



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK-SESSION ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

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Monday, August 27, 2012

3:00 PM

Council Chambers

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

### **2. Discussion**

1. Draft Agenda - September 2012

### **3. Adjournment**



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TO: Town of Haymarket Town Council

SUBJECT: Draft Agenda - September 2012

DATE: 08/27/12

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The Mayor has called for a work-session to discuss the draft agenda for the September 4, 2012 Town Council Meeting. Please see the draft agenda attached.

**ATTACHMENTS:**

- DRAFT AGENDA 09-04-2012 (PDF)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
 Haymarket, VA 20169

Tuesday, September 4, 2012

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Citizen's Time

### 3. Minutes Acceptance

### 4. Updates

- A. Old Post Office Renovation
- B. Hulfish House Renovation Update

### 5. Appropriations

- A. Engineering Services - Washington Street Enhancement
- B. Alexandra's Keep Proffer Monies
- C. Public Safety Appropriations
- D. General Reserves

### 6. Department Reports

- A. Treasurer's Report
- B. Police Report - Chief James E. Roop
- C. Building Official's Report - James R. Lowery, Jr.
- D. Town Manager's Report - Gene Swearingen

### 7. Agenda Items

- A. Town Attorney
- B. Washington Street Enhancement Project
- C. Town Center Master Plan
- D. Zoning Text Amendments
- E. Zoning Permit Application
- F. Appointment of Chief of Police & Town Clerk
- G. Salary Increases

### 8. Councilmember Time

- A. David Leake
- B. Steve Aitken
- C. Katherine Harnest
- D. Rebecca Bare
- E. Mary Lou Scarbrough
- F. Milt Kenworthy
- G. James Tobias

### 9. Adjournment

### 10. Information Items

Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: Old Post Office Renovation  
DATE: 09/04/12

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**Updates on the work are summarized below.**

The Cost Tracking Report through is attached. The exterior work on the building, including the addition will be complete by the end of August. Interior work is nearly complete however, some work such as the finishing of the interior walls will be held up until a final lease with a tenant is completed.

At Council's direction we have placed a "For Lease" sign in front of the Old Post Office while we continue to negotiate a lease with the Junkalas. To date we have received three calls regarding the building, all from agents.

**RECOMMENDATION**

It is recommended that the Town Council receive this report as information.



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TO: Town of Haymarket Town Council  
SUBJECT: Hulfish House Renovation Update  
DATE: 09/04/12

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**Updates on the work are summarized below.**

The Cost Tracking Report for the Hulfish House is attached. The exterior work on the Hulfish House will be completed by the end of August.

Lease negotiations with the tenant for the Hulfish House have been delayed due to the continued request for a monetary settlement related to the May flooding of her store. Some interior work on the Hulfish House will be delayed until that issue is settled.

At the request of the Town Attorney, we will discuss the request with the Council in closed session.

**RECOMMENDATION**

It is recommended that the Town Council review the request from the tenant and determine whether a new settlement is possible.



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TO: Town of Haymarket Town Council  
SUBJECT: Engineering Services - Washington Street Enhancement  
DATE: 09/04/12

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Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



TO: Town of Haymarket Town Council  
 SUBJECT: Alexandra's Keep Proffer Monies  
 DATE: 09/04/12

The subdivision of Alexandra's Keep, when approved, had proffered conditions attached to its development. The monetary contribution proffers become due and payable once the occupancy permits are issued. All twelve lots have been billed \$16,676.03 each; DR Horton has paid all twelve invoices. The following is the breakdown of the \$16,676.03:

| Designated purpose                                                                                                                                                                                                                                                           | Amount per lot | Total per designated purpose |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------|
| <b>Historic Resources</b> <i>"To be used by the Historic Commission of Haymarket"</i>                                                                                                                                                                                        | \$500.00       | \$6,000.00                   |
| <b>Police Fire &amp; Rescue</b> <i>"To be used for the improvement of police, fire and rescue services within the Town. The Town may forward all or a portion of this contribution to Prince William County or to the Gainesville Volunteer Fire Company"</i>                | \$1,257.53     | \$15,090.36                  |
| <b>Parks, Recreation, Public Works</b> <i>"To be used for parks, recreation facilities, sidewalks, streetscape, and other public improvements within the Town"</i>                                                                                                           | \$4,500.00     | \$54,000.00                  |
| <b>Schools</b> <i>"To be used for the improvement of public schools serving the Town residents. The Town Council, at its sole discretion, may forward all or a portion of this contribution to the Prince William County School Board or to a specific local school PTA"</i> | \$8,435.00     | \$101,220.00                 |
| <b>Escalator</b>                                                                                                                                                                                                                                                             | \$1,983.50     | \$23,802.00                  |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                 |                | <b>\$200,112.36</b>          |

**ATTACHMENTS:**

- Alex Keep-Ordinance-SUP Dev Conditions-Binder (PDF)

MOTION: Weir August 1, 2005 - Regular Meeting  
Continued to August 15, 2005  
SECOND: Sikorsky Ord. No. 05- 001

RE: AN ORDINANCE TO ESTABLISH A SPECIAL USE PERMIT (SUP) WITH DEVELOPMENT CONDITIONS FOR ALEXANDRA'S KEEP – TRUSTED MANAGEMENT AND SERVICES LLC AND ROBERT L. SIMMONS & ASSOCIATES, LLC (Applicants) GPIN PARCEL NO. 7397-19-3972

**ACTION:**

**WHEREAS**, this is a request to approve a Special Use Permit (SUP) to allow townhouses in an R-2 zone with a private shared accessway as shown on the *Generalized Development Plan, Special Use Permit Plan and Zoning Plat*, prepared by Burgess & Niple (last revised June 10, 2005) and with conditions as set forth in the Special Use Development Conditions dated April 27, 2005, revised August 1, 2005. The site is located along Bleight Drive and is identified on Town maps as GPIN 7397-19-3972; and

**WHEREAS**, the special use permit was duly referred to the Planning Commission and a public hearing was held after due notice and advertising in strict conformity with the statutes made and provided for such matters and the Planning Commission did recommend adoption of such special use permit to the Council; and

**WHEREAS**, the Town Council did hold a public hearing on the 1<sup>st</sup> day of August 2005, after duly advertising and noticing the same, all in strict conformity with the statutes made and provided for such matters; and

**WHEREAS**, the Town Council did thereafter consider the special use permit and the appropriate development conditions in relation thereto.

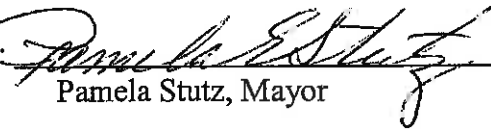
**NOW, THEREFORE, BE IT ORDAINED**, on motion duly made and upon a roll call vote, a quorum being present, by the Town Council of the Town of Haymarket, Virginia that the public necessity, convenience, general welfare and good zoning practice indicate that the Council grant a special use permit under the particular facts and circumstances of the application for townhouses in an R-2 district as permitted by Section 58-98 of the Code of the Town of Haymarket, Virginia, and in furtherance thereof a special use permit is hereby granted for property consisting of approximately 1.9 acres identified as GPIN PARCEL NO. 7397-19-3972, but only upon the express conditions set forth in the Special Use Permit Development Conditions dated April 27, 2005, revised August 1, 2005, attached hereto as Exhibit "A" and incorporated by reference including, among other things, the Generalized Development Plan, Special Use Permit Planning and Rezoning plat of Alexandra's Keep prepared by Burgess & Niple, dated June 10, 2004, all of which are incorporated as if fully set forth herein and further conditioned upon the validity and enforcement of a certain Indemnification Agreement

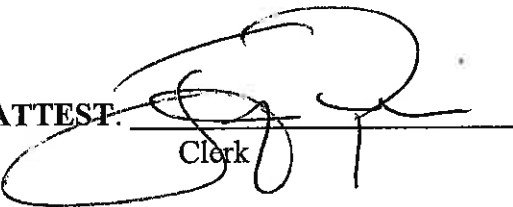


dated April 15, 2005 executed by the owner and contract purchaser, attached hereto as Exhibit "B". The Council finds that the special use permit gave rise to the need for such conditions, and that such conditions have a reasonable relation to the special use permit hereby granted.

Done this 15<sup>th</sup> day of August, 2005 by roll call vote of the Town Council of Haymarket, Virginia.

TOWN COUNCIL  
TOWN OF HAYMARKET, VIRGINIA

By:   
Pamela Stutz, Mayor

ATTEST:   
Clerk

Voting aye: Tobias, Garcia and Weir

Voting nay: Sikorsky and Jarboe

Abstaining: None

Absent: None

SUP Alexandra's Keep 8/25/05  
Exhibit "A"

**SPECIAL USE PERMIT DEVELOPMENT CONDITIONS**  
**APRIL 27, 2005**  
**REVISED AUGUST 1, 2005**  
**ALEXANDRA'S KEEP**

**Record Owners/Applicants:** Trusted Management and Services, LLC

**Contract Purchaser:** Robert L. Simmons & Associates, LLC

**Property:** GPIN Number 7397-19-3972; Town of Haymarket  
(hereinafter, the "Property")

**Site Area:** 1.9 ± acres

**Zoning:** R-2 with an SUP for Townhouses

The term "Applicant" as referenced herein shall include within its meaning all successors and assigns of the current Applicant. The term "Special Use Permit Plan" or "SUP Plan" as referenced herein shall include the plan entitled "Generalized Development Plan, Special Use Permit Plan and Rezoning Plat Alexandra's Keep," prepared by Burgess & Niple and dated June 10, 2004, as last signed and sealed April 26, 2005.

**1. DEVELOPMENT AND USE**

1.1 The Property shall be developed and used for a maximum of twelve (12) single family attached townhomes, with a minimum lot size exceeding 2,000 square feet.

1.2 Development of the Property shall be in substantial conformance with the Special Use Permit Plan, provided, however, that minor modifications to the lot layout and road alignments may be made due to final engineering considerations at the time of subdivision plan submission.

1.3 Prior to obtaining the first occupancy permit for the Property, the Bleight Drive cul-de-sac and road improvements shall be constructed by the Applicant substantially as shown on the SUP Plan. Bleight Drive shall be widened to a twenty-two (22) foot wide pavement section in the area shown on the SUP Plan in conformance with VDOT as well as Town requirements and specifications.

**2. COMMUNITY DESIGN**

2.1 Subject to modifications made in the ARB approval process, the architectural design and building materials on the Property shall be substantially the same in design, materials and color, with that shown on Exhibit A hereto.

RM SIL

2.2 A landscaped berm along I-66 shall be installed by the Applicant as generally shown on the SUP Plan. This landscaped berm shall be protected by a conservation/buffer easement and maintained by an HOA established by the Applicant.

2.3 At least eight deciduous shade trees, other than maples and weeping willows, each with a planting height of at least eight feet shall be planted, maintained and replaced, if dead or dying, along the internal access road on the Property. The species and exact location of these trees shall be approved by the Town at the time of final site plan.

2.4 All outdoor lighting fixtures, excluding public street lights, shall use full cut-off or directionally shielded fixtures which direct and control light so as to minimize glare by substantially confining the light to the object or area intended to be illuminated. Said lighting fixtures shall be specified on the site plan approved by the Town.

2.5 Each townhouse shall be greater than 1800 square feet in finished floor area, exclusive of basement areas, and shall have an attached two car garage.

2.6 A covenant shall be recorded among the Land Records which provides that garages for the single-family attached units shall only be used for a purpose that will not preclude the intended purpose of garages (e.g., parking of vehicles). This covenant shall be recorded among the land records prior to the sale of any lots and shall run to the benefit of the homeowners association and the Town. The Town shall have the authority, but not the obligation, to enforce such covenants and all provisions of condition number 10 below. The homeowners association documents and covenants shall be submitted to the Town Attorney for review and approval. These documents shall provide that the Town, as prevailing party in any enforcement action, shall be entitled to reimbursement of all its costs, including reasonable attorneys fees in prosecuting such enforcement action. Purchasers shall be advised of the foregoing prior to entering into a contract of sale.

### 3. UTILITIES

3.1 The Property shall be connected to public water and sewer at no cost to the Town or to the Prince William County Service Authority (PWCSA). The Applicant shall be responsible for construction of all on and off site facilities necessary to allow dwellings on the Property to be served by public water and sewer facilities.

### 4. ENVIRONMENT/TREE SPECIES

4.1 Super-silt fencing or equivalent practices for erosion and sedimentation control shall be provided on all portions of the Property in connection with any land disturbing activity.

4.2 The Applicant shall submit a landscaping plan, as part of the first Subdivision Plan submission, which provides for the planting of street trees and buffer areas. The Applicant shall establish deed covenants and restrictions to preserve existing and supplemental landscaping

shown on said landscaping plan. Said landscaping plan shall not utilize any white pine, flowering pears or mountain ash trees.

4.3 Said landscaping plan shall show a minimum of 32 deciduous and evergreen trees along the southern boundary, at least 16 deciduous and evergreen trees along the eastern boundary, and at least 40 deciduous and evergreen trees along the northern boundary, each with a minimum planting height of eight feet, all as substantially shown on the SUP plan. The species and exact location of these trees shall be approved by the Town at the time of final site plan. The Applicant, its successors and assigns, shall be responsible for planting, maintaining and replacing, if dead or dying, all such trees shown on the approved Site Plan.

## 5. STORMWATER MANAGEMENT

5.1 A stormwater management/best management practices facility serving the entire area of the Property shall be provided offsite on GPIN parcel number 7397-19-4508. The easement and design specifications for said SWM/BMP facilities shall be approved by the Town as part of the Site Plan for the Property.

5.2 A restrictive covenant shall be included in the Deed of Subdivision precluding any discharge into the public sanitary or storm sewer of fuels, oil, solvents, antifreeze or other similar pollutants.

## 6. HISTORIC RESOURCES

The Applicant shall contribute to the Town, on a per unit basis, \$500.00 per townhouse unit, to be used by the Historic Commission of Haymarket. This per unit contribution shall be made on or before the time of obtaining each final building permit.

## 7. POLICE, FIRE AND RESCUE

The Applicant shall contribute to the Town, on a per unit basis, \$1,257.53 per townhouse unit, to be used for the improvement of police, fire and rescue services within the Town. The Town may forward all or a portion of this contribution to Prince William County or to the Gainesville Volunteer Fire Company. This per unit contribution shall be made on or before the time of obtaining each final building permit.

## 8. PARKS/RECREATION/PUBLIC WORKS

The Applicant shall contribute to the Town, on a per unit basis, \$4,500.00 per townhouse unit to be used for parks, recreation facilities, sidewalks, streetscape, and other public improvements within the Town. This per unit contribution shall be made on or before the time of obtaining each final building permit.

## 9. SCHOOLS

The Applicant shall contribute to the Town, on a per unit basis, \$8,435.00 per townhouse unit, to be used for the improvement of public schools serving Town residents. The Town Council, at its sole discretion, may forward all or a portion of this contribution to the Prince William County School Board or to a specific local school PTA. This per unit contribution shall be made on or before the time of obtaining each final Building Permit.

## 10. CREATION OF HOMEOWNERS ASSOCIATION

10.1 A homeowners association ("HOA") shall be created and shall be made responsible for the maintenance and repair of all common areas and facilities, including the off-site stormwater management facility established in accordance herewith. The HOA shall be granted such other responsibilities, duties, and powers as are customary for such associations, or as may be required to effect the purposes for which such HOA is created. Such HOA shall also be granted sufficient powers as may be necessary, by regular or special dues or assessment, to raise revenues sufficient to perform the duties assigned hereby, or by the documents creating the Association.

10.2 In addition to any other duties and responsibilities as may be assigned to it, the HOA shall have title to and responsibility for maintaining, repairing, improving and/or constructing all facilities, landscaping and other improvements on, under or over (i) all common open space areas not dedicated to public use, (ii) all common buffer areas located outside of residential lots, and (iii) the any entrance feature, signs, private drive, private sidewalks, common area lighting and off-site stormwater management facility.


10.3 The HOA documents and covenants shall fully implement the letter and spirit of these SUP development conditions. The HOA documents and covenants shall be reviewed and approved by the Town Attorney prior to their recordation among the land records.

## 11. ESCALATOR

In the event the monetary contributions set forth herein are paid to the Town within eighteen (18) months after final approval of this SUP, said contributions shall be in the amounts as stated herein. Any monetary contributions set forth herein which are paid to the Town after eighteen (18) months following final approval of this SUP shall be adjusted in accordance with the Consumer Price Index for all urban consumers 1982-1984=100 (not seasonally adjusted) ("CPI-U") published by the United States Department of Labor, such that at the time contributions are paid they shall be adjusted by the percentage change in the CPI-U from that date eighteen (18) months after final approval of this rezoning to the most recently available CPI-U to the date the contributions are paid.

## 12. DEVELOPMENT CONDITIONS

The foregoing development conditions are agreed to and accepted as binding by the owner and contract purchaser of the Property and upon any successor in title of the Property.

 4 S.2

Any contract of sale for the Property and any deed of conveyance of the Property shall contain a statement that the Purchaser/Grantee agrees to and accepts as binding all provisions of the SUP application and any permits issued pursuant thereto.

By:  \_\_\_\_\_, Managing Member  
Robert L. Simmons & Associates, LLC

By:  \_\_\_\_\_, Managing Member  
Trusted Management and Services, LLC

V:\Company\Simmons & Associates, LLC\SUP Develop Conditions clean 8-16-05.doc

SUP - Alexandra Keep 8/15/05  
Exhibit "B"

August 15, 2005

Town Council  
Haymarket Town Hall  
15016 Washington Street  
Haymarket, VA 20168

**Re: Alexandra's Keep**

Dear Council Members:

The Applicant, on behalf of itself and its successors and assigns, hereby agrees to and accepts as binding the SUP Development Conditions which are dated April 27, 2005 and revised August 1, 2005. The Applicant, on behalf of itself and its successors and assigns, further agrees to indemnify the Town against any legal challenge filed by the Applicant, its successors or assigns, to any or all of these SUP conditions. Said indemnification shall include the reimbursement of all reasonable costs, including reasonable attorney fees, of defending such legal challenge filed by the Applicant, its successors or assigns.

Robert L. Simmons & Associates, LLC

By: 

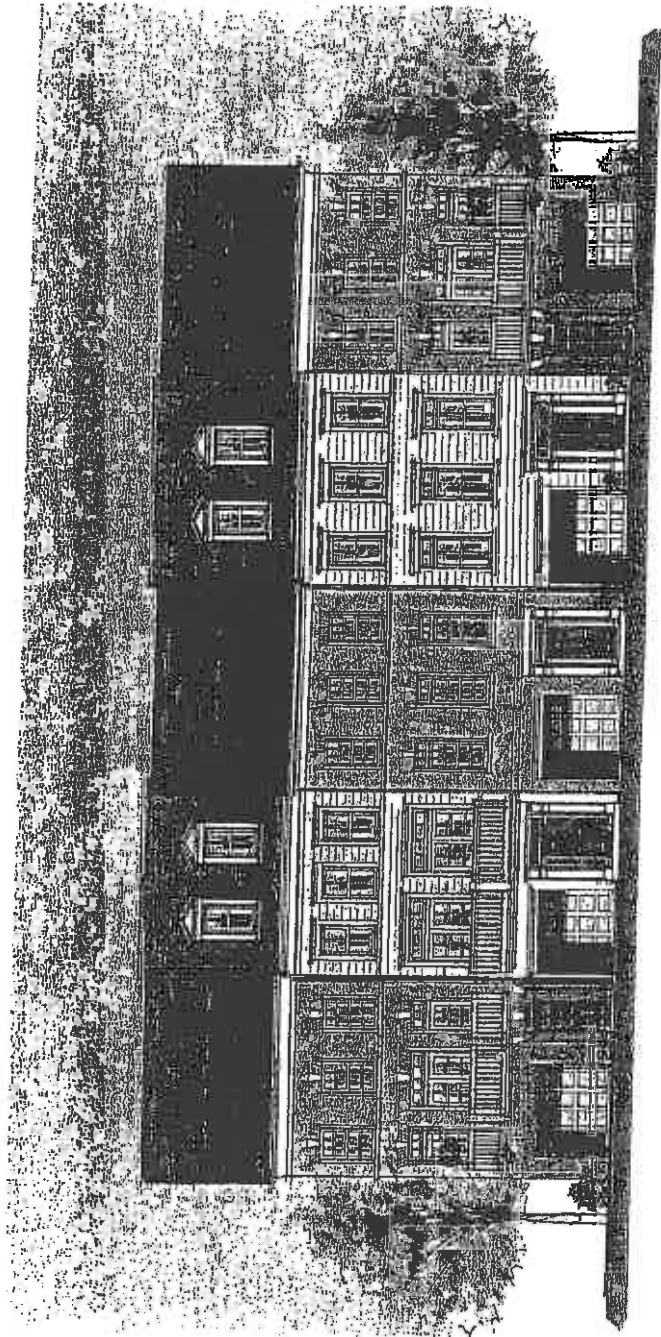
Trusted Management and Services, LLC

By:  08/17/2005

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*DA*  
*S.L*



ALEXANDRA'S KEEP

HAYMARKET, VA  
NOV. 8, 2004.

ROBERT L. STINORDIS & ASSOCIATES, LLC

ELEVATION

THE LESSARD ARCHITECTURAL GROUP INC.  
10011 LITTLEPIPER DRIVE, SUITE 100, WYOMING, OH 43082  
TEL: 614-763-2323 FAX: 614-763-2328

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TO: Town of Haymarket Town Council  
SUBJECT: Public Safety Appropriations  
DATE: 09/04/12

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Police Cruiser: \$34,000  
Police Officer: \$

Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: General Reserves  
DATE: 09/04/12

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The Town's auditor, Robinson, Farmer Cox has provided a summary of the changes in fund balance and has projected an amount of \$123,025.00 which can be brought forward to the 2013 Budget.

#### BACKGROUND

The onsite work for the audit is now complete. We requested that the auditor review our fund balance and provide the actual amount that can be carried forward from the 2012 budget to the 2013 Budget. The summary is attached. That number includes the amount of revenue collected over the amount budgeted and the amount of expenditures under the amount budgeted.

Bringing this amount forward to this year's budget will increase the total budget by \$123,025.00. State law requires that any increase in the Town budget of over 1% requires a public hearing.

#### RECOMMENDATION

It is recommended that the Town Council amend the budget by bringing the amount of \$123,025.00 from prior year fund balance forward to the 2013 Budget and that the funds be placed in the General Reserve line item.

It is further recommended that the Town Council schedule a public hearing at the October 1, 2012 Council meeting for the amendment of the 2103 Operating budget.

#### ATTACHMENTS:

- Fund Balance Changes Draft 08-24-2012 (PDF)

Town of Haymarket, Virginia  
Summary of Current Year Changes in Fund Balance - DRAFT  
June 30, 2012

|                                     | General        | Capital Improvements | Town Hall Properties | TOTAL          |
|-------------------------------------|----------------|----------------------|----------------------|----------------|
| Fund Balance - June 30, 2011        | 1,083,225.00   | 654,575.00           | 311,907.00           | 2,049,707.00   |
| FY 12 Revenues                      | 1,791,333.00   | 115,012.00           | 251,795.00           | 2,158,140.00   |
| FY 12 Expenditures                  | (1,714,663.00) | (205,108.00)         | (115,344.00)         | (2,035,115.00) |
| FY 12 Transfers                     | 10,929.00      | 91,136.00            | (102,065.00)         | -              |
| Total FY 12 Changes in Fund Balance | 87,599.00      | 1,040.00             | 34,386.00            | 123,025.00     |
| Fund Balance - June 30, 2012        | 1,170,824.00   | 655,615.00           | 346,293.00           | 2,172,732.00   |

Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report  
DATE: 09/04/12

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Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 09/04/12

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Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: Building Official's Report  
DATE: 09/04/12

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Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: Town Manager's Report  
DATE: 09/04/12

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Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: Town Attorney  
DATE: 09/04/12

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Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)






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TO: Town of Haymarket Town Council  
 SUBJECT: Washington Street Enhancement Project  
 DATE: 09/04/12

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On August 9, a Pre-Advertisement Conference (PAC) was held at VDOT to go over review comments from VDOT in preparation for the August 31 Advertisement of the project. Two important issues impacting the project were raised at the meeting:

1. While VDOT had agreed in 2001 to perform the Geotechnical testing and recommendations, it had never been done. VDOT has since begun the testing and will provide the recommendations no later than mid-September. An addendum to the RFP can be issued if any of the recommendations require revisions to the plans. A contingency item for addressing the geotechnical recommendations has been included in the engineer's addendum.
2. When this project was started in 2000, it was established that the drainage would follow the VDOT standards and protocols. At that time, the VDOT standard for providing water quantity and water quality control (also known as SWM/BMP) was to allow an exemption for needing SWM/BMP if there was less than an acre of new pavement proposed by the project. This project had been developed using this standard and was approved for Right of Way Acquisition by VDOT in 2009 with that understanding.

However, also in 2009, VDOT changed their standard for allowing an exemption in accordance with laws passed on stormwater management to allow SWM/BMP exemptions only for projects that had less than one acre of "regulated disturbed area" per outfall. VDOT never informed the Town of this change or that the Enhancement Project would not be grandfathered to the previous exception. In addition, even newer SWM/BMP standards and laws came into effect as of July 1, 2012. The issue that the Enhancement Project would need to address SWM/BMP was raised for the first time at the PAC.

It has been determined that the Enhancement Project will be grandfathered from the new standards that came into effect on July 1, but will have to address SWM/BMP to the standards that were in effect prior to July 1, 2012. Based on an initial evaluation, the Town's engineering consultant believes that the Enhancement Project will still be exempt from needing to provide SWM/BMP, but will need to perform research, calculations, documentation and coordination with VDOT to establish what actually needs to be done for this project.

As a result of having to go through this process and admitting that not informing the Town of the changed standards is their fault, VDOT agrees that the project cannot be advertised on August 31, 2012. The engineering consultant has stated that this issue can be addressed along with moving the drainage in accordance with the Haymarket Baptist Church settlement so that the project can be advertised on or before the end of September. However, the addendum for the engineer to perform this additional work needs to be approved by Town Council.

The addendum from the engineering consultant is \$XXXXX. It should be noted that this contract is a cost plus fixed fee contract with a not to exceed amount, not a lump sum contract. This means that the engineer will only bill for time actually worked. So while the addendum contains items such as addressing unknown geotechnical recommendations, the engineer will not bill for this if no work is done. In addition, due to the efficient nature of their work to date, they still have money available from their previous addendum to use. However, so that staff does not have to come back to Council to request additional money which would cause additional delay in advertising, The Town Manager and staff requests that the Council approve the addendum and appropriate up to \$XXXXX for it.

The appropriation will come from the Streetscape Expenditures Line Item and is eligible for the 80% reimbursement from the enhancement program grant.




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TO: Town of Haymarket Town Council  
 SUBJECT: Town Center Master Plan  
 DATE: 09/04/12

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**The Town received five proposals for developing a master plan for the Town Center property.**

BACKGROUND

The Town Council, at its August 2012 meeting directed the staff to make a recommendation as to which firm could provide the service of an overall "master" plan for the Town Center Property. The committee met with the following firms:

Anderson & Associates/Fraizer  
 Burgess & Niple  
 J2E

After that meeting the committee requested a second meeting with J2E. As a result of the interviews, the committee will be prepared to make a recommendation regarding the firm to provide the Master Plan for the Town Center Property.

RECOMMENDATION

It is the recommendation of the review committee that \_\_\_\_\_ be awarded the contract for the Town Center Property Master Plan. It is further recommended that the Town Council amend the budget by transferring \$20,000 from the Capital Reserves line item to the Professional Services Line item Town Planner and appropriate and allocate up to \$20,000 for this service.



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TO: Town of Haymarket Town Council  
SUBJECT: Zoning Text Amendments  
DATE: 09/04/12

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Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



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TO: Town of Haymarket Town Council  
SUBJECT: Zoning Permits  
DATE: 09/04/12

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14950 Washington Street - Office - Permit Number ZP20120711

The form of the motion would be:

1. I move that the Town Council approve Zoning Permit #20120711 for an business office use to be located at 14950 Washington Street, Suite 203, in accordance with Section 58-177(9) of the Town Code.

Renee Enterprises, LLC  
14950 Washington Street, #203  
Haymarket, Virginia 20169  
58-177 (9)

**ATTACHMENTS:**

- 14950 Washington Street - New tenant and sign (PDF)

# The Town of HAYMARKET

Established in 1799

RECEIVED  
JUL 11 2012  
TOWN OF HAYMARKE

ZONING PERMIT #: ZP20120711

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

## ZONING PERMIT APPLICATION

ZONING ACTIVITY:  New Construction  Alteration/Repair  Addition  Sign  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

NAME OF BUSINESS/APPLICANT: Renee Enterprises LLC

PROPOSED USE: Advertisement - location Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

SITE ADDRESS: 14950 Washington Street suite 203 Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

ZONING DISTRICT:  R-1  R-2  B-1  B-2  I-1  C-1 Site Plan Required:  Yes  No

Special Use Permit Required:  Yes  No Homeowners Association (HOA) Approval:  Yes  No

Off-street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)  
1) Housing Redevelopment / buying houses and remodeling to suit  
2) Sign - Renee Enterprises LLC - colors Brown & Teal - hanging

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet  Sign  
FEE:  \$25.00 Residential  \$50.00 Commercial

① 58-177(9)  
② 58-343(3)

PAID  
JUL 11 2012

## CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Supporting Documentation (attached):  Specification Sheet  Photograph(s)

| PERMIT HOLDER INFORMATION                                    | PROPERTY OWNER INFORMATION                                   |
|--------------------------------------------------------------|--------------------------------------------------------------|
| Name: <u>Ralph Monaco - crystal ours</u>                     | Name: <u>Gerry Kennedy</u>                                   |
| Address: <u>14950 Washington St - Suite 203</u>              | Address: <u>PO Box 546</u>                                   |
| City: <u>Haymarket Va</u> State: <u>Va</u> Zip: <u>20169</u> | City: <u>Haymarket VA</u> State: <u>VA</u> Zip: <u>20168</u> |
| Phone#: <u>703-743-5663 / crystal@renee</u>                  | Phone#: <u>703-754-3908</u>                                  |
| Email: <u>Enterprisesva.com</u>                              | Email: _____                                                 |

Cell

Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)

**APPLICANT / PROPERTY OWNER SIGNATURE**

\*\*\*\*\*REQUIRED\*\*\*\*\*

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Cynthia Ours Pres Attached email  
Applicant Signature Ralph Monaco VPRES \* Property Owner Signature

\*\*\*OFFICE USE ONLY\*\*\* ZONING PERMIT #: ZP20120711

Date Filed: 7-11-12 Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): 8-15-12

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD CHAIR: \_\_\_\_\_  
SIGNATURE PRINT

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

DATE TO PLANNING COMMISSION: 8-13-12

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

PLANNING COMMISSION {where required}: \_\_\_\_\_  
SIGNATURE PRINT

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

DATE TO TOWN COUNCIL: 9-4-12

APPROVED  DISAPPROVED  TABLED UNTIL: \_\_\_\_\_  DEFERRED UNTIL: \_\_\_\_\_

TOWN COUNCIL {where required}: \_\_\_\_\_  
SIGNATURE PRINT

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

Attachment: DRAFT AGENDA 09-04-2012 (1118 : Draft Agenda - September 2012)



(1) 18"x24" 1/2" Wood (double-sided)

Brown bkgd / Teal and beige letters/ border

w/graphic

\$129.38 (plus tax)



**Sherrie Wilson**

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**From:** Gerry Kennedy [gkennedy@attivacorp.com]  
**Sent:** Thursday, July 19, 2012 2:41 PM  
**To:** Sherrie Wilson  
**Subject:** Re: New Tenant

Hello Sherrie: Thanks for your email. Plz consider this email as my agreement with Renee Enterprises zoning and sign request. Thank you. Best regards, gerry

Sent from my iPhone  
Thank you,  
gerry kennedy  
(o) 703 754 3900  
(c) 301 639 0058

On Jul 19, 2012, at 11:51 AM, "Sherrie Wilson" <[swilson@townofhaymarket.org](mailto:swilson@townofhaymarket.org)> wrote:

**I received Renee Enterprises Zoning Permit app  
for a new tenant at 14950 Washington Street.**

**They were supposed to get you to sign it.  
Can you send me an email stating you have  
approved them in your building, and them  
putting up a small hanging sign?**

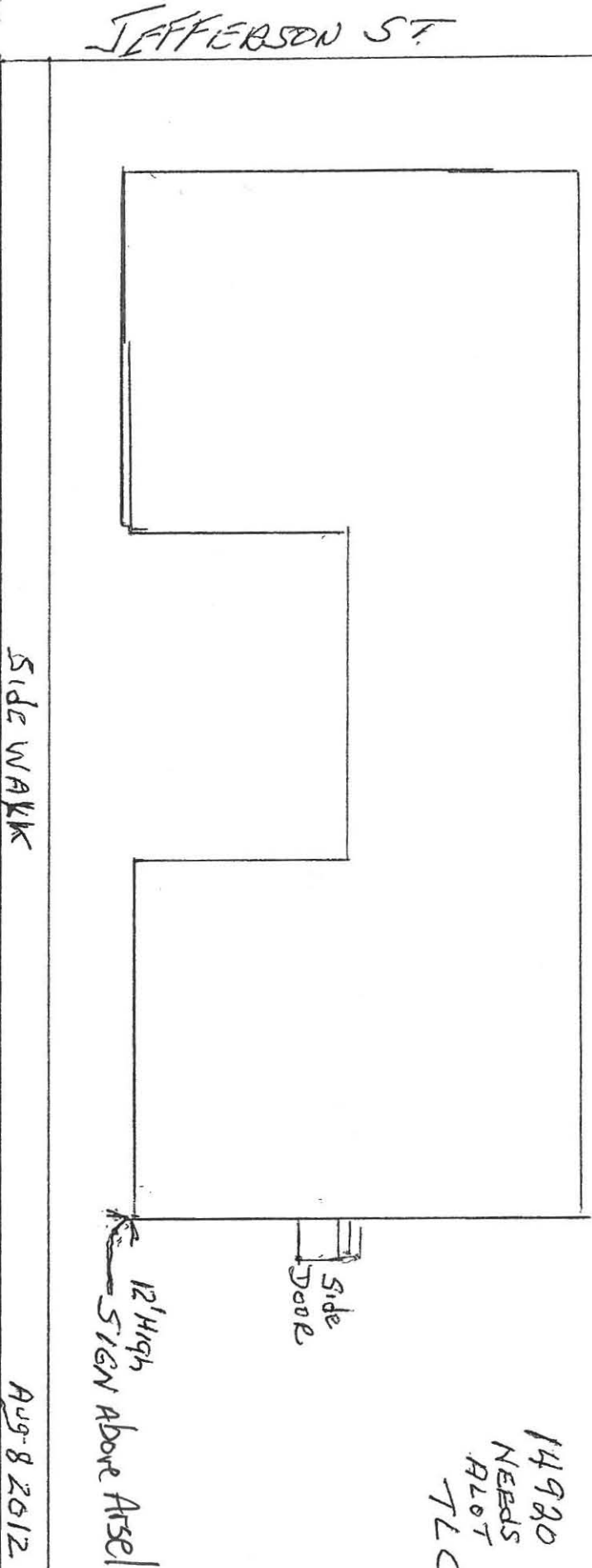
Sherrie Wilson  
Deputy Clerk

<image001.jpg>

P.O. Box 1230  
Haymarket, VA 20168  
703-753-2600  
Fax: 703-753-2800  
Please visit our website at [www.townofhaymarket.org](http://www.townofhaymarket.org)

Signature: [Handwritten Signature]

Parking lot



14920  
NEEDS  
PLOT  
TLC

Washington ST

SIDE WALK

RENEE ENTERPRISES LLC #203

RED HOUSE ORDINARY

14950 WASHINGTON ST  
HAYMARKET VA 20186

AUG 8 2012

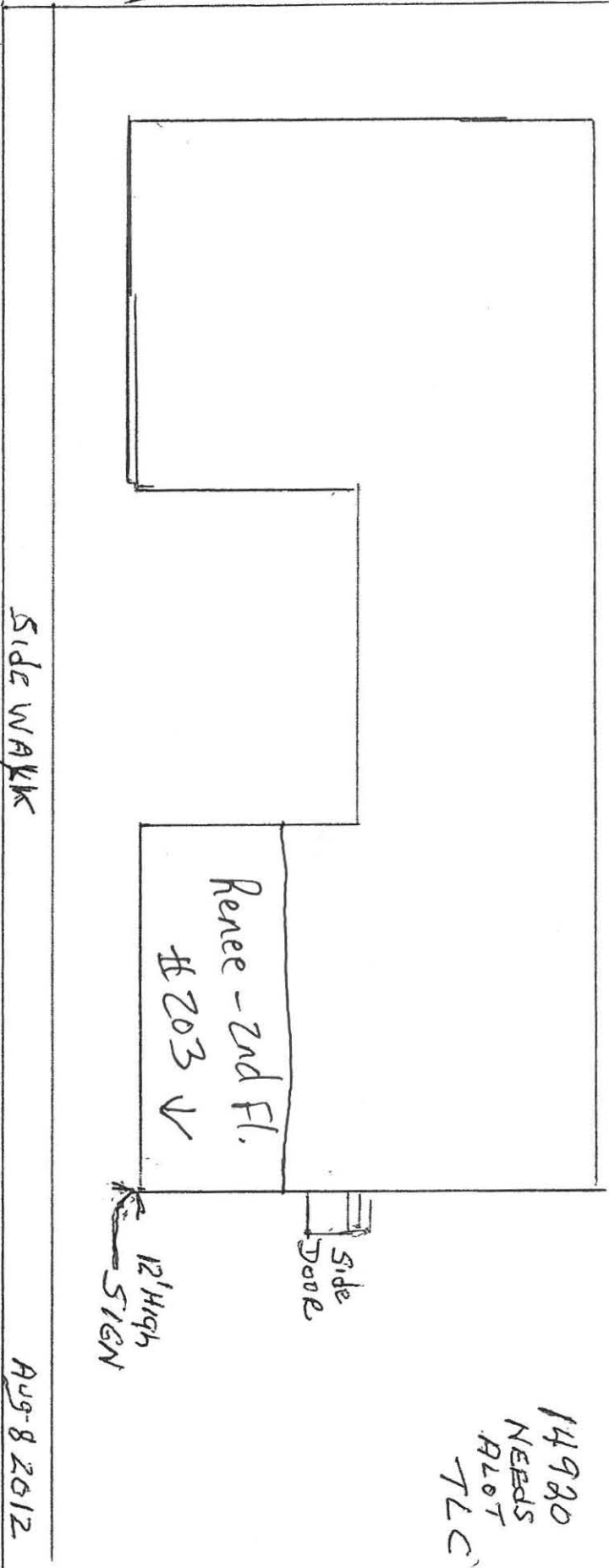
NOT TO SCALE

R MONACO

LOCATION OF CURVE

Parking lot

JEFFERSON ST



WASHINGTON ST

SIDE WALK

Renee - 2nd Fl.  
#203

Side Door

12' High SIGN

14980  
NEEDS  
PLOT  
TLC

Aug-8-2012

RENEE ENTERPRISES LLC #203

RED HOUSE ORDINARY  
14950 WASHINGTON ST

HAYMARRET VA 20186

MANAGER

NOT TO SCALE



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TO: Town of Haymarket Town Council  
SUBJECT: Appointment of Chief of Police & Town Clerk  
DATE: 09/04/12

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The newly elected Town Council is required by its Charter to appoint the positions of Town Clerk and the Police Chief after it takes office.

#### BACKGROUND

Under Article III. Administration and Government of the Town Charter, The Clerk paragraph (16) and the Chief of Police paragraph (17) are to be appointed by the newly elected Council at the first regular meeting in September. The Charter sections are attached.

#### RECOMMENDATION

It is recommended that the Town Council appoint Jennifer Preli as the Town Clerk and James Roop as the Town Police Chief. The form of the motion would be:

*"I move to appoint Jennifer Preli as the Town Clerk as required by the Town Charter. I further move to appoint James Roop as Town Police Chief as required by the Town Charter."*

Or, other motion.




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TO: Town of Haymarket Town Council  
 SUBJECT: Salary Increases  
 DATE: 09/04/12

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**The 2013 Budget includes funding for salary increases for the staff in an amount of up to 5% per employee. The 5% includes a 3% cost of living increase and up to an additional 2% based on performance.**

#### BACKGROUND

The Town Council approved funding for salary increases and requested that all employees receive a performance review and a salary increase recommendation. Those reviews were completed and the salary recommendations made.

At the August Town Council meeting, the Council suggested that staff make another review the salary increase recommendations and make changes if needed. The second review has now been completed.

When the Council approved the 2013 Budget the amount of the 5% salary increase, \$23,894.14 was included in that approval. That amount includes the increase in regular salaries. The corresponding increase in any overtime paid to those employees eligible for overtime is also included in the budget. The Council must take official action on salary increases in addition to its approval of the payroll budget. Because this official action has not taken place, the increases have not yet gone into effect.

Two town employees, the Town Manager and the Police Chief are not included in this request. Any recommendation for a salary increase for these employees must be made by the Town Council.

#### RECOMMENDATION

It is recommended that the Town Council approve the amount of \$23,804.14 for salary increases for the staff. It is further recommended that the Town Council approve a salary recommendation for the Town Manager and Police Chief and include that recommendation in the action.

Finally, it is recommended that the salary increases be made retroactive to July 1, 2012 to allow employees to receive the full year of the increase.