



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, August 5, 2019

6:00 PM

Council Chambers

## I. Call to Order

## II. Agenda Items

1. Ordinance #2019-002, Meals Tax Waiver
2. Sidewalk Master Plan
3. Proposed Term Change for Council
4. Verizon Fios Update
5. ARB Architect Discussion
6. Washington Street Crepe Myrtles

## III. Adjournment



**AN ORDINANCE TO WAIVE MEALS TAX  
ON October 19th through 20th, 2019, SET BY  
SECTION 42-186 OF THE CODE OF ORDINANCES,  
TOWN OF HAYMARKET, VIRGINIA (2019), AS AMENDED,  
RELATING TO FOOD AND BEVERAGES.**

**ORDINANCE #2019-002**

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on October 19<sup>th</sup>, 2019 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on October 19<sup>th</sup> and 20<sup>th</sup>, 2019.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 5th day of August, 2019, that the Meals Tax is waived solely for the 19<sup>th</sup> and 20<sup>th</sup> day of October, 2019.

By Order of Council:

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

ATTEST:

\_\_\_\_\_  
Shelley Kozlowski, Clerk of Council

Attachment: Ordinance #2019-002, Meals Tax Waiver (4116 : Ordinance #2019-002, Meals Tax Waiver)

## Town of Haymarket Sidewalk Master Plan

**Purpose:** Develop a plan to maintain and enhance the current network of sidewalks with the Town.

**Goal:** Achieve complete sidewalk build out by summer 2021 and provide a plan to maintain the sidewalks.

### **Initiatives:**

#### **1. Sidewalk Maintenance**

- a. Repair damaged sidewalks
- b. Maintain the existing brick sidewalks through a routine maintenance program
- c. Maintain the streetscape improvements along Washington Street

#### **2. Pedestrian Improvements and Enhancements**

- a. Inventory all primary sidewalks along the Washington Street corridor
- b. Inventory all secondary sidewalks along the side streets in Town, specifically, Jefferson Street, Fayette Street, Madison Street, Hunting Path Road, St Paul Drive, Coach Way, and Greenhill Crossing.
- c. Inventory the handicap accessibility of all crosswalks, sidewalks, and pedestrian improvements
- d. Ensure the sidewalk system provides connectivity for all areas of the Town
- e. Facilitate crosswalk studies to determine the additional needs and areas for improvements
- f. Construct the sidewalk infrastructure to service the Town Park and provide the final connection to the sidewalks along Bleight Drive and Washington Street
- g. Encourage private developers to construct sidewalk improvements on their property
- h. Provide increased safety measures along sidewalk routes and at all crosswalks

### **Objectives:**

#### 1. Sidewalk Maintenance Initiative

##### **a. Repair Damaged Sidewalks**

To best recognize and repair the existing sidewalk infrastructure the Town has been divided into zones as follows;

- Route 15/Route 55 Intersection to crosswalk closest to Foster's Grille (see map)
- Costello Building to Fayette Street
- Fayette Street to Jefferson Street
- Jefferson Street to Madison Street/Hunting Path Road
- Madison Street/Hunting Path Road to Saint Paul Drive/Vet Clinic
- St Paul Drive to Greenhill Crossing Drive

Several current and ongoing issues with the existing brick sidewalks include; sunken bricks, cracked/chipped bricks, loose pieces, uneven surfaces and other various damaged surfaces. The Town has contracted Premier Turf and Landscaping to repair the sidewalks along Washington Street this fiscal year. To date all portions of the sidewalk repairs have been completed except for block between Jefferson Street and Fayette Street on the south sidewalk (Museum side). The remaining section will be completed Summer of 2019.

**b. Maintain the Existing Sidewalk Infrastructure through a Routine Maintenance Program**

Town Planner shall develop a sidewalk infrastructure checklist and complete quarterly inspections of all Town sidewalks and infrastructure along Washington Street. Specifically, immediately following the winter season, as the road salt and chemicals tend to deteriorate the brick surfaces.

In addition, following major Town events, the Town shall have the sidewalks cleaned to ensure minimal debris is present on the sidewalk.

When areas of the infrastructure are in need of service, the Town Planner shall bring it to the attention of the Town Council for discussion and directive.

During the quarterly inspections, if any additional curb, gutter, or road repairs are required, Town Staff shall report these deficiencies through VDOT.

The Town Planner shall coordinate with the Town HOA's to facilitate inspections of the secondary sidewalks on the side streets. These sidewalks are not maintained by the Town; however, the Town Planner can assist with ensuring the HOA's have the tools and resources to facilitate a maintenance program.

**c. Maintain the Streetscape Improvements along Washington Street**

Spring of 2019 the Town completed streetscape improvements to include; replacing all Hawthorn Trees along Washington Street with Crape Myrtles, ensuring all light poles are in working condition, purchasing additional banners for the light poles, initiating the new military banner program and general landscaping of the town properties and brick planters. These improvements and maintenance work have enhanced the Town's streetscape beautification along Washington Street.

Along with the sidewalk infrastructure checklist and quarterly inspection the streetscape improvements shall be inventoried to ensure all fixtures are in good condition and all landscaping is maintained. Each year the Town Staff shall work with the contracted landscaper to plant seasonal vegetation in the brick planters along Washington Street and ensure the Crape Myrtle street trees maintain a healthy status.

As repairs and work requests are made regarding the streetscape the Town Staff shall work in a timely manner to address all concerns and maintain the vibrant streetscape throughout each season.

## 2. Pedestrian Improvements and Enhancements

### a) **Inventory all primary sidewalks along the Washington Street corridor**

The Town Planner shall complete a primary sidewalk inventory specifically outlining any disconnections, inadequate structures, and other obstacles inhibiting the proper use of the sidewalks.

The initial inventory shall be completed prior to the finalization of the Sidewalk Master Plan and shall be updated each year following the first quarterly inspection. The inventory shall be presented to the Town Council for discussion.

### b) **Inventory all secondary sidewalks along the side streets in Town, specifically, Jefferson Street, Fayette Street, Madison Street, Hunting Path Road, St Paul Drive, Coach Way, and Greenhill Crossing**

The Town Planner shall complete a secondary sidewalk inventory specifically outlining areas of minimal to no connectivity to the primary sidewalks and areas in need of repair. The Town does not currently maintain these sidewalks; however, shall the opportunity arise to invest in the infrastructure the Town shall have a prioritized list of improvements to be made based on the inventory.

The initial inventory shall be completed prior to the finalization of the Sidewalk Master Plan and shall be updated each year following the first quarterly inspection. The inventory shall be presented to the Town Council for discussion and prioritization of the improvements. As Council sees fit, these improvements shall be incorporated into the Capital Improvements Plan.

### c) **Inventory the handicap accessibility of all crosswalks, sidewalks, and pedestrian improvements**

The Town Planner shall complete an accessibility inventory to analyze access points of all sidewalk infrastructure. The infrastructure shall be accessible for those in need of handicap accessibility. Handicap ramps shall be included in the quarterly inspections to ensure proper maintenance and accessibility.

### d) **Ensure the sidewalk system provides connectivity for all areas of the Town and areas outside of the Town**

During the sidewalk inventories it shall be determined which areas of the Town are in need of additional infrastructure to facilitate full access throughout Town and access to County infrastructure. The lack of accessibility to the County infrastructure shall be presented to the Town Council for discussion and directive. Council shall facilitate a discussion with Prince William County to work towards better connectivity across Town boundaries.

### e) **Facilitate crosswalk studies to determine the additional needs and areas for improvements**

The existing crosswalks throughout Town shall be studied for use, visibility, safety measures and general improvements. In conjunction with completing the outstanding sidewalk improvements the Town shall complete a pedestrian crosswalk study. The study should specifically outline new locations for crosswalks, areas for improvements, and expected pedestrian foot traffic.

These studies will be necessary to receive permit approval from VDOT for installing new crosswalks. Minimum pedestrian counts must be present, and handicap accessible features should be present at all new crosswalk connections.

**f) Construct the sidewalk infrastructure to service the Town Park and provide the final connection to the sidewalks along Bleight Drive and Washington Street**

The current sidewalk network has a gap between Haymarket Baptist Church property and the corner of Bleight Drive. This gap in infrastructure spans the frontage of the Town Park. As the Town continues to increase use activities at the Park and host events it will be pertinent to install the sidewalk infrastructure to facilitate safe access to the park and safe crossings along Washington Street.

The Council should discussions to plan for the funding of the sidewalk, engineering the plans and construct. Council shall set a goal date for sidewalk completion and incorporate the project into the Capital Improvements Plan.

**g) Encourage private developers to construct sidewalk improvements on their property**

During the primary and secondary sidewalk inventory it should be noted which private properties are lacking complete sidewalk infrastructure. The Town should facilitate discussions with the private property owners to encourage sidewalk improvements and achieve full sidewalk accessibility by a set date. Completing the secondary network of sidewalks will provide maximum connectivity and accessibility for the entire Town and those pedestrians entering from the Prince William County sidewalk network.

**h) Provide increased safety measures along sidewalk routes and at all crosswalks**

During the sidewalk inventory it shall be determined which crosswalks, sidewalks and other pedestrian improvements lack safety elements for daytime and nighttime use. Additional safety measures that can be installed include but are not limited to the following;

- Additional reflective safety markings
- Signage for pedestrian crossings – signage shall be automobile oriented and pedestrian oriented
- Audible pedestrian crossing signs at vulnerable crossings and major intersections
- Crosswalk lighting in the roadway for vulnerable crossings, specifically crossing closest to Foster’s Grille (When pedestrians enter the crosswalk lights on the sides of the path will begin to flash and alert drivers to the pedestrian)

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



MEMORANDUM

TO: Mayor and Town Council

FROM: Shelley M. Kozlowski

DATE: August 5, 2019

SUBJECT: Proposed Term Change for Council

As per the request of Councilman Madhu Panthi, he would like for the Town Council to consider extending Town Council terms from 2 years to 4 years with staggering terms. If agreed upon, this would then be sent to Richmond for consideration.

Attachment: Proposed Term Change for Council Memo (4146 : Proposed Term Change for Council)

David,

This is great news! Please send me the contact information (names, phone numbers and e-mail addresses), of all of the new construction projects.

Especially needed are the residential project contacts.

Respectfully,

**verizon**<sup>✓</sup>  
**Bill King**

Business Development Manager  
 Verizon Enhanced Communities  
 Verizon Consumer Group

O 703 729 4588  
 M 703 955 0476  
 22001 Loudoun County Parkway  
 F2-2  
 Ashburn, Virginia 20147

On Wed, Jul 31, 2019 at 2:23 AM David Leake <[dleake@townofhaymarket.org](mailto:dleake@townofhaymarket.org)> wrote:

Hi Bill

Good to hear that you are still trying to get this needed service for our town.

Yes i am very familiar with the Crossroads project. There are several others out there as well. A Hilton Hotel group has a contract to purchase the 2 acre site in the heart of downtown. In addition a plan to build a shared use retail townhome building is in the works as well. Allot of exciting times are ahead of us. Please feel free to call me with any updates or should you need anything from me or staff.

Regards

**David Leake**

**Mayor**

Town of Haymarket  
 15000 Washington Street, #100  
 Haymarket, Virginia 20169  
 571-316-3196 (Cell)  
703-753-2600  
703-753-2800 (Fax)

*"Haymarket...everyone's home town"*

Attachment: Verizon Fios update (4128 : Verizon Fios Update)



On Jul 30, 2019, at 9:26 PM, King, Willie (Bill) <[bill.7.king@verizon.com](mailto:bill.7.king@verizon.com)> wrote:

David,

I'm pushing for the Fios (fiber) deployment.

Are you aware of this new construction property? **Crossroads Village Center** located at 15150 Washington Street in the City/Town of Haymarket, Commonwealth of Virginia, 20169.

Respectfully,

**verizon**<sup>✓</sup>  
**Bill King**

Business Development Manager  
Verizon Enhanced Communities  
Verizon Consumer Group

O 703 729 4588  
M 703 955 0476  
22001 Loudoun County Parkway  
F2-2  
Ashburn, Virginia 20147

On Tue, Jul 30, 2019 at 8:16 PM David Leake <[dleake@townofhaymarket.org](mailto:dleake@townofhaymarket.org)> wrote:

Bill

Hope this email finds you well

Just wanted to see if there is any update for the town. I have residents continue to ask when.

Regards

David

Attachment: Verizon Fios update (4128 : Verizon Fios Update)

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



MEMORANDUM

TO: Mayor and Town Council  
FROM: Shelley M. Kozlowski  
DATE: August 5, 2019  
SUBJECT: Washington Street Crepe Myrtles

Upon installation and blooming of the recently planted Crepe Myrtles along Washington Street, it has come to the attention of Staff and Premier Landscaping and Turf that the wrong color of Crepe Myrtle was planted. The Town requested the "Red Rocket" variety. Premier has been in contact with Staff and together have made recommendations to correct the discrepancy. They include:

- Remove existing trees and replant the correct approved color in the Fall.
- Alternate the pink variety with the red.
- Leave the trees as they exist.
- Other

Attachment: Crepe Myrtle Tree Memo (4131 : Washington Street Crepe Myrtles)