



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, July 1, 2019

6:00 PM

Council Chambers

## I. Call to Order

## II. Agenda Items

1. Town Council September and October Meeting Discussion
2. Board of Zoning Appeals Revision
3. Motion to Amend Funding Source for Lily Konopka's Donation
4. Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson Street
5. Discussion on Amending the Adopted Revenue Projections

## III. Adjournment



**Shelley M. Kozlowski**  
Clerk of the Council/Office Manager

## MEMORANDUM

TO: Mayor and Town Council

FROM: Shelley M. Kozlowski, Clerk of the Council/Office Manager

DATE: June 18, 2019

SUBJECT: September and October Town Council Regular Meeting Date Change

Summary: The Virginia Municipal League's Mayor's Institute and Annual Conference will be held the second week of October. Members of the Town Council will be attending this conference. The Town Council regular meeting is set for Monday, October 7, 2019 at 7 pm, with a 6 pm work session.

Staff Recommendation: To consider rescheduling the October Town Council regular meeting and work session from Monday, October 7, 2019 to Wednesday, October 9, 2019.

Due to Labor Day falling on September 2, 2019 and the availability of Council members, it is suggested that Town Council discuss moving the September meeting to September 9, 2019.

Draft Motion: *I move the Haymarket Town Council reschedule the October 7, 2019 regular meeting to Wednesday, October 9, 2019 at 7 pm along with the 6 pm work session.*

*Or*

*Alternate Motion*

Draft Motion: *I move the Haymarket Town Council reschedule the September 2, 2019 regular meeting to Monday, September 9, 2019 at 7 pm along with the 6 pm work session.*

*Or*

*Alternate Motion*



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

**Shelley M. Kozlowski**  
Clerk of the Council/Office Manager

## MEMORANDUM

TO: Mayor and Town Council  
FROM: Shelley Kozlowski, Clerk of the Council/Office Manager  
DATE: June 18, 2019  
SUBJECT: Recommendation for Board of Zoning Appeals

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### Summary:

At the May 6, 2019 regular meeting the Town Council recommended, Daniel Magill, to the Haymarket Board of Zoning Appeals. However, based on records from previous staff, the Board of Zoning Appeals term will end January 31, 2024 not January 31, 2020 as previously stated.

### Draft Motion:

*I move to recommend to the Circuit Court of Prince William County that it appoint Daniel Magill to the Town of Haymarket Board of Zoning Appeals, term ending January 31, 2024.*

Or alternate motion.



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Haymarket, VA 20169  
703-753-2600

**Roberto Gonzalez**  
TOWN TREASURER

## MEMORANDUM

TO: Mayor and Council  
FROM: Roberto Gonzalez, Town Treasurer  
DATE: July 1, 2019  
SUBJECT: Donation to Carried to Full Term

Mayor and Council,

During the June 3<sup>rd</sup> 2019 meeting Council approved a donation in the amount of \$500 per Lily Konopka's presentation for a babysitting training session. This program would assist the local nonprofit, Carried to Full Term by providing assistance to the young mothers. During the approval, Council cited the Public Safety - Discretionary fund line item as a source for the funds. However, it should have been the Town Administration - Discretionary Fund line item as the source for the funds. The following motion would be to amend the action taken at the June 3<sup>rd</sup> 2019 meeting for this donation.

### *Sample Motions*

*I move to amend the action taken on June 3, 2019 Council meeting to donate \$500 to Carried to Full Term by changing the source of the funds from Public Safety to Town Administration Discretionary funds.*



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

## MEMORANDUM

TO: Mayor and Town Council

FROM: Emily K. Lockhart

DATE: June 27, 2019

SUBJECT: Blight Ordinance – 14941 Washington Street and 6707 Jefferson Street

Summary: In the Fall of 2018, Blight Ordinance letters were sent to several properties in Town to begin the blight abatement process. A certified letter was sent to the property owner of 14941 Washington Street and 6707 Jefferson Street. The property owner failed to make contact following the letter and the public notice in the local newspaper. In an effort to maintain friendly contact and work with the property owner, emails and phone calls were exchanged asking the owner to comply with the Blight Ordinance and the work to improve the safety and maintenance of the structures. To date this work has not been completed, no noticeable actions have occurred on the property to abate the blight and the owner has failed to work with the Town to set a plan in motion to have the blight addressed. At this time, the next step in the process is for the Town Planner receive a directive from the Town Council to create a plan for Blight Abatement and have Council appropriate the funds to address the plan. Attached is a proposal to start the process by having the overgrowth of vegetation on the structure and the surrounding property addressed.

Staff Recommendation: Town Council shall discuss the blight abatement letter that was sent to the property owner and develop a directive for the Town Planner to begin working on creating a plan for Council to appropriate at the next Town Council meeting. Suggestions for areas to focus on – broken windows, areas of easy access into the structures, unsecured materials, overgrowth of vegetation, and other safety hazards. The goal of this plan is to address the blight in a manner that ensures the safety and wellbeing of the citizens is not jeopardized. The blight abatement funds will not be used to renovate the property, rather secure the property and address immediate safety hazards.

Draft Motion: *I move the Town Council direct the Town Planner to develop a Blight Abatement Plan for 14941 Washington Street and 6707 Jefferson Street to specifically address (INSERT THE SPECIFIC ACTION ITEMS TO BE ADDRESSED). The plan shall*

*be presented to the Town Council at the regularly scheduled August Town Council meeting for the funding to be appropriated.*

*Or*

*Alternate Motion*

15000 Washington Street  
 Suite 100  
 Haymarket, Virginia 20169  
 Twitter: @townofhaymarket



703-753-2600  
 Fax 703-753-2800  
 www.townofhaymarket.org  
 Facebook: Haymarket Town Hall

October 16, 2018

**BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED  
 RRR# 7015 0640 0004 9030 0294**

Z Properties LLC  
 PO Box 947  
 Marshall, VA 20116

RE: Abatement Plan Required- 14941 Washington Street and 6707  
 Jefferson Street, Haymarket, VA 20169

To Whom It May Concern,

I hereby inform you that the properties located at 14941 Washington Street and 6707 Jefferson Street, have buildings, walls and structures that might endanger the public health or safety of other residents of the Town pursuant to Haymarket Town Code Section 22-5. Please see the attached photographs documenting the conditions of the property. You are therefore required to remove, repair or secure the buildings, walls and structures on the above-mentioned properties.

Pursuant to Haymarket Town Code Section 22-5(a)(2), the Town is required to notify you of this action. This letter and the associated newspaper advertisement published October 17, 2018 and October 24, 2018 in the Prince William Times constitute notice.

You are hereby required to submit to me a plan to address the deficiencies mentioned above. Your plan must include swift and specific time frames for beginning and completing the work. Prior to any repair or demolition of structures, you must obtain Town or County approval (as appropriate) for the repair or demolition plan, demolition permits, and building permits, and you must otherwise comply with the applicable laws.

If you do not provide an adequate plan within 30 days, the Town may exercise such remedies as provided by law including removing, repairing or securing the structures, the expenses of which shall be chargeable to you and may be collected by the Town as taxes are collected. In addition, you may be subject to the assessment of up to \$1,000.00 in civil penalties (fines).

If you have any questions regarding this notice, please contact me at (703) 753-2600 ext. 204.

Sincerely,



Emily K. Lockhart  
Town Planner/Zoning Administrator  
Town of Haymarket





Attachment: Certified Letter 14941 Washington St 6707 Jefferson St (4098 : Blight Ordinance Action Item - 14941 Washington Street and 6707



Attachment: Certified Letter 14941 Washington St 6707 Jefferson St (4098 : Blight Ordinance Action Item - 14941 Washington Street and 6707

7015 0640 0004 9030 0294

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MARSHALL VA 20116

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	\$0.00
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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

0325  
01  
CT 27  
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10/22/2018  
USPS

Postage \$0.50  
Total Postage and Fees \$3.95

Sent To Z Properties LLC  
Street and Apt. No., or PO Box No. PO Box 947  
City, State, ZIP+4® Marshall, VA 20116

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Attachment: Certified Letter Documentation 14941 Washington Street 4098 : Blight Ordinance Action

RECEIVED

OCT 26 2018



Fauquier Times | Prince William Times | Gainesville Times

41 CULPEPER ST. WARRENTON, VA 20186 | 540.347.4222 F: 540.349.8676

TOWN OF HAYMARKET

<b>TOWN OF HAYMARKET</b> 15000 WASHINGTON ST STE 100 HAYMARKET VA 20169 (703)753-2600		<b>Account:</b> 309099 <b>Ad Number:</b> 4826770 <b>Size:</b> 3 X 2.86 <b>Sales Rep:</b> JCLG <b>Words:</b> 86 <b>Lines:</b> 84
<i>Cost of Ad</i>	<i>Payments</i>	<i>Total Due</i>
169.00	0.00	169.00
<i>Class:</i> LGS LEGALS		<i>SubClass:</i> 492 PUBLIC NOTICES
<i>Description:</i> violation		
GVTC and PWTC Class		Oct 17,24
Web Ads Class		Oct 17,24

AD MAKEUP NOTES



**NOTICE OF VIOLATION  
FOR THE  
FOLLOWING PROPERTIES;**

**14941 Washington Street  
and 6707 Jefferson Street,  
Haymarket, VA 20169**

Notice is hereby given that Prusuant to Town Code Section 22-5. The above-mentioned properties are in violation of the dangerous structure, derelict buildings and spot blight abatement ordinance. Notice of Violation has been issued by the Town Zoning Administrator to the property owners. Any interested parties may contact the Zoning Administrator, Emily Lockhart, for additional information at elockhart@townofhaymarket.org or (703) 753-2600.

*Run dates: October 17th and October 24th, 2018*

Attachment: Blight Ordinance Public Notice Affidavit (002) (4098 : Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson

RECEIVED

OCT 26 2018

TOWNE OF HAYMARKET

**AFFIDAVIT OF PUBLISHER  
PURSUANT TO SECTION 8.01-415  
OF THE 1950 CODE OF VIRGINIA  
AD AMENDED**

I Evelyn Cobert, being duly sworn deposes and says that the attached order of publication was published in the Gainesville / Prince William Times, a newspaper published in the County of Prince William, State of Virginia, on

10-17-18, 10-24-18, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

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

Evelyn Cobert

Evelyn Cobert  
Advertising Representative  
State of Virginia  
County of Prince William

COMMONWEALTH of VIRGINIA  
IN THE COUNTY OF PRINCE WILLIAM, to-wit:

on 10-24, 2018

Evelyn Cobert

who is known to me and whose name as Advertising Representative in the County Prince William, State of Virginia, is signed to the foregoing affidavit, personally appeared before me, a Notary Public in and for the jurisdiction aforesaid, to affirm that the foregoing affidavit was sworn & subscribed to in front of me and executed the same by proper authority.

Jean E Cobert

Notary Public  
Notary Registration No. 7274066  
My commission expires: **October 31, 2021**



Jean E. Cobert  
NOTARY PUBLIC  
Commonwealth of Virginia  
Reg. #7274066  
My Commission Expires  
October 31, 2021

Attachment: Blight Ordinance Public Notice Affidavit (002) (4098 : Blight Ordinance Action Item - 14941 Washington Street and 6707 Jefferson