



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, August 5, 2019

7:00 PM

Council Chambers

I. Call to Order

II. Pledge of Allegiance - Troop 1882

III. Invocation - Rev. Mark Olson, Haymarket Baptist Church

IV. Public Hearing - Continuation of the Public Hearing regarding Budget Amendment.

1. Budget Amendment

V. Consent Agenda

1. Mayor and Council - Joint Planning Commission Work Session - Jun 20, 2019 7:00 PM
2. Mayor and Council - Special Meeting - Jun 20, 2019 7:30 PM
3. Mayor and Council - Work Session - Jul 1, 2019 6:00 PM
4. Mayor and Council - Regular Meeting - Jul 1, 2019 7:00 PM
5. Mayor and Council - Public Hearing/Continuation Meeting - Jul 24, 2019 6:00 PM
6. **Administrative Staff Reports - Shelley Kozlowski**
7. **Police Department Report - Chief Kevin Lands**
8. **Ordinance #2019-002, Meals Tax Waiver**

VI. Citizens' Time

VII. Anne Marie Maher, Prince William Tourism Department Presentation

VIII. Agenda Items

1. Budget Amendment
2. P.W.C. Mobile Data Computer and Radio MOU
3. Business Manager Position
4. DWI Ordinance
5. Finance Committee
6. 6706 Jefferson Street Site Visit
7. Appeal of the ARB Decision- 6706 Jefferson Street, Haymarket Hotel Venture. LLC.

IX. Updates

1. Planning Commission
2. Architectural Review Board

X. Council Member Time

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

XI. Closed Session

XII. Adjournment



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

Roberto Gonzalez
TOWN TREASURER

STAFF REPORT
August 5, 2019
FISCAL YEAR 2019-20 BUDGET AMENDMENT #2

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested expenditure exceeds that amount, a meeting is required. The notice must be provided 7 days prior to the meeting. The Council may adopt the amendment at the advertised meeting.

REQUESTED BUDGET AMENDMENT

- The proposed budget amendment to the adopted budget for Fiscal Year 2019-2020 is to amend the adopted Revenue line items, in order to fund the Town Administration for a potential new hire. Due to the continued revenue trend the Town is receiving as FY2019 is coming to an end, these new amendments would reflect a more accurate revenue projection for the current adopted budget. The line items that would be amended are the following: Meals Tax, Business Tax, and Fines to total \$45,000 of additional revenue funds.

In addition to the above proposal, the adopted budget has \$55,013.65 of additional budgeted expenditure in the Debt Service line item. If Council approves to amend this line item by adjusting \$51,328 into the Town Administration department, to fund the new position or a combination of adjusting a portion of the Town Administration – Part Time line item to lessen the adjustment of the Debt Service Line item. The proposed adjustment would maintain \$186,925.65 budgeted and would not affect the Debt Service payments the Town is required to make this fiscal year.

Revenue Source Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Meals Tax	\$685,000	\$700,000	\$15,000
Business License Tax	\$185,000	\$195,000	\$10,000
Fines Revenue	\$ 30,000	\$ 50,000	\$20,000
Expenditure Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Debt Service			
General Obligation	\$238,253.65	\$186,925.65	(\$51,328)

Town Administration			
Salaries & Wages - Regular	\$219,000	\$284,000	\$65,000
FICA/Medicare	\$ 19,284	\$ 24,257	\$ 4,973
VRS	\$ 24,836	\$ 31,862	\$ 7,026
Health Insurance	\$ 41,877	\$ 59,195	\$17,318
Life Insurance	\$ 3,000	\$ 3,852	\$ 852
Disability Insurance	\$ 1,973	\$ 2,631	\$ 658
Unemployment Ins.	\$ 2,000	\$ 2,363	\$ 363
Worker's Comp	\$ 415	\$ 553	\$ 138

- The proposed budget amendment is to carry over funds that were not used to complete the Town Center renovations in fiscal year 2018-2019. The request budget amendment is to carry over the unused funds into the new fiscal year 2019-2020 in order to complete the project in the current fiscal year.

Revenue Source Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Carry-Over fund balance	\$ 0	\$139,500	\$139,500

Expenditure Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Town Center Renovations	\$ 0	\$139,500	\$139,500

Sample Motions

- I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2019-006, for Town Center renovations, and*
- I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2019-007, to amend the Meals tax, Business License tax, and Fines Revenue line items, and Debt Service – General Obligation to fund Deputy Manager position salary and benefits.*

*Or
Alternative Motion*



RESOLUTION 2019-006

FISCAL YEAR 2019-2020 BUDGET AMENDMENT

WHEREAS, The Council appropriated funds in Fiscal Year 2018-2019 for Town Center Renovation, not all of which was expended in Fiscal Year 2018-2019, and

WHEREAS, This proposed budget amendment will carry-over the funds from Fiscal Year 2018-2019 that were not spent on the Town Center Master plan; and

WHEREAS, the Town has advertised and held a public hearing, as required by Virginia §15.2-2507, regarding this amendment to the Fiscal Year 2019-2020 Budget;

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2019-2020 Budget as reflected below:

Revenue Source Line Item			
<u>Line Item</u>	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Carry Over Fund	\$ 0	\$139,500	\$139,500
Expenditure Line Item			
<u>Line Item</u>	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Town Center Renovations	\$ 0	\$139,500	\$139,500

Done this 5th Day of August 2019

- Motion By:
- Seconded By:
- Ayes:
- Nays:
- Absent:

ATTEST:

Shelley Kozlowski, Clerk of Council

Attachment: 08.05.2019 Staff Report Budget Amendment#2 & Resolutions 6 and 7 (4121 : Budget Amendment)



RESOLUTION 2019-007

FISCAL YEAR 2019-2020 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2020 Budget on June 03, 2019, and

WHEREAS, Fiscal Year 2020 Budget funded the Meals Tax, Business License Tax, and Fines Revenue will increase an additional \$45,000 in total in the adopted budget for FY2019-2020, and

WHEREAS, Fiscal Year 2020 Budget funded Debt Service – General Obligations \$238,253.65, but Council will now amend \$51,328, and

WHEREAS, The proposed budget amendment will divide \$96,328 among the line items Salaries & Wages – Regular \$65,000, FICA/Medicare \$4,973, VRS \$7,026, Health Insurance \$17,318, Life Insurance \$852, Disability \$658, Unemployment Ins. \$363, Worker’s Compensation \$138; and

WHEREAS, the Town has advertised and held a public hearing, as required by Virginia §15.2-2507;

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2019-2020 Budget as reflected below:

Revenue Source Line Item

Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Meals Tax	\$685,000	\$700,000	\$15,000
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Fines Revenue	\$ 30,000	\$ 50,000	\$20,000

Expenditure Line Item

Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Debt Service			
General Obligation	\$238,253.65	\$186,925.65	(\$51,328)
Town Administration			
Salaries & Wages - Regular	\$219,000	\$284,000	\$65,000
FICA/Medicare	\$ 19,284	\$ 24,257	\$ 4,973
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Disability Insurance	\$ 1,973	\$ 2,631	\$ 658
Unemployment Ins.	\$ 2,000	\$ 2,363	\$ 363
Worker’s Comp	\$ 415	\$ 553	\$ 138

Done this 5th Day of August 2019

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

Shelley Kozlowski, Clerk of Council

Attachment: 08.05.2019 Staff Report Budget Amendment#2 & Resolutions 6 and 7 (4121 : Budget Amendment)



TOWN OF HAYMARKET TOWN COUNCIL

JOINT PLANNING COMMISSION WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, June 20, 2019

7:00 PM

Council Chambers

A Joint Planning Commission Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

2. Call to Order -Planning Commission

Chairman Caudle; present, Councilman Shannon: present, Commissioner Kharel: present, Commissioner Pulire: absent.

At this time, Mayor Leake asks for a moment of silence for the Aitken family.

II. Meladon Group joint discussion request with Planning Commission and Town Council

Mayor Leake states that the Meladon group asked to have a joint work session with the Planning Commission and Town Council.

At this time, Don Wooden, Meladon group, addresses the Commission and Council. He discusses different options for uses. He adds that he wants to focus on the parcel between the hotel use and townhomes. He further adds that their concept would be to place between 45-60 multi family dwelling units and not the daycare that was proposed on the site plan.

Members of the Planning Commission share concerns with traffic and maintaining proposed green space.

Town Council comments include traffic, impact on school population, and needing additional information.

III. Park Playground location discussion

Town Planner, Emily Lockhart, hands out the foot print of the proposed playground location. She adds that there was discussion moving the playground closer to the park. However, Mr. Lockhart states that it will take away some of the existing parking. She further adds that this location would provide plenty of room for a future pavilion.

Councilman Shannon shares concerns with making sure we have a barrier for the homes that surround the playground. Councilman Leake agrees.

Council and Commission agree to the stated location.

IV. Adjournment

1. Motion to Adjourn

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

Minutes Acceptance: Minutes of Jun 20, 2019 7:00 PM (Consent Agenda)

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

V. Planning Commission Adjournment

Commissioner Kharel makes a motion to adjourn. Councilman Shannon seconds the motion. Unanimous.

DRAFT

Minutes Acceptance: Minutes of Jun 20, 2019 7:00 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, June 20, 2019

7:30 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:30 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Action Items

1. Fiscal Year 2019 Budget Amendment

Councilman Leake moves *the Haymarket Town Council approves an amendment to the Fiscal Year 2018-2019 as designated on resolution #2019-004, to move unutilized expenditure line item from Police Department - OT Regular in the amount of \$14,000 from the adopted Fiscal Year 2018-2019 budget and to amend the Police Departments Salaries & Wages - Regular line item in the amount of \$5,000, amend the Police Department Salaries & Wages - OT Premium line item in the amount of \$5,000, and amend the Police Department Salaries & Wages - Part Time line item in the amount of \$4,000. This amendment will not change the overall Police Department budget nor the overall Town adopted budget for Fiscal Year 2018-2019.* Councilman Day seconds the motion.

There is no discussion on the motion.

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

2. Fiscal Year 2020 Budget Amendment

Councilman Shannon moves *the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2019-003, to remove the funding and expenditure for the Town Center Master Plan in the amount of \$200,000 from the adopted budget and to amend the Police Department's Office Supply line item in the amount of \$5,000 moving this amount from the Town Public Works line item. This amendment will make the adopted budget for Fiscal Year 2019-2020 total \$2,802,771.83.* Councilman Leake seconds the motion.

There is no discussion on the motion.

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

3. Referral of ZTA#2019-001, Haymarket Hotel Venture LLC, to Planning Commission

Town Planner, Emily Lockhart, states that the Town has received a Zoning Text Amendment, ZTA#2019-001. She states that the applicant is requesting to add *"For buildings over 50 feet in height, or more than four stories, approval shall be obtained as a special use permit"* into the definition as it exists in the B-1 section of the Town's Zoning Ordinance. She adds that it is the Council's job tonight to refer this to the Planning Commission for their review and schedule and hold a public hearing.

Minutes Acceptance: Minutes of Jun 20, 2019 7:30 PM (Consent Agenda)

Councilman Leake moves to approve Resolution #2019-005 a resolution directing the Planning Commission to act on the pending zoning text amendment application for Haymarket Hotel Venture, LLC. Councilman Day seconds the motion.

Councilman Shannon and Vice Mayor Edwards confirm that the Council is not taking action on the Zoning Text Amendment this evening, just referring it to the Planning Commission. Mayor Leake and Ms. Lockhart state yes.

There is no further discussion on the motion.

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

III. Closed Session

IV. Enter into Closed Session

Motion: *The Town wishes to enter into closed session pursuant to 2.2 3711 (A (1) of the Code of Virginia to discuss the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the Town.* Councilman Leake moves. Councilman Shannon seconds the motion.

There is no discussion on the motion.

1. Motion

RESULT:	ADOPTED [5 TO 1]
MOVER:	Connor Leake, Councilman
SECONDER:	Steve Shannon, Councilman
AYES:	Day, Leake, Panthi, Cavazos, Shannon
NAYS:	Susan Edwards

V. Certification of Closed Session

Motion: *The Town moves to adjourn closed session and resume this meeting in open session and certifies that the only items discussed in closed session were matters authorized by 2.2-3711 (A) (1).* Councilman Leake moves. Councilman Shannon seconds.

There is no discussion on the motion.

1. Motion

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

2. Motion

Motion: *The Town moves to censure the ARB members who attended the Architectural Review Board June 19, 2019 for the inappropriate conversations that occurred at the dais during the recess.* Councilman Leake moves. Councilman Shannon seconds.

For the record, Mayor Leake asks Councilman Day his reason for his abstention. Councilman Day states no reason.

There is no further discussion on the motion.

Minutes Acceptance: Minutes of Jun 20, 2019 7:30 PM (Consent Agenda)

RESULT: ADOPTED [4 TO 2]
MOVER: Connor Leake, Councilman
SECONDER: Steve Shannon, Councilman
AYES: Connor Leake, Madhusudan Panthi, Steve Shannon, David Leake
NAYS: Susan Edwards, Bond Cavazos
ABSTAIN: Robert Day

3. Motion

Motion: *The Town recommends training for the ARB members with regard to the duties, responsibilities, ethics, conduct and procedures for those member of the ARB who were present at the June 19, 2019 meeting.* Councilman Leake moves. Councilman Shannon seconds.

Vice Mayor Edwards suggests including all members in the motion. Councilman Leake accepts the friendly amendment. Councilman Shannon seconds the amended motion.

There is no further discussion on the motion.

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

VI. Adjournment

1. Motion to Adjourn

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

Vice Mayor Edwards *moves to adjourn the meeting.* Councilman Leake seconds the motion.

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Jun 20, 2019 7:30 PM (Consent Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 1, 2019

6:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Agenda Items

1. Town Council September and October Meeting Discussion

After discussing scheduling and holiday conflicts for the September and October Town Council meetings, the Mayor and Council decided upon September 9th and October 2nd.

2. Board of Zoning Appeals Revision

Mayor explains that the previous ending term date of 2020 was incorrect and needs to be changed to 2024.

3. Motion to Amend Funding Source for Lily Konopka's Donation

Mayor Leake states that at the June 3, 2019 meeting, the motion cited the Public Safety - Discretionary fund line item as a source for the funds and it should have been the Town Administration - Discretionary Fund line item.

4. Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson Street

Mayor Leake states that he recently reached out to one of the owners of the blighted properties. Town Planner, Emily Lockhart, recaps to date the efforts made by the town through the blight ordinance and the plans for the property moving forward.

5. Discussion on Amending the Adopted Revenue Projections

Town Treasurer, Roberto Gonzalez, discusses with the Council amending the adopted revenue projections.

III. Adjournment

1. Motion to Adjourn

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

Councilman Shannon moves *to adjourn*. Vice Mayor Edwards seconds.

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Jul 1, 2019 6:00 PM (Consent Agenda)



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, July 1, 2019

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 Council Chambers, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Pledge of Allegiance - Troop 1882

Troop 1882 leads the Pledge of Allegiance.

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

Reverend Ruth Anne Sawyer gives the evening's invocation.

At this time Mayor asks that the Haymarket Hotel Venture follow Citizen's Time and that the VDOT paving discussion be added to the agenda.

IV. Citizen's Time

Joseph Pasanello, 6895 Track Court, congratulates Officer O'Neal on the donation to the ALS Association in Debbie Aitken's name. Shares concerns with the proposed hotel in town and in his view feels it does not fit, align with the vision, Comprehensive Plan, or zoning. He thinks that 65 feet is too big. He also shares concern with the recent Architectural Review Board censure and believes the citizens have a right to know why.

Maria Turner, Fayette Street, thanks Emily for her efforts with the recent demolition. She expresses her concerns with the Zoning Text Amendment as well as wanting to see more shops and restaurants that residents can walk to. Shares that she is uncomfortable with members of boards and commissions that have their hand in real estate.

Dottie Leonard, 14801 Washington Street, spoke on behalf of the citizen's group and herself. Glad to see progress on the painting of the town hall. Shares concerns with some ARB decisions including signage, the lighting of the museum for various causes, glad to see flowers in the planter boxes but does not feel the colors are the best choice, need the planters power washed. Would like to see the ARB utilize the services of an architect for advise. She concludes that the applications that come into the town need to fit and look like it belongs in the town and feels the new stone walls are too modern.

Bob Weir, 6853 St. Paul Drive, shares concerns with Citizens' Time was moved on the agenda after the presentation and the rush process with the ZTA. Doesn't feel the ZTA has been reviewed properly.

Amy Moore, 6751 Fayette Street, echoes some of the concerns shared by the previous speakers. States concerns about the safety of the sidewalks and lack thereof on Jefferson Street and Fayette.

V. Presentation - Haymarket Hotel Venture, LLC

Bill Murray and Ryan Morgan, Purpose Lodging, address the dais with their proposed hotel presentation. They share their experience and other hotel projects, an additional 3rd lane on Jefferson Street and sidewalks, traffic impact, hotel layout and design as well as architectural elements.

Minutes Acceptance: Minutes of Jul 1, 2019 7:00 PM (Consent Agenda)

Ms. Lockhart explains the process. She states that the B-1 zoning district does not allow for a Special Use Permit to be submitted for a height to exceed 50 feet. She adds that therefore the applicant is submitting the Zoning Text Amendment to request that addition to be added to the Zoning Ordinance under the B-1 height regulations and that if they want to exceed a 50 foot structure they may do so via a Special Use Permit. She further explains that at our recent Town Council meeting, Council referred the ZTA application, Staff gave the initial review and put it on the agenda for referral. In order for the Planning Commission to hear the ZTA and hold a public hearing, the Council must first refer it. She concludes that action was completed and we have coordinated with the Planning Commission so that the first public hearing will not be until July 25 and that we have to publicly notice the Zoning Text Amendment, put our Staff reports together and have all the documents online for the public. She adds that the Planning Commission recommendation will be sent to Council and they will hold a public hearing and again publicly notice. She concludes that if it is a positive decision the applicant can apply for a Special Use Permit.

Mayor Leake asks for any questions from the dais.

Councilman Shannon asks about the restaurant/bar. Mr. Morgan states that there will be a restaurant and bar open everyday typically 6 am - 11 pm.

Referencing a comment made earlier regarding members of boards and commission that are in the real estate field, Councilman Leake discloses per the Conflict of Interest Act Chapter 31 of the Va. State Code, that he does not have any conflicts of interest. He adds that he does not represent Haymarket Ventures, LLC., nor the seller nor does his broker. He further adds that he does not own any percentage in the company or has received any money nor does he have a spouse, dependent or significant other that has received any money from Haymarket Ventures, LLC.

Councilwoman Cavazos states that since the agenda was made public and the citizens expected to speak after the presentation that we do reopen Citizens' Time for their comments.

Ryan Morgan discusses the process for the project.

Mayor asks for further comments and questions from the dais.

Councilman Shannon states that he is on the fence and anxious to hear residents input and comments.

Councilman Leake states that he is glad to see a small business come into town. Discusses the hotel as a by-right use in the B-1 zoning district and the large amount of retail space that is vacant within the town. Also speaks on the road improvements proposed by the applicant. Regarding traffic, he adds that each use drives a impact in regards to a daily trip count and a hotel is on the lower side of the traffic impact compared to other B-1 by-right uses. He further adds that underground water management system proposed will help with any water run off from this property. He concludes commenting on the Meladon property regarding their listing and the acreage.

Vice Mayor Edwards states that we are an historic town with a more stringent historic district and between Jefferson and Fayette the town has documentation stating that in this section of town all buildings are to be 1-3 story buildings not to overshadow the museum and the town's history. Feels the hotel should be at the end of town where it was already approved. Would also like to hear from the residents tonight.

Councilwoman Cavazos concurs with the statements made by the Vice Mayor and feels we should not allow the zoning text amendment. She adds that she is not saying she would not be in support of a hotel in general but not the height proposed.

Councilman Day states he thinks this is a great location for the project and likes what he has heard and has no objections at this point.

Mayor Leake clarifies that by right if the applicant built the building at 50 feet they would not need a Special Use Permit or Zoning Text Amendment and references the ceiling tiles in the Council Chambers to show the audience the additional 14 feet that is being requested. Likes the orientation of the building and the buffer from the museum.

Councilman Shannon comments on the traffic impact that was discussed by Councilman Leake earlier and the turning lane proposed by the applicant.

Mr. Morgan addresses the Meladon property and their concerns.

VI. Additional Citizen's Time

Mayor Leake adds an additional Citizens' Time.

Maria Turner, Fayette Street, addressing Councilman Leake's comment, she states that she was not insinuating that he had any issues with this project, however, many on the Council are in real estate and that makes her nervous. She states that she does like this project but would like a better graphic to show the height difference. Shares concerns with truck delivery and conference parking with the proposed hotel. She concludes that if the developer has to do away with the 1st floor, she would not want it.

Joe Pasanello, 6895 Track Court, thanks Mr. Morgan and Mr. Murray for their presentation. States that his comments haven't changed prior to the presentation. States that it is important for Council to take their time. Not against development on that property but is concerned with the height and volume of this proposed project. Shares concerns with why this project is not down at the fairgrounds. Concludes that he was on the Council in May of 2018 when Mr. Morgan had originally stated that this was discussed and that he had no idea that conversation was going on.

Cathy Pasanello, 6895 Track Court, states that she was on the Planning Commission when the Meladon/Crossroads project was presented. She adds that the Mayor gave them a 30 day window. She further adds that there is now a law called the "Haymarket Law" to stop that from happening again. Concludes that Meladon presented the old plan and feels that if we had gone with a new, better plan she thinks that this project would be beautiful there. Shares concerns with the height of the proposed hotel.

Bob Weir, 6853 St. Paul Drive, shares that he feels this would be economically viable but not sure if it is in the right location. Shares concerns with traffic, doing this in a hurry and the mass of the building. He concludes that regarding the zoning ordinance the height requirements in the historic district is there for a reason, because the residents didn't want the center of town overwhelmed by large buildings.

Dottie Leonard, 14801 Washington Street, thinks this is a splendid idea because of the conference center but if a whole floor is taken away and we do not get the conference room we have defeated our purpose. Likes the widening of the street but not the height. Concludes that the whole town is historic.

Amy Moore, 6751 Fayette Street, shares concerns with the possibility of the demolition of the building that remains on the property that was recently saved and that amendments could cause a slippery slope.

Ryan Morgan, addresses the dais once again. Feels that what they have proposed is the best use and product for the town. Shares concerns with projects in the town not moving forward. Extends invitation out to the Council if they have any questions and answer any questions the residents have.

Vice Mayor Edwards asks the applicants if they can see if the structure remaining the property can be moved. Mayor Leake suggest perhaps the town look at obtaining their own report to see if it is viable.

Discussion ensues concerning the process of a report to see if the structure can be moved.

At this time, the Council takes a 5 minutes recess.

VII. Consent Agenda

1. Mayor and Council - Public Hearing - May 20, 2019 7:00 PM
2. Mayor and Council - Public Hearing - May 21, 2019 7:00 PM
3. Mayor and Council - Joint Public Hearing - Jun 3, 2019 6:00 PM
4. Mayor and Council - Regular Meeting - Jun 3, 2019 7:00 PM
- 5. Police Department Report - Chief Lands**
- 6. Administrative Staff Report - Shelley M. Kozlowski, Clerk of the Council/Office Manager**
- 7. Town Council September and October Meeting Discussion**
- 8. Board of Zoning Appeals Recommendation Revision**

9. Motion to Amend Funding Source for Lily Konopka's Donation

10. Motion

Councilman Leake moves to approve the Consent Agenda. Vice Mayor Edwards seconds the motion.

Mayor Leake asks if there is any discussion on the motion. Councilman Leake asks Councilwoman Cavazos and Councilman Day if they know about the new dates for the September and October meetings. They respond yes.

There is no further discussion on the motion.

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

VIII. Action Items

1. Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson Street

Town Planner, Ms. Lockhart, gives an overview of the timeline and lack of response by the property owner for the blighted properties in discussion. Town Attorney, Martin Crim, shares with the Council and Mayor the different options to deal with the blighted properties including directing staff to develop a plan for abating the blight, pursuing enforcement mechanisms, and the maintenance code which would be handled by Prince William County maintenance code official. He further adds the Town could continue to reach out to possibly get voluntary compliance from the property owner.

Council and Mayor discuss a possible MOU with the County to deal with the blighted properties.

It was the consensus of the Council for the Town to move forward adopting the Property Maintenance Code so that Prince William County building department can enforce code violations and directs Staff to continue the enforcement of the blight ordinance and issue fine letters to the property owners in violation.

Vice Mayor Edwards moves to direct Staff to clean up the tall grass and bill the property owners for that work and imposing a lien if the bill is not paid as provided by the Town Ordinance and also to impose a \$1000 fine for the property at 6707 Jefferson Street and 14941 Washington Street. Councilwoman Cavazos seconds the motion.

Mayor directs Staff to come up with a blight plan for the property and for the Town Attorney to negotiate a MOU for the Ordinance as well as draft language for our next meeting.

There is no further discussion on the motion.

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

2. Public Hearing Authorization for Revenue Projection Amendment

Town Treasurer, Roberto Gonzalez, states that there will need to be a public hearing authorization for revenue projection amendment.

It was the consensus of the Council to hold a Public Hearing/Continuation meeting on July 24, 2019 at 6 pm.

3. VDOT Washington Street Paving

Councilman Shannon outlines the plans for the paving of Washington Street for 2020. He adds that VDOT will not do stamped asphalt. He provides two options. The first would be for VDOT to mill up to the crosswalks and skip over them or pave all the way through and add lines at the pedestrian walkways.

Minutes Acceptance: Minutes of Jul 1, 2019 7:00 PM (Consent Agenda)

Mayor and Council discuss the options as well as removing the brick crosswalks at the light at Jefferson and Washington.

The consensus of the Council is to have VDOT pave Washington adding the lines for the crosswalks and the town will follow up with stamp and striping.

Councilman Shannon updates that Jefferson and some other streets in town will be paved this August.

Vice Mayor Edwards *moves to appropriate not to exceed \$2500 from the blight enforcement line item for an independent engineering report and feasibility study of moving the structure at 6706 Jefferson Street.* Councilman Shannon seconds the motion.

1. Motion

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

IX. Closed Session

No closed session.

X. Council Member Time

1. Steve Shannon

Councilman Shannon feels the town events, police department, professional staff and Council set us apart of other towns.

2. Connor Leake

Councilman Leake echoes Councilman Shannon's comments. Asks for those to please keep the Aitken family in their thoughts and prayers. Congratulates Officer Coire O'Neal for winning Best of Prince William's "Best Law Enforcement Officer". Wishes everyone a Happy 4th of July.

3. Madhu Panthi

No comments.

4. Susan Edwards

Vice Mayor Edwards congratulates staff on great "Starts and Stripes" and Car Show event. Discusses updating the town ordinance on recreational and commercial vehicles.

5. Bond Cavazos

No comments.

6. Robert Day

Councilman Day states the he believes that everyone at the dais has the town's best interest at heart and doing their best for the town. He adds that he did not like the comments that someone is questionable because of their profession.

7. David Leake

Mayor Leake updates the Council on the progress of the town hall renovations.

XI. Adjournment

Meeting is recessed until July 24, 2019.



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING/CONTINUATION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Wednesday, July 24, 2019

6:00 PM

Council Chambers

A Public Hearing/Continuation Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

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

II. Public Hearing

Mayor Leake opens up Citizens' Time. He states that some of the items listed on the agenda tonight will be on our regular council meeting agenda for discussion and adoption.

Bob Weir, 6853 St. Paul Drive, shares concerns with action items added to the Continuation meeting agenda.

With no one else to speak, Mayor Leake closes Citizens' Time and opens the Public Hearing.

Mayor Leake states that there was a typographical error with the numbers that were presented and that the Council will keep the public hearing open until our next scheduled meeting to have the new numbers presented to the Council.

Bob Weir, 6853 St. Paul Drive, states that the town just went through the budget process and now amending the budget, felt there is no transparency.

- 1. Public Notice
- 2. Proposed Budget Amendment #2

III. Action Items

1. DWI Ordinance

Chief Lands explains that the state DUI code was left out of the Town Code section and this ordinance would adopt the DUI section as well.

Mayor Leake states that this will be added to our regular Town Council meeting agenda for adoption.

IV. Updates

1. Memorandum of Understanding - PWC Building Maintenance Code

Mayor Leake explains that Prince William County's attorney spoke with our town attorney concerning the process. Mayor states the process started with the initiation of a letter from the town to the county. He adds that he has signed the letter and it has been sent to the county.

Town Attorney, Martin Crim, explains the process further stating the opportunity exists to have the county enforce the building code but first the town will need some text changes to the Town's ordinances so that we track the same provisions that the county has so there are no inconsistencies. He adds that the references will need to be updated and there will need to be an understanding in regard to the process.

2. VDOT Washington Street Paving

Mayor Leake states that we decided at the last meeting to have VDOT do the mill, pave and lining and within 6 months the Town would complete the imprints for the crosswalk.

Minutes Acceptance: Minutes of Jul 24, 2019 6:00 PM (Consent Agenda)

Mayor Leake updates the Council on the search for a business manager. He states that the position was posted online until last Friday. He adds that he would like to form a committee to interview and evaluate these applicants. It was the consensus to have them reviewed prior to the next meeting and discuss in closed session.

V. House Resolution No. 4042 - Giuseppa Russo

Mayor Leake states that House Bill No. 4042 from Delegate Roem in recognition of Giuseppa "Josie" Russo for her contributions to the Town.

Mayor Leake updates the Council on the town hall renovations.

VI. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Jul 24, 2019 6:00 PM (Consent Agenda)



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

David Leake
Mayor

Shelley M. Kozlowski
Clerk of Council
Office Manager

Emily K. Lockhart
Town Planner/
Zoning Administrator

Roberto C. Gonzalez
Treasurer

Jacque Patrick
Administrative Assistant

TOWN STAFF – MONTH IN REVIEW
July 2019

Administration

Clerk/Office Manager duties -

- Held weekly staff meetings.
- Attended Mayor's weekly staff meeting with Police Chief Lands.
- Continue work with Town Planner and project manager for Stan Smith on demolition progress.
- Coordinated ARB training.
- Prepared Town Council meeting agenda packets.
- Assisting Admin. Assistant with summer newsletter.
- Attended all Town Council, ARB and Planning Commission meetings.
- Completed meeting minutes for Town Council work session, joint work session, regular meeting and continuation meeting. Planning Commission and Architectural Review Board regular meetings.
- Worked with Administrative Assistant administering business licenses.
- Coordinated with Treasurer and Mayor regarding lease agreements for Town rental space.

Public Works/Building Maintenance –

- Coordinated landscaping concerns throughout town with Premier Landscaping and Turf.
- Working with electrical contractor on damaged light poles due to recent car accidents.
- Worked with pest control company on maintenance issues for town properties.
- Working on estimate for masonry work on damaged brick planter.
- Had keypad locks installed for upstairs offices.
- Working with Mayor on town hall renovations specifically hvac, electrical and roofing/siding as well as Dominion Energy.
- Worked with tenants at Copper Cricket on water and hvac issues.
- Coordinated repair work for The Very Thing for Her.

Events –

- Worked with Macrina with Idezine on banners and signs for Haymarket Music Fest.
- Coordinating with ALS Association POC for event.
- Coordinated with sound engineer and bands regarding Haymarket Music Fest.

Planning/Zoning

ARB-

- Working with the ARB to revise the Architectural Review Board Guidelines and By Laws
- Processed Certificate of Appropriateness applications for commercial renovations and new businesses, to include Dr. Moon's Dental Office and Taco Bell
- Attended regular ARB Meeting and the mandatory ARB training

PC-

- Working with Michelle Williams on her Special Use Permit application for the 7 townhomes structures to be located in the B-1, above and behind the first floor commercial retail. The application will be before the Town Council in September
- Working with the Playground contractor to schedule the installation of the playground. Will be taping off portions of the park prior to the installation and will notify the citizens of partial closure.
- Working with Crossroads Village Center to finalize all remaining comments on the site plan. Expected completion will be the end of August.
- Finalized the Citizen's Survey. Survey will go live following the summer newsletter mailing – which notifies the residents of the survey opportunity.
- Working day to day on Zoning and Planning calls and requests
- Attended regular Planning Commission Meeting
- Working on the Blight Ordinance Enforcement for the following properties; Firehouse & Bungalow and the Stan Smith Property
- Drafted a Haymarket Sidewalk Master Plan

Events-

- Held an Event's meeting with Staff to work on the logistics of the Haymarket Music Fest and Haymarket Day preparations

Museum-

- Scheduled the August Artist, Rosemary Gallick. Rosemary will also be donating a painting to raffle off at the Haymarket Music Fest

Treasurer

- We have also ordered the playground material as directed by Council in this fiscal year.
- Unfortunately, we have had a few light poles damaged by auto accidents. I am currently working with the auto insurances' over the accident claims. The replacement poles have been ordered and they do have a 6 to 8 weeks lead time for arrival.
- Assisted with a new lease agreement for a new tenant
- I have begun to work on audit preparations with Ms. Earhart with a site visit by her in August 2019.

Upcoming Town Events

Haymarket Music Fest is Saturday, August 24th from 2-8pm featuring 5 local bands/artists. The day will also include food and craft vendors, beer garden, kids' zone. Proceeds will benefit the ALS Association DC/VA/MD Chapter in memory of Debbie Aitken. The event will be held at the town park.

Haymarket Day will be held Saturday, October 19th!

August Artist at the museum is Rosemary Gallick. Rosemary will also be donating a painting to raffle off at the Haymarket Music Fest.

**Town Planner
Task List July 2019**

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
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Architectural Review Board

Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2019		All permitted demolition permits have been executed. As of July 29th, the two concrete slabs and on hydraulic lift have been removed. The vegetation on the remaining house structure is in the process of being removed and treated. The fencing remains on the property.
Demolition Permits	6706 Jefferson Street	Emily	Apr-19	ARB approval			The application to demolish 6706 Jefferson Street has been denied by the Architectural Review Board July 24, 2019. The application was appealed on July 25, 2019 by the applicant.
Taco Bell Exterior Elevations	Crossroads Village Center	Emily	Jun-19	ARB Approval	8/21/2019		Taco Bell has applied for a Certificate of Appropriateness for their proposed location in the Crossroads Village Center development. The applicant has requested several variances from the approved Design Guidelines and the approved Master Sign Plan. The applicant was asked to make modifications to the proposed documents and bring them back to our next regularly scheduled meeting 8/21/2019.
Dr. Moon Dental Office Renovations	14901 Washington Street	Emily	Jun-19	ARB approval	7/25/2019	7/25/2019	Dr Moon's team has presented the exterior materials for the renovations at 14901 Washington Street. The materials will match the existing structure. The applicant has also presented a sign application for the building sign as well as a stand alone sign. The above the door sign will be individual letters (APPROVED) and the freestanding sign will go in place of the abandoned sign structure and will match the proposed images provided by the applicant (APPROVED).

ARB Directive
At the July 24, 2019 ARB meeting the Board directed the Town Planner to address the blight issues at 6706 Jefferson Street through the use of the blight ordinance and other applicable zoning ordinances, to include deterioration by neglect and overgrowth of weeds and vegetation. Town Planner reached out to the property owner to address the blight concerns, namely, the vegetation growth on the structure. The property owner acknowledged receipt of the email and is working with someone to address the issues. This individual has been in touch with the Town and shared the plan with the Planner. This week (July 29 - August 2) they plan to remove all of the vegetation from the building. Work has begun on July 29th and will continue throughout the week.

ARB Bylaws and Historic Guideline Updates
The proposed updated ARB Guidelines and By Laws were provided to the Board in February 2019 for discussion, edits and additional changes. The Board was recently provided with an electronic link to directly edit the documents on a Google Drive, in hopes to make this an easier platform for edits. The Board shall submit all changes to Staff by the August 21, 2019 meeting. The updated guidelines will be presented to the Board at the September meeting for approval.

ARB Training
Per the Town Council directive on July 1, 2019 the Architectural Review Board will have mandatory training on July 31, 2019 at 7:00 pm with the Town Attorney.

Board of Zoning Appeals

No Activity for July 2019

Planning Commission

SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	Mar-19	PC Review, Recommendation to Council, Council Public Hearing, Council Review	Late Summer/Early Fall 2019		PC held the first public hearing to discuss the SUP application for Jefferson Street. The citizens concerns included; traffic, the building mass, and parking restraints. UPDATE: The Planning Commission held a public hearing on July 25, 2019 at 7:00 pm on the amended application. The Planning Commission has recommended approval for the Special Use Permit application. The Town Council will hear the application at the September 9, 2019 meeting. Public Notices will go out August 26, 2019.
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	Feb-19	PC Approval	May-19		Conditional Approval has been received and will remain conditional until the applicant has addressed outstanding comments to include; VDOT approval and final Engineering approval.

Attachment: Town Planner Report July 2019 (4117) : Administrative Staff Reports - Shelley Kozlowski,

Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017	Sep-18	May-19	Working with the applicant on the remaining landscape waiver comments. Final signatures expected August.
Citizen's Survey						Survey will be activated mid-August for the public. The survey will be accessible on the Town website and social media sites.
Planning Commission	14901 Washington Street	Emily				The SUP was approved for 14901 Washington Street for Dr Moon's Dental Office. The applicant will be submitting the site plans towards the end of the summer for approval.

Prince William County (1 Mile Review)
No Activity for PWC 1 Mile Review July 2019

Staff

ZTA#2019-001		Emily		Town Council has referred Zoning Text Amendment Application 2019-001 to the Planning Commission for review and a recommendation. July 25, 2019 - The applicant withdrew the ZTA application from the Planning Commission Agenda prior to the meeting		
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	Nov-17	Awaiting final changes to site plan. Applicant has received conditional approval.		
the ARTS at the Haymarket Museum		Emily		June-July -- Lynn Cook, August- Rosemary Gallick, September/October -- Haymarket Day contest for artists to paint the historic structures. November/December Craft Bazaar/Holiday Market		
Blight Ordinance Update	Town	Emily		Working with two property owners on blight abatement. 14881 Washington Street will begin work to clean the exterior of the house beginning in July. Town Planner attempting to reconnect with the Firehouse and Bungalow owner to address the blight prior to another round of violation letters and public notices. Firehouse/Bungalow UPDATE: The Town contracted Premier Turf and Landscaping to complete the clean up of the property. The fine letter and invoice will be issued to the applicant by the end of the month.		
Playground	Town	Emily		The Planning Commission and Town Council held a joint work session to discuss the exact location of the playground at the Park. The location will be in the footprint of the previous home on the site. For a map of the location please contact the Town Planner.		
Events Meeting				August 24th -- Haymarket Day, October 19th -- and Christmas and Holiday Event, December 7th.		

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Events Meeting				August 24th -- Haymarket Day, October 19th -- and Christmas and Holiday Event, December 7th.		

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Morais - Aroma II	Katie/Emily	1/15/2019	5/24/2019	Katie			-Plan resubmitted 7/22/19
Dog's Day Out Final Site Plan	Emily	12/13/2016	7/12/2019	Applicant			-As-built comments provided 6/12/19 -Site visit for drainage issue conducted 7/3. Met with Owner 7/12
Pedestrian Improvements Project	Katie	7/14/2014	7/12/2019	Town/ VDOT			-Project readvertised 7/17/19. Bids due 8/14/19. -VDOT to review/approve bid analysis package prior to award.
Haymarket Baptist Church	Katie	1/4/2019	6/25/2019	Applicant			-Asbuilts to be resubmitted for review/approval

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
QBE Final Site Plan	Emily	1/20/2017	5/21/2019	Applicant			-Site Plan amendment approved 5/21/19 -Site Plan amendment bonds to be provided prior to construction
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant			-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Recommended for approval contingent on outside agency approval -DEQ, PWCSA and VDOT approvals provided.
McDonalds	Katie/Emily	2/12/2019	4/10/2019	Applicant			-Minor Engineering comments provided 4/10/19 -PC conditionally approved plan 4/22/19

Attachment: 2019 July Engineer's Reports_KMM (4117 : Administrative Staff Reports - Shelley Kozlowski,

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	RDA			-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town -Meter info to be provided
Haymarket Iceplex As-built	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request

Attachment: 2019 July Engineer's Reports_KMM (4117 : Administrative Staff Reports - Shelley Kozlowski,



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
August 5, 2019

Highlights:

- The financials attached are as of June 30th, 2019
- As of June 30th, 2019, we are at 84.7% mark of our budgeted Revenues and 77.4% of our budgeted Expenditures.
- These June financials are also the last one of Fiscal Year 2018-2019, but are the pre audited reports.
- There will be a few line items that will be adjusted due to the receipts not being received as of June 30th during the Audit
- We have also ordered the playground material as directed by Council in this fiscal year.
- Unfortunately, we have had a few light poles damaged by auto accidents. I am currently working with the auto insurances' over the accident claims. The replacement poles have been ordered and they do have a 6 to 8 weeks lead time for arrival.
- We have collected \$54,775 for Haymarket Day, \$18,500 of the money collected are Sponsorship money for Town events.
- Assisted with a new lease agreement for a new tenant
- I have begun to work on audit preparations with Ms. Earhart with a site visit by her in August 2019.

Town of Haymarket
Statement of Net Position
As of June 30, 2019

	Jun 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,510,787.66
11000 · CD's & Money Market Funds	3,873.91
11010 · Virginia Investment Pool	316,783.55
Total Checking/Savings	1,831,445.12
Accounts Receivable	
12000 · Accounts Receivable	114,996.15
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	118,926.63
Other Current Assets	
11499 · Undeposited Funds	3,105.41
12012 · Local Accounts Receivable-Other	77,991.78
12030 · Due from Commonwealth	8,853.68
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-13,824.77
Total Current Assets	1,936,546.98
Fixed Assets	
12500 · General Property	4,460,992.00
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,862,936.03
Other Assets	
19100 · Deferred Outflow - Pension Cont	59,154.77
19200 · Deferred Outflow - GLI OPEB	2,921.00
Total Other Assets	62,075.77
TOTAL ASSETS	7,861,558.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	-23,364.10
Total Accounts Payable	-23,364.10
Credit Cards	
20040 · Town Credit Card	4,516.46
Total Credit Cards	4,516.46
Other Current Liabilities	
20095 · Deferred Revenue - Events	42,075.00
20096 · Deferred Revenue - Other	15,574.64
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	2,436.06
22000 · Security Deposits	12,746.92
22010 · Escrow Deposits	79,266.60
Total Other Current Liabilities	152,158.62
Total Current Liabilities	133,310.98
Long Term Liabilities	
20080 · Accrued Interest Payable	11,345.59

Town of Haymarket
Statement of Net Position
As of June 30, 2019

	Jun 30, 19
23000 · Accrued Leave	21,263.02
25000 · General Obligation Bonds	1,068,200.00
25010 · Captial Leases Payable	120,947.21
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
Total Long Term Liabilities	1,320,257.82
Total Liabilities	1,453,568.80
Equity	
34110 · Net OPEB Activity Offset	-54,079.00
34000 · Net Pension Activity Offset	17,652.77
30000 · Unrestricted Net Assets	1,620,966.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,857,867.23
33000 · Amt Long Term Obligations	-1,223,023.02
Net Income	182,605.69
Total Equity	6,407,989.98
TOTAL LIABILITIES & EQUITY	7,861,558.78

Town of Haymarket
Statement of Revenue & Expenditures for Month
 June 2019

	Jun 19
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
3110-01 · Real Estate - Current	223.99
Total 3110 · GENERAL PROPERTY TAXES	223.99
3120 · OTHER LOCAL TAXES	
3120-02 · Business License Tax	749.50
3120-03 · Cigarette Tax	12,637.50
3120-04 · Consumer Utility Tax	25,334.62
3120-05 · Meals Tax - Current	132,857.16
3120-06 · Sales Tax Receipts	9,208.73
3120-07 · Penalties (Non-Property)	232.40
Total 3120 · OTHER LOCAL TAXES	181,019.91
3130 · PERMITS,FEES & LICENSESES	
3130-01 · Application Fees	175.00
3130-02 · Inspection Fees	750.00
3130-03 · Motor Vehicle Licenses	105.00
3130-05 · Other Planning & Permits	425.00
Total 3130 · PERMITS,FEES & LICENSESES	1,455.00
3140 · FINES & FORFEITURES	
3140-01 · Fines	5,533.73
Total 3140 · FINES & FORFEITURES	5,533.73
3150 · REVENUE - USE OF MONEY	
3150-01 · Earnings on VACO/VML Investment	1,425.34
3150-02 · Interest on Bank Deposit	438.23
Total 3150 · REVENUE - USE OF MONEY	1,863.57
3151 · RENTAL (USE OF PROPERTY)	7,427.83
3165 · REVENUE - TOWN EVENTS	
3165-01 · Revenue - Town Events	0.00
Total 3165 · REVENUE - TOWN EVENTS	0.00
3180 · MISCELLANEOUS	
3180-01 · Citations & Accident Reports	35.00
3180-02 · Vetern Banners	-254.00
Total 3180 · MISCELLANEOUS	-219.00
3200 · REVENUE FROM COMMONWEALTH	
3200-02 · 599 Law Enforcement Grant	7,591.00
3200-04 · Car Rental Reimbursement	309.67
3200-05 · Communications Tax	17,372.54
3200-12 · Railroad Rolling Stock	0.00
Total 3200 · REVENUE FROM COMMONWEALTH	25,273.21
3300 · REVENUE FROM FEDERAL GOVERNMENT	
3300-01 · DMV Transp Safety Grant	0.00
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	0.00
Total Income	222,578.24
Gross Profit	222,578.24
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
111001 · Convention & Education	935.00
111002 · FICA/Medicare	196.98

Town of Haymarket
Statement of Revenue & Expenditures for Month
June 2019

	Jun 19
111005 · Salaries & Wages - Regular	2,575.00
Total 11100 · TOWN COUNCIL	3,706.98
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	16,761.50
1211003 · Salaries/Wages - Part Time	3,504.00
1211004 · FICA/Medicare	1,481.12
1211005 · VRS	1,899.10
1211006 · Health Insurance	3,313.60
1211007 · Life Insurance	234.18
1211008 · Disability Insurance	126.43
1211009 · Unemployment Insurance	220.49
1211012 · Accounting Services	1,584.47
1211013 · Cigarette Tax Administration	549.91
1211014 · Printing & Binding	686.44
1211015 · Advertising	2,296.10
1211016 · Computer, Internet & Website Svc	3,440.90
1211017 · Postage	153.45
1211018 · Telecommunications	169.59
1211020 · Meals & Lodging	505.70
1211023 · Discretionary Fund	679.90
1211024 · Books, Dues & Subscriptions	-70.06
1211025 · Office Supplies	180.26
1211030 · Capital Outlay-Machinery/Equip	-181.28
Total 12110 · TOWN ADMINISTRATION	37,535.80
12210 · LEGAL SERVICES	
1221001 · Legal Services	3,300.53
Total 12210 · LEGAL SERVICES	3,300.53
Total 01 · ADMINISTRATION	44,543.31
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	31,122.62
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	1,633.88
3110004 · Salaries & Wages - Holiday Pay	1,215.84
3110005 · Salaries & Wages - Part Time	1,540.00
3110007 · Salary & Wages - DMV Grant	299.67
3110020 · FICA/MEDICARE	2,655.67
3110021 · VRS	3,404.38
3110022 · Health Insurance	5,644.26
3110023 · Life Insurance	454.30
3110024 · Disability Insurance	174.15
3110028 · Legal Services	1,537.52
3110032 · Computer, Internet & Website	28.00
3110034 · Telecommunications	731.71
3110037 · Meals and Lodging	87.43
3110038 · Convention & Edu. (Training)	25.00
3110042 · Vehicle Fuels	1,589.40
3110043 · Vehicle Maintenance/Supplies	778.30
3110045 · Uniforms & Police Supplies	66.50
Total 31100 · POLICE DEPARTMENT	52,988.63
34100 · BUILDING OFFICIAL	
3410001 · Erosion & Sedimentation Ins.	600.00
Total 34100 · BUILDING OFFICIAL	600.00
Total 03 · PUBLIC SAFETY	53,588.63
04 · PUBLIC WORKS	

Town of Haymarket
Statement of Revenue & Expenditures for Month
June 2019

	Jun 19
4110001 · Town Public Works	2,467.29
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	332.82
Total 43200 · REFUSE COLLECTION	332.82
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	8,704.73
4310003 · Maint Svc Contract-Landscaping	3,397.50
4310005 · Maint Svc Cont- Street Cleaning	1,400.00
4310007 · Electric/Gas Services	1,181.00
4310008 · Electrical Services-Streetlight	349.15
4310009 · Water & Sewer Services	165.05
4310010 · Janitorial Supplies	29.01
4310011 · Real Estate Taxes	258.99
43100 · MAINT OF 15000 Wash St./Grounds - Other	-196.62
Total 43100 · MAINT OF 15000 Wash St./Grounds	15,288.81
Total 04 · PUBLIC WORKS	18,088.92
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	123.30
Total 70000 · HAYMARKET COMMUNITY PARK	123.30
71110 · EVENTS	
7111003 · Contractural Services	4,928.00
Total 71110 · EVENTS	4,928.00
72200 · MUSEUM	
7220012 · Telecommunications	129.38
7200016 · Office Supplies	19.99
Total 72200 · MUSEUM	149.37
Total 07 · PARKS, REC & CULTURAL	5,200.67
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110001 · Salaries & Wages - Regular	390.00
8110002 · FICA/Medicare	29.83
8110003 · Consultants - Engineer	1,904.36
Total 81100 · PLANNING COMMISSION	2,324.19
81110 · ARCHITECTURAL REVIEW BOARD	
8111002 · FICA/Medicare	0.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	0.00
Total 08 · COMMUNITY DEVELOPMENT	2,324.19
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.02
Total EMPLOYEE BENEFITS	-0.02
Total 94105 · PERSONNEL	-0.02
94106 · TOWN CENTER MASTER PLAN	
9410601 · Architectural/Engineering Fees	10,695.00
Total 94106 · TOWN CENTER MASTER PLAN	10,695.00
Total Expense	134,440.70
Net Ordinary Income	88,137.54

Town of Haymarket
Statement of Revenue & Expenditures for Month
June 2019

	Jun 19
Net Income	<u>88,137.54</u>

Attachment: Treasurer Report & Financials for 08-05-2019 (4117 : Administrative Staff Reports - Shelley Kozlowski, Clerk of Council/Office

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	363,254.76	367,666.00	98.8%	
3110-02 · Public Service Corp RE Tax	11,778.30	11,274.00	104.5%	
3110-03 · Interest - All Property Taxes	81.54	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	600.51	1,000.00	60.1%	
Total 3110 · GENERAL PROPERTY TAXES	375,715.11	379,940.00	98.9%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	26,989.00	18,000.00	149.9%	
3120-02 · Business License Tax	200,071.48	180,000.00	111.2%	
3120-03 · Cigarette Tax	153,299.25	135,000.00	113.6%	
3120-04 · Consumer Utility Tax	160,299.60	150,000.00	106.9%	revenues up to June 2019
3120-05 · Meals Tax - Current	716,974.31	650,000.00	110.3%	revenues up to June 2019
3120-06 · Sales Tax Receipts	125,821.38	155,000.00	81.2%	missing report from June
3120-07 · Penalties (Non-Property)	1,753.09	0.00	100.0%	
3120-08 · Interest (Non-Property)	27.63	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	1,385,235.74	1,288,000.00	107.5%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	8,095.00	2,700.00	299.8%	
3130-02 · Inspection Fees	13,440.00	10,000.00	134.4%	
3130-03 · Motor Vehicle Licenses	2,285.00	1,900.00	120.3%	
3130-05 · Other Planning & Permits	17,705.63	25,000.00	70.8%	
Total 3130 · PERMITS,FEES & LICENSESES	41,525.63	39,600.00	104.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	35,305.34	65,000.00	54.3%	
Total 3140 · FINES & FORFEITURES	35,305.34	65,000.00	54.3%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	11,688.69	0.00	100.0%	
3150-02 · Interest on Bank Deposit	6,485.41	8,000.00	81.1%	
3150-03 · Interest on Bank Deposits	9,857.29	0.00	100.0%	
Total 3150 · REVENUE - USE OF MONEY	28,031.39	8,000.00	350.4%	this increase is due to positive interest rates
3151 · RENTAL (USE OF PROPERTY)				
Suite 110 Rental Income	21,424.34			
315110 · Suite 200 Genesis Contracting	2,010.00			
3151-05 · Suite 202 Metis Group	4,235.00	0.00	100.0%	
3151-06 · Suite 204 MAC-ISA	5,040.00	0.00	100.0%	
3151-08 · 15020 Washington Realty	42,717.96	0.00	100.0%	
3151-09 · 15026 Copper Cricket	19,944.00	0.00	100.0%	
3151-10 · The Very Thing For Her	33,470.00	0.00	100.0%	
3151 · RENTAL (USE OF PROPERTY) - Other	365.85	136,957.00	0.3%	
Total 3151 · RENTAL (USE OF PROPERTY)	129,207.15	136,957.00	94.3%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	120.00			
3160-01 · Public Safety				
3160-02 · Donation/Grants	6,008.00	5,000.00	120.2%	
3160-01 · Public Safety - Other	125.00	0.00	100.0%	
Total 3160-01 · Public Safety	6,133.00	5,000.00	122.7%	
Total 3160 · CHARGES FOR SERVICES	6,253.00	5,000.00	125.1%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	73,108.82	70,000.00	104.4%	
Total 3165 · REVENUE - TOWN EVENTS	73,108.82	70,000.00	104.4%	
3170 · HISTORICAL FUND				
3170-01 · Historical Fund	21,230.02	21,230.02	100.0%	

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	% of Budget	Comments
Total 3170 · HISTORICAL FUND	21,230.02	21,230.02	100.0%	
3180 · MISCELLANEOUS				
3180-01 · Citations & Accident Reports	620.00	1,000.00	62.0%	
3180-02 · Vetern Banners	475.00			
3180-03 · Miscellaneous	4,632.47	0.00	100.0%	
3180-05 · Recovered Costs- Private Events				
Donations				
Charitable Contributions	2.00			
Total Donations	2.00			
Total 3180-05 · Recovered Costs- Private Events	2.00	0.00	100.0%	
Total 3180 · MISCELLANEOUS	5,729.47	1,000.00	572.9%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	30,364.00	28,000.00	108.4%	
3200-04 · Car Rental Reimbursement	4,500.03	5,500.00	81.8%	
3200-05 · Communications Tax	98,516.63	117,000.00	84.2%	missing June's receipts; will be adjusted during audit
3200-10 · Other	0.00	1,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,327.54	1,500.00	88.5%	
Total 3200 · REVENUE FROM COMMONWEALTH	153,335.17	171,627.00	89.3%	
3300 · REVENUE FROM FEDERAL GOVERNMENT				
3300-01 · DMV Transp Safety Grant	3,586.84	13,000.00	27.6%	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%	
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	3,586.84	228,700.00	1.6%	
3500 · Reserve Funds For CIP	0.00	250,000.00	0.0%	
Total Income	2,258,263.68	2,665,054.02	84.7%	
Gross Profit	2,258,263.68	2,665,054.02	84.7%	
Expense				
01 · ADMINISTRATION				
11100 · TOWN COUNCIL				
111001 · Convention & Education	3,287.46	5,000.00	65.7%	
111002 · FICA/Medicare	1,386.94	2,000.00	69.3%	
111003 · Meals and Lodging	1,160.78	1,500.00	77.4%	
111004 · Mileage Allowance	0.00	750.00	0.0%	
111005 · Salaries & Wages - Regular	19,757.65	32,100.00	61.6%	
Total 11100 · TOWN COUNCIL	25,592.83	41,350.00	61.9%	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	219,090.37	219,697.00	99.7%	
1211003 · Salaries/Wages - Part Time	64,009.00	70,200.00	91.2%	
1211004 · FICA/Medicare	20,649.50	22,044.00	93.7%	
1211005 · VRS	19,767.71	20,236.00	97.7%	
1211006 · Health Insurance	43,426.04	38,677.00	112.3%	
1211007 · Life Insurance	2,753.27	4,000.00	68.8%	
1211008 · Disability Insurance	1,555.80	2,900.00	53.6%	
1211009 · Unemployment Insurance	3,566.99	2,000.00	178.4%	
1211010 · Worker's Compensation	415.00	300.00	138.3%	
1211011 · Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%	
1211012 · Accounting Services	6,689.39	8,000.00	83.6%	
1211013 · Cigarette Tax Administration	5,145.49	5,500.00	93.6%	
1211014 · Printing & Binding	10,513.36	13,000.00	80.9%	
1211015 · Advertising	13,345.71	12,000.00	111.2%	
1211016 · Computer, Internet &Website Svc	21,736.14	23,650.00	91.9%	
1211017 · Postage	3,225.86	4,000.00	80.6%	
1211018 · Telecommunications	391.62	6,000.00	6.5%	
1211019 · Mileage Allowance	33.25	2,500.00	1.3%	

Attachment: Treasurer Report & Financials for 08-05-2019 (4117 : Administrative Staff Reports - Shelley Kozlowski, Clerk of Council/Office

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	% of Budget	
1211020 · Meals & Lodging	2,480.54	6,000.00	41.3%	
1211021 · Convention & Education	1,495.05	8,000.00	18.7%	
1211023 · Discretionary Fund	1,085.25	1,000.00	108.5%	
1211024 · Books, Dues & Subscriptions	14,397.20	15,000.00	96.0%	
1211025 · Office Supplies	4,931.03	4,000.00	123.3%	
1211027 · Insurance Pass-Through	-2,692.38			Insurance pass through to offset the light pole replacement
1211030 · Capital Outlay-Machinery/Equip	2,790.40	7,000.00	39.9%	
Total 12110 · TOWN ADMINISTRATION	475,501.59	511,704.00	92.9%	
12210 · LEGAL SERVICES				
1221001 · Legal Services	53,162.48	73,000.00	72.8%	
Total 12210 · LEGAL SERVICES	53,162.48	73,000.00	72.8%	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	14,550.00	16,500.00	88.2%	
Total 12240 · INDEPENDENT AUDITOR	14,550.00	16,500.00	88.2%	
Total 01 · ADMINISTRATION	568,806.90	642,554.00	88.5%	
03 · PUBLIC SAFETY				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	385,214.39	385,741.00	99.9%	
3110003 · Salaries & Wages - OT Premium	21,089.31	25,000.00	84.4%	
3110004 · Salaries & Wages - Holiday Pay	17,001.08	10,000.00	170.0%	
3110005 · Salaries & Wages - Part Time	17,754.94	18,000.00	98.6%	
3110007 · Salary & Wages - DMV Grant	4,643.22			
3110020 · FICA/MEDICARE	33,263.51	29,879.00	111.3%	
3110021 · VRS	36,783.04	42,221.00	87.1%	
3110022 · Health Insurance	67,380.57	67,380.00	100.0%	
3110023 · Life Insurance	5,219.73	4,648.00	112.3%	
3110024 · Disability Insurance	2,227.32	1,313.00	169.6%	
3110025 · Unemployment Insurance	2,624.24	2,178.00	120.5%	
3110026 · Workers' Compensation Insurance	11,871.00	12,964.00	91.6%	
3110027 · Line of Duty Act Insurance	1,740.00	1,440.00	120.8%	
3110028 · Legal Services	20,488.82	12,000.00	170.7%	Legals fees were increased during this fiscal year
3110032 · Computer, Internet & Website	13,113.70	14,000.00	93.7%	
3110033 · Postage	22.10	300.00	7.4%	
3110034 · Telecommunications	8,675.60	10,350.00	83.8%	
3110035 · General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%	
3110037 · Meals and Lodging	51.63			
3110038 · Convention & Edu. (Training)	3,653.47	3,500.00	104.4%	
3110039 · Miscellaneous	428.81	500.00	85.8%	
3110040 · Annual Dues & Subscriptions	10,111.90	7,524.00	134.4%	
3110041 · Office Supplies	4,538.12	3,500.00	129.7%	
3110042 · Vehicle Fuels	18,614.23	16,000.00	116.3%	
3110043 · Vehicle Maintenance/Supplies	10,369.48	8,000.00	129.6%	
3110044 · Repairs/Maintenance Supplies	165.05	0.00	100.0%	
3110045 · Uniforms & Police Supplies	31,154.67	22,300.00	139.7%	
3110046 · Community Events	4,509.98	5,000.00	90.2%	
3110049 · Grant Expenditures	1,837.05	13,000.00	14.1%	
3110050 · Insurance Pass-Through	1,775.01	0.00	100.0%	
3110051 · Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%	
3110056 · Capital Outlay-Machinery/Equip	37,109.38	31,592.00	117.5%	
Total 31100 · POLICE DEPARTMENT	777,520.35	768,330.00	101.2%	
34100 · BUILDING OFFICIAL				
3410001 · Erosion & Sedimentation Ins.	13,350.00	40,000.00	33.4%	
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%	
Total 34100 · BUILDING OFFICIAL	13,350.00	50,000.00	26.7%	

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	% of Budget	Comments
Total 03 · PUBLIC SAFETY	790,870.35	818,330.00	96.6%	
04 · PUBLIC WORKS				
4110001 · Town Public Works	70,445.10	70,426.00	100.0%	
4110002 · Street Beautification - HF	19,017.19	21,230.02	89.6%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	76,027.02	78,000.00	97.5%	
Total 43200 · REFUSE COLLECTION	76,027.02	78,000.00	97.5%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	57,616.82	55,000.00	104.8%	
4310002 · Maint Svc Contract-Pest Control	2,709.00	2,000.00	135.5%	
4310003 · Maint Svc Contract-Landscaping	29,190.89	35,000.00	83.4%	
4310004 · Maint Svc Contract Snow Removal	2,100.90	7,000.00	30.0%	
4310005 · Maint Svc Cont- Street Cleaning	5,915.00	2,000.00	295.8%	
4310007 · Electric/Gas Services	16,201.27	15,000.00	108.0%	
4310008 · Electrical Services-Streetlight	5,158.42	5,500.00	93.8%	
4310009 · Water & Sewer Services	2,009.52	2,000.00	100.5%	
4310010 · Janitorial Supplies	795.07	1,000.00	79.5%	
4310011 · Real Estate Taxes	1,932.75	4,000.00	48.3%	
43100 · MAINT OF 15000 Wash St./Grounds - Other	-196.62			
Total 43100 · MAINT OF 15000 Wash St./Grounds	123,433.02	128,500.00	96.1%	
Total 04 · PUBLIC WORKS	288,922.33	298,156.02	96.9%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	65,731.36	68,000.00	96.7%	
Total 70000 · HAYMARKET COMMUNITY PARK	65,731.36	68,000.00	96.7%	
71110 · EVENTS				
7111001 · Advertising - Events	10,203.67	0.00	100.0%	
7111003 · Contractural Services	60,753.26	70,000.00	86.8%	
71110 · EVENTS - Other	987.27	0.00	100.0%	
Total 71110 · EVENTS	71,944.20	70,000.00	102.8%	
72200 · MUSEUM				
7220009 · Advertising	1,008.00	750.00	134.4%	
7220012 · Telecommunications	2,028.02	2,200.00	92.2%	
7200015 · Books, Dues & Subscriptions	30.00	250.00	12.0%	
7200016 · Office Supplies	19.99	250.00	8.0%	
7220018 · Exhibits & Programs	700.27	1,700.00	41.2%	
Total 72200 · MUSEUM	3,786.28	5,150.00	73.5%	
Total 07 · PARKS, REC & CULTURAL	141,461.84	143,150.00	98.8%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	4,275.00	5,000.00	85.5%	
8110002 · FICA/Medicare	346.27	500.00	69.3%	
8110003 · Consultants - Engineer	25,947.22	50,000.00	51.9%	
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%	
8110005 · Mileage Allowance	0.00	500.00	0.0%	
8110006 · Meals & Lodging	0.00	750.00	0.0%	
8110007 · Convention/Education	0.00	2,000.00	0.0%	
Total 81100 · PLANNING COMMISSION	30,568.49	98,750.00	31.0%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	4,125.00	4,000.00	103.1%	
8111002 · FICA/Medicare	361.47	850.00	42.5%	
8111003 · Mileage Allowance	0.00	200.00	0.0%	
8111004 · Meals & Lodging	0.00	300.00	0.0%	
8111005 · Convention & Education	0.00	500.00	0.0%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	4,486.47	5,850.00	76.7%	

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July 2018 through June 2019

	Jul '18 - Jun 19	Budget	% of Budget	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	500.00	0.0%	
8111102 · FICA / Medicare	0.00	98.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	35,054.96	106,773.00	32.8%	
09 · NON-DEPARTMENTAL				
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	180,504.47	186,440.00	96.8%	
Total 95100 · DEBT SERVICE	180,504.47	186,440.00	96.8%	
Total 09 · NON-DEPARTMENTAL	180,504.47	186,440.00	96.8%	
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	7,100.00	0.0%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT				
9410301 · Architectural/Engineering Fees	13,367.00			
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	0.00	208,600.00	0.0%	
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	13,367.00	208,600.00	6.4%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	-0.02			
Total EMPLOYEE BENEFITS	-0.02	0.00	100.0%	
Total 94105 · PERSONNEL	-0.02	0.00	100.0%	
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	44,387.09	203,951.00	21.8%	
Total 94106 · TOWN CENTER MASTER PLAN	44,387.09	203,951.00	21.8%	
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	50,000.00	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	50,000.00	0.0%	
Total Expense	2,063,374.92	2,665,054.02	77.4%	
Net Ordinary Income	194,888.76	0.00	100.0%	
Net Income	194,888.76	0.00	100.0%	

Attachment: Treasurer Report & Financials for 08-05-2019 (4117 : Administrative Staff Reports - Shelley Kozlowski, Clerk of Council/Office



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 7-16-2019
 Subject: Monthly Report for July 2019

Felony Arrests	1	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	12	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1409	Various
Out of Town Calls for Service	30	Various
Traffic Summons	86	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	230	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	If Injuries – Transported to Hospital
House Checks	1	Residents who were out of town
Business Checks	410	All Town Businesses

Points of Interest:

Light Poles
 CPR/First Aid/AED/Narcan Training
 National Night Out



**AN ORDINANCE TO WAIVE MEALS TAX
ON October 19th through 20th, 2019, SET BY
SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2019), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2019-002

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 19th, 2019 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 19th and 20th, 2019.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 5th day of August, 2019, that the Meals Tax is waived solely for the 19th and 20th day of October, 2019.

By Order of Council:

David Leake, Mayor

ATTEST:

Shelley Kozlowski, Clerk of Council

Attachment: Ordinance #2019-002, Meals Tax Waiver (4119 : Ordinance #2019-002, Meals Tax Waiver)

Memorandum of Understanding

Technology Acquisition and Use

BETWEEN

Prince William County

And

The Town of Haymarket

This Memorandum of Understanding (“MOU”) made and executed this ____ day of _____, 2019 between the BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA, (hereinafter the “County”), a political subdivision of the Commonwealth of Virginia, and the Sub-Grantee “TOWN OF Haymarket” (“Town”), a political subdivision of the Commonwealth of Virginia.

W I N E S S E T H

WHEREAS the Prince William County Department of Information Technology (DoIT) and Police Department (PWC Police) have engineered, purchased, installed and continue to maintain various types of technology and infrastructure to provide Prince William County’s Public Safety agencies two-way radio communications, computer aided dispatch (CAD) system, and mobile data computers (MDCs); and

WHEREAS, the real-time Motorola PremierOne© Computer Aided Dispatch (PICAD) is a system for integrating, tracking and delivering Public Safety First Responder Resources to the community; and

WHEREAS, The Office of Public Safety Communications (OPSC) is a division of Prince William County, and it manages and operates PICAD; and

WHEREAS, Town Police resources are dispatched and tracked by OPSC, using PICAD; and

WHEREAS, the purpose of this MOU is to define responsibilities of the Town and County concerning the use of the County’s two-way radio system, computer aided dispatch (CAD)

system, MDC infrastructure, and related software and data; and

WHEREAS, the Town has entered into all necessary supporting contracts and/or Agreements to effectuate this MOU and will execute such additional documents as may be required in the future; and

WHEREAS, the Town understands that entering into this MOU will result in certain initial licensing costs and/or certain recurring annual maintenance and replacement costs and fees in support of the two-way radio system infrastructure and in support of the computer aided dispatch (CAD) system, CAD and Records System integration, and the MDC infrastructure and related on-going support and maintenance of related software systems and that those costs and fees shall be borne entirely by the town; and

WHEREAS, the Town of Haymarket (within the County) has a number of officers employed who patrol within Town borders and make arrests on a routine basis and adding two-way radios and MDC technology to their vehicles enhances officer awareness and safety, as well as provides the Town with the ability to access the County's Computer Aided Dispatch (CAD) system;

WHEREAS, the Town and the County's Police Departments do hereby enter into this MOU for the use of radio technology infrastructure; and

NOW THEREFORE, pursuant to Section 15.2-1726, VA Code Ann., and for good and valuable consideration as indicated herein, the County and Town hereby agree as follows:

MOBILE DATA (MDC) Equipment

A. Administration

1. The County will administer and maintain all MDCs used on the County's MDC infrastructure, this includes having Administrator access to the operating system;
2. The PWC Police Mobile Data Coordinator and DoIT Administration will act on behalf of the County in administering all MDC equipment and installed software for the Town;
3. All software installation and configuration activities for MDC equipment connected to the County's MDC infrastructure will be performed under the direction of The PWC Police Mobile Data Coordinator and DoIT Administration, except as specified

below;

- a. An MDC Local Administrative access account will be provided to a member designated by the Town for the express purpose of installing local printer software;
 - b. The Town must appoint a Town employee who will be the technical point of contact;
4. Town Police members using the County's MDC infrastructure will comply with all applicable current and future DoIT and PWC Police policies, such as the Responsible Use of IT Resources and PWC Security policies, all VCIN and NCIC policies and all CJIS policies;
 5. The Town will ensure that only its sworn, paid police officers operate MDC's connected to the County's MDC infrastructure;
 - a. The Town will notify the DoIT Customer Service helpdesk (703-792-7447) and the PWC Police Mobile Data Coordinator within 24 hours of a status change of any Town police officer who is rendered ineligible to operate an MDC under this MOU or for any other reason, such as separation of employment, or suspension;
 - b. In the event of such status change, the DoIT Customer Service helpdesk will make immediate request within the DoIT network to suspend or remove that police officer access and/or connectivity;
 - c. If a Town Police officer permanently separates from employment, all County equipment, software, and resources purchased for that officer can be reallocated by a DoIT member designated by the DoIT CIO to a new sworn police officer designated by the Town;
 6. Either the County or the Town can suspend user access and/or Town connectivity pending resolution of any issue that may impact the performance or integrity of the system and County network;
 7. In the event that Town MDC equipment requires service, the Town will contact the DoIT Customer Service helpdesk to create a service request ticket and then transport the equipment to helpdesk staff for assistance or service;

8. In the event of a change in Town MDC inventory (additions/deletions), the Town will notify the DoIT Customer Service helpdesk of such change; and
9. OPSC and/or the DoIT Customer Service helpdesk will notify the Town of planned Mobile Data or CAD outages as well as unplanned outages, once identified.

B. Virginia Criminal Information Network (VCIN)

1. The Town will ensure that only police officers currently certified by the Virginia State Police for VCIN level B or C access will operate and/or view the screen of any MDC connected to the County network;
2. Internet access from an MDC is approved under the following circumstances:
 - a. The CAD screen (with access to VCIN) must be closed PRIOR to opening the internet browser;
 - b. Internet access is limited to the County's "filtered" and firewall-protected internet, which may not access all sites available on the web;
 - c. Access to the internet has a valid business need and the website(s) being visited does not violate DoIT responsible use policies or other policies on use of the internet;
 - d. While working from an MDC connected via cellular data wireless or Wi-Fi, streaming of large data files, such as videos, sound/wav files, large documents, etc. must be kept to a minimum and must be related to an urgent need regarding a current, active incident;
3. Violation of VCIN or CJIS (Criminal Justice Information Services) will result in immediate suspension of connectivity;
4. Town officers utilizing the County network are doing so under a specialized account that requires renewal every six (6) months; at such time, the Town must provide to the County a VCIN authorized user report from the Town's VCIN account, listing all Town users by name and providing expiration of VCIN access. This VCIN report will be provided to the DoIT Chief Information Officer (DoIT CIO), or a DoIT CIO designee, at time of request for renewal of network access;

5. The results of a VCIN query shall not be copied and saved into any computer or other device for later retrieval, such as call history in CAD, an MDC, or external drive. Copying or reproducing VCIN data is a violation of the terms of use established by VCIN;
- C. IT Infrastructure Security - CJIS requires implementation of a media protection policy and procedures to ensure access to electronic media is restricted to authorized members and for securely handling, transporting and storing media containing Criminal Justice Information (CJI) and Personal Identifiable Information (PII). The policy below will be adhered to;
1. Definitions
 - a. Criminal Justice Information Service (CJIS) - Sets requirements for access to Criminal Justice Information (CJI) administered by the FBI. Policy applies to CJI information while in transit, at rest, dissemination and viewing;
 - b. Criminal Justice Information (CJI) - Includes but is not limited to: biometric, identity history, person, organization, property and case history data;
 - c. Personal Identifiable Information (PII) - Information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. Any FBI CJIS provided data maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history may include PII;
 - d. Electronic Media – Electronic storage media such as memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card;
 2. Authentication
 - a. Passwords are an essential part of County and CJIS security. Town police officers will comply with County's DoIT Password Policy;

- b. Multi-Factor Authentication - A multi-factor authentication procedure will be used to log into Mobile Data Computers (MDC). The Town will be responsible for paying hardware, software, annual maintenance fees, and related charges as required associated with utilizing the County's implemented multi-factor authentication system (see addendum A);
- c. Only multi-factor systems authorized by the DoIT CIO, or by a DoIT CIO designee, will be approved for use;
- d. Each Town police officer will be issued a unique multi-factor authentication system which will not be shared or made accessible to any other user. It shall not be left unattended. If it becomes lost, damaged or inoperable, the Town police officer must notify the DoIT Customer Service helpdesk immediately;

D. Audits

1. At regular intervals, PWC Police conducts audits of mobile data message traffic to ensure officer compliance with established use policies. Mobile data from Town police officers is subject to review during audits;
2. If a Town police officer is identified as violating any policies regarding use of the MDC, the PWC Chief of Police, or designee will contact the Town Chief and make notification of the violation;
3. The PWC Chief of Police will provide the Town Chief of Police, upon request, audits of Town Police mobile message traffic;

E. Technology Updates

1. To maintain the operational efficiency and security of the County network and the MDC, the Town agrees to accept and install software updates which are dispatched or advertised by an administrator of the software and/or network. Certain updates cannot be wirelessly transmitted to the MDC equipment. In such cases, the Town agrees to bring the MDC equipment to the DoIT Customer Service helpdesk staff for these updates;
2. The County has established a 4-year hardware replacement cycle for MDC equipment (this is to ensure hardware, software and drivers are current with the most

recent datasets and/or manageable under current established policies and best practices to include the latest security protocols and patches). As such, the Town agrees to provide only newly purchased equipment on which to have the County's MDC image installed. The Town also agrees to provide new equipment within the fourth year of service for replacement of the previous equipment. No connectivity will be permitted for MDC equipment beyond the equipment obsolescence date. The Town shall be responsible for budgeting, funding and acquiring all MDC equipment/devices; and

3. Only devices and equipment approved by DoIT Administration and the PWC Police Mobile Data Coordinator will be used as an MDC on the County's network;

SOFTWARE & DATA

Description of PICAD

PICAD is a Computer Aided Dispatch software product licensed to Prince William County Government by Motorola Solutions, Incorporated. It is managed and operated by staff at OPSC. Authorized Public Safety users access PICAD to receive information about citizen calls for Police Service, and to contribute information about their responses to those calls. The Town Police Department is an authorized, contributing agency to PICAD.

F. Integration (Optional)

1. OPSC is responsible for coordinating extraction of data from PICAD with their contractor Motorola, supported by the County Department of Information Technology. Fees for contracted integration will be borne by The Town;
2. The Town is responsible for all work involved to achieve integration between exported PICAD data and its own-Records Management System(s) (RMS);
3. OPSC and The Town will, by mutual agreement, determine which data, and at what interval those data will be provided to The Town and its RMS (the data extraction). The secure delivery of the data extract shall be via Secure File Transfer Protocol (SFTP): Motorola will create an automated process to transfer the data extract to an SFTP server designated by The Town;

G. Data Ownership

1. OPSC warrants that it owns, or has obtained the right to license, distribute, and make available as specified in this MOU, any all data provided to The Town hereunder;

H. Data Use Limits

1. PICAD data available within the data extract are for The Town Police Records Management System(s) official use only. They may not be used in any other way or redistributed outside of The Town without the express permission of the data owner or licensor, unless otherwise required by law or pursuant to an order from a court of competent jurisdiction;

I. Security

1. Each party shall provide applicable security requirements (as determined by the County and the Town) of its respective information technology (IT) systems involved in the data extract to the other party;
2. Each party shall inform the other party of any changes to the risk profile of its respective IT systems involved in the data extraction;
3. Each party shall inform the other party, in a timely and deliberate manner, of any security breaches to its respective IT systems involved in data extraction;
4. The Town shall maintain the security of its IT systems, and those of any RMS in accordance with the controls specified by the most current risk assessment for each IT system;

J. Mobile Data Computer Client Software

1. In the event that The Town Police Department elects to use a Records Management product requiring client-side software installation on Mobile Data Computer (MDC), that software will be subject to the following restrictions:
 - a. All software installation and maintenance will be performed under the direction of the PWC Police Mobile Data Coordinator or County's Desktop Management Team;

- b. As part of software installation preparation, The Town will ensure that its IT Staff provides appropriate software files and technical support (as mutually agreed upon by the County and the Town) to County support personnel on a timely basis;
- c. The software must remain compatible with current and next generation MDC operating system versions;
- d. The RMS software must operate within standard user account permissions – no administrative permissions required;
- e. The RMS software must be able to accept monthly automated Microsoft operating system security patches;
- f. In the event that the County Information Security Team detects anomalies with the software that pose a threat to the County network, the County reserves the right to disable or uninstall the software;

K. Maintenance/ Outages

1. The Town's data extraction is classified as non-critical. The Town shall report outages of the data extraction and export processes to the DoIT Customer Service helpdesk via phone or email. Responses to outages are generally handled within 4 hours of receipt and will be addressed during business hours: Monday – Friday, 8AM – 5PM (excluding Holidays);
2. Based on limitations of after-hours support for remote access to MDCs, client-side software support will also be limited to the same schedule: Monday – Friday, 8AM – 5PM (excluding Holidays). The County recommends that The Town maintain a capability to swap-in a working MDC, during after-hours periods, in the event that they experience a catastrophic client-side software failure;

L. Fees

1. The County allocates all technology costs to agencies through an Internal Service Fund (ISF). The Department of Information Technology (DOIT) annual recalculates each agency's ISF bill using the approved cost bases for each technology activity.

2. Seat management refers to the management and coordination of all workstations on the County network, including all associated hardware and software. A "seat" is defined as a workstation, desktop, laptop, tablet, MDC, radio and radio infrastructure support;
3. All County agencies utilizing IT equipment and the County's IT infrastructure must participate in DoIT's Seat Management process, the Town must also participate;
4. The County shall invoice the Town for payment of all such seat management fees; pursuant to a Fee Schedule (the terms of which may be periodically changed at the sole discretion of the County). Fees must be paid 30 days prior to July 1 of each year to continue uninterrupted service;
5. A current fee schedule is attached (see Addendum A and B). In April of each year, the County will provide the Town an updated Fee Schedule for the upcoming fiscal year; and
6. Warranty, On-Going Maintenance, Programming, Installation, and Replacement costs for the radio equipment purchased and owned by the Town are not included in the fees; and
7. Purchase and replacement costs for the MDC equipment are not included in the fees, refer to Technology Updates Section E.2;
8. The Town's failure to provide acceptable equipment on which the County can install the MDC system, or failure to timely pay all fees to the County as identified herein for access to the MDC system, or failure to comply with any other provision herein may result in the County immediately terminating the Town's access to the County's MDC service, pursuit of all collection remedies available at law, and/or terminating the Town from future MDC access.

PUBLIC SAFETY RADIO SYSTEM

Radio Protocol Synopsis

For rapid and accurate communication, the Prince William County Police Department utilizes "plain language" and the military phonetic alphabet (*Alpha, Bravo, Charlie, Delta, Echo, etc.*), when necessary. We do not use jargon and do not use traditional "10-Codes" on our radio system.

When Town units utilize a County talk group, they need to identify themselves by their unit number, which are in a series, specific to each Town within the County. If the traffic is *emergency* in nature, the unit would advise this in clear speech and advise their location so help may be sent to them.

The phone number to reach Prince William County's Public Safety Communications Center supervisors is (703) 792-7135. Any questions concerning radio operations and protocol on the Prince William County 800MHz Radio System should be addressed to the Public Safety Communications Center Director at phone number (703) 792-6500.

Radio System Overview

The County has budgeted and built a highly complicated, robust Public Safety Radio System which DoIT maintains. This public safety grade radio system uses radio frequencies granted to the County specifically for this purpose by the Federal Communications Commission (FCC). Public safety agencies such as the Police Department, Department of Fire & Rescue, Sheriff, and Adult Detention Center cannot afford loss of communications; therefore, the radio network maintained by DoIT is engineered to be highly available with the necessary capacity to carry multiple calls/conversations, data, handle multiple levels of encryption, and offers regional interoperability.

The County's radio system utilizes multiple towers throughout the County and within Fauquier County and Fairfax County to provide a minimum of 95% on-street radio coverage within Prince William County. Many of these towers are owned by the County and managed through contract with a tower company, while some tower sites are leased and/or owned by other entities.

The DoIT Radio Engineering staff maintains this system and its infrastructure on a 24/7 basis, regardless of weather, time-of-day or holiday.

The Radio Engineering staff has a technician on call 24/7/365 prepared to respond to a radio system issue or to assist the County's public safety agencies with the emergency deployment of tactical communications if necessary. Radio Engineering Staff can be contacted through Prince William County's Public Safety Communications Center at (703)792-6500. The Radio Engineering staff ensures that every facet of the County's Public Safety Radio System and related infrastructure remains optimized and in full compliance with FCC regulations, so it does not become degraded or violate federal regulatory statutes.

M. Administration

1. Prince William County:

- a. Agrees to grant access to and use of the radio infrastructure to the Town Police Departments;
- b. Agrees to continue maintenance to ensure the radio system infrastructure is

operational;

- c. Agrees to allow Town radios which are County approved to operate on the system to be programmed with the proprietary information and software required to operate on the County's radio system;
- d. The County Radio System Administrator will notify the Town of planned outages as well as unplanned outages, once identified;
- e. The County will communicate to the Town future radio configuration requirements in writing to ensure compliance in advance of any implementation of features or services which may impact Town police officers;

2. Town Police Department:

- a. Agrees to budget funds for the acquisition and support of their mobile and portable radios and related accessories;
- b. Agrees to only utilize those portable and mobile radio devices which are pre-tested and pre-approved by the County Radio System Administrator. It is anticipated that the County network will have additional requirements for full encryption and Over The Air Radio (OTAR)/Over The Air Programming (OTAP) by July 2021. All Town police officers utilizing the County system must have the additional features at that time;
- c. Agrees to maintain an inventory of all radios that are accessing the County's radio system and ensure that any changes/additions/deletions to the radio fleet are advised to the County's Radio Administrator within 8 hours of the change;
- d. Agrees to maintain all radio equipment programmed to operate on the County's radio system within their possession and control at all times;
- e. Understands that there is proprietary software, data and programming within the radios that are programmed to operate on the County's radio system and as such agrees to ensure that this data is erased prior to disposing of the equipment;

- f. Agrees that any Town radio on the County's radio system which become lost or stolen are reported immediately to the Radio Administrator for seclusion on and/or deletion from the County's radio system;
- g. Agrees to participate in any audit requested by the County of Town radio equipment;
- h. Agrees to only permit sworn, paid Police Department employees to handle, access and operate a radio on the County's radio infrastructure;

This MOU shall be construed under laws of the Commonwealth of Virginia and all notices given pursuant to or in connection with the MOU shall be given in writing and delivered in person or mailed postage prepaid, to

- County: Chief of Police, 5036 Davis Ford Road, Woodbridge, VA. 22192; CIO, 5 County Complex Court, Suite 270, Prince William, VA. 22192; OPSC Director, 3 County Complex Court, Prince William, VA. 22192
- Town: Chief of Police, 15000 Washington Street, Suite 110, Haymarket, VA. 20169

MODIFICATION and TERMINATION of AGREEMENT:

This agreement may be modified at any time the parties listed herein deem necessary. Suggested modifications to this agreement shall be developed in writing and distributed to each party for their review and comment.

EFFECTIVE DATE: xxxxxxxx

The terms and conditions of this agreement shall become effective on the date that the representative of the requesting party signs this agreement. The provisions of this agreement shall remain in full force and effect until such time that this agreement is modified or terminated by the parties.

The Town agrees to hold the County harmless from liability of Town equipment failure, loss of data, theft and MDC system outages.

BOARD OF COUNTY SUPERVISORS OF
PRINCE WILLIAM COUNTY, VIRGINIA:

ATTEST:

TOWN OF HAYMARKET:

ATTEST:

Addendum A Fees
Updated 05/15/2019

Department of Information Technology				
FY20 Technology Service Fees				
Please note the FY20 Technology Service fees are subject to change				
	DoIT Service & Description	Cost Basis	Quantity	FY20 DoIT Fee
Seat Mgmt Services	Seat Management Services <ul style="list-style-type: none"> • Customer Service Contact Center: x7447 • Tech Support • Microsoft Licensing 	Seat	1	\$ 902.00
Core IT	Core Technology <ul style="list-style-type: none"> • Data Network (INet) access • Email • Network Engineering Support 	Seat	1	\$ 1,366.00
Other Services	Radio Services & Support <ul style="list-style-type: none"> • County 800MHz Radio System access • DoIT Radio Shop Support 	Radio Subscription	1	\$ 502.00
	Telephone Network Services & Support <ul style="list-style-type: none"> • Enterprise Voice Network access • Phone Number • Voice Mail • Voice Engineering Support 	Phone Number	1	\$ 434.00
Client Software	PREMIERONE Mobile Client License with Mapping (initial purchase)	License	1	\$1,856.00
	APS Virtual Partner (Quick Voice)	License	1	\$ 249.00
		Total		\$ 5,309.00
	PREMIERONE Mobile Client License	Year-1	1	(Warranty)
	Annual Maintenance	Year-2	1	\$ 350.00
	CAD Data Interface	Interface	1	(Quote)



TOWN OF HAYMARKET VIRGINIA POSITION ANNOUNCEMENT

BUSINESS MANAGER

The Town of Haymarket is seeking an energetic, committed, "hands-on" professional to join the Town's small, but extremely efficient, management team as the Business Manager. The Business Manager will coordinate the management and operation of the Town's services in accordance with all applicable State laws, Town Ordinances, and such directives, regulations and policies as adopted by the Town Council.

General Responsibilities

- Significant contact and effective working relationships with Town Residents, Town Businesses, Elected Officials, Community agencies, County Officials, the media, and other Town Staff.
- Direct the work of the Administrative Staff, as well as third-party contractors that perform Town services and programs and evaluate their effectiveness.
- Oversee the preparation and dissemination of all administrative reports and correspondence, including weekly reports to the Mayor and Council.
- Attend and participate in all regular and special meetings of the Town Council and Committees.
- Work with the Mayor, Town Council and Staff to develop and manage the Annual Operational and Capital Budgets.
- Work with the Town Planner in reviewing development and zoning applications, coordinate Building Inspection Services with Prince William County.
- Solicit bids from contractors; select or recommend the appropriate contractors.
- Manage the Town's rental properties and respond to tenant issues.
- Advise and recommend to the Town Council on Town needs, policies, programs, and related actions; provide sound procedures for implementation of the required actions.

Skills and Education

Bachelor's degree in business/public administration, or related field, experience in public administration; or equivalent combination of education and experience. Knowledge of public management best practices. Knowledge of the basic laws, ordinances, and regulations applicable to Municipal Government, general administration, municipal finance, and public personnel administration.

Full Time position with benefits. Salary DOQ

Cover letter and resume to David Leake, Mayor at dleake@townofhaymarket.org

EOE

ORDINANCE TO ADD SECTION 46-8 TO THE TOWN CODE RELATING TO DRIVING
WHILE INTOXICATED

WHEREAS, The Town is authorized to adopt ordinances incorporating state law and to charge offenders under town ordinance in such cases, and

WHEREAS, The Town wishes to have a town ordinance specifically incorporating state law regarding driving while intoxicated,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 24th day of July, 2019, in adjourned session, that the Town Council hereby amends the Town Code by adding Section 46-8 as follows:

Sec. 46-8. ADOPTION OF ARTICLE 2 (SEC. 18.2-266 ET SEQ.) OF CHAPTER 7 OF TITLE 18.2 (DRIVING WHILE INTOXICATED) OF CODE OF VIRGINIA OF 1950, AS AMENDED.

Pursuant to Section 46.2-1313 of the Code of Virginia of 1950, as amended, all of the provisions and requirements of Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, and all future amendments thereto (except those provisions and requirements the violation of which constitutes a felony, and except those provisions and requirements which by their very nature can have no application to or within the Town) are hereby adopted and incorporated as part of this chapter of the Codified Ordinances of the Town of Haymarket by reference and made applicable within the Town. References to "highways of the Commonwealth" contained in such provisions and requirements, and all future amendments thereto, hereby adopted shall be deemed to refer to the highways and other public ways within the Town. Such provisions and requirements, and all future amendment thereto, are hereby adopted, mutatis mutandis, and made part of this chapter of the Codified Ordinances the Town of Haymarket as fully as though set forth at length herein, and no person within the Town shall violate or fail, neglect or refuse to comply with any of the provisions of Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, and all future amendments thereto, which are adopted by this section. Any person violating any provision of Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended, and all future amendments thereto, hereby adopted by this section, shall be subject to the same penalties as are provided for said offense by Article 2 (Sec. 18.2-266 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia of 1950, as amended.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this ___ day of _____, 2019.

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Shelley Kozlowski, Town Clerk

Motion to approve:

Second:

Voting Aye:

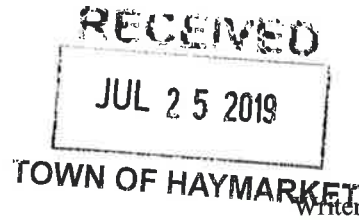
Voting Nay:

Absent:

Abstaining:



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



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

July 25, 2019

Ms. Shelly Kozlowski
 Town Clerk
 15000 Washington Street
 Suite 100
 Haymarket, Virginia 20169
skozlowski@townofhaymarket.org

Hand-Delivery and Email

Re Haymarket Hotel Venture, LLC, Appeal of July 24, 2019 Decision of Architectural Review Board (ARB) denying a Demolition Permit for 6706 Jefferson Street, ZP # 2019-020.

Dear Shelly

This firm now represents Haymarket Hotel Venture, LLC ("Hotel Venture") in the referenced matter. Please regard this as written notice of appeal to Town Council by Hotel Venture of the July 24, 2019 decision of the ARB to deny a demolition permit for 6706 Jefferson Street in case ZP # 2019-020. This appeal is timely made pursuant to Town Code Section 58.1-14.11(a). A check drawn on this firm's account for \$50.00 is included as the appeal fee in accordance with the Town's fee schedule.

I understand from my client that the appeal will be scheduled to be heard by the Town Council at its August 5, 2019 meeting. I would appreciate confirmation of this as soon as you can provide it.

Sincerely,

Gifford R. Hampshire

Cc: Haymarket Hotel Venture, LLC
 Martin Crim, Town Attorney

GRH/cf



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Mayor and Town Council

FROM: Emily K. Lockhart

DATE: July 30, 2019

SUBJECT: Demolition Application for 6706 Jefferson Street

Background: In the winter of 2018, Stan Smith, owner of 6706 Jefferson Street applied for a demolition permit for ALL structures on the property collective known as the Payne Lane Property. The application for 6706 Jefferson Street was denied by the Architectural Review Board and appealed by the applicant to the Council in early 2019. The Town Council upheld the architectural review board's decision and the application was not granted approval.

June 2019, a new applicant, Haymarket Hotel Venture, LLC applied for a new demolition permit for 6706 Jefferson Street. The applicant presented the Engineer's Report from the summer of 2018, completed by David Linton. The Architectural Review Board tabled the application at the June 19, 2019 meeting and requested additional information from the applicant. The applicant returned to the ARB July 24th and gave a verbal update to the ARB. The ARB denied the application at the July 24, 2019 meeting. Please review the provided draft minutes for the ARB's July Meeting for the demolition discussion.

The applicant has appealed the Architectural Review Board's denial. Staff and the ARB Liaison will be present to answer any questions regarding the Board's decision, the application or materials provided.

Lastly, as requested by the Town Council at the July 1st meeting, Staff contracted a structural engineer that was recommended by Counsel, to assess the structure and the feasibility to relocate and restore the house. The report is immediately following this Staff Memo.

Draft Motion:

"I move the Town Council **uphold** the Architectural Review Board's decision to **deny** Certificate of Appropriateness ZP#2019-020 for 6706 Jefferson Street."

Or

“I move the Town Council **overturn** the Architectural Review Board’s decision to **deny** Certificate of Appropriateness ZP#2019-020 for 6706 Jefferson Street, thus **granting APPROVAL to demolish 6706 Jefferson Street.**

Or Alternate Motion.

STRUCTURAL ASSESSMENT



6706 JEFFERSON STREET
HAYMARKET, VIRGINIA
ECS PROJECT NO. 46:5402

FOR

TOWN OF HAYMARKET

JULY 23, 2019





July 23, 2019

Mr. David Leake
 Town of Haymarket
 15000 Washington Street, Suite 100
 Haymarket, Virginia 20151

ECS Project No. 46:5402

Reference: Structural Assessment, 6706 Jefferson Street, Haymarket, Virginia

Dear Mr. Leake:

ECS Mid-Atlantic, LLC (ECS) is pleased to provide the results of the Structural Assessment for the building located at 6706 Jefferson Street. ECS services were based on a call with you the morning of July 23, 2019 and subsequent on site discussion.

We are pleased to have this opportunity to provide consulting services for this project. If you have any questions or comments concerning this report, please do not hesitate to contact us.

ECS Mid-Atlantic, LLC

M. Alexis Herr, PE
 Principal Engineer
 aherr@ecslimited.com
 703-471-8400



Michael J. Sladki
 Principal Engineer
 msladki@ecslimited.com
 703-471-8400

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Attachment: 46-5402 - 6706 Jefferson Street - Structural Condition Assessment (4124 : Appeal of the ARB Decision- 6706 Jefferson Street,

1.0 INTRODUCTION

1.1 Project Information

(ECS) is pleased to provide you with the results of our Structural Assessment for 6706 Jefferson Street located in Haymarket, Virginia. The property consists of a two-story residential building that is approximately 1,520 square feet. The building was reportedly built in 1901 and is currently zoned as a historic building. Based on the information provided by the client, it has been unoccupied since the 1970's. However, it was brought to our attention that the building may have been occupied in the 1990's based on dated debris in the structure. This building is currently vacant and has reportedly not undergone regular maintenance since being unoccupied.

At this time the client is trying to assess the general structural condition in order to help determine if it can be restored and salvaged, and what the feasibility of relocating the structure is.

1.2 Scope of Services

ECS Mid-Atlantic, LLC (ECS) is pleased to provide you with the results of our Structural Assessment for the 6706 Jefferson Street – Structural Condition Assessment project. ECS services were based on a discussion with Mr. Leake on July 23, 2019.

1.3 Limitations

Our observations of the building were limited to readily accessible areas only. Exterior areas obscured by vegetation, debris, equipment, etc. are not considered readily accessible areas. Interior areas such as crawl spaces or areas obscured by stored items, furniture, equipment, etc. are not considered readily accessible. Wall, floor, and ceiling finishes were not removed in order to observe the structure and materials testing was not performed.

Additionally, access was limited to observations from the ground level. A ladder or other method to review areas above ground level were not utilized.

2.0 STRUCTURAL SURVEY

On July 23, 2019, ECS Principal Engineer, Alexis Herr, P.E., ECS Staff Project Manager Antonio Thomas, and ECS Intern, Taylor Schoch, visited the site to perform observations of the accessible structural features. ECS met Mr. Davide Leake and Ms. Emily Lockhart of the Town of Haymarket on site.

The building is a two-story single family house with an addition at the rear of the house. The residence, original and additional, was observed to consist of wood framed floors supported by wood stud bearing walls. A wrap-around porch was present on the front of the house. The original portion of the house appeared to consist of stone foundation walls supporting the wood framing. The porch appeared to consist of wood framing supported by wood posts which sat on a slab on grade.

The house featured a basement underneath the kitchen (the addition) and a crawl space underneath the mudroom portion of the addition located at the rear of the house. The basement is assumed to be slab-on-grade floor construction however the floor could not be observed due to flooring. The basement walls appeared to consist of brick foundation walls with a parged concrete coating walls. The crawl space was elevated wood joist floor framing supported by wooden beams, posts, and masonry foundation walls.

The house features included two brick chimneys and a wood framed porch. Multiple roof systems were observed including a pitched asphalt shingle roof over the mudroom and a standing seam metal roof (likely aluminum or tin) over the original house, kitchen, and porch. An attic was present but not accessible.

2.1 Exterior observation

2.1.1 Structure

The exterior structure of the building consists of wood panel siding. The walls appeared to be wood stud walls which bear on a sill board supported by floor joists. The joists appeared to bear on a stone foundation wall. A brick foundation wall was present on the rear addition (mudroom and kitchen).

2.1.2 Organic growth

ECS observed organic growth along the bottom of the exterior of the building. Vegetation was also observed to be growing from the rear and side walls of the building. This growth had spread from the earth to inside of the wood siding. This enables water and insects to be able to penetrate the siding and into the foundation. It will also cause the wood siding to separate.

In particular, the growth appeared in some places to have gotten between the interior and exterior faces of the wall and had severely damaged the exterior siding. Due to the construction of the building, the exterior wall and siding likely function as shear walls and enable the building to withstand lateral (wind, seismic) loading conditions. Maintaining integrity of these areas may be critical to ensuring the ongoing stability of the building.

Photographs



Organic Growth on North Exterior



Organic Growth on South Exterior



Close up of siding which growth has severely damaged

Attachment: 46-5402 - 6706 Jefferson Street - Structural Condition Assessment (4124 : Appeal of the ARB Decision- 6706 Jefferson Street,

2.1.3 Wood rot

ECS observed window frames, porch columns, wood siding, soffits, and roofing to exhibit signs of wood rot. ECS tested the severity of the wood rot using hand force which resulted in the wood falling off in some areas. This indicates that there is severe water damage in the wood. The rot will allow for more water to become trapped and penetrate farther into the frame causing more deterioration. Wood rot also causes a loss of strength to members which can result in structural instabilities.

Photographs



Wood Rot of Support on Earth



Wood Rot on Concrete



Wood Rot under Roof

2.1.4 Soil Erosion/ Settlement

In general, erosion and indications of settlement, such as foundation cracks, were not observed with the following exception. The stone pavers on the porch were observed to have large cracks which may be due to settlement. The slab on grade at the porch appeared to lack a frost depth turndown and the soil was soft and easily movable to the touch. Either erosion or frost heave may have caused the observed cracking.

Photographs



Cracking of Concrete of Stone Porch

2.1.5 Downspout damaged

Observations were made of the downspouts on the exterior of the building. Some of these downspouts appeared to be in relatively good condition. However, one was observed to have completely detached from the residence. This may cause erosion of the soil around the foundation or create ways for water to penetrate the foundation due to an absence of safe drainage for the water to move away from the foundation soil.

Photographs



Detached Downspout



Damaged Downspout

2.1.6 Roof Condition

There were multiple roof types observed on the residence. The main structure featured a gabled roof which appeared to have a corroded, aluminum or tin material that once had a protective coating over it. The coating appeared to be mostly removed or deteriorated at this time. (Observations from the attic interior indicate that there is no roof deck/sheathing and that these metal panels function as the deck),

An asphalt-shingled, pitched roof appeared on part of the addition to the residence. ECS observed the roofs to be in poor condition with the materials at the end of their useful life.

Photographs



Close up of porch roof



Addition roof (upper) of metal standing seam with mudroom roof of shingles (lower)

2.1.7 Chimney Repointing

The residence featured a chimney at the addition that appeared to be in fair condition. There appeared to be some mortar loss in the joints which may result in instabilities of the chimney and eventually lead to collapse. From the interior, the chimney had been walled over and was not visible for observation.

A second chimney appeared to protrude from the center of the original building. This chimney could not be observed up close. It is likely that it has not been repointed and would require repointing prior based on its age.

Attachment: 46-5402 - 6706 Jefferson Street - Structural Condition Assessment (4124 : Appeal of the ARB Decision- 6706 Jefferson Street,

Photographs



Chimney at addition



Chimney at addition

2.1.8 Porch

The porch appeared to be in generally fair condition. The wood appeared to be intact in most areas, however wood rot was present at the base of the columns. Additionally, damaged and rotted wood was observed along the porch roof framing at the soffit and gutter. One area of the porch ceiling had collapsed which is likely caused by a roof leak. The roof framing (joists) was not able to be observed due to the ceiling.

2.1.9 Foundation Walls

The foundation walls appeared to be in generally fair condition, however they were mostly unable to be observed due to vegetation.

Signs of settlement, such as large cracks were not observed. The mortar condition appeared to be deteriorated, largely due to the vegetation. Extensive removal is required to prevent further damage. At the time of removal, the foundation wall will immediately require re-pointing or shoring to stabilize the areas of deteriorated mortar.

The walls should be repaired and re-pointed, which is recommended every 30 years. Prior to

re-pointing, we recommend that a sample of the mortar be tested to determine if it is lime (most likely based on age) or cement based mortar. A similar design mix should be used for the repair.

2.2 Interior Observations

2.2.1 Structure

The structure of the building consists of wood joists framing the floors and wood stud walls (as observed from crawl spaces, holes in the ceiling, and from the basement). Various areas were observed to have drop ceilings or other intact ceiling finishes that made it difficult to observe the wood framing closely for damage.

Drywall or plaster generally covers both the ceiling and walls in various rooms. One room featured a suspended hung ceiling. The floors in many of the rooms are hardwood floors but some rooms have tiled flooring, carpet, or laminate tile.

There is an attic, however a ladder is needed to access it. From the minor portion of roof that was observable, there were large gaps between the roof boards supporting the aluminium roof.

In generally, the wood joists appeared to be in good condition and wood rot, splitting, and deflections were not observed at the areas which were exposed with the following exceptions, minor rot was starting at the ends of the joist in the crawl space.

Photographs



Brick Foundation on Addition



Wood joist viewed from interior hole in ceiling



Wood joist viewed from underside of floor in basement.



Spaces in Wood Roof Paneling from Attic

2.2.2 Water Damage

Most of the rooms throughout the building have paint peeling from the ceilings and walls. This is most likely due to moisture exposure that causes the paint to de-bond from the substrate. Some

water pockets were observed to have formed in the ceiling of various rooms. Water in this amount is typically the result of leaks, either in the building envelope or from plumbing.

Moisture had also appeared to cause the ceiling finishes to collapse in several areas. Staining from moisture intrusion was also present in multiple locations.

While the drywall is not an integral part of the building's structure, it can provide an indication as to the condition of the wooden members behind it. Water damage to the drywall may indicate the members beyond were also exposed to moisture which can result in wood rot and a loss of strength. Damaged areas of drywall throughout the structure should be removed to allow for structural observations of the members beyond.

Additionally, the basement was filled with several inches of water and observed from the bottom stair only.

Photographs



Collapsed ceiling finishes



Collapsed ceiling finishes



Collapsed ceiling finishes



Typical wall condition with peeling paint and cracking



Typical wall condition with peeling paint and cracking



Ceiling condition with peeling paint and cracking

2.2.3 Cracks in Ceiling and Walls

ECS observed cracks on the walls and ceilings throughout the inside of the building. Generally, the

cracking was in dry wall or other finishes. Cracks were observed in most rooms, in which multiple cracks were observed to be approximately 1/16" in thickness, which may be considered significant.

The cracks in the ceiling finishes may have resulted from swelling of the wooden joists, deflections of the joists, or from moisture intrusion. Cracks in the walls may be caused by the wood studs moving due to foundation settlement issues or by moisture intrusion. Further investigation, such as observations of the wood substrate after finishes are removed, is likely required.

Organic growth was also observed within the interior, entering through cracked walls throughout the ground floor. Along with major damage to the wall in a particular room in which the baseboard was completely gone.

Photographs



Crack in Ceiling of 1st Floor



Cracks along Wall



Hole in bottom of Wall in Kitchen, goes to the outside

2.3 Basement

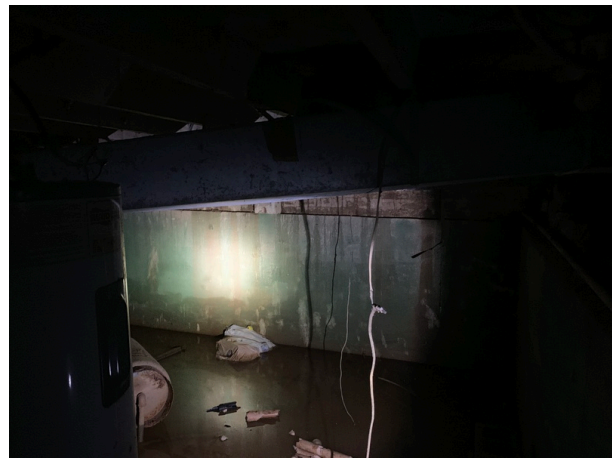
The basement is assumed to be slab-on-grade floor construction however the floor could not be observed due to flooding. The basement walls appeared to consist of brick foundation walls with a parged concrete coating walls on three sides. The fourth side was the original foundation wall. The original wall appeared to have a portion removed to allow for duct work.

The new walls were not able to be observed close up due to flooding. They appeared to have some brick exposed at the top but to generally be covered in a wall board or parging material. The stone foundation wall was observed at the stairs and appeared to have deteriorated mortar which was sandy to the touch.

Photographs



Condition of original foundation wall at basement stairs



Wall board on brick foundation wall

3.0 STRUCTURE RELOCATION FEASIBILITY DISCUSSION

Structures may be relocated by being moved as a whole or by disassembly and reconstruction. We understand that the client is interested in relocating the residential building as a whole and therefore this is the method the following discussion considers.

Even in good condition, there are many logistical issues to address prior to moving a structure to consider. The first is having a site for the structure to be placed. Prior to moving the structure, a foundation is needed and will have to be constructed on the site and will need to match the existing layout of the building to be moved. This includes some amount of earth work and special detailing to tie in the existing structure with the new foundation as the new framing won't be constructed integrally with the building being moved. (For example, in modern construction, hold downs for the wood framing are often embed into concrete at the time it is poured).

Additionally, depending on the jurisdiction of which the structure is being relocated, the structure may be required to meet current building codes. For a structure of this age, some amount of materials testing, deconstruction to observe fasteners, or strengthening may be needed to satisfy current codes

The path for moving the structure needs to be planned and coordinated well in advance of the move. This may involve the temporary removal of mailboxes and trees, road closures, transporting permits, raising of power lines, and layout of a route in which bridges are not crossed (either above or below). This may include culverts. The width of the road also needs to be considered. The road may require some level of repair after the move due to the heavy equipment used.

Lastly, the structure requires some level of internal stability for the move. In particular, bracing to keep the walls 'square' may be required, particularly at the ground level when disconnected to the foundation.

For this particular structure; The structure appears feasible to move with the following recommendations:

- The foundation and basement should not be moved. We recommend limited excavation under the structure to allow for new supports to be installed supporting the floor joists. The joists may then be lifted using these supports and transported.
- We recommend moving the porch posts and framing but abandoning the slab on grade foundation. The new foundation should be designed with post bases that are embed into the slab on grade and slightly elevate the exterior posts from the ground level. IT may be necessary to remove the porch prior to moving the home and then reconstruct the porch at the new site since there will be no floor framing to brace the columns at the porch during the move.
- Prior to moving the structure, repairs for stability should be made. In-particular the chimneys are to be repointed and their attachment to the structure strengthened. Wood damage to the exterior walls should be repaired. This includes the north wall bearing condition and sheathing. It is likely that additional wall bearing conditions will require repair and be identified at the time the vegetation is removed.
- Additional temporary bracing is to be installed. Bracing is needed at the chimneys and at

- internal areas of long spans. Alternatively the chimneys may be disassembled and rebuilt.
- Once the main roof is accessible, it may become necessary to provide bracing to the roof to replace the strength lost with the deteriorated roof panels.

4.0 STRUCTURAL EVALUATION CONCLUSIONS AND RECOMMENDATIONS

At this time, the residence was in poor condition. The structural frame of the building appeared to have structural integrity in most areas, however finishes prevented observations of all areas of concern. In particular, water damage to finishes observed throughout the building may be an indication that damage has also occurred to the structural members in these locations.

A few severe conditions were noted and should be addressed. These include severe wood rot along the exterior wall where the wall bears on the foundation wall, wood rot on the exterior sheathing and wood rot on the door and window and door frames. Due to the construction of the building, the exterior wall and sheathing likely function as shear walls and enable the building to withstand lateral (wind, seismic) loading conditions. Maintaining integrity of these areas may be critical to ensuring the ongoing stability of the building.

The following recommendations are provided to stabilize the building structure;

1. Significant repairs to maintain the structural integrity are required at the exterior wall framing and sheathing. In particular, the building north wall was observed to have damage from vegetation and water along the bearing condition of the wall framing to the foundation wall. The exterior walls likely function as shear walls and enable the building to withstand lateral (wind, seismic) loading conditions. Maintaining integrity of these areas may be critical to ensuring the ongoing stability of the building.
2. Re-pointing of the stone foundation walls is recommended. Prior to re-pointing, we recommend that a sample of the mortar be tested to determine if it is lime or cement based mortar. A similar design mix should be used for the repair.
3. The wall, floor, and ceiling finishes (drywall, plaster, carpeting, suspended ceiling, etc) throughout the structure should be removed and replaced. Water damage to the finishes was present which causes bacteria to grow. If left untreated the bacteria will continue to grow and move into different areas of the interior. During replacement, ECS recommends a structural engineer or knowledgeable contractor observe the condition of the exposed studs, beams, and joists. If areas of wood rot, deflection, splitting, or other damages are observed the damaged member is to be replaced.
4. The wood rot throughout the structure, on the exterior windows and window frames creates another entry point for water, harmful penetration of bacteria and animals to collect inside the structure. This may lead to holes forming where wood rot deteriorates. ECS recommends that wood rot throughout the structure as well as inside be taken out and replaced with new wood and framing.
5. The organic growth that is present growing on the exterior of the structure and inside the walls needs to be removed. This can lead to more entry points of water and deteriorating mortar integrity. The foundation walls will eventually lose its structural strength if left untreated. ECS recommends removing the growth however extensive removal is required to prevent further damages. At the time of removal, the foundation wall will immediately require re-pointing or shoring to stabilize the areas of deteriorated mortar.
6. Due to the ongoing presence of moisture, mold is a serious concern. Prior to performing demolition or repair activities which will disturb potential mold spores, the building should

be tested for suspect mold and that mold should be remediated.

Additional recommendations below are provided to prevent further deterioration:

1. The downspouts around the perimeter of the structure should be replaced and extended away from the building foot print. Allowing water to drain properly prevents the seepage into the soil beneath the foundation which can cause settlement and movement over time. Additional drainage systems may be required. ECS recommends that the gutters on the structure's roof, including areas of fascia and soffit damage should be replaced to allow water to flow from the roof and away from the structure. Gutters that are filled with debris or damaged in anyway can cause damage to the roof.
2. Repair of the building soffits is recommended to enable the gutters to function, ensure a proper connection of the gutters to structure, and prevent wood damage.
3. The chimneys and basement wall of the structure should be re-pointed. Re-pointing of mortar is generally recommended every 30 years and is particularly critical should the structure be relocated.
4. Windows should be replaced and holes in the exterior walls and sheathing should be repaired to prevent water intrusion into the structure.
5. A sump pump should be installed into the basement to remove excess water and keep the space dry.
6. The exterior steps to the south of the porch should be repaired to prevent trip hazards.

We understand that an asbestos survey has previously been performed. Additionally, we recommend a lead paint and mold survey be conducted prior to construction work on the house.

Although not observed for nonstructural concerns; the additional systems require investigation and replacement.

- Plumbing
- HVAC
- New building insulation
- Electrical work
- Clearing of the chimneys and ducts
- Replacement of the water heater and boiler



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

Emily K. Lockhart
TOWN PLANNER
ZONING ADMINISTRATOR

MEMORANDUM

TO: Architectural Review Board
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator
DATE: July 19, 2019
SUBJECT: Demolition Permits for 6706 Jefferson Street, Haymarket

APPLICATION SUMMARY:

The applicant, Haymarket Hotel Venture, LLC has submitted a demolition permit for 6706 Jefferson Street, the white structure on the corner of Payne Lane and Jefferson Street. The structure is listed on the Town's Historic Building Inventory as the Gossom House, circa 1901.

The applicant has provided a structural engineer's report for the building. The inspection was completed on July 20, 2018. The Architectural Review Board first heard the application at the June 19, 2019 meeting and tabled it for further discussion at the July 24, 2019 meeting.

Furthermore, Town Council has requested Staff to find a structural engineer to provide an analysis of the structure and use blight ordinance funds to complete the analysis. Staff is currently working on finding a professional to complete the structural analysis as well as the feasibility of moving the structure.

STAFF COMMENTS:

In the fall and winter of 2018 the Architectural Review Board heard an application submitted by Stan Smith for the demolition of this structure and all other structures on the site. Following discussions with the applicant, a work session and a regular meeting the Board voted to retain the structure and deny the application. Following the denial, Stan Smith appealed the application to the Town Council. The Town Council voted to uphold the Architectural Review Board's decision.

The abandoned structure requires significant work to be done in order to bring it up to a habitable standard. Staff is concerned about the structural integrity of the building, the condition of the exterior and the attractive nuisance it has created for youth.

The Board should discuss the feasibility of saving the structures and the long-term vision for the property. Since this is a new applicant requesting the demolition the Board should take the opportunity to share their previous thoughts and concerns.

Draft Motions:

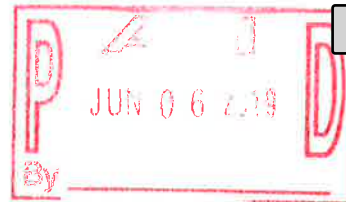
"I move the Architectural Review Board approve ZP#2019-020 to demolish the structure located at 6706 Jefferson Street."

OR

"I move the Architectural Review Board deny ZP#2019-020 to demolish the structure located at 6706 Jefferson Street"

OR

Other Alternate Motion.



ZONING PERMIT APPLICATION

ZONING PERMIT #: 2019-020

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 (See Spec sheet)
(Check all that apply) New Tenant/Use Change of Use Relocation

NAME OF BUSINESS/APPLICANT: Haymarket Hotel Venture, LLC

PROPOSED USE: _____ **Size (Sq. Ft./Length) of Construction:** _____

SITE ADDRESS: 6706 Jefferson Street **Parcel ID #:** 044014

Subdivision Name: _____ **Lot Size:** 0.23

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1

Special Use Permit Required: Yes No **Site Plan Required:** Yes No

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

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)
Demolition of building on 6706 Jefferson Street

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. See Sign Spec Sheet for Signage detail)

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

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Haymarket Hotel Venture, LLC			Payne Development, LLC		
Name 820 Shades Creek PKWY, Suite 2300			Name 7034 Fisher Drive Island		
Address Birmingham AL 35209			Address Miami Beach FL 33109		
City State Zip 7202528033 ryan@purposelodging.com			City State Zip 2024417882 stanfsmith54@gmail.com		

Attachment: Demolition Application 6706 Jefferson Street (4124 : Appeal of the ARB Decision- 6706 Jefferson Street, Haymarket Hotel Venture.

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.

Applicant Signature

Property Owner Signature
STANLEY F. SMITH
SEAN DAYNE
DEVELOPMENT LLC

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

Date Filed: June 6, 2019 Fee Amount: _____ Date Paid: June 6, 2019

DATE TO ZONING ADMINISTRATOR: June 7, 2019

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

SIGNATURE PRINT

CONDITIONS:

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): June 14, 2019 Packet
June 19, 2019 meeting

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:

Attachment: Demolition Application 6706 Jefferson Street (4124 : Appeal of the ARB Decision- 6706 Jefferson Street, Haymarket Hotel Venture.

INSTRUCTIONS FOR COMPLETING APPLICATION

In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

Check List

Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket
15000 Washington Street, Suite 100
Haymarket, VA 20169**



PROJECT: 6707 Jefferson St	PROJECT NUMBER: 18-138	PAGE: 1
REPORT DATE: 07-26-2018	REPORT NUMBER: 1	DATE OF SITE VISIT: 07-20-2018
TO: John Luria– Javlam Homes, LLC		TIME OF SITE VISIT: 9:30 am
		WEATHER/TEMP: SUNNY/80
PROJECT:	6707 Jefferson St	
LOCATION:	Haymarket, VA	
SITE VISIT BY:	D. Linton - LE	
<p>OBSERVATIONS/DISCUSSIONS: The following observations were made based upon the visually accessible portions of the existing house. The two-story portion of the existing house is T-shaped with a connected one-story addition at the rear. A porch is present at the front which wraps around on one side of the house. A full basement level occurs beneath the rear 1-story portion of the house. See Sketch SK-1. A large portion of the rear of the house is visually inaccessible due to the overgrowth of vines. The exterior of the house is framed with horizontal lapped wood siding.</p> <p>The following observations were made in regard to the structure of the house;</p> <ol style="list-style-type: none"> 1. A roof leak was observed in the porch roof which has penetrated through the roof to the ceiling below, damaging the ceiling finishes. See Photo #1. There appears to be some rot occurring at the ends of the porch rafters adjacent to the gutter which has caused some damage to the soffit. See Photo #2. 2. Rot is occurring at one of the post base locations at the front porch. See Photo #3. It was observed that there is no solid post present, there are (4) siding boards that form the structure of the post. 3. At the right side of the house, the existing wood siding has rotted and dropped vertically exposing the diagonal wood braces and the base of the wall studs, and the wood sill plate allowing them to rot. See Photos #4 and #5. Vegetation has overgrown the house at this location penetrating into the interior of the house. 4. Several loose siding boards were observed at the second-floor level at the rear wall of the T-wing of the house. 5. Vegetation has overgrown the entire rear wing of the house and has penetrated into the interior at multiple locations. See Photo #6. 6. The rake board has rotted at the rear of the 1-story addition. See Photo #7. 7. Loose wall sheathing boards were observed at the rear wall of the 1-story addition. See Photo #8. 8. Water damage is evident in the ceilings of the 1-story addition and at the rear of the main house in 		

the second-floor ceiling. See Photo #9.

9. The second-floor level has a significant amount slope toward the interior of the house.
10. There are large cracks in the plaster on the face of the chimney at the 2nd floor level. See Photo #10.
11. It appears that all of the copper plumbing piping has been stripped from the house.
12. The first floor is very uneven. Various slopes are present throughout this floor level. As much as 3-inches of slope over a length of approximately 10-feet was observed.
13. The basement level at the rear addition has approximately 6-inches of standing water present throughout the full length of the basement. See Photo #11.
14. Interior plaster damage was observed at several interior wall and ceiling locations. See Photos #12.

FINDINGS AND RECOMMENDATIONS:

1. There is a significant amount of structural remedial work needed in order to bring the structure of the house back into a serviceable condition. The large gaps in the siding have caused the sill, studs and wood braces to become exposed to the exterior rotting the wall structure below. It will likely be necessary to shore portions of the exterior walls so that the rotted sill plates can be removed and replaced, and the base of the walls studs spliced with new studs in order to restore a sound load path. The floors would then need to be jacked and leveled to remove the excessive deflection that is currently present throughout portions of the floor structure.
2. The overgrowth of the vegetation into the rear of the house would make it difficult to perform the required remedial work without inadvertently damaging the structure during the removal of the vines.
3. Localized repairs are needed at multiple locations within the house where leaks have occurred at various roof locations. It may be necessary to strengthen the existing roof framing at these locations with new members due to rot of the framing members.
4. As much as ¼ of the existing wood siding boards will need be removed and replaced. The siding has not been well maintained and is likely near the end of its serviceability. Many of the wall studs at these locations will also require some type of remedial work.
5. The rear 1-story addition to the original house is in a very poor condition and may not be economically salvageable. It would likely be more cost effective to dismantle and rebuild it than to perform the needed in-situ remedial work.
6. The rotted porch post will need to be removed and replaced in order to prevent a future partial collapse of the roof at this location.
7. In order to restore the overall structural integrity of the house, the interior ceilings and wall finishes will need to be removed down to the face of the studs, floor joists and rafters to fully expose the extent of the structural deterioration.

SITE VISITORS SIGNATURE: DAVID E. LINTON, PE



Photo #1: Ceiling damage at exterior porch.



Photo #2: Soffit damage at edge of porch gutter.



Photo #3: Rot at base of porch post.



Photo #4: Collapsed siding board at base of wall.



Photo #5: Exterior exposed and rotted wood studs, diagonal brace and sill plate.



Photo #6: Vines over-growing rear 1-story portion of house.



Photo #7: Rotted rake board.



Photo #8: Rotted and missing sheathing boards.



Photo #9: Water damaged and bowed plaster ceiling.

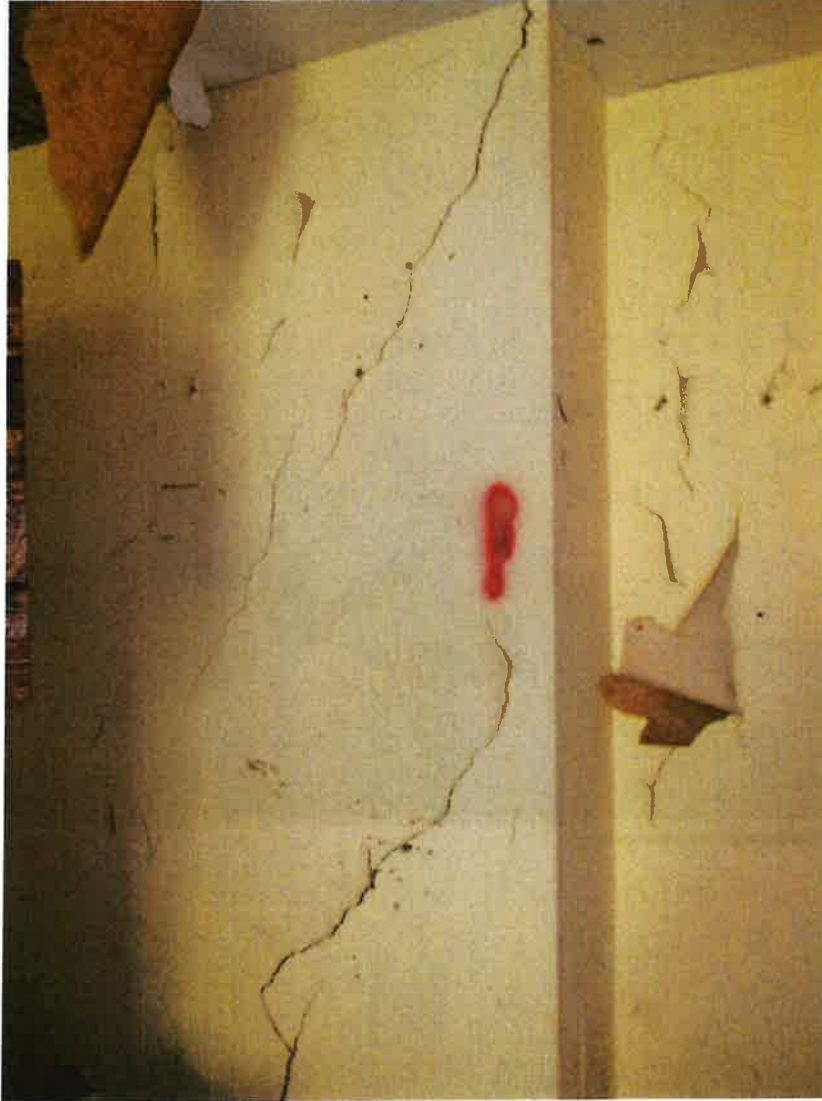


Photo #10: Diagonal plaster cracks at interior of chimney.



Photo #11: Standing water throughout basement level.



Photo #12: Plaster damage on face of wall.



ARCHITECTURAL REVIEW BOARD

REGULAR MEETING ~ MINUTES ~

Emily Lockhart, Town Planner
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, July 24, 2019

7:00 PM

Council Chambers

A Regular Meeting of the Architectural Review Board of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Chair Kenneth Luersen called the meeting to order.

I. Call to Order

Chair Kenneth Luersen: Present, Board Member Marchant Schneider: Present, Councilwoman Bond Cavazos: Present, Board Member Julia Cabrera-Woscek: Present, Commissioner Aayush Kharel: Present.

II. Pledge of Allegiance

III. Minutes Approval

- 1. Architectural Review Board - Regular Meeting - Jun 19, 2019 7:00 PM
Mr. Schneider requests adding some key points and will give some citations to the clerk for her to consider. Chairman Luersen asks to hold off approval until next meeting.

IV. Citizens' Time

There was no one to speak during Citizens' Time.

V. Agenda Items

1. ZP#2019-020 Haymarket Hotel Venture, LLC Demolition Permit, 6706 Jefferson Street

Town Planner, Ms. Lockhart provides an update on the application since the Board tabled the application at the their June Meeting. No additional documents or findings were provided to the Town Staff or the Architectural Review Board by the applicant. Ms. Lockhart explains to the ARB that the Town Council directed Staff to hire a third party structural engineer to analyze the structure and provide a findings report on the feasibility of renovating and the feasibility to move the structure. The report will be presented to the Town Council at the August 5th meeting. Board Member Kharel asks if the report will be presented to the ARB as well, Ms. Lockhart states that the report will be provided to the ARB by the Council.

The Applicant, Haymarket Hotel Venture LLC, Ryan Morgan presents updated findings. Mr. Morgan shares with the Board that they discussed the possibilities to work around the structure on the site, however due to the amenities and parking count provided the engineer is unable to accommodate the structure. In addition, the applicant has worked with VDOT to determine they would need a 15 foot easement to construct the turn lane project. Applicant reexamined the original engineer's report to determine the feasibility of moving the structure -- the structural degradation of the building would require significant supporting inside the building to allow it to move, no assurances that the supports would protect the structure during the move. That does not take into account all other expenses to move and repair the building, to include permitting, road crews, moving power lines, etc. Mr. Morgan states he feels they have worked to address all requirements as set forth in the Guidelines, to include the feasibility of retaining the structure within the site plans, moving the structure and repairing the structure.

Chairman Luersen states that the ARB previously assessed this structure at prior meetings. Chairman Luersen states that to prepare for what the ordinances and guidelines allow he directed Marchant Schneider to prepare statements for how they feel the building plays into the community historic characteristics and other applicable codes and ordinances in place. Chairman Luersen asks Marchant to verbalize the finding that were directed by the Board.

Attachment: ARB Minutes (4124 : Appeal of the ARB Decision- 6706 Jefferson Street, Haymarket Hotel Venture, LLC.)

(Editorial Note: Below in italicized font is the verbatim statements as provided by Marchant Schneider, electronically following the meeting.)

"FINDINGS FOR DENIAL of ZP#2019-020, 6706 Jefferson Street - Demolition of Building

1. *On January 16, 2019, the Architecture Review Board (ARB) denied the same application (ZP#2018-067). No new information or further written justification has been submitted by the applicant to warrant a reversal of the previous ARB decision.*
2. *The application is inconsistent with the stated purpose of the Old and Historic Haymarket District Overlay. The subject structure is designated an historic building within the Old and Historic Town of Haymarket. The purpose of the Old and Historic Haymarket District Overlay is to protect against the destruction of such historic resources.*
3. *The application is inconsistent with the intent of the Town Center District B-1. The Zoning Ordinance states: "Recognizing the economic value of the existing historical area, it shall further be the intent of the (B-1) district to encourage the retention and rehabilitation of structures and uses in the district that have historic and/or architectural significance".*
4. *The application is inconsistent with the Town of Haymarket Comprehensive Plan. Per Table 16 of the Plan, Historic Building Inventory, 6706 Jefferson Street, Historical Name "Gossom House", is designated historic and worthy of protection in the Town of Haymarket. The Plan states historic structures are important because they contribute to Haymarket's "sense of place" and provide tactile lessons on the cultural influences of the community. The plan also cites historic resources as fragile and non-renewable. If they are destroyed, the loss is permanent.*
5. *Per the Division of Historic Landmarks Brief Survey Form for the property, the 1890s structure is "a simple fine vernacular house which has undergone very little alternation since its building". The building retains all the character defining architectural features from the building's period of significance and is a contributing element to the Haymarket historic district. The building is an important, if not the only, example of Queen Anne architecture that reflects the evolution of building styles in the Town. Moreover, families and individuals that have owned the property (Butler, Garnett, Gossom, Costello) have contributed to the Town's cultural and economic history.*
6. *Per the matters to be considered by the ARB as outlined in the Zoning Ordinance, and in the context of the property's location proximate to Town's historic "Crossroads", the continued existence of the subject structure will protect irreplaceable historic places and preserve the general historic atmosphere of the Town. The structure's position on the lot contributes to the Town's historic streetscape along the Town's southern gateway.*
7. *Per the ARB Review Board Design Guidelines, the application materials neither state the reason for the demolition nor describe alternatives to demolition and why such alternatives and/or rehabilitation of the building is not considered feasible. The 07-20-2018 engineer report submitted with the application describes conditions and required*

remediation similar to other historic structures in the Town that have been adaptively reused and are reasonably expected to have a market value that exceeds rehabilitation costs. Per matters to be considered by the ARB, these rehabilitated structures promote the general welfare consistent with the listed criteria within the Zoning Ordinance."

Marchant discusses concerns with the applicant regarding basing a decision on conceptual plans and proposed VDOT projects. Discussion ensues between Marchant and the applicant, Ryan Morgan regarding the appropriateness of discussing concept proposals that are not entitled.

Marchant shares the Board's request from last month in regards to why the feasibility questions were not answered.

Olaun Simmons, Town Counsel, guides the ARB on the Board's focus and discussion topics that can and cannot be considered. Discussion ensues between the Board members regarding the parameters and applicable factors to the historic value.

Marchant reviews the previously read findings and how they apply to the historic characteristic and value of the Town.

Councilwoman Cavazos thanks Marchant for compiling the findings.

Marchant Schneider makes a *motion to deny ZP#2019-020 based on the stated findings for denial.*

Councilwoman Cavazos seconds the motion.

All members vote YES.

Marchant Schneider makes *motion to ARB to recommend a Staff Report to the Town Council regarding an appeal of this decision have the draft minutes, findings for denial and relative motions.*

Councilwoman Cavazos seconds the motion.

All members vote YES.

Marchant Schneider *moves to direct Staff to start enforcement action regarding the blight condition for the designated historic structure 6706 Jefferson Street, using the blighted ordinance or codfied ordinance for deterioration by neglect.*

Councilwoman Cavazos seconds the motion

All members vote YES.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Marchant Schneider, Board Member
SECONDER:	Bond Cavazos, Councilwoman
AYES:	Luersen, Schneider, Cavazos, Cabrera-Woscek, Kharel

2. ZP#2019-022 Taco Bell Architectural Elevation Review

Councilwoman Cavazos to table ZP#2019-022 with request for more information and revision of the roof line, lighting of the signs, lane stacking, directional sign, logo vs. lettering, dumpster design and a more detailed map of where the directional signage will go. Commissioner Kharel seconds the motion.

RESULT: TABLED [UNANIMOUS]
MOVER: Bond Cavazos, Councilwoman
AYES: Luersen, Schneider, Cavazos, Cabrera-Woscek, Kharel

3. ZP#2019-023, 14901 Washington Street, Dental Office

Councilwoman Cavazos moves to approve ZP#2019-023 with the preferred sign being the new freestanding one the applicant presented. We would ask that the posts on the sign are painted black as well as the border and the applicant add a decorative post cap and they have the option to have a brick foundation added to the sign or a brick border added to the post or brick columns added to the post and the applicant can work with the Town Planner to get the final approval on the brick with brick to match the building. Commissioner Kharel seconds the motion.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Bond Cavazos, Councilwoman
SECONDER: Aayush Kharel, Commissioner
AYES: Luersen, Schneider, Cavazos, Cabrera-Woscek, Kharel

VI. New Business

No new business.

VII. Old Business

Ms. Lockhart states that she will be sending out the ARB guidelines that were drafted a couple of months ago. She asks that any comments, recommendations, or changes be sent to her prior to the August meeting. She adds that at the August meeting she would request that the guidelines be sent to Council for approval.

Ms. Lockhart further adds that she has had several applications that are applicable for administrative approval and the residents are appreciative of the faster turn around. To keep the board updated on all administrative approvals, Ms. Lockhart states that she will add an ARB report each month to the Board.

Chairman Luersen inquirers about the welcome signs. Ms. Lockhart suggests discussing a sign concept and using the local graphic designer that the town uses to assist with a mock up so that we can have a proof to approve and present to a sign company for possible bids.

VIII. Town Planner Update

Ms. Lockhart updates the Board on the progress of the playground, stating that the tentative construction date is September 9th. Also, the William's Holding project on Jefferson Street will have a public hearing with the Planning Commission tomorrow night and in a couple of months the ARB should have design elevations for review.

IX. Planning Commission Update

Commissioner Kharel states that the June meeting was cancelled due to the lack of a quorum. He adds that the Planning Commission did have a joint work session with the Town Council regarding the playground area and a discussion with the Meladon group about additional townhomes on their property.

X. Town Council Update

Councilwoman Cavazos states that on July 1st the Council acted on the blight ordinance on the properties at 14941 Washington Street and 6707 Jefferson Street. She adds that they Council had a special meeting on July 20th where we referred the ZTA#2019-001, Haymarket Hotel Venture to Planning Commission which will be at tomorrow's meeting. She further adds that Council went into a closed session and when they came out of the closed session, the ARB was censured and that there will be an ARB training on July 31st at 7pm. Mr. Schnieder states that he has some questions

concerning the censure. Councilwoman Cavazos states that she can take all questions to Town Council and/or refer the questions to counsel. Mr. Schneider shares his concerns with the action taken by the Council regarding the ARB censure.

XI. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bond Cavazos, Councilwoman
SECONDER:	Aayush Kharel, Commissioner
AYES:	Luersen, Schneider, Cavazos, Cabrera-Woscek, Kharel

Submitted:

Approved:

Shelley M. Kozlowski, Clerk of the Council

Ken Luersen, Chairman

Attachment: ARB Minutes (4124 : Appeal of the ARB Decision- 6706 Jefferson Street, Haymarket Hotel Venture, LLC.)

7/31/19

Honorable Mayor Leake and Town Council,

On behalf of Haymarket Hotel Venture, LLC, we appreciate your reviewing our COA for the structure located at; 6706 Jefferson Street, Haymarket, Virginia 20169.

It was requested that per the ARB Guidelines, to provide a written statement explaining the reason for the demolition and describe alternatives to demolition, and why such alternatives are not considered feasible.

The structure in question is approximately 1500sqft and was constructed in 1903 as a smaller 2-story wood frame house with the addition added at a later date. It may have been occupied as a residence as recently as the mid 1970's, but has remained abandoned in all capacity since the 1990's. An engineering report provided to the ARB outlined advanced stages of deterioration and compromised structural integrity.

We reviewed multiple scenarios after the previous ARB meeting for alternatives on how to incorporate the building into our development.

We went back to our architect and asked them to find a way to work around the structure or incorporate it. Their response was that there was no way to fit the building, with its lobby, meeting space and food and beverage, as well as parking, on the site without using the space occupied by the Gossum House. Limitations of the site along with location and size of the structure did not provide for a feasible solution of incorporation, either.

In the meantime, our traffic engineer reported back that there would be a need to widen Jefferson Street to allow for a turn lane. This cuts 15 feet into our property, making space at an even greater premium. In addition, the construction of the turn lane along with curb and gutter would terminate at the front porch of the structure. This would place the sidewalk, utilities and setbacks inside the structure.

Understanding that building the proposed hotel on the site and leaving the house in place was not an option, we went back to the original engineer's report to determine if moving the building was an option. The report indicates that due to degradation of the structural integrity it would need significant supporting with no assurances the building would not be compromised when lifted. Upon initial examination, this was further confirmed by the independent study conducted on behalf of the Town.

This does not take into account the considerable costs associated with moving powerlines, utilities, and road signs, as well as road permitting and closures along with the concern of the overall size in comparison the narrowness of the local streets.

Then there is the question of where the building would be moved to?

We would be willing to provide complete professional and photographic documentation of the structure, should the ARB or Town Council request.

Your consideration for approval will allow us to continue forward with an 80,000 square foot upscale full-service hotel that would include a boutique restaurant to accompany over 2,000 square feet of meeting and venue space.

Haymarket Hotel Venture, LLC