



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, February 26, 2024

7:00 PM

Council Chambers

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## I. Call To Order

## II. Pledge of Allegiance

## III. Agenda Items

1. Crossroads Arts Alliance Presentation and Discussion
2. Monthly Financial Report
3. Snow Removal Policy
4. Mobile Food Establishment Ordinance Discussion

## IV. Adjournment



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

## Memorandum

**To:** Mayor and Town Council  
**From:** Emily L. Kyriazi, Town Manager  
**Re:** Crossroads Arts Alliance

**Background:** The Town of Haymarket Town Council was approached by the Crossroads Arts Alliance (CAA) in the Spring/Summer of 2023, requesting the use of the Town Museum for a new arts based non-organization. After numerous meetings with the Town Manager and the Vice Mayor, the CAA presented to the entire Town Council their plan for the space and their vision for bringing more arts to the Haymarket Community and western end of PWC. The CAA was given permission to work with the Town Manager on a pilot program to utilize the space for approximately 6 months and determine the interests from the community, the costs associated with use of the space, the level of engagement, participation required by all parties involved and potential for continuation.

The CAA will be attending the February 26, 2024 work session meeting to present to the Council their feedback on the pilot program to date, share their volunteer hours logged and community engagement opportunities.

Following the CAA's presentation and brief Q&A with Council, I will review the recognized costs and the offsets to date.

**Snapshot:** CAA began operating in the space in October of 2023 every other week. For the month of December, CAA opened the space every weekend for their Art Market. CAA has submitted a total of \$863.45 for commissions paid to the Town. Commissions are given to the Town at a rate of 15%, as discussed and offered during the original pilot program discussion. The CAA does not pay any other fees to the Town at this time. The Town recognizes the hours the space is open to the public as an additional quantitative offset. The current schedule of the Museum would not be possible without the help of these volunteers as we do not currently have a position funded for hours strictly dedicated to operating the museum, especially on the weekends.

When analyzing the cost breakdown of the space based on the basic utility costs shown in the table below, I find that the Town is benefiting alongside the CAA in this partnership, when considering that the Town must continue to pay the basic utility costs for the space whether it is open to the public or not and the numerous volunteer hours logged. \*The water costs for the late fall included Maintenance using the hose bib at the Museum to fill the water tank for watering the brick planters and flower baskets.\*

While the monthly basic utility costs have increased, the commissions show potential to assist in offsetting these costs as the space grows and welcomes new visitors. The volunteer hours logged also work towards offsetting the

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total costs. For example, a base pay of \$20.00/hr for a part time employee to staff the Museum for two 4-hour days on the weekend would be a minimum \$160 rate. At \$160 a weekend multiplied by four weekends a month, the Town would be looking to pay approx. \$640 minimum to open the space (this does not include work hours to design and install exhibits). With this in mind, the Staff finds that the Town is receiving a beneficial service through the CAA partnership; the Town is able to work closely with a local non-profit organization to open and operate a public space for our residents to gather and enjoy while giving the organization the opportunity to have roots in the community and a space to work towards their vision of expanding the arts in our community.

Haymarket Museum									
Year		Columbia Gas	PWCSA	Verizon	Dominion Energy	Cleaning Services	Totals	Commissions	Offsets
2022	October	\$ 204.00	\$648.80	\$137.59	\$ 37.09		\$ 1,027.48		
	November	\$ 204.00	\$239.95	\$137.59	\$ 30.09		\$ 611.63		
	December	\$ 204.00	\$ 42.95	\$137.59	\$ 73.92		\$ 458.46		
2023	January	\$ 174.00	\$ 41.05	\$139.19	\$ 51.03		\$ 405.27		
	February	\$ 17.00	\$ 54.00	\$139.19	\$ 44.02		\$ 254.21		
	March	\$ 17.00	\$ 52.10	\$143.19	\$ 35.78		\$ 248.07		
	April	\$ 72.00	\$ 76.90	\$141.73	\$ 41.41		\$ 332.04		
	May	\$ 23.00	\$ 65.45	\$141.73	\$ 23.33		\$ 253.51		
	June	\$ 23.00	\$ 31.10	\$114.94	\$ 38.08		\$ 207.12		
	July	\$ 23.00	\$ 31.10	\$117.35	\$ 98.78		\$ 270.23		
	August	\$ 31.39	\$ 31.10	\$117.35	\$ 93.91		\$ 273.75		
	September	\$ 31.39	\$ 57.11	\$117.35	\$ 106.59		\$ 312.44		
	October	\$ 53.26	\$ 76.90	\$119.40	\$ 31.08	\$100.00	\$ 380.64	\$ 123.45	\$(257.19)
	November	\$ 106.12	\$ 42.55	\$119.40	\$ 36.61	\$100.00	\$ 404.68	\$ -	\$(404.68)
	December	\$ 113.86	\$ 23.91	\$119.40	\$ 63.23	\$100.00	\$ 420.40	\$ 740.00	\$ 319.60
2024	January	\$ 306.60	\$ 20.35	\$119.48	\$ 73.09	\$100.00	\$ 619.52	\$ -	\$(619.52)
*Commissions submitted for October and through 12/31?									

**Next Steps:** Looking ahead at what’s next for the Museum space and the CAA partnership, I would like to propose that the Town Council extend the Pilot Program through December 31, 2024 with the following goals in place.

1. The Community is able to rent the space starting in April for the second or fourth weeks of the month (except for Sundays\*)
2. \*The Crossroads Arts Alliance operates a majority (set % with Council) of Farmers Market Sundays during the hours of the market to engage the public in the space
3. A community engagement survey is completed to gauge the interests of the residents and additional services they wish to see provided in the space
4. A community calendar be set and posted to provide better advertising of the opportunities at the space

5. Staff completes a detailed report of incurred costs at the museum and all offsets for the span of one calendar year, October 2023 – October 2024
6. Other Goals/Objectives as discussed by Council at February 26th Meeting

	Actuals	FY2024 Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	447,701.64	455,783.00	98.2%	additional supplemental bills included
3110-02 · Public Service Corp RE Tax	13,659.92	12,600.00	108.4%	
3110-03 · Interest - All Property Taxes	13.06	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	1,862.79	1,000.00	186.3%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>463,237.41</b>	<b>469,383.00</b>	<b>98.7%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	132,764.37	225,000.00	59.0%	collections up to December 2023
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	Collection Mid- May 2024
3120-02 · Business License Tax	42,550.29	250,000.00	17.0%	Due date May 01, 2024
3120-03 · Cigarette Tax	91,748.16	140,000.00	65.5%	Collectionbns up to January 2024
3120-04 · Consumer Utility Tax	61,154.04	158,000.00	38.7%	collections up to December 2023
3120-05 · Meals Tax - Current	778,989.80	1,375,000.00	56.7%	Collections up to December 2023
3120-06 · Sales Tax Receipts	71,166.48	160,000.00	44.5%	collections up to November 2023
3120-07 · Penalties (Non-Property)	5,052.32	5,000.00	101.0%	
3120-08 · Interest (Non-Property)	306.99	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,183,732.45</b>	<b>2,337,000.00</b>	<b>50.7%</b>	
<b>3130 · PERMITS,FEES &amp; LICENESES</b>				
3130-01 · Application Fees	2,025.00	4,500.00	45.0%	
3130-03 · Motor Vehicle Licenses	392.00	1,000.00	39.2%	
3130-05 · Other Planning & Permits	9,715.00	15,000.00	64.8%	
3130-06 · Pass Through Fees	12,460.00	0.00	100.0%	
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>24,592.00</b>	<b>20,500.00</b>	<b>120.0%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	13,027.30	20,000.00	65.1%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>13,027.30</b>	<b>20,000.00</b>	<b>65.1%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	10,927.05	13,500.00	80.9%	Collections up to December 2023
3150-03 · Interest on Bank Deposits	88,528.82	89,500.00	98.9%	Collections up to December 2023
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>99,455.87</b>	<b>103,000.00</b>	<b>96.6%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-07 · Haymarket Church Suite 206	29,395.01	49,207.00	59.7%	
3151-08 · 15020 Washington Realty	37,847.92	56,772.00	66.7%	
3151-09 · 15026 Copper Cricket	16,225.76	24,338.00	66.7%	
3151-11 · Cupcake Heaven and Cafe LLC	20,759.31	35,838.00	57.9%	
3151-14 · Salman Home Realty Suite 204	4,480.00	5,600.00	80.0%	
3151-15 · Revolution Mortgage	7,098.67	7,099.00	100.0%	
3151-16 · Stirrup For Delegation 21	3,315.00	3,315.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>119,121.67</b>	<b>182,169.00</b>	<b>65.4%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
3160-01 · Public Safety	5,305.00	5,305.00	100.0%	Surplus sale of PD vehicle (Taurus)
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>5,305.00</b>	<b>5,305.00</b>	<b>100.0%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-00 · Sponsorships	28,100.00	25,600.00	109.8%	Funds collected in FY2023 meant for FY024
3165-01 · Town Event	58,481.49	80,000.00	73.1%	Funds collected in FY2023 meant for FY024
3165-02 · Farmer's Market	9,218.30	12,000.00	76.8%	Funds collected in FY2023 meant for FY024
3165-03 · Town Ornaments	11,533.26	12,500.00	92.3%	
3165-05 · Museum Revenue - Art	123.45	0.00	100.0%	Art Alliance
3165-06 · Town Hats	474.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>107,930.50</b>	<b>130,100.00</b>	<b>83.0%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	153.71	300.00	51.2%	
3180-01 · Citations & Accidents Reports	55.00	0.00	100.0%	
3180-03 · Miscellaneous	10.00	0.00	100.0%	

Attachment: FY2024 Actuals on 02.21.2024 (6513 : Monthly Financial Report)

\$45,518.56 for Stolen check reimbursed by VRSA

3180-04 · Reimbursement from Insurance	46,018.56	46,019.00	100.0%	
3180-05 · Recovered Costs - Private Events	300.00	300.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>46,537.27</b>	<b>46,619.00</b>		
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	18,242.00	36,144.00	50.5%	Quarterly grant
3200-04 · Car Rental Reimbursement	495.54	0.00	100.0%	state collected tax; based off an app
3200-05 · Communications Tax	41,238.02	80,000.00	51.5%	collections up to December 2023
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	collection of FY2024 funds
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,405.15	1,300.00	108.1%	As of August 2023
3200-16 · DMV Grant	0.00	12,656.00	0.0%	
3200-17 · LOLE Grant	0.00	4,393.00	0.0%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>95,007.68</b>	<b>163,120.00</b>	<b>58.2%</b>	
4002 · Transfer from ARPA Funds	0.00	926,477.00	0.0%	
<b>Total Income</b>	<b>2,157,947.15</b>	<b>4,403,673.00</b>	<b>49.0%</b>	
<b>Gross Profit</b>	<b>2,157,947.15</b>	<b>4,403,673.00</b>	<b>49.0%</b>	
<b>Expense</b>				
<b>01 · ADMINISTRATION</b>				
<b>11100 · TOWN COUNCIL</b>				
111001 · Convention & Education	732.00	2,500.00	29.3%	
111002 · FICA/Medicare	797.89	2,000.00	39.9%	
111003 · Meals and Lodging	125.79	1,000.00	12.6%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	11,500.00	25,000.00	46.0%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>13,155.68</b>	<b>30,750.00</b>	<b>42.8%</b>	
<b>12110 · TOWN ADMINISTRATION</b>				
1211001 · Salaries/Wages-Regular	244,714.41	425,469.00	57.5%	
1211002 · Salaries/Wages - OverTime	1,428.45	3,500.00	40.8%	
1211003 · Salaries/Wages - Part Time	29,801.50	55,875.00	53.3%	
1211004 · FICA/Medicare	20,482.28	36,755.00	55.7%	
1211005 · VRS	17,425.62	39,480.00	44.1%	
1211006 · Health Insurance	32,601.00	63,963.00	51.0%	
1211007 · Life Insurance	3,316.02	5,075.00	65.3%	
1211008 · Disability Insurance	1,679.82	3,360.00	50.0%	
1211009 · Unemployment Insurance	531.66	5,995.00	8.9%	
1211010 · Worker's Compensation	279.75	481.00	58.2%	
1211011 · Gen Property/Liability Ins.	19,130.00	19,328.00	99.0%	
1211012 · Accounting Services	1,122.00	8,300.00	13.5%	
1211014 · Printing & Binding	3,653.76	8,298.00	44.0%	
1211015 · Advertising	3,016.50	9,000.00	33.5%	
1211016 · Computer, Internet & Website Svc	10,954.36	28,550.00	38.4%	
1211017 · Postage	1,535.78	4,000.00	38.4%	
1211018 · Telecommunications	4,204.22	7,500.00	56.1%	
1211019 · Mileage Allowance	277.72	1,000.00	27.8%	
1211020 · Meals & Lodging	2,098.82	3,500.00	60.0%	
1211021 · Convention & Education	1,291.15	6,000.00	21.5%	
1211022 · Miscellaneous	387.00	2,000.00	19.4%	
1211024 · Books, Dues & Subscriptions	10,071.56	16,000.00	62.9%	
1211025 · Office Supplies	3,625.64	6,500.00	55.8%	
1211026 · Equipment Rental	0.00	4,075.00	0.0%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>413,629.02</b>	<b>769,004.00</b>	<b>53.8%</b>	
<b>12210 · LEGAL SERVICES</b>				
1221001 · Legal Services	57,443.83	96,702.00	59.4%	payments up to January 2024 services
<b>Total 12210 · LEGAL SERVICES</b>	<b>57,443.83</b>	<b>96,702.00</b>	<b>59.4%</b>	
<b>12240 · INDEPENDENT AUDITOR</b>				
1224001 · Auditing Services	18,400.00	42,600.00	43.2%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>18,400.00</b>	<b>42,600.00</b>	<b>43.2%</b>	
<b>Total 01 · ADMINISTRATION</b>	<b>502,628.53</b>	<b>939,056.00</b>	<b>53.5%</b>	
<b>03 · PUBLIC SAFETY</b>				
<b>31100 · POLICE DEPARTMENT</b>				
3110001 · Salaries & Wages - Regular	304,647.67	516,406.00	59.0%	
3110003 · Salaries & Wages - OT Premium	16,703.60	30,000.00	55.7%	
3110013 · Salaries & Wages - OT Select En	3,881.05	10,000.00	38.8%	
3110004 · Salaries & Wages - Holiday Pay	23,831.89	35,541.00	67.1%	

Attachment: FY2024 Actuals on 02.21.2024 (6513 : Monthly Financial Report)

3110005 · Salaries & Wages - Part Time	37,110.00	65,000.00	57.1%
3110007 · Salaries & Wages - DMV Grant	2,987.29	11,856.00	25.2%
3110012 · Salaries & Wages - PT Admin.	8,120.00	39,000.00	20.8%
3110020 · FICA/MEDICARE	29,536.15	54,148.00	54.5%
3110021 · VRS	19,243.83	31,604.00	60.9%
3110022 · Health Insurance	52,545.00	72,272.00	72.7%
3110023 · Life Insurance	4,213.47	6,146.00	68.6%
3110024 · Disability Insurance	1,529.15	2,400.00	63.7%
3110025 · Unemployment Insurance	567.69	3,360.00	16.9%
3110026 · Workers' Compensation Insurance	21,692.25	26,433.00	82.1%
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%
3110028 · Legal Services	17,951.30	28,392.00	63.2%
3110032 · Computer, Internet & Website	2,622.50	5,000.00	52.5%
3110033 · Postage	41.20	100.00	41.2%
3110034 · Telecommunications	7,342.04	13,800.00	53.2%
3110035 · General Prop Ins (Vehicles)	4,871.00	5,014.00	97.1%
3110037 · Meals and Lodging	2,836.18	5,000.00	56.7%
3110038 · Convention & Edu. (Training)	2,182.00	10,800.00	20.2%
3110040 · Annual Dues & Subscriptions	11,322.59	17,200.00	65.8%
3110041 · Office Supplies	4,106.85	5,000.00	82.1%
3110042 · Vehicle Fuels	19,985.62	36,700.00	54.5%
3110043 · Vehicle Maintenance/Supplies	9,548.23	22,000.00	43.4%
3110045 · Uniforms & Police Supplies	28,623.10	45,901.00	62.4%
3110056 · Capital Outlay-Machinery/Equip	63,654.20	64,000.00	99.5%
3110057 · Capital Outlay-Furniture/Fixtur	0.00	14,000.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>706,400.85</b>	<b>1,181,823.00</b>	<b>59.8%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>706,400.85</b>	<b>1,191,823.00</b>	<b>59.3%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	70,425.18	123,750.00	56.9%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>70,425.18</b>	<b>123,750.00</b>	<b>56.9%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	44,458.17	105,222.00	42.3%
4310002 · Maint Svc Contract-Pest Control	3,039.00	3,000.00	101.3%
4310003 · Maint Svc Contract-Landscaping	18,204.31	35,000.00	52.0%
4310004 · Maint Svc Contract Snow Removal	3,512.00	7,000.00	50.2%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	9,881.32	18,593.00	53.1%
4310008 · Electrical Services-Streetlight	2,576.62	5,500.00	46.8%
4310009 · Water & Sewer Services	2,488.35	3,850.00	64.6%
4310010 · Janitorial Supplies	23.98	2,000.00	1.2%
4310011 · Real Estate Taxes	573.29	2,500.00	22.9%
4310015 · Maintenance - Vehicle Fuel	874.76	5,000.00	17.5%
4310016 · Maint - Vehicle Maintenance	0.00	3,000.00	0.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>85,631.80</b>	<b>192,665.00</b>	<b>44.4%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>156,056.98</b>	<b>323,628.00</b>	<b>48.2%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	57,216.38	96,429.00	59.3%
60001 · Town Tourism	26,784.89	64,286.00	41.7%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>84,001.27</b>	<b>182,715.00</b>	<b>46.0%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	4,060.00	25,000.00	16.2%
7000003 · Demolition	0.00	50,000.00	0.0%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>4,060.00</b>	<b>75,000.00</b>	<b>5.4%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	1,944.00	5,000.00	38.9%
7111003 · Contractural Services	40,272.66	64,950.00	62.0%
7111004 · Events - Other	30,693.57	40,850.00	75.1%

vehicle will be picked up this coming week

For services up to January 2024

7111005 · Police Department Events	2,235.12	7,800.00	28.7%	
7111006 · Farmer's Market	343.43	12,000.00	2.9%	
<b>Total 71110 · EVENTS</b>	<b>75,488.78</b>	<b>130,600.00</b>	<b>57.8%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	829.73	2,200.00	37.7%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	2,500.00	16.0%	
<b>Total 72200 · MUSEUM</b>	<b>1,229.73</b>	<b>5,950.00</b>	<b>20.7%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>80,778.51</b>	<b>211,550.00</b>	<b>38.2%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	1,435.00	5,670.00	25.3%	
8110002 · FICA/Medicare	130.63	500.00	26.1%	
8110003 · Consultants - Engineer	4,326.50	10,000.00	43.3%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	0.00	1,000.00	0.0%	
8110009 · Engineer - Pass Through	20,942.00	0.00	100.0%	
<b>Total 81100 · PLANNING COMMISSION</b>	<b>26,834.13</b>	<b>23,120.00</b>	<b>116.1%</b>	
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>				
8111001 · Salaries & Wages - Regular	945.00	5,830.00	16.2%	
8111002 · FICA/Medicare	33.84	446.00	7.6%	
8111005 · Convention & Education	0.00	1,500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>978.84</b>	<b>7,776.00</b>	<b>12.6%</b>	
<b>81111 · Board Of Zoning Appeals</b>				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>27,812.97</b>	<b>33,823.00</b>	<b>82.2%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
90002 · Payment for Stolen Check	45,518.56	45,519.00	100.0%	reissue of PD vehicle payment
<b>95100 · DEBT SERVICE</b>				
9510002 · General Obligation Bond - Prin	137,800.00	137,800.00	100.0%	Paid off 2 o 3 loans off
9510003 · General Obligation Bond - Int	4,944.91	4,950.00	99.9%	Paid off 2 o 3 loans off
<b>Total 95100 · DEBT SERVICE</b>	<b>142,744.91</b>	<b>142,750.00</b>	<b>100.0%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>188,263.47</b>	<b>188,269.00</b>	<b>100.0%</b>	
<b>94104 · Street Scape - Park Sidewalk</b>				
9410401 · Architectural/Engineering Fees	8,455.38	39,891.00	21.2%	
9410402 · Construction	0.00	836,586.00	0.0%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>8,455.38</b>	<b>876,477.00</b>	<b>1.0%</b>	
<b>94105 · PERSONNEL</b>				
<b>EMPLOYEE BENEFITS</b>				
6560 · Payroll Processing Fees	-0.02	0.00	100.0%	
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.02</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Total 94105 · PERSONNEL</b>	<b>-0.02</b>	<b>0.00</b>	<b>100.0%</b>	
<b>94106 · TOWN CENTER MASTER PLAN</b>				
9410601 · Architectural/Engineering Fees	2,046.78	50,000.00	4.1%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>2,046.78</b>	<b>50,000.00</b>	<b>4.1%</b>	
<b>94107 · BLIGHT MITIGATION</b>				
94107 · Blight Mitigation	0.00	40,000.00	0.0%	
<b>94108 · Capital Improvement Funds Expens</b>				
94108 · Capital Improvement Funds Expens	7,730.00	326,332.00	2.4%	
<b>94109 · Storm Water Grant Match</b>				
94109 · Storm Water Grant Match	0.00	40,000.00	0.0%	
<b>Total Expense</b>	<b>1,764,174.72</b>	<b>4,403,673.00</b>	<b>40.1%</b>	
<b>Net Ordinary Income</b>	<b>393,772.43</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Net Income</b>	<b>393,772.43</b>	<b>0.00</b>	<b>100.0%</b>	

Attachment: FY2024 Actuals on 02.21.2024 (6513 : Monthly Financial Report)





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

## Memorandum

**To:** Mayor and Council  
**From:** Emily L. Kyriazi, Town Manager  
**Re:** Washington Street Streetscape Snow Removal Policy Draft

**Background:** Over the past 7 (+) years the Town residents have raised issues and concern with the maintenance of the town sidewalks along Washington Street during snow/inclement weather events. The Town does not have a clear statement on who the responsible party is for all portions of the Town's Streetscape sidewalks. The Streetscape is defined as the Washington Street Corridor pedestrian improvements; brick/stamped concrete sidewalks, street trees, benches, trash cans, ornamental streetlights, flower baskets, banner/flag program, etc.

The Town constructed the Streetscape over the course of several years and multiple different projects. Through the years the land or easements to the land were acquired in varying statuses, leaving the current Staff burdened with the task of determining responsible parties, ownership and maintenance requirements. During our most recent inclement weather event in January, the residents reached out to Council, Mayor and Town Staff in frustration over the lack of preparedness for the storm and the failure to clear sidewalks after the fact. Following this inclement weather event and the failure to clear sidewalks in a timely manner, I reviewed the request and proposed to the Town Council that the Town should maintain the Streetscape across all aspects of the maintenance required, to include snow removal and inclement weather pre-treatment. The Town currently goes to great lengths to maintain the Streetscape in the other three seasons of the year, there should be no exception to our maintenance. The year-round maintenance will allow the Town to provide a safe pedestrian route for our residents should they need it at any duration of inclement weather. Below you will find a breakdown of costs as we consider the budgetary impact of the proposed snow removal and pre-treatment.

Washington Street Corridor and Jefferson Street Shared Use Path – approximately 45,000 square feet

Item to note – One 50lb bag covers approximately 1,600 sq ft (average standard), we will need 28 bags of sand to cover sidewalks. Calcium Chloride Ice Melt is safer for concrete than Sodium Chloride products

“Everyone’s Home Town”  
[www.townofhaymarket.org](http://www.townofhaymarket.org)

Breakdown of Potential Inclement Weather Costs for the Streetscape:

Washington Street Corridor and Jefferson Street Shared Use Path Inclement Weather Treatment Options			
Treatment Type/Equipment	Costs Associated	Frequency	Notes
Ice Melt Spreader	\$565.00	Estimated every 3 yrs, quality dependent	Need to determine warranty
Calcium Chloride (50lb bag * 28 bags)	\$671.44	Per event	Preferred product for concrete
Sodium Chloride (50lb bag * 28 bags)	\$335.44	Per event	
Pet Safe Ice Melt (50lb bag * 28 bags)	\$840.00	Per event	
Sand (50lb bag * 28 bags)	\$178.64	Per event	Consider using in tandem with salt option
Man hours to apply product, approx. 8 hours	\$200 approx.	Per event	In house option for pre/post event treatment
<b>Estimated Per Weather Event Total</b>	<b>\$1,050.08 per event</b> (\$1050.08 + \$565.00 (spreader) = \$1,615.08 first event)		
<i>Post Weather Event Response may require shoveling or additional applications depending on ice and refreezing</i>			
Current Contractor Rates *Contractor Work Triggers at 2" of accumulation or as authorized, Contractor Rates adjusted annually*			
Plowing @ 2-4"	\$130/hr/truck	Per event	½ hour maximum travel time allowance
Plowing @ 4-6"	\$140/hr/truck	Per event	½ hour maximum travel time allowance
Plowing @ 6" +	\$150/hr/truck	Per event	½ hour maximum travel allowance
Sidewalk Clearing (Shovel)	\$62/hr/man	Per event	
Sidewalk Clearing (Blower)	\$110/hr/man	Per event	
Sand, supplied at rate per ton	\$200/ton		
Sand/Ice Melt Combo for Parking Lots	\$300/ton		
Ice Melt Only	\$480/ton		
Ice Melt for Walkways	\$42/50lb bag		

Attachment: Snow Removal Costs Report (6495 : Snow Removal Policy)

Removal of Snow from Parking Areas	\$175/hr/truck		Plus front-end, rubber loader fee \$250/machine/hr
<b>Estimated Per Weather Event Total</b>	Dependent on Snow Event/Pre-Treatment Options, past fees have ranged \$750 to \$2500 (+)		

During Budget discussions the Council shall consider funding the budget for multiple inclement weather events. While the weather is unpredictable, we have found that the pre-treatment proves to be beneficial when done in advance and properly. It is recommended that the budget amount remains consistent throughout the years until we can develop a baseline and show trends. Based on the current season and needs for the current fiscal year, I would recommend carrying a fund of \$10,000 for Snow Removal and Pre-Treatments.

**Snow Policy/Ordinance Language Update:** If the proposed costs associated with the snow removal/pre treatment is acceptable to the Town Council, then I will proceed with drafting the appropriate Snow Removal Ordinance with the Town Attorney. The draft ordinance will include language to differentiate the areas of Town subject to snow removal, the type of removal/treatment to take place, the triggers for said removal/treatment, the timeframe for actions to be taken, the reporting process, etc.

**Next Steps:** Council to provide directive to draft the Snow Removal Policy with Town Attorney, Council to discuss preferred amount to fund snow removal line item. Staff to finalize research on snow removal triggers in surrounding jurisdictions and submit to Council.

Attachment: Snow Removal Costs Report (6495 : Snow Removal Policy)

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**Article V. Mobile Food Establishment.**

The intent of this ~~article~~ section is to establish ~~basic~~ operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property. ~~Mobile Food Establishments are itinerant and not permanent fixtures to a specific property.~~

**Sec. 14-170. - General requirements.**

~~For the purposes of this article, a Mobile Food Establishment shall mean an itinerant mobile food licensee, permittee, owner or vendor who is not permanently affixed to a specific property or location including, but not limited to, mobile food units.~~

~~For the purposes of this Section, the terms permittee, operator, and vendor all shall mean a licensed Mmobile Ffood Eestablishment.~~

~~(1) A Mmobile Ffood Eestablishment must obtain an approved businessBusiness License and a Mobile Food Establishmentzoning permit authorized from by the Zoning Administrator and Town TreasurerTown Manager shall be required prior to the operation of a mMobile fFood eEstablishment within the Town on a privately owned parcel.~~

~~a. The cost of the business license application for Mobile Food Establishments shall be provided in the Town of Haymarket fee schedule.~~

~~b. The cost of the Mobile Food Establishment zoning permit application shall be provided in the Town of Haymarket fee schedule.~~

~~c. A Mobile Food Establishment's business license and the Mobile Food Establishment permit is valid from May 1<sup>st</sup> of the year of issuance until April 30<sup>th</sup> of the following year and both must be renewed by April 30<sup>th</sup> of every year.~~

~~e.d. If there is a special event, the Mobile Food Establishment shall to complete a separate permit request and pay a separate fee for the one-time event.~~

~~(2) A mMobile Ffood Eestablishments that have obtained the required business license and Mobile Food EstablishmentZoning Permit shall only operate at breweries, wineries, and distilleries, also knownreferred to herein as the "Host Businesses," located within the Town limits. Business License and Zoning permit allows the Business to operate at any of the 3 different allowable locations. (Brewery, Winery, and Distillery), Also known as Host Business.~~

~~— A zoning pPermit must be authorized by the Zoning Administrator and shall be required by the mobile food establishments owner prior to the operation of any Mmobile Ffood Eestablishments on site, specifically stating the location thatof the Mmobile Ffood Eestablishment will operate. on site. The cost of the zoning permit shall be; cost is \$50.00.~~

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~~In addition to the required zoning permit, a Mobile Food Establishment business license must be approved by the Town Treasurer shall be required prior to the operation of any Mobile Food Establishment. The cost of the Mobile Food Establishment business license shall be \$200.00.~~

~~(3) Mobile food establishments may operate only at in Town wineries, breweries, or distilleries.~~

~~(4)(3)~~ Mobile Food Establishments are responsible for paying the Town's Meals Tax and shall comply with the Meals Tax Ordinance in Sec. 42-186 of the Town Code.

- (5) No Mobile Food Establishment Business License or Mobile Food Establishment zoning permit authorized and issued by the Zoning Administrator and Town Manager Treasurer shall authorize a Mobile Food Establishment to operate on or from a public street or public park.

~~A Mobile Food Establishment Business License is valid from May 1<sup>st</sup> of the current year until April 30<sup>th</sup> of the following year upon which the permit was issued. The Mobile Food Establishment business license Town business license will need to be renewed by May 1<sup>st</sup> of every year.~~

#### Sec. 14-171. - Suspension or revocation

~~A Mobile Food Establishment Business License and zoning permit may be revoked by the Zoning Administrator or Town Treasurer at any time due to the failure of the Mobile Food Establishment business license permittee, operator, or vendorholder to to comply with all requirements of this Article and any other applicable federal, state, and local laws. A Mobile Food Establishment's business license and Mobile Food Establishment permit may shall be suspended or revoked by the Town Manager at any time due to the Mobile Food Establishment's failure to comply with all requirements of this article and any other applicable federal, state, and local laws. Notice of revocation shall be made in writing to the Mobile Food Establishment Business License and Mobile Food Establishment permit holder.~~

~~(1)~~

~~a. The Town Manager shall suspend or revoke a Mobile Food Establishment's business license and Mobile Food Establishment permit issued under the provisions of this article if the Town Manager finds that such person has violated a violation of any provision of this article on three or more occasions within a 12-month period.~~

~~a.b. Prior to ordering the suspension or revocation of a Mobile Food Establishment's business license and Mobile Food Establishment permit, the Town Manager shall notify the business licensee and Mobile Food Establishment permit holder in writing providing the reasons for the suspension or revocation. This notice shall be mailed postage prepaid to the business licensee and Mobile Food Establishment permit holder at the business address appearing on the permit application, or if there is none, to the residential address appearing thereon. The notice shall state that the business license and Mobile Food Establishment permit shall will be suspended or revoked unless a written request for hearing is filed with the Town Manager by the business licensee or permit holder within 10 business days of the date the notice is mailed. If no request for a hearing is filed within this 10 business day period, the~~

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business license and the Mobile Food Establishment permit shall be suspended or revoked by order of the Town Manager, and the suspension or revocation shall be final.

b.c. If the business licensee and Mobile Food Establishment permit holder files a request for a hearing in accordance with this section the Town Manager, shall give written notice of the hearing to the requestor, and the hearing shall be held at a time and place designated by the Town Manager. The requestor may be represented by counsel, may cross-examine witnesses, and may present evidence in his or her favor.

d. The Town Manager shall issue the determination in writing to grant or deny the appeal within 10 business days of the conclusion of the hearing.

e. Within 10 business days of the conclusion of the hearing, the Town Manager shall issue a determination in writing withdrawing or imposing upholding the suspension or revocation and shall mail a copy of the determination to the business licensee and permit holder.

- (5) A business application will need to be submitted to Town Treasurer for approval; fee for Mobile Food Establishment license \$200.00. License will need to renewed every April 30<sup>th</sup>.

**Sec. 14-172. - Mobile Food Establishments**~~food establishments may shall~~ **be operated from an approved location, subject to the following procedures.:**

- (1) Each year, the owner or operator of any Mmobile Ffood Eestablishment doing business in the Town must file submit a Mmobile Ffood Eestablishment bbusiness llicense application and zoning permit application with the Zoning Administrator and Town Treasurer. Each Mobile Food Establishment business license and zoning permit shall only be valid from May 1<sup>st</sup> until April 30<sup>th</sup> of the following year. The Mobile Food Establishment business licensepermit application must be accompanied by a copy of the approved Mobile Food Establishment zoning permit obtained by the property owner of the Mobile Food Establishment for the operation of Mmobile Ffood Eestablishments within the Town. on the The Mobile Food Establishment zoning permit application shall list every address and location of operation of that the Mobile Food Establishment intends to operate property. A Mobile Food Establishment shall only operate on the approved location or locations listed in the Mobile Food Establishment zoning permit. If a Mmobile Ffood Eestablishment intends to operates on more than one site, then only one Mmobile Ffood Eestablishment business license application is required, provided the Mobile Food Establishment owner has obtained a Mobile Food Establishment zoning permit for each location of operation additional site. , provided that the property owner on any additional sites has obtained a mobile food establishment location permit. The operation of any Mmobile Ffood Eestablishment is subject to all requirements of Chapter 22 of the Town Code and all permits, licenses, and sanitation requirements of the Virginia Department of Health regulations. Department permits/licenses.; and

- (1) Mobile Food Establishments are only allowed to operate atwork on the designated location from Wednesday through Sunday of each week; Mobile Food Establishments will not be allowed to conduct business within Town limits on Monday or Tuesday of the any given week. If there is a

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~~special event, the mobile unit Mobile Food and Establishment and Host Business would need shall to complete a separate permit request and pay a separate fee for the one-time event.~~

- (2) A maximum of two ~~M~~mobile ~~F~~food ~~E~~establishments are permitted at any one location at the same time, provided that additional ~~M~~mobile ~~F~~food ~~E~~establishments may be permitted in conjunction with administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit.;
- (3) ~~A~~ Mobile ~~F~~food ~~E~~establishment's ~~mobile food unit/motor vehicle shall~~ may not be ~~parked~~ in any fire lane, travel lane, entrance/exit, or any required parking space and ~~shall not block any drive aisles, ingress and egress from the property, turn lanes or designated fire lanes. In no situation shall a Mobile Food Establishment's mobile food unit/motor vehicle be permitted to operate on grass, dirt, or other non-improved parking surfaces.~~
- (4) ~~A~~ Mobile ~~F~~food ~~E~~establishment's ~~mobile food unit~~ must be located on a level, paved, or gravel surface with safe pedestrian access.
- (5) All ~~generators and M~~mobile ~~F~~food ~~E~~establishments ~~and their generators~~ shall be located no less than 100 feet from any residential properties. ~~The vicinity around the Mmobile Ffood Eestablishment must be kept clean and free of debris; Trash receptacles must be provided; and~~
- (6) The ~~Mobile Food Establishment/mobile food vendor~~ shall comply with any request of a police officer or other public safety personnel to move ~~and/or~~ cease vending in the case of an emergency.

**Sec. 14-173. - Operational requirements.**

- ~~(1)~~ ~~Mobile Food Establishments are only allowed to operate at the designated location from Wednesday through Sunday of each week; Mobile Food Establishments will not be allowed to conduct business within Town limits on Monday or Tuesday of any given week.~~
- ~~(2)~~(1) No ~~Mobile Food Establishment/Vendor~~ shall remain on site at one property for more than 12 consecutive hours. Operational hours are from 10:00 am to 10:00 pm. ~~Mobile Food Establishment/Vendors~~ are expected to ~~cease all operations and~~ be off property by 10:00 pm ~~eastern standard time, with~~ no exceptions.
- ~~(3)~~(2) ~~Mobile Food Establishments/Vendors~~ shall comply with Chapter 18 of ~~the~~ Town Code pertaining to noise control.
- ~~(4)~~(3) Only food and non-alcoholic beverages incidental to the permitted ~~Mobile Food Establishment/vendor~~ shall be sold from the ~~M~~mobile ~~F~~Food ~~E~~Establishment. ~~unit. The r~~Retail sales of merchandise ~~of the Mobile Food Establishment~~ are permitted as an accessory use to the primary use of food sales.
- ~~(5)~~(4) Portable ~~trash~~ receptacles for the disposal of waste materials or other litter shall be provided ~~by the Mobile Food Establishment~~. All waste shall be removed and disposed of daily by the

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~~M~~mobile ~~F~~food ~~E~~establishment ~~O~~perator. Public trash receptacles shall not be used for compliance with this section. The vicinity around the Mobile Food Establishment must be kept clean and free of debris.

~~(6)~~(5) ~~No~~ liquid or solid waste ~~shall not~~ ~~may~~ be discharged from the ~~M~~mobile ~~unit~~ ~~Food~~ Establishment.

~~(7)~~(6) ~~Signage.~~

- a. Signage may be imprinted on the exterior body of a licensed and permitted Mmobile Ffood Eestablishment and may include the use of an attached or detached menu board.
- b. Advertisements for businesses other than the Mmobile Ffood Eestablishment ~~shall~~ ~~may~~ not be utilized.
- c. All signage for Mobile Food Establishments shall be temporary and must comply with the Town's sign ordinance.

~~(8)~~(7) ~~No~~ tables or chairs ~~for patron's use~~ ~~may~~ ~~shall not~~ be set up in association with the ~~m~~Mmobile ~~F~~food ~~E~~establishment.

~~(9)~~(8) The ~~operator of a permitted~~ Mmobile Ffood Eestablishment must conspicuously display an the approved department of health permit, Mobile Food Establishment permit and business license for public inspection.

~~(10)~~(9) All required taxes ~~shall~~ ~~must~~ be paid by the Mobile Food Establishments and in conformance with Chapter 42 of the Town Code.

~~(11)~~(10) A three-foot wide clearance area must be maintained around the Mmobile Ffood Eestablishment.

**Sec. 14-174. - Location requirements.**

(1) Mobile Ffood Eestablishments shall only be permitted in zoning districts that permit a Mmobile Ffood Units Eestablishments by-right.

~~Mobile Food Establishments units shall not block any drive aisles, ingress and egress from the property, or designated fire lanes. In no situation shall vendors be permitted to operate on grass, dirt, or other non-improved parking surfaces.~~

(2) ~~No~~ parking space that are is needed to satisfy satisfies a Zoning Ordinance parking requirement shall not be converted into a parking space or vending area to accommodate a Mmobile Ffood Eestablishment.

**Sec. 14-175. - Enforcement and Penalties.**

(1) ~~Hosting~~ ~~b~~businesses are responsible for ensuring all Mobile Food Establishments operating on site have obtained the necessary Mobile Food Establishment ~~b~~business license application, and Mobile Food



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~~Establishment zoning permit from applications have been filed with the Town of Haymarket prior to operating from the site, by each mobile food establishment on site, if not the Any Hhosting Bbusiness that allows unlicensed or unpermitted Mobile Food Establishments to operate on site shall will be fined in accordance with this section for hosting a non-compliant Mmobile Ffood Eestablishment.~~

(2) ~~Mobile Food Establishments Mobile unit shall will be removed from Hhosting Business's premises if they are non-compliant with this-article or the applicable laws and regulations. Article and the Town's requirements.~~

(3) ~~If the Town Manager determines that a violation has occurred, she shall give written notice thereof to any and all persons committing or permitting such a violation prior to imposing the civil penalties provided in this section. Any person or entity who commits, permits, assists in, or attempts, whether by act or omission, a violation of any sectionprovision of this articleordinance shall be liable and the violation shall will be enforced. Hosting businesses will be fined for hosting non-compliant mobile food establishments. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation-of the same regulation or requirement arising from the same set of operative facts, and \$500 for any third or subsequent violation. each additional violation of the same regulation or requirement arising from the same set of operative facts. Enforcement under this articleprovision shall not preclude the enforcement of any other articles of the Town Code that may be applicable.~~

**Suspension or revocation of truck vendor permitMobile Food Establishment Permit.**

~~A. The Town Manager may suspend or revoke a Mobile Food Establishment zoning permit issued under the provisions of this article if the Town Manager finds that such person has violated any provision of this article on three or more occasions within a 12 month period.~~

~~B. Prior to ordering the suspension or revocation of a Mobile Food Establishment permit, the Town Manager shall notify, in writing, the applicant or the permit holder, stating the reasons for the suspension or revocation. This notice shall be mailed, postage prepaid, to the applicant or to the permit holder at the business address appearing on the permit application, or if there is none, to the residential address appearing thereon. The notice shall state that the permit will be suspended or revoked unless a written request for hearing is filed with the Town Manager, by the applicant or the permit holder within 10 business days of the date the notice is mailed. If no request for a hearing is filed within this 10 business day period, the application or the permit shall be suspended or revoked by order of the Town Manager, and the suspension or revocation shall be final.~~

~~C. If the applicant or the permit holder files a request for a hearing in accordance with this provision, the Town Manager, shall give written notice of the hearing to the applicant or the permit holder at a time and place designated by the Town Manager. The applicant or the permit holder may be represented by counsel, may cross-examine witnesses, and may present evidence in his or her favor.~~

~~D.A. \_\_\_\_\_ The Town Manager shall issue his determination in writing, to grant or deny the appeal within 10 business days of the conclusion of the hearing.~~

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**Article V. Mobile Food Establishment.**

The intent of this article is to establish operational standards for mobile food establishments as well as appropriate protections of public health, safety, and welfare for their operation on private property.

**Sec. 14-170. - General requirements.**

For the purposes of this article, a Mobile Food Establishment shall mean an itinerant mobile food licensee, permittee, owner or vendor who is not permanently affixed to a specific property or location including, but not limited to, mobile food units.

- (1) A Mobile Food Establishment must obtain an approved business license and a Mobile Food Establishment permit from the Town Manager prior to the operation of a Mobile Food Establishment within the Town.
  - a. The cost of the business license application for Mobile Food Establishments shall be provided in the Town of Haymarket fee schedule.
  - b. The cost of the Mobile Food Establishment permit application shall be provided in the Town of Haymarket fee schedule.
  - c. A Mobile Food Establishment's business license and the Mobile Food Establishment permit is valid from May 1<sup>st</sup> of the year of issuance until April 30<sup>th</sup> of the following year and both must be renewed by April 30<sup>th</sup> of every year.
  - d. If there is a special event, the Mobile Food Establishment shall complete a separate permit request and pay a separate fee for the one-time event.
- (2) Mobile Food Establishments that have obtained the required business license and Mobile Food Establishment Permit shall only operate at breweries, wineries, and distilleries, referred to herein as the "Host Business", located within the Town limits.
- (3) Mobile Food Establishments are responsible for paying the Town's Meals Tax and shall comply with the Meals Tax Ordinance in Sec. 42-186 of the Town Code.
- (4) No Mobile Food Establishment business license or Mobile Food Establishment permit authorized and issued by the Town Manager shall authorize a Mobile Food Establishment to operate on or from a public street or public park.

**Sec. 14-171. - Suspension or revocation**

- (1) A Mobile Food Establishment's business license and Mobile Food Establishment permit may be suspended or revoked by the Town Manager at any time due to the Mobile Food Establishment's failure to comply with all requirements of this article and any other applicable federal, state, and local laws.

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- a. The Town Manager shall suspend or revoke a Mobile Food Establishment's business license and Mobile Food Establishment permit issued under this article if the Town Manager finds a violation of any provision of this article on three or more occasions within a 12-month period.
- b. Prior to ordering the suspension or revocation of a Mobile Food Establishment's business license and Mobile Food Establishment permit, the Town Manager shall notify the business licensee and Mobile Food Establishment permit holder in writing providing the reasons for the suspension or revocation. This notice shall be mailed postage prepaid to the business licensee and Mobile Food Establishment permit holder at the business address appearing on the permit application, or if there is none, to the residential address appearing thereon. The notice shall state that the business license and Mobile Food Establishment permit shall be suspended or revoked unless a written request for hearing is filed with the Town Manager by the business licensee or permit holder within 10 business days of the date the notice is mailed. If no request for a hearing is filed within this 10 business day period, the business license and the Mobile Food Establishment permit shall be suspended or revoked by order of the Town Manager, and the suspension or revocation shall be final.
- c. If the business licensee and Mobile Food Establishment permit holder files a request for a hearing in accordance with this section the Town Manager, shall give written notice of the hearing to the requestor, and the hearing shall be held at a time and place designated by the Town Manager. The requestor may be represented by counsel, may cross-examine witnesses, and may present evidence in his or her favor.
- d. Within 10 business days of the conclusion of the hearing, the Town Manager shall issue a determination in writing withdrawing or upholding the suspension or revocation and shall mail a copy of the determination to the business licensee and permit holder.

**Sec. 14-172. - Mobile Food Establishments shall be operated from an approved location, subject to the following procedures.**

- (1) The Mobile Food Establishment business license application must be accompanied by a copy of the approved Mobile Food Establishment permit obtained by the owner of the Mobile Food Establishment for the operation of Mobile Food Establishments within the Town. The Mobile Food Establishment permit application shall list every address and location of operation of the Mobile Food Establishment. A Mobile Food Establishment shall only operate on the approved location or locations listed in the Mobile Food Establishment permit. If a Mobile Food Establishment intends to operate on more than one site, then only one Mobile Food Establishment business license application is required, provided the Mobile Food Establishment owner has obtained a Mobile Food Establishment permit for each location of operation. The operation of any Mobile Food Establishment is subject to all requirements of Chapter 22 of the Town Code and all Virginia Department of Health regulations.
- (2) A maximum of two Mobile Food Establishments are permitted at any one location at the same time, provided that additional Mobile Food Establishments may be permitted in conjunction with

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administrative permits or other special events regulated by any proffered condition, development condition, special exception, or special permit.

- (3) A Mobile Food Establishment's mobile food unit shall not be parked in any fire lane, travel lane, entrance/exit, or any required parking space and shall not block any drive aisles, ingress and egress from the property, turn lanes or designated fire lanes. In no situation shall a Mobile Food Establishment's mobile food unit be permitted to operate on grass, dirt, or other non-improved parking surfaces.
- (4) A Mobile Food Establishment's mobile food unit must be located on a level, paved, or gravel surface with safe pedestrian access.
- (5) All Mobile Food Establishments and their generators shall be located no less than 100 feet from any residential properties.
- (6) The Mobile Food Establishment shall comply with any request of a police officer or other public safety personnel to move and cease vending in the case of an emergency.

**Sec. 14-173. - Operational requirements.**

- (1) Mobile Food Establishments are only allowed to operate at the designated location from Wednesday through Sunday of each week; Mobile Food Establishments will not be allowed to conduct business within Town limits on Monday or Tuesday of any given week.
- (2) No Mobile Food Establishment shall remain on site at one property for more than 12 consecutive hours. Operational hours are from 10:00 am to 10:00 pm. Mobile Food Establishment are expected to cease all operations and be off property by 10:00 pm eastern standard time, with no exceptions.
- (3) Mobile Food Establishments shall comply with Chapter 18 of the Town Code pertaining to noise control.
- (4) Only food and non-alcoholic beverages incidental to the permitted Mobile Food Establishment shall be sold from the Mobile Food Establishment. The retail sales of merchandise of the Mobile Food Establishment are permitted as an accessory use to the primary use of food sales.
- (5) Portable trash receptacles for the disposal of waste materials or other litter shall be provided by the Mobile Food Establishment. All waste shall be removed and disposed of daily by the Mobile Food Establishment. Public trash receptacles shall not be used for compliance with this section. The vicinity around the Mobile Food Establishment must be kept clean and free of debris.
- (6) Liquid or solid waste shall not be discharged from the Mobile Food Establishment.
- (7) Signage.

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- a. Signage may be imprinted on the exterior body of a licensed and permitted Mobile Food Establishment and may include the use of an attached or detached menu board.
  - b. Advertisements for businesses other than the Mobile Food Establishment shall not be utilized.
  - c. All signage for Mobile Food Establishments shall be temporary and must comply with the Town's sign ordinance.
- (8) Tables or chairs shall not be set up in association with the Mobile Food Establishment.
  - (9) The Mobile Food Establishment must conspicuously display an approved department of health permit, Mobile Food Establishment permit and business license for public inspection.
  - (10) All required taxes shall be paid by the Mobile Food Establishments in conformance with Chapter 42 of the Town Code.
  - (11) A three-foot wide clearance area must be maintained around the Mobile Food Establishment.

**Sec. 14-174. - Location requirements.**

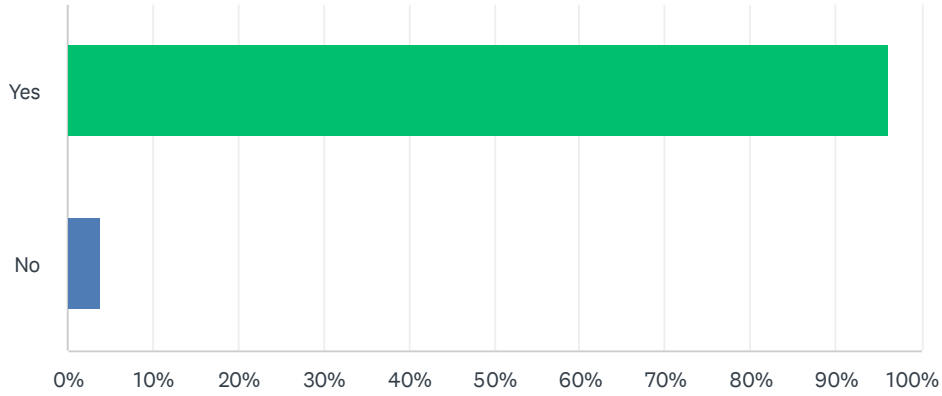
- (1) Mobile Food Establishments shall only be permitted in zoning districts that permit Mobile Food Units by-right.
- (2) Parking spaces that are needed to satisfy a Zoning Ordinance parking requirement shall not be converted into a parking space or vending area to accommodate a Mobile Food Establishment.

**Sec. 14-175. - Enforcement and Penalties.**

- (1) Host Businesses are responsible for ensuring all Mobile Food Establishments operating on site have obtained the necessary Mobile Food Establishment business license and Mobile Food Establishment permit from the Town of Haymarket prior to operating from the site. Any Host Business that allows unlicensed or unpermitted Mobile Food Establishments to operate on site shall be fined in accordance with this section for hosting a non-compliant Mobile Food Establishment.
- (2) Mobile Food Establishments shall be removed from Hosting Business's premises if they are non-compliant with this article or the applicable laws and regulations.
- (3) If the Town Manager determines that a violation has occurred, she shall give written notice thereof to any and all persons committing or permitting such a violation prior to imposing the civil penalties provided in this section. Any person or entity who commits, permits, assists in, or attempts, whether by act or omission, a violation of any section of this article shall be liable and the violation shall be enforced. The penalty for each individual violation shall be \$100 for the first violation, \$250 for the second violation, and \$500 for any third or subsequent violation. Enforcement under this article shall not preclude the enforcement of any other articles of the Town Code that may be applicable.

# Q1 Should the Town of Haymarket allow Food Trucks (Mobile Food Establishments) to operate within the Town?

Answered: 79 Skipped: 0

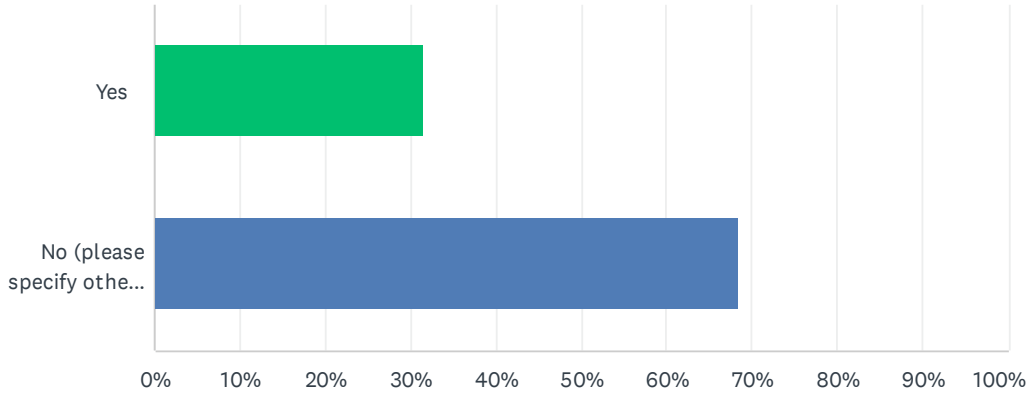


ANSWER CHOICES	RESPONSES	
Yes	96.20%	76
No	3.80%	3
TOTAL		79

Attachment: MobileFood (6514 : Mobile Food Establishment Ordinance Discussion)

## Q2 If allowed, should the Food Trucks be limited to operating at Brewery, Winery and Distillery businesses?

Answered: 79 Skipped: 0

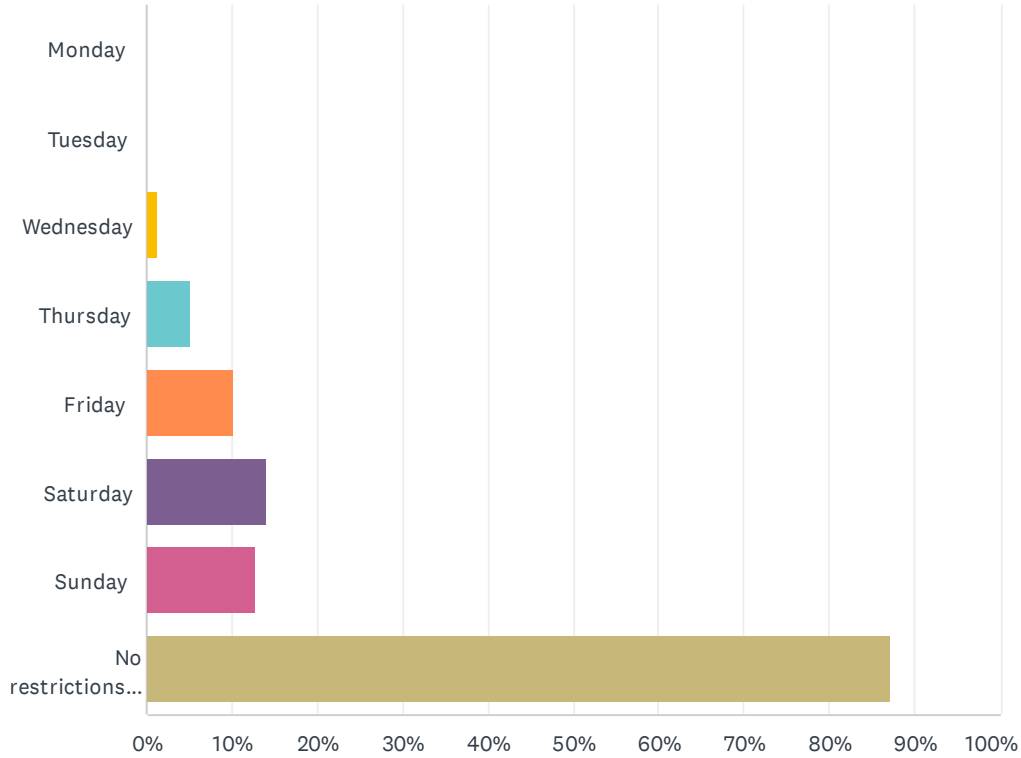


ANSWER CHOICES	RESPONSES	
Yes	31.65%	25
No (please specify other areas the Food Trucks should be permitted)	68.35%	54
<b>TOTAL</b>		<b>79</b>

Attachment: MobileFood (6514 : Mobile Food Establishment Ordinance Discussion)

Q3 Should the Food Trucks be limited to operating only on certain days of the week? If yes, which days should they be permitted to operate, select all that apply.

Answered: 78 Skipped: 1



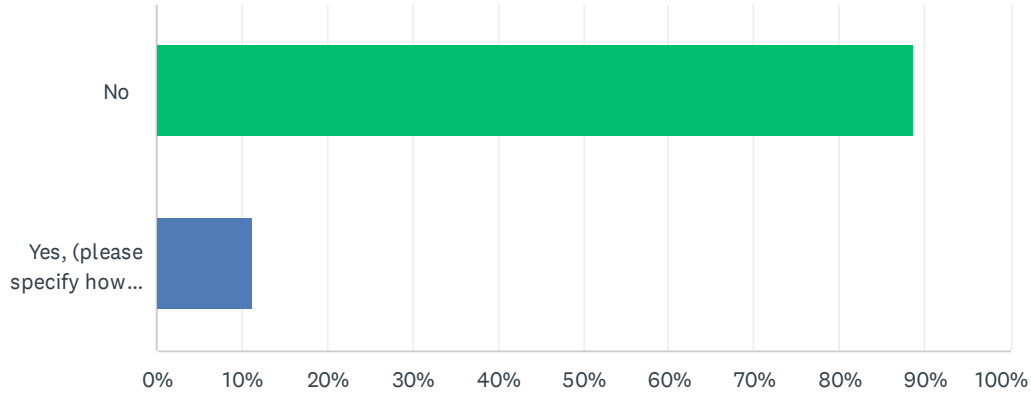
ANSWER CHOICES	RESPONSES	
Monday	0.00%	0
Tuesday	0.00%	0
Wednesday	1.28%	1
Thursday	5.13%	4
Friday	10.26%	8
Saturday	14.10%	11
Sunday	12.82%	10
No restrictions on the days of operation	87.18%	68
Total Respondents: 78		

Attachment: MobileFood (6514 : Mobile Food Establishment Ordinance Discussion)



### Q4 Should Food Trucks be limited on the number of days per year they can operate in the Town? If yes, how many days?

Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES	
No	88.61%	70
Yes, (please specify how many days per year)	11.39%	9
<b>TOTAL</b>		<b>79</b>

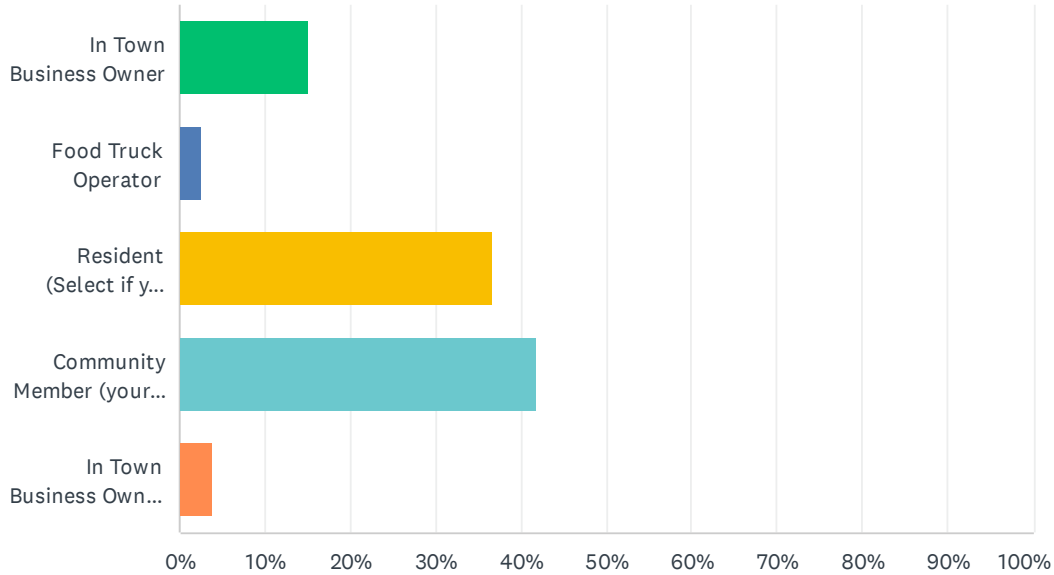
Attachment: MobileFood (6514 : Mobile Food Establishment Ordinance Discussion)

Q5 Please provide any additional information or input/preferences that you would like the Town to consider when establishing the policy that will govern the operation of Food Trucks within the Town:

Answered: 28 Skipped: 51

### Q6 Please share if you are a business owner, resident of the Town or community member.

Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES	
In Town Business Owner	15.19%	12
Food Truck Operator	2.53%	2
Resident (Select if you are an IN TOWN RESIDENT only)	36.71%	29
Community Member (your residence or business is not located within the Town Boundaries)	41.77%	33
In Town Business Owner AND Town Resident	3.80%	3
<b>TOTAL</b>		<b>79</b>

Attachment: MobileFood (6514 : Mobile Food Establishment Ordinance Discussion)