



# 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, May 26, 2015

5:00 PM

Council Chambers

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

### **2. Closed Session**

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

### **3. Agenda Items**

- A. VRE Update - Mr. Doug Allen
- B. Draft Town Council Agenda

### **4. Adjournment**



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 05/26/15

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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: 05/26/15

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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.



TO: Town of Haymarket Town Council  
SUBJECT: VRE Update  
DATE: 05/26/15

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**ATTACHMENTS:**

- VRE Presentation (PDF)

## VIRGINIA RAILWAY EXPRESS GAINESVILLE-HAYMARKET EXTENSION

Town of Haymarket  
May 26, 2015

Doug Allen  
*Chief Executive Officer*  
Christine Hoeffner  
*Manager of Project Development*  
Virginia Railway Express



A BETTER WAY. A BETTER LIFE.

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## WHO WE ARE

A partnership of NVTC, PRTC and 9 jurisdictions

Vital capital and operating support from the Commonwealth of VA

Operate through agreement with 3 railroads – CSX, NS & Amtrak

Two lines, 90 miles  
4.5 million annual passengers




A BETTER WAY. A BETTER LIFE.

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## WHAT WE DO




We add rush hour capacity...  
*Same capacity as an additional highway lane from Manassas and Fredericksburg to DC\**

... in congested corridors...  
*I-66, I-95 & I-395*

...for long distance travelers...  
*149 million annual people-miles*

... using existing right-of-way

\*Texas Transportation Institute



A BETTER WAY. A BETTER LIFE.

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Attachment: VRE Presentation (2365 : VRE Update)

**VRE SYSTEM PLAN 2040:  
A REGIONAL SOLUTION**

Double VRE ridership

Increase system capacity  
Track improvements  
More equipment storage  
More parking & longer platforms  
Longer trains, more trains

Expand to new markets  
Extensions to Spotsylvania Co. &  
Gainesville-Haymarket



**VRE** A BETTER WAY. A BETTER LIFE.

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**VRE IMPACT**

Expanded VRE service...  
*Could reduce I-66 rush hour delays by up to 30%\**

*Provides additional travel choice*

*Makes efficient use of existing infrastructure*

\*Texas Transportation Institute



**VRE** A BETTER WAY. A BETTER LIFE.

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**GAINESVILLE-HAYMARKET EXTENSION**



**VRE** A BETTER WAY. A BETTER LIFE.

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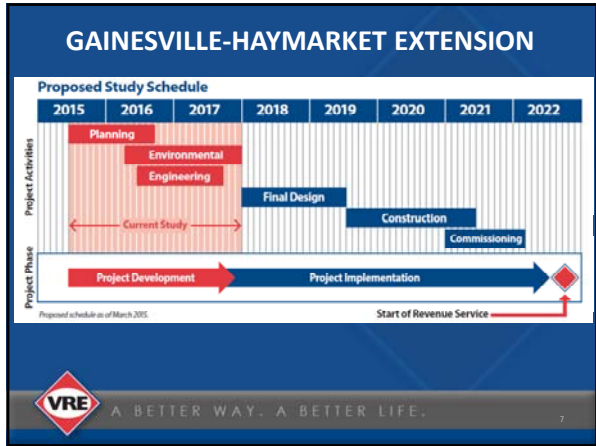
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Attachment: VRE Presentation (2365 : VRE Update)




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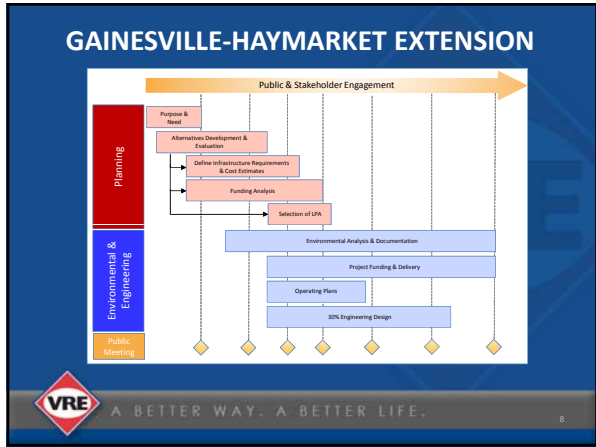
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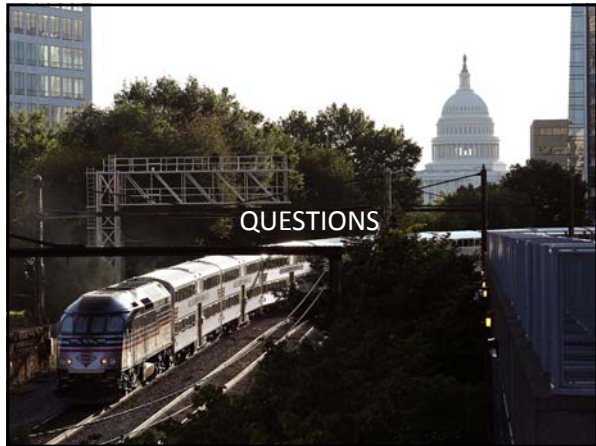
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Attachment: VRE Presentation (2365 : VRE Update)



TO: Town of Haymarket Town Council  
SUBJECT: Draft Town Council Agenda  
DATE: 05/26/15

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**ATTACHMENTS:**

- 06-01-2015 TC Agenda (PDF)





# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 1, 2015

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - May 4, 2015 7:00 PM

### 6. Public Hearing

A. Special Use Permit - 6735 Fayette Street, SUP #20150331

### 7. Agenda Items

- A. 6735 Fayette Street Special Use Permit #20150331
- B. Architectural Review Board Appointment - Councilwoman Pam Swinford
- C. Board of Zoning Appeals Vacancy
- D. Fiscal Year 2016 Budget, Tax Rates, & Capital Improvements Plan
- E. Request to Council - Waiver of Fees for Town Hall Use
- F. Ordinance to Amend Chapter 46 Traffic & Vehicles - Chief Greg Smith
- G. Zoning Text Amendments - Parking Regulations - Marchant Schneider
- H. Event Committee

### 8. Department Reports

- A. Engineer's Report - Holly Montague, PE
- B. Main Street Coordinator's Report - Denise Hall
- C. Treasurer's Report - Sherrie Wilson
- D. Police Report - Interim Police Chief Greg Smith
- E. Town Manager's Report - Brian Henshaw
- F. Building Official's Report - Joe Barbeau, Jr.

### 9. Councilmember Time

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

### 10. Adjournment

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, May 4, 2015

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

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

### 2. Invocation

Pastor Steve Benedict of Graceland Community Church is here this evening to offer the invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

#### Dottie Leonard - 14801 Washington Street

- Mrs. Leonard reminds the audience of Mr. Bear who always attended Council meetings; he was a long time resident of the Town and always spoke during citizens' time.
- She talks about the Harrover property and that it could be sold off as small lots in the front. This would help raise funds to develop the community park. She notes that Harrover could be home to a parking garage with appropriate buffering.
- She reminds that Haymarket Station had commercial zoning. It was rezoned from B-1 to R-2. She felt it was unfair that she was not allowed to participate in discussions regarding Haymarket Station after she was no longer an interested party.
- She feels the staff should only be making recommendations; they should not be making decisions. The Council has been entrusted by their neighbors.
- The Board of Zoning Appeals is an appeal board. The Planning Commission enforces the ordinances, but if an aggrieved party appeals to the BZA they should not have a member of the Planning Commission hear their case.
- She feels that Mr. Watts and the Rafferty parcels had been spot planned zoned.

### 5. Minutes Acceptance

A. Mayor and Council - Work Session - Mar 30, 2015 5:00 PM

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

B. Mayor and Council - Regular Meeting - Apr 6, 2015 7:00 PM

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

C. Committee - Finance - Committee - Apr 15, 2015 2:00 PM

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

D. Committee - Personnel - Committee - Apr 15, 2015 12:00 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

E. Committee - Public Facilities - Committee - Apr 20, 2015 4:30 PM

**RESULT:** ACCEPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

## 6. Consent Agenda

Move to adopt the consent agenda as presented

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Pam Swinford, Councilwoman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

### A. Department Reports

- i. Police Report - Greg Smith, Interim Chief of Police
  - ii. Engineer's Report - Holly Montague
  - iii. Planner's Report - Marchant Schneider
  - iv. Main Street Coordinator Report - Denise Hall
  - v. Treasurer's Report - Sherrie Wilson
  - vi. Town Manager's Report - Brian Henshaw
  - vii. Building Official's Report- Joe Barbeau, Jr.
- B. Comprehensive Plan - Marchant Schneider

## 7. Announcements & Updates

### A. Coire O'Neal - Recognition of Valor

Interim Chief of Police Greg Smith recognizes Officer Coire O'Neal for his meritorious life-saving efforts on an infant in March 2014.

### B. Greg Breeden - Recognition of 15 Years of Service

Interim Chief of Police Greg Smith recognizes Officer Greg Breeden for his 15 + years of service to the Town.

### C. Food Pantry Update

Pam Stutz, Haymarket Regional Food Pantry Director, is here this evening to give a brief update to the Council on their operations

## 8. Public Hearings

### A. Transient Occupancy Tax Ordinance

Move to close the public hearing on the Transient Occupancy Tax Ordinance

**RESULT:** CLOSED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

**B. Fiscal Year 2016 Proposed Budget & Tax Rates**

Move to close the public hearing on the Fiscal Year 2016 Proposed Budget & Tax Rates

**RESULT:** CLOSED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

**C. Zoning Text Amendments - Parking Tabulations**

Move to close the public hearing on the proposed Zoning Text Amendments for Parking Regulations

**RESULT:** CLOSED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

## 9. Agenda Items

**A. Transient Occupancy Tax Ordinance**

Move to adopt the Transient Occupancy Tax Ordinance as drafted at a proposed eight percent (8%)

**Discussion:** *Vice Mayor agrees that Mr. Weir raises a valid point. He thinks maybe we should consider seven percent (7%) to be in line with Prince William County. Councilman Caudle agrees with 7%. The Mayor does not believe we would be at an economic disadvantage over 1% difference. Councilman Woods isn't sure we would be competing against the same types of establishments. Councilwoman Swinford understands the 8%, but did discuss the 7% at the work session. Councilman Morris supports the 7% rate; his biggest concern is perception*

Aitken amends his motion to adopt the Transient Occupancy Tax Ordinance at a rate of seven percent (7%), Motion Carries

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Pam Swinford, Councilwoman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

**B. Fiscal Year 2016 Proposed Budget & Tax Rates - Brian Henshaw**

**C. Zoning Text Amendments - Parking Regulations - Marchant Schneider**

**D. FY 2015 Budget Amendments- Sherrie Wilson**

Move to adopt Resolution #2015-005 amending the Fiscal Year 2015 adopted budget

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Pam Swinford, Councilwoman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

**E. Check Signers - SonaBank - Sherrie Wilson**

Move to adopt Resolution #2015-006 Authorizing accounts signers for SonaBank

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

#### F. Haymarket Day Booth Fees - Nonprofit Organizations

Move to direct the staff to adopt the following policy with regard to event fees assessed on Nonprofit Organizations:

- Create a special section for all non-profits
- In this section all non-profits would be charged a nominal fee of \$35
- The location of this section would be located off of Washington Street
- The non-profit must show proof of non-profit status and must be noncommercial in nature or a charitable organization
- Non-profits always have the option of paying the "normal" fee associated for that particular event for a location along Washington Street

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Aitken
<b>ABSENT:</b>	Joe Pasanello

## 10. Councilmember Time

### A. Matt Caudle

### B. Pam Swinford

### C. Steve Aitken

- *Vice Mayor Aitken takes issue with Weir's comments regarding the budget. The Finance committee has had several meetings developing the budget and has kept the rest of the Town Council well informed*

### D. Chris Morris

### E. Joe Pasanello

- *Councilman Pasanello is absent this evening*

### F. Kurt Woods

- *Councilman Woods asks if the staff appropriately advertised the budget work session. The staff responded that advertising requirements were met*

### G. David Leake

- *Mayor Leake was pleased with our two April events, Earth Day and the dedication ceremony for Corporal Dandrea.*

## 11. Closed Session

### A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711 A(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically the Dominion Virginia Power (DVP) power lines. Council invites the Town Planner into closed session

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Steve Aitken, Vice Mayor  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken, Leake  
**ABSENT:** 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.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** David Leake, Mayor  
**SECONDER:** Pam Swinford, Councilwoman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken, Leake  
**ABSENT:** Joe Pasanello

## 12. Adjournment

#### A. Motion to Adjourn

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Matt Caudle, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Aitken  
**ABSENT:** Joe Pasanello

Submitted:

Approved:

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

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



TO: Town of Haymarket Town Council  
 SUBJECT: 6735 Fayette Street Special Use Permit  
 DATE: 06/01/15

**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. The current Special Use Permit expires June 2, 2015 and a new permit was submitted by the Applicant on March 31, 2015.**

#### UPDATE

The Planning Commission held a public hearing on May 11, 2015. The Commission unanimously forwarded a recommendation of approval of SUP 20150331 with an automatic additional one-year renewal to occur in 2016.

#### 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 was 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 the Town Council review the traffic management policy. Further, approval should continue a period of one year, ending on June 2, 2016.

#### DRAFT MOTIONS

1. I move that the Town Council approve SUP 20150331, St. Paul's School, for temporary operation of an early learning center/school and temporary use of a classroom trailer at 6735 Fayette Street, subject to Conditions of Approval dated May , 2015.

OR

2. I move an alternate motion.

**ATTACHMENTS:**

- 1 - SUP20150331 Saint Pauls Temporary Classroom Trailer (PDF)
- 2 - St. Paul's School SUP Extension Request 05-11-2015 (PDF)
- 3 - St. Paul's School Traffic Management Policy 05-11-2015 (PDF)
- 4 - SUP2015-001 CONDITIONS OF APPROVAL - ST PAUL'S SCHOOL (PDF)





RECEIVED

MAR 31 2015

TOWN OF HAYMARKET

SUP# 20150331

SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: St. Paul's School / St Paul's Anglican Church, Inc.

SITE ADDRESS: 6735 Fayette St Haymarket VA 20169

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

PROPOSED USE(S): Pre-school / Modular trailer CODE SECTION(S) #: 58-53(5)

BRIEF DESCRIPTION OF ACTIVITY: In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average weekday and any other changes that will affect the nature or appearance of the structure(s) or site.

\* NOTE: During 2015, names will change to: St. Michael's Academy and St. Michael's Anglican Church, Inc. Renewal of temporary operation of school and classroom trailer at site address. Previous SUP# 20101325

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

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

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

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

NUMBER / TYPE OF VEHICLES:

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

OFF-STREET PARKING SPACES PROVIDED: 15 NO. OF EMPLOYEES WORKING FROM SITE: 15

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

Table with 2 columns: APPLICANT/PERMIT HOLDER INFORMATION and PROPERTY OWNER INFORMATION. Includes fields for Name, Address, City, State, Zip, Phone(s), and Email Address.



TOWN OF HAYMARKET  
SPECIAL USE PERMIT APPLICATION

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

**APPLICANT / PROPERTY OWNER CONSENT** \*\*\*\*\*REQUIRED\*\*\*\*\*

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

<u>Royal Sober</u> Applicant Signature	<u>Edmund W. Jantz</u> Property Owner Signature <i>SECRETARY OF THE DIOCESE</i>
<u>Mar 30, 2015</u> Date	<u>MARCH 30, 2015</u> Date

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

DATE FILED: \_\_\_\_\_ FEE AMOUNT: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

DATE TO ZONING ADMINISTRATOR: \_\_\_\_\_ STAFF REVIEW COMPLETE: \_\_\_\_\_

APPLICABLE ZONING (ORDINANCE SECTION(S)) / RECOMMENDED CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
ZONING ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

DATE TO PLANNING COMMISSION: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_

RECOMMEND APPROVAL     RECOMMEND DENIAL     NO RECOMMENDATION

RECOMMENDED CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN \_\_\_\_\_ DATE \_\_\_\_\_

DATE TO TOWN COUNCIL: \_\_\_\_\_ PUBLIC HEARING DATE: \_\_\_\_\_

APPROVED     DENIED

CONDITIONS:  
\_\_\_\_\_  
\_\_\_\_\_

## Special Use Permit Extension St. Paul's School March 18, 2015

St. Paul's Anglican Church requests renewal of the Special Use Permit (SUP) #SUP20080527, related to St. Paul's School, 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 2015. We further request that the SUP remain in effect with conditions passed by the Town Council in their meeting of April 2011, except as noted below.

St Paul's has a lease with the Episcopal Diocese of Virginia (property owner) 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, 2016. However, a two-year renewal at this time through August 31, 2017 would be preferable. 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 in school years (SY13-14) and SY 14-15, St Paul's moved a portion of the school programs to the property previously known as Pace West at 14650 Washington Street (known to us as the Sparks Campus). This year, SY 14-15 the MDO program was moved to the Sparks Campus. This move continues our plan to reduce the amount of traffic at the Fayette Street location. Over the next two 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.

We wish to also bring to your attention the modified traffic pattern implemented at the Fayette St campus. The revised pattern has successfully improved traffic flow through the site and eliminates any vehicle cuing on Fayette St. The plat plan was previously updated to reflect this change. The Traffic Management Policy has also been amended and is attached. The hours of operation are:

PreCare	7:00 to school opening
PreK3	9:00 – 12:00
PreK4	8:30 – 12:30
PreK4 (PM)	12:45 – 3:45
AfterCare	12:00 – 6:00

Hence, the phasing of students is heaviest from 8:20 – 9:00 and 11:50 – 12:45. Due to pre-care (about 12 children) and aftercare (about 24), the peak loads will be, in the morning, about 104 children in the 50-minute period of “drop-off” and about 102 children in the noon time “pick-up/drop-off” period of 55 minutes.

The “Occupancy Permits” allow 99 people in the Parrish Hall and 90 in the Modular for a total of 189. However, this year we have a maximum of 134 at any given time and next year plan a maximum of 132 at any given time. .



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

**Amended Traffic Management Policy  
St. Paul's School,  
6735 Fayette St.  
March 30, 2015**

The traffic management policy replaces previous traffic management policies and associated amendments. St Paul's School will manage the drop-off and pick-up of children in a manner that normal traffic on Fayette St and Payne Ln will not be adversely affected. The school is sensitive to the surrounding community in all of its policies and assures minimal impact to the neighborhood and traffic flow. We desire the flow of traffic, including children drop-off and pick-up, to be efficient, smooth and safe for everyone.

**Traffic Flow/Parking**

Traffic enters from Payne Ln and travels in a one-way direction, exiting on Fayette St. The parking lot has 18 parking spaces (17 regular and one handicap) as reflected on the revised plot plan dated 05/12-14. If more than 18 parking spaces are required for staff, the excess will be parked at the Episcopal Church parking lot at 6750 Fayette St.

**Traffic Management**

The school uses 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/pick-up times. These Are:

a. Classes start 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 provides sufficient time for parents of one age group to clear the area before the arrival of parents of the next age group.

b. School staff monitors and manages traffic flow. There are 10 stacking (car waiting) spaces. These spaces will not interfere with general parking or entrance to the building. Five (5) stacking spaces are parallel to the Parish Hall and five (5) are on the East side of the modular.

A staff member monitors the traffic flow into the drop-off/pick-up areas from Payne Ln. School staff are at car-side to open doors and assist student exit/entry. This means that parents are not required to exit the driver's seat – thus allowing more rapid movement for waiting parents. School staff “read” the car line several cars in advance. For example, when car #1 is loading – the child(ren) are being readied for waiting cars #2 and #3. This continues “down the line” until the waiting parents clear. The entire process is completed in approximately 10 – 20 minutes.

If the drop-off/pick-up area is filled with cars, the staff person will direct cars entering from Fayette St to proceed to the church parking area so that parents waiting to drop-off/pick-up their child will not adversely affect traffic flow on Fayette St or Payne Ln. Walkie-Talkies are used. When the drop-off/pick-up area begins to clear, those waiting in the church parking lot are called back to the school. This assures that customary traffic on Fayette St and Payne Ln will flow in good order.

**SPECIAL USE PERMIT #SUP2015-001**

**ST. PAUL'S SCHOOL, 6735 FAYETTE STREET**

**CONDITIONS OF APPROVAL – May 2015**

**TEMPORARY OPERATION OF EARLY LEARNING CENTER/ SCHOOL**

**MOBILE CLASSROOM USE**

1. **Previous Special Use Permit (SUP) Conditions.** The following Conditions of Approval supersede and replace the Plot Plan and Conditions of Approval of SUP20080527 for a special use permit to allow a temporary early learning center/school and classroom trailer upon property known as 6735 Fayette Street, GPIN 7297-89-5776, Town of Haymarket, Virginia (the "Property").
2. **Substantial Conformance.** The development of the Special Use described in Condition 3 below shall be in substantial conformance with the plot plan sheet 1 of 1 entitled "St. Paul's Church" dated May 12, 2014 (the "Plot Plan"), and the Town of Haymarket Zoning Ordinance (the "Zoning Ordinance") except as amended by the Conditions of Approval below which shall take precedence over matters on the Plot Plan in the event of conflicts. Approval of this permit for 6735 Fayette Street 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.
3. **Uses Permitted and Use Restrictions.** This Special Use Permit SUP 2015-001 grants: (1) temporary operation of an early learning center/school pursuant to Section 58-52(3); and (2) temporary use a classroom trailer, pursuant to Section 58-53(5), as defined in the Zoning Ordinance in the R-1 (Residential) Zoning District. The maximum number of children permitted to be cared for at the early learning center/school at any one time shall not exceed one-hundred forty (140) children.
4. **Waiver of Development Standards.** The following development standards are waived for the duration of the temporary operation of the early learning center/school and classroom trailer as described in the Request for Waivers for St. Paul's School Teaching the Basics dated July 14, 2008. These waivers shall terminate and be of no further effect on the Property upon termination of the temporary operation of the early learning center and use of the classroom trailer.
  - a. Section 58-506, Site Plan
  - b. Section 58-701, Buffer Yards
  - c. Section 58-793, Parking Lot Landscaping
  - d. Section 58-11(10), Parking Lot Paving
  - e. Section 58-59(b), Corner Lots
  - f. Section 58-57(a), Yard Regulations, Side

5. **Hours of Operation.** Hours of operation of the early learning center/school shall be limited to those hours described in the Special Use Permit Extension narrative accompanying the SUP request dated March 31, 2015.
6. **Traffic Management.** Traffic management for the early learning center/school shall be as described within the Amended Traffic Management Policy accompanying the SUP request dated May 12, 2014.
7. **Site Access / Off-Street Parking.** Vehicular access to and from the Property, to include deliveries of goods and materials, shall be as described on the Plot Plan and Amended Traffic Management Policy dated May 12, 2014. Any off-site parking attributed to the operation of the early learning center/school shall be limited to the Episcopal Church parking lot at 6750 Fayette Street.
8. **Termination of Approval.** This special use permit approval for SUP2015-001, temporary operation of an early learning center/school and classroom trailer use shall cease and terminate one year from the date on which this Special Use SUP2015-001 is approved by the Town Council.
9. **Removal of Classroom Trailer.** The Owners shall remove the classroom trailer and associated structures and equipment within 90 days of cessation of the early learning center/school or expiration of the lease to operate the early learning center/school, whichever occurs first. Owners shall site shall restore the Property as closely as possible to pre-construction conditions. A written notice of said removal shall be provided to the Town by the Owners.
10. **Enforcement.** Failure by the Town of any other party to insist on any of the terms or conditions of SUP2015-001 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: Architectural Review Board Appointment  
DATE: 06/01/15

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Nicole Zimnoch submitted her resignation on the Board of Zoning Appeals. Ms. Zimnoch is interested in serving on the Architectural Review Board. The ARB currently has a vacant, unexpired term ending 06/30/2015. It is recommended that Ms. Zimnoch be appointed to fill the unexpired term and a new term from July 1, 2015 to June 30, 2019.

Please find her application attached.

**ATTACHMENTS:**

- Zimnoch - Application to serve on ARB (PDF)

David Leake, Mayor  
Steve Aitken, Vice Mayor  
Council Members:  
Pamela Swinford  
Joe Pasanello  
Kurt Woods  
Chris Morris  
Matt Caudle



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
703-753-2800 Fax  
Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: Nicole Zimnoch  
Address: 6692 Comanche Court, Haymarket Va 20169  
Cell Phone: 703-754-2356  
Email Address: zimnoch5@gmail.com

- Architectural Review Board     Planning Commission     Board of Zoning Appeals  
 Special Committee (please name committee) \_\_\_\_\_

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Town Clerk, Jennifer Preli, [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org) or 703-753-2600.

I am very interested in persevering the environment in our town. I have been a long time resident of Haymarket and feel by being a Mother of 3 and active individual in town. I could give a positive and different perspective to what the town needs.





TO: Town of Haymarket Town Council  
SUBJECT: Board of Zoning Appeals Appointment  
DATE: 06/01/15

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The Board of Zoning Appeals currently has two vacancies. One for the unexpired term ending January 31, 2018, vacated by Ms. Nicole Zimnoch's resignation and one for the unexpired term ending January 31, 2017, vacated by Jason Grogg's relocation outside the Town. The vacancies have been advertised. Mr. Ralph Ring has submitted the attached application for your consideration of his nomination to the Prince William County Circuit Court for either unexpired term.

**ATTACHMENTS:**

- Application to serve on Board Commission or Committee -Ring (PDF)

David Leake, Mayor  
Steve Aitken, Vice Mayor  
Council Members:  
Pamela Swinford  
Joe Pasanello  
Kurt Woods  
Chris Morris  
Matt Caudle



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
703-753-2800 Fax  
Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: Ralph Ring  
Address: 14920 Greenhill Crossing Dr  
Cell Phone: 703.926.2675  
Email Address: Ringfamily4@comcast.net

Architectural Review Board     Planning Commission     Board of Zoning Appeals  
 Special Committee (please name committee) \_\_\_\_\_

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Town Clerk, Jennifer Preli, [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org) or 703-753-2600.

My family has lived here since 1996; I have a nineteen year investment in Haymarket. I've seen the impact that various residential and commercial developments have had on the landscape and character of the Town. I care about the future of my home and community, and I'd like to make a contribution.

I've been active in the community over the years. I've served on the Planning Commission, Architectural Review Board, and Board of Zoning Appeals. I attended the Virginia Certified Planning Commissioners' Program. I was a member of my community's ARC for several years, drafting policies and procedures. At my own expense, I've taken courses from CAI and NOVA regarding the legal ramifications of the homeowner's governing documents. I've also been involved in charitable work, including awarding scholarships and managing blood donations. My professional career has given me experience with contract negotiations, budgets, human capital allocation and vendor management.

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



Plan

TO: Town of Haymarket Town Council  
 SUBJECT: Fiscal Year 2016 Budget, Tax Rates, & Capital Improvements  
 DATE: 06/01/15

**SUBJECT:** Adoption of FY 15'-16' Budget

**ISSUE:** The Council action needed to adopt the FY '15-'16 Budget

**BACKGROUND:**

- The Town Staff, Finance Committee and Council have worked on the proposed budget since December of 2014.
- The Council held a work session on Thursday, April 16<sup>th</sup>, where the Council reviewed the work of the staff and Finance Committee's draft budget.
- The proposed budget was presented at the May 4<sup>th</sup> Town Council Meeting and a public hearing held.

**DISCUSSION:**

- There have been some minor changes to the total figures based upon Planning Commission recommendations to the draft Capital Improvements Plan.
- Tax rates have all remained the same and there were no substantial changes to the budget.
- This budget is represented as an Investment Based budget.
- The Council is investing into the community through capital projects, such as the Town Center and Harrover Property investments. The proposed budget utilizes cash on hand to fund such projects as well as other projects as identified in the CIP.
- Furthermore, the Council intends to invest into the Town staff by taking a comprehensive look at the competitiveness of the current salaries comparative to the region the Town is in competition with.
- Finally, the proposed budget does not raise any taxes.
- Council realizes that this is an opportunity that does not present itself for many localities and does not take these investments into the community lightly. These are one time investments and future budgets will not allow such luxuries that the current proposed budget affords the Council in the stewardship of the Town's funds.

**TOWN MANAGER'S COMMENTS: (May 21, 2015)**

- It is my recommendation that Town adopt the proposed budget per the resolution included in your agenda packet.

**POTENTIAL QUESTIONS:**

- Will the proposed budget cover all expense associated with the Town Center project and the Harrover Property Project?
- Will the proposed budget still leave a healthy General Reserve?

**FISCAL IMPACT:**

- The Town is required to have an adopted budget in order to operate.

**RECOMMENDATION:**

I would recommend that we adopt the draft budget as presented.

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

I move to adopt the Resolution 2015-007, which is a RESOLUTION TO ADOPT THE ANNUAL OPERATING BUDGET AND CAPITAL IMPROVEMENT BUDGET AND ADOPT THE TAX RATES IN SUPPORT OF THE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016

**Motion of Denial:** I move to deny Resolution 2015-007, because...

**ATTACHMENTS:**

- Resolution 2015-007 - Adoption of FY 2016 Budget & Tax Rates.pdf (PDF)
- Affidavit of Advertising FY 2016 Budget & Tax Rates (PDF)
- CIP Package 2015 (Final Draft) (PDF)
- Copy of Post PC Mtg 05-11-2015 - DRAFT CIP 2015-16 (5 Year Plan-Working File Updated) (PDF)

**RESOLUTION 2015-007**

**RESOLUTION TO ADOPT THE ANNUAL OPERATING BUDGET AND CAPITAL IMPROVEMENT BUDGET AND ADOPT THE TAX RATES IN SUPPORT OF THE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016**

**WHEREAS**, the Council of the Town of Haymarket held one (1) work session to consider the proposed FY 2016 budget; and

**WHEREAS**, the budget was advertised on April 24, 2015, and a public hearing was held on May 4, 2015, in accordance with Section 15.1-162 of the Code of Virginia.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Haymarket, Virginia meeting in regular session this 1<sup>st</sup> day of June, 2015, that:

The budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016 is hereby adopted as follows:

General Fund Revenue:	\$1,956,204
Capital Fund Revenue:	\$1,528,500
General Fund Expenditures:	\$2,156,204
Capital Fund Expenditures:	\$1,328,500

<b>FY 2016 Proposed Tax Rates in Support of the Budget</b>	
Real Property Tax Rate	\$.129/\$100 Valued Assessment
Personal Property Tax Rate	\$.60/\$100 Valued Assessment
Cigarette Tax	\$.75/Pack
Transient Occupancy Tax	7%
Prepared Food & Beverage Tax (Meals Tax)	4%
Utility Tax for the Consumption of Natural Gas (Residential)	\$1.50 minimum charge + \$.75/CCF not to exceed \$3.00/month
Utility Tax for the Consumption of Natural Gas (Non-Residential)	\$3.00 minimum charge + \$.675/CCF not to exceed \$100/month
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Residential)	20% of the monthly charge with a \$3.00 maximum charge
Utility Tax for the Usage of Telecommunications & for the Usage of Electricity (Non-Residential)	20% of the monthly charge with a \$100.00 maximum charge
Business Professional & Occupational License Tax	Contractors: \$.15/\$100 GR; Wholesale: \$.05/purchases; Retail Merchant, Repair Services, Personal Services, Business Service, Restaurants, Public Service Corporations: \$.10/\$100 GR; Professional, Real Estate, & Financial Services \$.30/\$100 GR
Percent of Revenue from Real Estate Tax	9.06%
2014 Assessed Value of Property – Town of Haymarket	\$233,541,300
Assessed Value of Property Exempt from Taxation	\$6,578,700
Tax Exempt Property as a Percentage of the Aggregate Assessed Value of All Property	2.82%

BY ORDER OF THE COUNCIL

Done this 1<sup>st</sup> Day of June 2015

Motioned By:  
Seconded By:

Ayes:  
Nays:  
Abstain:  
Absent:

ATTEST:

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

[SEAL]

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	289,224.70	292,415.00	\$292,000.00
Public Service Corp RE Tax	8,341.62	9,000.00	\$9,000.00
Personal Property Tax	444.50	0.00	\$0.00
Penalties - All Property Taxes	0.00	500.00	\$0.00
Interest - All Property Taxes	169.80	1,000.00	\$0.00
<b>Total GENERAL PROPERTY TAXES</b>	<b>298,180.62</b>	<b>302,915.00</b>	<b>\$301,000.00</b>
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	94,976.70	85,000.00	\$130,000.00
Meals Tax - Current	352,224.13	500,000.00	\$450,000.00
Consumer Utility Tax	93,669.78	100,000.00	\$120,000.00
Bank Stock Tax	0.00	22,000.00	\$25,000.00
Business License Tax	41,680.96	140,000.00	\$176,000.00
Cigarette Tax	167,805.50	250,000.00	\$220,000.00
<b>Total OTHER LOCAL TAXES</b>	<b>750,357.07</b>	<b>1,097,000.00</b>	<b>\$1,121,000.00</b>
<b>PERMITS,FEES &amp; LICENESES</b>			
Occupancy Permits	100.00	600.00	\$500.00
Inspection Fees	11,295.00	10,000.00	\$7,000.00
Other Planning & Permits	38,950.00	25,000.00	\$30,000.00
Application Fees	1,525.00	2,500.00	\$2,000.00
Motor Vehicle Licenses	888.00	1,000.00	\$1,000.00
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>52,758.00</b>	<b>39,100.00</b>	<b>\$40,500.00</b>
<b>FINES &amp; FORFEITURES</b>			
Fines	35,082.23	75,000.00	\$48,000.00
<b>Total FINES &amp; FORFEITURES</b>	<b>35,082.23</b>	<b>75,000.00</b>	<b>\$48,000.00</b>
<b>CHARGES FOR SERVICES</b>			
Public Safety			
Security	36.54		
<b>Total Public Safety</b>	<b>36.54</b>		
<b>Total CHARGES FOR SERVICES</b>	<b>36.54</b>		
<b>REVENUE FROM SPONSORSHIPS FOR TOWN EVENTS</b>			
Sponsorships	0.00	0.00	\$65,000.00
<b>Total Sponsorship for Town Events</b>			<b>\$65,000.00</b>
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	94,506.92	120,000.00	\$120,000.00

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Department of Fire Programs	1,000.00	8,000.00	\$1,000.00
599 Law Enforcement Grant	21,276.00	28,368.00	\$28,334.00
DEQ Grant	0.00	1,000.00	\$0.00
Personal Property Tax Reimburse	18,626.97	18,630.00	\$18,600.00
Car Rental Reimbursement	3,742.73	4,500.00	\$4,500.00
DMV Grant	968.43	8,500.00	\$0.00
Railroad Rolling Stock	1,473.26	1,500.00	\$1,400.00
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>141,594.31</b>	<b>190,498.00</b>	<b>\$173,834.00</b>
<b>REVENUE FROM LOCAL GOVERNMENT</b>			
Categoric Aid			
Grants			
Other	17,957.08	0.00	\$0.00
<b>Total Grants</b>	<b>17,957.08</b>	<b>0.00</b>	<b>\$0.00</b>
<b>Total Categoric Aid</b>	<b>17,957.08</b>	<b>0.00</b>	<b>\$0.00</b>
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	<b>17,957.08</b>	<b>0.00</b>	<b>\$0.00</b>
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	462.48	0.00	\$0.00
<b>Total MISCELLANEOUS REVENUE</b>	<b>462.48</b>	<b>0.00</b>	<b>\$0.00</b>
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	311.54		
Sale of Salvage & Surplus	2,050.75	500.00	\$0.00
Recovered Costs - Events	9,892.60	10,000.00	\$5,000.00
Interest on Bank Deposits	26.20		\$100.00
Penalties (Non-Property)	298.01		\$0.00
Interest (Non-Property)	21.52		\$0.00
Citations & Accident Reports	1,305.00	1,000.00	\$1,000.00
<b>Total MISCELLANEOUS</b>	<b>13,905.62</b>	<b>11,500.00</b>	<b>\$6,100.00</b>
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	13,826.70	45,260.00	\$26,850.00
Suite 200 Rental Income	52,444.14	80,155.00	\$84,100.00
Suite 204 Rental Income	0.00	0.00	\$4,830.00
15020 Wash St Rental Income	30,515.67	40,700.00	\$42,735.00
6630 Jefferson St Rental Income	31,975.18	39,100.00	\$41,055.00
Town Hall Rental Income	2,550.00	2,000.00	\$1,200.00
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>131,311.69</b>	<b>207,215.00</b>	<b>\$200,770.00</b>
INTEREST ON BANK DEPOSITS	1,888.33		
TRANSFER OF CASH RESERVES	0.00	724,757.00	\$1,240,000.00

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
SAFETY LU/MAP 21 GRANT	705,048.29	590,479.00	
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	\$38,500.00
PEDESTRIAN IMPROVEMENT GRANT	50,014.00	90,000.00	\$250,000.00
<b>Total Income</b>	<b>2,198,596.26</b>	<b>3,359,264.00</b>	<b>\$1,528,500.00</b>
<b>Total Gross Profit</b>	<b>2,198,596.26</b>	<b>3,359,264.00</b>	<b>\$3,484,704.00</b>
<b>Expense</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	20,725.00	21,750.00	\$32,100.00
FICA/Medicare	1,273.73	1,600.00	\$2,000.00
Unemployment Insurance	186.24	1,000.00	\$1,350.00
Mileage Allowance	347.20	1,500.00	\$750.00
Meals and Lodging	2,368.66	2,500.00	\$2,500.00
Convention & Education	4,681.89	3,000.00	\$5,000.00
<b>Total 11100 - TOWN COUNCIL</b>	<b>29,582.72</b>	<b>31,350.00</b>	<b>\$43,700.00</b>
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	134,944.03	206,730.00	\$264,725.00
Salaries/Wages - Overtime	5,644.18	8,000.00	\$8,000.00
Salaries/Wages - Part Time	62,340.84	72,350.00	\$92,700.00
FICA/Medicare	17,367.98	18,788.00	\$22,165.00
VRS	9,766.63	12,000.00	\$15,660.00
Health Insurance	30,034.01	30,550.00	\$46,772.00
Life Insurance	1,121.30	1,000.00	\$3,151.00
Disability Insurance	1,192.50	1,600.00	\$2,600.00
Unemployment Insurance	3,445.68	1,975.00	\$2,550.00
Worker's Compensation	360.68	300.00	\$350.00
Liability Insurance	8,478.00	9,000.00	\$9,000.00
Accounting Services	6,420.46	15,000.00	\$8,000.00
Cigarette Tax Administration	4,160.98	6,000.00	\$4,000.00
Printing & Binding	4,863.94	5,700.00	\$8,000.00
Advertising	8,468.94	10,000.00	\$10,000.00
Computer, Internet &Website Svc	18,210.54	19,400.00	\$30,000.00
Postage	1,298.34	2,500.00	\$4,500.00
Telecommunications	5,295.80	3,700.00	\$4,500.00
Mileage Allowance	1,581.53	1,500.00	\$2,500.00
Meals & Lodging	3,657.22	3,000.00	\$5,000.00
Convention & Education	2,722.42	4,000.00	\$15,000.00
Misc - Discretionary Fund	0.00	0.00	\$2,000.00
Books, Dues & Subscriptions	1,727.56	3,500.00	\$2,000.00
Office Supplies	4,437.96	4,400.00	\$4,500.00
Capital Outlay-Machinery/Equip	17,688.51	21,000.00	\$25,000.00
66900 - Reconciliation Discrepancies	317.75		
Miscellaneous	1,846.64		

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
12110 - TOWN ADMINISTRATION - Other	-16.94		
<b>Total 12110 - TOWN ADMINISTRATION</b>	<b>357,377.48</b>	<b>461,993.00</b>	<b>\$592,673.00</b>
<b>12210 - LEGAL SERVICES</b>			
Legal Services	75,140.64	110,000.00	\$90,000.00
<b>Total 12210 - LEGAL SERVICES</b>	<b>75,140.64</b>	<b>110,000.00</b>	<b>\$90,000.00</b>
<b>12240 - INDEPENDENT AUDITOR</b>			
Auditing Services	15,950.00	15,000.00	\$16,000.00
<b>Total 12240 - INDEPENDENT AUDITOR</b>	<b>15,950.00</b>	<b>15,000.00</b>	<b>\$16,000.00</b>
<b>Total 01 - ADMINISTRATION</b>	<b>478,050.84</b>	<b>618,343.00</b>	<b>\$742,373.00</b>
<b>03 - PUBLIC SAFETY</b>			
<b>31100 - POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	303,963.33	352,444.00	\$369,376.00
Salaries & Wages - Overtime	4,377.31	15,000.00	\$12,000.00
Salaries & Wages - Part Time	4,320.87	10,500.00	\$10,500.00
FICA/MEDICARE	20,991.99	28,154.00	\$23,000.00
VRS	10,312.19	21,500.00	\$22,385.00
Health Insurance	61,535.23	55,000.00	\$81,700.00
Life Insurance	1,477.04	5,000.00	\$3,505.00
Disability Insurance	1,531.27	3,200.00	\$2,250.00
Unemployment Insurance	1,616.33	2,800.00	\$2,600.00
Workers' Compensation Insurance	7,088.32	8,000.00	\$6,900.00
Line of Duty Act Insurance	1,521.00	2,000.00	\$1,550.00
Legal Services	12,077.11	15,500.00	\$15,500.00
Repairs & Maintenance	7,799.84	2,000.00	\$8,000.00
Advertising	0.00	250.00	\$150.00
Electrical Services	2,521.40	5,500.00	\$5,500.00
Computer, Internet & Website	3,307.48	5,000.00	\$5,000.00
Postage	243.80	300.00	\$300.00
Telecommunications	5,493.60	5,900.00	\$9,000.00
General Prop Ins (Veh. & Bldg)	7,636.00	8,000.00	\$10,450.00
Mileage Allowance	269.09	250.00	\$300.00
Meals and Lodging	85.32	500.00	\$500.00
Convention & Education	350.00	500.00	\$500.00
Misc - Discretionary Fund	1,066.20	1,000.00	\$1,500.00
Books Dues & Subscriptions	5,635.40	5,000.00	\$6,000.00
Office Supplies	3,078.94	3,500.00	\$4,000.00
Vehicle Fuels	9,799.21	20,000.00	\$17,000.00
Vehicle Maintenance/ Supplies	9,266.86	27,000.00	\$27,000.00
Uniforms & Police Supplies	6,972.86	8,000.00	\$8,000.00
Grant Expenditures	0.00	8,500.00	\$0.00
Capital Outlay-Machinery/Equip	0.00	10,000.00	\$53,000.00

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
<b>Total 31100 · POLICE DEPARTMENT</b>	494,337.99	630,298.00	\$707,466.00
<b>34100 · BUILDING OFFICIAL</b>	32,410.00	65,000.00	\$50,000.00
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	8,000.00	\$0.00
<b>Total 32100 · FIRE &amp; RESCUE</b>	0.00	8,000.00	\$0.00
<b>Total 03 · PUBLIC SAFETY</b>	526,747.99	703,298.00	\$757,466.00
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	56,331.42	71,000.00	\$80,000.00
<b>Total 43200 · REFUSE COLLECTION</b>	56,331.42	71,000.00	\$80,000.00
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	32,917.09	35,500.00	\$65,200.00
Maint Svc Contract-Pest Control	1,415.00	2,000.00	\$1,500.00
Maint Svc Contract - Public Wks	21,869.27	19,000.00	\$37,000.00
Maint Svc Contract-Landscaping	24,856.00	15,000.00	\$30,000.00
Maint Svc Contract Snow Removal	3,210.50	4,000.00	\$4,000.00
Maint Svc Cont- Street Cleaning	7,129.25	10,500.00	\$11,000.00
Electric Services	2,043.18	3,500.00	\$10,000.00
Electrical Services-Streetlight	2,003.96	2,600.00	\$5,200.00
Water & Sewer Services	168.34	400.00	\$1,000.00
General Property Insurance	2,800.00	2,800.00	\$0.00
Janitorial Supplies	664.25	1,000.00	\$1,000.00
Real Estate Taxes			\$2,500.00
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	99,076.84	96,300.00	\$168,400.00
<b>43201 · RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	136.00	2,000.00	\$0.00
Electrical Services	2,043.12	3,000.00	\$0.00
Water and Sewer Services	168.33	400.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	314.80	500.00	\$0.00
Repair/Maintenance Supplies	0.00	750.00	\$0.00
<b>Total 43201 · RENTAL PROPERTY - SUITE 110</b>	2,662.25	7,150.00	\$0.00
<b>43202 · RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	0.00	1,000.00	\$0.00
Electrical Services	2,043.14	3,000.00	\$0.00
Water and Sewer Services	168.32	400.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	0.00	1,000.00	\$0.00
Repair/Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43202 · RENTAL PROPERTY - SUITE 200</b>	2,211.46	6,400.00	\$0.00
<b>43203 · RENTAL PROPERTY - SUITE 204</b>			

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**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Repairs/Maintenance Services	0.00	1,000.00	\$0.00
Electrical Services	2,043.09	3,000.00	\$0.00
Water and Sewer Services	168.26	400.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	0.00	150.00	\$0.00
Repair/Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43203 · RENTAL PROPERTY - SUITE 204</b>	<b>2,211.35</b>	<b>5,550.00</b>	<b>\$0.00</b>
<b>43204 · RENTAL PROPERTY - 15020 WASH ST</b>			
Repairs/Maintenance Services	0.00	1,000.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	111.13	1,000.00	\$0.00
Repair/Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43204 · RENTAL PROPERTY - 15020 WASH ST</b>	<b>111.13</b>	<b>3,000.00</b>	<b>\$0.00</b>
<b>43205 · RENTAL PROPERTY-HULFISH HOUSE</b>			
Repairs/Maintenance Services	1,086.50	1,000.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Real Property Taxes	452.73	400.00	\$0.00
Repairs/Maintenance Supplies	0.00	500.00	\$0.00
Utilities	164.70		\$0.00
<b>Total 43205 · RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,703.93</b>	<b>2,400.00</b>	<b>\$0.00</b>
<b>43206 · 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	122.25	1,000.00	\$0.00
Electrical Services	258.99	1,000.00	\$0.00
Gas Services	1,045.70	1,000.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Repair & Maintenance Supplies	0.00	500.00	\$0.00
<b>Total 43206 · 14710 WASHINGTON STREET</b>	<b>1,426.94</b>	<b>4,000.00</b>	<b>\$0.00</b>
<b>RENTAL PROPERTY - 14740 Wash St</b>			
Repairs/Maintenance Services	280.00	500.00	\$0.00
General Property Insurance	0.00	500.00	\$0.00
Repairs/Maintenance Supplies	0.00	1,000.00	\$0.00
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>280.00</b>	<b>2,000.00</b>	<b>\$0.00</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>166,015.32</b>	<b>197,800.00</b>	<b>\$248,400.00</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractural Services	8,482.06	7,500.00	\$65,000.00
<b>Total 71110 · EVENTS</b>	<b>8,482.06</b>	<b>7,500.00</b>	<b>\$65,000.00</b>
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	12,650.42	20,300.00	\$0.00
FICA/Medicare	902.06	1,500.00	\$0.00
VRS	646.80	1,300.00	\$0.00
Health Insurance	2,097.21	3,450.00	\$0.00

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
Life Insurance	72.60	120.00	\$0.00
Disability Insurance	152.46	225.00	\$0.00
Unemployment Insurance	141.12	200.00	\$0.00
Workers' Comp Insurance	0.00	25.00	\$0.00
Repairs & Maintenance Services	6,282.25	6,500.00	\$0.00
Advertising	2,194.50	1,500.00	\$2,000.00
Electrical Services	434.47	900.00	\$0.00
Heating Services	780.00	1,200.00	\$0.00
Water & Sewer Services	151.63	300.00	\$0.00
Postage	0.00	100.00	\$100.00
Telecommunications	1,358.07	2,200.00	\$1,500.00
General Property Insurance	0.00	500.00	\$0.00
Convention & Education	0.00	500.00	\$500.00
Mileage Allowance	63.31	100.00	\$200.00
Books, Dues & Subscriptions	100.00	500.00	\$500.00
Office Supplies	676.80	500.00	\$800.00
Repair & Maintenance Supplies	0.00	500.00	\$0.00
Exhibits & Programs	1,524.05	2,000.00	\$3,000.00
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	\$10,000.00
72200 - MUSEUM - Other	295.46		\$0.00
<b>Total 72200 - MUSEUM</b>	<b>40,478.21</b>	<b>56,420.00</b>	<b>\$18,600.00</b>
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>48,960.27</b>	<b>63,920.00</b>	<b>\$83,600.00</b>
<b>08 - COMMUNITY DEVELOPMENT</b>			
<b>81100 - PLANNING COMMISSION</b>			
Salaries & Wages - Regular	4,310.30	5,000.00	\$6,000.00
FICA/Medicare	302.07	300.00	\$850.00
Consultants	29,302.00	60,000.00	\$30,000.00
Mileage Allowance	0.00	1,000.00	\$500.00
Meals & Lodging	0.00	1,500.00	\$1,500.00
Convention/Education	0.00	2,000.00	\$2,000.00
Books/Dues/Subscriptions	0.00	750.00	\$300.00
<b>Total 81100 - PLANNING COMMISSION</b>	<b>33,914.37</b>	<b>70,550.00</b>	<b>\$41,150.00</b>
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,890.00	3,750.00	\$5,500.00
FICA/Medicare	109.01	300.00	\$850.00
Mileage Allowance	0.00	1,000.00	\$500.00
Meals & Lodging	0.00	1,000.00	\$1,000.00
Convention & Education	0.00	1,000.00	\$1,000.00
Books/Dues/Subscriptions	0.00	500.00	\$300.00
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<b>1,999.01</b>	<b>7,550.00</b>	<b>\$9,150.00</b>
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	<b>35,913.38</b>	<b>78,100.00</b>	<b>\$50,300.00</b>
<b>09 - NON-DEPARTMENTAL</b>			
<b>95100 - DEBT SERVICE</b>			

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

**Town of Haymarket**  
**DRAFT BUDGET**

3.B.1

July 2015 through June 2016

As of 3/26/2015 (Current Budget)

	Jul '14 - Jun 15	Budget	Proposed Jul'15 -June'16
General Obligation Bond	192,119.63	196,818.00	\$189,065.00
<b>Total 95100 · DEBT SERVICE</b>	192,119.63	196,818.00	\$189,065.00
<b>Total 09 · NON-DEPARTMENTAL</b>	192,119.63	196,818.00	\$189,065.00
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>			
Beautification	0.00	12,000.00	
Maintenance	600.00	18,000.00	\$50,000.00
Street Scape Construction	761,375.51	752,410.00	
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	761,975.51	782,410.00	
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>			
Construction	2,920.48	38,500.00	\$38,500.00
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	2,920.48	38,500.00	\$38,500.00
<b>TOWN CENTER MASTER PLAN</b>			
Design/Construction	0.00	400,000.00	\$500,000.00
Architectural/Engineering Fees	19,902.84	100,000.00	
<b>Total TOWN CENTER MASTER PLAN</b>	19,902.84	500,000.00	\$500,000.00
<b>HARROVER MASTER PLAN</b>			
Drafting of Plan	5,225.00	20,000.00	\$0.00
Architecture/ Engineering Fees	0.00	0.00	\$75,000.00
Construction			\$300,000.00
<b>Total HARROVER Design/ Construction</b>	5,225.00	20,000.00	\$375,000.00
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	52,885.00	90,000.00	\$250,000.00
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	52,885.00	90,000.00	\$250,000.00
General Reserve	0.00	70,075.00	\$250,000.00
<b>Total Expense</b>	2,290,716.26	3,359,264.00	\$3,484,704.00
<b>Net Ordinary Income</b>	-92,120.00	0.00	
<b>Net Income</b>	-92,120.00	0.00	\$3,484,704.00
Gross Revenues			\$3,484,704.00
Net Expenditures			\$3,484,704.00
			\$0.00

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TOWN OF HAYMARKET

AFFIDAVIT OF PUBLISHER  
PURSUANT TO SECTION 8.01-324(B)  
OF THE 1950 CODE OF VIRGINIA  
AS AMENDED

I, Tonya Fields, being duly sworn, deposes and says that the attached order of publication was published in Prince William Today, a newspaper published in the County of Prince William, State of Virginia, on April 24th, 2015

as requested by: Jennifer Preli

and that deponent is a duly authorized agent of the Publisher of said newspaper.

Tonya Fields  
Account Executive

Subscribed and sworn to me this 24th day of April 2014.

County of Loudoun

(SEAL)

Colleen L. Grayson

Notary Public in and for the Commonwealth of Virginia.

My commission expires 11/30/18



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# Capital Improvements Plan

## Fiscal Years 2015-2020

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



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## **INTRODUCTION**

The initial Capital Improvements Plan (CIP) for Haymarket was adopted in the early 1980s.

Haymarket initiated the CIP in the early 1980s by including projects into the annual fiscal budget and conducting periodic reviews and recommendations by the Planning Commission, which are accepted and approved by the Town Council.

The Town has been successful in completing many projects over the years and has done well in meeting impending needs while still working towards completion of more long range projects.

Haymarket's 2010 Census showed that the Town's population had significantly increased from 879 individuals in 2000 to 1,782 within ten years later. It was anticipated that the Town would grow between the 2000 and 2010 Census, but it makes the importance of the Capital Improvement Plan even more apparent.

The Town strives to keep the Capital Improvements Plan up to date and current by an annual review and update by the Town's Planning Commission and Town Council. The Town is committed to continually make recommendations for new projects and to making every effort to provide funding for crucial future projects for the betterment and sustainability of the Town.

## **THE CAPITAL IMPROVEMENT PLAN**

The Capital Improvement Plan, or CIP, is an optional component of the Comprehensive Plan. A CIP is a management tool that deals with the construction, purchase or acquisition of major public facilities such as public buildings or improvements, land, parks, streets and sidewalks, technology advancements and major equipment. These items, due to their high cost and long-life expectancy, are not easily included in the annual operating budget.

A CIP covers a five-year period and is updated annually. The CIP process involves identifying projects needed over the ensuing five years and ranking them by priority. The projects are tentatively scheduled during this five-year period and a program for financing them is established. The first year of the adopted CIP becomes the basis for the capital budget; the remaining four years is the longer-term capital program. Annually, another year of projects is added and integrated into the CIP so that it always covers a five-year span.

Adoption of a Capital Improvement Plan can benefit the Town of Haymarket in important ways such as:

- Anticipating future capital facility needs;
- Correlating projects to meet community goals, financial capabilities and anticipated growth;
- Eliminating duplication and poorly planned expenditures;
- Encouraging cooperation with other governmental units;
- Establishing work schedules and cost estimates, thereby aiding local officials in projecting future expenditures;

- Providing an opportunity for early selection and acquisition of needed land before it increases in value or is lost to other uses;
- Helping the town get ready to apply for state and federal assistance;
- Enabling developers and public utility companies to plan improvements in anticipation of future capital facilities; and
- Getting town residents interested and involved in capital planning.

**Capital improvements are generally costs of equipment, machinery, tools and software exceeding \$5000.00 or cost of infrastructure, building and property acquisition.**

**Capital Improvements costs do not include personnel, operations and management (O&M), debt service or other overhead costs.**

**SUMMARY OF PROPOSED PROJECTS for 2015-2016**

The Town is planning on starting and/or completing the following projects within 2015-2016 fiscal year. The following projects are not within in particular priority or order. Some proposed projects have been carried from previous years within the CIP and is indicated by the year it was proposed and acknowledged by stating that the project has been “carried” from year to year until funding became available or the priority is needed. Not all of the following projects will necessarily be completed, but is included as they are being initiated this fiscal year.

<b>Category</b>	<b>Project Description</b>	<b>Estimated Cost</b>	<b>Year Proposed</b>
General Government	Painting of Light Posts	\$7,000	2013-2014 (Carried)
General Government	Benches, Pads, Trashcans & Bike Racks	\$5,000	2013-2014 (Carried)
General Government	Crosswalk Repair	\$50,000	2014-2015 (Carried)
General Government	Shared Use Path	\$250,000*	2013-2014 (Carried)
General Government	Town Center Master Plan Construction	\$500,000	2014-2015 (Carried)
General Government	Harrover Architectural / Engineering	\$375,000	2015-2016
General Government	Information Technology Upgrades	\$25,000	2014-2015 (Carried)
General Government	Gateway Signs	\$25,000	2013-2014 (Carried)
Police Department	Police Cruiser	\$38,000	2015-2016
Police Department	RADAR Speed Indicators Signs	\$15,000	2015-2016
Museum	Caboose Renovations	\$42,000**	2013-2014 (Carried)

**Total Estimated Cost for 2015-2016: \$1,332,000**

**NOTES:**

**\*Federally funded through the Connolly funds.**

**\*\*Funded through a VDOT Enhancement Grant**

The following narrative of CIP projects is not based on priorities of the projects, which are categorized in the CIP spread sheet on page.

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**GENERAL GOVERNMENT**

**I. Streetscape:**

This Streetscape Project was started in the late 90’s that constructed brick sidewalks to both sides of Washington Street. Construction also included crosswalks, decorative street lights, street trees, landscaping and dedicated bicycle lanes on Washington Street. Phase 1b would be the conclusion of the Town portion of the Streetscape project and would include the design, engineering and construction across the Harrover property to Bleight Drive.

**II. Washington Street Beautification:**

The Washington Street Beautification initiative is a continuation of the Streetscape project. By creating funding for additional aesthetic treatments to Washington Street these improvements help to add to the creation of a community by adding amenities such as benches, trashcans and bike racks. This contributes to the overall goal of creating a walkable community. Furthermore, funds within this category are also budgeted to make crosswalk repairs and replacement where necessary.

**III. Streets, Sidewalks, Parking:**

In an effort to increase the use of multi-modal transportation the Town has secured ear marked funding through a federal grant source for pedestrian improvements along Jefferson Street in coordination with the Old Carolina bridge replacement project. These improvements will provide a shared use path from the reconstructed Old Carolina Bridge to the Washington Street intersection.

The Town will also look to improve the aesthetic treatment of the Town’s streets by exploring a street striping project that would create a street striping plan for the majority of the streets. A Street striping plan would create traffic calming affect by creating “edge” lines, and on some streets create a defined center line. Aesthetically, having a striping plan on the Town’s streets leads to the having a more defined and finished look.

#### **IV. Town Center Property:**

In 2010 the Town Council decided that it was going to make the property at 15000 Washington Street the Town Center and Administrative Offices. As a Town progressing to move forward with initiatives against blight of aging structures the Town sees that it is important for the integrity of the Town as well as the economic well being of the center of the Town for the Town to invest in the community by renovating the Town Center property. This process began with a Conceptual Master Plan that was completed in May of 2013. This conceptual plan is now being engineered and construction is slated to begin in the spring of 2016, which will address the storm water drainage issues on the site, the aesthetic features to the buildings, and create a community focal point with a Town “green” application. As these improvements are made the Town will need to invest into installing a security surveillance system for the site in general.

#### **V. Harrover Property:**

Similar to the initiative at the Town Center property, the Town is completing the creation of a Master Plan for the identified public use property. The Town currently does not possess a distinctive recreational area within the Town. The Harrover property has often been identified as a potential location for a municipal park or active recreation destination. Much like the Town Center property project, the Town will look to fund architecture and engineering and construction in subsequent years as funding allows for significant construction projects, but will also look to construct smaller fiscally feasible projects that are part of the Master Plan.

#### **VI. Town Administration:**

One of the many areas that the Town prides itself on is the ability to keep up with modern technologies with regard to informing the public about the Town and offering the residents and public in general the ability to access their local government. In continuing these efforts it has been determined that we need to make significant upgrades to our audio and visual equipment within the Council Chambers. As technologies continue to advance, it is the desire of the Town to become less dependent upon paper and will explore going to handheld devices for meetings. As technology of the facility improves, the need for additional security and reorientation of the administrative offices will also need to be addressed. As part of the Town Center Property project, the administrative offices will be renovated and re-orientated to function more efficiently as a municipal government building. It is the goal to utilize the main building on the Town

Center site as a “regional government center” and locating all of the Town’s Administrative offices, including the police department on the first floor of the building.

**VII. Town Signage:**

One of the more important characteristics within any community is its gateways. Gateway signage is the first impression any community has upon visitors. Understanding this, the Town will be creating gateway signage that is symbolic of the Town’s values while at the same honoring the Town’s history. Town is also working with the Journey Through Hallowed Ground through the ARB to also compliment their endeavors as the Town is part of the Journey Furthermore, the Town will also work with the Department of Historic Resources and the Department of Conservation and Recreation to place within the Town a National Historic Marker and to construct signage along Interstate 66 acknowledging our Historic District and museum.

**POLICE DEPARTMENT**

The Police Department within a Town provides its own unique needs, set of capital improvements and capital assets. The nature of the Town’s Police Department provides a wide range of services and therefore requires additional equipment for the delivery of their services.

The Town will plan on purchasing another police cruiser that will take two existing police vehicles out of the fleet. This improvement is considered a capital asset. With public safety in mind, the Police Department is also proposing the installation of RADAR Speed Indicator signs along Washington Street in both the east and west directions upon entering the Town. In the years to come, the Town will look to equip the Police Department with scene/event lights that aid the Police Department when working special events for the Town or more importantly when the Police run DUI Checkpoints or other traffic stops at night time. With the need to provide scene/event lights also comes the need to move this equipment and the equipment required for a road closure. Through this CIP, the Town plans on purchasing an enclosed trailer. Finally, in addition the Town will explore the possibilities of purchasing a variable message board. In 2013, the Police Department was successful in obtaining a grant that will cover the costs of purchasing one variable message board, through this CIP the Town will look to provide additional message boards.

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## MUSEUM

The Town's museum is one of the oldest buildings in the Town. The museum is open from the spring through the fall and only closed during the winter, although does open by appointment. As a matter of maintaining the building as a destination location and stop for out of town visitors, the Town will look into making landscaping improvements around the facility. In the upcoming fiscal year the Town will utilize a VDOT Enhancement Grant to construct a deck structure that will go from the rear museum exit to the Caboose and will feature two interpretive signs about the history of rail and transportation within the Town.

**Town of Haymarket**  
**Capital Improvements Plan (DRAFT)**  
**2015-2016**

Projects	Town Contributions					Notes	Total Project Costs	ACTUAL Project Costs
	Current Year	Future Years						
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020			
<b>GENERAL GOVERNMENT</b>								
<b>Streetscape</b>								
Phase 1b		\$100,000	\$800,000			A	\$900,000	
<b>Washington Street Beautification</b>								
Painting of Light Posts	\$7,000						\$7,000	
Benches, Pads, Trashcans, Bike Racks	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		\$25,000	
Crosswalk repair	\$50,000				\$20,000		\$70,000	
<b>Streets, Sidewalks, Parking</b>								
Shared Use Path	\$250,000	\$250,000				B	\$500,000	
Street Striping (Traffic Calming)		\$7,500		\$7,500			\$15,000	
Sidewalk extension (Jefferson St./ Town Side Streets)		\$50,000	\$100,000		\$100,000		\$250,000	
<b>Town Center Property</b>								
Master Plan construction	\$500,000	\$0					\$500,000	
Security Surveillance System			\$10,000				\$10,000	
<b>Harrover Property</b>								
Master Plan Engineering	\$375,000						\$375,000	
Construction		\$2,000,000	\$2,000,000	\$2,000,000			\$6,000,000	
<b>Town Administration</b>								
Information Technology Upgrades	\$25,000	\$25,000	\$25,000	\$25,000			\$100,000	
<b>Town Signage</b>								
4 Gate Way Signs	\$25,000	\$25,000					\$50,000	
National Historic Registry Marker			\$5,000				\$5,000	
Historic Highway Markers			\$5,000				\$5,000	
<b>Quiet Zone</b>								
Quiet Zone Engineering		\$50,000				C	\$50,000	
Quiet Zone Construction			\$100,000	\$250,000			\$350,000	
<b>POLICE DEPARTMENT</b>								
Police Cruiser	\$38,000		\$40,000		\$40,000		\$118,000	
RADAR Speed Indicator Signs	\$15,000						\$15,000	
Scene/Event Lights		\$6,000					\$6,000	
6x12 enclosed Trailer		\$5,000					\$5,000	
Variable Message Boards			\$20,000			D	\$20,000	
<b>MUSEUM</b>								
Landscaping Improvements		\$5,000		\$5,000			\$10,000	
Caboose Renovations	\$42,000					E	\$42,000	
<b>Totals</b>	\$1,332,000	\$2,528,500	\$3,110,000	\$2,292,500	\$165,000		\$9,428,000	

NOTES:

- A. To be funded privately or with VDOT Enhancement Funds
- B. Federally funded through the Connolly funds
- C. Implementation could be more costly for equip upgrades.
- D. Allows for the purchase of additional message board.
- E. Funded with VDOT Enhancement Funds

GENERAL NOTE:  
 Whenever possible the Town will seek appropriate grant funding opportunities for projects identified within this Capital Improvements Plan.

Black - Existing Figures  
 Red - Proposed Capital Improvement Projects  
 Green- Sub-Categories within funding Categories  
 Blue - Carried over from previous CIP's

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)





TO: Town of Haymarket Town Council  
SUBJECT: Request to Council - Waiver of Fees for Town Hall Use  
DATE: 06/01/15

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**ATTACHMENTS:**

- Request for Waiver of Fees for Town Hall Rental - Guiffre (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):

WAIVER BY RESIDENT OF TOWN  
USE: MEETING OF GAINESVILLE ROTARIAN

TONY GUIRRE  
Applicant Printed Name

Tony Guirre  
Applicant Signature

Date of Appeal

5/14 (THURSDAY)  
Date Requested for Town Hall Use

\*\*\*\*\*

Date presented to Town Council: 6-1-2015

Town Council's decision on Waiver Request:

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

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

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

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

Name of Applicant: TONY GUIFFRÈ

Address of Applicant: 6741 JEFFERSON ST.

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

(Cell) 703 867 8623

Email address (Mandatory): TONYGUIFFRE@HOL.COM

Date Facility/Property is requested: 5/14/2015 (THURSDAY)

Alternate Date Requested if first date is not available: \_\_\_\_\_

Hours: 6:30 - 9:30 PM Number of Guests: 15

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

Insurance Company Name PHILADELPHIA INC Policy # PKPK 809262

Insurance Agent Name ARMFIELD LEESBURG Phone # \_\_\_\_\_

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

Using the Town Hall Kitchen?: NO

Providing music? NO 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.

[Signature]  
Signature of Applicant

4/30/15  
Date

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

\_\_\_\_\_  
Date

The Town of Haymarket Hereby verifies receipt of the Nonrefundable Use Fee in the amount of \$ 50 for the reservation of the on 5/14/15, ~~2013~~ <sup>2015</sup> 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 6:30pm and 9:30pm subject to the Rules and applicant's agreement to abide, comply and be subject to the Rules.

[Signature]  
Signature of Town Manager

FOR OFFICE USE ONLY:

Date and Time Reservation Received: 4/30/15

Date Use Fee Received: 5-5-2015 Amount Received: 50

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

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

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

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

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

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Ordinance to Amend Chapter 46 Traffic & Vehicles  
 DATE: 06/01/15

**SUBJECT:** Ordinance Adoption - Parking Regulations

**ISSUE:** Various provisions of Article III, Chapter 46 (Parking Regulations) of the Town Code need amended.

**BACKGROUND:**

- The existing body of parking regulations in Article III, Chapter 46 of the Town Code are in need of supplementation.
- The proposed additions:
  - Better align our ordinances to those in the surrounding jurisdictions
  - Close a gap related to Snow Emergency Routes that traverse the Town
  - Create a towing mechanism for the Police Department for abandoned vehicles.
  - Bring the ordinance language related to spaces reserved for handicapped persons up-to-date.
  - Extending the “due date” to pay or appeal a parking ticket from five days to fifteen.

**DISCUSSION:**

- The Safety Committee has been briefed on this recommendation and concurs this is an appropriate action.
- At this time, Council is being asked to enact the proposed ordinance revisions.

**INTERIM POLICE CHIEF’S COMMENTS: (May 21, 2015)**

- This was initiated upon realizing we had no mechanism to lawfully tow vehicles that are abandoned on the public streets. Typically, issuing a parking ticket or warning notice will induce the owner to correct the violation(s) (such as no registration, inspection, etc.), but in some cases the authority to tow it away is necessary.
- While seeking to correct the above, a comprehensive review of the Chapter was undertaken.
- Other gaps were closed and language was updated.

**POTENTIAL QUESTIONS:**

- Will the Police Department routinely tow vehicles with expired tags?
- What is the purpose of extending the payment or appeal time from five to fifteen days?

**BUDGET IMPACT:**

- None.

**RECOMMENDATION:**

Safety Committee Chair recommends the adoption of the amended ordinances.

**MOTION:**

**Motion of Approval:**

I move to adopt ordinance #2015-004 Article III of Chapter 46 of the Haymarket Town Code, pertaining to parking regulations, as presented.

**Motion of Denial:**

I move to deny the adoption because...

**ATTACHMENTS:**

- ORD 2015-004 Amending Chapter 46 Relating to Parking (PDF)

ORDINANCE TO AMEND SECTIONS 46-81 AND 46-84 THROUGH 46-90, TO ADD SECTIONS 46-92 AND 46-94 THROUGH 46-97 OF THE TOWN CODE RELATING TO PARKING, AND TO ADD SECTION 46-100 RELATING TO DISPOSITION OF UNATTENDED OR IMMOBILIZED VEHICLES

WHEREAS, The Code of Virginia provides tools for addressing parking problems which the Town has not yet implemented through ordinances, and

WHEREAS, Town Code does not currently address restricted parking on Town-owned property, unattended or immobilized vehicles, snow emergency routes, or towing,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 1<sup>st</sup> day of June, 2015, in regular session, that the Town Council hereby amends Sections 46-81 and 46-84 through 46-90 and adds Sections 46-92, 46-94 through 46-97, and 46-100 of the Town Code as follows:

**Sec. 46-81. - General prohibitions.**

- (a) No person shall park a vehicle, except when necessary to avoid other traffic or in compliance with the directions of a police officer or traffic control device, in any of the following places:
- (1) On a sidewalk.
  - (2) Within an intersection.
  - (3) In front of a public or private driveway.
  - (4) Within 15 feet of a fire hydrant.
  - (5) On a crosswalk.
  - (6) Within 20 feet of a crosswalk at an intersection; provided that, where there is no crosswalk at an intersection, no person shall park a vehicle within 20 feet from the intersection of curblines or, if none, within 15 feet of the intersection of property lines.
  - (7) Within 30 feet of any flashing beacon, stop sign or traffic control signal located at the side of a roadway.
  - (8) Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by official signs or markings.
  - (9) Within 50 feet of the nearest rail of a railroad grade crossing.
  - (10) Within 15 feet of the driveway entrance to any fire station and, on the side of a street opposite the entrance to any fire station, within 75 feet of the entrance, when properly signposted.

- (11) Alongside or opposite any street excavation or obstruction, when such parking would obstruct traffic.
- (12) On the roadway side of any vehicle parked at the edge or curb of a street or so as to leave more than two feet between the vehicle and the edge or curb, measured at the nearest point of the vehicle to the curb or edge.
- (13) Upon any bridge or other elevated structure upon a highway or within a tunnel.
- (14) At any place where official signs prohibit parking.
- (15) At or in the vicinity of a fire, vehicle or airplane accident, or other area of emergency, in such a manner as to create a traffic hazard or interfere with law-enforcement officers, fire fighters, rescue workers, or others whose duty it is to deal with such emergencies. Any vehicle found unlawfully parked in the vicinity of a fire, accident, or area of emergency may be removed by order of a law-enforcement officer or, in the absence of a law-enforcement officer, by order of the uniformed fire or rescue officer in charge, at the risk and expense of the owner if such vehicle creates a traffic hazard or interferes with the necessary procedures of law-enforcement officers, fire fighters, rescue workers, or others whose assigned duty it is to deal with such emergencies. The charge for such removal shall not exceed the actual and necessary cost. Vehicles being used by accredited information services, such as press, radio, and television, when being used for the gathering of news, shall be exempt from the provisions of this section, except when actually obstructing the law-enforcement officers, fire fighters, and rescue workers dealing with such emergencies.
- (b) Law enforcement officers may move a motor vehicles, trailer, semitrailer, or part or combination thereof if it constitutes a hazard in the use of the highway to a storage area for safekeeping and shall report the removal the Department of Motor Vehicles and to the owner of the motor vehicle, trailer, semitrailer or combination as promptly as possible. ~~to any place they may deem expedient without regard to the provisions of this section, when in the performance of their lawful duties.~~
- (c) Whenever a motor vehicle, trailer, or semitrailer involved in an accident is so located as to impede the orderly flow of traffic, the police or other uniformed employee of the local law-enforcement agency who specifically is authorized to do so by the chief law-enforcement officer or his designee may (i) at no cost to the owner or operator remove the motor vehicle, trailer, or semitrailer to some point in the vicinity where it will not impede the flow of traffic or (ii) have the vehicle removed to a storage area for safekeeping and shall report the removal to the Department and to the owner of the vehicle as promptly as possible. If the vehicle is removed to a storage area under clause (ii), the owner shall pay to the parties entitled thereto all costs incidental to its removal and storage.

**Sec. 46-84. - Parking or standing in fire lanes.**

- (a) It shall be unlawful for any person to park or stand a vehicle in any fire lane designated and marked as such, except as follows:
- (1) Fire lanes within commercial or school properties may be used for temporary stopping to pick up or discharge passengers or supplies; provided that a vehicle shall be so



stopped parallel and immediately adjacent to the curb and a licensed operator shall occupy and be in control of the vehicle while it is so stopped.

- (2) Fire lanes adjacent to commercial or business establishments which have no alternative loading zone or rear entrance may be used for temporary parking by vehicles engaged solely in loading or unloading supplies or merchandise to or from the establishment, provided the licensed operator of such a vehicle is engaged solely in the loading or unloading operation and continuously remains with the vehicle.
- (3) Fire lanes within residential and industrial areas may be used for temporary stopping to pick up or discharge passengers or supplies; provided, that a vehicle shall be so stopped parallel and immediately adjacent to the curb, and a licensed operator shall occupy and be in control of the vehicle while it is so stopped.

The placement of a vehicle, for any purpose, within a fire lane perpendicular to the curb or edge is prohibited.

- (b) Any police officer or representative of the fire marshal's office who finds any vehicle in violation of this section shall have the authority to remove such vehicle at the owner's expense. This authority shall extend to any fire or rescue officer in charge of a fire or rescue operation who finds any such violation to be interfering with such emergency operations.
- (c) Police officers are authorized to enter any fire lane for the purpose of enforcing the provisions of this section.
- (d) No provision of this section shall apply to fire, rescue or police vehicles while they are involved in emergency operations.

**Sec. 46-85. - Parking of certain commercial or recreational vehicles in town areas prohibited; exceptions.**

- (a) No person shall park any commercial vehicle, ~~or~~ recreational vehicle, ~~or~~ boat, or any trailer or semi-trailer, regardless of whether such trailer or semi-trailer is attached to another vehicle, on or alongside roads, highways and streets in any area of the town ~~provided~~ except that, during regularly scheduled school hours, school buses may be parked in town by their drivers for a continuous period not to exceed six hours.
- (b) This section shall not be applicable to vehicles picking up or discharging passengers or merchandise or temporarily parked for necessary repairs or pursuant to the performance of work or service in residential areas or utility generators located on trailers and being used to power network facilities during a loss of commercial power.
- (c) For the purpose of this section, the term "commercial vehicle" shall mean every motor vehicle with a gross weight of more than 10,000 pounds, or in excess of 246 inches (20 feet, six inches) in length or in excess of 84 inches (eight feet) wide, or in excess of 100 inches (nine feet) tall. The term shall also include all construction dump trucks, equipment, cranes, well-digging apparatus and other heavy equipment, except when such equipment is being used for construction activities at sites where building permits are in force. For purposes of this section, vehicle dimensions shall include all attachments, accessories or load on the vehicle except rear view mirrors.

- (d) For the purpose of this section, the term "recreational vehicle" shall mean every vehicle in excess of 16 feet in length or eight feet in height, which is designed primarily for use as living quarters for human beings.
- (e) For purposes of this section, the term "boat" shall include boats mounted on trailers.
- (f) Any person found guilty of violating the provisions of this section shall pay a fine as established by the town council.

**Sec. 46-86. - Parking on private property generally.**

No person shall leave any motor vehicle, trailer, semitrailer, or part of a motor vehicle, trailer, or semitrailer on the private property of any other person without his consent. On complaint of the owner of the property on which a motor vehicle, trailer, semitrailer, or part thereof has been left for more than 72 hours, such motor vehicle, trailer, semitrailer, or part thereof may be removed in accordance with Article XIX of Chapter 13 of the Prince William County Code, except that inquiries and complaints about towing activity within the Town of Haymarket may be referred to the Haymarket Police Department.

~~No person shall stand or park a vehicle on any private lot or lot area without the express or implied consent of the owner. Whenever signs or markings have been erected on any lot or lot area contiguous or adjacent to a highway or alley, indicating that no vehicles are permitted to stand or park on such lot or lot area, it shall be unlawful for any person to stop, stand or park any vehicle in such lot or lot area.~~

**Sec. 46-87. - ~~Handicapped persons.~~ Parking spaces reserved for persons with disabilities.**

- (a) It shall be unlawful for a vehicle not displaying disabled parking license plates, an organizational removable windshield placard, a permanent removable windshield placard, or a temporary removable windshield placard issued under Virginia Code § 46.2-1241, or DV disabled parking license plates issued under subsection B of Virginia Code § 46.2-739, to be parked in a parking space reserved for persons with disabilities that limit or impair their ability to walk or for a person who is not limited or impaired in his ability to walk to park a vehicle in a parking space so designated except when transporting a person with such a disability in the vehicle.
- (b) In any prosecution charging a violation of this ordinance, proof that the vehicle described in the complaint, summons, parking ticket, citation, or warrant was parked in violation of this section or the ordinance, together with proof that the defendant was at the time the registered owner of the vehicle, as required by Virginia Code Title 46.2, Chapter 6 (§ 46.2-600 et seq.), shall constitute prima facie evidence that the registered owner of the vehicle was the person who committed the violation.
- (c) No violation of this ordinance shall be dismissed for a property owner's failure to comply strictly with the requirements for disabled parking signs set forth in Virginia Code § 36-99.11, provided the space is clearly distinguishable as a parking space reserved for persons with disabilities that limit or impair their ability to walk.

~~All public parking areas and all privately owned parking areas open to the public, in all subdivisions and other commercial, industrial developments in the incorporated areas of the town, for which building permits were issued prior to September 1, 1975, may voluntarily provide handicapped parking spaces, provided that such spaces, and the signage for such spaces, comply with the standards and provisions of the Virginia Uniform Statewide Building Code, as amended.~~

- ~~(b) With the exception of parking areas described in subsection (a) of this section, handicapped parking spaces and the signage for such spaces shall be provided in accordance with the standards and provisions of the Virginia Uniform Statewide Building Code, as amended, for all public parking areas and privately owned parking areas open to the public, in all subdivisions and other commercial, industrial and residential developments in the incorporated areas of the town, including those completed to date, those presently under construction, and those constructed in the future, except for developments expressly exempt from the handicapped parking space requirement under the Virginia Uniform Statewide Building Code, as amended.~~
- ~~(c) For the purpose of this section, a space reserved for handicapped persons shall be marked by an erected, abovegrade sign indicating that the parking space is reserved for handicapped persons. Such erected, abovegrade sign shall conform to the standards set forth in the American National Standard Specifications, ANSI A117.1 1980, as amended, as incorporated in the Virginia Uniform Statewide Building Code, as amended; and all such signs erected after July 1, 1985, shall, in addition, bear a statement of the penalty for violation of this section in substantially the following form: "Unlawful parking in this space is subject to a fine of from \$50.00 to \$250.00."~~
- ~~(d) Failure to comply with any provision of subsections (a) through (c) of this section shall constitute a misdemeanor and be prosecuted as a violation of the Virginia Uniform Statewide Building Code, as amended.~~
- ~~(e) It shall be unlawful for any nonhandicapped person to park any motor vehicle in a parking space reserved for handicapped persons on any public parking lot or at privately owned parking areas open to the public, except as provided in subsection (f) of this section. A town police officer or any other authorized law enforcement officer may issue a summons for any violation of this section, without the necessity of a warrant's being obtained by the owner of such privately owned parking area.~~
- ~~(f) The following motor vehicles may be lawfully parked in parking spaces reserved for the handicapped at public parking areas and privately owned parking areas open to the public:
 
  - ~~(1) Any motor vehicle registered to a handicapped person which is identified by a decal or distinguishing license plate issued by the department.~~
  - ~~(2) Any motor vehicle actually being used to transport a handicapped person which displays the distinguishing decal issued by the department.~~
  - ~~(3) Any motor vehicle registered in any state other than Virginia that displays such other state's license plate, decal or other device, indicating that the vehicle is registered to, or is being used to transport, a handicapped person.~~~~
- ~~(g) For the purposes of this section, the distinguishing license plates and decals issued by the department shall include but are not limited to the following:~~

- ~~(1) Disabled veteran (DVO-000).~~
- ~~(2) Handicapped person (HPO-000).~~
- ~~(3) Handicapped person license plates displaying the international symbol of access.~~
- ~~(4) Decals issued by the department for display on the sun visor on the driver's side of a vehicle, when the vehicle is parked in an area reserved for handicapped parking.~~
- ~~(h) For the purposes of this section, a "handicapped person" shall be any person certified as being a physically handicapped person by the Veterans' Administration, the Social Security Administration, the department, or any comparable organization or department of any other state.~~

**Sec. 46-88. - Violations; uncontested payment of fine.**

- (a) Any person convicted of parking a vehicle in violation of any provision of this article, except illegal parking in a space reserved for ~~handicapped~~ disabled persons, shall be punished by a fine of not less than \$35.00 nor more than \$100.00 for each offense.
- (b) Any person convicted of parking a vehicle in a space reserved for parking for ~~handicapped~~ disabled persons in violation of this article shall be subject to a fine of not less than \$250.00 for the first offense, nor more than \$500.00 for each subsequent offense. It shall be no defense to a prosecution under this subsection that a sign indicating a handicapped parking space fails to bear a statement of the penalty for violation, as required by this subsection, or that such a statement fails to conform to the requirements of this section.
- (c) If a defendant elects not to contest the citation issued against him for parking a vehicle in violation of this article, he may, within 15 days of receipt of such citation, pay the minimum fine to the town treasurer or his designated agent. The town treasurer or his designated agent shall collect and account for all sums received in payment of such uncontested citation penalties.

**Sec. 46-89. - Contest of citations.**

If a defendant elects to contest a citation issued against him for parking a vehicle in violation of this article, he shall, within ~~five~~ fifteen calendar days of receipt, notify the chief of police or his designated agent, in writing, of his intent to contest such citation, whereupon the chief of police or his designated agent shall certify, in writing on an appropriate form, to the clerk of the appropriate district court, the defendant's intention to contest such citation. The clerk shall proceed to docket the case as provided by law.

**Sec. 46-90. - Procedure when violator fails to pay uncontested penalty or contests citation.**

- (a) If a person receiving a citation for parking a vehicle in violation of this article does not pay the fine due within ~~five~~ fifteen days and does not notify the chief of police or his designated agent of his intention to contest the citation within the same ~~five~~ fifteen days, both as required or permitted by this article, the chief of police or his designated agent

shall notify such person, by letter addressed to the person's last known address, or the address shown for such violator on the records of the department, that he may pay any fine required by law for such violation within five days of receipt of such notice, and that if he fails to do so, a summons or other appropriate process may issue against him. The notice required by this section shall be sent in an envelope bearing the words "Law-Enforcement Notice" stamped or printed on the letter in letters at least one-half inch in height. If such person does not pay any fine required by law within five days, the citation shall be deemed delinquent.

- (b) If a citation becomes delinquent in accordance with this section, the officer issuing the citation shall promptly be so informed; and he shall cause a summons to be issued against the person to whom the citation was issued. If the officer issuing the original citation does not or cannot cause a summons to be issued in accordance with this section, the chief of police or his designated agent may cause such summons to be issued. Such summons shall be in a form, and shall be served, as provided by law, and the trial shall be a trial of the original parking citation.
- (c) If a summons is issued, the person against whom such summons shall have been issued may avoid such a summons only by paying to the clerk of the district court the minimum fine established for the violation and the costs required by such clerk. If the prepayment requirements of this subsection are not complied with, the court shall proceed to hear and determine the case in accordance with law.

**Sec. 46-92. – Restricted parking on town-owned property.**

- (a) The Town Manager is hereby authorized and directed to designate specific areas upon town-owned property to be known as restricted parking zones, where vehicular traffic is such as to require restrictions upon parking of motor vehicles, to designate the type of motor vehicles which may be permitted to park in the restricted parking zones, to designate the time, place, and manner in which such vehicles may be parked in restricted parking zones and to make rules and regulations as parking conditions which may require in various restricted parking zones and under the varying conditions that may prevail at different times. It shall be the duty of the Town Manager, upon the adoption of such regulations and before the same shall become effective, to give public notice thereof by establishing and posting signs or by other means which may be reasonably adequate to readily inform the operators of vehicles in restricted parking zones of the existence, nature and requirements of such regulations.
- (b) It shall be unlawful for any person to park any motor vehicle of a type or in a manner which violates the provisions of any rule or regulation restricting the parking or motor vehicles on town owned property adopted and promulgated in accordance with this section.

**Sec. 46-94. – Designated snow emergency routes within the Town of Haymarket**

The following Highways/Roads in the Town of Haymarket are hereby designated as Snow Emergency Routes:

1. U. S. Route 15 (James Madison Highway), from S. Corporate Limits to N. Corporate Limits.
2. Va. Route 55 (John Marshall Highway), from E. Corporate Limits to W. Corporate Limits.
3. Interstate Route 66, from E. Corporate Limits to W. Corporate Limits (inclusive of ramps and interchanges).

**Sec. 46-95. – Posting of signs.**

All snow emergency routes designated in Sec. 46-94 shall be posted with appropriate signs indicating their designation as snow emergency routes. Such signs shall be placed not more than 5,000 feet apart in either direction. The distance requirement may be congruent with the distances and posting of signs beyond the corporate limits of Town on these routes as they extend into unincorporated portions of Prince William County.

**Sec. 46-96. – Parking; obstructing traffic by failure to have snow tires or chains.**

- (a) In the event of snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm, or the threat thereof, it shall be unlawful for any person to park any vehicle on any snow emergency route designated in Sec. 46-94 or to obstruct or impede traffic on any such snow emergency route by reason of failure to have any vehicle operated thereon equipped with adequate snow tires or chains.
- (b) Any person convicted of violating the provisions of this section shall be punished a fine of not more than \$50.00.
- (c) The drivers of the following vehicles shall be exempt from the provisions of this section:
  - (1) Commercial vehicles making emergency deliveries of fuel and motor oils, coal, gasoline, goods, milk and medicines.
  - (2) Emergency vehicles of public service corporations.
  - (3) Ambulances and vehicles carrying sick or injured persons.
  - (4) Vehicles engaged in snow removal operations or sanding streets.
  - (5) Tow trucks.
  - (6) Vehicles of physicians responding to sick calls.
  - (7) Vehicles carrying Unites States mail for delivery.

- (8) Police vehicles.
- (9) Fire vehicles.
- (10) Government emergency vehicles.
- (11) Hearses and motor vehicles in funeral processions.

**Sec. 46-97. – Removal of stalled, abandoned, etc., vehicles.**

In the event of snow, sleet, hail, freezing rain, ice, water, flood, high wind or storm, or the threat thereof, the police department may remove, or cause to be removed, any vehicle that is stalled, stuck, parked, or abandoned on or along any snow emergency route designated in Sec. 46-94. Such vehicle may be removed, stored, and disposed of in accordance with 46.2-1209, Code of Virginia.

**Sec. 46-100. – Disposition of unattended or immobile vehicles.**

(a) Whenever any motor vehicle, trailer, semitrailer or part thereof is:

- (1) Left unattended on a public highway or other public property and constitutes a traffic hazard;
- (2) Illegally parked;
- (3) Left unattended for more than ten days either on public property or on private property without the permission of the property owner, lessee, or occupant; or
- (4) Immobilized on a public roadway by weather conditions or other emergency situation;

any such motor vehicle, trailer, semitrailer or part thereof may be removed for safekeeping by or under the direction of a police officer to a storage area; provided that no such motor vehicle, trailer, semitrailer or part thereof shall be so removed from privately owned premises without the written request of the owner, lessee or occupant thereof.

- (b) The person at whose request a motor vehicle, trailer, semitrailer or part thereof is removed from privately owned property under this section shall indemnify the Town against any loss or expense incurred by reason of the removal, storage or sale thereof.
- (c) It shall be presumed that such motor vehicle, trailer, semitrailer, or part thereof is abandoned if it:
  - (1) Lacks a current license plate, or a current county, city or town license plate or sticker, or a valid Commonwealth safety inspection certificate or sticker; and

- (2) Has been in a specific location for four days without being moved.
- (d) Each removal under this section shall be reported immediately to the chief of police, and notice thereof shall be given to the owner of the motor vehicle, trailer, semitrailer or part thereof as promptly as possible. The owner of such vehicle, trailer, semitrailer or part thereof, before obtaining possession thereof, shall pay to the persons entitled thereto all costs incidental to the removal and storage and locating the owner of the motor vehicle, trailer, semitrailer or part thereof. If such owner fails or refuses to pay the costs, or if the identity or whereabouts of such owner are unknown and unascertainable after a diligent search has been made, and after notice to him at his last known address, and to the holder of any lien of record in the office of the Commonwealth department of motor vehicles against the motor vehicle, trailer, semitrailer or part thereof, the vehicle shall be treated as an abandoned vehicle under the provisions of Code of Virginia, §§ 46.2-1200 – 46.2-1208.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 1<sup>st</sup> day of June, 2015.  
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

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

- Motion to approve:
- Second:
- Voting Aye:
- Voting Nay:
- Absent:
- Abstaining:

V:\Company\Town of Haymarket\Ordinances and Resolutions\parking ordinances\Parking ordinance (v2a).docx

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)





TO: Town of Haymarket Town Council  
 SUBJECT: Ordinance - Zoning Text Amendments - Parking Tabulations  
 DATE: 06/01/15

The Planning Commission held a public hearing on March 9, 2015, and has forwarded the attached zoning ordinance text amendments with a recommendation of approval. The recommended Ordinance amendments establish parking standards for individual uses listed within the zoning ordinance, allow for shared and off-site parking options, and add clarifying definitions. The recommendations are based on the final work product for parking study commissioned by the Town Council in May 2014.

#### BACKGROUND

At its December 2013 meeting, the Town Council directed the Planning Commission to review the Town's parking ordinance. Parking requirements, as well as limited commercial sign options, were consistently mentioned by the business community as impediments to development within the Town. The Commission subsequently discussed the Council's directive and instructed the Town Planner to work with Town Manager to draft a Request for Proposals (RFP) to conduct an analysis of the parking demand for existing and planned land uses within the Town as well as an analysis the Town's Parking Ordinance. The RFP was to include recommendations regarding parking standards and/or alternate parking options. The general consensus of the Commission was that the current parking ordinance, combined with no on-street parking along the Town's major corridors or municipal parking, hampered redevelopment within the Town and limited the Town's ability to achieve its desired "walking town". As such, a holistic approach was deemed appropriate. The study was authorized by the Council on May 5, 2014 and EPR, P.C., in association with Herd Planning and Design and Sympoetica, presented the final study to the Commission on October 13, 2014. A summary of the consultant's findings is included with this memorandum.

Revisions by the Planning Commission to the standards drafted by the consultant removed standards for apartment / multi-family dwellings and motor-vehicle sales / storage (non-permitted uses), increased spaces for medical office, and removed references to recreational uses which otherwise fell under the definition of Public Recreational Facility or Club.

#### RECOMMENDATION

Staff supports the attached text amendments forwarded by the Planning Commission and recommends the Council hold a public hearing and take action accordingly. Staff is preparing a draft Ordinance for use by the Council.

#### SUGGESTED MOTIONS

1. I move that the Town Council adopt Ordinance ORD# 2015-005 amending Chapter 58 of The Haymarket Town Code to address revised parking standards as described in the June 1, 2015 Staff Memorandum to Council.

OR

2. I move that the Town Council forward the proposed zoning text amendments to the Planning Commission for further discussion;

OR

3. I move an alternate motion.

**ATTACHMENTS:**

- 01-ORD 2015-005 Final Parking Regulations Text Amendment (PDF)
- 1 - Consultant Parking Ordinance Memorandum (PDF)
- 2 - Ad Proof - TC PH 04-06-2015 (PDF)
- 3 - Version 1.3 - 02-23-2015 Planning Commission ZTAs - Parking Regulations (PDF)

ORDINANCE TO AMEND SECTIONS 58-1 AND 58-11 RELATING TO MINIMUM OFF STREET  
PARKING AND DEFINITIONS RELEATING TO PARKING

ORDINANCE #2015-005

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 2<sup>nd</sup> day of March 2015 that:

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

**Chapter 58 - Zoning**

**Sec. 58-11. Minimum off-street parking and loading.**

(a) Minimum Standards. ~~There shall be provided that~~ At the time of erection of any main building, or at the time any main building or its accessory uses is enlarged or the use changed, all provisions of article XIII shall be met along with minimum required off-street parking and loading space with adequate provision for entrance and exit of motor vehicles, by standard size automobiles as follows in accordance with the following table. Modifications to these requirements may be approved if shared parking is provided in accordance with Sec. 58-11 (b):

- ~~(1) In all residential districts there shall be provided, either in a private garage or on a lot, space for the parking of two automobiles for each dwelling unit located on such lot or parcel.~~
- ~~(2) Lodginghouses, motels and hotels shall provide, on the lot, parking space for one automobile for each accommodation.~~
- ~~(3) For church, high school, college and university auditoriums, and for theaters, general auditoriums, stadiums and other similar places of assembly, at least one parking space for every five fixed seats provided in the building.~~
- ~~(4) For hospitals, at least one parking space for each two beds' capacity, including infants' cribs and children's beds.~~
- ~~(5) For medical and dental clinics, at least ten parking spaces. Three additional parking spaces shall be furnished for each doctor or dentist having offices in such clinic in excess of three doctors or dentists.~~
- ~~(6) For apartments, at least 2.5 parking spaces for each individual sleeping or living unit.~~
- ~~(7) For liquor stores, at least ten parking spaces.~~
- ~~(8) For retail stores selling directly to the public, one parking space for each 200 square feet of retail floor space in the building.~~
- ~~(9) Any other commercial building erected, converted or structurally altered after the effective date of the zoning ordinance of September 19, 1983, shall provide one parking space for each 200 square feet of business floor space in the building.~~
- ~~(10) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.~~
- ~~(11) Reserved.~~

(b) Shared Parking. The minimum required parking spaces may be reduced if a land owner can provide parking that will be shared by complementary adjacent land uses. Such a proposal must be prepared using the methods set forth in the latest edition of the *Shared Parking Manual* of the Urban Land Institute (ULI). The necessary calculations and

other data that show the suitability of a shared parking proposal must be submitted to the Town in conjunction with a site plan or other applicable development application, and will be evaluated by the Town as part of the normal application review process.

(c) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.

**Table of Parking Requirements**

**Abbreviations:**

- GFA means gross square feet of floor area, as defined
- NFA means net square feet of floor area, as defined. For the purposes of these parking standards, Net Floor Area is equivalent to 75% of the Gross Floor Area
- SF means square feet
- DU (d.u.) means dwelling unit
- BR means bedroom

Residential Uses	Minimum Parking <sup>1</sup>	Minimum Loading
Single Family Detached Dwelling	2 per dwelling unit (d.u.) exclusive of garage	
Single Family Attached Dwelling (townhouse) and Two-family dwelling (duplex)	2.25 per d.u. (inclusive of minimum of 0.25 for visitor parking which must be distinct from dwelling units)	
<b>Apartment/Multi-family</b> Efficiency Studio 1-BR unit 2-BR unit 3 or more BR	1.0 per d.u. 1.25 per d.u. 2.0 per d.u. 2.5 per d.u. (for 3 Bedrooms or less) and additional 0.20 for visitor parking	1 per building
Apartments on the second floor of structures designed for commercial uses	1.5 per d.u. (spaces must be assigned to each dwelling)	
Elderly/independent	1 per 4 d.u. plus 1 per employee	
Active Adult/Age restricted	1.5 per d.u.	
Accessory Apartment as defined	1 per d.u.	
Group home	See standard for the residential unit type <sup>2</sup>	
Home occupations	Meet the residential requirement plus 1 per non-resident employee	
Lodging, hotels, motels	1.1 per room (restaurant/meeting rooms subject to separate standards)	
Bed and Breakfast facilities	Meet residential requirement plus 1 per guest room	
Medical Clinics; medical or dental clinics medical or dental offices	1 per 250 square feet of gross floor area (GFA)	
Retail Store (Stores or shops for the conduct of retail business)	1 per 250 SF of GFA	None for first 10,000 SF then 1/30,000 up to 70,000 SF plus 1/100,000 SF thereafter

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

Other low-intensity commercial and personal service uses, as defined	1 per 300 SF of GFA	Same as retail
(other) Retail sales and services and similar uses not addressed, including shopping centers	1 per 300 SF of GFA	Same as retail
Food store, grocery store, supermarket (excluding quick-service food store)	1 per 250 SF of GFA	1 up to 12,000 GSF, then 1 per 24,000 GSF
Funeral home, mortuary or wedding chapel	1 per 4 seats plus 1 per 2 employees plus 1 for each hearse	1
Motor Vehicle <del>Sales and/or</del> Repair:		Same as industrial
Indoor display, sales, waiting, and offices	1.0 per 400 SF of GFA of enclosed area plus 1.0 per employee, and	
<del>Outdoor sales and storage area</del>	<del>1.0 per 2,500 SF of open sales area, and</del>	
Service area	3.0 per service bay	
Retail Fuel Sales (service station)	<i>[in addition to pump spaces]:</i>	
Fuel only	1 per fueling position	1
Fuel w/ service	3.0 for service bay	1
Fuel w/ convenience retail	0.75 per fueling position plus 1 per 200 SF of GFA	1
Nursery/garden center	1 per 200 SF of GFA plus 1 per 1,300 square feet of outdoor area	1 per 60,000 GSF
Office, general business or professional	1 per 300 SF of GFA	None for first 30,000 SF then one/100,000 SF thereafter
Quick service food store (convenience store)	1 per 200 SF of GFA	
Recreational uses:		
Billiard parlor	1 per 150 SF of NFA	
Bowling Alley	4 per lane	
<del>Retail area</del>	<del>1 per 300 SF of NFA</del>	
<del>Restaurant</del>	<del>1 per 400 SF of NFA</del>	
<del>Court Sports Facility</del>	<del>4 per court plus 1 per 3 seats on stands</del>	
Fairground/Carnival/Circus	1 per 400 SF of NFA	
Miniature Golf/ <del>Driving Range</del>	2 per tee for 36 tees, then 1 per tee	
Public Recreational Facility or Club; Commercial, indoor, fitness and sports activities	1 per 300 SF of GFA	
Active recreational uses, parks and playgrounds	3 per acre	
Hard or soft courts	4 per court	
Indoor uses not pools or courts	1 per 250 SF of NFA	
<del>Retail, ancillary use</del>	<del>1 per 300 SF of NFA</del>	
Swimming pools	1 per 150 SF of water space	
Freestanding restaurant (w/o drive-in or fast food)	1 per 100 SF of GFA	1 per 40,000 SF GFA
Freestanding drive-in, drive-up, drive-through, including fast food	1 per 100 SF of GFA	1 per 40,000 SF GFA

In line (attached)	1 per 100 SF of GFA	1 per 40,000 SF GFA
Outdoor craft/antique shows/sales; farmers markets	1 per 500 SF of GFA of sales area	
Veterinary or dog or cat hospital, kennels	1 per 300 SF of GFA	
Theater and similar establishment	1 per 3.5 seats by design capacity	1
Any other commercial use not otherwise listed	1 per 300 SF of GFA	

<sup>1</sup>Employee always refers to the number of employees on the largest shift

<sup>2</sup>Code of Virginia (§ 15.2-2291) requires that group homes be regulated like single family homes

Institutional Uses	Minimum Parking	Minimum Loading
Schools, public and private	1 per classroom and other room used by students plus 0.2 per student above driving age	
Municipal Building	1 per 300 SF of GFA	
Other Public uses	(Same as municipal building)	
Churches; Religious Institution <sup>1</sup>	1 per 5 seats of design capacity	1 per 100,000 SF of GFA
Places of Assembly, Private Clubs, Lodges or Meeting Halls	1 per 5 seats of design capacity	1 per 100,000 SF of GFA
Self Storage center/Mini Warehouse	1 per 250 SF of GFA of office space plus 1 per employee	
General Manufacturing, Assembly and Manufacture	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
Cabinets, furniture and upholstery shops	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
Laboratories, pharmaceutical and/or medical	1 per 300 SF of GFA	1 per 50,000 SF of GFA
Monumental stone works	1 per 300 SF of GFA of enclosed area (interior space)	1 per 50,000 SF of GFA
Outdoor storage of equipment	1 per 300 SF of GFA of office area	1 per 50,000 SF of GFA
Warehouse and wholesale businesses, storage warehouses	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
If office space exceeds 50% of net floor area of any industrial use	(parking for the office areas must meet parking requirements for office uses)	

(Code 1989, § 12-11; Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990; Ord. of 7-6-1998, § 1(12-11); Ord. of 6-2-2003; Ord. of 11-15-2011; Ord. No. 20121221, 5-6-2013)

**Cross reference**— Parking generally, § 46-81 et seq.

#### Other Related Proposed Amendments

**Sec. 58-1. Definitions.**

Accessory Apartment means a dwelling unit, whether attached or detached from the main dwelling, that is ancillary to the main dwelling on the parcel.

Dwelling unit means one or more rooms in a building designed or used as a place of residence for one household.

Other low intensity commercial use means a commercial use that is permitted or permissible by this ordinance but is not otherwise defined and does not exceed 0.30 floor area ratio of gross developed square feet of space.

Service Bay means an enclosed or partially enclosed area where motor vehicles are parked while they are serviced or repaired.

Service Stall means a non-enclosed area where motor vehicles are parked while they are serviced or repaired, which may be covered but not enclosed by walls or doors.

Square feet, gross means all enclosed, usable space within a structure, including unfinished service areas such as stairwells and elevators.

Square feet, net means all enclosed, usable finished space within a structure, not including unfinished service areas such as stairwells and elevators.

**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:**  
**Abstain from Vote:**  
**Absent from Meeting:**

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

MEMORANDUM

URGENT     FOR YOUR USE     PLEASE COMMENT     PLEASE REPLY     PLEASE RECYCLE

TO: BRIAN HENSHAW, AICP / MARCHANT SHNEIDER, AICP

FROM: BILL WUENSCH, P.E., PTOE

ORGANIZATION: TOWN OF HAYMARKET

DATE: OCTOBER 31, 2014

PHONE NUMBER:

SENDER'S REFERENCE NUMBER:

RE: PARKING ORDINANCE MATERIAL

YOUR REFERENCE NUMBER:

### Background and Introduction

The Town of Haymarket is experiencing issues with its current parking ordinance brought on by both new development and redevelopment proposals that call into question the appropriateness of that ordinance's principles and suburban-style land use-based standards. New uses for adaptively re-used industrial buildings and proposed new mixed-use projects have unique parking demands and opportunities that are not applicable to the current ordinance requirements, thereby making the site plan review and approval process difficult. An initial element of a comprehensive review and update of the parking strategies is to update and modify the Town's current parking ordinance. The updated ordinance should mesh well, and strike a balance with, the Town's broader comprehensive planning and connectivity goals, particularly for the Town Center area.

### Study Methodology

In the spring of 2014, the Town contracted with a team of consultants to review the existing parking ordinance and suggest modifications to update the ordinance. Key elements of the study effort included:

- Conducting a review and analysis of the Town's current parking ordinance.
- Performing a weekday and weekend inventory and utilization analysis for the existing parking supply
- Researching parking ordinances per other localities in the region, specifically as it relates to required parking thresholds and alternative provisions for parking (see Tables in this document)
- Meeting with a representative group of stakeholders to identify issues and opportunities related to parking needs
- Providing final recommendations for an update (re-write) of the Town's parking ordinance. (see Tables in this document)

*Note that a companion document was also provided(dated 9-9-14) with this study that*



*included details of the inventory and utilization study, stakeholder input, and a concept level planning framework plan.*

## **Comparison of Parking Standards in Other Jurisdictions**

The Town's current parking requirements, by use type, were reviewed and compared to the current parking requirements of several nearby comparable jurisdictions (towns and counties) and to recognized industry standards as reflected in the Manual of the Institute of Transportation Engineers (ITE). A complete review of this comparative analysis is shown a table format in this document. Comparative jurisdictions included the towns of Warrenton and Leesburg, and the counties of Prince William and Loudoun. These localities were chosen because they are in the same geographic region as Haymarket, are subject to similar demographic and economic forces, have a somewhat larger population, and have long and venerable histories of sophisticated planning and zoning efforts.

This comparative analysis resulted in two key aspects for the new draft parking standards:

Proposed standards for parking and loading are provided for a longer and more complete list of uses, thereby creating a "finer grain" of regulation, which is more accurate than the very broad approach of the Town's existing standards.

The proposed standards aim to avoid an excess of parking which is wasteful for both landowners and the Town, yet still provide an adequate and functional level of parking to meet the market demand.

Additional research was conducted for shared parking. The latest Urban Land Institute guidelines for shared parking were reviewed and considered in this analysis, as were shared parking provisions of the Town of Leesburg and the City of Harrisonburg, as well as other technical studies of shared parking techniques. Additionally, payment in-lieu for parking, in combination with municipal parking, was examined.

## **Recommendations**

### **Draft Parking Regulations**

A key implementation tool is the preparation of a revised parking ordinance for adoption into the Town Code. A proposed parking ordinance is included in the Appendix and a summary table of basic standards for parking and loading by type of use is shown in the following table.

Key components of the draft ordinance include:

- **Refined Parking Requirements by Use:** The following table provides a summary of the recommended parking and loading standards, based upon the field analysis and the comparative analysis. These proposed standards cover an expanded list of uses based on the particular needs of Haymarket.
- **Shared Parking Parameters:** Shared parking should be allowed by the Town under provisions of the new parking regulations. The sharing of parking facilities may be between private property/business owners or between those owners and the Town under these regulations. A process for determining shared parking requirements is provided within the draft parking ordinance.
- **Payment In Lieu of Parking:** A payment in lieu of parking (PILOP) program can be a source of funding for new municipal parking development. Through this program developers would be able to reduce their on-site parking requirement and help to fund better designed, more efficient, more centrally located public parking facilities. The draft ordinance does not include a particular proposed amount for a PILOP provision, because this will depend on how the Town chooses to implement this approach in relation to the CIP, etc.

See Draft Ordinance Revision in the tables at the end of this document.

## Shared Parking Techniques

If and when parking thresholds cannot be met, or if a landowner wishes to increase density on their parcel(s), then consideration could be given to allowing for shared parking. An effective strategy for optimizing parking supply in a mixed use environment is through the use of shared parking. The Urban Land Institute (ULI) is a leading source of information relative to shared parking. The ULI Shared Parking manual, 2nd Edition, is an industry standard reference for defining shared parking, its benefits, applications, and methods for calculating parking demand under a shared parking scenario.

Per ULI, shared parking is defined as the use of a parking space to serve two or more individual land uses without conflict or encroachment. The ability to share parking spaces is the result of two conditions:

1. Variations in the accumulation of vehicles by hour, by day, or by season at the individual land uses, and
2. Relationships among the land uses that result in visiting multiple land uses on the same auto trip.

Shared parking is a critically important concept when looking to optimize the parking supply against expected demand. The cost of providing surface parking is significant, both in capital costs, environmental impacts, and opportunity costs. The ULI manual proves out, through case studies and examples, that parking supply can be significantly reduced without any adverse

impact to businesses or the community, when considering shared use principles. The calculation methodology is somewhat complex and considers parking characteristics of all uses, monthly demand variations, time of day factors, captive versus non captive interaction of uses, and mode split when applicable. ULI suggests that oversimplifying the process can be detrimental to the planning process, thus it is suggested that shared parking calculations be performed by traffic engineers or parking professionals, using the ULI methodology. ULI sells software for an automated approach the calculations, and they provide a clear explanation of the manual calculations with numerous examples in their Shared Parking manual.

### **Near Term Next Steps**

- Refine and Adopt Parking Regulations into Zoning Ordinance
- Initiate an Amendment to the Comprehensive Plan to incorporate connectivity and municipal parking

Attachments :  
Existing Ordinance Comparison with Other Jurisdictions  
DRAFT Parking Ordinance

- Leesburg Today
  - Sun Gazettes
  - Ashburn Today
  - Middleburg Life
  - Loudoun Business
  - Prince William Today
- National Award Winning Web-site. [www.leesburgtoday.com](http://www.leesburgtoday.com)

From: Tonya Fields 703-771-8831 ph • 703-771-8833 fax • [tfields@sungazette.net](mailto:tfields@sungazette.net)

Pre-payment is required. We accept all Major Credit Cards, Cash, Check or Money Order.

**Today's Date: 4/8/15**

**Contact: Jennifer Preli, Town of Haymarket**

**Ad Size: 4 col. x 4.25"**

**Pub Date(s): 4/17 & 4/24/15**

**Deadline: Wednesday by noon**

**Prince William County: (Weekly Publication - Friday)**

**Publication(s): Prince William Today & Inside Nova (Print & Online)**

**Weekly Cost: \$255.00**

**Total Cost: \$510.00**



NOTICE OF PUBLIC HEARING AND INTENTION TO RECOMMEND ADOPTION OF ORDINANCE CHANGES TO THE TOWN OF HAYMARKET CODE

KINDLY TAKE NOTICE that the Town Council of Haymarket, Virginia will hold a public hearing on the 4th Day of May 2015 beginning at 7:00 p.m. local time at the Town Hall of Haymarket, 15000 Washington Street, #100, Haymarket, Virginia 20169, for the purposes of considering and adopting ordinance additions, amendments and revisions to Chapter 58 of the Zoning Ordinance. The proposed amended sections are as follows:

Chapter 58 ZONING: Article I: General/Definitions;  
58-11 Minimum off-street parking and loading.

The amendments to the sections listed above are intended to accomplish the following:

- Provide parking standards for each use listed in the zoning ordinance.

A complete copy of the proposed ordinance additions, amendments and revisions is available for public inspection during normal business hours at the Clerk's Office of the Town of Haymarket, 15000 Washington Street, Suite 100, Haymarket, Virginia 20169 immediately upon the advertising of this notice. All are invited to attend the public hearing at the time and place aforesaid and present their views. The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by telephone at (703) 753-2600.

TOWN COUNCIL, TOWN OF HAYMARKET, VIRGINIA

4/17 & 4/24/15

Authorization: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

## Chapter 58 - Zoning

### Sec. 58-11. Minimum off-street parking and loading.

~~(a) *Minimum Standards.* There shall be provided that~~ At the time of erection of any main building, or at the time any main building or its accessory uses is enlarged or the use changed, all provisions of article XIII shall be met along with minimum required off-street parking and loading space with adequate provision for entrance and exit of motor vehicles, by standard size automobiles as follows in accordance with the following table. Modifications to these requirements may be approved if shared parking is provided in accordance with Sec. 58-11 (b):

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- ~~(2) Lodginghouses, motels and hotels shall provide, on the lot, parking space for one automobile for each accommodation.~~
- ~~(3) For church, high school, college and university auditoriums, and for theaters, general auditoriums, stadiums and other similar places of assembly, at least one parking space for every five fixed seats provided in the building.~~
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- ~~(6) For apartments, at least 2.5 parking spaces for each individual sleeping or living unit.~~
- ~~(7) For liquor stores, at least ten parking spaces.~~
- ~~(8) For retail stores selling directly to the public, one parking space for each 200 square feet of retail floor space in the building.~~
- ~~(9) Any other commercial building erected, converted or structurally altered after the effective date of the zoning ordinance of September 19, 1983, shall provide one parking space for each 200 square feet of business floor space in the building.~~
- ~~(10) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.~~
- ~~(11) Reserved.~~

(b) *Shared Parking.* The minimum required parking spaces may be reduced if a land owner can provide parking that will be shared by complementary adjacent land uses. Such a proposal must be prepared using the methods set forth in the latest edition of the *Shared Parking Manual* of the Urban Land Institute (ULI). The necessary calculations and other data that show the suitability of a shared parking proposal must be submitted to the Town in conjunction with a site plan or other applicable development application, and will be evaluated by the Town as part of the normal application review process.

(c) *Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator.*

Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.

**Table of Parking Requirements**

Abbreviations:

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NFA means net square feet of floor area, as defined. For the purposes of these parking standards, Net Floor Area is equivalent to 75% of the Gross Floor Area

SF means square feet

DU (d.u.) means dwelling unit

BR means bedroom

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Apartment/Multi-family  Efficiency Studio 1-BR unit 2-BR unit 3 or more BR	1.0 per d.u. 1.25 per d.u. 2.0 per d.u. 2.5 per d.u. (for 3 Bedrooms or less) and additional 0.20 for visitor parking	1 per building
Apartments on the second floor of structures designed for commercial uses	1.5 per d.u. (spaces must be assigned to each dwelling)	
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Group home	See standard for the residential unit type <sup>2</sup>	
Home occupations	Meet the residential requirement plus 1 per non-resident employee	
Lodging, hotels, motels	1.1 per room (restaurant/meeting rooms subject to separate standards)	
Bed and Breakfast facilities	Meet residential requirement plus 1 per guest room	
Medical Clinics; medical or dental clinics medical or dental offices	1 per 250 square feet of gross floor area (GFA)	
Retail Store (Stores or shops for the conduct of retail business)	1 per 250 SF of GFA	None for first 10,000 SF then 1/30,000 up to 70,000 SF plus 1/100,000 SF thereafter
Other low-intensity commercial and personal service uses, as defined	1 per 300 SF of GFA	Same as retail
(other) Retail sales and services and similar uses not addressed, including shopping centers	1 per 300 SF of GFA	Same as retail

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

Food store, grocery store, supermarket (excluding quick-service food store)	1 per 250 SF of GFA	1 up to 12,000 GSF, then 1 per 24,000 GSF
Funeral home, mortuary or wedding chapel	1 per 4 seats plus 1 per 2 employees plus 1 for each hearse	1
Motor Vehicle <del>Sales and/or</del> Repair:		Same as industrial
Indoor display, sales, waiting, and offices	1.0 per 400 SF of GFA of enclosed area plus 1.0 per employee, and	
<del>Outdoor sales and storage area</del>	<del>1.0 per 2,500 SF of open sales area, and</del>	
Service area	3.0 per service bay	
Retail Fuel Sales (service station)	<i>[in addition to pump spaces]:</i>	
Fuel only	1 per fueling position	1
Fuel w/ service	3.0 for service bay	1
Fuel w/ convenience retail	0.75 per fueling position plus 1 per 200 SF of GFA	1
Nursery/garden center	1 per 200 SF of GFA plus 1 per 1,300 square feet of outdoor area	1 per 60,000 GSF
Office, general business or professional	1 per 300 SF of GFA	None for first 30,000 SF then one/100,000 SF thereafter
Quick service food store (convenience store)	1 per 200 SF of GFA	
Recreational uses:		
Billiard parlor	1 per 150 SF of NFA	
Bowling Alley	4 per lane	
<del>Retail area</del>	<del>1 per 300 SF of NFA</del>	
<del>Restaurant</del>	<del>1 per 400 SF of NFA</del>	
<del>Court Sports Facility</del>	<del>4 per court plus 1 per 3 seats on stands</del>	
Fairground/Carnival/Circus	1 per 400 SF of NFA	
Miniature Golf/ <del>Driving Range</del>	2 per tee for 36 tees, then 1 per tee	
Public Recreational Facility or Club; Commercial, indoor, fitness and sports activities	1 per 300 SF of GFA	
Active recreational uses, parks and playgrounds	3 per acre	
Hard or soft courts	4 per court	
Indoor uses not pools or courts	1 per 250 SF of NFA	
<del>Retail, ancillary use</del>	<del>1 per 300 SF of NFA</del>	
Swimming pools	1 per 150 SF of water space	
Freestanding restaurant (w/o drive-in or fast food)	1 per 100 SF of GFA	1 per 40,000 SF GFA
Freestanding drive-in, drive-up, drive-through, including fast food	1 per 100 SF of GFA	1 per 40,000 SF GFA
In line (attached)	1 per 100 SF of GFA	1 per 40,000 SF GFA
Outdoor craft/antique shows/sales; farmers	1 per 500 SF of GFA of sales area	

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markets		
Veterinary or dog or cat hospital, kennels	1 per 300 SF of GFA	
Theater and similar establishment	1 per 3.5 seats by design capacity	1
Any other commercial use not otherwise listed	1 per 300 SF of GFA	

<sup>1</sup>Employee always refers to the number of employees on the largest shift

<sup>2</sup>Code of Virginia (§ 15.2-2291) requires that group homes be regulated like single family homes

Institutional Uses	Minimum Parking	Minimum Loading
Schools, public and private	1 per classroom and other room used by students plus 0.2 per student above driving age	
Municipal Building	1 per 300 SF of GFA	
Other Public uses	(Same as municipal building)	
Churches; Religious Institution <sup>1</sup>	1 per 5 seats of design capacity	1 per 100,000 SF of GFA
Places of Assembly, Private Clubs, Lodges or Meeting Halls	1 per 5 seats of design capacity	1 per 100,000 SF of GFA
Self Storage center/Mini Warehouse	1 per 250 SF of GFA of office space plus 1 per employee	
General Manufacturing, Assembly and Manufacture	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
Cabinets, furniture and upholstery shops	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
Laboratories, pharmaceutical and/or medical	1 per 300 SF of GFA	1 per 50,000 SF of GFA
Monumental stone works	1 per 300 SF of GFA of enclosed area (interior space)	1 per 50,000 SF of GFA
Outdoor storage of equipment	1 per 300 SF of GFA of office area	1 per 50,000 SF of GFA
Warehouse and wholesale businesses, storage warehouses	1 per 1,000 SF of GFA	1 per 50,000 SF of GFA
If office space exceeds 50% of net floor area of any industrial use	(parking for the office areas must meet parking requirements for office uses)	

(Code 1989, § 12-11; Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990; Ord. of 7-6-1998, § 1(12-11); Ord. of 6-2-2003; Ord. of 11-15-2011; Ord. No. 20121221, 5-6-2013)

**Cross reference**— Parking generally, § 46-81 et seq.

**Other Related Proposed Amendments**

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



**Sec. 58-1. Definitions.**

Accessory Apartment means a dwelling unit, whether attached or detached from the main dwelling, that is ancillary to the main dwelling on the parcel.

Dwelling unit means one or more rooms in a building designed or used as a place of residence for one household.

Other low intensity commercial use means a commercial use that is permitted or permissible by this ordinance but is not otherwise defined and does not exceed 0.30 floor area ratio of gross developed square feet of space.

Service Bay means an enclosed or partially enclosed area where motor vehicles are parked while they are serviced or repaired.

Service Stall means a non-enclosed area where motor vehicles are parked while they are serviced or repaired, which may be covered but not enclosed by walls or doors.

Square feet, gross means all enclosed, usable space within a structure, including unfinished service areas such as stairwells and elevators.

Square feet, net means all enclosed, usable finished space within a structure, not including unfinished service areas such as stairwells and elevators.



TO: Town of Haymarket Town Council  
SUBJECT: Event Committee  
DATE: 06/01/15

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Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 06/01/15

### Enhancement Project

- All outstanding work orders for material and labor have been received and approved. All progress invoices have been received.
- While the final invoice has not been prepared at this time due to some outstanding coordination with the Contractor, 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.
- The As-Built Survey and survey back up information has been received but a potential problem has been identified. I requested Finley and their surveyor provide additional information to determine if some of the storm sewer has to be reconstructed. Instead of providing the information, the As-Built Survey was returned lacking the information needed with the surveyor stating they could not access the storm sewer. I am coordinating with the VDOT inspectors to determine what VDOT normally does in this situation.
- The two streetlights were fixed but now a new one is out. The lighting supplier is sending back the units to the manufacturer to determine why they are going out. The previous manufacturer investigation showed one bad unit and two that were either installed incorrectly or a power surge.

### I-66/Rte 15 Interchange

- VDOT has postponed the "Pardon Our Dust" meeting for the I-66/Rte 15 Interchange. I have not received any information on when this meeting will be scheduled. Once VDOT has let us know the definite meeting date, we will post the information on the Town's website and Facebook page.
- Per a meeting held earlier this month, the design-builder plans on beginning construction within the Right-of-Way between Heathcote Blvd and I-66 in the beginning of June.
- Once construction begins, there will be periodic non-peak hour single lane closures on Rte 15 in this area. All lanes will be open during peak hours. I requested VDOT and the design-builder evaluate traffic backups during the single lane closures to make sure that the hours closures are allowed do not need to be adjusted. However, backups are to be expected when the lane closures are in effect.

### Transform 66 - Outside the Beltway

- An Environmental Public Hearing will be held from 5:30 pm to 9:00 pm on Tuesday, June 2, at Battlefield High School.
- The Town is a "review" location and the Environmental Public Hearing Documents are in the box next to the table between the Town Manager's office and staff office.

**Coordinating with Dominion VA Power**

- I met with Dominion VA Power Project Manager on Monday, May 18. We went over the poles on Town properties (Town Center and Harrover) and went over the upcoming projects. Dominion agreed to work with the Town and relocate the new poles so that they will not be in conflict with the upcoming projects. This means that the poles on these properties will be shifted further away from the road to accommodate sidewalk widening.



TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator's Report  
 DATE: 06/01/15

### **Business Coffee & Conversation**

Monday, May 18<sup>th</sup> the Town held its 2<sup>nd</sup> business open house.

Discussion topics were:

- Updates on Sign Ordinance by Town Manager Brian Henshaw
- Interim Chief Smith spoke on the police departments' contingency plan for the three pre-schools in Town and how the officers will tour each facility.
- Updates on Town Sponsored Events, September as Business Appreciation Month & "Spotlight" on a Town business for each quarterly Town news letter.

Concerns of Town businesses were:

- The possibility of the new Sign Ordinance being too complex and difficult to understand.
- Not having directional signage for those businesses located in the I-1 district.
- Possibility of a service road from route 15 entrance of Kapp Valley Way headed towards Next Level Fitness.

### **Health & Fitness Day 2015**

The Town of Haymarket will host its very first Health & Fitness Day on Saturday, June 27 from 8 am until 2 pm. This event will focus on various disciplines of health, wellness & fitness.

- Novant Health will be conducting onsite mammogram screenings on their mammography van.
- Lion Club International will conduct free vision screenings.
- Evergreen Volunteer Fire and Rescue will conduct CPR demonstrations as well as "make your own" first aid kit.
- Novant Health has sponsored a misting tent.
- Imagine Entertainers will be doing face painting.
- Live fitness demonstrations by various gyms & fitness instructors.

### **Museum & Caboose Tours**

With the 2015 season in full swing, the museum volunteer staff has conducted 4 tours of museum and caboose. Each tour consists of a 20 - 25 minute overview of the current museum exhibit followed by a 20 - 25 minute tour of the caboose and a certificate of completing the "Haymarket Museum Experience." These tours are promoted through our website, Facebook, and the Town's quarterly news letter. In the last 3 weeks alone, these tours have allowed for 85 new visitors to experience the museum and caboose.



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 06/01/15

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- The current Year-to-Date Profit & Loss report is attached.
- With a little over a month left on this year's Budget, there are still a few Expense categories that are over budget. Categories should be at about 88% right now. However, there are also Revenue line items and categories that are also over the 88% mark. Overall, the total Revenue percentage is at 77.8% and Expense percentage at 76.9%. So while we are slightly under in Revenue, we are also 11% under in Expenditures.
- Since the Report is run on Accrual Basis, some Revenue line items show what is billed, not necessarily collected. For example, Real Estate Tax Invoices. Once we input all the bills to send out, the total amount of collections will show on this Profit & Loss Statement. In this report, the Meals Tax Revenue showing \$484,075.60 is not the actual collections to date. \$80,594.28 is actually billed Delinquent invoices for a business. The actual Revenue to date for Meals Tax is \$403,481.32. The Finance Committee is meeting on May 27<sup>th</sup> and will discuss this to perhaps better illustrate items such as this on next year's Budget.

**ATTACHMENTS:**

- (2) Treasurer Profit & Loss Statement 5-19-2015 (PDF)

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05/19/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through May 19, 2015

	Jul '14 - Jun 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	289,224.70	292,415.00	98.9%
Real Estate - Delinquent	0.00	0.00	0.0%
Public Service Corp RE Tax	8,341.62	9,000.00	92.7%
Personal Property Tax	444.50	0.00	100.0%
Penalties - All Property Taxes	0.00	500.00	0.0%
Interest - All Property Taxes	268.43	1,000.00	26.8%
<b>Total GENERAL PROPERTY TAXES</b>	298,279.25	302,915.00	98.5%
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	115,963.05	85,000.00	136.4%
Meals Tax - Current	484,075.60	500,000.00	96.8%
Consumer Utility Tax	105,950.14	100,000.00	106.0%
Bank Stock Tax	0.00	22,000.00	0.0%
Business License Tax	169,957.90	140,000.00	121.4%
Cigarette Tax	205,134.50	250,000.00	82.1%
<b>Total OTHER LOCAL TAXES</b>	1,081,081.19	1,097,000.00	98.5%
<b>PERMITS,FEES &amp; LICENESES</b>			
Occupancy Permits	200.00	600.00	33.3%
Inspection Fees	11,970.00	10,000.00	119.7%
Other Planning & Permits	41,100.00	25,000.00	164.4%
Application Fees	2,000.00	2,500.00	80.0%
Motor Vehicle Licenses	1,160.00	1,000.00	116.0%
<b>Total PERMITS,FEES &amp; LICENESES</b>	56,430.00	39,100.00	144.3%
<b>FINES &amp; FORFEITURES</b>			
Fines	42,281.35	75,000.00	56.4%
<b>Total FINES &amp; FORFEITURES</b>	42,281.35	75,000.00	56.4%
<b>CHARGES FOR SERVICES</b>			
Public Safety			
Security	707.28		
<b>Total Public Safety</b>	707.28		
FOIA Receipts	85.00		
<b>Total CHARGES FOR SERVICES</b>	792.28		
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	115,905.20	120,000.00	96.6%
Department of Fire Programs	10,000.00	8,000.00	125.0%
599 Law Enforcement Grant	21,276.00	28,368.00	75.0%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,630.00	100.0%
Car Rental Reimbursement	3,987.85	4,500.00	88.6%
DMV Grant	968.43	8,500.00	11.4%
Railroad Rolling Stock	1,473.26	1,500.00	98.2%
<b>Total REVENUE FROM COMMONWEALTH</b>	172,237.71	190,498.00	90.4%
<b>REVENUE FROM LOCAL GOVERNMENT</b>			
Categoric Aid			
Grants			
Other	17,957.08		
<b>Total Grants</b>	17,957.08		
<b>Total Categoric Aid</b>	17,957.08		
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	17,957.08		
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	462.48		
<b>Total MISCELLANEOUS REVENUE</b>	462.48		

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

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Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
**July 2014 through May 19, 2015**

	Jul '14 - Jun 15	Budget	% of Budget
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	281.14		
Sale of Salvage & Surplus	2,100.75	2,500.00	84.0%
Recovered Costs - Events	16,951.60	13,891.00	122.0%
Interest on Bank Deposits	32.19		
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Book	144.00		
Citations & Accident Reports	1,985.00	1,000.00	198.5%
MISCELLANEOUS - Other	8.28		
<b>Total MISCELLANEOUS</b>	<b>21,822.49</b>	<b>17,391.00</b>	<b>125.5%</b>
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	18,301.70	45,260.00	40.4%
Suite 200 Rental Income	66,205.80	80,155.00	82.6%
Suite 204 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	37,296.93	40,700.00	91.6%
6630 Jefferson St Rental Income	38,590.18	39,100.00	98.7%
Town Hall Rental Income	2,775.00	2,000.00	138.8%
RENTAL (USE OF PROPERTY) - Other	3,630.00		
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>166,799.61</b>	<b>207,215.00</b>	<b>80.5%</b>
INTEREST ON BANK DEPOSITS	2,787.91		
TRANSFER OF CASH RESERVES	0.00	729,132.00	0.0%
SAFETY LU/MAP 21 GRANT	705,048.29	590,479.00	119.4%
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	54,588.00	90,000.00	60.7%
<b>Total Income</b>	<b>2,620,567.64</b>	<b>3,369,530.00</b>	<b>77.8%</b>
<b>Gross Profit</b>	<b>2,620,567.64</b>	<b>3,369,530.00</b>	<b>77.8%</b>
<b>Expense</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	25,150.00	21,750.00	115.6%
FICA/Medicare	1,383.51	1,600.00	86.5%
Unemployment Insurance	173.71	1,000.00	17.4%
Mileage Allowance	432.30	1,500.00	28.8%
Meals and Lodging	2,368.66	2,500.00	94.7%
Convention & Education	4,681.89	3,000.00	156.1%
Town Elections	0.00	0.00	0.0%
<b>Total 11100 - TOWN COUNCIL</b>	<b>34,190.07</b>	<b>31,350.00</b>	<b>109.1%</b>
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	166,370.70	206,730.00	80.5%
Salaries/Wages - Overtime	7,625.80	8,000.00	95.3%
Salaries/Wages - Part Time	77,307.77	72,350.00	106.9%
FICA/Medicare	23,515.16	18,788.00	125.2%
VRS	13,270.71	12,000.00	110.6%
Health Insurance	35,910.10	30,550.00	117.5%
Life Insurance	1,476.03	1,000.00	147.6%
Disability Insurance	1,474.44	1,600.00	92.2%
Unemployment Insurance	3,657.72	1,975.00	185.2%
Worker's Compensation	360.68	300.00	120.2%
Liability Insurance	8,478.00	9,000.00	94.2%
Accounting Services	7,585.56	15,000.00	50.6%

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



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Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
**July 2014 through May 19, 2015**

	Jul '14 - Jun 15	Budget	% of Budget
Cigarette Tax Administration	5,176.41	6,000.00	86.3%
Printing & Binding	11,302.18	10,075.00	112.2%
Advertising	8,101.20	10,000.00	81.0%
Computer, Internet & Website Svc	19,964.17	19,400.00	102.9%
Postage	2,488.25	2,500.00	99.5%
Telecommunications	6,510.64	3,700.00	176.0%
Mileage Allowance	1,828.64	1,500.00	121.9%
Meals & Lodging	3,914.44	3,000.00	130.5%
Convention & Education	2,862.42	4,000.00	71.6%
Books, Dues & Subscriptions	2,210.56	3,500.00	63.2%
Office Supplies	5,401.48	4,400.00	122.8%
Capital Outlay-Machinery/Equip	18,788.51	21,000.00	89.5%
66900 - Reconciliation Discrepancies	317.75		
Miscellaneous	438.33		
12110 - TOWN ADMINISTRATION - Other	-16.94		
<b>Total 12110 - TOWN ADMINISTRATION</b>	<b>436,320.71</b>	<b>466,368.00</b>	<b>93.6%</b>
<b>12210 - LEGAL SERVICES</b>			
Legal Services	93,743.14	110,000.00	85.2%
<b>Total 12210 - LEGAL SERVICES</b>	<b>93,743.14</b>	<b>110,000.00</b>	<b>85.2%</b>
<b>12240 - INDEPENDENT AUDITOR</b>			
Auditing Services	15,950.00	15,000.00	106.3%
<b>Total 12240 - INDEPENDENT AUDITOR</b>	<b>15,950.00</b>	<b>15,000.00</b>	<b>106.3%</b>
<b>Total 01 - ADMINISTRATION</b>	<b>580,203.92</b>	<b>622,718.00</b>	<b>93.2%</b>
<b>03 - PUBLIC SAFETY</b>			
<b>31100 - POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	359,149.67	352,444.00	101.9%
Salaries & Wages - Overtime	6,949.43	15,000.00	46.3%
Salaries & Wages - Part Time	6,001.71	10,500.00	57.2%
FICA/MEDICARE	23,230.42	28,154.00	82.5%
VRS	11,587.13	21,500.00	53.9%
Health Insurance	70,476.73	55,000.00	128.1%
Life Insurance	1,894.40	5,000.00	37.9%
Disability Insurance	1,889.17	3,200.00	59.0%
Unemployment Insurance	1,870.36	2,800.00	66.8%
Workers' Compensation Insurance	7,088.32	8,000.00	88.6%
Line of Duty Act Insurance	1,521.00	2,000.00	76.1%
Legal Services	15,137.11	15,500.00	97.7%
Repairs & Maintenance	9,097.64	2,000.00	454.9%
Maintenance Service Contracts	0.00	0.00	0.0%
Advertising	0.00	250.00	0.0%
Electrical Services	3,417.44	5,500.00	62.1%
Heating Services	0.00	0.00	0.0%
Computer, Internet & Website	3,953.10	5,000.00	79.1%
Postage	243.80	300.00	81.3%
Telecommunications	6,965.68	5,900.00	118.1%
General Prop Ins (Veh. & Bldg)	7,636.00	8,000.00	95.5%
Mileage Allowance	320.05	250.00	128.0%
Meals and Lodging	85.32	500.00	17.1%
Convention & Education	375.00	500.00	75.0%
Misc - Discretionary Fund	2,316.20	1,000.00	231.6%
Books Dues & Subscriptions	5,635.40	5,000.00	112.7%
Office Supplies	3,329.50	3,500.00	95.1%
Vehicle Fuels	11,996.88	20,000.00	60.0%
Vehicle/Powered Equip Supplies	14,381.65	27,000.00	53.3%
Uniforms & Police Supplies	7,886.56	12,000.00	65.7%
Public Defender	120.00		
Grant Expenditures	0.00	8,500.00	0.0%
Capital Outlay-Machinery/Equip	2,125.00	8,000.00	26.6%
<b>Total 31100 - POLICE DEPARTMENT</b>	<b>586,680.67</b>	<b>632,298.00</b>	<b>92.8%</b>
<b>34100 - BUILDING OFFICIAL</b>	<b>51,612.50</b>	<b>65,000.00</b>	<b>79.4%</b>

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

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Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through May 19, 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>32100 - FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
<b>Total 32100 - FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>8,000.00</b>	<b>0.0%</b>
<b>Total 03 - PUBLIC SAFETY</b>	<b>638,293.17</b>	<b>705,298.00</b>	<b>90.5%</b>
<b>04 - PUBLIC WORKS</b>			
<b>43200 - REFUSE COLLECTION</b>			
Trash Removal Contract	62,702.20	71,000.00	88.3%
<b>Total 43200 - REFUSE COLLECTION</b>	<b>62,702.20</b>	<b>71,000.00</b>	<b>88.3%</b>
<b>43100 - MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	51,772.28	55,500.00	93.3%
Maint Svc Contract-Pest Control	1,635.00	2,000.00	81.8%
Maint Svc Contract - Public Wks	15,484.98	19,000.00	81.5%
Maint Svc Contract-Landscaping	24,856.00	35,000.00	71.0%
Maint Svc Contract Snow Removal	9,340.50	4,000.00	233.5%
Maint Svc Cont- Street Cleaning	21,947.99	10,500.00	209.0%
Electric Services	2,813.36	3,500.00	80.4%
Electrical Services-Streetlight	2,819.67	2,600.00	108.4%
Water & Sewer Services	218.17	400.00	54.5%
General Property Insurance	2,800.00	2,800.00	100.0%
Janitorial Supplies	757.25	1,000.00	75.7%
<b>Total 43100 - MAINT OF 15000 Wash St./Grounds</b>	<b>134,445.20</b>	<b>136,300.00</b>	<b>98.6%</b>
<b>43201 - RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	2,813.28	3,000.00	93.8%
Water and Sewer Services	218.16	400.00	54.5%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	314.80	500.00	63.0%
Repair/Maintenance Supplies	0.00	750.00	0.0%
<b>Total 43201 - RENTAL PROPERTY - SUITE 110</b>	<b>3,482.24</b>	<b>7,150.00</b>	<b>48.7%</b>
<b>43202 - RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	2,813.30	3,000.00	93.8%
Water and Sewer Services	218.13	400.00	54.5%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	1,000.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43202 - RENTAL PROPERTY - SUITE 200</b>	<b>3,031.43</b>	<b>6,400.00</b>	<b>47.4%</b>
<b>43203 - RENTAL PROPERTY - SUITE 204</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	2,813.25	3,000.00	93.8%
Water and Sewer Services	218.09	400.00	54.5%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	150.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43203 - RENTAL PROPERTY - SUITE 204</b>	<b>3,031.34</b>	<b>5,550.00</b>	<b>54.6%</b>
<b>43204 - RENTAL PROPERTY - 15020 WASH ST</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	111.13	1,000.00	11.1%
Repair/Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43204 - RENTAL PROPERTY - 15020 WASH ST</b>	<b>111.13</b>	<b>3,000.00</b>	<b>3.7%</b>
<b>43205 - RENTAL PROPERTY-HULFISH HOUSE</b>			
Repairs/Maintenance Services	1,086.50	1,000.00	108.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	452.73	400.00	113.2%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
Utilities	164.70		
<b>Total 43205 - RENTAL PROPERTY-HULFISH HOUSE</b>	<b>1,703.93</b>	<b>2,400.00</b>	<b>71.0%</b>

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

1:56 PM  
05/19/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through May 19, 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>43206 - 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	316.77	1,000.00	31.7%
Gas Services	1,205.65	1,000.00	120.6%
General Property Insurance	0.00	500.00	0.0%
Repair & Maintenance Supplies	0.00	500.00	0.0%
<b>Total 43206 - 14710 WASHINGTON STREET</b>	<b>1,644.67</b>	<b>4,000.00</b>	<b>41.1%</b>
<b>RENTAL PROPERTY - 14740 Wash St</b>			
Repairs/Maintenance Services	2,750.00	500.00	550.0%
General Property Insurance	0.00	500.00	0.0%
Repairs/Maintenance Supplies	0.00	1,000.00	0.0%
<b>Total RENTAL PROPERTY - 14740 Wash St</b>	<b>2,750.00</b>	<b>2,000.00</b>	<b>137.5%</b>
<b>Total 04 - PUBLIC WORKS</b>	<b>212,902.14</b>	<b>237,800.00</b>	<b>89.5%</b>
<b>07 - PARKS, REC &amp; CULTURAL</b>			
<b>71110 - EVENTS</b>			
Contractual Services	10,848.28	11,391.00	95.2%
<b>Total 71110 - EVENTS</b>	<b>10,848.28</b>	<b>11,391.00</b>	<b>95.2%</b>
<b>72200 - MUSEUM</b>			
Salaries & Wages - Part Time	15,950.19	20,300.00	78.6%
FICA/Medicare	1,028.75	1,500.00	68.6%
VRS	739.20	1,300.00	56.9%
Health Insurance	2,359.36	3,450.00	68.4%
Life Insurance	90.75	120.00	75.6%
Disability Insurance	169.40	225.00	75.3%
Unemployment Insurance	175.60	200.00	87.8%
Workers' Comp Insurance	0.00	25.00	0.0%
Repairs & Maintenance Services	6,282.25	6,500.00	96.7%
Advertising	2,194.50	1,500.00	146.3%
Electrical Services	521.01	900.00	57.9%
Heating Services	1,032.00	1,200.00	86.0%
Water & Sewer Services	666.98	300.00	222.3%
Postage	0.00	100.00	0.0%
Telecommunications	1,694.33	2,200.00	77.0%
General Property Insurance	0.00	500.00	0.0%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	105.09	100.00	105.1%
Books, Dues & Subscriptions	188.50	500.00	37.7%
Office Supplies	676.80	500.00	135.4%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Exhibits & Programs	1,615.06	2,000.00	80.8%
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	83.0%
Dues & Subscriptions	0.00	0.00	0.0%
<b>72200 - MUSEUM - Other</b>	<b>295.46</b>		
<b>Total 72200 - MUSEUM</b>	<b>45,740.23</b>	<b>56,420.00</b>	<b>81.1%</b>
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>56,588.51</b>	<b>67,811.00</b>	<b>83.5%</b>
<b>08 - COMMUNITY DEVELOPMENT</b>			
<b>81100 - PLANNING COMMISSION</b>			
Salaries & Wages - Regular	4,685.30	5,000.00	93.7%
FICA/Medicare	326.17	300.00	108.7%
Consultants	41,152.00	60,000.00	68.6%
Mileage Allowance	217.03	1,000.00	21.7%
Meals & Lodging	7.71	1,500.00	0.5%
Convention/Education	1,500.00	2,000.00	75.0%
Books/Dues/Subscriptions	0.00	750.00	0.0%
<b>Total 81100 - PLANNING COMMISSION</b>	<b>47,888.21</b>	<b>70,550.00</b>	<b>67.9%</b>

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)

1:56 PM  
05/19/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through May 19, 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	2,595.00	3,750.00	69.2%
FICA/Medicare	109.01	300.00	36.3%
Mileage Allowance	0.00	1,000.00	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	500.00	0.0%
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<b>2,704.01</b>	<b>7,550.00</b>	<b>35.8%</b>
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	<b>50,592.22</b>	<b>78,100.00</b>	<b>64.8%</b>
<b>09 - NON-DEPARTMENTAL</b>			
<b>95100 - DEBT SERVICE</b>			
General Obligation Bond	192,119.63	196,818.00	97.6%
<b>Total 95100 - DEBT SERVICE</b>	<b>192,119.63</b>	<b>196,818.00</b>	<b>97.6%</b>
<b>Total 09 - NON-DEPARTMENTAL</b>	<b>192,119.63</b>	<b>196,818.00</b>	<b>97.6%</b>
<b>94100 - WASH ST. ENHANCEMENT PROJECT</b>			
Beautification	0.00	12,000.00	0.0%
Maintenance	975.00	18,000.00	5.4%
Street Scape Construction	761,375.51	752,410.00	101.2%
<b>Total 94100 - WASH ST. ENHANCEMENT PROJECT</b>	<b>762,350.51</b>	<b>782,410.00</b>	<b>97.4%</b>
<b>94101 - CABOOSE ENHANCEMENT PROJECT</b>			
Construction	2,920.48	38,500.00	7.6%
<b>Total 94101 - CABOOSE ENHANCEMENT PROJECT</b>	<b>2,920.48</b>	<b>38,500.00</b>	<b>7.6%</b>
<b>TOWN CENTER MASTER PLAN</b>			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	23,775.84	100,000.00	23.8%
<b>Total TOWN CENTER MASTER PLAN</b>	<b>23,775.84</b>	<b>500,000.00</b>	<b>4.8%</b>
<b>HARROVER MASTER PLAN</b>			
Drafting of Plan	10,462.50	20,000.00	52.3%
<b>Total HARROVER MASTER PLAN</b>	<b>10,462.50</b>	<b>20,000.00</b>	<b>52.3%</b>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	62,400.00	90,000.00	69.3%
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>62,400.00</b>	<b>90,000.00</b>	<b>69.3%</b>
General Reserve	0.00	30,075.00	0.0%
<b>PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 - Payroll Processing Fees	0.01		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.01</b>		
<b>Total PERSONNEL</b>	<b>0.01</b>		
<b>Total Expense</b>	<b>2,592,608.93</b>	<b>3,369,530.00</b>	<b>76.9%</b>
<b>Net Ordinary Income</b>	<b>27,958.71</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>27,958.71</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: 06-01-2015 TC Agenda (2366 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 06/01/15

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**ATTACHMENTS:**

- 06-2015 Police Report (PDF)

Activity (Current month and two month historical comparison):

Activity	April	February	March
Mileage	3280	4573	6473
Parking Tickets	9	1	9
Uniform Traffic Summonses	46	31	39
Criminal Felony	1	1	1
Criminal Misdemeanor	5	6	3
Reports	10	21	12
Complaints/Incidents	67	88	120
Crashes	4	4	3
Hours Worked	1243.15	1130	1036.9

Haymarket Police Department Staff participated in the following:

- Earth Day Event
- Mini Checkpoint for License Checks

**Incident or Complaint Types:**

Suspicious Persons	11	Suspicious Vehicles	12
Trespassing	0	Hit and Run	0
Assist other Agency	23	Crashes	4
Domestic Disputes	0	Motorist Assist	10
Assault	0	Welfare Check	0
Citizen Assist	9	Traffic Obstruction	7
Alarms	4	Parking Violation	0
Disorderly	3	BOL	3
Vandalism	2	Shoplifting	0
Business Check	9	Larceny	0
Foot Patrol	38	Burglary	0
Open Door	0	Missing Person	0
Emerg. Cust. Order	0	Runaway	0
Medical Emergency	1	Fire	0
Drugs	0	DUI	1
DUID	0	Solicitor	0
Public Intoxication	0	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	1	Forced Entry	0
Property Check	6	Disabled Vehicle	0
RR Crossing Problem	0	Panhandling	1
Annoy/Threat Calls	1	Identity Theft/Fraud	0
Contributing to minor	0	False ID to Police	2
Possible Gunshot	0	Civil Dispute	0
Medical Call	0	Barking Dogs	0
Possible Gas Leak	0	Animal Call Bear	4
Inmate Transfer	2	Suicide Threat	1
Lock Out of Vehicle	2	Pedestrian Struck	1
911 Hang Up	1	Animal Bite (Dog)	1

Notable:

- Members of Police Department and Town staff attended Valor Award Presentation Ceremony in support of Officer O’Neal who was a recipient of an award.
- Donation of stuffed toys from local church group for officers to give to children who are involved with traumatic or troubling experiences.



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 06/01/15

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#### **Fiscal Budget 2015-2016:**

- Our Treasurer addressed some of the concerns that were raised by the concerned citizen at the Budget Public Hearing in May.
- The Finance Committee has not had the opportunity to meet, but will be meeting prior to the regular budget, but do not foresee any changes needed to the budget at this time.
- We will look to adopt the Budget at the June meeting.

#### **CIP:**

- The PC met on May 11<sup>th</sup> and made recommended changes to the CIP.
- These recommended changes are presented in your agenda packet.
- The funded items for this year have essentially remained unchanged, however, per our on-call planning consultant's recommendations for the proffer model guidelines, the CIP will look to change in the coming years with regard to including more regionally specific improvements to schools, fire and rescue as an example. These are services that are provided by Prince William County, but directly affect the Town and residents and therefore should be included in our CIP.

#### **Events Sub-Committee:**

- I am requesting that the Mayor officially appoint the Events Sub-committee as an actual sub-committee to the Council.
- Currently Councilwoman Swinford and Councilman Pasanello have been serving on the committee, but according to our minutes and records, the Council never officially designated the committee.
- The committee is currently working with staff on the coordination of events and on the review of the draft Outdoor Events Ordinance.
- The committee will continue to work on the draft and will forward the finalized draft to the Council to review and adopt.

#### **Updates:**

#### **VRE Presentation:**

- VRE representatives will present to you all the importance of the study at this work session.

#### **Harrover Master Plan- Next Steps:**

- PC will be holding a work session on Thursday May 28<sup>th</sup> to compile recommendations and/or comments on the Preliminary Master Plan and forwarded them to the Council.
- The ARB will discuss and make recommendations and/ or comments at their regularly scheduled June committee meeting.
- Council will finalize comments and/or recommendations and return back to the consultant to complete the Final Master Plan.
- Mr. Carpenter will finalize the Master Plan based upon the comments and recommendations.

#### **BZA Training:**

- Town staff and officials attended a BZA Training on May 19<sup>th</sup> from 1-4pm at the PWC Gov't Center.

**Town Center Change Order:**

- Public Facilities committee had to reschedule their regularly scheduled meeting, but will be meeting this month to discuss the proposed change order for the Town Center Project.
- The change order essentially adds on the architectural component to the current Engineer's contract for engineering design. There are also some additional engineering services that need to be added onto the existing contract.
- Without these services added on, the current contract will only address the site improvements, nothing with regard to the architecture.
- The change order raises the cost of design quite significantly and this will lead to the need of additional discussion with regard to the project overall moving forward.
- However, currently the Public Facilities Committee will review the proposed change order discuss it and forward a recommendation onto the Council with regard to moving forward.
- At this time, there is no needed action from the Council as a whole.

**Chief Search Committee:**

- The Chief Search Committee held their first meeting on Thursday, May 21<sup>st</sup> to review the Job Description and discuss some of the characteristics we are looking for in our next Chief of Police.
- The next step in the process will be to advertise the position and receive applications/ resumes.
- Staff will be handling this process and the committee will act as reviewers of the applications, to narrow down the candidate pool and hold initial interviews.

**Closed Session:**

- At this month's work session, Council will go into Closed Session at 5pm
- During the closed session, we will discuss potential litigation and negotiation of lease terms.

**VRE Presentation:**

- Holly and I a VRE to have them come present to you all the importance of the study at the May work session.

**Town Manager Vacation:**

I will be away on vacation June 1<sup>th</sup> - June 5<sup>th</sup>





TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 06/01/15

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#### Permits Issued:

- May 4: Plumbing Permit to replace residential interior water lines on Jefferson Street.
- May 18: Permit issued to repair roof at the Remax Building 15100 Washington Street.
- Permit to add to deck is approved but is in stasis pending review by the ARB and Zoning Board.

#### Certificates of Occupancy Issued:

- Permanent Certificate to Occupy was granted to Haymarket Smiles to operate a Dentist Office at Costello Way.

#### Inspections:

- May 6: Plumbing Inspection on Jefferson street for work done to replace waterlines throughout the residence. This work was approved.
- May 14: Final Inspection for repair work to Fire Suppression system at Costello Way for the new Haymarket Smiles office. Inspection for the Permit to Occupy was also conducted, with both being approved.
- A cursory inspection was done at Haymarket Station to check on a report of sinking driveways. This was done for the sake of the owners and HOA, though this department would have very little to do with this work at this point. It was observed that the driveways at 14854 Caboose and 14933 Track Ct. seem to have this sinking driveway condition. This is most likely due to the material that was used to backfill these areas during their original construction. It is likely that the decomposition of organic materials or the action of subsurface water is acting to undermine these driveway aprons. It will be recommended that a geological engineering firm be brought in by the owners/HOA to determine the exact cause and the means to stabilize this condition.
- May 19: Rough Inspection was performed at the Remax Building for repairs pertaining to water damage to the roof. Work was approved to continue.

#### Document Review:

- Nothing is currently under review by this department at this time.

#### Actions:

- Currently no actions are underway by this department.

#### Recommendations:

- Through a lack of understanding of our arrangements, I was given a set of plans to drop off for Fire Review. I dropped them off at the PWC Fire Marshall's office for review, while this might have been an error on my part; this is who should be reviewing this work; as they are the responding company. Once we got through the original confusion, their department was more than willing to provide this service; and in doing so entering into a better position governmental inter-operability. They are happy to work with us; however there is some issue in how this is billed. Any cost incurred through this review on our end is just passed along to the customer, so our end is cost neutral. On their end we have some kinks to work out, and this may entail this Council having to amend the Memorandum of Understanding (MOU) between PWC and Haymarket. I will be meeting with the Building Official for the County in the next couple of weeks, and I will have a better understanding of what is needed at that time, and I will inform the council as to what we may or may not need to accomplish. On the Building side of things, it is very important that these two entities (Building and Fire) work together, due to the large volume of code and jurisdictional overlap.

**Other:**

- No other business for the Council from this department at this time.