



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 27, 2015

5:00 PM

Council Chambers

1. Call to Order

2. Action Items

- A. Request to Waive Spending Policy
- B. Mr. Ring Residency
- C. Enter into Closed Session
- D. Certification of Closed Session

3. Discussion Items

- A. Town Council Draft Agenda

4. Adjournment



TO: Town of Haymarket Town Council
 SUBJECT: Request to Waive Spending Policy
 DATE: 07/27/15

ISSUE: Job cost exceeded the adopted spending policy

BACKGROUND:

- The Town Council adopted a revised spending policy in July 2014.
- The policy requires that purchases exceeding \$10,000 require a formal bid package

DISCUSSION:

- The Town Council discussed the need to have the landscaping & tree cover trimmed up at the Harrover properties
- It was announced at the July Town Council meeting that the clean-up would begin within the next two weeks by the Town's public works contractor, Genesis.
- On Tuesday, July 21 the Town Manager received a phone call from Genesis that the extent of the work would cost approximately \$12,000. They were authorized to proceed

FISCAL IMPACT:

- The adopted budget has a \$300,000 line item for Harrover Property Construction

RECOMMENDATION:

It is recommended that the Town Council suspend the spending policy with regard to this purchase and authorize the Town Treasurer to pay Genesis Contracting & Consulting the amount of \$12,925, funds to come from the Harrover Property CIP Construction line item, It is further recommended that the Town Council appropriate \$15,000 from the CIP Harrover Property Construction Line Item.

MOTION:

Motion of Approval:

I move to appropriate \$15,000 from the FY 2016 Adopted Budget, Line Item CIP: Harrover Property: Construction, it is further moved to authorize the expenditure of \$12,925 to Genesis Contracting & Consulting for the Landscaping Brush Clean-Up as presented by Genesis dated 07/22/2015 (attached) by suspending the adopted Spending Policy POL#20140707 and waiving the requirement of a formal bid process.

Motion of Denial:

I move to deny.....

ATTACHMENTS:

- SKMBT_C45215072216320 (PDF)
- POL20140707 Spending Policy (PDF)

Town of Haymarket, Virginia

Harrover Landscaping/ Brush Clean Up- Scope of Work

- Clear all overgrown brush away from the buildings and out buildings (sheds) Strip top layer of vegetation by use of skid steer machine. Grind all remaining stumps to 6" below grade.
- Remove all trash and debris (Town will provide dumpster if needed) Dumpsters provided by Genesis. Debris includes brick, railway timbers, lawn furniture, large rocks, etc...
- Trim and Shape all salvageable bushes. Only stand alone bushes that are clearly one species and not overgrown with weeds and ivy.
- Clear and remove all overgrown bushes and overgrowth (This includes the bush/ tree line between the two properties) Strip top layer of vegetation by use of skid steer machine. Grind all remaining stumps to 6" below grade.
- Trim all low hanging branches on mature trees. There are 2 full size trees in addition to braches that are dead on the property and will be removed. All limbs and trunks will be ground to mulch and removed from premises via dumpsters.
- Remove bushes and fence on western side of Food Pantry. Area will be striped of vegetation and top soil added.
- Remove Tree/ Bush at the "Y" intersection of the Food Pantry Drive
- Plan, with proper timing being considered, seeding and straw on exposed clear cut areas. (This may be completed at a later date if better for grass growth) Clear cut striped areas will have top soil added immediately and covered with straw.
- Mow entire property (Can be performed on a scheduled mowing, but would like a lower deck height, if possible).

Should you need to reach me in case of emergency or to notify me of progress, please call or text me at 571-284-8207.

Respectfully submitted,

Brian P. Henshaw
Town Manager

Edited by Genesis Contracting and Consulting 7/22/15

Total Cost \$12925.00



Policies Regarding the Expenditure of Town Funds POL20140707

- **Budgeted Expenditures**

The Town Manager and Police Chief may spend up to the limits described in the attached Budget Appropriations policy. Generally, the Town Manager and Police Chief may spend up to the amount appropriated by the Town Council for the Town and Police Department Budgets.

- **For purchase of equipment, repairs and other budgeted capital items the following guidelines apply:**

Purchases of up to \$10,000, including Public Safety purchases, may be authorized and approved by the Town Manager with at least one acceptable estimate. Any purchase over \$3,000 will be reported back to the appropriate sub-committee of Town Council as well as the Town Council for informational purposes.

Purchases of over \$10,000 require a formal bid package approved by the Town Manager, advertisement for bids, and submission to the Town Manager for selection and approval of the winning bid. The winning bid means the bid from the lowest responsive and responsible bidder. The Town Manager will report to the Town's appropriate sub-committee who will forward a recommendation Town Council for final approval prior to awarding contract.

The Town Manager may establish maintenance agreements with vendors for the maintenance and general repair of certain systems such as HVAC or electrical. However, the spending guidelines above apply to expenditures above \$10,000.

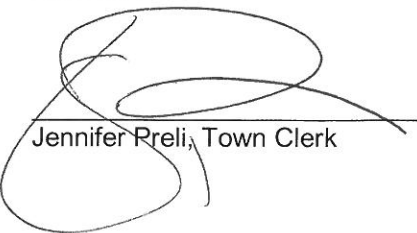
- **Exceptions to the spending policy:**

In instances of failure of equipment or damage to town-owned property which may lead to further damage or may create a hazardous situation, the Town Manager, with the knowledge and approval of the Mayor, may spend up to \$25,000 for needed repairs and may exceed the budgeted or appropriated line item amounts if necessary. Town-owned property includes buildings, grounds and vehicles. The expenditure must be reported to the Town Council for their approval after the fact.

Adopted this 7th Day of July 2014

Motioned by: Aitken
 Seconded by: Morris
 Ayes: Morris, Swinford, Woods, Caudle, Pasanello, Aitken
 Nays: 0

ATTEST:


 Jennifer Preli, Town Clerk



TO: Town of Haymarket Town Council
SUBJECT: Mr. Ring Residency
DATE: 07/27/15

ATTACHMENTS:

- Mr Ring - Council Worksession July 17 2015 (PDF)
- 15.2-2212 (PDF)
- 58-556 Haymarket Town Code (PDF)
- 07-07-2015 Leake to Ring regarding legal residence (PDF)

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July 17, 2015

Mr. Ralph Ring
14920 Greenhill Crossing Dr.
Haymarket, VA 22655

Re: Town Council Work Session

Dear Mr. Ring:

The Town Council requests your presence at the Work Session scheduled on Monday, July 27th at 5pm. The Council would like you to be at the work session to discuss some concerns about your residency within the Town.

Sincerely,

A handwritten signature in cursive script that reads "Brian P. Henshaw".

Brian P. Henshaw
Town Manager

Cc: Mayor David Leake
Martin Crim, Town Attorney

Attachment: Mr Ring - Council Worksession July 17 2015 (2469 : Mr. Ring Residency)

Code of Virginia
 Title 15.2. Counties, Cities and Towns
 Chapter 22. Planning, Subdivision of Land and Zoning

§ 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions

A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.

One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.

Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.

Code 1950, §§ 15-901, 15-916, 15-963; 1956, cc. 282, 497; 1960, c. 309; 1962, c. 407, § 15.1-437; 1973, c. 160; 1974, c. 521; 1986, c. 208; 1988, c. 256; 1997, c. 587; 2006, c. 687.

Sec. 58-556. - Architectural review board; creation, membership.

- (a) For the purpose of making effective the provisions of this article, an architectural review board is established. The board shall consist of up to seven members, but not less than five, appointed by the town council, and shall be legal residents of the town. Where qualified and acceptable candidates are available, one member of the board shall be a licensed professional engineer, architect or land surveyor; one board member will be appointed from the town council and one from the planning commission; one member should be a person with knowledge of local real estate conditions, and one member should be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage of the town.
- (b) The term of office of the members shall be for three years, except that the term of the council member and planning commission member shall correspond to their official tenure of office. Any appointed member of the board may be removed from office by the council, after public hearing, for inefficiency, neglect of duty, malfeasance or other just cause, after charges have been made in writing. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves.

(Ord. of 1-3-1994)

July 7, 2015

Ralph Ring
14920 Greenhill Crossing Drive
Haymarket, Virginia 20169

Re: Architectural Review Board Term ending 06/30/2017
Planning Commission Term ending 11/2016

Dear Mr. Ring:

It has come to the Town's attention that you have vacated your home in Greenhill Crossing and are now residing outside of the Town limits. There is a requirement that you legally reside within the Town in order to serve on both the Commission and the ARB.

If you could please communicate with the Town Manager, Brian Henshaw as to what date you moved out of the Town so that the records can reflect the accurate date your terms ended. In addition, please forward your new mailing address for year-end payroll tax purposes.

Your service to the Town has been appreciated.

Sincerely,

David Leake
Mayor

Attachment: 07-07-2015 Leake to Ring regarding legal residence (2469 : Mr. Ring Residency)



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 07/27/15

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



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 07/27/15

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

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



TO: Town of Haymarket Town Council
SUBJECT: Town Council Draft Agenda
DATE: 07/27/15

ATTACHMENTS:

- 08-03-2015 TC Agenda (PDF)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 3, 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 - Special Meeting - Jun 10, 2015 7:00 PM
- B. Mayor and Council - Work Session - Jun 29, 2015 5:00 PM
- C. Mayor and Council - Regular Meeting - Jul 6, 2015 7:00 PM

6. Department Reports

- A. Police Report - Greg Smith, Interim Chief of Police
- B. Main Street Coordinator's Report - Denise Hall
- C. Town Engineer's Report - Holly Montague
- D. Town Manager's Report - Brian Henshaw
- E. Treasurer's Report - Sherrie Wilson

7. Agenda Items

- A. Salary Adjustment Proposal
- B. Award of Lease of Public Lands to Operate Electric Power
- C. Municipal Wi-Fi Committee
- D. Initiate Zoning Text Amendments
- E. Dominion Virginia Power 230 KV Transmission Lines
- F. Town Properties

8. Councilmember Time

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

9. Adjournment

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Wednesday, June 10, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. Enter into Closed Session

Move to enter into closed session pursuant to 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 actual litigation Blue Sky Events, LLC vs. Town of Haymarket

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

B. Certification of Closed Session

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

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 29, 2015

5:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 5:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

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. Agenda Items

A. Dominion VA Power 230 KV Transmission Lines

The Town Manager provides an brief update with regard to the Dominion Virginia Power 230KV Transmission Lines. Letters went out to the public announcing an open public information session sponsored by Dominion will be held on July 15, 2015 at Battlefield High School, 5:00 PM

The Mayor requests that this matter be placed on all future agendas of the Town Council.

The Council requests a special meeting for Tuesday, July 14, 2015 at 7:00 PM

B. Draft Town Council Agenda - July 6, 2015

3. Closed Session

A. Enter into Closed Session

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

A3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically lease negotiations for 15026 Washington Street

A7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; specifically Blue Sky Events LLC vs. Town of Haymarket

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

B. 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.

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

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

C. Closed Session Directive

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

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kurt Woods, Councilman
SECONDER: Chris Morris, Councilman
AYES: Swinford, Caudle, Morris, Woods, Pasanello, Aitken

4. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 6, 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: Absent, 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

The invocation is given by Councilman Joe Pasanello

3. Pledge of Allegiance

4. Citizen's Time

5. Consent Agenda

Move to adopt the consent agenda

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

A. Department Reports

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

B. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - Jun 1, 2015 7:00 PM
- ii. Committee - Personnel - Committee - May 26, 2015 1:30 PM
- iii. Committee - Events - Committee - Jun 17, 2015 10:00 AM
- iv. Committee - Events - Committee - Jun 8, 2015 10:00 AM
- v. Committee - Finance - Committee - May 27, 2015 2:00 PM

C. Iceplex Expansion

D. Change Order - Town Center Master Plan

E. Ordinance Amendment - Chapter 19 Haymarket Town Code

F. ARB Appointments

G. FY 2016 Budget Appropriations

6. Agenda Items

- A. Swearing in of Ken Luersen to the ARB
- B. Ordinance - Outdoor Events

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

Move to repeal Sections 7 & 8 of the 14th Chapter of the Town Code and enact Chapter 15- Outdoor Events by adopting Ordinance #2015-007

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

C. Dominion VA Power 230 KV Transmission Lines

Dominion Virginia Power will be holding a public information session on July 15, 2015 5:00 PM - 8:00 PM at Battlefield High School regarding the Gainesville/Haymarket 230 KV Transmission Line preferred routes. The Prince William County Board of Supervisors will be considering a resolution at the meeting on July 14, 2015 @ 2:00 PM. The Town Council would like to schedule a special meeting for 7 PM on the 14th to consider the BOCS's resolution and consider their own resolution.

7. Councilmember Time

A. Pam Swinford

Councilwoman Swinford is absent this evening

B. Steve Aitken

Vice Mayor Aitken stresses his support of the salary adjustments and he is ready to vote on them tonight, but understands the other members desire to wait until August. He does not think it should wait any longer than a month however. He does not believe we need to address the benefits factor, that can come later.

C. Matt Caudle

He ran into a resident who is very concerned about the conditions of some of the properties on Washington Street.

D. Kurt Woods

Councilman Woods also stresses his support of the salary adjustment as it was proposed in the work session and in committee. There has been a lot of work put into it. He does not support changing it at this time. It is well research and well defended as it was presented. He would suggest that if we can come to an agreement that we bring it up at the special meeting July 14.

E. Chris Morris

Councilman Morris agrees with Councilman Woods, he would like to see the salary adjustment on July 14 because he will most likely not be at the August 3 Council meeting. He does think the salary adjustment proposed needs a little work as far as the base salary is concerned. His only objection is that the starting salary amounts really need to reflect what they should actually be. He thanks the police again for their great work in the community.

F. Joe Pasanello

There are some items he feels are outstanding from the salary adjustment proposal. He thinks there could be some tweaking, but ultimately it is the Council's decision. He reminds that it has been a year for this Council and it is a great time to reflect. He thinks we should recognize what has been done over the last year, at the August meeting.

G. David Leake

Mayor Leake reflects over the last year. A lot of goals were met and made a lot of new ones. He is pleased with the direction and the support of the staff. He attending the Willing Warriors ribbon cutting over the weekend, it was a very unique and moving event.

8. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 08/03/15

ATTACHMENTS:

- August 2015 Police Report (PDF)
- Crime Report Table June 2015 (PDF)

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

Activity	June	April	May
Mileage	3659	3280	4774
Parking Tickets	39	9	3
Uniform Traffic Summonses	43	46	74
Criminal Felony	0	1	1
Criminal Misdemeanor	7	5	10
Reports	9	10	13
Complaints/Incidents	31	67	52
Crashes	3	4	1
Hours Worked	1171	1243.15	1254.25

Haymarket Police Department Staff participated in the following:

- Community Policing at Ice Plex with student hockey teams
- Performed Mini License Checking Detail
- Assisted with traffic for event

Incident or Complaint Types:

Suspicious Persons	6	Suspicious Vehicles	8
Trespassing	0	Hit and Run	1
Assist other Agency	16	Crashes	3
Domestic Disputes	0	Motorist Assist	5
Assault	0	Welfare Check	1
Citizen Assist	1	Traffic Obstruction	0
Alarms	3	Parking Violation	1
Disorderly	2	BOL	1
Vandalism	2	Shoplifting	0
Business Check	13	Larceny	0
Foot Patrol	11	Burglary	1
Open Door	0	Missing Person	0
Emerg. Cust. Order	0	Runaway	0
Medical Emergency	0	Fire	0
Drugs	1	DUI	1
DUID	0	Solicitor	0
Public Intoxication	0	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	0	Forced Entry	0
Property Check	0	Disabled Vehicle	0
RR Crossing Problem	0	Panhandling	0
Annoy/Threat Calls	0	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 Snake	1
Inmate Transfer	0	Suicide Threat	0
Lock Out of Vehicle	0	Pedestrian Struck	0
911 Hang Up	0	Animal Bite (Dog)	0
Text while driving	1	Checking Detail (License)	1

HAYMARKET POLICE DEPARTMENT MONTHLY SUMMARY OF KEY INCIDENTS AND ARRESTS

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Unlawful Entry	06/04/2015	10:45 am	6800 Block Saint Paul Dr	Reported that someone allegedly entered the home using a hidden key not realizing someone was at home. Suspect exited through rear door. Nothing was taken. No suspect information at this time.
Vandalism (Unfounded)	06/05/2015	7:00 – 7:30 pm	Sheetz	Reported that while victim's vehicle was parked at Sheetz someone caused damage to driver's side. Upon review of security camera footage it was determined damage did not occur at this location.
Vandalism	06/12-06/13/2015	Noon – 9:30 am	6900 Block Little John Ct	Reported that while victim's vehicle was parked in front of his home someone knocked the side mirror off of vehicle. No suspect information at this time.
Possession of Marijuana	06/12/2015	6:41 pm	Jefferson & Payne	Traffic stop for improper tag and inspection resulted in 1 adult male arrested for Possession of Marijuana.
Possession of Marijuana, Drive while Revoked, Underage Possession of Alcohol, DIP, and Contributing to Minor, Speeding, Fail to stop for Police, False Information to Law Officer, and Curfew Violation	06/13/2015	3:02 am	Caboose & Southern Crossing	Traffic stop for speeding resulted in 1 adult male arrest for Possession of Marijuana, Drive Revoked, and Contributing, Speeding, Fail to stop; 1 adult female arrest for DIP, Underage Possession of Alcohol, Contributing and False ID to Law Officer. 1 juvenile was cited for Curfew Violation and Underage Possession of Alcohol
Unlawful Entry	06/22/2015	12:15 pm	14800 Block Gap Way	Reported that unidentified female entered home through rear door while resident was at home. When intruder was questioned claimed she wanted to use phone. Warrant was obtained and 1 adult female was arrested for Unlawful Entry
Possession of Marijuana	06/28/2015	8:19 pm	Washington and Costello Way	Traffic stop for speeding resulted in 1 juvenile cited for Possession of Marijuana and transported home where he was released to his parent
Hit and Run	06/23/2015	7:00 am – 4:30 pm	CVS Parking Lot	Reported that someone struck vehicle while parked. No suspect information available at this time.



(This contains key events and should not be considered all-inclusive. Traffic crashes are not normally included)



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator's Report
 DATE: 08/03/15

Haymarket Day 2015

The Town of Haymarket will host its annual Haymarket Day on Saturday, September 19th from 9 am until 4 pm. This year's theme is, "Haymarket... Everyone's Hometown."

- Our Grand Marshal this year in honor of our theme, will be our Town's historian Sarah Turner represented by her son James Shepard
- Foster's Grille will sponsor a hot dog eating contest
- The Very Thing for Her will have its first children's fashion show
- Dominion Women's Club will sponsor "The Haymarket Day Pub" located on the front lawn of Details for the Home
- Our music headliner will be country-rock, Hackens Boys
- Face painting by Imagine Entertainers
- Live dance and fitness demonstrations by various gyms & dance companies.
- Rock climbing wall sponsored by QBE and the National Capital Area Boy Scouts of America

The American Civil War Exhibit "Blue & Grey... 150 Years"

The Haymarket Museum will have its first Civil War exhibit every weekend starting Saturday, August 8th thru Sunday, August 30th. The exhibit will commemorate the 150th anniversary of the most divided time in history of our nation. Visitors will get the opportunity to learn about the role Haymarket played during the Civil War and how it affected the people of the "Town." Read the diary of Haymarket enlistee, William Randolph Smith, of company F of the 17th Regiment of the VA Infantry as well as letters sent home from other enlisted soldiers. You'll see on display many of the items used in the "day and life" of a soldier. Also on display will be replicated Union and Confederate jackets and hats.

Coffee & Conversation

The next Town business social is scheduled for Monday, August 17th at 8:30 am.

Discussion topics include:

- Haymarket Day
- Business Appreciation Month
- Updates from our Town Planner/Zoning Administrator
- Updates from our Interim Chief of Police

Group Therapy & Associates

Group Therapy & Associates would like to partner with the Town and other wellness focused businesses in a quarterly "Town Hall" health & wellness panel discussion. The health & wellness panels would be held once each season and talk about a relatable topic. The first panel discussion will take place on Saturday, November 21st from 10 am until 11:30 am. The workshop will focus on the holidays and how to manage stress during the holidays while continuing to make healthy eating choices.

Museum Visitors

June - 54 visitors



TO: Town of Haymarket Town Council
 SUBJECT: Town Engineer's Report
 DATE: 08/03/15

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.
- At a meeting with Finley on July 22, Finley stated they are interested in negotiating a settlement on the Liquidated Damages. I advised that their attorney contact our attorney to discuss.
- Also at the meeting with Finley on July 22, we went over outstanding items:
 - I advised that the raking to remove the rock and re-establishing the grass in the buffer strip was not sufficient and needed to be re-done, using topsoil as needed.
 - Finley provided a report on why they believe the driveway aprons have the spalling/scaling/flaking (they believe it is due to de-icing materials used in the winter). Before reading the report I stated I believe that it is due to improper screeding/too much water being used during the finishing. I am in the process of reviewing the report and coordinating with the VDOT inspectors on a response.
 - Finley had instructed their concrete contractor to repair the concrete header with signs of cracking before the meeting. I informed them that one hour prior to the meeting it had not been repaired and a visual inspection after the meeting also showed it had not been corrected.

I-66/Rte 15 Interchange

- Work within the Right of Way between I-66 and Heathcote Blvd. is tentatively scheduled to begin in August. In order for work to begin, federal approvals and the NEPA document (an environmental document) approvals must be received.
- VDOT is hoping to hold a "Pardon Our Dust Meeting" the second week of August. The timing of holding this meeting is dependent on receiving the above mentioned approvals. When the Town receives notice of this meeting, we will post it to our website and Facebook page.



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 08/03/15

Salary Adjustment Proposal:

- Proposal included in packet.

Public Safety Capital Appropriation:

- It was determined that the total Public Safety Capital Outlay Expenditures included a total of \$53,000. This amount included the appropriation for the patrol car, but the remainder covered the purchase and installation of RADAR Speed Indicator signs along Washington Street.
- Appropriation for the \$15,000 for the purchase and installation of Permanent RADAR Speed Indicator is included in packet.

Updates:

Chief Search Committee:

- The Chief Search Committee will be conducting the first rounds of interviews the first week of August.

Draft BZA MOU:

- The Draft MOU for consideration to be sent to the County for potential review and adoption to appoint the County's BZA as the Town's BZA.

2015 Retreat (Thursday, August 27th):

- I have asked Mike Chandler to come back and work with the Town in a couple of capacities.
- We are working on creating a mini workshop the afternoon of the 27th with the staff and addressing Staff/ Council relations and needed information.
- I would to have Mike work with the Council the late afternoon and early evening the 27th to address our progress on the Strategic Action Plan, answer your own questions and areas of interest and possibly discuss meeting management and maybe a few other topics as time permits.
- Please check your calendars to see if Thursday, August 27th from 5-8pm will work with your schedules.
- We still have time, if we need to reschedule.

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.

Town Manager Continuing Education:

- I am at SEI (Senior Executive Institute) at UVA's Weldon Cooper Center for Public Service and will be back for the regular meeting on Monday August 3rd.



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer's Report
 DATE: 08/03/15

- The current year Profit & Loss report is attached.
- The Town's CPA Consultant, Mary Earhart, will work with the Town Staff on August 25th to help prepare for the annual Audit scheduled to take place in September. After the Audit is complete, a report will be provided showing the Auditors results.
- I am still following up on several Businesses in the Town that have not filed for their 2015 Business License, which were due April 30th. and approximately \$6,300.00 in unpaid Real Estate Taxes. Notifications and collection efforts continue to all those in violation.
- The Finance Committee met on July 22nd. Topics of discussion were beginning of Fiscal Year Profit & Loss, Update on A La Carte Taxes, update on Town Event sponsorship and monies, Bank funds successfully moved, an update on the current balance of the Virginia Investment Pool monies, Harrover property cleanup, and Salary Adjustment.
- The Town did move funds from The Fauquier Bank Money Market Account, and transferred those funds to Sona Bank. This relocation of funds will benefit the Town's financial investment greatly. For example, monthly interest at The Fauquier Bank was approximately \$230/month. Whereas, monthly interest at Sona Bank will yield approximately \$1100/month. This particular account at Sona Bank is designated for Capital Projects and is considered the Capital Fund.

ATTACHMENTS:

- (2) Treasurers Report Profit and Loss Statement (PDF)

1:56 PM
07/22/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through July 22, 2015

Ordinary Income/Expense	Jul '15 - Jun 16	Budget
Income		
GENERAL PROPERTY TAXES		
Real Estate - Current	510.59	292,000.00
Public Service Corp RE Tax	0.00	9,000.00
Interest - All Property Taxes	37.80	
Total GENERAL PROPERTY TAXES	548.39	301,000.00
OTHER LOCAL TAXES		
Sales Tax Receipts	0.00	130,000.00
Meals Tax - Current	-20,196.83	450,000.00
Consumer Utility Tax	2,086.32	120,000.00
Bank Stock Tax	0.00	25,000.00
Business License Tax	270.00	176,000.00
Cigarette Tax	0.00	220,000.00
Total OTHER LOCAL TAXES	-17,840.51	1,121,000.00
PERMITS,FEES & LICENESES		
Occupancy Permits	0.00	500.00
Inspection Fees	270.00	7,000.00
Other Planning & Permits	0.00	30,000.00
Application Fees	100.00	2,000.00
Motor Vehicle Licenses	405.00	1,000.00
Total PERMITS,FEES & LICENESES	775.00	40,500.00
FINES & FORFEITURES		
Fines	122.09	48,000.00
Total FINES & FORFEITURES	122.09	48,000.00
REVENUE - SPONSORED TOWN EVENTS	8,245.00	65,000.00
REVENUE FROM COMMONWEALTH		
Communications Tax	10,568.41	120,000.00
Department of Fire Programs	0.00	41,200.00
599 Law Enforcement Grant	0.00	28,334.00
Personal Property Tax Reimburse	0.00	18,600.00
Car Rental Reimbursement	0.00	4,500.00
Railroad Rolling Stock	0.00	1,400.00
Total REVENUE FROM COMMONWEALTH	10,568.41	214,034.00
MISCELLANEOUS REVENUE		
Miscellaneous	1.00	
Total MISCELLANEOUS REVENUE	1.00	
MISCELLANEOUS		
Sale of Salvage & Surplus	0.00	0.00
Recovered Costs- Private Events	0.00	5,000.00
Interest on Bank Deposits	35.00	100.00
Citations & Accident Reports	160.00	1,000.00
Total MISCELLANEOUS	195.00	6,100.00
RENTAL (USE OF PROPERTY)		
Suite 110 Rental Income	0.00	26,850.00
Suite 206 Rental Income	6,679.58	84,100.00
Suite 200 Rental Income	402.50	4,830.00
15020 Wash St Rental Income	3,559.83	42,735.00
6630 Jefferson St Rental Income	2,810.00	41,055.00
Town Hall Rental Income	0.00	1,200.00
Total RENTAL (USE OF PROPERTY)	13,451.91	200,770.00
TRANSFER OF CASH RESERVES	0.00	1,178,499.00
CABOOSE ENHANCEMENT GRANT	0.00	38,500.00
PEDESTRIAN IMPROVEMENT GRANT	1,555.00	250,000.00
Total Income	17,621.29	3,463,403.00
Gross Profit	17,621.29	3,463,403.00

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

1:56 PM
07/22/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through July 22, 2015

Expense	Jul '15 - Jun 16	Budget
01 · ADMINISTRATION		
11100 · TOWN COUNCIL		
Salaries & Wages - Regular	2,075.00	32,100.00
FICA/Medicare	0.00	2,000.00
Unemployment Insurance	0.00	1,350.00
Mileage Allowance	0.00	750.00
Meals and Lodging	0.00	2,500.00
Convention & Education	0.00	5,000.00
Total 11100 · TOWN COUNCIL	2,075.00	43,700.00
12110 · TOWN ADMINISTRATION		
Salaries/Wages-Regular	18,992.22	243,600.00
Salaries/Wages - Overtime	1,345.31	8,000.00
Salaries/Wages - Part Time	3,785.25	92,700.00
FICA/Medicare	4,289.82	22,165.00
VRS	2,621.02	15,660.00
Health Insurance	3,901.62	46,772.00
Life Insurance	120.76	3,151.00
Disability Insurance	169.33	2,600.00
Unemployment Insurance	68.05	2,550.00
Worker's Compensation	500.00	350.00
Liability Insurance	8,689.00	9,000.00
Accounting Services	233.13	8,000.00
Cigarette Tax Administration	0.00	4,000.00
Printing & Binding	0.00	8,000.00
Advertising	396.00	10,000.00
Computer, Internet & Website Svc	2,935.85	30,000.00
Postage	0.00	4,500.00
Telecommunications	0.00	4,500.00
Mileage Allowance	0.00	2,500.00
Meals & Lodging	0.00	5,000.00
Convention & Education	3,000.00	15,000.00
Discretionary Fund	0.00	2,000.00
Books, Dues & Subscriptions	1,195.00	2,000.00
Office Supplies	40.00	4,500.00
Capital Outlay-Machinery/Equip	0.00	25,000.00
Total 12110 · TOWN ADMINISTRATION	52,282.36	571,548.00
12210 · LEGAL SERVICES		
Legal Services	27,217.44	90,000.00
Total 12210 · LEGAL SERVICES	27,217.44	90,000.00
12240 · INDEPENDENT AUDITOR		
Auditing Services	0.00	16,000.00
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00
Total 01 · ADMINISTRATION	81,574.80	721,248.00
03 · PUBLIC SAFETY		
31100 · POLICE DEPARTMENT		
Salaries & Wages - Regular	28,402.56	359,000.00
Salaries & Wages - Overtime	859.95	12,000.00
Salaries & Wages - Part Time	1,169.28	10,500.00
FICA/MEDICARE	0.00	23,000.00
VRS	0.00	22,385.00
Health Insurance	5,553.96	81,700.00
Life Insurance	273.14	3,505.00
Disability Insurance	186.00	2,250.00
Unemployment Insurance	0.00	2,600.00
Workers' Compensation Insurance	9,110.00	6,900.00
Line of Duty Act Insurance	1,554.00	1,550.00
Legal Services	1,320.00	15,500.00
Repairs & Maintenance	0.00	8,000.00
Advertising	0.00	150.00
Electrical Services	301.55	5,500.00

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1:56 PM
07/22/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through July 22, 2015

	Jul '15 - Jun 16	Budget
Computer, Internet & Website	0.00	5,000.00
Postage	0.00	300.00
Telecommunications	675.86	9,000.00
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00
Mileage Allowance	0.00	300.00
Meals and Lodging	0.00	500.00
Convention & Education	0.00	500.00
Misc - Discretionary Fund	227.82	1,500.00
Books Dues & Subscriptions	0.00	6,000.00
Office Supplies	0.00	4,000.00
Vehicle Fuels	0.00	17,000.00
Vehicle Maintenance/Supplies	1,295.75	27,000.00
Uniforms & Police Supplies	714.90	8,000.00
Mobile Data Computer Netwk Svc	0.00	10,000.00
Capital Outlay-Machinery/Equip	0.00	53,000.00
Total 31100 · POLICE DEPARTMENT	61,292.77	707,090.00
34100 · BUILDING OFFICIAL	0.00	50,000.00
32100 · FIRE & RESCUE		
Contributions to other Govt Ent	0.00	40,200.00
Total 32100 · FIRE & RESCUE	0.00	40,200.00
Total 03 · PUBLIC SAFETY	61,292.77	797,290.00
04 · PUBLIC WORKS		
43200 · REFUSE COLLECTION		
Trash Removal Contract	6,703.60	80,000.00
Total 43200 · REFUSE COLLECTION	6,703.60	80,000.00
43100 · MAINT OF 15000 Wash St./Grounds		
Repairs/Maintenance Services	1,352.85	65,200.00
Maint Svc Contract-Pest Control	0.00	1,500.00
Maint Svc Contract-Landscaping	0.00	30,000.00
Maint Svc Contract Snow Removal	0.00	4,000.00
Maint Svc Cont- Street Cleaning	0.00	11,000.00
Electric Services	973.25	10,000.00
Electrical Services-Streetlight	411.46	5,200.00
Water & Sewer Services	56.25	1,000.00
Janitorial Supplies	0.00	1,000.00
Capital Outlay-Machinery/Equip	0.00	37,000.00
Real Estate Taxes	1,394.72	2,500.00
Total 43100 · MAINT OF 15000 Wash St./Grounds	4,188.53	168,400.00
Total 04 · PUBLIC WORKS	10,892.13	248,400.00
07 · PARKS, REC & CULTURAL		
71110 · EVENTS		
Contractual Services	2,112.74	65,000.00
Total 71110 · EVENTS	2,112.74	65,000.00
72200 · MUSEUM		
Salaries & Wages - Part Time	0.00	
Advertising	0.00	2,000.00
Electrical Services	61.86	
Postage	0.00	100.00
Telecommunications	0.00	1,500.00
Convention & Education	0.00	500.00
Mileage Allowance	0.00	200.00
Books, Dues & Subscriptions	0.00	500.00
Office Supplies	0.00	800.00
Exhibits & Programs	0.00	3,000.00
Capital Outlay-Furn/Fixtures	0.00	10,000.00
Total 72200 · MUSEUM	61.86	18,600.00
Total 07 · PARKS, REC & CULTURAL	2,174.60	83,600.00

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

1:56 PM
07/22/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through July 22, 2015

	Jul '15 - Jun 16	Budget
08 · COMMUNITY DEVELOPMENT		
81100 · PLANNING COMMISSION		
Salaries & Wages - Regular	375.00	6,000.00
FICA/Medicare	0.00	850.00
Consultants	0.00	30,000.00
Mileage Allowance	0.00	500.00
Meals & Lodging	0.00	1,500.00
Convention/Education	0.00	2,000.00
Books/Dues/Subscriptions	0.00	300.00
Total 81100 · PLANNING COMMISSION	375.00	41,150.00
81110 · ARCHITECTURAL REVIEW BOARD		
Salaries & Wages - Regular	630.00	5,500.00
FICA/Medicare	0.00	850.00
Mileage Allowance	0.00	500.00
Meals & Lodging	0.00	1,000.00
Convention & Education	0.00	1,000.00
Books/Dues/Subscriptions	0.00	300.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	630.00	9,150.00
Total 08 · COMMUNITY DEVELOPMENT	1,005.00	50,300.00
09 · NON-DEPARTMENTAL		
95100 · DEBT SERVICE		
General Obligation Bond	0.00	189,065.00
Total 95100 · DEBT SERVICE	0.00	189,065.00
Total 09 · NON-DEPARTMENTAL	0.00	189,065.00
94100 · WASH ST. ENHANCEMENT PROJECT		
Maintenance/Beautification	0.00	50,000.00
Total 94100 · WASH ST. ENHANCEMENT PROJECT	0.00	50,000.00
94101 · CABOOSE ENHANCEMENT PROJECT		
Construction	0.00	38,500.00
Total 94101 · CABOOSE ENHANCEMENT PROJECT	0.00	38,500.00
TOWN CENTER MASTER PLAN		
Construction	14,625.00	500,000.00
Total TOWN CENTER MASTER PLAN	14,625.00	500,000.00
HARROVER MASTER PLAN		
Construction	0.00	300,000.00
Architecture/Engineering Fees	0.00	75,000.00
Drafting of Plan	0.00	0.00
Total HARROVER MASTER PLAN	0.00	375,000.00
PEDESTRIAN IMPROVEMENT PROJECT		
Architectural/Engineering Fees	0.00	250,000.00
Total PEDESTRIAN IMPROVEMENT PROJECT	0.00	250,000.00
General Reserve	0.00	160,000.00
PERSONNEL		
EMPLOYEE BENEFITS		
6560 · Payroll Processing Fees	88.17	
Total EMPLOYEE BENEFITS	88.17	
Total PERSONNEL	88.17	
Total Expense	171,652.47	3,463,403.00
Net Ordinary Income	-154,031.18	0.00
Net Income	-154,031.18	0.00

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Salary Adjustment Proposal
DATE: 08/03/15

ATTACHMENTS:

- (Original) Salary Adjustment Proposal (July 2015) (PDF)
- (Original) 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
Town Manager	Not Provided	60,000.00	89,750.00	65,945.00	152,911.00	62,500.00
Town Clerk	52,530.00	43,160.00	49,300.00	47,444.00	Not Provided	53,851.00
Deputy Clerk	43,024.00	33,363.00	44,633.00	36,691.00	49,755.00	42,889.00
Administrative Assistant	43,024.00	33,363.00	44,633.00	35,464.00	46,566.00	41,433.00
Chief of Police	80,338.00	61,443.00	83,913.00	67,516.00	103,701.00	76,668.00
Police Officer 1	47,766.00	35,401.00	42,737.00	36,500.00	43,958.00	38,000.00
Senior Police Officer (Sgt)	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.

Position	Current Salary	CASA	Difference
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
		TOTAL:	\$21,302.23

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.

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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	\$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	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	\$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	Jason Davis	3	\$41,100.00	\$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	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	\$49,449.42	\$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	\$43,855.91	\$45,110.19	\$46,400.34	\$47,727.39	\$49,092.40
Adm. Asst.	Beahm	1	\$35,360.00	\$36,000.00	\$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	\$60,393.79
Treasurer	Wilson	10*	\$48,713.60	\$50,000.00	\$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	\$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

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.

Salary Proposal:

Title	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	4	\$42,536.00	\$44,000.00	\$45,003.20	\$46,029.27	\$47,078.74	\$48,152.14	\$49,250.00	\$50,372.90	\$51,521.41	\$52,696.09	\$53,897.57	\$55,126.43	\$56,383.31
Officer	15	\$61,193.60	\$44,000.00	\$45,003.20	\$46,029.27	\$47,078.74	\$48,152.14	\$49,250.00	\$50,372.90	\$51,521.41	\$52,696.09	\$53,897.57	\$55,126.43	\$56,383.31
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Adm. Asst.	1	\$35,360.00	\$36,000.00	\$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	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	\$60,393.79
Treasurer	10*	\$48,713.60	\$50,000.00	\$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.	3*	\$39,644.80	\$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

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.



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 6/16/2015

Position	2007 Dumfries Survey*	2007 Haymarket Salaries	2010 Town Survey	2010 Haymarket Salaries	2013 Harrisonburg Survey*	2013 Haymarket Salaries
Town Manager	Not Provided	60,000.00	89,750.00	65,945.00	152,911.00	62,500.00
Town Clerk	52,530.00	43,160.00	49,300.00	47,444.00	Not Provided	53,851.00
Deputy Clerk	43,024.00	33,363.00	44,633.00	36,691.00	49,755.00	42,889.00
Administrative Assistant	43,024.00	33,363.00	44,633.00	35,464.00	46,566.00	41,433.00
Chief of Police	80,338.00	61,443.00	83,913.00	67,516.00	103,701.00	76,668.00
Police Officer 1	47,766.00	35,401.00	42,737.00	36,500.00	43,958.00	38,000.00
Senior Police Officer (Sgt)	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



<i>Notes</i>	<i>Position</i>	<i>Low</i>	<i>Mid</i>	<i>High</i>
A,B	Town Manager	\$70,000	\$82,500	\$95,000
A,B	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	Administrative Assistant	\$33,000	\$45,500	\$58,000
	Main Street Coordinator	\$42,000	\$54,500	\$67,000
C	Town Planner	\$35,000	\$47,500	\$60,000
C	Town Engineer	\$40,000	\$52,500	\$65,000
	Officer	\$44,000	\$56,500	\$69,000
	Sergeant	\$53,000	\$65,000	\$77,000

Notes:

- A. Must be 10% higher at minimum than highest paid employee within department.
 - B. Experience and tenure establishes scale placement.
 - C. Part Time Positions, no benefits included.
 - D. Same salary scaled utilized for administrative assistants in other departments.
- 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.
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Main St. Coordinator	\$39,644.80	\$42,000.00	\$2,355.20
		TOTAL:	\$29,455.59
		Total Incidentals:	\$3,961.84
		GRAND TOTAL:	\$33,417.43

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.

Historic Raise Data (July 6, 2015):

I have provided an additional data set that lays out the historical raises for each position since 2005. In 2005, the Town began working with Quick Books accounting software which allowed for easier tracking of such data, prior to this date, raises can only be tracked by looking at hard copy data, but this would only include two employees at this time. The table lays out the historical raise data for each position within the Police Department and Administrative Staff. The

table also provides for comparison sake the “Cost of Living Adjustment” (COLA) by the Social Security Administration annually from 2005. In the legend, there are various color codes. The red color designation indicates that there was a merit raise which was determined at that time by the Council. The blue color designation indicates COLA increase and was across the board. The orange color indicates a year that included both a COLA raise and some form of merit. In most of the cases where an orange color is designated, the merit was given because of an end of a probationary period or a promotion was given. In the case of the Deputy Clerk, the individual began their career with the Town in one position and was recently promoted to a new position that has additional roles and responsibilities. This circumstance has been designated by the addition of an asterix. Finally, the green designation indicates an across the board raise. This may have included a COLA and a merit raise, but cumulative total for raises were the same for each employee.

This data demonstrates that there have been raises given in employees, but it does not establish a pattern and it did not raise current positions to a competitive salary within the greater Northern Virginia area. The proposed Salary Adjustment and Salary Scale provide a structure to monetary compensation and provides the next logical step towards additional research and a comprehensive compensation analysis.

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.

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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



TO: Town of Haymarket Town Council
 SUBJECT: Award of Lease of Public Lands to Operate Electric Power
 DATE: 08/03/15

SUBJECT: Award of Lease of Public Lands to Operate Electric Power Transmission and Distribution Lines

BACKGROUND:

- As part of upgrading the distribution and transmission lines within the Town, Dominion Virginia Power is replacing the poles within the Town.
- The Town Engineer coordinated with Dominion to locate the poles further back on the Town owned properties (the Town Center and the Harrover properties) to allow for future planned development.
- By moving the poles further back on Town owned property, Dominion is requesting easements for these poles.
- Per state laws and regulations, the Town advertised for bids for any power company to operate the electric power transmission and distribution lines.
- Bids were called for and opened at the Special Town Council Meeting held July 14, 2015. Dominion was the only bid submitted in the amount of \$1 for the easements.

RECOMMENDATION:

Staff recommends the Lease of Public Lands to Operate Electric Power Transmission and Distribution Lines be awarded to Dominion Virginia Power.

MOTION:

Motion of Approval:

I move to award the franchise to operate electric power transmission and distribution lines on Town-owned property to Virginia Electric and Power Company per the July 10, 2015 bid

Motion of Denial:

I move to ...

ATTACHMENTS:

- 7-10-15 Letter from Stevens to Town re Request for Bid on a Franchise to Operate Electric Power Transmission and Distribution Lines (PDF)



July 10, 2015

Town of Haymarket
15000 Washington St #100
Haymarket, VA 20169
Attn: Mayor David Leake

*Received 7-14-15
Agenda Item 2A
[Signature]*

Mayor Leake:

Please accept this request for Bid on a Franchise to Operate Electric Power Transmission and Distribution Lines on Town-Owned Property in the areas as shown on the attached Right of Way Agreement.

If you have any questions, please contact me at (703) 508-0865.

Thank you for your time.

Sincerely,

Denise Stevens

Denise Stevens
Electric Distribution Project Manager

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



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

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Home Current News & Information Invitation to Bid - Franchise to Operate Electric Power

Invitation to Bid - Franchise to Operate Electric Power



INVITATION TO BID ON A FRANCHISE TO OPERATE ELECTRIC POWER TRANSMISSION AND DISTRIBUTION LINES ON TOWN-OWNED PROPERTY

Notice is hereby given, that the Council of the Town of Haymarket, Virginia, a Municipal Corporation of the Commonwealth of Virginia, pursuant to § 15.2-2102 of the Code of Virginia, as amended, and after advertisement required by § 15.2-2101 of the Code of Virginia, as amended, and in the mode prescribed by the laws of the Commonwealth of Virginia, intends to receive bids on a franchise to permit for a term of 40 years the use of a portion of certain properties listed below for electrical distribution lines. Bids shall be in writing and delivered by July 14, 2015 at 4:00 pm to Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169. All bids shall be opened in public session and marked for identification by the mayor or other presiding officer.

The properties across which the franchises are to be granted are: GPINs 7397-09-6833 (14710 Washington Street); 7298-80-8614 (15020 Washington Street); 7298-90-0216 (15000 Washington Street); 7298-80-9407 (15010 Washington Street); and 7298-90-0102 (15004 Washington Street). The width of the easements granted by this franchise is generally twenty feet.

If awarded, the proposed Franchise would grant the Franchisee the right to install and maintain electrical distribution lines along Washington Street on properties owned by the Town. The location is approximately where the existing power lines are but the grant of franchise will provide express authority for the lines to be located there. Copies of the full text of the proposed Franchise and plat are on file in the Office of the Town Clerk, 15000 Washington Street, #100, Haymarket, Virginia 20169.

The Town reserves the right to reject any and all bids.
TOWN COUNCIL, TOWN OF HAYMARKET, VIRGINIA

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• 703-753-2600 • 703-753-2800 (Fax)

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Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this ____ day of _____, 20____, by and between

TOWN OF HAYMARKET, VIRGINIA, a municipal corporation

("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Virginia Power, with its principal office in Richmond, Virginia ("GRANTEE").

WITNESSETH:

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, GRANTOR grants and conveys unto GRANTEE, its successors and assigns, the perpetual right, privilege and non-exclusive easement over, under, through, upon and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any other public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

1.2 to construct, operate and maintain a pole line including, without limitation, all wires, poles, attachments, ground connections, one or more lighting supports and lighting fixtures as GRANTEE may from time to time deem advisable, equipment, accessories and appurtenances desirable in connection therewith, including the right to increase or decrease the number of wires; the width of said non-exclusive easement shall extend variable (as shown on the attached plats) feet in width across the lands of GRANTOR.

Initials: _____

This Document Prepared by Virginia Electric and Power Company and should be returned to: Dominion Virginia Power, 3072 Centreville Rd, Herndon, VA 20171 .

(Page 1 of 5 Pages)

DVPIDNo(s). 40-15-0038

Tax Map No. GPIN#'s 7397-09-6833, 7298-80-8614, 7298-90-0216, 7298-80-9407 & 7298-90-0102

Form No. 728493-1 (Aug 2014)
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Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

Right of Way Agreement

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in Town of Haymarket, Prince William County, Virginia, as more fully described on Plat(s) Numbered 40-15-0038 , attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on the easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop; cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

Initials: _____

(Page 2 of 5 Pages)
DVPIDNo(s). 40-15-0038

Form No. 728493-2 (Aug 2014)
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Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

Right of Way Agreement

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE'S** exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE'S** rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE'S** exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE'S** exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE'S** right to assign or transfer its rights, privileges and easements, as granted herein, shall be strictly limited to the assignment or transfer of such rights, privileges and easements to any business which lawfully assumes any or all of **GRANTEE'S** obligations as a public service company or such other obligations as may be related to or incidental to **GRANTEE'S** stated business purpose as a public service company; and any such business to which such rights, privileges and easements may be assigned shall be bound by all of the terms, conditions and restrictions set forth herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: _____

(Page 3 of 5 Pages)
DVPIDNo(s). 40-15-0038

Form No. 728493-3 (Aug 2014)
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Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

Right of Way Agreement

11. **GRANTOR** covenants that it is seized of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, right and privileges; and the **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of the **GRANTOR** warrants that he or she has been duly authorized to execute this easement on behalf of the Town of Haymarket, Virginia.

NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through the exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

IN WITNESS WHEREOF, **GRANTOR** has caused its name to be signed hereto by its authorized officer or agent, described below, on the date first above written.

TOWN OF HAYMARKET, VIRGINIA
a municipal corporation

APPROVED AS TO FORM:

Name

Title

By: _____
Name: _____
Title: _____

State of _____

City/County of _____

The foregoing was acknowledged before me this _____ day of _____, _____
by _____, who is the _____ on behalf of the
(Name of Person Signing) (Title of Person Signing)
Town of Haymarket, Virginia.

Notary Public (Name)

Notary Public (Signature)

My commission expires: _____.

Notary Registration Number: _____.

(Page 4 of 5 Pages)
DVDID No(s) 40-15-0038

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



Right of Way Agreement

EXHIBIT A

This Exhibit A shall be attached to and made a part of the RIGHT OF WAY AGREEMENT executed by the undersigned GRANTOR(s) on the _____ day of _____, 20____. The following terms and conditions are incorporated therein:

1. Paragraph 1, Line 3 of the Right of Way is hereby amended to strike the word perpetual from the easement document. In place thereof, the following is hereby incorporated into the terms, provisions and conditions of the Right of Way Agreement:

This Right of Way Agreement shall terminate 40 years after the date of execution.

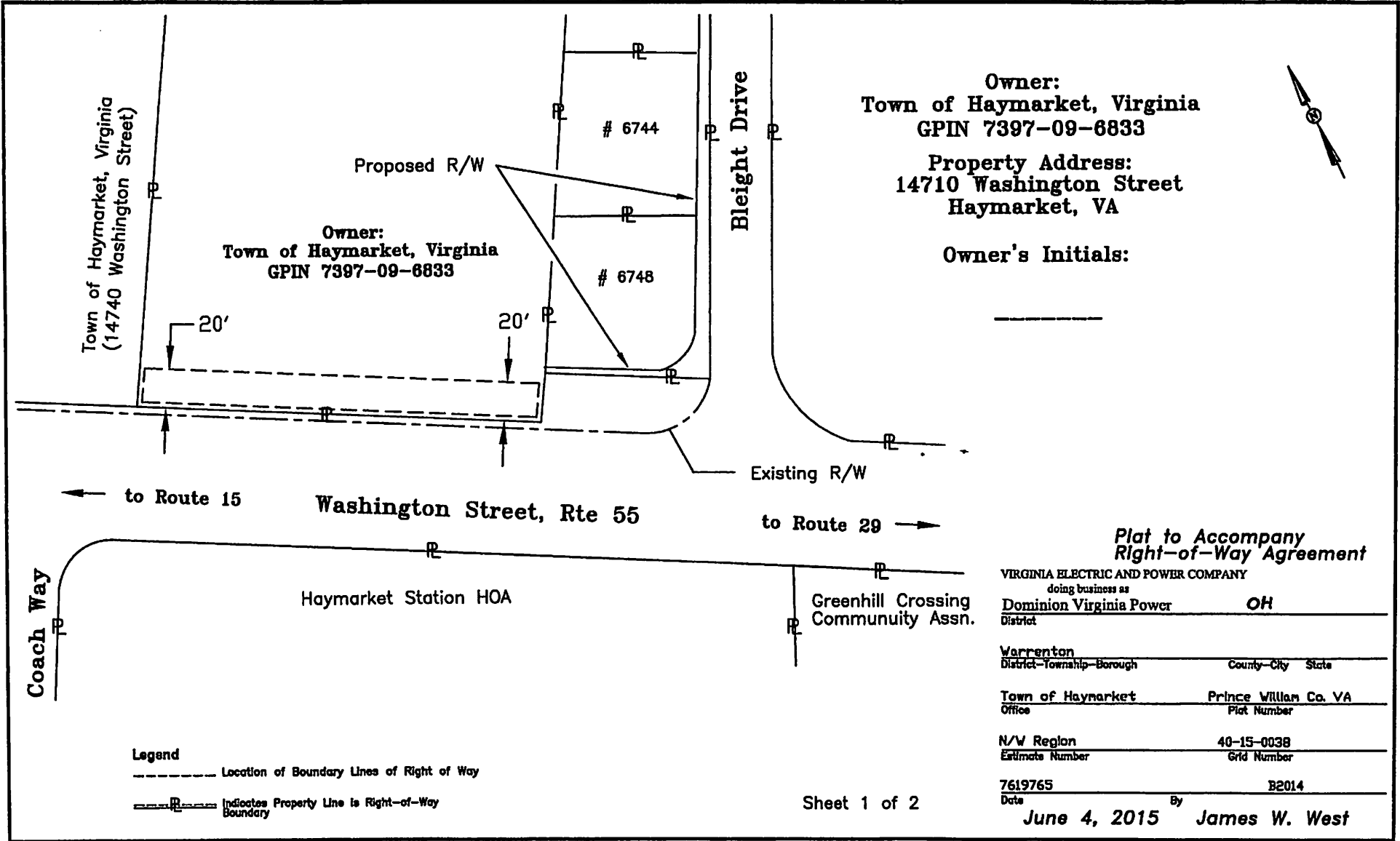
2. This Right of Way shall be held subject to the terms and conditions set forth in Plat Notes 1 and 2, found on Plat Sheet 2 of 2, as incorporated by reference in this Exhibit A.

TOWN OF HAYMARKET, VIRGINIA,
a municipal corporation

By: _____

Name: _____

Title: _____



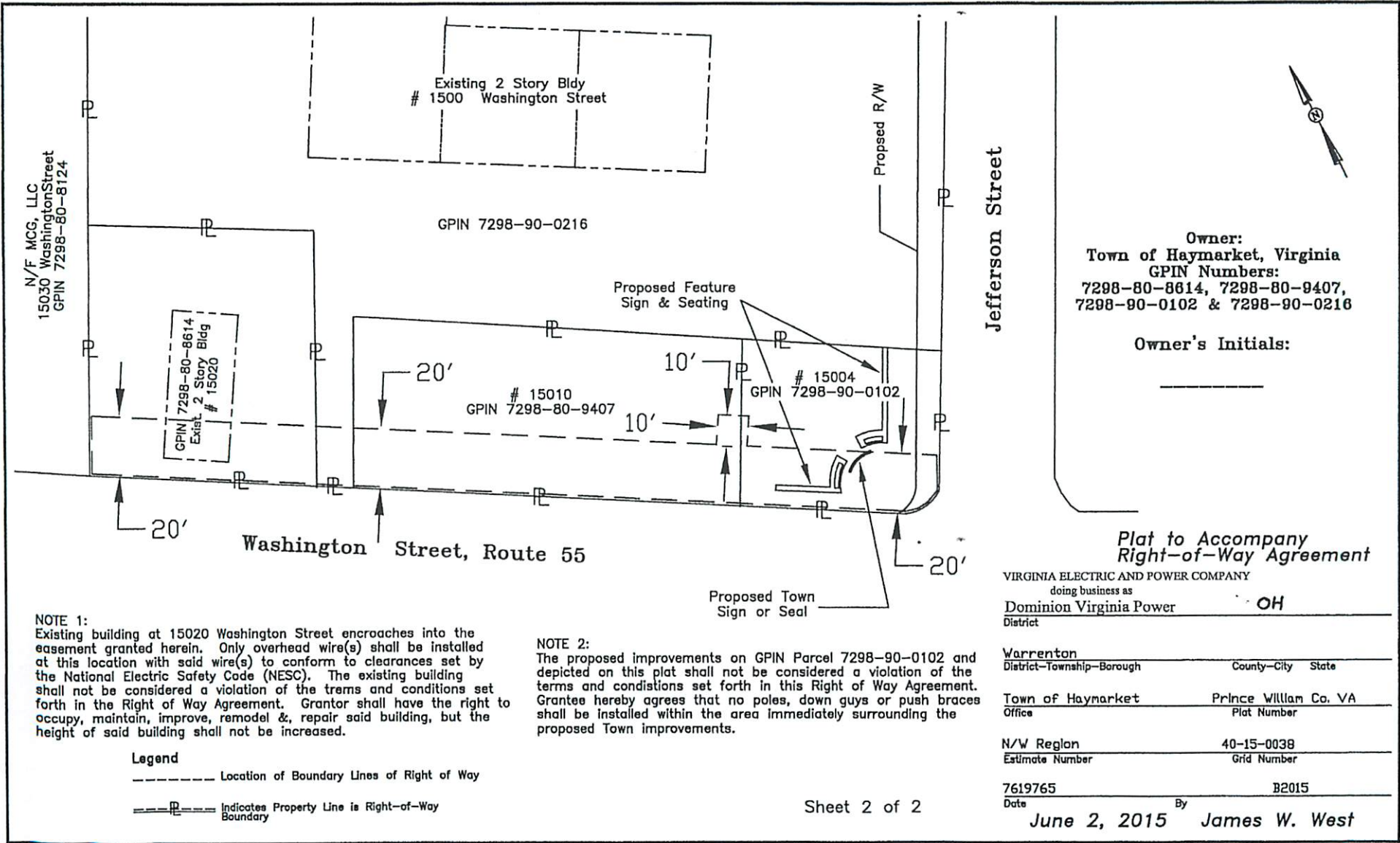
Owner:
 Town of Haymarket, Virginia
 GPIN 7397-09-6833
 Property Address:
 14710 Washington Street
 Haymarket, VA
 Owner's Initials:

**Plat to Accompany
 Right-of-Way Agreement**

VIRGINIA ELECTRIC AND POWER COMPANY
 doing business as
Dominion Virginia Power **OH**
 District _____
 Warrenton _____
 District-Township-Borough _____ County-City State _____
Town of Haymarket **Prince William Co. VA**
 Office _____ Plat Number _____
N/W Region **40-15-0038**
 Estimate Number _____ Grid Number _____
7619765 **B2014**
 Date _____ By **James W. West**
June 4, 2015

Legend
 - - - - - Location of Boundary Lines of Right of Way
 - R - - - - - Indicates Property Line is Right-of-Way Boundary

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



Owner:
 Town of Haymarket, Virginia
 GPIN Numbers:
 7298-80-8614, 7298-80-9407,
 7298-90-0102 & 7298-90-0216

Owner's Initials:

**Plat to Accompany
 Right-of-Way Agreement**

VIRGINIA ELECTRIC AND POWER COMPANY
 doing business as
Dominion Virginia Power OH
 District

Warrenton _____
 District-Township-Borough County-City State

Town of Haymarket _____
 Office Prince William Co. VA Plat Number

N/W Region _____
 Estimate Number 40-15-0038 Grid Number

7619765 _____
 Date By B2015

June 2, 2015 James W. West

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Municipal Wi-Fi Committee
DATE: 08/03/15

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Initiate Zoning Text Amendments
DATE: 08/03/15

ATTACHMENTS:

- Sheetz Application (PDF)
- Sec 58-1 Definitions (ZTA) (P0417505) (PDF)
- Sec 58-258 Quick Service Food Store as Accessory Use in I-1 with SUP (ZTA) (P0377344-3) (2) (PDF)
- Sec 58-260(6) SUP 1-year renewal ZTA (P0417514-2) (PDF)
- Sec 58-344 Industrial signs (ZTA) 02 (P0417442-2) (2) (PDF)



Marian B. Harders, AICP, LEED AP
Planner
(703) 680-4664 Ext. 5121
mharders@thelandlawyers.com

**WALSH COLUCCI
LUBELEY & WALSH PC**

January 28, 2015

R. Marchant Schneider
Town Planner
Town of Haymarket
15000 Washington Street
Haymarket, VA 20168

Re: 2nd Submission, Comment Response Letter for Sheetz – Haymarket;
Preliminary Site Plan PRE#20140220; Special Use Permit SUP#20140220; Zoning
Text Amendment ZTA#20140220

Dear Mr. Schneider:

Enclosed please find the following responses to the agency comments received to date and the following resubmission materials.

1. One (1) copy of a letter dated December 12, 2014 requesting a landscape waiver in accordance with Sections 58-703 (f) and (g). This waiver is requested pursuant to Staff comment number 29 regarding the reduction in plant units provided in the peripheral parking lot landscaping abutting an adjacent parking lot.
2. Five (5) clean and blackline copies of the revised SUP Statement of Justification dated December 15, 2014.
3. Five (5) clean and blackline copies of the revised ZTA Statement of Justification dated December 15, 2014.
4. Five (5) copies of draft Special Use Permit Conditions dated January 21, 2015.
5. Five (5) copies of the Sheetz – Haymarket SUP Sign Comparison Chart, dated December 15, 2014. This chart provides a comparison between existing signage on site and proposed signage.
6. Five (5) blackline copies of the proposed zoning text changes to Section 58-1 with respect to the definitions for “Quick Service Food Store” and “Service Station”.
7. Five (5) blackline copies of the proposed zoning text changes to Sec. 58-258, Special Uses to include “Quick Service Food Store as accessory use to Service Station with fuel sales with repairs under roof.
8. Five (5) blackline copies of the proposed zoning text changes to Sec. 58-260(6), to remove the 1-year limitation for a special use permit for service stations.

ATTORNEYS AT LAW

703 680 4664 ■ WWW.THELANDLAWYERS.COM
4310 PRINCE WILLIAM PARKWAY ■ SUITE 300 ■ WOODBRIDGE, VA 22192-5199

ARLINGTON 703 528 4700 ■ LOUDOUN 703 737 3633

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R. Marchant Schneider
 January 28, 2015
 Page 2

9. Five (5) blackline copies of the proposed zoning text changes to Sec. 58-344, Industrial Signs to include "outdoor vending signs".
10. Five (5) 11x17 color copies of the building elevations entitled "Front and Side Exterior Elevations (Sheet A-9A)," dated December 15, 2014 and "Rear and Side Exterior Elevations (Sheet A-9B)," dated December 15, 2014, prepared by Convenience Architecture and Design P.C.
11. Five (5) 11x 17 color copies of the sign elevation entitled "Gas Price Pole Sign Details," prepared by Convenience Architecture and Design P.C., dated December 6, 2014.
12. Five (5) 11 x 17 color copies of the sign elevation entitled "Gas Canopy Awning Details," prepared by Convenience Architecture and Design P.C., dated January 10, 2015. Please note this graphic will supersede the graphic dated December 15, 2014 which was approved by the Architectural Review Board on December 16, 2014. The only change to the graphic is a correction to the number of "Typical Cabinet Logos," from eight (8) to twelve (12), i.e. the number of pumps.
13. Five (5) 11 x 17 color copies of the trash enclosure elevations entitled "Trash Enclosure, Propane and Air Machine Details," prepared by Convenience Architecture and Design P.C., dated December 15, 2014.
14. Five (5) 11 x 17 black and white copies of the "Trash Enclosure Floor Plan," prepared by Convenience Architecture and Design P.C., dated December 15, 2014.
15. Five (5) 11 x 17 color copies of the sign location sheet entitled "Sheetz Store #205 Rebuild," prepared by Convenience Architecture and Design P.C., dated January 22, 2015.
16. Five (5) full size copies and one reduction of the Preliminary Plan entitled "Haymarket Sheetz Convenience Store (Preliminary Site Plan)," prepared by Gordon, dated December 15, 2014.

As we understand it, VDOT has not yet reviewed or commented on the preliminary plan. The Applicant requests that staff forward a copy of the preliminary plan for VDOT's consideration, as part of the SUP review process.

In response to staff comments dated April 17, 2014 and May 5, 2014, the Applicant offers the following responses:

<u>Town Planner/ Zoning Administrator – May 5, 2014</u>	
Special Use Permit	
Agency Comments	Applicant’s Response
1. In lieu of a separate Special Use Permit (SUP) Plat, list on Sheet 4 the requested Special Uses. Footnote those uses being requested by Zoning Text Amendment (ZTA).	Comment noted. The Special Use Permit uses and ZTA’s have been added to Sheet 4.
2. Also on Sheet 4, list Requirements for Special Uses (Section 58-260). Please see Comment 28 below regarding an amendment of Section 58-260(6), special use permit for one-year period.	Comment noted. A note has been added to Sheet 4 regarding requirements for SUP Uses. Also, the Applicant has included a ZTA requesting the deletion of the one-year period for Special Use Permits.
3. The existing facility includes outdoor sales and storage of ice and propane. Seasonal items such as windshield washer fluid are also displayed for sale (See Figures 2 and 3 below). If such sales are to continue, such areas should be identified on the site plan. It is also suggested that either the definition of “Quick-service food store” or “Service Station” (Section 58-1) be amended to include outdoor storage and displays. Any signage associated with such storage and/or displays would be subject to the Sign Ordinance. Lastly, such displays and storage should not impede pedestrian traffic to and from the store. Minimum sidewalk widths should be shown in relation to outdoor display areas (standard is 4’ minimum width). Please note use of a “Redbox” or similar video dispensing machine would be subject to similar standards. If such a dispensing machine is anticipated, it is recommended the machine be located within the building or entrance vestibule.	<p>Comment noted. The Applicant has included a ZTA request to amend the definition of “Quick-service food store” and “Service Station” to include outdoor storage and displays. Signage associated with such storage and/or displays would be made part of the comprehensive sign plan package for the Service Station. The Applicant is not proposing to incorporate a “video dispensing machine” on the exterior of the building.</p> <p>With respect to sidewalk widths, please see the revised preliminary site plan showing the standard 4’ minimum sidewalk width.</p>

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<p>4. There is currently a “convenience station” along the western property line (i.e. tire inflation stand). If a similar service to be provided with the proposed service station, identify its location on the site plan along with any additional services that are to be provided (i.e. vacuum, etc.) Parking areas should not obstruct access to the station / stand.</p>	<p>The “convenience station” has been added to the preliminary plan. The convenience station includes air only. Parking areas do not obstruct access to the station.</p>
<p>5. It appears outdoor seating areas are proposed. Such areas should be clearly identified either by label or by legend. Also, such areas should not impede pedestrian traffic. It is recommended that a minimum sidewalk width be shown between the seating areas and “bumper posts” shown on the site plan (standard is 4’ minimum width). Lastly, it is recommended that the definition of “Quick-service food store” (Section 58-1) be amended to include such outdoor seating areas.</p>	<p>The outdoor seating areas have been identified on the revised preliminary plan, Sheets 4 and 5. The seating areas will not impede pedestrian circulation and the minimum 4’ sidewalk width is provided between the seating area and the bumper posts.</p> <p>The Applicant has included a ZTA request to amend the definition of “Quick-service food store to include the outdoor seating area”.</p>
<p>6. Please note the definition of “Quick-service food store means a building containing 5,000 square feet or less of net floor area.... principally used for the retail sale of food or other items.” The net floor area of the proposed store is 5,574 square feet. It is recommended the area of the store dedicated to the Quick-service food store be identified on the plan. Should the area exceed 5,000 square feet, the definition should be amended accordingly.</p>	<p>Comment noted. A tabulation regarding the floor area for the Quick-service food area has been added to Sheets 2 and 4. As noted, this portion of the store does not exceed the 5,000 sf limit as defined in the Zoning Ordinance. A ZTA to increase this area is not required.</p>
<p>7. Section 3.3 of the Town of Haymarket Comprehensive Plan encourages the development of bike ways and pedestrian pathways connecting areas of the Town with other parts of the County. Standards for Special uses (Section 58-9(d)) state the</p>	<p>Comment noted. Proposed reservation for shared use path has been addressed and labeled; see Sheet 4.</p>

<p>proposed use shall be in accordance with the policies....of an adopted comprehensive plan. The VDOT I-66 / Route 15 Interchange Project and Hunter at Haymarket (REZ PLN 2010-00182) include shared-use path improvements along the east side of Route 15. The VDOT project extends a shared use path south to Route 55. Hunter at Haymarket has proffered to extend a similar path north approaching the Town Boundary. In order implement the Town's Comprehensive Plan policies regarding bike and pedestrian connections, it is recommended the proposal extend the trail along Route 15 from Route 55 to the shared driveway at Kapp Valley Way.</p>	
<p>8. North Fork Creek is located south of the subject property. Comprehensive Plan policies recommend environmentally sensitive features associated with North Fork Creek (both within and outside of Resource Protections Areas) be preserved and/or managed in such a manner that protects surface water quality <i>and</i> aesthetic quality. Discharge from the proposed storm water management facility will be directed to North Fork Creek. It is noted that as "hot spot" use, a hydrodynamic separator (i.e. oil-water separator) is proposed (Sheet 20). Please describe or demonstrate how stormwater from the pump islands will be directed into the oil-water separator.</p>	<p>Comment noted. As shown on the revised preliminary plan, all water will be directed to and filtered through a separator before entering the main stormwater management facility. Stormwater runoff is picked up by onsite inlets which drain via underground pipe system to the hydrodynamic separator; see Sheets 6 and 20.</p>
<p>9. Existing underground fuel tanks are located outside the travelway and "striped out" to preclude customer parking over the tanks. This arrangement provides convenient access for fuel tankers delivering fuel to the site (i.e. traffic flow through the parking lot</p>	<p>Comment noted. Underground fuel tanks have been moved; see Sheet 4.</p>

<p>is not obstructed). The proposed underground fuel tanks are located between the proposed fuel island canopy and onsite parking. Refueling under this scenario arrangement will likely obstruct traffic flow and customer parking where the tanker will have to park in proximity to the tanks to refuel. Please describe how refueling of the tanks will be accomplished without impeding traffic flow.</p>	
<p>Site Plan</p>	
<p>Agency Comments</p>	<p>Applicant's Response</p>
<p>10. Cover Sheet. General Notes 4, 20, 26, 30, 32, and 33 should be amended to reference standards of the Town of Haymarket.</p>	<p>Comment noted. See revised preliminary plan. The general notes have been revised to reference the Town of Haymarket.</p>
<p>11. Cover Sheet. Remove "Designated Plans Examiner Certificate" block</p>	<p>Comment noted. See revised preliminary plan. The Designated Plans Examiner Certificate block has been removed.</p>
<p>12. Cover Sheet. Professional Seal and Signature. Amend to reference standards of the Town of Haymarket.</p>	<p>Comment noted. See revised preliminary plan. The cover sheet seal and signature have been revised to reflect the Town of Haymarket.</p>
<p>13. Cover Sheet. Correct zoning designation of subject property (I-1).</p>	<p>Comment noted. See revised preliminary plan. The correct zoning designation has been provided.</p>
<p>14. Cover Sheet. Title Bar. Remove reference to "Subdivision."</p>	<p>Comment noted. See revised preliminary plan. The reference to subdivision has been removed from the title bar.</p>
<p>15. All Sheets. Correctly label zoning designation of adjacent properties. Properties within the Town designated "M-1" should be amended to reference "I-1". Rose Investment property, PIN 6261 is also zoned "I-1."</p>	<p>Comment noted. See revised preliminary plan. The zoning designation of adjacent properties has been amended.</p>

<p>16. All Sheets. Correctly show town / county boundary. See Town Engineer Comment 1.</p>	<p>Comment noted. See revised preliminary plan. The town/county boundary has been revised for all sheets.</p>
<p>17. Sheet 2. I-1 Proposed Site Uses. List proposed I-1 permitted and special uses as listed within Article VII. Include corresponding code references.</p>	<p>Comment noted. See revised preliminary plan and note provided on Sheet #4.</p>
<p>18. Sheet 2. Parking Tabulations. Section 58-11 requires one parking space per 200 square feet of business floor area in the building. Refer to Prince William County for standards not otherwise stated within the Zoning Ordinance regarding loading and parking space dimensions, drive isle widths, etc.</p>	<p>Comment noted. See revised preliminary plan, the parking tabulation has been updated per staff's request, see Sheet 2.</p>
<p>19. Sheet 2. Vehicle Trip Generation. Trips are estimated at 7,500 VPD. The Statement of Justification (SOJ) accompanying the SUP indicates 2,500 VPD. Please confirm the estimated VPD.</p>	<p>Comment noted. Please see the VPD has been confirmed and updated per the revised preliminary plan. Estimated VPD of 5,085 has been verified using the ITT Trip Generation Book; see Sheet 2 of the preliminary plan.</p>
<p>20. Sheet 2. Project Narrative. Sheet 3. Demolition Plan. If it is intended that either the existing store or pump islands remain in service during reconstruction of the other, such phasing should be included with the narrative or by note on the plan.</p>	<p>As discussed with staff on May 22, 2014, the rebuild/renovation of this site will occur in three phases, 1.) construct new store, 2.) remove existing store and 3.) install new gas pumps. "Phasing Plan Notes and Legend" have been added to Sheet 22.</p>
<p>21. Sheet 4. Site Plan. Please identify front, side, and rear yards. It appears the building and main entrance is oriented toward Route 15. Given the address of the existing store (15315 Washington Street), the Washington Street frontage is considered the "front" yard.</p>	<p>Comment noted. See revised preliminary plan, the front, side and rear has been identified on Sheet #5.</p>
<p>22. Sheet 5. Site Dimension Plan. Please also indicate dimensions of dumpster enclosure and widths all drive isles, site entrances,</p>	<p>Comment noted. Please see the revised preliminary plan showing the requested dimensions. Dimensions have been provided</p>

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and sidewalks (see Comments 4 and 5 above regarding obstructions within sidewalk around perimeter of the store).	for the dumpster enclosure and all drive aisles, site entrances and sidewalks; see Sheet 5.
23. Sheet 15. Landscape Plan. Sections 58-260(9) and 58-694 require a landscape plan. See also Section 58-695, Contents of a landscape plan.	Acknowledged.
24. Sheets 14 and 15. Landscape Plan. Per Sections 58-695(1) and 58-705(a), existing vegetation to be included and credited in the landscape plan shall be identified by name, quantity and size. The health of the vegetation should also be identified.	Comment noted. Please see Sheets 14 and 15 of the revised preliminary plan. Existing landscaping has been identified by type and size.
25. Sheets 14 and 15. Landscape Plan. Sheet 19. Site Details. Per Section 58-701(e), outdoor storage and loading areas are to be screened from public view. The screen is to be opaque in nature and at least eight feet in height. Please note the existing site uses separate trash, recycling, and used oil dumpsters. Recycling and oil dumpsters are located outside the existing enclosure (See Figure 1). The enclosure is also used for outdoor storage. Demonstrate that the proposed enclosure can accommodate all three dumpsters and any outdoor storage. A detail of the enclosure should be included on Sheet 19 in addition to dumpster gate detail. Materials for enclosure should match the architecture of the store.	Comment noted. As shown on the revised preliminary plan, the proposed enclosure will accommodate all trash and outdoor storage. A detail of the enclosure and the enclosure gate have been added to Sheets 18 and 19. The Applicant has also submitted a trash enclosure detail graphic with this submission. Further, landscape screening has been added per Section 58-701(e).
26. Sheet 15. Landscape Plan. Illustrate continuous landscape strip between the property line and the parking lot per Section 58-703(c)(1).	Comment noted. A continuous landscape strip has been added per Section 58-703(c)(1).
27. Sheets 14 and 15. Interior and Peripheral Parking Lot Landscaping. Interior	Comment noted. The interior and peripheral parking lot landscaping is now clearly

<p>landscaping should be clearly distinguishable from perimeter landscaping areas. Clearly identify the areas intended as “perimeter” and “interior.” The total number of “interior” and “perimeter” plantings should be listed as well as an overall total. It appears there is an opportunity to provide interior landscaping within the striped pavement areas northeast and northwest of the store as well as the northwest corner of the parking lot. It is recommended that these areas be considered for additional planting areas.</p>	<p>identified on Sheets 14 and 15 and plant unit counts have been added. Per staff’s request, some of the striped pavement areas shown on the first submission have been converted into landscape areas.</p>
<p>28. Sheets 14 and 15. Interior Parking Lot Landscaping. List and illustrate the landscape area requirements, 58-703(e)(2), and minimum landscape area, 58-703(e)(2).</p>	<p>Illustrations of 58-703 (e)(2), Interior Parking Lot Landscaping and Minimum Landscape Area have been added to Sheet 14.</p>
<p>29. Sheet 14. “**NOTE”. Per Sections 58-703(f) and (g), the Town Council may waive for reduce landscaping requirements provided a suitable screening alternative has been provided. If such a waiver is requested, said request should be listed on the Sheet and the alternative screen described / illustrated.</p>	<p>A waiver has been submitted with this site plan packet and it is also included on Sheet 15 of the preliminary plan.</p>
<p>30. Sheets 14 and 15. Landscape Plan. Confirm the plant materials meet the requirements of Sections 58-704(b), 58-723(a) and (b), and 58-727.</p>	<p>Please see Sheets 14 and 15 of the revised preliminary plan, plant units meet the requirements of the cited Zoning Ordinance sections.</p>
<p>31. Sheets 14 and 15. Landscape Plan. Item 2.H. of the SUP SOJ states recommended landscape materials by the Journey Through Hallowed Ground Living Legacy Project have been incorporated into the site. Such materials are not clearly identified within the landscape plan. Please revise to indicate which proposed plantings have been recommended.</p>	<p>Comment noted. Plants, such as the Eastern Red Bud, as proposed by the Journey Through Hallowed Ground Living Legacy Project have been included in the landscape plan.</p>

<p>32. Streetscape Requirements. Per Section 58-714, revise the site plan to accommodate sidewalk and street lighting improvements along the portion of the property fronting Washington Street per Sections 58-716 and 58-717. Said improvements should align with sidewalk improvements from the east on PIN 4485 (McDonalds) and include a crossing of the “pork chop” median at the site entrance. It is understood that the VDOT I-66 / Route 15 Interchange Project may impact the western terminus of the sidewalk.</p>	<p>Comment noted. Lighting and crossing have been included in the revised preliminary plan.</p>
<p>33. Streetscape Requirements. Site lighting. Sheet 4 includes a reference to a lighting plan for exact location and quantity of site lights. No lighting plan is included with the submitted site plan. Revise the plan include the referenced lighting plan and corresponding photometric study. The plan should also include any lighting associated with the fuel island canopy. Per Section 58-719, site lighting shall provide a minimum average horizontal illumination of 0.6 foot-candle. It is recommended that a minimalistic approach be taken with regard to site lighting, utilizing cut-off and shielded light fixtures and recessed lighting within the fuel island canopy in order to reduce light trespass on to adjacent properties and public roadways.</p>	<p>Comment noted. A photometric plan has been included in the revised preliminary plan, see Sheet 23.</p>
<p>34. Sheet 19. Flag Pole Detail. The corresponding location of the flag pole is not shown on the site plan.</p>	<p>Comment noted. The flag pole location is shown on the revised preliminary plan.</p>
<p>35. Please note a stormwater management facilities maintenance agreement will be required for the proposed underground CMP facility and manufactured hydrodynamic separator. A draft</p>	<p>Acknowledged.</p>

<p>agreement will be necessary as part of a final site plan submission. Staff can provide an example of the template accepted by the Town.</p>	
<p>Zoning Text Amendment; Proposed Special Uses</p>	
<p>Agency Comments</p>	<p>Applicant's Response</p>
<p>36. Recognizing the semi-permanent nature of the proposed structures and uses, Staff recommends the proposed text amendments strike Section 58-260(6) regarding an annual application for a special use within the I-1 zoning district.</p>	<p>Comment noted. The Applicant has included a ZTA requesting the deletion of the one-year period for Special Use Permits.</p>
<p>37. As noted in Comment 3 above, if outdoor display of retail items is to be included with the proposed uses, the definition of "Quick-service food store" and/or "Service station" should be amended to include reference to and standards for such displays (Section 58-1).</p>	<p>Comment noted. The Applicant has included a ZTA requesting to amend the definition of "Quick-service food store" and "Service Station" to include reference to and standards for outdoor display of retail items.</p>
<p>38. As noted in Comment 5 above, it is recommended the definition of "Quick-service food store" be amended to include a reference to and standards for outdoor seating.</p>	<p>Comment noted. The Applicant has included a ZTA requesting to amend the definition of "Quick-service food store" to include reference to and standards for outdoor seating.</p>
<p>39. As noted in Comment 6 above, the definition of "Quick-service food store" includes a limit on net floor area (5,000 sq. ft.). The net floor are of the proposed store is 5,574 sq. ft. It is recommended either the area dedicated to the food store is identified on the site plan or the definition be amended.</p>	<p>Comment noted. A tabulation regarding the floor area for the Quick-service food area has been added to Sheets 2 and 4. As noted, this portion of the store does not exceed the 5,000 sf limit as defined in the Zoning Ordinance. A ZTA to increase this area is not required.</p>

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Zoning Text Amendment; <i>Industrial Signs</i>	
Agency Comments	Applicant's Response
40. As the proposed option for a comprehensive sign package will be limited to service station alone, it is recommended the proposed language for Service Station Sign be amended to remove reference to rezoning applications.	Comment noted. The Applicant has revised the proposed ZTA language as recommended by Staff.
41. It is recommended that the elements of a comprehensive sign package for service station signs include, at a minimum, site identification, building façade, fuel pump, fuel island canopy, gas pricing, and illumination of said signs.	Comment noted. The Applicant has revised the proposed ZTA language as recommended by Staff.
Sign Plan	
Agency Comments	Applicant's Response
42. Certificate of Appropriateness / ARB Review. It is assumed that the comprehensive sign plan is to track with the submitted applications. Please note per Section 58-554, the plan will require a Certificate of Appropriateness by the Architectural Review Board. Please note Sheetz representatives have separately submitted building and gas canopy awning elevations for ARB review. The COA application is currently inactive. As part of its review of the sign package, the ARB may also wish to review the signs in relation to current COA application. For instance, the ARB discussed at length alternative materials for the gas canopy awning and support columns. Alternative hues of red were also discussed. The timing of the ARB review can be discussed upon second submission of the application	Comment noted. On December 17, 2014, the ARB approved the comprehensive sign plan and building elevations for this project.

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<p>materials. See also the Historic District Design Guidelines for the Haymarket Architectural Review Board regarding recommended signage.</p>	
<p>43. Statement of Justification / Narrative. Please include with the revised materials a justification specific to the proposed comprehensive sign plan. It is suggested that a comparison of the existing signs to the proposed signs be included with the justification (i.e. reuse of existing “freestanding” gas pole sign, similar pump stand signs, consolidation of canopy signs, addition of building signs, etc.).</p>	<p>Comment noted. The Statement of Justification has been revised and now includes a discussion on the comprehensive sign plan.</p>
<p>44. All Sheets. Where permitted by the Zoning Ordinance, use corresponding sign styles listed within Section 58-344 when describing proposed signage (i.e. “window”, “freestanding”, “marquee”, etc.)</p>	<p>Comment noted. The Applicant has revised the sign graphics to correlate with the terms identified in the Zoning Ordinance.</p>
<p>45. For ease of reference and orientation to the Sign Location sheet labeled “Sheetz Store #205 Rebuild”, please label the elevations on Sheets A-9A and A-9B as north, south, east and west elevations. It appears the “front” elevation is the western façade of the building as seen from Route 15. See Comment 20 above.</p>	<p>Comment noted. The labels on the elevation sheets have been revised per Staff’s request.</p>
<p>46. Square Footage Breakdown / Sign Location Sheet. Square footage for the proposed “Building Elevations” signs does not match corresponding signs on Sheets A-9A, Front and Side Exterior Elevations. Please confirm proposed square footage.</p>	<p>Comment noted. The “Square Footage Breakdown” and the corresponding dimensions shown on the building elevations have been confirmed and are shown consistently on the various documents.</p>
<p>47. Square Footage Breakdown / Sheet A-9B. The rear elevation on Sheet A-9A includes “Storefront Display Windows” and “ACM Graphic Panels.” Such elements are considered signs and should be</p>	<p>Comment noted. The signs identified by Staff in this comment have been included in the revised comprehensive sign plan package and are shown on the square footage breakdown sheet.</p>

<p>dimensioned similar to the other building elevation signs. The total maximum sign area for such signs on the building should also be referenced. Said signs should be included as part of the Square Footage Breakdown and sign location map. Lastly, the existing store incorporates multiple window signs on the entrance doors. If such signs are to continue to be used, they will need to be incorporate into the plan.</p>	
<p>48. Square Footage Breakdown / Sheet A-9B. "Gas Canopy Awning Details" on Sheet A-9A includes an "Auto Diesel Flag Sign." The size and number of signs should be included as part of the Square Footage Breakdown and listed on the sign location map.</p>	<p>Comment noted. The signs identified by Staff in this comment have been included/clarified in the revised comprehensive sign plan package.</p>
<p>49. Square Footage Breakdown / Sheet A-9B. Individual gas pump stands shown with the "Gas Structure Elevation" on Sheet A-9B show the Sheetz logo at the base of the pump stand and a sign frame for marketing materials at the top of the pump stand, similar to what is used at the existing station (See Figure 5). Both elements are considered signs. The size and number of signs should be included as part of the Square Footage Breakdown and listed on the sign location map.</p>	<p>Comment noted. The signs identified by Staff in this comment have been included/clarified in the revised comprehensive sign plan package.</p>
<p>50. Gas Price Pole Sign. Please note the steel columns of the existing "freestanding" pole sign have been struck several times by vehicles. The sign now "tilts" toward Washington Street. The existing sign structure should be evaluated for structural integrity. Should the sign need to be replaced, it is recommended that alternate locations and/or angle to the intersection be evaluated for increased visibility.</p>	<p>Comment noted. As discussed during our June 19, 2014 meeting, the Applicant will evaluate the structural integrity of the existing freestanding sign. It is noted that on December 17, 2014, the ARB approved the redesign of the "pole" sign and this sign is included in the proposed comprehensive sign plan. If approved, the proposed freestanding pole sign will replace the existing freestanding pole sign. In the event the proposed</p>

	freestanding pole sign is not approved, the Applicant will maintain the existing freestanding sign.
51. Square Footage Breakdown / Gas Price Pole Sign. The dimensions of the sign box areas do not appear to match the larger double-faced sign detail. For instance, the height of the “Dine In” detail does not match the height of the same sign on the larger sign detail. Please confirm sign dimensions and revise the Breakdown as necessary.	Comment noted. The signs identified by Staff in this comment have been included/clarified in the revised comprehensive sign plan package.
52. Illumination. It appears all signs listed on the Signage Breakdown are to be internally illuminated. Please note the Ordinance currently prohibits internally illuminated signs. New construction such as CVS and Fauquier Bank has utilized indirect lighting for building mounted signs. To create a uniform and consistent standard, it is recommended indirect lighting be incorporated into the plan (such as building signs) otherwise justify the exemption.	Comment noted. No signs will be internally illuminated except for illumination of the logo portion of the canopy sign and the freestanding pole sign. All other signs will not be internally lit.
53. Outdoor Display Signs. See Comment 3 above regarding use of outdoor displays. Such signs can either be included with the sign plan or applied for by separate zoning permit.	Comment noted. As discussed with Staff during our June 19, 2014 meeting, the Applicant is not including “outdoor display signs” in the comprehensive sign plan package. Alternatively, the Applicant is proposing a new “outdoor vending sign” definition, in order to address signage associated with the outdoor propane and ice vending areas.
54. Bandit Signs. The existing store makes extensive use of bandit marketing/promotional signs, frequently affixing such signs to vehicle bumper posts around the building and pump stands (Figure 6). Please note such signs are prohibited. Along with marketing signs	Comment noted. As discussed with Staff during our June 19, 2014 meeting, bandit signs have been eliminated and the comprehensive sign plan package has been revised to include only signs identified in the Zoning Ordinance and the proposed ZTA.

<p>affixed atop the gas pumps stands, use of these signs creates significant sign clutter. It is recommended that a Note be added to the sign package regarding the use marketing signs on the property.</p>	
<p>Other Items</p>	
<p>Agency Comments</p>	<p>Applicant's Response</p>
<p>55. The Town is appreciative of the Applicant's efforts to address landscape materials associated with the Pilot Project 2 Area for the Legacy Master Plan associated with Journey Through Hallowed Ground National Scenic Byway. Staff will forward the submitted materials and a copy of these comments to Carol Truppi of the Journey Through Hallowed Ground Partnership for reference.</p>	<p>Acknowledged.</p>
<p>56. As noted previously, the existing station is at a highly visible location. The site is often a meeting spot and staging area for both the travelling public and local population due to its location near the Route 15 / Route 66 interchange and gateway into western Prince William County. This is in addition being a gateway into the Town's Historic District and the JTHG National Scenic Byway. As such, the staff requests that the Applicant consider additional opportunities to capitalize on this location in order to both promote the history of the area and the Sheetz brand. For instance, would Sheetz consider the open space area between the western property boundary and parking area for a seating area and /or information kiosk for the JTHG / Town of Haymarket? Such a kiosk could also map the entire JTHG scenic byway and identify other Sheetz locations within the corridor.</p>	<p>Comment noted. The Applicant appreciates staff's request however the Applicant is unclear as to staff's ideas and implementation. Designating and or dedicating an area of the site to contain a historic kiosk or some other type of historic information display is not feasible but, the Applicant is open to considering practical ideas in consultation with Staff and the Applicant's marketing department.</p>

Holly Montague – April 17, 2014

Agency Comments	Applicant’s Response
<p>1. <u>Town Limits:</u> The Town of Haymarket/Prince William County Limits is shown incorrectly. The 2000 boundary line adjustment included all of the former STEICO, INC property (now the Sheetz property) to be within the Town. See attached documentation, Attachment – A, clause 2c. on page 5 of the attached .pdf and Haymarket Boundary Description (it states the boundary follows the ROW of the STEICO, Inc. property) on page 12 of the attached .pdf.</p>	<p>Comment noted. The preliminary plan has been revised per Staff’s comment; the property line has been revised to include the 2000 boundary adjustment.</p>
<p>2. <u>Prelim Checklist 2)d. :</u> a. Show Town of Haymarket zoning on Cover Sheet and plan sheets instead of Prince William County zoning for all properties within the Town limits. b. The VDOT I-66/Route 15 Interchange Project will impact Route 15, Route 55 and Kapp Valley Way. Provide plan name and number on the plans. In addition, provide a plan sheet that shows the proposed VDOT improvements (label “By Others”) overlaid onto this plan to verify that there are no conflicts.</p>	<p>Comments noted. a. The zoning on the Cover Sheet has been revised. b. A note has been added to Sheet 2 under General Notes, Line 4. A sheet has been added to show the VDOT plan overlaid onto the site plan to verify there are no conflicts; see Sheet 21.</p>
<p>3. <u>Prelim Checklist 2) e.:</u> In the Zoning Requirements section on sheet 2, list the provided setbacks as well as the required setbacks.</p>	<p>Comment noted. The preliminary plan has been revised per Staff’s comment. The provided setbacks and required setbacks have been provided on Sheet 2.</p>
<p>4. <u>Prelim Checklist 2) i.:</u> All existing easements must be shown. Remove General Note #4 on Sheet 2</p>	<p>Comment noted. The preliminary plan has been revised per Staff’s comment. All existing easements have been shown on Sheet 3 and</p>

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(obtain Title Report if needed to remove note).	Note #4 has been deleted on Sheet 2.
<p>5. <u>Prelim Checklist 2) j. Haymarket 58-713 through 58-717:</u></p> <p>a. Show 5' brick sidewalks on Route 55/Washington Street frontage, including the existing corner where the corner is being reconstructed and there is already brick sidewalk/handicap ramp. Coordinate with the VDOT I-66/Rte. 15 Interchange plan so the sidewalk can be constructed at the ultimate location.</p> <p>b. Show preliminary locations of streetlights on Route 55/Washington Street frontage.</p> <p>c. Prince William County Comprehensive Plan shows a shared use path on the northbound side of Route 15. I strongly encourage you to reserve an area for this shared use path.</p>	<p>Comments noted. The preliminary plan has been revised per Staff's comment.</p> <p>a. A 5' brick sidewalk has been added to the ultimate location on Route 55 on Sheet 4.</p> <p>b. A street light has been added to Washington Street on Sheet 4.</p> <p>c. A reservation for the shared use path has been shown on Sheet 4.</p>
<p>6. <u>Prelim Checklist 2) m.:</u></p> <p>a. Show all aisle widths (e.g. between pumps/spaces and between spaces/concrete island at dumpster location).</p> <p>b. When listing PWC Parking requirement, revise to say 5 plus 1 per 150 net square feet of building area.</p> <p>c. Add a note that states PWC Parking standard is more stringent than Town standard of 1 space per 200 net square feet of building area.</p>	<p>Comments noted. The preliminary plan has been revised per Staff's comment.</p> <p>a. Aisle widths have been shown on Sheet 5.</p> <p>b. The parking requirements have been revised on Sheet 2.</p> <p>c. A note has been added on Sheet 2.</p>
<p>7. <u>Prelim Checklist 2) o.:</u></p> <p>a. State ADT of existing site.</p>	<p>Comments noted.</p> <p>a. ADT of the existing site has been confirmed per the revised preliminary plan and ADT is shown on Sheet 4.</p>

<p>b. State source from which ADT was derived.</p>	<p>b. ADT was derived from the ITE manual and has been shown on Sheet 2.</p>
<p>8. <u>Prelim Checklist 2) r.:</u></p> <p>a. Is this site serviced with natural gas? If so, show location of existing and proposed gas line.</p> <p>b. Show/label existing well. On demolition plan, note that the well abandonment/removal shall in accordance with 12 VAC 5-630-450 and will be coordinated with the Virginia Department of Health and Virginia Department of Environmental Quality.</p> <p>c. What is the 1.5” exposed conduit in the existing pond and what is it servicing? Note will happen to this conduit during construction when the pond is changed to a temporary sediment trap and if it will remain in the final layout.</p> <p>d. Add a note on the demolition plan that the removal of existing and installation of new fuel storage tanks will require separate removal/installation plans in accordance with Prince William County Underground Storage Tank (UST) Tank Closure and Tank Installation requirements. Note that the separate UST removal/installation plan must conform to regulations adopted by the Virginia Department of Environmental Quality, the Department of Housing and Community Development, the International Mechanical Code, the International Uniform Building Code, the International Fire Code and International Fuel Gas Code.</p>	<p>Comments noted. The preliminary plan and or checklist have been revised to address Staff’s comments.</p> <p>a. The existing location of the natural gas line has been shown on Sheet 3 and the proposed is shown on Sheet 4.</p> <p>b. The existing well has been shown and a note added that the abandonment shall be in accordance with 12 VAC 5-630-450 on Sheet 3.</p> <p>c. The existing exposed conduit appears to be abandoned and has been shown to be removed on Sheet3.</p> <p>d. The fuel storage tank note has been added on Sheet 3.</p>

<p>9. <u>Prelim Checklist 2) t.:</u></p> <p>a. Add a note that all SWM/BMP will be maintained by owner.</p> <p>b. The preliminary SWM/BMP plans are adequate for the preliminary plan.</p> <p>c. The final plan should include BMP storage area on cover sheet, routing, hydrographs, underground detention facility details (elevations details as well as installation & maintenance notes), and hydrodynamic separator details (elevations details as well as installation & maintenance notes). In addition, the final plan should include more detailed outfall narrative that addresses the capacity of the existing storm system that the underground detention outfalls to (provide storm computations for the existing storm system to the outfall and/or provide the existing pond computations to demonstrate that the new underground storage facility results in lower volumes at Existing Str. 2).</p>	<p>Comments noted.</p> <p>a. A note that all the SWM/BMP will be privately maintained by the owner has been added on Sheet 20.</p> <p>b. Acknowledged. The Plan will be processed as a preliminary plan.</p> <p>c. As discussed in our May 22, 2014 meeting, DEQ will be processing the VSMP permits for the Town and the information currently shown on the preliminary plan is satisfactory. Further, when the plan becomes a final plan the SWM/BMP detail will be added.</p>
<p>10. <u>Prelim Checklist 2) u.:</u></p> <p>a. On storm profile, change Str. 13 call out from MH to DI.</p> <p>b. On inlet computations, verify that Inlet #12 shouldn't be called out as Inlet #13.</p> <p>c. Verify C and CA match between inlet computations, storm computations and E&S Phase II plan. Str. 10 does not match in all locations.</p> <p>d. Verify if an additional inlet is needed near the northern Kapp Valley Way entrance or if Str. 11 should be an inlet instead of a manhole. According to grading, water is flowing towards Str. 11. It is not clear how water will get from this</p>	<p>Comments noted. The preliminary plan has been revised per Staff's comment.</p> <p>a. The storm profile has been revised on Sheet 7.</p> <p>b. The structures have been verified on the inlet computations on Sheet 7.</p> <p>c. The C and CA match between the inlet computations, storm computations and the E& S II Plan.</p> <p>d. As discussed in our May 22, 2014 meeting, there is a high point at the entrance that keeps the water flowing from the parking lot to structure 10.</p>

<p>area to Str. 10 instead of wrapping around corner and flowing down Kapp Valley Way.</p>	
<p>11. <u>Prelim Checklist 2) w. Haymarket, 58-703(f), 58-704(d), 58-727:</u></p> <p>a. Verify length used for landscaping frontage adjacent to Right of Way. My rough computation is approximately 680 LF instead of the 423 LF stated (make sure to include the 194' in the Route 15/Route 55 corner).</p> <p>b. In perimeter parking lot landscaping adjacent to parking lot, verify number of shrubs required. Based on a length of 376 LF, I compute 75 shrubs are required.</p> <p>c. If adequate landscaping is not able to be provided next to adjacent parking lot because of the GTE easement and overhead utility line as noted, an alternate screen accompanied by a waiver request per Haymarket 58-703(f) needs to be provided.</p> <p>d. Otto Luyken Laurel is not on the Haymarket approved plant list in Haymarket 58-727. Either provide a planting on the list or obtain approval from the ARB, Planning Commission and Town Council per 58-704(d).</p> <p>e. Move the tree located on top of the underground detention facility.</p> <p>f. Add a note that all landscaping is to be maintained by owner.</p>	<p>Comments noted.</p> <p>a. In accordance with the metes and bounds, the verified landscape frontage adjacent to the right of way is 609 LF and subsequent landscaping and calculations have been adjusted.</p> <p>b. The linear feet have been recalculated and the proper number of shrubs has been included to meet the requirements.</p> <p>c. Acknowledged. As discussed during our May 22, 2014 meeting, a waiver is submitted with this resubmission and a copy is included on Sheet 15.</p> <p>d. Acknowledged. The Applicant will not use the Otto Luyken Laurel and will substitute a species acceptable to the Town.</p> <p>e. The tree has been removed from the top of the underground detention facility.</p> <p>f. A note has been added per Staff's request.</p>
<p>12. <u>Virginia Erosion & Sediment Control Handbook:</u></p> <p>a. Include in the E&S Plans the checklist from E&S Control Handbook Appendix 7A-2.</p>	<p>Per comment #12, all comments are noted and/or included per Staff's request.</p> <p>a. The E&S checklist has been added to Sheet 10.</p>

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b. Include in the E&S Plans a checklist that states each of the Minimum Standards of 4VAC50-30-40 have been met.

c. In the E&S narrative, in the Erosion and Sediment Control Measures for Phase I Will Include section, include converting the existing pond into a temporary sediment trap. It appears the existing pond will need to be excavated to reach the trap bottom elevation on sheet 11 and it should be noted here that the converting the existing pond includes excavation.

d. In the E&S Narrative, in the Maintenance section, include maintenance notes for each practice (e.g. Silt Fence: Remove sediment when deposits reach ½ height of barrier).

e. Verify all Temporary Sediment Trap computations (e.g. the wet storage provided = $0.85 \times A \times D = 0.85 \times 60' \times 60' \times 1' = 3,060$ cf instead of 3,600 cf, the wet storage elevation has a typo, etc).

f. Provide a detail for the Temporary Sediment Trap Riser.

g. In both E&S Phase I and II, provide silt fence behind curb on Kapp Valley Way in between Rte. 15 and the northern entrance to the site.

h. In both E&S Phase I and II, show tree protection on trees that are to be saved.

i. On E&S Phase II, verify all storm structure callouts. There is a callout to an incorrect structure number, a callout to a structure that does not exist (Str 20) and move the callout that is under the construction entrance so that it is readable or delete if it is a duplicate.

b. Notes have been added on Sheet 10 for verification of the Minimum Standards of 4 VAC 50-30-40. The minimum standards are shown as a MS-#.

c. A note has been added to the plans stating that “the existing pond shall be excavated to the required sediment trap bottom.” See Sheet 10, ES Phase I, note 5.

d. The maintenance note for each device has been added on Sheet 10.

e. Temporary sediment trap computations have been verified; see Sheet 11.

f. A temporary sediment trap detail with a riser has been provided on Sheet 11.

g. Silt fence has been provided on Sheets 12 and 13 for E & S Control Phases I and II.

h. Tree protection has been provided in both phases on Sheets 12 and 13.

i. The call outs and the structures match and are legible.

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R. Marchant Schneider
 January 28, 2015
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<p>13. <u>Misc.:</u></p> <p>a. On cover sheet, revise Note 26 to say Town of Haymarket.</p> <p>b. On cover sheet, revise Note 37 to say Town of Haymarket Ordinances.</p> <p>c. On cover sheet, revise County Bond to say Town Bond.</p> <p>d. On Site Details sheet 19, Dumpster Gate Detail, add a note stating ARB must approve gate material and color.</p>	<p>Comments noted. The preliminary plan has been revised per Staff's comments.</p> <p>a. Note 26 has been revised.</p> <p>b. Note 37 has been revised.</p> <p>c. County Bond has been revised to read, "Town Bond".</p> <p>d. A note has been added to Sheet 19 to state "Architect Review Board has approved gate material and color on December 16, 2014."</p>
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Please contact me with any questions.

Sincerely,

WALSH, COLUCCI, LUBELEY & WALSH, P.C.



Marian B. Harders, AICP, LEED AP
 Planner

MBH

Enclosures: As stated.

cc: Jim Skloda (via email only)
 Allen Stevens (via email only)
 John Maxwell (via email only)
 Scott Peterson (via email only)

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December 12, 2014

R. Marchant Schneider
Town Planner
Town of Hay Market
P.O. Box 1230
Haymarket, VA 20168

Subject: File Number 20140220 Haymarket Sheetz Convenience Store

Dear Marchant,

Pursuant to section 58-703(f) and (g) we request a modification of Section 58-703(d) of the Town Code to allow a reduction in the Peripheral Parking Lot Landscape abutting an adjacent parking lot from 25 trees to 14. This side of the property is encumbered by an overhead utility easement as well as a general telephone electric easement. Reducing the amount of trees will ensure that no tree shall infringe on any utilities. In lieu of these trees we have increased the amount of shrubs and screening in said area. The required number of shrubs in this area is 75 and we have provided 99.

We trust that you will find these changes to the landscaping sufficient. Feel free to contact me at any time with comments or questions at 703-263-1900

Sincerely,

Steve Gleason
Landscape Architect

www.gordon.us.com

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PROGRAMMING AND PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
SURVEY AND MAPPING
SECURITY CONSULTING

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

December 15 2014

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

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

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



Site location

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

2. Comprehensive Plan Elements.

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

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

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

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

Comprehensive Sign Plan Package – Narrative Statement

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

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

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

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 SUP for Service Station with Fuel Sales, Accessory Quick Service Food Store, Fast Food and
 Comprehensive Sign Plan Package

~~February 20~~December 15, 2014

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

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

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A. Criteria: The proposed use at the stipulated location shall be in accordance with the official policies of an adopted comprehensive plan, and with any specific element of such plan.

Response: The proposed use is in accordance with official policies of the Comprehensive plan as it typifies a "highway- oriented" use.

B. Criteria: The proposed use shall be in accordance with the general purpose and intent of the applicable zoning district requirements.

Response: A service station with fuel sales, quick service food store and convenience store uses are allowed in the I-1 district either by right or with a SUP.

C. Criteria: The proposed use shall not adversely affect the use or values of surrounding properties and structures.

Response: Surrounding uses are identified as I-1 uses, therefore the proposed use will not adversely impact the use or values of the surrounding properties.

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E. Criteria: Pedestrian and vehicular traffic generated by the proposed use shall not be hazardous or conflict with the existing and anticipated traffic in the neighborhood.

Response: The proposed redevelopment will provide improved access to the abutting roadways by installing a raised pork chop at the Washington Street access, thereby enhancing flow into and out of the site and restricting left-out attempts. In addition, the Applicant is providing a second entrance off of Kapp Valley Way, which will substantially improve the circulation through the site as well as aid customers entrance and exit options.

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Response: As proposed, the Applicant's redevelopment plan is an upgrade to the existing stormwater management provided on the site. Please see the Preliminary Plan for technical details regarding stormwater management on site.

Comprehensive Sign Plan Package – Narrative Statement

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

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

Statement of Justification
Zoning Text Amendment Application

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

December 15, 2014

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

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

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

2. Justification

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

- C. Section 58-260. Requirements for Special Uses. Section 58-260(6) identifies the requirements for special uses. Subparagraph (6) stipulates that “the special use permit shall be for a one-year period and to be applied for annually.” Given the somewhat “permanent” nature of a service station, i.e., physical structure and economic investment in its operations, the requirement for annually application would appear to be an unnecessary and burdensome task both for Staff and the SUP holder. With Staff’s support, the Applicant is recommending that in the case of approved SUPs for service stations, the annual permit application would not be required.
- D. Section 58-344. Industrial Signs. Section 58-344 addresses industrial signage, however, unlike the other twelve sign types defined in this section, the standards for Service Station signs is not called out. The applicant is proposing specific language to address Service Station signage, as it is applied to the umbrella category of "Industrial Signage."
3. Fulfillment of Zoning Ordinance Section 58-429 - Matters to be considered in reviewing proposed amendments.

Proposed amendments shall be considered with reasonable consideration for the following:

- (1) Criteria: Existing use and character of the area.
Response: The property is currently developed with a Sheetz gas station and is surrounded by I-1 uses. The proposed text amendments are narrowly drafted in order to address only service station uses. There are no known adverse implications of the proposed text changes on the surrounding uses or the character of the area.
- (2) Criteria: Suitability of the property for various uses.
Response: The Property is located in critical transit-oriented corridor which is an ideal location for the existing service station. The proposed text amendments are in keeping with the dynamic nature of the I-1 District and will provide necessary tools for upgrading and redeveloping the site in ways that benefit the Town.
- (3) Criteria: Trends of growth or change.
Response: The Route 15/Route 55 intersection is an active area of growth and change. As the Town continues to grow its economic base and support existing commercial uses located within this corridor, the proposed text amendments refreshes the means in which the Town meets future trends.
- (4) Criteria: Current and future requirements of the town as to land for various purposes as determined by population and economic studies and other studies.
Response: The service station use on the Property is an appropriate use that has provided long and strong economic vitality to the Town. The current and

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

- (5) Criteria: Transportation requirements of the community and the town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains.

Response: The proposed text amendment will not impact the requirements for transportation, parks, playgrounds, recreation areas, public services or preservation of natural resources.

- (6) Criteria: Conservation of properties and their values and the encouragement of most appropriate use of land throughout the town.

Response: The proposed text amendment will positively impact the conservation of properties and their values by specifically targeting and bolstering the revenue generating capacity of the service station, which, as noted above, is appropriately situated within the Town's I-1 District.

Statement of Justification
Zoning Text Amendment Application

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

~~February 20~~December 15, 2014

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

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

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

2. Justification

A. Section 58-1. Definitions. The existing service station provides areas for outdoor storage and outdoor display areas. The redevelopment plans also utilize outdoor storage and displays as well as outdoor seating. In order to continue to accommodate these functions, the applicant requests to amend the definitions for "quick service food store" and "service station" to provide for these uses.

With respect to signage, Section 58-344, addresses industrial signage, however, unlike the other twelve sign types defined in this section, the standards for Service Station signs is not called out. The applicant is proposing specific

language to address Service Station signage, as it is applied to the umbrella category of "Industrial Signage."

- B. With respect to Quick Service Food Store, Section 58-258. Special Uses. Sections 58-257 and 258, outline the by-right and SUP uses in the I-1 District but, they do not address Quick Service Food Stores which, is currently an accessory use within the existing facility. The Applicant is proposing a minor text amendment to Section 58-258 to allow Quick Service Food Stores as an accessory use to a service station fuel sales with repairs under roof.
- C. Section 58-260. Requirements for Special Uses. Section 58-260(6) identifies the requirements for special uses. Subparagraph (6) stipulates that "the special use permit shall be for a one-year period and to be applied for annually." Given the somewhat "permanent" nature of a service station, i.e., physical structure and economic investment in its operations, the requirement for annually application would appear to be an unnecessary and burdensome task both for Staff and the SUP holder. With Staff's support, the Applicant is recommending that in the case of approved SUPs for service stations, the annual permit application would not be required.
- D. Section 58-344. Industrial Signs. Section 58-344 addresses industrial signage, however, unlike the other twelve sign types defined in this section, the standards for Service Station signs is not called out. The applicant is proposing specific language to address Service Station signage, as it is applied to the umbrella category of "Industrial Signage."

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Proposed amendments shall be considered with reasonable consideration for the following:

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Response: The property is currently developed with a Sheetz gas station and is surrounded by I-1 uses. The proposed text amendments are narrowly drafted in order to address only service station uses. There are no known adverse implications of the proposed text changes on the surrounding uses or the character of the area.
- (2) Criteria: Suitability of the property for various uses.
Response: The Property is located in critical transit-oriented corridor which is an ideal location for the existing service station. The proposed text amendments are in keeping with the dynamic nature of the I-1 District and will provide necessary tools for upgrading and redeveloping the site in ways that benefit the Town.
- (3) Criteria: Trends of growth or change.

Response: The Route 15/Route 55 intersection is an active area of growth and change. As the Town continues to grow its economic base and support existing commercial uses located within this corridor, the proposed text amendments refreshes the means in which the Town meets future trends.

- (4) Criteria: Current and future requirements of the town as to land for various purposes as determined by population and economic studies and other studies.

Response: The service station use on the Property is an appropriate use that has provided long and strong economic vitality to the Town. The current and future requirements of the Town are met by implementation of a Zoning Ordinance that is capable of adapting to the future land use demands. In light of the growing demographics in this area and the projected increase in patronage of this station, the proposed text amendments provide minor adjustments that address the future goals of the Town.

- (5) Criteria: Transportation requirements of the community and the town's requirements for parks, playgrounds, recreation areas, other public services, or the conservation of natural resources and preservation of floodplains.

Response: The proposed text amendment will not impact the requirements for transportation, parks, playgrounds, recreation areas, public services or preservation of natural resources.

- (6) Criteria: Conservation of properties and their values and the encouragement of most appropriate use of land throughout the town.

Response: The proposed text amendment will positively impact the conservation of properties and their values by specifically targeting and bolstering the revenue generating capacity of the service station, which, as noted above, is appropriately situated within the Town's I-1 District.

PROPOSED CONDITIONS**Applicant: Sheetz, Inc.****Special Use Permit: SUP #20140220****Sheetz – Haymarket****GPIN 7298-70-1093****Special Use Permit Area: +/-2.257 acres (the "Property")****Existing Zoning: I-1, Limited Industrial District****Date: January 21, 2015**

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

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

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

3. Community Design

- a. Architecture – The design of the fuel station building and fuel facility canopy, shall be in general conformance with the architectural elevations identified in the building/canopy elevations noted below and prepared by Convenience Architecture and Design P.C. (the “Building/Canopy Elevations”) as more specifically identified as follows:

- i. “Front and Side Exterior Elevations, A-9A,” dated December 15, 2014;
- ii. “Rear and Side Exterior Elevations, A-9B,” dated December 15, 2014;
- ii. “Gas Canopy Awning Details,” dated January 10, 2015; and
- iii. “Trash Enclosure Floor Plan,” dated December 15, 2014.

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

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

- iii. Permits - Sign permits are required for all signs. Color, scaled renderings of all signage shall be submitted as part of the sign permit approval process.
- iv. Directional Signage – Directional signage shall be provided as required and/or needed.
- v. Other Signage – Site signage shall be in general conformance with the following elevations prepared by Convenience Architecture and Design P.C.:
 - a. “Gas Price Pole Sign Details,” dated December 6, 2014.
 - b. “Gas Canopy Awning Details,” dated December 15, 2014.
 - c. “Trash Enclosure, Propane, and Air Machine Details,” dated December 15, 2014.
- vi. The Zoning Administrator or his designee may approve any changes to overall sign design including logo, font size, color, illumination type and style, provided that the total sign area and the number of signs does not exceed the sign regulations of the Zoning Ordinance and/or the conditions of this SUP.

d. Lighting

- i. Freestanding Light Fixtures – Freestanding lightings shall be limited to 23 feet in height and shall be full cutoff and directed downward and not directed towards the Property line.
- ii. Prohibited Lighting - There shall be no external neon and/or free-standing spot lighting fixtures.
- iii. Building Mounted Exterior Lighting – Building-mounted light fixtures shall be full cutoff and shall be directed downward.
- iv. Patriotic Flag – In the event the applicant provides a U.S. flag on the property, the nighttime lighting for said flag may be provided.

4. Maintenance of the Property

- a. Site Maintenance - The Applicant shall remove litter, trash and debris from the site on a daily basis.
- b. Graffiti Removal - Graffiti on the site shall be removed promptly by the Applicant. Graffiti shall be deemed any inscription or marking on walls, buildings or structures not permitted by sign regulations of the Town of Haymarket Zoning Ordinance. Any graffiti is to be reported to the Town of Haymarket Police Department before removal.

5. Environment

- a. Stormwater Management – SWM/BMP shall be provided on-site or off-site as determined at final site plan.
- b. Hazardous Materials - The discharge of fuel, oil, solvents, anti-freeze, and/or other pollutants, hazardous materials, or flammable substances into the public sewer, storm drainage, or other surface waters is strictly prohibited.

6. Transportation

- a. Access - Access to the site shall be provided in accordance to the Plan.
- b. Obstruction of Travelways - The Applicant shall ensure that any vehicles associated with the use do not obstruct the travel ways, fire lanes, adjoining road network, or parking spaces as shown on the Plan

8. Connection to Public Water & Sewer - The Property shall be connected to public water and sewer with the Applicant bearing all costs associated with providing all on- and off site facilities to make such connection.

9. Grease Trap - An appropriately sized and designed grease trap shall be provided on site and shown on the final site plan. The grease trap shall be properly maintained to prevent grease build-up in the force main or gravity sewer.

Sheetz - Haymarket -Special Use Permit
SUP #20140220
December 15, 2014

SIGN COMPARISON CHART			
Legend #	<u>SIGN TYPE</u>	<u>EXISTING</u>	<u>PROPOSED WITH REBUILD</u>
1	<u>Gas Canopy Awning</u>		
	Number of Signs:	2	3
	Size Per Face:	36 s.f. each	35.5 sf each
2	<u>Freestanding Gas Price Sign</u>		
	Number of Signs	1	1
	Size (total signage)	157.62 s.f.	131.58 sf
	Height	28 ft	25 ft
3	<u>Building Façade Signs</u>		
	Number of Signs:	5 - "coffee" window signs 5 - "taco" window signs	3 - Marquee Sheetz Signs 2 - Wall MTO Signs 1 - Wall SBC Sign 8 - Window door panel signs 8 - Window signs 1 Wall Sheetz Sign
	Size Per Face	"coffee" window signs: 6 sf each "taco" window signs: 6.86 sf each	Marquee Sheetz Sign = 25.94 sf each Wall MTO Sign = 26.52 sf each Wall SBC Sign 27.5 sf each Window door panel sign = 6.88 sf each Window sign = 42.01 sf each Wall Sheetz Sign = 25.94 sf
4	<u>Dispenser Pump Island Area</u>		
	Number of Signs	8 - Pump Toppers 9 Gas Pump Cabinets 1 Kerosene Pump Cabinet	10 - Pump Toppers 12 - Pump Cabinets 4 - DieselPump Top Panels 4 - Diesel Blade
	Size Per Face	Pump Toppers = 2.32 sf Gas Pump Cabinets = 6 sf Kerosene Pump Cabinet = 6 sf	Pump Topper = 1.95 sf each Pump Cabinet = 0.59 sf each Diesel Pump Top Panel = 0.34 sf each Diesel Blade = 20.32 sf each
5	<u>Outdoor Vending Signs</u>		
	Number of Signs	3 Ice Machines- 2 signs per machine 3 Propane Cages 2 Outdoor Display signs	2 Ice Machines- 2 signs per machine (total4) 1 Propane Cages 2 Outdoor Display signs 3 Air Machine graphics
	Size Per Face	Ice Machine = 2.44 sf Propane Cage = 9 sf Outdoor Display Signs = 1.5 sf	Ice Machine = 1.53 sf each Propane Cage = 13.2 sf each Outdoor Display Signs = 1.5 sf each Air Machine Graphics = 2.0 sf each
6	<u>Sidewalk Signs (A-Frame signs) and/or Bandit Signs</u>		
	Number of Signs (double sided)	0 Bandit signs 4 Horseshoe signs 4 Mini pole signs	No Bandit signs No Horseshoe signs No Mini pole signs 4 Sidewalk signs
	Size Per Face	Horseshoe signs = 26.16 sf Mini pole sign = 5.8 sf	Sidewalk signs = 5.63 s.f. Final location and number to be determined at final site plan.
7	<u>Directional Signs</u>		
	Number of signs	0	Final location and number to be determined at final site plan.

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)

Definitions - ZTA

Section 58-1 Definitions

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

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

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

Accessory Use – Quick Service Food Store ZTA

Sec. 58-258. Special uses.

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

- (1) Estate/liquidation auction sale.
- (2) Outdoor craft and/or antique shows/sales.
- (3) Parades.
- (4) Circuses.
- (5) Carousels; games (as defined in section 14-9).
- (6) Foodstore, grocery store, supermarket (excluding quick-service foodstore) provided that the maximum gross floor area occupied by any one use shall not exceed 45,000 square feet.
- (7) Drive-through windows. Uses permitted in the limited industrial district I-1 are permitted to have drive-through windows for service to the public subject to the following conditions:
 - a. Off-street stacking area for vehicles in drive-through pattern not to exceed six vehicle spaces;
 - b. No alcohol sales from the drive-through window;
 - c. Summary of window sales and gross sales submitted at the time of annual business license renewal;
 - d. Drive-through window located at the rear of the building; and
 - e. No use having a drive-through window for service to the public shall be permitted to be located closer than 400 feet to a property, tract or parcel in a planned interchange commercial district B-2 that is adjacent to a property, tract or parcel in a neighborhood business district B-1.
- (8) Nursery/garden center.
- (9) Construction and farm vehicles sales and repair shop under roof.
- (10) Service stations with fuel sales with repair under roof.
- (11) Building materials sales under roof.
- (12) Plumbing materials storage under roof.
- (13) State licensed contractor.
- (14) Equipment storage yard, plants and rental of equipment commonly used by contractors.
- (15) Mobile office/classroom shall only be permitted with a special use license with the following restrictions:
 - a. For use as a classroom for a period of one year and must reapply for a special use permit for each additional year thereafter;

- b. For use as an office for a period of six months and must reapply for an additional six months, with one year being the maximum for an office.
- (16) Storage for boats, travel trailers and motor homes if sufficiently screened from public ways and adjacent uses.
- (17) Farmer's market.
- (18) Public utility generating, booster or relay stations, transformer substations, transmission lines and towers, and other facilities for the provision and maintenance of public utilities, including railroads and facilities, and water and sewerage installations.
- (19) Outdoor storage of non-motorized vehicles and equipment
- (20) Quick Service Food Store, as accessory use to Service Station with fuel sales with repairs under roof.

SUP Requirements – ZTA

Sec. 58-260. Requirements for special uses.

The requirements for special uses are as follows:

- (1) All requirements under section 58-9 shall be met;
- (2) A new site plan must be filed;
- (3) A stormwater management plan must be filed;
- (4) The lot must be surfaced with asphalt or concrete; except that a crushed aggregate surface may be allowed for a lot used for storage of non-motorized vehicles and equipment.
- (5) Any lights used to illuminate the area must be no higher than 28 feet and shall be approved by the architectural review board;
- (6) The special use permit shall be for a one-year period and to be applied for annually except for SUPs approved for Service Stations, which shall not be required to be applied for annually;
- (7) All access roads and/or bridges must comply to state department of transportation specifications;
- (8) Approval must be obtained from the railroad if vehicles must cross the railroad track to gain access to storage facility;
- (9) A landscape plan must be submitted; and
- (10) All ordinances must be met. An allowance may be made for a security fence which must be approved by the architectural review board.

Service Station Signage – ZTA

Sec. 58-344. Industrial signs.

(a) *Styles.* Styles of industrial signs are:

- (1) Window.
- (2) Freestanding.
- (3) Hanging.
- (4) Wall.
- (5) Individual letter.
- (6) Menu.
- (7) Marquees, awnings, canopies.
- (8) Secondary entrance.
- (9) Directional.
- (10) Service station.
- (104) Illuminated signs.
- (112) Security and warning.
- (12) Industrial Parks
- (13) Service station.
- (14) Outdoor vending signs

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

- (1) *Window signs.* For any window sign, the maximum size shall not exceed 20 percent of the total window area in which that sign is to be displayed or ten square feet, whichever is less. Such signs shall be located no less than five feet from grade in order to create good pedestrian visibility.
- (2) *Freestanding signs.* Freestanding signs are permitted on lots which provide parking or drive-in services and which have at least 30 linear feet of road frontage. Such signs shall not exceed 20 square feet in area and 15 feet in height and be no closer than ten feet to any lot line.
- (3) *Hanging signs.* Hanging signs shall be mounted perpendicular to the facade of the building and shall project no more than six feet from the building and no closer than five feet to the edge of any travel lane, service drive or street line. Such signs shall be no less than nine feet in height from grade to the lowest part of the sign. There shall be no more than one projecting sign per business. Hanging signs are pedestrian oriented and, therefore, shall be designed accordingly. Signs shall not exceed eight square feet in area.
- (4) *Wall signs.* Wall signs shall be designed and located to complement the existing building and are to be pedestrian oriented. Wall signs shall be mounted flat on the facade of the building and shall be placed no higher than

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

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

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

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

No. of tenants	Maximum sign area	Maximum placard area
2	12 square feet	4 ½ square feet
3-4	24 square feet	4 ½ square feet
more than 4	32 square feet	4 ½ square feet

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

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

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

(10) *Illuminated signs.* The regulations contained in this subsection shall override the general provisions of the sign ordinance in regard to internally non-illuminated signs and their size in the industrial-1 zoning district, where

retail shopping space is constructed in excess of 75 feet from the edge of the public right-of-way and not within 500 feet of residential property:

- a. A building located more than 75 feet from the edge of the public right-of-way shall be allowed one square foot of sign area for each linear foot of property unit width. If the tenant is located in an end unit, it is permitted to install an additional sign. The total area of the second sign may not exceed the result of one and one half times the width of the store. The total combined allowable area of the two signs may allocate between the two signs as the tenant sees fit, providing all other criteria are observed.
- b. All property signage must be located in the sign band provided above the building canopy. In order to create visual balance and continuity within the shopping center, signs are to be as closely vertically centered as possible on the major architectural features of the building such as the space between or over major piers or columns and/or the tenants' unit.
- c. The sign shall occupy a maximum sign area not taller than two feet and not longer than 80 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. To the extent possible, signs will have a consistent appearance in terms of the amount of area they occupy in front of each tenant's unit. Any store in excess of 40,000 square feet shall occupy a maximum sign area not taller than three feet six inches and not longer than 80 percent of the tenant's unit width.
- d. All signs shall maintain a centerline elevation.
 1. Specifications.
 - i. Channel letters and logos shall be mounted on and completely supported by a self-contained transformer vault/raceway. Vault/raceway shall be painted to architectural review board specifications.
 - ii. All necessary permits required by the town shall be obtained and approved by all necessary departments before installation or posting of any signs.
 2. Service door sign/storefront address.
 - i. Tenant rear service door sign is limited to the trading name and address. The tenant storefront address shall be a number only.
 - ii. Tenant name and address shall be directly applied to the rear service door. Stenciled on letters

with a maximum height of six inches and two feet six inches width total. Total not exceeding two feet six inches shall be used.

2. Restrictions.

- i. No paper or stickers utilized as signs inside or outside of glass storefronts shall be permitted.
- ii. No painted or printed signs shall be permitted.
- iii. No outrigger signs or banners shall be permitted.
- iv. No signs on vehicles parked in or on the common areas shall be permitted in the I-1 district.
- v. The character, design and layout of all signs shall be subject to the town's written approval and shall be in accordance with all ordinances and reviews.
- vi. The advertising or informative content of all sign shall be limited to letters designating the store name and/or store type only. Any designation of the store type shall be by general descriptive terms only and shall not include any specifications of the merchandise offered for sale or the services rendered.

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

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

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

(13) *Service Station Signs.* Service Station with fuel sales signage shall conform to the guidelines of this section or as may be approved by the Town Council as part of a Special Use Permit for a comprehensive sign package which includes, at a minimum, site identification, building façade signage, fuel pump, fuel island canopy, gas pricing, freestanding signage and illumination of said signs.

(14) *Outdoor Vending Sign.* Outdoor vending signs may be permitted when associated with outdoor vending machines and or operations such as

propane tank dispensing cages, ice machines/containers, etc. Such signage may not exceed 10 square feet in area.

(Ord. of 12-7-2009)

Definitions - ZTA

Section 58-1 Definitions

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

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

- (1) Major body work, painting or welding;
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Accessory Use – Quick Service Food Store ZTA

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- (3) Parades.
- (4) Circuses.
- (5) Carousels; games (as defined in [section 14-9](#)).
- (6) Foodstore, grocery store, supermarket (excluding quick-service foodstore) provided that the maximum gross floor area occupied by any one use shall not exceed 45,000 square feet.
- (7) Drive-through windows. Uses permitted in the limited industrial district I-1 are permitted to have drive-through windows for service to the public subject to the following conditions:
 - a. Off-street stacking area for vehicles in drive-through pattern not to exceed six vehicle spaces;
 - b. No alcohol sales from the drive-through window;
 - c. Summary of window sales and gross sales submitted at the time of annual business license renewal;
 - d. Drive-through window located at the rear of the building; and
 - e. No use having a drive-through window for service to the public shall be permitted to be located closer than 400 feet to a property, tract or parcel in a planned interchange commercial district B-2 that is adjacent to a property, tract or parcel in a neighborhood business district B-1.
- (8) Nursery/garden center.
- (9) Construction and farm vehicles sales and repair shop under roof.
- (10) Service stations with fuel sales with repair under roof.
- (11) Building materials sales under roof.
- (12) Plumbing materials storage under roof.
- (13) State licensed contractor.
- (14) Equipment storage yard, plants and rental of equipment commonly used by contractors.
- (15) Mobile office/classroom shall only be permitted with a special use license with the following restrictions:
 - a. For use as a classroom for a period of one year and must reapply for a special use permit for each additional year thereafter;

- b. For use as an office for a period of six months and must reapply for an additional six months, with one year being the maximum for an office.
- (16) Storage for boats, travel trailers and motor homes if sufficiently screened from public ways and adjacent uses.
- (17) Farmer's market.
- (18) Public utility generating, booster or relay stations, transformer substations, transmission lines and towers, and other facilities for the provision and maintenance of public utilities, including railroads and facilities, and water and sewerage installations.
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- (4) The lot must be surfaced with asphalt or concrete; except that a crushed aggregate surface may be allowed for a lot used for storage of non-motorized vehicles and equipment.
- (5) Any lights used to illuminate the area must be no higher than 28 feet and shall be approved by the architectural review board;
- (6) ~~The special use permit shall be for a one-year period and to be applied for annually~~
- (7) All access roads and/or bridges must comply to state department of transportation specifications;
- (8) Approval must be obtained from the railroad if vehicles must cross the railroad track to gain access to storage facility;
- (9) A landscape plan must be submitted; and
- (10) All ordinances must be met. An allowance may be made for a security fence which must be approved by the architectural review board.

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- (8) Secondary entrance.
- (9) Directional.
- ~~(10) Service station.~~
- (104) Illuminated signs.
- (112) Security and warning.
- (12) Industrial Parks
- (13) Service station.
- (14) Outdoor vending signs

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

- (1) *Window signs.* For any window sign, the maximum size shall not exceed 20 percent of the total window area in which that sign is to be displayed or ten square feet, whichever is less. Such signs shall be located no less than five feet from grade in order to create good pedestrian visibility.
- (2) *Freestanding signs.* Freestanding signs are permitted on lots which provide parking or drive-in services and which have at least 30 linear feet of road frontage. Such signs shall not exceed 20 square feet in area and 15 feet in height and be no closer than ten feet to any lot line.
- (3) *Hanging signs.* Hanging signs shall be mounted perpendicular to the facade of the building and shall project no more than six feet from the building and no closer than five feet to the edge of any travel lane, service drive or street line. Such signs shall be no less than nine feet in height from grade to the lowest part of the sign. There shall be no more than one projecting sign per business. Hanging signs are pedestrian oriented and, therefore, shall be designed accordingly. Signs shall not exceed eight square feet in area.
- (4) *Wall signs.* Wall signs shall be designed and located to complement the existing building and are to be pedestrian oriented. Wall signs shall be mounted flat on the facade of the building and shall be placed no higher than

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

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

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

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

No. of tenants	Maximum sign area	Maximum placard area
2	12 square feet	4 ½ square feet
3-4	24 square feet	4 ½ square feet
more than 4	32 square feet	4 ½ square feet

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

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

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

(10) *Illuminated signs.* The regulations contained in this subsection shall override the general provisions of the sign ordinance in regard to internally non-illuminated signs and their size in the industrial-1 zoning district, where

retail shopping space is constructed in excess of 75 feet from the edge of the public right-of-way and not within 500 feet of residential property:

- a. A building located more than 75 feet from the edge of the public right-of-way shall be allowed one square foot of sign area for each linear foot of property unit width. If the tenant is located in an end unit, it is permitted to install an additional sign. The total area of the second sign may not exceed the result of one and one half times the width of the store. The total combined allowable area of the two signs may allocate between the two signs as the tenant sees fit, providing all other criteria are observed.
- b. All property signage must be located in the sign band provided above the building canopy. In order to create visual balance and continuity within the shopping center, signs are to be as closely vertically centered as possible on the major architectural features of the building such as the space between or over major piers or columns and/or the tenants' unit.
- c. The sign shall occupy a maximum sign area not taller than two feet and not longer than 80 percent of the tenant's unit width. Such signs will not exceed 48 square feet in area. To the extent possible, signs will have a consistent appearance in terms of the amount of area they occupy in front of each tenant's unit. Any store in excess of 40,000 square feet shall occupy a maximum sign area not taller than three feet six inches and not longer than 80 percent of the tenant's unit width.
- d. All signs shall maintain a centerline elevation.
 1. Specifications.
 - i. Channel letters and logos shall be mounted on and completely supported by a self-contained transformer vault/raceway. Vault/raceway shall be painted to architectural review board specifications.
 - ii. All necessary permits required by the town shall be obtained and approved by all necessary departments before installation or posting of any signs.
 2. Service door sign/storefront address.
 - i. Tenant rear service door sign is limited to the trading name and address. The tenant storefront address shall be a number only.
 - ii. Tenant name and address shall be directly applied to the rear service door. Stenciled on letters with a maximum height of six inches and two feet six

inches width total. Total not exceeding two feet six inches shall be used.

2. Restrictions.

- i. No paper or stickers utilized as signs inside or outside of glass storefronts shall be permitted.
- ii. No painted or printed signs shall be permitted.
- iii. No outrigger signs or banners shall be permitted.
- iv. No signs on vehicles parked in or on the common areas shall be permitted in the I-1 district.
- v. The character, design and layout of all signs shall be subject to the town's written approval and shall be in accordance with all ordinances and reviews.
- vi. The advertising or informative content of all sign shall be limited to letters designating the store name and/or store type only. Any designation of the store type shall be by general descriptive terms only and shall not include any specifications of the merchandise offered for sale or the services rendered.

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

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

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

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

(Ord. of 12-7-2009)



TO: Town of Haymarket Town Council
SUBJECT: Dominion Virginia Power 230 KV Transmission Lines
DATE: 08/03/15

Mayor Leake asked that this matter be placed on each regular meeting agenda until further notice

Attachment: 08-03-2015 TC Agenda (2487 : Town Council Draft Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Town Properties
DATE: 08/03/15

6630 Jefferson Street (Hulfish House)

Annual Rent: \$33,720

Lease Terms: May 29, 2016

15026 Washington Street (Police Department)

15020 Washington Street (Old Post Office)

Annual Rent: \$42,718

Lease terms: June 30, 2016