



# 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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Monday, June 29, 2015

5:00 PM

Council Chambers

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### 1. Call to Order

### 2. Agenda Items

- A. Dominion VA Power 230 KV Transmission Lines
- B. Draft Town Council Agenda - July 6, 2015

### 3. Adjournment



TO: Town of Haymarket Town Council  
SUBJECT: Dominion VA Power 230 KV Transmission Lines  
DATE: 06/29/15

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Dominion Virginia Power  
P.O. Box 26666  
Richmond, VA 23261  
dom.com



June 24, 2015

RE: Dominion Virginia Power Haymarket 230kV Transmission and Substation Project

Dear Neighbor,

As you may be aware, Dominion is planning a new electric transmission project in your area, which includes a new 230kV transmission line and substation. This project will support a new high-tech sector business expansion proposed in the Western Prince William area which is projected to exceed the capabilities of our electric distribution system. This means additional capacity at electric transmission-level voltage is required to address the forecasted increase in power demand. We are holding an information session to discuss the project and the route options we are now evaluating.

**Wednesday, July 15, 2015, from 5 to 8 p.m.**

Battlefield High School, Open Area Cafeteria  
15000 Graduation Dr., Haymarket, VA 20169

#### **Routing Study Update**

Dominion considers a number of factors when studying options for routing new electric transmission lines. We evaluate a route's constructability and operability while carefully weighing potential impacts on the community, historic assets and the environment. The routing for this project, as with all projects but especially where new right of way is needed, is a sensitive undertaking and not taken lightly. Ultimately, the Virginia State Corporation Commission (SCC) determines the final route alignment.

We understand the community's interest in the "hybrid" overhead/underground option along I-66. While this option will be included in our application, the SCC will not accept this as the only solution. It is important that we study and present various alternatives in order to have a complete application for the SCC to consider, which must include a proposed route, as well as constructible alternative(s). The Company strives in all of its applications to propose the project that addresses the identified need and reasonably minimizes impacts.

The routes currently under consideration are:

- 1) I-66 "Hybrid" Overhead/Underground Alternative (*light blue line on enclosed map*)
- 2) I-66 Overhead Alternative (*dark blue line on enclosed map*)
- 3) Railroad Alternative (*red line on enclosed map*)
- 4) Carver Road Alternative (*green line on enclosed map*)
- 5) Madison Alternative (*orange line on enclosed map*)

The route alternatives we have studied and will recommend the SCC not to consider are:

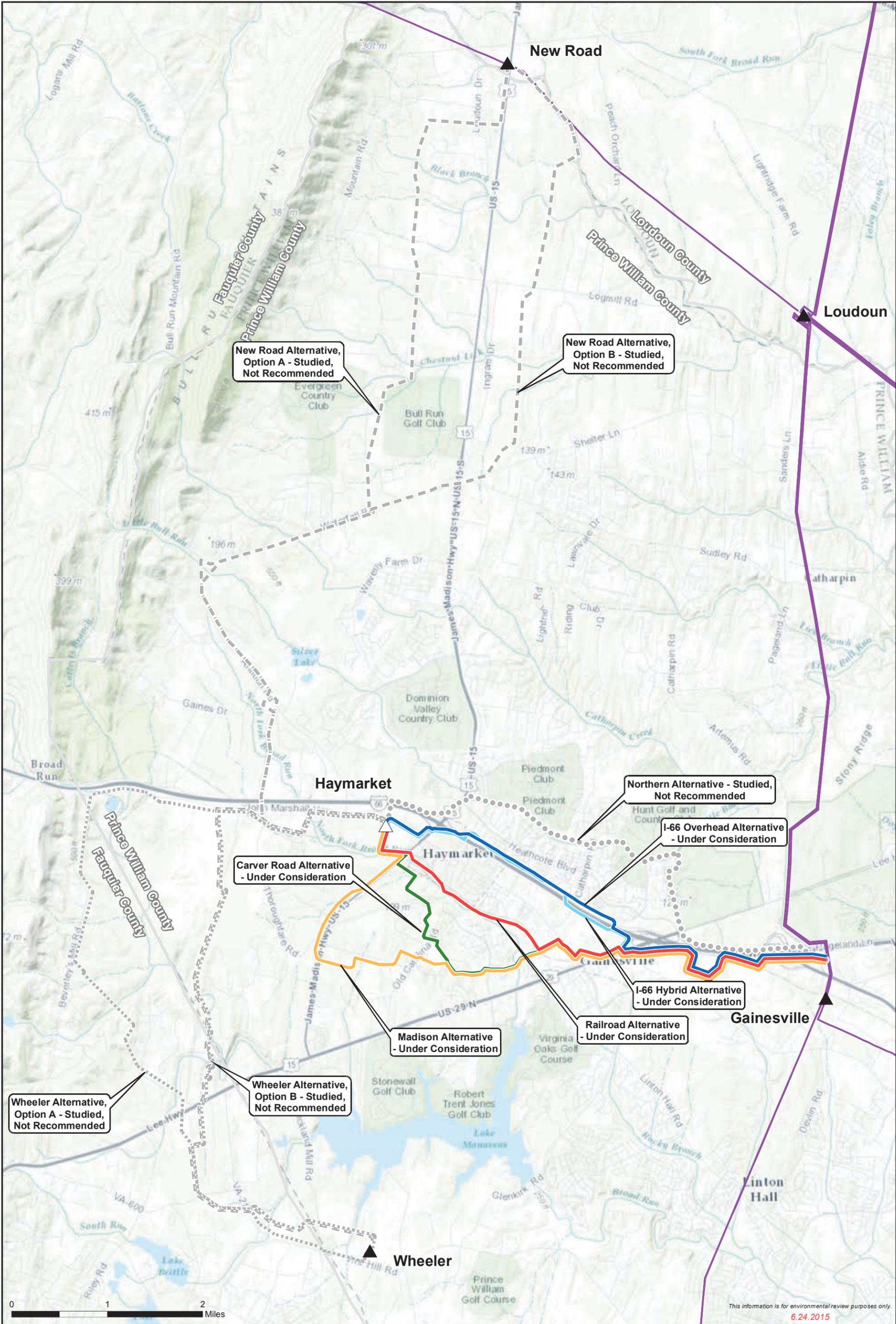
- 1) New Road Alternatives (*grey long dashes on enclosed map*)
- 2) Wheeler Alternatives (*grey short dashes on enclosed map*)
- 3) Northern Alternative (*grey dots on enclosed map*)

Community input continues to be an important part of our project planning and development. We appreciate the community engagement and patience over the last several months and look forward to continuing to share information.

In the meantime, please visit [www.dom.com](http://www.dom.com), keyword: *Haymarket* to learn more. You may also contact us by sending an email to [powerline@dom.com](mailto:powerline@dom.com) or calling 1-888-291-0190, Monday – Friday, 7:00a.m. to 5:00p.m.

Sincerely,

Greg Mathe, Manager, Electric Transmission Communications



Attachment: 11393 Haymarket Open House Map 11 x 17 Proof 6-22-15 (2441 : Dominion VA Power 230 KV Transmission Lines)



This information is for environmental review purposes only. 6.24.2015

Under Consideration	Studied, Not Recommended	Existing Dominion Transmission Line
Carver Road Alternative	Northern Alternative	Existing Substation
I-66 Hybrid Alternative	New Road Alternative, Option A	Proposed Haymarket Substation
I-66 Overhead Alternative	New Road Alternative, Option B	
Madison Alternative	Wheeler Alternative, Option A	
Railroad Alternative	Wheeler Alternative, Option B	

1:60,000



**Studied Route Alternatives  
Haymarket 230kV Transmission  
Line and Substation Project**  
DRAFT - Subject to Change Prior to Filing





TO: Town of Haymarket Town Council  
SUBJECT: Draft Town Council Agenda - July 6, 2015  
DATE: 06/29/15

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# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, July 6, 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 - Jun 1, 2015 7:00 PM
- B. Committee - Personnel - Committee - May 26, 2015 1:30 PM
- C. Committee - Events - Committee - Jun 17, 2015 10:00 AM
- D. Committee - Events - Committee - Jun 8, 2015 10:00 AM
- E. Committee - Finance - Committee - May 27, 2015 2:00 PM

### 6. Department Reports

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

### 7. Agenda Items

- A. Iceplex Expansion
- B. Change Order - Town Center Master Plan
- C. ARB Appointments
- D. Ordinance Amendment - Chapter 19 Haymarket Town Code
- E. Ordinance - Outdoor Events

### 8. Discussion

- A. Salary Adjustment Proposal

### 9. Closed Session

### 10. Councilmember Time

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

### 11. Adjournment



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, June 1, 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: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Invocation - Jeff Smith, Haymarket Church of Christ

### 3. Pledge of Allegiance

### 4. Citizen's Time

**Mrs. Dottie Leonard - 14801 Washington Street**

She heard that the Council may consider reviewing the staff salaries and she wanted to say she knows the budget is really tight and we might not be able to do that for everyone, but thinks we should definitely take care of the police officers.

### 5. Consent Agenda

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

#### A. Department Reports

- i. Engineer's Report - Holly Montague, PE
- ii. Main Street Coordinator's Report - Denise Hall
- iii. Treasurer's Report - Sherrie Wilson
- iv. Police Report - Interim Police Chief Greg Smith
- v. Town Manager's Report - Brian Henshaw
- vi. Building Official's Report - Joe Barbeau, Jr.
- B. Architectural Review Board Appointment - Councilwoman Pam Swinford
- C. Ordinance to Amend Chapter 46 Traffic & Vehicles - Chief Greg Smith
- D. Zoning Text Amendments - Parking Regulations - Marchant Schneider
- E. Request to Council - Waiver of Fees for Town Hall Use

#### F. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - May 4, 2015 7:00 PM
- ii. Mayor and Council - Work Session - May 26, 2015 5:00 PM

### 6. Swearing in of Nicole Zimnoch

Mayor Leake swears in Nicole Zimnoch to serve on the ARB for the Term June 1, 2015 - June 30, 2019

### 7. Public Hearing

- A. Special Use Permit - 6735 Fayette Street, SUP #20150331  
**Coke Whitrock - President of Saint Paul's School Board**

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)

<b>RESULT:</b>	<b>CLOSED [UNANIMOUS]</b>
<b>MOVER:</b>	Pam Swinford, Councilwoman
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

## 8. Agenda Items

### A. 6735 Fayette Street Special Use Permit #20150331

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, pursuant to Section 58-53 (5) (a) of the Zoning Ordinance

It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for an additional period of one year, expiring August 31, 2017, 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.

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

### B. Board of Zoning Appeals Vacancy

Move to submit Mrs. Dottie Leonard for the Circuit Court's consideration the appointment of Dottie Leonard, Marchant Schneider, and Ralph Ring to the Board of Zoning Appeals for the unexpired term ending January 31, 2017

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

### C. BZA Appointment

Aitken moves to submit for the Circuit Court's consideration the appointment of Ralph Ring, Dottie Leonard, & Marchant to the Board of Zoning Appeals for the unexpired term ending January 31, 2017

<b>RESULT:</b>	<b>DEFEATED [3 TO 4]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Pam Swinford, Kurt Woods, Steve Aitken
<b>NAYS:</b>	Matt Caudle, Chris Morris, Joe Pasanello, David Leake

### D. Planning Commission

Move to appoint Connor Leake to the Planning Commission for the term of June 8, 2015 to June 30, 2019

<b>RESULT:</b>	<b>ADOPTED [4 TO 1]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Pam Swinford, Councilwoman
<b>AYES:</b>	Pam Swinford, Matt Caudle, Kurt Woods, Joe Pasanello
<b>NAYS:</b>	Chris Morris
<b>ABSTAIN:</b>	Steve Aitken

#### E. Fiscal Year 2016 Budget, Tax Rates, & Capital Improvements Plan

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

**Discussion:** *Vice Mayor Aitken would like it on the record that the Finance Committee worked through this budget meticulously and it was a very smooth project. The Town will see a lot of improvements from this Investment Budget. Councilman Woods reminds that the committee meetings are all open to the budget. Councilman Pasanello reminds that we are investing in the future of the Town, and we plan to also invest in the people. Councilman Morris thanks the staff and appreciates they were able to answer all of his questions quickly and thoroughly.*

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

#### F. Budget Amendment Request

Move to adopt Resolution 2015-006 amending the Fiscal Year 2015 adopted budget. This is budget amendment #6 for FY 2015.

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

#### G. Event Committee

Mayor directs the establishment of an events committee. He asks that Council Members Pasanello & Swinford, Brian Henshaw, & Denise Hall serve on this committee. The Mayor also directs that Denise Hall chair this committee.

#### H. Town Planner Report

Marchant Schneider updates the Town Council on current developments

## 9. Councilmember Time

#### A. Joe Pasanello

Thanks all for coming out tonight and congratulates Connor Leake, Nicole Zimnoch, & Dottie Leonard. He is looking forward to more discussions on VRE and was pleased with the presentation from Doug Allen & Christine Hoeffner here from VRE.

#### B. Steve Aitken

He welcomes Connor Leake and he clarifies...he abstained because they are next door neighbors and he felt it was best to let the others speak. He knows that Connor Leake will do a good job on the Planning Commission

#### C. Chris Morris

He was very glad to see a good public turnout tonight. He thinks we should be doing more promoting of events that are not put on by the Town. We should use our forums to promote private events. He would like to see a better effort.

#### D. Kurt Woods

#### E. Pam Swinford

She believes the staff does a good job getting the information out. She thinks that maybe it is the lack of information getting to the staff.

**F. Matt Caudle**

He thanks those stepping up to the plate serving the Town. He is happy to see young people eager to serve the committee. Last Monday the Planning Commission met to discuss the Harrover Property Master Plan. He knows there is really a good feel amongst the officers in the Police Department. We take a lot of safety for granted until an incident happens.

**G. David Leake**

The Mayor would like to place a staff member in charge when the Town Manager is absent. It is recommended and agreed by the majority of the Council that they discuss this with the Town Manager and get his input or suggestion

**10. Closed Session****1. 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, specifically the lease for the space currently occupied by The Very Thing (6630 Jefferson Street), and

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically appointees

**Councilwoman Pam Swinford:** *"Pursuant to the Virginia Conflicts of Interest Act I am disqualifying myself from participating in this discussion and any votes that may take place regarding the potential lease regarding 15026 Washington Street due to her ownership in a consignment business, she requests this statement be entered into the minutes."*

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

**2. Certification of the Closed Session**

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

**3. Civil Discourse**

Move to adopt Resolution #2015-008 Supporting Civil Discourse:

WHEREAS, on May 12, 2015 Prince William County police questioned the Town's Planning Commission Chairman regarding a blog post, and

WHEREAS, the blog post at issue was posted on The Derecho website on April 15, 2015 and was directed at Prince William County Executive Melissa Peacor in a way that could be considered a threat of violence, and

WHEREAS, If in fact, this blog post came from a member of a board within the Town, the Town

Council of Haymarket does not condone this behavior in attacking Town or County Officials, and

WHEREAS, The Town values its relationship with Prince William County and especially with County Executive Melissa Peacor, and

WHEREAS, The Town Council supports constructive dialogue about matters of public interest, but finds that reconstructive dialogue is, at best, a distraction and at worst can damage the civil fabric of society

NOW THEREFORE, BE IT RESOLVED, The Council of the Town of Haymarket meeting in regular session this 1st Day of June 2015 that the Council does hereby: 1) Support the right of all citizens to express themselves civilly in regard of matters of public concern, 2) Reject the tone & style of The Derecho blog post of April 15, 2015 as unconstructive and unworthy to be part of Prince William County's public discourse, and 3) Call for public spirited citizens to find ways to express their opinions in civil ways without threats or intimidation.

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

### 11. Adjournment

#### A. Motion to Adjourn

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

Submitted:

Approved:

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

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

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



# PERSONNEL COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Tuesday, May 26, 2015

1:30 PM

Town Hall Conference Room

A Committee of the Committee - Personnel of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 1:30 PM

called the meeting to order.

### 1. Call to Order

Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present, Town Clerk Jennifer Preli: Present.

### 2. Agenda Items

#### A. Salary Scale & Benefits Comparison

- The committee discussed the most appropriate way to move forward with the Competitive Analysis Compensation Adjustment (CASA).
- Staff advised the committee that in an effort to curtail costs, the staff researched as many local salary studies that were available from various time periods in order to create and establish the proposed salary scale.
- In general, the committee felt like the studies are correct, but as far as moving forward with the CASA, it is felt that the Council may be vulnerable to defending the decision, since the information is dated and being provided by the Town through staff research.
- Essentially, the Council members of the committee felt that they need a validation of the information and discussed the possibilities of hiring an outside firm to review the methodology and results discovered by the staff.
- After additional discussion, Mr. Henshaw mentioned that he would reach out to a couple of firms and obtain an estimate on the potential cost to perform a Town study.

#### B. Personnel Policy

- Mr. Henshaw advised the committee that he was continuing to work on the Personnel Policy Manual but did not have any additional sections completed at this time.
- He also asked for clarification and offered some clarification on the creation of the Salary Scale and the performance review process and how they are related.
- Mr. Henshaw explained that the salary scale and the "CASA", although related to the Performance Review, they were not directly related.
- A Performance Review Process needs to be included within the revised personnel manual, however the "CASA" is designed to catch an employee up to a regional competitive salary and this adjustment would be considered a onetime adjustment. From that point forward, the performance review process would be utilized.
- The committee agreed but stressed that it was their recommendation that as a performance review process was created, the system would yield measurable goals and results.

#### C. Health Benefits - Part Time Employees

- Mr. Henshaw advised the committee that we have established criteria for part time employees to join the Town's health insurance. Any part time employee averaging 25 hours per week to be eligible. Currently, no part time employees are eligible.



# EVENTS COMMITTEE

## COMMITTEE ~ MINUTES ~

Denise Hall,  
<http://www.townofhaymarket.org/>

15000 Washington Street  
Haymarket, VA 20169

Wednesday, June 17, 2015

10:00 AM

Town Hall Conference Room

A Committee of the Committee - Events of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 10:00 AM

called the meeting to order.

### 1. Call to Order

Event Coordinator Denise Hall: Present, Town Manager Brian Henshaw: Present, Chief of Police Greg Smith: Present, Town Clerk Jennifer Preli: Present, Chief's Assistant Donna Knupp: Present.

### 2. Public Portion

#### i. Location of Haymarket Day

- Continued from the meeting earlier in the month, the committee discussed the physical location of setting up Haymarket Day with the consideration of the Jefferson Street Bridge closure and the ability to get surrounding neighborhood residents that are not participating in the day's festivities out safely through local detours.
- After a detailed discussion that committee agreed to close Washington Street from Costello Way to east side of Hunting Path and Madison Street and Jefferson Street north of Washington Street to the bridge closure.
- The committee discussed the impact on the businesses; however the committee was in general agreement to encourage the businesses to get involved in the festivities of Haymarket Day and would be provided advanced notice of the event and impact.
- The committee briefly discussed potential locations of the various activities and parking, but Mr. Henshaw suggested that the committee allow Ms. Hall and Ms. Preli work together to determine the ideal locations of such functions. The committee agreed.

#### ii. Outdoor Events Ordinance

- The committee took one final look at the Outdoor Events Ordinance.
- Mr. Henshaw briefly explained the concerns the Town Attorney had expressed with regard to the proposed fee and Mr. Henshaw recommended that the committee propose the fee of \$300 for first time applications and \$100 per permit for events in the same location with a similar footprint and safety plan by the same applicant.
- Mr. Henshaw stated that the first application would be utilized to determine the actual cost to the Town for the time involved for staff to review and process. If the fee is determined to be more than required for review or is less than required for review, the Council could always amend the ordinance.
- The committee also addressed scheduling conflicts of applicants applying for events on the same day as a Town event and if an applicant is applying for an event with a similar name.
- Mr. Henshaw stated he would make the corrections and forward a copy to the committee members and the forward the draft ordinance to the Council for the next scheduled meeting.

#### iii. Health & Fitness Day

- Ms. Hall briefed the committee on the progress of the Health and Fitness Day.

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



# EVENTS COMMITTEE

## COMMITTEE ~ MINUTES ~

Denise Hall,  
<http://www.townofhaymarket.org/>

15000 Washington Street  
Haymarket, VA 20169

Monday, June 8, 2015

10:00 AM

Council Chambers

A Committee of the Committee - Events of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 10:00 AM

called the meeting to order.

### 1. Call to Order

Town Manager Brian Henshaw: Present, Event Coordinator Denise Hall: Present, Councilman Joe Pasanello: Present, Councilwoman Pam Swinford: Present, Chief of Police Greg Smith: Present, Chief's Assistant Donna Knupp: Present, Mike Cerny: Present.

### 2. Public Portion

#### i. Foster's Grille - Mike Cerny

- Mr. Cerny of Foster's Grille wanted the opportunity to speak to the committee with regard to the Haymarket Day and share some concerns and ideas.
- Mr. Cerny expressed his support of the Town Events and what they mean to the community and to the local businesses.
- Mr. Cerny also had some questions with regard to the planned event:
  - o How large is the event planned to be?
  - o Exclusivity- Hot Dogs, Burgers vs. Foster's
  - o Mow many vendors?
  - o Are local businesses getting preferential locations?
- The committee, along with Ms. Hall and Mr. Henshaw addressed Mr. Cerny's questions.
- Mr. Cerny also offered to help in any way possible and was interested in sponsoring a Hot Dog eating or Burger eating contest.
- Mr. Cerny also offered some insight on the areas of the past events that have worked well and areas that needed attention.
- One of his suggestions was to make certain that we locate centrally located trash dumpsters and inform participants and vendors most importantly, where these dumpsters are located. The committee also discussed that it might be worth it to reach out to our contracted trash company about potential sponsorship.
- In general, it was determined that there would be a limited number of vendors marketing the same items or services in order to provide a variety to attendees.

#### ii. Fund Raising Options

- Ms. Hall wanted to get some feedback from the Committee as she has been approached by a local organization (Dominion Women's Club) about the possibility establishing a "Beer Garden" for Haymarket Day as a fundraiser for their various charities.
- Ms. Hall explained that there seemed to be some confusion about rather or not the Council was willing to allow a Beer Garden.
- Councilman Pasanello stated that he felt the issue was more about the location and less about the actual Beer Garden itself.
- Councilwoman Swinford agreed and stated that historically this was the one location where anyone really could sit down and listen to the musicians, etc.
- The committee briefly discussed the possibilities of relocating the Beer Garden and making sure it was near an entertainment area/ stage. They also discussed the need to determine a system for accepting interested organizations to utilize the Beer Garden as a fundraiser for various non-profit entities.
- The committee discussed the proposal currently being made and it was suggested to Ms. Hall that she get in touch with the Dominion Women's Club to make sure they are prepared to

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)

handle an event of this nature with regard to the ABC License, security, etc.

- Ms. Hall will report back to the committee.

**iii. Location of Haymarket Day**

- Ms. Hall raised the issue of the location for Haymarket Day due to the Old Carolina Bridge still being closed due to reconstruction.
- The committee discussed various possibilities and looked at safety and convenience of getting surrounding neighborhoods out of their developments during the event and throughout the day.
- The committee is going to look into several possibilities about relocating the event for this year only until the bridge work is completed.
- The committee will draw out some potential maps at the next scheduled meeting and collectively choose the best layout that takes into account safety and cohesiveness of the event.

**iv. Draft Ordinance - Outdoor Events**

**v. Town advertising for private events**

- Councilman Pasanello had brought up this issue at the beginning of the meeting, but unfortunately had to leave early for a work commitment.
- The committee briefly discussed the manner, which was brought to the staff's attention by Councilman Morris at the last Council meeting.
- Councilwoman Swinford felt that outside events should be promoted through Town operations but raised the issue of staff needing to know the details and about the events ahead of time, especially for events that do not require a special permit.
- The committee decided to continue to discuss the issue, however did not determine if there needed to be a specific protocol or policy in place. Essentially the Town is to provide information to the residents as they received it or if it is a matter of public health, safety and welfare.
- The committee will continue to discuss the process and procedure, however knowing about the events is the first step and ultimately that burden is upon the organization, business or persons putting the event on.



# FINANCE COMMITTEE

## COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, May 27, 2015

2:00 PM

Town Hall Conference Room

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

Councilman Joe Pasanello called the meeting to order.

### 1. Call to Order

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present.

### 2. Agenda Items

Chairman Pasanello asked the committee if they would mind moving item "C" of the agenda to the first order of the meeting. The committee agreed.

#### C. Chairman Change?

- Chairman Pasanello expressed some concern about being able to keep up with the Committee due to his consulting business commitments.
- Vice Mayor Aitken expressed that he thought Chairman Pasanello has done a really good job and suggested that he take more time to think about stepping down first, due to the busyness of the Budget Season.
- Mr. Henshaw also suggested that maybe he could step away from another committee that he is currently not the "chairman" of.
- Chairman Pasanello stated that he would continue to think about it and would remain the chair at this time.

#### A. FY'16 Budget Discussion:

- The committee discussed the changes to the budget prior to the Town Council meeting, where the Council is slated to adopt the proposed budget.
- Mr. Henshaw showed the committee members where the CIP line items had been added to the budget and the committee all agreed to review the budget meticulously prior to the scheduled Council meeting.

#### B. General Reserve Request- Main Street Coordinator ad MDC Invoice:

- Mr. Henshaw briefed the committee on the proposed budget amendment for the Main Street Coordinator to provide some needed "Seed" money for the Town's events and about the MDC Invoice with Prince William County.
- Vice Mayor Aitken wanted to make certain the MDC invoice would be covered in the proposed budget. Mr. Henshaw affirmed that the projected cost has been included into the proposed budget and also informed the committee that he is working with the County to confirm the correct amount for the MDC invoice this fiscal year.

Having no additional business, Chairman Pasanello adjourned the meeting at 4:05 pm.



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report - Holly Montague, PE  
 DATE: 07/06/15

### 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 surveyor provided the additional information to determine if some of the storm sewer has to be reconstructed. I am in the process of reviewing, but it appears that the storm sewer will NOT need to be reconstructed.
- Finley has repaired all streetlights, cleaned out and poured concrete where it was missing in two inlets, raked the buffer strip for rock and laid new topsoil/seed. However, they have not repaired the damaged concrete driveway aprons and have said in an email they are planning on responding to that issue. As of the writing of this report, they have not responded.

### Coordinating with Dominion VA Power

- Dominion VA Power located the poles on the Town properties at a distance that will allow future planned improvements to be constructed without having to relocate the poles.
- I requested that Dominion VA Power investigate and hopefully not use the guy wire on the pole on Town property, but they were unable to not use it. They said if they did not use it, the pole would be unstable and subject to bending/failure.
- The Town Attorney reviewed the final easement documents and approved them as to form. As of the writing of this report, the Town is advertising the easements.

### Pedestrian Improvement Project

- As of the writing of this report, the Town is advertising a Posting of Willingness to hold a Public Hearing on the Pedestrian Improvement Project. This is a common thing to do on small projects when you expect that there would not be much turnout for a Public Hearing. We advertise in the local paper that the project exists, have the project documents available for the public to review (they are on the table outside the Town Manager's office) and state that if anyone requests, a Public Hearing will be held. Using the Posting of Willingness process shortens the timeline for the project, assuming that no one requests the Public Hearing.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report - Interim Police Chief Greg Smith  
DATE: 07/06/15

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**ATTACHMENTS:**

- O'Neal Commendation 06-15-2015 (PDF)
- Police Report May 2015 Stats for Council (PDF)

HAYMARKET POLICE DEPT.  
15026 Washington Street  
Haymarket, Virginia 20169



703-753-2700  
Fax 703-753-1950  
www.townofhaymarket.org  
Facebook: Haymarket Police Dep

June 15, 2015

TO: Officer Coire O'Neal  
FROM: Interim Chief G. P. Smith *GPS*  
RE: Commendation

I recently received an email from Lieutenant Mel Quattlebaum of the Prince William County Police Department. Lieutenant Quattlebaum wanted to thank and compliment you for the assistance you provided on June 11, 2015, at the scene of a suicide outside of Town. Specifically, he commented about how your calming manner and familiarity with the family was helpful in keeping an already tragic incident from being made worse, for both the family and the County Police staff working the scene.

I have responded to Lieutenant Quattlebaum and advised him I would convey his appreciation.

It is clear you represented the high standards we have set for ourselves as members of this Department. Thank you for such outstanding work.

Attachment

CC: Mayor and Town Council

**Greg Smith**

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**From:** Quattlebaum, Melvin C. [mqattlebaum@pwcgov.org]  
**Sent:** Friday, June 12, 2015 4:53 PM  
**To:** Greg Smith  
**Cc:** Hrubes, Shana A.; Pedersen, Gert I.  
**Subject:** FW: D-West Rundown 6-11-15

Chief-

Hope all is going well with you this summer.

Just a quick kudos to Officer Corey O'Neil for his assistance on this suicide call last night. He responded to assist and volunteered to man a perimeter position. When the body was found, he helped our units deal with numerous hysterical family member. Hi calming manner and familiarity with the family made this tragic situation a little easier on us and the family.

My thanks to him,

Mel

**From:** Pedersen, Gert I.  
**Sent:** Friday, June 12, 2015 2:22 AM  
**To:** Police - Police Tactical List  
**Subject:** D-West Rundown 6-11-15

Case# 15- [REDACTED] Suicide

Activity (Current month and two month historical comparison):

Activity	May	March	April
Mileage	4774	6473	3280
Parking Tickets	3	9	9
Uniform Traffic Summonses	74	39	46
Criminal Felony	1	1	1
Criminal Misdemeanor	10	3	5
Reports	13	12	10
Complaints/Incidents	52	120	67
Crashes	1	3	4
Hours Worked	1254.25	1036.9	1243.15

Haymarket Police Department Staff participated in the following:

- Began a Town Decal Compliance Check
- Acquired a small used equipment trailer and marked it to haul traffic control equipment
- Spoke at a community briefing and also participated in career instruction to local middle schoolers
- Worked several festival type events in town
- Underwent VCIN Audit and no issues were found
- 

**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	2
Citizen Assist	9	Traffic Obstruction	4
Alarms	2	Parking Violation	0
Disorderly	1	BOL	3
Vandalism	0	Shoplifting	0
Business Check	9	Larceny	0
Foot Patrol	45	Burglary	1
Open Door	0	Missing Person	2
Emerg. Cust. Order	0	Runaway	0
Medical Emergency	1	Fire	0
Drugs	4	DUI	1
DUID	0	Solicitor	1
Public Intoxication	0	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	0	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	0
Possible Gunshot	0	Civil Dispute	0
Medical Call	0	Barking Dogs	0
Possible Gas Leak	0	Animal Call Bear	1
Inmate Transfer	0	Suicide Threat	0
Lock Out of Vehicle	2	Pedestrian Struck	0
911 Hang Up	1	Animal Bite (Dog)	0



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report - Joe Barbeau, Jr.  
 DATE: 07/06/15

### **Permits Issued:**

May 28, 2015:

- Permit was issued to the homeowner at 14719 Alexandra's keep Lane to construct a deck subject to ARB and Zoning approvals. These approvals have been granted and the permit has been released.

June 10, 2015:

- Permit was granted to the homeowner at 14959 Keavy Place to construct a deck and stairs subject to ARB approval. The ARB has approved this project and this permit has been released.

June 22, 2015:

- Permit was issued to homeowner at 14928 Southern Crossing St., to construct an exterior staircase to the patio.

June 23, 2015:

- Permit was issued for work to be done on the Old Bank Building at 14951 Washington Street. This work shall include general repairs, roof deck replacement, mold remediation, improvements to hand rails, etc.

### **Certificates of Occupancy Issued:**

No certificates of Occupancy were issued during the past month.

### **Inspections:**

June 15, 2015:

- Inspection was performed at Greenhill Crossing Dr., prior to the placement of concrete for these deck footings. This work was approved.

June 23, 2015:

- An inspection was conducted at 15101 Washington St. for the construction of concrete sidewalks and ramps. This work was approved and the concrete may be placed.

### **Document Review:**

Nothing is currently under review by this department at this time, though final submissions for both the Ice Rink expansion and the Sheetz location are expected soon.

### **Actions:**

June 8, 2015:

- Participated in both a site survey and subsequent Planning Commission Meeting regarding the Harrover Property, and its re-use.

June 24, 2015:

- Site walk through and meeting of the ARB regarding the Harrover Property.

### **Recommendations:**

The discussions amongst the various boards of the Town regarding the re-utilization for the Harrover Property are currently underway. This is an exciting project to create a new public space for the enjoyment of our citizens. Upon this property are located two existing Lewis Craftsman Style residential structures. While these were originally constructed as residential structures, both have significant potential for re-utilization. It is the recommendation of this official that we do not rush to judgement and raze these structures, as once they are gone they cannot be replaced. Although both structures will need improvements for any new use, they represent the character of this community, and work to revitalize

these structures would send a message that the town is leading by example to retain its past, while still looking towards the future.

**Other:**

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



TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator Report - Denise Hall  
 DATE: 07/06/15

### **Virginia Municipal Clerks Association - All Day Training**

On June 11<sup>th</sup> I had the opportunity to attend the Virginia Municipal Clerks Association, Region III one-day training in Harrisonburg, Virginia. The courses taught were:

- How to use Public Engagement to Ensure Success
- What do Economic Developers Do Anyway
- Grants: From finding them to managing them
- Why We Do What We Do\*

### **\*Clerks Only Class**

### **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 free onsite mammogram screenings on their mammography van.
- Novant Health will also be conducting free "Remarkable YOU" wellness screenings which test for: diabetes, hypertension, and obesity
- 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.
- Haymarket Police Department in partnership with Walmart will have its annual "Bicycle Rodeo" in the parking lot of Exit Realty.

### **Horse Exhibit "Little Johnny .vs. Enterprise"**

The Haymarket Museum will have its first horse racing exhibit every weekend starting Saturday, July 11<sup>th</sup> thru Sunday, August 2<sup>nd</sup>. The exhibit will explore the history of the horse racing and the role it played in the state of Virginia as well as the Town of Haymarket and the surrounding area.

Marc Nolan owner of Saddlery Liquidators has graciously loaned the Museum riding apparel, horse grooming accessories, and a beautiful replicated horse racing oil painting to display during this exhibit.

### **Coffee & Conversation**

The next Town business social is scheduled for Monday, August 17<sup>th</sup> at 8:30 am.  
 Discussion topics TBD.

### **Museum Visitors**

May - 63 visitors



TO: Town of Haymarket Town Council  
 SUBJECT: Treasurer's Report - Sherrie Wilson  
 DATE: 07/06/15

- The Fiscal Year ending Profit & Loss report is attached. This report is as of June 25, 2015. The Fiscal Year will end on June 30<sup>th</sup>. At your July 6, 2015 Town Council Meeting, a full year's report will be included thru June 30, 2015. There are no areas of concern with the year end numbers. Again, as some Expense line items or categories are over their budget amount, there are numerous Revenue items that exceeded their budget amounts as well. As of this reporting, Total Gross Profit is 85% and Total Expense is 82.5%. Still expected by the end of June is one more Sales Tax Deposit, and the monthly Cigarette Tax Deposit. That Revenue amount expected for both should be around \$30,000. No high expense items are expected to come in by June 30<sup>th</sup>.
- To date, there are still about 5 or 6 Businesses in the Town that have not filed for their 2015 Business License, which were due by April 30<sup>th</sup>), and approximately \$6,300.00 in unpaid Real Estate Taxes. Numerous notifications and collection efforts have been sent to all those in violation.
- The Town consults with a CPA, Mary Earhart, for help and preparation of the Town's books for the upcoming years Audit. Mary was here on June 16<sup>th</sup> and worked with the Town Clerk and the Treasurer to "tidy up" some loose ends. Mary will return in a few months before the Auditors arrive in the Fall to finish up the yearend financials, questions or issues.
- The Town received an Insurance check to cover the Museum water pipe break damage that occurred \_\_\_\_\_ in \_\_\_\_\_ March.
- After consulting with the Finance Committee, and researching five banks in the area, the Town will move some of its funds from The Fauquier Bank to Sona Bank. The Town appreciates its relationship with The Fauquier Bank, and will keep several accounts open and continue to utilize their services. The funds being relocated will be beneficial to the Town as it will yield a higher return on its investment. These funds will be designated for Capital Projects and will be considered the Capital Fund moving forward.

**ATTACHMENTS:**

- (2) - Treasurer Report Profit & Loss Statement (PDF)

1:42 PM  
06/25/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 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	307.54	1,000.00	30.8%
<b>Total GENERAL PROPERTY TAXES</b>	<b>298,318.36</b>	<b>302,915.00</b>	<b>98.5%</b>
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	128,396.94	85,000.00	151.1%
Meals Tax - Current	552,993.80	500,000.00	110.6%
Consumer Utility Tax	126,618.64	100,000.00	126.6%
Bank Stock Tax	57,547.00	22,000.00	261.6%
Business License Tax	174,462.42	140,000.00	124.6%
Cigarette Tax	226,580.00	250,000.00	90.6%
<b>Total OTHER LOCAL TAXES</b>	<b>1,266,598.80</b>	<b>1,097,000.00</b>	<b>115.5%</b>
<b>PERMITS,FEES &amp; LICENESES</b>			
Occupancy Permits	200.00	600.00	33.3%
Inspection Fees	12,375.00	10,000.00	123.8%
Other Planning & Permits	42,350.00	25,000.00	169.4%
Application Fees	2,250.00	2,500.00	90.0%
Motor Vehicle Licenses	1,940.00	1,000.00	194.0%
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>59,115.00</b>	<b>39,100.00</b>	<b>151.2%</b>
<b>FINES &amp; FORFEITURES</b>			
Fines	46,709.23	75,000.00	62.3%
<b>Total FINES &amp; FORFEITURES</b>	<b>46,709.23</b>	<b>75,000.00</b>	<b>62.3%</b>
<b>CHARGES FOR SERVICES</b>			
Public Safety			
Security	707.28		
<b>Total Public Safety</b>	<b>707.28</b>		
FOIA Receipts	314.50		
<b>Total CHARGES FOR SERVICES</b>	<b>1,021.78</b>		
<b>REVENUE FROM SPONSORSHIPS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	126,155.51	120,000.00	105.1%
Department of Fire Programs	10,000.00	8,000.00	125.0%
599 Law Enforcement Grant	28,368.00	28,368.00	100.0%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,630.00	100.0%
Car Rental Reimbursement	4,728.15	4,500.00	105.1%
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>	<b>190,320.32</b>	<b>190,498.00</b>	<b>99.9%</b>
<b>REVENUE FROM LOCAL GOVERNMENT</b>			
Categoric Aid			
Grants			
Other	17,957.08		
<b>Total Grants</b>	<b>17,957.08</b>		
<b>Total Categoric Aid</b>	<b>17,957.08</b>		
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	<b>17,957.08</b>		
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	718.36		
<b>Total MISCELLANEOUS REVENUE</b>	<b>718.36</b>		

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)

1:42 PM  
06/25/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	434.27		
Sale of Salvage & Surplus	2,150.75	2,500.00	86.0%
Recovered Costs - Events	23,526.60	13,891.00	169.4%
Interest on Bank Deposits	32.19	0.00	100.0%
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Citations & Accident Reports	2,150.00	1,000.00	215.0%
MISCELLANEOUS - Other	152.28		
<b>Total MISCELLANEOUS</b>	<b>28,765.62</b>	<b>17,391.00</b>	<b>165.4%</b>
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	20,651.08	45,260.00	45.6%
Suite 206 Rental Income	73,621.86	80,155.00	91.8%
Suite 200 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	40,687.56	40,700.00	100.0%
6630 Jefferson St Rental Income	41,400.18	39,100.00	105.9%
Town Hall Rental Income	2,800.00	2,000.00	140.0%
RENTAL (USE OF PROPERTY) - Other	3,630.00		
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>182,790.68</b>	<b>207,215.00</b>	<b>88.2%</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	62,300.00	90,000.00	69.2%
<b>Total Income</b>	<b>2,862,451.43</b>	<b>3,369,530.00</b>	<b>85.0%</b>
<b>Gross Profit</b>	<b>2,862,451.43</b>	<b>3,369,530.00</b>	<b>85.0%</b>
<b>Expense</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	27,100.00	21,750.00	124.6%
FICA/Medicare	1,383.51	1,600.00	86.5%
Unemployment Insurance	173.71	1,000.00	17.4%
Mileage Allowance	543.85	1,500.00	36.3%
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>36,251.62</b>	<b>31,350.00</b>	<b>115.6%</b>
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	190,033.56	206,730.00	91.9%
Salaries/Wages - Overtime	8,461.37	8,000.00	105.8%
Salaries/Wages - Part Time	87,237.75	72,350.00	120.6%
FICA/Medicare	30,107.69	18,788.00	160.2%
VRS	16,776.74	12,000.00	139.8%
Health Insurance	40,451.28	30,550.00	132.4%
Life Insurance	3,238.37	1,000.00	323.8%
Disability Insurance	1,681.66	1,600.00	105.1%
Unemployment Insurance	3,820.11	1,975.00	193.4%
Worker's Compensation	360.68	300.00	120.2%
Liability Insurance	8,478.00	9,000.00	94.2%
Accounting Services	8,833.56	15,000.00	58.9%

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)

1:42 PM  
06/25/15  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Cigarette Tax Administration	5,652.59	6,000.00	94.2%
Printing & Binding	11,426.19	10,075.00	113.4%
Advertising	8,896.20	10,000.00	89.0%
Computer, Internet & Website Svc	20,726.02	19,400.00	106.8%
Postage	2,975.18	2,500.00	119.0%
Telecommunications	6,928.46	3,700.00	187.3%
Mileage Allowance	2,023.59	1,500.00	134.9%
Meals & Lodging	4,209.81	3,000.00	140.3%
Convention & Education	2,854.00	4,000.00	71.4%
Discretionary Fund	0.00	0.00	0.0%
Books, Dues & Subscriptions	2,249.56	3,500.00	64.3%
Office Supplies	5,681.80	4,400.00	129.1%
Capital Outlay-Machinery/Equip	18,888.51	21,000.00	89.9%
66900 - Reconciliation Discrepancies	317.75		
Miscellaneous	468.68		
<b>Total 12110 - TOWN ADMINISTRATION</b>	<b>492,779.11</b>	<b>466,368.00</b>	<b>105.7%</b>
<b>12210 - LEGAL SERVICES</b>			
Legal Services	112,809.91	110,000.00	102.6%
<b>Total 12210 - LEGAL SERVICES</b>	<b>112,809.91</b>	<b>110,000.00</b>	<b>102.6%</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>657,790.64</b>	<b>622,718.00</b>	<b>105.6%</b>
<b>03 - PUBLIC SAFETY</b>			
<b>31100 - POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	403,303.72	352,444.00	114.4%
Salaries & Wages - Overtime	8,005.67	15,000.00	53.4%
Salaries & Wages - Part Time	8,979.72	10,500.00	85.5%
FICA/MEDICARE	23,230.42	28,154.00	82.5%
VRS	11,782.31	21,500.00	54.8%
Health Insurance	74,305.04	55,000.00	135.1%
Life Insurance	2,239.58	5,000.00	44.8%
Disability Insurance	2,170.06	3,200.00	67.8%
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	16,177.11	15,500.00	104.4%
Repairs & Maintenance	10,251.24	2,000.00	512.6%
Maintenance Service Contracts	0.00	0.00	0.0%
Advertising	0.00	250.00	0.0%
Electrical Services	3,838.32	5,500.00	69.8%
Heating Services	0.00	0.00	0.0%
Computer, Internet & Website	4,275.91	15,000.00	28.5%
Postage	292.80	300.00	97.6%
Telecommunications	7,507.95	5,900.00	127.3%
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	2,635.62	1,000.00	263.6%
Books Dues & Subscriptions	5,816.90	5,000.00	116.3%
Office Supplies	3,796.41	3,500.00	108.5%
Vehicle Fuels	13,286.54	20,000.00	66.4%
Vehicle Maintenance/Supplies	22,106.15	27,000.00	81.9%
Uniforms & Police Supplies	11,792.68	12,000.00	98.3%
Mobile Data Computer Netwk Svc	0.00	0.00	0.0%
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>656,815.20</b>	<b>642,298.00</b>	<b>102.3%</b>
<b>34100 - BUILDING OFFICIAL</b>	<b>62,027.50</b>	<b>65,000.00</b>	<b>95.4%</b>

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Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 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>	<u>0.00</u>	<u>8,000.00</u>	<u>0.0%</u>
<b>Total 03 - PUBLIC SAFETY</b>	718,842.70	715,298.00	100.5%
<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>	<u>62,702.20</u>	<u>71,000.00</u>	<u>88.3%</u>
<b>43100 - MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	52,293.74	55,500.00	94.2%
Maint Svc Contract-Pest Control	1,790.00	2,000.00	89.5%
Maint Svc Contract - Public Wks	18,846.44	19,000.00	99.2%
Maint Svc Contract-Landscaping	27,843.50	35,000.00	79.6%
Maint Svc Contract Snow Removal	9,340.50	4,000.00	233.5%
Maint Svc Cont- Street Cleaning	28,958.77	10,500.00	275.8%
Electric Services	3,042.52	3,500.00	86.9%
Electrical Services-Streetlight	3,476.20	2,600.00	133.7%
Water & Sewer Services	232.24	400.00	58.1%
General Property Insurance	2,800.00	2,800.00	100.0%
Janitorial Supplies	850.35	1,000.00	85.0%
Capital Outlay-Machinery/Equip	0.00	0.00	0.0%
Real Estate Taxes	0.00	0.00	0.0%
<b>Total 43100 - MAINT OF 15000 Wash St./Grounds</b>	<u>149,474.26</u>	<u>136,300.00</u>	<u>109.7%</u>
<b>43201 - RENTAL PROPERTY - SUITE 110</b>			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	3,042.44	3,000.00	101.4%
Water and Sewer Services	232.22	400.00	58.1%
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>	<u>3,725.46</u>	<u>7,150.00</u>	<u>52.1%</u>
<b>43202 - RENTAL PROPERTY - SUITE 200</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	3,042.46	3,000.00	101.4%
Water and Sewer Services	232.19	400.00	58.0%
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>	<u>3,274.65</u>	<u>6,400.00</u>	<u>51.2%</u>
<b>43203 - RENTAL PROPERTY - SUITE 204</b>			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	3,042.39	3,000.00	101.4%
Water and Sewer Services	232.15	400.00	58.0%
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>	<u>3,274.54</u>	<u>5,550.00</u>	<u>59.0%</u>
<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>	<u>111.13</u>	<u>3,000.00</u>	<u>3.7%</u>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
<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>
<b>43206 - 14710 WASHINGTON STREET</b>			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	376.89	1,000.00	37.7%
Gas Services	1,235.71	1,000.00	123.6%
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>1,734.85</b>	<b>4,000.00</b>	<b>43.4%</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>228,751.02</b>	<b>237,800.00</b>	<b>96.2%</b>
<b>07 - PARKS, REC &amp; CULTURAL</b>			
<b>71110 - EVENTS</b>			
Contractual Services	12,712.52	14,391.00	88.3%
<b>Total 71110 - EVENTS</b>	<b>12,712.52</b>	<b>14,391.00</b>	<b>88.3%</b>
<b>72200 - MUSEUM</b>			
Salaries & Wages - Part Time	18,730.58	20,300.00	92.3%
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	591.52	900.00	65.7%
Heating Services	1,133.00	1,200.00	94.4%
Water & Sewer Services	679.83	300.00	226.6%
Postage	0.00	100.00	0.0%
Telecommunications	1,860.15	2,200.00	84.6%
General Property Insurance	0.00	500.00	0.0%
Convention & Education	131.23	500.00	26.2%
Mileage Allowance	221.24	100.00	221.2%
Books, Dues & Subscriptions	331.90	500.00	66.4%
Office Supplies	676.80	500.00	135.4%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Exhibits & Programs	1,666.00	2,000.00	83.3%
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>49,312.52</b>	<b>56,420.00</b>	<b>87.4%</b>
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>62,025.04</b>	<b>70,811.00</b>	<b>87.6%</b>

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**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
**July 2014 through June 2015**

	Jul '14 - Jun 15	Budget	% of Budget
<b>08 - COMMUNITY DEVELOPMENT</b>			
<b>81100 - PLANNING COMMISSION</b>			
Salaries & Wages - Regular	5,750.30	5,000.00	115.0%
FICA/Medicare	326.17	300.00	108.7%
Consultants	43,052.00	60,000.00	71.8%
Mileage Allowance	217.03	1,000.00	21.7%
Meals & Lodging	378.91	1,500.00	25.3%
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>51,224.41</b>	<b>70,550.00</b>	<b>72.6%</b>
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	3,090.00	3,750.00	82.4%
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	60.00	1,000.00	6.0%
Books/Dues/Subscriptions	0.00	500.00	0.0%
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<b>3,259.01</b>	<b>7,550.00</b>	<b>43.2%</b>
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	<b>54,483.42</b>	<b>78,100.00</b>	<b>69.8%</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	1,545.00	18,000.00	8.6%
Street Scape Construction	761,375.51	752,410.00	101.2%
<b>Total 94100 - WASH ST. ENHANCEMENT PROJECT</b>	<b>762,920.51</b>	<b>782,410.00</b>	<b>97.5%</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	24,362.51	100,000.00	24.4%
<b>Total TOWN CENTER MASTER PLAN</b>	<b>24,362.51</b>	<b>500,000.00</b>	<b>4.9%</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	63,955.00	90,000.00	71.1%
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>63,955.00</b>	<b>90,000.00</b>	<b>71.1%</b>
General Reserve	0.00	17,075.00	0.0%
<b>PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 - Payroll Processing Fees	321.93		
<b>Total EMPLOYEE BENEFITS</b>	<b>321.93</b>		
<b>Total PERSONNEL</b>	<b>321.93</b>		
<b>Total Expense</b>	<b>2,778,955.38</b>	<b>3,369,530.00</b>	<b>82.5%</b>
<b>Net Ordinary Income</b>	<b>83,496.05</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>83,496.05</b>	<b>0.00</b>	<b>100.0%</b>

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TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report - Brian Henshaw  
 DATE: 07/06/15

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**Outdoor Event Ordinance:**

- Report and Draft Ordinance included in your packet.

**Change Order for Town Center Project:**

- Report and Draft Change Order included in your packet.

**Discussion Item:**

**Salary Adjustment Proposal:**

- Proposal for discussion included in packet.

**Updates:**

**Harrover Master Plan- Next Steps:**

- PC has forwarded their recommendation to the Town Council and should be in the Council Agenda Packet.
- The ARB discussed the Master Plan at their regularly scheduled June committee meeting and performing a site visit on Wednesday, June 24<sup>th</sup> and hopes to have comments and recommendations to the Council by the regular July Council 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 and produce the final Master Plan along with renderings of the site.

**Chief Search Committee:**

- The Chief Search Committee is busy reviewing applications.
- The received 52 applications from all over the United States.
- The selection committee will meet on Wednesday, July 1<sup>st</sup> at 4:30pm to discuss the candidates.

**Closed Session:**

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

**VML/VACO VIP Update:**

- Friday, June 19<sup>th</sup>, I attended my second Board meeting of the VIP in Richmond, Va.
- The Investment fund is continuing to do well and we have been adding more jurisdictions to the pool.
- As of May of 2015, the total investment worth is approximately \$180 million dollars and continuing to grow.
- We were presented the CAFR (Comprehensive Audit Financial Report) by the auditors and were presented the progress of the investments.
- Finally, I have let Bob Lauterberg of VML/VACO that I could make myself available to visit with other similar smaller jurisdictions to talk about the benefits of the VIP.
- If you would like to see any of the materials from the VIP Board meeting, please let me know.

**VML Conference:**

- It is still early, however I want you all to get the conference on your calendars.
- The conference is in Richmond, VA, October 4-6.
- Please let me know if you're interested in attending. It would be great to bring a couple of Council members and staff to the conference this year.

**Reminder:**

- The Town Office will be closed on Friday, July 3<sup>rd</sup> in honor of the 4<sup>th</sup> of July.

**Town Manager Continuing Education:**

- I will be SEI (Senior Executive Institute) at UVA's Weldon Cooper Center for Public Service July 19<sup>th</sup> -July 31<sup>st</sup>.



TO: Town of Haymarket Town Council  
 SUBJECT: Iceplex Expansion  
 DATE: 07/06/15

**Wood Village, LLC has submitted a Final Site Plan to expand the existing Haymarket Iceplex at 15151 Washington Street and add a second ice rink.**

**The Preliminary Plan (PRE#20130415) with associated alternative buffers and waiver of parking lot landscaping requirements was recommended for approval by the Planning Commission on November 12, 2013, and the Town Council approved the Preliminary Plan and associated waivers on December 2, 2013.**

This Final Site plan to expand the existing ice rink and construct a second ice rink is proposed to take place in phases. Phase 1 will add the second rink, locker/bathroom facilities, relocate the main entrance, add a new chiller that is sized to handle both rinks and construct an entrance tower with stairs and space for elevator for Phase 2 second floor seating areas. Phase 2 will remove the existing chiller and concrete platform, expand to the right side of the entrance tower for additional public bathrooms and second entrance, and build-out the second floor for seating. Phase 3 will close in the existing front canopy area.

The Planning Commission unanimously passed a motion to recommend approval of the Final Site Plan at the June 8, 2015 Planning Commission Meeting.

#### DRAFT MOTIONS

1. I move that the Town Council approve Final Site Plan FSP#20140508, Haymarket Ice Rink Expansion - Final Site Plan", prepared by Christopher Consultants and dated April 2014, revised through May 29, 2015;

OR,

2. I move an alternate motion.

#### **ATTACHMENTS:**

- 02-Planner Comments\_Hymkt Ice Rink Final Site Plan Recommend Approval\_06-03-15 (PDF)
- 03-Me060315\_Hymkt Ice Rink Final Recommend Approval (PDF)
- 04-2015-05-29 Haymarket Ice Plex (PDF)



**TO:** BRIAN HENSHAW, TOWN MANAGER  
**FROM:** MARCHANT SCHNEIDER, TOWN PLANNER / ZONING ADMINISTRATOR  
**SUBJECT:** HAYMARKET ICEPLEX EXPANSION – FINAL SITE PLAN FSP#20140508  
FOURTH SUBMISSION COMMENTS  
15151 WASHINGTON STREET  
**DATE:** 06-03-15  
**CC:** HOLLY MONTAGUE, PE

---

I have reviewed the fourth submission of the final site plan for the Haymarket Ice Rink Expansion submitted on May 29, 2015.

I have no additional comments and recommend the Final Site Plan for approval.

I can be reached at 703.753.2600 or mschneider@townofhaymarket.org.



**TO:** MARCHANT SCHNEIDER

**FROM:** HOLLY MONTAGUE, PE

**SUBJECT:** HAYMARKET ICEPLEX EXPANSION FINAL SITE PLAN RECOMMEND APPROVAL

**DATE:** 6/3/2015

**CC:** STAFF

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Per your request, I have reviewed the forth submission for the Haymarket Iceplex Expansion Final Site Plan. I used the Haymarket Ordinances and Final Site Plan Requirements, Haymarket Code Section 58-506(3) in order to review this site plan.

I have no additional comments and recommend approval of this Final Site Plan.

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

GENERAL NOTES:

- TITLE REPORT FURNISHED BY COMMONWEALTH LAND TITLE INSURANCE COMPANY, FILE NUMBER 5009-0070 BEARING AN EFFECTIVE DATE MARCH 25, 2004.
- TOPOGRAPHIC INFORMATION IS BASED ON THE GRADING PROPOSED IN THE HAYMARKET ICE RINK (S/A PLAN #11-HAY01-RO) AND PIEDMONT TIRE & AUTO (S/A PLAN #10-HAY-01-RO) SITE PLANS WITH SURROUNDING TOPOGRAPHIC INFORMATION PROVIDED BY A FIELD SURVEY PERFORMED BY christopher consultants, llc, DATED 10-27-04. THE CONTOUR INTERVAL IS 2 FEET, REFERENCED ON NGVD 88 DATUM.
- EXISTING/PROPOSED USE: RECREATIONAL, COMMERCIAL, INDOOR, FITNESS, AND SPORTS ACTIVITY.
- THE PRINCE WILLIAM COUNTY PARCEL IDENTIFICATION NUMBER (PIN), ZONE, AND ACREAGE FOR THE PROPERTY SHOWN HEREON IS AS FOLLOWS:  
PIN: 7298-80-017 ZONE: I-1 AREA= 4.9411 ACRES
- THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAPS FOR PRINCE WILLIAM COUNTY, MAP #5153C0054D AND #153C0067D, EFFECTIVE DATE JANUARY 5, 1995 SHOWS THAT THERE IS NO 100 YEAR FLOOD PLAIN WITHIN THE LIMITS OF THE PROPERTY SHOWN HEREON.
- THERE ARE NO MAPPED CHESAPEAKE BAY RESOURCE PROTECTION AREAS (RPA) ON THE PROPERTY SHOWN HEREON.
- BEST MANAGEMENT PRACTICES (BMP) FOR WATER QUALITY HAVE BEEN PROVIDED FOR THE ENTIRE 4.9411 ACRE SITE WITH THE SITE PLAN FOR PIEDMONT TIRE AND AUTO. BMP IS ACHIEVED THROUGH A SERIES OF CONTROL MEASURES WHICH INCLUDE STORM FILTER INSERTS FOR GRATE INLETS, A BAY SEPARATOR HYDRODYNAMIC STRUCTURE AND STORMTECH STORM CHAMBER FILTER ROWS. THESE CONTROLS WERE DESIGN BASED ON THE PRINCE WILLIAM COUNTY REQUIREMENTS FOR REDEVELOPMENT AND IN ACCORDANCE WITH THE TOWN OF HAYMARKET STANDARDS.
- STORMWATER MANAGEMENT: THIS PROJECT WILL SLIGHTLY DECREASES THE AMOUNT OF IMPERVIOUS AREA ON THE SITE FROM THE PREVIOUSLY APPROVED PLAN TITLED PIEDMONT TIRE & AUTO, PLAN # 10-HAY-01-RO, THEREFORE SLIGHTLY DECREASING THE AMOUNT OF RUNOFF COLLECTED FROM THE SITE OF WHICH THE APPROVED PLAN WAS DESIGNED FOR. AREA DRAINS AND SHEET FLOW DIRECTS DRAINAGE FROM THIS PORTION OF THE SITE TO EXISTING STONE LINED DITCHES ALONG THE WESTERN AND SOUTHERN PERIMETER. RUNOFF COLLECTS IN THE EXISTING DITCHES AND OUTFALLS AT THE SOUTHWEST CORNER OF THE SITE. THE RUNOFF FLOWS ALONG THE EXISTING BALLAST STONE LINED RAIL SIDING.
- VEHICLE TRIPS AT EACH ENTRANCE ARE BASED ON THE 6TH EDITION INSTITUTE OF TRANSPORTATION ENGINEERS (ITE) TRIP GENERATION MANUAL SECTION 465 (ICE RINK) FOR A 62,204 GFA FACILITY. PEAK HOURLY TRAFFIC IS EXPECTED TO BE 147 VPH WITH THE FLOW SPLIT EVENLY BETWEEN THE TWO ENTRANCES. PEAK DAILY TRAFFIC ON A WEEKEND DURING THE PEAK WINTER SKATING SEASON COULD REACH 810 VPD OR 405 VPD AT EACH ENTRANCE.
- PARKING TABULATIONS:  
ICEPLEX BUILDING  
FLOOR AREA= 142,204 SQ. FT. GROSS, 146,653 SQ.FT. NET (75% OF GROSS)  
PARKING REQUIREMENT= 46 SPACES / 300 SQ. FT.  
PARKING PROVIDED= 124 SPACES (INCLUDING 6 HANDICAPPED)  
  
PIEDMONT TIRE & AUTO  
FLOOR AREA= 12,000 SQ. FT. GROSS, 9,000 SQ.FT. NET  
PARKING REQUIREMENT= 1 SPACE / 200 SQ. FT.  
PARKING PROVIDED= 80 SPACES (INCLUDING 4 HANDICAPPED)  
COMPACT PARKING= 10 SPACES 8.64  
  
TOTAL PARKING REQUIRED= 201 SPACES (INCLUDING 7 HANDICAPPED)  
TOTAL PARKING PROVIDED= 204 SPACES (INCLUDING 9 HANDICAPPED)
- ALL FENCING IS SUBJECT TO ARCHITECTURAL REVIEW BOARD AND PLANNING COMMISSION APPROVALS.
- PHASE I CONSTRUCTION WILL CONSIST OF THE ADDITION OF A SECOND ICE RINK WITH A FIRST FLOOR AREA OF APPROXIMATELY 27,954 G.S.F WHICH INCLUDES A 200 G.S.F. SKATE RENTAL AND A SECOND FLOOR SEATING AREA OF APPROXIMATELY 4,628 G.S.F. THE TOTAL AREA WITH PHASE I WILL BE 32,582 G.S.F. (58,249 G.S.F. TOTAL). PHASE II ADDS A SLIGHTLY ENLARGED SEATING AREA BETWEEN THE TWO ENTRANCES WITH A TOTAL AREA OF APPROXIMATELY 105 G.S.F. (58,354 G.S.F. TOTAL). PHASE III WILL ENCLOSE THE EXISTING OVERHANG ADDING APPROXIMATELY 3,850 G.S.F. THE TOTAL AREA OF ALL THREE PHASES WILL BE 36,917 G.S.F. (62,204 G.S.F. TOTAL). SEE SHEET 6A FOR PHASING PLAN.
- FINAL SITE PLAN WILL BE PROCESSED THROUGH VDOT DUE TO AN INCREASE IN VEHICLE TRIP GENERATION FOR THE BUILDING EXPANSION.
- ANTICIPATED SEWAGE FLOW FOR THE ENTIRE SITE = 2531 GPD
- BUILDING ELEVATIONS WILL REQUIRE A CERTIFICATE OF APPROPRIATENESS FROM THE TOWN'S ARCHITECTURE REVIEW BOARD PRIOR TO CONSTRUCTION OF IMPROVEMENTS SHOWN ON THE FINAL SITE PLAN.
- ALL ICE SHAVINGS FROM THE ICE REGLAZING WILL NOT BE DISPOSED OF OUTSIDE RINKS.

VDOT NOTES:

- THESE PLANS WERE PREPARED IN ACCORDANCE WITH THE REQUIREMENTS OF VDOT SUBDIVISION STREET REQUIREMENTS (SSR).
- METHODS AND MATERIALS USED SHALL CONFORM TO CURRENT COUNTY/TOWN AND VDOT STANDARDS AND SPECIFICATIONS.
- ALL UTILITIES, INCLUDING ALL POLES, ARE TO BE RELOCATED AT THE DEVELOPER'S EXPENSE, PRIOR TO CONSTRUCTION.
- OPEN CUTTING OF PAVED OR SURFACE TREATED ROADS IS NOT PERMITTED. ALL UTILITIES WHICH WILL BE PLACED UNDER EXISTING STREETS ARE TO BE BORED OR JACKED. ANY EXCEPTIONS DUE TO EXTENUATING CIRCUMSTANCES, SHALL BE ADDRESSED AT THE PERMIT STAGE.
- ANY TYPE OF REVERSE CURB (SPILL CURB, CG-6R, ETC.) AND TRANSITION TO THESE CURBS SHALL NOT BE USED WITHIN THE PUBLIC RIGHT-OF-WAY.
- THE DEVELOPER IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING ROADS AND UTILITIES WHICH OCCUR AS A RESULT OF PROJECT CONSTRUCTION WITHIN OR CONTIGUOUS TO EXISTING RIGHT-OF-WAY.
- A SMOOTH GRADE SHALL BE MAINTAINED FROM THE CENTERLINE OF THE EXISTING ROAD TO THE PROPOSED EDGE OF PAVEMENT TO PRECLUDE THE FORMING OF FALSE GUTTERS AND/OR THE PONDING OF ANY WATER IN THE ROADWAY.
- STANDARD GUARD RAIL AND/OR HANDRAILS SHALL BE INSTALLED AT HAZARDOUS LOCATIONS AS DESIGNATED DURING FIELD REVIEW BY THE COUNTY/VDOT INSPECTOR OR VDOT.
- THE DEVELOPER IS RESPONSIBLE FOR ALL TRAFFIC CONTROL. THE DEVELOPER SHALL SUBMIT A SIGNING, STRIPING AND/OR SIGNALIZATION PLAN TO THE VDOT LAND DEVELOPMENT SECTION A MINIMUM OF THIRTY DAYS PRIOR TO PERMIT APPLICATION. THE DEVELOPER SHALL NOT COMMENCE CONSTRUCTION OF ANY PAVEMENT COURSE WITHOUT AN APPROVED STRIPING PLAN.
- THICKNESS OF PAVEMENT DESIGN IS BASED ON AN ASSUMED CBR VALUE OF 6. SOIL TEST OF SUBGRADE MUST BE SUBMITTED FOR ACTUAL DETERMINATION OF THE REQUIRED THICKNESS OF THE PAVEMENT DESIGN INCLUDING LAYERS OF ASPHALT AND SUBBASE AGGREGATE.
- A 4" (MIN.) LAYER OF STONE IS REQUIRED BENEATH CURB AND GUTTER (MAY BE SHOWN ON TYPICAL SECTIONING LIEU OF A NOTE).
- ADDITIONAL DITCH LININGS OR SILTATION AND EROSION CONTROL MEASURES SHALL BE PROVIDED, AT THE DEVELOPER'S EXPENSE, AS DETERMINED NECESSARY BY VDOT AND/OR THE COUNTY/TOWN DURING FIELD REVIEW. ALL COST SHALL BE ASSUMED BY THE DEVELOPER.
- DEVELOPER SHALL BE RESPONSIBLE FOR DESIGN AND CONSTRUCTION OF ANY TRAFFIC SIGNAL INSTALLATION OR MODIFICATION WHICH WILL BE NECESSARY AS A RESULT OF DEVELOPMENT OF THIS SITE.
- ALL RIGHT OF WAY DEDICATED TO PUBLIC USE SHALL BE CLEAR AND UNENCUMBERED.
- THE COUNTY/TOWN SHALL OBTAIN A PERMIT FOR ALL SIDEWALKS WITHIN THE RIGHT OF WAY THAT DO NOT QUALIFY FOR VDOT MAINTENANCE.
- TRAFFIC CONTROL DEVICES OR ADVISORY SIGNS, SUCH AS MULTIBAY STOPS, SPEED LIMITS, DEAF CHILD, CHILDREN AT PLAY ETC., SHALL NOT BE INSTALLED UNLESS SPECIFICALLY SHOWN ON THESE PLANS OR A VDOT APPROVED REVISION. SHOULD UNAPPROVED SIGNS BE NOTED AT THE TIME OF VDOT INSPECTION, THE ROAD ACCEPTANCE PROCESS SHALL BE TERMINATED IMMEDIATELY AND NOT RECOMMENCED UNTIL A DETERMINATION IS MADE REGARDING THE APPROVAL OF ANY ADDITIONAL SIGNS. IMMEDIATE REMOVAL OF SUCH SIGNS SHALL NOT NEGATE THE NEED FOR THE SUBMISSION OF A REVISION.
- LANDSCAPING AND IRRIGATION SYSTEMS SHALL NOT BE INSTALLED WITHIN THE PUBLIC RIGHT OF WAY EXCEPT AS SHOWN ON THESE PLANS OR A VDOT APPROVED REVISION.
- BEGINNING JULY 1, 2009, ALL LAND USE PERMIT APPLICANTS ARE REQUIRED TO PROVIDE AT LEAST ONE (1) PERSON WHO, AT A MINIMUM, IS VERIFIED BY VDOT IN BASIC WORK ZONE TRAFFIC CONTROL FOR ALL PERMITTED ACTIVITIES WITHIN STATE MAINTAINED RIGHT-OF-WAY WHICH INVOLVES INSTALLING, MAINTAINING, OR REMOVING WORK ZONE TRAFFIC CONTROL DEVICES. THIS PERSON SHALL BE RESPONSIBLE FOR THE PLACEMENT, MAINTENANCE AND REMOVAL OF ALL WORK ZONE TRAFFIC CONTROL DEVICES.
- THERE ARE NO KNOWN CEMETERIES OR HISTORICAL AREAS ON SITE.
- APPLICANT HAS BEEN GRANTED THE RIGHT TO USE THE 40' ACCESS EASEMENT ON THE SOUTHERN PORTION OF THE PROPERTY AS WELL AS THE 25' R.O.W. ON COSTELLO WAY.
- ALL EXTERIOR LIGHTING SHALL CONFORM TO THE REQUIREMENTS SET FORTH IN SECTION 58-719 THE ZONING ORDINANCE (BUSINESS AND INDUSTRIAL LIGHTING). MAINTENANCE OF STREET LIGHTING (WASHINGTON STREET) SHALL BE THE RESPONSIBILITY OF THE TOWN AND SHALL BE CONTROLLED BY A PHOTOCELL OR SIMILAR DEVICE. ELECTRIC SERVICE TO THE SAME STREET LIGHTING (WASHINGTON STREET) SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER.

NOTICE REQUIRED:

CONTRACTORS SHALL NOTIFY OPERATORS WHO MAINTAIN UNDERGROUND UTILITY LINES IN THE AREA OF PROPOSED EXCAVATION AND OR BLASTING AT LEAST TWO (2) WORKING DAYS, BUT NOT MORE THAN TEN (10) WORKING DAYS PRIOR TO COMMENCEMENT OF EXCAVATION OR DEVIATION. NAMES AND TELEPHONE NUMBERS OF THE OPERATORS OF UNDERGROUND UTILITY LINES APPEAR BELOW. THESE NUMBERS SHALL ALSO BE USED TO SERVE IN AN EMERGENCY CONDITION.

Washington Gas Light Co.  
Tranco Gas Pipeline Co.  
Chesapeake Potomac Co.  
Va. Elec. & Power Co.  
Prince William Elec. Co-op  
Columbia Gas of Va.  
A. T. & T. Co.  
Plantation Pipeline Co.  
Continental Tel. of Va.  
Colonial Pipeline Co.

Prince William County Sewer Authority (571) 291-7700  
Columbia Gas Pipeline Co. (703) 754-2115  
Tri-County Elec. Co-op (703) 775-2151  
Town of Haymarket (703) 753-2600

MISS UTILITY 811

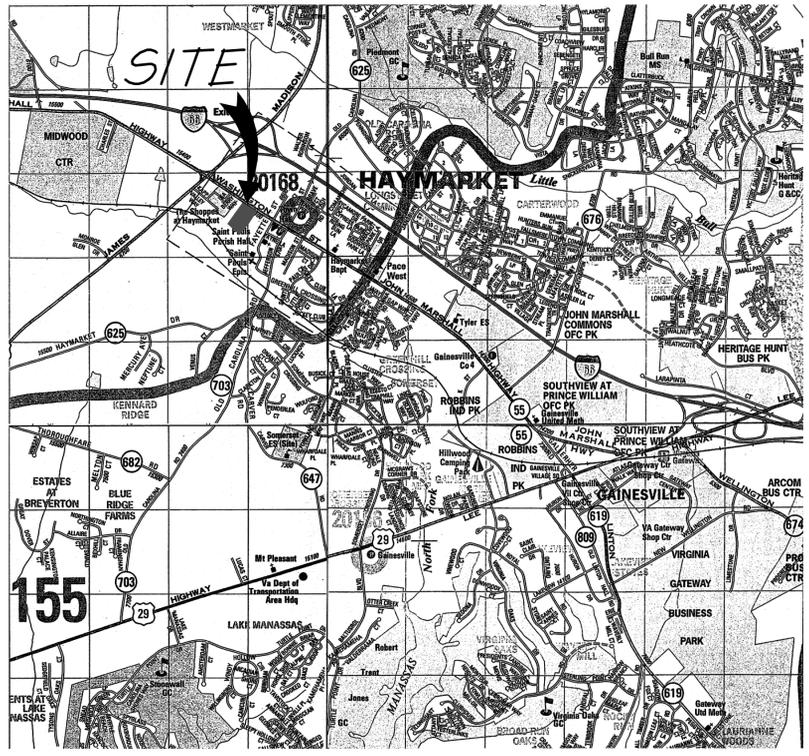
EMERGENCY  
Police: 703-753-2700 or 911  
Fire Rescue: 703-754-9071 or 911

# HAYMARKET ICEPLEX EXPANSION

## FINAL SITE PLAN

### TOWN OF HAYMARKET

#### PRINCE WILLIAM COUNTY, VIRGINIA



VICINITY MAP  
SCALE: 1" = 1000'

OWNER  
WOOD VILLAGE LLC C/O DAISY WOOD  
14202 LEE HIGHWAY  
GAINESVILLE, VA 20155

PROPERTY ADDRESS

15151 WASHINGTON ST  
HAYMARKET, VA 20169

PROJECT DESCRIPTION

THE PURPOSE OF THIS SITE PLAN IS FOR AN EXPANSION TO THE EXISTING ICE RINK, IMPROVEMENTS TO PARKING, SITE ACCESS, LIGHTING, UTILITIES AND LANDSCAPING. SWM AND BMP REQUIREMENTS HAVE BEEN MET WITH THE PREVIOUSLY APPROVED SITE PLAN FOR PIEDMONT TIRE AND AUTO OCCUPYING THE NORTHERN PORTION OF THIS SITE.

EXISTING ICERINK

THE PREVIOUSLY APPROVED PLAN, TITLED HAYMARKET ICE RINK (11-HAY01-RO), PROPOSED A GFA 12,650 SF EXPANSION TO THE EXISTING 20,550 SF BUILDING. AS TO DATE, ONLY A GFA OF 4,837 SF HAS BEEN CONSTRUCTED WITH THE EXPANSION OF THE LOCKER ROOM. THIS GIVES CURRENT BUILDING A TOTAL GFA OF 25,387 SF.

ZONING TABULATIONS - I-1 ZONE

USE: "SECTION 58-257 (16)", RECREATIONAL, COMMERCIAL, INDOOR, FITNESS, AND SPORT ACTIVITIES.  
A. ACCESSORY USES SHALL BE LOCATED WITHIN THE SAME BUILDING AS THE PERMITTED PRINCIPAL USE AND OCCUPY IN THE AGGREGATE NO MORE THAN 20 PERCENT OF THE FLOOR AREA SUCH BUILDING.  
B. PARKING AREAS SHALL BE DESIGNED TO ENHANCE THE SAFETY OF CHILDREN AS THEY ARRIVE AT AND LEAVE THE FACILITY; AND  
C. THE ACTIVITY SHALL INCLUDE A DESIGNATED PICKUP AND DELIVERY ZONE.

	REQUIREMENT	PROVIDED
BUILDING HEIGHT	35' MAX.	30.2' (2-STORY)
LOT COVERAGE	85% MAX.	182.5%
BUILDING ACCESSORY USE	20% MAX.	LESS THAN OR EQUAL TO 20%
<b>YARDS</b>		
FRONT YARD	10' MIN.	10'
SIDE YARD (TO B-1, B-2, I-1 ZONES)	0'	0'
SIDE YARD (TO R-1 ZONE)	25' MIN.	25'
REAR YARD (TO I-1 ZONE)	0'	0'

BUFFERS

BUFFER AGAINST I-1 ZONE	0'	0'
BUFFER AGAINST BI & B2 ZONES	10'	10'
BUFFER AGAINST RI ZONE	35'	25' *(SEE NOTE)
BUFFER AGAINST BI BLOOM PROPERTY	10'	10'

\*NOTE: A 35' BUFFER CANNOT BE PROVIDED DUE TO THE EXISTING PRIVATE ROAD RUNNING WITHIN THE 35' BUFFER. A BUFFER MODIFICATION REDUCING THE BUFFER YARD TO 25' WAS APPROVED WITH THE PRELIMINARY SITE PLAN AND SHOWN ON SHEET 12, LANDSCAPE PLAN. PLEASE SEE SHEET 2A FOR WAIVER MODIFICATION LETTERS.

LOT COVERAGE CALCULATIONS

BUILDINGS & PAVED AREAS 177,676 SQ. FT. = 82.5%  
LOT AREA (4.9411 AC.) 215,234 SQ. FT.

SUMMARY OF CONTROLS

BMP	EXISTING ON-SITE AREA CONTROLLED	PROPOSED ON-SITE AREA CONTROLLED	REQUIRED REDEVELOPMENT PHOSPHOROUS REMOVAL EFFICIENCY	PROPOSED REDEVELOPMENT PHOSPHOROUS REMOVAL EFFICIENCY
DEVELOPED WITHOUT CONTROLS	4.9411 ACRES	20%	20.11%	EFFICIENCY MET

SWM

AREAS DRAINING TO EXISTING ON-SITE FACILITY	AREAS DRAINING TO PROPOSED ON-SITE FACILITY	EXISTING 10 YEAR PEAK RUNOFF TO EXISTING PIPED SYSTEM	PROPOSED 10 YEAR PEAK RUNOFF TO EXISTING PIPED SYSTEM
2.38 ACRES 1.24 Ac onsite 0.19 Ac offsite 0.95 Ac offsite	2.46 ACRES 1.32 Ac onsite 0.19 Ac offsite 0.95 Ac offsite	3.27 CFS	1.00 CFS NO INCREASE IN RUNOFF DUE TO DEVELOPMENT

SINCE THE DESIGN 10-YEAR STORM FLOW IS LESS THAN OR EQUAL TO THE EXISTING 10 YEAR FLOW, AN ANALYSIS OF THE EXISTING STORM SYSTEM DOWN TO THE OUTFALL IS NOT REQUIRED. THE EXISTING DOWNSTREAM STORM SYSTEM IS LOCATED OUTSIDE OF THE VDOT RIGHT OF WAY.

Sheet List Table

01 COVER SHEET	11 STORMWATER MANAGEMENT PLAN
02 SOILS MAP AND DETAILS	12 LANDSCAPE PLAN
02A DETAILS	12A PHOTOMETRIC PLAN
03 ADA SPECIFICATIONS	13 BOND ESTIMATE
04 ADA DETAILS	A1.1 FLOOR PLAN
05 DEMO PLAN	A1.2 FLOOR PLAN
05A PWCSA SHEET	A1.3 ELEVATION PLAN
05B PWCSA LOG	A2.1 FLOOR PLAN
06 SITE AND GRADING PLAN	A2.2 FLOOR PLAN
07 STORM PROFILE AND COMPUTATIONS	A2.3 ELEVATION PLAN
08 EROSION AND SEDIMENT CONTROL PLAN	A3.1 FLOOR PLAN
09 EROSION AND SEDIMENT CONTROL NARRATIVE	A3.2 ELEVATION PLAN
10 EROSION AND SEDIMENT CONTROL DETAILS	

ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT PRINCE WILLIAM COUNTY AND VIRGINIA DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.

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9417 innovation drive · manassas, va 20101  
703.393.9887 · fax 703.393.9076

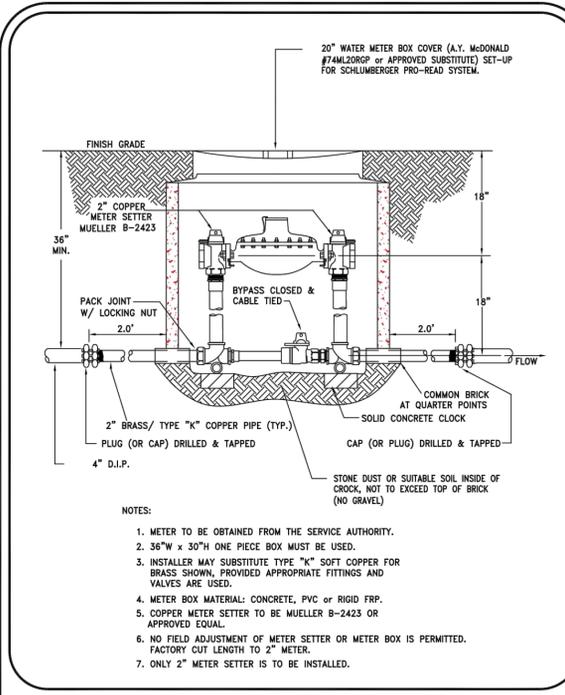
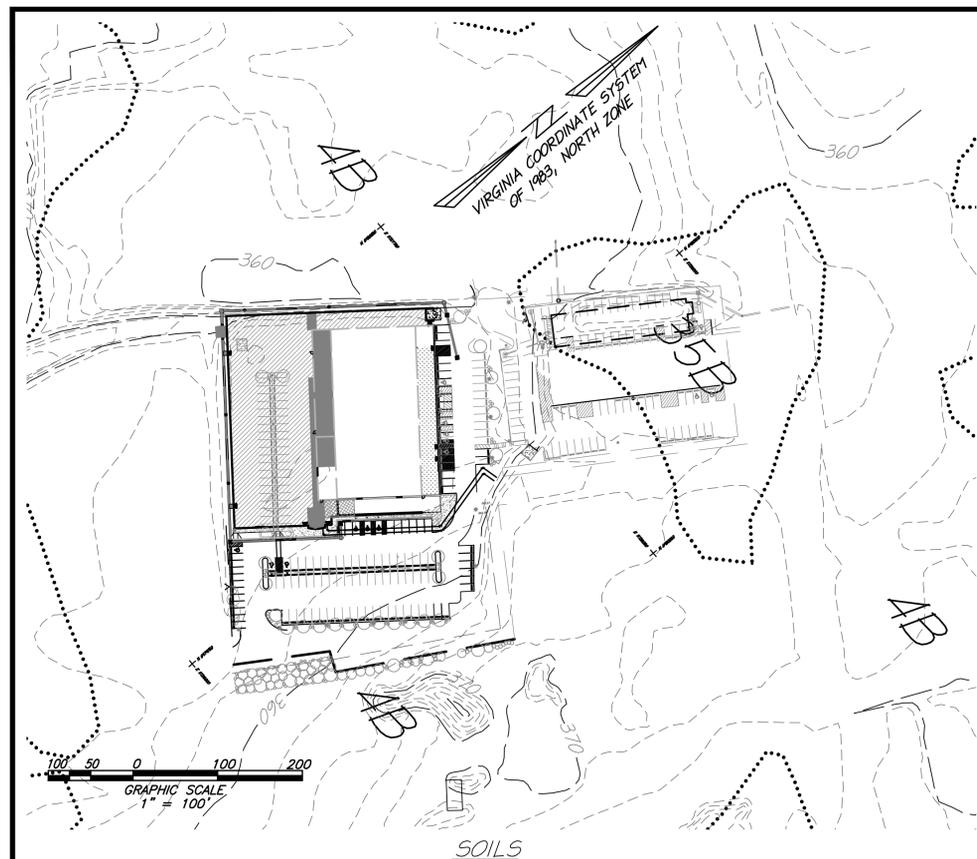


COVER SHEET

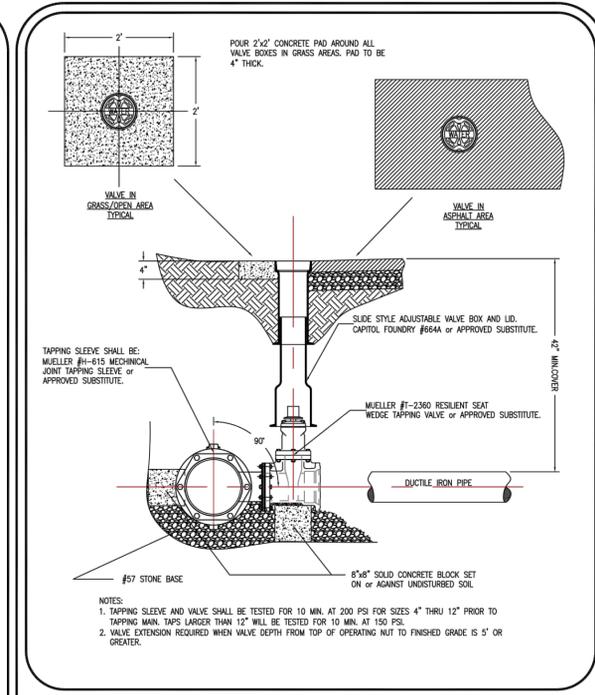
HAYMARKET ICEPLEX  
EXPANSION  
FINAL SITE PLAN  
PIN# 7298-80-017  
G.PIN# 7298-80-017  
TOWN OF HAYMARKET, PRINCE WILLIAM  
COUNTY, VA

PROJECT NO: 09090.005.00  
SCALE: AS SHOWN  
DATE: APRIL 2014  
DESIGN: DLL  
DRAWN: DLL  
CHECKED: ESS  
SHEET No.

01 OF 13  
101945  
Packet Pg. 37



**WATER DISTRIBUTION SYSTEM**  
**1 1/2" & 2" METER WITH D.I.P. SERVICE**  
 N.T.S. W07.07.01



**TAPPING SLEEVE & VALVE DETAIL**  
 N.T.S. W29.07.00

PROJECT STATUS	
DATE	ACTION
9/3/14	TOWN COMMENTS
3/16/15	PWCSA COMMENTS

**FOR THE 4" WATER LINE**

Water line minimum cover = 3.5 feet      Water Pipe Size = 4 inches  
 Sewer min cover = 3.5 feet      Sewer Pipe Size = 2 inches

Minimum separation between water line and sewer line = 1.5 feet

Maximum waterline depth = 6 feet

Sewer Cover (ft)	3.5	4	4.5	5	5.5	6	6.5	7
Sewer Invert (ft)	3.67	4.17	4.34	4.67	5.17	5.67	6.17	6.67
Water above Separation (ft)	-	-	-	-	-	3.83	3.83	3.83
Sewer Separation (ft)	-	-	-	-	1.50	2.00	2.50	3.00

Assuming a ground elevation of 0.00

**FOR THE 6" FIRE LINE**

Water line minimum cover = 3.5 feet      Water Pipe Size = 6 inches  
 Sewer min cover = 3.5 feet      Sewer Pipe Size = 2 inches

Minimum separation between water line and sewer line = 1.5 feet

Maximum waterline depth = 6 feet

Sewer Cover (ft)	3.5	4	4.5	5	5.5	5.67	6	6.5	7
Sewer Invert (ft)	3.67	4.17	4.67	5.17	5.67	5.84	6.17	6.67	7.17
Water above Separation (ft)	-	-	-	-	-	4.00	4.00	4.00	4.00
Sewer Separation (ft)	-	-	-	-	-	1.50	1.83	2.33	2.83

Assuming a ground elevation of 0.00

SOIL # CATEG.	SOILS NAME	SLOPE RANGE	SOILS PERMEABILITY	WATER CAPACITY	SURFACE RUNOFF	ERODIBILITY	DEPTH TO BEDROCK	SHRINK POTENTIAL
4B	ARCOLA SILT LOAM	2-7%	MODERATE	LOW	MEDIUM	SEVERE	20-40"	LOW
35B	MANASSAS SILT LOAM	2-7%	MOD/RAPID	MODERATE	SLOW/MED	MODERATE	>60"	LOW

**35B** DENOTES SOIL TYPE

THE SUBJECT DEVELOPMENT DOES CONTAIN CLASS III AND/OR CLASS IV SOILS, PER THE LATEST COUNTY SOILS MAP AND AS IDENTIFIED BY THE INTERPRETIVE GUIDE TO THE USE OF SOILS MAP, PRINCE WILLIAM COUNTY, VIRGINIA.

**FIRE HYDRANT FLOW**

**PWCSA Fire Flow Report**

Location: WASHINGTON ST (AT COSTELLO IN HAYMARKET - 84 LUMBER)  
 Service Level: HAYMARKET High/Low WGL: 53/51.5  
 BY: EKSK Date: 09-23-2004 Time: 02:45:00

MAP NUMBER: 078  
 Static Hydrant Number: 2 Year: 1997 Manufacturer: MUELLER  
 Static Pressure: 68 PSI Residual Pressure: 64 PSI

Comments:

MAP NUMBER: 078  
 Flow Hydrant Number: 3 Year: 1996 Manufacturer: MUELLER  
 Pilot: 53 PSI Flow: 1220 GPM

Comments:

**HAZEN-WILLIAMS EQUATION**

$$QR = \frac{QF \times HR}{HF}$$

$$2500 = \frac{1220 \times (68-20)^{0.54}}{(68-64)^{0.54}}$$

$$2500 = \frac{1220 \times (48)^{0.54}}{(4)^{0.54}}$$

$$2500 = \frac{1220 \times 8.089}{2.1140}$$

$$\approx 4668.20 \text{ GPM @ } 20 \text{ PSI}$$

**HAZEN-WILLIAMS EQUATION**

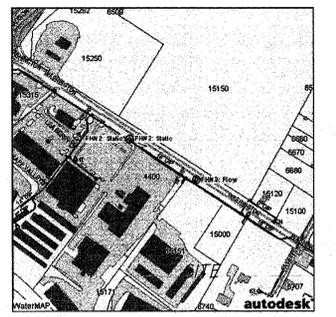
$$QR = \frac{QF \times HR}{HF}$$

$$2500 = \frac{1220 \times (68-52.9)^{0.54}}{(68-64)^{0.54}}$$

$$2500 = \frac{1220 \times (15.1)^{0.54}}{(4)^{0.54}}$$

$$2500 = \frac{1220 \times 4.3316}{2.1140}$$

$$\approx 2499.79 \text{ GPM @ } 52.9 \text{ PSI}$$



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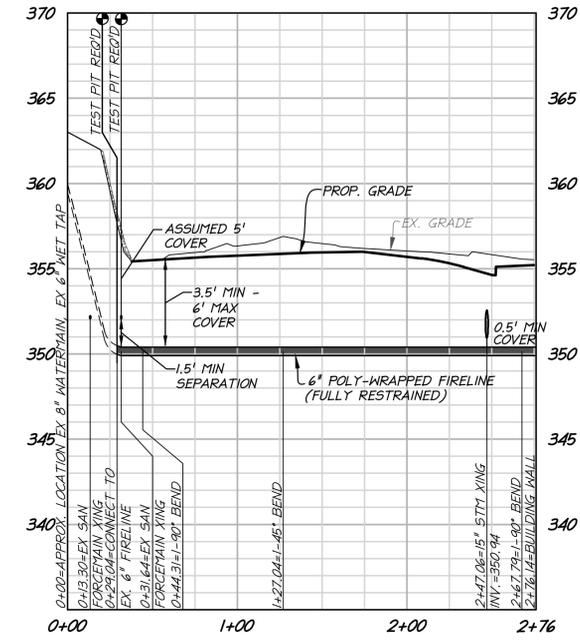
April 16, 2015

Prince William County Service Authority  
 5 County Complex Court  
 Woodbridge, VA 22192

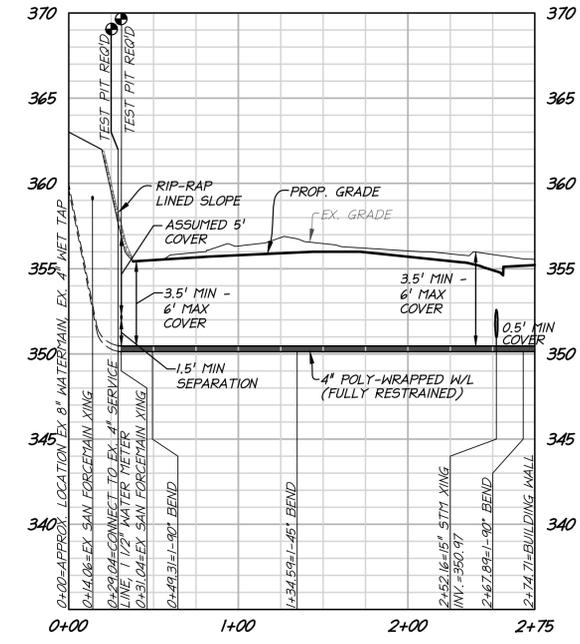
RE: Haymarket Iceplex Expansion - Final Site Plan  
 ccl Project#: 09990.005.00



**PRIVATE 6" FIRE LINE**  
 1" = 5' VERT  
 1" = 50' HORIZ  
 SEE PLAN VIEW ON SHEET 6



**PRIVATE 4" DIP WATERLINE**  
 1" = 5' VERT  
 1" = 50' HORIZ  
 SEE PLAN VIEW ON SHEET 6



- NOTES:
- RELOCATIONS OF THE EXISTING FORCEMAIN IS NOT PERMITTED. IF CONFLICTS ARE ENCOUNTERED DURING CONSTRUCTION OF WATER LATERAL WITH EXISTING FORCEMAIN CONTRACTOR SHALL CONTACT ENGINEER IMMEDIATELY.
  - WATER LATERAL AND FIRE LINE SHALL BE FULLY RESTRAINED.
  - VALVES SHALL BE SET WITH BRANCH OF THE TEE.
  - 6" FIRE LANE LOCATED 5' SOUTH OF THE WATER LATERAL AT THE SAME ELEVATION.
  - THE RIP-RAP ON THE RIP-RAP LINED EMBANKMENT IS APPROXIMATELY 0.5' DEEP.
  - SEE TABLES FOR ACCEPTABLE DEPTH OF WATER LINE WHEN FORCEMAIN LOCATION IS DETERMINED.

ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT PRINCE WILLIAM COUNTY AND VIRGINIA DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.

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 9417 innovation drive · manassas, va 20101  
 703.393.9887 · fax 703.393.9076

**ERIK S. SPENCER**  
 Lic. No. 037519  
 05/28/15  
 PROFESSIONAL ENGINEER

**SOILS MAP AND DETAILS**

**HAYMARKET ICEPLEX EXPANSION FINAL SITE PLAN**  
 GPIN# 7298-80-017  
 TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VA

PROJECT NO: 09990.005.00  
 SCALE: AS SHOWN  
 DATE: APRIL 2014  
 DESIGN: DLL  
 DRAWN: DLL  
 CHECKED: ESS  
 SHEET No. **02** OF **13**  
 101945  
 Packet Pg. 38



July 1, 2013

Mr. David Leake  
Mayor  
Town of Haymarket  
P.O. Box 1230  
Haymarket, VA 20168

Re: Haymarket Ice Rink Expansion  
ccl Project #: 09090.005.00

Dear Mr. Leake:

Please find attached a revised Preliminary Plan for Haymarket Ice Rink Expansion.

Pursuant to Section 58-699(c) we request to modify Section 58-702 of the Town Code to allow a reduction in the buffer width from 35' to 25' along the shared property line. Currently the majority of the existing paved private street is used for access to the Durham property. This private street as well as the 50' access easement runs parallel with the 35' buffer between the site (zoned I-1) and the St. Paul's Episcopal Church property (zoned R-1) and encroaches into said buffer by 3' to 7'. Reducing the 35' buffer width to 25' would ensure that the existing private street is completely located outside the buffer.

Section 58-709(a) of the Town Code states that all open space areas in nonresidential zoning districts shall include buffer yards, parking lot landscaping and yard setbacks, and shall not include streets, service drives, parking and loading areas or areas with no aesthetic value. By reducing the buffer width in this location, no street or service drive would be located within this buffer pursuant to the Town Code. In order to meet the open space requirements for the full 35' buffer width, additional area was added to the interior and perimeter parking landscaping in coordination with the Town staff. See the chart labeled Open Space on sheet 3 of the preliminary plans for information on the buffer space reduction and the location of the additional captured open space areas. Also, all required planting for the 35' Buffer have been provided within the reduced buffer width per Section 58-700(c) of the Town Code.

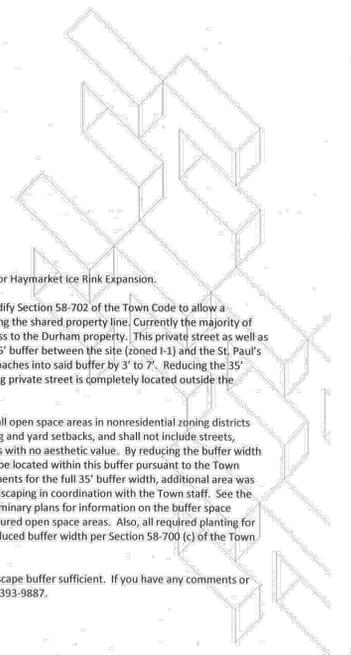
We trust you will find these changes to the landscape buffer sufficient. If you have any comments or questions, please feel free to contact me at 703-393-9887.

Very truly yours,

Logan Baird, E.I.T.  
Engineer 1 - Land Development Division

LB/cm

christopher consultants, Inc.  
6912 Innovation Drive  
Manassas, Virginia 20108



July 1, 2013

Mr. David Leake  
Mayor  
Town of Haymarket  
P.O. Box 1230  
Haymarket, VA 20168

Re: Haymarket Ice Rink Expansion  
ccl Project #: 09090.005.00

Dear Mr. Leake:

Pursuant to Section 58-703(g) we request a waiver of Section 58-703(d) which states that a continuous landscape strip at least five feet in width shall be located between the property owner's parking lot and the property line; and that there will be two trees and six shrubs for every 30 linear feet of landscape parking strip. Currently the area between the two parking lots is a grass strip with varying widths and trees scattered throughout. The grass area on the Iceplex site (zoned I-1) is being used as an area to dump ice from the rink. The area past the grass strip on the Durham property (zoned I-1) is used as a travelway for trucks around the building. This plan proposes 13 compact car parking spaces that would encroach into this grass area and reduce the area available for landscaping below the required minimum 5' width for landscaping between the parking lot and the property line.

This plan still proposes to plant the 7 trees and 21 shrubs that would be required in this landscape area. These plantings will be provided in other landscape strips throughout the Iceplex site. By waiving this requirement and allowing a decreased landscape strip width and the landscaping to be moved, the intent of this requirement to add landscaping to the site would still be met while still allowing the Iceplex to meet parking requirements. See plan sheet 03 of the Haymarket Iceplex Expansion Preliminary Plan for planting locations and buffer calculations.

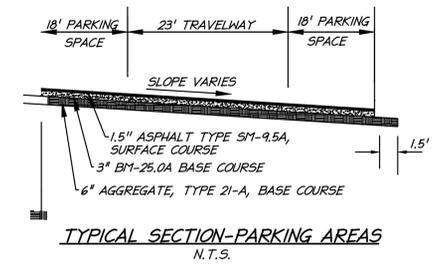
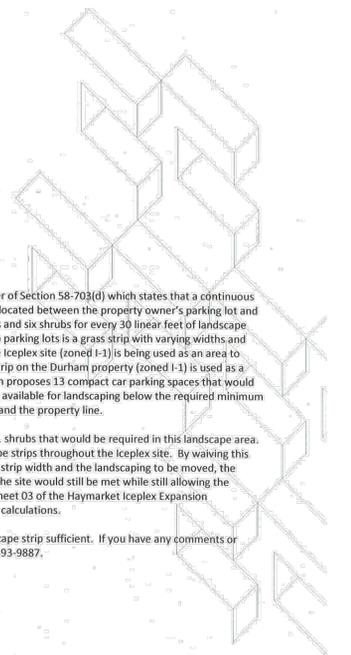
We trust you will find these changes to the landscape strip sufficient. If you have any comments or questions, please feel free to contact me at 703-393-9887.

Very truly yours,

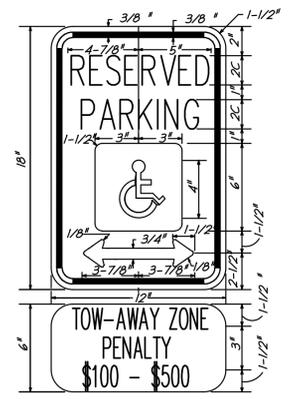
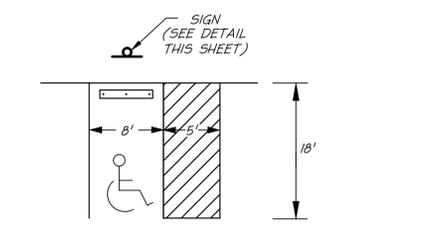
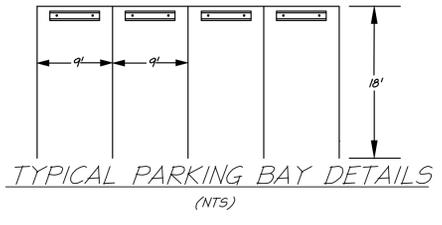
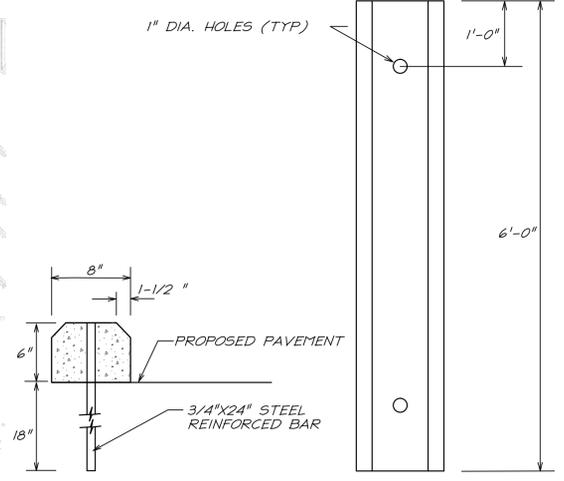
Logan Baird, E.I.T.  
Engineer 1 - Land Development Division

LB/cm

christopher consultants, Inc.  
6912 Innovation Drive  
Manassas, Virginia 20108



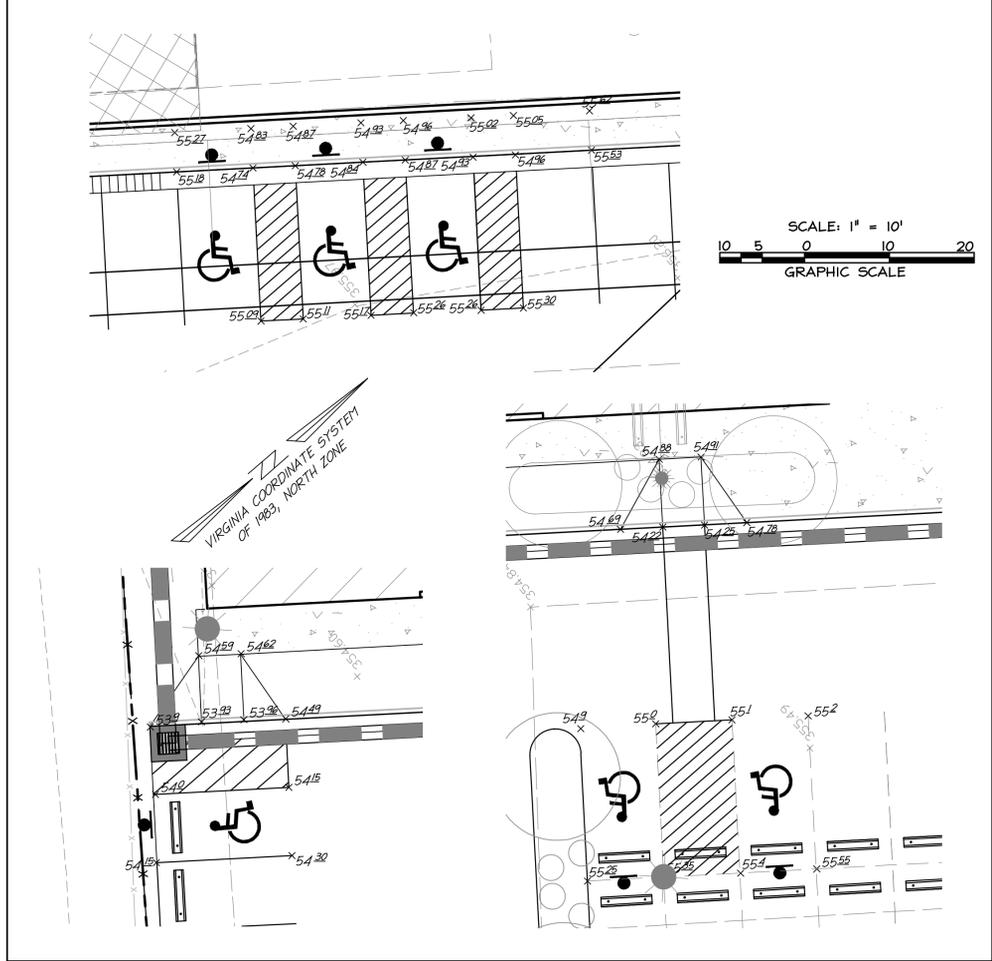
PROJECT STATUS	
DATE	ACTION
9/3/14	TOWN COMMENTS



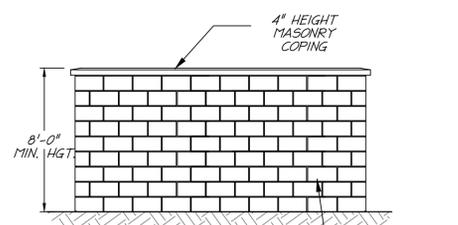
COLORS:  
LEGEND AND BORDER - GREEN  
WHITE SYMBOL ON BLUE BACKGROUND  
BACKGROUND - WHITE  
NOTE: PROVIDE SIGNS AS INDICATED ON SITE PLAN  
HANDICAPPED SIGN (NOT TO SCALE)

VAN PARKING SPACES SHALL BE 8' MINIMUM IN WIDTH WHERE THE ADJACENT ACCESS AISLE IS 8' MINIMUM IN WIDTH.

### HANDICAPPED PARKING & RAMP GRADING



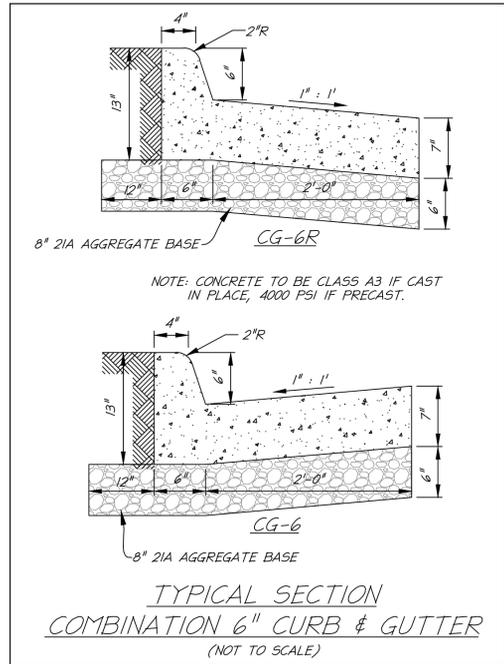
SECTION TOP VIEW  
PRE-CAST CONCRETE WHEELSTOP  
NOT TO SCALE



DUMPSTER AREA SCREENING DETAIL  
NOT TO SCALE  
APPROX. 13'x13' INSIDE  
THIS IS INTENDED AS A MINIMUM. REFER TO ARCHITECTURAL PLANS FOR MORE SPECIFIC DETAILS. DUMPSTER SCREENING MUST BE APPROVED BY THE ARCHITECTURAL REVIEW BOARD



DUMPSTER GATE DETAIL  
MATERIAL TO BE PVC OR ALUMINUM LOUVERS



christopher consultants  
engineering · surveying · land planning  
9417 Innovation Drive · Manassas, VA 20101  
703.393.9887 · Fax 703.393.9076



DETAILS

HAYMARKET ICEPLEX  
EXPANSION  
FINAL SITE PLAN  
G/PIN# 7298-80-0117  
TOWN OF HAYMARKET, PRINCE WILLIAM  
COUNTY, VA

PROJECT NO: 09090.005.00  
SCALE: AS SHOWN  
DATE: APRIL 2014  
DESIGN: DLL  
DRAWN: DLL  
CHECKED: ESS  
SHEET No.

02A OF 13  
101945

GENERAL ACCESSIBILITY NOTES

All construction shall conform to the following applicable standards: 2010 ADA Standards for Accessible Design (28 CFR PART 35.151 and 2004 ADAAG); Uniform Federal Accessibility Standards (UFAS); the Fair Housing Act and the Fair Housing Act Design Manual; the Architectural Barriers Act; Section 504 of the Rehabilitation Act; and the Americans with Disabilities Act, all as amended as well as state and local codes.

The contractor/owner shall notify the engineer immediately and prior to construction if there is any question on compliance.

It shall be the architect's/owner's responsibility to review these plans to insure that the architectural plans meet the proposed elevations shown on the plans in order to provide an accessible building entrance.

If a conflict exists between the federal, state or local code, the more restrictive code shall apply. All amenities in public open space not detailed or shown on this plan shall comply with the referenced standards for accessibility.

DESIGN AND CONSTRUCTION SPECIFICATIONS
Based on 2010 ADA Standards for Accessible Design

206 Accessible Routes

206.1 General. Accessible routes shall be provided in accordance with 206 and shall comply with Chapter 4.

206.2 Where Required. Accessible routes shall be provided where required by 206.2.

206.2.1 Site Arrival Points. At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

EXCEPTIONS:

- 1. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one accessible route from a site arrival point to an accessible entrance shall be required.
2. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access.
206.4 Entrances. Entrances shall be provided in accordance with 206.4. Entrance doors, doorways, and gates shall comply with 404 and shall be on an accessible route complying with 402.

EXCEPTIONS:

- 1. Where an alteration includes alterations to an entrance, and the building or facility has another entrance complying with 404 that is on an accessible route, the altered entrance shall not be required to comply with 206.4 unless required by 202.4.
2. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one public entrance shall be required to comply with 206.4, where no public entrance can comply with 206.4 under criteria established in 202.5. Exception, then either an unlocked entrance not used by the public shall comply with 206.4; or a locked entrance complying with 206.4 with a notification system or remote monitoring shall be provided.

206.4.1 Public Entrances. In addition to entrances required by 206.4.2 through 206.4.9, at least 60 percent of all public entrances shall comply with 404.

206.4.2 Parking Structure Entrances. Where direct access is provided for pedestrians from a parking structure to a building or facility entrance, each direct access to the building or facility entrance shall comply with 404.

207 Accessible Means of Egress

207.1 General. Means of egress shall comply with section 1003.2.13 of the International Building Code (2000 edition and 2001 Supplement) or section 1007 of the International Building Code (2003 edition) (incorporated by reference, see "Referenced Standards" in Chapter 1).

EXCEPTIONS:

- 1. Where means of egress are permitted by local building or life safety codes to share a common path of egress travel, accessible means of egress shall be permitted to share a common path of egress travel.
2. Areas of refuge shall not be required in detention and correctional facilities.

208 Parking Spaces

208.1 General. Where parking spaces are provided, parking spaces shall be provided in accordance with 208.

EXCEPTION: Parking spaces used exclusively for buses, trucks, other delivery vehicles, law enforcement vehicles, or vehicular impound shall not be required to comply with 208 provided that lots accessed by the public are provided with a passenger loading zone complying with 503.

302 Floor or Ground Surfaces

302.1 General. Floor and ground surfaces shall be stable, firm, and slip resistant and shall comply with 302.

302.3 Openings. Openings in floor or ground surfaces shall not allow passage of a sphere more than 1/2 inch (13 mm) diameter except as allowed in 407.4.3, 409.4.3, 410.4, 810.5.3 and 810.10. Elongated openings shall be placed so that the long dimension is perpendicular to the dominant direction of travel.

303 Changes in Level

303.1 General. Where changes in level are permitted in floor or ground surfaces, they shall comply with 303.

303.2 Vertical. Changes in level of 1/4 inch (6.4 mm) high maximum shall be permitted to be vertical.

303.3 Beveled. Changes in level between 1/4 inch (6.4 mm) high minimum and 1/2 inch (13 mm) high maximum shall be beveled with a slope not steeper than 1:2.

303.4 Ramps. Changes in level greater than 1/2 inch (13 mm) high shall be ramped, and shall comply with 405 or 406.

304 Turning Space

304.1 General. Turning space shall comply with 304.

304.2 Floor or Ground Surfaces. Floor or ground surfaces of a turning space shall comply with 302. Changes in level are not permitted.

304.3 Size. Turning space shall comply with 304.3.1 or 304.3.2.

304.3.1 Circular Space. The turning space shall be a space of 60 inches (1525 mm) diameter minimum. The space shall be permitted to include knee and toe clearance complying with 306.

304.3.2 T-Shaped Space. The turning space shall be a T-shaped space within a 60 inch (1525 mm) square minimum with arms and base 36 inches (915 mm) wide minimum. Each arm of the T shall be clear of obstructions 12 inches (305 mm) minimum in each direction and the base shall be clear of obstructions 24 inches (610 mm) minimum. The space shall be permitted to include knee and toe clearance complying with 306 only at the end of either the base or one arm.

402 Accessible Routes

402.1 General. Accessible routes shall comply with 402.

402.2 Components. Accessible routes shall consist of one or more of the following components: walking surfaces with a running slope not steeper than 1:20, doorways,

ramps, curb ramps excluding the flared sides, elevators, and platform lifts. All components of an accessible route shall comply with the applicable requirements of Chapter 4.

403 Walking Surfaces

403.1 General. Walking surfaces that are a part of an accessible route shall comply with 403.

403.2 Floor or Ground Surface. Floor or ground surfaces shall comply with 302.

403.3 Slope. The running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48.

403.4 Changes in Level. Changes in level shall comply with 303.

403.5 Clearances. Walking surfaces shall provide clearances complying with 403.5.

EXCEPTION: Within employee work areas, clearances on common use circulation paths shall be permitted to be decreased by work area equipment provided that the decrease is essential to the function of the work being performed.

403.5.1 Clear Width. Except as provided in 403.5.2 and 403.5.3, the clear width of walking surfaces shall be 36 inches (915 mm) minimum.

EXCEPTION: The clear width shall be permitted to be reduced to 32 inches (815 mm) minimum for a length of 24 inches (610 mm) maximum provided that reduced width segments are separated by segments that are 48 inches (1220 mm) long minimum and 36 inches (915 mm) wide minimum.

403.5.2 Clear Width at Turn. Where the accessible route makes a 180 degree turn around an element which is less than 48 inches (1220 mm) wide, clear width shall be 42 inches (1065 mm) minimum approaching the turn, 48 inches (1220 mm) minimum at the turn and 42 inches (1065 mm) minimum leaving the turn.

EXCEPTION: Where the clear width at the turn is 60 inches (1525 mm) minimum compliance with 403.5.2 shall not be required.

403.5.3 Passing Spaces. An accessible route with a clear width less than 60 inches (1525 mm) shall provide passing spaces at intervals of 200 feet (61 m) maximum. Passing spaces shall be either: a space 60 inches (1525 mm) minimum by 60 inches (1525 mm) minimum; or, an intersection of two walking surfaces providing a T-shaped space complying with 304.3.2 where the base and arms of the T-shaped space extend 48 inches (1220 mm) minimum beyond the intersection.

403.6 Handrails. Where handrails are provided along walking surfaces with running slopes not steeper than 1:20 they shall comply with 505.

404 Doors, Doorways, and Gates

404.1 General. Doors, doorways, and gates that are part of an accessible route shall comply with 404.

EXCEPTION: Doors, doorways, and gates designed to be operated only by security personnel shall not be required to comply with 404.2.7, 404.2.8, 404.2.9, 404.3.2 and 404.3.4 through 404.3.7.

404.1 General Exception. Security personnel must have sole control of doors that are eligible for the Exception at 404.1. It would not be acceptable for security personnel to operate the doors for people with disabilities while allowing others to have independent access.

404.2 Manual Doors, Doorways, and Manual Gates. Manual doors and doorways and manual gates intended for user passage shall comply with 404.2.

404.2.1 Revolving Doors, Gates, and Turnstiles. Revolving doors, revolving gates, and turnstiles shall not be part of an accessible route.

404.2.2 Double-Leaf Doors and Gates. At least one of the active leaves of doorways with two leaves shall comply with 404.2.3 and 404.2.4.

404.2.3 Clear Width. Door openings shall provide a clear width of 32 inches (815 mm) minimum. Clear openings of doorways with swinging doors shall be measured between the face of the door and the stop, with the door open 90 degrees. Openings more than 24 inches (610 mm) deep shall provide a clear opening of 36 inches (915 mm) minimum. There shall be no projections into the required clear opening width lower than 34 inches (865 mm) above the finish floor or ground. Projections into the clear opening width between 34 inches (865 mm) and 80 inches (2030 mm) above the finish floor or ground shall not exceed 4 inches (100 mm).

EXCEPTIONS:

- 1. In alterations, a projection of 5/8 inch (16 mm) maximum into the required clear width shall be permitted for the latch side stop.
2. Door closers and door stops shall be permitted to be 78 inches (1980 mm) minimum above the finish floor or ground.

404.2.4 Maneuvering Clearances. Minimum maneuvering clearances at doors and gates shall comply with 404.2.4.1. Maneuvering clearances shall extend the full width of the doorway and the required latch side or hinge side clearance.

EXCEPTION: Entry doors to hospital patient rooms shall not be required to provide the clearance beyond the latch side of the door.

404.2.4.1 Swinging Doors and Gates. Swinging doors and gates shall have maneuvering clearances complying with Table 404.2.4.1.

405 Ramps

405.1 General. Ramps on accessible routes shall comply with 405.

EXCEPTION: In assembly areas, aisle ramps adjacent to seating and not serving elements required to be on an accessible route shall not be required to comply with 405.

405.2 Slope. Ramp runs shall have a running slope not steeper than 1:12.

EXCEPTION: In existing sites, buildings, and facilities, ramps shall be permitted to have running slopes steeper than 1:12 complying with Table 405.2 where such slopes are necessary due to space limitations.

405.3 Cross Slope. Cross slope of ramp runs shall not be steeper than 1:48.

405.4 Floor or Ground Surfaces. Floor or ground surfaces of ramp runs shall comply with 302. Changes in level other than the running slope and cross slope are not permitted on ramp runs.

405.5 Clear Width. The clear width of a ramp run and, where handrails are provided, the clear width between handrails shall be 36 inches (915 mm) minimum.

EXCEPTION: Within employee work areas, the required clear width of ramps that are a part of common use circulation paths shall be permitted to be decreased by work area equipment provided that the decrease is essential to the function of the work being performed.

405.6 Rise. The rise for any ramp run shall be 30 inches (760 mm) maximum.

405.7 Landings. Ramps shall have landings at the top and the bottom of each ramp run. Landings shall comply with 405.7.

405.7.1 Slope. Landings shall comply with 302. Changes in level are not permitted.

EXCEPTION: Slopes not steeper than 1:48 shall be permitted.

405.7.2 Width. The landing clear width shall be at least as wide as the widest ramp run leading to the landing.

405.7.3 Length. The landing clear length shall be 60 inches (1525 mm) long minimum.

405.7.4 Change in Direction. Ramps that change direction between runs at landings shall

have a clear landing 60 inches (1525 mm) minimum by 60 inches (1525 mm) minimum.

405.7.5 Doorways. Where doorways are located adjacent to a ramp landing, maneuvering clearances required by 404.2.4 and 404.3.2 shall be permitted to overlap the required landing area.

405.8 Handrails. Ramp runs with a rise greater than 6 inches (150 mm) shall have handrails complying with 505.

EXCEPTION: Within employee work areas, handrails shall not be required where ramps that are part of common use circulation paths are designed to permit the installation of handrails complying with 505. Ramps not subject to the exception to 405.5 shall be designed to maintain a 36 inch (915 mm) minimum clear width when handrails are installed.

405.9 Edge Protection. Edge protection complying with 405.9.1 or 405.9.2 shall be provided on each side of ramp runs and at each side of ramp landings.

EXCEPTIONS:

- 1. Edge protection shall not be required on ramps that are not required to have handrails and have sides complying with 406.3.
2. Edge protection shall not be required on the sides of ramp landings serving an adjoining ramp run or stairway.
3. Edge protection shall not be required on the sides of ramp landings having a vertical drop-off of 1/2 inch (13 mm) maximum within 10 inches (255 mm) horizontally of the minimum landing area specified in 405.7.

405.9.1 Extended Floor or Ground Surface. The floor or ground surface of the ramp run or landing shall extend 12 inches (305 mm) minimum beyond the inside face of a handrail complying with 505.

405.9.2 Curb or Barrier. A curb or barrier shall be provided that prevents the passage of a 4 inch (100 mm) diameter sphere, where any portion of the sphere is within 4 inches (100 mm) of the finish floor or ground surface.

406 Curb Ramps

406.1 General. Curb ramps on accessible routes shall comply with 406, 405.2 through 405.5, and 405.10.

406.2 Counter Slope. Counter slopes of adjoining gutters and road surfaces immediately adjacent to the curb ramp shall not be steeper than 1:20. The adjacent surfaces at transitions at curb ramps to walks, gutters, and streets shall be at the same level.

406.3 Sides of Curb Ramps. Where provided, curb ramp flares shall not be steeper than 1:10.

406.4 Landings. Landings shall be provided at the tops of curb ramps. The landing clear length shall be 36 inches (915 mm) minimum. The landing clear width shall be at least as wide as the curb ramp, excluding flared sides, leading to the landing.

EXCEPTION: In alterations, where there is no landing at the top of curb ramps, curb ramp flares shall be provided and shall not be steeper than 1:12.

406.5 Location. Curb ramps and the flared sides of curb ramps shall be located so that they do not project into vehicular traffic lanes, parking spaces, or parking access aisles. Curb ramps at marked crossings shall be wholly contained within the markings, excluding any flared sides.

406.6 Diagonal Curb Ramps. Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches (1220 mm) minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches (1220 mm) minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches (610 mm) long minimum located on each side of the curb ramp and within the marked crossing.

406.7 Islands. Raised islands in crossings shall be cut through level with the street or have curb ramps at both sides. Each curb ramp shall have a level area 48 inches (1220 mm) long minimum by 36 inches (915 mm) wide minimum at the top of the curb ramp in the part of the island intersected by the crossings. Each 48 inch (1220 mm) minimum by 36 inch (915 mm) minimum area shall be oriented so that the 48 inch (1220 mm) minimum length is in the direction of the running slope of the curb ramp it serves. The 48 inch (1220 mm) minimum by 36 inch (915 mm) minimum areas and the accessible route shall be permitted to overlap.

501 General

501.1 Scope. The provisions of Chapter 5 shall apply where required by Chapter 2 or where referenced by a requirement in this document.

502 Parking Spaces

502.1 General. Car and van parking spaces shall comply with 502. Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings.

EXCEPTION: Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements shall be permitted to include the full width of the line defining the parking space or access aisle.

502.2 Vehicle Spaces. Car parking spaces shall be 96 inches (2440 mm) wide minimum and van parking spaces shall be 132 inches (3350 mm) wide minimum, shall be marked to define the width, and shall have an adjacent access aisle complying with 502.3.

EXCEPTION: Van parking spaces shall be permitted to be 96 inches (2440 mm) wide minimum where the access aisle is 96 inches (2440 mm) wide minimum.

502.3 Access Aisle. Access aisles serving parking spaces shall comply with 502.3. Access aisles shall adjoin an accessible route. Two parking spaces shall be permitted to share a common access aisle.

502.3.1 Width. Access aisles serving car and van parking spaces shall be 60 inches (1525 mm) wide minimum.

502.3.2 Length. Access aisles shall extend the full length of the parking spaces they serve.

502.3.3 Marking. Access aisles shall be marked so as to discourage parking in them.

502.3.4 Location. Access aisles shall not overlap the vehicular way. Access aisles shall be permitted to be placed on either side of the parking space except for angled van parking spaces which shall have access aisles located on the passenger side of the parking spaces.

502.4 Floor or Ground Surfaces. Parking spaces and access aisles serving them shall comply with 302. Access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted.

EXCEPTION: Slopes not steeper than 1:48 shall be permitted.

502.5 Vertical Clearance. Parking spaces for vans and access aisles and vehicular routes serving them shall provide a vertical clearance of 98 inches (2490 mm) minimum.

502.6 Identification. Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.

502.7 Relationship to Accessible Routes. Parking spaces and access aisles shall be designed so that cars and vans, when parked, cannot obstruct the required clear width of adjacent accessible routes.

503 Passenger Loading Zones

503.1 General. Passenger loading zones shall comply with 503.

503.2 Vehicle Pull-Up Space. Passenger loading zones shall provide a vehicular pull-up space 96 inches (2440 mm) wide minimum and 20 feet (6100 mm) long minimum.

503.3 Access Aisle. Passenger loading zones shall provide access aisles complying with 503 adjacent to the vehicle pull-up space. Access aisles shall adjoin an accessible route and shall not overlap the vehicular way.

503.3.1 Width. Access aisles serving vehicle pull-up spaces shall be 60 inches (1525 mm) wide minimum.

503.3.2 Length. Access aisles shall extend the full length of the vehicle pull-up spaces they serve.

503.3.3 Marking. Access aisles shall be marked so as to discourage parking in them.

503.4 Floor and Ground Surfaces. Vehicle pull-up spaces and access aisles serving them shall comply with 302. Access aisles shall be at the same level as the vehicle pull-up space they serve. Changes in level are not permitted.

EXCEPTION: Slopes not steeper than 1:48 shall be permitted.

503.5 Vertical Clearance. Vehicle pull-up spaces, access aisles serving them, and a vehicular route from an entrance to the passenger loading zone, and from the passenger loading zone to a vehicular exit shall provide a vertical clearance of 114 inches (2895 mm) minimum.

504 Stairways

504.1 General. Stairs shall comply with 504.

504.2 Treads and Risers. All steps on a flight of stairs shall have uniform riser heights and uniform tread depths. Risers shall be 4 inches (100 mm) high minimum and 7 inches (180 mm) high maximum. Treads shall be 11 inches (280 mm) deep minimum.

504.3 Open Risers. Open risers are not permitted.

504.4 Tread Surface. Stair treads shall comply with 302. Changes in level are not permitted.

EXCEPTION: Treads shall be permitted to have a slope not steeper than 1:48.

504.5 Nosings. The radius of curvature at the leading edge of the tread shall be 1/2 inch (13 mm) maximum. Nosings that project beyond risers shall have the underside of the leading edge curved or beveled. Risers shall be permitted to slope under the tread at an angle of 30 degrees maximum from vertical. The permitted projection of the nosing shall extend 1 1/2 inches (38 mm) maximum over the tread below.

504.6 Handrails. Stairs shall have handrails complying with 505.

504.7 Wet Conditions. Stair treads and landings subject to wet conditions shall be designed to prevent the accumulation of water.

505 Handrails

505.1 General. Handrails provided along walking surfaces complying with 403, required at ramps complying with 405, and required at stairs complying with 504 shall comply with 505.

505.2 Where Required. Handrails shall be provided on both sides of stairs and ramps.

505.4 Height. Top of gripping surfaces of handrails shall be 34 inches (865 mm) minimum and 38 inches (965 mm) maximum vertically above walking surfaces, stair nosings, and ramp surfaces. Handrails shall be at a consistent height above walking surfaces, stair nosings, and ramp surfaces.

505.5 Clearance. Clearance between handrail gripping surfaces and adjacent surfaces shall be 1 1/2 inches (38 mm) minimum.

505.6 Gripping Surface. Handrail gripping surfaces shall be continuous along their length and shall not be obstructed along their tops or sides. The bottoms of handrail gripping surfaces shall not be obstructed for more than 20 percent of their length. Where provided, horizontal projections shall occur 1 1/2 inches (38 mm) minimum below the bottom of the handrail gripping surface.

EXCEPTIONS:

- 1. Where handrails are provided along walking surfaces with slopes not steeper than 1:20, the bottoms of handrail gripping surfaces shall be permitted to be obstructed along their entire length where they are integral to crash rails or bumper guards.
2. The distance between horizontal projections and the bottom of the gripping surface shall be permitted to be reduced by 1/8 inch (3.2 mm) for each 1/2 inch (13 mm) of additional handrail perimeter dimension that exceeds 4 inches (100 mm).

705 Detectable Warnings

705.1 General. Detectable warnings shall consist of a surface of truncated domes and shall comply with 705.

705.1.1 Dome Size. Truncated domes in a detectable warning surface shall have a base diameter of 0.9 inch (23 mm) minimum and 1.4 inches (36 mm) maximum, a top diameter of 50 percent of the base diameter minimum to 65 percent of the base diameter maximum, and a height of 0.2 inch (5.1 mm).

705.1.2 Dome Spacing. Truncated domes in a detectable warning surface shall have a center-to-center spacing of 1.6 inches (41 mm) minimum and 2.4 inches (61 mm) maximum, and a base-to-base spacing of 0.65 inch (17 mm) minimum, measured between the most adjacent domes on a square grid.

705.1.3 Contrast. Detectable warning surfaces shall contrast visually with adjacent walking surfaces either light-on-dark, or dark-on-light.

705.2 Platform Edges. Detectable warning surfaces at platform boarding edges shall be 24 inches (610 mm) wide and shall extend the full length of the public use areas of the platform.

810 Transportation Facilities

810.1 General. Transportation facilities shall comply with 810.

810.2 Bus Boarding and Alighting Areas. Bus boarding and alighting areas shall comply with 810.2.

810.2.1 Surface. Bus stop boarding and alighting areas shall have a firm, stable surface.

810.2.2 Dimensions. Bus stop boarding and alighting areas shall provide a clear length of 96 inches (2440 mm) minimum, measured perpendicular to the curb or vehicle roadway edge, and a clear width of 60 inches (1525 mm) minimum, measured parallel to the vehicle roadway.

810.2.3 Connection. Bus stop boarding and alighting areas shall be connected to streets, sidewalks, or pedestrian paths by an accessible route complying with 402.

810.2.4 Slope. Parallel to the roadway, the slope of the bus stop boarding and alighting area shall be the same as the roadway, to the maximum extent practicable. Perpendicular to the roadway, the slope of the bus stop boarding and alighting area shall not be steeper than 1:48.

810.3 Bus Shelters. Bus shelters shall provide a minimum clear floor or ground space complying with 305 entirely within the shelter. Bus shelters shall be connected by an accessible route complying with 402 to a boarding and alighting area complying with 810.2.

810.4 Bus Signs. Bus route identification signs shall comply with 703.5.1 through 703.5.4, and 703.5.7 and 703.5.8. In addition, to the maximum extent practicable, bus route identification signs shall comply with 703.5.5.

PROJECT STATUS table with columns DATE, ACTION, TOWN COMMENTS

christopher consultants logo and contact information: engineering, surveying, land planning, 9417 innovation drive - manassas, va 20101, 703.393.9887, fax 703.393.9076





NOTES

- 1. Methods and materials used in the construction of water mains, sanitary sewers and appurtenances shall be in conformance with the current Prince William County Service Utility Standards Manual (USM) and the Virginia Department of Health Regulations.
2. Approval of these plans by the Service Authority will in no way relieve the owner from complying with the methods, policies or requirements stated in the Service Authority's Utility Standards Manual (USM).
3. No trees, fences or other permanent structures will be located on any waterline or sanitary sewer easement without written permission from the Prince William County Service Authority.
4. Contractor to notify the Service Authority at least two (2) working days, but not more than ten (10) working days prior to commencement of demolition, excavation or blasting in areas with underground water and sewer lines.
5. a) Water Service Level HAYMARKET
b) Sewer Shed NORTH BRANCH
6. All subdivisions will require an address listing approved by the Prince William County Mapping Office. The address listing must be presented to the Service Authority at the time the utility permit is issued. Forms are available at the Service Authority. (Fax copies are not acceptable.)
7. All grinder pumps will be privately owned and maintained, unless otherwise noted.
8. Low pressure sewer systems are subject to the review of the State Health Department and requires DEQ approval.
9. The developer is responsible for all costs associated with damages to or relocation of water or sanitary sewer mains or service lines caused by the construction of this project.
10. The contractor shall coordinate all relocation of water or sanitary sewer facilities with the Service Authority's Inspector. No shut offs shall be done without the prior approval of the Service Authority's Inspector. The Inspector may require the contractor to submit a relocation work plan for approval prior to the commencement of the relocation work. The work plan will detail how the work will be done and the manpower, materials, and equipment that will be at the site to perform the work.
11. Existing unused water service lines shall be exposed at the corporation stop on the main and shall be cut and crimped per the direction of the PWCSA Inspector.
12. Existing unused laterals are to be cut and capped at the main per the direction of the PWCSA Inspector.
13. When an existing water service or sanitary sewer lateral will be reused as part of a new development, the Service Authority shall inspect the existing service line or lateral to insure that they are serviceable and meet current PWCSA material specifications. Any defects or out-of-date materials shall be repaired or replaced to the satisfaction of the Service Authority before the existing water service or sanitary sewer lateral is placed back in service.

THRUST RESTRAINT

MINIMUM DESIGN PARAMETERS:
PIPE MATERIAL:
SOIL TYPE:
SAFETY FACTOR: (MIN. 1.5 TO 1)
TRENCH TYPE: (MIN. 3)
TEST PRESSURE: (100 PSI PLUS THE MAX STATIC PRESSURE OR 150 PSI, WHICH EVER IS GREATER)
BURIED DEPTH: AS SHOWN IN THE PROFILES

\*THE RESTRAINING LENGTH FOR EACH FITTING, REDUCER & DEAD END IS SHOWN AND SPECIFIED IN THE PROFILE SHEETS.

LOCAL FACILITIES CHARGE

THE PROPERTIES BEING DEVELOPED IN CONJUNCTION WITH THIS PROJECT ARE ARE NOT SUBJECT TO A LOCAL FACILITIES CHARGE. LFC Area:

MASTER PLAN UTILITY ADJUSTMENT

A MASTER PLAN UTILITY ADJUSTMENT AGREEMENT DOES DOES NOT EXIST BETWEEN THE SERVICE AUTHORITY AND THE DEVELOPER FOR DEFINED BETTERMENTS.

\*DESIGN OR CONSTRUCTION CHANGES MUST CARRY THE CONSENT OF PWCSA ENGINEERING.

\*THE DEVELOPER SHOULD REQUEST REIMBURSEMENT PER THE AGREEMENT AFTER BETTERMENTS ARE INSTALLED AND TESTED.

PWCSA WATER & SEWER MAIN INSPECTION FEES

Table with columns: (Project Total), (Project Total), (Project Total), Net Increase. Rows: WATER MAIN, SEWER MAIN, TV SEWER MAIN, TOTAL =

Minimum fee of \$350 is required for water inspection service if water main is less than 100 L.F.
Minimum fee of \$545 is required for sewer inspection service if sewer main is less than 100 L.F.

PWCSA AS BUILT FEES

Table with columns: Original Qty., Rev 1 Qty., Rev 2 Qty., Net Increase. Rows: WATER MAIN, SEWER MAIN, TOTAL = (Minimum \$1,000)

NOTE: Minimum fee of \$1000 is required for all plans connecting to utilities or installing main. Fees shall be computed on a linear footage base for plan revisions that propose additional main as part of an actively developing project for which PWCSA has not yet executed its as-built.

AS BUILT RELEASE OF PLANS

THE UNDERSIGNED ENGINEER/ FIRM AGREES THAT THE PRINCE WILLIAM COUNTY SERVICE AUTHORITY SHALL HAVE THE RIGHT TO USE THESE PLANS FOR THE PREPARATION OF AS-BUILT RECORDS, AS NECESSARY.
THE ENGINEER/ FIRM FURTHER AGREES THAT THE RIGHT TO USE THE PLANS SHALL BE PROVIDED WITHOUT COST TO THE SERVICE AUTHORITY.

NAME: ERIK SPENCER, P.E. (TYPE OR PRINT)

TITLE: GROUP LEADER

FIRM: christopher consultants, ltd.

SIGNATURE: [Signature]

DATE: MARCH 9, 2015

LOCAL REVIEW AUTHORITY INFORMATION

PLAN TITLE: HAYMARKET ICEPLEX
PWC PLAN NO.: 15-HAY01
ENGINEER: christopher consultants, ltd.
MAP NO.:

SEWER

PROJECTED POPULATION:
SEWER MAIN SIZE AND LENGTH: 8" -
(Note: lines larger than 24" must be submitted to VDH for approval) 10" -
12" -
1.5" SCH40 PVC -

NUMBER OF MANHOLES:

WATER

PIPE SIZES: 4" -
6" -
8" -
12" -
16" -
18" -
(Note: lines larger than 18" must be submitted to VDH for approval)

\* CONNECTIONS
NUMBER OF WATER METERS: 1 EXISTING
RESIDENTIAL METER SIZE:
NUMBER OF FIRE HYDRANTS:

FIRE FLOW INFORMATION

A HYDRAULIC ANALYSIS IS REQUIRED OF ANY PROJECT EXTENDING WATER MAINS. A HYDRANT FLOW TEST CAN BE USED IN PLACE OF AN ANALYSIS TO CALCULATE AVAILABLE FIRE FLOW WHEN NO NEW WATER MAIN IS PROPOSED OR ONLY A FIRE HYDRANT IS SET.

HYDRAULIC MODEL SUMMARY: HYDRANT FLOW TEST:

- a) Minimum Pressure:
b) Maximum Pressure:
c) Fire Flow:
d) Available Fire Flow at 20 psi: 4,668 psi

SANITARY SEWER DESIGN & TEST TABLE

Table with columns: From MH, To MH, Units or Area, Flow / Unit, Avg. Flow Increment, Avg. Flow Total, Peak Factor, Q Total GPD, Pipe Size (in.), Slope (%), Actual Vel.(fps), Full Flow Vel.(fps), Capacity (GPD), q/Q (%), d/D (%), Invert Upper, Invert Lower, Date Line Installed, Date Line Passed Test, MH ID, Date MH Passed Vac. Test. Includes PWCSA Use Only section.

NOTES:

ACWWA Water Demand Estimate and Meter Sizing Using Fixture Values

Table with columns: Fixture or Appliance, Fixture Value (at 60 psi), Number of Fixtures, Subtotal Fixture Value. Rows: Toilet, Urinal, Bidet, Shower, Sink, Kitchen Sink, Utility Sink, Dishwasher, Bathroom, Clothes Washer, Hose connections, Miscellaneous, Combined Fixture Value, Demand, Pressure Adjustment Factor, Total Adjusted demand, Required ACWWA Meter Size.

ACWWA Water Demand Estimate and Meter Sizing Using Fixture Values

Table with columns: Fixture or Appliance, Fixture Value (at 60 psi), Number of Fixtures, Subtotal Fixture Value. Rows: Toilet, Urinal, Bidet, Shower, Sink, Kitchen Sink, Utility Sink, Dishwasher, Bathroom, Clothes Washer, Hose connections, Miscellaneous, Combined Fixture Value, Demand, Pressure Adjustment Factor, Total Adjusted demand, Required ACWWA Meter Size.

MULTI-DWELLING OR NON-RESIDENTIAL METER SCHEDULE

Table with columns: Building Identifier, Building Address, Building Use, If applicable number of dwelling units, Meter Size, Peak demand in gpm, If applicable continuous demand in gpm, Account Type (Water & Sewer, Sub-Meter Account, Water Only Account, Sewer Only Account).

NOTE: A fixture unit list and meter sizing calculations in accordance to AWWA M22 2nd edition is to be inserted in the plan set supporting the information in this table.

VALVE SCHEDULE

Table with columns: Qty., Valve Size, Manufacturer (PWCSA use). Rows: 1, 4 - inch, 1, 6 - inch, 8 - inch, 10 - inch, 12 - inch, 14 - inch, 16 - inch, 18 - inch, 24 - inch.

SHEET REVISED AS OF FEBRUARY 2011



WATER AND SANITARY SEWER INFORMATION

christopher consultants
engineering - surveying - land planning
9417 innovation drive - manassas, va 20101
703.393.9887 - fax 703.393.9076



PWCSA SHEET

HAYMARKET ICEPLEX EXPANSION FINAL SITE PLAN
GPIN# 7298-80-017
TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VA

PROJECT NO: 09090.005.00

SCALE: N/A

DATE: APRIL 2014

DESIGN: DLL
DRAWN: DLL
CHECKED: ESS

SHEET No.

05A OF 13

101945



PROJECT STATUS	
DATE	ACTION
9/3/14	TOWN COMMENTS
3/16/15	FWCSA COMMENTS
3/17/15	TOWN COMMENTS
5/29/15	TOWN COMMENTS

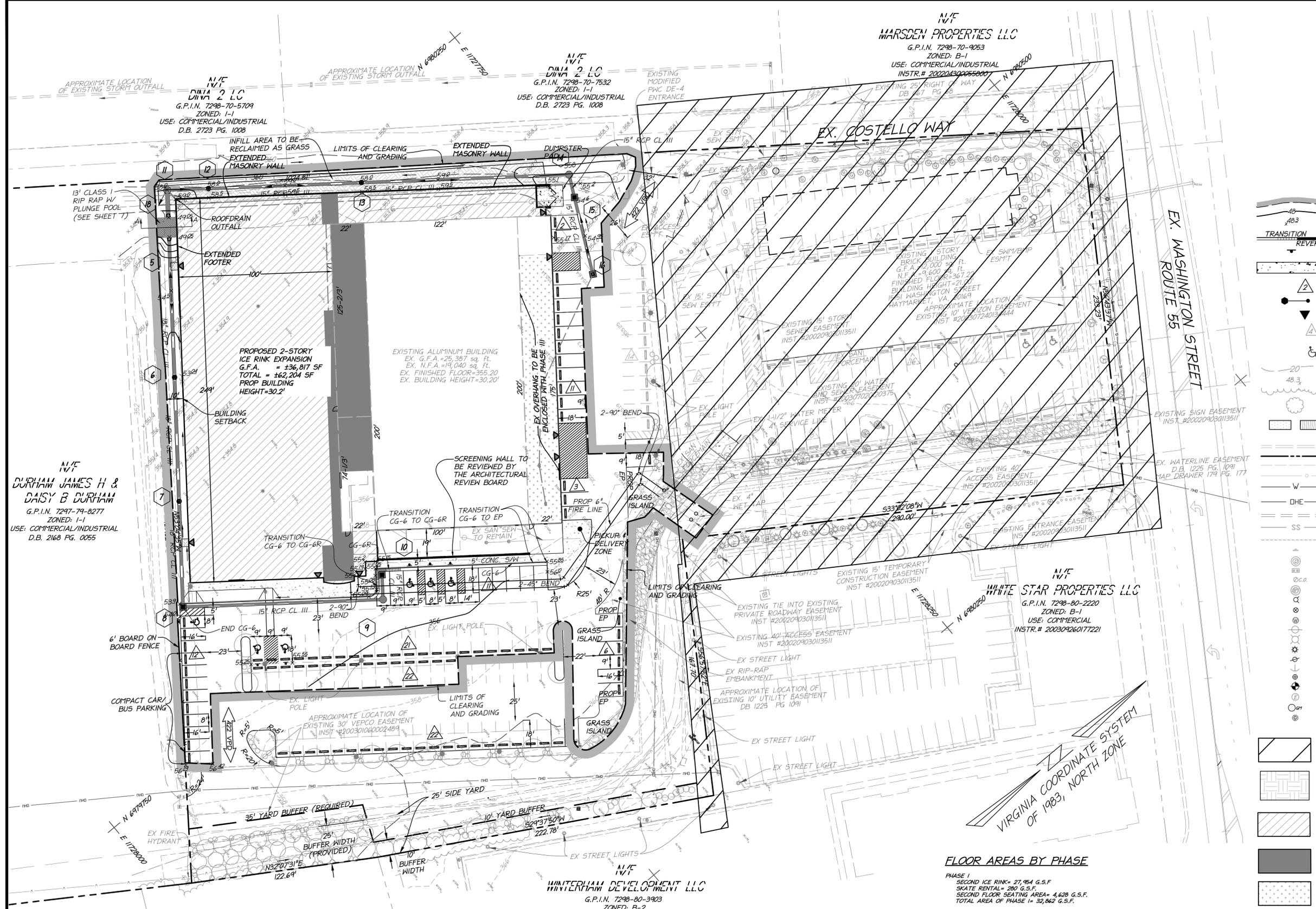
**christopher consultants**  
 engineering · surveying · land planning  
 9417 innovation drive · manassas, va 20101  
 703.393.9887 · fax 703.393.9076



**SITE AND GRADING PLAN**

**HAYMARKET ICEPLEX EXPANSION FINAL SITE PLAN**  
 G.P.I.N. 7298-80-0117  
 TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VA

PROJECT NO. 09090.005.00
SCALE: 1" = 30'
DATE: APRIL 2014
DESIGN: DLL
DRAWN: DLL
CHECKED: ESS
SHEET No.



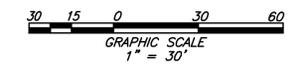
**LEGEND**

- LIMITS OF CONSTRUCTION
- PROPOSED CONTOUR
- PROPOSED SPOT ELEVATION
- PROPOSED CURB AND GUTTER
- PROPOSED STREET SIGN
- PROPOSED CONCRETE SIDEWALK
- PROPOSED STANDARD PARKING SPACE
- PROPOSED STREET LIGHT
- PROPOSED BUILDING ENTRANCE
- EX. PARKING SPACES
- DENOTES HANDICAPPED PARKING SPACE
- EX. CONTOUR
- EX. SPOT ELEVATION
- EX. WOODS LINE
- EX. DECIDUOUS TREE
- DENOTES EX. ASPHALT PAVEMENT
- EX. CURB & GUTTER
- EX. BOUNDARY
- EX. EDGE OF PAVEMENT (EP)
- EX. FENCE (ALL TYPES)
- EX. WATER LINE (W/L)
- EX. OVERHEAD UTILITY LINE
- EX. STORM SEWER
- EX. SANITARY SEWER
- EX. ZONE LINE
- EX. SIGN
- EX. STORM MANHOLE
- EX. STORM GRATE
- EX. SANITARY CLEANOUT
- EX. SANITARY MANHOLE
- EX. FIRE HYDRANT
- EX. WATER VALVE
- EX. WATER METER (W/M)
- EX. UTILITY POLE
- EX. LIGHT
- EX. LIGHT POLE
- EX. POWER UTILITY POLE
- EX. GUY WIRE
- EX. POST
- EX. UTILITY MARKER
- EX. ELECTRIC MANHOLE
- EX. GAS METER
- EX. GAS VALVE
- PIEDMONT TIRE & AUTO SITE NOT INCLUDED IN PLAN
- EXISTING STEEP SLOPE
- PROPOSED BUILDING ADDITION
- PROPOSED BUILDING SECOND FLOOR ADDITION
- PROPOSED PHASE III EXPANSION
- BUILDING ENTRANCE

**FLOOR AREAS BY PHASE**

- PHASE I  
 SECOND ICE RINK = 27,954 G.S.F.  
 SKATE RENTAL = 280 G.S.F.  
 SECOND FLOOR SEATING AREA = 4,628 G.S.F.  
 TOTAL AREA OF PHASE I = 32,862 G.S.F.
  - PHASE II  
 ENLARGED LOBBY AND BATHROOMS = 105 G.S.F.
  - PHASE III  
 ENCLOSURE OF EXISTING OVERHANG = 3,850 G.S.F.
- THE TOTAL AREA OF ALL THREE PHASES WILL BE 36,817 G.S.F. SEE SHEETS A1.1-A3.2 FOR PHASING PLAN.

NOTE:  
 ANY NEW OUTDOOR STORAGE OF EQUIPMENT OR MATERIALS WILL REQUIRE ZONING PERMIT APPROVAL PRIOR TO INSTALLATION.



**NOTES:**

1. SOUTHWEST PROPERTY LINE TO BE FIELD LOCATED PRIOR TO CONSTRUCTION. CARE SHALL BE TAKEN NOT TO TRESPASS OR DISTURB ADJACENT PROPERTY (G.P.I.N. 7297-79-8277). HAND GRADING MAY NEED TO BE PERFORMED NEAR PROPERTY LINE.
2. THE PRIVATE FIRELINE AND PRIVATE WATER SERVICE LINE AFTER THE METER IS SUBJECT TO INSPECTION BY THE TOWN, OR THE TOWN'S APPOINTED REPRESENTATIVE.

N/W  
 DURHAM JAMES H & DAISY B DURHAM  
 G.P.I.N. 7297-79-8277  
 ZONED: I-1  
 USE: COMMERCIAL/INDUSTRIAL  
 D.B. 2168 PG. 0055

N/W  
 ST. PAUL'S EPISCOPAL CHURCH TRS  
 G.P.I.N. 7297-89-1877  
 ZONED: R-1  
 USE: CHURCH  
 D.B. 2800 PG. 0571

N/W  
 WINTERHAM DEVELOPMENT LLC  
 G.P.I.N. 7298-80-3903  
 ZONED: B-2  
 USE: COMMERCIAL

N/W  
 MARDEN PROPERTIES LLC  
 G.P.I.N. 7298-70-9053  
 ZONED: B-1  
 USE: COMMERCIAL/INDUSTRIAL  
 INSTR. # 2002090055000

N/W  
 WHITE STAR PROPERTIES LLC  
 G.P.I.N. 7298-80-2220  
 ZONED: B-1  
 USE: COMMERCIAL  
 INSTR. # 20030926017221

N/W  
 ST. PAUL'S EPISCOPAL CHURCH  
 G.P.I.N. 7297-79-9138  
 ZONED: R-1  
 USE: VACANT  
 D.B. 2536 PG. 0402





EROSION AND SEDIMENT CONTROL NARRATIVE

PROJECT DESCRIPTION:

THE PURPOSE OF THIS SITE PLAN IS FOR THE CONSTRUCTION OF A 32,967 GFA 2-STORY ICE RINK EXPANSION, ASSOCIATED PARKING AND UTILITIES. THE AMOUNT OF DISTURBED AREA FOR CONSTRUCTION WILL BE APPROXIMATELY 2.2 ACRES.

EXISTING SITE CONDITIONS:

THE SUBJECT SITE IS CURRENTLY THE EXISTING ICE RINK AND PIEDMONT TIRE AND AUTO. THE PROPOSED SITE DRAINS OFFSITE TO THE SOUTHWEST CORNER OF THE PROPERTY VIA SHEET FLOW ACROSS THE PROPERTY. THE DRAINAGE DITCH AT THE SOUTHERN PROPERTY LINE DRAINS FOR THE BUILDING. APPROXIMATELY 0.15 AC OF IMPERVIOUS AREA ARE TO BE ADDED. ALL WATER QUALITY AND QUANTITY CONTROLS ARE PROVIDED THROUGH THE APPROVED IMPROVEMENTS FOR PIEDMONT TIRE AND AUTO. SEE SHEET 10 FOR MORE INFORMATION.

CRITICAL AREA:

THERE ARE STEEP SLOPE IN THE NORTHWEST CORNER OF THE SITE. CARE SHALL BE TAKEN WHEN GRADING IN OR AROUND STEEP SLOPE. THE STEEP SLOPE SHALL PERMANENTLY SEEDED AFTER AFTER ANY DISTURBANCE.

DATE OF CONSTRUCTION:

CONSTRUCTION IS ANTICIPATED TO BEGIN AT THE TIME OF FINAL SITE PLAN APPROVAL, AFTER EROSION AND SEDIMENT CONTROL MEASURES HAVE BEEN PLACED AND APPROVED. PERMITS FROM DEQ AND USAGE SHALL BE IN PLACE PRIOR TO COMMENCING WORK.

SOILS DATA:

SEE SHEET 02 FOR SOILS INFORMATION.

ADJACENT PROPERTIES:

- NORTH: WASHINGTON STREET
EAST: RETAIL AND RESIDENTIAL
WEST: OFFICE BUILDING AND INDUSTRIAL LIGHT MANUFACTURING
SOUTH: PD-GI INDUSTRIAL LIGHT MANUFACTURING

OFFSITE AREAS:

THERE WILL BE NO OFF-SITE STOCKPILING OF SOIL. EXCESS CUT WILL BE DISPOSED OF OFFSITE AT A LOCATION TO BE DETERMINED.

EIS CONTROL MEASURES NARRATIVE:

UNLESS OTHERWISE INDICATED, ALL VEGETATIVE AND STRUCTURAL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE CONSTRUCTED AND MAINTAINED ACCORDING TO MINIMUM STANDARDS AND SPECIFICATIONS OF THE VIRGINIA EIS CONTROL HANDBOOK, AS WELL AS VDOT'S ROAD AND BRIDGE STANDARDS. THE MINIMUM STANDARDS OF THE HANDBOOK AND THE ROAD AND BRIDGE STANDARDS SHALL BE ADHERED TO UNLESS OTHERWISE WAIVED OR APPROVED BY VARIANCE.

STRUCTURAL PRACTICES NARRATIVE:

(SEE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK, PRINCE WILLIAM COUNTY FSM AND VDOT ROAD AND BRIDGE STANDARDS FOR DETAILS AND SPECS.)

1. TEMPORARY CONSTRUCTION ENTRANCE (3.02): TEMPORARY CONSTRUCTION ENTRANCES WITH WASH RACKS SHALL BE INSTALLED AS SHOWN ON THE PLAN. DURING MUDDY CONDITIONS, DRIVERS OF CONSTRUCTION EQUIPMENT WILL BE REQUIRED TO WASH THEIR WHEELS BEFORE LEAVING THE PROPERTY. IF PUBLIC WATER IS NOT AVAILABLE, A WATER TRUCK SHALL BE PROVIDED BY THE CONTRACTOR. PERIODIC TOP DRESSING WITH ADDITIONAL STONE OR THE WASHING AND REWORKING OF EXISTING STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEANOUT OF ANY STRUCTURES USED TO TRAP SEDIMENT.

2. SILT FENCE (3.05): WILL BE CONSTRUCTED ONSITE TO INTERCEPT AND DETAIN SMALL AMOUNTS OF SEDIMENT FROM DISTURBED AREAS DURING CONSTRUCTION IN ORDER TO PREVENT SEDIMENT FROM LEAVING THE SITE. SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHEN DEPOSITS REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE BARRIER.

3. INLET PROTECTION (3.07): WILL BE INSTALLED TO PREVENT SEDIMENT FROM ENTERING STORM DRAINAGE SYSTEM PRIOR TO PERMANENT STABILIZATION OF THE DISTURBED AREA. SEDIMENT SHALL BE REMOVED AND THE TRAP RESTORED TO ITS ORIGINAL DIMENSIONS WHEN THE SEDIMENT HAS ACCUMULATED TO ONE HALF THE DESIGN DEPTH OF THE TRAP. REMOVED SEDIMENT SHALL BE DEPOSITED IN A SUITABLE AREA AND IN SUCH A MANNER THAT IT WILL NOT ERODE.

4. CHECK DAMS (3.20): WILL BE INSTALLED IN DITCH TO PREVENT EROSION OF DITCH AREAS. CHECK DAMS SHOULD BE CHECKED FOR SEDIMENT ACCUMULATION AFTER EACH RUNOFF-PRODUCING STORM EVEN. SEDIMENT SHOULD BE REMOVED WHEN IT REACHES ONE HALF OF THE ORIGINAL HEIGHT OF THE MEASURE.

VEGETATIVE PRACTICES:

1. TEMPORARY SEEDING (3.31): ALL DENUDED AREAS WHICH WILL BE LEFT DORMANT FOR EXTENDED PERIODS OF TIME SHALL BE SEEDED WITH FAST GERMINATING TEMPORARY VEGETATION IMMEDIATELY FOLLOWING GRADING. (TO BE APPLIED WITHIN 7 DAYS OF ROUGH GRADING WHERE DENUDED AREAS WILL REMAIN DORMANT FOR LONGER THAN 14 DAYS.)

- SPRING PLANTING (FEBRUARY 16 TO APRIL 30) - ANNUAL RYEGRASS SEED (LOLIUM MULTI-FLOREM) AT 3 LB/1,000 SQ. FT. (60-100 LBS/AC)
-SUMMER PLANTING (MAY 1 TO AUGUST 31) - GERMAN MILLET SEED AT 1 LB/1,000 SQ. FT. (50LBS/AC)
-FALL/WINTER PLANTING (SEPTEMBER 1 TO FEBRUARY 15) - 50/50 MIX OF ANNUAL RYEGRASS (LOLIUM MULTI-FLOREM) AND CEREAL (WINTER) RYE (50 - 100 LBS/AC).
-LIME (IF NECESSARY) - 90 LB/1,000 SQ. FT. PULVERIZED AGRICULTURAL LIMESTONE.
-FERTILIZER (IF NECESSARY) - 14 LB/1,000 SQ. FT. OF 10-20-10 OR EQUIVALENT NUTRIENTS.
-MULCHING - APPLY STRAW AT RATE OF 70 - 90 LB/1,000 SQ. FT (MUST BE ANCHORED).

2. EROSION CONTROL BLANKETS (3.36) OR MULCH (3.35):

EROSION CONTROL BLANKETS WILL BE INSTALLED OVER FILL SLOPES WHICH HAVE BEEN BROUGHT TO FINAL GRADE AND HAVE BEEN SEEDED TO PROTECT THE SLOPES FROM RILL AND GULLY EROSION AND TO ALLOW SEED TO GERMINATE PROPERLY. MULCH (STRAW AND FIBER) WILL BE USED ON RELATIVELY FLAT AREAS AND WILL BE APPLIED AS A SECOND STEP IN THE SEEDING OPERATION.

3. PERMANENT STABILIZATION (3.32):

ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE STABILIZED WITH PERMANENT SEEDING IMMEDIATELY FOLLOWING FINAL GRADING.

4. SODDING (3.33):

- SOD TYPE - TALL FESCUE (KENTUCKY 31) MAY CONTAIN 10% KENBLUE OR SOUTH DAKOTA CERTIFIED KENTUCKY BLUEGRASS.
LIME (IF NECESSARY) - 100 LB/1,000 SQ. FT. OF PULVERIZED AGRICULTURAL DOLOMITE.
FERTILIZER (IF NECESSARY) - 25 LB/1,000 SQ. FT. OF 10-10-10 (FALL); 25 LB/1,000 SQ. FT. OF 5-10-10 (SPRING).
SODDING DATES - ANY SEASON PROVIDED SOIL SURFACE IS NOT FROZEN; MUST BE HARVESTED, DELIVERED AND INSTALLED WITHIN 36 HOURS.

CONSTRUCTION PHASING:

THIS SITE PLAN REFLECTS A TWO-STAGE EROSION AND SEDIMENT CONTROL PROCEDURE TO ADDRESS ADOPTION OF EROSION AND SEDIMENT CONTROL MEASURES TO CHANGES IN SITE CONDITIONS.

PHASE I:

PHASE I CONSISTS OF THE INSTALLATION OF A TEMPORARY CONSTRUCTION ENTRANCE WITH WASH RACK, SILT FENCE AND INLET PROTECTION. IT IS THE INTENT OF PHASE I TO MINIMIZE CLEARING AND FACILITATE THE INSTALLATION OF THE PERIMETER CONTROLS AND TO UTILIZE NATURAL GROUND COVER TO PREVENT SEDIMENT RUNOFF.

PHASE II:

PHASE II EROSION AND SEDIMENT CONTROL MEASURES ARE RELATED TO PRESERVING THE ULTIMATE CLEARING LIMITS, RELATED TO GRADING AND OF THE PARKING LOT, GRASS LINED DITCH AND UTILITIES. PHASE II COVERS SHORT AND LONG TERM PROTECTION, AND STABILIZATION OF FINAL GRADES IN ALL DENUDED AREAS. IT INCLUDES PROTECTION OF EXISTING AND PROPOSED DRAINAGE STRUCTURES. THE PROPOSED UTILITIES AND PARKING LOT WILL BE INSTALLED AS SHOWN ON THE PLANS

EROSION CONTROL PROGRAM:

PHASE I:

THIS INITIAL PHASE OF THE EROSION CONTROL PLAN SHALL INCLUDE VERY LIMITED CLEARING AND GRADING ACTIVITIES WHICH ARE STRICTLY LIMITED TO THE ESTABLISHMENT OF PERIMETER CONTROL. THE CONTRACTOR SHALL INSTALL ALL PHASE I EROSION CONTROL MEASURES AND RECEIVE VERIFICATION FROM COUNTY EROSION CONTROL INSPECTOR THAT THESE CONTROLS ARE IN PLACE AND FUNCTIONING PROPERLY. PHASE I SEDIMENT CONTROL PLAN SHALL PROCEED AS FOLLOWS:

- 1. INSTALL THE STORM DRAIN INLET PROTECTION WITHIN THE PROPERTY LIMITS.
2. INSTALL SILT FENCE ALONG THE SOUTHERN AND WESTERN EDGE OF THE CONSTRUCTION LIMITS TO PROTECT ADJACENT AREAS. CLEAR IN THE AREA OF THE CONSTRUCTION ENTRANCE AND INSTALL THE CONSTRUCTION ENTRANCE WITH WASH RACK.
3. CLEAR THE REMAINING AREA OF THE SITE LEAVING PHASE I CONTROLS IN PLACE.
4. CONTRACTOR TO FAMILIARIZE HIMSELF WITH THE SITE STABILIZATION PLANS INCLUDED IN THIS SET, AND AS DESIGNED BY THE SITE GEOTECHNICAL ENGINEER, BEFORE PROCEEDING WITH THE SITE STABILIZATION CLEARING WORK. CONTRACTOR MUST CONFER WITH GEOTECHNICAL ENGINEER AND COORDINATE TIMING OF THIS WORK.

PHASE II - FINAL CONSTRUCTION ACTIVITIES:

THE CONTRACTOR SHALL ESTABLISH ALL STRUCTURAL MEASURES ON THE PHASE II EROSION CONTROL PLAN AS PERMITTED IN THE CONSTRUCTION SCHEDULE. THE PHASE II SEDIMENT CONTROL PROGRAM SHALL PROGRESS AS FOLLOWS:

- 1. ROUGH GRADE THE SITE, LEAVING PHASE I CONTROLS IN PLACE.
2. INSTALL CHECK DAMS DURING CONSTRUCTION OF DITCH.
3. INSTALL THE UTILITIES AND APPLY BASE STONE FOR PARKING LOT WITHIN FIVE DAYS AFTER REACHING FINAL GRADE FOR THE PARKING LOT SUB-GRADE.
4. ONCE UTILITIES ARE INSTALLED AND THE PARKING LOT IS BROUGHT TO NEAR FINAL GRADE, FILL SLOPE SURFACES SHALL BE LEFT IN ROUGHENED CONDITION TO REDUCE SHEET AND RILL EROSION ON THE SLOPE.
5. ADEQUATE COVER SHALL BE PROVIDED AND SPECIAL CARE IS TO BE TAKEN WITH THE TRAVEL OF CONSTRUCTION EQUIPMENT OVER INSTALLED STORM SEWER.
6. INSTALL PAVEMENT.
7. FINAL GRADE ALL AREAS OF THE SITE
8. STABILIZE ALL UNPAVED AREAS. ALL UNPAVED AREAS WILL BE PERMANENTLY STABILIZED IN ACCORDANCE WITH STANDARD SPECIFICATION 3.22 AND 3.35 OF THE VIRGINIA STATE EROSION AND SEDIMENT CONTROL HANDBOOK AS REQUIRED.
9. AFTER CONSTRUCTION OPERATIONS HAVE ENDED AND ALL DISTURBED AREAS ARE STABILIZED, MECHANICAL SEDIMENT CONTROLS SHALL BE REMOVED AND THE GROUND STABILIZED WITH VEGETATION UPON THE APPROVAL OF THE LOUDOUN COUNTY INSPECTOR.

MAINTENANCE PROGRAM:

THE SITE SUPERINTENDENT OR HIS/HER REPRESENTATIVE SHALL MAKE A VISUAL INSPECTION OF ALL MECHANICAL CONTROLS AND NEWLY STABILIZED AREAS (I.E., SEEDED AND MULCHED AND/OR SODDED AREAS) ON A DAILY BASIS, ESPECIALLY AFTER A HEAVY RAINFALL EVENT, TO INSURE THAT ALL CONTROLS ARE MAINTAINED AND PROPERLY FUNCTIONING. ANY DAMAGED CONTROLS SHALL BE REPAIRED PRIOR TO THE END OF THE WORKDAY INCLUDING RESEEDING AND MULCHING OR RE-SODDING IF NECESSARY.

EROSION AND SEDIMENT CONTROL DEVICES SHALL BE MAINTAINED IN PLACE UNTIL THE GROUND DISTURBING CONSTRUCTION AND PERMANENT STABILIZATION IS COMPLETE AND SHALL BE REMOVED BY PERMISSION OF THE STATE INSPECTOR.

SITE EROSION SUPERVISION:

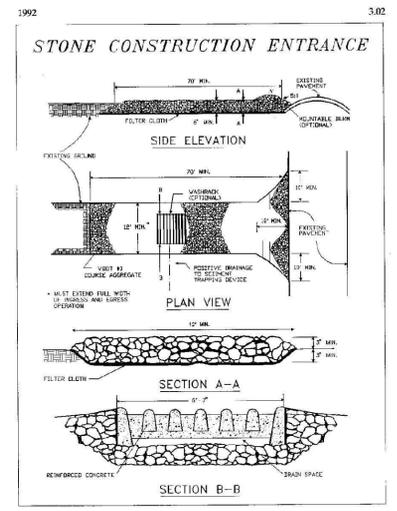
THE VIRGINIA EROSION AND SEDIMENT CONTROL LAW REQUIRES, AS A PREREQUISITE TO ENGAGING IN THE LAND DISTURBING ACTIVITIES SHOWN ON THE APPROVED PLAN, THAT THE PERSON RESPONSIBLE FOR CARRYING OUT THIS PLAN (OWNER/DEVELOPER/PERMITTEE) SHALL PROVIDE TO THE STATE THE NAME OF AN INDIVIDUAL HOLDING A RESPONSIBLE LAND DISTURBER (RLD) CERTIFICATE OF COMPETENCE ISSUED BY THE DEPARTMENT OF ENVIRONMENTAL AND RECREATION (DEC) WHO WILL BE RESPONSIBLE FOR CARRYING OUT THE LAND DISTURBING ACTIVITY. THIS INFORMATION MUST BE KEPT CURRENT FOR THE LIFE OF THIS PLAN. THE LOUDOUN COUNTY INSPECTOR HAS THE AUTHORITY TO ADD OR DELETE CONTROLS AS NEEDED IN THE FIELD SITE CONDITION WARRANT.

LAND CONSERVATION GENERAL NOTES:

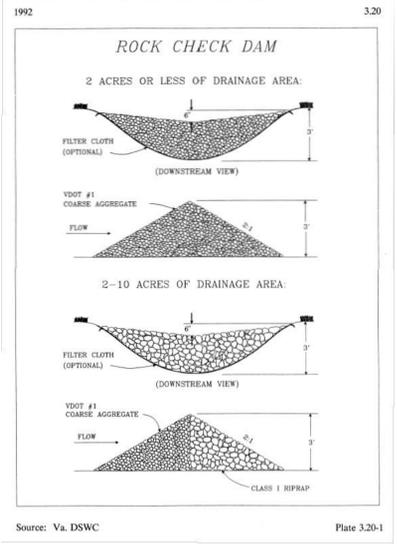
- 1. NO DISTURBED AREA WILL REMAIN DENUDED FOR MORE THAN SEVEN CALENDAR DAYS UNLESS OTHERWISE AUTHORIZED BY DIRECTOR OR HIS AGENT.
2. ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE IN PLACE PRIOR TO, OR AS THE FIRST STEP IN GRADING. THE FIRST AREAS TO BE CLEARED ARE TO BE THOSE REQUIRED FOR THE PERIMETER CONTROLS.
3. ALL STORM AND SANITARY SEWER LINES NOT IN STREETS ARE TO BE SEEDED AND MULCHED IMMEDIATELY AFTER BACKFILL. NO MORE THAN 200 FEET OF THE TRENCH IS TO BE OPEN AT ANY ONE TIME.
4. ELECTRIC POWER, TELEPHONE AND GAS SUPPLY TRENCHES ARE TO BE COMPACTED SEEDED AND MULCHED IMMEDIATELY AFTER BACKFILL.
5. ALL TEMPORARY EARTH BERMS, DIVERSION AND SEDIMENT CONTROL DAMS ARE TO BE MULCHED AND SEEDED FOR VEGETATION COVER IMMEDIATELY AFTER GRADING. STRAW OR HAY MULCH IS REQUIRED. THE SAME APPLIES TO ALL SOIL STOCKPILES.
6. DURING CONSTRUCTION ALL STORM SEWER INLETS WILL BE PROTECTED BY INLET PROTECTION DEVICES WHICH WILL BE MAINTAINED AND MODIFIED AS REQUIRED BY CONSTRUCTION PROGRESS.
7. ANY DISTURBED AREA NOT COVERED BY NOTE #1 ABOVE AND NOT PAVED, SODDED, OR BUILT UPON BY NOVEMBER 1ST OR DISTURBED AFTER THAT DATE IS TO BE MULCHED WITH HAY OR STRAW MULCH AT THE RATE OF TWO TONS PER ACRE AND OVER SEEDED NO LATER THAN MARCH 15TH.
8. AT THE COMPLETION OF CONSTRUCTION PROJECTS AND PRIOR TO THE RELEASE DATE OF THE BOND, ALL TEMPORARY SEDIMENT AND EROSION CONTROLS SHALL BE REMOVED AND ALL DISTURBED AREAS SHALL BE STABILIZED.

STATE MINIMUM STANDARDS (1-19):

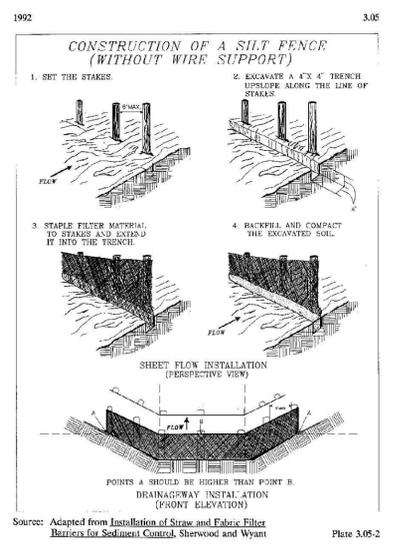
- 1. PERMANENT OR TEMPORARY SOIL STABILIZATION WILL BE APPLIED TO DENUDED AREAS WITHIN SEVEN DAYS AFTER FINAL GRADE IS ACHIEVED ON ANY PORTION OF THE SITE. FOR DENUDED AREAS THAT WILL REMAIN DORMANT FOR 30 DAYS, TEMPORARY SOIL STABILIZATION WILL BE PROVIDED. PERMANENT STABILIZATION SHALL BE APPLIED TO AREAS LEFT DORMANT FOR MORE THAN ONE YEAR.
2. SOIL STOCKPILES, INCLUDING SOIL THAT IS INTENTIONALLY TRANSPORTED, SHALL BE STABILIZED/PROTECTED WITH APPROPRIATE SEDIMENT TRAPPING PROCEDURES.
3. PERMANENT VEGETATIVE COVER WILL BE PROVIDED ON DENUDED AREAS NOT OTHERWISE PERMANENTLY STABILIZED. THE PERMANENT VEGETATIVE COVER WILL BE ESTABLISHED UPON INSPECTION & APPROVAL FROM LOCAL PROGRAM ADMINISTRATOR.
4. SEDIMENT BASINS & TRAPS, PERIMETER DIKES, SEDIMENT BARRIERS & OTHER MEASURES TO TRAP SEDIMENT SHALL BE CONSTRUCTED PRIOR TO ANY LAND DISTURBANCE, AND BE MADE FUNCTIONAL BEFORE UPSLOPE DISTURBANCE BEGINS.
5. STABILIZATION MEASURES SHALL BE APPLIED TO EARTHEN STRUCTURES SUCH AS DAMS, DIKES AND DIVERSIONS IMMEDIATELY AFTER INSTALLATION.
6. SURFACE RUNOFF FROM DRAINAGE AREAS IN EXCESS OF THREE ACRES SHALL BE CONTROLLED BY A BASIN DESIGNED TO MANAGE THE ANTICIPATED SEDIMENT LOAD.
7. CUT & FILL SLOPES WILL BE DESIGNED & CONSTRUCTED IN A MANNER THAT WILL MINIMIZE EROSION. SLOPES DETERMINED TO HAVE EXCESSIVE EROSION AFTER ONE YEAR OF PERMANENT STABILIZATION WILL BE FIXED WITH APPROPRIATE STABILIZATION MEASURES.
8. CONCENTRATED RUNOFF WILL BE CONTAINED WITHIN TEMPORARY OR PERMANENT CHANNELS, FLUMES OR SLOPE DRAIN STRUCTURES.
9. WHENEVER WATER SEEPS FROM A SLOPE FACE, ADEQUATE DRAINAGE OR OTHER PROTECTION SHALL BE PROVIDED.
10. ALL STORM WATER INLETS MADE OPERABLE WILL BE PROTECTED FROM SEDIMENT-LADEN WATER.
11. OUTLET PROTECTION OF ANY TEMPORARY/PERMANENT CHANNEL LINING WILL BE INSTALLED IN THE CONVEYANCE CHANNEL AND RECEIVING CHANNEL BEFORE NEW STORM WATER CONVEYANCE CHANNELS ARE MADE OPERATIONAL. WHEN WORK IN A LIVE WATERCOURSE IS PERFORMED, PRECAUTIONS SHALL BE TAKEN TO MINIMIZE ENCROACHMENT, CONTROL SEDIMENT TRANSPORT, & STABILIZE AREA. NON-ERODIBLE MATERIALS SHALL BE USED IN CONSTRUCTION OF CAUSEWAYS & COFFERDAMS. EARTHEN FILL MAY BE USED IF ARMORED WITH NON-ERODIBLE MATERIALS.
12. A TEMPORARY CROSSING SHALL BE PROVIDED OVER ONSITE WATERCOURSES.
13. FEDERAL & STATE REGULATIONS MUST BE MET REGARDING WORKING IN OR CROSSING WATERCOURSES.
14. BED & BANKS SHALL BE STABILIZED IMMEDIATELY UPON COMPLETION OF WORK IN AREA OF WATERCOURSE.
15. UNDERGROUND UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING STANDARDS & SAFETY REGULATIONS:
- NO MORE THAN 500 LINEAR FEET OF TRENCH MAY BE OPEN AT ONE TIME.
- EXCAVATED MATERIAL SHALL BE PLACED ON UPHILL SIDE OF TRENCH.
- EFFLUENT SHALL BE FILTERED BEFORE DISCHARGE INTO THE RECEIVING BODY.
- MATERIAL USED FOR BACKFILLING SHALL BE PROPERLY COMPACTED TO PROMOTE STABILIZATION & MINIMIZE EROSION.
- RE-ESTABLISHMENT SHALL BE ACCOMPLISHED IN ACCORDANCE WITH THESE REGULATIONS.
- COMPLY WITH ALL APPLICABLE SAFETY REGULATIONS.
17. PROVISIONS SHALL BE MADE TO REDUCE THE TRANSPORT OF SEDIMENT FROM CONSTRUCTION VEHICLES IN THE FORM OF NIGHTLY SWEEPS, SHOVELING & PAVEMENT WASH DOWNS.
18. TEMPORARY EROSION & SEDIMENT MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL STABILIZATION. TRAPPED SEDIMENT & DISTURBED SOIL AREAS WILL BE PERMANENTLY STABILIZED.
19. PROPERTIES AND WATERWAYS DOWNSTREAM FROM DEVELOPMENT SITES SHALL BE PROTECTED FROM SEDIMENT DEPOSITION, EROSION AND DAMAGE DUE TO INCREASES IN VOLUME, VELOCITY AND PEAK FLOW RATE OF STORMWATER RUNOFF.



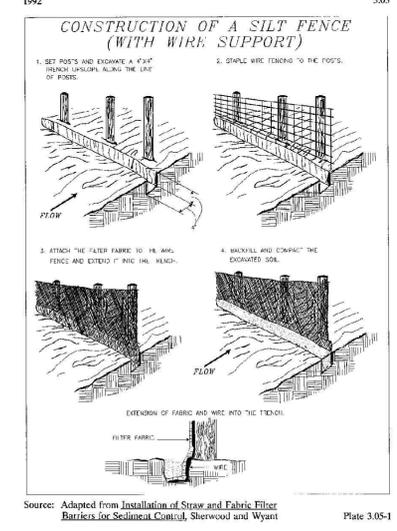
Source: Adapted from 1983 Maryland Standards for Soil Erosion and Sediment Control, and Va. DSWC Plate 3.02-1



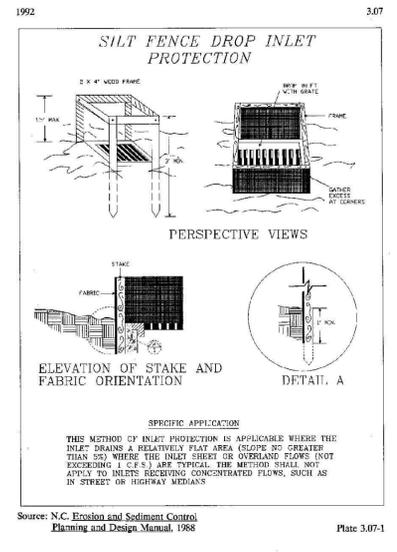
Source: Va. DSWC Plate 3.20-1



Source: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control, Sherwood and Wyant Plate 3.05-2



Source: Adapted from Installation of Straw and Fabric Filter Barriers for Sediment Control, Sherwood and Wyant Plate 3.05-1



Source: N.C. Erosion and Sediment Control Planning and Design Manual, 1988 Plate 3.07-1

PROJECT STATUS table with columns DATE and ACTION, and rows for 9/3/14 and TOWN COMMENTS.

christopher consultants logo and contact info, HAYMARKET ICEPLEX EXPANSION FINAL SITE PLAN, PROJECT NO. 09090.005.00, SCALE: NTS, DATE: APRIL 2014, DESIGN: DLL, DRAWN: DLL, CHECKED: ESS, SHEET No. 09 of 13, Packet Pg. 48



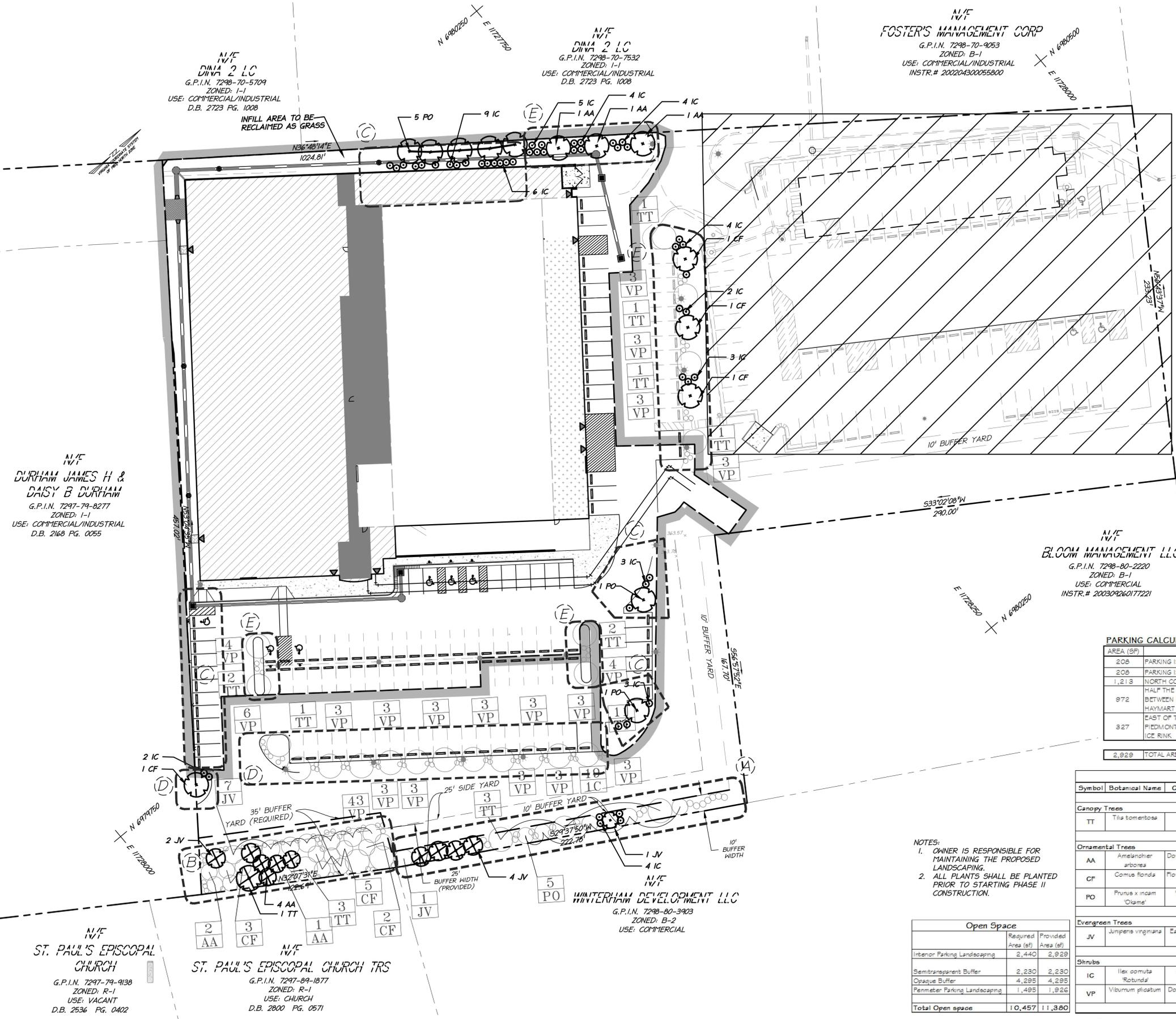


# THIS SHEET FOR LANDSCAPE PURPOSES ONLY !!!

### LANDSCAPE LEGEND

- PROPOSED TREES
- PROPOSED SHRUBS
- EXISTING TREES
- DEAD TREES TO BE REPLACED
- EXISTING SHRUBS
- PIEDMONT TIRE & AUTO SITE NOT INCLUDED IN PLAN

PROJECT STATUS	
DATE	ACTION
9/3/14	TOWN COMMENTS
3/17/15	TOWN COMMENTS



Existing Screen B (SB) - Semitransparent Screen (A)  
Alt 1 - Sec. 58-700

1 Property Line Length = Winterham Property Eastern Boundary Zone B-2	223 lf
2 Buffer Area = 10' Width x Property line length less driveway	2230 sq ft
3 Plants Required	
Canopy Trees	1/1000 sq ft    2    3
Ornamental Trees	1/500 sq ft    4    5
Evergreen Trees	1/500 sq ft    4    6
Shrubs	1/100 sq ft    22    23

Existing Screen C (SC) - Opaque Screen (B)  
Alt 1 - Sec. 58-700

1 Property Line Length = Church Property Eastern Boundary	123 lf
2 Buffer Area = 35' Width x Property line length	4295 sq ft
3 Plants Required	
Canopy Trees	1/1000 sq ft    4    4
Ornamental Trees	1/250 sq ft    17    17
Evergreen Trees	1/500 sq ft    9    9
Shrubs	1/100 sq ft    43    43

Proposed Parking Lot Adjacent (C)  
To SW Property Line (Section 58-703d)

Length of Parking Lot Adjacent to SW Property Line	104 lf
Plants Required in a Strip 5 Feet in Width	
2 Parking Lot Trees Per 30' Frontage	7    7*
Screens for the full length of the Frontage	21    21*
(Plant 6 Screening Shrub Per 30' Frontage)	
*Trees and shrubs planted in north corner of building	

Existing Parking Lot Adjacent (D)  
To Private Street (Section 58-703d)

Length of Parking Lot Adjacent to Private Drive	195 lf
Plants Required in a Strip 5 Feet in Width	
2 Parking Lot Trees Per 30' Frontage	13    12 Existing/1 Proposed Trees
Screens for the full length of the Frontage	39    39 Existing/2 Proposed Shrubs
(Plant 6 Screening Shrub Per 30' Frontage)	

### PARKING CALCULATIONS

AREA (SF)	LOCATION
208	PARKING ISLE
208	PARKING ISLE
1,213	NORTH CORNER OF BUILDING HALF THE LANDSCAPE ISLE BETWEEN PIEDMONT TIRE AND HAYMARKET ICE RINK
972	EAST OF THE WALK BETWEEN PIEDMONT TIRE AND HAYMARKET ICE RINK
327	
<b>2,928</b>	<b>TOTAL AREA PROVIDED</b>

### Parking Lot Interior Planting (SEC 58-703(e) Interior Parking Lot Landscaping (E))

Note: Minimum Landscape area 25 square feet (Section 58-703(e)(3))  
Area of Parking: 43,195 SF

Interior landscaped area required: 2,160 SF / 43,195 SF 5.0 %  
Interior landscaped area provided: 2,928 SF / 43,195 SF 6.8 %

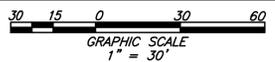
Number of trees/shrubs required @ 1 tree and 3 shrubs per 10 spaces: 12 Trees and 37 Shrubs  
Number of trees/shrubs provided: 124 spaces 8 Existing/6 Proposed Trees 20 Existing/22 Proposed Shrubs

Note: No Buffer Areas or Penimeter Landscaping has been included in this calculation.

Symbol	Botanical Name	Common Name	Quantity	Size	Condition	Tree Credit	10 Year Canopy (sf)	Function
<b>Canopy Trees</b>								
TT	Tilia tomentosa	Silver Linden	26 Ex.	2-1/2' cal.	B # B	175	4725	Buffer
<b>Ornamental Trees</b>								
AA	Amelanchier arborea	Downy Serviceberry	8 Ex.	1" cal.	B # B	75	825	Buffer
CF	Cornus florida	Flowering Dogwood	10 Ex.	5'-6" ht.	B # B	75	975	Buffer
PO	Prunus x incam 'Olamel'	'Olamel' Cherry	9 Pr.	5'-6" ht.	B # B	75	900	Buffer
<b>Evergreen Trees</b>								
JV	Juniperus virginiana	Eastern Redcedar	8 Ex.	2" cal.	B # B	100	1500	Buffer
			7 Pr.	6'-8" ht.				
<b>TOTAL</b>							<b>8,925</b>	
<b>Shrubs</b>								
IC	Ilex cornuta 'Rotunda'	Chinese Holly	19 Ex.	1.8-2.4" min. ht.				Buffer
VP	Viburnum plicatum	Doublefile Viburnum	102 Ex.	12-18" min. ht.				Buffer

- NOTES:**
- OWNER IS RESPONSIBLE FOR MAINTAINING THE PROPOSED LANDSCAPING.
  - ALL PLANTS SHALL BE PLANTED PRIOR TO STARTING PHASE II CONSTRUCTION.

Open Space		
	Required Area (sf)	Provided Area (sf)
Interior Parking Landscaping	2,440	2,928
Semitransparent Buffer	2,230	2,230
Opaque Buffer	4,295	4,295
Penimeter Parking Landscaping	1,495	1,926
<b>Total Open space</b>	<b>10,460</b>	<b>11,380</b>



ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY AND PKCSA STANDARDS.

**christopher consultants**  
engineering · surveying · land planning  
9417 innovation drive · manassas, va 20101  
703.393.9887 · fax 703.393.9076



**LANDSCAPE PLAN**

**HAYMARKET ICEPLEX EXPANSION FINAL SITE PLAN**  
G.P.I.N.# 7298-80-0117  
TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VA

PROJECT NO: 09090.005.00  
SCALE: 1" = 30'  
DATE: APRIL 2014  
DESIGN: DLL  
DRAWN: DLL  
CHECKED: ESS

SITE LIGHTING FIXTURE SCHEDULE

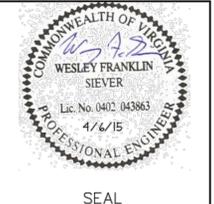
TYPE	MANUFACTURER/CATALOG NO.	NO.	LAMPS	MOUNTING	REMARKS
A	LITHONIA WST-175W-F1-TB-SCWA	1	175W MH	WALL AT 15'-0" AFF	
B	LITHONIA WST-175W-F1-TB-SCWA	1	175W MH	WALL AT 18'-0" AFF	

I. EQUIVALENT FIXTURES ACCEPTED BY ALTERNATE MANUFACTURERS: DAY-BRITE, COOPER, HUBBELL.

STATISTICS			
Description	Avg	Max	Max/Avg
Parking	1.7 fc	4.3 fc	2.53

IECC LIGHTING COMPLIANCE

EXTERIOR:  
 TOTAL LIGHTING PROPOSED ----- 5310 WATTS  
 WATTS ALLOWED ----- 8092 WATTS  
 DESIGN BETTER THAN CODE ----- 38%



REVISIONS	
DATE	REMARKS
4/5/15	PLAN CHANGES

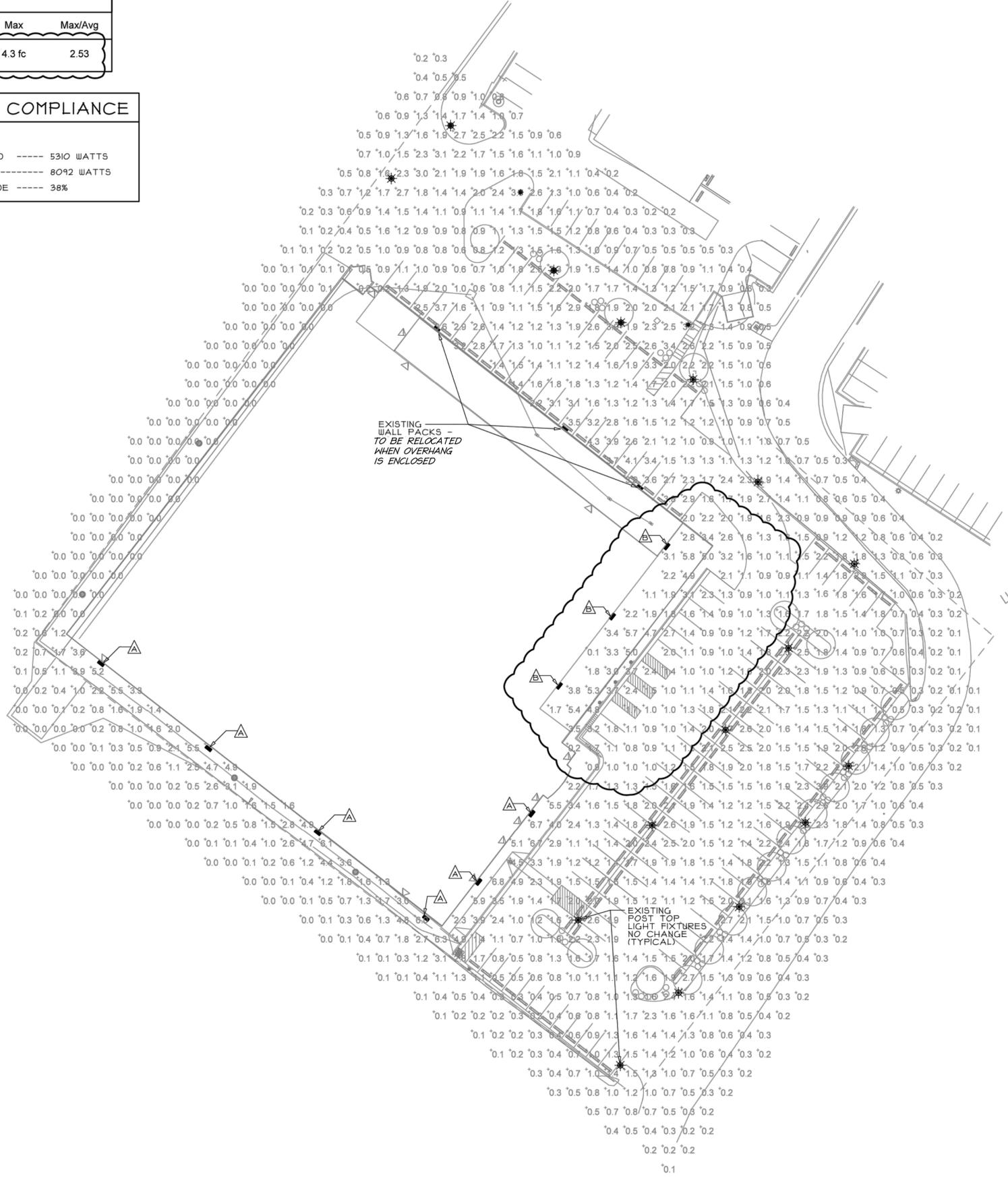
**FEATURES & SPECIFICATIONS**

**WST**  
HIGH PRESSURE SODIUM 150W-175W

Series	Wattage	Color	Beam Angle	Mounting	Notes
WST	150W	9300K	120°	W	Standard
WST	175W	9300K	120°	W	Standard

**WST Metal Halide, High Pressure Sodium Wall Mounted**

Lamp	Initial lumens	90°	12°	1°
50W MH	1300	0.63	0.31	0.27
70W MH	1500	0.62	0.31	0.24
100W MH	2100	0.65	0.34	0.27
150W MH	2100	1.61	0.98	0.55
175W MH	2200	1.61	1.0	0.56



SITE PHOTOMETRIC PLAN  
 SCALE: 1" = 30'

**MEI engineering, inc.**  
 mechanical-electrical-industrial consultants  
 Harrisonburg, VA  
 (540) 432-6272  
 www.MEInc.com

**HAYMARKET ICE ARENA EXPANSION**  
 15151 WASHINGTON STREET  
 HAYMARKET VIRGINIA  
 SITE PHOTOMETRIC PLAN, DETAILS & SCHEDS.

DATE	11-11-14	SHEET NO.	ES
FILE	14063-ES		

COUNTY OF PRINCE WILLIAM  
DEPARTMENTS OF TRANSPORTATION / PUBLIC WORKS  
UNIT PRICE LISTS

FOR  
PERFORMANCE BONDS, LANDSCAPING ESCROWS, AND SILTATION & EROSION CONTROL ESCROWS

PROJECT NAME: HAYMARKET ICEPLEX  
P.W.C. FILE #: DATE PREPARED:

NOTE: This form is to be used to estimate performance bond, landscaping escrow and soil erosion escrow prices posted with Prince William County. These prices do not include items that are to be bonded separately with the Virginia Department of Transportation.

1. MOBILIZATION/DEMOLITION OF CONSTRUCTION EQUIPMENT

Table with 4 columns: Item, Unit, Price, Total. Mobilization/Demobilization @ Lump Sum \$10,000.00 (min.) = \$10,000.00

2. STORM DRAINAGE

A. STRUCTURES

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes items like DI-1, DI-3, DI-4, MH-1, MH-2, JB-1, DI-7, DI-12. SUB-TOTAL \$35,500.00

B. CONCRETE PIPE

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes items like 12" DI, 15" DI, 18" DI, 21" DI, 24" DI, 27" DI, 30" DI, 33" DI. SUB-TOTAL \$30,875.00

C. END WALLS

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes items like 12" DI, 15" DI, 18" DI, 21" DI, 24" DI, 27" DI, 30" DI, 33" DI. SUB-TOTAL \$0.00

D. END SECTIONS ES-1

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes items like 12" DI, 15" DI, 18" DI, 21" DI, 24" DI. SUB-TOTAL \$2,550.00

E. CORRUGATED METAL PIPE

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes items like 12" DI, 15" DI, 18" DI, 24" DI, 30" DI. SUB-TOTAL \$0.00

F. END SECTIONS ES-2

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes items like 15" DI, 18" DI, 24" DI, 30" DI. SUB-TOTAL \$0.00

G. ADN-12 (HDPE)

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes items like 12" DI, 15" DI, 18" DI, 24" DI, 30" DI, 36" DI, 42" DI, 48" DI, 60" DI, End Section. SUB-TOTAL \$0.00

H. STORMWATER MANAGEMENT/BMP FACILITIES (See note #5)

Table with 4 columns: Item, Unit, Price, Total. Includes Excavation, Embankment, Sediment Removal. SUB-TOTAL \$0.00

STORM DRAINAGE PIPE (RCP, CMP, PVC, Riser)

Table with 4 columns: Item, Unit, Price, Total. Includes RCP, CMP, PVC, Riser. SUB-TOTAL \$0.00

STORM DRAINAGE STRUCTURES (DI-7, MI-1, MH-2, etc.)

Table with 4 columns: Item, Unit, Price, Total. Includes Gravel Filter System, Drainage Blanket, Concrete Cradle, End Wall, End Section, Trash Rack. SUB-TOTAL \$0.00

QUANTITY COST

Table with 4 columns: Item, Unit, Price, Total. Includes Stormceptor, Monitoring Well, BMP Detention Protection Device, Boreation (denimed cost), Infiltration Trench (denimed cost), Sand Filter (denimed cost). SUB-TOTAL \$0.00

SPILLWAY LINING

Table with 4 columns: Item, Unit, Price, Total. Includes Seed, Fertilizer & Mulch, Sod, Hydraulic Cem. Conc., Bituminous Concrete, Rip-Rap, Grouded Rip-Rap, Erosion Control Stone, #57 - Course Aggregate, Porous Pavement, High Chain Link Fence, SWM Sign, Access Road. SUB-TOTAL \$1,794.20

I. MISCELLANEOUS DRAINAGE ITEMS

Table with 4 columns: Item, Unit, Price, Total. Includes Box Culvert, Energy Dissipater, Wing Walls, Anchors. SUB-TOTAL \$0.00

Table with 4 columns: Item, Unit, Price, Total. Includes Roadside standard ditches, Sod Ditches, Paved Ditches, Filter Cloth Fabric & Gabion Stone, Rip-rap, Grouded Rip-rap, Paved Flame, Flush the Drainage System. SUB-TOTAL \$0.00

STORM DRAINAGE SUB-TOTAL \$70,719.20

3. CONSTRUCTION WITHIN RIGHT-OF-WAY AND/OR EASEMENTS

A. SITE WORK

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes Clear & Grub, Excavation, Embankment, Rock Excavation, Slope Stabilization, Slope Stab - Jute Mesh, Slope Stab - Sod, Steep Skapes. SUB-TOTAL \$16,000.00

B. SUBGRADE, SUBBASE AND BASE COURSE ITEMS

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes Subgrade preparation, Subbase & Base Course Aggregate, Bituminous Concrete, Reinforced Concrete Pavement, Gravel Shoulders, Underdrains, Soil Cement Stabilization, Lime Stabilization, Cement Treated Aggregate. SUB-TOTAL \$0.00

C. SUBBASE AND BASE COURSE ITEMS

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes Aggregate, Bituminous Concrete, Reinforced Concrete Pavement, Gravel Shoulders, Cement Stabilization, Lime Stabilization. SUB-TOTAL \$87,750.00

D. ENTRANCES AND PIPE STEMS

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes DE-1, DE-2, DE-3, PP-1, PP-2, CG-9D, CG-10A, CG-11, Concrete Entrance Valley Gutter, Papestem Driveway, Pipestem Driveway. SUB-TOTAL \$0.00

E. MISCELLANEOUS CONSTRUCTION ITEMS

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes Sidewalk, Header Curb, Curb & Gutter, CG-12, Bicycle Trail Walkway, Raised Concrete Median, Trail, Trail (Wood Chip), Trail (Stone Dust). SUB-TOTAL \$0.00

QUANTITY COST

Table with 4 columns: Item, Unit, Price, Total. Includes Retaining Walls, Timber, Crib, Reinforced Earth, Reinforced Concrete, Excavation for tiebacks, Guardrail, CR-7 NCHRP 350, CR-9, Crib, Reinforced Earth, Reinforced Concrete, Excavation for tiebacks, Address Sign, Street Name Sign, Traffic Control Sign, Bus Stop Sign, Bus Shelter, Traffic Signal, HC Parking Space Sign, Bike Rack, Roadside Delimiters, Hand Rail, Pavement Marking, Pavement Marking (Thermoplastic), Traffic Barricade, Street Lighting, Utilities Relocation, P.E. Certified "As-Built" Plans. SUB-TOTAL \$17,720.00

Table with 4 columns: Item, Unit, Price, Total. Includes Address Sign, Street Name Sign, Traffic Control Sign, Bus Stop Sign, Bus Shelter, Traffic Signal, HC Parking Space Sign, Bike Rack, Roadside Delimiters, Hand Rail, Pavement Marking, Pavement Marking (Thermoplastic), Traffic Barricade, Street Lighting, Utilities Relocation, P.E. Certified "As-Built" Plans. SUB-TOTAL \$121,470.00

CONSTRUCTION WITHIN RIGHT-OF-WAY/EASEMENTS SUB-TOTAL \$121,470.00

4. SANITARY SEWER & WATER LINE CONSTRUCTION

A. WATER MAIN

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes 4" DIP, 6" DIP, 8" DIP, 12" DIP, 16" DIP, 18" DIP, 4" or 6" RW Valve, 8" or 12" RW Valve, 16" or 24" RW Valve, Fire Hydrant Assembly, Standard Meter Crock & Appurtenances, Meter Vault & Appurtenances, Water Main Blow-off Assembly, Air Release Assembly, Dead End Anchor System. SUB-TOTAL \$0.00

B. SANITARY SEWER PIPE LINE

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes 1.5" thru 4" LPPM, 8" PVC, 8" DIP, 10" PVC, 10" DIP, 12" PVC, 12" DIP, 15" PVC, 4" Dia. Sanitary Sewer Manhole, 5" Dia. Sanitary Sewer Manhole, Street Manhole Frame & Cover Assembly, Easement Manhole Frame & Cover Assembly, Abandonment of Manhole, 4" PVC Lateral, 4" DIP Lateral, 6" PVC Lateral, 6" DIP Lateral, LPPM Flushing Station, Sewerage Air Release/Vacuum, Steel Casings, Grease Trap. SUB-TOTAL \$202,189.20

For sizes larger than 15", add \$4.00 per inch increase in diameter.

SANITARY SEWER & WATER LINE CONSTRUCTION SUB-TOTAL \$202,189.20

5. MISCELLANEOUS COST

Table with 4 columns: Item, Unit, Price, Total. Includes Administrative Cost, Inflation Cost. SUB-TOTAL \$228,473.80

6. LANDSCAPING ESCROW

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes 4" - 5", 5" - 6", 18.0", 1.0" seed, fertilizer & mulch. SUB-TOTAL \$6,785.00

B. EVERGREEN TREES

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes 4" - 5", 5" - 6", 7.0", 7" - 8", 8" - 10" evergreen trees. SUB-TOTAL \$0.00

C. SHRUBS

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes 52.0 18" - 24", 24" - 30" shrubs. SUB-TOTAL \$0.00

D. REFORESTATION

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes # of acres. SUB-TOTAL \$0.00

7. SILTATION AND EROSION CONTROL ESCROWS

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes Diversion Dike, Cleaning out SWM Facilities, Silt Traps, Silt Fence, Super Silt Fence, Seed, Fertilizer & Mulch, Steep Slopes, Coarse Aggregates, Inlet Protection, Check Dam, Temporary Construction Entrance, Wash Rack, Temporary Sediment Trap, Channel Diversion, Chain-link Safety Fence, Plastic Orange Safety Fence, Yard utility refurbishment, Stockpile Removal, Clean Up of Temporary Sediment Basin. SUB-TOTAL \$11,597.40

Administrative Cost (10% of Total Cost) \$1,159.74

TOTAL SILTATION & EROSION ESCROW AMOUNT \$12,757.14

Minimum acceptable amount for Siltation and Erosion Control Escrow is \$1,000.00

I hereby certify that the above is my best estimate of the quantities and current cost of bondable improvements, landscaping items, and Siltation & Erosion Control Escrow in this subdivision or site plan.

Hannah Saadoun (703) 393-9887

PREPARER'S SIGNATURE TELEPHONE #

Hannah Saadoun christopher consultants

NAME (print) COMPANY OR FIRM

NOTES: 1. For items identified with \*\* the quantity for the embankment material is the net

2. The excavation and embankment costs include the necessary grading, spreading and/or

3. For some of the items on pages 3 & 4 of this form, the unit prices are not provided.

4. The unit cost for each of the items in the Unit Price Lists is the installation cost which

5. Inflation has been calculated based on Northern Virginia Consumer Price Index of the

6. Whoever certifies the site development plans must also certify the total cost of the

REPLACEMENT / REPAIR ITEMS (To be used only for performance bond reduction / extension requests)

Table with 4 columns: QUANTITY, COST, QUANTITY, COST. Includes Relocate utility poles, Remove basketball pole, Remove fence, Remove trees, Replace curb and gutter, Replace sidewalk, Re-establish ditch line, Place additional stone on shoulders, Relocate / reset manholes, Straighten out bent ends of driveway entrance pipes, Remove and replace entrance pipe, Lower / raise entrance pipe, Clean out driveway entrance pipes, Readjust manhole tops, Remove form material, Install missing steps in storm drainage structures, Parge storm drainage structures, Paint metal parts, Place additional rip-rap, Place additional grouted rip-rap, Place additional guard rail, Place additional paved ditch, Place additional signs, Mow grass within right-of-way & storm drainage easements, Remove construction debris, other items. SUB-TOTAL \$0.00

QUANTITY COST

Table with 4 columns: Item, Unit, Price, Total. Includes Relocate utility poles, Remove basketball pole, Remove fence, Remove trees, Replace curb and gutter, Replace sidewalk, Re-establish ditch line, Place additional stone on shoulders, Relocate / reset manholes, Straighten out bent ends of driveway entrance pipes, Remove and replace entrance pipe, Lower / raise entrance pipe, Clean out driveway entrance pipes, Readjust manhole tops, Remove form material, Install missing steps in storm drainage structures, Parge storm drainage structures, Paint metal parts, Place additional rip-rap, Place additional grouted rip-rap, Place additional guard rail, Place additional paved ditch, Place additional signs, Mow grass within right-of-way & storm drainage easements, Remove construction debris, other items. SUB-TOTAL \$0.00

STORM DRAINAGE SUB-TOTAL \$0.00

TOTAL CONSTRUCTION COST \$202,189.20

TOTAL PERFORMANCE BOND AMOUNT \$228,473.80

TOTAL COST \$0.00

PROJECT STATUS

Table with 2 columns: DATE, ACTION. Includes 9/3/14 TOWN COMMENTS, 3/17/15 TOWN COMMENTS.

christopher consultants  
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703.393.9887 · fax 703.393.9076



BOND ESTIMATE

HAYMARKET ICEPLEX  
EXPANSION  
FINAL SITE PLAN  
G/PIN# 7298-80-017  
TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VA

PROJECT NO: 09090.005.00

SCALE: NTS

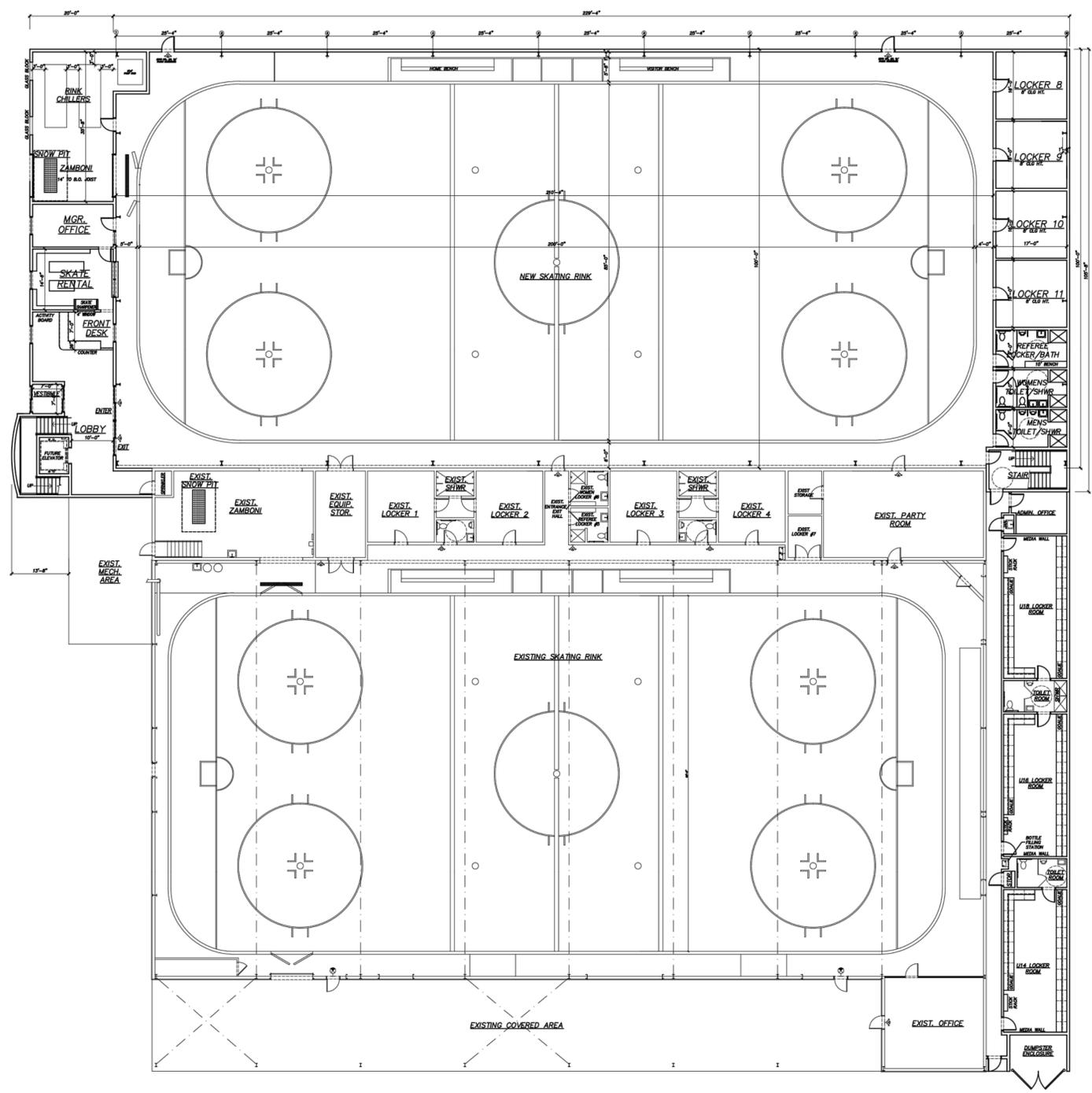
DATE: APRIL 2014

DESIGN: DLL  
DRAWN: DLL  
CHECKED: ESS

SHEET No.

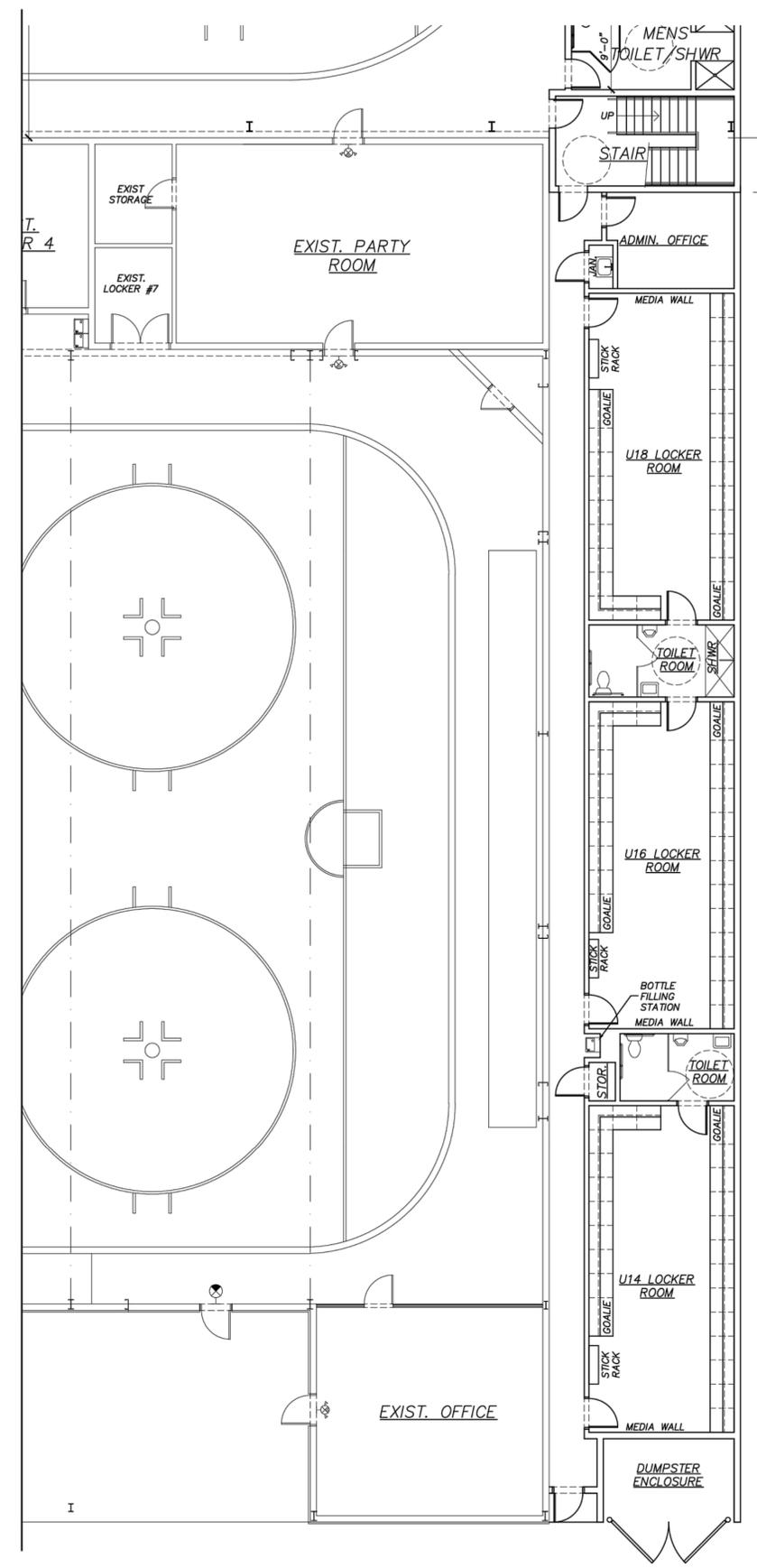
13 of 13  
101945  
Packet Pg. 53

P:\Project\08080005\01\0108\SA\1\FLOOR PLANS.dwg, 5/29/2015 9:48:51 AM, luskermis.L1, lchris@sear.com\lchris, lchris  
 ©2005 DESIGN DELMARVA / S.E. WAGNER, ARCHITECT EXPRESSLY RESERVES ITS COMMON LAW COPYRIGHT AND OTHER PROPERTY RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE REPRODUCED, CHANGED OR COPIED IN ANY FORM OR MANNER WHATSOEVER, NOR ARE THEY TO BE ASSIGNED TO ANY THIRD PARTY WITHOUT FIRST OBTAINING THE EXPRESS WRITTEN PERMISSION AND CONSENT OF DESIGN DELMARVA / S.E. WAGNER, ARCHITECT.



**PHASE 1 FLOOR PLAN**  
SCALE: 1/16"=1'-0"

**SQUARE FOOTAGE**  
PHASE ONE ADDITION  
FIRST FLOOR: 27,954 G.S.F.



**PHASE 1 PARTIAL FLOOR PLAN**  
SCALE: 1/8"=1'-0"

SEAL

REVISIONS	
DATE	REMARKS

ISSUED FOR REVIEW  
4-08-15

THIS DRAWING IS THE PROPERTY OF

**S.E. Wagner, Architect**

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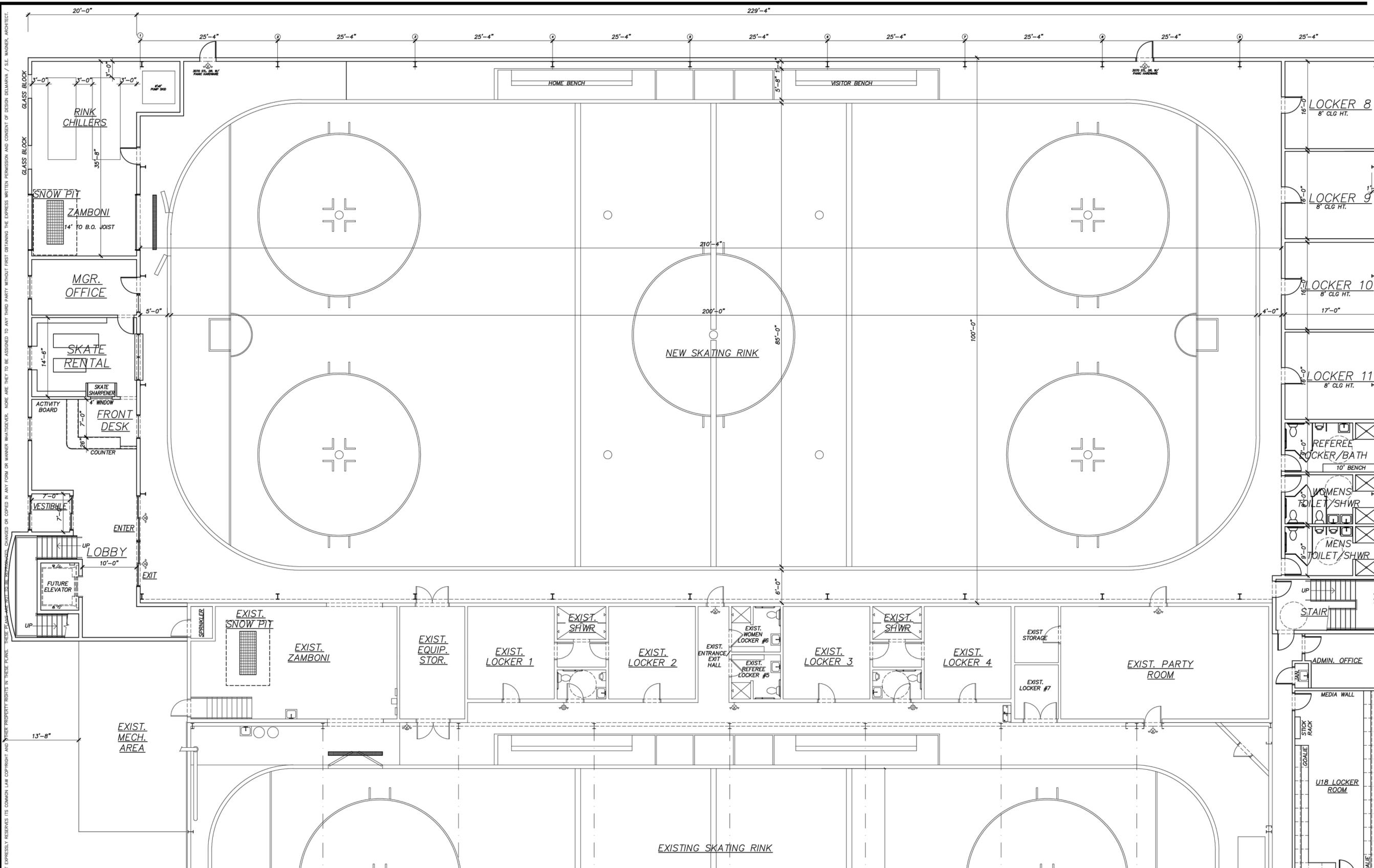
**HAYMARKET ICEPLEX EXPANSION**

OWNER: WOOD VILLAGE, LLC  
 15151 WASHINGTON STREET  
 HAYMARKET, VIRGINIA

PHASE 1 FLOOR PLAN

DATE 4-08-15	SHEET NO. A1.1
FILE	

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



**PHASE 1 PARTIAL FLOOR PLAN**  
SCALE: 1/8"=1'-0"

SEAL

REVISIONS	
DATE	REMARKS

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4-08-15

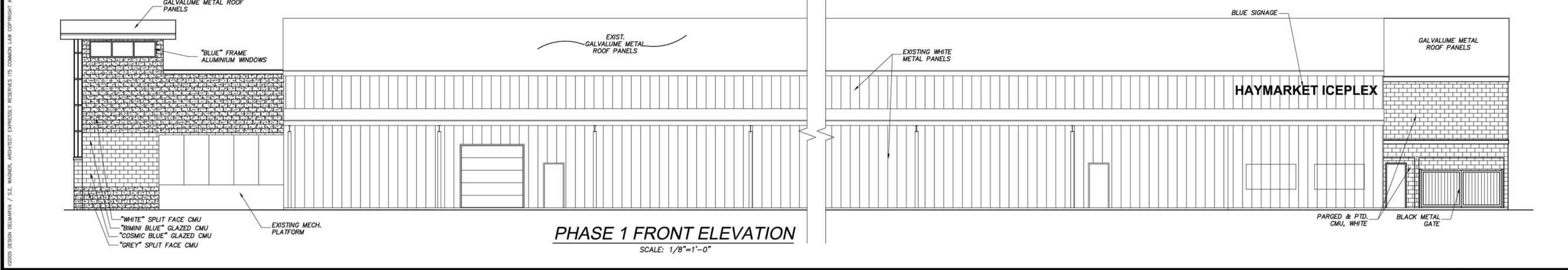
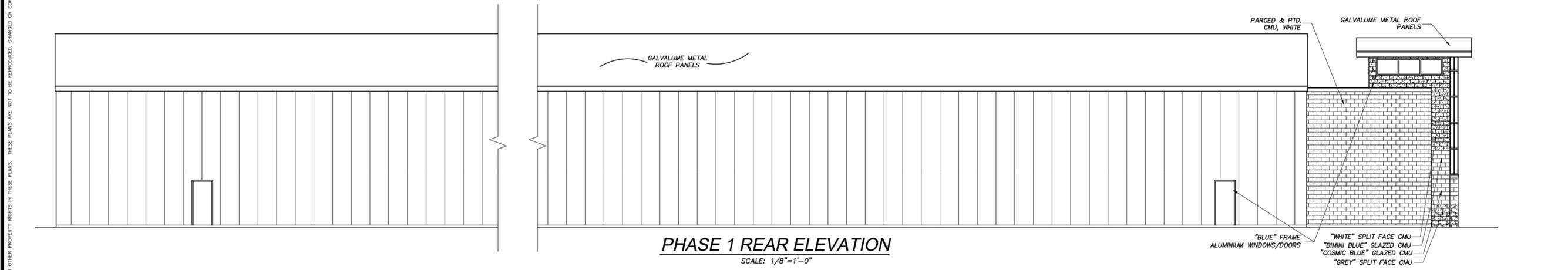
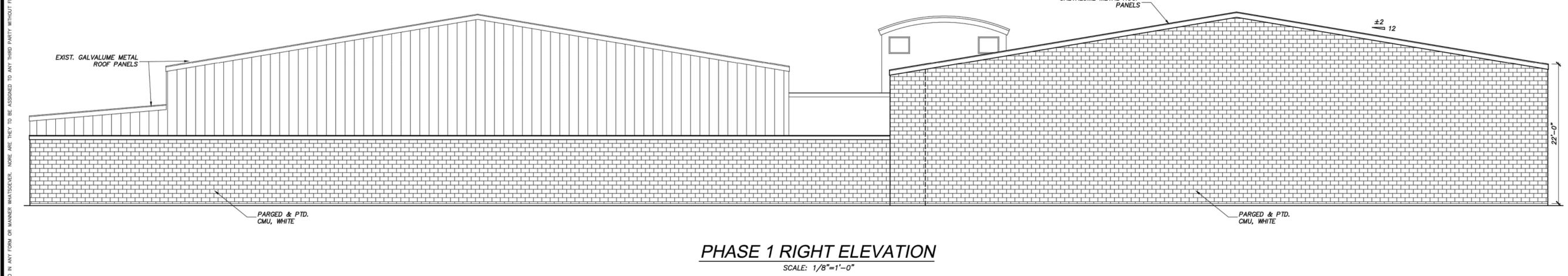
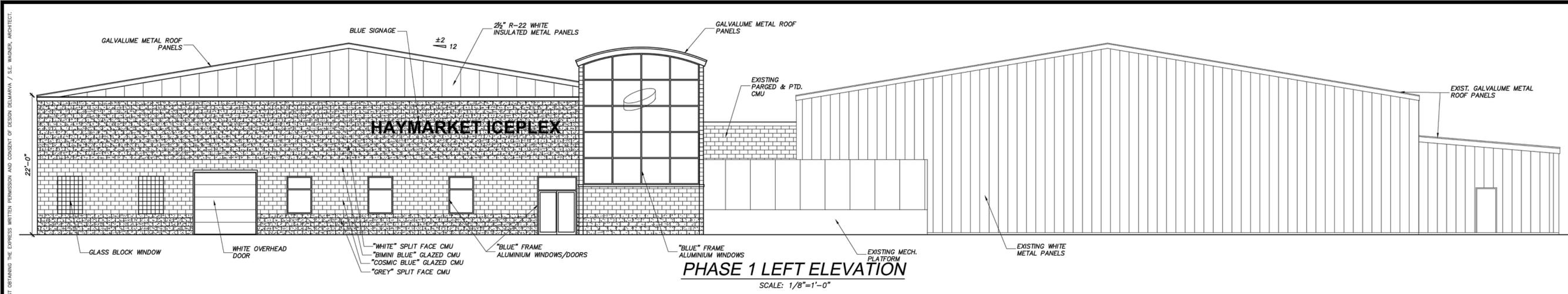
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**HAYMARKET ICEPLEX EXPANSION**  
OWNER: WOOD VILLAGE, LLC  
15151 WASHINGTON STREET  
HAYMARKET, VIRGINIA

**PHASE 1 PARTIAL FLOOR PLAN**

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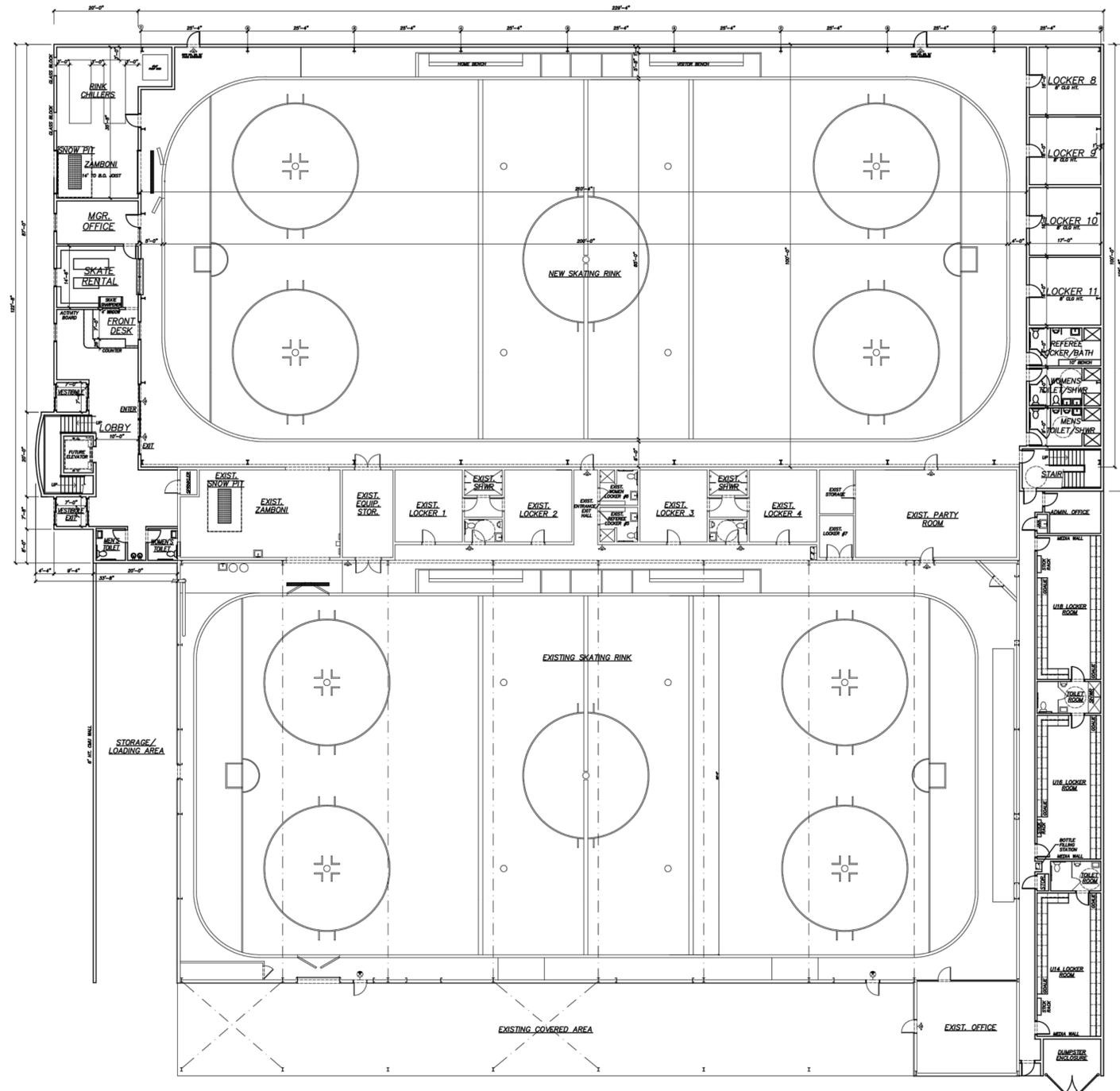
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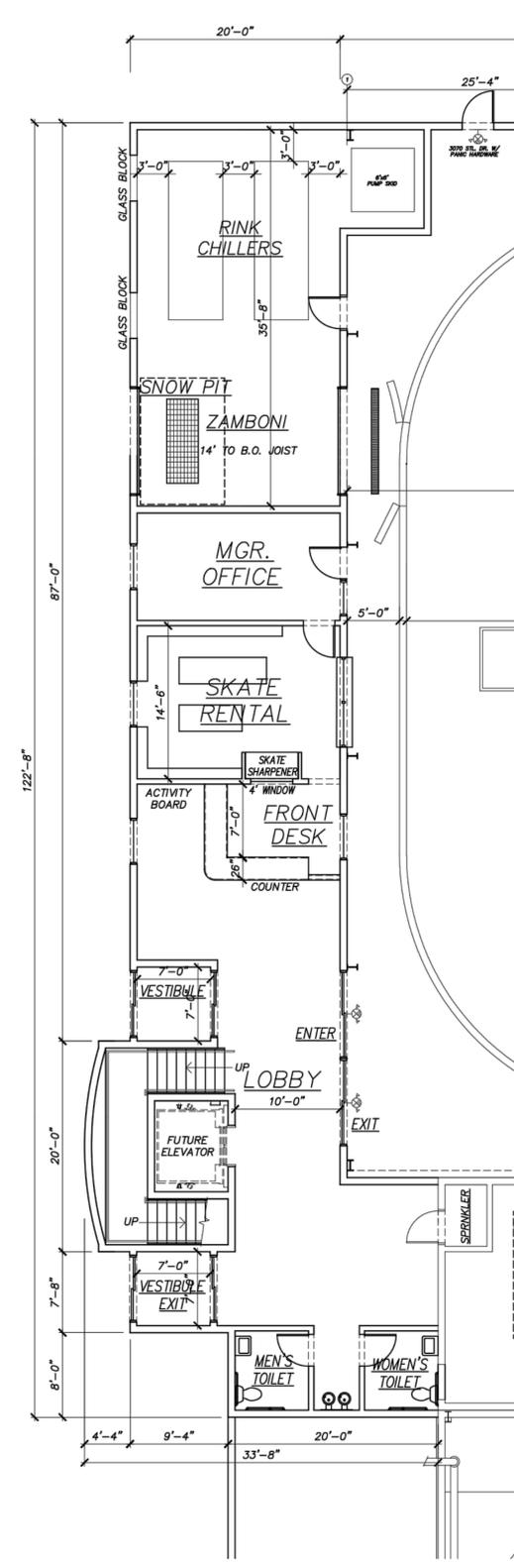
**PHASE 1 ELEVATIONS**

DATE 4-08-15	SHEET NO. <b>A1.3</b>
FILE	



**PHASE 2 FIRST FLOOR PLAN**  
SCALE: 1/16"=1'-0"

SQUARE FOOTAGE	
<b>PHASE ONE ADDITION</b>	
FIRST FLOOR:	27,954 G.S.F.
<b>PHASE TWO ADDITION</b>	
FIRST FLOOR:	385 G.S.F.
SECOND FLOOR:	4,627 G.S.F.
<b>TOTAL FIRST FLOOR ADDITION:</b> 28,339 G.S.F.	
<b>TOTAL SECOND FLOOR ADDITION:</b> 4,627 G.S.F.	



**PHASE 2 PARTIAL FIRST FLOOR PLAN**  
SCALE: 1/8"=1'-0"

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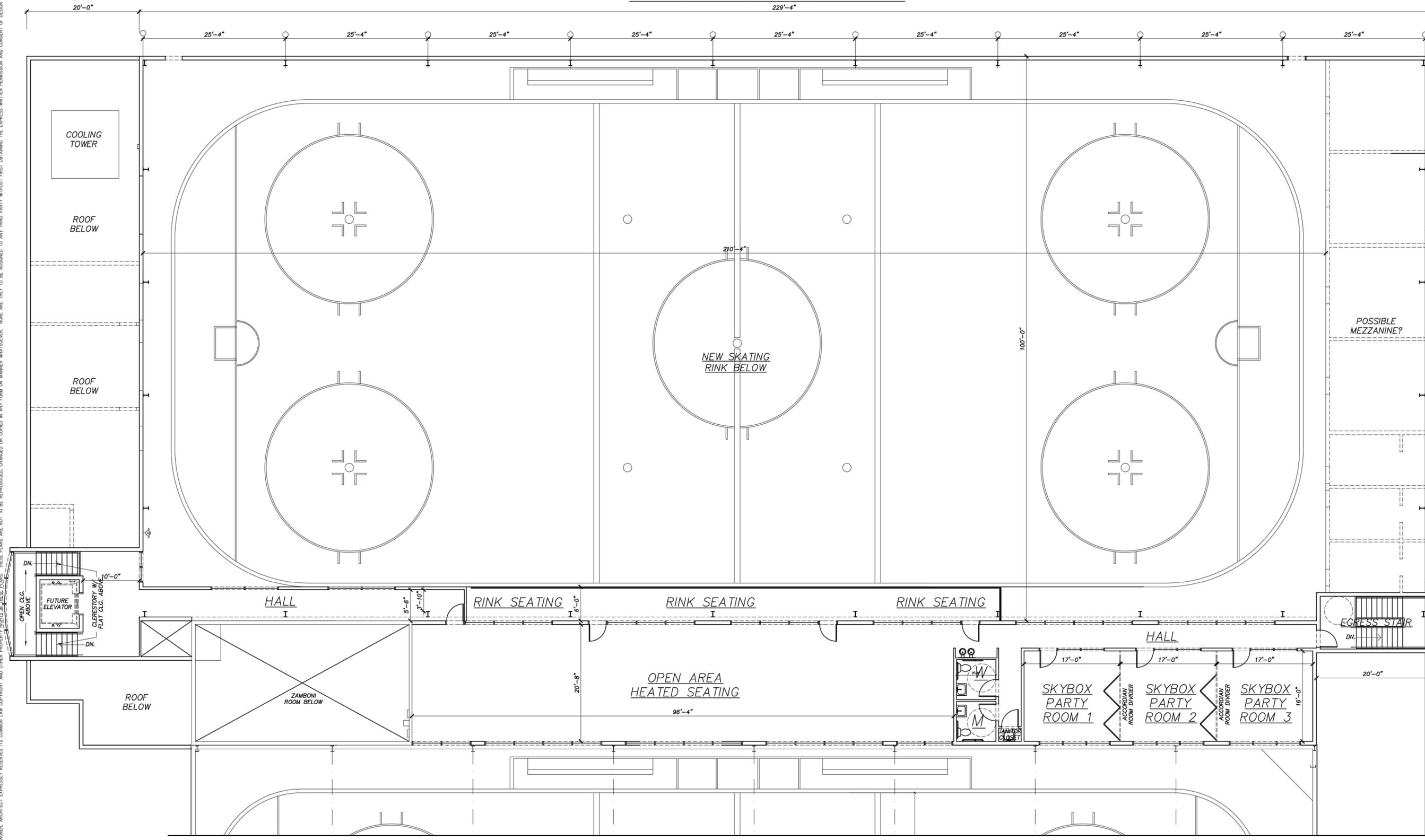
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**PHASE 2 FIRST & SECOND FLOOR PLANS**

DATE 4-08-15	SHEET NO. A2.1
FILE	

PHASE 2-SECOND FLOOR PLAN



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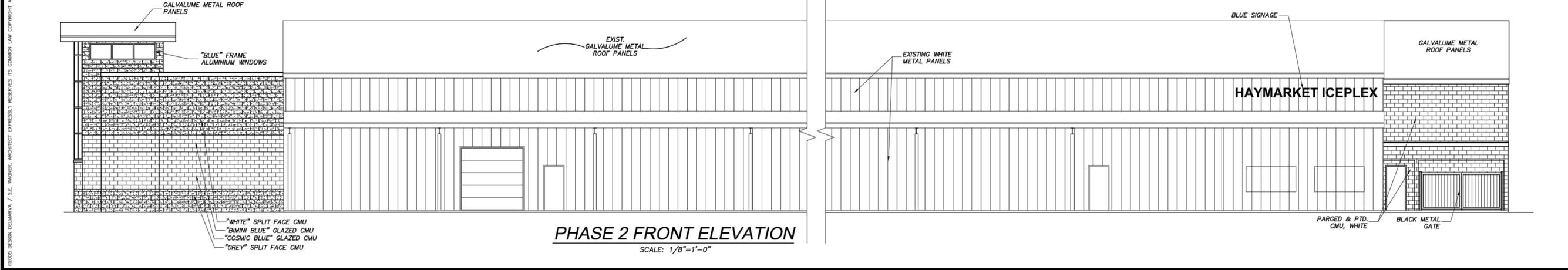
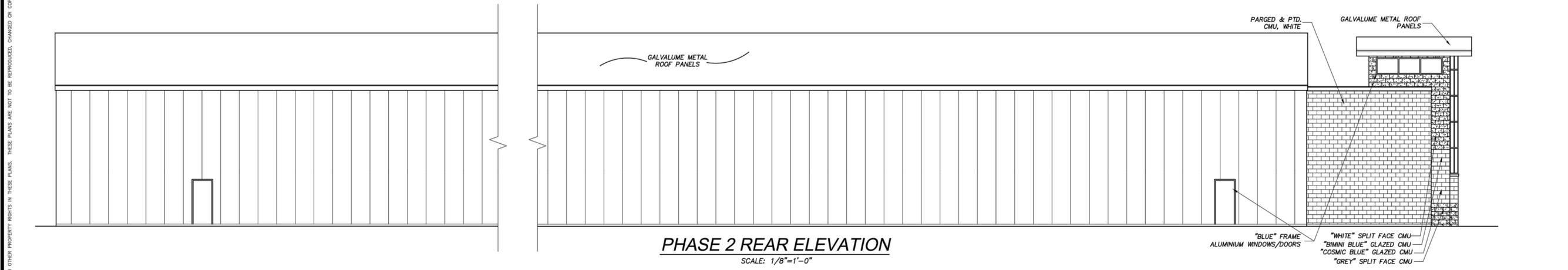
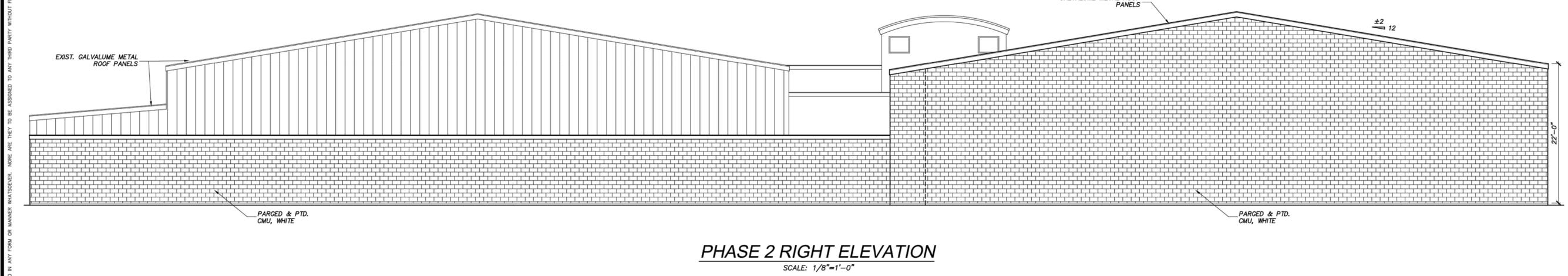
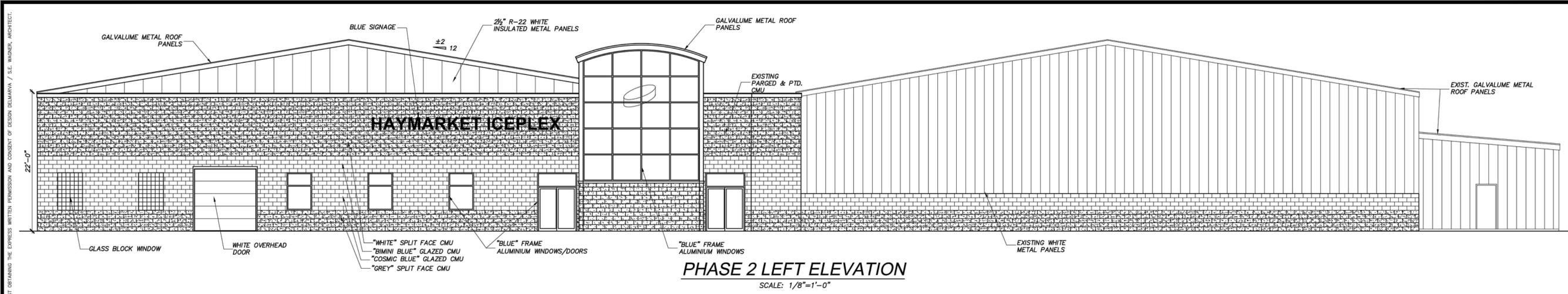
**HAYMARKET ICEPLEX EXPANSION**  
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HAYMARKET VIRGINIA  
PHASE 2 PARTIAL  
SECOND FLOOR PLAN

DATE 4-08-15	SHEET NO. A2.2
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PHASE 2 PARTIAL SECOND FLOOR PLAN  
SCALE: 1/8"=1'-0"

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Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



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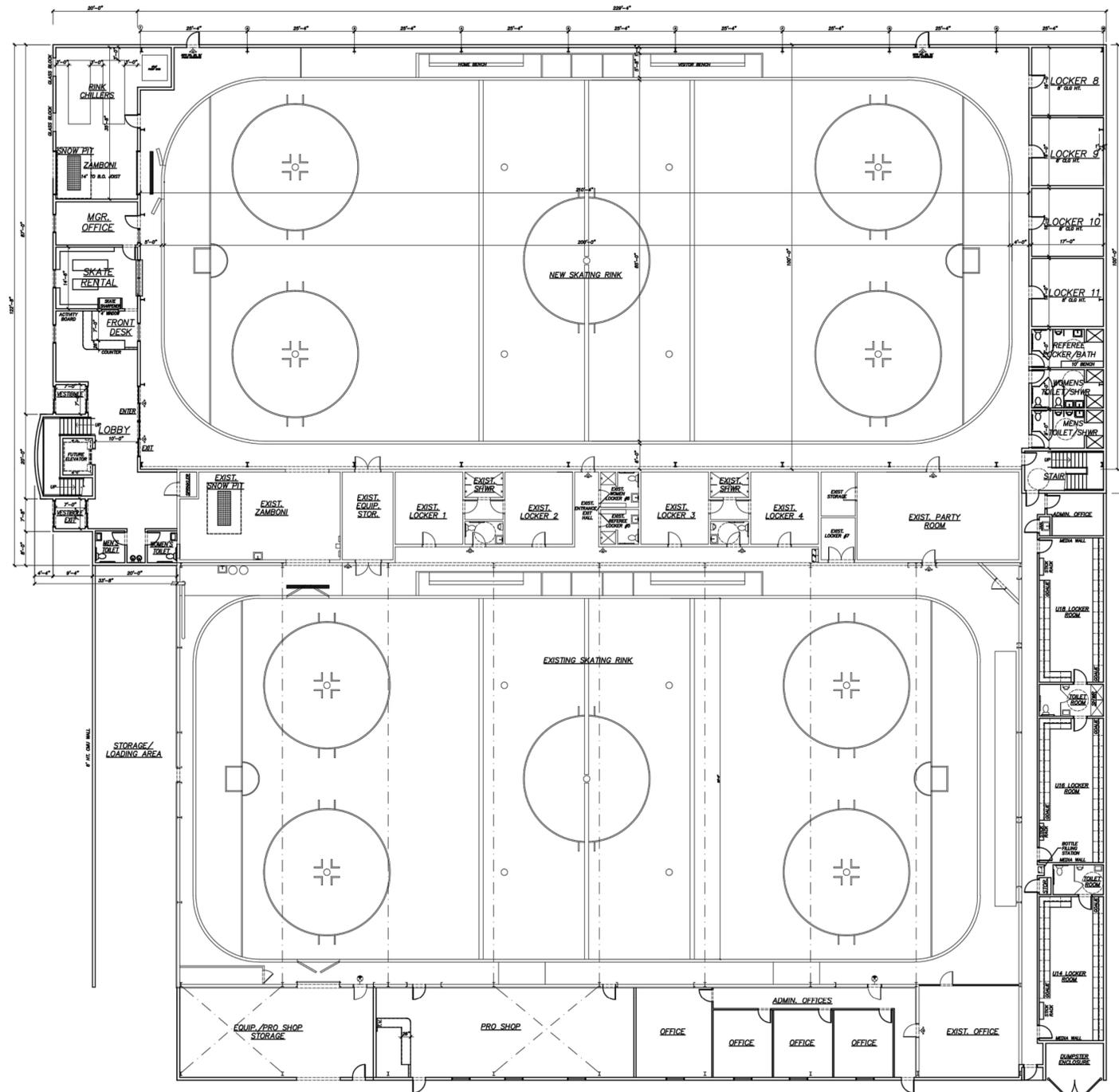
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**PHASE 2 ELEVATIONS**

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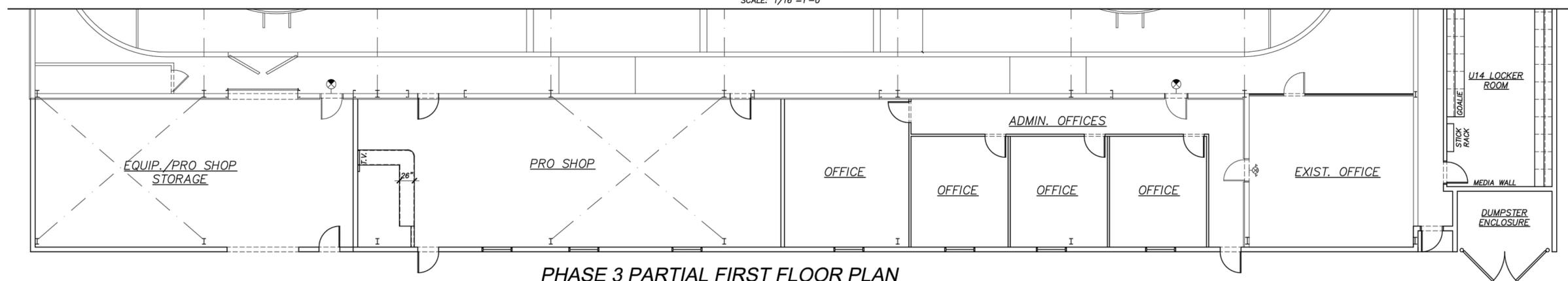
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**PHASE 3 FIRST FLOOR PLAN**  
SCALE: 1/16"=1'-0"

**SQUARE FOOTAGE**

<b>PHASE ONE ADDITION</b>
FIRST FLOOR: 27,954 G.S.F.
<b>PHASE TWO ADDITION</b>
FIRST FLOOR: 385 G.S.F.
SECOND FLOOR: 4,627 G.S.F.
<b>PHASE THREE ADDITION</b>
FIRST FLOOR: 3,850 G.S.F.
<b>TOTAL FIRST FLOOR ADDITION: 32,189 G.S.F.</b>
<b>TOTAL SECOND FLOOR ADDITION: 4,627 G.S.F.</b>



**PHASE 3 PARTIAL FIRST FLOOR PLAN**  
SCALE: 1/8"=1'-0"

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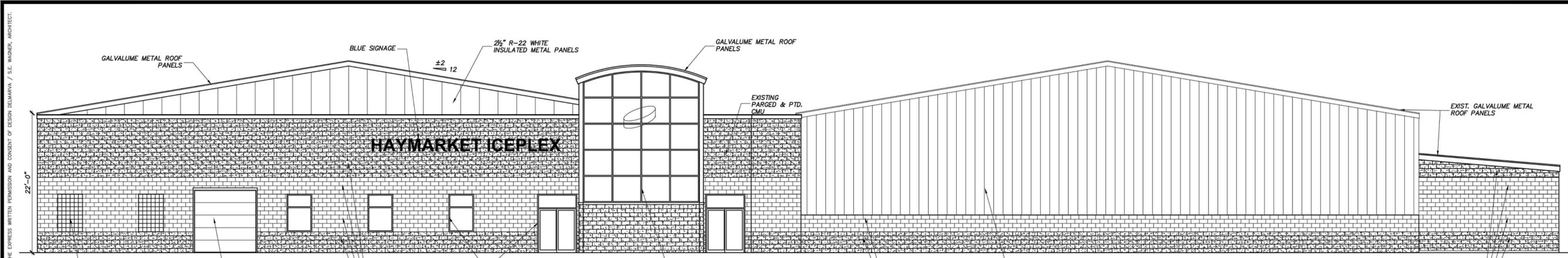
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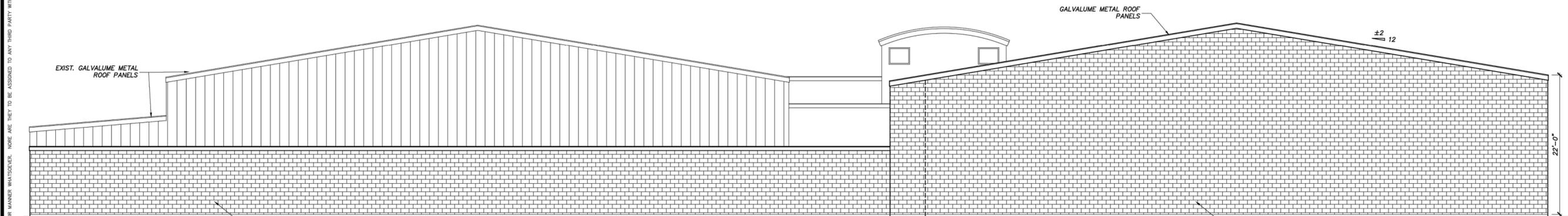
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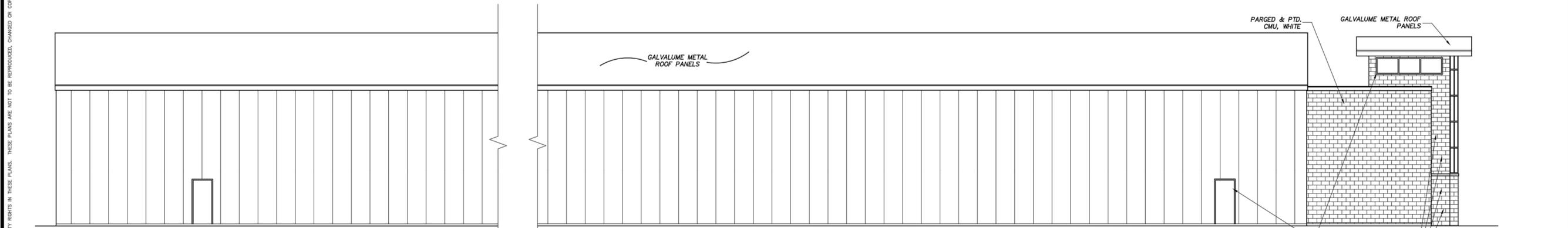
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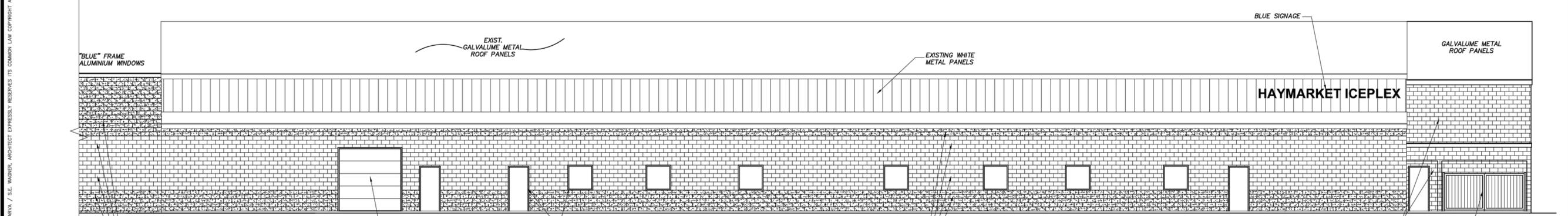
**PHASE 3 LEFT ELEVATION**  
SCALE: 1/8"=1'-0"



**PHASE 3 RIGHT ELEVATION**  
SCALE: 1/8"=1'-0"



**PHASE 3 REAR ELEVATION**  
SCALE: 1/8"=1'-0"



**PHASE 3 FRONT ELEVATION**  
SCALE: 1/8"=1'-0"

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PHASE 3 ELEVATIONS

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Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



TO: Town of Haymarket Town Council  
 SUBJECT: Change Order - Town Center Master Plan  
 DATE: 07/06/15

**ISSUE:** Authorize Town Manager to sign change order with RDA, our Engineer for the Town Center Master Plan- Engineering and Design

**BACKGROUND:**

- The Town issued RFP on June 5, 2014 for Engineering Services for the Town Center Master Plan Design and Engineering.
- On June 16<sup>th</sup> we received 4 proposals from 4 qualified firms offering their services.
- The Town Engineer, Town Planner and Town Manager reviewed the proposals and selected 3 of the 4 firms for an interview based upon the merit of their proposals and understanding of the project.
- On Wednesday, August 20<sup>th</sup> the Town Engineer and Town Manager interviewed 2 of the 3 candidates. These interviews were with J2 Engineering and Christopher Consultants. The Town Planner could not make the interview, but the three of us corresponded on the questions for the interviews.
- On Thursday, August 21<sup>st</sup> the Town Engineer and Town Manager concluded our interviews with the 3<sup>rd</sup> candidate RDA.
- The Town Engineer, Planner and Manager went over the interviews and the results assessing which firm had the best grasp of the goals and objectives of the project and formulated a recommendation, slated to present at the Work Session held on Monday, August 25<sup>th</sup>.
- The Manager, Engineer and Planner recommend moving forward with the proposal by RDA.
- Due to the large agenda of the work session, the Town Manager never did get the opportunity to discuss the recommendation with Council.
- The Manager got in touch with Mayor Leake the following day to inquire if he should go ahead and negotiate the proposed contract for the engineering work.

**ADDITIONAL BACKGROUND (June 23, 2015):**

- When RDA was hired to perform engineering and design work for the Town, originally the Council concentrated on the need to design the stormwater management facilities and the site work of the Town Center.
- To date, RDA has submitted their preliminary site plans to the Town for review.
- However, another component of the original Master Plan was to revitalize the façade of the main building located at 15000 Washington Street. This included the administrative offices of the Town, as well as a retail shop and several office tenants on the second floor.
- When the current Council took office in July of 2014, the council, as well as staff started exploring the idea or concept of turning the entire facility as a Government Center and potentially moving the existing Police Department and Administrative functions under one roof. Although contact has been made, the Council was also interested in reaching out to the County or other quasi-government entities to determine if there might be interest in “co-locating” services as a “regional government center.”
- The change order being presented essentially adds a few additional engineering services that were not originally included in the scope of work (a lighting plan, new water lines to meet fire suppression requirements, etc.) and adds on architectural services to perform façade design

improvements to outside and to redesign the layout of the main floor of the Town Center main building, as well exploring ADA accessibility.

**DISCUSSION:**

- I have the proposal and the proposed contract this evening for your review.
- We believe that RDA had the best grasp that this portion of the project is an engineering project that they have the ability to move the project forward and understand what the Town is trying to achieve with the project overall.
- The other two firms, while highly qualified seemed to be looking at the project as a whole, including the façade improvements which were not included in the actual advertised RFP. Furthermore, they featured more sub-contractors than RDA and it is because of these reasons we were concerned about how they would manage the overall work to be completed from an engineering and construction management standpoint.

**ADDITIONAL DISCUSSION (June 23, 2015):**

- Our Town Attorney has reviewed the change order and has approved as it is written.
- The cost of the change order may evoke some “sticker shock”, but these costs still remain consistent with market values, based on general review and follow up with other jurisdictions that have recently went through facility renovations and design.

**TOWN MANAGER’S COMMENTS: (September 2, 2014)**

- It is my belief that RDA provides us with the most complete package to complete this project on time and on budget.
- They also have the same ability as the other firms to add on the architectural components, should we want to include that into the design phase of the project at a later time.

**ADDITIONAL COMMENTS (June 23, 2015):**

- It would be my intent, if authorized to proceed with the change order, to begin work immediately with the architect on the internal remodel of the Town Administrative offices, including the potential relocation of the PD over to the main building.
- Furthermore, as the site plans are completed and approved and an estimate is to be provided to the Council for the total construction costs. I would recommend that the Public Facilities and Finance Committee begin looking into the funding and potential funding options with regard to being able to complete the project design.

**POTENTIAL QUESTIONS (June 23, 2015):**

- How soon can the architect with RDA start?
- Are costs coming higher than anticipated?
- Is the project taking longer than we anticipated?

**RECOMMENDATION:**

Staff recommends the approval of the change order so that we can continue to move forward on the project.

**MOTION:**

**Motion of Approval:**

I move to authorize the Town Manager to execute the change order for the Town Center Master Plan Design and Engineering with RDA Civil Engineering firm. Furthermore the funds for this contract shall come from the designated line item of Town Center Master Plan (design and construction).

**Motion of Denial:**

I move to ...

**ATTACHMENTS:**

- (2) 14096 Haymarket Town Center change order with subconsultant info (PDF)



# RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Land Planning  
Transportation • Right of Way • Environmental

**PROPOSED CHANGE ORDER  
BETWEEN  
TOWN OF HAYMARKET  
AND  
RINKER DESIGN ASSOCIATES, P.C.**

**TOWN CENTER REDEVELOPMENT PROJECT**

April 16, 2015

Revised: June 16, 2015

## SCOPE

The purpose of this Change Order is to provide additional services required for the Town Center Redevelopment project. The scope of services is as follows:

- **Geotechnical Engineering Services:** Additional geotechnical engineering services for the pavement widening and the addition of curb and gutter along Jefferson Street. RDA will coordinate with DMY Engineering Consultants to perform this work. See attached proposal.
- **Site Lighting Plan and Coordination:** Preparation of a site lighting layout and photometric plan for the existing conditions to determine if the existing site lighting meets the requirements of the current ordinance. If the existing site lighting does not meet the ordinance, a proposed lighting layout will be designed and a photometric plan will be prepared in order to meet the Town of Haymarket code. Lighting circuit plans will be prepared to include panel schedules, lighting control diagrams, and details to obtain a building permit for the electrical installation. Separate written specifications are not included. Specifications for materials and methods will be included on the drawings. RDA will coordinate with SAI Engineering, Inc. to perform this work. Does not include services during construction (shop drawing reviews, site visits, etc.). These services can be provided under a separate contract or change order if requested. See attached proposal.
- **Design Charette:** Additional meetings and site layout changes (removal of police station, etc.) after original layout was approved.
- **Consolidation Plat:** It is our understanding that the Town intends to go from the existing five Town-owned parcels down to three Town-owned parcels. The square parcel along Washington Street (GPIN 7298=80-8614) will not be changed, but it will be included on this plat for the granting of easements only. A preliminary/final plat will be prepared and submitted to the Town for approval. Assumes one submission of the plat instead of separate submittals for preliminary and final. The consolidation, subdivision, street dedication, and proposed easements will be shown on one plat. It is assumed that the Town Attorney will prepare any deeds as required.
- **Utility Coordination:** Utility Coordination to be done in association with the Town Center Redevelopment Project regarding existing and proposed underground utilities (e.g. electric, gas, cable TV, communications) will include:
  - Meetings/Coordination – RDA will hold a meeting with all utilities within the project limits to discuss any possible impacts to utility facilities. If RDA finds that no conflicts exist and the utility company(ies) agree, a letter of ‘no conflict’ will be issued by that company. RDA will coordinate with the utility companies to investigate future undergrounding requirements so conduits and areas for pad mounted transformers or other equipment can be designed even if the utilities are not placed underground at this time.
  - Plan and Estimate (P&E) Submission – RDA will coordinate with the affected utilities until P&E packages are received. Upon receipt, RDA will review and ultimately approve the P&E package to

ensure the utility adjustments are not in conflict with the project. Once reviewed by the Town, RDA will then issue Letters of Authorization and Notices to Proceed to the utility companies to begin relocation of their facilities if any will be in conflict with the proposed design.

- Exclusions:
  - There will be no additional utility designation needed.
  - Any necessary utility plat preparation or easement document preparation. Plats are typically prepared by the utility companies.
  - Any necessary applications and/or load letters needed by the utility companies to serve the Town Center improvements will be provided by the Town.
  - Construction inspection during any necessary utility relocation work.
- **Utility Test holes/Survey:** An allowance for test holes and associated survey if required once the proposed grading and layout is finalized to determine any potential utility conflicts. Assumes up to 7 test holes may be required. RDA will coordinate with Mid Atlantic Utility Locating, LLC for this work.
- **Traffic Signal Modification Plan:** Modification and relocation of the existing pedestrian crossing signal located at the northwest corner of Washington and Jefferson Streets is required since Jefferson Street will be widened to accommodate a turn lane. The original contract for the Pedestrian Improvement project included hours for the pedestrian traffic signal modification plan; however, the plan requirements and anticipated impacts have changed since the project was originally scoped. The information below explains what is included in the original contract and what will be performed under this change order. Since we are widening Jefferson Street to accommodate a turn lane, the crosswalk is also affected and will have to be redesigned.
- **Traffic Signal Modification Plan (included in original contract):** RDA will prepare signal modification plans for VDOT review and acceptance consistent with VDOT signal plans submission. Signal plan will be signed/sealed by a VA licensed professional engineer.
  - The proposed signal modification will be designed to meet all current VDOT specifications as appropriate for the proposed elements, and RDA will coordinate with VDOT Traffic Engineering and Northern Regional Operations Installation and Construction (NROIC). The signal plans will also include signage and pavement marking plans necessary for the implementation of a signal modification.
  - RDA will address any review comments VDOT provides for the signal modification plans and resubmit.
  - Left Turn Phasing Review shall not be performed as part of this this project. (If required, a separate change order shall be required, if VDOT requires this additional work.)
  - Traffic Signal Modification plan scope originally intended (based on scoped man-hours), that the signal modification plan would be submitted initially as a 100% level plan with each associated plan submission. (If VDOT requires a preliminary plan, additional man-hours shall be required.)
- **Traffic Signal Modification Timings (services included with this change order):**
  - *Clearance Timings:* RDA will produce initial timing data, plans and plan/profile graphics in conformance with VDOT's current I&IM and VDOT's NRO-TEP 406.1 for the Northern Virginia District. This information will be provided during the design review process, per VDOT's latest requirements for submissions. Once VDOT approves the initial timings, RDA will provide VDOT with a signed/sealed document by a Virginia licensed professional engineer for the initial clearance timing information.
  - *Final Signal Timings:* Once Town receives the land-use permit (LUP) for construction of the signal and provides a PDF of the LUP to RDA, RDA will initiate signal timing coordination with VDOT's NROIC/Operations section to provide timings for the signal's controller. RDA will provide all necessary timing data/sheets needed to obtain VDOT's final acceptance of the signal timings. Once RDA receives the acceptance letter, RDA will provide timing information to client, to provide to signal Contractor. If new traffic volumes are required, then RDA reserves the right to request additional funds to obtain additional intersection counts. (Intersection counts are NOT included within this scope of work.)
- **Architectural Plan and Coordination:** Coordination and preparation of plans for the building renovation including façade and interior improvements including the addition of an elevator. The work will be performed by John F. Heltzel, AIA as a subconsultant to RDA. His scope of work is as follows:

Renovations to the existing 12,000 square foot two story building as follows:

- **Part One – Exterior Base Building Renovations**
  - Exterior renovation to the entire building, to include new façade design, exterior finishes, fixtures, windows and doors, entry feature and accessibility improvements.
  - New feature wall at corner of property as shown on site plan that ties in with new building design.
- **Part Two – Interior Base Building Renovations**
  - Demolition of existing components and systems within the building as required for renovations.
  - Addition of an elevator, within the existing building, or in an addition to the building.
  - Addition of core restrooms on both floors.
  - Addition of core staff kitchen/lunch room area, accessible from tenant areas.
  - Addition of central stairs.
  - Creation of new entry lobby, to provide access to elevator, stairs and multiple tenant entrances.
  - New HVAC and electrical systems throughout, to accommodate multiple future tenants and common core areas.
  - Possibly add central fire suppression system throughout.
  - Electrical power for building mounted exterior lighting.
- **Part Three – Interior Tenant Build-Outs**
  - Interior build-outs of the tenant spaces as required for each user area, including the following:
    - Partitions and doors to create individual offices and other areas as required.
    - Distribution of base building HVAC and electrical systems to each space.
    - Lighting and power distribution within tenant space.
    - Finished ceiling, flooring and wall finishes.
    - Tenant entry doors.
    - Power for systems furniture if required.
    - Built-in millwork for tenant, including service cabinets and counters, reception desks, and storage shelving.



**Architectural Services**

### Preliminary Design

This phase shall include services provided by the Architect:

1. Project start-up meeting with the Client during which the design program and Client's requirements are defined.
2. Survey of the building to obtain approximate dimensions used for Preliminary Design.
3. Prepare project program including Client's space and function requirements for the space, for Client review and approval.
4. Research as required to establish necessary criteria and code requirements for the design.
5. Prepare Preliminary Design indicating all spaces required, proper adjacencies and travel/egress spaces required.
6. Create 3D modeling of building exterior, including approximate exterior finishes and colors.
7. Create 2D rendered images, and video of modeling for Client review and use.
8. Preliminary building construction cost estimate.

## Design Development

This phase shall include the following services provided by the Architect:

1. Meeting with Client to review and refine proposed design.
2. Prepare accurate, scaled floor plans indicating spaces and their sizes.
3. Prepare accurate, scaled building elevations of all building sides, indicating architectural components and finishes.
4. Address code required emergency egress and ADA accessibility requirements.
5. Indicate door sizes and swings, floor finish types.
6. Notes describing basic architectural components of the design.
7. Approximate layout of Client selected kitchen or fabrication equipment.

## Building Permit and Construction Documents

This phase shall include the Architect preparing plans and documents as required to apply for building permits, and general construction, including:

1. Floor plans with dimensions, construction notes and schedules.
2. Demolition plan if required.
3. Reflected ceiling plan.
4. Roof plan, if required.
5. Project and code information and general notes required to obtain building permits.
6. Door, window and finish schedules.
7. Typical finish notes and specifications.
8. Building sections, if required.
9. Key plan indicating location of project and area of work in overall building.
10. Toilet room elevations to clarify hardware installation locations.
11. Schematic elevations of millwork to clarify overall layout, accessibility and locations.
12. Typical wall details, including UL ratings where required.
13. County submission checklist, if required for permit application.
14. Address basic county review comments during permit review process.

## Structural Permit and Construction Documents

This phase shall include the preparation of structural construction documents as required to obtain a building permit and for general construction. These documents shall include the following:

1. Foundation and framing plans, sections and notes describing the structural components and structural systems.
2. Structural specifications as required to further define the requirements of the building components incorporated into the design, as required for building permits. Specifications shall be “plan specs” included on structural drawings.
3. Coordination of pre-engineered components to be incorporated into overall building plans.
4. Structural details required for permits and general construction.
5. Updated building construction cost estimate.

## Mechanical, Electrical and Plumbing Documents

This phase shall include mechanical, electrical and plumbing design and documents and services as required for permits and construction, including the following:

1. Site visit to examine existing electrical, HVAC and plumbing systems.

2. Water, sanitary and gas piping design to connect to existing sewer, water, vent gas (if applicable) piping inside the building for the project space.
3. Interior line voltage electrical power and lighting systems.
4. Locations of empty conduit systems for Client's low voltage telephone, data, and cable TV systems.
5. Mechanical heating system modifications design and drawings.
6. Heat loss and energy calculations, if required.

### ***Specification and Bidding Documents***

This phase shall include the following services provided by the Architect:

1. Prepare project specifications manual and additional details required for project bidding and construction.
2. Prepare bidding documents including instructions to bidders, bid forms, conditions of the contract, and general requirements.
3. Assist Client in reviewing and evaluating proposals for construction.

### **Interior Design**

This phase shall include the following services by the Architect:

1. Review and select interior finishes, flooring, cabinetry, and lighting fixtures with Client.
2. Make interior paint color recommendations.
3. Assist Client in furniture selections.

The following work and services are not covered under the above referenced services and are specifically excluded:

1. Construction administration, including permit applications, field inspections, shop drawing and submittal review, and other construction phase related services.
2. Sprinkler system calculations, design and drawings, to be prepared by sprinkler contractor if required.
3. Telephone, security and cable television system wiring design and drawings, other than showing locations as indicated above.
4. LEED related design or documentation.
5. The cost of obtaining permits and permit fees, and time spent in tracking permits.
6. Design revisions initiated by the Client after Client's prior phase approval.
7. Coordination of or preparing CAD files or backgrounds for Client's design and engineering consultants or subcontractors.

•

### **ESTIMATED FEE**

The fee for this change order is \$148,709.84 including \$10,725.00 of optional services. The new total maximum price for this contract is now \$252,415.57.

RDA is looking forward to the opportunity to continue our professional engineering services to the Town of Haymarket on this project. Should you have any questions, please do not hesitate to contact me at 703-368-7373, or e-mail me at [sdusza@rdacivil.com](mailto:sdusza@rdacivil.com).

Sincerely,

Sharon D. Dusza, P.E.  
Senior Project Manager/Principal

Attachments

**AUTHORIZATION:**

I hereby authorize Rinker Design Associates, P.C. to proceed in accordance with the above outlined proposal.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Title)

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)

**ATTACHMENT "A"**  
**Fee Proposal and Scope of Work By Phase**

**RDA COST PROPOSAL**

**Task Order Description:**

**Town of Haymarket Town Center Redevelopment Project Change Order**

	<u>PROJECT DIRECTOR</u>	<u>PROJECT MANAGER</u>	<u>SENIOR ENGINEER</u>	<u>PROJECT ENGINEER</u>	<u>ENGINEER TECHNICIAN</u>	<u>CLERICAL</u>	<u>LAND SURVEYOR</u>	<u>SURVEY TECHNICIAN</u>	<u>2 MAN FIELD CREW</u>	<u>TOTAL MANHOURS</u>	<u>ITEM TOTAL</u>
<b>AVERAGE HOURLY RATE</b>	\$ 205.57	\$ 162.84	\$ 143.47	\$ 111.77	\$ 85.58	\$ 65.62	\$ 149.27	\$ 100.39	\$ 168.08		
Site Lighting Coordination		2	2								\$ 612.62
Architectural Coordination		12	16	8		8					\$ 5,668.72
Design Charette		6	12								\$ 2,698.68
Utility Coordination		2	6	20						28	\$ 3,421.90
Consolidation Plat							16	12	4	32	\$ 4,265.32
Test hole Survey								2	6	8	\$ 1,209.26
Traffic Signal (Clearance Timings)	1	10	8	8	10					37	\$ 4,731.69
Traffic Signal (Final Timings)	1	12	12	8						33	\$ 4,775.45
<b>TOTAL HOURS</b>	<u>2</u>	<u>44</u>	<u>56</u>	<u>44</u>	<u>10</u>	<u>8</u>	<u>16</u>	<u>14</u>	<u>10</u>	204	\$ 27,383.64
<b>Estimated Labor Costs</b>	\$ 411.14	\$ 7,164.96	\$ 8,034.32	\$ 4,917.88	\$ 855.80	\$ 524.96	\$ 2,388.32	\$ 1,405.46	\$ 1,680.80	\$ 27,383.64	\$ 27,383.64

Services \$ 27,383.64  
 Prints, Deliveries and Reimbursables \$ 1,500.00  
**Total Estimated Costs \$ 28,883.64**

**DIRECT COSTS:**

Reimbursable Expenses \$ 1,500.00

Prints and Reimbursable Expenses will be invoiced in accordance with Negotiated Contract Rates.

<b>RDA Cost Proposal</b>	\$28,883.64
<b>SubConsultants:</b>	
Geotechnical Services	\$1,476.20
Ex. Cond. Photometric plan	\$3,125.00
Architectural Services (Ph 1&2)	\$70,200.00
Architectural Services (Ph 3)	\$34,300.00
<b>CONTRACT SUBTOTAL</b>	<b>\$137,984.84</b>
<b>Optional Services:</b>	
Prop. Cond. Photometric plan	\$2,575.00 if required
Circuiting plans	\$3,600.00 if required
Test holes (7 @\$650)	\$4,550.00 if required
<b>CONTRACT TOTAL (INCLUDING OPTIONAL SERVICES)</b>	<b>\$148,709.84</b>

Haymarket Government Center  
 May 13, 2015  
 Page 5



## Fees

Fees shall be based on the following phases:

<b>Part One and Two - Exterior and Interior Base Building Renovations</b>	
Preliminary Design	\$ 12,000.00
Design Development	\$ 5,000.00
Architectural Permit and Construction Documents	\$ 18,000.00
Structural Permit and Construction Documents	\$ 6,400.00
Mechanical, Electrical and Plumbing Documents	\$ 15,900.00
Specifications and Bidding Documents	\$ 7,600.00
Sub-Total Pre-Construction Services	<b>\$ 64,900.00</b>
Interior Design	\$ 3,800.00
Estimated Reimbursable Expenses	\$ 1,500.00
Total Services	<b>\$ 70,200.00</b>
<b>Part Three - Interior Tenant Build-Outs</b>	
Preliminary Design	\$ 6,000.00
Architectural Permit and Construction Documents	\$ 6,000.00
Mechanical, Electrical and Plumbing Documents	\$ 9,600.00
Specifications and Bidding Documents	\$ 5,800.00
Sub-Total Pre-Construction Services	<b>\$ 27,400.00</b>
Interior Design	\$ 5,400.00
Estimated Reimbursable Expenses	\$ 1,500.00
Total Services	<b>\$ 34,300.00</b>

Hourly work shall be billed to the Client at the following rates:

Principal	\$165/hr
Registered Architect/Project Manager	\$125/hr
Registered Architect/Senior Designer I	\$105/hr
Architect Intern	\$ 95/hr
Interior Designer	\$ 80/hr
Admin Support	\$ 50/hr

### Payment for Services

Invoices shall be issued monthly in proportion to the services rendered for the prior month period. Fees for sub-Client Initials: \_\_\_\_\_



Dulles, VA  
Rockville, MD  
Washington, DC

## GEOTECHNICAL AND CONSTRUCTION INSPECTIONS AND MATERIALS TESTING COST PROPOSAL

**Town Center Improvements  
Town of Haymarket, Virginia  
DMY Proposal No. 01.02210.01**

(Submitted: August 28, 2014; Revised: January 27, 2015)

CATEGORY	COST
Prior Approved Geotechnical Services Fee	\$7,281.00
<b>Supplement Geotechnical Services Fee</b>	<b>\$1,476.20</b>
Optional Infiltration Testing	\$1,200.00
Construction Inspection and Materials Testing	\$14,000.00

### Project Information:

The Town of Haymarket is proposing pedestrian and vehicular access improvements at the Town Center at 15000 Washington Street in Haymarket, Virginia. Our scope of work and understanding of the project are based on information provided to us by Rinker Design Associates, P.C. (RDA). We understand that RDA is using Option B of the master plan for their approach to the mentioned improvements which will include new parking lots and drive lanes, curb and gutter, sidewalks, landscaping and stormwater management features.

Part of the geotechnical information collected from this project will also be used for the design of the federally funded Haymarket Pedestrian Improvements Project outside the Town of Haymarket's properties.

This cost estimate was prepared for RDA by Paul Li, PhD, P.E. on January 27, 2015 and reviewed by Paul Zhang, P.E.

### Geotechnical Services

1. We propose the geotechnical field exploration consist of the following:
  - a) Performing a site reconnaissance.
  - b) Drilling three (3) Standard Penetration Test (SPT) borings to depths of 8 feet within the planned parking areas and two (2) SPT borings to depths of 12 feet along the alignment of Jefferson Street. All borings will be drilled using our CME 45C truck mounted drill rig. Representative soil samples will be collected and stored in sealed glass jars for laboratory testing.
  - c) Collecting two (2) bulk soil samples for laboratory Proctor and CBR tests.
  - d) Taking pavement core at one (1) location on Jefferson Street.
2. We understand that infiltration testing may also be required and is presented herein as an option. The infiltration testing work will consist of the following:
  - a) Drill two (2) infiltration test holes at select locations within areas of planned permeable paving. The infiltration holes will be drilled using our CME 45C truck mounted drill rig to depths of 3 feet below existing grades. In addition, profile holes will be drilled to depths of 5 feet below existing grades.

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)

Town of Haymarket Town Center Improvements  
 DMY Proposal No. 01.02210.01  
 Revised January 27, 2015

- b) The test holes will be soaked for a period of 24 hours prior to infiltration testing. Groundwater will be observed 24 hours subsequent to drilling. Infiltration testing will be conducted for a period of 4 hours in accordance with State requirements.
3. Laboratory testing program will consist of natural moisture content, USCS classification and Standard Proctor and CBR tests on select soil samples.
  4. Upon completion of the field and laboratory testing programs, a geotechnical report will be submitted to discuss the subsurface exploration and laboratory testing programs, summarize subsurface conditions and laboratory test results, and provide geotechnical recommendations for the design and construction of the parking areas and, if applicable, the stormwater management features.
  5. We understand that proper notice will be sent to the property owners by RDA prior to our field work. We will coordinate with the property owners at the site of our field work. We assume that no permit is required for our field work.
  6. Underground utilities will be cleared by MISS Utility. We understand that all underground utilities will be surveyed and marked in the field by RDA prior to our field work. No private utility locating services is included in our Scope of Work.

**DMY GEOTECHNICAL COST ESTIMATE**  
**Haymarket Town Center Improvements**  
 Revision 01/27/2015

<b>Field Exploration</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Cost</b>
Site Reconnaissance	6 hours	\$100.00 /hr.	\$600.00
Boring Layout	1 hours	\$100.00 /hr.	\$100.00
Minimum Drilling Day Charge (Truck)	1 day	\$1,800.00 /day	\$1,800.00
Field Work Coordination	6 hours	\$120.00 /hr.	\$720.00
Bag Samples of Auger Cuttings	2 samples	\$55.00 /sample	\$110.00
Asphalt Patching	4 borings	\$30.00 /boring	\$120.00
Field Engineer - Drilling Supervision	8 hours	\$75.00 /hr	\$600.00
<b>Field Exploration Subtotal:</b>			<b>\$4,050.00</b>

<b>Laboratory Testing</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Cost</b>
Moisture Content Tests	4 tests	\$10.00 /test	\$40.00
Atterberg Limits Tests	4 tests	\$70.00 /test	\$280.00
Sieve Analysis	4 tests	\$70.00 /test	\$280.00
CBR with Standard Proctor	2 tests	\$330.00 /test	\$660.00
<b>Laboratory Testing Subtotal:</b>			<b>\$1,260.00</b>

<b>Geotechnical Engineering and Report</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Cost</b>
Senior Reviewer	2 hours	\$165.00 /hour	\$330.00
Senior Engineer/Project Manager	10 hours	\$135.00 /hour	\$1,350.00
Project Engineer	14 hours	\$95.00 /hour	\$1,330.00
CADD Draftsman	2 hours	\$60.00 /hour	\$120.00
Secretary	1 hours	\$50.00 /hour	\$50.00
<b>Geotechnical Engineering and Report:</b>			<b>\$3,180.00</b>

<b>Expenses</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Cost</b>
Mileage	120 miles	\$0.56 /mile	\$67.20
Report Copies	4 copies	\$50.00 /copy	\$200.00
<b>Expenses Subtotal:</b>			<b>\$267.20</b>

<b>ESTIMATED PROJECT TOTAL:</b>	<b>\$8,757.20</b>
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**Construction Inspection and Materials Testing Services**

We understand the project will require 6 months to complete. We anticipate intermittent testing will be required for this project scope. Some inspection/testing site visits will be full day; however, we expect most of our site visits will be half day. At your request, we will perform appropriate laboratory testing on materials proposed for use as structural fill and trench backfill. Testing may include: Grain Size Distribution, ASTM D-422, Liquid and Plastic (Atterberg) Limits, ASTM D-4318, Proctor Moisture Density ASTM D-698. We can observe conditions of bottom of excavations prior to foundation preparation, including proof-rolling and other testing of sub-grades, observe placement of fill to test compliance with project requirements, and perform in-place density tests as required by project specifications, and test each lift for compaction. Where deficiencies are noted during fill or backfill placement, suggest and observe remedial actions, including reworking and re-compacting of materials.

As the construction schedule has not been finalized at this time, we propose a budget of **\$14,000** be allocated for the construction inspection and materials testing services, based on our prior experience on similar projects. The estimated construction inspection and testing services are based on the following rates and any additional services will be billed at these rates:

Half Day (total time ≤ 4 hours) Trip:	\$400.00 per trip/inspector
Full Day (4 hours < total time ≤ 8 hours) Trip:	\$550.00 per trip/inspector
Overtime (total time > 8 hours)	\$75.00 per additional hour
Proctor Tests with Classification:	\$270.00 per sample
Sample Pickup Only:	\$75.00 per trip

Following are the basis of our rates listed above:

1. The Trip charges include technician’s field time, mileage, coordination, report review time, and final submission of report.
2. The total time for field personnel will be the onsite time, report time and travel time. Time includes 2 hours of travel time to pick up and drop off the nuclear density gauge from DMY laboratory. Travel time will be charged only when the technician travels to pick-up or drop-off the equipment/samples to and/or from the laboratory/site.
3. We have assumed that our field services will be needed during the day time only (6:00 am to 6:00 pm) and only during the weekdays. Any services during night time, weekend and holidays will be billed as 1.5 times the standard rate.
4. We request scheduling prior to 3:00 p.m. on the day before services are required. DMY will charge a minimum of 4 hours (half-day trip) to cover the travel, labor and other expenses related to scheduled work that is not canceled in a timely manner.
5. For cancellations of scheduled work (including cancellations due to anticipated inclement weather conditions), we require notice prior to close of business the preceding day for morning work or by 9:00 a.m. the same day for afternoon work. This will enable us to reschedule our personnel efficiently.
6. There will be a 4-hour minimum charge (half-day trip) for the field related services or meeting on site. Trips to only retrieve laboratory samples from site will be charged a flat rate of \$75 per trip.
7. We have assumed that the contractor will provide onsite storage and a temperature maintained curing box with min/max thermometer.

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)

Town of Haymarket Town Center Improvements  
DMY Proposal No. 01.02210.01  
Revised January 27, 2015

8. Concrete samples requiring early break results will be billed with an additional hour of Project Engineer rate.



**SAI**  
**Engineering**  
**Incorporated**  
 Mechanical & Electrical Group

CONSULTING ENGINEERING,  
 DESIGN SERVICES, AND  
 CONSTRUCTION SERVICES

13662 OFFICE PLACE  
 SUITE 101  
 WOODBRIDGE, VIRGINIA  
 22192-4217  
 703/590-8200  
 703/590-4994 (FAX)

## memorandum

**To:** Sharon D. Dusza, PE  
**Company:** Rinker Design Associates  
**From:** Maury R. Paslick, PE  
**Date:** May 26, 2015  
**Re:** Site Lighting and Circuiting Design  
 Haymarket Town Center  
 Washington Street at Jefferson Street  
 Haymarket, Virginia  
 Revised

SAI Engineering is pleased to submit the following proposal to provide consulting electrical engineering services to Rinker Design Associates in connection with the design of site lighting systems at the Haymarket Town Center. Our revised proposal is based on your email messages dated February 17, 2015 and May 26, 2015.

### PROJECT DESCRIPTION

Rinker Design Associates is currently developing a plan for the Town to create more of a Town Center feel on the current property as well as address some drainage issues on the site. The existing buildings will remain.

The Town wants to confirm the current site lighting meets the Town's lighting requirements. If not, it will be necessary to develop a lighting plan that meets the Town's requirements. Further, a circuiting plan will be required to provide power to any new lighting systems.

This proposal is for the preparation of a site lighting photometric plan for the existing site lighting to determine whether the existing systems comply with current regulations. Based on the results of the initial evaluation, a second analysis will be performed to provide lighting systems that meet current ordinances. A circuiting plan will be prepared for the lighting plan that will be included in a construction documents set for installation of the lighting systems.

### SCOPE OF SERVICES

1. Phase 1 – Preparation of a Lighting Layout and Photometric Plan for Existing Conditions
  - a. We will visit the site to observe the locations and types of existing site lighting systems.
  - b. We will perform point-to-point calculations for the existing lighting layout using an appropriate software program.
  - c. We will prepare a site lighting plan that includes the pole layout, descriptions of the poles and luminaires, point-to-point illumination

Proposal to Sharon Dusza on  
Site Lighting and Circuiting  
Design  
Haymarket Town Center  
Washington Street at Jefferson  
Street  
Haymarket, Virginia  
Revised

May 26, 2015

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- levels, and other details and notes as required to document existing conditions.
- d. We will present a plan to you and the Town for review.
2. Phase 2 – Preparation of a Lighting Layout and Photometric Plan
    - a. If the existing site lighting does not meet the current ordinance and the Town authorizes us to proceed, we will discuss the scope of the project with you and others you designate to confirm criteria and lighting to be used as the basis of design.
    - b. We will develop a site lighting layout based on the fixture and pole types required by the Town of Haymarket.
    - c. We will perform point-to-point calculations for the layout using an appropriate software program.
    - d. We will prepare a site lighting plan that includes the pole layout, descriptions of the poles and luminaires, point-to-point illumination levels, and other details and notes as required to satisfy the Town of Haymarket reviewers.
    - e. We will present a preliminary plan to you for review. We will incorporate appropriate review comments in our design and provide a final package for submission to the Town of Haymarket.
  3. Phase 3 – Preparation of Lighting Circuiting Plans
    - a. We will visit the site to confirm electrical power capacity is available to serve the site lighting systems for the site. If necessary, we will design a new panel for the site lighting systems with a separate service from the power company.
    - b. Based on the site lighting layout plan approved by the Town of Haymarket, we will prepare branch circuiting plans for the site lighting systems.
    - c. Drawings will include panel schedules, lighting control diagrams, and details required to obtain a building permit for the electrical installation.

### **FEE FOR SERVICES**

Compensation shall be a fixed fee by phase as listed below plus reimbursable expenses. Services will be invoiced monthly based upon our estimate of the percentage of work completed plus expenses incurred.

#### **Phase 1 –Photometric Plans – Existing Conditions:**

Site Visit to Gather Information on Existing Lighting:	\$750.00
Preparation of Photometric Plan:	<u>2,250.00</u>
Total for Phase 2:	<b>\$3,000.00</b>

Proposal to Sharon Dusza on  
Site Lighting and Circuiting  
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Revised

May 26, 2015

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<b>Phase 1 Estimated Expenses:</b>	
Travel – Mileage (allowance for survey and meetings):	\$50.00
Printing:	25.00
Deliveries:	<u>50.00</u>
<b>Total for Phase 1 Estimated Expenses:</b>	<b>\$125.00</b>
<b>Phase 2 – Lighting Layouts and Photometric Plans: \$2,500.00</b>	
<b>Phase 2 Estimated Expenses:</b>	
Travel – Mileage (allowance for survey and meetings):	\$0.00
Printing:	25.00
Deliveries:	<u>50.00</u>
<b>Total for Phase 2 Estimated Expenses:</b>	<b>\$75.00</b>
<b>Phase 3 – Lighting and Power Circuiting Plans:</b>	
Analysis of Support Building Plans and Site Visit:	\$900.00
Preparation of Lighting Circuiting Plans:	<u>2,500.00</u>
<b>Total for Phase 2:</b>	<b>\$3,400.00</b>
<b>Phase 3 Estimated Expenses:</b>	
Travel – Mileage (allowance for survey and meetings):	\$50.00
Permit Sets:	100.00
Deliveries:	<u>50.00</u>
<b>Total for Phase 3 Estimated Expenses:</b>	<b>\$200.00</b>
<b>Construction Phase (if authorized):</b>	
Shop Drawings (\$165/submittal to a maximum):	\$495.00
RFI's (\$120/hour to a maximum):	960.00
Construction Site Visits (\$700/visit; assume 1 visits):	<u>700.00</u>
<b>Total for Construction Phase:</b>	<b>\$2,155.00</b>
<b>Construction Phase Estimated Expenses (if authorized):</b>	
Travel – Mileage:	\$50.00
Printing (allowance):	25.00
Deliveries:	<u>50.00</u>
<b>Total for Design Phase Estimated Expenses:</b>	<b>\$125.00</b>

Additional Services charges are not subject to the quoted maximum and must be approved prior to proceeding with the work. Additional Services which are previously approved by Rinker Design Associates shall be invoiced monthly on an hourly basis at SAI Engineering standard rates or on the basis of a negotiated fixed fee.

## QUALIFICATIONS

1. Site plan backgrounds will be provided for our use in AutoCAD R2013 or compatible format.
2. Specifications for materials and methods will be included on the drawings.

Proposal to Sharon Dusza on  
Site Lighting and Circuiting  
Design  
Haymarket Town Center  
Washington Street at Jefferson  
Street  
Haymarket, Virginia  
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May 26, 2015

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- 3. Our estimates for printing expenses include three (3) sets of signed and sealed prints for permit submission at each phase. Drawings will be provided in PDF format for reviews, bidding, and construction.
- 4. Preparation of permit applications, payment of permit fees, and permit expediting services are not included.
- 5. We will provide “load letters” for the utility services, if needed. Payment of utility hook-up fees is not included.
- 6. Redesign of systems previously approved due to conditions beyond our control is not included.

This proposal is valid for a period of 60 days from the date on this proposal. We reserve the right to renegotiate the terms of this proposal if accepted after this period. Further, we reserve the right to renegotiate our terms if the design phase of the project is not completed within six (6) months of the date of acceptance of this proposal.

*Approved and Accepted By:*

\_\_\_\_\_

\_\_\_\_\_

*Name and Title*

*Date*

Attachment – General Terms and Conditions

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



TO: Town of Haymarket Town Council  
SUBJECT: ARB Appointments  
DATE: 07/06/15

---

Ken Luersen, Chairman of the Architectural Review Board is serving a term on the ARB that ends June 30, 2015. Mr. Luersen is interested in obtaining reappointment from the Town Council this evening. Attached please find Mr. Luersen's application for reappointment. The upcoming vacant term has been advertised on the Town's website. The new Term would be July 6, 2015 - July 5, 2019.

**ATTACHMENTS:**

- Luersen Interest in ARB Reappointment (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: Kenneth M. Luersen  
Address: 6752 Jefferson Street  
Cell Phone: 571.239.8295  
Email Address: kenluersen@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.



TO: Town of Haymarket Town Council  
 SUBJECT: Ordinance Amendment - Chapter 19 Haymarket Town Code  
 DATE: 07/06/15

**BACKGROUND:**

- It was recently determined the Town Code lacks regulations to restrict or prohibit outdoor burning, such as the burning of refuse or outdoor bonfires.
- Chapter 19 of the Town Code was amended in 2013 to designate the Prince William County Fire Marshal as the Fire Marshal for the Town of Haymarket, but outdoor burning was not addressed in those amendments.
- The proposed amendment:
  - Is very similar to the provisions of the Prince William County Code, with some modifications made for the higher density patterns in a town environment.
  - The Prince William County Fire Marshal remains the “permitting authority” for the issuance of any burning permits and the inspection processes related thereto.
  - The Prince William County Fire Marshal, or deputy fire marshals, and the Town Police will be able to enforce the provisions of the amendment.

**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 amendment.

**INTERIM POLICE CHIEF’S COMMENTS: (June 29, 2015)**

- It appears the Town has never had independent outdoor burning regulations. Unless a person ignites or maintains a fire that constitutes a “careless” fire in violation of a state statute, there is no enforcement mechanism presently in existence.

**POTENTIAL QUESTIONS:**

- Are recreational or bonfires still permissible under these amendments?
- How would a resident go about obtaining a burn permit?

**BUDGET IMPACT:**

- None.

**RECOMMENDATION:**

Safety Committee Chair recommends the adoption of the amended ordinances.

**MOTION:**

**Motion of Approval:**

I move to adopt ordinance #15-\_\_\_\_, adding sections 19-44 through 19-54 to Chapter 19 of the Town Code, pertaining to outdoor burning regulations, as presented.

**Motion of Denial:**

I move to deny the adoption because...

**ATTACHMENTS:**

- ORD 2015-006 - OPEN AIR BURNING ordinance for adoption (PDF)

**ORDINANCE TO AMEND THE TOWN CODE BY ADDING SECTIONS 19-44 THROUGH 19-54 OF THE  
TOWN CODE RELATING TO OPEN AIR BURNING  
ORDINANCE #2015-006**

WHEREAS, The Town Code contains provisions adopting, with modifications, portions of the Statewide Fire Prevention Code, but not those portions dealing with open air burning, and

WHEREAS, Open air burning presents a hazard to human life and safety as well as to property, and

WHEREAS, Prince William County has adopted open air burning provisions which the Town has used as a model for its ordinance,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 6<sup>th</sup> Day of July 2015, in Regular Session, that the Town Council hereby amends the Town Code by adding Sections 19-44 through 19-54 as follows:

**Sec. 19-44. - General.**

- (a) Section 307 of the International Code Council's International Fire Code (International Fire Code), (2009 Edition), as amended, concerning open burning, which is adopted and incorporated in the Virginia Statewide Fire Prevention Code, is modified and superseded in the town by this article.
- (b) A person shall not cause or allow open burning unless approved in accordance with this code and the Commonwealth of Virginia State Air Pollution Control Board's Regulations Concerning Emissions Standards for Open Burning, and Virginia Forestry Laws.

**Sec. 19-45. - Definitions.**

The following words and terms shall, for the purpose of this article and as stated elsewhere in the Virginia Statewide Fire Prevention Code, have the means shown herein.

*Bonfire* means an outdoor fire utilized for ceremonial purposes.

*Open burning* means the burning of any material where products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. For the purpose of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

*Recreational fire* means an outdoor fire other than rubbish not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of three feet or less and two feet or less in height for pleasure, religious, ceremonial, cooking or warming.

**Sec. 19-46. - Allowable burning.**

Open burning shall be allowed without prior notification to the fire marshal only for recreational fires, campfires, highway safety flares, smudge pots and small warming fires for outside workers during winter months.

**Sec. 19-47. - Permit required; applications; authorization; open burning prohibited.**

- (a) Open burning shall be allowed in the form of bonfires, after obtaining a permit or other proper authorization from the fire marshal. No other open burning is permissible, except as provided in section 19-46 and in the emergency conditions enumerated in subsection (c) below.
- (b) Applications for open burning shall be submitted in writing at least 72 hours before the fire is set and shall be in such form and contain such information as required by the fire marshal. Such application shall contain, as a minimum, information regarding: the purpose of the proposed burning, the nature and quantities of material to be burned, the date when such burning will take place, the location of the burning site, and the on-site fire extinguishing equipment to be provided.
- (c) Other forms of open burning shall be permitted with prior notification to the fire marshal and in compliance with the Commonwealth of Virginia State Air Pollution Control Board regulations, provided that any conditions specified in the permission are followed for:

- (1) Disposal of hazardous or toxic materials where the fire marshal and the Virginia Department of Environmental Quality determine that there is no practical alternative method of disposal.
  - (2) In emergency or other extraordinary circumstances for any purpose determined to be necessary by the fire marshal and as authorized by the Virginia Department of Environmental Quality.
  - (3) Disposal of debris or to remedy an emergency resulting from a disaster situation and when operating under an emergency declaration of the federal, state, or local government.
- (e) The fire marshal shall prohibit open burning that will be offensive or objectionable due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous. The fire marshal shall order the extinguishment, by the permit holder or the fire department, of any open burning, which creates or adds to a hazardous or objectionable situation.
- (f) The fire marshal will advise the Town Police Department of any permits issued pursuant to this ordinance.

**Sec. 19-48. - Location.**

The location for any bonfire, open burning or recreational fire shall not be less than 50 feet from any structure, and provisions shall be made to preventing the fire from spreading to within 50 feet of any structure. Fires in approved containers shall be permitted, provided that such fires are not less than 15 feet from any structure, including combustible materials such as fences, trees, and landscaping materials.

**Sec. 19-49. - Materials.**

Open burning shall not be utilized for waste disposal purposes, shall be of the minimum size for the intended purpose, and the fuel shall be chosen to minimize the generation and emission of air contaminants.

**Sec. 19-50. - Attendance; safety fence.**

- (a) Any open burning shall be constantly attended until the fire is extinguished. At least one portable fire extinguisher with a minimum 4-A rating, two portable fire extinguishers with a minimum 2-A rating each, or other approved on site fire extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.
- (b) Temporary fencing must be installed around any pit when not in use.

**Sec. 19-51. - Bonfire size and duration; material; permits.**

- (a) A bonfire shall not be more than five feet by five feet by five feet in dimension and shall not burn longer than three hours. The maximum size and duration of a bonfire shall not be increased by the fire marshal unless it is determined that safety requirements of the situation and the desirable duration of the burn warrant the increase.
- (b) Fuel for a bonfire shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. The fire shall not be utilized for waste disposal purposes, and the fuel shall be chosen to minimize the generation of air contaminants.
- (c) Bonfires shall be extinguished, to include all burning embers and smoke, by 10:00 PM prevailing time.
- (d) All permits shall be requested by and issued to the owner of the land upon which the bonfire is to be kindled.

**Sec. 19-52. – Certain recreational fires prohibited; management responsibility.**

- (a) No charcoal cooker, smoker, grill, or any flammable liquid or liquefied petroleum gas fired stove or similar devices shall be ignited or used on the balconies or spaces under balconies of any structure, unless approved by the fire marshal. These devices can be used at ground level if at least 15 feet from any structure.

Exceptions:

- (1) Electric grills and other devices approved by the fire marshal.
  - (2) Detached one and two family dwellings and townhouses.
- (b) The management of apartment or multi-occupancy buildings which have balconies and patios shall notify their tenants in writing of this requirement at the time the tenant initially occupies the area, and from time to time thereafter as may be necessary to reasonably ensure conformity.

**Sec. 19-53. - Penalties, other remedies.**

- (a) Any person who conducts open air burning or other act in violation of any requirement of this article shall be guilty of a Class 1 misdemeanor. Each day upon which any such violation occurs shall be deemed a separate offense. Violations of the burning restrictions set forth in this ordinance may be enforced by the fire marshal or the Town police department.
- (b) Nothing contained herein shall preclude the town from seeking such other relief at law or equity for violations of the provisions of this article, as may be deemed expedient, whether or not criminal charges have been or may be made.

**Sec. 19-54. - Other permits still required.**

Nothing contained in this article shall relieve any person of any requirement to obtain other permits relating to the conduct of open air burning which may be established by law.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 6<sup>th</sup> day of July, 2015.

TOWN OF HAYMARKET, VIRGINIA

By: \_\_\_\_\_  
David Leake, Mayor

ATTEST:

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

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

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



TO: Town of Haymarket Town Council  
 SUBJECT: Ordinance - Event Ordinance  
 DATE: 07/06/15

**ISSUE:** The Town is repealing Chapter 14-7 (Carnivals) and 14-8 (Circuses) and replacing it with Chapter 15 - Outdoor Events

**BACKGROUND:**

- In the fall of 2014, the Town's Third Party Events Coordinators resigned and the Council ultimately decided to begin coordinating the Town's events through the Town's Administration.
- Shortly after the start of the New Year, the Town was approached by a local business about the possibility of partnering with a third party event planner to host a series of events throughout the year starting in the spring. These would be events open to the public on private property.
- The Town had never been approached with such a request but immediately the staff began researching how other jurisdictions throughout the Commonwealth handle similar requests.
- In order to accommodate the request, staff, along with the Town Attorney came up with an application and permit process that required the applicant to provide a detailed security, an event plan, a map of the layout, address security and parking, along with several other requirements. The permit fee was established to cover the anticipated time needed for staff to review any permit application and the plans accompanying the permit application. This application was designed to be utilized for each event.
- The Events committee, while tasked to help with the development and support of the Town's events began exploring the possibility of establishing a more detailed ordinance since the Town's code really did not cover the request other than Chapter 14-7 & 8, which dealt with carnivals and circuses.
- The committee, having utilizing surrounding jurisdictions examples of ordinances for public events on private property, has come up with the draft ordinance presented.

**DISCUSSION:**

- There were some areas that led to a healthy debate about policy.
- The first was the permit fee amount. The committee agreed in whole that the \$1,000 permit fee was steep and in short time it has been determined that the current fee is more than what is required of the staff to review, especially since the applicant or event sponsor is responsible for paying any off duty officers when traffic management is required.
- The committee came up with ranges from \$100-\$500 and settled at \$300 for initial permit application. If an event coordinator is utilizing the same location, security plan and ultimately no additional review is required, the permit will be issued for \$100.
- The committee also felt that it was important to include provisions about third party event coordinators scheduling events on the same day or within the same time period of a Town sponsored event and an event that is designated with the same name.
- Finally, ordinance is designed to make allowances for special events, but also creates new provisions that may cover larger than normal events that are on private property.
- The main goal of the ordinance is to protect the public health, safety and welfare for participants and non-participants alike.

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

- It is my recommendation that Town establish the following ordinance.
- In working with our Town Attorney on this draft, there could be some opportunity for additional

discussion and clarification to the language.

- It is my belief that the ordinance sets the right parameters with regard to public events on private property and establishes a format for handling the issues and concerns to the public health, safety and welfare with regard to large public events or gatherings while not being an encumbrance on a local business or group offering these opportunities to residents and visitors to the Town.

**POTENTIAL QUESTIONS:**

- Why adopt an ordinance now?
- Does event sponsors pay for Police services through the application fee or separately?
- Who would be responsible for accepting applications?
- How does this differ from the existing permit application?

**FISCAL IMPACT:**

- None, at this time.
- Staff will continue to monitor the associated costs with the permit applications and resources utilized in review to be sure that we covering associated costs.

**RECOMMENDATION:**

Staff recommends that Council approve the repeal of Chapter 14-7 & 8 and enact Chapter 15- Outdoor Events.

**MOTION:**

**Motion of Approval:**

I move to repeal Sections 7&8 of the 14<sup>th</sup> Chapter of the Town Code and enact Chapter 15- Outdoor Events.

**Motion of Denial:**

I move to deny the draft Chapter 15, Outdoor Events, because...

**ATTACHMENTS:**

- (2) Outdoor Events DRAFT Ord.--6-17-15 (2)(PDF)

**ORDINANCE # 2015-XX**

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

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, AS AMENDED,  
BY ADDING A CHAPTER 15, OUTDOOR EVENTS, AND BY REPEALING  
SECTIONS 14-7 (“CARNIVALS”) AND 14-8 (“CIRCUSES”)**

BE IT ORDAINED by the Council of the Town of Haymarket, Prince William County,  
Virginia meeting in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2015:

1. That the Code of Ordinances of the Town of Haymarket, Virginia is hereby amended  
and reenacted by adding a Chapter 15, Outdoor Events, as follows:

**CHAPTER 15 – OUTDOOR EVENTS**

**DIVISION I – GENERALLY**

**Sec. 15-1. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings  
ascribed to them in this section, except where the context clearly indicates a different  
meaning:

**Applicant** means the person or business entity applying for an Outdoor Event permit.

**Outdoor Event** means any scheduled event, not under roof, on privately owned, non-  
residential property including, but not limited to, outdoor gatherings open to the general  
public, circuses, carnivals, fairs, or concerts.

Exceptions: The permit provisions of this section will be optional for the following:

- a. Events attended by fewer than 50 patrons shall be exempt from obtaining a permit,  
except those where alcoholic beverages will be consumed or sold. Events where  
alcoholic beverages will be sold or consumed shall be exempt from obtaining a permit  
if they are attended by fewer than 25 patrons.
- b. Activities organized and conducted by the U. S. Government, Commonwealth of  
Virginia, or Town of Haymarket are exempt.

**Sec. 15-2. Location.**

Outdoor Events shall be located where permissible by Chapter 58 of the Town Code. These  
regulations apply to privately owned, non-residential property only. These requirements  
shall not apply to Outdoor Events on residential property; however, nothing herein shall be  
construed as to exempt residential property from any other requirements of the Town Code  
including, but not limited to requirements for building permits and compliance with the

Town's noise ordinance.

### **Sec. 15-3. Structures.**

No permanent structures, as defined by Chapter 10 of the Town Code, shall be constructed for an Outdoor Event. In addition to an Outdoor Event permit as required by this article, the Applicant shall obtain all other permits required by federal, state, and Town regulations including, but not limited to, the Uniform Statewide Building Code and the Fire Prevention Code. All signs shall conform to the requirements of Chapter 58 of the Town Code.

### **Sec. 15-4. Public Health.**

- (a) Food. Applicant shall provide adequate food safety measures in accordance with Article II of Chapter 22 of the Town Code; and the Applicant shall secure any required permit(s) from the Prince William Health District.
- (b) Storage, removal and disposal of garbage and trash. Applicant shall guarantee in writing the removal of all structures, signs, trash, or debris from the site and the immediate vicinity upon termination of the Outdoor Event, and shall accomplish such removal within 24 hours after permit expiration.
- (c) Toilet and sanitary facilities. Applicant shall provide adequate sanitary facilities at the site and, when necessary, shall obtain the approval of the Health District.
- (d) Amusement rides. Applicant shall have all amusement rides inspected by a credentialed third party inspector at Applicant's expense. The inspection report must be reviewed by the Town Building Official prior to the event opening.

### **Sec. 15-5. Emergency services.**

For any proposed Outdoor Event where the expected number of attendees exceeds 50, and for any Outdoor Event where alcohol will be offered for consumption or for sale, supplemental police, fire, or rescue services may be required as deemed necessary by the Town to protect public health, safety, and welfare. The cost of these services shall be fully paid by the Applicant.

**Security plan.** The Applicant shall submit a security plan to the Town to address traffic disruption, parking, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals. The plan shall further outline cooperation with the police department, informational meetings with residents or businesses that may be impacted, and other nuisance abatement issues deemed necessary by the Town. The Town shall provide model security plans for different types and sizes of event upon request and will provide reasonable assistance to the Applicant to prepare the security plan. A security plan may be rejected only if it presents grounds under which a permit would be denied under subsection (c) of this section or creates an unreasonable risk of injury to pedestrians or unreasonable interference with lawful

businesses, commerce, professions, non-profit organizations, or civic events. For a renewal, the town will require a new security plan (and a new application fee) if the existing security plan provide inadequate under this standard.

(a.) Street closures and parades.

1. The security plan shall be accompanied by 1) proof of insurance with an insurance company licensed to do business in the Commonwealth and insuring against personal injury, death, and property damage resulting from the temporary use of the street in a coverage amount of at least one million dollars (\$1,000,000.00), naming the Town as an additional insured, as authorized for by Section 15.2-2013 (2), *Code of Virginia*; and 2) an approved closure permit issued by the Virginia Department of Transportation (VDOT). However, under Section 15.2-2014, *Code of Virginia*, the Manager may temporarily close any public right-of-way to vehicular traffic when in his or her judgment the public safety so requires, and if an Applicant is unable to obtain insurance. This provision will be utilized only under unusual or exigent circumstances and not meant to supplant the requirement to secure the VDOT permit.
  2. The security plan shall provide for sworn law enforcement personnel to direct traffic for any parade or for a street closure if necessary for public safety. The number of officers required shall be a based solely on the number of participants and the location of the event. For purposes of this section, counter-demonstrators are not participants.
- (b) An Applicant shall submit any required security plan to the town with the application.
  - (c) Any person hired to provide security under a security plan shall be either sworn law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justices Services. The Chief of Police may require that security be provided by sworn law enforcement personnel for active crowd control needs, traffic control on streets and highways, and events with anticipated attendance over 100.
  - (d) The chief of police or designee will review all security plans within ten business days of the application's receipt and notify the Applicant immediately if the plan is rejected, giving the reasons for the rejection. The Applicant may revise a rejected plan and resubmit it at least five business days before the event. If the resubmitted plan resolves the deficiencies noted in the rejection and there are no other grounds for rejecting the permit, the permit shall be granted. No changes may be made to an approved security plan without express, written consent of the town.
  - (e.) If the chief of police or designee rejects the proposed safety plan, he or she

will inform the Applicant of the right to appeal his or her decision to the Town Manager.

- (f.) The security plan shall provide for the Applicant to pay costs of any law enforcement personnel or private contractors as proposed under the security plan, including any actual overtime pay but not including any overhead, fuel, or incidental costs. The Applicant shall pay all costs incurred within ten calendar days after billing. Late payment shall incur a 10% penalty and 10% per year interest.

**Sec. 15-6. Ingress and egress, traffic control and parking.**

Applicant shall provide adequate and safe ingress and egress during the Outdoor Event. Applicant shall provide adequate parking for the event on-site or through an approved off-site parking plan. Parking or stopping in public rights-of-way shall be prohibited. When, in the judgment of the chief of police, substantial traffic impacts are anticipated, the Applicant may be required to proactively warn or message out the impact. This may include advance signage, such as variable message boards.

**Sec. 15-7. Right of entry of police.**

Members of the police department may enter any Outdoor Event during its set-up, operation, and break-down, or as otherwise permitted by law, to protect the health, safety, and welfare of the Town.

**Sec. 15-8. Noise control.**

All Outdoor Events and the use of amplified sound shall conform to the requirements of Chapter 18 of the Town Code.

**DIVISION 2. - PERMIT**

**Sec. 15-9. Filing and general contents of application.**

- (a) No person shall conduct, maintain, organize, advertise, or permit the use of his premises for, any Outdoor Event, without first obtaining a permit so to do issued in accordance with this division.
- (b) Every person desiring a permit required by this division shall submit an application to the Town Manager or designee. Such application shall be filed not less than 21 days prior to the beginning of the Outdoor Event and shall show thereon, or by attachment thereto, the following:

- (1) The exact location, by street address of the premises at which it is planned to conduct the Outdoor Event, including therein all land to be used for parking or other uses necessary or incidental to the Outdoor Event, together with written permission(s) from the owner or tenant of such property authorizing or permitting the Outdoor Event.
- (2) A detailed description of the proposed Outdoor Event including date(s) and times, location, maximum number of expected attendees per day, and a contact name and telephone number of at least one person who will be on-site during the event.
- (3) A plat or drawing showing the location of all signs, structures, outdoor furniture, onsite and/or offsite parking, equipment, and lighting to be utilized on a lot or parcel in connection with the proposed event.
- (4) Documentation or a letter of permission shall be provided stating the specific location of restrooms that will be available to the Applicant throughout the duration of the event.
- (5) A security plan, if required by section 15-5.
- (6) The permit application fee, as specified in section 15-10.

**Sec. 15-10. Application fee.**

Each application for a permit under this division shall be accompanied by a nonrefundable application fee of \$300.00. An application for a permit at the same venue and possessing a similar footprint by the same applicant will be reduced to \$100 for additional applications.

**Sec. 15-11. Applicant may be required to meet additional conditions.**

(a.) Any Applicant for a permit required by this division may be required, by the Town, to meet any conditions, in addition to those specified in this article, prior to receiving a permit to conduct an Outdoor Event, which are reasonably calculated as necessary to protect the health, safety, and general welfare of the persons attending such gathering, local residents, or the public in general. Examples of conditions to protect health, safety and welfare include hours of operation and placement of sound equipment, medical plans in case of high heat, alcoholic beverage requirements imposed as a condition of an ABC permit, signage for egress, crowd maximums, conditions imposed under a VDOT or other state permit, and oversight and/or inspection of games or other devices not covered by inspections of amusement devices.

(b.) No applicant can hold an event that conflicts with the Town's schedule of events, whether publicly or privately sponsored.

(c.) No applicant can hold an event of the same namesake as a Town event so as to ensure clarity of purpose, sponsorship or affiliation, and intent to the general public.

**Sec. 15-12. Maximum Number of Events Annually As an Accessory Use.**

Except when Outdoor Events are a permitted use for the property under the Town's zoning ordinance, no more than five Outdoor Events of any kind may occur on the property during any calendar year.

**Sec. 15-13. Issuance or denial.**

- (a) The Town Manager or designee shall issue the permit in accordance with the application and plans, deny the permit, or set conditions, which must be met, or security given that they will be met, before a permit may be issued.
- (b) The Town shall authorize the issuance of a permit for an Outdoor Event, if it finds that:
  - (1) The Outdoor Event will be held at a location which complies with and meets all of the health, building, zoning, fire, and safety requirements and standards of the laws of the state and ordinances of this Town applicable thereto.
  - (2) All information required by this division in the application and all documents required by this division have been filed.
  - (3) The proposed Outdoor Event will be conducted in full accordance with all requirements of this article and will not in any way substantially jeopardize, adversely affect, endanger or otherwise constitute a menace to the public health, safety, or general welfare, or be materially detrimental to the property of other persons located in the vicinity of such use.
  - (4) All facilities required by this article will be furnished and that all prior approvals required by this article have been obtained.
- (c) Reimbursement for security services outlined in section 15-5(f), must be paid within ten days of invoicing. Should any fees remain unsatisfied, the permit for any subsequent event by the same Applicant may be denied or revoked by the Manager.

**Sec. 15-14. Transfer.**

No permit issued under the provisions of this division shall be transferable or movable to another location or another person.

**Sec. 15-15. Revocation.**

- (a) The Town Manager or their designee may revoke any permit issued pursuant to this division for any of the following causes:
  - 1. The Applicant fails, neglects, or refuses to fulfill any of the conditions imposed upon the granting of the permit.
  - 2. The Applicant knowingly permits the Outdoor Event to be conducted in a disorderly manner or knowingly allows any person to remain on the premises while intoxicated by alcohol, marijuana, or any controlled substance.
  - 3. The Applicant violates, or attempts to violate, any law of the state or the provisions of this code or any other ordinance of the Town related to the public health, safety or welfare.
  - 4. The Town finds that the Applicant made a false, misleading, or fraudulent statement of material fact in the application for the permit or any other document required by this division.

5. The continued operation of the Outdoor Event would constitute a threat to public health, safety, or welfare.

(b) Such revocations shall become effective immediately. The Chief of Police or police officer in charge on the scene may close the Outdoor Event upon revocation.

**Section 15-16. Penalty for Violation of Article.**

Violations of this Article shall constitute a Class 2 misdemeanor.

2. Sections 14-7 (“carnivals”) and 14-8 (“circuses”) are hereby repealed.

3. This ordinance shall take effect upon adoption, except that Outdoor Events already granted permits for calendar year 2015 shall remain permitted and Outdoor Events for which applications have been submitted but not yet approved may proceed under the prior ordinance and policy at the discretion of the applicant.

**BY ORDER OF THE COUNCIL**

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

ATTEST:

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

**MOTION:**

**SECOND:**

**RE:**

**ACTION:**

**Votes:Ayes:**

**Nays:**  
**Absent from Vote: Absent**  
**from Meeting:**

**CERTIFIED COPY** \_\_\_\_\_  
**Town Clerk**

Attachment: 07-06-2015 TC Agenda (2442 : Draft Town Council Agenda - July 6, 2015)



TO: Town of Haymarket Town Council  
SUBJECT: Salary Adjustment Proposal  
DATE: 07/06/15

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**ATTACHMENTS:**

- Salary Adjustment Proposal (July 2015) (PDF)
- Salary Adjustment Proposal (July 2015)page 5 (PDF)



## Salary Adjustment Proposal July 2015

### Introduction:

The Haymarket Town Council requested that the staff conduct a comprehensive compensation study. The last study was performed in 2010; however, no adjustments were made at that time.

The Town of Haymarket has experienced growth of unusual proportions over the past fifteen years. Simultaneously, the Town has increasingly grown more integral to the Northern Virginia dynamic and economic world. As development and professional expectations of the community change, it becomes necessary to evaluate the level of service provided to the community by the government. Efficiency and effectiveness are crucial to the maintenance and expansion of services. The Town of Haymarket recognizes the importance and contribution of its staff in pursuing, achieving, and supporting the Town's mission and its changing needs. Therefore, the Town wishes to maintain a total compensation program directed toward attracting retaining and rewarding a qualified, high performing and diverse workforce.

As a general rule, most organizations conduct new and comprehensive classification and compensation studies every five to seven years, ensuring their ability to hire and retain qualified employees and maintain equitable internal relationships. When compensation levels fall below those in the regional marketplace, the organization can experience difficulty hiring people and increased employee turnover as employees seek jobs with other organizations that will pay the market rates for their skills and abilities. Loss of tenured employees can have a serious effect on any organization. There is also substantial cost in turnover that comes with training new employees. Employees receive significant on-the-job training, which diverts the attention of other employees away from their regular duties to assist in training. While these costs are not necessarily visible in financial reporting, they will show up in performance data in the form of reduced service outcomes.

As the Town continues to experience change, it will also be important to offer competitive salaries to attract the best staff possible to serve the citizens of the Town of Haymarket. Completion of a comprehensive classification and compensation update also enables an organization to account for changes in technology, changes in the work processes, organizational structure, tools and equipment and other factors that can affect job responsibilities. It is critical that a compensation program provide fair and equitable compensation to employees in an increasingly competitive and changing labor market; maintaining a competitive pay structure that takes into consideration the Town's fiscal resources; ensuring that employee compensation is based on individual performance that meets or exceeds expectations and reflects changing economic conditions; and provides consistent administration of pay policies and procedures among all departments.

### **Salary Study:**

The Town's staff proceeded to perform an internal salary study based upon three studies from the past 8 years. The first study reviewed was a salary study originally performed by Springsted Inc. for the Town of Dumfries in 2007. The staff also utilized an internal study performed by staff in 2010 and initiated by the Town Manager at that time. Finally, staff utilized another salary study performed by Springsted, Inc. for the City of Harrisonburg in 2013. All of these surveys provided diversified results but demonstrated a distinct discrepancy in current salaries. The results, as well as the jurisdictions included in these studies are included on page 3 in this proposal. Ultimately, Council had the option to hire an independent firm to perform our own independent salary study; however, the selected salary studies do provide merit to the rationale of potentially creating a salary adjustment.

Furthermore, The Town also joined the Technology Net's Compensation Survey System which is utilized by the Weldon Cooper Center for Public Service of the University of Virginia. This data also provided comparative data to the Town to utilize as a comparison to other Virginia localities.

### **Creation of a Salary Scale:**

Through the initiative of revising of the Town's Personnel Policy, the Town's first-ever salary scale has been created. In the past, all salaries for paid positions within the Town have been offered through a negotiation process without establishing any type of direction for an employee about where the pay scale may evolve to through a position. The Salary Scale took into account the level of services Town employees provide to citizens, as well as the salaries needed to produce a competitive wage for both attraction and retention of current and future employees. The scale was based on creating a low, mid and high scale that would be a target point for the salary compensation of employees over an average career of 20 years with the Town. Through a performance based system and cost of living adjustment (COLA), the scale anticipates that the average employee would grow in salary over the course 20 years an average \$25,000 throughout the course of a career with the Town.

The Salary Scale can be found on page 4 of this proposal.

### **Methodology for the CASA (Competitive Analysis Salary Adjustment):**

In order to perform an accurate salary adjustment, it was first important to determine the Annual Rate of Growth of Salary Increase for each position based on the salary scale for a 20 year period. The following is the process of calculating the projected Salary Adjustments:

1. Divide increased salary by the previous salary. (Example- Divide the high salary by the low salary in the scale).
2. Divide the number of years it took to earn the salary increase, per the salary scale, low to high = 20 year. (Example – 1 year/ 20 years= Co-efficient of .05)
3. Calculate step 1 result raised to the power of the step 2 result. (Example- Number from step 1 raised to the .05 power)
4. Subtract 1 from the result to find the annual rate of growth of the salary increase. This is the rate per each job category per year in our salary scale to reach a competitive salary within our general vicinity.

A table presenting the results demonstrates the projected salaries through 12 years of service (due to printing space/ readability constraints); however, I have a completed table available for review that demonstrates the salaries through a 20 year time span. The table is on page 5.

# HAYMARKET SALARIES COMPARISON 6/25/2015

Position	2007 Dumfries Survey*	2007 Haymarket Salaries	2010 Town Survey	2010 Haymarket Salaries	2013 Harrisonburg Survey*	2013 Haymarket Salaries
<b>Town Manager</b>	Not Provided	60,000.00	89,750.00	65,945.00	152,911.00	62,500.00
<b>Town Clerk</b>	52,530.00	43,160.00	49,300.00	47,444.00	Not Provided	53,851.00
<b>Deputy Clerk</b>	43,024.00	33,363.00	44,633.00	36,691.00	49,755.00	42,889.00
<b>Administrative Assistant</b>	43,024.00	33,363.00	44,633.00	35,464.00	46,566.00	41,433.00
<b>Chief of Police</b>	80,338.00	61,443.00	83,913.00	67,516.00	103,701.00	76,668.00
<b>Police Officer 1</b>	47,766.00	35,401.00	42,737.00	36,500.00	43,958.00	38,000.00
<b>Senior Police Officer (Sgt)</b>	50,771.00	47,590.00	65,500.00	52,312.00	62,868.00	59,404.00

Notes:

2007 Dumfries Survey is comprised of: City of Fredericksburg, City of Manassas, City of Manassas Park, Culpeper County, Prince William County, Spotsylvania County, Stafford County, Town of Purcellville, Town of Warrenton, Town of Vienna

2010 Town Survey is comprised of: Town of Purcellville, Town of Occoquan, Town of Middleburg, Town of Lovettsville, Town of Dumfries

2013 City of Harrisonburg Survey is comprised of: Town of Blacksburg, Albemarle County, Rockingham County, City of Charlottesville, City of Danville, City of Lynchburg, City of Manassas, City of Roanoke, City of Suffolk, City of Harrisonburg Public Schools, James Madison University, Rockingham Memorial Hospital

\*Weighted average



# Town of Haymarket

## Salary Scale



Notes	Position	Low	Mid	High
A, B	Town Manager	\$70,000	\$82,500	\$95,000
A, B, E	Chief of Police	\$68,000	\$80,250	\$92,500
B	Town Clerk	\$48,000	\$60,500	\$73,000
B	Town Treasurer	\$50,000	\$62,500	\$75,000
B, D, F	Administrative Assistant	\$36,000	\$48,500	\$61,000
	Main Street Coordinator	\$42,000	\$54,500	\$67,000
C	Town Planner	\$45,000	\$57,500	\$70,000
C	Town Engineer	\$52,000	\$64,500	\$77,000
F	Officer	\$42,000	\$54,500	\$67,000
C	Sergeant	\$51,000	\$63,500	\$76,000

**Notes:**

- A. Must be 5% higher at minimum than highest paid employee supervised.
  - B. Experience and tenure establishes scale placement.
  - C. Potential Future Full Time Position.
  - D. Same salary scaled utilized for administrative assistants in other departments.
  - E. The current Chief is an Interim Chief, the salary reflected is the interim Chief's annual wage based upon \$50 per hr. at an average of 32hr/wk.
  - F. There is a range due to various levels of tenure and experience. The average salary for our police officers is approximately \$46,000, 3 out of 5 make less than \$43,000.
- Salary scale created with the assistance of the Technology Net's Compensation Survey System that Town is a member of. Salary scales were also based upon a detailed salary studies from various jurisdictions surrounding the Town and through conducted phone surveys to neighboring communities.

**Notes regarding Proposed Salary Adjustment Table:**

- The table took years of service at these rates of the annual growth/ raise and started from the low starting point as the starting salary for each position.
- As noted on the table, two employees have started in new positions within the last year that are different from the position they began their careers with the Town of Haymarket.
- If an employee is already making more at their current salary, they will remain at the current salary. This only applies to one current employee.
- Neither of the two administratively appointed positions is included in the salary proposal. Currently, the Police Chief position is being hire permanently and will be negotiated with the selected candidate. The Town Manager’s compensation shall be determined by the Council as a whole since the position directly reports to the Council.

**Budget Outlook FY’16/ Actual Impact:**

Below is a table that shows the current and proposed salary adjustments and total amount in salary adjustments proposed for the respective position.

<b>Position</b>	<b>Current Salary</b>	<b>CASA</b>	<b>Difference</b>
Police Officer	\$42,536.00	\$45,044.33	\$2,508.33
Police Officer	\$61,193.60	\$58,220.13	-----
Police Officer	\$41,100.80	\$44,005.79	\$2,904.99
Police Officer	\$41,100.80	\$44,005.79	\$2,904.99
Police Officer	\$46,841.60	\$49,449.42	\$2,607.82
Adm. Asst.	\$42,681.60	\$43,855.91	\$1,174.31
Adm. Asst.	\$35,360.00	\$36,000.00	\$640.00
Town Clerk	\$55,473.60	\$60,393.79	\$4,920.19
Town Treasurer	\$48,713.60	\$50,000.00	\$1,286.40
Main St. Coordinator	\$39,644.80	\$42,000.00	\$2,355.20
		<b>TOTAL:</b>	<b>\$21,302.23</b>

The total does not include the current part time positions of the Town Planner and Town Engineering and I am recommending that Council allow the Town Manager to perform a performance review and make a decision to raise their current hourly rate or provide a one-time bonus. Within the Police Department, currently our part time officer on staff is paid the lowest-paid full time officer hourly rate and there would be consideration given by the Chief of Police to adjust his hourly rate, but this would only be a minor adjustment. Furthermore, the total does not reflect the taxes and salary impacts to other portions of the compensation package for employees; however the general reserve will cover these associated costs. Finally, as mentioned the table above does not reflect any salary changes for the Chief of Police or the Town Manager.

**Moving Forward:**

Through the revision of the Town’s Personnel Policy, a performance- based system will be developed. The Town will also need to re-evaluate the Salary Scale on a systematic basis. The Council and Administrative Staff should continue to look into the Town’s compensation and benefits package as a whole component and in time consider changing the employees contribution to benefits, but at this time would recommend “grandfathering” current employees under the current allowances. Currently the Town’s benefits package is comparable to

surrounding jurisdictions; staff has created a table comparing the benefits of surrounding jurisdictions that can be provided upon request. Furthermore, the Town's benefits do not surpass surrounding areas in overall benefits, as many of the jurisdictions offer the same or slightly better benefit packages. As time moves forward and the Town continues to grow and there are needed services, these findings will continue to need to be investigated and determined if they are making the Town competitive in the attraction and retention of personnel. The long term sustainability of these salary adjustments and future adjustments as based upon the ability of the Town fund such increases, which is determined each fiscal year through the budget process and will be based upon performance based reviews for each employee.

The Competitive Analysis Salary Adjustment is a one time opportunity for the Council to catch current positions up to a reasonably competitive salary within the Northern Virginia area. In general, the studies and the salary scale demonstrates that we are not as far behind as once believed, however failing to act at this time could create a continued downward turn, rendering the Town not as competitive for retaining current excellent employees or having an ability to attract quality employees in the future.

The Council has the ability to bring in additional third party consultants to perform a more in-depth and comprehensive salary study with regard to benefits analysis; however I would advise that this could be at a substantial cost that could render greater discrepancies in competitiveness.

It is my belief staff has conducted this research in a pragmatic and strategic manner, utilizing the studies that were available to us while exhibiting ethical character, given the nature of the materials that were being studied and keeping a balanced perspective comparing Northern Virginia Communities with those in rural areas of the state. A good deal of the information is not the easiest to understand or to analyze since we do not practice these skills on a daily basis. However, many hours and research have gone into making this proposal. It is with sincerest intent that I recommend you consider the methodology and allow us to move forward with the proposed CASA.

The Council's next step would be to discuss the proposal and render a decision on moving forward. As always, I will follow through on the Council's direction and decision on this matter, but in fairness to the staff, it is my intent that Council consider the option presented to you soon and allow me to institute the proposal presented. However, if this is not the direction of the Council, I would ask for clearer direction on how to move forward with regard to potential salary adjustments.

In closing, I would ask that you consider the staff as a whole, police and administrative staff. It is my belief and recommendation that the Council acts on behalf of the staff as a whole. Each member of the staff is striving towards meeting the needs and desires of the Town residents.

Respectfully Submitted,

Brian P. Henshaw  
Town Manager

**Salary Proposal:**

Title	Name	Years of Service	Current Salary	Salary Scale Application per year											
				Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Officer	O'Neal	4	\$42,536.00	\$42,000.00	\$42,991.20	\$44,005.79	<b>\$45,044.33</b>	\$46,107.38	\$47,195.51	\$48,309.32	\$49,449.42	\$50,616.43	\$51,810.98	\$53,033.72	\$54,285.31
Officer	Breeden	15	\$61,193.60	\$42,000.00	\$42,991.20	\$44,005.79	\$45,044.33	\$46,107.38	\$47,195.51	\$48,309.32	\$49,449.42	\$50,616.43	\$51,810.98	\$53,033.72	\$54,285.31
Officer	Jacob Davis	3	\$41,100.00	\$42,000.00	\$42,991.20	<b>\$44,005.79</b>	\$45,044.33	\$46,107.38	\$47,195.51	\$48,309.32	\$49,449.42	\$50,616.43	\$51,810.98	\$53,033.72	\$54,285.31
Officer	Jason Davis	3	\$41,100.00	\$42,000.00	\$42,991.20	<b>\$44,005.79</b>	\$45,044.33	\$46,107.38	\$47,195.51	\$48,309.32	\$49,449.42	\$50,616.43	\$51,810.98	\$53,033.72	\$54,285.31
Officer	Shaver	8	\$46,841.60	\$42,000.00	\$42,991.20	\$44,005.79	\$45,044.33	\$46,107.38	\$47,195.51	\$48,309.32	<b>\$49,449.42</b>	\$50,616.43	\$51,810.98	\$53,033.72	\$54,285.31
Adm. Asst.	Knupp	8	\$42,681.60	\$36,000.00	\$37,029.60	\$38,088.65	\$39,177.98	\$40,298.47	\$41,451.01	\$42,636.51	<b>\$43,855.91</b>	\$45,110.19	\$46,400.34	\$47,727.39	\$49,092.40
Adm. Asst.	Beahm	1	\$35,360.00	<b>\$36,000.00</b>	\$37,029.60	\$38,088.65	\$39,177.98	\$40,298.47	\$41,451.01	\$42,636.51	\$43,855.91	\$45,110.19	\$46,400.34	\$47,727.39	\$49,092.40
Clerk	Preli	12	\$55,473.60	\$48,000.00	\$49,012.80	\$50,046.97	\$51,102.96	\$52,181.23	\$53,282.26	\$54,406.51	\$55,554.49	\$56,726.69	\$57,923.62	\$59,145.81	<b>\$60,393.79</b>
Treasurer	Wilson	10*	\$48,713.60	<b>\$50,000.00</b>	\$51,000.00	\$52,020.00	\$53,060.40	\$54,121.61	\$55,204.04	\$56,308.12	\$57,434.28	\$58,582.97	\$59,754.63	\$60,949.72	\$62,168.72
MS Coord.	Hall	3*	\$39,644.80	<b>\$42,000.00</b>	\$42,991.20	\$44,005.79	\$45,044.33	\$46,107.38	\$47,195.51	\$48,309.32	\$49,449.42	\$50,616.43	\$51,810.98	\$53,033.72	\$54,285.31

Notes:

\* - Designating only 1 year of service in new role under Salary Scale

The Town Planner and Town Engineer are not currently full time employees and will be given a performance review and recommended for an individual bonus or adjustment to their current hourly rates.