



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 28, 2015

5:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

- A. Town Hall Improvements - John F. Heltzel, AIA
- B. Draft Town Council Agenda

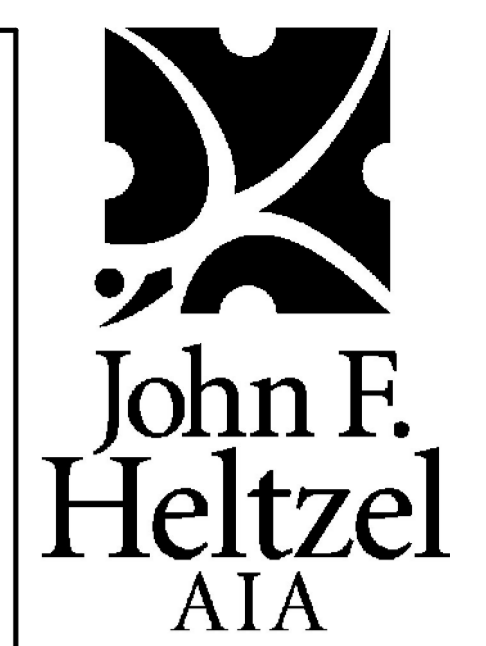
3. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Town Hall Improvements
DATE: 12/28/15

ATTACHMENTS:

- Haymarket_A1 1-Revised w Restroom-12-21-15 (PDF)



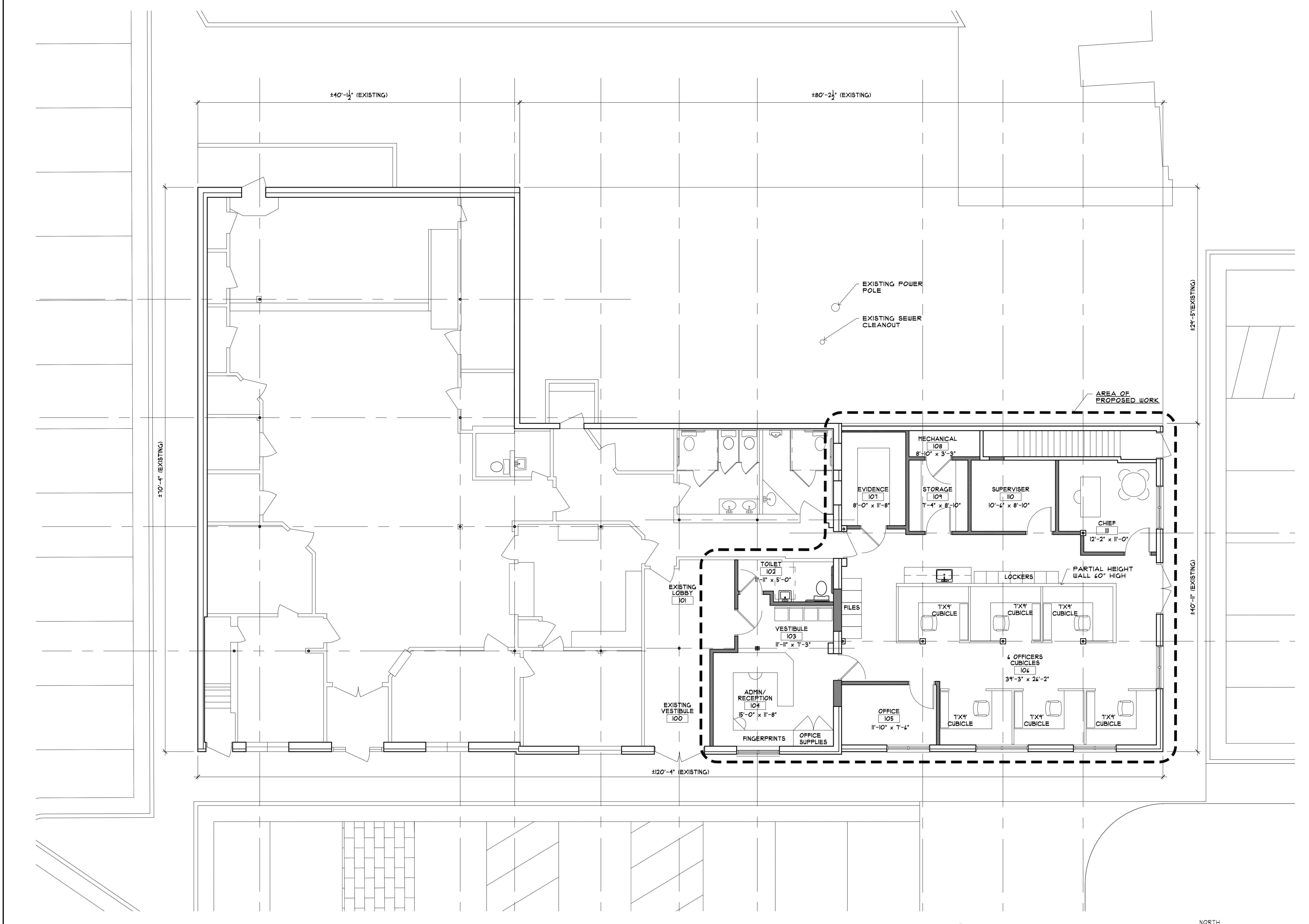
9389 FORESTWOOD LANE
MANASSAS, VIRGINIA 20110
PHONE 703-330-6170
FAX 703-361-8671
WWW.HELTELZAIA.COM

Haymarket Town Hall Renovation
HAYMARKET, VIRGINIA
15000 MARKET STREET
OVERALL PLAN

DATE:	12/17/15
	PD REVISED

SHEET
A1.1
OF X SHEETS

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1 FIRST FLOOR PLAN
SCALE: 3/16" = 1'-0"





TO: Town of Haymarket Town Council
SUBJECT: Draft Town Council Agenda
DATE: 12/28/15

ATTACHMENTS:

- 01-04-2016 TC Agenda (PDF)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 4, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Citizen's Time

5. Public Hearing

- A. Planned Land Use Map Amendment

6. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Nov 2, 2015 7:00 PM
- B. Mayor and Council - Continuation Meeting - Nov 6, 2015 5:00 PM
- C. Committee - Public Facilities - Committee - Dec 3, 2015 5:00 PM
- D. Committee - Finance - Committee - Dec 16, 2015 2:00 PM

7. Department Reports

- A. Building Official's Report - Joe Barbeau, Jr.
- B. Treasurer's Report - Sherrie Wilson
- C. Town Manager's Report - Brian Henshaw
- D. Police Report - Eric S. Noble
- E. Engineer's Report - Holly Montague
- F. Planner's Report - Marchant Schneider

8. Agenda Items

- A. Planned Land Use Map Amendment
- B. Budget Amendment - Sherrie Wilson
- C. Sherwood Forest - VDOT SWM Agreement - Holly Montague
- D. Flood Plain Ordinance - Holly Montague & Martin Crim
- E. Committee Recommendation - Brian Henshaw
- F. VRE - Gainesville/Haymarket Extension Study
- G. Dominion VA Power 230 kV Transmission Line & Substation
- H. Harrover Property Master Plan

9. Councilmember Time

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

10. Adjournment

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Planned Land Use Map Amendment
DATE: 01/04/16

- In May 2015, the Town Council adopted the attached Resolution directing the Planning Commission to consider an amendment to the Planned Land Use Map of the Comprehensive Plan to change the designation of six parcels fronting Washington Street, west of St. Paul's Drive and east of Madison Street, from their planned land use designation of "Residential" to "Transitional Commercial".
- Attached for use by the Council are the existing and proposed amended Planned Land Use Maps
- Also attached for Council's reference is the 1996 "Future Land Use Map"
- Staff will provide draft motions and a draft Ordinance to adopt the change with the final packet.

ATTACHMENTS:

- 1. RES 2015-004 Refer Comp Plan Amendment to PC (PDF)
- 2. Haymarket Planned Use Map (PDF)
- 3. 2015 Proposed Amended Planned Land Use Map (PDF)
- 4. 1996 Future Land Use Map (PDF)
- Ad Proof - Future Land Use Map (PDF)



**RESOLUTION REFERRING TO THE PLANNING COMMISSION
CONSIDERATION OF AN AMENDMENT TO THE TOWN OF
HAYMARKET, VIRGINIA, COMPREHENSIVE PLAN**

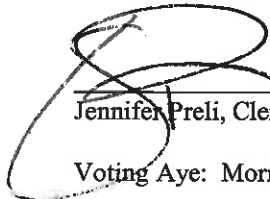
RESOLUTION #2015-004

WHEREAS, in furtherance of the purposes of the Comprehensive Plan as set out in §15.2-2223 of the Code of Virginia, the Town Council wishes to have the Planning Commission evaluate the current land use designation on the Planned Land Use Map for five parcels, currently designated as residential, fronting Washington Street, east of Madison Drive and west of St. Paul's Drive (the "Study Area"), and wishes to have the Planning Commission consider whether to amend the Planned Land Use Map to change the designated planned land use of the Study Area to commercial;

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby refers this matter to the Planning Commission to evaluate the planned land use designation for the Study Area and provide its recommendation to Council as to whether amendment of the Planned Use Map to change the Study Area's planned land use from residential to commercial is in furtherance of a coordinated, adjusted and harmonious development of the Town that will best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants; to prepare additional amendments to the Comprehensive Plan, as necessary, to implement any proposed amendment to the Planned Land Use Map; to hold a public hearing regarding said amendments, and return a recommendation to the Town Council within 120 days of the adoption of this Resolution.

Done this 4th day of May, 2015

ATTEST:



Jennifer Preli, Clerk

Voting Aye: Morris, Swinford, Woods, Caudle, Aitken

Voting Nay: 0

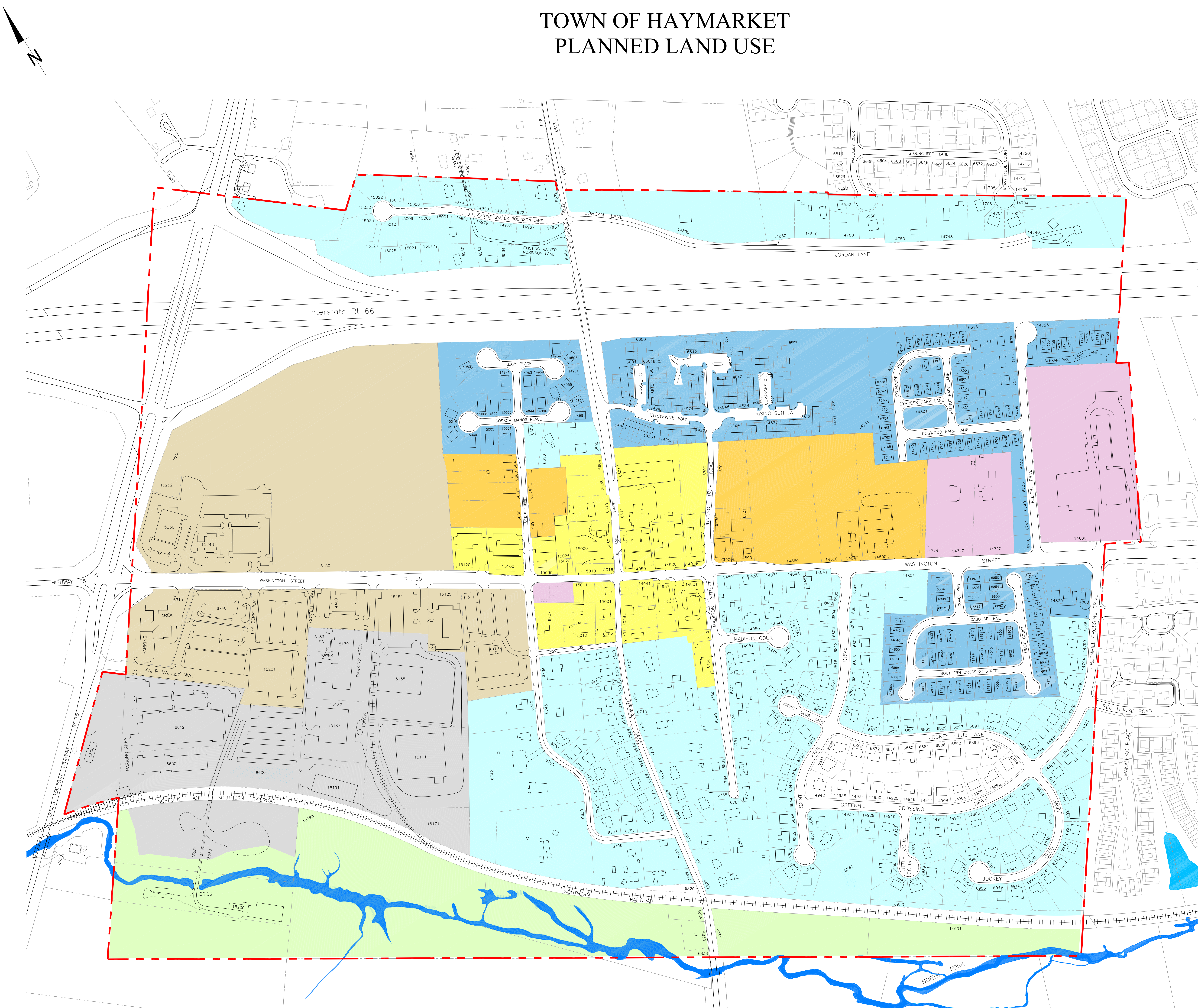
Abstaining: 0

Absent: Pasanello

TOWN OF HAYMARKET PLANNED LAND USE

LEGEND:

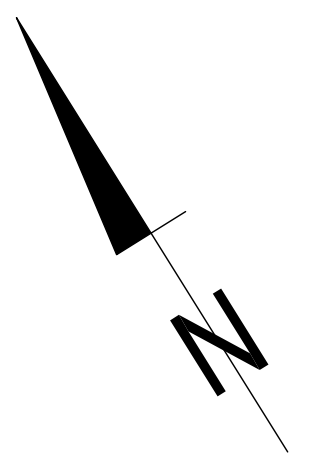
- MUNICIPAL BOUNDARY
- LOW DENSITY RESIDENTIAL
- MODERATE DENSITY RESIDENTIAL
- TRANSITIONAL COMMERCIAL
- NEIGHBORHOOD / TOWN CENTER
- PLANNED INTERCHANGE PARK
- LIGHT INDUSTRIAL
- PUBLIC
- CONSERVANCY









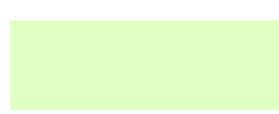


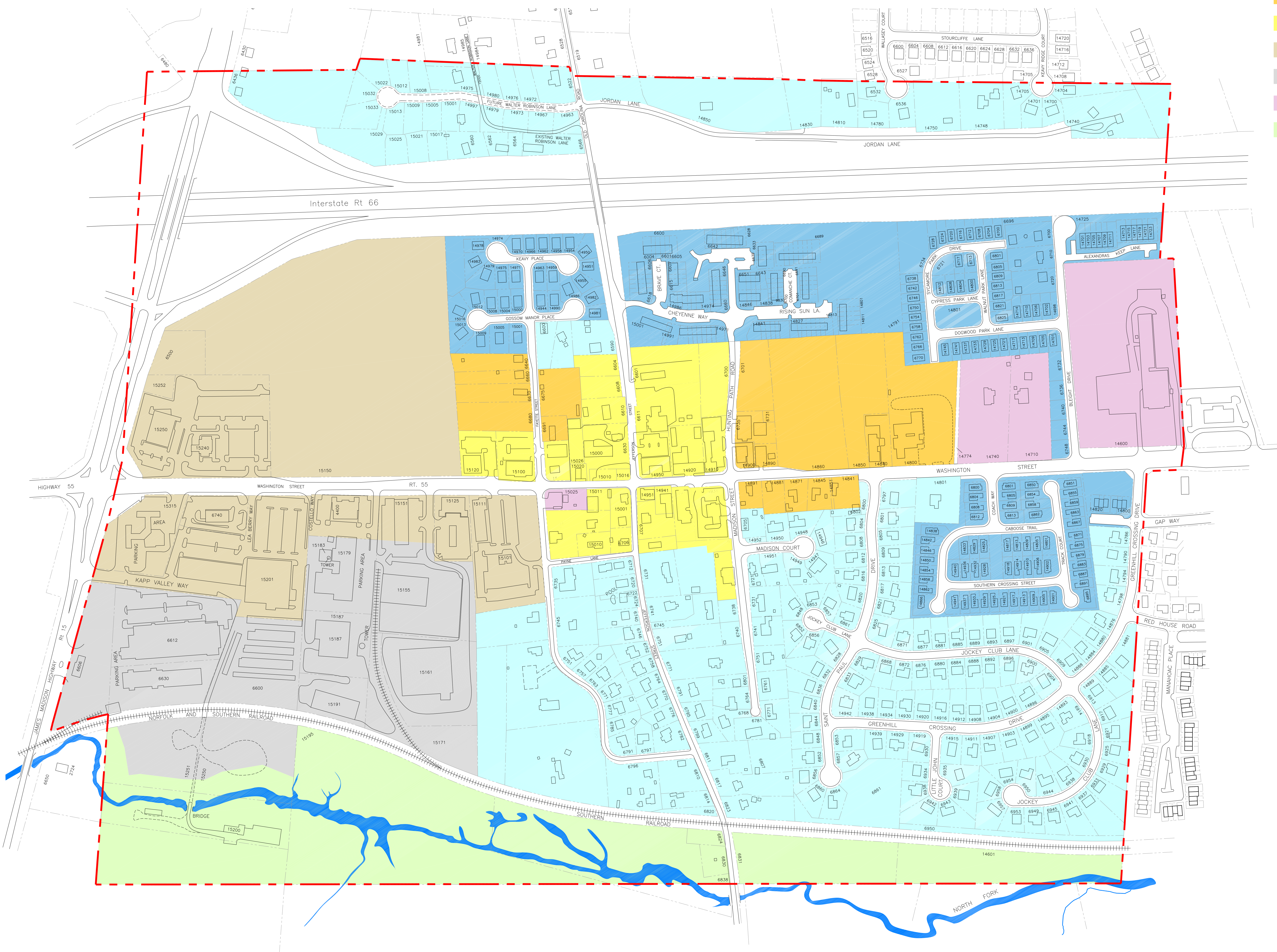
Haymarket Town Map

Prepared for Haymarket Planning Commission
 Base-build data prepared by:
 Prince William County
 Department of Technology, GIS Division
 DRAWING BY: Chris Moran
 SCALE: 1" = 100'
 DATE: 5-22-2014
 PROJECT: Comprehensive Plan
 2014 Haymarket Map Planned Use.PDF
 REV: -

TOWN OF HAYMARKET PROPOSED AMENDED PLANNED LAND USE



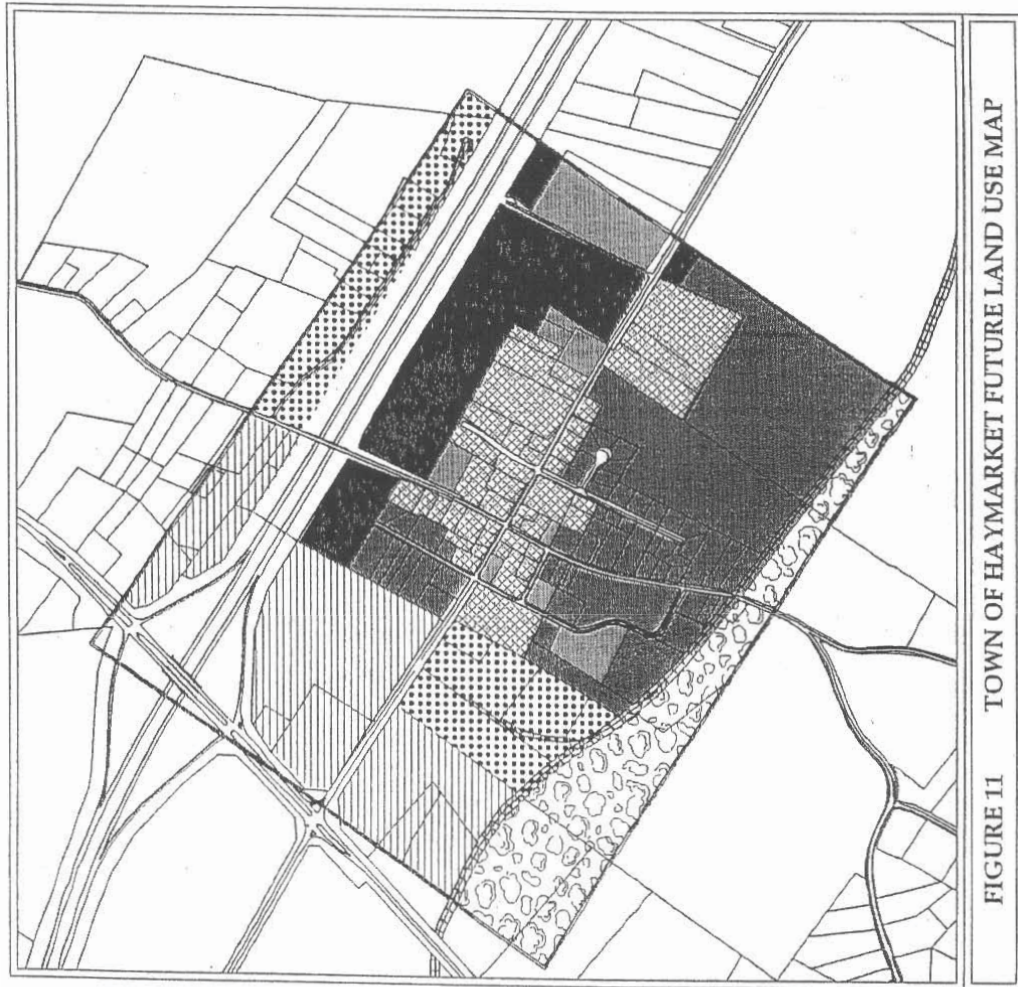
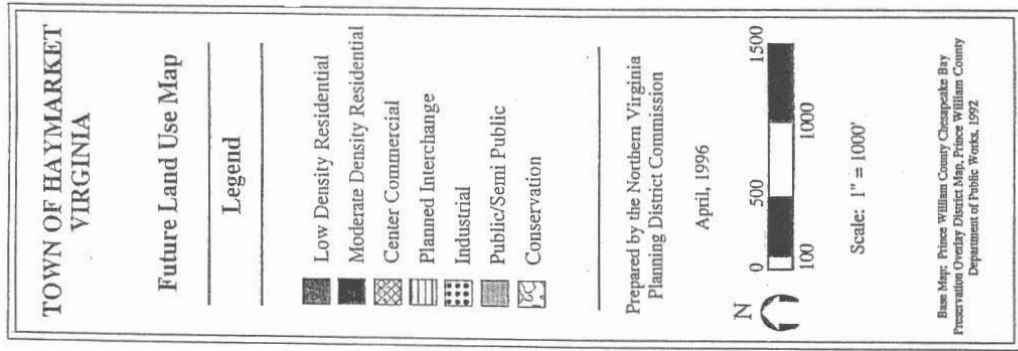
- LEGEND:**
-  MUNICIPAL BOUNDARY
 -  LOW DENSITY RESIDENTIAL
 -  MODERATE DENSITY RESIDENTIAL
 -  TRANSITIONAL COMMERCIAL
 -  NEIGHBORHOOD / TOWN CENTER
 -  PLANNED INTERCHANGE PARK
 -  LIGHT INDUSTRIAL
 -  PUBLIC
 -  CONSERVANCY



Prepared for Haymarket Planning Commission			
Base-build data prepared by: Prince William County Department of Technology, GIS Division			
REV	DATE	BY	APP'D DATE
II	4-22-13	CM JP	4-22-13
I	1-20-14	CM JP	1-20-14
J	11-16-15	CM JP	11-16-15

14830 Work chg from I-1 to R-1 / Add 6785 Pgs. 49-70
 Misc. & corr. area / Added CVS - overall map update
 Added Historic Area boundary. Corrected several parcel numbers and updated structures in town. PACE control.
 Added Planned Use to residential map from PACE control.

DRAWN BY: Chris Moran
 DATE: 11-20-14
 PROJECT: Haymarket Town Map
 REV: III





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: 4458660 Source: EMAIL Size: 3 X 4.5 Sales Rep: JCLG Words: 225 Lines: 114
Cost of Ad	Payments	Total Due
226.00	0.00	226.00
Class: LGS LEGALS	SubClass: 492	PUBLIC NOTICES
GVTC and PWTC Class	Dec 16,23	
Web Ads Class	Dec 16,23	
Market Place Classified	Dec 16,23	

AD MAKEUP NOTES



**NOTICE OF PUBLIC HEARING
 TO AMEND THE PLANNED
 LAND USE MAP OF
 THE COMPEHENSIVE PLAN**

KINDLY TAKE NOTICE that the Planning Commission & Town Council of Haymarket, Virginia will hold a joint public hearing on the 4th day of January 2016 beginning at 7:00 p.m. local time, and on such other dates and times as such public hearing may be continued to from time to time, at the Town Hall of Haymarket, 15000 Washington Street, Suite 100, Haymarket, Virginia 20169, as follows:

1) To consider an amendment to the Planned Land Use Map of the Comprehensive Plan by changing the designation of six parcels, GPIN #'s: 7297-99-7943; 7297-99-7346; 7297-99-6949; 7297-99-6053; 7297-99-5057; and 7297-99-4363 from their planned land use designation of Residential 1 to Commercial Transitional.

The proposed Planned Land Use Map is available for public inspection during normal business hours at the Clerk's Office of the Town of Haymarket immediately upon the advertising of this notice. All are invited to attend the public hearing at the time and place aforesaid and present their views. 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: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, November 2, 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: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

2. Invocation

Councilman Matt Caudle offers the invocation this evening

3. Pledge of Allegiance

4. Citizen's Time

Nicole Zimnoch - 6692 Comanche Court

She is here this evening to discuss the Harrover property. She is a member of the ARB and a resident of the Town. She feels we all want the same thing in our town ultimately. She is concerned if we do not preserve our history. She asks the Council to consider her request to retain at least one of the structures on the property. The funds used to demolish the building could be used on other projects.

Bob Weir - 6853 Saint Paul Drive

Mr. Weir offers his resignation this evening, effective immediately. Per his request, his resignation is being entered into the minutes in its entirety:

For the past twelve years I have had the pleasure of working with scores of elected and appointed officials as well as members of Town staff, often having vastly disparate sets of interests, agendas and knowledge bases. As a result, I found myself both on the prevailing side and losing side of many issues. That being said, rarely did I feel that the best interests of the Town as a whole were not honestly represented by those in agreement or disagreement with mine own views. Sadly, that is no longer the case thus, after a dozen years of service to the Town, I must respectfully submit my resignation from the Town of Haymarket Planning Commission effective immediately. To remain on the Planning Commission would constitute tacit approval of the questionable actions, ethics and machinations of a minority of the Town's elected representatives as well as certain executive officers of the Town. Instead, I have elected to repudiate them. First and foremost, it has become obvious that some on the Town Council desire to transfer the responsibilities and authority vested upon them when they took the oath of office to certain un-elected members of the Town staff as memorialized in a poorly considered and drafted proposed amendment to the Town Charter. To those individuals I would suggest that if they are not willing or capable of fulfilling those responsibilities, they should immediately step down from the offices to which they were elected. Continuing to pursue the course that has been embarked on will result in a Town Council responsible for little more than parties, proclamations and propaganda. More troubling however are the numerous incidents I have observed over the past sixteen months that can only be characterized as the abuse of the powers of elected office, the authority of the Town and that of Town and state law enforcement authorities, all to further select personal agendas and vendettas. In the span of the past few months alone I have become aware of frivolous if not fraudulent "anonymous" complaints made to a state law enforcement agency regarding a Town business. I should note that said "anonymous" complaints were not truly anonymous as the law enforcement agency has quite openly disclosed and documented the identity of those who initiated the complaints. Similarly, some among the Council have initiated ordinance changes specifically designed to injure existing Town businesses and individuals, often with unintended consequences. One need look no further than the poorly conceived Outdoor Events Ordinance for a prime example. Conversely, while no effort and expense has been spared to pursue those personal agendas, many issues with the potential for a direct impact on the residents and businesses of the Town have been ignored or gone unaddressed. The most recent example being repeated attempts by Susan Shaw, the project manager for the Transform 66 Outside the Beltway, to meet with the Town's mayor to discuss the location of the commuter lot that had been proposed for a site off of Antioch Road or alternately on the Gossom parcels at the northeast corner of the I-66/Route 15 interchange. Those attempts proved futile prior to the CTB vote on the preferred alternative adopted last week. In addition, although I have had frequent differences of opinion with the Town's legal counsel and contract professionals over the years, I have never doubted their competence or professionalism. That too is no longer the case. To be clear, I have the utmost confidence in the Clerk's Office and believe that the Town is truly fortunate to have perhaps the most highly qualified and competent Town Clerk in the Commonwealth. I can not say the same for the rest of the Town's staff. I have no confidence in the Town's current legal representation and truly question the competence of the current Town Manager as

well as the motivations of several professional and law enforcement employees. This all comes at a real price to the residents and businesses of the Town, a price that diminishes the opportunity for the Town to accomplish long-range goals and promises to the residents. In the short sixteen months this Council has held office the administrative budget for the Town has doubled as has number of employees and appointees. Similarly, the annual expenditure for legal counsel is more than double the Town's historic high water mark. Additionally, numerous contractors have been hired at considerable expense to provide a work product of questionable value and need. The strategy adopted by this Council has resulted in the needless expenditure of tens if not hundreds of thousands of dollars that might have been better used to further the interests of the Town's residents and businesses. In order to fund those expenses, the Town has drawn down the substantial reserves that were in place at the time the present Council took office and will prove unsustainable in the future absent a significant increase in taxes or the tax base. I am personally offended by this fiscally irresponsible behavior and find it an anathema to the fiscally prudent measures adopted by the previous Town Councils and an affront to the elected representatives of the past decade who took great pains to ensure that the present council inherited a fiscally solvent Town. Much has been made of the plans for the future and long overdue capital improvements, I doubt that any, other than those initiated and funded by previous Council, will come to fruition under the present circumstances and leadership.

Dottie Leonard - 14801 Washington Street

She has lived in the Town for 44 years. She is so proud and impressed with the work that has been done in the past 18 months. She is aware of a grant from Tom Davis that was never used for the street scape project. She is grateful to this Council.

Arman Ghadori - 7523 Rio Grande Way, Gainesville

His wife works at the Haymarket Food Pantry. His understanding is that the Council wants to remove the food pantry from its current location. This Town is known for the food pantry region-wide. He feels the Town needs to provide a location should they wish to move them from the current location.

Rebecca Bare - 14977 Cheyenne Way

She reminds that the Town has held at least 4 public hearings regarding the Harrover property. Same things are always said, Town owned, public use, green space. It's always been standard that if we start talking about demolition the Town should hold a public hearing specifically on that. She feels a specific public hearing should be held asking the Town residents if they want either of those buildings removed or demolished. Her second issue is regarding a proposed charter amendment. She reminds there has not been a public hearing regarding that either.

Robert Day - Greenhill Crossing

He is very proud and glad of the current Town Council. He is a member of the ARB. The ARB has proposed to keep the two structures at Harrover. When he started with the ARB, he was a new citizen. He wasn't much concerned with preservation of older buildings. He has come to appreciate the buildings. He understands that Haymarket is made up of a variety of structures, its what makes Haymarket. Once they are gone, they cannot be replaced. He reminds that the ARB as a whole recommends keeping those buildings.

Chuck Carnahan - 6654 Hunting Path Road

He is thrilled there is finally a plan ,however there has been no discussion of how the improvements at Harrover & Town Center improvements will be paid for. He has no opinion either way on how to deal with the structures at Harrover. He reminds that the Council has a fiduciary responsibility that if they are going to put forward this plan you have to have a funding mechanism. He expresses concern about traffic when the Old Carolina/Jefferson St bridge reopens. The Chief attended the last Longstreet Commons HOA meeting and shared some ideas with the Board. They look forward to implementing some of those. He thanks the Town Council for their service.

Susan Edwards

Mrs. Edwards steps to the podium to speak as a resident. She is speaking tonight about the Harrover property and the future Harrover Park. She knows this is an important project for this town but feels the Council is obligated to follow the strategic plan and that if the Council moves in the direction that is in direct opposition to the plan, the plan should be amended accordingly and public hearings should be scheduled for resident input. The Council needs to hold themselves to the same standards as the property owners and businesses and adhere to our Council approved strategic plan that holds preservation of properties in its highest priority.

Mayor Leake

Mr. Ghadori would like to speak a second time, the Mayor asks Council if they will allow him to speak again. Woods, Edwards, Caudle, Morris & Aitken agree to allow him to speak a second time as long as he is brief.

Arman Ghadori - 7523 Rio Grande Way, Gainesville

He has heard this evening that the Town is considering building new offices. He states that this is the Food Pantry, he suggests that the Town budgets funds to place them in a new facility. He wants it on the record that the community would like a set budget amount, not just a donated old ratty facility that you can't even use the bathroom in, but a nice place for us to be able to distribute food. He thinks that the need for food trumps fancy buildings.

5. Public Hearing**A. Special Use Permit #20150611**

Mayor opens the public hearing for Special Use Permit and asks that any citizen wishing to speak in favor or opposed to the application, to please come forward.

-No public comment

6. Agenda Items**A. Special Use Permit - In-Home Business**

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 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;

It is 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.

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

B. Alzheimers Awareness Month

Mayor Leake announces that the Council is adopting November as Alzheimer Awareness Month. Francis Heron is here this evening to speak about Alzheimer Disease. The Mayor announces a short recess to go to the Museum and light the building purple for awareness of Alzheimer Disease.

C. 66 Alliance

Mayor Leake announces Gregg Scott, he is here this evening representing the 66 Alliance. The 66 Alliance is a group of people who are impacted by matters involving I-66.

D. Town Manager's Report - Brian Henshaw

- Set Charter Amendment discussions for January work session agenda

E. Refund of Overpayment - Sherrie Wilson

Move to adopted Resolution #2015-015 directing the Treasurer to refund excess meals tax late fees and to authorize the treasurer to issue any refund up to \$2,500 as a result of an erroneous assessment.

Discussion: Councilman Woods notices a discrepancy in the amounts shown in the motion vs. The report. The Mayor points out there was a revised print out provided to the Council this evening.

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

F. Caboose Enhancement Project - Award of Contract

Move that the Town Council award the construction of the Access Improvements to the Southern Railway Caboose, VDOT #EN10-233-112, N501, P101 UPC #97839 to Genesis Contracting and Consulting Inc, for the amount of \$24,407.00 and direct the Town Manager to sign the Contract on behalf of the Town Council.

Discussion: Councilman Woods asks if there is a budgeted line item for the 20% match? Ms. Montague responds that yes, there is. Councilman Morris asks if the date for the liquidated damages will be addressed separately between the deck completion and the landscaping. Ms. Montague responds yes, it will be separated out. Vice Mayor Aitken asks if this is a good time to discuss perhaps taking this opportunity to consider composite material instead of the traditional wood.

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

G. Caboose Enhancement Change Order

Mayor Leake relays that it is the direction of Council to consider composite material change order for the Caboose deck. Ms. Montague did speak with the contractor and informs that there is a wide range of pricing depending upon the quality of the composite. She has come up with a cost estimate of \$15,000-\$20,000, she reminds that this would be 100% paid by the Town. If we do go forward with a change order, this will delay the construction of the deck through the winter. She would like to know if this is what they would like to pursue. Councilman Caudle would like to see a cost analysis showing life expectancy and maintenance/replacement.

H. Harrover Property

The Mayor asks that this be placed on the agenda in an attempt to get some decisions made with regard to the Master Plan. He asks that a continuation meeting be set. The Mayor sets the continuation for Friday, November 6, 2015 at 5:00 PM.

Vice Mayor Aitken states that he is a supporter of the Food Pantry. He asks what level of financial support should the government give to the Food Pantry.

Pam Stutz addresses the Council and assures the Food Pantry will not give up. She wonders if the Council members has talked to folks in the community about taking down the Lewis Homes. She would like to know exactly what the building (food pantry) costs the Town annually.

I. 14740 Washington Street - Food Pantry

J. 14710 Washington Street - Old Police Department Building

K. 14740 Washington Street - Food Pantry Building

7. Consent Agenda

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

A. Department Reports

- i. Police Report - Eric S. Noble, Chief of Police
- ii. Engineer's Report - Holly Montague
- iii. Main Street Coordinator's Report - Denise Hall

- iv. Planner's Report - Marchant Schneider
- v. Treasurer's Report - Sherrie Wilson

B. Minutes Acceptance

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

C. Bull Run ASAP Policy Board Appointment

D. Route 15 Bridge Over Rail Road

E. Authorization of Check Signer

8. Councilmember Time

A. Susan Edwards

- ARB Update: Welcome signs. The ARB is requesting some assistance from a graphic artist.

B. Kurt Woods

- He will reserve his comments on Harrover until Friday
- He would like to publicly state that he doesn't know of any personal agendas being put forward on this council. He is working toward what he believes to be the best for Town. He encourages anyone with concerns to come talk to him.

C. Steve Aitken

D. Chris Morris

- He expresses concern about comments made during citizens time about the Town doubling its staff, attorney's fees, and board members . He feels the Council has an obligation to let the public know whether or not the statements are true.
- He feels we should be reaching out to VDOT. He doesn't believe we should draft a resolution until we have the whole picture

E. Joe Pasanello

- He attended the Town Association of Northern Virginia (TANV) meeting with the Town Manager. The bulk of the discussion was the legislative agenda.
- He recognizes Chief Noble for having the department out on Halloween. He got a lot of positive feedback from the community
- Upcoming VRE meeting, November 10 @ Gainesville Middle School

F. Matt Caudle

- He has a lot of thoughts on the Harrover Property. He has been a resident in Haymarket since 2003. He helped Mr. Harrover move out of his home. The lack of decision has been hanging over this Town for way too long. Once a decision is made, we can make a plan, then we can identify funding.

G. David Leake

- The Mayor attended the grand opening of the Haymarket/Gainesville Library.

9. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Friday, November 6, 2015

5:00 PM

Council Chambers

A Continuation Meeting 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: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

2. Agenda Items

A. Citizens Time

Pam Stutz - 6720 Jefferson Street

She congratulates Council that they want to move on with the Harrover property. She understands that part of the desire or plan for the property may be to remove the two structures. She feels these buildings provide the Town with history. The Town has struggled over the years to prevent the Town from becoming like any other Town. She is concerned about the Food Pantry. She wishes we didn't need a food pantry. She asks that Council consider incorporating a facility that could house the food pantry. She encourages the Council to make this consideration this evening.

David Jones - St. Michael's Anglican Church

St. Paul's was integral to the start of the food pantry. He feels the pantry has been a blessing and that Haymarket is known for its food pantry. He reminds that folks come to the food pantry it brings them to Haymarket. Not only the people who pick up food, but also those who donate. All of these people create commerce for the Town.

Eileen Smith

She has been associated with the food pantry for 8 years. Not only is it important to focus on who the pantry serves, 500-600/month, but also focus on the spirit of volunteerism. Children of all ages volunteer for the pantry.

Brianna - Bristow

She has been volunteering for the Food Pantry for over a year now. There are other things than food that people get from the Food Pantry. Some people volunteer and it adds to their resume. Some do it because of their secular beliefs. She believes the pantry adds value to the Town.

Cathy Pasanello - 6895 Track Court

She is proud that Haymarket is HEAL Healthy Eating/Active Living, certified town. She feels our residents deserve a park.

Rebecca Bare - 14977 Cheyenne Way

Numbers were thrown out at the last meeting. She reminds that The Town of Haymarket owns 5 historic properties. We can have a park and have both of those buildings in tact. She reminds that grants are available for funding. She watches the meetings and has not heard any discussions about grant applications. Every public hearing the Town has had, residents come out in full support of the food pantry. This shouldn't be a matter of picking and choosing between the park and the buildings.

Rhonda Reese - 6995 Manahoac Place

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

She is a volunteer at the Food Pantry; her sons also volunteer there. She feels it is very important that the Food Pantry stay in Haymarket. She agrees why can't we do both the pantry and the park. There are many other blighted properties in Town that perhaps could be a park area.

Dottie Leonard - 14801 Washington Street

She agrees with the speaker who said the most critical use for everyone in the community is a park. She is a realtor of 26 years. The best and most efficient use would be for the Town to support another use. It is a large space for just the food pantry use. There was once a food pantry that became corrupt. She has a big heart for those in need and she would feed each of them if she could. She said the buildings are not worth the cost of moving them. She thinks it would be a good idea to have the front of the parcels plotted out for commercial businesses. There was a time she was fighting for her life and she could have used some help and no one from the pantry offered her food.

Joe Clark

He wanted to make a positive comment that they recently moved here. He volunteers his time at the pantry and thinks that

Carrie Fory - Maintenance Coordinator - Food Pantry

She really likes working there and hopes to continue. She was raised in an affluent area such as Haymarket. Her family relied on the same services. She asks that the Council think about what are we giving back?"

Brianna - Bristow

She thinks sharing the property with another use would give exposure to the pantry. She thinks it would make a great dog park. It would also make a nice community garden.

B. Consideration of Planning Commission Appointment

Move to appoint Cathy Pasanello to the Planning Commission for the term ending 06/30/2016.

Discussion: *Councilman Caudle is glad to have someone step up to serve the Town. Councilman Pasanello has known the applicant since 1976. The Town is lucky to have her and he does not need to abstain because he knows she objective and he can vote comfortably for her. Councilman Morris would like to invite all the folks that were here this evening to air their grievances to come serve on the Planning Commission.*

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

C. 14740 Washington Street - Food Pantry Building

There is a matrix or outline provided this evening. The goal for the meeting tonight is give good direction to the staff with regard to the Harrover Master Plan.

The Mayor asks: Is now the time to exercise the 6-month notice in the lease agreement with the board of directors and assist them where we can so as to transition into a more suitable facility.

- Vice Mayor Aitken does not believe it is appropriate to give a 6-month notice at this time
- Councilman Pasanello does believe a 6-month notice is appropriate at this time
- Councilman Caudle does believe a 6-month notice is appropriate at this time
- Councilman Woods does not believe a 6-month notice is appropriate at this time
- Councilwoman Edwards does not believe a 6-month notice is appropriate at this time
- Councilman Morris does not believe a 6-month notice is appropriate at this time
- Mayor Leake suggest that a year notice be provided. Modified to 12/31/2016 and with the intent that if there is any further extension that we would extend
- Councilman Pasanello agrees a lease termination notice of 12/31/2016 is appropriate
- Councilman Caudle agrees a lease termination notice of 12/31/2016 is appropriate

- Vice Mayor Aitken agrees a lease termination notice of 12/31/2016 is appropriate
- Councilwoman Edwards believes we wait to give any notice until we have a more specific time and then give them notice

Move to instruct staff to notify the Haymarket Regional Food Pantry of the Town's intent to terminate their lease 12/31/2016 for 14740 Washington Street

RESULT: ADOPTED [5 TO 1]
MOVER: Steve Aitken, Vice Mayor
SECONDER: Kurt Woods, Councilman
AYES: Caudle, Morris, Woods, Pasanello, Aitken
NAYS: Susan Edwards

D. Appoint Liaison to Food Pantry for Relocation

Move to appoint Councilman Morris as the liaison to the Food Pantry

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

E. Master Plan Matrix

The following was discussed and affirmed this evening on what features are desired at Harrover Park						
ELEMENT	COMP PLAN	PUBLIC FORUM	ARB	PC	TC	COUNCIL DIRECTION FOR MASTER PLAN
Open Space - Council indicated open space a priority. PC desired to see more. ARB supported concept A with open space elements shown. Forum and Comprehensive Plan Policy (Comp Plan) specifically state use as open space.	X	X	X	X	X	Council agrees that open space is priority, without taking into consideration the status of the current structures
Pavilion - An open-air pavilion generally supported by three public bodies (ARB, PC, TC), Forum, and Comp Plan.	X	X	X	X	X	No objections
Trails Network - Creating a walking environment with connections the Town's Streetscape and trails on the property supported by three public bodies, Forum, and Comp Plan.	X	X	X	X	X	No objections
Major Community Playground - Council preferred a multi-age playground; the PC and ARB preferred a major community playground, as did the public. Comp Plan specifically states consideration of playground.	X	X	X	X	X	No objections
Amphitheater - An open-air pavilion generally supported by three public bodies (ARB, PC, TC), Forum, and policy. Comp Plan references public use		X	X	X	X	Phase II or future facility
Picnic Tables and Benches, etc. - All three public bodies agreed that an early phase of development should include picnic tables, benches, etc. Comp Plan references park use.	X	X	X	X	X	No objections

<p><u>Vehicular / Park Entry</u> - The PC did not favor the "dual entrance". Council preferred a single entrance across from Coach Way, but stated if a dual entrance remained it would want one way traffic flow. No recommendation stated in ARB, Forum or Comp Plan.</p>				X	X	Single Entrance directly across from Coach Way
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PROGRAM ELEMENTS - MODERATE AGREEMENT:

ELEMENT	COMP PLAN	PUBLIC FORUM	ARB	PC	TC	COUNCIL DIRECTION FOR MASTER PLAN
Parking - General consensus of ARB and TC was that parking should not be a focus of the design. The Park should feature functional parking but be designed to be pedestrian friendly. Comp Plan and Forum silent on issue.				X	X	Minimal parking
Removal of Outbuildings (sheds, garage, etc.) - ARB recommended removal as an early phase. No specific recommendation by PC specific outbuildings, but general preference not to use existing structures (except as noted below). Council did not specify a preference on the outbuildings, but did make it a priority to create usable space as did Forum.			X	X	X	Remove and Reuse. Repurpose well house, remove two sheds. Only outbuilding should be used to service shed
4. Do we agree to remove all the out buildings now?						
Public Restrooms - All three bodies agreed that the property would need public bathroom facilities. The public did not specify the need for public bathroom facilities. Comp Plan references Community Center, which assumes public restrooms. Potential for reuse of Lewis home to provide public restroom.	X	X	X	X	X	Restroom facilities are needed in the park. As soon as possible depending on funds availability
5. Do we agree bathroom facilities are needed in phase one?						
Community Room / Meeting Space - Comp Plan references community center use. The public forum requested meeting space to be part of the park. The ARB desired meeting space/ the possibility of a gallery. The PC did not state that it was interested in a meeting space due in part to issue of staffing such a facility, but did, at the recommendation of staff, agree to vet option using one Lewis home for such a facility. The Council discussed for some time the issue with a mixed result. Ultimately the Council agreed to explore the possibility of having a meeting space as part of the Master Plan. Potential for reuse of Lewis home.	X	X	X	X		This plan will not provide a community room or meeting space facility
6. Do we agree the need for Town to provide a community room or meeting space?						

PROGRAM ELEMENTS - DISCUSSION / LEWIS HOMES

a. Lewis Home / Former Police Department (14710 Washington Street) -	<u>REUSE</u>	<u>COUNCIL'S FINAL DIRECTION FOR MASTER PLAN</u>
Comprehensive Plan: Although the plan is out of date and conflicting, it does identify the Lewis Home as a contributing resource to the Town's Historic District, recommends adaptive reuse of historic structures, and directs maintenance of Town-owned historic resources.	X	
Public Forum: The public forum featured two groups of differing opinions. Group 1 was in favor of demolishing both buildings and/or restoring one of the better buildings and constructing purpose driven facilities. Group 2 was in favor of refurbishing the buildings in place to utilize as part of the Park plan.	X	
ARB - ARB came up with a hierarchical approach. Their first preference is to retain both buildings, including the former PD. Their next preference was to allow the removal of one facility, document it, potentially salvage it and honor it on site with historic markers or interpretations. Their least favorable approach would be to remove all the buildings, but if that was decided, the goal would be to follow the same format of document it, potentially salvage it and honor it on site with historic markers or interpretations.	X	
PC: The PC was unanimously in favor of demo of all buildings, however, reluctantly agreed to consider an option that retained one of the buildings. No preference to which stated.	X	
Council: Has not made final determination on the buildings. However, the general consensus led to the development of a Master Plan Concept that in vision 1 or none of the buildings.		Remove from Plan, offer to sell at \$1 for three months; if not sold, salvage. Direct staff to complete Certificate of Appropriateness priority being 1) Sale 2) Salvage of materials
7. Do we want to remove the Lewis Home / Former PD? (14710 Washington Street)		
<i>If Retain :</i> 8. Do we want to reduce the building footprint by removing additions to the original structure?		
<i>If Remove:</i> 9. Do we donate for relocation from the property? Yes 10. Do we want salvage the building for features throughout the park? 11. Do we want to honor the original building location in some way? Keep the fireplace (proposed), create a space with the outline of the footprint or historic marker?		

b. Lewis Home / Current Food Pantry (14740 Washington Street) -	<u>REUSE</u>	<u>COUNCIL'S FINAL DIRECTION FOR MASTER PLAN</u>
Comprehensive Plan: Among other items, Comp Plan identifies Lewis Home as a contributing resource to the Town's Historic District, recommends adaptive reuse of historic structures, and directs maintenance of Town-owned historic resources.	X	
Public Forum: The public forum featured two groups of differing opinions. Group 1 was in favor of demolishing both buildings and/or restoring one of the better buildings and constructing purpose driven facilities. Group 2 was in favor of refurbishing the buildings in place to utilize as part of the Park plan.	X	
ARB - ARB came up with a hierarchical approach. Their first preference is to retain both buildings, including the current food pantry, noting of the two Lewis homes, the food pantry was the more architecturally intact. Their next preference was to allow the removal of one facility, document it, potentially salvage it and honor it on site with historic markers or interpretations. Their least favorable approach would be to remove the buildings, but if that was decided, the goal would be to follow the same format of document it, potentially salvage it and honor it on site with historic markers or interpretations.	X	
PC: The PC was unanimously in favor of demo of all buildings, however, reluctantly agreed to consider an option that retained one of the buildings. No preference to which stated.	X	
Council: Has not made final determination on the buildings. However, the general consensus led to the development of a Master Plan Concept that in vision 1 or none of the buildings.	X	Remove additions and maintain original structure for restroom/storage facility
12. Do we want to repurpose or remove the Lewis Home / Food Pantry? (14740 Washington Street)		
<i>If Retain :</i> 13. Do we want reduce the building footprint by removing additions to the original structure?		
<i>If Remove:</i> 14. Do we want to donate for relocation from the property? 15. Do we want salvage the building for features throughout the park? 16. Do we want to honor the original building location in some way? Keep the fireplace (proposed), create a space with the outline of the footprint or historic marker?		

F. 14710 Washington Street - Old Police Department Building

G. 14740 Washington Street - Food Pantry

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor



PUBLIC FACILITIES COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Thursday, December 3, 2015

5:00 PM

Council Chambers

A Committee of the Committee - Public Facilities of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 5:00 PM

Councilman Chris Morris called the meeting to order.

1. Call to Order

Councilman Chris Morris: Present, Mayor David Leake: Present, Councilwoman Susan Edwards: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present.

2. Agenda Items

A. Tenant Lease Agreement

- Committee members and Council members present decided to discuss these concerns at the next scheduled Council meeting in closed session.

B. Town Council Public Facilities Outline Exercise

- Mr. Henshaw deferred the floor to Ms. Solomon and Ms. Myre to discuss their interest in leasing the current PD on the Town Center property.
- Mr. Henshaw, along with Chairman Morris guided the committee through an outline to help make direction decisions with regard to the Town Center project.
- In general, the committee decided that it was interested in leasing out the current PD and desired the Architect to concentrate his efforts on getting the Police Department completed as soon as possible. The committee wants to aim for a May move in.
- Overall, the committee arrived at the conclusion to work towards getting the PD moved first, then concentrating on the faced improvements, and then the completion of the site and building.
- Committee directed Mr. Henshaw to continue working with Finance on exploring funding options and developing a plan for moving forward with the various projects the Council is trying to accomplish.
- The committee worked on identifying a schedule for the architect to follow to assist in the delivery of the remodeling of the first floor for the Police Department on time.

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



FINANCE COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, December 16, 2015

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

1. Call to Order

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present.

2. Agenda Items

a. Finance Agenda

A. Budget Update

- Treasurer, Sherrie Wilson provided the committee an update on the current status of the budget.
- The committee proceeded to review the details of the current profit and loss budget report and look at some of the line items that are over the projected budget totals.
- Ms. Wilson transitioned into the proposed budget amendments for the upcoming Council Work Session.

B. Budget Amendments:

- Ms. Wilson guided the committee through the proposed budget amendments.
- The committee requested that she add a column denoting the total +/- amount being transferred or relocated within the budget.
- Ms. Wilson stated that she would make the change.
- Ms. Wilson and Mr. Henshaw did raise the concern of not addressing the legal expenses and inquired about the committee's thoughts about transferring additional funds to the legal line item.
- The committee decided to hold off on any additional transfers at this time and monitor the expenses that are being applied to the line item and determine ways to curtail the expenses.

C. Assets:

- Ms. Wilson guided the committee through a report with regard to the Town's assets, with regard to land, properties and cash on hand.

D. Liabilities:

- Ms. Wilson guided the committee through a report on the Town's liabilities, with regard to commitments for the general obligation bonds.
- The committee went through the amortization schedule for the Town's general obligation bond.

E. Managing our Commitments:

- The committee held a discussion on the budget and the importance of following the Town's Fiscal Policy.
- The Town's adopted fiscal policy calls for the reserve to abide by the following guideline, "The general fund unassigned fund balance should be maintained at a minimum of 30% of the total general fund revenues."
- The discussion led to the general concern being made that this is not being shown within the budget and question were raised did it need to come out of the current fiscal budget and how to convey that to the Council.
- The Town is following its fiscal policy and the reserves should not be reflected within the budget

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

as it is not funds that are intended to be expended.

- The current fiscal budget was designed to be an “investment based” budget and it did tap significantly into cash on hand to fund various capital projects as well as cover some of the expenses associated with the capital expenditures within this budget year.
- The committee agreed that this cannot be a long term approach.
- Mr. Henshaw stated that this is being addressed through the transition of the budgeting process to a “programs based” budget this upcoming fiscal year. Dollars within the upcoming budget would be assigned to services. Mr. Henshaw also highly recommended that the general fund budget and the capital budget be completely separated from each other moving forward.
- Vice Mayor Aitken wanted to take some time to look at the budget figures more closely and determine where expenditures are being made. Chairman Pasanello agreed and the committee decided to meet early next week prior to the Holidays to discuss in greater detail.
- Both Chairman Pasanello and Vice Mayor Aitken feel that this committee as well as staff needs to convey these concerns to the Council prior to committing too many resources to the larger capital improvements envisioned this fiscal year and next.

F. Audit Update:

- Chairman Pasanello asked that this be a recurring agenda line item, but did not have any additional specific questions about the audit.
- The committee did discuss the need to break out more detail on the properties of the Town to better understand the allocations towards these assets.

G. Fee Schedule:

- Mr. Henshaw briefed the committee on the revised Fee Schedule for Building and Development and that it would be presented to the Council at the Work Session.

H. Upcoming Budget Update:

- Mr. Henshaw stated that to date he had only received two budget surveys from the members of Council and stated that he would be reminding everyone that he still needs to collect the Council’s budget priorities for the upcoming fiscal year budget.



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 01/04/16

Permits Issued:

- December 15: Genesis Construction to install two sign post bollards for the installation of 'Speed Indicator' devices on Washington Street.
- December 17: Haymarket Iceplex to construct addition at rear housing new skating rink.

Certificates of Occupancy Issued:

- No certificates of Occupancy were issued this month

Inspections:

- No Inspections were requested during this time

Document Review:

- Document review for the Chick-fil-A restaurant has been completed and we are prepared to issue permits for this work

Actions:

- A cease and desist letter has been sent to the property owner at 6721 Madison Street on December 4, 2015, regarding a Building Permit that has expired, as no work has been inspected on the project. The home owner will need to re-apply for the Building Permit. To date, the owner has not come forward to comply.

Recommendations:

- This office has no recommendations for the council at this time.

Other:

- During this time frame I have completed a DHCD course in Residential Inspections.



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer's Report
 DATE: 01/04/16

- The current year Profit & Loss report is attached. Real Estate Tax revenue has been received. There is about 25% still delinquent. Statements of the delinquent taxes have already been sent out with late fees. Interest will accrue monthly.
- As the 1st half of the Budget year comes to an end, some Budget amendments are needed in various line items, as unforeseen expenditures have occurred, which makes the line item exceed where it should be at this time. This is just taking some funds from line items that probably won't use all of the funds, and moving it to the line items that need additional funds. That budget amendment is included in your packet.
- The Finance Committee met on December 16, 2015. Topics were the budget review, assets and liabilities, Audit report, new Fee Schedule, and budget amendments. While the Expenditures are 6% higher than Revenues at this time, a few certain Expenditures are shown for the entire Budget Year, which would skew the results slightly. For example, the General Obligation Bond payment was made in August, which accounted for about 91% of that line item. The remaining payment for this year will be in February. Also, some of the insurance line items are paid at the beginning of the Fiscal Year, which also puts some line items near or over the 100% mark. Also another major Revenue spike will be near the end of April when the Business License tax is due.
- The Finance Committee agrees that a midyear meeting with the Town Council would be important to discuss where the budget is at the halfway mark of the Fiscal Year. This meeting will be set to occur in January.
- I will be out of the office from December 28th thru January 3rd, therefore I will not be in attendance at the December 28th Work Session. As always, please email me with any questions or concerns you may have regarding the budget at this time.

ATTACHMENTS:

- 2 - Treasurers Report Profit and Loss (PDF)

2:58 PM
12/18/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through December 18, 2015

	Jul '15 - Jun 16	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	288,125.60	292,000.00	98.7%
Public Service Corp RE Tax	10,050.30	9,000.00	111.7%
Penalties - All Property Taxes	726.29		
Interest - All Property Taxes	136.87		
Total GENERAL PROPERTY TAXES	299,039.06	301,000.00	99.3%
OTHER LOCAL TAXES			
Sales Tax Receipts	64,158.60	130,000.00	49.4%
Meals Tax - Current	223,936.86	450,000.00	49.8%
Consumer Utility Tax	55,424.04	120,000.00	46.2%
Bank Stock Tax	0.00	25,000.00	0.0%
Business License Tax	8,391.58	176,000.00	4.8%
Penalties (Non-Property)	1,156.29		
Cigarette Tax	98,923.50	220,000.00	45.0%
Total OTHER LOCAL TAXES	451,990.87	1,121,000.00	40.3%
PERMITS,FEES & LICENESES			
Occupancy Permits	300.00	500.00	60.0%
Inspection Fees	1,325.00	7,000.00	18.9%
Other Planning & Permits	16,200.00	30,000.00	54.0%
Application Fees	550.00	2,000.00	27.5%
Motor Vehicle Licenses	1,146.00	1,000.00	114.6%
Total PERMITS,FEES & LICENESES	19,521.00	40,500.00	48.2%
FINES & FORFEITURES			
Fines	23,113.57	48,000.00	48.2%
Total FINES & FORFEITURES	23,113.57	48,000.00	48.2%
REVENUE - SPONSORED TOWN EVENTS	35,803.17	65,000.00	55.1%
MISCELLANEOUS REVENUE			
Miscellaneous	115.00		
Total MISCELLANEOUS REVENUE	115.00		
MISCELLANEOUS			
Earnings on VACO/VML Investment	511.85		
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	402.68	100.00	402.7%
Interest (Non-Property)	33.81		
Citations & Accident Reports	1,080.00	1,000.00	108.0%
Total MISCELLANEOUS	2,028.34	6,100.00	33.3%
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	0.00	26,850.00	0.0%
Suite 206 Rental Income	42,114.76	84,100.00	50.1%
Suite 200 Rental Income	2,435.13	4,830.00	50.4%
15020 Wash St Rental Income	21,358.98	42,735.00	50.0%
6630 Jefferson St Rental Income	16,860.00	41,055.00	41.1%
Town Hall Rental Income	650.00	1,200.00	54.2%
Total RENTAL (USE OF PROPERTY)	83,418.87	200,770.00	41.5%
INTEREST ON BANK DEPOSITS	6,098.16		
REVENUE FROM COMMONWEALTH			
Communications Tax	61,313.10	120,000.00	51.1%
Department of Fire Programs	0.00	41,200.00	0.0%
599 Law Enforcement Grant	14,184.00	28,334.00	50.1%
Personal Property Tax Reimburse	18,626.97	18,600.00	100.1%
Car Rental Reimbursement	2,888.28	4,500.00	64.2%
Railroad Rolling Stock	1,514.70	1,400.00	108.2%
REVENUE FROM COMMONWEALTH - Other	534.00		
Total REVENUE FROM COMMONWEALTH	99,061.05	214,034.00	46.3%

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

2:58 PM
12/18/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through December 18, 2015

	Jul '15 - Jun 16	Budget	% of Budget
REVENUE FROM FEDERAL GOVERNMENT			
PEDESTRIAN IMPROVEMENT GRANT	35,003.00	250,000.00	14.0%
CABOOSE ENHANCEMENT GRANT	0.00	38,500.00	0.0%
Total REVENUE FROM FEDERAL GOVERNMENT	35,003.00	288,500.00	12.1%
TRANSFER OF CASH RESERVES	0.00	1,178,499.00	0.0%
Total Income	1,055,192.09	3,463,403.00	30.5%
Gross Profit	1,055,192.09	3,463,403.00	30.5%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	11,100.00	32,100.00	34.6%
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	2,642.69	2,500.00	105.7%
Convention & Education	3,380.00	5,000.00	67.6%
Total 11100 - TOWN COUNCIL	18,151.19	43,700.00	41.5%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	121,348.72	243,600.00	49.8%
Salaries/Wages - Overtime	5,043.44	8,000.00	63.0%
Salaries/Wages - Part Time	32,511.95	92,700.00	35.1%
FICA/Medicare	20,386.89	22,165.00	92.0%
VRS	11,896.77	15,660.00	76.0%
Health Insurance	23,859.72	46,772.00	51.0%
Life Insurance	1,118.28	3,151.00	35.5%
Disability Insurance	964.73	2,600.00	37.1%
Unemployment Insurance	433.86	2,550.00	17.0%
Worker's Compensation	543.55	350.00	155.3%
Liability Insurance	8,689.00	9,000.00	96.5%
Accounting Services	3,915.66	8,000.00	48.9%
Cigarette Tax Administration	2,478.17	4,000.00	62.0%
Printing & Binding	8,731.63	8,000.00	109.1%
Advertising	5,394.00	10,000.00	53.9%
Computer, Internet & Website Svc	10,212.77	30,000.00	34.0%
Postage	1,407.04	4,500.00	31.3%
Telecommunications	2,817.98	4,500.00	62.6%
Mileage Allowance	1,485.19	2,500.00	59.4%
Meals & Lodging	2,637.78	5,000.00	52.8%
Convention & Education	7,400.00	15,000.00	49.3%
Discretionary Fund	2,094.69	2,000.00	104.7%
Books, Dues & Subscriptions	2,271.40	2,000.00	113.6%
Office Supplies	2,204.37	4,500.00	49.0%
Capital Outlay-Machinery/Equip	9,997.00	25,000.00	40.0%
66900 - Reconciliation Discrepancies	0.03		
Miscellaneous	107.79		
Total 12110 - TOWN ADMINISTRATION	289,952.41	571,548.00	50.7%
12210 - LEGAL SERVICES			
Legal Services	56,068.91	90,000.00	62.3%
Total 12210 - LEGAL SERVICES	56,068.91	90,000.00	62.3%
12240 - INDEPENDENT AUDITOR			
Auditing Services	16,150.00	16,000.00	100.9%
Total 12240 - INDEPENDENT AUDITOR	16,150.00	16,000.00	100.9%
Total 01 - ADMINISTRATION	380,322.51	721,248.00	52.7%

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

2:58 PM
12/18/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through December 18, 2015

	Jul '15 - Jun 16	Budget	% of Budget
03 - PUBLIC SAFETY			
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	186,547.32	359,000.00	52.0%
Salaries & Wages - Overtime	6,146.98	12,000.00	51.2%
Salaries & Wages - Part Time	6,440.18	10,500.00	61.3%
FICA/MEDICARE	7,270.51	23,000.00	31.6%
VRS	4,401.50	22,385.00	19.7%
Health Insurance	33,323.76	81,700.00	40.8%
Life Insurance	1,735.65	3,505.00	49.5%
Disability Insurance	1,116.00	2,250.00	49.6%
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	6,153.02	15,500.00	39.7%
Repairs & Maintenance	3,172.40	8,000.00	39.7%
Advertising	0.00	150.00	0.0%
Electrical Services	1,391.65	5,500.00	25.3%
Computer, Internet & Website	1,844.17	5,000.00	36.9%
Postage	101.54	300.00	33.8%
Telecommunications	6,565.39	9,000.00	72.9%
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	1,078.58	4,000.00	27.0%
Vehicle Fuels	6,521.47	17,000.00	38.4%
Vehicle Maintenance/Supplies	8,020.89	27,000.00	29.7%
Uniforms & Police Supplies	4,658.10	8,000.00	58.2%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	39,993.15	53,000.00	75.5%
Total 31100 - POLICE DEPARTMENT	351,498.29	707,090.00	49.7%
34100 - BUILDING OFFICIAL	14,170.00	50,000.00	28.3%
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	404,469.75	797,290.00	50.7%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	38,890.32	80,000.00	48.6%
Total 43200 - REFUSE COLLECTION	38,890.32	80,000.00	48.6%
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	31,339.97	65,200.00	48.1%
Maint Svc Contract-Pest Control	1,145.00	1,500.00	76.3%
Maint Svc Contract-Landscaping	19,086.25	30,000.00	63.6%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	4,010.00	11,000.00	36.5%
Electric/Gas Services	5,602.37	10,000.00	56.0%
Electrical Services-Streetlight	2,070.72	5,200.00	39.8%
Water & Sewer Services	771.50	1,000.00	77.2%
Janitorial Supplies	520.51	1,000.00	52.1%
Capital Outlay-Machinery/Equip	0.00	37,000.00	0.0%
Real Estate Taxes	2,274.40	2,500.00	91.0%
Total 43100 - MAINT OF 15000 Wash St./Grounds	66,820.72	168,400.00	39.7%
Total 04 - PUBLIC WORKS	105,711.04	248,400.00	42.6%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractual Services	44,696.02	65,000.00	68.8%
Total 71110 - EVENTS	44,696.02	65,000.00	68.8%

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through December 18, 2015

	Jul '15 - Jun 16	Budget	% of Budget
72200 - MUSEUM			
Salaries & Wages - Part Time	0.00		
Advertising	454.50	2,000.00	22.7%
Postage	0.00	100.00	0.0%
Telecommunications	860.29	1,500.00	57.4%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	169.65	200.00	84.8%
Books, Dues & Subscriptions	0.00	500.00	0.0%
Office Supplies	-90.02	800.00	-11.3%
Exhibits & Programs	852.50	3,000.00	28.4%
Capital Outlay-Furn/Fixtures	0.00	10,000.00	0.0%
Total 72200 - MUSEUM	2,246.92	18,600.00	12.1%
Total 07 - PARKS, REC & CULTURAL	46,942.94	83,600.00	56.2%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	1,873.20	6,000.00	31.2%
FICA/Medicare	0.00	850.00	0.0%
Consultants	11,918.00	30,000.00	39.7%
Mileage Allowance	486.45	500.00	97.3%
Meals & Lodging	258.31	1,500.00	17.2%
Convention/Education	1,570.00	2,000.00	78.5%
Books/Dues/Subscriptions	0.00	300.00	0.0%
Total 81100 - PLANNING COMMISSION	16,105.96	41,150.00	39.1%
81110 - ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	1,710.00	5,500.00	31.1%
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	1,710.00	9,150.00	18.7%
Total 08 - COMMUNITY DEVELOPMENT	17,815.96	50,300.00	35.4%
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	4,390.58	10,000.00	43.9%
Street Scape Construction	53,227.32	53,227.32	100.0%
Total 94100 - WASH ST. ENHANCEMENT PROJECT	57,617.90	63,227.32	91.1%
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	22,193.46		
Total TOWN CENTER MASTER PLAN	36,818.46	500,000.00	7.4%
HARROVER MASTER PLAN			
Construction	0.00	300,000.00	0.0%
Architecture/Engineering Fees	7,162.50	75,000.00	9.6%
Drafting of Plan	0.00	0.00	0.0%
Total HARROVER MASTER PLAN	7,162.50	375,000.00	1.9%

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12/18/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2015 through December 18, 2015

	Jul '15 - Jun 16	Budget	% of Budget
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	34,709.00	250,000.00	13.9%
Total PEDESTRIAN IMPROVEMENT PROJECT	34,709.00	250,000.00	13.9%
General Reserve	0.00	146,772.68	0.0%
PERSONNEL			
EMPLOYEE BENEFITS			
6560 - Payroll Processing Fees	172.03		
Total EMPLOYEE BENEFITS	172.03		
Total PERSONNEL	172.03		
Total Expense	1,264,152.94	3,463,403.00	36.5%
Net Ordinary Income	-208,960.85	0.00	100.0%
Net Income	-208,960.85	0.00	100.0%

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 01/04/16

Budget Amendments:

- Report and recommendation included in packet.

Committee Proposal:

- Revised Report and recommendation included in packet.

Updates:

Communication Strategy for DVP:

- Report and recommendations included for consideration.

Quiet Zone:

- Staff continues to work with Supervisor Candland on getting the safety improvements for the Thoroughfare Rd. Crossing.
- Staff has engaged Norfolk Southern to start the engineering process.
- However, we may have encountered a new snag with the declaration of a potential Quiet Zone. The consultant for Norfolk Southern ran the current calculations for declaring a Quiet Zone within the area (7 crossings) and the Rt. 15 crossing may require additional safety improvements to meet the required thresholds for declaring a Quiet Zone.
- The safety calculations have gone up from the initial application/ declaration due to an accident that occurred in October 2014 at the Rt. 15 crossing.
- At this time, the Quiet Zone committee met on Thursday, December 17th to discuss strategies in working with our Supervisors and the approach if this delays the project any more.
- At this time, to declare a Quiet Zone the work would still need to be done at the Thoroughfare RR Crossing and install a Power Out Indicator.
- Staff or Councilman Pasanello will advise the Council at the work session as to the direction the Quiet-Zone -sub-committee is recommending.

Speed Indicator Signs:

- Speed Indicator Signs are scheduled to be installed after the first of the New Year.
- We are looking at the location of the western section facing 'east bound' traffic closely to determine effectiveness of the sign and data collected.

Sidewalk Repairs:

- Sidewalk has been repaired in front of Cathy's Hair Design. As it turned out there is a concrete underlayment, but the section where the repair was needed had been removed at some point which lead to the failure.
- A new concrete underlayment was installed.
- I will work with Genesis to identify other critical repair areas for repair.

Town Center Project:

- Mr. John Heltzel, our architect will be at the Work Session to bring the Council up to speed with the progress of the design of the future Police Department Office.
- Mr. Heltzel, met with the Chief and me to finalize the floor plan layout and will be proceeding on readying the design so that we can advertise the construction bid package in January.

- The intended goal is to get the PD into the new facility by April 1st.
- I will be putting together some more detailed funding options moving forward after the New Year. I will look to multiple funding resources, including any grant opportunities for either project.

Harrover Property Update:

- The Master Plan is in your agenda packets and it is anticipated for the Council to consider adoption of the plan.
- The former Police Department, (14710 Washington Street) has been advertised on the Town's website, the National Trust for Historic Preservation, and GovDeals.com.
- We have already received qualifying interest from prospective parties. I have spoken numerous times to interested individuals that have experience in restoration and moving.
- I am slated to show the house on Friday, December 18th from a local land owner.
- I will keep the Council informed as we progress.
- As a reminder, any prospective buyer would be required to provide a written offer on the house and a plan for relocation. This offer would come before the Council and the Council would need to hold a public hearing on the sale of the property.
- With regard to the COA, once the Council adopts the Master Plan, our Town Planner, Marchant Schneider will prepare the COA application for the ARB to review.
- I will continue to reach out to some former contacts that have expressed interest in the Out Buildings for relocation or demolition, with the exception of the garage at this time. We will need to identify storage options for the items currently within the garage and identify a location for the PD to do future work to patrol cars, as they currently utilize the facility for such needs.

Budget Survey- Fiscal Year '16-'17:

- To date, staff has only received 2 of the Council's Budget Priorities Survey.
- I will be using this data to present the forecast for the upcoming Fiscal Year budget.
- Please turn these in as soon as possible.

Citizen Satisfaction Survey:

- Staff has only received one survey with comments and suggestions. Any additional comments or suggestions will be gladly accepted through the remainder of the year.
- The survey will be prepared to go out to residents and citizens at the first of the New Year.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 01/04/16

ATTACHMENTS:

- January 2016 Police Report (PDF)

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



**Haymarket Police Department
Monthly Town Council Report
January, 2016**



Significant Incidents

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Assault & Battery, Brandishing a firearm	11/17/2015	8:00 – 9:30 am	6700 Blk. Madison St.	It was reported that adult male tenant was assaulted by other resident in household. Also reported that same individual pulled a handgun and threatened to shoot him. Resulted in 1 adult male arrest for Assault and Battery and Brandishing a firearm.
Destruction of Property	11/18/2015	2:30 -10:32 am	6700 Blk. Madison St.	Report of someone breaking rear passenger side door window in vehicle.
Vandalism	11/03-11/06/15	1:18 pm –noon	Rising Sun Ln (end of street)	Reported that someone had spray painted an electrical box. No suspects at this time. Power Company notified.
Vandalism	11/05-06/15	9:15 pm – 8:30 am	6800 Blk Jockey Club Ln	Victim reports that sometime between the times listed someone broke out his rear hatch glass in his parked vehicle. No suspect information at this time.
Vandalism	11/05-11/06/15	10:00 pm – 8:00 am	6800 Blk Jockey Club Ln	Victim reports windshield of his parked vehicle shot into 3 times with BB gun. No suspect information at this time.



Haymarket Police Department



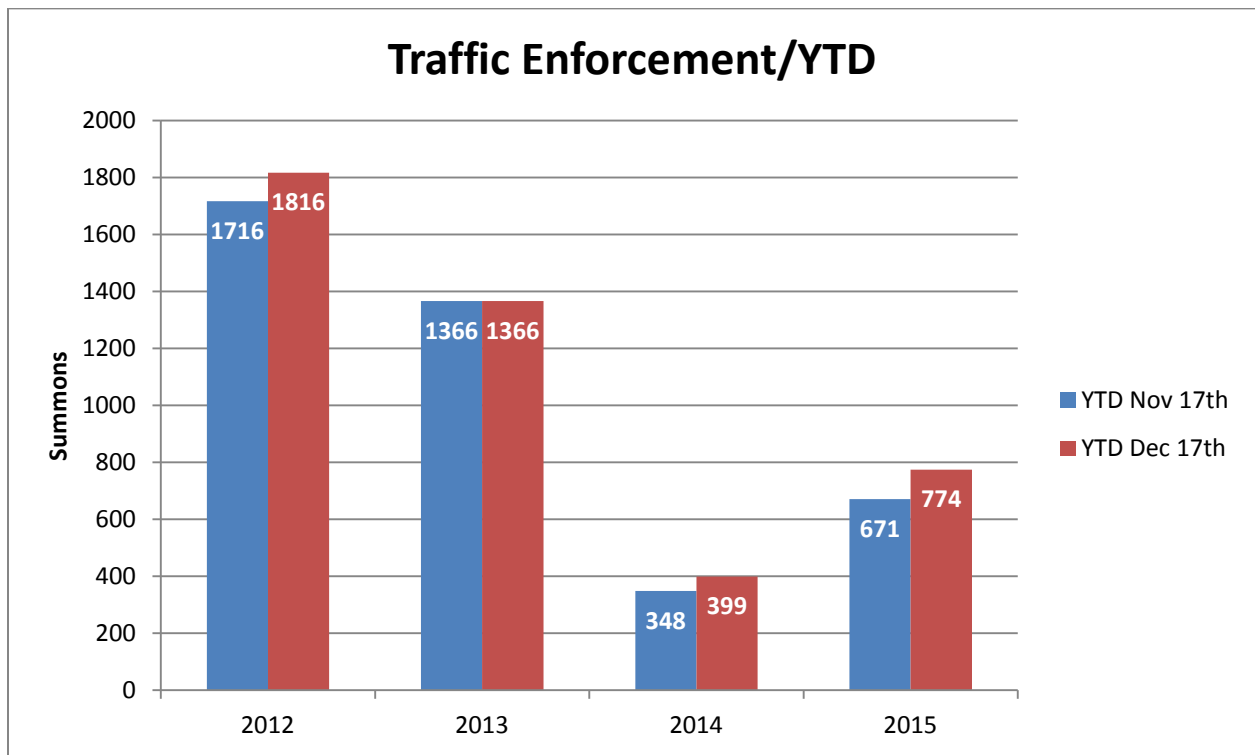
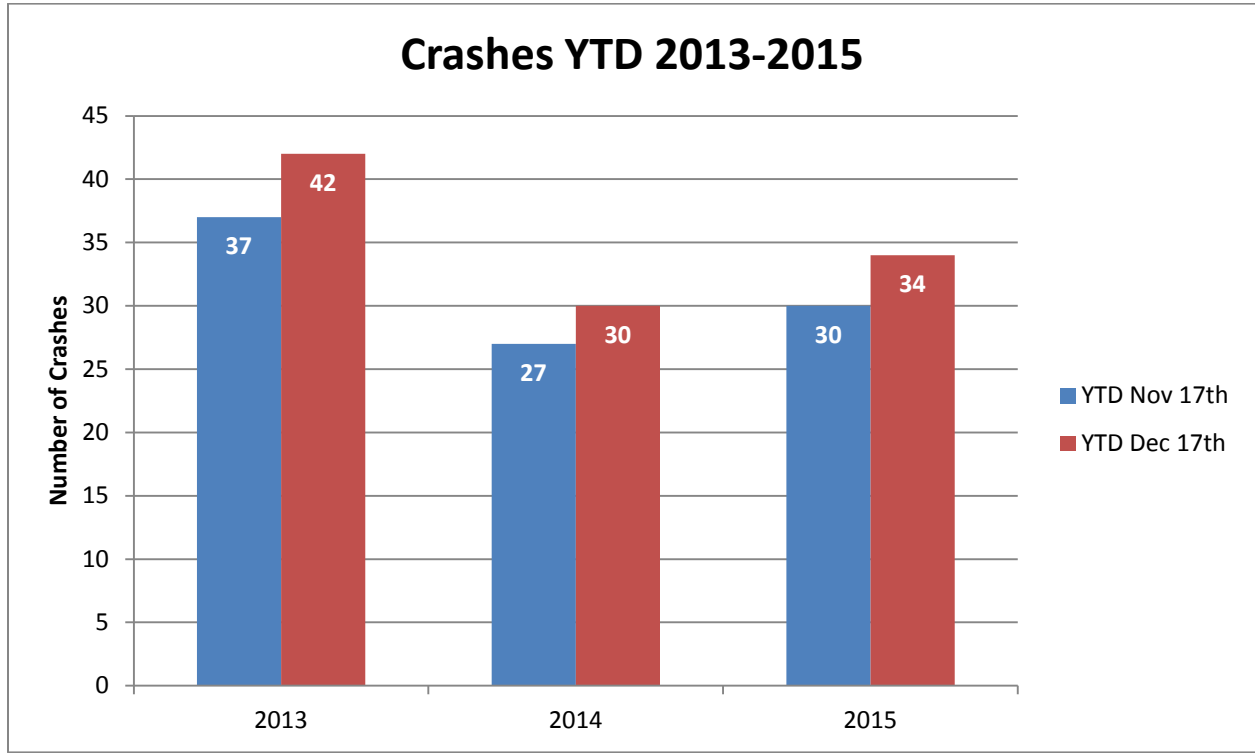
DUI	11/07/2015	10:57 pm	I66 @ Rt 15	Officer stopped for what appeared to be vehicle crash. Upon contact with drivers it was determined one of them was impaired. Resulted in 1 adult male arrest for DUI.
Possession of Marijuana/Drive Suspended/Reckless by Speed	11/15/2015	7:30 am	I66 MM 40.5	Traffic stop for speeding resulted in 1 adult female arrested for Possession of Marijuana and cited for Driving Suspended and Reckless Driving by Speed.
Possession of Marijuana more than ½ ounce	11/12/2015	11:23 pm	RT 15 @ I66 W offramp	Traffic stop for speeding resulted in 1 adult male arrest for Possession of Marijuana more than ½ ounce.
Larceny	11/15/2015	3:00 am – 6:30 am	6600 Blk Fayette St	Victim reports a Mountain Bike was taken from unsecured shed on her property during the date and times noted. No suspect information at this time.



Haymarket Police Department



Crash/Enforcement YTD



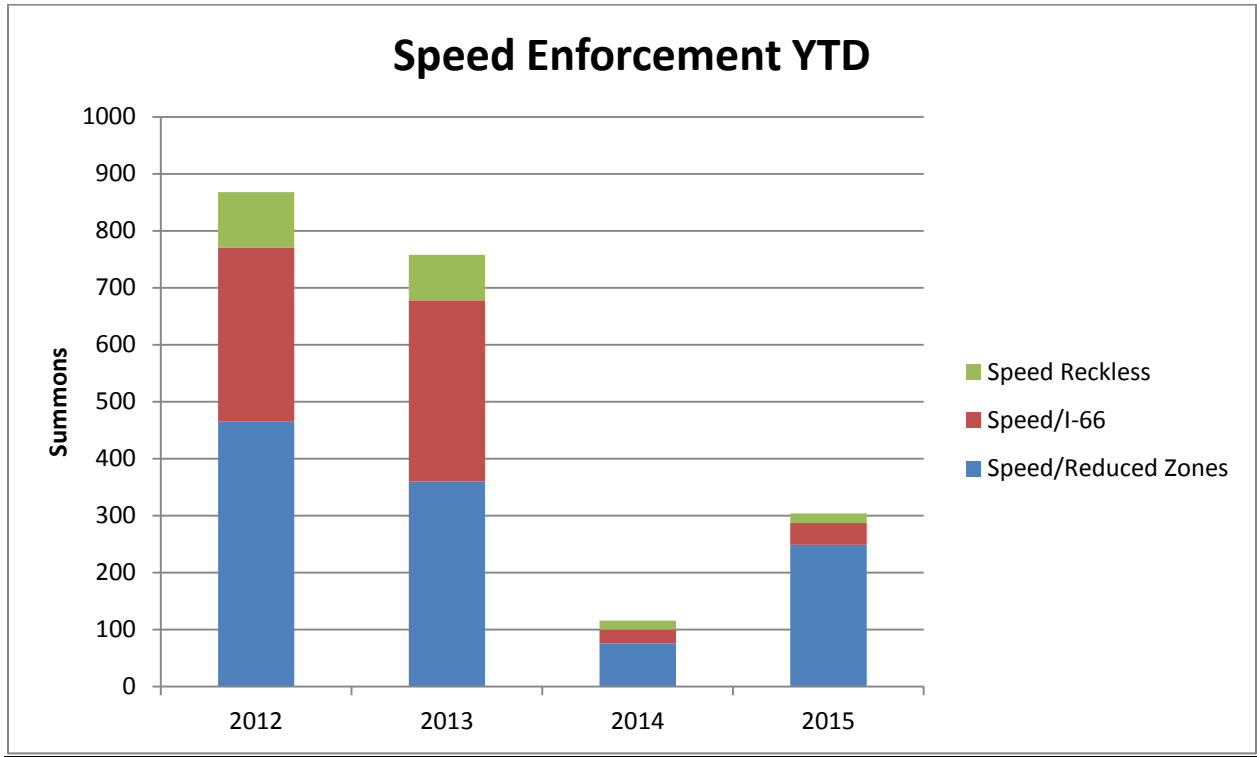
Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



Haymarket Police Department



Crash/Enforcement YTD





Haymarket Police Department



Other Issues of Note

Budget

• Select object codes	<u>YTD(47%)</u>	<u>Budgeted</u>	
Salaries & Wages – Overtime	\$6,146.98	\$12,000.00	51.23%
Salaries & Wages – Part Time	\$6,440.18	\$10,500.00	61.34%
Capital Outlay – Machinery	\$39,993.15	\$53,000.00	75.46%
Total 31100	\$350,775	\$707,090	49.61%

Community Relations

- Officer JM Davis completed a community presentation at the Minnieland Academy

Current Initiatives

- Performance plans completed for all Police Department employees and in the process of reviewing those plans – *all reviews completed*
- New Ford Interceptor Utility cruiser will be placed in-service within the next several weeks – *in service now*
- A more robust firearms training date scheduled for mid-December – *completed December 15th*
- Working with Prince William County Police to establish a “one-button” transfer process for calls for service that come into HPD’s main phone line – *awaiting additional information from PWCPD*
- Working with VDOT to establish a schedule of off-duty employment to assist with I-66 shutdowns while beams are lifted and installed on the new Route 15 bridge – *assignments completed from December 16th through December 18th*
- Draft equipment inventory completed and in the process of being finalized
- Draft report on fleet status and replacement schedule completed and in the process of being finalized
- Developing and finalizing a schedule for a Women’s Self Defense Workshop



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 01/04/16

Enhancement Project

- All outstanding work orders for material and labor have been received and approved. All invoices have been received.
- The final agreed upon quantities were prepared on November 24 and semi-final invoice was submitted shortly thereafter. The project will come in \$135,475 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.
- The Town Attorney is working on settlement with Finley.

Caboose Enhancement Project

- At the December Town Council Meeting, the Town Council decided not to move forward with composite decking and stay with pressure treated wood as originally specified.
- The decision on material delayed the start of the project and we are now into winter months where cold weather and snow could be a factor in project completion.
- The original contract end date was going to be December 31, 2015. Due to the delayed start, I negotiated a new contract end date of April 15, 2016.

I-66 Projects

- At the December Town Council Meeting, the Town Council asked about ribbon cutting ceremonies for the I-66 projects.
- The email I forwarded to Town Council from VDOT with the response stated they are fairly certain they will have a ribbon cutting ceremony on the I-66/Rte 15 interchange but were not planning on having one on the I-66 Widening Project due to lack of a suitable location.
- VDOT stated they would have a ribbon cutting ceremony if it is formally requested by the Town. I want to discuss with Town Council if they are interested in formally requesting a ribbon cutting ceremony for either of the I-66 projects.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 01/04/16

Ongoing Projects

- Village of Haymarket Phase II. Work on installation of curb, gutter, sidewalk, and utilities along Bleight Drive has been delayed due to pending relocation of a power pole by Dominion Power. The site has been "stabilized" during the delay.
- Haymarket Ice Plex. Construction plans for the Ice Rink Expansion have been approved. Construction of the expansion have begun.
- Chic-Fil-A. Construction plans for the restaurant have been submitted for review concurrent with the SUP, ZTA, and Site Plan Amendment applications.

Development Review

- Robinson's Paradise. The residential rezoning has been deferred following the Planning Commission public hearing earlier this fall. No resubmittal date has been provided by the Applicant.
- Other Plans. Staff continues to review site plans submitted by Haymarket Self Storage, Haymarket Masonic Lodge, and Signature Companies.



TO: Town of Haymarket Town Council
SUBJECT: Planned Land Use Map Amendment
DATE: 01/04/16

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Budget Amendment
DATE: 01/04/16

An amendment to the current budget is needed as funds were not budgeted for in the Street Scape Construction line item. Finley Asphalt & Sealing is completing the work for the project and is submitting bills for payment. We recommend amending the budget as attached.

There are also some Expenditure line items in the budget that are exceeding where they should be at this time in the Fiscal Year. A budget amendment is also recommended as attached, to move funds from one line item to another to cover these expenditures.

Recommended Motion:

I move to adopt Resolution #2015-017 amending the Fiscal Year 2016 Budget, as amended through November 24, 2015.

ATTACHMENTS:

- RES 2015-017 Budget Amendment(PDF)



RESOLUTION 2015-017
BUDGET AMENDMENT REQUEST

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2016 Budget on June 1, 2015; and

WHEREAS, The Haymarket Town Council has amended the Fiscal Year 2016 Budget on December 7, 2015, and

WHEREAS, The Town contracted with Finley Asphalt & Sealing for the Washington Street Enhancement project, Phase 1A Construction and Finley Asphalt & Sealing is requesting final payments, and

WHEREAS, The Town did not incorporate into its 2015-2016 Fiscal Year Budget the remaining amount due to Finley Asphalt & Sealing, and

WHEREAS, a Budget Amendment is needed to cover the remaining costs to Finley Asphalt, and those amendments are noted below, to take from the Town Center Master Plan Construction line item, Harrover Master Plan Construction line item, and the General Reserve line item, and

WHEREAS, additional amendments are needed to cover other line items in the budget that are currently exceeded due to unforeseen expenditures

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council authorizes the Fiscal 2015 Budget to be amended as follows:

Budget Line Item	Adopted Budget	Requested Change	Amended Budget
EXPENSE:			
Town Center Master Plan: Construction	500,000.00	-65,000.00	435,000.00
Harrover Master Plan: Construction	300,000.00	-65,000.00	235,000.00
General Reserve:	146,772.68	-64,570.52	82,202.16
Washington Street: Street Scape Construction	53,227.96	+194,570.52	247,798.48
General Reserve:	**82,202.16	-30,000.00	52,202.16
Planning Commission: Consultants	30,000.00	+30,000.00	60,000.00
ADMINISTRATION: Town Council: Conv. & Ed.	5,000.00	-1,000.00	4,000.00
ADMINISTRATION: Town Council: Meals & Lodging	2,500.00	+1,000.00	3,500.00
TOWN ADMIN: Computer, Internet, Website	30,000.00	-6,000.00	24,000.00
TOWN ADMIN: Printing & Binding	8,000.00	+5,000.00	13,000.00
TOWN ADMIN: Books, Dues, Subscriptions	2,000.00	+1,000.00	3,000.00
PUBLIC SAFETY: Police Dept: Veh Maintenance	27,000.00	-3,500.00	23,500.00
PUBLIC SAFETY: Police Dept: Conv. & Ed.	500.00	+500.00	1,000.00
PUBLIC SAFETY: Police Dept: Telecomm.	9,000.00	+3,000.00	12,000.00
PUBLIC WORKS: Maint Svc - Street Cleaning	11,000.00	-1,000.00	10,000.00
PUBLIC WORKS: Maint Svc – Pest Control	1,500.00	+500.00	2,000.00
PUBLIC WORKS: Water & Sewer Services	1,000.00	+500.00	1,500.00
COMM DEV: Planning Comm: Meals/Lodging	1,500.00	-500.00	1,000.00
COMM DEV: Planning Comm: Conv. & Ed.	2,000.00	+500.00	2,500.00
TOTAL BUDGET	\$3,463,403		\$3,463,403

** if amended from above

Done this 4th Day of January 2016

Motion By:
 Seconded By:
 Ayes:
 Nays:
 Absent:

ATTEST:

 Jennifer Preli, Town Clerk

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Sherwood Forest - VDOT SWM Agreement
 DATE: 01/04/16

BACKGROUND

- As part of the Sherwood Forest Subdivision, new streets were constructed that will be eligible for VDOT maintenance.
- The new streets will have to be accepted into the State Secondary System by going through the VDOT Street Acceptance process.
- Part of the VDOT Street Acceptance process is that the Town enters into a Stormwater (SWM) Detention Agreement with VDOT, absolving VDOT of responsibility for maintaining any SWM facilities.
- The Town has already entered into a SWM/BMP Agreement with the Sherwood Forest developers (attached), making the landowner (HOA) responsible for maintaining SWM/BMP facilities. This agreement also makes provisions that inspections reports are to be submitted and allows for the Town to perform maintenance and back charge if the landowner (HOA) does not adequately maintain the facilities.
- The Town Attorney has reviewed the attached VDOT SWM Agreement for Sherwood Forest and has no objections as to form.

STAFF RECOMMENDATION

- Staff recommends the Town Council enter into the VDOT Stormwater Detention Agreement for Sherwood Forest.

DRAFT MOTION(S)

1. I move that the Town Council enter into the VDOT Stormwater Detention Agreement for Sherwood Forest;

OR

2. I move an alternate motion

ATTACHMENTS:

- 02 SSR Storm Water Manage Agreement Towns (PDF)
- 03 SWM-BMP Facilities Agreement (PDF)

STORMWATER DETENTION AGREEMENT FOR SHERWOOD FOREST

THIS AGREEMENT, made this ____ day of _____, _____ between the Town Council of Haymarket (the "Town"), party of the first part, and the Commonwealth of Virginia, Department of Transportation ("VDOT"), party of the second part, for the purpose of satisfying Section 2.1 (F) of the Subdivision Street Requirements for the addition of subdivision streets made after this date throughout the Town.

RECITALS

R-1 The Town has approved, or anticipates approval of, certain plans for a subdivision, named Sherwood Forst, the streets of which are intended for acceptance into the Secondary System of State Highways.

R-2 Included in said subdivision are certain easements and rights of way for the purpose of constructing, operating and maintaining present or future stormwater drainage facilities including necessary inlet structures and other pertinent facilities for removing water from said streets.

R-3 As a prerequisite for accepting any subdivision street into the Secondary System of State Highways, an adequate and acceptable method for transporting stormwater runoff from said street to a natural water course is required.

R-4 Pursuant to Section 2.1 (F)(4) of the Subdivision Street Requirements, when detention provisions are incorporated into stormwater drainage facilities, "an acceptable agreement from the local government is required which absolves the Department from any responsibility or liability for the detention facility" before such streets are accepted as part of the Secondary System of State Highways. "Stormwater detention facilities" as used in this agreement shall be limited to detention/retention facilities outside of the right of way dedicated to public use purposes for streets to be accepted into the Secondary System of State Highways.

NOW, THEREFORE, in consideration of the premises, the mutual covenants stated herein, and other good and valuable consideration the receipt and sufficiency of which is acknowledged by all parties hereto, the parties hereto agree as follows:

1. The Town agrees that VDOT has no maintenance, upkeep and/or repair responsibility or liability for these stormwater detention facilities except in cases of physical damage resulting from road construction projects administered by VDOT. This Agreement does not relieve the parties thereto of their rights and obligations pursuant to Stormwater Management Regulations VR215-02-00 et seq. and related state regulations as amended or modified from time to time. Further, the Town agrees not to hold VDOT liable for damages resulting from the Town's failure to enforce Town ordinances and regulations relating to stormwater flow.

2. The Town will not seek indemnification or contribution from VDOT to correct damages arising from improper maintenance or construction of these stormwater detention facilities.

3. Upon the Town's request, VDOT will cooperate with the Town in a reasonable manner to assist in the denial, settlement and/or litigation of claims for damages from the operation and maintenance of these stormwater detention facilities.

4. The parties expressly do not intend by execution of this Agreement to create in the public, or any member thereof, any rights as a third party beneficiary, or to authorize anyone not a party hereto to maintain a suit for any damages pursuant to the terms or provisions of this Agreement. In addition the parties understand and agree that this Agreement is not to be construed as an indemnification against third party claims.

5. VDOT agrees to recommend that the Commonwealth Transportation Board accept, as part of the Secondary System of State Highways, new subdivision streets which meet all provisions of the Subdivision Street Requirements.

6. The parties hereto agree that the provisions of this Agreement may be invoked by reference in any resolution of the Town requesting any future addition to the Secondary System of State Highways.

Witness the following signatures and seals:

Approved as to form Town Council of Haymarket

Town Attorney By: _____
(Title) _____

Approved as to form COMMONWEALTH OF VIRGINIA DEPARTMENT OF
TRANSPORTATION

Office of the Attorney General By: _____
Commissioner

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF _____, to wit:
(Name) _____, acknowledged the foregoing
instrument before me this _____ day of _____, _____.

NOTARY PUBLIC
My commission expires:

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF _____, to wit:
(Name) _____, "Commissioner", party of the
second part, acknowledged the foregoing instrument before me this _____ day of _____,
_____.

NOTARY PUBLIC
My commission expires:

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

STORMWATER MANAGEMENT/BMP FACILITIES MAINTENANCE
AGREEMENT

THIS AGREEMENT, made and entered into this 8th day of November, 2005 by and between SHERWOOD FOREST ASSOCIATES, L.C., a Virginia limited liability company, hereafter called the "Landowner", and the TOWN OF HAYMARKET, VIRGINIA, hereinafter called the "Town". "Landowner" also includes its successors and assigns.

WITNESSETH, that

WHEREAS, the Landowner owns certain real property described as Parcel A, Sherwood Forest, as duly dedicated, platted and recorded in Instrument Number 200512020206628 among the land records of Prince William Town, Virginia, hereinafter called the "Property"; and

WHEREAS, the Landowner is proceeding to build on and develop the Property; and

WHEREAS, the Sherwood Forest Site Plan hereinafter called the "Plan", which is expressly made a part hereof, as approved by the Town, provides for water quality control within the confines of the Property; and

WHEREAS, the Town and the Landowner agree that the health, safety and welfare of the residents of the Town, require that on-site BMP facilities be constructed and maintained on the Property; and

WHEREAS, the Town requires that on-site BMP facilities as shown on the Plan be constructed and adequately maintained by the Landowner.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein and the following terms and conditions, the parties hereto agree as follows:

1. The on-site BMP facilities shall be constructed by the Landowner, in accordance with the plans and specifications identified in the Plan.
2. The Landowner shall maintain the BMP facilities in good working condition, acceptable to the Town, so that they are performing their design functions.



3. The Landowner shall provide semi-annual inspections to be performed by a Virginia registered professional engineer. The report of inspections, along with a schedule for repair when needed, will be furnished to the Town Clerk by June 30 each year.

4. The engineer will check the settling basin facilities for obvious malfunctions as described in the following maintenance schedules:

The settling basin will require semi-annual inspections and cleaning to maintain operation and function.

Inlet structures and outlet pipes must be checked for any obstructions and if any obstructions are found, they must be removed.

The Landowner shall retain and make any Inspection/Monitoring Forms available to Town officials, at the Town's request, semi-annually.

5. The Landowner will perform all maintenance, repairs, cleaning and reconstruction specified in the inspection report. Such maintenance will be completed under the direction of a professional engineer within six months following the date of the report.

6. Should a Town engineer perform an inspection, in addition to the Landowner's, and deficiencies are found, the Town may direct the Landowner to make repairs and may set time limits for the repairs to be completed.

7. All repairs will meet the original planned function, meet the standards set forth in the DCSM and may be inspected by Town forces to assure compliance.

8. In the event the Landowner fails to inspect or perform the required maintenance for the BMP facilities within the required time, the Town may enter upon the Property and take whatever steps it deems necessary to maintain said BMP facilities and to charge the costs of the repairs to the Landowner. This provision shall not be construed to allow the Town to erect any structure of a permanent nature on the land of the Landowner, outside of an easement belonging to the Town. It is expressly understood and agreed that the Town is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Town.

9. The Landowner hereby grants permission to the Town, its authorized agents and employees, to enter upon the Property and to inspect the BMP facilities whenever the Town deems necessary. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structures, pond areas, access roads, etc. When deficiencies are noted, the Town shall give the Landowner copies of the inspection report with findings and evaluations.

10. In the event the Town, pursuant to this Agreement, performs work of any nature or expends any funds in the performance of said work for labor, use of equipment, supplies, materials and the like, the Landowner shall reimburse the Town upon demand with ten (10) days of receipt thereof for all costs incurred by the Town hereunder.

11. The Landowner shall indemnify and hold harmless the Town and its agents and employees for any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against the Town for the construction, presence, existence or maintenance of the BMP facilities by the Landowner.

In the event a claim is asserted against the Town, its agents or employees, the Town shall promptly notify the Landowner and they shall defend, at their own expense, any suit based on such claim. If any judgment or claims against the Town, its agents or employees shall be allowed, the Landowner shall pay all costs and expenses in connection therewith.

12. This Agreement shall be recorded among the land records of Prince William County, Virginia, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interest.

13. No landowner shall be liable hereunder with respect to any acts of omission, which shall occur subsequent to such landowner's sale or other disposition of the Property or subsequent to such landowner's turning the responsibility for maintenance of the BMP facility over to an owners association created for such purposes.

[Signatures appear on the following pages.]

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

WITNESS the following signatures and seals:

SHERWOOD FOREST ASSOCIATES, L.C. ,
a Virginia limited liability company

By: [Signature]
Name: BENJAMIN M. SMITH, JR.
Title: MANAGER

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM, to wit:

I, the undersigned, a Notary Public in and for the County and State aforesaid, do hereby certify that Benjamin M. Smith Jr. whose name as Manager of Sherwood Forest Associates, L.C., a Virginia limited liability company, is signed to the foregoing Agreement, has personally acknowledged the same before me in my aforesaid jurisdiction, on behalf of and as the act of the said limited liability company.

GIVEN under my hand and seal this 8th day of November, 2005.

My commission expires:
5-31-2005

[Signature]
Notary Public

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



Instr: 200512020206639
Page: 5 OF 5

TOWN OF HAYMARKET, VIRGINIA

By: *Pamela E. Stutz*

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM

2007

I, *JENNIFER PRELI*, a Notary Public in and for the County and State aforesaid, whose commission expires on the *31* day of *MAY*, 2005, do hereby certify that *PAMELA E. STUTZ*, whose name is signed to the foregoing Agreement bearing date of the *27* day of *November*, 2005, has acknowledged the same before me in my said County and State.

GIVEN under my hand and seal this *29th* day of *NOVEMBER*, 2005.

My commission expires:

5/31/2007

[Signature]
Notary Public

Form Approved Per Virginia
Code Section 15.2-1803

11/21/05
Date

[Signature]
Town Attorney



TO: Town of Haymarket Town Council
 SUBJECT: Flood Plain Ordinance
 DATE: 01/04/16

BACKGROUND

- In August the Town Engineer received notice from the Virginia Department of Conservation and Recreation (DCR) on behalf of the Federal Emergency Management Agency (FEMA) that they wanted to schedule a National Flood Insurance Program (NFIP) Community Assistance Visit (CAV). The purpose of this meeting was to go over our current Floodplain Ordinance, review our program, identify any problems in our ordinances or program and offer guidance.
- The Community Assistance Visit was held August 26. At this meeting, the DCR identified that our Floodplain ordinance was out of date. They recommended we completely delete our current Flood Plain Ordinance and provided a template ordinance to use.
- At the request of the Town Attorney, we are moving the Flood Plain Ordinance out of the Zoning Ordinance and placing it in the Waterways section of the Town Code.
- Attached is the revised Flood Plain Ordinance created by the Town Attorney as well as the current Flood Plain Ordinance. DCR is currently reviewing the revised ordinance and we should have approval from DCR for the revised ordinance by the January Town Council Meeting.
- The Town Council will need to repeal our current Flood Plain Ordinance and adopt the new Flood Plain ordinance.
- At the December Planning Commission Meeting, the Planning Commission passed motion recommending the repeal of the current Flood Plain Ordinance. Since the revised Flood Plain Ordinance will be outside Zoning Ordinance, they do not pass a motion recommending adoption of the new Ordinance.
- There needs to be Town Council Public Hearing on the repeal of the current ordinance but we do not need a Public Hearing on adopting the new ordinance.
- We missed the cut-off date for advertising the Town Council Public Hearing and will hold it at the February Town Council meeting.
- Since the revised Flood Plain Ordinance needs to be adopted by February, the Town Attorney is recommending the Town Council adopt the revised Flood Plain Ordinance that will be in the Waterways section of the Town Code at this Town Council meeting and the Town Council can then repeal the current Flood Plain ordinance contained in the Zoning Ordinance at the February Town Council meeting.

OVERVIEW OF CHANGES

- At the suggestion of the Town Attorney, the Flood Plain Ordinance is being removed from the Zoning Ordinance section and put in the Waterways section of the Town Code. The reasons for removing from the Zoning Ordinance are as follows:

- Putting it in a separate ordinance prevents any argument that illegal conditions are vested rights as non-conforming uses.
 - Putting it in a separate ordinance allows quicker enforcement with class 1 misdemeanor penalties among the options.
 - The BZA arguably has no authority to hear appeals regarding the floodplain.
 - The criteria for granting a variance or special exception under the model ordinance do not match the criteria for granting a “variance” under the zoning code.
 - The purpose of zoning is to control uses and improvements, and that model of regulation is not perfectly compatible with the kind of regulations in the model floodplain ordinance. While preventing floods is among the purposes for zoning, the floodplain ordinance looks more like a traditional police power ordinance than like a zoning ordinance.
- There are changes to old definitions and new definitions.
 - A new Administration section has been added in which the Floodplain Administrator is designated and his/her duties clearly outlined.
 - At the request of FEMA, the NFIP construction standards are called out in the ordinance instead of being included by reference to the building code.
 - The Term “100-year flood” is officially replaced with “one percent annual chance flood.”
 - Other minor changes to meet FEMA and State laws and regulations.
 - NOTE: There are no changes to the mapping of the “once percent annual chance flood” and thereby **no new or increased areas of impacts to property owners.**

STAFF RECOMMENDATION

- Staff recommends the Town Council adopt the attached new Article III, FLOODPLAIN, to Chapter 54, Waterways, consisting of sections 54-200 through 54-226 of Town Code.

DRAFT MOTION(S)

1. I move that the Town Council adopt the new Article III, FLOODPLAIN, to Chapter 54, Waterways, consisting of sections 54-200 through 54-226 of Town Code;

OR

2. I move an alternate motion

ATTACHMENTS:

- 02 Floodplain Ordinance 12-16-15 - FINAL (PDF)
- 03 Current ARTICLE_XV. ___FLOODPLAIN_DISTRICTS (1) (PDF)

**ORDINANCE TO ADOPT A NEW ARTICLE III, FLOODPLAIN, TO CHAPTER 54,
WATERWAYS, CONSISTING OF SECTIONS 54-200 THROUGH 54-226 OF THE TOWN
CODE, TO IMPLEMENT THE NATIONAL FLOOD INSURANCE PROGRAM**

WHEREAS, The Federal Emergency Management Agency administers the National Flood Insurance Program (NFIP), and in connection with that program requires participating localities to protect against development which increases the risk of flood damage, and

WHEREAS, new federal and state mandates require updates to the Town's floodplain ordinance, and

WHEREAS, The Virginia Department of Conservation and Recreation (DCR) ensures that Virginia localities implement appropriate provisions in their ordinances in order to maintain eligibility for flood insurance through NFIP, and

WHEREAS, floodplain ordinances are better handled as police power ordinances outside the zoning ordinance than through zoning provisions, and

WHEREAS, DCR has reviewed this ordinance amendment and found it to be compliant with the requirements of NFIP, such that property owners within the Town will be able to obtain flood insurance;

WHEREAS, the Town Council is repealing its existing floodplain ordinance within the zoning ordinance effective with the approval of this floodplain ordinance,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this ___ day of ____, 2016, in regular session, that the Town Council hereby adopts a new Article III, Floodplain, within Chapter 54, Waterways, as follows:

ARTICLE III. FLOODPLAIN MANAGEMENT

Sec. 54-200. Authority and Purpose.

This article is adopted pursuant to Va. Code § 10.1-600 et seq.

The purpose of this article is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- (1) Regulating uses, activities and Development that, alone or in combination with other existing or future uses, activities, and Development, will cause unacceptable increases in flood heights, velocities and frequencies.

- (2) Restricting or prohibiting certain uses, activities, and Development from locating within areas subject to flooding.
- (3) Requiring all those uses, activities and Developments that do occur in floodprone areas to be protected and/or floodproofed against flooding and flood damage.
- (4) Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

Sec. 54-201. Applicability.

This article shall apply to all privately and publicly owned lands within the jurisdiction of the town and identified as Special Flood Hazard Areas by the Federal Emergency Management Agency.

Sec. 54-202. Compliance and liability.

(a) No land shall be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged or structurally altered except in full compliance with the terms and provisions of this article and any other applicable ordinances and regulations that apply to uses within the jurisdiction of this article.

(b) The degree of flood protection sought by the provisions of this article is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by manmade or natural causes, such as ice jams and bridge openings restricted by debris. This article does not imply that areas outside the floodplain districts, or that land uses permitted within such districts, will be free from flooding or flood damages.

(c) This article shall not create liability on the part of the town or any officer or employee of the town for any flood damages that result from reliance on this article or any administrative decision lawfully made under this article.

Sec. 54-203. Abrogation and greater restrictions.

This article supersedes any ordinance currently in effect in floodprone areas. However, any underlying ordinance shall remain in full force and effect to the extent that its provisions are more restrictive than this article.

Sec. 54-204. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Base Flood means a flood that has a one percent chance of being equaled or exceeded in any given year. Also referred to as the 100-year flood.

Base Flood Elevation (BFE) means the water surface elevation of the Base Flood in relation to the datum specified on the Flood Insurance Study and Flood Insurance Rate Map.

Basement means any area of a building having its floor subgrade (below ground level) on all sides.

Development means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, the placement of Manufactured Homes, streets and other paving, utilities, filling, grading, excavation, mining, dredging or drilling operation, or storage of equipment or materials, and the subdivision of land.

Elevation Certificate means a FEMA approved form which documents the elevation of a Structure.

Flood means a general and temporary inundation of normally dry land areas.

Flood Insurance Rate Map (FIRM) - an official map of a community, on which the Federal Emergency Management Agency has delineated both the special hazard areas and the risk premium zones applicable to the community.

Flood Insurance Study (FIS) – a report by FEMA that examines, evaluates and determines flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudflow and/or flood-related erosion hazards

Floodplain means:

- (1) A relatively flat or low land area adjoining a river, stream or watercourse that is subject to partial or complete inundation;
- (2) An area subject to the unusual and rapid accumulation or runoff of surface waters from any source.

Floodplain Administrator (FA) means the person designated by the Town Manager to administer this Chapter.

Floodprone Area means any land area susceptible to being inundated by water from any source.

Floodproofing means any combination of structural and non-structural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents, as provided in the Virginia Uniform Statewide Building Code.

Floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the Base Flood without cumulatively increasing the water surface elevation more than one foot at any point within the town..

Historic Structure means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the department of the interior) or preliminarily determined by the secretary of the interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the secretary of the interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the secretary to qualify as a registered historic district;
- (3) Individually listed on a state inventory of historic places in states with historic preservation programs that have been approved by the secretary of the interior; or
- (4) Individually listed in the Town's Comprehensive Plan.

Lowest Floor means the lowest floor of the lowest enclosed area (including Basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area is not considered a building's lowest floor provided such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this article.

Manufactured Home means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on a site for greater than 180 consecutive days.

Manufactured Home Park or Subdivision means a parcel (or contiguous parcels) of land divided into two or more Manufactured Home lots for rent or sale.

New Construction means, for floodplain management purposes, structures for which

the Start of Construction commenced on or after January 17, 1990, and includes any subsequent improvements to such structures.

Recreational Vehicle means a vehicle that is:

- (1) Built on a single chassis;
- (2) No more than 400 square feet when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use.

Special Flood Hazard Area (SFHA) means the land in the floodplain subject to a one (1%) percent or greater chance of being flooded in any given year as determined in Section 26-36 of this article.

Start of Construction means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, Substantial Improvement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a Manufactured Home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a Basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a Substantial Improvement, the actual start of the construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

Structure means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a Manufactured Home.

Substantial Damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

Substantial Improvement means any reconstruction, rehabilitation, addition or other improvement of a structure the cost of which equals or exceeds 50 percent of the market value

of the structure before the Start of Construction of the improvement. This term includes structures that have incurred Substantial Damage, regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications that have been identified by the local code enforcement official and are the minimum necessary to assure safe living conditions; or
- (2) Any alteration of an Historic Structure, provided the alteration will not preclude the structure's continued designation as an Historic Structure as determined by the Town's Architectural Review Board created by Section 58-556 of the Zoning Ordinance.

USBC means the Virginia Uniform Statewide Building Code.

Violation means the failure of a structure or other Development to be fully compliant with the town's floodplain management regulations. A structure or other Development without the Elevation Certificate, other certifications, or other evidence of compliance required in this ordinance is presumed to be in violation until such time as that documentation is provided to the Floodplain Administrator.

Sec. 54-205. Description of districts.

(a) The various floodplain districts shall include the Special Flood Hazard Area. The basis for the delineation of these districts shall be the flood insurance study (FIS) dated August 3, 2015, and panels 59 and 67 of the FIRM dated January 5, 1995, prepared by the Federal Emergency Management Agency for Prince William County, Virginia and Incorporated Areas, and any subsequent revisions or amendments thereto.

(b) The Floodway district is delineated, for purposes of this article, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the Base Flood without increasing the water surface elevation of that Flood more than one foot at any one point. The areas included in this district are specifically defined in the Flood insurance study and shown on the accompanying FIRM.

(c) The flood fringe district shall be that area of the one percent annual chance floodplain not included in the Floodway district. The basis for the outermost boundary of this district shall be the Base Flood Elevations contained in the flood profiles of the flood insurance study and as shown on the accompanying flood insurance rate map.

(d) The approximated floodplain district shall be that floodplain area for which no detailed Flood profiles or elevations are provided, but where the SFHA floodplain boundary

has been approximated. Such areas are shown as zone A on the maps accompanying the flood insurance study. For these areas, the BFE and Floodway information from federal, state and other acceptable sources shall be used, when available. Where the specific BFE cannot be determined for this area using other sources of data, such as the U.S. Army Corps of Engineers Floodplain Information Reports, U.S. Geological Survey Flood-Prone Floodplain Information Reports, and U.S. Geological Survey Flood-Prone Quadrangles, the applicant for the proposed use, Development and/or activity shall determine this elevation in accordance with hydrologic and hydraulic engineering techniques. Hydrologic and hydraulic analyses shall be undertaken only by professional engineers or others of demonstrated qualifications, who shall certify that the technical methods used correctly reflect currently accepted technical concepts. Studies, analyses, computations, and similar data or reports shall be submitted in sufficient detail to allow a thorough review by the town.

Sec. 54-206. Official floodplain map.

The boundaries of the floodplain districts are established as shown on the FIRM, which is declared to be a part of this article and which shall be kept on file at the town offices.

Sec. 54-207. District boundary changes.

The delineation of any of the floodplain districts may be revised by the town council where natural or manmade changes have occurred and/or where more detailed studies have been conducted or undertaken by the U.S. Army Corps of Engineers or other qualified agency, or an individual documents the need for possibility for such change. However prior to any such change, approval must be obtained from the Federal Emergency Management Agency. A final Letter of Map Revision (LOMR) from FEMA is a record of this approval.

Sec. 54-208. Interpretation of district boundaries.

Initial interpretations of the boundaries of the floodplain districts shall be made by the Floodplain Administrator. Should a dispute arise concerning the boundaries of any of the districts, the Town Council shall make the necessary determination. The person questioning or contesting the location of the district boundary shall be given a reasonable opportunity to present his case to the Council and to submit his own technical evidence if he so desires.

Sec. 54-209. District provisions.

(a) All uses, activities and Development occurring within any floodplain district, including the placement of Manufactured Homes, shall be undertaken only upon the issuance of a Special Exception in accordance with 54-213 of this ordinance. Such Development shall be undertaken only in strict compliance with the provisions of this article and with all other applicable codes and ordinances, such as the Virginia Uniform Statewide Building Code. Prior

to the issuance of any such permit, the Floodplain Administrator shall require all applications to include compliance with all applicable state and federal laws. Under no circumstances shall any use, activity and/or Development adversely affect the capacity of the channels or Floodways or any watercourse, drainage ditch, or any other drainage facility or system.

(b) Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction, a permit from the U.S. Army Corps of Engineers or the Virginia Marine Resources Commission or the certification from the Virginia State Water Control Board may be necessary (a joint permit application is available from any one of these organizations). Further notification of the proposal shall be given to all affected adjacent jurisdictions, the division of soil and water conservation (department of conservation and recreation), and the Federal Emergency Management Agency.

(c) All applications for the Development in the floodplain district and all Special Exceptions issued for the floodplain shall incorporate the following information:

- (1) For structures that have been elevated, the elevation of the Lowest Floor (including Basement).
- (2) For structures that have been floodproofed (nonresidential only), the elevations to which the structure has been floodproofed.
- (3) The elevation of the 100-year Flood.
- (4) Topographic information showing the existing and proposed ground elevations.

Sec. 54-210. Floodway district.

In the Floodway district, no Development, including fill or Substantial Improvements, shall be permitted except where the effect of such Development on flood heights is fully offset by accompanying improvements that shall have demonstrated through hydrologic and hydraulic analysis performed in accordance with standard engineering practice that the proposed Development will not result in any increase in the Base Flood Elevation.

If the above is satisfied, all New Construction and Substantial Improvements shall comply with the USBC and all applicable provisions of the General Standards, Elevation and Construction Standards, and Subdivision Standards sections in this Article (§§ 54-215, 54-216, and 54-226).

The placement of Manufactured Homes is prohibited, except when replacing an existing Manufactured Home in an existing Manufactured Home park or subdivision. A replacement Manufactured Home may be placed on a lot in an existing Manufactured Home

park or subdivision provided the anchoring, elevation, and encroachment standards are met.

Sec. 54-211. Flood fringe and approximated floodplain districts.

(a) In Zone AE, as designated and defined on the FIRM, until a regulatory Floodway is designated, no New Construction, Substantial Improvements, or other Development (including fill) shall be permitted, unless it is demonstrated that the cumulative effect of the proposed Development, when combined with all other existing and anticipated Development, will not increase the water surface elevation of the Base Flood more than one foot at any point within the town.

(b) In the flood fringe and approximated floodplain districts, the Development and/or use of land shall be permitted in accordance with the regulations of this article provided that all such uses, activities and/or Development shall be undertaken in strict compliance with the Floodproofing and related provisions contained in the Virginia Uniform Statewide Building Code, the General Standards Article of this Chapter and the Elevation and Construction Standards section and Subdivision Standards section in this Article, and all other applicable codes and ordinances.

(c) Within the approximated floodplain areas, the applicant shall also delineate a Floodway area based on the requirement that all existing and future Development not increase the 100- year Flood elevation more than one foot at any one point. The engineering principle--equal reduction of conveyance--shall be used to make the determination of increased Flood heights.

(d) Within the Floodway area delineated by the applicant, the provisions of section 54-210 shall also apply.

Sec. 54-212. Design criteria for utilities and facilities.

(a) *Sanitary sewerage facilities.* All new or replaced sanitary sewerage facilities and private package sewage treatment plants (including all pumping stations and collector systems) shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into the floodwaters. In addition, they shall be located and constructed to minimize or eliminate flood damage and impairment.

(b) *Water facilities.* All new or replacement water facilities shall be designed to minimize or eliminate infiltration of floodwaters into the system and be located and constructed to minimize or eliminate flood damages.

(c) *Drainage facilities.* All storm drainage facilities shall be designed to convey the flow of surface waters without damage to persons or property. Systems shall ensure drainage away from buildings and on-site waste disposal sites. The town council may require a primarily underground system to accommodate frequent floods and a secondary surface

system to accommodate larger, less frequent floods. Drainage plans shall be consistent with local and regional drainage plans. The facilities shall be designed to prevent the discharge of excess runoff onto adjacent properties.

(d) *Utilities.* All utilities, such as gas lines, electrical and telephone systems, being placed in floodprone areas shall be located, elevated (where possible) and constructed to minimize the chance of impairment during a flooding occurrence.

(e) *Streets and sidewalks.* Streets and sidewalks shall be designed to minimize their potential for increasing and aggravating the levels of Flood flow. Drainage openings shall be required to sufficiently discharge Flood flows without unduly increasing Flood heights.

Sec. 54-213. Appeals and Special Exceptions; factors to be considered.

(a) *Appeals.*

(1) Whenever any person is aggrieved by a decision of the Floodplain Administrator with respect to the provisions of this article, it is the right of that person to appeal to Town Council. Such appeal must be filed, in writing, within 30 days after the determination by the permit officer.

(2) Upon receipt of such an appeal, the Town Council shall set a time and place for the purpose of hearing the appeal, which shall be not less than ten nor more than 30 days from the date of the receipt of the appeal. Notice of the time and place of the hearing of the appeal shall be given to all parties, at which time they may appear and be heard. The determination by the Town Council shall be final in all cases.

(3) In ruling upon an appeal, the Town Council shall consider the criteria listed in subsection (c) of this section.

(b) *Special Exceptions.*

(1) The Special Exception provisions of this Chapter fulfill the regulatory mandate of 44 CFR 60.6.

(2) In passing upon applications for a Special Exception, the Town Council shall satisfy all relevant factors and procedures specified in other sections of this article and consider the factors listed in subsection (c) of this section.

(c) *Criteria for Appeals and Special Exceptions.* In considering an appeal or a request for a Special Exception, the Town Council shall consider the following factors:

(1) The danger to life and property due to increased Flood heights or velocities caused by encroachments. No Special Exception or appeal shall be granted for any proposed use, Development or activity within the Floodway district that will cause any increase in Flood levels during the Base Flood.

- (2) The danger that materials may be swept on to other lands or downstream to the injury of others.
- (3) The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
- (4) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
- (5) The importance of the services provided by the proposed facility to the town.
- (6) The requirements of the facility for a waterfront location.
- (7) The availability of alternative locations not subject to flooding for the proposed use.
- (8) The compatibility of the proposed use with existing Development and Development anticipated in the foreseeable future.
- (9) The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
- (10) The safety of access by ordinary and emergency vehicles to the property in time of Flood.
- (11) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters expected at the site.
- (12) The historic nature of a structure. Special Exceptions for repair or rehabilitation of Historic Structures may be granted upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a Historic Structure and the Special Exception is the minimum necessary to preserve the historic character and design of the structure.
- (13) Such other factors relevant to the purposes of this article.

(d) The Town Council may refer any application and accompanying documentation pertaining to any request for a Special Exception or Appeal to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to Flood height and velocities, and the adequacy of the plans for the flood protection, and other related matters.

- (e) Special Exceptions shall be issued and Appeals granted only upon (i) a showing

of good and sufficient cause, (ii) after the Town Council has determined that failure to grant the Special Exception or Appeal would result in exceptional hardship to the applicant, and (iii) after the Town Council has determined that the granting of such will not result in unacceptable or prohibited increases in Flood heights, additional threats to public safety or extraordinary public expense, and will not create a nuisance, cause fraud or victimization of the public, or conflict with local laws or ordinances.

(f) While the granting of Special Exceptions generally is limited to a lot size less than one-half acre, deviations from that limitation may occur. However, as the lot size increases beyond one-half acre, the technical justification required for issuing a Special Exception increases. Special Exceptions may be issued by the Town Council for New Construction and Substantial Improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the Base Flood level, in conformance with the provisions of this section.

(g) Special Exceptions may be issued for New Construction and Substantial Improvements and for other Development necessary for the conduct of a functionally dependent use provided that the criteria of this section are met, and the structure or other Development is protected by methods that minimize flood damages during the Base Flood and create no additional threats to public safety.

(h) Special Exceptions shall be issued only after the Town Council has determined that the Special Exception will be the minimum required to provide relief from any hardship to the applicant.

(i) The Town Council shall notify the applicant for a Special Exception, in writing, that the issuance of a Special Exception to construct a structure below the 100-year Flood elevation increases the risks to life and property and will result in increased premium rates for flood insurance.

(j) A record of the notification required by subsection (g) of this section, as well as all Special Exception actions, including justification for their issuance, shall be maintained; and any Special Exceptions shall be noted in the annual or biennial report submitted to the Federal Emergency Management Agency.

Sec. 54-214. Existing structures in floodplain districts.

A structure or use of a structure or premises which lawfully existed before January 17, 1990, but which is not in conformity with this article, may be continued subject to the following conditions:

- (1) Existing structures and/or uses located in the Floodway district shall not be expanded or enlarged unless the effect of the proposed expansion or

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enlargement on Flood heights is fully offset by accompanying improvements.

- (2) Any modifications, alteration, repair, reconstruction or improvement of any kind to a structure and/or use located in any floodplain district to an extent or amount of less than 50 percent of its market value shall conform to the Virginia Uniform Statewide Building Code and the appropriate provisions of this article.
- (3) The modification, alteration, repair, reconstruction or improvement of any kind to a structure and/or use, regardless of its location in a floodplain district, to an extent or amount of 50 percent or more of its market value shall be undertaken only in full compliance with this article, and the entire structure shall conform to the provisions of this Article and the Virginia Uniform Statewide Building Code.
- (4) Uses or their adjuncts that are or become nuisances shall not be permitted to continue.
- (5) No building or structure shall be occupied/reoccupied after a natural disaster such as fire or flood without an inspection and approval for structural stability and livability by the Town Building Official.

Sec. 54-215. General Standards

The following provisions shall apply to all permits:

- A. New Construction and Substantial Improvements shall be built according to this ordinance and the Virginia Uniform Statewide Building code, and anchored to prevent flotation, collapse or lateral movement of the structure.
- B. Manufactured Homes shall be anchored to prevent flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state anchoring requirements for resisting wind forces.
- C. New Construction and Substantial Improvements shall be constructed with materials and utility equipment resistant to Flood damage.
- D. New Construction or Substantial Improvements shall be constructed by methods and practices that minimize Flood damage.
- E. Electrical, heating, ventilation, plumbing, air conditioning equipment and other service facilities, including duct work, shall be designed and/or located so as to prevent water

from entering or accumulating within the components during conditions of flooding.

- F. New and replacement water supply systems shall be designed to minimize or eliminate infiltration of Flood waters into the system.
- G. New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of Flood waters into the systems and discharges from the systems into Flood waters.
- H. On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- I. In addition to provisions A – H above, in all Special Flood Hazard Areas, the Flood carrying capacity within an altered or relocated portion of any watercourse shall be maintained.

Sec. 54-216. Elevation and construction standards

In all identified flood hazard areas where Base Flood Elevations have been provided in the FIS or generated by a certified professional in accordance with Section 54-205 (d), the following provisions shall apply:

A. Residential Construction

New Construction or Substantial Improvement of any residential structure (including Manufactured Homes) in Zones AE and A (as defined on the FIRM) with detailed Base Flood Elevations shall have the Lowest Floor, including Basement, elevated to or above the Base Flood level plus eighteen(18) inches.

B. Non-Residential Construction

- 1) New Construction or Substantial Improvement of any commercial, industrial, or non-residential building (or Manufactured Home) shall have the Lowest Floor, including Basement, elevated to or above the Base Flood level plus eighteen (18) inches.
- 2) Non-residential buildings located in all AE zones (as defined on the FIRM) may be flood-proofed in lieu of being elevated provided that all areas of the building components below the elevation corresponding to the BFE plus two feet are water tight with walls substantially impermeable to the passage of water, and use structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification, including the specific elevation (in relation to mean sea level) to which such structures are floodproofed, shall be maintained by the Floodplain Administrator.

C. Space Below the Lowest Floor

In zones A and AE (as defined on the FIRM), fully enclosed areas, of New Construction or substantially improved structures, which are below the regulatory Flood protection elevation shall:

1. Not be designed or used for human habitation, but shall be used solely for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator).
2. Be constructed entirely of Flood resistant materials below the regulatory Flood protection elevation;
3. Include measures to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet the following minimum design criteria:
 - a. Provide a minimum of two openings on different sides of each enclosed area subject to flooding.
 - b. The total net area of all openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding.
 - c. If a building has more than one enclosed area, each area must have openings to allow Floodwaters to automatically enter and exit.
 - d. The bottom of all required openings shall be no higher than one (1) foot above the adjacent grade.
 - e. Openings may be equipped with screens, louvers, or other opening coverings or devices, provided they permit the automatic flow of floodwaters in both directions.
 - f. Foundation enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires openings as outlined above.

D. Standards for Manufactured Homes and Recreational Vehicles

1. In zones A and AE (as defined on the FIRM), all Manufactured Homes placed, or substantially improved, on individual lots or parcels, must meet all the requirements for New Construction, including the elevation and anchoring requirements in the General Standards section, and the Elevation and Construction Standards section of this Article.
2. All Recreational Vehicles placed on sites must either
 - a. Be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use (a Recreational Vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions); or
 - b. Meet all the standards for Manufactured Homes in this Article.

Sec. 54-217. Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance shall be declared invalid for any reason whatever, such decision shall not affect the remaining portions of this ordinance. The remaining portions shall remain in full force and effect; and for this purpose, the provisions of this ordinance are hereby declared to be severable.

Sec. 54-218. Penalty for Violations

Any person who fails to comply with any of the requirements or provisions of this article or directions of the Floodplain Administrator or any authorized employee of the Town shall be guilty of a Class 1 misdemeanor and subject to the penalties thereof.

The Virginia Uniform Statewide Building Code addresses building code violations and the associated penalties in Section 104 and Section 115.

In addition to the above penalties, all other actions are hereby reserved, including an action in equity for the proper enforcement of this article. The imposition of a fine or penalty for any violation of, or noncompliance with, this article shall not excuse the violation or noncompliance or permit it to continue; and all such persons shall be required to correct or remedy such violations within a reasonable time.

Any structure constructed, reconstructed, enlarged, altered or relocated in noncompliance with this article may be declared by the Town to be a public nuisance and abatable as such.

Sec. 54-219. Records

Records of actions associated with administering this ordinance shall be kept on file and maintained by or under the direction of the Floodplain Administrator.

Section 54-220. Administration – designation of the Floodplain Administrator

The Town Manager shall from time to time appoint a person to administer and implement these regulations as the Floodplain Administrator. The Floodplain Administrator may:

- (A) Cause work to be performed as necessary to comply with the terms of this Chapter.
- (B) Delegate duties and responsibilities set forth in these regulations to qualified technical personnel, plan examiners, inspectors, and other employees.
- (C) Enter into a written agreement or written contract with another community or private sector entity to administer specific provisions of these regulations. Administration of any part of these regulations by another entity shall not relieve the community of its responsibilities pursuant to the participation requirements of the National Flood Insurance Program as set forth in the Code of Federal Regulations at 44 C.F.R. Section 59.22.

Sec. 54-221. Duties and Responsibilities of the Floodplain Administrator

The duties and responsibilities of the Floodplain Administrator shall include but are not limited to:

- (A) Review applications for permits to determine whether proposed activities will be located in the Special Flood Hazard Area.
- (B) Interpret floodplain boundaries and provide available Base Flood Elevation and flood hazard information.
- (C) Review applications to determine whether proposed activities will be reasonably safe from flooding and require New Construction and Substantial Improvements to meet the requirements of these regulations.
- (D) Review applications to determine whether all necessary permits have been obtained from the Federal, State or local agencies from which prior or concurrent approval is required; in particular, permits from state agencies for any construction, reconstruction, repair, or alteration of a dam, reservoir, or waterway obstruction (including bridges, culverts, structures), any alteration of a watercourse, or any change of the course, current, or cross section of a stream or body of water, including any change to the BFE and SFHA of free-flowing non-tidal waters of the State.
- (E) Verify that applicants proposing an alteration of a watercourse have notified adjacent

communities, the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management), and other appropriate agencies (VADEQ, USACE) and have submitted copies of such notifications to FEMA.

(F) Approve applications and issue permits to develop in Flood hazard areas if the provisions of these regulations have been met, or disapprove applications if the provisions of these regulations have not been met.

(G) Inspect or cause to be inspected, buildings, structures, and other Development for which permits have been issued to determine compliance with these regulations or to determine if non-compliance has occurred or violations have been committed.

(H) Review Elevation Certificates and require incomplete or deficient certificates to be corrected. Obtain the elevation of the Lowest Floor, including the Basement, of all new and substantially improved structures; and, if the structure has been flood-proofed in accordance with the requirements of this article, the elevation to which the structure has been flood-proofed.

(I) Submit to FEMA, or require applicants to submit to FEMA, data and information necessary to maintain FIRMs, including hydrologic and hydraulic engineering analyses prepared by or for the town, within six months after such data and information becomes available if the analyses indicate changes in Base Flood Elevations.

(J) Maintain and permanently keep records that are necessary for the administration of these regulations, including:

(1) Flood Insurance Studies, Flood Insurance Rate Maps (including historic studies and maps and current effective studies and maps) and Letters of Map Revision; and

(2) Documentation supporting issuance and denial of permits, Elevation Certificates, documentation of the elevation (in relation to the datum on the FIRM) to which structures have been floodproofed, inspection records, other required design certifications, Special Exceptions, and records of enforcement actions taken to correct violations of these regulations.

(K) Enforce the provisions of these regulations, investigate violations, issue notices of violations, request the Building Official to issue stop work orders, and require permit holders to take corrective action.

(L) Advise the Town Council regarding the intent of these regulations and, for each application for a Special Exception, prepare a staff report and recommendation.

(M) Administer the requirements related to proposed work on existing buildings:

- 1) Make determinations as to whether buildings and structures that are located in flood hazard areas and that are damaged by any cause have been substantially damaged.
- 2) Make reasonable efforts to notify owners of substantially damaged structures of the need to obtain a permit to repair, rehabilitate, or reconstruct. Prohibit the non-compliant repair of substantially damaged buildings except for temporary emergency protective measures necessary to secure a property or stabilize a building or structure to prevent additional damage.

(N) Undertake, as determined appropriate by the Floodplain Administrator due to the circumstances, other actions which may include but are not limited to: issuing press releases, public service announcements, and other public information materials related to permit requests and repair of damaged structures; coordinating with other Federal, State, and local agencies to assist with Substantial Damage determinations; providing owners of damaged structures information related to the proper repair of damaged structures in Special Flood Hazard Areas; and assisting property owners with documentation necessary to file claims for Increased Cost of Compliance coverage under NFIP flood insurance policies.

(O) Notify the Federal Emergency Management Agency when the corporate boundaries of the town have been modified and:

- (1) Provide a map that clearly delineates the new corporate boundaries or the new area for which the authority to regulate pursuant to these regulations has either been assumed or relinquished through annexation; and
- (2) If the FIRM for any annexed area includes Special Flood Hazard Areas that have flood zones that have regulatory requirements that are not set forth in these regulations, prepare amendments to these regulations to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of annexation and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

(P) Upon the request of FEMA, complete and submit a report concerning participation in the NFIP which may request information regarding the number of buildings in the SFHA, number of permits issued for Development in the SFHA, and number of Special Exceptions issued for Development in the SFHA.

(Q) It is the duty of the Floodplain Administrator to take into account Flood, mudslide

and Flood-related erosion hazards, to the extent that they are known, in all official actions relating to land management and use throughout the entire jurisdictional area of the town, whether or not those hazards have been specifically delineated geographically (e.g. via mapping or surveying).

Sec. 54-222. Use and Interpretation of FIRMs

The Floodplain Administrator shall make interpretations, where needed, as to the exact location of Special Flood Hazard Areas, floodplain boundaries, and Floodway boundaries. The following shall apply to the use and interpretation of FIRMs and data:

(A) Where field surveyed topography indicates that adjacent ground elevations:

- (1) Are below the Base Flood Elevation, even in areas not delineated as a Special Flood Hazard Area on a FIRM, the area shall be considered as Special Flood Hazard Area and subject to the requirements of these regulations;
- (2) Are above the Base Flood Elevation, the area shall be regulated as Special Flood Hazard Area unless the applicant obtains a Letter of Map Change that removes the area from the SFHA.

(B) In FEMA-identified Special Flood Hazard Areas where Base Flood Elevation and Floodway data have not been identified and in areas where FEMA has not identified SFHAs, any other flood hazard data available from a Federal, State, or other source shall be reviewed and reasonably used.

(C) Base Flood Elevations and designated Floodway boundaries on FIRMs and in FISs shall take precedence over Base Flood Elevations and Floodway boundaries by any other sources if such sources show reduced Floodway widths and/or lower Base Flood Elevations.

(D) Other sources of data shall be reasonably used if such sources show increased Base Flood Elevations and/or larger Floodway areas than are shown on FIRMs and in FISs.

(E) If a Preliminary Flood Insurance Rate Map and/or a Preliminary Flood Insurance Study has been provided by FEMA:

- (1) Upon the issuance of a Letter of Final Determination by FEMA, the preliminary flood hazard data shall be used and shall replace the flood hazard data previously provided from FEMA for the purposes of administering these regulations.
- (2) Prior to the issuance of a Letter of Final Determination by FEMA, the use of

preliminary flood hazard data shall be deemed the best available data pursuant to Section 26-36(c) and used where no Base Flood Elevations and/or Floodway areas are provided on the effective FIRM.

(3) Prior to issuance of a Letter of Final Determination by FEMA, the use of preliminary flood hazard data is permitted where the preliminary Base Flood Elevations or Floodway areas exceed the Base Flood Elevations and/or designated Floodway widths in existing flood hazard data provided by FEMA. Such preliminary data may be subject to change and/or appeal to FEMA.

Sec. 54-223. Jurisdictional Boundary Changes

Before the Town boundary with Prince William changes, the Town Council shall pass a resolution acknowledging and accepting responsibility for enforcing floodplain ordinance standards. If the FIRM for any added area includes Special Flood Hazard Areas that have flood zones that have regulatory requirements that are not set forth in these regulations, the Floodplain Administrator shall prepare amendments to this ordinance to adopt the FIRM and appropriate requirements, and submit the amendments to the governing body for adoption; such adoption shall take place at the same time as or prior to the date of boundary change and a copy of the amended regulations shall be provided to Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) and FEMA.

In accordance with the Code of Federal Regulations, Title 44 Subpart (B) Section 59.22 (a) (9) (v) the Town will notify the Federal Insurance Administration and optionally the State Coordinating Office in writing whenever the boundaries of the town have been modified or the town has otherwise assumed or no longer has authority to adopt and enforce floodplain management regulations for a particular area.

In order that all Flood Insurance Rate Maps accurately represent the town's boundaries, a copy of a map of the town suitable for reproduction, clearly delineating the new corporate limits or new area for which the town has assumed or relinquished floodplain management regulatory authority shall be included with the notification.

Sec. 54-224. Submitting Model Backed Technical Data

The town's Base Flood Elevations may increase or decrease resulting from physical changes affecting flooding conditions. As soon as practicable, but not later than six months after the date such information becomes available, the town shall notify the Federal Emergency Management Agency of the changes by submitting technical or scientific data. The town may submit data via a LOMR. Such a submission is necessary so that upon confirmation of those physical changes affecting flooding conditions, risk premium rates and flood plain management requirements will be based upon current data.

Sec. 54-225. Letters of Map Revision

When Development in the floodplain will cause or causes a change in the Base Flood Elevation, the applicant, including state agencies, must notify FEMA by applying for a Conditional Letter of Map Revision and then a Letter of Map Revision.

Example cases:

- Any Development that causes a rise in the Base Flood Elevations within the Floodway.
- Any Development occurring in Zones A1-30 and AE (as defined on the FIRM) without a designated Floodway, which will cause a rise of more than one foot in the Base Flood Elevation.
- Alteration or relocation of a stream (including but not limited to installing culverts and bridges) *44 Code of Federal Regulations §65.3 and §65.6(a)(12)*

Sec. 54-226. Subdivision.

(a) All subdivision proposals shall be consistent with the need to minimize flood damage;

(b) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage;

(c) All subdivision proposals shall have adequate drainage provided to reduce exposure to flood hazards, and

(d) In areas where a Base Flood Elevation has not been previously established, Base Flood Elevation data shall be obtained from other sources or developed using detailed methodologies, hydraulic and hydrologic analysis, comparable to those contained in a Flood Insurance Study for subdivision proposals and other proposed development proposals (including manufactured home parks and subdivisions) that exceed fifty lots or five acres, whichever is the lesser.

(e) Land in the 100-year floodplain, other land subject to flooding and land deemed to be topographically unsuitable shall not be platted for residential occupancy, or for such other uses in such a way as to endanger health, life or property, or aggravate erosion or flood hazard. Such land within the subdivision shall be set aside on the plat for such uses as shall neither be endangered by periodic or occasional inundation, nor produce conditions contrary to public welfare.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this ___ day of _____, 2016.

TOWN OF HAYMARKET, VIRGINIA

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

ATTEST:

Jennifer Preli, Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay:

Absent:

Abstaining:

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ARTICLE XV. - FLOODPLAIN DISTRICTS^[10]

Footnotes:

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Cross reference— Erosion and sedimentation control, § 18-66 et seq.

DIVISION 1. - GENERALLY

Sec. 58-596. - Purpose.

The purpose of this article is to prevent the loss of life and property, the creation of health and safety hazards, the disruption of commerce and governmental services, the extraordinary and unnecessary expenditure of public funds for flood protection and relief, and the impairment of the tax base by:

- (1) Regulating uses, activities and development which, alone or in combination with other existing or future uses, activities and development, will cause unacceptable increases in flood heights, velocities and frequencies.
- (2) Restricting or prohibiting certain uses, activities and development from locating within districts subject to flooding.
- (3) Requiring all those uses, activities and developments that do occur in floodprone districts to be protected and/or floodproofed against flooding and flood damage.
- (4) Protecting individuals from buying land and structures which are unsuited for intended purposes because of flood hazards.

(Ord. of 4-3-1995, art. I, § 1.1)

Sec. 58-597. - Applicability.

This article shall apply to all lands within the jurisdiction of the town and identified as being in the 100-year floodplain by the Federal Insurance Administration.

(Ord. of 4-3-1995, art. I, § 1.2)

Sec. 58-598. - Compliance and liability.

- (a) No land shall be developed and no structure shall be located, relocated, constructed, reconstructed, enlarged or structurally altered except in full compliance with the terms and provisions of this article and any other applicable ordinances and regulations which apply to uses within the jurisdiction of this article.
- (b) The degree of flood protection sought by the provisions of this article is considered reasonable for regulatory purposes and is based on acceptable engineering methods of study. Larger floods may occur on rare occasions. Flood heights may be increased by manmade or natural causes, such as ice jams and bridge openings restricted by debris. This article does not imply that districts outside the floodplain district, or that land uses permitted within such district, will be free from flooding or flood damages.

(c) This article shall not create liability on the part of the town or any officer or employee of the town for any flood damages that result from reliance on this article or any administrative decision lawfully made under this article.

(Ord. of 4-3-1995, art. I, § 1.3)

Sec. 58-599. - Abrogation and greater restrictions.

This article supersedes any ordinance currently in effect in floodprone districts. However, any underlying ordinance shall remain in full force and effect to the extent that its provisions are more restrictive than this article.

(Ord. of 4-3-1995, art. I, § 1.4)

Sec. 58-600. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Base flood elevation (BFE) means the Federal Emergency Management Agency designated 100-year water surface elevation.

Base flood/100-year flood means a flood that, on the average, is likely to occur once every 100 years (i.e., that has a one percent chance of occurring each year, although the flood may occur in any year).

Basement means any area of the building having its floor subgrade (below ground level) on all sides.

Board of zoning appeals means the board appointed to review appeals made by individuals with regard to decisions of the Administrator in the interpretation of this article.

Development means any manmade change to improved or unimproved real estate, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavating or drilling operations or storage of equipment or materials.

Floodplain means any land area susceptible to being inundated by water from any source.

Floodway means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height.

Freeboard means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management.

Lowest floor means the lowest floor of the lowest enclosed area (including basement).

Recreational vehicle means a vehicle which is:

- (1) Built on a single chassis;
- (2) No more than 400 square feet when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light-duty truck; and
- (4) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational camping, travel or seasonal use.

Substantial damage means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before damage occurred.

Substantial improvement shall mean any reconstruction, rehabilitation, addition or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before

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the start of construction of the improvement. This term includes structures which have incurred substantial damage, regardless of the actual repair work performed. The term does not, however, include either: any project for improvement of a structure to correct existing violations of state or local health, sanitary or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or any alteration of an historic structure, provided that the alteration will not preclude the structure's continued designation as an historic structure.

(Ord. of 4-3-1995, art. II; [Ord. No. 20150302, § 1, 3-2-2015](#))

Cross reference— Definitions generally, § 1-2.

Secs. 58-601—58-625. - Reserved.

DIVISION 2. - ESTABLISHMENT OF ZONING DISTRICTS

Sec. 58-626. - Description of districts.

- (a) Basis of districts. The various floodplain districts shall include areas subject to inundation by waters of the 100-year flood. The basis for the delineation of these districts shall be the Flood Insurance Study (FIS) for Prince William County, Virginia, and Incorporated Areas prepared by the Federal Emergency Management Agency, Federal Insurance Administration, dated January 5, 1995, as amended.
- (1) The floodway district is delineated, for purposes of this article, using the criterion that certain areas within the floodplain must be capable of carrying the waters of the 100-year flood without increasing the water surface elevation of that flood more than one foot at any point. The areas included in this district are specifically defined in the above-referenced flood insurance study and shown on the accompanying flood insurance rate map (panels 59 and 67).
 - (2) The flood-fringe district shall be that area of the 100-year floodplain not included in the floodway district. The basis for the outermost boundary of the district shall be the 100-year flood elevations contained in the flood profiles of the above-referenced flood insurance study and as shown on the accompanying flood insurance rate map (panels 59 and 67).
- (b) Overlay concept.
- (1) The floodplain districts described in subsection (a) of this section shall be overlays to the existing underlying districts as shown on the official zoning ordinance map; and as such, the provisions for the floodplain districts shall serve as a supplement to the underlying district provisions.
 - (2) In the event of any conflict between the provisions or requirements of the floodplain districts and those of any underlying district, the more restrictive provisions and/or those pertaining to the floodplain districts shall apply.
 - (3) If any provision concerning a floodplain district is declared inapplicable as a result of any legislative or administrative actions or judicial decision, the basic underlying provisions shall remain applicable.

(Ord. of 4-3-1995, art. III, § 3.1)

Sec. 58-627. - Boundaries; official zoning map.

The boundaries of the floodplain districts are established as shown on the flood boundary and floodway map and/or flood insurance rate map, which is declared to be a part of this article and which shall be kept on file at the town offices.

(Ord. of 4-3-1995, art. III, § 3.2)

Sec. 58-628. - District boundary changes.

The delineation of any of the floodplain districts may be revised by the town council where natural or manmade changes have occurred and/or where more detailed studies have been conducted or undertaken by the U.S. Army Corps of Engineers or other qualified agency, or an individual documents the need for such change. However, prior to any such change, approval must be obtained from the Federal Insurance Administration.

(Ord. of 4-3-1995, art. III, § 3.3)

Sec. 58-629. - Interpretation of district boundaries.

Initial interpretations of the boundaries of the floodplain districts shall be made by the zoning officer. Should a dispute arise concerning the boundaries of any of the districts, the board of zoning appeals shall make the necessary determination. The person questioning or contesting the location of the district boundary shall be given a reasonable opportunity to present his case to the board and to submit his own technical evidence if he so desires.

(Ord. of 4-3-1995, art. III, § 3.4)

Secs. 58-630—58-650. - Reserved.

DIVISION 3. - DISTRICT PROVISIONS; VARIANCES; EXISTING STRUCTURES

Sec. 58-651. - General district provisions.

- (a) Permit requirement. All uses, activities and development occurring within any floodplain district shall be undertaken only upon the issuance of a zoning permit. Such development shall be undertaken only in strict compliance with the provisions of this article and with all other applicable codes and ordinances, such as the Virginia Uniform Statewide Building Code and the town subdivision regulations in chapter 38. Prior to the issuance of any such permit, the zoning officer shall require all applications to include compliance with all applicable state and federal laws. Under no circumstances shall any use, activity and/or development adversely affect the capacity of the channels or floodway or any watercourse, drainage ditch, or any other drainage facility or system.
- (b) Alteration or relocation of watercourse. Prior to any proposed alteration or relocation of any channels or of any watercourse, stream, etc., within this jurisdiction a permit shall be obtained from the U.S. Army Corps of Engineers, the Virginia Department of Environmental Quality, and the Virginia Marine Resources Commission (a joint permit application is available from any of these organizations). Furthermore, notification of the proposal shall be given by the applicant to all affected adjacent jurisdictions, the Department of Conservation and Recreation (Division of Soil and Water Conservation) and the Federal Insurance Administration.
- (c) Drainage facilities. Storm drainage facilities shall be designed to convey the flow of stormwater runoff in a safe and efficient manner. The system shall ensure proper drainage along streets, and provide

positive drainage away from buildings. The system shall also be designed to prevent the discharge of excess runoff onto adjacent properties.

- (d) Site plans and permit applications. All applications for development in the floodplain district and all building permits issued for the floodplain shall incorporate the following information:
- (1) For structures to be elevated, the elevation of the lowest floor (including basement).
 - (2) For structures to be floodproofed (nonresidential only), the elevation to which the structure will be floodproofed.
 - (3) The elevation of the 100-year flood.
 - (4) Topographic information showing existing and proposed ground elevations.
- (e) Recreational vehicles. Recreational vehicles placed on sites shall either:
- (1) Be on the site for fewer than 180 consecutive days, be fully licensed and ready for highway use; or
 - (2) Meet the permit requirements for placement and the elevation and anchoring requirements for manufactured homes as contained in the Virginia Uniform Statewide Building Code.

A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect-type utilities and security devices, and has no permanently attached additions.

(Ord. of 4-3-1995, art. IV, § 4.1)

Sec. 58-652. - Floodway district.

In the floodway district, no encroachments, including fill, new construction, substantial improvements or other development, shall be permitted unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in the 100-year flood elevation.

(Ord. of 4-3-1995, art. IV, § 4.2)

Sec. 58-653. - Flood-fringe district.

In the flood-fringe district, the development and/or use of land shall be permitted in accordance with the regulations of the underlying area provided that all such uses, activities and/or development shall be undertaken in strict compliance with the floodproofing and related provisions contained in the Virginia Uniform Statewide Building Code and all other applicable codes and ordinances.

(Ord. of 4-3-1995, art. IV, § 4.3)

Sec. 58-654. - Variances; factors to be considered.

- (a) In passing upon applications for variances, the board of zoning appeals shall satisfy all relevant factors and procedures specified in other sections of this chapter and consider the following additional factors:
- (1) The danger to life and property due to increased flood heights or velocities caused by encroachments. No variance shall be granted for any proposed use, development or activity within any floodway district that will cause any increase in the 100-year flood elevation.
 - (2) The danger that materials may be swept onto other lands or downstream to the injury of others.

- (3) The proposed water supply and sanitation systems and the ability of these systems to prevent disease, contamination and unsanitary conditions.
 - (4) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owners.
 - (5) The importance of the services provided by the proposed facility to the community.
 - (6) The requirements of the facility for a waterfront location.
 - (7) The availability of alternative locations not subject to flooding for the proposed use.
 - (8) The compatibility of the proposed use with existing development and development anticipated in the foreseeable future.
 - (9) The relationship of the proposed use to the comprehensive plan and floodplain management program for the area.
 - (10) The safety of access by ordinary and emergency vehicles to the property in time of flood.
 - (11) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters expected at the site.
 - (12) The repair or rehabilitation of historic structures upon a determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as an historic structure and the variance is the minimum necessary to preserve the historic character and design of the structure.
 - (13) Such other factors which are relevant to the purposes of this article.
- (b) The board of zoning appeals may refer any application and accompanying documentation pertaining to any request for a variance to any engineer or other qualified person or agency for technical assistance in evaluating the proposed project in relation to flood heights and velocities, and the adequacy of the plans for flood protection and other related matters.
 - (c) Variances shall be issued only after the board of zoning appeals has determined that the granting of such will not result in unacceptable or prohibited increases in flood heights, additional threats to public safety, or extraordinary public expense and will not create nuisances, cause fraud on or victimization of the public, or conflict with local laws or ordinances.
 - (d) Variances shall be issued only after the board of zoning appeals has determined that the variance will be the minimum required to provide relief from any hardship to the applicant.
 - (e) The board of zoning appeals shall notify the applicant for a variance, in writing, that the issuance of a variance to construct a structure below the 100-year flood elevation increases the risks to life and property and will result in increased premium rates for flood insurance.
 - (f) A record shall be maintained of the notification referred to in subsection (e) of this section as well as all variance actions, including justification for the issuance of the variances. Any variances which are issued shall be noted in the annual or biennial report submitted to the Federal Insurance Administrator.

(Ord. of 4-3-1995, art. V)

Sec. 58-655. - Existing structures in floodplain districts.

A structure or use of a structure or premises which lawfully existed before April 3, 1995, but which is not in conformity with this article, may be continued subject to the following conditions:

- (1) Existing structures in the floodway district shall not be expanded or enlarged unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed expansion would not result in any increase in the 100-year flood elevation.

- (2) Any modification, alteration, repair, reconstruction or improvement of any kind to a structure and/or use located in any floodplain area to an extent or amount of less than 50 percent of its market value should be considered to be elevated and/or floodproofed to the greatest extent possible.
- (3) The modification, alteration, repair, reconstruction or improvement of any kind to a structure and/or use, regardless of its location in a floodplain area, to an extent or amount of 50 percent or more of its market value shall be undertaken only in full compliance with the provisions of this article and the Virginia Uniform Statewide Building Code.

(Ord. of 4-3-1995, art. VI)

Secs. 58-656—58-690. - Reserved.



TO: Town of Haymarket Town Council
SUBJECT: Committee Recommendation
DATE: 01/04/16

ATTACHMENTS:

- Committees Recommendation (December 14, 2015) (PDF)

SUBJECT: Effectiveness of Committees

ISSUE: The Council committees (Finance, Personnel, Public Facilities, Public Safety and Events) have created an encumbrance on Council and staff time and were reviewed by the Town Manager to come up with a more effective process.

BACKGROUND:

- The Council committees (Finance, Personnel, Public Facilities, Public Safety and Events) were originally created at the beginning of the Council's current terms in order to create a conduit to deliberate over issues prior to creating an agenda item at the Council level for the work session.
- Over time, these committees have demanded a great deal of time for Council members and staff to create agendas and minutes.
- Committees have spent time to deliberate and discuss issues prior to sending them to the Council Agenda Work Session and eventually the regular Council meeting.
- However, the intent of moving agenda items through committee in this manner has continued to lead to lengthy discussions and deliberations at Council Work Sessions in which the committees were designed to alleviate.
- The committees were designed with a unified Council in mind working in specific areas of each Council Members interests for the benefit the whole Council to discuss the agenda items in an expedient but thorough manner.
- Committee recommendations were not "guaranteed approvals" for the Council to simply act upon, but were designed to alleviate the intricate detailed discussions at the full Council level.
- The committees that were created were officially created by the Mayor and therefore cannot be dissolved or altered without Mayor or Council action.
- Due to these being official committees of the Council, they require agendas and committee minutes and this has been handled by staff throughout this time adding to their time to prepare such items with the continued preparation for the work session and regular meeting.

DISCUSSION:

- In general, a committee system can work for local governments. However, to this point they have not been effective for the Town, with regard to acting as a time saver.
- The Council has the full right to deliberate over a committee recommendation, however it is important to point out that a committee recommendation is designed to operate in a slightly different manner than that of a Planning Commission recommendation or another appointed board.
- Planning Commission recommendations are a matter of state code and how they work in coordination with elected officials. Their recommendations are designed to be neutral in nature and based upon guiding documents of the Town, such as the Comprehensive Plan.
- Recommendations of a Council appointed committee are more of a smaller contingent of Council members established to deliberate over future Council action items. These members discuss and deliberate with the goals that were set by the Council as a "body" as their focus for a recommendation to the Council for approval. If the committee is proceeding in these manners, then in theory the "action item" would not need to be discussed in as much detail at a work session, because the actions and discussions of the committee are presented in minutes of the committee.

TOWN MANAGER'S COMMENTS: (November 20, 2015)

- I write this report with the knowledge that I highly recommended the committee system for the current Council and I have been part of jurisdictions where they work.
- However, when a system is not working, I am not afraid to admit it.

- The committees are not working for us currently.
- I view the solution as having two options:
 1. Keep the committees, reduce the frequency of meetings (quarterly), and appoint two additional members to each committee. Furthermore, this would not include the Finance Committee, as I believe it is important for this committee to meet monthly. Finally, there would not be a meeting unless there was a potential action item to be sent to the Council action.
 2. Dissolve the Committees, revert back to a liaison type of system (with the exception of the Finance Committee), have voluntary un-official committees where no recommendations would be formal. All action items would be forwarded to the Council to discuss and deliberate over from the staff level.
- Either solution has its pros and cons. There is no right answer either. This is more about what works for the Town Council and this Council's preference.

POTENTIAL QUESTIONS:

- Would this eliminate liaisons to the PC and ARB?
- Are we required to have committees?
- Would this create longer meetings?
- Would this possibly delay the decision making process?

FISCAL IMPACT:

- Not known at this time.
- Potentially there could be a gain as there would be fewer meetings for elected officials.
- However, without the committee system, this could lead to more frequent special meetings being called and no discussion during the time between scheduled Council meetings.

TOWN MANAGER RECOMMENDATION:

I would recommend that we keep the Committee System at this time and make some alterations to the current format. I suggest that Council consider adding members to the Committees. I would further recommend making the committee meetings quarterly or by-monthly at minimal. Furthermore certain committees could meet on an as needed basis. I have provided a recommendation for each committee below:

Updated December 14, 2015:

- **Finance Committee:** Meet Monthly and add Mayor (officially).
- **Events Committee:** Dissolve and appoint a liaison to work with staff.
- **Public Safety Committee:** Dissolve and appoint a liaison to work with staff.
- **Public Facilities Committee:** Meet quarterly (or as needed), add a member of Council, Chair acts as a liaison to Town Manager.
- **Personnel:** Meet quarterly (or as needed), add a member of Council, Chair acts as a liaison to Town Manager.

The committee system and deliberation has its advantages, but it is my impression that the current structure of the committees are just dictating too much of Council members time outside their personal time. By recommending adding additional members to the committees, this gives more members of Council to be a part of the larger discussion. By altering the meeting times to an as needed basis, by-monthly or quarterly meeting period, this should eliminate the demand on time and resources of both the Council and staff.

As with anything, we can always revisit this system after we have had time to implement and determine its effectiveness.

Updated December 14, 2015:

Current Committee Membership:

- Planning Commission:* Matt Caudle
- Architectural Review Board:* Susan Edwards
- Finance Committee:* Chair- Joe Pasanello
Mayor David Leake
Vice Mayor Steve Aitken
- Events Committee:* Need a liaison appointed
- Public Safety Committee:* Need a liaison appointed
- Personnel Committee:* Chair- Kurt Woods
Joe Pasanello
Need an additional member appointed
- Public Facilities:* Chair- Chris Morris
Need an additional member appointed

MOTION:

Motion of Approval:

I move to approve Committee structure as agreed upon by the Council at the regular meeting on Monday, December 7th and presented within this report.

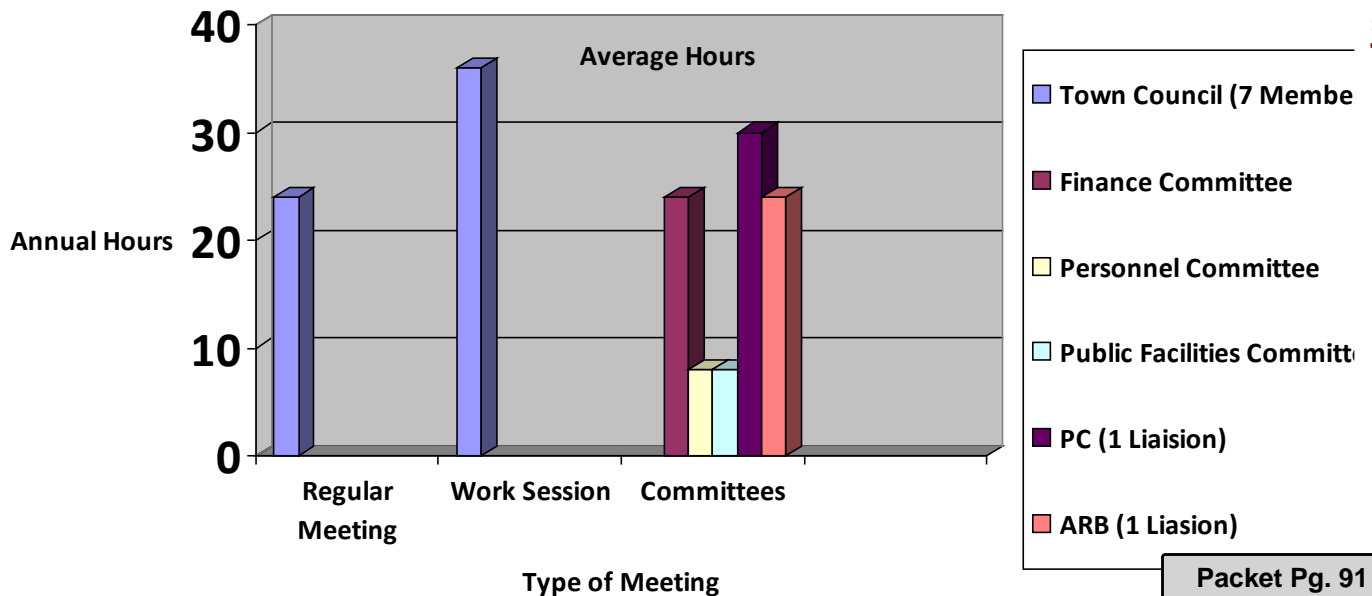
Alternate Motion:

At the discretion of any Council member.

Motion of Denial:

I move to dissolve the committee structure because...

Committee's Commitment of Time Chart:



Calendar of Meetings:

Regular Council Meeting: 1st Monday of every month at 7pm (Avg. 2 hours per meeting)
12 meetings per year, includes all 7 members.

Council Work Session: Last Monday of every month at 5pm (Avg. 3 hours per meeting)
12 meetings per year, includes all 7 members.

Finance Committee: 3rd Wednesday of every month at 2pm (Avg. 2 hours per meeting)
12 meetings per year, includes 4 members.

Personnel Committee: 3rd Wednesday every 3 months at Noon (Avg. 2 hours per meeting)
4 meetings per year, includes 4 members.

Public Facilities Committee: 4th Monday every 3 months at 4:30pm (Avg. 2 hours per meeting)
4 meetings per year, include 4 members

Planning Commission: 2nd Wednesday of every month at 7pm (Avg.2.5 hours per meeting)
12 meetings per year (on average), includes 1 liaison from Council.

ARB: 3rd Wednesday of every month at 7pm (Avg.2 hours per meeting)
12 meeting per year (on average), includes 1 liaison from Council

Estimates of Individual Commitments:

Council member serving as a liaison:	90 hours annually
Council member serving on Finance committee:	84 hours annually
Council member serving on other committees:	68 hours annually

NOTES:

1. Every member of Council (with exception of liaisons) would need to serve on at least 2 committees.
2. Liaisons would only serve on the other board/ commission.



TO: Town of Haymarket Town Council
SUBJECT: VRE - Gainesville/Haymarket Extension Study
DATE: 01/04/16

Mayor Leake has asked that this matter remain on the agenda for continuous discussion

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Dominion VA Power 230 kV Transmission Line & Substation
 DATE: 01/04/16

SUBJECT: Communication Strategy- DVP

ISSUE: Council asked Staff to advise with regard to effective communication methods for advising residents of the Dominion Power SCC Application

BACKGROUND:

- Council raised concerns as they drafted and adopted their most recent Resolution regarding the Dominion Power application for 230kV Transmission line and making sure the residents are properly informed.
- Council is intent on making certain that the residents our receiving and informed about the project that has an effect on the Town.

STAFF RECOMMENDATIONS:

- Staff discussed the importance of the issue during their last scheduled staff meeting.
- The following recommendations with regard to creating a strategy for informing residents about the project.
 1. A highly concentrated focus on working with the Town's HOA's as a conduit to information distribution.
 - a. Areas where there is not an HOA, Town will reach out to a resident within the neighborhood to serve or volunteer as a point person for delivery of flyers or information in general.
 2. Continue to have Council members visit the neighborhood to talk with residents about the project.
 - a. This allows direct conversations and for the Council to be a direct connection to citizen concerns.
 - b. Staff stresses, other than delivery of facts, this is a time to listen to residents' concerns.
 3. Continual update through the website and quarterly newsletter.
 - a. In the last newsletter, the Town Manager wrote an article on the process that the application will go through. Staff has included it in your packet for your additional review.
 4. Staff will create special sections on the Town's website, Facebook and through our Twitter Account and we suggest that we come up with a universal theme, such as "Stay Informed about DVP".
 5. We will continue to utilize the push to text as an additional source to point people to the website or Facebook for critical information or special announcements.

General Recommendations:

- Council and staff needs to concentrate on making certain that factual information is being released and this information should be directly from the source. (Best example, staff will follow the SCC project application page for the application and report updates from the site on the website or other forms of informational sources.)
- The Variable Message Board will not be effective for general messages. We believe that it should be utilized to notify the public about the Public Hearings or called meetings. We believe the sandwich boards should also be utilized in the same manner.

- Creating a Point of Contact with each neighborhood/ HOA is critical to the success of getting information. Once a POC is established, we would hold a meeting to bring that individual or staff up to date on the process, the Town's position and brainstorm best practices for effective communication.

POTENTIAL QUESTIONS:

- How soon would we begin this process?
- Would there be any way to assess our effectiveness?

BUDGET IMPACT:

Printing for this initiative could become problematic and would need to be carefully watched, if not accounted for by an additional budget amendment.

Staff continues to encourage electronic media and digital review.

RECOMMENDATION:

There is no formal recommendation and this report has been generated for informational purposes.

MOTION:

No formal action is required at this time. Council can simply provide directive to staff to proceed forward with their recommendations.

ATTACHMENTS:

- DVP Announces SCC Schedule (PDF)
- (2) Dominion Has Filed with the SCC (PDF)

Listen  [SCC SETS SCHEDULE TO CONSIDER HAYMARKET TRANSMISSION LINE PROJECT; FOUR LOCAL HEARINGS WILL OCCUR OVER TWO DAYS](#)

RICHMOND — The State Corporation Commission (SCC) has scheduled local hearings in late February and early March regarding an application by Dominion Virginia Power for the proposed Haymarket transmission line project in Prince William County.

Dominion Virginia Power filed an application on November 6, 2015, that proposes to convert an existing 115 kilovolt (kV) transmission line located in Prince William and Loudoun Counties to 230 kV. The company also plans to construct in Prince William County and the Town of Haymarket a new 230 kV transmission line to run approximately five miles from an existing Gainesville substation to a newly constructed substation near Haymarket.

According to the company, the proposed electric facilities are necessary to provide service requested by a retail electric service customer for a new data center campus in Prince William County and to maintain reliable electric service to all customers in the area.

The local public hearings will be held at the Battlefield High School auditorium on February 24 and March 14, 2016. The high school is located at 15000 Graduation Drive in Haymarket. There are two hearing start times each day. The first is at 4:30 p.m. The second is at 7:00 p.m.

Any person wishing to comment at these hearings should arrive early and sign in with the SCC bailiff. A public witness only needs to testify once as all comments are made part of the case record.

The hearing will continue in Richmond on May 10, 2016 at 10 a.m. in the Commission's second floor courtroom location in the Tyler Building at 1300 East Main Street in downtown Richmond.

Written comments on the proposal must be submitted by May 3, 2016. All correspondence should be sent to the Clerk of the State Corporation Commission, Document Control Center, P.O. Box 2118, Richmond, Virginia 23218-2118, and refer to case number PUE-2015-00107.

Persons desiring to submit comments electronically may do so at the SCC's website: www.scc.virginia.gov/case. Click on the PUBLIC COMMENTS/NOTICES link and then the SUBMIT COMMENTS button for case number PUE-2015-00107.

Dominion Has Filed with the SCC... Now What?

On November 6, 2015 Dominion Power Company officially filed their application to the State Corporation Commission (SCC) to construct a 230kV Double Circuit Transmission Line and 230-34.5kV Haymarket substation within Prince William County and the greater Haymarket area. The point of this article is not to discuss the pros and cons of the application, but to take some time to explain the process that the application now goes through.

Within the application, Dominion Power has recommended a preferred route and methods for constructing this transmission line. Although there have been several routes discussed, they have stated that their preferred route is along the I-66 corridor above ground. Per requirements of the SCC they are required to submit the routes they studied within the application package. Their preferred route contradicts the County's, Town's and resident's position on a preferred route, which is along the I-66 corridor underground or hybrid route as it is referred to.

Upon submission, this creates approximately an 18 month process of various review stages through the SCC. The following are the next general steps that the application will follow:

- The SCC has created a public electronic docket. This is an electronic database housed on their website that documents everything item submitted about this project. This information can be found under Case Number: PUE-2015-00107.
- Shortly after submission of Dominion's application, a Hearing Examiner will be assigned to the case.
- Within a month of the application the SCC will set a Procedural Schedule. This schedule details the public comment period and identifies the dates and location(s) of public hearings to a three member SCC Panel reviewing the application.
- After the public hearing(s) are held, an Evidentiary Hearing is held in Richmond, VA in front of an Administrative Law Judge. This hearing is for technical experts both part of application and those from outside agencies expressing concerns found within the application.
- Once this hearing has concluded, the Hearing Examiner will produce and release a report on their findings and recommendation.
- This report goes to the three member SCC panel for review.
- During this time, there is also a public comment period to make comments on the Examiners Report.
- The SCC Panel takes all known information gathered to this point and issues a final order based upon findings.

There is still a long process ahead of the area and the Town will make sure all public comment periods and public hearings are advertised. It is the goal to have the public hearing located within the general area to make attendance more convenient to those who are interested in the outcomes of the application process. To follow the application process, here is the link to the SCC and the filing. <http://www.scc.virginia.gov/docketsearch#>

If you have any questions, please contact the Town office.



TO: Town of Haymarket Town Council
 SUBJECT: Harrover Property Master Plan
 DATE: 01/04/16

- **Sympoetica & EPR, P.C. has provided the Final Draft of the Harrover Property Master Plan. Attached is the Master Plan, Master Plan Report, and Master Plan Appendix**
- **It is recommended that the Town Council adopt the Master Plan at the January 4, 2016 Council Meeting and direct Staff to pursue funding strategies for the design and construction phases of the Master Plan.**
- **Staff also recommends the Council review the Master Plan Report narrative prior to the December 28, 2015 work session to determine what text amendments, if any, are recommended prior to acceptance of the report at the January 4, 2016 Council Meeting.**
- **It is anticipated that the Town Council, Planning Commission, and Architecture Review Board will further refine the elements of the Master Plan during their respective reviews of the site plan design.**

BACKGROUND

- The Consultant held a stakeholders forum on March, 2015, and developed three Alternative Sketch Plans based on the results of the forum, site assessments and relevant Town land use policies. These Plans were presented to the Town on April 13, 2015.
- Additional "hard copy" information regarding the history of the Harrover Property, to include materials / presentations compiled by the Consultant, Comprehensive Plan excerpts specific to the Harrover Property, and previous building inspections / design concepts were subsequently provided to the Council.
- The Planning Commission (PC) and Architecture Review Board (ARB) both conducted site visits and provided comments / recommendations regarding the proposed Alternative Plans.
- Staff also provided a recommendation based on the PC and ARB comments and relevant Town Policies and Ordinances.
- The enclosed Master Plan and program elements reflect Council guidance from two rounds of Council review on October 26 and November 6, 2015.
- Per the Council directive, the Master plan also includes an estimate for Washington Street frontage improvements (i.e. curb, gutter, sidewalk, street lighting, landscaping, etc.).

DRAFT MOTION(S)

- 1.a. I move that the Town Council adopt the Harrover Property Master Plan;
 and

- 1.b. I further move that the Council direct Staff to create a tentative work plan for implementation of the Master Plan and identify potential funding strategies for the design and construction phases of the Master Plan.

OR

2. I move an alternate motion

ATTACHMENTS:

- 1. Harrover Pref MP at 50 scale 11x17 11-15-15 FINAL (PDF)
- 2. Harrover Prop MP - Report Draft 11-30-15 (PDF)
- 3. Harrover Prop MP - Report Appendix Draft 11-30-15 (PDF)

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. Program for Visitor Services: Public Restrooms; Office/Storage..

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:
44 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 Feature: Timber Construction; Surround Stone Walls & Pillars. Multi-Pu Event Space with Picnic Table Flanking Outdoor Event Lawns; Nearby Amphitheater & Stage; Seating for Approx. 200.

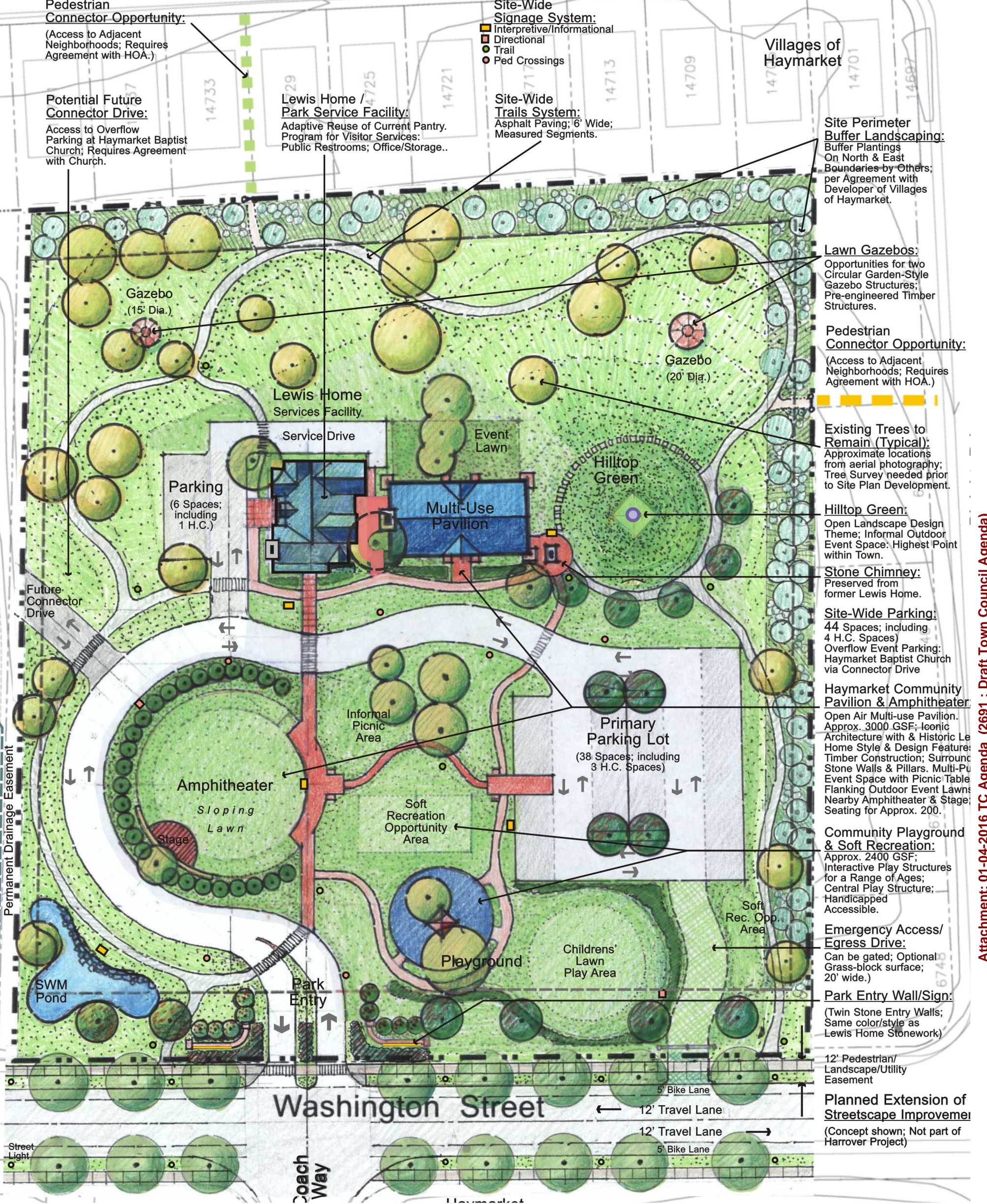
Community Playground & Soft Recreation:
Approx. 2400 GSF; Interactive Play Structures for a Range of Ages; Central Play Structure; Handicapped Accessible.

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)

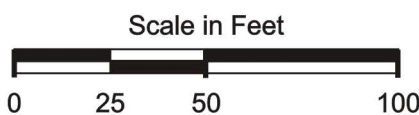
12' Pedestrian/Landscape/Utility Easement

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



Date: 11/15/15

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

EPR



Town of Haymarket, Virginia

Final Preferred Master Plan

Harrover Property Master Plan Study

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)



Draft
Harrover
Property
Master Plan

Haymarket, Virginia



Prepared for the
Town of Haymarket

Prepared by
Sympoetica
EPR, P.C.

November 30, 2015

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Town of Haymarket, Virginia

City Council:

David Leake, Mayor
 Steve Aitken, Vice Mayor
 Joe Pasanello
 Chris Morris
 Matt Caudle
 Susan Edwards
 Kurt Woods

Planning Commission

Matt Caudle, Chair
 Cathy Pasanello
 James Carroll
 Maureen Carroll
 Connor Leake

Architectural Review Board

Kenneth Luersen, Chair
 Susan Edwards
 Robert Day
 Nicole Zimnoch
 John Parham, AIA, Professional Liaison
 Connor Leake, ARB Liaison

Public Facilities Committee: Input / November 19, 2014

Citizens of Haymarket: Input / Public Stakeholder Forum / March 24, 2015

Town Staff:

Brian Henshaw, Town Manager
 Marchant Schneider, Town Planner
 Holly Monatague, PE, Town Engineer
 Joe Barbeau, Jr., Building Official

Master Plan Consulting Team:

Barry Carpenter / Principal, Sympoetica
 Lynette Wuensch / Principal, EPR, P.C.

Adopted by the Haymarket Town Council
on _____, 2015.

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Executive Summary

In order to preserve diminishing open space and provide opportunities for public use, the Town purchased 14710 and 14740 Washington Street from Philip and Nancy Harrover in September 2005. Now referred to as the Harrover property, the site is comprised of three parcels totaling 4.35 acres, and contains two Craftsman Style “kit homes” built in the early 20th century. The Town planned to build a new Town Hall on the property, and began marketing the current Town Hall facilities (15000 Washington Street) for sale. The Town police occupied one of the homes in 2007 and a regional food pantry leased the other in 2011. In that year, the Council decided not to continue to market the Town Center property for sale and subsequently held public hearings regarding potential uses of the Harrover Property. The Haymarket Police department moved back to the Town Center in 2013. In late 2014, as part of future planning for the Harrover property, the Town contracted with the consulting team of Sympoetica, master planners, and EPR, P.C., engineers, to provide master planning, programming and budget analysis services for the Harrover property.

After conducting site and building assessments, in March of 2015, the consultants conducted a public forum stakeholder ideas and issues that were instrumental in early site program development. After reviewing the stakeholder input, and developing a preliminary program menu, the master planning team developed a set of three alternative sketch master plans for the site. These plans offered a variety of design themes, layout concepts and program element mixes, along with conceptual development budgets, for review by the Council, Planning Commission and Architectural Review Board (ARB). Summary concept-level construction budgets, along with early project suggestions, were prepared for each alternative sketch plan. The team presented the alternative sketch plans and programs to the Council, Planning Commission and Architectural Review Board on April 13, 2015. The Town’s approach for determining the theme and programmatic content for the preferred master plan called for independent evaluations of the sketch alternatives by the Planning Commission and the ARB; each body then made recommendations to the Council on its preferred concept and program elements for inclusion in the preferred master plan. The Council reviewed and evaluated these recommendations, and made its own summary recommendations for the preferred plan content. With this direction, the study team prepared a preliminary preferred master plan and program, along with a phasing strategy and concept-level construction budget, and presented them to the Council on October 26, 2015. The Council provided summary direction on the preferred plan in its November 6, 2015 work session. Subsequently, the team made refinements to the plan and program, culminating in the preparation of the final preferred plan, program, phasing strategy and estimated development budget (November 15, 2015).

The inclusive planning process set the basic park program concepts for Harrover, calling for a desired master plan concept of a town (scale) park theme with substantial open space and opportunities for community events. Primary park amenities include a community multi-use pavilion, lawn amphitheater, and playground, set within a naturalistic landscape and connected by a system of site-wide loop trails. Other planned activities and features include picnicking facilities and opportunities for soft recreation activities. The former pantry building will be adaptively reused for park services, while the former police station will be removed in order to create a hilltop green on the highest point in the Town. A significant area in the rear of the site is maintained as a sloping lawn with small park gazebo structures. A curving park drive serves the facilities and parking. Provisions are included for an emergency access drive and connection to overflow event parking on the adjacent Haymarket Baptist Church property.

This master plan provides a framework for the phasing and development of the Harrover property as the Flagship Town park. It is a guide and resource for park project funding that offers flexibility to accommodate change in recreation needs and desires and in Town resources. The Harrover Property Master Plan is a long-range guide for the development of park and recreation facilities and amenities over a 10-year timeframe. A separate Appendix document contains detailed documents developed as part of master planning process.

This executive summary provides only an introductory synopsis of this document, and is not a full account of the Harrover Property Master Plan.

Project History

The Town purchased 14710 and 14740 Washington Street from Philip and Nancy Harrover in September 2005 *“in order to preserve a portion of diminishing open space and provide a viable option should primary public facilities provide inadequate or inefficient”*. Referred to as “the Harrover Property”, the site sat unused while the Town actively marketed the sale of the Town Center (15000 Washington Street) and developed concept plans to relocate Town Hall to the property. The Haymarket Police Department was moved to 14710 Washington Street in 2007 and shared space with Town administrative staff from 2008-2010. The Town leased 14740 Washington Street to the Haymarket Regional Food Pantry in 2011. The same year the Town Council decided not to continue to market the Town Center property for sale and subsequently held public hearings regarding potential uses of the Harrover Property. The Haymarket Police department moved back to the Town Center in 2013 and the Town Hall Master Plan was adopted by the Town Council later in the year. The Town awarded Sympoetica and EPR a contract to develop a Harrover Property Master Plan in 2014. The Consultant held a stakeholders meeting in March 2015.

Town Policies Regarding the Harrover Property

The Harrover Property is zoned Residential District R-1 and is designated Public / Semi Public use by the 2008-2013 Town of Haymarket Comprehensive Plan. The two Lewis homes on the property (previously referred to as “Sears Homes”) are listed as contributing resources to the Town’s Old and Historic Haymarket Overlay District. Although no longer planned as a replacement “Government Center”, the Comprehensive Plan further recommends development of the Harrover property to meet the social (community center) and recreational (open space) needs of the community. Maintenance and reuse of the Lewis homes is also a stated goal of the adopted Plan.

What is a Master Plan?

A master plan is a comprehensive guide for the long-term physical development of a significant public property, based upon community values and program input from stakeholders, recreation and community facility characteristics, and site analyses. More than just a ‘map’ of planned facilities, a property master plan provides a framework for the phasing and development of the site, in this case a town park, a guide and resource for park project funding, and flexibility to accommodate change in recreation needs and desires. The Harrover Property Master Plan is a long-range guide for the development of park and recreation facilities and amenities over a 10-year timeframe.

Master Planning Process

The master planning process was undertaken over a 12-month period, starting with site reconnaissance and analysis in November 2014. The Town of Haymarket (Town) contracted with the consulting team of Sympoetica, master planners, and EPR, P.C., engineers, to provide master planning, programming and budget analysis services for the Harrover property. Following is an outline summary of the key steps in the master plan process:

Project Initiation & Early Stakeholder Input

Early on in the study, the consultant team met with Town staff to refine the project goals and work plan, and to collect relevant information about the Harrover property. The team conducted a brief site visit with the staff, then remained on-site to conduct a closer evaluation of existing conditions. These evaluations included an overall site reconnaissance and walk-through review and assessment of the two Craftsman style homes. Existing conditions findings were recorded in a facility assessment summary.

All Town-provided documentation pertaining to the two homes on-site identified them as “Sears” kit-built homes, but after further research by the team, it was determined that the homes are actually Lewis Manufacturing Homes. Architectural features, such as window and door treatments, roof-style, stone pillars and eaves bracket style all pointed to the Lewis home origin, rather than a Sears’s product.

The Town and team conducted a public forum in March of 2015 to invite input from stakeholders on the future of the Harrover property. The forum generated stakeholder ideas and issues that were instrumental in early site program development.

Alternative Sketch Master Plan Development

After conducting site and building assessments, reviewing the stakeholder input, and developing a preliminary program menu, the master planning team developed a set of alternative sketch master plans for the site. These plans offered a variety of design themes, layout concepts and program element mixes, along with conceptual development budgets, for review by the Council, Planning Commission and Architectural Review Board (ARB). Summary concept-level construction budgets, along with early project suggestions, were prepared for each alternative sketch plan. The team presented the alternative sketch plans and programs to the Council, Planning Commission and Architectural Review Board on April 13, 2015.

Preferred Master Plan & Program Development

The Town's approach for determining the theme and programmatic content for the preferred master plan called for independent evaluations of the sketch alternatives by the Planning Commission and the ARB; each body then made recommendations to the Council on its preferred concept and program elements for inclusion in the preferred master plan.

The Council reviewed and evaluated these recommendations, and made its own summary recommendations for the preferred plan content. .With this direction, the study team prepared a preliminary preferred master plan and program, along with a phasing strategy and concept-level construction budget. The team presented this plan and program to the Council on October 26, 2015. The Council provided summary direction on the preferred plan in its November 6, 2015 work session. Subsequently, refinements were made in the plan and program by the planning team, culminating in the preparation of the final preferred plan, program, phasing strategy and estimated development budget (November 15, 2015). A birds-eye sketch of the plan was prepared to aid in visualizing the developed property. Finally, a summary report describes the study process and findings, along with potential funding opportunities for park development.

Site Character Zones & Planning Context

The Harrover property site is comprised of three parcels totaling 4.35 acres. It can be defined by three distinct character zones as shown below. The primary development opportunity zone is along the Washington Street frontage. This area is gently sloping with a few existing trees, and contains approximately 2.16 acres. The secondary development opportunity zone is the Hilltop Homes Zone, which stretches laterally across the site along the ridge/hilltop area. This zone is approximately 0.97 acres in area and contains two Craftsman Style homes as well as two accessory buildings (small storage and garage structures). The third character zone, containing approximately 1.22 acres is along the rear property line, and is bounded by the Villages of Haymarket residential community. A number of large and medium size existing trees are located in this area, and a landscaped buffer is planned as a visual screen between the Harrover site and the adjoining residential lots. Neighboring uses include existing homes along the northern boundary, proposed homes along the eastern edge, the Haymarket Baptist Church along the western boundary, and Washington Street along the southern edge. The map illustration below also shows potential vehicular access points, and the Town’s planned streetscape and drainage improvements along Washington Street, the town’s “main street”.



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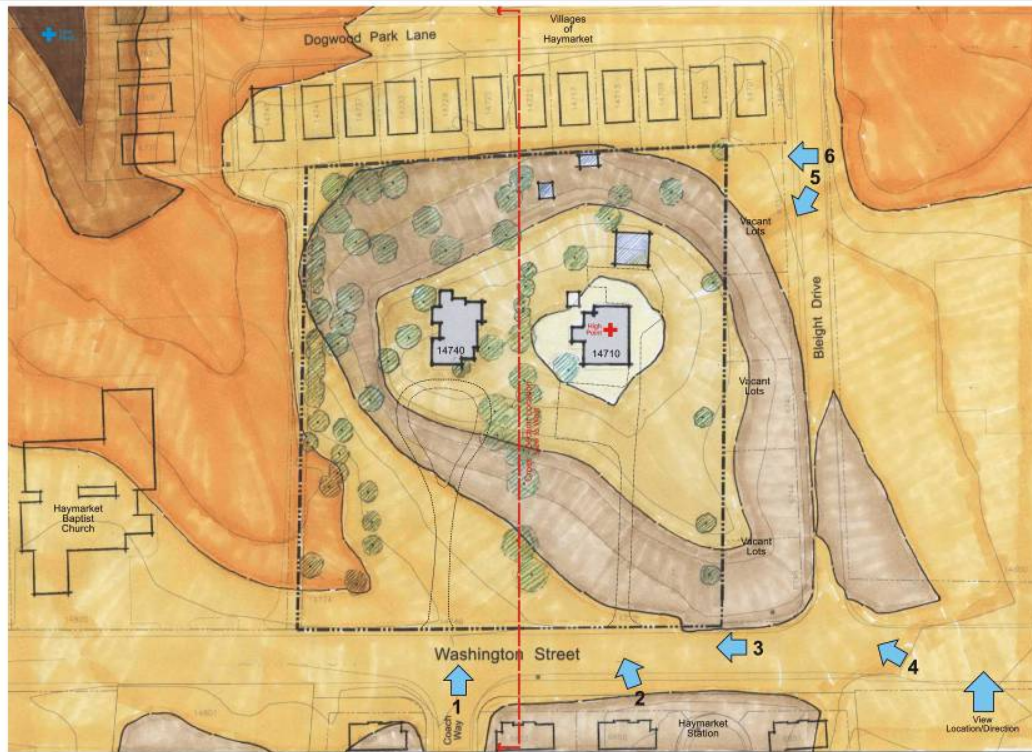
Site Baseline Conditions

Baseline conditions for the Harrover property were identified and mapped as a framework for the development of alternative and refined master plan layouts. This conditions summary, shown below, provides key site-related opportunities and constraints, both natural and manmade, which will influence the location of facilities, access roads and amenity areas within the new park. The numbered blue arrows key to the photos of views into the site.

Landform & Vegetation

The most distinctive landform for the site is the hilltop, from which gentle to moderate slopes fall toward the front and back of the property. Notable is the highpoint on the site, atop which one of the existing homes sits (the former police station). At an elevation of approximately 382', this is the highest point within the Haymarket town limits.

The site is predominantly open, with existing trees scattered along the perimeter. A distinctive tree line is evident along the current parcel line between the two homes on-site. Although no tree survey has been conducted for the property, the map shows the general locations of significant trees based upon current aerial photography.



Existing Structures

The Harrover property contains two Craftsman Style homes as well as two accessory buildings (small storage and garage structures). As part of the site reconnaissance and assessment activities in support of preparing the master plan for the site, EPR, PC conducted building assessments for the two existing homes on January 15, 2015. Site assessment, documentation, and pictures were taken for both the Pantry (14740 Washington Street) and Old Police station (14710 Washington Street) structures.

Current Town documents at the time referred to these two structures as Sears homes constructed circa 1924 and 1926, respectively. While conducting the site visit, it was noted that a few signature features of actual Sears's homes were not present on the two homes on site. Specifically, Sears homes uses a 5-piece eaves bracket, shown below, and a unique porch column design, also shown below.



After conducting further research on the structures, it was determined that the homes are actually Lewis Manufacturing Homes. This was determined based on site findings. The eaves bracket type, window and door trim taper treatments, pillar design, and handwritten numbers (in grease pencil in attic), led the team to the La Vitello model from Lewis Manufacturing. You can see from the pictures of La Vitello model homes in other locations that the distinctive window and door trim treatments from Lewis Manufacturing are present on the two structures on the Harrover property. Also Lewis Manufacturing is also known for its handwritten numbers on the lumber, see pictures below from Old Police station building. Lewis Manufacturing, located in Bay City, Michigan, was a notable "kit-built" homes builder of the era.



Original Photo from Lewis Homes Catalogue; La Vitello model home in Bowling Green, OH.



Former Police Station Building
14710 Washington Street



Current Food Pantry Building
14740 Washington Street



Grease handwritten numbers in attic of 14710, an indicator of a Lewis Manufacturing-made home.

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Other features identifying the Harrover homes as Lewis Homes include:

- Outbuilding at 14710 Washington Street, note window trim
- Porch at 14740 Washington Street, note pillars & end treatments on porch beam
- Eaves brackets used on both homes



Both of these homes have been altered from their original footprint. The old police station structure has expanded the footprint by adding an additional room off the side of the house, and extended the rear of the house about six feet out. With these renovations, the historical porch and pillars have been removed. This addition has added two additional half bathrooms, and a great room. The pantry structure has seen two expansions as well one of the modification was to the rear bedroom. This addition added about 6 feet to the side of the house, giving the bedroom in the rear an additional 87 square feet. The second addition was to the rear of the house where an additional room(s) has been added. This addition appears to be divided into two separate rooms, but is currently unfinished due to needed repairs.



The Lewis Company published its own catalog of precut homes in 1913. They continued to produce precut buildings until 1973. They were able to sell about 60,000 homes prior to closing their doors in 1973. This will make replacing the historic features more difficult since, unlike Sears Homes, reproduction parts are no longer produced. However, hand crafted replications can be made by skilled carpenters. . . The summary cost for the three alternatives are as follows:

It was determined that three alternative concept options for the future disposition of the existing homes would be evaluated and concept budgets for each alternative would be prepared.

These alternative building dispositions include:

- Upgrade in-place,
- Move elsewhere on-site and upgrade, and
- Demolish, while calling for the harvesting of key architectural elements and creating a photographic record of the structures.

Optionally, the Town may consider saving one of the homes and demolishing or moving the other due to building conditions and upgrade costs.

None of these options was developed as a recommendation to the Town; rather, they provided conceptual budgeting information, which the Town may consider when actually making decisions on the disposition of the homes as guidance for master planning.

Public Stakeholder Forum / March 24, 2015

This public forum provided valuable early input into the long-range master planning study for the Harrover Property. The forum process included a presentation on the study approach and key analysis findings by the planning team, followed by small group sessions to gather stakeholder ideas and issues regarding the future of the Harrover property. Each group selected a group leader to present the group's ideas and issues. Below are ideas and issues offered at the forum by each of the two stakeholder groups. These comments were helpful as guidance in preparing a series of alternative sketch master plans and programs for the site.

Group #1 Notes: Ideas, Issues & Comments

Top 5 Ideas (By vote of Group):

1. (Tie for #1) Community Park / Center / Garden / Playground
1. (Tie for #1) Demolish existing buildings. Develop a "purpose built" recreation center
2. Revenue Generating / No Tax Burden / Tax Neutral / Dedicated Funding Stream
3. Open Air Area / Amphitheater / Town Events
4. Restoring one of the better buildings (of the two existing residential buildings on-site)
5. Follow LEED Guidelines (for new development)

All Ideas (In the order that they were offered by group participants):

- Community Park / Center / Garden / Playground (No Pool)
- Restoring one of the better buildings
- Open Air Area / Amphitheater / Town Events
- Demo Buildings - Purpose Built Recreation Center
- Revenue Generating / No Tax Burden / Tax Neutral / Dedicated Funding Stream
- Follow LEED Guidelines

Group #2 Notes: Ideas, Issues & Comments

Top 5 Ideas (By vote of Group):

1. Pavilion / Amphitheater / Ice Rink / Concerts
2. (Tie for #2) Town Rec Park or County Partnership
2. (Tie for #2) Food Pantry
2. (Tie for #2) Community Pool / Clubhouse
3. (Tie for #3) Retain Town ownership or sell to non-profit
3. (Tie for #3) Jogging / Walking Trail / Obstacle Course
4. (Tie for #4) Dog Park
4. (Tie for #4) Community Hall
4. (Tie for #4) Restore Both Buildings In-Place
5. (Tie for #5) Basketball / Softball / Multi-purpose Courts / Volleyball Courts
5. (Tie for #5) Sell Property – Use Money to Develop Other Town Projects

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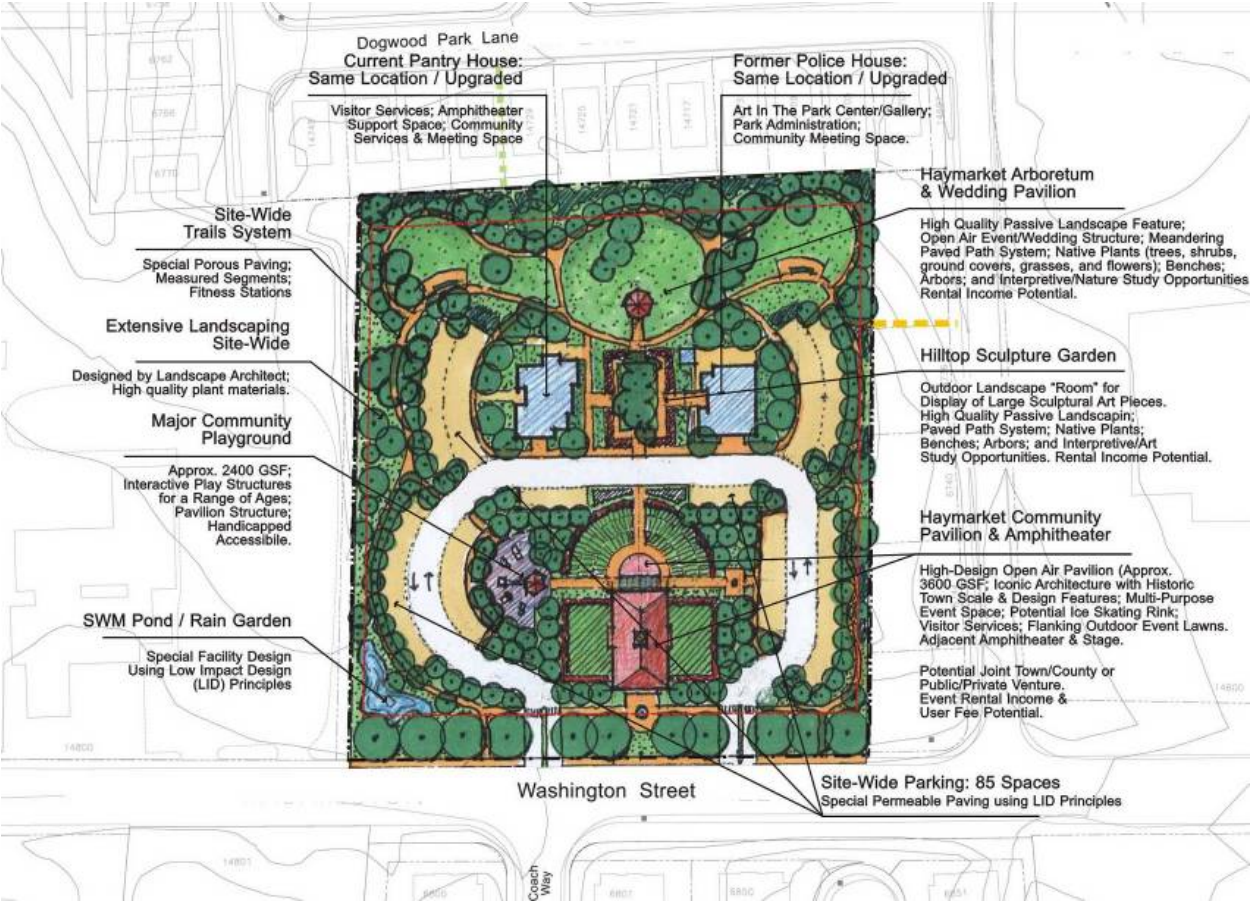
All Ideas (In the order that they were offered by group participants):

- Retain Town ownership or sell to non-profit
- Town Rec Park or County Partnership
- Community Pool / Clubhouse
- Play Area
- Subdivide property. Sell or lease one parcel. Keep Food Pantry.
- Teen Community Use
- Pavilion: In winter, ice skate; In summer, concerts / family reunions
- Food Pantry stays “as is”
- Basketball / Softball / Multi-Purpose Courts / Volleyball Courts
- Sell Property – Use money to develop other Town projects
- Chip / Putt Golf Course
- Jogging / Walking Trail / Obstacle Course
- BBQ Pit / Picnic Area
- Restore both buildings in place
- Community Hall (rented out)
- Dog Park
- Private-Public Partnership with non-profit

Alternative Plans / Concepts

The master planning team developed three alternative sketch master plan concepts, integrating the public forum input and applying planning principles and program concepts compatible with the site’s unique characteristics. These alternative plans and programs were presented in a public (worksession) meeting before the Town Council, Planning Commission and the Architectural Review Board (ARB on April 13, 2015). Following are the three alternative sketch plans along with a design theme/program/budget summary for each:

Sketch Plan / Alternative A

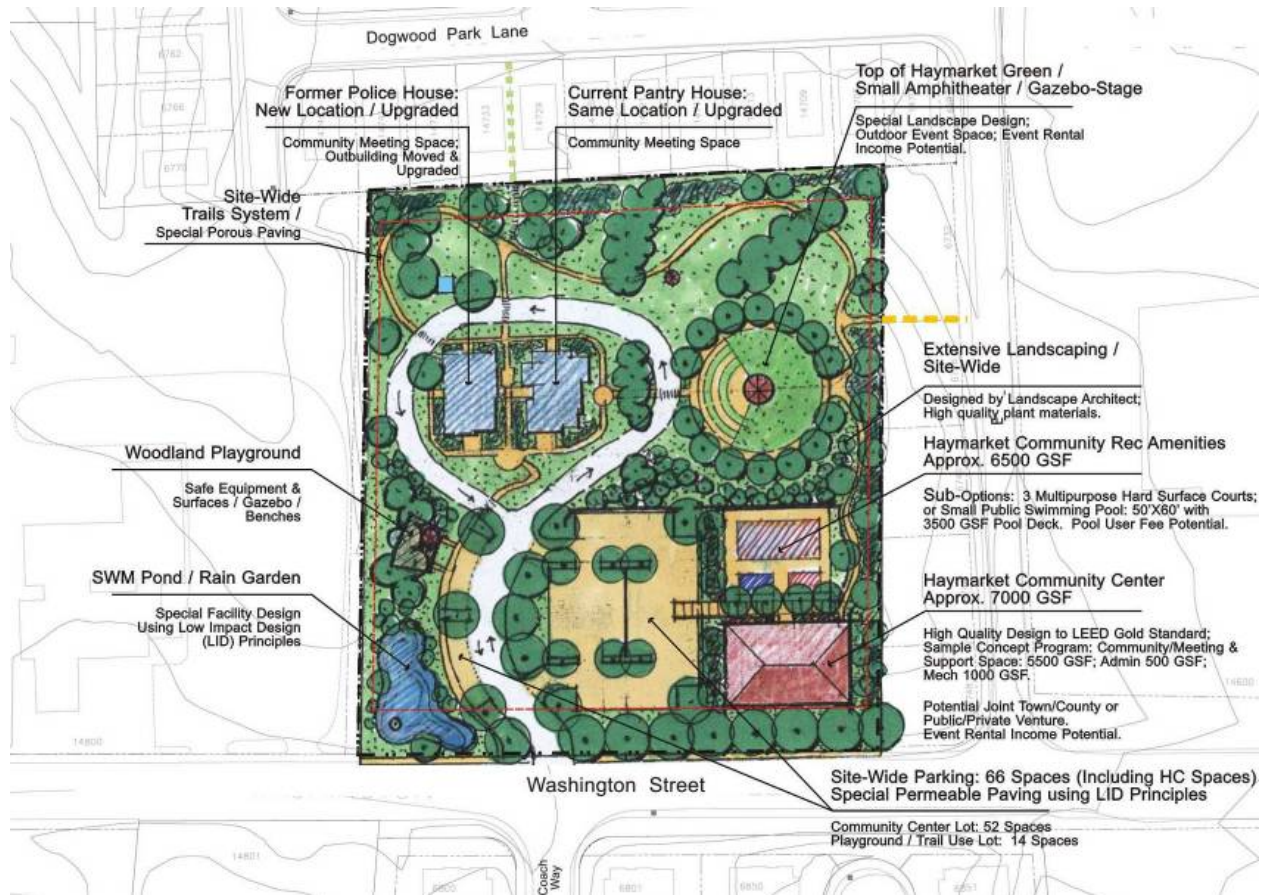


Alternative A: Key Concept/Theme:
Central Park with Gardens & Event Venues

This concept features a loop drive encircling core park amenities, including a community multi-use pavilion, amphitheater, and playground. Parking is directly off the loop drive or secondary lanes. Both historic Lewis homes are upgraded and adaptively reused for visitor services, meeting and classroom space, storage and office use. Extensive landscaping reinforces the central park concept. Special outdoor spaces include an arboretum with wedding gazebo and sculpture garden. Loop trails offer outdoor strolling and jogging opportunities.

Find the full program for Sketch Plan Alternative A in the appendix. The conceptual development budget for this alternative is \$2.38 M.

Sketch Plan / Alternative B

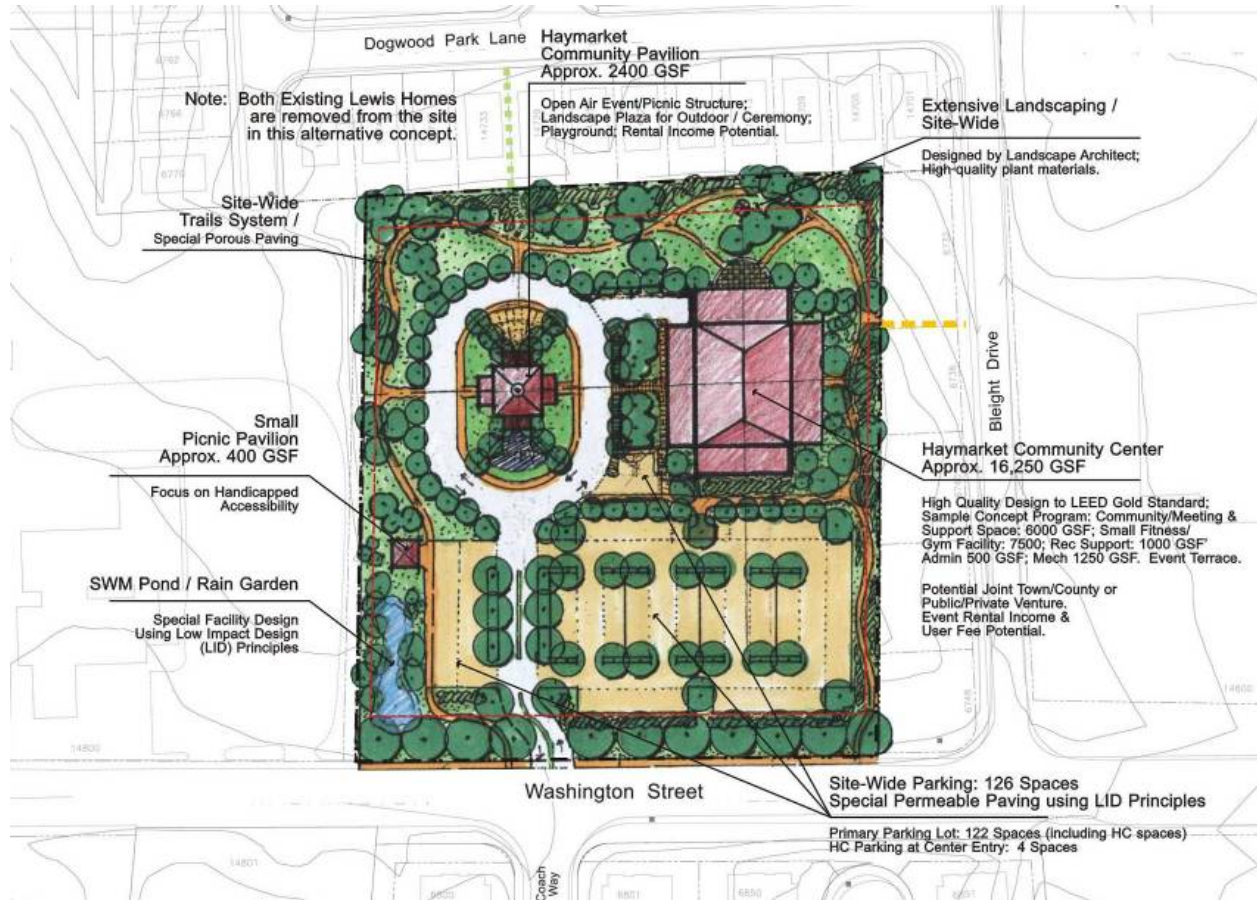


Alternative B: Key Concept/Theme:
Community Center / Meetings & Events

Access and circulation is via a single spine drive serving the primary parking lot and community center. A one-way loop drive extends around both Lewis homes. In this case the former police structure is relocated immediately west of the current pantry building. Both homes are adaptively reused for visitor services, meeting and classroom space, storage and offices. The primary parking lot is centrally located along the Washington Street frontage in front of a small community center featuring multi-use and meeting rooms; hard-surface courts are adjacent, with the potential for an outdoor swimming pool. A small outdoor amphitheater and green are located on the hilltop (formerly the police building). A woodland playground is located along the western edge. Loop trails offer outdoor walking and exercise opportunities.

Find the full program for Sketch Plan Alternative B in the appendix. The conceptual development budget for this alternative is \$3.96 M.

Sketch Plan / Alternative C



Alternative C: Key Concept/Theme:
Community Center / Fitness, Meetings & Events

Here again, access and circulation is provided by a single, two-way entry drive terminating with a loop at the primary facilities on the site. In this alternative, both Lewis homes are moved off-site. The primary parking lot is located along the Washington Street frontage. This major parking facility serves two primary facilities along the ridgeline, a large community recreation & fitness center, and an outdoor multi-use/event pavilion. Extensively landscaping complements the planned facilities, offers a high quality park environment, and buffers adjacent uses. A perimeter trail system offers enjoyment and fitness opportunities.

Find the full program for Sketch Plan Alternative C in the appendix. The conceptual development budget for this alternative is \$7.26 M.

Determining the Preferred Master Plan and Program Elements

Defining the Preferred Plan

The planning team prepared a preliminary preferred park master plan and program for the property. This plan incorporated direction from the Town Council, who had considered earlier input from both the Planning Commission and Architectural Review Board. Further Council direction refined the preliminary plan to yield a final plan and program. Following are summaries of comments and recommendations from each of the three town bodies:

Planning Commission Input Summary

Town Staff worked with the Planning Commission to obtain input on which elements of the three alternative sketch plans should be included in a Preferred Master Plan. Following is a brief overview of guidance from the Planning Commission. (The full summary of staff notes are in the appendix.)

The Planning Commission preferred the concepts and themes exhibited in Alternative Sketch Plan A. They were not definitive in their recommendations for the Lewis homes, but discussed potential options ranging from the demolition of both structures to saving only one for adaptive reuse as a services facility. Also discussed was an option for a new park services facility. Overall, they preferred minimizing parking, a single site access point and less new landscaping, with a reliance on existing trees and future Washington Street streetscape improvements for enhancement. There was strong support for a community playground, picnic areas and on-site trails. The commission had concerns about potential construction and maintenance costs for the two homes outweighing the benefits of adaptively reusing them.

Architectural Review Board (ARB) Input:

Town Staff also worked with the ARB to obtain input on which elements of the three alternative sketch plans should be included in a Preferred Master Plan. Following is a brief overview of guidance from the Planning Commission. (The full summary of staff notes are in the appendix.)

The ARB preferred the concepts and themes exhibited in Alternative Sketch Plan A based on relevant policies of the Town Comprehensive Plan, Zoning Ordinance Standards specific to the Historic District Overlay, ARB Guidelines, and stakeholder input. They were clear that saving both Lewis homes in place was a priority, although there was discussion

Draft Harrover Property Master Plan / Haymarket, Virginia / Page 14

of secondary and tertiary alternatives for the disposition of the homes, including moving one or both of them off-site. Specific recommendations were made for buildings that stay, such as: repair foundation / stonework, restore original exterior / paint color, new additions to match architecture, and retain original building footprint. If the Lewis buildings are removed: give to preservation party to remove and restore, document activities (preferred). If demolished, document architectural style / fabrication techniques and take samples for Haymarket Museum (least preferred option). The ARB supported the key features of Alternative A in terms of vehicular circulation and pedestrian environment, especially the on-site trails system. They made specific recommendations for the future reuse and architectural treatments of the Lewis homes.

Town Council Guidance on the Preferred Master Plan

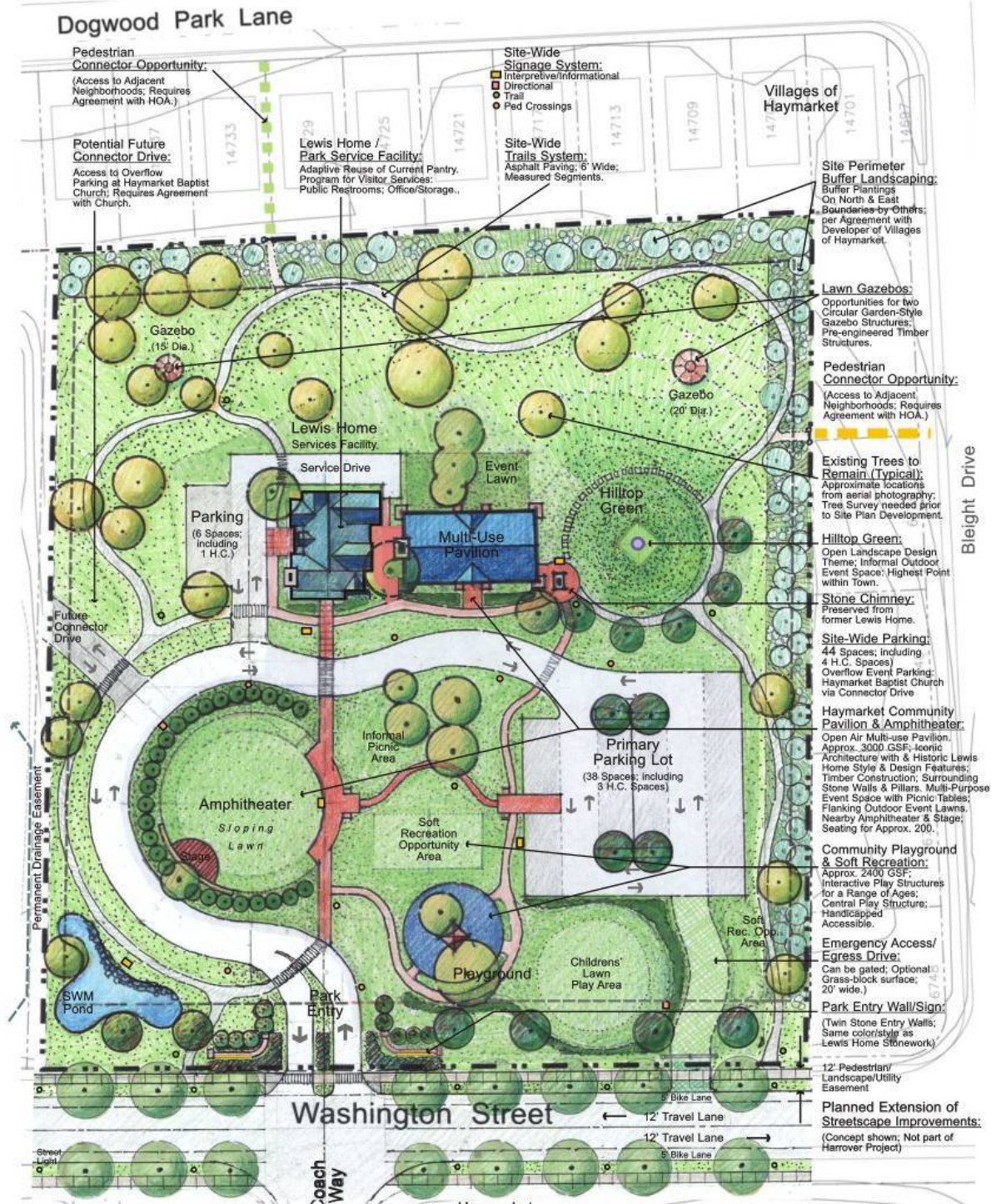
The Council reviewed guidance from the Public Forum, Planning Commission and the ARB, and recommended the following program and plan concepts for incorporation into the Preferred Master Plan for the property. Following is the Council guidance summary, as prepared by the Town Staff. This summary reflects two reviews by Council, providing input into the preliminary and final preferred plans. (The full summary of staff notes are in the appendix.)

The Council preferred the concepts described in Alternative A, with a single vehicular entrance and spine circulation design. Overall, they wanted a more naturalistic, flowing circulation system with a focus on pedestrian facilities over vehicular, and a reduction in parking. Additionally, they preferred a connector drive linking the site with the adjacent Haymarket Baptist Church; this supports shared parking with the church during community events at the Harrover site. They favored the extension of streetscape improvements along the Washington Street frontage. There was strong support for a multi-use open-air pavilion, lawn amphitheater, community playground, picnic areas and on-site trails. Although finally they recommended the removal of the former police building, while saving the chimney, they initially considered an option for a new service facility on the site of the pantry building. The Council favored clearly defined open space, with a hilltop green on the highpoint where the police building had stood, as well as opportunities for soft recreation uses such as volleyball and horseshoes. They strongly recommended that the multi-use pavilion be located adjacent to the adaptively reused Lewis home (pantry) atop the ridge. This suggestion, along with the reduction in parking, allowed more open space along the Washington Street frontage.

Preferred Master Plan & Program

A preliminary preferred park master plan and program were prepared, incorporating direction from the Town Council, who considered input from both the Planning Commission and Architectural Review Board. The team presented this plan and program to the Council on October 26, 2015. The Council provided summary direction on the preferred plan in its November 6, 2015 work session. Subsequently, the planning team made refinements to the preliminary plan and program, culminating in the creation of the final preferred plan, program, phasing strategy and estimated development budget (November 15, 2015). One notable refinement called for by the Council was the relocation of the Multi-Use Pavilion from the preliminary location adjacent to the amphitheater and parking area to a hilltop site just east of the remaining Lewis home (current food pantry). Additionally, the Council desired that potential “soft recreation” opportunities, such a sand volleyball court, horseshoe pits or similar uses be located at the former pavilion site near the parking and amphitheater.

Below are the **Final Preferred Master Plan** and **Illustrative Birdseye Sketch**, followed by a narrative **Preferred Master Plan Overview** narrative describing key elements of the plan.

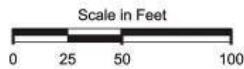


Date: 11/15/15

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

EPR



Town of Haymarket, Virginia

Final Preferred Master Plan

Harrover Property Master Plan Study



Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Preferred Master Plan Overview

Plan Concept/Theme

The overarching master plan concept is a town park theme with substantial open space and opportunities for community events. Planned activities and features include picnicking facilities, outdoor performance and event venues, a community playground, opportunities for soft recreation activities, trail loops and abundant green space. The facilities will be phased over a ten-year period.

Vehicular Environment: Access & Parking

Access and circulation is via a single spine drive located off Washington Street across from Coach Way. The drive sweeps around the amphitheater offering views of the historic Lewis home and pavilion building, then terminates in a loop serving the primary parking lot. A gated emergency vehicle access drive links the parking area to Washington Street. The primary parking lot contains 38 spaces and the smaller Lewis home lot contains 6 spaces, for a total of 44 parking spaces, including 4 handicapped spaces. A connecting link from the park drive to the Haymarket Baptist Church parking lot supports opportunities for overflow parking during community events. Bicycle parking will be provided at the pavilion and playground.

Pedestrian & Open Space Environment:

A system of paved site-wide loop trails offer outdoor strolling and jogging opportunities. Measured trail loop segments of one-fifth and one-third mile lengths connect all park facilities; all trails and facilities will meet ADA accessibility standards. Selected existing tree retention forms the framework for site landscaping, augmented by new plantings around the adaptively reused Lewis home (former pantry providing park services), multi-use pavilion, picnic areas and parking areas. New buffer plantings are planned along the northern and eastern boundaries as part of an agreement with the developer of the residential neighborhoods along those edges. The Washington Street frontage will feature new landscaping and sidewalks as part of the Town's extension of streetscape; this project is separate from Harrover site master plan improvements. A site-wide vehicular and pedestrian signage system, including interpretive and park entry signs, is planned. Site furnishings include benches, picnic tables, grills, trash receptacles, drinking fountains, and bicycle racks. The landscape concept also includes two small lawn gazebos for informal and small event uses.



Special Activity Environment:

Primary park amenities include a community multi-use pavilion, amphitheater, and playground. All park facilities will meet ADA accessibility standards. An open-air pavilion with a capacity of approximately 100-125 persons is planned adjacent to the adaptively reused Lewis home along the central ridge. The pavilion, with its adjacent event green, will be a primary visual element and will provide expansive views to the rear lawn area of the site. The design of this pavilion will evoke the Craftsman style of the Lewis homes with similar materials. Key architectural elements will be harvested prior to the removal of the former police station. These elements will be integrated into the reuse in the remaining Lewis home and new pavilion facilities, as appropriate. The stone chimney will remain as homage to the structure, and will be set within a new paved plaza with interpretive signage. The newly open site of the former police station will be treated as a hilltop green; this is the highest elevation within the town of Haymarket.



The remaining Lewis home will be renovated to accommodate park visitor services such as public restrooms, park office and storage, and informal meeting space. Its location adjacent to the new multi-use pavilion will be convenient for users of that facility. A major community playground is provided within a major green space along Washington Street. The playground design will accommodate a range of ages and user abilities. An informal picnic area and soft recreation facilities (such sand volleyball, horseshoe pits and similar uses) are centrally located near the primary parking lot.

The proposed amphitheater can accommodate an audience of up to 200 in a natural lawn setting. An elevated stage along with sound and lighting systems will support outdoor performances. The entire site will offer extensive open space and support facilities for Town events and festivals. Overflow parking will be available at the adjacent Haymarket Baptist Church lot.

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

11/15/1
Sympoetica & EP

Key Plan Program Elements

Concepts/Themes

Vehicular Environment

Access/Entry

Vehicular Circulation

Vehicle Parking

Bicycle Parking

Pedestrian Environment

Accessible per ADA Guidelines

Trails & Links

Major Open Space

Landscape Theme

Buffer Landscape

Site Furnishings

Signage

Streetscape

Special Activity Environment

Community Structures & Special Activity Areas

Disposition of Lewis Homes

14740 Washington Street (Pantry)

14710 Washington Street (Former Police)

10-Year Phasing Strategy (All 3 Phases)

Conceptual Development Budget (Harrover)

Town & Community Park / Open Space & Events

Pavilion / Amphitheater / Playground / Open Space

Washington Street / Single Entrance across from Coach Way

Emergency Access/Egress Lane (Gated)

Potential Connector Drive to Haymarket Baptist Church Parking

Naturalistic Curving Spine Drive with Circle Terminus

44 Spaces (Including 4 HC spaces)

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

Pavilion and Playground Areas

All Facilities & Paths

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

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

Save existing trees as landscape framework; economy of new plantings

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

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

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

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

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

Vehicular/Directional /Crossing Warnings, Interpretive/Informational,

Trail Signs

Continue planned Town improvements along site frontage

Multi-Use Pavilion (ADA Accessible)

Multi-Use Open Air Structure (3000 GSF)

Lewis Home (Craftsman) Theme & Elements

Approximately 100-125 person capacity, seated.

Pavilion Event Lawn (adjacent to pavilion for event use)

Amphitheater (ADA Accessible; 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

Soft Recreation Opportunities (Sand

Volleyball, Horseshoe Pits, and similar uses)

Adaptive Reuse of Current Lewis Home (Pantry):

Program for Visitor Services , public

restrooms, storage, office & informal

community space:

Hilltop Green: Removal of Existing Lewis Home (former police use);

save chimney and create open hilltop open space on high point

Adaptively re-use as Park Services Facility

Demolish or Move off-site 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

\$2,126,040 (Includes Inflation Factor)

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Harrover Master Plan Implementation

The following implementation measures offer ways to achieve the type of park and recreation development desired for the Harrover Property. Project implementation includes development of a number of key tools, including:

- Concept-level development budget,
- Phasing strategy for site and facility development, and
- Potential project funding opportunities.

Harrover Master Plan Development Budget:

Based upon Council-approved phasing of the Harrover property master plan program elements, a set of planning-level probable development costs were prepared. A detailed set of probable costs, itemizing programmed development elements of the master plan, are included in the appendix to this report; following is a summary of those costs by phase for use by the Town in budgeting for park improvements.

Phase 1 / 1-3 Year Timeframe	\$1,663,558
Phase 2 / 4-7 Year Timeframe	\$ 320,281
Phase 3 / 8-10 Year Timeframe	<u>\$ 142,201</u>

All Phases / 10-Year Timeframe \$2,126,040
(Harrover Property Development Only; Escalated for Inflation)

Washington Street Improvements Development Budget:

In the next Washington Street streetscape project, the Town plans to extend improvements along the frontage of the Harrover property to the west side of Bleight Drive. The Town Engineer’s scoping level construction estimate for these improvements, which are limited to the north side of Washington Street, is \$705,000. The Town recommends that these improvements coincide with Phase 1 development of the Harrover property master plan; this timing provides new sidewalk access and integrates vehicular access to the property. These streetscape improvements are not a part of the Harrover Property Master Plan project.

Harrover Property Phasing Strategy:

This master plan will guide park’s development to fruition over a 10-year timeframe. It must provide guidance, while offering flexibility for the Town to implement individual projects as market, funding and partnering opportunities arise. The phasing strategy reflects two reviews by Council, in which they provided input into the preliminary and final preferred plans and programs. Following is the Final Preferred Master Plan Phasing Strategy, identifying Short, Mid, and Long Range Projects for implementation.

**Final Preferred Master Plan / Program & Phasing Strategy
Harrover Property Master Plan Study / Haymarket, Virginia**

**11/15/15
Sympoetica & EPR**

Incorporates Town Council Input (10/26/15 and 11/6/15)

Park Development Projects & Phases

Phase 1: Short Range / 1-3 Year Timeframe

Site-wide Utility Upgrades & SWM Facilities
Park Entry & Access Road
Parking Facilities (Primary & Lewis Home Lots)
Emergency Access Drive
Lewis Home (Pantry) / Park Services (Adaptive Reuse)
Lewis Home (Police) / Demolish (Save Chimney; Harvest arch. Elements)
Amphitheater (Stage/Rear Screen Fence, Sound/Light System & Lawn)
Informal Picnic Area (Between Parking & Amphitheater)
Soft Recreation Areas (Between Parking & Amphitheater)
Site-wide Trails
Site-wide Signage
Tree Save Measures & New Landscaping

Phase 2: Mid Range / 4-7 Year Timeframe

Multi-Use Pavilion & Event Green (Hilltop Location)
Rear Service Drive (Lewis Home & Pavilion)
Community Playground & Lawn Play Area
Lawn Gazebo

**Phase 3: Long-Range / 8-10 Year
Timeframe**

Amphitheater (Seat Walls/Walks, Perimeter Lighting)
Connector Drive to Haymarket Baptist Church
Lawn Gazebo

Total Project Development

Construction Budget Escalation Assumptions by Phase

Assume January 2016 to start process.
Phase 1 (1-3 years) midpoint would be June 2017
Phase 2 (4-7 years) midpoint would be June 2021
Phase 3 (8-10 years) midpoint would be January 2025

Notes:

This phasing summary reflects facilities shown on the Preferred Master Plan (Revision date November 15, 2015). This program reflects and illustrates the Town Council's suggested refinements (October 26 & November 6, 2015). It is intended for use as a guide during future Town budget processes aimed at project funding & implementation. Phasing timeframes shown above may change with Town Council direction.

Harrover Property Phasing Illustrations:



Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Harrover Property Park Funding Opportunities:

CIP Funding

Local governments can commit an annual appropriation for park and open space development through a Capital Improvements Program (CIP). The park master plan will define projects for inclusion into the CIP. CIP funds can be earmarked as matching funds when seeking grants with such requirements. CIP funding excludes yearly maintenance costs, which are funded through the appropriate budget category, such as the Parks and Recreation annual Operations Budget.

Bond Referendums

Local governments may place propositions for park and open space acquisition and development on local ballots for voter approval.

Special Appropriations

Funds not identified in the Capital or Operating Budgets can also be appropriated by the Town Council as a special project initiated by that legislative body.

Park Trust Fund

A trust fund can be created for park facility funding; it can be administered by a private non-profit advocacy group, or by a local commission. A trust fund can aid in the development of large projects. Funding the trust fund can come from many sources, including local government general funds, private grants, and gifts.

Local Private Sector Funding

Private industries and businesses may donate cash, materials, and/or in-kind services. Examples include: Donations of cash to a specific park project; donations of services by businesses to reduce the cost of park implementation expenses including equipment and labor costs; discounted materials costs.

Volunteer Organizations

The Town can create a volunteer organization called Friends of Harrover Park. Volunteers are an invaluable resource for assisting in actual park construction or in conducting fund-raisers. A park volunteer manual will guide and regulate their work. The manual should include a description of appropriate volunteer efforts, request forms, waiver and release forms, and a task completion form. Virginia State Parks and local

jurisdictions have been quite successful in using such 'friends' groups for special park project implementation.

Trail and Special Amenity Sponsors

A sponsorship program for park amenities, especially for pavilions, playgrounds and trail elements of the master plan, accommodates smaller donations received from individuals and businesses. The program provides design standards and estimated costs established for each amenity project. Project elements can include trail markers/signs, call boxes, trash receptacles, benches, entry signage, directional signs, interpretive brochures, bollards, and picnic areas.

State & Federal Government Funding Sources

A wide range of grants is available from state and federal agencies and programs, as well as from institutions and foundations. Importantly, most grant applications require an approved project master plan that supports the jurisdiction's comprehensive plan goals and objectives. Some state monies are pass-through funds from federal agencies; most grant opportunities require a 'local match' and some are reimbursement-based. Following is a summary outline of those funding sources:

State Government Funding Sources

- Recreational Access Program (VDOT)
- SAFETEA-LU Grants (VDOT)
- Safe Routes to School Program (VDOT)
- Virginia Land Conservation Foundation
- Virginia Department of Conservation and Recreation (DCR)
- Virginia Recreation Trails Fund
- Land and Water Conservation Fund (LWCF)
- Virginia Department of Forestry (DOF)
- Water Quality Improvement Fund

Federal Government Funding Sources:

- Community Development Block Grant Program
- U.S. Department of the Interior Fish and Wildlife Service (FWS)
- North American Wetlands Conservation Act Grants (NAWCA)
- U.S. Environmental Protection Agency, Environmental Education Grants Program
- Chesapeake Bay Gateways Program
- Conservation Reserve Program (USDA)
- Wetlands Reserve Program (USDA)
- Watershed Protection and Flood Prevention (Small Watersheds) Grants (USDA/NRCS)
- Urban and Community Forestry Assistance Program (USDA)
- Small Business Tree Planting Program (SBA)
- Economic Development Grants for Public Works and Development of Facilities (The US Department of Commerce, Economic Development Administration (EDA))

Other Potential Funding Sources

There are a number of partnerships that can be created specifically to meet the diverse needs of a community with respect to funding and programming. In addition to partnerships, additional funds can be generated through the following activities to help offset development costs.

Fundraising: The YMCA is a good example of this opportunity. All YMCA facilities rely on fundraising and support of the community to develop facilities. This requires a market study that is funded by the community that expressed interest in building a YMCA in their area. The market study projects membership and gauges support for fundraising. A capital campaign is initiated with a target goal. Once that goal is reached, they begin development of the facility. Similar campaigns are used for other public recreation facilities.

Sponsorship and Advertising: Naming rights are becoming increasingly prevalent revenue opportunities for various facility types. The pricing of these rights varies and can have a significant impact on financing this type of facility. The amount of participants attracted to a facility typically dictates the amount of advertising income that can be generated. The greater the number of participants, the more likely advertisers will support the facility.

User Fees: Although the Town currently does not intend to charge user fees for park facilities, such fees can help to offset operational fees. Recreation facilities that don't fit certain profile (i.e. membership-based fitness centers), rarely turn a profit. Most of the successful venues include some type of public contribution, usually in the way of free land and/or infrastructure costs. Once the building is developed user fees (membership fees), rental revenues, and other revenue streams are used to support operating expenses. These revenues can be supplemented with grants, donations, and other fund-raising activities. Below is a list of grants types available through various, federal and state agencies as well as from foundations. Most of these grants can be located at www.nrpa.org.

- Grants for Programs for Children and Youth
- Grants to Promote Health
- Grants for Seniors Programs
- State and Regional Agency Federally Sponsored Grants
- Natural Resources Grants
- Grants for Gardens
- The Department of Conservation and Recreation administers a grant-in-aid program for the acquisition and development for public outdoor recreation areas and facilities.

Partnering Opportunities: Although the Town currently does not intend to use partnerships for implementing park facilities, such opportunities might be considered in the future. Community recreation facilities are traditionally funded through bond referendums that require the support of local citizens. Although demand may exist for community recreation, funding may be limited due to more pressing community needs, and sensitivity of using tax dollars for specific projects. Therefore, traditional funding mechanisms are giving way to unique partnerships among public and private entities. These partnerships can be structured in a number of ways with the goal of providing support both financially as well as programmatically. Potential partners include, but are not limited to:

- Park Districts
- County Park Agency
- Hospitals
- County School District
- Corporations
- Boys and Girls Clubs
- YMCA

Crowdfunding: Crowdfunding is the web-based practice of funding a venture or project by seeking many small donations from a large number of people.

Two notable crowdfunding platforms include:

Kickstarter: <https://www.kickstarter.com/>

Indigogo: <https://www.indiegogo.com/>

The National Park & Recreation Association (NRPA) has developed a crowdfunding platform designed especially for public park and recreation facility providers. This platform is called *Fund Your Park*. (<http://www.fundyourpark.org>) Selected projects are profiled on the platform for funding. Projects can vary from a new playground to picnic facilities to trail signage. The platform engages supporters and helps create new ones by allowing donors to share their experiences with friends easily on the web. Fund Your Park is free to NRPA members; NRPA retains a 5 percent administration fee on all donations.



Draft
Appendix
Harrover
Property
Master Plan

Haymarket, Virginia



Prepared for the
Town of Haymarket

Prepared by
Sympoetica
EPR, P.C.

November 30, 2015

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Town of Haymarket, Virginia

City Council:

David Leake, Mayor
 Steve Aitken, Vice Mayor
 Joe Pasanello
 Chris Morris
 Matt Caudle
 Susan Edwards
 Kurt Woods

Planning Commission

Matt Caudle, Chair
 Cathy Pasanello
 James Carroll
 Maureen Carroll
 Connor Leake

Architectural Review Board

Kenneth Luersen, Chair
 Susan Edwards
 Robert Day
 Nicole Zimnoch
 John Parham, AIA, Professional Liaison
 Connor Leake, ARB Liaison

Public Facilities Committee: Input / November 19, 2014

Citizens of Haymarket: Input / Public Stakeholder Forum / March 24, 2015

Town Staff:

Brian Henshaw, Town Manager
 Marchant Schneider, Town Planner
 Holly Monatague, PE, Town Engineer
 Joe Barbeau, Jr., Building Official

Master Plan Consulting Team:

Barry Carpenter / Principal, Sympoetica
 Lynette Wuensch / Principal, EPR, P.C.

**Adopted by the Haymarket Town Council
 on _____, 2015.**

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APPENDIX A / Master Plan Development Budget

Preferred Master Plan Budget / Summary

Opinion of Probable Costs for Construction of the Harrover Community Site

EPR,
P.C. SUMMARY (All Phases)

Revised per Town Council
meeting comments on
10/26/15 and 11/6/15

11/20/2015

ITEM	DESCRIPTION	TOTAL	Notes:
#			
1	Parking Lot	\$106,375.55	
2	Roadway	\$98,877.44	
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	Amphitheater	\$79,224.52	
		\$1,296.00	
10	Type B, Class 1 thermoplastic pavement line markings, 24" white (crosswalks)		
11	Pavers on Hilltop	\$10,242.00	
12	Trash Receptacles	\$2,779.86	
13	Pavilion, Picnic Shelter	\$75,675.00	
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	\$59,593.84	
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	\$84,287.49	
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	
31	Upgrade Pantry in Place (Adaptive Reuse)	\$142,720.00	
32	Remodel to include 5 stall men's and women's bathrooms	\$47,564.24	
	Sub-Total	\$1,307,139.57	
	Design Contingency (8%)	\$104,571.17	
	General Conditions & Contractors Overhead & Profit (12%)	\$156,856.75	
	Construction Contingency (12%)	\$156,856.75	
	Soft Cost (20%)	\$261,427.91	
	Inflation Cost Total from Phases	\$139,188.09	
	Grand Total	\$2,126,040.23	

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Preferred Master Plan Budget / Phase 1

Opinion of Probable Costs for Construction of the Harrover Community Site

EPR, P.C.

PHASE 1

11/20/2015

Phase 1
Revised per Town
Council meeting
comments on 10/26/
and 11/6/15

ITEM #	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
1	Parking Lot - Striping	SPACE	61	\$25.41	\$1,551.21
2	Parking Lot - Wheel Stops	EA	61	\$90.98	\$5,550.78
3	Parking Lot - 2" Overlay	SY	2242	\$13.21	\$29,614.82
4	Parking Lot - 3" binder base	SY	2242	\$19.89	\$44,573.38
5	Parking Lot - 6" aggregate base	SY	2242	\$8.58	\$19,237.16
6	Parking Lot - Geotechnical base fabric	SY	2242	\$2.60	\$5,829.20
7	Roadway - 2" overlay	SY	1667	\$13.21	\$22,018.57
8	Roadway - 3" binder base	SY	1667	\$19.89	\$33,142.63
9	Roadway - 6" aggregate base	SY	1667	\$8.58	\$14,307.66
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	\$20,135.20
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	\$2,780.86
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	\$10,748.76
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

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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
51	Retaining Wall	SF	180	\$91.98	\$16,556.40
52	Screen Fencing - 60'x8'	LF	60	\$31.88	\$1,912.80
53	Stage/turf bloc construction	SF	350	\$69.04	\$24,164.00
54	Sound & Light Equipment - Stage	LS	1	\$17,453.00	\$17,453.00
55	Survey	LS	1	\$6,000.00	\$6,000.00
56	Demolition/Harvesting Police Structure	LS	1	\$40,908.00	\$40,908.00
57	Upgrade Pantry in Place (Adaptive Reuse)	LS	1	\$142,720.00	\$142,720.00
58	Remodel to include 5 stall men's and women's bathrooms	LS	1	\$47,564.24	\$47,564.24

Sub-Total **\$1,054,812.00**

Design Contingency (8%) **\$84,393.00**

General Conditions & Contractors Overhead & Profit (12%) **\$126,577.44**

Construction Contingency (12%) **\$126,577.44**

Soft Cost (20%) **\$210,962.40**

Construction Year (1-3) Yr 2 5.70% **\$60,121.00**

Grand Total **\$1,663,555.84**

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Preferred Master Plan Budget / Phase 2

EPR,
P.C. PHASE 2

Revised per
Town Council
meeting
comments on
10/26/15 and
11/6/15

11/20/2015

ITEM #	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
1	Roadway - 2" overlay	SY	300	\$13.21	\$3,963.
2	Roadway - 3" binder base	SY	300	\$19.89	\$5,967.
3	Roadway - 6" aggregate base	SY	300	\$8.58	\$2,574.
4	Roadway - Geotechnical base fabric	SY	300	\$2.60	\$780.
5	Gazebo - 15'	SF	177	\$39.78	\$7,041.
6	Pillars, harvest brick from Police building	SF	480	\$18.75	\$9,000.
7	Pavilion, Picnic Shelter, timber w/ shingles treated pine	SF	3000	\$20.95	\$62,850.
8	Electric, outlets - 8-110 volts, 1-220 volts	EA	9	\$425.00	\$3,825.
9	Playground - Surface rubber	SF	2400	\$18.32	\$43,968.
10	Playground - edging	LF	200	\$3.68	\$736.
11	Playground Structure - All ages	LS	1	\$22,713.49	\$22,713.
12	Playground Structure - Timber w/ roof/canopy 12'x12'	LS	1	\$16,870.00	\$16,870.
Sub-Total					\$180,287.
Design Contingency (8%)					\$14,423.
General Conditions & Contractors Overhead & Profit (12%)					\$21,634.
Construction Contingency (12%)					\$21,634.
Soft Cost (20%)					\$36,057.
Construction Year (4-7)					\$46,243.
Yr 5.5					5.70%
Grand Total					\$320,280.

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Preferred Master Plan Budget / Phase 3

**EPR,
P.C. PHASE 3**

Revised per Town
Council meeting
comments on 10/26/15
and 11/6/15

11/20/2015

ITEM #	DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL
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	Seat Wall - Concrete	SF	576	\$61.97	\$35,694.72
7	Perimeter Lighting	EA	8	\$1,500.00	\$12,000.00
Sub-Total					\$71,964.32
Design Contingency (8%)					\$5,757.15
General Conditions & Contractors Overhead & Profit (12%)					\$8,635.72
Construction Contingency (12%)					\$8,635.72
Soft Cost (20%)					\$14,392.86
Construction Year (8-10) Yr 9 5.70%					\$32,815.73
Grand Total					\$142,201.50

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Appendix B / Alternative Sketch Plans Program Summaries

Alternative Sketch Plan A / Program Summary

Alternative Sketch Plan A Summary

Harrover Property Master Plan Study / Haymarket, Virginia

Key Plan Program Elements

Alternative A

Concepts/Themes

Central Park / Gardens & Events Pavilion/ Amphitheater/Arboretum

Disposition of Lewis Homes

14740 Washington Street (Pantry)
14710 Washington Street (Former Police)

Upgraded / In place
Upgraded / In place

Vehicular Environment

Access/Entry
Circulation (Interior Drives)
Vehicle Parking
Bicycle Parking

Washington Street / Dual Loop Drive
85 Spaces
Pavilion Area & Sculpture Garden

Pedestrian Environment

Accessible per ADA Guidelines
Links to Sidewalks; Potential Off-Site Links
Site Furnishings & Signage

Arboretum Paths/Sculpture Garden/Lawns
Site-wide Trails: Loops & Segments
Measured Segments / Fitness Stations

Special Activity Environment

Community Buildings/Structures

Major Open Air Pavilion (3600 GSF)
Multi-Use; Potential Ice Rink
Pavilion Event Lawns
Pavilion Amphitheater
Meetings/Gallery/Services/Admin
Arboretum & Wedding Pavilion
Sculpture Garden
Amphitheater
Major Community Playground

Lewis Homes (Adaptive Reuse)
Special Places / Features

Partnership Potential

Potential Town/County Or Public/Private Venture
Income Potential / Rental Fees

Yes / Pavilion & Amphitheater
Pavilions/Amphitheater; Garden; Mtg Rms
Art & Other Courses

Income Potential / Activity User Fees

Potential Early Projects

Upgrade Lewis Homes
Access Drive & Phase I Parking

Both homes; in place.
Major Playground
Interim Green Space - Informal Use
Loop Trail
\$2,380,000

Conceptual Development Budget

(Planning level concept budget only.)

Note: This summary comparison of alternative sketch master plan options, as presented April 13, 2015, is for informational and discussion purposes. The intent is to provide an array of possible program elements, across three alternative concept sketch plans, from which to select a preferred Harrover Property Master Plan program.

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Alternative Sketch Plan B / Program Summary

Alternative Sketch Plan B Summary Harrover Property Master Plan Study / Haymarket, Virginia

Key Plan Program Elements	Alternative B
Concepts/Themes	Community Center / Meeting Small Center/Amphitheater/Green
Disposition of Lewis Homes	
14740 Washington Street (Pantry)	Upgraded / In place
14710 Washington Street (Former Police)	Upgraded / New On-Site Location
Vehicular Environment	
Access/Entry	Washington Street / Single
Circulation (Interior Drives)	Spine/Loop Drive
Vehicle Parking	66 Spaces
Bicycle Parking	Community Center & Lewis Homes
Pedestrian Environment	
Accessible per ADA Guidelines	Hilltop Green/Amphitheater
Links to Sidewalks; Potential Off-Site Links	Site-wide Trails: Loops & Segments
Site Furnishings & Signage	Measured Segments / Fitness Stations
Special Activity Environment	
Community Buildings/Structures	Small Community Center (7000 GSF) Multi-Use; Meetings; Activities Support Option: Small Outdoor Swimming Pool Option: Multi-Purpose Courts
Lewis Homes (Adaptive Reuse)	Meetings/Services/Admin
Special Places / Features	Hilltop Amphitheater/Stage/Green Woodland Playground
Partnership Potential	
Potential Town/County Or Public/Private Venture	Yes / Small Community Center
Income Potential / Rental Fees	Multi-use Rms; Mtg Rms; Amphitheater
Income Potential / Activity User Fees	Rec/Ed Courses; Swimming (Pool Option)
Potential Early Projects	
Upgrade Lewis Homes	Pantry: in place; Police: Move on-site.
Access Drive & Phase I Parking	Woodland Playground Interim Green Space - Informal Use Loop Trail
Conceptual Development Budget	3,957,000
(Planning level concept budget only.)	

Note: This summary comparison of alternative sketch master plan options, as presented April 13, 2015, is for informational and discussion purposes. The intent is to provide an array of possible program elements, across three alternative concept sketch plans, from which to select a preferred Harrover Property Master Plan program.

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Alternative Sketch Plan C / Program Summary

**Alternative Sketch Plan C Summary
Harrover Property Master Plan Study / Haymarket, Virginia**

<u>Key Plan Program Elements</u>	<u>Alternative C</u>
Concepts/Themes	Community Center / Fitness Larger Center/Community Pavilion
Disposition of Lewis Homes	
14740 Washington Street (Pantry)	Removed from site by others
14710 Washington Street (Former Police)	Removed from site by others
Vehicular Environment	
Access/Entry	Washington Street / Single
Circulation (Interior Drives)	Spine/Loop Drive
Vehicle Parking	126 Spaces
Bicycle Parking	Community Center/Pavilion
Pedestrian Environment	
Accessible per ADA Guidelines	Hilltop Pavilion Plaza
Links to Sidewalks; Potential Off-Site Links	Site-wide Trails: Loops & Segments
Site Furnishings & Signage	Measured Segments / Fitness Stations
Special Activity Environment	
Community Buildings/Structures	Larger Community Center (16,250 GSF) Multi-Use; Fitness/Gym & Support Indoor Events
Lewis Homes (Adaptive Reuse)	No longer on site.
Special Places / Features	Hilltop Community Pavilion Event Plaza (Weddings, etc.) Small Playground Small Picnic Pavilion
Partnership Potential	
Potential Town/County Or Public/Private Venture	Yes / Larger Community Center
Income Potential / Rental Fees	Multi-use Rms; Fitness/Gym; Pavilion
Income Potential / Activity User Fees	Fitness Club; courses
Potential Early Projects	
Upgrade Lewis Homes	Sell or donate; then move both off-site.
Access Drive & Phase I Parking	Picnic Pavilion Interim Green Space - Informal Use Loop Trail
Conceptual Development Budget	7,255,000
(Planning level concept budget only.)	

Note: This summary comparison of alternative sketch master plan options, as presented April 13, 2015, is for informational and discussion purposes. The intent is to provide an array of possible program elements, across three alternative concept sketch plans, from which to select a preferred Harrover Property Master Plan program.

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

Appendix C / Planning Commission Input Summary

Town Staff worked with the Planning Commission to obtain input on which elements of the three alternative sketch plans should be included in a Preferred Master Plan. Following is full summary of guidance from the Planning Commission, in the form of notes provided by Town Staff.

Concepts/Themes

- overall like Concept A, with some changes
- concepts A and B more realistic
- concept C not supported

Disposition of Lewis Homes

- food pantry should be located to another building
- agreeable to concept incorporating one of the two homes, possibly public bathroom facility
- address houses now, or how to deal with them and provide illustrative concepts
- demolition of both houses would allow and/or will be necessary for more room for green space, pavilion, and recreation
- harvest materials / stone for reuse

Vehicular Environment

- less parking, provide minimum necessary
- single vehicular access entrance, not double

Pedestrian Environment

- continue streetscape improvements along Washington Street
- onsite trails / linkages supported

Special Activity Environment

- less landscaping
- provide more open space / formal open space
- pavilion supported, move towards back of property away from street, not center, not too close to church; consider buffer to church
- playground area / picnic tables supported
- outdoor elements should require little or no maintenance
- construct new, or use existing home(s) for, ADA compliant public bathroom facility
- dog park too busy due to size of property and other supported elements

Partnership Potential

- No charge for use of pavilion and recreation areas
- Concern that reuse of houses and/or new facilities will require staffing

Potential Early Projects

- remove unhealthy trees / overgrowth
- construct pavilion / playground as first phases
- address houses now, or how to deal with them and provide illustrative concepts

Conceptual Development Budget

- Concern that maintenance and upkeep of houses has become expensive
- Concern that cost to reuse homes will outweigh benefits (extra costs, safety, insurance)

[SOURCE: DRAFT 08-27-15) PLANNING COMMISSION SUMMARY COMMENTS – HARROVER MASTER PLAN

Appendix D / ARB Recommendation to Haymarket Town Council

Harrover Master Plan / July 2015

The Haymarket Architecture Review Board (ARB) appreciates the opportunity extended by Council to participate in the development of the Harrover Property Master Plan Study.

The ARB administers the Town's Old and Historic Haymarket District Overlay, the purpose of which is to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest to the Town. Specific to the Harrover Property Master Plan, the ARB's charge, among other elements, is to evaluate the extent to which each of three Alternative Plans promote the general welfare of the Town, and all citizens, by:

- a. Maintaining and increasing real estate value;
- b. Generating business;
- c. Creating new positions;
- d. Attracting tourists, students, writers, historians, artists and artisans, and new residents;
- e. Encouraging study of and interest in American history;
- f. Stimulating interest in and study of architecture and design;
- g. Educating citizens in American culture and heritage; and
- h. Making the town a more attractive and desirable place in which to live.

The ARB referred to relevant policies of the Town Comprehensive Plan, the standards of the Zoning Ordinance and ARB Design Guidelines, and feedback from the public input session as part of its evaluation. The ARB also conducted a site visit with the Town Building Official.

The ARB notes the location of Haymarket at the North-South "crossroads" used by Indians and early colonial settlers, as well as by confederate and union troops during the Civil War, gives the Town a rich history. Toward that end, the Town's Comprehensive Plan states the Town will preserve its rich history by: (1) identifying, documenting and promoting its historic resources; (2) encouraging the adaptive reuse of historic structures; and (3) maintaining Town-owned historic resources, such as the Lewis Homes.

The Town's Comprehensive Plan designates the property for public / civic use and the two Lewis Homes are listed as contributing resources to the Town's Historic District. The Plan further recommends development of the Harrover Property to meet the social (community center) and recreational needs (open space) of the community to include maintaining the Lewis Homes as part of that goal.

The ARB notes the Harrover Property offers cultural reference to how Haymarket has developed over time (i.e. Lot size on town periphery, building setback, open lot, etc). The architecture of the Lewis homes indicates a time period for both town and national level (i.e. Craftsman style, mail / catalog ordering, etc.). The consultant for the Master Plan noted differences between the two structures that could be used to explain the style / construction and evolution of housing mechanical systems over time (i.e. Original exterior elements vs. add-ons. Early mechanical systems vs. newer technology. Cellar vs. today's finished basements, etc). All these elements contribute to the Town's history and the ARB recommends

Draft Harrover Property Master Plan Appendix / Page 10

such elements be reflected, all or part, in the development of the Master Plan.

The ARB notes that, per its charge and the guidance of the above policies and standards, worked with the developer of Villages of Haymarket Phase II (east of the Harrover Property along Bleight Drive) to develop standards for new residential construction to be compatible with the Lewis Homes.

The ARB understands that the Master Plan Study is conceptual and that further refinement of the Plan's "hardscape" elements (i.e. landscape, structures, building materials, etc.) will be subject to future ARB review.

Given that three Alternative Plans were presented for consideration by the ARB, the ARB has chosen to give prioritized property end result preference.

Immediate recommendations - things that can be done without any "property use" decisions (not in any specific order)

- Remove out buildings
- Consult arborist and clean up landscaping (trim/ remove unwanted and overgrown trees/shrubs, etc....)
- Coax public use of front end of property (signs stating open to public, install some picnic benches and grills, etc....)
- Shutter buildings until use is decided to help salvage and reduce liability when we welcome people to use the property.
- Add interpretive signs identifying the Lewis buildings highlighting their history and the influence they brought to how people lived during their in the time period.,
-

Long term recommendations - set by preference

- Keep both buildings as they stand (1st choice)
- Repair foundation and stonework
- Restore exterior to original state
- Paint exterior using the traditional three color palette
- Renovate interior to fit use purpose any new additions will need to comply with architecture style and be approved by ARB existing building additions can stay or be removed as decided upon by use purpose, but original exterior architectural elements must be replaced when addition removal occurs
- Original building structure must stay.
- Keep one building as it stands and relocate one building to a new location on the property (2nd choice)
- Follow same recommendations as preference #1
- Relocate both buildings to new locations on the property (3rd choice)
- Follow same recommendations as preference #1
- Keep one building as it stands or relocate it to a new location on the property, remove and replace the other building from the property (4th choice)
- For the kept building - Follow same recommendations as preference #1
- For the removed/replaced building use the preferred methods below
 - Removal
 - Give it to a preservation party to move and restore under the requirement that the move and restoration needs to be documented by our historian for the

- Haymarket museum (1st choice).
- Demolish with requirement to allow our historian to document architectural style/Fabrication techniques and take samples for the Haymarket museum (Last choice).
- Replacement
 - All architectural element styles used on the original Lewis home must be incorporated into the new structure. This includes the foundation/porch stone work.
 - Exterior paint needs to incorporate a traditional three color palette typical of the Lewis homes.
 - ARB approval is required.
 - Remove and replace both buildings from the property (5th choice)
 - Follow removal/replacement recommendations as preference #4
 - Remove and replace one building from the property, completely remove the other building from the property (6th choice)
 - Follow removal/replacement recommendations from preference #4
 - Remove both buildings from the property (last choice)
 - Follow removal recommendations from preference #4

Recommend site plan based on prioritized property preference above. Using our prioritized preference list above, the ARB recommends site plan A. It keeps both building structures in place, incorporates outside elements not presently available in Haymarket, can readily be used as a contributing area during annual Haymarket sponsored events (Haymarket Day, Earth day, etc...) and fits a cost model that can be supported by small town funding.

ARB remarks about Site Plan A:

- Playground structures need to be themed with building elements that incorporate the Lewis structures
- Find a logical location for a gazebo (wedding Pavilion) that will support both Lewis buildings, but not take up space that could be used for park and recreational purposes.
- Use recycled materials for playground and mulch
- ARB would like to participate in the final landscaping design. We want to discuss more of the walking and running paths, picnic areas, and the general vision to include: Lewis house architectural theme; historical/information signs to highlight the building structure influence in history, the shrubbery elements used during the Lewis home time period and the typical sculpting elements used in a sculpture garden of this time period; etc.....
- A phased approach can be used to build out plan
- remove all out buildings
- remove all scrub trees and overgrown landscaping (consult arborist)
- install walking trails
- install parking lot and locate permanent driveway and complete
- Refurbish exterior of homes
- add pavilion
- add amphitheater
- add playground structure

Draft Harrover Property Master Plan Appendix / Page 12

- Update interior of homes
- Optional elements that we may want to add
 - Outdoor Restrooms
 - Picnic Tables and grills
- Suggested Building uses for this plan:
 - Administrative Use
 - Public Meeting use
 - Birthday parties
 - Boy and Girl scout meetings
 - Church meetings
 - a small church may want to meet there on Sunday
 - there are a large number of churches (non-denominational and otherwise) that rent space on Sunday. These need places to meet for other than Sunday functions or for church picnics on Sunday, etc.
 - churches often have retreats where they need to get away for a weekend. They normally require one building for men and a separate for women.
 - Company picnics
 - Wedding receptions
 - Light vending facility (hot dogs, etc...) when the amphitheater is being used). This could either be staffed by Haymarket or rented out as an optional add on when the amphitheater is rented. Either way- extra income for Haymarket.

[SOURCE: Town Staff /July 2015)

Appendix E / Town Council Guidance on the Preferred Master Plan

The Council was reviewed guidance from the Planning Commission and the ARB , and made the following recommendations for the program and plan concepts to be incorporated into the Preferred Master Plan for the property. Following is the Council guidance summary, as prepared by the Town Staff:

Concepts/Themes

- Overall preference to Alternative A (size and scale meets desired outcomes)

Vehicular Environment

- Single entrance opposite Coach Way, spine with a loop
- Natural circulation
- Minimal parking requirements / parking areas
- Pedestrian oriented design, less focus on vehicular traffic, more open space
- Shared access to Haymarket Baptist Church (interparcel)
- A dual entrance should be one way traffic flow (overall preference for single entrance)

Pedestrian Environment

- Continue streetscape improvements along Washington Street
- Onsite trails- looped / linkages supported

Special Activity Environment

- Pavilion- Multi-Use - forward and centered on the property
 - Picnic shelter
 - Amphitheater- part of or adjacent to pavilion
 - Open space / lawns adjacent to pavilion
- Playground- forward on property, near pavilion or within reasonable distance.
 - Multi-age attraction
- Clearly defined open space
- Hilltop green (option for future stage, gazebo)
- Small service / meeting facility in general location of Lewis House (pantry)
 - Public restrooms
 - Small meeting room

Disposition of Lewis Homes

- Hilltop green at location of 14710 (former police) / high point of the Town
- Potential reuse of 14740 (pantry) for small service facility

Partnership Potential

- Project designed / scaled / sized so as not to require partnership / rental income to support ongoing maintenance, staffing, debt payoff, etc.

Amenities:

- Picnic tables / areas
- Wide open spaces for recreation.
- Walking trails (repeat from pedestrian environment)

Early Projects/Phasing:

- Priority- ACCESSIBILITY (pedestrian access, trails, travelways, parking)
- Creating short range opportunities to utilize the public space (accessibility, signage, picnic areas, interim green space – informal use)
- Annual budget will determine phasing options / priorities

[SOURCE: TOWN STAFF DRAFT 09-28-15] TOWN COUNCIL
SUMMARY COMMENTS – HARROVER MASTER PLAN

The master planning team presented the Preliminary Preferred Plan to the Council on October 26, 2015; this plan reflected the guidance as detailed above. The Council met again on November 6, 2015 to discuss the preliminary plan and determine its input on the Final Preferred Master Plan. Town staff summarized the Council's guidance as follows:

- Rotate the Pavilion and move to the top of the hill to the east of the current food pantry.
- Reduce the size (footprint) of the current pantry to original size to house public restrooms and storage.
- Keep the patio and fireplace (of the former police station Lewis home) to incorporate with the new location of the pavilion.
- In the area where the pavilion was, show soft recreation, such as sand volleyball court, horseshoe pits, or similar uses.
- Reduce the size of the parking lot and move into the location of the traffic circle. Continue to have a circular flow around the parking lot.
- Leave the section closest to the road, where parking is currently shown, as open green space.
- Take out the "hardscape" out of the amphitheater

[SOURCE: TOWN STAFF EMAIL 11-9-15] TOWN COUNCIL
SUMMARY DIRECTION – HARROVER MASTER PLAN

Appendix F / Preliminary Preferred Master Plan & Program

A preliminary preferred park master plan and program were prepared, incorporating direction from the Town Council, who considered input from both the Planning Commission and Architectural Review Board. This plan and program were presented to the Town Council in a work session on October 26, 2012. This plan formed the basis for Council comment and direction for the preparation of the Final Preferred Master Plan (dated 11/15/15), shown in the Master Plan Report.



Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)

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

10/26/14
 Sympoetica & EPI

Concepts/Themes

Vehicular Environment

Access/Entry

Vehicular Circulation

Vehicle Parking

Bicycle Parking

Pedestrian Environment

Accessible per ADA Guidelines

Trails & Links

Major Open Space

Landscape Theme

Buffer Landscape

Site Furnishings

Signage

Streetscape

Special Activity Environment

Community Structures & Special Activity Area

Disposition of Lewis Homes

14740 Washington Street (Pantry)

14710 Washington Street (Former Police)

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

Washington Street / Single Entrance across from Coach Way

Emergency Access/Egress Lane (Gated)

Potential Connector Drive to Haymarket Baptist Church Parking

Naturalistic Curving Spine Drive with Circle Terminus

56 Spaces (Including 4 HC spaces)

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

Pavilion/Playground Area

All Facilities & Paths

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

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

Save existing trees as landscape framework; economy of new plantings

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

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

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

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

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

Vehicular/Directional /Crossing Warnings, Interpretive/Informational,

Trail Signs

Continue planned Town improvements along site frontage

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.

Two Options (See Services & Meeting Facility above)

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

(Planning level concept budget only.)

\$1,819,073

\$1,879,156

Option 1 / Lewis Home Service Facility

Option 2 / New Service Facility

Appendix G / Birdseye View of the Preliminary Preferred Master Plan



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

sympoetica **EPR**



Town of Haymarket, Virginia

Harrover Property Master Plan Study

Attachment: 01-04-2016 TC Agenda (2691 : Draft Town Council Agenda)