



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, September 4, 2018

7:00 PM

Council Chambers

I. Call to Order

II. Invocation - Pastor Sumon Nandy, Redeemed Heart Church

III. Pledge of Allegiance - American Heritage Girls

IV. Minute Approval

1. Mayor and Council - Public Hearing - Aug 6, 2018 6:30 PM
2. Mayor and Council - Regular Meeting - Aug 6, 2018 7:00 PM

V. Citizens' Time

VI. Presentation of Veteran Banners - Justin Lease, Life Scout Troop 1822

1. Veteran Banners Eagle Scout Project

VII. Department Reports

1. Police Department - Chief Lands
2. Administrative Staff Reports

VIII. Appointments

1. Appointment of Charter Employees

IX. Action Items

1. Code of Ethics and Standards of Conduct (Continued Discussion)
2. Draft Town of Haymarket Vision-Mission-Values-Strategic Agenda 2018-2020
3. Ordinance #2018-001, Meals Tax Free Weekend
4. Crossroads Village Center

X. Updates

XI. Councilmember Time

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

XII. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

PUBLIC HEARING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 6, 2018

6:30 PM

Council Chambers

A Public Hearing of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:30 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Councilwoman 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

III. Public Hearing - Crossroads Village Center

1. Public Hearing Notices

2. SUP Public Hearing Notice

Mayor Leake thanks the citizens for coming out this evening and went over some general public hearing rules and procedures. Mayor Leake states that he anticipates that the public hearing will run over into the regular meeting at 7 so he asks if the Council has no objection he would like to call upon Pastor Johnson and the scouts for the Pledge of Allegiance at that time. There was no objection.

Town Planner, Emily Lockhart, introduces the staff and gives a brief history of the Crossroads Village project.

Gifford Hampshire, from the law firm of Blankingship and Keith and the representative for the applicant, addresses the Council. He introduces the team, Mike Massey from Ross-France, Chad Baird, Gorove/Slade and from the Meladon Group, Igor Levine. He states that this application comes to you with a positive recommendation from your professional staff and a unanimous recommendation for approval to the Council from the Planning Commission. He outlines the process of this project. He also discusses the revisions that were made to the project since the May 21st joint public hearing including the VDOT approval of the traffic impact analysis and all of VDOT's recommendations as well as Washington Street improvements.

At 7:00 PM, Mayor Leake calls the regular meeting to order and calls upon Pastor Johnson to recite the Invocation and the scouts to lead the Pledge.

After the pledge, Mr. Hampshire continues with his presentation.

Vice-Mayor Edwards read into the minutes email letters that were sent via the Town Hall.

Fabrizio Russo <salfrusso@gmail.com> <mailto:salfrusso@gmail.com> Monday, August 6, 2018 12:24 PM
Emily Lockhart
Town Meeting Comments

Emily,

My name is Sal Russo, and I am with Giuseppe's Ristorante Italiano, since I am unable to

Minutes Acceptance: Minutes of Aug 6, 2018 6:30 PM (Minute Approval)

make tonight's meeting, I am leaving some comments about the proposed project that the Meladon group is working on.

I am definitely FOR the project, as any new businesses/residences will bring more commerce to the town.

Developing the land will put good use to it, as of right now it is vacant, unused, and is not bringing any business to the town.

I do think that prior to development, they should have proper measures to ensure that they aren't going to immediately displace any animals that may reside there. As the dog park was being developed, we experienced an influx of rodents, snakes, raccoons, and even some deer that invaded our property. I would hate to see this happen again, as the animals were here first. Having a wildlife expert walk the property, and possibly trap and move these animals would be in the town's best interest.

They need to have a proper traffic plan in place as well. Last year our front entrance was blocked for more than half a day, during road upgrades, we lost business due to this. With a proper traffic plan, hopefully we can avoid congestion.

We look forward to the new businesses and residences that the Meladon group will be bringing, I have personally sat down with Igor, who is in charge of this project, and he is a family oriented man, with good intentions.

Thanks,

Sal Russo
Giuseppe's Ristorante Italiano

PLEASE READ THIS LETTER DURING THE MEETING AND ENTER INTO THE MINUTES.

August 6, 2018

Mayor David

Leake
Town Council of Haymarket
15000 Washington Street
Haymarket, VA 20169

Dear Mayor and Council members:

I would like to express my support for the proposed Crossroads *Village* mixed-use project planned for the property behind/alongside Chick fil-A. I understand there are some residents against this project for the usual reasons of new development: additional vehicles on our roads, and potential overcrowding of our schools.

When I moved to the community of Greenhill Crossing in August of 1999, there were very few residential, retail or commercial businesses in Haymarket. But, we loved our small town - it had one convenience store in the middle of Haymarket town square where bread, milk,

fishing lures, mouse traps and floor wax were sold. It even had a REAL butcher!

Many of us longed for grocery stores, restaurants, and retail closer than Manassas or Warrenton. We knew what growth would bring, but our town needed more services. Eventually, they were added and, to my knowledge, very few complained.

While I live on the Gainesville side of Greenhill Crossing (2 blocks from the Haymarket town line), I have always considered the town of Haymarket to be "my" town. I love being able to walk to my favorite restaurants and visit friends! I look forward to having additional stores and restaurants to add to my stroll!

For the past 20 years, I have attended board meetings, etc. in an effort to support the Mayor and Town Council. I support them still today.

Sincerely

, Nora H.

Eakins
7038 Rogue Forest Lane
Gainesville, VA 20155

Shelley Kozlowski

From: Sent: To: Subject:

Hickey, Darlene <dhickey@usg <mailto:dhickey@usgs.gov>s.gov>
<mailto:dhickey@usgs.gov> Monday, August 06, 2018 4:52 PM Shelley Kozlowski
Crossroads Village Development

Please enter this into the minutes of tonight's town meeting and read it to the council if possible.

August 6, 2018

Dear Mayor Leake and Council Members,

As a neighboring Gainesville resident, I'm excited to hear about the possibility of a development near the intersection of Routes 15 and 55 that will provide additional choices for employment, dining and recreation. I believe this development will provide employment for my children, local venues for my family to enjoy, and reduced taxes for the residence of Haymarket.

Please don't forget that numerous businesses have come to the town of Haymarket over the years that now provide my family the convenience of going to local physicians, retail stores, recreation facilities and having more dining options yet the home-town feel of Haymarket hasn't changed. In fact, it has improved since these establishments arrived.

I hope the Town Council agrees that the Crossroads Village project will be advantageous to the community.

Sincerely, Darlene Hickey

Minutes Acceptance: Minutes of Aug 6, 2018 6:30 PM (Minute Approval)

Councilman Leake states that he would like to read an email into the minutes that was sent from Former Town Commissioners, who had a key role in rewriting the Town Zoning Ordinance, James and Maureen Carroll

From: J/MCarroll <jmcarroll53@yahoo.com <mailto:jmcarroll53@yahoo.com>>
Date: August 3, 2018 at 11:09:01 AM EDT
To: David Leake <dleake@townofhaymarket.org <mailto:dleake@townofhaymarket.org>>, Susan Edwards <sedwards@townofhaymarket.org <mailto:sedwards@townofhaymarket.org>>, Robert Day <rday@townofhaymarket.org <mailto:rday@townofhaymarket.org>>, Steve Shannon <sshannon@townofhaymarket.org <mailto:sshannon@townofhaymarket.org>>, Madhusudan Panthi <mpanthi@townofhaymarket.org <mailto:mpanthi@townofhaymarket.org>>, Connor Leake <cleake@townofhaymarket.org <mailto:cleake@townofhaymarket.org>>, Bond Cavazos <bcavazos@townofhaymarket.org <mailto:bcavazos@townofhaymarket.org>>
Subject: Citizens' Comment of Town Council Meeting August 6,2018

Mr. Mayor and members of the Town Council:

In our absence we have asked that this letter be read and added to the record of tonight's public hearing. Jim and Maureen Carroll, 6862 Track Court, Haymarket, VA

We are unequivocally opposed to the Crossroad Village plans as they have been proposed. They constitute a direct threat to the notion of Haymarket as a walking town. To what business in that plan would one realistically walk? A sky-dominating monstrosity of a hotel? A daycare center with no outside green space for children to play? A gasoline station or tire shop that the plan has no space allotted for loading supplies or safe area for disposal of toxic wastes? Perhaps another drive through restaurant to further diminish business from Fosters, Giuseppe's, or other established Haymarket eateries?

The traffic on the west side of the city - which is bad even now- would be increased by eight to ten thousand cars a day. People from the east side would undoubtedly travel to Gainesville for shopping and dining rather than try to turn left at busy times of the day. Sadly, current Haymarket citizens would avoid businesses within the town boundaries because of the resulting gridlock. Clearly Haymarket would not be a destination town when walkers would be confronted with excessive numbers of cars turning into and out of the proposed space.

Also, the burden being placed on the local schools- already well beyond capacity in the case of Battlefield High - would be increased significantly and only the unknowing or uncaring say that the increased school population does not impact the educational process.

Finally, we ask why there has been such an undue and unneeded amount of pressure to have these plans placed before the council so quickly? Why did the council pass a motion demanding the Planning Commission act with such unwarranted and unneeded speed in order for you to have these plans before you tonight? This haste was not done for the sake of the people of Haymarket? For whose benefit are these plans now being considered? The plans have not been properly vetted by zoning or county officials. Why are you willing to sell out the people of Haymarket?

We have listened to the repeated **false narrative** that these buildings and rezonings are "by right." There is nothing by right about the proposed 75 foot tall hotel! The drive throughs for 3 restaurants are NOT by right. The drive through for a bank is NOT by right. The 79 townhouses which would negatively impact schools, traffic, safety, are NOT by right. This Public Hearing is REQUIRED for the rezonings. It is REQUIRED for citizen INPUT. Rezoning are NOT by right.

You all should listen to the comments of your constituents and demonstrate honesty, transparency, and integrity in your actions. If you demonstrate the virtues listed,

you will NOT allow the Crossroad Village plans as currently constituted.

Jim and Maureen Carroll

Minutes Acceptance: Minutes of Aug 6, 2018 6:30 PM (Minute Approval)

Town residents and residents of surrounding neighborhoods address the dais concerning the Crossroads Village Center project many sharing concerns with traffic and school impact and the proposed Special Use Permits for drive-thru restaurants.

They include:

Doug Widener, 7679 Great Dover Street

Paula King, Little John Court

Peter Jordan, Padgett Drive, Haymarket

Aayush Kharel, 15013 Gossom Manor Place

Christ Mancapaz, 6875 Track Court, Haymarket

Jose A. Gomez, 6652 Hunting Path Road

Cathy Shalvey, 6748 Bleight Drive

Kara Gallagher, 6930 Jockey Club Lane

Bob Weir, 6853 St. Paul Drive

Johanna Devon, 5722 Turner Road

Elena Schlossurg, 16875 Stormy Drive

Laura Newman, 14651 Red House

Sandy Freeman, 6660 Fayette Street

Tracy Lynn Pater 6660 Fayette Street

Alyson Satterwhite, address on file

Ed Robinson, 6817 Jefferson Street

Debbie Dallesandro, 14947 Madison Court

Karen Sheehan, 15025 Doe Ridge Road

Sheridan King, Saint Paul Drive

M. Turner, Fayette Street

Joseph Castenada, Gossom Manor Place

Cindy Buckley, 14798 Ashby Oak Court

Jeremiah Sahlburg, 6917 Jockey Club Lane

Joe Pasanello, address on file

Dottie Leonard, 14801 Washington Street

Jim and Andrea Payne, 6680 Fayette Street

Matt Caudle, 14725 Dogwood Park Lane

Minutes Acceptance: Minutes of Aug 6, 2018 6:30 PM (Minute Approval)

The Council took a 5 minute recess and reconvened at 9:02 PM.

With no further questions or comments, Mayor Leake closed the public hearing.

IV. Adjournment



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REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
 Haymarket, VA 20169

Monday, August 6, 2018

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 9:06 PM.

Mayor David Leake called the meeting to order.

I. Call to Order

Councilwoman 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. Invocation - Rev. Brian Johnson, Haymarket Church

Rev. Brian Johnson gave the evening's invocation.

III. Pledge of Allegiance - Cub Scout Troop 107

Boy Scout troop 107 led the Pledge of Allegiance.

IV. Minutes Approval

1. Mayor and Council - Public Hearing - May 21, 2018 6:00 PM

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

2. Mayor and Council - Special Meeting - Jun 28, 2018 7:00 PM

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

3. Mayor and Council - Regular Meeting - Jul 2, 2018 7:00 PM

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

V. Special Guest Speaker - Delegate Danica Roem

Delegate Danica Roem, 13th District, speaks to the Mayor and Council about the State budget as well as legislation from the Virginia General Assembly.

VI. Update: Dominion Energy

1. Dominion Energy

Mayor Leake states that in the agenda packet, there is the latest mailing that went out. He adds that the recent flier was posted on the Town's website. He concludes that he did ask Alana, a representative from Dominion, if there was any further update and she said that there was not and that everything that has been put out is the latest updates.

Minutes Acceptance: Minutes of Aug 6, 2018 7:00 PM (Minute Approval)

VII. Update: PWC Transportation - Route 15/4-Lane Bridge

Paola Belita, Regional Transportation Planner from Prince William County's Dept. of Transportation, addresses the dais concerning a Resolution of support for Prince William County to apply for state funding through the Commonwealth Transportation Board's Smart Scale Program to design and construct a four lane roadway and railroad overpass on James Madison Highway, Route 15.

Vice Mayor Edwards asks Mr. Belita to clarify that there will be access to Town businesses. Mr. Belita states that if the project is funded they will be working with the Town to keep the access open.

1. Resolution #2018-09, Route 15 Four Lane Bridge

Vice Mayor Edwards makes a motion to present Resolution #2018-09 in support of Prince William County to apply for the state funding through the Commonwealth Transportation Board's Smart Scale Program. Councilman Leake seconds the motion.

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

VIII. Department Reports

1. Police Department - Chief Lands

Chief Lands reports that the recent lip sync video that the department recently shot had over 375,000 views. He adds that is was all donated time. He further reports that the police officers went through active shooter training with Prince William County focusing on high risk situations that happen in the schools. He reminds everyone of the National Night Out event scheduled for Tuesday, August 7th at the QBE building.

He concludes his report stating that over the weekend one of our officers was able to respond just outside of the Town on two calls. He adds that we were first on the scene and able to assist the County on both calls.

Members of Council thank the Police Department for all that they do.

2. Engineer's Report - Katie McDaniel

Town Engineer, Katie McDaniel, updates the Council on projects that she is working on including the residential homes at 6675 Fayette Street, the Pedestrian Improvements project (along Jefferson Street towards the bridge) and Alexander's Keep street lights which will be turned over to the Town.

3. Building Official's Report - Prince William County

No questions or comments concerning the Building Officials report.

4. Planner's Report

Town Planner, Emily Lockhart, reports that the Planning Commission is working with the applicant at 6675 Fayette Street on the 3 single family homes. She states that at a work session a few months back the Town Council outlined a list of properties that were blighted and needed to be addressed. She happily reports that she has an open communication with either the property owner or their representatives and notices have been sent and there is a plan to work forward. She adds that in the weeks and months ahead she expects to see a lot of clean up in the downtown core area as well as new plans to come in. She further adds that she has a meeting this week with a developer for the "Payne Lane" property across the street and hoping to have an official application submitted to the Town. Ms. Lockhart continues her report stating that she had a meeting with the realtor for the firehouse/bungalow and they are planning on bringing in a developer and sell the properties. She concludes her report stating that there is a potential applicant for the BB&T bank building that is for sale.

Councilman Shannon asks about the status of the 3 new homes on Fayette Street as well as "A Dog's Day Out" also located on that street. Ms. Lockhart replies that the homes will need to get final approval of their site plan at the next Planning Commission meeting and "A Dog's Day Out" in December.

5. Treasurer's Report

Minutes Acceptance: Minutes of Aug 6, 2018 7:00 PM (Minute Approval)

Town Treasurer, Roberto Gonzalez, reports that we will end the fiscal year in the black. He reports that meals taxes are coming in higher than expected. He states that he is currently working on Haymarket Day and the October audit.

6. Business Managers Report

Business Manager, Jerry Schiro, highlights his report.

Administration:

Followed up on some Human Resource issues.

Worked with the Clerk to finalize a lease agreement for a new copier, less cost than current maintenance contract.

Met with Acai Software concerning push to text capabilities.

Haymarket Day:

Reviewed and signed band and sound engineer contracts.

Met with potential contractor to provide bus services.

Finance:

Worked with the Treasurer on budget allocations.

Reviewed and signed off on audit requirements for VDOT Pedestrian Improvement Grant.

Met with a former tenant and arranged for the release of the escrowed rent deposit.

Planning and Zoning:

Worked with the Planner with projects that she has discussed this evening.

Met with a concerned resident and discussed easement issues in the Longstreet Commons neighborhood with the HOA President.

Property Management and Public Works:

Checked properties for water damage following heavy rain.

Scheduled repair work at Copper Cricket.

Working on bids to get the new street lights erected.

Met with the Architect and contractors on the Town Center Project to finalize bid documents.

At this time, Mayor Leake requests to take a 5 minute recess and reconvene at 10:40 pm.

IX. Citizens' Time

Ruth Fletcher, a resident in the Villages of Piedmont, addresses the Council. She states that she was a teacher for 44 years. She shares concerns about student's safety in trailers and if there will be added emergency personnel that can adequately handle the growth.

Bob Weir, 6853 St. Paul Drive, introduces himself to the new Council members. He rebuts many of the comments made earlier by Dottie Leonard and Matt Caudle. He shares concerns with the staff report of the Crossroads Village Project. He concludes that he has concerns with the little consideration to what is already planned in the Town.

Nicholas Pulire, 6740 Bleight Drive, expresses concern with the playground on the QBE property that has been closed and would like to help with moving it. He also shares his concerns with 3 prospective fast food restaurants. He concludes that he has put his application in for the Town Planning Commission.

With no more citizens' comments, the Mayor closes Citizens' Time.

X. Action Items

A. September Town Council Meeting date change

1. Town Council Meeting Date Changes

Staff recommends changing the September 3rd Town Council regular meeting to the 4th in observance of Labor Day. Staff recommends changing the October 1st Town Council regular meeting to October 9th due to the Mayor/Council VML Conference. There was no objection from the dais.

B. Code of Ethics and Standards of Conduct

1. Town Council and Appointed Officials Code of Ethics and Standards of Conduct

Councilman Leake asks if Council could take time to get a redline version to Staff with regards to any changes for the next meeting. There was no objection to Councilman Leake's request. The Mayor directs Council to send any changes to the Clerk for the next meeting.

C. Crossroads Village Center

1. Crossroads Village Center, 15150 Washington Street

Town Planner, Emily Lockhart, updates the Mayor and Council on the Crossroads Village Center project since the original joint public hearing on May 21, 2018. She states that the proffers have been updated. She states that the applicant has taken into consideration many of the public comments as well as those from the Planning Commission. She explains the B-2 zoning uses as well as the special use permits that the applicant has requested. She reviews the existing land uses around the property including industrial and residential. She adds that in the Town's Comprehensive Plan this parcel was zoned for a planned interchange park with stress on the traffic oriented uses. She further adds that this was planned by the Town's Planning Commission and is to be planned as a whole. She discusses the planning process of the development. She continues with an overview of the proffers including proffers for the police department, fire and rescue, town administration as well as parks and recreation. She concludes stating the additional conditions that the applicant's placed on the Special Use Permits.

They are as follows:

- Hotel/Assisted Living Special Use Permit: Any assisted living facility shall be limited to 50 ft., hotel shall be limited to 75 ft.
- Automobile repair service: Hours of operation will be from 7am - 9pm, over night parking of vehicles will be restricted to 26 parking spaces. The facility shall be removed from the Washington Street frontage as shown on the GDP.
- Drive-ins for the restaurants: The store front of the restaurant shall face Washington Street. All 4 sides of each restaurant shall be finished with standard to present aesthetically pleasing facades on all sides.
- All the Special Use Permits: Development shall be in general conformance with GDP including sidewalks along both sides of the main roadway.

Chad Baird, Traffic Engineer with Gorove/Slade Assoc, addresses the dais concerning the traffic numbers. He states that there is a manual that they use when they come up with the numbers that are presented to the Town, VDOT and the County. He adds that it is the Institute of Transportation Engineers, 10th Edition manual.

Councilman Leake asks if the applicant will be meeting DCSM standards within the development?

Mike Massey, Ross-France, addresses Councilman Leake's question. He states that for the most part they will be designing to the DCSM standards, but, it's the Town's standards that really controls that. He adds that stormwater management will be designed at DEQ standards and should be reviewed and approved by DEQ. He further adds that parking is governed by the Town's Ordinance.

Councilman Leake shares concerns with the width of the streets. Mr. Massey states that the minimum for the County is 22 feet of pavement and they are meeting and in some cases exceeding that.

Vice Mayor Edwards asks Mr. Hampshire what is the projected start and completion dates for the townhomes?

Mr. Hampshire responds that they have 6 months to a year to get through site plan. Igor Levine, the applicant, adds that they are looking at approximately 24 months for phase one and two.

Town Attorney, Martin Crim, explains the proffers process. He states that a proffer is a voluntary commitment by the developer, it becomes a zoning condition on the property and can be enforced like any other zoning ordinance. He adds that monetary proffers are conditioned on the issuance of a building or occupancy permit. He reiterates that proffers are voluntary and are not something the Town, County and/or School Board can require.

2. Motion

The Mayor opens up the floor for discussion on Rezoning Application #2018-004.

Councilman Shannon states that he feels the Town is held hostage due to outside influences.

Councilwoman Cavazos asks the Town Attorney if Council can request conditions on rezoning?

Mr. Crim states that the Council cannot impose conditions on the rezoning.

Councilman Day asks is it possible to approve rezoning for a portion of the 9.94 acres?

Mr. Crim states that the rezoning is presented to you with a proffer that includes the general development plan which has 9.94 acres. He adds that if it is not approved as presented it is withdrawn.

Vice Mayor reaffirms a conversation that she had with the Town Planner, that Ms. Lockhart spoke with a Prince William County School representative that stated that those students that are anticipated from this project have already been included in their future projections that were given to us. Ms. Lockhart confirms yes.

Councilman Leake makes a motion to approve Rezoning Application REZ#2018-004 to rezone 9.94 acres from B-2 to R-2 for 79 townhomes in the Crossroads Village Center. Councilwoman Cavazos seconds the motion.

Discussion on the motion: Councilman Day shares concerns with the size and would prefer that the number of townhomes be reduced and that the size of the towhome area be reduced as well. He feels there is room for improvement. He states that he would like to see it reduced from 79 to 55 townhomes.

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

3. Motion

Mayor Leake asks if there is any discussion on the "western restaurant" Special Use Permit.

Councilwoman Cavazos states after listening to the residents, she feels comfortable approving one of the drive-thru SUPs as well as the bank drive-thru but will be voting no on the other two drive-thru restaurants. She concludes stating that she prefers the "western restaurant" being a drive-thru because it is close to Chick fil A.

Councilman Shannon states that the majority of the customers he witnessed coming thru the Chick fil A drive-thru were town residents. He feels that fast, casual restaurants are not going to come if there is no drive-thru.

Councilman Leake shares concerns with dumpster pad locations.

Councilman Leake makes a motion *to defer Special Use Permit SUP2018-002 for a drive-thru restaurant at the "western restaurant" location in accordance with the GDP to our next regularly scheduled meeting.* Councilman Shannon seconds the motion.

No discussion on the motion.

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

4. Motion

Mayor Leake asks if there is any discussion on the "central restaurant" Special Use Permit.

Councilman Leake makes a motion *to defer Special Use Permit SUP#2018-003 for a drive-thru restaurant at the "central restaurant" location in accordance with the GDP until the next regularly scheduled meeting.* Councilman Shannon seconds the motion.

No discussion on the motion.

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

5. Motion

Mayor Leake asks if there is any discussion on the "eastern restaurant" Special Use Permit.

Councilman Shannon comment that it is not a matter of not wanting to go forward, he just feels that there could be some more homework done and answers to some more questions.

Councilwoman Cavazos asks if it would be helpful to provide the details that we would like before the next meeting.

Councilman Leake makes a motion *to defer Special Use Permit SUP#2018-004 for a drive-thru restaurant at the "eastern restaurant" location in accordance with the GDP for the next regularly scheduled meeting.* Councilman Shannon seconds the motion.

No discussion on the motion.

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

6. Motion

Mayor Leake asks if there is any discussion on SUP#2018-005.

Councilwoman Cavazos states that she would prefer a hotel and would be willing to approve the permit to have the height requirement restriction raised. She feels there is a need for a hotel in Haymarket for not only friends and family but for the hospital nearby.

Councilman Shannon agrees and feels that an assisted living facility would tax our police and fire and rescue more.

Councilman Day states that he would like to recommend approving it on the condition that it is a hotel.

Councilman Leake makes a motion *to approve Special Use Permit SUP#2018-005 for a building height not to exceed 75 feet at the location in accordance with the GDP with the following conditions...any assisted living facility shall be limited to 50 feet. Any hotel shall be limited to 75 feet. Development shall be in general conformance with the GDP including sidewalks along both sides of main roadway.* Councilwoman Cavazos seconds the motion.

No discussion on the motion.

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

7. Motion

Mayor Leake asks if there is any discussion on the bank drive thru Special Use Permit.

Referencing the question why put in another bank when we have one empty, Councilman Leake states BB&T was liquidating many of their facilities and that is why they are offering this one up for sale along with a brand new one on the outskirts of Town.

Councilman Day states that he personally recommends denying the request for the drive-thru bank or adding a condition. He adds that Haymarket already has a drive thru bank next to CVS Pharmacy facing Washington Street. He continues stating that mobile banking is driving the banking market away from brick and mortar buildings and the Town recently had a bank building that has been vacant for a long time. He adds that many of the banks that are being built are being staffed by virtual tellers, eliminating face to face interactions and this is contrary to the spirit of Haymarket. He further adds, in addition a bank with virtual tellers would not bring many employment opportunities to local residents and there is the potential that we could eventually be left with two empty bank buildings that have limited reuse potential in a busy business district. He concludes that if the SUP is approved it be approved on the condition that the bank building be located away from and off of the prime frontal property along Washington Street.

Vice Mayor Edwards states that with the bank's limited hours, the best location would be on Washington Street.

Discuss ensues at the dais concerning the number of lanes.

Vice Mayor Edwards makes a motion *to approve Special Use Permit SUP#2018-007 for a bank drive-thru at the location in accordance with the GDP and the following conditions that the development shall be in general conformance with the GDP including sidewalks along both sides of main roadway.* Councilman Shannon seconds the motion.

No discussion on the motion.

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

8. Motion

Mayor Leake asks if there is any discussion on the auto repair service Special Use Permit.

Minutes Acceptance: Minutes of Aug 6, 2018 7:00 PM (Minute Approval)

Vice Mayor states her concern is that the applicant came back and mitigated our questions with restrictions, however, if we restrict the parking I don't think we could practically implement the conditions on the SUP. She adds the uses for the auto repairs too high and she would say no.

Councilwoman Cavazos and Councilman Day concur. Councilman Day adds that the Town has an industrial area that would be more suitable for this type of business.

Councilman Leake recommends deferring the Special Use Permit request due to not enough information.

Councilman Shannon agrees with those on the dais as well.

Vice Mayor Edwards makes a motion to deny Special Use Permit SUP#2018-006 for an Automobile Repair Service at the location in accordance with the GDP. Councilman Shannon seconds the motion.

No discussion on the motion.

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

XI. Enter into Closed Session

Mayor and Council did not enter into Closed Session.

XII. Certification of Closed Session

XIII. Appointments

Mayor Leake asks members of Council if there is any objection to moving forward with the appointments to the Architectural Review Board and Planning Commission prior to going into closed session? There were no objections.

1. Motion

Councilman Leake moves to appoint, Nicholas Pulire, as a member of the Town of Haymarket Planning Commission to fulfill an unexpired term of June 5, 2017 - June 4, 2021. Vice Mayor Edwards seconds the motion.

No discussion on the motion.

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

2. Motion

Councilwoman Cavazos moves to appoint, Aayush Kharel, as a member of the Town of Haymarket Planning Commission to fulfill an unexpired term of July 1, 2016 - June 30, 2019. Councilman Day seconds the motion.

No discussion on the motion.

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

3. Motion

Minutes Acceptance: Minutes of Aug 6, 2018 7:00 PM (Minute Approval)

Vice Mayor Edwards moves to appoint, *Julia M. Cabrera-Woscek*, as a member of the Town of Haymarket Architectural Review Board to fulfill a vacant seat expiring June 30, 2020. Councilwoman Cavazos seconds the motion.

No discussion on the motion.

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

XIV. Council Member Time

1. Steven Shannon

Councilman Shannon expresses how he truly appreciates those who came out tonight. He adds that the decisions will not be easy, but as a team, he has confidence that they will make the right ones. He also thanks Delegate Roem for coming out tonight.

2. Connor Leake

Councilman Leake thanks all those who came out this evening and hopes the citizens will stay and hear the remainder of the agenda. He states that he wants to talk about some comments that have been written on social media. He first addresses the comments concerning the rundown houses on Washington Street. He emphasizes the Mayor and Council would love to see the buildings utilized, however, the Town does not own these properties. He states that the Town did pass a Blight Ordinance to use to notify these property owners that they do need to fix up their buildings and homes. He further adds that he is happy to report that there has been some progress, one being that the old firehouse is on the market for a new developer as well as the Payne Lane property.

Councilman Leake continues his Council Member times stating another comment he often hears is, "I wish the Town had more green space". He adds that the only way to have more green space is if the Town bought the remaining properties. He adds that the only way the Town could do that is to increase taxes for more purchasing power. Addressing the comments concerning repairing our roads, he states that the Town does not own the roads, they are maintained and owned by VDOT. He concludes that it was his understanding that we are slated in the next year or two for road improvement.

3. Susan Edwards

Vice Mayor Edwards reiterates what has already been said and we really appreciate listening to everyone that came out this evening. She emphasizes that we have not gone into this lightly and have spent hours and hours pouring over the documents and doing research. She feels that a lot of people do not understand the process and hopes people will take the time to educate themselves on how this works. She adds that the Crossroads Village Center is owned by the Haymarket Development #1, LLC, not the Town of Haymarket. When a person owns a parcel (s) they possess by-right uses that are determined by how the property is zoned and the Comprehensive Plan of the Town. She continues stating that the Comprehensive Plan for Haymarket was updated in 2008 where this property was given a designation as a Planned Interchange Park. Vice Mayor Edwards adds that there were public hearings and public input taken on it at the time. She further adds that the property is zoned B-2.

Vice Mayor Edwards continues her Council Member time stating that the owner is willing to work with the Town of Haymarket for the best compromise possible. Not every development is perfect, however, I believe we are working towards the best solution we can. Please understand that there are many more steps that the developers must go thru and that all of the buildings must be approved by the ARB. She repeats what was said earlier, that the rezoning request for 79 town homes is a down zoning that will lessen the overall impact.

She states that she understands that the schools are overcrowded on the western end of Prince William County. She adds that both of her children graduated from county schools and overcrowding has been a systemic problem since her family moved to Haymarket 22 years ago. She shares with the dais and residents that she was a teacher in a trailer at Tyler Elementary

when the sniper came through. She asks the residents to take their comments and go to the school board and share with them their concerns. She concludes her time reminding the audience that the developers have a right to have this and we have people asking us for services and to please take this into consideration.

4. Bond Cavazos

Councilwoman Cavazos has no comments.

5. Robert Day

Councilman Day states that he appreciates all the comments and shares their opinions. He states that he shares many of the same concerns, however, we are trying to make tough decisions and come out with the best outcome possible. He closes his comments assuring that all of those on the dais are absolutely doing our best that this turns out in the most positive way that we can influence.

6. Madhu Panthi

Councilman Panthi has no comments.

7. David Leake

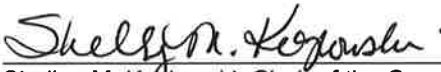
XV. Adjournment

1. Motion to Adjourn

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

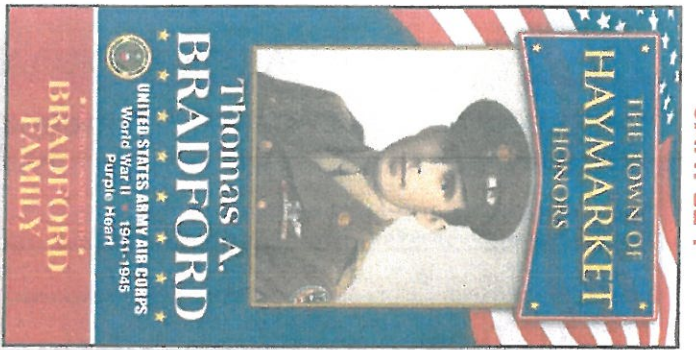
Submitted:

Approved:

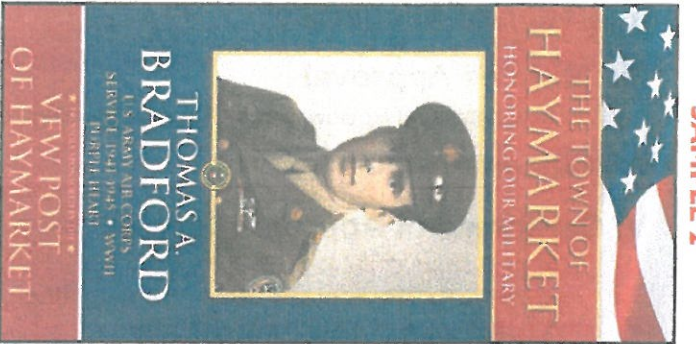

Shelley M. Kozlowski, Clerk of the Council


David Leake, Mayor

Minutes Acceptance: Minutes of Aug 6, 2018 7:00 PM (Minute Approval)



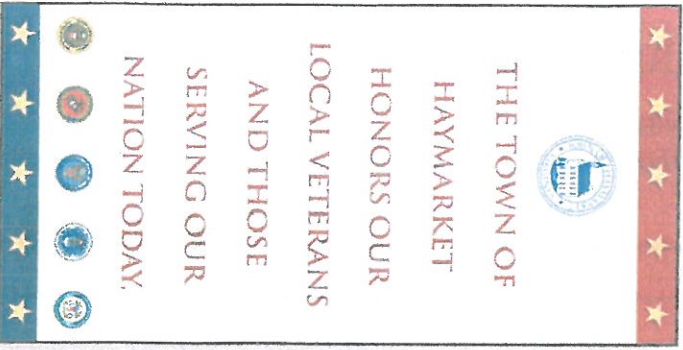
SAMPLE 1



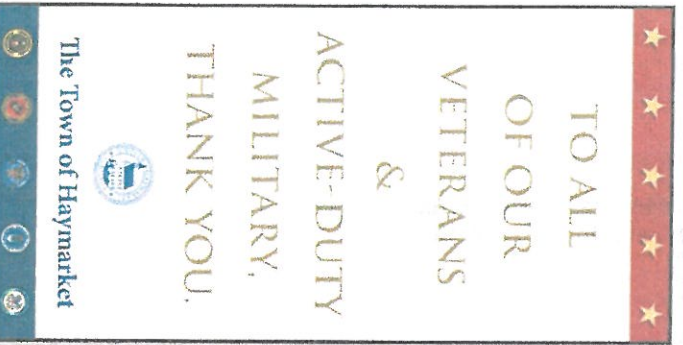
SAMPLE 2



SAMPLE 3



SAMPLE BACK 1



SAMPLE BACK 2



SAMPLE BANNER
08/07/18

Job #: HAYMVA_18080701
 City: HAYMARKET, VA
 Contact: Justin Lease
 Email: js12201@gmail.com

SPECS:

- Material:** 18oz Tyvek Vinyl- Weatherproof*
- Size:** 24"x48" finished size
- Finishing:** 3.5" Pole Pockets (2.5" opening, 1" seam)
Seam reinforcement stitching

THESE ARE SAMPLE PROOFS ONLY.

Most elements of the designs can be changed including colors, sizes and wording.

Please review design sample above and let us know of any change(s) you would like to make.



**HAYMARKET POLICE
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members
 From: Chief Lands
 Date: 8-15-2018
 Subject: Monthly Report for August 2018

Felony Arrests	3	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	14	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1469	Various
Out of Town Calls for Service	39	Various
Traffic Summons	48	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	178	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	3	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	501	All Town Businesses

Points of Interest:

National Night Out
 DMV Grant Meeting
 Business Roundtable

Officer Highlights:

National Night Out (Oneal)



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

JERRY M. SCHIRO
BUSINESS MANAGER

Date of Report: August 23, 2018

ADMINISTRATIVE STAFF REPORTS
Town of Haymarket Council Meeting
September 04, 2018

In an effort to streamline the agenda, the Administrative Staff reports, including the weekly reports covering the period of time since the last Council meeting, are included under this report.

Individual Staff reports will not be presented orally; however, Council is encouraged to ask any questions they might have after reviewing the reports and the appropriate Staff Member will respond at the meeting.

The Police report will continue to be covered orally by the Chief.

Please let me know if this format is more desirable than the previous.

Thanks,

Jerry

Attachment: Administrative Staff Report (3737 : Administrative Staff Reports)



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

JERRY M. SCHIRO
BUSINESS MANAGER

SHELLEY M. KOZLOWSKI
TOWN CLERK
OFFICE MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

TOWN STAFF - WEEKLY UPDATE
WEEK OF AUGUST 06 - AUGUST 10, 2018

Mayor and Haymarket Town Council;

The following is a synopsis of the key activities in the Administrative Offices this week.

The Town Clerk provided follow-up information from Monday's Council meeting and began drafting the meeting minutes. She arranged appointments for Planning Commission and ARB for Town Council's review and sent "welcome letters" to the new appointees. Two FOIA's were received this week and responses are being prepared. She completed the ARB minutes and the agenda packet, with the assistance of the Town Planner, as well as completing two sets of Planning Commission minutes. Along with the Town Planner she met with two local artists for art space at the museum for Haymarket Day and distributed Haymarket Day fliers to WINC FM radio and the Bull Run Mountain Magazine. She also posted town events on FACEBOOK and collected, stamped, and distributed the mail.

The Town Planner fielded follow-up questions, comments, concerns, etc., from Monday evening's meeting from the public, the developer and some Council Members. Along with the Business Manager, she met with the development team for the Payne Lane property. This is the second meeting with the group and the interest appears to continue. At this juncture they are considering age restricted (active senior), upscale housing along with retail and office space. The Planner prepared research/work binders for the new Planning Commission members, finalized a Zoning Determination Letter for 14901 Washington Street and worked with the Business Manager to obtain current E&S inspections for "A Dogs Day Out."

The Town Treasurer continues with the collection of Haymarket Day registration fees, processing weekly payables and clarifying budget questions with Staff. A shortage was identified on one of the rental payments and the tenant was contacted. The Town CPA was in the office on Wednesday to work with the Treasurer to complete the FYE 2018 adjusting entries. Both the Treasurer and Business Manager met with the CPA to answer questions. The Town Planner assisted with identifying active land development bonds currently being held in escrow by the Town.

The Clerk, Business Manager and Treasurer clarified some billing questions with the IT consultant. The Business Manager and Treasurer are researching an invoice that was presented from Rinker Design for work completed on the Town Center Renovation project nearly a year ago. A meeting with the firm's representatives is being scheduled for next week.

The Business Manager, and subsequently the entire Staff, interviewed a candidate for temporary, part-time employment consisting of administrative duties in the office. The candidate, a local person with a good knowledge of the area, seems to have the background necessary for our current needs. The person will be starting the latter part of this month. This is a part-time hourly position, with no assurance of permanent employment.

Other activities this week included the ongoing work on Haymarket Day by all of Staff. This included preparation for the Events Committee Meeting held on Wednesday and meeting follow-up.

The work at the Copper Cricket on Monday revealed more serious issues with the building. Years of water penetration into the backside of the building have caused the floor plate and band boards around this section of the building to deteriorate. There may also be additional deterioration in the lower part of the wall studs. Our contractor will need access to this portion of the building to make the necessary repairs. We anticipate the work will take up to two weeks, unless additional damage is discovered as the structure is disassembled for repair. The Business Manager worked with the business to offer assistance with the removal and storage of the merchandise in that area of the store; however, the owners have decided to close during the work which is scheduled to begin Tuesday, August 14. Appropriate documentation of the situation was provided to the tenants.

Have a Nice Weekend,

Haymarket Town Staff



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

JERRY M. SCHIRO
BUSINESS MANAGER

SHELLEY M. KOZLOWSKI
TOWN CLERK
OFFICE MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

TOWN STAFF - WEEKLY UPDATE
WEEK OF AUGUST 13 - AUGUST 17, 2018

Mayor and Haymarket Town Council;

The following is a synopsis of the key activities in the Administrative Offices this week.

- Haymarket Day

Staff continues to plan for Haymarket Day. We finalized the lease for five golf carts. Two of the carts will have beds for trash collection and the remaining three will be standard golf carts. We obtained the necessary information regarding liability insurance coverage for the event. There were no surprises and we will have adequate coverage. All vendors (with the exception of homebased crafters & non-profits) are required to provide proof of insurance. The participating breweries and wineries are required to name the Town as additional insured on the certificate. A contract for the children's play equipment was finalized and executed (*Jump Works*). Ads are were drafted for Haymarket Life Style.

- Finance

The Treasurer is reconciling accounts for July 2018 and compiling information for the Town CPA. The Town Audit is scheduled for the first week of October. We continue to receive payments for Haymarket Day, total to date \$45,275. The Treasurer prepared payables and this was a payroll week, both were reviewed by the Business Manager. The Treasurer is completing the necessary applications for new Town credit cards thru SONA bank.

He worked with the Business Manager and our Insurance Representative, Kathleen Guzi, to verify coverage information for Haymarket Day. Ms. Guzi also provided information regarding coverage should the Town Council decide to pursue a playground in the park. That information will be included in a subsequent staff report.

- Planning/Zoning

An applicant for a sign permit at NOVANT was told by the County that Town Zoning approval was required. The Zoning Administrator corrected the information with the County. She is also working with A Dog's Day Out to assist with the permit review issues at the County. She met with the Town Engineer to complete the site plan review for 6675 Fayette Street.

Deeds for the 6564 Jefferson Street boundary line adjustment completed staff review. Staff also assisted the respective property owners with the execution of the deed for recordation. The Business Manager had a discussion with the Town Attorney regarding the limits of the Town's responsibility with the deed preparation. It was agreed we can be less involved once the deed is reviewed to accurately describe the recordation plat with the new property boundaries.

Zoning received a permit request for a medical use relocating to a larger space in the "Foster's Building." The application is under review to determine if a SUP will be required.

A Zoning Determination Letter was sent to the applicant regarding the Funeral Home and Crematory use in Town.

The Architectural Review Board reviewed 6 applications. They also authorized the Zoning Administrator to administratively approve COAs for Demolition Permits for Big Fred and the small shed structures on the Payne Lane property.

Met with Michelle Dewitt from Farm Brewery to discuss the layout at the park for the beer garden and After Hours Concert.

Worked with several applicants for Zoning Approvals, Zoning Permits and referrals to the PWC Building Department

Staff is looking at the feasibility of accepting a donation of playground equipment from QBE for the Town Park. Liability and the condition of the equipment are the most prevalent concerns to date. The matter will hopefully be before the Town Council at its September meeting. The Town Planner is preparing a report on our findings and recommendations based on meetings with Playground Consultants (no cost) and Prince William County. A brief report was prepared for the Planning Commission to discuss the top 5 priorities at the Park.

- Administration

The Town Planner and Clerk attended the ARB held Wednesday evening. The Clerk prepared the agenda for upcoming PC regular and work session, completed three sets of PC minutes and began working on the August 6 Public Hearing minutes. She prepared Oath's of Office for the PC and ARB. She processed a FOIA response and worked with the Treasurer to develop a FOIA invoice. Staff time is being charged for FOIAs from this point forward

The Clerk arranged for the Invocation at the September 4th Council meeting. She is working with the Eagle Scout heading up the Veteran Banner program as an Eagle Scout project. The program was presented to the ARB on Wednesday evening for the Board's review and

comment. The Board approved the banners. She researched past meeting minutes at the request of the Planning Commission Chair, she prepared an updated list of Planning Commission and ARB members and posted the updated information on the Town's social media.

She attended the FOX 5 "zip trip" in Gainesville Friday morning, established contact with the crew and obtained a commitment to include Haymarket in the summer of 2019 "zip trips."

- Public Works

The work at the Copper Cricket was completed earlier than projected. The contractor finished up today and the space is available for occupancy. The Business Manager is working with the business owners to agree on a credit amount for the rent during the time a portion of the building could not be occupied. It will be a minimal credit.

Additionally, HVAC work is scheduled for next week at the Copper Cricket based on some issues discovered during the foundation work. We are also rerouting some HVAC drainage lines in the Town Hall to eliminate the discharge into the Town parking lot at the front entrance to the building.

Some work on the Street lights around the old BB&T was completed this week.

Staff met with another contractor to provide a quote for painting the Museum, Washington Street Realty and That Very Thing for Her properties. Once a sufficient number of bids are received, a recommendation will be forwarded to Council for consideration.

A bid was secured to remove three small trees in the Park along the property lines at Dogwood Park Lane. The top of one tree had broken and it fell into the adjacent trees. The cost is \$500, including grinding the stumps. I scheduled the work immediately.

Staff utilized the college interns to relocate some items from the museum to the Harrover House, paint the electrical shed at the Museum and paint the park benches on Washington Street. The work made a huge difference at a minor cost. We have the interns for one more week and they will continue to "spruce up" the Town.

Have a Nice Weekend,

The Haymarket Town Staff



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

JERRY M. SCHIRO
BUSINESS MANAGER

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ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

TOWN STAFF - WEEKLY UPDATE
WEEK OF AUGUST 20 - AUGUST 24, 2018

- Administration

The Clerk prepped the agendas, attended and recorded the Planning Commission public hearing and regular meeting. She also posted the minutes. She assisted with Vendor applications for Haymarket Day. Minutes were completed for the August 6th Town Council Public Hearing and regular meeting. Trophies and Vice-Mayor name plates were ordered. She confirmed a singer of the National Anthem at Haymarket Day. She inventoried and ordered office cleaning supplies and distributed office mail. She met with the Eagle Scout coordinating the Veteran Banner program. The Council packets are being prepared for distribution next week.

- Planning/Zoning

The Town Planner attended the Walking Work session with the Planning Commission regarding the Park Master Plan and discussed action items for moving forward with activating the park. She also attended the regular Planning Commission Meeting. The site plan for 6675 Fayette Street - 3 Single Family Residential homes was approved on 8/20. She also worked on the 6810 Jefferson Street Boundary Line Adjustment. She met with a developer and toured the Town properties for sale, for potential mixed-use development. She is working through several applications for the upcoming ARB meeting. She coordinated/ordering Town Decorations for Haymarket Day and made parking arrangements. Research continues on the feasibility of installing playground equipment at the park. After reviewing the information on the playground equipment at QBE with the Business Manager, it was decided the Town can not accept this equipment. QBE was informed of this decision. She assisted with vendor application and Parade Coordinating

- Finance

The Town Treasurer reconciled the July 2018 bank statements. Confirmation was made with the shuttle bus vendor for the Haymarket Day event and made the necessary deposits for Haymarket Day vendors and performers. Weekly payables were processed and checks were cut for the authorized signatures. He began working on the annual audit for RISK Management

Insurance. He assisted the Business Manager with researching a past invoice presented by Rinker Design. He joined the Business Manager on a telephone conference call with the Company to discuss the invoice. It appears the invoice was presented to the Town in September of 2017; however, it was not authorized for payment by the then Town Manager. We have secured additional documentation from Rinker and are reviewing that information. He also assisted with researching a past attorney invoice concerning the property acquisition for the Jefferson Street Pedestrian Improvement Project. It was determined a check had been issued for this work.

- Haymarket Day

Staff attended the Event Committee Meeting held Wednesday of this week. The planning status was reviewed with the Committee. Payments continue to come in. Currently we have 158 vendors registered, of which 152 have paid. It appears we will be able to use the Fairgrounds Property, The Old BB&T Bank site and the Stan Smith property for parking. The following is a budget breakout to date:

<u>Revenue</u>		<u>Committed Expenditures</u>	
Vendor Payments	\$35,650	WINC 92.5 FM (Radio Advertisement)	\$ 1,075
Sponsors	<u>\$12,500</u>	WINC 92.5 FM (Onsite Radio)	\$ 800
Total Collected	\$48,150	15 bunting American Flags	\$ 150
		Potter Potties	\$ 4,540
		Georgetown Trolley	\$ 3,105
		Capital Rentals - Park Stage	\$ 3,147
		Capital Rentals - Town Hall stage	\$ 2,557
		Earth Wind & Fire Tribute Band	\$ 4,000
		Police Staff	\$ 6,000
		Xen Live - Park stage Sound	\$ 1,800
		Xen Live - band and Town Stage	\$ 2,150
		Band - One Hot Mess	\$ 1,500
		Dan Lamestra (MC)	\$ 500
		Festive Effects: Balloon Decorations	\$ 585
		Banners	\$ 200
		Haymarket Lifestyle (August)	\$ 757
		Haymarket Lifestyle (September)	\$ 1,500
		Jumpworks (Kids Zone)	\$ 5,077
		Haybales (50 Seating)	\$ 296
		Golf Carts McMichael's	\$ 600
		Balloons and Helium Tank	\$ 130
		Judge's Stage	\$ 600
		Republic Services (2 Trash Dumpster)	\$ 871
		Town Signs (Macrina)	\$ 90
		Premier Turf & Landscaping	<u>\$ 2,305</u>
		Total	\$ 44,335

Attachment: Administrative Staff Report (3737 : Administrative Staff Reports)

- Public Works

The repair work at the Copper Cricket was completed as anticipated last Friday. The total bill was approximately one-half of the original estimated cost. The construction work apparently disturbed some insects in the craw space which required an exterminator. That was completed mid-week. The new street light poles were assembled by the contractor and are scheduled for installation within the next week. The new lights will have LED lighting. Eventually all lights will be changed out to LED. In the interim, the contrast between the old lights and newly installed lights will be noticeable. This was the last week for our College Interns. They cleaned the floors in the museum in preparation for setting up for Haymarket Day, repaired and painted the steps to the caboose. They also removed the old counter in the front room of the Harrover House at the park and replaced lighting in the Council Chambers.

We are wrapping up documents for bid solicitation for the Town Center Project and preparing documents for the formal bid invitation. We hope to have the bids on the street the first week in September.

Have a Nice Weekend,

The Haymarket Town Staff

Town Planner
Task List August 2018

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
Foster's Grille	4410 Costello Way	Emily	Aug-18	ARB approval	9/19/2018		ARB has requested the applicant return at the September meeting to address the Board
Veteran Banners	Eagle Scout: Justin Lease						Eagle Scout gave an update and received approval on the design of the banner
3 Single Family Homes	6675 Fayette Street	Emily	May-18	ARB approval		8/15/2018	Applicant amended the previous ARB approval to include a 6 foot privacy board on board fence as part of landscaping waiver for his site plans
Tesla	Sheetz	Emily	Jul-18	ARB approval		8/15/2015	Applicant has received ARB approval with the condition the landscaping will be modified according to the drawn up proposal by the ARB to include more plant material on the left side of the beds.
Fence for the Ballfields	QBE/14600 Washington Street	Emily	Aug-18	ARB approval/ modifications made by the applicant and landlord			Working with the applicant to discuss the modifications to the original submission based on the ARB's request. Need the landlord to provide approval of modifications.
Back Stairs	Jackie Walker/Keavy Place	Emily	Jul-18	ARB approval		8/15/2018	Applicant received approval to install back stairs into her yard from the house

Board of Zoning Appeals
No Activity for July 2018

Planning Commission

Fayette Street Single Family Homes	6675 Fayette Street	Emily/Katie					Site Plan approved August 20, 2018 at the regularly scheduled Planning Commission Meeting. The Applicant is working on the subdivision plat and will apply for building permits once the property is recorded.
Verizon Wireless	6736 Madison Street	Emily					Applicant has applied for a Zoning Permit to place an unmanned equipment shelter on the property. The shelter will be placed in the first few parking spaces and is able to be relocated. The application was approved by the planning commission and will need approval from the ARB, Applicant has not submitted to the ARB
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017				Applicant's received the building permit for the retaining wall, still awaiting the building permits for the structure
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18		Public Hearing for the project was held on August 6, Council deferred the three SUPs for the restaurants, approved the bank with a drive thru, denied the auto repair service, approved the hotel with a height not to exceed 75ft, assisted living facility not to exceed 50 ft, rezoning for 9.94 acres for 79 townhomes-- approved
Planning Commission	Harrover Park	Emily	Held a walking work session from Town Hall to the Park. Introduced the new Commissioners to the "Town", ongoing projects and expected projects in the near future. Held a discussion at the Park regarding the playground and creating a top five priority list to give direction for implementing projects at the Park. Priority list is as follows; Trash Cans, Bike Racks, Crosswall Playground Equipment, Gazebo. Trash Cans have been purchased.				

Prince William County (1 Mile Review)
No Activity for PWC 1 Mile Review August 2018

Attachment: August TC Report (3737 : Administrative Staff Reports)

Staff				
Boundary Line Adjustment	6564 Jefferson Street	Emily		Approved, and recorded
Funeral Home SUP	14901 Washington Street	Emily		Working with an interested business owner regarding a property in Town and a potential SUP application for a funeral home. Discussing several concerns regarding traffic and parking on site. Applicant is working on prepping a Special Use Permit application. Applicant has requested a Zoning Determination --- ZONING DETERMINATION mailed to the applicant and recieved. Awaiting feedback from the applicant
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	Applicant making changes to the plats
Website				Working with Team AHA on updates to our New Website. Looking to go live on August 31, 2018. Working in house with Staff on necessary changes and updates
Haymarket Day				Accepting and processing applications, held two events meetings, making progress on the layout and logistics.
Zoning Violations				
Blight Ordinance	Payne Lane	Emily Lockhart	2/21/2018	Blight Ordinance letter has been mailed, response has been received, working with the property owner to remedy the issues. Scheduled a pre-application meeting w an interested developer. Also working with new developer on the requirements for demolish permits. ARB has granted the permission to the ZA to administratively approve demo permits for Big Fred and the "shedlike" structures on the property. NO historic homes and NO buildings with active businesses
Blight Ordinance	14881 & 14891 Washington Street	Emily Lockhart		Met with a current tenant on the property to discuss some of the maintenance issues pertaining to her business/portion of the property. Notified the tenant of my intent to address the issues in a friendly manner and my intent to contact the property owner regarding the status of the properties. Following back up with the tena to discuss the repairs
Blight Ordinance	14941 Washington Street	Emily Lockhart		Firehouse & Bungalow: In contact with the realtor representing the properties, awaiting a follow-up. Expected follow-up for the last week of August
Tree Debris	6701 Hunting Path Road	Emily Lockhart		Issued Violation letters to the property owner to clean tree debris, debris has not been removed as of 7/27/2018. Issue has been remedied.
Tree Debris	6700 Hunting Path Road	Emily Lockhart		Issued Violation letters to the property owner to clean the tree debris on the property as well as other trash. Owner has remedied the situation.

Attachment: August TC Report (3737 : Administrative Staff Reports)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
September 4, 2018

Highlights:

- The financials attached are as of July 31st 2018
- We made our debt service payment in this month
- Reviewed and discussed PD actuals for the month with Chief Lands.
- Met with Haymarket Day vendors to discuss logistics and contracts.
- Assisted vendors with Haymarket Day applications and payments.

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

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,069,164.50
11000 · CD's & Money Market Funds	366,142.10
11010 · Virginia Investment Pool	305,185.13
Total Checking/Savings	1,740,491.73
Accounts Receivable	
12000 · Accounts Receivable	111,021.93
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	1,688.71
Total Accounts Receivable	115,840.13
Other Current Assets	
11499 · Undeposited Funds	3,609.20
12012 · Local Accounts Receivable-Other	62,452.99
12025 · Due from Prince William County	17,952.65
12030 · Due from Commonwealth	9,205.51
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-10,555.29
Total Current Assets	1,845,776.57
Fixed Assets	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,960,724.75
Other Assets	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
Total Other Assets	165,328.45
TOTAL ASSETS	7,971,829.77
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	38,760.79
Total Accounts Payable	38,760.79
Credit Cards	
20040 · Town Credit Card	-4,781.94
Total Credit Cards	-4,781.94
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
21000 · Payroll Liabilities	-7,544.52
22000 · Security Deposits	14,050.42
22010 · Escrow Deposits	322,624.04
Total Other Current Liabilities	339,129.94
Total Current Liabilities	373,108.79

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

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

	Jul 31, 18
Long Term Liabilities	
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95
29100 · Deferred Inflow - Pension Msmnt	34,420.00
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,822,458.19
Equity	
34000 · Net Pension Activity Offset	130,908.45
30000 · Unrestricted Net Assets	1,608,774.50
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,960,724.75
33000 · Amt Long Term Obligations	-1,414,929.40
Net Income	-142,106.72
Total Equity	6,149,371.58
TOTAL LIABILITIES & EQUITY	7,971,829.77

08/24/18

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

Ordinary Income/Expense	Jul 18	Budget	% of Budget
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	0.00	367,666.00	0.0%
Public Service Corp RE Tax	0.00	11,274.00	0.0%
Penalties - All Property Taxes	0.00	1,000.00	0.0%
Total 3110 · GENERAL PROPERTY TAXES	0.00	379,940.00	0.0%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	1,985.36	180,000.00	1.1%
Cigarette Tax	12,997.50	135,000.00	9.6%
Consumer Utility Tax	12,931.63	150,000.00	8.6%
Meals Tax - Current	60,344.37	650,000.00	9.3%
Sales Tax Receipts	14,135.18	155,000.00	9.1%
Penalties (Non-Property)	219.54	0.00	100.0%
Interest (Non-Property)	17.27	0.00	100.0%
Total 3120 · OTHER LOCAL TAXES	102,630.85	1,288,000.00	8.0%
3130 · PERMITS,FEES & LICENSESES			
Application Fees	400.00	2,700.00	14.8%
Inspection Fees	0.00	10,000.00	0.0%
Motor Vehicle Licenses	60.00	1,900.00	3.2%
Other Planning & Permits	300.00	25,000.00	1.2%
Total 3130 · PERMITS,FEES & LICENSESES	760.00	39,600.00	1.9%
3140 · FINES & FORFEITURES			
Fines	3,817.47	65,000.00	5.9%
Total 3140 · FINES & FORFEITURES	3,817.47	65,000.00	5.9%
3150 · REVENUE - USE OF MONEY			
Interest on Bank Deposit	174.56	8,000.00	2.2%
Interest on Bank Deposits	1,587.09	0.00	100.0%
Total 3150 · REVENUE - USE OF MONEY	1,761.65	8,000.00	22.0%
3151 · RENTAL (USE OF PROPERTY)	17,299.56	136,957.00	12.6%
3160 · CHARGES FOR SERVICES			
Public Safety			
Donation/Grants	2,264.00	5,000.00	45.3%
Total Public Safety	2,264.00	5,000.00	45.3%
Total 3160 · CHARGES FOR SERVICES	2,264.00	5,000.00	45.3%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	40,475.00	70,000.00	57.8%
Total 3165 · REVENUE - TOWN EVENTS	40,475.00	70,000.00	57.8%
3180 · MISCELLANEOUS			
Citations & Accident Reports	75.00	1,000.00	7.5%
Miscellaneous	10.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	85.00	1,000.00	8.5%

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

08/24/18

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

	Jul 18	Budget	% of Budget
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	0.00	28,000.00	0.0%
Car Rental Reimbursement	557.15	5,500.00	10.1%
Communications Tax	9,199.74	117,000.00	7.9%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	0.00	18,627.00	0.0%
Railroad Rolling Stock	5.77	1,500.00	0.4%
Total 32 · REVENUE FROM COMMONWEALTH	9,762.66	171,627.00	5.7%
33 · REVENUE FROM FEDERAL GOVERNMENT			
DMV Transp Safety Grant	0.00	13,000.00	0.0%
CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	0.00	228,700.00	0.0%
35 · Reserve Funds For CIP	0.00	250,000.00	0.0%
Total Income	178,856.19	2,643,824.00	6.8%
Gross Profit	178,856.19	2,643,824.00	6.8%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	0.00	5,000.00	0.0%
FICA/Medicare	115.52	2,000.00	5.8%
Meals and Lodging	145.77	1,500.00	9.7%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	1,750.00	32,100.00	5.5%
Total 11100 · TOWN COUNCIL	2,011.29	41,350.00	4.9%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	20,510.50	241,800.00	8.5%
Salaries/Wages - Part Time	5,514.00	70,200.00	7.9%
FICA/Medicare	1,925.45	20,000.00	9.6%
VRS	1,680.86	37,000.00	4.5%
Health Insurance	3,762.84	50,000.00	7.5%
Life Insurance	258.18	4,000.00	6.5%
Disability Insurance	165.07	2,900.00	5.7%
Unemployment Insurance	112.41	2,000.00	5.6%
Worker's Compensation	100.00	300.00	33.3%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	0.00	8,000.00	0.0%
Cigarette Tax Administration	383.88	5,500.00	7.0%
Printing & Binding	347.15	13,000.00	2.7%
Advertising	0.00	12,000.00	0.0%
Computer, Internet & Website Svc	445.44	23,650.00	1.9%
Postage	500.00	4,000.00	12.5%
Telecommunications	42.03	6,000.00	0.7%
Mileage Allowance	0.00	2,500.00	0.0%
Meals & Lodging	0.00	6,000.00	0.0%
Convention & Education	0.00	8,000.00	0.0%
Discretionary Fund	0.00	1,000.00	0.0%
Books, Dues & Subscriptions	459.83	15,000.00	3.1%
Office Supplies	846.05	4,000.00	21.2%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	51,753.69	559,850.00	9.2%
12210 · LEGAL SERVICES			
Legal Services	0.00	73,000.00	0.0%
Total 12210 · LEGAL SERVICES	0.00	73,000.00	0.0%

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

08/24/18

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

	Jul 18	Budget	% of Budget
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	53,764.98	690,700.00	7.8%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	26,283.27	355,347.00	7.4%
Salaries & Wages - OT Regular	265.60	14,000.00	1.9%
Salaries & Wages - OT Premium	2,142.56	20,000.00	10.7%
Salaries & Wages - Holiday Pay	1,057.68	10,000.00	10.6%
Salaries & Wages - Part Time	830.00	14,000.00	5.9%
FICA/MEDICARE	2,285.32	27,923.00	8.2%
VRS	2,570.48	39,457.00	6.5%
Health Insurance	4,312.08	56,057.00	7.7%
Life Insurance	360.60	4,344.00	8.3%
Disability Insurance	173.00	1,195.00	14.5%
Unemployment Insurance	0.00	2,178.00	0.0%
Workers' Compensation Insurance	3,680.00	6,813.00	54.0%
Line of Duty Act Insurance	0.00	1,304.00	0.0%
Legal Services	0.00	12,000.00	0.0%
Computer, Internet & Website	7,460.72	14,000.00	53.3%
Postage	0.00	300.00	0.0%
Telecommunications	667.65	10,350.00	6.5%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Convention & Edu. (Training)	0.00	3,500.00	0.0%
Misc - Discretionary Fund	0.00	500.00	0.0%
Annual Dues & Subscriptions	2,817.50	7,524.00	37.4%
Office Supplies	347.01	3,500.00	9.9%
Vehicle Fuels	1,727.69	16,000.00	10.8%
Vehicle Maintenance/Supplies	1,103.18	8,000.00	13.8%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	9,783.80	22,300.00	43.9%
Community Events	697.45	5,000.00	13.9%
Grant Expenditures	0.00	13,000.00	0.0%
Mobile Data Computer Netwk Svc	0.00	15,000.00	0.0%
Capital Outlay-Machinery/Equip	0.00	31,592.00	0.0%
Total 31100 · POLICE DEPARTMENT	72,819.64	720,184.00	10.1%
34100 · BUILDING OFFICIAL			
Erosion & Sedimentation Ins.	1,200.00	40,000.00	3.0%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
Total 34100 · BUILDING OFFICIAL	1,200.00	50,000.00	2.4%
Total 03 · PUBLIC SAFETY	74,019.64	770,184.00	9.6%
04 · PUBLIC WORKS			
Town Public Works	115.50	70,426.00	0.2%
43200 · REFUSE COLLECTION			
Trash Removal Contract	12,313.44	78,000.00	15.8%
Total 43200 · REFUSE COLLECTION	12,313.44	78,000.00	15.8%

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

08/24/18

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

	Jul 18	Budget	% of Budget
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	1,873.90	55,000.00	3.4%
Maint Svc Contract-Pest Control	155.00	2,000.00	7.8%
Maint Svc Contract-Landscaping	2,075.00	35,000.00	5.9%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
Electric/Gas Services	1,355.58	15,000.00	9.0%
Electrical Services-Streetlight	281.04	5,500.00	5.1%
Water & Sewer Services	187.40	2,000.00	9.4%
Janitorial Supplies	0.00	1,000.00	0.0%
Real Estate Taxes	0.00	4,000.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	5,927.92	128,500.00	4.6%
Total 04 · PUBLIC WORKS	18,356.86	276,926.00	6.6%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
Grounds Maintenance/Repairs	96.00	68,000.00	0.1%
Total 70000 · HAYMARKET COMMUNITY PARK	96.00	68,000.00	0.1%
71110 · EVENTS			
Contractual Services	0.00	70,000.00	0.0%
Total 71110 · EVENTS	0.00	70,000.00	0.0%
72200 · MUSEUM			
Advertising	0.00	750.00	0.0%
Telecommunications	202.74	2,200.00	9.2%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	0.00	1,700.00	0.0%
Total 72200 · MUSEUM	202.74	5,150.00	3.9%
Total 07 · PARKS, REC & CULTURAL	298.74	143,150.00	0.2%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	315.00	5,000.00	6.3%
FICA/Medicare	39.40	500.00	7.9%
Consultants - Engineer	4,400.00	50,000.00	8.8%
Consultants - Comp Plan	0.00	40,000.00	0.0%
Total 81100 · PLANNING COMMISSION	4,754.40	95,500.00	5.0%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	255.00	0.00	100.0%
FICA/Medicare	13.39	0.00	100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	268.39	0.00	100.0%
Total 08 · COMMUNITY DEVELOPMENT	5,022.79	95,500.00	5.3%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	169,499.91	0.00	100.0%
Total 95100 · DEBT SERVICE	169,499.91	0.00	100.0%
Total 09 · NON-DEPARTMENTAL	169,499.91	0.00	100.0%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	7,100.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	208,600.00	0.0%

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

08/24/18

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

	Jul 18	Budget	% of Budget
94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	-0.01		
Total EMPLOYEE BENEFITS	-0.01	0.00	100.0%
Total 94105 · PERSONNEL	-0.01	0.00	100.0%
94106 · TOWN CENTER MASTER PLAN	0.00	203,951.00	0.0%
94107 · BLIGHT MITIGATION			
Building Official/Engr.	0.00	50,000.00	0.0%
Total 94107 · BLIGHT MITIGATION	0.00	50,000.00	0.0%
Total Expense	320,962.91	2,446,111.00	13.1%
Net Ordinary Income	-142,106.72	197,713.00	-71.9%
Net Income	-142,106.72	197,713.00	-71.9%

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

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

	Jul 18
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	1,985.36
Cigarette Tax	12,997.50
Consumer Utility Tax	12,931.63
Meals Tax - Current	60,344.37
Sales Tax Receipts	14,135.18
Penalties (Non-Property)	219.54
Interest (Non-Property)	17.27
Total 3120 · OTHER LOCAL TAXES	102,630.85
3130 · PERMITS,FEES & LICENESES	
Application Fees	400.00
Motor Vehicle Licenses	60.00
Other Planning & Permits	300.00
Total 3130 · PERMITS,FEES & LICENESES	760.00
3140 · FINES & FORFEITURES	
Fines	3,817.47
Total 3140 · FINES & FORFEITURES	3,817.47
3150 · REVENUE - USE OF MONEY	
Interest on Bank Deposit	174.56
Interest on Bank Deposits	1,587.09
Total 3150 · REVENUE - USE OF MONEY	1,761.65
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,999.18
315110 · Suite 200 Genesis Contracting	1,270.70
315120 · Suite 202 Metis Group	3,500.00
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	3,374.00
315160 · The Very Thing For Her	2,810.00
3151 · RENTAL (USE OF PROPERTY) - Other	365.85
Total 3151 · RENTAL (USE OF PROPERTY)	17,299.56
3160 · CHARGES FOR SERVICES	
Public Safety	
Donation/Grants	2,264.00
Total Public Safety	2,264.00
Total 3160 · CHARGES FOR SERVICES	2,264.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	40,475.00
Total 3165 · REVENUE - TOWN EVENTS	40,475.00
3180 · MISCELLANEOUS	
Citations & Accident Reports	75.00
Miscellaneous	10.00
Total 3180 · MISCELLANEOUS	85.00

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

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

	Jul 18
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	557.15
Communications Tax	9,199.74
Railroad Rolling Stock	5.77
	9,762.66
Total 32 · REVENUE FROM COMMONWEALTH	9,762.66
Total Income	178,856.19
Gross Profit	178,856.19
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
FICA/Medicare	115.52
Meals and Lodging	145.77
Salaries & Wages - Regular	1,750.00
	2,011.29
Total 11100 · TOWN COUNCIL	2,011.29
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	20,510.50
Salaries/Wages - Part Time	5,514.00
FICA/Medicare	1,925.45
VRS	1,680.86
Health Insurance	3,762.84
Life Insurance	258.18
Disability Insurance	165.07
Unemployment Insurance	112.41
Worker's Compensation	100.00
Gen Property/Liability Ins.	14,700.00
Cigarette Tax Administration	383.88
Printing & Binding	347.15
Computer, Internet & Website Svc	445.44
Postage	500.00
Telecommunications	42.03
Books, Dues & Subscriptions	459.83
Office Supplies	846.05
	51,753.69
Total 12110 · TOWN ADMINISTRATION	51,753.69
Total 01 · ADMINISTRATION	53,764.98
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	26,283.27
Salaries & Wages - OT Regular	265.60
Salaries & Wages - OT Premium	2,142.56
Salaries & Wages - Holiday Pay	1,057.68
Salaries & Wages - Part Time	830.00
FICA/MEDICARE	2,285.32
VRS	2,570.48
Health Insurance	4,312.08
Life Insurance	360.60
Disability Insurance	173.00
Workers' Compensation Insurance	3,680.00
Computer, Internet & Website	7,460.72
Telecommunications	667.65
General Prop Ins (Vehicles)	4,089.00
Annual Dues & Subscriptions	2,817.50
Office Supplies	347.01

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

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

	Jul 18
Vehicle Fuels	1,727.69
Vehicle Maintenance/Supplies	1,103.18
Repairs/Maintenance Supplies	165.05
Uniforms & Police Supplies	9,783.80
Community Events	697.45
Total 31100 · POLICE DEPARTMENT	72,819.64
34100 · BUILDING OFFICIAL	
Erosion & Sedimentation Ins.	1,200.00
Total 34100 · BUILDING OFFICIAL	1,200.00
Total 03 · PUBLIC SAFETY	74,019.64
04 · PUBLIC WORKS	
Town Public Works	115.50
43200 · REFUSE COLLECTION	
Trash Removal Contract	12,313.44
Total 43200 · REFUSE COLLECTION	12,313.44
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	1,873.90
Maint Svc Contract-Pest Control	155.00
Maint Svc Contract-Landscaping	2,075.00
Electric/Gas Services	1,355.58
Electrical Services-Streetlight	281.04
Water & Sewer Services	187.40
Total 43100 · MAINT OF 15000 Wash St./Grounds	5,927.92
Total 04 · PUBLIC WORKS	18,356.86
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
Grounds Maintenance/Repairs	96.00
Total 70000 · HAYMARKET COMMUNITY PARK	96.00
72200 · MUSEUM	
Telecommunications	202.74
Total 72200 · MUSEUM	202.74
Total 07 · PARKS, REC & CULTURAL	298.74
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	315.00
FICA/Medicare	39.40
Consultants - Engineer	4,400.00
81100 · PLANNING COMMISSION - Other	0.00
Total 81100 · PLANNING COMMISSION	4,754.40
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	255.00
FICA/Medicare	13.39
Total 81110 · ARCHITECTURAL REVIEW BOARD	268.39
Total 08 · COMMUNITY DEVELOPMENT	5,022.79
09 · NON-DEPARTMENTAL	
95100 · DEBT SERVICE	
General Obligation Bond	169,499.91
Total 95100 · DEBT SERVICE	169,499.91
Total 09 · NON-DEPARTMENTAL	169,499.91

Attachment: Treasurer & Financial Report for 09-04-2018 (3737 : Administrative Staff Reports)

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

	Jul 18
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.01
Total EMPLOYEE BENEFITS	-0.01
Total 94105 · PERSONNEL	-0.01
Total Expense	320,962.91
Net Ordinary Income	-142,106.72
Net Income	-142,106.72

Engineer's Report - 7/25/18 through 8/28/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Haymarket Iceplex As-builts	Katie	8/8/2018	8/15/2018	Applicant			-Comments on as-built submission provided to Emily/Applicant
6675 Fayette Street	Katie/Emily	6/6/2018	8/16/2018	Planning Commission	8/20/2018		-Plan approved by staff 8/16
Crossroads Village	Staff	11/29/2017	8/6/2018	Applicant			-Applicant met with Town to discuss proposed layout and uses 11/29 -Town signed off on TIA scope 3/8. Town reviewed TIA 4/18. VDOT accepted TIA 6/19 -Public Hearing 8/6
Pedestrian Improvements Project	Katie	7/14/2014	4/25/2018	RDA/Town/VDOT			-RDA submitted final construction plans, quantities and cost estimate to VDOT -Funding deficit of \$143,500 to be covered by Town. VDOT submitted application for funding assistance through Pedestrian/Bike Safety (BPS) Program. BPS Funding application approved. VDOT transferring funds to fully fund project for advertisement. -christopher consultants to provide CA services under current contract
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/11/2018	RDA			-RDA submitted Final Site Plan for review/approval. All agency comments have been provided to RDA. RDA preparing to resubmit
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Katie	N/A	7/24/2018	Applicant/ Katie	N/A		-Landscape/E&S Bonds released 8/7 -As-Built survey approved. -Applicant/Dominion have completed street lights installation and will need to transfer meter to turn over to Town for ownership/maintenance for performance bond release.
Sherwood Forest Bond Release	Katie	N/A	11/29/2017	Applicant			-As-builts approved 11/15. -Landscaping and E&S Bond released. -Applicant must finish Street Acceptance Process with VDOT before bringing Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.
QBE Final Site Plan	Emily	1/20/2017	6/7/2018	Applicant			-Approved by Planning Commission 6/7/17. Site Plan approval notification letter sent 7/18/17 -Bonds to be provided prior to construction -Town Attorney accepted deeds/plats per 2nd submission -Town met with Applicant 6/7/18 to discuss phasing of maintenance improvements related to Site Plan and will submit sketches -Town coordinating playground dedication

Engineer's Report - 7/25/18 through 8/28/18

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Dog's Day Out Final Site Plan	Emily	12/13/2016	6/12/2018	Applicant			-Approved by Planning Commission 7/5. Site plan approval notification letter sent 7/18 -Applicant provided revised site plan per building height. Plan has been approved/signed -Applicant provided revised sheet per PWC Building Official comments



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

JERRY M. SCHIRO
BUSINESS MANAGER

APPOINTMENT OF CHARTER EMPLOYEES

BACKGROUND

The Haymarket Town Charter sets forth requirements for the appointment of certain employees at the Council's first regular meeting in September. Article III, § 1 of the Charter reads:

Article III, § 1 Haymarket Town Charter

...

(13) Treasurer-Generally. There shall be appointed by the council at its first meeting in September, or as soon as practicable thereafter, a treasurer, who shall hold office for a term of two (2) years. The council may provide a salary for the treasurer. He shall give such bond, with surety and in such penalty as the council prescribes. He shall receive all money belonging to the town and keep correct accounts of all receipts from all sources and of all expenditures of all departments. He shall be responsible for the collection of all taxes, license fees, levies and charges due to the town, and shall disburse the moneys of the town in the manner prescribed by the council as it may by ordinance direct.

(16) Clerk. There shall be appointed by the council, at its first regular meeting in September after its election, a clerk of the council, who shall hold office at the pleasure of the council. He shall attend the meetings of the council and keep its minutes and records and have charge of the corporate seal and shall attest the same. He shall keep all papers required to be kept by the council, shall publish such reports and ordinances as are required to be published, and shall perform such other duties as the council may from time to time require. His compensation shall be fixed by the council. Any vacancy in this office shall be filled by the council.

(17) Chief of police. There shall be appointed by the council at its first regular meeting in September or as soon as practicable thereafter, a town sergeant, who shall also be chief of police; and shall hold office at the pleasure of the council. His duties shall be such as the council prescribes. He shall be vested with the powers of a conservator of the peace. His compensation shall be fixed by the council.

COUNCIL ACTION (Sample Motions)

- Pursuant to Article III, § 1 (13) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Roberto C. Gonzalez as the Haymarket Town Treasurer
- Pursuant to Article III, § 1 (16) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Shelley Kozlowski as the Haymarket Town Clerk and Office Manager
- Pursuant to Article III, § 1 (17) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Kevin Lands as the Haymarket Chief of Police.

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



Preamble

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

To this end, the Town of Haymarket Town Council has adopted this Code of Ethics and Standards of Conduct for the members of the Town Council, Planning Commission (PC) and Architectural Review Board (ARB) and recommends adoption by the Board of Zoning Appeals (BZA) to assure public confidence in the integrity of local government and its effective and fair operation.

CODE OF ETHICS

1. Uphold the Constitution, laws and regulations of the United States and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Haymarket, as a whole, above loyalty to individuals, districts, or particular groups.
3. Expose through appropriate means and channels: corruption, misconduct or neglect of duty when discovered.
4. Give a full measure of effort and service to the positions of trust for which stewardship has been granted; giving earnest effort and best thought to the performance of duties.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's EEO policy, and that support the rights and recognize the needs of all citizens regardless of gender, race, age, religion, creed, country of origin or disability.
7. Ensure the integrity of the actions of the Mayor, Town Council, PC, and ARB by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties. Per Section 2.2-3104.2 of the Virginia State Code, any member of the governing body may accept a gift that does not influence the performance of governmental duties of monetary value not

to exceed \$25 per occurrence, provided they acknowledge the gift. The gift may include but not be limited to a meal, award, etc.

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

Members, therefore, shall not interfere with the administrative functions of the Town or the professional duties of the Town staff; nor shall they impair the ability of staff to implement Town policy decisions. Inquiries to staff shall be made through the Town Manager for all administrative issues, unless the matter in question is clearly a police matter and should be addressed to the Chief of Police.

17. Members shall support the maintenance of a positive and constructive workplace environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees and in no way create the perception of inappropriate direction to staff.
18. Review orally and in public session at the annual organizational meeting each of these principles.
19. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.

STANDARDS OF CONDUCT

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

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

IMPLEMENTATION

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

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

commissions and committees to update it as necessary. The BZA is encouraged by Council to also adopt and uphold the Code of Ethics and Standards of Conduct as presented.

COMPLIANCE and ENFORCEMENT

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

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

The Town Council may impose sanctions on members whose conduct does not comply with the Town's ethical standards, such as public or private reprimand, formal censure, loss of seniority or committee assignment, or budget restriction. Where allowed by law, the Town Council also may remove members of Council, PC, ARB, and committees from office. The Town Council acknowledges that it does not have such authority over the BZA for the Town.

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

Signed

Date

Attachment: Code of Ethics (3729 : Code of Ethics and Standards of Conduct (Continued Discussion))

HAYMARKET VISION STATEMENT

Haymarket...Where a historic past and a positive future flourish.

HAYMARKET MISSION STATEMENT

Our mission: To provide residents, businesses, and visitors with public services in a fiscally prudent and socially responsible way.

HAYMARKET CORE VALUES

TRANSPARENT	INNOVATIVE
INTEGRITY	RESPECTFUL
ACCOUNTABLE	INCLUSIVE
LOYALTY	TEAMWORK
LEADERSHIP	

HAYMARKET TAGLINE

“Haymarket...Everyone’s Hometown”

HAYMARKET STRATEGIC DIRECTION/ACTION AGENDA 2018-2020

STRATEGIC INITIATIVE ONE: FOSTER COMMUNITY AND ECONOMIC WELL-BEING

STRATEGIC INITIATIVE TWO: PRACTICE GOOD GOVERNANCE

STRATEGIC INITIATIVE THREE: FOSTER COMMUNITY ENGAGEMENT

STRATEGIC INITIATIVE FOUR: FUND THE FUTURE

INITIATIVE ONE: FOSTER COMMUNITY AND ECONOMIC WELL-BEING.

Capitalize on Haymarket's location, heritage, and diversity of assets, to strengthen the community and economic well-being of its citizens and businesses.

ACTION AGENDA:

1. Complete the Town Hall renovation project.
2. Appoint a Business Roundtable Committee to facilitate a positive and interactive relationship between the Town of Haymarket and its local businesses.
3. Update the Haymarket Comprehensive Plan.
4. Develop a Haymarket sidewalk master plan.
5. Review and update the Haymarket Zoning Ordinance.
6. Develop a policy for how land will be developed along Haymarket's major gateways.
7. Institute a wayfinding signage program for Haymarket.
8. Formulate a traffic management plan for Haymarket.

INITIATIVE TWO: PRACTICE GOOD GOVERNANCE.

Perform government functions and defined duties efficiently and effectively while being accountable to the citizens of Haymarket.

ACTION AGENDA:

1. Develop and adopt annually a Town Council Code of Performance/Statement of Ethics that demonstrates the council's commitment to witnessing the values inherent with good governance.
2. Place a Mayor/Council message on the town's website once a month.
3. Develop an annual town report inclusive of a citizen's guide to town government and share it with town residents and town businesses.
4. Place the Haymarket vision, mission statement, core values and 2018-2020 strategic initiatives summary on the towns' website once it is adopted.
5. Host an annual reception/dinner for all persons who serve on council appointed boards and commissions as an expression of Council's appreciation.

INITIATIVE THREE: FOSTER COMMUNITY ENGAGEMENT

Promote a positive and interactive relationship with town residents and stakeholders that will result in a greater understanding of and connection with town government.

ACTION AGENDA:

1. Develop fact sheets for major town issues/projects and share them with the public and the media.
2. Partner with local businesses to develop a “Welcome to Haymarket” basket to be shared with new residents and new business alike upon arriving in Haymarket.
3. Create and distribute a quarterly Haymarket newsletter.
4. Sponsor a Haymarket town government open house annually.
5. Sponsor a Haymarket Local Government Academy to help citizens learn about their town government.
6. Strengthen Haymarket’s identity by enhancing the town’s website.

INITIATIVE FOUR: FUND THE FUTURE

Commit to fulfill our current and future obligations by identifying and managing Haymarket’s resources, revenues and future development opportunities.

ACTION AGENDA:

1. Develop a five-year revenue and expenditure forecast focused on services and programs sponsored by the town of Haymarket inclusive of personnel, support costs and capital costs.
2. Adopt a Capital Improvement Program (CIP) for Haymarket that includes a capital maintenance component.
3. Inventory and craft a policy for town owned property.
4. Inventory and craft a policy focused on addressing Haymarket’s blighted property.
5. Develop a staffing and salary plan for key town personnel which will be competitive with other similarly sized local governments in northern Virginia.



**AN ORDINANCE TO WAIVE MEALS TAX
ON September 15th through 16th, 2018, SET BY
SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2018-001

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on September 15th, 2018 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 September 15th and 16th, 2018.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 4th day of September, 2018, that the Meals Tax is waived solely for the 15th and 16th day of September, 2018.

By Order of Council:

David Leake, Mayor

ATTEST:

Shelley Kozlowski, Clerk of Council

PARCEL 1-A, 1-B, 1-C & 1-D

REQUIREMENTS:

PERMITTED USES:
HOTEL/ASSISTED LIVING
DAY CARE
RETAIL
RETAIL/GAS
RETAIL/MEDICAL
RESTAURANT/RETAIL/MEDICAL
RESTAURANT

GROSS FLOOR AREA (GFA) TOTAL GFA = 160,000 SQ. FT. TOTAL GFA SHALL NOT EXCEED 160,000 SQ. FT. AND DENSITY /OR INDIVIDUAL USES MAY BE INCREASED OR REDUCED PROVIDED THE PARKING STANDARDS IN SECTION 58.6.1(b) ARE MET.

LOT AREA NO REQUIREMENT
(299,367 SQ. FT. EXISTING)

LOT COVERAGE
BUILDABLE LOT COVERAGE 75%

BUFFER YARD 25' MIN. TO ADJOINING RESIDENTIAL USES

SETBACK & YARD
FRONT SETBACK 10' MIN
SIDE YARD 10' MIN @ STREET, 0' @ COMMERCIAL, 25' @ RESIDENTIAL
REAR YARD 10' MIN @ STREET, 0' @ COMMERCIAL, 25' @ RESIDENTIAL

BUILDING HEIGHT: 50'

PARKING REQUIRED:
HOTEL/ASSISTED LIVING (110 ROOMS) 1.1 PER ROOM, 121 REQ'D.
DAY CARE (240 CHILDREN) 1 PER 5 CHILDREN UP TO 40 & 1 PER 10 AFTER 40, 28 REQ'D.
RETAIL (10,500 SQ. FT.) 1 PER 300 SQ. FT. GFA, 35 REQ'D.
BANK/FINANCIAL INSTITUTION (3,500 SQ. FT.) 1 PER 300 SQ. FT. GFA, 12 REQ'D.
RETAIL/MEDICAL (5,400 SQ. FT.) 1 PER 300 SQ. FT. GFA, 18 REQ'D.
RESTAURANT/RETAIL/MEDICAL (16,500 SQ. FT.) 1 PER 300 SQ. FT. GFA, 55 REQ'D.
RESTAURANT WITH DRIVE-IN (8,000 SQ. FT.) 1 PER 100 SQ. FT. GFA, 80 REQ'D.

TOTAL PARKING REQUIRED: 349 REQUIRED

PROPOSED:
PARCEL 1-A

USES:
DAY CARE

PARKING PROVIDED:
DAY CARE 37

PROPOSED:
PARCEL 1-B

USES:
HOTEL/ASSISTED LIVING

PARKING PROVIDED:
HOTEL/ASSISTED LIVING 122

PARCEL 1-C

USES:
BANK/FINANCIAL INSTITUTION
RETAIL/MEDICAL
RESTAURANT/RETAIL/MEDICAL
RESTAURANT WITH DRIVE-IN

PARKING PROVIDED:
BANK/FINANCIAL INSTITUTION 18
RETAIL/MEDICAL 22
RESTAURANT/RETAIL/MEDICAL 77
RESTAURANT WITH DRIVE-IN 34

PARCEL 1-D

USES:
RETAIL
RESTAURANT/RETAIL/MEDICAL
RESTAURANT WITH DRIVE-IN

PARKING PROVIDED:
RETAIL 37
RESTAURANT/RETAIL/MEDICAL 15
RESTAURANT WITH DRIVE-IN 50

OVERALL PARKING PROVIDED: 412 (63 ADDITIONAL PARKING SPACES)

PARCEL 2 R-2 SUBDIVISION & REZONING

REQUIREMENTS:

PERMITTED USES:
TOWNHOUSES

BUFFER YARD BY SPECIAL USE PERMIT
25' MIN. ADJOINING B1 & B2 DISTRICT
10' MIN. ADJOINING R1 DISTRICT

AVG. TOWNHOUSE LOT AREA: 2,000 SQ. FT. AVG. (NONE LESS THAN 1,500 SQ. FT.)

SETBACK & YARD:
FRONT SETBACK 15' MIN.
SIDE YARD 15' MIN.
REAR YARD 20' MIN.

HEIGHT REGULATIONS: THE MAXIMUM HEIGHT SHALL BE 2 1/2 STORIES BUT NOT OVER 35 FEET WITH 15 FOOT SIDE YARD SETBACK
*THE BUILDING HEIGHT MAY BE EXTENDED TO THREE STORIES OR A MAXIMUM OF 40 FEET IF EACH SIDE YARD IS INCREASED ONE-HALF FOOT FOR EACH ADDITIONAL FOOT OF BUILDING HEIGHT

MAX DENSITY: 8 UNITS / GROSS ACRE
(9.94 ACRES X 8 = 79.52 UNITS)

PARKING:
TOWNHOUSES 2.25 SPACE / DWELLING UNIT (GARAGE OR ON LOT)
79 TOWNHOUSE UNITS
178 SPACES REQUIRED
49 SPACES OUTSIDE UNITS

PROPOSED:
BUILDING USES:
TOWNHOUSE LOTS

16 LOTS @ 3,241.4 SQ. FT.	=	51,862.4 SQ. FT.
44 LOTS @ 1,706.0 SQ. FT.	=	75,064.0 SQ. FT.
4 LOTS @ 3,696.0 SQ. FT.	=	14,784.0 SQ. FT.
15 LOTS @ 2,112.0 SQ. FT.	=	31,680.0 SQ. FT.
79 LOTS @ 2,194.8 SQ. FT. AVG.	=	173,390.4 SQ. FT.

BUFFER YARD: 25' MIN. @ BUILDING ADJOINING B1 & B2 DISTRICT
10' MIN. @ BUILDING ADJOINING R1 DISTRICT

SETBACK & YARD:
FRONT SETBACK 15' MIN.
SIDE YARD 0' PARTY WALL / 17.5' END
REAR YARD 20' MIN.

HEIGHT REGULATIONS: THE MAXIMUM HEIGHT SHALL BE 2 1/2 STORIES BUT NOT OVER 35 FEET WITH 15 FOOT SIDE YARD SETBACK
*THE BUILDING HEIGHT MAY BE EXTENDED TO THREE STORIES OR A MAXIMUM OF 40 FEET IF EACH SIDE YARD IS INCREASED ONE-HALF FOOT FOR EACH ADDITIONAL FOOT OF BUILDING HEIGHT.
(THE SIDE YARD SETBACKS HAVE BEEN ESTABLISHED AT 17.5 FEET TO ALLOW FOR A MAXIMUM HEIGHT OF 40 FEET)

PARKING:
158 GARAGE SPACES
158 DRIVEWAY SPACES
116 OFF-LOT SPACES
432 PARKING SPACES

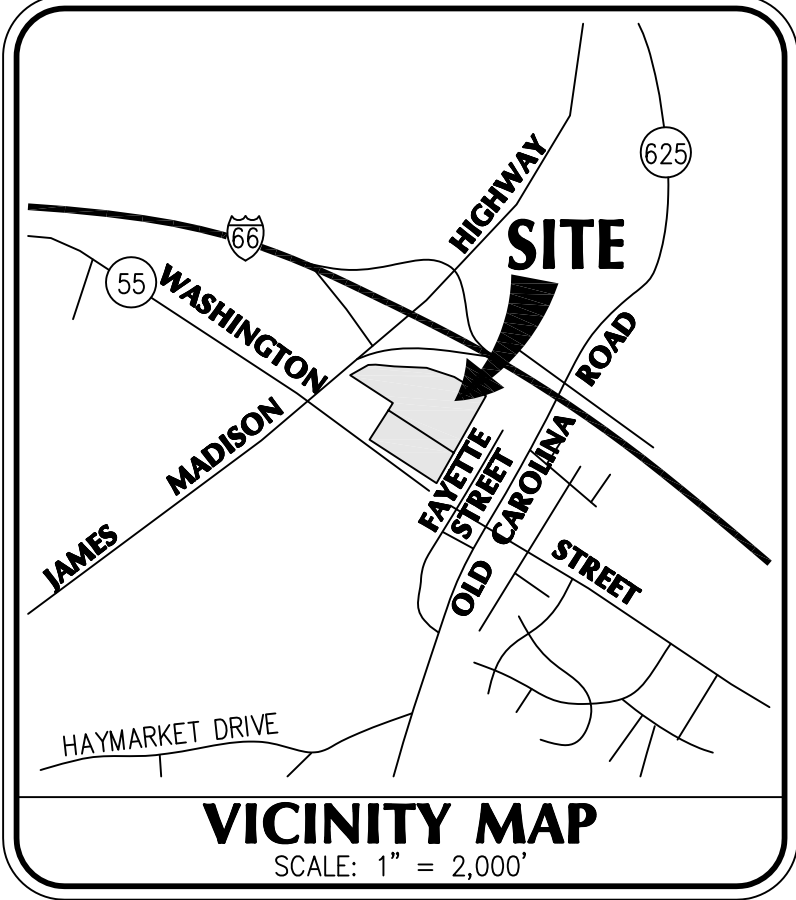
GENERAL NOTES

- 1) THE PRINCE WILLIAM COUNTY GEOGRAPHIC PARCEL IDENTIFICATION NUMBERS (G.P.I.N.), ADDRESSES, ZONE AND USE FOR THE PROPERTIES SHOWN HEREON ARE AS FOLLOWS:
G.P.I.N. 7298-81-2707 / 15150 WASHINGTON STREET / B-2 / VACANT / 873,819 SQ. FT. OR 20.0601 AC.
G.P.I.N. 7298-71-7053 / 6500 JAMES MADISON HIGHWAY / B-2 / VACANT / 39,086 SQ. FT. OR 0.8973 AC.
TOTAL AREA = 912,905 SQ. FT. OR 20.9574 AC.
- 2) THERE ARE NO MAPPED CHESAPEAKE BAY RESOURCE PROTECTION AREA (RPA) ON THE PARCELS SHOWN HEREON.
- 3) NEW PARKING AREAS AND DRIVES ARE ILLUSTRATIVE AND ARE SUBJECT TO CHANGE WITH FINAL ENGINEERING AND SITE DESIGN.
- 4) STORMWATER MANAGEMENT & BEST MANAGEMENT PRACTICES SHALL BE ADDRESSED WITH ONSITE FACILITIES.
- 5) THE PROPERTY IS LOCATED WITHIN THE OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY DISTRICT. ARCHITECTURAL DESIGN WILL REQUIRE REVIEW AND APPROVAL OF A CERTIFICATE OF APPROPRIATENESS (COA) BY THE ARCHITECTURE REVIEW BOARD (ARB).
- 6) ROSS-FRANCE, PC DOES NOT CERTIFY TO THE LOCATION OR EXISTENCE OF ANY UNDERGROUND UTILITIES. THE UNDERGROUND UTILITIES SHOWN ARE FROM AVAILABLE RECORDS. THIS DOES NOT CONSTITUTE A GUARANTEE OF THEIR ACTUAL LOCATION OR THAT THEY HAVE BEEN SHOWN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DIGGING OF TEST HOLES PRIOR TO THE BEGINNING OF ANY CONSTRUCTION. THESE TEST HOLES SHALL BE MADE TO VERIFY ALL CROSSINGS BETWEEN NEW AND EXISTING FACILITIES AND AT CRITICAL GRADE CHANGES. IF CONDITIONS ARE FOUND IN THE FIELD WHICH ARE MATERIALLY DIFFERENT FROM THE PLANS, THE CONTRACTOR SHALL NOTIFY ROSS-FRANCE, PC AND APPROPRIATE REVISIONS SHALL BE MADE TO THE PLANS.
- 7) PARKING IS CONCEPTUAL AND THE NUMBER OF SPACES (AND CORRESPONDING DENSITY), INCLUDING FOR SPECIAL USE PERMIT USES, MAY CHANGE IN ACCORDANCE WITH THE PROVISIONS OF ZONING ORDINANCE SECTION 58-6.1.
- 8) THE ZONING LINE IS CONCEPTUAL AND COULD CHANGE ACCORDING TO THE NEEDS OF THE ULTIMATE USERS PROVIDED THAT THE ACREAGE REZONED WOULD BE A MINIMUM OF 9.87 ACRES.
- 9) DUMPSTER LOCATIONS ARE APPROXIMATE AND MAY SHIFT IN ACCORDANCE WITH ENGINEERING OR OPERATIONAL CONSIDERATIONS AT SITE PLAN.

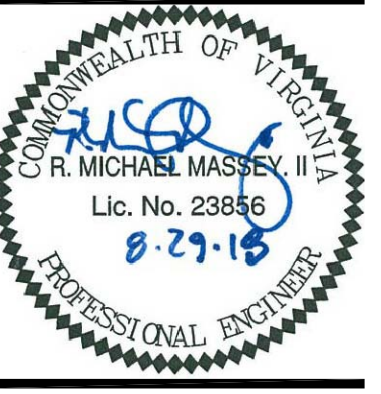
OWNER/APPLICANT:
HAYMARKET DEVELOPMENT #1 LLC
4080 LAFAYETTE CENTER DRIVE, SUITE 265
CHANTILLY, VIRGINIA 20151
(571)375-1756

LEGEND

AC.	ACRE
BMP	BEST MANAGEMENT PRACTICES
D.B.	DEED BOOK
ESMT.	EASEMENT
EX.	EXISTING
GDP	GENERALIZED DEVELOPMENT PLAN
G.P.I.N.	GEOGRAPHIC PARCEL IDENTIFICATION NUMBER
INST. #	INSTRUMENT NUMBER
P.G.	PAGE
R/W	RIGHT-OF-WAY
SQ. FT.	SQUARE FEET
SUP	SPECIAL USE PERMIT
SWM	STORMWATER MANAGEMENT
TEMP.	TEMPORARY
VDDT	VIRGINIA DEPARTMENT OF TRANSPORTATION
[Symbol]	HANDICAP PARKING
[Symbol]	NO PARKING AREA
[Symbol]	PAVEMENT
[Symbol]	CONCRETE
[Symbol]	REINFORCED TURF
[Symbol]	BRICK



ROSS-FRANCE
CIVIL ENGINEERING • LAND SURVEYING
9417 INNOVATION DRIVE, MANASSAS, VA 20110
(703) 361-4188
rossfranceva.com



CROSSROADS VILLAGE CENTER
GAINESVILLE MAGISTERIAL DISTRICT
PRINCE WILLIAM COUNTY, VIRGINIA
MARCH 30, 2018

GENERALIZED DEVELOPMENT AND AND SPECIAL USE PERMIT PLAN

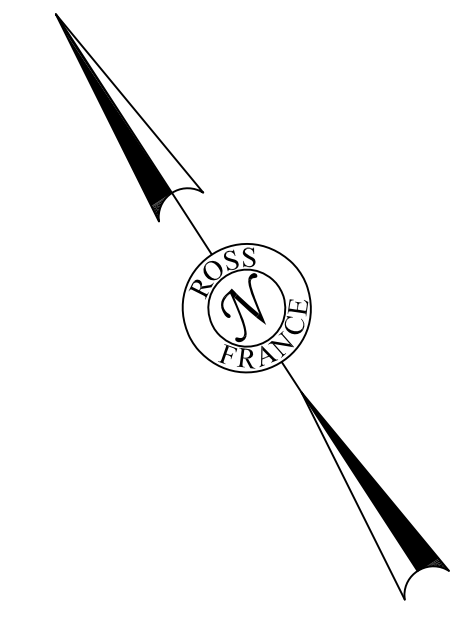
DATE	BY	REVISION
5/31/18	RMM	REVISED PER TOWN COMMENTS
7/11/18	RMM	REVISED NOTES AND UPDATED PLAN
8/28/18	RMM	ADDED DUMPSTERS AND REMOVED SUP REFERENCE FOR AUTO REPAIR

DES: SEM DWN: GMG CHK: RMM
FILE NO. DP #511
SHEET 1 OF 2

DATE	BY	REVISION
5/31/18	RMM	REVISED PER TOWN COMMENTS
7/11/18	RMM	REVISED NOTES AND UPDATED PLAN
8/28/18	RMM	ADDED DUMPSTERS AND REMOVED SUP REFERENCE FOR AUTO REPAIR

DES: SEM	DWN: GMG	CHK: RMM
FILE NO. DP #511		
SHEET 2 OF 2		

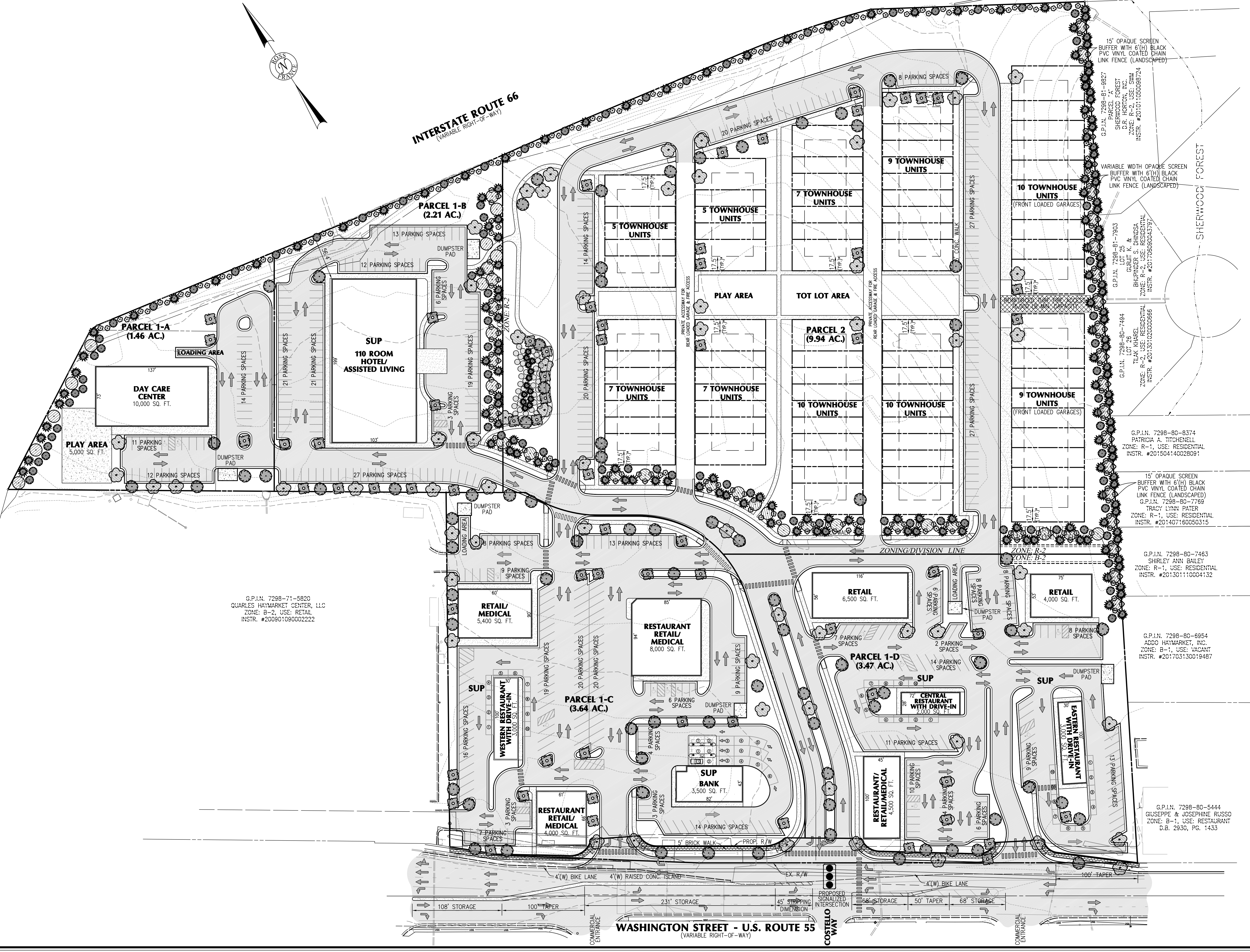
P:\Engineer\PWC\Haymarket\Cross Villages Ctr\Phase 1\DWG\CVC - GDP.dwg Thu, Aug 30, 2018 9:40:18 AM



INTERSTATE ROUTE 66
 (VARIABLE RIGHT-OF-WAY)

SHERWOOD FOREST

WASHINGTON STREET - U.S. ROUTE 55
 (VARIABLE RIGHT-OF-WAY)



G.P.I.N. 7298-71-5820
 QUARLES HAYMARKET CENTER, LLC
 ZONE: B-2, USE: RETAIL
 INSTR. #20090109002222

G.P.I.N. 7298-81-7903
 GURJIT K. & BHUPINDER S. DHINDSA
 ZONE: R-2, USE: RESIDENTIAL
 INSTR. #20170606045791

G.P.I.N. 7298-80-7494
 TILAK KHAREL
 ZONE: R-2, USE: RESIDENTIAL
 INSTR. #20150130102000868

G.P.I.N. 7298-80-8374
 PATRICIA A. TITCHENELL
 ZONE: R-1, USE: RESIDENTIAL
 INSTR. #201504140028091

G.P.I.N. 7298-80-7463
 SHIRLEY ANN BAILEY
 ZONE: R-1, USE: RESIDENTIAL
 INSTR. #201301110004152

G.P.I.N. 7298-80-6954
 ADDO HAYMARKET, INC.
 ZONE: B-1, USE: VACANT
 INSTR. #201703130019487

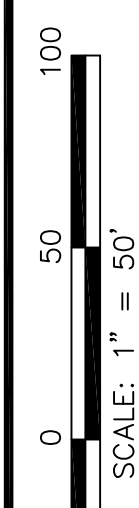
G.P.I.N. 7298-80-5444
 GIUSEPPE & JOSEPHINE RUSSO
 ZONE: B-1, USE: RESTAURANT
 D.B. 2930, PG. 1433

15' OPAQUE SCREEN
 BUFFER WITH 6'(H) BLACK
 PVC VINYL COATED CHAIN
 LINK FENCE (LANDSCAPED)

VARIABLE WIDTH OPAQUE SCREEN
 BUFFER WITH 6'(H) BLACK
 PVC VINYL COATED CHAIN
 LINK FENCE (LANDSCAPED)

15' OPAQUE SCREEN
 BUFFER WITH 6'(H) BLACK
 PVC VINYL COATED CHAIN
 LINK FENCE (LANDSCAPED)

G.P.I.N. 7298-80-5444
 GIUSEPPE & JOSEPHINE RUSSO
 ZONE: B-1, USE: RESTAURANT
 D.B. 2930, PG. 1433



SCALE: 1" = 50'

DATE	BY	REVISION
5/31/18	RMM	REVISED PER TOWN COMMENTS
7/11/18	RMM	REVISED NOTES AND UPDATED PLAN
8/28/18	RMM	ADDED DUMPSTERS AND REMOVED SUP REFERENCE FOR AUTO REPAIR

DES: SEM	DWN: GMG	CHK: RMM
FILE NO. DP #511		
SHEET 1 OF 1		



G.P.I.N. 7298-71-5820
 QUARLES HAYMARKET CENTER, LLC
 ZONE: B-2, USE: RETAIL
 INSTR. #200901090002222

G.P.I.N. 7298-80-6854
 ADDO HAYMARKET, INC.
 ZONE: B-1, USE: VACANT
 INSTR. #201703130019487

G.P.I.N. 7298-80-5444
 GIUSEPPE & JOSEPHINE RUSSO
 ZONE: B-1, USE: RESTAURANT
 D.B. 2930, PG. 1433

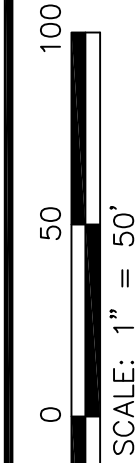
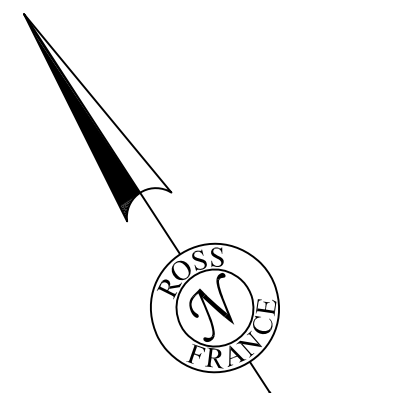
G.P.I.N. 7298-80-7463
 SHIRLEY ANN BAILEY
 ZONE: R-1, USE: RESIDENTIAL
 INSTR. #20130110004132

G.P.I.N. 7298-80-8374
 PATRICIA A. TITCHENELL
 ZONE: R-1, USE: RESIDENTIAL
 INSTR. #201504140028091

G.P.I.N. 7298-80-7484
 TILAK KHAREL
 ZONE: R-2, USE: RESIDENTIAL
 INSTR. #201301020000885

G.P.I.N. 7298-81-7903
 BRUPINDER S. DHINDSA
 ZONE: R-2, USE: RESIDENTIAL
 INSTR. #20170605045797

G.P.I.N. 7298-81-8027
 SHERWOOD FOREST
 ZONE: R-2, USE: SWM
 INSTR. #20101006008724





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

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

August 30, 2018

Via Courier and Email

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

Re: Conditions for the Drive-in Restaurants.

Dear Ms. Lockhart:

This supplements my letter dated August 2, 2018 and conveys an additional condition to which my clients would agree with respect special use permit applications for the drive-in restaurants, as follows.

- * Drive-Ins for Restaurants
 - * The store-front of the restaurants shall face Washington Street.
 - * All four sides of each restaurant shall be finished to a standard to present aesthetically pleasing facades on all sides.
 - * Two of the restaurants with drive-ins shall have a minimum patio size of 150 square feet.

We also submit a revised GDP dated August 28, 2018 showing dumpster pad locations.

Thanking you for your kind attention to this request, I remain,

Sincerely yours,

Gifford R. Hampshire



Emily Lockhart, A.I.C.P.
August 30, 2018
Page 2

Enclosures: as stated

cc:

Haymarket Development #1, LLC
R. Michael Massey, II, P.E., L.S.Ross-France
Chad Baird, P.E., Gorove/Slade
Jerry Schiro, Town of Haymarket Business Manager
(By Email Only: jschiro@townofhaymarket.org)
Martin Crim, Town Attorney

Attachment: 08-30-18--Letter to Emily Lockhart re SUPs 4823-1733-6433 v.1 .pdf revised (3742 : Crossroads Village Center)

SUP# 2018-002



SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: Haymarket Development #1, LLC

SITE ADDRESS: 15150 Washington Street; 6500 James Madison Highway

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

PROPOSED USE(S): Restaurant, drive-in **CODE SECTION(S) #:** 58-11.3

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*
This application requests a special use permit for a drive-in restaurant located on the Western boundary of

Parcel 1-C as shown on the GDP and as referred to in the narrative as "the Western Restaurant"

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

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

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

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

NUMBER / TYPE OF VEHICLES: _____

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

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

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

APPLICANT/PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Haymarket Development #1, LLC				Haymarket Development #1, LLC			
Name				Name			
4080 Lafayette Center Drive, Suite 265				4080 Lafayette Center Drive, Suite 265			
Address				Address			
Chantilly,	Virginia	20151		Chantilly,	Virginia	20151	
City	State	Zip		City	State	Zip	
c/o Gifford R. Hampshire, Esq.; 703-691-1235				571-375-1756			
Phone#(s)				Phone#(s)			
ghampshire@bklawva.com							
Email Address				Email Address			

Attachment: Drive In Applications (3742 : Crossroads Village Center)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# _____

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

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

See attached.

See attached.

Applicant Signature

Property Owner Signature

Date

Date

OFFICE USE ONLY

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

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR

DATE

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN

DATE

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: Drive In Applications (3742 : Crossroads Village Center)

Haymarket Development #1, LLC,
a Virginia Limited Liability Company

By: Haymarket Development Partners MM, LLC,
a Virginia Limited Liability Company, its Manager

By: Melissa Ricketts
The Don L and Melinda L Wooden Trust, its Manager
Melissa Ricketts, Trustee

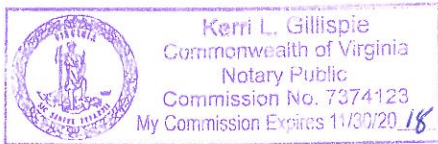


COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FAIRFAX

Subscribed and sworn before me this 3 day of
April 2018, in my city/county and state
aforesaid, by the forenamed principal.

Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

By: Igor Levine
OC-P3, LLC, its Member
Igor Levine, Member

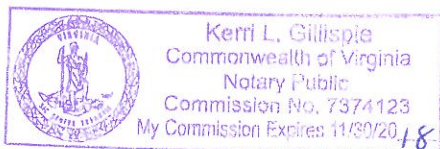


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Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

By: Nick Liu
OC-P3, LLC, its Member
Nick Liu, Member



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FAIRFAX

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April 2018, in my city/county and state
aforesaid, by the forenamed principal.

Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

Attachment: Drive In Applications (3742 : Crossroads Village Center)

RECEIVED APR 04 2018

SUP# 2018-003



SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: Haymarket Development #1, LLC

SITE ADDRESS: 15150 Washington Street; 6500 James Madison Highway

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

PROPOSED USE(S): Restaurant with drive in CODE SECTION(S) #: 58-11.3

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*
This application requests a special use permit for restaurant with a drive in window as shown on the GDP and as referred to in the narrative as "Central Restaurant".

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

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

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

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

NUMBER / TYPE OF VEHICLES: _____

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

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

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

APPLICANT/PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Haymarket Development #1, LLC				Haymarket Development #1, LLC			
Name				Name			
4080 Lafayette Center Drive, Suite 265				4080 Lafayette Center Drive, Suite 265			
Address				Address			
Chantilly,	VA	20151	Chantilly,	Virginia	20151		
City	State	Zip	City	State	Zip		
c/o Gifford R. Hampshire, Esq.; 703-691-1235				571-375-1756			
Phone#(s)				Phone#(s)			
ghampshire@bklawva.com							
Email Address				Email Address			

Attachment: Drive In Applications (3742 : Crossroads Village Center)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# _____

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

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

See attached.

See attached.

Applicant Signature

Property Owner Signature

Date

Date

OFFICE USE ONLY

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

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR

DATE

DATE TO PLANNING COMMISSION: _____ PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN

DATE

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: Drive In Applications (3742 : Crossroads Village Center)

Haymarket Development #1, LLC,
a Virginia Limited Liability Company

By: Haymarket Development Partners MM, LLC,
a Virginia Limited Liability Company, its Manager

By: Melissa Ricketts
The Don L and Melinda L Wooden Trust, its Manager
Melissa Ricketts, Trustee



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FAIRFAX

Subscribed and sworn before me this 3 day of
April 2018, in my city/county and state
aforesaid, by the forenamed principal.

Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

By: Igor Levine
OC-P3, LLC, its Member
Igor Levine, Member

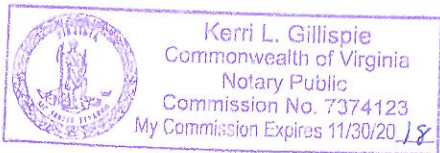


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Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

By: Nick Liu
OC-P3, LLC, its Member
Nick Liu, Member



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FAIRFAX

Subscribed and sworn before me this 3 day of
April 2018, in my city/county and state
aforesaid, by the forenamed principal.

Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

Attachment: Drive In Applications (3742 : Crossroads Village Center)

RECEIVED APR 04 2018

SUP# 2018-004



SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: Haymarket Development #1, LLC

SITE ADDRESS: 15150 Washington Street; 6500 James Madison Highway

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

PROPOSED USE(S): Restaurant, drive-in CODE SECTION(S) #: 58-11.3

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*
This application requests a special use permit for a drive-in window for the approximately 3,000 square foot restaurant located at the

Eastern boundary of Parcel 1-D as shown on the GDP and as referred to in the narrative as
"the Eastern Restaurant"

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

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

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

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

NUMBER / TYPE OF VEHICLES: _____

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

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

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

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
<u>Haymarket Development #1, LLC</u>	<u>Haymarket Development #1, LLC</u>
Name	Name
<u>4080 Lafayette Center Drive, Suite 265</u>	<u>4080 Lafayette Center Drive, Suite 265</u>
Address	Address
<u>Chantilly, Virginia 20151</u>	<u>Chantilly, Virginia 20151</u>
City State Zip	City State Zip
<u>c/o Gifford R. Hampshire, Esq.; 703-691-1235</u>	<u>571-375-1756</u>
Phone#(s)	Phone#(s)
<u>ghampshire@bklawva.com</u>	
Email Address	Email Address

Attachment: Drive In Applications (3742 : Crossroads Village Center)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# _____

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

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

See attached.

See attached.

Applicant Signature

Property Owner Signature

Date

Date

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

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

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR

DATE

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RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN

DATE

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: Drive In Applications (3742 : Crossroads Village Center)

Haymarket Development #1, LLC,
a Virginia Limited Liability Company

By: Haymarket Development Partners MM, LLC,
a Virginia Limited Liability Company, its Manager

By: Melissa Ricketts
The Don L and Melinda L Wooden Trust, its Manager
Melissa Ricketts, Trustee



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FAIRFAX

Subscribed and sworn before me this 3 day of
April 2018, in my city/county and state
aforesaid, by the forenamed principal.

Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

By: Igor Levine
OC-P3, LLC, its Member
Igor Levine, Member



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FAIRFAX

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April 2018, in my city/county and state
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Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

By: Nick Liu
OC-P3, LLC, its Member
Nick Liu, Member



COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF FAIRFAX

Subscribed and sworn before me this 3 day of
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aforesaid, by the forenamed principal.

Kerri Gillispie
Notary Public
My Commission Expires: 11-30-18
My Registration ID#: 7374123

Attachment: Drive In Applications (3742 : Crossroads Village Center)



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

Emily Lockhart
TOWN PLANNER

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator
DATE: August 30, 2018
SUBJECT: Crossroads Village Center 15150 Washington Street; SUP#2018-002, SUP#2018-003, SUP#2018-004, Special Use Permit Applications.

Staff Summary: The applicant has submitted a revised SUP Condition letter. The revisions include *“two of the restaurants with drive-ins shall have a minimum patio size of 150 square feet.”* Please also refer to the revised GDP for the dumpster pad locations.

Staff Recommendations: The Town Planner has received feedback and concerns regarding the project’s Special Use Permits and their affect on the Town. With these concerns in mind I suggest the following;

- Drive-Thru Restaurants
 - Orient the business fronts to all face Washington Street
 - All four sides shall be finished in a manner so that no one side is deemed visually less appealing due to the blank wall effect or lesser quality materials. Standards to apply; materials used on the back of the buildings will be identical to those on the front, in keeping with the proposed elevations demonstrated at the June 20th ARB Work Session with Meladon, the backs of the buildings shall have windows and doors to avoid the blank wall effect, as well as sufficient landscape screening.
 - Require patio/open air seating at a minimum of two drive-in locations to encourage sit down dining and a walking destination.