



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 26, 2015

5:00 PM

Council Chambers

1. Call to Order

2. Discussion Items

- A. Z Properties - Stergio Zissios
- B. Harrover Master Plan
- C. November 2, 2015 Draft Council Agenda

3. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

4. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Z Properties
DATE: 10/26/15

ATTACHMENTS:

- Z Properties (PDF)



Attachment: Z Properties (2603 : Z Properties)



TO: Town of Haymarket Town Council
SUBJECT: Harrover Master Plan
DATE: 10/26/15

ATTACHMENTS:

- Harrover MP - TC Wksess 10-26-15 Products - Combined Docs (PDF)

Preferred Master Plan / Program Summary
Harrover Property Master Plan Study / Haymarket, Virginia

10/26/15
Sympoetica & EPR

Key Plan Program Elements

Concepts/Themes

Town & Community Park / Open Space & Events
Pavilion / Amphitheater / Playground / Open Space

Vehicular Environment

Access/Entry

Washington Street / Single Entrance across from Coach Way

Emergency Access/Egress Lane (Gated)

Potential Connector Drive to Haymarket Baptist Church Parking

Vehicular Circulation

Naturalistic Curving Spine Drive with Circle Terminus

Vehicle Parking

56 Spaces (Including 4 HC spaces)

Special Event Overflow Parking: At adjacent Church via future access drive

Bicycle Parking

Pavilion/Playground Area

Pedestrian Environment

Accessible per ADA Guidelines

All Facilities & Paths

Trails & Links

Site-wide Trails: Loops & Segments; opportunities for off-site links

Major Open Space

Site-wide open space theme; Hilltop Green and Natural sweeping lawns

Landscape Theme

Save existing trees as landscape framework; economy of new plantings

Buffer Landscape

Park Entry Drive Landscape: Stone wall/sign & ornamental plantings

Per agreement with Villages of Haymarket developer on North & East edges

Site Furnishings

Existing trees along the west edge; new trees & streetscape along frontage

Benches, picnic tables, trash receptacles, drinking fountains, bike racks

Signage

Park Gazebos (2) on rear lawn; informal & small event usage potential

Vehicular/Directional 7 Crossing Warnings, Interpretive/Informational,

Trail Signs

Streetscape

Continue planned Town improvements along site frontage

Special Activity Environment

Community Structures & Special Activity Area

Pavilion Area - Multi-Use Facilities (ADA Accessible)

Multi-Use Open Air Structure (3000 GSF)

Picnic & Events; Lewis Home (Craftsman) Theme & Elements

Approximately 100-125 person capacity, seated.

Pavilion Event Lawns (adjacent to pavilion for event use)

Pavilion Amphitheater (natural theme; stage, seats up to 200)

Community Playground (ADA Accessible)

Interactive Play Structures (Approx. 2400 GSF)

For a Range of Ages

Central Play Structure as focal element

Services & Meeting Facility (ADA Accessible)

Option 1:

Adaptive Reuse of Current Lewis Home (Pantry):

Program for Visitor Services:

Public Restrooms; Office/Storage; Community Meeting Space.

Option 2:

New Service Facility on same site as pantry;

requires removal of Lewis Home (Pantry).

Program for Visitor Services:

Public Restrooms; Office/Storage; Community Meeting Space.

Disposition of Lewis Homes

14740 Washington Street (Pantry)

Two Options (See Services & Meeting Facility above)

14710 Washington Street (Former Police)

Demolished with harvesting of architectural elements

(Brackets, windows/doors, stone, etc.) for use on-site or at Pantry home;

Preserve stone chimney as landscape/interpretive feature at Hilltop Green

Conceptual Development Budget

\$1,819,073

Option 1 / Lewis Home Service Facility

(Planning level concept budget only.)

\$1,879,156

Option 2 / New Service Facility

Note: See separate Preferred Master Plan Phasing Strategy

Attachment: Harrover MP - TC Wkssess 10-26-15 Products - Combined Docs (2599 : Harrover Master Plan)

Dogwood Park Lane

Pedestrian Connector Opportunity:
(Access to Adjacent Neighborhoods; Requires Agreement with HOA.)

Potential Future Connector Drive:
Access to Overflow Parking at Haymarket Baptist Church; Requires Agreement with Church.

Lewis Home / Park Service Facility:
Adaptive Reuse of Current Pantry Or New Facility on Same Site. Program for Visitor Services: Public Restrooms; Office/Storage; Community Meeting Space.

Site-Wide Signage System:
■ Interpretive/Informational
■ Directional
● Trail
● Ped Crossings

Site-Wide Trails System:
Asphalt Paving; 6' Wide; Measured Segments.

Villages of Haymarket

Site Perimeter Buffer Landscaping:
Buffer Plantings On North & East Boundaries by Others; per Agreement with Developer of Villages of Haymarket.

Lawn Gazebos:
Opportunities for two Circular Garden-Style Gazebo Structures; Pre-engineered Timber Structures.

Pedestrian Connector Opportunity:
(Access to Adjacent Neighborhoods; Requires Agreement with HOA.)

Existing Trees to Remain (Typical):
Approximate locations from aerial photography; Tree Survey needed prior to Site Plan Development.

Hilltop Green:
Open Landscape Design Theme; Informal Outdoor Event Space; Highest Point within Town.

Stone Chimney:
Preserved from former Lewis Home.

Site-Wide Parking:
56 Spaces; including 4 H.C. Spaces
Overflow Event Parking: Haymarket Baptist Church via Connector Drive

Haymarket Community Pavilion & Amphitheater:
Open Air Multi-use Pavilion. Approx. 3000 GSF; Iconic Architecture with & Historic Le Home Style & Design Features: Timber Construction; Surround Stone Walls & Pillars. Multi-Pu Event Space with Picnic Table Flanking Outdoor Event Lawns Adjacent Amphitheater & Stag Seating for Approx. 200.

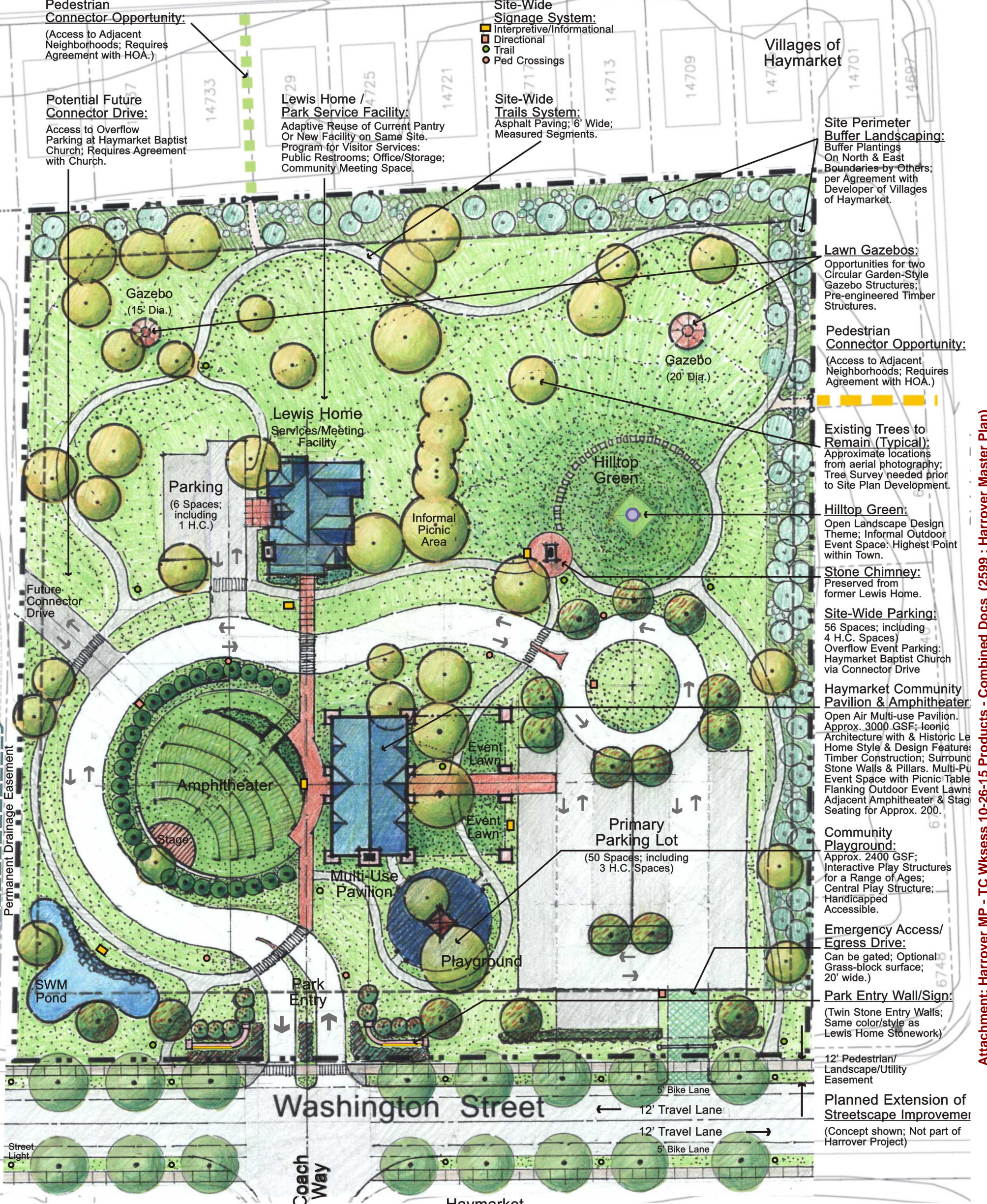
Community Playground:
Approx. 2400 GSF; Interactive Play Structures for a Range of Ages; Central Play Structure; Handicapped Accessible.

Emergency Access/Egress Drive:
Can be gated; Optional Grass-block surface; 20' wide.)

Park Entry Wall/Sign:
(Twin Stone Entry Walls; Same color/style as Lewis Home Stonework)

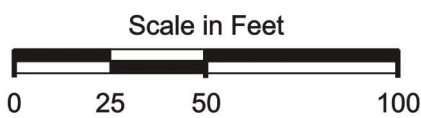
12' Pedestrian/Landscape/Utility Easement

Planned Extension of Streetscape Improvement
(Concept shown; Not part of Harrover Project)



Date: 10/26/15

Note: This is a preferred master plan concept intended for planning, programming and decision-making purposes by the Town. This plan is not to be used for construction purposes.



symoetica
CREATING COMMUNITY

EPR



Town of Haymarket, Virginia

Preferred Master Plan

Harrover Property Master Plan Study

Attachment: Harrover MP - TC Wkss 10-26-15 Products - Combined Docs (2599 - Harrover Master Plan)



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Date: 10/26/15

Note: This is a preferred master plan concept intended for planning, programming and decision-making purposes by the Town. This plan is not to be used for construction purposes.

Birdseye View

Preferred Master Plan



Town of Haymarket, Virginia

Harrover Property Master Plan Study

Preferred Master Plan / Phasing Strategy
Harrover Property Master Plan Study / Haymarket, Virginia

10/26/15
Sympoetica & EPR

Park Development Projects & Phases	Option 1	Option 1	Option 2	Option 2
	Estimated	Cumulative	Estimated	Cumulative
	Probable Cost	Concept Cost	Probable Cost	Concept Cost
	Adaptive Re-Use of Lewis Home (Pantry) for Services Facility		New Service Facility Structure on Lewis Home (Pantry) Site	
Option 1 Except as Noted				
<u>Phase 1: Short Range / 1-3 Year Timeframe</u>				
Site-wide Utility Upgrades & SWM Facilities				
Park Entry & Access Road				
Parking Facilities				
Emergency Access Drive				
Lewis Home (Pantry) / Park Services (Adaptive Reuse)				
Lewis Home (Police) / Demolish (arch. harvesting prior)				
(Option 2: Lewis Home (Pantry) Demo / New Ser. Bldg)				
Tree Save Measures & New Landscaping				
Site-wide Trails				
Picnic Area (at site of future Multi-Use Pavilion)				
Informal Picnic Area (At Park Services Building)				
Subtotal Phase 1 Projects	\$1,413,150	\$1,413,150	\$1,473,234	\$1,473,234
<u>Phase 2: Mid Range / 4-7 Year Timeframe</u>				
Multi-Use Pavilion				
Community Playground				
Lawn Gazebo				
Subtotal Phase 2 Projects	\$223,445	\$1,636,596	\$223,445	\$1,696,680
<u>Phase 3: Long-Range / 8-10 Year Timeframe</u>				
Amphitheater				
Connector Drive to Haymarket Baptist Church				
Gazebo				
Subtotal Phase 3 Projects	\$182,477	\$1,819,073	\$182,477	\$1,879,156
Total Project Development	\$1,819,073		\$1,879,156	
	Option 1		Option 2	

Notes:

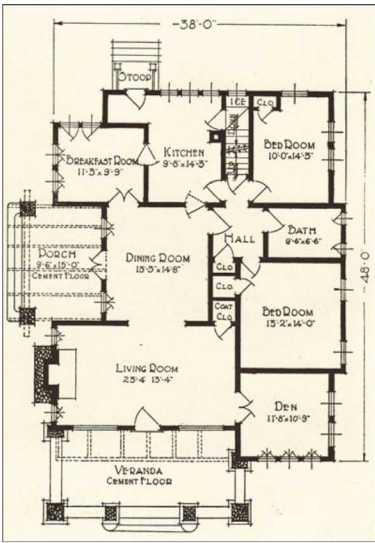
This phasing summary reflects facilities shown on the Preferred Master Plan dated October 26, 2015.

This document offers conceptual, planning-level probable cost estimates for planning & budgeting purposes only.

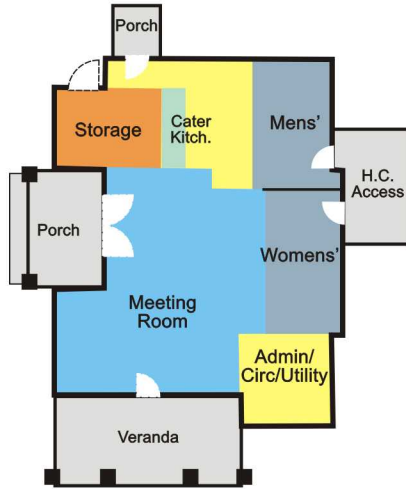
Program elements and estimated concept costs are subject to change during detailed design/engineering refinements.

All conceptual construction costs and budgets are shown in 2015 US Dollars.

Attachment: Harrover MP - TC Wkssess 10-26-15 Products - Combined Docs (2599 : Harrover Master Plan)



LEWIS HOME
La Vitello
Model Plan



ADAPTIVE REUSE
OPTION (1)
Space Allocation
Concept

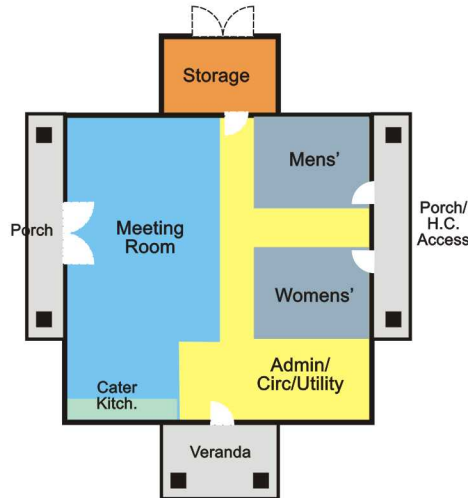
Option 1:
Lewis Home as
Park Service Facility:

Concept Space Allocation:
 406 Admin/Circ/Util
 745 Meeting
 145 Cater Kitchen
 468 Bathrooms
 113 Storage
 1877 Interior Total

Lewis Home /
Park Service Facility:

Option 1:
 Adaptive Reuse of Current Pantry;
 Program for Visitor Services:
 Public Restrooms; Office/Storage;
 Community Meeting Space.

Option 2:
 New Service Facility
 on same site; requires removal of
 Lewis Home (Pantry).



NEW FACILITY
OPTION (2)
Space Allocation
Concept

Option 2:
New Park
Service Facility:

Concept Space Allocation:
 490 Admin/Circ/Util
 800 Meeting w/Cater Kitchen
 360 Bathrooms
 150 Storage
 1800 Interior Total

Date: 10/26/15

Note: These are conceptual space program diagrams for potential options for a park user service center facility. They are part of the preferred master plan concept and are intended for planning, programming and decision-making purposes by the Town. These diagrams are not to be used for construction purposes.

Approx Scale in Feet



Town of Haymarket, Virginia

Services & Meeting
Facilities Options

Preferred
Master Plan

Harrover Property
Master Plan Study

Attachment: Harrover MP - TC Wkssess 10-26-15 Products - Combined Docs (2599 : Harrover Master Plan)

Opinion of Probable Costs for Construction of the Harrover Community Site			
EPR, P.C.			Summary
Oct-15			
ITEM #	DESCRIPTION	TOTAL	Notes:
1	Parking Lot	\$106,375.55	
2	Roadway	\$85,593.24	
3	Concrete Sidewalk/Pad	\$24,083.41	
4	Loop Trails	\$20,134.20	
5	Gazebo - 15'	\$7,041.06	
6	Gazebo - 20'	\$12,490.92	
7	Emergency Access	\$15,292.04	
8	Retaining Wall	\$16,556.40	
9	Ampitheater	\$79,224.52	
10	Type B, Class 1 thermoplastic pavement line markings, 24" white (crosswalks)	\$1,296.00	
11	Pavers on Hilltop	\$10,242.00	
12	Trash Receptacles	\$2,779.86	
13	Pavilion, Picnic Shelter	\$71,850.00	
14	Landscaping	\$22,252.02	
15	Dog Waste Stations w/ post and disposal	\$1,125.00	
16	Stormwater Management	\$136,037.20	
17	Stone Entry/sign walls	\$25,754.40	
18	Exterior Lighting	\$51,418.84	
19	Metal Sign Letters ("Hilltop Park") - 10"	\$2,273.48	
20	Picnic Tables	\$32,419.60	
21	Bike Racks - 10' long	\$1,477.86	
22	Benches - 8' long	\$13,605.04	
23	BBQ Grill - ADA double	\$1,030.00	
24	Hose Bibs - piping	\$750.00	
25	Water Fountains	\$4,520.74	
26	Playground	\$64,287.49	
27	Signage	\$4,607.26	
28	Survey	\$6,000.00	
29	Utility upgrade/installation	\$210,145.00	
30	Demolition/Harvesting Police Structure	\$40,908.00	
Sub-Total		\$1,071,571.13	
Design Contingency (8%)		\$85,725.69	
General Conditions & Contractors Overhead & Profit (12%)		\$128,588.54	
Construction Contingency (12%)		\$128,588.54	
Soft Cost (20%)		\$214,314.23	
Grand Total		\$1,628,788.12	
Option 1			
Upgrade Pantry in Place		\$142,720.00	
Remodel to include 5 stall mens and womens bathrooms		\$47,564.24	
Total Option 1		\$190,284.24	
Option 2			
New Building with porches		\$211,140.00	
Demolish Pantry		\$39,228.00	
Total Option 2		\$250,368.00	
Grand Total with Option 1		\$1,819,072.36	
Grand Total with Option 2		\$1,879,156.12	

Attachment: Harrover MP - TC Wkssess 10-26-15 Products - Combined Docs (2599 : Harrover Master Plan)

Opinion of Probable Costs for Construction of the Harrover Community Site						
						Phase 1
EPR, P.C.						
Oct-15						
ITEM #	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL	Notes:
1	Parking Lot - Striping	SPACE	61	\$25.41	\$1,550.01	
2	Parking Lot - Wheel Stops	EA	61	\$90.98	\$5,549.78	
3	Parking Lot - 2" Overlay	SY	2242	\$13.21	\$29,616.82	
4	Parking Lot - 3" binder base	SY	2242	\$19.89	\$44,593.38	
5	Parking Lot - 6" aggregate base	SY	2242	\$8.58	\$19,236.36	
6	Parking Lot - Geotechnical base fabric	SY	2242	\$2.60	\$5,829.20	
7	Roadway - 2" overlay	SY	1667	\$13.21	\$22,021.07	
8	Roadway - 3" binder base	SY	1667	\$19.89	\$33,156.63	
9	Roadway - 6" aggregate base	SY	1667	\$8.58	\$14,302.86	
10	Roadway - Geotechnical base fabric	SY	1667	\$2.60	\$4,334.20	
11	Concrete Sidewalk/Pad	SF	3037	\$7.93	\$24,083.41	
12	Loop Trails	SY	1380	\$14.59	\$20,134.20	
13	Emergency Access - (Paver System)	SF	1000	\$14.75	\$14,750.00	
14	Emergency Access - Gate	EA	1	\$542.04	\$542.04	
15	Type B, Class 1 thermoplastic pavement line markings, 24" white (crosswalks)	LF	72	\$18.00	\$1,296.00	
16	Pavers on Hilltop	SF	150	\$68.28	\$10,242.00	
17	Trash Receptacles	EA	6	\$463.31	\$2,779.86	
18	Seeding/Grading - (Hilltop Green, Amphitheater, Pavilion Green)	SY	1764	\$3.64	\$6,420.96	
19	6" Topsoil, furnish, place, grade	SY	1764	\$6.09	\$10,742.76	
20	Dog Waste Stations w/ post and disposal	EA	5	\$225.00	\$1,125.00	
21	Landscaping - Flowering Trees	EA	10	\$328.50	\$3,285.00	
22	Landscaping - Bushes	EA	30	\$60.11	\$1,803.30	
23	Stormwater Management - Pond, dry, fine grade & seed pond slopes	SY	1250	\$3.73	\$4,662.50	
24	Stormwater Management - Pond, dry, fine grade, seed pond bottom	SY	1250	\$7.56	\$9,450.00	
25	Stormwater Management - Pond overflow structure	EA	1	\$6,116.44	\$6,116.44	
26	Stormwater Management - 48" trash rack	EA	1	\$805.78	\$805.78	
27	Stormwater Management - Outfall piping - 36" dia	LF	80	\$74.95	\$5,996.00	
28	Stormwater Management - Grate Inlets	EA	8	\$2,687.81	\$21,502.48	
29	Stormwater Management - RCP Class 3, 18" dia	LF	1200	\$72.92	\$87,504.00	
30	Stone Entry/sign walls	SF	280	\$91.98	\$25,754.40	
31	Exterior Lighting - post lights - 20'	EA	16	\$1,920.34	\$30,725.44	
32	Exterior Lighting - post lights - 12'	EA	10	\$581.09	\$5,810.90	
33	Exterior Lighting - Flood Lights	EA	6	\$542.72	\$3,256.32	
34	Metal Sign Letters ("Hilltop Park") - 10"	EA	22	\$103.34	\$2,273.48	
35	Lighting Controller	EA	1	\$7,801.18	\$7,801.18	
36	Picnic Tables	EA	20	\$1,620.98	\$32,419.60	
37	Bike Racks - 10' long	EA	2	\$738.93	\$1,477.86	
38	Benches - 8' long	EA	8	\$1,700.63	\$13,605.04	
39	BBQ Grill - ADA double	EA	2	\$515.00	\$1,030.00	
40	Hose Bibs - piping	EA	1	\$750.00	\$750.00	
41	Water Fountains	EA	2	\$2,260.37	\$4,520.74	
42	Signage - Informational	EA	5	\$182.90	\$914.50	
43	Signage - Directional	EA	3	\$182.90	\$548.70	
44	Signage - T-Iron Post	EA	14	\$54.33	\$760.62	
45	Signage - Trail	EA	7	\$75.00	\$525.00	
46	Signage - Trail Wood Post	EA	7	\$108.72	\$761.04	
47	Signage - Directional	EA	6	\$182.90	\$1,097.40	
48	Sewer Line upgrade/connections	LS	1	\$175,000.00	\$175,000.00	
49	Water Line upgrade/meter/connections	LS	1	\$11,000.00	\$11,000.00	
50	Communications/Electric upgrade and connections	LS	1	\$24,145.00	\$24,145.00	
48	Survey	LS	1	\$6,000.00	\$6,000.00	
49	Demolition/Harvesting Police Structure	LS	1	\$40,908.00	\$40,908.00	
Sub-Total					\$804,517.26	
Design Contingency (8%)					\$64,361.38	
General Conditions & Contractors Overhead & Profit (12%)					\$96,542.07	
Construction Contingency (12%)					\$96,542.07	
Soft Cost (20%)					\$160,903.45	
Grand Total					\$1,222,866.24	
Option 1						
Upgrade Pantry in Place					\$142,720.00	
Remodel to include 5 stall mens and womens bathrooms					\$47,564.24	
Total Option 1					\$190,284.24	
Option 2						
New Building with porches					\$211,140.00	
Demolish Pantry					\$39,228.00	
Total Option 2					\$250,368.00	
Grand Total with Option 1					\$1,413,150.48	
Grand Total with Option 2					\$1,473,234.24	

Attachment: Harrover MP - TC Wkssess 10-26-15 Products - Combined Docs (2599 : Harrover Master Plan)

Opinion of Probable Costs for Construction of the Harrover Community Site						
						Phase 2
EPR, P.C.						
Oct-15						
ITEM #	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL	Notes:
1	Gazebo - 15'	SF	177	\$39.78	\$7,041.06	
2	Pillars, harvest brick from Police building	SF	480	\$18.75	\$9,000.00	
3	Pavilion, Picnic Shelter, timber w/ shingles treated pine	SF	3000	\$20.95	\$62,850.00	
4	Electric, outlets - 8-110 volts, 1-220 volts	EA	9	\$425.00	\$3,825.00	
5	Playground - Surface rubber	SF	2400	\$18.32	\$43,968.00	
6	Playground - edging	LF	200	\$3.68	\$736.00	
7	Playground Structure - All ages	LS	1	\$12,713.49	\$12,713.49	
8	Playground Structure - Timber w/ roof/canopy 12x12'	LS	1	\$6,870.00	\$6,870.00	
Sub-Total					\$147,003.55	
Design Contingency (8%)					\$11,760.28	
General Conditions & Contractors Overhead & Profit (12%)					\$17,640.43	
Construction Contingency (12%)					\$17,640.43	
Soft Cost (20%)					\$29,400.71	
Grand Total					\$223,445.40	

Attachment: Harrover MP - TC Wkssess 10-26-15 Products - Combined Docs (2599 : Harrover Master Plan)

Opinion of Probable Costs for Construction of the Harrover Community Site						
						Phase 3
EPR, P.C.						
Oct-15						
ITEM	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL	Notes:
1	Roadway - 2" overlay	SY	266	\$13.21	\$3,513.99	
2	Roadway - 3" binder base	SY	266	\$19.89	\$5,290.74	
3	Roadway - 6" aggregate base	SY	266	\$8.58	\$2,282.32	
4	Roadway - Geotechnical base fabric	SY	266	\$2.60	\$691.63	
5	Gazebo - 20'	SY	314	\$39.78	\$12,490.92	
6	Retaining Wall	SF	180	\$91.98	\$16,556.40	
7	Screen Fencing - 60'x8'	LF	60	\$31.88	\$1,912.80	
8	Stage/turf bloc construction	SF	350	\$69.04	\$24,164.00	
9	Seat Wall - Concrete	SF	576	\$61.97	\$35,694.72	
10	Sound & Light Equipment - Stage	LS	1	\$17,453.00	\$17,453.00	
Sub-Total					\$120,050.52	
Design Contingency (8%)					\$9,604.04	
General Conditions & Contractors Overhead & Profit (12%)					\$14,406.06	
Construction Contingency (12%)					\$14,406.06	
Soft Cost (20%)					\$24,010.10	
Grand Total					\$182,476.79	

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TO: Town of Haymarket Town Council
SUBJECT: November 2, 2015 Draft Council Agenda
DATE: 10/26/15



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 2, 2015

7:00 PM

Council Chambers

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Citizen's Time

5. Public Hearing

- A. Special Use Permit #20150611

6. Agenda Items

- A. Special Use Permit - In-Home Business
- B. Route 15 Bridge Over Rail Road
- C. Authorization of Check Signer
- D. Bull Run ASAP Policy Board Appointment

7. Minutes Acceptance

- A. Mayor and Council - Work Session - Sep 28, 2015 5:00 PM
- B. Mayor and Council - Regular Meeting - Oct 1, 2015 7:00 PM

8. Department Reports

- A. Police Report - Eric S. Noble, Chief of Police
- B. Engineer's Report - Holly Montague
- C. Main Street Coordinator's Report - Denise Hall
- D. Planner's Report - Marchant Schneider
- E. Treasurer's Report - Sherrie Wilson
- F. Town Manager's Report - Brian Henshaw

9. Councilmember Time

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

10. Adjournment

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Special Use Permit - In-Home Business
 DATE: 11/02/15

SUBJECT: SUP# 20150611, Home Occupation, 14932 Southern Crossing

A request for a special use permit (home occupation) at **14932 Southern Crossing**, Haymarket Station. At its September 2015 meeting, the Planning Commission recommended approval of Special Use Permit #SUP20150611.

BACKGROUND

Adrinna Harley has applied to the Town for a special use permit, #SUP20150611, for permission to operate an in-home occupation at her home located at **14932 Southern Crossing** in Haymarket Station. The subject property is zoned R-2 and is designated Moderate Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-2 district; "Sec. 58-98 (8) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

RECOMMENDATION

It is recommended that the Town Council receive public input on this application. It is further recommended that the Town Council approve this application for special use for an in-home business to be located at **14932 Southern Crossing**.

DRAFT MOTION(S)

Planning Commission

1. I move that the Planning Commission recommend approval of SUP# 20150611, Mad Ox Studios, LLC, for an in-home occupation at **14932 Southern Crossing** as described on the special use permit application and narrative dated June 11, 2015, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations.
2. I move an alternate motion.

Town Council

- 1.a. I move that the Town Council approve SUP# 20150611, Crave Sweets for an in-home occupation at **14932 Southern Crossing** as described on the special use permit application and narrative dated April 4, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations;

AND

- 1.b. I further move that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

OR,

2. I move an alternate motion.

ATTACHMENTS:

- In Home Business 14932 Southern Crossing Street (PDF)
- TC Ad Confirmation (PDF)



RECEIVED

JUN 11 2015

2.C.a

SUP# 201502611

SPECIAL USE PERMIT APPLICATION

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

NAME OF BUSINESS/APPLICANT: Crave Sweets / Adrinna Harley

SITE ADDRESS: 14932 Southern Crossing St., Haymarket, VA 20169

ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 SITE PLAN PROPOSED: Yes No

PROPOSED USE(S): Home-based baking business CODE SECTION(S) #: _____

BRIEF DESCRIPTION OF ACTIVITY: *In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.*

See Attached page

Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) Plan/Plat

ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE: SFD TH TOTAL FLOOR AREA OF MAIN STRUCTURE: 3,419 (sq. ft.)

FLOOR AREA DEVOTED TO HOME OCCUPATION: 143 (sq. ft.)

NUMBER / TYPE OF VEHICLES: 3 / 2 cars & 1 SUV

NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.):

Kitchen baking tools stored in kitchen

OFF-STREET PARKING SPACES PROVIDED: 1 NO. OF EMPLOYEES WORKING FROM SITE: 0

FEE: \$500 Residential \$200 Residential In-Home Business
 \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

PAID JUN 11 #2061

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Name: <u>Adrinna Renee Harley</u>	Name: <u>same as "applicant"</u>
Address: <u>14932 Southern Crossing St.</u>	Address: _____
City: <u>Haymarket</u> State: <u>VA</u> Zip: <u>20169</u>	City: _____ State: _____ Zip: _____
Phone#(s): <u>c. 703-328-2183 / h. 703-743-5907</u>	Phone#(s): _____
Email Address: <u>adrinna.harley@gmail.com</u>	Email Address: _____

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# 20150611

APPLICANT / PROPERTY OWNER CONSENT

*****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 or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

[Signature]
Applicant Signature

[Signature]
Property Owner Signature

June 11, 2015
Date

June 11, 2015
Date

OFFICE USE ONLY

DATE FILED: 6-11-2015 FEE AMOUNT: 200- DATE PAID: 6-11-2015

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR _____ DATE _____

DATE TO PLANNING COMMISSION: 8-10-2015 PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN _____ DATE _____

DATE TO TOWN COUNCIL: _____ PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)

Special Use Permit Application Supporting Documentation

Name of Business: Crave Sweets

Applicant/Permit Holder: Adrinna Harley

This will be a home-based baking business creating custom, decorated cookies and cakes. The proposed hours for creating the baked goods will be: Monday through Friday, 9am until 5:30 pm and Saturday, 9am – 12pm. Goods may be delivered by me or picked up by customers, with an estimate of 3 customers picking up their orders per week. The client base will be families ordering cookies or cakes for their celebrations. There will be no changes to the house's structure.



201502110010966

Prince William County, VA Pgs:1
2/11/2015 1:31:42 PM
Michèle B. McOuige, Clerk

CERTIFICATE OF ASSUMED OR FICTITIOUS NAME

Commonwealth of Virginia

This is to certify that the below named person, partnership, limited liability company or corporation intends to conduct or transact business under an assumed or fictitious name in the County of Prince William.

1. The ASSUMED OR FICTITIOUS NAME of business:

NAME: **CRAVE SWEETS**

2. The above business is owned by the following entity type:

- SOLE PROPRIETORSHIP (Complete A below) PARTNERSHIP (Complete B below)
- LIMITED LIABILITY COMPANY (Complete C below) CORPORATION (Complete C below)

A. NAME OF OWNER: **ADRINNA RENEE HARLEY**

RESIDENCE ADDRESS: **14932 SOUTHERN CROSSING ST., HAYMARKET, VA 20169**

POST OFFICE ADDRESS:

B. NAME OF PARTNERSHIP:

OFFICE ADDRESS:

POST OFFICE ADDRESS:

- (1) Is this a domestic general partnership? NO YES. If YES, complete the Statement of Partners.
- (2) Is this a foreign general partnership? NO YES. If YES, complete the Statement of Partners.
- (3) Is this a domestic limited partnership? NO YES. If YES, a certified copy of this certificate must be filed with the State Corporation Commission. § 59.1-70.
- (4) Is this a foreign limited partnership? NO YES. If YES, indicate the date of the certificate of registration to transact business in the Commonwealth of Virginia issued by the State Corporation Commission:

C. NAME OF CORPORATION LIMITED LIABILITY COMPANY:

N/A

OFFICE ADDRESS:

POST OFFICE ADDRESS:

- (1) A corporation or limited liability company must file a certified copy of this certificate with the State Corporation Commission. § 59.1-70.
- (2) Is this a foreign corporation or a foreign limited liability company? NO YES. If YES, indicate the date of the certificate of authority/registration to transact business in the Commonwealth of Virginia issued by the State Corporation Commission:

ACKNOWLEDGEMENT

I certify that the foregoing is true and correct to the best of my knowledge and belief.

Sole Proprietorship

ADRINNA RENEE HARLEY

NAME OF OWNER

Adrinna R. Harley

SIGNATURE OF OWNER

Partnership

NAME OF GENERAL PARTNER

SIGNATURE OF GENERAL PARTNER

Corporation

NAME OF PRESIDENT

SIGNATURE OF PRESIDENT

Limited Liability Company

NAME OF MEMBER/MANAGER

SIGNATURE OF MEMBER/MANAGER

[] City [x] County of Prince William State of Virginia

Subscribed and acknowledged before me by ADRINNA RENEE HARLEY, this 9 day of February, 2015

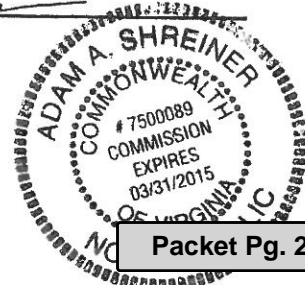
My commission expires March 31, 2015

Adam A. Shreiner

[] CLERK/DEPUTY CLERK [x] NOTARY PUBLIC

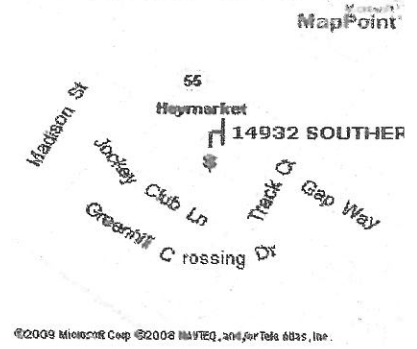
Registration # 7500089

A COPY TESTE
PRINCE WILLIAM COUNTY
CLERK OF COURT
BY: *[Signature]*
Deputy Clerk



14932 SOUTHERN CROSSING ST HAYMARKET, VA 20169-4908

Status: ACTIVE
List Price: [REDACTED]
Ownership: Fee Simple - Sale
BR/FB/HB: 4/2/1
Lot AC/SF: 0.10 / 4,190.00
Lvls/Fpls: 3 / 1
Tot Fin SF: 3419
Year Built: 2005
Total Tax: \$4,865
Tax Yr: 2008
Ground Rent:
Style: Colonial
Type: Detached



©2009 Microsoft Corp. ©2008 NAVTEQ, and/or Tele Atlas, Inc.

Legal Sub: Haymarket Station
Adv. Sub: Haymarket Station
Model: BROWNING

HOA Fee: \$75.00/ Monthly
C/C Fee: /
Other Fee: /
C/C Proj Name:

Tax Map:
Liber:
Folio:
Parcel:
Block/Square:
Lot: 38
Map Coord: 3J11
Area:

	Total	Main	Upr1	Upr2	Lwr1	Lwr2	Schools:
BR:	4	0	4	0	0	0	ES: TYLER
FB:	2	2	0	0	0	0	MS: BULL RUN
HB:	1	1	0	0	0	0	HS: BATTLEFIELD

Master Bdrm: 16 x 20 Upper 1
Master Bdrm 2:
First- Bdrm:
Second Bdrm: 12 x 9 Upper 1
Third Bdrm: 10 x 10 Upper 1
Fourth Bdrm: 11 x 11 Upper 1

Fifth Bdrm:
Living Rm: 12 x 12 Main
Dining Rm: 11 x 7 Main
Kitchen: 13 x 11 Main
Brkfast Rm: 12 x 6 Main
Family Rm: 15 x 18 Main

Rec Rm: 35 x 15 Lower 1
Den: 12 x 12 Main
Library:
Sitting:
Othr Rm 1:
Othr Rm 2:

Othr Rm 3:
Foyer: Main
Garage: Main
Carpport:
Unfinished:

Exterior: Fenced-Fully, Fenced-Rear, Patio

Exterior Const: Vinyl Siding

Other Structures: Above Grade, Below Grade

Lot Desc:

Basement: Yes, Fully Finished, Rear Entrance, Walkout Stairs

Parking: Drvwy/Off Str, Garage

Heating System: Forced Air

Water: Public

Cooling System: Ceiling Fan(s), Central A/C

Sewer/Septic: Public Sewer

Appliances: Cooktop, Cooktop-Down Draft, Dishwasher, Disposal, Exhaust Fan, Ice maker, Microwave, Oven-Wall, Oven/Range-Gas, Refrigerator

Amenities: Auto Gar Dr Opn, Crown Molding, FP Glass Doors, Granite Counters, MBA/Sep Shwr, MBA/Sep Tub, MBR-BA Full, Master Walk-in Closet, Shades/Blinds, Sump Pump, Tub-2 + person, Tub-Soaking, Wood Floors

HOA/C/C Fee Includes: Lawn Maintenance, Management, Snow Removal, Trash Removal

HOA/C/C Amenities: Common Grounds

List Date: 31-Mar-2009

Update Date: 26-Apr-2009

DOM-MLS: 42

DOM-Prop: 42

Remarks: Agents: Relo sale. Not a foreclosure or short sale. Seller bringing cash to settlement. Expect counter offer to any offer below list price. Sellers need settlement on or AFTER June 26. Write offers w/ Prudential Relocation as seller. **Very sick cat in MBR. Do not startle or pet.*** Friendly dogs caged in basement. Please leave card.

Directions: From Route 29 in Gainesville; follow Route 55 (John Marshall Hwy) to Haymarket; Left on Coach; Right on Caboose; Left on Southern Crossing--house on left.

Show Instructions: Call 1st-Owner, Call 1st-Pet, Lockbox-Frnt Dr, Lockbox-Sentrilock, Sign on Property, All Days, 10 AM - 7 PM

Listing Co: LONG & FOSTER REAL ESTATE, INC., LNG222

Listing Agent: CHRIS ANN CLELAND

Office: (571) 261-1400

Owners: Collins

Show Contacts: Sherry Collins, Jason Collins

Sub Comp: 0

Buy Comp: 3

Add'l:

Dual: N

Phone: (571) 261-1400

Home: (703) 402-0037

Pager:

Fax: (571) 261-1511

Fax: (703) 392-1359

Cell: (703) 402-0037

Home:

Home: (703) 753-4867

DesR: Y

VarC: N





Fairfax County Times • Loudoun Times-Mirror
 Fauquier Times-Democrat & Fauquier Times-Democrat Weekend
 Gainesville Times • Culpeper Times • Rappahannock News

I authorize this advertisement to appear in the products on the scheduled dates listed herein. X _____ Date _____

TOWN OF HAYMARKET 15000 WASHINGTON ST STE 100 HAYMARKET VA 20169 (703)753-2600 jpreli@townofhaymarket.org		Account: 309099 Ad Number: 4423480 Source: EMAIL Size: 3 X 2.5 Sales Rep: JCLG Words: 118 Lines: 51
<i>Cost of Ad</i>	<i>Payments</i>	<i>Total Due</i>
130.00	0.00	130.00
Class: LGS LEGALS		SubClass: 492 PUBLIC NOTICES
Description: SUP 2015-002		
GVTC and PWTC Class	Oct 21,28	
Web Ads Class	Oct 21,28	
Market Place Classified	Oct 21,28	

AD MAKEUP NOTES



NOTICE OF PUBLIC HEARING

KINDLY TAKE NOTICE, that the Town Council of the Town of Haymarket will hold a public hearing on Monday, November 2, 2015 beginning at 7:00 pm at the Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169 regarding a special use permit application, #SUP 2015-002. The application is for an in-home business to be located at 14932 Southern Crossing Street, Haymarket, VA 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by telephone at (703) 753-2600.

**TOWN COUNCIL & PLANNING COMMISSION,
 TOWN OF HAYMARKET, VIRGINIA**

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Route 15 Bridge Over Rail Road
 DATE: 11/02/15

BACKGROUND

- Prince William County is applying for House Bill 2 (HB2) for ranking and funding to design and construct a four lane roadway on Route 15 over the railroad tracks.
- Prince William County Board of County Supervisors passed Resolution 15-587 on September 22, 2015 approving the submittal of this project (and others). See attachment.

BACKGROUND

- VDOT has requested a resolution of support for the County for this project to include in their application package.
- It will help Prince William County's application and the scoring for the Rte 15 Bridge Over the Railroad project if the Town passes a resolution of support for the project.
- If the Town Council wishes to pass a resolution of support, the County needs it by the application attachment cut-off date of Dec 1, 2015.

STAFF RECOMMENDATION

- Staff recommends the Town Council pass the resolution RES 2015-013 (attached) in support of Prince William County's HB2 funding application to design and construct a four lane roadway and bridge on Rte 15 over the railroad tracks.

ATTACHMENTS:

- 02-RES 2015-013 - Rte 15 Bridge over RR--CLEAN (PDF)
- 03-PWC Agenda Item 4-C (PDF)

RESOLUTION #2015-013

A RESOLUTION OF SUPPORT FOR PRINCE WILLIAM COUNTY TO APPLY FOR HOUSE BILL 2 FUNDING TO DESIGN AND CONSTRUCT A 4-LANE ROADWAY AND RAILROAD OVERPASS ON JAMES MADISON HIGHWAY, ROUTE 15

WHEREAS, House Bill 2 (HB 2) was passed in April 2014 by the General Assembly and requires that projects be evaluated prior to receiving state funding; and

WHEREAS, Prince William County compiled a list of projects that are priorities of the Board of County Supervisors; and

WHEREAS, the Prince William County Transportation staff has identified constructing a Railroad Overpass on Route 15 adjacent to the Town of Haymarket as a project for submission to the Commonwealth for an HB 2 evaluation; and

WHEREAS, Prince William Board of County Supervisors approved Resolution 15-587, a resolution authorizing the submission of Prince William County Transportation Project Priorities, including the Railroad Overpass on Route 15, for HB 2 evaluation at its September 22, 2015 meeting; and

WHEREAS, the Virginia Department of Transportation is widening James Madison Highway, Route 15, to four lanes, minimum, between Kapp Valley Way and Interstate 66 as part of the I-66/Rte 15 Interchange Project; and

WHEREAS, a private developer has widened James Madison Highway, Route 15, to the south of the railroad; and

WHEREAS, the two-lane section of James Madison Highway, Route 15, currently acts as a choke point; and

WHEREAS, there are significant traffic delays on James Madison Highway, Route 15, when the railroad crossing is activated; and

WHEREAS, Virginia Railway Express (VRE) is studying extending its services out to Haymarket, and such an extension could increase the number of tracks and the number of times the railroad crossing is activated; and

WHEREAS, the increase in automobile traffic in the region has led to other safety measures at railroad crossings, including the construction of a railroad overpass at the Gainesville Route 29 crossing;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket supports the Prince William County submission for House Bill 2 funding to design and construct a four lane roadway and railroad overpass on James Madison Highway, Route 15.

Done this 2nd day of November, 2015.

ATTEST:



BY: TOWN OF HAYMARKET

Jennifer Preli, Clerk

David Leake, Mayor

Voting Aye:
Voting Nay:
Abstaining:
Absent:

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)

4-C**MOTION:**

September 22, 2015

Regular Meeting

SECOND:

Res. No. 15-

RE:

AUTHORIZE SUBMISSION OF PRINCE WILLIAM COUNTY TRANSPORTATION PROJECT PRIORITIES TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION FOR STATE FUNDING AND ENDORSE PROJECTS SUBMITTED FROM TOWNS WITHIN THE COUNTY, CITIES ADJACENT TO THE COUNTY, AND TRANSIT AGENCIES SERVING THE COUNTY – COUNTYWIDE

ACTION:

WHEREAS, House Bill 2 (HB 2) was passed in April 2014 by the General Assembly and requires that projects be evaluated prior to receiving state funding; and

WHEREAS, Prince William County compiled a list of projects that are priorities of the Board of County Supervisors; and

WHEREAS, the Prince William County Transportation staff has identified the following projects for submission to the Commonwealth for an HB 2 rating. All of these projects have been previously approved by the Prince William Board of County Supervisors or have been identified as safety improvements by VDOT:

- Widen Route 1 from Mary's Way to Featherstone Road;
 - Widen Route 1 from Neabsco Road/Cardinal Road to Dumfries Road (Route 234);
 - Construct new interchange at Route 1 and Route 123 interchange (including the Annapolis Way Connection);
 - Construct Railroad Overpass on Route 15;
 - Construct interchange at Route 234 and Balls Ford Road and widen Balls Ford Road from Devlin Road to Doane Road;
 - Construct interchange at Route 234 Bypass, Route 234 Business (Dumfries Road), Brentsville Road and Prince William County Parkway;
 - Widen Neabsco Mills Road from Smoke Court to Route 1;
 - Widen Telegraph Road and widen Summit School Road and construct new connection to Telegraph Road;
 - Extend University Boulevard from Sudley Manor Drive to Devlin Road;
 - Construct Van Buren Road and bridge from Cardinal Drive to Route 234;
 - Construct improvements for Interstate 95 southbound ramp encroaching Dale Boulevard – *VDOT Safety Improvement*;
 - Design and Construct a Roundabout at the entrance to Northern Virginia Community College and Route 234 Business – *VDOT Safety Improvement*;
- and

September 22, 2015
Regular Meeting
Res. No. 15-
Page Two

WHEREAS, it is in the best interest of Prince William County to support projects being submitted by towns within the County and cities adjacent to the County, because they also benefit the residents of Prince William County. Therefore, Prince William County staff recommends the endorsement of the following projects being submitted to HB 2 for the following jurisdictions:

- City of Manassas – Widening of Liberia Avenue between Route 28 and the Norfolk Southern Railroad Overpass;
- City of Manassas – Adding a third lane along Route 234 Business (Sudley Road) between Rollins Road and Godwin Drive/ Prince William County line;
- Town of Dumfries – Widen Route 1 to 6 lanes (Brady's Hill Road to Route 234/Dumfries Road); and

WHEREAS, it is in the best interest of Prince William County to support projects being submitted by transit agencies that serve the residents of Prince William County. Therefore, County staff recommends the endorsement of Virginia Railway Express (VRE) application for the Gainesville/Haymarket Extension project for evaluation under HB 2. The project is a potential 11-mile extension of the Manassas line from the City of Manassas to the Haymarket area in Prince William County along the Norfolk-Southern B-Line rail corridor. The Potomac Rappahannock Transportation Commission, as co-owner of the VRE, also supports VRE's submission of the project application for evaluation under HB 2;

NOW, THEREFORE, BE IT RESOLVED that the Prince William Board of County Supervisors does hereby authorize submission of Prince William County Transportation Project priorities to the Virginia Department of Transportation for State funding and endorse projects submitted from towns within the County, cities adjacent to the County, and transit agencies serving the County.

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

ATTEST: _____

Clerk to the Board



Melissa S. Peacor
County Executive

COUNTY OF PRINCE WILLIAM

OFFICE OF EXECUTIVE MANAGEMENT
1 County Complex Court, Prince William, Virginia 22192-9201
(703) 792-6600 Metro 631-1703 FAX: (703) 792-7484

BOARD OF COUNTY SUPERVISORS

Corey A. Stewart, Chairman
Maureen S. Caddigan, Vice Chairman
Pete Candland
John D. Jenkins
Jeanine M. Lawson
Michael C. May
Martin E. Nohe
Frank J. Principi

August 25, 2015

TO: Board of County Supervisors

FROM: Thomas Blaser
Director of Transportation *TBl*

THRU: Melissa S. Peacor
County Executive

RE: Authorize Submission of Prince William County Transportation Project Priorities to the Virginia Department of Transportation for State Funding and Endorse Projects Submitted from Towns within the County, Cities Adjacent to the County, and Transit Agencies Serving the County - **Countywide**

I. Background in chronological order is as follows:

- A. House Bill 2 (HB 2) – HB 2 was passed in April 2014 by the General Assembly and requires that projects be evaluated prior to receiving state funding.
- B. Funding for FY 2017 – FY 2022 SYIP - The Commonwealth is projected to have \$1,000,200,000 in the FY 2017 – FY 2022 Six Year Transportation Improvement Plan (SYIP) to which projects should be submitted.
- C. Funding Under HB 2 – The estimate for the funding of projects for HB 2 evaluation as part of FY 2017- FY 2022 SYIP is allocated the following way:
 1. District Grant Program – Funding of \$103,700,000 will be available to jurisdictions and agencies in Northern Virginia.
 2. High-Priority Project Programs – Funding of \$500,100,000 will be available to jurisdictions and agencies statewide.

II. Current Situation is as follows:

- A. Project Submission – The County compiled a list of projects that are priorities of the Board.
- B. Prince William County Applications - Prince William County Transportation staff has identified the following projects for submission to the Commonwealth for HB 2 rating. All of these projects have been previously approved by the Prince William Board of County Supervisors or have been identified as safety improvements by VDOT:
- Widen Route 1 from Mary's Way to Featherstone Road
 - Widen Route 1 from Neabsco Road/Cardinal Road to Dumfries Road (Route 234)
 - Construct new interchange at Route 1 and Route 123 interchange (including the Annapolis Way Connection)
 - Construct Railroad Overpass on Route 15
 - Construct interchange at Route 234 and Balls Ford Road and widen Balls Ford Road from Devlin Road to Doane Road
 - Construct interchange at Route 234 Bypass, Route 234 Business (Dumfries Road), Brentsville Road and Prince William County Parkway
 - Widen Neabsco Mills Road from Smoke Court to Route 1
 - Widen Telegraph Road and widen Summit School Road and construct new connection to Telegraph Road
 - Extend University Boulevard from Sudley Manor Drive to Devlin Road
 - Construct Van Buren Road and bridge from Cardinal Drive to Route 234
 - Construct improvements for Interstate 95 southbound ramp encroaching Dale Boulevard – *VDOT Safety Improvement*
 - Design and Construct a Roundabout at the entrance to Northern Virginia Community College and Route 234 Business- *VDOT Safety Improvement*
- C. Endorsement of Submissions for Towns within the County and Adjacent Cities – It is in the best interest of Prince William County to support projects being submitted by towns within the County and cities adjacent to the County because they also benefit the residents of Prince William County. Therefore, Prince William County staff recommends the endorsement of the following projects being submitted to HB 2 for the following jurisdictions:

Authorize to Submit Projects for HB 2 Evaluation
 August 25, 2015
 Page 3

- City of Manassas – Widening of Liberia Avenue between Route 28 and the Norfolk Southern Railroad Overpass.
 - City of Manassas – Adding a third lane along Route 234 Business (Sudley Road) between Rollins Road and Godwin Drive/ Prince William County line.
 - Town of Dumfries - Widen Route 1 to 6 lanes (Brady's Hill Road to Route 234/Dumfries Road).
- D. Endorsement of Transit Agency Submission – It is in the best interest of Prince William County to support projects being submitted by Transit Agencies that serve the residents of Prince William County. Therefore, Prince William County staff recommends the endorsement of Virginia Railway Express' (VRE) application for the Gainesville/Haymarket Extension Project for evaluation under HB 2. The project is a potential 11 mile extension of the Manassas line from the City of Manassas to the Haymarket area in Prince William County along the Norfolk-Southern B-Line rail corridor. The Potomac Rappahannock Transportation Commission (PRTC), as co-owner of the VRE, also supports VRE's submission of the project application for evaluation under HB 2.
- E. Board Action Requested – Authorize submission of Prince William County Transportation Project priorities to the Virginia Department of Transportation for State funding and endorse projects submitted from towns within the County, cities adjacent to the County, and transit agencies serving the County.

III. Issues in order of importance are:

- A. Fiscal Impact – What are the fiscal implications of this action?
- B. Service Level/Policy Issue – What are the impacts on the County's Strategic Goals, the Comprehensive Plan or transportation service levels?
- C. Timing – Why does the authorization for the County to submit projects for HB 2 evaluation have to be submitted now?
- D. Legal – Does HB 2 require Prince William to authorize submission of projects for HB 2 evaluation? Is a public hearing needed in the submission of these projects for HB 2 evaluation?

Authorize to Submit Projects for HB 2 Evaluation

August 25, 2015

Page 4

IV. Alternatives in order of feasibility are:

- A. Authorize submission of Prince William County Transportation Project priorities to the Virginia Department of Transportation for State funding and endorse projects submitted from towns within the County, cities adjacent to the County, and transit agencies serving the County.
1. Fiscal Impact – Authorizing the submission of projects for HB 2 evaluation will provide an opportunity for the County to secure state funds to improve transportation infrastructure improvements that will benefit the residents of the County.
 2. Service Level/Policy Issue –When these projects receive state funding, it will improve transportation service levels for capacity and safety in Prince William County. These projects will support the County’s Transportation Strategic Plan Goal of a “multi-modal transportation network that supports County and regional connectivity.”
 3. Timing – The deadline to submit projects for HB 2 evaluation is September 30, 2015.
 4. Legal – No public hearing is required. Board approval is required for these projects to be submitted for HB 2 evaluation.
- B. Take No Action
1. Fiscal Impact – The County will not have the opportunity to receive state funds for potentially eligible projects within the County.
 2. Service Level/Policy Issue – Completion of the FY 2015- FY2016 SYIP approved projects will be delayed and progress on meeting the Transportation Strategic Plan Goals will be impeded.
 3. Timing – The initiation, continuing or completion of potential projects will be delayed until the next opportunity to submit project applications for HB 2 evaluation in 2017.
 4. Legal – Does not apply.

Authorize to Submit Projects for HB 2 Evaluation
August 25, 2015
Page 5

- V. **Recommendation** is that the Board of County Supervisors concurs with Alternative A and approves the attached resolution.

Staff Contact: Thomas Blaser, 792-6824

X:\Administration\Board Agenda Items\2015 Board Items\September 22, 2015\HB 2 Submission_SR Revised2.doc



TO: Town of Haymarket Town Council
SUBJECT: Authorization of Check Signer
DATE: 11/02/15

Request for additional Check Signer:

Since Pamela Swinford resigned from the Town Council in August of 2015, and she was a check signer for all Bank Accounts, the Finance Committee has agreed that 4th signer needs to be replaced, and has requested that the newly appointed Council Member Susan Edwards be that 4th check signer. Please see attached Resolution for this request.

ATTACHMENTS:

- RESOLUTION 2015-014 additional check signer (PDF)

RESOLUTION 2015-014

AUTHORIZATION FOR AN ADDITIONAL CHECK SIGNER

WHEREAS, Town Council Member Pamela Swinford was a Town Check Signer, and resigned from the Town Council in August of 2015; and

WHEREAS, the Town Council appointed a new Council Member, Susan Edwards; and

WHEREAS, the Finance Committee has agreed that the 4th additional signer should be replaced by way of the new Council Member Susan Edwards;

NOW, THEREFORE LET IT BE RESOLVED that the Town Council advises the Town Treasurer to acquire all necessary paperwork from Sona Bank and The Fauquier Bank, to add this additional 4th signer, Susan Edwards, to all Town Bank Accounts.

Done this 2nd day of November 2015

ATTEST:



BY: TOWN OF HAYMARKET

Jennifer Preli, Clerk

David Leake, Mayor

Voting Aye:
Voting Nay:
Abstaining:
Absent:

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Bull Run ASAP Policy Board Appointment
DATE: 11/02/15

Subject: Bull Run ASAP Policy Board Member Appointment

Background: Pursuant to the Code of Virginia, Sections 15.1-21 & 18.2-271.1, each of the participating governmental jurisdictions within the Counties of Loudoun and Prince William are eligible, upon Resolution, to join the Policy Board and appoint Board Members to serve. The Bull Run ASAP Policy Board is responsible for general program oversight and annual budget approval. The Town of Haymarket is a member of this Board. Interim Chief Greg Smith was appointed by the Town Council to serve on this board.

Recommendation:

It is recommended that the Town Council appoint Eric S. Noble, Chief of Police to represent the Town of Haymarket on the Bull Run ASAP Policy Board by adopting Resolution 2015-015

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, September 28, 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

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

2. Citizen's Time

3. Updates

A. Supervisor Candland

Mayor Leake welcomes Supervisor Candland this evening. Supervisor Candland provides some updates:

- Haymarket Gainesville Community Library Grand Opening is October 22 at 10:00 am. He invites all Council Members to attend
- VDOT has put on some finishing touches to the I-66/Route 29/Linton Hall interchange
- Construction has begun on the I-66 widening. Completion by August 2016
- The Route 15/I-66 interchange improvements are expected to be complete by fall 2017
- The Old Carolina bridge may be complete sometime this year, but still on target for early 2016.
- Haymarket Crossing is an apartment complex planned by the hospital. They have applied to change those to town homes.
- St. Catherine Drexel Parish special use permit for Route 15/Waterfall Road is before the BOCS
- There is no update to the proposed Dominion VA Power 230 kV transmission line
- The BOCS is looking for a location for the 13th High School. It is narrowed down to 2 potential possibilities, one near Stone Haven, the other is Rollins Ford Road
- Logmill Road project has begun.
- Councilman Pasanello asks about the status of John Marshall Commons. Supervisor Candland responds that it did not pass through the Planning Commission. It has been deferred.
- Councilman Pasanello thanks Supervisor Candland for his support
- Councilman Caudle asks about the status of Cabela's. He has no update for this project.
- The Stone Haven project has been reduced in density. He should appear on the Commission's agenda in January or February

B. Town Center Master Plan - Conceptual Layout

Mr. Hetzel thanks the Mayor and Council for the opportunity to design the Town Center Government Building. Presented this evening is the interior layout for the building. The next step with the exterior design is to go before the ARB in October.

4. Agenda Items

A. Town Council Draft Agenda Harrover Master Plan

The following items were reached as a consensus on the general development plan for the Harrover Property:

- Single entrance (across from Coach Way)

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)

- Small service facility
- Minimum amount of parking
- Multi-generational
- High point to be left open
- Not to be a revenue generator
- Accessibility should be a priority in phasing

5. Councilmember Time

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

6. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, October 1, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Swearing In - Susan Edwards

Clerk of the Circuit Court Michele McQuigg swears in Councilwoman Edwards this evening

3. Invocation - Brian Johnson, St. Thomas UMC

Pastor Brian Johnson is here this evening to offer the invocation

4. Pledge of Allegiance

5. Citizen's Time

No public comment

6. Consent Agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Susan Edwards, Councilwoman
AYES:	Kurt Woods, Joe Pasanello, Susan Edwards, Steve Aitken
ABSENT:	Matt Caudle, Chris Morris

A. Department Reports

- i. Police Report - Chief Eric Noble
- ii. Engineer's Report
- iii. Planner's Report
- iv. Building Official's Report
- v. Main Street Coordinator's Report
- vi. Treasurer's Report - Sherrie Wilson
- vii. Town Manager's Report - Brian Henshaw

B. Minutes Acceptance

- i. Committee - Police Chief Hiring - Committee - May 21, 2015 4:00 PM
- ii. Committee - Police Chief Hiring - Committee - Jul 9, 2015 4:30 PM
- iii. Mayor and Council - Regular Meeting - Aug 3, 2015 7:00 PM
- iv. Committee - Police Chief Hiring - Committee - Aug 5, 2015 5:00 PM
- v. Committee - Police Chief Hiring - Committee - Aug 6, 2015 5:00 PM
- vi. Mayor and Council - Work Session - Jul 27, 2015 5:00 PM
- vii. Committee - Personnel - Committee - Aug 20, 2015 12:00 PM
- viii. Mayor and Council - Special Meeting - Aug 31, 2015 4:30 PM
- ix. Mayor and Council - Regular Meeting - Sep 8, 2015 7:00 PM
- x. Mayor and Council - Special Meeting - Sep 17, 2015 6:00 PM

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)

7. Agenda Items

A. Breast Cancer Awareness Month

Ms. Jackie Glenn is here this evening representing Novant Health for the lighting of the museum pink in recognition of breast cancer awareness month. Mayor Leake reads aloud:

WHEREAS, October 2015 marks more than 28 years that National Breast Cancer Awareness has educated women about early breast cancer detection; and

WHEREAS, National Breast Cancer Awareness Month is dedicated to increasing public knowledge about the importance of early detection of breast cancer by collaborating with several public service organizations, professional associations, and government agencies who work together to ensure that the National Breast Cancer Awareness Month message is heard by thousands of women and their families; and

WHEREAS, the American Cancer Society estimates in the United States, more than 231,840 new cases of invasive breast cancer will be diagnosed in women this year; and

WHEREAS, the American Cancer Society estimates in the United States, more that 2,350 new cases of invasive breast cancer will be diagnosed in men this year; and

WHEREAS, through research and advocacy, significant advances have been made in the fight against breast cancer, including significant decreases in mortality; and

WHEREAS, the 3 million breast cancer survivors living in the United States today are a testament to courage, as well as to the importance of promoting awareness about breast cancer, providing information, funding research, following recommended screening guidelines and offering treatment to those who are affected.

NOW, THEREFORE, be it proclaimed that the Town Council of Haymarket, Virginia does herby recognize the month of October 2015 as Breast Cancer Awareness Month and ask all citizens to join in this worthy cause, to celebrate successes and memorialize lost battles.

Mayor calls for a five minute recess so that the Council can light the museum pink.

B. 2015 Haymarket Day Parade Winners

- Susana Gergin & John Mitchell receive the Mayor's Choice award to Linton Hall School
- Bonnie Bagan on behalf of Spotlight Dance receives the Best Performance award

C. Pedestrian Improvements Grant

Move to direct the Town Engineer to contact the Virginia Department of Transportation to update and sign the Locally Administered Project Agreement with the \$43,085 obligation for the Town to pay at 100%. I further move to direct the Town Engineer and Town Manager to budget this amount when preparing the FY17 Budget.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Councilman
AYES:	Kurt Woods, Joe Pasanello, Susan Edwards, Steve Aitken
ABSENT:	Matt Caudle, Chris Morris

D. Berkley Group Proposal

Move to authorize the Town Manager to execute a contract proposal for Phase I- Zoning Ordinance with the Berkley Group.

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Kurt Woods, Joe Pasanello, Susan Edwards, Steve Aitken
ABSENT:	Matt Caudle, Chris Morris

8. Councilmember Time

A. Matt Caudle

- Councilman Caudle hands out a drawing he made as a result of the work session discussion regarding the Harrover Master Plan

B. Susan Edwards

- She is glad to be back and thanks the Council for having her back

C. Steve Aitken

- Vice Mayor Aitken comments on how well run Haymarket Day was and thanks the staff and volunteers
- He welcomes Chief Eric Noble
- He reminds that several Council members are leaving for the VML conference this weekend

D. Chris Morris

E. Joe Pasanello

- Councilman Pasanello thanks the staff for the page numbering
- He thanks the Chief for the police presence
- He feels the Council had a good discussion about the Harrover Master Plan and feels the Town is headed in the right direction

F. Kurt Woods

- No comments this evening

G. David Leake

- Mayor Leake reminds that the next 48 hours are the most serious time for Hurricane Joaquin; please everyone be safe

9. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 11/02/15

ATTACHMENTS:

- 11-2015 Police Report (PDF)

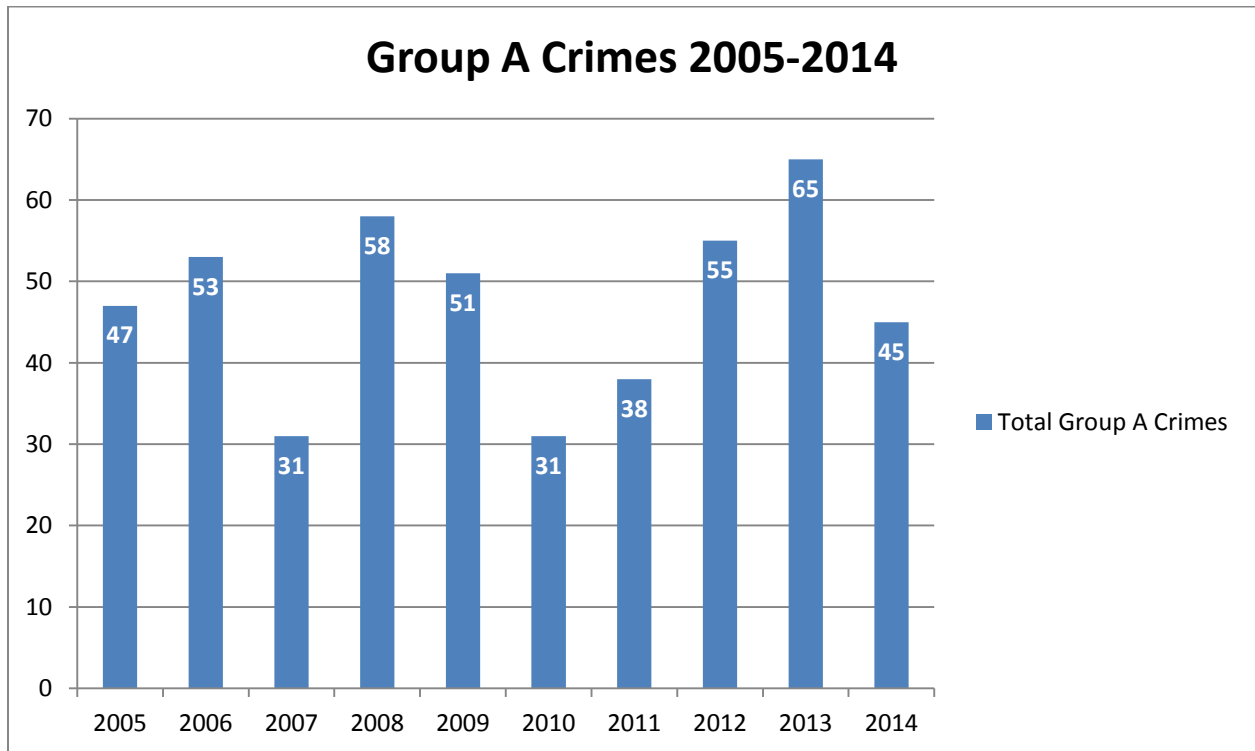


Haymarket Police Department Monthly Town Council Report November 2015



The charts and graphs below contain crime statistics for the Town of Haymarket from January 1, 2005 through December 31, 2014. Crime statistics in Haymarket are tracked in accordance with the national standards administered by the Federal Bureau of Investigations' Uniform Crime Reporting (UCR) Program as reported through the Virginia State Police's annual Crime in Virginia report.

Data is entered into the UCR Program through Incident Based Reporting (IBR). Information related to two different levels of offenses is collected by the IBR system. The most serious offenses are designated as Group "A". Group "A" offenses consist of 22 categories of crimes involving 46 different offenses.

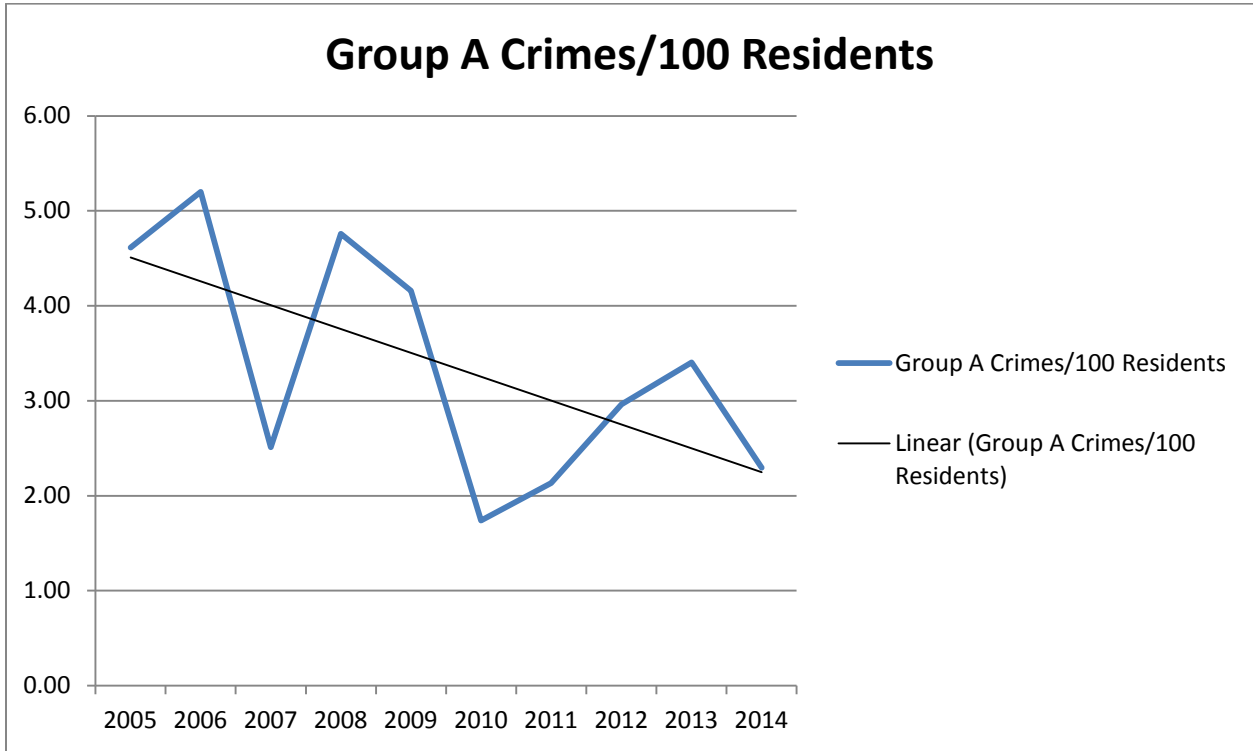




Haymarket Police Department



Group "A" Crimes

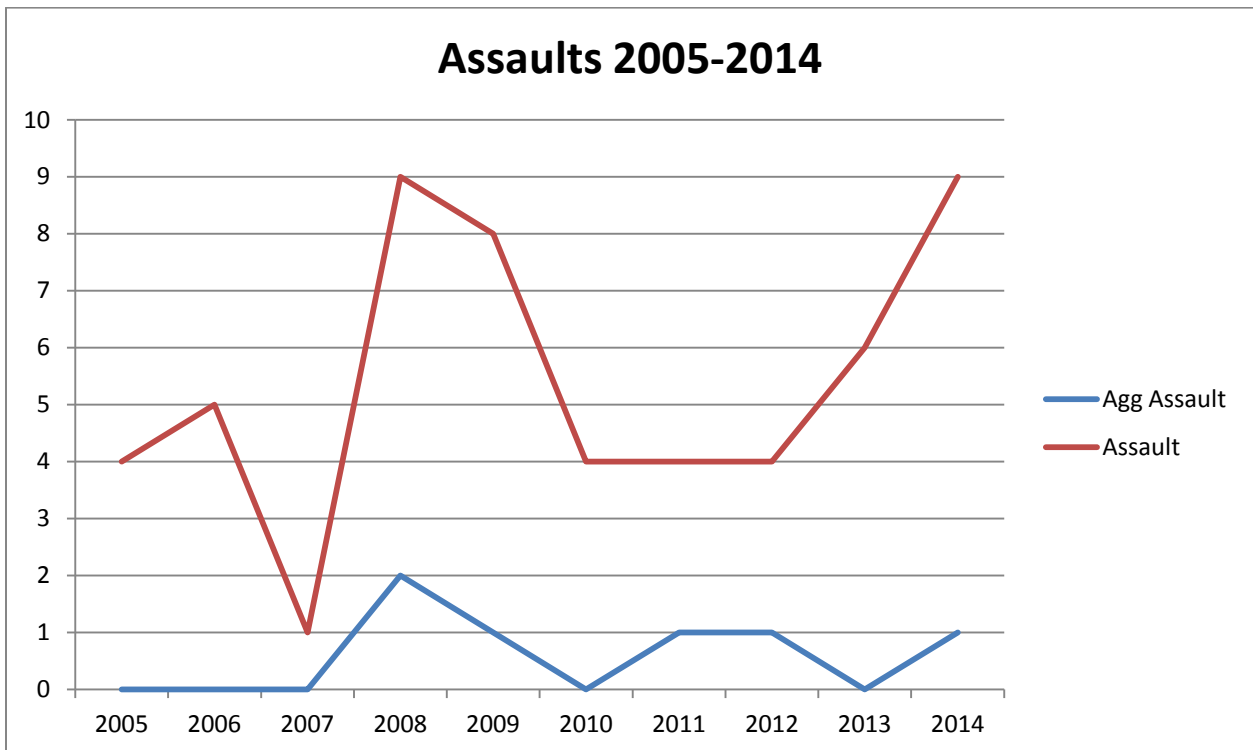
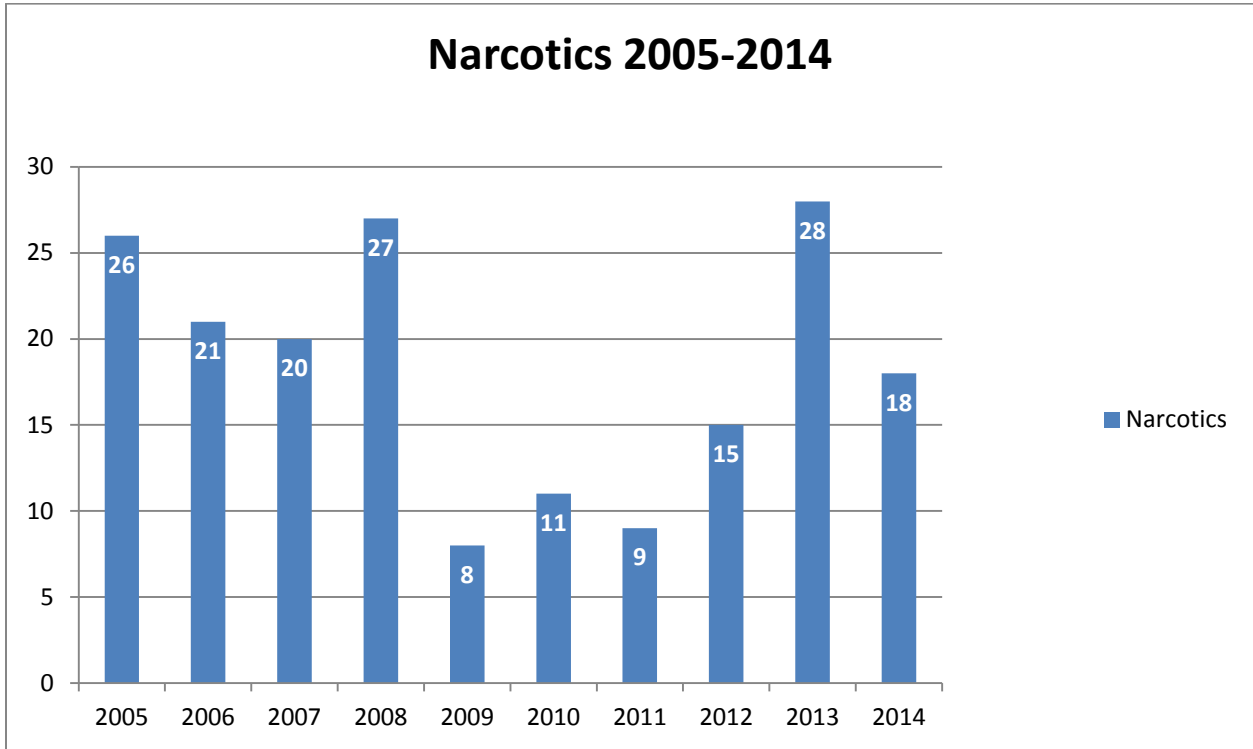




Haymarket Police Department



Group "A" Crimes



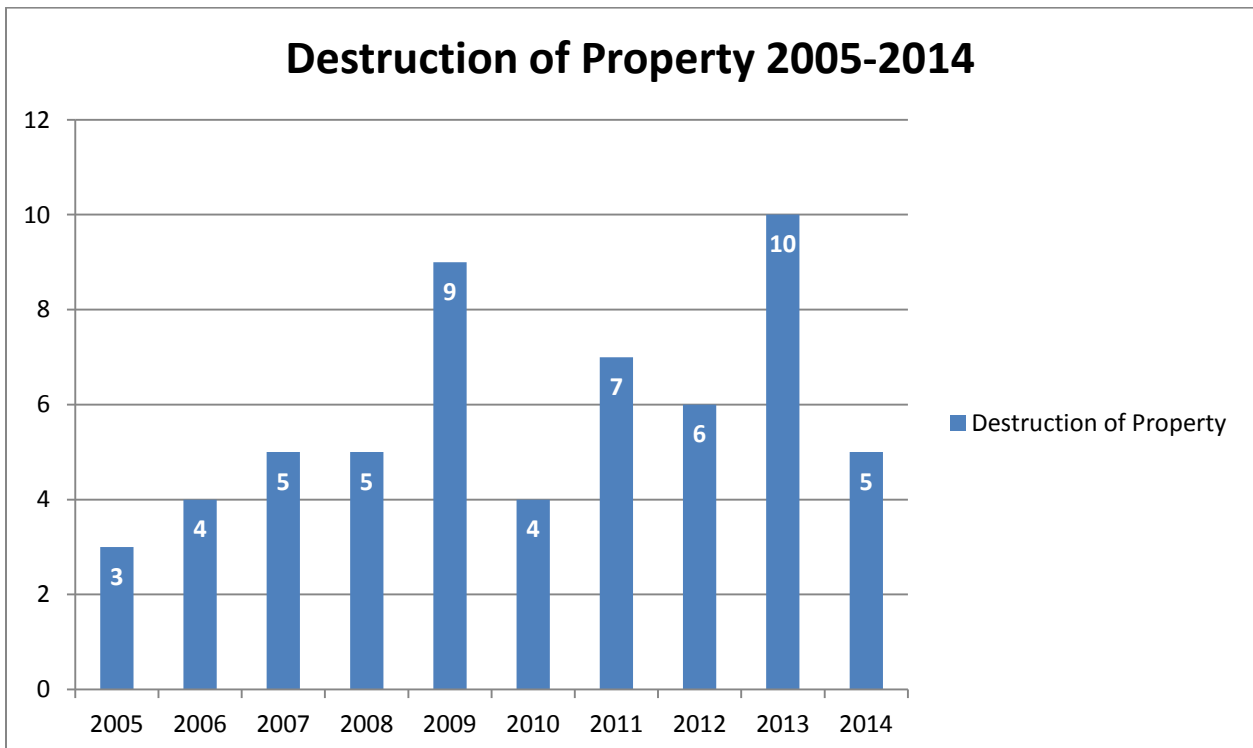
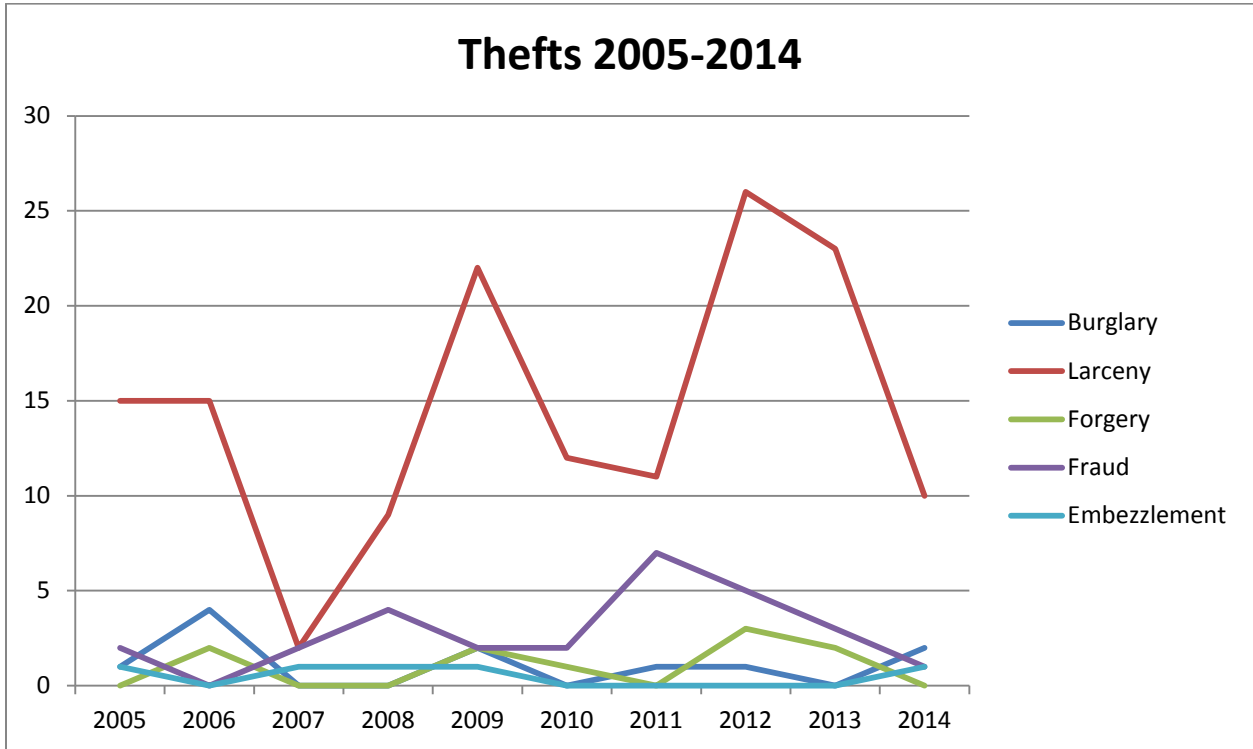
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Haymarket Police Department



Group "A" Crimes



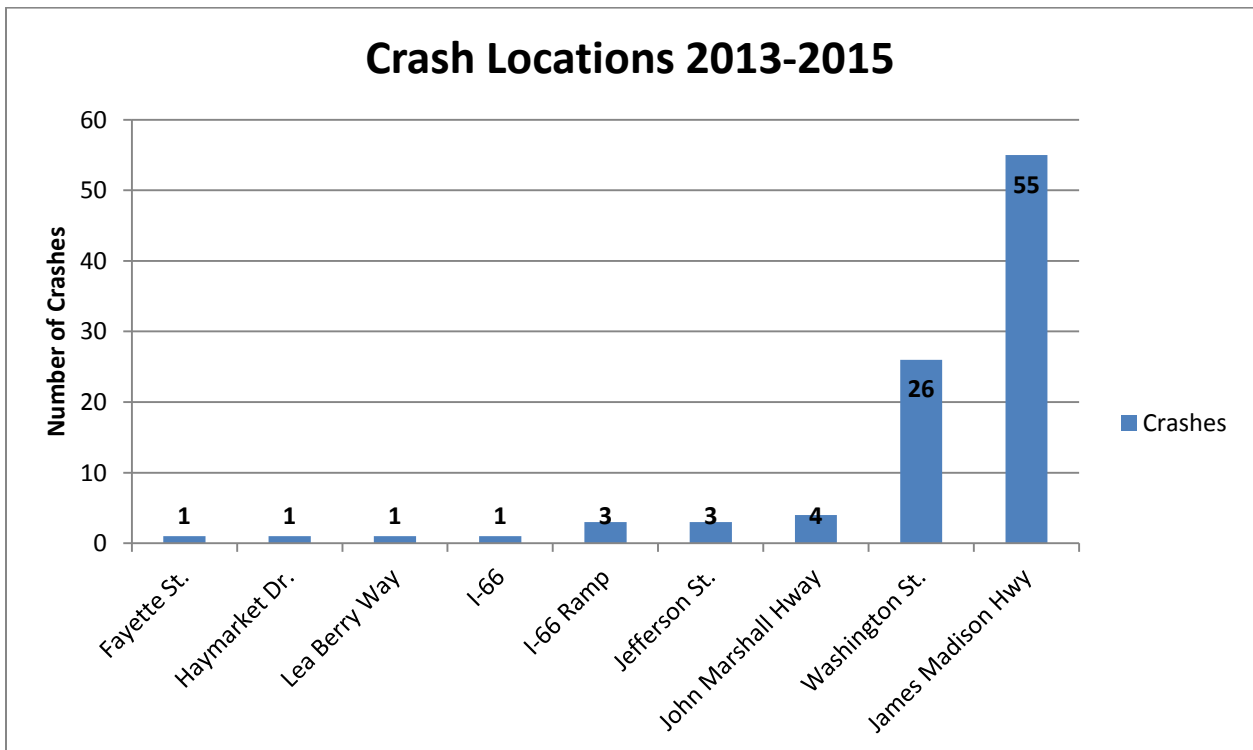
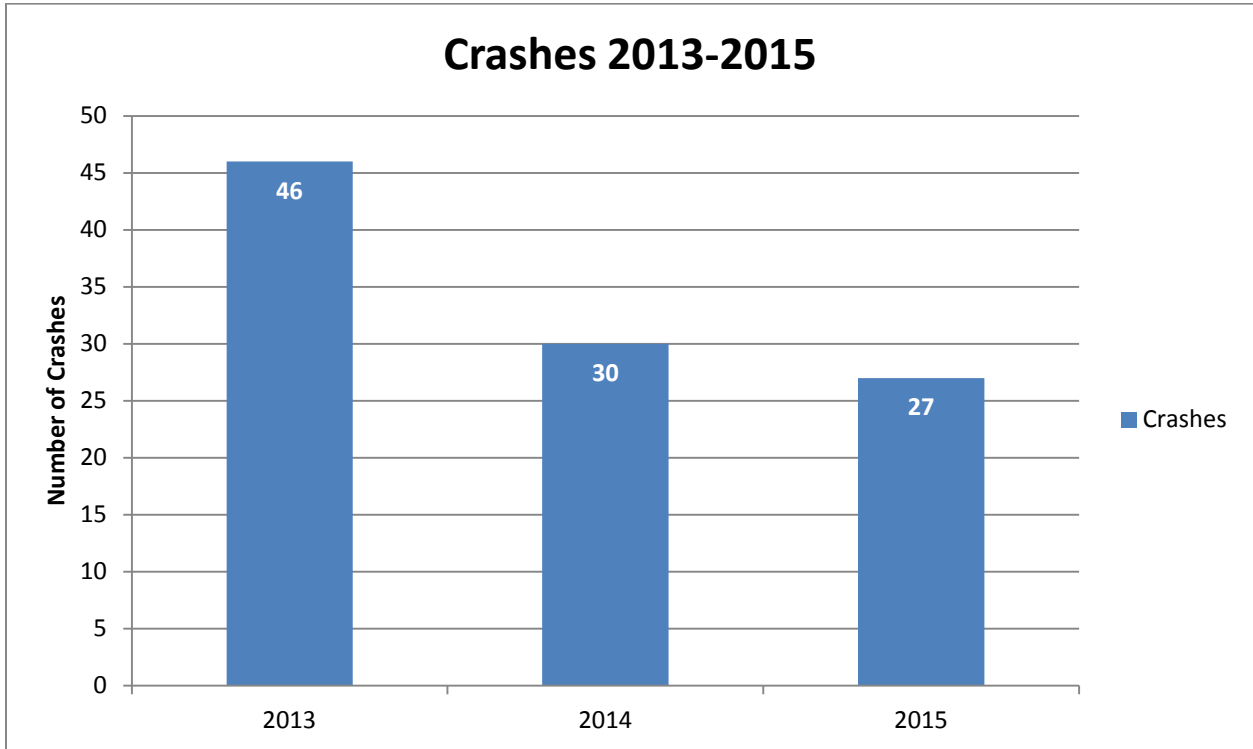
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Haymarket Police Department



Vehicle Crashes



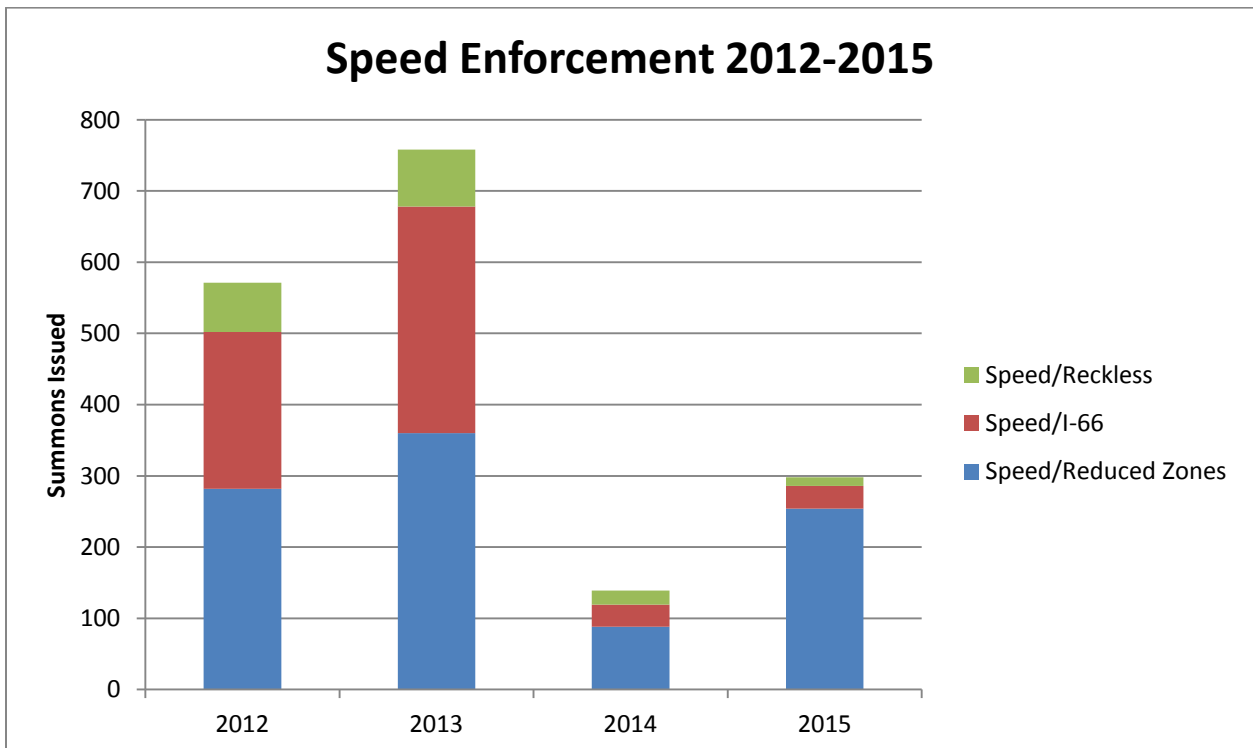
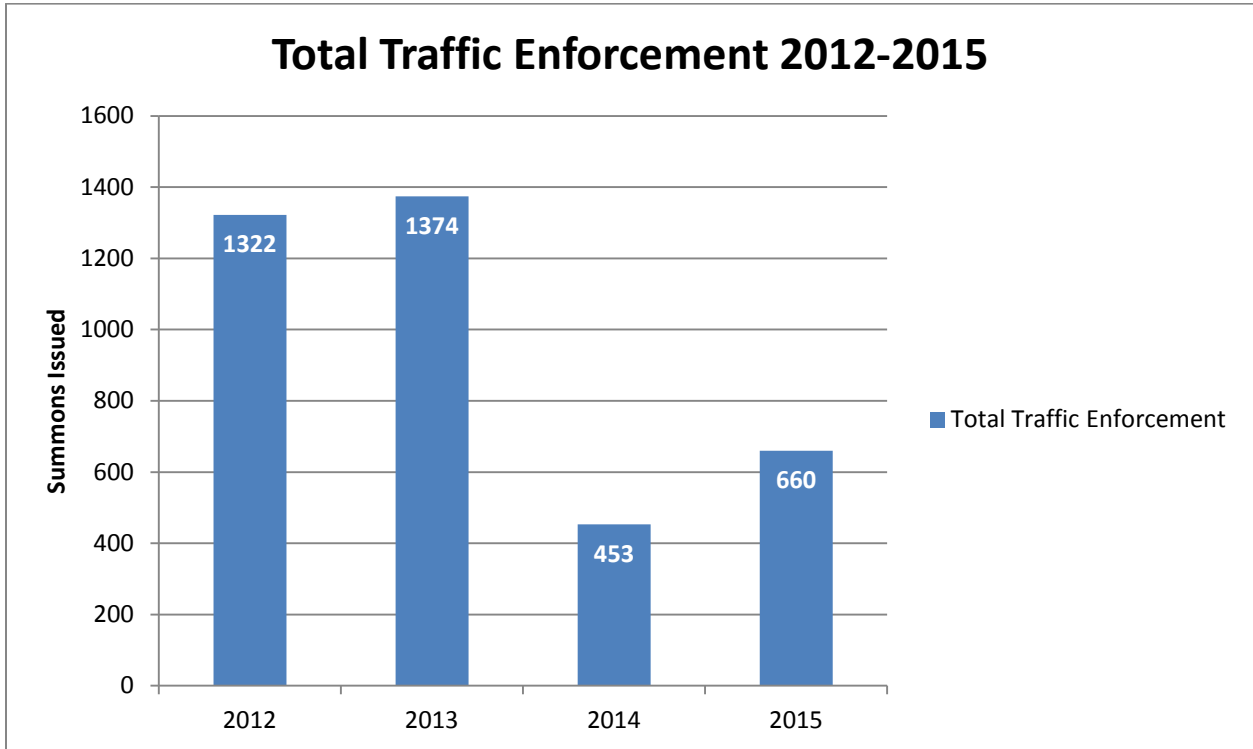
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Haymarket Police Department



Traffic Enforcement



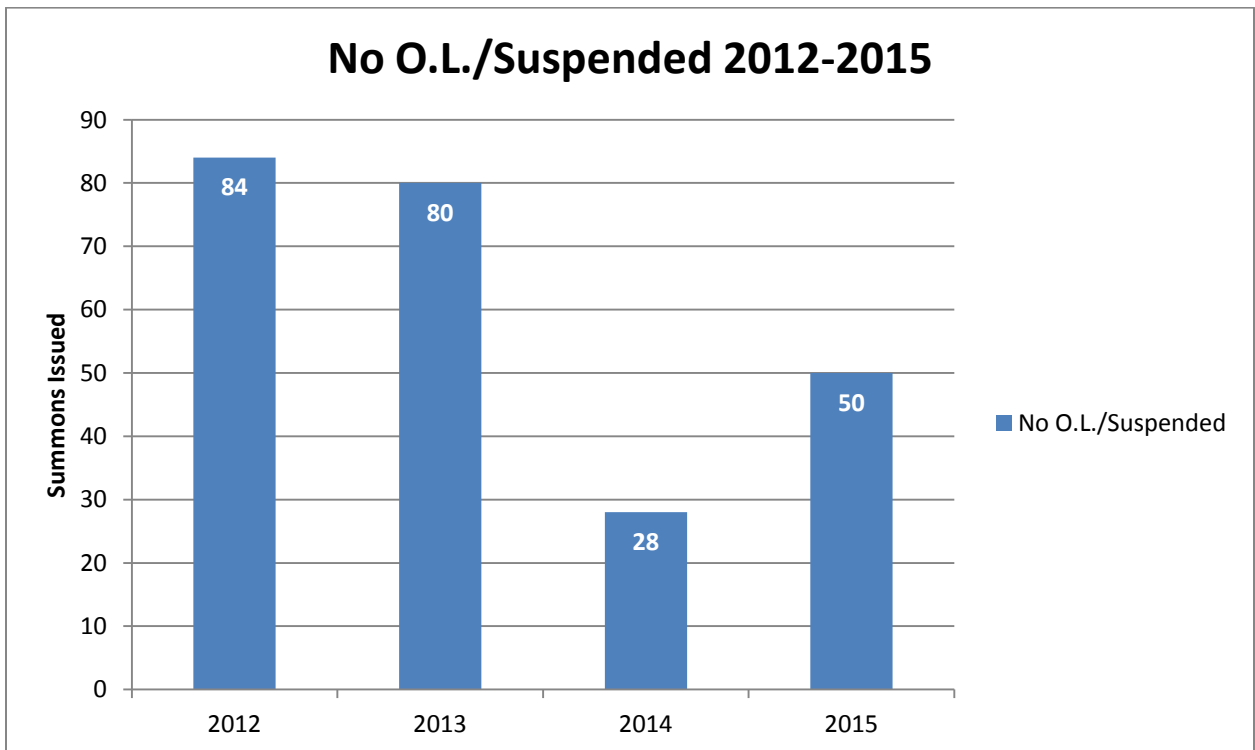
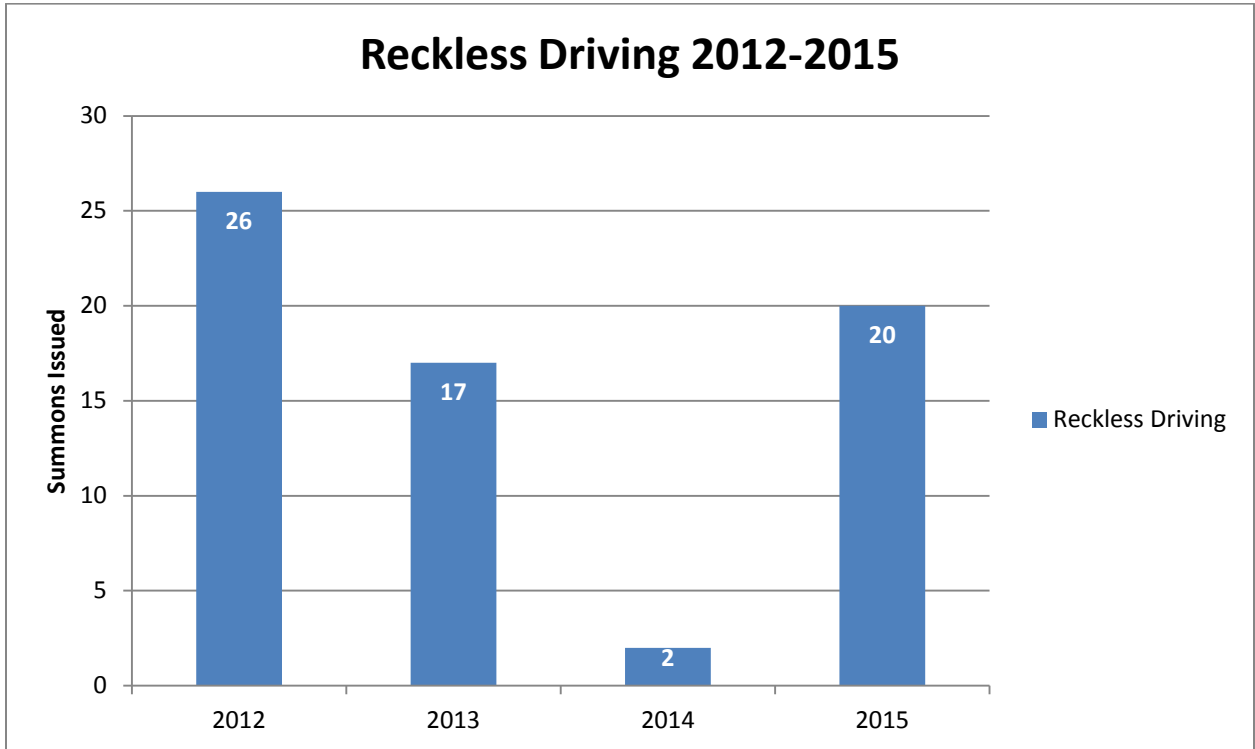
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Haymarket Police Department



Traffic Enforcement



Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)



Haymarket Police Department



Significant Incidents

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Unlawful Wounding	09/12/2015	9-10 pm	15155 Washington St (Ice Plex)	Report of unwarranted assault resulting in injury during hockey game.
Unauthorized entry to vehicle and Petit Larceny from vehicle	09/18-19/2015	11:45 pm to 8:00 am	14900 Blk Greenhill Crossing	Reported that someone entered unlocked vehicle and removed property valued < \$200.
Unauthorized entry into vehicle and Petit Larceny from vehicle	09/18-19/2015	5:00 pm to 3:00 pm	6900 Blk Jockey Club	Reported that someone entered unlocked vehicle and removed property valued <\$200
Vandalism	09/07-11/2015	Midnight to 10:30 pm	6600 Blk Fayette Street	Report of damage to window pane of home by rock.
Vandalism	09/07/2015	10:30 am to 12:30 pm	14900 Blk Washington St.	Reported that damage was done to windows in rear of building.
Possession of Marijuana Driving while Suspended	09/14/2015	10:30 pm	Washington & Fayette	Traffic stop for defective equipment resulted in 1 adult male arrest for Possession of Marijuana and 1 adult female issued summons for Driving while Suspended.
Possession of Marijuana	09/07/2015	1:00 am	Washington & Fayette	Traffic stop for defective equipment resulted in 1 adult male arrest for Possession of Marijuana.



Haymarket Police Department



Significant Incidents

Possession of Marijuana	09/15/2015	8:30 pm	6800 Blk Saint Paul Drive	Traffic stop for defective equipment resulted in 1 adult male arrest for Possession of Marijuana.
DUI	09/12/2015	8:30 pm	I66 East	Report of Reckless Driver led to stop of vehicle and 1 adult male arrest for DUI.
DUI Drive while Suspended	09/21/2015	1:15 am	Washington & Costello Way	Traffic stop for defective equipment resulted in 1 adult female arrest for DUI and summons for Driving while Suspended.
DUI	09/27/2015	2:35 am	Rt 15 N @ I66 E on ramp	Vehicle parked in travel lane but still running, upon investigation it was determined driver was intoxicated. 1 adult male arrest for DUI.



Haymarket Police Department



Other Issues of Note

Budget

- Select sub-objects

Salaries & Wages – Overtime	\$5,153.08	\$12,000.00	42.9%
Uniforms & Police Supplies	\$4,078.10	\$8,000.00	51.0%

- DMV 402 Grant Award
 - \$4050 for speed enforcement
 - \$3375 for impaired driving enforcement
 - 50% matching through fuel and vehicle maintenance

- Vehicle Repair Expenditures

○ 2011 Charger	Steering Rack Assembly	\$990.20
○ 2006 Charger	Fuel Pump	\$748.41
○ 2009 Charger	Oil Pressure Sender	\$257.36
○ 2013 Ford	Tire Replacement	<u>\$1008.44</u>
		\$3004.41

- Clarification on 599 Funding:
 - §9.1-170. Distribution of funds to towns.
 - B. Towns located in eligible counties and which have police departments shall receive a percentage of the funds distributed to the county in accordance with §9.1-169, such percentage to be equal to the ratio of the town’s population as determined by the Department to the total population of the county.

Community Relations

- Agency participation in Explorer Post #1268
 - Officer Shaver will be assisting Prince William County Police Department



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 11/02/15

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.
- A settlement meeting with Finley has been scheduled for November 16, 2015 with me, the Town Manager and the Town Attorney.

Bridge over Railroad Tracks on Route 15

- Prince William County is applying for funding through HB2 (federal funding) to design and construct a bridge over the railroad tracks on Rte 15.
- VDOT has requested that the Town pass a resolution of support for the County to design and construct this bridge to accompany the funding application, which is due December 1.
- There is a separate agenda item for this resolution.

Caboose Enhancement Project

- This project is to construct an ADA accessible deck and install landscaping at the Caboose.
- After receiving no bids on the original advertisement and much coordination with VDOT on how to proceed, we reached out the Genesis Consulting and Contracting to provide a bid. They were the only Contractor to pick up bid documents in the original advertisement.
- On Wednesday, September 23 at 12:30 pm we held a public bid opening. We received the one bid from Genesis in the amount of \$24,407.
- We sent the Request to Award to VDOT and are awaiting the response. After receiving the Approval to Award, I will bring the bid to Town Council for the actual award.
- I have asked Genesis to provide a "rough" estimate for changing the material type for the floor and the rails to composite. I am only asking for a rough estimate at this time so that Genesis does not waste time preparing a formal change order when we are not sure if the change order will actually be processed. Once I receive the rough number, I will bring to Town Council to decide if you want to proceed with composite decking and a formal change order.

Meeting with DR Horton

- I met with Beau Christie, the new DR Horton Project Manager, on Wednesday, October 14 to discuss finishing up and closing out Sherwood Forest and Alexandra's Keep.
- Mr. Christie stated finishing these projects are a top priority for him and hopes to have them finished by the end of the year.
- Evidence that he is pushing to close out these projects is that some of the damaged curb has been replaced and the Engineers for both projects have been in touch with me to discuss what needs to be completed on the As-Built surveys.

Meeting with Dominion for Power Lines on Jefferson Street south of Washington Street

- The Town Manager and I met with Dominion on Monday, October 19, to discuss all of the criss-

crossing and unsightly overhead lines on Jefferson Street south of Washington Street (behind the Old Bank Building).

- Dominion is preparing scoping level estimates and layouts to underground/consolidate/relocate these lines.
- Once the scoping layouts are received, Staff will then need to coordinate with Verizon and Comcast to get scoping level cost estimates to underground/relocate their utilities that are on the same poles as the Dominion lines.



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator's Report
 DATE: 11/02/15

Museum Lighting Ceremony

Every night in November the Town's Museum will be lit "purple" in honor of National Alzheimer's Disease Awareness Month. Licensed Professional Counselor, Frances Herron, will be here to speak on Alzheimer's disease and its effects on the people living with it and those who care for them.

National Young Reader's Day

November 10th marks the 11th annual Young National Readers Day. This event promotes literacy in elementary schools all across our nation. The Town of Haymarket will participate in this national event at Gravelly Elementary School in Haymarket, Virginia. It is a day when over 20,000 students in Prince William County will either read or be read to on that day.

Coffee & Conversation

On Monday, November 16th at 8 am, the Town will host its last coffee and conversation for the calendar year. Topics for discussion:

- Moving our businesses forward in 2016
- Police Department updates by Chief Eric Noble
- Town development updates by Marchant Schneider, Town Planner

Haymarket Health Forum

Saturday, November 21st at 10 am one of our Town businesses, Group Therapy Associates will host a free panel discussion with local wellness experts on how to stay healthy and manage stress during the holiday season. For more information and to reserve your seat please visit www.grouptherapyassociates.com/Haymarket <<http://www.grouptherapyassociates.com/Haymarket>>

Christmas in Haymarket

Set in the year 1865, Museum visitors will enjoy a glimpse in the past on what a family of "prominence" would have dined on and decorate their homes during the holidays. The "faux" dinner display will feature accurate replicas of dishes and table settings that would have been used in the mid 1800's in Virginia.

Haymarket Holiday Party 2015

The Town of Haymarket will host its 25th annual Holiday Party on Saturday, December 5th from 3 pm until 6 pm. Festivities will include:

- Tree lighting ceremony
- Entertainment by local preschools and dance studios
- Holiday cookie decorating station
- Taste of Haymarket
- Hot chocolate & hot cider
- Can food drive (donations benefiting the Haymarket Food Pantry)
- Make your own s'mores (donations benefiting the Willing Warriors Foundation)
- Take your picture with Santa & Mrs. Claus

More details TBD.

Museum Attendance for October 2015

10/3 - 10/4 = 8

Information Item (ID # 2596)

Meeting of November 2, 2015

10/10 - 10/11 = 30
10/17 - 10/18 = 26
10/24 - 10/25 = TBD
10/31 = TBD

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 11/02/15

Ongoing Projects

- Installation of curb, gutter, sidewalk, and utilities along Bleight Drive has begun. The work should take 4 to 6 weeks. The developer also installed orange fencing along the east side of Bleight Drive to separate the work from the playground / park areas at QBE.
- Construction plans for the Ice Rink Expansion are under review. Work is anticipated to begin later this fall.
- The building official and I met Ms. Pardo-Cohen on October 3 to discuss potential reuse of the existing structure at 14881 Washington Street (blue house). The ARB previously approved a partial demolition of the structure.

Development Review

- Revised Chic-Fil-A and Sheetz site plan / special use permit materials were submitted the week of September 22 and are under review by staff.



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer's Report
 DATE: 11/02/15

- The current year Profit & Loss report is attached. There are no immediate concerns with the current budget. Revenue continues to come in at its budgeted monthly amount. Real Estate Tax bills have been mailed out and it's expected that the revenue from this will arrive within the next 6 weeks as the due date of 12/5/2015 approaches. There are currently still only three parcels that still owe delinquent Real Estate Taxes. That total is around \$3100.00.
- Final notice letters were sent out to three Town Businesses who have yet to file their 2014 Business Gross Receipts to obtain their 2015 Business License. One of those three has complied to date. I will be referring to Legal in regards to the next step of this process.
- The Audit was complete in September by Robinson Farmer Cox. The Town has to meet requirements of the Governmental Accounting Standard Board (GASB), with respect to participation in the Virginia Retirement System (VRS). There have recently been additional requirements from the GASB, and the Town's Auditors were waiting for the supplement in order to complete the report to the Town. The Auditors received that supplemental, and are now working on the report for the Town and hope to have it at the next Council meeting.
- As was reported in last month's meeting, the Town has been collecting a 10% Meals Tax Late Fee on any Restaurant/Caterer that was late paying their monthly Meals Tax. The Town Ordinance however only mentions a 10% per annum fee, which equates to slightly less than 1% per month (.83). This 10% Late Fee amount was put on the Meals Tax declaration form in 2007 for unknown reasons. Per the Town Attorney and the State Code, we only need to go back two years to issue refunds to those that have paid the 10% monthly fee. According to the records, the amount that will be refunded to three businesses that this affected is \$586.93. The current Meals Tax form has been changed to reflect the correct penalty according to the Town Ordinance.
- We are currently in need of a fourth check signer on the Town's bank accounts. Since Pamela Swinford has resigned from Council, the Finance Committee has agreed the check signing ability should be replaced, and will be replaced by Susan Edwards. The Resolution for that request is in the packet this evening.
- I will be at a Roles and Responsibilities of the Treasurer course in Newport News, VA on November 9-10th. Topics will include preparation of tax bills, collecting Real Estate and Personal Property taxes, collection of other taxes, licenses, fees and fines, legal constraints, etc.

ATTACHMENTS:

- 2 - Treasurers Profit & Loss Statement (PDF)

2:31 PM
10/21/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	283,058.36	292,000.00	96.9%
Public Service Corp RE Tax	10,050.30	9,000.00	111.7%
Interest - All Property Taxes	94.39		
Total GENERAL PROPERTY TAXES	293,203.05	301,000.00	97.4%
OTHER LOCAL TAXES			
Sales Tax Receipts	38,522.43	130,000.00	29.6%
Meals Tax - Current	140,165.66	450,000.00	31.1%
Consumer Utility Tax	33,458.18	120,000.00	27.9%
Bank Stock Tax	0.00	25,000.00	0.0%
Business License Tax	6,346.69	176,000.00	3.6%
Penalties (Non-Property)	556.96		
Cigarette Tax	61,526.25	220,000.00	28.0%
Total OTHER LOCAL TAXES	280,576.17	1,121,000.00	25.0%
PERMITS,FEES & LICENESES			
Occupancy Permits	200.00	500.00	40.0%
Inspection Fees	975.00	7,000.00	13.9%
Other Planning & Permits	1,200.00	30,000.00	4.0%
Application Fees	500.00	2,000.00	25.0%
Motor Vehicle Licenses	885.00	1,000.00	88.5%
Total PERMITS,FEES & LICENESES	3,760.00	40,500.00	9.3%
FINES & FORFEITURES			
Fines	12,106.39	48,000.00	25.2%
Total FINES & FORFEITURES	12,106.39	48,000.00	25.2%
REVENUE - SPONSORED TOWN EVENTS	35,275.17	65,000.00	54.3%
MISCELLANEOUS REVENUE			
Miscellaneous	55.00		
Total MISCELLANEOUS REVENUE	55.00		
MISCELLANEOUS			
Earnings on VACO/VML Investment	1,166.77		
Sale of Salvage & Surplus	0.00	0.00	0.0%
Recovered Costs- Private Events	0.00	5,000.00	0.0%
Interest on Bank Deposits	302.11	100.00	302.1%
Citations & Accident Reports	545.00	1,000.00	54.5%
Total MISCELLANEOUS	2,013.88	6,100.00	33.0%
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	0.00	26,850.00	0.0%
Suite 206 Rental Income	27,736.96	84,100.00	33.0%
Suite 200 Rental Income	1,610.00	4,830.00	33.3%
15020 Wash St Rental Income	14,239.32	42,735.00	33.3%
6630 Jefferson St Rental Income	8,430.00	41,055.00	20.5%
Town Hall Rental Income	600.00	1,200.00	50.0%
Total RENTAL (USE OF PROPERTY)	52,616.28	200,770.00	26.2%
INTEREST ON BANK DEPOSITS	3,717.97		
REVENUE FROM COMMONWEALTH			
Communications Tax	40,860.15	120,000.00	34.1%
Department of Fire Programs	0.00	41,200.00	0.0%
599 Law Enforcement Grant	7,092.00	28,334.00	25.0%
Personal Property Tax Reimburse	18,626.97	18,600.00	100.1%
Car Rental Reimbursement	1,961.91	4,500.00	43.6%
Railroad Rolling Stock	1,514.70	1,400.00	108.2%
REVENUE FROM COMMONWEALTH - Other	534.00		
Total REVENUE FROM COMMONWEALTH	70,589.73	214,034.00	33.0%

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Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
REVENUE FROM FEDERAL GOVERNMENT			
PEDESTRIAN IMPROVEMENT GRANT	33,532.00	250,000.00	13.4%
CABOOSE ENHANCEMENT GRANT	0.00	38,500.00	0.0%
Total REVENUE FROM FEDERAL GOVERNMENT	33,532.00	288,500.00	11.6%
TRANSFER OF CASH RESERVES	0.00	1,178,499.00	0.0%
Total Income	787,445.64	3,463,403.00	22.7%
Gross Profit	787,445.64	3,463,403.00	22.7%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	7,275.00	32,100.00	22.7%
FICA/Medicare	437.58	2,000.00	21.9%
Unemployment Insurance	94.82	1,350.00	7.0%
Mileage Allowance	496.10	750.00	66.1%
Meals and Lodging	2,653.25	2,500.00	106.1%
Convention & Education	2,880.00	5,000.00	57.6%
Total 11100 - TOWN COUNCIL	13,836.75	43,700.00	31.7%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	80,568.53	243,600.00	33.1%
Salaries/Wages - Overtime	6,329.79	8,000.00	79.1%
Salaries/Wages - Part Time	20,682.40	92,700.00	22.3%
FICA/Medicare	11,045.81	22,165.00	49.8%
VRS	7,094.38	15,660.00	45.3%
Health Insurance	15,816.48	46,772.00	33.8%
Life Insurance	732.66	3,151.00	23.3%
Disability Insurance	646.57	2,600.00	24.9%
Unemployment Insurance	367.37	2,550.00	14.4%
Worker's Compensation	543.55	350.00	155.3%
Liability Insurance	8,689.00	9,000.00	96.5%
Accounting Services	3,479.52	8,000.00	43.5%
Cigarette Tax Administration	1,577.52	4,000.00	39.4%
Printing & Binding	6,485.09	8,000.00	81.1%
Advertising	4,299.00	10,000.00	43.0%
Computer, Internet & Website Svc	6,567.10	30,000.00	21.9%
Postage	862.43	4,500.00	19.2%
Telecommunications	1,696.92	4,500.00	37.7%
Mileage Allowance	871.71	2,500.00	34.9%
Meals & Lodging	2,397.69	5,000.00	48.0%
Convention & Education	3,265.00	15,000.00	21.8%
Discretionary Fund	1,059.79	2,000.00	53.0%
Books, Dues & Subscriptions	1,605.00	2,000.00	80.3%
Office Supplies	1,476.05	4,500.00	32.8%
Capital Outlay-Machinery/Equip	0.00	25,000.00	0.0%
66900 - Reconciliation Discrepancies	0.02		
Miscellaneous	207.74		
Total 12110 - TOWN ADMINISTRATION	188,367.12	571,548.00	33.0%
12210 - LEGAL SERVICES			
Legal Services	21,138.84	90,000.00	23.5%
Total 12210 - LEGAL SERVICES	21,138.84	90,000.00	23.5%
12240 - INDEPENDENT AUDITOR			
Auditing Services	0.00	16,000.00	0.0%
Total 12240 - INDEPENDENT AUDITOR	0.00	16,000.00	0.0%
Total 01 - ADMINISTRATION	223,342.71	721,248.00	31.0%

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July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
03 - PUBLIC SAFETY			
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	122,878.08	359,000.00	34.2%
Salaries & Wages - Overtime	5,153.08	12,000.00	42.9%
Salaries & Wages - Part Time	3,827.57	10,500.00	36.5%
FICA/MEDICARE	7,270.51	23,000.00	31.6%
VRS	4,401.50	22,385.00	19.7%
Health Insurance	22,215.84	81,700.00	27.2%
Life Insurance	1,178.23	3,505.00	33.6%
Disability Insurance	744.00	2,250.00	33.1%
Unemployment Insurance	0.00	2,600.00	0.0%
Workers' Compensation Insurance	9,937.45	6,900.00	144.0%
Line of Duty Act Insurance	1,554.00	1,550.00	100.3%
Legal Services	3,297.52	15,500.00	21.3%
Repairs & Maintenance	2,018.80	8,000.00	25.2%
Advertising	0.00	150.00	0.0%
Electrical Services	880.04	5,500.00	16.0%
Computer, Internet & Website	1,408.47	5,000.00	28.2%
Postage	101.54	300.00	33.8%
Telecommunications	4,124.84	9,000.00	45.8%
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00	92.3%
Mileage Allowance	98.33	300.00	32.8%
Meals and Lodging	125.43	500.00	25.1%
Convention & Education	629.00	500.00	125.8%
Misc - Discretionary Fund	269.82	1,500.00	18.0%
Books Dues & Subscriptions	2,754.00	6,000.00	45.9%
Office Supplies	733.39	4,000.00	18.3%
Vehicle Fuels	4,187.14	17,000.00	24.6%
Vehicle Maintenance/Supplies	5,830.25	27,000.00	21.6%
Uniforms & Police Supplies	4,078.10	8,000.00	51.0%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	2,365.00	53,000.00	4.5%
Total 31100 - POLICE DEPARTMENT	221,709.93	707,090.00	31.4%
34100 - BUILDING OFFICIAL	1,555.00	50,000.00	3.1%
32100 - FIRE & RESCUE			
Contributions to other Govt Ent	38,801.46	40,200.00	96.5%
Total 32100 - FIRE & RESCUE	38,801.46	40,200.00	96.5%
Total 03 - PUBLIC SAFETY	262,066.39	797,290.00	32.9%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	26,148.76	80,000.00	32.7%
Total 43200 - REFUSE COLLECTION	26,148.76	80,000.00	32.7%
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	28,017.09	65,200.00	43.0%
Maint Svc Contract-Pest Control	925.00	1,500.00	61.7%
Maint Svc Contract-Landscaping	11,120.25	30,000.00	37.1%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	3,210.00	11,000.00	29.2%
Electric/Gas Services	3,339.85	10,000.00	33.4%
Electrical Services-Streetlight	1,174.90	5,200.00	22.6%
Water & Sewer Services	398.60	1,000.00	39.9%
Janitorial Supplies	364.57	1,000.00	36.5%
Capital Outlay-Machinery/Equip	0.00	37,000.00	0.0%
Real Estate Taxes	1,394.72	2,500.00	55.8%
Total 43100 - MAINT OF 15000 Wash St./Grounds	49,944.98	168,400.00	29.7%
Total 04 - PUBLIC WORKS	76,093.74	248,400.00	30.6%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractual Services	33,055.84	65,000.00	50.9%
Total 71110 - EVENTS	33,055.84	65,000.00	50.9%

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	Jul '15 - Jun 16	Budget	% of Budget
72200 - MUSEUM			
Salaries & Wages - Part Time	0.00		
Advertising	303.00	2,000.00	15.2%
Postage	0.00	100.00	0.0%
Telecommunications	508.67	1,500.00	33.9%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	153.55	200.00	76.8%
Books, Dues & Subscriptions	0.00	500.00	0.0%
Office Supplies	-105.91	800.00	-13.2%
Exhibits & Programs	567.10	3,000.00	18.9%
Capital Outlay-Furn/Fixtures	0.00	10,000.00	0.0%
Total 72200 - MUSEUM	1,426.41	18,600.00	7.7%
Total 07 - PARKS, REC & CULTURAL	34,482.25	83,600.00	41.2%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	1,513.20	6,000.00	25.2%
FICA/Medicare	0.00	850.00	0.0%
Consultants	5,572.00	30,000.00	18.6%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	191.24	1,500.00	12.7%
Convention/Education	857.29	2,000.00	42.9%
Books/Dues/Subscriptions	0.00	300.00	0.0%
Total 81100 - PLANNING COMMISSION	8,133.73	41,150.00	19.8%
81110 - ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	1,200.00	5,500.00	21.8%
FICA/Medicare	0.00	850.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	300.00	0.0%
Total 81110 - ARCHITECTURAL REVIEW BOARD	1,200.00	9,150.00	13.1%
Total 08 - COMMUNITY DEVELOPMENT	9,333.73	50,300.00	18.6%
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
General Obligation Bond	172,410.85	189,065.00	91.2%
Total 95100 - DEBT SERVICE	172,410.85	189,065.00	91.2%
Total 09 - NON-DEPARTMENTAL	172,410.85	189,065.00	91.2%
94100 - WASH ST. ENHANCEMENT PROJECT			
Maintenance/Beautification	1,475.00	50,000.00	3.0%
Total 94100 - WASH ST. ENHANCEMENT PROJECT	1,475.00	50,000.00	3.0%
94101 - CABOOSE ENHANCEMENT PROJECT			
Construction	0.00	38,500.00	0.0%
Total 94101 - CABOOSE ENHANCEMENT PROJECT	0.00	38,500.00	0.0%
TOWN CENTER MASTER PLAN			
Construction	14,625.00	500,000.00	2.9%
Architectural/Engineering Fees	407.10		
Total TOWN CENTER MASTER PLAN	15,032.10	500,000.00	3.0%
HARROVER MASTER PLAN			
Construction	0.00	300,000.00	0.0%
Architecture/Engineering Fees	1,000.00	75,000.00	1.3%
Drafting of Plan	0.00	0.00	0.0%
Total HARROVER MASTER PLAN	1,000.00	375,000.00	0.3%
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	31,977.00	250,000.00	12.8%
Total PEDESTRIAN IMPROVEMENT PROJECT	31,977.00	250,000.00	12.8%

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>% of Budget</u>
General Reserve	0.00	160,000.00	0.0%
Total Expense	827,213.77	3,463,403.00	23.9%
Net Ordinary Income	-39,768.13	0.00	100.0%
Net Income	<u><u>-39,768.13</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 11/02/15

Action Items:

Harrover Master Plan:

- Mr. Carpenter of Sympoetica will be present to present the Draft Harrover Master Plan based upon the preferred alternatives identified by the Council.

Closed Session about Street scape litigation:

- Council will be briefed by Mr. Bob Dively (Land-use Attorney) regarding the litigation regarding a taking during the Street scape project.

Charter Change Direction:

- I am looking for direction on the Draft Charter Change.
- The changes are significant and our Attorney will be prepared to explain the reasons for the changes, however at this point I am looking for direction as to what is the pleasure of the Council in moving forward for both staff and our Attorneys.
- Mr. Crim has determined that the deadline for filing with the General Assembly is January 1st for pre-filing.

60-Day Action Plan:

- I just need to follow up with the Council on moving forward with the drafted 60-Day action plan that was asked of me during the fall retreat.
- The dates will need to be shifted, but it is my belief that we can still accomplish the goals identified before the end of the year and many have continued.
- I am seeking direction from the Council to proceed or identify any additions to the plan that are not included.
- I have included the draft an s reminder.

Updates:

Speed Indicator Signs:

- I have received the quote from our vendor and the cost is under our adopted Spending Policy, therefore I will be authorizing the expenditure of funds to purchase the equipment and will authorize the installation upon arrival and VDOT approval.

Sidewalk Repairs:

- I am working with Genesis on getting some needed sidewalk repairs throughout the Phase II (original section) of the Streetscape work.
- We have walked the entire section and identified priorities. The priorities do not include all repairs, but addresses "trip hazards" and safety concerns. Some areas have sunken over time, but do not currently pose a threat to safety and have remained in tack. On a preliminary assessment we believe these repairs can be made within a day or two.
- At this time of this report, I am awaiting an estimate and will authorize the work to commence with a work order, barring not exceeding the Spending Policy.
- This work would not in the crosswalks at this time, these repairs will be planned for the spring when warmer weather returns. This is stamped asphalt and all the crosswalks will be addressed

during that time.

Town Center Project:

- The architect continues to refine the layout of the floor plan and will be finalizing within the week by working with staff.
- The architect met with the ARB Wednesday, October 21st and presented three different conceptual drawings of the Façade. The meeting was productive and was designed to arrive at a distinctive style for the building.
- The architect, now having a desired style will work up three variations of the desired style present to the ARB next month and the ARB will forward their top two recommendations to the Council.
- Site Plan, comments have been sent out to the Engineer.
- At this time, we are starting to work with our consultants and staff to pick up the pace so that we can move forward with the project.
- Once determined by the Council as to the desired direction with regard to moving forward, I will work with staff, tenants and our consultants to present to you options with regard to relocations and maintaining Town services. This may require us to move the Town Office down to the Old PD at the Harrover Property.

Quiet Zone:

- The committee is moving forward on these next steps and will approach PWC officials about possible funding for the POI installation at the Thoroughfare RR Crossing.
- I have come up with a brief history and initiative breakdown for your information.
- The Council needs to have discussion with regard to moving forward with the railroad to begin the Engineering process for the Power Out Indicators at Thoroughfare Rd. or delaying to seek additional funding options.

PC Training Update:

- We have registered for a local training event being put on by the Berkley Group and Sharon Pandak. Below is information. This is a one cost registration fee and we can send as many representatives as we would like. At this time we have 6 planning on attending, if you would like to attend please let me know as soon as possible. Below is what is scheduled to be presented and discussed. This is an excellent training opportunity for both Planning Commissioners and Council members and staff.
 - The Berkley Group, in partnership with Sharon Pandak (a premier Virginia land use attorney), is pleased to announce a Planning Commission workshop that will be conducted on November 5th from 1-4pm, at the Center for the Arts at Hopkins Candy Factory in Manassas (9419 Battle Street). Snacks and drinks will be provided.
 - This training was requested by several localities after May's BZA workshop, and is being offered to your locality's Planning Commissioners and planning staff. The training is geared toward Planning Commission land use matters and duties.
 - This training will act as a primer for Planning Commission members and should not be considered a substitute for the Certified Planning Commissioner Program offered by the Land Use Education Program (LUPE).
 - This training will cover topics including:
 - Legislative Authority
 - Comprehensive Plan
 - Zoning
 - Subdivision
 - Due Process
 - Case law
 - Other Land Use Tools

Information Item (ID # 2592)

Meeting of November 2, 2015

- CIP
- Proffers
- Impact fees
- Overlay Districts
- More!

Planning

Commission

Duties

&

Responsibilities

ATTACHMENTS:

- 2- Draft 60 Day Action Plan (Nov. & Dec. 2015) (PDF)

Attachment: 11-02-2015 TC Agenda (2600 : November 2, 2015 Draft Council Agenda)

2015 Retreat Follow Up: 60 Day Action Plan
November:

Town Center:

- Finalize the Town Center Office Layout with Architect.
- Have the Architect work with ARB to go over façade improvements and complete re-facing of the Town Center building.
- Return Preliminary Site Plan Comments to Engineers (First week of October)/ Continuing moving on finalizing site plan for overall Town Center.

Harrover Master Plan:

- Council submits recommendations to Consultant (Sympoetica) to finalize the development of Harrover Master Plan.
- Consultant presents the Master Plan to Council and appointed boards (October or November Work Session)

General Tasks:

- Develop Fact Sheets- This would include current projects and provide a summary of each.
- Finalize Process Sheets for Planning and Development (Completed in November, 2015)
- Authorize Berkley Group to commence the overhaul of the Zoning, Comprehensive Plan, Subdivision, Phase I which will address the Zoning Ordinance.
- Set up training opportunity for ARB through the Virginia Department of Historic Resources.
- Encourage attendance to PC training in November being offered to the region by The Berkley Group and Sharon Pandak (Land Use Attorney).
- Formulate Citizen Satisfaction Survey (Sent to residents late October, receive surveys in November)

Administrative:

- Begin crafting an appointment procedure and membership performance standard for appoint boards.
- Craft Special Request for monetary donations policy.
- Address effectiveness of the Committees and make recommendations to Council.

December:

- Collect Citizen Satisfaction Surveys and begin analysis.
- Generate a report for Council based upon survey results from the Citizen Satisfaction Surveys.
- Hold the first ever Haymarket Open House.
- Use the Open House to begin the process of creating a Citizen Academy for Town residents.
- Begin the early stages of Fiscal '16-'17 budget. Begin the process of transforming into a Performance Based Budget.
- Have an open discussion with Council with how to create a Volunteer Bank for the Town and what the Town is wishing to include more volunteerism in on with regard to Town functions.
- Begin crafting a Quarterly Action Plan by utilizing the Strategic Action Plan and working actively with the Council and committees. The Council would adopt proposed action plan therefore providing direction to staff for quarterly priorities. This process would begin in January 2016 (1st Quarter).



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 10/26/15

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):

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 potential lease negotiations regarding 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; and 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 regarding parcels located with the Washington Street Enhancement Project that were acquired through Certificates of Take



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 10/26/15

§ 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.