



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

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Tuesday, February 25, 2014

7:00 PM

Council Chambers

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### **1. Call to Order**

### **2. Agenda Items**

A. Draft Town Council Agenda for March 3, 2014

### **3. Councilmember Time**

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

### **4. Adjournment**



TO: Town of Haymarket Town Council  
SUBJECT: Draft Town Council Agenda for March 3, 2014  
DATE: 02/25/14

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**ATTACHMENTS:**

- 03-03-2014 Draft TC Agenda Packet (PDF)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, March 3, 2014

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Citizen's Time

### 3. Pledge of Allegiance

### 4. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Feb 3, 2014 7:00 PM

### 5. Agenda Items

- A. Request to Council
- B. Saint Paul's Church Special Use Permit

### 6. Department Reports

- A. Treasurer's Report - Renee DuBiel
- B. Engineer's Report - Holly Montague
- C. Planner's Report - Marchant Schneider
- D. Police Report - Chief James E. Roop
- E. Museum Report - Denise Hall
- F. Town Manager's Report - Brian Henshaw

### 7. Closed Session

- A. Enter into Closed Session
- B. Certification of the Closed Session

### 8. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

### 9. Adjournment

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, February 3, 2014

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

### 2. Pledge of Allegiance-Colton Bradley

Tonight's Pledge of Allegiance is led by Scout Colton Bradley

### 3. Citizen's Time

#### Maria Turner - Fayette Street

*She is concerned about the state of the North Fork Creek. She reminds that the Charette called for Jefferson Street at the tracks to be a gateway to the Town, and that has yet to be realized. The banks have become overgrown and water is ponding up badly.*

*The Haymarket Drive elementary school will be open this spring. She would like the Council to work with the school to insure that the buses do not use Fayette Street. She would appreciate some control over the potential school traffic might have on Fayette Street*

#### Josh Mattox - 15008 Gossom Manor Place

*Residents are experiencing a lot of issues with DR Horton in Sherwood Forest. There has been a lot of fallback with the contractors. He has a history of emails regarding warranty items that have yet to be fully completed. At Fayette & Washington Street, there is a yielding problem there. He and his wife have had several close calls at this intersection. He would appreciate an increased police presence at that intersection.*

### 4. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Jan 6, 2014 7:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. Mayor and Council - Continuation Meeting - Jan 15, 2014 6:30 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

C. Mayor and Council - Special Meeting - Jan 20, 2014 7:00 PM

Attachment: 03-03-2014 Draft TC Agenda Packet (1771) : Draft Town Council Agenda for March 3, 2014

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

D. Mayor and Council - Emergency Meeting - Jan 24, 2014 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

E. Mayor and Council - Special Meeting - Jan 28, 2014 6:30 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

F. Mayor and Council - Work Session - Jan 28, 2014 7:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

## 5. Public Hearing

A. Historic District Boundary Amendment

**John Mattox - 15008 Gossom Manor Place**

*He strongly opposes the revisions of the historic district and urges everyone to vote against it. When they first bought, they had researched the area. What really attracted him to Haymarket was the small town feel and the historic nature of the Town. He doesn't feel it is fair to remove his neighborhood from the historic district boundaries.*

**Tobias**

*Asks if Chair Weir of the Planning Commission would come explain the PC's motivation behind splitting the fairgrounds parcel in their first proposed boundary revisions. Weir believes that leaving the back portion of the parcel out of the historic district may enhance the economic development of that particular parcel.*

**The Mayor would like it noted for the record: Dave & Marie Kline and Dottie Leonard all telephoned the Mayor and expressed views opposed to the revisions to the historic district**

**Guy Gravett - Represents the Fairgrounds property**

*Unfortunately, at this time, they do not have a development plan, so it is hard to discuss the historic district revisions at this time. They do envision a mixed use for this parcel, residential, office and retail. He is just asking for whatever does happen with the historic district, that an open dialogue stay open with this property.*

**RESULT:** ADJOURNED [UNANIMOUS]  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

## 6. Agenda Items

A. Historic District Boundary Amendment- Marchant Schneider

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Rebecca Bare, Councilwoman
<b>SECONDER:</b>	Katherine Harnest, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

**B. Eagle Scout Request - Colton Bradley**

Colton Bradley is here this evening to seek permission from the Town Council. When he first joined the Scouts, he learned very quickly of the close relationship between the Town and Troop #924. An Eagle Scout project is a requirement and prerequisite to achieving life scout. He proposed to replace the sign at the corner of Washington Street & Bleight Drive. The sign is falling apart. Tobias tells Colton that this was discussed at the work session and suggest that he work with the ARB and Councilwoman Harnest. Aitken suggests that maybe the sign could go at the far eastern entrance to the Town at the former PACE, now that the boundary adjustment is complete.

**C. Code of Conduct (Draft) - Rebecca Bare, Steve Aitken, Brian Henshaw**

Move to adopt the Code of Ethics/Standards of Conduct as presented

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Councilman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

**D. Resolution for Special Election - Martin Crim, Town Attorney**

Move to table discussion of the resolution for special election to the July 7, 2014 Town Council meeting, in the meantime for staff to work with the Council to give us ideas on how to best to position this and inform the voters

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Jay Tobias, Vice Mayor
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

**E. Site Plan Approval Extension - Marchant Schneider**

Move that the Town Council **REAPPROVE** final site plan FSP#20081212, Haymarket Baptist Church - Building Addition and Parking Expansion, prepared by Ross, France, and Ratliff, LTD, dated May 15, 2007, sealed May 16, 2013, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING:

1. Recordation of a Stormwater Management Facilities Maintenance Agreement providing for maintenance of all such facilities without cost to the Town for all on-site (and off-site, if applicable) stormwater facilities to be installed in conjunction with the development of the subject property; and,
2. Payment of all costs, fees and expenses due the Town.

It is further moved that the Town Council, pursuant to Sections 58-699(c) and 58-703(f) of the Town Code, approve the alternative buffer yards and waiver of perimeter parking lot landscaping as depicted on Sheet 6 of FSP#20081212;

It is further moved that the Town Council approve the record plat titled "Record Plat Showing Consolidation and Various Easements, the Property of Trustees of Haymarket Baptist Church," prepared by Ross, France, Ratliff, LTD, dated July 7, 2008, and its associated Deed of Consolidation and Easement, subject to, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING:

1. Recordation of all plats and documentation in a form and substance as approved by the Town Attorney; and
2. Payment of all costs, fees and expenses due the Town; and

3. The foregoing two conditions to be completed and satisfied within 90 days of the date of Town Council approval, otherwise the approval to be void and of no further effect.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Katherine Harnest, Councilwoman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

**F. Request for Proposals - Parking Ordinance Review**

Move that the Town Council authorize staff to advertise the attached Request for Proposals for a Parking Ordinance and Needs Assessment and return to Council with a recommendation regarding an award of a contract for said proposal. Extend the RFP deadline to March 14, return to Council at the April 7 meeting with a recommendation

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Katherine Harnest, Councilwoman
<b>SECONDER:</b>	Rebecca Bare, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

## 7. Department Reports

- A. Treasurer's Report - Renee DuBiel  
Tobias - Harnest
- B. Engineer's Report - Holly Montague
- C. Planner's Report - Marchant Schneider
- D. Museum Report - Denise Hall
- E. Police Report
- F. Town Manager's Report - Brian Henshaw

## 8. Closed Session

**Enter into Closed Session**

Move to enter into closed session pursuant to Virginia State Code 2.2-3711:

A1. 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, specifically **the Town Police Department**

**The record reflects that Vice Mayor Tobias does not enter into closed session discussions.**

<b>RESULT:</b>	<b>ADOPTED [6 TO 1]</b>
<b>MOVER:</b>	Katherine Harnest, Councilwoman
<b>SECONDER:</b>	Mary-Lou Scarbrough, Councilwoman
<b>AYES:</b>	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Leake
<b>NAYS:</b>	Jay Tobias

**Certification of the Closed Session**

Pursuant to VA 2.2-2712 (D), 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 [6 TO 0]  
**MOVER:** Katherine Harnest, Councilwoman  
**SECONDER:** Mary-Lou Scarbrough, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Leake  
**ABSTAIN:** Jay Tobias

**Appoint Jeff Shaver**

Move to appoint Jeff Shaver as interim Town Sergeant during the suspension of Chief Roop and that he be assigned the temporary rank of Police Sergeant, this motion does not change the assignment of duties made by Council at its January 20, 2014 meeting.

**RESULT:** ADOPTED [5 TO 0]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Katherine Harnest, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy  
**ABSTAIN:** Jay Tobias

**Directive**

Direct the Town Manager, Brian Henshaw and Sergeant Shaver to work together to alter the police department's schedules, as needed, to maximize coverage

**Hire part-time officer**

Move to hire Officer Randy Anderson, part-time, at \$18.27/hour, with no benefits, for no more than 24 hours per week, through April 8, 2014.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Councilman  
**SECONDER:** Rebecca Bare, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

**9. Councilmember Time**

A. Steve Aitken

B. Rebecca Bare

C. Katherine Harnest

D. Mary Lou Scarbrough

Scarbrough would like to make council aware of issues at food pantry, there has been water in basement

E. Milt Kenworthy

F. James Tobias

G. David Leake

**10. Motion to Adjourn**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Katherine Harnest, Councilwoman  
**SECONDER:** Mary-Lou Scarbrough, Councilwoman  
**AYES:** Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

Submitted:

Approved:



Jennifer Preli, Town Clerk

David Leake, Mayor

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)



TO: Town of Haymarket Town Council  
SUBJECT: Request to Council  
DATE: 03/03/14

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The Bull Run Little League is requesting a refund of the fee they paid for the use of Town Hall on February 20, 2014. Please see their request attached.

**ATTACHMENTS:**

- BRLI Request to Council(PDF)

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):

Bull Run Little League is a non-profit  
organization. We intend to hold our first  
public board meeting

Jaime Sawyers  
Applicant Printed Name

Jaime S. Sawyers  
Applicant Signature

2/12/14  
Date of Appeal

2/20/14  
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: Jaime Sawyers, Secretary, Bull Run Little League

Address of Applicant: 14354 Broadwinged Dr, Gainesville, VA 20155

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

(Cell) (703) 412-0097

Email address (Mandatory): jaimesawyers@gmail.com

Date Facility/Property is requested: 2/20/14

Alternate Date Requested if first date is not available: As soon as possible

Hours: 2 Number of Guests: 10-20

Type of Affair Planned: Bull Run Little League Board Meeting  
(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.)

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.

Jaime L. Sauryers  
Signature of Applicant

2/12/14  
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 of the on \_\_\_\_\_, 2013 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.

Ben P. Huel  
Signature of Town Manager

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: \_\_\_\_\_



TO: Town of Haymarket Town Council  
 SUBJECT: Saint Paul's Church Special Use Permit  
 DATE: 03/03/14

St. Paul's Anglican Church has submitted a request to extend its use of a classroom trailer at 6735 Fayette Street (St. Paul's School) through August 31, 2017 (see attached request). The current special use permit expires on April 4, 2014.

#### BACKGROUND

A special use permit for a classroom trailer and accompanying waivers of various site development requirements was approved by the Town Council on August 4, 2008. The permit and waivers allowed the move of the privately operated "Teaching the Basics" school (now St. Paul's School) from the police station behind Town Hall to the Parish Hall associated with St. Paul's Church at 6735 Fayette Street. The move to Fayette Street was to be a temporary condition until a permanent facility could be constructed on other properties owned by St. Paul's Church (also on Fayette Street). The conditional approval of the classroom trailer required an annual renewal of the special use permit. The Council granted an extension in May 2010. A third extension was granted by the Town Council in April 2011 and permitted the continued use of the trailer through April 4, 2014. In the interim period since the Council's last approval, the ownership of the Parish Hall and other properties associated with St. Paul's Church has been transferred to the Episcopal Diocese of Virginia. St. Paul's Anglican Church now leases the property from the Episcopal Diocese. St. Paul's School has moved several of its programs to the former Pace West School at 14600 Washington Street and expects to complete its transition from 6735 Fayette Street by the summer of 2017.

The action by the Council on April 4, 2011 is as follows: Tobias motioned that the Town Council amend Special Use Permit (SUP) #SUP20080527, St. Paul's Church School, to permit the use of a classroom trailer at 6735 Fayette Street beyond the previous SUP expiration date of June 7, 2011, AND further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, not to exceed three years from the date of approval, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

#### RECOMMENDATION

Staff recommends that the Council schedule a joint public hearing with the Planning Commission at its regularly scheduled meeting on April 7, 2014 to solicit public comments on the request to extend the SUP for use of a classroom trailer. Staff will provide an analysis of the request in preparation for joint public hearing. A new application indicating the various parties subject to the SUP will also be necessary.

#### DRAFT MOTIONS

1. I move that the Town Council direct staff to schedule a joint public hearing with the Planning Commission on April 7, 2014 to consider renewal of a Special Use Permit for use of at classroom trailer by St. Paul's School at 6735 Fayette Street.

OR

Agenda Item (ID # 1770)

Meeting of March 3, 2014

2. I move an alternate motion.

**ATTACHMENTS:**

- (1) Saint Pauls SUP Extension Request (PDF)

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)

## Special Use Permit Extension St. Paul's School January 30, 2014

St. Paul's Anglican Church (St. Paul's) requests renewal of the Special Use Permit (SUP) #SUP20080527, related to St. Paul's School, (formerly known as "Teaching the Basics") to permit the continued use of a classroom trailer (modular unit) at 6735 Fayette Street beyond the previous automatic additional periods of one year which now expires in June 2014. We further request that the SUP remain in effect with conditions as motioned by Mr. Tobias and passed by the Town Council in their meeting of April 2011.

St Paul's has a lease with the Episcopal Diocese of Virginia (owner of the property) through August 31, 2017 for use of the property for the operation of St. Paul's School. We request the SUP to continue to be approved automatically for period of one year through August 31, 2017. During this period, no physical modification of the existing modular unit, other than routine maintenance is anticipated.

We wish to bring to your attention the fact that this school year (SY13-14), St Paul's moved a portion of the school program to the property previously known as Pace West at 14650 Washington Street. This move reduced the amount of traffic at the Fayette Street location. Over the next four years we will continue to further expand our school program in the building at the Washington Street location. This action will, yearly, further relieve student load and traffic at the Fayette Street campus. We plan, by the summer of 2017, to be out of the Fayette Street campus.



Raymond A. Bell  
Senior Warden and President of the Board  
St. Paul's Anglican Church, Inc.

Received  
1/31/2014





Date: 27 May 2008

Case #: SWP 20080527

Special Use Permit Application

Business Name: ST PAUL'S SCHOOL - TEACHING THE BASICS Address: 6735 FAYETTE ST HAYMARKET, VA 20169-0405

Applicant's Information

Property Owner's Information

Name: ST PAUL'S CHURCH  
Address: 6735 FAYETTE ST  
City: HAYMARKET  
State/Zip: VIENNA 20169  
Phone: 703-754-7536

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Type of Structure:  SFD  Multi  TH Zoning District: RI Code Section: 53-53

Name of Business: ST PAUL'S SCHOOL - TEACHING THE BASICS  
Name of Business: \_\_\_\_\_

Number of employees working from site: 15  
Number of vehicles: 10 Type: \_\_\_\_\_ GVH: \_\_\_\_\_  
Number of parking spaces set aside for this activity: 16  
Total floor area of structure devoted to activity: 2134 sq. ft.  
Will accessory storage be necessary?  Yes  No  
If so, where will it be? Adjacent to the existing building (ST PAUL'S CHURCH Parish Hall)  
Will the activity require any special tools or structure improvements? NO

In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.  
see attached Narrative

**RECEIVED**

The above is a true representation of the activity and the method of operation upon approval:

MAY 27 2008

TOWN OF HAYMARKET

Applicant Signature: Charles H. W. Hook  
Owner's Signature: Ronald H. Beer, Sr. Warden  
St Paul's church - May 27, 08

Approved  Rejected by Town Council Vote: \_\_\_\_\_ Date: \_\_\_\_\_  
Conditions: \_\_\_\_\_ Signature: \_\_\_\_\_  
Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ Date: \_\_\_\_\_

**Special Use Permit  
For  
St Paul's Teaching the Basics School  
to be located at  
St Paul's Parish Hall  
6735 Fayette Street, Haymarket, Virginia  
(GPIN 7297-89-5776)**

May 27, 2008

**Narrative**

St. Paul's Church Haymarket, Inc. (Applicant/Owner) is requesting a Special Use Permit (SUP) to accommodate the relocation of its existing school (from Town owned property at 15026 Washington St.) which is under sales contract to a location on the Church Campus. St. Paul's is requesting this SUP to position a TEMPORARY full code-compliant portable building to be used as a classroom(s) under Town Code R-1, Section 58-53 (5).

This is necessary due to increased lease costs at the schools present site, the approaching lease conclusion and the sale of the building. St. Paul's is proposing to use a temporary building until a permanent facility can be planned and built elsewhere on existing church property near the sanctuary. The Church is in the process of beginning a Capital Campaign to raise money and begin design on the permanent home for the school. The Church anticipates to begin construction within two years.

The school currently provides Haymarket and the surrounding communities with quality education for 3 and 4 year olds in Preschool, Kindergarten and 1<sup>st</sup> Grade, as well as providing Before and After Care. Currently the enrollment is 95 of this community's future citizens and leaders. The school also employs 15 adults. School hours are 8:30 AM to 3:30 PM but with Before and After Care it runs from 7:30 AM to 6:30 PM. By staggering the classes any possible congestion is minimized. Many parents depend on this school so that they can earn a living.

Approval of the Special Use Permit will allow the church and school to continue a program of similar size and scope – something that cannot be achieved with use of a single or combination of present church structures.

The *special use* portable school building is proposed to be located on a limited portion of the existing parking lot behind the St. Paul's Parish Hall located at 6735 Fayette St in the Town of Haymarket, identified by Prince William GPIN:7297-89-5776 (Property). See attached Plat. Specifically, the land area subject to the *special use* consists of 2,184 square feet of land near the center of the property and comprises slightly less than 9 percent of the property.

The *special use* portable school building will be constructed off site and set on a foundation of piers and then skirted. Its location behind the Parish Hall on the North side and trees on the West and South sides will minimize any potentially adverse aesthetic reaction. The proposed location will substantially shield the structure for line-of-sight from Fayette Street. When completed the *special use* portable school building will be connected to the Parish Hall by a covered, elevated walkway.

**Does not burden Existing Roadways**

The *special use* portable school building placed as proposed will have adequate space for a drive through area. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot in a counter-clockwise fashion through the parking lot and exit on the current exit on Payne St. This is a flow space similar to that available at the present site of the school which has presented no recurring problem.

**Is Served By Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. The proposed *special use* portable school building will be served by Prince William Service Authority for both water and sewer.

**Meets Special Use Standards**

This application meets the SUP standards and intent enumerated in Section 58-53 (5) of the Town of Haymarket Zoning Ordinance. Please see Exhibit 1 for details.

**Meets Special Use General Standards**

This application meets the SUP standards and intent enumerated in Section 58-9 of the Town of Haymarket Zoning Ordinance. Please see Exhibit 2 for details.

**Should Be Approved**

The proposed *special use* portable school building is expressly allowed under special use criteria in R-1 Zoning District. The drive through access, building location, and sit layout for the *special use* portable school building complies with the specific standards of the classroom special use. The impact on the neighborhood is minimal.

St. Paul's Church fully expects to request the SUP to be renewed as it will take time to build a permanent facility as described above. When that permanent facility is built this TEMPORARY building will be removed and the Town of Haymarket will have a fully functional, aesthetically designed, quality school for 2 year olds through 5<sup>th</sup> Grade. This school will add immeasurably to the character and quality of the Haymarket Community.

Respectfully Submitted

  
Raymond Bell 5.27.08  
Senior Warden  
St. Paul's Church, Haymarket, Inc.

## **Narrative to Accompany St Paul's Request for SUP on Portable Building for Teaching the Basics**

**The Portable Building we are planning to use to augment the space in the Parish Hall for Teaching the Basics is similar to those one sees used at other schools for temporary use. Our's also will be for temporary use. It is a one-story, metal, pre-fabricated custom-designed unit. The dimensions are 28' wide by 76' long, and 13 1/2 ' high. Total area is 2128 sq ft. It will be manufactured (probably by William Scottsman, Inc.) specifically for our use and will be two (2) sections 14 feet wide then put together at the construction site (parking lot).**

**The portable will be placed on a foundation of piers which will be dug into the ground (a Blocking Plan of a similar portable is attached). It will have its own metered electricity. It will also have water and sewer. The building will contain six (6) classrooms of approximately 250 sq ft each. In the present design there will be two toilets, a janitor's closet, and a hallway connecting the rooms. Each classroom will have a door which can be locked from the inside by the teacher, the doors to the classrooms will have windows, and each classroom will have a window.**

**Although it will be of modular construction, we anticipate the exterior will be vinyl lap siding and there will be vinyl skirting from the bottom of the portable to the ground. The roof will be pitched from the centerline of the building 7/16 inches to both sides to facilitate water run-off. The portable will be connected to the Parish Hall by a covered, wooden, temporary walkway. There will be two (2) handicap ramps at emergency exits to meet ADA requirements.**

# EXHIBIT 1 USE SPECIFIC SPECIAL USE APPROVAL STANDARDS

**Town of Haymarket  
Zoning Ordinance**

**Application for *special use*  
portable school building**

## **58-53 (5) Special Uses**

Mobile office/classroom shall only be permitted with 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.

St Paul's Church fully expects to reapply for this SUP. It will take at least two years to fund, design and build a permanent building to house the school

## EXHIBIT 2

### GENERAL SPECIAL USE APPROVAL STANDARDS

#### Sec. 58-9 (c)

In consideration of an application filed with the zoning administrator, the town council, after public hearings conducted by the planning commission and the town council, may authorize the special use of those uses that are expressly listed as special uses in a certain zoning district; . . .

#### **Town of Haymarket Zoning Ordinance**

#### **Application for the *special use* portable school building**

#### Sec. 58-9 (d)

A special use shall be approved if its design, location, construction, method of operation, special characteristics and other aspects satisfy the following standards:

- |   |   |
|---|---|
| (1) The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan. | The <i>special use</i> portable school building conforms to the plan for residential zoning of R-1.   |
| (2) The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.   | The <i>special use</i> portable school building conforms to the intent and purpose of The R-1 Zoning Ordinance.   |
| (3) The proposed use shall not adversely affect the use or values of surrounding properties and structures.   | The <i>special use</i> portable school building will complement the local neighborhood. Neighborhoods by definition have children. The small size of the school and the students' confinement to the property will not adversely affect the neighborhood. |
| (4) The proposed use shall not adversely affect the health, safety or general welfare of persons residing or working in the neighborhood.                                       | The primary purpose of the school is to provide quality education for the young citizens of the neighborhood. Therefore, the health, safety and general welfare of persons residing in the neighborhood will only be enhanced                             |
| (5) Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.            | This project is designed to make use of the already in use parking lot behind the Parish Hall and not affect any neighborhood traffic. It will have less impact than that of the current site for the school  |
| (6) Utility, drainage, parking, loading and other necessary facilities provided to serve the proposed use shall be adequate.  | The project will be serviced by PWSA and parking, loading are well with the current capacity of the Parish Hall   |

## **Attachment to Application for Special Use Permit for St. Paul's School**

The activity is a school for Preschoolers, age 3 and 4, Kindergarten, and 1<sup>st</sup> Grade as well as Before and After Care. It operates from 7:30 AM to 6:30 PM. But the primary school hours are 8:30 AM to 3:30 PM. The maximum number of vehicles to visit (drop-off and pick-up) at any one time is 20; it is planned for that maximum number will be contained completely on the property's existing parking lot.

## **Traffic Management Policy for St. Paul's School Teaching the Basics at 6735 Fayette Street**

St. Paul's School Teaching the Basics policy is to manage the drop-off and pick-up of children at the school in such a way that the normal traffic on Fayette Street and Payne Lane will not be affected adversely. The school seeks to be sensitive to the community around us in all of its policies and to assure minimal impact to the neighborhood and the flow of traffic. We desire the flow of traffic, including the drop-off and pick-up of children, to be efficient, smooth, and safe for everyone. Therefore, we have established a traffic management policy for the school.

### **Traffic Management Policy**

The school uses, and will continue to use, several innovative and proven traffic-management methods. Each method is honed by experience. Each will minimize impact on the adjacent community and school parents at student drop-off and pick-up times. These are:

a. Classes start and end at different times, based on the particular class or student age. Thus, arriving/departing parents are not all at the school at the same time. The time between age groups provides sufficient time for parents of one age group or class to clear the area before the arrival of parents of the next age group or class.

b. School staff meets the arriving students. School staff meet arriving students or deliver departing students to car side and assist children out of or into the car. Therefore, parents stay in their vehicles during drop-off and pick-up. This significantly reduces the time required for student drop-off/pick-up and also ensures a smooth, "one-at-a-time" departure of departing vehicles.

c. School Staff monitor traffic flow into and out of drop-off/ pick-up area. A specifically designated and qualified staff person will monitor the traffic flow into the drop-off and pick-up area from Fayette Street. Staff at the drop-off point will monitor the traffic on Payne Lane. If, at a given time, the drop-off/ pick-up area is filled with cars, the staff person will direct any cars waiting on Fayette Street to proceed to the church parking area on a temporary basis so that parents waiting to drop off or pick up their child (or children) will not adversely affect traffic on Fayette Street or Payne Lane. (Two-way radios (walkabout radios) may be used in this process.) Once the drop-off area begins to clear, parents waiting in the church parking area will proceed back to the school drop-off area. This will assure that customary traffic on Fayette Street and Payne Lane will be allowed to flow in good order.

d. Parents will receive instructions. Parents of school children will receive instructions regarding drop-off and pick-up prior to the start of school. As parents become familiar with this process, the first week of school uncertainties and occasional problems will be resolved. Adjustments can also be made by the school administration.



### St. Paul's Site Plan Traffic Narrative (Revised – 14 Jul)

**SITE:** The site is 0.60 acres and comprises an existing one-story building (4,157 s.f.). The interior of this building will be renovated, in full code-compliance, for school use. To further accommodate the relocation of St. Paul' School (DBA: Teaching the Basics); proposed is placement of a temporary classroom trailer (2,128 s.f.). The proposed temporary portable building will occupy 7.9% of the total area of the site. Both structures will be served by public water and sewer.

**TRAFFIC FLOW/PARKING:** It is envisioned traffic will enter the site from Fayette Street; travel in a one-way direction; and exit on Payne Lane. The site will provide 15 parking spaces onsite (14 regular spaces and I handicap parking space).

**TRAFFIC MANAGEMENT:** The school uses, and will continue to use, several innovative and proven traffic-management methods. Each method is honed by experience. Each will minimize impact on the adjacent community and school parents at student drop-off and pick-up times. These are:

a. Classes start and end at different times, based on student age. Thus, arriving/departing parents are not all at the school at the same time. The time between age groups is 30 minutes – more than sufficient time for parents of one age group to clear the area before the arrival of parents of the second age group.

b. School staff meets the arriving students; and, deliver departing students to car side and assist children out of and into the car. This significantly reduces time required for student drop-off/pick-up time and also ensures a smooth, "one-at-at-time" departure of departing vehicles.

In a recent observed event (8:30AM – 9:15AM) involving 60 to 70 cars, child drop-off/pick-up time ranged from 35 seconds to 2 minutes. Other times for drop-off/pick-up are 12:30 -12:45 (20 out), 12:30 (10 in), 1:00 – 1:30 (30 – 40 out), 2:30 – 2:45 (15 out), 3:30 (10 out), and 3:30 – 6:30 (10 – 15 out). Some 10 – 15 arrive between 7:30 AM – 8:30 AM for "Before Care." These numbers are for School Year 07 – 08, so far this year we have 73 children enrolled.

It should also be recognized that the school drop-off and pick-up times are during other than "prime-time" traffic hours for I-66 bound commuters using Fayette Street to avoid the traffic light at Washington Street.

**ON-SITE WAITING AREAS:** The site will have 10 stacking (car-waiting) spaces. These spaces will not interfere with general parking, through travel, or entrances to the building. Six (6) stacking spaces will be parallel to the Parish Hall on its southern side, and four (4) will be on the east side of the temporary portable. Additionally, there is room available for ten (10) more cars to move parallel to the stacking spaces. The 10 stacking spaces, and the 10 spaces parallel to them, will allow up to 20 cars to be "in cue" at peak times. In this instance, no cars would be on Fayette St. awaiting entrance to the site.

**Traffic Narrative Addendum (18 Jan 09)**

See "St Paul's Site Plan Traffic Narrative" dated 14 Jul 08

**Site/Traffic Flow – Parking:** remains the same as previously portrayed.

Traffic Management Provisions also remain the same. The process for 73 children/students does not change with the exception of the specific number of children who arrive and depart at the programmed times. The on site waiting areas and drive through drop-off/pick-up plans also remain the same.

For student loads of more than approximately 90 students the "Exception Management" situation becomes more appropriate. With more than 90 students (up to 120) this would no longer be the exceptional situation, but rather the routine. In this situation subparagraphs "a." and "b." would routinely apply.

Hence, per paragraph a. school staff would direct automobiles in excess of 20 to proceed to the "church" parking area on the West side of Fayette Street. A staff member with a cell phone/radio device would assign parent automobiles to wait until sufficient space were available and then send cars in 5 set numbers to the Parish Hall parking/waiting area to queue up to drop-off/pick-up.

If a continuing situation exists whereby crowding of the Parish Hall parking/waiting area and adjacent streets are encumbered, the students will be subdivided into two or more sets, which will arrive/depart in 15-minute intervals.

These measures would provide sufficient traffic management to limit street crowding for the local community.

**EXCEPTION MANAGEMENT OF MORE THAN 20 CARS IN CUE:** For the reasons identified above, this would be an exception situation. However, on occasion, the school has observed such a situation.

Typically, this occurs only during pick-up time for the largest age-group of students and only in the first or second week of the school year. Parents, particularly those “new to the school” and not wanting to be late, arrive earlier than the posted pick up time.

If this were to occur, staff will be ready to easily implement either of the following measures:

a. Staff members will direct “overflow” cars to the church parking areas. There, parents will wait until sufficient on-site space is available.

b. The largest student group will be divided alphabetically into two groups; each group assigned a more-than-adequate, 15-minute pick up time.

It should be noted that these are exception measures. It is envisioned that there will be no recurring, long-term, traffic management problems.

#### **FUTURE ROAD WORK THAT MAY CAUSE OLD CAROLINA ROAD TO CLOSE SOMEWHERE NORTH OF HAYMARKET.**

It is believed that this situation will have no adverse affect on any of the routine or exception traffic management plans presented above.

#### **PARENT EDUCATION OF TRAFFIC MANAGEMENT AND SAFETY**

Attached is the Safety Rules for the “Drive Thru” at TTB document, provided to all parents this school year. A similar document will be used in all future years.

**Request for Waiver  
Zoning Sec. 58 – 506, Site Plan**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**July 14, 2008**

**Record Owner/Applicant: St Paul's Church**  
**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

After consultation with Haymarket Town Engineer and a letter on the subject from the Town Attorney, we request the "Plot" Plan provided to the Town of Haymarket serve as a substitute for the Site Plan.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

**Reviewed by Town Engineer**

The "Plot" and all requirements of Preliminary and Final Site Plans were reviewed by the Town Engineer. She is satisfied (contingent on her final review of her suggested changes) that the applicable requirements for a Site Plan are included on the "Plot."

A waiver to Town of Haymarket Code 58-506, Site Plan Procedures and Requirements is hereby requested.

Respectfully Submitted.



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Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 701, Buffer Yards**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

July 14, 2002

**Record Owner/Applicant: St Paul's Church**

**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

We request a waiver to the requirement to have a Buffer Yard adjacent to the Parish Hall next to Payne Lane. There is not sufficient room per the Code to allow for a handicap access ramp, handicap parking space and for the Buffer Yard. This ramp in part will be on an existing walkway which has been in place before the requirement for the Buffer Yard was added to the Code. The handicap parking space will be "in line" with the ramp. After consultation with Haymarket Town Engineer, we request this requirement be waived.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-701, Buffer Yard is hereby requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 703. Parking Lot Landscaping**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**July 14, 2008**

**Record Owner/Applicant: St Paul's Church**  
**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

We request a waiver to the requirement to have landscaping adjacent to the existing Parish Hall parking lot adjacent to Payne Lane. As per 58 – 703 (g) *Modification of parking lot landscaping requirements for landscaped area adjacent to a public street.* We request waiver of 58 – 703 (c)(1), as the “ten-foot area would serve no useful purpose and has created a hardship to the property owner.” The portable building to be placed in the parking lot is only temporary and is the only change (other than a handicap parking space next to the Parish Hall) to the current parking lot. The portable building will be removed when the permanent school is built on other church property. The inclusion of the ADA compliant handicap parking space and the ADA modifications to the Payne Lane Parish Hall building entrance would make the landscaping difficult or impossible. After consultation with Haymarket Town Engineer, we request this requirement be waived.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.



**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-703, Parking Lot Landscaping is hereby requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 11 (10), Parking Lot Paving**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

July 14, 2008

**Record Owner/Applicant:** St Paul's Church

**Property:** St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776

**Request for Waiver**

We request waiver of the requirement for the parking lot to be paved (“... shall be surfaced with asphalt or concrete.”). The use of the Portable Building is for a temporary location of the Teaching the Basics School and the hardship of paving and its cost would unduly burden the church and school. We also believe that allowing the water to naturally seep into the ground through the gravel surface of the existing parking lot is better for the environment than gathering the water via paving. We have discussed this matter with the Town of Haymarket Engineer and after receiving a letter on the subject from the Town Attorney, we believe this is a reasonable solution.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the

portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58- 11 (10) for the Parish Hall parking lot to comply with the Code “. . . shall be surfaced with asphalt or concrete.” is hereby requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

**Request for Waiver  
Zoning Sec. 58 – 59 (b) Corner Lots**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**7 Aug, 2008**

**Record Owner/Applicant: St Paul's Church**

**Property: St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776**

**Request for Waiver**

After consulting with the Town Engineer and with her guidance, we request a waiver to "corner lots" requirements. We request this waiver to allow parking in the existing Parish Hall parking lot that faces the street and which corresponds to the Plot Plan submitted for the SUP.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 277 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

A waiver to Town of Haymarket Code 58-703, Parking Lot Landscaping is hereby requested.

Respectfully Submitted.



**Charles H. Wittrock**  
**Chairman, Steering Group**  
**St Paul's Church**

**Request for Waiver  
Zoning Sec. 58 – 57 (a) Yard Regulations, Side**

**St Paul's School Teaching the Basics  
Haymarket, Virginia 20169**

**7 Aug. 2008**

**Record Owner/Applicant:** St Paul's Church

**Property:** St Paul's Parish Hall  
6735 Fayette St  
Haymarket, Virginia 20169  
GPIN 7297-89-5776

**Request for Waiver**

After consulting with the Town Engineer and with her guidance, we request a waiver to side yard requirements. We request this waiver to allow parking in the side and rear yards of the Parish Hall parking lot corresponding to the Plot Plan submitted for the SUP.

**The Project**

St Paul's desires to relocate its school, Teaching the Basics from its current location to their Parish Hall and a temporary portable building to be placed in the Parish Hall parking lot.

**Location off Fayette Street**

Teaching the Basics will move to the St Paul's Parish Hall and a portable building will be located on a limited portion of the existing Parish Hall parking lot.

**Does Not Burden the Existing Roadways**

The proposed location will have adequate space for a drive through area, parking and stacking lanes. The traffic is planned to flow from Fayette Street's current entrance to the Parish Hall's parking lot thence in a counter-clockwise manner through the parking lot and exit on the current exit on Payne Lane. This is a flow similar to that currently occurring at the schools present location behind Town Hall which has presented no recurring problem.

**Served by Public Water & Sanitary Sewer**

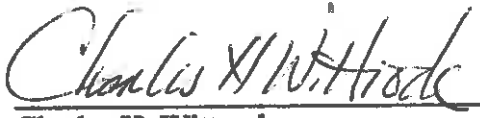
Currently the Parish Hall is on a well and served by Prince William Service Authority for sewer. With the move of Teaching the Basics to this location both the Parish Hall and the portable building will be served by Prince William Service Authority for both water and sewer.

**Has Minimal Environmental Impact**

The portable building has 2128 sq ft area which will be placed on piers dug into the ground. The water run-off will be virtually the same as it currently is.

requested.

Respectfully Submitted.



Charles H. Wittrock  
Chairman, Steering Group  
St Paul's Church

ST. PAUL'S CHURCH, HAYMARKET VIRGINIA

SPECIAL USE PERMIT

FORM OF THE MOTION TO BE CONSIDERED AND ADOPTED:

Case No. SUP20080527, an application for a special use permit to allow a temporary early learning center/school upon property commonly known as 6735 Fayette Street, Town of Haymarket, Virginia.

A conditional special use permit for an early learning center/school is hereby approved for St. Paul's Church, Haymarket to own and operate a temporary early learning center/school on property commonly known as 6735 Fayette Street, Town of Haymarket, Virginia subject to the following conditions:

1. If there is any change in ownership of the property, this special use permit shall automatically terminate without further action by any party. The property is currently owned by St. Paul's Church, Haymarket.
2. If St. Paul's Church, Haymarket should cease to operate the school or if any other party attempts or should operate or manage the school, this special use permit shall automatically terminate without further action by any party.
3. Notwithstanding any of the foregoing, this special use permit if not earlier terminated, shall expire ~~six~~ <sup>two</sup> years from the date of its granting, but without prejudice for the applicant to reapply to extend the special use permit.
4. No more than 135 students shall attend the school at any one time.
5. The site shall be used, developed, constructed and reconstructed only in conformity with the site plan or site drawing and information attached hereto. Any change in the site plan or site usage not in accordance with the site information furnished the Town as part of the site plan application, unless hereafter agree to by the Town, shall terminate this SUP without further action by any party.
6. Failure by the Town or any other party to insist on any of the terms or conditions of this SUP or the provisions of any local, state or federal law or requirement shall not be deemed a waiver thereof.





TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 03/03/14

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**ATTACHMENTS:**

- March Treasurer's Report (PDF)

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)

**Town of Haymarket**  
**Treasurer's Report**  
 July 1, 2013 through February 18, 2014

1.

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget	Under Budget	Net
<b>Summary of Revenues</b>							
GENERAL PROPERTY TAXES	330,932.00	330,932.00	304,434.97	297,985.29		(6,449.68)	(6,449.68)
OTHER LOCAL TAXES	1,068,000.00	1,068,000.00	547,864.03	491,543.17		(56,320.86)	(56,320.86)
PERMITS, FEES & LICENSES	45,750.00	45,750.00	26,204.59	46,021.12	19,816.53		19,816.53
FINES & FORFEITURES	75,000.00	75,000.00	47,767.86	63,388.12	15,620.26		15,620.26
REVENUE FROM THE USE OF MONEY			0.00	284.55	284.55		284.55
REVENUE FROM COMMONWEALTH	190,499.00	190,499.00	124,690.09	104,019.62		(20,670.47)	(20,670.47)
MISCELLANEOUS	14,800.00	14,800.00	9,692.27	13,988.41	4,296.14		4,296.14
RENTAL (USE OF PROPERTY)	239,826.00	239,826.00	152,746.33	153,091.73	345.40		345.40
INTEREST ON BANK DEPOSITS	1,000.00	1,000.00	636.91	1,481.74	844.83		844.83
SAFETY LU/MAP 21 GRANT	1,290,852.00	1,290,852.00	487,362.48	169,124.31		(318,238.17)	(318,238.17)
TRANSFER OF CASH RESERVES	1,048,771.00	1,048,771.00	0.00	0.00	0.00		0.00
	<b>4,305,430.00</b>	<b>4,305,430.00</b>	<b>1,701,399.53</b>	<b>1,340,928.06</b>	<b>41,207.71</b>	<b>(401,679.18)</b>	<b>(360,471.47)</b>

**Summary of Expenditures**

01 - ADMINISTRATION	523,483.00	523,483.00	342,459.40	356,914.27	14,454.87		14,454.87
03 - PUBLIC SAFETY	714,794.00	714,794.00	469,120.59	481,575.17	12,454.58		12,454.58
04 - PUBLIC WORKS	216,307.00	216,307.00	152,535.60	164,022.50	11,486.90		11,486.90
07 - PARKS, REC & CULTURAL	42,479.00	42,479.00	27,190.43	23,112.79		(4,077.64)	(4,077.64)
08 - COMMUNITY DEVELOPMENT	2,379,987.00	2,379,987.00	2,373,319.13	214,594.18		(2,158,724.95)	(2,158,724.95)
09 - NON-DEPARTMENTAL	428,380.00	428,380.00	365,692.70	175,232.93		(190,459.77)	(190,459.77)
	<b>4,305,430.00</b>	<b>4,305,430.00</b>	<b>3,730,317.85</b>	<b>1,415,451.84</b>	<b>38,396.35</b>	<b>(2,353,262.36)</b>	<b>(2,314,866.01)</b>

## 2. Additional Appropriations:

No appropriations this month

## 3. Line Items Over 3rd Qtr Appropriations:

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
01 - ADMINISTRATION					
11100 - TOWN COUNCIL					
Salaries & Wages - Regular	23,400.00	23,400.00	14,903.57	21,225.00	6,321.43
FICA/Medicare	1,755.00	1,755.00	1,117.77	1,775.67	657.90
12110 - TOWN ADMINISTRATION					
VRS	13,646.00	13,646.00	8,691.20	10,908.85	2,217.65
Life Insurance	0.00	0.00	0.00	168.44	168.44
Disability Insurance	910.00	910.00	579.59	714.13	134.54
Unemployment Insurance	2,500.00	2,500.00	1,026.79	1,962.20	935.41
Worker's Compensation	500.00	500.00	500.00	503.00	3.00
Accounting Services - Consultants	0.00	0.00	0.00	11,502.50	11,502.50
Office Supplies	3,500.00	3,500.00	2,229.16	2,379.79	150.63
Computer, Internet & Website	0.00	0.00	0.00	1,001.38	1,001.38 (wasn't budgeted)
Telecommunications	2,600.00	2,600.00	1,655.95	1,683.62	27.67
Convention & Education	1,000.00	1,000.00	636.91	765.00	128.09
Books & Subscriptions	800.00	800.00	509.52	860.65	351.13
12210 - LEGAL SERVICES					
Legal Services	80,000.00	80,000.00	50,952.38	67,741.07	16,788.69

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
<b>03 - PUBLIC SAFETY</b>					
<b>31100 - POLICE DEPARTMENT</b>					
Salaries & Wages - Regular	338,312.00	338,312.00	217,672.52	219,474.89	1,802.37
Salaries & Wages - Overtime	15,000.00	15,000.00	9,553.57	9,589.72	36.15
Life Insurance	4,802.00	4,802.00	3,058.41	3,579.72	521.31
Disability Insurance	2,450.00	2,450.00	1,560.41	1,687.79	127.38
Workers' Compensation Insurance	10,000.00	10,000.00	10,000.00	10,126.00	126.00
Line of Duty Act Insurance	2,500.00	2,500.00	2,500.00	2,600.00	100.00
Legal Services	14,500.00	14,500.00	9,235.12	10,533.13	1,298.01
Repair/Maintenance Service	2,025.00	2,025.00	1,289.73	1,740.61	450.88
Maintenance Service Contracts	1,200.00	1,200.00	764.29	4,839.25	4,074.96
Electrical Services	2,000.00	2,000.00	1,273.81	2,312.07	1,038.26
Computer, Internet & Website	3,180.00	3,180.00	2,025.36	2,939.42	914.06
Telecommunications	4,700.00	4,700.00	2,993.45	3,670.11	676.66
Equipment Rental	500.00	500.00	318.45	623.45	305.00
Meals and Lodging	250.00	250.00	159.23	354.09	194.86
Dues & Subscriptions	5,400.00	5,400.00	3,439.29	3,900.90	461.61
Office Supplies	3,375.00	3,375.00	2,149.55	2,472.06	322.51
Police Supplies	2,700.00	2,700.00	1,719.64	2,811.95	1,092.31
<b>34100 - BUILDING OFFICIAL</b>	30,000.00	30,000.00	35,029.77	54,825.00	19,795.23
<b>04 - PUBLIC WORKS</b>					
Trash Removal Contract	67,000.00	67,000.00	42,672.62	44,966.81	2,294.19
<b>43100 - MAINT OF GENERAL BLDG &amp; GROUNDS</b>					
Repairs/Maintenance Services	15,000.00	15,000.00	9,553.57	12,812.69	3,259.12
Water & Sewer Services	350.00	350.00	222.91	273.05	50.14
Website & Internet Svcs	12,000.00	12,000.00	7,642.86	10,339.66	2,696.80
General Property Insurance	1,701.00	1,701.00	1,701.00	1,800.33	99.33
<b>43201 - RENTAL PROPERTY - SUITE 110</b>					
Water/Sewer Services	350.00	350.00	222.91	273.06	50.15
General Property Insurance	810.00	810.00	810.00	857.30	47.30
<b>43202 - RENTAL PROPERTY - SUITE 200</b>					
Water and Sewer Services	350.00	350.00	222.91	273.05	50.14
General Property Insurance	810.00	810.00	810.00	857.30	47.30
<b>43203 - RENTAL PROPERTY - SUITE 204</b>					
Water and Sewer Services	350.00	350.00	222.91	273.04	50.13
General Property Insurance	486.00	486.00	810.00	857.30	47.30
<b>43204 - RENTAL PROPERTY - 15020 WASH ST</b>					
Repairs/Maintenance Services	1,000.00	1,000.00	636.91	806.23	169.32
General Property Insurance	350.00	350.00	486.00	514.38	28.38
<b>43205 - RENTAL PROPERTY-HULFISH HOUSE</b>					
General Property Insurance	570.00	570.00	570.00	600.11	30.11
<b>43206 - 14710 WASHINGTON STREET</b>					
Gas Services	0.00	0.00	0.00	585.67	585.67 (wasn't budgeted)
General Property Insurance	810.00	810.00	810.00	1,028.76	218.76

	Approved Budget	Amended Budget	Year-To-Date Budget	Year-To-Date Actual	Over Budget
EVENTS - Contractural Services	7,500.00	7,500.00	4,500.00	5,164.55	664.55 offset by extra Event revenue
<b>72200 - MUSEUM</b>					
Salaries & Wages - Part Time	12,000.00	12,000.00	7,642.86	8,658.58	1,015.72
Repairs & Maintenance Services	4,000.00	4,000.00	2,547.62	3,551.18	1,003.56
Telecommunications	1,500.00	1,500.00	955.36	1,526.19	570.83
General Property Insurance	1,135.00	1,135.00	1,135.00	1,200.22	65.22
Office Supplies	500.00	500.00	318.45	653.02	334.57

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)



TO: Town of Haymarket Town Council  
SUBJECT: Engineer's Report  
DATE: 03/03/14

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### Enhancement Project

- Due to inclement weather, progress has been slow.
- Finley is currently working on a temporary widening on the eastbound lanes so that traffic can be shifted and a concrete barrier installed on the westbound lanes. Once this is completed, work can be performed behind the concrete barrier.



TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report  
DATE: 03/03/14

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- Historic District Overlay Boundary Amendment. Staff has recommended at the February Town Council meeting that action be deferred until completion of the Boundary Line Adjustment bringing the entirety of the former Pace West School campus within the Town boundary. The BLA is expected to be approved by the Circuit Court in early March. Staff will prepare a final historic district overlay map, text, and associated Ordinance for action by the Council at the April Council meeting.
- Chic-Fil-A. Staff has reviewed in initial submission of the site plan amendment, special use permit, and zoning text amendment for a fast food restaurant with drive thru at the Quarles Property next to Fauquier Bank. The application materials were incomplete. Staff is awaiting a resubmission of the applications.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 03/03/14

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**ATTACHMENTS:**

- March 2014 Police Report (PDF)

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)

**Town Police Statistics for  
November, December, 2013& January 2014**

Activity	November	December	January	Total
<b>Mileage</b>	<b>6065</b>	<b>8183</b>	<b>4645</b>	<b>18893</b>
<b>Parking Tickets</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>5</b>
<b>Uniform Traffic Summons</b>	<b>136</b>	<b>120</b>	<b>78</b>	<b>334</b>
<b>Criminal Felony</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Criminal Misdemeanor</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>13</b>
<b>Reports</b>	<b>16</b>	<b>5</b>	<b>13</b>	<b>34</b>
<b>Complaints</b>	<b>269</b>	<b>297</b>	<b>151</b>	<b>717</b>
<b>Accidents</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>10</b>
<b>Hours Worked</b>	<b>1067.5</b>	<b>1113</b>	<b>616.5</b>	<b>2797</b>

During the month of January 2014 The Haymarket Police Department participated in the following:

Donna attended a mandatory DMV Grant Workshop on January 27, 2014.

Criminal Stats for January 2014  
Haymarket Police Department

1. Suspicious Person = 6
2. DUI Lookout = 4
3. Citizen Assist = 6
4. Shooting in County = 1
5. Suspicious Vehicles = 4
6. Shoplifting = 2
7. Alarm Calls = 1
8. Burglary/B & E = 1
9. BOL Stolen Car = 1
10. Suicide Threat = 1
11. Accidents = 1
12. Interstate Parking Violation = 1
13. Welfare Check = 1
14. Domestic = 2
15. Warrant Service = 3
16. Open Door = 2
17. Injured Animal transported to Shelter for Rabies Testing = 1
18. Assist PWCPD = 6
19. Assist VSP = 1
20. Noise Complaint = 1
21. Traffic Obstruction = 1
22. Solicitors = 1
23. Motorist Assist = 6
24. Phone Threats = 1
25. 911 Hang-up = 1







TO: Town of Haymarket Town Council  
SUBJECT: Museum Report  
DATE: 03/03/14

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## **Town of Haymarket Health & Fitness Expo**

Carient Heart & Vascular has partnered with the Town of Haymarket to conduct a Health & Fitness Expo this spring in the Town. I am currently working with Sosan Azmeh with Carient. We are in the early stages of planning this event. Date TBD

## **Museum Attendance for February 2014**

Museum is currently closed for the winter.



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 03/03/14

#### **Fiscal Year 2015 Budget:**

- I will be handing out the initial draft of the 2014-2015 Fiscal Budget.
- I would like to schedule a budget work session during the month of March. I would recommend that we utilize March 25<sup>th</sup> (our regular work session) for the budget work session at 6pm, if that works with everyone's schedule.
- Throughout the month, I would be happy to meet with any or all of you all to discuss the proposed budget or answer specific questions.
- I will also be working with the Planning Commission on the 2014-2015 Capital Improvements Plan.

#### **VDOT -Washington/ Jefferson Street Intersection:**

- I have been in touch with VDOT and they have performed traffic counts on the intersection and intend to have the report completed by the middle of March.
- VDOT officials will not be able to make this March, but will plan on presenting their findings at the March Work Session for the April meeting.
- Due to the significant weather, it has delayed some of the data collection and in times of emergencies VDOT staff has to turn their attention to emergency snow removal operations.

#### **Sign Request- Xcellent Technologies:**

- Daniel Boshell, President has requested to place a sign on the outside of the building leading to the upstairs.
- He has provided me with the sign he wishes to hang outside here for you to look at.
- If given the go ahead by the Council, he will proceed with his application for the Certificate of Appropriateness and Zoning Permit for the signage.
- He is also in the process of strongly considering putting in a Letter of Intent on the available space upstairs for his company. I hope to bring you more information next month.

#### **Very Thing- Parking Lot Repair:**

- In working with Doris at the Very Thing, one of the issues that have been a detriment to her business has been the large amount of standing water that pond in front of her door.
- I have been working with Genesis (our Public Works Contractors) on some possible solutions.
- Whereas we all agree the ultimately this needs to be addressed when the Town moves forward with the Town Center Plan, there are only so many temporary solutions available. Not having a time table on the Town Center project complicates the timing of a permanent solution.
- As a temporary solution, I have had Genesis provide me with an estimate on installing an graded asphalt parking lot repair that would pitch water away from the entrance and prevent it from ponding as badly in front of the store front.
- Per our policy, I am working on getting 2 more estimates and will provide Council the estimates and recommendation at next month's Council meeting.

#### **Comprehensive Plan Update:**

- I will be working Marchant to wrap up the Comprehensive Plan Update.

#### **Building Inspector Update:**

- Joe Barbeau has started with SCE and will be handling all new inspections for the Town.
- I have had the opportunity to meet with Joe and Doug and I feel very confident about his abilities and his credentials.
- Dan will be finishing up some existing inspections, but Joe will be accompanying both of us on these remaining inspections.

**Elected Official Orientation:**

- In late May or early June, I would like to schedule an orientation for the elected officials from the May election this.
- This orientation will include a facilitator and staff.
- The funding for the orientation would come out of the education and training budget for the Council in this year's budget.

**Upcoming Travels:**

- On February 28<sup>th</sup>, I will be out of the office on personal leave. I serve on the Plan Virginia Board of Directors and will be attending the quarterly Board meeting in Richmond, VA
- On March 6<sup>th</sup>, I will be out of the office at an ICMA Southeast Regional Workshop in Williamsburg, VA for the Town.

**SOP (Standards of Operation Procedures and Policy Manual):**

- I am continuing to work on these policies.



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 03/03/14

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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:

Attachment: 03-03-2014 Draft TC Agenda Packet (1771 : Draft Town Council Agenda for March 3, 2014)



TO: Town of Haymarket Town Council  
SUBJECT: Certification of the Closed Session  
DATE: 03/03/14

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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.