town Center Final Site Plan in the Engineer's Report, Vice Mayor Pasanello asks Mr. Schiro, about the decline of acceptance of revenue sharing located in the comments. Mr. Schiro responds that we had two capital improvement projects we were carrying, one was a revenue sharing plan for improvements on Jefferson Street (turn lane) and the other is the pedestrian/bike walkway on Jefferson Street as well. He concludes that we will be going ahead with the latter.

Vice Mayor Pasanello asks the status on the new website. Mr. Jerry Schiro that we are getting close to completion.

X. Action Item

1. Approval of the Fiscal Year 2018-2019 Budget and Tax Rate

Councilman Morris makes a motion *for approval of Resolution # 2018-04*. Councilman Leake seconds the motion.

Mayor Leake asks if there is any discussion on the motion.

Vice Mayor Pasanello asks if this is the time to voice our opinion on the budget? Mayor Leake explains that this would be the time to discuss the motion itself.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Chris Morris, Councilman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Edwards, Leake, Shannon
NAYS:	Joe Pasanello

XI. Updates

1. Planning Commission

Councilman Shannon, Planning Commission liaison, states that the Planning Commission has their continuation meeting following the joint public hearing on June 18th.

2. Architectural Review Board Update

Councilwoman Edwards, ARB Liaison, states that they had the Historic Walking Tour. She thanks Bond Cavazos for all her help. She adds that there were approximately 35 people in attendance and they are looking forward to doing it next year. She further adds that the ARB will

Minutes Acceptance: Minutes of Jun 4, 2018 7:00 PM (Minutes Approval)

be conducting a work session this month with the Meladon Development group to begin work on designs on the Crossroads Village Center. She concludes her update stating that they are continuing to work on blighted properties in Town.

XII. Councilmember Time

1. Joe Pasanello

Vice Mayor Pasanello congratulates and thanks all of the new members of the Council. He shares a couple observations about being on Council from his perspective. He states that there are challenges and you need to challenge each other. He adds that keeping the lines of communication open is important and it needs to be collective decision making. He thanks everyone that comes to the meetings especially Dottie Leonard and Bob Weir. He continues his Council member time paraphrasing a quote from a German Theologian... those who believe that their sole vision is about community can end up destroying it if they are not careful and you have to be willing to work, listen and talk with each other because you have to love your community to make sure it grows. He concludes stating that he voted against the increase because he did not think we needed to raise the taxes. He feels that Finance Committee along with Staff did a great job. He urges the new Council to question and challenge when it come to the budget.

2. Chris Morris

He begins by thanking the Council for affording him the privilege to serve. He states that we inherited a dysfunctional staff in the past and feels that we have a professional group today that love the town and our vision and have a unified commitment in working together. He thanks the individual staff members. He continues stating that we had a rabid environment with the previous Council, but, today feels that even though we don't agree on every issue, we understand the importance of respect and the responsibility placed on our shoulders by the residents to work together and laying our differences aside and putting the benefits of the Town first. He also reflects on the previous leadership and the "Good Ole Boy" mentality within the police department and stresses how we can now proudly stand behind a chief who has the ability and integrity to oversee a professional department. He states that we now have a plan for our Town Center and acted on our plans to house the Town government in one location, moving the police department into the lower level of the Town center building. Councilman Morris adds that we acted rapidly in re-purposing one of the two structures at the park, and have been using the property as its intended purpose, a recreational location for our residents. He further adds that today the Town has a Blight Ordinance which gives us the authority to enforce corrective measures on owners of dilapidated buildings. As for the museum, he states that even with a strong core of volunteers we had a lack of vision, but, today with a renewed focus has reinstated this prideful and historic acquisition of the Town. He further adds that in the past we had a broken relationship with the surrounding police departments and local county government, but today with a renewed respect, which can be seen throughout the work that is being done especially with our police department, we have support from our adjoining neighbors. He states that the Town legal fees are down significantly. Councilman Morris concludes his Council time stating that the last 4 years have been great and we are on a path to accomplish some really good things for our small Town. He again thanks the Staff for making his job easier.

3. John Cole

He states that it has been grand working with everyone. Thanks Dottie Leonard for her comments and her service. He adds that we are in such a fine place. He addresses the new Council stating that there is a big challenge to finish out projects and keep them moving, however this Council and those remaining have set it up well. He concludes his Council time thanking the Staff and letting them know if they need any help, to please let him know.

4. Steve Shannon

He states that he loves our little Town. He recalls how he met the Mayor when he moved into town a little over 2 years ago and got involved first with the Planning Commission and now as a Councilman. He adds that he was honored and privileged to step in for former Councilman Aitken. He thanks Vice Mayor Pasanello, Councilman Cole and Councilman Morris and welcomes the new Council members. He states that we have a good platform and that we will be graded on what this Council has started. He believes that the new Council will come out with an "A+" rating in the end. He concludes by thanking the citizens, especially Haymarket resident Dottie Leonard.

5. Connor Leake

Expresses what a pleasure it has been to work with Vice Mayor Pasanello, Councilman Cole and Councilman Morris. Reiterating what Councilman Morris stated, Councilman Leake states even though we do not always agree on the same thing, we have a huge amount of respect for each other without hard feelings. He adds that we are very blessed that we all get along very well together and able to do such great things for this Town. He thanks the Town Staff and Police Department for all that they do and interjects that if there is anything that they need, to please let the Council know. He concludes his Council time addressing the public to let them know that we are representing them and if there is anything that the Council can do for them to please reach out.

6. Susan Edwards

She states that she looks forward to the next couple of years with everything right there on the horizon. She adds that she has lived in the Town for almost 22 years and is very excited to see things coming to a conclusion. She further adds that all of the puzzle pieces are in place and if we keep our eye on the prize she thinks things will be great. She concludes that we have great residents who are overall happy with the direction the Town is going and happy with the Staff as well.

7. David Leake

Referencing Councilman Morris' comments, Mayor Leake states that this has been like a train ride going in the wrong direction. He adds that it isn't easy to turn a train around but leaving it better than we found it with each Council term has been refreshing and also to know that we all made a difference. He states that this is collective body that comes together and even though we might not always get along, at the end of the day we embrace the decision and move forward and for that, we have done an amazing job. He states that when he first got involved, he never wanted to run for office. However, he saw a need and wanted to make a difference. The Mayor concludes by thanking the Council, Staff and Police Department.

Councilman Leake expresses appreciation for all that Councilman Aitken has done for the Town as well.

XIII. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Shannon

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Jun 4, 2018 7:00 PM (Minutes Approval)

**NOTICE OF PUBLIC HEARING
TO PERMIT AN EDUCATIONAL FACILITY
IN THE R-1 ZONING DISTRICT
BY SPECIAL USE PERMIT, 6735 FAYETTE STREET
HAYMARKET VA 20169
July 2, 2018 - 7:00 P.M.**

Notice is hereby given that the Haymarket Town Council will conduct a public hearing to permit an educational facility use in the R-1 zoning district by Special Use Permit, 6735 Fayette Street, Haymarket, VA 20169. All interested parties are encouraged to present their views at these hearings. The public hearing will be held on Monday July 2, 2018, beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, Suite 100, Haymarket, Virginia in order to consider a Special Use Permit request by St. Michael's Academy to permit the continued use of an educational facility at 6735 Fayette Street, Haymarket, Virginia. The subject site is zoned Residential 1, R-1.

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

BY ORDER OF THE TOWN COUNCIL



**HAYMARKET POLICE
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members
 From: Chief Lands
 Date: 6-15-2018
 Subject: Monthly Report for June 2018

Felony Arrests	3	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	11	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1817	Various
Out of Town Calls for Service	45	Various
Traffic Summons	77	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	177	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	3	If Injuries – Transported to Hospital
House Checks	1	Residents who were out of town
Business Checks	561	All Town Businesses

Points of Interest:

Longstreet's Water Balloon Fight
 Car Show
 Women's Self Defense Class

Officer Highlights:

Car Show (Oneal)
 Self Defense Class (Davis)

Business & Community Relations Report 06/19/2018 – 07/23/2018

Town Business Roundtable

The next Town Business Roundtable will be held on Wednesday, August 22, 2018, at 8:30 am to 9:30 am and hosted by Next Level Fitness and Performance.

Discussion topics will include:

- 30th Anniversary of Haymarket Day
- Updates from Chief Lands

Haymarket Museum – Art Shows & Exhibits

Starting July, the Haymarket Museum is opening its doors for the first time to hold art exhibitions & shows featuring the works of local artists of Virginia and the Metro Area. There will be works from contemporary artists, painters, photographers, and ceramic makers just to name a few.

The art shows will run weekends starting July 14th and run through Sunday, November 18th. Excluding holiday weekends.

2018 Haymarket Day (Updates)

2018 Haymarket Day will be held on Saturday, September 15th from 9 am until 4 pm.

- This year's 30th Anniversary theme is "Americana" Red, White & Blue
- The main stage will be located at Haymarket Community Park while the secondary/demo stage will be in front of Town Hall
- We are working to solidify off-site satellite parking for vendors and spectators
- The Beer/Wine Garden will be in the Park featuring The Farm Brewery at Broad Run
- Wine & Fine Arts will be located at the Haymarket Museum sponsored by Dominion Woman's Club
- The featured bands will include Earth Wind & Fire Tribute Band and One Hot Mess
- Karina Alvarez will be back as the parade coordinator
- There will be an "after hours" event at Haymarket Community Park from 4 pm to 8 pm
- Our next Events Committee Meeting will be held on Wednesday, July 11th, at 10 am

Media Coverage

- 6/14 – Gainesville Times Haymarket budget keeps tax rates flat

Updates/Coming Soon

- 8/7 - National Night Out at QBE building
- 8/22 – Town Business Roundtable at Next Level Fitness
- 9/15 – Haymarket Day

Town Planner								
Task List June 2018								
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board								
Zoning Permit COA ZP#2018-019	Chick-fil-A	Emily	Apr-27-2018	Jun-18	Complete			Administrative Approval for a preapproved Monument Sign at Chick-fil-A, sign meets all regulations and approved sign plan
Zoning Permit COA ZP#2018-020	The Copper Cricket Sign Application	Emily	May-14-2018	Jun-18	Complete		6/20/2018	The Copper Cricket has applied for an L-frame sign at the Washington Street entrance. The sign has been approved, Zoning approval letters and permit cards will be issued to the applicant
Zoning Permit COA ZP#2018-021, 022, 023	3 Single Family Residential Homes on Fayette Street	Emily	Apr-18	Jun-18	Complete		6/20/2018	Applicant has applied for a COA for the three single family homes proposed for the Fayette Street property. The applicant was asked to alter a window in the upper gable of lot C and add a wrought iron fence on the porch of Lot C. Application was approved and the applicant will be seeking Planning Commission approval
Zoning Permit COA ZP#2018-024	Longstreet Commons HOA, entrance signs	Emily	May-14-2018	Jun-18	Complete		6/20/2018	Longstreet Commons HOA will be removing the existing entrance signs and replacing them with stone freestanding monument signs. The application was approved, zoning approval letters and permit cards will be issued to the applicant
Zoning Permit COA ZP#2018-025	6813 Coach Way, Deck and Fence Application	Emily	May-18	Jun-18	Complete		6/20/2018	Applicant is building a deck and fence on their property, the application was approved with several conditions on the COA. Zoning approval letters and permit cards will be issued
Zoning Permit COA ZP#2018-026	McDonald's	Emily	Apr-18	Jun-18	Complete	8/1/2018		McDonald's is working on exterior and interior remodels as well as the addition on a second drive-thru lane. The proposed exterior elevations were very modern and do not fit the Town's Historical Overlay. The ARB gave recommendations for how to better refresh the outside. The applicant will be working with the Corporation and coming back to the Town in August.
Zoning Permit COA ZP#2018-027	Haymarket Baptist Church	Emily	May-18	Jun-18	Complete		6/1/2018	Administrative Approval for a one-to-one roof replacement at Haymarket Baptist Church, due to storm damage.
Zoning Permit COA ZP#2018-030	Hidden Jules Café	Emily	Jun-18	Jun-18	Complete		6/20/2018	Hidden Jules Café has applied for a new sign application, the sign was approved, zoning approval letters and permit cards will be issued to the applicant
Zoning Permit COA ZP#2018-031	A Dog's Day Out	Emily	Jun-18	Jun-18	Complete		6/20/2018	A Dog's Day Out received ARB approval for a timber retaining wall, board on board fence and coach lights
Zoning Permit COA ZP#2018-032	AT&T Antenna Swap	Emily	Apr-18	Jun-18	Complete		6/20/2018	AT&T has applied for a zoning permit to swap out three antennas on the telecommunications tower located behind the Foster's building. The zoning permit was administratively approved as it was a one-to-one swap
Board of Zoning Appeals								
No Activity for June 2018								
Planning Commission								

Attachment: Copy of June TC Planner Report (3675 : Town Planner Report - Emily Lockhart)

#SP2017-04 Wood Village LLC Parking Lot Site Plan	Parking Lot to be used by the Iceplex	Previously Steve G. Taken Over by Emily Lockhart	9/7/2017	1/24/2018		10/4/2017		June/21/2018: The parking lot was been paved, awaiting the curing time and the painting.
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017	2/12/2018	Awaiting bond acceptance	Feb-18		Grading site work is in the process. Working with the applicant on calling in E&S Inspections, answering questions for the building department and touching base for regular updates. Working with the applicant on discrepancies between the building plans and the site plans
Diner	6606 James Madison Highway	Emily/Katie						Working on the review of preliminary site plans
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017	4/30/2018	Awaiting Public Hearing			First public hearing was held on 5/21/2018. The Planning Commission has requested more information on the SUPS and the rezoning application prior to making a decision to refer the application to Council. Working with the applicant to make the necessary changes and gather additional details for the application. The public hearing meeting was continued and will reconvene June 18th at 7 pm. The PC has continued the public hearing to July 9th.

Prince William County (1 Mile Review)

No Activity for June 2018

Staff								
Fee Schedule								Fee Schedule has been adopted
Streetlights								Worked with ARB to finalize plans for the banners and placement.
Boundary Line Adjustment								Working with a resident off of Walter Robinson Lane, to submit a Boundary Line Adjustment application. Conducted a site visit to discuss setbacks and land surveys. Expecting the BLA early June
3 New Single Family Detached Residentail Dwellings								Working with an applicant on the Site Plan requirements for 3 SFDs. Met several times for pre-application meetings. Submissions have been accepted
Funeral Home SUP								Working with an interested business owner regarding a property in Town and a potential SUP application for a funeral home. Discussing several concerns regarding the traffic and parking on site
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	6/1/2018				Applicant has submitted plans for a BLA/Subdivision. Town Engineer and Planner Reviewing

Met with several interested developers over the last few weeks regarding the Payne Lane property and the BmSmith property further down on Washington Street.

Zoning Violations								
Payne Lane, Firehouse/Bungalow, Pardo House		Emily Lockhart	2/21/2018	May-18				Blight Ordinance letter has been mailed, response has been received, working with the property owner to remedy the issues.

Attachment: Copy of June TC Planner Report (3675 : Town Planner Report - Emily Lockhart)

Engineer's Report -5/24/18 thru 6/22/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Crossroads Village	Staff	11/29/2017	5/21/2018	Planning Commission			-Applicant met with Town to discuss proposed layout and uses 11/29 -Town signed off on TIA scope 3/8. Town reviewed TIA 4/18. VDOT accepted TIA 6/19
Wood Village	Katie	8/21/2017	3/28/2018	Applicant			-Plan revision re-submitted for Abel Properties approved plan 10/10 -Plan approved 3/28. Applicant to provide bond estimate information
Dog's Day Out Final Site Plan	Emily	12/13/2016	6/12/2018	Applicant			-Approved by Planning Commission 7/5. Site plan approval notification letter sent 7/18 -Applicant provided revised site plan per building height. Plan has been approved/signed -Applicant to provide summary and justification for proposed landscaping species not listed in Zoning Ordinance -Applicant to provide revised sheet per PWC Building Official comments
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/11/2018	RDA			-RDA submitted Final Site Plan for review/approval. All agency comments have been provided to RDA. RDA preparing to resubmit. -PWC submitted application VDOT revenue sharing program on 10/31/17 -Notice of award of revenue sharing funding received 3/22/18 -Town declined acceptance of revenue sharing funding
Pedestrian Improvements Project	Katie	7/14/2014	4/25/2018	RDA/Town/VDOT			-RDA submitted final construction plans, quantities and cost estimate to VDOT -Funding deficit of \$143,500 to be covered by Town. VDOT submitted application for funding assistance through Pedestrian/Bike Safety (BPS) Program. BPS Funding application approved. VDOT transferring funds to fully fund project for advertisement. -RDA provided proposal for CA Services

Attachment: June 2018 TC Engineer's Report_KMM (3674 : Town Engineer's Report - Katie McDaniel)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Sherwood Forest Bond Release	Katie	N/A	11/29/2017	Applicant			-As-builts approved 11/15. -Landscaping and E&S Bond released. -Applicant must finish Street Acceptance Process with VDOT before bringing Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.
Washington Street Sidewalks, Curb Ramps and Crosswalks	Katie/Emily	8/2/2017	11/1/2017	VDOT			-Walked Washington street with Steve Shannon on 9/7 to document sidewalk/crosswalk/curb deficiencies -Submitted Transportation Alternatives Program application to VDOT 11/1 -VDOT may have funding for curb repair
QBE Final Site Plan	Emily	1/20/2017	6/7/2018	Applicant			-Approved by Planning Commission 6/7. Site Plan approval notification letter sent 7/18/17 -Bonds to be provided prior to construction -Town Attorney accepted deeds/plats per 2nd submission -Town met with Applicant 6/7 to discuss phasing of maintenance improvements related to Site Plan and will submit sketches

Attachment: June 2018 TC Engineer's Report_KMM (3674 : Town Engineer's Report - Katie McDaniel)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
July 2, 2018

Highlights:

- The financials attached are as of May 31st 2018
- I have begun to work on end of the year items with Mary Earhart as the fiscal year is coming an end for 2018.
- I have a tentative date for the auditors to come to Town Hall for an onsite visit for the first week of October 2018.

Town of Haymarket
Statement of Net Position
As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,211,590.76
11000 · CD's & Money Market Funds	365,726.55
11010 · Virginia Investment Pool	304,210.05
Total Checking/Savings	1,881,527.36
Accounts Receivable	
12000 · Accounts Receivable	118,432.52
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	1,688.71
Total Accounts Receivable	123,250.72
Other Current Assets	
11499 · Undeposited Funds	8,910.67
12012 · Local Accounts Receivable-Other	67,099.88
12025 · Due from Prince William County	18,972.08
12030 · Due from Commonwealth	47,424.05
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	38,631.04
Total Current Assets	2,043,409.12
Fixed Assets	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,960,724.75
Other Assets	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
Total Other Assets	165,328.45
TOTAL ASSETS	8,169,462.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	40,988.40
Total Accounts Payable	40,988.40
Credit Cards	
20040 · Town Credit Card	2,596.34
Total Credit Cards	2,596.34
Other Current Liabilities	
20030 · VA Dept of Housing & Comm. Dev.	325.20
20095 · Deferred Revenue - Events	7,500.00
20096 · Deferred Revenue - Other	13,785.00
21000 · Payroll Liabilities	-2,620.13
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	322,624.04
Total Other Current Liabilities	361,844.11
Total Current Liabilities	405,428.85
Long Term Liabilities	

Town of Haymarket
Statement of Net Position
As of May 31, 2018

	May 31, 18
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95
29100 · Deferred Inflow - Pension Msmnt	34,420.00
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,854,778.25
Equity	
34000 · Net Pension Activity Offset	130,908.45
30000 · Unrestricted Net Assets	1,415,669.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,960,724.75
33000 · Amt Long Term Obligations	-1,414,929.40
Net Income	216,310.96
Total Equity	6,314,684.07
TOTAL LIABILITIES & EQUITY	8,169,462.32

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

	May 18
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Bank Stock Tax	14,649.00
Business License Tax	11,211.75
Cigarette Tax	12,178.61
Consumer Utility Tax	12,915.22
Meals Tax - Current	56,050.15
Sales Tax Receipts	12,708.55
Penalties (Non-Property)	949.75
Interest (Non-Property)	10.39
Total 3120 · OTHER LOCAL TAXES	120,673.42
3130 · PERMITS,FEES & LICENESES	
Application Fees	375.00
Motor Vehicle Licenses	135.00
Other Planning & Permits	4,250.00
Total 3130 · PERMITS,FEES & LICENESES	4,760.00
3140 · FINES & FORFEITURES	
Fines	12,908.80
Total 3140 · FINES & FORFEITURES	12,908.80
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,999.18
315110 · Suite 200 Genesis Contracting	670.00
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,638.00
315160 · The Very Thing For Her	2,810.00
Total 3151 · RENTAL (USE OF PROPERTY)	11,097.01
3160 · CHARGES FOR SERVICES	
Public Safety	
Donation/Grants	399.00
Total Public Safety	399.00
Total 3160 · CHARGES FOR SERVICES	399.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	5,025.00
Total 3165 · REVENUE - TOWN EVENTS	5,025.00
3180 · MISCELLANEOUS	
Miscellaneous	-7.62
3180 · MISCELLANEOUS - Other	100.00
Total 3180 · MISCELLANEOUS	92.38
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	440.27
Communications Tax	9,564.25
Total 32 · REVENUE FROM COMMONWEALTH	10,004.52
33 · REVENUE FROM FEDERAL GOVERNMENT	
DMV Transp Safety Grant	853.80
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	853.80
Total Income	165,813.93
Gross Profit	165,813.93
Expense	

Attachment: Treasurer & Financial Report for 07-02-2018 (3671 : Treasurer's Report - Roberto Gonzalez)

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

	May 18
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
FICA/Medicare	90.65
Salaries & Wages - Regular	1,125.00
Total 11100 · TOWN COUNCIL	1,215.65
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	18,805.65
Salaries/Wages - Part Time	5,715.00
FICA/Medicare	1,802.42
VRS	2,130.48
Health Insurance	3,775.64
Life Insurance	258.18
Disability Insurance	807.44
Unemployment Insurance	180.86
Printing & Binding	1,143.38
Computer, Internet & Website Svc	1,725.46
Postage	72.23
Meals & Lodging	1,402.05
Books, Dues & Subscriptions	1,077.00
Office Supplies	221.94
Total 12110 · TOWN ADMINISTRATION	39,117.73
12210 · LEGAL SERVICES	
Legal Services	3,360.00
Total 12210 · LEGAL SERVICES	3,360.00
Total 01 · ADMINISTRATION	43,693.38
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	26,462.34
Salaries & Wages - OT Regular	271.60
Salaries & Wages - OT Premium	456.56
Salaries & Wages - Holiday Pay	0.00
Salaries & Wages - Part Time	2,740.00
FICA/MEDICARE	2,224.83
VRS	2,823.96
Health Insurance	4,224.88
Life Insurance	360.60
Disability Insurance	151.26
Legal Services	914.23
Computer, Internet & Website	509.75
Telecommunications	269.10
Office Supplies	390.86
Vehicle Maintenance/Supplies	998.08
Uniforms & Police Supplies	3,439.42
Total 31100 · POLICE DEPARTMENT	46,237.47
34100 · BUILDING OFFICIAL	1,230.00
Total 03 · PUBLIC SAFETY	47,467.47
04 · PUBLIC WORKS	
Town Public Works	7,593.56
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,007.50
Total 43200 · REFUSE COLLECTION	6,007.50
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	4,666.24
Maint Svc Contract-Pest Control	220.00
Maint Svc Contract-Landscaping	2,075.00

Attachment: Treasurer & Financial Report for 07-02-2018 (3671 : Treasurer's Report - Roberto Gonzalez)

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

	May 18
Maint Svc Contract Snow Removal	125.00
Maint Svc Cont- Street Cleaning	900.00
Electric/Gas Services	954.05
Electrical Services-Streetlight	322.22
Water & Sewer Services	128.95
Janitorial Supplies	46.50
Real Estate Taxes	383.37
Total 43100 · MAINT OF 15000 Wash St./Grounds	9,821.33
Total 04 · PUBLIC WORKS	23,422.39
07 · PARKS, REC & CULTURAL	
71110 · EVENTS	
Contractual Services	669.00
Total 71110 · EVENTS	669.00
72200 · MUSEUM	
Telecommunications	203.10
Exhibits & Programs	124.99
Total 72200 · MUSEUM	328.09
Total 07 · PARKS, REC & CULTURAL	997.09
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	315.00
FICA/Medicare	28.68
Consultants	4,488.84
81100 · PLANNING COMMISSION - Other	0.00
Total 81100 · PLANNING COMMISSION	4,832.52
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	315.00
FICA/Medicare	14.92
Total 81110 · ARCHITECTURAL REVIEW BOARD	329.92
Total 08 · COMMUNITY DEVELOPMENT	5,162.44
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.03
Total EMPLOYEE BENEFITS	0.03
Total 94105 · PERSONNEL	0.03
Total Expense	120,742.80
Net Ordinary Income	45,071.13
Net Income	45,071.13

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2017 through May 2018

Ordinary Income/Expense	Jul '17 - May 18	Budget	% of Budget
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	340,658.41	346,048.00	98.4%
Public Service Corp RE Tax	11,273.29	10,000.00	112.7%
Interest - All Property Taxes	115.03	0.00	100.0%
Penalties - All Property Taxes	726.20	0.00	100.0%
Total 3110 · GENERAL PROPERTY TAXES	352,772.93	356,048.00	99.1%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	14,649.00	18,000.00	81.4%
Business License Tax	174,788.55	209,200.00	83.6%
Cigarette Tax	122,536.98	190,000.00	64.5%
Consumer Utility Tax	152,688.69	130,000.00	117.5%
Meals Tax - Current	592,053.74	600,000.00	98.7%
Sales Tax Receipts	139,629.83	150,000.00	93.1%
Penalties (Non-Property)	2,756.30	0.00	100.0%
Interest (Non-Property)	92.92	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	1,199,196.01	1,297,200.00	92.4%
3130 · PERMITS,FEES & LICENESES			
Application Fees	4,110.00	2,700.00	152.2%
Inspection Fees	6,942.97	15,000.00	46.3%
Motor Vehicle Licenses	1,068.00	1,900.00	56.2%
Occupancy Permits	500.00	600.00	83.3%
Other Planning & Permits	14,360.00	70,000.00	20.5%
Total 3130 · PERMITS,FEES & LICENESES	26,980.97	90,200.00	29.9%
3140 · FINES & FORFEITURES			
Fines	64,308.43	50,000.00	128.6%
Total 3140 · FINES & FORFEITURES	64,308.43	50,000.00	128.6%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	-907.73	0.00	100.0%
Interest on Bank Deposit	732.30	10,000.00	7.3%
Interest on Bank Deposits	8,774.33	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	8,598.90	10,000.00	86.0%
3151 · RENTAL (USE OF PROPERTY)	133,135.99	131,335.00	101.4%
3160 · CHARGES FOR SERVICES			
Public Safety			
Donation/Grants	1,519.80	0.00	100.0%
Public Safety - Other	18,402.00	0.00	100.0%
Total Public Safety	19,921.80	0.00	100.0%
Total 3160 · CHARGES FOR SERVICES	19,921.80	0.00	100.0%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	84,309.00	65,000.00	129.7%
Total 3165 · REVENUE - TOWN EVENTS	84,309.00	65,000.00	129.7%
3180 · MISCELLANEOUS			
Citations & Accident Reports	525.00	1,900.00	27.6%
Miscellaneous	72.42	0.00	100.0%
Recovered Costs- Private Events			
Donations	137.76	0.00	100.0%
Total Recovered Costs- Private Events	137.76	0.00	100.0%
3180 · MISCELLANEOUS - Other	3,567.59	0.00	100.0%

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2017 through May 2018

	Jul '17 - May 18	Budget	% of Budget
Total 3180 · MISCELLANEOUS	4,302.77	1,900.00	226.5%
32 · REVENUE FROM COMMONWEALTH			
VDOT Grant Revenue	824.23	0.00	100.0%
599 Law Enforcement Grant	21,960.00	28,000.00	78.4%
Car Rental Reimbursement	4,788.93	5,500.00	87.1%
Communications Tax	106,893.55	120,000.00	89.1%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.7%
Railroad Rolling Stock	1,349.93	1,500.00	90.0%
Total 32 · REVENUE FROM COMMONWEALTH	154,443.61	183,500.00	84.2%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	8,531.32	0.00	100.0%
CABOOSE ENHANCEMENT GRANT	0.00	9,359.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	6,157.24	6,158.00	100.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	202,442.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	14,688.56	217,959.00	6.7%
35 · Reserve Funds For CIP	0.00	155,000.00	0.0%
Total Income	2,062,658.97	2,558,142.00	80.6%
Gross Profit	2,062,658.97	2,558,142.00	80.6%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	1,067.64	3,000.00	35.6%
FICA/Medicare	1,253.83	2,000.00	62.7%
Meals and Lodging	157.30	1,500.00	10.5%
Mileage Allowance	163.93	750.00	21.9%
Salaries & Wages - Regular	16,250.00	32,100.00	50.6%
Town Elections	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	18,892.70	40,550.00	46.6%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	271,057.35	319,000.00	85.0%
Salaries/Wages - Part Time	43,045.00	50,000.00	86.1%
FICA/Medicare	22,967.50	28,500.00	80.6%
VRS	24,788.84	21,000.00	118.0%
Health Insurance	45,256.92	59,150.00	76.5%
Life Insurance	3,133.11	3,500.00	89.5%
Disability Insurance	1,211.14	2,600.00	46.6%
Unemployment Insurance	4,959.74	2,800.00	177.1%
Worker's Compensation	402.64	400.00	100.7%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	4,888.69	11,000.00	44.4%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	11,128.37	15,000.00	74.2%
Advertising	6,572.50	12,000.00	54.8%
Computer, Internet & Website Svc	21,332.01	30,000.00	71.1%
Postage	2,249.49	4,000.00	56.2%
Telecommunications	2,424.02	6,000.00	40.4%
Mileage Allowance	343.87	2,500.00	13.8%
Meals & Lodging	2,030.33	6,000.00	33.8%
Convention & Education	4,788.09	8,000.00	59.9%
Miscellaneous	76.45		
Discretionary Fund	154.70	2,500.00	6.2%
Books, Dues & Subscriptions	11,341.51	15,000.00	75.6%
Office Supplies	4,448.14	4,000.00	111.2%
Capital Outlay-Machinery/Equip	708.46	7,000.00	10.1%

Attachment: Treasurer & Financial Report for 07-02-2018 (3671 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2017 through May 2018

	Jul '17 - May 18	Budget	% of Budget
Total 12110 · TOWN ADMINISTRATION	504,135.87	631,450.00	79.8%
12210 · LEGAL SERVICES			
Legal Services	44,806.22	90,000.00	49.8%
Total 12210 · LEGAL SERVICES	44,806.22	90,000.00	49.8%
12240 · INDEPENDENT AUDITOR			
Auditing Services	14,350.00	16,500.00	87.0%
Total 12240 · INDEPENDENT AUDITOR	14,350.00	16,500.00	87.0%
Total 01 · ADMINISTRATION	582,184.79	778,500.00	74.8%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	311,878.95	351,616.00	88.7%
Salaries & Wages - OT Regular	6,063.49	9,000.00	67.4%
Salaries & Wages - OT Premium	8,520.98	4,100.00	207.8%
Salaries & Wages - Holiday Pay	12,439.76	11,000.00	113.1%
Salaries & Wages - Part Time	6,842.25	19,500.00	35.1%
Salaries & Wages - VDOT	7,993.92	0.00	100.0%
FICA/MEDICARE	26,565.21	31,124.00	85.4%
VRS	31,444.80	38,189.00	82.3%
Health Insurance	49,314.93	62,100.00	79.4%
Life Insurance	3,934.30	4,648.00	84.6%
Disability Insurance	1,898.59	1,864.00	101.9%
Unemployment Insurance	0.00	1,636.00	0.0%
Workers' Compensation Insurance	11,781.36	11,950.00	98.6%
Line of Duty Act Insurance	1,662.00	1,383.00	120.2%
Legal Services	9,091.82	15,000.00	60.6%
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	8,920.93	4,700.00	189.8%
Postage	79.19	300.00	26.4%
Telecommunications	6,587.74	15,200.00	43.3%
General Prop Ins (Vehicles)	7,330.00	5,000.00	146.6%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	323.30	500.00	64.7%
Convention & Education	479.58	2,100.00	22.8%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	6,073.90	6,800.00	89.3%
Office Supplies	4,874.58	3,100.00	157.2%
Vehicle Fuels	14,842.10	16,000.00	92.8%
Vehicle Maintenance/Supplies	9,895.08	8,000.00	123.7%
Repairs/Maintenance Supplies	8,736.42	0.00	100.0%
Uniforms & Police Supplies	43,399.29	29,400.00	147.6%
Community Events	2,146.13	1,000.00	214.6%
Insurance Pass-Through	-8,421.97	0.00	100.0%
Mobile Data Computer Netwk Svc	25,897.00	10,000.00	259.0%
Capital Outlay-Machinery/Equip	31,592.38	31,520.00	100.2%
Capital Outlay-Furniture/Fixtur	2,675.90	0.00	100.0%
Total 31100 · POLICE DEPARTMENT	654,863.91	697,530.00	93.9%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
34100 · BUILDING OFFICIAL	27,505.00	65,000.00	42.3%
Total 03 · PUBLIC SAFETY	682,368.91	772,530.00	88.3%
04 · PUBLIC WORKS			
Town Public Works	27,884.40	34,749.00	80.2%
43200 · REFUSE COLLECTION			
Trash Removal Contract	73,323.77	78,000.00	94.0%

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2017 through May 2018

	Jul '17 - May 18	Budget	% of Budget
Total 43200 · REFUSE COLLECTION	73,323.77	78,000.00	94.0%
Town Decorations	2,107.00		
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	53,146.29	55,000.00	96.6%
Maint Svc Contract-Pest Control	1,420.00	2,000.00	71.0%
Maint Svc Contract-Landscaping	22,825.00	35,000.00	65.2%
Maint Svc Contract Snow Removal	345.00	7,000.00	4.9%
Maint Svc Cont- Street Cleaning	5,975.00	8,000.00	74.7%
Electric/Gas Services	15,590.99	15,000.00	103.9%
Electrical Services-Streetlight	4,216.79	5,500.00	76.7%
Water & Sewer Services	2,088.33	2,000.00	104.4%
Janitorial Supplies	109.11	1,000.00	10.9%
Real Estate Taxes	837.07	2,500.00	33.5%
Total 43100 · MAINT OF 15000 Wash St./Grounds	106,553.58	133,000.00	80.1%
Total 04 · PUBLIC WORKS	209,868.75	245,749.00	85.4%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Advertising - Events	3,013.80	0.00	100.0%
Contractual Services	55,613.31	65,000.00	85.6%
71110 · EVENTS - Other	243.39	0.00	100.0%
Total 71110 · EVENTS	58,870.50	65,000.00	90.6%
72200 · MUSEUM			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	2,111.19	2,200.00	96.0%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	1,141.40	1,500.00	76.1%
Total 72200 · MUSEUM	3,252.59	5,150.00	63.2%
Total 07 · PARKS, REC & CULTURAL	62,123.09	70,150.00	88.6%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	2,730.00	5,000.00	54.6%
FICA/Medicare	204.25	500.00	40.9%
Consultants	54,708.46	90,000.00	60.8%
Mileage Allowance	230.05	500.00	46.0%
Meals & Lodging	22.62	750.00	3.0%
Convention/Education	69.99	2,000.00	3.5%
Total 81100 · PLANNING COMMISSION	57,965.37	98,750.00	58.7%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	2,220.00	4,000.00	55.5%
FICA/Medicare	148.42	850.00	17.5%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,368.42	5,850.00	40.5%
81111 · Board Of Zoning Appeals			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
81111 · Board Of Zoning Appeals - Other	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	60,333.79	106,773.00	56.5%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			

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Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2017 through May 2018

06/15/18

	<u>Jul '17 - May 18</u>	<u>Budget</u>	<u>% of Budget</u>
General Obligation Bond	183,382.10	231,440.00	79.2%
Total 95100 · DEBT SERVICE	<u>183,382.10</u>	<u>231,440.00</u>	<u>79.2%</u>
Total 09 · NON-DEPARTMENTAL	183,382.10	231,440.00	79.2%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	11,000.00	0.0%
94102 · HAYMARKET COMMUNITY PARK	0.00	2,500.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	6,790.00		
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	<u>26,707.24</u>	<u>267,000.00</u>	<u>10.0%</u>
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	33,497.24	267,000.00	12.5%
94105 · PERSONNEL			
EMPLOYEE BENEFITS	<u>-0.04</u>	<u>0.00</u>	<u>100.0%</u>
Total 94105 · PERSONNEL	-0.04	0.00	100.0%
94106 · TOWN CENTER MASTER PLAN			
Architectural/Engineering Fees	<u>32,589.38</u>	<u>72,500.00</u>	<u>45.0%</u>
Total 94106 · TOWN CENTER MASTER PLAN	32,589.38	72,500.00	45.0%
Total Expense	<u>1,846,348.01</u>	<u>2,558,142.00</u>	<u>72.2%</u>
Net Ordinary Income	<u>216,310.96</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>216,310.96</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Attachment: Treasurer & Financial Report for 07-02-2018 (3671 : Treasurer's Report - Roberto Gonzalez)



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

JERRY M. SCHIRO
BUSINESS MANAGER

Date of Report: June 21, 2018

BUSINESS MANAGER'S REPORT
Town of Haymarket Council Meeting
July 02, 2018

Administration

Held admin staff meetings
Attended Mayor's staff meeting with Police Chief Lands
Assisted in setting up the Council retreat with Mike Chandler
Assisted in the front office with phones and customer service window
Assisted the FOIA Officer with responses
Met with representatives from Dominion Power regarding contributions to the Haymarket Park

Business and Community Relations

Attended Event Committee meetings
Held staff meeting regarding Haymarket Day

Finance

Work with the Treasurer to finalize the approved FY 2018-19 Budget
Review payroll and payables
Met with the Town CPA regarding prep work for the FYE June 30, 2018 audit

Planning and Zoning

Establish protocol for E&S inspection sign off with contractor or owner's agent
Issued a notice to the adjacent property owner of a tree encroaching on Town property, followed up with phone conversation
Continue to work with Haymarket Police Officer Corie O'Neil and the Prince William County Fire Marshall's office to conduct inspections on Payne Lane properties
Work with the Zoning Administrator and Town Attorney regarding an appeal filed to the BZA regarding a dangerous property letter
Assist the Town Planner with the Cross Roads Village Center application and proffer statement review.
Work with the Town Engineer and Rinker Design on Pedestrian Improvement Project
Review PWC request for a resolution supporting Rt. 15 improvements at the rail crossing
Work with the Town Attorney regarding Planning Commission structure and appointments

Property Management and Public Works

Responded to resident concerns regarding dangerous trees in the Community Park
Secured bids to have trees removed and authorized the work
Communicated with VDOT reference cross walk painting
Negotiated a lease renewal with the Copper Cricket
Showed available rental space to potential tenants

Had the soffit repaired on the PD side, birds were nesting in the space
Investigated playground equipment that could possibly be donated to the Town park
Had up-lights repaired at the museum
Arranged for exterminators to check insect problems in the PD and the Copper Cricket
Requested vegetation be trimmed back that is blocking traffic signs and the speed board on
Washington St.



HAYMARKET TOWN COUNCIL

RESOLUTION #2018-05

RESOLUTION TO REDUCE THE SIZE OF THE HAYMARKET PLANNING COMMISSION TO FIVE MEMBERS

WHEREAS, Section 15.2-2212 of the Code of Virginia authorizes the Haymarket Town Council to appoint a Planning Commission consisting of not less than five nor more than fifteen members; and

WHEREAS, the Haymarket Planning Commission membership now consists of seven members; and

WHEREAS, it is the desire of the Haymarket Town Council to reduce the Planning Commission Membership to five.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, Virginia meeting in regular session this 2nd day of July 2018 that the Haymarket Planning Commission shall now consist of five Appointed Members.

BY ORDER OF THE HAYMARKET TOWN COUNCIL

Done this 2nd day of July 2018

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

David Leake, Mayor

ATTEST:

Shelley M. Kozlowski
Clerk of the Council

Attachment: Resolution #2018-05 PC Membership (AGI-2018-39 : Resolution #2018-05)



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

Emily Lockhart
TOWN PLANNER

MEMORANDUM

TO: Town Council
FROM: Emily Lockhart, Town Planner and Zoning Administrator
DATE: June 21, 2018
SUBJECT: Special Use Permit for Saint Michael's Academy located at 6735 Fayette Street

Summary:

The applicant, St Michael's Academy is requesting an extension on their Special Use Permit for temporary operation of a school and classroom at 6735 Fayette Street. The applicant has received previous SUP's for a modular classroom on site and educational facilities. The applicant will be removing the modular trailer classroom and moving all children (approximately 68 students) inside the existing structure, the parish hall, located on site. The existing site has 15 parking spaces available.

In previous SUP applications the applicant has provided restrictions on the traffic flow on site and the teacher/employee parking. The traffic is circulated through the lot from Payne Lane to Fayette Street. All teachers and employees are to park at Saint Paul's Church to leave the parking spaces available for the parents and to help ease morning and afternoon pickup/drop off. Chief Lands worked with the St. Michael's Academy in the fall to resolve traffic flow issues on site. To date all issues have been resolved with the traffic issues.

The interior of the school will be remodeled to accommodate the transition of children into the facility. The interior modifications will be handled through the Prince William County Building Department after zoning approval has been given to the applicant.

Special Use Permit Requirements:

1. The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan
2. The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements
3. The proposed use shall not adversely affect the use or values of surrounding properties and structures
4. The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood
5. Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood

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

SUP Application in regards to the above requirements:

1. The proposed use is in accordance with the official policies of the Zoning Ordinance and the Comprehensive Plan.
2. The site's zoning district is Residential -1. The general intent of the zoning district is for quiet, low-density single-family homes. The regulations for this district are designed to stabilize and protect the essential characteristics of the district, to promote and encourage a suitable environment for family life where there are children, and to minimize activities of a commercial nature. Development is limited to single-unit dwellings providing homes for the residents plus certain additional uses such as public facilities that serve the residents of the district. This district allows for low intensity civic uses such as religious assemblies and educational facilities. The educational facility is a low intensity use that occurs during business hours with minimal or nonexistent weekend hours. Aside from minimal concerns and complaints over parking and traffic the Town has not received any major complaints regarding the use and location. The traffic and parking concerns have been resolved since Fall 2017. As long as the applicant maintains the traffic plan discussed with Chief Lands, the Chief does not foresee any additional issues with traffic or parking.
3. The proposed SUP will remove the current modular trailer and move all the students inside the existing building. The removal of the modular structure will enhance the property and the views from the surrounding properties. The existing structure is historic and fits with the historic character of Fayette Street and its other historic structures.
4. The SUP shall not adversely affect the health, safety or general welfare of any person residing in the neighborhood or working in the neighborhood. Any concerns for the health, safety, or general welfare shall be discussed at the Public Hearing and during the Planning Commission's comment period for the Public Hearing. At this time there are no known issues regarding the health, safety, or general welfare of any persons.
5. The traffic generated by the use is currently managed through a traffic plan developed by Saint Michael's Academy. The traffic plan routes the vehicles into the Payne Lane entrance through the drop-off/pick-up loop and out the Fayette Street exit. The traffic plan is currently working for the site and the Town has not received any additional complaints after the Fall 2017 issues, which were resolved in a timely manner. All teacher/employee parking is located off-site at Saint Paul's Episcopal Church further down Fayette Street.
6. Utility, drainage, and other necessary facilities for the proposed use are considered adequate. 15 parking spaces are provided on site. No students are above driving age thus no additional spaces are required. On site parking and additional off-site parking are adequate as long as the applicant maintains the shared parking agreement and the parking plan pursuant to the SUP.

The applicant has received several SUPs in the past for the existing site and the modular trailer. The current SUP is less intense than other previous SUPs as it removes the modular trailer, opening up more site space for the carpool line and parking. This use is currently in existence with a SUP that will expire in August of 2018. The Town has not received any complaints or concerns regarding the use at this location. The Planning Commission

should consider the length of the Special Use Permit, previous permits have been issued for 2-year intervals based on the school's plans for moving to a new location out of Town. At this time, I do not foresee any additional issues for permitting the SUP for St Michael's Academy.

Planning Commission **RECOMMENDATION: APPROVAL**

- The Planning Commission placed the following conditions on the SUP and referred the application to the Town Council with a recommendation for approval.
 - The number of children is limited to the number permitted by the occupancy permit
 - The modular trailer is to be removed by December 31, 2018
 - Parking and Traffic shall follow the preapproved plan and if anything changes applicant must return to Town Planner for a amendment to the SUP

Staff Recommendation:

- Staff recommends asking the applicant to limit their student attendance to the appropriate occupancy to maintain all classrooms within the existing Parish Hall structure, so that the applicant does not have to come back to Town to request a SUP for an additional modular trailer.
- Staff recommends requiring the applicant to maintain the current traffic and parking plan. In addition, Staff recommends making a condition on the SUP that if the traffic or parking were to become an issue they meet with the Town Planner and Chief of Police to readdress the traffic and parking plan. If the traffic issues continue the SUP will be readdressed for potential revocation.
- Staff recommends setting a condition requiring the modular trailer be removed by December 31, 2018.
- Lastly, Staff recommends approval of the SUP with the above 3 requirements and conditions. Staff recommends approving the SUP with no expiration date UNLESS the primary use were to change or the conditions of the SUP are violated.

Motion:

"I make a motion to approve SUP#2018-008 for Saint Michael's Academy with the following conditions " – insert the 3 conditions--."

Or an alternate motion.



SUP# 2018-008

SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: St. Michael's Academy

SITE ADDRESS: 6735 Fayette St. Haymarket VA 20169

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

PROPOSED USE(S): Pre-School/Trailer CODE SECTION(S) #: 58-53(5)

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.*

Renewal of temporary operation of school and Classroom Trailer @ 6735 Fayette St. Previous SUP# 20140328
Removal of TRAILER (MODULAR) AND PLAN TO RELOCATE STUDENTS INTO PARISH Hall. Site will remain "AS IS".

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

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

TYPE OF STRUCTURE: SFD TH TOTAL FLOOR AREA OF MAIN STRUCTURE: _____ (sq. ft.)

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

NUMBER / TYPE OF VEHICLES: _____

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

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

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

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Name: <u>St. Michael's Academy/Nathan Bearfield</u>	Name: <u>Episcopal Diocese of VA</u>
Address: <u>6735 Fayette St.</u>	Address: <u>110W. Franklin St.</u>
City: <u>Haymarket, VA</u> State: <u>VA</u> Zip: <u>20169</u>	City: <u>Richmond VA</u> State: <u>VA</u> Zip: <u>23220</u>
Phone#(s): <u>(703)-254-1948</u>	Phone#(s): <u>(801)643-8451 703-753-2553</u>
Email Address: <u>nbearfield@st-michaelsacademy.org</u>	Email Address: <u>stpauls@episcopalhaymarket.org</u>

Attachment: Saint Michael's SUP Application (AGI-2018-40 : Saint Michael's Academy Special Use Permit)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# _____

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

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

[Signature]
Applicant Signature

[Signature]
Property Owner Signature

04/11/18
Date

April 11, 2018
Date
703-753-2553

OFFICE USE ONLY

DATE FILED: April 11, 2018 FEE AMOUNT: \$350.00 DATE PAID: April 11, 2018

DATE TO ZONING ADMINISTRATOR: April 13, 2018 STAFF REVIEW COMPLETE: May, 2018

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

Limit the number of children in attendance to the permitted amount by fire marshal

Require the modular trailer to be removed by December 31, 2018

ZONING ADMINISTRATOR

[Signature]
May 30, 2018

DATE

DATE TO PLANNING COMMISSION: June 6, 2018

PUBLIC HEARING DATE: June 6, 2018

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

See above and attached Staff Report.

Per meeting minutes from June 6, 2018.

CHAIRMAN

June 6, 2018

DATE

DATE TO TOWN COUNCIL: _____

PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: Saint Michael's SUP Application (AGI-2018-40 : Saint Michael's Academy Special Use Permit)

RECEIVED

APR 13 2018

TOWN OF HAYMARKET



"Educating with Excellence"

April 12, 2018

Ms. Emily Lockhart
Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

RE: St. Michael's Academy Modular Removal and Parish Renovation Narrative

Dear Emily,

Please allow for this letter to serve as narrative for the near future plans for St. Michael's Academy. We are in the process of making arrangements to have the modular, which currently houses sixty-eight students, removed from our property in accordance with the 2017 SUP. Once removed, the property will remain 'as is' for the duration of the lease granted to us through St. Paul's Church.

In collaboration with Chief Lands, we've addressed and resolved the traffic overflow issue. The ingress and egress, located on the property, have been modified to create positive traffic flow. We've accomplished this by eliminating the parking spaces and relocating staff parking to St. Paul's Church.

As for the current student located in the modular, we are planning to move them into the Parish Hall. Our plan is to keep the historic look of this property while renovating the interior to accommodate this transition. We've contacted a local company to help us install walls, retile the bathrooms, and a few other minor upgrades, thus making the space more functional.

Thank you for taking the time to consider our plans for the school. We are looking forward to a continued partnership between St. Michael's Academy and the Town of Haymarket for many years to follow. Should you have any question, please don't hesitate to reach out to me directly.

In His Service,

Nathan Bearfield
Executive Director/Pastor

Rev. Sean Rousseau
Rector, St. Paul's Church

Attachment: Saint Michael's SUP Application (AGI-2018-40 : Saint Michael's Academy Special Use Permit)

ZONING DISTRICT REQUIREMENTS:

- 1. DENSE COMMERCE (P.1 RESIDENTIAL CORNER)
- 2. GENERAL LOT AREA, 600 SQ FT
- 3. MINIMUM FRONT YARD SETBACK FROM STREET
- 4. REQUIRED SERVICES:
 - MINIMUM 12' SIDEWALK
 - MINIMUM 12' SIDEWALK
 - MINIMUM 12' SIDEWALK

GENERAL NOTES:

- 1. THE PROPOSED BUILDING AND DEVELOPMENT IS LOCATED ON THE CORNER OF LAMARCK STREET AND PINE LANE.
- 2. OWNER / DEVELOPER: SAINT MICHAEL'S ACADEMY, 429 FAYETTE STREET, HAYMARKET, VA 23069
- 3. TOTAL SITE AREA: 0.20 ACRES (OR 9,300 SQ FT)
- 4. IMPOUND INFORMATION BASED ON A CURRENT FIELD SURVEY PERFORMED BY THIS ENGINEER.
- 5. ELEVATION: 120.3' USGS MEAN SEA LEVEL. AS ESTABLISHED FROM THE FOLLOWING:
 - HORIZONTAL AND VERTICAL CONTROL SURVEY POINT
 - TOPOGRAPHIC MAPPING SHOWING HIGHER HAS BEEN PERFORMED BY THE FOLLOWING: FIRST CHRISTIAN CONSTRUCTION CONSULTANTS, INC. IN THE YEAR 2008.
- 6. THE REGION AND SEWER CONTROL METHODS SHALL CONFORM TO THE STANDARDS SET FORTH BY THE REGION CONTROL AUTHORITY AND THE HANDBOOK FOR REGIONAL CONTROL METHODS, 4TH EDITION, 1999, AND THE HANDBOOK FOR REGIONAL CONTROL METHODS, 4TH EDITION, 1999, AND THE HANDBOOK FOR REGIONAL CONTROL METHODS, 4TH EDITION, 1999.
- 7. NO RPA ON SITE.

PARKING REQUIREMENTS:

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MAINTENANCE AGREEMENT:

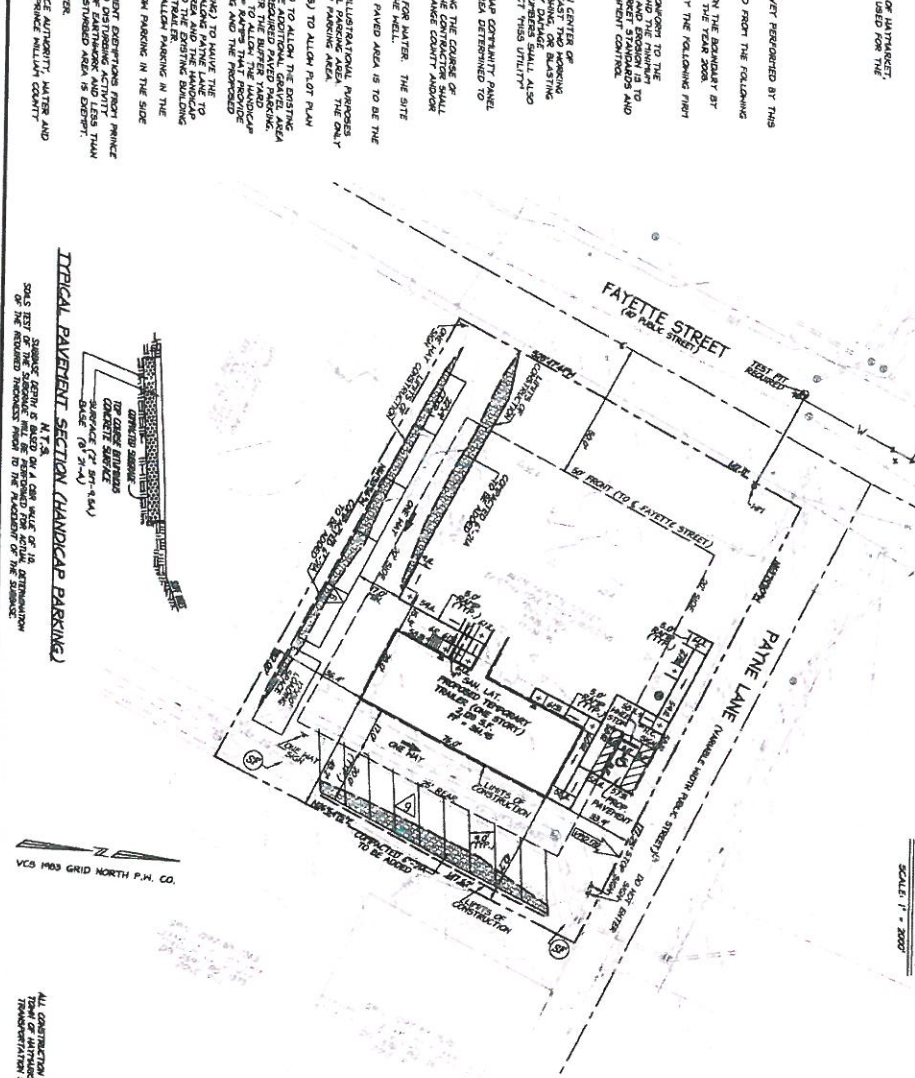
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RECEIVED

APR 13 2018



REVISION	
DATE	REVISION

CLIENT	SAINT MICHAEL'S ACADEMY
PROJECT NO.	SMAC-2018-052
DATE	1-1-2018
DRAWN BY	JL
CHECKED BY	
DATE	
SCALE	AS SHOWN
PROJECT NO.	
SHEET NO.	1 of 1

ST. PAUL'S CHURCH
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA

christopher consultants
engineering surveying land planning
10000 N. 11th Street, Suite 200, Haymarket, VA 23069
541-700-0000



St. Michael's Academy

June 6, 2018

Ms. Emily Lockhart
 Town of Haymarket
 15000 Washington Street, #100
 Haymarket, VA 20169
 703-753-2600

RE: St. Michael's Academy Modular Removal and Educational Use Permit 6317 Fayette Street

Dear Emily,

St. Michael's Academy would like to amend our current application for our special use permit to include educational use for the main building (Parish Hall) on a permanent basis and the removal of the modular unit (trailer) after renovations to the main building have been completed. These renovations will be completed by Golden Rule Builders Inc. and cannot begin until permits from the Town of Haymarket and Prince William County are obtained. Renovations will take a minimum of four weeks, so it is likely we would need to request occupancy during the first month of school in the modular unit until all work is complete and students can safely occupy the main Parish Hall building. If we are estimated to run past the beginning of the school year with construction, we will plan have the work to be completed in phases allowing our students occupancy within the modular, moving them into the Parish Hall areas as renovations are completed. We would also like to request 6-8 weeks to remove and relocate the modular unit once renovations are completed to the Parish Hall building, with a final move date of no later than December 31, 2018.

Thank you for your time and consideration with our plans for St. Michael's Academy. Should you have any questions, please feel free to contact me.

Blessings,

Lorrie R. Crockett

Lorrie Crockett
 Principal

Preschool: 6735 Fayette Street, Haymarket VA 20169 ❖ 703-754-1948
 Elementary School: 6317 Vint Hill Road, Warrenton, VA 20187 ❖ 540-349-3110

Attachment: Saint Michael's SUP Application (AGI-2018-40 : Saint Michael's Academy Special Use Permit)