



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 7, 2015

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

A. Remembering Haymarket resident Andrew Robinson Sr

### 5. Public Hearings

A. Chick-fil-A

**Chick-fil-A**

B. Sheetz

**Sheetz Presentation**

**Sheetz**

### 6. Consent Agenda

A. Planning Consultant Services

B. Policy - Special Requests

C. Committee Proposal

D. Request to Council

E. Landscaping Bond Release - Piedmont Tire & Auto

F. Legislative Agenda - 2016 General Assembly

**G. Minutes Acceptance**

i. Mayor and Council - Special Meeting - Sep 4, 2015 7:00 PM

ii. Committee - Finance - Committee - Sep 23, 2015 1:00 PM

iii. Mayor and Council - Work Session - Oct 26, 2015 5:00 PM

iv. Committee - Finance - Committee - Oct 28, 2015 2:00 PM

v. Mayor and Council - Special Meeting - Nov 12, 2015 7:00 PM

vi. Committee - Finance - Committee - Nov 24, 2015 2:00 PM

**H. Department Reports**

i. Main Street Coordinator's Report

ii. Treasurer's Report - Sherrie Wilson

iii. Building Official's Report - Joe Barbeau, Jr.

iv. Engineer's Report - Holly Montague

v. Planner's Report - Marchant Schneider

vi. Police Report - Eric Noble, Chief of Police

vii. Town Manager's Report - Brian Henshaw

### 7. Agenda Items

A. Chick-fil-A

B. Sheetz

C. Caboose Enhancement Project

D. Harrover Property

E. VRE Update

F. Dominion Virginia Power 230 kV Transmission Line & Substation

G. Ronald Reagan MS Archery - Funding Request

H. Town Center Facade Improvements

I. Enter into Closed Session

J. Certification of Closed Session

## **8. Councilmember Time**

- A. Chris Morris
- B. Kurt Woods
- C. Joe Pasanello
- D. Susan Edwards
- E. Steve Aitken
- F. Matt Caudle
- G. David Leake

## **9. Adjournment**



TO: Town of Haymarket Town Council  
SUBJECT: Remembering Haymarket resident Andrew Robinson Sr  
DATE: 12/07/15

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TO: Town of Haymarket Town Council  
SUBJECT: Chick-fil-A  
DATE: 12/07/15

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## BACKGROUND

Chick-fil-A has submitted the following applications:

1. A Special Use Permit (SUP) application for restaurant with drive thru window in the Neighborhood Business Commercial District B-2. Dual drive thru lanes will accommodate 19+ vehicles.
2. Zoning Text Amendments (ZTA) to increase the number of stacking lanes for restaurants with drive thru windows, modify commercial sign standards in the B-2 zoning district to increase allowable sign area and add sign standards for drive thru signs.
3. A Final Site Plan Amendment (AFSP) amending the previously approved Quarles Center. The amended plan reduces overall commercial square footage from 42,000 square feet to 30,420 square feet and proportionally reduces onsite parking from 209 spaces to 185 spaces (160 required).

VDOT and PWCSA comments have been addressed. Staff has several outstanding comments that are anticipated to be addressed prior to the public hearing.

A Certificate of Appropriateness (COA) has been approved by the Architecture Review Board (ARB) for the exterior elevations of the restaurant. A separate zoning permit / certificate will be necessary for signage once the accompanying ZTA is approved.

The Applicant's Narrative Statements, SUP Plat and proposed sign plan are attached.

## RECOMMENDATION

It is recommended that the Planning Commission and Town Council adopt the following motions, in their respective order.

### MOTIONS:

#### Planning Commission

1. I move that the Planning Commission forward #ZTA20150921 to the Town Council with a recommendation of approval;

AND

2. I move that the Planning Commission forward #SUP20140121, Chick-fil-A, for a fast food restaurant with drive-thru window at 15250 Washington Street;

AND

3. I move that the Planning Commission forward #AFSP20080813, Quarles Center Site Plan Revision, to the Town Council with a recommendation of approval.

OR

4. I move an alternate motion.

Town Council

1. I move that the Town Council adopt Ordinance #ORD2015-010 amending the Code of Ordinances of the Town of Haymarket;

AND

2. I move that the Town Council approve #SUP20140121, Chic-fil-A, for a fast food restaurant with drive-thru window at 15250 Washington Street, subject to Conditions of Approval dated December 7, 2015;

AND

3. I move that the Town Council approve #AFSP20080813, Quarles Center Site Plan Revision, prepared by Bohler Engineering, dated June 6, 2014, revised through December 1, 2015, BUT EXPRESSLY CONDITION UPON THE FOLLOWING: bonds posted for construction of the Site Plan Revision shall not be released until a Dominion Virginia Power easement plat and updated site plan sheets have been provided to the Town Clerk.

OR

4. I move an alternate motion.

**ATTACHMENTS:**

- 1. Ordinance - 2015-010 - ZTAs Chick-fil-A\_FINAL (PDF)
- 2. SUP20140121 CONDITIONS OF APPROVAL - CHIC-FIL-A (PDF)
- 3. 150922 SUP Narrative(PDF)
- 4. 150922 Zoning Text Amendments Narrative (PDF)
- 5. 150914 Special Use Permit Plan (PDF)
- 6. MODIFIED FOR TC PACKET CFA - Haymarket, VA Signage C2 (PDF)

ORDINANCE #ORD2015-010

Enacted \_\_\_\_\_  
Effective \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING Chapter 58 ZONING: Article VI: Neighborhood Business Commercial District B-2: 58-218 Special Uses; Article IX: Signs & Nameplates: 58-343 Commercial Signs**

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 7<sup>TH</sup> day of December 2015 that:

- 1. The following changes are made to the Town Code in the subsections indicated:

Proposed Zoning Text Amendments - Chick-fil-A

58-218(7)(b) – An off-street stacking area for vehicles in the drive-thru pattern shall ~~not exceed~~ provide a minimum of six spaces.

58-218(8)(b) – An off-street stacking area for vehicles in the drive-thru pattern shall ~~not exceed~~ provide a minimum of six spaces.

Section 58-343(b)(11)

*B-2 zoning district standards.* The regulations contained in this subsection shall override the general provisions of the sign ordinance in regard to sign size in the neighborhood business commercial, B-2, zoning district, where retail shopping space is constructed in excess of 75 feet from the edge of the public right-of-way and not within 500 feet of residential property:

- a. A building located more than ~~60~~75 feet from the edge of the public right-of-way shall be allowed one square foot of sign area for each linear foot of property unit width. If the tenant is located in an end unit or stand-alone pad site , it is permitted to install an additional sign. The total area of the second sign may not exceed the result of one and one-half times the width of the store. The total combined allowable area of the two signs may allocate between the two signs as the tenant sees fit, providing all other criteria are observed. Multi-tenant buildings are permitted a menu sign in addition to signs authorized by subsection 58-340(7).
- b. ~~All property signage must be located in the sign band provided above the building canopy.~~ In order to create visual balance and continuity within the shopping center, signs are to be as closely vertically centered as possible on the major architectural features of the building such as the space between or over major piers or columns and/or the tenants' unit.
- c. The sign shall occupy a maximum sign area not taller than ~~48~~ 48 inches and not longer than ~~65~~ 40 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. To the extent possible, signs will have a consistent appearance in terms of the amount of area they occupy in front of each tenant's unit. Any store in excess of 10,000 square feet shall occupy a maximum sign area not taller than ~~24~~ 56 inches and not longer than ~~40~~ 65 percent of the tenant's unit width.

58-343(a)(11), B-2 zoning district standards.

58-343(a)(12), Restaurant drive-thru signs.

Attachment: 1. Ordinance - 2015-010 - ZTAs Chick-fil-A\_FINAL (2635 : Chick-fil-A)

58-343(b)(12), Restaurant drive-thru signs. One drive-thru sign per stacking lane. Signs shall not exceed 24 square feet in aggregate sign area and 6 feet in height. Signs shall be screened from public right-of-way and be permitted to be internally-illuminated.

**ORDER OF THE COUNCIL**

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

**ATTEST:**

\_\_\_\_\_  
Jennifer Preli, Town Clerk

**MOTION:**

**SECOND:**

**ACTION:**

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

Attachment: 1. Ordinance - 2015-010 - ZTAs Chick-fil-A\_FINAL (2635 : Chick-fil-A)

**SPECIAL USE PERMIT #SUP20140121**

**CHIC-FIL-A, 15250 WASHINGTON STREET**

**CONDITIONS OF APPROVAL – DECEMBER 7, 2015**

**FAST FOOD RESTAURANT WITH DRIVE-THRU WINDOW**

1. **Substantial Conformance.** The development of the Special Use described in Condition 2 below shall be in substantial conformance with the Sketch Plan Sheets 1, 2, and 3 of 3 entitled “Special Use Permit for Chick-fil-A”, prepared by Bohler Engineering, dated December 19, 2013 (the “Sketch Plan”), revised through December 1, 2015, and the Town of Haymarket Zoning Ordinance (the “Zoning Ordinance”). Approval of this permit for 15250 Washington Street (the “Property”) shall not relieve the applicant or the owner or owners (“Owners”) of the Property from the obligation to comply with and conform to any other Zoning Ordinance, Codified Ordinance, or applicable regulatory requirement.
2. **Uses Permitted and Use Restrictions.** This Special Use Permit SUP 20140121 grants a Fast food restaurant with drive-thru (drive-in) pursuant to Section 58-218(7), as defined in the Zoning Ordinance in the Neighborhood Business Commercial District B-2.
3. **Enforcement.** Failure by the Town of any other party to insist on any of the terms or conditions of SUP20140121 or the provisions of any local, state or federal law or requirement shall not be deemed a waiver thereof.





**Special Use Permit**

**Chick-fil-A Haymarket**  
15250 Washington Street  
Haymarket, Va. 22069  
GPIN 7298-71-6020

September 22, 2015

Proposal

Chick-fil-A (“Applicant”) is requesting a Special Use Permit to allow a Fast Food Restaurant with a drive-thru window as permitted under §58-218 of the Town of Haymarket Zoning Ordinance. Included is a request to amend Sec.58-218(7)(b), Sec.58-218(8)(b), Sec.58-343(b)(11), Sec.58-343(a)(11), Sec.58-343(a)(12), and Sec. 58-343(b)(12); please refer to the attached ZTA. Commercial signs as the wall CFA Script Logo signage is greater than 12”.

The Fast Food Restaurant with one drive-through window and double stacking lanes is proposed to be located on a pad site within the existing six acre Quarles Shopping Center located at 15250 Washington Street in the Town of Haymarket (Prince William County GPIN 7298-71-6020, Figure 1). The proposed hours of operation will be Monday-Saturday, 6 a.m.-10 p.m.

The pad site where Chick-fil-A is proposing to locate consists of approximately 67,511 square feet of land on the east side of the property. It is immediately to the east of a pad site that contains a bank.

Location

The proposed Chick-fil-A will be located within the Quarles Center that is located at the northeast quadrant of the intersection of Washington Street (Rt. 55) and James Madison Highway (U.S. Rt. 15).

The Chick-fil-A restaurant with a drive-through window will be located in the B-2 Zoning District, and is proposed to be developed in accordance with the intent of the B-2 Neighborhood Business Commercial District. The intent of the B-2 Zoning District is to provide for vehicular-oriented businesses at the periphery of the Town transitioning from more highway oriented commercial and industrial uses at the periphery to more pedestrian oriented uses town center or core. The proposed Fast Food Restaurant will complement the commercial uses approved with the Final Site plan for Quarles Center.

Comprehensive Plan

The Plan designates the future land use of the Property as Planned Interchange Park Category. The goal of this future land use category is to coordinate commercial development at the western edge of town with nearby commercial development located in Prince William County. The plan envisions highway oriented commercial development within the Planned Interchange Park designation. The Chick-fil-A now proposed for a pad site in this property is in conformance with the Planned Interchange Park designation.

Attachment: 3. 150922 SUP Narrative (2635 : Chick-fil-A)



The proposed fast food restaurant with a drive through will complement the by-right uses existing in the Quarles Commercial center. Other uses in the center are oriented to drive through traffic. The Chick-fil-A architectural design will increase the aesthetic and economic potential of a significant gateway to the town as well as implement the intent of the B-2 zoning district and Comprehensive Plan.

#### Transportation

The fast food restaurant with drive through window proposed for the Quarles Center will be accessed by the existing entrances to the center on Washington Street (Rt. 55). There will be no entrance onto James Madison Highway (Route 15). The vehicular access is limited to the internal circulation pattern in the Quarles Center.

The proposed Chick-fil-A will generate 2,395 vehicles per day. The site circulation within Quarles Center as well as within the Chick-fil-A pad site has been designed to meet the vehicular access needs of the overall commercial area as well as the drive through window. This design includes two lanes side by side referred to as “double stacked” lanes that approach one window. The use of two lanes requires the need for two menu boards, and a minimum of six stacking spaces per order board.

A trip generation comparison has been done to compare the current proposed development uses in the Quarles Center with the previous Quarles Center proposed development uses. In 2004, a Traffic Impact Analysis completed by Gorove/Slade Associates was done for the entire center based on uses planned at that time. Since then, the development program has changed for the shopping center, and the trip comparison shows that the current development has a significantly lower trip generation. Based on the current development, which includes existing development on the ground, Chick-fil-A, and the unbuilt specialty retail uses, there are 44% lower trips in the AM Peak Hour, 32% lower trips in the PM peak hour, and 39% lower average daily trips compared to the trips shown in the 2004 analysis. The trip generation comparison is attached as Table 1.

Based upon an “Operation Characteristics at Chick-fil-A” prepared by Dynamic Traffic dated 6/28/13, the average peak drive-through queue is 16’ vehicles for a dual drive-through. The site layout provides 19 queuing spaces which contains the peak queue.

The pedestrian and vehicular traffic generated by the proposed use shall not be hazardous to or conflict with the existing and anticipated traffic in the neighborhood.

#### Environment

The Quarles Center is an existing developed site designed with stormwater management subject to Best Management Practices (BMP’s). The pad site where the proposed Chick-fil-A will locate has been prepared for site development. There is an existing BMP pond on the northeast section of the property and maintained by the owner of the property. There is no floodplain, or steep slopes on the site and there are no Resource Protection Areas on the property.



### Water and Sewer

The proposed Chick-fil-A will be served by public water and sewer. Prince William County Service Authority is the distributor of water and sewer for the property. The utility facilities provided to serve the proposed use shall be adequate.

### Phasing

The applicant intends to construct the proposed Chick-fil-A in one phase. If approved, construction is estimated to begin Fall of 2015 with the target date of completion being Spring of 2016.

### Architectural Design and Site Layout:

The design of the Chick-fil-A building will be coordinated with the Architectural Review Board and designed to the level necessary to obtain an Architectural Review Board Certificate of Appropriateness.

### Amendments to the Existing Site Plan

The site plan amendments include:

**Parking:** The total number of existing parking spaces in the shopping center is 209 spaces. The proposed use will remove 24 spaces resulting in a total of 185 spaces for the shopping center.

### Streetscape Requirement

The proposed Chick-fil-A with drive-through window proposed for Quarles Center does not intend to alter the previously approved streetscape elements of the Quarles Center Final Site Plan. All brick used on-site will be #503-505 of Belden Brick Co. or equivalent and will be approved by the Town Council. Lighting along Washington Street will be constructed in accordance with Section 58-717 and be of a Washington style fluted post with a Washington 118 globe with finials style. The height of the lighting along Washington Street will be approximately 17' and "Martian Senour-Market Square Dark Green" W85-0620 or equivalent in color; the base of the lighting will be 24" and metal with a concrete footer. All lighting will be located in a manner as not to interfere with other existing utilities and to minimize conflicts with existing buildings and pedestrian sight lines.

Internal onsite lighting will be in accordance with Section 58-719 (e) and will be located at all public and private intersection, building entrances, and parking areas. All the onsite lighting will be no more than 16' in height and will provide a minimum average horizontal illumination of 0.6 footcandle. Lighting maintenance will be in accordance with Section 58-720.

### Landscaping

The proposed Chick-fil-A with drive-through window will comply with all landscaping requirements in Section 58-692 and Section 58-727.

### Special use Standards

This application meets the SUP standards enumerated in Section 58-218 (8) of the Town of Haymarket Zoning Ordinance with the proposed increase in stacking spaces to 58-218 (8) b. (per the Zoning Text Amendment).



Summary:

The Chick-fil-A with drive-through window proposed for Quarles Center is an allowed special use in the B-2 Zoning District. The drive through location, the building location, and the site layout for the fast food restaurant with drive-through window, as shown on the Special Use Permit Plan complies with the specific standards of a fast food restaurant with drive-through special use with the increase in stacking spaces to 58-218 (8) b. (per the Zoning Text Amendment). The proposed Chick-fil-A with drive-through window is compatible with the Planned Interchange Park designation of the adopted Comprehensive Plan and fulfills the intent of the B-2 Zoning District regulations by locating a vehicular oriented use in a location along the western periphery of the Town at the intersection of two major roads.

The proposed Chick-fil-A will serve not only the needs of the Town of Haymarket residents, but also the growing needs of county citizens and interstate travelers. This will provide revenues to the Town and increase economic activity within the corporate limits.

In addition, the Fast food restaurant with drive-through window proposed for Quarles Center is consistent with the previously approved Final Site Plan for Quarles Center and fulfills the town goal as an architectural, transportation, and streetscape transition area between the industrial uses at the town periphery and the town center pedestrian area. Approval of this special use will provide a use to the town which will enhance revenue and increase economic activity while maintaining the Town's surrounding neighborhoods and unique character.



## Zoning Text Amendments

**Chick-fil-A Haymarket**  
 15250 Washington Street  
 Haymarket, Va. 22069  
 GPIN 7298-71-6020

September 22, 2015

### Proposal

Chick-fil-A (“Applicant”) is requesting a Special Use Permit to allow a Fast Food Restaurant with a drive-through window as permitted under §58-218 of the Town of Haymarket Zoning Ordinance. The applicant is also requesting the Zoning Text Amendments as further described in code sections below. The proposed Chick-fil-A with drive-through window is compatible with the Planned Interchange Park designation of the adopted Comprehensive Plan and fulfills the intent of the B-2 Zoning District regulations by locating a vehicular oriented use in a location along the western periphery of the Town at the intersection of two major roads.

The minimum stacking as defined in zoning ordinance limits the number of stacking spaces to a maximum of 6 spaces, which is not feasible for the Chick-fil-A design and customer service model. Without the drive-through and associated car orders, the business model would not prove successful. It is necessary for each stacking lane to have its own menu/order board for customers to properly order meals. The Signage Height Amendments are needed to maintain the Chick-fil-A branding. The Chick-fil-A Script Logo signage is greater than 12”.

Proposed are the Zoning Text Amendments:

- 58-218(7)(b) & 58-218(8)(b) - to increase the maximum stacking spaces in a drive-through lane so that more than six spaces maybe used
- 58-343 (b)(11) -

*B-2 zoning district standards.* The regulations contained in this subsection shall override the general provisions of the sign ordinance in regard to sign size in the neighborhood business commercial, B-2, zoning district, where retail shopping space is constructed in excess of 60 feet from the edge of the public right-of-way and not within 500 feet of residential property:

- a. A building located more than 60 feet from the edge of the public right-of-way shall be allowed one square foot of sign area for each linear foot of property unit width. If the tenant is located in an end unit or standalone pad site, it is permitted to install an additional sign. The total area of the second sign may not exceed the result of one and one-half times the width of the store. The total combined allowable area of the two signs may allocate between the two signs as the tenant sees fit, providing all



other criteria are observed. Multi-tenant buildings are permitted a menu sign in addition to signs authorized by subsection 58-340(7).

- b. ~~—All property signage must be located in the sign band provided above the building canopy.~~ In order to create visual balance and continuity within the shopping center, signs are to be as closely vertically centered as possible on the major architectural features of the building such as the space between or over major piers or columns and/or the tenants' unit.
- c. The sign shall occupy a maximum sign area not taller than ~~18~~ 48 inches and not longer than ~~65~~ 40 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. To the extent possible, signs will have a consistent appearance in terms of the amount of area they occupy in front of each tenant's unit. Any store in excess of 10,000 square feet shall occupy a maximum sign area not taller than 24 ~~56~~ inches and not longer than ~~40~~ 65 percent of the tenant's unit width.

- 58-343(a)(11) –

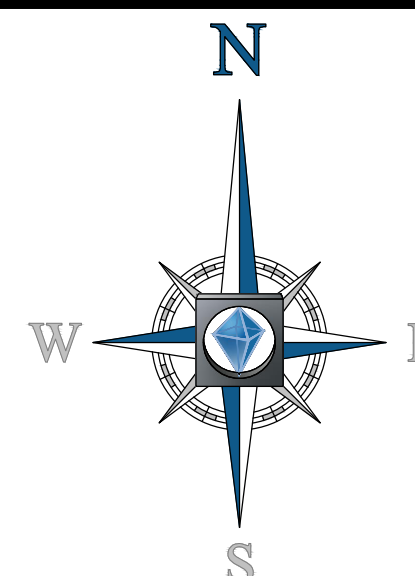
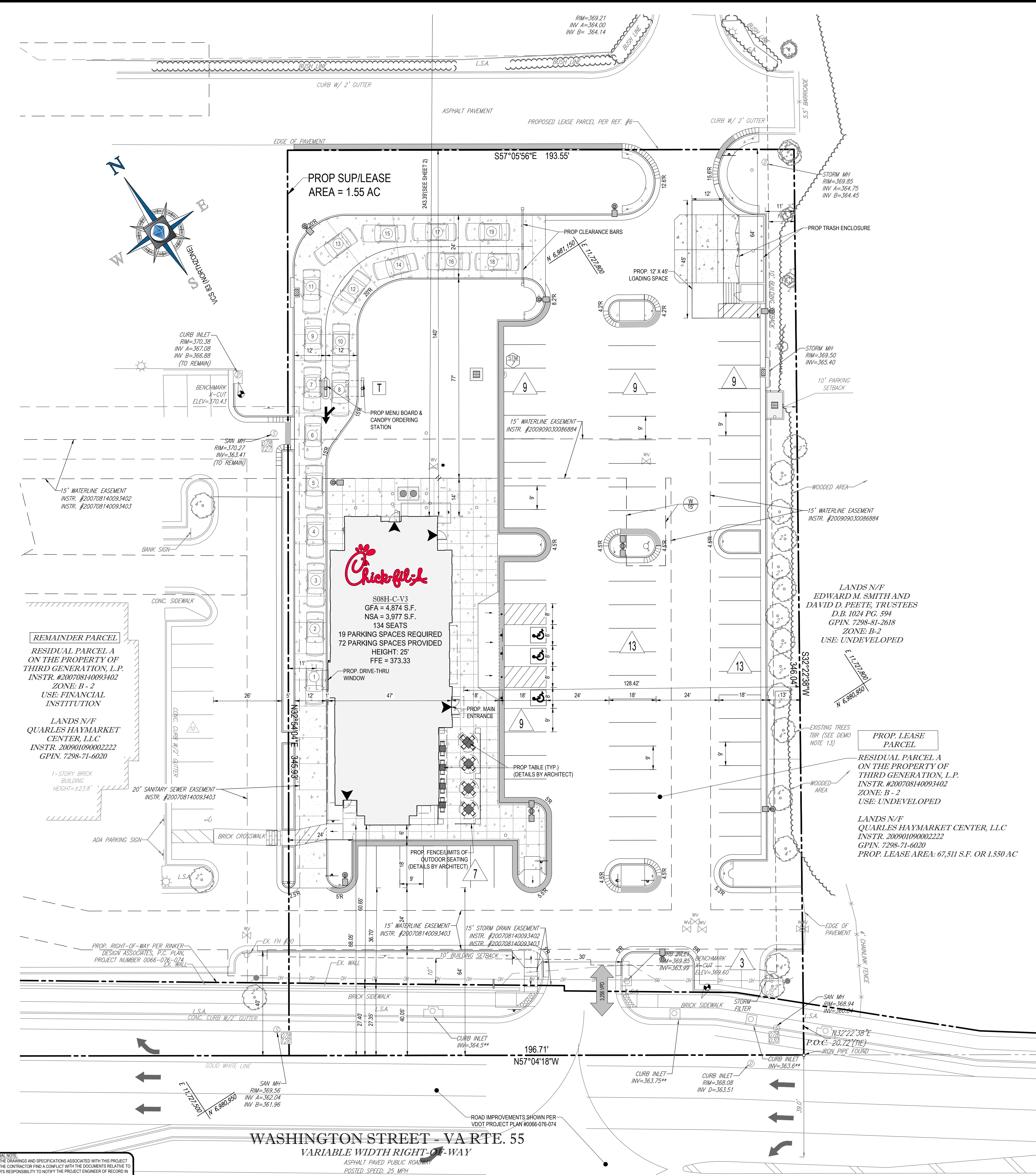
B-2 zoning district standards.

- 58-343 (a)(12) –

Restaurant drive-thru menu signs.

- 58-343(b)(12) –

Restaurant drive-thru menu signs. One drive-thru menu sign per stacking lane. Signs shall not exceed 24 square feet in aggregate sign area and 6 feet in height. Signs shall be screened from public right-of-way and be permitted to be internally-illuminated.



**GENERAL NOTES**

- THE PROPOSED USE IS A FAST FOOD RESTAURANT WITH A DRIVE-THRU. A SPECIAL USE PERMIT IS REQUIRED FOR A FAST FOOD RESTAURANT WITH DRIVE-THRU (DRIVE-IN) BASED ON THE TOWN OF HAYMARKET ZONING ORDINANCE SECTION 58-218(7).
- 58-218(7) FAST FOOD RESTAURANTS WITH DRIVE-THRU (DRIVE-IN) WINDOW, SUBJECT TO THE FOLLOWING CONDITIONS:
  - (A) SUCH USE SHALL BE LOCATED:
    - WITHIN A PARCEL COMPRISING AT LEAST FIVE ACRES IN SIZE AND SHALL NOT OCCUPY MORE THAN 7,000 SQUARE FEET OF GROSS FLOOR AREA;
    - IS IN PROXIMITY TO AN INTERSTATE INTERSECTION;
    - LOCATED IN A DEVELOPMENT ON A PARCEL THAT IS LOCATED AT THE INTERSECTION OF TWO MAJOR ROADS;
    - THERE ARE NO OTHER FAST FOOD RESTAURANTS WITH DRIVE-THRU OR DRIVE-IN, DRIVE-UP OR DRIVE-THRU RESTAURANTS WITHIN THE PARCEL; AND
    - SO THAT IT IS NOT WITHIN 2,000 LINEAR FEET OF EITHER ANOTHER FAST-FOOD RESTAURANT WITH DRIVE-THRU THAT IS ZONED B-2, OR A DRIVE-IN, DRIVE-UP OR DRIVE-THRU RESTAURANT THAT IS ZONED B-2.
  - (B) AN OFF-STREET STACKING AREA FOR VEHICLES IN THE DRIVE-THRU PATTERN SHALL NOT EXCEED SIX VEHICLE SPACES;
  - (C) THERE SHALL BE NO ALCOHOL SALES FROM THE DRIVE THRU WINDOW;
  - (D) THE DRIVE-THRU WINDOW TO BE LOCATED AT THE SIDE OR REAR OF THE BUILDING;
  - (E) A SUMMARY OF WINDOW SALES AND GROSS SALES SHALL BE SUBMITTED AT THE TIME OF ANNUAL TOWN BUSINESS LICENSE RENEWAL;
  - (F) SUCH USE SHALL NOT BE LOCATED CLOSER THAN 300 FEET TO A PROPERTY, TRACT OR PARCEL THAT IS ZONED FOR RESIDENTIAL USE; AND
  - (G) VEHICULAR ACCESS SHALL BE PROVIDED ONLY VIA THE INTERNAL CIRCULATION SYSTEM OF THE SHOPPING CENTER.
- 'SECTION 58-218(7)(B) IS PROPOSED TO BE AMENDED THROUGH SEPARATE ZONING TEXT AMENDMENT TO PERMIT THE NUMBER OF STACKING SPACES SHOWN.
- A SITE PLAN AMENDMENT REFLECTING AMENDMENTS TO THE PREVIOUSLY APPROVED SITE PLAN IS SUBMITTED UNDER A SEPARATE COVER.
- THIS PLAN IS BASED ON A BOUNDARY & TOPOGRAPHICAL SURVEY SURVEY PREPARED BY BOHLER ENGINEERING ENTITLED: "ALTA/JCSM LAND TITLE SURVEY OF RESIDUAL PARCEL A ON THE PROPERTY OF THIRD GENERATION, L.P. INSTR. #200708140093402 TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA" PROJECT#: SS116515 DATE: 04/11/13, REVISED 04/21/15
- ALL ELEVATIONS SHOWN ARE BASED ON THE SURVEYOR'S BENCHMARK, AS REFERENCED IN THE SURVEY, AND MUST BE VERIFIED BY THE GENERAL CONTRACTOR PRIOR TO GROUND BREAK.
- QUARLES HAYMARKET CENTER LLC  
1701 FALL HILL AVE.  
FREDERICKSBURG, VA 22401  
DEVELOPER  
CHICK-FIL-A, INC  
5200 BUFFINGTON RD.  
ATLANTA, GA 30349
- PARCEL DATA:  
ADDRESS: 15250 WASHINGTON ST., HAYMARKET, VA 20169  
G.P.N: 7298-71-6020  
PROPOSED LIMITS OF SUP (LEASE AREA) = 1.550 AC. (67,511 S.F.)  
OVERALL QUARLES CENTER AREA = 6.0 AC. (261,360 S.F.)
- ZONE: B-2 (NEIGHBORHOOD BUSINESS COMMERCIAL DISTRICT)
- OVERLAY DISTRICT: OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY
- ARCHITECTURAL FEATURES AND MATERIALS FOR THE RESTAURANT, TRASH ENCLOSURE AND SITE SIGNAGE ARE SUBJECT TO REVIEW AND APPROVAL BY THE ARCHITECTURE REVIEW BOARD.
- BULK REQUIREMENTS PROVIDED ON SHEET 2.
- NO KNOWN BURIAL GROUNDS EXIST WITHIN THE LIMITS OF THE SPECIAL USE PERMIT AREA.
- NO RESOURCE PROTECTION AREA, ENVIRONMENTAL QUALITY CORRIDOR OR FLOODPLAIN IS KNOWN TO EXIST ON THIS SITE.
- THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER.
- PROPOSED CANOPY UTILITY LOCATIONS, LANDSCAPING AND PARKING LOT CONFIGURATIONS ARE SUBJECT TO FINAL ENGINEERING. CANOPY CONFIGURATION TO BE DETERMINED DURING THE SITE PLAN REVIEW BUT SHALL REMAIN IN SUBSTANTIAL CONFORMANCE AS DEPICTED.
- THE PROPOSED DEVELOPMENT EXISTS WITHIN THE LIMITS OF SPECIAL USE PERMIT AREA. PARKING AND INGRESS/EGRESS ARE PROVIDED AS SHOWN.
- SIGNS WILL BE INSTALLED UNDER A SEPARATE PERMIT IN ACCORDANCE WITH THE TOWN OF HAYMARKET ORDINANCES.
- SITE LIGHTING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LIGHTING FOR QUARLES CENTER.
- SITE LANDSCAPING WILL CONFORM TO REQUIREMENTS OF ARTICLE 16 OF THE ZONING ORDINANCE AND EXISTING LANDSCAPING FOR QUARLES CENTER.
- PAVEMENT STRIPING AND MARKINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY.
- TRASH WILL BE STORED OUTSIDE AND WILL BE STORED ENTIRELY WITHIN THE PROPOSED TRASH ENCLOSURE. THE COLLECTION TIMES ARE SUBJECT TO THE TOWN REVIEW OF THE SPECIAL USE PERMIT.

**BOHLER ENGINEERING**

CORPORATE OFFICE:  
WARREN, NJ

CIVIL & CONSULTING ENGINEERS

SURVEYORS  
PROJECT MANAGERS  
ENVIRONMENTAL CONSULTANTS  
LANDSCAPE ARCHITECTS

OFFICES:  
SOUTHBOURGH, MA  
TOWSON, MD  
ALBANY, NY  
CHAMFORD, PA  
HARRISBURG, PA  
HAYMARKET, VA  
PHILADELPHIA, PA  
TAMPA, FL  
CHARLOTTE, NC

**REVISIONS**

REV	DATE	COMMENT	BY
1	03/05/14	REV. PER TOWN COMMENTS	PJC
2	06/05/14	REV. PER TOWN COMMENTS	PJC
3	08/29/14	REV. PER TOWN COMMENTS	KML
4	06/05/15	REV. PER LAYOUT CHANGE	IPS
5	9/14/15	REV. PER TOWN COMMENTS	CLY

**NOT APPROVED FOR CONSTRUCTION**

THE FOLLOWING STATES REQUIRE NOTIFICATION BY EXCAVATORS, DESIGNERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN THE STATE OF VIRGINIA, MARYLAND, THE DISTRICT OF COLUMBIA, NORTH CAROLINA AND DELAWARE CALL: 811 (WV 1-800-245-4549) (PA 1-800-242-1776) (DC 1-800-257-7777) (VA 1-800-552-7911) (MD 1-800-257-7777) (DE 1-800-282-8629)

**PROJECT:** S116515

**DRAWN BY:** PJC

**CHECKED BY:** KGS

**DATE:** 12/18/13

**SCALE:** 1" = 20'

**CAD I.D.:** S55

**SPECIAL USE PERMIT**

FOR **CHICK-FIL-A**

LOCATION OF SITE  
15250 WASHINGTON STREET  
TOWN OF HAYMARKET, VA  
STORE #3197

**BOHLER ENGINEERING**

22636 DAVIS DRIVE, SUITE 250  
STERLING, VIRGINIA 20164  
Phone: (703) 709-9500  
Fax: (703) 709-9501  
www.BohlerEngineering.com

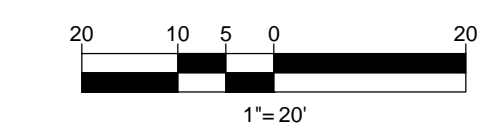
**COMMONWEALTH OF VIRGINIA**

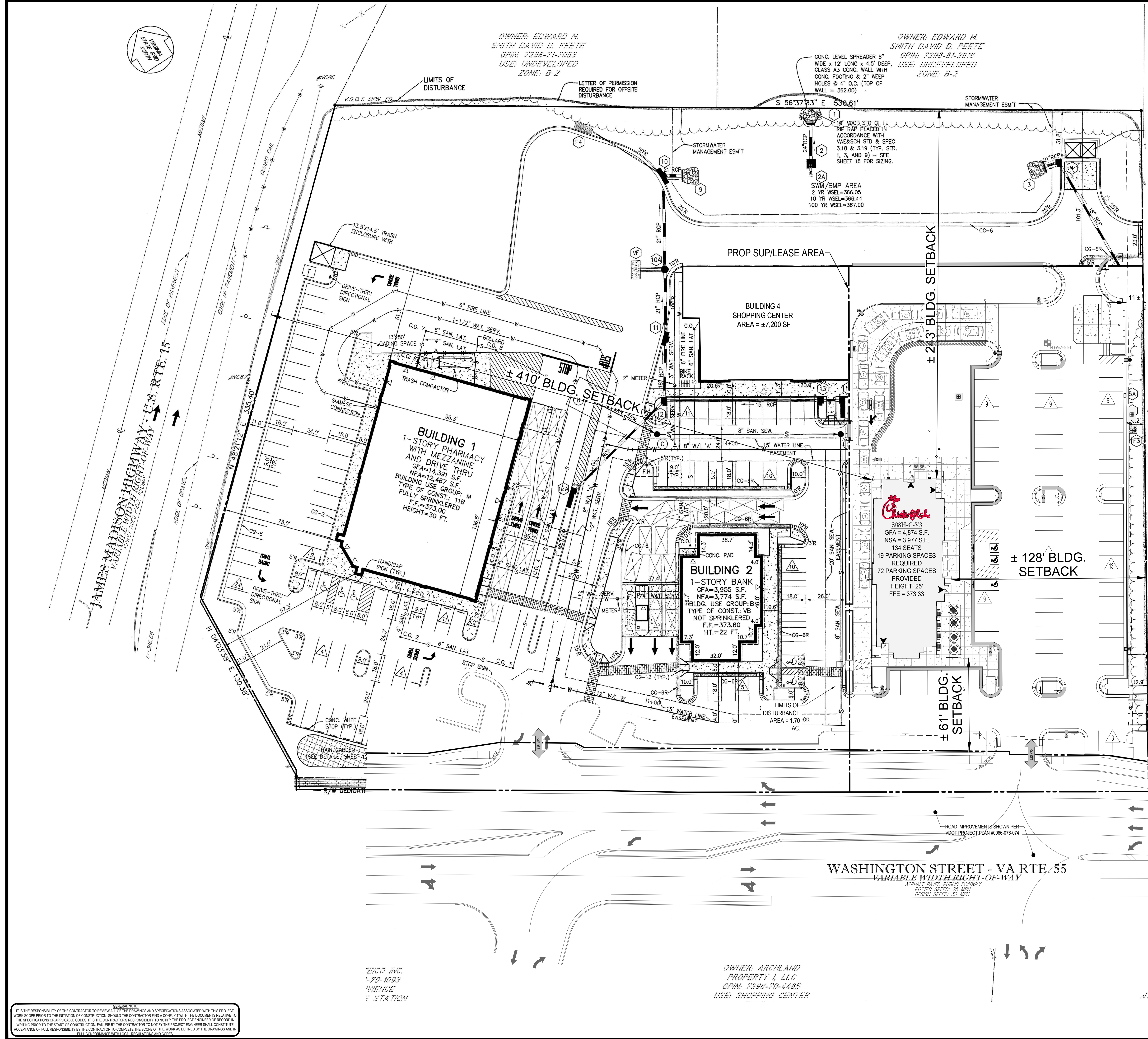
**KEITH SIMPSON**  
Lic. No. 040819  
9/22/15  
PROFESSIONAL ENGINEER

SHEET TITLE:  
**SKETCH PLAN**

SHEET NUMBER:  
**1**  
OF 3

GENERAL NOTE:  
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW ALL OF THE DRAWINGS AND SPECIFICATIONS ASSOCIATED WITH THIS PROJECT. WORK SHALL BE IN ACCORDANCE WITH THE TOWN OF HAYMARKET ZONING ORDINANCE AND ANY APPLICABLE ORDINANCES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE PROJECT ENGINEER OF RECORD IN WRITING PRIOR TO THE START OF CONSTRUCTION. FAILURE BY THE CONTRACTOR TO NOTIFY THE PROJECT ENGINEER SHALL CONSTITUTE ACCEPTANCE OF FULL RESPONSIBILITY BY THE CONTRACTOR TO COMPLETE THE SCOPE OF THE WORK AS DEFINED BY THE DRAWINGS AND ALL FULL COMPLIANCE WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.





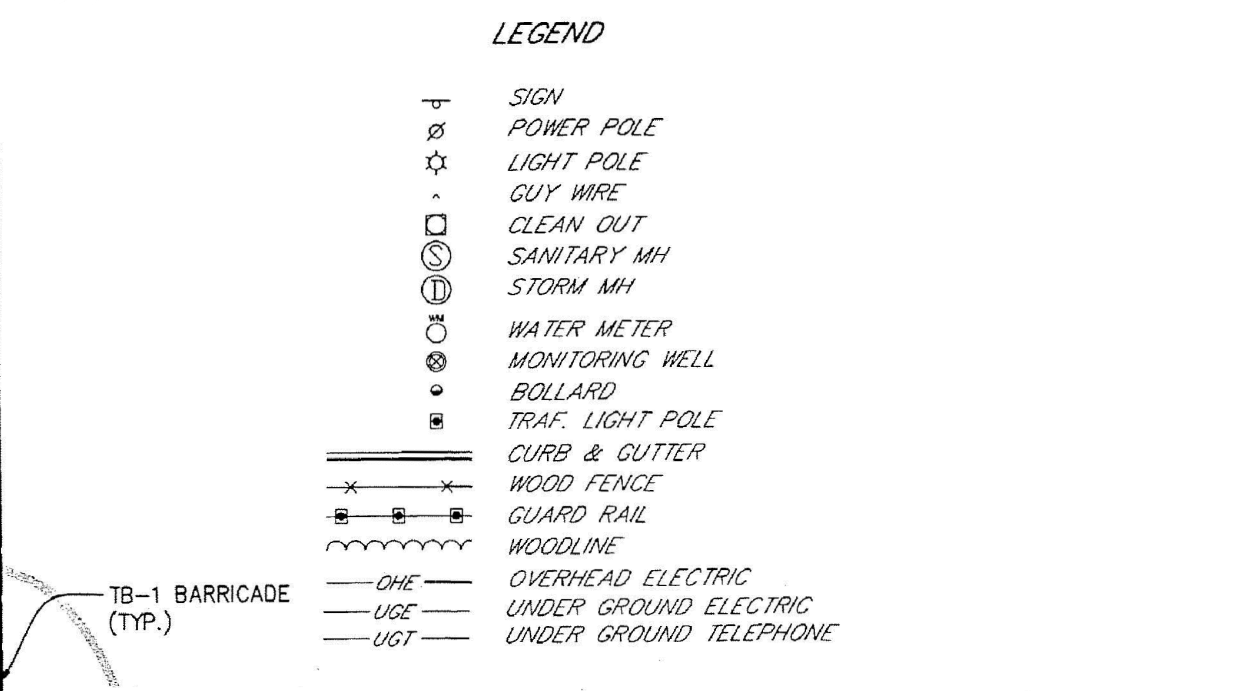
BULK REQUIREMENTS	REQUIRED (QUARLES CENTER)	PROVIDED (QUARLES CENTER)	PROVIDED (SUPLEASE AREA)
A. MIN. LOT AREA	5 AC.	6 AC.	1,550 AC
FAST FOOD GROSS FLOOR AREA	7,000 SF MAX	N/A	4,874 SF
B. MIN. BUILDING SETBACK			
FRONT SETBACK (WASHINGTON STREET)	10'	90'	60.65'
SIDE SETBACK (WEST)	10'	75'	410.36'
SIDE SETBACK (EAST)	10'	40'	128.42'
REAR (NORTH)	10'	101'	243.39'
C. MIN. PARKING SETBACK			
FRONT SETBACK (WASHINGTON STREET)	10'	21'	36.70'
SIDE SETBACK (WEST)	N/A	N/A	N/A
SIDE SETBACK (EAST)	10'	12'	11.26'
REAR (NORTH)	N/A	N/A	N/A
D. PARKING REQUIREMENT			
a. 1 PARKING SPACE PER 200 SF OF BUSINESS FLOOR SPACE			
CHIC-FIL-A BUSINESS FLOOR SPACE IS 75% OF GFA (0.75 X 4,874 = 3,656 SF)	19	N/A	72
b. QUARLES CENTER (0.75 X 30,420 SF = 22,815)	115	*185	N/A
c. MIN. PARKING SPACE DIMENSIONS			
90' SPACES	9' x 18'	9' x 18'	9' x 18'
d. ADA PARKING SPACES	7	9	2 (8'X18' MIN.)
e. DRIVE-THRU STACKING	N/A	6	*19
E. FLOOR AREA RATIO (F.A.R.)	N/A	0.17	0.21
F. COVERAGE	0.70 MAX	0.65	0.65
G. MIN. DRIVE AISLE	23'	24'	24'
H. MAX. BUILDING HEIGHT	35'	30'	25'
I. OPEN SPACE	30% (78,408 SF)	35% (92,254 SF)	30% (20,256 SF)
J. TREE COVERAGE	10% (27,174 SF)	10% (27,736 SF)	10% (2,323 SF)
K. LOADING SPACE (12'X45')	N/A	2	1

\* THE TOTAL NUMBER OF EXISTING PARKING SPACES FOR THE SHOPPING CENTER IS 209 SPACES. THE PROPOSED SITE WILL REMOVE 24 SPACES RESULTING IN 185 TOTAL PARKING SPACES FOR THE SHOPPING CENTER FOR THE ULTIMATE CONDITION.

\*\* SECTION 58-218(7)(B) IS PROPOSED TO BE AMENDED THROUGH SEPARATE ZONING TEXT AMENDMENT TO PERMIT THE NUMBER OF STACKING SPACES SHOWN.

**OWNER: EDWARD H. SMITH DAVID D. PEEETE**  
SPIN: 7298-81-2618  
USE: UNDEVELOPED  
ZONE: B-2

REV	DATE	COMMENT	BY
1	03/05/14	REV. PER TOWN COMMENTS	PJC
2	06/05/14	REV. PER TOWN COMMENTS	PJC
3	08/29/14	REV. PER TOWN COMMENTS	KML
4	06/05/15	REV. PER LAYOUT CHANGE	IPS
5	9/14/15	REV. PER TOWN COMMENTS	CLY



**BOHLER ENGINEERING**

CORPORATE OFFICE:  
WARREN, NJ

REGIONAL OFFICES:  
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SOUTH BRIDGE, MA  
ALBANY, NY  
WARREN, VA  
CHARTERS, VA  
PHILADELPHIA, PA  
TAMPA, FL  
CHARLOTTE, NC

CIVIL & CONSULTING ENGINEERS  
SURVEYORS  
PROJECT MANAGERS  
ENVIRONMENTAL CONSULTANTS  
LANDSCAPE ARCHITECTS

**REVISIONS**

REV	DATE	COMMENT	BY
1	03/05/14	REV. PER TOWN COMMENTS	PJC
2	06/05/14	REV. PER TOWN COMMENTS	PJC
3	08/29/14	REV. PER TOWN COMMENTS	KML
4	06/05/15	REV. PER LAYOUT CHANGE	IPS
5	9/14/15	REV. PER TOWN COMMENTS	CLY

**NOT APPROVED FOR CONSTRUCTION**

THE FOLLOWING STATES REQUIRE NOTIFICATION BY EXCAVATORS, DESIGNERS, OR ANY PERSON PREPARING TO DISTURB THE EARTH'S SURFACE ANYWHERE IN THE STATE IN VIRGINIA, MARYLAND, THE DISTRICT OF COLUMBIA, NORTH CAROLINA AND DELAWARE CALL: 811 (WV 1-800-245-4649) (PA 1-800-242-1770) (DC 1-800-257-7777) (VA 1-800-552-7911) (MD 1-800-257-7777) (DE 1-800-282-8629)

**PROJECT:** S116515  
**DRAWN BY:** PJC  
**CHECKED BY:** KGS  
**DATE:** 12/19/13  
**SCALE:** N/A  
**CAD I.D.:** S55

**SPECIAL USE PERMIT**  
FOR  
**CHICK-FIL-A**

LOCATION OF SITE  
15250 WASHINGTON STREET  
TOWN OF HAYMARKET, VA  
STORE #3197

**BOHLER ENGINEERING**

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**COMMONWEALTH OF VIRGINIA**  
KEITH SIMPSON  
Lic. No. 040819  
9/22/15  
PROFESSIONAL ENGINEER

SHEET TITLE:  
**AMENDED SITE PLAN**

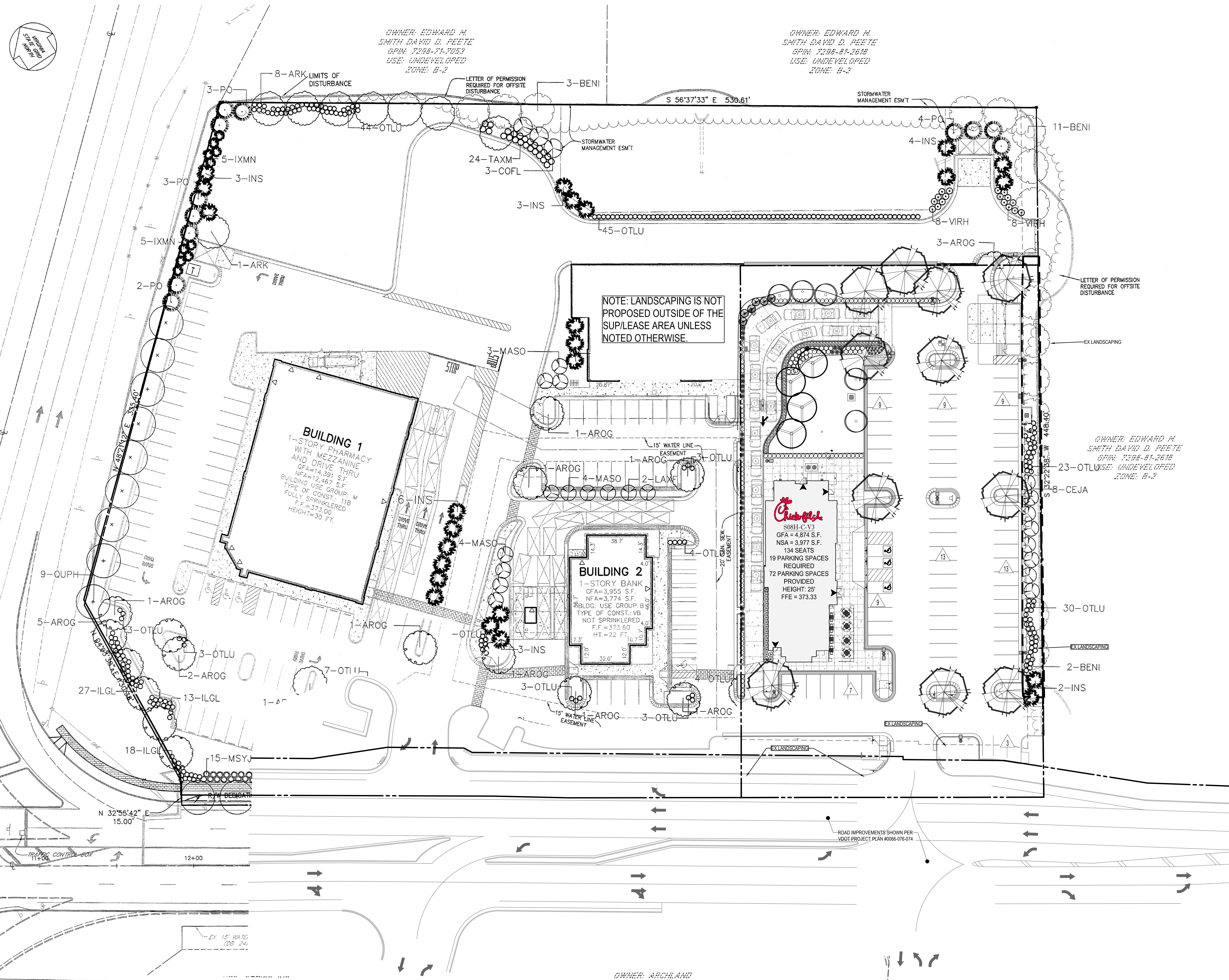
SHEET NUMBER:  
**2**  
OF 3

GENERAL NOTE:  
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REVIEW ALL OF THE DRAWINGS AND SPECIFICATIONS ASSOCIATED WITH THIS PROJECT. WORK SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS AND DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE PROJECT ENGINEER OF ANY DISCREPANCIES OR CONFLICTS WITH THE DOCUMENTS RELATIVE TO THE SPECIFICATIONS OR APPLICABLE CODES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE PROJECT ENGINEER OF RECORD IN WRITING PRIOR TO THE START OF CONSTRUCTION. FAILURE BY THE CONTRACTOR TO NOTIFY THE PROJECT ENGINEER SHALL CONSTITUTE ACCEPTANCE OF FULL RESPONSIBILITY BY THE CONTRACTOR TO COMPLETE THE SCOPE OF THE WORK AS DEFINED BY THE DRAWINGS AND ALL FULL COMPLIANCE WITH ALL REGULATORY AGENCIES.

**THIS PLAN TO BE UTILIZED FOR INFORMATIONAL PURPOSES ONLY**



JAMES MADISON HIGHWAY  
ROUTE #15



**BOHLER ENGINEERING**

CORPORATE OFFICE:  
WARREN, NJ

CIVIL & CONSULTING ENGINEERS

PROJECT MANAGERS  
ENVIRONMENTAL CONSULTANTS  
LANDSCAPE ARCHITECTS

REGISTERED PROFESSIONAL ENGINEERS IN THE STATES OF:  
ALABAMA, ARIZONA, ARKANSAS, CALIFORNIA, COLORADO, CONNECTICUT, DELAWARE, FLORIDA, GEORGIA, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, LOUISIANA, MARYLAND, MASSACHUSETTS, MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, NEBRASKA, NEVADA, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, NORTH CAROLINA, NORTH DAKOTA, OHIO, OKLAHOMA, PENNSYLVANIA, RHODE ISLAND, SOUTH CAROLINA, SOUTH DAKOTA, TENNESSEE, TEXAS, UTAH, VIRGINIA, WASHINGTON, WISCONSIN, WYOMING

REVISIONS

REV	DATE	COMMENT	BY
1	03/05/14	REV. PER TOWN COMMENTS	PJC
2	06/05/14	REV. PER TOWN COMMENTS	PJC
3	08/29/14	REV. PER TOWN COMMENTS	KML
4	06/05/15	REV. PER LAYOUT CHANGE	IPS
5	9/14/15	REV. PER TOWN COMMENTS	CLY

NOT APPROVED FOR CONSTRUCTION

PROJECT No. S116515  
DRAWN BY: PJC  
CHECKED BY: KGS  
DATE: 12/18/13  
SCALE: N/A  
CAD I.D.: SS5

**SPECIAL USE PERMIT**

FOR  
**CHICK-FIL-A**

LOCATION OF SITE  
15250 WASHINGTON STREET  
TOWN OF HAYMARKET, VA  
STORE #3197

**BOHLER ENGINEERING**

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www.BohlerEngineering.com

COMMONWEALTH OF VIRGINIA  
KEITH SIMPSON  
Lic. No. 040819  
9/22/15  
PROFESSIONAL ENGINEER

SHEET TITLE:  
**AMENDED LANDSCAPE PLAN**

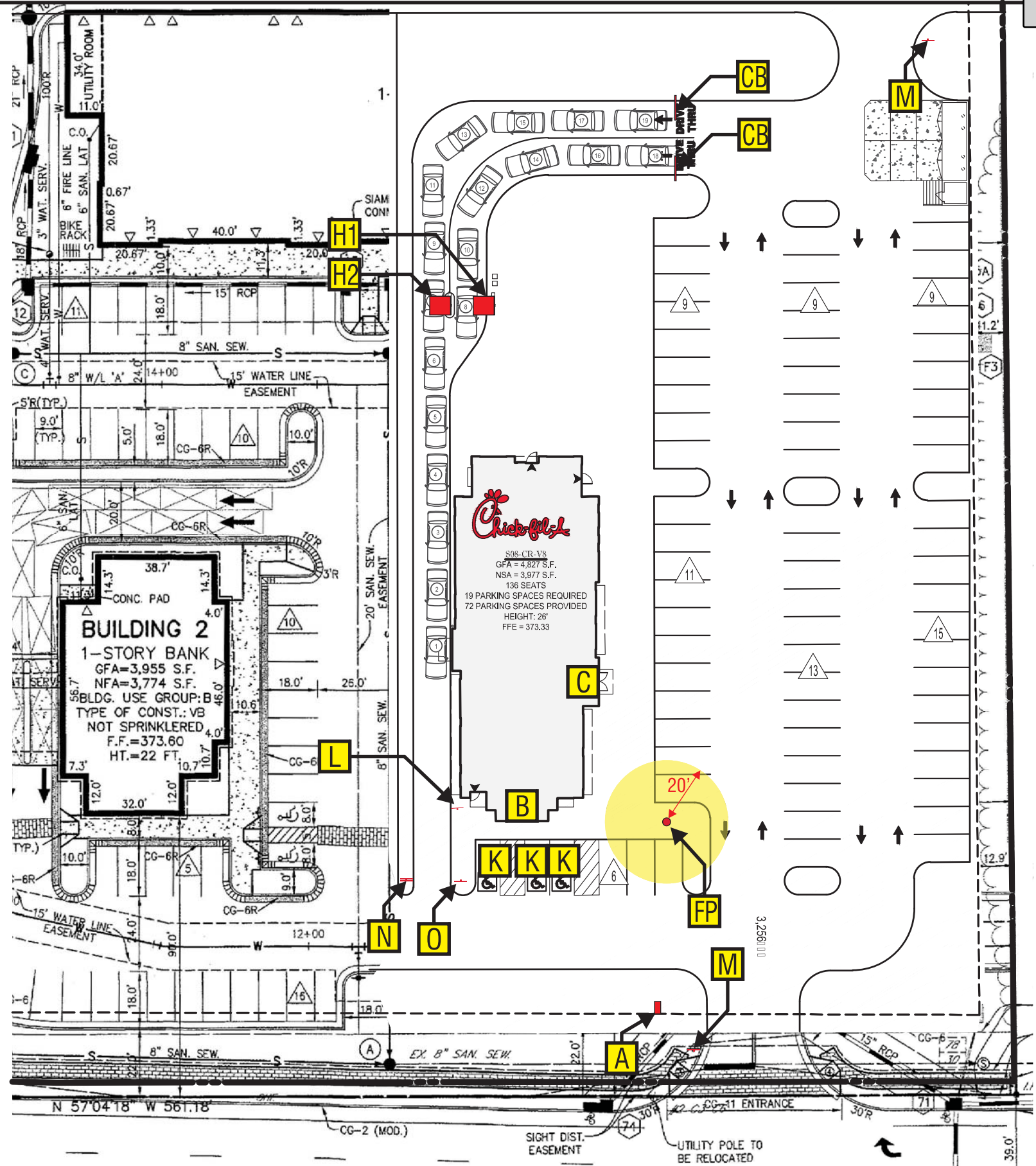
SHEET NUMBER:  
**3**  
OF 3

GENERAL NOTE:  
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THIS PLAN TO BE UTILIZED FOR INFORMATIONAL PURPOSES ONLY

Item	Description	Qty	Sign Area	Allowed
A	Monument Sign - Non-Illuminated	1	11.82	12.00
B	Wall Sign - Non-Illuminated	1	19.79	BELOW
C	Wall Sign - Non-Illuminated	1	19.79	BELOW
<b>Aggregate Totals</b>			39.58	48.00

Item	Description	Qty
K1	DOT - Handicapped Parking	2
K2	DOT - Handicapped Parking (Van)	1
L	DOT - Pedestrian Sign	2
M	DOT - Stop	1
N	DOT - Stop / Do Not Enter	1
O	DOT - Do Not Enter	1
H1	Menu Canopy (Lane 1)	1
H2	Menu Canopy (Lane 2)	1
CB	Clearance Bar	1
FP	Flag pole (30') freight not included	1



5198 North Lake Drive  
 Lake City, GA 30260  
 404.361.3800  
 www.claytonsigns.com

SITE PLAN

DRAWING FILE - CFA - HAYMARKET, VA SIGNAGE.CDR

ALL ELECTRICAL  
 SIGNS ARE  
 120 VOLTS  
 UNLESS  
 OTHERWISE INDICATED

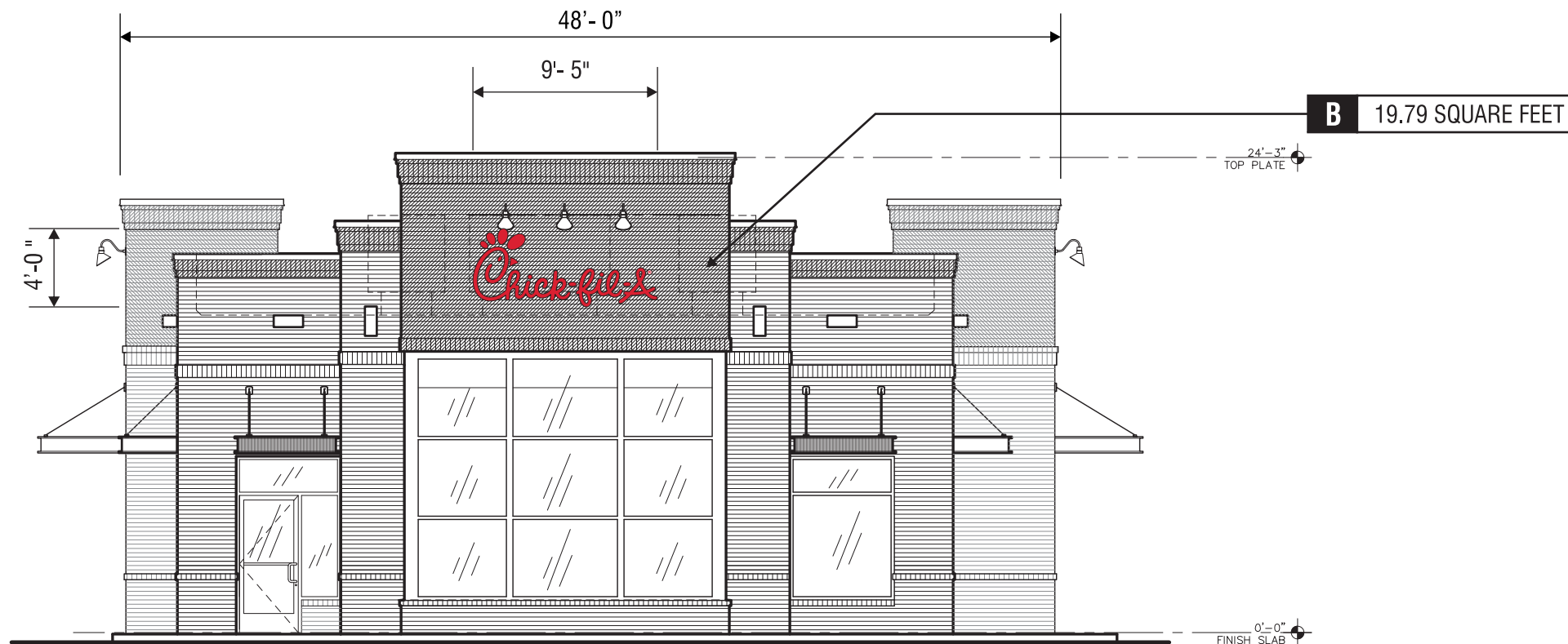
DRAWN BY BEN HOLLIDAY  
 ACCOUNT REP. BEN HOLLIDAY  
 DRAWING DATE APRIL 10, 2013  
 REVISION DATE MARCH 13, 2014

STORE NUMBER  
**3197**

STORE ADDRESS  
 CHICK-FIL-A  
 WASHINGTON STREET  
 HAYMARKET, VA

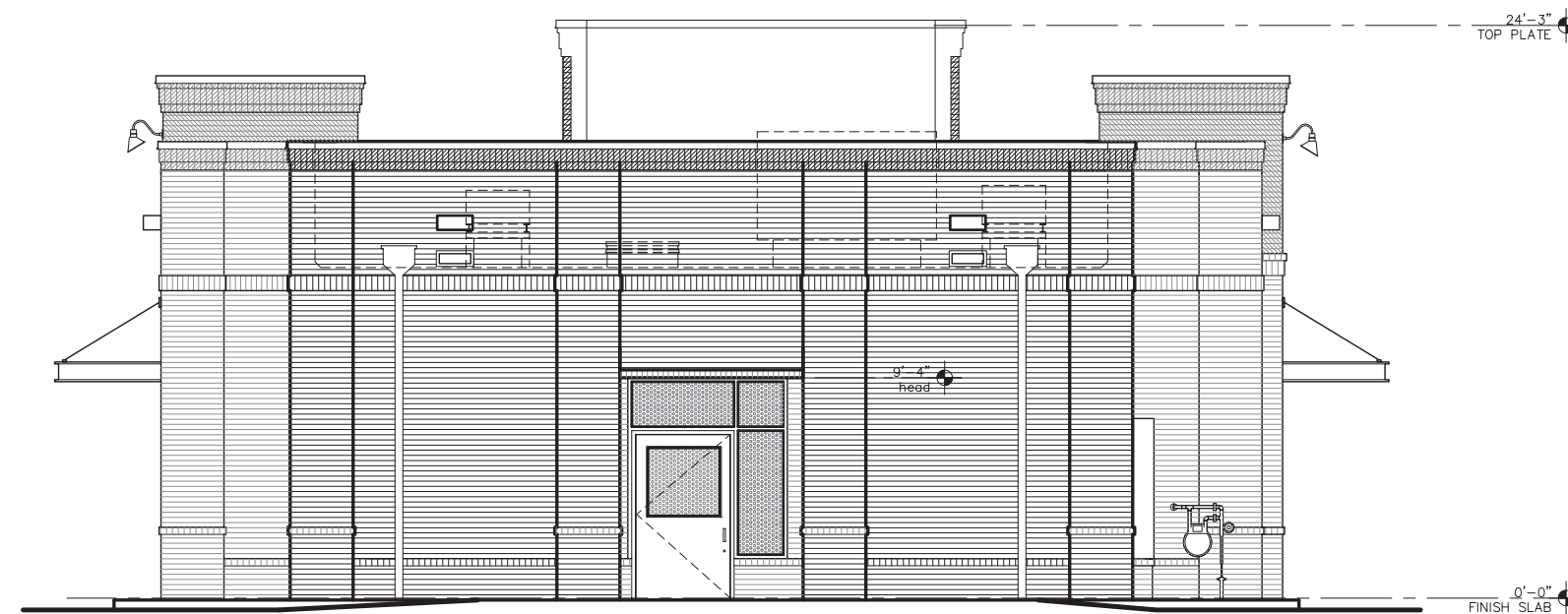
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SITE PLAN



**FRONT PLAYGROUND ELEVATION**

SCALE - 1/8" = 1'- 0"



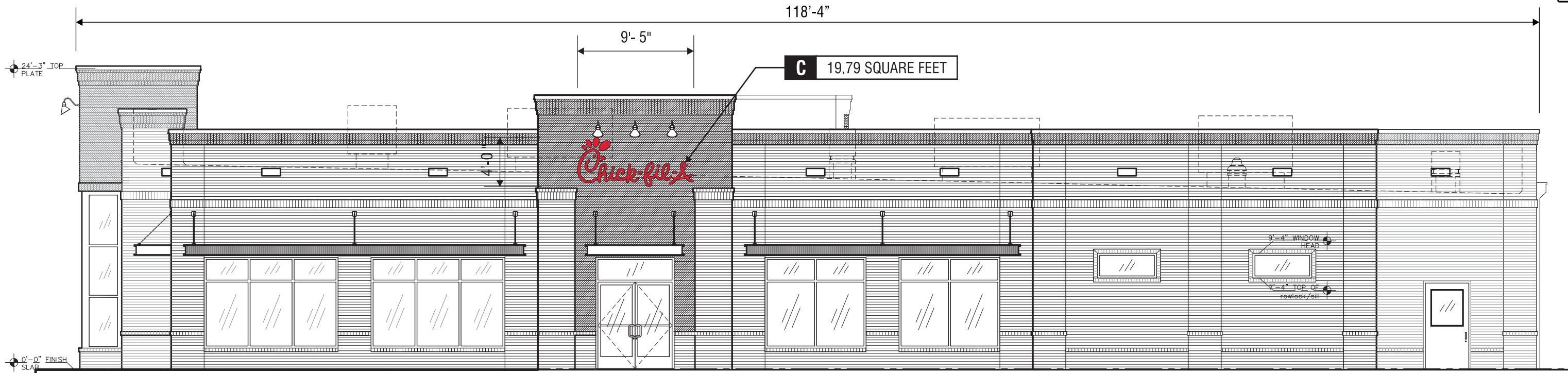
**REAR ELEVATION**

SCALE - 1/8" = 1'- 0"



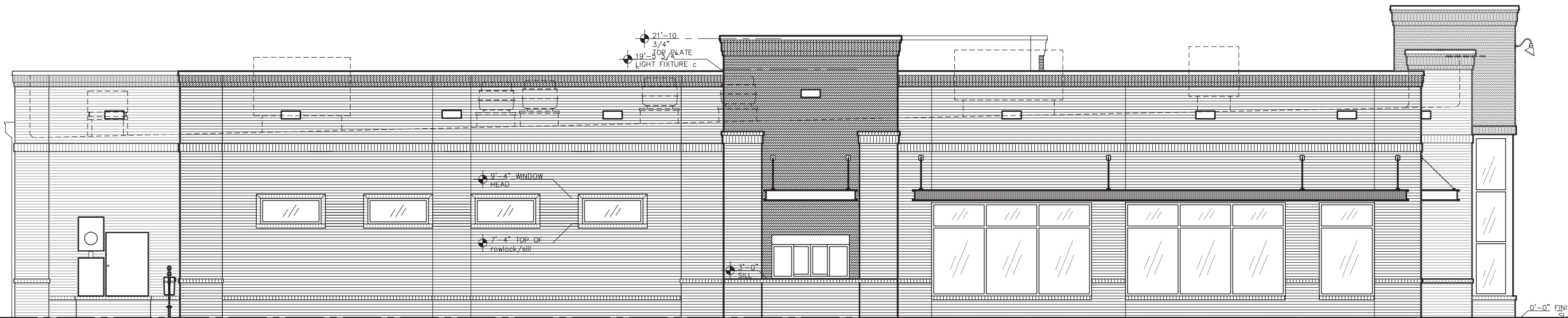
5198 North Lake Drive  
Lake City, GA 30260  
404.361.3800  
www.claytonsigns.com

<b>BUILDING S08C</b> VERSION 8	BUILDING ELEVATIONS	ALL ELECTRICAL SIGNS ARE 120 VOLTS UNLESS OTHERWISE INDICATED	DRAWN BY BEN HOLLIDAY	STORE NUMBER	STORE ADDRESS	THIS DRAWING IS AN ORIGINAL, UNPUBLISHED DESIGN CREATED BY CLAYTON SIGNS, INC. IT IS NOT TO BE REPRODUCED, CHANGED, OR EXHIBITED TO ANYONE OUTSIDE OF YOUR COMPANY IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION FROM THE OWNER OF CLAYTON SIGNS, INC.. ANY SUCH ACTIONS MAY BE SUBJECT TO LEGAL ACTION IN A COURT OF LAW. © 2014 ALL RIGHTS RESERVED	<b>BUILDING ELEVATIONS</b>
	DRAWING FILE - CFA - HAYMARKET, VA SIGNAGE.CDR		ACCOUNT REP. BEN HOLLIDAY	<b>3197</b>	CHICK-FIL-A WASHINGTON STREET HAYMARKET, VA		
			DRAWING DATE APRIL 10, 2013				
			REVISION DATE MARCH 13, 2014				



**ENTRY SIDE ELEVATION**

SCALE - 1/8" = 1'- 0"



**DRIVE-THRU SIDE ELEVATION**

SCALE - 1/8" = 1'- 0"



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Lake City, GA 30260  
404.361.3800  
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**BUILDING**  
**S08C**  
**VERSION 8**

BUILDING ELEVATIONS

DRAWING FILE - CFA - HAYMARKET, VA SIGNAGE.CDR

ALL ELECTRICAL  
SIGNS ARE  
120 VOLTS  
UNLESS  
OTHERWISE INDICATED

DRAWN BY	BEN HOLLIDAY
ACCOUNT REP.	BEN HOLLIDAY
DRAWING DATE	APRIL 10, 2013
REVISION DATE	MARCH 13, 2014

STORE NUMBER  
**3197**

STORE ADDRESS  
CHICK-FIL-A  
WASHINGTON STREET  
HAYMARKET, VA

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**BUILDING**  
**ELEVATIONS**

# SPECIFICATIONS

## CABINET

ALUMINUM CABINET HAS EXTRUDED ALUMINUM FRAME .

## CHICK-FIL-A ICON

REVERSE CHANNEL LETTERS MOUNTED FLUSH TO ALUMINUM BACKGROUND SURFACE

## CHICK-FIL-A LETTERS

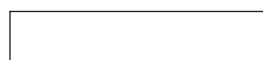
1/2" THICK FLAT CUTOUT ALUMINUM LETTERS MOUNTED FLUSH TO ALUMINUM BACKGROUND SURFACE

## LIGHTING

SIGN IS EXTERNALLY LIT BY GROUND LIGHTING TO BE **SUPPLIED BY GENERAL CONTRACTOR.**



LETTER FACES AND RETURNS GRIPGARD #503 RED GLOSS



WHITE

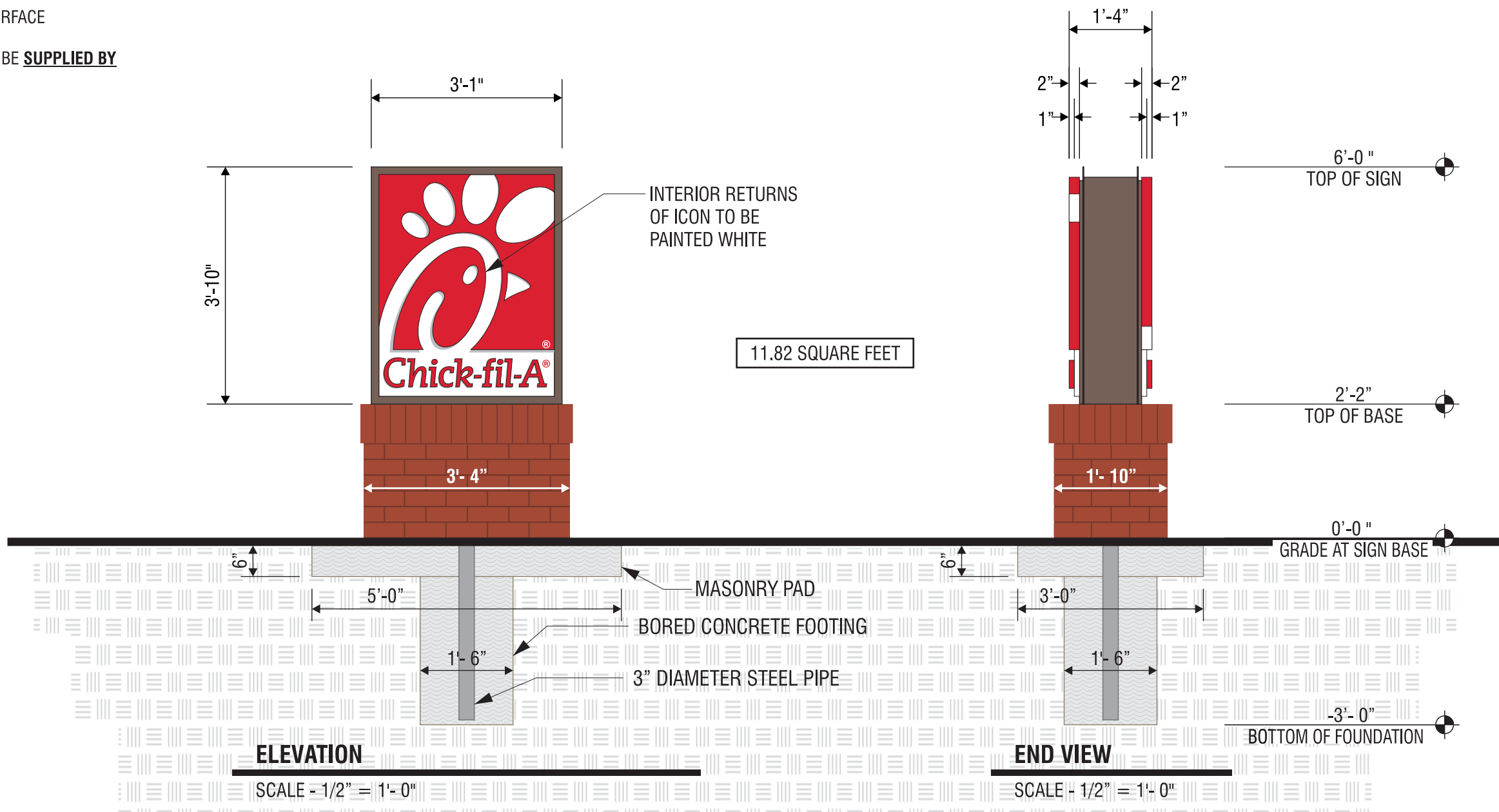


DARK BRONZE



MASONRY TO MATCH BUILDING

MASONRY WORK AND CONCRETE PAD FOR MASONRY WORK IS FURNISHED BY THE GENERAL CONTRACTOR SIGN FOUNDATION IS FURNISHED BY CLAYTON SIGNS, INC.



**CLAYTON Signs**  
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 Lake City, GA 30260  
 404-361-3800 fax 404-361-7038  
 website - www.claytonsigns.com

<b>SIGN TYPE</b> <b>2</b>	DOUBLE-FACED EXTERNALLY-ILLUMINATED MONUMENT SIGN	<b>ALL ELECTRICAL SIGNS ARE 120 VOLTS UNLESS OTHERWISE INDICATED</b>	DRAWN BY BEN HOLLIDAY	STORE NUMBER	STORE ADDRESS	THIS DRAWING IS AN ORIGINAL, UNPUBLISHED DESIGN CREATED BY CLAYTON SIGNS, INC. IT IS NOT TO BE REPRODUCED, CHANGED, OR EXHIBITED TO ANYONE OUTSIDE OF YOUR COMPANY IN WHOLE OR IN PART WITHOUT WRITTEN PERMISSION FROM THE OWNER OF CLAYTON SIGNS, INC.. ANY SUCH ACTIONS MAY BE SUBJECT TO LEGAL ACTION IN A COURT OF LAW. © 2014 ALL RIGHTS RESERVED
	DRAWING FILE - CFA - HAYMARKET, VA SIGNAGE.CDR		ACCOUNT REP. BEN HOLLIDAY	<b>3197</b>	CHICK-FIL-A WASHINGTON STREET HAYMARKET, VA	
			DRAWING DATE APRIL 10, 2013			
			REVISION DATE MARCH 13, 2014			

**LOCATION**  
**A**

# SPECIFICATIONS

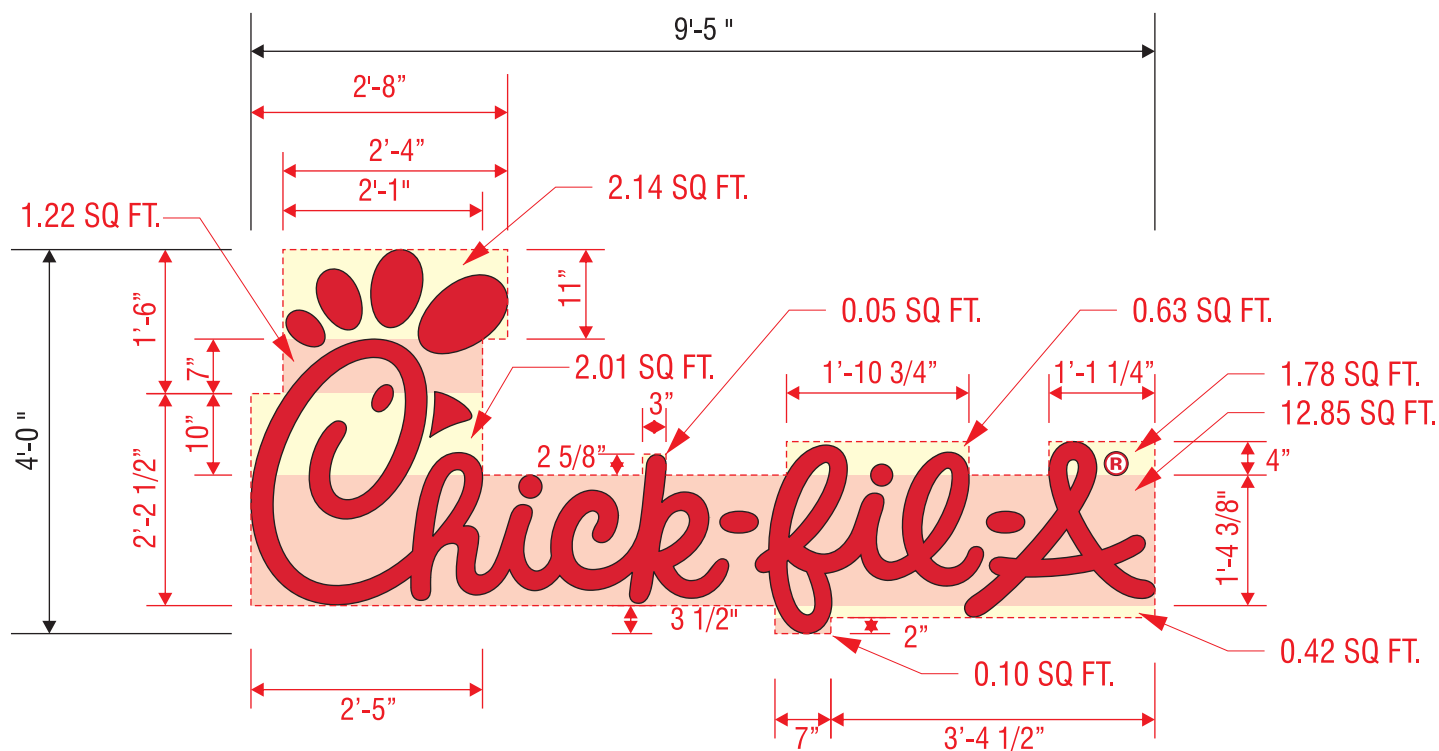
CHICK-FIL-A SCRIPT LETTERS  
 LETTERS ARE 2" DEEP NON-ILLUMINATED  
 ALUMINUM LETTERS STUD-MOUNTED FLUSH ON  
 WALL.  
 LETTERS ARE TO BE EXTERNALLY-ILLUMINATED BY  
 LIGHT FIXTURES SUPPLIED BY GENERAL CONTRACTOR.



ALUMINUM SURFACES  
 GRIPGARD #503 RED GLOSS

19.79 SQUARE FEET

COLORED BACKGROUND IS ONLY FOR ILLUSTRATION OF SQUARE FOOTAGE  
 CALCULATIONS AND NOT PART OF THE SIGN.



## ELEVATION

SCALE - 1/2" = 1'-0"

## END VIEW

SCALE - 1/2" = 1'-0"

	VERTICAL	HORIZONTAL	SQ. FT.
SECTION 1	11	28	2.14
SECTION 2	7	25	1.22
SECTION 3	10	29	2.01
SECTION 4	4	13.25	0.37
SECTION 5	16.375	113	12.85
SECTION 6	1.5	40.5	0.42
SECTION 7	2	7	0.10
SECTION 8	4	22.75	0.63
SECTION 9	2.625	3	0.05
<b>TOTAL</b>			<b>19.79</b>



5198 North Lake Drive  
 Lake City, GA 30260  
 404.361.3800  
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**SIGN TYPE**  
**3.3**

LED-ILLUMINATED CHANNEL LETTER WALL SIGN

DRAWING FILE - CFA - HAYMARKET, VA SIGNAGE.CDR

ALL ELECTRICAL  
 SIGNS ARE  
**120 VOLTS**  
 UNLESS  
 OTHERWISE INDICATED

DRAWN BY BEN HOLLIDAY  
 ACCOUNT REP. BEN HOLLIDAY  
 DRAWING DATE APRIL 10, 2013  
 REVISION DATE MARCH 13, 2014

STORE NUMBER  
**3197**

STORE ADDRESS  
 CHICK-FIL-A  
 WASHINGTON STREET  
 HAYMARKET, VA

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LOCATION  
**B,C**

# SPECIFICATIONS

## CANOPY TOP

METAL TOP (OPAQUE) WITH COLOR TO MATCH BUILDING COLOR.

DARK BRONZE

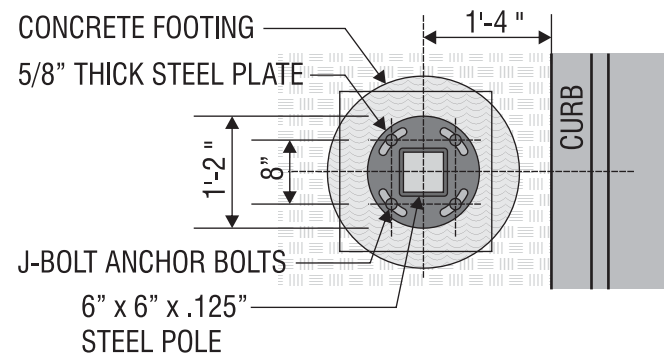
## STRUCTURE

6" X 6" STEEL SUPPORT POLE INSTALLED INTO CONCRETE FOOTING WITH ANCHOR BOLTS. 3" ALUMINUM TUBING FRAME ON CANOPY TOP.

WHITE VINYL FILM

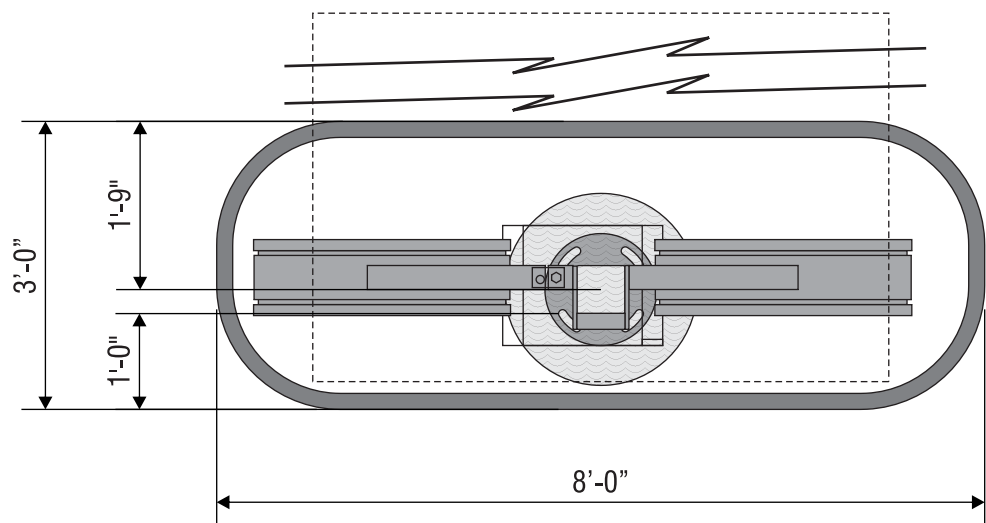
## MENU BOARDS

PIVOTING ALUMINUM CONSTRUCTION CABINETS INTERNALLY ILLUMINATED WITH OPENINGS TO FIT MENU GRAPHICS. BOARDS INTERNALLY ILLUMINATED BY BY LEDS.



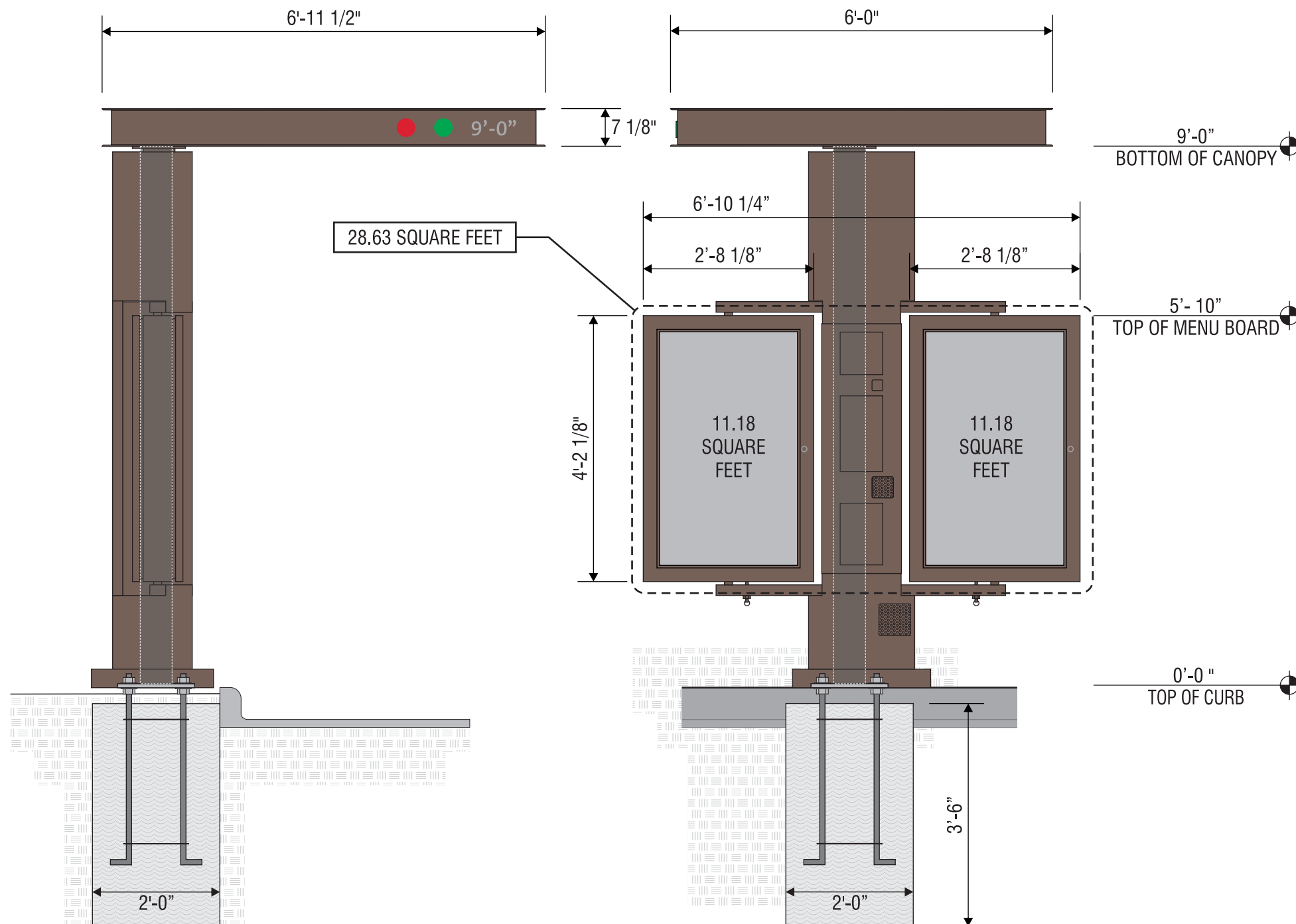
## BOLT DETAIL

SCALE - 1/2" = 1'-0"



## OUTER LANE ISLAND PLAN VIEW

SCALE - 1/2" = 1'-0"



## END VIEW

SCALE - 1/2" = 1'-0"

## ELEVATION

SCALE - 1/2" = 1'-0"



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404.361.3800  
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MENU CANOPY/MENU BOARD

DRAWING FILE - CFA - HAYMARKET, VA SIGNAGE.CDR

ALL ELECTRICAL  
SIGNS ARE  
120 VOLTS  
UNLESS  
OTHERWISE INDICATED

DRAWN BY	BEN HOLLIDAY
ACCOUNT REP	BEN HOLLIDAY
DRAWING DATE	APRIL 10, 2013
REVISION DATE	MARCH 13, 2014

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HAYMARKET, VA

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LOCATION  
**H1/H2**



TO: Town of Haymarket Town Council  
SUBJECT: Sheetz Presentation  
DATE: 12/07/15

---

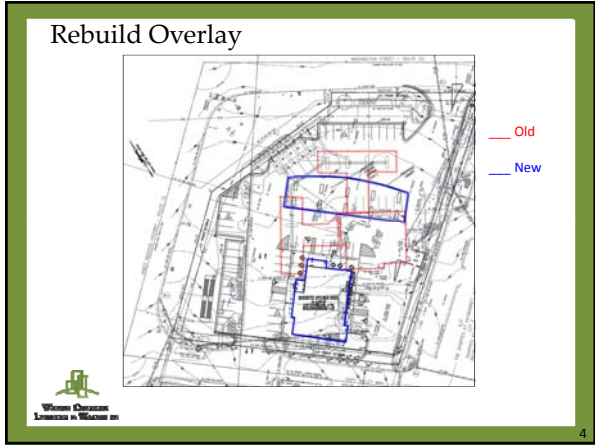
**ATTACHMENTS:**

- Sheetz Haymarket TC-PC Public Hearing 12-7-15 (P0607423) (PDF)






**Sheetz – Haymarket Rebuild**  
**Zoning Text Amendments**  
**Special Use Permit**  
 Joint Town Council/Planning Commission  
 Public Hearing  
 December 7, 2015



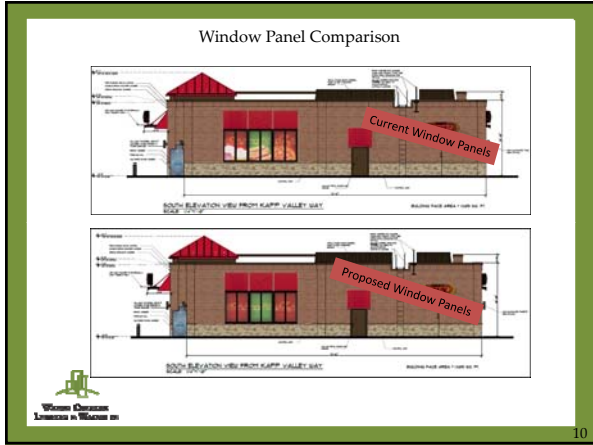
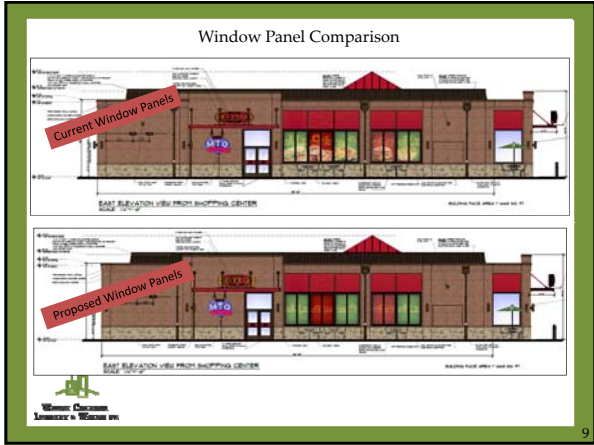
### Building Elevations and Sign Plan Package

Approved by the ARB on:  
December 18, 2014 and August 8, 2015

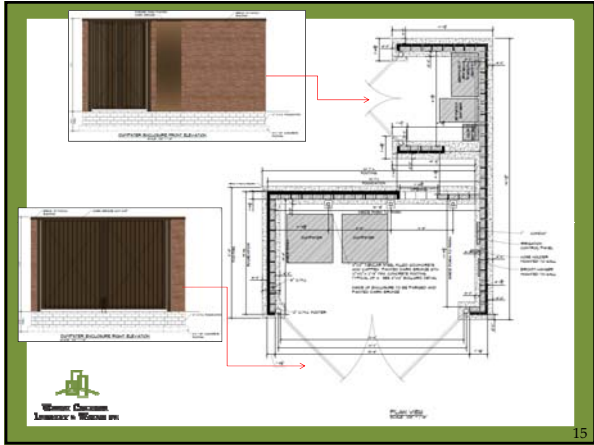
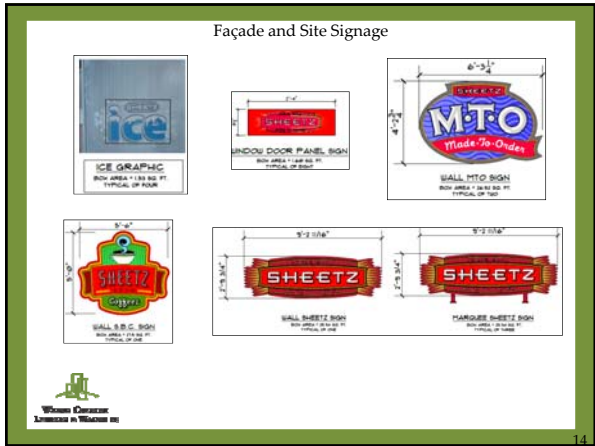
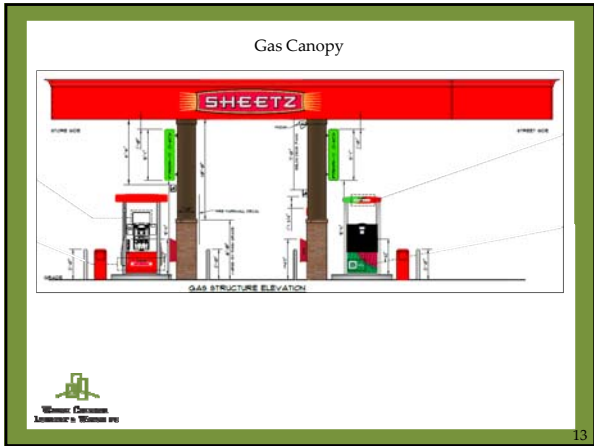
❖ With Conditions:

- ❖ The color of outdoor table umbrellas will be chosen from the ARB color palette.
- ❖ The "Gas Price Pole Sign" will be allowed to be back lit.
- ❖ The concrete base for the internal free standing light poles will be square and will be dressed with brick or stone.

Attachment: Sheetz Haymarket TC-PC Public Hearing 12-7-15 (P0607423) (2669 : Sheetz Presentation)



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TO: Town of Haymarket Town Council  
SUBJECT: Sheetz  
DATE: 12/07/15

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## BACKGROUND

**NOTE: Per the Council direction at the November 30 worksession, the Applicant has provided an amended elevation / sign detail decreasing window signage from 60% coverage to 20% coverage of the building's window area. A comparison of the revision is included as Attachment 5 to this memo. Recommended Conditions of Approval have been amended to reflect the change.**

Sheetz has submitted the following applications:

1. A Special Use Permit (SUP) application to permit service station with fuel sales in the Limited Industrial District I-1. The service station will replace the existing facility. The project will be phased as described in the enclosed phasing plan. The existing facility is anticipated to continue to operate during construction of the replacement service station.
2. An SUP application to permit a Quick Service Food Store, accessory to the service station. The application will permit the Made To Order ("MTO") service to continue in conjunction with the new service station.
3. An SUP application for a comprehensive sign package for the service station;
4. To accomplish the above three applications, Zoning Text Amendments (ZTA) to: a) remove the annual review of special use permits for service stations; b) permit quick service food stores accessory to service stations by special use permit in the I-1 zoning district; c) to create a specific service station sign category within the industrial sign regulations; d) and to amend the definitions of "Quick Service Food Store" and "Service Station."
5. A request to waive parking lot landscaping requirements in conjunction with a proposed preliminary site plan for the above requested service station pursuant to Sections 58-703(f) and (g) of the Zoning Ordinance. The waiver accounts for existing utility easements between Sheetz and McDonalds. The applicant proposes to reduce required trees from 25 to 14 and offset the reduction by increasing shrub plantings from 75 to 99.

VDOT and PWCSA review will occur at time of Final Site Plan.

A Certificate of Appropriateness (COA) has been approved by the Architecture Review Board (ARB) for the exterior elevations of the service station. A separate zoning permit / certificate may be necessary for signage amended through the SUP process once the accompanying ZTA and comprehensive sign package are approved.

The Applicant's Narrative Statements, comprehensive sign package, sign comparison chart and phasing plan are attached.

## RECOMMENDATION

It is recommended that the Planning Commission and Town Council adopt the following motions, in their respective order.

**MOTIONS:**

Planning Commission

1. I move that the Planning Commission forward #ZTA20140220 to the Town Council with a recommendation of approval;

AND

2. I move that the Planning Commission forward #SUP20140220, Sheetz, for a service station with fuel sales, quick service food store accessory to the service station with fuel sales, and comprehensive sign package for service station signs at 15315 Washington Street;

AND

3. I move that the Planning Commission forward #PRE20140220, Haymarket Sheetz Convenience Store (Preliminary Site Plan), and accompanying parking lot landscaping waiver request, to the Town Council with a recommendation of approval.

OR

4. I move an alternate motion.

Town Council

1. I move that the Town Council adopt Ordinance #ORD2015-011 amending the Code of Ordinances of the Town of Haymarket;

AND

2. I move that the Town Council approve #SUP20140220, Sheetz, Inc., for a service station with fuel sales, quick service food store accessory to the service station with fuel sales, and comprehensive sign package for service station signs at 15315 Washington Street, subject to Conditions of Approval dated December 4, 2015;

AND

3. I move that the Town Council approve Preliminary Site Plan #PRE20140220, Haymarket Sheetz Convenience Store (Preliminary Site Plan), prepared by Gordon and dated December 15, 2014, revised through September 15, 2015;

AND

4. I further move that the Town Council, pursuant to Sections 58-703(f) and 58-703(g) of the Town Code, approve a waiver of perimeter parking lot landscaping as depicted on Sheet 15 of Preliminary Site Plan PRE#20140220;

OR

5. I move an alternate motion.

**ATTACHMENTS:**

- 1. ORD 2015-011 ZTAs Sheetz 12-07-2015\_FINAL (PDF)
- 2. SUP20140220 CONDITIONS OF APPROVAL 12-04-15 - SHEETZ (PDF)

- 2. WCLW draft Conditions November 18, 2015 (Sheetz Haymarket) (P0605056) (PDF)
- 3. SUP Narrative 02 (P0418059xABC80) (PDF)
- 4. ZTA Narrative 02 (P0418070xABC80) (PDF)
- 5. Window Panel Side by Side Comparison 12-2-15 (Sheetz Haymarket) (P0607296) (PDF)
- 6. sheetz sign pacakge - modified 12-02-15 (PDF)
- 7. Sign Comparison Chart September 14, 2015 (P0571752) (PDF)
- 8. Sheet 22 phasing plan (PDF)

**ORDINANCE #ORD2015-011**

Enacted \_\_\_\_\_  
Effective \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF HAYMARKET, VIRGINIA (2004), AS AMENDED, BY AMENDING CHAPTER 58 ZONING: ARTICLE I: IN GENERAL: 58-1 DEFINITIONS, ARTICLE VII: LIMITED INDUSTRIAL DISTRICT: 58-258 SPECIAL USES; 58-260 REQUIREMENTS FOR SPECIAL USES; ARTICLE IX: SIGNS & NAMEPLATES: 58-344 INDUSTRIAL SIGNS**

**Definitions - ZTA**

**Section 58-1 Definitions**

Quick-service food store means any building that contains 5,000 square feet or less of net floor area, or any portion of such a building, which is used principally for the retail sale of food with outdoor seating, outdoor storage and outdoor displays or other items; but this definition shall not include restaurants, formal, informal or drive-in.

Service station means an establishment for the retail sale and direct delivery to motor vehicles of fuel, lubricants and minor accessories and including the sale of tobacco products, candy, soft drinks and related items for the convenience of the motoring public. Such establishments shall primarily serve automobile and recreational vehicle traffic and may include facilities or areas for outdoor seating, outdoor displays, washing, lubricating, and otherwise servicing motor vehicles; however all major repairs must be completely under cover. Permissible uses do not include:

- (1) Major body work, painting or welding;
- (2) Open storage of automobiles not in operating condition;
- (3) Commercial parking or storage lots;
- (4) Parking longer than 60 minutes of vehicles requiring a commercial driver's license for lawful operation.

**Accessory Use – Quick Service Food Store ZTA**

**Sec. 58-258. Special uses.**

The following uses shall be permitted in the I-1 district with a special use permit:

- (1) Estate/liquidation auction sale.
- (2) Outdoor craft and/or antique shows/sales.
- (3) Parades.
- (4) Circuses.
- (5) Carousels; games (as defined in section 14-9).
- (6) Foodstore, grocery store, supermarket (excluding quick-service foodstore) provided that the maximum gross floor area occupied by any one use shall not exceed 45,000 square feet.

- (7) Drive-through windows. Uses permitted in the limited industrial district I-1 are permitted to have drive-through windows for service to the public subject to the following conditions:
- a. Off-street stacking area for vehicles in drive-through pattern not to exceed six vehicle spaces;
  - b. No alcohol sales from the drive-through window;
  - c. Summary of window sales and gross sales submitted at the time of annual business license renewal;
  - d. Drive-through window located at the rear of the building; and
  - e. No use having a drive-through window for service to the public shall be permitted to be located closer than 400 feet to a property, tract or parcel in a planned interchange commercial district B-2 that is adjacent to a property, tract or parcel in a neighborhood business district B-1.
- (8) Nursery/garden center.
- (9) Construction and farm vehicles sales and repair shop under roof.
- (10) Service stations with fuel sales with repair under roof.
- (11) Building materials sales under roof.
- (12) Plumbing materials storage under roof.
- (13) State licensed contractor.
- (14) Equipment storage yard, plants and rental of equipment commonly used by contractors.
- (15) Mobile office/classroom shall only be permitted with a special use license with the following restrictions:
- a. For use as a classroom for a period of one year and must reapply for a special use permit for each additional year thereafter;
  - b. For use as an office for a period of six months and must reapply for an additional six months, with one year being the maximum for an office.
- (16) Storage for boats, travel trailers and motor homes if sufficiently screened from public ways and adjacent uses.
- (17) Farmer's market.
- (18) Public utility generating, booster or relay stations, transformer substations, transmission lines and towers, and other facilities for the provision and maintenance of public utilities, including railroads and facilities, and water and sewerage installations.
- (19) Outdoor storage of non-motorized vehicles and equipment
- (20) Quick Service Food Store, as accessory use to Service Station with fuel sales with repairs under roof.



### Sec. 58-260. Requirements for special uses.

The requirements for special uses are as follows:

- (1) All requirements under section 58-9 shall be met;
- (2) A new site plan must be filed;
- (3) A stormwater management plan must be filed;
- (4) The lot must be surfaced with asphalt or concrete; except that a crushed aggregate surface may be allowed for a lot used for storage of non-motorized vehicles and equipment.
- (5) Any lights used to illuminate the area must be no higher than 28 feet and shall be approved by the architectural review board;
- ~~(6) The special use permit shall be for a one-year period and to be applied for annually;~~
- ~~(6)(7)~~ All access roads and/or bridges must comply to state department of transportation specifications;
- ~~(7)(8)~~ Approval must be obtained from the railroad if vehicles must cross the railroad track to gain access to storage facility;
- ~~(8)(9)~~ A landscape plan must be submitted; and
- ~~(9)(10)~~ All ordinances must be met. An allowance may be made for a security fence which must be approved by the architectural review board.

### Service Station Signage – ZTA

#### Sec. 58-344. Industrial signs.

- (a) *Styles.* Styles of industrial signs are:
- (1) Window.
  - (2) Freestanding.
  - (3) Hanging.
  - (4) Wall.
  - (5) Individual letter.
  - (6) Menu.
  - (7) Marquees, awnings, canopies.
  - (8) Secondary entrance.
  - (9) Directional.
  - ~~(10) Service station.~~
  - ~~(104)~~ Illuminated signs.
  - ~~(112)~~ Security and warning.
  - (12) Industrial Parks
  - (13) Service station.

(b) *Sizes; total sign area.* The maximum sign size shall not exceed eight square feet in total area for hanging signs, 12 square feet in total area for wall-mounted signs, and 20 square feet in total area for freestanding signs.

(1) *Window signs.* For any window sign, the maximum size shall not exceed 20 percent of the total window area in which that sign is to be displayed or ten square feet, whichever is less. Such signs shall be located no less than five feet from grade in order to create good pedestrian visibility.

(2) *Freestanding signs.* Freestanding signs are permitted on lots which provide parking or drive-in services and which have at least 30 linear feet of road frontage. Such signs shall not exceed 20 square feet in area and 15 feet in height and be no closer than ten feet to any lot line.

(3) *Hanging signs.* Hanging signs shall be mounted perpendicular to the facade of the building and shall project no more than six feet from the building and no closer than five feet to the edge of any travel lane, service drive or street line. Such signs shall be no less than nine feet in height from grade to the lowest part of the sign. There shall be no more than one projecting sign per business. Hanging signs are pedestrian oriented and, therefore, shall be designed accordingly. Signs shall not exceed eight square feet in area.

(4) *Wall signs.* Wall signs shall be designed and located to complement the existing building and are to be pedestrian oriented. Wall signs shall be mounted flat on the facade of the building and shall be placed no higher than 15 feet above existing grade where the sign is to be placed or no higher than the second story window sill, whichever is lower. Such signs shall not have letters more than 12 inches in height and shall not extend more than six inches from the surface of the building. A wall sign shall not exceed 12 square feet in surface area. Buildings with multiple tenants and one common entrance shall have a directory sign containing a wall sign for each tenant facing a road frontage, not to exceed three square feet in surface area per tenant. Buildings with multiple tenants where each tenant has his own separate entrance may have a wall sign for each tenant, not to exceed eight square feet in surface area.

(5) *Individual letter signs.* Individual letter signs (and the type) shall be no larger than 12 inches in height per ten feet of building height with a maximum of 24 inches in height and shall be located so as to complement the existing building. The typestyle shall also correspond to the architectural period of the buildings.

(6) *Menu signs.* One menu sign per multi-tenant building. Signs shall not exceed 32 square feet in area and six feet in height and be no closer than ten feet to any lot line.

a. The following matrix shall be used to determine maximum sign area for buildings with four or fewer tenants.

No. of tenants	Maximum sign area	Maximum placard area
_____		

2	12 square feet	4 ½ square feet
3-4	24 square feet	4 ½ square feet
more than 4	32 square feet	4 ½ square feet

(7) *Marquees, awnings and canopy signs.* Marquees, awnings and canopy signs (made from canvas or other durable material) shall be placed only in the valance of the building with type not to exceed 12 inches in height. There shall be an allowance made for a margin of a minimum of one inch above and below the letters.

(8) *Secondary entrance signs.* Building tenants with secondary entrances may have a sign to identify the business if it is used as a client or customer entrance. Sign shall not exceed four square feet in area and must comply with all other requirements of this article.

(9) *Directional signs.* A directional sign, one end of which may be pointed or on which an arrow may be painted, indicates the direction to which attention is called. It shall be less than two square feet in area, giving only the name of the business or individual responsible for the sign.

(10) *Illuminated signs.* The regulations contained in this subsection shall override the general provisions of the sign ordinance in regard to internally non-illuminated signs and their size in the industrial-1 zoning district, where retail shopping space is constructed in excess of 75 feet from the edge of the public right-of-way and not within 500 feet of residential property:

a. A building located more than 75 feet from the edge of the public right-of-way shall be allowed one square foot of sign area for each linear foot of property unit width. If the tenant is located in an end unit, it is permitted to install an additional sign. The total area of the second sign may not exceed the result of one and one half times the width of the store. The total combined allowable area of the two signs may allocate between the two signs as the tenant sees fit, providing all other criteria are observed.

b. All property signage must be located in the sign band provided above the building canopy. In order to create visual balance and continuity within the shopping center, signs are to be as closely vertically centered as possible on the major architectural features of the building such as the space between or over major piers or columns and/or the tenants' unit.

c. The sign shall occupy a maximum sign area not taller than two feet and not longer than 80 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. To the extent possible, signs will have a consistent appearance in terms of the amount of area they occupy in front of each tenant's unit. Any store in excess of 40,000

square feet shall occupy a maximum sign area not taller than three feet six inches and not longer than 80 percent of the tenant's unit width.

- d. All signs shall maintain a centerline elevation.
1. Specifications.
    - i. Channel letters and logos shall be mounted on and completely supported by a self-contained transformer vault/raceway. Vault/raceway shall be painted to architectural review board specifications.
    - ii. All necessary permits required by the town shall be obtained and approved by all necessary departments before installation or posting of any signs.
  2. Service door sign/storefront address.
    - i. Tenant rear service door sign is limited to the trading name and address. The tenant storefront address shall be a number only.
    - ii. Tenant name and address shall be directly applied to the rear service door. Stenciled on letters with a maximum height of six inches and two feet six inches width total. Total not exceeding two feet six inches shall be used.
  2. Restrictions.
    - i. No paper or stickers utilized as signs inside or outside of glass storefronts shall be permitted.
    - ii. No painted or printed signs shall be permitted.
    - iii. No outrigger signs or banners shall be permitted.
    - iv. No signs on vehicles parked in or on the common areas shall be permitted in the I-1 district.
    - v. The character, design and layout of all signs shall be subject to the town's written approval and shall be in accordance with all ordinances and reviews.
    - vi. The advertising or informative content of all sign shall be limited to letters designating the store name and/or store type only. Any designation of the store type shall be by general descriptive terms only and shall not include any specifications of the merchandise offered for sale or the services rendered.

(112) *Security and warning signs.* Signs shall not exceed two square feet in area and may not exceed an average of one sign per 50 feet of property boundary.

(123) *Industrial parks.* Industrial parks shall conform to the guidelines of this section and also to the following:

- (1) One freestanding directory and identification sign on the site in close proximity to the major vehicular entrance to the industrial park.
- (2) Such signs shall not exceed 20 square feet in area and 15 feet in height and shall be no closer than ten feet to any street line, travel lane or access road.

(13) *Service Station Signs.* Service Station with fuel sales signage shall conform to the guidelines of this section or as may be approved by the Town Council as part of a Special Use Permit for a comprehensive sign package which includes, at a minimum, site identification, building façade signage, fuel pump, fuel island canopy, gas pricing, freestanding signage and illumination of said signs. Outdoor vending signs may be permitted when associated with outdoor vending machines and or operations such as propane tank dispensing cages, ice machines/containers, etc.

*(Ord. of 12-7-2009)*

**ORDER OF THE COUNCIL**

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

**ATTEST:**

\_\_\_\_\_  
Jennifer Preli, Town Clerk

**MOTION:**

**SECOND:**

**ACTION:**

Date: \_\_\_\_\_  
Regular Meeting  
Ord. No. \_\_\_\_\_

**Votes:**

**Ayes:**

**Nays:**

**Absent from Vote:**

**Absent from Meeting:**

Attachment: 1. ORD 2015-011 ZTAs Sheetz 12-07-2015\_FINAL (2636 : Sheetz)

**SPECIAL USE PERMIT #SUP20140220****SHEETZ – HAYMARKET, 15315 WASHINGTON STREET (GPIN 7298-70-1093)****CONDITIONS OF APPROVAL – DECEMBER 4, 2015****SERVICE STATION WITH FUEL SALES****QUICK SERVICE FOOD STORE ACCESSORY TO SERVICE STATION WITH FUEL SALES****COMPREHENSIVE SIGN PLAN FOR SERVICE STATION SIGNS**

**Special Use Permit Area: +/-2.257 acres (the "Property")**  
**Existing Zoning: I-1, Limited Industrial District**

The following conditions are intended to offset some of the impacts of the. The term “Applicant” as referenced herein shall include within its meaning the lessee and/or all current/future owners and successors in interest.

1. Site Development - The Property shall be developed in substantial conformance with the site plan entitled “Haymarket Sheetz Convenience Store,” prepared by Gordon, dated December 15, 2014, last revised September 15, 2015 (the “Plan”) and in accordance with all minimum requirements for site plan approval.
2. Use Parameters
  - a. Use Limitation – The use approved with this special use permit shall be limited to a retail motor vehicle fuel station containing twenty (20) fueling positions, using 10 double sided pumps, a quick service food store and restaurant as shown on the Plan.
  - b. Hours of Operation - Hours of operation may be 24-hours per day, seven days per week.
  - c. Vehicle Service & Repair – No vehicle service and/or repair shall be performed in association with the motor vehicle fueling station.
  - d. Outdoor Speaker System - Any outdoor speaker system shall be limited to one speaker per pump fueling position. Outdoor speakers and shall not be audible beyond the limits of the SUP area.
  - e. Cessation of the Use - If the sale of motor vehicle fuel should cease for a period of more than one year, the applicant shall be responsible for removal of the following structures within 60 days:
    - i. Underground fuel storage tanks;
    - ii. Fuel dispensers;
    - iii. Pump islands;

- iv. Overhead canopy;
- v. Air and water dispensers; and
- vi. Signage related to motor vehicle fuel sales.

In the event all uses are discontinued and the site is vacant, then the owner shall stabilize the site using erosion control measures acceptable to Town of Haymarket Environmental Department.

### 3. Community Design

- a. Architecture – The design of the fuel station building and fuel facility canopy, shall be in general conformance with the architectural elevations identified in the building/canopy elevations noted below and prepared by Convenience Architecture and Design P.C. (the “Building/Canopy Elevations”) as more specifically identified as follows:
  - i. “Front and Side Exterior Elevations, A-9A,” dated December 15, 2014;
  - ii. “Rear and Side Exterior Elevations, A-9B,” dated December 2, 2015;
  - ii. “Gas Canopy Awning Details,” dated January 10, 2015; and
  - iii. “Trash Enclosure Floor Plan,” dated December 15, 2014.

The Building/Canopy Elevations may be subject to minor modification approved by the Architecture Review Board (ARB) in connection with site plan review. Additional changes to the architecture and material may be made provided that any such changes are approved by the ARB prior to the issuance of a building permit release letter. Such approval shall be based on a determination that the changes result in a building & canopy that is of equal or better quality than that shown on the Elevations. At least two weeks prior to requesting a building permit release letter, the Applicant shall submit to the Town of Haymarket Zoning Administrator, building and canopy elevations so that it may ensure compatibility of the building and canopy with the elevations identified herein.

- b. Landscaping – The Applicant shall provide landscaping on-site in substantial conformance with the Plan, and shall meet minimum requirements of the DCSM. All the plantings shall be indigenous and drought-resistant or as otherwise approved at final site plan.
- c. Signage – Site signage shall be subject to the following:
  - i. Promotional/Advertising Materials – Except for grand opening events or special events (subject to temporary sign permit), the use of banners, balloons, streamers, pendants, figurines, and similar attention-getting devices shall be strictly prohibited, including promotional signs affixed to the façade of the building, on light poles, or on other fixtures on the Property.



- ii. Handicapped Parking Signage – Parking and signage for handicapped customers shall be provided on-site or off-site, in accordance with the DCSM and other current standards.
  - iii. Permits - Sign permits are required for all signs. Color, scaled renderings of all signage shall be submitted as part of the sign permit approval process.
  - iv. Directional Signage – Directional signage shall be provided as required and/or needed.
  - v. No Parking Signs - The Applicant shall install no parking signs behind the curb near the underground fuel tanks. The final location and number of said no parking signs shall be determined at final site plan.
  - vi. Other Signage – Site signage shall be in general conformance with the signs identified on the sign breakdown sheet entitled “Sheetz Store #205 Rebuild” (the “Breakdown Sheet”), dated August 10, 2015, prepared by Convenience Architecture and Design P.C. and the following elevation detail sheets prepared by Convenience Architecture and Design P.C.:
    - a. “Gas Price Pole Sign Details,” dated December 6, 2014.
    - b. “Gas Canopy Awning Details,” dated December 15, 2014.
    - c. “Trash Enclosure, Propane, and Air Machine Details,” dated December 15, 2014.
  - vii. The Zoning Administrator or his designee may approve any changes to overall sign design including logo, font size, color, illumination type and style, provided that the total sign area and the number of signs does not exceed the sign regulations of the Zoning Ordinance and/or the conditions of this SUP.
- d. Lighting
- i. Parking Lot Freestanding Light Fixtures – Parking lot freestanding lighting shall be limited to 23 feet in height and shall be full cutoff and directed downward and not directed towards the Property line.
  - ii. Prohibited Lighting - There shall be no external neon and/or free-standing spot lighting fixtures.
  - iii. Building Mounted Exterior Lighting – Building-mounted light fixtures shall be full cutoff and shall be directed downward.
  - iv. Patriotic Flag – In the event the applicant provides a U.S. flag on the property, the nighttime lighting for said flag may be provided.
4. Maintenance of the Property
- a. Site Maintenance - The Applicant shall remove litter, trash and debris from the site on a daily basis.

- b. Graffiti Removal - Graffiti on the site shall be removed promptly by the Applicant. Graffiti shall be deemed any inscription or marking on walls, buildings or structures not permitted by sign regulations of the Town of Haymarket Zoning Ordinance. Any graffiti is to be reported to the Town of Haymarket Police Department before removal.
5. Environment
  - a. Stormwater Management – SWM/BMP shall be provided on-site or off-site as determined at final site plan.
  - b. Hazardous Materials - The discharge of fuel, oil, solvents, anti-freeze, and/or other pollutants, hazardous materials, or flammable substances into the public sewer, storm drainage, or other surface waters is strictly prohibited.
6. Transportation
  - a. Access - Access to the site shall be provided in accordance to the Plan.
  - b. Obstruction of Travelways - The Applicant shall ensure that any vehicles associated with the use do not obstruct the travel ways, fire lanes, adjoining road network, or parking spaces as shown on the Plan.
  - c. Shared Use Path – As a condition of site plan approval, the Applicant shall dedicate right-of-way for the shared use path, as generally shown on the Plan.
8. Connection to Public Water & Sewer - The Property shall be connected to public water and sewer with the Applicant bearing all costs associated with providing all on- and off site facilities to make such connection.
9. Grease Trap - An appropriately sized and designed grease trap shall be provided on site and shown on the final site plan. The grease trap shall be properly maintained to prevent grease build-up in the force main or gravity sewer.

**PROPOSED CONDITIONS**

**Applicant: Sheetz, Inc.**

**Special Use Permit: SUP #20140220**

**Sheetz – Haymarket**

**GPIN 7298-70-1093**

**Special Use Permit Area: +/-2.257 acres (the "Property")**

**Existing Zoning: I-1, Limited Industrial District**

**Date: November 18, 2015**

The following conditions are intended to offset some of the impacts of the. The term “Applicant” as referenced herein shall include within its meaning the lessee and/or all current/future owners and successors in interest.

1. Site Development - The Property shall be developed in substantial conformance with the site plan entitled “Haymarket Sheetz Convenience Store,” prepared by Gordon, dated December 15, 2014, last revised September 15, 2015 (the “Plan”) and in accordance with all minimum requirements for site plan approval.
2. Use Parameters
  - a. Use Limitation – The use approved with this special use permit shall be limited to a retail motor vehicle fuel station containing twenty (20) fueling positions, using 10 double sided pumps, a quick service food store and restaurant as shown on the Plan.
  - b. Hours of Operation - Hours of operation may be 24-hours per day, seven days per week.
  - c. Vehicle Service & Repair – No vehicle service and/or repair shall be performed in association with the motor vehicle fueling station.
  - d. Outdoor Speaker System - Any outdoor speaker system shall be limited to one speaker per pump fueling position. Outdoor speakers and shall not be audible beyond the limits of the SUP area.
  - e. Cessation of the Use - If the sale of motor vehicle fuel should cease for a period of more than one year, the applicant shall be responsible for removal of the following structures within 60 days:
    - i. Underground fuel storage tanks;
    - ii. Fuel dispensers;
    - iii. Pump islands;
    - iv. Overhead canopy;
    - v. Air and water dispensers; and
    - vi. Signage related to motor vehicle fuel sales.

In the event all uses are discontinued and the site is vacant, then the owner shall stabilize the site using erosion control measures acceptable to Town of Haymarket Environmental Department.

**PROPOSED CONDITIONS**  
**Applicant: Sheetz, Inc.**  
**Special Use Permit: SUP #20140220**  
**Sheetz – Haymarket**  
**Date: November 18, 2015**

3. Community Design

- a. Architecture – The design of the fuel station building and fuel facility canopy, shall be in general conformance with the architectural elevations identified in the building/canopy elevations noted below and prepared by Convenience Architecture and Design P.C. (the “Building/Canopy Elevations”) as more specifically identified as follows:
- i. “Front and Side Exterior Elevations, A-9A,” dated December 15, 2014;
  - ii. “Rear and Side Exterior Elevations, A-9B,” dated December 15, 2014;
  - ii. “Gas Canopy Awning Details,” dated January 10, 2015; and
  - iii. “Trash Enclosure Floor Plan,” dated December 15, 2014.

The Building/Canopy Elevations may be subject to minor modification approved by the Architecture Review Board (ARB) in connection with site plan review. Additional changes to the architecture and material may be made provided that any such changes are approved by the ARB prior to the issuance of a building permit release letter. Such approval shall be based on a determination that the changes result in a building & canopy that is of equal or better quality than that shown on the Elevations. At least two weeks prior to requesting a building permit release letter, the Applicant shall submit to the Town of Haymarket Zoning Administrator, building and canopy elevations so that it may ensure compatibility of the building and canopy with the elevations identified herein.

- b. Landscaping – The Applicant shall provide landscaping on-site in substantial conformance with the Plan, and shall meet minimum requirements of the DCSM. All the plantings shall be indigenous and drought-resistant or as otherwise approved at final site plan.
- c. Signage – Site signage shall be subject to the following:
- i. Promotional/Advertising Materials – Except for grand opening events or special events (subject to temporary sign permit), the use of banners, balloons, streamers, pendants, figurines, and similar attention-getting devices shall be strictly prohibited, including promotional signs affixed to the façade of the building, on light poles, or on other fixtures on the Property.
  - ii. Handicapped Parking Signage – Parking and signage for handicapped customers shall be provided on-site or off-site, in accordance with the DCSM and other current standards.
  - iii. Permits - Sign permits are required for all signs. Color, scaled renderings of all signage shall be submitted as part of the sign permit approval process.

**PROPOSED CONDITIONS**

**Applicant: Sheetz, Inc.  
Special Use Permit: SUP #20140220  
Sheetz – Haymarket  
Date: November 18, 2015**

- iv. Directional Signage – Directional signage shall be provided as required and/or needed.
  - v. No Parking Signs - The Applicant shall install no parking signs behind the curb near the underground fuel tanks. The final location and number of said no parking signs shall be determined at final site plan.
  - vi. Other Signage – Site signage shall be in general conformance with the signs identified on the sign breakdown sheet entitled “Sheetz Store #205 Rebuild” (the “Breakdown Sheet”), dated August 10, 2015, prepared by Convenience Architecture and Design P.C. and the following elevation detail sheets prepared by Convenience Architecture and Design P.C.:
    - a. “Gas Price Pole Sign Details,” dated December 6, 2014.
    - b. “Gas Canopy Awning Details,” dated December 15, 2014.
    - c. “Trash Enclosure, Propane, and Air Machine Details,” dated December 15, 2014.
  - vii. The Zoning Administrator or his designee may approve any changes to overall sign design including logo, font size, color, illumination type and style, provided that the total sign area and the number of signs does not exceed the sign regulations of the Zoning Ordinance and/or the conditions of this SUP.
- d. Lighting
- i. Parking Lot Freestanding Light Fixtures – Parking lot freestanding lighting shall be limited to 23 feet in height and shall be full cutoff and directed downward and not directed towards the Property line.
  - ii. Prohibited Lighting - There shall be no external neon and/or free-standing spot lighting fixtures.
  - iii. Building Mounted Exterior Lighting – Building-mounted light fixtures shall be full cutoff and shall be directed downward.
  - iv. Patriotic Flag – In the event the applicant provides a U.S. flag on the property, the nighttime lighting for said flag may be provided.
4. Maintenance of the Property
- a. Site Maintenance - The Applicant shall remove litter, trash and debris from the site on a daily basis.
  - b. Graffiti Removal - Graffiti on the site shall be removed promptly by the Applicant. Graffiti shall be deemed any inscription or marking on walls, buildings or structures not permitted by sign regulations of the Town of Haymarket Zoning Ordinance. Any graffiti is to be reported to the Town of Haymarket Police Department before removal.

**PROPOSED CONDITIONS**  
**Applicant: Sheetz, Inc.**  
**Special Use Permit: SUP #20140220**  
**Sheetz – Haymarket**  
**Date: November 18, 2015**

5. Environment
  - a. Stormwater Management – SWM/BMP shall be provided on-site or off-site as determined at final site plan.
  - b. Hazardous Materials - The discharge of fuel, oil, solvents, anti-freeze, and/or other pollutants, hazardous materials, or flammable substances into the public sewer, storm drainage, or other surface waters is strictly prohibited.
6. Transportation
  - a. Access - Access to the site shall be provided in accordance to the Plan.
  - b. Obstruction of Travelways - The Applicant shall ensure that any vehicles associated with the use do not obstruct the travel ways, fire lanes, adjoining road network, or parking spaces as shown on the Plan.
  - c. Shared Use Path – As a condition of site plan approval, the Applicant shall dedicate right-of-way for the shared use path, as generally shown on the Plan.
8. Connection to Public Water & Sewer - The Property shall be connected to public water and sewer with the Applicant bearing all costs associated with providing all on- and off site facilities to make such connection.
9. Grease Trap - An appropriately sized and designed grease trap shall be provided on site and shown on the final site plan. The grease trap shall be properly maintained to prevent grease build-up in the force main or gravity sewer.

Statement of Justification  
 Special Use Permit - Sheetz Haymarket  
 SUP for Service Station with Fuel Sales, Accessory Quick Service Food Store, Fast Food and  
 Comprehensive Sign Plan Package

December 15 2014

1. Overview. Steico, Inc. (aka "Sheetz") is the owner of the Property identified GPIN 7298-70-1093 consisting of approximately 2.257 acres, located on the southeast corner of Washington Street and Route 15. The property is zoned I-1, Limited Industrial District and is designated on the Comprehensive Plan as Planned Interchange Park.

Sheetz has been operating on the Property since 1994, at a time when service stations with fuel sales and quick service food store did not require a Special Use Permit in the I-1 District. Subsequently, the Zoning Ordinance has been revised to allow the service station with fuel use in the I-1 only with a SUP. Because Sheetz has selected this site to be upgraded and renovated to meet current Sheetz standards, it was determined that due to the site redesign, i.e., relocation of gas pumps and convenience store, the changes would trigger the need for an SUP for the service station with fuel and the sign package. In addition, Sheetz would also need to file four minor zoning text amendments; one to allow quick service food store as an accessory use to a service station (Section 58-258), the second to define the parameters for service station signage (Section 58-344), the third to include within the definitions of "quick service food store" and "service station" the terms "outdoor seating, outdoor storage and outdoor display" (Section 58-1) and the fourth to exempt approved service stations from the requirement to apply annually for the SUP (Section 58-260).<sup>1</sup>

Accordingly, Sheetz is requesting a special use permit for a service station with fuel sales, quick service food as an accessory use, fast food and comprehensive sign plan package. It is anticipated that the facility will have 20 fueling positions with the main building containing approximately 6,558 square feet of gross floor area. The facility will continue to operate 24 hours a day, 7 days a week.



Site location

<sup>1</sup> A Zoning Text Amendment application has been filed contemporaneously with this Special Use Permit.

2. Comprehensive Plan Elements.

- A. Public Facilities. The site will be served by public water and sewer.
- B. Transportation. Access to the site will be provided by a left-in/right-in/right-out on Washington Street and two (2) full movement access points on Kapp Valley Way. As identified on the preliminary plan, the total projected trip generation for the site is 5,085 vehicles per day. The Applicant researched additional interparcel access to connect with Lea Berry Way but, access to this parcel was not well received on the part of the adjacent property owner therefore, interparcel access to the site will not be provided.
- C. Implement Sound Land Use Plan. As noted above, the Property is zoned I-1, Limited Industrial District and is designated on the Comprehensive Plan as Planned Interchange Park. A continuation of the existing use, subject to this SUP, is harmonious with the elements of the Comprehensive Plan designation and exemplifies sound land use practices for the site.
- D. Natural Resources. The site is currently developed with an existing Sheetz fuel station; there are no environmental impacts associated with the proposed redevelopment. With respect to storm water management, the Applicant is proposing to treat all stormwater on-site via pretreatment devices and underground detention as shown on the Preliminary Plan provided with this submission.
- E. Economy and Finance. The proposed redesign and rebuild of the existing service station will continue to bring economic benefits to the Town with the anticipation that said economic benefits will increase with the proposed upgrades to the site.
- F. Housing. The proposed use will have no impact on the housing element of the Comprehensive Plan.
- G. Land Use. As noted above, the Property is zoned I-1 and designated as Planned Interchange Park on the Comprehensive Plan map. As such, the proposed use is consistent with the Comprehensive Plan in that it is a service commercial use and is located in a commercial corridor that serves the local market area.

The proposed maximum height of the canopy is approximately twenty feet and the proposed maximum height of the building is approximately eighteen feet at its highest point.

The surrounding area will not be impacted by noise or light generated by the proposed use. The Property is bounded by Route 15 (James Monroe Highway) to the north and Route 55 (Washington Street) to the east. This is a critical commercial intersection for the Town and one that provides for commercial uses and has long been designated for more intensive uses, like the one proposed.



- H. Community, Cultural and Historic Resources. The site is currently developed with a service station; there are no known cultural or historic resources located on the property. The site is located within the Journey Through Hollowed Ground (JTHG) corridor. The Applicant has met with representatives from JTHG regarding the proposed development and, based on their input, the Applicant is incorporating, to the extent feasible, recommended landscape materials on the site.
3. Fulfillment of Zoning Ordinance Section 58-9(d) – Special Uses
- A. Criteria: 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.  
Response: The proposed use is in accordance with official policies of the Comprehensive plan as it typifies a "highway- oriented" use.
- B. Criteria: The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.  
Response: A service station with fuel sales, quick service food store and convenience store uses are allowed in the I-1 district either by right or with a SUP.
- C. Criteria: The proposed use shall not adversely affect the use or values of surrounding properties and structures.  
Response: Surrounding uses are identified as I-1 uses, therefore the proposed use will not adversely impact the use or values of the surrounding properties.
- D. Criteria: The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.  
Response: The existing service station has been active on this site for twenty years. To date, there are no know reports of this use adversely impacting the health, safety or general welfare of persons residing or working in the neighborhood. A continuation of this use, with a Special Use Permit, will not change this status.
- E. Criteria: Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.  
Response: The proposed redevelopment will provide improved access to the abutting roadways by installing a raised pork chop at the Washington Street access, thereby enhancing flow into and out of the site and restricting left-out attempts. In addition, the Applicant is providing a second entrance off of Kapp Valley Way, which will substantially improve the circulation through the site as well as aid customers entrance and exit options.
- F. Criteria: Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.  
Response: As proposed, the Applicant's redevelopment plan is an upgrade to the existing stormwater management provided on the site. Please see the Preliminary Plan for technical details regarding stormwater management on site.

**Comprehensive Sign Plan Package – Narrative Statement**

As noted above, as part of the SUP request, the Applicant is seeking approval of a comprehensive sign plan package that consists of all proposed sign needs for the business. As part of the rebuild process, Sheetz desires to upgrade the sign program and utilize a sign concept that is implemented across the brand. In addition, Sheetz is also seeking to streamline the sign package in a manner that is appropriate for the Town of Haymarket and to create a sign program that provides an understandable and efficient framework when it comes time to processing sign permit applications.

To aid in the evaluation of the proposed signage, the Applicant is providing a comparison between the signs currently provided on the site and those proposed. Based on the evaluation, the overall the proposed sign program offers significant improvement with respect to sign location, lighting and clarification of allowable sign types.

In providing and committing to a comprehensive sign plan package, the Applicant is presenting a unified program that will be easily administered by the Town’s permitting and planning staff and will ensure continuity within the site.

Statement of Justification  
Zoning Text Amendment Application

Sections: 58-1, 58-258, 58-260 and 58-344

December 15, 2014

1. Overview. Steico, Inc. (aka "Sheetz") is the owner/Applicant of the Property identified GPIN 7298-70-1093 consisting of approximately 2.257 acres, located on the southeast corner of Washington Street and Route 15. The property is zoned I-1, Limited Industrial District and is designated on the Comprehensive Plan as Planned Interchange Park.

A Sheetz fuel station has been operating on the Property since 1994. Sheetz has selected this site to be upgraded and renovated to meet current Sheetz standards. With the proposed upgrade, Sheetz recognizes that two currently grandfathered uses, the quick service food store and a comprehensive sign program, are not contemplated in the current Zoning Ordinance and therefore Sheetz is requesting specific text amendments that are narrowly drafted in order to substantiate the specific regulatory provisions as they relate to site specific signs and uses. The proposed amendments affect the following sections of the Zoning Ordinance:

- Section 58-1. Definitions - "Quick Service Food Store" and "Service Station" to include the provision of outdoor seating, outdoor storage and outdoor displays.
- Section 58-258. Special Uses – to allow quick service food stores as an accessory use to a service station.
- Section 58-260. Requirements for Special Uses – to exempt approved service stations from the requirement to apply annually for the special use permit.
- Section 58-344. Industrial Signs – to create a specific service station sign category within the Industrial Sign section.

2. Justification

- A. Section 58-1. Definitions. The existing service station provides areas for outdoor storage and outdoor display areas. The redevelopment plans also utilize outdoor storage and displays as well as outdoor seating. In order to continue to accommodate these functions, the applicant requests to amend the definitions for "quick service food store" and "service station" to provide for these uses.
- B. Section 58-258. Special Uses. Sections 58-257 and 258, outline the by-right and SUP uses in the I-1 District but, they do not address Quick Service Food Stores which, is currently an accessory use within the existing facility. The Applicant is proposing a minor text amendment to Section 58-258 to allow Quick Service Food Stores as an accessory use to a service station fuel sales with repairs under roof.

- C. Section 58-260. Requirements for Special Uses. Section 58-260(6) identifies the requirements for special uses. Subparagraph (6) stipulates that “the special use permit shall be for a one-year period and to be applied for annually.” Given the somewhat “permanent” nature of a service station, i.e., physical structure and economic investment in its operations, the requirement for annually application would appear to be an unnecessary and burdensome task both for Staff and the SUP holder. With Staff’s support, the Applicant is recommending that in the case of approved SUPs for service stations, the annual permit application would not be required.
- D. Section 58-344. Industrial Signs. Section 58-344 addresses industrial signage, however, unlike the other twelve sign types defined in this section, the standards for Service Station signs is not called out. The applicant is proposing specific language to address Service Station signage, as it is applied to the umbrella category of "Industrial Signage."
3. Fulfillment of Zoning Ordinance Section 58-429 - Matters to be considered in reviewing proposed amendments.
- Proposed amendments shall be considered with reasonable consideration for the following:
- (1) Criteria: Existing use and character of the area.  
Response: The property is currently developed with a Sheetz gas station and is surrounded by I-1 uses. The proposed text amendments are narrowly drafted in order to address only service station uses. There are no known adverse implications of the proposed text changes on the surrounding uses or the character of the area.
  - (2) Criteria: Suitability of the property for various uses.  
Response: The Property is located in critical transit-oriented corridor which is an ideal location for the existing service station. The proposed text amendments are in keeping with the dynamic nature of the I-1 District and will provide necessary tools for upgrading and redeveloping the site in ways that benefit the Town.
  - (3) Criteria: Trends of growth or change.  
Response: The Route 15/Route 55 intersection is an active area of growth and change. As the Town continues to grow its economic base and support existing commercial uses located within this corridor, the proposed text amendments refreshes the means in which the Town meets future trends.
  - (4) Criteria: Current and future requirements of the town as to land for various purposes as determined by population and economic studies and other studies.  
Response: The service station use on the Property is an appropriate use that has provided long and strong economic vitality to the Town. The current and

future requirements of the Town are met by implementation of a Zoning Ordinance that is capable of adapting to the future land use demands. In light of the growing demographics in this area and the projected increase in patronage of this station, the proposed text amendments provide minor adjustments that address the future goals of the Town.

- (5) Criteria: Transportation requirements of the community and the town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains.  
Response: The proposed text amendment will not impact the requirements for transportation, parks, playgrounds, recreation areas, public services or preservation of natural resources.
- (6) Criteria: Conservation of properties and their values and the encouragement of most appropriate use of land throughout the town.  
Response: The proposed text amendment will positively impact the conservation of properties and their values by specifically targeting and bolstering the revenue generating capacity of the service station, which, as noted above, is appropriately situated within the Town's I-1 District.

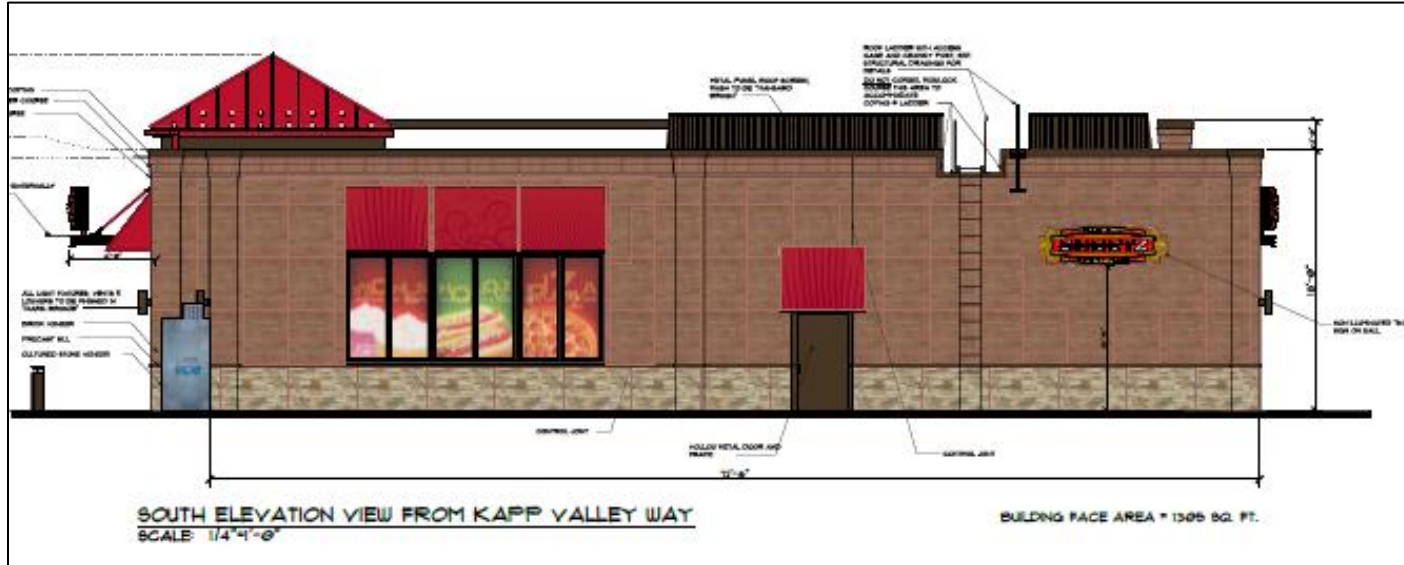
### ARB Approved Window Panels



### Proposed Window Panels



### ARB Approved Window Panels



### Proposed Window Panels

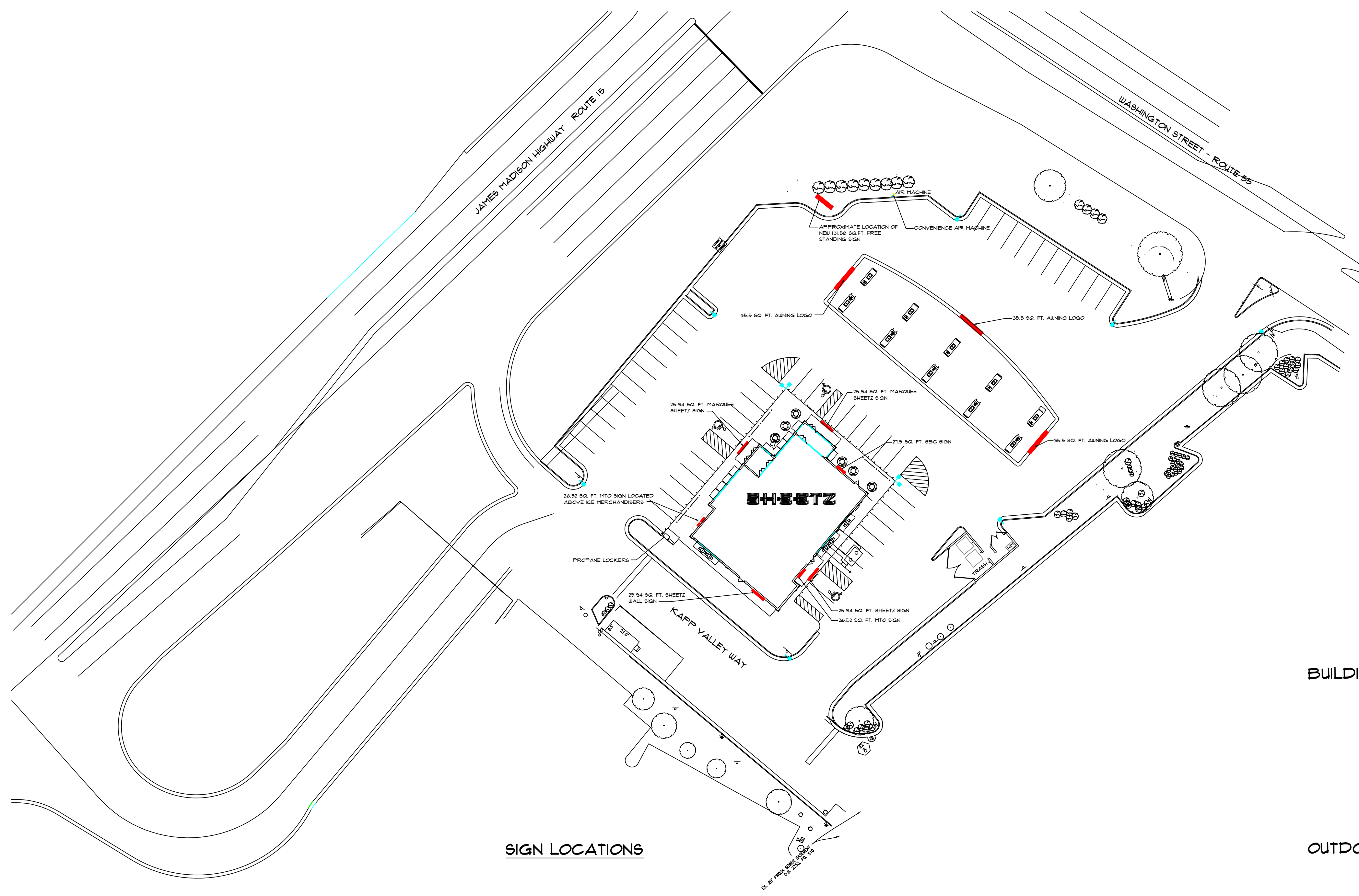




SHEETZ, INCORPORATED  
 5100 SIXTH AVENUE  
 ALTOONA, PA 16602  
 (814) 946-3611

# SHEETZ STORE "#205 REBUILD"

15315 WASHINGTON STREET  
 HAYMARKET  
 PRINCE WILLIAM COUNTY, VIRGINIA



SIGN LOCATIONS

**SIGNAGE SQUARE FOOTAGE BREAKDOWN**

<b>BUILDING ELEVATIONS</b>	MARQUEE SHEETZ SIGN = 25.94 SQ. FT. X 3 = 77.82 SQ. FT.	
	WALL SHEETZ SIGN = 25.94 SQ. FT. X 1 = 25.94 SQ. FT.	
	WALL MTO SIGN = 26.52 SQ. FT. X 2 = 53.04 SQ. FT.	
	WALL SBC SIGN = 27.5 SQ. FT. X 1 = 27.5 SQ. FT.	
	WINDOW SIGN = 42.01 SQ. FT. X 8 = 336.08 SQ. FT.	
	WINDOW SIGN DOOR PANEL AND LOWER GLASS PANEL = 6.88 SQ. FT. X 8 = 55.04 SQ. FT.	
	<b>TOTAL = 575.42 SQ. FT.</b>	<b>575.42 SQ. FT.</b>

<b>OUTDOOR MERCHANDISING SIGNS</b>	ICE GRAPHIC = 1.53 SQ. FT. X 4 = 6.12 SQ. FT.	
	PROPANE GRAPHICS = 13.20 SQ. FT. X 2 = 26.40 SQ. FT.	
	AIR MACHINE GRAPHIC = 2.00 SQ. FT. X 3 = 6.00 SQ. FT.	
	AUTOMOTIVE DISPLAY = 1.50 SQ. FT. X 2 = 3.00 SQ. FT.	
	<b>TOTAL = 41.52 SQ. FT.</b>	<b>41.52 SQ. FT.</b>

<b>FREE STANDING GAS PRICE SIGN</b>	SHEETZ SIGN = 51.25 SQ. FT. X 1 = 51.25 SQ. FT.	
	MTO SIGN = 25.08 SQ. FT. X 1 = 25.08 SQ. FT.	
	ALWAYS OPEN SIGN = 12.13 SQ. FT. X 1 = 12.13 SQ. FT.	
	FREE WIFI SIGN = 12.13 SQ. FT. X 1 = 12.13 SQ. FT.	
	GAS PRICE SIGN = 30.99 SQ. FT. X 1 = 30.99 SQ. FT.	
	<b>TOTAL = 131.58 SQ. FT.</b>	<b>131.58 SQ. FT.</b>

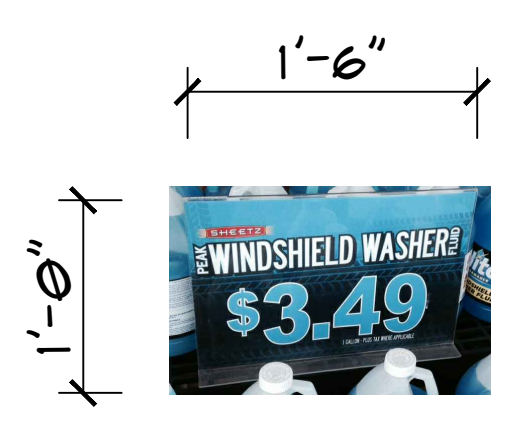
<b>GAS CANOPY AWNING</b>	SHEETZ LOGO AREA = 35.5 SQ. FT. X 3 = 106.5 SQ. FT.	
	AUTO DIESEL FLAG SIGN = 5.08 SQ. FT. X 4 = 20.32 SQ. FT.	
	<b>TOTAL = 126.82 SQ. FT.</b>	<b>126.82 SQ. FT.</b>

<b>FUEL DISPENSER GRAPHICS</b>	TYPICAL PUMP TOPPER SIGN = 1.95 SQ. FT. X 10 = 19.50 SQ. FT.	
	TYPICAL CABINET LOGO = .59 SQ. FT. X 12 = 7.08 SQ. FT.	
	DIESEL CABINET LOGO = 1.01 SQ. FT. X 4 = 4.04 SQ. FT.	
	DIESEL TOP LOGO = .34 SQ. FT. X 4 = 1.356 SQ. FT.	
	<b>TOTAL = 31.98 SQ. FT.</b>	<b>31.98 SQ. FT.</b>

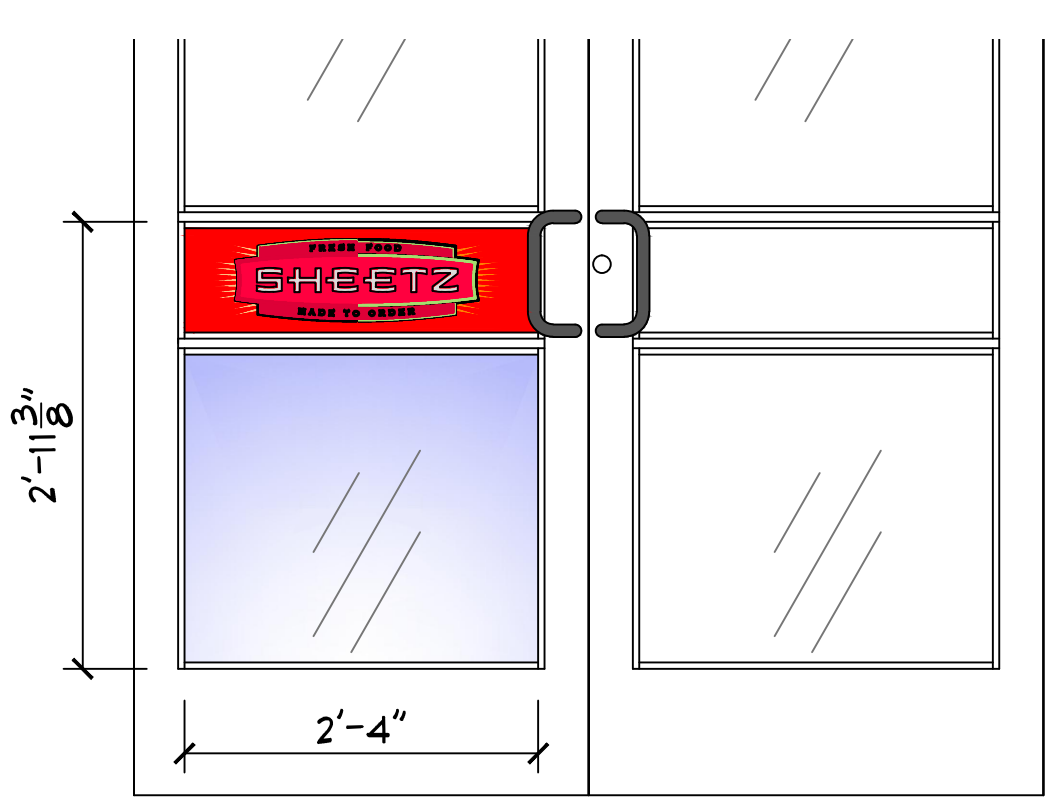
<b>DIRECTIONAL SIGNS</b>	DIRECTIONAL SIGNS = 2.00 SQ. FT. X 5 = 10.00 SQ. FT.	
	FINAL LOCATION AND NUMBER TO BE DETERMINED AT FINAL SITE PLAN	
	<b>TOTAL = 10.00 SQ. FT.</b>	<b>10.00 SQ. FT.</b>

<b>INTERNAL SIDEWALK SIGNS</b>	TOP PANEL = 4.15 SQ. FT.	
	LOWER PANEL = 1.46 SQ. FT.	
	<b>TOTAL = 5.61 SQ. FT. X 4 SIGNS = 22.44</b>	<b>22.44 SQ. FT.</b>

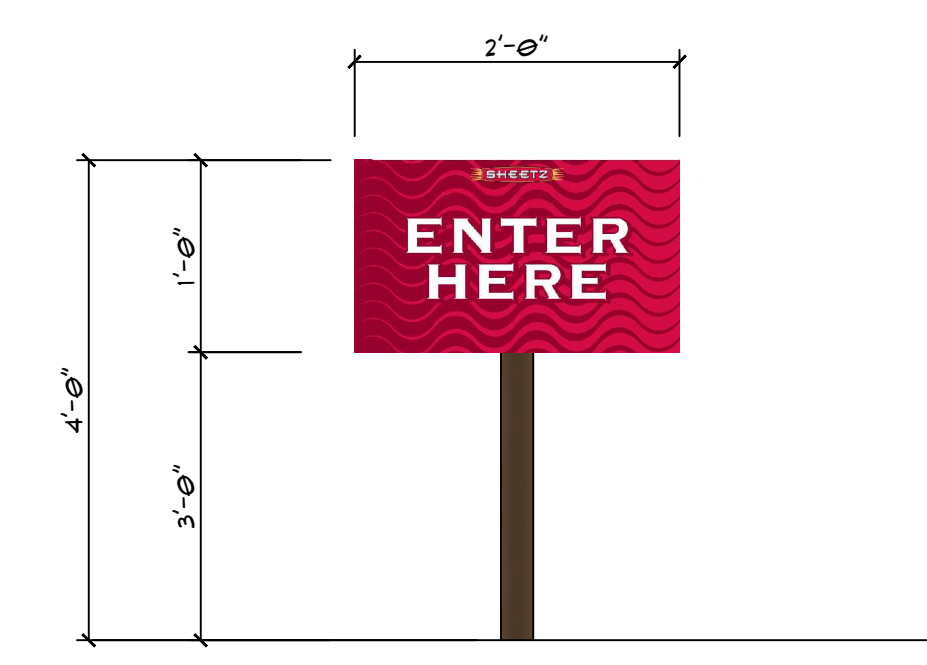
**TOTAL SIGNAGE SQ. FT. FOR SITE = 939.76 SQ. FT.**



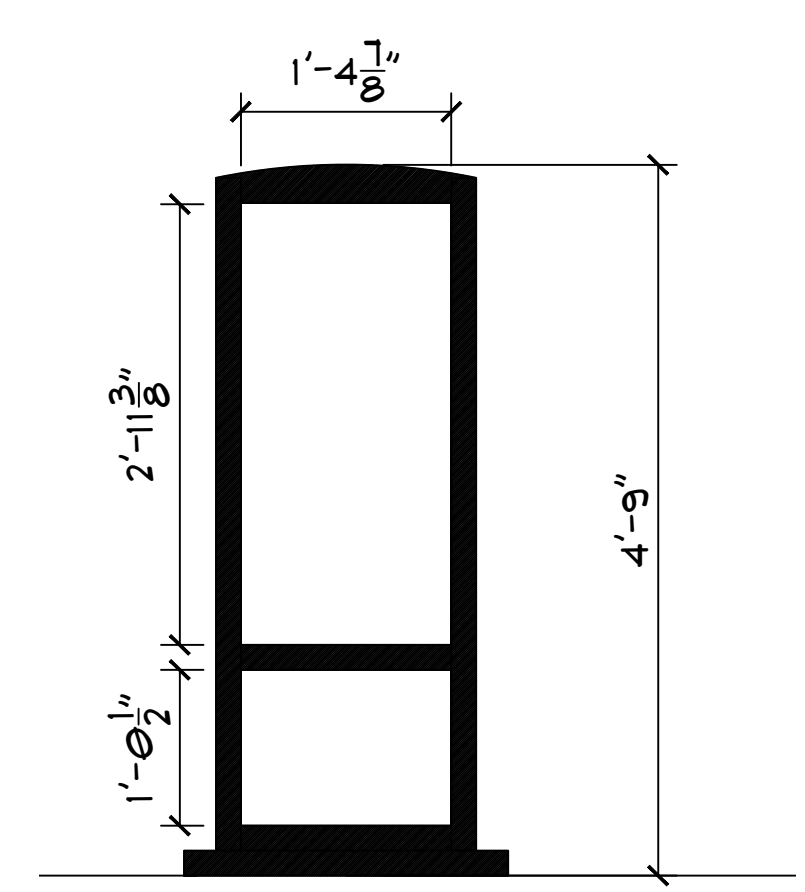
**AUTOMOTIVE DISPLAY**  
 BOX AREA = 1.50 SQ. FT.  
 TYPICAL OF TWO



**LOWER GLASS PANEL SIGN**  
 BOX AREA = 6.88 SQ. FT.  
 TYPICAL OF EIGHT



**DOUBLE FACED DIRECTIONAL SIGN ELEVATION**  
 SCALE: NO SCALE  
 AREA: 2 SQ. FT.

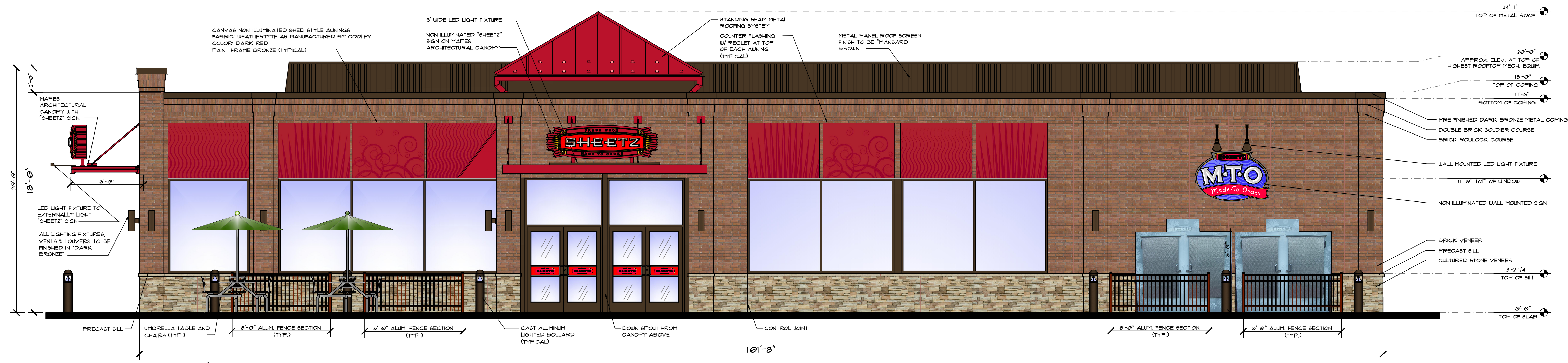


**DOUBLE FACED INTERNAL SIDEWALK SIGN**  
 SCALE: NO SCALE  
 AREA: 5.61 SQ. FT.

*Convenience Architecture  
 and Design P.C.*  
 Thomas M. Columbus Jr., AIA, LEED AP  
 351 Sheetz Way  
 Claysburg, PA 16625  
 (814) 239-6013

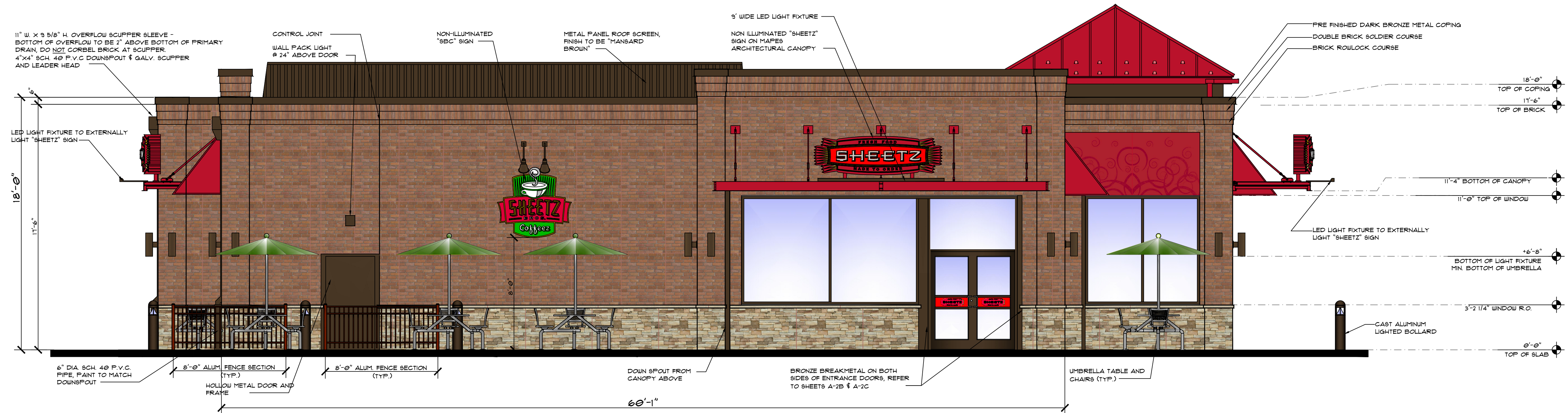
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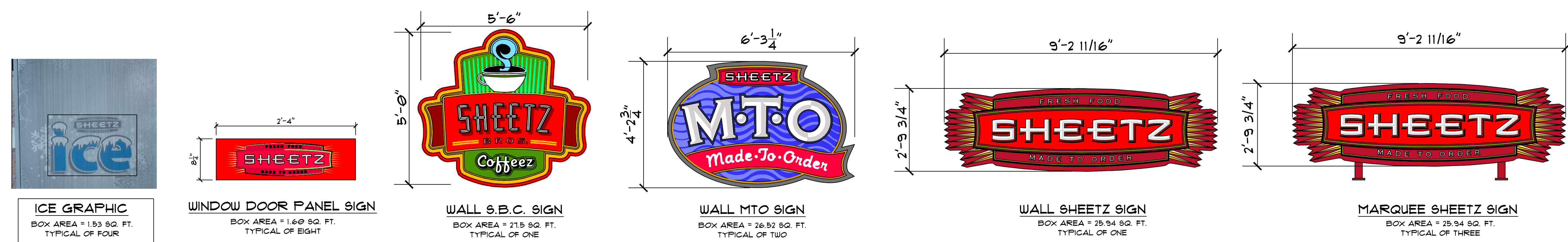
**WEST ELEVATION VIEW FROM JAMES MADISON HIGHWAY**  
SCALE: 1/4"=1'-0"

BUILDING FACE AREA = 1830 SQ. FT.



**NORTH ELEVATION VIEW FROM WASHINGTON STREET**  
SCALE: 1/4"=1'-0"

BUILDING FACE AREA = 1081.5 SQ. FT.



**CANVAS AWNING SPECIFICATION:**  
CANVAS NON-ILLUMINATED SHED STYLE AWNINGS  
FABRIC: WEATHERTEC AS MANUFACTURED BY COOLEY - COLOR: DARK RED  
PAINT FRAME: BRONZE  
ALL FABRIC AWNINGS ARE FURNISHED AND INSTALLED BY THE OWNER

**METAL COPING SPECIFICATION:**  
MANUFACTURER: PETERSON ALUMINUM CORP., (PAC-GLAD)  
COPING = TITE-LOC, 050 ALUMINUM SIMILAR TO PAC PART NO. 1275  
WITH A CUSTOM DIMENSION (A) OF 6"  
CORNERS TO BE QUICK-LOCKED  
COLOR: DARK BRONZE

**ARCHITECTURAL METAL SPECIFICATION:**  
ALL ARCHITECTURAL METALS ARE MANUFACTURED BY CITADEL ARCHITECTURAL PRODUCTS 1-800-446-0828  
ALL ARCHITECTURAL METALS ARE FURNISHED AND INSTALLED BY THE CONTRACTOR UNLESS NOTED OTHERWISE  
ALL EXPOSED FASTENERS SHALL MATCH THE COLOR OF THE METAL  
MANSARD BROWN - 032 WITH PREMIUM SMOOTH KYNAR 500 FINISH - GUTTERS AND DOWNSPOUTS (COLOR TO MATCH PANTONE 431C)

**MASONRY SPECIFICATION:**  
BRICK: ST. UNION ENGINEER BRICK AS MANUFACTURED BY GLEN GERY CORPORATION GRADE SW DIMENSIONS: 3 5/8" X 2 3/4" X 1 5/8" - BRICK TO BE FURNISHED AND INSTALLED BY THE CONTRACTOR  
MORTAR: BULK MORTAR PORTLAND CEMENT / LIME / EASY SPREAD TYPE 5 MEETING ASTM C210 STANDARD SPECIFICATIONS FOR MORTAR FOR UNIT MASONRY, 1.800.759.7811/PM/PM - GRAY  
GROUT: LIME HYDRATED LIME, ASTM C210, TYPE S FREE FROM CALCIUM SULFATE SAND/ASTM C144, WASHED, NATURAL WATER CLEAN & POTABLE, FREE FROM HARMFUL AMOUNTS OF ACIDS, ALKALINE, ORGANIC MATERIALS, AND SALTS  
JOINTS: 3/8" JOINTS TOOLED WITH GRAPEVINE STYLE JOINT.

**STONE SPECIFICATION:**  
STONE: CULTURED STONE AS MANUFACTURED BY QUALITY STONE VENEER  
COLOR: POWDER RIDGE  
STYLE: OHIO DRYSTACK  
MORTAR COLOR: GRAY  
STONE TO BE FURNISHED AND INSTALLED BY SHEETZ  
STONE BILL: HEIN STANDARD BILL COLOR: SIENNA  
SUPPLIER: QUALITY STONE VENEER 50 REBTON ROAD REBTON, PA 17666 PHONE: 717-866-3229 FAX: 717-866-4938 CONTACT: CATHY BURRIS CELL PHONE: (717) 419-3074 E-MAIL: CATHY.BURRIS@QUALITYSTONEVENEER.COM

**LIGHTED BOLLARD SPECIFICATIONS:**  
MODEL: XBVRD-ID-LED-24-400-CU-UE-BRZ  
- WEATHER TIGHT ALUMINUM CONSTRUCTION  
- IMPACT RESISTANT ACRYLIC DIFFUSER  
- 120 VOLT  
- FINISH: DARK BRONZE  
MANUFACTURER: LBI INDUSTRIES 10000 ALLIANCE ROAD CINCINNATI, OH 45242 513-733-3100 WWW.LBI-INDUSTRIES.COM (SUPPLIED BY OWNER)

**ARCHITECTURAL CANOPY SPECIFICATION:**  
THE ARCHITECTURAL CANOPY IS MANUFACTURED BY MAPES, INC. THE CANOPY IS FURNISHED BY THE OWNER AND INSTALLED BY THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING AND INSTALLING FLASHING AND COUNTER FLASHING WHERE THE CANOPY ATTACHES TO THE BUILDING MASONRY. (CANOPY COLOR TO MATCH PANTONE 200C)

**EXTERIOR SEALANTS SPECIFICATION:**  
MANUFACTURER: DOW CORNING 790 SILICONE BUILDING SEALANT  
BUILDING CONTROL JOINTS - COLOR: RUSTIC BRICK  
H.M. FRAMES - BRONZE

NO.	DATE	BY	DESCRIPTION

*Convenience Architecture and Design P.C.*  
351 Sheetz Way, Claysburg, PA 16625 (814) 239-6013

**FRONT AND SIDE EXTERIOR ELEVATIONS**

**SHEETZ STORE "#205 REBUILD"**  
15315 WASHINGTON STREET  
HAYMARKET  
PRINCE WILLIAM CO., VIRGINIA

SCALE: 1/4"=1'-0"  
DATE: 12-15-14  
DRAWN BY: NPH  
FILENAME: A-9A-05  
**A-9A**



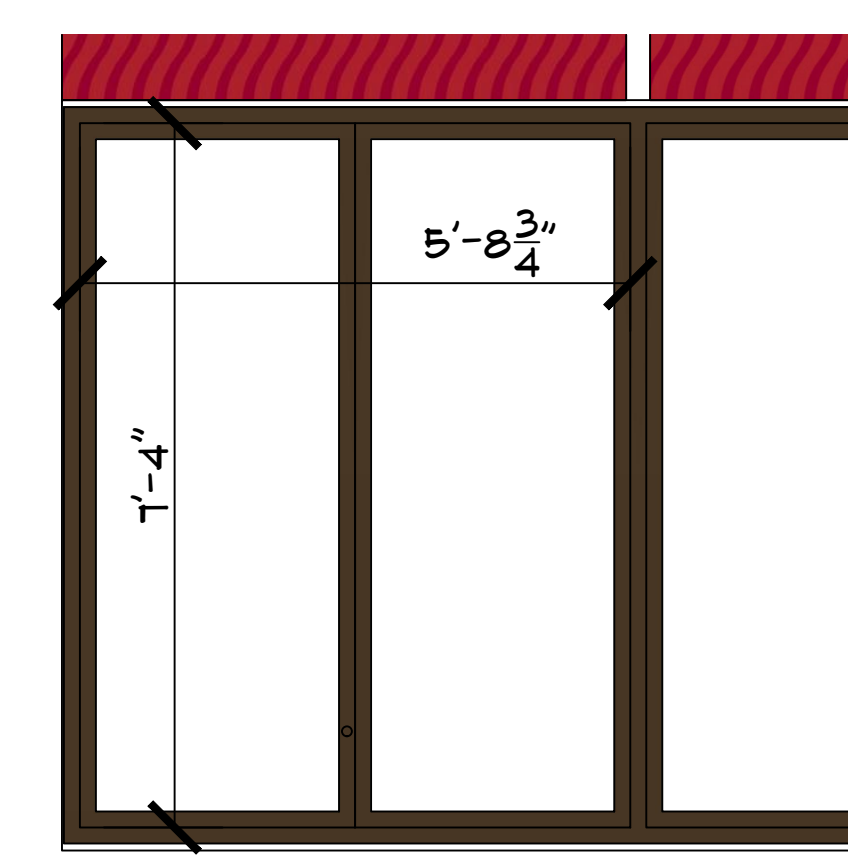
**EAST ELEVATION VIEW FROM SHOPPING CENTER**  
SCALE: 1/4"=1'-0"

BUILDING FACE AREA = 1668 SQ. FT.



**SOUTH ELEVATION VIEW FROM KAPP VALLEY WAY**  
SCALE: 1/4"=1'-0"

BUILDING FACE AREA = 1305 SQ. FT.



**WINDOW SIGN DETAIL**  
SCALE: 1/2"=1'-0"

STOREFRONT WINDOW AREA = 42.01 SQ. FT.  
NUMBER OF WINDOWS = 8  
TOTAL AREA = 336.08 SQ. FT.

NO.	DATE	BY	DESCRIPTION

*Convenience Architecture  
and Design P.C.*

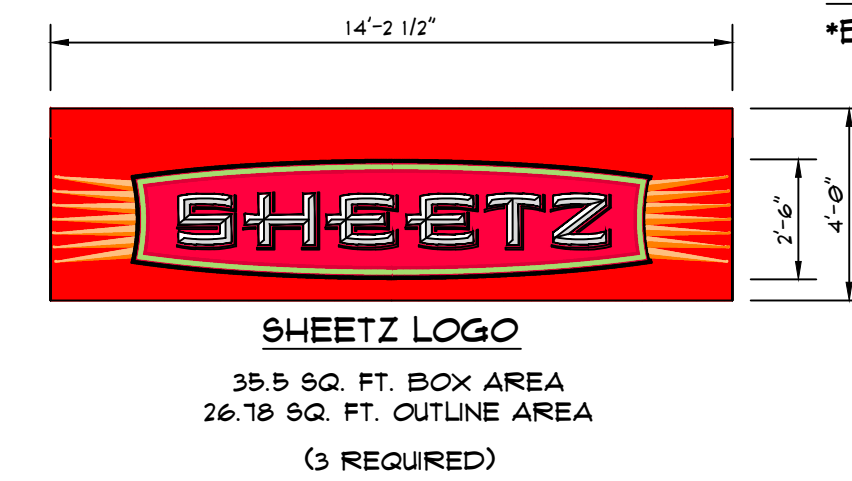
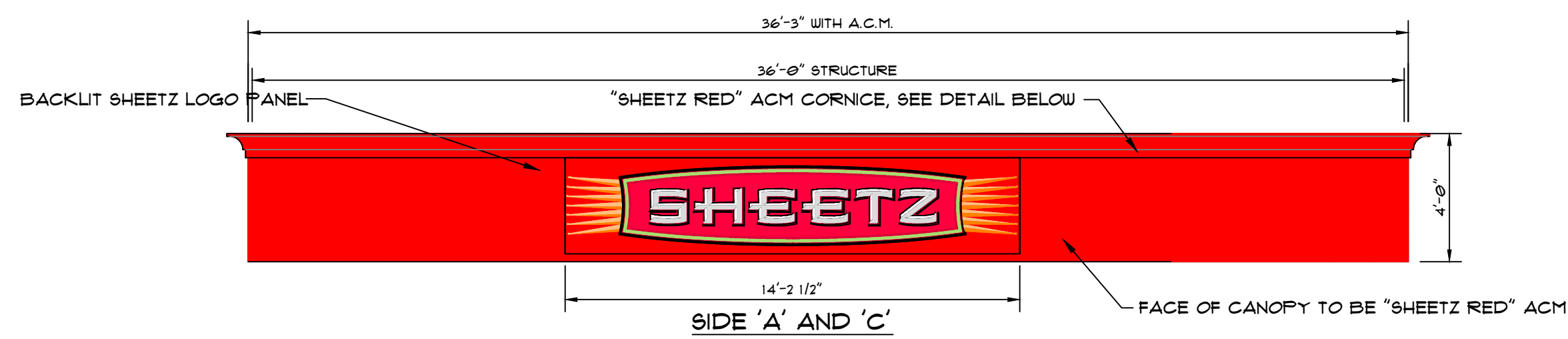
351 Sheetz Way, Claysburg, PA 16625 (814) 239-6013

**REAR AND  
SIDE  
EXTERIOR  
ELEVATIONS**

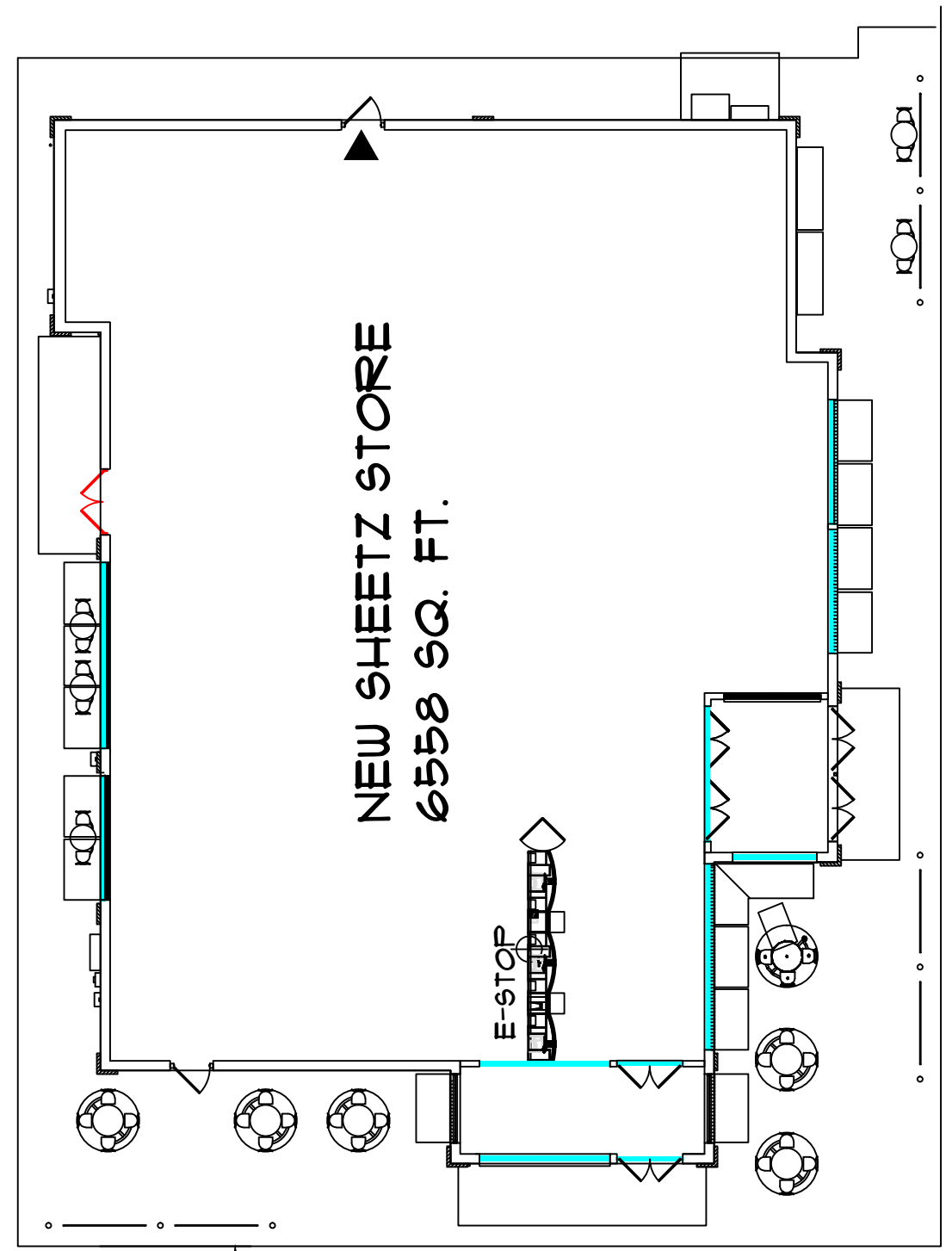
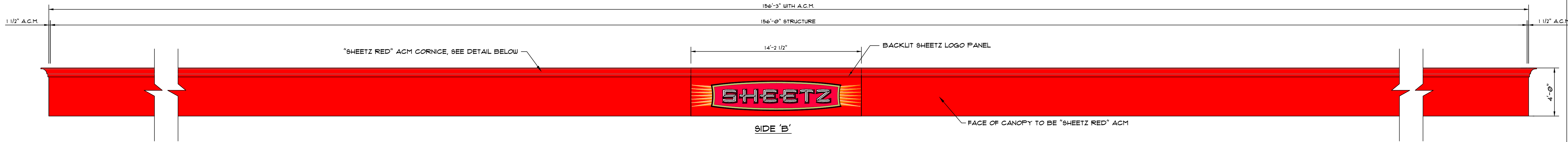
**SHEETZ STORE  
"#205 REBUILD",  
15315 WASHINGTON STREET  
HAYMARKET  
PRINCE WILLIAM CO., VIRGINIA**

SCALE	1/4"=1'-0"
DATE	12-2-15
DRAWN BY	NH
FILENAME	A-3A-B

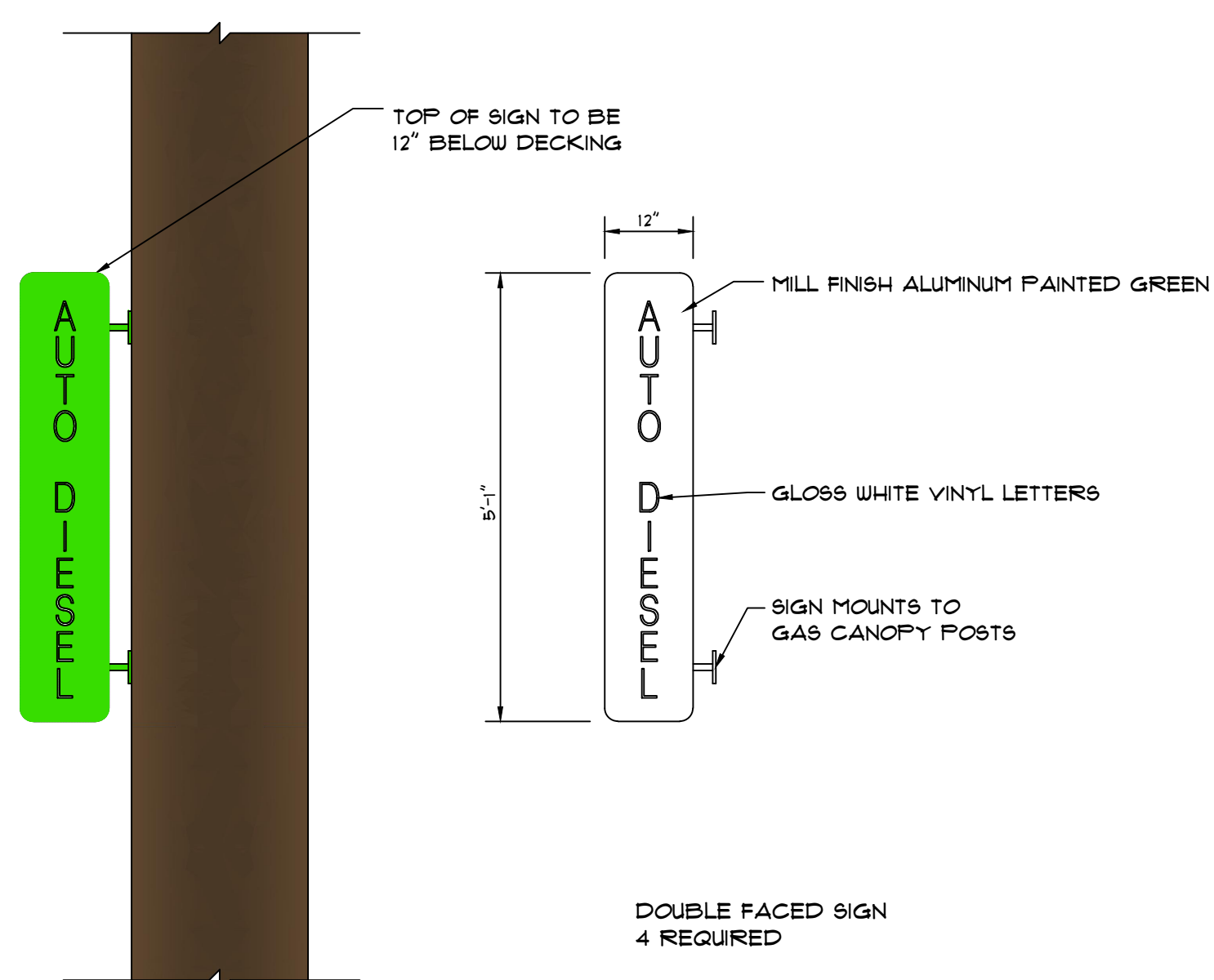
**A-9B**



NOTE:  
\*BOTTOM OF AWNING IS 16'-0" ABOVE FINISH GRADE



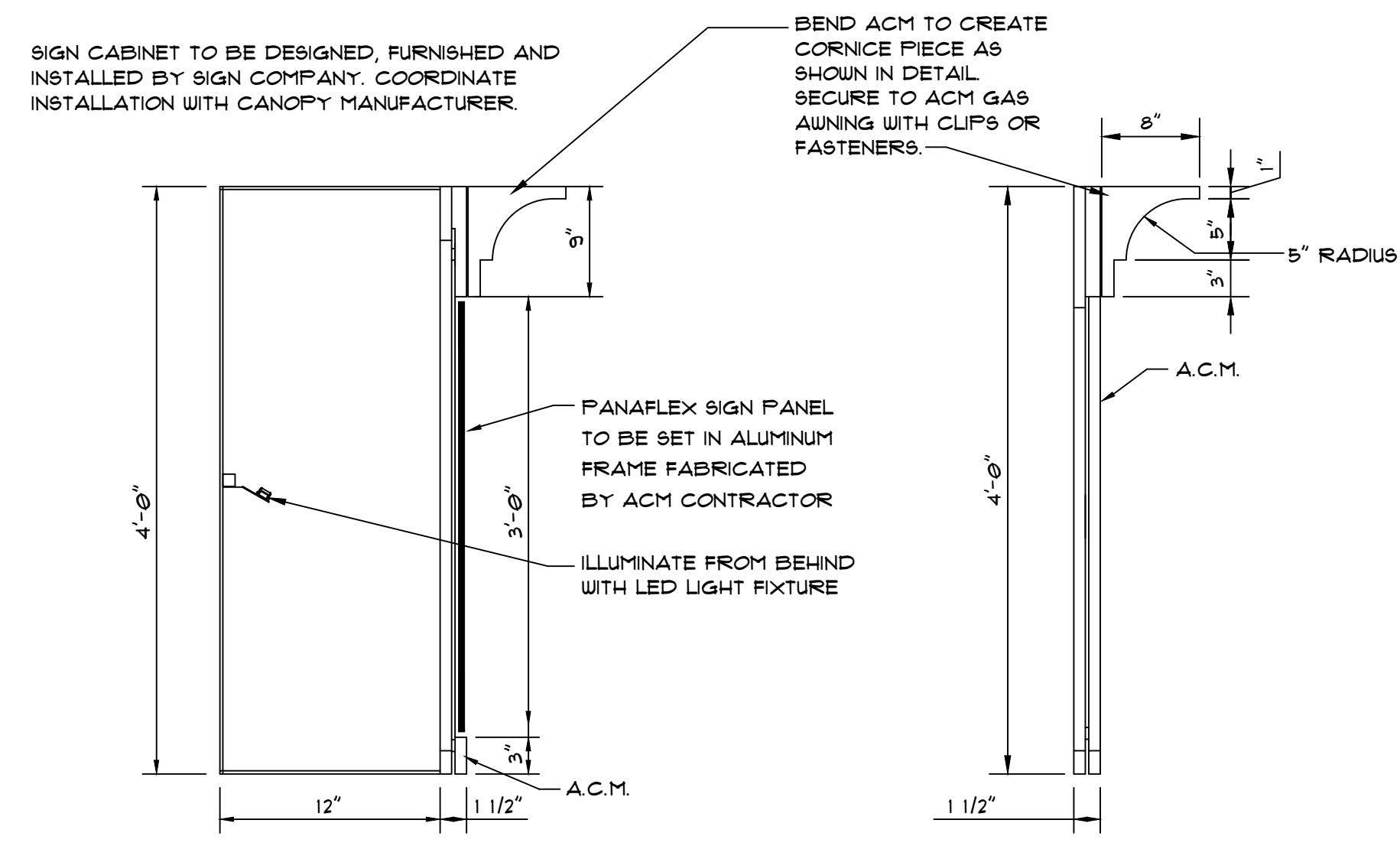
**GAS CANOPY ELEVATIONS**  
SCALE: 1/4"=1'-0"



**AUTO DIESEL FLAG SIGN ELEVATION**  
SCALE = NO SCALE

**AUTO DIESEL FLAG SIGN DETAIL**  
SCALE = NO SCALE

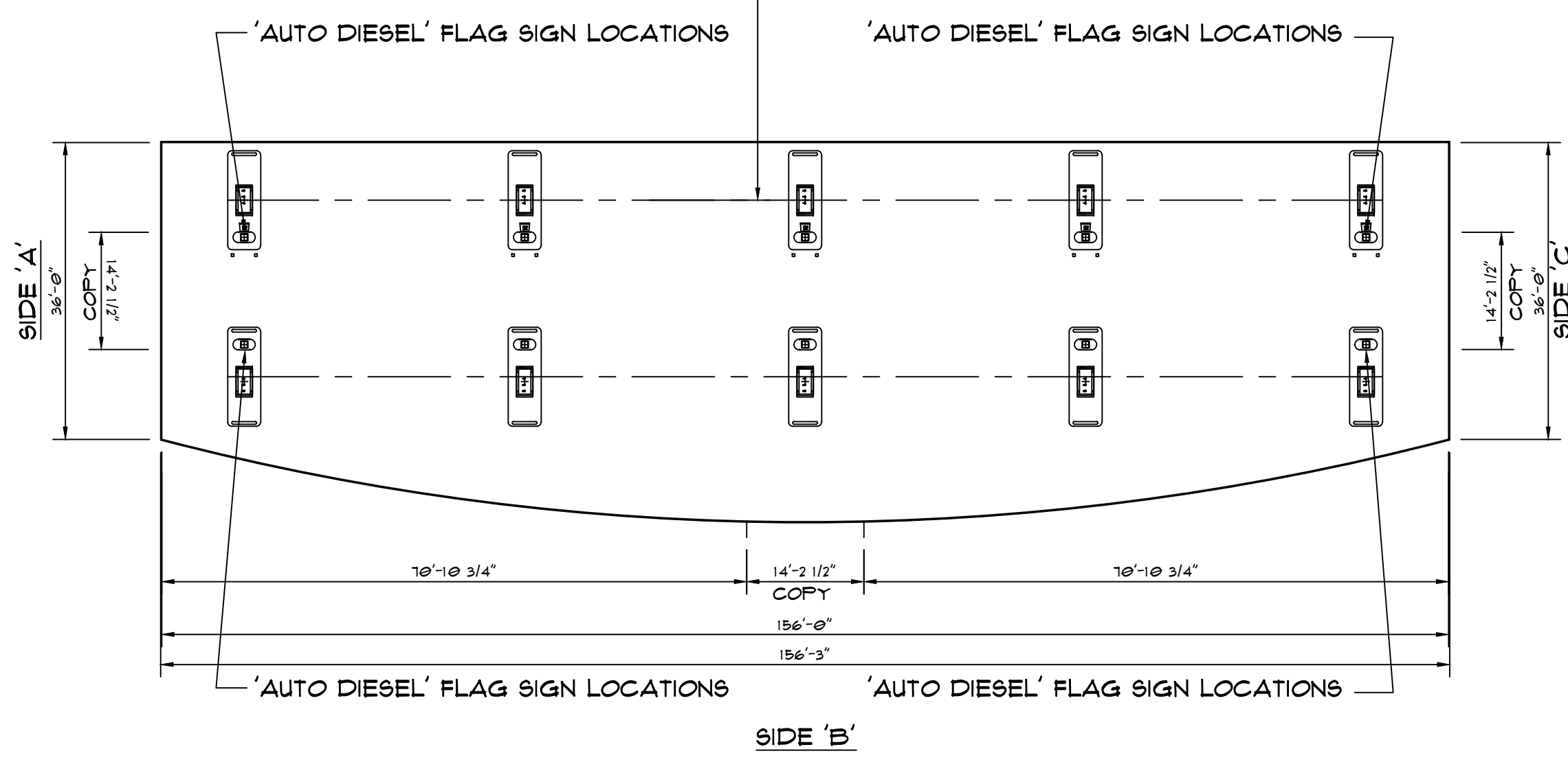
AUTO DIESEL FLAG SIGN AREA = 5.08 SQ. FT.



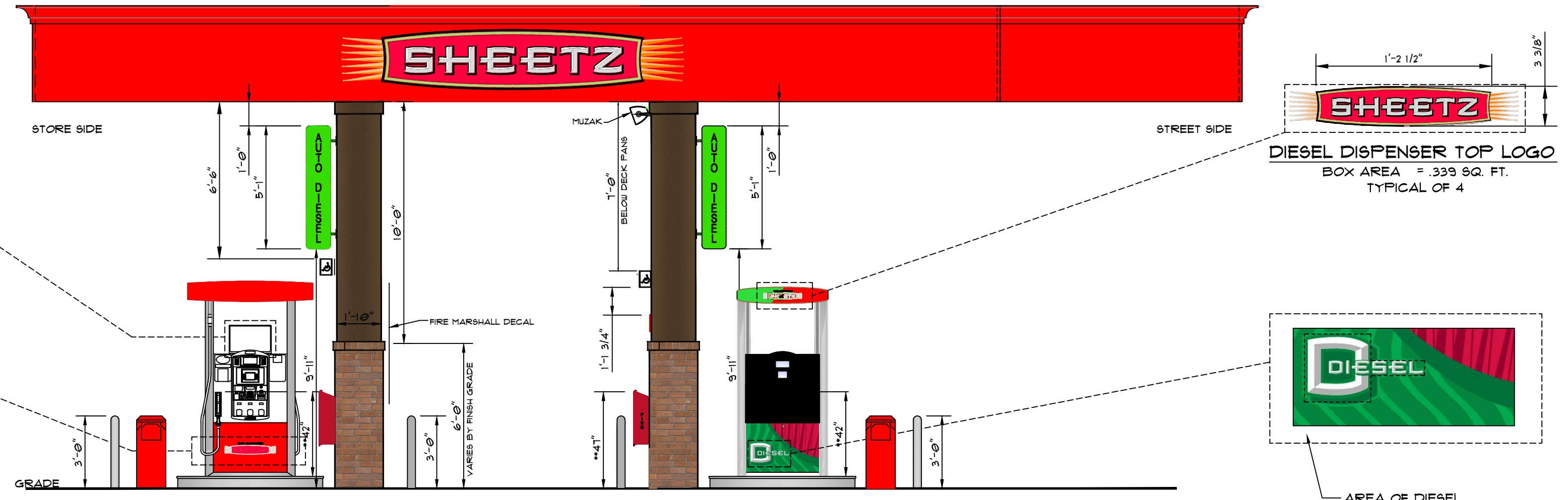
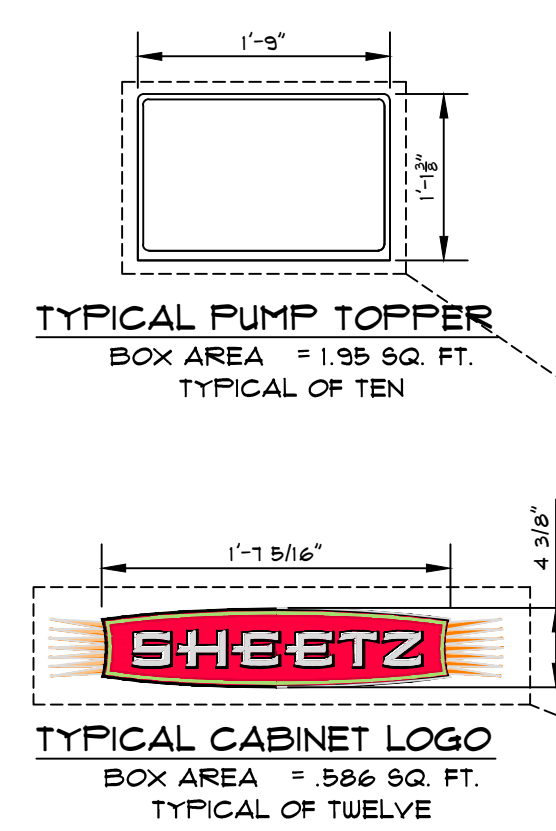
**A GAS CANOPY SECTION AT LOGO**  
SCALE: NO SCALE

**B GAS CANOPY SECTION**  
SCALE: NO SCALE

SIGN CABINET TO BE DESIGNED, FURNISHED AND INSTALLED BY SIGN COMPANY. COORDINATE INSTALLATION WITH CANOPY MANUFACTURER.



**GAS CANOPY - PLAN VIEW**  
SCALE: NONE



**GAS STRUCTURE ELEVATION**  
SCALE: 1/4"=1'-0"

ELEVATION SHOWN FOR DISPENSER AND ISLAND SIGNAGE PURPOSES ONLY

**DIESEL CABINET LOGO**  
SCALE: NONE

Convenience Architecture  
and Design P.C.

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**GAS CANOPY AWNING DETAILS**

**SHEETZ STORE "#205 REBUILD"**  
5315 WASHINGTON STREET  
HAYMARKET  
PRINCE WILLIAM CO., VIRGINIA

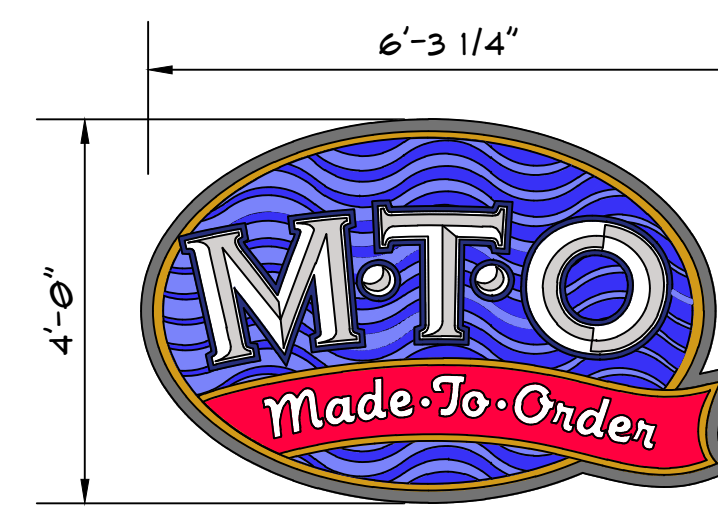
SCALE: AS NOTED  
DATE: 1-10-15  
DRAWN BY: NH  
FILENAME: 205-AWNING



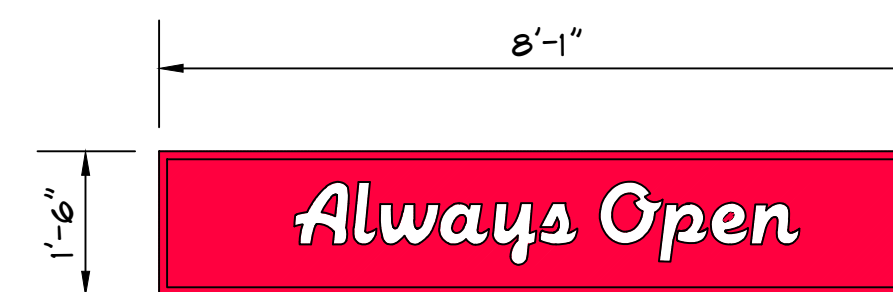
**DOUBLE-FACED GAS PRICE SIGN DETAIL - PARTIAL ELEVATION**  
SCALE: 1/2" = 1'-0"  
AREA: 131.58 SQ. FT.



OUTLINE AREA = 43.93 SQ. FT.  
BOX AREA = 51.25 SQ. FT.



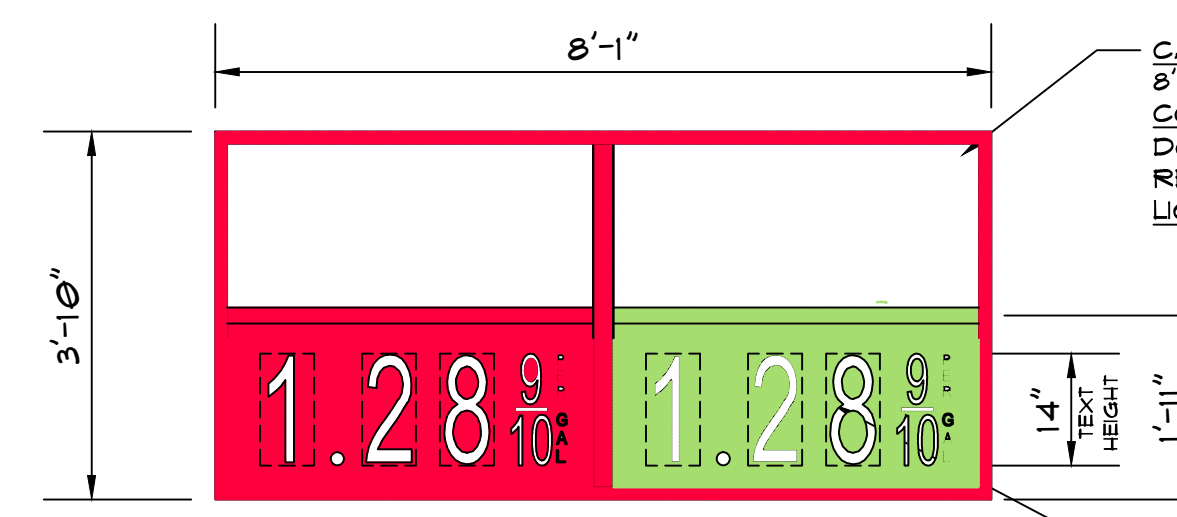
OUTLINE AREA = 13.13 SQ. FT.  
BOX AREA = 25.00 SQ. FT.



AREA: 12.13 SQ. FT.



AREA: 12.13 SQ. FT.

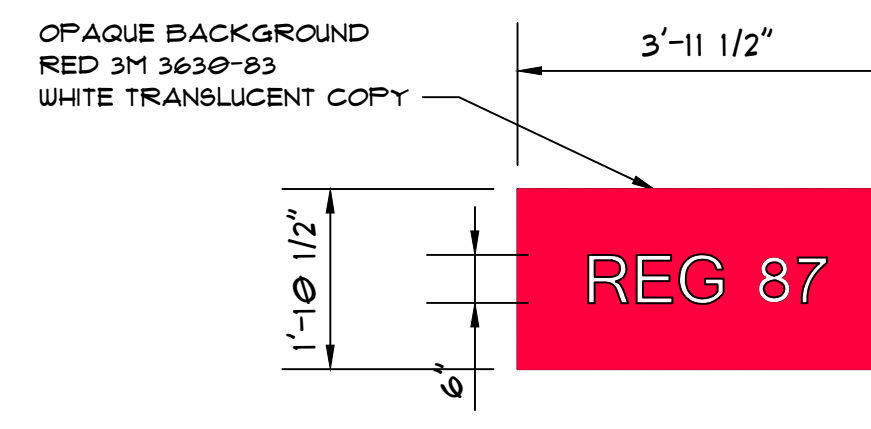


CABINET DETAILS:  
8'-1" W X 3'-10" H X 20" D  
COLOR: SHEETZ RED-101C  
DOUBLE FACED EXTRUDED ALUMINUM W/ REMOVABLE  
RETAINER FOR SIGN ACCESS  
LIGHTING: T-12-000 H.O. FLUOR. LAMPS

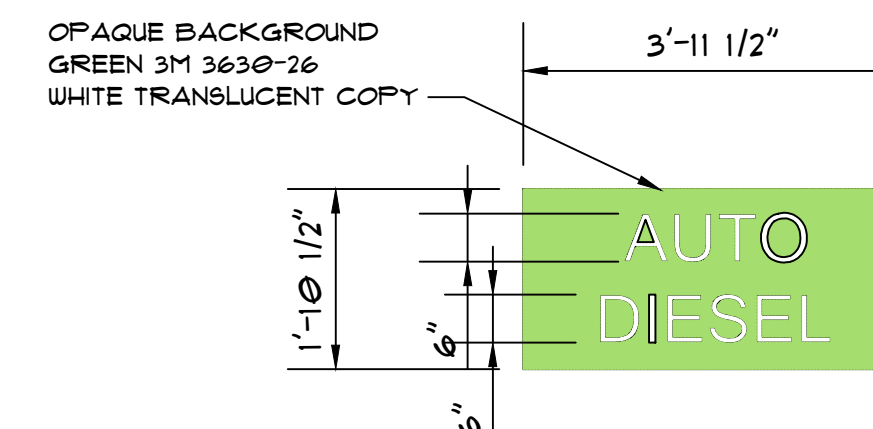
SIGN BOX AREA = 30.99 SQ. FT.  
CHANGABLE TEXT AREA = 6.25 SQ. FT.

CHANGEABLE NUMERALS  
TRANSLUCENT WHITE COPY W/  
OPAQUE RED BACKGROUND

\*\*UNLD 8" TO BE ON STREET SIDE OF SIGN FOR BOTH SIDES\*\*



OPAQUE BACKGROUND  
RED 3M 3630-83  
WHITE TRANSLUCENT COPY



OPAQUE BACKGROUND  
GREEN 3M 3630-26  
WHITE TRANSLUCENT COPY

**SIGN CABINET DETAILS**  
TOTAL SIGN AREAS: 131.58 SQ. FT.

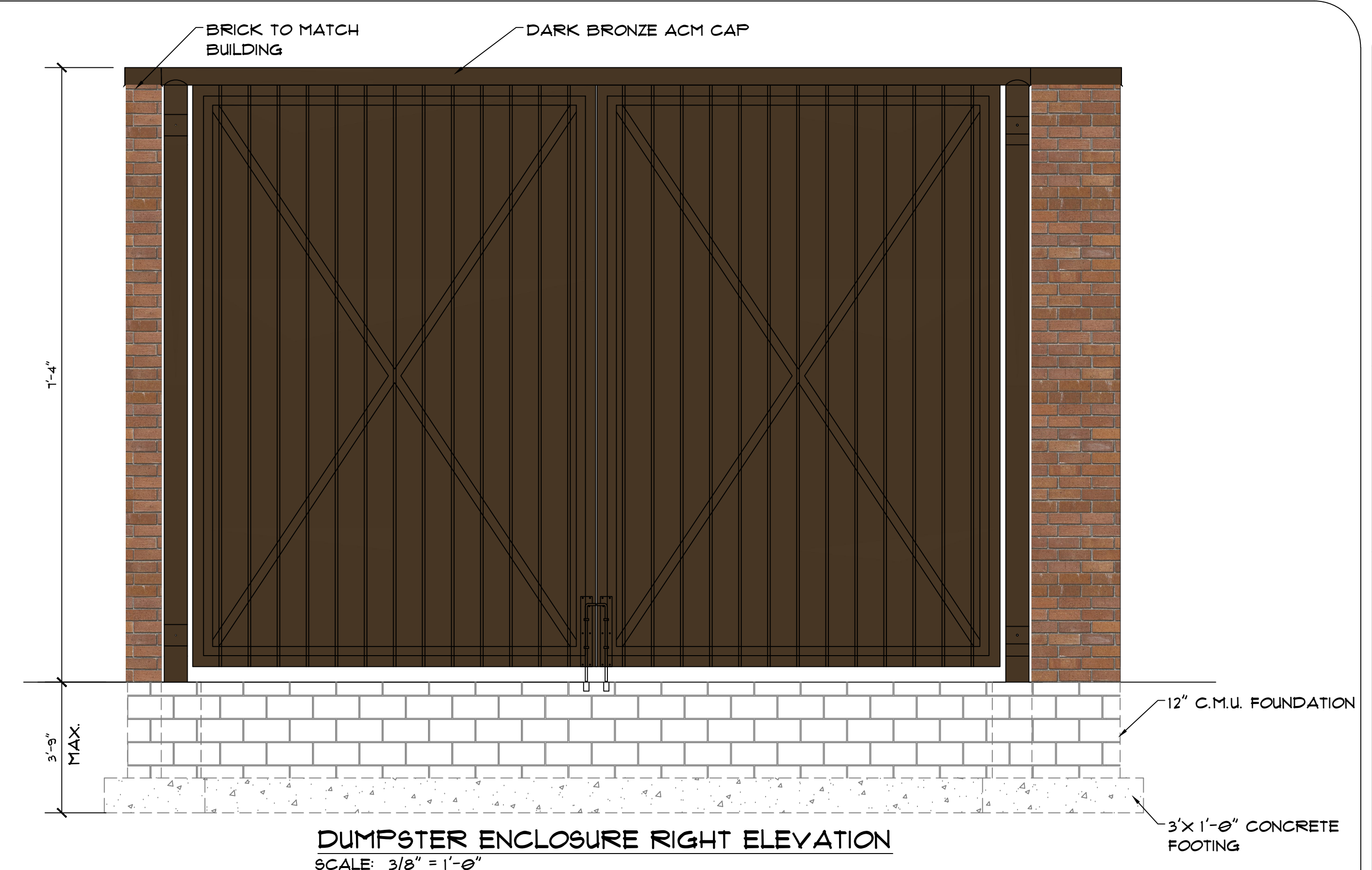
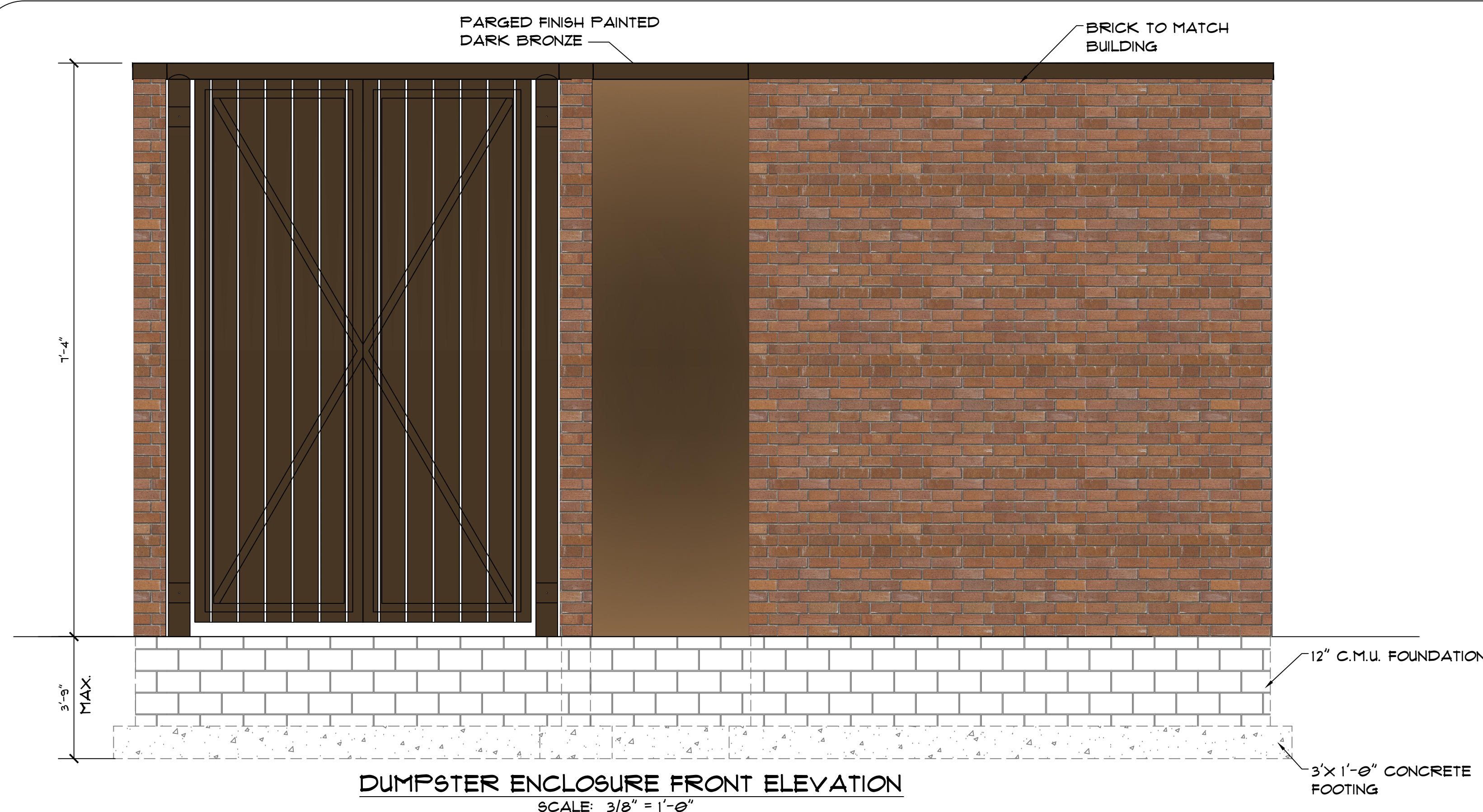
NO.	DATE	BY	DESCRIPTION

Convenience Architecture  
and Design P.C.  
351 Sheetz Way, Claysburg, PA 16625 (814) 239-6013

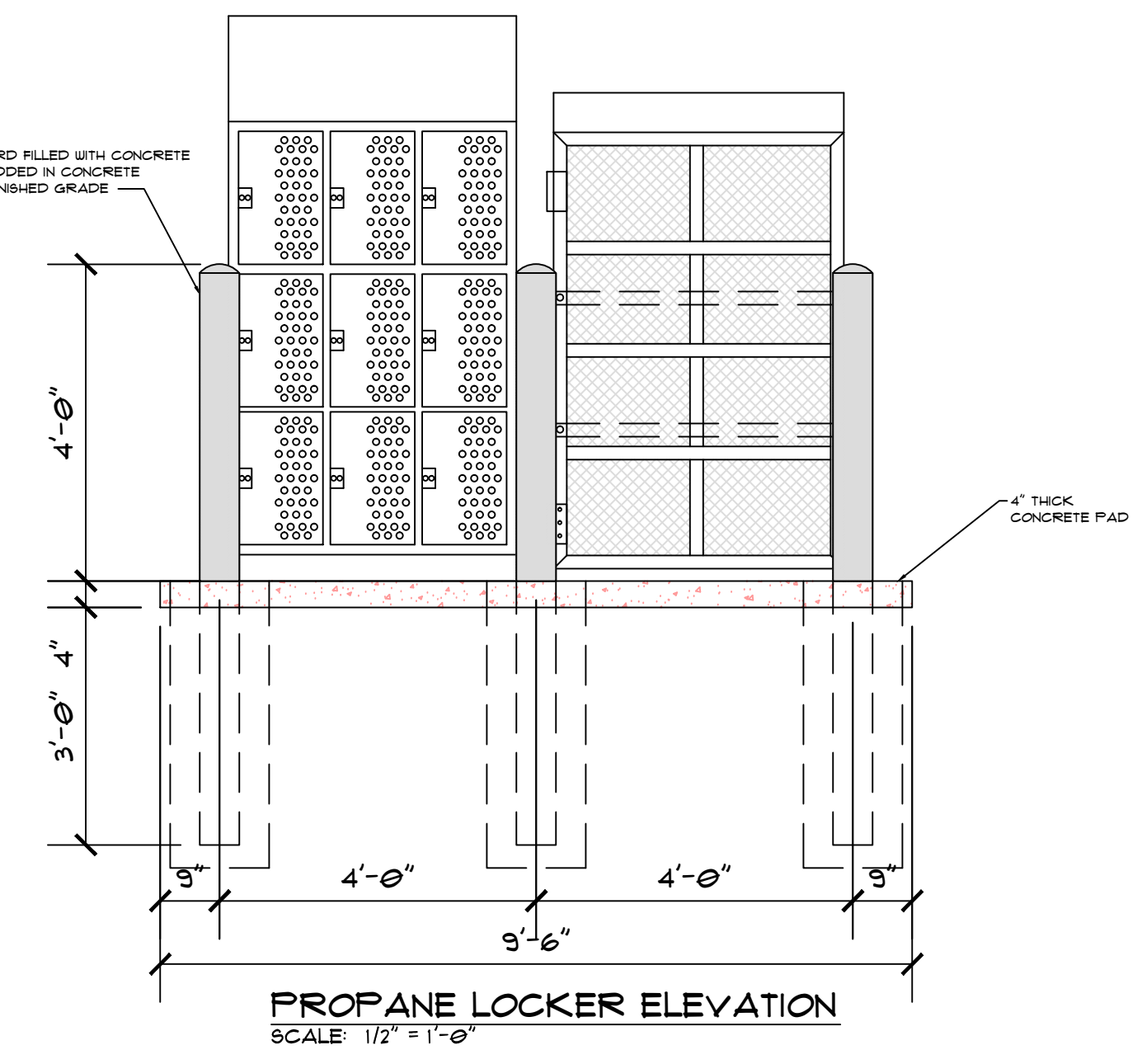
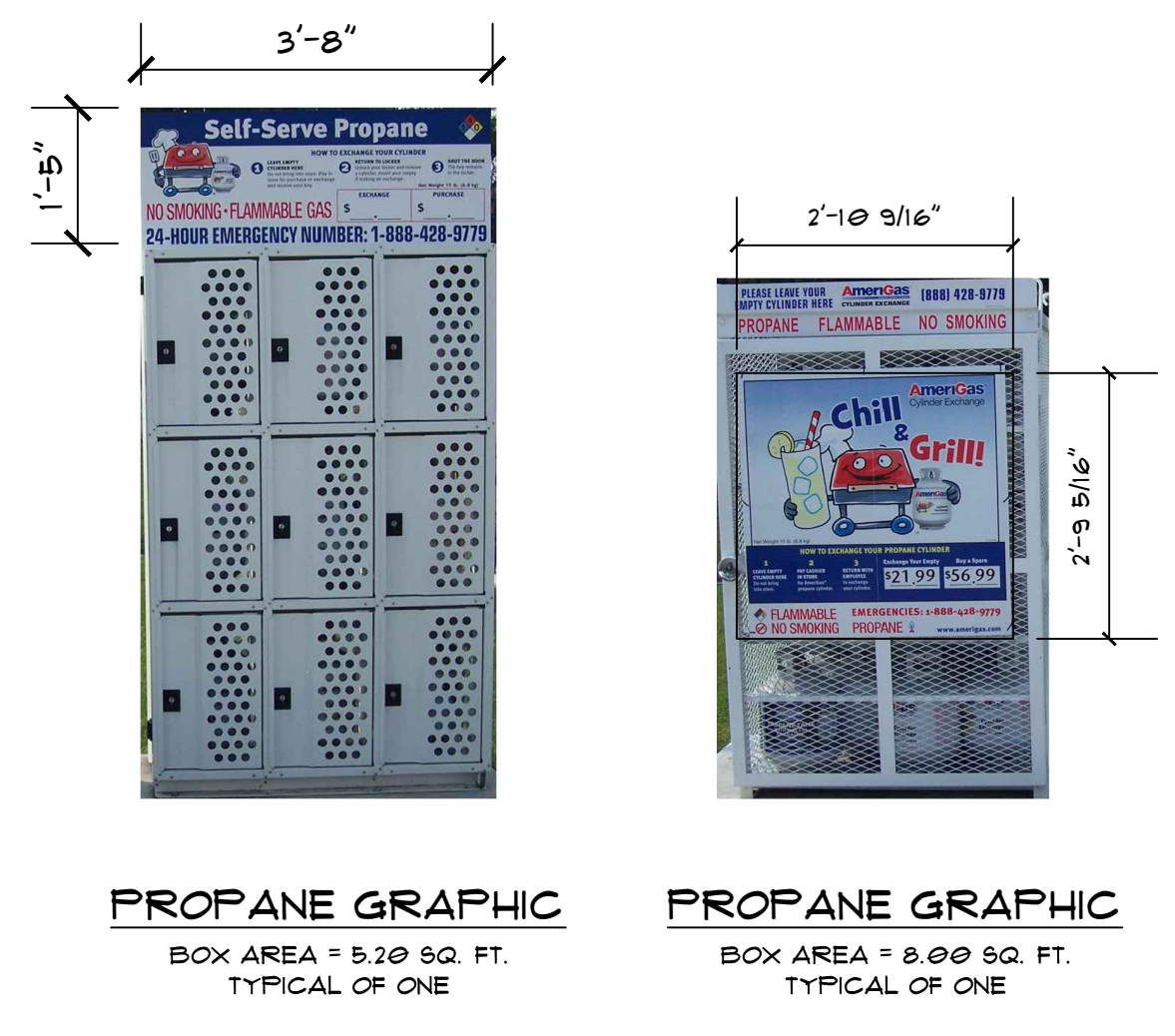
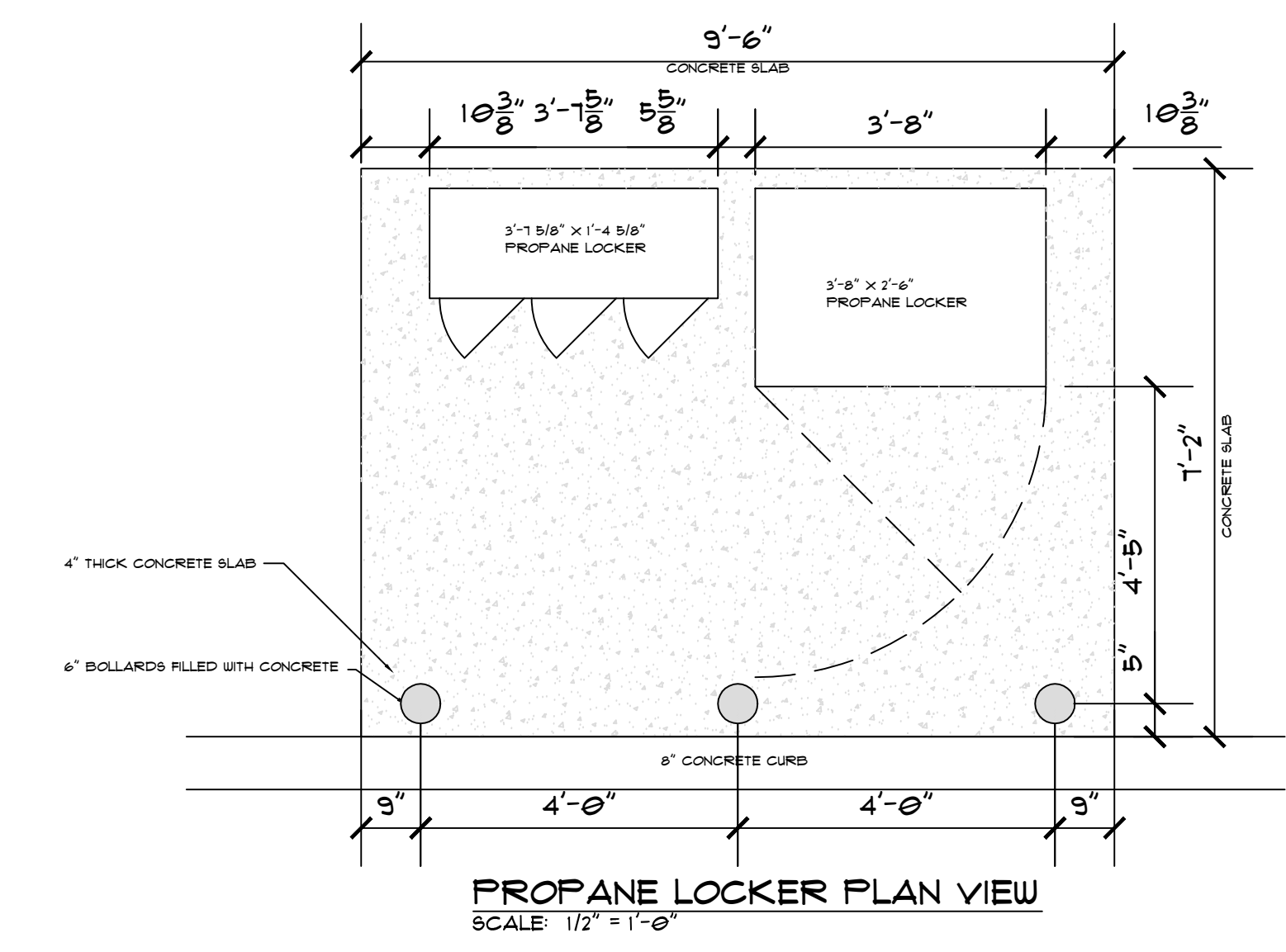
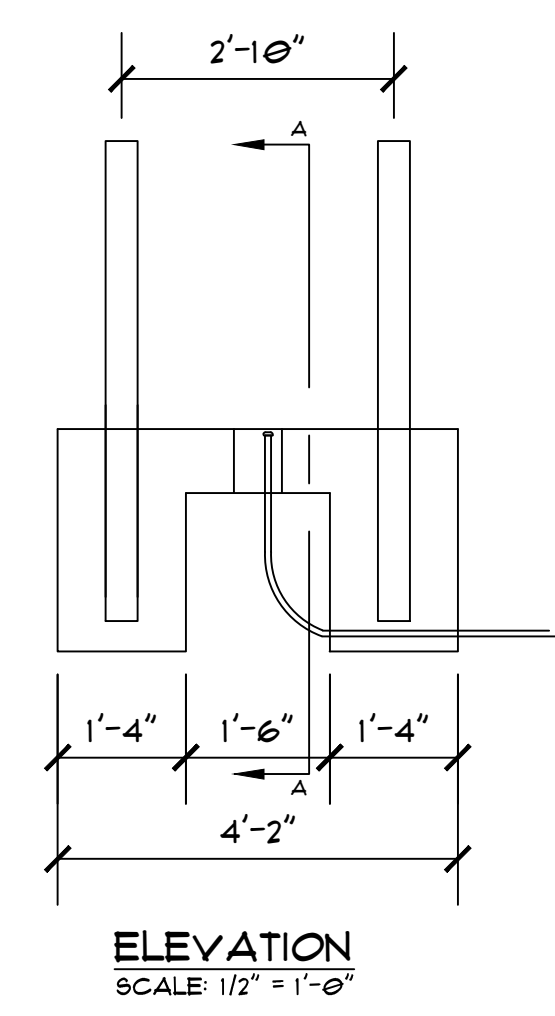
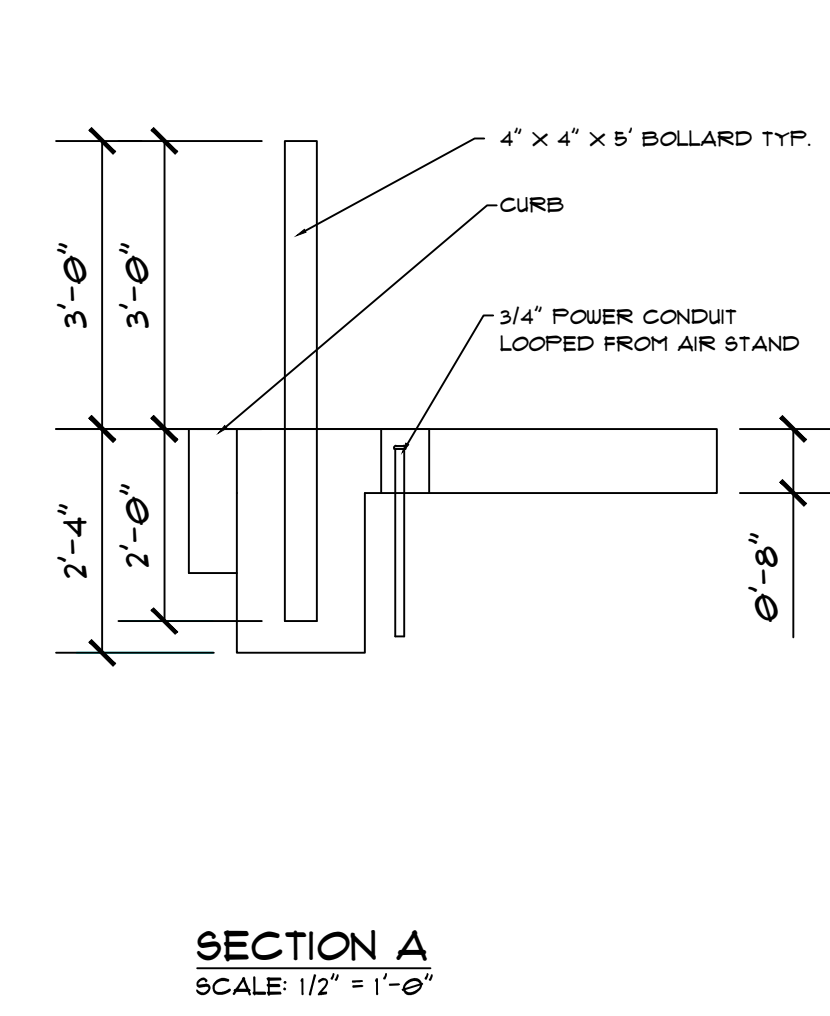
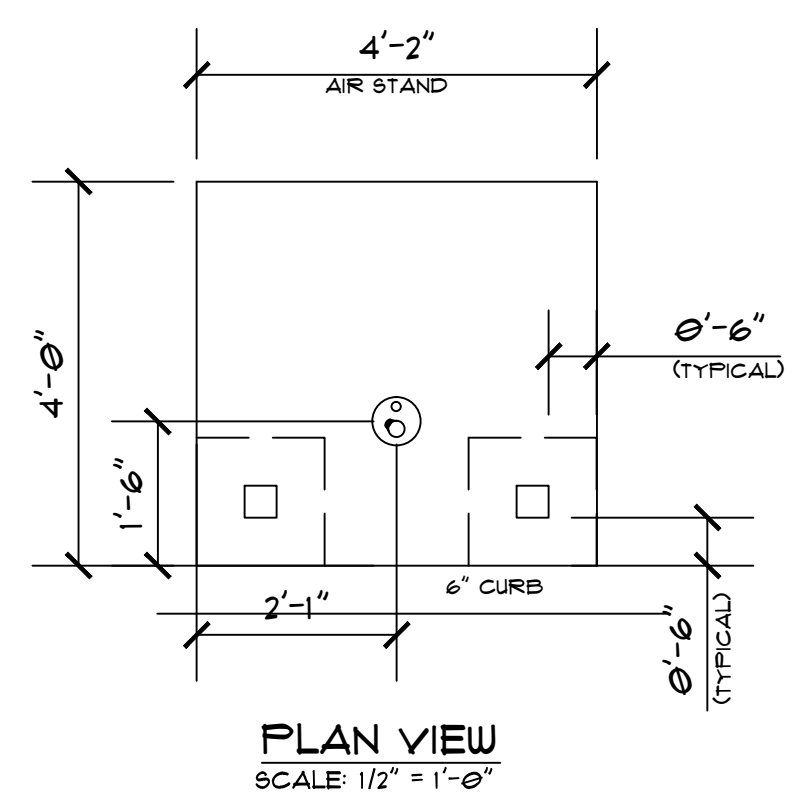
GAS PRICE  
POLE SIGN  
DETAILS

SHEETZ STORE  
"#205 REBUILD"  
15315 WASHINGTON STREET  
HAYMARKET, VIRGINIA  
PRINCE WILLIAM CO., VIRGINIA

SCALE: 1/2" = 1'-0"  
DATE: 12-6-14  
DRAWN BY: NPS  
FILENAME: 205-SIGN



**AIR-VAC MOUNTING PAD NOTES:**  
ELECTRICAL NEEDS ARE A 120-VAC 30-AMP #10 WIRE CIRCUITS WITH GROUND  
POWER CONDUIT FROM BUILDING TO AIR MACHINE IS TO BE RIGID PVC WITH FIRST AND LAST 10' IN RIGID METAL CONDUIT AND EYS FITTINGS AT BOTH ENDS. TERMINATED IN RECESSED 6" PVC SLEEVE UNDER AIR MACHINE.  
USE WEDGE ANCHOR BOLTS TO MOUNT AIR STAND.  
BOLLARDS ARE 4" x 4" x 5', TO BE PAINTED WITH SHERWIN WILLIAMS "SHEETZ RED" - "ULTRADEEP HIGH SOLIDS ALKYD GLOSS-LOW VOC" PRODUCT # 55472404. FOR INFORMATION CALL SHERWIN WILLIAMS ALTOONA, PA STORE (814) 546-8161



NO.	DATE	BY	DESCRIPTION

**Convenience Architecture and Design P.C.**  
351 Sheetz Way, Claysburg, PA 16625 (814)239-6013

**TRASH ENCLOSURE, PROPANE, AND AIR MACHINE DETAILS**

**SHEETZ STORE "#208 REBUILD"**  
15315 WASHINGTON STREET  
HAYMARKET  
PRINCE WILLIAM COUNTY, VIRGINIA

SCALE: AS NOTED  
DATE: 12-15-14  
DRAWN BY: NMI  
FILENAME: TRASH ENCLOSURE

Sheetz - Haymarket -Special Use Permit  
SUP #20140220  
September 14, 2015

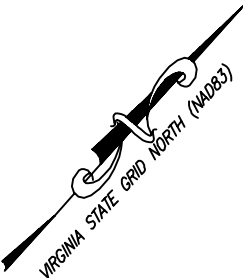
<b><u>SIGN COMPARISON CHART</u></b>			
<b>Legend #</b>	<b><u>SIGN</u></b>	<b><u>EXISTING</u></b>	<b><u>PROPOSED WITH REBUILD</u></b>
1	<b><u>Gas Canopy Awning</u></b>		
	Number of Signs:	2	3
	Size Per Face:	36 s.f. each	35.5 sf each
2	<b><u>Freestanding Gas Price Sign</u></b>		
	Number of Signs	1	1
	Size (total signage)	157.62 s.f.	131.58 sf
	Height	28 ft	25 ft
3	<b><u>Building Façade Signs</u></b>		
	Number of Signs:	5 - "coffee" window signs 5 - "taco" window signs	3 - Marquee Sheetz Signs 2 - Wall MTO Signs 1 - Wall SBC Sign 8 - Window door panel signs 8 - Window signs 1 Wall Sheetz Sign
	Size Per Face	"coffee" window signs: 6 sf each "taco" window signs: 6.86 sf each	Marquee Sheetz Sign = 25.94 sf each Wall MTO Sign = 26.52 sf each Wall SBC Sign 27.5 sf each Lower Window door panel sign = 6.88 sf each Window sign = 42.01 sf each Wall Sheetz Sign = 25.94 sf
4	<b><u>Dispenser Pump Island Area</u></b>		
	Number of Signs	8 – Pump Toppers 9 Gas Pump Cabinets 1 Kerosene Pump Cabinet	10 - Pump Toppers 12 - Pump Cabinets 4 Diesel Cabinets 4 – Diesel Pump Top Panels 4 - Diesel Blade
	Size Per Face	Pump Toppers = 2.32 sf Gas Pump Cabinets = 6 sf Kerosene Pump Cabinet = 6 sf	Pump Topper = 1.95 sf each Pump Cabinet = 0.59 sf each Diesel Cabinets = 1.01 sf Diesel Pump Top Panel = 0.34 sf each Diesel Blade = 5.08 sf each

Attachment: 7. Sign Comparison Chart September 14, 2015 (P0571752) (2636 : Sheetz)

Sheetz - Haymarket -Special Use Permit  
SUP #20140220  
September 14, 2015

5	<b><u>Outdoor Vending Signs</u></b>		
	Number of Signs	3 Ice Machines- 2 signs per machine 4 Propane Lockers 2 Outdoor Display signs	2 Ice Machines- 2 signs per machine (total 4) 2 Propane Lockers 2 Automotive Display 3 Air Machine graphics
	Size Per Face	Ice Machine = 2.44 sf Propane Locker = 9 sf Outdoor Display Signs = 1.5 sf	Ice Machine = 1.53 sf each Propane Locker= 13.2 sf each Automotive Display = 1.5 sf each Air Machine Graphics = 2.0 sf each
6	<b><u>Internal Sidewalk Signs and/or Bandit Signs</u></b>		
	Number of Signs (double sided)	0 Bandit signs 4 Horseshoe signs 4 Mini pole signs	No Bandit signs No Horseshoe signs No Mini pole signs 4 Internal Sidewalk signs
	Size Per Face	Horseshoe signs = 26.16 sf Mini pole sign = 5.8 sf	Internal Sidewalk signs = 5.61 sf Final location to be determined at final site plan.
7	<b><u>Directional Signs</u></b>		
	Number of signs (not including "No Parking" signs)	0	2 sf each; 5 proposed Final location and number to be determined at final site plan.

Attachment: 7. Sign Comparison Chart September 14, 2015 (P0571752) (2636 : Sheetz)



N/F  
HAYMARKET 15/55 LLC  
INSTRUMENT # 200803280028597  
USE: COMMERCIAL  
ZONE: M2  
GPIN: 7298-61-4312

N/F  
HAYMARKET (E&A) LLC  
INSTRUMENT # 201109160076641  
USE: COMMERCIAL  
ZONE: PMD  
GPIN: 7298-71-0059

N/F  
ROSE INVESTMENTS LLC  
INSTRUMENT # NULL  
USE: COMMERCIAL  
ZONE: I-1  
GPIN: 7298-60-6261

N/F  
QUARLES HAYMARKET CENTER LLC  
INSTRUMENT # 200708140093402  
USE: COMMERCIAL  
ZONE: B2  
GPIN: 7298-71-6020

N/F  
PARCEL A-1 LC  
PARCEL I-1  
INSTRUMENT # NULL  
USE: COMMERCIAL  
ZONE: I-1  
GPIN: 7298-60-9560

N/F  
THE SHOPPES AT HAYMARKET, LLC  
LOT 2  
SHOPPES AT HAYMARKET, LLC  
INSTRUMENT #200102010011074  
USE: COMMERCIAL  
ZONE: I-1  
GPIN: 7198-70-4353

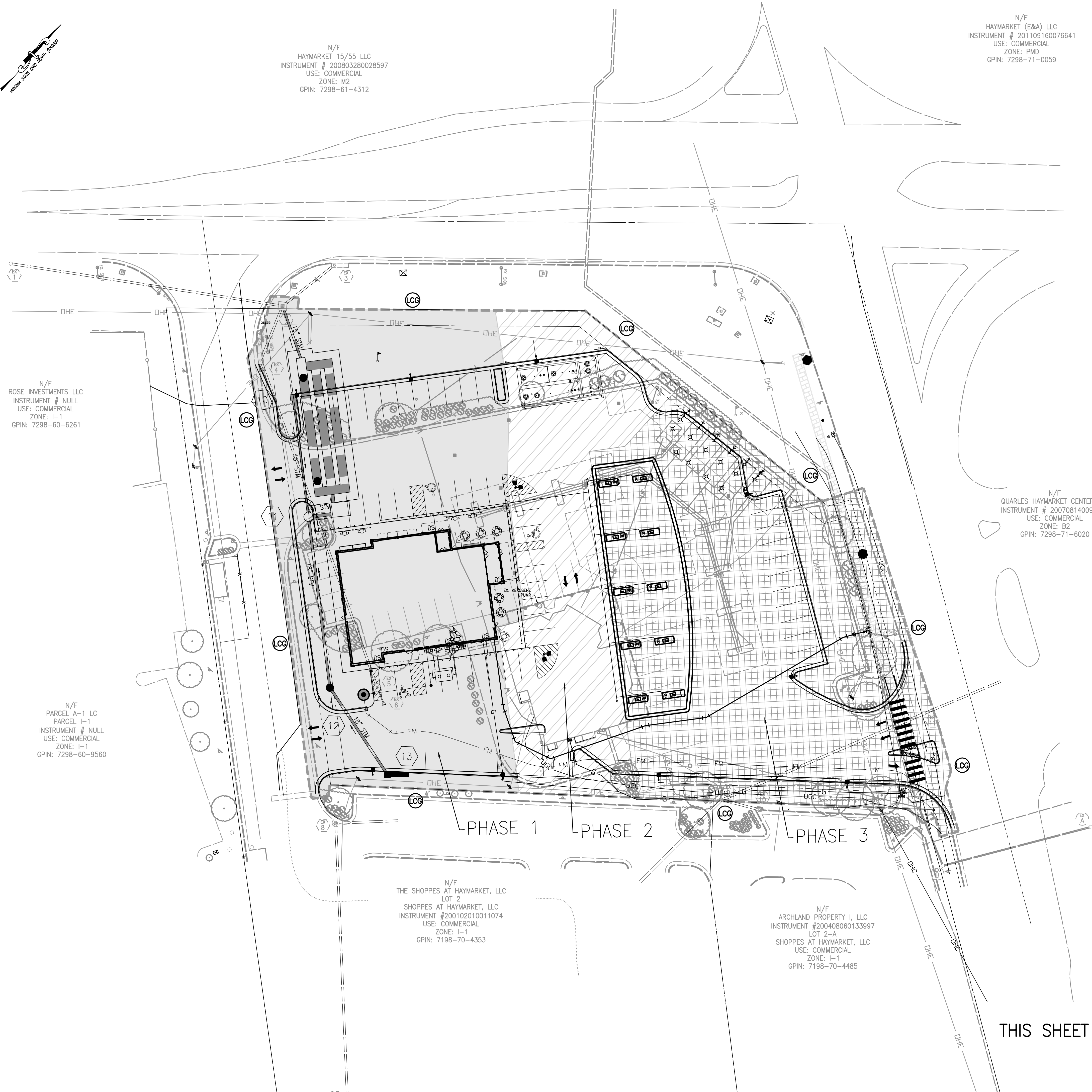
N/F  
ARCHLAND PROPERTY I, LLC  
INSTRUMENT #200408060133997  
LOT 2-A  
SHOPPES AT HAYMARKET, LLC  
USE: COMMERCIAL  
ZONE: I-1  
GPIN: 7198-70-4485

### PHASING PLAN NOTES AND LEGEND

- PHASE 1:
- (1) EXISTING STORE AND 4 FUELING ISLANDS NORTH OF EXISTING STORE OPEN.
  - (2) REMOVAL OF FUELING ISLANDS WEST OF EXISTING STORE.
  - (3) PARKING IN PHASE 2 AND 3 REMAIN OPEN.
  - (4) CONSTRUCTION OF NEW STORE.
  - (5) CONSTRUCTION OF NEW STORM WATER SYSTEM.
  - (6) CONSTRUCTION OF NEW PARKING EAST AND WEST OF NEW STORE.
  - (7) MAINTAIN USE OF EXISTING TRASH ENCLOSURE.

- PHASE 2:
- (1) DEMO OF EXISTING STORE AND NORTH FUELING ISLANDS.
  - (2) CONSTRUCTION OF NEW PARKING ALONG NORTH SIDE OF NEW STORE.
  - (3) CONSTRUCTION OF NEW TRASH ENCLOSURE.
  - (4) INSTALL NEW UNDERGROUND TANKS.
  - (5) CLOSE AND DEMO PARKING WITH PHASE 2 AND 3 AREA.

- PHASE 3:
- (1) REMOVE EXISTING UNDERGROUND TANKS.
  - (2) DEMO EXISTING TRASH ENCLOSURE.
  - (3) CONSTRUCTION OF NEW FUELING ISLANDS AND CANOPY.
  - (4) CONSTRUCTION OF NEW PARKING IN PHASE 2 AND 3 AREA.
  - (5) OPEN NEW FUELING ISLANDS.



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Chantilly, VA 20151  
Phone: 703-263-1900  
www.gordon.us.com

REVISIONS	DESCRIPTION	NUMBER	DATE

SUR: GORDON	DES: WHGA
DRW: WHGA	CHK: JWM

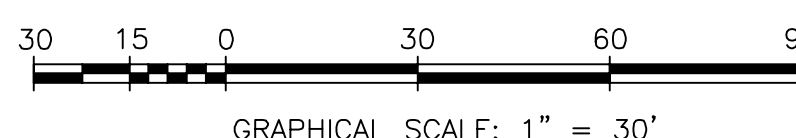


PHASING PLAN  
**HAYMARKET SHEETZ  
CONVENIENCE STORE**  
PRELIMINARY SITE PLAN  
GAINESVILLE MAGISTERIAL DISTRICT  
TOWN OF HAYMARKET, VIRGINIA

HORIZ: 1" = 30'
SCALE: VERT: N/A
DATE: 12/15/14
PLAN:
JOB: 2993-0101
CADD:
NCS:
NUMBER: 22 OF 23



THIS SHEET FOR CONSTRUCTION PHASING PURPOSES ONLY!!



Attachment 6 Sheet 22 phasing plan (2636 - Sheetz)





TO: Town of Haymarket Town Council  
 SUBJECT: Planning Consultant Services  
 DATE: 12/07/15

**SUBJECT:** Recommendation for Re-write of Zoning and Subdivision Ordinance/ Budget Amendment

**ISSUE:** Authorize Town Manager to have the Town's On-Call Planning Contractor (Berkley Group) to proceed with the complete re-write of the Zoning and Subdivision Ordinance this fiscal year and make a budget amendment to cover the total cost.

**BACKGROUND:**

- The Council authorized the Town's On Call Planning Contractor (Berkley Group) to begin the complete re-write of the Zoning Ordinance in October of 2014.
- The Berkley Group understanding the constraints of the Town's budget came up with a 3 Phase approach to re-write a portion of the Zoning Ordinance in Phase 1. In Phase 2 (next fiscal year they would complete the Zoning Ordinance and re-write the Subdivision Ordinance. In the final phase, they would work with the Planning Commission on the re-write of the Town's Comprehensive Plan. This project could possible start in Fiscal Year '16-'17 but at best would not be completed until Fiscal Year '17-'18.
- In the kick off meeting, the consultant was approached with the question as to rather or not they could complete the Zoning and Subdivision Ordinance within the current Fiscal Year. The Consultant acknowledged that they could accomplish that if the funds could be made available.
- If funds could be made available, this would allow the Town to have the complete re-write of the Zoning Ordinance and Subdivision Ordinance within the current fiscal year. This would allow us to potentially allow the Town to budget for the Comprehensive Plan re-write in the next fiscal budget, which would provide the Town with revised "planning tools" within two years opposed to the 3-4 currently phased.

**DISCUSSION:**

- I have the original proposal of the phased approach available for review, if anyone is interested.
- Currently, our Zoning and Subdivision Ordinances are holding the Town back from being effective and causing our appointed committees and staff a great deal of time for requests through the requirements for Special Use Permits or Zoning Text Amendments for example.
- The time associated with these applications cost the Town additional staff time and preparation, it creates confusion and uncertainty for the elected and appointed bodies and most importantly creates a lengthy process for applicants.
- The Zoning Ordinance and Subdivision have been amended, but have usually been initiated out of necessity at the time of application. Consequently this has created special provisions as they have been needed, creating problems for future applications because the amended sections do not apply to application being applied or contradicts the intent of the amendments from previous years.
- Ultimately, the Zoning Ordinance and Subdivision Ordinance do need a complete re-write and currently the staff cannot address this issue in house, due to other day to day operations and demands upon time.

**TOWN MANAGER'S COMMENTS: (November 23, 2015)**

- It is my belief that the Berkley Group provides us with the most complete array of experience and extensive background to complete tasks on time and on budget in whatever direction

- may determine is needed at the time.
- The Zoning and Subdivision Ordinances are currently holding the Town back from achieving its identified goals.
  - Although, there is additional cost associated with the re-write of both documents, the deficiencies within these documents are costing the Town through additional staff time, additional meetings for appointed and elected bodies and most importantly to applicants going through a process for development or redevelopment.

**POTENTIAL QUESTIONS:**

- Will Berkley be able to complete the re-write of both documents this fiscal year and have the documents ready for adoption?
- Does the PC support this initiative?
- What does our Town Planner think about this initiative?
- Where would the funds come from within the current budget?

**Budget Impact:**

Currently there is a line item for consultants under the Community Development line item and the Consultant bills on a task by task basis.

The recommendation would be to transfer funds from the General Reserve to the Consultants line item under Community Development.

The budget would remain balanced.

**RECOMMENDATION:**

Staff recommends the Council to approve the complete re-write of the Zoning and Subdivision Ordinance by the Berkley group and further recommend the transfer of \$30,000 from the general reserve to the Community Development - Consultants line item.

**MOTION:**

**Motion of Approval:**

I move to authorize the Town Manager to authorize the Berkley Group to complete the re-write of the Zoning Ordinance and Subdivision Ordinance this fiscal year. Furthermore, I move to approve a future budget amendment to transfer \$30,000 from the general reserve to the Community Development - Consultants line item.

**Motion of Denial:**

I move to ...



TO: Town of Haymarket Town Council  
 SUBJECT: Policy - Special Requests  
 DATE: 12/07/15

**SUBJECT:** Draft Policy Special Funding Request

**ISSUE:** The following is a draft policy for Town Council, appointed officials and staff to follow with regard to special requests for funding from the Town's elected officials.

**BACKGROUND:**

- Occasionally the Town Council receives requests for monetary support from civic and non-profit organizations.
- To date, these requests have been handled on a case by case basis, but the Town has never established a formal policy as to how to address such requests.
- After studying various processes and other jurisdictions, it was decided to draft an internal policy that would be utilized to address such requests.

**DISCUSSION:**

- The goal was to make this a simple process, while not creating a dedicated application process.
- The policy is completely dependent upon funds being budgeted each fiscal year for each request.
- Council will not solicit request and the policy would only be applied when requests are being made to Council members or the Council in general.
- The Council also must strike a balance between supporting these causes and remaining fiscally responsible and good stewards of the Town's financial resources.

**TOWN MANAGER'S COMMENTS: (November 20, 2015)**

- It is recommended that the Council create a policy to address special requests.
- Time demonstrates that these requests do not occur often and with the creation of this internal policy it applies a process as to how to address these requests.
- The Council has complete control with regard to the total amount appropriated in the budget and can easily not fund this line item on a fiscal year to fiscal year basis.

**POTENTIAL QUESTIONS:**

- Do we need to do this?
- What do other jurisdictions do?
- Why a \$500 limit on funding requests? Could we raise that amount?

**BUDGET IMPACT:**

This policy would have an impact on the current fiscal budget because currently there are no funds set aside for this line item.

Council has some line items in the current fiscal budget that you could pull an agreed upon amount from to complete this fiscal year and plan on placing an amount in the next fiscal year budget and create a line item for such requests.

**RECOMMENDATION:**

I would recommend that we adopt this policy or some variation thereof to create an identified process and policy to address future special funding requests of the Town Council.

**MOTION:****Motion of Approval:**

I move to adopt the draft of the Special Funding Request Policy as an internal policy to address future requests of Council for financial support.

**Motion of Denial:**

I move to deny the draft of the Special Funding Request Policy because...

**ATTACHMENTS:**

- (2) Special Funding Request Policy (October 28, 2015) (PDF)



## **DRAFT POLICY (October 29, 2015)**

### **Special Funding Request Policy:**

#### Introduction:

Occasionally, the Town Council will receive special requests for funding from local schools affiliated with the Town, civic organizations or non-profit organizations. The Town Council desires to support local initiatives, schools and civic organizations that provide services to residents of the locality; however, the Town cannot give to any recipient controlled in whole or in part by any church or sectarian society. However, the Town also must strike a balance between supporting these causes and remaining fiscally responsible and good stewards of the Town's financial resources. Therefore, the following policy is to act as a guiding document when such requests are presented to the Town Council for future consideration.

#### General Policy:

- The Town Council may set aside a budgeted amount during the budget process to be utilized for the upcoming fiscal year.
- The amount will be determined by the Town Council based upon forecasted available funds and staff recommendations during the budget process.
- The Council is not required set a specific amount for this line item, but will not consider special requests unless a fund has been designated of which to draw from.
- The Council voluntarily sets the cap at no more than \$500 per year per request.
- Each request is viewed as a onetime donation on the merits of the request and its benefit to the Town, its residents and general wellbeing of the community.

#### General Request Process:

An organization wishing to make a special request to the Town Council will need to present their request at the next scheduled Town Council meeting after approaching a member of the Town Council or Town Administration. The process for presentations to Town Council shall be as follows:

- Make a brief presentation clearly defining your request, your purpose and your intended use of funds if granted your special request by the Council.
- If a request is denied for any reason, the organization can submit a new request within 6 months of the denial or following year, whichever is sooner.

Legal reference: Va. Code § 15.2-953



TO: Town of Haymarket Town Council  
SUBJECT: Committee Proposal  
DATE: 12/07/15

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**ATTACHMENTS:**

- Committees Recommendation (December 7, 2015) (PDF)

**SUBJECT:** Effectiveness of Committees

**ISSUE:** The Council committees (Finance, Personnel, Public Facilities, Public Safety and Events) have created an encumbrance on Council and staff time and were reviewed by the Town Manager to come up with a more effective process.

**BACKGROUND:**

- The Council committees (Finance, Personnel, Public Facilities, Public Safety and Events) were originally created at the beginning of the Council's current terms in order to create a conduit to deliberate over issues prior to creating an agenda item at the Council level for the work session.
- Over time, these committees have demanded a great deal of time for Council members and staff to create agendas and minutes.
- Committees have spent time to deliberate and discuss issues prior to sending them to the Council Agenda Work Session and eventually the regular Council meeting.
- However, the intent of moving agenda items through committee in this manner has continued to lead to lengthy discussions and deliberations at Council Work Sessions in which the committees were designed to alleviate.
- The committees were designed with a unified Council in mind working in specific areas of each Council Members interests for the benefit the whole Council to discuss the agenda items in an expedient but thorough manner.
- Committee recommendations were not "guaranteed approvals" for the Council to simply act upon, but were designed to alleviate the intricate detailed discussions at the full Council level.
- The committees that were created were officially created by the Mayor and therefore cannot be dissolved or altered without Mayor or Council action.
- Due to these being official committees of the Council, they require agendas and committee minutes and this has been handled by staff throughout this time adding to their time to prepare such items with the continued preparation for the work session and regular meeting.

**DISCUSSION:**

- In general, a committee system can work for local governments. However, to this point they have not been effective for the Town, with regard to acting as a time saver.
- The Council has the full right to deliberate over a committee recommendation, however it is important to point out that a committee recommendation is designed to operate in a slightly different manner than that of a Planning Commission recommendation or another appointed board.
- Planning Commission recommendations are a matter of state code and how they work in coordination with elected officials. Their recommendations are designed to be neutral in nature and based upon guiding documents of the Town, such as the Comprehensive Plan.
- Recommendations of a Council appointed committee are more of a smaller contingent of Council members established to deliberate over future Council action items. These members discuss and deliberate with the goals that were set by the Council as a "body" as their focus for a recommendation to the Council for approval. If the committee is proceeding in these manners, then in theory the "action item" would not need to be discussed in as much detail at a work session, because the actions and discussions of the committee are presented in minutes of the committee.

**TOWN MANAGER'S COMMENTS: (November 20, 2015)**

- I write this report with the knowledge that I highly recommended the committee system for the current Council and I have been part of jurisdictions where they work.
- However, when a system is not working, I am not afraid to admit it.

- The committees are not working for us currently.
- I view the solution as having two options:
  1. Keep the committees, reduce the frequency of meetings (quarterly), and appoint two additional members to each committee. Furthermore, this would not include the Finance Committee, as I believe it is important for this committee to meet monthly. Finally, there would not be a meeting unless there was a potential action item to be sent to the Council action.
  2. Dissolve the Committees, revert back to a liaison type of system (with the exception of the Finance Committee), have voluntary un-official committees where no recommendations would be formal. All action items would be forwarded to the Council to discuss and deliberate over from the staff level.
- Either solution has its pros and cons. There is no right answer either. This is more about what works for the Town Council and this Council's preference.

#### **POTENTIAL QUESTIONS:**

- Would this eliminate liaisons to the PC and ARB?
- Are we required to have committees?
- Would this create longer meetings?
- Would this possibly delay the decision making process?

#### **FISCAL IMPACT:**

- Not known at this time.
- Potentially there could be a gain as there would be fewer meetings for elected officials.
- However, without the committee system, this could lead to more frequent special meetings being called and no discussion during the time between scheduled Council meetings.

#### **TOWN MANAGER RECOMMENDATION:**

I would recommend that we keep the Committee System at this time and make some alterations to the current format. I suggest that Council consider adding members to the Committees. I would further recommend making the committee meetings quarterly or by-monthly at minimal. Furthermore certain committees could meet on an as needed basis. I have provided a recommendation for each committee below:

- **Finance Committee:** Meet Monthly and add Mayor (officially) and a member of Council.
- **Events Committee:** Dissolve and appoint a liaison to work with staff.
- **Public Safety Committee:** Dissolve and appoint a liaison to work with staff.
- **Public Facilities Committee:** Meet quarterly (or as needed), add two members of Council, Chair acts as a liaison to Town Manager.
- **Personnel:** Meet quarterly (or as needed), add two members of Council, Chair acts as a liaison to Town Manager.

The committee system and deliberation has its advantages, but it is my impression that the current structure of the committees are just dictating too much of Council members time outside their personal time. By recommending adding additional members to the committees, this gives more members of Council to be a part of the larger discussion. By altering the meeting times to an as needed basis, by-monthly or quarterly meeting period, this should eliminate the demand on time and resources of both the Council and staff.

As with anything, we can always revisit this system after we have had time to implement and determine its effectiveness.

#### **MOTION:**



**Motion of Approval:**

I move to approve Committee structure as presented in the Town Manager’s report and request the Mayor to dissolve the Event Committee and Public Safety Committee. I further request the Mayor to appoint/ request volunteers for the Personnel and Public Facilities Committees.

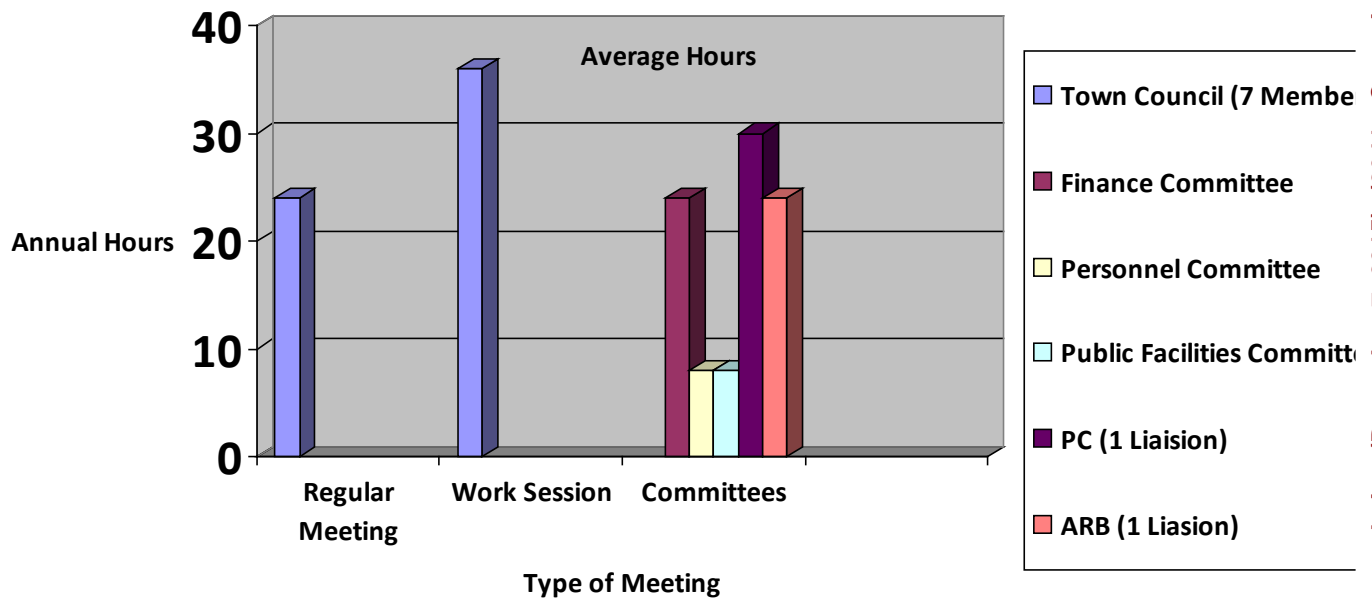
**Alternate Motion:**

At the discretion of any Council member.

**Motion of Denial:**

I move to dissolve the committee structure because...

**Committee’s Commitment of Time Chart:**



**Calendar of Meetings:**

**Regular Council Meeting:** 1<sup>st</sup> Monday of every month at 7pm (Avg. 2 hours per meeting)  
12 meetings per year, includes all 7 members.

**Council Work Session:** Last Monday of every month at 5pm (Avg. 3 hours per meeting)  
12 meetings per year, includes all 7 members.

**Finance Committee:** 3<sup>rd</sup> Wednesday of every month at 2pm (Avg. 2 hours per meeting)  
12 meetings per year, includes 4 members.

**Personnel Committee:** 3<sup>rd</sup> Wednesday every 3 months at Noon (Avg. 2 hours per meeting)  
4 meetings per year, includes 4 members.

**Public Facilities Committee:** 4<sup>th</sup> Monday every 3 months at 4:30pm (Avg. 2 hours per meeting)  
4 meetings per year, include 4 members

**Planning Commission:** 2<sup>nd</sup> Wednesday of every month at 7pm (Avg.2.5 hours per meeting)  
12 meetings per year (on average), includes 1 liaison from Council.

Attachment: Committees Recommendation (December 7, 2015) (2641 : Committee Proposal)

**ARB:** 3<sup>rd</sup> Wednesday of every month at 7pm (Avg.2 hours per meeting)  
12 meeting per year (on average), includes 1 liaison from Council

**Estimates of Individual Commitments:**

Council member serving as a liaison:	90 hours annually
Council member serving on Finance committee:	84 hours annually
Council member serving on other committees:	68 hours annually

**NOTES:**

1. Every member of Council (with exception of liaisons) would need to serve on at least 2 committees.
2. Liaisons would only serve on the other board/ commission.



TO: Town of Haymarket Town Council  
SUBJECT: Request to Council - Waiver of Rental Fees  
DATE: 12/07/15

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Attached please find a request form the Haymarket Quilter's Guild for consideration of a waiver of the Town Hall Rental fees

**Motion:**

Move to waive the Town Hall rental fees for use of 15000 Washington Street, Suite 100 for up to eight (8) Saturdays during the 2016 calendar year.

**ATTACHMENTS:**

- Quilters request for Waiver of Fees for Town Hall use 2016 (PDF)

owned by the Town.

V. APPEAL OF FEES

At times the Town Council may consider waivers of the above fees by formal application, and the majority approval vote by Town Council.

REQUEST FOR WAIVER OF FEES

I am hereby requesting a waiver of the Town Hall Rental Fees, for the following reason: (please provide your intended use of the Town Hall and your reasoning for wanting a waiver of said fees):

*we are the Haymarket Quilt Guild  
& as such are a 501c (non profit)  
group. we collect no fees to use  
the town hall.*

Applicant Printed Name

Applicant Signature

Date of Appeal

Date Requested for Town Hall Use

\*\*\*\*\*

Date presented to Town Council: \_\_\_\_\_

**Town Council's decision on Waiver Request:**

**Waiver Granted:** \_\_\_\_\_

**Waiver Denied:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FOR RESERVATION OF THE TOWN OF HAYMARKET FACILITIES,  
AND USE AGREEMENT

Name of Applicant: Eileen Thomas

Address of Applicant: 10047 Naughton Ct Bristow 20136

Telephone No.: (Home) \_\_\_\_\_

(Cell) 916 730 6853

Email address (Mandatory): thomas.eileenL@gmail.com

Date Facility/Property is requested: \_\_\_\_\_

Alternate Date Requested if first date is not available: we can discuss

Hours: 9-4 Number of Guests: 8-20

Type of Affair Planned: Quilting  
(e.g., dinner party, HOA meeting, yard sale, birthday party, etc.)

Insurance Company Name \_\_\_\_\_ Policy # \_\_\_\_\_

Insurance Agent Name \_\_\_\_\_ Phone # \_\_\_\_\_

Will you be: Serving food? \_\_\_\_\_ What kind? (catered/cooking here) \_\_\_\_\_

Using the Town Hall Kitchen?: \_\_\_\_\_

Providing music? \_\_\_\_\_ Type: \_\_\_\_\_  
(i.e. CD's, band, DJ, etc.)

- Jan 23
- Feb 13
- Mar 26
- APR 16
- May 14
- Jun 18

July and August - any open Saturday

Attachment: Quilters request for Waiver of Fees for Town Hall use 2016 (2652 : Request to Council - Waiver of Rental Fees)

I hereby apply for a reservation to use the Town of Haymarket. By my signature below, I hereby acknowledge that I have read the attached Rules of Use for the Town Hall which are attached hereto and incorporated herein by reference, and, if my Application is approved, I agree to comply with, abide by, and be bound by the terms of the Rules as outlined therein. Any approval granted is personal to the Applicant and may not be transferred or assigned.

[Signature]  
Signature of Applicant

NOV 2, 2015  
Date

\_\_\_\_\_  
Signature of Co- Applicant (if applicable)

\_\_\_\_\_  
Date

The Town of Haymarket Hereby verifies receipt of the Nonrefundable Use Fee in the amount of \$ \_\_\_\_ for the reservation on \_\_\_\_\_, and hereby, by the signature of its authorized agent set forth below provides its approval for applicant's use on and between the hours of \_\_\_\_\_ and \_\_\_\_\_ subject to the Rules and applicant's agreement to abide, comply and be subject to the Rules.

\_\_\_\_\_  
Signature of Town Authority

-----  
FOR OFFICE USE ONLY:

Date and Time Reservation Received: \_\_\_\_\_

Date Use Fee Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Form of Payment: \_\_\_\_\_ Personal check, \_\_\_\_\_ Money Order, Other \_\_\_\_\_

Date Facility Inspected Pre-Event \_\_\_\_\_ By: \_\_\_\_\_

Date Facility Re-inspected Post-Event \_\_\_\_\_ By: \_\_\_\_\_

Amounts Invoiced for damages/cleanup: \$ \_\_\_\_\_

Authorizing Personnel: \_\_\_\_\_

Attachment: Quilters request for Waiver of Fees for Town Hall use 2016 (2652 : Request to Council - Waiver of Rental Fees)

O. Alcoholic beverages are strictly forbidden at all times, inside the Town Hall building, or on Town Center property unless the Town Council has agreed to this activity and the proper local and state permits have been obtained and provided to the Town prior to the event.

#### IV. HOURS OF USAGE AND FEES.

A. The Town property will be available for use between the hours of 4:30 p.m. - 10:00 p.m Monday thru Friday; or between 8 a.m. - 11:00 p.m., Saturday and Sunday. Under no circumstances will time be extended before or past the closing hours stated.

B. Fees:

The application for use of the property must be completed and approved by Town staff. Applicants will be subject to fees related to the cleaning or repair of the property if necessary. Town of Haymarket HOA Meetings will be held at no charge. Use of the Kitchen must be requested at the time of application. Otherwise the Kitchen will not be available for use. Please request, if applicable, how many tables are needed.

For all others the following fees apply:

Rental of Town Hall only: \$25.00 up to 2 hours (\$25.00 minimum charge).  
 2 – 4 Hours: \$50.00. (With kitchen use an additional \$25.00)  
 4 – 8 Hours: \$100.00 (With kitchen use an additional \$50.00)  
 8 + Hours: \$150.00 (With kitchen use an additional \$75.00)

Rental of Town Green/parking areas: \$50.00 per four (4) hour period (there is no access to the Town Hall or water during this rental). There are electrical outlets on the streetlight poles for use.

Rental of Harrover Fields: \$100.00 per four (4) hour period.

All fees are to be paid in advance and submitted with the completed application form. **Fees are non-refundable after use.**

Fees are not applicable to Town sponsored events.

C. Deposit:

A \$100 Deposit is required for all rentals of the Town Hall. The deposit will be returned to the lessee upon a satisfactory inspection by a Town employee or representative. The deposit is applicable to all lessees including Town residents. It is recommended that those who lease the facility on a regular or on-going basis keep a permanent deposit with the Town. All deposit funds will be held in an escrow account



TO: Town of Haymarket Town Council  
 SUBJECT: Landscaping Bond Release - Piedmont Tire & Auto  
 DATE: 12/07/15

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**BACKGROUND:**

- Wood Village, LLC posted a landscaping bond in the amount of \$22,630 in March 2011 per the approved site plan: Piedmont Tire & Auto, #AFSP20110301.
- They recently requested the release of the landscaping bond.

**BUDGET IMPACT:**

The bond release would not have an impact on the Fiscal Year 2016 Adopted Budget.

**RECOMMENDATION:**

It is recommended that the Town Council release the landscaping bond for Piedmont Tire & Auto, site plan #AFSP20110301 in the amount of \$22,630, issued by Union Bank

**MOTION:**

**Motion of Approval:**

Move to release Union First Market Bank Letter of Credit #1946 issued on behalf of Wood Village, LLC for the benefit of the Town of Haymarket for landscaping improvements required by Piedmont Tire & Auto site plan #AFSP20110301 in the amount of \$22,630.

**Motion of Denial:**

I move to deny.....

**ATTACHMENTS:**

- 11-18-15\_Engineer Recommend Landscaping Bond Release (PDF)





## INTEROFFICE MEMORANDUM

**TO:** JENNIFER PRELI

**FROM:** HOLLY MONTAGUE, PE

**SUBJECT:** PIEDMONT TIRE AND AUTO LANDSCAPING BOND RELEASE

**DATE:** 11/18/15

**CC:** STAFF

Per your request, on October, 21 2015 I inspected the landscaping required by the Piedmont Tire and Auto Final Site Plan. At that time, I noted dead and missing landscaping. I communicated this to the property owner.

On November 18, 2015 I re-inspected the landscaping after being notified by the property owner that the dead and missing landscaping was replaced.

At this time, it is my opinion that all of the required landscaping on the Piedmont Tire and Auto Final Site Plan has been provided and is in healthy condition. I recommend releasing the landscaping bond held on this project.

Please let me know if you have any questions regarding these comments. I can be reached at [hmontague@townofhaymarket.org](mailto:hmontague@townofhaymarket.org)



TO: Town of Haymarket Town Council  
 SUBJECT: Legislative Agenda - 2016 General Assembly  
 DATE: 12/07/15

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**ISSUE:** Provided is a draft of 2016 Legislative Priorities for the Town of Haymarket Town Council to consider on submitting to local state representatives prior to the start of the General Assembly.

**BACKGROUND:**

- On October 29<sup>th</sup>, Councilman Pasanello and Town Manager, Brian Henshaw attended the Town Association of Northern Virginia (TANV) and discussed with the membership of the organization their Legislative Priorities for the upcoming General Assembly of Virginia.
- After learning about the initiative, it was discussed that this year as a beginning process, the Town Manager would draft legislative priorities based upon some of the priorities of some of the surrounding jurisdictions presented, as well as consulting with our Town Attorney as to any other potential priorities that affect the Town.
- The draft being presented to the Council has been reviewed by the Town Attorney for legality and input.

**DISCUSSION:**

- If adopted these Legislative Priorities would be sent out to our state representatives and could potentially be followed up with a visit by Council members to our state representatives prior to the General Assembly beginning their session.
- These priorities would also be distributed to the members of the TANV.
- The hope would be to partner and work to build consensus with various representatives from around Northern Virginia.

**TOWN MANAGER'S COMMENTS: (November 20, 2015)**

- It is my recommendation that this is a good practice and is the beginning of the Town becoming more involved in state and local legislation that affects the Town and business thereof.
- I do recommend that this is only the beginning and will be asking our Town Attorney and staff to keep record of issues in legislation that are affecting us and can be remedied by revised or new legislation.

**POTENTIAL QUESTIONS:**

- Do we have to do this?
- Are any of these proposed priorities that we disagree with?
- What is the intent of these priorities?

**FISCAL IMPACT:**

- None.

**RECOMMENDATION:**

I would recommend that we adopt the draft 2016 Legislative Priorities as presented as a start to becoming more aware of legislative actions that have a direct or indirect affect on the business and operation of the Town.

**MOTION:**

**Motion of Approval:**

I move to adopt the Draft 2016 Legislative Priorities as presented and direct staff to mail out to our local State Representatives.

**Motion of Denial:**

I move to deny the Draft 2016 Legislative Priorities because....

**ATTACHMENTS:**

- (2) Town of Haymarket 2016 Legislative Agenda (Final Draft) (PDF)

## Proposed Town of Haymarket 2016 Legislative Agenda

*On December \_\_\_\_, 2015, the Citizens of the Town of Haymarket, through their duly elected Town Council, adopted the following Legislative Agenda at a public hearing and respectfully propose to the General Assembly of the Commonwealth of Virginia the following:*

### **2016 Legislative Agenda Items:** *(Items are not arranged in priority order)*

**1. Restoration of HB 599 Law Enforcement Assistance Funding:**

The Town Council requests the General Assembly to fully restore HB 599 Law Enforcement Assistance Funding to funding level per the established formulas.

**2. Amendment to State Code 15.2-1427 G** *(Town Attorney Suggested):*

Virginia Code § 15.2-1427 G. provides: “In towns, no tax shall be imposed except by a two-thirds vote of the council members.” This provision takes away from the voters of Virginia’s towns the ability to set their own tax rates the same way every other locality does, by a majority of the locality’s elected representatives. It also conflicts with Virginia Constitution Article VII, § 7, which says that (except when a tax ordinance has been vetoed), a majority of all members elected to the governing body may impose taxes. Note that Article VII, § 7, requires a 2/3 vote if the mayor vetoes a tax ordinance. This means that, in effect, Virginia Code § 15.2-1427 G. is a blanket veto of all town taxes. We think that the town’s elected officials should be allowed the power granted by the Virginia Constitution and not have all of their tax ordinances pre-vetted by the General Assembly.

**3. HB2313 Amendment:**

The Town of Haymarket requests language to be added to specifically include “new sidewalk projects” as eligible for HB 2313 funding. An expanded sidewalk network provides transportation options and reduces motorized vehicle use and congestion. Revised transportation funding ranking criteria language under HB 2313, HB 2, HB 599 regarding “congestion mitigation” and “additional capacity” should specifically include sidewalk funding in dense urban areas where providing alternative means of transportation reduces single-occupancy auto use.

**4. Opposition to any reduced funding to HB2313:**

In support of the funding necessary for the Northern Virginia Transportation Authority as set forth in HB 2313, the Town of Haymarket opposes any revisions which reduced funding to localities in order to address the shortfall in state revenues.

5. **Private Unmanned Aircraft- Drones:**

The Town Council requests the enactment of comprehensive statewide legislation to regulate the minimum height for drone flight and prohibit the unauthorized entry of private drones upon the property of another below that minimum height.

6. **Business, Professional and Occupational License (BPOL) Taxes:**

The Town Council opposes legislation that would eliminate the BPOL tax, unless current revenue from the BPOL tax is replaced with new local revenue that is distributed directly to each locality based on point of sale.

7. **Bills of Financial Impact to the Town:**

Reinstate the requirement that bills resulting in a net expenditure and/or net decrease in revenue for local governments to be filed on or before the first day the legislature convenes.

8. **Local Land Use Authority:**

The Town of Haymarket opposes any bill that reduces or eliminates local land use authority.

9. **Support for Revenue Sharing Programs:**

The Town of Haymarket supports revenue sharing mechanisms between localities and the state.

10. **Support for VML Legislative Policy Statement:**

The Town of Haymarket endorses and supports the Legislative Policy Statement adopted by the Virginia Municipal League for the 2016 legislative session.

The 2016 VML Legislative Program was adopted by the membership at the business meeting during the VML Annual Conference in Richmond in October. It reflects VML's official positions on a number of legislative issues, including Education Funding, Transportation Funding and the State and Local Government Fiscal Relationship.

VML 2016 Policy Statements also were adopted by the membership at the business meeting during the VML Annual Conference in Richmond. The policy statements express the agreement of VML's membership on matters of interest to local governments. The statements address broad, long-term, philosophical positions, as opposed to the Legislative Program that addresses more immediate, short-term issues.

The 2016 Policy Statement can be found at:

[http://www.vml.org/sites/default/files/16VMLLegProgram\\_web1.pdf](http://www.vml.org/sites/default/files/16VMLLegProgram_web1.pdf)

#### 11. Virginia Code §2.2-4304 (Cooperative Procurement):

Virginia Code § 2.2-4304 (cooperative procurement) should be amended to permit localities to use competitively bid construction contracts for certain projects not exceeding \$200,000.

Last year the GA struck language in the cooperative procurement provisions of the Virginia Procurement Act that previously permitted localities to ride certain construction contracts.

*Relevant Virginia Code §2.2-4304 amendments:*

*B. In addition, a public body may purchase from another public body's contract or from the contract of the Metropolitan Council of Governments even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was cooperative procurement being conducted on behalf of other public bodies, except for:*

- 1. Contracts for architectural or engineering services; or*
- 2. Construction in excess of \$200,000 by a local public body from the contract of another local public body that is more than a straight line distance of 75 miles from the territorial limits of the local public body procuring the construction. The installation of artificial turf or other athletic surfaces shall not be subject to the limitations prescribed in this subdivision. Nothing in this subdivision shall be construed to prohibit sole source or emergency procurements awarded pursuant to subsection E and F of §2.2-4303.*

#### 12. Support for surrounding Towns to be a voting member in the NVRTA:

The Town of Haymarket supports the initiative to allow Towns to have one vote as a member of the Northern Virginia Regional Transportation Authority (NVRTA). Virginia Code Sections 33.2-2501 *et seq.* should be amended accordingly.

#### 13. Bicyclist Safety (“Dooring”):

The Town supports legislation that would require drivers and passengers of vehicles to look for oncoming cyclists before opening vehicle doors and supports treating a violation of this requirement as a traffic infraction.

Approved this \_\_\_\_ day of December, 2015.

\_\_\_\_\_

David M. Leake, Mayor

ATTEST:

\_\_\_\_\_

Town Clerk

DRAFT



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Friday, September 4, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Absent, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Agenda Items

#### A. Enter into Closed Session

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

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Steve Aitken, Vice Mayor
<b>AYES:</b>	Caudle, Morris, Pasanello, Aitken, Leake
<b>ABSENT:</b>	Kurt Woods

#### B. Certification of Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Steve Aitken, Vice Mayor
<b>AYES:</b>	Caudle, Morris, Pasanello, Aitken, Leake
<b>ABSENT:</b>	Kurt Woods

#### C. Council Directive

Vice Mayor Aitken directs the Town Attorney to proceed as discussed in closed session and have the Mayor relay that information to the Town Attorney

### 3. Councilmember Time

- A. Chris Morris
- B. Kurt Woods
- C. Matt Caudle
- D. Joe Pasanello
- E. Steve Aitken
- F. David Leake

Minutes Acceptance: Minutes of Sep 4, 2015 7:00 PM (Minutes Acceptance)



### 4. Adjournment

#### A. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Matt Caudle, Councilman
<b>AYES:</b>	Matt Caudle, Chris Morris, Joe Pasanello, Steve Aitken
<b>ABSENT:</b>	Kurt Woods

Submitted:

Approved:

\_\_\_\_\_  
 Jennifer Preli, Town Clerk

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

Minutes Acceptance: Minutes of Sep 4, 2015 7:00 PM (Minutes Acceptance)



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, September 23, 2015

1:00 PM

Council Chambers

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 1:00 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present.

### 2. Agenda Items

#### A. Agenda

With the committee members present, Chairman Pasanello called the meeting to order. Ms. Montague, Town Engineer requested that she might be able to moved up to the first agenda item. Chairman Pasanello agreed and the moved agenda item B to agenda item A.

#### Agenda Items:

##### A. Jefferson Street Sidewalks:

- Ms. Montague briefed the committee on the progress of the project and stated that the reason for coming was to advise the committee that the unit based prices associated with the projects preliminary estimates have been increased.
- VDOT is asking the Town to sign an agreement for any additional expenses associated with the project.
- Some of the additional costs come from need of drainage to be constructed across the Town Center property. The other unknown is how much right of way will be needed along Jefferson Street to construct the project; however, this unknown might not cost the Town any additional funds.
- Essentially at this time, this is an informational item, but the Town does need to sign the waiver understanding that there might be additional costs above the awarded grant amount in order to receive any submitted reimbursements.

##### B. Budget Update

- Treasurer Sherrie Wilson provided the committee an update on the current status of the budget.
- Committee agreed to look at the budget report and provide any comments or questions to the Ms. Wilson.
- Vice Mayor Aitken did inquire if it would be possible to show the actual expenses against the actual revenues. The current budget includes all of the expenses that are part of the CIP and other capital expenditures. Ms. Wilson stated that she would see what she could come up with in regard to providing that report.

##### C. Appraisal for Contrucci Taking:

- Mr. Henshaw advised the committee that Mr. Bob Dively, our Land Use Attorney from the Streetscape Project has advised the Town that we need to proceed with getting an up to date appraisal for the taking at the Contrucci property.
- The property value is being challenged by the property owner and court date has been set for April of 2016.
- After a brief discussion, the committee advised Mr. Henshaw Mr. Dively to proceed with getting an updated appraisal.

Minutes Acceptance: Minutes of Sep 23, 2015 1:00 PM (Minutes Acceptance)

- Mr. Henshaw clarified with the committee that they felt comfortable authorizing him to move forward with the appraisal. The committee concurred and wanted to make sure that Mr. Henshaw included in the Manager's report.

**D. Light Pole Re-painting Estimate:**

- Mr. Henshaw presented the estimate from Genesis Contracting and Consulting for the light post re-painting process.
- The committee after discussion had a few questions about the proposal for Mr. Henshaw to relay to the Contractor with regard to warranty and more details in the proposal.
- Vice Mayor Aitken brought up the fact due to the estimate, we would need to get two additional proposals or estimates for the work to be performed, per the spending policy. Mr. Henshaw agreed and mentioned that part of the issue was that the projected was only budgeted for \$7,000 in the capital improvement fund.
- The committee agreed to go out for proposals and utilized the proposed methods in order to get similar proposals.
- The committee also recommended waiting until the spring to perform the work.

**E. Berkley Group Proposal- Comp., Zoning and Subd.**

- Mr. Henshaw presented the proposal to begin Phase I of the Zoning Ordinance Re-write.
- The proposal includes work to re-write, update and re-organize the Comp. Plan, Zoning Ordinance and Subdivision Ordinance through a three phase approach.
- After a brief discussion, the committee forwarded the recommendation to authorize the Town Manager to move forward with the project to the Town Council.

**F. Quiet Zone- POI and other requirements:**

- Mr. Henshaw briefed the committee on the progress of the Quiet Zone initiative and that the projects that the Town received grants for, with regard to the safety improvements would be completed within the next 6-8 weeks. The safety improvements at the Route 15 RR Crossing have been completed and the crossing at Jefferson Street and Route 55 are scheduled.
- Mr. Henshaw advised the committee that in order to declare a Quiet Zone, the Town or through potential partnership resources would need to install a Power Out Indicator (POI) at the crossing at Throughfare Rd. Signage acknowledging the Quiet Zone would also need to be installed at each crossing.
- Chairman Pasanello expressed that this is the time to move on getting the POI installed, if possible while crews were already schedule for work within the area. He would also like to potentially reach out to other funding sources for the work to be completed.

**G. Special Requests Policy/ Reagan MS Request:**

- The committee briefly discussed the request made by the Reagan Middle School Archery Club for Team Sponsorship.
- In general, the committee felt that while it is a worthwhile cause, they felt it would not be appropriate to completely sponsor the team. The committee felt that this would open the Town up to other such requests and at what point could the Council have to deny such requests.
- Mr. Henshaw advised that the committee had two issues to address, first a recommendation to the Council for the Reagan MS proposal and second how to address this issue in the long term.
- The committee agreed to move the Reagan MS request to the Council as a discussion item and have Mr. Henshaw research and/ or come up with a draft policy to address future requests.

The committee suspended the agenda meeting at this time, in order to hear a presentation from Mr. Bob Lauterberg and Mr. Steve Mulroy of VACO/VML Finance and the Virginia Investment Pool (VIP). Mr. Henshaw had to excuse himself from the meeting and Ms. Wilson wrapped up the meeting after the presentation/ discussion of the VIP. The committee did have some questions that Mr. Lauterberg and Mr. Mulroy were going to research and get back with the Town on.

The remaining items on the agenda will be moved to the next scheduled meeting.



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, October 26, 2015

5:00 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 5:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Absent, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Absent, Mayor David Leake: Present.

### 2. Discussion Items

#### A. Z Properties - Stergio Zissios

#### B. Harrover Master Plan

Barry Carpenter is here this evening to present the sketch plan for the Harrover property. This plan presents an excellent public use for this prime piece of property. This property has the highest point in the entire town. He presents a preferred program summary. This is a strong open space concept reflecting a service building, playground, amphitheater, picnic pavilion, and small parking facility.

#### C. November 2, 2015 Draft Council Agenda

### 3. Closed Session

#### Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 (A5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community

#### Certification of Closed Session

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

### 4. Closed Session II

#### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 (A3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically lease negotiations for 15026 Washington Street and (A7) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Minutes Acceptance: Minutes of Oct 26, 2015 5:00 PM (Minutes Acceptance)

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Susan Edwards, Councilwoman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Caudle, Morris, Pasanello, Edwards, Leake  
**ABSENT:** Kurt Woods, Steve Aitken

**B. Certification of Closed Session**

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Susan Edwards, Councilwoman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Caudle, Morris, Pasanello, Edwards, Leake  
**ABSENT:** Kurt Woods, Steve Aitken

**C. Council Directive**

Move to direct the Town Manager to proceed as discussed in closed session.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Joe Pasanello, Councilman  
**SECONDER:** Susan Edwards, Councilwoman  
**AYES:** Matt Caudle, Chris Morris, Joe Pasanello, Susan Edwards  
**ABSENT:** Kurt Woods, Steve Aitken

**D. Council Directive**

Move to direct the Town Manager and the Town Attorney to proceed as discussed in closed session.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Joe Pasanello, Councilman  
**SECONDER:** Susan Edwards, Councilwoman  
**AYES:** Matt Caudle, Chris Morris, Joe Pasanello, Susan Edwards  
**ABSENT:** Kurt Woods, Steve Aitken

**5. Adjournment****A. Motion to Adjourn**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Matt Caudle, Councilman  
**SECONDER:** Susan Edwards, Councilwoman  
**AYES:** Matt Caudle, Chris Morris, Joe Pasanello, Susan Edwards  
**ABSENT:** Kurt Woods, Steve Aitken

Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk\_\_\_\_\_  
David Leake, Mayor



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, October 28, 2015

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Absent, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present, Mayor David Leake: Present.

### 2. Agenda Items

#### A. Committee Agenda

With the committee members present, Chairman Pasanello called the meeting to order. Chairman Pasanello mentioned that he would like to make sure that Chief Noble be extended an invitation to join the Finance Committee and regularly attend the meetings. Mr. Henshaw stated that he would talk with Chief Noble and invite him to attend at upcoming meetings.

#### Agenda Items:

##### A. Budget Update

- Treasurer Sherrie Wilson provided the committee an update on the current status of the budget.
- The committee discussed some of the concerns raised during the Council Work Session on Monday, October 26<sup>th</sup> and proceeded to perform a more detailed review of the overall budget from a profit and loss standpoint.
- Ms. Wilson informed the committee of her concerns and also stated that she needed to have more involvement in the financial decisions moving forward.
- Mr. Henshaw stated that he agreed and that he wishes to establish more authority at the staff level to make decisions and follow through on policies.
- Ms. Wilson, in honoring the request of Vice Mayor Aitken, provided the committee with a budget without the capital funds being reflected.

##### B. Review Special Requests Policy/ Reagan MS Request:

- The committee reviewed the draft policy presented by Mr. Henshaw to address special funding requests of Council.
- Mr. Henshaw will edit the draft to reflect changes made and present to Council at the December Work Session.
- At that time, the Council will take up the Reagan MS request.

##### C. CASA Part-Time/Budget Allocation:

- After a brief discussion regarding salary increases for the part time staff members and making certain the raises are reflective of the percentage increases of the full time staff.
- Mr. Henshaw will take a look at the numbers and come back with a proposal that is consistent with the raises for the full time staff.
- At this time, the current budget is sustaining the raises and finance committee will monitor the salary line items and determine if an allocation is necessary as the fiscal year progresses.

##### D. Brief Audit Update:

- Ms. Wilson briefly discussed the Executive summary of the draft audit report.
- The committee agreed to wait until the final report was finished.

Minutes Acceptance: Minutes of Oct 28, 2015 2:00 PM (Minutes Acceptance)

- Chairman Pasanello inquired if we could get in touch with our auditors and see if they would be willing to come to a future committee meeting to discuss the findings in the audit.

**E. Upcoming Budget Process:**

- The committee agreed in general that the Town should transition to a performance based budget.
- The committee briefly discussed that this would be a transitional process and can often take several budget years to truly transform into a performance based budget.
- Mr. Henshaw mentioned that he would like to enlist some assistance from an outside source to help the Town transition and further the budgeting practices.
- Mr. Henshaw also stated that he would be distributing the priorities and requests from the Council and staff during the month of November.

**F. Effectiveness of Committees:**

- The committee discussed the merits of the committee system in general.
- Mayor Leake mentioned that several Council members are concerned with the time commitments. Mr. Henshaw echoed that sentiment with the staff commitments required.
- This committee believes that the Finance Committee does need to meet monthly, but the other committees might seek alternatives.
- Mr. Henshaw presented to the committee that in order for the committees to be more effected, one solution might be to meet less often, but appoint two more members to each committee.
- Another solution may also include dissolving the committees and potentially appointing a liaison for each area for staff to work with in forwarded reports and decisions to Council.
- The committee agreed that these might be the right directions to look into and Mr. Henshaw is planning on making a recommendation to Council at an upcoming meeting.



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Thursday, November 12, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Matt Caudle: Absent, Councilman Chris Morris: Absent, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Absent, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Closed Session

#### A. Enter into Closed Session

Move to enter into closed session pursuant to VA §2.2-3711 A(5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Steve Aitken, Vice Mayor
<b>AYES:</b>	Kurt Woods, Susan Edwards, Steve Aitken, David Leake
<b>ABSENT:</b>	Matt Caudle, Chris Morris, Joe Pasanello

#### B. Certification of Closed Session

Move to certify that to the best of each member's knowledge (I) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Steve Aitken, Vice Mayor
<b>AYES:</b>	Kurt Woods, Susan Edwards, Steve Aitken, David Leake
<b>ABSENT:</b>	Matt Caudle, Chris Morris, Joe Pasanello

### 3. Adjournment

#### A. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Kurt Woods, Susan Edwards, Steve Aitken
<b>ABSENT:</b>	Matt Caudle, Chris Morris, Joe Pasanello

Submitted:

Approved:

Minutes Acceptance: Minutes of Nov 12, 2015 7:00 PM (Minutes Acceptance)



\_\_\_\_\_  
Jennifer Preli, Town Clerk

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

Minutes Acceptance: Minutes of Nov 12, 2015 7:00 PM (Minutes Acceptance)



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Tuesday, November 24, 2015

2:00 PM

Council Chambers

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Vice Mayor Steve Aitken called the meeting to order.

### 1. Call to Order

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present.

### 2. Agenda Items

#### a. Finance Agenda

##### Call to Order:

With the committee present and knowing that Chairman Pasanello would be running late, Vice Mayor called the meeting to order.

##### Agenda Items:

#### A. Budget Update

- Treasurer Sherrie Wilson provided the committee an update on the current status of the budget.
- The committee proceeded to review the details of the current profit and loss budget report and look at some of the line items that are over the projected budget totals.
- The committee also noted some revenue categories that are exceeding projections and notated that the overall categories in expenditures are not exceeding the budget projections, just certain line items.
- The committee did engage resident input throughout the discussion.
- Staff advised the committee of how issues such as expenditures and overtime were being addressed.
- Chairman Pasanello requested that the committee call a special Council meeting in January to provide a mid-year budget report.

#### B. Funding Concerns - Major Projects:

- Mr. Henshaw briefed the committee on the initial estimates that the Town Major Projects are trending towards.
- These projects include the Town Center Re-development Project and the Harrover Master Plan project to turn the Town owned property into a municipal park.
- Essentially, although the Council has significant funds available for these Capital Projects, the estimates are coming in at two to three times the estimated cost.
- Mr. Henshaw explained that he is currently exploring options with regard to financing and grant opportunities.
- Chief Noble, explained that having some background in facility construction, thought that the initial estimates seem a little high, but felt that these were conservative estimates.
- Committee also discussed the importance of having the Council as a whole discuss their priorities and determine a plan to move forward with these projects.
- The committee agreed and would be ready for a committee/council meeting in the near future.

#### C. Street Scape Fund Proposal:

- Committee discussed the potential line items to transfer from the current budget to cover the

Minutes Acceptance: Minutes of Nov 24, 2015 2:00 PM (Minutes Acceptance)

expenses owed to the contractor who performed the Street Scape construction.

- The committee decided to leave the discussion at this point, with a scheduled special Council meeting later during the evening to discuss the matter.

**D. Berkley Proposal (Complete Zoning and Subdivision Ordinance Re-write):**

- Mr. Henshaw recommended to the Finance Committee to authorize the Berkley Group to proceed with the complete re-write of the Zoning and Subdivision Ordinance within the current fiscal year.
- Mr. Henshaw explained the time delays involved if the Town follows the current phased approach and that by streamlining and paying for the project this year, we could finish the re-writes of these ordinances this fiscal year and start the complete re-write of the Comprehensive Plan next fiscal year. Under the current proposal by Berkley, all three documents could take up to 3-4 years.
- Mr. Henshaw recommended making a transfer from the General Reserve to cover the additional cost related to the project.
- The committee agreed and acknowledged the importance.
- The committee recommended forwarding the proposal to the Council at the December Work Session.

**E. Fee Schedule Proposal:**

- Staff presented the draft revised Fee Schedule for Building and Inspections fees.
- The committee reviewed the draft fee schedule, made a few suggested changes and recommend presenting the proposal to the Council at the January Work Session.

**F. Upcoming Budget Process:**

- Mr. Henshaw updated the committee on the upcoming budget process which begins at the December work session.
- Mr. Henshaw will be distributing a Priorities Survey to each Council member and request that they just put down their top priorities for the upcoming fiscal year.
- This same exercise will be done by the staff as well and the priorities will be compiled and be assigned real dollar estimates of cost.
- The results will be presented back to Council and utilized to create a budget forecast.
- Mr. Henshaw explained that this is the transition from a line item budget to the program based budget.

**G. Audit Update:**

- Ms. Wilson briefed the committee on the final audit report and the committee discussed the report briefly and reiterated the importance of having a mid-year budget report meeting.

Chairman Pasanello adjourned the meeting at 3:52pm.



TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator's Report  
 DATE: 12/07/15

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### **Town Business Social**

On Monday, November 16<sup>th</sup> at 8 am, the Town hosted its last coffee and conversation for the calendar year. It was attended by 11 Town business owners. Discussed at the meeting was:

- The new Sign Ordinance
- New business's and potential development of property in the Town
- November 28<sup>th</sup> Small Business Saturday
- Holiday Celebration

### **Haymarket Health Forum**

Saturday, November 21<sup>st</sup> one of our Town businesses, Group Therapy Associates hosted its first panel discussion. This panel was lead by local wellness experts on how to stay healthy and manage stress during the holiday season. For more information upcoming panel discussions please visit [www.grouptherapyassociates.com/Haymarket](http://www.grouptherapyassociates.com/Haymarket) <<http://www.grouptherapyassociates.com/Haymarket>>

### **Christmas in Haymarket**

Set in the year 1850, Museum visitors will enjoy a glimpse in the past on what a family of "prominence" would have dined on and decorate their homes during the holidays. The "faux" dinner display will feature accurate replicas of dishes and table settings that would have been used in the mid 1800's in Virginia.

### **Haymarket Holiday Party 2015**

The Town of Haymarket will host its 25<sup>th</sup> annual Holiday Party on Saturday, December 5<sup>th</sup> from 3 pm until 6 pm. Festivities will include:

- Tree lighting ceremony
- Entertainment by local preschools
- Holiday cookie decorating station
- "Taste of Haymarket"
- Hot chocolate & hot cider
- Can food drive ( donations benefiting the Haymarket Food Pantry)
- Make your own s'mores (donations benefiting the Willing Warriors Foundation)
- Take your picture with Santa & Mrs. Claus
- Tour the Christmas display at the Museum

### **Museum Attendance for November 2015**

11/7 - 11/8 = 14

11/14 - 14/15 = 10

11/21 - 11/22 = 6

10/28 - 10/29 = Closed for the Thanksgiving Weekend



TO: Town of Haymarket Town Council  
 SUBJECT: Treasurer's Report  
 DATE: 12/07/15

- The current year Profit & Loss report is attached. Real Estate Tax revenue is steadily coming in as the 12/5/2015 deadline approaches. Approximately \$95,000 has already been received as of 11/24/2015. There are now only two parcels that still owe delinquent Real Estate Taxes. That total is around \$2500.00. Monthly statements continue to be sent out to collect this money, as Finance Charges accrue monthly.
  - As of November 30<sup>th</sup>, Total income is at 27.3%, while total expenditures are at 30.6%. There are line items in Town Administration that have exceeded where it should be in the budget after five months (42%). The Town Admin Staff is working diligently to be more conservative as possible in spending, but there are at times unforeseen expenses that emerge. One of them being in the Printing and Binding line item. A large portion (almost 50%) of this comes from the MuniCode supplements that have been done as a result of changes in the Town's Ordinance. There will most likely be more changes of this to come in the near future.
  - The line items in the Police Department Budget will be discussed by the Chief of Police. In the Public Works category, there are line items which have exceeded where they should be at this time (42%), due to some extra work requested to Genesis, the Town's Public Works company, that were above their normal scope of monthly work.
  - If at any time anyone would like a breakdown of what was spent or received on any line item in the Budget, my door is always open for discussion. I would be more than happy to talk with anyone about questions from the Budget.
- The three Town Businesses who had not yet filed their 2014 Business Gross Receipts to obtain their 2015 Business License have all complied and are now current with the Town.
- The Audit was complete in September by Robinson Farmer Cox. All Town Council members have now received a copy of this Audit. The most important information is on pages 46-49, Schedules 1 and 2. All of that information is condensed on page 42, Exhibit 7. The year did end with an excess of Expenditures over Revenue of \$107,176. Part of this overage is from Town Administration (payroll, legal, office expense), and Public Safety (salary, repairs and maintenance).
- I attended a Roles and Responsibilities of the Treasurer course in Newport News on November 9<sup>th</sup> and 10<sup>th</sup>. The topics had included preparation of tax bills, collecting Real Estate and Personal Property taxes, collection of other taxes, licenses, fees and fines, legal constraints, etc. While a part of this class dealt with responsibilities that do not apply to the Town of Haymarket's Treasurer roles, such as assessments of personal property, utilities, cashiers handling monies, Commissioner of the Revenue roles, a great deal of material was presented, and I will continue to learn more about the roles and responsibilities as I continue in my role as the Town's Treasurer, thru the book that was handed out at the class.

Information Item (ID # 2646)

Meeting of December 7, 2015

**ATTACHMENTS:**

- 2 - Treasurers Profit and Loss (PDF)

8:08 AM  
11/24/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

Ordinary Income/Expense	Jul '15 - Jun ...	Budget	% of Budget
<b>Income</b>			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	288,126.12	292,000.00	98.7%
Public Service Corp RE Tax	10,050.30	9,000.00	111.7%
Interest - All Property Taxes	125.10		
<b>Total GENERAL PROPERTY TAXES</b>	298,301.52	301,000.00	99.1%
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	64,158.60	130,000.00	49.4%
Meals Tax - Current	199,765.34	450,000.00	44.4%
Consumer Utility Tax	47,177.40	120,000.00	39.3%
Bank Stock Tax	0.00	25,000.00	0.0%
Business License Tax	8,146.58	176,000.00	4.6%
Penalties (Non-Property)	802.11		
Cigarette Tax	80,408.25	220,000.00	36.5%
<b>Total OTHER LOCAL TAXES</b>	400,458.28	1,121,000.00	35.7%
<b>PERMITS,FEES &amp; LICENESES</b>			
Occupancy Permits	300.00	500.00	60.0%
Inspection Fees	1,125.00	7,000.00	16.1%
Other Planning & Permits	1,200.00	30,000.00	4.0%
Application Fees	550.00	2,000.00	27.5%
Motor Vehicle Licenses	1,066.00	1,000.00	106.6%
<b>Total PERMITS,FEES &amp; LICENESES</b>	4,241.00	40,500.00	10.5%
<b>FINES &amp; FORFEITURES</b>			
Fines	17,164.96	48,000.00	35.8%
<b>Total FINES &amp; FORFEITURES</b>	17,164.96	48,000.00	35.8%
<b>REVENUE - SPONSORED TOWN EVENTS</b>	35,508.17	65,000.00	54.6%
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	75.00		
<b>Total MISCELLANEOUS REVENUE</b>	75.00		
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	1,000.73		
Sale of Salvage & Surplus	0.00	0.00	0.0%
Recovered Costs- Private Events	0.00	5,000.00	0.0%
Interest on Bank Deposits	350.44	100.00	350.4%
Interest (Non-Property)	33.81		
Citations & Accident Reports	835.00	1,000.00	83.5%
<b>Total MISCELLANEOUS</b>	2,219.98	6,100.00	36.4%
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	0.00	26,850.00	0.0%
Suite 206 Rental Income	35,101.20	84,100.00	41.7%
Suite 200 Rental Income	2,012.50	4,830.00	41.7%
15020 Wash St Rental Income	17,799.15	42,735.00	41.7%
6630 Jefferson St Rental Income	11,240.00	41,055.00	27.4%
Town Hall Rental Income	600.00	1,200.00	50.0%
<b>Total RENTAL (USE OF PROPERTY)</b>	66,752.85	200,770.00	33.2%
<b>INTEREST ON BANK DEPOSITS</b>	4,889.18		
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	51,017.81	120,000.00	42.5%
Department of Fire Programs	0.00	41,200.00	0.0%
599 Law Enforcement Grant	7,092.00	28,334.00	25.0%
Personal Property Tax Reimburse	18,626.97	18,600.00	100.1%
Car Rental Reimbursement	2,888.28	4,500.00	64.2%
Railroad Rolling Stock	1,514.70	1,400.00	108.2%
<b>REVENUE FROM COMMONWEALTH - Other</b>	534.00		
<b>Total REVENUE FROM COMMONWEALTH</b>	81,673.76	214,034.00	38.2%

Attachment: 2 - Treasurers Profit and Loss (2646 : Treasurer's Report)

8:08 AM  
11/24/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

	Jul '15 - Jun ...	Budget	% of Budget
<b>REVENUE FROM FEDERAL GOVERNMENT</b>			
<b>PEDESTRIAN IMPROVEMENT GRANT</b>	33,532.00	250,000.00	13.4%
<b>CABOOSE ENHANCEMENT GRANT</b>	0.00	38,500.00	0.0%
<b>Total REVENUE FROM FEDERAL GOVERNMENT</b>	33,532.00	288,500.00	11.6%
<b>TRANSFER OF CASH RESERVES</b>	0.00	1,178,499.00	0.0%
<b>Total Income</b>	944,816.70	3,463,403.00	27.3%
<b>Gross Profit</b>	944,816.70	3,463,403.00	27.3%
<b>Expense</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	10,150.00	32,100.00	31.6%
FICA/Medicare	437.58	2,000.00	21.9%
Unemployment Insurance	94.82	1,350.00	7.0%
Mileage Allowance	496.10	750.00	66.1%
Meals and Lodging	2,642.69	2,500.00	105.7%
Convention & Education	2,880.00	5,000.00	57.6%
<b>Total 11100 - TOWN COUNCIL</b>	16,701.19	43,700.00	38.2%
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	111,305.03	243,600.00	45.7%
Salaries/Wages - Overtime	4,450.76	8,000.00	55.6%
Salaries/Wages - Part Time	29,653.70	92,700.00	32.0%
FICA/Medicare	17,916.81	22,165.00	80.8%
VRS	10,295.10	15,660.00	65.7%
Health Insurance	21,828.91	46,772.00	46.7%
Life Insurance	989.74	3,151.00	31.4%
Disability Insurance	885.19	2,600.00	34.0%
Unemployment Insurance	421.57	2,550.00	16.5%
Worker's Compensation	543.55	350.00	155.3%
Liability Insurance	8,689.00	9,000.00	96.5%
Accounting Services	3,888.01	8,000.00	48.6%
Cigarette Tax Administration	2,028.60	4,000.00	50.7%
Printing & Binding	7,284.14	8,000.00	91.1%
Advertising	4,554.00	10,000.00	45.5%
Computer, Internet & Website Svc	9,229.90	30,000.00	30.8%
Postage	907.04	4,500.00	20.2%
Telecommunications	2,360.32	4,500.00	52.5%
Mileage Allowance	1,443.21	2,500.00	57.7%
Meals & Lodging	2,637.78	5,000.00	52.8%
Convention & Education	3,675.00	15,000.00	24.5%
Discretionary Fund	1,994.74	2,000.00	99.7%
Books, Dues & Subscriptions	2,271.40	2,000.00	113.6%
Office Supplies	2,141.73	4,500.00	47.6%
Capital Outlay-Machinery/Equip	0.00	25,000.00	0.0%
66900 - Reconciliation Discrepancies	0.02		
Miscellaneous	207.74		
<b>Total 12110 - TOWN ADMINISTRATION</b>	251,602.99	571,548.00	44.0%
<b>12210 - LEGAL SERVICES</b>			
Legal Services	44,805.77	90,000.00	49.8%
<b>Total 12210 - LEGAL SERVICES</b>	44,805.77	90,000.00	49.8%
<b>12240 - INDEPENDENT AUDITOR</b>			
Auditing Services	16,150.00	16,000.00	100.9%
<b>Total 12240 - INDEPENDENT AUDITOR</b>	16,150.00	16,000.00	100.9%
<b>Total 01 - ADMINISTRATION</b>	329,259.95	721,248.00	45.7%

Attachment: 2 - Treasurers Profit and Loss (2646 : Treasurer's Report)



8:08 AM  
11/24/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

	Jul '15 - Jun ...	Budget	% of Budget
<b>03 - PUBLIC SAFETY</b>			
<b>31100 - POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	169,246.93	359,000.00	47.1%
Salaries & Wages - Overtime	5,220.98	12,000.00	43.5%
Salaries & Wages - Part Time	6,074.78	10,500.00	57.9%
FICA/MEDICARE	7,270.51	23,000.00	31.6%
VRS	4,401.50	22,385.00	19.7%
Health Insurance	30,546.78	81,700.00	37.4%
Life Insurance	1,549.67	3,505.00	44.2%
Disability Insurance	1,023.00	2,250.00	45.5%
Unemployment Insurance	0.00	2,600.00	0.0%
Workers' Compensation Insurance	9,937.45	6,900.00	144.0%
Line of Duty Act Insurance	1,554.00	1,550.00	100.3%
Legal Services	5,260.04	15,500.00	33.9%
Repairs & Maintenance	2,595.60	8,000.00	32.4%
Advertising	0.00	150.00	0.0%
Electrical Services	1,264.31	5,500.00	23.0%
Computer, Internet & Website	1,701.32	5,000.00	34.0%
Postage	101.54	300.00	33.8%
Telecommunications	5,177.24	9,000.00	57.5%
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00	92.3%
Mileage Allowance	98.33	300.00	32.8%
Meals and Lodging	125.43	500.00	25.1%
Convention & Education	629.00	500.00	125.8%
Misc - Discretionary Fund	269.82	1,500.00	18.0%
Books Dues & Subscriptions	2,754.00	6,000.00	45.9%
Office Supplies	973.05	4,000.00	24.3%
Vehicle Fuels	5,339.92	17,000.00	31.4%
Vehicle Maintenance/Supplies	7,269.09	27,000.00	26.9%
Uniforms & Police Supplies	4,078.10	8,000.00	51.0%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	2,954.50	53,000.00	5.6%
<b>Total 31100 - POLICE DEPARTMENT</b>	<b>287,064.89</b>	<b>707,090.00</b>	<b>40.6%</b>
<b>34100 - BUILDING OFFICIAL</b>	<b>14,170.00</b>	<b>50,000.00</b>	<b>28.3%</b>
<b>32100 - FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	38,801.46	40,200.00	96.5%
<b>Total 32100 - FIRE &amp; RESCUE</b>	<b>38,801.46</b>	<b>40,200.00</b>	<b>96.5%</b>
<b>Total 03 - PUBLIC SAFETY</b>	<b>340,036.35</b>	<b>797,290.00</b>	<b>42.6%</b>
<b>04 - PUBLIC WORKS</b>			
<b>43200 - REFUSE COLLECTION</b>			
Trash Removal Contract	32,519.54	80,000.00	40.6%
<b>Total 43200 - REFUSE COLLECTION</b>	<b>32,519.54</b>	<b>80,000.00</b>	<b>40.6%</b>
<b>43100 - MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	30,830.22	65,200.00	47.3%
Maint Svc Contract-Pest Control	990.00	1,500.00	66.0%
Maint Svc Contract-Landscaping	19,086.25	30,000.00	63.6%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	3,610.00	11,000.00	32.8%
Electric/Gas Services	4,726.80	10,000.00	47.3%
Electrical Services-Streetlight	2,057.56	5,200.00	39.6%
Water & Sewer Services	585.05	1,000.00	58.5%
Janitorial Supplies	520.51	1,000.00	52.1%
Capital Outlay-Machinery/Equip	0.00	37,000.00	0.0%
Real Estate Taxes	2,274.40	2,500.00	91.0%
<b>Total 43100 - MAINT OF 15000 Wash St./Grounds</b>	<b>64,680.79</b>	<b>168,400.00</b>	<b>38.4%</b>
<b>Total 04 - PUBLIC WORKS</b>	<b>97,200.33</b>	<b>248,400.00</b>	<b>39.1%</b>
<b>07 - PARKS, REC &amp; CULTURAL</b>			
<b>71110 - EVENTS</b>			
Contractual Services	40,296.79	65,000.00	62.0%
<b>Total 71110 - EVENTS</b>	<b>40,296.79</b>	<b>65,000.00</b>	<b>62.0%</b>

Attachment: 2 - Treasurers Profit and Loss (2646 : Treasurer's Report)

8:08 AM  
11/24/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

	Jul '15 - Jun ...	Budget	% of Budget
<b>72200 - MUSEUM</b>			
Salaries & Wages - Part Time	0.00		
Advertising	454.50	2,000.00	22.7%
Postage	0.00	100.00	0.0%
Telecommunications	684.48	1,500.00	45.6%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	153.55	200.00	76.8%
Books, Dues & Subscriptions	0.00	500.00	0.0%
Office Supplies	-105.91	800.00	-13.2%
Exhibits & Programs	782.38	3,000.00	26.1%
Capital Outlay-Furn/Fixtures	0.00	10,000.00	0.0%
<b>Total 72200 - MUSEUM</b>	<b>1,969.00</b>	<b>18,600.00</b>	<b>10.6%</b>
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>42,265.79</b>	<b>83,600.00</b>	<b>50.6%</b>
<b>08 - COMMUNITY DEVELOPMENT</b>			
<b>81100 - PLANNING COMMISSION</b>			
Salaries & Wages - Regular	1,813.20	6,000.00	30.2%
FICA/Medicare	0.00	850.00	0.0%
Consultants	7,718.00	30,000.00	25.7%
Mileage Allowance	251.85	500.00	50.4%
Meals & Lodging	226.68	1,500.00	15.1%
Convention/Education	1,570.00	2,000.00	78.5%
Books/Dues/Subscriptions	0.00	300.00	0.0%
<b>Total 81100 - PLANNING COMMISSION</b>	<b>11,579.73</b>	<b>41,150.00</b>	<b>28.1%</b>
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,710.00	5,500.00	31.1%
FICA/Medicare	0.00	850.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	300.00	0.0%
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<b>1,710.00</b>	<b>9,150.00</b>	<b>18.7%</b>
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	<b>13,289.73</b>	<b>50,300.00</b>	<b>26.4%</b>
<b>09 - NON-DEPARTMENTAL</b>			
<b>95100 - DEBT SERVICE</b>			
General Obligation Bond	172,410.85	189,065.00	91.2%
<b>Total 95100 - DEBT SERVICE</b>	<b>172,410.85</b>	<b>189,065.00</b>	<b>91.2%</b>
<b>Total 09 - NON-DEPARTMENTAL</b>	<b>172,410.85</b>	<b>189,065.00</b>	<b>91.2%</b>
<b>94100 - WASH ST. ENHANCEMENT PROJECT</b>			
Maintenance/Beautification	3,724.70	50,000.00	7.4%
<b>Total 94100 - WASH ST. ENHANCEMENT PROJECT</b>	<b>3,724.70</b>	<b>50,000.00</b>	<b>7.4%</b>
<b>94101 - CABOOSE ENHANCEMENT PROJECT</b>			
Construction	0.00	38,500.00	0.0%
<b>Total 94101 - CABOOSE ENHANCEMENT PROJECT</b>	<b>0.00</b>	<b>38,500.00</b>	<b>0.0%</b>
<b>TOWN CENTER MASTER PLAN</b>			
Construction	14,625.00	500,000.00	2.9%
Architectural/Engineering Fees	7,931.10		
<b>Total TOWN CENTER MASTER PLAN</b>	<b>22,556.10</b>	<b>500,000.00</b>	<b>4.5%</b>
<b>HARROVER MASTER PLAN</b>			
Construction	0.00	300,000.00	0.0%
Architecture/Engineering Fees	6,037.50	75,000.00	8.1%
Drafting of Plan	0.00	0.00	0.0%
<b>Total HARROVER MASTER PLAN</b>	<b>6,037.50</b>	<b>375,000.00</b>	<b>1.6%</b>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	33,448.00	250,000.00	13.4%
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>33,448.00</b>	<b>250,000.00</b>	<b>13.4%</b>

Attachment: 2 - Treasurers Profit and Loss (2646 : Treasurer's Report)

8:08 AM  
11/24/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

	<u>Jul '15 - Jun ...</u>	<u>Budget</u>	<u>% of Budget</u>
General Reserve	0.00	160,000.00	0.0%
<b>PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 - Payroll Processing Fees	-0.02		
<b>Total EMPLOYEE BENEFITS</b>	-0.02		
<b>Total PERSONNEL</b>	-0.02		
<b>Total Expense</b>	1,060,229.28	3,463,403.00	30.6%
<b>Net Ordinary Income</b>	-115,412.58	0.00	100.0%
<b>Net Income</b>	<u>-115,412.58</u>	<u>0.00</u>	<u>100.0%</u>

Attachment: 2 - Treasurers Profit and Loss (2646 : Treasurer's Report)



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 12/07/15

### **Inspections Report for the Months of October and November 2015**

**Note:**

This report contains the information for the past two months. The reason for this doubling up is that at the time the October Report was to be filed I was dealing with a family emergency. My son had a construction accident that left him in the ICU at UVA Medical Center having had his crushed hand rebuilt. I am happy to report that he is recovering nicely at home, and will keep his once severed digits. The main purpose behind this reporting is to publicly thank the Town of Haymarket Staff, for their concern, understanding, and support during this difficult time. Brian, Sherrie, Jen, Denise, and Donna all displayed a level of kindness and concern that I will never forget, and makes me proud to be able to serve alongside them. Thank You!

**Permits Issued:**

- October 13: Issuance of a Permit has been denied for the Single Family Residence located at 14881 Greenhill Crossing Drive. The proposed work is to create a tailor shop in the garage of this structure. The permitting effort is as a result of a Stop Work Order that was issued for the illegal construction that was uncovered at this site. The grounds for this denial are the lack of zoning and HOA approvals for this use. If the owner cannot secure the allowance for this use, a permit will be needed to ensure compliance with an order to remove this construction and return the space to its original use as an attached garage.
- November 12: Permits were granted to allow the finishing of a basement in a Single Family Residence at 6944 Jockey Club Lane.

**Certificates of Occupancy Issued:**

- November 5: Certificate of Temporary Occupancy has been issued for Hidden Jules, 14950 Washington Street, to allow the Health Inspection to be completed by the County. Permanent occupancy was granted to Frontier Kitchen operating in the Pace West Building at 14600 Washington Street.
- November 9: Permanent Occupancy for Hidden Jules was granted.

**Inspections:**

- October 13: Footer Inspection was conducted at 14890 Washington Street for the replacement of a rear egress stairway. This work was approved.
- October 19: Final Inspection was completed for the construction of the rear egress stairway at 14890 Washington Street, the work was approved and the permit has been closed.
- October 23: A footer Inspection was conducted at 6896 Jockey Club lane to inspect conditions prior to the placement of concrete, this work was approved.
- November 5: Final Inspections were completed at the Fauquier Bank building located at 15240 Washington Street, for the replacement of the drive up window with a virtual system.

**Document Review:**

This department is currently completing the remaining items concerning the Plan review for both the Haymarket Iceplex and the Chic Fil A restaurant. It should be noted that the review process for the Iceplex has been carefully conducted in part due to the complex nature of this structure (large spans), and due to the fact that this facility represents the potentially largest Place of Assembly in the town. Thus great care has been taken to ensure the thoroughness of this review.

**Actions:**

Three items fall under this category. I am monitoring a Stop Work Order placed upon the home at 14881 Greenhill Crossing regarding the illegal construction of a business within this residence. Until the owner has had the opportunity to attempt to allow this use, further action is being held in stasis. Complaints regarding an allowed shed at 6896 Jockey Club Lane revealed that while this shed does not require permitting, the foundation system (due to the height above grade) did not meet the requirements of the code. The owner was notified and has received a permit for the foundation work only. A second complaint regarding the height of the roof was found to be groundless. The third item regards the Bond Release for both Sherwood Forest and Alexandra's Keep in terms of the Erosion and Sediment Control work for these two projects. Both sights were visited last week and both were found to be acceptable and complete.

**Recommendations:**

This office has no recommendations for the council at this time.

**Other:**

During this time frame I have completed a DHCD course in Commercial Inspections, and am about to take a similar course for Residential Inspections.



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 12/07/15

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### Enhancement Project

- All outstanding work orders for material and labor have been received and approved. All progress invoices have been received.
- The final agreed upon quantities were prepared on November 24 and semi-final invoice to be submitted shortly thereafter. The amount the project comes in under the original bid amount will be updated prior to this report being finalized for the December 7 Town Council Meeting, but it appears that the project will come in approximately \$140,000 +/- under the original bid amount. This amount includes all approved work orders but does not include budgeted contingency that was not used and does not include any Liquidated Damages.
- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion. At the writing of this report, there are no agreed upon claims for Request for Time Extension.
- A settlement meeting with Finley was held on November 16, 2015 with me, the Town Manager and the Town Attorney. A briefing of settlement talks was held in closed session on Tuesday, November 24.

### VDOT Permit for speed indicator signs on Washington Street

- The Town has received the VDOT Permit to install 2 speed indicator signs on Washington Street.
- The Town Manager is in the process of ordering and installing the signs.

### Caboose Enhancement Project

- This project is to construct an ADA accessible deck and install landscaping at the Caboose.
- After receiving no bids on the original advertisement and much coordination with VDOT on how to proceed, we reached out the Genesis Consulting and Contracting to provide a bid. They were the only Contractor to pick up bid documents in the original advertisement.
- On Wednesday, September 23 at 12:30 pm we held a public bid opening. We received the one bid from Genesis in the amount of \$24,407.
- There is a separate agenda item regarding changing material on the decking, railings and handicap ramp.



TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report  
DATE: 12/07/15

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### Ongoing Projects

- Village of Haymarket Phase II. Work on installation of curb, gutter, sidewalk, and utilities along Bleight Drive has been delayed due to pending relocation of a power pole by Dominion Power. The site has been "stabilized" during the delay.
- Haymarket Ice Plex. Construction plans for the Ice Rink Expansion continue to be reviewed. Work is anticipated to begin later this winter.
- Chic-Fil-A. Construction plans for the restaurant have been submitted for review concurrent with the SUP, ZTA, and Site Plan Amendment applications.

### Development Review

- Robinson's Paradise. The residential rezoning has been deferred following the Planning Commission public hearing earlier this fall. No resubmittal date has been provided by the Applicant.
- Other Plans. Staff continues to review site plans submitted by Haymarket Self Storage, Haymarket Masonic Lodge, and Signature Companies.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 12/07/15

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**ATTACHMENTS:**

- Police Report - December 2015 (PDF)





**Haymarket Police Department  
Monthly Town Council Report  
December 2015**



### Significant Incidents

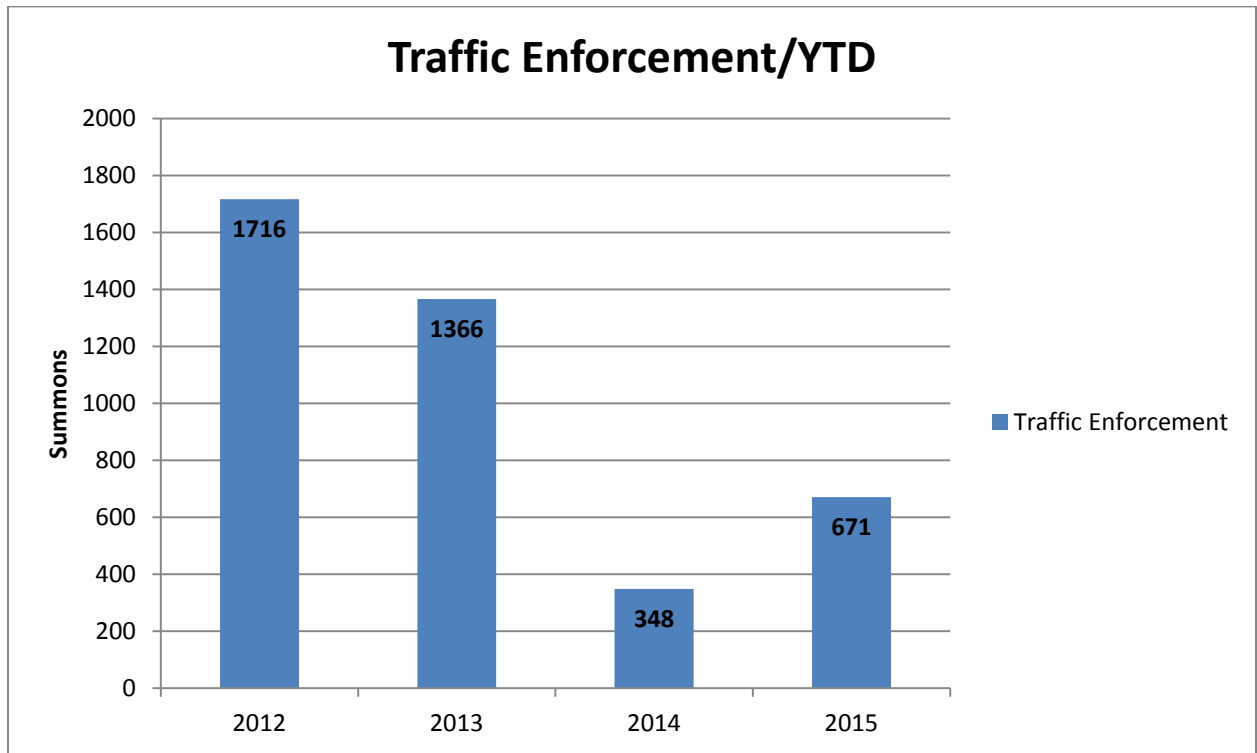
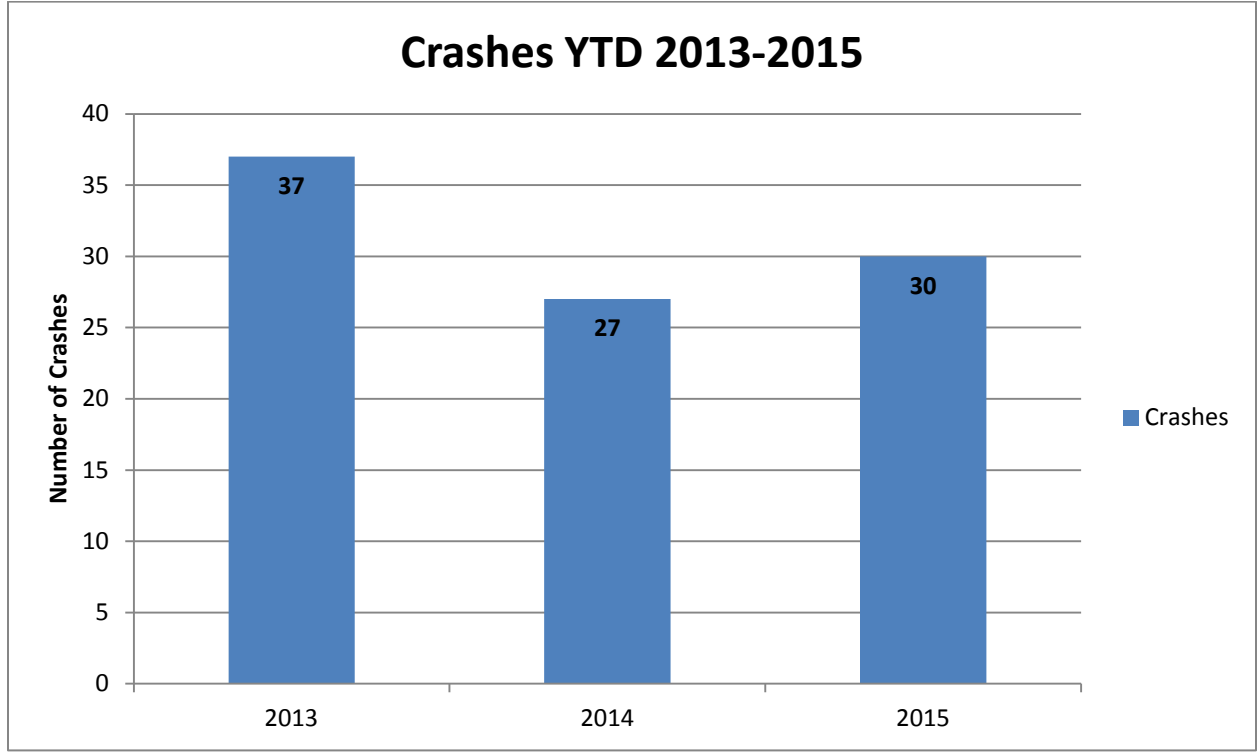
NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Unlawful Wounding	09/12/2015	9-10 pm	15155 Washington St (Ice Plex)	Report of unwarranted assault resulting in injury during hockey game.
Larceny	10/27-28/2015	8:00 PM – 1:00 PM	Washington & Greenhill	Report of recently planted flowers stolen from entry area of Greenhill Crossing. No suspect information available.
DUI	10/18/2015	2:33 AM	Rt 15 and I66	Traffic stop for Speeding resulted in 1 adult male arrest for DUI.
DUI	10/24/2015	12:51 AM	Rt 15 and I66	Traffic stop was made on BOL vehicle which resulted in 1 adult male arrest for DUI.
DUI 2 <sup>nd</sup> Offense with Refusal	10/08/2015	10:30 PM	15000 Blk Washington St	Officer stopped for motorist assistance. Upon contact it was determined driver was DUI. 1 adult female arrested for DUI 2 <sup>nd</sup> and Refusal.
Possession of Marijuana/Drive Suspended	10/30/2015	1:00 PM	Greenhill Crossing	Traffic stop for defective equipment resulted in 1 adult male arrest for Possession of Marijuana and Driving Suspended.
Possession of Marijuana/Drive Revoked	10/17/2015	6:23 PM	Rt 15 and Rt 55	Traffic stop / adult male for Possession of Marijuana and Driving on Revoked.
Hit and Run Vehicle Damage	10/08/2015	9:39 AM	15151 Washington St	Report of unattended vehicle damaged. No suspect information, no witnesses. Cased inactive lack of evidence.



# Haymarket Police Department



## Crash/Enforcement YTD



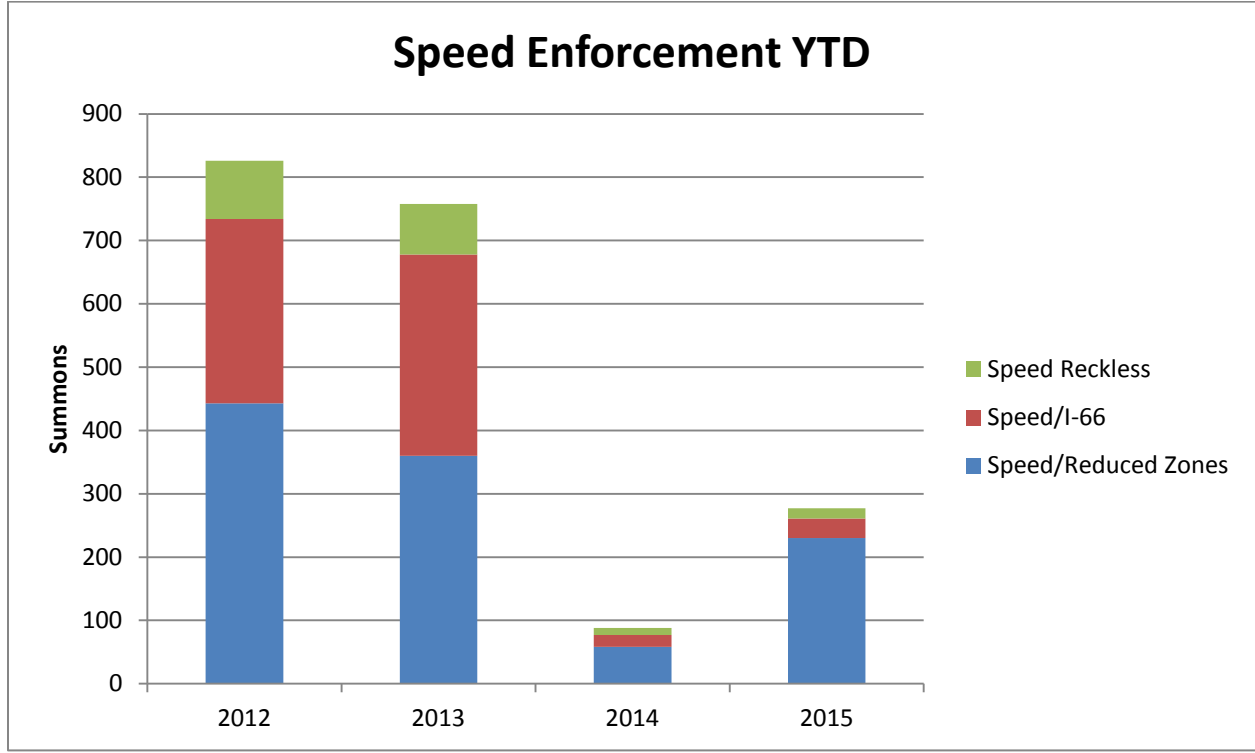
Attachment: Police Report - December 2015 (2644 : Police Report)



# Haymarket Police Department



## Crash/Enforcement YTD



### Other Issues of Note

#### Budget

- Select object codes
 

	<u>YTD(47%)</u>	<u>Budgeted</u>	
<b>Salaries &amp; Wages – Overtime</b>	\$5,153.08	\$12,000.00	42.9%
<b>Salaries &amp; Wages – Part Time</b>	\$4,996.85	\$10,500.00	47.5%
- Premium Pay
  - Paid on a “work period” basis – 28 day period for Haymarket
  - Section 7(k) of the Fair Labor Standards Act reads in part: “A ‘work period’ may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28.”

Attachment: Police Report - December 2015 (2644 : Police Report)

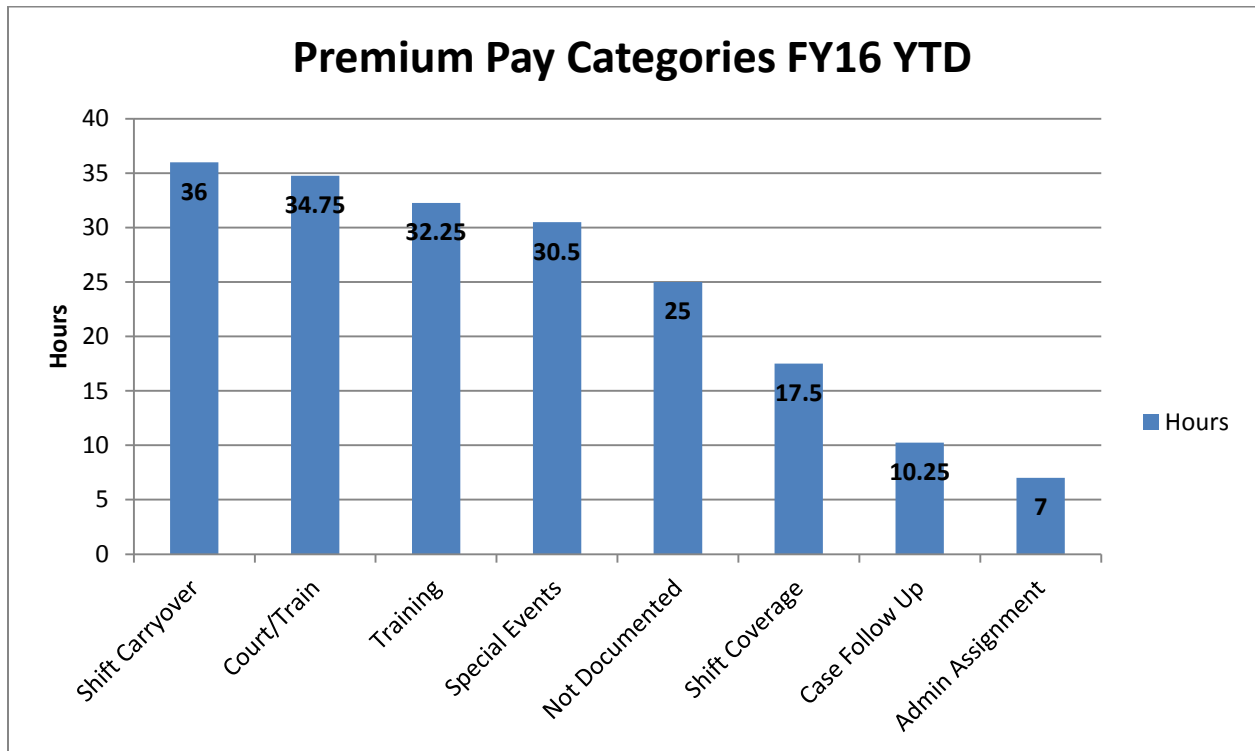


# Haymarket Police Department



## Other Issues of Note

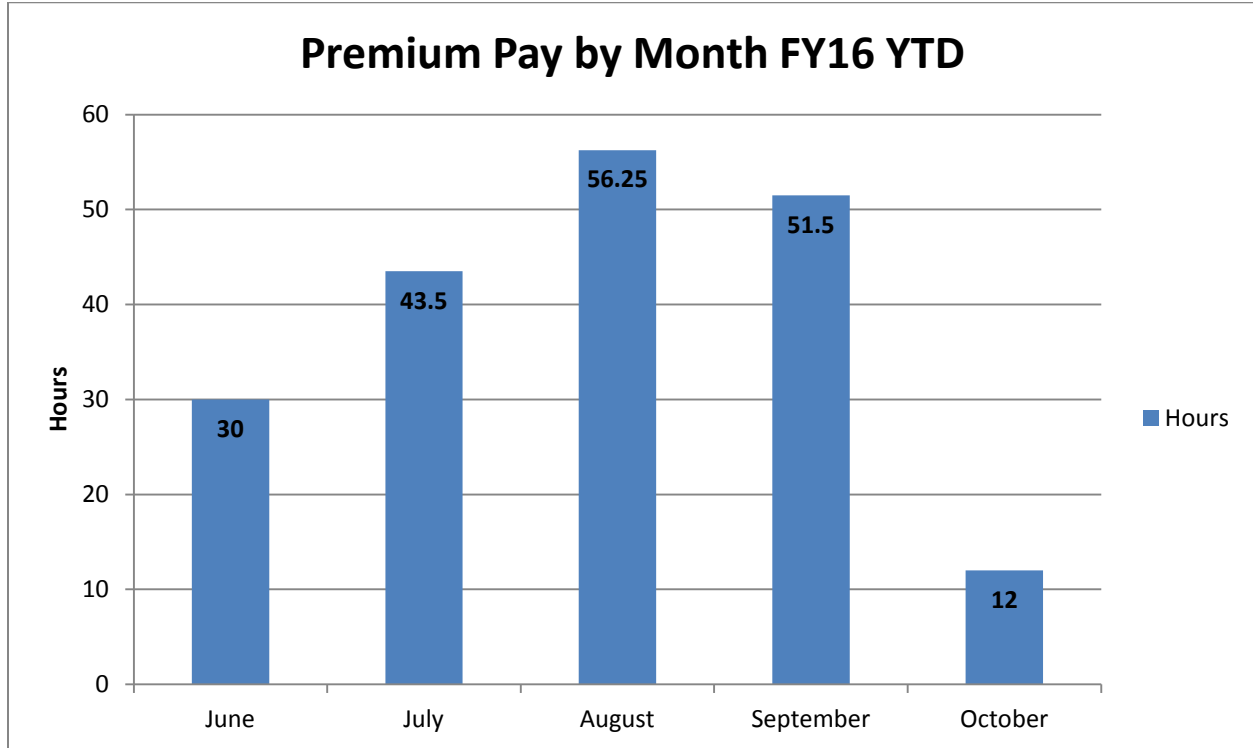
- “Hours worked” do not include leave paid or holiday pay
- Officers are scheduled for 168 hours per work period. Hours worked from 168 to 171 hours is considered overtime but not at a premium rate. Hours worked over 171 hours paid at a premium (time and a half) rate.



Attachment: Police Report - December 2015 (2644 : Police Report)



## Haymarket Police Department



### Community Relations

- Chief attended the HGBA meeting
- Chief met with the Longstreet Commons HOA to discuss issues including cut through traffic once the Jefferson Street bridge re-opens
- Agency participation in Park Valley's Trunk & Treat event
- Five officers worked Halloween night and participated in neighborhood Trick or Treat celebrations while monitoring for safety
- Officer Shaver gave safety talk to Cub Scouts
- Casey Downer of Calling All Souls utilized headquarters to conduct Human Trafficking Awareness Training over three separate days



## Haymarket Police Department



### Current Initiatives

- Performance plans completed for all Police Department employees and in the process of reviewing those plans
- New Ford Interceptor Utility cruiser will be placed in-service within the next several weeks
- A more robust firearms training date scheduled for mid-December
- Working with Prince William County Police to establish a “one-button” transfer process for calls for service that come into HPD’s main phone line
- Working with VDOT to establish a schedule of off-duty employment to assist with I-66 shutdowns while beams are lifted and installed on the new Route 15 bridge



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 12/07/15

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**Closed Session:**

- Council will be briefed by our Town Attorney regarding the Streetscape and Finley Contract.
- Council to discuss leases and town owned property.

**Committee Proposal:**

- Report and recommendation included in packet.

**Legislative Agenda:**

- Draft Legislative Agenda, report and recommendation included in packet.

**Special Request Policy:**

- Draft Policy, report and recommendation included in packet.

**Updates:**

**Quiet Zone:**

- Staff continues to work with Supervisor Candland on getting the safety improvements for the Thoroughfare Rd. Crossing.
- Staff has engaged Norfolk Southern to start the engineering process.

**Speed Indicator Signs:**

- Speed Indicator Signs have been ordered for Washington Street and we have received the permit to install them from VDOT.
- Staff has not ordered the third sign as of yet as our Town Engineer and I are working with the Chief of Police to determine the best location for the third sign.
- This sign will need a separate permit from VDOT as it will be located on a different street and requires a separate permit from VDOT.
- At this time, it is recommended that we not locate a sign along the northern section of Jefferson Street until the pedestrian improvements have been made.
- Once the best location is determined, staff will order the third sign.

**Sidewalk Repairs:**

- In working with Councilman Morris (Public Facilities Committee Chair) and Town Engineer, Holly Montague, it has been determined that the "underlayment" of the sidewalk between Fayette Street and Madison Street should be concrete.
- Unfortunately we will not know until we proceed with the repair.
- Therefore, we have authorized Genesis to proceed with the sidewalk repair in front Cathy's Hair Design first to determine how the sidewalks were installed and make the repair accordingly.
- This will give us a direction for other repair areas with regard to installing concrete "underlayment" in other sections of the sidewalks.
- However, if it is determined that there will need to be new "underlayment" installed, this would be a project to include into future Capital Improvements Plans.

- If this is the case, I would recommend that we make spot repairs as needed until we can eventually reinstall the sidewalk sections over time.

#### **Town Center Project:**

- The architect continues to refine the layout of the floor plan and will be finalizing within the week by working with staff.
- The Architect presented three concepts to the ARB at their November 18<sup>th</sup> meeting. The ARB discussed the concepts and has made some recommendations for the final Front Elevation.
- I believe that at this time, it is in our best interest to bring these recommendations to the Council along with the proposed Front Elevations and take into account the ARB Recommendations, opposed to continuing to get into the details with the Architect at the ARB level. I will be working with Ken Larson, ARB Chairman to see if he is content with this approach.
- Site Plan, comments have been sent out to the Engineer.
- At this time, we are starting to work with our consultants and staff to pick up the pace so that we can move forward with the project.
- Once determined by the Council as to the desired direction with regard to moving forward, I will work with staff, tenants and our consultants to present to you options with regard to relocations and maintaining Town services.
- Council will need to have a detailed discussion about funding for this project. Our early estimates are revealing that the total cost of the entire project may be three times as much as originally budgeted or anticipated.
- I have reached out to VML/VACO Finance to begin early discussions on funding options for the Council to consider.
- I am also exploring grant funding opportunities, but it is important to understand this may increase time and matching funds need to be considered as part of the application process and moving forward.

#### **Budget Survey- Fiscal Year '16-'17:**

- I will be handing out a Fiscal Year '16-'17 Priorities Survey for each Council member to complete. Staff will also be filling these surveys out.
- I will plan on collecting them and reporting back with budget estimates and realistic projections of cost.
- This begins the first step of transitioning from a line item budget to a "program based" budget.
- The goal will be to tie our revenues to the programs and demonstrate where dollars are being utilized throughout the Town provided services.
- One way to obtain this will be to follow the Government Financial Officer Association (GFOA) guidelines.

#### **Citizen Satisfaction Survey:**

- Included in your packet is a draft Citizen Satisfaction Survey.
- I am recommending that we release this survey after the New Year as this will allow us time to revise and come up with more specific questions that are of interest of the Council.
- I stress, that this is only a starting point from which to build off of.
- I am requesting that you submit any comments, suggestions, or questions to me by the regular Council Meeting on December 7<sup>th</sup>.

#### **ATTACHMENTS:**

- (2) Managers Report- Council Priority Survey (Pre-budget) (PDF)
- (3) Managers Report -Draft Citizen Satisfaction Survey (PDF)





## *Fiscal Year 2016-2017*

### *Town Council Budget Priorities*

#### *Budget Priority*

#### *Reasoning*

1.		
2.		
3.		
4.		
5.		
6.		

	<i>Budget Priority</i>	<i>Reasoning</i>
7.		
8.		
9.		
10.		

**Potential Budgeted Priorities:**

- Town Center Re-development (Office renovation, facade improvements, Site re-development)
- Harrover Property (Demolition, Construction, Site Development)
- Infrastructure Improvements (Specific projects that are needed)
- Economic Development (Specifics may include recruitment, tied to infrastructure, plan creation)
- Administrative Equipment Upgrades (New technology, computers, etc.)
- Police Equipment Upgrades (New patrol cars, equipment, technology, etc.)
- Position creation (Are there areas of service that we cannot provide due to the lack of personnel?)
- Department creation (Are there departments that need to be created to provide services to the Town?)



# Haymarket Citizen Satisfaction Survey

## DRAFT

We want your input! The Town of Haymarket is in the process of collecting data with regard to how well we serve your needs. This survey asks for your opinion on matters that are important to you the resident/citizen. Your participation in this survey helps to better your hometown and allows public officials to serve you better through the expression of your ideas, hopes, and concerns for the present and future of your community. You can also take this survey online and access through the Town's website at [www.townofhaymarket.org](http://www.townofhaymarket.org). You may also return this survey in person to the Town Office by January 15, 2016, or mail it directly to the following address:

**Town Survey, 15000 Washington Street, Haymarket, VA 20169**

*Your participation is needed and is greatly appreciated!*

### Community Services

How satisfied are you with the following Town services and facilities?

- A. Exceptional  
 B. Good  
 C. Fair  
 D. Unsatisfactory  
 E. No Basis for Opinion
- Police Protection \_\_\_\_\_
  - Fire Protection \_\_\_\_\_
  - Rescue Services \_\_\_\_\_
  - Comprehensive Planning \_\_\_\_\_
  - Water and Sewer \_\_\_\_\_
  - Trash Collection \_\_\_\_\_
  - Citizen Communications \_\_\_\_\_
  - Community Park \_\_\_\_\_

### Shopping and Commercial Services

For the following goods and services, place a "mark" beside all that you buy in and out of Haymarket.

	In	Out
• Clothing	___	___
• Gasoline	___	___
• Groceries	___	___
• Medicine	___	___
• Non-emergency medical services (ex., visit to the family doctor)	___	___
• Sit-Down Dining	___	___
• Hardware	___	___
• Gifts	___	___

For the following, fill in the blanks.

Are there any types of businesses that you would like to see more of in Haymarket? If so, please identify them.

\_\_\_\_\_  
 \_\_\_\_\_

Are there any types of businesses that you think there are *too many* of in Haymarket? If so, please identify them.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Housing

Fill in the blanks or circle your answer choice.

- I own or rent/lease my residence.
- How long have you lived at your present residence?

- A. Less than 1 year \_\_\_\_\_  
 B. 1-5 years \_\_\_\_\_  
 C. 5-10 years \_\_\_\_\_  
 D. 10 or more years \_\_\_\_\_

- In regard to the building in which you live, are you generally satisfied with:

The Structural quality Yes \_\_\_ No \_\_\_

The Aesthetic quality Yes \_\_\_ No \_\_\_

- Do you value living in a Historic District?

Yes \_\_\_ No \_\_\_ I Don't Know \_\_\_

- Is the location of your residence close to places you frequent, such as work, grocery, etc...

Yes \_\_\_ No \_\_\_

(Over)

**Transportation**

1. By what *means* do you travel to your place of work/ school and how many minutes does it take to take to arrive there? (*Answer for each person in household.*)

	#	Mins.
<b>A. Walk</b>	_____	_____
<b>B. Automobile</b>	_____	_____
<b>C. Bicycle</b>	_____	_____
<b>D. Carpool</b>	_____	_____
<b>E. Bus</b>	_____	_____
<b>G. Other</b>	_____	_____

2. How many automobiles are registered at your address?  
\_\_\_\_\_

(Circle Answer)

3. How often do you walk to obtain goods you need in Town?

- A. All the Time**
- B. Most of the Time**
- C. About half the time**
- D. Hardly Ever**
- E. Never**

4. Why Not?

- A. Not Able** (*physically, accessibility, etc*)
- B. Not Safe** (*lighting, traffic, etc*)
- C. Automobile More Convenient**
- D. Not Sure**
- E. Other**

*If you chose the letter "E", please explain below...*  
\_\_\_\_\_  
\_\_\_\_\_

**Employment**

1. Are you employed? (Circle One)

- A. Full-Time**
- B. Part-Time**
- C. Retired**
- D. Unemployed**
- E. Other**

2. How long have you been employed at your current job?

- |                      |                |
|----------------------|----------------|
| ___ Less than a year | ___ 15 years + |
| ___ 1-5 years        | ___ N/A        |
| ___ 5-10 years       |                |
| ___ 10-15 years      |                |

**General Info:**

Please check your age range:

- |              |             |
|--------------|-------------|
| ___ Under 18 | ___ 45-64   |
| ___ 18-24    | ___ Over 65 |
| ___ 25-44    |             |

**Location of Development**

If more retail businesses were to be established, where should they locate?  
\_\_\_\_\_

Same question, for Housing?  
\_\_\_\_\_

Same question, for industry?  
\_\_\_\_\_  
\_\_\_\_\_

List what you think are the three (3) of the most desirable qualities of the Town of Haymarket?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List what you think are the three (3) of the most undesirable qualities of the Town of Haymarket or areas that you would like to see improved.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you proud to be a citizen of Haymarket?

Circle One: **Yes / No**

Please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Generally speaking, do you consider the people of Haymarket to be "friendly"?

Circle One: **Yes / No**

How long do you expect to continue living in Luray?

- 5 years or less:** \_\_\_\_\_
- Between 5-10 years:** \_\_\_\_\_
- 10 years or more:** \_\_\_\_\_

Please use the space below to clarify or further explain any of your previous answers, make comments on Town issues, or comment on this survey.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are interested in serving the Town, please include your name and address on the lines below:  
\_\_\_\_\_  
\_\_\_\_\_

*Again, thank you for your participation!*



TO: Town of Haymarket Town Council  
SUBJECT: Chick-fil-A  
DATE: 12/07/15

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TO: Town of Haymarket Town Council  
SUBJECT: Sheetz  
DATE: 12/07/15

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TO: Town of Haymarket Town Council  
SUBJECT: Caboose Enhancement Project  
DATE: 12/07/15

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#### BACKGROUND

- On September 23, 2015, the Town received one construction bid from Genesis Contracting and Consulting, Inc. in the amount of \$24,407.00
- While giving an overview of the project at the September 29, 2015, Town Council Agenda Meeting, the Town Council expressed interest in investigating the option of using composite decking/railings instead of pressure treated wood on the Access Improvements to the Southern Railway Caboose project.
- At the November 2 Town Council Meeting, the Town Council directed me to provide a cost analysis for composite decking vs. pressure treated wood using a harder estimate than provided at the November meeting.

The cost analysis and draft motions will be provided at the December 7 Town Council Meeting.



TO: Town of Haymarket Town Council  
SUBJECT: Harrover Property  
DATE: 12/07/15

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Mayor Leake asked for discussions regarding the following:

- A) Advertising for sale update
- B) Response from ARB for COA?
- C) RFP for demo work site restoration





TO: Town of Haymarket Town Council  
SUBJECT: VRE Update  
DATE: 12/07/15

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TO: Town of Haymarket Town Council  
SUBJECT: Dominion Virginia Power 230 kV Transmission Line & Substation  
DATE: 12/07/15

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TO: Town of Haymarket Town Council  
 SUBJECT: Ronald Reagan MS Archery - Funding Request  
 DATE: 12/07/15

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**SUBJECT:** Special Funding Requests/ Reagan MS Archery Club

**ISSUE:** In October of 2015, Reagan Middle School Archery Club presented a request to the Council to help support their team/ club which has been highly successful within the past several years. As the Council considered this request, it prompted a draft policy to address such requests in the future and the Council needs to determine if they wish to fund such requests this fiscal year without a line item to draw funds from.

**BACKGROUND:**

- Reagan Archery presented a request after the Council recognized their accomplishments during a regular Council meeting in September of 2015.
- Reagan's Archery Coach presented the nature of the costs and the travel involved in with the club.
- Their inquiry requested the following:
  - Become their Lead Sponsor
  - Town logo would be incorporated into future team shirts.
  - Support the team from Haymarket, all announcements would include Reagan Middle School from Haymarket, Virginia.
  - \$2,000 was requested and the team would recognize the Town of Haymarket as their Lead Sponsor for 4 years.
- Council received the request, but decided to turn efforts to creating an internal policy as a way to handle this request as well as future requests.
- The draft policy is set to be adopted at the December 7<sup>th</sup> Council meeting.

**DISCUSSION:**

- After the policy is adopted, this still will not create a line item within the current budget or identify funds that are available to apply to any special funding request.
- Ultimately, a response is needed for Reagan's request for support.
- It would be prudent for the Council to determine if it desires to move funds to address such requests for the remainder of the fiscal year.
- At the work session, it was determined to attempt to place funds with its separate line item to address such future requests.

**TOWN MANAGER'S COMMENTS: (December 2, 2015)**

- It is recommended that the Council identify funds to fund such requests prior to awarding any such requests throughout the remainder of the current fiscal year.
- I would recommend that if you are considering honoring the request or some portion thereof, you should move more than the requested amount in case you receive any additional requests throughout the current fiscal year.

**TREASURER'S COMMENTS: (December 2, 2015)**

- Recommendation to identify funds for the next Fiscal Year Budget 16/17, as this year's budget has no line item to sustain such requests. Possible line item for next year's budget could be a Council Discretionary fund.

**POTENTIAL QUESTIONS:**

- Do we need to do this?
- What do other jurisdictions do?
- Why a \$500 limit on funding requests? Could we raise that amount?

**BUDGET IMPACT:**

This policy would have an impact on the current fiscal budget because currently there are no funds set aside for this line item.

Council has some line items in the current fiscal budget that you could pull an agreed upon amount from to complete this fiscal year and plan on placing an amount in the next fiscal year budget and create a line item for such requests.

**STAFF RECOMMENDATION:****MOTION:****Motion of Approval:**

I move to approve the Special Funding Request and....

**Motion of Denial:**

I move to deny the Special Funding Request because...



TO: Town of Haymarket Town Council  
 SUBJECT: Town Center Façade Improvements  
 DATE: 12/07/15

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## BACKGROUND

- Architect John Heltzel is finalizing building layouts for the government center. One detail necessary to complete the task is the size, number and location of exterior doors and windows.
- Mr. Heltzel met with the Architecture Review Board (ARB) to discuss concepts for façade improvements to the planned government center.
- Mr. Heltzel developed three elevations (see attached) based on the ARB discussion and applicable policies / ordinances governing architectural styles and compatibility specific to this area of the Town's Historic District.
- The ARB reviewed the three elevations at their November meeting. The ARB recommended Front Elevation 3 / Prospective Design 2 be further developed and submitted for formal review by the ARB (i.e. formal submission of a Certificate of Appropriateness).
- Front Elevation 3 is recommended based on several factors:
  - Varied materials (i.e. brick, wood) break up an otherwise expansive building façade facing Washington Street and directs attention to main entrance of the government center
  - Minimal use of pilaster columns to break up the large expanse of the front building façade
  - Incorporates a unique cupola feature on top of the building vs. dormer windows duplicated by nearby buildings
  - Highlights the three "sections" of the building and reflects incremental building additions over time
  - Use of federalist style as recommended by Historic District Guidelines / Community Design policies of Comprehensive Plan
- The ARB also recommended the following revisions and/or variations to Elevation 3:
  - Incorporate main entrance door / 5 window concept from Front Elevation 2 (without pilasters / columns or dormer windows)
  - Provide portico entrance with rail balcony
  - Wrap architecture to Jefferson Street façade / mimic or tie into front elevation

## RECOMMENDATION

- Staff recommends the Town Council endorse the Front Elevation 3 concept and direct the architect to finalize building layouts for the government center based on said concept.
- Staff also recommends the Council direct the architect to revise Front Elevation 3 based on the ARB recommendations and coordinate with staff to submit a Certificate of Appropriateness to the ARB when practicable.

Agenda Item (ID # 2667)

Meeting of December 7, 2015

**ATTACHMENTS:**

- DRAFT\_Town Center Elevations\_09-25-15 (PDF)



FRONT ELEVATION 3



# HAYMARKET TOWN CENTER

September 25, 2015

Prospective Design 2





FRONT ELEVATION 2



FRONT ELEVATION 1





TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 12/07/15

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



TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 12/07/15

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

Certification: To the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.