



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING

~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 3, 2018

7:00 PM

Council Chambers

### **I. Call to Order**

### **II. Pledge of Allegiance - Girl Scout Troop 90064**

### **III. Invocation - Pastor Ruth Anne Sawyer, Haymarket Baptist Church**

### **IV. Honorary Police Officer Presentation**

### **V. Public Hearing**

1. McDonald's Second Drive Thru Lane

### **VI. Department Reports**

1. Police Department Report - Chief Kevin Lands
2. Administrative Staff Report - Jerry Schiro, Business Manager

### **VII. Minutes Approval**

1. Mayor and Council - Work Session - Nov 5, 2018 6:00 PM
2. Mayor and Council - Regular Meeting - Nov 5, 2018 7:00 PM

### **VIII. Citizens' Time**

### **IX. Action Items**

1. Work Session Discussion
2. Bond Release - Haymarket Iceplex
3. SUP#2018-009 McDonald's Special Use Permit

### **X. Updates**

1. Planning Commission
2. Architectural Review Board

### **XI. Council Member Time**

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

### **XII. Closed Session**

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

### **XIII. Adjournment**

**NOTICE OF PUBLIC HEARING  
TOWN COUNCIL  
TOWN HALL, 15000 WASHINGTON STREET, ST. 100  
HAYMARKET VA 20169  
DECEMBER 3, 2018 - 7:00 P.M.**

**Notice is hereby given that the Haymarket Town Council will conduct a public hearing to permit a second drive-thru lane in the I-1 zoning district by Special Use Permit, 6740 Lea Berry Way, Haymarket, VA 20169. All interested parties are encouraged to present their views at these hearings. The public hearing will be held on Monday, December 3, 2018, beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, Suite 100, Haymarket, Virginia.**

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

BY ORDER OF THE HAYMARKET TOWN COUNCIL

**Instruction to Publisher:**

Run This Notice Once; November 28, 2018

Attachment: Special Use Permit Public Notice McDonalds Town Council (3831 : McDonald's Second Drive Thru Lane)



**HAYMARKET POLICE  
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 11-22-2018  
 Subject: Monthly Report for November 2018

Felony Arrests	3	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	8	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1500	Various
Out of Town Calls for Service	30	Various
Traffic Summons	30	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	203	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	9	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	560	All Town Businesses

**Points of Interest:**

Firearms Training/Recertification  
 Ethan's Birthday  
 Taser Recert Training  
 Women's Self Defense Class  
 Officers Thanksgiving Meal  
 D.C. A/V Conference Presentation  
 Christmas Event



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

**BUSINESS MANAGER'S REPORT**  
**REGULAR COUNCIL MEETING**  
**December 3<sup>rd</sup>, 2018**

**Month of November 2018**

**Administration**

The Military Tribute Banner program was completed with the banners going up for Veterans' Day. As Council heard at the November 5<sup>th</sup> Council Meeting, the program was very well received by the community.

The delayed Haymarket Day required staff to go from the Haymarket Day "hangover" directly into planning for the Christmas/Holiday event on December 1. A good deal of time was spent arranging the various aspects of the event, from Santa & Mrs. Claus to Fire Trucks, to 20' Christmas Trees, the staff did an outstanding job in organizing the event. At the time of this report staff has collected \$2500 in monetary sponsorships, plus an additional nine sponsors that will provide in-kind donations. All sponsors are recognized on the event banner.

Our thanks to Premier Landscaping for donating and installing the beautiful Christmas Tree in the Town Green.

The Town Clerk arranged for the Dominion Women's Club to decorate the Town Hall. She also arranged for the Town of Haymarket to host the November 20<sup>th</sup> meeting of the Haymarket/Gainesville Business Association. The event was well attended. Staff attended the meeting and we appreciate the Mayor and Council Members that attended.

A Holiday Newsletter was prepared and mailed to the residents.

Staff initiated a Christmas Ornament sale for the Season. Two hundred and fifty ornaments were ordered. To date we have taken orders for seventy. This report is prior to the Christmas event, where we plan to have the ornaments available for sale. The ornaments will also be used as gifts to sponsors and others participating in the Christmas event.

Fall and Winter event folders were prepared and distributed to the various businesses in Town.

The Clerk and I met with representatives from Verizon to explore upgrading our office phone system. We believe the change will result in cost savings; however, we are reviewing our current telecom costs which are bundled with Comcast for internet and voice services.

### **Finance**

Real Estate Tax collections and the annual audit were priorities for the Treasurer in November. The Town CPA was in during the month to complete the final FYE June 2018 adjustments. The audit team was on site during the week of November 19<sup>th</sup>. No problems were indicated from the team. An audit report will be prepared and provided to Council.

The Treasurer and I prepared Police salary information and future budget projections for Council review at the November Council Work Session and action at the Regular meeting.

### **Planning/Zoning**

The Council has a Public Hearing and possible action item on the agenda for a SUP for a second drive thru lane at McDonalds. The Planning Commission recommends approval. Other Planning items include a request for release of the performance bond for the Haymarket Iceplex.

A work session with the Architectural Review Board and the Town Attorney is scheduled for December 5<sup>th</sup> at 7PM.

### **Public Works**

Staff worked with the Town E&S Inspectors to bring the residential construction site on Fayette Street into compliance. The wet weather has caused some issues with the site. I also met with the inspectors to formalize a reporting process for inspection reports to the building site managers and the Town.

The sole bid received for the Town Center Renovation project was rejected. I will re-advertise the project after January 1<sup>st</sup>.

Requests for Bids for the Jefferson Street Pedestrian Improvement project will be released in January 2019.

Town Planner							
Task List November 2018							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>							
Demolition Application	14801 Washington Street	Emily	Sep-18	Permits from PWC to remove structure			The applicant, Dottie Leonard has appealed the ARB decision. At the November Town Council Meeting the Council overrode the ARB Decision and Granted the Applicant the Demolition Permit
Crossroads Village Center	15150 Washington Street	Emily	June Work Session	Final Approval		11/13/2018	Crossroads Village Center presented FINAL Architectural Building Plans and a Master Sign Plan to the Board November. The ARB approved the design package and the applicant is to work with the Town Planner to develop accompanying narratives for the applications.
QBE	14600 Washington Street	Emily	Oct-18	Final Approval			Applicant has submitted exterior design modifications for a potential restaurant as well as general modifications to the exterior of the building. All designs have been approved by the ARB
McDonald's Drive Thru Signage	6740 Leaberry Way	Emily	June	Final Approval		11/13/2018	Applicant has submitted a sign application for the upcoming McDonald's improvements, the sign application has been approved conditional on the SUP approval by the Town Council. (Signs accompany the second drive thru modifications)
Agape Beauty	Old Bank Building, 2nd Story	Emily	November	Approval		12/19/2018	Applicant not present at the meeting, application was deferred. ARB requested Town Planner work with Agape Beauty to discuss larger sign options.
Exterior Home Renovation and Expansion	6721 Madison Street	Emily	Oct-18	Final Approval		11/13/2018	Applicant has submitted plans and architectural drawings for a complete home remodel. Two additions will be added to the rear of the home and the exterior will be completely redone. ARB approved design plan.
Deck Permit	6854 Track Court	Emily	November	Final Approval		11/13/2018	ARB reviewed and approved the deck permit submitted for 6854 Track Court. ARB discussed the Zoning Administrator having the authority to administratively approve deck and patio permits that are entirely out of public view from a public right-of-way.
Demolition Permits	Smith Property; block across the street from Town Hall-- 7 structures total	Emily	Nov-18	Set work session with the ARB	1/16/2018		Applicant has requested a work session with the ARB in December. In addition, the applicant has requested the ARB defers the application for review in January when the property owner can be present
ARB Work Session		Emily		Research			ARB will have a work session on December 5th with the Town Attorney regarding Robert's Rules and a work session on December 11th to discuss the Demolition Permits for the 7 structures across the street on the Smith Property.
<b>Board of Zoning Appeals</b>							
No Activity for November 2018							
<b>Planning Commission</b>							
McDonald's	6740 Leaberry Way	Emily/Katie	May-18	Public Hearing	Dec-18		Applicant has submitted a Special Use Permit for a second drive through lane on the property. The application is processed and will be sent for public notice in the papers the first week of October. UPDATE: Planning Commission forwarded the SUP to the Town Council with a recommendation of approval. Town Council public hearing will be December 3rd.
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017				Applicant's received the building permits. UPDATE: Framing has occurred, walls and roof in place.

Attachment: November Planner Report for Council 12-3 (3835 : Administrative Staff Report - Jerry Schiro,

ZTA: Crematory Definition	Zoning Ordinance	Emily	October	Town Council Public Hearing			Planning Commission held a Public Hearing on October 29th and requested additional information from the Town Planner in regards to performance standards for crematories. At the November 19th meeting the Planning Commission forwarded the ZTA application to the Town Council with a recommendation for approval. The Planning Commission altered the definition prior to recommendation. Town Planner will submit public notices for the application in preparation for a January Hearing.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18		Applicant working on the final set of plans for the official submission to the Town
Planning Commission	Harrover Park	Emily	Working with the Planning Commissioners to get feedback and comments on the Comprehensive Plan and the priorities for the update. Worked with the Planning Commission to set a priority list for the Park. Trash Cans and a Bike Rack have been installed. Planning Commission will give the final okay on the Park Playground Plan so that the Town Planner can present the plan to the Town Council for funding approval in January.				

**Prince William County (1 Mile Review)**

**No Activity for PWC 1 Mile Review November**

**Staff**

Funeral Home SUP	14901 Washington Street	Emily		Applicant has submitted a SUP for a Funeral Home located at 14901 Washington Street, applicant has requested the Planning Commission hear public comments prior to the ZTA receiving final approval from the Town Council. Public Notice for the SUP will be submitted in early December			
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	11/20/2017	Plans have been recorded, Applicant has submitted their site plan. Engineer and Planner working on processing the plan			
the ARTS at the Haymarket Museum				Christmas Market will open on December 1st and feature 5 artists; Andrea Chapman, Elisabeth Bryson, Suzi Burns, Beth Anderson and Catherine Hart			
Christmas and Holiday Event				Preparing and finalizing details for the Christmas and Holiday Event on December 1st from 3:00 to 6:00 pm.			

**Zoning Violations**

Blight Ordinance	Payne Lane	Emily Lockhart	2/21/2018	Working with an interested party to answer questions and check zoning options. 7 Demolition Permits have been submitted to the Town			
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 tenant to discuss the repairs. UPDATE: Located a new form of contact information, will be sending out violation letters			
Blight Ordinance	14941 Washington Street	Emily Lockhart		Property was publicly noticed and violation letters mailed.			

Attachment: November Planner Report for Council 12-3 (3835 : Administrative Staff Report - Jerry Schiro,

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	10/24/2018	Applicant			-Applicant submitted grading plans to Town. Resubmitted 10/25. -Reviewed plans and provided comments to Town Planner 10/24. Full review to start 10/29. -Outside agency coordination required
QBE Final Site Plan	Emily	1/20/2017	11/12/2018	Applicant			-Site Plan amendment submitted 10/25/18 -Comments provided 11/12/18 -Site Plan amendment bonds to be provided prior to construction
Crossroads Village	Katie/Emily	10/18/2018	10/18/2018	Applicant			-Met with applicant to discuss site plan details, process and timing. Applicant will have to submit to VDOT and VDEQ, which will be the longest lead time items -Several building sites are still in negotiation and will be submitted as pad sites. Site plan revisions will be submitted at the time of development for these sites
Haymarket Iceplex As-built	Katie	8/8/2018	10/10/2018	Applicant			-Asbuilts approved 10/10/18 -Awaiting bond release request

Attachment: Nov Engineer's Reports\_KMM (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)



Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Low Activity Projects</b>							
Pedestrian Improvements Project	Katie	7/14/2014	4/25/2018	RDA/Town/VDOT			-RDA has been coordinating with VDOT on environmental items. This should now be completed. -Package is to be advertised prior to December 22, 2018
Dog's Day Out Final Site Plan	Emily	12/13/2016	6/12/2018	N/A			-Applicant provided revised sheet per PWC Building Official comments -Project is under construction. Ongoing E&S inspection coordination
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	5/11/2018	RDA			-RDA preparing to resubmit



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

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
December 3, 2018

**Highlights:**

- The financials attached are as of October 31st 2018
- As of October 31<sup>st</sup>, 2018, we are at 38.1% mark of our budgeted Revenues and 31.4% of our budgeted Expenditures.
- The Auditors were onsite the week of November 19<sup>th</sup> to November 20<sup>th</sup> 2018, I assisted with any questions or documents they requested.
- Assisted Mortgage lenders with Real Estate information requested for Town parcels.
- Continue working with the Auditors for any documents they may still need to complete the annual audit.

**Town of Haymarket**  
**Statement of Net Position**  
As of October 31, 2018

	Oct 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,362,378.13
11000 · CD's & Money Market Funds	3,951.15
11010 · Virginia Investment Pool	306,414.96
<b>Total Checking/Savings</b>	1,672,744.24
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	449,914.09
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	453,844.57
<b>Other Current Assets</b>	
11499 · Undeposited Funds	24,385.15
12012 · Local Accounts Receivable-Other	81,906.19
12025 · Due from Prince William County	32,896.75
12030 · Due from Commonwealth	20,051.79
12040 · Due from Federal Government	1,994.46
12099 · Allowance for Doubtful Accounts	-103,775.64
<b>Total Other Current Assets</b>	57,458.70
<b>Total Current Assets</b>	2,184,047.51
<b>Fixed Assets</b>	
12500 · General Property	4,455,923.20
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,857,867.23
<b>Other Assets</b>	
19100 · Deferred Outflow - Pension Cont	63,045.77
<b>Total Other Assets</b>	63,045.77
<b>TOTAL ASSETS</b>	<b>8,104,960.51</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	34,762.24
<b>Total Accounts Payable</b>	34,762.24
<b>Credit Cards</b>	
20040 · Town Credit Card	1,229.37
<b>Total Credit Cards</b>	1,229.37
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	10,000.00
21000 · Payroll Liabilities	-3,611.19
22000 · Security Deposits	10,030.92
22010 · Escrow Deposits	326,604.04
<b>Total Other Current Liabilities</b>	343,023.77
<b>Total Current Liabilities</b>	379,015.38

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)

**Town of Haymarket**  
**Statement of Net Position**  
As of October 31, 2018

	Oct 31, 18
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	11,345.59
23000 · Accrued Leave	21,263.02
25000 · General Obligation Bonds	1,068,200.00
25010 · Captial Leases Payable	120,947.21
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
	1,320,257.82
<b>Total Long Term Liabilities</b>	1,320,257.82
<b>Total Liabilities</b>	1,699,273.20
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-57,000.00
34000 · Net Pension Activity Offset	21,543.77
30000 · Unrestricted Net Assets	1,621,280.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,857,867.23
33000 · Amt Long Term Obligations	-1,221,755.82
Net Income	177,751.82
	6,405,687.31
<b>Total Equity</b>	6,405,687.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,104,960.51</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**October 2018**

	Oct 18
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
Real Estate - Current	362,300.29
Public Service Corp RE Tax	11,778.30
Penalties - All Property Taxes	-17.58
Total 3110 · GENERAL PROPERTY TAXES	374,061.01
3120 · OTHER LOCAL TAXES	
Business License Tax	105.00
Cigarette Tax	13,207.50
Consumer Utility Tax	13,219.62
Meals Tax - Current	57,264.23
Sales Tax Receipts	11,611.32
Penalties (Non-Property)	8.80
Total 3120 · OTHER LOCAL TAXES	95,416.47
3130 · PERMITS,FEES & LICENESES	
Application Fees	1,550.00
Motor Vehicle Licenses	15.00
Other Planning & Permits	2,000.00
Total 3130 · PERMITS,FEES & LICENESES	3,565.00
3140 · FINES & FORFEITURES	
Fines	4,280.33
Total 3140 · FINES & FORFEITURES	4,280.33
3150 · REVENUE - USE OF MONEY	
Earnings on VACO/VML Investment	324.55
Interest on Bank Deposit	58.11
Interest on Bank Deposits	134.72
Total 3150 · REVENUE - USE OF MONEY	517.38
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	2,038.60
315125 · Suite 204 MAC-ISA	420.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,687.00
315160 · The Very Thing For Her	2,810.00
Total 3151 · RENTAL (USE OF PROPERTY)	10,515.43
3160 · CHARGES FOR SERVICES	
FOIA Receipts	90.00
Public Safety	
Donation/Grants	100.00
Total Public Safety	100.00
Total 3160 · CHARGES FOR SERVICES	190.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	750.00
Total 3165 · REVENUE - TOWN EVENTS	750.00
3180 · MISCELLANEOUS	
Citations & Accident Reports	20.00
Vetern Banners	807.00
Total 3180 · MISCELLANEOUS	827.00

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Adminstrative Staff Report - Jerry Schiro, Business Manager)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**October 2018**

	Oct 18
<b>32 · REVENUE FROM COMMONWEALTH</b>	
Car Rental Reimbursement	693.29
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	693.29
<b>Total Income</b>	490,815.91
<b>Gross Profit</b>	490,815.91
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
Convention & Education	102.46
FICA/Medicare	118.58
Meals and Lodging	21.20
Salaries & Wages - Regular	1,950.00
<b>Total 11100 · TOWN COUNCIL</b>	2,192.24
<b>12110 · TOWN ADMINISTRATION</b>	
Salaries/Wages-Regular	18,324.62
Salaries/Wages - Part Time	4,590.00
FICA/Medicare	1,660.51
VRS	1,535.22
Health Insurance	3,313.60
Life Insurance	198.68
Disability Insurance	126.43
Unemployment Insurance	212.67
Accounting Services	66.50
Cigarette Tax Administration	401.61
Printing & Binding	1,709.83
Advertising	795.00
Computer, Internet & Website Svc	1,073.40
Postage	500.00
Meals & Lodging	162.65
Convention & Education	635.05
Books, Dues & Subscriptions	999.71
Office Supplies	187.37
<b>Total 12110 · TOWN ADMINISTRATION</b>	36,492.85
<b>12210 · LEGAL SERVICES</b>	
Legal Services	4,580.00
<b>Total 12210 · LEGAL SERVICES</b>	4,580.00
<b>Total 01 · ADMINISTRATION</b>	43,265.09
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
Salaries & Wages - Regular	27,571.89
Salaries & Wages - OT Regular	1,467.54
Salaries & Wages - OT Premium	1,620.83
Salaries & Wages - Holiday Pay	1,057.68
Salaries & Wages - Part Time	1,510.00
Salary & Wages - DMV Grant	704.99
FICA/MEDICARE	2,579.10
VRS	2,702.92
Health Insurance	4,312.08
Life Insurance	360.60
Disability Insurance	173.00
Legal Services	1,500.00
Computer, Internet & Website	965.50
Convention & Edu. (Training)	640.00
Office Supplies	0.00

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**October 2018**

	Oct 18
Vehicle Maintenance/Supplies	656.27
Uniforms & Police Supplies	2,111.33
Community Events	63.65
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>49,997.38</b>
<b>34100 · BUILDING OFFICIAL</b>	
Erosion & Sedimentation Ins.	1,050.00
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>1,050.00</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>51,047.38</b>
<b>04 · PUBLIC WORKS</b>	
Town Public Works	1,033.50
<b>43200 · REFUSE COLLECTION</b>	
Trash Removal Contract	6,220.98
<b>Total 43200 · REFUSE COLLECTION</b>	<b>6,220.98</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>	
Repairs/Maintenance Services	3,937.26
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	400.00
Electric/Gas Services	897.53
Electrical Services-Streetlight	458.39
Water & Sewer Services	204.90
Real Estate Taxes	1,020.72
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>8,993.80</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>16,248.28</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>	
<b>70000 · HAYMARKET COMMUNITY PARK</b>	
Grounds Maintenance/Repairs	115.50
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>115.50</b>
<b>71110 · EVENTS</b>	
Advertising - Events	1,224.00
Contractual Services	29,446.26
<b>Total 71110 · EVENTS</b>	<b>30,670.26</b>
<b>72200 · MUSEUM</b>	
Telecommunications	217.70
<b>Total 72200 · MUSEUM</b>	<b>217.70</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>31,003.46</b>
<b>08 · COMMUNITY DEVELOPMENT</b>	
<b>81100 · PLANNING COMMISSION</b>	
Salaries & Wages - Regular	60.00
FICA/Medicare	0.00
Consultants - Engineer	4,400.00
81100 · PLANNING COMMISSION - Other	0.00
<b>Total 81100 · PLANNING COMMISSION</b>	<b>4,460.00</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>	
Salaries & Wages - Regular	195.00
FICA/Medicare	34.81
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>229.81</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>4,689.81</b>

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**October 2018**

---

	Oct 18
<b>94105 · PERSONNEL</b>	
<b>EMPLOYEE BENEFITS</b>	
6560 · Payroll Processing Fees	-0.03
<b>Total EMPLOYEE BENEFITS</b>	-0.03
<b>Total 94105 · PERSONNEL</b>	-0.03
<b>94106 · TOWN CENTER MASTER PLAN</b>	
Architectural/Engineering Fees	1,844.83
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	1,844.83
<b>Total Expense</b>	148,098.82
<b>Net Ordinary Income</b>	342,717.09
<b>Net Income</b>	342,717.09

Attachment: Treasurer & Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)



11/26/18

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

Ordinary Income/Expense	Jul - Oct 18	Budget	% of Budget
<b>Income</b>			
<b>3110 · GENERAL PROPERTY TAXES</b>			
Real Estate - Current	362,300.29	367,666.00	98.5%
Public Service Corp RE Tax	11,778.30	11,274.00	104.5%
Penalties - All Property Taxes	-17.58	1,000.00	-1.8%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>374,061.01</b>	<b>379,940.00</b>	<b>98.5%</b>
<b>3120 · OTHER LOCAL TAXES</b>			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,624.70	180,000.00	2.0%
Cigarette Tax	54,510.00	135,000.00	40.4%
Consumer Utility Tax	52,127.62	150,000.00	34.8%
Meals Tax - Current	237,741.22	650,000.00	36.6%
Sales Tax Receipts	51,771.20	155,000.00	33.4%
Penalties (Non-Property)	372.34	0.00	100.0%
Interest (Non-Property)	18.43	0.00	100.0%
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>400,165.51</b>	<b>1,288,000.00</b>	<b>31.1%</b>
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>			
Application Fees	4,000.00	2,700.00	148.1%
Inspection Fees	2,490.00	10,000.00	24.9%
Motor Vehicle Licenses	287.00	1,900.00	15.1%
Other Planning & Permits	5,950.00	25,000.00	23.8%
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>12,727.00</b>	<b>39,600.00</b>	<b>32.1%</b>
<b>3140 · FINES &amp; FORFEITURES</b>			
Fines	15,751.19	65,000.00	24.2%
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>15,751.19</b>	<b>65,000.00</b>	<b>24.2%</b>
<b>3150 · REVENUE - USE OF MONEY</b>			
Earnings on VACO/VML Investment	1,320.10	0.00	100.0%
Interest on Bank Deposit	707.26	8,000.00	8.8%
Interest on Bank Deposits	3,965.02	0.00	100.0%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>5,992.38</b>	<b>8,000.00</b>	<b>74.9%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>			
	49,205.98	136,957.00	35.9%
<b>3160 · CHARGES FOR SERVICES</b>			
FOIA Receipts	120.00		
Public Safety			
Donation/Grants	2,782.00	5,000.00	55.6%
Public Safety - Other	125.00	0.00	100.0%
<b>Total Public Safety</b>	<b>2,907.00</b>	<b>5,000.00</b>	<b>58.1%</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>3,027.00</b>	<b>5,000.00</b>	<b>60.5%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			
Revenue - Town Events	64,275.00	70,000.00	91.8%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>64,275.00</b>	<b>70,000.00</b>	<b>91.8%</b>
<b>3170 · HISTORICAL FUND</b>			
Historical Fund	21,230.02		
<b>Total 3170 · HISTORICAL FUND</b>	<b>21,230.02</b>		
<b>3180 · MISCELLANEOUS</b>			
Citations & Accident Reports	135.00	1,000.00	13.5%
Vetern Banners	957.00		
Miscellaneous	30.00	0.00	100.0%
<b>Total 3180 · MISCELLANEOUS</b>	<b>1,122.00</b>	<b>1,000.00</b>	<b>112.2%</b>

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)

11/26/18

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

	Jul - Oct 18	Budget	% of Budget
<b>32 · REVENUE FROM COMMONWEALTH</b>			
599 Law Enforcement Grant	7,591.00	28,000.00	27.1%
Car Rental Reimbursement	2,764.61	5,500.00	50.3%
Communications Tax	27,705.64	117,000.00	23.7%
Other	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
Railroad Rolling Stock	1,333.31	1,500.00	88.9%
<b>Total 32 · REVENUE FROM COMMONWEALTH</b>	<b>58,021.53</b>	<b>171,627.00</b>	<b>33.8%</b>
<b>33 · REVENUE FROM FEDERAL GOVERNMENT</b>			
DMV Transp Safety Grant	1,994.46	13,000.00	15.3%
CABOOSE ENHANCEMENT GRANT	0.00	7,100.00	0.0%
<b>33 · REVENUE FROM FEDERAL GOVERNMENT - Other</b>	<b>0.00</b>	<b>208,600.00</b>	<b>0.0%</b>
<b>Total 33 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>1,994.46</b>	<b>228,700.00</b>	<b>0.9%</b>
<b>35 · Reserve Funds For CIP</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>1,007,573.08</b>	<b>2,643,824.00</b>	<b>38.1%</b>
<b>Gross Profit</b>	<b>1,007,573.08</b>	<b>2,643,824.00</b>	<b>38.1%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
Convention & Education	2,352.46	5,000.00	47.0%
FICA/Medicare	430.70	2,000.00	21.5%
Meals and Lodging	1,015.37	1,500.00	67.7%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	6,550.00	32,100.00	20.4%
<b>Total 11100 · TOWN COUNCIL</b>	<b>10,348.53</b>	<b>41,350.00</b>	<b>25.0%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	78,265.36	241,800.00	32.4%
Salaries/Wages - Part Time	24,696.00	70,200.00	35.2%
FICA/Medicare	7,542.51	20,000.00	37.7%
VRS	5,716.16	37,000.00	15.4%
Health Insurance	15,510.44	50,000.00	31.0%
Life Insurance	854.22	4,000.00	21.4%
Disability Insurance	544.36	2,900.00	18.8%
Unemployment Insurance	708.96	2,000.00	35.4%
Worker's Compensation	200.00	300.00	66.7%
Gen Property/Liability Ins.	14,700.00	16,000.00	91.9%
Accounting Services	2,137.99	8,000.00	26.7%
Cigarette Tax Administration	1,686.82	5,500.00	30.7%
Printing & Binding	2,371.56	13,000.00	18.2%
Advertising	930.00	12,000.00	7.8%
Computer, Internet & Website Svc	6,492.86	23,650.00	27.5%
Postage	1,123.03	4,000.00	28.1%
Telecommunications	222.03	6,000.00	3.7%
Mileage Allowance	33.25	2,500.00	1.3%
Meals & Lodging	339.20	6,000.00	5.7%
Convention & Education	1,160.05	8,000.00	14.5%
Discretionary Fund	0.00	1,000.00	0.0%
Books, Dues & Subscriptions	3,603.75	15,000.00	24.0%
Office Supplies	1,776.66	4,000.00	44.4%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>170,615.21</b>	<b>559,850.00</b>	<b>30.5%</b>
<b>12210 · LEGAL SERVICES</b>			
Legal Services	16,202.02	73,000.00	22.2%
<b>Total 12210 · LEGAL SERVICES</b>	<b>16,202.02</b>	<b>73,000.00</b>	<b>22.2%</b>

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)

11/26/18

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

	Jul - Oct 18	Budget	% of Budget
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>16,500.00</b>	<b>0.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>197,165.76</b>	<b>690,700.00</b>	<b>28.5%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	123,585.34	355,347.00	34.8%
Salaries & Wages - OT Regular	2,659.78	14,000.00	19.0%
Salaries & Wages - OT Premium	8,041.55	20,000.00	40.2%
Salaries & Wages - Holiday Pay	3,423.04	10,000.00	34.2%
Salaries & Wages - Part Time	6,280.00	14,000.00	44.9%
Salary & Wages - DMV Grant	704.99		
FICA/MEDICARE	10,846.27	27,923.00	38.8%
VRS	10,362.67	39,457.00	26.3%
Health Insurance	19,404.36	56,057.00	34.6%
Life Insurance	1,442.40	4,344.00	33.2%
Disability Insurance	703.74	1,195.00	58.9%
Unemployment Insurance	0.00	2,178.00	0.0%
Workers' Compensation Insurance	7,360.00	6,813.00	108.0%
Line of Duty Act Insurance	0.00	1,304.00	0.0%
Legal Services	3,629.36	12,000.00	30.2%
Advertising	27.40		
Computer, Internet & Website	11,078.47	14,000.00	79.1%
Postage	22.10	300.00	7.4%
Telecommunications	2,578.27	10,350.00	24.9%
General Prop Ins (Vehicles)	4,089.00	5,000.00	81.8%
Meals and Lodging	-32.74		
Convention & Edu. (Training)	2,458.79	3,500.00	70.3%
Misc - Discretionary Fund	0.00	500.00	0.0%
Annual Dues & Subscriptions	5,016.50	7,524.00	66.7%
Office Supplies	3,220.85	3,500.00	92.0%
Vehicle Fuels	3,473.54	16,000.00	21.7%
Vehicle Maintenance/Supplies	3,673.78	8,000.00	45.9%
Repairs/Maintenance Supplies	165.05	0.00	100.0%
Uniforms & Police Supplies	25,170.15	22,300.00	112.9%
Community Events	2,110.61	5,000.00	42.2%
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	15,796.19	31,592.00	50.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>277,291.46</b>	<b>720,184.00</b>	<b>38.5%</b>
<b>34100 · BUILDING OFFICIAL</b>			
Erosion & Sedimentation Ins.	4,050.00	40,000.00	10.1%
34100 · BUILDING OFFICIAL - Other	0.00	10,000.00	0.0%
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>4,050.00</b>	<b>50,000.00</b>	<b>8.1%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>281,341.46</b>	<b>770,184.00</b>	<b>36.5%</b>
<b>04 · PUBLIC WORKS</b>			
Town Public Works	16,673.99	70,426.00	23.7%
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	31,309.20	78,000.00	40.1%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>31,309.20</b>	<b>78,000.00</b>	<b>40.1%</b>

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)

11/26/18

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

	Jul - Oct 18	Budget	% of Budget
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	18,870.31	55,000.00	34.3%
Maint Svc Contract-Pest Control	375.00	2,000.00	18.8%
Maint Svc Contract-Landscaping	8,300.00	35,000.00	23.7%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	1,300.00	2,000.00	65.0%
Electric/Gas Services	5,229.40	15,000.00	34.9%
Electrical Services-Streetlight	1,408.88	5,500.00	25.6%
Water & Sewer Services	708.39	2,000.00	35.4%
Janitorial Supplies	720.65	1,000.00	72.1%
Real Estate Taxes	1,115.91	4,000.00	27.9%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>38,028.54</b>	<b>128,500.00</b>	<b>29.6%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>86,011.73</b>	<b>276,926.00</b>	<b>31.1%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
Grounds Maintenance/Repairs	4,773.66	68,000.00	7.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>4,773.66</b>	<b>68,000.00</b>	<b>7.0%</b>
<b>71110 · EVENTS</b>			
Advertising - Events	6,806.38	0.00	100.0%
Contractual Services	40,603.74	70,000.00	58.0%
71110 · EVENTS - Other	130.38	0.00	100.0%
<b>Total 71110 · EVENTS</b>	<b>47,540.50</b>	<b>70,000.00</b>	<b>67.9%</b>
<b>72200 · MUSEUM</b>			
Advertising	0.00	750.00	0.0%
Telecommunications	854.47	2,200.00	38.8%
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%
<b>Total 72200 · MUSEUM</b>	<b>854.47</b>	<b>5,150.00</b>	<b>16.6%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>53,168.63</b>	<b>143,150.00</b>	<b>37.1%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	1,440.00	5,000.00	28.8%
FICA/Medicare	128.52	500.00	25.7%
Consultants - Engineer	11,308.67	50,000.00	22.6%
Consultants - Comp Plan	0.00	40,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>12,877.19</b>	<b>98,750.00</b>	<b>13.0%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,155.00	4,000.00	28.9%
FICA/Medicare	115.90	850.00	13.6%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,270.90</b>	<b>5,850.00</b>	<b>21.7%</b>
<b>81111 · Board Of Zoning Appeals</b>			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
Salaries & Wages - Regular	0.00	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,173.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>14,148.09</b>	<b>106,773.00</b>	<b>13.3%</b>

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)

11/26/18

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

	Jul - Oct 18	Budget	% of Budget
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond - Prin	169,499.91	186,440.00	90.9%
<b>Total 95100 · DEBT SERVICE</b>	169,499.91	186,440.00	90.9%
<b>Total 09 · NON-DEPARTMENTAL</b>	169,499.91	186,440.00	90.9%
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>	0.00	7,100.00	0.0%
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	0.00	208,600.00	0.0%
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.01		
<b>Total EMPLOYEE BENEFITS</b>	-0.01	0.00	100.0%
<b>Total 94105 · PERSONNEL</b>	-0.01	0.00	100.0%
<b>94106 · TOWN CENTER MASTER PLAN</b>			
Architectural/Engineering Fees	28,485.69	203,951.00	14.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	28,485.69	203,951.00	14.0%
<b>94107 · BLIGHT MITIGATION</b>			
Building Official/Engr.	0.00	50,000.00	0.0%
<b>Total 94107 · BLIGHT MITIGATION</b>	0.00	50,000.00	0.0%
<b>Total Expense</b>	829,821.26	2,643,824.00	31.4%
<b>Net Ordinary Income</b>	177,751.82	0.00	100.0%
<b>Net Income</b>	<b>177,751.82</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: Treasurer &amp; Financial Report for 12-03-2018 (3835 : Administrative Staff Report - Jerry Schiro, Business Manager)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 5, 2018

6:00 PM

Council Chambers

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

Vice Mayor Susan Edwards called the meeting to order.

### I. Call to Order

Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present (6:05 PM), Councilman Madhusudan Panthi: Present, Councilwoman Bond Cavazos: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present (6:03 PM).

### II. Agenda Items

#### 1. Haymarket Historic Foundation

Vice-Mayor Edwards if there are any questions concerning how the funds will be distributed. There were no questions.

#### 2. Architectural Review Board Appeal - 14801 Washington Street

Mayor Leake states that he would like to discuss the memo from Martin Crim, Town Attorney, in closed session at the regular meeting.

Councilman Leake asks to add to the evening's agenda possible pay raises for the Police Department. He add that this was discussed at the recent Council Retreat. He further adds that he has spoken to each member separately concerning this. Vice Mayor Edwards states that she did not speak with Councilman Leake and objects to this being added and shares concerns with this outside of budget time.

Town Treasurer, Roberto Gonzalez, distributes to the Council a FY2018-2019 proposed change outline.

Discussion ensues regarding a comparable salary with Prince William County, timing of the request, reduction of paid Town Council meetings and scaling back the Business Manager's hourly wages and hours.

#### 3. Fy2018-2019 Proposed Change

### III. Adjournment

#### 1. Motion to Adjourn

With no further business, the meeting was adjourned.

Submitted:

Approved:

\_\_\_\_\_  
Shelley M. Kozlowski, Clerk of the Council

\_\_\_\_\_  
David Leake, Mayor

Minutes Acceptance: Minutes of Nov 5, 2018 6:00 PM (Minutes Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 5, 2018

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call to Order

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

### II. Color Guard - Troop 1882

Colors were presented by Troop 1882.

### III. Pledge of Allegiance

Pledge of Allegiance was led by Troop 1882.

### IV. Invocation - Pastor Don Meeks, Greenwich Presbyterian Church

Pastor Meeks gives the evening's Invocation.

At this time Mayor Leake asks the Council if there are no objections, he would like to make some changes to the evening's agenda. He asks to move "Minutes Approval" after "Haymarket Day Video" on the agenda and to move "Closed Session" after "Citizens' Time". He also asks to add to "Action Items", "Proposed Police Department Salary Increase".

### V. Veteran Banner Presentation

After giving a brief background on how the Veteran Banner project came about with Senator Black, the Town Clerk, Shelley Kozlowski and Eagle Scout candidate Justin Lease, Mayor Leake, along with Senator Richard Black, presented Mr. Lease with a plaque of appreciation for his hard work.

### VI. Senator Richard Black, Special Guest Speaker

### VII. Parade Trophy Presentation

Parade trophy recipients included; Showcase Dance Company for best performance, Tobaccology, best float and Mayor's choice award to Noah's Ark.

### VIII. Haymarket Day Video

After viewing the Haymarket Day video, Officer O'Neal presented a check for \$2,455.00 to Kristine Moore from INOVA Life with Cancer. The proceeds were raised from the Police Department's recent Breast Cancer Walk in October.

### IX. Minutes Approval

1. Mayor and Council - Work Session - Oct 9, 2018 6:00 PM  
Councilman Shannon moves *to accept the work session minutes from Tuesday, October 9, 2018.*  
Councilwoman Cavazos seconds the motion.

There was no discussion on the motion.

Minutes Acceptance: Minutes of Nov 5, 2018 7:00 PM (Minutes Approval)



<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Bond Cavazos, Councilwoman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon

2. Mayor and Council - Regular Meeting - Oct 9, 2018 7:00 PM

Councilman Leake makes a motion *to accept the minutes of the regular Town Council meeting of October 9, 2018*. Councilman Shannon seconds the motion.

There was no discussion on the motion.

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

## X. Department Reports

### 1. Police Department - Chief Lands

- Police Chief Kevin Lands introduces the newest officer to the department, Tim Hood. Chief Lands reports that he attended the NOVA Chief's meeting. He adds that all of the officers went through taser recertification training. He further adds that Haymarket Day and Halloween night went well. He concludes his report stating that the department had its first assault on a police officer in Town. He reports that Officer Gregory was assaulted while on a call but he is okay.

### 2. Administrative Staff Report - Jerry Schiro, Business Manager

Business Manager, Jerry Schiro, thanks the Staff for the great job they did putting on Haymarket Day.

Councilman Leake asks the Town Planner, Emily Lockhart, about the recent Planning Commission public hearing on the McDonald's drive-thru. Ms. Lockhart states that the Planning Commission heard the public comments and referred the SUP to the Town Council with a recommendation for approval for a second drive thru lane at that location. Councilman Leake inquires about the status of the Comprehensive Plan. Ms. Lockhart responds that she has received some comments back from members of the Planning Commission and is now working on a citizen's survey. She concludes that she is hoping it will be completed this fiscal year.

Councilman Leake asks the Treasurer, Roberto Gonzalez, about the worker's compensation line item that is over. Mr. Gonzalez states that while reviewing the numbers, there was a calculation that was incorrect. He adds that he reviewed this with the Town's insurance to correct it which he will bring up in the mid year review in January. He further adds with the new officer, the Town will see an increase with health insurance. He concludes that the Town is operating in the black.

## XI. Citizens' Time

Lisa Bailey, 6670 Fayette Street, shares concerns with construction noise near her home as well as a request for moving her mailbox due to new construction.

Andrea Payne, 6690 Fayette Street, spoke on behalf of 14801 Washington Street's demolition appeal. She states that she is in support of the demolition.

Chris Foley, Berryville Virginia, spoke in support of the demolition at 14801 Washington Street.

John Murray, 11106 Bristow Road. Mr. Murray states that he is the home inspector for Ms. Leonard's home at 14801 Washington Street. He shares with the Council the state of the home and its deterioration.

Chuck Leonard, son of demolition applicant Dottie Leonard, shares his support of the demolition.



Joe Pasanello, 6895 Track Court, addresses the Council. He comments on the new VDOT Chick fil A wall as well as the recent activity in the Museum. He also shares concerns with the blighted properties in Town as well as the ARB appeal on the evening's agenda.

Bob Weir, 6853 St. Paul Drive, shares concerns with having work sessions immediately prior to the last 2 regular meetings and the Police Department salary increase added to the agenda. He also comments on the ARB appeal presented to the Town Council and the timing of the filing of the appeal.

## XII. Closed Session

**1. Motion Enter into Closed Session: Moves that the Town Council wishes to enter into closed session to discuss the salary of the Business Manager pursuant to Va. Code section 2.2 3711(A) (1) and legal consultation with regard to the appeal from the Architectural Review Board pursuant to Va. Code section 2.2 3711 (A) (7) for consultation from legal counsel.**

There was no discussion on the motion.

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

**2. Motion Certification of Closed Session: Moves that each member of the Council certifies that to the best of their knowledge only those matters that are lawfully exempted under the provisions of Virginia Freedom of Information Act were heard or discussed and only those matters that were identified in the motion pertaining to this closed session were heard or discussed by the Council.**

Councilman Leake states that there was no "second" on the motion. Town Attorney, Martin Crim, states that you do not need one after the motion has been voted on.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Connor Leake, Councilman
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Cavazos, Shannon, Leake

## XIII. Action Items

### 1. Haymarket Historic Foundation

Vice Mayor Edwards makes a motion *to adopt Resolution #2018-16 as presented and it is a Resolution to appropriate distributed funds from the Haymarket Historic Foundation.*

Councilman Shannon seconds the motion.

Mayor Leake asks if there is any discussion on the motion. Councilman Leake confirms that it goes to the Architectural Review Board for design approval and to the Town Council for approval of expenditures. Vice Mayor responds yes and states that a task list was sent to the ARB. The Vice Mayor and Mayor give the audience a brief history of the Historic Foundation and the funding.

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

### 2. Architectural Review Board Appointment

Vice Mayor Edwards moves *to appoint Marchant Schneider to the Town of Haymarket Architectural Review Board for the full term of November 5, 2018 - November 4, 2022.*

Councilman Day seconds the motion.

There was no discussion on the motion.

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

**3. Architectural Review Board Appeal - 14801 Washington Street**

Mayor Leake invites the applicant, Dottie Leonard, to address the dais. She states the process she went through to complete her application and had the Clerk hand out her concept plan to the Council. She discusses what her original plans were for the property when she purchased it. She also shares the present state of the home and repairs that she has made to the home. She adds that she used the same home inspector that inspected the home on Jefferson Street.

Ms. Leonard states that her plan is to build one floor of retail, a restaurant and beauty shop and the rest condos.

Discussion ensues at the dais concerning historic preservation, previous demolition application requirements, ARB guidelines and structural engineer reports.

Councilman Leake makes a motion *to approve the appeal for the demolition permit for 14801 Washington Street, Zoning Permit 2018-046*. Councilman Shannon seconds the motion.

There was no discussion on the motion.

**RESULT:** ADOPTED [3 TO 2]  
**MOVER:** Connor Leake, Councilman  
**SECONDER:** Steve Shannon, Councilman  
**AYES:** Connor Leake, Madhusudan Panthi, Steve Shannon  
**NAYS:** Susan Edwards, Robert Day  
**ABSTAIN:** Bond Cavazos

**4. Proposed Police Department Salary Increase**

Mayor Leake states that during the strategic planning, that was open to the public, this was an item they were looking at for salaries. He adds that the Council asked the Chief to present what would be considered an equivalent for the officers that serve in Prince William County. He adds that during work session they discussed some proposed ideas on how this would be funded.

Discussion amongst the Mayor, Council and members of Staff include funding for this year and years ahead, other Town Staff raises as well as the timing of the Police Department raises.

The Mayor asks to take a 5 minute recess.

Councilman Leake makes a motion *to change the Police Department's salary as presented effective January 1, 2019*. Councilman Shannon seconds the motion.

There was no discussion on the motion.

**1. Motion**

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

**XIV. Updates**

**1. Planning Commission**

Minutes Acceptance: Minutes of Nov 5, 2018 7:00 PM (Minutes Approval)

Councilman Shannon states that there was a Zoning Text Amendment for the crematorium that the Commission will be voting on at the November 18th meeting and an SUP for McDonald's second drive thru lane. Councilman Shannon adds that the Commission approved the SUP and recommended it be moved to the Town Council.

## 2. Architectural Review Board

Councilwoman Cavazos reports that the Architectural Review Board meeting was held on October 17, 2018. She notes that the tabled request for the demolition of 14801 Washington Street was denied based on the grounds that we did not have enough information or reports that the building was beyond repair. She adds that it is an historical building in Town and it is our responsibility to preserve it. She further states that the applicant did not provide plans for what would be built if the building was demolished. She also reports that a deck and fence application was approved for 6639 Hunting Path Road. She concludes her update stating that the Crossroads Village Center commercial building design and sign plans were tabled until the next meeting and there will be a work session prior to that meeting.

## XV. Council Member time

### 1. Steve Shannon

Councilman Shannon encourages those to vote tomorrow.

### 2. Connor Leake

Councilman Leake also encourages those to vote. Thanks Justin Lease and Senator Black for their involvement with the Veteran Banners. He adds that we have appropriated money in our budget for the blight properties and we should start taking action. He suggests reviewing the Planning Commission guidelines and ARB guidelines with Councilman Shannon and Councilwoman Cavazos. Thanks the Staff and Police Department.

### 3. Madhu Panthi

No comments.

### 4. Susan Edwards

No comments.

### 5. Bond Cavazos

Councilwoman Cavazos states that she agrees with many of Bob Weir's comments this evening. She add that she feels that things are happening with short notice and the quick additions to the meetings is starting to feel really exhausting to her along with the outside chatter. She concludes that she feels decisions are being made ahead of the work sessions and that moving forward we are abiding by our decision to be transparent.

### 6. Robert Day

Councilman Day states that he is proud to be a part of the Town Council that is giving the police department the pay raise they deserve. He adds that this increase will be their pay to approximately the same pay rate as a Prince William County police officer. He further adds that town officers face the same dangers as a county officer and deserve to be paid accordingly. Councilman Day states that they should not have to choose between and underpaid position protecting our Haymarket residents or a living wage as a County or State officer. He continues stating that we are privileged and blessed to live in the Town of Haymarket with its own police department where officers frequently drive through our neighborhoods day and night, monitor bus stops, conduct foot and bike patrols, business safety checks, assist citizens with a variety of issues and are involved in community events. He notes that it recently took County officers approximately 30 minutes to respond to a breaking and entering call just outside of Town. He adds that this is not a negative reflection of the County officers, the County is occasionally overwhelmed with calls and our officers are often called upon to assist just outside of the Town. He states that he would prefer to be in a town that provides help instead of a town that needs help and we are fortunate to have a police department that is able to respond quickly to incidents. He adds that we are privileged to live in the Town of Haymarket where the police department truly cares about the Town's citizens and our County neighbors.

### 7. David Leake

Mayor Leake thanks Senator Black once again for coming to the evening's meeting. He adds that it was very touching to hear his comments about Haymarket and from other residents that truly make Haymarket everyone's hometown. He concludes that we don't have the boundaries when we see at Haymarket Day thousands of people from neighboring communities coming to be a part of our Town. He concludes that we are going in the right direction and shares the sentiments of Councilman Day about the police department.

## XVI. Adjournment

### 1. Motion to Adjourn

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

Submitted:

Approved:

\_\_\_\_\_  
Shelley M. Kozlowski, Clerk of the Council

\_\_\_\_\_  
David Leake, Mayor

DRAFT

Minutes Acceptance: Minutes of Nov 5, 2018 7:00 PM (Minutes Approval)



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

**Emily K. Lockhart**  
**Town Planner and Zoning Administrator**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Emily Lockhart, Town Planner and Zoning Administrator  
DATE: December 3, 2018  
SUBJECT: Haymarket Iceplex Bond Release Letter

### Background:

The Haymarket Iceplex plan and as-builts, prepared by Christopher Consultants, have been approved. The plan proposed an addition to the existing Haymarket Iceplex Skating Facility.

### Purpose:

The applicant has completed construction and development for the project and wishes to release the Performance Bond. Based on inspections, the development activities appear to be in general conformance with the approved plan, and the Town has received documentation of all final building inspection reports.

### Budgetary Impact:

Not Applicable

### Staff Recommendation:

I have no objections to releasing the Performance Bond for this project. I recommend that the Performance Bond be released.

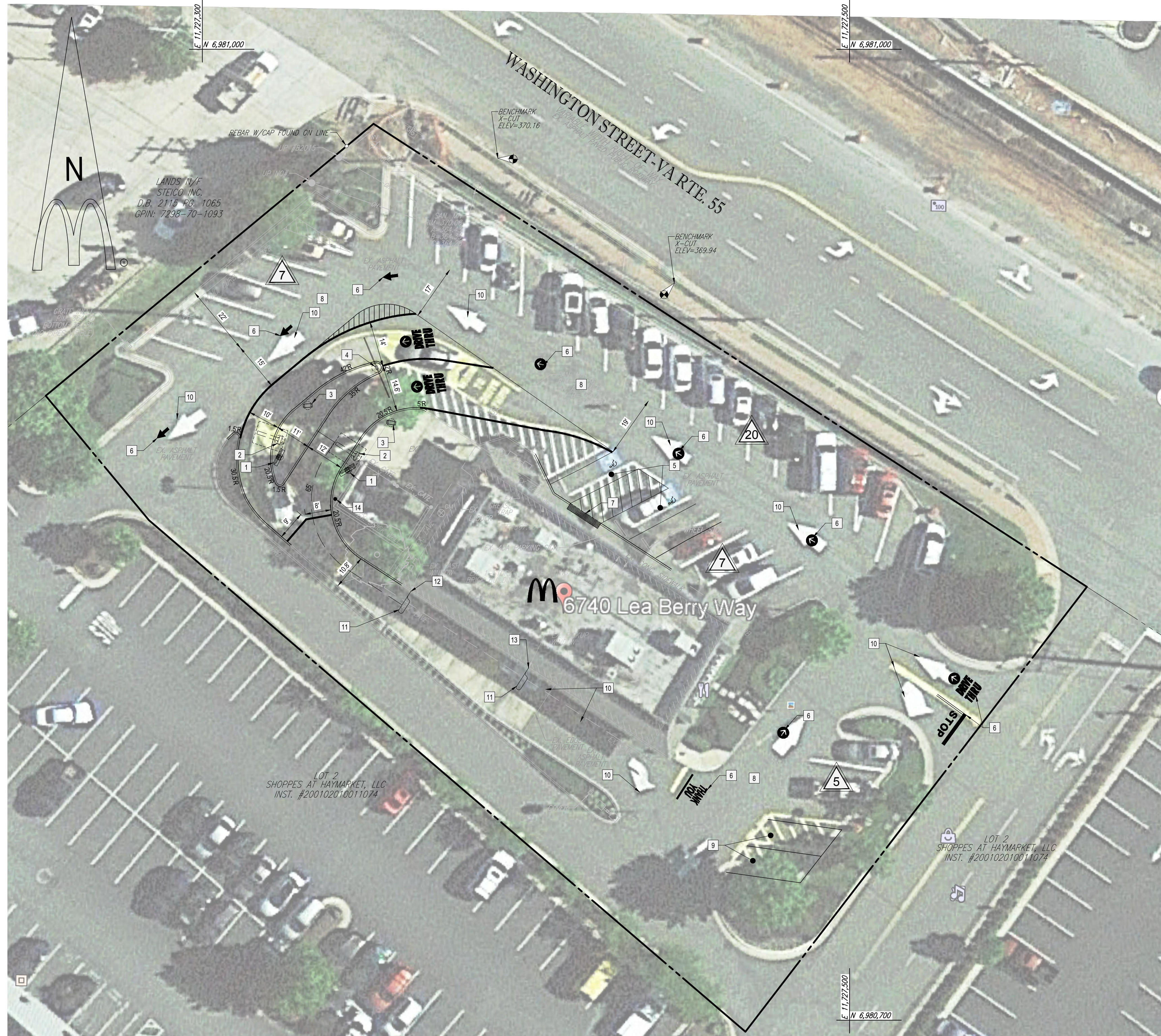
### Draft Motion:

1. *I move the Town Council release the Performance Bond for Haymarket Iceplex.*

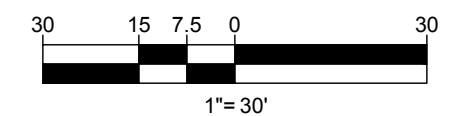
Or,

2. Alternate Motion





**SITE PLAN**  
SCALE: 1" = 30'



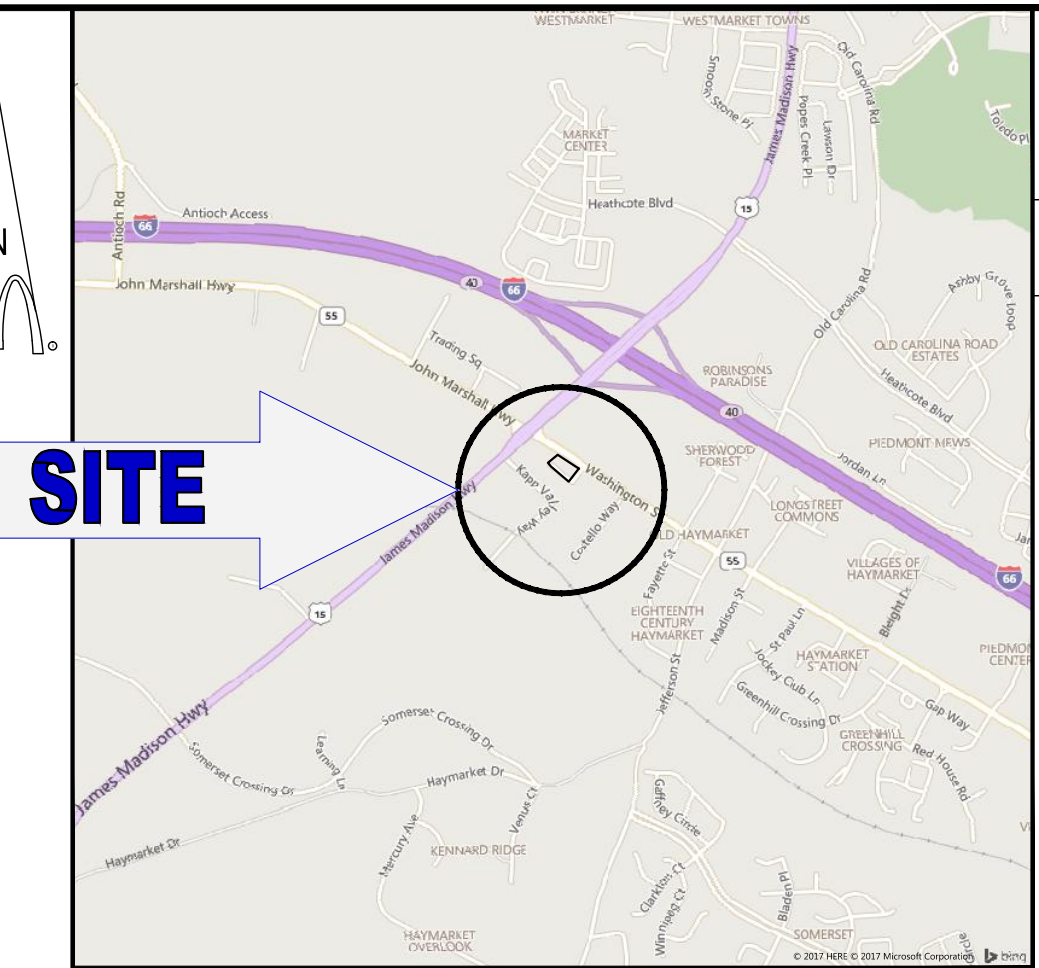
**LEGEND**


**GENERAL NOTES**

- THIS PLAN REFERENCES DOCUMENTS AND INFORMATION BY:  
BOHLER ENGINEERING LLC  
22636 DAVIS DRIVE, SUITE 250  
STERLING, VIRGINIA 20164  
ENTITLED: "PARTIAL TOPOGRAPHIC SURVEY"  
PREPARED FOR: MCDONALD'S USA, LLC  
FILE NO.: SV175005  
DATED: 10-25-2017
- THIS CONCEPT WAS PREPARED STRICTLY BASED UPON INFORMATION IDENTIFIED ABOVE.
- THE CONCEPT REPRESENTED HEREIN IDENTIFIES A DESIGN CONCEPT RESULTING FROM LAYOUT PREFERENCES IDENTIFIED BY THE OWNER COUPLED WITH A PRELIMINARY REVIEW OF ZONING AND LAND DEVELOPMENT REQUIREMENTS AND ISSUES. THE FEASIBILITY WITH RESPECT TO OBTAINING LOCAL, COUNTY, STATE, AND OTHER APPLICABLE APPROVALS ARE NOT WARRANTED AND CAN ONLY BE ASSESSED AFTER FURTHER EXAMINATION AND VERIFICATION OF SAME REQUIREMENTS AND PROCUREMENT OF JURISDICTIONAL APPROVALS.
- THIS CONCEPT PLAN IS PREPARED FOR CONCEPTUAL PRESENTATION PURPOSES ONLY AND IS NOT INTENDED FOR UTILIZATION AS A CONSTRUCTION DOCUMENT. THE EXISTING CONDITIONS SHOWN HEREON ARE BASED UPON INFORMATION THAT WAS SUPPLIED TO OUR OFFICE AT THE TIME OF PLAN PREPARATION AND MAY BE SUBJECT TO CHANGE AND MUST BE UPDATED UPON PERFORMANCE OF ADDITIONAL DUE DILIGENCE.

**LEGEND**

- PROPOSED OUTDOOR DISPLAY MENU BOARD (2-TYP.)
- PROPOSED COD SPEAKER WITH AUTO LOOP DETECTOR (2-TYP.)
- PROPOSED DIGITAL PRE-BROWSE MENU BOARD
- PROPOSED GATEWAY CLEARANCE BAR
- PROPOSED ADA COMPLIANT SPACES (TO BE REGRADED AS NECESSARY)
- PROPOSED PAVEMENT MARKING (TYP.)
- PROPOSED ADA COMPLIANT RAMP
- ASPHALT PAVEMENT (TO BE SEALED AND RESTRIPED)
- EXISTING PULL FORWARD SPACES TO REMAIN (TO BE RESTRIPED AND SIGNED PER OOSP STANDARDS)
- EXISTING PAVEMENT MARKINGS (TYP. TO BE REMOVED)
- PROP. AUTO LOOP DETECTOR (2-TYP.)
- EXISTING CASH WINDOW
- EXISTING PICKUP WINDOW
- PROP. BOLLARD



**LOCATION MAP**  
COPYRIGHT 2016  
MICROSOFT CORPORATION  
SCALE: 1" = 2,000'



Town of Haymarket  
Department of Planning & Zoning  
15000 Washington Street, Ste. 100  
Haymarket, VA 20169  
Attn: Emily Lockhart

September 20, 2018  
Via Federal Express

Re: Special Use Permit Narrative  
McDonald's  
6740 Lea Berry Way  
Haymarket, VA 20169  
Town of Haymarket  
BE #175005

Dear Mr. Lockhart:

Bohler Engineering is pleased to submit on behalf of McDonald's Corporation, the requested Special Use Permit application for the proposed drive-thru improvements at the existing McDonald's restaurant located at 6740 Lea Berry Way, Haymarket, VA. The following is our Special Use Permit Narrative that addresses the impacts of the proposed improvements to the existing site:

**Parking Count:** The existing McDonald's features 39 angled parking spaces, including 2 ADA spaces. The proposed improvements do not impact the number of parking spaces or their configuration on the site and results in 39 angled spaces, including 2 ADA spaces.

**Traffic Circulation:** The existing McDonald's features a one-way drive-aisle approximately 15 feet to 17 feet in width that circulates counter clockwise around the building and drive-thru. The proposed traffic circulation will feature the same counter clockwise circulation and drive-aisle widths. No alterations are proposed to the traffic circulation. Please note that in the event of drive-thru cars stacking into the drive-aisle adjacent parking spaces along Washington Street will maintain ingress and egress ability.

**Queueing & Stacking:** The existing McDonald's features a single menu board order point with 4 stacking spaces. The proposed improvements feature two menu boards, each with 4 stacking spaces for a total of 8 stacking spaces. The additional menu boards proposed will expedite order circulation, and additional stacking will mitigate overflow into the site circulation drive-aisle. In sum, the proposed drive-thru improvements are expected to improve queueing and stacking by increasing the available stacking spaces, and ability to receive patrons' orders.

**Drive-aisle and Drive-Thru Dimensions:** The existing McDonald's features a single drive-thru lane varying between 9 feet and 12 feet in width and a one lane bypass lane of approximately 18 feet in width. The proposed improvements feature a primary 12 feet wide drive-thru lane, a secondary 10 feet wide drive-thru lane and a bypass lane width of 15 feet.

Based on the information presented above, we believe that the proposed improvements to the McDonald's restaurant will improve the functionality and circulation of patrons by providing additional order points, and 4 additional queuing spaces added to the queuing length.

CIVIL AND CONSULTING ENGINEERS • PROJECT MANAGERS • SURVEYORS • ENVIRONMENTAL CONSULTANTS • LANDSCAPE ARCHITECTS  
WWW.BOHLERENGINEERING.COM



Should you have any questions regarding this project or require additional information, please do not hesitate to contact me at (540) 349-4500.

Sincerely,  
Bohler Engineering VA, LLC  
Jonathan C. Ricketts, P.E.

**INDEX OF DRAWINGS**

C-1	SUP PLAN
C-2	EXISTING CONDITIONS / DEMOLITION PLAN
C-3	SIGNAGE PLAN
C-4	DRIVE THRU PLAN

**39**

PARKING INFORMATION			
EX. PARKING SPACES - NO CHANGE WITH PROP. IMPROVEMENTS			
37	SPACES	9.0' x 20.0' MIN.	@ 60°
2 (A.D.A)	SPACES	9.0' x 20.0' MIN.	@ 60°
39 TOTAL SPACES			
REQUIRED PARKING SPACES - PER ARTICLE VI SEC. 58-6.1			
1 SPACE / 100 SF OF GFA X 3956 SF = 39.56 = 40	40 REQUIRED SPACES		

**UTILITY INFORMATION**

SIZE	TYPE	LOCATION
	EXISTING	"PUBLIC WATER" SERVICE
	EXISTING	"PUBLIC SEWER" SERVICE
	EXISTING	SWM ROUTES TO NORTH FORK BROAD RUN
	EXISTING	ELECTRIC

**SURVEY INFORMATION**

PREPARED BY: BOHLER ENGINEERING  
TITLED: TOPOGRAPHIC & LOCATION SURVEY  
PROJECT NO: SV175005

**LEGEND**

SANITARY SEWER	S	GAS	G
WATER	W	LOT LIGHT	□
STORM SEWER	ST	EXISTING ELEVATION	76.5
ELECTRIC	E	PROPOSED ELEVATION	77.0

**SPECIAL USE PERMIT**  
PLAN SCALE: AS NOTED

STREET ADDRESS  
**6740 LEA BERRY WAY**

BLOCK NUMBER: 09      LOT NUMBER: 13

DISTRICT: HAYMARKET      COUNTY: PRINCE WILLIAM (TOWN OF HAYMARKET)      STATE: VA

REGIONAL DWG. NO: LC #45-1159      PLAN DESCRIPTION: SUP PLAN

ISSUE REF	BY	DATE	DESCRIPTION
		9/20/18	
		1	

**FINAL PLAN SIGNATURES**

P.M. \_\_\_\_\_  
G.C. \_\_\_\_\_  
O/O \_\_\_\_\_

**McDonald's**  
THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF MCDONALD'S USA, LLC AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.  
BALTIMORE WASHINGTON REGION  
OFFICE: 6803 ROCKLEDGE DRIVE, SUITE 1100  
BETHESDA, MD 20817 (240) 497-9000

**PLAN APPROVALS**

SIGNATURE (IF REQUIRED)	DATE

**CO-SIGN SIGNATURES**

REGIONAL MGR.	CONST. MGR.	OPERATIONS DEPT.	REAL ESTATE DEPT.	CONTRACTOR	OWNER

STATUS	DATE	BY
PRELIMINARY	8/28/18	LEO
PLAN CHECKED	8/28/18	LEO
AS-BUILT		

**C-1**

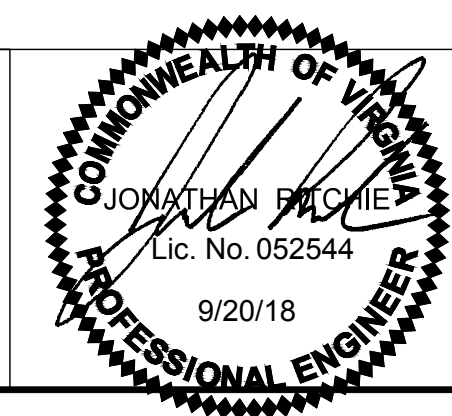


**BOHLER ENGINEERING**  
28 BLACKWELL PARK LANE, SUITE 201  
WARRENTON, VIRGINIA 20188  
Phone: (540) 349-4500  
Fax: (540) 349-0321  
VA@BohlerEng.com

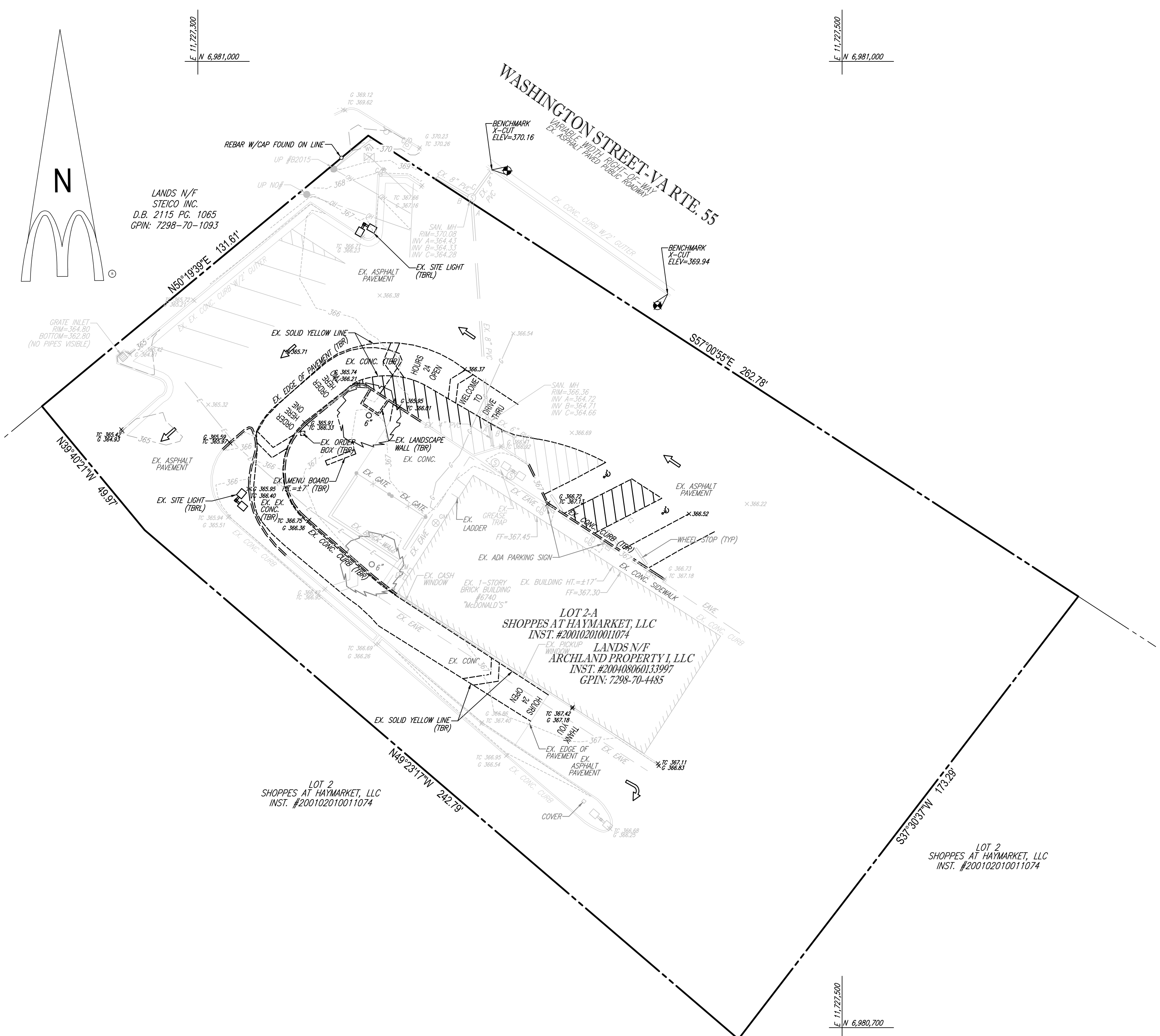
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• NEW YORK METRO • NEW JERSEY • PITTSBURGH, PA  
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• SOUTHERN NEW JERSEY • SOUTHEASTERN PA. • NORTHERN VIRGINIA • CHARLOTTE, NC • DALLAS, TX  
• PHILADELPHIA, PA • RICHMOND/BEACH, VA • CENTRAL VIRGINIA • ATLANTA, GA

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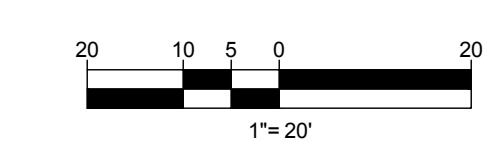






NOTE: SHRUBS TO BE REMOVED WITH THIS APPLICATION ARE TO BE REPLACED IN KIND.

**DEMOLITION PLAN**  
SCALE: 1" = 20'



**LEGEND**

--- 102 ---	CONTOUR	□	AREA LIGHT	□	INLET
— 0' — 0' —	OVERHEAD WIRES	⊗	TRAFFIC SIGNAL	LSA	LANDSCAPED AREA
— S — S —	SANITARY SEWER PIPING	—	SIGN	(TBR)	TO BE REMOVED
— S — S —	STORM SEWER PIPING	△	DENOTES NUMBER OF PAINTED PARKING SPACES	(TBR)	TO BE RELOCATED
⊙	UTILITY POLE				
⊙	CLEANOUT				



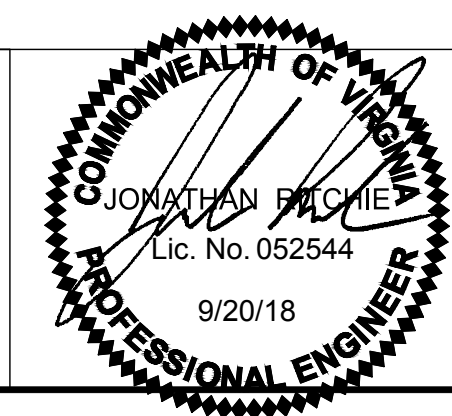
**BOHLER ENGINEERING**

28 BLACKWELL PARK LANE, SUITE 201  
WARRENTON, VIRGINIA 20186

Phone: (540) 349-4500  
Fax: (540) 349-0321  
VA@BohlerEng.com

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• BALDWIN, NC • WASHINGTON, DC • CHARLOTTE, NC • ATLANTA, GA



**SPECIAL USE PERMIT**

PLAN SCALE: 1" = 20'

STREET ADDRESS  
6740 LEA BERRY WAY

BLOCK NUMBER 09 LOT NUMBER 13

DISTRICT HAYMARKET COUNTY PRINCE WILLIAM STATE VA  
(TOWN OF HAYMARKET)

REGIONAL DWG. NO. LC #45-1159

PLAN DESCRIPTION  
EXISTING CONDITIONS / DEMOLITION PLAN

STATUS	DATE	BY
PRELIMINARY	8/28/18	LEO
PLAN CHECKED	8/28/18	LEO
AS-BUILT		

FINAL PLAN SIGNATURES	REV	DATE	DESCRIPTION	BY	ISSUE REF
P.M.	1	9/20/18	STAFF COMMENTS	JOR	
G.C.					
O/O					

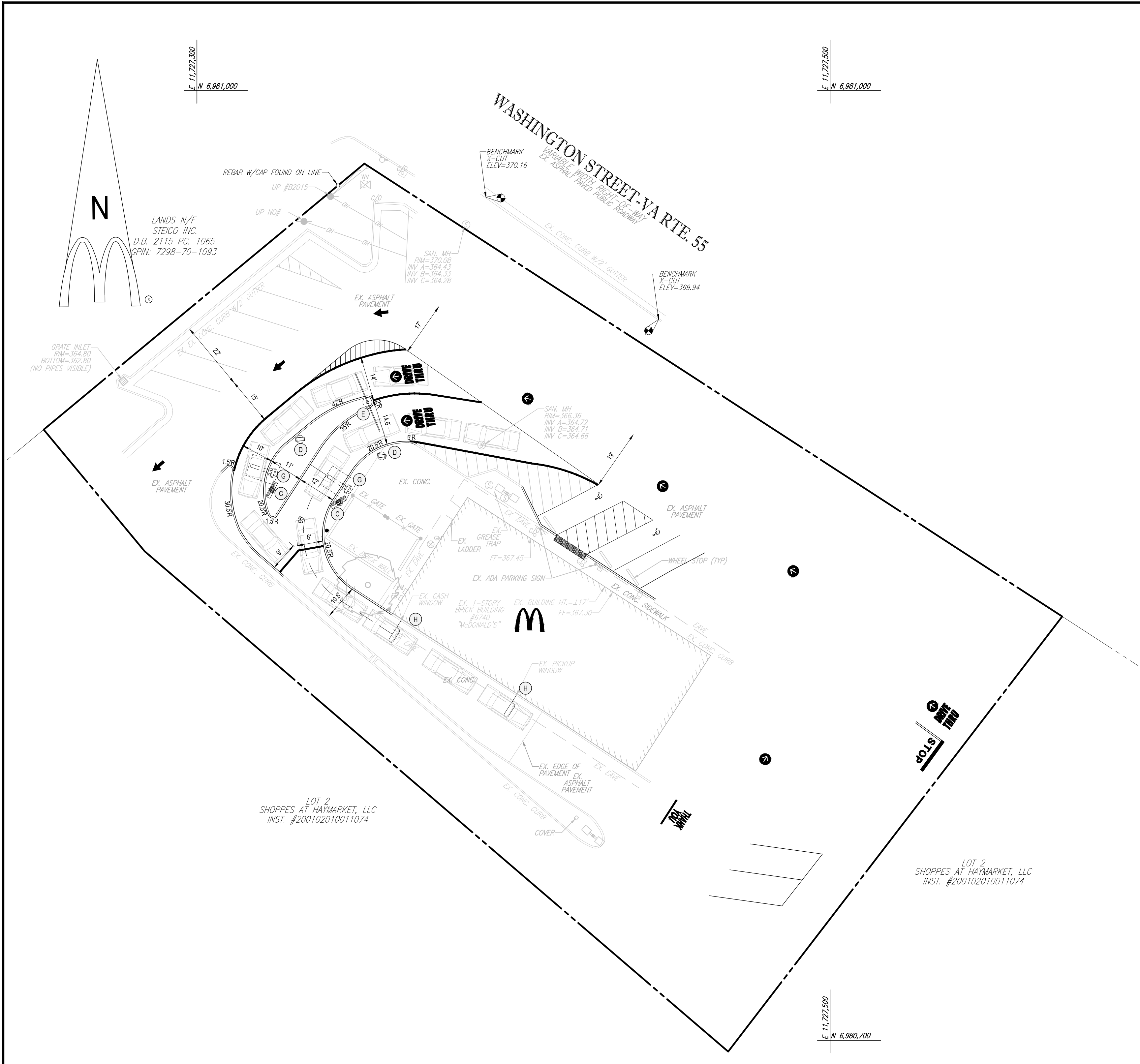
**McDonald's**

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OFFICE: BALTIMORE WASHINGTON REGION  
ADDRESS: 6803 ROCKLEDGE DRIVE, SUITE 1100  
BETHESDA, MD 20817 (240) 497-5000

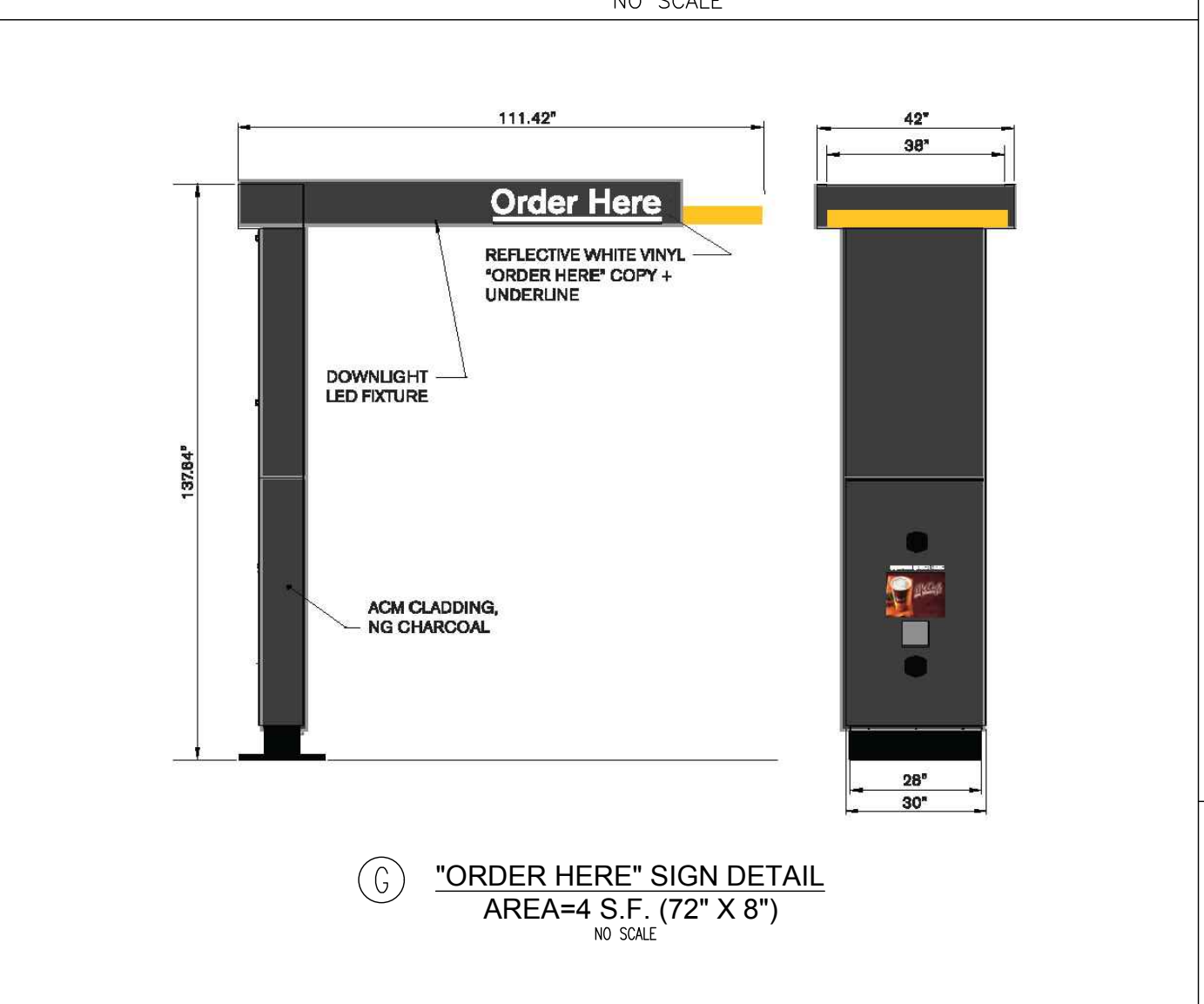
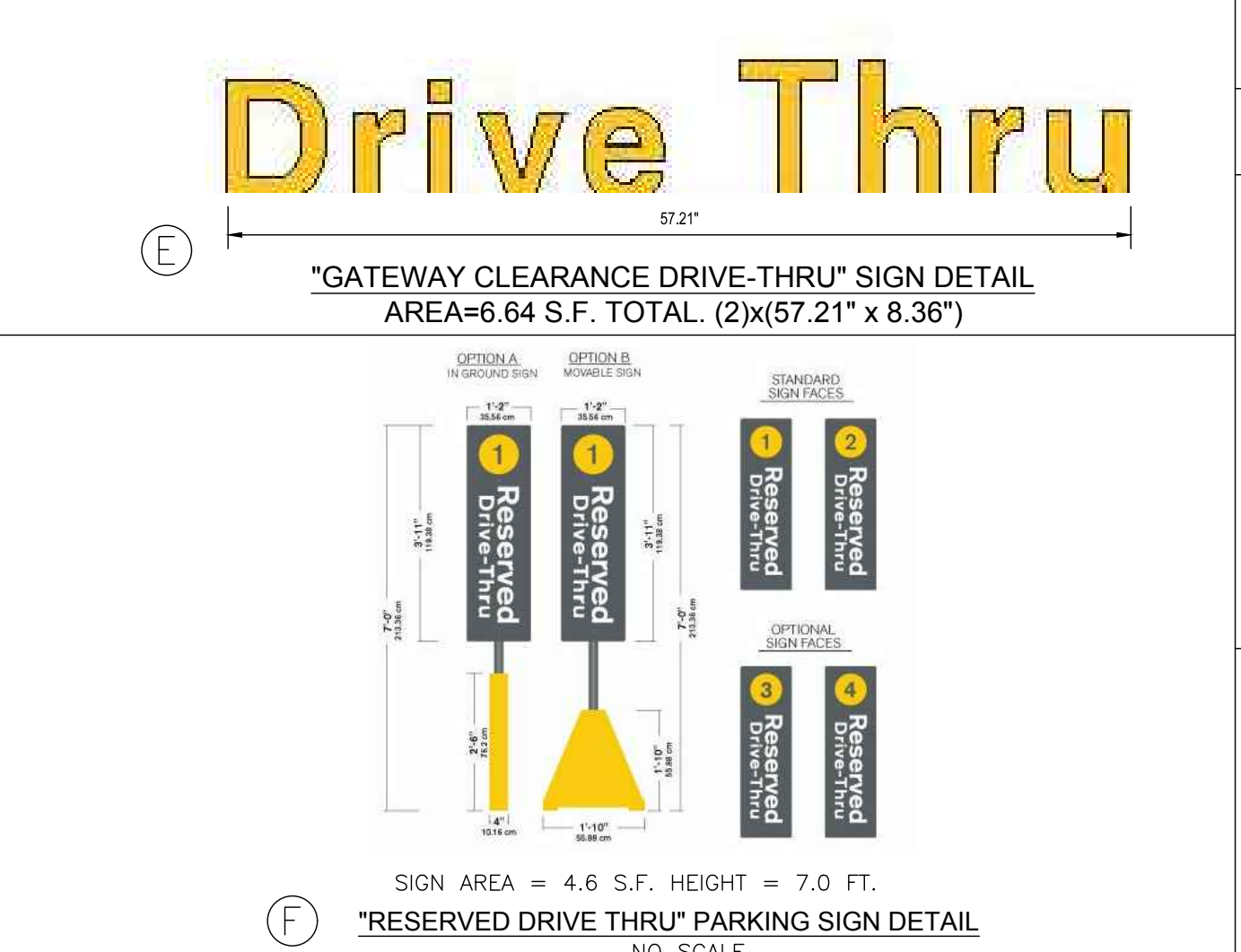
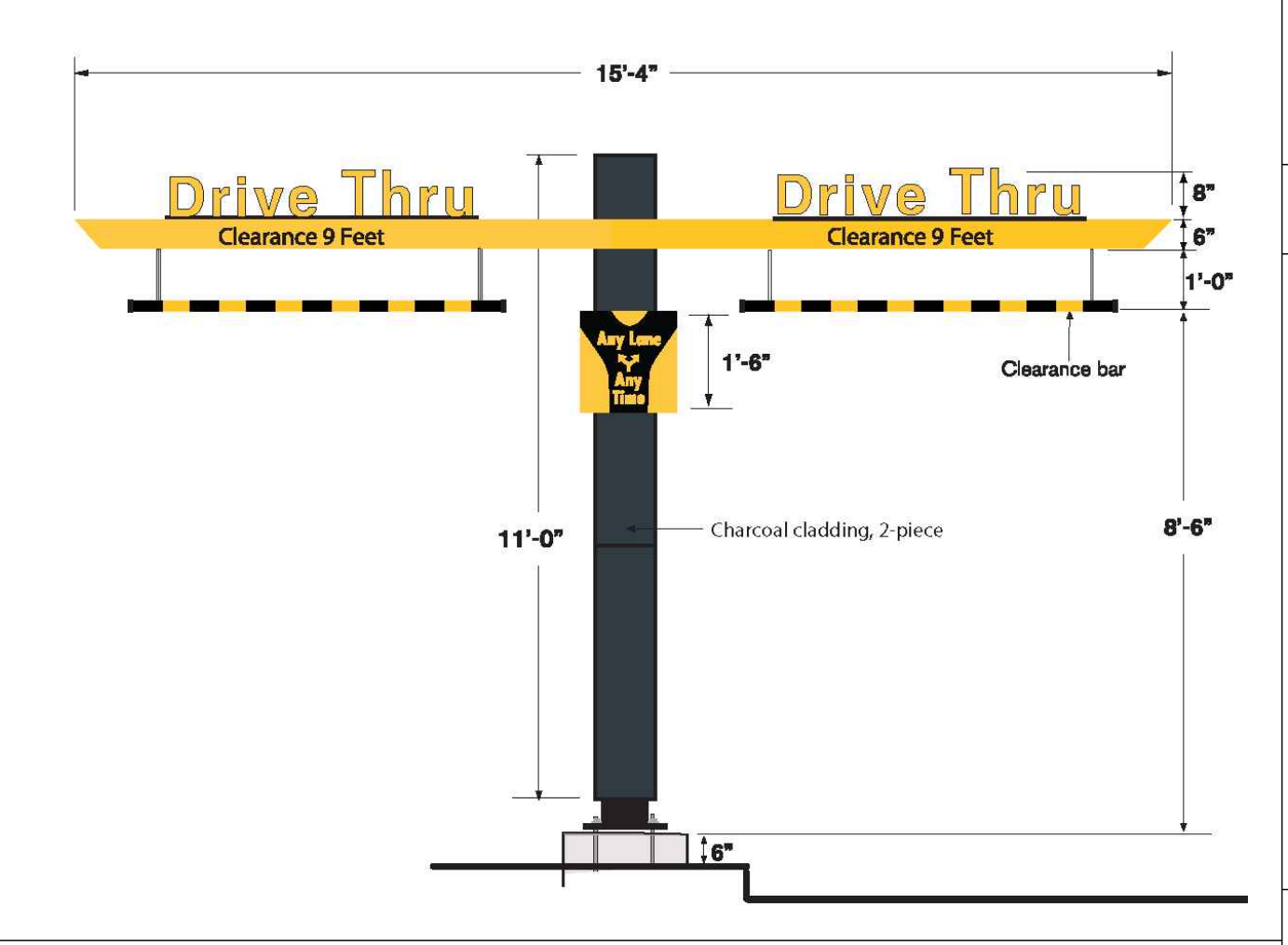
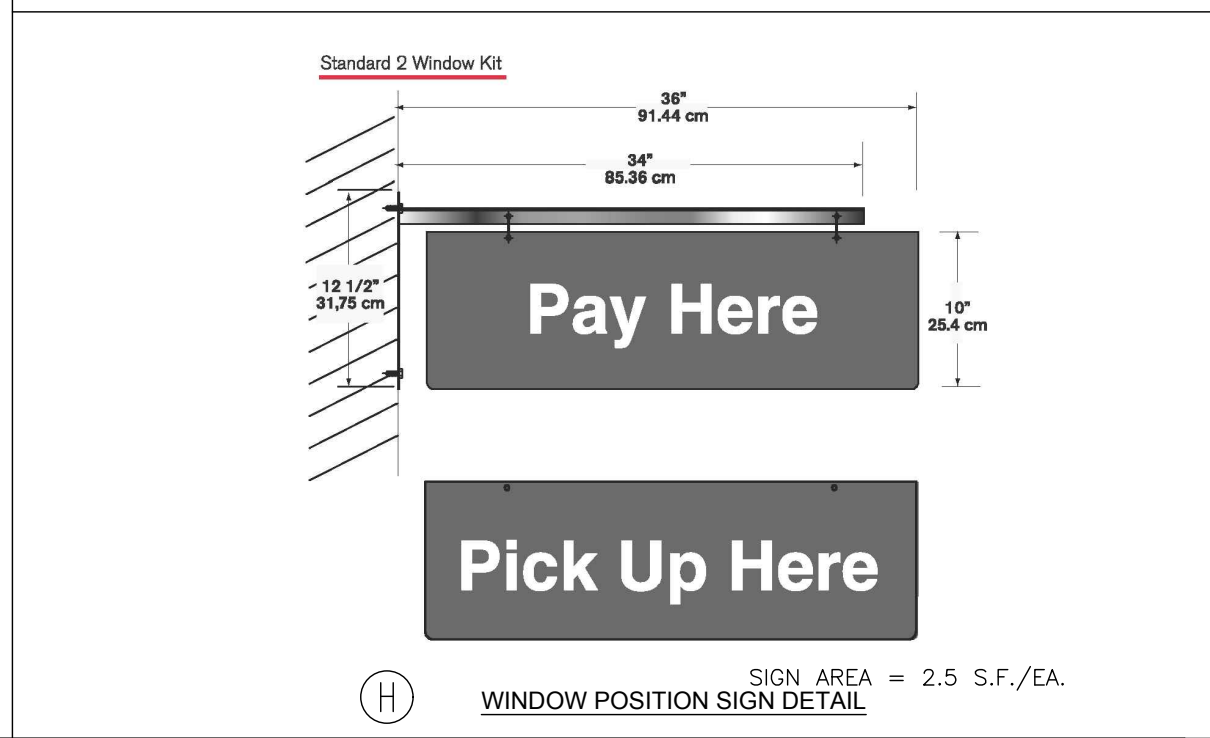
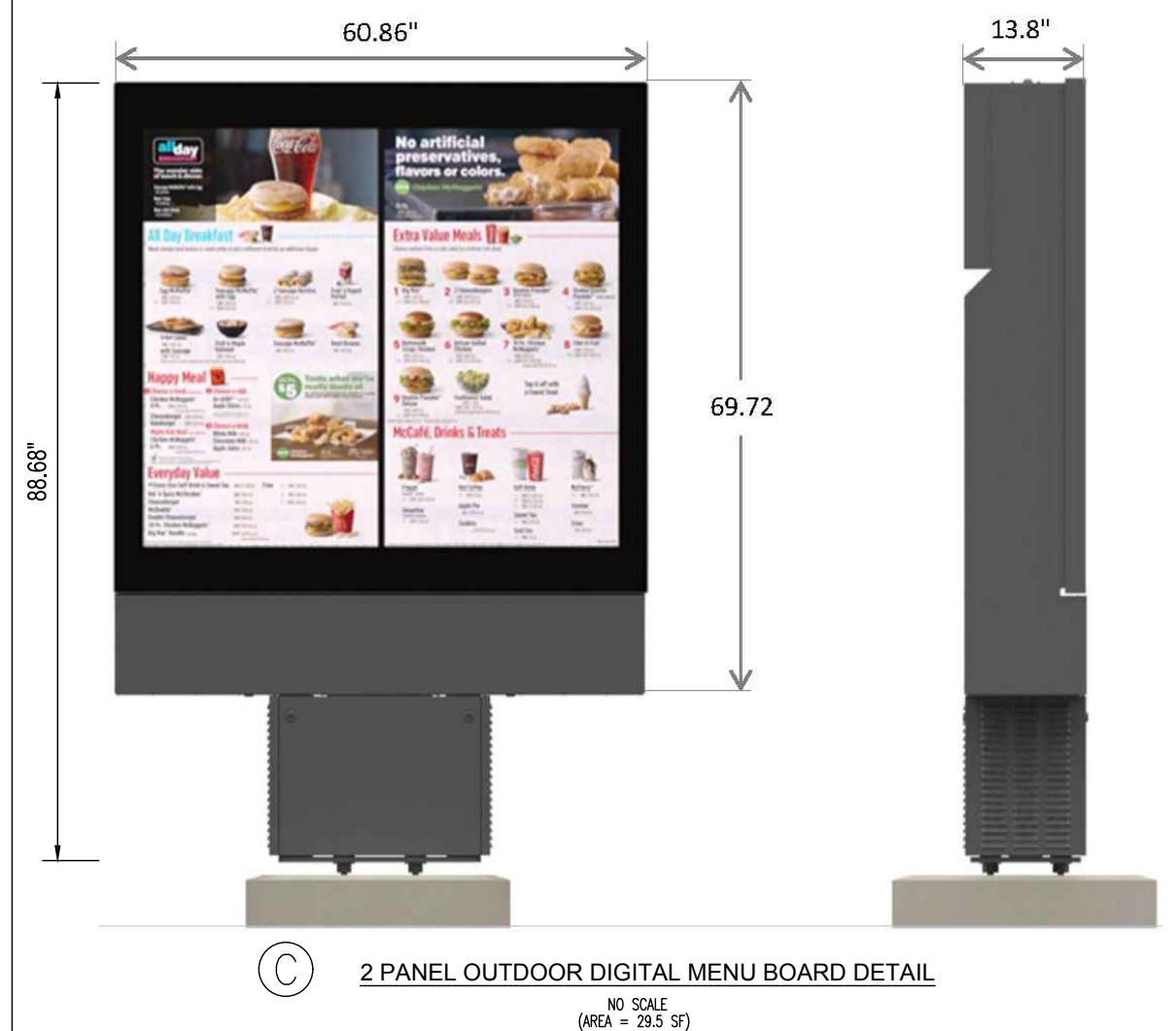
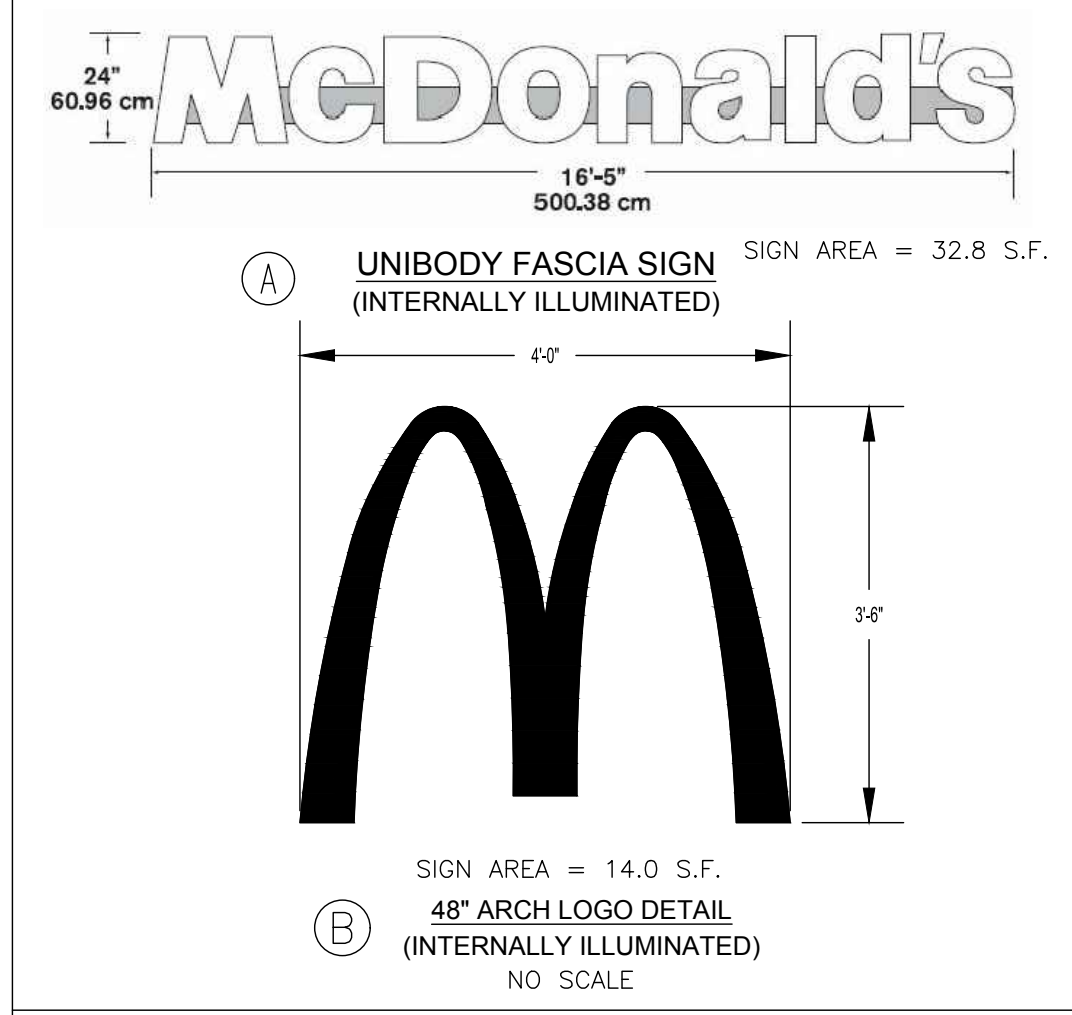
PLAN APPROVALS	DATE
SIGNATURE (IF REQUIRED)	
REGIONAL MGR.	
CONST. MGR.	
OPERATIONS DEPT.	
REAL ESTATE DEPT.	
CO-SIGN SIGNATURES	
CONTRACTOR	
OWNER	





**SIGNAGE PLAN**  
SCALE: 1" = 20'

NOTE: THE SIGNAGE PLAN SHOWN IS FOR USE AS A REFERENCE ONLY. SIGNAGE PERMITTING IS TO BE COMPLETED BY OTHERS.



BY	ISSUE REF

DATE	DESCRIPTION
9/20/18	STAFF COMMENTS

REV	DESCRIPTION
1	

FINAL PLAN SIGNATURES

P.M. \_\_\_\_\_

G.C. \_\_\_\_\_

O/O \_\_\_\_\_

**McDonald's**

THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF MCDONALD'S USA, LLC AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.

BALTIMORE WASHINGTON REGION  
6803 ROCKLEDGE DRIVE, SUITE 1100  
BETHESDA, MD 20817 (240) 497-9000

DATE	DATE	DATE

REGIONAL MGR.	CONST. MGR.	OPERATIONS DEPT.	REAL ESTATE DEPT.	CO-SIGN SIGNATURES	CONTRACTOR	OWNER

PLAN APPROVALS	SIGNATURE (IF REQUIRED)

PLAN APPROVALS	SIGNATURE (IF REQUIRED)

SPECIAL USE PERMIT		
PLAN SCALE: AS NOTED		
STREET ADDRESS 6740 LEA BERRY WAY		
BLOCK NUMBER 09	LOT NUMBER 13	STATUS PRELIMINARY
DISTRICT HAYMARKET	COUNTY PRINCE WILLIAM (TOWN OF HAYMARKET)	STATE VA
REGIONAL DWG. NO LC #45-1159	PLAN DESCRIPTION SIGNAGE PLAN	DATE 8/28/18
		BY LEO
		DATE 8/28/18
		BY LEO

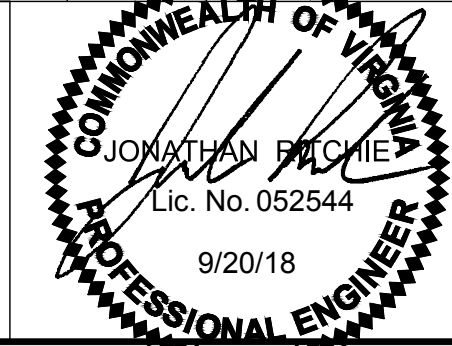
**BOHLER ENGINEERING**

28 BLACKWELL PARK LANE, SUITE 201  
WARRENTON, VIRGINIA 20186

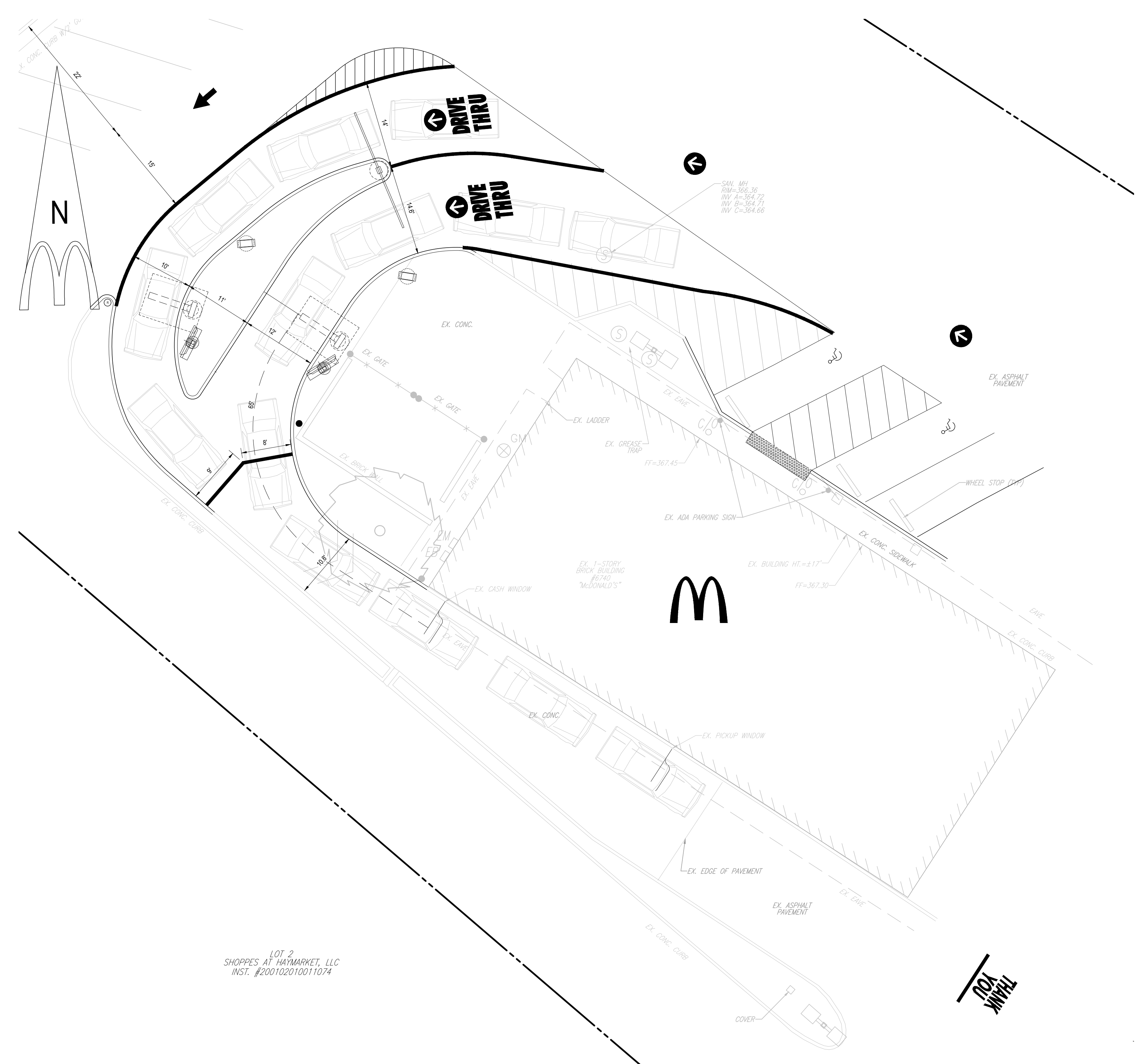
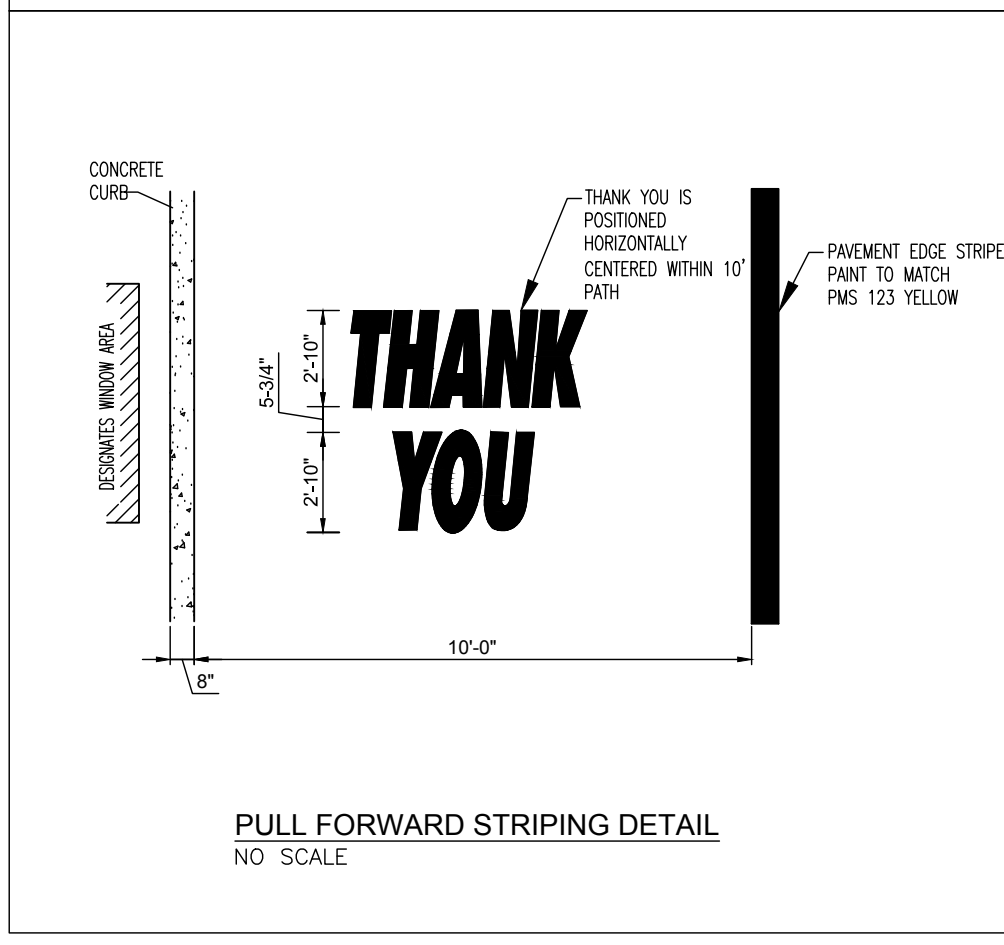
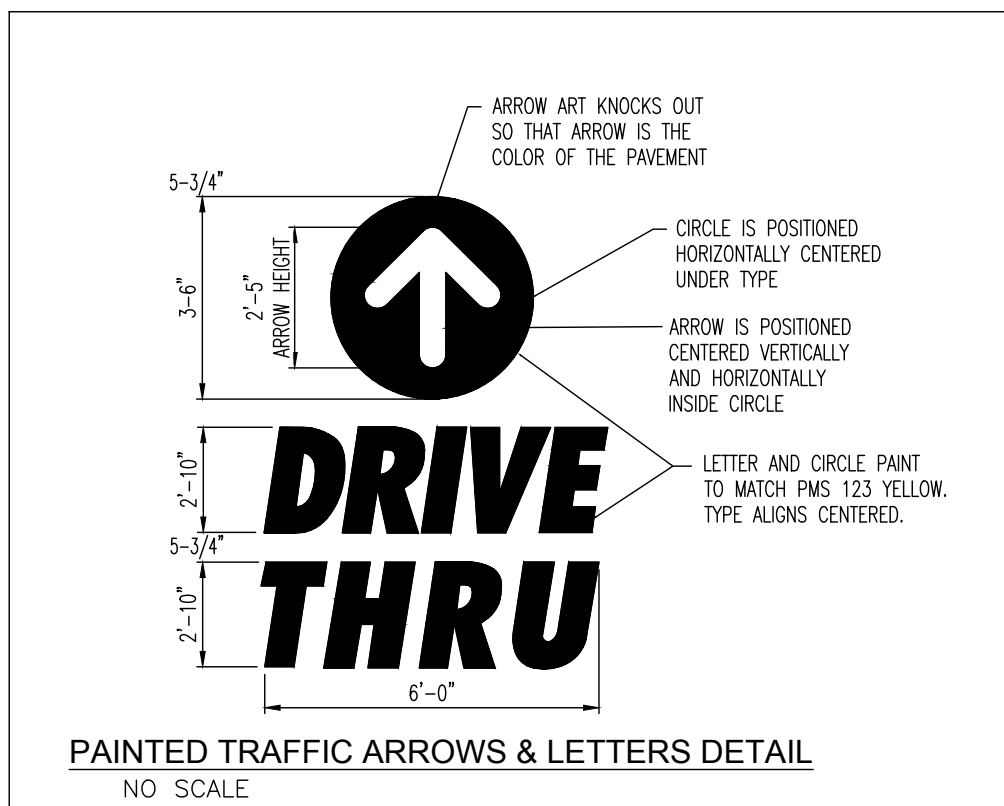
PHONE: (540) 349-4500  
FAX: (540) 349-0321  
VA@BohlerEng.com

SITE/CIVIL AND CONSULTING ENGINEERING LAND SURVEYING PROGRAM MANAGEMENT  
SUSTAINABLE DESIGN PERMITTING SERVICES TRANSPORTATION SERVICES LANDSCAPE ARCHITECTURE

9/20/18

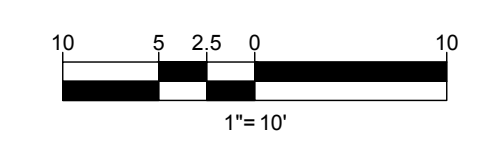






LOT 2  
SHOPPES AT HAYMARKET, LLC  
INST. #200102010011074

DRIVE THRU PLAN  
SCALE: 1" = 10'



REV	DATE	DESCRIPTION	BY	ISSUE REF
1	9/20/18		JOR	

**McDonald's**  
 THESE PLANS AND SPECIFICATIONS ARE THE PROPERTY OF MCDONALD'S USA, LLC AND SHALL NOT BE REPRODUCED WITHOUT THEIR WRITTEN PERMISSION.  
 OFFICE: BALTIMORE WASHINGTON REGION  
 ADDRESS: 6803 ROCKLEDGE DRIVE, SUITE 1100, BETHESDA, MD 20817 (240) 497-9000

PLAN APPROVALS	DATE	STATUS	DATE	BY
SIGNATURE (IF REQUIRED)		PRELIMINARY	8/28/18	LEO
REGIONAL MGR.		PLAN CHECKED	8/28/18	LEO
CONST. MGR.		AS-BUILT		
OPERATIONS DEPT.				
REAL ESTATE DEPT.				
CO-SIGN SIGNATURES				
CONTRACTOR				
OWNER				

SPECIAL USE PERMIT			
PLAN SCALE: AS NOTED			
STREET ADDRESS 6740 LEA BERRY WAY			
BLOCK NUMBER 09	LOT NUMBER 13	DISTRICT HAYMARKET	COUNTY PRINCE WILLIAM (TOWN OF HAYMARKET)
STATE VA	REGIONAL DWG. NO. LC #45-1159	PLAN DESCRIPTION DRIVE THRU PLAN	STATUS PRELIMINARY
DATE 8/28/18	BY LEO	DATE 8/28/18	BY LEO
CAD FILE: V175005 SS 0		C-4	

**811**  
 KNOW WHAT'S BELOW  
 ALWAYS CALL 811  
 BEFORE YOU DIG  
 It's fast. It's free. It's the law.

**BOHLER ENGINEERING**  
 28 BLACKWELL PARK LANE, SUITE 201  
 WARRENTON, VIRGINIA 20186  
 PHONE: (540) 349-4500  
 FAX: (540) 349-0321  
 VA@BohlerEng.com

SITE: CIVIL AND CONSULTING ENGINEERING, LAND SURVEYING, PROGRAM MANAGEMENT, SUSTAINABLE DESIGN, PERMITTING SERVICES, TRANSPORTATION SERVICES, LANDSCAPE ARCHITECTURE.

OFFICES: UPRSTATE NEW YORK, NEW ENGLAND, BOSTON, MA, NEW YORK, NY, NEW YORK METRO, NORTHERN NEW JERSEY, PHILADELPHIA, PA, PITTSBURGH, PA, SOUTHERN NEW JERSEY, SOUTH-EASTERN, PA, WASHINGTON, DC, BALTIMORE, MD, RALEIGH, NC, WASHINGTON, DC, TAMPA, FL, SOUTH FLORIDA, DALLAS, TX, CENTRAL VIRGINIA, CHARLOTTE, NC, ATLANTA, GA.

**JONATHAN P. RITCHIE**  
 Lic. No. 052544  
 9/20/18  
 PROFESSIONAL ENGINEER



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

**Emily K. Lockhart**  
TOWN PLANNER

## MEMORANDUM

TO: Town Council  
FROM: Emily K. Lockhart, Town Planner and Zoning Administrator  
DATE: November 27, 2018  
SUBJECT: Special Use Permit SUP#2018-009, McDonald's Drive-Thru Located at 6740 Leaberry Way

Summary: The McDonald's located at 6740 Leaberry Way has applied for a Special Use Permit to expand the existing drive-thru lane and add a second service lane. The applicant, McDonald's will remove existing landscaping and hardscapes to improve the flow of traffic in the drive-thru lane and add the additional lane. Please see the attached site plan document for the existing conditions and the proposed conditions.

The Zoning Ordinance requires the following standards are considered and met prior to approval.  
*(d) A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:*

- (1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.*
- (2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.*
- (3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.*
- (4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.*
- (5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.*
- (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.*

In addition, the drive-thru must meet the following Use and Design Standards;  
*Drive-thru facilities.*

*The following general standards shall apply to all drive-thru facilities:*

- (1) All drive-thru entrances must be at least 50 feet from an intersection. The distance is measured along the property line from the junction of the two street lot lines to the nearest edge of the entrance.*

(2) Drive-thru facilities shall be located and designed so that vehicular circulation does not conflict with traffic movements in adjacent streets, service drives, and/or parking areas.

(3) Off-street stacking spaces shall be provided in accordance with the following requirements:

- a. Stacking spaces shall not interfere with travel way traffic or designated parking spaces.
- b. Stacking spaces shall be at a minimum of eighteen (18) feet in length.
- c. Stacking spaces shall be located to the side or rear of the principle structure and shall not be adjacent to any street right-of-way.
- d. Off-street stacking spaces shall be provided in accordance with the following table:

Stacking Space Requirements		
TYPE OF ACTIVITY	REQUIRED NUMBER OF STACKING SPACES	START POINT FOR STACKING SPACES
Financial Institutions - automated teller machine	3	Teller machine
Financial Institutions - bank teller lane	3	Teller window/tube
Professional Personal Service - dry-cleaning/laundry	3	Cleaner/laundry window
Retail Sales - pharmacy	3	Pharmacy window
Restaurant	6	Order box/speaker
	4*	Pick-up window
Other	To be determined by Town. Such determination shall consider any study prepared by an engineer or other qualified design professional.	
* These spaces are required in addition to the stacking spaces required to be located behind the order box/speaker and shall be located between the pickup window and the order box/speaker.		

Town Planner Analysis of Impacts:

- (1) McDonald’s is a preexisting drive-thru use located in the Industrial Zone of Town. The additional drive-thru lane proposed will work to alleviate the current traffic issues on the site by allowing additional vehicles to stack in the drive-thru lanes. The second drive-thru lane will specifically address the traffic back up that occurs on to Washington Street as well as Leaberry Way.
- (2) The proposed use is in general conformance with the Industrial Zoning District and the Comprehensive Plan. Specifically, the Comprehensive Plan addresses the Route 15/Route 55 Intersection and surrounding land parcels as a Planned Interchange Park, where development is highway oriented.
- (3) The proposed use is not expected to adversely affect the use or values of surrounding properties and structures, rather alleviate the traffic congestion and enhance in the aesthetics of the site.

Attachment: Report for the TC McDonald's SUP (3836 : SUP#2018-009 McDonald's Special Use Permit)



- (4) The proposed use is not expected to adversely affect the health, safety, or general welfare of person working in the building or surrounding areas.
- (5) Pedestrian and vehicular traffic generated by the proposed use is not expected to pose any hazardous conditions or conflict with existing and anticipated traffic on the site. Please review the narrative provided by the applicant.
- (6) The utilities and drainage on the site are adequate. The parking and loading on the site should be discussed, the Town Planner is concerned about the amount of parking that would be blocked by the drive-thru lane as well as significant stacking in the second lane. If the second lane is stacked with vehicles, the parked vehicles along the north property line may be blocked in. Town Planner recommends discussing the line striping, barriers, or other measures taken to eliminate over stacking the drive-thru lanes and blocking vehicles in.

**Town Planner Recommendation:**

I recommend the Town Council visit the site prior to the meeting to look at the following; traffic flow on the current site, traffic backing up onto Leaberry Way, parking, vehicles blocked in spaces, and the general site layout. The Planning Commission has discussed the above items and referred the application to the Town Council with a recommendation for approval.

Staff recommends the Town Council hear all the public's comments at the public hearing and discuss in detail the comments and concerns. Based on the findings and the Planning Commission's recommendation of approval, Staff supports approval of second drive-thru lane.

**Draft Motions:**

*"I move the Town Council to approve the Special Use Permit for McDonald's to build a second drive-thru lane at the 6740 Leaberry Way location."*

*Or*

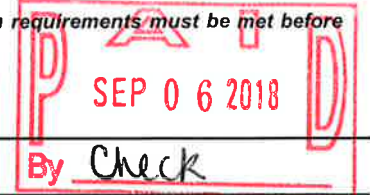
*Alternate motion.*

SUP# 2018-009



# 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:** McDonald's Corporation

**SITE ADDRESS:** 6740 Lea Berry Way, Haymarket, VA 20169

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

**PROPOSED USE(S):** Fast Food Restaurant **CODE SECTION(S) #:** \_\_\_\_\_

**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.*  
 The proposed site is located at 6740 Lea Berry Way, Haymarket Virginia and is currently a fast food restaurant with drive thru and associated infrastructure. Proposed improvements on the site include upgrading to a dual side by side drive thru, interior dining room improvements, ADA upgrades, menu board replacement and parking lot seal coating and striping. No changes to the hours of operation, expected vehicular traffic or type of clientele are anticipated with the proposed improvements.

**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:** N/A (sq. ft.)

**FLOOR AREA DEVOTED TO HOME OCCUPATION:** N/A (sq. ft.)

**NUMBER / TYPE OF VEHICLES:** N/A

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

**OFF-STREET PARKING SPACES PROVIDED:** N/A **NO. OF EMPLOYEES WORKING FROM SITE:** N/A

**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>McDonald's Corporation</u>	<u>Archland Property LLC</u>
Name	Name
<u>6930 Rockledge Drive, Suite 1100</u>	<u>PO Box 182571</u>
Address	Address
<u>Bethesda, MD 20817</u>	<u>Columbus, OH 43218</u>
City State Zip	City State Zip
<u>(571) 882-4055</u>	
Phone#(s)	Phone#(s)
<u>nobert.akas@us.mcd.com</u>	
Email Address	Email Address

Attachment: 20181129095138 (3836 : SUP#2018-009 McDonald's Special Use Permit)



TOWN OF HAYMARKET  
SPECIAL USE PERMIT APPLICATION

SUP# \_\_\_\_\_

APPLICANT / PROPERTY OWNER CONSENT

\*\*\*\*\*REQUIRED\*\*\*\*\*

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

[Signature]  
Applicant Signature

[Signature]  
Property Owner Signature

8/22/18  
Date

8/22/18  
Date

McDonald's Corp.

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

DATE FILED: \_\_\_\_\_ FEE AMOUNT: \$1,500 DATE PAID: 9/06/2018

DATE TO ZONING ADMINISTRATOR: 9/10/2018 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: 20181129095138 (3836 : SUP#2018-009 McDonald's Special Use Permit)

# Archland Property I, LLC

**VIA OVERNIGHT DELIVERY**

March 2, 2018

McDonalds Corporation  
2915 Jorie Boulevard  
Oak Brook, Illinois 60523

**Re: Authorization to Execute Certain Documents**

Ladies and Gentlemen:

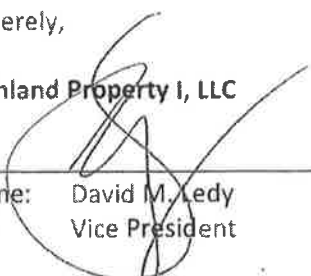
I, David M. Ledy, as Vice President of Archland Property I, LLC, the landlord (the "Landlord") of the properties set forth on Exhibit A (the "Properties") in my true and lawful capacity as the authorized representative of the Landlord hereby authorize any authorized signatory of McDonald's Corporation set forth on Exhibit B ("Authorized Agents") hereto to prepare, execute, file and apply for and with any relevant governmental authority or other person any and all types of applications, licenses, permits, variances and any other land use matters necessary for the construction, remodeling, improvement, and development of the McDonald's restaurants located at the addresses set forth on Exhibit A and to appear in any public or private hearings and proceedings with any competent governmental authority related thereto. In furtherance of the preceding authorization, Landlord appoints each Authorized Agent as its true and lawful attorney in fact to perform the terms set forth herein.

The name and specimen signature of the Authorized Agent(s) appearing on Exhibit B may be amended or supplemented from time to time.

We authorize McDonalds Corporation to share this instrument with relevant public authorities as evidence of the foregoing authority.

Sincerely,

Archland Property I, LLC

By:   
Name: David M. Ledy  
Its: Vice President

041-0719	504 Asheville Hwy	Greeneville	TN	Raleigh
041-0720	3805 Hacks Crossing Rd	Memphis	TN	Great Southern
041-0726	3371 Memorial Blvd	Murfreesboro	TN	Indianapolis
041-0729	Hwys 100 & 48	Centerville	TN	Indianapolis
041-0731	3685 Pulaski Hwy	Comersville	TN	Indianapolis
041-0734	Hwy. 79 & The Trace Road	Dover	TN	Great Southern
041-0741	300 Bigmac Dr	Algood	TN	Indianapolis
041-0742	7200 Hwy 64	Oakland	TN	Great Southern
041-0744	201 Silver Lake Rd	Church Hill	TN	Raleigh
041-0745	4908 Columbia Hwy	Spring Hill	TN	Indianapolis
041-0746	2001 Hwy 47 N	White Bluff	TN	Indianapolis
041-0755	506 Boones Creek Rd	Jonesborough	TN	Raleigh
041-0763	5147 Murfreesboro Rd	LaVergne	TN	Indianapolis
041-0764	1716 S Rutherford Blvd	Murfreesboro	TN	Indianapolis
043-0157	312 E State St	Pleasant Grove	UT	Rocky Mtn
043-0179	2085 S 1100 W	West Haven	UT	Rocky Mtn
043-0181	2002 W 12600 S	Riverton	UT	Rocky Mtn
043-0208	3540 S 8400 W	Magna	UT	Rocky Mtn
043-0221	970 N Main	Tooele	UT	Rocky Mtn
044-0021	195 Woodstock Ave	Rutland	VT	Boston
044-0069	112 Northside Dr	Bennington	VT	Boston
045-0171	801 London Blvd	Portsmouth	VA	BWR
045-0335	8210 Brook Rd	Bennington	VA	BWR
045-0450	9846 Winche Ster Road	Front Royal	VA	BWR
045-0519	9398 Richmond Hwy	Lorton	VA	BWR
045-0706	1105 Old Berry Dr	Abingdon	VA	Raleigh
045-0784	10000 Brook Rd	Glen Allen	VA	BWR
045-0790	2700 W Broad St	Richmond	VA	BWR
045-1085	2139 S. Crater Road	Petersburg	VA	BWR
045-1094	2306 And 2310 Mechanicsvil Tpke	Richmond	VA	BWR
045-1156	6201 College Dr	Suffolk	VA	BWR
045-1157	11311 Nuckols Rd	Glen Allen	VA	BWR
045-1159	6740 Leaberry Way	Haymarket	VA	BWR
045-1163	Ballou Park	Danville	VA	Raleigh
045-1177	4030 Wards Rd	Lynchburg	VA	Raleigh
045-1178	22492 Lankford Hwy	Cape Charles	VA	BWR
045-2014	43250 Defender Dr	South Riding	VA	BWR
046-0084	10124 Edmonds Way	Edmonds	WA	Pacific NW
046-0134	20533 Viking Ave NW	Poulsbo	WA	Pacific NW
046-0288	Barton Street @ 25th Avenue	Seattle	WA	Pacific NW
046-0403	4647 S Regal St	Spokane	WA	Pacific NW
046-0439	710 NE 98th Cir	Vancouver	WA	Pacific NW
046-0460	1601 Pacific Ave	Woodland	WA	Pacific NW
046-0559	10516 E Sprague	Spokane	WA	Pacific NW
046-0560	2608 196th St SW	Lynnwood	WA	Pacific NW
046-0561	620 Meridian E	Milton	WA	Pacific NW
046-0562	3530 N Sullivan Rd	Spokane	WA	Pacific NW
046-0570	17301 Meridian E	Puyallup	WA	Pacific NW